Loveland Fire Rescue Authority Board Meeting

Fire Administration Building
EOC Conference Room
410 E. 5th Street
Loveland, Colorado  80537
Wednesday, September 26, 2018

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

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

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL
APPROVAL OR AMENDMENT
AWARDS AND PRESENTATIONS
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.
1. Consider a Motion to Approve the Minutes from the Loveland Fire Rescue Authority Board for the August 29, 2018 Regular Board Meeting

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

End of Consent Agenda

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

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

4. Consider a Motion to Adopt the LFRA Pay Plan and Associated Pay Adjustments, Effective November 1, 2018.

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

6. Conduct a Public Hearing and Consider a Motion to Adopt Resolution R-96, Adopting the LFRA Budget for the 2019 Fiscal Year

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

8. Review Briefing Papers and Correspondence
   a. Chief’s Report
   b. Letters
   c. August Operations Statistics
   d. August Community Safety Division Statistics
   e. August Human Resources & CORA Statistics
   f. August Budget Statistics

9. Other Business for Board Consideration

10. Executive Session, if Needed

11. Possible Action on Any Matter Discussed in Executive Session

ADJOURN
TITLE

Consider a Motion to Approve the Minutes from the July 25, 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 July 25, 2018 regular meeting of the LFRA Board. The document details the discussions at the meeting including: approval of the June 27, IGA with City of Loveland for Joint and Reciprocal Services, a first amendment to the Non-Residential Real Property Lease Agreement, hiring an overhire, 2019 budget presentation, 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

July 25, 2018 Minutes
Loveland Fire Rescue Authority Board Meeting Minutes
Wednesday, August 29, 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 Richard Ball, City of Loveland Council Member
Director Steve Adams, Loveland City Manager

Members Absent:
None

Staff Present:
Mark Miller, Fire Chief
Emily Powell, Legal Counsel to the Authority
Greg White, Secretary of Rural District
Greg Ward, Division Chief
Kristen Cummings, Business Services Coordinator,
Eric Klaas, Battalion Chief
Cheryl Cabaruvias, Administrative Analyst/Recording Secretary
Cariè Dann, Deputy Fire Marshal
Dan Engelhardt, Fire Lieutenant
Jonnie Genova, Administrative Technician
David Rhoades, Fire Inspector
Lenny Layman, Emergency Management Specialist
Randy Mirowski, Special Projects 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.

Awards and Presentation:
Deputy Fire Marshal Captain Carie Dann was recognized by Rob Geislinger, Technical Services Coordinator with the National Fire Sprinkler Association, for her passion and advocacy of fire sprinklers, as represented by her quotes in a recent newspaper article about the Sushi Jooa fire.

**Swearing In:**

None

**Public Comment:**

No public comment.

**Consent Agenda:**

1. **Consider a Motion to Approve the Minutes from the Loveland Fire Rescue Authority Board for the July 25, 2018 Regular Board Meeting**

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

**Regular Agenda:**

2. **Conduct a Public Hearing and Consider a Motion to Adopt Resolution R-92, Adopting a Supplemental Budget Regarding the Appropriation of Monies to and the Expenditure of Monies from the General, Fleet Replacement, Capital Projects and LFRA Impact Fees Funds**

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

Chief Miller advised that there had been a change to Section 5 of Resolution R-92. Specifically, instead of monies being transferred from the Fleet Replacement Fund, the monies are to be transferred from the LFRA General Fund.

Motion made by Vice Chairman John Fogle to adopt Resolution R-92 with the proposed change to Section 5. Director Legits seconded; motion carried unanimously.

3. **Conduct a Public Hearing and Consider a Motion to Adopt Resolution R-93, Approving an Update to the 2019 Consolidated Schedule of Rates, Charges and Fees for Services Provided by LFRA**

Chief Miller stated that staff would like to add a provision to Resolution R-93 allowing fees to be negotiated when doing so is in the best interests of LFRA.

Motion made by Vice Chairman John Fogle to open the public hearing. Director Dave Legits seconded; motion carried unanimously. There was no public comment, and the public hearing was closed.

Motion made by Vice Chairman John Fogle to adopt Resolution R-93, with the additional
4. Presentation and Discussion of the 2019 Budget

Chief Miller provided a presentation regarding the 2019 proposed budget. He presented information about the decision package. LFRA is still waiting for a decision on its SAFER grant application. If LFRA gets the SAFER grant, twelve firefighters will be hired in June 2019. If LFRA does not get the grant, nine firefighters will be hired in June 2019, and three additional firefighters will be hired in 2020.

Chief Miller discussed the Gallagher Amendment’s effect on the Rural District. Greg White stated it will affect the Rural District revenue by 7%.

Greg White questioned why the budget reflects an assumption that the SAFER grant will be awarded, so that LFRA will have to ask for additional funds if it is not awarded, instead of budgeting for not getting the grant, and making the adjustment for receiving the grant if it is awarded. Director Adams assured Mr. White that the City has a contingency plan for providing the additional funds if the SAFER Grant is not awarded.

A public hearing will be conducted to adopt the budget at the next meeting.

5. Consider a Motion to Approve the Loan and Repayment Agreement with the City of Loveland for Emergency Access Road Construction

Chief Miller presented the proposed Loan and Repayment Agreement with the City of Loveland for construction of the emergency access road at the Training Center. He advised that the Agreement provides for the loan to be repaid by the City of Loveland within three years, with no interest for the first year. Director Adams stated that the City intends to give LFRA the full $130,000, even if the road construction costs less. Attorney Powell advised that the Agreement does not contemplate the additional contribution and would need to be amended. She stated that the Board could still take a vote to approve the Agreement as-written to allow construction to begin, and that she and City Attorney Junglas could write an amendment to the IGA.

Motion made by Vice Chairman John Fogle to approve the Loan and Repayment Agreement with the City of Loveland. Director Adams seconded; motion carried unanimously.

6. Consider a Motion to Adopt Resolution R-94, Authorizing the Execution of a Grant Agreement with the Federal Emergency Management Agency for a 2017 Assistance to Firefighters Grant

Motion made by Vice Chairman John Fogle to adopt Resolution R-94. Director Legits seconded; motion carried unanimously.

7. Chief’s Report

Chief Miller stated there was a badge pinning for three new firefighters, and the promotion of two firefighters, Alex Chapin and Zach Cain, to Engineer. Engineer Janet Probst announced her retirement, and her last day will be September 10, 2018.

Fire Station 7’s design is being taken to a Big Thompson Elementary School Parent Meeting for feedback. Chief Miller is also trying to negotiate using stone from the local quarry.

There will be a fire sprinkler demonstration on September 18, 2018 at the fire administration building. City Council, the LFRA Board, and the Downtown Development Group will be invited.
On September 11, 2018, the Good Samaritan Loveland Village will be hosting Red Bandanna Day for the second year, providing breakfast burritos for all first responders in Loveland. At 10:00 am there will be a tree planting ceremony at Loveland Police Department.

Chief Miller stated that the Hearts and Horses non-profit is having a benefit dinner and auction. He is sponsoring a table with personal funds, and would like to invite LFRA Board members to attend. Chairman Swanty asked Attorney Powell if there can be budget support for donations to non-profits, and Attorney Powell advised that there can be if the non-profit’s purpose ties back to the mission of the Authority.

8. Other Business for Board Consideration

No other business.

9. Executive Session Pursuant to CRS 24-6-402(4)(b) to Receive Advice of Legal Counsel Regarding Financial Strategy

Chairman Swanty moved to enter executive session under Section 24-6-402(4)(b) of the Colorado Revised Statutes for the purpose of receiving advice of legal counsel regarding the Authority’s financial strategy. Seconded by Vice Chairman Fogle; motion carried unanimously. Attorney Powell stated for the record that the executive session constitutes privileged attorney-client communications, and would not be recorded. The Board went into executive session at 3:16pm.

Upon motion duly made and seconded, the Board came out of executive session and the meeting was adjourned at 4:30 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

I hereby attest that the information communicated during the executive session, which was not recorded, constituted privileged attorney-client communications.

____________________________
Emily Powell

I hereby attest that the executive session, which was not recorded, was confined to the topics authorized for discussion in executive session pursuant to C.R.S. § 24-6-402(4)(b).

____________________________
Jeff Swanty, Chairman
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.

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
Document Retention and Destruction Schedule
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"); and,

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.

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

________________________________________
Board Chairman

ATTEST:

________________________________________
Secretary
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-fatality*

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]
LOVELAND FIRE RESCUE AUTHORITY

DOCUMENT RETENTION & DESTRUCTION SCHEDULE

Effective Date: September 26, 2018
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SCHEDULE 1. Building and Structure Records

1.10 Address History Files [Modified]
1.40 Building and Other Uniform Codes (See Schedule 7 Code Book Records)
1.50 Fire Code Board Case Files [Modified]
1.60 Certificates of Occupancy [Modified]
1.70 Communication Tower Structures
1.90 Contractor's Licenses
1.140 Housing Rehabilitation Projects (See Schedule 5 Grant Records and Schedule 7 Project Files)
1.150 Inspection Records [Modified]
1.160 Landmark and Historic Designations [Deleted – Not Applicable]
1.170 Mobile Home Standards [Deleted – Not Applicable]
1.180 Policies and Procedures (See Schedule 7 Policies and Procedures Documentation)
1.200 Regulations – Building (See Schedule 7 Regulations and Standards)
1.210 Reports – Building Activity [Deleted – Not Applicable]
1.230 Standards – Building [Deleted – Not Applicable]

SCHEDULE 2. Reserved

SCHEDULE 3. Election Records [Deleted – Not Applicable]

SCHEDULE 4. Reserved

SCHEDULE 5. Financial Records

5.10 Accounts Payable Records
  • Subsections include:
    o Accounts Payable Records
    o Balance Sheets
    o Bills Paid
    o Charge Slips And Credit Cards Statements
    o Credit Card Records
    o Expense Records
    o Form 1099
    o Petty Cash Records
    o Purchasing Records
    o Vendor Files
    o W-9 Forms

5.20 Accounts Receivable Records
  • Subsections include:
    o Accounts Receivable Records In General
    o Balance Sheets
    o Cashbooks, Receipts And Reports
    o Cash Register Validation Tape
    o Fee Receipts
    o Invoices And Statements Issued By The Authority
    o Utility Billing Records [Deleted – Not Applicable]

5.30 Agreements and Contracts – Financial (See Schedule 7 Agreements and Contracts)
5.40 Audit Records
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  - Audit Work Papers

5.50 Bank Records
- Subsections include:
  - Bank Records In General
  - Bank Statements
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5.70 Billing Records (See Schedule 5 Accounts Receivable Records and Utility Billing)

5.80 Bond Issue Records
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  - Bond Issue Proceedings Books
  - Bonds, Notes And Coupons Paid
  - Bond Registers And Legers

5.90 Bonds – Public Officials (See Schedule 15 Bonds)

5.100 Budget Records
- Subsections include:
  - Final Adopted
  - Preliminary
  - Budget Reports
  - Budget Work Papers

5.120 County Revenue Programs (See Schedule 5 Government Revenue Programs)

5.130 Expense Records (See Schedule 5 Accounts Payable Records)

5.140 Federal Revenue Programs (See Schedule 5 Government Revenue Programs)

5.150 Fee and Rate Schedules
- Example documents include:
  - Calculations
  - Methodology for establishing the fee or rate
  - Comparisons with other districts and authorities
  - Projections of revenue based on recommended fees or rates

5.160 Financial Guarantees
- Example documents include:
  - Escrow accounts
  - Letters of credit
  - Liens
  - Promissory notes

5.170 Financial Reports (See Schedule 16 Acquisition Records)

5.180 Fixed Asset Records
- Subsections include:
  - Acquisitions
  - Annual Reports
  - Depreciation Detail
  - Disposition Records
5.190 Franchise Records. [Deleted – Not Applicable]

5.200 Fund Records
- Subsections include:
  - Fund Establishment
  - Trust Fund Records

5.210 Government Revenue Programs
- Subsections include:
  - Colorado Department Of Revenue Monthly Revenue Distribution Report
  - Revenue Sharing
  - Instructions For Completing Government Forms
  - State Revenue Programs
  - Conservation Trust Fund (Lottery) [Deleted – Not Applicable]

5.220 Grant Records
- Subsections include:
  - Audits – Grants
  - Grants From The Authority
  - Grants To The Authority
  - Rejected Grants
  - Reports
  - Supporting Documentation

5.240 Insurance Records
- Subsections include:
  - Certificates of Insurance
  - Claim Records
  - Public Entity Risk Management Pool Records
  - Employee Insurance Claim Records
  - Insurance Policies
  - Risk Management Policies
  - Unemployment Insurance (See Schedule 15 Unemployment Insurance)
  - Workers' Compensation (See Schedule 15 Workers' Compensation)

5.250 Inventories (See Schedule 5 Fixed Asset Records)

5.260 Investment Records
- Subsections include:
  - Bank Statements – Investments
  - Certificates Of Deposit
  - Certificates Of Deposit – Registers
  - Investment Policies
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  - Reports – Investment Of Funds
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5.270 Ledgers and Journals
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  - General Ledger
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5.280 Loan Records
- Subsections include:
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LOVELAND FIRE RESCUE AUTHORITY DOCUMENT RETENTION & DESTRUCTION SCHEDULE

5.290 Payroll Records (See Schedule 15 Payroll Records)
5.300 Purchasing Records
  • Subsections include:
    o Purchasing Records In General
    o Agreements – Procurement (See Schedule 7 Agreements And Contracts)
    o Advertisements For Bids (See Schedule 7 Affidavits Of Publication)
    o Auction Records (See Schedule 5 Fixed Asset Records)
    o Bids
    o Lease-Purchase Records
    o Procurement And Purchasing Policies
    o Purchasing Control Forms
    o Solicitations And Specifications
    o State Bid List
    o Vendor Lists
5.310 Rate Schedules (See Schedule 5 Fee and Rate Schedules)
5.315 Rebate Program Records
5.320 Receipts – Fees Paid (See Schedule 5 Accounts Receivable Records)
5.330 Reports – Financial
  • Subsections include:
    o Annual Financial Reports
    o Audit Reports (See Schedule 5 Audit Reports)
    o Budget Reports (See Schedule 5 Budget Records)
    o Comprehensive Annual Financial Report (CAFR) (See Schedule 5 Audit Reports)
    o County Treasurer’s Reports
    o Payroll Reports (See Schedule 15 Payroll Reports)
    o Revenue And Expenditure Reports
5.340 Tax Collection Records [Deleted – Not Applicable]
5.350 Travel Expenses (See Schedule 5 Accounts Payable Records)
5.360 Utility Billing [Deleted – Not Applicable]
5.370 Warrants/Checks (See Schedule 5 Accounts Payable Records)
5.380 Worksheets – Financial

SCHEDULE 6. Fleet and Equipment Records

6.10 Agreements – Acquisition, Lease, Maintenance and Service (See Schedule 7 Agreements)
6.20 Auction Records (See Schedule 5 Fixed Asset Records)
6.30 Bills of Sale
6.40 Communications System Licenses
6.50 Computer System Records
  • Subsections include:
    o Computer Backup Documentation
    o Computer System Maintenance Records
    o Computer System Program Records
    o Computer System Security
    o Computer System Wiring
    o Electronic Mail (See Schedule 7 Electronic Records)
    o Software Management
6.60 Equipment Records
6.70 Fuel Records
6.80 Insurance Coverage (See Schedule 5 Insurance)
6.90 Inventories – Fleet and Equipment
6.100 Lease-Purchase Records (See Schedule 5 Purchasing Records)
6.110 Maintenance and Safety Records
  • Subsections include:
LOVELAND FIRE RESCUE AUTHORITY DOCUMENT RETENTION & DESTRUCTION SCHEDULE

- Driver Vehicle Inspection Reports [Deleted – Not Applicable]
- Inspection And Maintenance Documents – Public Safety
6.120 Manuals – Vehicles and Equipment
6.130 Office Equipment Records
6.140 Policies and Procedures (See Schedule 7 Policies and Procedures)
6.150 Purchasing Records (See Schedule 5 Purchasing Records)
6.160 Telephone System - Authority Buildings
6.170 Unclaimed Personal Property (See Schedule 5 Fixed Asset Records – Disposition Records)
6.180 Vehicle Histories
6.190 Vehicle Registration Certificates
6.200 Vehicle Titles
6.210 Warranties
6.220 Work Orders

SCHEDULE 7. General Administrative Records

7.05 Administrative Proceedings Records
7.10 Affidavits of Publication
7.20 Agreements and Contracts
7.30 Associations and Organizations
7.40 Awards and Honors
7.50 Intergovernmental Agreement Records
7.60 Code Book Records
7.70 Committees - Internal
7.80 Complaints, Routine Service Requests and Nonbinding Petitions
  - Example documents include:
    - Communications that convey dissatisfaction or disagreement with actions taken by the Authority
    - Routine requests for service or information
    - Petitions with no legal effect but which express opinions of the signers

7.90 Correspondence and General Documentation
  - Example documents include:
    - Letters
    - Postcards
    - Memoranda
    - Notes
    - Telecommunications
  - Subsections include:
    - Calendars And Notes
    - Enduring Long-Term Value
    - Routine Value
    - Transitory Value

7.100 Electronic Records
  - Subsections include:
    - Computer-Maintained Records
    - Electronic Mail

7.110 Event Records
  - Example documents include:
    - Records pertaining to promotion and organization of special and historic events

7.120 External Groups and Agencies
  - Example documents include:
    - Records provided from outside agencies such as minutes, studies or reports

7.130 Forms - Blank
7.140 General Subject Files
  - Subsections include:
General Administrative Records
Housekeeping Files - includes items like parking space assignments, fax logs, key distribution records
Policy And Program Development Files
Technical Or General Reference Files

7.150 Legislation and Regulatory Actions
7.160 Mailing and Distribution Records
- Subsections include:
  o Certified Mail Return Receipts
  o Envelopes
  o Mailing And Distribution Lists
  o Meeting Notification Lists
  o Record Of Mailing
  o Undeliverable Mailings (excluding mail ballots)

7.170 Manuals and Handbooks (See Schedule 6 Manuals)
7.180 Maps and Drawings
- Example documents include:
  o Maps
  o Drawings
  o Architectural And Engineering Records
  o Photomaps
  o Field Study Notes
  o Site Plans
  o Street Plans
  o Construction Drawings
  o GIS And CAD Drawings
  o Inclusion And Exclusion Maps
  o Special District And Authority Boundary Maps
  o Election Maps
  o USGS Topographical Maps
- Subsections include:
  o GIS Records
  o Back-Ups And Historical Snapshots
  o Data Documentation And Metadata
  o Datasets And Data Files
  o Fee Collection
  o Finding Aids
  o Policy Documentation -GIS
  o Processing Files
  o Source Documents – GIS

7.190 Maps - Informational
7.200 Memberships
7.210 Minutes (See Schedule 7 Committees and Schedule 8 Minutes)
7.220 News Clippings (See Schedule 9 Scrapbooks)
7.230 News Releases
- Subsections include:
  o Releases – Policy or Historical Value
  o Releases – Routine

7.235 Open Records Requests And Supporting Documentation
7.240 Organization Files
7.250 Petitions, Objections And Remonstrances (See Schedule 7 Complaints and Correspondence)
7.260 Policies And Procedures Documentation
7.270 Program Records
- Subsections include:
  o Authorities
  o Facility And Program Use Records
LOVELAND FIRE RESCUE AUTHORITY DOCUMENT RETENTION & DESTRUCTION SCHEDULE

- Fees And Rates (See Schedule 5 Fee And Rate Schedules)
- Liability Waivers
- Library Records [Deleted – Not Applicable]
- Museum Records [Deleted – Not Applicable]
- Other Programs Sponsored By The Authority
- Support Groups – Authority Programs
- Sister City Programs

7.280 Project Files
- Example documents include:
  - Final Project Reports
  - Specifications And Contract Documents
  - Certificates Of Insurance
  - Project-Related Permits And Licenses
  - Notices Of Final Settlement
  - Change Order Requests
- Subsections include:
  - Capital Projects
  - Major Projects
  - Minor Projects
  - Project Bonds
  - Project Control Files

7.290 Public Relations Records
- Example documents include:
  - Speeches, addresses and comments of public officials
  - Remarks made at formal Authority events and ceremonies
- Includes paper, videotape, motion picture or tape recordings

7.300 Publications
- Example documents include:
  - Documents printed or otherwise produced for wide internal or external distribution
  - Annual Reports
  - Brochures
  - Pamphlets
  - Studies
  - Proposals
  - Instructional Material

7.310 Records Finding Aids
- Example documents include:
  - Manual or automated indexes, lists or registers designed to make it easier to locate documents

7.320 Regulations and Standards
- Example documents include:
  - Documentation of rules, regulations or standards
  - Includes nationally recognized standards used to interpret or implement applicable Fire Codes

7.330 Reports
- Subsections include:
  - Annual Reports
  - Daily Reports
  - Monthly Or Weekly Reports
  - Quarterly Reports

7.340 Retention Schedules And Compliance Certificates
7.350 Rules And Regulations (See Schedule 7 Regulations and Standards)
7.360 Software And Software Manuals (See Schedule 6 Computer Systems)
7.365 Authority Records
• Example documents include:
  o Service Area Plans
  o Boundary Maps
  o Service Agreements
  o Intergovernmental Agreements
  o Memoranda Of Understanding
  o Other Contracts

7.370 Standards (See Schedule 7 regulations and standards)
7.380 Studies, Plans And Reports
• Example documents include:
  o Feasibility Studies
  o Planning And Land Use Studies
  o Basin Plans
  o Capital Projects Reports
  o Transportation System Plans
  o Master Street Plans

7.390 Surveys And Questionnaires
7.395 Surveys Conducted By The Authority
7.400 Training And Conference Materials [Modified]
7.410 Worksheets And Drafts
• Example documents include:
  o Rough Notes
  o Calculations Or Drafts To Analyze Other Documents
  o Informal Notes
  o Preliminary Drafts

SCHEDULE 8. Governing Body Records

8.10 Agenda Supporting Documentation
8.20 Agendas
8.30 Appointments
8.40 Bylaws Or Board Member Manual
8.45 Committee Records - Governing Body
8.50 Enterprise Board Records (See Schedule 8 Governing Body)
8.60 Goals
• Example documents include:
  o Formally adopted strategic plans or policy agendas

8.70 Governing Body As Another Decision-Making Body
8.80 Legislative Lobbying Records
• Example documents include:
  o Records of official positions taken by the Authority
  o Lobbing efforts related to state or federal legislation or ballot measures of interest to the Authority

8.90 List of Members
8.100 Member Records
• Example documents include:
  o Appointment records to fill Board vacancies
  o Resignations
• Subsections include:
  o Conflict Of Interest Disclosure Statements
  o Financial Disclosure Statements

8.110 Minutes And Supporting Documentation
8.120 Notes Taken At Meetings
8.130 Notices Of Meetings
8.140 Oaths Of Office
LOVELAND FIRE RESCUE AUTHORITY DOCUMENT RETENTION & DESTRUCTION SCHEDULE

8.160 Orientation And Training Information
8.170 Packets Of Information Distributed To Governing Body - Convenience Copies
8.180 Proclamations
8.200 Resolutions
8.210 Signature Certificates
8.220 Recordings Of Meetings [Modified]

SCHEDULE 9. Historical Records

9.05 Archaeological And Historical Site Records. [Deleted – Not Applicable]
9.10 Community And Authority Histories
9.20 Community Records
9.30 Historic Buildings And Authorities (See Schedule 1 Landmark and Historic Designations)
9.40 Historical Society (See Schedule 7 External Groups and Agencies)
9.50 Organization Records
9.60 Landmarks (See Schedule 1 Landmark and Historic Designations)
9.70 Logo – Authority (See Schedule 9 Seal and Logo of the Authority)
9.80 News Clippings (See Schedule 9 Scrapbooks)
9.90 Newspapers – Local
9.100 Photographic Records with Historical Value
9.110 Records Older Than 1900
9.120 Scrapbooks
9.130 Seal, Logo And Other Intellectual Property Records

SCHEDULE 10. Infrastructure Records [Deleted – Not Applicable]

SCHEDULE 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]
11.20 Census And Population Records
11.45 Development Review Records [Deleted – Not Applicable]
11.70 Environmental Records [Deleted – Not Applicable]
11.80 Fee Receipts (See Schedule 5 Accounts Receivable Records)
11.90 Floodplain Records
  • Subsections include:
    o Basin And Floodway Records
    o Flooding Records
    o Floodplain Building Permits
    o Floodplain Regulations
    o Wetlands
11.100 Maps, Plats And Plans (See Schedule 7 Maps and Drawings)
11.110 Nuisances
11.130 Plans, Studies And Reports
11.140 Referrals From Other Jurisdictions
11.180 Violations – Covenant Enforcement [Deleted – Not Applicable]
11.190 Zoning Records
  • Subsections include:
    o Initial Zoning
    o Zoning Certificates
SCHEDULE 12. Licenses And Permits

