Loveland Fire Rescue Authority Board Meeting

Station 2
3070 W. 29th Street
Community Room
Loveland, Colorado  80537
Wednesday, March 30, 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 February 24, 2016 Regular Board Meeting.

2. Consider appointing Brendan Campbell to the Pension Committee.

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.

3. Consider Approval of the Hach-Western States Fee Waiver

4. Consider Approval of a Recommendation for Due Process Disciplinary Action

5. Consider the Approval of a Resolution Establishing the Loveland Fire Rescue Authority Sworn Retirement Plan Retirement Committee as the Retirement Committee for the Loveland Fire Rescue Authority Non-Sworn Retirement Plan and the Loveland Fire Rescue Authority 457 Deferred Compensation Plan, and Establishing Governance Procedures and Duties and Responsibilities of the Retirement Committee

6. Consider Providing General Directions for Real Property Transition to LFRA

7. Review Briefing Papers and Correspondence
   a. Chief’s Report
   b. Letters
   c. February Statistics
      i. The January Operations Statistics were not included last month because we changed our methodology for reporting the data and we were working on ensuring the quality of the data. The January and February reports are provided in this packet following a paper to discuss the changes and the impact on the numbers, particularly related to response times.

8. Any Other Business for Board Consideration

ADJOURN
Consider a Motion to Approve the Minutes from the February 24, 2016 Loveland Fire Rescue Authority (LFRA) Regular Board Meeting

EXECUTIVE SUMMARY

The attached documents, prepared by Roylene Sterkel, are a record of the February 24, 2016 regular meeting of the LFRA Board. The document details the discussions at the meeting including: the consent agenda (Minutes), a presentation of the LFRA Board and Fire Chief Roles and Responsibilities, a supplemental budget appropriation was approved, 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

February 24, 2016 Minutes
Loveland Fire Rescue Authority Board Meeting Minutes
Wednesday, February 24, 2016
3070 W. 29th Street, Loveland
1:30 p.m.

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:
None

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.

Public Comment:
None
Consent Agenda:

1. Consider a Motion to Approve the Minutes from the Loveland Fire Rescue Authority January 27, 2016 Regular Board Meeting.

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

Regular Agenda:

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

Attorney Powell presented information to the Board regarding the roles and responsibilities of the Board, Fire Chief, and Volunteer Pension Board of Trustees.

After the Personnel Management portion of the presentation, Chief Miller asked for direction from the Board regarding the Authority's disciplinary process. The City's administrative regulations include a disciplinary process that has many administrative steps and the option to appeal the Fire Chief's disciplinary decision to the City Manager, but not to the City Council. When the administrative regulations were adopted by the LFRA Board, references to the City Council were assigned to the LFRA Board and references to the City Manager were assigned to the Fire Chief. As a result, a strict interpretation of the Authority's administrative regulation is that the Fire Chief's disciplinary decision is appealed to the Fire Chief, which does not make sense and needs to be amended. The Board discussed whether the disciplinary policy should provide that the Fire Chief is the final decision maker, or whether there should be an appeal to the Board, a committee of the Board, or an outside third party. Chairman Swanty asked whether an appeals process is required. Attorney Powell stated that an appeals process is not legally required, and is not common in fire protection districts and fire authorities where, unlike municipalities, there are no additional managers between the Fire Chief and the Board as the governing body.

Director Cahill said this is something the Board needs to address. Chief Miller will prepare alternate proposed disciplinary administrative regulations for the Board's review and consideration at its March meeting.

As the presentation went on to address the Volunteer Pension Plan, Director Cahill asked for a distinction between the role of the Pension Board and the role of the Authority Board. Attorney Powell explained that the Pension Board is governed by the Volunteer Firefighter Pension Act, Title 31, Article 30, Part 11 which is a State Statute. The Pension Board administers the Volunteer Pension Plan and makes certain administrative decisions, such as whether a member has met the qualifications to receive a pension benefit. The Authority Board is the sponsor of the Volunteer Pension Plan and makes decisions regarding its terms and funding, such as the amount of the pension benefit. One of the Pension Board's responsibilities is to make
recommendations to the Authority Board regarding terms and funding, such as how much to contribute to the Volunteer Pension Plan annually, but the Authority Board is the ultimate decision making body on these matters.

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

Public Safety Administrative Director Wheeler provided slides explaining the supplemental budget. She explained that there are four things that are being addressed in the supplemental request: the 2015 budget savings, new personnel hires, the pension fund expenditure that was previously recorded in a City of Loveland Employee Benefit Fund and replacing bunker gear if a Colorado Firefighter Safety and Disease Prevention Grant is awarded. The total supplemental appropriation request is $705,079. The resources available for the appropriation are the savings from the 2015 City and Rural District contribution to the Authority, an increase in estimate for the permit fee revenue, a grant award, and pension fund revenues. The only requests that will create ongoing expenses are the personnel ones involving converting a part time inspector to fulltime and hiring an additional Rover.

Vice Chairman Gutierrez said those ongoing expenses are about 10% of the requested appropriation and Chief Staff and the Board would need to look at the 10-year plan to adjust it accordingly.

Chief Miller said the Inspector position is offset somewhat by an increase in permit fees. He informed the Board that LFRA will soon have two people on Military Leave and another firefighter out for approximately six months after surgery. With those vacancies, the Authority's current staffing levels will be stretched to the limit and it will require extra overtime to cover. The Rover position would most certainly save on overtime costs. Chief Ward said that right now the Authority generally has one person off all the time for medical leave, military leave, vacations, etc. Those vacancies have to be filled.

Director Cahill said he doesn’t see a negative impact to add one person in 2017, but it may cause issues in the future because it will increase the personnel cost baseline. He reminded the Board that City departments' budget savings for the most part are put back into the general fund for the following year.

Attorney Powell noted a difference in the supplemental budget amount shown in Sections 1 and 2 of the Resolution. The amount is shown as $715,692 and it should be $705,079. Director Cahill moved to adopt Resolution R-064 as corrected in Section 1 and 2. Director Legits seconded the motion and it carried unanimously.

Chairman Swanty asked whether the Authority needs to revise the Strategic Plan. Chief Miller said he is working on an itemized list of the objectives in the Plan and will provide information on the progress for each of them. He hopes to have that information.
available for the March LFRA Board meeting. He would like to involve the Fire Rescue Authority Advisory Commission in the Strategic Plan revision process.

Chairman Swanty asked Director Cahill if the City is seeing a slowdown in growth or revenues. Director Cahill said that staff is working on an early revenue study, but preliminary indications are that 2017 will not be significantly different.

4. **Review Briefing Papers and Correspondence.**

Chief Miller reported that Chief Sparks, Deputy Fire Marshal Dann, Plans Reviewer McMillan-Ernst and himself attended a ground breaking ceremony for the new **Scheels** going in east of section of the LFRA response area. The anticipated completion date is September, 2017.

LFRA will be hosting a “**Kill the Flashover Training**” in June. Over 100 Firefighters from around the country are expected to attend.

LFRA received 60 donated **carbon monoxide alarms** from the Lauren Project group.

A new **Rolling Calendar of Board Considerations** is included in the Board packets. Chief Miller said this is a dynamic document subject to change throughout the year and asked the Board to review it. There is one change to the calendar currently, in that the Rural District Board meeting is shown as February 3rd and it should be February 2nd.

Chief Miller reported that the **January operations statistics** were excluded from the Board packet. Staff is changing the methodology for reporting the data and are in the process of validating the accuracy of the data. The report will be included in the March Board meeting packet.

Division Chief Sparks reported that he attended a meeting with John Franklin regarding the possibility of changing the name of **Thompson Parkway**, however, there are businesses already addressed on that street. Signage may be an option, but the potential confusion will be problematic at best. Also, the Larimer Emergency Telephone Authority (LETA) may not allow it.

Director White talked about the **Heron Pointe Annexation** in Berthoud. The property is still in the LFRA’s jurisdiction, but will be excluded pursuant to an agreement with the City of Berthoud and the Berthoud Fire Protection District. The LFRA will receive 5 years of decreasing revenue sharing for those properties. Division Chief Sparks said the Authority is still reviewing plans for the subdivision and asked if that service should continue. Director White said LFRA should continue to perform the reviews until such time as the property is excluded from LFRA’s jurisdiction.

Director Cahill shared a concern about the billings that come from Ireland Stapleton marked as “**Attorney/Client Privileged**”. He feels like the invoices should be made
available as public records and as such should not be designated as “Attorney/Client Privileged”. He said the City is currently working on a new Website that will make all City invoices available for the public to access, and feels that LFRA should take a similar position with respect to its invoices. Attorney Powell advised against waiving the attorney-client privilege on Ireland Stapleton’s invoices, as it is not possible to predict the types of legal matters that may be addressed in future bills, or the scope and effect of the waiver on the Authority. She said if the Board waives the confidentiality of any portion of a legal communication, it is possible a court could find that the privilege has been waived as to all communications on the same subject matter.

Director Cahill moved to waive the attorney-client privilege as to Ireland Stapleton’s invoices, and to direct Ireland Stapleton not to label their invoices as “Attorney/Client Privileged”. Director Legits seconded the motion and it carried unanimously.

Director Cahill said he is concerned about the cost of the first two bills (January retainer work and January work not included within the retainer) from Ireland Stapleton and the potential that LFRA will be over budget by the end of the year. He urged the Board to think about using City staff on some issues to minimize costs. Attorney Powell explained that it is not uncommon for the first few months of fees to be higher because the attorneys must review contracts, resolutions, IGAs, and other documents for the first time. Once the documents are reviewed and revised to meet the necessary requirements, then review times are expected to be much shorter and many of those reviews will fall under the retainer portion of the engagement letter. She said Ireland Stapleton has templates for many types of legal agreements, which often can be customized more efficiently than undertaking the extensive review of outside documents, if the Board and Chief Staff would like them to use that strategy when appropriate. Chief Miller agreed that the billings caused him to review the retainer portion of the engagement letter. He has concerns that the bills will remain high over the next couple of months as the attorney’s review the transfer of equipment and property from the City and District to the Authority. If the amount of legal fees continues to be a concern as the Authority moves forward, the Board may need to re-consider what the Authority might be able to accomplish using the City’s attorneys. Chairman Swanty said he feels good about having outside legal representation for the interests of the Authority. Director Cahill said the Board just needs to monitor the situation over the next few months.

No further items were discussed and Chairman Swanty adjourned the regular Board meeting at 3:35 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

Consider the appointment of Brendan Campbell to the Pension Committee

EXECUTIVE SUMMARY
There is a vacancy on the Pension Committee of the Board appointed citizen member. Brenden Campbell, Pinnacle Consulting, Inc., is recommended by the Pension Committee as the candidate for consideration.

BACKGROUND

The Pension Committee interviewed Mr. Brendan Campbell, March 10, 2016 before the Pension Committee meeting. A nomination was made at the meeting based on the interview, Mr. Campbell’s finance and accounting experience and his interest in serving. The Pension Committee unanimously voted to recommend him to the LFRA Board to fill the vacant board appointed position on the committee. The position is a one year term.

Mr. Campbell’s years of experience in finance and accounting with both private sector businesses and local governments provides the knowledge and skills to be an invaluable resource. He is currently the Director of Finance and Accounting at Pinnacle Consulting Group, Inc. He has assisted boards of directors of special districts, authorities and other local governments for eight years by providing and overseeing accounting and financial services which includes financial statement preparation, budget forecasting and monitoring, debt issuance and compliance, cash flow projections and analysis, capital project financial management, audit support, payroll, fee billings, policies and procedures, long-term projections, and investment management. Mr. Campbell currently provides or oversees the financial management of ten fire protection entities in the State of Colorado. Previously, Mr. Campbell was a Senior Auditor for the Denver-based CPA firm Causey Demgen and Moore. While there, he ensured compliance with generally accepted accounting principles and government regulation, and reviewed organizational policies and procedures to identify and improve company practices. Mr. Campbell obtained a Bachelor of Science in Accounting and holds an active CPA license.

The Pension Committee believes that Mr. Campbell is the ideal candidate.

STAFF RECOMMENDATION
Appoint Brendan Campbell as recommended by the Pension Committee

FINANCIAL/ECONOMIC IMPACTS
N/A

ASSOCIATED STRATEGIC GOALS
Deliver Cost Effective Services

ATTACHMENTS
None
Consider Approval of the Hach-Western States Fee Waiver

EXECUTIVE SUMMARY
The City’s Economic Development Department is requesting that the LFRA waive a total of $5,127.70 of fire protection system plan check and permit fees for a $25 million, 86,000 square foot Hach Company research and development expansion project at 5600 Lindbergh Drive (by the airport).

BACKGROUND
November, 2014 the City of Loveland approved a fee waiver incentive package for Hach Company. Based on deadlines for pulling a building permit and completing project construction, fees (excluding capital expansion fees) and use tax were intended to be waived up to $900,000. Assuming construction is complete before December 31, 2017, any balance remaining on the total incentive of $900,000 after subtracting fees and use tax waived will be awarded through a refund on business personal property tax.

Marcie Erion, the City’s Economic Development Specialist, will attend the LFRA Board meeting to field questions.

The Board is being asked to approve the waiver of the fire protection systems plan check and permit fees submitted for the Hach Company expansion project by Western States Fire Protection Company. The project budget letter and the fee estimates are attached.

STAFF RECOMMENDATION
Approve the fee waiver based on economic benefit of the expansion to the community.

FINANCIAL/ECONOMIC IMPACTS
The $5,127.70 loss of revenue increases the contributions required of governing partners, City $4,204.71 and Rural District of $922.99. The City has indicated there are no economic development fund sources available to reimburse LFRA for the fee waiver.
ASSOCIATED STRATEGIC GOALS

Minimize and mitigate the risks of an emergency occurrence in the community.

ATTACHMENTS

Western States Fire Protection Company Project Budget Letter (Sprinkler System and Clean Agent System)

Fee Estimates

City’s Agenda Cover Memo for the Incentive

HACH COMPANY AGREEMENT FOR FEE WAIVER, CONSTRUCTION MATERIALS USE TAX WAIVER AND BUSINESS PERSONAL PROPERTY TAX REFUND

City Fee Estimate
8/20/15

ATTN: Bjorn Jespersen
Swinerton
303-418-5359
bjesperen@swinerton.com

Project: Hach

Western States Fire Protection Company is pleased to provide a Budget to provide a fire sprinkler system based on NFPA 13, specifications, local and state government requirements for the above referenced building as qualified below in the amount of:

Total Proposal Amount: **One Hundred Ninety Thousand Four Hundred Seventy Dollars ($190,470)**

**CLARIFICATIONS:**

1. Labor and material for the installation of a Wet sprinkler system for the building as well as a Pre-Action for the main IT room.
2. All piping is exposed with brass heads in areas without dropped ceilings.
3. Pendant sprinkler heads are on flexible whips.
4. All areas must be kept above 40F degrees.
5. Piping is figured to be black schedule 10 & 40 grooved & threaded pipe and fittings.
6. Pre-action piping will be galvanized.
7. Work begins at flange above finish floor.
8. RP Backflow preventer is included in this budget.
9. Design and testing are inclusive to this budget.

**EXCLUSIONS:**

1. Bond (add 1% if needed)
2. Permit is NOT included.
3. Painting and patching of any kind for the installation of fire protection piping.
4. Any and all electrical or alarm work.
5. Earthquake bracing. (Not required per NFPA for the area).
6. Fire pump or accessories if water supply is not adequate.
7. Any underground piping work.

**PAYMENT** to be made MONTHLY as the work progresses to the value of 100% percent of all work complete and material on job site. The entire amount of contract to be paid within 30 days after completion.

**NOTE:** We may withdraw this proposal if not accepted in 30 days.

(Keith Froelich)

Keith Froelich, Sales Representative
ATTN: Bjorn Jespersen
Swinerton
303-418-5359
bjespersen@swinerton.com

Project: Hach Panashield

Western States Fire Protection Company is pleased to provide a Price to provide a Clean Agent system based on NFPA 13, specifications, local and state government requirements for the above referenced building as qualified below in the amount of:

Chamber Proposal Amount:
- Suppression Equipment - $82,231
- System Piping - $12,520
- Reserve System - $56,914
Total - $151,665

Control Room Proposal Amount:
- Suppression Equipment - $11,502
- System Piping - $2,920
- Reserve System - $11,673
Total - $26,095

Immunity Room Proposal Amount:
- Suppression Equipment - $11,502
- System Piping - $1,970
- Reserve System - $11,673
Total - $25,145

Detection Control Equipment:
- Total - $5,230

Total Proposal Amount: Two Hundred Eight Thousand One Hundred Thirty-Five Dollars $208,135

CLARIFICATIONS:
1. Labor and material for the installation of a Fike ECARO 25 Clean Agent system for the Ten Meter Semi-Anechoic Chamber.
2. Piping is figured to be black schedule 40 threaded pipe and fittings.
3. Design and testing are inclusive to this Proposal.
4. See Attached API Proposal for full Terms and Conditions.

EXCLUSIONS:
1. Bond (add 1% if needed)
2. Permit is NOT included.

PAYMENT to be made MONTHLY as the work progresses to the value of 100% percent of all work complete and material on job site. The entire amount of contract to be paid within 30 days after completion.

NOTE: We may withdraw this proposal if not accepted in 30 days.

Keith Froelich
Keith Froelich, Sales Representative
## Permit Estimate

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**Plan Check Fee**

Page 1 of 2
This is an estimate only, actual costs may vary.
This estimate is valid until

This estimate is based on the following provided information:

- Total project valuation: $208135
- Electrical sub-valuation: $
- Mechanical valuation: $
- Plumbing valuation: $
- Building size: sq ft
- Construction type
- Occupancy type
- Water service size
- Street CEF: per sq ft
- Lot size: sq ft

- The final street CEF costs will be established based on information provided in the TIS or traffic worksheet. These amounts are subject to change during the review process.

The sales tax paid with building permits is a deposit only. All projects are subject to an audit at the conclusion of the project to determine the final sales tax amount to be paid. As project changes, additional fees and taxes may be required; subject to audit by the City of Loveland. Sales tax paid is for City of Loveland and Larimer County tax only; the applicant will still be required to pay State of Colorado sales tax.

This estimate does not include costs associated with electrical engineering; contact Mark Warner at 970-962-3588 for additional information.

This estimate does not include costs associated with water rights (contact Greg Dewey at 970-962-3717) or irrigation System Impact Fees, if any (contact Colleen Cameron at 970-962-3701).

This estimate does not include costs associated with any fire suppression, fire alarm, or hood/duct permits required separately by the Loveland Fire Rescue Authority. Please contact them at 970-962-2537 for additional information on these fees.

Feel free to contact me if you have any questions or would like any additional information.

Development Services/Building Division
Amanda Dwight
970-962-2610
Amanda.Dwight@cityofloveland.org
## Permit Estimate

**Estimate**
Fire - Sprinkler System, Non-Res

**Estimate Printed Date:**
03/08/2016

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Page 1 of 2
Address:

Contact:

THIS IS AN ESTIMATE ONLY, ACTUAL COSTS MAY VARY.
This estimate is valid until

This estimate is based on the following provided information:

- Total project valuation $190470
- Electrical sub-valuation $
- Mechanical valuation $
- Plumbing valuation $
- Building size sq ft
- Construction type
- Occupancy type
- Water service size
- Street CEF per sq ft
- Lot size sq ft

- The final street CEF costs will be established based on information provided in the TIS or traffic worksheet. These amounts are subject to change during the review process.

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Feel free to contact me if you have any questions or would like any additional information.

Development Services/Building Division
Amanda Dwight
970-962-2610
Amanda.Dwight@cityofloveland.org
AGENDA ITEM: USED BY AGENDA MANAGEMENT
MEETING DATE: 9/16/2014
TO: City Council
FROM: Marcie Erion, Economic Development Department
PRESENTER: Karin Bogren, Hach and Dave Gustavson, Cushman Wakefield

TITLE: BUSINESS ASSISTANCE REQUEST FROM HACH COMPANY

RECOMMENDED CITY COUNCIL ACTION: DISCUSSION AND DIRECTION

SUMMARY: THIS IS AN INFORMATION ONLY ITEM REGARDING A BUSINESS ASSISTANCE REQUEST ON BEHALF OF HACH COMPANY FOR BUILDING PERMIT FEE/USE TAX WAIVERS AND A BUSINESS PERSONAL PROPERTY TAX REBATE ASSOCIATED WITH CONSTRUCTION OF A NEW 86,000 SQ FOOT BUILDING ON THEIR EXISTING CAMPUS

BUDGET IMPACT:
☐ Positive
☒ Negative
☐ Neutral or negligible

BACKGROUND:

The City of Loveland is being asked for $1 million in business assistance by Hach Company. This would include city fee and use tax waivers and business personal property tax rebates. Staff is currently working with private and public partners to fill the gap from the original incentive request amount of $700,000 made by Hach in April 2013 (see attached memo.) At that time, the facility was planned to be 70,000 sq ft with a project budget of $14 million. The size and scope of the project has since increased to 86,000 sq ft with a project budget of $21 million, thus the larger incentive request. The Loveland Development Fund has pledged $50,000 towards the incentive and Larimer County has been asked to participate as well with a business personal property tax rebate. We expect direction from the county in early September. The State Office of Economic Development and International Trade is engaging in discussions with
Hach but this decision would not be expected until later in the fall. Danaher Corporation has given Hach a deadline for completion of a feasibility study of October 2014.

