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## Loveland Fire Rescue Authority Board Meeting



**Station 1**  
**410 East 5<sup>th</sup> Street, Second Floor**  
**Loveland, Colorado 80537**  
**Thursday, February 14, 2013**

**1:00 PM**

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Loveland Fire Rescue Authority (LFRA) Board Meeting Agenda  
Station 1, 410 East 5<sup>th</sup> Street, Second Floor  
Loveland, Colorado 80537  
Thursday, February 14, 2013  
1:00 PM

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*The Loveland Fire Rescue Authority is committed to providing equal opportunity for citizens and does not discriminate on the basis of disability, race, color, national origin, religion, sexual orientation or gender. The Authority will make reasonable accommodations for citizens in accordance with the Americans with Disabilities Act. For more information, please contact the ADA Coordinator at [bettie.greenberg@cityofloveland.org](mailto:bettie.greenberg@cityofloveland.org) or 970-962-3319. Wireless access: COLGuest*

**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. Consider the Minutes from the January 10, 2013 Loveland Fire Rescue Authority Board Meeting
2. Consider a Resolution Approving an Intergovernmental Agreement for with Larimer County to Address Wildland and Forest Fire Mitigation

End of Consent Agenda



Loveland Fire Rescue Authority (LFRA) Board Meeting Agenda  
Station 1, 410 East 5<sup>th</sup> Street, Second Floor  
Loveland, Colorado 80537  
Thursday, February 14, 2013  
1:00 PM

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**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.*

3. Consider a Resolution Approving the Establishment of Additional Rules and Regulations of LFRA Regarding Capital Asset Policies and Procedures
4. Vision Tour Presentation
5. Review Briefing Papers and Correspondence
  - a. Chief's Report
  - b. Letters
  - c. December Statistics
6. Board Member New Business/Feedback
7. Any Other Business for Board Consideration

**ADJOURN**

## Agenda Item Cover

Item No.: 1

Meeting Date: February 14, 2013

Prepared By: Renee Wheeler, Public Safety Administrative Director



### TITLE

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Consider the Minutes from the January 10, 2013 Loveland Fire Rescue Authority (LFRA) Board Meeting

### EXECUTIVE SUMMARY

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The attached document, prepared by Roylene Sterkel, is a record of the January 10, 2013 LFRA meeting. It details the discussions at the meeting including the approval of the consent agenda (minutes from both the December Board meeting and the Board Year End Retreat), a supplemental appropriation for a command vehicle, a 2013 LFRA goals presentation, and the Chief's report.

### BACKGROUND

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Standard meeting protocol

### STAFF RECOMMENDATION

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Approve as written

### FINANCIAL/ECONOMIC IMPACTS

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N/A

### ASSOCIATED STRATEGIC GOALS

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N/A

### ATTACHMENTS

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Minutes



Loveland Rural  
Fire Protection  
District

**Fire & Rescue Authority Board Meeting Minutes  
Thursday, January 10, 2013**

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**Members Present:**

Board Chair Jeff Swanty  
Mayor Cecil Gutierrez  
Councilor John Fogle  
Fire Chief Randy Mirowski  
Public Safety Admin. Dir. Renee Wheeler  
Rural Board President Dave Legits

Rural Board Secretary Greg White  
City Manager Bill Cahill  
Division Chief Ned Sparks  
Asst. City Attorney Teresa Ablao  
BSC Roylene Sterkel

**Visitors:**

LFRA Battalion Chief Greg Ward  
Rural Board member Mike McKenna

**Call to Order:**

Chairman Swanty called the Fire & Rescue Authority Board meeting to order on the above date at 1:05 p.m.

**Pledge of Allegiance:**

The Board participated in the Pledge of Allegiance.

**Roll Call:**

Secretary Sterkel conducted roll call.

**Awards and Presentations:** None

**Public Comment:** None

**Consent Agenda:**

Mayor Gutierrez moved to approve the Consent Agenda. Rural Board President

Legits seconded the motion. Motion carried.

### **Regular Agenda:**

#### **3. Consider the Supplemental Appropriation for a Command Vehicle.**

Chief Mirowski talked about the need for a new replacement Command Vehicle to add to the fleet. We currently have two Command Vehicles. The 2002 Chevy Tahoe was retained in the fleet because there were no reserve Battalion Chief vehicles available. The high cost of maintenance for that vehicle has become prohibitive. The Rural Fire District was approached at their December meeting about funding to replace that vehicle. They voted to contribute 100% of the \$75,000 to replace the vehicle and the related equipment. The new vehicle will be a ¾ ton-4 door pickup truck with better clearance and a “pull-out” drawer in the bed to carry necessary gear. It will be better suited for Rural District calls. Mayor Gutierrez moved to approve the Supplemental Appropriation. Councilor Fogle seconded the motion and it carried.

Mayor Gutierrez suggested that we write a letter of appreciation to the Rural Fire Protection District for their generosity. Public Safety Administrative Director Wheeler said the Supplemental Appropriation request will go before City Council at an upcoming meeting for their approval.

#### **4. Presentation of 2013 Goals.**

Chief Mirowski provided a Power Point presentation relative to Loveland Fire Rescue Authority’s goals for the upcoming year (copy attached). He wants the Board and Staff to have a clear understanding of where we’re going and our objectives. Many of the goals come out of our Strategic Plan but some were developed based on specific or immediate needs.

Councilor Fogle commented on the 95% approval rating for public safety in the recent Community Survey. Chief Mirowski said he feels it’s a testament to all City of Loveland Public Safety departments and also to the political leaders who have supported our efforts. Those include, but are not limited to, the City Council, Rural Board, LFRA Board, the executive staff, etc.

Chief Mirowski reviewed each goal with the Board and talked about the National Institute of Standards & Technology (NIST) relative to their direction in fighting fires. They are supportive of what they call “resetting the fire” by attacking it from the exterior to the interior. Their stance is that in recent years building materials are used that cause “flashover” to occur quicker than in past years. Chief Mirowski said that Loveland has been doing this type of fire fighting for years and Blue Card training is very compatible.

Chief Mirowski talked about the need to move forward with a long-term plan for adoption of the IFC Residential Sprinkler Code with a phased in process for

education, incentivizing and then full adoption. Another goal that we will be working toward is a Safety Inspection Program at the fire company level. We need to create partnerships with business and reiterate with them that our inspections are not code enforcement driven, but are based on helping the business identify safety issues that can be changed so they are not at risk for an fire incident to occur.

The Chief talked about investigating the opportunities and impact of LFRA moving forward in the accreditation process. Not all fire departments are accredited. Credentialing and accreditation is a growing part of fire service evaluation and something that ISO is looking more to as part of their evaluation.. The Police Department and Dispatch have both gone through the process and are accredited. He has assigned Division Chief Sparks to research the process. Chairman Swanty asked him who funds the process. Chief Mirowski said that we do.

Chief Mirowski talked about how we as a department have been running at a fast pace over the past few years and are now at a place that we need to slow down. He calls it “Pioneers to Settlers” and explained that it simply means we need to focus on establishing future workload goals and objectives. We will be holding several department meetings in the next few weeks to talk about this goal.

He asked if there were any questions or concerns from the Board. Mayor Gutierrez asked about planning for future emergencies whether they be natural or manmade disasters. We need to plan for incidents like the recent shootings and other unforeseen emergencies. City Manager Cahill said that things such as table-top trainings are good, but we also need to do some hands-on trainings and that preemptive training is a must. Chief Mirowski said that the department is working toward those goals, but we probably won’t have a full-blown plan exercise in place in 2013. However, training between emergency services is likely.

Rural Secretary White said that the Rural Board reviewed the goals set forth and supports them as LFRA goals, but sees the responsibility for approval resting with the fire authority board.. Mayor Gutierrez said that we have set some lofty goals and it may be difficult to achieve all of them while we’re going about our daily business. Chief Mirowski said that we will be getting feedback from our personnel this month in face to face meetings and that Public Safety Administrator Wheeler is working on a survey to go out to the fire staff to get their feedback and thoughts. Rural Board President Legits said he would like to see the feedback from the survey when it is completed.

## 5. Review Briefing Papers and Correspondence.

Chief Mirowski said that we had a very busy December with 5 structure fires and other challenging rescues. He talked about a fire on **Mummy Range Drive** which is really in PFA’s jurisdiction but Windsor got on scene first and then LFR and then Poudre. One of our Battalion Chiefs ended up being in command for the incident and he was very impressed with how well the whole operation went. The

communication was excellent between all departments because we all use the same Incident Command System and overall operations were in essence “seamless” - which is what we have been working for in our efforts to improve regionally.

Chief Mirowski thanked Division Chief Green for his hard work in getting the sale of land for **Station 2** finalized. The closing was on December 28<sup>th</sup>.

Mayor Gutierrez said he was very pleased with a **thank you letter** that we received regarding a fire alarm incident that we responded to. The daughter of the gentleman who lives at the residence was very appreciative of our response and the kind way we treated her elderly father.

