

Loveland Fire Rescue Authority Board Meeting



**410 East 5th Street (second floor conference room)
Loveland, Colorado 80537
Thursday, May 10, 2012
1:30 PM**



Loveland Fire Rescue Authority Board Meeting Agenda

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 Loveland, Colorado 80537
 Thursday, May 10, 2012
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THE LOVELAND FIRE AND RESCUE AUTHORITY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY, RACE, CREED, COLOR, SEX, SEXUAL ORIENTATION, RELIGION, AGE, NATIONAL ORIGIN OR ANCESTRY IN THE PROVISION OF SERVICES. FOR DISABLED PERSONS NEEDING REASONABLE ACCOMODATIONS TO ATTEND OR PARTICIPATE IN A CITY SERVICE OR PROGRAM, CALL 970-962-2497 AS FAR IN ADVANCE AS POSSIBLE.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AWARDS AND PRESENTATIONS

PUBLIC COMMENT

CONSENT AGENDA

Anyone in the audience will be given time to speak to any item on the Consent Agenda. Please ask for that item to be removed from the Consent Agenda. Items pulled will be heard at the beginning of the Regular Agenda. You will be given an opportunity to speak to the item before the Board acts upon it.

Public hearings remaining on the Consent Agenda are considered to have been opened and closed, with the information furnished in connection with these items considered as the only evidence presented. Adoption of the items remaining on the Consent Agenda is considered as adoption of the staff recommendation for those items.

Anyone making a comment during any portion of today's meeting should come forward state your name and address for the record before being recognized by the Chair. Please do not interrupt other speakers. Side conversations should be moved outside the meeting room. Please limit your comments to no more than five minutes.

1. Approve the Minutes from the April 12, 2012 Loveland Fire Rescue Authority Board Meeting
2. Approve a Resolution to Approve Rules and Regulations for Budgeting, Audits, and Records Retention
3. Approve New Loveland Fire Rescue Authority logo

End of Consent Agenda

REGULAR AGENDA

Anyone who wishes to address the Board on any item on this part of the agenda may do so when the Chair calls for public comment. All public hearings are conducted in accordance with Board By-Laws. When Board is considering approval, the Authority's By-laws only requires that a majority of the Board quorum be present to vote in favor of the item.

4. Quarterly Budget Report



Loveland Fire Rescue Authority Board Meeting Agenda
410 East 5th Street
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5. Resolution to Approve a Supplemental Budget Appropriation
6. Discuss the Proposed Strategic Plan
7. Discuss Loveland Rural Fire Protection District Mill Levy Election Outcome
8. Review Briefing Papers and Correspondence
 - a. Chief's Report
 - b. March Statistics
9. Board Member New Business/Feedback
10. Any Other Business for Board Consideration

ADJOURN

Agenda Item Cover

Item No.: 1

Meeting Date: May 10, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director



TITLE

Approve the Minutes from the April 12, 2012 Loveland Fire Rescue Authority (LFRA) Board Meeting

EXECUTIVE SUMMARY

The attached document, prepared by Roylene Sterkel, is a record of the April 12, 2012 LFRA meeting. It is a record of the discussions including approval of an intergovernmental agreement with the Nature Conservancy for fire management on their property within our service delivery area, resolution to approve rules and regulations regarding the execution of certain agreements by the Fire Chief, an update on the status of the City's Fire Capital Expansion Fee Fund with the planned capital construction, and the Chief's report.

BACKGROUND

Standard meeting protocol

STAFF RECOMMENDATION

Approve as written

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

Minutes



Fire Authority Board Meeting Minutes Thursday, April 12, 2012

Members Present:

Board Chair Jeff Swanty
City Manager Bill Cahill
Rural Board President Dave Legits
Fire Chief Randy Mirowski
BSC Roylene Sterkel

Mayor Cecil Gutierrez
Rural Board Secretary Greg White
Asst. City Attorney Moses Garcia
Public Safety Admin. Dir. Renee Wheeler

Members Absent:

City Councilor John Fogle
Division Chief Merlin Green

Division Chief Ned Sparks

Visitors:

Battalion Chief Rick Davis
Brian Faith – The Nature Conservancy

Call to Order:

Chairman Swanty called the Fire Authority Board meeting to order on the above date at 1:35 p.m.

Pledge of Allegiance:

The Board participated in the Pledge of Allegiance.

Roll Call:

Secretary Sterkel conducted roll call.

Award and Presentations:

None

Consent Agenda:

Chief Mirowski introduced Chief Rick Davis to talk about the Memorandum of Understanding between the Nature Conservancy and Loveland Fire Rescue Authority. Chief Davis said that recent events have speared a concern throughout the state regarding prescribed burns. He

reported that there are only 1% annually that escape the planned vicinity of the burn. The Nature Conservancy was established here in Loveland in 2009. The Conservancy helps develop burn plans and works with the County, State and Federal agencies. Under this MOU, Loveland Fire Rescue would provide personnel and resources as needed. Greg White asked if the Conservancy ever does prescribed burns on private property. Brian Faith said that they do and they are looking forward to working with Loveland Fire Rescue and the inter-departmental training that will take place.

Mayor Gutierrez moved that the Consent Agenda be approved and Rural Board President Dave Legits seconded that motion. Motion carried.

Regular Agenda:

3. Resolution Approving the Establishment of Rules and Regulations of the Loveland Fire Rescue Authority Including Rules and Regulations Regarding the Execution of Certain Agreements -

City Attorney Garcia talked about this resolution and how it is intended to establish order, ensure consistency and limit liabilities for the Authority. It will allow the Fire Chief or his designee to execute any agreement as defined in Section C. 1 & 2 of the Resolution. These might include non-monetary agreements, IGA's for training, etc. The exceptions would be Mutual and Auto Aid agreements because they require the Rural Board and City Council approval. The Chief will do monthly updates to the Board on any agreements that he approves.

Mayor Gutierrez made a motion to approve the Resolution. Motion was seconded by City Manager Cahill. Motion carried.

4. Update on the Fire Authority Capital Construction Funding –

Administrative Director Renee Wheeler reviewed the construction and related equipment funding document that was included in the agenda packet. She indicated that the inter-fund loan repayment was not included in the last update. Renee talked about some considerations that have not been incorporated in the projections. Mayor Gutierrez reiterated that there are several options to resolve the shortages that may occur. Greg White asked if the City can do inter-fund loans and City Manager Cahill said that they can.

Chair Swanty said that in the February minutes, it was noted that a recommendation would be brought back to the Board as to Station 10 funding. Mayor Gutierrez said that is an important discussion to have and City Manager Cahill said we need to work on how the numbers are presented.

5. Review Briefing Papers and Correspondence –

Strategic Plan Update - Chief Mirowski said that the Strategic Plan is moving along. FRAC has completed their work on the citizen's review for Section 6 "How we Operate". Final edits to the document will be made in the next two weeks, and then it will go to technical writer, Mary Sovick. He hopes to have a final draft to bring back to the Board at

its May meeting. City Manager Cahill thanked the Chief and his staff for their hard work in developing a Strategic Plan. Mayor Gutierrez said he is very pleased to see that the Fire Rescue Authority will have a working Strategic Plan in place.

Mill Levy Election Update – Greg White passed out a draft of frequently asked questions about the Mill Levy. He said that the Tabor Notice went out last week and he has been answering questions via phone from rural residents. On Monday, May 16th, 10,800 ballots will be mailed out to rural property owners and/or registered voters in the rural area. There are some off-duty firefighters that have volunteered their time to go door-to-door to hand out information. Rural Board President Dave Legits reported that there was a meeting held up on Storm Mountain and most of the feedback was very positive.

Chief Mirowski thanked Greg White for his and his staff's work on the Mill Levy Election. Chair Swanty said that the Tabor letter that went out states the facts very well.

Grants Update – Chief Mirowski reviewed the status of each of the current grants that the department has. He indicated that the SCBA's should be here in a couple of months and the radio grant is moving forward as well. Randy thanked Lt. Mialy, BC Smith, Engineer Klassen, BC Cerovski and Renee for all of their hard work to make these grants happen. He would like to bring these folks to a Board meeting after the Council has approved the upcoming grants. Mayor Gutierrez recognized Lt. Mialy's work on the Emergency Management Conference that was held at the Embassy Suites for the second year in a row. City Attorney Garcia acknowledged Lt. Mialy's work on the Pension Plan as well.

City Manager Cahill said that the 1.4 million in Grants that the Fire Department has secured is a huge help in the City's overall budget process.

Positive Pressure Attack – Chief Mirowski said that today is the last day of the prop training. The program will continue to move forward and will be in place by the end of the year. Chief Demint from Poudre Fire came up to observe the training and was very impressed.

New Business –

- The Fire Advisory Commission Board is going through some changes right now. The Chair and Vice chair are both stepping down at the end of their current assignment. They have a new member in John Smela and will be bringing on new members from the Rural district. FRAC needs direction from the Fire Authority Board as to their role. Chair Swanty suggested that we invite FRAC to attend one of the Board meetings to thank them for what they do. FRAC has indicated that they want to be an "action group" for the Board and be a useful tool for the Fire Authority. City Manager Cahill said that a new draft Statement for all Boards and Commissions has been completed and will be shared with all City Board and Commissions in the near future. Mayor Gutierrez asked if Rural folks go through the same process to be accepted to a City Board or Commission? Chief Mirowski said that they do.

- Asst. City Attorney said that we need a new motion to accept the Resolution Approving A Memorandum of Understanding Between the Nature Conservancy and Loveland Fire Rescue Authority for Fire Management Activities to accept the language on page 26. Mayor Gutierrez moved to reconsider 1st motion and accept 2nd motion to include the language on page 26. City Manager Cahill seconded the motion and it carried unanimously.

- Chair Swanty questioned why we don't have an Operating Agreement with Thompson Valley EMS? Chief Mirowski said we have a very good working relationship with TVEMS, but it probably would be a good idea to have such a document in place to define service levels, etc. City Manager Cahill thought it would be a good idea to pursue this. Rural Board Secretary White said to make sure the TVEMS Board is supportive of such a document before pursuing it further.

With no further business at hand, Chair Swanty moved to adjourn the meeting. Meeting was adjourned at 3:25 pm.

Minutes submitted by Secretary Sterkel

Agenda Item Cover

Item No.: 2

Meeting Date: May 10, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director



TITLE

A Resolution Approving the Establishment of Rules and Regulations of the Loveland Fire Rescue Authority Including Rules and Regulations Regarding the Budget, Audit, and Records Retention

EXECUTIVE SUMMARY

This resolution would approve additional sections in the Rules and Regulations document that was established at the April meeting. The intention is to create a single document for the procedures for how administrative matters will be conducted for the implementation of the provisions of the intergovernmental agreement. Basic procedures for approving and amending the budget, conducting an annual audit as a component of the City of Loveland annual audit, and following the State of Colorado records retention schedule are submitted for consideration.