12.10 Bonds – Licenses And Permits [Deleted - Not Applicable]
12.15 Licenses Issued To The Authority
12.30 Permit Records
   • Subsections include:
     o Burning Permits
     o Communication Tower Permits [Deleted – Not Applicable]
     o Encroachment Permits [Deleted – Not Applicable]
     o Excavation Permits [Deleted – Not Applicable]
     o Facility Permits [Deleted – Not Applicable]
     o Fence Permits [Deleted – Not Applicable]
     o Fire Alarm System Permits
     o Industrial Pretreatment Permits
     o Permits To Work In Public Way [Deleted – Not Applicable]
     o Sewer Tap Permits [Deleted – Not Applicable]
     o Sludge Application Permits [Deleted – Not Applicable]
     o Special Events And Use Permits [Deleted – Not Applicable]
     o Street Cut Permits [Deleted – Not Applicable]
     o Telephone Company Permits [Deleted – Not Applicable]
     o Underground Storage Tank Permits
     o Use Permits
12.35 Permits Issued To The Authority
12.40 Registers – Licenses And Permits

SCHEDULE 13. Litigation And Legal Counsel Records

13.10 Attorney Correspondence (See Schedule 7 Correspondence and General Documentation)
13.20 Billings – Legal Counsel (See Schedule 5 Accounts Payable Records)
13.30 Medical Records – Personal Injury Claims
13.50 Garnishments (See Schedule 15 Payroll Records)
13.60 Legal Opinions
13.70 Litigation Case Records
   • Subsections include:
     o Major Litigation
     o Minor Litigation

SCHEDULE 14. Reserved

SCHEDULE 15. Personnel Records

15.10 Affirmative Action Records [Deleted – Not Applicable]
15.20 Agreements And Contracts - Personnel
   • Subsections include:
     o Collective Bargaining Agreements
     o Employment Contracts
15.30 Americans With Disability Act Records
15.40 Benefits Records
   • Subsections include:
     o Group Health Insurance – Continuation Of Coverage
     o Benefit Plans
     o Benefit Reports
     o Employee Insurance Claims
LOVELAND FIRE RESCUE AUTHORITY DOCUMENT RETENTION & DESTRUCTION SCHEDULE

15.50 Bonds - Public Officials
15.60 Compliance With Regulatory Requirements
   • Subsections include:
     o Affirmative Action Plan
     o Affirmative Action Records
     o Report EEO-4
     o Americans With Disabilities Act Compliance
     o Consolidated Omnibus Budget Reconciliation Act (COBRA)
     o Family And Medical Leave Act (FMLA)
     o Occupational Safety And Health Act (OSHA)
15.65 Drivers License Verifications
15.70 Employee Records - Active And Terminated [Modified]
15.80 Employee Records - Temporary And Seasonal [Modified]
15.85 Employment Verifications
15.90 Expense Records (See Schedule 5 Accounts Payable Records)
15.100 Garnishments
15.110 Grievances
15.120 Health And Safety Records [Modified]
   • Subsections include:
     o Hazardous Materials Exposure
     o HIPPA Authorizations For Release Of Information
     o Material Safety Data Sheets (MSDS)
     o Safety Training Information
15.130 I-9 Forms
15.140 Insurance – Employee
15.150 Job Records
   • Subsections include:
     o Advertisements Of Job Opportunities
     o Applications For Employment And Supporting Documentation
     o Applications For Employment – Not Hired
     o Examinations
     o Job Descriptions And Specifications
     o Polygraph Records – Job Applicants
     o Polygraph Records – Routine (Not Job Related)
15.160 Oaths Of Office
15.170 Payroll Records
   • Subsections include:
     o Basis Of Pay
     o Compensation Plans
     o Credit Union Deduction Requests
     o Direct Deposit Reports
     o Employee Longevity Reports
     o Garnishments
     o Leave Records
     o Pay Plans
     o Payroll Reports
     o Payroll Tax Records
     o Register – Payroll
     o Salary Surveys
     o Time Worked Records
     o Wage-Rate Tables
     o W-2 Forms
     o W-4 Forms
15.180 Pension Records
   • Subsections include:
LOVELAND FIRE RESCUE AUTHORITY DOCUMENT RETENTION & DESTRUCTION SCHEDULE

15.190 Physical And Medical Records [Modified]
   • Subsections include:
     o Age Discrimination In Employment Act And Americans With Disabilities Act Records
     o Family And Medical Leave Act Records
     o Occupational Safety And Health Act (OSHA) Records

15.200 Policies And Procedures - Personnel
15.210 Regulatory Agency Information (See Schedule 7 Legislation and Regulatory Actions)
15.220 Reports - Personnel
15.230 Safety
15.240 Signature Certificates
15.250 Social Security
15.260 Test Records
15.270 Training Information [Modified]
15.280 Unemployment Insurance
15.290 Volunteer Worker Records [Modified]
15.300 Work Schedules
15.310 Workers' Compensation

SCHEDULE 16. Property Records

16.10 Acquisition Records
   • Example documents include:
     o Quiet Title Actions
     o Condemnations And Eminent Domain Actions
     o Purchase Of Property Actions
16.20 Auction Records (See Schedule 5 Fixed Asset Records)
16.30 Buildings And Structures – Authority
16.50 Deeds And Dedications
16.60 Easements And Rights-Of-Way
16.70 Encroachments (See Schedule 12 Encroachment Permits)
16.80 Fleet And Equipment Records (See Schedule 6 Fleet and Equipment Records)
16.90 Inventories (See Schedule 5 Fixed Asset Records)
16.100 Leases
   • Example documents include:
     o Leases
     o Subleases
     o Assignments Of leases
     o Rental Rates
     o Terms Of Property Use
16.110 Maintenance, Upkeep And Damage Records
   • Subsections include:
     o Chemical Application Records
     o Damage Records
     o Inspection Records
16.120 Parks [Deleted – Not Applicable]
16.130 Projects (See Schedule 7 Project Files)
16.140 Rights-Of-Way (See Schedule 16 Easements and Rights of Way)
16.150 Sale or Transfer Of Property Records
16.155 Security Records
   • Subsections include:
     o Automated Access System Records
LOVELAND FIRE RESCUE AUTHORITY DOCUMENT RETENTION & DESTRUCTION SCHEDULE

- Entry And Exist Log Sheets
- Videotapes Related To Security
- Facility Security Of Authority Buildings

16.160 Trees [Deleted – Not Applicable]
16.165 Utility Locate Requests. [Deleted – Not Applicable]
16.170 Vacations - Easements And Rights-Of-Way (See Schedule 10 Vacations)
16.180 Work Orders – Property

SCHEDULE 17. Public Safety Records

17.10 Agreements And Contracts (See Schedule 7 Agreements and Contracts)
17.30 Civil Defense
17.40 Disaster Response Planning
17.50 Emergency Planning And Response
   - Subsections include:
     o Emergency Operations And Management Plans
     o Incident Records – Disasters And Emergencies
17.60 Equipment - Public Safety
17.70 Fire and Rescue Activity Records [Modified]
   - Subsections include:
     o Burn Permits (See Schedule 12 Permit Records)
     o Call Sheets Or “Day Sheets” – Rescue Unit
     o Fire Reports
     o Equipment
     o Fire Hydrant Records
     o Fire Code (See Schedule 7 Code Book Records)
     o Fire Code Board Of Appeals (See Schedule 1 Board Case Files)
     o Incident Records
     o Inspections
     o Intelligence Files (Arson)
     o Requests For Services
     o Superfund Amendments Reauthorization Act Tier II Reports
17.75 Fire Authority Records (If International Fire Code Is Adopted)
   - Subsections include:
     o Approval And Variance Records
     o Fire Records
     o Inspection Records
     o Statistical Records – Fire Department
17.80 Hazardous Materials
   - Subsections include:
     o Asbestos Removal Permits (See Schedule 12 Permit Records)
     o Incident Prevention Reports
     o Incident Response Planning
     o Investigations
     o Toxic Site (Designated)
17.90 Emergency Services Records [Modified]
   - Subsections include:
     o Logs
     o Open Records Requests (See Schedule 7 Open Records Request)
     o Reports
     o Ride-Along Program Records
     o Training Records
17.100 Procedures And Policies (See Schedule 7 Procedures and Policies)
17.120 Tape Recordings - Dispatch
Appendices

Appendix A. Non-Records
Appendix B. Glossary
Appendix C. Methods of Record Destruction
Introduction

Terminology
Terminology that may be unfamiliar to some users is explained in Appendix B Glossary.

Numbering System
This Retention Schedule is organized into individual schedules that group related records. Each schedule is assigned a reference number, and an item identification number is assigned to each records title listed (i.e. 1.10 means Schedule 1, Item 10).

Record Titles and Description
Because the records titles used may not reflect the exact records titles used by some authorities, the retention schedule provides a short paragraph that gives descriptive information regarding the use and typical contents of each records series and sub-series.

Retention Periods
Retention periods are based on legal requirements for those records governed by such legal requirements and/or on common usage and industry standards for retention of Authority records to meet typical administrative, operational or reference requirements. The retention time period indicates the minimum length of time that the record copy should be retained by the Authority before disposal can take place. A retention period is always specified for the record copy and may also be specified in some cases for duplicate copies for records that are widely distributed throughout an organization. If no retention period is specified for duplicate copies of a particular type of record, the Authority may dispose of these duplicates in accordance with the following guidelines:

DUPLICATE COPIES CREATED FOR ADMINISTRATIVE PURPOSES
Retain for 1 year and then destroy.

DUPLICATE COPIES CREATED FOR CONVENIENCE OR REFERENCE
Retain until no longer needed for reference or 1 year, whichever is first, and then destroy.

Duplicate copies should not be retained longer than the record copy.

CRS 6-17-104 provides a default retention period of three years for records that state law requires to be retained when no retention period is otherwise specified.

The retention period specified in these schedules applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).

Guidelines for identification and handling of some non-records are discussed in Appendix A – Non-Records.
SCHEDULE NO. 1

BUILDING AND STRUCTURE RECORDS

General Description: Records generally relating to structures and buildings. The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).

Duplicate Copies: Provided that no retention period is specified for duplicate copies, retain those that are created for administrative purposes for 1 year, and retain those created for convenience or reference purposes until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

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 certificates of occupancy, building inspection reports, unsafe building actions, and variances granted.

Retention: Permanent files, except follow retention schedules for purging of nonpermanent records.

1.40 Building and Other Uniform Codes

See Schedule 7 Code Book Records.

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.

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).

1.70 Communication Tower Structures

See Schedule 12 Permit Records.

1.90 Contractor's Licenses

See Schedule 12 Licensing Records.
1.140 Housing Rehabilitation Projects

See Schedule 5 Grant Records and Schedule 7 Project Files.

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).

Inspection Agencies

See Schedule 7 for applicable records, such as Agreements and Contracts.

1.160 Landmark and Historic Designations [Deleted – Not Applicable]

1.170 Mobile Home Standards [Deleted – Not Applicable]

1.180 Policies and Procedures


1.200 Regulations – Building

See Schedule 7 Regulations and Standards.

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

General Description: Records documenting and ensuring accountability for the receipt and expenditure of public funds. The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).

Duplicate Copies: Provided that no retention period is specified for duplicate copies, retain those that are created for administrative purposes for 1 year, and retain those created for convenience or reference purposes until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

5.10 Accounts Payable Records

Records that serve as the basis for payment of bills by the Authority, including copies of bills paid, copies of checks, invoices, purchase orders and receiving reports, and correspondence with vendors.

Accounts Payable Records in General

Retention: 6 years + current.

Balance Sheets

Retention: Until updated.

Bills Paid

Retention: 6 years.

Invoices and Statements

Retention: 6 years + current.

Publication of Bills Paid

See Schedule 7 Affidavits of Publication.

Reports of Bills Allowed

Listings of bills presented to the governing body or other authority for payment authorization.

Retention: 6 years + current.

Charge Slips and Credit Card Statements

Documentation of charges for items such as printing and meals or credit card transactions.

Retention: 2 years + current.
Credit Card Records
Records of credit cards issued to the Authority for Authority use.

Retention: 1 year + current after cancellation.

Expense Records
Records maintained to document travel, mileage, claims for reimbursement and other expenses of Authority officials while on Authority business, including requests, authorizations, reimbursements and other similar transactions.

Retention: 2 years, provided audit has been completed.

Form 1099
Sent to vendors such as contractors when the vendor's charges for services exceed $600 for the year.

Retention: 4 years.

Petty Cash Records
Records of petty cash fund account and requests for petty cash for various purposes.

Retention: 1 year + current.

Purchasing Records
See Schedule 5 Purchasing Records.

Vendor Files
Files maintained as a unit to track accounts payable activity for specific vendors, including information such as Federal Taxpayer Identification Number, name and address, correspondence, copies of checks, etc.

Retention: 6 years + current.

W-9 Forms
Forms used to record information, including taxpayer identification number, for vendors, contractors, and service providers paid more than $600 per year.

Retention: 3 years + current.

5.20 Accounts Receivable Records
Records that serve as the basis for collection of amounts owed by vendors, organizations and citizens having accounts with the Authority, and documentation of billing and collection of monies.
Accounts Receivable Records in General
Retention: 2 years + current.

Balance Sheets
Retention: Until updated.

Cash Books, Receipts and Reports
Cash book showing receipts, cash account pre-edit listing, daily cash reports and other documentation of receipt of monies for fees, parking tickets, rentals, registrations, etc.
Retention: 2 years + current.

Cash Register Validation Tape
Retention: 1 year + current.

Fee Receipts
See Cash Books, Receipts and Reports above.

Invoices and Statements Issued by the Authority
Billings by the Authority to outside companies or institutions for damages, supplies, services or repairs, etc.
Retention: 6 years + current.

Utility Billing Records [Deleted – Not Applicable]

5.30 Agreements And Contracts - Financial
See Schedule 7 Agreements and Contracts.

5.40 Audit Records
Records documenting external audits of the financial position of the Authority.

Agreements – Audit Services
See Schedule 7 Agreements and Contracts.

Audit Reports
Annual or special reports prepared by external auditors examining and verifying the Authority's financial activities or the financial activities of a fund, department or other component of the Authority.

Retention: Permanent.
Audit Work Papers

Documentation consisting of routine correspondence with auditors and copies of Authority records compiled for use by auditors in performing an audit.

Retention: 2 years + current after completion of audit.

5.50 Bank Records

Records documenting the current status and transaction activity of Authority funds held at banks.

Bank Records – In General

Retention: 2 years + current.

Bank Statements

Monthly statements showing the amount of money on deposit to the credit of the Authority.

Retention: 6 years + current.

Check Records

Cancelled Checks

Retention: 6 years + current.

Duplicate Copies of Checks

Carbon copies or photocopies of checks issued and maintained solely as a quick reference source.

Retention: 1 year + current.

Register – Check

Chronological listing of check entries.

Retention: 6 years + current.

Stubs – Check

Retention: 1 year + current.

Voided Checks

Retention: 1 year + current.

Certificates of Deposit

See Schedule 5 Investment Records.


**Deposit Pass Books**

Records of Authority savings account deposits, withdrawals and balances.

Retention: 6 years + current.

**Deposit Slips**

Bank cashiers' slips showing amount and date of deposit of monies into Authority accounts.

Retention: 1 year + current.

**Money Market Certificates**

See Schedule 5 Investment Records.

**Reconciliations**

Retention: 6 years + current.

**Savings Bond Records**

See Schedule 5 Investment Records.

**Trial Balances**

Retention: 2 years + current.

5.55 Bankruptcy and Foreclosure Records

Records documenting bankruptcies and foreclosures in which the Authority has some kind of a financial interest due to liens, unpaid assessments, unpaid fees or bills, etc.

Retention: 6 years + current after the Authority recovers money owed or has no further interest in the proceeding.

5.60 Bids

See Schedule 5 Purchasing Records.

5.70 Billing Records


5.80 Bond Issue Records

**Bond Issue Files**

Records that document the authorization to finance improvements through bonded indebtedness and implementation of bond issues, including bond anticipation notes, general obligation bonds, revenue and refunding bonds, water bonds and special improvement bonds; usually include correspondence and general documentation, authorizations
supporting financial arrangements, bond ratings, contracts or sales agreements, and sample copies or specimens of bonds sold as evidence of Authority indebtedness.

RetentionPolicy: 2 years after final payment.

**Bond Issue Proceedings Books**

Certified record of proceedings relating to a bond issue, containing specimen (usually original) documents related to the approval process and issuance of bonds typically compiled in book form for presentation to the Authority by the bond agent or bond counsel.

Retention: Permanent.

**Bonds, Notes and Coupons Paid**

Canceled or redeemed bonds and coupons received from paying agents throughout the lifetime of the bond issue; cancelled upon receipt.

Retention: 1 year after maturity.

**Bond Registers and Ledgers**

Used to document the redemption of coupons for issued bonds. Bond registration and redemption transactions may be handled by a bond registration or paying agent for some Authorities.

Retention: Permanent.

5.90 Bonds - Public Officials

See Schedule 15 Bonds.

5.100 Budget Records

**Budget – Final Adopted**

Final financial plan for the budget period established by the Authority as approved by the governing body for the allocation and budgeting of all expenditures of the Authority.

Retention: Permanent.

Duplicate Copies: Until superseded.

**Budget – Preliminary**

Draft version of the budget presented for public inspection and review prior to consideration of the budget by the governing body.

Retention: 1 year after adoption of final budget.

Duplicate Copies: Until final budget is adopted.
Budget Reports

Monthly or Quarterly Reports

Periodic reports regarding the status of receipts and disbursements in comparison to the adopted budget.

Retention: 2 years + current.

Year-End Reports

Summary annual budget reports compiled at year-end.


Budget Work Papers

Papers used to assist in the preparation and review and decision-making processes for Authority budget requests, including reports, budget instructions, worksheets, spending plans, budget proposals, financial forecasting reports and similar records.

Retention: 1 year + current.

5.120 County Revenue Programs

See Schedule 5 Government Revenue Programs.

5.130 Expense Records

See Schedule 5 Accounts Payable Records.

5.140 Federal Revenue Programs

See Schedule 5 Government Revenue Programs.

5.150 Fee and Rate Schedules and Supporting Documentation

Fee and rate schedules and supporting documentation justifying the determination of Authority fees and rates; i.e., calculations, methodology for establishing the fee or rate, comparisons with other Authorities, projections of revenue based on recommended fees or rates, etc. See also 5.20, Accounts Receivable Records for fee collection records.

Retention: 1 year + current.

5.160 Financial Guarantees

Records relating to the acquisition and release of various forms of financial guarantee -- including escrow accounts, letters of credit, liens, promissory notes — required by the Authority from other parties to ensure performance, payments or the completion of certain specified actions, such as the completion of projects, required improvements or the payment of delinquent bills or assessments.
Retention: 1 year after expiration, completion of guaranteed project (if applicable) or release of the guarantee by the Authority.

5.170 Financial Reports

See Schedule 5 Reports – Financial.

5.180 Fixed Asset Records

Inventories and listings kept to track and control the fixed assets of the Authority, including buildings, real estate, office equipment, tools, machinery and other equipment.

Acquisitions

See Schedule 16 Acquisition Records.

Annual Reports

Worksheets compiled for annual reports listing totals of all fixed assets, purchases and disposition of assets.

Retention: Until superseded.

Depreciation Detail

Retention: 3 years + current.

Disposition Records

Records of disposal of Authority and personal property (non-real estate) and unclaimed, abandoned or confiscated property such as bicycles and vehicles by competitive bidding or destruction, including date, department name, description of item, value, disposition, method and reason for disposition, condition, value and approvals.

Retention: 3 years + current after disposition of property.

Fixed Asset Files

Listings of all Authority property (buildings and real estate), vehicles, equipment and furniture. Includes description, cost, date purchased, location, name of vendor and depreciation.

Retention: 10 years.

Inventories – Fixed Assets

Listings of expendable and nonexpendable property of the Authority, including buildings, real estate, vehicles, furniture, equipment, supplies and other items owned or administered by the Authority.

Retention: Until revised.
Surplus Property Records

Documentation of the sale of surplus real property, including invitations, bids, acceptances, lists of materials, evidence of sales and related correspondence. See also Schedule 16 Sale or Transfer of Property Records.

Retention: 6 years after final payment.

5.190 Franchise Records. [Deleted – Not Applicable]

5.200 Fund Records

See also Schedule 5 Accounts Receivable Records and Accounts Payable Records for fund receipts and expenditures.

Fund Establishment

Records pertaining to the creation and purposes of special funds that are separate from the General Fund.

Retention: Permanent.

Trust Fund Records

Documentation of bequests to the Authority.

Retention: 2 years after trust fund closed.

5.210 Government Revenue Programs

Records pertaining to governmental programs allocating state or federal revenue sharing funds to Authority for specific purposes. See also Schedule 5 Grants.

Colorado Department of Revenue Monthly Revenue Distribution Report

Report includes account number, name, jurisdiction, filing period, source, tax, penalty, interest, distribution and Department of Revenue interest/days.

Retention: 1 year + current after completion of audit.

Revenue Sharing

Documentation and reports of the Authority’s receipt and reallocation of federal revenue sharing funds, including public notices, expenditure records and reports, project records, financial and payroll records, etc. See also Schedule 7 Project Files.

Retention: 6 years + current.

Instructions for Completing Government Forms

Retention: Until superseded or obsolete.
State Revenue Programs

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

Specific Ownership Tax

Retention: 6 years + current.

5.220 Grant Records

Files pertaining to applications for grants and the administration, monitoring and status of grants received by the Authority from private and governmental sources. See also 5.210, Government Revenue Programs.

Audits – Grants

See 5.40, Audit Records.

Grants From the Authority

1. Awarded Grants and Supporting Documentation

Documentation of awarded grants from the Authority, including records of grant application, performance under the grant, grant contracts and agreements, annual and final performance reports.

Retention: Duration of grant + 6 years.

2. Rejected Grants and Supporting Documentation

Documentation of grants by the Authority that are either rejected by the grantee or not awarded by the Authority.

Retention: 1 year + current after rejection or withdrawal.

Grants to the Authority

1. Awarded Grants

Documentation of awarded grants that are accepted by the Authority, including records of grant application, performance under the grant, grant contracts and agreements, annual and final performance reports.

Retention: Duration of grant + 6 years.

Rejected Grants

Documentation of grants applied for by the Authority and either rejected by the grantor or not accepted by the Authority.

Retention: 1 year + current after rejection or withdrawal.
Reports – Grant-Funded Programs

Periodic reports on the administrative and fiscal operations of federal- or state-funded programs compiled on a monthly, quarterly or semi-annual basis.

Retention: 3 years after completion of all applicable audits.

Supporting Documentation

Background supplemental information relating to grant applications and administration.

Retention: 3 years after conclusion of the grant.

5.240 Insurance Records

Certificates of Insurance

Documentation provided by insurance providers as proof of insurance coverage for specific purposes. See also 7.280.A, Project Records for Certificates of Insurance relating to Capital Projects.

Retention: 6 years after expiration.

Major Authority Projects

Retention: 10 years after substantial completion.

Other Certificates of Insurance

Retention: 6 years after expiration.

Claim Records

Records of claims for damages made by the Authority against other parties and made by other parties against the Authority.

Claim Records

Statements of claims and completed claim forms. See also Schedule 13 Claims.

Retention: 6 years + current.

Claim Reports

Summary reports regarding handling and disposition of claims made against the Authority and/or its insurance company by other parties.

Retention: 6 years + current.

Public Entity Risk Management Pool Records

See Claim Records above and Insurance Policies below.
Employee Insurance Claim Records

Records pertaining to employee claims for medical, dental, long-term disability and other insurance coverage. See also Schedule 15 Benefits.

Retention: 3 years + current after incident is closed and all rights of appeal have expired.

Insurance Policies

Documents issued by the insurance company to outline liability, theft, fire, accident, property damage and other coverage and risk control standards for the Authority under the insurance policy.

Retention: 6 years after expiration of policy, or after all claims made under the policy are settled, whichever is later.

Risk Management Policies


Unemployment Insurance

See Schedule 15 Unemployment Insurance.

Workers’ Compensation

See Schedule 15 Workers’ Compensation.

5.250 Inventories

See Schedule 5 Fixed Asset Records.

5.260 Investment Records

Records documenting various investments made by the Authority.

Bank Statements – Investments

Retention: 2 years after investment ends.

Certificates of Deposit

Retention: 6 years + current after maturity.

Certificates of Deposit – Registers

Retention: 6 years after maturity.

Investment Policies

Money Market Certificates

Retention: 6 years + current after maturity.

Reports – Investment of Funds

Retention: 10 years, provided audit has been completed.

Savings Bond Records

Retention: 6 years + current after final payment.

Stocks and Bonds

Retention: 6 years + current after disposition.

Treasury Bills and Notes

Retention: 6 years + current after maturity.

5.270 Ledgers and Journals

General Ledger

Year-end summary of receipts and disbursements by account and fund reflecting the general financial condition and operation of the Authority. May also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

Retention: Permanent.

Journal Entries

Retention: 6 years + current.

Subsidiary Ledgers and Journals

Daily, monthly or quarterly transaction detail showing receipts and expenditures such as depositor payment amount, date, payee, purpose, fund credited or debited, and check number; provides backup documentation to General Ledger.

In General

Retention: 2 years + current.

Payroll Register – Year-End

See Schedule 15 Payroll Records.

5.280 Loan Records

Records of loans entered into by the Authority. See also Schedule 5 Grant Records.
Approved Loans

Retention: 6 years + current after the loan is paid.

Rejected Loans

Retention: 1 year + current after rejection or withdrawal.

Public Improvement Loans

Significant loans obtained to finance public improvements.

