

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
LOVELAND RURAL FIRE PROTECTION DISTRICT
HELD
DECEMBER 2, 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 2nd day of December 2020, at 3:00 P.M., via videoconference.

ATTENDANCE

Directors in Attendance Were:

David Legits, President
Jeff Swanty, Vice President
Tom Chesney, Treasurer
Leroy Anderson, Director
Paul Bukowski, Director (Arrived at 3:15 p.m.)

Also in Attendance Were:

Chief Mark Miller, Division Chief Michael Cerovski,
Division Chief Ned Sparks, and Division Chief Greg Ward;
Loveland Fire Rescue Authority ("LFRA")
Firefighters Caeden Quist and Zach Cain; LFRA
Kammy Tinney and Molly Janzen; Pinnacle Consulting Group,
Inc.
Linda Glesne; Collins Cockrel & Cole
Gary Diewald, Michael Clingan, Darwin Byal and Polly
Hoover; Pinewood Lake Fire Protection District Board
Members and Residents

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

Chairman Legits declared that a quorum of the Board was present, with four of five members in attendance. There were five of five members in attendance upon the arrival of Director Bukowski at 3:15 p.m.

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 November 4, 2020 regular meeting. Following review and discussion, upon motion duly made by Director Anderson, seconded by Director Legits and, upon vote, unanimously carried, the

Board approved the minutes of the November 4, 2020 regular meeting, as presented.

District Management Report: Ms. Tinney reviewed with the Board the written District Management report for the month of November. Ms. Tinney reported that Board meetings are likely to be held virtually for the foreseeable future due to COVID-19. Ms. Tinney noted that the office of Pinnacle Consulting Group, Inc. can host up to ten participants in one conference room should the Board desire to meet in person.

Public Comments: There were no public comments.

FINANCIAL
MATTERS

Ratify Approval of Claims: Ms. Janzen reviewed with the Board the expenditures for the period November 1, 2020 through November 30, 2020, totaling \$266,255.42. Following review and discussion, upon motion duly made by Director Chesney, seconded by Director Swanty and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period November 1, 2020 through November 30, 2020, totaling \$266,255.42.

Budget to Actual Report and Cash Position Statement: Ms. Janzen reviewed with the Board the Budget to Actual report for the period ending October 31, 2020 and the Cash Position Statement for the period ending November 23, 2020. Following review and discussion, upon motion duly made by Director Swanty, seconded by Director Chesney and, upon vote, unanimously carried, the Board accepted the Budget to Actual report for the period ending October 31, 2020 and the Cash Position Statement for the period ending November 30, 2020.

Engagement of Auditor for 2020 Financial Review: Ms. Janzen reviewed with the Board the proposals received from Mark James and Associates and Haynie and Company regarding performance of the 2020 financial audit. Ms. Janzen noted that Wipfli, LLP declined to submit a proposal due to limited experience with fire protection districts. Following review and discussion, upon motion duly made by Director Swanty, seconded by Director Chesney and, upon vote, unanimously carried, the Board authorized the engagement of Mark James and Associates to complete the 2020 financial audit in an amount not to exceed \$7,500, subject to additional inquiry.

DEPARTMENT/
PERSONNEL
MATTERS

Chief's Report: Station No. 10 Signage. Chief Miller reported that a "future site of" sign is installed at the Station No. 10 location. The current cost estimate to build the station is \$7.5 million. It was the consensus of the Board to direct Chief Staff to continue to pursue financing options and prepare an RFP for distribution to the Board in January 2021.

Wage Adjustments. Chief Miller reported that all staff members were informed of the wage adjustments to begin in January 2021. Chief Miller thanked the Board on behalf of staff for their consideration and approval of the wage adjustments.

Sale of Two LFRA Engines. Chief Miller reported that two engines were sold for \$50,000 each to Laramie County Fire and Wellington Fire Protection District. The proceeds from the sales will be allocated to the fleet replacement fund.

COVID Update. Chief Miller reported that all LFRA stations are closed to the public due to COVID-19, and approximately 80% of administrative staff is working remotely. Staff has reported minimal exposure. Personal Protective Equipment (PPE) is well stocked and available for use.

