

REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF THE LOVELAND RURAL FIRE PROTECTION DISTRICT

The regular meeting of the Board of Directors of the Loveland Rural Fire Protection District was held at Station No. 1 on Wednesday, August 5<sup>th</sup>, 2015 at 5:30 p.m.

The following members were present: Dave Legits, Mike McKenna, Barry Gustafson and Jeff Swanty.

Also present were:

Greg White, Secretary, Loveland Rural Fire Protection District  
Mark Miller, Loveland Fire and Rescue Department  
Renee Wheeler, Loveland Fire and Rescue Department  
Ned Sparks, Loveland Fire and Rescue Department  
Greg Ward, Loveland Fire and Rescue Department  
Bill Lundquist, Big Thompson Canyon Volunteer Fire Department  
Tim Brady, Big Thompson Canyon Volunteer Fire Department  
Bob Boggio, Rural Citizen

President Legits called the meeting to order.

The minutes of the July 1<sup>st</sup>, 2015 regular meeting were presented. Upon motion by McKenna, seconded by Swanty, and unanimously carried, the minutes were approved.

White presented the July 2015 bills. Upon motion by Swanty, seconded by Gustafson, and unanimously carried, the following bills were approved:

Loveland Fire Rescue Authority (1)	\$	<b>176,836.00</b>
City of Loveland		
Canyon Facilities (2)		<b>11.77</b>
Poudre Valley REA		
Canyon Facilities (2)	29.56	
Canyon Facilities (2)	30.80	<b>60.36</b>
Schrader Propane		
Canyon Facilities (2)		<b>60.00</b>
CenturyLink		
Canyon Facilities (2)		<b>100.00</b>
CenturyLink		
Canyon Facilities (2)		<b>375.00</b>
Pathways Hospice		
Miscellaneous (5)		<b>75.00</b>
Haynie & Company		
Bookkeeping (8c)		<b>350.00</b>
Gregory A. White		
Legal Fees (12a)		<b>1,800.00</b>
Gregory A. White		
Administrative Fee (12b)		<b>1,000.00</b>
Board Secretary Fee (8a)		<b>320.00</b>
Dave Legits		
Board Meetings (8b)		<b>100.00</b>

Mike McKenna	
Board Meetings (8b)	<b>100.00</b>
Barry Gustafson	
Board Meetings (8b)	<b>100.00</b>
Leroy Anderson	
Board Meetings (8b)	<b>100.00</b>
Jeff Swanty	
Board Meetings (8b)	<b>100.00</b>
<b>TOTAL   \$ 181,488.13</b>	

White presented the financial report. Based upon property tax revenues and comparing August through December of 2014, White anticipates that the District may receive property tax revenues of approximately \$20,000 more than in the 2015 Budget. Also, based upon the same 2014 revenue, White anticipates receiving approximately \$30,000 more in specific ownership tax revenues than in the 2015 Budget. White reported that all other revenues and expenses were within budgeted parameters.

Chief Miller presented the Chief’s Report. He noted that he and Director Swanty attended a Community Values Coalition on wildland fires. Director Swanty briefed the group on the City of Loveland, Rural District and Fire Authority relationship, and Miller spoke to the operational aspect of wildland fire response. Both Miller and Swanty felt that this type of interaction with community members was valuable to the City, Rural District and the Fire Authority.

Miller asked if there were any questions concerning the July Monthly Report. There were no questions.

Miller briefed the Board on the purpose of the August 18<sup>th</sup> Joint Meeting between the Rural Board, the Fire Authority Board, the Loveland City Council, and FRAC. The purpose of the meeting is to review the agreements necessary to be approved and executed by the parties to transfer the Loveland Fire Department to the Fire Authority. Wheeler noted that none of the Boards will be asked to take any official action on any of these documents at this meeting. There are several more opportunities to review the documents prior to final approval. Director McKenna requested that, if possible, copies of the documents be provided to the Board prior to this meeting for review.

Chief Miller and Public Services Director Wheeler presented the recently adopted 2016 Fire Authority Budget. The Fire Authority IGA requires that the Rural District and the City approve the Budget after it is adopted by the Fire Authority Board. Miller reviewed the total amount of the 2016 Budget and noted that the Budget has doubled in the last ten years. Miller noted that this amount included significant increases in personnel, new stations, and increase in services to match the growing population of the Fire Authority Service Area.

Miller reviewed the two supplemental requests in the Budget being the Aircraft Rescue and Firefighting Program Engineer (ARFF) and VOIP phones. The ARFF supplemental request in the amount of \$117,956 includes salary, benefits, uniforms, new vehicle, vehicle maintenance, and training. The need for this additional personnel is due to regional jet service returning to the Loveland/Fort Collins Airport in the near future. FAA requires coverage at the airport fifteen minutes before to fifteen minutes after each arrival and departure of commercial aircraft. The addition of this personnel and equipment will better utilize Department resources. It is anticipated that this employee will divide his or her time with 50% to the Airport and 50% to Department duties. It is anticipated that Fort Collins will share in the portion of the salary and benefit costs related to airport response.

