Loveland Fire Rescue Authority Board Meeting

Station 2
3070 W. 29th Street
Community Room
Loveland, Colorado 80537
Wednesday, October 28, 2015
1:00 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 -

Donation Presentation from Mike Wieda

Badge Pinning for Part Time Firefighter Jeremiah Clymer

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 the Minutes from the Loveland Fire Rescue Authority Board for the September 30, 2015 Regular Board Meeting.

2. Appropriate the 2016 Budget

3. Receive the Third Quarter Budget Biz

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.

4. Consider an Intergovernmental Agreement Between the City of Loveland and the Loveland Fire Rescue Authority for the Provision of Legal Services

5. Receive an Update on 2016 Legal Services and 2015 Pension Legal Services Identified

6. Receive an Update on the Health Trust

7. Consider a Supplemental Appropriation

8. Review Briefing Papers and Correspondence
   a. Chief’s Report
   b. Letters
   c. September Statistics

9. Board Member New Business/Feedback

10. Any Other Business for Board Consideration

ADJOURN
Date: October 28, 2015

Mike Wieda
8301 Spinnaker Bay Drive
Windsor, Colorado 80528

Dear Mr. Wieda:

Loveland Fire Rescue Authority would like to thank you for your donation. We value our partnership with the community and are committed to strategically investing all resources that have been graciously contributed to benefit our community.

Your contribution of:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Contributor’s Designated Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>$139.99</td>
<td>Saw Armor Plate, STI-460/1-FW-FH-RESCUE for MS460/461 Rescue Standard</td>
</tr>
</tbody>
</table>

will help us to protect the lives and property in the greater Loveland area. You have made a difference in our ability to deliver on our mission. It is sincerely appreciated.

Respectfully,

[Signature]

Loveland Fire Rescue Authority
TIN: 45-4127084
Consider the Minutes from the September 30, 2015 Loveland Fire Rescue Authority (LFRA) Regular Board Meeting

EXECUTIVE SUMMARY

The attached documents, prepared by Roylene Sterkel, are a record of the September 30, 2015 regular meeting of the LFRA Board. The document details the discussions at the meeting including: the consent agenda (minutes, re-appointment of Dave Adams to the Fire Rescue Authority Advisory Commission, and increase the volunteer monthly volunteer pension from $700 to $750 effective January 1, 2016), approval of the Colorado Special Districts Property and Liability quotes for workers compensation and property casualty insurance coverage effective January 2, 2016 so that contracts can be developed, direction to staff to post a request for proposals for outside legal counsel, 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

September 30, 2015 Minutes
Members Present:
Board Chair Jeff Swanty
Fire Chief Mark Miller
Rural Board President Dave Legits
Public Safety Admin. Dir. Renee Wheeler
Rural Board Secretary Greg White

BC Greg Ward
City Manager Bill Cahill
Assistant City Attorney Tree Ablao
Mayor Cecil Gutierrez

Members Absent:
Public Safety Admin. Dir. Renee Wheeler
Division Chief Ned Sparks
BSC Roylene Sterkel

Visitors:
Risk Manager Bettie Greenberg
Mike McKenna
BC Tim Smith
BC Rick Davis

Call to Order:
Chairman Swanty called the Fire & Rescue Authority Board meeting to order on the above date at 1:15 p.m.

Public Comment:
None

Consent Agenda:
1. Consider the minutes from the Loveland Fire Rescue Authority Board for the August 26th, 2015 Regular Board Meeting.

2. Appoint Dave Adams to the Fire Rescue Authority Advisory Commission in a City Resident Position for Another Three Year Term to Expire June 30, 2018.

3. Consider Approving the Recommendation from the Consolidated Volunteer Fire Pension Board to Increase Monthly Benefits for Twenty Year Volunteer Retirees from $700 to $750 to Advance the Recommendation to the City of Loveland and the Loveland Rural Fire Protection District.
Chief Miller mentioned relative to item 2 that Dave Adams has been a past member of the Fire Rescue Authority Advisory Commission and wishes to be appointed. Chief Miller and FRAC Chairman John Smeala did an evaluation of Dave and recommended that he be reappointed.

Rural Secretary Greg White wanted to make sure that the Board understood that the consent agenda also included the recommendation to increase monthly benefits for twenty year volunteer retirees. Mayor Gutierrez reminded the Board that this item will need to go before City Council for their approval as well. City Manager Cahill said this item will be on the October 6th City Council agenda.

City Counselor Fogle moved to approve the Consent Agenda. Rural Board President Legits seconded the motion and it carried.

**Regular Agenda:**

4. **Consider Approval of Colorado Special Districts Property and Liability Pool Quote for Workers Compensation and Property Casualty Insurance Coverage Effective January 1, 2016.**

Risk Manager Greenberg said they put the item out for bid to four carriers. From those, we received quotes from Pinnacol for Workers Comp, Colorado Special District Pool (CSDP) and CIRSA. CIRSA quoted for Workers Comp but they were higher than Pinnacle so we didn’t include them. Colorado Special Districts Pool required that members insure both the Workers Comp and the property liability so to join that pool both groups would have to participate. If you look at the math, that’s the most economical way to go and CSDP was significantly cheaper on the Workers Comp and they were also less expensive on the Property and Liability. We turned over all losses for the last 10-15 years and there’s been very little in the way of vehicle claims and property claims. That’s why that quote was so low because they don’t have some of the exposer that the City has a whole. We met with the Colorado Special District Pool and went through their quote extensively.

Greenberg talked about the difference in how cancer is covered by Pinnacol as opposed to CSDP. Pinnacol prices it differently and it amounts to a significantly higher cost. Therefore, it is the recommendation to go with CSDP at a significant cost savings.

Chief Miller reiterated the cost savings to the City of just over $152,000 and a risk reduction for the Rural District that will allow for a reduction in necessary reserves and the deductible goes for the Rural from $250,000 to $5,000. Another thing that the Special Districts Pool has is that they are very involved with the Colorado State Fire Chiefs. If you belong to this pool, they offer a certain amount of training to Special Districts or Authorities that belong to their group and they underwrite some of that training. This year they’re going to underwrite some leadership training for Colorado State Departments that belong to this Special District. They are going to underwrite about 50% of leadership training that we will be sending some of our personnel to.

Mayor Gutierrez asked about the numbers relative to the quote and the 2016 allocated amounts because they are different. Bettie Greenberg explained that the 2016 allocated numbers were based solely on 2016 budget projections, based on previous claims, etc. and so
the numbers aren’t really unrelated.

Councilor Fogle moved to approve the recommendation to go with the Colorado Special District Pool. Rural Board President seconded the motion and it carried.

5. **Provide Direction on Legal Services.**

Chief Miller reminded the Board that at the last meeting they went into Executive Session and discussed legal services and discussed what would be in the best interest of the Authority. The question at hand is whether the Board wants to go out for an RFP for legal services and if they want to include City legal services or just exclusively outside legal services.

Chairman Swanty said that was an accurate statement and the Board wanted to wait until the Mayor was in attendance since he missed that meeting. He indicated that according to the vote from last week, we would contract for outside legal services. City Manager Cahill said his recollection was a strong desire for independent counsel and there’s two pieces to that. There’s general counsel and there’s special counsel and the city has been providing general counsel services and he thinks the Board has a desire to have independent legal counsel to do that. There were a number of things that were discussed and it seems to me that the resolution that came out of the discussions was to issue an RFP because the direction of the Board was that there are people that can do this, one of them being Ireland Stapleton who is currently our special counsel, but not general counsel. This is a significant move and potentially a shift in expenses depending on how it turns out to go to independent general counsel. Cahill’s view that he expressed to the Board is to issue an RFP for those services to see what is out there and see what their services are.

Chairman Swanty said a follow up to that is that the Board talked about whether we were going to continue to use Ireland Stapleton. Rural Board President Legits said Ireland Stapleton is heavily involved with other Fire Districts around Colorado and is very familiar with Colorado Legislature and the impacts on the fire service, which is a huge benefit.

Mayor Gutierrez apologized for missing the last meeting. He said it seems to him that we need to think about two different aspects of legal counsel. Special Counsel that Ireland Stapleton has the expertise in, but general counsel he’s not so sure that we need the high level expertise of somebody like Ireland Stapleton. What we’re looking at for general counsel is someone who can keep us out of trouble with legalities of what we do on a daily basis. Asst. City Attorney Ablao said they deal with such things as IGA’s, MMU’s, answering questions from staff and making sure meetings are run legally. Mayor Gutierrez said if we put out an RFP for general counsel duties we might be able to find someone that doesn’t require the higher level expertise that we need to complete the maturation process.

Councilor Fogle said the one thing that struck him in the meeting was that Ireland Stapleton works on a flat yearly fee basis and we get a basket full of services. He thinks they have complete services at a heavily discounted price to make up for the fact they are not doing work all the time.

City Manager Cahill said what he heard was a monthly retainer that is a flat fee and the monthly retainer does not provide all services that may be required. If we go out to RFP for general counsel, there’s nothing that prevents Stapleton Ireland from still being special counsel. He thinks it’s a prudent managerial thing to issue an RFP and let everybody respond. Ireland Stapleton is still under contract as special counsel but they could respond to the RFP for general counsel services, but then we would see who else is out there, how they might fit with the Board and what their skill sets and fees are.
Chairman Swanty said he likes the idea of having one attorney, especially when they are experts like Stapleton Ireland because they may be able to provide better guidance when it’s something that goes beyond general counsel. The Fire Authority staff put time and effort into talking to attorneys previously and we did have two of what we felt were the best come to the Board and interview. He doesn’t know how much more expertise there is out there then what we’ve already explored.

Rural Board Secretary White said he believes we need to go out with an RFP because there are other attorney’s throughout northern Colorado that do this work and it comes down to pricing and things like that. Councilor Fogle agrees that we need to do an RFP to see what’s out there. Ireland Stapleton may come out on top of that process but we need to know that we have the best package of goods.

City Manager said our original estimate in the budget for doing the transitional work was $50,000. Our actual expenses for where we are now is closer to $80,000 so we’re well over our estimate. When it comes to budget impact and pricing, a price quoted is not always a price delivered.

City Councilor Fogle moved that we put out an RFP. Rural Board President Legits seconded that motion and it carried.

Chief Miller stated that he has a copy of an RFP that Poudre Fire just completed for the same type of situation. He wanted to be clear on what the Board wanted included in the RFP. The Board said the term “non-exclusive legal services” as stated in the Poudre RFP would include both general legal counsel and special legal counsel. Asst. City Attorney Ablao said she needs clarification because the discussion went from non-exclusive to exclusive. Rural Board Secretary White said he thinks the Board is asking for legal services to represent the Authority. This means that a general counsel would represent the Authority, not city attorneys. Chairman Swanty said the Board is looking for counsel that will have no conflict of interest between the three entities.

Chief Miller said that like the Board, he would like to think that most of our expensive legal issues are behind us once we get most of the maturation done, but we still have some real hurdles coming up with the transition of apparatus and property. He said we will prepare an RFP.

Rural Board President wondered if any of the language in the RFP excludes that attorney from getting historical opinion from the City and the Rural because there are a lot of specifics with both of those related to the fire service.

6. Review Briefing Papers and Correspondence.

Chief Miller talked about the passing of retired State Patrolman William (Bill) Hammons. Bill’s son Brad was a Volunteer with Loveland Fire for about 15 years. Bill’s father was one of the original instigators of the Colorado State Patrol, 80 years ago. Ironically, Bill died on the 80th anniversary of the Colorado State Patrol. His service is tomorrow and the Fire Authority will be sending representation.

Tonight there is a swearing in for new members.

October 6th is the Council meeting in which we bring before the Council a couple of resolutions and other documents regarding maturation. It would be good for any Board members that can attend to be there.
We are in the process of doing an **RFP for the Training Center**. Ken Cooper is working on that document and hopes to get it out for design and engineering of the newly acquired property, the training tower and the use of the other buildings there. In that same process, we are annexing the property which is currently in the county into the city. That process is approximately $11,000 for the annexation. He would like the Board to be involved in picking an architect for that process.

7. **Board Member New Business/Feedback.**

   Mayor Gutierrez wanted to thank the Board and LFRA for the flowers they sent to his wife during her recovery.

8. **Any Other Business for Board Consideration.**

   Chief Miller said that HR Director Holland wasn’t able to attend today to give an update on the Health Trust or Employee Conversion. He said the information is contained in the City Council packet for October 6th. The Employee Conversion is almost complete once all the signatures are acquired.

No further items were discussed and Chairman Swanty adjourned the regular meeting at 1:45 p.m.

*Minutes submitted by Secretary Sterkel*
A Resolution Making an Appropriation for the Fiscal Year Beginning January 1, 2016 and Ending December 31, 2016 for the Loveland Fire Rescue Authority

EXECUTIVE SUMMARY

The Authority Board held a public hearing and approved a budget for the operations of the Loveland Fire Rescue Authority in the amount of $12,598,736 on July 29, 2015 along with the schedule of rates, charges and fees. Both partner organizations have approved this budget as it was presented. The City of Loveland approved the LFRA Budget October 6, 2015 and appropriated the City Budget (including the contribution to LFRA) on second reading at the City Council meeting on October 19, 2015. The Loveland Rural Fire Protection District approved both the LFRA Budget August 5, 2015 and the Rural District budget (including the contribution to LFRA) is scheduled for consideration on November 4, 2015. The final step in the budget process for the Authority is to appropriate the budget for the 2015 fiscal year.

BACKGROUND

In compliance with the intergovernmental agreement Article IV: Section 4.1 the Board has submitted the 2016 budget to the governing bodies for their approval. Both the Rural District Board and the City Council have approved the budget; and therefore, the final action for the Authority Board is to appropriate the budget for 2016.