Retention: Follow retention period specified for type of project records (see Schedule 7 Project Records) if a specific retention period is not specified by the loaning agency.

Routine Loans

Minor loans obtained for purposes other than public improvements.

Retention: 6 years + current after payment and cancellation.

5.290 Payroll Records

See Schedule 15 Payroll Records.

5.300 Purchasing Records

Records pertaining to procurement of services or commodities, including purchase requisitions, purchase orders, vouchers, field orders, work orders, invoices and supporting documentation for purchases.

Purchasing Records in General

Retention: 6 years + current.

Agreements – Procurement

See Schedule 7 Agreements and Contracts and Project Files.

Advertisements for Bids

See Schedule 7 Affidavits of Publication.

Auction Records

See Schedule 5 Fixed Asset Records.

Bids

Bids, quotes and proposals regarding services and commodities received by the Authority in response to solicitations.
Accepted Bids

Received from successful bidders.

Retention: 6 years + current after acceptance of the bid.

Rejected/Unsuccessful Bids

Received from unsuccessful bidders.

Retention: 2 years + current after contract is awarded or PO is issued.

Unsolicited Bids

Received from bidders without solicitation from the Authority.

Retention: 2 years + current.

Lease-Purchase Records

Records pertaining to the acquisition of property by lease-purchase transactions.

Retention: Term of lease-purchase arrangement + 6 years.

Procurement and Purchasing Policies

Directives, memoranda or manuals pertaining to policies established by the Authority for the procurement of commodities and services. See also Schedule 7 Policies and Procedures Documentation.

Retention: Permanent.

Duplicate Copies: Until superseded.

Purchasing Control Forms

Purchase orders, purchase requisitions, field purchase orders, vouchers and other forms documenting the procurement process.

Retention: 6 years + current.

Solicitations and Specifications

Requests for proposals (RFPs), requests for quotations (RFQs), and other solicitations by the Authority for competitive bids, proposals or quotes for the provision of services or commodities; includes bid specifications.

Retention: 6 years + current.

State Bid List

Retention: Until superseded.
Vendor Lists

Listings of vendors providing goods and services to the Authority, usually including names, addresses, phone numbers, description of goods or services provided.

Retention: Until superseded or obsolete.

5.310 Rate Schedules

See Schedule 5 Fee and Rate Schedules.

5.315 Rebate Program Records

Records relating to rebate programs administered by authorities; includes rebate applications, correspondence, and other supporting documentation.

Retention: 1 year + current after the rebate is paid, provided that the records have been audited.

5.320 Receipts - Fees Paid

See Schedule 5 Accounts Receivable Records.

5.330 Reports - Financial

Reports created for internal use to document the status of funds, bank accounts, investments and other accounting of Authority funds, including financial projection reports.

Annual Financial Reports

Statistical reports on the financial affairs of the Authority or specific departments, including a statement on the value of all Authority owned property and an accounting of all income and expenditures in relationship to the final budget.

Retention: Permanent.

Audit Reports

See Schedule 5 Audit Records.

Budget Reports

See Schedule 5 Budget Records.

Comprehensive Annual Financial Report (CAFR)

See 5.40.B, Audit Reports.

County Treasurer's Reports

Periodic reports of the County Treasurer regarding the distributions of taxes collected on behalf of the Authority, including information regarding taxes collected, interest and fees.
Retention: 10 years + current.

Payroll Reports

See Schedule 15 Payroll Records.

Revenue and Expenditure Reports

Reports including information regarding cost analysis, itemized expenditures and revenue sharing.

Retention: 6 years + current.

Departmental Expenditure Reports

Retention: 1 year + current.

Financial Reports – Monthly

Retention: 2 years + current.

5.340 Tax Collection Records [Deleted – Not Applicable]

5.350 Travel Expenses

See Schedule 5 Accounts Payable Records.

5.360 Utility Billing [Deleted – Not Applicable]

5.370 Warrants/Checks

See Schedule 5 Accounts Payable.

5.380 Worksheets - Financial

Documents such as rough notes, calculations or drafts assembled or created and used to prepare or analyze other documents; spreadsheets, worksheets, preparatory notes, tentative financial estimates and projections, and other documentation of a preliminary or deliberative and transitory nature. See also Schedule 7 Worksheets and Drafts.

Retention: Until no longer needed
SCHEDULE NO. 6

FLEET AND EQUIPMENT RECORDS

General Description: Records documenting the acquisition and operation of Authority owned or leased vehicles and equipment. The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).

Duplicate Copies: Provided that no retention period is specified for duplicate copies, retain those that are created for administrative purposes for 1 year, and retain those created for convenience or reference purposes until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

6.10 Agreements - Acquisition, Lease, Maintenance And Service

See Schedule 7 Agreements and Contracts.

6.20 Auction Records

See Schedule 5 Fixed Asset Records.

6.30 Bills Of Sale

Bills of sale documenting acquisition or disposition of vehicles or equipment by the Authority.

Retention: Until after audit of records pertaining to disposition of vehicle or equipment.

6.40 Communication Systems Licenses

Licenses issued by the Federal Communications Commission (FCC) or other agencies for radio system and other communication system operations of the Authority, and supporting documentation.

Retention: 1 year after expiration of license.

6.50 Computer System Records

Records pertaining to the installation and operation of computer systems and software used by the Authority.

Computer Backup Documentation

Documentation related to regular computer records backups.

Retention: 1 year after superseded or obsolete.

Computer System Maintenance Records

Documentation of maintenance of Authority computer systems.

Retention: Life of system or component + 1 year.
**Computer System Program Records**

Documentation pertaining to development, installation, modification, troubleshooting, operation and removal of software from Authority computer systems; records required to plan, develop, operate, maintain and use electronic records; system specifications, file specifications, codebooks, record layouts, user guides and output specifications.

**Retention**: Until superseded or no longer needed to retrieve or read data and information that is stored electronically.

**Computer System Security**

Records documenting security of the Authority's computer systems, including employee access requests, passwords, access authorizations and similar documentation.

**Retention**: 3 years after superseded.

**Computer System Wiring**

Documentation of the wiring of the Authority's computer network system, including blueprints, diagrams and drawings of layout and installations of fiber optics, computer networks, cables, computer equipment connections and similar documentation.

**Retention**: Current and previous versions.

**Electronic Mail**

See Schedule 7 Electronic Records.

**Software Management**

Documentation of the use of software in Authority information systems, including records of software purchases, inventories, software and site licensing, copyright compliance and upgrades.

**Retention**: 2 years after disposal or upgrade of software.

**6.60 Equipment Records**

Records pertaining to major mechanical systems in Authority owned facilities, including fire and water detection alarm systems; heating, ventilation, air conditioning (HVAC) and similar mechanical systems; disaster warning systems; elevators; sump pumps; power generators; boilers etc.

**Retention**: Life of equipment + 1 year.

**6.70 Fuel Records**

Records pertaining to fuel usage by Authority vehicles and equipment, including periodic fuel usage reports.

**Retention**: 2 years.
6.80 Insurance Coverage

See Schedule 5 Insurance.

6.90 Inventories - Fleet And Equipment

Listings of vehicles, equipment and similar property owned by the Authority. See also Schedule 5 Fixed Asset Records – Inventories.

Retention: Until revised.

6.100 Lease-Purchase Records

See Schedule 5 Purchasing Records.

6.110 Maintenance And Safety Records

Driver Vehicle Inspection Reports [Deleted – Not Applicable]

Inspection and Maintenance Documentation – Public Safety

Records and reports pertaining to maintenance and inspections performed for public safety vehicles and equipment.

Retention: Life of unit + 1 year.

Work Orders

See Schedule 6 Work Orders.

6.120 Manuals - Vehicle and Equipment.

Manuals provided by the vendor regarding specifications and proper installation, operation and maintenance of vehicles or equipment.

Retention: Life of unit + 1 year.

6.130 Office Equipment Records

Records pertaining to the acquisition, installation and operation of office equipment used by the Authority. See also Schedule 6 Computer System Records.

Retention: Life of equipment + 1 year.

6.140 Policies and Procedures


6.150 Purchasing Records

See Schedule 5 Purchasing Records.
6.160 Telephone System - Authority Buildings

Information pertaining to the acquisition, installation and operation of the internal telephone system used at the Authority building and other Authority facilities.

Retention: Life of system + 1 year.

6.170 Unclaimed Personal Property


6.180 Vehicle Histories.

Records outlining the acquisition and maintenance history of a vehicle, often stored in the vehicle. See also Schedule 6 Maintenance and Safety Records.

Retention: Life of vehicle + 1 year.

6.190 Vehicle Registration Certificates

Documentation issued by the County motor vehicle department providing information regarding vehicle licensing and ownership, ownership taxes paid and vehicle identification number.

Retention: Until superseded or disposition of vehicle.

6.200 Vehicle Titles

Title proving ownership of motor vehicles owned by the Authority.

Retention: Transfer to new owner upon disposition of vehicle.

6.210 Warranties

Records of manufacturer's warranties and guarantees relating to operation or replacement of vehicles, equipment or components.

Retention: Life of equipment or expiration of warranty + 1 year, whichever is later.

6.220 Work Orders

Documentation of requests and authorizations for work performed with regard to vehicles and equipment. See also 6.180, Vehicle Histories.

Retention: 1 year + current unless the work order provides the only available vehicle history, in which case it should be retained for the life of the vehicle or equipment + 1 year.
SCHEDULE NO. 7

GENERAL ADMINISTRATIVE RECORDS

General Description: General administrative records include those for which the "record" copy is kept by the Authority or another office and for which duplicate copies are widely distributed throughout the organization for reference or informational purposes. This schedule also addresses records that are typically kept by any number of departments in an organization, such as project records. The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).

Duplicate Copies: Provided that no retention period is specified for duplicate copies, retain those that are created for administrative purposes for 1 year, and retain those created for convenience or reference purposes until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

7.05 Administrative Proceedings Records

Records of formal administrative proceedings conducted by Authority staff (possibly subject to appeal to the governing body or the courts) in accordance with law to make administrative rulings or determinations regarding a variety of matters. See also 3.110 Petitions - Election - Protest Records.

Retention: 2 years + current provided all rights of appeal have expired.

7.10 Affidavits Of Publication

Proof of publication provided by newspapers regarding publication of public hearing notices, bid solicitations, bond redemption notices, payment of bills, etc. Affidavits of publication are also sometimes known as "legals" or "proofs."

Retention: 6 years + current, unless it provides the only existing copy of a permanent document.

7.20 Agreements and Contracts.

Agreements and contracts of various kinds that document some form of agreement that is enforceable by law between the Authority and other parties, including but not limited to intergovernmental agreements, memoranda of understanding, franchise agreements, lease agreements, professional services agreements, etc. Note: See other Schedules for various types of agreements and contracts.

Retention: 6 years + current after expiration or fulfillment of all terms of the agreement or contract, whichever is later, provided that audit has been completed and that the agreement or contract no longer has any binding effect; except prior to destruction, evaluate for continuing legal, administrative or historical value.

7.30 Associations and Organizations

See Schedule 7 External Groups and Agencies and Memberships.
7.40 Awards and Honors

Awards and honors received by the Authority, departments or Authority programs from various public or private sources.

Retention: Permanent.

7.50 Intergovernmental Agreement Records

Records relating to the adoption, modification or repeal of the Intergovernmental Agreement.

Retention: Permanent.

7.60 Code Book Records

*Codes Adopted by Reference*

Includes fire codes and supplements to such codes, and other similar codes adopted by resolution of the Authority.

Retention: Retain 1 copy permanently for historical purposes.

Duplicate Copies: Until superseded.

7.70 Committees – Internal.

Records of committees, task forces or other types of groups composed of members of the staff and/or other Authority entities that meet on an ongoing basis or that are set up for specific purposes. Examples include staff meetings, employee safety committees, teams established to work on Authority issues, etc.

*Standing (Ongoing) Committees*

Retention: 2 years + current, provided records have no enduring value.

*Special Committees*

Retention: Until work of committee concludes, provided records have no enduring value.

7.80 Complaints, Routine Service Requests and Nonbinding Petitions.

Communications of various types that convey objections, dissatisfaction or disagreement with actions or positions taken or not taken by the Authority; routine requests for service or information; and petitions with no legal effect that are submitted to the Authority to express the opinions of the signers. See also Schedule 8 Minutes and Supporting Documentation.

Retention: 1 year + current after response or action by the Authority.

7.90 Correspondence and General Documentation

*Correspondence* is a written communication that is sent to or received by 1 or more individuals via the U.S. mail, private courier, facsimile transmission or electronic mail (see Schedule 7 Electronic Mail), including letters, postcards, memoranda, notes, telecommunications and any other form of addressed, written communications that are
sent or received by the Authority. The term *general documentation* is intended to cover a wide variety of records created in the normal course of business.

**Calendars and Notes**

Records kept to document and facilitate the routine planning and scheduling of meetings, appointments and similar activities; includes calendars, appointment books, telephone messages, notes, diaries and similar records with routine content.

Retention: 1 year.

**Enduring Long-Term Value**

Documentation or correspondence with enduring and long-term administrative, policy, legal, fiscal, historical or research value; records that relate to policy issues and actions or activities in which an important precedent is set; records of historic events relating to the Authority or the community; and other similar records and documentation.

Retention: Permanent.

**Routine Value**

Operating documentation that is routine and contains no significant administrative, legal, fiscal, historical, informational or statistical value. Includes routine letters or memoranda sent and received, reading or chronological files that are kept solely for convenience and contain duplicates of memos or letters that are also filed elsewhere, routine requests for information, transmittal documents, etc., and includes e-mail.

Retention: 1 year + current.

**Transitory Value**

General documentation of extremely short-term value, including advertisements, drafts and worksheets, desk notes, copies of materials circulated for informational "read only" purposes, other records with preliminary or short-term informational value, and includes e-mail.

Retention: Until material has been read.

**7.100 Electronic Records**

**Computer-Maintained Records.**

Records manipulated and stored using computer technologies.

Retention: Follow the retention schedule for the specific type of record.

**Electronic Mail.**

Electronic mail is an electronic message that is transmitted between 2 or more computers or electronic terminals, whether or not the message is converted to hard copy format after receipt and whether or not the message is viewed upon transmission or stored for later retrieval, including electronic messages that are transmitted through a local, regional or global computer network [CRS 24-72-204.5].

Retention: Follow the retention schedule for the specific type of record.
7.110 Event Records

Records pertaining to promotion and organization of special and historic community events or celebrations in which the Authority has a role, such as festivals, fairs, rodeos, 4th of July celebrations, pioneer days, Christmas lighting, etc.

Retention: 2 years after event concludes, except retain records documenting significant aspects of the event permanently.

7.120 External Groups and Agencies

Records such as meeting agendas and minutes, studies and reports and other material provided to the Authority for courtesy or informational purposes from associations, organizations, groups and agencies that are not part of the Authority organization but which have some form of association or relationship with the Authority. See also 7.200, Memberships and 7.365, Authority Records.

Retention: Until no longer needed for Authority reference or informational purposes.

7.130 Forms - Blank

Blank forms are not considered to be records and should be separated from the Authority’s records. However, a master forms file may be maintained to track the evolution of the form and instructions regarding use of the form.

Retention: Until superseded, except retain 1 copy permanently if a master forms file is maintained.

Duplicate Copies: Until superseded.

7.140 General Subject Files

Files containing correspondence, reports, technical papers, studies, reference materials and other records related or received in the general administration of a program or in the daily management of departments or offices.

General Administrative Records

Records of a general administrative nature that are created or received in the course of administering programs, including daily, weekly or monthly activity reports which are summarized in an annual report. See also Schedule 7 Program Records and Reports.

Retention: 1 year + current or until no longer needed for reference.

Housekeeping Files

Records of a general housekeeping nature that are maintained by an office and that do not relate directly to the primary program responsibility of the office. Includes records such as charity fund drives, office parties, custodial service requests, parking space assignments, telephone and fax logs, and distribution of keys.

Retention: Until no longer needed for reference.

Policy and Program Development Records

Records documenting the adoption of policies and procedures and the functions of the Authority or its departments.
Retention: Permanent.

**Technical or General Reference Files**

Non-record copies of articles, periodicals, reports, studies, vendor catalogs and similar materials that are needed for reference and information but are not considered to be part of the office's records. See also Schedule 7 External Groups and Agencies.

Retention: Until no longer needed for reference.

**7.150 Legislation and Regulatory Actions**

*External*

Records such as review copies of proposed or adopted state or federal bills, legislation or regulations; notices of proposed rulemaking by federal or state agencies.

Retention: Until no longer needed for reference.

*Internal*

See Schedule 8 Governing Body as Another Decision-Making Body.

**7.160 Mailing and Distribution Records**

Documentation of transactions with the U.S. Postal Service or private carriers.

*Certified Mail Return Receipts*

Receipts returned by the post office to document that the recipient received a mailing sent by the Authority.

Retention: 2 years after matter referenced in mailing is concluded.

*Envelopes*

Envelopes that contained communications received by the Authority.

Retention: Dispose of immediately, unless needed in rare circumstances as documentation of mailing and receipt dates.

*Mailing and Distribution Lists*

Lists of names and addresses compiled for various mailings, such as billings, notifications, community outreach and other administrative purposes.

Retention: Until superseded or obsolete.

*Meeting Notification Lists*

Listings kept of persons who, within the previous 2 years, have requested advance notification of all meetings or meetings with specific content [CRS 24-6-402(7)].
Retention: Until updated.

**Record of Mailing**

Documentation of mailing dates, content of mailings and addressees for mailing sent by the Authority for various purposes.

**Retention:** 2 years.

**Undeliverable Mailings**

Mailings (excluding mailed ballots) sent by the Authority that were returned as undeliverable.

**Retention:** 2 years after matter referenced in mailing is concluded.

### 7.170 Manuals and Handbooks


### 7.180 Maps and Drawings

Wide range of maps, drawings, architectural, cartographic and engineering records, including maps, charts, photomaps, field survey notes, map history case files and map and drawing finding aids; graphic representations at reduced scale of selected physical and cultural features of the surface of the earth; architectural and engineering drawings depicting concepts and precise measurements needed to plan and build static structures, such as buildings, bridges and streets; design and construction drawings for major Authority projects; maps and drawings stored and generated by Geographic Information System (GIS) and computer-aided design (CAD) systems; "as built" drawings of Authority facilities; inclusion and development plats and plans; various construction drawings and renderings; Authority boundary maps, USGS topographical maps of the area; and other similar documents.

**Retention:** Permanent.

**Duplicate Copies:** Until superseded or no longer needed for reference.

### GIS Records

Geospatial data that is used to describe a particular location, area or feature. Records include software, input (including electronic source data and data from source documents), data in electronic format, output to paper, disk, tape or other storage medium generated by the system, and documentation needed to facilitate human understanding of the system.

### Back-ups and Historical Snapshots – GIS

Back-up records retained for disaster recovery purposes and historical snapshots (electronic format) retained for historical and reference purposes containing all GIS data layers and associated attribute files, GIS user production areas, the operating system and other miscellaneous software.

#### Back-ups for Disaster Recovery Purposes

**Daily Back-up**

**Retention:** 2 weeks.
Monthly Back-up

Retention: 1 year.

Replicate Copies

Copies retained on other work unit servers, in offsite data warehouse, on "read-only" Authority system, or elsewhere, either onsite or offsite.

Retention: Until superseded by new version of back-up.

Historical Snapshots

Retention: Permanent.

Data Documentation and Metadata

Records created during development or modification of an automated system, which are necessary to access, retrieve, manipulate and interpret data in that system and records that explain the meaning, purpose, structure, logical relationships and origin of the data elements. Data documentation includes data dictionaries (containing information about data layers, format and other documentation), file layouts, code books or tables, definition files and information regarding the retention period for the data and associated data documentation as well as information regarding the frequency of historical snapshots of the data and data documentation. Data documentation includes metadata (data about the data), i.e. the description of the data resources, its characteristics, location, usage, etc. Metadata is used to identify, describe and define user data.

Condensed (Temporary) Metadata

Temporary generic information that provides a dataset list (Word document) and basic information about datasets, pending the storage of "real" metadata with datasets on the GIS; includes dataset name, definitions and descriptions, data locations, significant items in attribute (tabular) data, etc.

Retention: Until superseded by metadata stored on GIS.

Data Documentation and Metadata – Nonpermanent GIS Records

See also Datasets and Data Files – Temporary. Note: Obsolete temporary datasets are to be purged from the system prior to each annual GIS snapshot.

Retention: 1 year after superseded, or until deletion of database.

Data Documentation and Metadata – Permanent GIS Records

This retention schedule applies only to documentation relating to databases containing permanent information. Important Note: Permanent data and its associated metadata and data documentation is retained permanently only in its most updated form unless the dataset is to be captured at specific points in time via a historical snapshot. See also Datasets and Data Files.

Retention: Until superseded.
Datasets and Data Files – Permanent

A dataset is a group of related records that are organized and treated as a unit or any set of data that has a common theme or similar attributes. The term is used interchangeably with the term data file. Datasets are part of the GIS database. A data layer refers to a conceptual grouping of data that share common characteristics, such as a layer composed of base or thematic data, e.g. roads (base) or wildlife habitat (thematic). Geographic data combines and links graphic representations of features or events found on the earth with corresponding tabular (attribute) data. Important Note: Permanent data is retained permanently only in its most updated form unless the dataset is to be captured at specific points in time via a historical snapshot.

Aerial Photograph and Image Datasets

Photographs and digital images of the earth that have been taken from airborne vehicles to evaluate, measure or map selected features of the landscape.

Retention: Until superseded.

Base Datasets

Core data working files that are sets of information providing a background orientation for another layer of primary focus. Examples: ground and water features (roads, streams, lakes, canals, railroads, etc.) and parcels, addresses, quarter sections, etc.

Retention: Until superseded.

Building and Structure Datasets

Building footprints, public buildings, building inspection zones, building permits, etc.

Retention: Until superseded.

Business Information Datasets

Business locations, licensed establishments, etc.

Retention: Until superseded.

Census Datasets

Census block groups, census tract boundaries, census update boundaries, etc.

Retention: Until superseded.

Communication System Datasets

Fiber optic network installations.

Retention: Until superseded.
**Emergency Dispatch Datasets**

Emergency telephone dataset used for emergency services dispatch.

**Retention**: Until superseded.

**Engineering Datasets**

Street standards and facilities, etc.

**Retention**: Until superseded.

**Environmental Datasets**

Geologic data, soils data, radon data, etc.

**Retention**: Until superseded.

**Jurisdictional Boundary Datasets**

Authority limits, election boundary maps, boundary maps of political subdivisions and taxing authorities, enterprise zones, historic authorities, protective services patrol and enforcement areas, school authority boundaries, urban growth area maps, zip code boundaries, other authority, etc.

**Boundaries – Authority Jurisdictional Units**

**Retention**: Until superseded.

**Boundaries – Other Jurisdictions**

**Retention**: Until superseded.

**Land Use and Planning Datasets**

Inclusions and exclusions, pending and approved developments, neighborhood planning areas, habitat data, current and proposed land uses, corridor study data, airport impact data, comprehensive plan (Structure Plan) data, transit routes, travel corridors, vacant land inventories, current and proposed zoning, zoning violations, etc.

**Retention**: Until superseded.

**Stormwater and Flooding Datasets**

Base flood elevations, storm drainage basins, floodplains and floodways, historic flooding data, facility inventories, monitoring system data, etc.

**Retention**: Until superseded.


**Transportation System Datasets**

Alley and street system data, bicycle and bus routing data, master street plan, street maintenance data, traffic flow data, etc.

**Retention:** Until superseded.

**Datasets and Data Files – Temporary**

**Assessor Datasets**

GIS data layers containing property or land ownership information obtained from the County Assessor.

**Retention:** Until superseded.

**Symbol Datasets**

Authority logo, highway marker symbols, parking lot symbols and similar mapping symbols used for printing purposes.

**Retention:** Until superseded.

**Temporary Data – In General**

Datasets or data subsets created for one-time or short-term use or for the creation of various versions of mapping products.

**Retention:** 30 days after use, unless the customer requests that the temporary dataset be retained for possible future use. Note: Temporary datasets will appear on periodic computer back-up tapes, and those that are obsolete should be purged from the system before capturing the annual historical snapshot of GIS.

**Fee Collections**

Records of orders and receipts for payment from external customers for mapping products.

**Retention:** 2 years + current.

**Finding Aids**

See Data Documentation and Metadata.

**Policy Documentation - GIS**

Records of GIS policies including those covering access and security, systems development, data retention and disposition, data distribution, rules governing issuance of data, and data ownership, etc.

**Retention:** Permanent.
Processing Files

System logs and other processing files (electronic or printed on demand), including work files, test files, input/source files, intermediate input/output files, valid transaction files, documentation of users and operations, and audit trail files.

Retention: Follow system schedule.

Source Documents – GIS

Raw data or documents or "source records" containing images and/or data provided to GIS in hard copy, microform or electronic format. Note: Metadata should include information regarding the source of the data.

Externally Acquired Source Material

GIS input and auto cad system input regarding plats and subdivisions, field book information, legal descriptions, images of plats, data and other source material acquired from other agencies and organizations.

Retention: Until uploaded to GIS, provided source of data is noted in data documentation.

Internally Acquired Source Material

Replicate Source Data – Authority Departments

Retention: Until uploaded to GIS.

