The regular meeting of the Board of Directors of the Loveland Rural Fire Protection District was held at Station No. 1 on Wednesday, February 4th, 2015 at 5:30 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
- Renee Wheeler, Loveland Fire and Rescue Department
- Ned Sparks, Loveland Fire and Rescue Department
- Greg Ward, Loveland Fire and Rescue Department
- Bill Lundquist, Big Thompson Canyon Volunteer Fire Department
- Bob Boggio, Rural Citizen

President Legits called the meeting to order.

The minutes of the January 7th, 2015 regular meeting were presented. Upon motion by McKenna, seconded by Anderson, and unanimously carried, the minutes were approved.

White presented the January 2015 bills and one December 2014 bill. Upon motion by Anderson, seconded by McKenna, and unanimously carried, the following bills were approved:

**December 2014**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loveland Fire Rescue Authority (1)</td>
<td>$104,929.00</td>
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</tbody>
</table>

**January 2015**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Loveland Fire Rescue Authority (1)</td>
<td>$74,400.00</td>
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<tr>
<td>City of Loveland</td>
<td></td>
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<tr>
<td>Canyon Facilities (2)</td>
<td>91.62</td>
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<tr>
<td>Poudre Valley REA</td>
<td></td>
</tr>
<tr>
<td>Canyon Facilities (2)</td>
<td>29.00</td>
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<tr>
<td>Canyon Facilities (2)</td>
<td>59.38</td>
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<tr>
<td>Qwest</td>
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</tr>
<tr>
<td>Canyon Facilities (2)</td>
<td>100.00</td>
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<tr>
<td>Qwest</td>
<td></td>
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<tr>
<td>Canyon Facilities (2)</td>
<td>400.00</td>
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<tr>
<td>Colorado Division of Fire Prevention &amp; Control</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous (5)</td>
<td>200.00</td>
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<tr>
<td>Full Circle Creative</td>
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</tr>
<tr>
<td>Miscellaneous (5)</td>
<td>95.40</td>
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<tr>
<td>Haynie &amp; Company</td>
<td></td>
</tr>
<tr>
<td>Bookkeeping (8c)</td>
<td>350.00</td>
</tr>
<tr>
<td>Gregory A. White</td>
<td></td>
</tr>
<tr>
<td>Legal Fees (12a)</td>
<td>2,150.00</td>
</tr>
</tbody>
</table>
Gregory A. White  
Administrative Fee (12b)  1,000.00 
Board Secretary Fee (8a)  320.00 
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  $ 79,695.40

White presented the financial report. He noted that revenues for property tax and specific ownership tax were over budgeted figures, and expenses were below budgeted figures.

In Chief Miller’s absence, Renee Wheeler presented the Chief’s Report. She reviewed two grant applications filed by the Department.

Wheeler presented the Public Safety Administrator report. She presented the Second Amendment to the Fire Authority IGA which removes the requirement of approval of all mutual and auto aid agreements by both the Rural Board and the City Council. These types of agreements are operational in nature, and the approval of these agreements have not been controversial. This removal of the requirement of Rural Board and City Council approval will streamline the process for these agreements. Upon motion by McKenna, seconded by Gustafson, and unanimously carried, the Second Amendment to the Fire Authority IGA was approved.

Wheeler presented a PFA Mutual Aid Agreement. The purpose of this Agreement is to recognize the Fire Authority as the proper entity in the Mutual Aid Agreement. Upon motion by McKenna, seconded by Anderson, and unanimously carried, the PFA Mutual Aid Agreement was approved.

