

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
LOVELAND RURAL FIRE PROTECTION DISTRICT
HELD
March 2, 2022

A regular meeting of the Board of Directors of the Loveland Rural Fire Protection District (referred to hereafter as "Board") was convened on Wednesday, the 2nd day of March 2022, at 3:00 P.M., at the Loveland Fire Rescue Authority Fire Station No. 1, 410 East 5th Street, Loveland, Colorado.

ATTENDANCE

Directors in Attendance Were:

David Legits, President
Jeff Swanty, Vice President
Leroy Anderson, Director
Paul Bukowski, Director

Director's Absent but Excused:

Tom Chesney, Treasurer

Also in Attendance Were:

Division Chief Greg Ward, Division Chief Tim Smith, Cheryl Cabaruvias, Captain Robert Carmosino and Lieutenant Craig Willard; Loveland Fire Rescue Authority

Kammy Tinney, Molly Janzen, Elaina Cobb and Jennifer Ondracek; Pinnacle Consulting Group, Inc.

Chairman Legits called the meeting to order at 3:04 P.M.

Following discussion, upon motion duly made by Director Bukowski, seconded by Director Swanty and, upon vote, unanimously carried, the absence of Director Chesney was excused.

Chairman Legits declared that a quorum of the Board was present, with four of five members in attendance.

ADMINISTRATIVE MATTERS Agenda: The Board reviewed the proposed agenda for the regular meeting. Following review and discussion, the agenda was approved as presented.

Minutes: The Board reviewed the minutes of the January 5, 2022 regular meeting. Following review and discussion,

upon motion duly made by Director Swanty, seconded by Director Anderson and, upon vote, unanimously carried, the Board approved the minutes of the January 5, 2022 regular meeting, as presented.

District Management Report: Ms. Tinney reviewed with the Board the written District Management report.

May 2022 Regular Election: Ms. Tinney, in her capacity as Designated Election Official, reported that she received a total of four Self-Nomination and Acceptance forms for three available seats on the Board, and the District is moving forward with preparations for conduct of a polling place election.

Director Swanty introduced discussion around the possibility of conducting the election via mail ballot versus polling place due to low voter turnout during the May 2020 Regular Election. Ms. Tinney provided an overview of the steps necessary to conduct the May 2022 Regular Election via mail ballot versus polling place, including the additional cost of a mail ballot election and the average 10% or less voter turnout for an election where the only issue to come before the voters is the election of the Board of Directors. The Board discussed alternate solutions such as the addition of polling locations and messaging about the upcoming election.

Following review and discussion, upon motion duly made by Director Swanty, seconded by Director Anderson and, upon vote, unanimously carried, the Board directed that Fire Station Nos. 2, 7, 6 or the LETA Building, depending on availability, be added as additional polling locations for conduct of the May 3, 2022 Regular Election.

FINANCIAL
MATTERS

Ratify Approval of Claims: The Board reviewed the expenditures for the periods ending January 26, 2022, totaling \$630,444.90 and February 22, 2022, totaling \$318,638.61. Following review and discussion, upon motion duly made by Director Bukowski, seconded by Director Anderson and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the periods ending January 26, 2022, totaling \$630,444.90 and February 22, 2022, totaling \$318,638.61.

Budget to Actual Report and Cash Position Statement: Ms. Janzen reviewed with the Board the Budget to Actual report for the period ended January 31, 2022, and the Cash Position Statement as of February 23, 2022.

Following review and discussion, upon motion duly made by Director Swanty, seconded by Director Anderson and, upon vote, unanimously carried, the Board accepted the Budget to Actual report for the period ended January 31, 2022, and the Cash Position Statement as of February 23, 2022.

2021 Audit Status: Ms. Janzen reported that field work is underway and in process with Marc James & Associates to perform the 2021 audit.

Other: Ms. Janzen addressed the Board and announced her retirement from Pinnacle Consulting Group, Inc. Ms. Janzen's last day is March 31st, but she will continue to consult through finalization of the 2021 audit. Ms. Ondracek will take over as the Accounting Manager for the District.

DEPARTMENT/
PERSONNEL
MATTERS

Chief's Report: Division Chief Greg Ward and Division Chief Tim Smith reviewed the written report with the Board.

Accreditation. Division Chief Ward reported that the performance documents are on track to be uploaded March 31, 2022, with standards of cover to be presented at the April Board meeting.

Reorganizations/Promotions. Division Chief Ward reported that the promotional ceremony was held at Mountain View High School as well as being broadcast on social media and was a success.

Division Chief Ward discussed the open Fire Inspector position noting that only three of the applications received met the posting requirements for the position. As a result the Authority did not move forward in the selection process instead revising the position description and reposting. The reopened application process with revamped requirements yielded 16 qualified applicants for the position.

Grant Applications. Division Chief Smith reported that the Authorities' application for funds through the

Assistance to Firefighters Grant is currently under peer review. The Authority did not apply for 2022 SAFER grant funding and will consider applying in 2023. Chief Smith also reported that the Authority intends to apply for grant funding through the Action, Implementation, Mitigation program.

Fire Rescue Advisory Commission. Division Chief Smith reported that Chief Staff is working to set a meeting with the Commission to review the SWOT Analysis.

Operations Activity Report. Division Chief Ward provided an overview of significant calls since the January meeting.

Ratification of approval of additional \$7,332.59 for purchase of wildland equipment bags. The Board discussed the purchase of wildland equipment bags and requested ratification of approval of the additional \$7,332.59 expense. Following discussion, upon motion duly made by Director Swanty, seconded by Director Bukowski and, upon vote, unanimously carried, the Board approved the additional \$7,332.59 expense for the purchase of wildland equipment bags.

Other Matters: There were no other matters brought before the Board.

LEGAL
MATTERS

Status of Joint Plan of Dissolution of Pinewood Lake Fire Protection District: Ms. Tinney reported the petition met the statutory requirements and LRFPD will provide service. An election on the dissolution will be held on June 7, 2022 with Ms. Tinney serving as the Designated Election Official.

Status of Southridge HoldCO Exclusion: Ms. Tinney reported that the recorder Order of Exclusion was filed with the Division of Local Government and the Larimer County Assessor. Ms. Tinney and staff coordinated with Division Chief Ward and the City of Loveland's Technology Information Department to prepare updated District Boundary Maps for filing with the Division of Local Government.

OTHER
BUSINESS

Director Anderson addressed the Board and reported that after 56 years with the Loveland Rural Fire Department he will be retiring, and his last Board meeting will be the May 4th Regular Board meeting.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made and seconded, the meeting was adjourned at 4:03 P.M.

Respectfully submitted,

By: 

Kammy K. Tinney
Secretary for the Meeting