Loveland Fire Rescue Authority Board Meeting Minutes
Wednesday, March 27, 2024
410 E. 5th Street, Loveland, CO 80537
EOC Conference Room
and Via Video and Audio Conference
12:30 p.m.

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

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

Rural District Representatives Present:
Bill Lundquist, Rural District Director
Linda Glesne, Rural District Legal Counsel

Visitors:
Brian Waldes, City of Loveland Chief Financial Officer
Jared Martin, Innovest
Carie Dann, Battalion Chief/Fire Marshal
Jared Siefken, Fire Inspector
Jocelyn Rowley, Reporter Herald
Call to Order:
Chairman Swanty called the Loveland Fire Rescue Authority ("LFRA") Board meeting to order on the above date at 12:30 p.m.

Executive Session:

Executive session pursuant to C.R.S. 24-6-402(4)(f) to discuss personnel matters to include the annual review, evaluation, and discussion regarding performance of the Fire Chief

Following the call to order, and upon motion duly made and seconded, the Board unanimously voted to go into executive session pursuant to C.R.S. 24-6-402(4)(f) to discuss personnel matters to include the quarterly review, evaluation, and discussion regarding the performance of the Fire Chief.

Motion made by Director Mallo to close executive session. Seconded by Director Marsh; motion carried unanimously. The Board came out of executive session at 1:21 p.m.

After a brief recess, the Board resumed the regular meeting at 1:28 p.m.

Approval or Amendment of Agenda:
It was the consensus of the Board to approve the agenda as presented.

Awards and Presentation:
None

Swearing In:
None

Public Comment:
None

Consent Agenda

1. Consider a Motion to Approve the Minutes from the Loveland Fire Rescue Authority February 28, 2024 Regular Board Meeting.

2. Consider a Motion to Appoint Lynne Stauffer to the Consolidated Volunteer Firefighters Pension Board.

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

Regular Agenda:
3. Consider Motion Regarding Fire Chief Merit Pay Increase.

Chairman Swanty opened discussion of a merit pay increase for the Fire Chief. Following discussion, Director Marsh made a motion to increase the Fire Chief’s pay by 9.5%. Seconded by Director Bukowski; motion carried unanimously.

4. Receive Update from Innovest Regarding the LFRA 2023 Year End Retirement Plan Status

Jared Martin from Innovest presented an overview of the 2023 retirement plan status. He gave an overview of Innovest’s role as co-fiduciary and their approach to investment selection, including compliance with regulatory requirements and best practices. He discussed the transition to Nationwide Retirement Services as the new recordkeeping provider. He then opened discussion and answered questions from the Board.

5. Conduct a Public Hearing and Consider a Motion to Adopt Resolution R-167, Adopting a Supplemental Budget Regarding the Appropriation of Monies to and the Expenditure of Monies from the LFRA Impact Fees 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 and consider a motion to adopt Resolution R-167, adopting a supplemental budget regarding the appropriation of monies to and the expenditure of monies from the LFRA impact fees 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.

Frazier Spearman provided a brief overview of Resolution R-167, which appropriates funds for equipment and the transformation of unused spaces or storage spaces into offices to house new staff positions that were funded by the Rural District. The Resolution includes the procurement of four vehicles, complete with essential equipment, with the City Facilities Department handling construction bids and City Fleet Services managing vehicle procurement. The office space, vehicles, and equipment will supply the new Logistics Technician, Training Lieutenant, Mitigation Crew, Mitigation Coordinator, and Accreditation Manager, which are required as the result of the LFRA’s expansion of services to serve new growth, thus making the capital expansion fees a suitable source of funding for these capital expenses.

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 Bukowski; motion carried unanimously.

Director Wensing noted his concern about the City's financial ability to pay for the continuing costs of the four new positions if a fire district is not formed within the next three years. However, he noted that, since employment offers have been made, he supports fulfilling the hiring commitments already made.

There was subsequent discussion acknowledging that transitioning to a fire district will require infrastructure and personnel, and the Rural District's passage of a mill levy increase last November obligates the provision of mitigation services to Rural District residents. Chief Sendelbach noted that four of the positions are seasonal, offering some financial flexibility. The Chief emphasized that LFRA will not hire anyone with a known expiration date on their career. The Rural District Board members present expressed their concern about the City's current financial insecurities, and the disproportionate funding level being provided by the Rural District above the 80/20 split set forth in the LFRA establishing IGA.

Following discussion, a motion was made by Director Bukowski to adopt Resolution R-167, adopting a supplemental budget regarding the appropriation of monies to and the expenditure of monies from the LFRA impact fees 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.


Frazier Spearman presented the financial pro forma for the proposed unification of LFRA as a fire protection district, with a focus on costs, viability, and benefits of eliminating duplicated services. He discussed the historical property tax data for the City of Loveland and the Rural District, with projections for future collections, noting the importance of conservative forecasting.

7. Receive and Discuss a Sample Draft Pre-inclusion IGA for Unification of LFRA as a Fire Protection District.

Legal counsel Emily Powell presented a sample draft pre-inclusion IGA for the formation of a fire protection district, highlighting this sample IGA is a place to start and is open to revision and many areas requiring further discussion and decision-making. She noted the blue highlighted provisions are dates and cross references, and the yellow highlighted provisions are the parts that need more clarification of information added.

Chief Sendelbach stated that he would have a proposed list of positions to be appointed to the fire district formation subcommittee at the next LFRA Board meeting for the Board's consideration.
8. Receive and Discuss an Update on City of Loveland Requested 2024 Budget Reductions and Give Direction Regarding Submissions to the City of Loveland.

