Welcome to the fourteenth issue of the quarterly budget report for the Loveland Fire Rescue Authority (LFRA). This report is designed to provide information related to fiscal accountability. It is available on the website and accessible to anyone that is interested. It is designed to assist the LFRA Board with monitoring the budget status for all resources that assist with delivering service to the citizens of the City of Loveland and the Loveland Rural Fire Protection District.

There are three sections of the report: LFRA Budget Status, Other Resources, and In the Works. The Budget Status section will highlight the budget status for revenues and expenditures for the Fire Authority Fund from year to date, through June, 2016. The expenditures will be presented by program and account category at the department level. Each of these financial presentations include variance explanations when the current percentage of the total budget is significantly different from the percentage of the year (i.e., second quarter is 50% of the year). There are resources outside of the Fire Authority Fund that are critical to our service delivery mission. The Other Resources section is devoted to highlighting the status of budgets that are outside of the Fire Authority Fund. The next section of the report provides status information on the various processes used to develop long term and short term operational and capital planning. It is also intended to highlight significant financial transactions or strategies that the department is working on to advance the strategic plan and deliver cost effective services.

Quarter 2 at 50% of 2016

- 63% of the revenue budget has been collected to date compared to 43% last year for the same timeframe.
- 52% of the expenditure budget has been spent compared to 49% last year for the same timeframe.
- LFRA Maturation continues: contract management, purchasing responsibility, revising Administrative Regulations, transferring the Fleet fund to LFRA.
- LFRA hosted Kill the Flashover West in June; it was a huge success.
- Grant projects are ongoing related to firefighter safety (bunker gear, extra hoods, helmets, and gloves, fitness evaluations), and community preparedness (mitigation study and master plan and disaster recovery plan).
- Training Center Annexation is complete, design is ongoing.
- Radio Communication Monopole Tower construction is complete.
- Recruitment and training continue to be a primary emphasis.
**Loveland Fire Rescue Authority**

**Budget Revenue Report**

Quarter Ending 6/30/2016, 50% of the Year

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**Segments/Accounts**

<table>
<thead>
<tr>
<th>Investment Activity as a % of the Total</th>
<th>Total Budget</th>
<th>YTD Rev</th>
<th>Total Variance</th>
<th>Total % Uncollected</th>
<th>Total % Collected</th>
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<td>$8,880.18</td>
<td>$-5,880.18</td>
<td>196.01</td>
<td>296.01</td>
</tr>
</tbody>
</table>

**223 : Community Safety**

| Special Events (1)                      | 28,900.00   | 21,756.00 | 7,144.00       | 24.72               | 75.28            |
| Miscellaneous                           | 0.00        | 600.84    | -600.84        | 0.00                | 100.00           |
| Fire Permit & Inspection                | 0.00        | 12,775.00 | -12,775.00     | 0.00                | 100.00           |
| Building                                | 58,400.00   | 26,981.98 | 31,418.02      | 53.80               | 46.20            |
| Contractor (2)                          | $5,400.00   | 3,625.00  | 1,775.00       | 32.87               | 67.13            |
| Fire Permit & Inspection (2)            | $55,930.00  | 14,805.06 | 41,124.94      | 73.53               | 26.47            |
| Firework Stand Review (3)               | $12,350.00  | 12,400.00 | -50.00         | -0.41               | 100.41           |
| Rural Fire Inspection Fee (4)           | $27,000.00  | 49,466.42 | -22,466.42     | -83.21              | 183.21           |
| Planning Filing Fees                    | 0.00        | 31.00     | -31.00         | 0.00                | 100.00           |
| **SubTotal Community Safety**           | $187,980.00 | $129,666.30 | $58,313.70 | 31.02 | 68.98 |

**224 : Station Operations**

| State Grant (5)                         | 0.00        | 2,850.00  | -2,850.00      | 0.00                | 100.00           |
| Standby Reimbursements (Misc)           | 0.00        | 420.00    | -420.00        | 0.00                | 100.00           |
| Refunds /Rebates (6)                    | $9,975.00   | 3,624.31  | 6,350.69       | 63.67               | 36.33            |
| Academy Training (10)                   | $8,000.00   | 40,434.00 | -32,434.00     | -405.43             | 505.43           |
| Gifts/Donations                         | 0.00        | 800.00    | -800.00        | 0.00                | 100.00           |
| **SubTotal Station Operations**         | $17,975.00  | $48,128.31 | $-30,153.31 | -167.75 | 267.75 |