The partner contributions are calculated as agreed upon in the intergovernmental agreement as 82% from the City and 18% from the Rural District. These contribution percentages are based on the net expenditure budget (expenditures less the revenue that can be generated by the Authority through it can generate).

<table>
<thead>
<tr>
<th>Total Expenditure Budget for Appropriation in 2016</th>
<th>$12,598,736</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less the Total Projected Revenue from Fees</td>
<td>181,025</td>
</tr>
<tr>
<td>Less the Big Thompson Canyon Specific Expenditures (bunker gear and fitness evaluations)</td>
<td>11,100</td>
</tr>
<tr>
<td>Net Expenditure Budget for the Calculation of Partner Contributions (expenditures less revenue less Big Thompson Canyon Expenditures)</td>
<td>$12,406,611</td>
</tr>
<tr>
<td>City Contribution: 82% of Net Expenditures (rounded to meet City’s budget requirements)</td>
<td>$10,173,420</td>
</tr>
<tr>
<td>Rural Contribution: 18% of Net Expenditures Plus Big Thompson Canyon Expenditures</td>
<td>$2,244,291</td>
</tr>
</tbody>
</table>
STAFF RECOMMENDATION

Approve the resolution to appropriate the LFRA budget for 2016.

FINANCIAL/ECONOMIC IMPACTS

Legally establish the operations budget for LFRA in 2016 at $12,598,736.

ASSOCIATED STRATEGIC GOALS

Resources necessary to advance all three primary goals in the Strategic Plan:

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

ATTACHMENTS

Resolution

Budget Summary
RESOLUTION NO. R-056

A RESOLUTION MAKING AN APPROPRIATION FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2016 AND ENDING DECEMBER 31, 2016 FOR THE LOVELAND FIRE RESCUE AUTHORITY

WHEREAS, the Loveland Fire Rescue Authority (“LFRA”) held a public hearing on July 29, 2015 at which the 2016 Budget and rates, charges and fees were presented, approved and adopted; and

WHEREAS, the Loveland Rural Fire Protection District approved the LFRA 2016 Budget and rates, charges and fees at their board meeting on August 5, 2015; and

WHEREAS, the City of Loveland also approved and adopted after public hearing, the LFRA 2016 Budget and rates, charges and fees at the City Council meeting on October 6, 2015; and

WHEREAS, LFRA desires to make an appropriation for the budget year beginning January 1, 2016.

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

Section 1. That out of estimated resources to be derived from all sources set forth in the 2016 Budget including fees and contributions from the Loveland Rural Fire Protection District and the City of Loveland, there is hereby appropriated $12,598,736 for the Loveland Fire Rescue Authority for the fiscal year beginning January 1, 2016.

Section 2. That as provided in Article IV: Section 4.1 of the Intergovernmental Agreement for the Establishment and Operation of the Loveland Fire Rescue Authority as a Separate Governmental Entity, this Resolution shall be published in full by the Board Secretary.

Section 3. That this Resolution shall go into effect as of the date and time of its adoption.

ADOPTED this 28th day of October, 2015.

ATTEST:  

Jeffrey M. Swanty, Chairperson

Secretary
Revenues:

Taxes (General Fund Revenue)  
202,421 158,210 158,210 166,050 166,050 1.3% 5% 5%

Intergovernmental:  
City 8,476,899 9,568,750 9,988,576 9,989,220 184,200 10,173,420 80.7% 6% 2%
Rural District 1,860,783 2,100,460 2,192,617 2,203,855 40,436 2,244,291 17.8% 7% 2%

Total Revenues 10,773,680 11,896,420 12,408,403 12,374,100 224,636 12,598,736 100.0% 6% 2%

Expenditures:

Personnel (Salaries and Benefits) 8,038,469 8,686,540 8,727,490 9,158,881 84,764 9,243,645 73% 6% 6%
Supplies 476,268 455,020 556,818 355,549 15,830 371,379 3% -18% -33%
Services (Includes City Indirect Service) 2,103,228 2,637,420 2,802,245 2,772,772 16,797 2,789,569 22% 6% 0%
Capital 155,715 117,440 321,850 86,898 107,245 194,143 2% 65% -40%

Total Expenditures 10,773,680 11,896,420 12,408,403 12,374,100 224,636 12,598,736 100% 6% 2%

Excess or Deficiency of Revenues Over or Under Expenditures (1) 0 0 $0 $0 $0 $0

Fund Balance (Beginning January 1) 17,397 17,397 17,397 17,397 17,397
Fund Balance (Ending December 31) 17,397 17,397 17,397 17,397

Expenditures Restated by Service Division:

Fire Operations 8,359,298 9,333,250 9,641,578 9,765,623 224,636 9,990,259 79% 7% 4%
Community Safety 619,254 678,210 692,760 734,171 734,171 6% 8% 6%
Admin Division w/o City Admin 743,518 782,250 971,355 696,155 696,155 6% -11% -28%
Administrative Services Provided by the City 1,051,610 1,102,710 1,102,710 1,178,151 1,178,151 9% 7% 7%

Total Expenditures 10,773,680 11,896,420 12,408,403 12,374,100 224,636 12,598,736 100% 6% 2%

Full Time Equivalent Employees:

Full Time Employees- Benefited 81.0 83.0 83.0 83.0 1.0 84.0 92.7%
Part Time Employees - Benefited 0.0 0.0 0.0 0.0 0.0 0.0 0.0%
Part time Employees - Non-Benefited 6.1 6.1 6.6 6.6 6.6 7.3%
Total 87.1 89.1 89.6 89.6 1.0 90.6 100.0% 2% 1%

(1) City’s contribution during the year was net of the advance to cover cash flow related to grant receipts in the previous year (draw down fund balance) and the balance has been retained since.
2015 Third Quarter Budget Report – *Budget Biz*

**EXECUTIVE SUMMARY**

The 2015 third quarter budget report is submitted for the Board’s review of the LFRA budget performance. It is intended to report all resources committed to the Fire Authority operations and capital. There are three sections of the report the Budget Status, Other Budgeted Resources, and In the Works.

**BACKGROUND**

The *Budget Biz* report is intended to highlight budget performance and issues that influence the resources available to deliver the mission of the LFRA. The primary audience is the LFRA Board, but it is available to the public. It is currently on the LFRA Board page of the website. It is designed as a three section report. The *Budget Status* section of the report highlights the comparisons of the budget to actual revenues and expenditures in the Fire Authority Fund. The *Other Budgeted Resources* section highlights other resources within the City that are appropriated for Fire. The *In the Works* section highlights processes that are necessary to secure resources for the Fire Authority and features initiatives or major purchases that are not yet complete but impact the budgetary comparisons in future reports.

The budget to actual comparisons for revenues and expenditures in the Fire Authority Fund are presented at 75% of 2015. Revenues are in the Fire Authority Fund are at 74% of the annual budget, compared to 71% last year when the City contribution is considered. Expenditures in the Fire Authority Fund are at 72% of the annual budget, compared to 64% last year.

**STAFF RECOMMENDATION**

Information Only

**FINANCIAL/ECONOMIC IMPACTS**

N/A

**ASSOCIATED STRATEGIC GOALS**

Deliver cost effective services.

**ATTACHMENTS**

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

There are three sections of the report: LFRA Budget Status, Other Resources, and In the Works. The Budget Status section will highlight the budget status for revenues and expenditures for the Fire Authority Fund year to date through September, 2015. The expenditures will be presented by program and account category at the department level. Each of these financial presentations include variance explanations when the current percentage of the total budget is significantly different from the percentage of the year (i.e., third quarter is 75% of the year). There are resources outside of the Fire Authority Fund that are critical to our service delivery mission. The Other Resources section is devoted to highlighting the status of budgets that are outside of the Fire Authority Fund. The next section of the report provides status information on the various processes used to develop long term and short term operational and capital planning. It is also intended to highlight significant financial transactions or strategies that the department is working on to advance the strategic plan and deliver cost effective services.

Quarter 3 at 75% of 2015

- Operations revenues are at 74% of the revenue budget compared to 71% last year when the City contribution for September was included in the figures for 2014.
- Operations expenditures are at 72% of the annual budget, compared to 64% last year.
- LFRA Maturation process associated with the employee conversion from City employees to LFRA employees is near completion. As the final step in the approval process, the City Council will consider all documents at their meeting on October 6, 2015.
- The Smeal Ladder truck being refurbished is planned for October delivery.
- 2016 $12.6M Proposed Budget has been approved by the LFRA Board and the Rural District. City Council will consider approval on October 6th.
- The Community Safety Division continues to be challenged by the building activity. A part time employee was added to assist and additional overtime funding has been shifted to bolster resources to meet the demand.
- The Leadership Journey, a Leadership development course taught by Chief Miller, is in full swing and includes employees from all ranks consistent with the LFRA philosophy that all members of our team have responsibility for leadership.
- A badge pinning in August honored new and promoted employees, and the Administrative Analyst was hired with an October 5, 2015 start date.
**LFRA Budget Status - Revenue**

**Loveland Fire Rescue Authority**  
**Budget Revenue Report**  
Quarter Ending 9/30/2015, 75% of the Year

<table>
<thead>
<tr>
<th>Segments/Accounts</th>
<th>Total Budget</th>
<th>YTD Rev*</th>
<th>Total Variance</th>
<th>Total % Uncollected</th>
<th>Total % Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Investment Activity as a % of the Total</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>City Investment Pool</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest On Investments</td>
<td>$500.00</td>
<td>$316.36</td>
<td>$183.64</td>
<td>36.73</td>
<td>63.27</td>
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<tr>
<td>Gain/Loss On Investments</td>
<td>500.00</td>
<td>-230.67</td>
<td>730.67</td>
<td>146.13</td>
<td>-46.13</td>
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<td><strong>SubTotal : Investment Activity</strong></td>
<td>$1,000.00</td>
<td>$85.69</td>
<td>$914.31</td>
<td>91.43</td>
<td>8.57</td>
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<tr>
<td><strong>Community Safety</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Events (1)</td>
<td>31,500.00</td>
<td>21,151.00</td>
<td>10,349.00</td>
<td>32.85</td>
<td>67.15</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>0.00</td>
<td>2,208.35</td>
<td>-2,208.35</td>
<td>0.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Building (2)</td>
<td>58,400.00</td>
<td>33,654.88</td>
<td>24,745.12</td>
<td>42.37</td>
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<td>Firework Stand Review (4)</td>
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<td>-18,900.00</td>
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<td>Hazmat Mitigation</td>
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<td>1,100.00</td>
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<tr>
<td><strong>SubTotal : Technical Response and Systems</strong></td>
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<td>$0.00</td>
<td>$1,100.00</td>
<td>100.00</td>
<td>0.00</td>
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<td><strong>Administration</strong></td>
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<td>Federal Grants (8)</td>
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<td>5,000.00</td>
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<td>Rural Fire District</td>
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<td>Contribution - Loveland</td>
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<td><strong>Grand Total : (9)</strong></td>
<td>$12,573,403.00</td>
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<td>$3,309,127.89</td>
<td>26.32</td>
<td>73.68</td>
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</table>

*YTD = Year to Date, Rev = Revenue

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**Revenue Variance Explanations**
Variance Explanations - Revenue

(1) Special Events
  Budweiser Event Center Standby.

(2) Building Permits
  Building Permits are down more than expected compared to budget related to city building permit processing. There have been 19 fewer permits paid within the same timeframe, 2015 compared to 2014.

(3) Contractor Permits
  Contractor Permits are charged bi-annually and the budget projection did not reflect that.

(4) Fireworks Stand Permits
  Fireworks Stand Permits have been purchased for the year.

(5) Rural Fire Inspection Fee
  Several substantial projects in the 25/34 Development (Apartment complex, Shooting Range, care facility).

(6) State DOLA Firefighter Trust Premium
  Received reimbursement of premium paid to the Trust from the Colorado Division of Local Affairs based on the heart and circulatory legislation effective Jan 1.

(7) Training Center Fees
  Burn Building and Command Training Center.

(8) Federal Grants
  This is the mitigation study and master plan grant that is received on a reimbursement basis and the vendor was just selected.

(9) Grand Total
  Last year LFRA had collected 71% of the revenue budgeted for the year once the City Contribution was taken into consideration.
## LFRA Budget Status - Expenditures

**Loveland Fire Rescue Authority**  
**Authorized Spending Report by Division and Program**  
**Quarter Ending 9/30/2015, 75% of the Year**

### Expenditure Variance Explanations

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

### Segments

<table>
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<tr>
<th>Segments</th>
<th>Total Budget</th>
<th>*YTD Exp</th>
<th>*YTD Enc</th>
<th>Total Available</th>
<th>Total % Available</th>
<th>Total % Spent</th>
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<td><strong>Community Safety</strong></td>
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<td>Prevention</td>
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<td>General Station Operations</td>
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<td>56,649.15</td>
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<td><strong>Technical Response and Systems</strong></td>
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<td>Special Operations (Dive, Hazmat &amp; Urban Rescue)</td>
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<td>926.00</td>
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<td>Communications / Telephone</td>
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<td>20,364.07</td>
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<tr>
<td><strong>Grand Total (4)</strong></td>
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<td>$8,981,509.35</td>
<td>$96,623.95</td>
<td>$3,495,269.70</td>
<td>27.80</td>
<td>72.20</td>
</tr>
</tbody>
</table>

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

Variance Explanations - Expenditures

1. Station One
   - Purchases of uniforms for all stations; Purchase of a new dishwasher for the station; Janitorial supplies.

