Loveland Fire Rescue Authority Board Meeting Minutes
Wednesday, January 26, 2022
410 E. 5th Street, Loveland, CO 80537
EOC Conference Room
and Via Video and Audio Conference
1:30 p.m.

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

Members Absent:
None

Staff Present:
Tim Sendelbach, Fire Chief
Greg Ward, Division Chief
Tim Smith, Division Chief
Carie Dann, Fire Marshall
Cheryl Cabaruivas, Administrative Analyst
 Diedra Bassel, LFRA Board Secretary
Emily Powell, Legal Counsel to the Authority

Visitors:
Fire Marshal Parker, Arvada Fire Protection District

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.

Approval or Amendment of Agenda:
Chief Sendelbach requested to pull consideration of the November 17, 2021 Minutes from the consent agenda due to distribution error. They will be presented at the February meeting.

Awards and Presentation:
Fire Marshal Parker from Arvada Fire Protection District presented Fire Marshal Carie Dann with the Fire Prevention Officer of the year award.
Swearing In:
None

Public Comment:
None

Consent Agenda:

1. Consider a Motion to Approve the Minutes from the Loveland Fire Rescue Authority November 17, 2021 Regular Board Meeting

It was the consensus of the Board to pull this item from the consent agenda.

2. Consider a Motion to Approve Resolution R-138 Approving the Board of Directors Meeting Schedule for 2022 and Designating Posting Location for Notices of Regular and Special Meeting

Motion made by Vice Chairman Fogle to approve the consent agenda, as amended. Seconded by Director Adams; motion carried unanimously.

Regular Agenda:

3. Conduct Annual Election of LFRA Board Officers

Attorney Emily Powell explained the Election of Officers process. The Board can nominate new officers individually, or they can nominate the existing or new officers as a slate of officers.

Motion made by Director Ball to nominate the existing Officers as a slate. Seconded by Director Adams; motion carried unanimously.

4. Conduct a Public Hearing and Consider a Motion to Adopt Resolution R-139, Adopting a Supplemental Budget Regarding the Appropriation of Monies to and the Expenditure of Monies from the LFRA General Fund and the LFRA Fleet Replacement Fund for the Loveland Fire Rescue Authority, State of Colorado, for the Calendar Year Beginning on the First Day of January 2022 and Ending on the Last Day of December 2022

Motion made by Vice Chairman Fogle to open the public hearing on the proposed Resolution R-139. Seconded by Director Adams; motion carried unanimously. Attorney Powell certified for the record that notice of the public hearing had been published in the newspaper as required by law. No public comment was received prior to the public hearing, and no members of the public present at the hearing desired to provide comment.

Cheryl Cabaruvias stated that this Supplemental Budget is to roll over unexpended money from the 2021 budget to the 2022 budget to continue work on incomplete projects. The appropriation also includes the payment balance for Engines 41 and 45, several support vehicles, and unspent Station 10 funds.

Motion made by Vice Chairman Fogle to close the public hearing. Seconded by Director Adams; motion carried unanimously.

Motion made by Director Adams to adopt Resolution R-139. Seconded by Vice Chairman Fogle;

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motion carried unanimously.

5. Consider a Motion to Approve a Contract for a replacement Type 1 engine

Division Chief Greg Ward discussed the planned replacement of Engine 46. Chief Staff would like to begin the replacement process a year in advance due to the shortage of vehicles. The cost has already increased by $150,000 from 2021. Director Ball asked about the HGAC, and Chief Ward explained that it is the Houston-Galveston Area Council cooperative purchasing agency that LFRA has been using to satisfy the requirement for a competitive process for the purchase of Type 1 engines. Director Adams asked if the engine has been budgeted, and Cheryl Cabaruvias answered that it was part of the 2022 budget planning process and is budgeted.

Motion made by Director Adams to approve the contract for a replacement Type 1 engine, as presented. Seconded by Vice Chairman Fogle; motion carried unanimously.

