

## RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
LOVELAND RURAL FIRE PROTECTION DISTRICT  
HELD  
August 4, 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 4<sup>th</sup> day of August 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:

Interim Chief Ned Sparks, Cheryl Cabaruvias, Battalion Chief Jason Starck, Captain Robert Carmosino, and Firefighter Erica Schmidt; Loveland Fire Rescue Authority Kammy Tinney, Molly Janzen, and Dale Ingraham (via video conference); Pinnacle Consulting Group, Inc. Linda Glesne; Collins Cockrel & Cole, P.C. (via video conference) Georgia Wilson; Big Thompson Canyon Firefighters' Pension Fund Trustee

Chairman Legits called the meeting to order at 3:03 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 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 July 7, 2021 regular meeting. Following review and discussion, upon motion duly made by Director Anderson, seconded by Director Bukowski and, upon vote, unanimously carried, the Board approved the minutes of the July 7, 2021 regular meeting, as presented.

Colorado Special Districts Property and Liability Pool Repayment Agreement: Ms. Tinney reviewed with the Board the Repayment Agreement between the Colorado Special Districts Property and Liability Pool ("Pool") and the Loveland Rural Fire Protection District ("Member"). As an incentive for its workers' compensation pool members to participate in the Colorado Firefighter Heart and Cancer Benefits Trust ("Trust") Cancer Award Program ("Cancer Award Program"), the Pool has developed a contribution payment program for Pool payment to the Trust of the annual contribution for the Trust's coverage period June 1, 2021 through June 30, 2022. Following review and discussion, upon motion duly made by Director Swanty, seconded by Director Chesney and, upon vote, unanimously carried, the Board approved the 2021-2022 Colorado Special Districts Property and Liability Pool Repayment Agreement regarding the Voluntary Cancer Award Program.

District Management Report: Ms. Tinney reviewed with the Board the written District Management report detailing July activity. Ms. Tinney noted that she was contacted by Director Bukowski inquiring about the average cost to date for legal counsel to attend monthly Board meetings, and the need for legal counsel to continue attending Board meetings on a monthly basis. Director Bukowski lead the discussion of the need for legal counsel's attendance at each board meeting from a budget standpoint, noting that other boards he has served on do not have monthly scheduled legal counsel attendance. Ms. Tinney reported on a rough estimate of legal fees related to meeting attendance for the prior year. Attorney Glesne addressed the Board and reiterated that Board meeting attendance was discussed during the interview for legal representation and is at the Board's discretion and direction. Attorney Glesne is pleased to report that she has handled each item on the Board's initial list of legal matters retired Chief Miller and retired attorney White briefed her on when representation began and expects for legal budget to decrease as these projects close. Upcoming legal agenda items were outlined, including harassment training which retired Chief Miller previously requested and the Board scheduled for legal counsel to present in person at the September 2021 regular meeting however, there are options to accomplish the training in a different way, including to postpone this training to a future date. Director Chesney noted positive feedback on a number of prior year agenda items that needed legal counsel involvement, and further noted

that maintaining good communications between Attorney Glesne and the District's management team is equally important to budget considerations. Director Chesney asked if there was a recommendation from Mr. Bukowski for attendance by legal counsel at Board meetings. Director Swanty stated that there have been lots of changes from the beginning of Attorney Glesne's representation. Ms. Tinney and Attorney Glesne seemed to work effectively together and worked it out. Following review and discussion, upon motion duly made by Director Bukowski, seconded by Director Swanty and, upon vote, unanimously carried, the Board (1) Approved limited attendance by legal counsel at Board meetings as directed where topics of legal significance will be on the Agenda; and (2) Directed Ms. Tinney to continue to work with Attorney Glesne and her staff on District projects requiring legal counsel. Ms. Glesne thanked the Board and asked for permission to leave the meeting, noting that no further legal matters would be discussed.

Public Comments: There were no public comments.

FINANCIAL  
MATTERS

Ratify Approval of Claims: The Board reviewed the expenditures for the period July 1, 2021 through July 31, 2021, totaling \$288,753.70. Following review and discussion, upon motion duly made by Director Chesney, seconded by Director Bukowski and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period July 1, 2021 through July 31, 2021, totaling \$288,753.70.