2. Station Two
   - Power Washer; Household supplies; Maintenance supplies.

3. Health & Safety
   - Physical Testing and Evaluations; Psychological Evaluations.

4. Grand Total
   - Last year 64% of the budget had been spent.

Rigging for Rescue Rope
Technician Course

Loveland Fire Rescue Authority
Authorized Spending Report by Account Class
Quarter Ending 9/30/15, 75% of the Year

<table>
<thead>
<tr>
<th>Segments</th>
<th>Total Budget</th>
<th>*YTD Exp</th>
<th>*YTD Enc (1)</th>
<th>*YTD Exp</th>
<th>*YTD Enc</th>
<th>Total Available</th>
<th>Total Available</th>
<th>Total % Spent</th>
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<td>Supplies</td>
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<tr>
<td>Capital Outlay</td>
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<td>205,185.25</td>
<td>63.48</td>
<td>36.52</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grand Total                | $2,573,403.00 | $8,981,509.35 | 96,623.95 | $3,495,269.70 | 27.80    | 72.20          |

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

1. Encumbrances
   - Fire Hoses, Smoke Curtains, Digital Intercom 4 Radio, Development Review Team training, drug testing, Station 5 exhaust system, the EMS Physican Advisor for the year, Peer Support Psychologist, radio maintenance contract, and outside legal counsel.

2. Purchased Services
   - Grant appropriated in July for Mitigation Strategy and Master Plan - $165,000. Other budget transfers have been processed between account categories to address budgetary needs.
## Other Resources

**City’s Capital Replacement Fund:**
- Ladder Truck Refurb Budget: $606,240.00
- Plus Reappropriation for the Aerial Platform Truck: $925,094.00
- Less Actual Expenditures: $836,522.22
- Less Encumbrances (Purchase Order-Refurb): $494,674.04
- Remaining Budget: $200,137.74

*Ladder Truck Refurbishment and the remaining 2014 budget for the 100’ Aerial Platform Truck and equipment necessary to make it service ready. Aerial Platform truck is in service. The ladder truck refurb is in progress and expected to be completed in October. The remaining budget will be used for the Station Alerting Project and the LFRA share of a communication tower project.*

**City’s Fire Capital Expansion Fee Fund:**
- Budget: $295,000.00
- Plus the Reappropriation of a share of the Remodel: $11,000.00
- Less Actual Expenditures: $1,450.00
- Less Encumbrances (Purchase Orders): $1,021.55
- Remaining Budget: $303,528.45

*New Training Center Property Design; the actual expenditure is related to a final close out bill from Belford Watkins for the Station 2 construction. The request for proposals on design are currently posted.*

*This fund is also being charged for an allocated share of the design for the remodel at the Fire Administration Building (portion of Station 1) managed by City Facilities, previously thought to be a portion of the Capital Expansion Fee study. $15,000 was appropriated in 2014. There was a balance of $11,000 that has been included in the reappropriation ordinance; the expenditure commitment in 2015 through 9/30/15 is $1,021.55.*

## In the Works

**LFRA Maturation**
- Employee Conversion - The Loveland Rural Fire Protection District Board voted to approve documents (third amendment and the assignment of the Consolidated Fire Volunteer Pension) at a special meeting held September 23, 2015. The City Council will consider all documents at their regular City Council meeting on October 6, 2015.
- Health Trust Agreement - Staff reviewed the draft agreement and provided feedback for clarifications and minor modifications. The City Manager, Human Resources Director, Finance Director, and the assigned attorney have taken that feedback into consideration and are in the process of revising the document. The document was presented to the LFRA Board at their September meeting for review. The City is considered the administrator of the health trust and will have the decision making authority over benefits, premiums, reserves, and programs to manage the cost of the claims.

**Consolidated Fee Schedule**
- Work has begun on consolidating the City of Loveland Fire Schedule of Rates, Fees and Charges and the Loveland Rural Fire Protection District Rates, Fees and Charges table to create a single LFRA Fee Table to be effective January/February of 2016. Staff expects to bring the consolidated table to all governing boards in October/November 2015. The objectives for the revision are: project equity between projects within the entire service delivery area, clarity for customers estimating the cost of a project; and administrative efficiency. It is expected to demonstrate that the Fire Authority supports the community philosophy that development should pay its own way, in an effort to prevent existing taxpayers from subsidizing growth, and that the Fire Authority endeavors to improve cost recovery for services where there is a direct relationship between service provided and the benefit received.

**Muscular Dystrophy Association News**
- The LFRA Local 3566 and many others helped to make the MDA Fill the Boot drive a success this year, raising **$8,566.84**! We didn’t quite hit our goal, but that gives us something to shoot for next year. *MDA Rocky Mountain* is very pleased with the work of LFRA over the past two years!

*(Continued on page 7)*
Communications Tower Structural Integrity in Question

The primary focus this quarter for the Office of Emergency Management was to support the Communications Group in addressing concerns raised on the safety of the FAB communication tower. A structural analysis and loading study was completed on the tower itself and in early September a roof analysis was done to take a look at the load carrying capacity of the building. In both cases, the reports came back with negative results and will require us to relocate the equipment currently on the tower. The tower itself must be removed from the roof. Solutions are being explored such as installing a new monopole tower in the south parking lot and permanently removing the old tower.

Apparatus / Equipment

The Smeal Ladder Refurbishment is scheduled for October delivery. The new Airport rescue and firefighting (ARFF) vehicle was delivered in September. The ARFF unit has 1,500 gallons of water, 400 gallons of foam, and 450 pounds of dry chemical fire extinguishing agents.

2016 Budget

A public hearing for the $12.4 million 2016 Budget and the schedule of fees and charges was conducted on July 8, 2015 and was adopted by the LFRA Board on that date. It had been approved by the Loveland Rural Fire Protection District Board on August 5, 2015. It will be before the City Council for approval October 6. The LFRA Board is scheduled to appropriate the budget at the October 28, 2015 LFRA Board meeting.

Grants

A grant that was successfully secured in April by the Emergency Manager Captain Mialy that will fund a Mitigation Strategy and Master Plan was appropriated in the third quarter. The contract with the State is in process, and Michael Baker International/Logan Simpson was selected to perform the work.

Building Activity

The Community Development Division continues to be challenged by the building activity workload. A part time Fire Inspections Technician was added to the staff in this quarter. There is a significant investment in conceptual plan review prior to projects pulling permits that generate revenue. Several projects are in the process. There are several large projects being developed in the Rural District (2534 Development) on the southeast side of Interstate 25 and Highway 34 including a large apartment complex, a shooting range, a hotel and a medical facility.

The Leadership Journey

On September 2nd, we started another Leadership Journey Class. This is a class that former Fire Chief Mirowski developed and has been taught for the last several years in LFRA. It is based on the HBO series Band of Brothers. We are now into the 4th week of the class and learning much about leadership, including what it takes to be a “transformational” leader, and the importance of recognizing the different seasons of our journey and making course adjustments to keep us on the right path. We are all at different points in our journey and we are all leaders regardless of our rank/position, thus the reason this is such an invaluable opportunity to grow, and make course corrections as necessary in our desire to be great leaders. Of great importance we have learned about the three essentials of Leadership – Character, Competence and Vision, which embody Trustworthiness.

Recruiting and Promotions

A well-attended badge pinning was conducted on August 10th to honor the achievements of Captain Carie Dann, Lieutenant Ben Andersen, Engineer Sean Houlihan, Firefighter Uriel Sanchez and Part-Time FF Jesse Schleiger. Cheryl Cabaruvias was selected as the new Administration Analyst and will start work on October 5.
2015 LFRA Budget Process

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

LFRA Staff Recommendation June

LFRA Board Subcommittee Consideration of Staff Recommendation
July 8, 2015

Fire Authority Board Public Hearing, Adoption of Budget and Fees
July 29, 2015

Rural District Board Approves Budget and Fees
August 5, 2015

City of Loveland Approves Budget and Fees
October 6, 2015

Fire Authority Board Appropriation of Budget
October 28, 2015

For more information regarding this report, contact: Renee Wheeler, Public Safety Administrative Director, at 970-962-2704 or Renee.Wheeler@cityofloveland.org
Consider an Intergovernmental Agreement Between the City of Loveland and the Loveland Fire Rescue Authority for the Provision of Legal Services

EXECUTIVE SUMMARY

The attached agreement is proposed so that the City Attorney’s Office can provide non-exclusive legal services to LFRA with respect to legal advice relating to the employee transfer, in addition to continuing the legal services currently provided, through December 31, 2015.

BACKGROUND

Due to the conflict identified by the Board, the Board retained outside counsel for legal advice respecting the employee transfer issues. In order for the City to provide legal services (rather than outside counsel) with respect to the employee transfer issues that have and may continue to arise between now and January 1, 2016, the Board would need to waive the conflict in writing. This agreement contains such conflict waiver. As discussed, it is short term (October 30-December 31). The scope of services to be provided are on a matter by matter basis unless:

A. there is a conflict of interest based on a directly adverse position on the matter between the City and the LFRA.
B. the City Attorney determines that the City Attorney’s Office does not have the capacity and resources to handle the particular matter, and
C. the City Attorney and the LFRA Fire Chief agree that the subject of the matter is more appropriately handled by other counsel.

STAFF RECOMMENDATION

Move to approve the intergovernmental agreement between the City of Loveland and LFRA for the provision of legal services as written.

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

Deliver cost effective services.

ATTACHMENTS

Agreement
INTERGOVERNMENTAL AGREEMENT
BETWEEN THE CITY OF LOVELAND AND THE LOVELAND FIRE RESCUE AUTHORITY
FOR THE PROVISION OF LEGAL SERVICES

THIS AGREEMENT is entered into this ___ day of __________________, 2015, pursuant to C.R.S. § 29-1-201, et seq., by and between THE CITY OF LOVELAND (“City”), COLORADO, a municipal corporation and the LOVELAND FIRE RESCUE AUTHORITY (“LFRA”), a separate governmental entity organized pursuant to C.R.S. § 29-1-203(4),

WITNESSETH:

WHEREAS, the City and the Loveland Rural Fire Protection District entered into the Intergovernmental Agreement for the Establishment and Operation of the Loveland Fire Rescue Authority as a Separate Governmental Entity as of the 19th day of August, 2011 (the “IGA”); and

WHEREAS, and Section 6.4 of the IGA, the City provides certain services, including legal services to the LFRA; and

WHEREAS, the LFRA, pursuant Section 1.9 and Section 6.4(b) of the IGA, has the power to enter into contracts with third parties for the provision of services, and is in the process of completing a competitive process for the provision of legal services to the LFRA; and

WHEREAS, the LFRA and has determined that the appointment of the City Attorney of the City of Loveland to provide to the LFRA a portion of the legal services needed by the LFRA, as described in this Agreement, is in the best interests of the LFRA; and

NOW, THEREFORE, in consideration of the mutual covenants and obligations herein expressed, it is agreed by and between the parties hereto as follows:

1. Appointment.

A. The LFRA hereby appoints the City Attorney to serve as a non-exclusive legal advisor to the LFRA pursuant to the terms of this Agreement. This appointment shall include those members of the City Attorney’s staff who are designated by the City Attorney to provide legal services pursuant to the terms of this Agreement.

B. The City hereby consents to and directs that the City Attorney provide legal services to the LFRA pursuant to the terms of this Agreement. While providing such services, the City Attorney and those members of the City Attorney’s staff designated by the City Attorney to provide the legal services shall remain at all times employees of the City and shall be deemed to be carrying out such services in the course of their employment by the City.

2. Term and Termination.
This Agreement shall commence on October 30, 2015 and shall expire on December 31, 2015. Either Party may terminate this Agreement without cause at any time with not less than thirty (30) days written notice to the other Party. The decision to terminate by the City may be made by the City Attorney. The decision to terminate by the LFRA may be made by the LFRA Fire Chief.

3. **Scope of Legal Services.**

The City Attorney will provide legal services as requested by LFRA on a matter-by-matter basis unless:

A. there is a conflict of interest based on a directly adverse position on the matter between the City and the LFRA.

B. the City Attorney determines that the City Attorney’s Office does not have the capacity and resources to handle the particular matter, and

C. the City Attorney and the LFRA Fire Chief agree that the subject of the matter is more appropriately handled by other counsel.

4. **Consent to Conflict of Interest.**

The LFRA recognizes that the City Attorney and the City Attorney’s staff will continue to provide legal services to the City, including its subdivisions, while providing legal services to the LFRA under this Agreement. The LFRA waives any conflict of interest that may arise by the City Attorney’s provision of legal services to the City on a matter when the City Attorney is unable or unwilling to provide legal services to the LFRA on that matter due to a conflict of interest based on a directly adverse position between the City and the LFRA regarding that matter. However, the Parties desire that the City Attorney provide legal services to the LFRA in matters where there is not a conflict based on a directly adverse position between the City and the LFRA regarding those matters. With respect to those situations, the Parties hereby provide their informed written consent to the provision of such legal services by the City Attorney to the Parties provided the City Attorney determines that:

A. he or she will be able to adequately provide representation to each Party in connection with the matters on which said Party is represented by the City Attorney or a member of his or her staff;

B. the representation is not prohibited by law; and

C. the representation does not involve the assertion of a claim by one Party against the other Party in the same litigation or other proceeding before a tribunal.

5. **Payment.**
Compensation for legal services under this agreement shall be as provided for in the Formation Agreement exhibit B.

6. **No Third Party Beneficiaries.**

This Agreement is made for the exclusive benefit of the Parties hereto and shall not be construed to be an agreement for the benefit of any third party or parties and no third party shall have a right of action hereunder for any cause whatsoever.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed on the date hereinabove written bodies.