Rural Board Secretary White handed out a copy of the upcoming legislative issue regarding Collective Bargaining for Local Governments. City Manager Cahill said that the City Council has an adopted policy statement for legislative positions. This particular bill would remove local control for bargaining for firefighters. There is no local organized for this bill. The bill covers only firefighters, but a similar bill is expected in the future for police. The group discussed the negative aspects of this bill and agreed that it is not supported by many of the local fire departments. City Manager Cahill suggested that we talk to our legislators and perhaps use the media to educate the public on the consequences of this type of legislation.

With no further business at hand, Chairman Swanty moved to adjourn the meeting. Meeting was adjourned at 2:25 pm.

*Minutes submitted by Secretary Sterkel*





## Agenda Item Cover

Item No.: 2

Meeting Date: February 14, 2013

Prepared By: Renee Wheeler, Public Safety Administrative Director

### TITLE

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Consider a Resolution Approving an Intergovernmental Agreement with Larimer County Pursuant to C.R.S. § 29-20-105.5 to Address Wildland and Forest Fire Mitigation

### EXECUTIVE SUMMARY

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The Larimer County Sheriff acts as the fire warden for all prairie or forest fires within the County. The City owns property in unincorporated Larimer County, which includes at least 50% forest land or is land that constitutes a wildland area. This agreement clarifies roles and responsibilities; establishes procedures for cooperation and coordination; sets management objectives for wildland fire prevention, preparedness, mitigation, suppression, reclamation, and rehabilitation; identifies the designation of fiscal and operational authorities; enumerates the available resources; defines the reimbursement and billing procedures; and highlights actions to be taken if either of the parties fail to meet their obligations.

### BACKGROUND

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This is a standard agreement necessary to ensure that there are policies and procedures in place for addressing mutual aid responses on wildland in Larimer County. It includes a provision that identifies that the Fire Authority is not required to respond if doing so unreasonably depletes their resources for response in our jurisdiction. It also contains a provision that requires negotiation of cost sharing for suppression services between the County and the Fire Authority.

### STAFF RECOMMENDATION

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Approve as written

### FINANCIAL/ECONOMIC IMPACTS

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There are no financial or economic impacts out of the ordinary for mutual aid agreements. There would be the associated costs for a wildland incident response. The County will provide the Fuels Module for the cost of time and materials if we choose to use that program to assist with the implementation of fuels reduction projects for mitigation.



## Agenda Item Cover

Item No.: 2

Meeting Date: February 14, 2013

Prepared By: Renee Wheeler, Public Safety Administrative Director

### ASSOCIATED STRATEGIC GOALS

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Deploy an effective emergency response to minimize damage and loss.

Minimize and mitigate the risks of an emergency occurrence in the community.

### ATTACHMENTS

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Resolution

Agreement

**RESOLUTION # R-016**

**A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT  
WITH LARIMER COUNTY PURSUANT TO C.R.S. § 29-20-105.5  
TO ADDRESS WILDLAND AND FOREST FIRE MITIGATION**

WHEREAS, in accordance with section §29-1-203 of the Colorado Revised Statutes, governments may cooperate or contract one with another to provide any function, service or facility lawfully authorized to each of the respective units of governments; and

WHEREAS, in accordance with C.R.S. §29-1-201, governments are permitted and encouraged to make the most efficient and effective use of their powers and responsibilities by cooperating and contracting with other governments; and

WHEREAS, the Larimer County Sheriff acts as fire warden for all prairie or forest fires within the County, pursuant to Section 30-10-512, C.R.S., and has primary fire response duties in the first instance for public lands within the county; and

WHEREAS, C.R.S. § 29-20-105.5 requires local governments that own lands other than for utility purposes, that are at least 50% forest land or land that constitutes wildland area, and that is located either entirely or partially outside their territorial boundaries and inside the territorial boundaries of a county, to enter into an intergovernmental agreement (IGA) with the underlying county for the purpose of mitigating forest land or wildland fires; and

WHEREAS, the City owns land in unincorporated Larimer County, some of which contains at least 50% forest land, or is land that constitutes a wildland area; and

WHEREAS, C.R.S. § 29-20-105.5 specifies that the IGA must address the roles and responsibilities of the parties; procedures for cooperation and coordination (mutual aid); management objectives for wildland fire prevention, preparedness, mitigation, suppression, reclamation, and rehabilitation; designation of fiscal and operational authorities; description of available resources; reimbursement and billing procedures; and actions to be taken if one party fails to meet its obligations; and

WHEREAS, The City of Loveland is a home-rule municipality that has delegated its fire service functions within its corporate limits to the Loveland Fire Rescue Authority (“LFRA”), an independent governmental entity formed by intergovernmental agreement between the City and the Loveland Fire Protection District; and

WHEREAS, by the terms Section 1.0 of the Rules and Regulations of the Loveland Fire Rescue Authority, such mutual aid agreements must be presented to and approved by the LFRA Board of Directors; and

WHEREAS, the LFRA Board of Directors finds that it is in the best interests of the Fire Authority to approve the "Intergovernmental Agreement with Larimer County to Address Wildland and Forest Fire Mitigation" attached hereto as **Exhibit A** and incorporated by reference (the "Agreement").

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

**Section 1.** That the Agreement is hereby approved.

**Section 2.** That this Resolution shall go into effect as of the date and time of its adoption.

ADOPTED this \_\_\_\_\_ day of February, 2013.

\_\_\_\_\_  
Jeffrey M. Swanty, Chairperson

ATTEST:

\_\_\_\_\_  
Secretary

Approved as to form:



\_\_\_\_\_  
Teresa Ablao  
Assistant City Attorney

**INTERGOVERNMENTAL AGREEMENT  
WITH LARIMER COUNTY  
PURSUANT TO C.R.S. § 29-20-105.5  
TO ADDRESS WILDLAND AND FOREST FIRE MITIGATION.**

**RECITALS**

This Intergovernmental Agreement (“Agreement”) between the City of Greeley, City of Fort Collins, City of Loveland, Town of Estes Park, Town of Berthoud and City of Thornton, (collectively, the “Cities” or “Municipalities:”), and the County of Larimer, a political subdivision of the State of Colorado (“County”), (the collective signatories to be known as the “Parties”) is made to be effective on July 1, 2012.

A. Section 29-20-101 *et seq.*, C.R.S. as amended, authorizes the Parties to cooperate and contract with one another with respect to functions lawfully authorized to each of the Parties, and the people of the state of Colorado have encouraged such cooperation and contracting through the adoption of Article XIV, Section 18(2) of the Colorado Constitution.

B. The Larimer County Sheriff acts as fire warden for all prairie or forest fires within the County, pursuant to Section 30-10-512, C.R.S. Pursuant to Colorado Statutes and Colorado Attorney General Formal Opinion No. 01-2, the Sheriff has primary fire response duties in the first instance for public lands within the county.

C. Colorado Revised Statute 29-20-105.5 C.R.S. requires local governments that own lands other than for utility purposes, that are at least 50% forest land or land that constitutes wildland area, and that is located either entirely or partially outside their territorial boundaries and inside the territorial boundaries of a county, to enter into an intergovernmental agreement (IGA) with the underlying county for the purpose of mitigating forest land or wildland fires. The statute contains a similar requirement for lands owned for utility purposes. This legislation specifies that the IGA must address the roles and responsibilities of the parties; procedures for cooperation and coordination; management objectives for wildland fire prevention, preparedness, mitigation, suppression, reclamation, and rehabilitation; designation of fiscal and operational authorities; description of available resources; reimbursement and billing procedures; and actions to be taken if one party fails to meet its obligations.

D. The County, the United States Forest Service, the Colorado State Forest Service, the Bureau of Land Management and the National Park Service, along with the Larimer County

Sheriff, have participated in an agreement called the Annual Operating Plan (“AOP”) to set forth standard operating procedures, agreed procedures and responsibilities to implement cooperative wildland fire management on all lands within Larimer County. This agreement includes specifics regarding the standard operating procedures, agreed procedures, and responsibilities, including cost sharing, to implement cooperative wildland fire management on all lands within Larimer County.

E. The Parties are aware of the Larimer County 2010 Wildland Fire Preparedness Plan. This Plan includes specifics regarding the standard operating procedures, agreed procedures, and responsibilities, including cost sharing, to implement cooperative wildland fire management on all lands within Larimer County.

F. The municipal parties own land in unincorporated Larimer County, some of which contains at least 50% forest land as defined in C.R.S. § 39-1-102(4.3), or is land that constitutes a wildland area.

G. The Parties also acknowledge that there exists various mutual aid agreements between the Fire Departments, Protection Districts and Authorities that provide fire service for the Cities which include resource allocation systems.

H. Any terms contained herein that are also defined in Section 29-20-105.5, C.R.S. as amended shall have the same meaning as those defined in the statute.

