Loveland Fire Rescue Authority Board Meeting Minutes
Wednesday, May 31, 2017
3070 W. 29th Street, Loveland
1:30 p.m.

Members Present:
Board Chairman Jeff Swanty, Loveland Rural Fire Protection District ("Rural District")
Vice Chairman Cecil Gutierrez, City of Loveland Mayor
Director Steve Adams, Loveland City Manager
Director Dave Legits, President of the Rural District
Director John Fogle, City of Loveland Council Member

Staff Present:
Mark Miller, Fire Chief
Ned Sparks, Division Chief
Greg Ward, Division Chief
Kristen Cummings, Business Services Coordinator
Emily Powell, Legal Counsel to the Authority
Andrea Wright, Human Resources Manager
Randy Mirowski, Special Projects Manager
Greg White, Secretary of Rural District

Visitors:
Paul Pfeiffer, Loveland Fire Rescue Advisory Committee
Janet Bailey, Loveland Fire Rescue Advisory Committee

Call to Order:
Chairman Swanty called the Loveland Fire Rescue Authority ("LFRA") Board meeting to order on the above date at 1:34 p.m.

Swearing In:
None
**Awards and Presentations:**
None

**Public Comment:**
None

**Consent Agenda:**

1. Consider a Motion to Approve the Minutes from the LFRA April 26, 2017 Regular Board Meeting.

2. Consider a Motion to Approve the Minutes from the LFRA May 10, 2017 Special Board Meeting.

3. Consider a Motion to Approve the Mutual Aid Agreement with Poudre Fire Authority, Colorado State Patrol and Larimer County Sheriff’s Office for Hazardous Substance Incidents.

4. Consider a Motion to Approve the Vehicle Use Agreement with the City of Loveland.

Kristen Cummings distributed proposed revisions to the minutes from the May 10, 2017 special Board meeting for the Board’s consideration. Vice Chairman Gutierrez moved to approve the consent agenda, including the May 10, 2017 special Board meeting minutes as revised. Director Legits seconded; motion carried unanimously.

**Regular Agenda:**

5. **Discussion on the Impact Fee Study**

Emily Powell gave a presentation summarizing the three different options for funding future fire stations that have been discussed by the Board in the recent months. The first option would be for LFRA to fund and have ownership of the fire stations, which would likely be financed. Repayment would be made fully or in part by implementing an impact fee IGA with the City and County, and possibly Johnstown. The second option would be for the City and Rural District to have separate funding and ownership, as is consistent with the current fire stations, with the City funding stations in the City’s jurisdiction, and the Rural District funding stations in the Rural District’s jurisdiction. The third option would be for the City to fund and own all fire stations regardless of their location, likely using the City’s CEF revenue. The benefits and challenges for each option were presented.

Emily advised that the proposed Intergovernmental Agreement (IGA) for implementing impact fees within the City of Loveland is nearly ready for Board review, and could be implemented on a short timeline, if the Board and City decide to go that route.
The Board discussed the need for Johnstown to be supportive of also implementing impact fees with LFRA in Johnstown's jurisdiction, and that until the position of Johnstown's Town Council is known, the Board felt a decision should not be made.

Chief Miller suggested that it would be possible for the City to continue collecting CEF's and not enter into an IGA with LFRA for implementing impact fees, while still having LFRA enter into an IGA implementing impact fees in Johnstown and unincorporated Larimer County. Director Adams made note that City CEF's might decrease in this circumstance due to the increase in impact fees from other sources, and the City's CEF study would need to be looked at.

The Board directed Mark Miller to continue pursuing impact fees with Johnstown. Director Adams advised that the City Council is meeting with the Johnstown Town Board on July 24, 2017, and they could discuss this with them at that time. A suggestion was made that Director Adams also meet with Johnstown's City Manager prior to that date.

6. Update on the 2018 LFRA Strategic Plan Revision, Sections I through VI

Randy Mirowski provided the Board with a draft of the first six sections of the 2018 LFRA Strategic Plan Revision. He advised that a technical writer is currently editing these sections. The Strategic Plan revisions are ahead of schedule, at approximately 50% complete. The Strategic Plan is expected to be approximately 120 pages. Other similar fire departments have Strategic Plans that are closer to 25 pages, and are primarily focused on the business-side aspects of the agency. Randy informed the Board that he would like to develop a supplemental document that will serve as a 25-page condensed summary of LFRA's business-like activities.

7. Discussion Regarding the Revision of Sworn Firefighter Pension Plan Contributions

Chief Miller advised that at next month's Board meeting, there would be a formal presentation on proposed changes to LFRA's sworn firefighter pension plan. The proposed changes are similar to the pension plan changes the City's Police Department implemented. He advised that implementation of the proposed LFRA pension plan changes is expected to cost less than the Police Department's implementation, due to having fewer sworn employees. If approved, the funding will be included in the 2018 budget.

8. Chief's Report

Chief Miller advised that with Renee Wheeler separating from LFRA, the duties of her former position have been temporarily assigned to the administrative staff. He stated that the duties and responsibilities of the position are being evaluated to ensure that the position continues to satisfy the needs of LFRA as it changes, and the position is not expected to be filled in the same capacity.
Chief Miller, Chairman Swanty, Randy Mirowski, Lt. Dan Engelhardt and Ty Drage will be traveling to Charlotte, North Carolina in July for the final step in LFRA’s accreditation process.

Chief Miller offered to make a presentation to the Board about the Firestone explosion incident that occurred on April 17, 2017, and LFRA’s any potential implications for the City or LFRA.

Chief Miller is starting to receive citizen complaints about fireworks, and they are expected to continue over the next several weeks. Unfortunately, the use of illegal fireworks is common in the City’s boundaries and is a matter of police enforcement.

9. Annual Evaluation of the Fire Chief’s Performance

Director Fogle made a motion to go into executive session under Section 24-6-402(4)(f) of Colorado Revised Statutes for the purpose of discussing a personnel matter related to the Fire Chief’s annual performance review. Vice Chairman Gutierrez seconded; motion carried unanimously. The Board went into executive session at 3:03 p.m.

Upon motion duly made and seconded, the Board came out of executive session at 3:38 p.m.

Upon motion duly made and seconded, the Board approved the Fire Chief’s 2016-17 annual performance review and a 3.5% merit pay increase for the Fire Chief, effective May 1, 2017.

10. Other Business for Board Consideration

None.

Chairman Swanty adjourned the regular meeting at 3:42 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.

Jeff Swanty, Chairman

Kristen Cummings, Secretary