Loveland Fire Rescue Authority Board Meeting Minutes  
Wednesday, March 30, 2022  
410 E. 5th Street, Loveland, CO 80537  
EOC Conference Room  
and Via Video and Audio Conference  
12:30 p.m.

Members Present:  
Chairman Jeff Swanty, Director of the Loveland Rural Fire Protection District ("Rural District")  
Director Steve Adams, Loveland City Manager  
Vice Chairman John Fogle, City of Loveland Council Member  
Director Richard Ball, City of Loveland Council Member  
Director Dave Legits, Rural District President

Members Absent:  
None

Staff Present:  
Tim Sendelbach, LFRA Fire Chief  
Greg Ward, LFRA Division Chief  
Tim Smith, LFRA Division Chief  
Andrea Wright, LFRA Human Resources Manager  
Cheryl Cabaruvis, LFRA Administrative Analyst  
Diedra Bassel, LFRA Board Secretary  
Emily Powell, Legal Counsel to the Authority  
Dan Engelhardt, LFRA Lieutenant

Visitors:  
Jacki Marsh, Mayor of City of Loveland  
Kammy Tinney, District Manager, Rural District  
Brian Waldes, CFO, City of Loveland  
Frazier Spearman, City of Loveland Senior Budget & Policy Analyst  
Chloe Romero, City of Loveland Budget Analyst  
Matthew Elliott, City of Loveland Budget Manager

Call to Order:  
Chairman Swanty called the Loveland Fire Rescue Authority ("LFRA") Board meeting to order on the above date at 12:35 p.m.
Executive Session

1. Executive session pursuant to C.R.S. 24-6-402(4)(f) to discuss personnel matters to include the quarterly review, evaluation, and discussion regarding performance of the Fire Chief.

Following the call to order, and upon motion made by Vice Chairman Fogle and seconded by Director Ball, the Board unanimously voted to go into executive session pursuant to C.R.S. 24-6-402(4)(f) to discuss personnel matters to include the quarterly review, evaluation, and discussion regarding performance of the Fire Chief.

Motion made by Vice Chairman Fogle to close the executive session. Seconded by Director Adams; motion carried unanimously. The Board came out of executive session at 1:32 p.m.

After a brief recess, the Board resumed the regular meeting at 1:52 p.m.

Approval or Amendment of Agenda:
None.

Awards and Presentation:
None.

Swearing In:
None

Public Comment:
None

Consent Agenda:

2. Consider a Motion to Approve the Minutes from the Loveland Fire Rescue Authority February 23, 2022 Regular Board Meeting

Motion made by Vice Chairman Fogle to approve the consent agenda, as presented. Seconded by Director Legits; motion carried unanimously.

Regular Agenda:

3. Consider Motion Regarding Fire Chief Merit Pay Increase

Chairman Swanty asked if HR Manager Andrea Wright would lead the topic for discussion. HR Manager Wright said the 2022 market data for a fire chief's salary is typically released in the first quarter of the year. This information was presented to the Board as part of a general discussion regarding whether performance and market conditions warrant a change in wage.

Vice Chairman Fogle stated the general sentiments of the Board regarding Fire Chief Sendelbach's performance. He expressed that to enter into an organization that operates at such a high level as LFRA and be able to improve upon it in a short amount of time is a herculean task, but Chief Sendelbach has accomplished this well. Vice Chairman Fogle said that the level of compassion, level of encouragement, and the leadership skills the Chief shows are indicative of what LFRA has come to expect and more. He offered his thank you and applause for a job well done.
Director Ball stated that in the inflationary economy, an organization tends to fall behind if it doesn’t keep abreast of market wages. When the Board was setting Chief Sendelbach's hiring salary, the Board was dealing with year old data. The Board would like to review the Chief's salary annually around March or April, with an eye on market data from all the competing agencies. The Board also would like to give the Chief an increase in 2022 to keep up with market.