**225 : Technical Response and Systems**

| Other (ARFF) (11)                       | 22,000.00   | 14,541.83 | 7,458.17       | 33.90               | 66.10            |
| **SubTotal Technical Response and Systems** | $22,000.00  | $14,541.83 | $7,458.17 | 33.90 | 66.10 |

**227 : Administration**

| Federal Grants (7)                      | 165,000.00  | 0.00      | 165,000.00     | 100.00              | 0.00             |
| Other                                  | 0.00        | 0.00      | 0.00           | 0.00                | 100.00           |
| Contribution - Rural Fire District     | 2,358,664.00 | 1,330,814.00 | 1,027,850.00 | 43.58 | 56.42 |
| Insurance Recoveries                   | 0.00        | 1,321.54  | -1,321.54      | 0.00                | 100.00           |
| Contribution - Loveland (8)            | $10,585,929.00 | 6,925,662.00 | 3,660,267.00 | 34.58 | 65.42 |
| Refunds /Rebates (9)                   | $45,000.00  | 0.00      | 45,000.00      | 100.00              | 0.00             |
| Transfer from Employee Benefits Fund (12) | 1,700.00    | 1,700.00  | 0.00           | 0.00                | 100.00           |
| **SubTotal Administration**            | 13,156,293.00 | 8,259,497.54 | 4,896,795.46 | 37.22 | 62.78 |

**Grand Total (13)**

|                      | $13,387,248.00 | $8,460,714.16 | $4,926,533.84 | 36.80 | 63.20 |

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*YTD = Year to Date, Rev = Revenue*
Variance Explanations - Revenue

(1) Special Events
   Budweiser Event Center Standby.

(2) Contractor
   Contractor fees and Permit/Inspection fees are a function of building activity.

(3) Firework Stand Review
   Firework Stand Review fees are a one time activity during 4th of July.

(4) Rural Fire Inspection Fee
   Rural Fire Inspection Fees are a function of building activity. Two substantial projects in the 2nd quarter made up 59% of the second quarter revenue.

(5) State Grant
   Grant received to offset some of the cost for physical fitness evaluations conducted by Colorado State University.

(6) Refunds / Rebates
   The budget is for the Department of Local Affairs reimbursement of the Health and Circulatory Trust Premium for Full Time Firefighters. That premium will come due later in the year (timing corresponds to the State’s fiscal year). The amount received to date is for insurance reimbursement of salaries paid on an employee out on workers compensation.

(7) Federal Grants
   The budget is the re-appropriation of the Community Development Block Grant - Disaster Recovery Plan and Mitigation Study and Master Plan.

(8) Contribution - Loveland
   Contribution from City of Loveland includes advance in January per Intergovernmental Agreement.

(9) Refunds / Rebates - Admin
   The budget is related to Pension Fund revenue that is the expected remaining balance from fees ICMA charges the plan and the cost to deliver services. It is appropriated to cover the cost of Pension Committee training, legal services and the Innovest contract to monitor investments.

(10) Academy Training
    The budget was projected low because it was believed that new training centers that opened in the area would take some of the activity. That has not been the case.

(11) Other (ARFF)
    This represents the City of Fort Collins contribution for the ARFF Engineer for 2017.

(12) Transfer from Employee Benefits Fund
    Pension Administration revenue from ICMA in the City Employee Benefits Fund after year end that needed to be transferred to the new LFRA Pension Administration Fund.

