Loveland Fire Rescue Authority Board Meeting

Fire Administration Building
EOC Conference Room
410 E. 5th Street
Loveland, Colorado  80537
Wednesday, February 28, 2018
1:30 PM
On The Loveland Fire Rescue Authority (LFRA) is committed to providing an equal opportunity for services, programs and activities and does not discriminate on the basis of disability, race, age, color, national origin, religion, sexual orientation or gender. LFRA contracts with the City of Loveland for assistance with translation, discrimination concerns, and Americans with Disabilities Act accommodations. Please contact the City of Loveland Title VI Coordinator at TitleSix@cityofloveland.org or 970-962-2372 for translation services and discrimination concerns. LFRA will make reasonable accommodations for citizens in accordance with the Americans with Disabilities Act (ADA). For more information on ADA or accommodations, please contact the City of Loveland ADA Coordinator at Jason.smitherman@cityofloveland.org or 970-962-3319.

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL
AWARDS AND PRESENTATIONS – LIFE SAVING AWARD – JOURDON MAZUR
PUBLIC COMMENT

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

CONSENT AGENDA

Anyone in the audience will be given time to speak to any item on the Consent Agenda. Please ask for that item to be removed from the Consent Agenda. Items pulled will be heard at the beginning of the Regular Agenda. You will be given an opportunity to speak to the item before the Board acts upon it.

Public hearings remaining on the Consent Agenda are considered to have been opened and closed, with the information furnished in connection with these items considered as the only evidence presented. Adoption of the items remaining on the Consent Agenda is considered as adoption of the staff recommendation for those items.

Anyone making a comment during any portion of today’s meeting should come forward state your name and address for the record before being recognized by the Chair. Please do not interrupt other speakers. Side conversations should be moved outside the meeting room. Please limit your comments to no more than five minutes.

2. Consider a Motion to Approve the Minutes from the Loveland Fire Rescue Authority Board
for the January 31, 2018 Regular Board Meeting.

End of Consent Agenda

REGULAR AGENDA
Anyone who wishes to address the Board on any item on this part of the agenda may do so when the Chair calls for public comment. All public hearings are conducted in accordance with Board By-Laws. When Board is considering approval, the Authority’s By-laws only requires that a majority of the Board quorum be present to vote in favor of the item.

3. Conduct a Public Hearing and Consider a Motion to Adopt Resolution R-82, Adopting a Supplemental Budget Regarding the Appropriation of Monies to and the Expenditure of Monies from the General Fund for the Loveland Fire Rescue Authority, State Of Colorado, for the Calendar Year Beginning on the First Day of January 2018 and Ending on the Last Day of December 2018

4. Conduct a Public Hearing and Consider a Motion to Adopt Resolution R-83, Adopting a Supplemental Budget Regarding the Appropriation of Monies to and the Expenditure of Monies from the General Fund and the Fleet Replacement Fund for the Loveland Fire Rescue Authority, State Of Colorado, for the Calendar Year Beginning on the First Day of January 2018 and Ending on the Last Day of December 2018

5. Conduct a Public Hearing and Consider a Motion to Adopt Resolution R-84, Approving a New Fire Inspector Position and Adopting a Supplemental Budget Regarding the Appropriation of Moneys to and the Expenditure of Moneys from the General Fund for the Loveland Fire Rescue Authority, State Of Colorado, for the Calendar Year Beginning on the First Day of January 2018 and Ending on the Last Day of December 2018

6. Consider a Motion to Approve a Bank Lease Proposal to Finance Construction of Fire Station 7

7. Consider a Motion to Include LFRA Board Members as a Class for Enrollment in LFRA’s Group Health Insurance Plans, and Discuss the Option of also Offering Early Retiree Health Insurance Benefits

8. Review Briefing Papers and Correspondence.
   a. Chief’s Report
   b. Letters
   c. January Statistics

9. Other Business for Board Consideration

ADJOURN
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

EXECUTIVE SUMMARY

In accordance with the Board's direction, an Executive Session will be held once per quarter for the Board to provide feedback to the Fire Chief on his performance. Each Board Member will be provided an opportunity to identify what the Fire Chief has done well and what he can do either more of, better, or differently. The Fire Chief will also have the opportunity to identify areas of concern and/or areas where additional support may be needed from the Board. Following the Executive Session, the HR Manager will prepare a confidential written summary of the performance feedback meeting for retention in the Fire Chief’s personnel file.

BACKGROUND

An executive session pursuant to the LFRA Bylaws and the Colorado Open Meetings Law will be held for the purpose of:

1) discussing personnel matters to include review, evaluation, deliberation, and discussion regarding the performance of the Fire Chief, as authorized by CRS § 24-6-402(4)(f) and LFRA Bylaws section 4(e); and

2) considering and discussing documents and materials related to these personnel matters that are not subject to public inspection under the Colorado Open Records Act, as authorized by CRS § 24-6-402(4)(g).

STAFF RECOMMENDATION

None

FINANCIAL/ECONOMIC IMPACTS

None

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

None
Consider a Motion to Approve the Minutes from the January 31, 2018 Loveland Fire Rescue Authority (LFRA) Regular Board Meeting

EXECUTIVE SUMMARY

The attached document, prepared by Kristen Cummings and edited by outside attorneys, is a record of the January 31, 2018 regular meeting of the LFRA Board. The document details the discussions at the meeting including: approval of the December 2017 Board Meeting minutes, ratifying the Impact Fee IGA with Johnstown, approving the Impact Fee IGA with Larimer County, discussing health insurance options for the LFRA Board, Planning Items for 2018 presentation, update on Fire Station 10 land donation, discussion about the 2019 budget timeline, and the Chief’s Report.

BACKGROUND

Standard meeting protocol

STAFF RECOMMENDATION

Approve as written

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

January 31, 2018 Minutes
Members Present:
Chairman Jeff Swanty, Director of the Loveland Rural Fire Protection District ("Rural District")
Vice Chairman John Fogle, City of Loveland Council Member
Director Dave Legits, Rural District President
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
Andrea Wright, Human Resources Manager
Greg White, Secretary of Rural District
Michael Cerovski, Battalion Chief
Kristen Cummings, Business Services Coordinator
Greg Ward, Division Chief
Ned Sparks, Division Chief
Carie Dann, Deputy Fire Marshal
Cheryl Cabaruvias, Administrative Analyst

Visitors:
Paul Pfieffer, Fire Rescue Advisory Commission ("FRAC")
Janet Bailey, FRAC
Jacki Marsh, Mayor-Elect, City of Loveland
Mike McKenna, Consolidated Volunteer Firefighters Pension Fund Board of Trustees

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.

Awards and Presentations:
None
Swearing In:
None

Public Comment:
None

Consent Agenda:

1. **Consider a Motion to Approve the Minutes from the LFRA December 13, 2017 Regular Board Meeting**

2. **Consider a Motion to Ratify the Intergovernmental Agreement for the Assessment, Collection, and Remittance of Impact Fees with the Town of Johnstown**

Motion made by Director Adams to approve the consent agenda. Director Ball seconded; motion carried unanimously.

Regular Agenda:

3. **Consider Approval of the Intergovernmental Agreement for the Assessment, Collection, and Remittance of Impact Fees with Larimer County**

Chief Miller stated that negotiation of the impact fee IGA with Larimer County is complete. The County will consider approval of the IGA on February 15, 2018.

Motion made by Director Ball to approve the IGA for the Assessment, Collection, and Remittance of Impact Fees with Larimer County. Director Adams seconded; motion carried unanimously.

4. **Planning Items for 2018**

Deputy Fire Marshal Carie Dann updated the Board on certain provisions of the recent Federal tax reform legislation that allows the owner of a rental unit or business to write off the cost of fire sprinklers from their taxes. This is an option that will be phased out over a period of time. Up to $1-million for sprinkler systems is also now included in small business tax write-offs.

Division Chief Sparks stated that adoption of a new fire code is anticipated for 2018, which will be consistent with surrounding agencies. He stated that four additional Community Safety Division (CSD) employees will be training and utilized as investigators. He stated that a new Fire Inspector position may be added in 2018. Director Adams is working with Budget and taking an ordinance to City Council in February to obtain City approval to fund its portion of the new position. For Emergency Management, there is a need for a position to plan and create exercises that test the Emergency Operations Plan. This position will replace the former Public Affairs...
Officer position. Its focus will be Emergency Management and Public Outreach, and the posting should go out within the next week.

Andrea Wright gave an update about Human Resources ("HR") goals for 2018. One is a comprehensive compensation study that provides transparency about how the numbers are generated. She also plans to continue the "Stay Interviews" in 2018. Currently 27% of the employees have participated in an interview. Also in 2018, LFRA, along with the City of Loveland, will be implementing a new Human Resource Management System, called “UltiPro”, that will provide self-service for recruitment, payroll, and other HR forms and documents. The LFRA Recruitment Team has grown and now has eight members, that includes volunteers from the Canyon Battalion. There are currently 29 applications for volunteer firefighter positions.

