Loveland Fire Rescue Authority Board Meeting

Station 2
3070 W. 29th Street
Community Room
Loveland, Colorado  80537
Wednesday, February 24, 2016

1:30 PM
The Loveland Fire Rescue Authority (LFRA) is committed to providing an equal opportunity for services, programs and activities and does not discriminate on the basis of disability, race, age, color, national origin, religion, sexual orientation or gender. LFRA contracts with the City of Loveland for assistance with translation, discrimination concerns, and Americans with Disabilities Act accommodations. Please contact the City of Loveland Title VI Coordinator at TitleSix@cityofloveland.org or 970-962-2372 for translation services and discrimination concerns. LFRA will make reasonable accommodations for citizens in accordance with the Americans with Disabilities Act (ADA). For more information on ADA or accommodations, please contact the City of Loveland ADA Coordinator at bettie.greenberg@cityofloveland.org or 970-962-3319.

La Autoridad de Rescate de Incendios de Loveland (LFRA, por sus iniciales en inglés) se compromete a proveer oportunidades equitativas para servicios, programas, y actividades, y no discrimina basándose en discapacidades, raza, edad, color, origen nacional, religión, orientación sexual, o género. La LFRA tiene contratos con la Ciudad de Loveland para recibir asistencia para traducciones, en caso de preocupaciones de discriminación, y de acomodaciones de la Ley de Americanos con Discapacidades. Por favor comuníquese con el Coordinador del Título VI de la Ciudad de Loveland en TitleSix@cityofloveland.org o al 970-962-2372 si necesita servicios de traducción o tiene preocupaciones de discriminación. La LFRA organizará acomodaciones razonables para ciudadanos de acuerdo con la Ley de Americanos con Discapacidades (ADA, por sus iniciales en inglés). Si desea más información acerca de la ADA o acerca de las acomodaciones, por favor comuníquese con la Coordinadora de la Ciudad de Loveland en bettie.greenberg@cityofloveland.org o al 970-962-3319.

Wireless access: COLGuest, accesswifi

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL
AWARDS AND PRESENTATIONS
PUBLIC COMMENT

CONSENT AGENDA
Anyone in the audience will be given time to speak to any item on the Consent Agenda. Please ask for that item to be removed from the Consent Agenda. Items pulled will be heard at the beginning of the Regular Agenda. You will be given an opportunity to speak to the item before the Board acts upon it.

Public hearings remaining on the Consent Agenda are considered to have been opened and closed, with the information furnished in connection with these items considered as the only evidence presented. Adoption of the items remaining on the Consent Agenda is considered as adoption of the staff recommendation for those items.

Anyone making a comment during any portion of today’s meeting should come forward state your name and address for the record before being recognized by the Chair. Please do not interrupt other speakers. Side conversations should be moved outside the meeting room. Please limit your comments to no more than five minutes.
1. Consider a Motion to Approve the Minutes from the Loveland Fire Rescue Authority Board for the January 27, 2016 Regular Board Meeting.

End of Consent Agenda

REGULAR AGENDA
Anyone who wishes to address the Board on any item on this part of the agenda may do so when the Chair calls for public comment. All public hearings are conducted in accordance with Board By-Laws. When Board is considering approval, the Authority’s By-laws only requires that a majority of the Board quorum be present to vote in favor of the item.

2. Presentation of LFRA Board and Fire Chief Roles and Responsibilities

3. Conduct a Public Hearing and Consider Adoption of a Resolution to Approve the 2016 Supplemental Budget

4. Review Briefing Papers and Correspondence
   a. Chief’s Report
   b. Letters
   c. January Statistics
      i. The January Operations Statistics are not included this month because we are changing our methodology for reporting the data and we are working on ensuring the quality of the data. The report will be in the March packet.

5. Any Other Business for Board Consideration

ADJOURN
TITLE

Consider a Motion to Approve the Minutes from the January 27, 2016 Loveland Fire Rescue Authority (LFRA) Regular Board Meeting

EXECUTIVE SUMMARY

The attached documents, prepared by Roylene Sterkel, are a record of the January 27, 2016 regular meeting of the LFRA Board. The document details the discussions at the meeting including: the consent agenda (Minutes and Board notification of the Patient Protection and Affordable Care Act: Employer Shared Responsibility Provision), discussion about the 4th Amendment to the Formulation IGA to Change the Budget Adoption Process, and the Chief’s report.

BACKGROUND

Standard meeting protocol

STAFF RECOMMENDATION

Approve as written

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

December 16, 2015 Minutes
Members Present:
Board Chairman Jeff Swanty, Loveland Rural Fire Protection District
Vice Chairman Cecil Gutierrez, City of Loveland Mayor
Director Bill Cahill, Loveland City Manager
Director John Fogle, City of Loveland Council Member
Director Dave Legits, President of the Loveland Rural Fire Protection District

Members Absent:
None

Staff Present:
Loveland Rural Fire Protection District Board Secretary Greg White
Fire Chief Mark Miller
Division Chief Greg Ward
Division Chief Ned Sparks
Public Safety Administrative Director Renee Wheeler
Business Services Coordinator Roylene Sterkel
Emily Powell, Legal Counsel to the Authority

Visitors:
Mike McKenna
Chris Klaas
Battalion Chief Rick Davis
Emergency Manager Pat Mialy
Captain Dave Schuetz

Call to Order:
Chairman Swanty called the Loveland Fire Rescue Authority ("LFRA") Board meeting to order on the above date at 1:30 p.m.
Awards & Presentations:

The Fire Chief, the Board and guests presented the Fire Chief’s Distinguished Merit Award to Meara Cochran for her quick actions after noticing a structure fire that saved the homeowner’s property and possibly their lives.

Public Comment:

None

Consent Agenda:

1. Consider a Motion to Approve the Minutes of the December 16, 2015 Regular Board Meeting.

2. Legal advisement regarding the Patient Protection and Affordable Care Act: Employer Shared Responsibility Provision.

Vice Chairman Gutierrez moved to approve the consent agenda. Director Fogle seconded the motion and it carried unanimously.

Regular Agenda:

3. Consider a Motion to Approve a Request for a 4th Amendment to the Formulation IGA to Change the Budget Adoption Process.

Chief Miller stated that the original objective of the proposed 4th Amendment was to streamline the budget process so that it is more efficient and not as cumbersome.

Public Safety Administrative Director Wheeler showed a flow chart that reflects the current budget process: 1) The LFRA Board approves the budget for submission to the Loveland Rural Fire Protection District Board ("Rural District Board") and Loveland City Council ("City Council"); 2) The budget goes before the Rural District Board for approval by motion; 3) The budget then goes before the City Council for its approval by resolution; and 4) Following the Rural District Board and City Council approvals, the LFRA Board then appropriates the funding. Any changes in the contribution amounts to LFRA that are requested during the fiscal year require a supplemental appropriation by the Rural District Board and/or City Council (requiring two readings) if the funds are not already available within the Rural District Board’s and/or City Council’s budget, a process that can take considerable time even if there are no concerns regarding the request.

Chief Miller said that, upon additional consideration of the proposed 4th Amendment, Chief Staff determined it would not achieve the desired objective and Chief Staff would like the Board to consider an alternative proposal. He and Public Safety Administrative Director Wheeler proposed establishing a 1% contingency fund within the LFRA’s budget each year to cover unexpected expenses or supplemental requests. The
contingency fund could not be accessed without the LFRA Board’s approval, and unexpended amounts would not carry over into the next year. Including a contingency fund in the LFRA budget would not affect the annual budget approval process, but would it make the process of approving supplemental budgets, if required, more efficient.

Director Cahill said the proposal to establish a contingency fund would need to go to the Rural District Board and the City Council for their approval. City Council would consider the request as a 1% increase in the total LFRA budget, which is different than the process for City departments that may have certain projects or needs that can be addressed individually.

Rural District Board Secretary White said the Rural District also appropriates a contingency fund each year that is only used for special circumstances above and beyond the Rural District’s normal budgetary needs.

The LFRA Board asked how it could approve a contingency fund, if it elects to do so. Attorney Powell said a motion or resolution by the LFRA Board would be required to approve the recommendation for a contingency fund, and that recommendation would need to be approved by the Rural District Board and the City Council. Alternatively, the LFRA Board could include the contingency fund in its 2017 draft budget and seek approval from the Rural District Board and City Council as part of the 2017 budget approval process.

Chairman Swanty expressed some concerns as to how the contingency fund process would work. Chief Miller said a decision or direction does not need to be determined today. If the contingency fund is approved, the supplemental budget process would not change until 2017.

Public Safety Administrative Director Wheeler said an amendment to the Rules and Regulations could be brought back to the LFRA Board in February if that is the direction of the Board.

Director Cahill said that City Council may not be willing to appropriate money for an LFRA contingency fund in its budget, since it would require an increase of 1% for the City’s overall budget if the City’s departments then expected to each have a similar contingency fund. He said there may be other options that the LFRA Board should consider to save time and improve efficiency through the budget process.

Chief Miller said this item also is part of the agenda for the annual planning meeting.

4. Review Briefing Papers and Correspondence:

Chief Miller reported that the Training Center Property Annexation to the City is on track for February 2nd.
Chief Miller thanked those who attended the **Appreciation Event** on January 9th.

Chief Miller reported that the City Directors and Council held a **workshop** last Saturday. The conversation was very meaningful.

No further items were discussed and Chairman Swanty adjourned the regular Board meeting at 2:30 p.m.

The foregoing minutes, having been approved by the Loveland Fire Rescue Authority Board of Directors, constitute the official minutes of the meeting held on the date stated above.

__________________________________________________________
Jeff Swanty, Chairman                        Roylene Sterkel, Secretary
TITLE

LFRA Board and Fire Chief Roles and Responsibilities

EXECUTIVE SUMMARY

Following completion of the employee transfer, and as the result of Board discussion during the January Board meeting and planning session, the District's legal counsel has prepared a presentation regarding the roles and responsibilities of the Board, Fire Chief, and Volunteer Pension Board of Trustees. Attorney Emily Powell will be available at the Board meeting to deliver the presentation and answer any questions the Board may have.