Pinewood Lake Inclusion. This item will be addressed under Legal Matters.

Cameron Peak Fire Illustration. Chief Miller presented information related to the Cameron Peak Fire.

Essential Items. The following items were reported as essential for further consideration and discussion in 2021:

- Replacement of Station No. 3. It was noted that the City of Loveland is completing a health and safety evaluation of the Station.
- Renovation of Station Nos. 4 and 5.
- Staffing of Station No. 10.

ISO Evaluation. Chief Miller reported that the final report from the ISO Evaluation conducted earlier in the year was received. A copy of the report is available upon request.

Other Matters: It was reported that \$30,000 was donated to the Canyon Battalion. The Board discussed potential uses for the donation including updated signage at Station Nos. 8 and 9. Director Legits noted that the donations can be saved for future needs. Chief Staff will review current needs and determine possible uses of the funds.

LEGAL
MATTERS

Public Hearing to Consider Adoption of Resolution Initiating Inclusion Election to Include Properties Located in the Pinewood Lake Fire Protection District into the Loveland Rural Fire Protection District: Upon motion duly made by Director Chesney, seconded by Director Bukowski and, upon vote, unanimously carried, the Board opened the public hearing to consider the adoption of Resolution Initiating Inclusion Election to Include Properties Located in the Pinewood Lake Fire Protection District into the Loveland Rural Fire Protection District.

Ms. Tinney noted that the Notice of the date, time, and place of this public hearing was published in a newspaper having general circulation within the District's jurisdiction.

Mr. Darwin Byal, 400 James Park Trail, stated that he is whole-heartedly in favor of having his property included into the Loveland Rural Fire Protection District jurisdiction.

Mr. Gary Diewald, 19 Green Mountain Drive, stated that he is in favor of the inclusion. Mr. Diewald requested additional information regarding the elections.

Mr. Michael Clingan, 830 Green Mountain Drive, stated that he is in support of the inclusion. Mr. Clingan to assist the District with highway or road assessment, and/or hydrant testing. Chief Sparks discussed the Districts current needs and thanked Mr. Clingan.

Chief Sparks thanked the residents in attendance for their interest and commended the community of the work accomplished over the years.

Ms. Tinney provided an overview of the election process and timeline.

Upon motion duly made by Director Chesney, seconded by Director Bukowski and, upon vote, unanimously carried, the Board closed the public hearing.

Following review and discussion, upon motion duly made by Director Chesney, seconded by Director Bukowski and, upon vote, unanimously carried, the Board adopted the Resolution Initiating Inclusion Election to Include Properties Located in the Pinewood Lake Fire Protection District into the Loveland Rural Fire Protection District.

Adoption of Resolution Establishing Inclusion and Exclusion Policy and Fees: Ms. Glesne reviewed with the Board the Resolution Establishing Inclusion and Exclusion Policy and Fees. Following review and discussion, upon motion duly made by Director Bukowski, seconded by Director Anderson and, upon vote, unanimously carried, the Board adopted the Resolution Establishing Inclusion and Exclusion Policy and Fees. The Board directed Ms. Tinney to provide a copy of the executed resolution and instructions to the entities and individuals that recently inquired regarding inclusion and exclusion of property within the District. It was the consensus of the Board to pursue a formal agreement between LRFPD and the Town of Johnstown to be consistent with prior discussions and the Board's resolution.

OTHER
BUSINESS

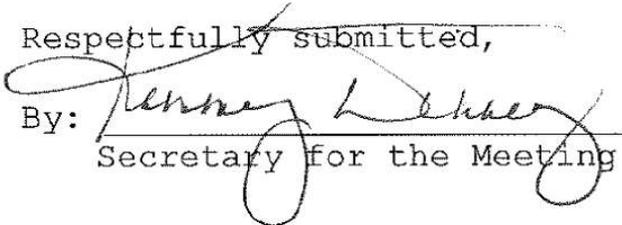
There was no Other Business to come before the Board.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made and seconded, the meeting was adjourned at 5:45 P.M.

Respectfully submitted,

By:


Secretary for the Meeting