Batallion Chief Cerovski reported that the Station 7 land acquisition is complete, and now financing needs to be acquired for construction. He discussed the asbestos abatement and demolition process, and stated there is a committee of firefighters assisting with input about the design.

Battalion Chief Cerovski presented an alternative Annual Report option, which would be a 6-page tri-fold that would highlight the most important financial, administrative, and operational information from the year. Chairman Swanty stated that he was supportive of the new, condensed Annual Report design, as long as supporting documentation was also available. The other Board members agreed. Battalion Chief Cerovski discussed the possibility of a video annual report in the future.

5. Discussion about Health Insurance for Board Members

Chairman Swanty stated that he learned that LFRA’s health insurance can be offered to members of the LFRA Board. Board members would be responsible for paying for 100% of the cost of the premium. Andrea Wright stated that there are only five agencies in the State currently offering health insurance to Board members, but that there is no cost to the Authority to offer the insurance. It was the consensus of the Board to learn more about offering health insurance to Board members, at no cost to the Authority. Ms. Wright will contact CEBT regarding whether a Board Resolution must be adopted to offer Board member coverage.

6. Update on Fire Station 10 Land Donation

Regarding the donation of land for Station 10, McWhinney provided Chief Miller with a term sheet, outlining eleven conditional terms for the donation. At this time, all terms appear to be workable. Attorney Powell stated that the terms should be included in a comprehensive Land Donation Agreement between the Authority and McWhinney. This would also allow timelines to be finalized.

7. Discussion about 2019 Budget Timeline

Chief Miller discussed to the timeline for the 2018 budget development with the Board. Following discussion, it was the consensus of the Board to invite the City of Loveland Budget department to the second half of the LFRA Budget Meeting.

8. Chief’s Report
Chief Miller reported that he is still in the process of working on financing options for Station 7. He wanted to expedite the process to take advantage of low interest rates, but the process is more involved than originally thought. Of the five banks that he solicited proposals from, only four submitted proposals, and each proposal had terms that were not favorable for the Authority. Chief Miller recommended contracting with a Loan Arranger to find a loan that better meets the needs of the Authority. The fee would be $20,000, and would only be charged if the Authority closed on the loan that the Arranger secured.

Motion made by Director Ball to contract with Allen Matlosz as a Loan Arranger for the Station 7 construction loan. Seconded by Director Legits; motion carried unanimously.

Chief Miller advised that the Johnstown Town Council would be voting on the impact fee IGA on February 5th. Chief Miller has already been to five meetings with the Town Council, and all have been positive. Chief Miller stated that the Front Range Fire Rescue Authority Board of Directors was planning to be at the Town Council meeting as well, to talk about tax revenue sharing with the Rural District. Chief Miller stated that revenue sharing is a different topic altogether, and in his opinion, not an issue to be taken up with the Town Council.

9. Other Business

Division Chief Sparks asked the Board to consider waiving review fees for a County building construction project that will be of benefit to the City and the Authority.

Motion made by Vice Chairman Fogle to waive review fees on the County building project. Director Ball seconded; motion carried unanimously.

With no further business to come before the Board, Chairman Swanty adjourned the regular meeting at 4:07 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.

____________________________ ___________________________
Jeff Swanty, Chairman     Kristen Cummings, Secretary
TITLE

A Resolution Adopting a Supplemental Budget Regarding the Appropriation of Monies to and the Expenditure of Monies from the General Fund for the Loveland Fire Rescue Authority, State Of Colorado, for the Calendar Year Beginning on the First Day of January 2018 and Ending on the Last Day of December 2018

EXECUTIVE SUMMARY

This resolution would approve an increase to the 2018 LFRA Operations Fund budget of $466,905 from Unassigned Fund Balance

BACKGROUND

A resolution and memorandum are attached to review the year end budget performance and provide detail for this request. Per the fourth amendment to the IGA, if the Board adopts the supplemental appropriation resolution, then it will become effective. Supplemental Budget Requests that do not affect partner contributions are not required to be presented to City Council or the Loveland Rural Fire Protection District Board.

STAFF RECOMMENDATION

Staff recommends approval of the resolution as written.

FINANCIAL/ECONOMIC IMPACTS

The resolution would add $466,905 additional funding for operational expenditures to advance the LFRA mission.

ASSOCIATED STRATEGIC GOALS

Deploy an effective emergency response to minimize damage and loss. Minimize and mitigate the risks of an emergency occurrence in the community. Deliver cost effective services.

ATTACHMENTS

Resolution R-82
Memo and Exhibit
Date: February 28, 2018

TO: LFRA Board

FROM: Mark Miller, Fire Chief
Cheryl Cabaruvias, Administrative Analyst

RE: Request to Appropriate Fund Balance in 2018 for Incomplete Projects and High Priority Needs

Staff is requesting a supplemental budget appropriation of funds that were included in the 2017 budget for incomplete projects and high priority needs. A detailed list of these projects and needs is outlined on the following pages:

Expenditure requests from 2017:

$466,905

- Appropriation of $347,905 for projects that were not completed in 2017
- Appropriation and transfer of $119,000 from LFRA’s General Fund to the LFRA Fleet Replacement Fund to restore vehicle amortization that was reduced in 2016 as a budget balancing tool

The LFRA objectives related to appropriation requests are to complete projects in progress at year end and meet current high priority needs, focusing on requesting items that are not recurring in nature. The carryover funding is based on revenues collected in excess of the budget and expenditures that were less than the budget in 2017. Since this is generally considered funds available on a one time basis, the commitments related to those funds should not have a multiple year commitment.

The appropriation request is for less than the available fund balance. The intention is to build a fund balance for unanticipated emergencies and times of recession.
The following table details the appropriation request

## Calculation of Reappropriation requests

**Revenue Generated by LFRA in 2017:**

| Budget (less budgeted contributions by City and Rural District) | $ 319,684 |
| Revenue Collected (less actual contributions by City and Rural District) | $(563,845) |
| Additional Revenue received in 2017 above budgeted amount | $ 244,161 |

**Expenditures in 2017:**

| Budget | $ 14,380,951 |
| Actual | $(13,816,548) |
| Budget Exceeds Actual | $ 564,403 |

**Estimated Pre-Audit 2017 Year End Fund Balance**

| $ 808,564 |

**Expenditure requests for 2018 Supplemental Appropriation:**

| Requests for Incomplete Projects | $ 347,905 |
| New request related to amortization (restore amortization from 2016) | $ 119,000 |
| **Subtotal of Expenditure Requests Related to Carryover** | $ 466,905 |

**Estimated 2018 ending Fund Balance**

| $ 341,659 |

_A detail listing of the requests follows in the exhibit_

## EXHIBIT: Supplemental Appropriation Detail Listing

<table>
<thead>
<tr>
<th>Requests for Incomplete Projects:</th>
<th>REVENUE</th>
<th>EXPENDITURE</th>
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<tbody>
<tr>
<td>2018 Strategic Plan – Compendium printing</td>
<td>$</td>
<td>2,600</td>
</tr>
<tr>
<td>USDD Station Alerting Phase 2 – Automated alerting interface</td>
<td>$</td>
<td>62,000</td>
</tr>
<tr>
<td>Rescue Task Force Vests – not part of apparatus purchases</td>
<td>$</td>
<td>9,000</td>
</tr>
<tr>
<td>Marketing Project – Explainer Video</td>
<td>$</td>
<td>5,000</td>
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<tr>
<td>Salary Study – HR Manager Project</td>
<td>$</td>
<td>5,000</td>
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<tr>
<td>Fire View Desktop – contract completion</td>
<td>$</td>
<td>9,000</td>
</tr>
<tr>
<td>Storage containers for Training area</td>
<td>$</td>
<td>8,400</td>
</tr>
<tr>
<td>LFRA portion of Station 7 Land Purchase</td>
<td>$</td>
<td>174,000</td>
</tr>
<tr>
<td>Emergency Management EMPG2017 Grant</td>
<td>$</td>
<td>46,000</td>
</tr>
<tr>
<td>Temporary Part Time Office Specialist salary 2018</td>
<td>$</td>
<td>26,905</td>
</tr>
<tr>
<td>Apparatus Amortization restoration (will be transferred to LFRA Fleet Replacement Fund)</td>
<td>$</td>
<td>119,000</td>
</tr>
</tbody>
</table>

**Total Requests for Incomplete Projects and High Priority Needs Reappropriation**

| $ 466,905 |
RESOLUTION NO. R-082

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET REGARDING THE APPROPRIATION OF MONIES TO AND THE EXPENDITURE OF MONIES FROM THE GENERAL FUND FOR THE LOVELAND FIRE RESCUE AUTHORITY, STATE OF COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2018 AND ENDING ON THE LAST DAY OF DECEMBER 2018

