Loveland Fire Rescue Authority Board Meeting Minutes
Wednesday, February 28, 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 Rod Wensing, Acting Loveland City Manager
Director Jon Mallo, City of Loveland Council Member
Director Jacki Marsh, City of Loveland Mayor

Members Absent:
Director Paul Bukowski, Rural District Director

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
Kristi Coleman, Board Secretary

Visitors:
Brian Walde, City of Loveland Chief Financial Officer
Zachary Sullivan, Fire Rescue Advisory Commission (FRAC) Member

Call to Order:
Chairman Swanty called the Loveland Fire Rescue Authority ("LFRA") Board meeting to order on the above date at 1:32 p.m.

Approval or Amendment of Agenda:
It was the consensus of the Board to approve the agenda as presented.
Awards and Presentation:
Chief Sendelbach discussed the nomination of Lt. Matt DeDecker as Elks Firefighter of the year.

Swearing In:
None

Public Comment:
None

Consent Agenda

1. Consider a Motion to Approve the Minutes from the Loveland Fire Rescue Authority January 31, 2023 Regular Board Meeting

2. Consider a Motion to Approve the Minutes from the Joint Loveland Fire Rescue Authority and Loveland Rural Fire Protection District February 15, 2024 Special Board Meeting

A motion was made by Director Mallo to approve the consent agenda, as presented. Seconded by Director Marsh; motion carried unanimously.

Regular Agenda:

3. Discuss Proposed Employee Engagement Survey Questions

Chief Sendelbach introduced the Employee Engagement Survey discussion item, and then HR Director Andrea Wright presented the proposed employee engagement survey questions. The Board discussed the implementation of the new survey to assess employee satisfaction and engagement within the organization. The Board's initial request for the survey was made in October, and it is intended to complement an existing organizational assessment survey conducted through Frontline Mobile Health. Concerns were raised about the timing of the surveys to avoid overlap, as the Frontline Mobile Health survey is due in April.

The Board emphasized the importance of employee anonymity in the survey responses to ensure honest and candid responses from employees. Discussion occurred about the ability to drill down into the data, which could assist with identifying specific issues within departments or shifts, but which could also compromise anonymity. The Board decided that anonymity is the top priority, even if it means sacrificing the ability to drill down into the data.

The survey will include questions about leadership, supervision, and the overall work environment. The Board also discussed the importance of communicating to employees that the survey is being conducted because the Board cares and wants to make the organization a better place to work.

The Board agreed to move forward with an anonymous survey and to trust HR to draft the survey questions and the accompanying message to employees. They decided that the survey should be launched without further review of the specific questions by the Board, emphasizing the need for action over perfection. Staff will communicate with employees that the survey is requested by the LFRA Board and that the results will be used to improve the organization.

4. Review Briefing Papers and Correspondence
a. **Chief’s Report**

Chief Sendelbach reported the following matters to the Board:

- **Correspondence**

Chief Sendelbach congratulated Oliver Smith and Jerrod Michalak, two LFRA Volunteer Firefighters, on completing their Emergency Medical Responder Program, enhancing medical response capabilities in the Storm Mountain area. He also celebrated Lt. Matt DeDecker’s nomination for Elks Firefighter of the Year and acknowledged a donation received in gratitude for the department’s assistance with a high smoke detector installation. Additionally, he highlighted McKayley Lane’s visit to the State Capitol, mentioning her connection to LFRA as the daughter of Fleet technician Corey Lane.

Chief Sendelbach discussed two proclamations that were acknowledged at a recent City Council meeting: one for the heart-safe community initiative and another for Restoration Ranch, which supports first responders. Chief Sendelbach also discussed the donation of 14 AEDs from the McKee Wellness Foundation to be placed in staff vehicles, ensuring that any vehicle with the LFRA logo is equipped to provide aid.

Chief Sendelbach noted that at the last Board meeting, the fatal fire on December 23 was discussed. Following the incident, a door hanger fire blitz was conducted in the affected community, resulting in the installation of smoke detectors in three residences. The initiative was successful in both providing important fire safety information to the community and ensuring residents had functioning smoke detectors installed.

Chief Sendelbach discussed the most recent First On The Scene (FOTS) Class with members of the community participating. This is a joint endeavor with Thompson Valley EMS, spearheaded by Chief Carmosino, January Windell and Captain Ben Anderson.

Chief Sendelbach acknowledged Kristi Coleman for her efforts in enhancing the marketing for the active hiring process of three of the positions approved by the Rural Board, which are currently attracting significant attention.

Chief Sendelbach highlighted the success of the recent family dinner for LFRA academy recruits, noting the event’s role in connecting recruits’ families with executive staff and chief officers. He stressed the value of family support in enhancing employee success and service quality.

Chief Sendelbach discussed the 45 recruits, from ten different agencies, participating in Front Range Fire Consortium (FRFC) academy class 2024-01 at the Forge campus. He expressed his gratitude to Dan for allowing the FRFC to use the Forge Campus. He noted that three of the recruits are from LFRA.