**NOW THEREFORE**, the Parties agree as follows:

1. Roles and Responsibilities : Fire protection within Larimer County is provided by various fire departments, protection districts and authorities, the Larimer County Sheriff’s Office, United States Forest Service, Colorado State Forest Service and Rocky Mountain National Park. Federal agencies along with the Colorado State Forest Service and the Larimer County Sheriff’s Office utilize the AOP to establish standard operating procedures, agreed procedures and responsibilities to implement cooperative fire management.

a. Larimer County Sheriff Office (LCSO): LCSO is the fire warden of the county and has the responsibility for coordinating fire mitigation and suppression efforts in the case of any wildfire occurring in the unincorporated area of the county outside the boundaries of a fire protection district or that exceed the capabilities of the fire protection district to mitigate, control or extinguish.

b. The Municipalities:

i. The City of Fort Collins is a home-rule municipality that has delegated its fire service functions within its corporate limits to the Poudre Fire

Authority (“PFA”), an independent governmental entity formed by intergovernmental agreement between the City and the Poudre Valley Fire Protection District. The City does not have significant fire service capability and relies upon the PFA for the provision of fire prevention, suppression and mitigation services.

- ii. The City of Loveland is a home-rule municipality that has delegated its fire service functions within its corporate limits to the Loveland Fire Rescue Authority (“LFRA”), an independent governmental entity formed by intergovernmental agreement between the City and the Loveland Fire Protection District. The City does not have significant fire service capability and relies upon the LFRA for the provision of fire prevention, suppression and mitigation services.
- iii. The City of Greeley is a home rule municipality that maintains a Fire Department to provide, as pertinent to this agreement, fire prevention, suppression and mitigation services within its corporate limits.
- iv. The City of Thornton is a home-rule municipality that maintains a Fire Department to provide, as pertinent to this agreement, fire prevention, suppression and mitigation services within its corporate limits.
- v. The Town of Estes Park is a statutory town that receives fire protection, suppression and mitigation services from the Estes Valley Fire Protection District. The Town does not have significant fire service capability and relies upon the Estes Valley Fire Protection District for the provision of fire prevention, suppression and mitigation services.

2. Prevention: The Parties agree to take reasonable action within their current capabilities to reduce human caused wildfire ignitions through information, education and enforcement.

3. Preparedness: The Parties agree to plan the most effective level of resources to protect human and natural resources and actively participate in preparedness and all hazard planning related to their properties covered by this Agreement. Municipalities may provide resource protection priorities for land covered by this agreement. Such protection priorities should be provided as soon as possible, however resource protection decisions will ultimately be at the incident commander’s discretion.

4. Mitigation: The Parties agree to take reasonable action within their current capabilities to reduce potential negative impacts on human and natural resources from forest and wildland fire. Larimer County may provide its Fuels Module to municipalities to assist in the implementation of fuels reduction projects at a cost of time and materials, when funding and

scheduling allows. Municipalities may engage in independent mitigation plans, including coordinated efforts with the United States Forest Service and Larimer County. The Parties agree to negotiate and implement additional reasonable mitigation strategies within their capabilities on a case-by-case basis.

5. Suppression:

a. The Parties agree to use reasonable and appropriate strategies and tactics within their current capabilities for safe and cost effective protection of human and natural resource values from forest and wildland fire. Due to the nature of fire suppression, the Parties agree that incident commanders shall determine the most appropriate suppression responses on a case-by-case basis.

b. The Parties agree that mutual aid is the assistance provided by a supporting agency at no cost to the jurisdictional agency. The County may request mutual aid from a municipality's Fire Department or an overlapping Fire Authority. Each municipality agrees to provide, if the municipality has such resources available, National Wildfire Coordinating Group (NWCG) qualified resources at no cost, for the duration of an incident. If a municipality has an agreement with an overlapping Fire Authority, the municipality agrees to request under any contractual authority, that the Fire Authority provide NWCG qualified resources at no cost, for the duration of an incident. Under this agreement, "duration of an incident" shall be from when, in the incident commander's discretion, municipality property covered by this agreement is first considered at risk from fire, until the property is no longer at risk.

c. A municipality or Fire Authority is not under any obligation to respond to a call for mutual aid under this agreement when, in its sole discretion, it determines that responding would unreasonably deplete its ability to respond within its own jurisdiction. This provision does not limit obligations of a municipality under any other mutual aid or other agreement.

d. Cost Sharing of suppression costs shall be negotiated between the County and Municipality. Upon a request for mutual aid to a Municipality's Fire Department or overlapping Fire Authority, the Fire Department or Fire Authority will contact the appropriate agent for the Municipality to engage in cost share negotiations. If a Fire Authority is unable to reach a municipal agent or the municipal agent is unable to respond, the municipalities have authorized the Fire Authority to negotiate on the municipalities behalf and be bound by such negotiations, until a municipal agent can respond.



6. Reclamation and rehabilitation: The Parties agree to work together to assess impacts of forest and wildland fire on human and natural resources related to their lands at issue in this Agreement, and to identify the roles and responsibilities of appropriate agencies and funding sources. The Parties may refer to the AOP and the Larimer County 2010 Wildland Fire Preparedness Plan as guidance in such efforts.
7. Actions taken if one party fails to meet its obligations: The Parties agree that if a municipality fails to meet its obligations under Section 5, then the Parties will meet within a reasonable time to discuss alternatives to better address wildland and forest fire mitigation issues.
8. Notices: Any notice required hereunder shall be sufficiently given and shall be deemed given when hand delivered, or after the lapse of five business days following mailing by certified mail – return receipt requested to the contacts outlined in Exhibit “A”.
9. Governmental Immunity Act: Nothing in this Agreement shall be construed in any way to be a waiver of any party to the Agreement of the Governmental Immunity Act, Section 24-10-101, et seq. C.R.S., as amended.
10. Governing Law and Venue: This Agreement shall be governed by the laws of the State of Colorado and venue shall lie in the County of Larimer.
11. Enforcement limited to the Parties: The enforcement of the terms and conditions of this Agreement and all rights of action relating to such enforcement shall be strictly reserved to the Parties, and nothing contained in this Agreement shall give or allow any claims or right of action whatsoever by any another person or third party entity. It is the express intent of the Parties to this Agreement that any person or entity receiving service or benefits under this Agreement shall be deemed an incidental beneficiary only.
12. Amendments under this Agreement: This Agreement contains the entire agreement between the Parties. Any proposed amendment of this Agreement must be referred to the Parties and executed in writing.
13. Severability: If any portion of this Agreement is held by a court to be invalid or unenforceable as to any party, the entire Agreement shall be terminated, it being the understanding and intent of the Parties that every portion of the Agreement is essential to and not severable from the remainder.
14. No Third Party Beneficiaries: The Parties, in their corporate and representative governmental capacities, are the only entities intended to be the beneficiaries of the

agreement, and no other person or entity is so intended or may bring any action, including a derivative action, to enforce the Agreement.

15. Legal Constraints: The Parties hereto recognize that there are legal constraints imposed upon them by the constitution, statutes, and rules and regulations of the State of Colorado and of the United States, and imposed upon them by their respective governing statutes, charters, ordinances, rules and regulations, and that, subject to such constraints, the Parties intend to carry out the terms and conditions of this Agreement. Notwithstanding any other provision of this Agreement to the contrary, in no event shall any of the Parties be obligated hereunder to exercise any power or take any action that is prohibited by applicable law. Whenever possible, each provision of this Agreement shall be interpreted in such a manner so as to be effective and valid under applicable law. Larimer County and the Municipalities are Colorado public entities and all financial obligations extending beyond the current fiscal year are subject to funds being budgeted and appropriated therefore. Nothing in this agreement shall be deemed a waiver of the Colorado Governmental Immunity Act.

16. Effective Date and Termination: This Agreement shall become effective on July 1, 2012. Except as provided herein, this Agreement shall remain in effect if not terminated by any Party in its sole discretion, by providing 45 days written notice.

17. Counterpart Signatures: The parties agree that counterpart signatures (each party will have a separate signature page) of this Agreement shall be acceptable and that execution of the Agreement in the same form by each and every party shall be deemed to constitute full and final execution of the Agreement.