BACKGROUND

A clear understanding of Roles and Responsibilities is paramount for the success of LFRA. If the Board is interested, they may also adopt Board of Director Bylaws, which is recommended, but that can be discussed at the February meeting and the Board can provide direction if necessary.

STAFF RECOMMENDATION

Listen to presentation, discuss, and implement as best practice.

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

On-Going maturation of the Fire Authority

ATTACHMENTS

N/A
Board of Directors and Chief Staff: Roles and Responsibilities

February 24, 2016
Individual Board Member Roles and Responsibilities

The Authority and Board may act only through the affirmative majority vote of the Board at a public meeting. Individual Board members:

**MUST:**
- Act as fiduciaries of the Authority.
- Uphold the duties and responsibilities of their positions as provided in the Bylaws.
- Disclose actual or potential conflicts of interest.

**MAY:**
- Propose agenda topics and amendments.
- Request Executive Sessions for authorized purposes (requires a 2/3 majority vote of the Board).

**MAY NOT:**
- Commit the Board or Authority to any action, policy, or financial obligation.
- Direct staff, including the Fire Chief.
When evaluating the Board’s roles and responsibilities relative to those of the Fire Chief and Chief Staff, the primary issue to keep in mind is:

**GOVERNANCE vs. OPERATIONS**

The Board is responsible for high-level GOVERNANCE, through its annual budget adoption, policy approvals, and general direction setting. Avoid micromanaging.

The Fire Chief is responsible for day-to-day OPERATIONS, including both fire and emergency services operations, as well as implementation of the Board’s budget, policies, and direction.
Personnel Management

Board of Directors

- Hires, supervises, disciplines, and terminates the Fire Chief.
- Sets the Fire Chief’s salary and may award bonuses.
- Annually evaluates the Fire Chief’s performance and establishes goals.
- Has access to the Fire Chief’s personnel file.
- Establishes salary ranges for other positions.
- Typically approves job descriptions for all positions.

Fire Chief

- Hires, supervises, disciplines, and terminates all other Authority members, within budgetary limits and the Chain of Command.
- Conducts annual member performance evaluations within the Chain of Command.
- Has access to member personnel files.
- Sets member salaries within the ranges set by the Board.
- Develops job descriptions for recommendation to the Board.
Best Practice

The Board should avoid becoming involved in personnel matters below the level of Fire Chief.

- Such involvement often (a) undermines the Fire Chief’s authority, (b) “politicizes” the issue, and (c) creates confusion and unnecessary complications.
- Additionally, Board members who are perceived to be “involved” in a personnel matter are more likely to be named as individual defendants in any resulting litigation.

Because the Board can only act by affirmative majority vote, individual Board members cannot direct staff or make personnel decisions without approval of the full Board.
Financial Management

Board of Directors

- Approves the annual budget and amendments, in coordination with the City and District.
- Determines whether to seek debt or financing arrangements.
- Directs investment of funds in accordance with State statutes.
- May place limits on the Fire Chief’s authority to make expenditures above a certain amount.

Fire Chief

- Manages funds and carries out Board direction with respect to expenditures and investments.
- Applies for grants, including partial and matching grants, consistent with the Authority’s budget.
- Makes expenditures consistent with the Authority’s budget and any Board–established limits.
- Assists with the annual audit.
- Typically serves as the Budget Officer and prepares the draft annual budget.
Contracts

Board of Directors

- Approves employment and independent contractor agreements.
- Approves “governance level” IGAs and contracts for goods and services (e.g., IGA for hazmat response; contract for legal services; apparatus purchase agreement).
- Issues requests for proposals and selects the successful bidder, if any.

Fire Chief

- May be authorized by the Board to approve “operations level” IGAs and contracts for goods and services (e.g., IGAs for mutual and automatic aid; contract for apparatus repair), within budgetary limits.
- Reviews responses to requests for proposal and recommends the successful bidder.
Apparatus & Equipment

Board of Directors

- Approves the purchase of apparatus and major equipment.

Fire Chief

- Develops apparatus and equipment maintenance and replacement schedules.
- Monitors apparatus and equipment for useful life, wear and tear, and needed repair or replacement.
- Purchases minor equipment within budgetary limits.
- Recommends amount and type of apparatus and major equipment for purchase.
- Determines specifications for apparatus and equipment.
The Fire Chief and Chief Staff are in the best position to monitor the status of the Authority’s apparatus and equipment, and to determine the Authority’s apparatus and equipment needs. Accordingly, Chief Staff is responsible for recommending appropriate apparatus and major equipment purchases to the Board.

The Board is in the best position to evaluate the purchase request relative to the Authority’s other needs and the capacity of the Authority’s budget.

Once a purchase is approved by the Board, the Fire Chief and Chief Staff determine the specifications of the apparatus or equipment, within the monetary amount set by the Board.
**Policy Development & Approval**

**Board of Directors**
- Approves “governance level” policies:
  - Administrative Regulations
  - Board of Director Bylaws
  - Fiscal Policies
  - Investment Policies
  - Employee/Member Handbook
  - Fee Schedule(s)
  - Meet and Confer Policy

**Fire Chief**
- Assists in developing draft “governance level” policies for recommendation to the Board (similar to recommendation of the draft budget).
- Recommends revisions to “governance level” policies.
- Establishes Incident Guidelines and General Guidelines for operational matters, not inconsistent with the Board’s adopted policies.
Volunteer Pension Plan

Three–Party Relationship:

(1) The Authority sponsors (owns) the plan

(2) The Volunteer Pension Fund Board of Trustees manages and supervises the plan

(3) FPPA administers the plan

If the Volunteer Pension Plan were Downton Abbey…

The Authority

The Pension Board

FPPA
Volunteer Pension Plan

Authority Board of Directors – Plan Sponsor

- Makes decisions regarding the existence and fundamental structure of the Volunteer Pension Plan:
  - Whether to have a Vol. Pension Plan in the first instance.
  - Whether to close the Vol. Pension Plan to new members.
  - Whether the Authority should establish training, shift, or response criteria necessary to receive a year of creditable service, in addition to the State requirements. If so, what the training, shift, or response criteria should be.
  - The amount of benefits to be paid to retirees and beneficiaries.
  - Whether to permit early vesting of benefits (i.e., after 10 years of service instead of 20 years).
  - How much money to contribute to the Vol. Pension Plan each year.
Volunteer Pension Plan

Volunteer Pension Fund Board of Trustees – Manager and Supervisor

- Carries out the Vol. Pension Plan according to its terms:
  - Makes rules (bylaws) for managing and discharging its duties, for its own governance and procedures, and for preserving and protecting the volunteer pension fund.
  - Manages, uses, and disburses plan money in accordance with the Volunteer Pension Act and the plan rules and bylaws.
  - Maintains records of the Board of Trustees’ actions and matters coming before it.
  - Annually determines which members received a year of creditable service.
  - Reviews applications for, and determines the applicant’s eligibility to receive, pension, disability, or other benefits.
  - Certifies information to FPPA to facilitate plan administration.
Volunteer Pension Fund Board of Trustees – Manager and Supervisor

- The Volunteer Pension Fund Board of Trustees also monitors the pension fund’s assets and performance, and may make recommendations to the Authority Board of Directors regarding:
  - Whether to change the amount of benefits to be paid to retirees.
  - Whether to close the Vol. Pension Plan to new members.
  - Whether to establish or change the criteria necessary to receive a year of creditable service.
  - Whether to permit early vesting of benefits.
  - How much money to contribute to the Vol. Pension Plan each year.

As with the Authority Board, the Volunteer Pension Fund Board of Trustees can only act through the affirmative majority vote of the Trustees at a public meeting.
Questions?
TITLE

A Resolution Adopting a Supplemental Budget Regarding the Appropriation of Moneys to and the Expenditure of Moneys from the General Fund for the Loveland Fire Rescue Authority, State Of Colorado, for the Calendar Year Beginning on the First Day of January 2016 and Ending on the Last Day of December 2016

EXECUTIVE SUMMARY

This resolution would approve an increase to the 2016 LFRA operations budget of $705,079. The resources available for the appropriation are 2015 City and Rural District contributions budget savings of $465,149, an increase in the permit fee revenue estimate for 2016 of $29,930, a federal grant of $165,000 (originally budgeted in 2015), and 2016 pension fund revenue to cover pension fund expenditures of $45,000.

BACKGROUND

A resolution and memorandum are attached to review the year end budget performance and provide detail for each request. If the Board adopts the supplemental appropriation resolution, then it will be presented to the City of Loveland and the Loveland Rural Fire Protection District for approval in March. Assuming both organizations approve the supplemental budget, it will become effective.

STAFF RECOMMENDATION

Staff recommends approval of the resolution as written.

FINANCIAL/ECONOMIC IMPACTS

The resolution would add $705,079 additional funding for operational expenditures to advance the LFRA mission.

ASSOCIATED STRATEGIC GOALS

Deploy an effective emergency response to minimize damage and loss. Minimize and mitigate the risks of an emergency occurrence in the community. Deliver cost effective services.