WHEREAS, the Loveland Fire Rescue Authority ("Authority") is a governmental entity of the State of Colorado, established by contract between the City of Loveland ("City") and the Loveland Rural Fire Protection District ("Rural District") pursuant to that certain Intergovernmental Agreement for the Establishment and Operation of the Loveland Fire Rescue Authority as a Separate Governmental Entity dated August 19, 2011 ("Establishing IGA");

WHEREAS, on August 30, 2018, the Authority Board of Directors ("Board"), after complying with notice and other statutory requirements, duly adopted a budget for fiscal year 2018 ("2018 Budget"). Pursuant to Amended Section 4.1 of the Establishing IGA, the 2018 Budget subsequently was approved by the City Council and by the Rural District Board of Directors;

WHEREAS, after adopting the 2018 Budget and making appropriations thereunder, the Authority Board determined it necessary to approve additional appropriations of moneys to and expenditures of moneys from the General Fund for fiscal year 2018;

WHEREAS, the Authority Board authorized its administrative staff to prepare and submit a proposed 2018 Supplemental Budget reflecting the additional appropriations of moneys to and expenditures of moneys from LFRA Funds;

WHEREAS, a proposed 2018 Supplemental Budget has been submitted to the Authority Board for its consideration. A copy of the 2018 Supplemental Budget is attached to this Resolution;

WHEREAS, pursuant to Amended Section 4.1 of the Establishing IGA, the 2018 Supplemental Budget shall become effective after approval by the LFRA Board.;

WHEREAS, it is the Authority Board's understanding that, as part of the City's 2017 budget, the City appropriated funds for the City's 2017 funding contribution to the Authority, a portion of which funds were not expended by the Authority because certain ongoing projects were not completed or closed out during calendar year 2017, and that such unspent funds become part of the Authority's Unassigned Fund Balance and can be made available to re-appropriate in 2018, in order to permit the Authority to continue work on such ongoing projects;

WHEREAS, it is the Authority Board's understanding that, as part of the Rural District's 2018 budget, the Rural District Board of Directors appropriated a contingency fund for unanticipated expenditures and also appropriated funds for the Rural District's 2018 funding contribution to the Authority, including funds for the Authority's ongoing projects;
WHEREAS, due and proper notice, published and posted in accordance with the law, advised the public that (1) the Authority's proposed 2018 Supplemental Budget was available for inspection by the public at a designated public office; (2) the Authority Board would hold a public hearing on the proposed 2018 Supplemental Budget on Wednesday, February 28, 2018 at 1:30 pm; and (3) interested electors could comment on or to file or register objections to the proposed 2018 Supplemental Budget any time before the public hearing; and,

WHEREAS, the Authority Board held a public hearing on Wednesday, February 28, 2018, and interested electors were given the opportunity to comment on or to file or register any objections to the attached 2018 Supplemental Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LOVELAND FIRE RESCUE AUTHORITY, STATE OF COLORADO, AS FOLLOWS:

Section 1. Receipt of Moneys to the General (Operations) Fund. The Authority Board hereby authorizes and approves the receipt and appropriation in 2018 of an additional $466,905 from the Authority’s General Fund Unassigned Fund Balance.

Section 2. Expenditures of Money from the General (Operations) Fund. The Authority Board hereby ratifies and approves the expenditure of an additional $466,905 from the Authority's General Fund during fiscal year 2018.

Section 3. Adoption of Supplemental Budget for 2018. The Authority Board hereby adopts the 2018 Supplemental Budget in the form attached to this Resolution.

Section 7. City Council’s and Rural District Board of Directors’ Approval Not Required. Pursuant to Amended Section 4.1 of the Establishing IGA, the 2018 Supplemental Budget shall become effective as of the date that the Authority Board approves the 2018 Supplemental Budget.

Section 8. Purposes of 2018 Supplemental Budget Could Not Have Been Reasonably Foreseen. At the time the Authority Board adopted the 2018 Budget in the fall of 2016, it could not have reasonably foreseen the need to approve additional appropriations of moneys to and expenditures of moneys from the General Fund for fiscal year 2018.

ADOPTED this 28th day of February, 2018.

_________________________
Jeffrey M. Swanty, Chairperson

ATTEST:

________________________
Secretary
### Funds Appropriated for Use by the Authority:

<table>
<thead>
<tr>
<th>Account Title</th>
<th>Account Number</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sources of Funds:</td>
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<td></td>
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<tr>
<td>Unassigned Fund Balance</td>
<td></td>
<td>$466,905</td>
<td>Excess Revenue Collected and Unused Expenditure Budget</td>
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<tr>
<td>Total Funds</td>
<td></td>
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2018 Supplemental Authority Appropriations and

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<th>Account Number</th>
<th>Amount</th>
<th>Description</th>
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<tbody>
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<td>Uses of Funds:</td>
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<tr>
<td>Printing 604-22-227-1601-43021</td>
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<td>$62,000</td>
<td>USDD Station Alerting Phase 2 – Automated alerting interface</td>
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<td>Tools/Equip (Non-Cap) 604-22-225-1608-42033</td>
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<td>$9,000</td>
<td>Rescue Task Force Vests – not part of apparatus purchases</td>
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<td>Other Supplies 604-22-227-1601-42899</td>
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<td>Other Services 604-22-227-1601-43899</td>
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<td>Storage containers for Training area</td>
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<td>Land 604-22-224-1638-49010</td>
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<td>$174,000</td>
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<td>Emergency Management EMPG2017 Grant</td>
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<td>Part Time Salary 604-22-227-1601-41012</td>
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<td>$26,905</td>
<td>Temporary Part Time Office Specialist salary 2018</td>
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<tr>
<td>Transfer to LFRA Fleet Replacement Fund 604-22-226-1647-47606</td>
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<td>$119,000</td>
<td>Apparatus Amortization restoration</td>
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<tr>
<td>Total Appropriations and Expenditures</td>
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Funds Appropriated for Use by the Authority:

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<tr>
<td>Sources of Funds:</td>
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<tr>
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2018 Supplemental Authority Appropriations and

<table>
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<th>Account Title</th>
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<th>Amount</th>
<th>Description</th>
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<td>Uses of Funds:</td>
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<tr>
<td>Motor Vehicle 606-22-226-1647-48244</td>
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<td>$119,000</td>
<td>Apparatus Amortization restoration</td>
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A Resolution Adopting a Supplemental Budget Regarding the Appropriation of Monies to and the Expenditure of Monies from the General Fund and the Fleet Replacement Fund for the Loveland Fire Rescue Authority, State Of Colorado, for the Calendar Year Beginning on the First Day of January 2018 and Ending on the Last Day of December 2018

EXECUTIVE SUMMARY
This resolution would approve an increase to the 2018 LFRA Operations Fund budget of $200,000 from Loveland Rural Fire Protection District; $68,544 from Front Range Fire Consortium; $25,310 from Unassigned Fund Balance; and an increase to the 2018 LFRA Fleet Replacement Fund budget of $60,000 from the sale of two Water Tenders.

BACKGROUND
A resolution and memorandum are attached to review the year end budget performance and provide detail for this request. Per the fourth amendment to the IGA, if the Board adopts the supplemental appropriation resolution, then it will become effective. Supplemental Budget Requests that do not affect partner contributions are not required to be presented to City Council or the Loveland Rural Fire Protection District Board.

STAFF RECOMMENDATION
Staff recommends approval of the resolution as written.

FINANCIAL/ECONOMIC IMPACTS
The resolution would add $293,854 additional funding for operational expenditures and $60,000 additional funding for the Fleet Replacement fund to advance the LFRA mission.

ASSOCIATED STRATEGIC GOALS
Deploy an effective emergency response to minimize damage and loss. Minimize and mitigate the risks of an emergency occurrence in the community. Deliver cost effective services.

ATTACHMENTS
Resolution R-83
Memo and Exhibit
Staff is requesting a supplemental budget appropriation of revenue funds that were received in 2018 and expenditures related to those revenues. Part of this request will decrease Unassigned Fund Balance in the LFRA General Fund.

