Loveland Fire Rescue Authority Board Meeting

Fire Administration Building
EOC Conference Room
410 E. 5th Street
Loveland, Colorado  80537
Wednesday, October 31, 2018
12:30 PM
Loveland Fire Rescue Authority (LFRA) Board Meeting Agenda
Fire Administration Building, 410 E. 5th Street
EOC Conference Room
Loveland, Colorado 80537
Wednesday, October 31, 2018
12:30 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.

La Autoridad de Rescate de Incendios de Loveland (LFRA, por sus iniciales en inglés) se compromete a proveer oportunidades equitativas para servicios, programas, y actividades, y no discrimina basándose en discapacidades, raza, edad, color, origen nacional, religión, orientación sexual, o género. La LFRA tiene contratos con la Ciudad de Loveland para recibir asistencia para traducciones, en caso de preocupaciones de discriminación, y de acomodaciones de la Ley de Americanos con Discapacidades. Por favor comuníquese con el Coordinador del Título VI de la Ciudad de Loveland en TitleSix@cityofloveland.org o al 970-962-2372 si necesita servicios de traducción o tiene preocupaciones de discriminación. La LFRA organizará acomodaciones razonables para ciudadanos de acuerdo con la Ley de Americanos con Discapacidades (ADA, por sus iniciales en inglés). Si desea más información acerca de la ADA o acerca de las acomodaciones, por favor comuníquese con la Coordinadora de la Ciudad de Loveland en Jason.smitherman@cityofloveland.org o al 970-962-3319.

Wireless access: COLGuest, accesswifi

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

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL
APPROVAL OR AMENDMENT
AWARDS AND PRESENTATIONS

-- CITIZEN AWARD FOR DEBBIE FREDRICKSON
-- BUSINESS AWARD FOR DR. MIKE GREEN AND TECHNICIAN MYKALA MCCLENATHAN OF VCA VETERINARY SPECIALISTS OF NORTHERN COLORADO

PUBLIC COMMENT

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 September 26, 2018 Regular Board Meeting

3. Consider a Motion to Adopt Resolution R-95, Adopting a Document Retention and Destruction Schedule

4. Consider a Motion to Rescind Administrative Regulation Pertaining to Gifts

**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.

5. Conduct a Public Hearing and Consider Resolution R-98, Adopting the Revised LFRA 2019 Budget

6. Consider a Motion to Approve an Engine Purchase Contract with Super Vac, Inc. in the Amount of $553,600

7. Presentation from the Fire Rescue Advisory Committee Regarding the Highway 402 Corridor and LFRA Future Expansion Project

8. Motion to Authorize the Fire Chief to Negotiate the Donation of Land for Fire Station 10 in the 25-34 Development

9. Consider a Motion to Approve an FTE Over-hire to Cover Military Leave

10. Review Briefing Papers and Correspondence
    a. Chief’s Report
    b. Letters
    c. September Operations Statistics
    d. September Community Safety Division Statistics
    e. September Human Resources & CORA Statistics
    f. September Budget Statistics
11. Other Business for Board Consideration

12. Executive Session, if Needed

13. Possible Action on Any Matter Discussed in Executive Session

ADJOURN
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
TITLE

Consider a Motion to Approve the Minutes from the September 26, 2018 Loveland Fire Rescue Authority (LFRA) Regular Board Meeting

EXECUTIVE SUMMARY

The attached document, prepared by Cheryl Cabaruvias and edited by outside attorneys, is a record of the September 26, 2018 regular meeting of the LFRA Board. The document details the discussions at the meeting including: approval of the August board minutes, Resolution R-95 to adopt a retention and destruction schedule, approval of a part-time .75 FTE employee, adoption of new LFRA pay plan, approval of revisions to the pay and employment decisions AR, adoption of the 2019 budget, further maturation of LFRA priorities, 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

September 26, 2018 Minutes
Loveland Fire Rescue Authority Board Meeting Minutes
Wednesday, September 26, 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

**Members Absent:**
Director Richard Ball, City of Loveland Council Member

**Staff Present:**
Mark Miller, Fire Chief
Emily Powell, Legal Counsel to the Authority
Greg White, Secretary of Rural District
Greg Ward, Division Chief
Kristen Cummings, Business Services Coordinator
Michael Cerovski, Battalion Chief
Andrea Wright, Human Resources Manager

**Visitors:**
Jacki Marsh, Mayor, City of Loveland
Paul Pfeiffer, Fire Rescue Advisory Commission ("FRAC")
Rob Geislinger, Technical Services Coordinator, National Fire Sprinkler Association

**Call to Order:**

Chairman Swanty called the Loveland Fire Rescue Authority ("LFRA") Board meeting to order on the above date at 1:32 p.m.

**Approval or Amendment of Agenda:**

Kristen Cummings recommended a typographical change to agenda item number six, stating the Resolution number should be changed from R-96 to R-97.

Motion made by Director Legits to approve the agenda as amended. Director Adams seconded; motion carried unanimously.
Awards and Presentation:
None

Swearing In:
None

Public Comment:
No public comment.

Consent Agenda:

1. Consider a Motion to Approve the Minutes from the August 29, 2018 Loveland Fire Rescue Authority Regular Board Meeting

2. Consider a Motion to Adopt Resolution R-95, Adopting a Document Retention and Destruction Schedule

Director Adams asked to pull item 2 from the consent agenda and asked for clarification regarding the document retention and destruction schedule. Attorney Powell stated that it is an amended version of the State Archives’ required document and retention schedule that is used by fire authorities. It is different from the document retention and destruction schedule used by the City of Loveland, as it does not include those document categories that only apply to municipalities. Director Adams requested to table this item in order to determine whether there are any other document management policies maintained by the Authority that need to be rescinded before adopting the document retention and destruction schedule.

Motion made by Vice Chairman Fogle to remove agenda item 2 from the consent agenda, and move it to the October Board meeting. Director Adams seconded; motion carried unanimously.

Motion made by Vice Chairman Fogle to approve agenda item 1 from the consent agenda. Seconded by Director Legits; motion carried unanimously.

Regular Agenda:

3. Consider a Motion to Approve an Additional Regular 0.75 Full-Time Equivalent Administrative Technician Position

Chief Miller advised that if the Board approves the 0.75 full-time equivalent position, then in January, there would be a request for a supplemental appropriation for the employee’s benefits. Currently, the employee has been working in a temporary position for longer than one year.

Motion made by Vice Chairman Fogle to approve the 0.75 full-time equivalent position. Seconded by Director Legits; motion carried unanimously.

4. Consider a Motion to Adopt the LFRA Pay Plan and Associated Pay Adjustments, Effective November 1, 2018
Andrea Wright gave a presentation regarding the results of third-party compensation study that was conducted agency-wide. The results showed that compensation for the Fire Engineer position is 10% below market. She proposed a pay adjustment for six Engineers, effective November 1, 2018. Vice Chairman Fogle stated that now that the pay gap has been identified, it is important to resolve it.

Motion made by Vice Chairman Fogle to adopt the LFRA Pay Plan and associated pay adjustments. Seconded by Director Adams; motion carried unanimously.

5. Consider a Motion to Approve Revisions to the Pay and Employment Decisions Administrative Regulation

Andrea Wright stated that changes include adding an employment category for “Limited Term” employees, which will allow LFRA to keep temporary positions for longer than 12 months when appropriate funding is available from outside sources. (e.g., grant-funded)

Motion made by Director Adams to approve revisions to the Pay and Employment Decisions Administrative Regulation. Seconded by Vice Chairman Fogle; motion carried unanimously.

6. Conduct a Public Hearing and Consider a Motion to Adopt Resolution R-97, Adopting the LFRA Budget for the 2019 Fiscal Year

Chief Miller stated that the budget presentation was presented at the August Board meeting. He said there still has been no notification as to whether LFRA received the SAFER grant. He stated the budget will change if the grant is not awarded.

Vice Chairman Fogle stated that at the previous night’s City Council meeting, it was decided that the City would no longer carry a 15% reserve of annual budget earmarked for LFRA. He stated he would like to see LFRA start to grow its own 15% reserve. Chief Miller stated that he looked into a plan to put 3% in reserves. Today there is $256,000 in reserves, minus the money for the Training Center road that is being loaned to the City. He stated that after overtime for the year, end of year reserves will be closer to $100,000. He stated that he would like to have two reserve funds: an emergency fund for disasters, and one for ordinary administration and operations, and will bring a policy to the Board to this effect at the end of the year. Vice Chairman Fogle asked for the policy to address at what point year-end fund balance goes into reserves, versus being spent on unfunded needs.

Motion made by Vice Chairman Fogle to conduct a Public Hearing regarding the 2019 LFRA Budget. Seconded by Director Legits; motion carried unanimously. Attorney Powell noted for the record that notice of the public hearing was duly published as required by law, with no comments received from the public. There was no comment from the public during the hearing, and public hearing was closed.

Motion made by Vice Chairman Fogle to adopt Resolution R-97, Adopting the LFRA 2019 Budget. Seconded by Director Legits; motion carried unanimously.

7. Review Prioritized Items to be Included in the Further Maturation of LFRA

Chief Miller presented goals for the further maturation of LFRA, and stated that there was a task force implemented that includes the LFRA Chairman, Fire Chief, Battalion Chief of Administration, City Manager, City Legal, LFRA Legal and Rural District Legal to meet and address these goals every six weeks. The immediate goal is to transfer the Station 7 loan proceeds to a third-party custodian, and this will require a revision to the Establishing IGA. Other maturation goals include various steps toward establishing the Authority’s independent
financial administration, such as developing new financial policies, obtaining an independent audit of LFRA finances, and developing a more formula-based revenue allocation formula similar to that of the Poudre Fire Authority. Chief Miller proposed a target completion date of January 1, 2020, but Vice Chairman Fogle recommended November 1, 2019 instead.

8. Chief’s Report

Chief Miller stated that Battalion Chief Tim Smith will be returning the following day from a Hurricane Florence deployment with Colorado Task Force 1.

Chief Miller stated that the “Hearts and Horses” benefit that he was personally sponsoring was going to be that week, and would be attended by himself, Vice Chairman Fogle and his wife, Battalion Chief Cerovski and his wife, and Battalion Chief Starck and his wife.

Chief Miller advised there would be a tree planting on behalf of LFRA at the St. Peters Angelican Church on Saturday.

9. Other Business for Board Consideration

No other business.

10. Executive Session, if Needed

No executive session.

With no further business to come before the board, Chairman Swanty adjourned the meeting at 3:02 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 M. Swanty, Chairman     Kristen Cummings, Secretary
TITLE
Consider a Motion to Adopt Resolution R-95, Adopting a Document Retention and Destruction Schedule

EXECUTIVE SUMMARY
The LFRA Board recognizes a need for a comprehensive records retention and destruction schedule for the Authority’s non-permanent records and the retention of those records that have long-term administrative, fiscal and historical value. Last month the board was presented with the proposed Document Retention & Destruction Schedule (please see previous month’s packet). This month, at the board’s request, the archived version of the City of Loveland’s AR-00044 is attached. This AR was adopted by the Authority with its establishment via R-054.

BACKGROUND
The Colorado State Archives has developed a state-wide record retention schedule in cooperation with the Colorado Special Districts Association, the Colorado Attorney General’s Office and the State Auditor’s Office for special districts to use and follow. The Authority’s Chief Staff and legal counsel have modified the Form Schedule to more closely reflect the document retention needs of the Authority and to remove those aspects of the Form Schedule that do not apply to the Authority.

STAFF RECOMMENDATION
Review and adopt the Resolution as presented

FINANCIAL/ECONOMIC IMPACTS
N/A

ASSOCIATED STRATEGIC GOALS
Deliver cost effective services

ATTACHMENTS
Resolution R-95
Approval Request Form
City of Loveland’s AR-00044
RESOLUTION
BOARD OF DIRECTORS OF THE
LOVELAND FIRE RESCUE AUTHORITY

A RESOLUTION ADOPTING A DOCUMENT RETENTION AND DESTRUCTION SCHEDULE

WHEREAS, the Loveland Fire Rescue Authority ("Authority") is a political subdivision of the State of Colorado, established pursuant to the Amended and Restated Intergovernmental Agreement ("IGA") between the City of Loveland and the Loveland Rural Fire Protection District dated November 29, 2017, for the purpose of providing fire suppression, fire prevention and public education, rescue, extrication, hazardous materials, and emergency medical services within their joint jurisdiction and service area;

WHEREAS, the Authority's Board of Directors ("Board") is vested with all legislative and administrative powers of the Authority, which includes the adoption of policies regarding the exercise of its powers. C.R.S. §§ 29-1-203.5(2)(a) & 32-1-1001, et seq.; IGA Art. I, Sec. 1.9(g);

WHEREAS, the Board recognizes a need for a comprehensive records retention and destruction schedule for the Authority’s non-permanent records and the retention of those records that have long-term administrative, fiscal and historical value;

WHEREAS, the Colorado State Archives has developed a state-wide record retention schedule in cooperation with the Colorado Special Districts Association, the Colorado Attorney General’s Office and the State Auditor’s Office for special districts to use and follow ("Form Schedule");

WHEREAS, the Authority’s Chief Staff and legal counsel have modified the Form Schedule to more closely reflect the document retention needs of the Authority and to remove those aspects of the Form Schedule that do not apply to the Authority; and

WHEREAS, it is the Board's intent that this Resolution shall supersede and replace those previously adopted or established Authority rules, policies, and procedures with respect to the retention and destruction of Authority records, specifically including Administrative Regulation 00044, dated May 8, 2009, and G.O.P. 1.9, dated January 1, 2010, which shall be deemed rescinded and null and void for all purposes.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LOVELAND FIRE RESCUE AUTHORITY THAT:

1. The modified Colorado Special District Document Retention and Destruction Schedule attached as Exhibit 1 is adopted.

2. The Authority authorizes the Authority’s Chief Staff or legal counsel to submit a request to the State Archives on behalf of the Authority that the attached Document
Retention and Destruction Schedule be used as legal authority for the destruction and preservation of the Authority’s records.

3. This Resolution supersedes and replaces those previously adopted or established Authority rules, policies, and procedures with respect to the retention and destruction of Authority records, specifically including Administrative Regulation 00044 and G.O.P. 1.9, which are hereby rescinded and null and void for all purposes.

ADOPTED this ____ day of ___________________, 2018, by the Board of Directors of the Loveland Fire Rescue Authority.

________________________________________
Board Chairman

ATTEST:

________________________________________
Secretary
APPROVAL REQUEST FORM

NAME OF SPECIAL DISTRICT: Loveland Fire Rescue Authority

CONTACT PERSON/TITLE: Mark Miller, Fire Chief

MAILING ADDRESS: 410 East 5th Street, Loveland 80537

TELEPHONE: 970-962-2471 E-MAIL: mark.miller@lfra.org

LOCAL EXCEPTIONS:
(List and provide basis and description of any local exceptions for records retention periods that are specified by formal direction of the governing body, etc., that differ from those set out in the Special District Records Retention Schedule. Use additional pages if needed.)

See attached list of local exceptions.

THE ABOVE FIRE AUTHORITY HEREBY REQUESTS APPROVAL FROM THE COLORADO STATE ARCHIVES TO FOLLOW THE SPECIAL DISTRICT RECORDS RETENTION SCHEDULE REVISED 2008, WITH THE LOCAL EXCEPTIONS INDICATED.

________________________________________________________
SIGNATURE OF AUTHORIZED DISTRICT REPRESENTATIVE

________________________________________________________
DATE OF SUBMITTAL OF REQUEST FOR APPROVAL

________________________________________________________
SIGNATURE OF STATE ARCHIVIST AND DATE
APPROVAL REQUEST FORM
Loveland Fire Rescue Authority

SCHEDULE NO. 1. Building and Structure Records

1.10 Address History Files

Records maintained as address history files to provide a chronological record and running history of building-related activities for each address located within the Authority. These files may include records listed elsewhere in the retention schedules, such as building and demolition permits, gas connection records, certificates of occupancy, building inspection reports, unsafe building actions, variances granted, zoning certificates and utility taps. [Reason: Not Applicable]

1.50 Fire Code Board Case Files

Records pertaining to cases or appeals heard by bodies such as the Fire Code Board of Appeals or similar boards charged with interpreting code provisions relating to issues such as alternate building materials or methods of construction, and with review and decision-making authority regarding building, construction or similar matters.

Retention: 20 years, or for life of building or until building classification changes, whichever is greater. [Reason: Records no longer applicable if the building is demolished or the occupancy changes]

1.60 Certificates of Occupancy

Documents issued to the Authority by the county or municipality after the permitted construction activity is completed as evidence that all minimum requirements have been met before the building or structure can be occupied and used.

Retention: Permanent (life of building + 3 years). [Reason: Records no longer applicable if the building is demolished; compliance with statute of limitations pursuant to C.R.S. §§ 13-80-101 & 102]

1.150 Inspection Records

Fire Code Inspection Reports

Records of final on-site inspections done by the Authority or by its agents to determine the compliance of building construction, electrical, plumbing, mechanical and other systems with requirements of the Authority, uniform codes and all other adopted fire code standards adopted by the Authority.
Retention: Permanent (life of building + 3 years). [Reason: Records no longer applicable if the building is demolished; compliance with statute of limitations pursuant to C.R.S. §§ 13-80-101 & 102]

1.160 Landmark and Historic Designations [Deleted – Not Applicable]

1.170 Mobile Home Standards [Deleted – Not Applicable]

1.210 Reports – Building Activity [Deleted – Not Applicable]

1.230 Standards – Building [Deleted – Not Applicable]

SCHEDULE NO. 3. Election Records [Deleted – Not Applicable]

SCHEDULE NO. 5. Financial Records

5.20 Accounts Receivable Records
   Utility Billing Records [Deleted – Not Applicable]

5.190 Franchise Records. [Deleted – Not Applicable]

5.220 Grant Records
   Conservation Trust Fund (Lottery) [Deleted – Not Applicable]

5.340 Tax Collection Records
   Sales and Use Tax Records [Deleted – Not Applicable]

5.360 Utility Billing [Deleted – Not Applicable]

SCHEDULE NO. 6. Fleet and Equipment Records

6.110 Maintenance And Safety Records
   Driver Vehicle Inspection Reports [Deleted – Not Applicable]

SCHEDULE NO. 7. General Administrative Records

7.270 Program Records
   Library Records. [Deleted – Not Applicable]
   Museum Records. [Deleted – Not Applicable]

7.400 Training and Conference Materials

Records documenting activities of Authority officials or employees at seminars, conferences or other training sessions not sponsored by the Authority, including instructional materials obtained by officials and staff members at conferences, seminars or other types of external training sessions. See also Schedule 15 Training Information.
Retention: 2 years for Authority directors; for entire period of employment + 2 years for Authority employees. [Reason: Best practices is to retain these employment related records for 2 years after termination in case of disputes with employee]

SCHEDULE NO. 8. Governing Body Records

8.220 Recordings of Meetings (modified)

Open Meetings

Retention: Until approval of the minutes [Reason: Once the minutes are approved by the Authority Board, they are the official record of the meeting, and the recording serves no further purpose and should be destroyed].

Study Sessions

Retention: Until approval of the minutes [Reason: Once the minutes are approved by the Authority Board, they are the official record of the meeting, and the recording serves no further purpose and should be destroyed].

SCHEDULE NO. 9. Historical Records

9.05 Archaeological and Historical Site Records. [Deleted – Not Applicable]

SCHEDULE NO. 10 Infrastructure Records [Deleted – Not Applicable]

SCHEDULE NO. 11 Authority Boundary and Planning Records

11.10 Inclusion, Exclusion and Consolidation Case Files [Deleted – Not Applicable]

11.15 Inclusion, Exclusion and Consolidation Review Records [Deleted – Not Applicable]

11.45 Development Review Records [Deleted – Not Applicable]

11.70 Environmental Records [Deleted – Not Applicable]

11.180 Violations – Covenant Enforcement [Deleted – Not Applicable]

SCHEDULE NO. 12. Licenses and Permits

12.10 Bonds – Licenses and Permits [Deleted - Not Applicable]

12.30 Permit Records
   Communication Tower Permits [Deleted – Not Applicable]
   Encroachment Permits [Deleted – Not Applicable]
Excavation Permits [Deleted – Not Applicable]
Facility Permits [Deleted – Not Applicable]
Fence Permits [Deleted – Not Applicable]

Fire Alarm System Permits

Retention: 2 years + current. For functional life of system + 3 years. [Reason: Records must be retained for life of system in case of disputes or litigation arising from or relating to system; compliance with statute of limitations pursuant to C.R.S. §§ 13-80-101 & 102]

Permits to Work in Public Way [Deleted – Not Applicable]
Sewer Tap Permits [Deleted – Not Applicable]
Sludge Application Permits [Deleted – Not Applicable]
Special Events and Use Permits [Deleted – Not Applicable]
Street Cut Permits [Deleted – Not Applicable]
Telephone Company Permits [Deleted – Not Applicable]

SCHEDULE NO. 15. Personnel Records

15.10 Affirmative Action Records [Deleted – Not Applicable]

15.70 Employee Records - Active and Terminated

Duplicate Copies: Consult with custodian of record copy of special district employee records regarding proper transfer or disposal of departmental employee records upon termination of employment. Duplicate copies of employment records may be destroyed upon termination of employment, provided they are destroyed in accordance with applicable federal or state procedures for disposal of employment records. [Reason: Modified to clarify original sentence]

15.80 Employee Records - Temporary And Seasonal

Retention: 3 years after termination, except payroll and fiscal records. 7 years after termination, except payroll and fiscal records [Reason: Best practices is to retain these records for 7 years after termination in case there are disputes or a lawsuit]

15.120 Health and Safety Records

Safety Training Information

Manuals, handbooks and similar documentation of safety training provided to employees.

Retention: 2 years + current. 3 years after termination. [Reason: Best practices is to retain these records as long as other employee records]
15.190 Physical and Medical Records

*Age Discrimination in Employment Act (ADEA) and Americans with Disabilities Act (ADA) Records*

Retention: 1 year [29 CFR 1627.3] 7 years after separation of employment. [Reason: Best practices is to retain these records for 7 years after termination in case there are disputes or a lawsuit]

*Family and Medical Leave Act (FMLA) Record.*

Retention: 3 years [29 CFR 825.500] 7 years after separation of employment. [Reason: Best practices is to retain these records for 7 years after termination in case there are disputes or a lawsuit]

15.270 Training Information

Retention: 1 year + current 7 years after separation of employment. [Reason: Best practices is to retain these records for 7 years after termination in case there are disputes or a lawsuit.

15.290 Volunteer Worker Records

Retention: 3 years after separation 7 years after termination of volunteer services. [Reason: Best practices is to retain these records for 7 years after termination in case there are disputes or a lawsuit]

SCHEDULE NO. 16. Property Records

16.120 Parks [Deleted – Not Applicable to Fire Authorities]

16.160 Trees [Deleted – Not Applicable]

16.165 Utility Locate Requests. [Deleted – Not Applicable]

SCHEDULE NO. 17. Public Safety Records

17.70 Fire And Rescue Activity Records

**Incident Investigations**

*Non-fatalitity*

Retention: 10 years + current or final disposition of case, whichever is later. [Reason: Records should be retained until final disposition of the case (if any) even if longer than 10 years]
17.90 Emergency Services Records

Activity Summaries

Retention: 4 years + current, 3 years + current. [Reason: Best practices is to retain these records for 4 years in case there are disputes or a lawsuit]

Training Records

Retention: 5 years after employee's termination, 7 years after employee's termination. [Reason: Best practices is to retain these records for 7 years after termination in case there are disputes or a lawsuit]
I. SCOPE:
This policy shall apply to all City records retained, received, requested and/or released with the exception of those records covered under the Colorado Criminal Justice Records Act. This Administrative Regulation applies to all City of Loveland departments and all City of Loveland employees including: Regular full-time, Regular part-time, Temporary, Seasonal, Volunteer, Exempt or Non-Exempt.

II. PURPOSE:
To set forth a general policy and procedure for managing records maintained by the City in compliance with the standards and requirements of the City of Loveland Charter, City of Loveland Municipal Code, Colorado Revised Statutes (C.R.S.) and Colorado Open Records Law, C.R.S. Section 24-72-101, et seq. (The Act). Additionally, to establish a general policy that may be implemented and updated in a reasonable and timely manner that has been approved by the City Manager and City staff.

III. DEFINITIONS:
- Not applicable.

IV. POLICY:
This Administrative Regulation "Document Management" and Administrative Regulations "Open Records" and "Electronic Mail (Email)", is in full force and effect which provides that public records shall be maintained in a standard manner and be open for inspection at reasonable times in accordance with the Act. Public records include electronic mail messages (Email).

Office of Record
- The City Clerk’s Office shall serve as the Office of Record for original documents that bind the City which include, without limitation, the following:
  o Ordinance, Resolutions, Minutes
  o Agreements, Contracts, IGAs, MOUs, service agreements, MFAs, Metro District Agreements, Annexation, Development, etc.
  o Recorded Documents: Easements, Deeds, Vacations, etc.
- Document Requests
  o Internal Request for Records
    ▪ Employees are encouraged to use the Hummingbird system to access City Records.
    ▪ If a record is unavailable through Hummingbird, or if an official copy is needed, the document may be retrieved from the Central File by the City Clerk staff. Records may be requested from the Central File at any time. Records that are removed from the Central File may be released to the custody of the requestor but must be returned to the Central File by the close of the same business day. Documents that are needed for active reference should be copied, the duplicate stamped as “copy”, and the original returned to the Central File. Certified copies may be requested if needed.
o External Request for Records
  ▪ All public records shall be open for inspection by any person at reasonable times, except as provided for in Section C.R.S. 24-72-203 or other applicable law.
  ▪ The custodians of records for each department may require that records requests be made on a form provided by the department or the City.
  ▪ All public requests shall be handled in a uniform manner as defined in the Administrative Regulation “Open Records”, approved by the City Manager.