ATTACHMENTS

Resolution
Memo and Exhibit
RESOLUTION NO. R-064


WHEREAS, the Loveland Fire Rescue Authority ("Authority") is a governmental entity of the State of Colorado, established by contract between the City of Loveland ("City") and the Loveland Rural Fire Protection District ("Rural District") pursuant to that certain Intergovernmental Agreement for the Establishment and Operation of the Loveland Fire Rescue Authority as a Separate Governmental Entity dated August 19, 2011 ("Establishing IGA");

WHEREAS, on November 18, 2015, the Authority Board of Directors ("Board"), after complying with notice and other statutory requirements, duly adopted a budget for fiscal year 2016 ("2016 Budget"). Pursuant to Section 4.1 of the Establishing IGA, the 2016 Budget subsequently was approved by the City Council and by the Rural District Board of Directors, and the amounts set forth therein were appropriated by the Authority Board on December 16, 2015;

WHEREAS, after adopting the 2016 Budget and making appropriations thereunder, the Authority Board determined it necessary to approve additional appropriations of moneys to and expenditures of moneys from the General Fund for fiscal year 2016;

WHEREAS, the Authority Board authorized its administrative staff and consultants to prepare and submit a proposed 2016 Supplemental Budget reflecting the additional appropriations of moneys to and expenditures of moneys from the General Fund;

WHEREAS, a proposed 2016 Supplemental Budget has been submitted to the Authority Board for its consideration. A copy of the 2016 Supplemental Budget is attached to this Resolution;

WHEREAS, pursuant to Section 4.1 of the Establishing IGA, the 2016 Supplemental Budget also must be submitted to the City Council and Rural District Board of Directors for their consideration, and shall become effective only after approval of both the City Council and Rural District Board of Directors;

WHEREAS, it is the Authority Board's understanding that, as part of the City's 2015 budget, the City appropriated funds for the City's 2015 funding contribution to the Authority, a portion of which funds were not expended by the Authority because certain ongoing projects were not completed or closed out during calendar year 2015, and that such unspent funds remain available to the City to re-appropriate in 2016 as part of the City's 2016 funding contribution to the Authority, in order to permit the Authority to continue work on such ongoing projects;

WHEREAS, it is the Authority Board's understanding that, as part of the Rural District's 2016 budget, the Rural District Board of Directors appropriated a contingency fund for
unanticipated expenditures and also appropriated funds for the Rural District's 2016 funding contribution to the Authority, including funds for the Authority's ongoing projects;

WHEREAS, it is the Authority Board's understanding that, in addition to the foregoing, the City and Rural District also have received and/or have reserved funds not anticipated or reserved at the time the City Council and Rural District Board of Directors adopted their respective 2016 budgets;

WHEREAS, the Authority Board desires to adopt the attached 2016 Supplemental Budget, and desires to request that the City Council and Rural District Board of Directors approve the attached 2016 Supplemental Budget, and appropriate the necessary funds to provide for the 2016 Supplemental Budget from the City's unspent funds, the Rural District's contingency and appropriated funds, and/or the City and District's unanticipated fund receipts, as appropriate;

WHEREAS, due and proper notice, published and posted in accordance with the law, advised the public that (1) the Authority's proposed 2016 Supplemental Budget was available for inspection by the public at a designated public office; (2) the Authority Board would hold a public hearing on the proposed 2016 Supplemental Budget on Wednesday, February 24, 2016 at 1:00 pm; and (3) interested electors could comment on or to file or register objections to the proposed 2016 Supplemental Budget any time before the public hearing; and,

WHEREAS, the Authority Board held a public hearing on Wednesday, February 24, 2016, and interested electors were given the opportunity to comment on or to file or register any objections to the attached 2016 Supplemental Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LOVELAND FIRE RESCUE AUTHORITY, STATE OF COLORADO, AS FOLLOWS:

Section 1. Receipt of Moneys to the General Fund. Subject to approval of the City Council and Rural District Board of Directors pursuant to Section 4 below, the Authority Board hereby authorizes and approves the receipt and appropriation in 2016 of an additional $715,692 in revenue from the City's and Rural District's annual funding contributions to the Authority's General Fund.

Section 2. Expenditures of Money from the General Fund. Subject to approval of the City Council and Rural District Board of Directors pursuant to Section 4 below, the Authority Board hereby ratifies and approves the expenditure of an additional $715,692 from the Authority's General Fund during fiscal year 2016.

Section 3. Adoption of Supplemental Budget for 2016. Subject to approval of the City Council and Rural District Board of Directors pursuant to Section 4 below, the Authority Board hereby adopts the 2016 Supplemental Budget in the form attached to this Resolution.

Section 4. City Council's and Rural District Board of Directors' Approval Required. Pursuant to Section 4.1 of the Establishing IGA, the 2016 Supplemental Budget shall become effective as of the date that both the City Council and Rural District Board of Directors
approve the 2016 Supplemental Budget. The Authority's administrative staff shall obtain and maintain with this Resolution a copy of the City Council and Rural District Board actions approving or denying approval of the attached 2016 Supplemental Budget.

Section 5. Purposes of 2016 Supplemental Budget Could Not Have Been Reasonably Foreseen. At the time the Authority Board adopted the 2016 Budget in the fall of 2015, it could not have reasonably foreseen the need to approve additional appropriations of moneys to and expenditures of moneys from the General Fund for fiscal year 2016.

ADOPTED this 24th day of February, 2016.

__________________________
Jeffrey M. Swanty, Chairperson

ATTEST:

__________________________
Secretary
### Funds Appropriated for Use by the Authority But Unspent in 2015:

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<thead>
<tr>
<th>Account Title</th>
<th>Account Number</th>
<th>Amount</th>
<th>Description</th>
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<tbody>
<tr>
<td>Sources of Funds:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Permit Revenue</td>
<td>604-22-223-1654-31304</td>
<td>$29,930</td>
<td>Increase in the estimate based on collections over the last two years and projects in the queue</td>
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<tr>
<td>Pension Fund Revenue</td>
<td>604-22-227-1610-35315</td>
<td>45,000</td>
<td>Pension Fund revenue to offset pension fund expenditures</td>
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<tr>
<td>Federal Grant</td>
<td>604-22-227-1600-32000</td>
<td>165,000</td>
<td>Community Development Block Grant-DR for Mitigation Study and Master Plan</td>
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<tr>
<td>Contribution from the City</td>
<td>604-22-227-1601-38600</td>
<td>362,054</td>
<td>82% of the operations fund; re-appropriated from the 2015 contribution savings of $401,440</td>
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<tr>
<td>Contribution from the Rural District</td>
<td>604-22-227-1601-32402</td>
<td>103,095</td>
<td>18% of the operations fund; from a 2015 contribution savings of $88,128 an allowable use of contingency appropriated in 2016 Budget and $23,620 from the Big Thompson Canyon budgeted capital for 100% of bunker gear match for grant from</td>
</tr>
<tr>
<td>Total Funds</td>
<td></td>
<td>$705,079</td>
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### 2016 Supplemental Authority Appropriations and Expenditures:

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<th>Account Title</th>
<th>Account Number</th>
<th>Amount</th>
<th>Description</th>
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<tbody>
<tr>
<td>Uses of Funds:</td>
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<tr>
<td>Other Services</td>
<td>604-22-227-1600-43899</td>
<td>$51,292</td>
<td>Emergency Management grants</td>
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<td>Other Services</td>
<td>604-22-227-1600-43899 CDBG-DR FIRE</td>
<td>165,000</td>
<td>CDBG-DR grant for the Mitigation Study and Master Plan</td>
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<td>Tools &amp; Equip</td>
<td>604-22-227-1600-42033</td>
<td>23,275</td>
<td>Emergency Management grants</td>
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<td>Other Capital</td>
<td>604-22-224-0000-49399</td>
<td>136,800</td>
<td>Complete Phase II of the Station Alerting</td>
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<td>Salaries</td>
<td>604-22-224-0000-41011</td>
<td>15,120</td>
<td>Rover Accelerated hire/Overhire Firefighter Less salaries not paid during military leave</td>
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<td>OT</td>
<td>604-22-224-0000-41021</td>
<td>2,822</td>
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<td>FLSA OT</td>
<td>604-22-224-0000-41025</td>
<td>910</td>
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<td>Insurance</td>
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<td>Medicare</td>
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<td>260</td>
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<td>Retirement</td>
<td>604-22-224-0000-41545</td>
<td>1,663</td>
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<td>SCBA</td>
<td>604-22-226-1644-42097</td>
<td>1,720</td>
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<td>Training</td>
<td>604-22-224-1605-43270</td>
<td>1,500</td>
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<tr>
<td>Uniforms &amp; Bunker Gear</td>
<td>604-22-224-1630-42025</td>
<td>6,607</td>
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<td>Bunker Gear</td>
<td>604-22-22-1630-42025 FRBTCVFD</td>
<td>23,620</td>
<td>If Grant received this is required in addition to the grant to purchase 18 sets of Big Thompson Canyon Volunteer bunker gear replacements.</td>
</tr>
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<td>Equipment</td>
<td>604-22-223-1654-49399</td>
<td>18,900</td>
<td>Development and Permit Scanner</td>
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<td>Equip Maint</td>
<td>604-22-226-1647-43562</td>
<td>16,050</td>
<td>Engine 1, 5, &amp; 6 upgrades/repairs</td>
</tr>
<tr>
<td>Vehicle Replacement</td>
<td>604-22-226-1647-43654</td>
<td>12,480</td>
<td>Two BC Trucks were left out of the amortization calculation for the year</td>
</tr>
<tr>
<td>Parts &amp; Supplies</td>
<td>604-22-226-1642-42032</td>
<td>9,510</td>
<td>One fog nail nozzle for every frontline engine</td>
</tr>
<tr>
<td>Account Title</td>
<td>Account Number</td>
<td>Amount</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------</td>
<td>----------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Other Supplies</td>
<td>604-22-224-1605-42899 FRTRAIN</td>
<td>6,600</td>
<td>20’ &amp; 40” containers for burn cells to train on fire behavior</td>
</tr>
<tr>
<td>Chemicals</td>
<td>604-22-224-0000-42021</td>
<td>5,200</td>
<td>Nova-cool foam (200 gallons)</td>
</tr>
<tr>
<td>Salaries</td>
<td>604-22-223-1654-42011</td>
<td>14,504</td>
<td>Part time CSD Inspector to Full Time for 20 pay periods</td>
</tr>
<tr>
<td>OT</td>
<td>604-22-223-1654-42021</td>
<td>2,072</td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td>604-22-223-1654-41543</td>
<td>8,377</td>
<td></td>
</tr>
<tr>
<td>FICA &amp; Medicare</td>
<td>604-22-223-1654-41544</td>
<td>1,268</td>
<td></td>
</tr>
<tr>
<td>Retirement</td>
<td>604-22-223-1654-41545</td>
<td>2,072</td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td>604-22-223-1654-43270</td>
<td>1,500</td>
<td></td>
</tr>
<tr>
<td>Uniforms</td>
<td>604-22-224-1630-42025</td>
<td>600</td>
<td></td>
</tr>
<tr>
<td>Veh Mtn-Outside Service</td>
<td>604-22-226-1647-43562</td>
<td>5,000</td>
<td>Graphics conversion on all apparatus, CSD, &amp; Training</td>
</tr>
<tr>
<td>Training</td>
<td>604-22-224-1605-43270 FRTRAIN</td>
<td>5,000</td>
<td>Kill the Flashover, Lars Smoke Behavior &amp; Active Assailant course sponsorship</td>
</tr>
<tr>
<td>Training</td>
<td>604-22-223-1654-43270</td>
<td>4,000</td>
<td>Development Review Team Everhardt Training</td>
</tr>
<tr>
<td>Training</td>
<td>604-22-224-1605-43270 FRTRAIN</td>
<td>4,000</td>
<td>TRICON &amp; ETI conferences for technology</td>
</tr>
<tr>
<td>Training</td>
<td>604-22-224-1605-43270 FRTRAIN</td>
<td>3,000</td>
<td>Kill the Flashover-east Conference for one</td>
</tr>
<tr>
<td>Training</td>
<td>604-22-224-1605-43270 FRTRAIN</td>
<td>2,000</td>
<td>Arvada Auto Extrication class</td>
</tr>
<tr>
<td>Tower Maint on Training Grounds</td>
<td>604-22-224-1605-43569 FRTRAIN</td>
<td>1,265</td>
<td>½ of Tower Rail invoice not paid by end of year</td>
</tr>
<tr>
<td>Other Capital</td>
<td>604-22-224-0000-49399</td>
<td>30,275</td>
<td>PO 15-1103 Station Alerting Installs not complete at year end</td>
</tr>
<tr>
<td>Comm Services</td>
<td>604-22-226-1641-43718</td>
<td>8,953</td>
<td>PO 15-0631 Rest of Motorola Maint Agreement</td>
</tr>
<tr>
<td>Hose</td>
<td>604-22-226-1642-42032</td>
<td>12,073</td>
<td>PO 15-0802 hose and PO 15-1152 nozzle tips</td>
</tr>
<tr>
<td>Other Supplies</td>
<td>604-22-227-1600-42899</td>
<td>8,953</td>
<td>PO 15-0761 traffic installation contract</td>
</tr>
<tr>
<td>Other Supplies</td>
<td>604-22-225-1603-42899 FRUSAR</td>
<td>3,525</td>
<td>EMS Skid Unit for Gator</td>
</tr>
<tr>
<td>Salaries</td>
<td>604-22-1601-227-41011</td>
<td>26,551</td>
<td>Retirement and one month overlap with replacement</td>
</tr>
<tr>
<td>Parts &amp; Supplies</td>
<td>604-22-224-1631-42032</td>
<td>3,900</td>
<td>Commercial grade stove replacement-Station 1</td>
</tr>
<tr>
<td>Pension Fund</td>
<td>604-22-227-1610-43451</td>
<td>5,000</td>
<td>Legal</td>
</tr>
<tr>
<td>Pension Fund</td>
<td>604-22-227-1610-43450</td>
<td>30,000</td>
<td>Innovest to monitor investments</td>
</tr>
<tr>
<td>Pension Fund</td>
<td>604-22-227-1610-43270</td>
<td>10,000</td>
<td>Training</td>
</tr>
<tr>
<td>Total Appropriations and Expenditures</td>
<td></td>
<td>$705,079</td>
<td></td>
</tr>
</tbody>
</table>
Date: February 24, 2016