CITY OF LOVELAND, COLORADO
a municipal corporation

By: _____________________________________
    William D. Cahill, City Manager

ATTEST:

________________________________
City Clerk

Approved as to form:

By: _____________________________________
    Assistant City Attorney

LOVELAND FIRE RESCUE AUTHORITY

By: _____________________________________
    Chair

ATTEST:

________________________________
Secretary
TITLE

Receive an Update on 2016 Legal Services and 2015 Pension Legal Services Identified

EXECUTIVE SUMMARY

The request for proposals for legal services has been posted and the proposals are due in on November 5 for consideration at the November Board meeting. There is a considerable amount of work to complete on the pension plans and they must be filed with the Internal Revenue Service. The City has traditionally used Joyce H. Nakamura with Hall and Evans, LLC. for this work, and she is the attorney that has been working on the existing pension plan documents. With the Board’s approval, staff anticipates continuing this relationship by signing a contract.

BACKGROUND

The request for proposals to provide legal services to LFRA in 2016 was posted on October 9, 2015. 76 firms expressing interest for legal services related work within the Rocky Mountain E-Purchasing system were notified and two firms, Ireland Stapleton and Collins, Cockrel & Cole, were sent the information by email directly by the Administrative Director either because they have submitted a proposal for legal services in the past or have provided legal services to LFRA in the past.

At the meeting Moses Garcia will highlight legal work that stills needs to be completed for the pension plans before year end at the meeting. The following is a list that he has provided. The documents for action are anticipated to be presented for Board approval at the November 18, 2015 LFRA Board meeting.

- The LFRA will need to determine the preferred composition of the Board that manages the retirement plan(s). The proposed composition of the board is the same as the current with the ability to have the Chief level position filled by a non-sworn Division Chief level position.

- The LFRA will need to determine how the new 401a (non-sworn) and 457 (sworn/non-sworn) plans will be administered. The LFRA board could assign an employee or outside party to oversee the new plans, oversee the new plans itself, or authorize the Board to do so.

- The LFRA will need to contract with legal counsel to prepare the 401a (non-sworn) and 457 (sworn/non-sworn) plans. The 401a (non-sworn) plan will likely be a custom plan document requiring qualification with the IRS. The LFRA will need to contract with legal counsel to determine whether the 401a (non-sworn) plan must be submitted as a custom plan. The estimate is up to $6,000. It should be discussed whether or not the plan could absorb these costs.

- The LFRA will need to appropriate funds for legal counsel mentioned above and for the filing costs of a custom plan with the IRS, if necessary. (The amount is estimated at up to $2,000 for filing fees and we expect to cover that within the existing 2015 appropriated budget.)

The documents for action are anticipated to be presented for Board approval at the November 18, 2015 LFRA Board meeting.
STAFF RECOMMENDATION

Decisions to make by motion:

- Make a motion relative the LFRA Board preference for pension board representation
- Make a motion to have the Pension Board return to the LFRA Board in November with a recommendation relative to continuing with Innovest to administer the pension funds.
- Make a motion to direct staff to contract with Joyce H. Nakamura of Hall & Evans, LLC to continue work on the plan documents and filing those plan documents with the Internal Revenue Service.

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

Deliver cost effective services.

ATTACHMENTS
EXECUTIVE SUMMARY

In accordance with the LFRA Board’s direction, a Health Benefits Trust is being established to ensure current employees of the City of Loveland are provided the same Health and Welfare benefits after they transition to LFRA employees effective January, 1, 2016.

BACKGROUND

The attached City of Loveland Health Benefits Trust declares the Trust for the City of Loveland and the participating employer, Loveland Fire Rescue Authority (LFRA). The Trust declaration outlines the requirements and guidelines that will be followed to ensure legal implementation and operation of the Trust. It is important the LFRA Board be made aware of the following components related to the Trust declaration:

1. The Trust establishes LFRA as authorized to participate in one or more of the Health Benefits Plans and Trust established by the City of Loveland. It also declares the Employer (City of Loveland) and the Participating Employer (LFRA) desire to implement the Trust and such participation.

2. Although the declaration specifically outlines Medical, Prescription, Health Clinic, Retiree Medical, Dental, and Health Care Flexible Spending Accounts, LFRA is not limited to these programs and will be participating in all applicable health and welfare programs that are currently available to eligible employees. The Trust is specific to our self-insured benefit plans, since we are legally obligated to create a trust for self-insured programs. The other health and welfare benefit plans will be updated to allow LFRA participation through the City’s internal administration and revision of the plan documents.

3. The declaration requires a trust account be established for the purposes of paying for claims and expenses incurred under the Benefit Plans.
   a. The Trust account will act as a reserve account for the self-funded programs.
   b. Annually the reserve amount will be reviewed to ensure the balance is adequate to pay for all incurred claims that may be unreported or unpaid, as well as reserve amounts for fixed expenses associated with the administration of the Benefit Plans.

4. The declaration requires a minimum of at least two individuals to serve as a Trustee to act in a fiduciary capacity over the Trust account. Trustees must be informed of all contributions and other transactions involving the Trust, and are required to keep records of all such transitions. Trustees are also responsible for making payments, at the direction of the Employer, under the provisions of the declaration. For the purposes of the City of Loveland and Authority declaration, we are establishing the following positions as Trustees:
   a. City of Loveland City Manager
   b. City of Loveland Finance Director
   c. Loveland Fire Rescue Authority Fire Chief
5. The Employer (City of Loveland) and Administrator (Human Resources) are responsible for plan design, including participant premium contributions, and administration of Benefit Plans.

6. In the event a Benefit Plan is terminated, assets in the account may be transferred to another account under the Trust.

7. The City of Loveland reserves the right to alter, amend or terminate the declaration and Trust, provided the restrictions of the distribution of funds outlined in the declaration are followed appropriately. Upon the payment of all liabilities under the Benefit Plans the dissolution of the Trust, any amount remaining in the Trust shall be returned to the City of Loveland and Participating Employer’s fund of origin, for a public purpose.

STAFF RECOMMENDATION

This is an information only items

FINANCIAL/ECONOMIC IMPACTS

Reserve accounts will need to be maintained in the Trust account. This may mean at some point in the future depending on contributions and claims, there will be a need for funds to be deposited in the Trust from both participating entities.

ASSOCIATED STRATEGIC GOALS

Providing the quality benefits is critical to recruiting and retaining employees that make the achievement of all three strategic goals possible.

ATTACHMENTS

City of Loveland Health Benefits Trust Document
CITY OF LOVELAND HEALTH BENEFITS TRUST

This declaration of trust (hereinafter the “Declaration”), is made and entered into as of the 1st day of January, 2016, by and among the City of Loveland, a political subdivision of the State of Colorado (hereinafter referred to as the “Employer”), and the Employer’s City of Loveland City Manager, City of Loveland Finance Director and Loveland Fire Rescue Authority Fire Chief (hereinafter referred to individually and collectively as the “Trustee”).

RECITALS:

WHEREAS, the Employer is a political subdivision of the State of Colorado, exempt from federal income tax under the Internal Revenue Code of 1986, as amended (hereinafter referred to as the “Code”);

WHEREAS, the Employer from time to time sponsors one or more health and accident benefit plans in which its employees may participate that may include, but are not limited to, medical, prescription drug, employee health clinic, and dental benefits, as well as a health reimbursement arrangement and health flexible spending account component of the Employer’s cafeteria plan (hereinafter such sponsored plans being referred to as the “Health Benefits”);

WHEREAS, to the extent some or all of the Health Benefits may be partially or wholly uninsured, the Employer desires to segregate sufficient funding for such uninsured Health Benefits in a trust to meet the Employer’s funding obligations under applicable law;

WHEREAS, it is an essential function and integral part of the exempt activities of the Employer to assist eligible employees, their spouses, and dependents by accumulating assets in a trust, a segregated fund, as a reserve to ensure claim payments for such Health Benefits;

WHEREAS, the authority to conduct the general operation and administration of the Health Benefits is vested in the Employer or its designee, who has the authority and shall be subject to the duties specified in this Declaration with respect to the trust;

WHEREAS, the Employer wishes to establish the trust under this Declaration to hold assets and income for the exclusive purpose of preserving the ability to pay the claims of eligible employees, their spouses, their dependents and beneficiaries under the Employer sponsored Health Benefits plans; and

WHEREAS, the Loveland Fire Rescue Authority (hereinafter referred to as the “Authority”), as a political subdivision of the Employer, is authorized to participate in one or more of the Health Benefits plans and trust established by the Employer, and the Employer and Authority desire to implement such participation;

WHEREAS, pursuant to the separate documents establishing the design and governance of the Health Benefits (including, as of the effective date of this Trust), the authority to conduct the general operation and administration of the Health Benefits is vested in the Employer or its designee, who has authority and shall be subject to the duties specified in this Declaration with
respect to the trust;

NOW, THEREFORE, the parties hereto do hereby establish this trust, effective January 1, 2016, to be known as the City of Loveland Health Benefits Trust (hereinafter the “Trust”), and agree that the following constitutes the Declaration of trust:

**ARTICLE I**
**DEFINITIONS**

1.1 Definitions. For purposes of this Declaration, the following terms, when capitalized, shall have the respective meanings set forth below unless otherwise expressly provided.

(a) "Account" means the separate account or accounts established for each separate Benefit Plan. Unless the context specifies otherwise, the term “account” shall not refer to the subaccounts that may be maintained for each individual by the Administrator or a provider for recordkeeping purposes to record the interest of each Member if the Benefit Plan includes a health flexible spending account or a health reimbursement arrangement.

(b) "Administrator" means the entity responsible for the overall implementation and administration of the Benefit Plans. The Employer shall be the Administrator except to the extent the Employer designates by contract or otherwise some other entity to carry out the Administrator’s responsibilities.

(c) “Benefit Plan” for purposes of the Trust means each separate program of uninsured Health Benefits coverage funded by the Trust. The initial Benefit Plans of the Trust shall be as follows:

(i) Medical and Prescription Benefit Plan
(ii) Dental Benefit Plan
(iii) Health Clinic
(iv) Retiree Medical Plan
(v) Health Care Flexible Spending Accounts

The Employer shall include additional Benefit Plans under the Trust to the extent the Employer establishes additional uninsured employee Health Benefits or converts insured employee Health Benefits to uninsured employee Health Benefits. Stop loss insurance coverage shall not cause an otherwise uninsured benefit to be considered insured for purposes of this Declaration.

(d) "COBRA" means the Consolidated Omnibus Budget Reconciliation Act of 1985, as amended, and continuation coverage shall be provided pursuant to the Public Health Service Act’s COBRA provisions.
(e) "Code" means the Internal Revenue Code of 1986, as amended from time to time.

(f) "Employer" means City of Loveland, a political subdivision of the State of Colorado.

(g) "Member" means an eligible employee or former employee who participates in a Benefit Plan (or a surviving spouse, COBRA beneficiary or other individual similarly situated as a member).

(h) “Participating Employer” means the Employer and each other governmental entity, including without limitation the Authority, whose participation in any Benefit Plan is approved by the Employer.

(i) "Trust" means the trust established by this Declaration.

(j) "Trust Year" means the twelve month period ending December 31.

(k) "Trustee" means each individual appointed to serve as Trustee under Article XIII of this Trust, provided that the initial Trustees shall be the individuals holding the following positions within the Employer’s organization, each of whom is by this Declaration appointed to serve in the capacity of a Trustee:

   (i) City of Loveland City Manager
   (ii) City of Loveland Finance Director
   (iii) Loveland Fire Rescue Authority Fire Chief

   ARTICLE II
   ESTABLISHMENT OF TRUST

2.1 The Trust is hereby established as of the date set forth above for the exclusive purpose of paying for, or preserving funds for the payment of, the claims of Members, their spouses, and dependents under the Benefit Plans. The Administrator and each Trustee is acting in a fiduciary capacity. The Trust funds may not be transferred to any other account or fund of a state government entity or political subdivision. The Trust funds may only be used to pay employee Health Benefits claims. It is an essential governmental function within the meaning of Code Section 115, and an integral part of the exempt activities of the Participating Employers, to assist Members, their spouses and dependents by accumulating assets in the Trust, a segregated fund, for such Benefit Plan payments. The income of the Trust is derived from an essential governmental function and shall accrue to the Participating Employers for purposes of Code Section 115.
ARTICLE III
CONSTRUCTION

3.1 This Trust and its validity, construction and effect shall be governed by the laws of the State of Colorado.

3.2 Pronouns and other similar words used herein in the masculine gender shall be read as the feminine gender where appropriate, and the singular form of words shall be read as the plural where appropriate.

3.3 If any provision of this Trust shall be held illegal or invalid for any reason, such determination shall not affect the remaining provisions, and such provisions shall be construed to effectuate the purpose of this Trust.

ARTICLE IV
BENEFITS

4.1 The Participating Employers intend that the benefits provided by the Benefit Plans be paid from on a self-funding basis from the general assets of the Participating Employers, or at the direction of the Employer from the Trust with assets that would, but for the Trust, be paid from the general assets of the Participating Employers. Nevertheless, the Employer may enter into stop-loss insurance arrangements with any qualified insurance company authorized to do business in the State of Colorado. The Trustee is expressly authorized to pay to any such insurance company thus selected the required insurance premium in connection with such stop-loss coverage as directed by the Employer.

4.2 Nothing in this Article IV shall require the Employer to use the Trust funds for Benefit Plan payments in an ongoing manner rather than maintaining the Trust funds as reserves for the security of making Benefit Plan payments, provided that the Participating Employers otherwise makes payment of all Benefit Plan claims and expenses in a timely manner from their other funds pursuant to the terms of the Benefit Plans and such other arrangements as they may agree to from time to time.

