

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. 6, 4325 McWhinney Blvd, Loveland, Colorado on Wednesday, December 5<sup>th</sup>, 2012 at 5:30 p.m.

The following members were present: Dave Legits, Mike McKenna, Leroy Anderson and Jeff Swanty.

Also present were:

Greg White, Secretary, Loveland Rural Fire Protection District  
Chief Randy Mirowski, Loveland Fire and Rescue Department  
Ned Sparks, Loveland Fire and Rescue Department  
Michael Cervoski, Loveland Fire and Rescue Department  
Bill Lundquist, Big Thompson Canyon Volunteer Fire Department  
Tim Brady, Big Thompson Canyon Volunteer Fire Department

President Legits called the meeting to order.

The minutes of the November 7<sup>th</sup>, 2012 regular meeting were presented. Upon motion by Swanty, seconded by Anderson, and unanimously carried, the minutes were approved.

White presented the November 2012 bills. White noted that the actual amount of the Fire Authority invoice had not been received, but anticipated receiving the invoice in the near future. Upon motion by Anderson, seconded by McKenna, and unanimously carried, the following bills were approved, including payment of the Fire Authority invoice when received.

Loveland Fire Rescue Authority (1)	<b>\$</b>	<b>104,585.00</b>
City of Loveland		
Electricity (2)	57.14	
Electricity (2)	13.52	<b>70.66</b>
Poudre Valley REA		
Electricity (2)		<b>29.00</b>
Schrader Propane		
Propane (2)		<b>400.80</b>
Loveland Consolidated Firemen' s Pension Fund		
Pension Fund (4a)		<b>20,130.00</b>
FPPA		
Pension Fund (4b)		<b>25,000.00</b>
FPPA		
Pension Fund (4b)		<b>4,971.00</b>
Qwest		
Miscellaneous (5)		<b>100.00</b>
Qwest		
Miscellaneous (5)		<b>500.00</b>
Loveland Fire Exhibit		
Miscellaneous (5)		<b>75.00</b>
Prairie Mountain Publishing		
Miscellaneous (5)		<b>18.30</b>

Big Thompson Canyon Volunteer Fire Department Canyon Department (6)	<b>6,856.73</b>
Donna Holst Office Supplies and Expenses (9)	<b>119.50</b>
Gregory A. White Legal Fees (11 a)	<b>3,240.00</b>
Gregory A. White Administrative Fee (11 b)	<b>1,000.00</b>
Board Secretary Fee (7 a)	<b>316.67</b>
Donna Holst Bookkeeper Fee (7 c)	<b>468.33</b>
Dave Legits Board Meeting (7 b)	<b>50.00</b>
Barry Gustafson Board Meeting (7 b)	<b>50.00</b>
Mike McKenna Board Meeting (7 b)	<b>50.00</b>
Leroy Anderson Board Meeting (7 b)	<b>50.00</b>
Jeff Swanty Board Meeting (7 b)	<b>50.00</b>
<b>TOTAL</b>	<b>\$ 168,130.99</b>

White presented the financial report.

Director Swanty questioned the discrepancy between the summary of figures in the Financial Report. The Board held a discussion concerning the need to update the financial reporting to the Board. Mirowski offered the services of Renee Wheeler to review the report and suggest changes. White stated he would work with the Department with regard to this matter.

White presented an information packet from Morgan Stanley Smith Barney concerning possible retention by the Rural District of the Morgan Stanley Smith Barney –Denver Group for investment services for District funds. White also stated that he had contacted Alan Krcmarik of the City of Loveland who is listed as a reference in the material. Mr. Krcmarik stated that Loveland had used this group for approximately five years for some of its investments. The City currently has over \$100 million in investments, and through Morgan Stanley, only invest in \$5 million increments. White also reported that the Town of Estes Park has approximately \$20 million in investments and uses the firm of Cutwater Investment Services in Denver for investment advice. Cutwater’s minimal amount of funds for investment is \$8 million. White stated that the District’s maximum amount of available funds in any one year is approximately \$1 million. Also, the District funds need to be maintained in readily accessible accounts as the District draws on its funds throughout the year for paying its expenses. The District’s current investment policy is to invest some funds in six month Certificate of Deposits from local financial institutions, and the rest with ColoTrust. Only several local financial institutions are interested in public funds at this time. After discussion, it was the opinion of the Board to continue the same policy for investment of Rural District funds.

