



Loveland Rural  
Fire Protection  
District

## **Fire & Rescue Authority Board Meeting Minutes Thursday, May 29, 2014**

---

### **Members Present:**

Board Chair Jeff Swanty  
Mayor Cecil Gutierrez  
City Manager Bill Cahill  
Assistant City Attorney Tree Ablao  
Public Safety Admin. Dir. Renee Wheeler

Rural Board Secretary Greg White  
Fire Chief Randy Mirowski  
Division Chief Greg Ward  
Division Chief Ned Sparks  
BSC Roylene Sterkel

### **Members Absent:**

Rural Board President Dave Legits  
Councilor John Fogle

### **Visitors:**

Human Resource Director Julia Holland  
BC Rick Davis  
Engineer Ty Drage  
Friends and Family of Mark Williams

### **Call to Order:**

Chairman Swanty called the Fire & Rescue Authority Board meeting to order on the above date at 1:05 p.m.

### **Awards and Presentations:**

Chief Mirowski presented a "Fire Chief's Life Saving Award" to Mark Williams with Zahourek.

### **Public Comment:**

None

## **Consent Agenda:**

1. Consider the minutes from the April 10, 2014 Loveland Fire Rescue Authority Board Meeting.
2. Consider a Resolution to Appropriate a Supplemental Appropriation approved March 13, 2014.
3. 2014 First Quarter Budget Report – Budget Biz

Mayor Gutierrez moved to approve the Consent Agenda. City Manager Cahill seconded the motion and it carried.

## **Regular Agenda:**

### **4. Consider the Selection Process for the Fire Chief:**

City Manager Cahill talked about the memorandum dated May 8<sup>th</sup> that he submitted for the Board's consideration that outlines a process to select the next Fire Chief. He reiterated that under the Intergovernmental Agreement (IGA) the Fire Authority keeps the personnel of the Fire Authority under the City of Loveland. Therefore, the new Fire Chief will remain as a City of Loveland employee. However, with the evolution of the Fire Authority, the Chief will eventually report to the Fire Authority Board. It is important that the current Board be heavily involved in the hiring process. Manager Cahill reviewed a schedule of tasks in the hiring process. He will be delegating and sharing his authority, which is specified as the City Manager's by the IGA and City of Loveland Policies, with the Fire Authority Board, for the appointment of the next Chief with the Authority Board.

Human Resource Director Holland said that the job posting has been released to various fire related organizations including the State Fire Chiefs Association, International City/County Management Association, the Colorado Municipal League, City website and direct mail to selected fire chiefs and other fire personnel. To date, eighteen applications have been received and the posting will remain open through June.

City Manager Cahill stated that the process is a public one and transparency is important. There are several meeting dates in the process that don't coincide with regularly scheduled Board meetings. The Board looked at those dates and discussed the time commitments for each meeting. Human Resource Director Holland said that HR will be summarizing the applications that will move forward for the Boards review and that should help the process. Administrative Director Wheeler asked if the paperwork can be delivered to the Board members in advance of the meetings to give them time to review the information. HR Director Holland indicated that they would make every attempt to do that.

Chairman Swanty asked what expenses we are responsible for relative to the

applicants. City Manager Cahill said that usually travel expenses are included for the finalists that have to travel a long distance.

City Manager Cahill said the City is also conducting three other hiring processes for a new Public Works Director, City Attorney and Parks and Rec. Director.

## **5. Consider the LFRA Proposed Accreditation Implementation Plan:**

Chief Mirowski said that the Board had directed staff in the December meeting to bring back a more defined implementation plan for accreditation. In the Board agenda packet he included a staff report that covered the points for implementation of accreditation and staff's recommended plan. He did an overview with a PowerPoint presentation that included four specific areas that the Board wanted to see.

- Personnel and assignments for the accreditation process
- Outline of the steps for LFRA to become an accredited fire department
- Timelines for LFRA becoming an accredited fire department
- Initial and ongoing costs for LFRA to become and maintain fire service accreditation.

Chief Mirowski said that self-assessment is most of the work that needs to get done. Re-accreditation for fire departments is every five years. Our current Strategic Plan gives us a significant "head start" in the accreditation process. He said that the majority of the administrative work can be done in-house with limited outside expenses. He reviewed the financial impacts for the Board of implementation for accreditation and on-going expenses forward. Mayor Gutierrez asked how the on-going expenses will be handled. Admin. Director Wheeler said the plan would be to submit the dollar amount in the yearly budgets with an \$8,000 "bump" every five-years for re-accreditation.