BACKGROUND

There are three sections proposed for addition to the Rules and Regulations document that was established at the April meeting, when the first section for the execution of agreements was approved: Budget, Audit and Records Retention.

Budget

The attached rules and regulations addresses compliance with State budget laws, as well as the City of Loveland's budget policies and procedures. The annual budget and any amendments to the budget will be approved by resolution after a public hearing has been conducted at the same meeting. The public hearing will be noticed one week in advance of the Board meeting.

Audit

The provisions related to the annual audit propose that the audit be conducted as a component or subset of the City's external, annual audit. It is likely that the presentation of findings would be included in the City's audit presentation. It is the intention that the presentation of the external auditor's annual audit presentation to the City Council would meet the provision in the intergovernmental agreement (ARTICLE IV: BUDGET AND AUDIT, Section 4.2) that requires "the results of said audit shall be presented to the City and the District not later than thirty (30) days after acceptance by the Board." This would be true even if the timing of the presentation to the City Council falls prior to the LFRA Board presentation. A separate presentation of the audit will be made to the Loveland Fire Protection District as well.

Agenda Item Cover

Item No.: 2

Meeting Date: May 10, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director



Records Retention

The provisions related to records retention propose that the LFRA follow the State of Colorado records retention schedule. It also indicates that the City Clerk's Office will retain all permanent records.

STAFF RECOMMENDATION

Approve the additions to the Rules and Regulations for budget, audit and records retention as presented.

FINANCIAL/ECONOMIC IMPACTS

The only additional financial impact associated with the proposed budget provisions are related to public hearing notices. These notices cost approximately \$25. It is anticipated that there would be four notices in a year for a total of \$100.

Since the indirect cost for City services charged to the Fire Authority includes 4% of the Accounting Division budget, where the cost of the City's annual audit is recorded, there are no additional costs expected for the annual audit. However, there will likely be additional costs of \$2,500 associated with conducting the audit for the FEMA Assistance to Firefighters grants that were awarded this year and subject to audit in 2013.

The cost of City Clerk services was not included in the indirect cost allocation and may need to be considered for the 2013 allocation. The basis for that allocation would need to be determined to estimate the additional cost impact.

ASSOCIATED STRATEGIC GOALS

Deliver cost effective services.

ATTACHMENTS

Resolution

Rules and Regulations

RESOLUTION # R-004**A RESOLUTION APPROVING THE ESTABLISHMENT OF ADDITIONAL RULES AND REGULATIONS OF THE LOVELAND FIRE RESCUE AUTHORITY INCLUDING RULES AND REGULATIONS REGARDING BUDGETS, ACCOUNTING AND RECORDS RETENTION**

WHEREAS, the Loveland Fire Rescue Authority (“Fire Authority”) is authorized, among other things, to adopt policies respecting the exercise of its powers and the carrying out of its purpose consistent with the terms of that certain Intergovernmental Agreement for the Establishment and Operation of the Loveland Fire Rescue Authority as a Separate Governmental Entity dated August 19, 2011 (“Formation Agreement”) and the Fire Authority bylaws; and

WHEREAS, the Fire Authority seeks to develop and implement rules and regulations to set forth the Fire Authority’s policies respecting such exercise of its powers and carrying out of its purpose; and

WHEREAS, on April 12, 2012, the Fire Authority established Rules and Regulations, including a rule addressing the execution of certain agreements to which the Fire Authority is a party and wherein approval of the Fire Authority Board of Directors (“Board”) and execution by the Board Chairperson must occur; and

WHEREAS, the Fire Authority desires to add additional rules to address budget appropriations, accounting and audits, and records retention to standardize procedures for administration of the Authority; and

WHEREAS, Article IV of the Formation Agreement empowers the Board to adopt an annual budget and keep correct books of account; and

WHEREAS, Title 24 of the Colorado Revised Statutes requires governmental entities to comply with the public records laws of this state and the Board desires to set forth a schedule for retaining Fire Authority records in compliance therewith; and

WHEREAS, the Board finds that it is in the best interests of the Fire Authority to adopt rules and regulations to carry out its purpose, including rules and regulations regarding budget appropriations, accounting and audits, and records retention as set forth below.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE LOVELAND FIRE RESCUE AUTHORITY, STATE OF COLORADO, AS FOLLOWS:

Section 1. That the Rules and Regulations of the Loveland Fire Rescue Authority shall be amended to add additional sections to carry out its purpose.

Section 2. That there shall be designated sections of such rules and regulations regarding budgets, appropriations, accounting, audits, and records retention that shall read in full as follows:

...

2.0 Budget Appropriations

- A. Budgets will comply with “Local Government Budget Law of Colorado”, contained in Colorado Revised Statutes Section 29-1-101, et seq..
- B. The budget process shall be conducted in conjunction with the City of Loveland’s budget process and in compliance with the City of Loveland’s policies and procedures.
- C. Budgets and amendments to the budget will be approved by the Loveland Fire Rescue Authority Board by resolution and in compliance with Intergovernmental Agreement for the Establishment and Operations of the Loveland Fire Rescue Authority as a Separate Governmental Entity;
 - 1. Budgets must be approved by an affirmative vote of at least four members of the Board.
 - 2. The Board shall adopt an annual budget for maintenance and operations costs, capital costs, provision of services cost, and personnel costs, which shall include the costs related to the City’s employees assigned under this Agreement. The Board shall submit the budget to the Parties’ respective governing bodies for their approval. The Authority’s proposed budget shall become effective only after approval by the Parties’ respective governing bodies. Any supplemental appropriation by the Authority shall also be approved by the Parties’ respective governing bodies before becoming effective.
- D. The Board shall conduct a public hearing on any resolution to consider adoption of budget appropriations or supplemental appropriations. The LFRA resolution will then be submitted to the City of Loveland for approval by resolution and to the Loveland Rural Fire Protection District Board for approval by motion as soon as is practical after the Board approval.
 - 1. The notice of appropriation public hearings shall be published in accordance with the Local Government Budget Law of Colorado at least one week (seven days) in advance of the hearing.

3.0 Accounts and Audits

- A. Accounting basis shall comply with Generally Accepted Accounting Principles as defined by the Governmental Accounting Standards Board.

- B. To comply with Section 4.2 of the Intergovernmental Agreement, the annual audit of the Loveland Fire Rescue Authority will be conducted annually in conjunction with the City of Loveland’s audit by independent auditors under contract with the City of Loveland. The results of the audit will be reported to the City of Loveland City Council as part of the City of Loveland annual external audit report. A report will be presented to the LFRA Board and the Loveland Rural Fire Protection District Board as soon as is practical after the City’s presentation of the audit report to City Council, but no later than 30 days of the City’s audit report to City Council.

4.0 Records Retention

A. LFRA will comply with the State of Colorado Records Retention Schedule with exemptions as adopted, and as subsequently amended by the City of Loveland.

B. LFRA will use the City’s Record System to manage records electronically.

C. The Board Secretary, as long as that appointee is a LFRA employee and therefore has access to the City Clerk’s records management system, will be responsible for maintaining the organizational framework for logically storing electronic and permanent records. Permanent Records will be retained in the City Clerk’s vault.

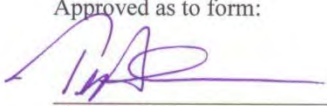
Section 3. That this Resolution shall go into effect as of the date and time of its adoption.

ADOPTED this _____ day of May, 2012.

Jeffrey M. Swanty, Chairperson

ATTEST:

Secretary

Approved as to form:


Teresa Ablao
Assistant City Attorney

Loveland Fire Rescue Authority Rules and Regulations

1.0 Execution of Agreements

- A. Except as provided in subsection C below, all agreements or cooperative activities, including intergovernmental agreements between the Fire Authority and any other party shall be submitted to the Board for review, and approval thereof shall be by resolution of the Board.
- B. Any agreement or cooperative activity that by its terms is a mutual aid or automatic aid intergovernmental agreement for fire services first shall be approved pursuant to this section, and then shall be submitted to the Loveland Rural Fire Protection District Board and the Loveland City Council for approval in order to be operative.
- C. The fire chief or his designee is hereby authorized to execute any agreement when the proposed agreement:
 1. involves no direct, monetary payment by the fire authority, is in furtherance of the purpose of the Fire Authority and, in the judgment of the fire chief, does not entail any significant policy considerations; or
 2. is in furtherance of a policy, work plan item, project, or agreement that has been specifically approved by the Board, funds have been appropriated by the Board and:
 - a. the execution of the agreement is required by state or federal law; or
 - b. any direct, monetary payment to be made by the Fire Authority under the terms of the agreement does not exceed \$100,000.
- D. Notwithstanding anything in this section to the contrary, the fire chief shall not be authorized to execute any agreement that is required to be approved by the Board pursuant to any state law other than C.R.S. Section 29-1-203, as amended.
- E. The fire chief shall notify the Board at the next regularly scheduled Board meeting of the execution of any agreement executed under the authority granted in subsection C.

Approved by the Loveland Fire Rescue Authority Board April 12, 2012

2.0 Budget Appropriations

- A. Budgets will comply with “Local Government Budget Law of Colorado”, contained in Colorado Revised Statutes Section 29-1-101, et seq..
- B. The budget process shall be conducted in conjunction with the City of Loveland’s budget process and in compliance with the City of Loveland’s policies and procedures.
- C. Budgets and amendments to the budget will be approved by the Loveland Fire Rescue Authority Board by resolution and in compliance with Intergovernmental Agreement for the Establishment and Operations of the Loveland Fire Rescue Authority as a Separate Governmental Entity;
 1. Budgets must be approved by an affirmative vote of at least four members of the Board.

Loveland Fire Rescue Authority Rules and Regulations

2. The Board shall adopt an annual budget for maintenance and operations costs, capital costs, provision of services cost, and personnel costs, which shall include the costs related to the City's employees assigned under this Agreement. The Board shall submit the budget to the Parties' respective governing bodies for their approval. The Authority's proposed budget shall become effective only after approval by the Parties' respective governing bodies. Any supplemental appropriation by the Authority shall also be approved by the Parties' respective governing bodies before becoming effective.
- D. The Board shall conduct a public hearing on any resolution to consider adoption of budget appropriations or supplemental appropriations. The LFRA resolution will then be submitted to the City of Loveland for approval by resolution and to the Loveland Rural Fire Protection District Board for approval by motion as soon as is practical after the Board approval.
1. The notice of appropriation public hearings shall be published in accordance with the Local Government Budget Law of Colorado at least one week (seven days) in advance of the hearing.