REMAINDER OF PAGE LEFT BLANK

CITY OF GREELEY, COLORADO, a Municipal Corporation, acting by and through its  
Water and Sewer Board

By: \_\_\_\_\_ By: \_\_\_\_\_

Board Chairman

Mayor

ATTESTED AND APPROVED AS TO ATTEST:  
SUBSTANCE:

By: \_\_\_\_\_ By: \_\_\_\_\_

Secretary to the Board and City  
Manager

City Clerk

APPROVED AS TO LEGAL FORM:

AS TO AVAILABILITY OF FUNDS:

By: \_\_\_\_\_ By: \_\_\_\_\_

City Attorney

Director of Finance

**For Larimer County**

By: \_\_\_\_\_  
Linda Hoffmann, County Manager

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Justin Smith, Sheriff

Date: \_\_\_\_\_

Approved as to From:

\_\_\_\_\_  
Senior County Attorney

**The City of Loveland, Colorado**  
A Municipal Corporation

Approved as to Form:

\_\_\_\_\_  
Assistant City Attorney

By: \_\_\_\_\_  
William Cahill, City Manager

Date: \_\_\_\_\_

**The City of Fort Collins, Colorado**  
A Municipal Corporation

Approved as to Form:

\_\_\_\_\_  
City Attorney's Office

By: \_\_\_\_\_  
Darin Atteberry, City Manager

Date: \_\_\_\_\_

**The Town of Estes Park**

Approved as to Form:

\_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

**The City of Thornton, Colorado**  
A Municipal Corporation

Approved as to Form:

\_\_\_\_\_  
City Attorney's Office

By: \_\_\_\_\_  
City Manager

Date: \_\_\_\_\_



**The Town of Berthoud**

Approved as to Form:

\_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Exhibit "A"

Notices required under Section 8, shall be sent as follows:

**City of Greeley:**

Director, Water and Sewer Department  
City of Greeley  
1100 10<sup>th</sup> Street, Suite 300  
Greeley, Colorado 80631

With a copy to:

City Attorney  
City of Greeley  
1100 10<sup>th</sup> Street, Suite 401  
Greeley, Colorado 80631

For Cost Sharing Negotiations:

Fire Department Division Chief  
1100 10<sup>th</sup> Street  
Greeley, Colorado 80631

**City of Loveland:**

City Manager  
500 E. Third St.  
Loveland, Colorado 80537

LFRA Public Safety Administrative Director  
410 E. 5th St.  
Loveland, Colorado 80537

With a copy to:

City Attorney's Office  
500 E. Third St.

Loveland, Colorado 80537

**City of Fort Collins:**

Ken Mannon  
Operational Services Director  
300 LaPorte Avenue  
Fort Collins, Colorado 80521  
(cell) 970-222-1933  
(work) 970-221-6894

Chief Tom Demint  
Poudre Fire Authority  
102 Remington Street  
Fort Collins, Colorado 80524  
(Work) 970-221-6570

With a copy to:

Fort Collins City Attorney's Office  
300 LaPorte Avenue, PO Box 580  
Fort Collins, CO 80522

**Larimer County:**

Larimer County Sheriff  
2501 Midpoint Dr.  
Fort Collins, Colorado 80525

Larimer County UnderSheriff  
2501 Midpoint Dr.  
Fort Collins, Colorado 80525

With a copy to:

Larimer County Attorney's Office  
224 Canyon Ave., Suite 200  
Fort Collins, Colorado 80521

**Town of Estes Park:**

Town Administrator  
P.O. Box 1200  
Estes Park, Colorado 80517

**Town of Berthoud:**

Town Administrator  
P.O. Box 1229  
Berthoud, Colorado 80513

**City of Thornton:**

City Manager  
9500 Civic Center Drive  
Thornton, Colorado 80229

Fire Department Chief  
9500 Civic Center Drive  
Thornton, Colorado 80229

With a copy to:

City Attorney's office  
9500 Civic Center Drive  
Thornton, Colorado 80229

## Agenda Item Cover

Item No.: 3

Meeting Date: February 14, 2013

Prepared By: Renee Wheeler, Public Safety Administrative Director



### TITLE

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Consider a Resolution Approving the Establishment of Additional Rules and Regulations of LFRA Regarding Capital Asset Policies and Procedures

### EXECUTIVE SUMMARY

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This is an administrative action for the approval of a capital asset policy and procedures addition to the LFRA Rules and Regulations for managing all assets purchased by LFRA. Accountability policies and procedures are critical to maintenance the fiscal integrity of LFRA asset reporting. It is important that there is appropriate accountability for the acquisition, disposal and inventory management of all capital assets in excess of \$5,000 per unit that are owned by LFRA.

### BACKGROUND

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This policy is intended to govern the management of all capital assets that belong to LFRA. The policy establishes the dollar threshold for classification as a capital asset at \$5,000 per unit. The policy addresses the categorization of assets, valuation of assets, establishes the useful life of assets, disposal or transfer of assets, and sets procedures to assist with tracking the assets and conducting physical inventories.

The policy was written to mirror the City of Loveland's policy. The City's policy was developed by gathering generally accepted accounting principles, best practices guidelines from the Government Finance Officers Association, and samples of a variety of other similar organizations. The draft was reviewed by the external auditors and vetted through the Citizen's Finance Advisory Commission (CFAC) and City Council. It was signed by the City Manager in the form of a City of Loveland Administrative Regulation and was effective September 10, 2010. The changes to the content of the City's Policy, aside from name and fund references, are:

- Content that was not related to fire and rescue service was eliminated and specific fire equipment was added to the useful life table:
- Radio equipment useful life was changed from 3 years to 8 years based on vendor feedback on the 2012 installations;
- Computer equipment/components/software was changed from three years to four years to be consistent with City's Information Technology Department current practice; and
- A paragraph was added for specific accounting treatment of trade-ins to be consistent with guidance provided by the Government Finance Officers Association on the topic.

## Agenda Item Cover

Item No.: 3

Meeting Date: February 14, 2013

Prepared By: Renee Wheeler, Public Safety Administrative Director



- A paragraph was added to require a Bill of Transfer and Assignment agreement when LFRA donates retired capital assets to other organizations to make sure LFRA has no liability for those units at the time the assets changes hands.

In 2012, a thermal imaging camera is the only capital asset that met the \$5,000 criteria. There are other capital assets planned in 2013. All other assets were purchased by the City of Loveland. A capital asset (a.k.a. capital outlay) listing for 2013 is attached.

### STAFF RECOMMENDATION

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Approve as written

### FINANCIAL/ECONOMIC IMPACTS

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None

### ASSOCIATED STRATEGIC GOALS

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Deliver cost effective services. If policies and procedures are in place, then the management and accountability for capital assets are addressed efficiently; and it reduces the risk of errors and omissions that can be costly both from a liability standpoint and the general perception of fiscal stewardship (public trust).

### ATTACHMENTS

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List of 2013 Budgeted Capital

Resolution

Capital Assets Policy and Procedure

## 2013 Capital Outlay

### General Operations:

Type 6 Engine	110,000	
Equipment Replacements for Unexpected Failures	5,000	
Battalion Chief Command Vehicle Replacement	75,000	\$190,000

### Urban Rescue:

Holmatro 3040 UL Cutter Station 6/Rescue 6	5,933	
Holmatro 3150 Combi-tool Station 6/Engine 6	5,250	
Holmatro 3322 UL Ram Station 6/Rescue 6	4,988	16,170

### Thermal Imaging

Replace T1 on Truck 6	11,550	11,550
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### Computer Equipment

Station 1 Copier/Printers in Adm and Eng Office	20,190	20,190
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### Total Capital Outlay

\$237,910

**RESOLUTION # R- 017**

**A RESOLUTION APPROVING THE ESTABLISHMENT OF ADDITIONAL  
RULES AND REGULATIONS OF THE LOVELAND FIRE RESCUE  
AUTHORITY REGARDING CAPITAL ASSETS POLICIES AND PROCEDURES**

**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; and

**WHEREAS**, the Fire Authority desires to add additional rules to address capital asset policies and procedures, including the acquisition, valuing and costing, disposal, maintenance and inventory schedules; 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 capital assets policies and procedures 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 an additional section to carry out its purpose.

**Section 2.** That there shall be designated a section of such rules and regulations regarding capital assets that shall read in full as follows:

...

**5.0 Capital Assets**

- A. All matters respecting Fire Authority capital assets, including but not limited to the acquisition, valuing, costing, disposal, maintenance and inventory of such assets shall be conducted pursuant to the Capital Assets Policy and Procedure Manual, as set forth in Appendix A.

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



ADOPTED this \_\_\_\_\_ day of February, 2013.

\_\_\_\_\_  
Jeffrey M. Swanty, Chairperson

ATTEST:

\_\_\_\_\_  
Secretary

Approved as to form:



\_\_\_\_\_  
Teresa Ablao  
Assistant City Attorney



**CAPITAL ASSETS  
POLICIES AND PROCEDURES**

**ISSUED BY: LFRA Administration, Considered by LFRA Board**

**2/14/13**

## Table of Contents

DEFINITION .....	3
GENERAL POLICY REGARDING INITIAL RECORDING OF CAPITAL ASSETS.....	3
TYPES OF CAPITAL ASSETS.....	3
GENERAL PROVISIONS (Supplies, Labor, Grouping of Assets, Componentization).....	7
VALUING AND COSTING.....	7
PHYSICAL LISTING OF ASSETS.....	11
CALENDAR.....	14
ASSET CLASSIFICATION/CAPITALIZATUION THRESHOLD/ESTIMATED USEFUL LIFE.....	15
DEPRECIATION.....	17
MAINTENANCE COST VERSUS CAPITALIZED COST.....	17
POLICY MAINTENANCE.....	17
APPENDIX A: INVENTORY SCHEDULE.....	18
APPENDIX B: FORMS.....	19

## PURPOSE OF MANUAL

The purpose of this manual is to summarize the capital asset policies and procedures for the Loveland Fire Rescue Authority (LFRA). This manual pertains to all capital assets of the LFRA.