(13) Grand Total
    63% of the revenue budget has been collected to date compared to 43% last year for the same timeframe.
## LFRA Budget Status - Expenditures

### Loveland Fire Rescue Authority

**Authorized Spending Report by Division and Program**

**Quarter Ending 6/30/2016, 50% of the Year**

<table>
<thead>
<tr>
<th>Segments</th>
<th>Total Budget</th>
<th>*YTD Exp</th>
<th>*YTD Enc</th>
<th>Total Available</th>
<th>Total % Available</th>
<th>Total % Spent</th>
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<tr>
<td><strong>Community Safety</strong></td>
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<td><strong>Equipment Maintain &amp; Replacement</strong></td>
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<td>Communications / Telephone (6)</td>
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<td>$410,378.00</td>
<td>$6,407,800.78</td>
<td>47.87</td>
<td>52.13</td>
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</tbody>
</table>

*Exp = Expenditures; Enc = Encumbrance (ordered, not yet paid); YTD = Year to Date

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### Expenditure Variance Explanations

*Expenditure Variance Explanations*

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Variance Explanations - Expenditures

(1) **Station Two**
    Station 2 stocked up on supplies for the year.

(2) **Health / Safety**
    The annual contract for Peer Support Psychologist in encumbered.

(3) **Emergency Medical Services**
    The annual contract for the Physician Advisor is encumbered.

(4) **Tac Fire**
    The Special Operations Teams haven't ordered any of their replacement equipment yet, which represents 54% of that budget.

(5) **Aircraft Rescue & Firefighting**
    The office set up hasn't been charged yet and the training has not been offered yet.

(6) **Communications / Telephone**
    Many of the communication replacements have been purchased. The encumbrance is for replacement radios.

(7) **Hoses**
    Many of the hose replacements have been purchased.

(8) **Ladders**
    Encumbrance is for Ladder Testing and a budget transfer has been made to cover the shortage in July.

(9) **Self Contained Breathing Apparatus**
    Scheduled replacement cylinders have been purchased.

(10) **Thermal Imaging**
    Scheduled replacement Thermal Imaging Cameras have been purchased.

(11) **Computer Equipment**
    Annual service contracts for Telestaff and VisiNet have been paid. Encumbrance is for Telestaff upgrade.

(12) **Small Engines**
    New saw for Rescue 2.

(13) **Emergency Management**
    Mitigation Master Plan and Disaster Recovery Plan account for $165,000 of expenditures and encumbrance. Encumbrance for EOC radio upgrades.

(14) **Fire Retirement Admin**
    The budget is related to Pension Fund revenue that is the expected remaining balance from fees ICMA charges the plan and the cost to deliver services. It is appropriated to cover the cost of Pension Committee training, legal services and the Innovest contract to monitor investments.

(15) **Grand Total**
    52% of the expenditure budget has been spent compared to 49% last year for the same timeframe.
Authorized Spending Report

Loveland Fire Rescue Authority

Authorized Spending Report by Account Class
Quarter Ending 6/30/16, 50% of the Year

<table>
<thead>
<tr>
<th>Segments</th>
<th>Total Budget</th>
<th>*YTD Exp</th>
<th>*YTD Enc</th>
<th>Total Available</th>
<th>Total % Available</th>
<th>Total % Spent</th>
</tr>
</thead>
<tbody>
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<td>Personal Services</td>
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<td><strong>$5,890,768.43</strong></td>
<td><strong>44.01</strong></td>
<td><strong>55.99</strong></td>
</tr>
</tbody>
</table>

*Exp = Expenditures; Enc = Encumbrance; YTD = Year to Date

(1) Grand Total

The total expenditures are within the range that would be expected at 50% of the year including the many encumbrances. The encumbrances are for the annual contract for 50% of the Peer Support Psychologist, the annual contract for the Emergency Medical Services Physician Advisor, the Motorola radio maintenance contract, the ladder testing contract, the annual legal services contract, the Innovest pension investments monitoring contract, the mitigation study and master plan contract, the disaster recovery plan contract, Emergency Operations Center radio equipment upgrade, the Kronos Telestaff upgrade, and payroll software system upgrade.

Other Resources

City's Capital Replacement Fund:

**Engine Replacement**
Original Budget Appropriation $652,300.00
Less Actual Expenditures 56,339.24
Less Encumbrances (Purchase Order-Refurb) 520,095.00
Remaining Budget $75,865.76

Scheduled engine replacement using the Houston Galveston Area Council cooperating purchasing agreement and SVI Trucks as the vendor.