Based on the current fee estimate, the fee waivers are estimated to be $630,000. The rebate of business personal property taxes would start in 2017 if the building is completed in 2016. This rebate would provide the balance for the package up to but not to exceed $700,000. It is expected that this package will not include cash but will be revenue forgone to the city. The dollar amount is contingent upon county participation filling the final gap of the Hach request.

**HISTORY:**
The mission at Hach Company is to ensure water quality for people around the world. It was founded in 1947 by Clifford and Kitty Hach with their first water treatment kit produced in 1949. The company moved to Loveland in 1978 and has been a major primary employer in Loveland and the region from the time they joined the local community. They were acquired by Danaher Corporation in 1999. Danaher Corporation is currently number 179 on the Forbes 500 and is trading strongly at $77/share. Hach Company annual revenues are in the hundreds of millions.

Hach products serve a variety of industries including: bottled water, wastewater and municipal drinking water, power generation, brewing water quality and water analysis in food production. The products are also diverse from lab instruments and sensors to software and test kits/strips. Water is life and Hach is in business to see that their services are faster, simpler, greener, reliable and easy to use. They also strive to ensure that the products are available to the world as water quality is a global issue. They do this through vast business partnerships as well as philanthropy.

Hach Company employs over 1000 people in Loveland at an average wage of $82,000 based on the most current Quarterly Census of Employment and Wages report compiled by the Colorado Department of Labor. They have outgrown their existing buildings on the 15 acre site and are exploring the development and construction of a new 86,000 square foot building to house their Research and Development Department. Because of the large presence and existing investment in Loveland, Danaher did not actively pursue the competitive process of relocation. However, without the expansion of the existing facility, they are unable to accommodate their growth and would then have to consider adding the new jobs to a different facility to meet demand.

Construction of the new facility is expected to start in 2015 with completion in 2016. Thus, the fee waivers could affect the 2015 budget through issuance of a building permit and the business personal property tax rebate could commence 2017.

**The Project:**
- Research and Development
- Addition of 86,000 square foot building to campus
- $21 million investment in construction and equipment
- Consolidation of 180 employees from the region to the Loveland site
• Addition of 20 jobs from out of state
• 120 new jobs over six years – all jobs at an average annual salary of $82,000
• Benefits include health coverage, 401k, bonus and performance structure and stock options
• New facility would allow Hach Company to remodel the existing R&D building which provides additional investment in the community and is part of their future plans

REVIEWED BY CITY MANAGER:

LIST OF ATTACHMENTS:
CITY MANAGER PROPOSAL LETTER APRIL 2013
LETTER OF REQUEST
ECONOMIC IMPACT ANALYSIS
PROJECT CHECKLIST
WWW.DANAHER.COM
WWW.HACH.COM
HACH COMPANY AGREEMENT FOR FEE WAIVER, CONSTRUCTION MATERIALS USE TAX WAIVER AND BUSINESS PERSONAL PROPERTY TAX REFUND

THIS AGREEMENT is made and entered into this 17th day of November, 2014, by and between THE CITY OF LOVELAND, COLORADO, a home rule municipality (the “City”), and HACH COMPANY, a Delaware corporation (the “Company”).

WHEREAS, the Company, which manufactures water analysis instruments, chemistries, service and software and conducts research and development with respect to water quality testing, analysis, and treatment, has been headquartered in Loveland since 1973 and employs approximately 1,000 associates at its current location at 5600 Lindbergh Drive, Loveland, Colorado 80538 (“the Property”); and

WHEREAS, the Company desires to consolidate its domestic research and development operations in Loveland in a new 86,000 square foot research and development facility to be constructed on the Property at an estimated cost up to $25,000,000 (the “Project”); and

WHEREAS, in connection with the Project, the Company will be required to pay the City certain fees, including building plan check fees, permit fees, and other fees in connection with the development of property (“Fees”), capital expansion fees (“CEFs”) and City use tax (“Use Taxes”) as a precondition to receiving from the City a building permit and/or a final certificate of occupancy for the Project; and

WHEREAS, pursuant to City Code Section 16.38.070, the City Council may by resolution grant an exemption from or waiver of all or a portion of the Fees if the City Council makes a finding that such credit is in the best interests of the public by encouraging activities that provide significant economic benefits; and

WHEREAS, pursuant to City Code Section 3.16.590, the City Council may grant by resolution a use tax credit against the collection of the Use Taxes that would otherwise be collected on such terms and conditions as it determines is in the best interest of the City and finds that such deferral and waiver serves a public purpose, including, without limitation, providing the public with significant social, economic or cultural benefits; and

WHEREAS, pursuant to C.R.S. §31-15-903 and City Code Section 3.04.090, City Council may agree to refund business personal property taxes paid by the Company and received by the City with respect to the business personal property installed and/or located in the Project (the “BPPT”), if the City Council finds that such a refund serves a public purpose including, without limitation, providing significant social, economic or cultural benefits to the citizens of Loveland

WHEREAS, the Company has requested an economic incentive package from the City, Larimer County, and the Loveland Development Fund, to proceed with and locate the Project on the Property, in Loveland; and
WHEREAS, the City desires to provide an economic incentive to the Company in the form of a waiver of Fees (but not to include CEFs), a Use Tax credit, and a refund of the BPPT as set forth in this Agreement; and

WHEREAS, by the adoption of Resolution No. ________, the City Council has made a finding that the construction and operation of the Project in Loveland would produce significant social and economic benefits to the citizens of Loveland, primarily in the form of jobs and increased property tax revenues to the City, and therefore the waiver of Fees, credit for Use, and refund of BPPT set forth in this Agreement is in the best interests of the public by encouraging activities that provide significant economic benefits and approved this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties agree as follows:

1. Waiver of Fees and Use Taxes

   a. On the express condition that the Company obtains a building permit for the Project on or before December 31, 2015, the Company shall receive a waiver of the Fees and Use Taxes for the Project, as authorized by City Code Sections 3.16.590 and 16.38.070, up to a cumulative total amount not to exceed Nine Hundred Thousand Dollars ($900,000.00) (the “Waiver Amount”). In the event that the Company receives an incentive award from the State of Colorado (“State Incentive”), the Waiver Amount shall be reduced by the amount of the State Incentive. For example, if the Company receives a State Incentive of Two Hundred Thousand Dollars ($200,000.00), the Waiver Amount will be reduced to Seven Hundred Thousand Dollars ($700,000.00). However, the Waiver Amount shall not be reduced by more than Two Hundred Thousand Dollars ($200,000.00).

   b. If the Company fails to obtain a building permit for the Project on or before the date set forth above, then the City’s obligation to provide the Waiver Amount for the Project shall expire and the City shall have no obligation to waive any Fees or Use Taxes due with respect to the Project. Notwithstanding the foregoing, the City Manager may, in his discretion and for good cause shown, extend the deadline set forth above by which the Company must obtain a building permit for the Project, provided that any request for such extension shall be submitted by the Company in writing and signed by the City Manager.

   c. The Fees and Use Taxes waived pursuant to this paragraph 1 shall be limited to City Fees and Use Taxes and shall not include any CEFs due in connection with the Project or amounts for use taxes or fees payable to Larimer County or any other taxing jurisdiction in connection with the Project.

   d. The Company acknowledges and agrees that the actual Fees and Use Taxes that will be due for the Project have not been finally determined and have been estimated on the basis of information provided to the City by the Company. All Fees and Use
Taxes due with respect to the Project in excess of the Waiver Amount and all CEFs due with respect to the Project shall be paid by the Company.

2. BPPT Refund.

a. On the express condition that (i) the Company completes construction of the Project and obtains a temporary or permanent certificate of occupancy on or before December 31, 2017 (the “Completion Date”); and (ii) the actual Fees and Uses Taxes due for the Project are less that the Waiver Amount, then the City agrees to rebate to the Company, BPPT to the extent set forth in this paragraph 2 up to the amount by which the actual Fees and Use Taxes due for the Project are less than the Waiver Amount, if any (such amount is referred to herein as the “Remaining Waiver Amount”). For example, if the Waiver Amount is $900,000.00 (no State Incentive is received) and actual Fees and Use Taxes due for the Project are $670,000.00, the Remaining Waiver Amount would be $230,000.00 ($900,000 - $670,000 = $230,000). If, however, the actual Fees and Use Taxes due for the Project are $905,000.00, the Remaining Waiver Amount would be zero ($0), since the Actual Fees and Uses Taxes are more than the Waiver Amount.

b. Commencing with the first full tax year after the Completion Date and for each consecutive tax year thereafter, the City shall rebate to the Company one hundred percent (100%) of the City’s portion of BPPT levied by Larimer County and paid by the Company, as applicable, on taxable business personal property located at or within the Project and appearing on the personal property declaration schedules submitted by the Company to the Larimer County Assessor for each applicable tax year, up to a total cumulative refund for all tax years in an amount equal to the Remaining Waiver Amount.

c. The total amount rebated by the City with respect to any tax year shall not exceed one hundred percent (100%) of the City’s portion of the BPPT levied by Larimer County upon the Company’s taxable business personal property located at or within the Project and appearing on the personal property declaration schedules submitted by the Company to the Larimer County Assessor for the applicable tax year. The term “tax year” as used herein shall mean the year in which said personal property is assessed for tax purposes. Such personal property must be located at the Project as of January 1 of the tax year in question in order to be assessed. Personal property that is moved to or acquired at the Project subsequent to the assessment date of January 1 becomes assessable in the following tax year. Personal property taxes become due and payable on January 1 of the year following the year in which they are levied.

d. The rebate payment for BPPT in the amount of the Remaining Waiver Amount, if any, shall be made to the Company by the City within sixty (60) days after the City Manager’s receipt of all of the following: (i) evidence reasonably satisfactory to the City Manager of the full payment by the Company of all BPPT taxes due and owing with respect to said personal property for each tax year; and
(ii) the City’s actual receipt of its portion of the BPPT from Larimer County: and (iii) a fully completed and signed Form 1099; and (iv) the Company’s written waiver (must be executed once a year upon payment of taxes), in a form provided by the City, of any rights to seek any abatement or refund of all or any part of said BPPT. In the event the Company decides to seek an abatement or refund of all or any portion of the BPPT, no rebate payment shall be made by the City to the Company until such abatement or refund proceeding has been finally concluded and any BPPT found to be due are paid in full.

e. If the Company fails to obtain a permanent certificate of occupancy for the Project on or before the Completion Date, then the City’s obligation to provide refund BPPT hereunder shall expire and the City shall have no further obligation to refund BPPT to the Company. Notwithstanding the foregoing, the City Manager may, in his discretion and for good cause shown, extend the Completion Date by which the Company must obtain a permanent certificate of occupancy for the Project, provided that any request for such extension shall submitted by the Company in writing before the Completion Date and signed by the City Manager.

f. In the event of any dispute as to the amount of any BPPT rebate payment to be made to the Company under this paragraph 2, the Company and the City shall meet and confer in good faith to resolve such dispute. In the event the parties are unable for any reason to resolve such dispute within a period of sixty (60) days after notice of a dispute has been given by one party hereunder to the other, the decision of the Loveland City Council, acting as a contracting party and not in a quasi-judicial capacity, shall be final and conclusive as to the parties’ obligations under paragraph 2 of this Agreement.

g. Acceptance by the Company of a BPPT rebate payment shall be full and final satisfaction of any obligation of the City to make said payment for the tax year for which the payment is made.

h. The Company grants to the City the right to perform an annual physical inspection of the Project to verify assets listed by the Company on the Commercial Personal Property Declaration Schedule filed by the Company with the Larimer County Assessor for the Project for the applicable tax year.

i. The City’s obligation to refund BPPT under this paragraph 2 shall not exceed the total cumulative amount of the Remaining Waiver Amount, if any, for all tax years.

3. Multi-Year Fiscal Obligation

To the extent the City’s obligation to waive Fees and Use Taxes as provided in Section 1 above or to rebate BPPT under paragraph 2 above is considered a multi-year fiscal obligation under Article X, Section 20 of the Colorado Constitution and the City’s Charter Section 11-6, such obligations are subject to annual appropriation by the Loveland City Council. The City
shall have no obligation to make any payment sought or to be paid on or after December 31, 2014, unless the necessary appropriation has been made by the City Council to authorize such provision or payment, provided that the City Manager will take all actions reasonably necessary to include any required appropriation in the annual budgets presented to Council for adoption.

4. **Right of Offset**

The Company agrees that the City shall have the right to withhold and set off any undisputed amounts which may become payable to the Company by the City under this Agreement against any amounts which the Company may owe to the City, whether arising under this Agreement or otherwise. For example, but not by way of limitation, if the Company fails to pay any amounts due to the City for services not related to this Agreement, such as utility or other services, the City shall have the right to withhold payment of any undisputed amounts that may be due by the City to the Company and offset such amounts against any amount that may be due to the City by the Company. These set-off rights notwithstanding, each party bears the customary burden of proof with respect to any amounts owed to it but not paid by the applicable due date.

5. **Applicable Law and Venue**

This Agreement shall be governed by and enforced in accordance with the laws of the State of Colorado. In addition, the parties hereto acknowledge that there are legal constraints imposed upon the City by the constitutions, statutes, and rules and regulations of the State of Colorado and of the United States, and imposed upon the City by its Charter and Code, and that, subject to such constraints, the parties intend to carry out the terms and conditions of this Agreement. Notwithstanding any other provisions of this Agreement to the contrary, in no event shall any of the parties hereto exercise any power or take any action which shall be prohibited by applicable law. Whenever possible, each provision of this Agreement shall be interpreted in such a manner so as to be effective and valid under applicable law. Venue for any judicial proceeding concerning this Agreement shall be in the District Court for Larimer County, Colorado.

6. **Time is of the Essence**

Time shall be of the essence for the performance of all obligations under this Agreement.

7. **Assignment**

The Company shall not assign or transfer any or all of its interests, rights or obligations under this Agreement without the prior written consent of the City, which consent shall not be unreasonably withheld.

8. **Construction**

This Agreement shall be construed according to its fair meaning and as if it was prepared by both of the parties hereto and shall be deemed to be and contain the entire Agreement between the parties hereto. There shall be deemed to be no other terms, conditions, promises,
understandings, statements, or representations expressed or implied, concerning this Agreement, unless set forth in writing and signed by the City and the Company.

9. **Entire Agreement**

This Agreement contains the entire agreement between the parties relating to the subject matter hereof and may not be modified or amended except by written agreement signed by both parties.

10. **Headings**

Paragraph headings used in this Agreement are used for convenience of reference only and shall in no way control or affect the meaning or interpretation of any provision of this Agreement.

11. **Notices**

Any written notice given under this Agreement and all other correspondence between the parties shall be directed to the following and shall be deemed received when hand-delivered or three (3) days after being sent by certified mail, return receipt requested, to the following addresses:

If to the City: William D. Cahill  
City Manager  
City of Loveland  
500 East Third Street  
Loveland, CO 80537

With Copy to: City Attorney  
City of Loveland  
500 East Third Street  
Loveland, CO 80537

If to the Company: Hach Company  
Attn: President  
PO Box 389  
Loveland, CO 80539

With copy to: Hach Company  
Attn: Vice President & General Counsel  
PO Box 389  
Loveland, CO 80539

12. **Binding Effect**

This Agreement shall be binding upon and, except as otherwise provided in this Agreement, shall inure to the benefit of successors and assigns of the respective parties hereto.
13. **No Waiver**

In the event the City waives any breach of this Agreement, no such waiver shall be held or construed to be a waiver of any subsequent breach hereof.

14. **Severability**

If any provision of this Agreement, or the application of such provision to any person, entity, or circumstance, shall be held invalid, the remainder of this Agreement, or the application of such provision to persons, entities, or circumstances other than those in which it was held invalid, shall not be affected.

15. **Signatures**

For purposes of this Agreement, there may be any number of counterparts, each of which shall be deemed as originals. Facsimile and electronically transmitted signatures, for purposes of this Agreement, shall be deemed as original signatures.

Dated this ___ day of November, 2014.

[Signature Pages Follow]
The "Company"

HACH COMPANY,
a Delaware corporation

By: [Signature]

Print Name: Lance Reisman
Title: President

STATE OF Colorado, ss.
County of Larimer

The foregoing instrument was acknowledged before me this 11th day of November, 2014 by Lance Reisman, as President of Hach Company, a Delaware corporation.

Witness my hand and official seal. My commission expires: 04/26/16

[Seal]
Tobi S. Hunter
Notary Public

State of Colorado
Notary ID 2000409929
My Commission Expires April 25, 2018
The "City"

CITY OF LOVELAND, COLORADO

By: William D. Cahill, City Manager

ATTEST:

William M. Weaver
City Clerk

APPROVED AS TO FORM:

Acting City Attorney
### City of Loveland

#### Permit Estimate

**Estimate**

New - Office Building  
5600 Lindberg Drive  
HACH

**Estimate Printed Date:** 02/24/2016

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Page 1 of 2
Address: 5600 Lindberg Drive

Contact: Dave Gustavson - david.gustavson@cushwake.com

**THIS IS AN ESTIMATE ONLY, ACTUAL COSTS MAY VARY.**
This estimate is valid until March 15, 2016

This estimate is based on the following provided information:

- **Total project valuation**: $22,172,037 - Client Valuation
- **Electrical sub-valuation**: $3,100,000
- **Mechanical valuation**: $1,950,000
- **Plumbing valuation**: $2,500,000
- **Building size**: 97,734 sq ft
- **Construction type**: IIB
- **Occupancy type**: A-3, B, F-1, H-2
- **Water service size**: FCLWSD
- **Street CEF**: $1.01 per sq ft
- **Lot size**: 100,000 sq ft

- The final street CEF costs will be established based on information provided in the TIS or traffic worksheet. These amounts are subject to change during the review process.

The sales tax paid with building permits is a deposit only. All projects are subject to an audit at the conclusion of the project to determine the final sales tax amount to be paid. As project changes, additional fees and taxes may be required; subject to audit by the City of Loveland. Sales tax paid is for City of Loveland and Larimer County tax only; the applicant will still be required to pay State of Colorado sales tax.

This estimate does not include costs associated with electrical engineering; contact Mark Warner at 970-962-3588 for additional information.

This estimate does not include costs associated with water rights (contact Greg Dewey at 970-962-3717) or irrigation System Impact Fees, if any (contact Colleen Cameron at 970-962-3701).

This estimate does not include costs associated with any fire suppression, fire alarm, or hood/duct permits required separately by the Loveland Fire Rescue Authority. Please contact them at 970-962-2537 for additional information on these fees.

Feel free to contact me if you have any questions or would like any additional information.

*Development Services/Building Division*
*Sharyn Frazer*
*970-962-2610*
*Sharyn.Frazer@cityofloveland.org*
Due Process Disciplinary Action

EXECUTIVE SUMMARY
At the February 24th LFRA Board meeting, Chief Miller, Emily Powell, and the Board discussed options regarding Due Process in the event an employee is disciplined (up to and including termination). Specifically, there was discussion regarding the appropriate disciplinary process and whether the Fire Chief would be the final decision maker or whether his decision would be appealed to a committee of no more than two Board members for a final decision.

BACKGROUND

Due to the recent transition of all City emergency services personnel to employees of LFRA, it is important to clarify the roles of the Fire Chief and the Board in a disciplinary action. Prior to the transition, the City Manager served as the hearing officer and final decision maker in a disciplinary action. To ensure the City Manager was not influenced by anything that occurred during the underlying disciplinary process, the City Manager did not have an active role in the discipline of an employee leading up to the final notice of decision. As such, the City Manager could serve as the final decision maker in a relatively unbiased manner.

Since the transition, the Fire Chief has taken the place of the City Manager in regards to responsibility/authority relative to the City Administrative Regulations that have been adopted by the Authority Board. However, the organizational structure of the Authority differs from that of the City. Specifically, the various department heads report to the City Manager, who in turn reports to the City Council. In contrast, there are no department heads in the Authority organizational structure. Instead, the Fire Chief reports directly to the Authority Board. This difference in organizational structure requires the disciplinary process to be modified to work within the Authority's organizational structure.

