

## RECORD OF PROCEEDINGS

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### REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE LOVELAND RURAL FIRE PROTECTION DISTRICT

The regular meeting of the Board of Directors of the Loveland Rural Fire Protection District was held at Station No. 2 on Wednesday, December 7, 2016 at 3:00 p.m.

The following members were present: Dave Legits, Mike McKenna, Leroy Anderson and Jeff Swanty.

Also present were:

Greg White, Secretary, Loveland Rural Fire Protection District  
Mark Miller, Loveland Fire Rescue Authority  
Renee Wheeler, Loveland Fire Rescue Authority  
Greg Ward, Loveland Fire Rescue Authority  
Ned Sparks, Loveland Fire Rescue Authority  
Shawn Neal, Big Thompson Canyon Volunteer Fire Department  
Bob Boggio, Rural Citizen

President Legits called the meeting to order.

The minutes of the November 2, 2016 regular meeting were presented. Upon motion by McKenna, seconded by Swanty, and unanimously carried, the minutes were approved.

White presented the November 2016 bills. Upon motion by Anderson, seconded by McKenna, and unanimously carried, the following bills were approved:

#### November 2016

Loveland Fire Rescue Authority	<b>\$ (15,356.00)</b>
City of Loveland	
Canyon Facilities (2)	<b>84.01</b>
Poudre Valley REA	
Canyon Facilities (2)	<b>42.69</b>
CenturyLink	
Canyon Facilities (2)	<b>598.79</b>
Schrader Propane	
Canyon Facilities (2)	<b>95.90</b>
Prairie Mountain Publishing	
Miscellaneous (5)	<b>54.90</b>
Larimer County Clerk and Recorder	
Miscellaneous (5)	<b>11.00</b>
Foothills Gateway	
Miscellaneous (5)	<b>75.00</b>
Larimer County Clerk and Recorder	
Miscellaneous (5)	<b>11.00</b>
Larimer County Treasurer	
Miscellaneous (5)	<b>2,852.59</b>
Fire & Police Pension Association	
Miscellaneous (5)	<b>25,000.00</b>
Gregory A. White	
Legal (12a)	<b>2,150.00</b>

Haynie & Company		
Bookkeeping (8c)		<b>350.00</b>
Gregory A. White		
Administrative (12b)		<b>1,000.00</b>
Board Secretary Fee (8a)		<b>375.00</b>
Dave Legits		
Board Meetings (8b)		<b>100.00</b>
Mike McKenna		
Board Meetings (8b)		<b>100.00</b>
Barry Gustafson		
Board Meetings (8b)		<b>100.00</b>
Leroy Anderson		
Board Meetings (8b)		<b>100.00</b>
Jeff Swanty		
Board Meetings (8b)		<b>100.00</b>
	TOTAL \$	<b>33,200.90</b>

January 2017

Colorado Special Districts Property and Liability Pool		
Insurance (9a)		<b>4,612.31</b>
Colorado Special Districts Property and Liability Pool		
Insurance (9b)		<b>3,316.83</b>
	TOTAL \$	<b>7,929.14</b>

White noted that the Loveland Fire Rescue Authority was the credit for \$15,256 due to the fact that the Rural District paid the estimated two months of the Fire Authority contribution in January of 2016. The credit will be applied to the December Fire Authority contribution.

White presented the financial report. He noted that the bill from Larimer County for reimbursement of property tax revenues abated in 2016 was an indication that the estimated property tax revenues in the 2016 Budget would not be realized. White anticipates that an approximate \$20,000 reduction in 2016 property tax revenues from the budgeted amount. However, White noted that specific ownership taxes continued to be received in the budgeted amounts which should offset the loss in property tax revenues. White noted that other portions of the Financial Report were within budgeted parameters.

Chief Miller presented the Chief's Report. He requested that Administrative Service Director Wheeler present Resolution No. R-071 Adopting a Supplemental Budget for the 2017 LFRA Budget. Wheeler stated that the purpose of the Supplemental Budget Resolution was to appropriate additional revenue of \$1,615,380 from the money appropriated in the LFRA General Fund and transfer said funds to the LFRA employee benefit fund for the employer's share of benefit costs and employee contributions for 2017. Wheeler noted that the transfer of funds in the LFRA 2017 Budget is revenue neutral with regard to the City and Rural District 2017 contributions to LFRA. Upon motion by Swanty, seconded by Anderson, and unanimously carried, the Board approved the LFRA budget appropriation as set forth in LFRA Resolution No. R-071.