Surveying Source Data

Authority surveyor’s reports and field notes from property surveys used to identify monuments, landmarks, buildings, etc. Engineering control and survey point data. Legal descriptions developed from surveys and surveying data returned from field instruments including horizontal angles, slope distance, horizontal distance, zenith angles, sun observations, drawings, etc.

Retention: Until data is transferred to GIS.

Standards

Requirements that are intended to make hardware, software and data compatible and that cover data capture, accuracy, sources, base categories, output, and data element dictionaries.

Retention: Life of GIS.

7.190 Maps - Informational

Maps that are acquired from external sources and are used for Authority reference and informational purposes for the Authority or the public, such as county maps.

Retention: Until superseded or no longer needed for reference.
7.200 Memberships

Records of memberships that are paid for by the Authority for Authority officials, employees or the Authority as an organization in professional associations and organizations such as the Colorado State Fire Chiefs Association, and similar professional or county/municipal/authority associations and organizations.

Retention: 2 years.

7.210 Minutes

See Schedule 4 Minutes and Supporting Documentation; Schedule 7 Committees – Internal; and Schedule 8 Minutes and Supporting Documentation.

7.220 News Clippings

See Schedule 9 Scrapbooks.

7.230 News Releases

See also Schedule 7 Public Relations Records.

 Releases – Policy or Historical Value

Prepared statements or announcements issued to the news media announcing Authority events, new programs, program changes or termination, major shifts in policy and changes in officials or senior administrative personnel.

Retention: Permanent.

 Releases – Routine

Prepared statements or announcements of minor or routine events, activities, etc.

Retention: 3 years + current.

7.235 Open Records Requests and Supporting Documentation

Formal requests for records submitted in accordance with state law and supporting documentation relating to the Authority's response to or denial of the request.

Retention: 1 year + current after request is answered or matter to which it relates is concluded (including any appeal), whichever is later.

7.240 Organization Files

Records that contain organization charts, reorganization studies and similar information that illustrates or provides a detailed description of the arrangement and administrative structure of the Authority.

Retention: Permanent.
7.250 Petitions, Objections and Remonstrances

See Schedule 7 Complaints, Routine Service Requests and Nonbinding Petitions; and, Schedule 7 Correspondence and General Documentation.

7.260 Policies and Procedures Documentation

Written instructions, rules and guidelines in manual form documenting current and past authorized Authority policies and procedures, including departmental or organization-wide directives, policy or operations manuals, instruction manuals, handbooks and memoranda setting out responsibilities and guidelines or outlining policies and procedures. See also Schedule 7 General Subject Files – Policy and Program Development Records.

Clerical Manuals – Routine

Retention: 2 years after superseded or obsolete.

Manuals from External Sources

Retention: Until superseded or no longer needed.

Policies and Procedures Documentation – In General

Documentation, including written materials such as personnel policy manuals and standard operating procedures, that would be useful in establishing past policies or procedures in liability cases, personnel disputes and other circumstances.

Retention: Permanent.

Duplicate Copies: Until superseded.

7.270 Program Records

Records pertaining to ongoing or special events or activities held at Authority facilities and programs provided by the Authority as recreational or cultural amenities for the community. See also Schedule 7 General Subject Files – Policy and Program Development Records.

Authorities

Records of other Authorities that provide program services to Authority residents, such as recreation Authorities, library Authorities, etc. See 7.365 Authority Records.

Facility and Program Use Records

Records relating to registration and admission to programs sponsored by the Authority, room and facility reservation sheets, documentation of public use of facilities for which formal registrations or permits are required, etc.

Retention: 1 year + current.

Fees and Rates

See Schedule 5 Accounts Receivable Records and Fee and Rate Schedules.
**Liability Waivers**

Forms signed by program participants to release the Authority from any liability related to various activities.

*Retention*: 6 years + current.

**Library Records**. [Deleted – Not Applicable]

**Museum Records**. [Deleted – Not Applicable]

**Other Programs Sponsored by the Authority**

Documentation needed for reference in developing future programs, including program flyers, press releases, etc. Examples of Authority programs include recreation, senior citizen and youth programs. See *Schedule 7 General Subject Files – Policy and Program Development Records*.

**Support Groups – Authority Programs**

Groups organized in support of Authority programs, such as senior citizen community groups, youth groups, Friends of the Library or Museum, and similar groups. See *Schedule 7 External Groups and Agencies*.

**Sister City Program**

Records of participation of the Authority in sister programs with cities/Authorities in other countries, including documentation of selection of sister cities, administration of the program, exchange visits, photographs and related documentation.

*Retention*: Permanent.

**7.280 Project Files**

**Capital Projects**

Records of capital projects, professional services relating to capital improvements and projects relating to the design, engineering, construction, major repair, renovation or demolition of Authority owned structures, buildings, facilities, bridges, streets and roadways, utility system features, public works, parks, stormwater and storm drainage facilities, dams and reservoirs, other water projects, fiber optics and communications structures and other infrastructure. Project files may include documentation such as final project reports, specifications and contract documents, certificates of insurance, project-related permits and licenses issued to the Authority by other entities, notices to proceed and of final settlement, project pay estimates, change orders and correspondence and general documentation.

*Retention*: 6 years + current after replacement, demolition or transfer of the improvement to another entity, except that routine material may be purged when eligible for destruction under this Retention Schedule and except that, prior to destruction, the records must be evaluated for continuing legal, administrative or historical value [CRS 24-16-105].
1. Project Bonds
   
a. Labor and Materials Bonds
   
Surety or other types of bonds received from contractors to guarantee payment by the contractor to workers, subcontractors and suppliers.

   Retention: 6 years + current after expiration or project completion, whichever is later.

b. Performance and Payment Bonds
   
Surety or other types of bonds received from contractors to guarantee performance and payments for Authority projects.

   Retention: 1 year + current after project completion.

2. Project Control Files
   
Contain routine memoranda, preliminary reports, and other general documentation and records documenting assignments and the progress of projects. Note: Does not include final reports, which are to be retained as part of the project file (see above).

   Retention: 1 year after project is closed.

B. Information Technology Projects [Reserved]

C. Noncapital Projects

Records relating to other types of "projects" that do not relate to capital improvements; i.e., these would typically be working files documenting an activity, plan, program, assignment, new undertaking, etc. See 7.140, General Subject Files.

Major Projects

Records of major projects, goods and services acquired relating to capital improvements and permanent assets of the Authority; design, engineering, construction, repair and/or major maintenance of Authority owned buildings, facilities, roadways, utilities, public works and other infrastructure valued at over $60,000. Project files may include documentation such as final project reports, specifications and contract documents, notices to proceed and of final settlement, project pay estimates, change orders and correspondence and general documentation.

   Retention: Permanent.

Minor Projects

Records of minor projects, goods and services acquired relating to capital improvements, design, engineering, construction, repair and/or maintenance of Authority owned buildings, facilities, roadways, utilities, public works and other infrastructure under $60,000 in value. Project files may include documentation such as final project reports, specifications and contract documents, notices to proceed and of final settlement, project pay estimates, change orders and correspondence and general documentation.

   Retention: 2 years after project completion, provided there is no legal or administrative value.
**Project Bonds**

*Labor and Materials Bonds*

Surety or other types of bonds received from contractors to guarantee payment by the contractor to workers, subcontractors and suppliers.

**Retention:** 6 years + current.

*Performance and Payment Bonds*

Surety or other types of bonds received from contractors to guarantee performance and payments for Authority projects.

**Retention:** 1 year + current after project completion.

**Project Control Files**

Contain routine memoranda, preliminary reports, and other general documentation and records documenting assignments and the progress of projects. Note: Does not include final reports, which are to be retained as part of the project file (see above).

**Retention:** 1 year after project is closed.

**7.290 Public Relations Records**

Speeches, addresses, and comments of public officials, remarks made at formal Authority ceremonies by Authority officials, etc. Includes paper, videotape, motion picture or tape recordings. See also Schedule 7 News Releases.

**Retention:** Permanent.

**7.300 Publications**

Documents printed or otherwise produced for wide internal or external distribution, including annual reports, brochures, pamphlets, leaflets, studies, proposals, newsletters, instructional materials, and similar materials printed by or for the Authority or any of its departments, and made available to the public. See also Appendix A Non-Records relating to publications of other agencies or entities that are not considered to be Authority records for retention purposes.

**Retention:** Permanent.

**7.310 Records Finding Aids**

Manual or automated indexes, lists, registers, and other finding aids designed to make it easier to locate pertinent files or information.

**Retention:** Life of the record for which the finding aid is designed to facilitate use and retrieval.
7.320 Regulations and Standards

Documentation of rules, regulations, standards and similar guidelines and requirements adopted by the Authority in relation to various activities and functions. Examples may include nationally recognized standards used to interpret or implement applicable Fire Codes.

Retention: Permanent.

Duplicate Copies: Until superseded.

7.330 Reports

Written reports regarding the operations or activities of the Authority or its individual employees, departments or service areas, prepared for use in compiling other reports, planning and budgeting, monitoring work progress, etc.

Annual Reports

Summary annual reports of individual departments or the Authority as a whole on primary program activities and accomplishments for the previous year; may include statistics, narrative reports, graphs, and diagrams.

Retention: Permanent.

Daily Reports

Reports documenting the daily activities of employees or work units.

Retention: 4 years + current.

Monthly or Weekly Reports

Reports of staff or departments on program activities and accomplishments for the previous month/week.

Retention: 4 years + current.

Quarterly Reports

Reports of staff or departments on program activities and accomplishments for the previous three months.

Retention: 2 years + current.

7.340 Retention Schedules And Compliance Certificates

Authorizations for the retention or disposition of records issued for the Authority and/or its departments by the Colorado State Archives and certificates of compliance completed to track the authorized destruction of Authority records.

Retention: Permanent.

7.350 Rules and Regulations

See Schedule 7 Regulations and Standards.
7.360 Software and Software Manuals

See Schedule 6 Computer System Records.

7.365 Authority Records

Records pertaining to the fire authority, including service area plans, boundary maps, service agreements, intergovernmental agreements, memoranda of understanding, other agreements and contracts, and supporting documentation.

Retention: 6 years + current after the agreement no longer has any binding effect, then evaluate for continuing value prior to destruction.

7.370 Standards

See Schedule 7 Regulations and Standards.

7.380 Studies, Plans and Reports

Documents prepared by the Authority or by external entities on behalf of the Authority. Examples include feasibility studies, planning and land use studies, basin plans, capital projects reports, transportation system plans, master street plans and similar documents that have long-term reference or historical value. Studies, plans and reports retained by the Authority that are prepared by or on behalf of other entities, and which include information of interest to the Authority, should be evaluated for long-term reference or historical value to the Authority. See also Schedule 7 Reports and Schedule 11 Plans, Studies and Reports.

Retention: Permanent.

7.390 Surveys and Questionnaires

Copies of completed miscellaneous surveys, questionnaires and similar instruments that are routine and are received and completed by the Authority for return to the originator.

Retention: 1 year + current.

7.395 Surveys Conducted By the Authority

Compilations

Retention: Permanent.

Survey Responses

Retention: 1 year + current after compilation complete.

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.
7.410 Worksheets and Drafts

Documents such as rough notes, calculations or drafts assembled or created and used to prepare or analyze other documents; records of a preliminary or working nature which do not represent significant steps in the preparation of the final version of documents; includes informal notes, preliminary drafts of letters, memoranda, reports, computer or printer output used to verify information entered into a computer and not considered to be a final copy, etc. See also Schedule 5 Worksheets – Financial.

Retention: Until no longer needed.
SCHEDULE NO. 8

GOVERNING BODY RECORDS

General Description: Records regarding the composition, operation, proceedings and enactments of the governing body of the Authority. The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.). See Schedule 7 Committees - Internal for records of staff and other internal committees and Schedule 7 External Groups and Agencies for records kept by the Authority of outside groups and entities not appointed by the Authority.

Duplicate Copies: Provided that no retention period is specified for duplicate copies, retain those that are created for administrative purposes for 1 year, and retain those created for convenience or reference purposes until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

8.10 Agenda Supporting Documentation

Material such as agenda item summaries and supporting documentation, memos or other material presented to the governing body relating to decisions to be made at meetings; supporting documentation for minutes. See also Schedule 8 Minutes and Supporting Documentation and Packets Distributed to Governing Body.

Retention: Permanent.

Duplicate Copies: Until meeting is over.

8.20 Agendas

Listings showing date, time and locations of official meetings and items to be discusses by the governing body at regularly scheduled, special and emergency public meetings.

Retention: Permanent.

Duplicate Copies: Until meeting is over.

8:30 Appointments

Applications and other documentation regarding the filling of interim governing body vacancies by appointment.

Retention: 1 year + current after term of appointment ends.

8.40 Bylaws or Board Member Manual

Documents adopted by the governing body to set out guidelines regarding operation of the governing body.

Retention: Permanent.

Duplicate Copies: Until superseded.
8.45 Committee Records - Governing Body

Records of standing (ongoing) and ad hoc committees that include only governing body members. Examples of committees include finance or budget committee, ethics committee, legislative affairs committee, etc.

Retention: Follow the retention periods set forth in the schedule for comparable records of the governing body (i.e., agendas, minutes and supporting documentation, notices of meetings, recordings, etc.).

8.50 Enterprise Board Records

See Schedule 8 Governing Body as Another Decision-Making Body.

8.60 Goals

Formally adopted strategic plans or policy agendas set out by the governing body.

Retention: Permanent.

8.70 Governing Body As Another Decision-Making Body

Records of the governing body constituted and convened as another decision-making body, such as the Board of Directors of an Authority or the Enterprise Board of Directors for ambulance or training enterprise, etc. See also Schedule 4.

Retention: Follow Schedule 8 for specific types of records

8.80 Legislative Lobbying Records

Records of official positions taken by the Authority and lobbying efforts with regard to state or federal legislation or ballot measures of interest to the Authority.

Retention: 4 years, except that Resolutions adopting legislative positions are permanent.

8.90 List of Members

Listings of names of individuals appointed or elected to the governing body, dates of service, last known address and similar information.

Retention: Until superseded.

8.100 Member Records

Files documenting the service and tenure of members of the governing body, including appointments to various committees and bodies, resignations and other documentation relating to the member's service to the Authority. See also Schedule 8 Oaths of Office.

Retention: Permanent.
Conflict of Interest Disclosure Statements

Statements of perceived conflicts of interest filed by members of the governing body for public inspection.

Retention: 2 years + current after service ends.

Financial Disclosure Statements

Statements of financial interest filed by members of the governing body for public inspection.

Retention: 2 years + current after service ends.

8.110 Minutes and Supporting Documentation

Official record of the proceedings of the governing body prepared by the board secretary and supporting documentation of a substantive nature such as exhibits referenced in the minutes.

Retention: Permanent.

Routine Supporting Documentation Submitted at Meetings

Routine letters, nonbinding petitions and other written materials submitted at meetings and referenced in summary form (title, date and brief description) in the minutes. See also Schedule 7 Complaints, Routine Service requests and Nonbinding Petitions.

Retention: 1 years + current after meeting provided summary description is included in minutes.

8.120 Notes Taken At Meetings

Hand-written or other notes made at meetings to facilitate the preparation of meeting minutes.

Retention: Until meeting minutes are approved.

8.130 Notices of Meetings

Documentation of compliance with laws requiring posting, mailing, publication or other distribution of public notice of meetings of the governing body.

Retention: 1 year + current.

8.140 Oaths of Office

Oaths of office taken and subscribed to by elected or appointed officials within 30 days of election or appointment. [CRS 32-1-901].

Retention: 1 years + current after term expires.

8.160 Orientation and Training Information

See Schedule 8 Packets Distributed to Governing Body.
8.170 Packets of Information Distributed To Governing Body - Convenience Copies

Convenience copies of batches of information periodically distributed to members of the governing body for informational purposes, including correspondence, copies of agenda materials and minutes for review, copies of staff memos, etc.

(Note: This listing applies to convenience copies of such information that may be retained intact by some municipalities for ready reference. Other copies of material included in this type of information packet, such as agenda item summaries, minutes, correspondence, etc., may also be retained elsewhere as a different record with a different purpose for a different retention period.

Retention: 3 years + current.

Duplicate Copies: 1 year or until no longer needed for reference, whichever is first.

8.180 Proclamations

Documents issued by the Authority to proclaim support for authority, district, municipal, county or community events, activities, programs or in connection with dedications or other ceremonial occasions, etc.

Retention: Permanent.

8.200 Resolutions

Enactments of the governing body which may be legislative or non-legislative in nature and which may be used for various types of legislative actions, appropriations, approvals, policy statements, statements of position and similar actions.

Retention: Permanent.

8.210 Signature Certificates

Facsimile signature certificates that are filed with the Secretary of State's office for authentication and verification of the signature on Authority documents.

Retention: 1 year after term of office ends.

8.220 Recordings or Meetings

Audio, video or other recordings of official meetings typically used to prepare minutes or transcripts of the meeting.

Executive Sessions

Retention: 90 days after the meeting [CRS 24-6-402(2)(d.5)(II)(E)].

8.220 Recordings of Meetings (modified)

Open Meetings

Retention: Until approval of the minutes.
**Study Sessions**

**Retention:** Until approval of the minutes.
SCHEDULE NO. 9

HISTORICAL RECORDS

General Description: Records that have historical importance as documentation and evidence of the origins and evolution of the Authority. The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).

Duplicate Copies: Provided that no retention period is specified for duplicate copies, retain those that are created for administrative purposes for 1 year, and retain those created for convenience or reference purposes until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

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

9.10 Community and Authority Histories

Narrative histories of the Authority, departments and community prepared for reference and informational purposes.

Retention: Permanent.

9.20 Community Records

Significant historical records (often fragmentary) of early community groups, businesses and prominent individuals typically found in the Authority clerk's office or local history collections.

Retention: Permanent. Note: Contact State Archives for assistance in records appraisal.

9.30 Historic Buildings And Authorities

See Schedule 1 Landmark and Historic Designations.

9.40 Historical Society

See Schedule 7 External Groups and Agencies.

9.50 Organization Records

Records relating to the organization of the Authority.

Retention: Permanent.

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1 The following types of records are usually considered to have permanent archival value: annual reports, audit reports, brochures, court dockets older than 1920, directives, handbooks, histories, indexes, interviews, legal opinions, minutes, resolutions, organizational charts, photographs, policy manuals, procedure manuals (until superseded), publications, regulations, research reports, rules, speeches, special studies, statistical summaries, records older than 1900. Many of these records are listed in other schedules for permanent retention.
9.60 Landmarks

See Schedule 1 Landmark and Historic Designations.

9.70 Logo - Authority

See Schedule 9 Seal and Logo of the Authority.

9.80 News Clippings

See Schedule 9 Scrapbooks.

9.90 Newspapers - Local

Newspapers of the locality/region preserved in the Authority office for reference or informational purposes.

Retention: Not considered to be an Authority record; however, older collections of local newspapers may have historical interest to the Colorado Historical Society, local historical society or other historic preservation groups. Contact the Colorado State Archives regarding disposition of these newspapers.

9.100 Photographic Records With Historical Value

Photographs, negatives, prints, digital images, slides, archival slide shows with sound tracks, videos, motion pictures of historical interest to the Authority.

Retention: Permanent.

9.110 Records Older Than 1900

Records of any type in the custody of the Authority that are dated prior to 1900 and that may have historical or archival value.

Retention: Contact Colorado State Archives regarding preservation and disposition.

9.120 Scrapbooks

Chronological record of the Authority or individual Authority departments which may include photographs, newspaper clippings and other items pertaining to the Authority's activities and actions and the reactions of citizens.

Retention: Permanent.

9.130 Seal, Logo and Other Intellectual Property Records

Records relating to Authority's owned copyrights, trademarks, service marks, seals, logos, taglines and other similar intellectual property.

Retention: Permanent.
SCHEDULE NO. 10

INFRASTRUCTURE RECORDS

[Deleted – Not Applicable]
SCHEDULE NO. 11

AUTHORITY BOUNDARY AND PLANNING RECORDS

General Description: Records pertaining to inclusions, exclusions, consolidations and other boundary issues, developments, land uses, etc. The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).

Duplicate Copies: Provided that no retention period is specified for duplicate copies, retain those that are created for administrative purposes for 1 year, and retain those created for convenience or reference purposes until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

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

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

11.20 Census and Population Records

Census and Population Data (Historical)

Summary population estimates, statistics and supporting documentation pertaining to the ten-year census relating to the Authority and census surveys performed by the Authority, if any

Retention: Permanent

Census Forms and Reports

Copies of U.S. Census Bureau forms and voluntary surveys on government employment and local government tax revenues, used to meet the requirements for Federal Revenue Sharing and to make financial information available to the public; annual survey of government employees, boundary survey and similar reports. See also Schedule 1 Reports – Building Activity.

Retention: 3 years

Population Studies

See Schedule 7 Studies, Plans and Reports.

11.45 Development Review Records [Deleted – Not Applicable]

11.70 Environmental Records [Deleted – Not Applicable]

11.80 Fee Receipts

See Schedule 5 Accounts Receivable Records.
11.90 Floodplain Records

*Basin and Floodway Records*

Records documenting the existence of designated and recognized stormwater basins and floodways within the Authority, including maps and drawings depicting locations and FEMA flood insurance rate maps. See also Schedule 7 Maps and Drawings.

*Retention:* Permanent.

*Flooding Records*

Records documenting the locations, extent and levels of flooding and subsequent mitigation efforts in the Authority. See also Schedule 10 Stormwater Drainage System.

*Retention:* Permanent.

*Floodplain Building Permits*

Permits issued to the Authority for construction within a floodplain area, including elevation certificates, applications, review records, and related documentation. See Schedule 1 Building and Demolition Permits.

*Floodplain Regulations*

See Schedule 7 Regulations and Standards.

*Wetlands*

See Schedule 11 Environmental Records.

11.100 Maps, Plats and Plans

Reproducible linen or Mylar originals [or best copy] of inclusions and exclusions, subdivisions, master plans, planned unit developments, site plans, overall development plans, replats, zoning plans, etc. See also Schedule 7 Maps and Drawings.

*Retention:* Permanent.

*Duplicate Copies:* Until no longer needed for reference.

11.110 Nuisances

See Schedule 11 Environmental Records.

11.130 Plans, Studies and Reports

Documents prepared in-house or externally regarding regional and local planning, strategic or long-range planning or growth for the Authority, such as comprehensive land use plans, urban growth area plans, stormwater basin plans, transportation plans, utility plans, economic development plans, streetscape plans, corridor plans, housing plans, etc. See also Schedule 7 Studies, Plans and Reports.
Retention: Permanent.

11.140 Referrals from Other Jurisdictions

Advisory deliberations referred to the Authority from the county or other surrounding jurisdictions for review and recommendation. (Does not include plan reviews or other routine submittals for fire prevention.)

Direct Interest to the Authority

Retention: 6 years provided it is reviewed before destroying.

Other Referrals

Retention: Until no longer needed for reference.

11.180 Violations – Covenant Enforcement [Deleted – Not Applicable]

11.190 Zoning Records

Records pertaining to the initial zoning or the rezoning of property within the Authority.

Initial Zoning

Records documenting the zoning of land upon inclusion or the initial establishment of zoning within the Authority, including correspondence of enduring value, zoning ordinances of the county or municipality, zoning maps and zoning petitions. See also Schedule 11 Inclusion/Exclusion Case Files.

Retention: Permanent, except follow Schedule 7 for purging of routine correspondence and documentation such as transmittal memos without substantive content, hearing notices, affidavits of publication, etc.

Zoning Certificates

Documentation issued by the municipality or county regarding the zoning classification for a parcel of property in the Authority.

Retention: Permanent.
SCHEDULE NO. 12

LICENSES AND PERMITS

General Description: Records pertaining to the review, investigation, approval, issuance, renewal, denial, suspension or revocation of licenses and permits for regulated activities. The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).

Duplicate Copies: Provided that no retention period is specified for duplicate copies, retain those that are created for administrative purposes for 1 year, and retain those created for convenience or reference purposes until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

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

12.15 Licenses Issued To the Authority

Licenses and supporting documentation for licenses issued to the Authority by other entities as evidence that the Authority is allowed to undertake some type of activity for which a license is required.

Project-Related

See 7.280.A, Capital Projects

Routine Licenses Not Related to Capital Projects

Retention: 1 year + current after expiration.

12.30 Permit Records

Documentation issued by the Authority as evidence that the bearer is allowed to undertake some type of activity for which a permit is required.

Burning Permits

Permits issued by the Authority to individuals, or to the Authority by other agencies, to allow open burning on specified days.

Retention: 1 year + current, unless connected with an investigation.

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: For functional life of system + 3 years.

Industrial Pretreatment Permits

See Schedule 10 Water and Sewer Treatment System Records.

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]

Underground Storage Tank Permits

Records that document installation, maintenance and removal of underground storage tanks for regulated substances such as gasoline and fuel oil. See also Schedule 11 Environmental Records – Storage Tanks – Regulated Substances.

Denied Permits

Retention: 3 years + current after final action

Issued Permits

Retention: 7 years after removal.

Use Permits

Permits issued by the Authority for various special or temporary uses.

Retention: 1 year + current.

12.35 Permits Issued To the Authority

Permits and supporting documentation for permits issued to the Authority by other entities as evidence that the Authority is allowed to undertake some type of activity for which a permit is required.