The following table details the appropriation request:

### Calculation of Reappropriation requests

#### Expenditure appropriation request:
- New request for temporary part time Special Projects Manager. Part of the cost will be offset as Leased Resource to Front Range Fire Consortium: $93,854
- New request for Station 7 land purchase - contribution from LRFPD: $200,000
- New request for cost to repair Water Tender: $60,000

**Total Expenditure appropriation request for 2018**
$353,854

#### Revenue appropriation requests
- New revenue request for Front Range Fire Consortium to reimburse LFRA for temporary part time Special Projects Manager as a Leased Resources: $68,544
- Appropriation of Unassigned Fund Balance for portion of Special Projects Manager salary not reimbursed by FRFC: $25,310
- New request for Station 7 land purchase - contribution from LRFPD: $200,000
- New request cost to repair Water Tender water pump: $20,000

**Total Revenue appropriation requests for 2018**
$313,854

A detail listing of the requests follows in the exhibit.
## EXHIBIT: Supplemental Appropriation Detail Listing

### Request for Expenditure Appropriation:

<table>
<thead>
<tr>
<th>Description</th>
<th>Revenue</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Part Time Special Projects Manager - portion of salary not reimbursed by FRFC</td>
<td></td>
<td>$93,854</td>
</tr>
<tr>
<td>Station 7 land purchase portion contributed by LRFPD</td>
<td></td>
<td>$200,000</td>
</tr>
<tr>
<td>Proceeds from the sale of Water Tender</td>
<td></td>
<td>$60,000</td>
</tr>
<tr>
<td><strong>Total Expenditure Requested for 2018 Appropriation</strong></td>
<td></td>
<td><strong>$353,854</strong></td>
</tr>
</tbody>
</table>

### Requests for Revenue Appropriation:

<table>
<thead>
<tr>
<th>Description</th>
<th>Revenue</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Part Time Special Projects Manager as a Leased Resource - to be reimbursed by FRFC</td>
<td></td>
<td>$68,544</td>
</tr>
<tr>
<td>Appropriation of Unassigned Fund Balance for portion of Special Projects Manager salary not reimbursed by FRFC</td>
<td></td>
<td>$25,310</td>
</tr>
<tr>
<td>LRFPD Contribution of Station 7 land purchase</td>
<td></td>
<td>$200,000</td>
</tr>
<tr>
<td>Cost to repair damage to Water Tender</td>
<td></td>
<td>$20,000</td>
</tr>
<tr>
<td><strong>Total Revenue Requested for 2018 Appropriation</strong></td>
<td></td>
<td><strong>$313,854</strong></td>
</tr>
</tbody>
</table>
RESOLUTION NO. R-083

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET REGARDING THE APPROPRIATION OF MONEYS TO AND THE EXPENDITURE OF MONEYS FROM THE GENERAL FUND AND THE FLEET REPLACEMENT FUND FOR THE LOVELAND FIRE RESCUE AUTHORITY, STATE OF COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2018 AND ENDING ON THE LAST DAY OF DECEMBER 2018

WHEREAS, the Loveland Fire Rescue Authority ("Authority") is a governmental entity of the State of Colorado, established by contract between the City of Loveland ("City") and the Loveland Rural Fire Protection District ("Rural District") pursuant to that certain Intergovernmental Agreement for the Establishment and Operation of the Loveland Fire Rescue Authority as a Separate Governmental Entity dated August 19, 2011 ("Establishing IGA");

WHEREAS, on August 30, 2018, the Authority Board of Directors ("Board"), after complying with notice and other statutory requirements, duly adopted a budget for fiscal year 2018 ("2018 Budget"). Pursuant to Amended Section 4.1 of the Establishing IGA, the 2018 Budget subsequently was approved by the City Council and by the Rural District Board of Directors;

WHEREAS, after adopting the 2018 Budget and making appropriations thereunder, the Authority Board determined it necessary to approve additional appropriations of moneys to and expenditures of moneys from the General Fund for fiscal year 2018;

WHEREAS, the Authority Board authorized its administrative staff to prepare and submit a proposed 2018 Supplemental Budget reflecting the additional appropriations of moneys to and expenditures of moneys from LFRA Funds;

WHEREAS, a proposed 2018 Supplemental Budget has been submitted to the Authority Board for its consideration. A copy of the 2018 Supplemental Budget is attached to this Resolution;

WHEREAS, pursuant to Amended Section 4.1 of the Establishing IGA, the 2018 Supplemental Budget shall become effective after approval by the LFRA Board;

WHEREAS, the Authority Board desires to adopt the attached 2018 Supplemental Budget, and appropriate the necessary funds to provide for the 2018 Supplemental Budget from Revenue received, and from the LFRA General Fund Unassigned Fund Balance;

WHEREAS, due and proper notice, published and posted in accordance with the law, advised the public that (1) the Authority's proposed 2018 Supplemental Budget was available for inspection by the public at a designated public office; (2) the Authority Board would hold a public hearing on the proposed 2018 Supplemental Budget on Wednesday, February 28, 2018 at 1:30 pm; and (3) interested electors could comment on or to file or register objections to the proposed 2018 Supplemental Budget any time before the public hearing; and,
WHEREAS, the Authority Board held a public hearing on Wednesday, February 28, 2018, and interested electors were given the opportunity to comment on or to file or register any objections to the attached 2018 Supplemental Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LOVELAND FIRE RESCUE AUTHORITY, STATE OF COLORADO, AS FOLLOWS:

Section 1. Receipt of Moneys to the General (Operations) Fund. The Authority Board hereby authorizes and approves the receipt and appropriation in 2018 of an additional $200,000 in revenue from the Loveland Rural Fire Protection District; $68,544 from Front Range Fire Consortium; $25,310 from the Authority’s General Fund Unassigned Fund Balance; and an increase to the 2018 LFRA Fleet Replacement Fund $60,000 from the sale of two Water Tenders.

Section 2. Expenditures of Money from the General (Operations) Fund. The Authority Board hereby ratifies and approves the expenditure of an additional $293,854 from the Authority’s General Fund and the expenditure of an additional $20,000 from the Authority’s Fleet Replacement Fund during fiscal year 2018.

Section 3. Adoption of Supplemental Budget for 2018. The Authority Board hereby adopts the 2018 Supplemental Budget in the form attached to this Resolution.

Section 4. City Council’s and Rural District Board of Directors’ Approval Not Required. Pursuant to Amended Section 4.1 of the Establishing IGA, the 2018 Supplemental Budget shall become effective as of the date that the Authority Board approves the 2018 Supplemental Budget.

Section 5. Purposes of 2018 Supplemental Budget Could Not Have Been Reasonably Foreseen. At the time the Authority Board adopted the 2018 Budget in the fall of 2016, it could not have reasonably foreseen the need to approve additional appropriations of moneys to and expenditures of moneys from the General Fund for fiscal year 2018.

ADOPTED this 28th day of February, 2018.

______________________________
Jeffrey M. Swanty, Chairperson

ATTEST:

______________________________
Secretary
## Funds Appropriated for Use by the Authority:

<table>
<thead>
<tr>
<th>Account Title</th>
<th>Account Number</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sources of Funds:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unassigned Fund Balance</td>
<td></td>
<td>$25,310</td>
<td>Appropriation of Unassigned Fund Balance for portion of Special Projects Manager salary not reimbursed by FRFC</td>
</tr>
<tr>
<td>Other</td>
<td>604-2-227-1601-32302</td>
<td>$68,544</td>
<td>Temporary Part Time Special Projects Manager as a Leased Resource - to be reimbursed by FRFC</td>
</tr>
<tr>
<td>Other</td>
<td>604-2-227-1601-32302</td>
<td>$200,000</td>
<td>LRFPD Contribution of Station 7 land purchase</td>
</tr>
<tr>
<td><strong>Total Funds</strong></td>
<td></td>
<td>$293,854</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Title</th>
<th>Account Number</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Uses of Funds:</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Part Time Salary</td>
<td>604-2-227-1601-41012</td>
<td>$79,254</td>
<td>Temporary Part Time Special Projects Manager - portion of salary not reimbursed by FRFC</td>
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<tr>
<td>Insurance Benefits</td>
<td>604-2-227-1601-41543</td>
<td>$8,537</td>
<td>Temporary Part Time Special Projects Manager FICA Taxes - not reimbursed by FRFC</td>
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<tr>
<td>FICA</td>
<td>604-2-227-1601-41544</td>
<td>$6,063</td>
<td>Temporary Part Time Special Projects Manager Insurance Benefits - not reimbursed by FRFC</td>
</tr>
<tr>
<td>Land</td>
<td>604-2-224-1638-49010</td>
<td>$200,000</td>
<td>Station 7 land purchase portion contributed by LRFPD</td>
</tr>
<tr>
<td><strong>Total Appropriations and Expenditures</strong></td>
<td></td>
<td>$293,854</td>
<td></td>
</tr>
</tbody>
</table>

## 2018 Supplemental Authority Appropriations and Expenditures:

<table>
<thead>
<tr>
<th>Account Title</th>
<th>Account Number</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sources of Funds:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proceeds On Sale Of Asset</td>
<td>606-2-226-1647-38000</td>
<td>$60,000</td>
<td>Proceeds from the Sale of two Water Tenders</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Title</th>
<th>Account Number</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Uses of Funds:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Veh &amp; Equip Maint-Outsourced</td>
<td>606-2-226-1647-43562</td>
<td>$20,000</td>
<td>Cost to repair Water Tender water pump</td>
</tr>
</tbody>
</table>
A Resolution Approving a New Full-Time Fire Inspector Position and Adopting a Supplemental Budget Regarding the Appropriation of Monies to and the Expenditure of Monies from the General Fund for the Loveland Fire Rescue Authority, State Of Colorado, for the Calendar Year Beginning on the First Day of January 2018 and Ending on the Last Day of December 2018

This resolution would add one full-time Fire Inspector position and approve an increase to the 2018 LFRA Operations Fund budget of $73,287 from Partner Contributions.