Chief Mirowski presented personnel assignments for the process that will include an Accreditation Manager (Renee Wheeler), an Accreditation Technician (FF Ty Drage) and an Administrative Assistant once accreditation is achieved. He talked about FF Drage being well-versed in the accreditation process because he is functioning in a similar role with Windsor-Severance Fire. His primary role will be to retrieve data and information to complete the self-assessment.

Mayor Gutierrez asked how the added work load might affect the working crews? Chief Mirowski said that the accreditation process has been touched on in the "Good to Great Tours" with the crews, but the actual work load impact has not. Chief Ward said that as long as the process is in line with our Vision, the crews are good with it. Chief Sparks said that the Community Safety Division has no opposition to the process and the Omega software should help with the data collection.

Admin. Director Wheeler expressed a concern about staffing and indicated that we are not proficient with Omega at this point. She said that taking on the accreditation

process will limit her work with the Police Department, but that arrangement is coming to a close anyway. Chairman Swanty said there is no agreement in place with the Police Department for Admin. Director Wheeler; it's just part of the 82% that the City pays. City Manager Cahill said that the work Admin. Director Wheeler was doing for PD has been completed. It should also be noted that the new Fire Chief probably won't have the administrative skills that Chief Mirowski has and there is no administrative support staff for the executive staff right now.

Rural Board Secretary White said the new Fire Chief may not embrace the accreditation process. Chief Mirowski said he doesn't think that will be the case. City Manager Cahill said he feels the costs for the process are very minimal for what you get from accreditation.

Mayor Gutierrez asked if the Administrative Assistant position could be moved up, possibly mid-year 2015? City Manager Cahill said it would need to be submitted for the 2015 budget and go through that process for approval. Chairman Swanty said to keep in mind that every cost incurred by the City also has an impact for the Rural District. Chief Mirowski said he would encourage moving up the process to hire an Administrative Assistant to 2015 mid-year.

City Manager Cahill moved to approve the proposed Accreditation Plan as outlined. Mayor Gutierrez seconded the motion and it carried.

## **6. Presentation of the Training Program:**

Battalion Chief Davis presented information on the Training and Recruitment Program. He said that LFRA is recognized from outside agencies as having an outstanding training program. He said that the training area is back up and running after the September flood and we are recruiting Reserve Firefighters once again. Chief Davis reviewed the Leadership Development Program as outlined on page 45 of the Board agenda. He said that we rely on Aims Community College for good firefighter applicants that have gone through their academy. We also use other sources for recruitment including our Website, Facebook and other area colleges. Through this recruitment process for Apprentice and Reserve Firefighters we are using the National Testing Network for the testing process. They are also used by other area fire departments including Poudre, Greeley, Evans and Arvada. So far in the process we have received eleven Reservist applications, eight of which were rejected because they didn't have the necessary qualifications. We have received 35 Part-Time Firefighter applications, 14 being rejected for the same reasons.

Chief Davis reviewed the objectives and timelines for the Training Program. Chief Sparks indicated that LFRA has higher standards for Reservists than most departments. Chief Davis said that out of six Reservists that we hired last August, four have been hired in other departments and one is moving to Kansas so we only have one remaining with LFRA. Chief Mirowski said we may need to move to a two-tier hiring process in the future.

## **7. Review Briefing Papers and Correspondence:**

No comments.

## **8. Board Member New Business/Feedback:**

Mayor Gutierrez noted that according to month-end information plan reviews have increased by 40% over last year. He is concerned if we can keep up with current staffing levels. Chief Sparks said the process is being looked at city-wide and considerations are being made when the new permitting center is opened. He has some concerns on how the permitting center will work for the Fire reviewers. The CSD reviewers have a lot of other duties that they perform in their job responsibilities, not just plan reviewed and inspections. The Building Department has designated reviewers and inspectors that deal only with those aspects in their daily duties. Chief Mirowski said there are concerns about workloads in this area and they are being looked at.

Chief Mirowski asked the Board if they would consider canceling the June Board meeting since this meeting is so late in the month of May. City Manager Cahill moved to cancel the June meeting. Mayor Gutierrez seconded the motion and it carried. The next regularly scheduled Board meeting will be July 10, 2014.

With no other business, LFRA Board adjourned at 3:25 p.m.

*Minutes submitted by Secretary Sterkel*