Basis For Mandate:
  • City of Loveland Charter §4-13
  • City of Loveland Municipal Code, Chapter 13.10.801 and 13.14
  • Colorado Open Records Law, C.R.S. Section 24-72-101, et seq. (The Act)

V. PROCEDURE:

Procedures
  • The City Clerk is the "custodian" (custodian shall be responsible for the storage, retention and destruction of all records in their possession) of all records which are maintained in the office of the city clerk. Department heads are the official custodians of all records maintained within their departments. The Information Technology Director is the official custodian of email.
  • All departments shall develop, using this Regulation, standard procedures to manage City records in their custody.
  • Procedure manuals shall be maintained by a designated individual within each department. A copy of these procedure manuals and all amendments shall be kept in the City Clerk’s Office.
  • Contents of the procedure manuals:
    o The procedure manual shall contain all aspects of the document management of City records and shall include the following items: This list is not intended to be all exclusive-
      ▪ Adherence to the Retention Policy
      ▪ Designate the position responsible for Document Management within the Department
      ▪ Implementation of destruction of City records
      ▪ Implementation of accessibility of City records
      ▪ Keyword/Indexing glossary
      ▪ Storage of records – off-site
      ▪ Delineate copy vs. original, i.e. distribution of copies instead of originals
      ▪ Designate position authorized to finalize the destruction of City records
      ▪ Define a process to be followed to request a waiver of Retention Schedule Requirement
      ▪ Protection of Records

Revision Dates: n/a
• Retention Schedule
  o Adoption of State Retention Schedule
    ▪ On October 25, 2002, the Colorado State Archivist approved the City of
      Loveland's request to follow the "Model Municipal Records Retention
      Schedule dated October 22, 2002, with the local exceptions indicated".
  o Adherence to the State Retention Schedule
    ▪ All departments shall follow the City approved State Retention Schedule
      regarding the retention and destruction of City records, as amended.
      (Employees are encouraged to reference the Retention Schedule
      electronically linked on the City Clerk's webpage, to ensure use of the
      most current version)
  o Destruction and Reporting
    ▪ Reporting: All Departments shall track and submit reports detailing the
      amount of City records destroyed to the City Clerk's Office within seven
      days of destruction. (This requirement is only intended for original records
      not copies.)
    ▪ Destruction: All Documents (both original and copies) containing personal,
      vital or confidential information shall be shredded by a City employee or a
      NAID certified document destruction vendor.
    ▪ Waivers: The Model Retention Schedule provides for local exceptions to
      be made if approved by the City or if the schedule is in conflict with
      existing laws or Charter provisions. A Document Management Review
      Team of five members including the City Clerk shall be established, to
      consider and research any requests for waiver of the requirements set out
      in the Model Retention Schedule. Research may include review by the
      City Attorney, City Manager, Department Heads, and/or other resources
      as appropriate. Any such exceptions must be approved by the City
      Manager.

• Electronic Files
  o The records retention schedule for the City applies to all records, including
    those that exist in electronic media. Electronic data or documents that are not
    considered "records", as described in Section "Identification of Documents"
    below, are not subject to the retention schedule and will not be retained
    unless needed for convenience or reference purposes. It is the responsibility
    of each employee to preserve electronic documents, including Email, that
    meet the definition of a "record" by printing the document whenever practical.

• Identification of Documents
  o Records: Records include all documentary information, regardless of media,
    that is created or received by the City or its officials, that serves as a source
    of information or evidence of the transaction of official business and that is
    preserved or is appropriate for preservation in accordance with the City's
    records retention schedule. Records maintained by the City will fall within one
    or more of the following categories:
      ▪ Administrative: Records have administrative value as long as they assist
        the agency in performing either current or future work. The administrative

value of most records is exhausted when the transaction to which they relate has been completed.

- Legal: Records have legal value if they contain evidence of legally enforceable rights or obligations of the City. Examples of these are legal decisions and opinions, leases, titles, contracts, claim papers and legal dockets.

- Fiscal: Records of fiscal value are those that pertain to the financial transaction of the agency, such as budgets, ledgers, allotments, payrolls and vouchers. After records have served their basic administrative function, they may still have sufficient value to justify their retention in storage for a time to protect the agency against court action, to account for expenditure of funds, or to comply with the State Auditor’s performance audit requirements.

- Historical: Some records have historical value because they document the historical development of the City. They contain precedents for policies and can be used as guides in solving present problems similar to those dealt with in the past. They are valuable to the City, state, students, researchers, and historians as historical documentation.

- Non-Records: Non-records include documentary materials, regardless of media, that have no public records retention value. Such materials are typically created, modified, and destroyed without formal procedures and are not included in the City’s records retention program. Non-records include, but are not limited to:
  - Catalogs, trade journals, and other printed materials received from other offices, commercial firms, or private institutions, which require no action and are not needed for documentary purposes.
  - Letters of transmittal that do not add any information of the transmitted materials.
  - Miscellaneous memoranda or notices that do not relate to the functional responsibility of the municipality such as notices of community affairs, employee meetings, holidays, etc..
  - Preliminary drafts of letters, memoranda, reports, worksheets, and informal notes that do not represent significant basic steps in the preparation of record documents.
  - Routing slips, sheets, post-it notes or memos used to direct the distributions of documents.
  - Outdated or superseded stocks of publications kept for supply and hand-out purposes.
  - Telephone messages that convey non-policy information messages.
  - Notes, tapes or recordings that have been transcribed.
  - Temporary or transitory material with little or no bearing on decision making.

Non-record materials should be segregated from records and should be destroyed when no longer needed for reference or administrative purpose. Timely disposal of unneeded non-record material will reduce demands on file storage resources.
Document Routing

- When a document is generated within in a department, employees are encouraged to have all signatures affixed prior to consideration by City Council, City Manager or Department Heads.
  - Management Routing
    - Documents being routed, by interoffice mail or City employee, shall be entered on the City Clerks Routing Check list, located at V:/IntraDepartmentShares/City Clerks - Routing List the document progress shall be tracked on this checklist. Documents should contain the following: 1) a Routing Sheet affixed which indicates the departments which shall review and initial (including instructions), a Project Manager clearly printed and appropriation account/project numbers; and 2) two (2) original documents (when possible) for signatures. One original shall be retained in the City Clerk's Office and one shall be directed to the project manager.
  - Additional Signature Routing
    - For documents requiring further signatures for full execution after attestation, it is the responsibility of the project manager to direct one fully executed original back to the City Clerk's Office to serve as the official City record.
  - Document Recording
    - When a document requires recordation at Larimer County, the routing sheet shall include a department, account number and project manager clearly indicated on the routing sheet. Only authorized City personnel may hand carry documents for recording. Individual departments will be responsible for the costs associated with recording of documents.

Open Records Regulation

- All open record requests shall be subject to the City of Loveland Administrative Regulation "Open Records".

Electronic Mail (Email) Regulation

- All email shall be subject to the City of Loveland Administrative Regulation "Electronic Mail (Email)".
- When advised by the City Attorney's Office, the Information Technology Director shall retain all emails pertaining to any legal matter affecting the City or its officials or employees.

VI. OTHER RELATED REGULATIONS & PROCEDURES:

<table>
<thead>
<tr>
<th>Regulation</th>
<th>Description</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR-00045</td>
<td>Open Records</td>
<td>05/06/2009</td>
</tr>
<tr>
<td>AR-00046</td>
<td>Electronic Mail (Email)</td>
<td>In-Progress</td>
</tr>
</tbody>
</table>

VII. CITY MANAGER SIGNATURE:

Don F. Williams, City Manager
TITLE
Consider a Motion to Rescind the Administrative Regulation Pertaining to Gifts.

EXECUTIVE SUMMARY
This item is to rescind the Administrative Regulations pertaining to Gifts. The LFRA Administrative Division has crafted General Guideline pertaining to Gifts in replacement of the AR of the same name. Administrative Regulations require LFRA Board review and approval for any changes or modifications. This motion maintains the appropriate level of administrative oversite and appropriately assign guideline oversight to Administrative Division for the LFRA.

BACKGROUND
In 2016, the LFRA adopted a substantial number of City of Loveland Administrative Regulations (AR), to maintain continuity of operations relative to administrative management of the organization. Administrative Regulations are approved through the vote of the LFRA Board, and any necessary changes that occur over time must come to the Board for review and acceptance. In certain circumstances, there are Administrative Regulations that demand administrative flexibility that require unnecessary oversight from the LFRA Board. This motion facilitates greater flexibility and reduces unnecessary workload for the Board.

As the LFRA Administrative Division reviews and revises work processes and workflow management, they will incorporate analysis of Administrative Regulation, General Guidelines, and Operational Guidelines to ensure effective workflow and appropriate administrative oversight. This is one of two AR reviews for the LFRA Board in October 2018, where changes from an administrative regulation to a general guideline are appropriate for the organization.

STAFF RECOMMENDATION
Approve the motion to rescind Administrative Regulation pertaining to Gifts

FINANCIAL/ECONOMIC IMPACTS
This action ensures that the recognition of personnel when separating from the LFRA is appropriately addressed and remains in compliance to the new General Guideline Gifts.

ASSOCIATED STRATEGIC GOALS
Appropriate management of administrative tasks associated with the Administrative Division; appropriately assign guideline oversight to Administrative Division for the LFRA.

ATTACHMENTS
AR - Gifts
General Guideline Gifts
I. SCOPE:
This Administrative Regulation applies to all Loveland Fire Rescue Authority (LFRA) employees including Regular, Temporary, Seasonal and Reserve/Volunteers.

II. PURPOSE:
This Administrative Regulation ensures that all LFRA employees are complying with proper procedures, policies, and regulations applicable to gifts.

III. DEFINITIONS:
- **Gift** refers to anything of value including, but not limited to: cash, merchandise, gift certificates, gift cards, memorials, flowers, and/or food purchased with Authority funds.

- **Qualifying family member** refers to an employee’s spouse, child, parent, grandparent, grandchild, or sibling whether related by blood, marriage or adoption, domestic partner, or relationships classified as “in loco parentis”.

IV. POLICY

The Authority may provide recognition to an employee or an employee’s qualifying family member with the Division Chief or his/her designee’s permission for hospitalization, death or departure/separation of an employee in good standing (including retirement). This policy sets the dollar thresholds for gifts. There is a LFRA specific policy on service recognition plaques based on years of service to provide clarity and consistency for departure/separation recognition.

Any gift above the stated limits must be purchased with personal funds unless an exception is made by the Fire Chief. Any gift provided is considered taxable income, and must be reported to Payroll. The Internal Revenue Service (IRS) requires the Authority to withhold federal income taxes, state income taxes, and the applicable social security taxes.

**Basis For Mandate:**
- Internal governance
- IRS Regulations (as it pertains to the taxability of the gift)
- Recognition of Personnel When Separating from LFRA

V. PROCEDURE:

**Departure**

An employee in good standing working three (3) to ten (10) years is eligible for a $75 gift. After 10 to 20 years of service the gift limit is $10 per year of service up to $200. 20 or more years of service will be eligible for $20 for each year of service, up to a maximum of $600. See LFRA
policy regarding Recognition of Personnel When Separating from LFRA that identifies recognition plaques based on years of service.

Hospitalization and Death

Gifts for hospitalization of an employee or an employee's qualifying family member may not exceed $75. In the event of an LFRA employee's death, the employee's department may spend up to $500 paid directly to the service delivery vendor.

The Fire Chief may approve LFRA assistance with the funeral of a fire volunteer retiree or retiree spouse for up to $20 a year of service at the time of retirement to a maximum of $500 paid directly to the service delivery vendor.

VI. OTHER RELATED REGULATIONS & PROCEDURES:

- Not applicable

VII. LFRA FIRE CHIEF SIGNATURE:

Mark Miller, Fire Chief
Procedure:

This General Guideline applies to all Loveland Fire Rescue Authority (LFRA) employees including Regular, Temporary, Seasonal and Reserve Volunteers. This General Guideline ensures that all LFRA employees are complying with proper procedures, policies, and regulations applicable to gifts.

Any gift above the stated limits must be purchased with personal funds unless an exception is made by the Fire Chief. Any gift provided is considered taxable income, and must be reported to Payroll. The Internal Revenue Service (IRS) requires the Authority to withhold federal income taxes, state income taxes, and the applicable social security taxes.

**Departure:**

An employee in good standing working three (3) to ten (10) years is eligible for a $75 gift. After 10 to 20 years of service the gift limit is up to $200. Twenty or more years of service will be eligible for up to a maximum of $600. See LFRA General Guideline Recognition of Personnel When Separating from LFRA that identifies recognition plaques based on years of service.

**Hospitalization and Death:**

Gifts for hospitalization of an employee or an employee's qualifying family member may not exceed $150. In the event of an LFRA employee's death, the employee's department may spend up to $500 paid directly to the service delivery vendor. The Fire Chief is authorized to allocate funds above these limits as needed, on a case by case basis.

The Fire Chief may approve LFRA assistance with the funeral of a fire volunteer retiree or retiree spouse for up to $20 a year of service at the time of retirement to a maximum of $500 paid directly to the service delivery vendor.

**Definitions:**

- **Gift** refers to anything of value including, but not limited to: cash, merchandise, gift certificates, gift cards, memorials, flowers, and/or food purchased with Authority funds.
- **Qualifying family member** refers to an employee's spouse, child, parent, grandparent, grandchild, or sibling whether related by blood, marriage or adoption, domestic partner, or relationships classified as "in loco parentis".
Revision History
10/15/2018 – Revision to reflect awards consistent with allowable spendable limits as described in the LFRA Administrative Regulation Gift; a change from Administrative Regulation(AR) to a General Guideline. Table of allowable limits added for easy reference.

References:
Loveland Fire Rescue Authority (2016). *Loveland Fire Rescue Authority, Gift (Revised from City AR 003-0060).* Loveland, CO: Loveland Fire Rescue Authority
TITLE
Conduct a Public Hearing and Consider Resolution R-98, Adopting the Revised LFRA 2019 Budget

EXECUTIVE SUMMARY
Staff will present the revised LFRA 2019 Budget for approval and adoption.

BACKGROUND
Staff presented the DRAFT 2019 budget to the LFRA sub-committee on June 18th. The base budget increased approximately 2.66%, primarily due to merit increases, insurance increases, and cost allocation increases. The LFRA Board initially approved its proposed 2019 Budget and 2019 Fee Schedule on September 26, 2018, which were then approved by the Loveland Rural Fire Protection District on October 3, 2018. However, the initial proposed budget that was approved by the LFRA Board and the Loveland Rural Fire Protection District included a total appropriation and expenditure amount that is different from the budget that the City of Loveland approved on October 16, 2018. In order to conform the budgets approved by all three entities, the LFRA Board will be presented with a revised budget for approval. The Loveland Rural Fire Protection District will be presented with the same revised budget on November 7, 2018. The revised budget, when adopted, will supersede the previous budget adoptions by the Authority and District boards from September 29, 2018 and October 3, 2018, respectively.

STAFF RECOMMENDATION
Adopt revised LFRA 2019 budget

FINANCIAL/ECONOMIC IMPACTS
Impacts associated with increase in 2019 budget

ASSOCIATED STRATEGIC GOALS
Deliver cost effective services

ATTACHMENTS
Resolution R-98
2019 revised Budget summary
CERTIFIED RECORD

OF

PROCEEDINGS RELATING TO

LOVELAND FIRE RESCUE AUTHORITY
LARIMER COUNTY, COLORADO

BUDGET HEARING FOR FISCAL YEAR

2019
The Board of Directors ("Board") of Loveland Fire Rescue Authority ("Authority"), Larimer County, Colorado, held a regular meeting and public hearing at 410 E. 5th Street, Loveland, Colorado, on October 31, 2018, at the hour of 1:30pm concerning a proposed budget for fiscal year 2019.

The following members of the Board of Directors were present:

_________________________________________

_________________________________________

_________________________________________

_________________________________________

Absent: ___________________________________

_________________________________________

Director _____________________ reported that, prior to the meeting and public hearing, each Director was notified of the date, time, and place of the meeting and the purpose for which it was called. He further reported that the meeting was a regular meeting of the Authority Board and that a Notice as to the proposed 2019 budget was published in the Loveland Reporter-Herald on Friday October 26, 2018. Notice of the public hearing also was duly posted. Thereafter, at the regular meeting of the Board of Directors held on October 31, 2018, Director _____________________ introduced and moved for the adoption of the following Resolution:

RESOLUTION R-98

WHEREAS, the Authority Board authorized its administrative staff and consultants to prepare and submit a revised proposed budget for fiscal year 2019;

WHEREAS, a revised proposed budget for fiscal year 2019 ("2019 Budget") has been submitted to the Authority Board for its consideration. A copy of the revised proposed 2019 Budget is attached to this Record of Proceedings;

WHEREAS, upon due and proper notice, published in accordance with the law, the revised proposed 2019 Budget was available for inspection by the public at a designated public office; and

WHEREAS, a public hearing was held on 2019, and interested electors were given the opportunity to comment on or to file or register any objections to the revised proposed 2019 Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LOVELAND FIRE RESCUE AUTHORITY, LARIMER COUNTY, COLORADO:

Section 1. Appropriation of revised 2019 Budget Revenues. That the estimated revenues for each fund as more specifically identified in the attached revised 2019 Budget are approved and appropriated.

Section 2. Approval of revised 2019 Budget Expenditures. That the estimated expenditures for each fund as more specifically identified in the attached revised 2019 Budget are accepted and approved.

Section 3. Adoption of revised Budget for 2019. That the attached revised 2019 Budget as submitted is approved and adopted as the Authority's budget for fiscal year 2019. The revised budget, when adopted, will supersede the previous budget adoption by the Authority.

The foregoing Resolution was seconded by Director ________________.

ADOPTED AND APPROVED this ___ day of _________________, 20__.

ATTEST: _______________________________, Chairperson

_______________________________, Secretary
STATE OF COLORADO  
)  
) ss. 
LARIMER COUNTY  
) 

I, ________________________, Secretary of the Loveland Fire Rescue Authority, Loveland, Colorado, do certify that the foregoing pages numbered 1 through 3, inclusive, constitute a true and correct copy of the record of proceedings of the Authority Board of Directors, adopted at a regular meeting of the Board of Directors held at 410 E. 5th Street, Loveland, Colorado, on October 31, 2018, at the hour of 1:30pm as recorded in the official record of proceedings, insofar as said proceedings related to the revised 2019 Budget; that said proceedings were duly had and taken; that the meeting was duly held; and that the persons were present at the meeting as therein shown.

IN WITNESS WHEREOF, I have hereunto subscribed my name this ____ day of ______________________, 20____.

__________________________________
______________________________, Secretary
# 2019 Loveland Fire Rescue Authority Budget

## LFRA General Fund 604

<table>
<thead>
<tr>
<th></th>
<th>2017 Actual</th>
<th>2018 Adopted</th>
<th>2018 Revised Budget (August)</th>
<th>2019 Total Proposed Budget</th>
<th>2019 % of Total</th>
<th>2019 Prop to 2018 Adopted</th>
<th>2019 Prop to 2018 Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxes (General Fund Revenue)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charges for Services (Permits)</td>
<td>311,852</td>
<td>233,370</td>
<td>263,870</td>
<td>229,750</td>
<td>1.5%</td>
<td>-1.6%</td>
<td>-12.9%</td>
</tr>
<tr>
<td>Intergovernmental:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>11,358,799</td>
<td>12,049,817</td>
<td>12,109,912</td>
<td>12,413,518</td>
<td>80.7%</td>
<td>3.0%</td>
<td>2.5%</td>
</tr>
<tr>
<td>Rural District</td>
<td>2,555,882</td>
<td>2,701,209</td>
<td>2,714,400</td>
<td>2,724,918</td>
<td>17.7%</td>
<td>0.9%</td>
<td>0.4%</td>
</tr>
<tr>
<td>Other (Grants, Other Agency Deployments, Interest, Retirement Fund Revenue)</td>
<td>364,612</td>
<td>750</td>
<td>269,294</td>
<td>15,750</td>
<td>0.1%</td>
<td>2000.0%</td>
<td>-94.2%</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>$14,591,145</td>
<td>$14,985,146</td>
<td>$15,357,476</td>
<td>$15,383,936</td>
<td>100.0%</td>
<td>2.7%</td>
<td>0.2%</td>
</tr>
<tr>
<td><strong>Expenditures by Account Class:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel (Salaries and Benefits)</td>
<td>10,253,675</td>
<td>10,637,290</td>
<td>10,885,095</td>
<td>10,910,927</td>
<td>70.9%</td>
<td>2.6%</td>
<td>0.2%</td>
</tr>
<tr>
<td>Supplies</td>
<td>371,031</td>
<td>394,325</td>
<td>635,046</td>
<td>385,704</td>
<td>2.5%</td>
<td>-2.2%</td>
<td>-39.3%</td>
</tr>
<tr>
<td>Services (Includes City Indirect Service)</td>
<td>3,130,124</td>
<td>3,736,547</td>
<td>3,771,266</td>
<td>3,834,712</td>
<td>24.9%</td>
<td>2.6%</td>
<td>1.7%</td>
</tr>
<tr>
<td>Capital</td>
<td>95,932</td>
<td>216,984</td>
<td>564,396</td>
<td>252,593</td>
<td>1.6%</td>
<td>16.4%</td>
<td>-55.2%</td>
</tr>
<tr>
<td>Transfer to LFRA Capital Projects Fund</td>
<td>0</td>
<td>0</td>
<td>130,000</td>
<td>0</td>
<td>0.0%</td>
<td>0.0%</td>
<td>-100.0%</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$13,850,761</td>
<td>$14,985,146</td>
<td>$15,985,803</td>
<td>$15,383,936</td>
<td>100.0%</td>
<td>2.7%</td>
<td>-3.8%</td>
</tr>
<tr>
<td>% change</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excess or Deficiency of Revenues Over or Under Expenditures</td>
<td>740,383</td>
<td>0</td>
<td>-628,327</td>
<td>$0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Fund Balance (Beginning January 1) | 45,237 | 785,620 | 157,293 |
| Fund Balance (Ending December 31) | 785,620 | 157,293 | 157,293 |

## Expenditures Restated by Service Division:

<table>
<thead>
<tr>
<th></th>
<th>2017 Actual</th>
<th>2018 Adopted</th>
<th>2018 Revised Budget (August)</th>
<th>2019 Total Proposed Budget</th>
<th>2019 % of Total</th>
<th>2019 Prop to 2018 Adopted</th>
<th>2019 Prop to 2018 Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Operations</td>
<td>10,548,035</td>
<td>11,637,573</td>
<td>11,945,155</td>
<td>11,774,780</td>
<td>76.5%</td>
<td>1.2%</td>
<td>-1.4%</td>
</tr>
<tr>
<td>Community Safety</td>
<td>833,491</td>
<td>836,720</td>
<td>1,006,143</td>
<td>1,060,808</td>
<td>6.9%</td>
<td>26.7%</td>
<td>5.4%</td>
</tr>
<tr>
<td>Admin Division w/o City Admin</td>
<td>1,227,626</td>
<td>1,192,346</td>
<td>1,585,998</td>
<td>1,191,014</td>
<td>7.7%</td>
<td>-0.1%</td>
<td>-24.9%</td>
</tr>
<tr>
<td>Administrative Services Provided by the City</td>
<td>1,241,610</td>
<td>1,318,507</td>
<td>1,448,507</td>
<td>1,358,062</td>
<td>8.8%</td>
<td>3.0%</td>
<td>-6.2%</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$13,850,761</td>
<td>$14,985,146</td>
<td>$15,985,803</td>
<td>$15,383,936</td>
<td>100.0%</td>
<td>2.7%</td>
<td>-3.8%</td>
</tr>
</tbody>
</table>

## Full Time Equivalent Employees:

<table>
<thead>
<tr>
<th></th>
<th>2017 Actual</th>
<th>2018 Adopted</th>
<th>2018 Revised Budget (August)</th>
<th>2019 Total Proposed Budget</th>
<th>2019 % of Total</th>
<th>2019 Prop to 2018 Adopted</th>
<th>2019 Prop to 2018 Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time Employees- Benefited</td>
<td>91.00</td>
<td>92.00</td>
<td>94.00</td>
<td>94.00</td>
<td>99.2%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part Time Employees - Benefited</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part time Employees - Non-Benefited</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.75</td>
<td>0.8%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total FTE</td>
<td>91.00</td>
<td>92.00</td>
<td>94.00</td>
<td>94.75</td>
<td>100.0%</td>
<td>3.0%</td>
<td>0.8%</td>
</tr>
</tbody>
</table>

* Will end 2018 with 94 fte, including one EM Specialist and one Firefighter

* Additional 2 FTE are not in the budget book, but are reflected in this summary.