A resolution and memorandum are attached to provide detail for this request. On February 20, 2018 the City Council was presented with the first reading of a request for the allocation of $60,095 to the city budget to be used toward 82% of a new fire inspector position if the LFRA Board approves the new position. If the Board adopts the supplemental appropriation resolution, then it will be presented to the Loveland Rural Fire Protection District (LRFPD) for approval in March. Assuming the LRFPD approves the supplemental budget, it will become effective.

Staff recommends approval of the resolution as written.

The resolution would add one full-time position and $73,287 additional funding for operational expenditures to advance the LFRA mission.

Deploy an effective emergency response to minimize damage and loss. Minimize and mitigate the risks of an emergency occurrence in the community. Deliver cost effective services.

Resolution R-84
Memo and Exhibit
Date: February 28, 2018

TO: LFRA Board

FROM: Mark Miller, Fire Chief
Cheryl Cabaruvias, Administrative Analyst

RE: Request to add a Full-Time Fire Inspector position; and appropriate revenue from an increase in governing partner contributions; and appropriate expenditure budget

Staff is requesting approval to add a Full-Time Fire Inspector position to the Community Safety Division funded with additional Governing Partner contributions.

- Add one Full Time Equivalent (FTE) Fire Inspector position to the Community Safety Division
  - This fire inspector will conduct inspections of new buildings under construction, building modifications, tenant finishes, as well as schools and health care facilities. The current workload in the Community Safety Division performing fire code enforcement, new construction, and existing building inspections, is reaching capacity, and this position will allow a continued level of quality customer service. The upcoming development of new properties, including the Brands, the Foundry, existing downtown re-development, etc., requires additional staff to meet demand. The Community Safety Division has one full time inspector and this second position is critical to maintain high quality and timely completion of inspections.

- Revenue Appropriation Request from Governing Partners:
  - On February 20th the City Council was presented with the first reading of a request for the allocation of $60,095 to the city budget to be used toward 82% of a new fire inspector position if the LFRA Board approves the new position
  - The Loveland Rural Fire Protection District will be presented with a request to approve the allocation of an additional $13,192, 18% of the new position

- Expenditure Appropriation Request:
  - Increase the Community Safety Division Expenditure budget by $73,287 if the LFRA Board approves the Fire Inspector position.
### Calculation of Reappropriation requests

**Expenditure appropriation request:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Safety Salary</td>
<td>$73,287</td>
</tr>
<tr>
<td><strong>Total Expenditure appropriation request for 2018</strong></td>
<td>$73,287</td>
</tr>
</tbody>
</table>

**Revenue appropriation requests**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Loveland Contribution</td>
<td>$60,095</td>
</tr>
<tr>
<td>Rural District Contribution</td>
<td>$13,192</td>
</tr>
<tr>
<td><strong>Total Revenue appropriation requests for 2018</strong></td>
<td>$73,287</td>
</tr>
</tbody>
</table>
RESOLUTION NO. R-084

A RESOLUTION APPROVING A NEW FIRE INSPECTOR POSITION AND ADOPTING A SUPPLEMENTAL BUDGET REGARDING THE APPROPRIATION OF MONIES TO AND THE EXPENDITURE OF MONIES FROM THE GENERAL FUND FOR THE LOVELAND FIRE RESCUE AUTHORITY, STATE OF COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2018 AND ENDING ON THE LAST DAY OF DECEMBER 2018

WHEREAS, the Loveland Fire Rescue Authority ("Authority") is a governmental entity of the State of Colorado, established by contract between the City of Loveland ("City") and the Loveland Rural Fire Protection District ("Rural District") pursuant to that certain Intergovernmental Agreement for the Establishment and Operation of the Loveland Fire Rescue Authority as a Separate Governmental Entity dated August 19, 2011 ("Establishing IGA");

WHEREAS, on August 30, 2018, the Authority Board of Directors ("Board"), after complying with notice and other statutory requirements, duly adopted a budget for fiscal year 2018 ("2018 Budget"). Pursuant to Amended Section 4.1 of the Establishing IGA, the 2018 Budget subsequently was approved by the City Council and by the Rural District Board of Directors;

WHEREAS, the Authority Board determined it necessary to add an additional Full-Time Fire Inspector position to the Community Safety Division;

WHEREAS, after adopting the 2018 Budget and making appropriations thereunder, the Authority Board determined it necessary to approve additional appropriations of moneys to and expenditures of moneys from the General Fund for fiscal year 2018;

WHEREAS, the Authority Board authorized its administrative staff to prepare and submit a proposed 2018 Supplemental Budget reflecting the additional appropriations of moneys to and expenditures of moneys from LFRA Funds;

WHEREAS, a proposed 2018 Supplemental Budget has been submitted to the Authority Board for its consideration. A copy of the 2018 Supplemental Budget is attached to this Resolution;

WHEREAS, the Authority Board desires to approve the addition of a Full-Time Fire Inspector position based on adequate funding from both Governing Partners;

WHEREAS, pursuant to Section 4.1 of the Establishing IGA, the 2018 Supplemental Budget also must be submitted to the City Council and Rural District Board of Directors for their consideration, and shall become effective only after approval of both the City Council and Rural District Board of Directors;

WHEREAS, the Authority Board desires to adopt the attached 2018 Supplemental Budget, and desires to request that the City Council and Rural District Board of Directors approve the attached 2018 Supplemental Budget, and appropriate the necessary funds to provide for the 2018
Supplemental Budget from the City's unspent funds, the Rural District's contingency and appropriated funds, and/or the City and District's unanticipated fund receipts, as appropriate;

WHEREAS, due and proper notice, published and posted in accordance with the law, advised the public that (1) the Authority's proposed 2018 Supplemental Budget was available for inspection by the public at a designated public office; (2) the Authority Board would hold a public hearing on the proposed 2018 Supplemental Budget on Wednesday, February 28, 2018 at 1:30 pm; and (3) interested electors could comment on or to file or register objections to the proposed 2018 Supplemental Budget any time before the public hearing; and,

WHEREAS, the Authority Board held a public hearing on Wednesday, February 28, 2018, and interested electors were given the opportunity to comment on or to file or register any objections to the attached 2018 Supplemental Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LOVELAND FIRE RESCUE AUTHORITY, STATE OF COLORADO, AS FOLLOWS:

Section 1. Addition of one Full-Time Fire Inspector Position in the Community Safety Division. Subject to approval of the City Council and Rural District Board of Directors pursuant to Section 5 below, the Authority Board hereby authorizes and approves the addition of one Fire Inspector Position in the Community Safety Division.

Section 2. Receipt of Moneys to the General (Operations) Fund. Subject to approval of the City Council and Rural District Board of Directors pursuant to Section 5 below, the Authority Board hereby authorizes and approves the receipt and appropriation in 2018 of an additional $60,095 in revenue from the City of Loveland; and $13,192 from the Rural District.

Section 3. Expenditures of Money from the General (Operations) Fund. Subject to approval of the City Council and Rural District Board of Directors pursuant to Section 5 below, the Authority Board hereby ratifies and approves the expenditure of an additional $73,287 from the Authority's General Fund during fiscal year 2018.

Section 4. Adoption of Supplemental Budget for 2018. Subject to approval of the City Council and Rural District Board of Directors pursuant to Section 5 below, the Authority Board hereby adopts the 2018 Supplemental Budget in the form attached to this Resolution.

Section 5. City Council's and Rural District Board of Directors' Approval Required. Pursuant to Section 4.1 of the Establishing IGA, the 2018 Supplemental Budget shall become effective as of the date that both the City Council and Rural District Board of Directors approve the 2018 Supplemental Budget. The Authority's administrative staff shall obtain and maintain with this Resolution a copy of the City Council and Rural District Board actions approving or denying approval of the attached 2018 Supplemental Budget.

Section 6. Purposes of 2018 Supplemental Budget Could Not Have Been Reasonably Foreseen. At the time the Authority Board adopted the 2018 Budget in the fall of
2016, it could not have reasonably foreseen the need to approve additional appropriations of moneys to and expenditures of moneys from the General Fund for fiscal year 2018.

ADOPTED this 28th day of February, 2018.