ARTICLE V
GENERAL DUTIES

5.1 It shall be the duty of the Trustee to establish a custodial account in the name of the Trust at a financial institution identified by the Employer for the purpose of holding Trust funds, and the Trustee shall ensure that title to all assets to be held in respect of the Benefit Plans as directed by the Employer or its designees in writing will be maintained in the name of the Trust. The Trustee shall not be under any duty to compute the amount of contributions to be paid by the Participating Employers to the Trust or to take any steps to collect such amounts as may be due to be held in trust under this Declaration for the Benefit Plans.
5.2 It shall be the duty of the Participating Employers, subject to the provisions of the Benefit Plans, to deposit to the Trust account established under 5.1 such amounts as are required from time to time in order to maintain the funding of the Benefit Plans as described in Article VII. It shall be the duty of the Employer to direct any distribution or expenditure of Trust fund assets in accordance with Article VI or Article VIII, as applicable. The Participating Employers shall inform the Trustee in writing of the amount and timing of all contributions to the Trust and the Trustee shall ensure that corresponding records are maintained pursuant to Article IX.

5.3 The Participating Employers and Trustee shall each avoid taking any actions with respect to the Trust operations that would be in violation of Colorado Revised Statute Section 10-3-1104.

ARTICLE VI
INVESTMENTS

6.1 The Employer may appoint one or more investment managers to manage and control all or part of the assets of the Trust and the Employer shall notify the Trustee in writing of any such appointment.

6.2 The Trustee shall not have any discretion or authority with regard to the investment of the Trust and shall act solely as a directed Trustee of the assets of which it holds title. To the extent directed by the Employer, the Trustee are authorized and empowered with the following powers, rights and duties, each of which the Trustee shall exercise in a nondiscretionary manner:

(a) To cause investments to be registered in its name as Trustee or in the name of a nominee, or to take and keep the same unregistered;

(b) To employ such agents and legal counsel as it deems advisable or proper in connection with its duties and to pay such agents and legal counsel a reasonable fee. The Trustee shall not be liable for the acts of such agents and counsel for the acts done in good faith and in reliance upon the advice of such agents and legal counsel, provided it has used reasonable care in selecting such agents and legal counsel;

(c) To exercise where applicable and appropriate any rights of ownership in any contracts of insurance in which any part of the Trust may be invested and to pay the premiums thereon;

(d) At the direction of the Employer to abide by transactions and investments eligible as authorized by C.R.S. 24-75-601.1 and 24-75-702 and more specifically limited or expanded by the Employer’s Investment Policy; and

(e) To commingle the Trust funds for purposes of investment notwithstanding the requirement for maintaining separate Accounts for the Benefit Plans under Article IX.
6.3 Notwithstanding anything to the contrary herein, the Employer or, if so designated by the Employer, the Administrator and the investment manager or another agent of the Employer, will be responsible for valuing all assets so acquired for all purposes of the Trust and of holding, investing, trading and disposing of the same.

ARTICLE VII
CONTRIBUTIONS AND FUNDING

7.1 The Participating Employers shall contribute to the Trust account funds sufficient to maintain a balance in the Trust account that is at least adequate to pay for all incurred but unpaid claims under the Benefit Plans (including any claim expenses), all incurred but unreported claims, and reserves for fixed expenses associated with the administration of the Benefit Plans determined in a manner consistent with the requirements of the state of Colorado with regard to funding of public sector self-funded employee health benefits. In its capacity as Administrator, the Employer shall furnish to the Trustee records establishing the adequacy of the Trust funds, and no Trustee shall have any additional obligation to determine the required minimum funding level unless the Trustee has reason to believe that any information provided is materially inaccurate (in which instance the Trustee’s sole obligation shall be to advise the Employer regarding such information).

7.2 The Trustee shall receive all contributions paid or delivered to it hereunder under the respective Benefit Plan and shall hold, invest, reinvest and administer such contributions pursuant to this Declaration, without distinction between principal and income. The Trustee shall not be responsible for the calculation or collection of any contribution under the Benefit Plans, but shall hold title to property received in respect of the Benefit Plans in the Trustee’s name as directed by the Employer or its designee pursuant to this Declaration.

7.3 No amount in any Account maintained under this Trust shall be subject to transfer, assignment, or alienation, whether voluntary or involuntary, in favor of any creditor, transferee, or assignee of any Participating Employer, the Trustee, any Member, his spouse, dependent, or beneficiaries.

ARTICLE VIII
DISBURSEMENTS AND EXPENSES

8.1 The Administrator shall direct the Trustee to make such payments from the Trust at such time to such persons and in such amounts as shall be authorized by the provisions of the Benefit Plans provided, however, that no payment shall be made, either during the existence of or upon the discontinuance of the Plan (subject to Section 12.2), which would cause any part of the Trust to be used for or diverted to purposes other than the exclusive purpose of paying for the claims of the Members and their covered dependents and defraying the reasonable administrative expenses of the Benefit Plans pursuant to the provisions of the Benefit Plans and the Trust.

8.2 The Participating Employers’ contributions to the Trust may be retained in the Trust at the discretion of the Employer as a reserve in security for future payments under the
Benefit Plans as an alternative to directing that ongoing claims under the Benefit Plans be paid directly or regularly from the Trust. When Trust funds are retained as a reserve, the Employer shall continue to arrange for payments of claims under the Benefit Plans using other accounts established by the Employer into which Member contributions and Employer contributions are deposited separate and apart from the Trust funds.

8.3 With respect to each subaccount under a health flexible spending account and/or health reimbursement arrangement, if any, all payments of benefits under such Benefit Plan provisions shall be limited to the amount credited to the respective Member’s subaccount as maintained by the Administrator and no person shall be entitled to look to any other source, fund or account for such payments.

8.4 The Employer, Trustee and Administrator may be reimbursed for expenses reasonably incurred by them in the administration of the Benefit Plans and the Trust. All such expenses, including, without limitation, bonding expenses, stop loss insurance expenses, reasonable fees of the Trustee, accountants, actuaries, auditors and legal counsel, to the extent not otherwise reimbursed by the Employer, shall, at the written direction of the Employer, constitute a charge against and shall be paid from the Trust.

ARTICLE IX
ACCOUNTING

9.1 The Trustee shall be required to keep accounts and records of the investments, receipts, disbursements, and other transactions of the Trust, as necessary to perform its function hereunder. The Administrator shall have access to such records at all reasonable times and shall advise the Trustee of the portion of the Trust funds allocable to each designated Benefit Plan. A separate Account shall be established for each designated Benefit Plan, and the books and records of the Trustee shall at all times show the portion of the Trust funds allocable to each Benefit Plan pursuant to the Administrator’s direction.

9.2 In the event a Benefit Plan is terminated, after satisfaction of all of the liabilities due to Members and their covered dependents under such Benefit Plan, the assets in such Account may be transferred to another Account under this Trust.

9.3 If a Benefit Plan includes a health flexible spending account or a health reimbursement arrangement, the Administrator or its designee shall separately maintain individual recordkeeping subaccounts to reflect the interest of each Member, and the Trustee records for such Benefit Plan Account shall only be required to reflect the aggregate allocation of Trust funds for the respective Benefit Plan.

9.4 As promptly as possible following the close of each Trust Year, and at such other times as the Employer may request, the Trustee shall file with the Employer a written account setting forth assets titled to the Trust and such other information from the Trustee records as the Employer may request.

ARTICLE X
OTHER HEALTH PLANS
10.1 The Employer shall notify the Trustee in writing of any new health plan that it establishes for the benefit of the employees or former employees of any Participating Employer if all or a portion of the benefits under such plan will not be provided through insurance. To the extent of any such uninsured employee health plan benefits, the Employer shall designate an additional Benefit Plan under this Trust with respect to which all funding, recordkeeping and other responsibilities of the Employer, Participating Employer, Administrator and Trustee shall apply on the same basis as for any other Benefit Plan.

ARTICLE XI
MISCELLANEOUS PROVISIONS

11.1 Each Trustee shall be bonded in an amount not less than ten percent (10%) of the amount of the funds the Trustee handles; provided, however, the minimum bond shall be $1000 and the maximum bond shall be $500,000. The amount of funds handled shall be determined at the beginning of each Trust Year by the amount of funds handled by such person, group, or class to be covered and their predecessors, if any, during the preceding Trust Year, or, for the initial Trust Year, by the amount of the funds reasonably expected by the Employer to be handled during the then current year. The bond shall provide protection to the Benefit Plans and Trust against any loss by reason of acts of fraud or dishonesty by the Trustee alone or in connivance with others. The surety shall be a corporate surety company. The cost of such bonds shall be an expense of and may, at the election of the Administrator, be paid from the Trust fund or by the Employer.

11.2 No person transferring title or receiving a transfer of title from the Trustee shall be obligated to look to the propriety of the acts of the Trustee in connection therewith.

11.3 The Employer may engage the Trustee as its agent in the performance of any duties required of the Employer under the Benefit Plans, but such agency shall not be deemed to increase the responsibility or liability of the Trustee under this Declaration.

11.4 The Employer and any Participating Employer shall have the right at all reasonable times during the term of this Declaration and for three (3) years after the termination of this Declaration to examine, audit, inspect, review, extract information from, and copy all books, records, accounts, and other documents of the Trustee relating to this Declaration and the Trustees’ performance hereunder.

11.5 The Employer and each Participating Employer hereby indemnifies and holds each Trustee harmless from any and all actions, claims, demands, liabilities, losses, damages or reasonable expenses of whatsoever kind and nature in connection with or arising out of: (i) any action taken or omitted in good faith by the Trustee in accordance with the directions of the Employer or its agents and subagents hereunder, or (ii) any disbursements of any part of the Trust made by the Trustee in accordance with the directions of the Employer or Administrator, or (iii) any action taken by or omitted in good faith by the Trustee with respect to an investment managed by an investment manager in accordance with any direction of the investment manager or any inaction with respect to any such investment in the absence of directions from the investment manager. Notwithstanding anything to the contrary herein, neither the Employer nor any
Participating Employer shall have any responsibility to the Trustee under the foregoing indemnification if the Trustee fails intentionally or recklessly to perform any of the duties undertaken by it under the provisions of this Trust or is grossly negligent in its performance of such duties.

11.6 Neither the establishment of any Benefit Plan or the Trust nor any modification thereof, nor the creation of any fund or account, nor the payment of any welfare benefits, shall be construed as giving to any person covered under the Benefit Plans or other person any legal or equitable right against the Trustee, the Employer, or any officer or employee thereof, except as may otherwise be provided in the Plan or in the Trust.

ARTICLE XII
AMENDMENT AND TERMINATION

12.1 The Employer reserves the right to alter, amend, or (subject to Section 9.2) terminate this Declaration at any time for any reason without the consent of the Trustee or any other person, provided that no amendment affecting the rights, duties, or responsibilities of the Trustee shall be adopted without the execution by the Trustee of the amendment. Any such amendment shall become effective as of the date provided in the amendment, if requiring the Trustee’s execution, or on delivery of the amendment to the Trustee, if the Trustee’s execution is not required.

12.2 Upon the satisfaction of all liabilities under all Benefit Plans and the Trust and the termination of all Benefit Plans and dissolution of the Trust, any amount remaining in the Trust shall be returned to the Employer and/or Participating Employer fund of origin, for a public purpose.

ARTICLE XIII
TRUSTEE APPOINTMENT, ACTION AND SUCCESSOR TRUSTEES

13.1 Each Trustee is appointed by the Employer to serve for an indefinite term subject to the provisions for discharge and resignation in this Article. Trustees in positions of employment with the Employer shall serve without additional compensation for services under this Declaration.

13.2 Trustees shall be jointly and severally responsible for carrying out the duties of the Trustee under this Declaration. However, each individual serving as Trustee shall have the authority to act on behalf of the Trust independently of each other Trustee. Any action taken by a Trustee shall be with concurrent notification to the other Trustees and the Employer. Any notifications, directions or other communication by the Employer or Administrator to the Trustee shall be given to all individuals serving as a Trustee.

13.3 The Employer reserves the right to discharge the Trustee for any or no reason, at any time by giving sixty (60) days’ advance written notice.
13.4 The Trustee reserves the right to resign at any time by giving ninety (90) days’ advance written notice to the Employer.

13.5 In the event of discharge or resignation of a Trustee, the Employer may appoint a successor Trustee who shall succeed to all rights, duties, and responsibilities of the former Trustee under this Declaration, and the terminated Trustee shall be deemed discharged of all duties under this Declaration and responsibilities for the Trust.

13.6 The Employer shall ensure that at all times during the existence of the Trust there are a minimum of two individuals serving as Trustee under the Trust.

[Execution page follows]
IN WITNESS WHEREOF, the Employer and each Trustee have executed this Declaration by their respective duly authorized officers, as of the date first hereinabove mentioned.

City of Loveland, EMPLOYER:

By: ______________________
Title: ______________________
Date: ______________________

TRUSTEE:

__________________________
William Cahill:
Title: City of Loveland City Manager
Date: ______________________

TRUSTEE:

__________________________
Brent Worthington
Title: City of Loveland Finance Director
Date: ______________________

TRUSTEE:

__________________________
Mark Miller
Title: Loveland Fire Rescue Authority Fire Chief
Date: ______________________
A Resolution Enacting a Supplemental Budget and Appropriation to the 2015 Loveland Fire Rescue Authority Budget to Appropriate Additional Funding for Expenditures Associated with Benefits Expenditures

EXECUTIVE SUMMARY

Conduct a public hearing and consider approval of a resolution to appropriate the estimated employer share of the benefit insurance through year end based allocations year to date for this purpose, appropriate both the revenue from the state and the expenditure for the Heart and Circulatory Trust premium, and appropriate the additional contribution from the Loveland Rural Fire Protection District for outside legal counsel fees related to the employee conversion up to $25,000 of the amount that exceeded the original budget appropriation for this purpose.

