Members Present:

Board Chair Jeff Swanty    Rural Board Secretary Greg White
Fire Chief Mark Miller    Chief Ned Sparks
Mayor Cecil Gutierrez    Councilor John Fogle
Rural Board President Dave Legits    Assistant City Attorney Tree Ablao
Public Safety Admin. Dir. Renee Wheeler    BSC Roylene Sterkel

Members Absent:

City Manager Bill Cahill

Visitors:

HR Director Julia Holland
Attorney Dino Ross
Mike McKenna
FRAC Vice-Chairman Bob Boggio
Battalion Chief Jason Starck
Battalion Chief Tim Smith
Battalion Chief Michael Cerovski
Capt. Greg Gilbert
Lt. Shawn Williams
Engineer Ty Drage

Awards and Presentations:

LFRA Chief Mark Miller presented the Fire Chief's Distinguished Merit Award to Barbara Keyser, who manages the Silver Leaf Apartments for the Loveland Housing Authority. He gave Unit Citation Awards to 15 LFRA firefighters and officers who responded to the call. They are: Capt. Robert Carmosino, Lt. Randy Stuart, Lt. Jeremy Adent, Lt. Bryan Clark, Lt. Shawn Williams; Engineers Matthew DeDecker, Rick Summer, Derek Correa, Braden Marker, Jason Tanner; Fire Inspection Technician Dustin Waldorf; Firefighters Adam Baukol, Rory O'Farrell, Brad Schiffelbein, Traver Heckman

Call to Order:

Chairman Swanty called the Fire & Rescue Authority Board meeting to order on the above date at 1:30 p.m.
**Public Comment:**
None

**Consent Agenda:**

1. Consider the minutes from the Loveland Fire Rescue Authority Board for the January 28, 2015 Regular Board Meeting.

2. Consider a Resolution Approving the Amendment of the Rules and Regulations of the Loveland Fire Rescue Authority Regarding the Execution of Agreements.

Mayor Gutierrez moved to approve the Consent Agenda. Councilor Fogle seconded the motion and it carried.

**Regular Agenda:**

3. **Discuss Outside Legal Counsel for LFRA.**

   Dino Ross of Ireland Stapleton attended the meeting to discuss moving forward with the maturation plan. He said there are two ways to accomplish the personnel transfer. The first way would be to move all employees under LFRA at the same time. In order to do that there is a lot of ground work that needs to be done up front. Those things would include employee manuals, policies, procedures, benefits, pension, workers comp, etc. There would need to be personnel notices of termination from the City with immediate offers from LFRA for employment. All of these types of documents would need to be in place prior to the move-over.

   The second way would be for the City to lease employees to LFRA. This would be a way to buy some time to get everything in order, perhaps a 6-month plan that could be extended if needed. He doesn’t feel that this choice would be as cost effective. Mayor Gutierrez asked if a lease arrangement could be permanent. Attorney Ross said it can be, but it can be an administrative work load to keep it in place permanently.

   Chairman Swanty asked about moving the Fire Chief first and then the rest of the employees later. Attorney Ross said that even if the board decides to do that, we would still have to have all the infrastructure in place.

   Attorney Ross recommended that we set up a kick-off meeting and include the cities legal counsel to go over the processes and then bring something back to this board for approval. He needs to see all of the cities processes, policies, etc. to put together a transition plan and timeline and then they can put together an outline of what needs to happen to move forward. He said we could go with a lease arrangement and could probably accomplish what we need to do for the Fire Chief in 90 days and the rest of the personnel in 4-6 months.

   HR Director Holland and Mayor Gutierrez expressed concerns about employee benefits being in place and equitable with what the city currently has. Liability issues, etc. will need to be addressed. Councilor Fogle said at this point he feels the leasing option would be the best and could be extended if need be. There are other benefits like the health clinic and the Chilson Center that would need to be looked at. Councilor Fogle asked if HR Director Holland can get some numbers as to how many fire personnel attend the clinic in a period of time. Holland wasn’t sure that the clinic tracks that information but will check on it. Chairman Swanty asked if LFRA could contract with the city on those types of benefits. Holland said that would
be a contract with the clinic itself.

Chairman Swanty said the board doesn’t think there’s an urgency for all employees to get transferred over, but wants the Fire Chief done so that the Chief only is answering to one boss. Mayor Gutierrez agreed that we need to get the Fire Chief done, but the board needs more information and solutions for the rest of the employees.

Councilor Fogle moved to direct city staff and Attorney Ross to move forward with a plan for the Fire Chief transition and what that will look like relative to benefits, the city charter and the other items talked about today. Mayor Gutierrez seconded the motion and it carried.

4. Presentation of the Wild Land Firefighting Program.

This agenda items was postponed due to time constraints.