3.0 Accounts and Audits

- A. Accounting basis shall comply with Generally Accepted Accounting Principles as defined by the Governmental Accounting Standards Board.
- B. To comply with Section 4.2 of the Intergovernmental Agreement, the annual audit of the Loveland Fire Rescue Authority will be conducted annually in conjunction with the City of Loveland's audit by independent auditors under contract with the City of Loveland. The results of the audit will be reported to the City of Loveland City Council as part of the City of Loveland annual external audit report. A report will be presented to the LFRA Board and the Loveland Rural Fire Protection District Board as soon as is practical after the City's presentation of the audit report to City Council, but no later than 30 days of the City's audit report to City Council.

4.0 Records Retention

- A. LFRA will comply with the State of Colorado Records Retention Schedule with exemptions as adopted, and as subsequently amended by the City of Loveland.
- B. LFRA will use the City's Record System to manage records electronically.
- C. The Board Secretary, as long as that appointee is a LFRA employee and therefore has access to the City Clerk's records management system, will be responsible for maintaining the organizational framework for logically storing electronic and permanent records. Permanent Records will be retained in the City Clerk's vault.

Agenda Item Cover

Item No.: 3

Meeting Date: May 10, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director



TITLE

Approve the Loveland Fire Rescue Authority Logo by Motion

EXECUTIVE SUMMARY

The logo is submitted to the LFRA Board for approval to provide for an official “cutover” date to begin using it on all printed material, website, and uniforms. It is designed to be a minor revision. All current stock with the old logo will continue to be consumed. When replacement stock is ordered, it will be ordered with the new logo. The implementation strategy for changing equipment logos will be considered at a later date. Currently the equipment ownership is retained by the City and the Rural District and is assigned to the Authority for use to deliver services.

BACKGROUND

The parameters for the revision of the logo were set to reflect the consistency of operations with the change in governance. All employees had the opportunity to provide feedback on a draft logo and changes were made to reflect the collective feedback of the employees in the organization.

Old Logo



New Proposed Logo





Agenda Item Cover

Item No.: 3

Meeting Date: May 10, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director

STAFF RECOMMENDATION

Approve the new logo for use.

FINANCIAL/ECONOMIC IMPACTS

There are minimal financial impacts because current supplies will be consumed. There will likely be new “set up fees” with various vendors.

ASSOCIATED STRATEGIC GOALS

Administrative in nature to demonstrate a unified organization that reflects new governance model.

ATTACHMENTS

None

Agenda Item Cover

Item No.: 4

Meeting Date: May 10, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director



TITLE

Quarterly Budget Report

EXECUTIVE SUMMARY

This is an information item for the Board's review of the first quarter of the LFRA budget transactions. It is intended to report all resources committed to the Fire Authority operations and capital. There are four sections of the report the Budget Status, Other Budgeted Resources, Fire Authority Transition Highlights, and In the Works.

BACKGROUND

The *Budget Biz* report is intended to highlight budget performance and issues that influence the resources available to deliver the mission of the LFRA. The primary audience is the LFRA Board but will be available to the public. It is currently on the LFRA Board page of the website. It is designed as a four section report. The Budget Status section of the report will highlight the comparisons of the budget to actual revenues and expenditures in the Fire Authority Fund. The Other Budgeted Resources section will highlight other resources within the City that are appropriated for Fire. Transitions Highlights is designed to report issues that need to be addressed related to the first year transition. It will become a section to highlight processes that are necessary to secure resources for the Fire Authority. The In the Works section will feature initiatives or major purchases that are not yet complete but impact the budgetary comparisons in future reports.

The budget to actual comparisons for revenues and expenditures in the Fire Authority Fund are as expected at 25% of 2012.

- Revenues in the Fire Authority Fund are at 18.96% of the annual budget
- Expenditures in the Fire Authority Fund are at 20.67% of the annual budget
- The Engine replacement is currently expected to be \$42,000 under budget
- Station 6 Expansion design process is complete and 13% of the current budget has been expended.
- None of the FEMA Assistance to Firefighters Grant for breathing apparatus and defibrillators has been spent

STAFF RECOMMENDATION

Staff is requesting that the Board review the report and provide feedback on the content, format, and revisions preferred for the next quarterly report.



Agenda Item Cover

Item No.: 4

Meeting Date: May 10, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

Deliver cost effective services.

ATTACHMENTS

Quarterly Budget Report



Budget Biz

Quarter 1 (January – March), Issue 1



Welcome to the first issue of the quarterly budget report for the Loveland Fire Rescue Authority (LFRA). This report is designed to provide information related to fiscal accountability. It is available on the website and accessible to anyone that is interested. It is designed to assist the LFRA Board with monitoring the budget status for all resources that assist with delivering service to the citizens of the City of Loveland and the Loveland Rural Fire Protection District.

There are four sections of the report: LFRA Budget Status, Other Resources, Fire Authority Transition Highlights, and In the Works. The Budget Status section will highlight the budget status for revenues and expenditures for the Fire Authority Fund. The expenditures will be presented by program and account category at the department level. Each of these financial presentations will include variance explanations when the current % the total budget is significantly different from the percentage of the year. There are resources outside of the Fire Authority Fund that are critical to our service delivery mission. The Other Resources section is devoted to highlighting the status of budgets that are outside of the Fire Authority Fund but critical to our mission. The next section of the report for the first year will highlight transition initiatives for consideration to shape how the organization functionality into the future. After the first year of the report, this section will evolve into providing status on the various processes used to develop long term and short term operational and capital planning. The final section of the report is intended to highlight significant financial transactions or strategies that the department is working on to advance the strategic plan and deliver cost effective services.

Quarter 1 at 25% of 2012

- ◆ Revenues in the Fire Authority Fund are at 18.96% of the annual budget
- ◆ Expenditures in the Fire Authority Fund are at 20.67% of the annual budget
- ◆ The Engine replacement is currently expected to be \$42,000 under budget
- ◆ Station 6 Expansion design process is complete and 13% of the current budget has been expended.
- ◆ None of the FEMA Assistance to Firefighters Grant for breathing apparatus and defibrillators has been spent

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Through commitment, compassion and courage, the mission of the Loveland Fire Rescue Authority (LFRA) is to protect life and property.

2012

LFRA Budget Status

Loveland Fire and Rescue

Budget Revenue Report

Quarter Ending 3/31/2012

Segments/Accounts	Total Budget	YTD Rev	Total Variance	Total % Uncollected	Total % Collected
223 : Community Safety					
Building Permits (1)	\$44,000.00	\$0.00	\$44,000.00	100.00	0.00
Contractor Licenses	3,500.00	2,250.00	1,250.00	35.71	64.29
Fire Permit & Inspection	25,000.00	15,493.46	9,506.54	38.03	61.97
Firework Stand Review	15,000.00	0.00	15,000.00	100.00	0.00
Special Events	35,000.00	8,690.00	26,310.00	75.17	24.83
Rural Fire Inspection Fee	3,500.00	775.00	2,725.00	77.86	22.14
Miscellaneous	0.00	75.00	-75.00	0.00	-
SubTotal 223 : Community Safety	\$126,000.00	\$27,283.46	\$98,716.54	78.35	21.65
224 : Station Operations					
Academy Training	0.00	1,200.00	-1,200.00	0.00	-
SubTotal 224 : Station Operations	\$0.00	\$1,200.00	-\$1,200.00	0.00	-
227 : Administration					
Federal Grants	130,830.00	14,122.81	116,707.19	89.21	10.79
Rural Fire - Fire Pension (2)	21,940.00	0.00	21,940.00	100.00	0.00
Contribution - Rural Fire District	1,482,840.00	176,600.00	1,306,240.00	88.09	11.91
Other Agency Deployment	30,000.00	1,485.15	28,514.85	95.05	4.95
Hazmat Billing	8,000.00	0.00	8,000.00	100.00	0.00
Contribution - Loveland	6,755,180.00	1,401,412.00	5,353,768.00	79.25	20.75
SubTotal 227 : Administration	\$8,428,790.00	\$1,593,619.96	\$6,835,170.04	81.09	18.91
Grand Total :	\$8,554,790.00	\$1,622,103.42	\$6,932,686.58	81.04	18.96

Variance Explanation

(1) Building Permits

- ◆ Building permit revenue appears to be going into the Fire Permit and Inspection account. A correction is in progress. Just over \$14,000 has been moved to this account.

(2) Rural Fire – Fire Pension

- ◆ This is an error in budgeting. The pension contribution was incorporated into the calculation for the 18% net expenditures required from the Loveland Rural Fire Protection District in the Intergovernmental agreement. No additional revenue will be recorded in this account.

Loveland Fire Rescue Authority
Authorized Spending Report
Quarter Ending 03/31/2012, 25% of the Year

Segments	Total Budget	YTD Exp	YTD Enc	Total Available	Total % Available	Total % Spent
22 : Fire						
223 : Community Safety						
0000 : Community Safety	\$740,910.00	\$160,487.18	\$0.00	\$580,422.82	78.34	21.66
SubTotal 223 : Community Safety	\$740,910.00	\$160,487.18	\$0.00	\$580,422.82	78.34	21.66
224 : Station Operations						
0000 : General Operations	6,014,015.00	1,212,412.54	0.00	4,801,602.46	79.84	20.16
1605 : Training (1)	82,020.00	21,797.18	0.00	60,222.82	73.43	26.58
1631 : Station 1	21,400.00	2,552.87	0.00	18,847.13	88.07	11.93
1632 : Station 2	7,555.00	1,475.51	0.00	6,079.49	80.47	19.53
1633 : Station 3	7,870.00	565.40	0.00	7,304.60	92.82	7.18
1635 : Station 5	7,070.00	597.05	0.00	6,472.95	91.56	8.44
1636 : Station 6	8,560.00	1,005.90	0.00	7,554.10	88.25	11.75
SubTotal 224 : Station Operations	\$6,148,490.00	\$1,240,406.45	\$0.00	\$4,908,083.55	79.83	20.17
225 : Technical Response and Systems						
1603 : Special Operations	54,090.00	2,526.44	0.00	51,563.56	95.33	4.67
1604 : Wild Land	27,435.00	0.00	0.00	27,435.00	100.00	0.00
1607 : EMS	25,760.00	821.67	0.00	24,938.33	96.81	3.19
1608 : Fire SWAT (2)	4,000.00	1,147.33	0.00	2,852.67	71.32	28.68
1620 : ARFF	2,100.00	0.00	0.00	2,100.00	100.00	0.00
SubTotal 225 : Technical Response and Systems	\$113,385.00	\$4,495.44	\$0.00	\$108,889.56	96.04	3.96
226 : Equipment Maint & Replacement						
1641 : Communications/Telephone	138,740.00	5,730.35	0.00	133,009.65	95.87	4.13
1642 : Hose (3)	16,000.00	0.00	4,050.20	11,949.80	74.69	25.31
1643 : Ladders/Small Engine	8,500.00	903.31	0.00	7,596.69	89.37	10.63
1644 : SCBA	36,140.00	2,146.29	0.00	33,993.71	94.06	5.94
1645 : Thermal Imaging (3)	13,000.00	0.00	10,674.00	2,326.00	17.89	82.11
1646 : Computer Equipment	19,830.00	0.00	0.00	19,830.00	100.00	0.00
1647 : Vehicles and Apparatus	345,570.00	68,498.37	0.00	277,071.63	80.18	19.82
SubTotal 226 : Equipment Maint & Replacement	\$577,780.00	\$77,278.32	\$14,724.20	\$485,777.48	84.08	15.92
227 : Administration						
1601 : Administration	974,225.00	270,462.84	0.00	703,762.16	72.24	27.76
SubTotal 227 : Administration	\$974,225.00	\$270,462.84	\$0.00	\$703,762.16	72.24	27.76
Grand Total :	\$8,554,790.00	\$1,753,130.23	\$14,724.20	\$6,786,935.57	79.34	20.67



Variance Explanation

(1) Training

- ◆ Annual fee for the Front Range Consortium paid at the beginning of the year for \$5,000. A computer and projection equipment was purchased to operate Blue Card simulations \$5,225. The Wildland Academy at Aims Community College in January cost \$2,691 for 13 people.