Project-Related


Routine Permits Not Related to Capital Projects

Retention: 1 year + current after expiration.
12.40 Registers - Licenses and Permits

Records, listings or logs of issuance of licenses or permits by the Authority.

Retention: Permanent.

Contact Lists – Licensees

Retention: Until superseded.
SCHEDULE NO. 13

LITIGATION AND LEGAL COUNSEL RECORDS

General Description: Records pertaining to claims, lawsuits and advice received from the Authority's legal counsel. The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).

Duplicate Copies: Provided that no retention period is specified for duplicate copies, retain those that are created for administrative purposes for 1 year, and retain those created for convenience or reference purposes until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

13.10 Attorney Correspondence

See Schedule 7 Correspondence and General Documentation.

13.20 Billings – Legal Counsel

See Schedule 5 Accounts Payable Records.

13.30 Medical Records – Personal Injury Claims

Medical records that provide supporting documentation needed for resolution of personal injury claims.

Retention: Ten years or until claim is resolved, whichever is later; then evaluate for continuing value prior to destruction.

13.50 Garnishments

See Schedule 15 Payroll Records.

13.60 Legal Opinions

Formal opinions written by legal counsel to advise the Authority, the governing body or Authority staff regarding the legality or legal consequences of various courses of action and to present the basis and rationale for legal recommendations.

Retention: Permanent.

Advisory Opinion

Formal opinions written by legal counsel to advise the Authority, the governing body or Authority staff regarding the possible legal consequences of various courses of action.

Retention: 6 years.

13.70 Litigation Case Records

Civil case files documenting pending and closed cases filed by the Authority and against the Authority, including legal documents, notes, reports, background material, settlement records and other documentation created in handling of claims and legal disputes and civil actions between the Authority and other parties. These records will
include documentation such as complaints, summonses, investigations, reports, attorney's notes, photographs, orders and judgments, dispositions, pleadings and related records. Litigation records include any court decisions affecting the Authority, court proceedings, research files of legal counsel, litigation case files, and Public Utilities Commission hearing files for cases pertinent to the Authority.

**Major Litigation**

Documentation of civil suits by the Authority against another party or in defense of the Authority and/or its employees against suits filed by another party. Records of litigation that sets legal precedents, that has widespread importance or long-term major significance to the Authority and how it operates, that has historical interest or that is perceived by the Authority or legal counsel to have enduring reference value.

*Retention:* Permanent.

**Minor Litigation**

Documentation of civil suits of a minor nature by the Authority against another party or in defense of the Authority and/or its employees against suits filed by another party; records of litigation with relatively short-term reference value.

*Retention:* 7 years after case closed, dismissed or date of last action unless there is historical value.
SCHEDULE NO. 14

[Reserved]
SCHEDULE NO. 15

PERSONNEL RECORDS

General Description: Records relating to the hiring, employment, safety, benefits, compensation, retirement and termination of Authority employees. The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).

Duplicate Copies: Provided that no retention period is specified for duplicate copies, retain those that are created for administrative purposes for 1 year, and retain those created for convenience or reference purposes until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

15.10 Affirmative Action Records  [Deleted – Not Applicable]

15.20 Agreements and Contracts - Personnel

Agreements resulting from collective bargaining negotiations and supporting documentation such as general correspondence; records relating to the selection of negotiators, mediators and arbitrators; negotiation session agendas, notes, recordings and summaries, etc.

Collective Bargaining Agreements and Agreements

Retention: 3 years after expiration [29 CFR 516.5].

Employment Contracts

Individual employment contracts or where contracts or agreements are not in writing, a written memorandum summarizing the terms.

Retention: 3 years after expiration [29 CFR 516.5].

15.30 Americans With Disability Act Records

See Schedule 15 Compliance with Regulatory Requirements.

15.40 Benefits Records

Records pertaining to fringe benefits, insurance coverage and benefit plans for employees.

Group Health Insurance – Continuation of Coverage

Records showing that covered employees, their spouses and dependents have received written notice of continuing group health insurance and COBRA\(^2\) rights, and whether the covered employees, spouses and dependents elected or rejected coverage.

Retention: 3 years + current\(^3\).


\(^3\) Retention period not specified in federal law 26 CFR 4980 B (f)(6) or 29 USC 1166.
Records pertaining to fringe benefits, insurance coverage and benefit plans for employees.

Retention: 3 years + current.

**Benefit Plans**

Documentation relating to employee health, dental, vision and other insurance plans; Social Security, pension, deferred compensation, Individual Retirement Accounts, money purchase plans, retirement and similar plans; including a benefit plan description and/or a summary benefit plan description.

Retention: Full period that plan or system is in effect, plus 1 year after termination of the plan [29 CFR 1627.3] 4.

**Benefit Reports**

Reports detailing the status of employee benefits, such as the amount of flex time remaining.

Retention: 3 years + current.

**Employee Insurance Claims**


**Plan Basis**

Records providing the basis for all required plan descriptions and reports necessary to certify the information, including vouchers, worksheets, receipts, applicable resolutions.

Retention: Not less than 6 years after filing date of documents [29 USC 1027 and 29 CFR 2520].

**15.50 Bonds - Public Officials**

Fidelity, surety, blanket or other bonds intended to guarantee honest and faithful performance of officials such as Authority board members or the treasurer [CRS 32-1-901, CRS 32-1-902].

Retention: 6 years + current after term expires.

**15.60 Compliance With Regulatory Requirements**

**Affirmative Action Compliance**

Records relating to the Authority’s compliance with Title VII of the Civil Rights Act [29 CFR 1602].

**Affirmative Action Plan**

Retention: Permanent.

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4 GRMRC F-19 and P-17 specify permanent retention for pension plans.
**Affirmative Action Records**

Records of requests for job applicant's reasonable accommodation applications, hiring, promotion, demotion, transfer, layoff, termination, rates of pay, selections for training or apprenticeship.

**Retention:** 2 years\(^5\) [29 CFR 1602.31].

**Report EEO-4**

Records submitted to the Equal Employment Opportunity Commission (EEOC) documenting compliance with EEOC requirements by Authorities with 15 or more employees.

**Retention:** 3 years [29 CFR 1602.30; 29 CFR 1602.32].

**Americans with Disabilities Act (ADA) Compliance**

See Schedule 15 Physical and Medical Records.

**Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) Compliance**

See Schedule 15 Benefits – Group Health Insurance – Continuation of Coverage.

**Family and Medical Leave Act (FMLA) Compliance**

See Schedule 15 Physical and Medical Records.

**Occupational Safety and Health Act (OSHA) Compliance**

See Schedule 15 Physical and Medical Records.

15.65 **Driver's License Verifications**

Records of periodic checks by the Authority that employees have the appropriate valid drivers' licenses

**Retention:** Until completion of subsequent verification, or until separation from employment, whichever comes first.

15.70 **Employee Records - Active and Terminated**

Documentation of an individual employee's work history, including information regarding active and terminated employees maintained because of the employer-employee relationship, such as records pertaining to age, address, telephone number and social security number; notices of appointment; tuition reimbursement; classification questionnaires; commendations; disciplinary and personnel actions relating to the employee, including hiring, evaluation, demotion, promotion and termination of Authority employees; letters of commendation; letters of resignation; emergency notification forms; oaths of office; job-related training documentation; beneficiary designations; performance evaluations; salary documentation; beneficiary designations; selection of benefit plans, etc. [CRS 24-72-202(4.5)]. See also other employee and personnel records listed elsewhere in Schedule 15.

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\(^5\) GRMRC P-4 specifies 5 years + current; 29 CFR 1602.14 specifies 1 year.
Retention: 10 years after retirement or separation, provided that records relating to hazardous material exposure are retained 30 years after separation.\(^6\)

Duplicate Copies: 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.

15.80 Employee Records - Temporary and Seasonal

Records and documentation relating to employment of temporary and seasonal employees, except for payroll and fiscal information.

Retention: 7 years after termination, except payroll and fiscal records.

15.85 Employment Verifications

Records of verification of employment in response to external requests (i.e., verifications for employment status needed for loans, child support, job applications, etc.).

Retention: 1 year + current.

15.90 Expense Records

See Schedule 5 Accounts Payable Records.

15.100 Garnishments

See Schedule 15 Payroll Records.

15.110 Grievances

Records of personnel grievances filed by employees.

Retention: 3 years + current after settled.

15.120 Health and Safety Records

See also Schedule 15 Physical and Medical Records and Workers’ Compensation.

\(^6\) Research notations: Age records, 3 years [29 CFR 516.2, 41 CFR 50.201, and 29 CFR 1627.3]; demotion records, 1 year [29 CFR 1627.3 and 29 CFR 16902.14]; hiring records, 3 years [29 CFR 1602.14 and 29 CFR 1627.3]; promotion records, 1 year from date record made or personnel action taken, whichever is later [29 CFR 1602.14]; termination records, 1 year from date record made or personnel action taken, whichever is later [29 CFR 1602.14]; involuntary terminations, 2 years from date of termination, or in cases of charges of discrimination retain until final disposition of charge or action [29 CFR 1602.31].
Hazardous Materials Exposure

Records of any personal or environmental monitoring of exposure to hazardous materials, lead and asbestos, chemicals, toxic substances, noise, dust, heat, cold, repetitive motion, blood-borne pathogens, biological agents, bacteria, virus, fungus, radiation, or other dangerous work-related conditions.

Retention: 30 years after separation [29 CFR 1910.1020 and 15 USC 2622].

HIPPA Authorizations for Release of Information

Employee (patient) authorizations for release of protected information.

Retention: 6 years from date of creation of the record.

Material Safety Data Sheets (MSDS)

Employers must have a MSDS on file for each hazardous chemical they receive and use and ensure copies are readily accessible to employees in their work area. Employer must keep records of chemicals used, where they were used and for how long [29 CFR 1910.1200].

Retention: Until superseded or 1 year + current after chemical is disposed of or consumed, provided the employer retains some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used for at least 30 years.

Safety Committee Records

See Schedule 7 Committees – Internal.

Safety Policies and Procedures


Safety Training Information

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

Retention: 3 years after termination

15.130 I-9 Forms

Record of verification of citizenship and eligibility to work in the United States, including verification documentation that establishes identity and eligibility (Immigration and Naturalization Services Form I-9, Employment Eligibility Verification Form); applies to all employees hired after November 6, 1986.

Retention: 3 years from date of hire or 1 year after separation, whichever is later [8 CFR 274a.2].

15.140 Insurance - Employee

See Schedule 15 Benefits and Schedule 5 Insurance Records.
15.150 Job Records

Advertisements of Job Opportunities
Advertisements and announcements regarding job openings, promotions, training programs or overtime work.

Retention: 1 year + current [29 CFR 1627.3].

Applications for Employment and Supporting Documentation
Applications, resumes and supporting documentation and other replies to job advertisements, including applications for temporary positions.

Retention: 2 years from the date record was made or human resource action was taken, whichever is later [29 CFR 1627.4, 29 CFR 1602.14].

Applications for Employment – Not Hired
Applications, resumes and supporting documentation submitted for Authority employment by individuals not hired.

Retention: 2 years from the date of the making of the record or the personnel action involved, whichever occurs later [29 CFR 1602.31].

Examinations
Tests administered by the Authority in connection with screening job applicants to determine aptitude or skills.

Retention: 2 years + current from the date of making record or action, whichever occurs last [29 CFR 1602.31, 29 CFR 1627.3 and 29 CFR 1607.4].

Job Descriptions and Specifications
Written descriptions of duties performed, qualifications and physical requirements for Authority positions.

Retention: Until superseded.

Polygraph Records – Job Applicants
Retention: 2 years + current.

Polygraph Records - Routine (Not Job Related)
Retention: Until administrative need ends.

15.160 Oaths of Office
Oaths of office taken by elected or appointed Authority officials [CRS 32-1-901].

Retention: Term of office + 1 year.
15.170 Payroll Records

Basis of Pay

Records pertaining to additions or deductions from wages paid; the basis on which wages are paid; earnings per week; records containing employee's name, address, date of birth, occupation, rate of pay and compensation earned per week; includes payroll records pertaining to both FLSA-Exempt and FLSA-Non-Exempt Employees.

Note: The basis on which wages are paid must be documented in sufficient detail to permit calculation for each pay period including benefits and prerequisites. The records may include payment of wages, wage rates, job evaluations, merit and incentive programs and seniority systems. The basic reason for these records is to give the Wage-Hour Division an indication on whether or not sex discrimination exists.

Retention: 3 years [29 CFR 516.5].

Compensation Plans

Pay Plans

Written plans outlining job titles and pay scales for Authority employees.

Retention: Permanent.

Seniority or Merit Systems

Retention: For the full period the plan or system is in effect plus 1 year [29 CFR 1627.3].

Credit Union Deduction Requests

Retention: 1 year after superseded.8

Direct Deposit Reports

Retention: 1 year + current.

Employee Longevity Reports

Report related to individual employee.

Retention: 10 years after separation.

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7 Research notations: Additions or Deductions from Wages Paid, 3 years [29 CFR 516.5]; Age Discrimination in Employment Act Records, 3 years [29 CFR 1627.3]; Basis on Which Wages Are Paid, 2 years [29 CFR 1620.32 and 29 CFR 516.6]; Earnings Per Week, 3 years [29 CFR 1627.3 and 29 CFR 516.5]; FLSA-Exempt Employees, 3 years [29 CFR 516.5]; FLSA-Non Exempt Employees, 3 years [29 CFR 516.5]; Title VII and Americans with Disabilities Act, 1 year from date record made or personnel action taken, whichever is later [29 CFR 1602.14].

8 29 CFR 516.6 specifies retention for 2 years.
**Garnishments**

Documentation of requests and court orders served on the Authority to withhold the wages of employees for garnishments, tax levies, support payments and other reasons.

Retention: 3 years.

**Leave Records**

*Balance Reports*

*Year-End*

Retention: Duration of employee file.

*Other Periodic Reports*

Retention: 2 years.

**Leave Requests**

Applications submitted by employees for sick, vacation, compensatory, personal business, family and medical leave, long-term leave and other leave time.

Retention: 3 years + current.

**Pay Plans**

See *Compensation Plans* above.

**Payroll Reports**

*Employee Longevity Reports*

Retention: Permanent.

*End of Pay Period*

Retention: 1 year + current.

*FICA Reports – Quarterly*

Retention: 6 years + current.

*Quarterly*

Retention: 2 years + current.

*Year-End*

Retention: 6 years + current provided Payroll Register is retained permanently.
Payroll Tax Records

Records of collection, distribution, deposit and transmittal of federal and state income taxes, including federal miscellaneous income statements (1099), request for taxpayer identification number and certificate (W-9), employer's quarterly federal tax return (941, 941E) and other similar federal and state forms.

Retention: 5 years + current.

Register – Payroll [Year-End]

Documentation of the earnings, voluntary and required deductions and withholdings of Authority employees.

Retention: 3 years + current.

Salary Surveys

Studies and surveys conducted by the Authority or its agents to gather comparative salary information for Authority positions in comparable organizations.

Retention: 3 years + current.

Time Worked Records

All basic time and earnings cards or sheets and work production sheets of individuals where all or part of the employee's earnings are determined.

Retention: 5 years + current [CRS 8-72-107].

Wage-Rate Tables

All tables or schedules (from their last effective date) of the employer which provide the piece rates or other rates used in computing straight-time earnings, wages, or salary, or overtime pay computation.

Retention: 2 years; however the Department of Labor may request records back 3 years [29 CFR 516.6].

W-2 Forms

Annual wage and tax statements documenting individual employee earnings and withholdings for state and federal income taxes and social security tax.

Retention: 4 years + current.

W-4 Forms

Withholding allowance certificates documenting exemption status of individual Authority employees.

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9 GRMRC P-16, 29 CFR 1602.31 and 29 CFR 516.6 specify retention for 2 years. The model retention schedule follows state law.
Retention: Throughout employment.

15.180 Pension Records

Actuarial Reports

Reports by actuaries concerning the financial soundness of a pension plan.

Retention: Permanent.

Pensions Awarded

Records of applications for pensions, determinations regarding award of pensions and actuarial calculations for the pension.

Retention: Permanent.

Pension Plans


Retirement Files

Records containing calculations and supporting documentation regarding retirement eligibility, retirement amounts and other information pertaining to current and potential future pensions.

Retention: 10 years after retirement benefits are no longer paid or after eligibility for retirement benefits ceases, whichever is later.

15.190 Physical and Medical Records

Records documenting an individual employee's work-related medical history [29 CFR 1630.14]. Note: These records are not personnel records and must be kept physically separate from employee personnel records in a separate location as required by the Americans with Disabilities Act. See also Schedule 15 Health and Safety Records.

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

Records required to be retained under Age Discrimination in Employment Act (ADEA) and Americans with Disabilities Act (ADA) containing results of physical examinations considered in connection with personnel actions.

Retention: 7 years after separation of employment.

Family and Medical Leave Act (FMLA) Records

Records required to be retained under Family and Medical Leave Act (FMLA); includes an FMLA leave request relating to medical certifications, recertification or medical histories of employees or employees' family members. These records shall be maintained in separate files/records and be treated as confidential medical records, except that supervisors and managers may be informed regarding necessary restrictions and accommodations, not the nature of the condition, first aid and safety personnel may be informed (when appropriate) if the employee may/might require emergency treatment, and government officials investigating compliance with FMLA shall be provided relevant information.
Retention: 7 years after separation of employment.

**Occupational Safety and Health Act (OSHA) Records**

Records required under Occupational Safety and Health Act (OSHA), including complete and accurate records of all medical examinations required by OSHA law. Note: These records may be retained by the medical provider.

Retention: Duration of employment + 30 years, unless a specific OSHA standard provides a different time period [29 CFR 1910.1020].

15.200 Policies and Procedures - Personnel

Handbooks, manuals, directives and other written statements or summaries of policies and procedures governing personnel and human resource matters pertaining to employment with the Authority. See also Schedule 7 Policies and Procedures Documentation.

Retention: Until updated, except retain permanently all documentation that would be useful in establishing past policies or procedures in settling personnel disputes.

**Recruitment and Interviewing Procedures**

Guidelines for recruitment and interviewing processes for hiring of Authority employees.

Retention: 1 year + current.

15.210 Regulatory Agency Information

See Schedule 7 Legislation and Regulatory Actions.

15.220 Reports - Personnel

See Schedule 15 Pension Records and Payroll Records.

15.230 Safety

See Schedule 15 Health and Safety Records.

15.240 Signature Certificates

Facsimile signature certificates of any authorized Authority officer that are filed with the Secretary of State's office for authentication and verification of the signature of the official on Authority documents.[CRS 11-55-103].

Retention: 1 year after end of employment or board service.

15.250 Social Security

15.260 Test Records

See Schedule 15 Job Records.

15.270 Training Information

Information presented to orient new employees regarding policies and procedures.

Retention: 7 years after separation of employment.

15.280 Unemployment Insurance

Reports and claim records for unemployment insurance payments.

Retention: 6 years + current.

15.290 Volunteer Worker Records

Records documenting work performed for the Authority by citizens without compensation for their services.

Retention: 7 years after termination of volunteer services.

15.300 Work Schedules

Employee On-Call Schedule

Retention: 2 years + current.

15.310 Workers' Compensation

Injury reports and supplemental reports and claim records for workers' compensation. See also 5.240.E, Insurance Policies.

Retention: 6 years + current.
SCHEDULE NO. 16

PROPERTY RECORDS

General Description: Records of real property considered for acquisition or owned, sold or vacated by the Authority. The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).

Duplicate Copies: Provided that no retention period is specified for duplicate copies, retain those that are created for administrative purposes for 1 year, and retain those created for convenience or reference purposes until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

16.10 Acquisition Records

Records documenting the acquisition and ownership of real property by the Authority, including appraisals, quiet title actions, condemnations and eminent domain actions, purchase of property and similar actions to acquire land or real property.

Retention: Permanent.

16.20 Auction Records

See Schedule 5 Fixed Asset Records.

16.30 Buildings and Structures - Authority

Records relating to acquisition, construction and sale of buildings and structures owned by the Authority.

Retention: 6 years after disposition of building or structure.

16.50 Deeds and Dedications

Conveyances of property or property rights to or from the Authority, including warranty deeds, dedication deeds and similar documents.

Retention: Permanent.

16.60 Easements and Rights-Of-Way

Permanent Easements and Rights-of-Way

Conveyances of rights to place utilities or other infrastructure or to cross under or over property owned by another property owner.

Retention: Permanent.
Temporary Access and Construction Easements

Documentation of temporary easements allowing access and entrance to, and work on, property or streets not owned by the easement holder.

Retention: 2 years after easement expires.

16.70 Encroachments

See Schedule 12 Encroachment Permits.

16.80 Fleet And Equipment Records

See Schedule 6 Fleet and Equipment Records.

16.90 Inventories

See Schedule 5 Fixed Asset Records.

16.100 Leases

Agreements through which the Authority obtains the right to use property owned by another, or through which the Authority grants the right to use Authority property to another party, for a specified period of time in exchange for the payment of rental; includes leases, subleases, assignments of leases, rental rates, terms of property use, etc. See also Schedule 5 Purchasing Records – Lease Purchase Records.

Retention: 6 years after termination of lease.

16.110 Maintenance, Upkeep and Damage Records

Records documenting the minor maintenance, repair and upkeep of Authority owned facilities and property. See also Schedule 16 Work Orders – Property.

Retention: 1 year + current.

Chemical Application Records

Records documenting the application of chemicals such as pesticides, herbicides and fertilizers to parks and other Authority property. See also Schedule 15 Health and Safety Records – Hazardous Materials Exposure.

Retention: 3 years after application.

Damage Records

Records of damage to Authority property, including signs, trees, park facilities, buildings and fences.

Retention: 3 years after date of last action if not litigated; if litigated see Schedule 13.
Inspection Records

Records documenting periodic inspection of parks and facilities to check for damage and recommend repairs and maintenance.

Retention: 2 years

16.120 Parks. [Deleted - Not Applicable to Fire Authorities.]

16.130 Projects

Construction, renovation or other building projects on Authority owned property. See Schedule 7 Project Files.

16.140 Rights-Of-Way


16.150 Sale or Transfer of Property Records

Records pertaining to transactions for the sale or trade of land, buildings or other real property owned by the Authority.

Retention: Permanent.

16.155 Security Records

Automated Access System Records

Records generated by automated systems to show entry and exit from secured areas by authorized persons using an electronic badge or similar system to gain entry or exit.

Retention: 1 year + current.

Entry and Exit Log Sheets

Retained to document entry and exit to and from secured areas.

Retention: 1 year + current.

Videotapes Related to Security

Facility Security of Authority Buildings

Video recordings from security cameras in public areas of Authority buildings. Security setups vary and recordings may be continuous, stop-frame or random use. In addition to visual feed, videos also show date and time indexing information. See 3.135 for surveillance recordings made in election areas.

Retention: 30 days.
16.160 Trees [Deleted – Not Applicable]

16.165 Utility Locate Requests. [Deleted – Not Applicable]

16.170 Vacations - Easements and Rights-Of-Way

See Schedule 10 Vacations – Street, Alley and Right-of-Way.

16.180 Work Orders – Property

Request and authorization forms for repair or maintenance work on Authority owned facilities, signs, structures, etc.

Retention: 2 years.
SCHEDULE NO. 17

PUBLIC SAFETY RECORDS

General Description: Records relating to the enforcement and protective service functions of the Authority. The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).

Duplicate Copies: Provided that no retention period is specified for duplicate copies, retain those that are created for administrative purposes for 1 year, and retain those created for convenience or reference purposes until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

17.10 Agreements and Contracts

See Schedule 7 Agreements and Contracts.

17.30 Civil Defense

See Schedule 17 Emergency Planning and Response.

17.40 Disaster Response Planning

See Schedule 17 Emergency Planning and Response.

17.50 Emergency Planning and Response

Emergency Operations and Management Plans

Records relating to disaster, emergency and civil defense planning and preparation; implementation and testing of disaster warning systems and response planning; disaster response and emergency planning and preparedness of the Authority. Includes emergency operations plans, incident response plans, and disaster management and recovery plans. See also Schedule 6 Equipment Records.

Retention: 1 year + current after superseded, except retain 1 copy for historical purposes.

Incident Records – Disasters and Emergencies

Documentation of the extent and impacts of natural or manmade disasters and emergency incidents and actions taken by the Authority in response to such incidents; includes records such as logs, diaries, damage assessment and response reports, situation and resource allocation reports, incident plans, resource ordering and tracking, financial documentation, photographs, and similar incident-related documentation.

Retention: Permanent.

Mutual Aid Agreements

See Schedule 7 Agreements and Contracts.
17.60 Equipment - Public Safety

Records pertaining to equipment used by emergency services. See also Schedule 6 Equipment Records.

*Emergency 9-1-1 Service*

Retention: 5 years after superseded.

*Warning Systems – Emergencies and Disasters*

See Schedule 6 Equipment Records.

17.70 Fire And Rescue Activity Records

Records pertaining to fire suppression and prevention and emergency rescue functions.

*Burning Permits*

See Schedule 12 Permit Records.

*Call Sheets or "Day Sheets" – Rescue Unit*

Retention: 5 years + current.

*Fire Reports*

Retention: 10 years.

*Equipment*

See also Schedule 6.

*Fire Hydrant Records*

Documentation of locations, specifications, maintenance, testing and repair of water hydrants in the Authority or Authority water system.

