Loveland Fire Rescue Authority Board Meeting Minutes
Wednesday, January 31, 2024
410 E. 5th Street, Loveland, CO 80537
EOC Conference Room
and Via Video and Audio Conference
1:30 p.m.

Members Present:
Chairman Jeff Swanty, Director of the Loveland Rural Fire Protection District ("Rural District")
Director Steve Adams, Loveland City Manager
Director Paul Bukowski, Rural District Director
Director Jon Mallo, City of Loveland Council Member
Director Jacki Marsh, City of Loveland Mayor

Members Absent:
None

Staff Present:
Tim Sendelbach, Fire Chief
Tim Smith, Assistant Chief
Greg Ward, Assistant Chief
Frazier Spearman, Business and Finance Manager
Andrea Wright, Human Resources Manager
Emily Powell, LFRA Legal Counsel
Cheryl Cabaruvias, Administrative Analyst
Kasti Coleman, Board Secretary

Visitors:
Brian Waldes, City of Loveland Chief Financial Officer

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

Approval or Amendment of Agenda:
It was the consensus of the Board to approve the agenda with the removal of Item 4: Conduct Annual Election of LFRA Board Officers.
Awards and Presentation:
Chief Sendelbach presented citizen and FRAC member Tom Vail with the Fire Chief’s Community Life Safety Award for his heroic actions on November 13, rendering aid to a fellow citizen experiencing a cardiac event. He then introduced and warmly welcomed LFRA’s new HR Assistant, Matt Ledbetter.

Chairman Swanty recognized Director Steve Adams for his years of service and thanked him for his dedication to LFRA and his years of service on the LFRA Board.

Swearing In:
None

Public Comment:
FRAC member Paul Pfeiffer discussed his attendance at a First On The Scene (FOTS) class and expressed his appreciation for the program. Lieutenant Craig Willard expressed the Firefighter Union’s thanks to Director Adams for his service to LFRA.

Consent Agenda

1. Consider a Motion to Approve the Minutes from the Loveland Fire Rescue Authority December 20, 2023 Regular Board Meeting

2. Consider a Motion to Approve the Minutes from the Loveland Fire Rescue Authority January 9, 2024 Special Board Meeting

3. Consider a Motion to Approve Resolution R-165 Approving the Board of Directors Meeting Schedule for 2024 and Designating Posting Location for Notices of Regular and Special Meeting.

Motion made by Director Adams to approve the consent agenda, as presented. Seconded by Director Bukowski; motion carried unanimously.

Regular Agenda:

4. Conduct a Public Hearing and Consider a Motion to Adopt Resolution R-163, Adopting a Supplemental Budget Regarding the Appropriation of Monies to and the Expenditure of Monies from the LFRA Fleet Replacement Fund for the Loveland Fire Rescue Authority, State of Colorado, for the Calendar Year Beginning on the First Day of January 2024 and Ending on the Last Day of December 2024

Motion made by Director Bukowski to open a Public Hearing regarding the Resolution R-163, Adopting a Supplemental Budget Regarding the Appropriation of Monies to and the Expenditure of Monies from the LFRA Fleet Replacement Fund for the Loveland Fire Rescue Authority, State of Colorado, for the Calendar Year Beginning on the First Day of January 2024 and Ending on the Last Day of December 2024. Seconded by Director Marsh; motion carried unanimously.
Attorney Powell certified for the record that notice of the public hearing had been published in a newspaper of general circulation as required by law. No public comment was received prior to the public hearing, and no members of the public present at the hearing desired to provide comment.

Motion made by Director Bukowski to close the public hearing. Seconded by Director Marsh; motion carried unanimously.

Following discussion, a motion was made by Director Adams to adopt Resolution R-163, to Adopting a Supplemental Budget Regarding the Appropriation of Monies to and the Expenditure of Monies from the LFRA Fleet Replacement Fund for the Loveland Fire Rescue Authority, State of Colorado, for the Calendar Year Beginning on the First Day of January 2024 and Ending on the Last Day of December 2024. Seconded by Director Bukowski; motion carried unanimously.

5. Consider a Motion to Approve a Contract for a Replacement Type 1 Fire Engine.

Following discussion, a motion was made by Director Bukowski to approve a contract with SVI for the replacement of a Type 1 SVI Rescue Pumper with Sutphen Chassis in the amount of $1,280,568. Seconded by Director Marsh; motion carried unanimously.