Chief Sendelbach requested direction regarding the ongoing budget reduction request made by the City, and the City’s involvement in determining LFRA’s budget reduction decisions, noting LFRA’s status as an independent local government. Chief Sendelbach requested direction on how LFRA should respond to the City’s request, and what information LFRA should provide to the city in their reduction exercise efforts.

Chairman Swanty stated that the LFRA Board should set the budget and then the two entities should follow the decisions of their representatives on the Board. Chairman Swanty also affirmed LFRA’s independent local government status and the need for the City to honor LFRA’s budget decisions. Director Wensing recognized the City’s fiscal challenges and outlined the steps being taken towards presenting a balanced budget to the City Council and expressed the City’s interest in LFRA’s participation in the budgetary process and its contribution to the City’s financial strategy. The City’s Chief Finance Officer, Brian Waldes clarified that specific cut details from LFRA are not required, only the total amount of cuts needed to reach the budget goal. The Board directed Chief Sendelbach to provide to the City the list of items that could be cut and not rank them.

Chief Sendelbach’s assured the Board of LFRA’s cooperation in the budget reduction process, prioritizing LFRA’s operational integrity and community safety.

9. Review Briefing Papers and Correspondence

a. Chief’s Report

Chief Sendelbach reported the following matters to the Board:

- Correspondence

Chief Sendelbach discussed recent correspondence, expressing gratitude to a resident for their letter of appreciation regarding LFRA’s assistance with a challenging smoke detector replacement, situated 21 feet high. He commended the Community Safety Division for their work in introducing the new fee structure to the community. The Chief welcomed the new Fire Inspector, Jared Sieffken, who was introduced by Battalion Chief Carie Dann. He extended congratulations to Battalion Chief Robert Carmosino, Lt. Mark Hernandez, and Captain Dave Friedrichsen for achieving certifications from the Commission on Professional Credentialing. He noted that LFRA now has ten credentialed members, including himself, Chief Smith, and Chief Ward, and shared plans to mentor more personnel towards this achievement.
Chief Sendelbach also acknowledged Lt. Matt DeDecker for receiving the Elks Firefighter of the Year award. He mentioned LFRA’s participation in retired Chief Andy Anderson’s car show and thanked Chairman Swanty for his organizational efforts. He spoke about the Sawyer Training conducted at River’s Edge, in partnership with City Parks and Open Lands, and a dive exercise at Chasteen Grove Water Treatment Plant. He highlighted the inaugural use of the air curtain burner by County emergency services as a significant milestone. He expressed his appreciation to Engineer Gina Gonzales for her role in ensuring a successful airport inspection by the FAA. Lastly, he honored the Hart family for their generous financial gift, which facilitated the donation of 14 AEDs to LFRA which will be equipping LFRA staff vehicles.

- **KidsPak Award**

Chief Sendelbach noted that LFRA had competed with the Loveland Police Department (LPD) in a KidsPak packing race and had received the award for packing the most bags.

- **Hiring Process**

Chief Sendelbach discussed the hiring of Wildfire program coordinator who will be starting on April 8, and a Logistics Technician who will be starting on April 1. An offer of employment has not been made for the Accreditation Manager position, but interviews have taken place.

- **LFRA Revised Fee Schedule**

Chief Sendelbach reported that LFRA has begun implementing the revised fee schedules as of March 15, which include Wildland Urban Interface inspections for new developments.

- **Grants**

Chief Sendelbach informed the Board about the pursuit of a regional Assistance to Firefighters Grant (AFG) involving twelve entities, with a 10% match aimed at acquiring mobile training equipment or props to benefit all communities involved. Additionally, he discussed the AFG prevention grant for public outreach and education.

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

Chief Sendelbach reported 2 interns, Magnolia and Alec, will be starting on July 1, 2024. One of the interns may be housed at Station 10. 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 noted that CSD staff members recently attended ICC Classes to stay up to date with the most recent code information, and noted Inspector Siefken's first day was March 18, 2024, and congratulated Inspector Terry Soderstrom on her certification as a fire investigator.

- **Training**

Chief Ward discussed multi-agency multi-patient traffic accident scenario training with Thompson Valley EMS and Berthoud Fire Protection District.

- **Facilities**

Chief Ward updated the Board on the progress of the training center construction. He reported that phase one is underway and efforts to drill under the ditch have begun.

- **Apparatus**

Chief Ward updated the Board on the progress of the new wildland engine construction, noting that LFRA is hoping to take delivery of the engine in May 2024.

- **Community Outreach**

Chief Ward reported on community engagement activities, including Children's Day, and Engine company education at High Plains school.

Chief Smith reported the following matters to the Board:

- **Operations Update**

Chief Smith discussed an injured hiker being rescued, two residential structure fires, a train derailment with a diesel spill, and a fire in Wyoming that required assistance from Colorado resources. He noted that the residential structure fire was in apartments where Fire Sprinkler systems were credited with extinguishing fires.

10. **Other Business for Board Consideration**

Director Bukowski discussed the By the Numbers incident response report, which showed that 11% of responses were in the Rural District area and 89% were in the City during the month of
February. The Board also asked for an update on the employee engagement survey, and HR Manager Andrea Wright noted that it will be distributed on Friday, March 29, 2024 via email to staff.

With no further business to come before the Board, Chairman Swanty adjourned the meeting at 3:45 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