Loveland Fire Rescue Authority Board Meeting Minutes
Wednesday, January 29, 2020
410 E. 5th Street, Loveland
1:30 p.m.

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

Members Absent:
None

Staff Present:
Mark Miller, Fire Chief
Emily Powell, Legal Counsel to the Authority
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
Tim Smith, Battalion Chief
Melissa Kirkpatrick, Firefighter
Aaron Steinbach, Firefighter
Todd Heasty, Fire Engineer
Paul Brown, Fire Engineer
Dustin Waldorf, Fire Lieutenant
Zach Cain, Fire Engineer

Visitors:
Kammy Tinney, Pinnacle Consulting Group

Call to Order:
Chairman Swanty called the Loveland Fire Rescue Authority ("LFRA") Board meeting to order on the above date at 12:48 p.m.
1. Executive Session Pursuant to C.R.S. § 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 made to go into executive session pursuant to C.R.S. § 24-6-402(4)(f) to discuss personnel matters to include the quarterly review, evaluation, and discussion regarding the performance of the Fire Chief made by Vice Chairman Fogle. Seconded by Director Legits; motion carried unanimously. Executive session began at 12:49 p.m.

Motion to come out of executive session made by Vice Chairman Fogle. Seconded by Director Legits; motion carried unanimously. Executive session ended at 1:28 p.m.

Approval or Amendment of Agenda:

None

Awards and Presentation:

None

Swearing In:

None

Public Comment:

None

Consent Agenda:

2. Consider a Motion to Approve the Minutes from the Loveland Fire Rescue Authority December 18, 2019 Regular Board Meeting

3. Consider a Motion to Adopt Resolution R-109, Establishing the 2020 Board Meeting Location, Time and Dates, and Designating the Location for Posting Meeting Notices of the Loveland Fire Rescue Authority

4. Consider a Motion to Adopt Resolution R-111, Adopting the 2018 International Fire Code (“IFC”) with Local Amendments

4.5 Consider a Motion to Approve Letter to the Larimer County Board of County Commissioners Requesting County Adoption of the 2018 IFC in the Authority Service Area

5. Consider a Motion to Adopt Resolution R-110, Adopting the Disaster Recovery Plan and Master Mitigation Plan

Motion made by Vice Chairman Fogle to approve the consent agenda. Seconded Director Legits; motion carried unanimously.
Regular Agenda:

6. Conduct a Public Hearing and Consider a Motion to Adopt Resolution R-112, Adopting a Supplemental Budget Regarding the Appropriation of Monies to and the Expenditure of Monies from the General Fund and the Fleet Replacement Fund and the Capital Projects Fund and the Capital Impact Fees Fund for the Loveland Fire Rescue Authority, State of Colorado, for the Calendar Year Beginning on the First Day of January 2020 and Ending the Last Day of December 2020

Motion made by Vice Chairman Fogle to open the public hearing on Resolution R-112. Seconded by Director Legits; 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 by Vice Chairman Fogle to adopt Resolution R-112. Seconded by Director Legits; motion carried unanimously.

7. Conduct a Public Hearing and Consider a Motion to Adopt Resolution R-113, Approving the 2020 Consolidated Schedule of Rates, Charges and Fees for Services Provided by the Loveland Fire Rescue Authority

Motion made by Director Adams to open the public hearing on Resolution R-113. Seconded by Director Legits; motion carried unanimously. No members of the public present at the hearing desired to provide comment. The public hearing was closed.

Motion by Vice Chairman Fogle to adopt Resolution R-113. Seconded by Director Legits; motion carried unanimously.

8. Chief's Report

Chief Miller gave an update on the construction of Fire Station 7, stating that it should be ready for move-in at the end of February. Director Adams asked if there would be a Grand Opening ceremony. Division Chief Cerovski stated there was a plan to have one at the end of March, when the weather is more predictable.

Chief Miller stated that the donation agreement for the Station 10 real property has been signed by all parties, and that currently the title work and phase 1 environmental study are being conducted. The next step will be requests for proposals on lease-purchase financing for the station.

