

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
LOVELAND RURAL FIRE PROTECTION DISTRICT
HELD
APRIL 1, 2020

A regular meeting of the Board of Directors of the Loveland Rural Fire Protection District (referred to hereafter as "Board") was convened on Wednesday, the 1st day of April 2020, at 3:00 P.M., via teleconference.

ATTENDANCE

Directors in Attendance Were:

David Legits, President
Robert Boggio, Jr., Vice President
Barry Gustafson, Treasurer
Jeff Swanty, Director
Leroy Anderson, Director

Also in Attendance Were:

Chief Mark Miller, Division Chief Ward and Administrative Division Chief Michael Cerovski; Loveland Fire Rescue Authority ("LFRA")
Kammy Tinney and Molly Janzen; Pinnacle Consulting Group, Inc.

Chairman Legits called the meeting to order at 3:02 P.M.

Chairman Legits declared that a quorum of the Board was present, with five of five members in attendance.

ADMINISTRATIVE MATTERS Agenda: The Board reviewed the proposed agenda for the regular meeting. Following review and discussion, upon motion duly made by Director Gustafson, seconded by Director Boggio and, upon vote, unanimously carried, the agenda was approved, as amended to include discussion regarding the potential inclusion of the Pinewood Lakes Fire Protection District into the Loveland Rural Fire Protection District.

Review and Consider Adoption of Resolution 2020-04-02 Establishing Electronic Board Meeting Policy During COVID-19 Pandemic: Ms. Tinney introduced Resolution 2020-04-02 Establishing Electronic Board Meeting Policy During COVID-19 Pandemic, and Ms. Glesne reviewed the resolution with the Board. Following review and discussion, upon motion duly made by Director Boggio, seconded by Director

Gustafson and, upon vote, unanimously carried, the Board adopted Resolution 2020-04-02 Establishing Electronic Board Meeting Policy During COVID-19 Pandemic.

Review and Consider Adoption of Resolution 2020-04-03 Ratifying and Confirming Action Taken by the Loveland Fire Rescue Authority Declaring Local Disaster Emergency Enacted by Fire Chief Mark Miller: Chief Miller reviewed with the Board the actions taken by the City of Loveland and the Loveland Fire Rescue Authority surrounding the declaration of local disaster emergency. Ms. Glesne reviewed with the Board the purpose of the Resolution, noting that adoption of the Resolution makes the District eligible for funding should any funding become available. Following review and discussion, upon motion duly made by Director Gustafson, seconded by Director Anderson and, upon vote, unanimously carried, the Board adopted Resolution 2020-04-03 Declaring Local Disaster Emergency.

Minutes: The Board reviewed the minutes of the March 4, 2020 regular meeting. Following review and discussion, upon motion duly made by Director Anderson, seconded by Director Swanty and, upon vote, unanimously carried, the Board approved the minutes of the March 4, 2020 regular meeting.

May 2020 Regular Election: Ms. Tinney, in her capacity as DEO, reviewed with the Board the written summary of activities and next steps for conduct of the May 5, 2020 election via polling place. There was discussion surrounding the posting of additional information on the LFRA website and Facebook Page, and Ms. Tinney was directed to coordinate the posting of additional information with Ms. Cummings.

Status Regarding Management/Finance/Legal Services Transition: Ms. Tinney reported that District files were received on March 12th from Mr. White. Ms. Miller is currently reviewing all files according to the retention and destruction policy. All intergovernmental agreements on file have been scanned and a copy provided to legal counsel.

Community Comments: There were no Community Comments.

FINANCIAL
MATTERS

Ratify Approval of Claims: Ms. Janzen reviewed with the Board the expenditures for the period February 29, 2020

through March 31, 2020, totaling \$265,986.10. Following review and discussion, upon motion duly made by Director Andersen, seconded by Director Boggio and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period February 29, 2020 through March 31, 2020, totaling \$265,986.10.

Budget to Actual Report: Ms. Janzen reviewed with the Board the Budget to Actual Report for the period ending February 29, 2020. It was the consensus of the Board to accept the budget to actual report as presented.

Status of 2019 Audit: Ms. Janzen reported that John Cutler and Associates is scheduled to begin field work for the 2019 audit in April. The District is not eligible for an extension and must file the completed audit no later than the July 30th deadline.

DEPARTMENT/
PERSONNEL
MATTERS

Chief Miller's Report: Chief Miller reported that 100% of most days have been spent managing the response to COVID-19. Chief Miller reported that department staff is exposed to multiple potential contacts on a daily basis, and the department is conducting testing as needed. To date, all tests of staff members have been negative. Chief Miller reported that Larimer County is working with the U.S. Army Corps of Engineers regarding the possible installation of an alternative care center at The Ranch with approximately 500-1,500 beds. The availability of Personal Protective Equipment (PPE) remains a concern as the department currently has only a 60-day supply of masks. Chief Miller reported that three sets of UV lights were purchased at \$4,000 per unit for use in decontamination of rigs, crew quarters, office spaces, et cetera. Chief Sparks is serving as a liaison between Larimer County and the City's Emergency Operations Center, as well as the alternate Emergency Operations Manager (EOM) while the current EOM is on leave.

Chief Miller reported that the department has not seen a noticeable change in call volume. The department is not automatically responding to nursing homes or providing stand by for ambulances at this time. Chief Ward noted that the department is still counting all calls dispatched.

Chief Miller reported that Station No. 7 opened three weeks ago, and punch-list items will be completed through

the end of the month. The date for the open house for Station No. 7 will be determined at a later time. Chief Cerovski noted that the landscaping must be finished before the final certificate of occupancy is issued.

Chief Miller reported that design of Station No. 10 is moving forward, and that the bank is still on board with the loan offer.

Chief Miller reported that 98% of Chief Staff is working remotely and that he and Chief Staff are currently attending meetings for most of the day, on a daily basis.

Chief Ward discussed how crews are responding to calls with the wearing of masks for all and ensuring that full PPE is utilized for possible COVID-19 cases and all nursing home facility calls.

LEGAL
MATTERS

Discussion Regarding Possible November 2020 Tax Extension/Mill Levy Increase: Ms. Glesne discussed with the Board several draft ballot questions, focusing on continuing the ability to collect the portion of the mill levy set to sunset in 2022. The Board directed Ms. Glesne to revise Option 1 and present for further discussion in May.

Pinewood Lake Fire Protection District Inclusion into Loveland Rural Fire Protection District: Ms. Glesne reported regarding an email sent to her and Ms. Tinney from Mr. White suggesting that the Board consider a mill levy increase election for Pinewood Lake Fire Protection District as a part of including the District into Loveland Rural Fire Protection District. Chief Miller reported that he met with the Pinewood Lakes Fire Protection District Board within the last year and was under the impression that the election was going to be held last year. Ms. Glesne discussed the process to include Pinewood Lakes Fire Protection District into the Loveland Rural Fire Protection District and noted that an election conducted by the Loveland Rural Fire Protection District on behalf of the eligible electors within Pinewood Lakes Fire Protection District will be required. Ms. Glesne suggested that an agreement between the parties is formed. Ms. Glesne will prepare a memo to the Board outlining the process for discussion in May.

COMMUNITY
MATTERS

There were no Community Matters brought before the Board.

OTHER
BUSINESS

There was no Other Business brought before the Board.

ADJOURNMENT

There being no further business to come before the Board,
upon motion duly made and seconded, the meeting was
adjourned at 4:10 P.M.

Respectfully submitted, ,

By: 
Secretary for the Meeting