**Radio Tower Replacement**
Supplemental Appropriation (reappropriating the 2015 funds for this purpose) $195,650.00
Less Actual Expenditures 192,808.69
Less Encumbrances (Purchase Order) 0.00
Remaining Budget $2,841.31

City's Fire Capital Expansion Fee Fund:

Budget $321,442.00
Less Actual Expenditures 59,634.56
Less Encumbrances (Purchase Orders) 263,280.33
Remaining Budget -$1,472.89

New Training Center Property Design; the actual expenditure is related to finalizing the annexation process and the master plan design work has begun.
Training Center Annexation

The annexation of the new Training Center property is complete. It was a four month process, but it was final as of May 17th. Thanks to all those that assisted in this process.

Training Center Master Plan / Design

As previously reported, we are moving forward with the Training Center Master Plan and have had several productive meetings. Currently we are working with an engineer in the burn building design process and it’s proving to be a worthwhile effort in putting together a very functional, unique burn prop tower. Additionally, we are working to eliminate the current retention pond at the Training Center to mitigate environmental issues, and due to the relocation, we will be redesigning the entire drainage system on the property. On June 30th we attended a Conceptual Review Team meeting to more fully understand what we need to do to keep the project on track and meeting City requirements.

New neighbors at the DC (FAB)

On April 22nd, City of Loveland Planning and Building Department personnel moved into the FAB – now known as the Development Center (DC). The concept of having all development folks under one roof is proving to be a good thing for our customers and make for a more efficient development process, start to finish.

LFRA Maturation News

Strategies for a sustainable LFRA Fleet Replacement Fund, 2017 and beyond have been developed for the governing boards to consider in the third quarter. There is a schedule that identifies the annual contributions required for each vehicle/apparatus in the fleet and the schedule that identified the total replacement costs for all vehicle/apparatus in each year to create a plan through 2030 for the new LFRA Fleet Replacement Fund. This is a significant undertaking and something we hope will carry us well into the future relative to fleet replacement.

The attorneys have drafted two iterations of the omnibus bill of sale for all equipment (City and Rural District to LFRA) and the lease agreements for all of the stations, the training center, and office suite on the second floor of the Development Center.

Grants

LFRA was fortunate to receive three grants, two from the Colorado Division of Fire Prevention and Control, for Canyon bunker gear and a second set of selective gear to aid in our efforts to support cancer prevention, and the third grant from the Department of Homeland Security, for EOC communication equipment.

Accreditation

A focus for the 2nd quarter has been on the Accreditation Self-Assessment Manual. Program Managers are working hard to complete the Self-Assessment portion of the Accreditation process. LFRA had the opportunity to facilitate a 3-day class on Quality Improvement through Accreditation in April.

Life Saving Recognition

On May 2, 2016, LFRA responded to a boating accident on Bodecker Lake in west Loveland. Michael Mullinix actions saved the life of the man in the water. LFRA formally recognized Michael at the May 25th LFRA Board meeting.

Additionally, LFRA recognized Dispatcher Julie Garcia, who took the 911 call from Michael and stayed on the phone with him for over 10 minutes, staying calm and providing direction and guidance.
Kill the Flashover (KTF)

LFRA hosted the KTF event on June 7, 8, and 9. If you are wondering what KTF is all about, basically, it’s scientific based research that is looking at ways to attack fires in structures in a safer more effective manner. A learning foundation of sorts which is based on the discovery of change and its impact. Project Kill the Flashover creates an environment of testing and challenging the fences of our learning. Kill the Flashover began in 2011 by a group of firefighters that wanted to explore the tactical causes to fire behavior that were causing interior fire suppression/search crews thermal injuries or death. It had historically been hosted on the East coast, but due to some key networking and relationship building by LFRA members, we were asked to host a KTF West event. It’s important to mention that this event was the only one like it in the Western US. This was a HUGE deal for LFRA and the Loveland Community. Individuals from nine states and three different countries participated.