* Additional 0.75 FTE in the 2019 proposed base is due to the conversion of one temporary position to regular part time
## 2019 Loveland Fire Rescue Authority Budget

### LFRA Employee Benefits Fund 605

<table>
<thead>
<tr>
<th></th>
<th>2017 Actual</th>
<th>2018 Adopted</th>
<th>2018 Revised Budget (August)</th>
<th>2019 Proposed Base</th>
<th>2019 Proposed Supplementals</th>
<th>2019 Total Proposed Budget</th>
<th>2019 % of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Contribution</td>
<td>36,838</td>
<td>39,352</td>
<td>39,352</td>
<td>50,370</td>
<td></td>
<td></td>
<td>2.8%</td>
</tr>
<tr>
<td>LFRA General Fund</td>
<td>1,269,114</td>
<td>1,489,928</td>
<td>1,489,928</td>
<td>1,637,003</td>
<td></td>
<td></td>
<td>92.2%</td>
</tr>
<tr>
<td>Other (Grants, Interest, Retirement Plan expense reimbursement revenue)</td>
<td>43,957</td>
<td>86,543</td>
<td>86,543</td>
<td>88,717</td>
<td>88,717</td>
<td>5.0%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$1,349,909</td>
<td>$1,615,823</td>
<td>$1,615,823</td>
<td>$1,776,090</td>
<td>$0</td>
<td>$1,776,090</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>Expenditures by Account Class:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance Premiums</td>
<td>1,305,677</td>
<td>1,529,280</td>
<td>1,529,280</td>
<td>1,682,373</td>
<td></td>
<td></td>
<td>94.8%</td>
</tr>
<tr>
<td>(Heart/Circulatory/Cancer Benefit, Rec Center Membership)</td>
<td>2,667</td>
<td>37,133</td>
<td>37,133</td>
<td>45,846</td>
<td></td>
<td></td>
<td>2.6%</td>
</tr>
<tr>
<td>Retirement Plan expenses</td>
<td>27,515</td>
<td>44,410</td>
<td>44,410</td>
<td>46,000</td>
<td></td>
<td></td>
<td>2.6%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$1,335,859</td>
<td>$1,610,823</td>
<td>$1,610,823</td>
<td>$1,774,219</td>
<td>$0</td>
<td>$1,774,219</td>
<td>100.0%</td>
</tr>
<tr>
<td>% change</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excess or Deficiency of Revenues Over or Under Expenditures</td>
<td>14,050</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$1,871</td>
<td>$0</td>
<td>$1,871</td>
<td></td>
</tr>
<tr>
<td>Fund Balance (Beginning January 1)</td>
<td>82,103</td>
<td>96,153</td>
<td></td>
<td>101,153</td>
<td></td>
<td>101,153</td>
<td></td>
</tr>
<tr>
<td>Fund Balance (Ending December 31)</td>
<td>96,153</td>
<td>101,153</td>
<td></td>
<td>103,024</td>
<td></td>
<td>103,024</td>
<td></td>
</tr>
</tbody>
</table>
## 2019 Loveland Fire Rescue Authority Budget

### LFRA Fleet Replacement Fund 606

<table>
<thead>
<tr>
<th></th>
<th>2017 Actual</th>
<th>2018 Adopted</th>
<th>2018 Revised Budget (August)</th>
<th>2019 Proposed Base</th>
<th>2019 Proposed Supplementals</th>
<th>2019 Total Proposed Budget</th>
<th>2019 % of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rural District loan</td>
<td>161,100</td>
<td>154,500</td>
<td>154,500</td>
<td>154,500</td>
<td></td>
<td>154,500</td>
<td>14.7%</td>
</tr>
<tr>
<td>LFRA General Fund (includes transfer from City Fleet fund in 2017)</td>
<td>2,250,109</td>
<td>825,970</td>
<td>825,970</td>
<td>879,433</td>
<td>879,433</td>
<td>83.5%</td>
<td></td>
</tr>
<tr>
<td>Grant Award</td>
<td>0</td>
<td>0</td>
<td>486,365</td>
<td></td>
<td></td>
<td>486,365</td>
<td>0.0%</td>
</tr>
<tr>
<td>Proceeds on Sale of Asset</td>
<td>8,000</td>
<td>0</td>
<td>60,000</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Interest Income</td>
<td>8,093</td>
<td>5,000</td>
<td>5,000</td>
<td>18,958</td>
<td></td>
<td>18,958</td>
<td>1.8%</td>
</tr>
<tr>
<td>Transfer from LFRA Impact Fees Fund</td>
<td>0</td>
<td>0</td>
<td>786,435</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$2,427,303</td>
<td>$985,470</td>
<td>$2,318,270</td>
<td>$1,052,891</td>
<td>$0</td>
<td>$1,052,891</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

### Expenditures by Account Class:

<table>
<thead>
<tr>
<th></th>
<th>2017 Actual</th>
<th>2018 Adopted</th>
<th>2018 Revised Budget (August)</th>
<th>2019 Proposed Base</th>
<th>2019 Proposed Supplementals</th>
<th>2019 Total Proposed Budget</th>
<th>2019 % of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motor Vehicles</td>
<td>1,127,209</td>
<td>291,467</td>
<td>2,695,729</td>
<td>455,358</td>
<td></td>
<td>455,358</td>
<td>100.0%</td>
</tr>
<tr>
<td>Equipment</td>
<td>91,014</td>
<td>0</td>
<td>44,000</td>
<td></td>
<td></td>
<td>44,000</td>
<td>0.0%</td>
</tr>
<tr>
<td>Maintenance/Repair</td>
<td>0</td>
<td>23,000</td>
<td>23,000</td>
<td></td>
<td></td>
<td>23,000</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$1,218,223</td>
<td>$314,467</td>
<td>$2,762,729</td>
<td>$455,358</td>
<td></td>
<td>$455,358</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

% change

### Excess or Deficiency of Revenues Over or Under Expenditures

<table>
<thead>
<tr>
<th></th>
<th>2017 Actual</th>
<th>2018 Adopted</th>
<th>2018 Revised Budget (August)</th>
<th>2019 Proposed Base</th>
<th>2019 Proposed Supplementals</th>
<th>2019 Total Proposed Budget</th>
<th>2019 % of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Balance (Beginning January 1)</td>
<td>141,150</td>
<td>2,021,233</td>
<td>1,576,774</td>
<td></td>
<td></td>
<td>1,576,774</td>
<td></td>
</tr>
<tr>
<td>Fund Balance (Ending December 31)</td>
<td>1,350,230</td>
<td>1,576,774</td>
<td>2,174,307</td>
<td></td>
<td></td>
<td>2,174,307</td>
<td></td>
</tr>
</tbody>
</table>
## 2019 Loveland Fire Rescue Authority Budget

### LFRA Station 7 Capital Project Fund 607

<table>
<thead>
<tr>
<th></th>
<th>2017 Actual</th>
<th>2018 Adopted</th>
<th>2018 Revised Budget (August)</th>
<th>2019 Proposed Base</th>
<th>2019 Proposed Supplementals</th>
<th>2019 Total Proposed Budget</th>
<th>2019 % of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loan Proceeds</td>
<td>0</td>
<td>0</td>
<td>4,409,200</td>
<td>0</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Interest</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Transfer from LFRA General Fund</td>
<td>130,000</td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>City Loan Repayment</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$0</td>
<td>$0</td>
<td>$4,539,200</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

### Expenditures by Account Class:

|                      | 2017 Actual | 2018 Adopted | 2018 Revised Budget (August) | 2019 Proposed Base | 2019 Proposed Supplementals | 2019 Total Proposed Budget | 2019 % of Total |
|----------------------|-------------|--------------|------------------------------|-------------------|----------------------------|------------------------------|                 |
| Professional Services| 0           | 0            | 4,149,200                    | 0                 |                            |                              | 0               |
| Bond Issuance Fees   | 0           | 0            | 260,000                      | 0                 |                            |                              | 0               |
| Transfer to City of Loveland Public Works | 130,000         |              |                              | 0                 |                            |                              | 0               |
| **Total Expenditures** | $0          | $0           | $4,539,200                   | $0                | $0                        | $0                           | 0.0%            |

### % change

|                      | 2017 Actual | 2018 Adopted | 2018 Revised Budget (August) | 2019 Proposed Base | 2019 Proposed Supplementals | 2019 Total Proposed Budget | 2019 % of Total |
|----------------------|-------------|--------------|------------------------------|-------------------|----------------------------|------------------------------|                 |
| Excess or Deficiency of Revenues Over or Under Expenditures | 0            | 0            | $0                           | $0                | $0                        | $0                           | 0               |

### Fund Balance

<table>
<thead>
<tr>
<th></th>
<th>2019 Loveland Fire Rescue Authority Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Balance (Beginning January 1)</td>
<td>0</td>
</tr>
<tr>
<td>Fund Balance (Ending December 31)</td>
<td>0</td>
</tr>
</tbody>
</table>
# 2019 Loveland Fire Rescue Authority Budget

|--------------------------|-------------|--------------|-----------------------------|-------------------|-----------------------------|-----------------------------|-----------------|

**Revenues:**

<table>
<thead>
<tr>
<th>Description</th>
<th>2017 Actual</th>
<th>2018 Adopted</th>
<th>2018 Revised Budget (August)</th>
<th>2019 Proposed Base</th>
<th>2019 Proposed Supplementals</th>
<th>2019 Total Proposed Budget</th>
<th>2019 % of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Protection Impact Fee</td>
<td>0</td>
<td>0</td>
<td>350,000</td>
<td>350,000</td>
<td>350,000</td>
<td>97.2%</td>
<td></td>
</tr>
<tr>
<td>Interest</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>10,000</td>
<td>10,000</td>
<td>2.8%</td>
<td></td>
</tr>
<tr>
<td>Transfer from City of Loveland Fire CEF Fund</td>
<td>1,966,572</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$0</td>
<td>$0</td>
<td>$2,316,572</td>
<td>$360,000</td>
<td>$360,000</td>
<td>100.0%</td>
<td></td>
</tr>
</tbody>
</table>

**Expenditures by Account Class:**

<table>
<thead>
<tr>
<th>Description</th>
<th>2017 Actual</th>
<th>2018 Adopted</th>
<th>2018 Revised Budget (August)</th>
<th>2019 Proposed Base</th>
<th>2019 Proposed Supplementals</th>
<th>2019 Total Proposed Budget</th>
<th>2019 % of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>0</td>
<td>275,000</td>
<td>233,000</td>
<td>233,000</td>
<td>61%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest</td>
<td>0</td>
<td>106,000</td>
<td>150,000</td>
<td>150,000</td>
<td>39%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer to LFRA Fleet Replacement Fund (for Engine 47 and balance of Engine 7)</td>
<td>786,435</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$0</td>
<td>$0</td>
<td>$1,167,435</td>
<td>$383,000</td>
<td>$383,000</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

% change:

Excess or Deficiency of Revenues Over or Under Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>2017 Actual</th>
<th>2018 Adopted</th>
<th>2018 Revised Budget (August)</th>
<th>2019 Proposed Base</th>
<th>2019 Proposed Supplementals</th>
<th>2019 Total Proposed Budget</th>
<th>2019 % of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>$1,149,137</td>
<td>-$23,000</td>
<td>$0</td>
<td>-$23,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Fund Balance (Beginning January 1)

<table>
<thead>
<tr>
<th>Description</th>
<th>2017 Actual</th>
<th>2018 Adopted</th>
<th>2018 Revised Budget (August)</th>
<th>2019 Proposed Base</th>
<th>2019 Proposed Supplementals</th>
<th>2019 Total Proposed Budget</th>
<th>2019 % of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1,149,137</td>
<td>1,149,137</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Fund Balance (Ending December 31)

<table>
<thead>
<tr>
<th>Description</th>
<th>2017 Actual</th>
<th>2018 Adopted</th>
<th>2018 Revised Budget (August)</th>
<th>2019 Proposed Base</th>
<th>2019 Proposed Supplementals</th>
<th>2019 Total Proposed Budget</th>
<th>2019 % of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>1,149,137</td>
<td>1,126,137</td>
<td>1,126,137</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**LFRA 2019 BUDGET**

**(REVISED)**

**OCTOBER 31, 2018**

### Budget Process

<table>
<thead>
<tr>
<th>Activity</th>
<th>Organization</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>LFRA Fee Schedule</td>
<td>LFRA Board</td>
<td>May 30, 2018</td>
</tr>
<tr>
<td>Presentation of Proposed Budget</td>
<td>LFRA Board/Staff Committee</td>
<td>June 14, 2018</td>
</tr>
<tr>
<td>Entire Review of LFRA Budget</td>
<td>City Council/Finance Department</td>
<td>July 11, 2018</td>
</tr>
<tr>
<td>LFRA Budget Review</td>
<td>LFRA Board</td>
<td>August 29, 2018</td>
</tr>
<tr>
<td>Presentation of Final Budget</td>
<td>City Council Budget Hearing</td>
<td>September 11, 2018</td>
</tr>
<tr>
<td>Public Hearing and Approval of LFRA Budget and Fees</td>
<td>Regular Rural Board Meeting</td>
<td>October 3, 2018</td>
</tr>
<tr>
<td>Rural Budget, Approval of LFRA Budget and Fees</td>
<td>Regular Rural Board Meeting</td>
<td>November 7, 2018</td>
</tr>
<tr>
<td>Public Hearing and Consideration of Proposed LFRA Budget</td>
<td>LFRA Board</td>
<td>October 31, 2018</td>
</tr>
</tbody>
</table>

### Overall Comparison to 2018 Budget

<table>
<thead>
<tr>
<th>Budget</th>
<th>Amount</th>
<th>% Increase</th>
<th>City of Loveland %</th>
<th>Rural District %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Adopted Budget</td>
<td>$15,985,803</td>
<td>3%</td>
<td>$12,109,912</td>
<td>$2,714,400</td>
</tr>
<tr>
<td>Base/ Core Budget</td>
<td>$15,383,936</td>
<td>3%*</td>
<td>$12,413,518</td>
<td>$2,724,918</td>
</tr>
<tr>
<td>Full Revised Budget</td>
<td>$15,985,803</td>
<td>3%</td>
<td>$12,109,912</td>
<td>$2,714,400</td>
</tr>
</tbody>
</table>
Station 7 staffing – Plan A and Plan B

Plan A – (w/o grant)
- Proposal: hire nine positions in June 2019 and begin training academy. Staff station in September 2019
- Total cost = $828,998 (includes equipment and training)
- City share = $679,778
- Rural share = $149,220

Plan – B (with grant)
- Proposal: hire all 12 positions in June 2019 and begin training academy. Staff station in September 2019
- Total cost = $394,534 (2019)
  (Includes equipment and training)
- City = $323,534
- Rural = $71,020

2019 $13.4m Proposed Budget

Contributions If Grant Approved
TITLE
Consider a Motion To Approve An Engine Purchase Contract With SVI, Inc. in the Amount of $553,600

EXECUTIVE SUMMARY
This item is to approve the purchase of a new type 1 engine for Fire Station 7 in excess of $500,000 as required by LFRA Procurement Regulation section C. The engine is being purchased through a cooperative purchasing agreement with the Houston Galveston Area Council (HGAC) for $533,600. It is a Spartan cab and chassis that is constructed to meet specifications by SVI, Inc. The city has successfully used the cooperative purchasing agreement to buy other apparatus and equipment over the years. The specifications of this engine are consistent with the LFRA engine standardization strategy.

The LFRA applied for and was awarded a grant from the Federal Emergency Management Agency (FEMA). The apparatus portion of the FEMA Assistance to Firefighter (AFG) grant was funded at $500,000. The previous agenda cover memorandum reviewing this contract was prior to the award from FEMA for this grant. The contract, when executed, will supersede the previous contract.

BACKGROUND
On January 1, 2017 LFRA accepted title for all apparatus previously owned by the City, per the Fourth Amendment to the IGA. This engine will be purchased in part with FEMA AFG grant funds as well as LFRA funds. The competitive bidding process is performed by the cooperative purchasing organizations like HGAC. Governmental organizations throughout the nation are able to use those bids. Each contract has a fee of $2,000. Given the effort required to put together the specification and bid apparatus, staff has estimated that the $2,000 is a lower cost than the collective staff effort to complete this process. Informally staff monitors purchases in the area to ensure that the bid contracts are locally competitive. The specification information for this engine is available on the contract pricing worksheet attached.

Once this contract pricing worksheet is developed it must be approved by HGAC to ensure it meets all the contract criteria. That verification step has been performed, and it was approved by HGAC. LFRA has been a member of HGAC for a number of years and has made several fire apparatus purchases with them in 2011, 2013, and 2016, 2017. This relationship has worked very well over the years and has proven to be a beneficial way to ensure taxpayer funds are spent cost effectively. The contract is attached. The pricing sheet and specifications of the engine are a part of the contract. They are not included in the packet, because the documents are over 133 pages long. SVI has constructed apparatus for Loveland in the past and has proven to be an excellent company. They were a Loveland company and moved to Fort Collins to expand their business and have their manufacturing operations in a single location. This local business relationship has been beneficial for local inspections prior to taking possession of the engine. They have also done a tremendous job with engine repairs over the years. Since the contract is for an engine to be owned by LFRA and the amount of the contract is over $500,000, it is required be executed by the LFRA Board.

The apparatus purchase price that is not covered by the FEMA AFG grant, totaling $33,600 will be covered by LFRA funds.

STAFF RECOMMENDATION
Approve Engine purchase contract as written.

FINANCIAL/ECONOMIC IMPACTS
The cost of the new type 1 engine is $533,600 and will be paid in part from FEMA AFG grant reimbursement funds; the balance of the cost will come from the Fleet Replacement Fund using a transfer of funds from the LFRA Impact Fee fund.

ASSOCIATED STRATEGIC GOALS
Deploy an effective emergency response to minimize loss/damage.

ATTACHMENTS
Contract with SVI for engine purchase
Exhibit A: Contract between HGAC and SVI
Exhibit B: Pricing proposal from SVI
Exhibit C: HGAC price verification
FEMA AFG Documents
CONTRACT

THIS CONTRACT is made and entered into this 18th day of October, 2018, by and between LOVELAND FIRE RESCUE AUTHORITY ("LFRA"), and Super Vacuum Manufacturing Inc (SVI Trucks) ("Supplier").

Supplier, in consideration of the sum to be paid to Supplier by LFRA and of the covenants and agreements contained herein and in the Houston-Galveston Area Council (H-GAC) Contract Documents #FS12-17, which are attached hereto as Exhibit A, and incorporated herein by reference; to the extent of Supplier's bid effective December 1, 2017 through November 30, 2019, attached hereto as Exhibit B and C and incorporated herein by reference (together hereinafter referred to as “Contract Documents”); hereby agrees at Supplier’s own proper cost and expense to supply all materials and/or equipment for One (1) SVI 2019 Fire Engine on Spartan GD MFD, 10” RR cab/chassis, in full compliance with the Contract Documents, which is to be delivered to LFRA by August 1, 2019. The Terms and Conditions within attached Exhibits dictate the terms of the Contract. Exhibit A is amended to remove article 12 and is amended to reflect that the contract documents are identified below.

The order of precedence of the Contract Documents shall be as follows:
1. This contract;
2. Exhibit B;
3. Exhibit C;
4. Exhibit A.

In consideration of Supplier’s performance hereunder, LFRA agrees to pay to Supplier an amount not to exceed Five Hundred Thirty Three Thousand and Six Hundred Dollars ($533,600), as adjusted in accordance with the Contract Documents, and to make such payments in the manner and at the times provided in the Contract Documents.

If the Fire Engine is not delivered by August 1, 2019, a penalty of $100 dollars per day will be deducted from the contract amount. The Supplier agrees to the Terms and Conditions of the FEMA Assistance to Fire Fighters Grant are hereby incorporated by reference and made part of this agreement.

Time is the essence of this Contract. Supplier agrees to deliver the materials and/or equipment as set forth in the Contract Documents and accept as full payment hereunder the quantities computed as determined by the Contract Documents and based on the unit prices set forth in the Bid.

IN WITNESS WHEREOF, the parties have executed this Contract the day and year written above.

(S E A L )

(Signed)

SUPPLIER: Super Vacuum Manufacturing Inc

By: [Signature]

Title: [Title]

Attest:

[Signature]
CONTRACT

Corporate Secretary

(SEAL)

LOVELAND FIRE RESCUE AUTHORITY

By: ___________________________

Title: _______________________

Attest:

LFRA Board Secretary
This Contract is made and entered into by the Houston-Galveston Area Council of Governments, hereinafter referred to as H-GAC, having its principal place of business at 3555 Timmons Lane, Suite 120, Houston, Texas 77027, AND, Super Vacuum Manufacturing Co., Inc., hereinafter referred to as the CONTRACTOR, having its principal place of business at 3842 Redman Drive, Fort Collins, Colorado.

ARTICLE 1: SCOPE OF SERVICES
The parties have entered into a Fire Service Apparatus (All Types) Contract to become effective as of December 1, 2017, and to continue through November 30, 2019 (the “Contract”), subject to extension upon mutual agreement of the CONTRACTOR and H-GAC. H-GAC enters into the Contract as Agent for participating governmental agencies, each hereinafter referred to as END USER, for the purchase of Fire Service Apparatus (All Types) offered by the CONTRACTOR in states other than Texas. The CONTRACTOR agrees to sell Fire Service Apparatus (All Types) through the H-GAC Contract to END USERS in states other than Texas.

ARTICLE 2: THE COMPLETE AGREEMENT
The Contract shall consist of the documents identified below in order of precedence:

1. The text of this Contract form, including but not limited to, Attachment A
2. General Terms and Conditions
3. Bid Specifications No: FS12-17, including any relevant suffixes
4. CONTRACTOR’s Response to Bid No: FS12-17, including but not limited to, prices and options offered

All of which are either attached hereto or incorporated by reference and hereby made a part of this Contract, and shall constitute the complete agreement between the parties hereto. This Contract supersedes any and all oral or written agreements between the parties relating to matters herein. Except as otherwise provided herein, this Contract cannot be modified without the written consent of both parties.

ARTICLE 3: LEGAL AUTHORITY
CONTRACTOR and H-GAC warrant and represent to each other that they have adequate legal counsel and authority to enter into this Contract. The governing bodies, where applicable, have authorized the signatory officials to enter into this Contract and bind the parties to the terms of this Contract and any subsequent amendments thereto.

ARTICLE 4: APPLICABLE LAWS
The parties agree to conduct all activities under this Contract in accordance with all applicable rules, regulations, directives, issuances, ordinances, and laws in effect or promulgated during the term of this Contract.

ARTICLE 5: INDEPENDENT CONTRACTOR
The execution of this Contract and the rendering of services prescribed by this Contract do not change the independent status of H-GAC or CONTRACTOR. No provision of this Contract or act of H-GAC in performance of this Contract shall be construed as making CONTRACTOR the agent, servant or employee of H-GAC, the State of Texas or the United States Government. Employees of CONTRACTOR are subject to the exclusive control and supervision of CONTRACTOR. CONTRACTOR is solely responsible for employee payrolls and claims arising therefore.

ARTICLE 6: END USER AGREEMENTS
H-GAC acknowledges that the END USER may choose to enter into an End User Agreement with the CONTRACTOR through this Contract and that the term of said Agreement may exceed the term of the H-GAC Contract. However this acknowledgement is not to be construed as H-GAC’s endorsement or approval of the End User Agreement terms and conditions. CONTRACTOR agrees not to offer to, agree to or accept from END USER any terms or conditions that conflict with or contravene those in CONTRACTOR’s H-GAC contract. Further, termination of this Contract for any reason shall not result in the termination of the underlying End User Agreements entered into between CONTRACTOR and any END USER which shall, in each instance, continue pursuant to their stated terms and duration. The only effect of termination of this Contract is that CONTRACTOR will no longer be able to enter into any new End User Agreements with END USERS pursuant to this Contract. Applicable H-GAC order processing charges will be due and payable to H-GAC on any End User Agreements surviving termination of this Contract between H-GAC and CONTRACTOR.

H: CONTRACTS/Fire Service Apparatus (All Types)/Super Vacuum Manufacturing Co., Inc. FS12-17 80
ARTICLE 7: SUBCONTRACTS & ASSIGNMENTS
CONTRACTOR agrees not to subcontract, assign, transfer, convey, sublet or otherwise dispose of this Contract or any right, title, obligation or interest it may have therein to any third party without prior written notice to H-GAC. H-GAC reserves the right to accept or reject any such change. CONTRACTOR shall continue to remain responsible for all performance under this Contract regardless of any subcontract or assignment. H-GAC shall be liable solely to CONTRACTOR and not to any of its Subcontractors or Assignees.

ARTICLE 8: EXAMINATION AND RETENTION OF CONTRACTOR'S RECORDS
CONTRACTOR shall maintain during the course of its work, complete and accurate records of items that are chargeable to END USER under this Contract. H-GAC, through its staff or its designated public accounting firm, the State of Texas, or the United States Government shall have the right at any reasonable time to inspect copy and audit those records on or off the premises of CONTRACTOR. Failure to provide access to records may be cause for termination of this Contract. CONTRACTOR shall maintain all records pertinent to this Contract for a period of not less than five (5) calendar years from the date of acceptance of the final contract closeout and until any outstanding litigation, audit or claim has been resolved. The right of access to records is not limited to the required retention period, but shall last as long as the records are retained. CONTRACTOR further agrees to include in all subcontracts under this Contract, a provision to the effect that the subcontractor agrees that H-GAC'S duly authorized representatives, shall, until the expiration of five (5) calendar years after final payment under the subcontract or until all audit findings have been resolved, have access to, and the right to examine and copy any directly pertinent books, documents, papers, invoices and records of such subcontractor involving any transaction relating to the subcontract.

