Loveland Fire Rescue Advisory Commission Meeting Minutes
Wednesday, October 11, 2017, 5:30 p.m.
Development Center
Emergency Operations Center (EOC), 2nd Floor
410 E. 5th St., Loveland, CO. 80537

Meeting called to order at 5:34 p.m.

**FRAC Present:** Chair Jonathan (Jon) Smela, Division Chief Ned Sparks, Member Leroy (Andy) Anderson, Special Projects Manager Randy Mirowski, Member Leo Wotan, Member Janet Bailey, and Bonnie Wright.

**FRAC Absent:** City Council Representative John Fogle, Fire Chief Mark Miller, Member Paul Pfeiffer, Member Elton Bingham and Member Shane Castro

1. **Minutes approval:** presented by Chair Smela
   Member Anderson motioned to approve the September 13, 2017 minutes. Member Wotan seconded the motion. Motion carried.

2. **Strategic Plan Schedule:** Special Projects Manager Randy Mirowski
   - Mirowski handed out an updated timeline for the 2018 LFRA Strategic Plan.

3. **Strategic Plan, Section I-X:** Special Projects Manager Randy Mirowski
   - Page 3 under the Table of Contents Part 3 – Between the words Apparatus/Large there is an extra space and between the words Construction/Remodel
   - Page 4, paragraph 1 – Is field of knowledge quotations inside or outside of the period within a sentence?
   - Page 4 Part 2 – on the last sentence starting with Part two, the two needs to be a number 2. Also, change most important suppositions to foundation.
   - Page 5 – No changes.
   - Page 6 – Remove the word Revised from the top of the heading.
   - Page 7 paragraph 2 – capitalize the “b” in the word board.
   - Page 7 on the second to the last sentence, change Suppression to Operations.
   - Page 7 on the last paragraph, add hyphens to year to year, capitalize C in the word city’s and capitalize the words city and rural.
   - Page 8 - RAF is used several times throughout the paragraph.
   - 100% needs to be moved over to the right.
   - In paragraph 4, add the word how after the words focusing on.
   - On the last sentence at the bottom of the page, the a needs to be capitalized in the word authority’s.
Page 9 – on the last sentence of paragraph, Basic Planning Assumptions is capitalized and needs to be capitalized throughout the rest of the document.

Page 9, Item #3 on the last hyphen, *Adding two* needs to be a number 2.

Page 9, under Item #6, the word *part time* needs to be hyphenated.

Page 9, Item #7 – the Commission on Fire Accreditation (CFAI) – the word *International* needs to be added after Accreditation.

Page 10 - The title, *Stage Two Planning Assumptions* at the top of the page needs to be underlined.

Under Item #1, take *should out of include consideration.*

Dash number two, *fire station one* needs capitalizing.

Chief Miller requested adding a paragraph about the fire authority being the best governance model for LFRA.

Item number 2 Workforce Staff – Projections in Stage 2, change the number 2 to the work *two*.

Dash #1 – change the numeral three person to match four person staffing.

Berkley system – the *s* in system needs capitalized.

The second dash from the bottom, capitalize the *a* in authority’s.

Page 11 - Change Model 7 to be the number *one*.

In the paragraph underneath the bullet points on the last sentence, *phased in* needs hyphenated.

In the section *Phases for the Essential Services Expansion Plan*, fire stations *seven, ten, five and three* need to be changed to numbers.

Page 12 – add *and/or* after fire station remodel.

The bullet spacing at the bottom needs changing.

Page 13 – remove *Revised* from the heading.

Page 14 – no changes.

Page 15 – in the 2025 section at the bottom, close the space between *Remodel/Replace* and add a space between Station 3.

Page 16 – the words *full time* need hyphenation.

Station 7 needs the space closed after the slash.

Page 17 – at the top, close the space between *Purchase/Replacement*.

At the bottom of the page, *Front-Line Primary and Reserve Status* should not be capitalized.

Page 18 – Fire Stations *seven, ten, five and three* all need to be changed to numbers.

Close the spaces for the items in parentheses, bottom bullets after the words *added*.

Page 19, Part 4 needs underlining.

In the middle of the page, get rid of the three dots after *and effective manner*.

At the bottom of the page, last sentence, there needs to be a space after the word *section*.

Page 20 – remove dashes after the headings on 1-5.

In the last paragraph, Key Performance Indicators – add the word *in* after *set forth*.

Remove the *apostrophe* from all of the *KPIs*.

Page 21 – No changes.

Page 22 – Take the apostrophe *s* out of the Four Rs.

Page 23 – 1.1.1, 1.2.1 & 1.3.1 needs to be bolded.

Page 24 – There was a question about adding *senior citizen education* to 2.3.1.

Bold 2.1.1, 2.2.1 and 2.3.1.

Pages 25 and 26 had no changes.
Page 27 – The first bullet, Foster A needs to be a lowercase a.
Item 4.2.1 – change personnel’s to personnel needs.
4.1.1, 4.2.1 and 4.3.1 needs to be bolded.
Page 28 – 5.1.3 – add an s after KPI.
Page 29 – No changes.
Page 30 – Remove the word Revised at the top of the page.
Page 31 – Change Fire Station Seven the word to a number 7 and the same under Staffing for Fire Station 7 needs to be a word.
Under the Training Center Burn Building – add the words expense fees between capital costs.
Change $2,641,228 to $2,640,000.
Page 32 – No changes.
Page 33 – Under Remodel of Fire Station 5 – the sentence fire station five needs to be changed to a number 5.
Under the Remodel of Fire Station 3 – sentence fire station three needs to be changed to a number 3.
Page 34 – Technology Improvements – need to remove the excess commas and change the word career stations to paid stations.
Page 35 – first paragraph, look through the paragraph and capitalize the word city when appropriate.
There is a spacing issue on the first paragraph.
The word full time needs hyphenated.
Fire Station Four needs to be a number 4.
Under, Increased Staffing for Station 4/Airport Stand-By – in the second sentence, there needs to be a comma after the word carrier instead of a dash.
Page 36, first paragraph – Add a period after Fund Sourced in parentheses.
#26 – the word (2nd) - add a space between the dash and the parentheses.
Project Manager Mirowski provided additional handouts and asked if page 113 (Uniformed Line Firefighter Hiring Years 2012-2026) should be added as page 37 of the Compendium?
Mirowski also went over the Appendix and Chair Smela and Member Bailey did not feel that it tied in well with the Strategic Plan.

4. **Public Comment (If applicable) citizens:** There was no public comment.

5. **Motion to Adjourn:** Meeting adjourned at 7:33 P.M.

The next FRAC meeting will be Wednesday, November 8th, 2017 at 5:30 p.m. in the EOC.

Minutes respectfully submitted by Bonnie Wright, Administrative Technician, LFRA.

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