STAFF RECOMMENDATION

Staff is recommending that the Fire Chief serve as the final decision maker in disciplinary actions. While the Fire Chief would retain the authority to commence a disciplinary action directly at any time, typically an employee's immediate supervisor (including the respective Lieutenant, Captain, Battalion Chief, or Division Chief) would commence the disciplinary action, which would culminate with a recommendation to the Fire Chief as to the type and severity of discipline to be imposed (up to and including termination). The Fire Chief would be kept abreast of all disciplinary actions, but would not be directly involved in a disciplinary action until he receives the recommendation for discipline. The Fire Chief would have the final authority to deny, accept or modify the disciplinary recommendation of the employee's supervisors.

Staff believes the option of having two Board members review the Fire Chief's decision on a disciplinary action is problematic for a number of operational and legal reasons. This option can be discussed and our legal team can offer insight regarding areas of concern.
FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

ATTACHMENTS
Consider the Approval of a Resolution Establishing the Loveland Fire Rescue Authority Sworn Retirement Plan Retirement Committee as the Retirement Committee for the Loveland Fire Rescue Authority Non-Sworn Retirement Plan and the Loveland Fire Rescue Authority 457 Deferred Compensation Plan, and Establishing Governance Procedures and Duties and Responsibilities of the Retirement Committee

EXECUTIVE SUMMARY

There are three documents for consideration that have been drafted by Ireland Stapleton to define the responsibilities of the LFRA Board and the Retirement Committee and clearly establish that the Retirement Committee will perform administrative responsibilities for all of the LFRA retirement plans.

BACKGROUND

The responsibilities of the Retirement Committee are defined in vague terms within the new retirement plan documents. The Retirement Committee desired more specificity to ensure that there is no ambiguity associated with what the responsibilities are for the LFRA Board and what responsibility have been delegated to the Retirement Committee by the LFRA Board. A template Charter was provided by Gordon Tewell of Innovest (the company hired by the Retirement Committee to monitor retirement plan investments and the investment choices made available for retirement plan participants). The Chief submitted the Charter to the attorneys and an analysis was performed of the retirement plan documents to address the broader concept of retirement plan administration. Emily Powell identified the following:

- The 457 plan documents do not, of themselves, establish a retirement committee to administer the plan. However, upon further review, we determined that the non-sworn personnel money purchase plan documents also do not establish a retirement committee. Instead, the only retirement committee established is pursuant to the First Amendment to the sworn personnel money purchase plan documents. Although a First Amendment to the non-sworn personnel money purchase plan documents exists, it does not contain the retirement committee provision. As a result of the above, the Resolution establishes the sworn personnel money purchase plan retirement committee as the retirement committee for all three retirement plans.

- The First Amendment to the sworn personnel money purchase plan contains a few provisions governing the retirement committee; for example, its composition and members' terms of office. Because these provisions constitute part of the sworn personnel money purchase plan documents and must be followed, the Resolution cross-references to these provisions where appropriate. A copy of the First Amendment to the sworn personnel money purchase plan is attached.

- The retirement plan documents reserve to the Authority Board (as the employer) a great number of duties and responsibilities, which are not necessarily consistent across the three retirement plans. Accordingly,
rather than try to enumerate each of the Authority Board's duties and responsibilities under each plan, the Resolution provides that "[t]he Authority Board hereby reserves to itself all duties and responsibilities conferred on the Authority pursuant to the Retirement Plan documents, and all other duties and responsibilities that are not otherwise specifically delegated to the Retirement Committee pursuant to this Resolution." In order to assist the Authority Board and retirement committee in understanding its duties and responsibilities, and those of others involved with the retirement plan administration, attached please find a supplemental "Rights and Duties Under Authority Retirement Plans" document.

The attached documents are intended to more clearly delineate the responsibilities and provide clarity for the functions delegated to the Retirement Committee. The Retirement Committee voted to fund the cost of drafting the Resolution out of the Pension Committee administrative funds. LFRA will not be responsible for this cost.

**STAFF RECOMMENDATION**

Approve the Resolution as written and the First Amendment to the Authority Sworn Plan.

**FINANCIAL/ECONOMIC IMPACTS**

There are no additional financial or economic impacts.

**ASSOCIATED STRATEGIC GOALS**

Deliver cost effective services.

**ATTACHMENTS**

Resolution  
First Amendment to the Authority Sworn Plan  
Rights and Duties under Authority Retirement Plans
Resolution No. 065

RESOLUTION
BOARD OF DIRECTORS
LOVELAND FIRE RESCUE AUTHORITY

RESOLUTION ESTABLISHING THE LOVELAND FIRE RESCUE AUTHORITY SWORN RETIREMENT PLAN RETIREMENT COMMITTEE AS THE RETIREMENT COMMITTEE FOR THE LOVELAND FIRE RESCUE AUTHORITY NON-SWORN RETIREMENT PLAN AND THE LOVELAND FIRE RESCUE AUTHORITY 457 DEFERRED COMPENSATION PLAN, AND ESTABLISHING GOVERNANCE PROCEDURES AND DUTIES AND RESPONSIBILITIES OF THE RETIREMENT COMMITTEE

WHEREAS, the Loveland Fire Rescue Authority ("Authority") is a public entity of the State of Colorado, established in August 2011 pursuant to an Intergovernmental Agreement ("IGA") between the City of Loveland ("City") and the Loveland Rural Fire Protection District ("District"), to provide fire suppression, fire prevention, rescue, hazardous materials, and emergency medical services on behalf of the City and District;

WHEREAS, pursuant to the IGA, the City initially appointed its Fire and Rescue Department personnel ("Fire Personnel") to the Authority for the provision of fire and emergency services within the Authority's boundaries and jurisdiction;

WHEREAS, the City and District entered into a Third Amendment to the IGA on September 30, 2015, agreeing to transfer the Fire Personnel to the Authority as successor employer, effective January 1, 2016. As successor employer to the Fire Personnel, the IGA obligated the Authority to assume all of the rights, duties, and obligations under the pension and retirement plans previously sponsored by the City and District for the benefit of the Fire Personnel;

WHEREAS, consistent with the Authority's obligations under the Third Amendment to the IGA, the Authority's Board of Directors ("Board") adopted, effective as of January 1, 2016, the following retirement plans as employer and plan sponsor for the benefit of the Authority's paid Fire Personnel:

1. Loveland Fire Rescue Authority Sworn Retirement Plan, a governmental money purchase plan and trust administered by the ICMA Retirement Corporation ("Sworn Plan");

2. Loveland Fire Rescue Authority Non-Sworn Retirement Plan, a governmental money purchase plan and trust administered by the ICMA Retirement Corporation ("Non-Sworn Plan"); and,

3. Loveland Fire Rescue Authority 457 Plan, a 457 governmental deferred compensation plan and trust administered by the ICMA Retirement Corporation ("457 Plan");
WHEREAS, Section 15.09 of the First Amendment to the Sworn Plan, effective January 1, 2016 ("Sworn Plan First Amendment") establishes a committee of elected and appointed individuals, which is responsible for internally administering the Sworn Plan ("Retirement Committee"). The Retirement Committee's membership is comprised of seven voting and non-voting members:

a. Three voting members elected by Sworn Plan's Plan Participants, as such term is defined in the Sworn Plan ("Participant Members");

b. One voting member appointed by the Authority ("Appointed Member");

c. One voting member who is a member of the Authority's Command Team or Command Staff, including Shift Captains, Battalion Chiefs, Division Chiefs, Administration Director, or Fire Chief, as appointed by the Authority's Fire Chief ("Command Member");

d. One non-voting member who is a representative of the Authority's Executive Staff ("Executive Member"); and,

e. One non-voting member who is a representative of the Authority's Human Resources department ("HR Member").

The Participant Members, Appointed Member, Command Member, Executive Member, and HR Member are referred to individually in this Resolution as a "Retirement Committee Member", or collectively as the "Retirement Committee Members"; and,

WHEREAS, the Authority has determined that it would assist the Authority Board in its administration of the Non-Sworn Plan and the 457 Plan to establish the Retirement Committee as the committee responsible for internally administering the Non-Sworn Plan and the 457 Plan, in addition to the Sworn Plan, and to establish governance procedures for, and the duties and responsibilities of, the Retirement Committee.

NOW THEREFORE, be it resolved by the Board of Directors of the Loveland Fire Rescue Authority, Larimer County, Colorado:

1. Establishment of Non-Sworn Plan Retirement Committee. The Authority Board hereby establishes the Retirement Committee as the committee responsible for internally administering the Non-Sworn Plan on the terms and conditions provided in this Resolution.

2. Establishment of 457 Plan Retirement Committee. The Authority Board hereby establishes the Retirement Committee as the committee responsible for internally administering the 457 Plan on the terms and conditions provided in this Resolution.

3. Retirement Committee.
a. **Composition and Terms of Office.** The composition of the Retirement Committee and terms of office of the Retirement Committee Members are as provided in the Sworn Plan First Amendment.

b. **Election and Appointment.** The Participant Members will be elected as provided in the Sworn Plan First Amendment. The Command Member will be appointed by the Authority's Fire Chief. The Appointed Member, Executive Member, and HR Member will be appointed by the Authority Board; provided, the Authority Board may delegate the authority to appoint the Appointed Member, Executive Member, and HR Member to the Authority's Fire Chief.

c. **Removal.** A Participant Member may be removed at any time, with or without cause, by majority vote of the Sworn Plan's Plan Participants. The Command Member may be removed at any time, with or without cause, by the Authority Board or the Authority's Fire Chief. The Appointed Member, Executive Member, and HR Member may be removed at any time, with or without cause, by the Authority Board, or by the Authority's Fire Chief, if the Authority Board has delegated the authority to appoint the Appointed Member, Executive Member, and HR Member to the Authority's Fire Chief. Written notice of removal pursuant to this paragraph 3(c) must be given to the Retirement Committee Member so removed, with copy to the Retirement Committee and the Authority Board.

d. **Resignation.** A Retirement Committee Member may resign at any time by giving written notice to the Retirement Committee, with copy to the Authority Board. The resignation is effective when the notice is received by the Retirement Committee, unless the notice specifies a later effective date. Unless specified in the notice, the acceptance of such resignation is not necessary to make it effective.

e. **Vacancies.** A vacancy occurring on the Retirement Committee due to resignation, removal, or other cause will be filled by election or appointment in the same manner as provided in paragraph 3(b) above. A Retirement Committee Member elected or appointed to fill a vacancy will hold the position for the unexpired term of the Retirement Committee Member's predecessor, or until his/her earlier resignation or removal.

f. **Compensation.** Retirement Committee Members will not receive compensation for their services. Reimbursement for expenses incurred by Retirement Committee Members on behalf of the Sworn Plan will be as provided in the Sworn Plan First Amendment, and does not constitute compensation. Reimbursement for expenses incurred by Retirement Committee Members on behalf of the Non-Sworn Plan and/or 457 Plan will be as provided in the plan documents or, if not provided for in the plan documents, then as provided by the Authority Board, and does not constitute compensation.

4. **Meetings.**
a. **In General.** Meetings of the Retirement Committee will be held at least annually, or more frequently at such time(s) and place(s) as determined by the Retirement Committee. The Retirement Committee will elect a Chairperson from among its members, who will be responsible for running the Retirement Committee meetings, and a Secretary who may or may not be a Retirement Committee member, who will prepare minutes of the Retirement Committee's meetings and keep copies of all of the plan documents, records of Retirement Committee actions, and other documents and records of the Retirement Committee. In the absence of the Chairperson and/or Secretary at a Retirement Committee meeting, the Retirement Committee may appoint an Acting Chairperson and/or Acting Secretary to fulfill the duties of the Chairperson and/or Secretary at such meeting.

b. **Quorum and Voting.** A majority of all Retirement Committee Members serving immediately before a meeting begins constitutes a quorum for the transaction of business at the meeting. Final actions or decisions of the Retirement Committee may be made by the affirmative majority vote of the voting Retirement Committee Members present at a Retirement Committee meeting; except that if any voting Retirement Committee Member is disqualified from voting on any matter coming before the Retirement Committee pursuant to paragraph 4(d) below, then the affirmative majority vote of the remaining voting Retirement Committee Members present is required.

c. **Attendance by Telephone.** Retirement Committee Members may participate in meetings of the Retirement Committee by teleconference or other means of communication by which all persons participating in the meeting can hear each other at the same time. Such participation constitutes presence in person at the meeting.

d. **Disqualification from Voting.** Retirement Committee Members are disqualified from voting on any matter coming before the Retirement Committee that concerns the Retirement Committee Member individually, but are not disqualified from voting on matters coming before the Retirement Committee that concern a general group or class of persons to which the Retirement Committee Member belongs.

e. **Procedural Rules Governing Meetings.** To the extent practicable, the Retirement Committee will follow the latest edition of *Robert's Rules of Order* as a procedural guide for conducting meetings, with the following amendments: (a) the reading of the text of minutes or financial statements into the record is not required; and (b) the Chairperson may make a motion and may vote on a motion.

5. **Responsibilities of the Retirement Committee.**

   a. **Standard of Care.** The Retirement Committee must discharge its duties and responsibilities with respect to the Sworn Plan, Non-Sworn Plan, and 457 Plan (collectively, the *Retirement Plans*) solely in the interest of the Retirement Plans' participants and beneficiaries, and:
i. For the exclusive purpose of providing benefits to participants and beneficiaries and defraying reasonable expenses of administering the Retirement Plans;

ii. With the care, skill, prudence, and diligence that a reasonable person acting in a like capacity and under the same circumstances would exercise;

iii. In accordance with the documents governing the Retirement Plans; and,

iv. By diversifying the investments and assets of the Retirement Plans so as to minimize the risk of substantial loss, unless under the circumstances it is not prudent to do so. Notwithstanding the foregoing, the Retirement Committee may delegate the responsibility for investment, including diversification of assets, to an investment manager or plan administrator hired by the Authority Board, in which event the Retirement Committee must appropriately supervise the activities of the investment manager or plan administrator.

b. Retirement Committee Duties. The Authority Board hereby confers on the Retirement Committee the following duties:

i. To act as a fiduciary of the Retirement Plans, and to comply with all applicable federal and state laws, rules, and regulations that apply to the Retirement Plans and/or investment of the Retirement Plans' assets (collectively, "Applicable Law");

ii. To select a blend of well-managed investment options that offer Retirement Plan participants and beneficiaries an adequately diversified choice;

iii. To monitor the performance, strategies, and characteristics of the Retirement Plans' investment options, and to make changes in investment options as appropriate;

iv. To monitor the Retirement Plans' fees to ensure that fees paid to administrators and other service providers are reasonable;

v. To adopt an investment policy for the Retirement Plans that complies with Applicable Law;

vi. To coordinate with and utilize the services of third party service providers employed or hired by the Authority Board to assist in administering the Retirement Plans, including, but not limited to, recordkeeping, bookkeeping, investment management, legal counsel, accounting, auditing, and actuarial services; and,
vii. To recommend to the Authority Board amendments to any Retirement Plan(s) that are necessary to maintain the tax-qualified status of the Retirement Plan(s); are required by Applicable Law; and/or are in the best interests of the Authority, the Retirement Plan(s), and the participants and beneficiaries of the Retirement Plan(s).

c. Annual Report. The Retirement Committee must report to the Authority Board at least annually regarding the administration of the Retirement Plans, including the name and type of each Retirement Plan; the identity of any investment manager or plan administrator providing services to the Retirement Plan; the amount of fees charged by the investment manager or plan administrator, if any; and the average investment performance of the Retirement Plans.

6. Authority Board Duties. The Authority Board hereby reserves to itself all duties and responsibilities conferred on the Authority pursuant to the Retirement Plan documents, and all other duties and responsibilities that are not otherwise specifically delegated to the Retirement Committee pursuant to this Resolution. The Retirement Committee has no authority to take any action or make any statement on behalf of the Authority Board, unless the Authority Board specifically delegates such authority with respect to a specific matter in writing to the Retirement Committee.

7. Liability and Indemnity. To the extent provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, et seq., the Retirement Committee Members shall be relieved of all individual liability and responsibility for any act or omission made in good faith or on the advice of counsel and shall be indemnified by the Authority against all legal actions, damages, or claims brought against them for acts or omissions in pursuit of the Retirement Plans' business, unless said act or omission constitutes willful and wanton misconduct or willful breach of fiduciary duty. No member of the Retirement Committee shall be liable or responsible for any act or omission made by a former member of the Retirement Committee. In the interest of justice, however, the Retirement Committee may be asked to reconsider a past decision and may vote to correct a past decision determined by the Retirement Committee to be against the interest of justice.

8. Conflict. In the event of any direct or indirect conflict between any provision of this Resolution and the terms of any Retirement Plan document, the terms of the Retirement Plan document shall control.

9. Severability. If any part or provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair, or invalidate the remaining provisions of this Resolution.

10. Governing Law. This Resolution shall be governed by and construed in accordance with the laws of the State of Colorado.

[SIGNATURE PAGE IMMEDIATELY FOLLOWS]

ADOPTED this 30th day of March, 2016.
BY THE BOARD OF DIRECTORS
LOVELAND FIRE RESCUE AUTHORITY

__________________________________________  ________________
Director                                                                 Director

__________________________________________  ________________
Director                                                                 Director

__________________________________________
Director
FIRST AMENDMENT TO THE

LOVELAND FIRE RESCUE AUTHORITY RETIREMENT PLAN

ICMA RETIREMENT CORPORATION
GOVERNMENTAL MONEY PURCHASE PLAN & TRUST

The Loveland Fire Rescue Authority (the "Employer") sponsors the Loveland Fire Rescue Authority Retirement Plan (the "Plan"). The Plan is provided through ICMA Retirement Corporation Governmental Money Purchase Plan & Trust, a Volume Submitter Money Purchase Pension Plan. The Plan shall be amended as follows, effective January 1, 2016 unless otherwise provided herein.

1. Article II, Section 2.17 of the Plan shall be amended to read as follows:

II. DEFINITIONS

2.17 Period of Service. For purposes of determining an Employee’s Nonforfeitable Interest in the Participant’s Account balance derived from Employer Contributions, a Participant will receive credit from the Participant’s actual date of employment to the date of severance from employment. The start of the Employee’s Period of Service is referred to as the Participant’s Total Service Date. A “Total Service Date” is calculated by the number of days, months and years a Participant has worked for benefit purposes. If a Participant has a Break in Service and then returns to employment, the Participant starts the Participant’s Total Service Date from the date of re-employment.

For purposes of determining an Employee’s Nonforfeitable Interest in the Participant’s Account balance derived from Employer Contributions, an “Extended Leave” means the time in which a Participant has a severance from employment of less than 365 days and then returns to employment. The Participant’s Total Service Date is adjusted to reflect that on the date of the Participant’s re-employment, the Participant shall receive credit for the Participant’s Period of Service prior to his severance from employment.

Example: Employee S is hired on May 20, 2010 and has a severance from employment on September 20, 2012 when he has worked two (2) years and four (4) months. Employee S has completed two (2) Periods of Service and his Nonforfeitable Interest in his Account balance will be 20%. If Employee S is re-employed on January 20, 2013, his Total Service Date is adjusted to reflect that he has two (2) years and four (4) months of service. Therefore his Total Service Date becomes September 20, 2010, the date that is two (2) years and four (4) months prior to January 20, 2013.

2. Article VII, Sections 7.02, 7.03, 7.06 and 7.07 of the Plan shall be amended to read as follows:
VII. VESTING

7.02 Crediting Periods of Service. Except as provided in Section 7.03, all of a Participant’s Period of Service with the Employer are counted to determine the nonforfeitable percentage in the Participant’s Account balance derived from Employer Contributions. If the Employer maintains the plan of a predecessor employer, service with such employer will be treated as service for the Employer.

For purposes of computing a Participant’s nonforfeitable right to the Account balance derived from Employer Contributions, the twelve (12) consecutive month period will commence on the Employee’s actual date of employment and each subsequent twelve (12) consecutive month period will commence on the anniversary of such date; provided that the Employee performs the minimum number of hours of service as determined by the Employer’s current policies to remain benefit eligible.

7.03 Service After Break in Service. In the case of a Participant who has a Break in Service, all Periods of Service after such Break in Service will be disregarded for the purpose of determining the nonforfeitable percentage of the Participant’s Account balance that derived from Employer Contributions that accrued before such Break in Service, but both pre-Break and post-Break service will count for the purposes of determining the nonforfeitable percentage of the Participant’s Account balance derived from Employer Contributions that accrues after such Break in Service. Both Accounts will share in the earnings and losses of the fund.

In the case of a Participant who does not have a Break in Service, both the pre-leave and post-leave service still count in vesting both the pre-leave and post-leave Employer-derived Account balance subject to Section 7.02.