(2) Fire SWAT

- ◆ Several small purchases of tools and equipment

(3) Equipment Maintenance and Replacement

- ◆ An order for hose replacements was placed.
- ◆ An order for thermal imaging equipment has been placed.

Loveland Fire Rescue Authority
Authorized Spending Report by Account Class
 Quarter Ending 03/31/2012, 25% of the Year

Segments	Total Budget	YTD Exp	YTD Enc	Total Available	Total % Available	Total % Spent
Personal Services	\$6,600,640.00	\$1,310,801.58	\$0.00	\$5,289,838.42	80.14	19.86
Supplies	247,410.00	18,481.57	0.00	228,928.43	92.53	7.47
Purchased Services (1)	1,549,800.00	423,847.08	650.00	1,125,302.92	72.61	27.39
Capital Outlay	156,940.00	0.00	14,074.20	142,865.80	91.03	8.97
Grand Total:	\$8,554,790.00	\$1,753,130.23	\$14,724.20	\$6,786,935.57	79.34	20.67

Variance Explanation

(1) Purchased Services

- ◆ An extra month of administrative expenses has been charged at \$65,719; therefore, April will not be charged.



Other Funds:

City Capital Replacement Fund

Engine Replacement:

2012 Adopted Budget	\$515,000
Expenditures and Encumbrances to Date	<u>472,904</u>
2012 Remaining Budget	<u>\$42,096</u>

Fire Capital Expansion Fee Fund:

Station 6 Expansion:

2012 Adopted Budget	\$767,320
Expenditures and Encumbrances to Date	<u>98,150</u>
2012 Remaining Budget	<u>\$669,170</u>

Note: The Second Reading on an additional appropriation for \$162,650 will be heard at the City Council meeting on May 1

City General Fund for SCBA and AED FEMA Assistance to Firefighters Grant:

March 2012

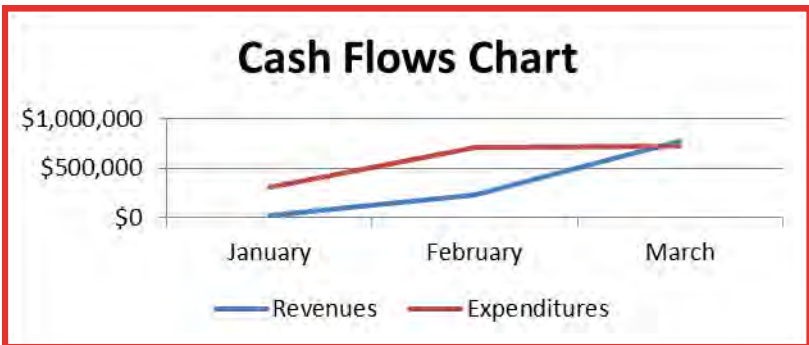
Appropriation:	\$554,570
Expenditures to Date:	
AED's	0
Repair and Mtn AED's	0
SCBA's	<u>0</u>
2012 Remaining Budget	<u>\$554,570</u>

Note: Expecting delivery on SCBA's late May

Fire Authority Transition Highlights

Cash Flow of the Fire Authority Fund

The IGA that established LFRA indicated that expenditures would be reimbursed monthly and the intent was that each organization would hold reserves required by their own organization’s fund balances policies to cover proportional shares of the expenditures for the Fire Authority. The City’s policy for instance is to retain a minimum of 15% of expenditures for things like unexpected opportunities and economic downturns.



Through the first quarter of the year, as you can see in the Cash Flows graph, the City has essentially been floating negative cash flows. Procedurally the City’s share can be processed in the same month as the expenditures. However, the Rural District’s share lags because the Rural District Board must approve expenditures before the check can be issued. If the City’s Finance Department can close the month and the Fire Authority issues the invoice by the first Wednesday night of the month when the Rural District Board meets the lag is only about a week. If the approval doesn’t occur at that meeting then the invoice approval

would wait until the next month. Also federal grants are generally reimbursement based and there is a minor lag in the cash flows. The federal share of the radio replacement grant is just over \$682,000. Given the current procedures the City would be “floating” the cash flows in the Fire Authority Fund between the time that the purchase is made and the reimbursement is received in from the federal government. I believe our experience has been up to two weeks after the reimbursement is submitted. We will have the operational partners advance a month of expenditures to resolve operational cash flows. But that won’t resolve the federal government reimbursement lag. It should be recognized that this is a unique occurrence and generally you don’t build policies and procedures around the unique.

Rules and Regulations

The LFRA Board approved the first provision of the rules and regulations document in April when it approved the Execution of Certain Agreements giving the Fire Chief parameters for agreements he could sign administratively with disclosure in the Chief’s report. There are three other provisions that need to be drafted: Budget adoption and amendment policies and procedures, records retention schedule, and the annual audit.

Revision of the City’s Capital Improvement Plan

The process for revising the City of Loveland’s capital improvement plan was outlined at the April meeting and is provided in the table below.

Proposed Date in 2012	Process Steps as Distributed by the City’s Budget Office 3/30/12
April 4	Capital Project Forms Distributed
April 20	Forms Due back to Budget
May 8	Management Team Priority Setting for Capital Projects
Month of June	City Manager Decisions and Draft Capital Improvement Plan
July 30	Draft Capital Improvement Plan Completed
August 14	City Council Study Session on the Capital Improvement Plan
September 11	City Council Study Session on the 2013 Proposed Budget
October 2	Public Hearing and First Reading of 2013 Proposed Budget
October 16	Second Reading and Adoption of the 2013 Proposed Budget

Discussions will be necessary regarding the funding of the construction of Stations 2 and 10. Based on the current plan the Fire Capital Expansion Fee Fund is not expected to retain a positive fund balance in 2013 and 2016.

In the Works

- **\$526,616 additional funding for equipment replacement, overtime, and Station 6 expansion in the process of approval from 2011 budget savings and capital expansion fees** – May 1 City Council will hear the second reading on the ordinance. None of this money is subject to 82/18 split with the Rural District. The Rural District Board will consider approval on May 2. The LFRA board will consider resolution to approve an appropriation ordinance May 10. Full detail on these requests was presented to the LFRA Board on March 15, agenda item 5.
- **\$853,357 FEMA Assistance to Firefighters Grant awarded for radio replacements** – 20% match of \$170,671 plus \$49,300 for programming and installation requested from City of Loveland reserve designated for fire purposes. The first reading of ordinance will be heard by City Council May 1 and second reading on May 15. LFRA Board will consider a resolution on May 10. The Rural District Board will consider approval on May 2.
- **Self-Contained Breathing Apparatus** units are on order and expected to be delivered and “issued” late May, also funded with a federal reimbursement grant. **Automated External Defibrillators** are expected to be purchased by fall.
- The **engine replacement** is expected by May or June.
- The **expansion of Station 6** is expected to break ground by June.
- The **Strategic Plan** is expected to be complete by May or June.
- **Equipment inventories** have been completed and five year budgets proposed. These requests will be tabulated and decisions will be made to retain the budget within the Basic Services Model projections for recommendation to the LFRA Board.
- Firefighter sweat equity made the **Positive Pressure Attack prop** and the **Blue Card Command Training Simulator** possible.

Agenda Item Cover

Item No.: 5

Meeting Date: May 10, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director



TITLE

A Resolution Enacting a Supplemental Budget and Appropriation to the 2012 Loveland Fire Rescue Authority Budget to Appropriate Additional Funding from the City of Loveland from Remaining Funds for Projects Approved by not Completed in 2011 and New Projects

EXECUTIVE SUMMARY

This resolution would appropriate a total of \$1,146,730 additional money to the Loveland Fire Rescue Authority Budget. \$244,070 is money appropriated as an additional contribution from the City of Loveland General Fund balance based on savings that occurred in the 2011 Fire Department budget for operational expenditures including: suppression overtime, hazmat physicals, Public Safety Administrative Director salary and benefits, and adjustments to the Community Safety salary budget. \$902,660 is money from a Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant (AFG) to replace radios for \$682,690 and an additional contribution from the City of Loveland of \$219,970 appropriated from a reserve held in the City of Loveland General Fund balance for fire equipment.

BACKGROUND

There are two related series of transactions that are submitted for appropriation: rollover/carryover funds for the portion of the rollover/carryover expenditure requests that will be in the Fire Authority budget and the FEMA AFG radio replacement grant.

Rollover Requests to be Appropriated within the Fire Authority Budget - \$244,070

The Board was presented the Fire Authority rollover/carryover request at the March 15, 2012 meeting (agenda item 5). The only difference between that document and the current request is that the radio request for \$106,200 was traded out for an overtime request. This was made possible by the award of the FEMA AFG grant for radio replacement. A majority of the rollover/carryover requests will be appropriated within the City's General Fund. These transactions are related to replacing equipment considered to be City assets and the funding source is savings from the 2011 City Fire Department budget. However the request included some operational expenditures that are necessary within the Fire Authority budget (i.e., Hazmat physicals, Community Safety Division salary budget adjustment, and the Public Safety Administrative Director salary and benefits). The City will contribute 100% of the revenue required to cover these expenditure from the 2011 budgetary savings that was generated by the Fire Department.

Agenda Item Cover

Item No.: 5

Meeting Date: May 10, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director



After the request was submitted, it was discovered that the overtime budget for suppression staff was likely inadequate. The overtime budget adopted for 2012 is quite a bit lower than the department has experienced over the last few years. It appears to be unreasonable. See the table below. Overtime has been managed well to this point in the year. The current overtime expenditures over five pay periods average \$9,431. If that average is multiplied by 26 pay periods, the result would be \$245,211. This calculation would suggest that the department might be able to keep expenditures within the budget. However, the department has not yet experienced the traditionally higher summertime overtime requirements. With vacancies and injuries (two positions on the same shift) management is particularly concerned. Also, some actions have been required that are undesirable like cutting back on training and vacations are being denied. Compensation and flex time would be the norm for projects that must be completed when overtime cannot be granted. However, there isn't sufficient shift coverage, so hours are being carried with the hope that time off can be granted later in the year. The organization has team members with considerable longevity; and therefore, they are accumulating more vacation hours that are difficult to cover on shifts. All of this leads to making it more difficult to voluntarily cover shifts and has the potential to create considerable discontent amongst even our best employees.