TO: LFRA Board

FROM: Mark Miller, Fire Chief
Renee Wheeler, PS Administrative Director

RE: Request to Appropriate 2015 Budget Savings in 2016 for Incomplete Projects and High Priority Needs

There are three things that staff is intending to address within a single supplemental appropriation: re-appropriate 2015 budget savings, appropriate the pension fund expenditures that were previously recorded in a City of Loveland Employee Benefits Fund, and appropriate the remaining cost to replace 18 sets of bunker gear if the Colorado Firefighter Safety and Disease Prevention Grant submitted on behalf of the Big Thompson Canyon Volunteer Fire Department is awarded. The following table is used to calculate the 2015 budget savings and document the rest of the appropriation. The City and Rural District contributions have been excluded from the revenue in the calculation below so that the availability calculation is limited to LFRA generated revenue in excess of the budget and expenditure savings.

### Calculation of Amount Available for Incomplete Projects/Equipment Purchases Operations Fund (604)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue Expected to be Generated by LFRA:</strong></td>
<td></td>
</tr>
<tr>
<td>Budget (less budgeted contributions by City and Rural District)</td>
<td>$411,110</td>
</tr>
<tr>
<td>Less Mitigation Study Grant Revenue</td>
<td>(165,000)</td>
</tr>
<tr>
<td>Revenue Collected (less actual contributions by City and Rural District)</td>
<td>(260,394)</td>
</tr>
<tr>
<td><strong>Revenue in Excess of Budget Eligible for Carryover</strong></td>
<td>$14,284</td>
</tr>
<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
</tr>
<tr>
<td>Budget</td>
<td>$12,651,003</td>
</tr>
<tr>
<td>Actual (as of 2/17/15)</td>
<td>(12,010,718)</td>
</tr>
<tr>
<td>Mitigation Study Grant Expenditures</td>
<td>(165,000)</td>
</tr>
<tr>
<td><strong>Budget Exceeds Actual</strong></td>
<td>$475,285</td>
</tr>
<tr>
<td><strong>Total Available for Re-appropriation</strong></td>
<td>$489,569</td>
</tr>
<tr>
<td>Requests for Incomplete Projects</td>
<td>$495,111</td>
</tr>
<tr>
<td>New Requests (related to equipment and training)</td>
<td>45,425</td>
</tr>
</tbody>
</table>
### Calculation of Amount Available for Incomplete Projects/Equipment Purchases Operations Fund (604)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Requests</td>
<td>95,923</td>
</tr>
<tr>
<td>Less Additional Revenue (Grant $165,000 and Permit Fees $29,930)</td>
<td>(194,930)</td>
</tr>
<tr>
<td><strong>Subtotal of Requests Related to Carryover</strong></td>
<td><strong>$441,529</strong></td>
</tr>
<tr>
<td><strong>Total Available for Re-appropriation less Requests</strong></td>
<td><strong>$48,040</strong></td>
</tr>
</tbody>
</table>

| City Share 82% of $441,529 for Re-Appropriation                             | $362,054     |
| Rural District Share 18% of $441,529 for Re-Appropriation                   | $79,475      |
| Pension Fund Appropriation                                                  |             |
| Less Offsetting Pension Fund Revenue                                        | (45,000)     |
| Remaining Cost for Big Thompson Canyon Bunker Gear (100% Rural District)    | 23,620       |
| Rural District Contribution (from Equipment Budget already appropriated)    | (23,620)     |
| **Total Appropriation (Sum of all expenditures highlighted in blue)**      | **$705,079** |

*A detail listing of the requests follows in the exhibit*

Both organizations retain savings in their fund balance. The table below illustrates that the amount requested is less than the remaining budget for contributions from each organization.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Remaining 2015 Contributions Budget</th>
<th>Request Above</th>
<th>Difference Retained in Each Organization’s Fund Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Loveland</td>
<td>$401,440</td>
<td>$362,054</td>
<td>$39,386</td>
</tr>
<tr>
<td>Loveland Rural Fire Protection District</td>
<td>$88,129</td>
<td>$79,475</td>
<td>$8,654</td>
</tr>
</tbody>
</table>

The LFRA objectives related to carryover requests are to complete projects in progress at year end and meet current high priority needs, focusing on requesting items that are not recurring in nature. The carryover funding is based on revenues collected in excess of the budget and expenditures that were less than the budget in 2015. Since this is generally considered funds available on a one time basis, the commitments related to those funds should not have a multiple year commitment. However, in this year’s requests there are $69,372 or 9.8% of the total requests that have impacts on future year budgets.

- $30,393, Community Safety Inspector to Full Time
- $38,979 Firefighter Overhire/Rover (1 or 3 Rovers Accelerated in the Ten Year Plan from 2019)

These are all considered important expenditures for all future year budgets.

Staff believes that this approach is fiscally responsible and honors the valuable support received from our governing partners.
### Exhibit: Supplemental Appropriation Detail Listing

#### Requests for Incomplete Projects:
- Mitigation Study and Master Plan (Grant) 165,000
- Station Alerting Project (Phase II) 136,800
- Emergency Management (EOC Upgrade and Communications Projects) 74,567
- Purchase Orders for equipment ordered but not received by year end (hose, nozzle tips, emergency warning signals, station alerting, radio maintenance) 60,254
- Equipment ordered under the $5,000 purchase order threshold that had not been received by year end (foam, burn cells, nozzles, stove, tower repairs, CAD server upgrade) 29,960
- Apparatus Repairs not complete at year end (Engines 1, 5, & 6) 16,050
- 2016 amortization amounts left out of the estimate for BC vehicles purchased in 2015 12,480

Total: 495,111

#### New Requests (related to Equipment and Training):
- Development/Permit Plans Scanner 18,900
- Graphics conversion to new logo 5,000
- EMS Skid Unit for SOT Gator 3,525
- Kill the Flashover, Lars Smoke Behavior, and Active Assailant National Course Sponsorship 5,000
- DRT Everhardt Training 4,000
- CAD and ETI Training (TRICON and ESO Conferences) 4,000
- Kill the Flashover - East Conference 3,000
- Arvada Auto Extrication Training 2,000

Total: 45,425

#### Personnel Related Requests:
- Full Time Inspector (full cost appropriated with additional permit revenue expected in 2016 based on 2014/2015 Actual Collections of $29,930) 30,393
- Firefighter Rover (20 pay periods in 2015) 38,979
- Staff retirement benefits payout and one month overlap 26,551

Total: 95,923

#### Total Expenditures Related to Re-appropriation of 2015 Budget Savings $636,459

#### Pension Fund Expenditures (legal, investment consultant, & board member training) 45,000

#### Big Thompson Canyon Bunker Gear (additional cost if grant awarded) 23,620

#### Total Supplemental Appropriation Request $705,079
SUPPLEMENTAL REQUEST DETAIL 02/24/2016

Title of Request: Mitigation Study and Master Plan
Amount of the Request: $165,000

Description/Justification:
The intent of a Mitigation Strategy and Master Plan (MSMP) is to document all of the current mitigation projects, develop or update local mitigation strategies that result in greater disaster resiliency, identify future mitigation projects that support those strategies, identify potential funding sources, and to construct implementation plans for those projects. Although these actions are currently taking place at the department level within the City, there is a greater need of a collaborative and coordinated planning effort for the City as well as a more effective integration with County-level mitigation efforts.