Wheeler presented the 2015 Revised LFRA Fee Schedule. This Fee Schedule has been adopted by the Fire Authority Board, and pursuant to the IGA, must also receive approval from the Rural Board and the City Council before it is effective. Wheeler reviewed changes in the Fee Schedule from the previous Fee Schedule. Permit fees are now based on valuation rather than square footage of the project. This is a more appropriate way to assess the cost of project review as square footage is not the most accurate predictor of the amount of time spent on review. The new Permit Schedule removes fees for inspection. Inspections are now part of the main permit fee. Wheeler also stated that between Fire Authority meeting and now, the Department has become aware that school inspection fees may be collected. Previously, the State was the sole entity that received inspection fees. Three options are available:

1. Allow the State to continue to inspect school projects
2. Charge the same as the State fee, or
3. Charge the current minimum fee

There was discussion among the Board regarding the school inspection fee. Following discussion, upon motion by Swanty, seconded by McKenna, and unanimously carried, the Board approved the adopted LFRA Revised Fee Schedule to include school review fees based upon the State fees.

Wheeler presented the 2015 Rural Fire Protection District Fee Schedule. The Fee Schedule mirrors the LFRA Revised Fee Schedule for throughout the Fire Authority
Service Area. One difference is that in the Rural District fees are not collected as part of the building permit process. Building permits are issued by Larimer County. The new Fee Schedule reflects this difference in procedure in the permit fee for valuation of $25,000 and below. Following discussion, upon motion by Swanty, seconded by Gustafson, and unanimously carried, the 2015 Rural Fire Protection District Fee Schedule was approved to be effective May 1, 2015, with the addition of the based on State fees for school projects.

Chief Sparks gave the Community Safety Division Report. He reviewed two structure fires in the Rural District in the past month. He complimented the Department’s response to these structure fires. The Division is currently working on the Pro Cycle Challenge which will be held in August. The Division is continuing to promote public education.

Chief Ward gave the Operation Division Report. The Department has recently undergone active assailant training along with the Loveland Police Department and Thompson Valley EMS. Appropriate personnel have received equipment including helmets and vests to provide protection to personnel responding to active assailant incidents.

The Department has been invited to a Homeland Security Conference on tactical fire response in Charlotte, North Carolina as one of only five departments in the country, the other four which are major metropolitan departments.

Chief Ward noted that one new part-time firefighter has been hired. There is a possibility of another part-time spot opening in the near future.

The ladder truck is scheduled for refurbishment and will be out of service from the end of February through August. The new ladder truck is currently being outfitted and the crews are undergoing training. It is anticipated that the ladder truck will be in service in approximately two weeks.

Chief Ward reviewed two firefighter individual visits to the Chicago UL Lab which focuses on fire dynamics, air flow, water flow, and location for active fires. Based on Department participation and reviewing of this testing, the Department is continuing to review current operating procedures for fire attack.

Canyon Chief Lundquist gave the Canyon Department Report. He noted that this is a slow time of year for the Department with only three calls in the past month. Two department members are currently in the Firefighter 1 Academy. It is anticipated that they will graduate in the near future.

There are interviews scheduled for four new firefighters for this summers Wildland Team.

Lundquist noted that the Awards Banquet is on February 28, 2015 and all Board members are invited. Director Swanty requested that Councilor Fogle, Mayor Gutierrez, and City Manager Cahill also receive invitations due to their position on the Fire Authority Board and its interaction with the Canyon Department.

White presented a Letter of Engagement from Yanari Watson McGaughey P.C. for the 2014 Audit. The cost is capped at $4,150 which includes expenses. White noted that this firm has conducted the Rural Audit for past number of years and they do an excellent job. White stated that he had contacted Pinnacle Consulting which manages approximately 50 other special districts in Colorado with regard to the quoted price. Pinnacle informed him that this quoted price is significantly lower than any audits they were familiar with for their special districts. Upon motion by Swanty, seconded by Anderson, and unanimously carried, the Board authorized White to hire Yanari Watson McGaughey P.C. for the 2014 Audit under the terms of the Engagement Letter.

White noted that the Actuarial Study for the Big Thompson Canyon for 2015 includes the opportunity to evaluate three other scenarios for $1,200. However, he noted that
the base audit is a charge of $900. The actual cost for three additional options is $300.
It was the consensus of the Board that the three additional options be included in the
2014 Actuarial Study for the Canyon Pension.

There being no further business, the meeting was adjourned.

Gregory A. White, Secretary/
Assistant Treasurer

ATTEST:

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President