______________________________
Jeffrey M. Swanty, Chairperson

ATTEST:

______________________________
Secretary

Funds Appropriated for Use by the Authority:

<table>
<thead>
<tr>
<th>Account Title</th>
<th>Account Number</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sources of Funds:</td>
<td></td>
<td>$ 68,544</td>
<td>Temporary Part Time Special Projects Manager as a Leased Resource - to be reimbursed by FRFC</td>
</tr>
<tr>
<td>Unassigned Fund Balance</td>
<td></td>
<td>$ 25,310</td>
<td>Appropriation of Unassigned Fund Balance for portion of Special Projects Manager salary not reimbursed by FRFC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ 200,000</td>
<td>LRFPD Contribution of Station 7 land purchase</td>
</tr>
<tr>
<td>Total Funds</td>
<td></td>
<td>$ 293,854</td>
<td></td>
</tr>
</tbody>
</table>

2018 Supplemental Authority Appropriations and Expenditures:

<table>
<thead>
<tr>
<th>Account Title</th>
<th>Account Number</th>
<th>Amount</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Uses of Funds:</td>
<td></td>
<td>$ 93,854</td>
<td>Temporary Part Time Special Projects Manager - portion of salary not reimbursed by FRFC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ 200,000</td>
<td>Station 7 land purchase portion contributed by LRFPD</td>
</tr>
<tr>
<td>Total Appropriations and Expenditures</td>
<td></td>
<td>$ 293,854</td>
<td></td>
</tr>
</tbody>
</table>
TITLE
Consider a Motion to Approve a Bank Lease Proposal to Finance Construction of Fire Station 7

EXECUTIVE SUMMARY
Staff received eight (8) bank lease proposals from various banks for financing the construction of fire station 7. As such, staff is prepared to recommend the proposal that best meets the needs and requirements of the LFRA. The loan arranger that LFRA engaged at the January LFRA Board meeting supports this recommendation.

BACKGROUND
At the January 2018 LFRA Board meeting, Chief Miller initiated discussion with the Board relative to engaging a “loan arranger”, to assist with soliciting funding proposals for fire station 7. Chief Miller conceded that the time and expertise needed to solicit such proposals was beyond his comfort level, and suggested the Board engage the services of George K. Baum and Company to manage this project. Specifically, Alan Matlosz, with George K Baum and Company, was the preferred loan arranger and came highly recommend by the City as well as Greg White. By hiring a loan arranger, it takes the liability/stress off staff and the Board, to ensure we find the best funding option/proposal for LFRA.

STAFF RECOMMENDATION
Review the cover sheet of the seven (one declined to provide details) proposals, and make a motion to approve using Vectra Bank as the preferred bank to fund fire station 7 construction.

FINANCIAL/ECONOMIC IMPACTS
Annual commitments of approximately $380,000 to repay the $4,415,000 million dollar loan

ASSOCIATED STRATEGIC GOALS
Deliver cost effective services.

ATTACHMENTS
Spreadsheet of RFP Responses
Vectra Bank Lease Financing Proposal
<table>
<thead>
<tr>
<th>Bank</th>
<th>Vectra</th>
<th>BBVA Compass</th>
<th>Capital One</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Par</td>
<td>Par</td>
<td>Par</td>
</tr>
<tr>
<td></td>
<td>$4,415,000</td>
<td>$4,415,000</td>
<td>$4,415,000</td>
</tr>
<tr>
<td>Rate</td>
<td>Callable: Fixed Rate of 3.59%</td>
<td>Callable: Fixed Rate of 3.54%</td>
<td>Callable: Fixed Rate of 3.68%</td>
</tr>
<tr>
<td>Prepayment Option</td>
<td>A) Callable at anytime, in whole or part, with no penalty</td>
<td>A) Callable on or after 10 years from closing date at par, can be prepaid with yield maintenance fee prior to call date</td>
<td>Callable in whole at any interest payment date 12/1/25</td>
</tr>
<tr>
<td>Final Maturity</td>
<td>12/1/2032</td>
<td>12/1/2032</td>
<td>12/1/2032</td>
</tr>
<tr>
<td>Annual Payment</td>
<td>$380,000</td>
<td>$380,400</td>
<td>$382,400</td>
</tr>
<tr>
<td>Legal/Other Fees</td>
<td>No Legal Fees - internal counsel</td>
<td>Paid by borrower - not to exceed $20,000</td>
<td>No Legal Fees - internal counsel</td>
</tr>
<tr>
<td>Reporting Requirements/Other Provisions</td>
<td>1. Provide audited financials no less than 270 days of FYE. 2. No paying agent required 3. Interest rate fixed for 60 days from 2/16 4. Lenders Title insurance required 5. 20 year lease hold interest</td>
<td>1. Provide annual audited financial statements within 210 days of FYE 2. Annual Operating budgets for the upcoming FY due within 30 days of FYE 3. Quarterly construction reports 4. Rate locked 30 days prior to close</td>
<td>1. Provide audited financials no less than 270 days of FYE. 2. First principal and interest payment Dec 1, 2018 3. Term fixed as long as loan closes by 3/30/18</td>
</tr>
</tbody>
</table>

* This summary is meant only to compare certain key features of the proposals. Please refer to the term sheets for a full comparison as not all specifics are summarized above. Prepared by George K. Baum & Company
<table>
<thead>
<tr>
<th>Bank</th>
<th>BB&amp;T</th>
<th>Key Bank</th>
<th>First National Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Par</td>
<td>$4,415,000</td>
<td>$4,415,000</td>
</tr>
<tr>
<td>Rate</td>
<td>Callable: Fixed Rate of 3.69%</td>
<td>Callable: Fixed Rate of 3.72%</td>
<td>Callable: 7 Year Fixed Rate of 3.79%</td>
</tr>
<tr>
<td>Prepayment Option</td>
<td>A) Callable anytime with a 1% prepayment penalty</td>
<td>Prepayment Premium Months</td>
<td>A) Callable anytime with a 1% prepayment penalty</td>
</tr>
<tr>
<td></td>
<td>B) Callable in whole after 12/1/2022 without prepayment penalty</td>
<td>1-24: 3% 25-48: 2% 49-60: 1% 61+: 0%</td>
<td>B) Callable in part or whole after 24 months without prepayment penalty</td>
</tr>
<tr>
<td>Final Maturity</td>
<td>12/1/2032</td>
<td>12/1/2032</td>
<td>12/1/2032</td>
</tr>
<tr>
<td>Annual Payment</td>
<td>$383,000</td>
<td>$384,700</td>
<td>$386,500</td>
</tr>
<tr>
<td>Legal/Other Fees</td>
<td>Paid by borrower - not to exceed $5,000</td>
<td>Paid by borrower - not to exceed $14,000</td>
<td>Paid by borrower - not to exceed $20,000</td>
</tr>
<tr>
<td>Reporting Requirements/Other Provisions</td>
<td>1. Provide audited financials no less than 270 days of FYE. 2. No paying agent required 3. First principal and interest payment Dec 1, 2018 4. Term fixed as long as loan closes by 4/2/18</td>
<td>1. Provide audited financials no less than 270 days of FYE. 2. Provide operating budgets within 60 days of FYE 3. First principal and interest payment Dec 1, 2018 4. Rate can be locked 30 days before close</td>
<td>1. Provide audited financials and budget 2. Rate can be locked 15 days before close</td>
</tr>
</tbody>
</table>

* This summary is meant only to compare certain key features of the proposals. Please refer to the term sheets for a full comparison as not all specifics are summarized above. Prepared by George K. Baum & Company
<table>
<thead>
<tr>
<th>Bank</th>
<th>NBH</th>
<th>Great Western Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Par</td>
<td>$4,415,000</td>
<td>$4,415,000</td>
</tr>
</tbody>
</table>
| Rate                              | Callable: Fixed Rate of 4.44% | Option A: Variable rate during construction, 15 year forward starting swap 4.56%  
                          |              | Option B: Fully amortizing, interest rate resets every 5 years 2.50%  
                          |              | Option C: 15 year swap 4.46% |
| Prepayment Option                  | 1) Callable throughout term with yield maintenance provision  
                          |              | A) Swap termination fee  
                          |              | B) 1% prepayment fee for refinancing with another institution  
                          |              | C) Swap termination fee  |
| Final Maturity                    | 12/1/2032    | 12/1/2032                             |
| Annual Payment                    | $403,500     | $408,200                               |
| Legal/Other Fees                  | Paid by borrower - not to exceed $15,000 | Paid by borrower - Maximum fee not listed  
                          |              | 1% origination Fee  |
| Reporting Requirements/Other Provisions | 1. Provide audited financials no less than 240 days of FYE.  
                          |              | 2. Provide annual budget by January 31  
                          |              | 3. Rate locked 15 days before closing  
                          |              | 1. Annual Audited financial statements and budgets provided.  
                          |              | 2. Title insurance policy required  
                          |              | 3. Maintain minimum required reserve account at GWB, dollar amount not specified  |

* This summary is meant only to compare certain key features of the proposals. Please refer to the term sheets for a full comparison as not all specifics are summarized above. Prepared by George K. Baum & Company.
Chief Miller, Mr. Matlosz and Mr. Thomas,

Vectra Bank, a division of ZB, N.A., is pleased to submit a proposal to the Loveland Fire Rescue Authority regarding its upcoming Fire Station Lease Financing issuance subject to the following terms and conditions described herein.