President Legits opened the 2013 Budget Hearing. White reviewed the 2013 Budget including all revenue and expense line items. White also reviewed the District’s Vehicle Self-Insurance Fund. White stated that the 2013 Budget encompassed all expenses incurred by the Fire Authority based upon Model 1. White presented a spreadsheet showing Rural District revenues and expenses from

2012 through 2019. White stated that the Budget contains a \$75,000 capital expense for purchase of a command vehicle. This was included in the Budget at the request of Directors Swanty and Legits. The purpose of this is to provide funds to purchase a command vehicle to replace the current command vehicle. Swanty noted that the City of Loveland is expending a considerable amount of capital funds for the Fire Department including the remodel of Station No. 6, the Station No. 2 project, and the acquisition of a Type 6 Engine as a part of Model 1. He felt that the Rural District should provide this item of apparatus to the Fire Department in recognition of the City's outlay of funds for the Fire Authority. Mirowski, Sparks and Cervoski all commented on the need for the vehicle and the fact that the vehicle will mostly be used within the Rural District and will be designed for off-road response. The command vehicle will be a four door truck with storage capability in the bed. It was the consensus of the Board that this money should remain in the 2013 Budget. Legits inquired as to whether or not any monies had been budgeted for work on Station 9 in the Cedar Springs area by the Canyon Department. White stated that no monies had been included. Legits requested the sum of \$30,000 be included in the 2013 Budget for this project. It was the consensus of the Board that this item should be placed in the 2013 Budget.

Following further discussion, upon motion by Swanty, seconded by McKenna, and unanimously carried, the following Resolutions were adopted:

**RESOLUTION**

**WHEREAS**, the Board of Directors of the Loveland Rural Fire Protection District has appointed Gregory A. White, Secretary-Assistant Treasurer, to prepare and submit a proposed Budget to said governing body at the proper time; and

**WHEREAS**, Gregory A. White, Secretary-Assistant Treasurer submitted a proposed Budget to this governing body for its consideration; and

**WHEREAS**, upon due and proper published notice, said Budget was open for inspection by the public at a designated place, a public hearing was held on December 5, 2012, and interested taxpayers were given the opportunity to file or register any objections to said proposed Budget; and

**WHEREAS**, whatever increase may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance as required by law .

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LOVELAND RURAL FIRE PROTECTION DISTRICT;**

**Section 1.** That estimated expenditures for each fund are as follows:

A. General Fund:	\$2,200,710
B. Vehicle Self-Insurance Fund:	\$ 339,900
TOTAL:	\$2,540,610

**Section 2.** That estimated revenues are as follows:

A. General Fund:	
From general property tax levy:	\$2,027,800

From sources other than general property tax:	\$ 172,910
<b>TOTAL REVENUES:</b>	<b>\$2,200,710</b>

**B. Vehicle Self-Insurance Fund:**

From general property tax levy:	\$ 0
From sources other than general property tax:	\$ 339,900
<b>TOTAL REVENUES:</b>	<b>\$ 339,900</b>

**Section 3.** That the Budget is submitted and hereinabove summarized by fund, be, and the same hereby is, approved and adopted as the Budget of the Loveland Rural Fire Protection District for 2013.

**RESOLUTION**

**WHEREAS**, the Board of Directors of the Loveland Rural Fire Protection District adopted the annual Budget in accordance with the Local Government Budget Law on December 5, 2012; and

**WHEREAS**, the Board of Directors of the Loveland Rural Fire Protection District have made provisions therein for revenues in an amount equal to or greater than the total proposed expenditures set forth in said Budget; and

**WHEREAS**, it is not only required by law, but also necessary to appropriate the revenues provided in the Budget to provide for the operations of the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LOVELAND RURAL FIRE PROTECTION DISTRICT.**

**Section 1.** The following sums are hereby appropriated from the revenues of each fund, to each fund, for the purpose stated therein:

General Fund:	\$2,200,710
Capital Outlay:	\$ 105,000
Contingent:	\$ 50,000
Current Operating Expenses:	\$1,981,612
TABOR Reserve	\$ 64,098
<b>Total:</b>	<b>\$2,200,710</b>
 Vehicle Self-Insurance Fund	 \$ 339,900
Expenses:	\$ 330,000
TABOR Reserve:	\$ 9,900
<b>Total:</b>	<b>\$ 339,900</b>

## RESOLUTION

**WHEREAS**, the Board of Directors of the Loveland Rural Fire Protection District has adopted the annual budget in accordance with the local government budget law on December 5, 2012; and

**WHEREAS**, the amount of money from real property tax assessments necessary to balance the budget for the general operation expense is \$2,027,800 for the General Fund; and

**WHEREAS**, the 2012 valuation for the assessment for the Loveland Rural Fire Protection District is \$232,866,627.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LOVELAND RURAL FIRE PROTECTION DISTRICT.**

**Section 1.** For the purpose of meeting all general operating expenses for the Loveland Rural Fire Protection District during the 2012 Budget year, there is hereby levied a tax of 8.708 mills upon each dollar of the total valuation for assessment for all taxable property within the Loveland Rural Fire Protection District for the year 2013.