7.06 Forfeitures. Except as provided in Sections 7.04 and 7.05 of the Plan or as otherwise provided in this Section 7.06, a Participant who separates from service prior to obtaining full vesting shall forfeit that percentage of his/her Employer Contribution Account balance which has not vested as of the date such Participant incurs a Break in Service or, if earlier, the date such Participant receives, or is deemed under the provisions of Section 9.04 to have received, distribution of the entire Nonforfeitable Interest in his/her Employer Contribution Account. No forfeiture will occur solely as a result of a Participant’s withdrawal of Employee Rollover Contributions. Forfeitures shall be allocated in the manner described in Section 4.02.

7.07 Reinstatement of Forfeitures. If a Participant returns to the employment of the Employer before incurring a Break in Service, any amounts forfeited pursuant to Section 7.06 shall be reinstated to the Participant’s Employer Contribution Account on the date of repayment by the Participant of the amount distributed to such Participant from his/her Employer Contribution Account; provided, however, that if such Participant forfeited his/her Account balance by reason of a deemed distribution, pursuant to Section 9.04, such amounts shall be automatically restored upon the reemployment of such Participant. Such repayment must be made before the earlier of twelve
(12) months after the first date on which the Participant is subsequently reemployed by the Employer, or the date the Participant incurs a Break in Service.

3. Article XIV, Section 14.01 of the Plan shall be amended to read as follows:

XIV. PLAN AMENDMENT, TERMINATION AND OPTIONAL PROVISIONS

14.01 Amendment by Employer. The Employer reserves the right, subject to Section 14.02 of the Plan, to amend the Plan from time to time by either:

(a) Filing an amended Adoption Agreement to change, delete or add any optional provision, or

(b) Continuing the Plan in the form of an amended and restated Plan and Trust.

No amendment to the Plan shall be effective to the extent that it has the effect of decreasing a Participant’s accrued benefit. Notwithstanding the preceding sentence, a Participant’s Account balance may be reduced to the extent permitted under Section 412(d)(2) of the Code. For purposes of this paragraph, a Plan amendment which has the effect of decreasing a Participant’s Account balance or eliminating an optional form of benefit, with respect to benefits attributable to service before the amendment shall be treated as reducing an accrued benefit. Furthermore, if the vesting schedule of the Plan is amended, in the case of an Employee who is a Participant as of the later of the date such amendment is adopted or the date it becomes effective, the nonforfeitable percentage (determined as of such date) of such Employee’s right to his/her Employer-derived accrued benefit will not be less than his percentage computed under the Plan without regard to such amendment.

No amendment to the Plan shall be effective to eliminate or restrict an optional form of benefit. The preceding sentence shall not apply to a Plan amendment that eliminates or restricts the ability of a Participant to receive payment of his or her Account balance under a particular optional form of benefit if the amendment provides a single-sum distribution form that is otherwise identical to the optional form of benefit being eliminated or restricted. For this purpose, a single-sum distribution form is otherwise identical only if the single-sum distribution form is identical in all respects to the eliminated or restricted optional form of benefit (or would be identical except that it provides greater rights to the Participant) except with respect to the timing of payments after commencement.

No amendment to the Plan may result in any part of the Trust Fund reverting or being paid to the Employer.

The Employer may: (i) change the choice of options in the Adoption Agreement; (ii) add overriding language in the Adoption Agreement when such language is necessary to satisfy Sections 415 or 416 of the Code because of the required aggregation of multiple plans; (iii) amend administrative provisions of the trust or custodial document in the case of a nonstandardized plan and make more limited amendments in the case of a standardized plan such as the name of the
plan, employer, trustee or custodian, plan administrator and other fiduciaries, the trust year, and the 
name of any pooled trust in which the Plan's trust will participate; (iv) add certain sample or model 
amendments published by the Internal Revenue Service or other required good faith amendments 
which specifically provide that their adoption will not cause the plan to be treated as individually 
designed; and (v) add or change provisions permitted under the Plan and/or specify or change the 
effective date of a provision as permitted under the Plan and correct obvious and unambiguous 
typographical errors and/or cross-references that merely correct a reference but that do not in any 
way change the original intended meaning of the provisions. An Employer that amends the Plan 
for any other reason will be considered to have an individually designed plan.

Except as provided above, all other Plan amendments shall be made with the approval of the 
Employer and at least sixty-five percent (65%) of all active Plan Participants.

4. Article XV of the Plan shall be amended to add the following Sections 15.08 and 
15.09 and to read as follows:

XV. ADMINISTRATION

15.08 Indemnity of Employer and Committee. Subject to any limitations under 
applicable law, the Plan indemnifies and saves harmless the Employer, the Committee and the 
individuals comprising each of them from and against any and all loss resulting from liability to 
which the Employer, the Committee, or the individuals comprising each may be subject by reason 
of any act or conduct (except willful misconduct or gross negligence) in their official capacities in 
the administration of this Plan including all expenses reasonably incurred in their defense. The 
indemnification provision of this Section 15.08 shall not relieve the Employer or any Committee 
member from any liability they may have for breach of a fiduciary duty.

15.09 Committee Membership, Compensation and Duties. The following provisions 
shall apply with respect to the Committee:

(a) The Committee shall be responsible for internally administering the Plan.

(b) The Committee shall be made up of seven (7) members:

   (i) Three (3) voting members elected by the Plan Participants;

   (ii) One (1) voting member appointed by the Employer;

   (iii) One (1) voting member who is a member of the Employer's Command 
         Team or Command Staff, including Shift Captains, Battalion Chiefs, Division Chiefs, 
         Administration Director or Fire Chief as appointed by the Employer's Fire Chief;

   (iv) One (1) non-voting member who is a representative of the Employer's 
        Executive staff; and
(v) One (1) non-voting member who is a representative of the Employer’s Human Resources Department.

(c) Any elected member of the Committee shall be elected by majority vote of the Plan Participants eligible to vote in an election called for the purpose of electing Plan Participant members of the Committee.

(d) Any compensation for outside services provided to the Committee or any reimbursement for expenses incurred by any Committee member in connection with the performance of his or her duties as a member of the Committee are to be made from the Committee budgeted expenses, to be paid first from Forfeitures, second from Trust income and third from the Trust.

(c) All Committee members shall serve for a term of three (3) calendar years or until his or her successor is duly elected, appointed or assigned, as applicable, and qualified. The Committee may stagger the election of its members as it deems appropriate.

IN WITNESS WHEREOF, the Employer has adopted this First Amendment to the Loveland Fire Rescue Authority Retirement Plan this 1st day of January, 2016.

LOVELAND FIRE RESCUE AUTHORITY

By [Signature]

5
Rights and Duties of Entities Associated with the  
Loveland Fire Rescue Authority Paid Personnel Retirement Plans

Loveland Fire Rescue Authority Non-Sworn Retirement Plan

**Employer** (Loveland Fire Rescue Authority)

- Responsible for completion of Adoption Agreement.
- Must pay Employer Contributions to the Trust (Plan Section 4.01).
- May rule on appeals of benefit denials (Plan Section 8.02).
- May amend the Plan, subject to certain limitations (Plan Sections 14.01, 15.01(b)).
- May terminate the Plan (Plan Sections 14.03, 15.01(b), 15.01(g)).
- May appoint or remove, with or without cause, the Plan Administrator (Plan Section 15.01(a)).
  - May remove Plan Administrator upon 60 days' written notice (Plan Section 15.05).
  - May appoint a new Plan Administrator or assume the role of Plan Administrator after removal or resignation of the prior Plan Administrator (Plan Section 15.05).
- Must furnish to the Plan Administrator, in a timely fashion, the information necessary for the Plan Administrator to carry out its responsibilities (Administrative Services Agreement Section 4)
  - May take all actions, and communicate to the Plan Administrator all necessary information, to carry out the Plan (15.01(f)).
  - Must provide certain investment information to the Plan Administrator (Administrative Services Agreement Section 4).
- Must submit Plan contributions through "EZLink" (the Plan Administrator's online administration tool) (Administrative Services Agreement Section 4).
- Must notify the Plan Administrator of applicable requirements of state and local law (Administrative Services Agreement Section 5(c)).
- Must indemnify the Plan Administrator against costs arising from any person's actions or omissions with respect to the Plan, except costs arising from the Plan Administrator's negligence, bad faith or willful misconduct (Administrative Services Agreement Section 9).
- May appoint a committee to facilitate administration of the Plan and communications to Participants (Plan Section 15.01(c)).
- May decide all questions of eligibility for Plan participation or payment of benefits (Plan Section 15.01(d)).
- May engage an independent public accountant, when required by law, to prepare the audited financial statements of the Plan's operation (Plan Section 15.01(e)).
Rights and Duties of Entities Associated with the
Loveland Fire Rescue Authority Paid Personnel Retirement Plans

Plan Administrator (ICMA Retirement Corporation)

- May exercise the following powers with respect to investments (acting as agent for Trustee):
  - Power to invest and reinvest the Trust in specified types of investments;
  - Power to hold cash awaiting investment;
  - Power to hold and register investments of the Trust;
  - Power to sue to enforce any obligation owed to the Plan or to waive any claim regarding enforcement of any such obligation;
  - Power to agree to any modification of any obligation owed to the Plan;
  - Power to settle, compromise, or arbitrate any claim for or against the Plan;
  - Power to exercise and enforce foreclosure rights on behalf of the Plan;
  - Power to represent the Plan in any lawsuits or similar matters;
  - Power to employ consultants, depositories, agents and legal counsel on behalf of the Plan;
  - Power to open and maintain bank accounts related to the Plan; and,
  - Power to do any and all other acts deemed necessary to carry out any of its other powers. (Plan Section 6.02).

- Must pay Participant benefits from the Trust in accordance with Plan terms (Plan Section 6.04).
- Must process applications for benefits (Plan Section 8.01).
- Must process rollovers of Participant accounts (Plan Section 9.03).
- May amend the Plan in order to maintain Plan compliance with laws (Plan Section 14.05).
- May construe and interpret provisions of the Plan (Plan Section 15.02(a)).
- Must prepare and maintain records as required by law, provide such records to the Employer upon request, and provide copies of such records to Participants and Beneficiaries in accordance with law (Plan Section 15.02(b)).
- May obtain from the Employer such information as is needed to administer the Plan (Plan Section 15.02(c)).
- May determine the amount, manner and time of payment of benefits under the Plan (Plan Section 15.02(d)).
- May appoint agents, counsel and accountants for assistance in administering the Plan (Plan Section 15.02(e)).
- Must distribute assets of the Trust to Participants and Beneficiaries in accordance with Plan terms (Plan Section 15.02(f)).
- May pay expenses from the Trust (Plan Section 15.02(g)).
- May do such other acts as are reasonably required to administer the Plan (Plan Section 15.02(h)).
Rights and Duties of Entities Associated with the
Loveland Fire Rescue Authority Paid Personnel Retirement Plans

- May do other acts permitted by the Internal Revenue Code and must do other acts required by the Internal Revenue Code (Plan Section 15.02(h)).
- May resign upon 60 days' written notice to Employer (Plan Section 15.05).
- Must administer the Plan in accordance with federal law (compliance with state and local law is required only if Employer notifies Plan Administrator of applicable law) (Administrative Services Agreement Section 5(c))
- May appear on behalf of, and act as agent of, Employer in proceeding involving the garnishment or transfer of benefits (Administrative Services Agreement Section 6).
- May amend the Administrative Services Agreement upon 60 days' notice to Employer unless the Employer objects (Administrative Services Agreement Section 11(b)).
- Must perform the following Administrative Services:
  - Provide Participant enrollment services;
  - Establish Participant accounts;
  - Allocate Participant accounts to investments in accordance with Participant directions;
  - Maintain individual accounts for Participants;
  - Maintain records for Participants;
  - Provide periodic reports to Employer;
  - Communicate to Participants regarding their rights and elections under the Plan;
  - Make available investor services representatives;
  - Allow Participants to access Plan Administrator's website;
  - Distribute benefits to Participants and Beneficiaries;
  - Administer separate accounts pursuant to Qualified Domestic Relations Orders accepted by Employer;
  - Make loans available to Participants in accordance with Plan terms;
  - Provide links to third party Participant advice; and,
  - Determine appropriate delivery method for Plan communications (Administrative Services Agreement Section Exhibit A).

Trustee

Note: The identity of the Trustee pursuant to the Plan documents is unclear. Section 6.01 of the Plan states that the Trustee will be the Employer or another person who agrees to act in such capacity. The Affirmative Statement for Adopting a Section 401 Money Purchase Plan also says that the Employer is the Trustee. However, the Declaration of Trust in the Plan and the Administrative Services Agreement state that VantageTrust Company, LLC, is the sole Trustee.

- May exercise the following powers with respect to investments:
  - Power to invest and reinvest the Trust in specified types of investments;
  - Power to hold cash awaiting investment;
  - Power to hold and register investments of the Trust;
Rights and Duties of Entities Associated with the Loveland Fire Rescue Authority Paid Personnel Retirement Plans

- Power to sue to enforce any obligation owed to the Plan or to waive any claim regarding enforcement of any such obligation;
- Power to agree to any modification of any obligation owed to the Plan;
- Power to settle, compromise, or arbitrate any claim for or against the Plan;
- Power to exercise and enforce foreclosure rights on behalf of the Plan;
- Power to represent the Plan in any lawsuits or similar matters;
- Power to employ consultants, depositories, agents and legal counsel on behalf of the Plan;
- Power to open and maintain bank accounts related to the Plan; and,
- Power to do any and all other acts deemed necessary to carry out any of its other powers. (Plan Section 6.02).

Plan Secretary

- Shall serve as coordinator for the Plan (Affirmative Statement For Adopting a Section 401 Money Purchase Plan).
- Shall receive notices and reports from the Plan Administrator (Affirmative Statement For Adopting a Section 401 Money Purchase Plan).
- May cast votes on behalf of the Employer with respect to the Trust (Affirmative Statement For Adopting a Section 401 Money Purchase Plan).
- May delegate its duties (Affirmative Statement For Adopting a Section 401 Money Purchase Plan).
- May execute agreements with Plan Administrator (Affirmative Statement For Adopting a Section 401 Money Purchase Plan).
Rights and Duties of Entities Associated with the
Loveland Fire Rescue Authority Paid Personnel Retirement Plans

Loveland Fire Rescue Authority Sworn Retirement Plan

Note: The plan documents variously refer to this plan as either the "City of Loveland Fire Department Retirement Plan" or the "Loveland Fire Rescue Authority Sworn Retirement Plan". The name of the plan is believed to be intended as the "Loveland Fire Rescue Authority Sworn Retirement Plan".

Employer (Loveland Fire Rescue Authority)

- Responsible for completion of Adoption Agreement.
- Must pay Employer Contributions to the Trust (Plan Section 4.01).
- May rule on appeals of benefit denials (Plan Section 8.02).
- May amend the Plan, subject to certain limitations (Plan Sections 14.01, 15.01(b)).
- May terminate the Plan (Plan Sections 14.03, 15.01(b), 15.01(g)).
- May appoint or remove, with or without cause, the Plan Administrator (Plan Section 15.01(a)).
  - May remove Plan Administrator upon 60 days' written notice (Plan Section 15.05).
  - May appoint a new Plan Administrator or assume the role of Plan Administrator after removal or resignation of the prior Plan Administrator (Plan Section 15.05).
- May take all actions, and communicate to the Plan Administrator all necessary information, to carry out the Plan (15.01(f)).
- Must furnish to the Plan Administrator, in a timely fashion, the information necessary for the Plan Administrator to carry out its responsibilities (Administrative Services Agreement Section 4).
- Must provide certain investment information to Plan Administrator (Administrative Services Agreement Section 4).
- May appoint a committee to facilitate administration of the Plan and communications to Participants (Plan Section 15.01(c)).
- May decide all questions of eligibility for Plan participation or payment of benefits (Plan Section 15.01(d)).
- May engage an independent public accountant, when required by law, to prepare the audited financial statements of the Plan's operation (Plan Section 15.01(e)).
- Must submit Plan contributions through "EZLink" (the Plan Administrator's online administration tool) (Administrative Services Agreement Section 4).
- Must notify Plan Administrator of applicable requirements of state and local law (Administrative Services Agreement Section 5(c)).
- Must indemnify the Plan Administrator against costs arising from any person's actions or omissions with respect to the Plan except costs arising from the Plan Administrator's
Rights and Duties of Entities Associated with the
Loveland Fire Rescue Authority Paid Personnel Retirement Plans

negligence, bad faith or willful misconduct (Administrative Services Agreement Section 9).

Plan Administrator (ICMA Retirement Corporation)

- May exercise the following powers with respect to investments (acting as agent for Trustee):
  - Power to invest and reinvest the Trust in specified types of investments;
  - Power to hold cash awaiting investment;
  - Power to hold and register investments of the Trust;
  - Power to sue to enforce any obligation owed to the Plan or to waive any claim regarding enforcement of any such obligation;
  - Power to agree to any modification of any obligation owed to the Plan;
  - Power to settle, compromise, or arbitrate any claim for or against the Plan;
  - Power to exercise and enforce foreclosure rights on behalf of the Plan;
  - Power to represent the Plan in any lawsuits or similar matters;
  - Power to employ consultants, depositories, agents and legal counsel on behalf of the Plan;
  - Power to open and maintain bank accounts related to the Plan; and
  - Power to do any and all other acts deemed necessary to carry out any of its other powers. (Plan Section 6.02).
- Must pay Participant benefits from the Trust in accordance with Plan terms (Plan Section 6.04).
- Must process applications for benefits (Plan Section 8.01).
- Must process rollovers of Participant accounts (Plan Section 9.03).
- May amend the Plan in order to maintain Plan compliance with laws (Plan Section 14.05).
- May construe and interpret provisions of the Plan (Plan Section 15.02(a)).
- Must prepare and maintain records as required by law, provide such records to the Employer upon request, and provide copies of such records to Participants and Beneficiaries in accordance with law (Plan Section 15.02(b)).
- May obtain from the Employer such information as is needed to administer the Plan (Plan Section 15.02(c)).
- May determine the amount, manner and time of payment of benefits under the Plan (Plan Section 15.02(d)).
- May appoint agents, counsel and accountants for assistance in administering the Plan (Plan Section 15.02(e)).
- Must distribute assets of the Trust to Participants and Beneficiaries in accordance with Plan terms (Plan Section 15.02(f)).
- May pay expenses from the Trust (Plan Section 15.02(g)).
Rights and Duties of Entities Associated with the Loveland Fire Rescue Authority Paid Personnel Retirement Plans

- May do such other acts as are reasonably required to administer the Plan (Plan Section 15.02(h)).
- May do other acts permitted by the Internal Revenue Code and must do other acts required by the Internal Revenue Code (Plan Section 15.02(h)).
- May resign upon 60 days' written notice to Employer (Plan Section 15.05).
- Must administer the Plan in accordance with federal law (compliance with state and local law is required only if Employer notifies Plan Administrator of applicable law) (Administrative Services Agreement Section 5(c)).
- May appear on behalf of, and act as agent of, Employer in proceeding involving the garnishment or transfer of benefits (Administrative Services Agreement Section 6).
- May amend the Administrative Services Agreement upon 60 days' notice to Employer unless the Employer objects (Administrative Services Agreement Section 11(b)).
- Must perform the following Administrative Services:
  - Provide Participant enrollment services;
  - Establish Participant accounts;
  - Allocate Participant accounts to investments in accordance with Participant directions;
  - Maintain individual accounts for Participants;
  - Maintain records for Participants;
  - Provide periodic reports to Employer;
  - Communicate to Participants regarding their rights and elections under the Plan;
  - Make available investor services representatives;
  - Allow Participants to access Plan Administrator's website;
  - Distribute benefits to Participants and Beneficiaries;
  - Administer separate accounts pursuant to Qualified Domestic Relations Orders accepted by Employer;
  - Make loans available to Participants in accordance with Plan terms;
  - Provide links to third party Participant advice; and,
  - Determine appropriate delivery method for Plan communications (Administrative Services Agreement Section Exhibit A).

Trustee

Note: The identity of the Trustee pursuant to the Plan documents is unclear. Section 6.01 of the Plan states that the Trustee will be the Employer or another person who agrees to act in such capacity. The Affirmative Statement for Adopting a Section 401 Money Purchase Plan also says that the Employer is the Trustee. However, the Declaration of Trust in the Plan and the Administrative Services Agreement state that VantageTrust Company, LLC, is the sole Trustee.