## DEFINITION

As defined under paragraph 19 of Government Accounting Standards Board Statement 34 (GASB 34), the term **capital assets** includes land, improvements to land, easements, buildings, building improvements, vehicles, apparatus, equipment, works of art and historical treasures, infrastructure and all tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period. **Infrastructure assets** are long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years. Examples of infrastructure assets include stations, radio towers, and fiber installations. A capital item with a value of \$5,000 on a unit basis is considered a capital asset; however, some items below the threshold are used in groups and are capitalized as groups of assets.

## GENERAL POLICY REGARDING INITIAL RECORDING OF CAPITAL ASSETS

Capital assets will be reported at historical cost, which equals the purchase price (net of discount if applicable) plus taxes, fees, assumed liens, clearing or demolition, installation, freight, assembly, special fittings and all incidental expenses necessary until it is ready for intended or final use. The cost of a capital asset also includes ancillary charges necessary to place the asset into its intended location and condition for use. Ancillary charges include costs that are directly attributable to asset acquisition—such as freight and transportation charges, site preparation costs, and professional fees. Donated capital assets will be reported at their estimated fair value at the time of acquisition plus ancillary charges, if any.

## TYPES OF CAPITAL ASSETS

**Land** – shall include all land, lakes and detention basins with defined boundaries where LFRA has title of ownership or rights thereto by law. Acquired land is recorded at the purchase price plus additional costs such as legal and recording fees, surveying fees, appraisal and negotiation fees, assumed liens, demolition or clearing costs, damage payments and land/site improvements that ready land for its intended use and produce permanent benefits. Examples of land/site improvements are excavation; fill and grading; removal, relocation, or reconstruction of property of others, such as railroads and telephone and power lines; and the construction of retaining walls. If land and building are acquired as a single parcel, the value of the land should be determined separately from the building and recorded as land. Donated land or land that is obtained by means other than purchase, is recorded at fair-market value based on appraisal at time of acquisition.

**Easements & Land Rights** – any interest or land rights in any land or property not owned by the LFRA that entitles the holder to a specific use or enjoyment (right to use the land).

**Improvements Other than Buildings**- expenditures that do not produce permanent benefits including, but not limited to, landscaping, towers, tanks, wells, fences, retaining walls, surface

parking lots, parking decks, lighting, points of access or driveways, irrigation systems, general signage, paved paths and fountains.

**Buildings** – includes all roofed and walled structures built for permanent use. Any temporary structures built for use, as temporary shelter during repair or construction shall be part of the cost of repair or construction. Buildings are valued at the purchase price or construction cost. Cost should include all charges applicable to the building (i.e., broker's fees, architect's fees, etc.). Building expansions will be classified as buildings.

Donated buildings should be inventoried at the appraised fair market value including permanently attached fixtures at the time the building was donated. The City Capital Improvement Fund acquisitions are inventoried when substantially all construction costs are paid and are owned by the City.

**Building Improvements** – any expenditure that will increase the value of the building, expands the total square footage of the building, extends its useful life or caused a material change in the building's efficiency or function will be capitalized, however subject to threshold requirements set forth in this policy. The condition of the property unit after the costs are incurred must be improved as compared with the condition of that property when originally constructed. That is, cost associated with activities that serve merely to restore the property unit to its originally constructed operating condition should not be capitalized, but rather should be expensed as incurred.

Improvements shall include but not be limited to sprinkler systems, HVAC systems, electrical systems, plumbing upgrades, roofing, elevators, and bringing a building to ADA compliance. Similar expenditures that would not increase the value, efficiency or change the function of the building or do not meet the capitalization threshold amount will be considered a regular repair and maintenance expense.

Financial Accounting Standards Board (FASB) Statement No. 34, "Capitalization of Interest Cost", requires the capitalization of material interest charges incurred when constructing a capital asset or preparing it for its intended use. Interest should be capitalized for the period from the first expenditure for the asset until the asset is completed and ready for its intended use. FASB Statement No. 62, "Capitalization of Interest Cost in Situations Involving Certain Tax-Exempt Borrowings and Certain Gifts and Grants", states if the asset is financed by tax-exempt borrowing, the capitalization period runs from the date of the borrowing until the asset has been completed and is ready for its intended use. The amount of interest to be capitalized is the difference between the interest cost of the tax-exempt borrowing and the amount of interest earned through investment of the borrowed proceeds during the capitalization period.

**Vehicles** – includes all motorized conveyance, such as cars, pickups, motorcycles, vans, light, medium and heavy duty trucks. All trailers, without exception, should be classified as vehicles; light or heavy duty categories, according to GVWR (Gross Vehicle Rate Weighting). All vehicles shall be recorded at purchase price plus all incidental "make-ready" costs, which may include add-on equipment, freight or any specialized lighting or assembly before it is ready for its intended use. Donated or confiscated vehicles will be valued at fair market value at the time of donation.

**Vehicles** are separated into two categories: **Light Duty** and **Heavy duty**.

- a) **Light duty** trucks and passenger vehicles are any vehicle with GVWR of 10,000 lb. or less, including cars, SUV's, trailers, vans and trucks, etc.
- b) **Heavy duty** vehicles are any vehicle with GVWR of 10,001 lb. or greater, including trucks, trailers, etc.

**Machinery and Equipment** – includes all motorized construction equipment, tractors, slow moving and specialized implements, towed devices, watercraft, apparatus or instruments mechanically, electrically or manually operated for the purpose of production, service, maintenance or repair. Machinery and equipment will be classified into three categories:

- a) **Light Machinery & Construction Equipment** - Weighing 10,000 lbs. or less; like road repair and construction equipment, small tractors, golf/turf equipment, athletic/recreational equipment, medical/health equipment, police/fire equipment, mowers and building maintenance equipment.
- b) **Heavy Machinery & Construction Equipment** - Weighing 10,001 lbs. or more; like road repair/maintenance and large construction equipment, large tractors
- c) **Hand Tools and Test Instruments**, which includes but not limited to hand tools, gauges, printing equipment, meters or devices used for measurement or diagnostics including clinical equipment and are easily transportable by a single individual

#### Equipment Under Capital Lease

In accordance with FASB Statement No. 13, any not cancelable lease agreement which meets one or more of the following criteria should be capitalized:

1. The lease transfers ownership of the property to the LFRA at the end of the term of the lease.
2. The lease contains a bargain purchase option. A bargain exists where the cost of acquisition is less than market value.
3. The lease term is equal to 75% or more of the estimated economic life of the leased asset.
4. The present value of the minimum lease payments equals or exceeds 90% of the fair value of the leased asset.

When none of the criteria for a capital lease are met, the lease is an operating lease. If operating leases are material, a note disclosure must be made in the notes to the financial statements.

If a capital asset is acquired under a capital lease arrangement, the capitalized asset must be identified in the same manner as purchased assets and categorized consistent with purchased assets. Lease agreements must be analyzed by LFRA with consultation with the City Finance Department and its liability determined at the inception of the lease agreement, based on the computed present value of the future minimum lease payments. The capital asset should be capitalized based upon the same determination, as of the date

originally placed in service. If no interest rate is stated in the lease, the rate applied should be the rate used by the LFRA and the City for one-year notes. The present value of the amounts owed by the LFRA or the City for future lease payments will be used as the capitalized value. Records shall be kept documenting the decision and its basis.

***Office Furniture, Fixtures & Equipment*** - include computers and software (including monitor & accessory), copiers, telephone system, audio/video equipment; will be classified under ***Office Equipment***. Tables, chairs, cabinets, desks, partitions and the like will be classified as ***Office Furniture & Fixtures***.

***Works of Art and Historical Treasures*** -Works of art and historical treasures shall include but not limited to paintings, sculptures or monuments, artifacts and other works of arts or items of cultural value or interest intended to be preserved, kept or protected for the purpose of public exhibition, education, research or furtherance of public service. Depreciation is not required for collections or works of arts that are inexhaustible.

***Intangible Assets*** – Governmental Accounting Standards Board Statement 51 (GASB 51) was issued in June, 2007 to define reporting requirements for intangible assets. According to GASB 51, intangible assets lack physical substance, are non-financial in nature and have an initial useful life extending beyond a single reporting period.

- a) ***Internal-Use Computer Software*** - Costs associated with the preliminary project stage will be expensed as incurred. Such costs could include the conceptual formulation of alternatives, the evaluation of alternatives, the determination of existence of needed technology, and the final selection of alternatives. In addition, all training and data conversion costs will be expensed as incurred.

