

## RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
LOVELAND RURAL FIRE PROTECTION DISTRICT  
HELD  
March 3, 2021

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 3<sup>rd</sup> day of March 2021, at 3:00 P.M.

### ATTENDANCE

#### Directors in Attendance Were:

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

#### Also in Attendance Were:

Chief Mark Miller and Division Chief Michael Cerovski;  
Loveland Fire Rescue Authority  
Division Chief Greg Ward; Loveland Fire Rescue Authority  
(via video conference)  
Kammy Tinney; Pinnacle Consulting Group, Inc.  
Molly Janzen; Pinnacle Consulting Group, Inc. (via video  
conference)  
Linda Glesne; Collins Cockrel & Cole, P.C. (via video  
conference)

Chairman Legits called the meeting to order at 3:09 P.M.

Chairman Legits declared that a quorum of the Board was present, with five 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 February 3, 2021 regular meeting. Following review and discussion, upon motion duly made by Director Bukowski, seconded by Director Anderson and, upon vote, unanimously carried, the Board approved the minutes of the February 3, 2021 regular meeting, as presented.

District Management Report: Ms. Tinney reviewed with the Board the written District Management report detailing February activity. Ms. Tinney noted the unofficial results of the March 2, 2021 special inclusion election indicate a majority vote in favor of inclusion. The Canvass Board will meet on March 11<sup>th</sup> to canvass and certify the results.

Public Comments: There were no public comments.

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FINANCIAL  
MATTERS

Ratify Approval of Claims: The Board reviewed the expenditures for the period February 1, 2021 through February 28, 2021, totaling \$289,186.94. Following review and discussion, upon motion duly made by Director Chesney, seconded by Director Anderson and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period February 1, 2021 through February 28, 2021, totaling \$289,186.94.

Budget versus Actual Report and Cash Position Statement: The Board reviewed the Budget to Actual report for the period ended January 31, 2021, and the Cash Position Statement as of February 23, 2021. Ms. Janzen noted that approximately 1/3 of the 2020 delinquent property tax is collected year-to-date, with approximately \$10,000 in interest on those funds. Following review and discussion, upon motion duly made by Director Chesney, seconded by Director Bukowski and, upon vote, unanimously carried, the Board accepted the Budget versus Actual report for the period ended January 31, 2021, and the Cash Position Statement as of February 23, 2021.

Status of 2020 Audit: Ms. Janzen reported that preparations for the audit are ongoing. The field work is planned for the week of March 22, 2021.

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DEPARTMENT/  
PERSONNEL  
MATTERS

Chief's Report: Station No. 10 Update. Chief Miller reported that the land donation closed on February 11, 2021. Chief Miller reported that the Station No. 10 design is complete and was submitted to the Johnstown Building Department for review and permitting. The Board discussed equipment and staffing needs for Station No. 10. Chief Miller reported that seven proposals were returned by financial institutions by the February 12<sup>th</sup> deadline. The proposals were reviewed by Director Chesney, Chief Miller, Piper Sandler and Bond Counsel.

The top proposals were identified and vetted. Chief Miller reported that LFRA intends to borrow no more than \$11,000,000. The lowest interest rate available is 2.29% for a 20-year term with no pre-pay penalty, and the ability to refinance in eight years. The annual payment would be no more than \$700,000.

Following review and discussion, upon motion duly made by Director Chesney, seconded by Director Swanty and, upon vote, unanimously carried, the Board expressed its preference for (1) entering into a Lease-Purchase Agreement for \$11,000,000 (a) if the financed amount to be repaid through the agreement can be adjusted and (b) with the pre-payment from excess revenue if not used; or if not, (2) a Lease-Purchase Agreement for \$10,000,000 with unallocated reserve funds to be potentially used for future necessary identified equipment purchases for use in Station 10. The LFRA Board will consider and plans to issue final approval of finance terms at its March 31, 2021 regular meeting.

**LFRA Impact Fees.** Chief Miller reported that consideration of approval of the proposed increase to the Authority's Impact Fees by the City of Loveland was deferred to the March 9, 2021 City Council meeting.

**COVID Update.** Chief Miller reported that by March 23, 2021 73% of LFRA Members will have received both his/her first and second vaccine shots. PPE is well stocked and all COVID cautionary protocols remain in place. Masks are still mandatory in all stations.

**SWOT Analysis:** Chief Miller reviewed with the Board the results of the most recent SWOT Analysis. A summary of which follows.

**Strengths:** CRISP; Regional collaboration; Closest Unit Dispatch; Auto Alerting; Records Management; Mill levy sunset elimination; and Gallagher amendment ballot issue approval.

**Weaknesses:** Span of control; Station 3 replacement; Station 5 renovation; Station 4 unknowns; Revenue Allocation Formula; and Emergency Management.

**Opportunities:** Canyon Battalion; Lexipol policies; Station 10; Community Risk analysis; SCBA replacement; CAD Administrator; and FRFR partnership.