Retention: 1 year after hydrant is replaced or removed from service.

*Pumper Tests and Hose Tests*

Retention: 1 year after equipment is taken out of service permanently or disposed of.

*Fire Code*

See Schedule 7 Code Book Records.

*Fire Code Board of Appeals*

See Schedule 1 Building Board Case Files.
Fire Insurance Rate Maps

See Schedule 7 Maps and Drawings.

Incident Records

Fire Call Sheets or "Day Sheets" (i.e., logs of daily calls)

Retention: 5 years + current.

Fire Prevention Schedule

Retention: 1 year + current.

Incident Investigations

Records pertaining to investigations regarding fires and other incidents. See also Schedule 17 Hazardous Materials.

Fatality

Retention: Permanent.

Non-fatality

Retention: 10 years + current or final disposition of case, whichever is later.

Non-criminal

Retention: 2 years + current.

Rescue Incident Reports

Retention: Permanent.

Run Sheets or Incident Reports – Fire or Ambulance

Retention: Permanent.

Inspections

Business and School Inspection Records

Records of inspections of commercial establishments and schools.

Retention: Life of building.

Intelligence Files (Arson)

Records containing information regarding individuals and groups.
Multiple Contacts

Retention: 5 years

No Further Contact

Retention: 1 year + current

Routine Inspections

Records of routine fire prevention and other related inspections performed by the fire authority.

Retention: 3 years + current

Requests for Service

Retention: 2 years + current.

S.A.R.A. Tier II Reports

Superfund Amendments Reauthorization Act reports.

Retention: 1 year + current

Training Records

See Schedule 15 Training Information

17.75 Fire Authority Records (If International Fire Code Is Adopted)

Authorities that enforce the International Fire Code (IFC) should follow the records retention provisions set out in the IFC as follows, unless a local exception is adopted by resolution.

Approval and Variance Records

Retention: Not less than 5 years or for as long as the structure or activity to which such records relate remains in existence, unless otherwise provided by other regulations [IFC 104.6.1].

Fire Records

Retention: Not less than 5 years or for as long as the structure or activity to which such records relate remains in existence, unless otherwise provided by other regulations [IFC 104.6.3].

Inspection Records

Retention: Not less than 5 years or for as long as the structure or activity to which such records relate remains in existence, unless otherwise provided by other regulations [IFC 104.6.2].

Statistical Records – Fire Department

Statistics regarding the extent of fires and the damage caused by fires.
Retention: Not less than 5 years or for as long as the structure or activity to which such records relate remains in existence, unless otherwise provided by other regulations [IFC 104.6.3].

17.80 Hazardous Materials

Records relating to hazardous materials regulation, prevention, safety and incident response and investigation.

Asbestos Removal Permits

See Schedule 12 Permit Records.

Incident Prevention Reports

Retention: 3 years + current.

Incident Response Planning

See Schedule 17 Emergency Planning and Response.

Investigations

Records of investigations of hazardous materials incidents.

Criminal Hazardous Materials Incidents

Retention: Permanent.

Noncriminal Hazardous Materials Incidents

Retention: 2 years after costs are recovered.

Registration – Hazardous Materials

Retention: Permanent.

Underground Storage Tank Inspections

See Schedule 11 Environmental Records and Schedule 12 Permit Records.

Toxic Site (Designated)

See Schedule 11 Environmental Records.

17.90 Emergency Services Records

Logs

Listings kept to track specific routine daily activities.
Dispatch Logs

Retention: 3 years + current.

Routine Activity Logs

Documentation of routine home and welfare checks, alarm checks, and similar activities.

Retention: 3 years + current.

Open Records Requests

See 7.235, Open Records Requests.

Reports

Activity Summaries

Routine reports and documentation regarding daily activities and assignments, field activity, firefighter or EMT activity, ride-along records, roll call records and work schedules.

Retention: 3 years + current.

Records Checks

Retention: 2 years + current.

Reports – Departmental

See Schedule 7 Reports.

Ride-Along Program Records

Records of programs that allow citizens to ride-along with fire fighters or EMS providers.

Approved to Ride-Along

Retention: 3 years + current.

Denied Approval to Ride-Along

Retention: 3 years + current.

Liability Waivers

See Schedule 7 Program Records

Training Records

Records documenting training for fire and EMS personnel, test scores and training reports. See also Schedule 15 Training Records.
LOVELAND FIRE RESCUE AUTHORITY DOCUMENT RETENTION & DESTRUCTION SCHEDULE

Retention: 7 years after employee's termination.

17.100 Procedures and Policies


17.120 Tape Recordings - Dispatch

Audio tapes recorded to monitor radio transmissions.

Retention: 90 days.
APPENDIX A

NON-RECORDS

The following types of administrative materials have no public record retention value and may be disposed of as soon as they have served their purpose at the discretion of the custodian:

1. **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.

2. **Informational or extra copies** of correspondence, completed forms, bulletins, newsletters, etc., prepared for reference and information distribution.

3. **Letters of transmittal** that do not add any information to the transmitted materials.

4. **Miscellaneous memoranda or notices** that do not relate to the functional responsibility of the Authority, such as notices of community affairs, employee meetings, holidays, etc.

5. **Preliminary drafts** of letters, memoranda, reports, worksheets and informal notes that do not represent significant basic steps in the preparation of record documents.

6. **Routing slips, sheets, post-it notes or memos** used to direct the distribution of documents.

7. **Outdated or superseded stocks of publications** kept for supply and hand-out purposes.

8. **Telephone messages** that convey non-policy informational messages.

9. **Library or museum material** acquired for reference or exhibition purposes.

10. **Identical duplicate copies** of records.

11. **Notes, tapes or recordings that have been transcribed.**

12. **Temporary or transitory material** with little or no bearing on decision-making.
APPENDIX B

GLOSSARY


Closed Record – A file unit or records series containing documents on which action has been completed and to which more documents are not likely to be added.

CRS – Colorado Revised Statutes.

Disposition – Actions taken regarding records no longer needed in current office space, including destruction pursuant to an approved records retention schedule or permanent retention of records in paper or other formats.

Duplicate Copies – Non-record copies of documents kept solely for ease of access and reference.

Format – The shape, size, style and general makeup of a particular record.

Permanent Records – Records appraised as having sufficient historical or other value to warrant continued preservation by the Authority beyond the time they are needed for administrative, legal or fiscal purposes.

Record Copy – The official and "best" copy of a document retained by the official record custodian.

Retention Period – The minimum length of time that a record must be kept.

Retention Schedule – A document approved by the Colorado State Archives providing authority for the minimum retention periods and final disposition of Authority records.

Series – Physical or intellectual groupings of records; file units or documents arranged according to a filing system or kept together because they relate to a particular subject or function, result from the same activity, document a specific kind of transaction, take a particular physical form, or have some other relationship arising out of their creation, receipt or use.

There are four methods that are generally acceptable to destroy records by. However, it is important to note that when dealing with confidential information such as law enforcement and personnel information, that these types of records must be destroyed in a secure manner so as to prevent them from being reconstructed by unauthorized parties.

1. **Shred:** this method is most suited for the security destruction of confidential records such as the ones mentioned above;

2. **Burn:** this method is most likely confined to the rural parts of the state where unregulated burning is still allowed;

3. **Landfill:** this method requires that the records be buried in a trench 3-4 feet below the surface of the landfill and immediately covered over to prevent the wind from blowing records about. It is recommended that when possible, once the records be placed in the trench, that they be sprayed with water to facilitate a more rapid decomposition.

4. **Recycle:** this method is desirable for non-confidential records where possible. It promotes good conservation and reuse of paper resources.
Consider a Motion to Approve an additional regular part-time 0.75 Full Time Equivalent Administrative Technician position

Staff will present a request to convert a temporary Office Support Specialist position to a regular part time Administrative Technician position, for approval.

Staff is proposing the conversion of a temporary Office Support Specialist to a regular part time Administrative Technician. This position has been active in a temporary capacity for close to a year. Temporary staffing is intended as just that, a temporary stop-gap until a more permanent solution can be obtained. The conversion of this position, at the same salary, will result in a slight cost increase due to the addition of benefits afforded a part time employee. Since the decision to move forward with the conversion was made after the budget was compiled, staff will submit a supplemental budget request in early 2019 to pay for these benefits in an amount not to exceed $20,000.

Approve the addition of a regular part-time 0.75 FTE to the LFRA Administration Division staffing plan

The addition of benefits offered, not expected to exceed $20,000 annually

Deliver cost effective services.

ATTACHMENTS
TITLE

Consider a Motion to Adopt the LFRA Pay Plan and associated pay adjustments effective November 1, 2018.

EXECUTIVE SUMMARY

LFRA recognizes our employees are our most valuable asset and critical to our ongoing success. As we strive to attract and retain highly skilled and competent individuals a compensation study was conducted in 2018. This study resulted in a new proposed pay plan and if adopted, we are requesting funds from 2018 salary savings (approx. $6,200) and 2019 fund reserves (approx. $37,000) be appropriated for necessary pay adjustments.

BACKGROUND

In January 2018, LFRA asked Employers Council consultants to assist in conducting a salary survey market analysis, developing salary ranges based on the data collected, and comparing rates of pay with the identified labor market to ensure LFRA pay is properly aligned.

Three structures were developed within the proposed pay plan – (1) non-sworn positions; (2) sworn positions; and (3) temporary positions. Calculations of the midpoints for each salary range is typically based on the aggregate of the survey weighted averages.

Current pay rates in the non-sworn structure fall within the proposed salary ranges. For the sworn structure, the cost to bring rates of four (4) individuals to the minimum of the proposed ranges and also adjust two (2) more individuals’ pay due to internal equity is approximately $6,200 for the remainder of 2018 – we are requesting this be funded with 2018 salary savings. For 2019, we are requesting fund reserve be used for the annual amount of these increases - approximately $37,000.

STAFF RECOMMENDATION

Adopt the proposed pay plan and recommended pay adjustments.

FINANCIAL/ECONOMIC IMPACTS

Approximately $6,200 of 2018 salary savings and approximately $37,000 of the 2019 fund reserve.

ATTACHMENTS

Pay Plan Presentation
Proposed LFRA Pay Plan
LFRA PAY PLAN
REQUEST TO ADOPT
SEPTEMBER 26, 2018

Agenda

✓ Process
✓ Results
✓ Proposed Pay Plan
✓ Proposed Pay Adjustments
✓ Request to Adopt
✓ Next Steps
## Process

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>Stay Interviews</td>
<td>Reports of LFRA’s pay as not competitive</td>
</tr>
<tr>
<td>2018 – Jan</td>
<td>Engaged Employers Council</td>
<td>Salary survey market analysis</td>
</tr>
<tr>
<td>2018 – Jul</td>
<td>Completed salary survey market analysis</td>
<td>LFRA compensation philosophy, salary ranges, and pay plan</td>
</tr>
<tr>
<td>2018 – Aug</td>
<td>Review of initial cost to implement</td>
<td>Non-sworn: $0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sworn: $6,200 – 2018 ($37,000 annual)</td>
</tr>
<tr>
<td>2018 – Nov</td>
<td>Proposed start of initial implementation pay increases</td>
<td>Associated Sworn pay increases start 09/26/2018</td>
</tr>
<tr>
<td>2019</td>
<td>Develop an approach to phase in additional pay increases starting in 2020</td>
<td>TBD</td>
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</table>

## LFRA Compensation Philosophy

Loveland Fire Rescue Authority (LFRA) recognizes our employees are our most valuable asset and critical to our ongoing success.

We strive to attract, train, and retain highly skilled and competent individuals who demonstrate initiative, reinforce and support exceptional customer service, apply critical thinking and problem solving skills, and take personal responsibility in continuing LFRA’s vision, mission, and values.

Our compensation package consists of:
- competitive pay relative to our labor markets and based on our financial capabilities
- comprehensive benefits including paid time off, insurance, and retirement programs
- training and professional development opportunities
Comparisons

Fire Depts./Districts
- Arvada
- Eagle River
- Evergreen
- Foothills
- Greater Eagle
- Lake Dillon
- Mountain View
- Poudre
- Pueblo
- Red White & Blue
- South Metro
- Telluride
- Windsor-Severance

Cities/Counties
- Denver
- Boulder-City
- Colorado Springs
- Federal Heights
- Golden
- Grand Junction
- Greeley
- Gunnison
- Lafayette
- Littleton
- Montrose County
- Pueblo
- Rawlins, WY
- Sheridan, WY
- Thornton
- Westminster

Northern Colorado Denver/Boulder All Colorado $10-20 million Budget

Pay Plan Adjustments

<table>
<thead>
<tr>
<th>NON-SWORN</th>
<th>Current</th>
<th>Proposed</th>
<th>Proposed % Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Technician</td>
<td>$46,350</td>
<td>$39,200</td>
<td>-15.43%</td>
</tr>
<tr>
<td>Business Svcs Coordinator</td>
<td>$52,000</td>
<td>$52,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>Administrative Analyst</td>
<td>$62,300</td>
<td>$66,200</td>
<td>6.26%</td>
</tr>
<tr>
<td>Emerg Mgmt Specialist</td>
<td>$70,500</td>
<td>$74,550</td>
<td>5.74%</td>
</tr>
<tr>
<td>Fire Inspector</td>
<td>$75,600</td>
<td>$82,200</td>
<td>8.73%</td>
</tr>
<tr>
<td>Plans Reviewer</td>
<td>$101,500</td>
<td>$101,500</td>
<td>0.00%</td>
</tr>
<tr>
<td>HR Manager</td>
<td>$101,500</td>
<td>$101,500</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SWORN</th>
<th>Current</th>
<th>Proposed</th>
<th>Proposed % Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firefighter I</td>
<td>$56,800</td>
<td>$56,900</td>
<td>0.18%</td>
</tr>
<tr>
<td>Firefighter II</td>
<td>$62,300</td>
<td>$65,000</td>
<td>4.33%</td>
</tr>
<tr>
<td>Fire Engineer</td>
<td>$75,600</td>
<td>$83,100</td>
<td>9.92%</td>
</tr>
<tr>
<td>Lieutenant</td>
<td>$88,000</td>
<td>$93,100</td>
<td>5.80%</td>
</tr>
<tr>
<td>Captain</td>
<td>$101,500</td>
<td>$118,600</td>
<td>17.01%</td>
</tr>
<tr>
<td>Deputy Fire Marshal</td>
<td>$126,000</td>
<td>$132,700</td>
<td>5.32%</td>
</tr>
<tr>
<td>Emergency Manager</td>
<td>$139,000</td>
<td>$143,300</td>
<td>3.09%</td>
</tr>
<tr>
<td>Battalion Chief</td>
<td>$115,000</td>
<td>$118,600</td>
<td>3.13%</td>
</tr>
<tr>
<td>Division Chief</td>
<td>$126,000</td>
<td>$132,700</td>
<td>5.32%</td>
</tr>
<tr>
<td>Fire Chief</td>
<td>$139,000</td>
<td>$143,300</td>
<td>3.09%</td>
</tr>
</tbody>
</table>
Proposed Pay Adjustments

Non-Sworn
- Seven (7) positions
- Current pay all within the proposed salary ranges
- No pay adjustments proposed

Sworn
- 10 positions
- Four (4) Engineers below proposed salary range = approx. $29,450 annual
- Two (2) additional Engineers proposed adjustment due to internal equity = approx. $7,550 annual
- Total implementation cost
  - $6,200 from 2018 salary savings
  - $37,000 from 2019 fund reserves

Next Steps

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 2018</td>
<td>Approval from Board to adopt the proposed pay plan and associated pay increases effective Nov. 1, 2018</td>
</tr>
<tr>
<td>Oct. 2018</td>
<td>Present compensation study and pay plan to LFRA personnel</td>
</tr>
<tr>
<td>2019</td>
<td>Develop proposal to phase in additional pay adjustments starting in 2020</td>
</tr>
</tbody>
</table>
# Pay Plan

**PROPOSED 09/26/2018**

## Total Compensation Philosophy

Loveland Fire Rescue Authority (LFRA) recognizes our employees are our most valuable asset and critical to our ongoing success.

We strive to attract, train, and retain highly skilled and competent individuals who demonstrate initiative, reinforce and support exceptional customer service, apply critical thinking and problem solving skills, and take personal responsibility in continuing LFRA's vision, mission, and values.

Our compensation package consists of:

- competitive pay relative to our labor markets and based on our financial capabilities
- comprehensive benefits including paid time off, insurance, and retirement programs
- training and professional development opportunities

## Pay Ranges by Plan/Position

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Hourly Min</th>
<th>Hourly Mid</th>
<th>Hourly Max</th>
<th>Yearly Min</th>
<th>Yearly Mid</th>
<th>Yearly Max</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firefighter I</td>
<td>15.93</td>
<td>19.54</td>
<td>23.15</td>
<td>$46,400</td>
<td>$56,900</td>
<td>$67,400</td>
<td>F01</td>
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<tr>
<td>Firefighter II</td>
<td>17.86</td>
<td>22.32</td>
<td>26.79</td>
<td>$52,000</td>
<td>$65,000</td>
<td>$78,000</td>
<td>F02</td>
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<tr>
<td>Fire Engineer - 40 hour</td>
<td>31.97</td>
<td>39.95</td>
<td>47.93</td>
<td>$66,500</td>
<td>$83,100</td>
<td>$99,700</td>
<td>F03</td>
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<tr>
<td>Fire Engineer - 56 hour</td>
<td>22.84</td>
<td>28.54</td>
<td>34.24</td>
<td>$66,500</td>
<td>$83,100</td>
<td>$99,700</td>
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<tr>
<td>Lieutenant - 40 hour</td>
<td>35.82</td>
<td>44.76</td>
<td>53.70</td>
<td>$74,500</td>
<td>$93,100</td>
<td>$111,700</td>
<td>F05</td>
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<tr>
<td>Lieutenant - 56 hour</td>
<td>25.58</td>
<td>31.97</td>
<td>38.36</td>
<td>$74,500</td>
<td>$93,100</td>
<td>$111,700</td>
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<tr>
<td>Captain - 56 hour</td>
<td>39.04</td>
<td>48.80</td>
<td>58.56</td>
<td>$81,200</td>
<td>$101,500</td>
<td>$121,800</td>
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<tr>
<td>Deputy Fire Marshal</td>
<td>39.04</td>
<td>48.80</td>
<td>58.56</td>
<td>$81,200</td>
<td>$101,500</td>
<td>$121,800</td>
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<tr>
<td>Emergency Manager</td>
<td>39.04</td>
<td>48.80</td>
<td>58.56</td>
<td>$81,200</td>
<td>$101,500</td>
<td>$121,800</td>
<td>F09</td>
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<tr>
<td>Battalion Chief - 40 hour</td>
<td>45.63</td>
<td>57.02</td>
<td>68.41</td>
<td>$94,900</td>
<td>$118,600</td>
<td>$142,300</td>
<td>F10</td>
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<tr>
<td>Battalion Chief - 56 hour</td>
<td>32.59</td>
<td>40.73</td>
<td>48.87</td>
<td>$94,900</td>
<td>$118,600</td>
<td>$142,300</td>
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<td>Division Chief</td>
<td>51.06</td>
<td>63.80</td>
<td>76.54</td>
<td>$106,200</td>
<td>$132,700</td>
<td>$159,200</td>
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<tr>
<td>Fire Chief</td>
<td>55.10</td>
<td>68.89</td>
<td>82.69</td>
<td>$114,600</td>
<td>$143,300</td>
<td>$172,000</td>
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### NON-SWORN

<table>
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<tr>
<th>Position Title</th>
<th>Min</th>
<th>Mid</th>
<th>Max</th>
<th>Min</th>
<th>Mid</th>
<th>Max</th>
<th>Grade</th>
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<tr>
<td>Administrative Technician</td>
<td>$15.72</td>
<td>$18.85</td>
<td>$21.97</td>
<td>$32,700</td>
<td>$39,200</td>
<td>$45,700</td>
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<tr>
<td>Business Services Coordinator</td>
<td>$20.82</td>
<td>$25.00</td>
<td>$29.18</td>
<td>$43,300</td>
<td>$52,000</td>
<td>$60,700</td>
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<tr>
<td>Administrative Analyst</td>
<td>$25.48</td>
<td>$31.83</td>
<td>$38.17</td>
<td>$53,000</td>
<td>$66,200</td>
<td>$79,400</td>
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<tr>
<td>Emergency Mgmt Specialist</td>
<td>$28.65</td>
<td>$35.84</td>
<td>$43.03</td>
<td>$59,600</td>
<td>$74,550</td>
<td>$89,500</td>
<td>F24</td>
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<tr>
<td>Fire Inspector</td>
<td>$28.65</td>
<td>$35.84</td>
<td>$43.03</td>
<td>$59,600</td>
<td>$74,550</td>
<td>$89,500</td>
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<tr>
<td>Plans Reviewer</td>
<td>$31.63</td>
<td>$39.52</td>
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<td>$65,800</td>
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<td>Human Resources Manager</td>
<td>$39.04</td>
<td>$48.80</td>
<td>$58.56</td>
<td>$81,200</td>
<td>$101,500</td>
<td>$121,800</td>
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### TEMPORARY

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<tr>
<th>Position Title</th>
<th>Min</th>
<th>Mid</th>
<th>Max</th>
<th>Min</th>
<th>Mid</th>
<th>Max</th>
<th>Grade</th>
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<tbody>
<tr>
<td>Firefighter Apprentice</td>
<td>$11.50</td>
<td>$15.70</td>
<td>$19.90</td>
<td>$23,920</td>
<td>$32,656</td>
<td>$41,392</td>
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<tr>
<td>Emergency Mgmt Planner</td>
<td>$17.80</td>
<td>$26.40</td>
<td>$35.00</td>
<td>$37,024</td>
<td>$54,912</td>
<td>$72,800</td>
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TITLE
Consider a Motion to Approve Revisions to the Pay and Employment Decisions Administrative Regulation

EXECUTIVE SUMMARY
Submitted for LFRA Board consideration is an update to the Pay and Employment Decisions Administrative Regulation (AR). This AR has been revised to be to include a temporary position status of Limited Term and remove the Part-Year temporary status.

BACKGROUND
During the employee transition to the Authority, the LFRA board approved all the existing administrative regulations developed by the City of Loveland. All new or revised administrative regulations need to be approved by the LFRA Board.

Current policy states that temporary positions may not exceed 12 months. A new temporary status of Limited Term will allow LFRA to keep positions longer than 12 months if the funding for the position is renewed at an adequate level. This addition will keep LFRA in compliance with policy when funding is received, but not necessarily guaranteed, from external sources (i.e., grants, Front Range Fire Consortium).

The temporary status, Part Year, was removed as LFRA does not anticipate having any positions that are needed for 10 months of less each year.

STAFF RECOMMENDATION
Approve the administrative regulation as proposed.

FINANCIAL/ECONOMIC IMPACTS
No negative financial impact on the approved budget.

ASSOCIATED STRATEGIC GOALS
Deliver cost effective services.

ATTACHMENTS
Pay & Employment Decisions AR
I. SCOPE:
This Administrative Regulation applies to all Loveland Fire Rescue Authority (LFRA) employees including Regular, Variable Hour and Temporary.

II. PURPOSE:
This Administrative Regulation ensures that all LFRA employees have an understanding of pay decisions, employment changes, benefit status, and position classification.

III. DEFINITIONS:
• **FLSA** refers to Fair Labor Standards Act.
• **ACA** refers to the Affordable Care Act which encompasses the Patient Protection and Affordable Care Act and the Health Care and Education Reconciliation Act of 2010.
• **Exempt** refers to employees in positions that are classified as exempt from overtime per FLSA.
• **Non-Exempt** refers to employees in positions that are classified as having the ability to receive overtime per FLSA.
• **Compensatory time** refers to time off with pay that is granted in lieu of overtime pay earned at one and one half times for every hour of overtime worked
• **De minimis** refers to insubstantial or insignificant periods of time outside scheduled work hours that need not be paid and is limited to no more than ten (10) minutes per work week.
• **Position classification** relates to how a position is categorized for purposes of pay (exempt or non-exempt).
• **Benefit status** relates to how a position is categorized for purposes of benefit eligibility (regular, variable hour or temporary).
• **Employment change** refers to transfers/reassignments, promotions, voluntary or involuntary demotions, reclassifications, market adjustments, and/or restructuring not associated with a reduction-in-force. Placements in temporary, rotational or specialized assignments are excluded.

IV. POLICY:
Pay decisions are based on the following criteria: performance, qualifications, relevant experience, knowledge, skills, abilities, internal alignment, external alignment with market and budget. All rates of pay will be within the pay range established for the position using a market-based approach, unless an exception is specifically approved by the Fire Chief.
Benefit Status

1. Regular Positions

A regular position is one that is needed on an ongoing basis. Regular positions can be further defined as either full-time or part-time, depending on the hours budgeted for the position.

- **Full-Time**
  Full-time, regular positions are budgeted for 40 hours per seven day work period (216 hours in a 27 day work period for shift personnel). Employees in such positions are eligible for LFRA's complete benefits package.

- **Part-Time**
  Part-time, regular positions are budgeted for less than 40 hours per seven day work period (less than 108 hours in a 27 day work period for shift personnel).

Employees in positions that are budgeted for less than 20 hours per seven day work period are not eligible for benefits but will receive the required workers' compensation coverage and social security contribution.