Costs eligible for capitalization will include external direct costs of material and services consumed in developing or obtaining internal-use software, payroll and payroll-related costs devoted directly to the project, and interest cost incurred during development. Examples of such costs include those associated with the design of a chosen path (including software configuration and software interfaces), coding, installation of hardware, and testing (including the parallel processing phase). Upgrades and enhancements should be capitalized only to the extent that they increase the functionality of the product.

Capitalization will occur only after the preliminary project stage is complete. Likewise, capitalization is appropriate only if LFRA in consultation with City management has authorized and committed to funding the project, and it is considered probable that the project will be completed and put to its intended use. The capitalization of costs related to internal-use software should cease once testing is complete.

- b) ***Easements and Land Rights*** – Any interest or land rights in any land or property not owned by LFRA that entitles the holder to a specific use or enjoyment (right to the use of the land).

c) **Water Rights** – A group of rights designed to protect the use and enjoyment of water than travels in streams, rivers, lakes and ponds, gathers on the surface of the earth, or collects underground.

d) **Other Intangible Assets** – Examples include but are not limited to certain licenses, permits, copyrights and patents.

**Construction in Progress (CIP)** - All expenditures or cash outlay for capital projects or projects anticipated to meet the requirements of capital assets and infrastructure shall be recorded as construction in progress where all costs are accumulated until the project is ready for its intended use. Once projects are substantially ready for their intended use, the appropriate capital asset should be recorded accordingly and CIP should be reversed. Amounts included in CIP should not be depreciated.

## **GENERAL PROVISIONS**

### Materials and Supplies

Inventories of materials and supplies to be consumed in the normal course of LFRA's operations are not Capital Assets. If material in amount, Inventories of Materials and Supplies should be included on the LFRA's (consolidated in the City's) statement of net assets but are not intended to be accounted for on the capital asset system.

### Labor

In any circumstance not aforementioned, employee labor costs shall be assigned to the total cost of improvements where applicable.

### Grouping Assets

Individual treatment should be given to all assets, whenever feasible and practical when they are recorded on the capital asset system.

Consideration will be given to grouping assets where the asset cost or value individually does not meet capitalization criteria, but does when grouped and/or where the assets are capable of being used together, are connected and not intended to be dislocated or used individually. Examples of such grouped assets may include but are not limited to: collection of chairs in the training center, radios, and SCBA's.

Standard descriptions should be used whenever possible to maintain consistency and indicate the comparability among assets.

### Componentization

The rationale behind componentization is that not all components of a fixed asset that has been acquired, have the same useful life and furthermore, they may wear down or depreciate at different rates throughout their life. Therefore, it is appropriate under the accounting "matching principle",



to depreciate each significant component separately over its useful life. (examples of components are: HVAC system, roof)

## **VALUING AND COSTING**

Generally, capital assets are valued at historical cost. There are, however, different ways to compute historical cost depending on the method in which the asset is obtained.

Sources of historical cost data can include: invoices, purchase orders, canceled checks, vouchers, contracts, board minutes, general ledger records, real estate closing documents, tax assessment records, grant records, asset records, maintenance records, price lists, vendors, appraiser's libraries, back-trend multipliers, etc.

Sources of reproduction/standard cost data can include: manufacturer's price list, catalogs and quotations, distributor's and supply company catalogs, industry publications magazines, director's and trade journals, consulting, cost engineering, cost estimating manuals and handbooks, technical service companies and organizations appraiser's libraries.

In any situation where an item is selected from an asset listing of items for inclusion in a Capital Asset Project, the cost of the item shall be determined using a Last In First Out method.

### Purchases

All purchased Capital Assets shall be reported at the actual cost of purchase, supported by payment records. Each purchase of a Capital Asset shall be identified with a Capital Asset Number as soon as the item has been shipped and accepted at LFRA.

### Group Purchases

If several dissimilar assets are purchased for a lump sum, the total amount paid should be allocated to each individual asset on the basis of its fair market value (FMV). The allocation is accomplished by use of the equation:

$$\text{ASSET Y} = (\text{TOTAL COST OF ASSETS}) \times \frac{\text{FMV of Y}}{\text{TOTAL FMV}}$$

If the fair market value of Asset Y is \$750, the fair market value of the total group is \$4,000, and the lump sum cost of the total group is \$3,500, the cost assigned to Asset Y is calculated as follows:

$$3,500 \times \frac{750}{4,000} = 3,500 \times .19 = 665$$

Thus, the cost assigned to Asset Y is \$665.

### Transfers

A transfer of property between LFRA programs is merely a change in location, division/program responsible, etc. A transfer of an asset, with no monetary consideration involved, is a capital contribution valued in the receiving division/program asset listing at its historical value. Transfer of an asset shall not change the original cost or right to receive funds upon liquidation. An item shall remain in the asset listing of the original division/program until a transfer is fully documented. The intent is to ensure that the location of the asset is always current in the capital asset records.

Transfers shall be documented and recorded on the respective inventories of the Transferor and Transferee departments at the time of transfer using the Disposal/Transfer form.

### Loaned Property

Property cannot be loaned for personal use. Personal use of LFRA property is defined as Theft. The employee using the property is responsible for any damage and/or loss. Refer to the appropriate City of Loveland Administrative Regulation for policy and disciplinary procedures.

### LFRA Constructed Property

Property manufactured, constructed, fabricated or otherwise produced by LFRA employees for use within the department must be given a value based upon the component costs including labor and materials. The property must also be included in the LFRA asset listing using the unit if it meets the capitalization criteria.

### Used Equipment

When the LFRA acquires used equipment, the following requirements must be adhered to:

- The division/program must specify, “used equipment” on the requisition as appropriate.
- The acquisition cost, as noted on the invoice(s), will determine original cost value.

### Donations

Donations of assets can occur as gifts from individuals or organizations. Valuation of these assets should be established based on the fair market value on the date of the gift. Donations should be accompanied by a verified invoice (or copy) as the preferred method to substantiate value. Where such documentation is not available, LFRA shall devise a method of capturing and keeping information relevant to valuation and assigning a value. The documentation shall be retained subject to the records retention schedule in the LFRA Secretary’s office.

### Grant Property

Operating units receiving federal program property or property purchased subject to a Grant agreement must place in asset listing all items acquired, consistent with the program capitalization requirements.

Adequate records must be maintained for assets acquired or constructed from grant funds and made available for audit.

Adequate controls must be maintained for ongoing accountability of grant-funded assets.

Transfers to other use and dispositions must meet the requirements of the Grant Agency and must be reported.

These requirements are further explained in the following publications that detail capital asset federal grant regulations:

#### **OMB Circular...**

**A-87:** Cost Principles for State, Local, and Indian Tribal Governments

**A-102:** Grants and Cooperative Agreements with State and Local Governments

**A-133:** Audits of States, Local Governments, and Non-Profit Organizations

Refer to the grant management administrative regulation for managing the funds that serve as a source for assets purchased with grant funds.

### Exchange or Trade-Ins

Exchange or trade-ins of capital assets sometime take place in the course of asset acquisitions. When this occurs, the capital asset property records are updated to reflect the capital assets exchanged or traded-in for new assets. Accordingly, a line of detail reflecting the trade in should appear on the Purchase Order and the Invoice. The value of the new asset is calculated as the trade-in or exchange value allowed for the new asset, plus any cash paid. The capitalized cost of the new asset is not to exceed its fair market value. LFRA must determine Fair Market Value.

LFRA must note all relevant information regarding exchanges or trade-ins of capital assets on the related requisitions or purchase orders and communicate said detail to the Administrative Division in the asset reporting process and at the time the capital asset disposals and acquisitions are reported.

### Asset Impairment

GASB 42 requires capital assets that are impaired or potentially impaired should be properly accounted for. The five most common indicators of potential impairment as defined by GASB 42 are listed below.

1. Evidence of physical damage to the capital asset that requires repair efforts to restore the asset's service utility.

2. Enactment or approval of laws or regulations, or other changes in environmental factors, that limit or curtail the use of the capital asset because the asset does not meet and cannot be modified to meet the requirements of the new laws or regulations.
3. Technological development or evidence of obsolescence resulting in the capital asset being used much less frequently, or not at all.
4. A change in the way an asset is used or in the length of time it was expected to be used.
5. A permanent construction stoppage prior to the completion of an asset.

The book value of land, building, and equipment will be removed from the accounting system when sold or eliminated from LFRA assets.

### Cash Discounts

Assets should be recorded net of any quantity or trade discounts received. The asset is recorded at a cost equal to the amount of cash paid, not the gross amount of the invoice. When a capital asset is purchased subject to a cash discount and the discount is taken, it should be considered a reduction in the purchase price of the asset. If the discount is not taken, the asset can be recorded at either the gross amount.

### Trade-Ins

When an existing asset is traded-in allowing for the reduction in the cost of the new asset, the value of the new asset should be recorded at an amount equal to the book value of the asset that was surrendered plus any additional monetary consideration provided to the seller. (For example: if LFRA paid \$27,000 in cash for a vehicle and traded-in an existing vehicle with a value of \$2,000 then the new asset is recorded at \$29,000.)