The grant has been awarded and in July the Board approved a supplemental budget appropriation. The requests for proposals went out and Michael Baker International Inc. was selected as the Consultant, but they didn’t start work until 2016.

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Title</th>
<th>Amount by Acct No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>604-22-227-1600-43899 CDBG-DR FIRE</td>
<td>Other Services</td>
<td>$165,000</td>
</tr>
</tbody>
</table>

Title of Request: Station Alerting Project
Amount of the Request: $136,800

Description/Justification:
When the new station 2 was built in 2014 LFRA installed this system as a test site. The performance of that system has been favorable, and the decision was made to expand the implementation to the remainder of the system using a two phase installation approach to realize the full benefits of the system, improve reflex times, improve firefighter safety by increasing firefighter uninterrupted sleep times, and replace a 30 year old system that is no longer serviceable.

**Phase 1**
Station alerting enhancement in all LFRA fire Stations (with the exception of Fire Station 8 in the Big Thompson Canyon and the currently unstaffed Fire Station #4 at the Loveland /Fort Collins Airport).
- Audio / visual notification systems
- Enhanced audio notification in bays
- Automated 1st due overhead door openers with station alerts
- Message boards detailing call response information and turnout timers
- Kitchen appliance power shunt
- Room remotes located in fire stations with multiple companies
- Door chimes for guests to fire stations
- Outdoor audio alerting in station patio areas

**Phase 2**
Communications Gateway for LECC dispatch center
- Provides for automated dispatching simultaneously while 911 dispatchers process caller information and provide first responder instructions

Phoenix G2 Radio Interface
• Provides automated tone generation, automated voice dispatching to pair with the communications gateway provided above

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Title</th>
<th>Amount by Acct No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>604-22-224-000-49399</td>
<td>Other Capital</td>
<td>$136,800</td>
</tr>
</tbody>
</table>

**Title of Request:** Emergency Management  
**Amount of the Request:** $74,567  

**Description/Justification:**

Following several significant events including the 2013 Flood, post-disaster briefings were held to identify areas for improvement that OEM can work towards solving. Many of the identified items for improvement are still being addressed or have already been accomplished. Two large projects that are not yet completed are the FAB radio communications and the Emergency Operations Center (EOC) technology upgrades.

The communications project is a project that was significantly slowed due to the discovery that the tower itself needs an emergency replacement. Once the tower is replaced, the EOC radio project can then be completed. There may be incidental expenses to close out this project.

The EOC technology upgrade project was placed on hold for the duration of the FAB remodel project. The installation of the equipment cannot be done until all construction is completed. There may be incidental expenses to close out this project.

Other OEM projects that are not yet started or completed include: governing document updates, training, and exercises. Several OEM documents need to be revised and there is a need to develop additional planning documents to address operational needs. These documents include a Disaster Recovery Plan, a Disaster Assistance Center mobilization and operational plan, a Rapid Needs / Initial Damage Assessment Plan, a Resource Management Plan, and several others. There is also a significant need to deliver EOC-specific training to city employees as well as to deliver response and recovery training. Disaster exercises have not been held for city employees for several years and should be held as soon as possible. In 2016, a major effort will be focused on completing planning documents, training, and exercises.

*The amount applied to each grant award year based on balances remaining and the accounts that had to be used in the resolution.*

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Title</th>
<th>Amount by Acct No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>604-22-224-1600-42033 FREMPG2013</td>
<td>Tools &amp; Equip</td>
<td>$16,431</td>
</tr>
<tr>
<td>604-22-224-1600-43899 FREMPG2014</td>
<td>Other Services</td>
<td>$4,613</td>
</tr>
<tr>
<td>604-22-224-1600-43899 FREMPG2015</td>
<td>Other Services</td>
<td>$32,752</td>
</tr>
<tr>
<td>604-22-224-1600-43899 FROEM</td>
<td>Other Services</td>
<td>$13,927</td>
</tr>
<tr>
<td>604-22-227-1600-42033 FROEM</td>
<td>Tools &amp; Equip</td>
<td>$6,844</td>
</tr>
</tbody>
</table>
**Title of Request:** Purchase Orders for Goods and Services not delivered by 2015 Year End

**Amount of the Request:** $60,254

**Description/Justification:**
- PO 15-1103 Station Alerting Installs not complete at year end $30,275
- PO 15-0631 Rest of Motorola Maint Agreement $8,953
- PO 15-0802 hose $10,811
- PO 15-1152 nozzle tips $1,262
- PO 15-0761 emergency flasher traffic devices $8,953

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Title</th>
<th>Amount by Acct No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>604-22-224-0000-49399</td>
<td></td>
<td>$30,275</td>
</tr>
<tr>
<td>604-22-226-1641-43718</td>
<td></td>
<td>$8,953</td>
</tr>
<tr>
<td>604-22-226-1642-42032</td>
<td></td>
<td>$12,073</td>
</tr>
<tr>
<td>604-22-227-1600-42899</td>
<td></td>
<td>$8,953</td>
</tr>
</tbody>
</table>

**Title of Request:** Equipment ordered but not received at year end

**Amount of the Request:** $29,960

**Description/Justification:**
The unit cost of these items did not meet the threshold for purchase order generation. However, the equipment had been ordered prior to year end. For a variety of reasons the orders were not received by December 31, 2015 and therefore the 2015 budget needs to be re-appropriated so that funding is available when they are received in 2016.

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Title</th>
<th>Amount by Acct No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>604-22-224-0000-42021</td>
<td>Chemicals Nova Cool Foam</td>
<td>$5,200</td>
</tr>
<tr>
<td>604-22-226-1642-42032</td>
<td>Part &amp; Supplies – 7 Nozzles</td>
<td>$9,510</td>
</tr>
<tr>
<td>604-22-224-1605-42899 FRTRAIN</td>
<td>Other Supplies – Burn Cells</td>
<td>$6,600</td>
</tr>
<tr>
<td>604-22-224-1631-42032</td>
<td>Parts &amp; Supplies – stove station 1</td>
<td>$3,900</td>
</tr>
<tr>
<td>604-22-224-1605-43569 FRTRAIN</td>
<td>Rpr &amp; Maint – tower rail repairs</td>
<td>$1,265</td>
</tr>
<tr>
<td>604-22-226-1646-42015</td>
<td>Computer Supplies – CAD Server Upgrade</td>
<td>$3,485</td>
</tr>
</tbody>
</table>

**Title of Request:** Apparatus Upgrades

**Amount of the Request:** $16,050

**Description/Justification:**
SVI Trucks is currently working on some upgrades to Engine 1 (complete), Engine 5 (scheduled) and Engine 6 (in progress), these upgrades have been on the work list for SVI since early 2015, but due to their schedule of emergency repairs to other Department’s apparatus our work was delayed until late 2015 and early 2016.

- **Engine 1**
  - Added gear cabinet to the passenger compartment – safety
Hosebed reconfiguration to allow for storage of long handle tools - safety

Engine 5
- Added gear cabinet to the passenger compartment - safety
- Pump discharge re-configuration to allow for the Blitzfire line to be pre-connected – efficiency and consistency
- Hosebed modification to secure the hard-suction hose – efficiency
- Add safety chevron graphics to the front bumper - safety

Engine 6
- Added gear cabinet to the passenger compartment - safety
- Hosebed reconfiguration to allow for storage of long handle tools - safety
- Replace rear discharge auto-drains with manual drains – maintenance issue solution

Each of these apparatus will be at SVI for approximately 30 days to complete this work along with some needed warranty repairs. The upgrades should be completed by June 1, 2016.

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Title</th>
<th>Amount by Acct No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>604-22-226-1647-43562</td>
<td>Vehicles &amp; Equipment Maint</td>
<td>$16,050</td>
</tr>
</tbody>
</table>

Title of Request: Annual Replacement Contribution for Battalion Chief vehicles purchased
Amount of the Request: $12,480

Description/Justification:
When the 2016 budget was developed for the annual vehicle replacement two vehicles purchased in 2015 were excluded. This adds budget to comply with the policy to save annually based on straight line depreciation on a replacement value.

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Title</th>
<th>Amount by Acct No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>604-22-226-1647-43654</td>
<td>Vehicle Replacement</td>
<td>$12,480</td>
</tr>
</tbody>
</table>

Title of Request: Development/Permit Scanner
Amount of the Request: $18,900

Description/Justification:
The existing scanner scans documents one page at a time and requires that someone combine all the scanned pages in the correct document. It does not meet our needs and we will be looking to sell it and replace it with a machine that does meet our needs.

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Title</th>
<th>Amount by Acct No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>604-22-223-1654-49399</td>
<td></td>
<td>$18,900</td>
</tr>
</tbody>
</table>
Title of Request: Graphics Conversion to New Logo  
Amount of the Request: $5,000

Description/Justification:
This funding would get us 75% of the needs addressed, including wall and podium at the Training Center, glass and hallway at FAB, and many of the apparatus. We will not change logos on any vehicles that will be replaced in the next two years.