An important element of the event was a Firefighter Cancer Awareness segment that educated firefighters on best practices for preventing firefighter cancer, which is seven times more prevalent in firefighters than the normal population. Part of the awareness education was the introduction to a cancer sniffing dog (yes, you read that correctly). Voluntarily, firefighters spent a brief time with the dog (accompanied by his canine behaviorist handler) to analyze them (by using his profound sense of smell), to determine if cancer or a similar disease was prevalent in their bodies. It was an extraordinary experience for those that were able to take part.

Insurance Services Office (ISO) News Release

April 1, 2016 became the official date that our new ISO rating took effect. The ratings are likely to translate to insurance premium reductions for property owners, depending on the coverage provider.

The ISO ratings are on a scale of one to 10, with lower numbers assigned to lower risks. The agency’s new assessment assigns a “public protection classification” (PPC) number to areas within LFRA’s coverage area, and to properties within the Big Thompson Canyon Volunteer Fire Department’s range. The ISO assigned:

- A rating of 2 for properties within five road miles of an LFRA station and 1,000 feet of a hydrant. The prior rating was 4.
- A 3 rating for properties within five miles of a station, but greater than 1,000 feet from a hydrant, requiring LFRA to transport water via tenders or shuttles. The previous rating was 6.
- An improved rating of 4, up from 10, for areas of the Big Thompson Canyon coverage district within five road miles of Drake’s Fire Station No. 8. Properties more distant were assigned a rating of 10.

Radio Communication Monopole Tower

It’s fully functional. The new Radio Communication Monopole Tower is up, on the south side Station 1. The old tower has been removed and we are back in business with a state of the art tower that will last for many, many years.

Emergency Management Plan and Grants

- The City of Loveland – Continuity of Operations Plan was finalized. This document contains “Plans B & C” on how best to maintain the delivery of critical and essential services when there is a significant impact on the City’s capacity, facilities, or personnel.
- The Larimer County Multi-Jurisdictional Hazard Mitigation Plan (HMP) was finalized and is scheduled for adoption through a resolution by City Council and also goes to the LFRA Board for approval. This document contains a Loveland specific Threat and Hazard Identification and Risk Assessment (THIRA) that
helps us to map our risks; define mitigation projects that avoid, divert, lessen, or eliminate a threat or hazard; and identify the resources needed to accomplish those tasks.

- Loveland’s Mitigation Master Plan, funded by a Community Development Block Grant, is in its final stages. The Disaster Recovery Plan had its kickoff in May.
- A Colorado State Homeland Security Grant of up to $20,000 was awarded for Emergency Operations Center technology upgrades, planning, and exercises. The award was accepted by City Council, the LFRA Board, and to the Rural Board and appropriated within our budget. Larimer County is the acting fiscal agent for this award, the equipment purchase includes an upgrade to the EOC 800 MHz radios, wireless bases, and wireless headsets.

**Public Outreach and Relationships**

- LFRA participated in Dispatch appreciation week by flying Loveland Emergency Communications Center flags on our apparatus, providing meals and presenting our dispatchers with an appreciation plaque and LFRA challenge coins.
- LFRA recognized our Law Enforcement partners by flying the Thin Blue Line flags on our fire engines during Law Enforcement Week.
- Plans are being initiated for emergency response in the Big Thompson Canyon during the highway construction project that will kick off in July. LFRA is working with the construction managers, Thompson Valley EMS, Larimer County Emergency Services and Estes Valley Fire District on developing the response plan.
- LFRA continues to work with partner organizations creating a program. The group is calling itself Thompson School Education Coalition – TSEC. Review of the standards specific to the elementary grades to ensure each discipline is in alignment with the requirements. R2J is taking on the scheduling of the resources for agencies.
- Assisted House of Neighborly Services with emergency and BCOOP planning.
- Participated in Colorado Children’s Day event.
- The crew of Engine 2 and a member of the Canyon Battalion presented educational material at the Community Wildfire Preparedness Event in Drake on May 7th.
- June 25th and 26th, our Amateur Radio Emergency Services team (ARES) competed in a national event known as the ARRL Field Day. Our team has competed in this event many times in the past and has done quite well by placing in the top 5 more than once. When we have large emergencies and local disasters, our ARES Team provides the EOC and our crews in the field with redundant emergency voice and digital communication systems. The ARRL Field Day event is designed to test that capacity in a friendly competition with other ARES teams around the country.