### Replacement Cost

Replacement cost refers to the amount needed to replace the original asset under current construction methods, or at labor and overhead allowances. This basis of cost may be used for insurance coverage. Departments are responsible for contacting the Administration Division for all asset changes or significant changes in replacement value within the industry. The list is maintained in Administration and is used by the Administrative Director in consultation with the City's Risk Manager for the election of insurance coverage.

Acceptable proof of loss data is to be maintained in order for recoveries to be made more easily. It is the responsibility for the program coordinator and the appropriate Battalion Chief to collect and maintain all data connected with damaged or lost capital assets and report this information to the Administrative Director.

## **PHYSICAL LISTING OF CAPITAL ASSETS**

### Physical Count of Capital Assets

A physical count of capital assets is necessary for accountability and control. It confirms the reliability (or lack of reliability) that can be placed on the capital asset account system by verifying the actual existence of the items represented by the capital asset records. The physical count validates the capital asset records and complies with audit and legal (federal, state, grant, City, LFRA Board) standards.

A physical count of all capital assets will occur over a three-year cycle as approved by the City of Loveland's external auditors, who perform the audit on LFRA as well. At the end of the three-year cycle, all capital assets will be fully counted. Appendix A is a three year schedule specifying each department that has capital assets and the year in which the department will have a complete physical count. If there are assets that were purchased with Federal funds (grant, stimulus, awards, etc) these assets counts must in compliance with the specific grant regulations. Physical counts are costly and time consuming, and must be planned around LFRA existing resources to accomplish them.

When performing a physical count, the asset register which is generated or downloaded from the accounting system/fixed asset module maintained by the City of Loveland Finance Department is used as the guide to ensure that all assets on the system reconcile to the physical asset located. This reconciliation of assets is completed by the Administration division. The Administration Division will designate the resources to complete the physical count. When performing a physical count, the count should be made of all capital assets at each location before completing a single area. Advance notice of the physical count is acceptable, but not necessary.

The physical count is documented as it takes place, using the asset register from the system as a checklist. The asset register already includes the tag number, asset type, asset description, and associated cost and book value. The designated staff member will check-off on the register the asset when physically located. The designated accountant will verify the asset tag and description of the asset. Additionally, the designated staff member will try to verify the serial number or vehicle numbers if applicable and document the numbers on the asset register. The designated staff member needs to also look for assets that may not be on the asset register and document those for further research. Once the physical count has been completed, the designated staff member must sign-off on the asset register as evidence of the physical count.

Following the physical count, researching and/or verifying the asset may be needed to ensure that the assets are properly documented. Verification on the system includes verifying the asset location, class codes, fund accounts, grouped assets, and buildings. If large discrepancies are noted, it is important to address those with Administrative Director. It is important to follow-up on any discrepancies so the remediation steps can occur to correct the discrepancy. Steps to remediate the discrepancy will occur in two steps; (a) correcting the system and (b) review of internal controls to insure all purchases and disposals are recorded accurately.

### Tagging Capital Assets

Tags should be selected and placed on the assets so that they are not easily removed or destroyed by asset use. All tags used by the LFRA shall contain the LFRA's name. The Administrative Director and/or their designee shall obtain and issue tags.

The numerical designation appearing on the tags will be a simple series of numbers which are assigned to assets in order, without regard for type of asset and location. The use of a unique number allows each asset to carry the assigned number throughout its entire life, regardless of its location. Once a disposition has occurred, the number is also retired.

Tag replacement should be in an area where the number can be identified and without disturbing the operation of the asset and which allows for easy periodic inventory taking. Items, which cannot be tagged, shall be so noted on the Asset listing and the Department shall keep the tag until the disposal of the asset.

Tag numbers and the maintenance of tagging assets should be by a designated individual in the department.

### Acquisitions

New assets that are acquired by the LFRA must be reported immediately to Administrative Director or their designee using the prescribed capital asset forms, and promptly recorded on the appropriate asset listing. This information should be provided at the time the asset is received and approved for payment.

The Administrative Director should also be on the alert for capital assets which appear to have been purchased out of inappropriate expenditure codes and which the interface of the capital asset system may not otherwise capture. Program Manager and their supervisor should be notified if using incorrect codes and adjustments made if necessary.

### Disposal

LFRA capital assets are retired through several means, including sale, trade-in, and loss by theft, etc. All disposals by any means must be reported to the Administrative Director using the prescribed capital asset disposal form. The Administrative Director should also periodically review any relevant revenue codes (such as "sale of fixed assets") to search out potential disposals. Any acquisitions involving a trade-in should also be thoroughly reviewed to properly record the disposal of the net asset relinquished.

Assets disposed of by sale at auction. The Administrative or their designee shall be informed of such auctions shall be provided with a full report and accounting of all assets disposed of for use in updating the capital asset records.

Assets with a value of less than \$500 can be sold outright with prior approval of the Division Chief. Sale price will be based on the prior auction and shall be approved by the Division Chief.

The proceeds of salvage or disposal of an asset shall be recorded in the fund that originally paid for the asset.

### Surplus Property

Public trust and scrutiny issues obligate LFRA to manage all property up to the point of final disposition. Often, final disposition takes the form of an auction or sale unless the property is simply junked or trashed. LFRA maintains inventories of surplus property in hopes of filling a need for another division/program with property that has been indicated as surplus. Surplus Property shall remain LFRA responsibility until the asset is transferred or disposed.

### Donations of LFRA Apparatus/Equipment to Other Agencies

The disposal/transfer form must be completed and a Bill of Transfer and Assignment drafted by the attorney must be signed by LFRA and the entity receiving the donation. The objective is to ensure that the liability associated with the condition of the equipment and is documented, that no warranties are granted either expressly or implied, and documents the value of the exchange.

### Calendar

The Calendar of events shall be designed so as to timely deliver Asset data for purposes of budgeting and financial reporting. Management may impose additional requirements. The following is a guideline for a calendar of activities and may change to accommodate the accounting and auditing cycle.

Ongoing	Update asset data.
September	Update asset data for interim audit.
October	Print Asset Listing, conduct Physical Inventory and document all errors.
March	Complete all paperwork. Print Master Asset listing for financial reporting.

**ASSET CLASSIFICATION/CAPITALIZATION THRESHOLD/ESTIMATED USEFUL LIFE**

Items meeting the definition of a capital asset in GASB 34 statement and described previously herein will be recorded as a capital asset and classified into one of the major categories or networks, subject to the capitalization threshold of \$5,000 and defined in Asset Classification/Estimated Useful Life Table. Item or items meeting the criteria may be listed as part of a system or subsystem under the network. Questions on items or asset classifications should be directed to Finance Department.

<b>ASSET CLASSIFICATION</b>	<b>ESTIMATED USEFUL LIFE (YEARS)</b>
<b>LAND</b>	
Land	exempt
Easements	exempt
Rights of Way	exempt
<b>LAND IMPROVEMENTS</b>	
Parking Lots	20
Lighting	30
Landscaping	20
Fencing	15
Retaining Walls	20
Other Land Improvements	20
<b>BUILDING &amp; BUILDING IMPROVEMENTS</b>	
<b>Building (including expansions):</b>	
a. Concrete Buildings	50
b. Metal Buildings	30
c. Modular Buildings	25
d. Office Buildings	50
<b>Building Improvements</b>	
HVAC System	
Electrical System	10
Roofing	
a. Flat Roof	20
b. Shingled Roof	30
Fire Suppression System	20
Elevators	20
Other Building Improvements	20



<b>ASSET CLASSIFICATION</b>	<b>ESTIMATED USEFUL LIFE (YEARS)</b>
<b>VEHICLES</b>	
<b>Light (10,000 Gross Vehicle Rate Weighting GVWR or less)</b>	
a. Cars	7
b. Sports Utility Vehicles (SUV's)	7
<b>Heavy (10,001 GVWR or more)</b>	
a. Trucks	20
b. Vans	7
c.	
<b>MACHINERY &amp; EQUIPMENT</b>	
<b>Light Equipment &amp; Machinery (10,000 lbs or less)</b>	
a. All-Terrain Vehicle (ATV)	5
b. Boats	7
c. Generators-Portable	15
d. Compressor	15
e. Pressure Washer	5
f. Trailers	10
g. Utility Vehicles	7
h. Other Tools	5
i. Radios	8
j. Confined Space Kit	10
k. Power Hawk Rescue Tool	10
l. Paratech Airshore	10
m. Sked	10
n. Cutters/Combi-Tools/Ram/Spreaders	10
o. 5" hose	15
p. Thermal Imaging Cameras	10
<b>Heavy Equipment &amp; Machinery (10,001 or more)</b>	
a. Tractors	10
b. Backhoes	10
<b>OFFICE FURNITURE, FIXTURES &amp; EQUIPMENT</b>	
a. Computer Server	5
b. Computers and Components (including Ipad and Mobile Data Terminals)	4
c. Copiers/Printers	5
d. Office Partitions	10

<b>ASSET CLASSIFICATION</b>	<b>ESTIMATED USEFUL LIFE (YEARS)</b>
e. Software (externally purchased)	4
f. Telephone Systems	10
<b>WORKS OF ART &amp; HISTORICAL TREASURES/COLLECTIONS</b>	
a. Works of Art & Historical Treasures	exempt
b. Books, Periodicals, Electronic Media	5
<b>Construction in Progress</b>	exempt

## **DEPRECIATION**

Unless otherwise indicated, depreciable assets shall be depreciated on a straight-line basis, mid-year convention (All new assets are put on with a purchase date of 7/1/XX causing the 1<sup>st</sup> year to calculate 6 months. After the first year it is straight line until the last year and it is 6 months again.). Assets showing *exempt* under estimated useful life in the Table above would not be depreciated, since it is considered a non-depreciable asset. All other assets will be depreciated based on estimated useful life as indicated in the Table above.