Motion was made by Director Legits to increase Chief Sendelbach’s salary by six percent, effective at the next payroll. Seconded by Vice Chairman Fogle; motion carried unanimously.

4. Review Briefing Papers and Correspondence

None

a. Chief's Report

Chief Sendelbach reported the following matters to the Board:

- **Acknowledgements**
  Chief Sendelbach recognized accomplishments within the organization: Engineer Cain and Firefighter Thatcher for participating in the Columbia Towers climb in Seattle, raising $4,000 for leukemia research; Lieutenant Chris Sandoli’s retirement; and Captain Dave Legits’ retirement.

- **Accreditation**
  Chief Sendelbach stated the importance of re-accreditation. He and Lieutenant Dan Engelhardt traveled to the Center for Public Safety Excellence Conference in Orlando, Florida and had the opportunity to meet with their team leader in the accreditation process. Chief Sendelbach stated that LFRA’s accreditation document was to be uploaded on March 31, 2022 but, due to multiple recent staffing changes, the document is not ready. He shared this information with LFRA’s assigned team leader and was told to upload the document as it is currently, and LFRA would be eligible for a four month deferral. Chief Sendelbach recommended that taking the deferral would be the right choice as opposed to submitting a document in which he is not confident. He went on to state that the follow up visits and records examination for the accreditation process is extensive.

- **Monthly Data Report**
  Prior to the start of the meeting a newly configured monthly data report, the February 2022 LFRA Operations Report, was handed out to the Board members. This report will be included in future Board packets to provide a more informative dashboard of data. This is information that is reported for the accreditation process and it provides the basis of how LFRA makes operational decisions.

  Director Adams requested clarification on the Property Value – Fire Incidents section on the front page of the February 2022 LFRA Operations Report. He asked if the year dates are meant to be February 2021 to February 2022. Chief Sendelbach replied that this was
correct and stated that the report is a work in progress that will be updated to better portray the data.

- **Budget Review Process**
  Chief Sendelbach explained the Budget Review Process as being primarily directed by LFRA Administrative Analyst Cheryl Cabaruvias. During this process, meetings are held with all of the LFRA project managers, during which time their programs' current and projected needs are discussed in order to maintain a grasp on individual program needs as well as plan for future overall budget allocation.

- **Grant Applications**
  Chief Sendelbach provided an update on the Assistance to Firefighters (AFG) Grant, which is a health and wellness grant for $908,000.00 and has an anticipated notification date of May or early June. This is a regional grant that encompassed LFRA, Berthoud FPD, Greeley Fire Department, Evans FPD, and Windsor-Severance FPD.

  Chief Sendelbach stated that LFRA submitted a position paper for $60,000 through the AIMS Grant, through Collaborations and Coalitions (COCO). His intention was to cover the Ember Alliance proposal that LFRA received. The paper was not accepted due to the City of Loveland not being categorized as a high risk for wildfires. Chief Sendelbach had the opportunity to do a follow up with the CCO Johnathan Bruno and was able to explain that Loveland Fire Rescue Authority encompasses a larger rural area as well, including Storm Mountain. Mr. Bruno then referred Chief Sendelbach to the Watershed Coalition and is now backing LFRA in the pursuit of the grant.

- **Strategic Planning**
  Chief Sendelbach stated there have been discussions about bringing in a past facilitator to manage LFRA's strategic planning process. It was decided that it would be better to utilize someone from outside the organization in order to move out of the organization's comfort zone. Kevin Mylan is an assistant chief in South Metro Fire Protection District and Forest Reeder is a retired chief in Illinois. Chief Sendelbach stated that they are two of the most progressive people in the Fire Service right now. He is hoping to secure them to help facilitate LFRA's strategic planning process.

- **Fire Rescue Advisory Commission (FRAC)**
  Chief Sendelbach recognized Jon Smela and Paul Pfeifer of Fire Rescue Advisory Commission (FRAC) for running the S.W.O.T. Analysis for LFRA. There have been two sessions of analysis with all personnel within the LFRA organization without executive staff present to promote speaking openly about what they thought are the Strengths, Weaknesses, Opportunities, and Threats for the organization. This data will be reported to the executive staff and it will be incorporated into the Strategic Plan.

