

## RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
LOVELAND RURAL FIRE PROTECTION DISTRICT  
HELD  
April 7, 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 7<sup>th</sup> day of April 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, Division Chief Ned Sparks and  
Cheryl Cabaruvias; 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 3:02 P.M.

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

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

Minutes: The Board reviewed the minutes of the March 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 March 3, 2021 regular meeting, as presented.

District Management Report: Ms. Tinney reviewed with the Board the written District Management report detailing March activity. Ms. Tinney noted that the funding check from the Big Thompson Canyon Volunteers was received from LFRA to establish a volunteer operating fund for the Canyon Battalion, and District Management staff is working to finalize the issuance of debit cards to Dave Legits and Ryan Pfeiffer.

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 March 1, 2021 through March 24, 2021, totaling \$289,154.22. Following review and discussion, upon motion duly made by Director Chesney, seconded by Director Swanty and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period March 1, 2021 through March 24, 2021, totaling \$289,154.22.

Budget versus Actual Report and Cash Position Statement: Ms. Janzen reviewed with the Board the Budget to Actual report for the period ended February 28, 2021, and the Cash Position Statement as of March 31, 2021. Director Chesney requested status on closing the account with Independent Bank. Ms. Janzen stated that the Independent Bank account will be closed this month. 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 versus Actual report for the period ended February 28, 2021, and the Cash Position Statement as of March 31, 2021.

Status of 2020 Audit: Ms. Janzen reported that over one-half of the field work is complete. No adjusting journal entries have been requested to date, and District Management staff expects a draft for Board review at the June meeting.

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DEPARTMENT/  
PERSONNEL  
MATTERS

Chief's Report: Station No. 10 Update. Chief Miller reported that the closing on the lease-purchase financing is scheduled for April 9<sup>th</sup>. Chief Miller reported that Station No. 10 is anticipated to cost \$11,365,000, and the annual payment will be between \$699,000 - \$717,000

with a 20-year term. Station No. 7 will be listed as collateral.

**Staffing Updates.** Chief Miller discussed the announcement made last week of his plans to retire on July 1, 2021. The LFRA Board will hold a special meeting on April 8<sup>th</sup> to discuss the selection of an Interim Chief, the engagement of an executive search firm, selection of a search committee, and review of a job description and salary range.

**Impact Fee Presentation.** Chief Miller reported that the Impact Fee presentation to the Trustees of the Town of Johnstown is scheduled for April 19<sup>th</sup>.

**2020 Incident Response Summary.** Division Chief Cerovski reviewed the 2020 Incident Response Summary, noting that the data was refined with the implementation of new data collection and reporting technologies. LFRA has the need for a full-time Data Analyst and is currently documenting the process for data collection and analysis.

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LEGAL  
MATTERS

Memorandum of Understanding with Front Range Fire Rescue Fire Protection District regarding Service Area to Properties Located North and South of Highway 402: Ms. Glesne reported that she believes the draft MOU captures the spirit and intent of conversations held over several years between both Districts. Ms. Glesne noted that she had a lengthy discussion with Mr. White, former District Legal Counsel, regarding the history of previous discussions and agreements in place, and any input he had regarding the best approach with the draft MOU. Mr. White noted that a formal agreement was not entered into previously.

Ms. Glesne reviewed with the Board the draft Memorandum of Understanding with Front Range Fire Rescue Fire Protection District regarding service area to properties located north and south of Highway 402, and east of Interstate 25. Following review and discussion, the Board directed Ms. Glesne to revise the MOU as discussed and to circulate for final review and comment by the Board, Chief Miller and Ms. Tinney. Once consensus of the revisions is reached, Chief Miller will provide the draft to Chief West for discussion with legal counsel for FRFR and, if possible within the tight timeline for this review, with the FRFR Board of Directors at their regular

meeting scheduled for April 13<sup>th</sup> or in May if necessary. Ms. Glesne will report on any comments received at the next Board meeting.

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OTHER  
BUSINESS

There was no Other Business to come before the Board.

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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 4:39 P.M.

Respectfully submitted,

By:

  
Secretary for the Meeting