Miller requested that White address the transfer of apparatus and equipment to LFRA, leasing of Rural District Stations No. 8 and Station No. 9 to LFRA, and approval of the Fourth Amendment to the IGA. White presented a copy of the Fourth Amendment to IGA and reviewed following:

- The streamlining of the budget and supplemental budget approval process for Authority budgets
- City and Rural District payments for their allocated share to the Authority shall be based upon the adopted Authority Budget and paid 1/6<sup>th</sup> of the allocated share in January of each year and 1/12<sup>th</sup> share between February and November of each year

- The City shall lease Fire Station Nos. 1, 2, 3, 4, 5, and 6, the Training Facility, and the Fire Administration Office to the Authority for \$1 for 25 years with an automatic 25 year renewal
- The City shall transfer all of the equipment and apparatus used by the Fire Department for fire, rescue, and emergency services to the Fire Authority
- The Rural District shall lease Station Nos. 8 and 9 for \$1 for 50 years to the Fire Authority
- The Rural District shall transfer all of its equipment and apparatus used for fire, rescue and emergency services to the Fire Authority
- Transfers of equipment and apparatus shall be on an as-is basis
- A new provision addressing termination of the IGA which outlines the process of distribution of Fire Authority assets to the Rural District and the City in the event of termination of the Fire Authority IGA

Upon motion by Swanty, seconded by McKenna, and unanimously carried, the Board approved the Fourth Amendment to the IGA as presented.

White presented a copy of the Non-Residential Real Property Lease Agreement for Fire Station No. 8 and Station No. 9 from the Rural District to LFRA. White stated that the lease was consistent with the terms and conditions of the Fourth Amendment to the IGA and contained typical lease provisions. The Rural District will remain obligated to carry casualty and property insurance on the stations. The Rural District shall also be responsible for major capital repairs and improvements. The Fire Authority shall be responsible for ordinary repairs and maintenance and all utilities including telecommunications. Upon motion by Anderson, seconded by McKenna, and unanimously carried, the Board approved the Lease as presented.

White presented the Omnibus Bill of Sale from the Rural District to LFRA for all fire equipment and apparatus owned by the Rural District to LFRA. The transfer is as-is without warranty. White noted that the apparatus owned by the Colorado Forest Service and leased to the Rural District is not part of this transfer as there is no right to assign this lease to LFRA. Upon motion by McKenna, seconded by Anderson, and unanimously carried, the Board approved the execution of the Bill of Sale as presented.

Miller continued his Chief Report. There are 40 applicants for five new firefighter positions to replace the Part-time Program. Of the 40 applicants, 23 have passed the initial testing and interviews. Fifteen of those 23 will continue through the process including further interviews and ride alongs with the Department. On December 16, 2016, the top ten finalists will undergo interviews with appropriate panels.

Miller stated that the Department is continuing the process of hiring a Human Resource Manager with 67 qualified applications. This has been reduced to 31 applicants which have received a supplemental questionnaire. The Department will continue to qualify finalists for this position.

Miller briefed the Board on the Funding Committee. The purpose of the committee is to address funding issues for Station 7 and future Fire Authority stations and acquisitions. The Fire Authority is focusing on funding options which will be through the Fire Authority ownership of the asset rather than the Rural District or the City. The next meeting of the Committee is set for January 9, 2017.

The negotiation and execution of the Purchase Contract for Station No. 7 is still in progress. The Department is in the process of obtaining a Site Plan for the property.

Miller spoke briefly concerning he and the Department's participation in former Chief Merlin Green's memorial service. Members of the Board who attended the service thanked the Department for its participation.

Administrative Service Director Wheeler stated that she had no report for this meeting.

Chief Sparks presented the Community Safety Division Report. There are several issues concerning plan reviews and inspections on individual properties. The

Department continues to work with property owners on these types of issues. The Department is reviewing some of its programs to determine whether or not they could be handled in a better fashion. In response to a question by Director Swanty with regard to whether any properties within LFRA had the potential for the loss of life and destruction as the recent Oakland Warehouse Fire. Chief Sparks noted that he knew of no property within the Fire Authority that had the potential for this type of loss of life and destruction as the Oakland Fire. However, he did note that there are properties within the Fire Authority that have some potential for loss of life due to overcrowding and code violations. If the Department is informed of these properties, the Department works with the property owner to correct the problems.

Chief Ward presented the Operation Division Report. He reported on significant calls in November:

- November 9 – garage fire near Carter Lake responded to by the Department and Berthoud which involved not only fire but medical and law enforcement response
- November 16 – a wildland fire east of Miliken that involved multiple agency response including multiple agencies from Weld County
- November 19 – fire in a mobile home
- November 22 – fire in hay bales on a truck which overturned on I-25

Ward noted that there will be a pre-construction meeting on December 9, 2016 at Station No. 2 for the new tankers. New Engine 3 is ready for final inspection at SVI. Engine 2 is going through the start of construction at SVI. The New Type 3 will be the object of a pre-construction meeting in Minnesota by representatives of the Department December 19-21.

Chief Neal gave the Canyon Department Report. He noted that it has been quiet in the Canyon mainly due to the road closure. Four new firefighters have begun their EMT B training.

Director McKenna complimented the Department and the Fire Authority for recent savings on medical, dental and other benefit packages for personnel and the transfer of human resource services from the City to the Fire Authority.

There being no further business, the meeting was adjourned.

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Gregory A. White, Secretary/  
Assistant Treasurer

ATTEST:

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President