<u>Suppression:</u>	2007	2008	2009	2010	2011	2012	2012
	Actual	Actual	Actual	Actual	Actual	Budget	YTD
Salaries	3,771,966	3,804,187	3,954,087	4,068,439	4,415,699	4,127,290	944,537
OT	343,485	414,220	278,946	292,950	354,671	251,660	47,156
% OT of Salaries	9%	11%	7%	7%	8%	6%	5%

The average overtime as a percentage of salaries 2007 – 2011 is 8.4% of salaries. 8.4% of the 2012 salary budget is \$346,692. The \$89,500 request would bring the 2012 overtime budget to \$341,160 or 8.3% of the salaries budget. The following table demonstrates that over the past five years other expenditure budgets were sacrificed to cover an overtime budget that was not sufficient even after overtime budget was adjusted for other agency deployments reimbursements.

	2007	2008	2009	2010	2011
Overtime Budget	\$198,820	\$324,250	\$257,970	\$246,730	\$271,730
Overtime Actual	343,485	414,220	278,946	292,950	354,671
Difference	(\$144,665)	(\$89,970)	(\$20,976)	(\$46,220)	(\$82,941)

Agenda Item Cover

Item No.: 5

Meeting Date: May 10, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director



FEMA AFG Grant for Radio Replacement

The Loveland Fire Rescue Authority was awarded \$682,686, representing 80% of a radio replacement project that will cost \$853,357, approved by FEMA and \$49,300 for programming and installation, not approved, for a total project cost of \$902,660. The 20% match of the approved project cost is required of \$170,671. The grant match in addition to the programming and installation costs not approved will be appropriated from a reserve held for the purpose of fire equipment and anticipated grant matches in the City's General Fund.

The following equipment will be programmed and installed upon appropriation of funds:

- 9 desktop radio units @ \$5,500 each for \$49,500,
- 7 base stations @ \$7,515 each for \$52,605,
- 99 portable radios @ \$4,736 each for \$468,864, and
- 39 mobile radios @ \$6,192 each for \$241,488.

The programming and installation costs approved were \$39,400 of the \$88,700 estimated cost. The grant writing reimbursement was approved for \$1,500 of \$5,500 requested.

The Federal Communications Commission (FCC) has delivered some mandates over the last ten years to isolate emergency communications on particular frequencies. The 800MHz was the first mandate roughly ten years ago and the current mandate to convert to narrow banding of the 700 MHz frequencies by 2017.

There are three components to the radio system: mobile radios (use on apparatus), portable radios (personnel carry with them), and base radios (at each station). The department has 173 – 800 MHz radios. Over 70% of those radios were purchased in 1997 and are no longer supported by Motorola. This means that there is a 50% chance that the radio can be repaired by our contracted radio technicians, but no parts are available from Motorola. Last year 3 radios were not repairable, and the concern is that the number of failed units will increase as these radios continue to age.

The department's inventory has:

- portable radios (hand held) that became unsupported by Motorola in 2010,
- base radios (station radios) that became unsupported by Motorola in late 2010,
- mobile radios (vehicle radios) that became unsupported by Motorola in 2011, and
- radios that will not meet the FCC mandate in 2017 for the 700 MHz frequency "re-banding".

The total expected replacement cost for the radios over the next five years is \$862,381. The components of this need are as follows:

- Portable radios @ \$4,736 each, need 60 replacements for \$284,160



Agenda Item Cover

Item No.: 5

Meeting Date: May 10, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director

- Base radios@ \$7,515 each, need 7 replacement for \$52,605
- Mobile radios @ \$6,192 each, need 64 replacements for \$396,288
- Upgrading radios for FCC mandate will cost \$129,328

Last year the department was able to begin the replacement program with the purchase of 12 new portable radios; however, the number of radios that need to be purchased is significant and the need to replace the aged, unsupported radios is very high. The most immediate 2013 needs for radio replacement will cost \$689,673. This dire situation is the reason that the department teamed up with the Police Department and the Public Works Department for the grant that was submitted last year.

While the grant was submitted on the basis that there is an interdepartmental response to all emergencies, FEMA representatives only approved the fire needs within the request. The Police and Public Works needs were deemed ineligible for the Assistance to Firefighters grant source.

STAFF RECOMMENDATION

Staff recommends approval of the resolution as written.

FINANCIAL/ECONOMIC IMPACTS

\$1,146,730 additional funding for necessary equipment replacement and operational expenditures.

ASSOCIATED STRATEGIC GOALS

Deploy appropriate incident specific resources.

ATTACHMENTS

Resolution

RESOLUTION NO. R - 005**A RESOLUTION ENACTING A SUPPLEMENTAL BUDGET AND APPROPRIATION TO THE 2012 LOVELAND FIRE RESCUE AUTHORITY BUDGET TO APPROPRIATE ADDITIONAL FUNDING FROM THE CITY OF LOVELAND FROM REMAINING FUNDS FOR PROJECTS APPROVED BUT NOT COMPLETED IN 2011 AND NEW PROJECTS**

WHEREAS, the City's 2011 budget included appropriations for projects not completed or closed out by the end of 2011, when the 2011 budget appropriations expired in accordance with the City of Loveland Charter and state law, requiring reappropriation in 2012 to permit expenditure of such funds to continue with respect to ongoing projects; and

WHEREAS, the City has also received or has reserved funds not anticipated or appropriated at the time of the adoption of the City budget for 2012; and

WHEREAS, the City Council desires to authorize the expenditure of these funds by enacting a supplemental budget and appropriation to the City budget for 2012, as authorized by Section 11-6(a) of the Loveland City Charter; and

WHEREAS, the Authority has requested that City reserve funds be appropriated to fund the full operations expenditures identified below, notwithstanding the provisions of the Intergovernmental Agreement creating the Authority, which provide for allocating the payment of costs and expenses of the Authority between the City and the Loveland Rural Fire Protection District; and

WHEREAS, the Loveland Fire Authority ("Authority") has been awarded a federal grant for the purchase, programming and installation of radios to be owned and used by the Authority; and

WHEREAS, the Authority has requested that City reserve funds designated for fire equipment be appropriated to fund the full local match required under the grant, notwithstanding the provisions of the Intergovernmental Agreement creating the Authority, which provide for allocating the payment of costs and expenses of the Authority between the City and the Loveland Rural Fire Protection District; and

WHEREAS, the Loveland Fire Rescue Authority Board desires to authorize the expenditure of these funds from the City of Loveland for operating expenditures in 2012 as identified below.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE LOVELAND FIRE RESCUE AUTHORITY, STATE OF COLORADO, AS FOLLOWS:

Section 1. That additional funds from the City of Loveland not appropriated at the time of adoption of the budget for 2012 have resulted from expenditures that were budgeted in the 2011 budget but not made. Reappropriation is necessary to permit expenditure of the funds in 2012 for purposes previously approved by Council. In addition, grant funds have been received and reserve funds are available that were not anticipated or appropriated at the time of adoption of the 2012 budget. The spending agencies and funds that shall be spending the monies supplementally budgeted and appropriated are as follows:

2011 Rollover/Carryover Money

Account Title	Account Number	Amount	Description
Sources of Funds:			
Contribution from the City	604-22-227-1601-38600	\$244,070	100% funding of the "rollover" money because the Fire Department was in the General Fund in 2011 when the savings generated created an increase in the General Fund balance
Total Resources		\$244,070	

Uses of Funds:			
Overtime	604-22-224-0000-41021	\$89,500	Suppression Overtime
FICA	604-22-224-0000-41544	6,850	7.65% of overtime plus \$3.25 rounding)
Retirement	604-22-224-0000-41545	9,850	11% of overtime plus \$5 rounding
Other Services-Fitness Project	604-22-224-1605-43899 FRSUPP	6,000	Hazmat Physicals
Salaries	604-22-223-0000-41011	4,320	Salary Adjustment in Community Safety
FICA	604-22-223-0000-41544	330	7.65% of salary adjustment
Retirement	604-22-223-0000-41545	216	5% of salary adjustment
Salaries	604-22-227-1601-41011	102,614	Public Safety Administrative Director
Insurance	604-22-227-1601-41543	11,420	Cost per Budget Prep Manual (all insurance: medical, dental, life, etc..)
FICA	604-22-227-1601-41544	7,845	7.65% of salary plus \$3 rounding
Retirement	604-22-227-1601-41545	5,125	5% of salary
Total Uses of Funds:		\$244,070	

FEMA-2011 Assistance to Firefighter Grant for Radio Replacement

Account Title	Account Number	Amount	Description
Sources of Funds:			
Contribution from the City	604-22-227-1601-38600	\$219,970	20% of FEMA approved grant project of \$853,357 plus \$49,300 for the balance of the programming and installation
Federal Grant Revenue	604-22-227-1601-32000	682,690	80% of FEMA approved grant project of \$853,357
Total Resources		\$902,660	

Uses of Funds:			
Professional Services	604-22-227-1601-43450	\$1,500	Grant Writing reimbursement of the \$5,500 requested
Tools/Equip (<\$5,000 unit)	604-22-226-1641-42033	468,864	99 portable radios @4,736 each

Other Capital (>\$5,000 unit)	604-22-226-1641-49399	432,296	9 desktop units @ \$5,500=\$49,500 7 base stations @ \$7,515=\$52,605 39 mobiles @\$6,192=\$241,488 88,700 installation and programming \$3 rounding
Total Uses of Funds:		\$902,660	

Section 2. That as provided in Article IV: Section 4.1 of the Intergovernmental agreement for the Establishment and Operation of the Loveland Fire Rescue Authority as a Separate Governmental Entity, this Resolution shall be published in full by the Board Secretary.

Section 3. That this Resolution shall go into effect as of the date and time of its adoption.

ADOPTED this _____ day of May, 2012.

Jeffrey M. Swanty, Chairperson

ATTEST:

Secretary

Agenda Item Cover

Item No.: 6

Meeting Date: May 10, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director



TITLE

Discuss the Proposed Strategic Plan

EXECUTIVE SUMMARY

The draft of the Loveland Fire Rescue Authority Strategic Plan is intended to provide the vision and strategic guidance for the Loveland Fire Rescue Authority over the next ten years. It is provided for the Board review and feedback. Revisions will be made from the discussion at this meeting and a final document will be presented at the June Board meeting for formal action.

