

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
LOVELAND RURAL FIRE PROTECTION DISTRICT
HELD
May 6, 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 6th day of May 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 Greg Ward and Division Chief Ned Sparks; Loveland Fire Rescue Authority ("LFRA") Kammy Tinney and Molly Janzen; Pinnacle Consulting Group, Inc.
Linda Glesne; Collins Cockrel & Cole
Don Bergstrand, Board Member; Pinewood Lake Fire Protection District

Chairman Legits called the meeting to order at 3:01 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, the agenda was approved, as presented.

Minutes: The Board reviewed the minutes of the April 1, 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 April 1, 2020 regular meeting.

May 2020 Regular Election: Ms. Tinney, in her capacity as DEO, reviewed with the Board the unofficial results of the May 5, 2020 Regular Election, noting that UOCAVA

ballots may be received until May 13th. Director Gustafson and Director Swanty volunteered to serve on the Canvass Board with Ms. Tinney, and they will meet to certify the results on May 18th at 11:00 a.m. at the offices of Pinnacle Consulting Group, Inc.

Electronic Signature Authorization via DocuSign: Ms. Tinney discussed with the Board implementing the use of DocuSign to electronically sign District related documents. It was the consensus of the Board to approve the use of DocuSign to electronically sign District related documents.

Status Regarding Management/Finance/Legal Services Transition: Ms. Janzen reported that accounts with First Bank and Bill.com have been established for the District. The current bank account with Independent Bank will be closed in the coming weeks.

Community Comments: There were no Community Comments.

FINANCIAL
MATTERS

Ratify Approval of Claims: Ms. Janzen reviewed with the Board the expenditures for the period April 1, 2020 through April 30, 2020, totaling \$442,139.35. Following review and discussion, upon motion duly made by Director Swanty, seconded by Director Gustafson and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period April 1, 2020 through April 30, 2020, totaling \$442,139.35.

Unaudited Financial Statements: Ms. Janzen reviewed with the Board the unaudited financial statements for the period ending March 31, 2020. It was the consensus of the Board to accept the unaudited financial statements as presented.

Status of 2019 Audit: Ms. Janzen reported that John Cutler and Associates began field work for the 2019 audit in April, and it is expected that the audit will be completed before the deadline.

DEPARTMENT/
PERSONNEL
MATTERS

Chief Miller's Report: Chief Miller reported that the City of Loveland will remain closed through May 26th and the majority of the Loveland Fire Rescue Authority staff continue to work remotely. Four members of the department resigned in the last month; One retired and three took

positions elsewhere. The department does not plan to fill those positions immediately due to budget constraints.

Chief Miller reported that the City of Loveland is in dire financial straits due to reduced sales tax revenue as a result of the current safer-at-home orders and that additional budget cuts will be forthcoming. Chief Staff is reviewing permanent budget reductions within the next few weeks and will bring additional information to the Board for discussion in June.

Chief Miller reported that the department has seen a reduction in call volume as a result of the safer-at-home orders, and the department is moving back into being on standby for ambulance responses.

Chief Miller reported that the recent fire at the Lovelander Hotel was successfully suppressed as a result of the department's efforts working with the property owner to install a fire suppression system in the building.

LEGAL
MATTERS

Discussion Regarding Possible November 2020 Tax Extension/Mill Levy Increase: Ms. Glesne reviewed with the Board the revised, proposed November 2020 election questions focusing on continuing the ability to collect the portion of the mill levy set to sunset in 2022.

Inclusion of Pinewood Lakes Fire Protection District: Ms. Glesne reviewed with the Board a written Summary of Inclusion Proceedings/Continued Discussion of Possible Pinewood Lake Inclusion. Ms. Glesne noted that it is the responsibility of the Pinewood Lake Fire Protection (PLFPD) Board of Directors to determine if they want to move forward with a pre-inclusion agreement and inclusion election, as well as designating someone to represent them in negotiations.

Mr. Bergstrand reported that the PLFPD Board has already voted unanimously to move forward with the inclusion process.

Director Legits noted that the LRFPD Board is in support of the inclusion action.

Mr. Bergstrand requested assistance with messaging to voters regarding the inclusion process and the pros/cons of including into the LRFPD.

Chief Miller reported that the current response agreement between the districts does not provide detail regarding the authority to issue permits, et cetera, and would prefer that the Loveland Fire Rescue Authority has input over the area with a contractual agreement to respond by including PLFPD into LRFPD, including code enforcement.

Mr. Bergstrand reported that PLFPD has approximately \$15,000 budgeted for fire service and wildland mitigation efforts including slash collection and chipping. There is limited money in their budget for the election.

Ms. Glesne stated that the pre-inclusion agreement can include language regarding cost-sharing between the two parties. Ms. Tinney noted that there are approximately 200 voters in the PLFPD and estimates that conduct of the election will cost approximately \$5,000.

Following discussion, upon motion duly made by Director Swanty, seconded by Director Gustafson and, upon vote, unanimously carried, the Board determined to fund the costs of the election to include PLFPD into the LRFPD.

Mr. Bergstrand thanked the Board for the discussion and their consideration. Ms. Tinney will plan to attend the May 14th meeting of the PLFPD Board of Directors for further discussion.

COMMUNITY
MATTERS

There were no Community Matters brought before the Board.

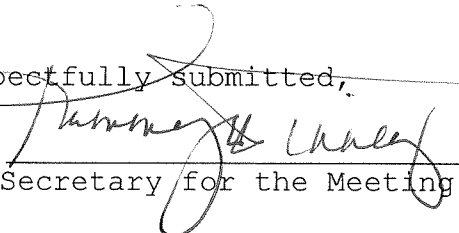
OTHER
BUSINESS

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 4:38 P.M.

Respectfully submitted,

By: 
Secretary for the Meeting