ARTICLE 9: REPORTING REQUIREMENTS
CONTRACTOR agrees to submit reports or other documentation in accordance with the General Terms and Conditions of the Bid Specifications. If CONTRACTOR fails to submit to H-GAC in a timely and satisfactory manner any such report or documentation, or otherwise fails to satisfactorily render performance hereunder, such failure may be considered cause for termination of this Contract.

ARTICLE 10: MOST FAVORED CUSTOMER CLAUSE
If CONTRACTOR, at any time during this Contract, routinely enters into agreements with other governmental customers within the State of Texas, and offers the same or substantially the same products/services offered to H-GAC on a basis that provides prices, warranties, benefits, and or terms more favorable than those provided to H-GAC, CONTRACTOR shall notify H-GAC within ten (10) business days thereafter of that offering and this Contract shall be deemed to be automatically amended effective retroactively to the effective date of the most favorable contract, wherein CONTRACTOR shall provide the same prices, warranties, benefits, or terms to H-GAC and its END USER. H-GAC shall have the right and option at any time to decline to accept any such change, in which case the amendment shall be deemed null and void. If CONTRACTOR is of the opinion that any apparently more favorable price, warranty, benefit, or term charged and/or offered a customer during the term of this Contract is not in fact most favored treatment, CONTRACTOR shall within ten (10) business days notify H-GAC in writing, setting forth the detailed reasons CONTRACTOR believes aforesaid offer which has been deemed to be a most favored treatment, is not in fact most favored treatment. H-GAC, after due consideration of such written explanation, may decline to accept such explanation and thereupon this Contract between H-GAC and CONTRACTOR shall be automatically amended, effective retroactively, to the effective date of the most favored agreement, to provide the same prices, warranties, benefits, or terms to H-GAC.

The Parties accept the following definition of routine: A prescribed, detailed course of action to be followed regularly; a standard procedure. EXCEPTION: This clause shall not be applicable to prices and price adjustments offered by a bidder, or contractor, which are not within bidder's control [example; a manufacturer's bid concession], or to any prices offered to the Federal Government and its agencies.

ARTICLE 11: SEVERABILITY
All parties agree that should any provision of this Contract be determined to be invalid or unenforceable, such determination shall not affect any other term of this Contract, which shall continue in full force and effect.

ARTICLE 12: DISPUTES
Any and all disputes concerning questions of fact or of law arising under this Contract, which are not disposed of by agreement, shall be decided by the Executive Director of H-GAC or his designee, who shall reduce his decision to writing and provide notice thereof to CONTRACTOR. The decision of the Executive Director or his designee shall be final and conclusive unless, within thirty (30) days from the date of receipt of such notice, CONTRACTOR requests a rehearing from the Executive Director of H-GAC. In connection with any rehearing under this Article, CONTRACTOR shall be afforded an opportunity to be heard and offer evidence in support of its position. The decision of the Executive Director after any such rehearing shall be final and conclusive. CONTRACTOR may, if it elects to do so, appeal the final and conclusive decision of the Executive Director to a court of competent jurisdiction. Pending final decision of a dispute hereunder, CONTRACTOR shall proceed diligently with the performance of this Contract and in accordance with H-GAC'S final decision.

I:\CONTRACTS\Fire Service Apparatus (All Types)\Super Vacuum Manufacturing Co., Inc. FS12-17 80
ARTICLE 13: LIMITATION OF CONTRACTOR'S LIABILITY
Except as specified in any separate writing between the CONTRACTOR and an END USER, CONTRACTOR's total liability under this Contract, whether for breach of contract, warranty, negligence, strict liability, in tort or otherwise, but excluding its obligation to indemnify H-GAC described in Article 14, is limited to the price of the particular products/services sold hereunder, and CONTRACTOR agrees either to refund the purchase price or to repair or replace product(s) that are not as warranted. In no event will CONTRACTOR be liable for any loss of use, loss of time, inconvenience, commercial loss, lost profits or savings or other incidental, special or consequential damages to the full extent such use may be disclaimed by law. CONTRACTOR understands and agrees that it shall be liable to repay and shall repay upon demand to END USER any amounts determined by H-GAC, its independent auditors, or any agency of State or Federal government to have been paid in violation of the terms of this Contract.

ARTICLE 14: LIMIT OF H-GAC'S LIABILITY AND INDEMNIFICATION OF H-GAC
H-GAC's liability under this Contract, whether for breach of contract, warranty, negligence, strict liability, in tort or otherwise, is limited to its order processing charge. In no event will H-GAC be liable for any loss of use, loss of time, inconvenience, commercial loss, lost profits or savings or other incidental, special or consequential damages to the full extent such use may be disclaimed by law. Contractor agrees, to the extent permitted by law, to defend and hold harmless H-GAC, its board members, officers, agents, officials, employees, and indemnities from any and all claims, costs, expenses (including reasonable attorney fees), actions, causes of action, judgments, and liens arising as a result of CONTRACTOR's negligent act or omission under this Contract. CONTRACTOR shall notify H-GAC of the threat of lawsuit or of any actual suit filed against CONTRACTOR relating to this Contract.

ARTICLE 15: TERMINATION FOR CAUSE
H-GAC may terminate this Contract for cause based upon the failure of CONTRACTOR to comply with the terms and/or conditions of the Contract; provided that H-GAC shall give CONTRACTOR written notice specifying CONTRACTOR's failure. If within thirty (30) days after receipt of such notice, CONTRACTOR shall not have either corrected such failure, or thereafter proceeded diligently to complete such correction, then H-GAC may, at its option, place CONTRACTOR in default and the Contract shall terminate on the date specified in such notice. CONTRACTOR shall pay to H-GAC any order processing charges due from CONTRACTOR on that portion of the Contract actually performed by CONTRACTOR and for which compensation was received by CONTRACTOR.

ARTICLE 16: TERMINATION FOR CONVENIENCE
Either H-GAC or CONTRACTOR may cancel or terminate this Contract at any time by giving thirty (30) days written notice to the other. CONTRACTOR may be entitled to payment from END USER for services actually performed; to the extent said services are satisfactory to END USER. CONTRACTOR shall pay to H-GAC any order processing charges due from CONTRACTOR on that portion of the Contract actually performed by CONTRACTOR and for which compensation is received by CONTRACTOR.

ARTICLE 17: CIVIL AND CRIMINAL PROVISIONS AND SANCTIONS
CONTRACTOR agrees that it will perform under this Contract in conformance with safeguards against fraud and abuse as set forth by H-GAC, the State of Texas, and the acts and regulations of any funding entity. CONTRACTOR agrees to notify H-GAC of any suspected fraud, abuse or other criminal activity related to this Contract through filing of a written report promptly after it becomes aware of such activity.

ARTICLE 18: GOVERNING LAW & VENUE
This Contract shall be governed by the laws of the State of Texas. Venue and jurisdiction of any suit or cause of action arising under or in connection with this Contract shall lie exclusively in Harris County, Texas. Disputes between END USER and CONTRACTOR are to be resolved in accord with the law and venue rules of the state of purchase. CONTRACTOR shall immediately notify H-GAC of such disputes.

ARTICLE 19: PAYMENT OF H-GAC ORDER PROCESSING CHARGE
CONTRACTOR agrees to sell its products to END USERS based on the pricing and other terms of this Contract, including, but not limited to, the payment of the applicable H-GAC order processing charge. On notification from an END USER that an order has been placed with CONTRACTOR, H-GAC will invoice CONTRACTOR for the applicable order processing charge. Upon delivery of any product/service by CONTRACTOR and acceptance by END USER, CONTRACTOR shall, within thirty (30) calendar days or ten (10) business days after receipt of payment, whichever is less, pay H-GAC the full amount of the applicable order processing charge, whether or not CONTRACTOR has received an invoice from H-GAC. For sales made by CONTRACTOR based on this contract, including sales to entities without Interlocal Contracts, CONTRACTOR shall pay the applicable order processing charges to H-GAC. Further, CONTRACTOR agrees to encourage entities who are not members of H-GAC's Cooperative Purchasing Program to execute an H-GAC Interlocal Contract. H-GAC reserves the right to take appropriate actions including, but not limited to, contract termination if CONTRACTOR fails to promptly remit H-GAC's order processing charge. In no event shall H-GAC have any liability to CONTRACTOR for any goods or services an END USER procures from CONTRACTOR.
ARTICLE 20: LIQUIDATED DAMAGES
Any liquidated damages terms will be determined between CONTRACTOR and END USER at the time END USER's purchase order is placed.

ARTICLE 21: PERFORMANCE AND PAYMENT BOND FOR INDIVIDUAL ORDERS
H-GAC's contractual requirements DO NOT include a Performance & Payment Bond (PPB), and offered pricing should reflect this cost saving. However, CONTRACTOR must be prepared to offer a PPB to cover any specific order if so requested by END USER. CONTRACTOR shall quote a price to END USER for provision of any requested PPB, and agrees to furnish the PPB within ten business (10) days of receipt of END USER's purchase order.

ARTICLE 22: CHANGE OF CONTRACTOR STATUS
CONTRACTOR shall immediately notify H-GAC, in writing, of ANY change in ownership, control, dealership/franchisee status, Motor Vehicle license status, or name, and shall also advise whether or not this Contract shall be affected in any way by such change. H-GAC shall have the right to determine whether or not such change is acceptable, and to determine what action shall be warranted, up to and including cancellation of Contract.

ARTICLE 23: LICENSING REQUIRED BY TEXAS MOTOR VEHICLE BOARD [IF APPLICABLE]
CONTRACTOR will for the duration of this Contract maintain current licenses that are required by the Texas Motor Vehicle Commission Code. If at any time during this Contract period, any CONTRACTOR'S license is not renewed, or is denied or revoked, CONTRACTOR shall be deemed to be in default of this Contract unless the Motor Vehicle Board issues a stay or waiver. Contractor shall promptly provide copies of all current applicable Texas Motor Vehicle Board documentation to H-GAC upon request.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed by their duly authorized representatives.

Signed for Houston-Galveston
Area Council, Houston, Texas:

[Signature]
Jack Steele, Executive Director

Attest for Houston-Galveston
Area Council, Houston, Texas:

[Signature]
Chuck Wemple, Chief Operations Officer

Signed for Super Vacuum Manufacturing Co., Inc.
Fort Collins, Colorado:

[Signature]
Rob Sorensen, Vice President

Printed Name & Title: Robert Sorensen, Vice President

Date: October 23 2017

Attest for Super Vacuum Manufacturing Co., Inc.
Fort Collins, Colorado:

[Signature]
Ron Weinmeister, President

Printed Name & Title: Ron Weinmeister, President

Date: October 23 2017

H:\CONTRACTS\Fire Service Apparatus (All Types)\Super Vacuum Manufacturing Co., Inc FS12-17 80
### Attachment A
Super Vacuum Manufacturing Co., Inc.
Fire Service Apparatus (All Types)
Contract No. FS12-17

<table>
<thead>
<tr>
<th>B. Wildland Fire Apparatus</th>
<th>CC. Super Vac</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCB01 Ford F550, 2-Door, OEM Cab, 4x4, Single Axle, Aluminum Body, 100 GPM, 250 Gal Tank Slip-In, Wildland</td>
<td>$164,572.00</td>
</tr>
<tr>
<td>CCB02 International 7400, 4-Door, OEM Cab, 4x4, Aluminum Body, Single Axle, 500 GPM, 500 Gallon, Mid-Mounted Wildland Pumper</td>
<td>$349,806.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Pumper Fire Apparatus</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CCC01 International 4400, 2-Door, OEM Cab, 4x2, Aluminum Body, Single Axle, 1250 GPM Pump, Mid-Mounted Pumper</td>
<td>$357,350.00</td>
</tr>
<tr>
<td>CCC02 Spartan 4-Door Chassis, Aluminum Tilt Cab, 4x2, Aluminum Body, Single Axle, 1250 GPM Pump, Mid-Mounted Pumper</td>
<td>$457,438.00</td>
</tr>
<tr>
<td>CCC03 Spartan 4-Door Chassis, Aluminum Tilt Cab, 4x2, Aluminum Body, Single Axle, Foam Pumper with FoamPro Accumax System, Mid-Mounted Pumper</td>
<td>$822,448.00</td>
</tr>
<tr>
<td>CCC04 Ford F550, 4-Door, OEM Cab, 4x2, Aluminum Body, Single Axle, 1250 GPM Pump, 300 Gallon, Mid-Mounted Pumper</td>
<td>$269,963.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D. Special Service Apparatus (Walk-In &amp; Non-Walk In Bodies) Multi-use: Rescue, Re-Hab, Hazmat, Mobile</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CCD01 Ford F550, 2-Door, OEM Cab, 4x2, Single Axle, Aluminum Body, Non-Walk-In Rescue</td>
<td>$189,713.00</td>
</tr>
<tr>
<td>CCD02 International 4400, 2-Door, OEM Cab, 4x2, Single Axle, Aluminum Body, Non-Walk-In Rescue</td>
<td>$289,890.00</td>
</tr>
<tr>
<td>CCD03 Spartan 4-Door Chassis, Aluminum Tilt Cab, 4x2, Single Axle, Aluminum Body, Non-Walk-In Body</td>
<td>$380,822.00</td>
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<tr>
<td>CCD04 International 4400, 2-Door, OEM Cab, 4x2, Single Axle, Aluminum Body, Walk-In Rescue</td>
<td>$310,739.00</td>
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<tr>
<td>CCD05 Spartan 4-Door Chassis, Aluminum Tilt Cab, 4x2, Single Axle, Aluminum Body, Walk-In Body</td>
<td>$416,302.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E. Pumper/Tankers &amp; Tankers</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CCE01 International 4400, 2-Door, OEM Cab, 4x2, Aluminum Body, Single Axle, 2,000 Gallon Tanker, 500 GPM Pump</td>
<td>$255,647.00</td>
</tr>
</tbody>
</table>
PROPOSAL FOR MANUFACTURE AND SALE OF EMERGENCY VEHICLE

Buyer: Loveland Fire Rescue Authority  
Division Chief Greg Ward  
410 E. 5th Street  
Loveland, CO 80537

Date: March 5, 2018

SUPER VACUUM MANUFACTURING CO, INC. (“SVI”), a Colorado corporation hereby propose and agree to manufacture and furnish to Buyer the following vehicle and equipment (the “Equipment”) subject to Buyer’s acceptance of this Proposal.

PROPOSED EQUIPMENT: One (1) SVI 2019 Fire Engine on Spartan GD MFD, 10” RR cab/chassis.

PROPOSAL PRICE: $553,600.00

1. Specifications: The Equipment will be manufactured or modified in accordance with the SVI specifications, clarifications, and exceptions attached, and in compliance with current National Fire Protection Association (NFPA) 1901 Guidelines (together, the “Specifications”), which are hereby incorporated by reference. The Specifications shall be the exclusive description of the Equipment, and the Specifications will prevail in the event of any conflict over any other description of the Equipment.

2. Warranty: The Equipment is sold subject to the standard SVI Limited Warranty as set forth in the SVI Limited Warranty Statement. Any product warranty rights provided by the manufacturer(s) of the incorporated cab/chassis or other components will be assigned or otherwise transferred to Buyer to the extent possible. Buyer acknowledges and agrees that any defects or deviations from the Specifications that may be discovered after Delivery shall be subject to correction under the terms of the SVI Limited Warranty.

3. Pricing: The Proposal Price above is valid for thirty (30) days from the date of this Proposal. The above Proposal Price does not include any state, federal or local taxes. Buyer will be solely responsible for payment of any taxes arising from the purchase and sale of the vehicle (other than those measured by or assessed upon SVI’s or Dealer’s net income).

4. Cab / Chassis Prepayment: Buyer is required to prepay the acquisition costs of the cab/chassis prior to the earlier of (a) receipt by SVI of invoice, or (b) the delivery to SVI, of the cab/chassis components. In such case, the Proposal Acquisition costs for the specified cab/chassis will be $241,309.00 dollars.

☐ - Check box to indicate that cab/chassis pre-payment will be made.

5. Payment Terms: Final payment for the Equipment is due and payable in full upon Delivery as described below. In the event of a failure to make payment in full upon Delivery, then a daily finance and storage fee as set forth in the SVI General Terms and Conditions of Sale will apply. Upon Delivery of the Equipment, all risk of loss shall pass to Buyer. Buyer agrees to provide adequate liability and physical damage insurance and to provide evidence of such coverage to SVI upon request. The Manufacturer’s Statement of Origin (MSO) for the Equipment shall be provided to Buyer only upon receipt of payment of all amounts due SVI in connection with or arising out of the purchase and sale of the Equipment.
6. **Delivery:**

   (a) Delivery will be made Ex Works (Incoterms 2010) at the SVI manufacturing facility in Fort Collins, Colorado.

   (b) The estimated delivery time is **August 1, 2019**, after receipt and approval of contract or purchase order, properly executed, (cab/chassis must be received within ONE HUNDRED EIGHTY (180) days or delivery may be delayed), and subject to the *force majeure* provisions of SVI's General Terms and Conditions of Sale. This delivery estimate is based on the SVI receiving complete and accurate information and paperwork from the Buyer and that no changes take place during pre-construction, mid-inspection, or final inspections. Any changes required or requested by the Buyer during the construction process may be cause for an increase in the number of days required.

7. **Cancellation:** If the contract is terminated by Buyer at any time prior to Delivery, then Buyer agrees to pay SVI and Representative for the Products provided (if any) and the work completed as of the date of termination.

* * * * *

**AGREED TO AND ACCEPTED BY:**

**BUYER:**

BY: ______________________________

TITLE: ____________________________

DATE: ____________________________
NOTE: Purchase Orders are not valid unless a copy of the completed worksheet and the customer's order are faxed to HGACBuy at: 713-993-4548

This Workbook contains three versions of HGACBuy's Contract Pricing Worksheet. One is for Standard Equipment / Services, one is for Catalog or Price Sheet type purchases, and the third is for Motor Vehicles only. See tabs at bottom to select appropriate Worksheet.

Please contact H-GAC staff about use of the worksheets if you have any questions.
# CONTRACT PRICING WORKSHEET

For MOTOR VEHICLES Only

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents MUST be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.

<table>
<thead>
<tr>
<th>Buying Agency:</th>
<th>Loveland Fire Rescue Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person:</td>
<td>Cheryl Cabaruvias</td>
</tr>
<tr>
<td>Phone:</td>
<td>970-962-2704</td>
</tr>
<tr>
<td>Fax:</td>
<td>970-962-2922</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:Cheryl.Cabaruvias@lfra.org">Cheryl.Cabaruvias@lfra.org</a></td>
</tr>
</tbody>
</table>

| Contractor: | Super Vacuum Mfg., Co., Inc. - SVI Trucks |
| Prepared By: | Robert Sorensen |
| Phone: | 970-297-7100 |
| Fax: | 970-297-7099 |
| Email: | bobs@svitrucks.com |

**Product Code:** CCC02 | **Description:** Pumper, Custom

### A. Product Item Base Unit Price Per Contractor's H-GAC Contract:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chassis Options Total</td>
<td>$68,733.00</td>
</tr>
<tr>
<td>Pump Compartment Options Total</td>
<td>$28,941.00</td>
</tr>
<tr>
<td>Body Options Total</td>
<td>$13,897.00</td>
</tr>
<tr>
<td>Special Service Options Total</td>
<td>$0.00</td>
</tr>
<tr>
<td>120 V Power Options Total</td>
<td>$0.00</td>
</tr>
<tr>
<td>Lighting Options Total</td>
<td>$9,319.00</td>
</tr>
<tr>
<td>Equipment Options Total</td>
<td>$1,220.00</td>
</tr>
<tr>
<td>Misc. Options Total</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Subtotal B:** $122,110.00

### B. Published Options - Itemize below - Attach additional sheet(s) if necessary - Include Option Code in description if applicable.

(\Note: Published Options are options which were submitted and priced in Contractor's bid.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subtotal From Additional Sheet(s):</td>
<td></td>
</tr>
</tbody>
</table>

### C. Unpublished Options - Itemize below / attach additional sheet(s) if necessary.

(\Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Un-Listed Options Total</td>
<td>$26,052.00</td>
</tr>
</tbody>
</table>

**Subtotal C:** $26,052.00

**Check:** Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B).

**For this transaction the percentage is:** 4%

### D. Total Cost Before Any Applicable Trade-In / Other Allowances / Discounts (A+B+C)

<table>
<thead>
<tr>
<th>Quantity Ordered:</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>X Subtotal of A + B + C:</td>
<td>$605,600.00</td>
</tr>
<tr>
<td>= Subtotal D:</td>
<td>$605,600.00</td>
</tr>
</tbody>
</table>

### E. H-GAC Order Processing Charge (Amount Per Current Policy)

| Subtotal E: | $2,000.00 |

### F. Trade-Ins / Other Allowances / Special Discounts / Freight / Installation

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery from Factory to Buyer.</td>
<td>$0.00</td>
</tr>
<tr>
<td>Prepayment cab/chassis</td>
<td>-$6,000.00</td>
</tr>
<tr>
<td>Local Discount</td>
<td>-$48,000.00</td>
</tr>
</tbody>
</table>

**Subtotal F:** -$54,000.00

**Delivery Days After PO:** 400 DAPO

### G. Total Purchase Price (D+E+F):

**$553,600.00**
<table>
<thead>
<tr>
<th>Code or Part No.</th>
<th>Option Description</th>
<th>Qty.</th>
<th>Offered Price</th>
<th>Option Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Gladiator Cab IPO Metro Star</td>
<td>1</td>
<td>$29,741.00</td>
<td>$29,741.00</td>
</tr>
<tr>
<td>32</td>
<td>Upgrade Engine to 450 HP</td>
<td>1</td>
<td>$9,900.00</td>
<td>$9,900.00</td>
</tr>
<tr>
<td>37</td>
<td>Add Engine Brake</td>
<td>1</td>
<td>$2,900.00</td>
<td>$2,900.00</td>
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<tr>
<td>40</td>
<td>Emergency Engine Shutdown</td>
<td>1</td>
<td>$2,212.00</td>
<td>$2,212.00</td>
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<tr>
<td>48</td>
<td>Add Retarder to Transmission</td>
<td>1</td>
<td>$9,980.00</td>
<td>$9,980.00</td>
</tr>
<tr>
<td>55</td>
<td>Upgrade Fuel Tank to 68 Gallon</td>
<td>1</td>
<td>$420.00</td>
<td>$420.00</td>
</tr>
<tr>
<td>72</td>
<td>Change front wheels to aluminum</td>
<td>1</td>
<td>$802.00</td>
<td>$802.00</td>
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<tr>
<td>73</td>
<td>Change rear wheels to aluminum (per axle)</td>
<td>1</td>
<td>$1,756.00</td>
<td>$1,756.00</td>
</tr>
<tr>
<td>80</td>
<td>Instant Tire Chains Set</td>
<td>1</td>
<td>$2,684.00</td>
<td>$2,684.00</td>
</tr>
<tr>
<td>94</td>
<td>Upgrade Bumper to Severe Duty</td>
<td>1</td>
<td>$2,653.00</td>
<td>$2,653.00</td>
</tr>
<tr>
<td>111</td>
<td>Power Windows</td>
<td>1</td>
<td>$2,619.00</td>
<td>$2,619.00</td>
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<tr>
<td>164</td>
<td>Upgrade Alternator to 320 A</td>
<td>1</td>
<td>$896.00</td>
<td>$896.00</td>
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<tr>
<td>172</td>
<td>Auto Eject Inlet - 20 A</td>
<td>1</td>
<td>$610.00</td>
<td>$610.00</td>
</tr>
<tr>
<td>174</td>
<td>Upgrade Headlights to LED</td>
<td>1</td>
<td>$1,560.00</td>
<td>$1,560.00</td>
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<tr>
<td>294</td>
<td>Upgrade to 2-Stage Pump w/ Transfer Valve</td>
<td>1</td>
<td>$4,890.00</td>
<td>$4,890.00</td>
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<tr>
<td>297</td>
<td>Manual Pump Shift Override</td>
<td>1</td>
<td>$1,965.00</td>
<td>$1,965.00</td>
</tr>
<tr>
<td>304</td>
<td>Foam System that Flows 0-2 GPM of Concentrate</td>
<td>1</td>
<td>$9,600.00</td>
<td>$9,600.00</td>
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<tr>
<td>333</td>
<td>Upgrade Manual Valve Control to Handwheel Control</td>
<td>1</td>
<td>$3,066.00</td>
<td>$3,066.00</td>
</tr>
<tr>
<td>349</td>
<td>Manual Deck Gun Extenda-Gun</td>
<td>1</td>
<td>$3,457.00</td>
<td>$3,457.00</td>
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<tr>
<td>415</td>
<td>Upgrade Hose Bed Cover to ETP</td>
<td>1</td>
<td>$5,423.00</td>
<td>$5,423.00</td>
</tr>
<tr>
<td>416</td>
<td>Mechanical Opener on Hose Bed Cover</td>
<td>1</td>
<td>$2,664.00</td>
<td>$2,664.00</td>
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<tr>
<td>386</td>
<td>Paint Roll-Up Door</td>
<td>7</td>
<td>$620.00</td>
<td>$4,340.00</td>
</tr>
<tr>
<td>388</td>
<td>Roll-Up Door Guard</td>
<td>7</td>
<td>$210.00</td>
<td>$1,470.00</td>
</tr>
<tr>
<td>415</td>
<td>Upgrade Hose Bed Cover to ETP</td>
<td>1</td>
<td>$5,423.00</td>
<td>$5,423.00</td>
</tr>
<tr>
<td>721</td>
<td>Talon Helmet Bracket</td>
<td>4</td>
<td>$305.00</td>
<td>$1,220.00</td>
</tr>
<tr>
<td>756</td>
<td>Current Akron Brass Price Book</td>
<td></td>
<td>25% off</td>
<td></td>
</tr>
<tr>
<td>757</td>
<td>Current All American Hose Price Book</td>
<td></td>
<td>30% off</td>
<td></td>
</tr>
<tr>
<td>758</td>
<td>Current Bullard Thermal Imager Price Book</td>
<td></td>
<td>7% off</td>
<td></td>
</tr>
<tr>
<td>759</td>
<td>Current Command Light Price Book</td>
<td></td>
<td>3% off</td>
<td></td>
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<tr>
<td>760</td>
<td>Current GFG Gas Detection Devices Price Book</td>
<td></td>
<td>3% off</td>
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<tr>
<td>761</td>
<td>Current Holmatro Price Book</td>
<td></td>
<td>3% off</td>
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</tr>
<tr>
<td>762</td>
<td>Current Key Hose Price Book</td>
<td></td>
<td>41% off</td>
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<td>763</td>
<td>Current Paratech Price Book</td>
<td></td>
<td>7% off</td>
<td></td>
</tr>
<tr>
<td>764</td>
<td>Current Scott Safety Price Book</td>
<td></td>
<td>3% off</td>
<td></td>
</tr>
<tr>
<td>765</td>
<td>Current Super Vac Fans Price Book</td>
<td></td>
<td>16% off</td>
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</tr>
<tr>
<td>766</td>
<td>Current Task Force Tips Price Book</td>
<td></td>
<td>23% off</td>
<td></td>
</tr>
</tbody>
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Total: $68,733.00