- May exercise the following powers with respect to investments:
  - Power to invest and reinvest the Trust in specified types of investments;
Rights and Duties of Entities Associated with the
Loveland Fire Rescue Authority Paid Personnel Retirement Plans

- Power to hold cash awaiting investment;
- Power to hold and register investments of the Trust;
- Power to sue to enforce any obligation owed to the Plan or to waive any claim regarding enforcement of any such obligation;
- Power to agree to any modification of any obligation owed to the Plan;
- Power to settle, compromise, or arbitrate any claim for or against the Plan;
- Power to exercise and enforce foreclosure rights on behalf of the Plan;
- Power to represent the Plan in any lawsuits or similar matters;
- Power to employ consultants, depositories, agents and legal counsel on behalf of the Plan;
- Power to open and maintain bank accounts related to the Plan; and
- Power to do any and all other acts deemed necessary to carry out any of its other powers. (Plan Section 6.02).

Committee

- Comprised of 7 members as follows:
  - 3 voting members elected by Participants;
  - 1 voting member appointed by Employer
  - 1 voting member who is a member of the Employer's Command Staff or Command Team;
  - 1 non-voting member who is a representative of the Employer's Executive Staff; and,
  - 1 non-voting member who is a representative of the Employer's HR Department.
- Responsible for internal administration of the Plan (Plan Section 15.09(a)).

Plan Secretary

- Shall serve as coordinator for the Plan (Affirmative Statement For Adopting a Section 401 Money Purchase Plan).
- Shall receive notices and reports from the Plan Administrator (Affirmative Statement For Adopting a Section 401 Money Purchase Plan).
- May cast votes on behalf of the Employer with respect to the Trust (Affirmative Statement For Adopting a Section 401 Money Purchase Plan).
- May delegate its duties (Affirmative Statement For Adopting a Section 401 Money Purchase Plan).
- May execute agreements with Plan Administrator (Affirmative Statement For Adopting a Section 401 Money Purchase Plan).
Rights and Duties of Entities Associated with the Loveland Fire Rescue Authority Paid Personnel Retirement Plans

Loveland Fire Rescue Authority 457 Plan

**Employer** (Loveland Fire Rescue Authority)

- May make all discretionary decisions affecting rights and benefits of Participants (Plan Section 3.01).
- May amend the Plan upon 30 days' notice to the Plan Administrator (Plan Article XII).
- May terminate the Plan (Plan Article XII).
- Must furnish to the Plan Administrator, in a timely fashion, the information necessary for the Plan Administrator to carry out its responsibilities (Administrative Services Agreement Section 4).
- Must provide certain investment information to Plan Administrator (Administrative Services Agreement Section 4).
- Must submit Plan contributions through "EZLink" (the Plan Administrator's online administration tool) (Administrative Services Agreement Section 4).
- Must notify Plan Administrator of applicable requirements of state and local law (Administrative Services Agreement Section 5(c)).
- Must indemnify the Plan Administrator against costs arising from any person's actions or omissions with respect to the Plan except costs arising from the Plan Administrator's negligence, bad faith or willful misconduct (Administrative Services Agreement Section 8).
- May terminate the Administrative Services Agreement and replace the Plan Administrator upon notice given at least 60 days before the end of a Plan year; cannot terminate during first 5 years (Administrative Services Agreement Section 9).

**Plan Administrator** (ICMA Retirement Corporation)

- Must perform nondiscretionary administrative functions in connection with the Plan (including maintenance of Participant accounts, provision of reports and disbursement of benefits) (Plan Section 3.02).
- May exercise the following powers with respect to investments (acting as agent for trustee):
  - Power to invest and reinvest the Trust in specified types of investments;
  - Power to hold cash awaiting investment;
  - Power to hold and register investments of the Trust;
  - Power to sue to enforce any obligation owed to the Plan or to waive any claim regarding enforcement of any such obligation;
  - Power to agree to any modification of any obligation owed to the Plan;
  - Power to settle, compromise, or arbitrate any claim for or against the Plan;
  - Power to exercise and enforce foreclosure rights on behalf of the Plan;
Rights and Duties of Entities Associated with the
Loveland Fire Rescue Authority Paid Personnel Retirement Plans

- Power to represent the Plan in any lawsuits or similar matters;
- Power to employ consultants, depositories, agents and legal counsel on behalf of the Plan;
- Power to open and maintain bank accounts related to the Plan; and,
- Power to do any and all other acts deemed necessary to carry out any of its other powers. (Plan Section 6.02).

• Must pay Participant benefits from the Trust in accordance with Plan terms (Plan Section 6.04).

• May amend the plan upon 30 days' notice to the Employer provided that the Employer does not object to such amendment (Plan Article XII).

• Must administer the Plan in accordance with federal law (compliance with state and local law is required only if Employer notifies Plan Administrator of applicable law) (Administrative Services Agreement Section 5(c)).

• May appear on behalf of, and act as agent of, Employer in proceeding involving the garnishment or transfer of benefits (Administrative Services Agreement Section 6).

• May amend the Administrative Services Agreement upon 60 days' notice to Employer unless the Employer objects (Administrative Services Agreement Section 11(b)).

• Must perform the following Administrative Services:
  - Provide Participant enrollment services;
  - Establish Participant accounts;
  - Allocate Participant accounts to investments in accordance with Participant directions;
  - Maintain individual accounts for Participants;
  - Maintain records for Participants;
  - Provide periodic reports to Employer;
  - Communicate to Participants regarding their rights and elections under the Plan;
  - Make available investor services representatives;
  - Allow Participants to access Plan Administrator's website;
  - Distribute benefits to Participants and Beneficiaries;
  - Administer separate accounts pursuant to Qualified Domestic Relations Orders accepted by Employer;
  - Make loans available to Participants in accordance with Plan terms;
  - Provide links to third party Participant advice; and,
  - Determine appropriate delivery method for Plan communications (Administrative Services Agreement Section Exhibit A).

Trustee
Note: The identity of the Trustee pursuant to the Plan documents is unclear. Section 6.01 of the Plan states that the Trustee will be the Employer or another person who agrees to act in such capacity. The Affirmative Statement for Adopting a Section 457 Deferred Compensation Plan...
also says that the Employer is the Trustee. However, the Declaration of Trust in the Plan and the Administrative Services Agreement state that VantageTrust Company, LLC, is the sole Trustee.

- May exercise the following powers with respect to investments:
  - Power to invest and reinvest the Trust in specified types of investments;
  - Power to hold cash awaiting investment;
  - Power to hold and register investments of the Trust;
  - Power to sue to enforce any obligation owed to the Plan or to waive any claim regarding enforcement of any such obligation;
  - Power to agree to any modification of any obligation owed to the Plan;
  - Power to settle, compromise, or arbitrate any claim for or against the Plan;
  - Power to exercise and enforce foreclosure rights on behalf of the Plan;
  - Power to represent the Plan in any lawsuits or similar matters;
  - Power to employ consultants, depositories, agents and legal counsel on behalf of the Plan;
  - Power to open and maintain bank accounts related to the Plan; and
  - Power to do any and all other acts deemed necessary to carry out any of its other powers. (Plan Section 6.02).
TITLE

Consider Providing General Direction for the Real Property Transition to LFRA

EXECUTIVE SUMMARY

The next phase of the Authority maturation process, as designated by the Board, is to address the ownership of equipment and stations. Staff is seeking general direction on the issue to focus the operational, administrative and legal efforts required to deliver on the Board’s intent.

BACKGROUND

The original intergovernmental agreement that established the Loveland Fire Rescue Authority identified the term of the agreement as five years ending December 31, 2016 (Article XIV: Transition and Article XV: Term). The agreement automatically renews each January 1 thereafter unless terminated as provided in the agreement. When the Authority was established it was the original intent of the Steering Committee, and then the LFRA Board, that all equipment would become property of LFRA at the close of the initial term of the agreement and the fleet replacement would then also become the responsibility of LFRA. The ten year financial plan anticipated the contributions of a replacement fund beginning 2017. There are a variety of choices for the Board to consider as the first term of this agreement nears.

- Continue to lease equipment and land/stations from governing partners
- Transfer ownership of equipment to LFRA and continue to lease land/stations from governing partners
- Transfer ownership of equipment and land/stations to LFRA

If the leases are to continue then new lease agreements are necessary to include traditional provisions associated with the lessor/lessee relationship, including operational costs, replacement costs, provisions to continue service if the owner no longer is interested in leasing the equipment, amongst others.

The mechanics associated with assuming the ownership of the equipment would require a resolution approved by both governing partners with provisions in it that stipulate all equipment currently in possession of LFRA and/or used for fire rescue services and title documents. Emily Powell will expand on the provisions that may become necessary.

Chief Ward will make a presentation on the current status of the fleet to provide context for a significant portion of the "equipment" used to deliver service.

Staff is seeking general direction related to ownership of equipment/apparatus and land/stations so that documents can be delivered to the Board for action on this phase of the maturation process.
STAFF RECOMMENDATION

Staff is generally favoring leasing the land/stations and assuming ownership of the equipment and apparatus with a predetermined strategy for replacement.

FINANCIAL/ECONOMIC IMPACTS

Provisions within agreements will impact the ten year financial plan. As direction is developed more specific impacts can be provided for consideration.

ASSOCIATED STRATEGIC GOALS

The physical resources used to deliver service impacts all three strategic goals.

ATTACHMENTS

Apparatus Listing with Designated Service Lives
# LFRA Apparatus Replacement Plan

## REPLACEMENT TARGETS BASED ON APPARATUS TYPE

<table>
<thead>
<tr>
<th>Apparatus Type</th>
<th>Years Front Line</th>
<th>Years Reserve</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type 1 Structural Engine*</td>
<td>12</td>
<td>5</td>
</tr>
<tr>
<td>Type 3 Wildland-Urban Interface Engine</td>
<td>18</td>
<td>N/A</td>
</tr>
<tr>
<td>Type 6 Brush Engine**</td>
<td>18</td>
<td>N/A</td>
</tr>
<tr>
<td>Ladder – Tower</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Heavy Rescue</td>
<td>15</td>
<td>N/A</td>
</tr>
<tr>
<td>Medium Rescue / Air &amp; Light</td>
<td>20</td>
<td>N/A</td>
</tr>
<tr>
<td>Water Tender</td>
<td>20</td>
<td>N/A</td>
</tr>
<tr>
<td>Specialized (Dive Rescue, Haz Mat)</td>
<td>20 to 25</td>
<td>N/A</td>
</tr>
<tr>
<td>Battalion Chief Command Vehicle</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Response Staff / Utility Vehicles</td>
<td>10</td>
<td>N/A</td>
</tr>
<tr>
<td>Staff / Utility Vehicles</td>
<td>12</td>
<td>N/A</td>
</tr>
<tr>
<td>Trailers</td>
<td>30</td>
<td>N/A</td>
</tr>
<tr>
<td>UTVs</td>
<td>10</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Considerations for apparatus replacement are based on overall condition, mileage, engine hours, aerial hours, technology upgrade needs, availability of parts and maintenance costs. Apparatus/vehicles may be considered for reassignment to lengthen service life if appropriate.

## APPARATUS REPLACEMENT SCHEDULE

### Type 1 Structural Engines

<table>
<thead>
<tr>
<th>Apparatus ID</th>
<th>Year / Make</th>
<th>Reserve</th>
<th>Replace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engine 8*</td>
<td>1992 International / General</td>
<td>2010</td>
<td>2017</td>
</tr>
<tr>
<td>Reserve Engine 4</td>
<td>1998 ALF/General</td>
<td>2010</td>
<td>2015</td>
</tr>
<tr>
<td>Engine 3</td>
<td>2003 Spartan / Smeal</td>
<td>2015</td>
<td>2020</td>
</tr>
<tr>
<td>Reserve Engine 7</td>
<td>2004 Spartan / Rosenbauer</td>
<td>2016</td>
<td>2021</td>
</tr>
<tr>
<td>Engine 2</td>
<td>2005 Spartan / Crimson</td>
<td>2017</td>
<td>2022</td>
</tr>
<tr>
<td>Engine 5</td>
<td>2008 Pierce</td>
<td>2020</td>
<td>2025</td>
</tr>
<tr>
<td>Engine 1</td>
<td>2010 Spartan / SVI</td>
<td>2022</td>
<td>2027</td>
</tr>
<tr>
<td>Engine 6</td>
<td>2012 Spartan / SVI</td>
<td>2024</td>
<td>2029</td>
</tr>
<tr>
<td>Type 3 Wildland-Urban Interface Engines</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apparatus ID</td>
<td>Year / Make</td>
<td>Reserve</td>
<td>Replace</td>
</tr>
<tr>
<td>Engine 223</td>
<td>2009 International / Crimson</td>
<td></td>
<td>2027</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type 6 Brush Engines</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Apparatus ID</td>
<td>Year / Make</td>
</tr>
<tr>
<td>Engine 266</td>
<td>2000 Ford</td>
</tr>
<tr>
<td>Engine 216</td>
<td>2001 Ford</td>
</tr>
<tr>
<td>Engine 276**</td>
<td>2001 Ford</td>
</tr>
<tr>
<td>Engine 296**</td>
<td>2005 Ford</td>
</tr>
<tr>
<td>Engine 236</td>
<td>2013 Ford / OJ Watson</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ladder - Tower</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Apparatus ID</td>
<td>Year / Make</td>
</tr>
<tr>
<td>Reserve Ladder 6</td>
<td>2000 HME Smeal</td>
</tr>
<tr>
<td>Tower 6</td>
<td>2014 Pierce</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Heavy Rescue</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Apparatus ID</td>
<td>Year / Make</td>
</tr>
<tr>
<td>Rescue 2</td>
<td>2013 Spartan / SVI</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Medium Rescue / Air &amp; Light</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Apparatus ID</td>
<td>Year / Make</td>
</tr>
<tr>
<td>Rescue 6</td>
<td>2003 Spartan / SVI</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Water Tenders</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Apparatus ID</td>
<td>Year / Make</td>
</tr>
<tr>
<td>Tender 8</td>
<td>1996 Freightliner / General</td>
</tr>
<tr>
<td>Tender 1</td>
<td>1996 Freightliner / General</td>
</tr>
<tr>
<td>Tender 5</td>
<td>1998 Freightliner / General</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specialized Apparatus</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Apparatus ID</td>
<td>Year / Make</td>
</tr>
<tr>
<td>Rescue 8</td>
<td>2001 Chevrolet 2500</td>
</tr>
<tr>
<td>Dive Rescue 2</td>
<td>2005 Freightliner / SVI</td>
</tr>
<tr>
<td>Haz Mat 1</td>
<td>2007 International / Hackney</td>
</tr>
</tbody>
</table>
# Battalion Chief Command Vehicles

<table>
<thead>
<tr>
<th>Apparatus ID</th>
<th>Year / Make</th>
<th>Reserve</th>
<th>Replace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Command 2</td>
<td>2009 Chevrolet Tahoe</td>
<td>2013</td>
<td>2018</td>
</tr>
<tr>
<td>Command 1</td>
<td>2013 Chevrolet 2500</td>
<td>2018</td>
<td>2023</td>
</tr>
</tbody>
</table>

# Response Staff / Utility Vehicles

<table>
<thead>
<tr>
<th>Apparatus ID</th>
<th>Year / Make</th>
<th>Reserve</th>
<th>Replace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utility 3</td>
<td>2006 Chevrolet 2500</td>
<td></td>
<td>2016</td>
</tr>
<tr>
<td>FIT 2</td>
<td>2007 Chevrolet 3500</td>
<td></td>
<td>2017</td>
</tr>
<tr>
<td>Command 3</td>
<td>2013 Chevrolet Tahoe</td>
<td></td>
<td>2023</td>
</tr>
<tr>
<td>Utility 5</td>
<td>2014 Chevrolet 1500</td>
<td></td>
<td>2024</td>
</tr>
<tr>
<td>Utility 6</td>
<td>2015 Chevrolet 1500</td>
<td></td>
<td>2025</td>
</tr>
<tr>
<td>Utility 7</td>
<td>2015 Chevrolet 1500</td>
<td></td>
<td>2025</td>
</tr>
<tr>
<td>Utility 2</td>
<td>2016 Chevrolet 1500</td>
<td></td>
<td>2026</td>
</tr>
</tbody>
</table>

# Staff / Utility Vehicles

<table>
<thead>
<tr>
<th>Apparatus ID</th>
<th>Year / Make</th>
<th>Reserve</th>
<th>Replace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff 2</td>
<td>2006 Chevrolet Trailblazer</td>
<td></td>
<td>2018</td>
</tr>
<tr>
<td>Staff 3</td>
<td>2006 Chevrolet Trailblazer</td>
<td></td>
<td>2018</td>
</tr>
<tr>
<td>Staff 4</td>
<td>2006 Chevrolet Trailblazer</td>
<td></td>
<td>2018</td>
</tr>
<tr>
<td>Staff 5</td>
<td>2006 Chevrolet Trailblazer</td>
<td></td>
<td>2018</td>
</tr>
<tr>
<td>Utility 1</td>
<td>2007 Chevrolet Van</td>
<td></td>
<td>2019</td>
</tr>
<tr>
<td>Utility 4</td>
<td>2007 Chevrolet Colorado</td>
<td></td>
<td>2019</td>
</tr>
<tr>
<td>Utility 8</td>
<td>2007 Chevrolet Colorado</td>
<td></td>
<td>2019</td>
</tr>
<tr>
<td>Staff 6</td>
<td>2009 Ford Escape</td>
<td></td>
<td>2021</td>
</tr>
<tr>
<td>Staff 1</td>
<td>2014 Ford Interceptor</td>
<td></td>
<td>2026</td>
</tr>
</tbody>
</table>

# Trailers

<table>
<thead>
<tr>
<th>Apparatus ID</th>
<th>Year / Make</th>
<th>Reserve</th>
<th>Replace</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCBA Repair</td>
<td>1993?</td>
<td></td>
<td>2023</td>
</tr>
<tr>
<td>Safety House</td>
<td>2001 Scotty</td>
<td></td>
<td>2031</td>
</tr>
<tr>
<td>Decon Trailer</td>
<td>2004 Nor-E</td>
<td></td>
<td>2034</td>
</tr>
<tr>
<td>Collapse Trailer</td>
<td>2006?</td>
<td></td>
<td>2036</td>
</tr>
</tbody>
</table>
Canyon UTV Trailer 2006 PJ 2036
Small Boat Trailer 2011 Shorelander 2041
Training UTV Trailer 2011 PJ Double 2041
Rescue Boat Trailer 2012 Midwest 2042
SOT UTV Trailer 2014 Big Tex 2044

**UTVs**

<table>
<thead>
<tr>
<th>Apparatus ID</th>
<th>Year / Make</th>
<th>Reserve</th>
<th>Replace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canyon UTV</td>
<td>2007 Yamaha</td>
<td></td>
<td>2017</td>
</tr>
<tr>
<td>Training UTV</td>
<td>2013 John Deere</td>
<td></td>
<td>2023</td>
</tr>
<tr>
<td>SOT UTV</td>
<td>2014 John Deere</td>
<td></td>
<td>2024</td>
</tr>
</tbody>
</table>

*Canyon Assigned Type 1 Structural Engine – 25 Years Targeted Service*

**Canyon Assigned Type 6 Brush Engine – 22 Years Targeted Service**

City Owned
Rural Owned
Fire Authority Owned

---

**FUTURE APPARATUS ADDITIONS**

**Station 9 – 2017**
1 – Type 3 Wildland-Urban Interface Engine to Replace Engine 223 which will be reassigned to Engine 9 (ISO Engine Credit)

**Station 7 – 2018**
1 - Type 1 Structural Engine
1 – Type 3 Wildland-Urban Interface Engine

**Battalion 2 – TBD (year prior to Station 10)**
1 – Battalion Chief Command Vehicle

**Station 10 – TBD**
1 – Type 1 Structural Engine
1 – Type 3 Wildland-Urban Interface Engine

**Station 1 – 2022 (replacement of Engine 1)**
1 – 75’ Quint
Review Briefing Papers and Correspondence

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

- February Overview
- Training Center Annexation
- Rossum Drive Property Sale
- Station 1 Radio Communications Tower
- Administrative/Budget/Pension/Grants
- Canyon Awards Ceremony
- Hiring/Promoting with Purpose
- Operations Division Overview
- Community Safety Division Overview

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

January and February Operations Statistics have been included because we refined the methodology. Please review the document associated with explaining the changes, particularly as it pertains to response times.
February 2016 Overview -

February has come and gone…and the Broncos won the Super Bowl!!

We are busy planning for the year ahead. The LFRA Board of directors met on January 27th for the annual planning workshop. We have many lofty objectives for 2016, including our mantra, “keep moving forward – don’t stop the mojo”!

Highlights of the February report include; Training Center Annexation; Training Center Master Plan; Rossum Drive update; Radio Tower update; LFRA Administrative items; Canyon Awards ceremony; and, hiring/promoting with purpose.

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 2 months. The first formal neighborhood meeting was February 1st. Next, we meet with the Planning Commission on March 14th. 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.

