

RECORD OF PROCEEDINGS

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, January 4, 2017 at 3:00 p.m.

The following members were present: Dave Legits, Mike McKenna, Barry Gustafson, 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
Bob Boggio, Rural Citizen

President Legits called the meeting to order.

The minutes of the December 7, 2016 regular meeting were presented. Upon motion by Anderson, seconded by Gustafson, and unanimously carried, the minutes were approved.

White presented the December 2016 bills. Upon motion by Gustafson, seconded by Swanty, and unanimously carried, the following bills were approved:

December 2016

City of Loveland	
Canyon Facilities (2)	83.66
Poudre Valley REA	
Canyon Facilities (2)	47.42
CenturyLink	
Canyon Facilities (2)	625.66
Larimer County Clerk and Recorder	
Miscellaneous (5)	38.00
FedEx Office	
Miscellaneous (5)	110.76
Gregory A. White	
Legal (12a)	2,900.00
Haynie & Company	
Bookkeeping (8c)	350.00
Gregory A. White	
Administrative (12b)	1,000.00
Board Secretary Fee (8a)	375.00
Dave Legits	
Board Meetings (8b)	100.00
Mike McKenna	
Board Meetings (8b)	100.00
Barry Gustafson	
Board Meetings (8b)	100.00
Leroy Anderson	
Board Meetings (8b)	100.00
Jeff Swanty	
Board Meetings (8b)	100.00

TOTAL \$ 6,030.50

White presented the Fire Authority invoice for January 1, 2017. He noted that the recently adopted 4th Amendment to the IGA provided that the City and the District's funding of the Fire Authority will be based on the adopted budget of the Fire Authority. Each entity shall pay their share (82% City and 18% Rural) by paying two months at the beginning of each year to provide the Fire Authority with necessary funding and then monthly payments thereafter through October of each year. Upon motion by Gustafson, seconded by Anderson, and unanimously carried, the following bill was approved:

January 2017

Loveland Fire Authority (1) \$ 425,982.00

TOTAL \$ 425,982.00

White presented the financial report. He noted that in December, the Rural District received \$411,000 in general property taxes which resulted in an approximate \$22,000 deficit in property taxes received in 2017 under the budgeted amount. The Rural District received approximately \$17,000 in specific ownership taxes for December. The increase in specific ownership taxes in 2016 offsets the deficit in general property tax revenues. Accordingly, the Rural District's total revenues received in 2016 are in accordance with the 2016 Budget. There are certain expenditures such as Capital Expenditures, Canyon Facilities, Legal and Election expenses which are under budget. White noted that the \$100,000 contingency had been used for approved Supplemental Budgets of the Fire Authority.

White presented an Engagement Letter dated December 22, 2016 from Haynie & Company for accounting services for 2017. He noted that fees stated in the Engagement letter are \$400 per month for normal monthly accounting plus \$400 for preparation of year end work papers, and \$260 per hour for attendance at Board meetings. White stated that he recommended the Board approve these fees. Upon motion by Swanty, seconded by McKenna, and unanimously carried, the Board approved execution by White of the Engagement Letter.

Chief Miller presented the Chief's Report. He presented a presentation developed by Belfor Watkins for the Training Center Master Plan. He reviewed sections of the Master Plan including a map showing the Flood Fringe and Floodway portions of the Training Center, a Needs Assessment for future training center activities, and the proposed Future Plan for the Training Center. Presently, no funds have been identified for these improvements to the Training Center. Miller also noted that the City of Loveland is exploring the possibility of attempting to purchase the Probasco property which abuts the current Training Center property on the northwest.

Miller informed the Board that the Department has filed an application for membership in COTF-1. This organization is headquartered in West Metro in the Denver area, and is for the purpose of formal FEMA Group response to major disasters. This is a prestigious organization and if the application is accepted, would be beneficial to the Department. If accepted, the Department will be required to meet training requirements for all personnel who may be dispatched to disaster responses by COTF-1.

With regard to Station 7, Miller noted that the Purchase Contract for the land has not yet been executed by the property owner. Miller continues to follow up with this issue.

Miller noted that the Department is close to defining the finalists for HR Manager position. Currently there are eight semi-final applicants which will be narrowed down for interviews by interviewing panels on January 20, 2017.