Employees in positions that are budgeted for 20 - 39 hours are eligible for LFRA's complete benefits package on a prorated basis determined by the number of work hours budgeted for the position. Employees in positions that are budgeted for 30 - 39 hours are eligible for medical benefits at the full-time benefit level.

A part-time regular employee's scheduled hours may exceed the employee's benefit level by no more than an average of four (4) hours per week as calculated on an annual basis. If the average is expected to go above four (4) hours per week, the supervisor must notify both the Division Chief and the Human Resources Manager. Part-time regular employees must account for their budgeted hours each work week through hours worked and/or leave accruals.

If a part-time regular employee works more or less hours than budgeted for a position, the prorated amount of benefits coverage will not be automatically adjusted. At least annually, and in accordance with ACA, Human Resources will evaluate the hours worked and determine if a position's benefit status should be changed. The Fire Chief will be notified of any budget implications. Changes are not retroactive and benefits are not paid retroactively.

- **Probationary Employment**
  All Regular employees are considered probationary until they satisfactorily perform the duties of their position for the required probationary period.
PAY AND EMPLOYMENT DECISIONS (Revised from City AR-00054)
FESSAM #7E.1 & 7E.2

Effective: 09/12/2014/2018

During the probationary period employees are considered "at will", meaning their employment may be terminated for any legal reason and there is no right to appeal the decision through the Administrative Regulation "Due Process".

Probationary periods are served upon: hire, promotion, demotion, rehire after resignation or termination (except for reinstatement or re-employment to the same position within one year of separation), and lateral change to a position in a different division (except when returning to a previously held position following a successful rotation in a different division). Probationary periods are not served when employment changes are made as a result of position reclassifications, reductions-in-force, or reinstatement from disability separation to the same position.

The probationary period for non-sworn positions is six (6) months; the probationary period for sworn positions is 12 months. All employees shall receive a performance review upon the completion of the probationary period. LFRA may unilaterally extend an employee’s probationary period with approval from the Fire Chief, in consultation with the Human Resources Manager. If extended, the employee remains in a probationary status until specifically released from that status.

When the probationary period is satisfactorily completed, the employee is considered "for cause". "For cause" employees are eligible for due process as outlined in LFRA's Administrative Regulation "Due Process".

2. Temporary Positions

Temporary positions are needed on a short-term (not exceeding 12 months) or variable hour basis short-term, limited in duration based upon funding limitations, or variable in hours. These positions must average less than 30 hours per week unless an exception is approved by the Division Chief. Positions averaging 30 or more hours per week require a break in service of at least 13 consecutive weeks prior to being rehired or transferred to another temporary or regular non-benefit eligible position, unless an exception is approved by the Division Chief.

Employees in temporary positions are generally not eligible for benefits but will receive the required workers' compensation coverage and, if applicable, social security contribution. However, based on ACA requirements temporary employees may be eligible for medical insurance if it is theirs is a 30 or more hours per week position or if the employee averages 30 or more hours of work per week. If a temporary position lasts longer than expected, the employee filling that position is not automatically eligible for LFRA benefits. If an employee in a temporary position moves into a regular, benefit-eligible position, benefit coverage is not retroactive.

Employees must reapply for the same or similar positions following separation of
Supervisory personnel are not authorized to make any representations to employees that they will be selected to fill the same position following separation of employment.

Temporary employees are considered "at will", meaning their employment may be terminated for any legal reason and there is no right to appeal the decision through the Administrative Regulation "Due Process".

Temporary positions can further be defined as part-year limited term, variable hour, or special assignment based on the following special parameters:

- **Part-Year**
  These positions reoccur annually with LFRA and are budgeted to work ten (10) months or less out of any 12 month period. However, employment in part-year positions with LFRA will be terminated based upon the needs of LFRA.

- **Limited Term**
  These positions are limited in duration based upon funding or business need. If the funding for the position is renewed at an adequate level, as determined by the Fire Chief, the position will not be dismissed except as provided in other Administrative Regulations. If the funding for the position is reduced but not eliminated, LFRA may reduce the position’s hours or take other actions as deemed appropriate by the Fire Chief.

- **Variable Hour**
  These positions are wildland firefighter positions which based on the position, the number of hours expected to work cannot be determined. Variable hour employees with zero hours in a 12-month period may be separated from employment.

- **Special Assignment (including internships)**
  These positions are needed for a defined period of time which may not exceed 12 consecutive months. If a position is needed beyond the one year maximum, LFRA shall either request the position become a regular position through the budget process or request an extension from the Fire Chief.

  1. Internships are considered special assignments and can be further defined as:

    - **Paid Internships:**
      Internships classified as special assignments, which require pay at the minimum wage and overtime if the position does not meet the "unpaid internship" FLSA guidelines.

    - **Unpaid Internships**
      Under the FLSA, an internship need not be paid the minimum wage and overtime if the following six criteria are met:
PAY AND EMPLOYMENT DECISIONS (Revised from City AR-00054)
FESSAM #7E.1 & 7E.2
Effective: 09/12/26/14/2018

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

Position Classification

The Fair Labor Standards Act (FLSA) requires that all positions are classified as either exempt or non-exempt.

Non-exempt

The FLSA overtime provision applies to non-exempt positions. Employees in such positions are eligible to receive overtime pay or compensatory time at one and one-half times their regular rate of pay for hours worked over 40 in a seven day work period (over 216 hours in a 27 day work period for shift personnel).

- Employees in positions that are classified as non-exempt by FLSA must report all time worked, with the exception of time considered de minimis.

- Non-exempt employees may be provided with a work break of 15 minutes within a consecutive four (4) hour period. The scheduling of a work break will depend on the needs of LFRA and is determined by the supervisor. Break time may not be accrued by an employee to extend a lunch period or to shorten the work day.

- Non-exempt employees must have supervisor approval prior to working overtime. This includes, but is not limited to checking email, voicemail, text messages and other work-related duties outside of regularly scheduled hours. Employees must record all time worked (with the exception of de minimis time) regardless of supervisor pre-approval; however, working unauthorized overtime may lead to disciplinary action. The time records maintained by LFRA's timekeeping system are the only official record of hours worked. Any employee who has a separate record that varies from his or her reported hours worked is required to provide a copy of the alternate record to Payroll and Human Resources immediately at the conclusion of each pay period, to ensure that any discrepancies can be promptly
addressed so that the employee is paid fully for all hours actually worked.

• For any overtime worked it is at LFRA's discretion as to whether employees receive overtime pay or compensatory time. Employees who earn compensatory time may bank a maximum of 60 hours. If an employee has reached the maximum accrual for compensatory time the employee will receive overtime pay.

• Supervisors may require employees to exhaust accrued compensatory time before allowing the use of vacation leave.

Exempt

Employees in exempt positions are not eligible for overtime compensation. Per the FLSA, exempt employees are not required to be paid for all hours worked. Employees in exempt positions are expected to work the hours necessary to satisfactorily perform the duties of the position, typically a minimum of 80 hours each pay period and are not required to be paid or given time off in lieu of pay for hours over 80 hours per pay period.

All employees in positions that are classified as exempt by FLSA are required to report hours as follows:

• Exempt employees must fill out a time sheet only when they need to document either leave time or extra straight time (exception only reporting):
  o Leave time: exempt employees report all hours absent unless supervisors allow time off in recognition of excessive hours worked. This time off is not an accrual and should not be granted on an hour for hour basis.
  o Extra straight time: Operations Captains and Battalion Chiefs are paid extra straight time for approved hours such as recall to duty, deployments, and vacancy fills (minimum of two hours).

• Division Chiefs may consider granting paid administrative leave time, for future use, up to a maximum of 16 hours per year to exempt employees. Upon granting paid administrative leave, Division Chiefs shall notify the Human Resources Manager. Division Chiefs may request additional administrative leave with Fire Chief approval. This administrative leave is not to be granted on a formula basis.

Division Chiefs may require additional time reporting requirements for internal LFRA documentation in order to compile data on time worked by project basis or similar operational data. Such time reporting is not to be confused with the exception only time reporting required for payroll.
PAY AND EMPLOYMENT DECISIONS (Revised from City AR-00054)
FESSAM #7E.1 & 7E.2  Effective: 09/12/2014/2018

Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each work week. LFRA is committed to complying with salary basis requirements which allow for properly authorized deductions.

If an exempt employee believes an improper deduction has been made to his or her salary, the employee should immediately report this to Human Resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed.

Basis For Mandate:
• Fair Labor Standards Act
• Patient Protection and Affordable Care Act (PPACA)

IV. PROCEDURE:

Employment changes are made at the discretion of the Division Chiefs in compliance with relevant regulations and procedures and in consultation with the Human Resources Manager.

• Employment change refers to transfers/reassignments, promotions, voluntary or involuntary demotions, reclassifications, market adjustments, and/or restructuring that is not associated with a reduction-in-force. Placement in a temporary assignment or specialized assignment are excluded.

Regular, non-probationary, employees are afforded due process, as outlined in LFRA's "Due Process" Administrative Regulation, for employment changes that result in an adverse impact on base pay (excludes specialized, rotational and temporary assignments). For all other employment changes employees may utilize the procedures in the "Open Doors" Administrative Regulation.

Unpaid Leave

If an employee is unable to perform the essential functions of their position, they may be placed on unpaid leave in accordance with LFRA's Administrative Regulation "Due Process".

Voluntary Demotions

If an employee chooses a voluntary demotion, i.e. an employee voluntarily chooses to apply for and is selected for a position in a lower pay grade, pay rate, and/or reduced
budgeted hours, the employee's accrued leave will be handled as follows:

- The employee accrues leave at the appropriate rate regarding length of service with LFRA, budgeted hours and classification of the new position.

- All unused medical leave and floating holiday leave for the year remains intact for the employee in the new position.

- If an employee is eligible for "Banked Sick Leave", balances are paid out at the time of separation of employment from LFRA and are based on the employee's rate of pay at the time of separation.

- All accrued vacation leave in excess of the maximum accrual appropriate to the employee's new benefit status is paid out at the higher rate of pay at the time of the change. Any remaining balance is carried over into the employee's new position.

- Upon separation of employment from LFRA, the employee is entitled to a payout of applicable accrued leave based on the employee's rate of pay at that time.

**Acting / Interim Assignments**

If an employee is temporarily assigned to a position with a higher level of responsibility (excluding individual development plans) or has an increased workload due to a vacancy or special project for more than two (2) consecutive weeks (27 day work period for shift personnel), the employee is eligible for a temporary pay increase for the acting/interim period from the first day of assignment. The employee’s pay will be increased for the length of the temporary assignment as approved by the Fire Chief, in consultation with the Human Resources Manager. An acting/interim assignment does not affect benefits status or position classification.

**Shift Schedule**

An employee who moves from a position on the shift schedule to a position on a non-shift schedule will have all leave converted to the applicable leave balance for the new position and will accrue leave at that applicable rate.

**Reclassification and/or Position Review**

Requests for position or reclassification reviews shall be made through the Human Resources Manager. Any request for a reclassification or position review requires Division Chief approval. It may become necessary to reduce or raise the pay of an employee due to
PAY AND EMPLOYMENT DECISIONS (Revised from City AR-00054)
FESSAM #7E.1 & 7E.2

<table>
<thead>
<tr>
<th>Regulation</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Leave</td>
<td>01/01/2016</td>
</tr>
<tr>
<td>Vacation Leave</td>
<td>01/01/2016</td>
</tr>
<tr>
<td>Conduct, Performance, and Discipline</td>
<td>01/01/2016</td>
</tr>
<tr>
<td>Due Process</td>
<td>01/01/2016</td>
</tr>
<tr>
<td>Reduction-in-Force</td>
<td>01/01/2016</td>
</tr>
<tr>
<td>Open Doors</td>
<td>01/01/2016</td>
</tr>
<tr>
<td>Hiring Process</td>
<td>01/01/2016</td>
</tr>
</tbody>
</table>

VI. OTHER RELATED REGULATIONS & PROCEDURES:

“...an employment change. If an employee’s pay is reduced or raised, the new rate of pay will be within the range established for the employee’s position based on job analysis and compensation review.”

VII. LFRA FIRE CHIEF SIGNATURE:

___________________________________________
Mark Miller, Fire Chief
TITLE
Conduct a Public Hearing and Consider a Resolution Adopting the LFRA 2019 Budget

EXECUTIVE SUMMARY
Staff will present the 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. Staff presented the DRAFT 2019 budget to the LFRA Board on August 29th. There were no significant concerns.

In addition to the operating budget, which contained no substantial changes, LFRA is proposing a decision package to fund staffing for the new Fire Station 7. LFRA has applied for a grant through the SAFER program. If this grant is successful, LFRA will hire twelve firefighters in June 2019 with the grant funding 75% of the staff costs for year one and two, and 35% of staff costs for year three. If the grant is not successful, staff will be requesting an additional appropriation to fund the remaining balance, hiring nine firefighters in June 2019 and three in January 2020.

STAFF RECOMMENDATION
Adopt LFRA 2019 budget with revisions due to the grant funding decision (if necessary).

FINANCIAL/ECONOMIC IMPACTS
Impacts associated with increase in 2019 budget and approved decision package.

ASSOCIATED STRATEGIC GOALS
Deliver cost effective services.

ATTACHMENTS
Resolution R-
2019 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 September 26, 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:

[Names of members present]

Absent: [Name of absent member]

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 September 21, 2018. Notice of the public hearing also was duly posted. Thereafter, at the regular meeting of the Board of Directors held on September 26, 2018, Director ___________________ introduced and moved for the adoption of the following Resolution:

**RESOLUTION R-97**

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

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

WHEREAS, upon due and proper notice, published in accordance with the law, the 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 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 2019 Budget Revenues. That the estimated revenues for each fund as more specifically identified in the attached 2019 Budget are approved and appropriated.

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

Section 4. Adoption of Budget for 2019. That the attached 2019 Budget as submitted is approved and adopted as the Authority's budget for fiscal year 2019.

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 September 26, 2018, at the hour of 1:30pm as recorded in the official record of proceedings, insofar as said proceedings related to the 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

<table>
<thead>
<tr>
<th>LFRA General Fund</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues:</td>
<td></td>
</tr>
<tr>
<td>Taxes (General Fund Revenue)</td>
<td></td>
</tr>
<tr>
<td>Charges for Services (Permits)</td>
<td>311,852</td>
</tr>
<tr>
<td>Intergovernmental:</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>11,358,799</td>
</tr>
<tr>
<td>Rural District</td>
<td>2,555,882</td>
</tr>
<tr>
<td>Other (Grants, Other Agency Deployments, Interest, Retirement Fund Revenue)</td>
<td>364,612</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>$14,591,145</td>
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<tr>
<td>Expenditures by Account Class:</td>
<td></td>
</tr>
<tr>
<td>Personnel (Salaries and Benefits)</td>
<td>10,253,675</td>
</tr>
<tr>
<td>Supplies</td>
<td>371,031</td>
</tr>
<tr>
<td>Services (Includes City Indirect Service)</td>
<td>3,100,124</td>
</tr>
<tr>
<td>Capital</td>
<td>95,932</td>
</tr>
<tr>
<td>Transfer to LFRA Capital Projects Fund</td>
<td>0</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$13,850,761</td>
</tr>
<tr>
<td>% change</td>
<td></td>
</tr>
<tr>
<td>Excess or Deficiency of Revenues Over or Under Expenditures</td>
<td>740,383</td>
</tr>
<tr>
<td>Fund Balance (Beginning January 1)</td>
<td>45,237</td>
</tr>
<tr>
<td>Fund Balance (Ending December 31)</td>
<td>785,620</td>
</tr>
<tr>
<td>Expenditures Restated by Service Division:</td>
<td></td>
</tr>
<tr>
<td>Fire Operations</td>
<td>10,548,035</td>
</tr>
<tr>
<td>Community Safety</td>
<td>833,491</td>
</tr>
<tr>
<td>Admin Division w/o City Admin</td>
<td>1,227,626</td>
</tr>
<tr>
<td>Administrative Services Provided by the City</td>
<td>1,241,610</td>
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<tr>
<td>Total Expenditures</td>
<td>$13,850,761</td>
</tr>
<tr>
<td>Full Time Equivalent Employees:</td>
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</tr>
<tr>
<td>Full Time Employees- Benefited</td>
<td>91.00</td>
</tr>
<tr>
<td>Part Time Employees - Benefited</td>
<td>0.00</td>
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<tr>
<td>Part time Employees - Non-Benefited</td>
<td>0.00</td>
</tr>
<tr>
<td>Total FTE</td>
<td>91.00</td>
</tr>
</tbody>
</table>

*Will end 2018 with 94 fte, including one EM Specialist and one Firefighter in advance of Station7
*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 proposed conversion of one temporary position to regular part time
*Additional 11 FTE in 2019 is the remainder of the Station 7 staffing needs
## 2019 Loveland Fire Rescue Authority Budget

### LFRA Employee Benefits Fund

<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></td>
<td></td>
<td>5.0%</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>
</tbody>
</table>

### Expenditures by Account Class:

<table>
<thead>
<tr>
<th>Account Class</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>Insurance Premiums</td>
<td>1,305,677</td>
<td>1,529,280</td>
<td>1,529,280</td>
<td>1,682,373</td>
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<td></td>
<td>94.8%</td>
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<tr>
<td>Personal Services (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>
</tbody>
</table>

### % change

| Excess or Deficiency of Revenues Over or Under Expenditures | 14,050 | $5,000 | $5,000 | $1,871 | $0 | $1,871 |

| Fund Balance (Beginning January 1) | 82,103 | 96,153 | 101,153 | 101,153 |
| Fund Balance (Ending December 31)  | 96,153 | 101,153 | 103,024 | 103,024 |
# 2019 Loveland Fire Rescue Authority Budget

## LFRA Fleet Replacement Fund

<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>154,500</td>
<td>154,500</td>
<td>14.7%</td>
</tr>
<tr>
<td>LFRA General Fund</td>
<td>2,250,109</td>
<td>825,970</td>
<td>825,970</td>
<td>879,433</td>
<td>879,433</td>
<td>879,433</td>
<td>83.5%</td>
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<td>0</td>
<td>0</td>
<td>486,365</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Proceeds on Sale of Asset</td>
<td>8,000</td>
<td>0</td>
<td>60,000</td>
<td>0</td>
<td>0.0%</td>
<td></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>18,958</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>0.0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>$2,427,303</strong></td>
<td><strong>$985,470</strong></td>
<td><strong>$2,318,270</strong></td>
<td><strong>$1,052,891</strong></td>
<td><strong>$0</strong></td>
<td><strong>$1,052,891</strong></td>
<td><strong>100.0%</strong></td>
</tr>
</tbody>
</table>

## Expenditures by Account Class:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></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>455,358</td>
<td>455,358</td>
<td>100.0%</td>
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<tr>
<td>Equipment</td>
<td>91,014</td>
<td>0</td>
<td>44,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Maintenance/Repair</td>
<td>0</td>
<td>23,000</td>
<td>23,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$1,218,223</strong></td>
<td><strong>$314,467</strong></td>
<td><strong>$2,762,729</strong></td>
<td><strong>$455,358</strong></td>
<td><strong>$0</strong></td>
<td><strong>$455,358</strong></td>
<td><strong>100.0%</strong></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>1,209,079</td>
<td>$671,003</td>
<td>-$444,459</td>
<td>$597,353</td>
<td>$0</td>
<td>$597,353</td>
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<tr>
<td><strong>Fund Balance (Beginning January 1)</strong></td>
<td><strong>141,150</strong></td>
<td><strong>2,021,233</strong></td>
<td><strong>1,576,774</strong></td>
<td><strong>1,576,774</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fund Balance (Ending December 31)</strong></td>
<td><strong>1,350,230</strong></td>
<td><strong>1,576,774</strong></td>
<td><strong>2,174,307</strong></td>
<td><strong>2,174,307</strong></td>
<td></td>
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### 2019 Loveland Fire Rescue Authority Budget

#### LFRA Capital Projects Fund

<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>
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</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></td>
<td>0</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Transfer from LFRA General Fund</td>
<td>0</td>
<td>0</td>
<td>130,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>City Loan Repayment</td>
<td>0</td>
<td>0</td>
<td></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>
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**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>
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<th>2019 % of Total</th>
</tr>
</thead>
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<tr>
<td>Professional Services</td>
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<td>4,149,200</td>
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<td>0</td>
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<tr>
<td>Bond Issuance Fees</td>
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<td>0</td>
<td>260,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transfer to City of Loveland Public Works</td>
<td>0</td>
<td>0</td>
<td>130,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Expenditures</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>
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<tr>
<td><strong>% change</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Excess or Deficiency of Revenues Over or Under Expenditures</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Fund Balance (Beginning January 1)</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Fund Balance (Ending December 31)</strong></td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</table>
## 2019 Loveland Fire Rescue Authority Budget

### LFRA Impact Fees Fund

<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>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>
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<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>
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<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>0.0%</td>
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<td>Total Revenues</td>
<td>$0</td>
<td>$0</td>
<td>$2,316,572</td>
<td>$360,000</td>
<td>$360,000</td>
<td>100.0%</td>
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<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>Principal</td>
<td>0</td>
<td>275,000</td>
<td>233,000</td>
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<td>61%</td>
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<td>Interest</td>
<td>0</td>
<td>106,000</td>
<td>150,000</td>
<td>150,000</td>
<td>150,000</td>
<td>39%</td>
<td></td>
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<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>786,435</td>
<td>786,435</td>
<td>30%</td>
<td></td>
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<tr>
<td>Total Expenditures</td>
<td>$0</td>
<td>$0</td>
<td>$1,167,435</td>
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<td>$383,000</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>% change</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Excess or Deficiency of Revenues Over or Under Expenditures</strong></td>
<td>0</td>
<td>0</td>
<td>$1,149,137</td>
<td>-$23,000</td>
<td>$0</td>
<td>-$23,000</td>
<td></td>
</tr>
<tr>
<td>Fund Balance (Beginning January 1)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1,149,137</td>
<td>1,149,137</td>
<td>1,149,137</td>
<td></td>
</tr>
<tr>
<td>Fund Balance (Ending December 31)</td>
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<td>1,149,137</td>
<td>1,126,137</td>
<td>1,126,137</td>
<td>1,126,137</td>
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</table>
TITLE
Review prioritized items to be included in the further maturation of LFRA

EXECUTIVE SUMMARY
As LFRA continues on to path of full maturation as an Authority, several items need to be addressed, specifically, regarding the financial independence of the Authority and development of a revenue allocation formula to better prepare for the future of LFRA as it relates to the needs of the organization, and completion of the Strategic Plan.

BACKGROUND
LFRA has been on the path to full maturation as an Authority since its inception. The next logical step in the maturation process is to become more autonomous in regards budget, revenue allocation, financial independence, reduction of City oversite, etc. Representatives from the Authority, City, Legal representation (both City and LFRA) and Authority staff, concurred that we should form a task force/committee to begin “unbundling” of the current financial structure, which includes; review of the cost allocation formula, implementing a new revenue allocation formula, transfer of station 7 funds out of the City account and into a separate bank account, review and development of more applicable procurement policy for LFRA, etc.

The goal of the completing this process will be ultimately determined by the LFRA Board and City/Rural District, however, staff believes a realistic goal is January 2020.

STAFF RECOMMENDATION
Discuss, provide feedback, add or delete to the priority list, set goal of completion.

FINANCIAL/ECONOMIC IMPACTS
Streamline LFRA budget process and financial structure

ASSOCIATED STRATEGIC GOALS
Deliver cost effective services

ATTACHMENTS
Maturation priority list
September 21, 2018

LFRA MATURATION PRIORITIES
(DRAFT)

GOAL #1:
- Transfer station 7 monies from the City to a bank identified by the Authority
  - Outcome - allow for a more effective withdraw/invoice process and a significant increase in interest revenue to the Authority

GOAL #2:
- Establish a set of workable financial policies for the Authority
  - Outcome – Allows for financial policies that are relevant for the Authority. The current City financial policies that the Authority is operating under are inappropriate for an organization the size of the Authority

GOAL #3:
- Work with the City Manager/Staff to review current cost allocation formula and determine areas we can reduce costs
  - Outcome – cost savings to the Authority

GOAL #4:
- Obtain Authority independent audit of accounting and financial services
  - Outcome – accountability

GOAL #5:
- Transfer Authority monies to a separate financial custodian
GOAL #6:

- Develop a revenue allocation formula (RAF) that allows for adequate revenue to the Authority to accomplish objectives of the Strategic plan.
- **Outcome** – allows for long-range planning for the City/District and the Authority to more accurately to provide an adequate fund balance for future staffing, operations, etc. The RAF eliminates the continual need for the City to negotiate the Authority’s budget each year. PFA has used a RAF for over 37 years with great success.
EXECUTIVE SUMMARY
The Chief’s report includes a variety of general updates from the Monthly Report and more current topics of interest.