Training Center Master Plan/Design -

City Council has approved the supplemental carryover (appropriated in 2015) for the Master Plan/Training Center Design. Belford Watkins Group was the selected design firm and we will have the first “kickoff” meeting on March 3rd. We are excited to get the project going!

Rossum Drive property sale –

City Council passed (unanimously) the ordinance to allow for the sale of the Rossum Drive property. The funds generated from this sale ($145,000) will be returned to Fire Capital Expansion Fee (CEF) fund.

Station 1 Radio Communications Tower –

The steel has been ordered for the new radio tower and is expected to be here the third week of May. United Tower plans to do some radio cable management and minor concrete work in the next few weeks. WAC and United Tower plan to meet within the next two weeks to compile a timeline of activities to complete this project.
**Administrative/Budget/Pension/Grant -**

Renee Wheeler has been extremely busy conducting budget training for operations crews. She instructed nine, two hour sessions at the stations. The training included exercises on assigning accounts numbers, developing budget proposals, and priority setting given scarce budget resources. The crews are much better informed/prepared to manage their respective programs – thanks Renee!

Additionally, Renee has worked strategically on developing a Resolution and support material to re-appropriate 2015 budget savings in 2016. This will make a significant impact on much needed operations and staffing needs. Moreover, there are many ongoing efforts to increase our effectiveness and ensure we are spending funds wisely, including: financial Account analysis on the cell phones which is intended to save a couple of hundred dollars a month by better aligning plans and usage; Telestaff (timekeeping and shift scheduling software) conversion to a web based system for electronic submittal of timesheets and electronic upload of timesheets from Telestaff to Innoprise (financial system that issues payroll); and, continuing to refine the OMEGA data to generate the operations statistical report from OMEGA and reduce the time it takes to generate it.

As part of the on-going maturation process, there has been a variety of complex issues related to Pension Board support, Board responsibilities, etc., and we will be developing a Resolution this month as to clarification of the LFRA Board responsibilities vs. the Pension Board responsibilities.

We were fortunate to receive a $2,850 Firefighter Heart Fitness Grant from the Colorado Firefighter Heart and Circulatory Benefits Trust to reimburse some of the cost to get our Colorado State University health and fitness evaluations completed.

**Canyon Awards Ceremony -**

The Big Thompson Canyon Volunteer Fire Department (under the umbrella of LFRA), held their annual awards ceremony on February 27th at the Fountains Inn of Loveland. The ceremony included LFRA Chairman Jeff Swanty swearing in all 28 members of the Canyon department, as one of the formalities of being members of LFRA. Canyon Battalion Chief Bill Lundquist formally announce his retirement as an officer of the department (effective May 2016); although he will remain a member, lending his experience in coaching, mentoring and providing assistance where needed. Bill has done an outstanding job as a Chief Officer in the Canyon and his leadership will be missed.

**Hiring/Promoting with purpose –**

At the February All Officers training, one of the leadership lessons presented to the Officers was in regards to hiring and promoting the best individuals possible, in an effort to maintain our culture and keep us on the path of enduring greatness. Four characteristics came forward that will be of significant importance as we hire and promote in LFRA. All of these characteristics have been a part of our culture for several years, so this is nothing new, however, our focus in hiring and promoting based on these principles must be strategic. Along with the knowledge, skills and abilities of firefighting, we will look for individuals that have:

- **A Warrior Spirit** – Thinking aggressively; intelligence and technology; facing fears, drive to get the job done no matter the cost; skill mastery
- **A Servant Heart** – Compassion; Integration of head and heart; outside the box; not in it for personal gain; humility.
- **Emotional Intelligence** – Self-awareness; Self-regulation; Motivation; Empathy; Social skills/team player
- **A Fun-Loving Attitude** - Love for people and love for the job; you want to be here.

The important note here, is we will embrace the vision of looking at individuals we hire and promote, as the “future” of this great department. Again, this is not a new concept, just one that must be at the forefront, to maintain an excellent, ethical, enduring organization.
February 2016

RESPONSE

- On the 5th of February, Engine 1 and Battalion 1 were dispatched to assist the Berthoud Fire District on a structure fire on Wilfred Road, southeast of the Berthoud. Crews extinguished a fully involved detached garage within twenty minutes of arrival.
- LFRA Engine 3 was first to arrive on scene of a residential fire in the 500 block of Johnson Avenue on the 19th of February. Crews quickly contained the fire to the laundry room and ventilated the smoke.
- On February 20th LFRA Tactical Fire personnel supported the Loveland Police SWAT Team with a barricaded subject on East 4th Street. LFRA personnel were on scene for several hours during the incident.
- A dog fell through the ice at North Lake Park on the 21st of February, firefighters from Engine 2 and Rescue 2 donned ice rescue suits and completed the rescue within five minutes of arriving on scene. Thompson Valley EMS assisted with warming the dog up and returning it to its owners.
- A vehicle accident in the Big Thompson Canyon on the 23rd resulted in a pickup truck rolling several times into the river. Canyon Battalion personnel arrived on scene to find everyone out of the vehicle, but injured. Rescue crews assisted with removing the vehicle from the river after the patients were transported by Thompson Valley EMS.
- LFRA covered two aircraft rescue stand bys at the Fort Collins-Loveland Airport.

READINESS

- An all officer training was held on the 25th, the subjects included business safety assessments and leadership.
- The annual wildland firefighting refresher training was initiated this month, each firefighter must achieve eight hours of safety refresher training per year to maintain their wildland firefighting qualifications. Typically LFRA personnel exceed this requirement completing more than twenty hours of wildland training per year.
- Companies completed non live fire first due drills (fire attack, search and flow path assessment/control) on 2nd Street in one of the structures that the City purchased for redevelopment. The opportunity to train in real structures provides a highly valuable experience for our crews.

RESOURCES

- A part-time firefighter testing process occurred during the month, this is the second testing in the last four months due to the high turnover rate of LFRA’s part-time firefighters. LFRA currently has three vacant part-time firefighter positions.
- Administrative Director Wheeler conducted a budget awareness class for each of the crews, this training was designed to provide an overview of the budget, budget process and program management.

RELATIONSHIPS

- ARFF Engineer Valerio completed four training sessions for the Loveland Emergency Communications Dispatchers on aircraft fire and rescue response as well as operations at the Fort Collins-Loveland Airport.
- LFRA stationed three personnel at the Fire and Ice Festival on the 12th, 13th and 14th providing public education as well as emergency response for the event.
- The Larimer County Sheriff’s Office K-9 Deputies utilized Station 6 for their monthly training. LFRA maintains a great relationship with our partners in Law Enforcement.
Garage fire on Wilfred Road in Berthoud

Vehicle Fire on East Eisenhower Blvd

Residential fire on Johnson Avenue

Vehicle accident into the Big Thompson River

LCSO K9 Deputies and LFRA Station 6 Crews

Training drills on 2nd Street
Update/overview of CSD, Special Events (Ned):

- Fire and Ice event in downtown Loveland – work with event sponsors and pyro-technicians to ensure safe distances and emergency access onto 4th St.
- Presented Development Review process information to the Rural Board and FRAC, including case studies to share the process and outcomes of two projects.
- Review of existing pub-ed programs and delivery - creating a new direction and identifying roles and responsibilities with emergency response partners. We will be moving forward working with TVEMS to explore where we can share our community outreach. This includes how we utilize the messaging to accomplish creating more cohesive work. We will also be exploring the best method to create and operate a Public Education team utilizing Firefighters and duty crews.
- Scheels groundbreaking ceremony – project should be done and store open in 683 days.
- Strat Ops scrub – the group continues to work on the A, B, and C teams, as well as, the Marketing, Training, Innovation, Empowerment, and Customer Experience teams. I am working with Bob Paulsen on the Empowerment committee, the primary focus for this team is to provide:
  - Give the reviewers in all city departments the authority and confidence to make their decisions.
  - Create clear expectations how the DRT operates – once again empowering its members.
  - Gain upper management support and educate decision makers how the development review process functions.
  - Next meeting is in March.

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

Building/Fire project review:
- Dutch brothers coffee- approved permit set for Fire code / const. starting
- Banner Health offices (south of Mckee Med. Center): All permits in and approved and reviewed for filling the building w/ misc. health offices.
- Petco at Orchards Center (where Hallmark used to be): Core and shell drawing review due next week
- Clydesdale Parkway: 12,376 s.f. Core and Shell Building approved and const. started
- Misc. Retail Centers: several small ‘gyms’ (kickboxing, Cowboy gym, and several others) reviewed and approved for construction.

Planning/Fire project review:
- Vasquez Car Sales- New buildings at 3500 N. Garfield Ave, - final drawings in for review.
- Longview Midway Development: Just came in for review (north of Walmart, South of Texas BBQ) – King Soopers and other retail buildings

- MISC: FAB continues to be in remodel phase and should be complete in March-April. The vault was problematic for removal.

County/Johnstown:
- Firehouse Storage - In process with County Building & Planning to develop emergency access requirement.
  - Windgate hotel – Corrections to be submitted again for correct roof hatch location and roof access - inspections on-going.
  - Sweetheart Winery – Permit submittal approved!
  - Scheels and associated retail structures - Core and Shell permit has been approved and tenant finish permit will arrive in a month or so
Emergency Management:

Significant events: The kickoff meeting for the Mitigation Strategy and Master Plan (MSMP) is scheduled for Feb 26th 9am -11am in the Library Gertrude Scott Room.

The State has given us approval to move forward with hiring a contractor to write a Disaster Recovery Plan. Our legal council is looking at the RFP for finalization. We plan to post the RFP as soon as legal gives us the ok to move forward.

As shared in last month’s report, the project to install the Chilson/Senior Center emergency generator is formally cancelled due to expensive and site-specific challenges. The city is now considering a potential new site for a generator upgrade at the W&P Service Center. If this is a viable project, our next step is to resubmit a full application packet within 45 days to FEMA for a major scope change.

The application for CDBG-DR round 3 funding for the SimTable did not get supported. Captain Carmosino will continue looking for other funding options for this training and planning tool.

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)
- Met with ARES team lead for status update

Planning and Documentation
- Facilitated introductory meeting with M-Team for the Mitigation Strategy & Master Plan
- Facilitated kickoff meeting for the Mitigation Strategy and Master Plan
- Participated in state OEM conference planning meeting

Emergency Preparedness Relationships
- Attended LFRA officers meeting
- Attended NCEM meeting
- Attended NEAHR meeting
- Attended duties meeting with Ch. Miller, Ch. Sparks, PSAD Wheeler, and Capt. Dann
- Attended 10th Annual Women Give Luncheon

Grants
- Worked with Cheryl to document all past grant-related transactions
- Met with FM and W&P to discuss alternate emergency generator project
- State gave approval for using remaining CDBG-DR funds for service contract for recovery Plan, awaiting legal’s approval of RFP to move forward

Training and Public Outreach
- Provided EM program overview for FF task books
- Met with Ch. Sparks on public outreach team development

Training Received
- Attended all officer training meeting

Exercises
- Participated in disaster exercise planning with LC Health Dept
- Attended Larimer County / Laramie County joint exercise planning meeting

Other
-
EMPG Grant-Required Work Plan Items
- EMF 1 -
- EMF 1 -
- EMF 2 -
- EMF 3 -
- EMF 4 - Kickoff meeting for MSMP scheduled for 2/26/16
- EMF 5 -
- 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 –
- EMF 11 - Draft COOP document out for review and comments
- EMF 12 -
- EMF 13 – Pending. WebEOC resource database not yet updated
- EMF 14 -
- EMF 15 – Draft ESF 15, JIS/JIC emergency communications plans nearly completed

PIO, Website & Public Education (Scott):
- 8 new school/business fire safety inspections
- 3 school/business fire safety compliance visits (re-inspections)
- 3 car seat inspections/installation
- 2 business Knox box key updates
- 1 Youth Firesetting Family Intervention session
- Scheduling and follow-up on other Youth Firesetting Intervention cases
- Numerous LFRA social media posts
- Numerous LFRA website updates
- Planning and research for separation of LFRA website from City website
- 2 meetings with Full Circle Creative about possible website design
- Completed the FEMA EMI Professional Development Series (6 online courses totaling 24 hours)
- Attended Homemade Explosives Awareness course at Greeley PD (8 hours)
- Acquired donation of 60 carbon monoxide alarms from The LAUREN Project
- Various CSD staff meetings

Accreditation, Fracking, Inspections, Investigations (Ty):

Accreditation:

1. Completed month-end response performance analysis for TVEMS, BTCVFD and LFRA
2. Working with Cheryl and Roylene on monthly reporting changes
3. Ran incident history for SOT calls (2013-2015) to help with decision making while Rescue 2 was out of service
4. Researched calls along border with Berthoud for DC Ward
5. Researched Alpha/Bravo medicals we did not respond to in 2015 for DC Ward
6. Researched actual fires in City limits for BC Smith
7. Updated lat/long info on 3 NFIRS reports
8. Met w/ Executive leadership reference monthly response performance reporting
9. Assigned as peer assessor for Durham (NC) Fire Department. Site visit in May or June.

CSD Projects:

1. Re-organized folders in V:CSD Administration folder
2. HazMat permit inspections: 3, General inspections: 3
3. HazMat plan reviews: 3, New construction inspections: 2
4. Completed final inspection on new Fire Station #9
5. Follow-up with County Code Compliance re 702 SE 8th Street
6. Review pyrotechnics permit application from Lord of Dance event at BEC
7. Updated tent policy and started working on new special events policy
8. Researched new photo editing software for fire investigations
9. Purchased new fire investigation digital camera and flash attachment
10. Reviewed and approved 16 burn permits

Training:

1. Attended Loveland Fire history presentation
2. Jan and Feb Peer Support Team meetings/training
3. Fire investigation webinar on negative corpus, origin and cause
4. FDIC webinar: Life & Death Decisions on the Fireground
5. Accreditation peer assessor monthly CEU
6. Completed Blue Card recertification
7. Attended Homemade Explosives Awareness course
8. Completed CSU Fitness Assessment

Other:

1. Met w/ FF Leighton and FF Heckman to provide interview process feedback
2. Discuss CSD/Accreditation responsibilities w/ FF Leighton and FF Stephenson
3. Participated in Lieutenant promotional process
4. Completed annual PPE evaluation
5. Responded to fire alarm at 2366 E 1st Street
6. Responded to structure fire at 526 Johnson Ave – Coached Acting FIT Wynkoop through his first fire investigation!

Mr. Scheels at the groundbreaking ceremony!
LFRA Board,

Good news...!

Please see the e-mail below from Captain Eric Klaas. This is not only great news, and excellent for this community, but a testament to the hard work LFRA members have put into this effort, along with our Law and EMS partners. This will bring well deserved recognition to this organization as well as the region.

I will share more detail at the next Board meeting. We are one of only a few departments in country that have been awarded this grant.

Mark A. Miller
Fire Chief
Loveland Fire Rescue Authority

970-962-2827 - office
970-470-9333 - cell
www.cityofloveland.org
https://twitter.com/LovelandFRA

From: Eric Klaas
Sent: Monday, February 01, 2016 8:26 PM
To: Mark Lyons <Mark.Lyons@lfra.org>; Mark Miller <Mark.Miller@lfra.org>; Greg Ward <Greg.Ward@lfra.org>; Ned Sparks <Ned.Sparks@lfra.org>; Renee Wheeler <Renee.Wheeler@lfra.org>; Pat Mialy <Pat.Mialy@lfra.org>; Carie Dann <Carie.Dann@lfra.org>; Robert Carmosino <Robert.Carmosino@lfra.org>; Jason Goodale <Jason.Goodale@lfra.org>; Jason Starck <Jason.Starck@lfra.org>; Rick Davis <Rick.Davis@lfra.org>; Michael Cerovski <Michael.Cerovski@lfra.org>; Dave Schuetz <Dave.Schuetz@lfra.org>; Greg Gilbert <Greg.Gilbert@lfra.org>; Tim Smith <Tim.Smith@lfra.org>

Subject: DHS ALERRT Grant Awarded

Greetings,

I am pleased to announce that we have been awarded one of the first Department of Homeland Security (DHS) grants for the Active Threat Integrated Response Course (ATIRC). This 3-day course is designed to bring Police, Fire, EMS &
dispatch together for what we call an active assailant response. The funding for this is a result of the Inter-Agency Board (IAB) that Chief Cerovski and I got to participate with. This is the first delivery of a national DHS standardized curriculum for this type of response. I have attached the course outline if you’re interested in reading more. We are the host agency and get to have 20 Fire/EMS students and 30 Law Enforcement students from the region. I promise there won’t be a lot needed from those on this email other than your indirect support. Other than that, TACFIRE and I will handle a few logistical needs. I am currently working on confirming dates for the class and as more information becomes available, I’ll let you know.

Thanks,

Eric C. Klaas
Captain
Loveland Fire Rescue Authority
Fire Station #6 – C Shift

970-962-2476 - office
970-218-3942 - cell
Eric.Klaas@LFRA.org
www.cityofloveland.org
https://twitter.com/LovelandFRA

"Ut Alii Vivant"
Thank You

For making a difference in the lives of so many at Hearts and Horses.

...both two legged and four!

Dear Station 2 A-shift,

Thank you so much for all you did to provide a wonderful experience for the McKinley family. It was a very special night for Morgan and we are so appreciative of all you did. ❤️ Jan Polk
-----Original Message-----
From: Jonae Coleman
Sent: Thursday, February 04, 2016 1:49 PM
To: Greg Ward <Greg.Ward@ifra.org>
Subject: Huge Thank You

Greg-

I wanted to take a moment to acknowledge one of your firemen and say thank you to him and let his supervisors know how much I appreciated his help.

On Tuesday, February 2nd after being home sick for 3 days I decided I had better unbury my police car so I could work the next day. I pulled it out of my driveway and BIG surprise it immediately became stuck. My son and I tried for quite awhile to get it out and watched multiple trucks with plows drive by. Alex Klinger drove by and quickly stopped and turned into my culdesac and offered help when no one else did.

He took time out of his own day and had in fact worked his shift the night before and still had not gone to bed. His selfless act needs to be recognized. My 18 year old son even commented on how "great" it was of him to stop and help. What a great example Alex is and was that day, not only as a person, but also as a representative of the Loveland Fire Department.

Thank you Alex.

Jonae Coleman
Loveland PD
Renee Wheeler

From: Greg Ward  
Sent: Tuesday, February 23, 2016 1:47 PM  
To: Fire Dept; Bill Lundquist (welundquist@gmail.com); 'Dave Legits' (dlegits@gmail.com); Jenica; Shawn Neal - Big Thompson Canyon FD (cope62439@yahoo.com); Tim Brady  
Subject: Compliment from Stans Towing

LFRA,

I received a call this afternoon from KG at Stans Towing, he expressed his appreciation for the work that you do at the scene of traffic accidents. He specifically talked about the MVA in the Big Thompson Canyon this AM and how LFRA personnel assisted him by going into the river to hook up the vehicle. He said that he has worked in other areas of the state and has never experienced a fire department that is willing to help out like LFRA does. He appreciates the work that you do and the relationship that LFRA has with Stans Towing.

It's great to receive these phone calls, I am so proud of the service that you provide our community!

Greg Ward  
Division Chief – Operations  
Loveland Fire Rescue Authority

970-962-2806 - office  
970-962-4761 - cell  
www.cityofloveland.org  
https://twitter.com/LovelandFRA
In the 2012 annual report, the Loveland Fire Rescue Authority (LFRA) established the use of seven outcome-based performance measures to improve monitoring and reporting agency effectiveness. The performance measure established for response performance was Average Response Time. Since the 2012 annual report was published, LFRA has reported response effectiveness in terms of averages for all monthly and annual reports. With the move towards building enduring greatness and the agency's efforts to achieve fire service accreditation, reporting of response performance will see a slight change with the addition of reporting by 90th percentile as well as by Average Response Time. This document is intended to explain the differences between the two reporting thresholds and to clarify the agency's methodology for statistical reporting.

**Summary:**

Migration to the FireView Advanced Reporting Module (ARM) has allowed LFRA to dramatically improve capabilities in reporting response performance. The existing statistical measure of average response time will be augmented with the addition of 90th percentile reporting. An average indicates simply that our response performance was 50/50. While this measure may provide some level of information in terms of outcomes, it is not a truly robust statistic that effectively reports overall performance. When viewing an average, one must keep in mind that a full 50% of values did not comply with the reported measure. Thus, an average does not represent true system capabilities and does not represent a statistically significant measure of performance. For an average to be statistically representative of a given set of data, the reported value would also need to include at least two standard deviations. This would get cumbersome and lead to increased confusion. With the addition of 90th percentile reporting, LFRA will truly be able to provide an effective measure of overall system performance. The 90th percentile represents a calculated value below which 90% of all values in that category fall. Typically, the 90th percentile is a larger number than an average, meaning that response performance will appear slower than those times previously reported as averages. Realistically, LFRA's response performance has been steadily improving since 2012.