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Title</th>
<th>Amount by Acct No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>604-22-226-1647-43562</td>
<td>Vehicle Maintenance-Outside Service</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

Title of Request: EMS Skid Unit for SOT Gator  
Amount of the Request: $3,525

Description/Justification:
EMS patient transport skid unit for SOT 825i S4 John Deer Gator. This skid unit is light in weight (125 lbs.) and would be mounted in the cargo area of the Gator. The skid unit has a platform where a patient litter/stokes basket would be strapped and a seat for an attendant to be positioned for patient care. There are two models on the market from different manufactures. The amount requested above is for the lighter of the two models (pictured below), and the price includes the quote for shipping.

![EMS Skid Unit](image)

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Title</th>
<th>Amount by Acct No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>604-22-225-1603-42899 FRUSAR</td>
<td>Other Supplies</td>
<td>$3,525</td>
</tr>
</tbody>
</table>
Title of Request: National Conference Hosting Expenditures

Description/Justification:
Sponsorship for national courses: Kill the Flashover, Smoke Behavior, and Active Assailant

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Title</th>
<th>Amount by Acct No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>604-22-224-1605-43270 FRTRAIN</td>
<td>Training</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

Title of Request: Development Review Team Everhardt Training

Description/Justification:
This is the amount required to complete the training for the members of LFRA that participate in the City Development Review Team.

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Title</th>
<th>Amount by Acct No.</th>
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</thead>
<tbody>
<tr>
<td>604-22-223-1654-43270</td>
<td>Training</td>
<td>$4,000</td>
</tr>
</tbody>
</table>

Title of Request: Technology Training

Description/Justification:
The TRICON conference is valuable to clearly understand the Computer Aided Dispatch program capabilities for the mobile data terminals in the apparatus and command vehicles so that we can leverage the capabilities of the system to improve response readiness. A Lieutenant level position will attend the conference.

The records management system software was purchased by a new vendor. A Lieutenant level position will attend the conference to better understand the impact of the purchase on the software system features and support.

The cost of the two conferences includes all registration and travel.

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Title</th>
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</tr>
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<tbody>
<tr>
<td>604-22-226-1646-43270</td>
<td>Travel and Training</td>
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<tr>
<td>Title of Request:</td>
<td>Kill The Flashover East Training expenses</td>
<td>Amount of the Request:</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Description/Justification:</td>
<td>This request is to cover travel expenses for Kill The Flashover (KTF) East. This event has not been scheduled as of yet, however, we would like to send 1-3 people to attend the KTF East event. Fortunately there is no cost to attend. The only expenses will be flights, rooms, per diem, and vehicle rental.</td>
<td></td>
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<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Title</th>
<th>Amount by Acct No.</th>
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<tbody>
<tr>
<td>604-22-224-1605-43270 FRTRAIN</td>
<td>Training</td>
<td>$3,000</td>
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<table>
<thead>
<tr>
<th>Title of Request:</th>
<th>Arvada Auto Extrication</th>
<th>Amount of the Request:</th>
<th>$2,000</th>
</tr>
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<tbody>
<tr>
<td>Description/Justification:</td>
<td>LFRA has used the three day heavy/technical Arvada Auto Extrication class for our Company Officers assigned to our Support Companies (Rescue 2 and Tower 6). Last October two of the Captains from Tower 6 were able to attend. We are attempting to send the three new Rescue 2 Lieutenants and the one remaining Tower Captain this May. This class teaches them techniques and skills to deal with severe and very technical auto extrications. These trainings allow for these officers to bring back the new skills and enhance our rescue capability at LFRA.</td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Title</th>
<th>Amount by Acct No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>604-22-224-1605-43270 FRTRAIN</td>
<td>Travel/Meeting/Schooling</td>
<td>$2,000</td>
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</tbody>
</table>
Title of Request: Convert Part Time Community Safety Inspector  
Amount of the Request: $30,393

Description/Justification:
The conversion of the part time inspector has become critical given the increase in the workload in the Development Review and Permitting program within the Community Safety Division. The number of permits in 2015 compared to 2014 in all categories of service delivery increased significantly. (Building Permits increased 15.9%, Fire Protection Permits increased 10.7%, Inspections increased 34.7%, Conceptual Design Reviews increased 59.9%, and Planning Project Reviews increased 92.7%.)

The cost included is for 20 pay periods in 2016 and is offset by an increase in permit fees of $29,930.

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Title</th>
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<tr>
<td>604-22-223-1654-42011</td>
<td>Salaries</td>
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<tr>
<td>604-22-223-1654-42021</td>
<td>Overtime</td>
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<tr>
<td>604-22-223-1654-41543</td>
<td>Insurance</td>
<td>$8,377</td>
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<tr>
<td>604-22-223-1654-41544</td>
<td>FICA &amp; Medicare</td>
<td>$1,268</td>
</tr>
<tr>
<td>604-22-223-1654-41545</td>
<td>Retirement</td>
<td>$2,072</td>
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<tr>
<td>604-22-223-1654-43270</td>
<td>Training</td>
<td>$1,500</td>
</tr>
<tr>
<td>604-22-224-1630-42025</td>
<td>Uniforms</td>
<td>$600</td>
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</table>

Title of Request: Firefighter Rover  
Amount of the Request: $38,979

Description/Justification:
Given the part time turnover (ranging from 58-100% over the last three years), the military deployments of two individuals in the department, and the workload associated with delivering on the goals for 2016, it has become critical to accelerate one of the rovers that was in the strategic plan.

The cost included in this request is for 20 pay periods that will be remaining in 2016 and the cost is offset by the time that will not be compensated for the individuals that will be on military deployments/assignments.

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<th>Account Number</th>
<th>Account Title</th>
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<td>604-22-224-0000-41011</td>
<td>Salaries</td>
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<td>Insurance</td>
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<td>604-22-224-0000-41544</td>
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<tr>
<td>604-22-224-1630-42025</td>
<td>Uniforms and Bunker Gear</td>
<td>$6,607</td>
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### Title of Request: Retirement and One Month Overlap for Replacement Position

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<td>604-22-1601-227-41011</td>
<td>Salaries</td>
<td>26,551</td>
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**Description/Justification:**
There will be a retirement in a staff level position in Administration in October. The request amount is the estimate to pay eligible accrued benefit hours and to pay both the position and the replacement for a month during the transition.

---

### Title of Request: Pension Fund

<table>
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<td>Professional Services-Legal</td>
<td>5,000</td>
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<tr>
<td>604-22-227-1610-43450</td>
<td>Professional Services-Investment Monitoring</td>
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<tr>
<td>604-22-227-1610-43270</td>
<td>Board Member Training</td>
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**Description/Justification:**
These are strictly pension fund expenses covered by pension fund revenue. The revenue and expenditures were previously recorded in the City Employee’s Benefit Fund. Now that LFRA is the pension fund sponsor we needed to establish the accounts within our accounting fund.

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### Title of Request: Bunker Gear Additional Cost if Grant is Awarded

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Title</th>
<th>Amount by Acct No.</th>
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<tbody>
<tr>
<td>604-22-224-1630-42025 FRBTVFDC</td>
<td>Clothing</td>
<td>23,620</td>
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**Description/Justification:**
A $51,750 Colorado Firefighter Safety and Disease Prevention Grant application was submitted on behalf of the Big Thompson Canyon Volunteer Fire Department for the replacement of 18 sets of bunker gear. 73% percent of the inventory of pants, coats, helmets and boots needs to be replaced. There was a dollar limit per set within the requirements of the grant. If it is awarded the maximum that would be awarded is $28,134, leaving $23,616 (rounded to $23,620).
TITLE
Review Briefing Papers and Correspondence

EXECUTIVE SUMMARY
The Chief’s report includes a variety of general updates.

- January Overview
- Training Center Annexation
- Station 1 Radio Communications Tower
- Grant Submittals
- LFRA Maturation Work
- City Council Agenda Items
- Budget Inventories
- LFRA Appreciation Event
- Citizen Recognition
- Operations Division Overview
- Community Safety Division Overview

BACKGROUND
This section of the agenda is intended to provide general information to keep board members apprised of various project status and department updates.

AGREEMENTS SIGNED DURING THE MONTH

STAFF RECOMMENDATION
N/A

FINANCIAL/ECONOMIC IMPACTS
N/A

ASSOCIATED STRATEGIC GOALS
N/A

ATTACHMENTS
- Fire Chief’s Monthly Report
- Letters & Articles
- January Statistics
  (Operations Statistics have not been included because we are refining the methodology, and it will be ready for distribution with the February report.)
Loveland Fire Rescue Authority
January 2016 Month-End Report

Fire-Rescue Administrative Division

Chief Mark Miller and Public Safety Administrative Director Renee Wheeler

January 2016 Overview -

January is winding down…and the Broncos are going to the Super Bowl…who would have guessed!

Like many of you, we are busy planning for the year ahead. The LFRA Board of directors meet on January 27th for the annual planning workshop. We have many items on the agenda with some lofty objectives for 2016. Our theme for this year (and beyond) is “keep moving forward – don’t stop the mojo”!

Highlights of the January report include; Training Center update; Radio Tower update; Grants; LFRA Maturation items; Council Agenda items; Budget inventories; LFRA Appreciation Event; Citizen Recognition.

Training Center Annexation -

The process of annexing the new Training Center property is moving along. As stated in previous correspondence, annexation is a lengthy endeavor and we hope to have it completed within the next 3 months. The first formal neighborhood meeting is February 1st. Sam Eliason, with United Civil Services is working in conjunction with Ken Cooer (Facilities Management), and Bob Paulson (Acting Development Services Director) to make it all come together.

Station 1 Radio Communications Tower -

After several weeks of getting formal approvals, securing budget appropriations, etc., we are moving forward…slowly. The steel will be ordered soon, but will take approximately 10 – 12 weeks to arrive. Once it is here, the actual construction of the tower and removal of the old tower will go quickly. In the meantime, we are maintaining a vigilant eye on the existing tower, looking forward to getting it replaced to ensure continued radio communications, and improved strength and wind resistance.