5. Consider the Designated Fire Code Appeals Board Members.

Chief Miller recommended that the Appeals Board consist of first the Fire Marshal then the Fire Chief and then the LFRA Board. If the item was not resolved through that process it would move to district court. Mayor Gutierrez recommended not to include the entire LFRA Board, but use the language in the Board quorum statement so that if a Board member was not present the issue could move forward.

Chief Sparks said that the current process is an evaluation and written report by the Fire Marshal that goes to the owner. The owner can then appeal to the Fire Chief, then the Fire Rescue Advisory Commission. He said it’s very much like a court process.

Rural Board President Legits said that the Board would need to be educated on the process and the situation at hand.

Mayor Gutierrez moved to approve the recommended Appeals Board based on the quorum language. Rural Board President Legits seconded the motion and it carried.

6. Conduct a Public Hearing and Consider Resolution Approving a Supplemental Budget to the 2015 Loveland Fire Rescue Authority Budget for Additional Funding from the City of Loveland and the Loveland Rural Fire Protection District from Remaining Funds for Projects Approved but not Completed in 2014 and New Projects.

PSA Director Wheeler presented a power point presentation showing the year end budget performance and provided detail for each request that the Board had received in their packet. Resolution R-043 would approve an increase to the 2015 LFRA operations budget of $511,983 based on 2014 budget savings.

Battalion Chief Cerovski spoke specifically about the request for $164,100 for the alerting system. He said in keeping with our strategic plan and the 5 minutes 59 seconds response time, our current system is antiquated and beyond its serviceable life. The new Fire Station 2 already has the newer system in place. It will allow us to improve our reflex times as well as the 911 call takers in dispatch. The bottom line is it will maximize our service to the community.

Rural Board President Legits asked if Station 4 would be included. BC Cerovski said it would not be because of the cost. If in the future the station is manned again it will be considered at that time.

Chief Miller thanked PSA Director Wheeler for her diligence and thoroughness in tracking
and putting all the numbers together for the betterment of LFRA.

FRAC Vice-Chair Boggio and Mike McKenna both thought the supplemental requests were founded and looked good.

Councilor Fogle moved to approve Resolution R-043 for the supplemental budget requests. Rural Board President Legits seconded the motion and it carried.

7. **Consider a Resolution to Approve a 2015 Revised LFRA Fee Schedule, with the School Permit Fee Revisions Approved by the Loveland Rural Fire Protection District.**

PSA Director Wheeler stated that at the Loveland Rural Fire Protection District Board meeting on February 4th they voted to revise the school building plan review fee to be equivalent to the Colorado Department of Public Safety Division of Fire Prevention and Control. That fee is based on the project valuation times .000640, with a $350 minimum charge. The effective date for the revised fees would be May 1, 2015 to allow for sufficient notification both in the City and the Rural District.

Councilor Fogle moved to approve Resolution R-045. Rural Board President seconded the motion and it carried.

8. **Fire Chief 2015 Goals and Evaluation Process.**

Chief Miller handed out a new evaluation form for the Fire Chief. The new form was developed with the help of the City’s HR Director Holland and mirrors the evaluation form for other City Directors. HR Director Holland explained that the evaluation form starts with a 360 evaluation and then a survey that goes to the LFRA Board. It then goes back to HR for an actual document that will go to the Chief. Chief Miller said the 360 evaluation will go out around the 2nd week of March and then the surveys to follow in a couple of weeks. The LFRA Board will do the evaluation at their April Board meeting.

HR Director Holland said the evaluation form can be modified by the Board. Councilor Fogle would like to see a more positive approach as to how the evaluation process happens. Mayor Gutierrez said he objects to “serial” words and would like to see more specific questions that relate to the individual and what they do.

Chief Miller talked about each of the documents that he handed out to the Board for their review.

9. **Review Briefing Papers and Correspondence.**

- Chief Miller informed the Board that Robert Bentley passed away. He was a member of Loveland Fire from 1975 through 1989.

- Chief Miller said the closing for the old Fire Station 2 was carried out this morning, February 25, 2014. He thanked Assistant City Attorney Garcia for his hard work in putting all the paperwork together and dealing with numerous issues throughout the process. The money will go back to the general fund.

- Chief Miller said the Rossum Drive property that was purchased years ago for a new fire station may have a buyer. Chief Sparks explained that when the property was purchased it was the furthest west available property that was still in the City limits and was purchased with CEF funds.

- Chief Miller talked about the Heron Point project. The property has been annexed into
Berthoud but is in our fire jurisdiction. Conversations are taking place regarding many issues swirling around the property. Rural Board Secretary White said this Board as well as the Rural Board need to be included in decisions being made regarding fire protection for the property. There is a petition circulating for signatures relative to issues with the property.

- Chief Miller has completed his Three E’s Tours with all fire shifts. He will do the presentation for this Board at the March meeting. Mayor Gutierrez asked him to send out a schedule to all council members of when and where he is doing the presentation.

With no further business Chairman Swanty adjourned the meeting at 3:25 pm.

*Minutes submitted by Secretary Sterkel*