**Average vs 90th Percentile:**

In the world of statistics, averages have been found to be inaccurate when representing or reporting data unless the data conforms to a standard bell curve (Figure 1). In terms of response performance, reporting on averages indicates that fully half of the system's performance does not meet the established goal. It is possible to improve the reliability of an average by incorporating standard deviations, but that tends to increase confusion and does not paint a clear picture.
When viewed graphically, response performance times tend to be skewed far to the left, indicating smaller increments of measured time. For example, the distributions shown in Figure 2 represent drastically different response performance but the exact same average time. Because of the tendency towards a left-skewed distribution, the best way to accurately report system performance is to use the 90\textsuperscript{th} percentile of a given data set. This means that the agency will report on what we can do 90\% of the time. Statistically, the 90\textsuperscript{th} percentile is considered to be a “robust statistic” that is capable of withstanding scrutiny and is able to clearly and accurately display performance. In other words, this measure provides a very accurate representation of system reliability. In the upper left data set of Figure 2, the average being reported is doing a tremendous disservice to the agency's performance; whereas the upper right data set is painting the agency in a very positive light that is not deserved. The approximate value for each distribution's 90\textsuperscript{th} percentile reveals the true story for the response performance reflected in each data set.
Figure 3 may help in clarifying the difference between average and 90th percentile. For the sake of argument, consider these numbers as indicating a very small sample of firefighter turnout times for two different stations. The average of each data set is exactly the same; however, the calculated 90th percentile reveals the statistical difference between the two data sets. With the data sets below only consisting of 20 values each, this may seem like an obvious difference. The true value of the calculated 90th percentile is revealed when determining the value for a data set of hundreds or thousands of values, such as in a month or year of response performance values.

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**Figure 3: Data Set Comparison**

**Methodology and Related Issues:**

Implementation of the FireView Advanced Reporting Module (ARM) has allowed LFRA to dramatically improve response performance reporting capabilities. Through the various analytical tools within this system, incident types analyzed can be very specifically defined by either Call Nature (as assigned by Dispatch) or by NFIRS code (as determined by on-scene personnel). Incidents can also be analyzed based on general location, such as City versus Rural or Urban Response Area versus Rural Response Area. This allows for accurate determination of resource utilization and analysis of performance in relation to specific dispatch, incident types and/or geographic region. For the analysis of performance, the ARM captures time stamps directly from the Loveland Emergency Communications Center Computer-Aided Dispatch (CAD) system, which includes direct input from apparatus-mounted mobile data terminals. This allows for extremely accurate and consistent calculations, which are defined and discussed below.

**Effective Response Force (ERF):** The minimum number of apparatus and personnel that LFRA determines is necessary to efficiently and effectively mitigate the circumstances of a given incident type. For example, LFRA’s ERF for a residential structure fire is 16 personnel responding on three (3) engines, two (2) truck/support apparatus, and one (1) Battalion Chief. The ERF is different based on the incident type and the geographic location of the incident. For example, a structure fire in a rural location may be better served by replacing one of the truck/support apparatus with a water tender. ERF numbers have been determined by analysis of the critical tasks involved in mitigating incident circumstances as well as the time necessary for the different crew sizes to complete each critical task.

**Alarm Handling Time:** Also referred to as “Call Processing Time.” This is the time period that is used by the Loveland Emergency Communications Center to receive a 911 call and assign appropriate units. CAD time stamps utilized include Phone Pickup and 1st Unit Assigned. This time period
specifically measures the time it takes for the Dispatch center to receive a 911 call, gather
information, create an incident, and assign at least one (1) LFRA apparatus to the incident.

Possible sources of discrepancy: Previous measurement of this time period stopped when an
incident was placed in the “Pending Queue” by the Dispatcher. However, after this happened,
the Dispatcher continued to gather information until there was sufficient information
available to assign an apparatus to the incident. Thus, the time previously reported was an
inaccurate representation of the time taken to handle an incoming 911 call.

Turnout Time: The time period between when an apparatus is assigned to an incident and when
that apparatus goes EnRoute to the incident, as captured by the apparatus Officer pushing the
“Responding” button on the laptop or notifying Dispatch via radio. CAD time stamps utilized include
Assigned and EnRoute. This time period measures the time it takes for a crew to receive notification
of an assignment, report to their assigned apparatus, don the appropriate personal protective
equipment, and mount the apparatus. Some individuals may refer to this time period as “Reflex
Time.” This term should be avoided because it has many different definitions.

Possible sources of discrepancy: The Loveland Emergency Communications Center employs a
station/apparatus alerting system that is compatible with LFRA as well as several other
emergency response agencies. The system employs a variety of tones that alert those stations
and/or apparatus that are assigned to a given incident. Based on the technology applied to
these tones, each incident will have a time lag between the time that the Dispatcher assigns
each apparatus to an incident and when each apparatus receives the tones indicating that
they have been assigned to that incident. Thus, the calculated Turnout Time for each
apparatus will include some variable amount of time that cannot be accurately calculated.

Additionally, because Turnout Time includes several activities that must be performed, that
time will be extended for larger fire stations. Extended turnout times could also be
encountered if the personnel are exercising, involved in a training activity, using the restroom,
or are otherwise engaged in some activity other than waiting for an incident to occur.

Travel Time: The time it takes for an apparatus to arrive on the scene of a reported incident. CAD
time stamps utilized include individual apparatus EnRoute to Arrived. As with Turnout Time, this
time period can be calculated for each apparatus assigned to an incident. LFRA measures the Travel
Time for the First-Due Apparatus as well as the Travel Time for the remainder of the effective
response force to arrive on scene.

Possible sources of discrepancy: This time period is one of the easiest to calculate because of
what it measures; however, two variables have a profound impact on the length of time it
takes for an apparatus to travel to the scene of an incident. First, the volume of traffic on the
road that is traveled by the apparatus will have an obvious effect on travel time. The greater
the volume of traffic, the longer it will take to get to the incident. The second variable is the
actual distance the apparatus must travel. This variable is discussed further below, in the
Urban Response Area section of this document.

LFRA Response Time: It is possible to measure two different types of Response Time. The first is
the time period under direct control of LFRA (Turnout Time plus Travel Time). This time period is
defined as LFRA Response Time, which is the time period between when an apparatus is alerted of
an incident to when that apparatus arrives on scene. Some systems refer to this term as “Reflex
Time.” As mentioned in the Turnout Time discussion above, there may be several different definitions of the term “Reflex Time.”

**System Response Time:** This time period measures the capability of the entire emergency response system, from the time a 911 call is received to when the first apparatus arrives on scene. Thus, this time period starts at the CAD time stamp of Call Pickup and ends when the first apparatus arrives on scene. As with previous discussions, some systems refer to this time period as “Reflex Time,” so LFRA should avoid use of that term.

**Urban Response Area:** The Urban Response Area was established in LFRA’s 2012 Strategic Plan (page 21) as the area within which LFRA strives to provide the highest level of service, including a very short Response Time. All performance measures reported by LFRA are based on the Urban Response Area (URA).

Possible sources of discrepancy: As defined within the current Strategic Plan, the URA encompasses nearly half of the agency’s overall response area and extends as far northwest as the Masonville area and as far southwest as Bonnell West near Carter Lake. Based on the travel time associated with response to some of these more remote locations, it should be expected that increased response times will occur, thus negatively effecting the agency’s ability to meet the response performance goals established for the URA. The Insurance Services Office (ISO) establishes a five road mile response distance from each fire station as its area of primary responsibility. LFRA is currently examining alternatives for re-defining the URA to incorporate a five road mile travel distance from each fire station into a new Urban Response Area, plus considering population density as a method for establishing a new Suburban Response Area.

**CAD Nature Code versus NFIRS Code:**

A Computer Aided Dispatch (CAD) Nature Code identifies the type of incident that was reported to Dispatch. The CAD Nature Code dictates how many apparatus and which types of apparatus are assigned to an incident. It also determines if those apparatus respond to the incident with lights and siren (aka: Emergent) or without lights and siren (aka: Non-emergent). CAD Nature Code is based strictly off the information received by the Dispatcher taking the 911 call.

NFIRS is the National Fire Incident Reporting System, a data collection tool administered by the United States Fire Administration (USFA). An NFIRS Code is a three-digit number that is selected by
an LFRA employee when completing an incident report after the circumstances of that incident have been mitigated and all LFRA resources have cleared the scene. The NFIRS code selected does not have to match the type of incident to which the resources were dispatched. Rather, NFIRS Codes represent the type of situation that LFRA personnel mitigated. The specific codes available are determined by the USFA and may not always exactly describe the specific circumstances found on scene.

All previous reporting on response performance has been based strictly on the type of incident found upon arrival of LFRA apparatus at a reported incident. During the process of analyzing response histories since January 1, 2011, it was noted that the type of situation found is often dramatically different from the type of incident to which LFRA resources were dispatched.

When a 911 call is received at Dispatch, the Dispatcher begins to gather information from the caller. Based on the information gathered, the Dispatcher assigns an appropriate Nature Code and the dispatch system determines which apparatus need to be assigned to that incident. A typical residential structure fire assignment within LFRA’s Urban Response Area is assigned three (3) engine companies, two (2) truck/support companies and the Battalion Chief. The majority of the non-fire incidents to which LFRA responds consist of assignments of either one or two companies.

The Company Officer on the first apparatus to arrive on scene broadcasts a scene size-up, which tells all other responding apparatus what the incident scene looks like upon initial arrival. After completing a 360-degree survey on the incident scene, the first arriving Company Officer broadcasts a follow-up report that provides additional information on the situation found on scene. Based on this information, the Company Officer may determine that there is no structure fire and cancel the remainder of the responding apparatus. Conversely, if the engine company was dispatched to a non-fire related incident and finds signs of a fire, the response plan will be upgraded to a fire-related response plan, with additional apparatus assigned and dispatched.

Following are two examples of the difference between Nature Code and NFIRS Code:

1. A 911 caller provides information that a residential home is on fire, the Nature Code would be a 1st Alarm Residential and Dispatch would assign the closest three (3) fire engines, two (2) truck/support companies and Battalion Chief. All apparatus would respond lights and siren (aka: Emergent).
   a. If the incident is found to be a structure fire, the Officer completing the final report would assign an NFIRS Code identifying the incident as a structure fire.
   b. If the incident is found to be something other than a structure fire, the NFIRS Code selected could be any number of other possible codes, from a smoke investigation, to an alarm, to a citizen assist, depending on what was actually found upon arrival.

2. A 911 caller provides information that there is a smell of smoke in the general vicinity of an address. The Nature Code would be a Single Engine Company for an outside smoke investigation and Dispatch would assign the closest single apparatus. This apparatus would typically respond with no lights and siren (aka: Non-emergent) based on the information from Dispatch.
   a. The assigned apparatus may find no incident in the area reported, which would result in an NFIRS Code of No Incident Found.
   b. The assigned apparatus could also find any number of other situations upon arrival on scene, from a medical emergency, to someone hosting a BBQ, or a burn permit.
c. If the incident is found to be a structure fire, the Officer would request that Dispatch upgrade to a 1st Alarm, which would result in additional apparatus being assigned. Those added apparatus would respond Emergent.

Because a CAD Nature Code dictates a given response plan, it is more valuable for LFRA to analyze response performance based on Nature Code instead of NFIRS Code. This methodology guarantees that the analysis will include the greatest number of apparatus, that all personnel will be donning the same personal protective equipment, and that all of the assigned apparatus will be responding Emergent. To allow for accurate analysis of apparatus utilization, LFRA will be reporting on the number of reported structure fires to which the agency responded. However, because CAD Nature Code does not equal NFIRS Code, the agency will also be reporting the count of actual fire incidents found. The actual number of incidents found (as listed by NFIRS Code) will be the incident numbers reported in all monthly and annual reports.

Similarly, emergency medical incidents are dispatched according to the perceived severity, as determined during the Emergency Medical Dispatch procedure. High-acuity incidents include those with CAD Nature Codes of Charlie, Delta and Echo medicals. LFRA is not regularly assigned to low-acuity incidents, which are categorized as Alpha, Bravo and Omega medicals. While emergency medical services (EMS) incidents were reported based on a count of associated NFIRS codes, response performance analysis for EMS calls has not previously been reported by LFRA. This will be a new addition with the 2015 Annual Report. That report will include the count of all incidents dispatched as Charlie, Delta or Echo medicals, with corresponding LFRA response performance analysis provided.

**Response Performance Analysis:**

An issue that was brought to light with the implementation of the FireView Advanced Reporting Module (ARM) was the discovery that response performance from previous years, which was determined from several “canned” reports from the agency’s records management system, Emergency Technologies Inc (ETI), could not be specifically defined. In other words, LFRA has not yet been able to obtain clear information from ETI as to the specific incident types or time stamps that were analyzed for each of the pre-packaged reports within ETI. The one fact that was clear is that all response performance analysis was performed based on NFIRS Code rather that CAD Nature Code. The implementation of the ARM has eliminated this confusion by allowing LFRA to clearly define and select only those parameters and time periods of interest for the specific response performance report.
The following tables (Figures 5 and 6) provide information regarding response performance that was reported in the 2012, 2013 and 2014 Annual Reports, as well as clearly defined response performance obtained from the ARM. For each time stamp previously reported, LFRA cannot specifically define the exact CAD call type, NFIRS incident type, geographic region, or time stamps that were used by ETI to produce the numbers reported. For the new information being reported from the ARM, the following parameter have been applied:

**Response Performance: Structure Fire**

1. CAD Nature: 1st Alarm Residential and 1st Alarm Commercial only
2. Urban Response Area
3. Calculated 50th percentile (Average) for 5 through 10 below
4. Calculated 90th percentile for 5 through 10 below
5. Alarm Handling: Call Pickup to 1st Unit Assigned
6. Turnout: Unit Assigned to Unit EnRoute
7. 1st Due Travel: Unit EnRoute to Unit Arrival for the first apparatus to arrive on scene
8. ERF Travel: 1st Unit EnRoute to final Unit Arrival for the final apparatus to arrive on scene and complete the ERF for the structure fire assignment
9. 1st Due Response: Unit Assigned to Unit Arrival for the first apparatus to arrive on scene
10. ERF Response: 1st Unit Assigned to final Unit Arrival for the final apparatus to arrive on scene and complete the ERF for the structure fire assignment

**Response Performance: EMS**

1. CAD Nature: Charlie, Delta, Echo medical incidents only
2. Urban Response Area
3. Calculated 50th percentile (Average) for 5 through 8 below
4. Calculated 90th percentile for 5 through 8 below
5. Alarm Handling: Call Pickup to 1st Unit Assigned
6. Turnout: Unit Assigned to Unit EnRoute
7. 1st Due Travel: Unit EnRoute to Unit Arrival for the first apparatus to arrive on scene
8. 1st Due Response: Unit Assigned to Unit Arrival for the first apparatus to arrive on scene

**NOTE:** ERF calculations are not determined for LFRA for EMS incidents because LFRA is a BLS-only, non-transporting agency.

Figure 5 shows the various response performance values that were previously reported in LFRA’s Annual Reports from 2012, 2013, and 2014.

<table>
<thead>
<tr>
<th></th>
<th>2012 Average Reported</th>
<th>2013 Average Reported</th>
<th>2014 Average Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alarm Handling</td>
<td>2:36</td>
<td>2:35</td>
<td>2:33</td>
</tr>
<tr>
<td>Turnout</td>
<td>1:05</td>
<td>1:02</td>
<td>1:06</td>
</tr>
<tr>
<td>1st Due Travel</td>
<td>4:13</td>
<td>5:00</td>
<td>5:03</td>
</tr>
</tbody>
</table>

*Figure 5: Response Performance Reported (2012-2014)*
Figures 6 through 8 reflect updated response performance and incident count information for the years 2012, 2013, and 2014, based on the methodology described above. Figures 9 through 11 provide incident count and response performance analysis for high-acuity emergency medical services (EMS) calls from 2012 through 2014. Annual counts of incidents

### 2012 STRUCTURE FIRES

<table>
<thead>
<tr>
<th></th>
<th>Urban Response Area</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Alarm Handling</td>
<td>Turnout</td>
<td>ERF Travel</td>
<td>1st Due Travel</td>
<td>ERF Response</td>
<td>1st Due Response</td>
<td></td>
</tr>
<tr>
<td>Annual Report</td>
<td>2:36</td>
<td>1:05</td>
<td>4:13</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average</td>
<td>0:55</td>
<td>1:08</td>
<td>4:32</td>
<td>3:35</td>
<td>5:41</td>
<td>4:41</td>
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<tr>
<td>90th</td>
<td>1:26</td>
<td>1:56</td>
<td>9:04</td>
<td>5:56</td>
<td>9:52</td>
<td>7:25</td>
</tr>
</tbody>
</table>

CAD Nature: 89 incidents  
NFIRS Code: 46 incidents

<table>
<thead>
<tr>
<th></th>
<th>Rural Response Area</th>
<th></th>
<th></th>
<th></th>
<th></th>
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<tbody>
<tr>
<td>Alarm Handling</td>
<td>Turnout</td>
<td>ERF Travel</td>
<td>1st Due Travel</td>
<td>ERF Response</td>
<td>1st Due Response</td>
<td></td>
</tr>
<tr>
<td>Average</td>
<td>1:12</td>
<td>1:02</td>
<td>13:13</td>
<td>10:19</td>
<td>14:42</td>
<td>12:13</td>
</tr>
</tbody>
</table>

CAD Nature: 24 incidents  
NFIRS Code: 8

*Figure 6: 2012 Structure Fires*

### 2013 STRUCTURE FIRES

<table>
<thead>
<tr>
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<th>Urban Response Area</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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</thead>
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<tr>
<td>Alarm Handling</td>
<td>Turnout</td>
<td>ERF Travel</td>
<td>1st Due Travel</td>
<td>ERF Response</td>
<td>1st Due Response</td>
<td></td>
</tr>
<tr>
<td>Annual Report</td>
<td>2:35</td>
<td>1:02</td>
<td>5:00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average</td>
<td>0:52</td>
<td>0:51</td>
<td>4:23</td>
<td>3:33</td>
<td>5:34</td>
<td>4:43</td>
</tr>
<tr>
<td>90th</td>
<td>1:20</td>
<td>2:05</td>
<td>9:35</td>
<td>5:26</td>
<td>10:42</td>
<td>7:01</td>
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</table>

CAD Nature: 110 incidents  
NFIRS Code: 50

<table>
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<tr>
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<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
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<td>Turnout</td>
<td>ERF Travel</td>
<td>1st Due Travel</td>
<td>ERF Response</td>
<td>1st Due Response</td>
<td></td>
</tr>
<tr>
<td>Average</td>
<td>1:09</td>
<td>0:06</td>
<td>13:05</td>
<td>10:35</td>
<td>13:11</td>
<td>11:56</td>
</tr>
</tbody>
</table>

CAD Nature: 32 incidents  
NFIRS Code: 10

*Figure 7: 2013 Structure Fires*
### 2014 Structure Fires

#### Urban Response Area

<table>
<thead>
<tr>
<th></th>
<th>Alarm Handling</th>
<th>Turnout</th>
<th>ERF Travel</th>
<th>1st Due Travel</th>
<th>ERF Response</th>
<th>1st Due Response</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual Report</strong></td>
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<td>1:06</td>
<td>5:03</td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Average</strong></td>
<td>0:53</td>
<td>0:57</td>
<td>4:58</td>
<td>3:48</td>
<td>6:01</td>
<td>5:06</td>
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<tr>
<td><strong>90th</strong></td>
<td>1:37</td>
<td>2:16</td>
<td>9:45</td>
<td>6:26</td>
<td>10:56</td>
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CAD Nature: 122
NFIRS Code: 58

#### Rural Response Area

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<th>1st Due Travel</th>
<th>ERF Response</th>
<th>1st Due Response</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Average</strong></td>
<td>1:12</td>
<td>0:51</td>
<td>12:18</td>
<td>11:47</td>
<td>13:16</td>
<td>12:32</td>
</tr>
<tr>
<td><strong>90th</strong></td>
<td>3:18</td>
<td>3:36</td>
<td>20:52</td>
<td>16:05</td>
<td>22:37</td>
<td>16:30</td>
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CAD Nature: 31
NFIRS Code: 6

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### 2012 EMS Incidents (C,D,E)

#### Urban Response Area

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<th>Response</th>
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<tbody>
<tr>
<td><strong>Average</strong></td>
<td>1:49</td>
<td>0:55</td>
<td>3:35</td>
<td>4:30</td>
</tr>
<tr>
<td><strong>90th</strong></td>
<td>3:15</td>
<td>1:45</td>
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CAD Nature: 3,049