Grant Submittals

Renee Wheeler has worked tirelessly on submitting two State 2016 Firefighter Safety & Disease Prevention grants were submitted: a grant on behalf of the Big Thompson Canyon Volunteer Fire Department for $28,134 of a $51,750 project to replace 18 sets of bunker gear (maximum allowable is $1,563 per set); and a grant on behalf of LFRA for 86 hoods, gloves and helmets at $42,140 to ensure each sworn member has a second set, allowing for decontamination and cancer prevention.
The FEMA Assistance to Firefighters grant was submitted for Phase II of the Station Alerting project at $134,480, with a $12,225 local match. This phase of the project adds door remotes to all stations, replaces station alerting at Canyon Stations, and installs the communications center components of the system. The intended impact of this project is: automating station and company notifications, reduce dispatch call processing time, and improve response times. It is designed in a modular way to ensure it can meet our needs as we grow and potentially add other partners like Thompson Valley EMS and Berthoud Fire Protection District.

**LFRA Maturation Work Continues -**

- Set up unemployment account with the state to report earnings with the first payroll.
- New criteria for personnel evaluations that align with the LFRA values and mission.
- New services contract template and service contract amendment template.
- New ride along waivers for professional and citizen riders.
- Setting up a cooperative purchasing membership agreement with the Houston Galveston Area Council to facilitate cost effective apparatus purchasing in future years.

**City Council Agenda Items -**

Received approval from the City Council to purchase a new engine (replacement). All contracts over $500,000 require City Council or LFRA Board approval. Purchased from City of Loveland Capital Replacement Funds.

City Council consideration of an ordinance to allow for the sale of the Rossum Drive property. This action requires two readings (2/2/16 and 2/16/16).

City Council consideration of a supplemental appropriation to carryover the Fire Capital Expansion Fees appropriated in 2015 to design the Training Ground Improvements. This ordinance requires two readings. It was approved on first reading 1/18/2016 and the second reading is 2/2/2016.

**Budget Inventories -**

All program coordinators are working with the Administration Analyst to update equipment inventories. The inventories were first developed in 2012. The objective is to ensure accuracy and compliance with the capital asset policy adopted by the LFRA Board. The replacement years/service lives and annual inflation percentages are being evaluated to ensure that there are reasonable equipment replacement values included in the updated version of the ten year financial plan. This is a considerable undertaking given that there are 32 programs, most of which have equipment.

**LFRA Appreciation Event -**

The LFRA Appreciation Event on January 16th, was a great success! Thanks to all the LFRA staff who were instrumental in pulling it off, including: Renee Wheeler, Røylene Sterkel, Cheryl Cabaruvias, Ingrid Macmillan-Ernst, Scott Pringle, Dan Engelhardt, and Justin King, for his amazing 20 minute video that captured 2015 in video and sound...awesome! Nice work everyone! The keynote speaker, Craig Demartino was inspiring and motivational. I highly recommend him if you are looking for someone to refresh your perspective on life and the importance of moving forward...
Citizen Recognition –

On January 27th, at the LFRA Board meeting, we will recognize a young girl that was instrumental in notifying her neighbors that their house was on fire, ensuring they got out of the house. She is only 12 years old, but acted with focus and bravery. Due to her actions, the fire department was notified early, thus preventing the damage from being catastrophic. Thank you to Meara Cochran – well done!
January 2016

RESPONSE

- An off-duty LFRA Captain was the first to arrive on scene of a residential structure fire on East 40th Street on New Year’s Eve. The fire damaged, a wall, the attic space and roof in the area of the chimney. The fire was quickly controlled by the initial arriving companies.

- Crews were dispatched to a residential structure fire west of the City on Norwood Avenue. Engine 2 was the first arriving company, they located smoke inside the house, but no obvious source. Crews spent nearly four hours working to locate the fire which was behind the brick fireplace in the wall. Firefighters had to dismantle the brick and cinder block fireplace to extinguish the fire.

- Engine 1, Tower 6 and Battalion 1 were dispatched to a commercial fire alarm at Campion Academy, first arriving Engine 1 received reports of a fire on the 3rd floor in the kitchen. Battalion 1 requested that the assignment be upgraded to a full first alarm, which added two additional LFRA Engines, Rescue 2 and a Berthoud Fire Engine. Crews located the fire in the kitchen, the automatic sprinkler system had extinguished the fire. Crews ensured that there was no additional fire extension and performed salvage operations to reduce the water and smoke damage to the property.

- LFRA covered two aircraft rescue stand bys at the Fort Collins-Loveland Airport.

READINESS

- Initial and refresher ice rescue training was conducted throughout the month, this year members of LFRA’s Canyon Battalion participated in the training, eleven Canyon Firefighters were certified in ice rescue.

- Retired Chief Chris Klaas, Retired Captain Fran Lyons, Captain Eric Klaas and Captain Mark Lyons provided Loveland Fire History classes in January for LFRA personnel.

- The 2016 LFRA / Front Range Fire Rescue (FRFR) Firefighter I Academy kicked off on the 20th at the Aims Community College Public Safety Campus. There are nine students in the academy including four LFRA Canyon Battalion members.

RESOURCES

- The 2016 replacement engine was ordered through SVI Trucks in Fort Collins, delivery is expected in December.

- The refurbished ladder truck is now in service, it will function as the fully equipped reserve ladder truck.

- Engineer Josh Valerio started a two year rotation as the Aircraft Rescue and Firefighting (ARFF) Engineer, he will be responsible for the ARFF program including covering the FAA required standbys for larger aircraft operations.

- A basic video conferencing system was installed on the computers at each Station and the Training Center to allow crews to remain in quarters for meetings and lecture type training events.

RELATIONSHIPS

- LFRA personnel attended the ribbon cutting ceremony for the new Aims Public Training Facility, located at Weld County Road 17 and East Highway 34. This training facility will be an outstanding regional asset for emergency service training.
Update/overview of CSD, Special Events (Ned):

- Attended NFPA Inspection class to assess and develop a course and certification for LFRA Firefighters and possibly within the State for Colorado for Firefighters. This would not be the traditional ICC certification and would be more specific to firefighters and business inspections. The classes we have been providing internally are on track with the type of information and higher caliber of instruction than the NFPA course.
- Working with Bob Paulsen on the Empowerment committee to evaluate the training of DRT staff, review areas of where policy can be a choke point for reviewers. After action review of high profile projects that have created concerns between the DRT and Administration is in progress.
- Developing presentations for LRFD Board, FRAC, LFRA Authority Board sharing changes to CSD; Development Review process and case studies to share the process and outcomes of projects. Emergency Management & Pub Ed, creating a new program and identifying roles and responsibilities with emergency response partners. Discussion regarding the roles and responsibilities of board members in an EOC activation.
- Review of Community Risk Assessment (v.1) completed and emphasis will be on altering public education message to redevelop and unify Public Education / Outreach and Emergency Management, as well as, Fire Code provisions. We will also be exploring the best method to create and operate a Public Education team utilizing Firefighters and duty crews.
- Problems with street naming in 2534 are in process – renaming Thompson Parkway for Sheels is problematic and a solution for emergency response will be created.
- Conducted tours for City Director of Development Services candidates (Ned, Carie and Ingrid).

Significant Building Plan Reviews, and Inspections (Carie, Ingrid and Allen):

- LFRA overview presentation to City Councilor Overcash.
- Several meetings with designers for multiple Johnstown 2534 site plans (Carie and Ingrid)
- Building/Fire project review:
  - Dutch brothers coffee - approved permit set for Fire code.
- Planning/Fire project review:
  - Mountain pacific business area – second submittal needs to be completed for emergency access.
- County/Johnstown:
  - Firehouse Storage - In process with County Building & Planning to develop emergency access requirement.
  - Windgate hotel - Corrections were made and approved.
  - Sweetheart Winery – Continue to work with applicant and County Planning; multiple discussions and meetings and a conference call with Project Owner, County reviewers and LFRA reviewers.
  - Sheels and associated retail structures - submitted for review.
- MISC: FAB continues to be in remodel phase and should be complete in March. The vault was problematic for removal.

Emergency Management:

Significant events:
The contractor for the Mitigation Strategy and Master Plan (MSMP) will be facilitating a kickoff meeting with M-Team on Feb. 1 and will start department and division level planning meetings shortly afterward.

A draft RFP for a contractor to write a Disaster Recovery Plan was recently sent to Legal for finalization. If the State gives us approval to move forward, this contractor will be paid out of the cost-savings from the MSMP project which is well below our original estimate.

The project to install the Chilson/Senior Center emergency generator is formally cancelled due to expensive and site-specific challenges. The City is considering if we have another mitigation project that we could ask to apply the grant funds towards. There is a strong possibility that the grant award will be turned back to the state since the grant is for emergency generators.

**Flood Recovery**
- Attended on-going city recovery planning meetings

**Operations and Maintenance**
- Temporary location for the EOC is in the PWB upstairs conference rooms (LPD, LFRA, TVEMS, and ARES workstations will remain in the EOC)

**Planning and Documentation**
- Met with Capt. Gilbert, Eng. Correa for EOC emergency comms. planning
- Held pre-kickoff meeting discussion with Baker/LS team for MSMP project
- 2016 expectations meeting with Public Affairs Officer
- Completed 2 more sub-sections of LFRA accreditation standards
- Met with EM counterparts to discuss multi-jurisdictional OEM
- Participated in state OEM conference planning meeting

**Emergency Preparedness Relationships**
- Met with LC Em. Mgr. for general status update of program
- Attended LCEHC meeting
- Attended MCR EPC meeting
- Attended LCEM meeting

**Grants**
- Finished draft of RFP and service contract for recovery Plan, awaiting approval from state to move forward

**Training and Public Outreach**
- Provided EM program overview for FF task books
- Held 2016 Expo planning meeting

**Training Received**
- Participated in EMAP assessment in MN
- Attended LFRA history presentation

**Exercises**
- Participated in Evans EOC exercise
- Participated in disaster exercise planning with LC Health Dept

**Other**
- Completed DOT physical for CDL
- Completed 3 EM-related online surveys
**EMPG Grant-Required Work Plan Items**