- **Business Manager Position Opening**
  Chief Sendelbach called attention to the business manager position opening during the phase one reorganization of the LFRA personnel system. He acknowledged the additional workload that has fallen to administrative Analyst Cabaruvias in the absence
of a business manager and the potential liability of having one person handle all of the organization's financials. In the interim while working to hire a business manager, Chief Sendelbach has had discussions with JW Vincent Group. JW Vincent Group is contracted with the Front Range Fire Consortium as well as Winsor Severance Fire Protection District. They provide additional financial management and oversight and they are willing to attend LFRA's Board meetings to present budget aspects and budget reports. Chief Sendelbach has asked JW Vincent Group for a scope of work to see if they can meet LFRA's needs.

Division Chief Ward's Report

- **Station 10 Update**
  Division Chief Ward stated that LFRA is anticipating an August completion and has had only a few setbacks due to weather. He reported that the construction project is currently within budget but it is growing tight.

- **Fire Inspector Hiring Process Report**
  LFRA has gone through the process of hiring two inspectors; one in April 2022 and one in July 2022. The number one candidate will start April 25th. The second inspector is still in the process of background checks and, if all checks are passed, will start around July 1st.

- **Logistics Section Update**
  Logistics Captain Lyons is off of shift and working days consolidating all equipment and clothing into one area where he will provide oversight, and maintain inventory and its distribution. This will take the responsibility of this task off of the station crews so they can concentrate on training and the calls.

LFRA is having discussions with Berthoud FPD and Front Range Fire Rescue FPD regarding a shared warehouse facility in which resources and extra equipment can be shared. This project would start with the equipment that goes on a fire engine, not the equipment that firefighters wear. The purpose of this collaboration is to be more efficient in how the three departments operate.

- **Training Update**
  Mayday Training, Firefighter Emergency Training, is happening now through the end of this year. It is part four of a four-part series that started two weeks ago with Chief Paul Capo of Estes Valley FPD, who taught a class in the psychological, emotional side of being in a mayday fire. A mayday fire is one in which a firefighter gets trapped and is running out of air inside of a building.

Chief West from Front Range Fire Rescue FPD taught part two of the series. He brought a program that was specifically for battalion chiefs on how to be in command of a mayday incident.
The next steps come in April, in which the chief officers and captains who operate as battalion chiefs will go to Berthoud to run through command simulations to put Chief West’s presentation to work. Later in the year everyone will come together to run through full scale exercises.

- LFRA’s Lieutenant Ricky Summer is currently one of the cadre members of the Spring FRFC Academy. The home base for this academy has been at Poudre Fire Authority for years. As a cadre member for this academy, Lieutenant Summer will be a lead instructor at the Fall Academy.

Division Chief Smith’s Report

- **Recruitment**
  LFRA is in a recruitment process that will end on April 30th. As of May 1st, Chief Goodale and HR will be looking through the applicants to compile a list of candidates for interviews.

- **Activity Report**
  A smoke report off of SW 14th turned out to be a house fire in which two dogs were rescued.

  There was another fire by Soulshine Road up by Estes Park that had the potential for being wide spreading, but luckily the wind died down and it was contained.

- **Station 7 Open House / Fire Awareness**
  LFRA will host an Open House at Fire Station 7 on May 21st from 11:00am – 3:00pm. The public will be invited to view the interpretive garden and learn how to landscape their property to assist with fire mitigation. The current plan is to barbeque hot dogs and include LFRA’s collaborative partners to help educate residents on wildfire awareness.

5. **Additional Business**

Board Chairman Swanty asked if there was any further business. With no further business to come before the Board, Chairman Swanty adjourned the meeting at 2:26 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.

Jeffrey M. Swanty, Chairman

Diedra Bassel, Secretary