6. Chief's Report

Departmental Reorganization / Open Positions
Chief Sendelbach updated the Board members regarding the departmental reorganization.

- The Administrative Technician position was filled by Diedra Bassel. Her start date was January 10, 2022 and her job duties will include support to the Chiefs as well as continuing the financial functions that former employee Kristen Cummings handled.

- The Division Chief position was filled January 14, and Tim Smith is the new Division Chief of Operations. Division Chief Greg Ward will head the new Risk Reduction & Readiness Division which includes Community Safety, Logistics and Training.

- The Logistics Officer position was filled by Captain Mark Lyons. He will assume the management of the current LFRA Warehouse, Quartermaster and Communications as of January 28. The Logistics program will incorporate other programs over the next few years.

- The Battalion Chief recruitment process was completed and Captain Kevin Hessle was selected as the B shift Battalion Chief to replace Tim Smith. Captain Robert Carmosino was offered the position of Emergency Manager Battalion Chief and will begin that role January 28.

- The application process for the Fire Inspector position has closed and the projected hire date is Mid February.

Grant Applications

- LFRA applied for the Assistance to Firefighters Grant as a regional grant with four neighboring fire districts. If awarded, the grant will pay for NFPA 1582 compliant physicals to ensure the health and wellness of the employees.

- LFRA is planning to apply for the S.A.F.E.R. grant. This grant would fund the first year of hiring three additional Battalion Chiefs for a 2nd Battalion on the east side of Loveland. This is crucial to the future of the LFRA staff to prevent fatigue and burnout. This grant has no match and the application period closes February 4th.

- The third available grant is the Firefighter Safety and Disease Prevention Grant, which has a 5% match and a deadline of February 18. This grant will be applied for as a multi-agency grant along with Estes Valley Fire Protection District for a Wildland Fire Coordinator, who will do wildland fire mitigation as well as public education in both jurisdictions.

Director Adams asked about the ongoing fully burdened rate for the additional positions once the grant funding expires, as it will increase the total LFRA budget requirements in future years. The Board expressed general supports for the addition of these positions, possibly including expansion of the Wildland Fire Coordinator to include Urban interface.
Fire Rescue Advisory Commission (FRAC)
- The new FRAC committee met last week and completed a SWOT analysis of the Strategic Plan, with the intention of assisting in the creation of a new plan.

Annual Report
- Staff is beginning preparations for the 2021 Annual Report which is an essential document that can connect to the new Strategic Plan.

Division Chief Smith / Division Chief Ward
- Division Chiefs Smith and Ward discussed recent emergency response incidents of note, and Chief Ward showed the Board pictures of the Station 10 building which is being constructed.

7. Other Business for Board Consideration

- LFRA Future Funding
  - The Board discussed future funding needs and possible structures for LFRA. Vice Chair Fogle indicated the need for LFRA to become a Special District and not rely on the City and Rural District contributions for funding. The Board members agreed that the possibility of forming a Special District should be investigated, and directed Chief Sendelbach to begin the process with Attorney Emily Powell. The Board discussed whether the anticipated property tax revenue from a Special District would be sufficient to fund the needs of LFRA if assessed at the Rural District’s current mill levy rate. The consensus was that it would not and the City would need to propose a Fire only tax, and/or the Rural District would need to seek a property tax increase. Chief Sendelbach will provide a plan for what funding is needed as part of the new Strategic Plan.

- Wild Fire Prevention/Mitigation (Station 8 Staffing)
  - Chief Sendelbach indicated that the LFRA Organizational Chart reflects the Canyon Battalion being under the supervision of the Station 7 Captain.

8. Executive Session, If Needed

None.

9. Possible Action on Any Additional Matters Discussed in Executive Session

None.

With no further business to come before the Board, Chairman Swanty adjourned the meeting at 3:27 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.

Jeffrey M. Swanty, Chairman

Diedra Bassel, Secretary