Total: $28,941.00

Total: $13,897.00
<table>
<thead>
<tr>
<th>Category</th>
<th>Total</th>
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</thead>
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<tr>
<td>SPECIAL SERVICE OPTIONS (509 - 638)</td>
<td>$0.00</td>
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<tr>
<td>120 V POWER OPTIONS (639 - 667)</td>
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<tr>
<td>LIGHT OPTIONS (668 - 705)</td>
<td>$9,319.00</td>
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<tr>
<td>EQUIPMENT OPTIONS (706 - 753)</td>
<td>$1,220.00</td>
</tr>
<tr>
<td>MISC. OPTIONS (754 - 755)</td>
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</tr>
<tr>
<td><strong>Total Listed Options</strong></td>
<td><strong>$53,377.00</strong></td>
</tr>
<tr>
<td>Code or Part No.</td>
<td>Option Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>UO-1</td>
<td>MDT Mount/Wiring Provisions</td>
</tr>
<tr>
<td>UO-2</td>
<td>Radio/Antenna: Mount (2) Customer Supplied</td>
</tr>
<tr>
<td>UO-3</td>
<td>Mount and Install Customer Supplied GPS Antenna</td>
</tr>
<tr>
<td>UO-4</td>
<td>Rear cabinet with cargo netting, (2) shelves, and 12 VDC power.</td>
</tr>
<tr>
<td>UO-5</td>
<td>Graphics and lettering per Loveland Fire Rescue Authority over base.</td>
</tr>
<tr>
<td>UO-6</td>
<td>Provide brackets and mount Customer supplied nozzles, adapters, hand tools, TNT unit.</td>
</tr>
<tr>
<td>UO-7</td>
<td>Add GoLight 20204 LED directional light</td>
</tr>
<tr>
<td>UO-8</td>
<td>Mount and Install Customer Supplied FireCom intercom system</td>
</tr>
<tr>
<td>UO-9</td>
<td>(1) Super Vac 718G4-H fan and mount.</td>
</tr>
<tr>
<td>UO-10</td>
<td>(1) Akron Honda EU200i generator and mount.</td>
</tr>
<tr>
<td>UO-11</td>
<td>(1) TFT Blitzfire XXC-52 nozzle and mount.</td>
</tr>
<tr>
<td>UO-12</td>
<td>PressurePro wireless tire monitoring system.</td>
</tr>
<tr>
<td>UO-13</td>
<td>Engine tunnel cover with cup holders, glove box holders.</td>
</tr>
<tr>
<td>UO-14</td>
<td>Rear engine tunnel cabinet with cup holders, glove box holders, radio equipt.</td>
</tr>
<tr>
<td>UO-15</td>
<td>Samrt Wheel Programming, compression brake, and master warning.</td>
</tr>
<tr>
<td>UO-16</td>
<td>Dri-Dek all compartments, shelves, trays.</td>
</tr>
<tr>
<td>UO-17</td>
<td>0</td>
</tr>
<tr>
<td>UO-18</td>
<td>0</td>
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<tr>
<td>UO-19</td>
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<tr>
<td>UO-20</td>
<td>0</td>
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<tr>
<td>UO-21</td>
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<td>UO-23</td>
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<tr>
<td>UO-24</td>
<td>0</td>
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<tr>
<td>UO-25</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total** $26,052.00
Ms. Pascale Mialy  
Loveland Fire Rescue Authority  
410 E 5th Street  
Loveland, Colorado 80537

Re: Award No. EMW-2017-FV-01601

Dear Ms. Mialy:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2017 Assistance to Firefighters Grant has been approved in the amount of $486,365.00. As a condition of this award, you are required to contribute a cost match in the amount of $48,636.00 of non-Federal funds, or 10 percent of the Federal contribution of $486,365.00.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the Assistance to Firefighters Grant Programs’ e-grant system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:
- Summary Award Memo
- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2017 Assistance to Firefighters Grant Notice of Funding Opportunity.

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Prior to requesting Federal funds, all recipients are required to register in the System for Award Management (SAM.gov). As the recipient, you must register and maintain current information in SAM.gov until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that the recipient review and update the information annually after the initial registration, and more frequently for changes in your information. There is no charge to register in SAM.gov. Your registration must be completed on-line at https://www.sam.gov/portal/public/SAM/. It is your entity’s responsibility to have a valid DUNS number at the time of registration.

In order to establish acceptance of the award and its terms, please follow these instructions:

Step 1: Please go to https://portal.fema.gov to accept or decline your award. This will take you to the Assistance to Firefighters eGrants system. Enter your User Name and Password as requested on the login screen. Your User Name and Password are the same as those used to complete the application on-line.

Once you are in the system, the Status page will be the first screen you see. On the right side of the Status screen, you will see a column entitled Action. In this column, please select the View Award Package from the drop down menu. Click Go to view your award package and indicate your acceptance or declination of award. PLEASE NOTE: your period of performance has begun. If you wish to accept your grant, you should do so immediately. When you have finished, we recommend printing your award package for your records.

Step 2: If you accept your award, you will see a link on the left side of the screen that says Update 1199A in the Action column. Click this link. This link will take you to the SF-1199A, Sign-up Form. Please complete the SF-1199A on-line if you have not done so already. When you have finished, you must submit the form electronically. Then, using the Print 1199A Button, print a copy and keep the original form in your grant files. Once approved you will be able to request payments online.

If you have any questions or concerns regarding your 1199A, or the process to request your funds, please call (866) 274-0960.

Sincerely,

Thomas George DiNanno  
GPD Assistant Administrator
Project Description

The purpose of the Assistance to Firefighters Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards.

After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application, and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Assistance to Firefighters Grant program's purpose and worthy of award. The projects approved for funding are indicated by the budget or negotiation comments below. The recipient shall perform the work described in the grant application for the recipient's approved project or projects as itemized in the request details section of the application and further described in the grant application narrative. The content of the approved portions of the application - along with any documents submitted with the recipient's application - are incorporated by reference into the terms of the recipient's award. The recipient may not change or make any material deviations from the approved scope of work outlined in the above referenced sections of the application without prior written approval, via amendment request, from FEMA.

Period of Performance

26-JUL-18 to 25-JUL-19

Amount Awarded

The amount of the award is detailed in the attached Obligating Document for Award. The following are the budgeted estimates for object classes for this grant (including Federal share plus recipient match):

- Personnel: $0.00
- Fringe Benefits: $0.00
- Travel: $0.00
- Equipment: $535,001.00
- Supplies: $0.00
- Contractual: $0.00
- Construction: $0.00
- Other: $0.00
- Indirect Charges: $0.00
- State Taxes: $0.00
- Total: $535,001.00

**NEGOTIATION COMMENTS IF APPLICABLE (max 8000 characters)**

The Program Office has made the following reductions to your grant:

Funding is not approved for the Brush Truck.
The approved cost for the Type I Engine Urban Interface Vehicle is $500,000. The approved cost for the Vehicle Additional Funding for fire and rescue equipment is $35,000. Therefore, they have recommended the award at this level:
Total budget $535,001
Federal share $486,365
Applicant share $48,636

Any questions pertaining to your award package, please contact your GPD Grants Management Specialist: Armena Springs at Armena.Springs@fema.dhs.gov.

FEMA Officials

Program Officer: The Program Specialist is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application. If you have any programmatic questions regarding your grant, please call the AFG Help Desk at 866-274-0960 to be directed to a program specialist.

Grants Assistance Officer: The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters. The Officer conducts the final business review of all grant awards and permits the obligation of federal funds. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a Grants Management Specialist.

Grants Operations POC: The Grants Management Specialist shall be contacted to address all financial and administrative grant business matters for this grant award. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a specialist.

ADDITIONAL REQUIREMENTS (IF APPLICABLE) (max 8000 characters)
The Program Office has made the following reductions to your grant:
Funding is not approved for the Brush Truck.
The approved cost for the Type I Engine Urban Interface Vehicle is $500,000. The approved cost for the Vehicle Additional Funding for fire and rescue equipment is $35,000. Therefore, they have recommended the award at this level:
Total budget $535,001
Federal share $486,365
Applicant share $48,636

Any questions pertaining to your award package, please contact your GPD Grants Management Specialist: Armena Springs at Armena.Springs@fema.dhs.gov.
AGREEMENT ARTICLES

ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM - Vehicle Acquisition

GRANTEE: Loveland Fire Rescue Authority

PROGRAM: Vehicle Acquisition

AGREEMENT NUMBER: EMW-2017-FV-01601

AMENDMENT NUMBER:

TABLE OF CONTENTS

The FY 2017 DHS Standard Terms and Conditions apply to all new federal financial assistance awards funded in FY 2017. The DHS financial assistance awards terms and conditions flow down to subrecipients, unless a particular award term or condition specifically indicates otherwise.

Article I. Assurances, Administrative Requirements, Cost Principles, and Audit Requirements

DHS financial assistance recipients must complete either the OMB Standard Form 424B Assurances - Non-Construction Programs, or OMB Standard Form 424D Assurances - Construction Programs as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the DHS FAO if you have any questions.

DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at 2 C.F.R. Part 200, and adopted by DHS at 2 C.F.R. Part 3002.

Article II. DHS Specific Acknowledgements and Assurances

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.

2. Recipients must give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.

3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.

4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

5. If, during the past three years, recipients have been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency (LEP)), sex, age, disability, religion, or familial status, recipients must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS FAO and the DHS Office of Civil Rights and Civil Liberties (CRCL) by e-mail afrcl@hq.dhs.gov or by mail at U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties Building 410, Mail Stop #0190 Washington, D.C. 20528.

6. In the event courts or administrative agencies make a finding of discrimination on grounds of race, color, national origin (including LEP), sex, age, disability, religion, or familial status against the recipient, or recipients settle a case or matter alleging such discrimination, recipients must forward a copy of
the complaint and findings to the DHS FAO and the CRCL office by e-mail or mail at the addresses listed above.

The United States has the right to seek judicial enforcement of these obligations.

Article III. **Acceptance of Post Award Changes**
In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. If you have questions about these procedures, please contact the AFG Help Desk at 1-866-274-0960, or send an email to firegrants@dhs.gov.

Article IV. **Acknowledgment of Federal Funding from DHS**
All recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bids, invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

Article V. **Activities Conducted Abroad**
All recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

Article VI. **Age Discrimination Act of 1975**
All recipients must comply with the requirements of the *Age Discrimination Act of 1975* ([Title 42 U.S. Code, § 6101 et seq.](https://www.law.cornell.edu/uscode/text/42/chapter-61)), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

Article VII. **Americans with Disabilities Act of 1990**
All recipients must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities. ([42 U.S.C. §§ 12101-12213](https://www.law.cornell.edu/uscode/text/42/chapter-121)).

Article VIII. **Animal Welfare Act of 1966**
Where applicable, recipients of financial assistance will comply with the requirements of the Animal Welfare Act, as amended ([7 U.S.C. §2131 et seq.](https://www.law.cornell.edu/uscode/text/7/chapter-6)), which requires that minimum standards of care and treatment be provided for vertebrate animals bred for commercial sale, used in research, transported commercially, or exhibited to the public. Recipients must establish appropriate policies and procedures for the humane care and use of animals based on the Guide for the Care and Use of Laboratory Animals and comply with the Public Health Service Policy and Government Principles Regarding the Care and Use of Animals.

Article IX. **Best Practices for Collection and Use of Personally Identifiable Information (PII)**
DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. All recipients who collect PII are required to have a publically-available privacy policy that describes standards on the usage and maintenance of PII they collect. Recipients may also find the DHS Privacy Impact Assessments: [Privacy Guidance](https://www.dhs.gov/privacy-guidance) and [Privacy Template](https://www.dhs.gov/safespace) as useful resources respectively.

Article X. **Civil Rights Act of 1964 - Title VI**
All recipients must comply with the requirements of Title VI of the *Civil Rights Act of 1964* ([42 U.S.C. § 2000d et seq.](https://www.law.cornell.edu/uscode/text/42/chapter-20)), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at [6 C.F.R. Part 21](https://www.federalregister.gov/code-of-federal-regulations-volumes) and [44 C.F.R. Part 7](https://www.federalregister.gov/code-of-federal-regulations-volumes).

Article XI. **Civil Rights Act of 1968**
All recipients must comply with *Title VIII of the Civil Rights Act of 1968*, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex ([42 U.S.C. §3601 et seq.](https://www.law.cornell.edu/uscode/text/42/chapter-36)), as implemented by the Department of Housing and Urban Development at [24 C.F.R. Part 100](https://www.federalregister.gov/code-of-federal-regulations-volumes). The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-
Article XII. Contract Provisions for Non-federal Entity Contracts under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the recipient under the Federal award must contain provisions as required by Appendix II of 2 C.F.R. Part 200, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards, including but not limited to the following:

a. Contracts for more than the simplified acquisition threshold set at $150,000.

All recipients who have contracts exceeding the acquisition threshold currently set at $150,000, which is the inflation adjusted amount determined by Civilian Agency Acquisition Council and the Defense Acquisition Regulation Council as authorized by 41 U.S.C. §1908, must address administrative, contractual, or legal remedies in instance where contractors violate or breach contract terms and provide for such sanctions and penalties as appropriate.

b. Contracts in excess of $10,000.

All recipients that have contracts exceeding $10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

Article XIII. Copyright

All recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

Article XIV. Debarment and Suspension

All recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, and 2 C.F.R. Part 180. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Article XV. Disposition of Equipment Acquired Under the Federal Award

When original or replacement equipment acquired under this award by the recipient or its sub-recipients is no longer needed for the original project or program or for other activities currently or previously supported by DHS/FEMA, you must request instructions from DHS/FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. § 200.313.

Article XVI. Drug-Free Workplace Regulations

All recipients must comply with the Drug-Free Workplace Act of 1988 (41 U.S.C. § 8101 et seq.), which requires all organizations receiving grants from any federal agency to maintain a drug-free workplace. You as the recipient must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 CFR part 3001, which adopts the Government-wide implementation (2 CFR part 182) of sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 8101-8107).

Article XVII. Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E, may not be charged to other federal financial assistance awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions, or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allocable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

Article XVIII. Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX

All recipients must comply with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), which provide that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19.

Article XIX. Energy Policy and Conservation Act

All recipients must comply with the requirements of 42 U.S.C. § 6201 which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.
Article XX. Environmental Planning and Historic Preservation Screening

AFG funded activities that may require an EHP review, involving the installation or requiring renovations to facilities, including but not limited to air compressor/fill station/cascade system (Fixed) for filling SCBA, air improvement systems, alarm systems, antennas, gear dryer, generators (fixed), permanently mounted signs, renovations to facilities, sprinklers, vehicle exhaust systems (fixed) or washer/extractors are subject to FEMA’s Environmental Planning and Historic Preservation (EHP) review process. FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by FEMA grant funds, through its EHP Review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and, any other applicable laws and Executive Orders. To access the FEMA’s Environmental and Historic Preservation (EHP) screening form and instructions go to our Department of Homeland Security/Federal Emergency Management Agency website at: https://www.fema.gov/library/viewRecord.do?id=6906. In order to initiate EHP review of your project(s), you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. Failure to provide requisite information could result in delays in the release of grant funds.

Article XXI. False Claims Act and Program Fraud Civil Remedies

All recipients must comply with the requirements of 31 U.S.C. § 3729-3733 which prohibits the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. § 3801-3812 which details the administrative remedies for false claims and statements made.)

Article XXII. Federal Debt Status

All recipients are required to be nondelinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

Article XXIII. Federal Leadership on Reducing Text Messaging while Driving

All recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

Article XXIV. Fly America Act of 1974

All recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transport Act on Fair Competitive Practices Act of 1974 (49 U.S.C. § 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981 amendment to Comptroller General Decision B-138942.

Article XXV. Hotel and Motel Fire Safety Act of 1990


Article XXVI. Limited English Proficiency (Civil Rights Act of 1964, Title VI)

All recipients must comply with the Title VI of the Civil Rights Act of 1964 (Title VI) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited and additional resources on http://www.lep.gov.

Article XXVII. Lobbying Prohibitions

All recipients must comply with 31 U.S.C. § 1352, which provides that none of the funds provided under an federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action concerning the award or renewal.

Article XXVIII. National Environmental Policy Act
All recipients must comply with the requirements of the National Environmental Policy Act (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which requires recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

**Article XXIX. Nondiscrimination in Matters Pertaining to Faith-Based Organizations**

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. All recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statues, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

**Article XXX. Non-supplanting Requirement**

All recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

**Article XXXI. Notice of Funding Opportunity Requirements**

All of the instructions, guidelines, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated herein by reference in the award terms and conditions. All recipients must comply with any requirements set forth in the program NOFO.

**Article XXXII. Patents and Intellectual Property Rights**

Unless otherwise provided by law, recipients are subject to the Bayh-Dole Act, Pub. L. No. 96-517, as amended, and codified in 35 U.S.C. § 200 et seq. All recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.

**Article XXXIII. Prior Approval for Modification of Approved Budget**

Before making any change to the DHS/FEMA approved budget for this award, you must request prior written approval from DHS/FEMA where required by 2 C.F.R. § 200.308. For awards with an approved budget greater than $150,000, you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from DHS/FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget. DHS/FEMA last approved. You must report any deviations from your DHS/FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

**Article XXXIV. Procurement of Recovered Materials**

All recipients must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

**Article XXXV. Protection of Human Subjects**

Where applicable, recipients of financial assistance will comply with the requirements of the Federal regulations at 45 CFR Part 46, which requires that recipients comply with applicable provisions/law for the protection of human subjects for purposes of research. Recipients must also comply with the requirements in DHS Management Directive 026-04, Protection of Human Subjects, prior to implementing any work with human subjects. For purposes of 45 CFR Part 46, research means a systematic investigation, including research, development, testing, and evaluation, designed to develop or contribute to general knowledge. Activities that meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. The regulations specify additional protections for research involving human fetuses, pregnant women, and neonates (Subpart B); prisoners (Subpart C); and children (Subpart D). The use of autopsy materials is governed by applicable State and local law and is not directly regulated by 45 CFR Part 46.

**Article XXXVI. Rehabilitation Act of 1973**

All recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, as amended, which provides that no otherwise qualified handicapped individuals in the United States...
will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Article XXXVII. Reporting of Matters Related to Recipient Integrity and Performance

If the total value of the recipient's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds $10,000,000 for any period of time during the period of performance of this federal financial assistance award, you must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

Article XXXVIII. Reporting Subawards and Executive Compensation

All recipients are required to comply with the requirements set forth in the government-wide Award Term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

Article XXXIX. SAFECOM

All recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

Article XL. Terrorist Financing

All recipients must comply with E.O. 13224 and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

Article XLI. Trafficking Victims Protection Act of 2000

All recipients must comply with the requirements of the government-wide award term which implements Section 106(g) of the Trafficking Victims Protection Act of 2000, (TVPA) as amended by 22 U.S.C. § 7104. The award term is located at 2 C.F.R. § 175.15, the full text of which is incorporated here by reference in the award terms and conditions.

Article XLII. Universal Identifier and System of Award Management (SAM)

All recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference in the terms and conditions.

Article XLIII. USA Patriot Act of 2001

All recipients must comply with the requirements of the United and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act), which amends 18 U.S.C. §§ 175-175c.

Article XLIV. Use of DHS Seal, Logo and Flags

All recipients must obtain permission from their DHS FAO, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

Article XLV. Whistleblower Protection Act


<p>| FEDERAL EMERGENCY MANAGEMENT AGENCY OBLIGATING DOCUMENT FOR AWARD/AMENDMENT |
|--------------------------------|--------------------------------|----------------|----------------|----------------|
| 1a. AGREEMENT NO.            | 2. AMENDMENT NO.              | 3. RECIPIENT NO. | 4. TYPE OF ACTION | 5. CONTROL NO. |
| EMW-2017-FV-01601           | 0                              | 46-4127084     | AWARD          | WX02682N2018T  |</p>
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b. To describe changes other than funding data or financial changes, attach schedule and check here. N/A

16a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)

Assistance to Firefighters Grant recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

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TITLE
Presentation from the Fire Rescue Advisory Committee Regarding the Highway 402 Corridor and LFRA Future Expansion Project

EXECUTIVE SUMMARY
In February of 2018, the Fire Rescue Advisory Commission (FRAC) began a new project for the Loveland Fire Rescue Authority (LFRA). The intent of the project was to analyze future growth and development along the Hwy 402 corridor. This analysis would help LFRA determine the required number of fire stations to the east and south that would best serve citizens within that response area. Two other key components to this research and assessment project were:

- Analyze the response time data in the targeted areas.
- Assess the impact of both current and future fire station locations.

BACKGROUND
This project focused on specific components of the LFRA 2018 Strategic Plan. New Station 10, to be built east of I-25 in 2022, is part of the plan’s High Priorities. The replacement/expansion of Station 3 (900 S. Wilson Ave) is included in the Intermediate Priorities, targeted for year 2025. The addition of a south/east station along the Hwy 402 corridor is part of the Stage Two Planning Assumptions, targeted between the years 2027-2035. FRAC’s role was to assist in ensuring reliable information was available to the LFRA Board of Directors so that future decisions were sound and consistent with the strategic plan.

STAFF RECOMMENDATION
Listen to presentation and discuss recommendations

FINANCIAL/ECONOMIC IMPACTS
Significant impact based on building future fire stations

ASSOCIATED STRATEGIC GOALS
Deliver cost effective services

ATTACHMENTS
PowerPoint Presentation & Loveland Fire and Rescue Advisory Commission Highway 402 Corridor and LFRA Future Expansion Project
2018 FRAC Work Project

Why/Triggers

• LFRA 2018 Strategic Plan
  • Station 10 Completion – High Priority target 2022
  • Station 3 Remodel – Intermediate Priority target 2025

• North I-25
  • Highway 402 Interchange Redevelopment starts NOW

Goal

• Analyze future growth and development along the Highway 402 corridor
• Determine the required number of and best locations for fire stations in the east and south areas of the fire district to best serve citizens
  • Fire Station 10
  • Fire Station 3
  • Additional Fire Stations?
Regional Comparison:
Will the Highway 402 corridor be developed like Prospect or Harmony?

What/How

- Established 3 work teams
  - Each team had specific goals and objectives
  - Teams met monthly and/or as needed
- Regular FRAC meetings were held to facilitate information sharing, project alignment and strategic direction setting

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<td>Response Mapping</td>
<td>Fire Station 3 Evaluation</td>
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<tr>
<td>Jon Smela (lead)</td>
<td>Paul Pfeiffer (lead)</td>
<td>Janet Bailey (lead)</td>
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<td>Leo Watan</td>
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<td>John Fogle</td>
<td>Ned Sparks</td>
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Key Data Points

- Hwy 402's future growth from St. Louis Avenue to County Road 9E does not appear to be significant and most future growth likely be near the I-25 interchange.
- Station 10's future location (north or south of Hwy 34) will have a significant impact on the Hwy 402 corridor and emergency response.
- The location of Station 3 is independent of the Hwy 402 Corridor Project and its location will have little to no impact on future fire stations for the Authority.
Recommendation

1. Endorse the area of Hwy 402 and County Road 7 as the best location for a new station in the Hwy 402 corridor.
2. Endorse the future location for Station 10 in the area near Ronald Reagan Blvd and Trade Street (south of Hwy 34).
3. Relocating and constructing a new Station 3 west of its current location is the recommended option.

- These three recommendations, if followed, will provide the best overall response capability for LFRA along the Hwy 402 corridor from east to west and will enhance the overall emergency response capability of the Authority.
- It is prudent for City planners and officials to continue the creation of a comprehensive growth plan and LFRA leadership should trigger new investigations should significant changes arise that were unforeseen after completion of this work project.