Chief Miller and Chief Sparks presented the Station 10 Location Analysis conducted by the Department. This analysis using GIS information is based upon a five minute

response and shows response areas. The four properties were that were reviewed are as follows:

- Crossroad Blvd and Centerra Blvd
- 2534
- Centerra Blvd and Kendall Parkway
- 402 and I-25

There was general discussion by the Board and all present concerning overlapping response areas of current stations, future personnel needs to meet increased density within response areas, and the possibility of contracting with TVEMS for Station 10.

Director Legits asked where the Financing Committee was with regard to financing of Station 7. Chief Miller reported that the next meeting is scheduled for January 11, 2017 and the Committee will be focusing the use of Impact Fees to finance future Fire Authority capital acquisition and construction.

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

Chief Sparks presented the Community Safety Division Report. FIT classes are in process.

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

- Commercial fire on South Lincoln Avenue responded to by the Department, PFA and Berthoud. The damage was limited to the auto repair bay and the car located within that repair bay.
- Bobcat Ridge wildland fire. This was a 196 acre fire. It was difficult to control due to high winds in the area. There were numerous units responding. The Department actively responded for two days including the Canyon Department until the area received adequate snowfall. The Department monitored the area for three to four days to ensure that the snowfall terminated any necessity to continue to monitor the area.

New Engine 3 has been delivered and soon will be in service.

Pre-construction meetings have been held by the Department on the Tenders and a pre-construction meeting in Minnesota for the Type 3 Engine.

The Department has hired five new firefighters to replace the part-time program. Three part-time firefighters are part of the hires. One is the last reserve in the Department, and one is from Front Range Fire Authority. These five new firefighters will enter the Firefighter Academy on January 9, 2017. Director Swanty commented that, as part of the interview panel, all great candidates interviewed were excellent and commended the Department for the quality of the candidates for these positions.

President Legits reported that Chief Neal had determined to stay in the Canyon rather than attend the Board meeting due to the weather and the probability of responses in the Canyon. Legits presented a copy of the expenses by the Canyon in December. He noted that there were eleven incidents in December including one structure fire, four wildland responses, and five MVA and medical responses.

White presented a proposal by Mark Svoboda dba Svoboda Construction for repairs and maintenance for Station 8. White noted that effective January 1, 2017, due to the lease to the Fire Authority, some of these listed repairs could be normal maintenance which would be the responsibility of the Fire Authority. However, White stated that the District has not kept up with necessary repairs and maintenance to Station 8 in the past number of years, and it was his opinion that the Rural District should be responsible for the listed items in the proposal. Upon motion by McKenna, seconded by Anderson, and unanimously carried, the Board approved the Rural District contract with Mark Svoboda for the repairs as listed under the terms of the proposal.

White presented the annual administration resolution for the meeting time, place, and posting of public notice for the Rural District. Upon motion by Swanty, seconded by Gustafson, and unanimously carried, the following Resolution was approved:

RESOLUTION

WHEREAS, Section 32-1-903 (2) C.R.S. provides that the Rural Board shall determine a place of the regular meetings of the Board and posting of the notice of meetings; and

WHEREAS, pursuant to Section 24-6-402 C.R.S., the Rural Board is also required to provide full and timely notice of such meetings by annually designating a public place for posting of such notices that is within the local public body's boundaries.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE LOVELAND RURAL FIRE PROTECTION DISTRICT AS FOLLOWS:

Section 1. The regular Board meetings shall be held at Fire Station No. 2, 3070 West 29th Street, Community Room, Loveland, Colorado at 3:00 p.m. on the first Wednesday of each month.

Section 2. The designated location for the posting of meeting notices of the Rural District shall be at Canyon Station No. 8, 1461 Big Thompson Highway, Loveland, Colorado.

Section 3. The Rural Board designates the office of the Secretary, Gregory A. White, 1423 West 29th Street, Loveland, Colorado as the District's office.

Section 4. That this Resolution shall go into effect as of the date and time of its adoption.

There being no further business, the meeting was adjourned.

Gregory A. White, Secretary/
Assistant Treasurer

ATTEST:

President