**Big Thompson Canyon News**

- Four members of the Canyon Battalion graduated from the Aims Firefighter I Academy, following their graduation their badges were pinned by friends and family.
- Congratulation to the new Canyon Battalion Chief Shawn Neal. Bill Lundquist, who served as the Canyon Battalion Chief for several years, was recognized for his dedicated service.
- On June 25th, we officially dedicated the Big Thompson Canyon Station 9, which was built primarily by Canyon Volunteer Captain Dave Legits. It is a three bay station located near Storm Mountain Drive up the Canyon and north of Drake. The station was built from donations, as well as funds from the Loveland
In the Works Continued...

Rural Fire Protection District. The land was donated by Erlean and Ray Berg. This is of significant benefit to LFRA and the west Loveland community.

Training Emphasis

Training continues to be a priority:

- LFRA hosted a three day modern fire behavior train the trainer class, the class was attended by personnel from LFRA, Berthoud Fire District, Front Range Fire Rescue, Laramie County Fire District 2, Platte Valley Fire District and the National Park Service. The Instructor, Lars Angerstrand is a Battalion Chief in Sweden, he is recognized world-wide for his modern fire behavior knowledge and research.

- Through the work of Captain Eric Klaas, LFRA had the honor of hosting a brand new Advanced Law Enforcement Rapid Response Training (active assailant response) for Fire, Police and EMS personnel. This three day class included classroom instruction and hands on simulations.

- LFRA’s certified Aircraft Rescue Firefighters (ARFF) attended the FAA required live fire training at DIA. This training along with twelve other training subjects per year are required to maintain the ARFF certification.

- LFRA personnel instructed portions of the Colorado Division of Fire Prevention and Control’s Fire Officer 2 Certification class at the Berthoud Fire District in April.

- Colorado Division of Fire Prevention and Control’s National Fire Academy training week was held in Loveland at the Group Publishing facility during the week of May 16th. LFRA personnel instructed the majority of the week long Fire Officer 1 and 2 courses. Approximately 40 Firefighters from around the state attended the classes.

- The Special Operations Team conducted a five day Rescue School the first week of May, subjects included rope rescue, trench rescue, confined space rescue and collapse rescue.

- Four LFRA members attended a three day vehicle extrication class hosted by the Arvada Fire Protection District.

- All crews completed live fire multi-company drills simulating an apartment fire with poor apparatus access. Crews worked on long hose stretches and flow path recognition/control.

- Two LFRA Engineers completed the Colorado Division of Fire Prevention and Control Fire Officer 1 Certification class at Frederick-Firestone Fire District. An LFRA Captain served as the class coordinator, several other LFRA personnel assist with instruction and testing.

- As the water in the Big Thompson River started to rise in June, crews completed the annual swift water rescue training in various river locations around the district.

- LFRA’s Training Center includes a railroad spur which allows for the Burlington Northern – Santa Fe Railroad Hazmat training cars to be brought in for on-site training. LFRA hosted a statewide Hazmat training utilizing the training cars in June.

- The Administrative Director, a Certified Government Finance Officer, attended the Government Finance Officers Association (GFOA) conference. There are 16,865 active government members of the GFOA and only 505, 3%, of those members are Certified Government Finance Officers.
2017 LFRA Budget Process

Financial Plan Update/Policy Direction Budget Development/Priority Based Budgeting May/June

LFRA Staff Recommendation June/July

LFRA Board Subcommittee Consideration of Staff Recommendation July 11, 2016

Fire Authority Board Public Hearing, Adoption and Appropriation of Budget and Fees August 31, 2016

Rural District Board Approves Budget and Fees September 7, 2016

City of Loveland Approves Budget and Fees October 4, 2016

The Budget is effective when the LFRA Board, City of Loveland and the Loveland Fire Protection District have approved it. Assuming all boards vote in support of it, October 5th the 2017 budget should be appropriated. We no longer appropriate the budget in a separate action.
Through commitment, compassion and courage, the mission of the Loveland Fire Rescue Authority is to protect life and property.

For more information regarding this report, contact:

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