#### Rural Response Area

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<td>1:00</td>
<td>5:33</td>
<td>6:22</td>
</tr>
<tr>
<td><strong>90th</strong></td>
<td>3:57</td>
<td>1:45</td>
<td>16:07</td>
<td>17:33</td>
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CAD Nature: 221

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### 2013 EMS Incidents (C,D,E)

#### Urban Response Area

<table>
<thead>
<tr>
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<th>Response</th>
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</thead>
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<tr>
<td><strong>Average</strong></td>
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<td>1:01</td>
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<td>1:52</td>
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CAD Nature: 3,179

#### Rural Response Area

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<th>Travel</th>
<th>Response</th>
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</thead>
<tbody>
<tr>
<td><strong>Average</strong></td>
<td>1:49</td>
<td>0:56</td>
<td>6:20</td>
<td>7:15</td>
</tr>
<tr>
<td><strong>90th</strong></td>
<td>4:22</td>
<td>1:55</td>
<td>17:14</td>
<td>18:09</td>
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</table>

CAD Nature: 191

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### 2014 EMS Incidents (C,D,E)

#### Urban Response Area

<table>
<thead>
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<th>Travel</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Average</strong></td>
<td>1:53</td>
<td>1:04</td>
<td>3:42</td>
<td>4:49</td>
</tr>
<tr>
<td><strong>90th</strong></td>
<td>3:11</td>
<td>1:51</td>
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CAD Nature: 3,609

#### Rural Response Area

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<tr>
<td><strong>Average</strong></td>
<td>1:35</td>
<td>1:09</td>
<td>6:33</td>
<td>7:07</td>
</tr>
<tr>
<td><strong>90th</strong></td>
<td>3:11</td>
<td>1:51</td>
<td>15:31</td>
<td>16:33</td>
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CAD Nature: 238

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Figure 8: 2014 EMS Incidents (C,D,E)

Figure 9: 2013 EMS Incidents (C,D,E)

Figure 10: 2012 EMS Incidents (C,D,E)

Figure 11: 2014 Structure Fires
LOVELAND FIRE RESCUE AUTHORITY  
January, 2016

### CALL INFORMATION (does not include calls for BTCVFD)

<table>
<thead>
<tr>
<th>INCIDENT TYPE</th>
<th>CITY</th>
<th>RURAL</th>
<th>TOTAL</th>
<th>PERCENT of TOTAL</th>
<th>2015 YTD</th>
<th>PERCENT of TOTAL</th>
</tr>
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<tbody>
<tr>
<td>Structure Fire Related</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Vehicle Fire</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Grass/Wildland or Other Outside Fire</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>3</td>
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<td>Fire Alarm</td>
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<td>66</td>
<td>66</td>
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<td>Smoke Investigation</td>
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<td>4</td>
<td>12</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Other Fire Related</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL FIRE RELATED</td>
<td>76</td>
<td>10</td>
<td>86</td>
<td>14.45%</td>
<td>81</td>
<td>12%</td>
</tr>
<tr>
<td>TOTAL EMERGENCY MEDICAL SERVICES (EMS)</td>
<td>302</td>
<td>35</td>
<td>337</td>
<td>56.64%</td>
<td>381</td>
<td>58%</td>
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<tr>
<td>Motor Vehicle Accident (MVA)</td>
<td>12</td>
<td>2</td>
<td>14</td>
<td>9.08%</td>
<td>12</td>
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<td>Extrication</td>
<td>2</td>
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<td>0.34%</td>
<td>2</td>
<td>0.34%</td>
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<tr>
<td>Technical Rescue</td>
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<td>1</td>
<td>2</td>
<td>0.34%</td>
<td>4</td>
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<td>HazMat</td>
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<td>9</td>
<td>1.51%</td>
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<td>Hazardous Conditions</td>
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<td>0</td>
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<td>0.17%</td>
<td>2</td>
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<td>Public Service</td>
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</tr>
<tr>
<td>Assist PD or Other FD</td>
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<td>12</td>
<td>3.40%</td>
<td>20</td>
<td>3.04%</td>
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<td>Standby</td>
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<td>4</td>
<td>0.61%</td>
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<td>Good Intent Call, Other</td>
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<td>0</td>
<td>2</td>
<td>0.34%</td>
<td>2</td>
<td>0.34%</td>
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<tr>
<td>Dispatched &amp; Cancelled en Route</td>
<td>15</td>
<td>15</td>
<td>30</td>
<td>9.24%</td>
<td>52</td>
<td>7.90%</td>
</tr>
<tr>
<td>Wrong Location</td>
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<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>No Incident Found on Arrival on Scene</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Special Type of Incident, Other</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>MONTH TOTAL</td>
<td>515</td>
<td>80</td>
<td>595</td>
<td>100%</td>
<td>658</td>
<td>100%</td>
</tr>
<tr>
<td>YEAR TO DATE TOTAL</td>
<td>515</td>
<td>80</td>
<td>595</td>
<td>100%</td>
<td>658</td>
<td>100%</td>
</tr>
</tbody>
</table>

### CITY VS. RURAL DISTRIBUTION YTD

| CITY vs. RURAL DISTRIBUTION YTD | 86.55% | 13.45% |

Incomplete reports this month not included in the totals will affect YTD totals as they are completed in subsequent months.

---

### Incidents by Station

![Incidents by Station chart]

### Total Call Comparison

![Total Call Comparison chart]

Does not include calls for BTCVFD
LOVELAND FIRE RESCUE AUTHORITY
January, 2016

FIRE AND C,D,E MEDICAL RESPONSE TIMES

<table>
<thead>
<tr>
<th>Incident Type</th>
<th>COUNT</th>
<th>PROCESS TIME</th>
<th>TURNOUT TIME</th>
<th>1ST DUE TRAVEL TIME</th>
<th>1ST DUE RESPONSE TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structure Fire: Urban Response Area</td>
<td>Average</td>
<td>3</td>
<td>1:10</td>
<td>0:25</td>
<td>6:51</td>
</tr>
<tr>
<td></td>
<td>90th</td>
<td>1:51</td>
<td>1:39</td>
<td>6:19</td>
<td>13:57</td>
</tr>
<tr>
<td>Structure Fire: Rural Response Area</td>
<td>Average</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>90th</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>C,D,E Medicals: Urban Response Area</td>
<td>Average</td>
<td>344</td>
<td>1:50</td>
<td>1:10</td>
<td>3:25</td>
</tr>
<tr>
<td></td>
<td>90th</td>
<td>2:58</td>
<td>1:48</td>
<td>5:51</td>
<td>7:11</td>
</tr>
<tr>
<td>C,D,E Medicals: Rural Response Area</td>
<td>Average</td>
<td>13</td>
<td>2:10</td>
<td>1:14</td>
<td>0:00</td>
</tr>
<tr>
<td></td>
<td>90th%</td>
<td>5:38</td>
<td>1:43</td>
<td>0:14</td>
<td>0:16</td>
</tr>
</tbody>
</table>

A 1st Alarm incident is a response plan that requires the greatest number of LFRA apparatus to be initially assigned (3 engines, 2 trucks, and 1 Bat Chief). The following CAD Nature Codes generate a response plan that correlates to a 1st Alarm incident: 1st Alarm Commercial/Industrial, 1st Alarm Residence, Building Collapse, Confined Space Rescue, Dive Rescue, Grass Near Structure, Industrial Rescue, Mass Casualty Incident, MVA Extrication, Rope Rescue, Trench Rescue, Wildland/Grass. During Jan 2016, a search of all of these CAD Nature Codes revealed the following incident count and correlating NFIRS situation types reported.

1st Alarm Incident Outcomes

<table>
<thead>
<tr>
<th>Incident Type</th>
<th>All Incidents</th>
<th>Unit Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>111 - Building Fire</td>
<td>1</td>
<td>9</td>
</tr>
<tr>
<td>113 - Cooking Fire, Confined to Container</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>123 - Fire in Portable Building, Fixed Location</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>160 - Special Outside Fire, Other</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>322 - Motor Vehicle Accident with Injuries</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>324 - Motor Vehicle Accident with No Injuries</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>352 - Extrication of Victim(s) from Vehicle</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>445 - Arcing, Shorted Electrical Equipment</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>463 - Vehicle Accident, General Cleanup</td>
<td>2</td>
<td>11</td>
</tr>
<tr>
<td>542 - Animal Rescue</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>561 - Unauthorized Burning</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>571 - Cover Assignment, Standby, MoveUp</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>611 - Dispatched &amp; Canceled En Route</td>
<td>3</td>
<td>14</td>
</tr>
<tr>
<td>622 - No Incident Found on Arrival at Dispatch Address</td>
<td>1</td>
<td>9</td>
</tr>
<tr>
<td>650 - Steam, Other Gas Mistaken for Smoke, Other</td>
<td>2</td>
<td>15</td>
</tr>
<tr>
<td>651 - Smoke Scare, Odor of Smoke</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>652 - Steam, Vapor, Fog or Dust Thought to be Smoke</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>January Total</td>
<td>22</td>
<td>129</td>
</tr>
</tbody>
</table>

STRUCTURE LOSS/SAVE INFORMATION

<table>
<thead>
<tr>
<th>TYPE OF FIRE</th>
<th>CITY</th>
<th>RURAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LOSS</td>
<td>SAVE</td>
</tr>
<tr>
<td></td>
<td>LOSS</td>
<td>SAVE</td>
</tr>
<tr>
<td>Residential Structure</td>
<td>40,250</td>
<td>703,493</td>
</tr>
<tr>
<td>Commercial Structure</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other Fires</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>MONTH TOTAL</td>
<td>40,250</td>
<td>703,493</td>
</tr>
<tr>
<td>YEAR TO DATE TOTAL</td>
<td>40,250</td>
<td>703,493</td>
</tr>
</tbody>
</table>

Percent of Fires Confined to Room of Origin | 100%
## MUTUAL AID AND AUTOMATIC AID

<table>
<thead>
<tr>
<th></th>
<th>RECEIVED</th>
<th>HOURS</th>
<th>GIVEN</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poudre Fire Authority (PFA)</td>
<td>2016</td>
<td>1</td>
<td>0.5</td>
<td>5</td>
</tr>
<tr>
<td>Previous YTD 2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Berthoud Fire Department (BFD)</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Previous YTD 2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windsor Severance Fire Rescue (WSFR)</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Previous YTD 2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front Range Fire Rescue (FRFR)</td>
<td>2016</td>
<td>2</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Previous YTD 2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Big Thompson Canyon Fire Dept. (BTFD)</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Previous YTD 2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estes Valley Fire Prot District (EVFPD)</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Previous YTD 2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2016 YTD TOTAL</strong></td>
<td></td>
<td>3</td>
<td>1.5</td>
<td>24</td>
</tr>
<tr>
<td><strong>2015 YTD TOTAL</strong></td>
<td></td>
<td>16</td>
<td>4.75</td>
<td>26</td>
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</table>

## TRAINING HOURS

<table>
<thead>
<tr>
<th>TRAINING AND RESERVE</th>
<th>CURRENT MONTH</th>
<th>PREVIOUS MONTH</th>
<th>PREVIOUS YTD</th>
<th>CURRENT YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shift</td>
<td>1,582.00</td>
<td>758.50</td>
<td>994.00</td>
<td>1,582.00</td>
</tr>
<tr>
<td>Reservist</td>
<td>29.00</td>
<td>5.50</td>
<td>17.50</td>
<td>29.00</td>
</tr>
<tr>
<td>Admin</td>
<td>33.00</td>
<td>69.50</td>
<td>40.00</td>
<td>33.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1,644.00</strong></td>
<td><strong>833.50</strong></td>
<td><strong>1,051.50</strong></td>
<td><strong>1,644.00</strong></td>
</tr>
<tr>
<td>Reservist Shift Hours</td>
<td>152.50</td>
<td>163.50</td>
<td>417.75</td>
<td>152.50</td>
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</table>

## SPECIALIZED DISCIPLINES TRAINING

<table>
<thead>
<tr>
<th>COURSES</th>
<th>YTD</th>
<th>YTD</th>
<th>YTD</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aircraft Rescue</td>
<td>6</td>
<td>26</td>
<td>6</td>
<td>25.5</td>
</tr>
<tr>
<td>Hazmat</td>
<td>3</td>
<td>8</td>
<td>4.5</td>
<td>5.5</td>
</tr>
<tr>
<td>Tac</td>
<td>6</td>
<td>3</td>
<td>5.5</td>
<td>8.5</td>
</tr>
<tr>
<td>Urban Search &amp; Rescue</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Water</td>
<td>22</td>
<td>9</td>
<td>31.45</td>
<td>5.5</td>
</tr>
<tr>
<td>Wildland</td>
<td>10</td>
<td>10</td>
<td>45</td>
<td>44</td>
</tr>
</tbody>
</table>
LOVELAND FIRE RESCUE AUTHORITY  
February, 2016

CALL INFORMATION (does not include calls for BTCVFD)

<table>
<thead>
<tr>
<th>INCIDENT TYPE</th>
<th>CITY</th>
<th>RURAL</th>
<th>TOTAL</th>
<th>PERCENT of TOTAL</th>
<th>2015 YTD</th>
<th>PERCENT of TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structure Fire Related</td>
<td>3</td>
<td>1</td>
<td>4</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicle Fire</td>
<td>3</td>
<td>1</td>
<td>4</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grass/Wildland or Other Outside Fire</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Alarm</td>
<td>46</td>
<td>1</td>
<td>47</td>
<td>105</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smoke Investigation</td>
<td>15</td>
<td>3</td>
<td>18</td>
<td>16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Fire Related</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL FIRE RELATED</td>
<td>69</td>
<td>10</td>
<td>79</td>
<td>13.46%</td>
<td>144</td>
<td>12%</td>
</tr>
<tr>
<td>TOTAL EMERGENCY MEDICAL SERVICES (EMS)</td>
<td>279</td>
<td>29</td>
<td>308</td>
<td>52.47%</td>
<td>678</td>
<td>56%</td>
</tr>
<tr>
<td>Motor Vehicle Accident (MVA)</td>
<td>45</td>
<td>17</td>
<td>62</td>
<td>10.56%</td>
<td>98</td>
<td>8.13%</td>
</tr>
<tr>
<td>Extrication</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0.17%</td>
<td>4</td>
<td>0.33%</td>
</tr>
<tr>
<td>Technical Rescue</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0.17%</td>
<td>6</td>
<td>0.50%</td>
</tr>
<tr>
<td>HazMat</td>
<td>13</td>
<td>1</td>
<td>14</td>
<td>2.39%</td>
<td>37</td>
<td>3.07%</td>
</tr>
<tr>
<td>Hazardous Conditions</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>0.34%</td>
<td>5</td>
<td>0.41%</td>
</tr>
<tr>
<td>ARFF</td>
<td>4</td>
<td>0</td>
<td>4</td>
<td>0.68%</td>
<td>5</td>
<td>0.41%</td>
</tr>
<tr>
<td>Public Service</td>
<td>31</td>
<td>3</td>
<td>34</td>
<td>5.79%</td>
<td>85</td>
<td>7.05%</td>
</tr>
<tr>
<td>Assist PD or Other FD</td>
<td>5</td>
<td>1</td>
<td>6</td>
<td>1.02%</td>
<td>15</td>
<td>1.24%</td>
</tr>
<tr>
<td>Standby</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td>0.51%</td>
<td>6</td>
<td>0.50%</td>
</tr>
<tr>
<td>Good Intent Call, Other</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0.17%</td>
<td>3</td>
<td>0.25%</td>
</tr>
<tr>
<td>Dispatched &amp; Cancelled en Route</td>
<td>42</td>
<td>15</td>
<td>57</td>
<td>9.71%</td>
<td>97</td>
<td>8.05%</td>
</tr>
<tr>
<td>Wrong Location</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>No Incident Found on Arrival on Scene</td>
<td>12</td>
<td>3</td>
<td>15</td>
<td>2.56%</td>
<td>21</td>
<td>1.74%</td>
</tr>
<tr>
<td>Special Type of Incident, Other</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>1</td>
<td>0.08%</td>
</tr>
<tr>
<td>MONTH TOTAL</td>
<td>506</td>
<td>81</td>
<td>587</td>
<td>100%</td>
<td>1205</td>
<td>100%</td>
</tr>
<tr>
<td>YEAR TO DATE TOTAL</td>
<td>1021</td>
<td>161</td>
<td>1182</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CITY VS. RURAL DISTRIBUTION YTD</td>
<td>86.20%</td>
<td>13.80%</td>
<td>100%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Incomplete reports this month not included in the totals will affect YTD totals as they are completed in subsequent months.

Incidents by Station

Total Call Comparison

Does not include calls for BTCVFD
### Structure Loss/Save Information

<table>
<thead>
<tr>
<th>Type of Fire</th>
<th>City</th>
<th>Rural</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Loss</td>
<td>Save</td>
</tr>
<tr>
<td>Residential Structure</td>
<td>22,063</td>
<td>533,606</td>
</tr>
<tr>
<td>Commercial Structure</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other Fires</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**MONTH TOTAL**

<table>
<thead>
<tr>
<th></th>
<th>Loss</th>
<th>Save</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Structure</td>
<td>22,063</td>
<td>533,606</td>
</tr>
<tr>
<td>Commercial Structure</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other Fires</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**YEAR TO DATE TOTAL**

<table>
<thead>
<tr>
<th></th>
<th>Loss</th>
<th>Save</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Structure</td>
<td>62,313</td>
<td>1,237,099</td>
</tr>
<tr>
<td>Commercial Structure</td>
<td>5,500</td>
<td>-</td>
</tr>
</tbody>
</table>

All Fires Confined to Room of Origin: 100%

### 1st Alarm Incident Outcomes

<table>
<thead>
<tr>
<th>Incident Type</th>
<th>All Incidents</th>
<th>Unit Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>111 - Building Fire</td>
<td>1</td>
<td>11</td>
</tr>
<tr>
<td>133 - Cooking Fire, Confined to Container</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>130 - Natural Vegetation Fire, Other</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>183 - Grass Fire</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>322 - Motor Vehicle Accident with Injuries</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>252 - Extrication of Victim(s) from Vehicle</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>350 - Water &amp; Ice-Related Rescue, Other</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>440 - Electrical Wiring/Equipment Problem, Other</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>443 - Breakdown of Light Ballast</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>551 - Smoke or Odor Removal</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>611 - Dispatched &amp; Canceled En Route</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>622 - No Incident Found on Arrival at Dispatch Address</td>
<td>2</td>
<td>11</td>
</tr>
<tr>
<td>651 - Smoke Scare, Odor of Smoke</td>
<td>7</td>
<td>54</td>
</tr>
<tr>
<td>743 - Smoke Detector Activation, No Fire - Unintentional</td>
<td>1</td>
<td>7</td>
</tr>
</tbody>
</table>

**February Total**

<table>
<thead>
<tr>
<th></th>
<th>All Incidents</th>
<th>Unit Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Alarm Incident Total</td>
<td>22</td>
<td>151</td>
</tr>
</tbody>
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### FIRE AND C,D,E MEDICAL RESPONSE TIMES

<table>
<thead>
<tr>
<th>Location</th>
<th>Count</th>
<th>Process Time</th>
<th>Turnout Time</th>
<th>1st Due</th>
<th>1st Due</th>
</tr>
</thead>
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<tr>
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<td>C,D,E Medicals: Urban Response Area</td>
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A 1st Alarm incident is a response plan that requires the greatest number of LFRA apparatus to be initially assigned (3 engines, 2 trucks, and 1 Bat Chief). The following CAD Nature Codes generate a response plan that correlates to a 1st Alarm incident: 1st Alarm Commercial/Industrial, 1st Alarm Residence, Building Collapse, Confined Space Rescue, Dive Rescue, Grass Near Structure, Industrial Rescue, Mass Casualty Incident, MVA Extrication, Rope Rescue, Trench Rescue, Wildland/Grass. During Jan 2016, a search of all of these CAD Nature Codes revealed the following incident count and correlating NFIRS situation types reported.
# MUTUAL AID AND AUTOMATIC AID

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## TRAINING HOURS

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## SPECIALIZED DISCIPLINES TRAINING

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February, 2016
LOVELAND FIRE RESCUE AUTHORITY - Community Safety Division
February, 2016

DEVELOPMENT REVIEW STATISTICS

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<th>Conceptual Design Reviews</th>
<th>City</th>
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INSPECTION STATISTICS

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New Bldg./Fire Protection
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<th>Hours</th>
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TOTAL INSPECTIONS YTD
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CSD OTHER ACTIVITIES

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Mo. Total | Prev. Mo. | Prev. YTD | YTD Total | Highlights/Projects
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Public Education Events
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129 58
13.4 days 50%