Members Present:
Board Chair Jeff Swanty
Mayor Cecil Gutierrez
City Manager Bill Cahill
Rural Board President Dave Legits
Councilor John Fogle

Staff Present
Rural Board Secretary Greg White
Division Chief Ned Sparks
Public Safety Admin. Dir. Renee Wheeler
Assistant City Attorney Tree Ablao
BSC Roylene Sterkel

Staff Absent
Fire Chief Mark Miller
BC Greg Ward

Visitors:
Human Resources Director Julia Holland
Captain Dave Schuettz

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

Awards & Presentations:
None

Public Comment:
None

Consent Agenda:
1. Consider the minutes from the Loveland Fire Rescue Authority Board for the October 28, 2015 Regular Board Meeting.
2. Consider a Motion to Approve a New LFRA Logo.

3. Consider a Motion to Approve the Pay Plan for 2016.

4. Consider Adoption of a Resolution to Approve the First Amendment to the Intergovernmental Agreement for the Lease of Real and Personal Property and for the Assignment of Personnel.

5. Consider Adoption of a Resolution to Approve an Intergovernmental Agreement for the Colorado Special Districts Property and Liability Pool.

6. Consider Adoption of a Resolution to Approve the 2015 Supplemental Budget.

Chairman Swanty asked to pull item 4 from the Consent Agenda for further clarification. City Manager Cahill moved to pull item 4. Rural Board President Legits seconded the motion and it carried.

Rural Board Secretary White wanted to clarify and address several items that were included in the First Amendment to the IGA that was included in the Board packet. The IGA that was included in the packet did not clarify that the Rural District is responsible for the Canyon apparatus therefore, making that the responsibility of LFRA. He also added that the District shall be responsible for financing and insuring all of its real property, apparatus and equipment used by the Big Thompson Canyon Volunteer Fire Department.

Mayor Gutierrez moved to approve the First Amendment to the IGA for the Lease of Real and Personal Property and for the Assignment of Personnel as amended by Rural Board Secretary White. Rural Board President Legits seconded the motion and it carried.

The Consent Agenda was approved with the change to item 4.

PSAD Wheeler said that Item 3 on the consent agenda may need to be pulled to the Regular Agenda because it has one change being that the Part Time Paid Firefighter is being reclassified from a PT1 to a PT3. Mayor Gutierrez moved to reconsider item 3 on the consent agenda and approve it with that change. City Manager Cahill seconded the motion and it carried.

Regular Agenda:

7. Consider Adoption of a Resolution Appropriating a Supplemental Budget to the 2016 Loveland Fire Rescue Authority Budget for Additional Funding Associated with the LFRA Employee Conversion.

PSAD Wheeler shared information relative to Resolution 061 stating that the Resolution will realign budget resources. The supplemental budget request would increase the Adopted 2016 budget by $81,732. Resolution 061 will establish the first contribution to a “deductibles reserve” for both workers compensation and property liability. She reviewed the spreadsheet which is part of the resolution detailing each line item.
City Manager Cahill moved to approve Resolution 061 appropriating a supplemental budget to the 2016 Loveland Fire Rescue Authority Budget. Mayor Gutierrez seconded the motion and it carried.

8. Consider a Motion to Select a Firm to Provide Legal Services in 2016.

Assistant City Attorney Ablao reported that we only had two responses for the RFP for legal services that we sent out. Those bids came from Sherman and Howard and Ireland Stapleton. There was a wide disparity in the hourly rates between the two firms. PSAD Wheeler reminded the Board that we have a lot of day-to-day activities with our City attorneys that require their time and it could get costly if we are paying an outside firm by the hour rates. We also enjoy a relatively quick response from our internal attorneys and would need to get a commitment from these firms regarding their turn-around times.

City Manager Cahill said the numbers from Sherman and Howard were much higher and he feels we should look at a monthly retainer that would alleviate some of the hourly rate costs. He wondered why out of the 70 RFP’s we sent out, we only received these two back. PSAD said we didn’t get any kind of feedback from any of the other firms.

Councilor Fogle said he thinks we should look at a retainer for daily workloads and negotiate and move on with Ireland Stapleton. He suggested that we get a list of what will be included in the retainer and include that in the contract. City Manager Cahill said he feels the Board should select the firm today and then come back to the Board with price negotiations.

Rural Board Secretary Greg White said it is standard procedure to negotiate what things will cost will setting up a legal contract.

PSAD Wheeler said we would want to define certain things like do we want legal representation at all Board meetings, can we call them as needed, travel time expenses, minimum hourly charges and other items would need to be listed in the services covered by the retainer. She said that Poudre Fire Authority budgets $100,000/yr. for legal services but has only used $5,000 since June and they have Ireland Stapleton as their firm.

Councilor Fogle moved to approve Ireland Stapleton as our legal services provider and then to negotiate with them on the terms and conditions. Rural Board President Legits seconded the motion and it carried.

9. Review Briefing Papers and Correspondence.

Division Chief Sparks talked about the Cities Employee Recognition event. LFRA employees were among those recognized. Captain Eric Klaas was given the Collaboration Award for his role in the interdepartmental team that would respond to active assailants in the community. BC Cerovski was one of the three leaders of the Active Assailant Incident Response Team that was recognized as the Team of the Year. There were also numerous LFRA employees that received Years of Service awards.

City Manager Cahill said the City employees that received awards will be recognized at the City Council meeting on December 1st. Chairman Swanty asked if LFRA will still be included in the yearly award nominations once we are not part of the City anymore? City Manager Cahill said yes, LFRA will still be a part of that activity.

Chief Sparks said we are working with developers regarding two accesses to the Training Area once the new bridge on Railroad is constructed. City Manager Cahill said there will be a dual access plan across the railroad tracks and a south entrance.
Chief sparks said the soil samples for the **communications tower** are completed and plans are moving forward for removal of the current tower and construction of a new one.

PSAD Wheeler thanked the **Rural Board** for their generous contribution of $25,000 toward the Fire Authorities Legal Services rendered by Ireland Stapleton in 2015.

Councilor Fogle said he hopes the Fire Authority will get involved with the DDA and the Historical Preservation Society. There is a lot going on in the City and good opportunities for secondary funding, building relationships with developers and contractors regarding permitting, etc. He feels we need to get the word out about what we are doing as LFRA.

Mayor Gutierrez expressed thanks to Capt. Gilberts crew that went to his house and replaced batteries in his smoke alarms. He feels this is an awesome service that we provide for senior citizens in the community.

PSAD asked the Board if they would be open to changing the usual December planning meeting to January. The Board was not opposed to doing that.

No further items were discussed and Chairman Swanty adjourned the regular meeting at 1:55 p.m.

*Minutes submitted by Secretary Sterkel*