Final Thoughts

- The Hwy 402 corridor will look more like Prospect Road
- Our team’s recommendations are motivated by what we think is best in serving the authority’s citizens
- The strategic plan has set direction for continued strength in the City – Rural partnership - as evidenced by Station #7
- Our team anticipates “political” concern in locating a station in Johnstown but the Authority must remain strong in its commitment to its citizenry and long-term health as an organization

Background
Key Points from Team Research

- The Hwy 402 corridor will look more like Prospect Road in Fort Collins than Harmony Road (considering use, density and need for fire stations).
- Hwy 402's future growth from St. Louis Avenue to County Road 9E does not appear to be significant.
- Hwy 402's future growth will likely be near the I-25 interchange.
- The area south of Hwy 402 and east of Hwy 287 will likely have marginal growth in the near future, and have little impact on the location of a new fire station.
- Station 10's future location (north or south of Hwy 34) will have a significant impact on the Hwy 402 corridor and emergency response.
- Building Station 10 at or near Ronald Reagan Blvd and Trade Street (south of Hwy 34 in the 2534 development) would provide the best fire/rescue services to all southeast areas within the Authority's response area.
- The location of Station 10 is independent of the Hwy 402 Corridor Project and its location will have little to no impact on future fire stations for the Authority.
- Relocating Station 3 west of its current location appears likely to improve citizen fire/rescue services.
- A complete and comprehensive growth plan for the Hwy 402 corridor would help solidify the forecasting and recommendations of this project.
Loveland Fire Rescue Advisory Commission

Highway 402 Corridor and LFRA Future Expansion Project

2018
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Executive Summary

In February of 2018, the Fire Rescue Advisory Commission (FRAC) began a new project for the Loveland Fire Rescue Authority (LFRA). The intent of the project was to analyze future growth and development along the Hwy 402 corridor. This analysis would help LFRA determine the required number of fire stations to the east and south that would best serve citizens within that response area. Two other key components to this research and assessment project were:

- Analyze the response time data in the targeted areas.
- Assess the impact of both current and future fire station locations.

This project focused on specific components of the LFRA 2018 Strategic Plan. New Station 10, to be built east of I-25 in 2022, is part of the plan’s High Priorities. The replacement/expansion of Station 3 (900 S. Wilson Ave) is included in the Intermediate Priorities, targeted for year 2025. The addition of a south/east station along the Hwy 402 corridor is part of the Stage Two Planning Assumptions, targeted between the years 2027-2035. FRAC’s role was to assist in ensuring reliable information was available to the LFRA Board of Directors so that future decisions were sound and consistent with the strategic plan.

FRAC established three work teams with separate assignments to meet the goals and objectives of this project:

- Team 1 – Assessing Growth and Development of the Hwy 402 Corridor
- Team 2 – Response Mapping for the Hwy 402 Corridor
- Team 3 – Evaluation of Current Fire Station 3 and the Hwy 402 Corridor Expansion Project

Each team had specific Objectives and Action Items assigned to them (see Appendix). The teams met monthly or as needed. LFRA Chiefs, staff members and other City of Loveland staff provided assistance to the teams. In addition to the team meetings, regular FRAC meetings were held to provide information sharing.

By mid-year, the following points emerged from the research completed by the teams:

- The Hwy 402 corridor will look more like Prospect Road in Fort Collins than Harmony Road (considering use, density and need for fire stations).
• Hwy 402’s future growth from St. Louis Avenue to County Road 9E does not appear to be significant.
• Hwy 402’s future growth will likely be near the I-25 interchange.
• Station 10’s future location (north or south of Hwy 34) will have a significant impact on the Hwy 402 corridor and emergency response.
• Building Station 10 at or near Ronald Reagan Blvd and Trade Street (south of Hwy 34 in the 2534 development) would provide the best fire/rescue services to all southeast areas within the Authority’s response area.
• The location of Station 3 is independent of the Hwy 402 corridor project and its location will have little to no impact on future fire stations for the Authority.
• Relocating Station 3 west of its current location appears to improve citizen fire/rescue services.
• The area south of Hwy 402 and east of Hwy 287 will likely have marginal growth in the near future, and have little impact on the location of a new fire station.
• A complete and comprehensive growth plan for the Hwy 402 corridor would help solidify the forecasting and recommendations of this project.

RECOMMENDATIONS:
This project focused primarily on Hwy 402 corridor expansion and the impacts of such expansion on the need for fire station(s) in the area. Other factors such as response time models, current and future fire station locations were all integral to the development of the following recommendations:

1. Endorse the area of Hwy 402 and County Road 7 as the best location for a new station in the Hwy 402 corridor.
2. Endorse the future location for Station 10 in the area near Ronald Reagan Blvd and Trade Street (south of Hwy 34).
3. Relocating and constructing a new Station 3 west of its current location is the recommended option.

These three recommendations, if followed, will provide the best overall response capability for LFRA along the Hwy 402 corridor from east to west and will enhance the overall emergency response capability of the Authority.
Background and Project Development

In February of 2018, The Fire Rescue Advisory Commission (FRAC) began a new project for the Loveland Fire Rescue Authority (LFRA). The intent of the project was to analyze future, forecasted growth and development along the Hwy 402 corridor to determine the needed number of fire stations to continue to provide quality services to the citizens of the Loveland community. This project began with a goal of assisting the LFRA Board of Directors and LFRA leadership, in determining how many stations were needed in the east and south of the Fire Authority’s response area. The project also addressed station location in order to provide the best emergency services to the Authority’s citizens. Two other key components developed as a part of this research and assessment project were:
- Analysis of response time data in the targeted research areas.
- Impact of both current fire station locations and related future fire stations.

LFRA’s 2018 Strategic Plan drove the entirety of this research and analysis project. The building of Station 10 is a part of the plan’s High Priorities, the remodel and replacement of Station 3 is included in the Intermediate Priorities of the plan, and the addition of a south station along the Hwy 402 corridor is included in the Stage Two Planning Assumptions. FRAC has engaged in this research and analysis project to assist LFRA’s leadership and elected officials in making sound and informed decisions, and to maintain consistency with the Authority’s identified strategic planning initiatives.

Chief Miller provided the leadership and direction for this project, ensuring that it was in alignment with the organization’s strategic plan, and that FRAC’s leadership understood the ‘why’ for this project, and ‘what’ was expected to be accomplished as an outcome. FRAC Chair Jon Smela, and past Chair Janet Bailey began meeting and communicating on exactly ‘how’ the project would be carried out and managed. FRAC leadership and Chief Miller settled on three areas of focus for FRAC’s research and assessment of the issue:

1. Analysis of the growth and development of the Hwy 402 corridor.
2. Response mapping/response time analysis for the Hwy 402 corridor.
3. Evaluation of the current Station 3, its location, future changes, and any impact this could have on the Hwy 402 corridor and future stations.
The next steps for the project involved assigning teams and leadership to these three focus areas. There was also a need to establish specific Objectives to address, and the key Action Items for each team. FRAC leadership assisted in the development of all of these items and the development of a meeting schedule and timelines.

The following schedule and timelines for work/accomplishments was developed:

- **March**  Meet as full FRAC Group  Review project plan
- **April**  Meet as Individual Teams  Begin project work (teams)
- **May**  Meet as full FRAC Group  Share progress reports
- **June**  Meet as Individual Teams  Clarify/complete action items
- **July**  Meet as full FRAC Group  Share Final Reports (teams)/review first DRAFT of paper
- **August**  Meet as Individual Teams  Wrap-up any final details
- **September**  Meet as full FRAC Group  Review final Position Paper
- **Oct. /Nov.**  Meet with LFRA Board  Presentation to Board

The project stayed on schedule, and actually was ahead of schedule for many of the metrics and timeframes that were established. There was a great deal of assistance from the LFRA staff, particularly Chief Cerovski, Chief Sparks and Chief Ward. They all were more than generous with their time and expertise in helping the FRAC teams clarify information and historical data. In addition to the LFRA staff members, several members from the City of Loveland’s staff also assisted the FRAC teams through this process.

One significant issue surfaced early on for the FRAC teams; how would/could we manage communication and ensure that there was not duplication of efforts for the teams? Chair Smela, with the help of LFRA staff, managed the communication process and ensured that meeting minutes and key information generated by each team was shared with other teams. This action addressed the teams concerns about communication issues.

Finally, two supplementary issues surfaced during the work project that impacted response time and service levels in the area of the Hwy 402 corridor: the current location of Station 1, and the possible need for fire/rescue services south of Hwy 402 and east of Hwy 287. These concerns were determined to be beyond the scope of this team’s project, so no detailed recommendations to address these issues are included in this document.
Overall Goals, Objectives, and Process

The overall goal of this project was to analyze the forecasted growth and development along the Hwy 402 corridor to determine the needed number of fire stations for the future. The purpose behind the project was to assist the elected officials of the Loveland Fire Rescue Authority (Authority Board, Rural District, and City Council) in making the best decisions for the future by using analysis, data, and facts. There were four specific Objectives tied to this overall goal:

1. Assess the future growth projections, planning and timelines for the Hwy 402 corridor and the south/southeast area within LFRA’s Urban Response Area (URA).

2. Review the response parameters for a 5-minute drive time response and develop the appropriate mapping figures.

3. Justify, with data and LFRA response goals, the need for one or two stations in the southeast portion of the URA.

4. Evaluate the replacement/expansion initiative for the current Station 3 at 900 S. Wilson Ave as part of the 2018 LFRA Strategic Plan

Each FRAC team had six to eight Action Items tied directly to these objectives. The teams were responsible to flesh out each of the Action Items and address the issues or concerns that were associated with them. Throughout the project, the teams were also responsible for reporting their findings in written and oral presentations at the full FRAC meetings.

A Summary Report from each team was written and shared with all of the other FRAC teams (see the Appendix for the full Summary Reports).

Results/Recommendations

Each team published their findings and recommendations in their Summary Report. This section will address the results and ultimately the recommendations that emerged from the research and analysis from this project.
Team #1: Growth and Development of the Hwy 402 Corridor

OBJECTIVE:
Assess the future growth projections, planning and timelines for the Hwy 402 corridor and the south/southeast area within LFRA’s Urban Response Area (URA).

RESULTS:
Team #1 found that the overall growth and development along the Hwy 402 corridor for the future would most likely occur near the interchange of I-25 and Hwy 402. It is expected that growth will not be significant along the Hwy 402 corridor from Saint Louis Ave to County Road 9E. A complete and comprehensive growth plan would be a better way to forecast the development and needs of this area. However, without this type of document this project analysis will suffice in helping LFRA’s leadership determine how many, and where future fire stations should be built.

RECOMMENDATIONS:
● Target a location at or near County Road 7 and Hwy 402 for the needed fire station in this corridor.
● Encourage City and County officials to move forward with expediency in the development of a complete and comprehensive growth plan for the area within the Hwy 402 corridor.
● LFRA elected officials and leadership will need to remain cognizant of the growth plan and any changes that may affect site selection and future building of an LFRA fire station in this area.

Team #2: Response Mapping for the Hwy 402 Corridor

OBJECTIVES:
1. Review the response parameters for a 5-minute drive time response and develop the appropriate mapping figures.
2. Justify, using data and LFRA response goals, the need for one or two stations to be planned in the Hwy 402 area/portion of the URA.
RESULTS:
Overall, with the current planning information available, Team #2 does not know what specific growth is going to occur within the Hwy 402 corridor. Additional information from the City of Loveland and their future planning projections would greatly enhance the fire station location planning process. The team looked at the location of future Station 10 and its impact on response to the Hwy 402 corridor, with the focus of providing the best service to the citizens. A more southern location for Station 10 (Ronald Reagan Blvd and Trade Street) would provide a 5-minute response time to a significant portion of the 402 corridor, both east and west of I-25. This location could provide an acceptable service level if substantial growth does not occur in portions of the 402 corridor and would likely provide a superior ISO rating for dwellings and businesses in the Hwy 402 area. The possible southern extension of Boyd Lake Avenue to Hwy 402 could also enhance service to the corridor via a more direct response from Station 6. If higher density commercial development occurs along the I-25/Hwy 402 interchange, an increased call volume in this area would be expected, along with a need for another fire station. The area of Hwy 402 and County Road 7 would be a strong candidate for this station. Increased call volumes for Stations 6 and 10 may also support the need for an additional fire station in this location.

RECOMMENDATIONS:
• Depending on growth and service level needs, identify the area at or near Hwy 402 and County Road 7 for a future fire station for LFRA to provide services to the southeast area and the expanding Hwy 402 corridor.
• Consider purchasing a 2-3 acre plot for a fire station in this area.
• Research indicates that the best location for future Station 10 is the area south of Hwy 34, in the 2534 area, at or near Ronald Regan Blvd and Trade Street – pursue this location for Station 10.
• Ensure that a comprehensive and complete growth plan for the Hwy 402 corridor is completed to assist in validating the research and findings from this project.
Team #3: Evaluation of Current Fire Station 3 and the Hwy 402 Corridor Expansion Project

OBJECTIVES:

1. Evaluate the replacement/expansion initiative for the current LFRA Fire Station 3 at 900 S. Wilson Ave as part of the 2018 LFRA Strategic Plan

RESULTS:
Station 3, built nearly 40 years ago, has significant deficiencies. Examples include undersized functional living areas, inadequate height and length for modern fire apparatus that also hinders effective parking configurations, numerous safety concerns and gender privacy issues. Due to structural concerns along with small lot size, demolishing the current building would likely be the best path forward. This lends itself to relocating and replacing this station with a new building.

RECOMMENDATIONS:

• Purchase property west of Station 3’s present location – near Hwy 402 and County Road 21 as an example (land purchase may be a negotiating point between City and LFRA).
• Build a new station to address current and future needs; look at this station as a 50-year facility.
• Station 3 relocation and associated cost during construction would be a non-issue. The current station would remain in service during construction.
• Call volume for Station 3 has increased approximately 20% over the last couple of years and will likely see continued growth with current and future build-out to the west which supports moving the station in that direction.
• The City could re-purpose current Station 3 building, resulting in a cost savings for the City.
Conclusion

The Highway 402 Corridor Expansion Project was initiated as a continuance of the Fire Rescue Advisory Commission’s (FRAC) effort in assisting the LFRA Fire Chief and the LFRA Fire Authority Board in strategic planning and decision-making. Specifically, their task was to look forward at the Hwy 402 corridor and forecast the number of fire stations needed, and the best location(s) for those stations, to provide the most appropriate fire/rescue services for the Loveland community.

Several other important organizational planning considerations influenced this project:

- The future build-out and expansion of the area along Hwy 402 from Boise Ave to Interstate 25.
- Increasing concerns about locating Station 10 east of I-25 and north of Hwy 34, and how this location could affect response times and service levels in the Hwy 402 corridor.
- The future disposition and location of existing Station 3.

The FRAC teams fleshed all of these out, following a set pattern of establishing objectives, developing results, and making recommendations. This information can be found in the previous section Results/Recommendations and Summary Reports located in the Appendix.

This project is based on forecasting and predicating future events and development; many of the planning assumptions made within this report could change over the next several years. Due diligence will be needed to ensure that these assumptions were (and are) accurate, and if changed, the impacts of such changes should be reconsidered for the future decision making process.

Specific areas of concern, based on the research from this report, is the actual expansion plan that will be advanced for Hwy 402; it currently is in the development stage. The decision on the location of future Station 10 to be on the north or south side of Hwy 34 is an important part of the recommendations within this report. Finally, the future development of the area south of Hwy 402 along Hwy 287 may be a future concern. If significant expansion occurs in this area, a future station may be warranted. These and other future concerns in this Hwy 402 corridor will need to be continually examined and changed as needed.
APPENDIX

The APPENDIX portion of this position paper contains several ancillary, yet very important documents, which were integral in the developing of the commission’s recommendations. They include:

- FRAC Work Projects Team Assignments-PERSONNEL ……………………… page 13
  - Teams 1, 2, and 3

- FRAC Work Projects for 2018-TEAM ASSIGNMENTS ……………………… page 14
  - Teams 1, 2, and 3

- FRAC Work Projects-SUMMARY REPORTS …………………………………….. page 17
  - Teams 1, 2, and 3

- Applicable Maps and Graphic Area Profiles …........................................ page 25
FRAC Work Project Team Assignments- PERSONNEL

**Team #1: Growth and Development of the Hwy 402 Corridor**

**TEAM #1**
Jon Smela (Team Leader)
Leo Wotan
John Fogle

**Team #2: Response Mapping for the Hwy 402 Corridor**

**TEAM #2**
Paul Pfeiffer (Team Leader)
Elton Bingham
Ned Sparks
Michael Cerovski

**Team #3: Evaluation of Current Fire Station 3 and Hwy 402 Corridor Expansion Project**

**TEAM #3**
Janet Bailey (Team Leader)
Paul Pfeiffer
Shane Castro
FRAC Work Project for 2018, TEAM ASSIGNMENTS

The following represents the information for the creation of three (3) FRAC teams to work on the 2018 Hwy 402 Corridor Expansion Project. The intent is for these three teams to work concurrently, but separately. Chief Mirowski will function as the liaison for the three teams to ensure information is shared, and where assignments intersect, every effort will be made to allow the work to be collaborative and supportive.

Team #1: Growth and Development of the Hwy 402 Corridor

OBJECTIVE:
Assess the future growth projections, planning and timelines for the Hwy 402 corridor and the south/southeast area within LFRA’s Urban Response Area (URA).

ACTION ITEMS:
- Work with City of Loveland staffers and other Boards and Commission members to get the best assessment of:
  - Future growth and expansion
  - Expected timelines for growth and expansion
  - Impacts of growth and expansion on LFRA and its expansion plans
- Identify other issues or concerns
- Draft *Project Assumptions and Action Options* from evaluation
- Develop a basic report on findings to FRAC
- Confirm timelines for completion
- Identify Team/FRAC members assigned
Team #2: Response Mapping for the Hwy 402 Corridor

OBJECTIVES:
1. Review the response parameters for a 5-minute drive time response and develop the appropriate mapping figures.
2. Justify, through the use of data and LFRA response goals, the need for one or two stations to be planned in the Hwy 402 area/portion of the URA

ACTION ITEMS:
• Work with Chief Sparks for the creation of various models for a 5-minute drive time mapping with the corresponding polygons

• Work with Chief Cerovski to collect and evaluate pertinent data to corroborate the mapping findings, or establish an alternate response criteria, based on the data used

• Synthesize the data and mapping information to develop a cogent mapping plan for response in the Hwy 402 corridor area

• Identify other issues or concerns

• Draft Project Assumptions and Action Options from evaluation

• Develop a basic report on findings to FRAC

• Confirm timelines for completion

• Identify Team/FRAC members assigned
Team #3: Evaluation of Current Fire Station 3 and the Hwy 402 Corridor Expansion Project

OBJECTIVES:
Evaluate the replacement/expansion initiative for the existing Station 3 at 900 S. Wilson Ave, as part of the 2018 LFRA Strategic Plan

ACTION ITEMS:

- Work with Chief Cerovski and Chief Ward to determine the appropriate answers for the following questions:
  
  - Is the existing Station 3 in the correct location for future operations for LFRA; based on response times and service area coverage?
  
  - What are the interface issues and action points associated with the Hwy 402 corridor expansion that impact/affect the replacement/expansion initiative for Station 3?
  
  - Should Station 3 be relocated, based on the assessment and data collected, and if so, to what location?

- Identify other issues or concerns

- Draft Project Assumptions and Action Options from evaluation

- Develop a basic report on findings to FRAC

- Confirm timelines for completion

- Identify Team/FRAC members assigned
Participants:

FRAC: Jon Smela (lead), Leo Wotan, John Fogle
City of Loveland:
  - David Eisenbraun - Long Range Planning
  - Dave Klockeman – Public Works
  - Roger Berg - Water/Power

Our team’s objective was to assess the future growth projections, planning and timelines for the Highway 402 corridor and the south, southeast area with LFRA’s Urban Response Area (URA). To accomplish this, we partnered closely with City of Loveland experts in planning and infrastructure. The driving, regional comparison for our investigation was looking at the City of Fort Collins: “Will Highway 402 be developed like Prospect or Harmony?”

During our investigation, it became evident that there are two major impediments to development of the Highway 402 corridor from Highway 287 to I-25. The first is the flood plain that limits development for most of the area north of Highway 402 from Highway 287 to CR-9E. The second is the need to invest in infrastructure (water, power, sewer, roads, etc.) to support any growth given that most services are limited in this area and City of Loveland resources do not exist east of Boise Avenue.

With expansion of I-25 providing greatly improved driving infrastructure at I-25 and Highway 402 interchange, this sets in motion the possibilities for growth by both the cities of Loveland and Johnstown. It is our educated belief that the majority of that growth will happen near this interchange (to be completed by CDOT in 2019). For the City of Loveland this will be primarily east of CR-9E to I-25 and the City of Johnstown will flourish east of I-25. The City of Loveland is targeting its investment (a significant dollar amount) in infrastructure in the next 6-10 years and yet the area from Highway 287 to CR-9E will not likely see significant development. This area is mostly zoned for employment but in today’s business world, it will take many other amenities, such as retail, to draw primary employers to this area.

Team 1 Conclusions:

We predict that the Highway 402 corridor will mimic the limited development of the Prospect entrance to Fort Collins. If you combine this prediction with the continued growth near and east of I-25, we don’t expect that there is a huge need for a fire station in the Southeast section of the City for some time. With proper planning and associated data, we believe that the fire station planned in the eastern central URA should be located as optimally south to meet the growing needs of the southeast
portion of the URA (I-25 and Highway 402 plus points northeast of this intersection). Should long-term growth warrant another station, we recommend consideration for purchase of land in the area of CR7 and Highway 402.

Lastly, it is prudent for City planners and officials to continue the creation of a comprehensive growth plan and LFRA should trigger new investigations should significant changes arise that were unforeseen at the writing of this report.

Respectfully Submitted By:
Jon Smela (FRAC Chair)
FRAC Team 1
Participants:
FRAC: Paul Pfeiffer and Elton Bingham
LFRA: Chief Michael Cerovski, Chief Greg Ward

Our team was charged with reviewing various response maps/times to research potential fire station locations that serve the Hwy 402 Corridor with the ultimate goal to determine if there is a need for a fire station in the Hwy 402 area.

Hwy 402 area research overview

The Team 2 research was conducted utilizing various response time maps with extensive discussions during meetings held with Battalion Chief Cerovski and Division Chief Ward on May 8 and June 14, 2018.

A) Reviewed existing response polygons for limits of coverage on the Hwy 402 corridor:
   - Station 1: current response limit on the Hwy 402 corridor is to an area just west of CR 9E.
   - Station 6: current response limits in the Hwy 402 corridor are South CR 3E on the east side of I-25 and Heron Drive on the west side of I-25. Note: response times can be significantly increased due to daily traffic volume fluctuations. Long term city plans to extend Boyd Lake Road south to Hwy 402 would have a positive impact on response to this area.

B) Considering current fire station locations and response area limits, geographic areas significantly outside of the 5 minute response include:
   - The area north and south of Hwy 402 (East CR 18) from CR 3E east to the LFRA boundary limit at County Line Road.
   - The area south of Hwy 402 (to the LFRA boundary at Hwy 60) from approximately South CR 11 to South CR 7 (with an additional area south of East CR 16 and east of South CR 7 to I-25).

C) Review of the response polygon for coverage on the Hwy 402 corridor for a potential Fire Station 11 (near Hwy 402 and CR 7):
   - This possible station location mostly eliminates the under-served area east of CR 3E (described in item B above). A small geographic area would remain outside of the five minute response time between South CR 11 and South CR 13 south of CR 16E. Currently, this area is not heavily populated and consists mainly of farmland and ranches.
The distinct positive features of this station location include good access to I-25 on the east and direct access to the south Hwy 60 area via CR 7. This location should be well outside of any flood plain.

A distinct negative for this location was the extension of the 5 minute response service area to the areas south of Hwy 60 both east and west of I-25. These areas are well into the Berthoud and Front Range Fire Authority districts.

D) The response coverage review scope was expanded to include the 402 corridor for both the existing area build out and a potential extensive growth and build out both east and west of I-25. Two key questions were to be addressed:

- How does the location of future Fire Station 10 (planned for 2022) potentially impact the service level to the Hwy 402 corridor?
- Can an adequate level of service be provided by Fire Station 10, depending upon location, that would significantly delay the need for Fire Station 11 on or near Hwy 402?

E) The team reviewed two 5 minute response polygon maps for possible Fire Station 10 locations and discussed the possible locations with Chief Cerovski.

**Fire Station 10d, located north of Hwy 34 in the general area of Centerra Parkway and Kendall Parkway:**

**Pros:**

- Would be located in the center of a known growth area.
- Good access to primary roads.
- Property for fire station will be donated.

**Cons:**

- Station property may not be the minimum size needed for LFRA’s standards.
- Location is very close to the 5 minute response area for Windsor- Severance Fire Station 3 to the north and LFRA Fire Station 4 (dependent upon future station staffing and operation).
- Would not provide adequate response to the Rural District areas to the south, including the River Ranch subdivision and the east Hwy 402 corridor to the boundary at County Line Road.
- May have a high level of coverage overlap to the west with Fire Station 6, once Kendall Parkway is extended and made continuous under I-25.
August 24, 2018
FRAC Team 2 Summary Report - 3

Fire Station 10b, located south of Hwy 34 in the general area of Ronald Reagan Blvd. and Trade Street. (Note: Google Maps lists Trade Street as an extension of Union Blvd.)