6. Consider a Motion to Approve a Contract for a Replacement Rescue Apparatus

Following discussion, a motion was made by Director Marsh to approve a contract with SVI for the replacement of an SVI Heavy Rescue with Sutphen Chassis in the amount of $1,389,126. Seconded by Director Mallo; motion carried unanimously.

Chief Sendelbach expressed his appreciation to the Board and by extension to the LRFPD Board and City Council for their assistance with the purchase of these apparatus, noting that this was an extraordinary ask in a challenging time.

7. Conduct a Public Hearing and Consider a Motion to Adopt Resolution R-166, Adopting a Supplemental Budget Regarding the Appropriation of Monies to and the Expenditure of Monies from the LFRA General Fund and the LFRA Fleet Replacement Fund and the LFRA Capital Projects Fund for the Loveland Fire Rescue Authority, State of Colorado, for the Calendar Year Beginning on the First Day of January 2024 and Ending on the Last Day of December 2024

Motion made by Director Bukowski to open a Public Hearing regarding the Resolution R-166, Adopting a Supplemental Budget Regarding the Appropriation of Monies to and the Expenditure of Monies from the LFRA General Fund and the LFRA Fleet Replacement Fund and the LFRA Capital Projects Fund for the Loveland Fire Rescue Authority, State of Colorado, for the Calendar Year Beginning on the First Day of January 2024 and Ending on the Last Day of December 2024. Seconded by Director Adams; motion carried unanimously.
Attorney Powell certified for the record that notice of the public hearing had been published in a newspaper of general circulation as required by law. No public comment was received prior to the public hearing, and no members of the public present at the hearing desired to provide comment.

Motion made by Director Mallo to close the public hearing. Seconded by Director Marsh; motion carried unanimously.

Following discussion, a motion was made by Director Bukowski to adopt Resolution R-166, adopting a supplemental budget regarding the appropriation of monies to and the expenditure of monies from the LFRA Fleet Replacement Fund for the Loveland Fire Rescue Authority, state of Colorado, for the calendar year beginning on the first day of January 2024 and ending on the last day of December 2024. Seconded by Director Marsh; motion carried unanimously.

8. Review Briefing Papers and Correspondence

a. Chief’s Report

HR Director Wright provided an update on the employee engagement survey and noted that the project is on hold pending the contract update needed for the City’s UKG account in order for LFRA to use the survey module.

Chief Sendelbach reported the following matters to the Board:

- **Correspondence**

  Chief Sendelbach discussed a thank you letter from a family who visited one of the LFRA fire stations noting that the crew on duty was exceptional in welcoming them and including them in the activities that were happening at the time.

  He also congratulated both Battalion Chief Jason Goodale and Lieutenant Alex Chapin on achieving their Fire Officer credential through the Center of Public Safety Excellence (CPSE).

  He also expressed his thanks to the Board for their attendance at the LFRA 2024 Badge pinning event that happened on January 11th.

- **LFRA/LRFPD Board Retreat**

  Chief Sendelbach noted that the LFRA Board and the LRFPD Board will be attending a joint Special meeting on February 15, 2024 from 9:00 a.m. – 1:00 p.m. He requested that the location be changed from the Bartholf Conference room to Fire Station 10 and the Board agreed.

- **Hiring Process**

  Chief Sendelbach noted the hiring of the new HR assistant and noted that there will be 3 LFRA recruits in the upcoming Front Range Fire Consortium (FRFC) academy. He also explained that the 2024-01 FRFC academy will be the largest that has been held with 47 recruits attending from all agencies.
LFRA will be posting the positions of Wildfire Program Coordinator, which is one of the positions that was recently funded by the Loveland Rural Fire Protection District (LRFPD) Board.

- **Grants**

Chief Sendelbach noted that LFRA had hoped to apply for the Colorado Firefighter Safety and Disease Prevention grant, which is generally targeted to smaller agencies. He noted that LFRA had hoped to apply for the grant with a focus on studying Firefighter sleep and how it could be improved, but the vendor was not able to conduct the training.

Chief Sendelbach provided an update on a regional application for the Assistance for Firefighters Grant, which is a federal grant that helps Firefighters and other first responders obtain needed resources necessary for protecting the public and emergency personnel from fire and related hazards. This grant application process would be a joint effort with all the partners of the FRFC and would focus on mobile training props that can be shared throughout the FRFC member organizations.