**Threats:** Competitive pay; Facility replacement and/or renovation; Unfunded needs; and Stable revenue.

**Staffing Needs.** Chief Miller reviewed with the Board anticipated staffing needs in 2021/2022 including Station No. 10 staffing, Battalion Chiefs, NFPA staffing (4), a Public Information Officer, Training Officer, an IT manager, and a Warehouse manager.

**Front Range Fire Rescue ("FRFR") Communications.** Chief Miller reported that per communication from Chief West the FRFR Board of Directors has agreed to LRFPD's legal counsel preparing an initial draft agreement regarding service boundaries between the two entities. Chief West suggested the agreement include review of the agreement at specific intervals, such as every five years, specific to review of operations. Attorney Glesne suggested a draft agreement with an initial term of five years and additional five-year renewal period(s) could be offered to satisfy this request, with a requirement for at least one annual meeting between the parties, and automatic renewal for a set number of renewal terms. Attorney Glesne noted that no agreement between the Districts will change the right of individual property owners to petition for inclusion into FRFR, and the agreement between FRFR and the Town of Johnstown will need to be addressed as part of the agreement between LRFPD and FRFR to confirm consistency in understanding. The Board discussed what elements could change the direction of either party, consideration of renewal terms, or consideration of termination criteria.

Chief Miller noted that FRFR has already agreed to withdraw action on 43 acres for the Ridge development as a good faith effort while the parties work toward an agreement that benefits both parties. Even prior to these discussions, LFRA and FRFR have been working cooperatively with joint training, shared equipment, and shared responses. Chief Cerovski noted that accreditation and mutual aid agreements require review at intervals for renewing agreements, and this boundary agreement should be no different.

Following discussion, upon motion duly made by Director Chesney, seconded by Director Anderson and, upon vote, unanimously carried, the Board authorized Attorney Glesne to prepare a draft IGA with an initial 10-year term, with the option for renewal and a notice provision regarding termination to provide for adequate advance discussion between the agencies before termination. Attorney Glesne

noted that she would begin work on an agreement to memorialize the intent of the two agencies to retain property boundaries East of Interstate Highway 25 and North of State Highway 402 within LRFDP, and properties East of Interstate Highway 25 and South of State Highway 402 within FRFR to the extent development occurs in these areas and to meet periodically to discuss the operating roles of both agencies to property located in or annexed to the Town of Johnstown. The draft terms of agreement will be discussed with Chief Miller and Ms. Tinney and then presented to the Board for consent before it will be presented to FRFR Chief West and legal counsel.

**Canyon Battalion Administration.** Chief Miller reviewed with the Board ongoing changes with regard to administration of the Canyon Battalion including the closing of the Canyon's separate checking and savings accounts, LFRA Station 7 crews providing food for Canyon trainings/meetings, and donation monies to be held in separate accounts earmarked for Canyon needs. Chief Miller also reviewed suggested changes with regard to the potential closing of the Canyon Volunteer Pension Fund to new members, noting that the average Canyon volunteer's tenure is 2.17 years within the last five years. Ten years of services is required for partial vesting. Director Legits noted that the majority of those volunteers with less than five years of service have transitioned to full-time positions with LFRA. Chief Miller suggested looking into a stipend program as an alternative to the pension program. Director Legits shared his concerns with the changes and the erosion of the family atmosphere that has historically been a part of the Canyon's volunteers as a result. Director Legits feels that the pension fund remains an incentive for those interested in volunteering with LFRA. Director Legits noted that operationally the volunteers have no concerns and are committed to LFRA. The Canyon volunteers would like to have the use of some funds to continue their tradition of family meals for training and meetings and requested an alternate solution.

Following discussion, upon motion duly made by Director Chesney, seconded by Director Swanty and, upon vote, unanimously carried the Board (1) authorized retaining an operating account for the Canyon Battalion through the District with a reduced line-item budget of \$3,000, and the issuance of a debit card with the account for food purchases only.

**Station No. 9 Generator.** Chief Miller reported that a quote of \$7,850 was received for repair and relocation of the current Onan generator. The cost to replace the unit is \$9,081. Chief Staff recommend the purchase of a new generator.

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LEGAL  
MATTERS

Attorney Glesne informed the Board that she exchanged several voice and electronic messages with attorney Mark Hunter on behalf of the Ridge development located North of State Highway 402. Based on these exchanges there are no currently anticipated exclusion issues for Board consideration related to this property development.

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OTHER  
BUSINESS

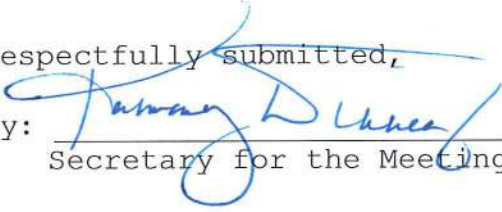
Director Swanty thanked the meeting attendees for today's spirited discussion, noting that it is clear that all involved care about the organization.

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ADJOURNMENT

There being no further business to come before the Board, upon motion duly made and seconded, the meeting was adjourned at 5:53 P.M.

Respectfully submitted,

By:   
Secretary for the Meeting