- **EMF 1** - Submit 1st Quarter report and reimbursement request
- **EMF 1** - Submitted FFATA with application
- **EMF 2** - Completed EMAP assessment in MN
- **EMF 3** - Local THIRA from HMP completed as part of HMP update; in processes of finalization
- **EMF 4** - Held pre-kickoff meeting planning; kickoff scheduled for 2/1/16
- **EMF 5** - Revision to LEOP in progress
- **EMF 6** - Attended Flood recovery meeting
- **EMF 7** – On-going implementation of training as outlined in the 2016 TEP
- **EMF 8** – On-going implementation of exercise as outlined in the 2016 TEP
- **EMF 8** – Met with FM ref: grant exercise requirements
- **EMF 8** – participated in Evans full-scale EOC exercise
- **EMF 9** – nothing planned for Q1
- **EMF 10** – Pending. Comms. equipment tests not yet completed
- **EMF 11** - Draft COOP document out for review and comments
- **EMF 12** - nothing planned for Q1
- **EMF 13** – Pending. WebEOC resource database not yet updated
- **EMF 14** - nothing planned for Q1
- **EMF 15** – Draft ESF 15, JIS/JIC emergency communications plans nearly completed

**PIO, Website & Public Education (Scott):**

- 11 new school/business fire safety inspections
- 3 school/business fire safety compliance visits (re-inspections)
- 1 car seat inspections/installation
- 2 business Knox box key updates
- 1 BEC event standby
- Scheduling and follow-up on Youth Firesetting Intervention cases
- CPR refresher training
- EMS training
- Numerous LFRA social media posts
- Numerous LFRA website updates
- Planning for separation of LFRA website from City website
- Training for Paul Duran
- Attended LFRA history training session
- Meeting with Melody Storgaard at American Red Cross about smoke alarm distribution projects planning
- CSD office clean up in preparation for office re-alignment
- Submitted 2015 4th quarter school inspections report to DFPC
- Submitted 2015 4th quarter car seat inspection report to State CPS Coordinator
- Compiled 4th quarter report for my activities
- Compiled 2015 volunteer hours for Roy
- Assisted Bonnie with revisions to LFRA business cards template
- 2016 planning meeting with Pat
- Reviewed draft versions of Initial Damage and Rapid Needs Assessment Plan and Preliminary Damage Assessment Plan

**Accreditation, Fracking, Inspections, Investigations (Ty):**

- Inspections:
  - Developed annual program appraisals for Fire Investigation Program and Hazardous Materials Permit Program.
  - Developed a draft Target Hazard List for LFRA. Approved by DC Ward and being reviewed by BCs.
  - Responded to large hazmat incident at 702 SE 8th St and now working with Larimer County Code Compliance to resolve numerous violations.
Currently working on updates/revisions to LFRA Tent Policy and Temporary Fireworks Stand Policy, including updating checklists.

Assist Operations:
- Lots of communications re new LFRA ISO PPC ratings. Working with GIS to develop updated maps.
- 4 hours OHW as D/O on Engine 1
- Responded to reported structure fire @ 1307 W. 36th Street.
- Participated in the Firefighter Level 1 promotional process.
- Lots of troubleshooting of ETI issues for several Operations personnel.

Training:
- Coordinated, administered and taught 6-day FIT Academy (3 days of fire inspection and 3 days of fire investigation). Installed drywall in acquired structure.

Accreditation:
- Communicating with CPSE re 3-day accreditation course we’re hosting in March and also pursuing assistance from Technical Advisor Program for assistance with updates to LFRA Strategic Plan.
- Completed 2015 response performance analysis for LFRA, BTCVFD and TVEMS.
- Completed 2011-2015 response performance analysis summary for LFRA.
LOVELAND FIRE RESCUE AUTHORITY
January, 2016

DEVELOPMENT REVIEW STATISTICS

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CSD OTHER ACTIVITIES

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<th>Prev. Mo.</th>
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<td>11</td>
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<td>1.75</td>
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<td>12</td>
<td>20</td>
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</table>

*Planning & research for separation of LFRA website from City website
*Scheduling & follow up on YFS intervention cases
*Numerous LFRA social media updates
*School/business fire safety compliance visits (re-inspections)
**Planning Dir. candidate tours
*Lincoln County AHJ fire code amendments
*Glendale Court access research & meetings
*Johnstown 2534 address issues

Planning & Building Check-Ins YTD
Fire Protection Permits Average days in review
Percent within goal time

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<th></th>
<th>71</th>
<th>5.7</th>
<th>100%</th>
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<tbody>
<tr>
<td>Fire Protection Permits</td>
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<tr>
<td>Percent within goal time</td>
<td>100%</td>
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INSPECTION STATISTICS

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<tr>
<td>Safety Re-Visit</td>
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<td>5</td>
<td>2.5</td>
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<td>12</td>
<td>45</td>
<td>33</td>
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<tr>
<td>Previous YTD</td>
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<td>Business Inspections</td>
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<td>32</td>
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<td>YTD Total</td>
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<td>Previous YTD</td>
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<td>28</td>
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<td>New Bldg./Fire Protection</td>
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<td>71</td>
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<td>Previous Month</td>
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<td>YTD Total</td>
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<td>Previous YTD</td>
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<td>Previous Year</td>
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*Engine Company Safety Visits are not included in YTD Totals

Inspection Statistics

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<tr>
<td></td>
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*YTD Total does not include Eng. Co. Safety Visits

CSD DEVELOPMENT REVIEW

Highlights/Projects

- Planning & research for separation of LFRA website from City website
- Scheduling & follow up on YFS intervention cases
- Numerous LFRA social media updates
- School/business fire safety compliance visits (re-inspections)
- Planning Dir. candidate tours
- Lincoln County AHJ fire code amendments
- Glendale Court access research & meetings
- Johnstown 2534 address issues
### Rolling Calendar of Board Considerations

<table>
<thead>
<tr>
<th>Meeting</th>
<th>LFRA Board</th>
<th>Rural District Board</th>
<th>City Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>February 24 (due 16th)&lt;br&gt;Public Hearing and Approval <strong>Carryover Supplemental</strong>, including CSD Part Time Conversion to Full Time; 1 Operations Rover&lt;br&gt;<strong>LFRA Board Roles and Responsibilities</strong></td>
<td>February 3 (due Jan 26)&lt;br&gt;<strong>Development Review Process Presentation</strong></td>
<td>February 29 (due Feb 15)&lt;br&gt;Approval Resolution <strong>Carryover Supplemental</strong>, including CSD Part Time Conversion to Full Time and 1 Operations Rover&lt;br&gt;Supplemental Appropriation First Reading for City Share of Carryover</td>
</tr>
<tr>
<td>March</td>
<td>March 30 (due Mar 22)&lt;br&gt;Pension Board Responsibilities (Charter/Bylaws)&lt;br&gt;<strong>Appropriate Carryover Supplemental</strong>&lt;br&gt;Real Property Transition to LFRA (Apparatus/Equipment City and Rural)&lt;br&gt;Property (Stations and Real Estate) Transition&lt;br&gt;Apparatus Replacement&lt;br&gt;Legal interpretation of Growth Management Area agreements</td>
<td>March 2 (due Feb 23)&lt;br&gt;Motion for Approval of <strong>Carryover Supplemental</strong>, including CSD Part Time Conversion to Full Time; 1 Operations Rover</td>
<td>March 15 (due Feb 29)&lt;br&gt;<strong>Training Center Annexation</strong>&lt;br&gt;Approval Resolution <strong>Carryover Supplemental</strong>, including CSD Part Time Conversion to Full Time and 1 Operations Rover&lt;br&gt;<strong>Supplemental Appropriation</strong> First Reading for City Share of Carryover</td>
</tr>
<tr>
<td>Meeting</td>
<td>LFRA Board</td>
<td>Rural District Board</td>
<td>City Council</td>
</tr>
<tr>
<td>---------</td>
<td>------------</td>
<td>---------------------</td>
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</tbody>
</table>
| April   | April 27 (due April 19)  
Annual Report and Strategic Plan Status Update  
Development Review Process  
Invite Board Members on Station Tours  
Regional EOC | April 6 (due March 29)  
Review Rural District Apparatus Replacement Schedule | March 25  
Monthly report  
April 5 (March 21)  
Supplemental Appropriation Second Reading for City share of Carryover |
| May     | May 25 (due May 17)  
Real Property Approval Documents/Titles  
Station Location Study – evaluation of call data and setting priorities for land acquisition and station construction | May 4 (due April 26)  
Annual Report and Strategic Plan Status  
Strategic Plan Stakeholder Feedback Report | |
| June    | June 29 (due June 21) | June 1 (due May 24) | Submit preliminary Contribution Number to the City |
| July    | July 13 Proposed LFRA Board Sub-Committee Meeting to Review the 2017 Proposed Budget  
July 27 (due July 19)  
Permit Fees (Consolidated Fee Schedule)  
Discussion on Part Time Conversion/Rovers | July 6 (due June 28) | |
<table>
<thead>
<tr>
<th>Meeting</th>
<th>LFRA Board</th>
<th>Rural District Board</th>
<th>City Council</th>
</tr>
</thead>
</table>
| August  | August 31 (due August 23)  
Public Hearing and Approval of the 2017 Budget and Fees | August 3 (due July 26)  
Submit 2017 Budget and Fees to City |                                                                          |
| September | September 28 (due Sept 20)  
Proposed Strategic Plan Update | September 7 (due Aug 30)  
Approval of the 2017 LFRA Budget and Fees | City Study Session on Fees |
| October | October 26 (due Oct 18)  
2017 Budget Appropriation | October 5 (due Sept 27)  
Public Hearing and Adopt Rural District Budget, including LFRA Contribution | October 4  
Approval of the 2017 LFRA Budget (Resolution)  
Public Hearing and First Reading on City Budget including LFRA Contribution  
October 18  
Second Reading on the City Budget including the LFRA Contribution |
| November | November 16 (due Nov 8)  
Training Center Design from Belford Watkins | November 2 (due Oct 25) |                                                                          |
| December | December 14 (due Dec 6)  
Meeting Posting Location  
2017 Calendar | December 7 (due Nov 29)  
Certify Mill Levy |                                                                          |