Chief Sendelbach discussed the Colorado Strategic Wildfire Action Program (COSWAP) grant, which supports wildfire risk reduction in Colorado, and noted that LFRA was awarded $70,000 for the mitigation efforts in 3 priority areas noted in the Community Wildfire Preparedness Plan (CWPP). These areas will be the focus of the LFRA mitigation group.

- **Colorado State Forest Service (CSFS) Interns**

Chief Sendelbach discussed the cooperative effort with the Colorado State Forest Service to get 2 interns who are studying wildfire mitigation to participate in fire mitigation efforts for 6 weeks over the summer. They will be stationed at Fire Station 8 and then will rotate to another agency to finish their internship after their LFRA rotation is complete. LFRA also received a county grant for their salaries.

LFRA is considering a residential program for the 6 weeks that the interns are with LFRA, which would allow them to reside at Fire Station 10. Chief Sendelbach is in contact with Attorney Powell regarding the proposed residential program.

- **LFRA Professional Development**

Chief Sendelbach reiterated his congratulations to Battalion Chief Jason Goodale and Lieutenant Alex Chapin on achieving their Fire Officer credential through the Center of Public Safety Excellence (CPSE).

- **Training Update**

A number of regional partners came together at the LFRA Training Area to complete the Incident Safety Officer Class.
• **Community Safety Division**

Battalion Chief Carie Dann has completed efforts to assign CSD Inspectors to the response districts for each station, thereby simplifying communication between Station crews and Inspectors in the case of any occupancy questions or concerns.

• **Logistics & Apparatus**

The Final inspection of the new Engine 43 was completed, and it is now in service at Fire Station 3.

• **Community Outreach**

There were multiple community outreach events since the last Board meeting, including a Teddy Bear exchange and LFRA supporting high school CPR classes.

• **Operational Responses and Updates**

LFRA responded to a commercial structure fire on Christmas and a fatal residential structure fire on December 23rd. LFRA is planning a Smoke Alarm Blitz in the neighborhood where the fatal fire occurred with door hangers that will discuss the smoke detector program.

Chief Dann presented the following matter to the Board:

• **2023 Community Safety Division (CSD) Wrap-up**

Chief Dann presented an overview of the Community Safety Division (CSD) activities and achievements for 2023. She noted the following statistics:

- There were over 1000 inspections conducted which include new construction and existing businesses.
- LFRA adopted the WUI code to better protect the Wildland Urban Interface (WUI) in the LFRA jurisdiction.
- There were over 800 reviews completed, which includes new construction permits and fire protection system permits.
- CSD inspected 123 food trucks and 150 special events.
- CSD completed 169 CORA requests and issued 273 burn permits.

Director Adams expressed his appreciation for LFRA’s assistance in getting the food truck rodeo program started in conjunction with the City of Loveland and the Larimer County Health Department.

Director Swanty asked about unpermitted fires and how LFRA responds to any complaints. Chief Dann noted that LFRA responds to any complaints called in, and if the citizen burning does not have a permit then the crew generally has the party put the fire out at that time. She noted that LFRA cannot issue citations, but if they are needed, the Larimer County Sheriff’s Department or Loveland Police Department would write those citations.

Director Swanty asked how new businesses are kept in compliance with permitting and inspection requirements. Chief Dann gave an overview of inspection schedule and how data
management systems and inspection report submittal portals assist CSD with keeping businesses in compliance. Chief Sendelbach noted that a business license program could assist in helping to make sure that occupancies are safe and in compliance.

Chief Dann also noted that there was a fire sprinkler save this week at the St. Valentine apartments due to a fire on a resident’s stove.

9. Other Business for Board Consideration

Director Adams noted that Rod Wensing has been appointed as Acting City Manager and will be serving as the City Manager representative to the LFRA Board beginning in February. He also expressed his appreciation for the many years he has participated on the LFRA Board and noted his participation in ISO ratings project, work on finding appropriate locations for fire stations, and collaboration on improvements made on existing stations. He also noted the collaboration on the Amazon building, including the support from CSD on the innovative fire suppression system in the building. He also thanked Engineer Gina Gonzales for her ARFF (Aircraft Rescue Fire Fighting) support at the Airport.

With no further business to come before the Board, Chairman Swanty adjourned the meeting at 2:33 p.m.

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

Jeffrey M. Swanty, Chairman

Kristi Coleman, Secretary