Unaudited Financial Statements, Budget versus Actual Report and Cash Position Statement: Ms. Janzen reviewed with the Board the unaudited Financial Statements and Budget versus Actual report for the period ended June 30, 2021, and the Cash Position Statement as of July 28, 2021. The Board discussed potential investment options for the District's operating fund balance and reserves and requested additional information regarding local government investment pools at the September meeting. Director Chesney noted previous discussion regarding the need for a formal investment policy. Ms. Tinney and Ms. Janzen will prepare a policy for Board consideration at the September meeting.

Following review and discussion, upon motion duly made by Director Bukowski, seconded by Director Swanty and, upon

vote, unanimously carried, the Board accepted the unaudited Financial Statements and Budget versus Actual report for the period ended June 30, 2021, and the Cash Position Statement as of July 28, 2021.

Updated 10-Year Plan: Ms. Janzen reviewed with the Board the updated Ten-Year Proforma Report, included in the Board packet. The Board requested a revised scenario with the District contributing 20% of the total operations costs versus the 18% currently agreed to between the District and the Authority. Interim Chief Sparks reiterated that three decision packages were presented for consideration. They were: 1) Step Plan and Competitive Wage Adjustments, 2) Staffing Scenarios for Station No. 10, and 3) Essential Program/Project Needs. Funding is anticipated for the step-increases and a portion of equipment from the City of Loveland however, it is unlikely there will be any additional funding to increase staffing.

2022 Draft Budget Process and Timeline: Ms. Tinney reported that the 2022 Budget process has begun. An initial draft budget will be completed by October 1, 2021 and District management will meet with Director Chesney to review between October 1<sup>st</sup> and 14<sup>th</sup>. The 2022 draft budget must be distributed to the Board of Directors no later than October 15, 2021. Budget hearings must be conducted no later than December 14<sup>th</sup> so that Tax Levies can be certified no later than December 15, 2021. Interim Chief Sparks noted that more information regarding the 2022 draft budget will follow after additional discussions with the City.

DEPARTMENT/  
PERSONNEL  
MATTERS

Interim Chief Sparks reviewed with the Board information on the purchase of a Type V Wildland Apparatus. The apparatus, in accordance with the LFRA Fire specifications and options, is quoted at \$273,555. The total cost of the vehicle and equipment is \$350,000. Division Chief Ward used a cooperative purchase agreement, so the proposed purchase did not go out to bid. The apparatus maintains the standardization of the fleet. Captain Carmosino provided information regarding operational needs, equipment, and useful life of the apparatus. Following review and discussion, upon motion duly made by Director Bukowski, seconded by Director Swanty and, upon vote, unanimously carried, the Board approved the purchase of the Type V Wildland Apparatus

from Boise Mobile Equipment as quoted and additional equipment needed to outfit the apparatus for a total cost of \$350,000.

**Fire Chief Search Committee.** Interim Chief Sparks and Ms. Tinney reviewed with the Board the activities completed to date. The Fire Chief Search Committee met on August 3<sup>rd</sup> to conduct a thorough review of the candidates and prepare a list of candidates for recommendation as finalists to the LFRA Board at a special meeting scheduled for Friday, August 6<sup>th</sup>. The Board requested a copy of the amended timeline for the Fire Chief hiring process.

**Other.** Interim Chief Sparks informed the Board that he intends to retire from the Authority in January 2022 following 38 years of service to the community.

LEGAL  
MATTERS

There were no legal matters brought before the Board for consideration.

OTHER  
BUSINESS

District Bylaws and Investment Policy: Director Bukowski reintroduced his suggestion that the Board consider the adoption of bylaws. Ms. Tinney provided an overview of previous discussions and the suggestion for Board consideration of governance policies to address Mr. Bukowski's concerns. Ms. Tinney will prepare draft governance policies for Board consideration at the September meeting.

At the close of the meeting, Director Chesney thanked Ms. Tinney and Ms. Janzen for their services to the District. Director Legits thanked Ms. Tinney and Ms. Janzen for their attention to details and consistency. Director Swanty thanked Ms. Tinney and Ms. Janzen for their professionalism in completing a successful transition.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made and seconded, the meeting was adjourned at 4:19 P.M.

Respectfully submitted,

By: 

Secretary for the Meeting