**August Monthly Reports**
- August Overview
- Monthly Executive Report
- Fire Operations Division Overview/Statistics
- Community Safety Division Overview/Statistics
- Human Resources & CORA Statistics
- Budget Overview

**Additional Topics For Board Update**
- Chief’s Report
- IGA Amendment - *informational item only*
  - Draft document will be handed out at the meeting
- Update on health insurance increase

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

AGREEMENTS SIGNED DURING THE MONTH

STAFF RECOMMENDATION
N/A

FINANCIAL/ECONOMIC IMPACTS
N/A

ASSOCIATED STRATEGIC GOALS
N/A

ATTACHMENTS
- Fire Chief’s Monthly Report
- August Operations and CSD Statistics
- August Budget, HR & CORA Statistics
OVERVIEW

August Leadership Truism

“Great leadership, in all facets of life, is the byproduct of a bold, selfless, vulnerable heart— the type of heart that knows the pain of enduring adversity, rising above it, and sharing unique talents, stories, and encouragement with others. The world craves authentic individuals, who know themselves, care for others, and strive to make a lasting contribution “

ADMINISTRATIVE & HR MATTERS

• As mentioned in previous monthly reports, we (Andrea, with great help from Kristen) have been immersed in implementing the new Ulti-Pro HR Management system. It has been a significant change for the organization as well as the entire City of Loveland, but one that will be well worth the effort. Special thanks to Andrea and Kristen who have spent an enormous amount of time figuring out all the bugs and training all personnel. Strong work!
• LFRA has finalized our 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. We will present the final version to the LFRA Board at the September LFRA Board meeting. We hope to have good news about the SAFER Grant by then.
• 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. They officially start in September, so we will include names, pictures and background in the September monthly report.

LIVE FIRE SPRINKLER DEMONSTRATION

On September 18th at 5:00 PM, LFRA will host a live fire sprinkler demonstration in the east parking lot of the Fire Admin/DC Building at 5th and Jefferson. The demo will show the effectiveness of fire sprinklers by utilizing a side-by-side comparison of two mock rooms that will be set on fire simultaneously. One will have fire sprinklers and one will not.

While the demo is specifically for City Council, LFRA will invite folks from the DDA and other interested parties. A picture, or in this case, a live demo, is worth a thousand words. The demo will be hosted in conjunction with the National Fire Sprinkler Association.

DEPUTY FIRE MARSHAL RECEIVES RECOGNITION

Deputy Fire Marshal, Captain Carie Dann, received a letter of commendation from Rob Geslinger, Technical Service Coordinator with the National Fire Sprinkler Association, praising her for her advocacy of commercial fire sprinklers in a recent Reporter Herald newspaper article. Read the letter in its entirety on the last page of this report. Great job, Carie!
August 16, 2018

Engine 61 with a crew of three firefighters deployed to the Silver Creek Fire at the request of the Colorado Division of Fire Prevention and Control for immediate structural protection operations. The fire grew to over 4000 acres and was lightning caused.

August 22, 2018

The crew of Engine 61 was re-deployed from the Silver Creek Fire to the Bull Draw Fire near Nucla Colorado. This lightning caused fire has burned over 30,000 acres. Engine 61 crew was assigned fire control operations and structural protection. The crew was fortunate enough to get an opportunity to spend time with some of the residents that were being allowed to return to their homes.

August 20, 2018

First Day of School!

LFRA on-duty crews welcomes students back to school for the year!
LFRA with the assistance of Front Range Fire Rescue Engine 1 responded to a traffic accident involving a large commercial truck and a pick up that resulted in the entrapment of the pickup driver. Crews began a rapid heavy extrication operations to access the trapped driver. Unfortunately the driver of the pickup did not survive the accident. During the investigation process, one of LFRA’s drone pilots assisted with aerial photos of the scene.

August 31, 2018

A late afternoon dry lightning storm passed through the area sparking a wildland fire at the very northern edge of LFRA’s response area. A large air tanker happened to be in the area and assisted with the initial containment efforts. Resources from LFRA, Poudre Fire Authority and Larimer County Emergency Services worked for several hours to gain full containment and control of the fire. The fire burned nearly four acres, no structures were immediately threatened.

As crews were arriving on scene of the fire in Redstone, a second wildland fire was reported above Flatron Reservoir. LFRA, Berthoud Fire District and Larimer County Emergency Services responded to this incident. Initial firefighting efforts were delayed by the lightning storm in the area. Once the storm passed, crews were able to contain the fire within an hour, but were on scene for several hours for extinguishment. No structures were threatened by the fire.
COMMUNITY SAFETY DIVISION
by Division Chief Ned Sparks

FIRE PREVENTION

- Staff has been assisting the designers to ensure building and occupant safety for the proposed Barton Solvents building, 668 Barboura Drive. This is a chemical storage building that's a High-Hazard occupancy. There were numerous safety concerns for the first round of architectural drawings and we provided direction to the designers.
- CSD staff worked extensively with Brinkman and fire-protection system contractors to help them obtain a TCO to occupy The Foundry Patina Flats and the top four levels of the parking garage.
- Performed final acceptance testing and inspections at the Larimer County Loveland Campus, which will open Sept. 11.
- Lt. Engelhardt co-taught a class with PFA on Emotional Resiliency for the fire academy recruits at Front Range Fire Consortium. This is the first time the class has been taught for the consortium.

EMERGENCY MANAGEMENT

- Activated the EOC (No Staffing/Monitor Only) for the 9+ Mass Gathering Events August 3rd – 5th within the City of Loveland, City of Fort Collins and Larimer County. Weekend ended with no EOC involvement.
- We are participating in the development of a county Unification Plan for friends and family that will be the focus of the UNITE 2019 Full-Scale Exercise. The Reunification portion of the Exercise will not be a School District-specific reunification.
- Facilitated the first two planning meetings with City of Loveland Water & Power dept. for a Table Top exercise scheduled for November 2018. Exercise Priorities are Evaluation of inter-division collaboration & cooperation along with determining risk tolerances. Exercise Objectives are implementation of ICS, communications, and setting priorities/decision-making. A third meeting was held this month with W&P Director to develop the ICS training for W&P staff.
- The Salamander System equipment was received and training is scheduled for Sept 24th. Currently negotiating with the City to determine if this system will fit their needs for city badging.

COMMUNITY KUDOS

- We just wanted to drop a quick note of thanks to you. We truly appreciate the calm, kindness, and communication that you showed the evening of our house fire (9/6). You helped us navigate through a traumatic and difficult time and we appreciate it.

- Thanks! to you & the Fire Dept.

John & Ashanna McCoy

Dear Christopher, Dorak, Alex,

Last weekend I called Community Safety very concerned about our home continuing to leak CO monitors. Da Dis partner assured me I had someone right away. Very quickly you arrived, gave up and checked for us.

To my great relief you found it was a battery/age issue, not a CO issue!

August 28, 2018

You advised me about the CO monitors as well as having a non-NC. You also changed the batteries in our smoke alarms. What exemplary Community Service you provided myself and my husband, both age people.

Any gratitude to each of you are my admiration for being good in true meaning of service. Thank you very much!

Deirdre Perk

- Protecting life and property, focusing on response, readiness, relationships and resources.
August 2, 2018

Fire Chief
Loveland Fire Rescue Authority
410 East 5th Street
Loveland, CO 80537

Dear Chief Miller:

A crew from Loveland Fire Rescue Authority responded today to my request for assistance in replacing an outdated smoke alarm. It was not a simple task as the smoke alarm needing attention was located on the VAULTED ceiling in my living room. To further complicate my request was the fact that the new unit had to be hard-wired rather that using an adapter as I first thought.

Your firefighters tackled both issues and were successful in installing the replacement unit. Unfortunately, I did not get their names nor the number of their vehicle. I did thank them personally but wanted you to know of the efforts of these outstanding gentlemen who are serving our community.

Thank you very much.

Sincerely,

Lloyd and Bernita Greiner
July 27, 2018

Mark Miller, Fire Chief
Loveland Fire Rescue Authority
410 E 5th St, Loveland, CO 80537

Re: Commendation for Carie Dann, Deputy Fire Marshal

Dear Chief Miller:

I would like to take this opportunity to commend your Deputy Fire Marshal, Carie Dann. On Wednesday, July 25, I read in the Reporter-Herald about the Sushi JOOA fire which had occurred the previous evening. The fire had been extinguished by the building’s fire sprinkler system. According to the account, fire and water damage were relatively light.

I was pleasantly surprised to read such a positive, in-depth story concerning fire sprinkler protection. As you know, the media typically follows the mantra that “what bleeds, leads”. Since fires extinguished by sprinkler systems do not typically cause the damage and injuries seen in unsuppressed fires, it is rare that they reported at all, let alone to the extent reported in this article.

I would like to commend Deputy Fire Marshal Dann, for her involvement in this article. From the quotes attributed to her it is very clear that she is passionate and knowledgeable about the benefits of fire sprinkler systems. Specifically, she emphasized:

- Minimal damage to the restaurant: (“the single sprinkler head contained the flames”; “Sushi JOOA would be able to clean up and reopen ‘in a pretty rapid manner.’”)
- Minimal water damage (“The Marine Corps Career Center adjacent to the restaurant suffered minor water damage”).
- Protection of commerce and livelihoods: (“People have jobs; the entire rest of the building remained open.”)

When I shared this article one of Dann’s quotes stood out to my peers around the country: “You can always dry things out, but you can’t unburn them.” DFM’s simple, basic statement carries a very powerful and inspirational message to our public about the benefits of fire sprinklers.

Please pass on to DFM Dann my commendation and congratulations for a job well done!

Sincerely,

Rob Geislinger, Technical Service Coordinator, NFSA

Rob Geislinger, Technical Services Coordinator-Great Plains Region
720-457-9292, geislinger@nfsa.org
LOVELAND FIRE RESCUE AUTHORITY
Operations Division - August 2018

### Total Calls for Service - 2018 Year to Date

<table>
<thead>
<tr>
<th>Month</th>
<th># Incidents</th>
<th>Rural</th>
<th>Auto-Aid/Mutual Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>5,643</td>
<td>City</td>
<td>Johnstown</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Rural</td>
</tr>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Percentage</th>
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<tr>
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<tr>
<td>83.61%</td>
</tr>
<tr>
<td>13.89%</td>
</tr>
<tr>
<td>2.46%</td>
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</tbody>
</table>

* Mutual Aid calls split between City and Rural in an 82/18 split, though this is not an accurate portrayal of incident division.

### Full-Time Staff Training Hours

<table>
<thead>
<tr>
<th>Training Categories</th>
<th>Current Month</th>
<th>Previous Month</th>
<th>Current Year to Date</th>
<th>Previous Year to Date</th>
<th>Current Month</th>
<th>Previous Month</th>
<th>Current Year to Date</th>
<th>Previous Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
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<td><strong>TOTAL</strong></td>
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<td><strong>1,030.2</strong></td>
<td><strong>10,866.4</strong></td>
<td><strong>14,019.0</strong></td>
<td><strong>43.0</strong></td>
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## Business Inspections

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<td>February</td>
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### Totals
- City: 128
- County: 0
- Johnstown: 130
- Total: 258

## Fire Protection Reviews

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<tr>
<td>November</td>
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### Totals
- City: 0
- County: 0
- Johnstown: 0
- Total: 0

## Building Permit Reviews

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<th>Johnstown</th>
<th>Total</th>
</tr>
</thead>
<tbody>
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</tr>
<tr>
<td>February</td>
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<td>November</td>
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### Totals
- City: 0
- County: 0
- Johnstown: 0
- Total: 0

## Conceptual Design Reviews

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</tr>
<tr>
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<td>November</td>
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### Totals
- City: 0
- County: 0
- Johnstown: 0
- Total: 0

## Car Seats Installed

<table>
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<tr>
<th>Date</th>
<th>City</th>
<th>County</th>
<th>Johnstown</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>February</td>
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</tr>
<tr>
<td>March</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>April</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>May</td>
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<td>0</td>
</tr>
<tr>
<td>June</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>July</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>August</td>
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</tr>
<tr>
<td>November</td>
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### Totals
- City: 0
- County: 0
- Johnstown: 0
- Total: 0

## Other Activity

<table>
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<tr>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>February</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>March</td>
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<tr>
<td>November</td>
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### Totals
- City: 0
- County: 0
- Johnstown: 0
- Total: 0
Welcome to the twenty fourth 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 August 2018. This report will be provided monthly rather than quarterly. The expenditures will be presented by program and account category at the department level.

August at 66.58% of 2018

- 74.57% of the revenue budget has been collected to date compared to 83.19% last year for the same timeframe.
- 66.72% of the expenditure budget has been spent, compared to 65.80% last year for the same timeframe.

### Summary General Fund Revenue and Expenditure

**Month Ending 08/31/2018 66% 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>
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</thead>
<tbody>
<tr>
<td>SubTotal : Personal Services</td>
<td>10,885,095</td>
<td>7,286,647</td>
<td>-</td>
<td>3,598,448</td>
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<td>SubTotal : Supplies</td>
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<td>262,634</td>
<td>86,896</td>
<td>166,516</td>
<td>32.27</td>
<td>67.73</td>
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<td>SubTotal : Purchased Services</td>
<td>3,771,266</td>
<td>2,457,816</td>
<td>103,875</td>
<td>1,209,574</td>
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<td>SubTotal : Transfers</td>
<td>119,000</td>
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<td>-</td>
<td>119,000</td>
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<td>SubTotal : Capital Outlay</td>
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<td>-</td>
<td>183,741</td>
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<td>Grand Total :</td>
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<td>190,771</td>
<td>5,277,279</td>
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<td>66.72</td>
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<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>
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<tr>
<td>Licenses &amp; Permits :</td>
<td>158,370</td>
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<td>87.50</td>
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<td>11,259,617</td>
<td>3,878,239</td>
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<td>74.38</td>
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<td>Charges For Services :</td>
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<td>11,825</td>
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<td>Grand Total :</td>
<td>15,326,976</td>
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<td>3,897,927</td>
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### Loveland Fire Rescue Authority

**General Fund Expenditure Detail**

**Month Ending 08/31/2018 66% of the Year**

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<th>Total Budget</th>
<th>Expenditure</th>
<th>Enc</th>
<th>Total Available</th>
<th>Total % Available</th>
<th>Total % Spent</th>
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<tbody>
<tr>
<td>Community Safety</td>
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<tr>
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<td>SubTotal : Community Safety</td>
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<td>37.78</td>
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<td>General Station Operations</td>
<td>9,278,778</td>
<td>6,371,726</td>
<td>-</td>
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<tr>
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<td>56,868</td>
<td>713</td>
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<td>Quartermaster</td>
<td>110,905</td>
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<td>9,062</td>
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<td>5,933</td>
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<td>-</td>
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<td>Station 5</td>
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<td>-</td>
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<td>Canyon Stations 8&amp;9</td>
<td>59,827</td>
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<td>Health and Safety</td>
<td>77,333</td>
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<td>14,554</td>
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<td>1,800</td>
<td>1,681</td>
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<td>64</td>
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</table>
### Technical Response and Systems

<table>
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<th>Service</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>Special Operations</td>
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<td>41,064</td>
<td>1,069</td>
<td>52.47</td>
<td>47.53</td>
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<td>Wild Land</td>
<td>16,827</td>
<td>3,285</td>
<td>-</td>
<td>13,542</td>
<td>80.48</td>
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<td>3,599</td>
<td>-</td>
<td>30,186</td>
<td>89.35</td>
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<td>Tac Fire</td>
<td>37,061</td>
<td>18,867</td>
<td>10,097</td>
<td>8,098</td>
<td>21.85</td>
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<td>ARFF</td>
<td>9,168</td>
<td>7,859</td>
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<td>1,309</td>
<td>14.28</td>
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<td><strong>SubTotal : Technical Response and Systems</strong></td>
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<td><strong>74,674</strong></td>
<td><strong>11,166</strong></td>
<td><strong>99,647</strong></td>
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### Equipment Maint & Replacement

<table>
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<th>Category</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>Communications/Telephone</td>
<td>257,955</td>
<td>67,363</td>
<td>46,841</td>
<td>143,752</td>
<td>55.73</td>
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<td>Ladders/Small Engine</td>
<td>6,599</td>
<td>172</td>
<td>-</td>
<td>6,427</td>
<td>97.39</td>
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<tr>
<td>SCBA</td>
<td>49,829</td>
<td>38,233</td>
<td>208</td>
<td>11,386</td>
<td>22.85</td>
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<td>Thermal Imaging</td>
<td>16,773</td>
<td>11,487</td>
<td>-</td>
<td>5,286</td>
<td>31.51</td>
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<tr>
<td>Computer Equipment</td>
<td>101,575</td>
<td>76,135</td>
<td>194</td>
<td>25,246</td>
<td>24.85</td>
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<tr>
<td>Vehicles and Apparatus</td>
<td>1,546,870</td>
<td>927,061</td>
<td>-</td>
<td>619,809</td>
<td>40.07</td>
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<tr>
<td>Small Engines</td>
<td>3,131</td>
<td>1,577</td>
<td>-</td>
<td>1,554</td>
<td>49.62</td>
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<td>Warehouse Program</td>
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<td>91,525</td>
<td>7,416</td>
<td>7,327</td>
<td>6.89</td>
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<td><strong>SubTotal : Equipment Maint &amp; Replacement</strong></td>
<td><strong>2,089,000</strong></td>
<td><strong>1,213,553</strong></td>
<td><strong>40,336</strong></td>
<td><strong>820,788</strong></td>
<td><strong>39.29</strong></td>
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</table>

### Administration

<table>
<thead>
<tr>
<th>Category</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>Administration</td>
<td>1,585,998</td>
<td>1,029,273</td>
<td>40,336</td>
<td>516,389</td>
<td>32.56</td>
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<tr>
<td>City Service Provisions</td>
<td>1,318,507</td>
<td>879,001</td>
<td>-</td>
<td>439,506</td>
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<tr>
<td><strong>SubTotal : Administration</strong></td>
<td><strong>2,904,505</strong></td>
<td><strong>1,908,274</strong></td>
<td><strong>40,336</strong></td>
<td><strong>955,895</strong></td>
<td><strong>32.91</strong></td>
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</table>

### Grand Total

<table>
<thead>
<tr>
<th>Category</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></td>
<td><strong>15,855,803</strong></td>
<td><strong>10,384,877</strong></td>
<td><strong>190,771</strong></td>
<td><strong>5,280,156</strong></td>
<td><strong>33.30</strong></td>
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**Loveland Fire Rescue Authority**

**General Fund Revenue Detail**

*Month Ending 08/31/2018 66% of the Year*

### Community Safety

<table>
<thead>
<tr>
<th>Service</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>Special Events</td>
<td>40,000</td>
<td>52,038</td>
<td>(12,038)</td>
<td>-30.10</td>
<td>130.10</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>750</td>
<td>812</td>
<td>(62)</td>
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<tr>
<td>Fire Permit &amp; Inspection</td>
<td>25,620</td>
<td>-</td>
<td>25,620</td>
<td>100.00</td>
<td>0.00</td>
</tr>
<tr>
<td>HazMat &amp; Operations Permits</td>
<td>-</td>
<td>11,175</td>
<td>(11,175)</td>
<td>0.00</td>
<td>100.00</td>
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<tr>
<td>Special Permits</td>
<td>-</td>
<td>6,125</td>
<td>(6,125)</td>
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<td>100.00</td>
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<tr>
<td>Building</td>
<td>75,000</td>
<td>52,509</td>
<td>22,491</td>
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<td>70.01</td>
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<tr>
<td>Contractor</td>
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<td>4,125</td>
<td>1,275</td>
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<td>76.39</td>
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<td>Firework Stand Review</td>
<td>12,350</td>
<td>12,600</td>
<td>(250)</td>
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<tr>
<td>Rural Permits</td>
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<td>97,175</td>
<td>(52,175)</td>
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<td>215.94</td>
</tr>
<tr>
<td>Planning Filing Fees</td>
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<td>124</td>
<td>(124)</td>
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<td>100.00</td>
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<tr>
<td>Rural Planning Fees</td>
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<td>900</td>
<td>(900)</td>
<td>0.00</td>
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<td><strong>Subtotal : Community Safety</strong></td>
<td><strong>204,120</strong></td>
<td><strong>237,584</strong></td>
<td><strong>(33,464)</strong></td>
<td><strong>-16.39</strong></td>
<td><strong>116.39</strong></td>
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### Station Operations

<table>
<thead>
<tr>
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<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>2,037</td>
<td>(2,037)</td>
<td>0.00</td>
<td>100.00</td>
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<tr>
<td>Academy Training</td>
<td>30,000</td>
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<td>16,348</td>
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<td>45.51</td>
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<tr>
<td><strong>Subtotal : Station Operations</strong></td>
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<td><strong>15,690</strong></td>
<td><strong>14,310</strong></td>
<td><strong>47.70</strong></td>
<td><strong>52.30</strong></td>
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</table>

### Technical Response and Systems

<table>
<thead>
<tr>
<th>Service</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>
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<td>100.00</td>
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<tr>
<td>Other</td>
<td>-</td>
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<td>(21,744)</td>
<td>0.00</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>Subtotal : Technical Response and Systems</strong></td>
<td><strong>-</strong></td>
<td><strong>24,066</strong></td>
<td><strong>(24,066)</strong></td>
<td><strong>0.00</strong></td>
<td><strong>100.00</strong></td>
</tr>
</tbody>
</table>
### Equipment Maint & Replacement

<table>
<thead>
<tr>
<th>Description</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>Insurance Recoveries-Wk Comp, Prop &amp; Casualty</td>
<td>-</td>
<td>10,762</td>
<td></td>
<td>(10,762)</td>
<td>0.00</td>
<td>100.00</td>
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<tr>
<td><strong>SubTotal : Equipment Maint &amp; Replacement</strong></td>
<td>-</td>
<td>10,762</td>
<td></td>
<td>(10,762)</td>
<td>0.00</td>
<td>100.00</td>
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</tbody>
</table>

### Administration

<table>
<thead>
<tr>
<th>Description</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>Federal Grants</td>
<td>-</td>
<td>11,500</td>
<td></td>
<td>(11,500)</td>
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<tr>
<td>Other Contribution - Rural Fire District</td>
<td>2,714,400</td>
<td>2,025,906</td>
<td>688,494</td>
<td>25.36</td>
<td>74.64</td>
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<td>Other Agency Deployment</td>
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<tr>
<td>Gifts/Donations</td>
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<td>250</td>
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<td>(250)</td>
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<td>100.00</td>
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<tr>
<td>Contribution - Loveland</td>
<td>12,109,912</td>
<td>9,037,364</td>
<td>3,072,548</td>
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<td>74.63</td>
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<td>11,140,948</td>
<td>3,951,908</td>
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<td>74.57</td>
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### Loveland Fire Rescue Authority

#### Employee Benefit Fund - 605

**Month Ending 08/31/2018 66% of the Year**

<table>
<thead>
<tr>
<th>Description</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>
<td><strong>Fire Retirement Administration</strong></td>
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<td><strong>Medical Insurance</strong></td>
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<tr>
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<td><strong>Vision</strong></td>
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<tr>
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<tr>
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<tr>
<td><strong>Other Benefits (Short Term Disability, Long Term Disability, Life)</strong></td>
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<td></td>
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<td></td>
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<tr>
<td>Revenue</td>
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<td></td>
</tr>
<tr>
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<td>37,133</td>
<td>-</td>
<td>37,133</td>
<td>100.00</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Expenditure</td>
<td>37,133</td>
<td>15,500</td>
<td>-</td>
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<td>58.26</td>
<td>41.74</td>
</tr>
<tr>
<td>Difference</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
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</tr>
<tr>
<td>Revenue</td>
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</tr>
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</tbody>
</table>

Revenue is a combination of Employee contributions and Employer contributions.
## Loveland Fire Rescue Authority

### Fleet Replacement Fund - 606

#### Month Ending 08/31/2018 66% 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><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fleet Replacement Fund Balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LFRA Contribution</td>
<td>825,970</td>
<td>550,648</td>
<td></td>
<td>275,322</td>
<td>33.33</td>
<td>66.67</td>
</tr>
<tr>
<td>Rural District Payment on Internal Financing</td>
<td>154,500</td>
<td>169,053</td>
<td></td>
<td>(14,553)</td>
<td>-9.42</td>
<td>109.42</td>
</tr>
<tr>
<td>Interest/Gains</td>
<td>-</td>
<td>10,203</td>
<td></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></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></td>
<td>(10,100)</td>
<td>0.00</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>1,040,470</td>
<td>830,204</td>
<td></td>
<td>210,266</td>
<td>20.21</td>
<td>79.79</td>
</tr>
</tbody>
</table>

| **Expenditures**         |              |        |     |                  |                   |                          |
| Apparatus Replacements*  | 1,489,929    | 617,873|     | 1,015,237        | -9.61             | 109.61                   |

*A Supplemental Budget request is pending to transfer $1,272,800 from the LFRA Impact Fees fund to the Fleet Replacement Fund approved by Resolution R-92

**Revenue Less Expenditures**

(449,459)  212,331

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
## PROPERTY & LIABILITY CLAIMS

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></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>
</tr>
<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><strong>5</strong></td>
<td><strong>$0</strong></td>
<td><strong>6</strong></td>
<td><strong>$6,399</strong></td>
<td><strong>1</strong></td>
<td><strong>$0</strong></td>
</tr>
</tbody>
</table>

## WORKERS' COMPENSATION CLAIMS

<table>
<thead>
<tr>
<th>Year</th>
<th># Claims</th>
<th>Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 - Aug 30</td>
<td>18</td>
<td>$48,384</td>
</tr>
<tr>
<td>2017</td>
<td>27</td>
<td>$58,418</td>
</tr>
<tr>
<td>2016</td>
<td>21</td>
<td>$140,310</td>
</tr>
<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>
</tr>
</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>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>