ZB, N.A. is a wholly owned subsidiary of Zions Bancorporation, one of the nation’s premier financial services companies with total assets of approximately $65 billion. Zions operates under local management teams and unique brands in 11 western and southwestern states: Arizona, California, Colorado, Idaho, Nevada, New Mexico, Oregon, Texas, Utah, Washington and Wyoming. Zions is a national leader in Small Business Administration lending and public finance advisory services.

Should you have any questions about any aspect of this proposal, please do not hesitate to contact either our Director of Municipal Finance, Todd Harris, at (801) 844-7159 or me at (720) 947-7799. We appreciate the opportunity to work with the Authority and your financing team.

Thank You,

Patrick Colleran
Vice President
TRANSACTION SUMMARY

Borrower: Loveland Fire Rescue Authority (the “Authority”)
Lender: ZB, N.A.
Principal: $4,415,000
Purpose: Finance costs associated with the construction of Fire Station 7.

Security/Source of Repayment: The Authority will annually appropriate available monies for repayment of the 2018 Lease. The 2018 Lease will include an assignment to the Lender in the right to receive base rental payments and a leasehold interest in the land and building comprising Fire Station 7 for a term of 20 years.

Tax Status: This proposal assumes that interest on the 2018 Lease is excludable from gross income for federal income tax purposes.

Bank Qualified: This proposal assumes that the 2018 Lease will not be designated as a “Qualified Tax-Exempt Obligation.”

Closing Date: For proposal purposes, we have assumed a closing date of Tuesday, March 27, 2018, understanding this is subject to change.

TRANSACTION DETAILS

Financing Term: Fifteen (15) years

Amortization: Annual principal payments beginning December 1, 2018 through December 1, 2032; semiannual interest payments beginning June 1, 2018 and on each December 1 and June 1 thereafter until maturity.

Interest Rate: 3.59%

Interest Rate Lock: The interest rate quoted is locked from 60 calendar days of the bid date. Should closing be rescheduled to more than 60 calendar days past the bid date, the interest rate would be adjusted based on prevailing market conditions.

Prepayment Option: The 2018 Lease may be prepaid, in whole or in part, anytime at par plus accrued interest with 30 days’ prior written notice.
Disbursement of Proceeds Options: 1) The Lender will fund directly to the vendor upon closing; And/Or
2) A qualified reimbursement will be made to the Borrower; And/Or
3) The transaction will fund to a mutually agreeable escrow agent.

Origination Fee: None.

Bank Counsel: It is anticipated that internal counsel will be utilized for document review and approval; therefore our bank counsel fee will be $0.

Credit Approval: This proposal has been credit reviewed however is subject to final credit approval.

OTHER TERMS

Financial Reporting: The Borrower shall provide to the Lender annual audited financial statements within 270 days of fiscal year end.

Conditions Precedent: Usual and customary conditions to issuance of the financing including:

- Opinion of bond counsel, addressed to ZB, N.A., relating to the legality and validity of the Lease and the excludability of interest for federal tax purposes;
- Resolution of the governing body;
- Bond counsel’s opinion including no adverse litigation and no adverse contracts (for non-general obligation bonds);
- Certificate from authorized officers of the Borrower, in form and substance acceptable to the Lender, to the effect that the representations and information of the Borrower contained in the Purchase Agreement (if any) are true and correct when made and as of the closing;
- Acknowledgement of the costs of issuance budget with respect to the issuance of the Lease;
- IRS Form 8038-G.
- Certificate as to non-arbitrage or tax certificate in form and substance acceptable to the Lender with representation as to tax-exemption of interest payments and reasonable expectations of the Borrower.
- Title insurance in a form and substance satisfactory to the Lender.
- Environmental Questionnaire in regard to the Leased Property completed in a form and substance satisfactory to the Lender.
Role of Bank as Lender:
The Lender is acting solely for its own account and presently intends to hold the Lease until maturity. The Lender is not a fiduciary for the Borrower or broker, dealer, municipal securities underwriter or municipal advisor. The Lender has not provided, and will not provide, financial, legal, tax, accounting or other advice to or on behalf of the Borrower with respect to the proposed issuance. Borrower shall represent in the Lease documentation that Borrower has sought and obtained financial, legal, tax and accounting and other advice (as it relates to structure, timing, terms and similar matters) with respect to the proposed issuance from its financial, legal and other advisors (and not the Lender) to the extent that Issuer desired to obtain such advice.

Lender Restrictions:
The Lender has such knowledge and experience in financial and business matters that it is capable of evaluating the merits and risks of the issuance. The Lender will sign an Investor Letter acknowledging the same, at the request of the Borrower.
Consider a Motion to Include LFRA Board Members as a Class for Enrollment in LFRA’s Group Health Insurance Plans, and Discuss the Option of Also Offering Early Retiree Health Insurance Benefits

EXECUTIVE SUMMARY
The LFRA Board would like to add LFRA Board members as an eligible class to the Authority's group health insurance plans, effective April 1, 2018, with any LFRA Board member's premium being paid 100% by the Board member. Early retiree health insurance is also an option to be discussed.

BACKGROUND
The LFRA Board agreed in concept at the January 2018 Board meeting to include LFRA Board members as an eligible class to the Authority's group health plans through CEBT. CEBT now needs official approval.

In addition, staff is interested in pursuing the possibility of offering early retiree health insurance benefits; however, there are some legal and administrative issues that need to be researched, and therefore we would like the Board’s authorization before proceeding.

STAFF RECOMMENDATION
Make a motion to include the LFRA Board members as an eligible class to the Authority's group health insurance plans, effective April 1, 2018.

Authorization to pursue looking into the possibility of early retiree health insurance.

FINANCIAL/ECONOMIC IMPACTS
Legal and/or administrative costs to be determined.

ASSOCIATED STRATEGIC GOALS

ATTACHMENTS
None
TITLE
Review Briefing Papers and Correspondence

EXECUTIVE SUMMARY
The Chief’s report includes a variety of general updates from the Monthly Report and more current topics of interest.

January Monthly Reports
- January Overview
- Administrative & HR Matters
- 2018 LFRA Strategic Plan
- Fire Station 7 Property
- Special Recognition Presentation
- Community Safety Division Overview
- Fire Operations Division Overview
- Letters

Impact Fees Update
- Updated on meeting with FRFR regarding their desire to share revenue
- Updated on proposed project for FRAC

BACKGROUND
This section of the agenda is intended to provide general information to keep board members apprised of various project status and department updates.

AGREEMENTS SIGNED DURING THE MONTH

STAFF RECOMMENDATION
N/A

FINANCIAL/ECONOMIC IMPACTS
N/A

ASSOCIATED STRATEGIC GOALS
N/A

ATTACHMENTS
- Fire Chief’s Monthly Report
- January Operations & HR Statistics
- January Community Safety Division Statistics
January Leadership Truism
“Focus on Strengths, Delegate Weaknesses”

ADMINISTRATIVE & HR MATTERS

If you haven’t yet – check out the new LFRA web site! www.lfra.org.

2018 LFRA STRATEGIC PLAN

The fully bound, personalized copy of the 2018 Strategic Plan is now being distributed – if you haven’t already, you will get your copy soon!

FIRE STATION 7 PROPERTY

LFRA closed on the fire station 7 property on January 4th! We are in the process of negotiating with several lenders in securing funding to begin construction. Once funding is secure, we will immediately begin asbestos mitigation and demolition.

SPECIAL RECOGNITION PRESENTATION

On January 8, LFRA made a formal presentation to retired Volunteer Chief Jack Sullivan. Chief Sullivan was recognized for his extraordinary efforts in being the primary catalyst in starting the Loveland Fire Department Training Center. The initial discussions and formation of a committee, began in 1975, and continued with land donations, building of a training tower (still used today), and an official open house/dedication in May of 1982. Although many hands, and countless hours of volunteer work went into the center, Chief Sullivan was the main thrust behind it all. Since then, the work continues, and will undoubtedly never end, as the center continues to evolve with the changing needs of the fire service. Congratulations, Chief Sullivan!

COMMUNITY SAFETY DIVISION

City Safety program – Working with Development Services to find alternative methods to fund fire sprinklers for property and business owners; Federal Tax Initiative, Grant programs – discussion on the role of the City to assist with installation costs.

Code Enforcement - Beginning assessment of Business/Building Inspection program and reassignment of the program management from Deputy Fire Marshal Dann to Lt. Englehardt – liaison to FIT’s.

