



**Loveland Fire Rescue Authority Board Meeting Minutes**  
**Wednesday, January 30, 2019**  
**410 E. 5<sup>th</sup> Street, Loveland**  
**1:30 p.m.**

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**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

**Members Absent:**

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  
Kristen Cummings, Business Services Coordinator  
Michael Cerovski, Battalion Chief  
Andrea Wright, Human Resources Manager  
Cheryl Cabaruvias, Administrative Analyst  
Tim Smith, Battalion Chief

**Visitors:**

Paul Pfeiffer, Fire Rescue Advisory Commission ("FRAC")  
Janet Bailey, FRAC  
Jacki Marsh, Mayor, City of Loveland  
Vincent Junglas, Legal Counsel to the City

**Call to Order:**

Chairman Swanty called the Loveland Fire Rescue Authority ("LFRA") Board meeting to order on the above date at 1:31 p.m.

**Approval or Amendment of Agenda:**

Chief Miller requested to remove agenda item #1 from the consent agenda.

## **Awards and Presentation:**

Chief Miller stated that Samuel Leighton would be promoted and pinned as Engineer, and new Firefighter, Dan Walsh, would be sworn in, at 4:30 p.m., following the Board meeting.

## **Public Comment:**

No public comment.

## **Consent Agenda:**

It was the consensus of the Board to pull item #1 on the consent agenda for further Board consideration. There were no other items on the consent agenda.

## **Regular Agenda:**

### **1. Consider a Motion to Approve the Minutes from the December 19, 2018 Loveland Fire Rescue Authority Regular Board Meeting**

Director Adams requested that wording in the minutes from the Chief's Report be changed to reflect that the \$100,000 to be distributed by the City for fire sprinklers is to be distributed as a subsidy or grant.

Motion made by Vice Chairman Fogle to table this agenda item pending further research regarding the distribution of the fire sprinkler funds. Seconded by Director Adams; motion carried unanimously.

### **2. Presentation from the Shift Analysis Team**

Battalion Chief Smith gave a presentation to the Board about the research that the Shift Analysis Team conducted to arrive at the recommendation of moving to a 48/96 shift schedule for Operations. LFRA is the last fire department in Northern Colorado to move to this schedule, and wanted to thoroughly study it. The new schedule will go into effect November 5, 2019.

### **3. Discussion about New LFRA Financial Policies**

Attorney Powell provided copies of the draft new financial policies to the Board, including comments from Attorney Junglas and Attorney White. Director Adams stated the Financial Policies were reviewed by City Staff. Attorney Powell advised that there would be another round of revisions following discussions among all three agency attorneys and the Authority finance committee.

### **4. 2019 LFRA Planning Meeting**

Chief Miller presented the Authority's goals for 2019, primarily revolving around ongoing LFRA maturation, construction of Fire Station 7, hiring and training of twelve additional firefighters to cover Station 7, moving to a 48/96 shift schedule, and adopting the 2018 fire code.

Director Adams stated that he would be interested in sending staff to the Emergency Management Institute in Emmitsburg, Maryland for training. Chief Miller advised that LFRA is trying to bring a training class in-house.

Vice Chairman Fogle recommended getting the media involved in understanding the conditions at Station 5 and Station 3, so that when LFRA prepares to replace or renovate them, the public will be educated about the reasons why.

Chief Miller advised the Board that he may want to reallocate future hires from the strategic plan. Chief Ward stated that it is possible that some future hires in the strategic plan would be used as a fourth seat on apparatus and may also serve as a person to fill in for absences. This would create less overtime and less burnout amongst firefighters. Chief Miller stated that his goal is to not negotiate with the City for every new hire, but allow that to be a Board decision within the Authority's approved budget.

Chairman Swanty stated that he wants to continuously evaluate the Rural District's portion of the budget, and make sure that it is still in line with call volume.

Director Adams stated that many 2019 planning items are going to require City staff to implement, and stated he will ensure their strategic plan captures LFRA's goals.

#### **5. Presentation of the *LFRA Way* Booklet**

Chief Miller presented the Board with a copy of LFRA's new cultural document, *LFRA Way*. The document was a culmination of six years' worth of contributions from all members of LFRA.

#### **6. Update on Fire Station 7**

Chief Cerovski gave an update on the construction of Station 7. Six general contractors will be invited to bid, and there will be a public opening of the bids. The goal is to have the contractor selected at the March LFRA Board meeting. Also, LFRA will have to purchase one-and-a-half to two water shares for this project.

Vice Chairman Fogle suggested making a Station 7 postcard for Big Thompson Elementary School students to take home to parents. Chairman Swanty would also like Station 7 information for the school district's website.

Director Adams inquired about the hiring timeline for Station 7 firefighters. Andrea Wright stated that the position will post at the end of February, the application deadline will be at the end of March, offer letter will go out May 10<sup>th</sup>, and July 29<sup>th</sup> will be the first day of their Academy. Director Adams expressed concern about the job posting before the money is released from the City, and asked that Chief Miller follow up to make sure the job can be posted in February.

#### **7. Chief's Report**

Chief Miller states that the Budget Sub-Committee will have their first meeting on June 17, 2019.

Chief Miller stated that one of LFRA's brush trucks has been taken out of service and replaced, pursuant to the replacement schedule. LFRA was left with the option to auction the old engine or donate it. The Colorado Division of Fire Prevention and Control notified Chief Ward that a small, volunteer fire department in Hugo, Colorado was in dire need of an engine, as their 1976 brush truck just went out of service, and now they don't have one and won't be able to afford to replace it for eleven years. Chief Ward is going to visit the Hugo Fire Department to see, firsthand, what their situation is. Vice Chairman Fogle voiced support for the donation. Attorney

Powell said that she strongly recommends the Authority use a Donation Bill of Sale specifying that the engine is being donated in "as-is, where-is" condition.

#### **8. Other Business for Board Consideration**

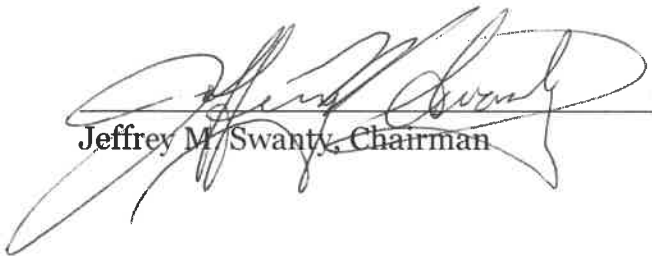
The Board discussed the best time for badge pinnings to occur in order to allow the greatest Board attendance.

#### **9. Executive Session, if Needed**

No executive session.

With no further business to come before the Board, Chairman Swanty adjourned the meeting at 3:20 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