BACKGROUND

There are three items that need to be “supplementally” appropriated employee insurance, the firefighter heart and circulatory premiums already reimbursed by the State, and the additional contribution from the Rural District for legal fees.

The City provided an estimated allocation for health, dental, and life insurance June of last year for inclusion into the budget. A small adjustment was made prior to budget adoption however it does not appear to have been enough based on the allocation that has been charged year to date. The amount that has been allocated to LFRA for the employer share of employee benefit insurance through 20 pay periods annualized to year end results in an anticipated budget shortfall of $33,700. This will require that the contribution from the City increase $27,630 and from the Rural District $6,070.

The Health and Circulatory Trust changed its coverage year to align with the State of Colorado’s fiscal year in the middle of 2015 causing both the 2015 premium of $8,925 and the 2016 premium of $9,975 to be due in the same calendar year. The State’s Division of Local Affairs has already reimbursed LFRA for 100% of the cost of both premiums. This is a coverage required by State legislation and approved by the Board December 2014 after the budget for 2015 had been appropriated. The supplemental appropriation just appropriates both the revenue and the expenditure.

The Loveland Rural Fire Protection District Board voted to pay additional legal fees for the outside special legal counsel in excess of the $50,000 already appropriated for the employee conversion up to $25,000 at their board meeting on October 7, 2015. That money had been transferred out of the station alerting project to issue the purchase order for the project. The station alerting project will be restored up to the portion of the legal fees paid for by the District.
If the LFRA Board approves the appropriation with this action then the supplemental budget has to follow the same procedures for approval by the governing partners as the original budget, and it will come back to the LFRA Board for appropriation at the November board meeting.

**STAFF RECOMMENDATION**

Approve the resolution to appropriate $77,600.

**FINANCIAL/ECONOMIC IMPACTS**

The appropriation covers unexpected insurance allocations and recognizes the revenue and expenditures associated with the required heart and circulatory coverage.

**ASSOCIATED STRATEGIC GOALS**

Deliver cost effective services.

**ATTACHMENTS**

Resolution
RESOLUTION NO. R-057

A RESOLUTION ENACTING A SUPPLEMENTAL BUDGET AND APPROPRIATION TO THE 2015 LOVELAND FIRE RESCUE AUTHORITY BUDGET TO APPROPRIATE ADDITIONAL FUNDING FOR EXPENDITURES ASSOCIATED WITH BENEFITS EXPENDITURES

WHEREAS, the City of Loveland provides estimates for employee benefit insurance allocations during the budget development process based on their estimate of the cost to provide coverage and the best information that was available in June/July 2014; and

WHEREAS, the Authority has estimated that cost through the end of the 2015 fiscal year to be an additional $33,700 for health, dental and life insurance benefits based on actual City allocation charges through 20 pay periods in 2015; and

WHEREAS, the Loveland Rural Fire Protection District Board voted to pay additional legal fees for the outside special legal counsel in excess of the $50,000 already appropriated for this purpose up to $25,000 at their board meeting on October 7, 2015; and

WHEREAS, the Authority approved the participation in the Health and Circulatory Benefits Trust in December, 2014 after the 2015 budget had been adopted, provided that the State of Colorado Division of Local Affairs reimburses 100% of the premiums due the Trust; and

WHEREAS, the Health and Circulatory Trust changed its coverage year to align with the State of Colorado’s fiscal year in the middle of 2015 causing both the 2015 premium of $8,925 and the 2016 premium of $9,975 to be due in the same calendar year; and

WHEREAS, the State of Colorado Division of Local Affairs has reimbursed the Authority for 100% of both premiums or $18,900; and

WHEREAS, the Authority received reimbursement the heart and circulatory premiums in the amount of $18,900, the Authority requests that City of Loveland (“City”) and Loveland Rural Fire Protection District (“District”) reserve funds be appropriated to the Authority in the amount of $33,700 to fund the operations expenditures identified below, according to the provisions of the Intergovernmental Agreement creating the Authority, which provides for allocating the payment of costs and expenses of the Authority between the City at 82% and the District at 18%, and the District has contingency funds appropriated to cover up to $25,000 for legal fees; and

WHEREAS, the Authority Board desires to authorize the expenditure of $77,600 by enacting a supplemental budget and appropriation to the budget for 2015; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE LOVELAND FIRE RESCUE AUTHORITY, STATE OF COLORADO, AS FOLLOWS:
Section 1. That upon appropriation of $18,900 reimbursements from the State, $27,630 by the City and of $31,070 by the Rural District, the Authority shall supplementally budget and appropriate said monies as part of the 2015 Authority budget as follows:

<table>
<thead>
<tr>
<th>Account Title</th>
<th>Account Number</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sources of Funds:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contribution from Rural District</td>
<td>604-22-227-1601-32402</td>
<td>$31,070</td>
<td>18% of the estimated additional employee benefit insurance costs and up to $25,000 for legal fees</td>
</tr>
<tr>
<td>Contribution from City</td>
<td>604-22-227-1601-38600</td>
<td>27,630</td>
<td>82% of the estimated additional employee benefit insurance costs</td>
</tr>
<tr>
<td>State DOLA Trust Reimbursement</td>
<td>604-22-224-0000-32111</td>
<td>18,900</td>
<td>100% reimbursement for two years of premiums for the legislatively required firefighter Heart and Circulatory coverage</td>
</tr>
<tr>
<td>Total Sources of Funds</td>
<td></td>
<td>$77,600</td>
<td></td>
</tr>
</tbody>
</table>

Uses of Funds:

<table>
<thead>
<tr>
<th>Account Title</th>
<th>Account Number</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations Insurance Benefits</td>
<td>604-22-224-0000-41543</td>
<td>33,700</td>
<td>Estimated additional Health, dental and life insurance costs based actual allocations through 20 pay periods</td>
</tr>
<tr>
<td>Heart &amp; Circulatory Benefits</td>
<td>604-22-224-0000-41548</td>
<td>18,900</td>
<td>Heart and Circulatory coverage paid to the Trust</td>
</tr>
<tr>
<td>Legal Fees</td>
<td>604-22-227-1601-43899</td>
<td>25,000</td>
<td>Legal fees for employee conversion from District</td>
</tr>
<tr>
<td>Total Uses:</td>
<td></td>
<td>$77,600</td>
<td></td>
</tr>
</tbody>
</table>

Section 2. That as provided in Article IV: Section 4.1 of the Intergovernmental agreement for the Establishment and Operation of the Loveland Fire Rescue Authority as a Separate Governmental Entity, this Resolution shall be published in full by the Board Secretary.

Section 3. That this Resolution shall go into effect as of the date and time of its adoption.

ADOPTED this 28th day of October 28, 2015.

__________________________
Jeffrey M. Swanty, Chairperson

ATTEST:

__________________________
Secretary
TITLE
Review Briefing Papers and Correspondence

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

- September Overview
- LFRA Maturation
- Administrative Analyst Recruitment/Selection
- LFRA Family News
- The Leadership Journey
- Operations Overview
- Community Safety Overview
- Office of Emergency Management Overview
- Thank You Letters

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

In an effort to streamline the monthly report writing and ensure that all governing boards are receiving the same information at the same time, in January staff began a procedure of distributing the monthly report electronically by the first week of the following month. The report for the previous month is retained in the LFRA Board packet for the official public record and to offer a placeholder on the LFRA Board meeting agenda to field any questions the Board may have on information included in the report. Therefore, this agenda includes the September monthly report that was electronically distributed to all governing board members (LFRA, City and Rural District). The October report will be distributed electronically by the first week in November.

AGREEMENTS SIGNED DURING THE MONTH
- Intergovernmental agreement with Larimer County, Poudre Fire Authority, and Loveland Police Department for the restricted use of drones to assess conditions of an incident and reduce risk during a response.
- Intergovernmental agreement with Colorado State University for Physical Testing Evaluations.

STAFF RECOMMENDATION
N/A

FINANCIAL/ECONOMIC IMPACTS
N/A
ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

- Fire Chief’s Monthly Report
- Loveland Rural Fire Protection District 2015 Contribution for Legal Fees up to $25,000
- Letters & Articles
- September Statistics
October 12, 2015

Loveland Fire Rescue Authority
Attn: Chairman Swanty
410 East 5th Street
Loveland, CO 80537

Dear Board Members:

At its meeting of October 7, 2015, the Board of Directors of the Loveland Rural Fire Protection District approved the transfer of a maximum of $25,000 from the Rural District to the Fire Authority for use by the Fire Authority to pay fees incurred by the Fire Authority for services rendered by Ireland Stapleton in excess of the $50,000 budgeted for 2015.

In approving this funding, it is the opinion of the Rural Board that retention and use of special counsel for the transition process was necessary to complete the process in 2015. Completion of the transition of all employees and volunteers from the City to LFRA is a major milestone in the maturation of the Loveland Fire Rescue Authority.

Very Truly Yours,

[Signature]

Gregory A. White

GAWldr

CC: Chief Miller
    Renee Wheeler
    LRFPD Board of Directors
Fire-Rescue Administrative Division

Chief Mark Miller and Public Safety Administrative Director Renee Wheeler

September 2015 overview -

September...fall has arrived, sort of. We continue to have unseasonably dry weather with very little precipitation this month. Fire officials are certainly concerned, but to date, we have not experienced any large scale wildland fires. That stated, as you will see in the Ops report, we have had several small wildland/grass fires in our jurisdiction. Once again, LFRA personnel rock, and we are continuing in building an Excellent, Ethical, Enduring organization. I’m proud to be a part of it!

Highlights of the September report include; LFRA maturation update; Administrative Analyst selection; LFRA family member news; MDA News; The Leadership Journey;

LFRA Maturation -

The maturation process is moving along: Considerable resources have been dedicated to moving the employee conversion process forward according to the plan. Some of those efforts include:

Employee Conversion: The Loveland Rural Fire Protection District Board voted to approve documents (third amendment and the assignment of the Consolidated Fire Volunteer Pension) at a special meeting held September 23, 2015. The City Council will consider all documents at their regular City Council meeting on October 6, 2015.

Health Trust Agreement: Staff reviewed the draft agreement and provided feedback for clarifications and minor modifications. The City Manager, HR Director, Finance Director, and the assigned attorney have taken that feedback into consideration and are in the process of revising the document. The final version of the document will be presented to the LFRA Board at their October meeting for review. The City is considered the administrator of the health trust and will have the decision making authority over benefits, premiums, reserves, and programs to manage the cost of the claims.

Consolidated Fee Schedule: Work has begun on consolidating the City of Loveland Fire Schedule of Rates, Fees and Charges and the Loveland Rural Fire Protection District Rates, Fees and Charges table to create a single LFRA Fee Table to be effective January/February of 2016. Staff expects to bring the consolidated table to all governing boards in October/November 2015. The objectives for the revision are: project equity between projects within the entire service delivery area, clarity for customers estimating the cost of a project; and administrative efficiency. It is expected to demonstrate that the Fire Authority supports the community philosophy that development should pay its own way, in an effort to prevent existing taxpayers from subsidizing growth, and that the Fire Authority endeavors to improve cost recovery for services where there is a direct relationship between service provided and the benefit received.
Administrative Analyst Recruitment/Selection-

There were initially 13 applications for the position of Administrative Analyst, which were narrowed to 6. These applicants turned in a written exercise and participated in a panel interview. We were very pleased with the caliber of candidates! After background checks, candidate Cheryl Cabaruvias rose to the top. Her uncle works for the State in the wildland arena and is assigned to a Berthoud fire station. He, of course, spoke very highly of our department, which likely contributed to her decision to come to LFRA!

She has accepted our offer and starts work Monday, October 5. She holds a Bachelor’s degree in Accounting from the University of Phoenix. She is working as a Budget Technician for the City of Greeley Public Works Departments and worked as a Senior Administrative Analyst with the City of Fontana, California. She was with the City of Fontana for about 15 years holding progressively more responsible positions over that time. We believe she has what it takes to join our LFRA team and help us with wide variety of activities. Her duties will be reporting, grants management, data analysis to assist with policy decision making, and serve as a backup for payroll, purchase requisitions and orders, accounts payable, and deposits. You will love her warm personality and overall eagerness to learn. It is our intent to develop her to be the successor to Administrative Director.

LFRA Family Member News-

As an update, on August 5th, one of “our own”, Cindy Lyons, wife of Captain Mark Lyons was seriously injured in a motorcycle accident in Sturgis, South Dakota. They were hit by a drunk driver who lost control of his motorcycle and slammed into Mark and Cindy. While Mark was able to escape with only minor injuries, Cindy, unfortunately had serious injuries including a fractured pelvis, broken wrist and broken shoulder as well as other associated trauma. Cindy underwent surgery in Rapid City, S.D. and spent the next week there after the accident. Our friends/family at TVEMS assisted in getting her from Rapid City to Loveland. Get well soon Cindy!

In Marks own words, here’s an update on Cindy…

“Cindy is getting better every week. She started Physical Therapy on September 10th and has been going twice a week. She started walking during Physical Therapy on September 21st and was given the go ahead on trying to walk more around the house. She has a follow up with the Orthopedic Doctor on the 28th, we are hoping that he will lift her walking restriction and allow her to walk as much as she is comfortable doing. Currently her shoulder and wrist are still very sore, she is working really hard to regain her range of motion in both her shoulder and wrist but there is still a lot of swelling and pain associated with both injuries. She hopes she can go back to work by the end of November but I think it may be after the first of the year (we will see as time goes by).”

New LFRA family members:

- Ben and Katie Wynkoop welcomed Ronan Douglass Wynkoop into the world on 9/14/15. Ronan is 4lbs 7oz; he is doing well, but will be spending some time in the NICU before being released.
• Vivienne Charlene Klaas (Captain Eric Klaas) arrived on 9/15/15 @ 9:26pm. She weighed in at 7.12lbs & 21in long. Hope & Vivienne are both doing well!