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

Chief Sendelbach discussed LFRA's involvement in the Sweetheart Festival, including discussing event inspections and a joint educational booth that promoted Loveland's Heartsafe Community designation and provided information on AEDs and CPR.

• LFRA Day at the Capitol

Chief Sendelbach expressed his gratitude to Representative Weinberg for inviting LFRA to the Capitol where LFRA participated in a behind-the-scenes tour.

• LFRA/LRFPD Board Joint Special Meeting

Chairman Swanty reported on the success of the recent joint special meeting conducted on February 15, noting the consensus among all parties on the direction towards unifying LFRA as a fire protection district and expressing appreciation for everyone's involvement. Attorney Powell was thanked for her detailed presentation, and she mentioned that she would be drafting the preliminary Intergovernmental Agreement (IGA) to be reviewed by the Chief and others before presenting it to the Board at the March 27th LFRA Board Meeting, which the Rural District is also invited to attend. A financial analysis prepared by LFRA staff will accompany the draft. Chairman Swanty encouraged Board members interested in joining an anticipated unification subcommittee, which will play a crucial role in the process, to inform Chief Sendelbach of their interest.

• LETA

Chief Sendelbach reported on his participation in the Larimer Emergency Telephone Authority (LETA) strategic planning meeting, where the focus was on the importance of regionalized communications. He informed the Board that LETA is considering relocating to a new facility just south of the current LETA building. This move would enable the Colorado Division of Fire Prevention and Control (CoDFPC) to lease LETA's existing space. While no formal position has been taken, the potential benefits of such a change for the community and LFRA in regional communications were recognized.

• Hiring Process

The Board was updated on the current hiring process, including the three open positions and the number of applicants for each.

• Grants

Chief Sendelbach informed the Board about the pursuit of a regional Assistance to Firefighters Grant (AFG) involving twelve entities, aimed at acquiring mobile training equipment or props to benefit all communities involved. Additionally, a Colorado Strategic Wildfire Action Program (CoSWAP) grant of $70,000 has been secured to conduct mitigation work in three high-priority areas: Storm
Mountain, Pinewood, and Waltonia Road, as identified in the Community Wildfire Protection Plan (CWPP).

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

Chief Sendelbach reported that interviews for the intern program in partnership with the Colorado State Forest Service (CSFS) have concluded, with 18 applicants and plans to bring on two interns starting July 1. The program is fully grant funded by the county, resulting in no expenditure for the LFRA.

Chief Ward reported the following matters to the Board:

- **Community Safety Division**

Chief Ward highlighted the growth in food truck inspections, with 83 inspections conducted in 2023, compared to only five inspections a decade ago. Nine northern Colorado fire departments have collaborated on these inspections, allowing for mutual recognition of mobile Food Vendor inspections across jurisdictions, with Berthoud Fire Protection District (BFPD), Platte Valley Fire Protection District (PVFD), Evans Fire Protection District (EFPD), and LaSalle Fire Protection District (LFPD) poised to join the initiative. Chief Dann and the staff were commended for their work in expanding the program.

- **Facilities**

Chief Ward updated the Board on the progress of the training center master plan. He reported that phase one is underway, which includes constructing a new burn prop and smokehouse from shipping containers. These containers are currently being sent to Texas for fabrication and will subsequently be transported to the training site for installation. Site preparation for the burn prop includes laying concrete foundations and the installation of water lines and hydrants. A major challenge identified is the need to loop the water system, which requires drilling under a ditch that must be dry during the process. This task is time-sensitive and must be completed by March 15. To meet this deadline, there is an urgent need to hire a contractor and obtain the necessary permissions from the City and the ditch company. He noted the City's support in facilitating negotiations with the ditch company.

Chief Ward also noted that a waterline loop project will also affect the new Station Three project. He reported on a recent public meeting regarding the new Station Three, which had approximately 25 attendees. The primary concern raised by citizens pertained to county road improvements. The department's good neighborly relations were acknowledged by current fire station neighbors, and concerns about the station obstructing views were alleviated with photographic evidence demonstrating minimal impact. A “good neighbor” contract was also discussed for the Station Three projects.

- **Community Outreach**

Chief Ward reported on community engagement activities, including a fall prevention class for the 55+ age group led by Ms. Windell and Chief Carmosino, a
Girl Scout tour at Station Two, participation in the Eagles hockey team first responder night, and a fire engine visit at Ponderosa Elementary School. Chief Ward noted that these outreach activities are usually led by Ms. Windell, sometimes in collaboration with Chief Carmosino for specialized audiences, and with the assistance of station crews for children's programs and broader community events.

5. Other Business for Board Consideration

Chairman Swanty and the Board discussed scheduling a visit to the SVI apparatus manufacturer in either April or May. Ms. Coleman suggested using a Doodle poll to find availability for dates, with a preference for 2-hour time slots on Fridays.

With no further business to come before the Board, Chairman Swanty adjourned the meeting at 3:01 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