Pros:

- Would be located in a known growth area (25-34 Development).
- Good access to primary roads, including Hwy 34.
- Property for fire station will be donated.
- Will have good access to County Road 3 (scheduled for improvement south to Hwy 402).
- Provides 5 minute response coverage to southern portions of the Rural District, including Thompson River Ranch development and Hwy 402 corridor to the eastern boundary at County Line Road. The southern location would provide a superior ISO rating for dwellings and businesses in these areas.

- Good access to Hwy 402 corridor via County Road 3 and the west Frontage Road (via Ronald Reagan Blvd)

Cons:

- Possible political concerns with station located within the City of Johnstown, but located within the Loveland Rural Fire Protection District mill levy tax area

Team 2 Conclusions:

- Considering the primary objective of LFRA is to serve all residents within the City and within the Loveland Rural Fire Protection District, Team 2 felt that the Fire Station 10b (south of Hwy 34 at Ronald Reagan Blvd and Trade Street) was the preferred location for service to all southeast areas of the Rural District, including the Hwy 402 corridor.
- The station location would adequately serve these areas as currently populated, as well as with normal growth.
- The southern location would provide a superior ISO rating for dwellings and businesses within the Hwy 402 corridor and north.
- The future city plan to extend Boyd Lake Road south to Hwy 402 would have a positive impact on Fire Station 6 response time to the west Hwy 402 areas.
- With the Hwy 402 corridor projected growth still much undetermined, other events may warrant a Hwy 402 fire station in the future, such as increased call volumes for fire Stations 6 and 10.
August 24, 2018
FRAC Team 2 Summary Report - 4

- Heavy development along Hwy 402, should it occur, would also accelerate the need. Referring to details reported earlier in this report, should growth demand an additional fire station, the area at Hwy 402 and County Road 7 would be a strong candidate.
- Consideration should be given to opening a discussion with the City of Loveland regarding a 2-3 acre plot for a possible future station in this area. Should the land be sold by the City, the sale may include the understanding of a designated plot for the possible future station.
- Without a complete and comprehensive growth plan for the Hwy 402 corridor, Team 2 is limited in more specific recommendations and time frames.
- It is understood that the City of Loveland has initiated a Master Plan study for the Hwy 402 area and that FRAC/LFRA participation is welcomed.

Respectfully Submitted By:
Paul Pfeiffer
FRAC Team 2
FRAC Team 3  
**Evaluation of Current Fire Station 3 and**  
**Hwy 402 Corridor Expansion Project**  
**SUMMARY REPORT**  
*July 10, 2018*

**Participants:**  
FRAC: Janet Bailey, Shane Castro, Paul Pfeiffer  
LFRA: Chief Michael Cerovski, Chief Greg Ward

Our team was charged with reviewing Station 3’s current location and what role it plays in the Hwy 402 Corridor Expansion Project that FRAC is investigating. It became evident very quickly that Station 3’s role in this project is extremely minimal to none at all.

Our next approach was to investigate the current location of Station 3 and recommend options for either replacement/expansion or relocation. Note that its location is critical to community vulnerability south of the river. Three options are identified in this summary report. We met with Chief Ward and Chief Cerovski, utilized 5-Minute Response Maps and toured Station 3 in our evaluation process (photos taken are available upon request).

**Station 3 Overview**

Station 3 was built in 1979 and due to its age many issues have become problematic to the continued use of this station for the long term. Here are some examples:

- Sized for two on-duty career staff.
- Undersized functional living areas (dorms, restrooms, locker space, gender privacy, exercise facilities).
- Inadequate bay height and length (limits types of equipment and parking configuration).
- Inadequate exhaust system (upgrade not feasible in current structure).
- No sprinkler system or smoke detection.
- Numerous structural issues (tile deterioration, possible electrical violations, egress from dorm area, limited storage, etc.).
- Due to age and condition the structure is not worthy of expensive upgrades.
- Photos taken June 7, 2018 are available on request.
- Per the 2018 Strategic Plan, addressing Station 3 is slated for 2025.
Option 1: (Acceptable - Not Ideal)
- Remain at existing site, buy additional land (if available) and expand to suit needs.
- Or if unable to purchase land, expand/renovate upwards to suit needs.
- Or bulldoze and build new at same location (age and condition of the current building probably supports this choice).
- City funding covers cost (land purchase could become a negotiating point between the City and LFRA).
- Would need to determine where Station 3 would be housed during construction.
- Cost to relocate the station during construction would need to be considered.
- Questions:
  - Would a 50 year life span for a fire station be realized by this option?
  - Does this option support “doing it right the first time”?

Option 2: (Recommended)
- Purchase property west of Station 3’s present location.
- Build new station to address current and future needs.
- This option would support 50 year life span of a fire station.
- Relocating Station 3 during construction would be a non-issue.
- Cost to relocate the station during construction would be a non-issue.
- Calls for Station 3 have increased approximately 20% over the last couple of years and will see continued growth with current and future build-out to the west.
- City could re-purpose current Station 3 building.
- City funding covers cost (land purchase could become a negotiating point).

Option 3: (Not Recommended)
- Purchase land to the east and build a new station.
- Supports 50 year life span.
- Station 3 service during construction would be a non-issue.
- Cost to relocate during construction would be a non-issue.
- City could re-purpose current Station 3 building.
- City funding covers cost (land purchase could become a negotiating point).
- Relocating east would be detrimental to coverage to the west (response time, ISO rating – refer to 5-Minute Response Maps).
- Rather than move Station 3 east to alleviate some burden, we recommend the utilization of a QRV instead.

Respectfully Submitted By:
Janet Bailey
FRAC Team 3
TITLE

Motion to Authorize the Fire Chief to Negotiate the Donation of Land for Fire Station 10 in the 25-34 Development

EXECUTIVE SUMMARY

LFRA staff would like to move forward with securing land for fire station 10 in the 25-34 development area.

BACKGROUND

Over the course of the last 12-18 months, LFRA has engaged with two different property owners regarding their offer to donate land for fire station 10, which is in the Strategic Plan for 2022 – 2023. One piece of land is in the Centerra area, near Centerra Parkway and Sky Pond Drive. The other piece of land is in the 25-34 (Johnstown) area, near the intersection of Ronald Reagan Blvd. and Trade Street.

Both pieces of property have advantages and disadvantages. Staff indicated to the Board that there was a triangle shaped area within the Centerra/25-34 area that would probably work for a future fire station. In July of 2017, the LFRA Board gave direction to pursue the Centerra land as their preferred choice due to some concerns they had with the 25-34 property, specifically because of its location in Johnstown.

Since that direction, staff has continued to look at both sites, as a matter of due diligence. Specifically, staff began to identify several things that became variables that made the Centerra site look less favorable. Essentially, several things have changed in the last 12 months. Staff will discuss these items in detail at the 10/31 Board meeting, but essentially, from an operational and regional partnership point of view, the 25-34 property far exceeds the Centerra property.

STAFF RECOMMENDATION

Listen to the staff presentation as well as FRAC presentation, and authorize staff (including legal representation) to move forward with negotiating the donation of the 25-34 property.

FINANCIAL/ECONOMIC IMPACTS

Land will be donated, although there may be tax issues to consider.

ASSOCIATED STRATEGIC GOALS

Deploy an effective emergency response to minimize damage and loss.

ATTACHMENTS

PowerPoint slides
**Future Station 10 location**

**Conclusion/Recommendation**

10/31/18

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**Station 10 location**

**Decision Making Process**

- Response
- Relevance
- Mutual Aid partners (future stations for Windsor/PFA
- ISO rating and coverage
- Fire station 4 (ARFF) considerations
- Interest of regional partnerships, i.e., LETA, TVEMS, Johnstown Police, Regional EOC with Larimer County (lease options – revenue)
- Legacy wishes of developer (Public Safety Complex)
- Access/egress
- "Knowns" as of today
- Due diligence: eight to ten months looking at every aspect of the two donated sites for station 10.
- FRAC unbiased recommendation
- Unanimous recommendation of all LFRA Chiefs (including Chief Mirowski)

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**Staff recommendation**

- Staff is asking the LFRA Board for a motion to authorize staff to negotiate the land donation in 25-34 as soon as possible, to secure the station 10 site.
- Next steps:
  - Secure ownership/legal proceedings/due diligence
  - Further engage/confirm regional partners
  - move forward with conceptual (30,000 ft) drawings with regional partners
  - Develop strategies/timelines, funding partnerships. IGA’s, etc.
  - Budget considerations: partnering in architectural conceptual drawings
Agenda Item Cover

Item No.: 9
Meeting Date: October 31, 2018
Prepared By: Mark Miller, Fire Chief

TITLE
Consider a Motion to Approve an FTE Over-hire to Cover Military Leave

EXECUTIVE SUMMARY
LFRA supports our military personnel in their required deployments, which includes periodic assignments, sometimes lasting several months.

BACKGROUND
Recently, an LFRA employee who is a member of the military, was told he would be deployed out of the country for approximately five months. While LFRA fully supports these assignments, it causes significant overtime issues to cover the shifts the employee is absent. In the case of this particular individual, it will require approximately 50 shifts of overtime, costing the organization approximately $41,000.

To mitigate these unbudgeted costs and to lessen the burnout of current employees in covering the extended OT, we are proposing one over-hire position. Due to OT costs, and salary savings, we will be able to absorb the cost of the additional position with no increase to the existing salary budget.

LFRA will be hiring nine to 12 positions in June of 2019, for station 7. Assuming there are no other vacancies, we would propose keeping this position for station 7, thus allowing us to hire one less position.

STAFF RECOMMENDATION
Listen to proposal and approve one over-hire to cover military leave, and keep the position for station 7 staffing.

FINANCIAL/ECONOMIC IMPACTS
Insignificant – costs absorbed through OT savings and salary savings.

ASSOCIATED STRATEGIC GOALS
Deliver cost effective services

ATTACHMENTS
PowerPoint presentation
Over-Hire for Engineer on Military Deployment 2019

Military deployment January 1 through May 27, 2019

Engineer Klinger will be leaving for Military deployment January 1, 2019 for five months

1. Option #1 - Cover Engineer Klinger's shifts using current staff on overtime, w/o an over-hire
   Net Cost: $5,896 - unbudgeted overtime

2. Option #2 - Over-hire of one Firefighter in advance of Station 7 hiring. Hiring the Firefighter in December to allow for training
   Net cost for over-hire: $9128
   Additional cost to LFRA: $5,232 – this will be covered in salary savings, and training cost savings, so no additional increase to the salary budget

   Recommendation: over-hire one position to cover the military leave, for a cost of $1,232. Additionally, we believe this is best for the employees, due to significant burn-out staff is experiencing due to mandatory OT requirements.
   This position will be rolled into the station 7 staffing simultaneous with the hiring of the balance of the firefighters for station 7.
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.

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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 Executive Monthly Report
• September Operations and CSD Statistics
• September Budget, HR & CORA Statistics
OVERVIEW

September Leadership Truism
Self-reflection: “What sustains you from the inside, when all else falls away?”

ADMINISTRATIVE & HR MATTERS

- Work with Ulti-Pro continues…the “go live” date has now been moved to 11/6. We are getting there! Thanks to Andrea and Kristen, as well as all of those that are doing our small part to make it work! Strong work!

- LFRA has finalized the 2019 budget, and, as of this writing, it has two versions – one that includes the award of a SAFER Grant to hire 12 firefighters for fire station 7, and one that does not include the award of a grant for the hiring of the new firefighters. The final version was presented to the LFRA Board on September 26, and was unanimously approved. It will now go to the Rural District for review on October 3rd, and then to City Council for first reading on October 16th.

- New members: LFRA conducted two assessment processes in August – one to replace a vacant firefighter position, and one to replace an admin tech position in CSD. Decisions have been made on both positions. The CSD position started on September 10th, and the firefighter position will start October 10th. The CSD position belongs to Kristi Coleman – see pics and bio attached. The firefighter position (name and bio) will be included in the October report.

LIVE FIRE SPRINKLER DEMO - SEPTEMBER 18

- On September 18, LFRA hosted a live fire sprinkler demonstration in the east parking lot of the Fire Admin/DC Building. The demo proved the effectiveness of fire sprinklers by utilizing a side-by-side comparison of two mock rooms that were set on fire simultaneously. One had fire sprinklers and the other did not. It was amazing to see the effectiveness of fire sprinklers, and everyone in attendance walked away with a more accurate perspective of the importance of fire sprinklers in protecting life and property.

Most City Council members attended, as well as LFRA Board members, local citizens, neighbors, etc. A picture, or in this case, a live demo, was worth a thousand words. Special thanks to the National Fire Sprinkler Association for their partnership and collaboration with LFRA!

RED BANDANNA DAY & TREE PLANTING CEREMONIES

- In recognition of all First Responders, and in remembrance of 9/11, several events took place on 9/11 and throughout September. For the second year, the gracious folks at Good Samaritan Retirement Village, hosted “Red Bandana Day”. Good Sam made dozens of breakfast burritos, and brought them by two of the LFRA fire stations, the Loveland Police Courts building, and TVEMS headquarters. What a wonderful way to start the day and honor first responders! Thanks to all the staff of Good Sam, especially Chaplain Doug Overall!

- Additionally, first responders were honored in a tree planting ceremony hosted by Loveland Trees for First Responders and Trees for Humanity. Trees were donated by Fossil Creek Nursery, Just Trees, and Gulley’s Greenhouse. A tree was planted at the LFRA station 2, Loveland Police Courts, and TVEMS station 2, with an accompanying plaque for each organization (see pics).

- An additional tree planting ceremony took place on September 29th at the Saint Peters Anglican Church at 4044 N. Duffield. Fire, Police, and EMS responders were honored with the planting of a Colorado blue spruce tree, and an accompanying plaque mounted to a rock at the base of the tree (see pics attached).
Engine 1 arrived on scene of an apartment building with smoke coming from one unit, they deployed for a fire attack operation finding a fire in the kitchen of the unit. The fire was contained to the kitchen, additional crews completed water supply, ventilation and search operations. The occupant of the unit was displaced due to the fire and smoke damage.

LFRA and Berthoud firefighters extinguished a fully involved detached garage fire on South County Road 21 before it spread to a nearby house. Crews utilized a water tender shuttle operation for water supply due to the lack of fire hydrants in the area.

Engine 2, Engine 3, Engine 6, Battalion 1 and Chief 7 responded to a two alarm house fire west of Berthoud. The structure was fully involved in fire on the arrival of the first due Berthoud Fire District Engine. LFRA personnel assisted with fire attack, overhaul operations and command support. LFRA resources were released from the scene after operating for just under two hours.

LFRA, Poudre Fire Authority and Larimer County Emergency Services responded to a wildland fire on Milner Mountain near Masonville. The fire was originally believed to be in LFRA’s response area, a LFRA 2nd alarm was called for bringing additional wildland engines from LFRA, Berthoud Fire District and Front Range Fire Rescue. Air tanker resources and a 20 person wildland crew was also requested to assist with the fire located in steep terrain at the top of the mountain. The fire was contained to approximately four acres, crews remained on scene for over 24 hours. The fire was determined to be in the Poudre Fire Authority response area once additional mapping was able to take place.
FIRE OPERATIONS DIVISION
by Division Chief Greg Ward

SIGNIFICANT INCIDENT RESPONSES

September 13, 2018
LFRA responded to a report of an apartment fire, 911 callers reported the front of the apartment building was on fire. Engine 3 arrived on scene and located a fire on the front porch / deck area of a garden style apartment building. Citizens utilizing a garden hose and several fire extinguishers kept the fire from extending to the interior of the building. Crews quickly extinguished the fire, checked the building for fire extension and ventilated the smoke from the building.

September 17, 2018
Engine 3, Tender 3, Tender 8 and Battalion 1 assisted Glen Haven and Estes Valley Firefighters with controlling a cabin fire that had extended to an out-building and small wildland fire. LFRA crews assisted with providing water supply for the firefighting operation. The cabin and out-building were completely destroyed by the fire.

September 25, 2018
Crews worked overnight to contain and extinguish a large haystack fire, the stack consisted of approximately 75 – one ton round bales. The fire was contained to approximately 30 bales, the property owner assisted firefighting efforts by providing a tractor to move and break up the large bales. Several LFRA crews were rotated to the scene to work on the extensive overhaul operation ensuring that the fire was completely out. The firefighting operation closed County Road 9E for several hours.

September 29, 2018
Engine 5 arrived on scene of a small house with smoke showing. The crew deployed for a fire attack operation and search of the structure. One firefighter was briefly trapped in the weakened floor system, he was rapidly assisted by other firefighters. The firefighter was not injured. The house sustained significant fire and smoke damage.
COMMUNITY SAFETY DIVISION
by Division Chief Ned Sparks

FIRE PREVENTION

- CSD staff provided significant input to Brinkman Construction during several walk-throughs of The Foundry parking structure prior to final inspections, to streamline the permit inspection process and ensure they’d be ready for occupancy as quickly as possible. There was not only the structure, but also fire sprinkler and fire alarm systems that needed to be up and running properly. CSD also facilitated firefighter training with Brinkman using the parking garage to simulate use of the building fire standpipe for car fires.
- CSD completed its initial review of a proposed 250-acre development. LFRA will work through the development process to ensure adequate fire flow and emergency vehicle access is provided, as well as other minimum life-safety requirements from the Fire Code.

EMERGENCY MANAGEMENT

- An informational project meeting was held on the Larimer County Resilient Infrastructure Improvement Project (RIIP). Participating city depts. will be interviewed or will submit a survey for data collection. This data will be used for determining the best projects to pursue to increase our disaster resiliency.
- The City’s Executive Leadership Team was provided with a 2-hour training on Emergency Plans, Emergency Operations, and their roles & responsibilities as members of the Policy Group during EOC activations.
- A 5-year Flood anniversary and first responder appreciation event was held at the Old Fairgrounds Park. Several dignitaries shared their thoughts and thanks.
- Exercise planning continues for the upcoming Water & Power Dept. Tabletop Exercise scheduled for Nov. 21st.
- The Mitigation Project Group met and completed the update of the master project list.
- The Salamander System equipment was placed into service and user training was provided on Sept 24th. We are negotiating with the City to determine if this system can be used for all badging, citywide.
- Lenny staffed a booth at the Business Appreciation Breakfast & Resource Fair and shared emergency preparedness and business continuity planning information with the attendees.

Blue Spruce donated by St. Peters Anglican Church (left), and Red Bandanna Day (right)

Trees for First Responders – Fire Chief Mark Miller, Police Chief Bob Ticer, TVEMS Chief Randy Lesher

Kristi Coleman, Administrative Technician

Kristi doesn’t have far to move, as she has been a Permit Technician in the City of Loveland Building Department for the last three months. Her experience and skill set will fit well with the position, and we feel for tune to have her. She comes with glowing recommendations from the City’s DC Center. She will be a great asset in keeping us on the path of Good to Great…! Her experience and understanding of the Building Department will be of significant advantage in keeping our partnership in sync. Welcome, Kristi!
COMMUNITY KUDOS

Chief Matt Miller,
Your kindness means the world to me.

One of your crews came very early last Wednesday, Sept. 12. They helped me with the smoke detectors/CO2 gadget. They took care of everything so professionally and pleasantly. Thank you for having this service. I don’t know what I would do without you.

Sincerely,
Janet Wood

Thank you for all you did. It passed but I wanted to let you know how much your help means.

Thank you,
Jeffrey & Vivian Henry
5551 Glade Rd
Loveland, CO 80538-9227

Crew from Fire Station 3 was huge help

In the early morning hours of Sept. 17, our fire alarms went off. After checking for a fire and determining that there was none, we contacted the Loveland Fire Department, with a non-emergency call. Within a few minutes, a crew for Fire Station 3 was at our home, further checking things for us.

They were able to get the alarms off and determined that the cause was that the alarms had outlived their normal 10-year life. We were told that if we purchased new ones, they would install them. This morning, after we purchased new alarms, a crew from Fire Station 3 came and installed the alarms.

We are older and could not have done this. We would like to thank the staff of Fire Station 3 for helping us. We often take the employees and services of Loveland for granted. We are very lucky for each one.

Larry Laugen Loveland

Chief Ward & Capt. Lyons,

Thank you so much for your participation in our Loveland Building Ribbon Cutting Event. The ladder truck flying the giant American flag was such a poignant and fitting tribute for an event on Sept. 11th. Thank you so much for all of your efforts.

All my Best,

[Signature]
LOVELAND FIRE RESCUE AUTHORITY
Operations Division - September 2018

TOTAL CALLS FOR SERVICE - 2018 YEAR TO DATE

<table>
<thead>
<tr>
<th># Incidents</th>
<th>Total Calls</th>
<th>City</th>
<th>Johnstown</th>
<th>Rural</th>
<th>Auto-Aid/Mutual Aid</th>
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</thead>
<tbody>
<tr>
<td>6,358</td>
<td>5,324</td>
<td>230</td>
<td>851</td>
<td>151</td>
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Percentage

<table>
<thead>
<tr>
<th>Percentage</th>
<th>83.74%</th>
<th>13.86%</th>
<th>2.37%</th>
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</table>

September

July

June

May

April

March

February

January

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<thead>
<tr>
<th>Training Categories</th>
<th>Full-Time Staff Training Hours</th>
<th>Canyon Training Hours</th>
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<tbody>
<tr>
<td>ARFF</td>
<td>CURRENT MONTH</td>
<td>PREVIOUS MONTH</td>
</tr>
<tr>
<td>Community Safety</td>
<td>61.0</td>
<td>5.0</td>
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<tr>
<td>Driver/Operator</td>
<td>74.5</td>
<td>112.0</td>
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<tr>
<td>EMS</td>
<td>127.3</td>
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<tr>
<td>Firefighter</td>
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<td>187.5</td>
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<td>Fire Officer</td>
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<td>HazMat</td>
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<td>0.0</td>
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<tr>
<td>Tech Rescue</td>
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<tr>
<td>Wildland Fire</td>
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<tr>
<td>Other</td>
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<tr>
<td>TOTAL</td>
<td>707.0</td>
<td>963.5</td>
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LOVELAND FIRE RESCUE AUTHORITY
Community Safety Division
September, 2018

DEVELOPMENT REVIEW STATISTICS

<table>
<thead>
<tr>
<th></th>
<th>City</th>
<th>County</th>
<th>Johnstown</th>
<th>Totals</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Conceptual Design Reviews</td>
<td>97</td>
<td>1</td>
<td>2</td>
<td>100</td>
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<td>122</td>
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<td>YTD Total</td>
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<td>8</td>
<td>11</td>
<td>1069</td>
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<td>Previous YTD</td>
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<td></td>
<td>916</td>
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<td>Previous YTD</td>
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<td>502</td>
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<td>3</td>
<td>4</td>
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<td>YTD Total</td>
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<td>31</td>
<td>202</td>
<td>298.00</td>
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<td>Previous YTD</td>
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<td>15</td>
<td></td>
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<td>Planning Project Reviews</td>
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<td>3</td>
<td>20</td>
<td>22.00</td>
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<td>Previous Month</td>
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<td>1</td>
<td>22</td>
<td>23.00</td>
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<tr>
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<td>20</td>
<td>15</td>
<td>181</td>
<td>190.00</td>
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<td>Previous YTD</td>
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<td>209</td>
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<td>TOTAL REVIEWS YTD</td>
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<td>72</td>
<td>83</td>
<td>1990</td>
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<td>PREVIOUS YEAR YTD</td>
<td>1690</td>
<td>81</td>
<td>59</td>
<td>1830</td>
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</table>

INSPECTION STATISTICS

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<thead>
<tr>
<th>City</th>
<th>Rural</th>
<th>Johnstown</th>
<th>Total</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eng. Co. Safety Visit 2 &amp; 3 Yr.**</td>
<td>2</td>
<td>1</td>
<td>N/A</td>
<td>3</td>
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<tr>
<td>Safety Re-Visit</td>
<td>1</td>
<td>0</td>
<td>N/A</td>
<td>1</td>
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<tr>
<td>YTD Total</td>
<td>154</td>
<td>22</td>
<td>N/A</td>
<td>176</td>
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<tr>
<td>Previous YTD</td>
<td>216</td>
<td>32</td>
<td>N/A</td>
<td>248</td>
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<tr>
<td>Business Inspections</td>
<td>30</td>
<td>4</td>
<td>N/A</td>
<td>34</td>
</tr>
<tr>
<td>Previous Month</td>
<td>28</td>
<td>2</td>
<td>N/A</td>
<td>30</td>
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<tr>
<td>YTD Total</td>
<td>202</td>
<td>43</td>
<td>N/A</td>
<td>245</td>
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<tr>
<td>Previous YTD</td>
<td>168</td>
<td>21</td>
<td>N/A</td>
<td>189</td>
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<tr>
<td>New Bldg./Fire Protection</td>
<td>54</td>
<td>13</td>
<td>6</td>
<td>73</td>
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<tr>
<td>Previous Month</td>
<td>61</td>
<td>2</td>
<td>4</td>
<td>67</td>
</tr>
<tr>
<td>YTD Total</td>
<td>507</td>
<td>53</td>
<td>44</td>
<td>604</td>
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<tr>
<td>Previous YTD</td>
<td>375</td>
<td>72</td>
<td>94</td>
<td>541</td>
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<tr>
<td>TOTAL INSPECTIONS YTD</td>
<td>709</td>
<td>96</td>
<td>44</td>
<td>849</td>
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<tr>
<td>Previous Year</td>
<td>543</td>
<td>93</td>
<td>94</td>
<td>730</td>
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</tbody>
</table>

*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

<table>
<thead>
<tr>
<th>City</th>
<th>Rural</th>
<th>Mo. Total</th>
<th>Prev. Mo.</th>
<th>Prev. YTD</th>
<th>YTD Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazmat Permits</td>
<td>20</td>
<td>2</td>
<td>22</td>
<td>1</td>
<td>79</td>
</tr>
<tr>
<td>Tents/Special Events*</td>
<td>6</td>
<td>3</td>
<td>9</td>
<td>14</td>
<td>68</td>
</tr>
<tr>
<td>Burn Permits Issued</td>
<td>0</td>
<td>11</td>
<td>11</td>
<td>6</td>
<td>112</td>
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<tr>
<td>Investigations</td>
<td>4</td>
<td>1</td>
<td>5</td>
<td>1</td>
<td>125</td>
</tr>
<tr>
<td>Service Call/Complaints</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>14</td>
</tr>
<tr>
<td>YFS Program</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>8</td>
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<tr>
<td>Public Education Events</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>7</td>
<td>24</td>
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<tr>
<td>Total Pub. Ed. Contacts</td>
<td>190</td>
<td>0</td>
<td>190</td>
<td>395</td>
<td>269</td>
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</tbody>
</table>

*This also includes Pyrotechnics permits

Highlights/Projects

- Worked with City Facilities and owner on exiting and fire-alarm system challenges at Rialto and Rialto Bridge.
- Collaborated with owner and sprinkler contractor to ensure proper sprinkler coverage at Wooden Mountain Climbing Gym.
- NFSA side-by-side sprinkler demonstration for City Council.
- Conducted over-the-counter permit review training for CSD.
Welcome to the twenty fifth issue of the monthly budget report for the Loveland Fire Rescue Authority (LFRA). This report is designed to provide information related to fiscal accountability. It is available on the website and accessible to anyone that is interested. It is designed to assist the LFRA Board with monitoring the budget status for all resources that assist with delivering service to the citizens of the City of Loveland and the Loveland Rural Fire Protection District. This report has been consolidated for ease of use to include the Budget Status section which highlights the budget status for revenues and expenditures for the Fire Authority Fund from year to date, through September 2018. This report will be provided monthly rather than quarterly. The expenditures will be presented by program and account category at the department level.

