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 Richard Ball, City of Loveland Council Member
Director Steve Adams, Loveland City Manager

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
Andrea Wright, Human Resources Manager
Cheryl Cabaruvias, Administrative Analyst
Carie Dann, Battalion Chief
Paul Brown, Fire Engineer
Pat Mialy, Captain / Emergency Manager
Zach Cain, Fire Engineer
Greg White, Legal Counsel to the Rural District

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 12:35 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 by Vice Chairman Fogle. Seconded by Director Ball; motion carried unanimously. Executive session began at 12:48 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:**
Attorney Powell requested that agenda item 10, “Executive Session Pursuant to C.R.S. 24-6-402(4)(b) to Receive Advice of Legal Counsel Regarding a Potential Claim” be removed from the agenda, as there was nothing new to report.

**Awards and Presentation:**
None.

**Public Comment:**
None.

**Consent Agenda:**

2. **Consider a Motion to Approve the Minutes from the Loveland Fire Rescue Authority August 28, 2019 Regular Board Meeting and the October 4, 2019 Special Meeting**

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

**Regular Agenda:**

3. **Conduct a Public Hearing and Consider a Motion to Adopt Resolution R-106, Adopting a Supplemental Budget Regarding the Appropriation of Monies to and the Expenditure of Monies from the General Fund, Fleet Replacement Fund, Capital Projects Fund, and the Capital Impact Fees Fund for the 2019 Calendar Year**

Cheryl Cabaruvias stated that this resolution would recognize revenues received from the Front Range Fire Consortium Academy, donations received, insurance settlements, proceeds from the sale of a compressor, wildland deployment revenue not previously recognized, and state grants received. The money would be appropriated to increase the overtime budget, and the fleet replacement and capital impact funds.

Motion made by Vice Chairman Fogle to open the public hearing on Resolution R-106. 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 by Director Ball to adopt Resolution R-106. Seconded by Director Legits; motion carried unanimously.

4. **Consider a Motion to Approve a Contract to Purchase Two Engines with SVI, Inc. in an Amount not to Exceed $1,263,664 and to Authorize the Fire Chief**
to Execute the Contract

Chief Ward stated that one reserve engine (a 2008) is due for replacement. The replacement engine will become the new Engine 5, and this has been included in the 2020 budget. 2021 also has a scheduled replacement of Engine 1 (a 2010). Staff have noticed that once an engine reaches 10 years of age, the cost of maintenance and amount of time out of service goes up, so the plan is to shorten the replacement schedule using a newer system from Fleet Maintenance that can help calculate changes. LFRA would like to purchase the 2020 and 2021 replacement engines simultaneously, to reduce the total combined cost by approximately $30,000. This will not impact future replacements. After the two new engines are in service, the current Engine 1 and the current Engine 5 would go into reserves.

Motion by Vice Chairman Fogle to approve a contract with SVI, Inc. to purchase two engines. Seconded by Director Legits; motion carried unanimously.

5. Consider a Motion to Adopt Revisions to the 2018 International Fire Code ("IFC") Amendments

Battalion Chief Dann presented modifications to the IFC local amendments that were previously approved by the Board. The Town of Johnstown required that LFRA and Front Range Fire Rescue ("FRFR") have identical fire codes for the Town’s residents. Battalion Chief Dann worked with FRFR to come to an agreement on some revisions to the IFC local amendments to make sure the two agencies’ fire codes conform. Battalion Chief Dann presented the revisions.

Motion by Vice Chairman Fogle to adopt the revisions to the 2018 IFC Amendments as presented. Seconded by Director Legits; motion carried unanimously.

6. Consider a Motion to Adopt the Disaster Recovery Plan ("DRP") and Master Mitigation Plan ("MMP")

Director Adams thanked Captain Mialy for her work on these two documents with the City’s Executive Leadership Team. Captain Mialy stated that Emergency Operations Plan is also currently being developed and is in its first draft. The DRP was presented and is to be used as guidance, and is scalable depending on the incident. The roles and responsibilities are only recommendations. There are mechanisms in the DRP for recovering disaster funds.

The MMP is a local companion to Larimer County’s All-Hazards Mitigation Plan. There are currently 200 mitigation projects that have been identified, and the MMP adds the ability to identify future mitigation projects. The document also assists with solidly qualifying for grants.

Motion by Vice Chairman Fogle to adopt the Disaster Recovery Plan and Master Mitigation Plan as presented. Seconded by Director Ball; motion carried unanimously.

7. Consider a Motion to Approve the Retirement Committee’s Proposal to Add Auto-Enrollment of a 457 Deferred Compensation Plan for All New Employees, and Auto-Escalation of All 457 Deferred Compensation Plans up to a 5% Contribution

Captain Mialy stated that employees currently have the ability to contribute 0% to 5% of their earnings into a 457 Plan, and have it matched by LFRA. The Retirement Board is proposing starting an auto-enrollment program for all new employees, from which they could opt-out if they did not want to participate. The first year they would be auto-enrolled at 1%, and it would escalate by 1% each year until they reached 5%. The retirement vendor used, ICMA-RC told the
Retirement Board that they see 85% more participation in the 457 when participants are auto-enrolled than when they voluntarily enroll. Participants can opt-out without penalty at any time. Currently LFRA has 24 employees that are not participating in the 457. Director Adams stated that the Police Department currently auto-enrolls employees at 2%.

Motion by Vice Chairman Fogle to approve auto-enrollment of new employees into a 457 Deferred Compensation Plan with auto-escalation up to 5%. Seconded by Director Ball; motion carried unanimously.

8. Chief's Report

Chief Miller reported on the following matters:

- LFRA received a donation from Operation Save-a-Life, Home Depot, Kidde, and Channel 7 of 545 smoke detectors and 25 carbon monoxide alarms.
- Development of the Land Donation Agreement for Station 10 is currently in progress.
- Fire Engineer Kurt Nakata would be resigning from LFRA and going to FRFR for a full-time fire inspector position.
- There will be a 3.5% increase in health insurance premiums for employees, but LFRA is going to absorb the cost.
- The Annual Accreditation Compliance Report was accepted, and LFRA was recommended for continued accreditation. Chief Miller congratulated Division Chief Cerovski on his work with the document. The next report is due in July, 2021.
- The Beam-Signing Event at Station 7 has been cancelled because of the weather, and the muddy conditions at the job site. Beam signing will now occur at the station's grand opening.
- Station 7 Construction is on schedule, and is set to be completed February 14, 2020.
- LFRA’s appreciation dinner will be on February 20, 2020 at the Embassy Suites.
- There is a Phase 1 environmental analysis being conducted of the property north of the Fire Training Center. The cost is being split with Public Works. There is a potential for one of the departments to purchase this property.
- Captains will be reclassified as non-exempt.

9. Other Business for Board Consideration

None

10. Executive Session, if Needed

No executive session.

With no further business to come before the Board, Chairman Swanty adjourned the meeting at 2:54 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