BACKGROUND

The outline for the strategic plan was provided to the LFRA Board at the April meeting. The Board concluded that the information to be included was comprehensive and had no additional feedback for the structure of the document or the content. The Loveland Fire Rescue Advisory Commission has been working with the Fire Chief on this document for approximately a year and a half. It has been developed simultaneously as the vision for the future of the Fire Authority was being crafted by the Fire Authority Transition Committee and then the LFRA Board. The basis of the document is the Basic Services Model that the Board, the City of Loveland, and the Loveland Rural Fire Protection District have all approved.

It establishes three primary goals and the related strategies:

- Deploy an effective emergency response to minimize damage and loss in the community.
 - Deploy appropriate incident specific resources
 - Implement a skilled response
- Minimize and mitigate risks of an emergency occurrence in the community.
 - Adopt and reinforce fire codes that enhance the safety in the built environment and assist with effective response in the case of an emergency.
 - Integrate a community-wide emergency preparedness program for natural and man-made disasters.
- Deliver cost effective services.
 - Ensure that the citizens receive a consistent value for the tax dollar invested.



Agenda Item Cover

Item No.: 6

Meeting Date: May 10, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director

STAFF RECOMMENDATION

The staff would like feedback so that revisions can be completed and a final document presented for Board action at the June Board meeting.

FINANCIAL/ECONOMIC IMPACTS

This document formalizes the strategic vision of the Loveland Fire Rescue Authority so that the organization is “built to last”. It includes the estimates for the ten year financial plan.

ASSOCIATED STRATEGIC GOALS

This document establishes strategic goals.

ATTACHMENTS

Draft Strategic Plan (sent in a separate file due to the length of the document)

Agenda Item Cover

Item No.: 7

Meeting Date: May 10, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director



TITLE

Discuss the Outcome of the Loveland Rural Fire Protection District Mill Levy Election

EXECUTIVE SUMMARY

The Loveland Rural Fire Protection District mill levy election is May 8, 2012. The outcome of the election is expected to be official before this LFRA Board meeting. A discussion relative to the approval or denial of the mill levy increase by the voters and strategies for moving forward will be necessary.

BACKGROUND

The Loveland Rural Fire Protection District mill levy ballot measure requested that the voters of the district approve a 3.0 mills increase in 2013, another .5 mills in 2015, and another .5 mills in 2017. This increase was necessary to fund the Rural District's 18% share of the projected cost to provide fire rescue services to the collective community (the City and the Rural District) over the next seven years. The Rural District has two years of the contribution in reserves (2012 and 2013).

STAFF RECOMMENDATION

N/A

FINANCIAL/ECONOMIC IMPACTS

Rural District contribution to the cost of the LFRA is critical to delivering the initiatives in the Strategic Plan.

ASSOCIATED STRATEGIC GOALS

The election outcome impacts all three strategic goals: Deploy an effective emergency response; Minimize and mitigate the risks of an emergency occurrence; and Deliver cost effective services.

ATTACHMENTS

None



Agenda Item Cover

Item No.: 8

Meeting Date: May 10, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director

TITLE

Review Briefing Papers and Correspondence

EXECUTIVE SUMMARY

The Chief's report includes a variety of general updates including:

- Station 6
- Station 2
- Grants
- Intergovernmental Agreement with Thompson Valley EMS
- Inspection Services for 2534 Development
- Rescue School 2012
- New Engine
- Strategic Plan

BACKGROUND

This section of the agenda is intended to provide general information to keep board members apprised of project status.

STAFF RECOMMENDATION

N/A

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

Fire Chief's Monthly Report

March Statistics

Letters from Rescue School

Colorado State Fire Chief's Association Letter



Loveland Fire Rescue Authority Board

Fire Chief's Monthly Report

May Board Meeting, 2012



This monthly report is intended as an update to the fire authority board on important information that impacts the organization and the authority board.

Fire Station Six Update- Within the last month two very important milestones were achieved. The bid documents have been sent out to the various contractors and the soils report has been returned. The soils report found the construction plans to be acceptable to the soils evaluation. One contractor (Drahota) has dropped out of the bid process for the station; six remain in the process. Bids are to be returned to the City of Loveland by 1400 hours on May 17, 2012.

Fire Station 2 Update- Chief Green and Chief Mirowski have re-started the meetings with Ray and Sonia Maheffy for 2-3 acres of property west and south of 29th and Wilson. Thus far, the meetings are going well and there is a good working relationship established with the Maheffys. Some additional background work with the City's Development Services Department is underway. A preliminary conceptual review has been conducted; nothing remarkable has surfaced thus far. Evaluation and discussions continue for options for use of old station two.

Grants Update- The radio grant appropriation has moved on to Council for approval; it passed the first reading on May 1, 2012. Work is underway for a purchasing plan within the city policies and guidelines. A sole source purchase plan has been initiated with Motorola and their local sales and service outlet, Wireless Advanced Communication. We will set aside some time at the June meeting to honor those that have worked on our grant applications during 2011-2012 to assist LFRA in addressing a sizeable amount of our capital needs.

IGA With Thompson Valley EMS (Thompson Valley Health Services District)- On April 26th, Chief Mirowski and TVEMS Chief Randy Leshar made a presentation to the TVEMS board to overview the advantages of establishing an intergovernmental agreement between the two agencies (TVEMS and LFRA). After a brief presentation and a time for questions and answers, the board unanimously approved a measure authorizing Chief Leshar and their legal counsel, Dick Lyons, to meet with Chief Mirowski and fire Authority's legal counsel to begin the process of crafting an agreement. A draft of an unsigned, older agreement (circa 2003) was discovered by Moses and is being evaluated. An initial meeting is being planned for the week of May 21st.

CSD Update on Inspections/Plan Reviews for Johnstown 2534- Last year, the Fire Authority Review Committee discussed the options for fire prevention related functions (inspections, plans review, et all) for the Johnstown 2534 area. It was decided at that time that the best course of action would be to maintain the current status of contract services with Hughes and

Associates for all prevention related work in the 2534 area for the year 2012. Those directives have been followed. As we move closer to the mid-point of 2012 we will need some direction from the fire authority board for year 2013 and beyond. Chief Green will be available at this meeting to discuss the issue further with the board and answer any questions.

Rescue School 2012- Rescue School was conducted during the week of April 23rd. Over 50 firefighters, EMS and other emergency responders from seven different agencies received important and operationally relevant training during the week. Training for this year's school focused on High Angle and Rope Rigging, Trench Collapse and Rescue, and Large Animal Rescue. We believe that this year's school was one of our most effective and well-received in recent years, and was clearly indicative of the regional impact and outreach Rescue School has become. A sampling of letters from area departments is included in the update.

New Engine Update- The new engine being built for LFRA by Super Vac is progressing nicely. The cab recently came in and the "body" (compartments and hose bed portion) is also nearing completion. It is expected that the entire rig will be completed and delivered in mid-June and in service as LFRA Engine 6 sometime in July. Two pictures of the cab and chassis and the engine body are included below.



Strategic Plan Update- The 2012 Strategic Plan final draft copy has been completed and ready for board review. The document has now gone on to our technical writer, Mary Sovick of *Fireline Communications*. Mary will be doing the final edits for style, voice and readability (non-substantive). She is expected to have her edits completed prior to the June fire authority board meeting. The entire document will be handed out in hard copy for board members; it will also be sent out electronically. In addition to the entire draft document, a separate portion of the Appendix, containing a complete list of planning assumptions is attached in order for all board members to review and evaluate the overall planning criteria (assumptions) that were used in the creation of the document. Board members are encouraged to review the entire plan and submit any requests for edits or changes at, or before, the June meeting.

APPENDIX: _____

Planning Assumptions

Planning assumptions have been used throughout the strategic plan. Basic Planning Assumptions were a part of Section Three, and more specific areas for planning assumptions were included in several other areas. In this portion of the appendix, a complete list of all of the planning assumptions used has been listed for the convenience of the reader and plan managers.

Basic Planning Assumptions for Loveland Fire Rescue Authority for Phase 1 and Phase 2-

Phase 1 will include organizational strategic goals and objectives with costs identified

Phase 1 Planning Assumptions

1. **Service Levels Provided-** Current service levels, and those projected for future expansion, provided for City and Rural District responses are expected to be maintained, or improved, with the noted exceptions listed for new stations and service areas.
2. **Population Expansion-** Projections for expansion will assume a flat growth for the next 2-3 years (2011-2013) and project an approximate 2.5% growth per year from 2014-2020. This would calculate into a population for the fire authority service area or response area at approximately 99,936 in 2020.
3. **Station/Fire Company Expansion-** Projections for replacement or addition of new service fire stations and staffing would include:
 - Adding 6 FT positions for min. staffing for Engine 6 and Truck 6
 - Adding 1 Heavy Rescue Company to Station Two- (6 FT positions)
 - Adding 1 new Engine Company to the West area of District (9 Positions)
 - Adding 3 FT positions for coverage or fill-in positions
 These projections would include building a new fire station in the northwest portion of the district to replace the current Station Two, and building a new fire station in the west part of the district (Hwy 34 and Co Road 27 area). Projections for fire company expansion would be a target for minimum fire company staffing at three firefighters per company and a targeted goal of .94 to .95 firefighters per 1000 population.
4. **Workforce Staffing Methods-** Projections for this phase would include the utilization of the three-tiered system of Volunteers, Part-Time Paid, and Full-Time Paid Firefighters. The expectation would include assigning of volunteers on an as-needed basis for accomplishing the criteria for minimum hours worked (currently 36 hours/month). It is expected that part-time paid firefighters would be assigned shifts as part of the daily minimum staffing criteria for no more than 15% of the paid workforce, or no more than three on duty fire companies utilizing a part-time firefighter for minimum staffing criteria.

5. **Additional Non-Uniformed FTE's-** Projections for workforce expansion should include a minimum of a Public Safety Administrative Director (to help administrate the fire authority and working with Loveland PD) and one additional administrative assistant and one Technical Specialist or Inspection Services Manager in the Community Safety Division.
6. **Selection of Model#1 Basic Services Plan-** Model #1 Basic Services Plan is to be the plan of choice for future planning assumptions.

Phase 2 Planning Assumptions-

- **Phase 2** (2021-2030) will include planning expectations without identified funding streams- These planning assumptions are expected to be very general and based on a historical and projected forecast of what the department needs will be during this timeframe
 1. **Organizational Planning Goals/Expectations-** Projections for this next phase (2021-2030) should include *consideration* for :
 - *Re-staffing of the airport station (Station 4) for area coverage and addressing expanded airport operations, and/or expansion in the commercial business park or commercial area around the airport-this will be reviewed on an “as needed basis” within the City of Loveland, and the Rural District’s planning, and periodically with the Airport Director and the Director of Public Works to insure proper service level needs are maintained.*
 - *Adding one fire station to the south/southeast corridor, projected in the area of South St Louis and Hwy. 402*
 - *Expansion of an additional truck/ heavy rescue company*
 - *Expansion for a paid staff position for Big Thompson Canyon station (40 hour training and response position)*
 - *Increasing minimum staffing from 3 firefighters per Fire Company to 4*
 2. **Workforce Staffing Analysis-** Projections in Phase 2 should include a comprehensive analysis of the three-tiered workforce plan with recommendations for revision or change to the most appropriate workforce-staffing system to best meet the community’s fire/rescue needs. This would include a workforce staffing and needs analysis of the Big Thompson Canyon area of the district.

