



Loveland Fire Rescue Authority Board Meeting Minutes
Wednesday, December 19, 2018
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
Vice Chairman John Fogle, City of Loveland Council Member
Director Steve Adams, Loveland City Manager
Director Richard Ball, City of Loveland Council Member

Staff Present:

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

Visitors:

Paul Pfeiffer, Fire Rescue Advisory Commission ("FRAC")

Call to Order:

Chairman Swanty called the Loveland Fire Rescue Authority ("LFRA") Board meeting to order on the above date at 1:33 p.m.

Approval or Amendment of Agenda:

No changes to agenda.

Awards and Presentation:

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

Swearing In:

None

Public Comment:

No public comment.

Consent Agenda:

- 1. Consider a Motion to Approve the Minutes from the October 31, 2018 Loveland Fire Rescue Authority Regular Board Meeting**
- 2. Consider the Adoption of Resolution R-99, Establishing the 2019 Meeting Location, Time and Dates, and Designating the Location for Posting Meeting Notices of the Loveland Fire Rescue Authority**

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

Regular Agenda:

- 3. Conduct a Public Hearing and Consider a Motion to Adopt Resolution R-100, Adopting a Supplemental Budget Regarding the Appropriation of Monies to and the Expenditure of Monies from the General Fund and the Fleet Replacement Fund**

Cheryl Cabaruvias stated that this Resolution is to recognize wildland deployment revenue received to reimburse personnel and apparatus expenses incurred during deployments. Revenue received for personnel reimbursement will be allocated to the General Fund, and revenue received for apparatus expenses will be allocated to the Apparatus Replacement Fund. There was also a \$1,000 Honor Guard donation that needed to be recognized and appropriated.

Motion made by Vice Chairman Fogle to open the public hearing on the supplemental budget. Seconded by Director Adams; motion carried unanimously. Attorney Powell stated for the record that notice of the public hearing had been published in the newspaper as required by law. No public comment was received prior to the public hearing, and no members of the public present at the hearing desired to provide comment. The public hearing was closed.

Motion made by Vice Chairman Fogle to adopt Resolution R-100. Seconded by Director Legits; motion carried unanimously.

- 4. Conduct Election of Loveland Fire Rescue Authority Board Officers**

Motion made by Vice Chairman Fogle to elect all current officers to their same offices for 2019. Seconded by Director Adams; motion carried unanimously.

- 5. Information Regarding the New LFRA Financial Policies**

Chief Miller distributed a draft of the proposed new LFRA Financial Policies. He asked the Board to come to the January Board meeting with any revisions, questions or suggestions that could be incorporated, with the intention for the Board to vote on a final version in February.

Director Adams stated that he would like to make sure there is enough time for the City's staff and legal team to review the policy, as well.

6. Chief's Report

A Shift Analysis Team completed their analysis of Operations shift possibilities, and determined that a schedule working 48 hours on, followed by 96 hours off, allows for the best recuperation, and allows more weekend days off. An anonymous survey showed that 86% of employees are supportive of switching to this schedule, 14% are against, and only one person abstained from voting. The plan is to begin this new shift in November. There are some costs associated in reconfiguring software: approximately \$2,000 for UltiPro and \$5-6,000 for TeleStaff. Director Legits expressed concern about those covering extra shifts who might end up working 72-hour shifts. Chief Miller stated there will be new policies that allow a maximum shift length of 60 hours. Next month the Shift Analysis Team will present to the Board their findings.

Chief Miller also advised the Board that two employees are going to be reclassified. The Administrative Battalion Chief (Michael Cerovski) will be reclassified as a Division Chief, and the Deputy Fire Marshal that is currently a Captain (Carie Dann) will be reclassified as a Battalion Chief. This will occur January 5, 2019.

Nothing new to report on the Station 10 land donation.

The Thompson Education Foundation asked Chief Miller to serve on the Board for a three-year term. No conflicts of interest with his duties to the Authority were identified and the Board congratulated Chief Miller on the appointment.

7. Other Business for Board Consideration

Chief Miller stated that at the last City Council meeting, Council approved the First Amendment to the Amended and Restated IGA that allows for the Station 7 financing proceeds, and any other LFRA funds that are not contributed to LFRA by the City or District, to be moved out of the City's custody and into separate LFRA bank accounts. Once the First Amendment is approved by the Rural District Board, this will provide LFRA with easier access to that money during construction. The First Amendment also designated the Authority's legal counsel as counsel to the Consolidated Pension Board instead of the City's legal counsel. The Rural District Board will vote to approve the First Amendment in January.

Chief Miller stated that at the meeting, City Council also approved reimbursing LFRA for impact fee assessments that the City waived on low income housing projects, which will total approximately \$40,000.

Cheryl is working on getting quotes for a financial audit and CAFR, as the First Amendment requires LFRA to provide both following the separation of any of its finances from the City's custody, which would not occur until 2019 at the earliest.

Battalion Chief Cerovski updated the Board about the status of the Station 7 construction. He stated that the demolition work has been completed. There is now excavation work that needs to be done. A Statement of Qualifications process was completed last week, and after scoring it, there are six contractors that will be invited to bid for the construction project. There is a meeting tonight with the Planning Commission for site approval. The property also now has its own septic system.

Director Adams thanked Division Chief Sparks for his fire sprinkler presentation and

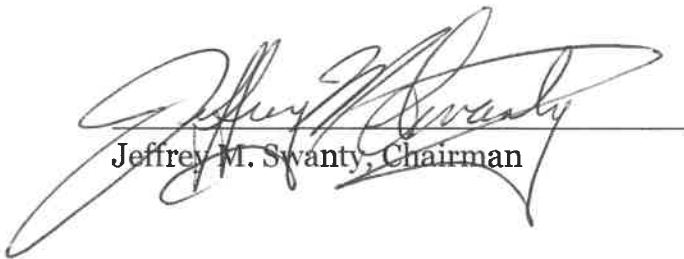
inventorying downtown's fire sprinklers. City Council set aside \$100,000 for a fire suppression grant program to assist business owners with getting a fire line from the water main to their building, as an incentive to install fire sprinklers.

8. Executive Session, if Needed

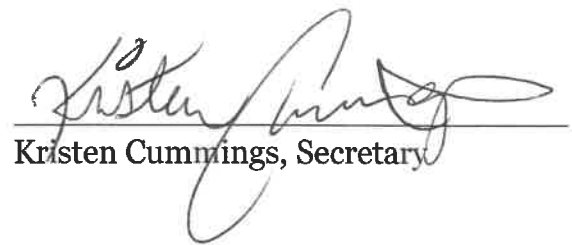
No executive session.

With no further business to come before the Board, Chairman Swanty adjourned the meeting at 2:35 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