**Section 2.** The Secretary-Assistant Treasurer is hereby authorized and directed to certify to the County Commissioners of Larimer County, Colorado, the mill levy for the Loveland Rural Fire Protection District as herein above determined and set.

Chief Mirowski presented the Chief's Report. He asked if there were any questions concerning his Monthly Report that had been provided to the Board. There were no questions.

Mirowski presented a copy of the Intergovernmental Automatic Response Agreement dated July 20, 2012 between Poudre Fire Authority and Loveland Fire Rescue Authority. Mirowski stated that the purpose of this Agreement was a companion to the Automatic Response Agreement between the two authorities. This IGA details the communication part of automatic response between the two authorities. White noted that pursuant to the Fire Authority IGA, all automatic and mutual aid agreements must receive approval from the Loveland City Council and the Rural Board prior to action by the Fire Authority Board. This Intergovernmental Agreement is on the December 13<sup>th</sup> Fire Authority Board Agenda. After review and discussion, upon motion by McKenna, seconded by Swanty, and unanimously carried, the Board recommended approval of the Intergovernmental Automatic Response Agreement by the Loveland Fire Rescue Authority.

Mirowski reported on the status of the Heavy Rescue Squad truck. The Department has been negotiating with SVI to build this truck. This is a direct purchase through SVI. The purchase price is approximately \$645,000. The cost will be funded through City CEF funds. New Station No. 2 will house both an engine company and heavy rescue squad company. This vehicle will be used by the Heavy Rescue Squad. This will be the primary support vehicle for Rural truck company calls. It is anticipated that this vehicle will be available near the end of 2013.

In the absence of Chief Green, Mirowski gave the Community Safety Division Report. He noted that the closing of the purchase of the land for Station 2 will be scheduled in the near future. Both the City and the property owners have agreed on the terms of the purchase. Larimer County Commissioners will hear the Minor

Land Division Plat on December 17<sup>th</sup>. If the Minor Land Division Plat is approved at that time, closing will be schedule.

Chief Sparks gave the Operations Report. The Department dispatched one crew for the Fern Lake Fire in Estes Park. He reported on the two structure fires that both occurred Monday morning and response to those fires. Sparks stated that Station 6 was due to receive its final CO on December 10<sup>th</sup>, and that this project came in under budget.

In the absence of Public Safety Director Renee Wheeler, White presented two supplemental Budget requests to the Board which will be on the Fire Authority's December 13<sup>th</sup> Agenda. The first supplemental budget request R-010 is to appropriate additional funds received for wildland response this summer. The amount of the new appropriation is \$123,800. White also presented a supplemental budget and appropriation request for the Fire Rescue Authority R-007 for a FEMA Assistance Grant for smoke alarms and carbon monoxide alarms for 650 low income disabled households. The amount of the request is \$32,240. Upon motion by Swanty, seconded by Anderson, and unanimously carried, the Board approved both supplemental budget requests and recommended approval of the same by the Fire Authority Board.

Canyon Chief Lundquist gave the Canyon Department report. He introduced Assistant Chief Tim Brady to the Board. Brady has been recently elected to the Assistant Chief position to fill the position formerly occupied by James Weber. Tim has been with the Canyon Department for seven years. Upon motion by Anderson, seconded by Swanty, and unanimously carried, the Board approved the election of Tim Brady as Assistant Chief of the Big Thompson Canyon Volunteer Fire Department.

Lundquist reported that Jason Tanner has been promoted into the Lieutenant position formerly occupied by Tim Brady, and that Shawn Neal has been promoted to Training Officer and active Lieutenant.

Lundquist noted that the Canyon Department responded to the Carter Lake fire and was on call twice for the Fern Lake fire but was not dispatched to that fire. Lundquist noted that the Canyon Christmas Party is December 15<sup>th</sup> at Station 8 beginning at 6:00 p.m. and all Board members are invited to attend.

There being no further business, the meeting was adjourned.

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Gregory A. White, Secretary/  
Assistant Treasurer

ATTEST:

\_\_\_\_\_President