Specific Planning Assumptions from Applicable Sections- Listed by Subject-

Planning Assumptions for Staffing and Deployment

Staffing and Deployment Planning Assumption 1 - Fire companies (those working on Engine and Truck companies) for LFRA are to be staffed at three personnel minimum with a target for deployment for structure fires at 14 firefighting personnel; meeting the intent of NFPA 1710.

Staffing and Deployment Planning Assumption 2 - The three-tiered staffing model, made up of volunteers, part-time paid and full-time paid firefighters, is the workforce staffing model that will be used by LFRA throughout the years of operation of this strategic plan (2012-2020).

Staffing and Deployment Planning Assumption 3 - Numerous organizational advantages exist with the utilization of the three-tiered staffing model, including significant annual cost savings for LFRA.

Staffing and Deployment Planning Assumption 4 - A need exists for a full-time Recruitment, Retention and Logistics Officer if the three-tiered staffing model is to be operated at a level of efficiency and dependability.

Staffing and Deployment Planning Assumption 5 - The three-tiered staffing model has two major concerns that can impact its future use. Over-utilization of the part-time paid firefighters and their lack of overall firefighting experience. The feasibility for utilizing the three-tiered staffing model in the future must be considered for future planning.

Staffing and Deployment Planning Assumption 6 - Periodic, ongoing evaluations for the efficiency and effectiveness of the three-tiered staffing model are needed. In addition, there is a need for a future, more comprehensive, workforce-staffing analysis to determine the best and most effective future staffing model for LFRA.

Staffing and Deployment Planning Assumption 7 - All future staffing levels within every division of LFRA is based on normal forecasted expansion of population and businesses or industrial complexes within the fire authority's response area.

Planning Assumptions for the EMS System-

EMS Planning Assumption 1- The current model for the EMS system within the LFRA district of BLS services and support functions provided by LFRA and the ALS services and transport provided by TVEMS, provides high quality levels of citizen service and a high level of EMS patient care.

EMS Planning Assumption 2- The response model that is currently in place, with the noted targets for performance of a BLS unit on scene within 5 minutes and 59 seconds from the time of dispatch and an ALS transport unit on the scene within 9 minutes, 90% of the time within the urban response area is appropriate as a target for performance goals.

EMS Planning Assumption 3- Relevant performance measurements need to be monitored, measured and reviewed at least annually for adherence to specific standards of performance.

EMS Planning Assumption 4- A collaborative process between LFRA and TVEMS for strategic and operational planning is necessary for the continuance of high quality EMS in the LFRA district.

EMS Planning Assumption 5- A commitment for continuous improvement in the EMS system within the LFRA district will include the four areas of: Basic Life Support Services, Advanced Life Support Services, Emergency Medical Dispatching and Public Medical Awareness and Training, including activation of the EMS system and citizen CPR training.

Planning Assumptions for Wildland-

Wildland Planning Assumption 1- Future trends suggest that the WUI problem is likely to grow to a much higher level during the time of this plan, including more people and more structures within the WUI zone.

Wildland Planning Assumption 2- The current model of fire protection and mitigation for wildland fire operations will likely not be adequate for the future. More resources and funding will need to be invested to keep up with the anticipated future needs.

Wildland Planning Assumption 3- Current federal, and possibly state, resources that are presently depended on will likely be reduced, and in some cases eliminated in the future.

Wildland Planning Assumption 4- Development of even stronger operational partnerships and regional cooperative relationships will be needed to offset the loss of federal and state resources in order to maintain an adequate and reliable emergency response. Local Incident Management Teams (IMT's) should be evaluated and developed for future operations in the region of Northern Colorado, including areas within the LFRA response district.

Wildland Planning Assumption 5- Funding streams for wildland fire apparatus, such as Type 3 and Type 6 Engines need to be identified and included in long-term planning for the fire authority.

Wildland Planning Assumption 6- If voluntary programs, such as those outlined in points 1 and 2 (above), are successful, many of the problems listed in this section of the plan could be adequately addressed. Actions trigger points and tracking of data should be identified and implemented into the long-range plans for the future.

Planning Assumptions for Special Operations-

Special Operations Planning Assumption 1- The current model for SOT is adequate for the current call load and community demand for services in this area.

Special Operations Planning Assumption 2- Future growth in the community and region surrounding LFRA's response area will likely place much more demand on the services of the department's SOT.

Special Operations Planning Assumption 3- Additional funding will likely be needed to account for additional training and equipment for SOT processes. Alternate funding streams, including grants and other more reliable streams will need to be investigated to address the needs created by growth and expansion.

Special Operations Planning Assumption 4- The addition of Heavy Rescue Two in the northwest portion of the LFRA response area will greatly improve the day-to-day operations for SOT and other specialized operations.

Specialized Operations Planning Assumption 5- A regional approach to the problem of enhanced services need for SOT is perhaps the most viable and best option for maintaining and improving overall specialized operations service levels within the LFRA response area. More concentration for the development of a regional team for specialized operations should be investigated within the time parameters set forth by this plan.

Specialized Operations Planning Assumptions 6- The linkage to the state's FEMA USAR Team, Colorado Task Force I, is a viable option and enhancement to the local and regional team approach for special operations. Work should be done within the timeframe of this plan to investigate and incorporate the best linkage to this resource. State USAR Team membership may be an option, but at the least, a seamless process for request for service, dispatch, response and deployment should be developed for the local and/or regional specialized operations team.

Planning Assumptions for Training-

Training Planning Assumption 1- The current training plan and staffing model is mostly adequate for the internal training needs of the organization, based on current staffing levels and call loads.

Training Planning Assumption 2- There is an immediate need for an additional full time forty-hour firefighter within the training division to help with the more basic level training work.

Training Planning Assumption 3- Several training division assessments are needed to evaluate the division's future staffing and financial needs. This analysis and the findings, along with recommended countermeasures, should be a part of this strategic plan.

Training Planning Assumption 5- A comprehensive long-term analysis for how the training efforts will be carried out in the future using the Centralized, Decentralized and Ad-Hoc training delivery methods should be carried out and included in this as part of this and future strategic plans for LFRA.

Planning Assumptions for Safety–

Safety Planning Assumption 1- LFRA currently has a good safety culture and a commitment to firefighter and citizen safety.

Safety Planning Assumption 2- Current safety deficiencies do exist in the organization that will require efforts to address those deficiencies.

Safety Planning Assumption 3- There will be a cost to staying committed to enhanced firefighter and citizen safety. Currently, several unfunded priorities exist within the department that has a direct impact on firefighter and citizen safety. A plan to address these unfunded priorities should be developed and made a part of this strategic plan.

Safety Planning Assumption 4- Safety planning should be a part of this strategic plan and other plans that follow.

Planning Assumptions for the Community Safety Division (CSD)–

CSD Planning Assumption 1- There is a demonstrated need to develop a future inspection program for LFRA based on education and collaboration, targeting small businesses, and involving line or suppression personnel as well as CSD staff..

CSD Planning Assumption 2- Specific occupancies within the community will require specialized training and knowledge, skills and abilities (KSA's) limited to the CSD.

CSD Planning Assumption 3- Maintenance of trained personnel for the juvenile fire setters program and car seat installation program has a direct and needed life-safety impact.

CSD Planning Assumption 4- The enhancement of training and outreach for emergency management and EOC operations is integral to a total overall community outreach safety plan.

CSD Planning Assumption 5- That LFRA's role in plans review and building review processes are critical to ensure a strong fire-rescue perspective in the review process and a more effective community safety impact in the built environment.

CSD Planning Assumption 6- The overall review process is an evolving process that will change, improve and transform over time.

CSD Planning Assumption 7- Enhancements in the area of public education will be needed in the future, targeting "at-risk" citizens or areas within the community.

CSD Planning Assumption 8- Public information and media outreach to the community is a vital part of the emergency response protocol that, in part, belongs to LFRA through the CSD; efforts for continuous improvement are a part of future planning.

Planning Assumptions for Performance Measurements –

Performance Measurements Planning Assumption 1 - LFRA is committed to using a standardized measurement of performance objectives which will be referred to as “Service Level Indicators.”

Performance Measurements Planning Assumption 2 - The service level indicators used will be a combination of some past ICMA/CPMC dimensions, and other dimensions that are selected based on desired measurable indicators.

Performance Measurements Planning Assumption 3 - The service level indicators are intended to be matched to specific department goals and objectives listed within the 2012 Strategic Plan.

Performance Measurements Planning Assumption 4 - Most of the service level indicators will be charted and graphed and utilized in LFRA’s Annual Report, made available to the various governing bodies. These service level indicators are measurements used for organizational evaluation and continuous improvement.

Performance Measurements Planning Assumption 5 - The ISO PPC numbers and rating scale are a valuable indicator for LFRA. The organization desires to maintain or improve upon the current PPC for both the City of Loveland and the Loveland Rural Fire Protection District.

Performance Measurements Planning Assumption 6 - Department accreditation is an interest to LFRA and will be evaluated further during the performance period of the 2012 Strategic Plan. Cost effectiveness of accreditation and feasibility will be key areas of focus in the evaluation.

Planning Assumptions for Communications –

Communications Planning Assumption 1 - Fire service organizations, including LFRA, have significant communication challenges for effectively communicating with both its employees and the citizens it serves.

Communication Planning Assumption 2 - Current methods for communication within the organization are working, but to what extent and establishing what areas need improvement is uncertain.

Communication Planning Assumption 3 - A comprehensive communication audit should be developed and engaged within the organization to objectively assess the current situation for what is working well, what areas need to be improved and some ideas for making said improvements.

Communication Planning Assumption 4 - Better, more relevant and direct service level assessments are needed for the external customers (citizens) which are being served by LFRA. A search for an effective emergency services communication survey is needed.

Letters from Rescue School 2012

All,

Another successful Rescue School has come to a close, I was very impressed by the personnel that attended the training this week, everyone seemed to be open to new ideas or doing something that was not the same as you would do it in your department. We all saw a few differences in our operations, but in the end, we can come together as a highly efficient team to complete some challenging scenarios. I appreciate the efforts of everyone that attended the school.

For the LFRA personnel, I am very proud of your dedication and energy to LFRA, SOT and in Chief Mirowski's words "being others centered". Your work has had a true impact on our region and I appreciate your vision of what the future may hold for special operations / technical rescue in our region.