• Derek Guard and his wife are pregnant and due any minute...we wish you the best...!

Sad news:

• Firefighter Doug Vinzant’s mother passed away on September 15 after a brief, but difficult, battle with pancreatic cancer. Mrs. Vinzant’s celebration of life service was a tremendous tribute to the beautiful women she was and how much she meant to all those around her. She will be missed beyond words. Our thoughts and prayers are with the Vinzant’s.

MDA news-

The LFRA Local 3566 and many others helped to make the MDA Fill the Boot drive a success this year, raising $8,566.84! We didn't quite hit our goal, but that gives us something to shoot for next year. Thanks again for all the help, MDA Rocky Mountain is very pleased with the work of LFRA over the past two years!

The Leadership Journey-

On September 2nd, we started another Leadership Journey Class. We are now into the 4th week of the class and learning much about leadership, including what it takes to be a “transformational” leader, and the importance of recognizing the different seasons of our journey and making course adjustments to keep us on the right path. Of great importance we have learned about the three essentials of Leadership – Character, Competence and Vision, which embody Trustworthiness.
Fire–Rescue Operations Division - Division Chief Greg Ward

Response, Readiness, Resources & Relationships

September 2015

Significant Events / Training

- The Training Division tested each Company with the annual Company Qualifications Drills. – Readiness
- LFRA hosted a Hazardous Material Technician Course at the Training Center that was paid for through a grant from the Colorado Division of Fire Prevention and Control. Three members of LFRA were among the 25 students in this 80 hour certification class. – Readiness & Relationships
- DC Sparks, DC Ward, Capt Goodale and Capt Gilbert instructed and served as proctors for a Colorado State Fire Officer I certification class in Black Hawk. – Relationships
- The Tactical Fire Team joined LPD SWAT for the annual week-long training at Fort Carson. – Readiness & Relationships
- LFRA personnel participated in the September 11th Ceremony at the Civic Center and saluted our veterans traveling to DIA for the Honor Flight. – Relationships
- LFRA certified five Boulder Rural Officers in Blue Card during a three day simulation lab in the Command Training Center. – Readiness & Relationships
- Aircraft Fire Rescue personnel were trained on the operation of the new Airport Fire Rescue Truck by the truck manufacturer. The truck should be in service by October 15th. – Readiness & Resources
- Several houses that were being demolished on North Jefferson provided five days of training for LFRA. Crews rotated to the location completing hose advancement, roof ventilation, search/rescue and firefighter survival training. – Readiness
- Captain Gilbert was honored to be selected as the Fire/Rescue representative by the Colorado Department of Transportation for a trip to Tennessee to review their incident scene traffic management practices. The study is paid for by a grant that CDOT received in an effort to improve traffic flow during roadway incidents. – Relationships

Training Center Utilization

Thompson Valley EMS - Fort Collins Police - Loveland Police – SVI Trucks - Relationships

Significant Incidents

- On August 30th, LFRA was dispatched to a residential fire on East 13th Street in downtown Loveland. Engine 5 was the first arriving company, they found a two story house with heavy fire on the front porch, extending to the interior of the structure. Five LFRA companies brought the fire under control within fifteen minutes. – Response
- LFRA crews responded to a vehicle fire that extended to a wildland fire on Glade Road on September 3rd. The pickup was fully involved in fire on the arrival of Rescue 2. Crews attacked the wildland fire to stop its spread prior to extinguishing the truck fire. – Response
- On September 5th Loveland Emergency Communications dispatched a residential fire on Emerald Street in East Loveland. Engine 6 was first to arrive on scene, they extinguished a BBQ grill fire that had extended to the siding of a house. Crews checked the interior of the house and found no interior fire conditions. Crews removed the siding to completely extinguish the fire. – Response
- LFRA was assisted by Front Range Fire Rescue Authority, Berthoud Fire District, Poudre Fire Authority and the Colorado Division of Fire Prevention and Control on a 2nd alarm wildland fire on East County Road 16 on the 21st of September. The fire burned several large straw bales, cottonwood trees and approximately 10 acres of grass and brush before being brought under control. – Response
Training on North Jefferson

Rural Water Supply Qualifications Drill

Aerial Ladder Rescue Qualifications Drill
Saluting the Honor Flight!

LFRA Station Crews 6 hosted CSP for lunch

Glade Road Vehicle Fire and Wildland Fire

Tactical Fire Team – SWAT Training at Fort Carson
Update/overview of CSD, Special Events (Ned):

- Appeal process for the fire sprinkler at Meadowsweet Circle has been resolved and the builder is placing complying with the Notice and Order.
- Continue with the restructuring of CSD – Community Risk Assessment has begun to evaluate the Public Education program. Discussion with LPD and TVEMS to determine the possibility of evaluating what each of the services provide and find gaps or duplication of effort with Public Education.
- In the 8th month of the DRT training course and beginning the Strategic Plan Development portion of the training.
- New part-time inspector, Allen Cravey, is on board and learning the computer software and inspection program – Deputy Fire Marshal Dann overseeing the training program.
- ICC Haz-mat – Fire Inspector II class in Loveland. Division Chief Dave Lowrey from Boulder is providing the instruction.
- Training for new and on-deck FITs; Chris Sandoli, Matt DeDecker, Chris Wining, Jason Tanner, Josh Valerio, Allen Cravey - Ty Drage was the coordinator and lead instructor of the 3-day Fire Investigation class including a burn site and the 3- day Fire Code 101. Additional Instructors were Carie Dann, Dan Engelhardt, Ben Andersen, Scott Pringle, and supported by Tim Smith and Bryan Clark – the students enjoyed the classes and claim there learned a lot - “like drinking out of a fire hose” – thank you to all involved
- Haunted House at 170 N Cleveland – problems with the process for getting the building prepared prior to the event organizers creating the maze.
- Evaluation training with Randy Haskett with HR

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

- Final inspections at Big Thompson Brewer, a new microbrewery in Loveland, and also started final inspections at the restored Loveland Opera House (Arcadia). Worked with small team (planning, public works, power, water, storm-water) to help fine-tune what min. requirements would be for being allowed to start construction in various phases (f&f, etc.).
- Participated in interviews for Building Dept. hires – Ingrid for inspector and Carie for plan reviewer
- LFRA approved permit for FAB remodel, reviewed (need resubmittal) on MOB submittal.
- Worked in Everheart training/ large group Everheart training, and participate in C team.
- Provide Customer Service site visits to help identify code requirements for future permit submittals.
- Carie started Leadership Journey II and LEAD Loveland, and Ingrid and Bonnie started the Leadership Journey.

OEM Monthly Report (Pat):

The primary focus this month for OEM was to support the Communications Group in addressing concerns raised on the safety of the FAB comms tower. A structural analysis and loading study was already completed on the tower itself and in early September, a roof analysis was done to take a look
at the load carrying capacity of the building. In both cases, the reports came back with negative results and will require us to relocate the equipment currently on the tower and the tower itself must be removed from the roof. Solutions are being explored such as installing a new monopole tower in the south parking lot and permanently removing the old tower.

Flood Recovery
- Flood Recovery Group meetings
- Long Term Recovery Group meeting

Program Operations
- OEM review and planning discussion w/Chief Sparks
- Expectations and current projects discussion w/Scott
- Facilitated PIO and PAO expectations meeting
- Grants management
- Review of draft COOP plan
- Audit prep
- EMAP assessment of City of Seattle OEM

Pub Ed and training given
- Shelter-in-place site visit at Mary Blair Elementary
- 2015 Emergency Preparedness and Family Safety Expo

Planning Meetings
- Emergency Planning at MCR
- Expo advertisement planning meeting with the Reporter Herald
- Fire Operations Meeting
- Planning meeting w/ volunteer Cheri
- Multi-jurisdictional OEM discussion w/Rod
- Public Outreach planning with Carie - America’s Preparathon
- Northern Colorado Emergency Managers meeting
- Expo final planning meeting
- HMP small group planning meeting
- Loveland HMP group meeting
- I25 traffic management plan meeting

Training Received
- Leadership Journey
- 1 CoL online class

PIO, Website & Public Education (Scott):
- G290 PIO class in Sterling
- 9 new business/preschool/church fire safety inspections
- 1 re-inspection
- 2 burn permits
- 5 Knox key updates
- Fire drills at 2 Factual Data office buildings
- Continued research and work on Community Risk Assessment
- Numerous updates to LFRA website & social media posts
- PIO duties for several incidents (mostly research and phone interviews)
- NFPA FPW webinar
- Vision 20/20 fire prevention materials generator training webinar
- Attended presentation from Clear View Behavioral Health at TVEMS HQ
Meeting with Kris Briggs for school inspection scheduling
✓ 2 Expo planning meetings and work on ad for R-H
✓ Evaluation training with Randy Haskett
✓ Meeting with FEMA Regional Preparedness Rep (with Pat)
✓ Emergency preparedness/shelter in place planning at Mary Blair (with Pat)
✓ Emergency preparedness planning meeting for Canyon Bakehouse (with Pat)
✓ CPS program data entry

Accreditation, Fracking, Inspections, Investigations (Ty):

1. Assist Operations
   a. D/O on E266 during Pro Cycle Challenge (8/22)
   b. Lt on E6 (8/28, from 1200 – 0730)
   c. Respond to fire alarm at Mtn View High School (8/26)
   d. D/O on E6 (9/6, from 1000 – 1400)
   e. D/O on E3 (9/19, from 0730 – 1630)

2. Training
   a. Assisted with teaching day 3 of Blue Card certification for Boulder Rural (9/3)
   b. TacFire @ Fort Carson (9/8-9/11)
   c. NFA Leadership 1 @ Black Hawk (9/12-9/13)
   d. Coordinated and taught Fire Investigations 101 (9/14-9/16)
   e. Attended HazMat fair @ Fort Lupton FD re oil & gas industry (9/18)
   f. Coordinated and taught Fire Codes 101 (9/21-9/22)

3. Inspections
   a. New construction inspections: 17
   b. Hazmat permit inspections: 7
   c. General inspections: 4
   d. Knox key updates: 2
   e. Tent inspections: 3 @ Thunder in the Rockies
   f. Renewed 2 burn permits

4. Investigations: 111 East 13th Street (8/30)

5. Accreditation: Discussed process planning ideas with Executive Leadership

6. Attended Larimer County LEPC meeting w/ Captain Mialy

7. Participated on interview panel for Admin Analyst position
Hi Bryan and Greg,

On behalf of all of us, I want to thank you both very much for the excellent Blue Card training that you and your department provided for us over the last three days. The instructors were very friendly and professional in their ability to make us feel comfortable, yet challenged us to strive for excellence during the various sessions. The CTC is a very valuable facility in its ability to create a great learning environment. Captain Greg Gilbert and Lieutenant Randy Stuart got us off to a great start, followed up by a tremendous sole presentation by Lieutenant Bryan Clark. The training was capped off with an outstanding final class by Dustin and Ty. I apologize for not recalling their titles or last names. Your entire presentation and performance was very much appreciated by us all and we look forward to continuing our relationship with you all in the future.

Many thanks again, Bryan and Greg.

Have a good and safe day, my friends.

Bruce

Bruce Mygatt, Fire Chief
Boulder Rural Fire Rescue
6230 Lookout Road | Boulder, CO | 80301
Cell: 303.434.6540 | Voice: 303.530.9575 X101 | Fax: 303.530.9065
We live on Promontory Drive—backing up to Mariana Butte.

This summer, we had such a scare as a fire was accidentally started in the butte. You and your crew worked so quickly and diligently to protect our home and hundreds of nearby homes. The fire came within 5 feet of our next-door neighbors yard. You saved our home that day.

Thank you for protecting me and my family—Quint F.

We are so grateful for each of you. Thank you!

S. & J.
Mark,

I unfortunately set off a sprinkler while volunteering at the Loveland Creator Space 320 N Railroad avenue on Saturday. One of your trucks responded. What a nice group of guys. They helped clean up, got information I needed to replace the sprinkler head and made a terrific and professional impression of their service. Soaking wet and flustered, I did not get everyone's names so if you get a chance tell them thank you.

With thanks,

--

Richard F. Toftness
Tasterra Consulting and Design LLC
Dear Chief & Board,

Thank you for the fabulous flowers. I love them!

They certainly brightened my day. It was really thoughtful of all of you.

Kay Gutierrez
Hi Raylene,

Could you earmark this donation for the wildland team and thank them for what they do? I hope this will help keep them trained and equipped.

Dale Klein
Good morning Ty,

Last Tuesday the 1st Loveland emergency services responded to a 911 call to our facility for a medical emergency. The response was quite fast. The caller heard the sirens start as he was on the phone call and overall response was just about 5 minutes, which is excellent. Although the incident was not life threatening I know that our first responders were inspired knowing that your team of professionals had their back.

While your team was on site one of the firefighters noticed a trip hazard near our front door, an old sidewalk-mounted metal door stop that had been overlooked and had not been removed after the entryway was modified. She took the time to bring it to our attention -- which I greatly appreciate -- and that trip hazard has now been removed.

Thank you to you and your team for all you do.

-Andy.

--
Andy Neely, Vice President
andy@alephobjects.com | Aleph Objects, Inc.
Hi Pat,

FYI: Here's the story and lessons learned I sent to our Regional Safety Manager with photos attached. I have a few more showing my home and vehicles 60' - 70' from the fire site that I deliberately did not include. If you're interested in seeing them for any reason, I'll be happy to share them with you.

Thanks again to your crews for responding! The time it takes for them to respond is not in any way their fault, but rather the understood risk I accept for living in my paradise. They did a great job and were very pleasant to deal with on scene. In fact, they did a courtesy walk through of my neighbors property while they were there and gave him advice on improving the defensible space around his home.

