Loveland Fire Rescue Authority Board Meeting Minutes
Wednesday, April 24, 2019
410 E. 5th Street, Loveland
12:30 p.m.

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

Staff Present:
Mark Miller, Fire Chief
Emily Powell, Legal Counsel to the Authority
Greg White, Secretary of Rural District
Greg Ward, Division Chief
Ned Sparks, Division Chief
Michael Cerovski, Division Chief
Kristen Cummings, Business Services Coordinator
Cheryl Cabaruvias, Administrative Analyst
Andrea Wright, Human Resources Manager

Visitors:
Jacki Marsh, Mayor, City of Loveland

Call to Order:
Chairman Swanty called the Loveland Fire Rescue Authority ("LFRA") Board meeting to order on the above date at 12:51 p.m.

1. Executive Session Pursuant to CRS 24-6-402(4)(f) to Discuss Personnel Matters to Include the Quarterly Review, Evaluation and Discussion Regarding the Performance of the Fire Chief

Motion to go into executive session pursuant to CRS 24-6-402(4)(f) to discuss personnel matters made by Director Legits. Seconded by Vice Chairman Fogle; motion carried unanimously. Executive session began at 12:52 p.m.

The Board came out of executive session and the meeting was recessed at 1:30 p.m.

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Meeting resumed at 1:37 p.m.

Approval or Amendment of Agenda:

No amendments made to the agenda.

Awards and Presentation:

Chief Miller acknowledged Cheryl Cabaruvias, Kristen Cummings, Kristi Coleman, Jonnie Genova and Karen Debenham on Administrative Professionals Day.

Public Comment:

No public comment.

Consent Agenda:

2. Consider a Motion to Approve the Minutes from the March 27, 2019 Loveland Fire Rescue Authority Regular Board Meeting

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

Regular Agenda:

3. Consider a Motion to Approve a Fire Chief Merit Pay Increase

A performance evaluation for Chief Miller was conducted during Executive Session. Motion made by Vice Chairman Fogle to approve a pay increase for Fire Chief Miller of three-percent effective May 1, 2019, and an additional 40 hours of vacation time to be used in 2019. Seconded by Director Legits; motion carried unanimously.

4. Presentation of Staffing Proposal

Chief Miller presented to the Board the current staging model at LFRA, which is three people per company, 24 hours a day, seven days a week. There are also three rovers that are used to cover pre-scheduled vacations and planned leaved. Covering unplanned leaves has become a problem. It is the driver for high amounts of mandatory overtime, causing burnout and causing employees to not be able to use their vacation time.

Vice Chairman Fogle asked if employees could give their vacation time away by donating it to other employees. Director Adams stated that the City discontinued this option due to inequitable exchanges because of varying pay rates.

Chief Miller stated that overtime is over-budget by approximately 18% each year. He stated that it takes three to four months to train a new person, and the crews and training battalion are all involved in those basic training sessions. However, this is preventing that training time from going to higher-level trainings, which is affecting skill mastery.
Chief Miller stated that the number of rovers has not increased as staffing numbers have increased, and that the short-term goal is to hire a fifth rover. (A fourth rover was previously approved by the Board to be added with Station 7 staffing.) These rovers would go through Fire Academy at the same time as the Station 7 new hires, which would save LFRA money. The fifth rover would be paid out of fund balance for 2019 and then folded into the 2020 budget.

The long-term goal is to have 4-person companies, which is the national standard. This would allow engine crews to drop to three people when a vacancy exists. That would alleviate 75% of the overtime needs. Chief Miller stated that the present recommendation is for LFRA to hire two positions for rover, which could save the agency between 30%-50% in overtime, which amounts to $230,000 to $383,000.

Motion made by Director Ball to approve hiring two additional rovers in 2019, to be funded by fund balance. Seconded by Director Legits; motion carried unanimously.

5. Conduct a Public Hearing and Consider a Motion to Adopt Resolution R-103, Approving 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

Chief Miller presented Resolution R-103, which would appropriate money for hiring two additional rovers using monies from fund balance.

Motion made by Vice Chairman Fogle to open the public hearing on the supplemental budget. Seconded by Director Ball; 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. The public hearing was closed.

Motion made by Vice Chairman Fogle to adopt Resolution R-103. Seconded by Director Ball; motion carried unanimously.

6. Chief’s Report

Chief Miller stated that a $10,000 grant was received from the Division of Fire Prevention and Control Health and Safety Grants.

Director Adams state that the Community Improvement Program’s Sales Tax Initiative Survey is complete, and the numbers are still being processed. The Task Force will be meeting in two weeks, and the results will be presented to City Council.

7. Other Business for Board Consideration

Director Adams complimented Captain Pat Mialy and Lenny Layman for their recent work in Emergency Management. He is also impressed that the worker’s compensation numbers have dropped significantly.

8. Executive Session, if Needed

No additional executive session.
With no further business to come before the Board, Chairman Swanty adjourned the meeting at 2:59 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

Kristen Cummings, Secretary