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order to determine whether there are any other document management policies maintained by the Authority that need to be rescinded before adopting the document retention and destruction schedule.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

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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 long 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