Fire Investigation- Fire Investigators available within CSD – Allen, Ingrid and Carie

EMERGENCY MANAGEMENT

Planning & Documentation - Began work on creating a mass gathering emergency plan that will support response plans already in place and enhance our capabilities to address the complexities of these types of mass casualty events. The LEOP revision is well underway with the main body of the document in first rough draft form. The annexes are now under the revision process. We estimate that the entire document will be in final revision by fall 2018.

Relationships & Public Outreach – Utilizing a CU student by developing a proposal for wildland public outreach and risk reduction activities for our WUI area. This project will be completed by late spring.

Grants - Submitted the application for the 2018 Emergency Management Program Grant. LFRA will be submitting an AFG application for two engines, a type 1 and a type 3.

Training & Exercises - OEM partners are planning a tabletop exercise in 2018 (probably will be an airport based scenario) and a county-wide full-scale exercise in 2019. LFRA partnered with Larimer County to hold a full-day disaster finance course for our government finance professionals in Loveland, Larimer, Fort Collins, and their colleagues in other agencies.

Jack & Pat Sullivan
FIRE OPERATIONS DIVISION
by Division Chief Greg Ward

SIGNIFICANT INCIDENT RESPONSES

January 13, 2018

Engine 3, Engine 63 and Battalion 1 responded with Berthoud Firefighters to a control burn that escaped control and was rapidly spreading west of Berthoud. The first arriving Berthoud Officer reported an acre fire burning in grass, brush and trees, spreading quickly due to the windy conditions. Engine 3 and Engine 63 assisted with containing and controlling the fire. Battalion 1 assumed command of the incident until the fire was brought under control.

January 26, 2018

LFRA, Poudre Fire Authority, Windsor-Severance Fire Rescue, Thompson Valley EMS and Loveland Police responded to an aircraft crash at the Northern Colorado Regional Airport. The crash involved a small helicopter and a single engine airplane, the aircraft collided mid-air just above the runway. The helicopter crashed on its side at the south end of the airport and the airplane crash landed on its wheels at the north end of the runway. Both aircraft only had a pilot on board, the pilot of the helicopter was injured. Aircraft Rescue 41 remained on scene for several hours until the aircraft could be removed from the runway.

January 29, 2018

LFRA Tactical Firefighters assisted the Larimer County Sheriff’s Office, Loveland Police and Fort Collins Police with a SWAT situation in the area of 57th Street and North Garfield. The Tactical Firefighters provide fire, rescue and hazardous materials support to the SWAT officers. Firefighters spent nearly five hours on the incident.

Three new tenders go in service!

LFRA placed three new water tenders in service in January. The tenders were built by Rosenbauer Fire Apparatus on Freightliner 4X4 cab and chassis. Each tender carries 2000 gallons of water and has a 500 gallon per minute pump on board. The water tenders respond to fires in rural areas that do not have fire hydrants, the tenders supply the fire engines with the needed water for firefighting operations. The new tenders are assigned to Stations 3, 5 and 8, replacing twenty one year old tenders.
January 29, 2018

Chief Miller,

I am writing this letter to address an issue with one of your employees. First off, I need to apologize for this being so late. On October 27th and 28th, 2017, I assisted with an Extrication/Rescue seminar held at North Metro Training Academy. There were instructors from around the world as well as across the United States. I was honored to be asked to help out and readily accepted. We had classes from typical auto accidents to patients pinned under extremely heavy objects. One of the Loveland Fire Rescue Authority firefighters happened to be in the group I was escorting from station to station. Jeremiah Clymer was his name. As you may remember, I have been teaching or been around extrication for many years. Firefighter Clymer impressed me more than I can remember ever seeing before. This young man was a natural at tool operation and scene safety. I was even approached by a couple of other instructors and asked if I had taught him. I wish I could have said yes, he’s one of mine, but of course, I couldn’t. They even stated that his ability to operate the tools that we had for the class was exceptional. To top it all off, he was also the first one in his group to jump in and get things started as well as helped in every scenario at cleaning up. Again, I should have sent this to you sooner, but I just didn’t get to it. If Jeremiah is any indication of the quality of the young men and women working there, then the future looks bright for Loveland Fire Rescue Authority.

Sincerely,

Lt. Chris Probst
Retired

---

Gregory Samp

January 10, 2018

Dear Chief Miller:

On the evening of January 5, we returned home only to find the smoke alarms in our home giving a not very pleasant concert. Remembering that one of the neighbors had mentioned that the Loveland Fire Department would come and change batteries in such a situation, we called with the expectation that it would be a day or so before someone would respond. We were more than pleased when within the hour a response team from Station 3 was knocking on the door. These gentlemen deserve a big pat on the back and thank you as they exhibited a service ethic, knowledge and attitude that surely you as a Chief obviously promote through the entire Department. They identified the issue, not batteries, and stayed long enough to make sure the system was working to keep us safe. They gave us specific information so that we could go the next day and find the appropriate replacements for our old system.

On January 7 we again called and the same group showed up to install the new alarms. This team from Station 3 is a credit to the Loveland Fire Department and the community and the Department is lucky to have such quality individuals as employees. I don’t speak in a vacuum here at my father served as a firefighter for 31 years, so I know something of the culture and expectations a community has for their firefighters.

We wanted you to be aware of our impressions and to thank you for your service as well.

Sincerely,

Beverly and Greg Samp
## LFRA Human Resources Statistics

### PROPERTY & LIABILITY

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### WORKERS' COMPENSATION

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<td>2013</td>
<td>17</td>
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# LOVELAND FIRE RESCUE AUTHORITY
## Community Safety Division
### January, 2018

## DEVELOPMENT REVIEW STATISTICS

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<tr>
<th>Conceptual Design Reviews</th>
<th>City</th>
<th>County</th>
<th>Johnstown</th>
<th>Totals</th>
<th>Hours</th>
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<td>73</td>
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<td>75</td>
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<th>Hours</th>
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<td>44</td>
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*City permits no longer include fire protection system permits

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<th>Fire Protection Permit Reviews</th>
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**TOTAL REVIEWS YTD** 126 6 2 134

**PREVIOUS YEAR YTD** 200 9 2 211

## INSPECTION STATISTICS

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<th>Eng. Co. Safety Visit 2 &amp; 3 Yr.**</th>
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<td>17.50</td>
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<th>Business Inspections</th>
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**TOTAL INSPECTIONS YTD** 75 2 7 84

**PREVIOUS YEAR** 63 13 N/A 76

*New Measure. Prior year data not available for New Bldg./Fire Protection

**Engine Company Safety Visits are not included in YTD Totals

## CSD OTHER ACTIVITIES

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<tr>
<th>Hazmat Permits</th>
<th>City</th>
<th>Rural</th>
<th>Hours</th>
<th>Mo. Total</th>
<th>Prev. Mo.</th>
<th>Prev. YTD</th>
<th>YTD Total</th>
<th>Highlights/Projects</th>
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<tbody>
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<td>12.75</td>
<td>16</td>
<td>10</td>
<td>9</td>
<td>16</td>
<td>16</td>
<td>*IAAI 40 hour class - 4 people</td>
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<tr>
<td>Tents/Special Events*</td>
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<td>0</td>
<td>1.5</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>*Assessing &amp; revamping existing building inspection program</td>
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<td>Burn Permits Issued</td>
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<td>21</td>
<td>5.25</td>
<td>21</td>
<td>12</td>
<td>12</td>
<td>21</td>
<td>*County Planning Commission Hearing on short-term rental requirements</td>
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<td>2</td>
<td>5</td>
<td>7</td>
<td>7</td>
<td>5</td>
<td>7</td>
<td>*CO2 Delivery System installed at Loveland Taphouse (first of many)</td>
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<td>3</td>
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</tr>
</tbody>
</table>

*This also includes Pyrotechnics permits

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**Planning & Building Check-Ins YTD**

| Fire Protection Permits Average days in review | 8.5 |
| Percent within goal time | January | 100.0% |

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**Inspection Statistics**

- **2018 YTD**
  - Safety Visits: 7
  - Business Inspections: 26
  - New Bldg./Fire Protection: 58
  - YFS: 0
  - Public Ed. Events: 3

- **2017 YTD**
  - Safety Visits: 26
  - Business Inspections: 58
  - New Bldg./Fire Protection: 9
  - YFS: 0
  - Public Ed. Events: 3

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**Highlights/Projects**

- *IAAI 40 hour class - 4 people*
- *Assessing & revamping existing building inspection program*
- *County Planning Commission Hearing on short-term rental requirements*
- *CO2 Delivery System installed at Loveland Taphouse (first of many)*
- *Engine Company Safety Visits are not included in YTD Totals*

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**Community Safety Division Activities**

- IAAI 40 hour class - 4 people
- Assessing & revamping existing building inspection program
- County Planning Commission Hearing on short-term rental requirements
- CO2 Delivery System installed at Loveland Taphouse (first of many)
- *This also includes Pyrotechnics permits*