The second supplemental request is for Voice Over Internet Phone for a total of \$51,680. The City has upgraded its phone system and Stations No. 3, 5 and 6 need to be upgraded.

Wheeler continued the presentation with a review of the revenue based upon the 10 Year Plan Comparison, provided a list of changes in the 2016 Budget including increases and savings. Miller and Wheeler reviewed the Rank Comparison Adjustment and the reasons for seeking this adjustment to salaries. They noted that this is a two year program.

Wheeler and Miller presented a list of the outstanding issues that were not addressed in the 2016 Budget. The main issues being overtime, the transition from part-time to full-time personnel, and the Roving Engineer/Lieutenant positions.

Wheeler presented a chart showing the proposed Capital Improvements for the next ten years. She noted that the cost allocation for proposed Station No. 10 has still not been negotiated between the City and the Rural District.

Upon motion by Swanty, seconded by Gustafson, the Loveland Fire Authority 2016 Budget as adopted by the Fire Authority was approved with Director McKenna abstaining on the basis of lack of final determination of the share of Fort Collins for the ARFF supplemental item.

Wheeler presented the request to approve the 2016 Fee Schedule. She noted that there were no changes from 2015 Fee Schedule. Upon motion by Swanty, seconded by Gustafson, and unanimously carried, the Board approved the Fee Schedule as submitted.

Renee Wheeler presented the Public Safety Administrator Report. Wheeler presented the Second Quarter Budget Biz. She requested that if there were any questions, they be directed to her.

Chief Miller noted that the 2015 Fire Chief Conference will be held in October. This year the Department will be presenting two classes on leadership and fire tactics. The Department was requested by the Fire Chief Association to present these two classes.

Chief Sparks gave the Community Safety Division Report. Carie Dann has been promoted to Captain and Deputy Fire Marshall. Pat Mialy is working with businesses on business emergency planning. Scott Pringle continues to review the public education process. The application for the new part-time inspector is proceeding. The Department continues to work with the Town of Johnstown for plan reviews to attempt to ensure that review occurs prior to construction of any structures.

Chief Ward presented the Operation Division Report. The Department is beginning the part-time hiring process after losing three part-time employees. The Department has installed a lap top computer in Station No. 8 which will provide the Canyon Department with the ability to view call information at Station No. 8.

Chief Ward reviewed significant incidents in July including a structure fire caused by legal fireworks north of Lake Loveland on July 4<sup>th</sup>, four grass wildland fires last week one of which was again started by legal fireworks in the Marianna Butte area.

Ward reported that the final inspection on the Airport FAA apparatus will be conducted by the Department and Loveland's Vehicle Maintenance Department in the near future, and it is anticipated that delivery will occur in September. The ladder truck refurbishment is continuing with anticipated completion at the end of September.

Canyon Chief Lundquist gave the Canyon Department Report. Significant incidents last month included four motor vehicle accidents, a structure fire and the corralling of an errant llama.

Lundquist noted that currently the Storm Mountain Road is undergoing construction which closes the road for significant periods of time. The Department, LFRA and the Forest Service have entered into contingency planning in the Cedar Springs area.

White stated that he would be on vacation on September 2, 2015, and requested that the Board meeting be moved to September 9, 2015. Upon motion by Gustafson, seconded by Swanty, and unanimously carried, the September Board meeting will be held at 5:00 p.m. on September 9, 2015.

White presented a Rural District Request for Public Records Policy pursuant to the Colorado Open Records Act. White noted that the policy is necessary in order to respond to open record requests and have the ability to charge fees as set forth in this policy to process open record requests. Upon motion by Gustafson, seconded by Swanty, and unanimously carried, the Board adopted the Open Records Policy as presented.

White reported that he had been contacted by the Colorado Division of Homeland Security which administers the FEMA Flood Program. He reviewed with the Board the actions taken by the District as a result of the 2013 Flood and the request to FEMA for reimbursement for the possible repair/replacement of the septic system at Station No. 8. The septic system was inundated by flood waters. The purpose of the application was to provide funding, if necessary, to repair/replace the septic system. White has recently been contacted by representatives of the Division requesting that the District close out the application. In 2014, the District received funds from FEMA for the possible repair/replacement. The funds were in the amount of \$28,361.25 (75% of \$37,815.00 which is an estimate of the cost of repairs). White stated, that in talking to Division representatives, returning the funds is a difficult process. He noted that the Division had suggested using the funds for other flood related costs. It was suggested by Chief Lundquist and President Legits that the District consider the possibility of using the funds to construct an additional bay on Station No. 8 to replace the bay lost when Station No. 7 was destroyed by the flood.

Director McKenna thanked the Board, the Fire Department, and the Firefighter Union for putting on the 4<sup>th</sup> of July Breakfast. It was the consensus of all present that this event should continue in the future.

There being no further business, the meeting was adjourned.

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Gregory A. White, Secretary/  
Assistant Treasurer

ATTEST:

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President