Thank you VERY much!

H---

Howard T. Bailey

Security and Emergency Management Specialist

Bureau of Reclamation

Eastern Colorado Area Office
August 26, 2015

Loveland Fire Rescue Authority
c/o Chief Mark Miller
410 E. 5th Street
Loveland, CO 80537

Dear Chief Miller,

Thank you for allowing Engine 6 to cover our district for an extended time yesterday. We had to commit 100% of our resources, personnel call back, and draw on help from Ault-Pierce, Eaton, Greeley, and Front Range for this particularly large and hot rural fire without adequate water supply.

As always your crew was courteous and professional and fit right in covering 2 or 3 calls for service. Personally I thought a Red Engine looked great at Station 1!

Kind Regards,

Herb Brady
Fire Chief
# CALL INFORMATION

<table>
<thead>
<tr>
<th>INCIDENT TYPE</th>
<th>CITY</th>
<th>RURAL</th>
<th>MO. TOTAL</th>
<th>YTD</th>
<th>%</th>
<th>Prev. Yr.</th>
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<tbody>
<tr>
<td>Structure Fire (Residential)</td>
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<td>0</td>
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<td>18</td>
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<td>2</td>
<td>4</td>
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<td>Grass/Wildland Fire</td>
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<td>5</td>
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<td>49</td>
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<td>89</td>
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<td>80</td>
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<td>305</td>
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<td>84</td>
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<td>14</td>
<td>112</td>
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<td>0</td>
<td>1</td>
<td>17</td>
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<td>Animal Rescue</td>
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<td>1</td>
<td>8</td>
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<td>Carbon Monoxide</td>
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<td>16</td>
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<td>7</td>
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<td>Airport Standby</td>
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<td>0</td>
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<tr>
<td>Total Miscellaneous</td>
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<td>68</td>
<td>246</td>
<td>1,880</td>
<td>34%</td>
<td>1,646</td>
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<td>Month-End Total</td>
<td>520</td>
<td>111</td>
<td>631</td>
<td></td>
<td></td>
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<td>Year Cumulative</td>
<td>4,641</td>
<td>926</td>
<td>5,567</td>
<td></td>
<td></td>
<td>5,141</td>
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<tr>
<td>Percentage YTD</td>
<td>83%</td>
<td>17%</td>
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# MUTUAL/AUTO AID STATISTICS YTD

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<thead>
<tr>
<th></th>
<th>Received</th>
<th>Hours</th>
<th>Given</th>
<th>Hours</th>
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<td>Fort Collins</td>
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<td>19</td>
<td>61</td>
<td>26</td>
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<tr>
<td>Previous Year</td>
<td>41</td>
<td>24.5</td>
<td>78</td>
<td>48</td>
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<tr>
<td>Berthoud</td>
<td>11</td>
<td>19</td>
<td>9</td>
<td>33</td>
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<tr>
<td>Previous Year</td>
<td>9</td>
<td>10.5</td>
<td>14</td>
<td>7.75</td>
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<tr>
<td>Windsor</td>
<td>46</td>
<td>21</td>
<td>28</td>
<td>14.5</td>
</tr>
<tr>
<td>Previous Year</td>
<td>52</td>
<td>26</td>
<td>36</td>
<td>19</td>
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<tr>
<td>Johnstown</td>
<td>8</td>
<td>5</td>
<td>31</td>
<td>18</td>
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<tr>
<td>Estes Park</td>
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<td>0</td>
<td>4</td>
<td>7</td>
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<tr>
<td>Previous Year</td>
<td>102</td>
<td>61</td>
<td>128</td>
<td>74.75</td>
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<tr>
<td>YTD TOTALS</td>
<td>86</td>
<td>64</td>
<td>153</td>
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# LOSS/SAVE INFORMATION

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<thead>
<tr>
<th>Type of Fire</th>
<th>City</th>
<th>Rural</th>
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<tr>
<td>Loss</td>
<td>Save</td>
<td>Loss</td>
</tr>
<tr>
<td>Residential Structure</td>
<td>$</td>
<td>$</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>$</td>
<td>$</td>
</tr>
<tr>
<td>Year Cumulative</td>
<td>$1,045,525</td>
<td>$5,036,636</td>
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# Specialized Disciplines Training

<table>
<thead>
<tr>
<th></th>
<th>YTD Courses</th>
<th>Previous Courses</th>
<th>YTD Hrs.</th>
<th>Previous Yr. Hrs.</th>
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<tbody>
<tr>
<td>Collapse</td>
<td>22</td>
<td>24</td>
<td>20.5</td>
<td>36</td>
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<tr>
<td>Rope</td>
<td>146</td>
<td>50</td>
<td>200.5</td>
<td>53.5</td>
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<tr>
<td>Confined Space</td>
<td>26</td>
<td>21</td>
<td>20.5</td>
<td>36.25</td>
</tr>
<tr>
<td>Search/Rescue</td>
<td>28</td>
<td>3</td>
<td>56</td>
<td>8</td>
</tr>
<tr>
<td>Water</td>
<td>83</td>
<td>49</td>
<td>173</td>
<td>116.25</td>
</tr>
<tr>
<td>TAC</td>
<td>73</td>
<td>7</td>
<td>334.5</td>
<td>10</td>
</tr>
<tr>
<td>Hazmat</td>
<td>56</td>
<td>66</td>
<td>71.5</td>
<td>53</td>
</tr>
<tr>
<td>Animal Rescue</td>
<td>3</td>
<td>NA</td>
<td>2.25</td>
<td>NA</td>
</tr>
<tr>
<td>Wildland</td>
<td>255</td>
<td>186</td>
<td>650.5</td>
<td>331.1</td>
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<td>YTD TOTALS</td>
<td>692</td>
<td>406</td>
<td>1,529.25</td>
<td>644.10</td>
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# INCIDENTS BY STATION YTD

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<tr>
<th></th>
<th>2014</th>
<th>2015</th>
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<tr>
<td>Sta 1</td>
<td>1,540</td>
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</tr>
<tr>
<td>Sta 2</td>
<td>1,282</td>
<td>1,282</td>
</tr>
<tr>
<td>Sta 3</td>
<td>670</td>
<td>670</td>
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<tr>
<td>Sta 4</td>
<td>359</td>
<td>359</td>
</tr>
<tr>
<td>Sta 5</td>
<td>480</td>
<td>480</td>
</tr>
<tr>
<td>Sta 6</td>
<td>664</td>
<td>664</td>
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<tr>
<td>Total</td>
<td>6,924</td>
<td>7,192</td>
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# Training & Reserve

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<tr>
<th></th>
<th>Hrs/Month</th>
<th>Hrs/Prev Month</th>
<th>Hrs/Prev Yr</th>
<th>Hrs/Year to Date</th>
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<tr>
<td>Shift</td>
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<td>1,555.25</td>
<td>10,590.00</td>
<td>11,724.25</td>
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<td>Reservist</td>
<td>15.00</td>
<td>15.00</td>
<td>275.50</td>
<td>326.50</td>
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<tr>
<td>Admin</td>
<td>110.50</td>
<td>68.50</td>
<td>639.00</td>
<td>649.00</td>
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<tr>
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<td>1,774.00</td>
<td>1,339.75</td>
<td>11,504.00</td>
<td>12,671.75</td>
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<td>Reservist Shift Hours</td>
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<td>159.00</td>
<td>2,387.00</td>
<td>2,339.50</td>
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---

# TAC

- 2014: 73
- 2015: 73

---

# Specialized Disciplines Training

- Collapse: 22 courses, 20.5 Hrs.
- Rope: 50 Hrs.
- Confined Space: 26 courses, 20.5 Hrs.
- Search/Rescue: 3 courses, 56 Hrs.
- Water: 83 courses, 173 Hrs.
- TAC: 73 courses, 334.5 Hrs.
- Hazmat: 66 courses, 71.5 Hrs.
- Animal Rescue: 3 courses, NA
- Wildland: 255 courses, 650.5 Hrs.

---

# Yearly Totals

- 2014: 1,302,561 Hrs.
- 2015: 1,262,000 Hrs.
## Development Review Statistics

<table>
<thead>
<tr>
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<th>City</th>
<th>County</th>
<th>Johnstown</th>
<th>Totals</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Conceptual Design Reviews</td>
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<td>1</td>
<td>1</td>
<td>113</td>
<td>53.25</td>
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<td>Previous Month</td>
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<td>1</td>
<td>0</td>
<td>127</td>
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<tr>
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<td>763</td>
<td>25</td>
<td>X</td>
<td>788</td>
<td>598.5</td>
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<td>YTD Total</td>
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<td>17</td>
<td>6</td>
<td>1197</td>
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<tr>
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<td>20</td>
<td>31</td>
</tr>
<tr>
<td>Previous Month</td>
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<td>1</td>
<td>1</td>
<td>53</td>
<td>79</td>
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<td>11</td>
<td>7</td>
<td>430</td>
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<td>14</td>
<td>3</td>
<td>1</td>
<td>18</td>
<td>25</td>
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<tr>
<td>Previous Month</td>
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<td>0</td>
<td>19</td>
<td>20</td>
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<td>22</td>
<td>180</td>
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<td>Planning Project Reviews</td>
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<td>39</td>
<td>58.5</td>
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<tr>
<td>Previous Year</td>
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<td>16</td>
<td>X</td>
<td>183</td>
<td>336</td>
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<td><strong>TOTAL REVIEWS YTD</strong></td>
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## Inspection Statistics

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<th>Hours</th>
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<td>YTD Total</td>
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<td>231</td>
<td>212</td>
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<td>New Bldg./Fire Protection</td>
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<td>51</td>
<td>75.5</td>
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<tr>
<td>Previous Month</td>
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<td>5</td>
<td>59</td>
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<tr>
<td>Previous Year</td>
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<tr>
<td>YTD Total</td>
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<td><strong>TOTAL INSPECTIONS YTD</strong></td>
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<td><strong>Previous Year</strong></td>
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<td>77</td>
<td>346</td>
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*Engine Company Safety Visits are not included in YTD Totals

## CSD Other Activities

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<th></th>
<th>City</th>
<th>Rural</th>
<th>Hours</th>
<th>Mo. Total</th>
<th>Prev. Mo.</th>
<th>Prev. Total</th>
<th>Highlights/Projects</th>
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<tbody>
<tr>
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<td>6.25</td>
<td>11</td>
<td>21</td>
<td>102</td>
<td>*Explo Event, planning &amp; advertising</td>
</tr>
<tr>
<td>Tents/Special Events*</td>
<td>9</td>
<td>0</td>
<td>11.25</td>
<td>9</td>
<td>15</td>
<td>44</td>
<td>*1 YFS Family Intervention</td>
</tr>
<tr>
<td>Burn Permits Issued</td>
<td>0</td>
<td>7</td>
<td>1.25</td>
<td>7</td>
<td>3</td>
<td>90</td>
<td>*19 new school &amp; business inspections</td>
</tr>
<tr>
<td>Investigations</td>
<td>13</td>
<td>5</td>
<td>18</td>
<td>18</td>
<td>14</td>
<td>24</td>
<td>*3 burn permits</td>
</tr>
<tr>
<td>Service Call/Complaints</td>
<td>5</td>
<td>0</td>
<td>3</td>
<td>14</td>
<td>3</td>
<td>39</td>
<td>*2 car seat installations</td>
</tr>
<tr>
<td>Car Seats Installed</td>
<td>16</td>
<td>0</td>
<td>8</td>
<td>16</td>
<td>16</td>
<td>118</td>
<td>*9 conceptual &amp; 19 plan reviews completed for City Bldg. Div.</td>
</tr>
<tr>
<td>YFS Program</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>1</td>
<td>10</td>
<td>10</td>
<td>*Code, Invest., Ldshp. &amp; Accred. Trng. Hrs. - BW 12, IME 21, CD 36, TD 132</td>
</tr>
<tr>
<td>Public Education Events</td>
<td>2</td>
<td>0</td>
<td>8</td>
<td>2</td>
<td>7</td>
<td>47</td>
<td>*School’s Sporting Goods DAC Mtg. - 6 hrs. CD, NS &amp; IME</td>
</tr>
<tr>
<td>Total Pub. Ed. Contacts</td>
<td>135</td>
<td>0</td>
<td>135</td>
<td>700</td>
<td>3,543</td>
<td>4,107</td>
<td>*Interview panel for city plan reviewer and inspector - 6 hrs. CD &amp; IME</td>
</tr>
</tbody>
</table>

*This also includes Pyrotechnics permits

---

**CSD Development Review YTD**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>YTD</td>
<td>1197</td>
<td>429</td>
<td>180</td>
<td>288</td>
<td>2094</td>
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</tbody>
</table>

**Planning & Building Check-Ins YTD**

|                           | 1045                      |

Fire Protection Permits Average days in review - 10.4 days
Percent within goal time - 94% in September

---

**Inspection Statistics YTD**

<table>
<thead>
<tr>
<th></th>
<th>Safety Visits</th>
<th>Business Inspections New Bldg. Fire Prot.</th>
<th>YTD TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>YTD</td>
<td>79</td>
<td>231</td>
<td>781</td>
</tr>
</tbody>
</table>

YTD Total does not include Eng. Co. Safety Visits

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**Highlights/Projects**

- *Explo Event, planning & advertising*
- *1 YFS Family Intervention*
- *19 new school & business inspections*
- *3 burn permits*
- *2 car seat installations*
- *9 conceptual & 19 plan reviews completed for City Bldg. Div.*
- *School’s Sporting Goods DAC Mtg. - 6 hrs. CD, NS & IME*
- *Interview panel for city plan reviewer and inspector - 6 hrs. CD & IME*