Fire Authority Board Meeting Minutes
Thursday, March 15, 2012

Members Present:

Board Chair Jeff Swanty  Mayor Cecil Gutierrez
City Manager Bill Cahill   Rural Board Secretary Greg White
Rural Board President Dave Legits   City Councilor John Fogle
Asst. City Attorney Moses Garcia  Fire Chief Randy Mirowski
Division Chief Merlin Green  Division Chief Ned Sparks
Public Safety Admin. Director Renee Wheeler  BSC Roylene Sterkel

Call to Order:

Chairman Swanty called the Fire Authority Board meeting to order on the above date at
1:35 p.m.

Pledge of Allegiance:

The Board participated in the Pledge of Allegiance.

Roll Call:

Secretary Sterkel conducted roll call.

Award and Presentations:

None

Consent Agenda:

Follow-up Communication from February Meeting:
Chief Mirowski informed the Board that he will be doing a presentation later in the
meeting regarding the Three Tiered Staffing and Deployment Model

Chief Mirowski reported that he checked with Poudre Fire Authority regarding their
record retention policy and learned that they don’t have an internal policy, but that they
follow the state guidelines relative to retention. We will also follow the state guidelines
with City Clerk Terry Andrews assisting us in records retention.
Mayor Gutierrez moved that the Consent Agenda be approved and City Manager Cahill seconded that motion. Motion carried.

**Regular Agenda:**

3. **Update on the Fire Authority Operations and Maintenance Funding** -

Renee referenced page 19 in the agenda and talked about the table that compares what has been included in the City’s Financial Master Plan and the Basic Services Model less the city’s administrative costs. Indications are that over the period from 2013-2019 there will be a gap of 1.4 million between the funding in the master plan and the city’s share of the net budget in the Basic Services Model of 1.4 million. City Manager Cahill thanked Renee for the analysis and said he thinks the gaps can be absorbed into the city’s current plans and the information is very useful.

Mayor Gutierrez stated that the 2.5% Council Reserve contributions are not reflected in this information because of what other departments needs may be. City Manager Cahill said he is very confident with the numbers and feels that the fund balances will be positive as we move forward dependent of course on the general fund revenues and the needs of all city departments. Chief Mirowski said that he will bring updates to the Board in the future.

Renee talked about the 82-18% split for the City and Rural and how that may look with expenditures and revenues each year for both entities. Greg White said that the rural revenue estimates are based on conservative estimates and should be higher than projected. The city’s projected sales tax is also running higher than projected.

Chair Swanty thanked Renee and Randy for their work in putting the information together and making it easy to understand.

4. **Three Tiered Staffing and Deployment Model** –

Chief Mirowski showed a power point presentation of the Three Tiered Staffing and Deployment Plan and how it works.

Chair Swanty asked if any of the part-time paid firefighters prefer to stay as part-time rather than getting a full-time position. Chief Mirowski said that is not our goal when we bring them on and he doesn’t believe that is their intent when they take a part time position. He said that the part-time-paid folks are brought on with a two to three-year commitment. After the three years, they either need to go back as Volunteers or get hired full time if there are openings. He believes that the part-time firefighters take those positions in the hopes that they will obtain full-time positions either with us or another fire department.

Chief Mirowski talked about how the Volunteer Firefighter has changed over the years.
Those folks used to stay with a department for 15-20 years but now the average Volunteer time is 2.5 years with the hope that they will find a full time firefighter position within that time frame. With the aid of part-time paid and volunteer’s we can obtain a 4-person crew on some apparatus, some of the time. Chair Swanty asked if anyone else was using our model- Chief Mirowski answered yes, Windsor is now using the three-tiered staffing approach and other fire departments are looking at it as well. It is a cost saving approach that works well for smaller to mid-sized departments.

5. **Re-appropriation” Ordinance Request and 2011 Budget Performance**

Administrative Director Wheeler reported that the fire department collected $242,438 more revenue than was budgeted for in 2011. We also spent $233,368 less than the expenditure budget. We will ask that the City re-appropriate approximately 237,000 for capital purchases that were deferred. Renee reviewed the request distributions for that re-appropriation as outlined in the agenda. This request is not part of the 82-18% split associated with the Fire Authority.

Chief Mirowski talked about the fact that our current radios are outdated and cannot be repaired. We have applied for a federal grant to offset some of those costs and it looks favorable that we might receive that grant. If that happens, we could get $880,000 toward purchasing new radios.

The final request to Council will be for 236,966 for operations capital, $127,000 for the Public Safety Administrative Director position, and $162,650 of the accumulated Fire Capital Expansion Fees for the Station 6 expansion project.

City Manager Cahill moved to accept the “Re-appropriation” Ordinance Request as written. Mayor Gutierrez seconded the motions. Motion carried unanimously.

6. **Review Briefing Papers and Correspondence** –

- Chief Mirowski reported that the Vision Tours have been completed. Chair Swanty and Mayor Gutierrez were able to attend one of the sessions. He said that videos are available if anyone requests them.

- Rural Board Secretary White reported on the progress of the mil levy committee. No announcements have been made yet, but they are moving forward with a plan and information will be made public within the next 7-10 days. A resolution of support will be presented to City Council. Jeff suggested letters to the editor might be helpful to get support. Greg said that the committee is developing a form letter that can be used so the same information is conveyed.

- Chief Mirowski asked the Board if they would be supportive of him signing off on some operational agreements so that the Board wouldn’t have to approve every agreement that may not be significant to them. The Board would like to see a resolution brought to them for this to happen.
• Chief Mirowski reminded everyone of the upcoming Fire Department 2011 Awards and Badge Pinning Ceremony that will be held on March 24th at 1:30 at the Police Courts Building.

• City Manager Cahill said he had the privilege of attending part of the Emergency Managers Conference that took place at the Embassy Suites last week. He felt it was a very good conference and was pleased that we were able to get it here for a second year. Mayor Gutierrez gave Lt. Mialy high marks for her involvement in the conference.

• Mayor Gutierrez asked Chief Mirowski if we have something in the works to talk about how dry it is and the dangers of wild fires. Randy reported that Chief Davis and Madeline with the Reporter Herald are working on an article to address those concerns.

With no further business at hand, Mayor Gutierrez moved to adjourn the meeting. City Attorney Bill Cahill seconded the motion. Meeting was adjourned at 3:20 pm.

Minutes submitted by Secretary Sterkel