Chief Miller reminded the Board that February 29 will be the LFRA Appreciation Dinner, and that January 31 will be Greg White's retirement dinner, which will be paid for by the Rural District.

Chief Miller announced that the meeting dates for ICMA-RC and FPPA to talk with the firefighters about defined benefit versus defined contribution retirement plans will be February 24, 26 and 28 at the Fire Training Area at 1:00 p.m.

The new projected cost for Fire Station 7 is $4,834,564, which is $452 per square foot for a
10,700 square-foot station. The original projected cost was $4,400,000. Chief Cerovski reported that Station 7 is primarily over-budget because of the additional $147,960 required for asbestos abatement and site preparation, $95,200 required for a water tap since the well on site could not be utilized, $71,655 for additional rock excavation, and $26,365 for the County's reengineering of the project to meet the easement requirements. Vice Chairman Fogle asked where the money was coming from to cover the difference, and Chief Miller stated it would be covered by collected impact fees. Director Ball asked why these things were not caught during due diligence, and Chief Miller stated that LFRA attempted to do much of the due diligence in-house to save money before involving third-party consultants, but lessons were learned, and applicable consultants will be involved earlier in the process for Station 10.

Chief Miller gave a SWOT analysis presentation to cover the 2020 executive planning process. He stated that the 2018 strategic plan is 32% complete, and the 2017 to 2022 accreditation cycle is 36% complete. One of the weaknesses identified in the analysis was LFRA's document management system. Director Adams stated that the City is working on its document management right now, and invited LFRA to participate in those meetings. Another recognized weakness was emergency management. Division Chief Sparks stated that Chief Staff are trying to evaluate what would be a good city-wide training program for disaster incidents. Also, as the County is redoing its new Emergency Operations Center, Chief Staff are seeing how Loveland and Johnstown will fit into that. Director Adams stated that there is a trend in municipal government for Cities to take direct control of Emergency Management, but that he didn't see that happening for Loveland until Loveland is the size of Fort Collins.

Chief Miller stated that some opportunities found in the analysis for LFRA include having Captain Jason Goodale act as a central contact for the Canyon Battalion. The Canyon's role will change with respect to incident response once Station 7 opens, since Engine 7 will be the first arriving unit. Another opportunity recognized is the CRISP project, which will allow closest-unit-dispatching with Loveland, Berthoud, Estes Park, Wellington and Fort Collins, and will enhance response. Also getting a Quick Response Vehicle ("QRV") at Station 6 would allow Engine 6 to move to Station 10 when it opens. In the next version of the Strategic Plan, a second QRV would be at Station 1. The Strategic Plan will also add a second Battalion Chief to fix the issues with span of control. Chief Miller stated another opportunity is to start leasing SCBA equipment for $170,000 per year, which would cover all maintenance and keep LFRA's equipment compliant.

Chief Miller identified that threats to LFRA include the loss of CAD administration, as the dispatch center has someone retiring who currently fulfills that role, and that there might be a need to have someone who works for LFRA part-time to fulfill this role. Another threat is LFRA wage comparison to comparable agencies. LFRA falls significantly below the average market comparison, when only a couple years ago LFRA was slightly above. In 11 of LFRA's 16 ranks and positions, the wage is 5 to 16% less than the area's average. This gives LFRA the potential to lose firefighters, which costs $25,000 to fill each vacancy. It will cost $700,000 to adjust the pay of those 11 ranks. Some ranks are requiring more immediate adjustments than others, with further adjustments coming in 2021. Chief Miller will present a plan at the February Board meeting for adjusting the biggest gaps. The final threat identified is staffing needs. LFRA ideally needs to staff a CAD Administrator, Accreditation Manager, Training Officer for the Front Range Fire Consortium, Public Education / Public Information Officer, Warehouse Manager, Data Analyst, Purchasing Officer, Training Administrator, Human Resources support staff, Physical Therapist, Information Technology staff, Station 4 staffing, and second Battalion Chiefs.

9. Other Business for Board Consideration

None

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10. Executive Session, if Needed

None

11. Possible Action on Any Matter Discussion in Executive Session

None

With no further business to come before the Board, Chairman Swanty adjourned the meeting at 3:11 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