September at 74.79% of 2018

- 82.74% of the revenue budget has been collected to date compared to 90.89% last year for the same timeframe.
- 73.08% of the expenditure budget has been spent, compared to 72.95% last year for the same timeframe.

### Loveland Fire Rescue Authority

#### Summary General Fund Revenue and Expenditure

**Month Ending 09/30/2018 75% of the Year**

<table>
<thead>
<tr>
<th>General Fund Expenditure</th>
<th>Total Budget</th>
<th>Expenditure</th>
<th>Enc</th>
<th>Total Available</th>
<th>Total % Available</th>
<th>Total % Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>SubTotal: Personal Services</td>
<td>10,915,095</td>
<td>8,145,329</td>
<td>-</td>
<td>2,769,766</td>
<td>25.38</td>
<td>74.62</td>
</tr>
<tr>
<td>SubTotal: Supplies</td>
<td>516,046</td>
<td>289,643</td>
<td>90,191</td>
<td>136,211</td>
<td>26.40</td>
<td>73.60</td>
</tr>
<tr>
<td>SubTotal: Purchased Services</td>
<td>3,771,766</td>
<td>2,716,401</td>
<td>82,127</td>
<td>973,238</td>
<td>25.80</td>
<td>74.20</td>
</tr>
<tr>
<td>SubTotal: Transfers</td>
<td>249,000</td>
<td>-</td>
<td>-</td>
<td>249,000</td>
<td>100.00</td>
<td>0.00</td>
</tr>
<tr>
<td>SubTotal: Capital Outlay</td>
<td>564,396</td>
<td>380,655</td>
<td>-</td>
<td>183,741</td>
<td>32.56</td>
<td>67.44</td>
</tr>
</tbody>
</table>
**Grand Total:** | 16,016,303 | 11,532,028 | 172,318 | 4,311,957 | 26.92 | 73.08 |

<table>
<thead>
<tr>
<th>General Fund Revenue</th>
<th>Total Budget</th>
<th>Total Revenue</th>
<th>Total Uncollected</th>
<th>Total % Uncollected</th>
<th>Total % Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licenses &amp; Permits :</td>
<td>188,370</td>
<td>152,455</td>
<td>35,915</td>
<td>19.07</td>
<td>80.93</td>
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<tr>
<td>Intergov :</td>
<td>15,137,856</td>
<td>12,515,668</td>
<td>2,622,188</td>
<td>17.32</td>
<td>82.68</td>
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<tr>
<td>Charges For Services :</td>
<td>30,500</td>
<td>20,443</td>
<td>10,057</td>
<td>32.97</td>
<td>67.03</td>
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<tr>
<td>Miscellaneous :</td>
<td>750</td>
<td>18,757</td>
<td>(18,007)</td>
<td>-2400.98</td>
<td>2500.98</td>
</tr>
</tbody>
</table>
**Grand Total :** | 15,357,476 | 12,707,323 | 2,650,153 | 17.26 | 82.74 |

### Loveland Fire Rescue Authority

#### General Fund Expenditure Detail

**Month Ending 09/30/2018 75% of the Year**

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Budget</th>
<th>Expenditure</th>
<th>Enc</th>
<th>Total Available</th>
<th>Total % Available</th>
<th>Total % Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Safety</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Emergency Management</td>
<td>194,824</td>
<td>170,516</td>
<td>190</td>
<td>24,118</td>
<td>12.38</td>
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<td>Prevention</td>
<td>200,310</td>
<td>78,760</td>
<td>-</td>
<td>121,550</td>
<td>60.68</td>
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<tr>
<td>Existing Business Inspections</td>
<td>148,482</td>
<td>98,460</td>
<td>-</td>
<td>50,022</td>
<td>33.69</td>
<td>66.31</td>
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<td>Construction Development</td>
<td>493,027</td>
<td>357,906</td>
<td>-</td>
<td>135,121</td>
<td>27.41</td>
<td>72.59</td>
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<tr>
<td><strong>SubTotal : Community Safety</strong></td>
<td>1,036,643</td>
<td>705,642</td>
<td>190</td>
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<td>Station Operations</td>
<td></td>
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<td>General Station Operations</td>
<td>9,278,778</td>
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<td>95</td>
<td>2,183,602</td>
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<td>Training</td>
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<td>-</td>
<td>32,683</td>
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<td>Quartermaster</td>
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<td>115</td>
<td>4,142</td>
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<td>2,165</td>
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<td>224</td>
<td>2,730</td>
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<td>-</td>
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<td>81.21</td>
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<td>Station 7</td>
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<td>5,535</td>
<td>-</td>
<td>465</td>
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<td>Canyon Stations 8&amp;9</td>
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<td>-</td>
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<td>-</td>
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<td>Total % Uncollected</td>
<td>Total % Collected</td>
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</tr>
<tr>
<td>------------------------------</td>
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<td>-------------------</td>
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<tr>
<td><strong>Technical Response and Systems</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Operations</td>
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<td>46,852</td>
<td>5,783</td>
<td>36,012</td>
<td>40.62</td>
<td>59.38</td>
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<td>-</td>
<td>13,489</td>
<td>80.16</td>
<td>19.84</td>
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<td>309</td>
<td>29,877</td>
<td>88.43</td>
<td>11.57</td>
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<td>37,061</td>
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<td>7,873</td>
<td>21.24</td>
<td>78.76</td>
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<td>8,012</td>
<td>522</td>
<td>634</td>
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<td>81,073</td>
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<td>87,884</td>
<td>47.38</td>
<td>52.62</td>
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<td><strong>Equipment Maint &amp; Replacement</strong></td>
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<td></td>
<td></td>
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<td></td>
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<td>Communications/Telephone</td>
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<td>84,282</td>
<td>33,136</td>
<td>140,537</td>
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<td>45.52</td>
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<td>Ladders/Small Engine</td>
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<td>2,193</td>
<td>-</td>
<td>4,406</td>
<td>66.76</td>
<td>33.24</td>
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<td>10,155</td>
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<td>Thermal Imaging</td>
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<td>-</td>
<td>5,286</td>
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<td>68.49</td>
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<td>76,329</td>
<td>-</td>
<td>25,246</td>
<td>24.85</td>
<td>75.15</td>
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<td>1,035,670</td>
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<td>511,200</td>
<td>33.05</td>
<td>66.95</td>
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<tr>
<td>Small Engines</td>
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<td>1,906</td>
<td>570</td>
<td>655</td>
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<td>79.07</td>
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<td>94,362</td>
<td>7,994</td>
<td>3,911</td>
<td>3.68</td>
<td>96.32</td>
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<td>42,218</td>
<td>701,396</td>
<td>33.58</td>
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<tr>
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<td>1,103,227</td>
<td>39,868</td>
<td>442,904</td>
<td>27.93</td>
<td>72.07</td>
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<td>City Service Provisions</td>
<td>1,318,507</td>
<td>988,876</td>
<td>-</td>
<td>329,631</td>
<td>25.00</td>
<td>75.00</td>
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<tr>
<td><strong>SubTotal : Administration</strong></td>
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<td>2,092,102</td>
<td>39,868</td>
<td>772,535</td>
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<td>73.40</td>
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<tr>
<td><strong>Total</strong></td>
<td>15,886,303</td>
<td>11,532,028</td>
<td>172,318</td>
<td>4,181,957</td>
<td>26.32</td>
<td>73.68</td>
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**Loveland Fire Rescue Authority General Fund Revenue Detail**

*Month Ending 09/30/2018 75% of the Year*

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Total Budget</th>
<th>Total Revenue</th>
<th>Total Uncollected</th>
<th>Total % Uncollected</th>
<th>Total % Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Community Safety</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Special Events</td>
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<td>55,419</td>
<td>14,581</td>
<td>20.83</td>
<td>79.17</td>
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<td>Miscellaneous</td>
<td>750</td>
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<td>(86)</td>
<td>-11.46</td>
<td>111.46</td>
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<td>Fire Permit &amp; Inspection</td>
<td>25,620</td>
<td>25,620</td>
<td>100.00</td>
<td>0.00</td>
<td>100.00</td>
</tr>
<tr>
<td>HazMat &amp; Operations Permits</td>
<td>-</td>
<td>14,975</td>
<td>(14,975)</td>
<td>0.00</td>
<td>100.00</td>
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<td>Special Permits</td>
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<td>(8,250)</td>
<td>0.00</td>
<td>100.00</td>
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<td>19,164</td>
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<td>74.45</td>
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<td>5,375</td>
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<td>0.46</td>
<td>99.54</td>
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<td>12,600</td>
<td>(250)</td>
<td>-2.02</td>
<td>102.02</td>
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<tr>
<td>Rural Permits</td>
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<td>(57,337)</td>
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<td>227.42</td>
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<td>376</td>
<td>0.00</td>
<td>100.00</td>
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<td>Rural Planning Fees</td>
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<td>(1,400)</td>
<td>0.00</td>
<td>100.00</td>
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<td><strong>Subtotal : Community Safety</strong></td>
<td>234,620</td>
<td>257,152</td>
<td>(22,532)</td>
<td>-9.60</td>
<td>109.60</td>
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**Station Operations**

<table>
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<tr>
<th>Service Type</th>
<th>Total Budget</th>
<th>Total Revenue</th>
<th>Total Uncollected</th>
<th>Total % Uncollected</th>
<th>Total % Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standby Reimbursements (Misc)</td>
<td>-</td>
<td>2,945</td>
<td>(2,945)</td>
<td>0.00</td>
<td>100.00</td>
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<tr>
<td>Academy Training</td>
<td>30,000</td>
<td>13,652</td>
<td>16,348</td>
<td>54.49</td>
<td>45.51</td>
</tr>
<tr>
<td><strong>Subtotal : Station Operations</strong></td>
<td>30,000</td>
<td>16,597</td>
<td>13,403</td>
<td><strong>44.68</strong></td>
<td><strong>55.32</strong></td>
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**Technical Response and Systems**

<table>
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<tr>
<th>Service Type</th>
<th>Total Budget</th>
<th>Total Revenue</th>
<th>Total Uncollected</th>
<th>Total % Uncollected</th>
<th>Total % Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazmat Mitigation</td>
<td>-</td>
<td>2,322</td>
<td>(2,322)</td>
<td>0.00</td>
<td>100.00</td>
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<tr>
<td>Other</td>
<td>-</td>
<td>21,744</td>
<td>(21,744)</td>
<td>0.00</td>
<td>100.00</td>
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<tr>
<td><strong>Subtotal : Technical Response and Systems</strong></td>
<td>-</td>
<td>24,066</td>
<td>(24,066)</td>
<td>0.00</td>
<td>100.00</td>
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</tbody>
</table>
# Equipment Maint & Replacement

| Insurance Recoveries-Wk Comp, Prop & Casualty | - | 10,762 | (10,762) | 0.00 | 100.00 |
| SubTotal : Equipment Maint & Replacement | - | 10,762 | (10,762) | 0.00 | 100.00 |

| Administration | Federal Grants | - | 25,250 | (25,250) | 0.00 | 100.00 |
| Other | 268,544 | 46,128 | 222,416 | 82.82 | 17.18 |
| Contribution - Rural Fire District | 2,714,400 | 2,251,007 | 463,393 | 17.07 | 82.93 |
| Other Agency Deployment | - | 27,687 | (27,687) | 0.00 | 100.00 |
| Miscellaneous | - | 1,695 | (1,695) | 0.00 | 100.00 |
| Gifts/Donations | - | 250 | (250) | 0.00 | 100.00 |
| Insurance Recoveries-Wk Comp, Prop & Casualty | - | 5,214 | (5,214) | 0.00 | 100.00 |
| Contribution - Loveland | 12,109,912 | 10,041,515 | 2,068,397 | 17.08 | 82.92 |
| SubTotal : Administration | 15,092,856 | 12,398,746 | 2,694,110 | 17.85 | 82.15 |
| Grand Total | 15,357,476 | 12,707,323 | 2,650,153 | 17.26 | 82.74 |

## Loveland Fire Rescue Authority

### Employee Benefit Fund - 605

Month Ending 09/30/2018 75% of the Year

<table>
<thead>
<tr>
<th>Fire Retirement Administration</th>
<th>Total Budget</th>
<th>Actual</th>
<th>Enc</th>
<th>Remaining Budget</th>
<th>% Budget Remaining</th>
<th>Total % Collected / Spent</th>
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</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>44,410</td>
<td>-</td>
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<td>44,410</td>
<td>100.00</td>
<td>-</td>
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<td>22,400</td>
<td>6,318</td>
<td>15,692</td>
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<td>64.67</td>
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<table>
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<th>Medical Insurance</th>
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<th>Actual</th>
<th>Enc</th>
<th>Remaining Budget</th>
<th>% Budget Remaining</th>
<th>Total % Collected / Spent</th>
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<tbody>
<tr>
<td>Revenue</td>
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<td>420,035</td>
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<td>995,764</td>
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<table>
<thead>
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<th>Dental</th>
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<th>Actual</th>
<th>Enc</th>
<th>Remaining Budget</th>
<th>% Budget Remaining</th>
<th>Total % Collected / Spent</th>
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<tbody>
<tr>
<td>Revenue</td>
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<td>76,664</td>
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<td>32,503</td>
<td>29.77</td>
<td>70.23</td>
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<tr>
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<td>87,470</td>
<td>18,556</td>
<td>3,141</td>
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<td>97.12</td>
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<td>(10,806)</td>
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<td>10,806</td>
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<table>
<thead>
<tr>
<th>Vision</th>
<th>Total Budget</th>
<th>Actual</th>
<th>Enc</th>
<th>Remaining Budget</th>
<th>% Budget Remaining</th>
<th>Total % Collected / Spent</th>
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<tbody>
<tr>
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<td>14,518</td>
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<td>903</td>
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<td>95.69</td>
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<table>
<thead>
<tr>
<th>Other Benefits (Short Term Disability, Long Term Disability, Life)</th>
<th>Total Budget</th>
<th>Actual</th>
<th>Enc</th>
<th>Remaining Budget</th>
<th>% Budget Remaining</th>
<th>Total % Collected / Spent</th>
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<tbody>
<tr>
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<td>43,264</td>
<td>42.04</td>
<td>57.96</td>
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<td>66,697</td>
<td>18,404</td>
<td>17,814</td>
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<table>
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<th>DOLA Grant</th>
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<th>Enc</th>
<th>Remaining Budget</th>
<th>% Budget Remaining</th>
<th>Total % Collected / Spent</th>
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<td>15,500</td>
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<td>21,633</td>
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<td>41.74</td>
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<tr>
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</table>

<table>
<thead>
<tr>
<th>Total</th>
<th>Total Budget</th>
<th>Actual</th>
<th>Enc</th>
<th>Remaining Budget</th>
<th>% Budget Remaining</th>
<th>Total % Collected / Spent</th>
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</thead>
<tbody>
<tr>
<td>Revenue</td>
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<td>583,776</td>
<td>36.24</td>
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<td>157,313</td>
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<td>90.23</td>
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<td>177,278</td>
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Revenue is a combination of Employee contributions and Employer contributions.
Loveland Fire Rescue Authority
Fleet Replacement Fund - 606
Month Ending 09/30/2018 75% of the Year

<table>
<thead>
<tr>
<th></th>
<th>Total Budget</th>
<th>Total Revenue</th>
<th>Uncollected</th>
<th>% Uncollected</th>
<th>Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contribution from LFRA Impact Fee fund</td>
<td>786,435</td>
<td>-</td>
<td>786,435</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Grants</td>
<td>486,365</td>
<td>-</td>
<td>486,365</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rural District Payment on Internal Financing</td>
<td>154,500</td>
<td>169,053</td>
<td>(14,553)</td>
<td>-9.42</td>
<td>109.42</td>
</tr>
<tr>
<td>LFRA Contribution</td>
<td>944,970</td>
<td>619,479</td>
<td>325,491</td>
<td>34.44</td>
<td>65.56</td>
</tr>
<tr>
<td>Interest/Gains</td>
<td>-</td>
<td>10,203</td>
<td>(10,203)</td>
<td>0.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Sale on Assets</td>
<td>60,000</td>
<td>90,200</td>
<td>(30,200)</td>
<td>-50.33</td>
<td>150.33</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>-</td>
<td>10,100</td>
<td>(10,100)</td>
<td>0.00</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>2,432,270</td>
<td>899,035</td>
<td>1,533,235</td>
<td>63.04</td>
<td>36.96</td>
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</table>

Expenditures

<table>
<thead>
<tr>
<th></th>
<th>Total Budget</th>
<th>Expenditure</th>
<th>Enc</th>
<th>Total Available</th>
<th>% Budget Remaining</th>
<th>Total % Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apparatus Replacements</td>
<td>2,762,729</td>
<td>700,421</td>
<td>936,807</td>
<td>1,125,501</td>
<td>40.74</td>
<td>59.26</td>
</tr>
</tbody>
</table>

Revenue Less Expenditures  (330,459)  198,614
Fleet replacement includes:
- One Spartan Type 6 engine to replace Engine 66
- Four Chevy Colorado trucks for the Community Safety Division
- One Spartan Type 1 engine - new engine for Station 7
- One Spartan Type 4 engine - new engine for Station 7

Loveland Fire Rescue Authority
Station 7 Construction Fund - 607
Month Ending 09/30/2018 75% of the Year

<table>
<thead>
<tr>
<th></th>
<th>Total Budget</th>
<th>Actual</th>
<th>Enc</th>
<th>Remaining Budget</th>
<th>% Budget Remaining</th>
<th>Total % Collected / Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Loan amount</td>
<td>4,409,200</td>
<td>4,409,200</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Interest On Investments</td>
<td>-</td>
<td>34,612</td>
<td></td>
<td>(34,612)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Gain/Loss On Investments</td>
<td>-</td>
<td>271</td>
<td></td>
<td>(271)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transfer from LFRA General fund</td>
<td>130,000</td>
<td>130,000</td>
<td></td>
<td></td>
<td>-</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>4,539,200</td>
<td>4,444,084</td>
<td>95,116</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Expenditures

<table>
<thead>
<tr>
<th></th>
<th>Total Budget</th>
<th>Expenditure</th>
<th>Enc</th>
<th>Total Available</th>
<th>% Available</th>
<th>Total % Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Services</td>
<td>4,149,200</td>
<td>147,656</td>
<td>257,832</td>
<td>3,743,712</td>
<td>90.23</td>
<td>9.77</td>
</tr>
<tr>
<td>Bond Issuance Expense</td>
<td>260,000</td>
<td>259,815</td>
<td>185</td>
<td>0.07</td>
<td>99.93</td>
<td></td>
</tr>
<tr>
<td>Transfer to City of Loveland</td>
<td>130,000</td>
<td>130,000</td>
<td></td>
<td>100.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>4,539,200</td>
<td>407,471</td>
<td>257,832</td>
<td>3,873,897</td>
<td>85.34</td>
<td>14.66</td>
</tr>
</tbody>
</table>

Loveland Fire Rescue Authority
LFRA Impact Fees Fund - 608
Month Ending 09/30/2018 75% of the Year

<table>
<thead>
<tr>
<th></th>
<th>Total Budget</th>
<th>Actual</th>
<th>Enc</th>
<th>Remaining Budget</th>
<th>% Budget Remaining</th>
<th>Total % Collected / Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Protection</td>
<td>350,000</td>
<td>490,601</td>
<td></td>
<td>(140,601)</td>
<td>-40.17</td>
<td>140.17</td>
</tr>
<tr>
<td>Interest On Investments</td>
<td>-</td>
<td>9,142</td>
<td></td>
<td>(9,142)</td>
<td>0.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Gain/Loss On Investments</td>
<td>-</td>
<td>71</td>
<td></td>
<td>(71)</td>
<td>0.00</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>350,000</td>
<td>499,814</td>
<td></td>
<td>(149,814)</td>
<td>-42.80</td>
<td>142.80</td>
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<tr>
<td>Expenditures</td>
<td>Total Budget</td>
<td>Expenditure</td>
<td>Enc</td>
<td>Total Available</td>
<td>Total % Available</td>
<td>Total % Spent</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>--------------</td>
<td>-------------</td>
<td>-----</td>
<td>----------------</td>
<td>--------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Principal</td>
<td>275,000</td>
<td>-</td>
<td>-</td>
<td>275,000</td>
<td>100.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Interest Payments</td>
<td>106,000</td>
<td>26,821</td>
<td>-</td>
<td>79,179</td>
<td>74.70</td>
<td>25.30</td>
</tr>
<tr>
<td>Transfer to LFRA Fleet Replacement fund</td>
<td>786,435</td>
<td>-</td>
<td>-</td>
<td>786,435</td>
<td>100.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>1,167,435</td>
<td>26,821</td>
<td>-</td>
<td>1,140,614</td>
<td>97.70</td>
<td>2.30</td>
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</tbody>
</table>
# PROPERTY & LIABILITY CLAIMS

<table>
<thead>
<tr>
<th>TYPE</th>
<th>2018 - Sept 30</th>
<th></th>
<th>2017</th>
<th></th>
<th>2016</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td># Claims</td>
<td>Paid</td>
<td># Claims</td>
<td>Paid</td>
<td># Claims</td>
<td>Paid</td>
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<tr>
<td>Auto</td>
<td>3</td>
<td>$0</td>
<td>4</td>
<td>$4,399</td>
<td>1</td>
<td>$2,311</td>
</tr>
<tr>
<td>Building</td>
<td>2</td>
<td>$0</td>
<td>1</td>
<td>$0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>General Liability</td>
<td>0</td>
<td>$0</td>
<td>1</td>
<td>$2,000</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>5</td>
<td>$0</td>
<td>6</td>
<td>$6,399</td>
<td>1</td>
<td>$0</td>
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</tbody>
</table>

# WORKERS' COMPENSATION CLAIMS

<table>
<thead>
<tr>
<th>Year</th>
<th># Claims</th>
<th>Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 - Sept 30</td>
<td>18</td>
<td>$53,275</td>
</tr>
<tr>
<td>2017</td>
<td>27</td>
<td>$58,942</td>
</tr>
<tr>
<td>2016</td>
<td>21</td>
<td>$142,375</td>
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<tr>
<td>2015</td>
<td>15</td>
<td>$45,204</td>
</tr>
<tr>
<td>2014</td>
<td>14</td>
<td>$38,009</td>
</tr>
<tr>
<td>2013</td>
<td>17</td>
<td>$13,510</td>
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</tbody>
</table>

# CORA REQUESTS

<table>
<thead>
<tr>
<th>Month</th>
<th>Incident Report Requests</th>
<th>Personnel Requests</th>
<th>Fees Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2018</td>
<td>12</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>August 2018</td>
<td>12</td>
<td>1</td>
<td>$47.50</td>
</tr>
<tr>
<td>July 2018</td>
<td>6</td>
<td>0</td>
<td>$20.00</td>
</tr>
<tr>
<td>June 2018</td>
<td>12</td>
<td>0</td>
<td>$12.00</td>
</tr>
<tr>
<td>May 2018</td>
<td>4</td>
<td>0</td>
<td>$110.00</td>
</tr>
<tr>
<td>April 2018</td>
<td>4</td>
<td>1</td>
<td>$40.00</td>
</tr>
</tbody>
</table>