Our Lead Instructors, Capt Starck, Lt Klaas, Lt Pollema, Eng Adent and Eng Schroeder thank you for all of your expertise and curriculum development. Lt Carmosino and your planning team, OUTSTANDING WORK!

Greg Ward

Battalion Chief
Training Division
Special Operations Team
Loveland Fire Rescue Authority
Loveland, Colorado
 970.962.2802 – Office
 970.962.4761 – Cell
wardg@ci.loveland.co.us

Chief,

I'd like to commend all involved for putting together a great training course. I've had several of our firefighters make a special trip to my office just to rave about this great training. I can't thank you enough for allowing some of our SOT Team members the opportunity to participate in this training. As always I look forward to working together with you all again in the future.

Thanks,

Ron Adams

Battalion Chief, Training
Greeley Fire Department
 (970) 350-9503
 (970) 302-2335 Cell

From: Kevin Johnston [<mailto:johnstka@co.larimer.co.us>]
Sent: Friday, April 27, 2012 12:29 PM
To: Greg Ward; Rick Davis; Randy Mirowski; sparksn@ci.loveland.co.us; Robert Carmosino; Tim Smith; Michael Cerovski
Subject: Re: Rescue School 2012

Folks

Thanks for letting Tony and I participate in your Rescue school. I had a great time learning things that we do not normally do but may run across. All of the instructors were excellent as were all of your fire fighters and the rest of the participants. Since we do not do or train for these things as much as your staff, they were all very patience and helpful in explaining things and letting us get some great hands on time. It was also a great time to meet and train with these folks and I look forward to working with them in the sar/wildland/dive world or in any other situation we may encounter here in the County.

Thanks again

Kevin
Emergency Services

Bobby

Thank you for inviting our guys to your Rescue School. I have spoken to a few of the guys and they had nothing but positive words for the training. From what I've heard from them, all of your instructors were top notch and professional. My team members that attended have brought back an excitement for rescue training. I look forward to the day when we can repay the favor (it might be a while), but we're good for it.

Please pass on our thank you to the rest of the instructors and to the Chiefs that made this possible. I really appreciate the relationship that we have with you. Thank you.

Respectfully,
Mike Flatt

*Lieutenant Ladder 1-B
Greeley Fire Department
919 7th St
Greeley, CO. 80631
(970)350-9505
Mike.flatt@greeleygov.com*

Chief Mirowski,

PFA would also like to commend LFRA and its personnel for the opportunity to participate once again in this year's technical rescue school. PFA is very appreciative of the training, and more importantly the relationships that are being built between all participating agencies.

LFRA should be proud of the professionalism that was exhibited during this training, and it once again demonstrates the quality of people that work for LFRA. The hard work and dedication it takes to offer an opportunity like this is not unnoticed.

Sincerely

Brandon

Brandon Garcia

Brandon Garcia
Battalion Chief
Poudre Fire Authority
bgarcia@poudre-fire.org
970-217-1939

Chief Ward,

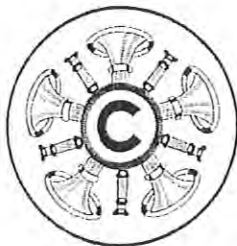
My thanks to you, our lead instructors, Capt Starck, Lt Klaas, Lt Pollema, Engineer Adent and Engineer Schroeder, Lt Carmosino and the planning team, and all others that participated in Rescue School this week. I echo your sentiments and accolades to all involved. As I shared with you this morning, I got a first-hand report from my son of the excellent quality of instruction and instructors involved in this training, and for the great classmates that he had; Chris participated in Rescue School on Wednesday and Thursday.

I appreciate the time, energy and hard work that went into making this week another GREAT success. I particularly appreciate the regional outreach that all of you have made possible in this school, helping to improve the various KSA's of the participants, but also in building some strong regional relationships and improving our ability to work together.

Great job to all of you and my heartfelt thanks.

Randy

Randy Mirowski, Fire Chief
Loveland Fire Rescue Authority
970-962-2827 office
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miowr@ci.loveland.co.us



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April 23, 2012

Deputy Fire Marshal Scott Pringle
Community Safety Division
Loveland Fire Rescue Authority
410 E. Fifth Street
Loveland, CO 80537

Dear Scott,

On behalf of all of us at the CSFC Combination Section, I would like to express our sincere thanks and appreciation to you for your excellent presentation to our group last Friday.

Your ability to take a basic subject like Station tours, something we all do on a regular basis, and turn it into a very interesting and educational opportunity for us all, was very well done. Your background, experience and expertise were very evident along with your excellent ability to present in a light and enjoyable manner.

You had a very busy week coordinating the Annual Life Safety Education Conference. Your willingness to spend a portion of your valuable time with us was very much appreciated.

Many thanks for a great job, Scott.

Sincerely,

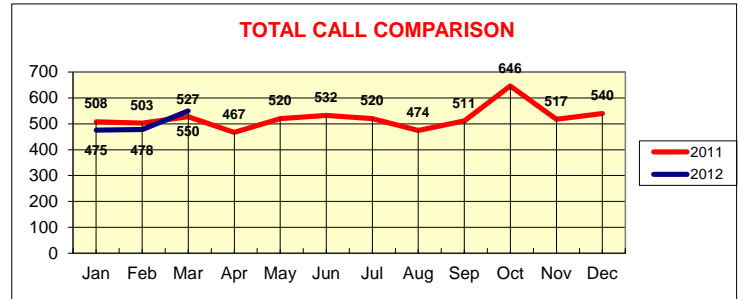
A handwritten signature in black ink, appearing to read 'Bruce Mygatt', written in a cursive style.

Bruce Mygatt
Combination section Group Leader

CC: Fire Chief Randy Mirowski
Deputy Chief Steve Pischke
Director Paul Cooke



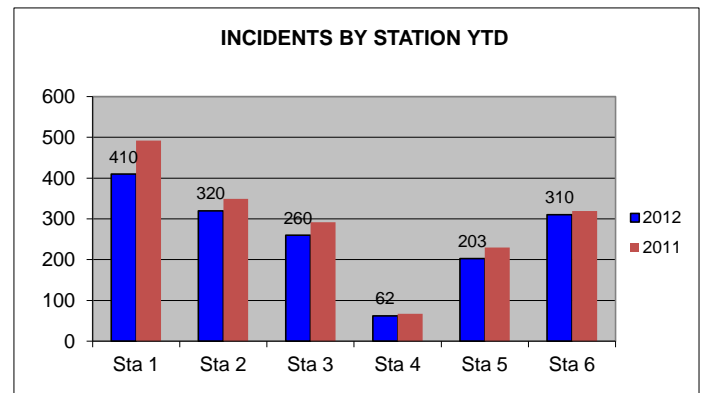
CALL INFORMATION					
INCIDENT TYPE	CITY	RURAL	MO. TOTAL	YTD	%
Structure Fire (Residential)	1	0	1	4	
Structure Fire (Commercial)	0	0	0	0	
Vehicle Fire	2	1	3	9	
Grass/Wildland Fire	5	7	12	15	
Smoke/Odor Investigation	10	4	14	33	
Fire Alarm	24	9	33	101	
Other Fire	18	8	26	60	
Total Fire Related	60	29	89	222	15%
Total Medical (EMS)	240	47	287	809	54%
Motor Vehicle Accident	34	16	50	133	
Hazmat	9	2	11	24	
Water/Ice Rescue	0	1	1	2	
Carbon Monoxide	4	2	6	30	
Public Asst. (Service)	20	6	26	71	
Cancelled Enroute	30	17	47	125	
No Incident Found	0	0	0	8	
Airport Standby	33	0	33	76	
Airport Emergency	0	0	0	0	
Total Miscellaneous	130	44	174	472	31%
Month-End Total	430	120	550		
Year Cumulative	1,178	325		1,503	
Percentage YTD	78%	22%			



AUTO & MUTUAL AID YTD						
	Ft. Collins	Hrs.	BT Canyon	Hrs.	Windsor	Hrs.
AA/MA Received	7	3			7	4
AA/MA Given	34	20.5	13	7	3	1
Totals	41	23.5	13	7	10	5

Average Response Times YTD
 Call to Tone Out 2 :14 Minute
 Dispatch to Enroute 1.05 Minutes
 Enroute to 1st Arrival 3.35 Minutes
 Average on Scene 16.70 Minutes

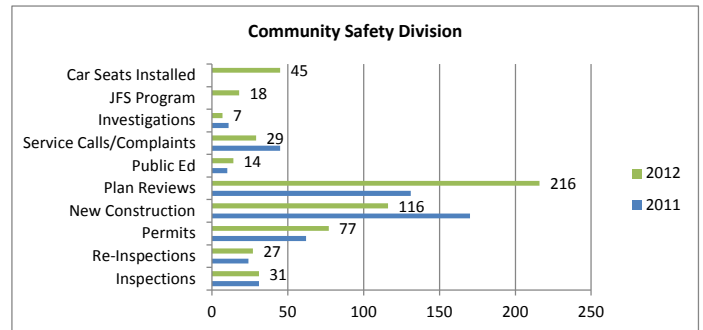
Fire Confined to Room of Origin 75%



LOSS/SAVE INFORMATION				
Type of Fire	City		Rural	
	Loss	Save	Loss	Save
Residential Structure	\$ 500	\$ 198,582	\$ -	\$ -
Commercial Structure	\$ -	\$ -	\$ -	\$ -
Other Fires	\$ -	\$ -	\$ -	\$ -
Month Total	\$ 500	\$ 198,582	\$ -	\$ -
Year Cumulative	\$ 169,264	\$ 325,440	\$ 102	\$300,157

COMMUNITY SAFETY DIVISION				
Activity	City	Rural	Total Hrs.	YTD No.
Inspections	5	2	6.5	31
Re-Inspections	20	1	12.5	27
Permits	30	1	8	77
New Construction	31	4	24	116
Plan Reviews	38	0	19	216
Public Education*	5	0	4.5	14
Service Calls/Complaints	10	2	8	29
Investigations	2	1	6	7
Car Seats Installed	21	0	10	45
Juvenile Firesetter Program	4	0	5	18
Month-End Total	166	11	103.5	
Year Cumulative	544	37	407.0	580

370 Public Education Contacts YTD



TRAINING NEWS		
	Hrs/Month	Hrs. YTD
Shift	1,309.00	3,943.00
Volunteer	75.00	322.00
Admin.	125.00	370.00
Month Total	1,509.0	4,635.0
Volunteer Shift Hours		941.00
Yr Cumulative Volunteer Shift Hours		2,855.00

Specialized Disciplines	Courses	Hours	Fill Hrs	Fill \$
Collapse	0	0		
Rope	0	0		
Confined Space	1	1		
Trench	0	0		
Search/Rescue	1	1		
Water	0	0		
TAC	0	0		
Hazmat	11	10		
Wildland	43	49		
Month	61	3.5	\$141.50	
YTD	898	3.5	\$141.50	