Zero salvage value is assumed on all assets. Therefore assets will be depreciated to zero.

LFRA will not use the modified approach for depreciation at this time. However, the LFRA may revise this policy in the future for certain infrastructure items where such treatment is deemed appropriate.

## **MAINTENANCE COST VERSUS CAPITALIZED COST**

To be considered a capitalized cost an expenditure shall meet both the following criteria, 1) cost will increase or extend the original useful life of the asset or increase its efficiency or value (compared to when acquired) or cause a material change in the functions. 2) It shall meet the capitalization threshold of the asset class. Otherwise, it shall be considered a regular expense or repair and maintenance expense of the period.

## **POLICY MAINTENANCE**

A significant aspect of capital asset system maintenance involved maintaining the policies that dictate control of capital asset records. The Administrative Director, in consultation with the City's Finance Director for as long as the City of Loveland provides accounting services for LFRA, will be responsible for ongoing maintenance and will recommend revision of these policies. Periodic reviews of the capital asset policy should be examined for the most meaningful dollar amount versus the costs of maintaining records of controlled assets for that level of detail. By definition, controlled assets are items of property that fail to meet the capitalization policy but

are inventoried on the capital asset system anyway. The periodic review of the capital asset policy, with respect to controlled assets, should include an analysis of the cost of recording and tracking these assets versus the cost of replacing them should they be lost or stolen.

## INVENTORY SCHEDULE FOR PROGRAMS

PROGRAM	FULL PHYSICAL COUNT		
	2014	2015	2016
TRAINING AREA	●		
HAZMAT	●		
URBAN RESCUE	●		
DIVE RESCUE	●		
WILDLAND		●	
HOSE		●	
COMMUNICATIONS		●	
SCBA'S		●	
THERMAL IMAGING			●
COMPUTER EQUIPMENT			●
VEHICLES AND APPARATUS			●
EMS			●
FITNESS			●

INVENTORIES ARE MAINTAINED FOR ITEMS LESS THAN \$5,000/UNIT EVEN THOUGH THAT IS NOT REQUIRED BY THIS POLICY TO MAINTAIN EQUIPMENT REPLACEMENT BUDGETS.



# CAPITAL ASSET ADDITIONS

Administration Division  
410 E. 5<sup>th</sup> Street  
Loveland, CO 80537  
970-962-2704

Date Acquired \_\_\_\_\_

A copy of all contract &/or agreements must be included.

Detailed Description \_\_\_\_\_

Managing Program \_\_\_\_\_

Where asset will be kept \_\_\_\_\_

**Fill out everything that applies to the new asset:**

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

Serial # \_\_\_\_\_ Manufacturer \_\_\_\_\_

Vendor/Donor \_\_\_\_\_ Vendor # \_\_\_\_\_ Check # \_\_\_\_\_

Check Date \_\_\_\_\_ PO # \_\_\_\_\_

Item was (check one): \_\_\_\_\_ Purchased with LFRA Funds \_\_\_\_\_ Donated

\_\_\_\_\_ Matched Funds (show both, the amount of LFRA Contribution & the total value of asset)

Acquisition Cost of Purchased Items \_\_\_\_\_

(If Donated, use this line to enter the item's fair market value)

Division/Program Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>For Administration Use Only</b>	
Fixed Asset Tag # Assigned _____	Tag sent to whom _____
Date sent _____	Account number _____

2 Copies:  
Administration  
Program receiving asset



# CAPITAL ASSET DISPOSAL/TRANSFER

Administration Division  
410 E. 5<sup>th</sup> Street  
Loveland, CO 80537  
970-962-2704

Date Disposed/Transferred \_\_\_\_\_

Detailed Description of Asset \_\_\_\_\_  
\_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

VIN/Serial # \_\_\_\_\_ Manufacturer \_\_\_\_\_

LFRA Fixed Asset Tag # \_\_\_\_\_

Type of Disposal:    Scrapped/Discarded                       Sold                       Other   
   Transfer to another dept                       Dept receiving asset: \_\_\_\_\_

Reason for Disposal/Transfer \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proceeds of Sale \_\_\_\_\_

Program \_\_\_\_\_

Name of Person Requesting Disposal/Transfer \_\_\_\_\_

Extension \_\_\_\_\_

Division/Program Signature \_\_\_\_\_ Date \_\_\_\_\_

### For Administration Use Only

Fixed Asset Number \_\_\_\_\_

Date Disposed/Transferred in System \_\_\_\_\_

## Agenda Item Cover

Item No.: 4

Meeting Date: February 14, 2013

Prepared By: Renee Wheeler, Public Safety Administrative Director



### TITLE

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Vision Tour Presentation

### EXECUTIVE SUMMARY

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Each year Chief Mirowski makes a point of meeting with all political leaders and all members of the LFRA team to review the previous year's achievements and discuss the vision for the coming year. It is important that each person responsible for delivering on the LFRA mission in 2013 understand the targets to enhance the opportunity to exceed expectations and move our organization from good to great in a manner that ensures the organization is built to last.

### BACKGROUND

---

Vision Tours with LFRA team members will occur in February and early March. The message is focused on four pillars for success. The past three to four years emphasis has been placed on reinforcing three of the four pillars: Suppression (Operations), Community Safety (Prevention, Public Education, Emergency Management, Development Review), and Administration (Governance and Strategic Plan). The fourth pillar is the Human Resource Asset. Because our personnel are our greatest asset, there are a variety of topics for review and development in 2013: mission, vision, and values; policies and procedures; rules and regulations; personnel development; pay plan and benefits; and cultural philosophy. Many of these were discussed at a conceptual level at the LFRA Board Retreat last December.

### STAFF RECOMMENDATION

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N/A

### FINANCIAL/ECONOMIC IMPACTS

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None

### ASSOCIATED STRATEGIC GOALS

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All three: Deploy an effective emergency response to minimize damage and loss; Minimize and mitigate the risks of an emergency occurrence in the community; and Deliver cost effective services.

### ATTACHMENTS

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Slides



# ***Loveland Fire Rescue Authority Vision Tour 2013***



***Administration, Community Safety  
and Suppression...***



# Introduction

- Welcome to: *Vision Tour 2013*

*Our goal for this presentation today is to provide you with information:*

- Information about past accomplishments
- Information about future goals
- Information about our future vision and what it will take for LFRA to become a truly great organization...

*This presentation is all about you being informed and aware of where we are going, why we are going that way and what we expect the outcomes to be*

***A decided difference  
this year (thankfully):***

***A major distinction in  
this year's vision tour  
is that we now have  
in place our 2012  
LFRA Strategic Plan***



## ***2012 STRATEGIC PLAN***



## ***A TIME OF CHALLENGE-***



## ***A TIME OF OPPORTUNITY***

***Renee will provide the update this year for what we  
accomplished within the Strategic Plan in 2012 and  
what the Plan calls for in 2013***

# Vision Tour 2013

*Our process today will be to share with you information from each of our three areas of responsibility:*

- **Randy:** *Introduction and overview*
- **Renee:** *Info. Related Finances and Strategic Plan*
- **Merlin:** *Covering updates and changes in the  
Community Safety Division*
- **Ned:** *Providing updates from Suppression*
- **Randy:** *Wrap and future direction...*

*Reminder:* *This presentation is designed to be informative  
and interactive...*

# *Vision Tour 2013*

*The three areas we will focus on in the presentation:*

- The Community Safety Division*
- The Suppression Division*
- The Administrative Division*

*We will spend some time at the end of this presentation discussing the future by linking what we have done this year with the Good to Great discussions and discussing the framework for the development of an expanded LFRA Operational Plan- 4 Pillars for Success.*

*Let's begin with Renee's presentation...*

## Renee- Administration



# BASIC SERVICES MODEL

Progress in excess of expectations

## Reminder about the focus in this Model:

- Minimum Firefighter Staffing
- Reliable and Sustainable Emergency Response
- Addressing Growth Needs



*All with an underlying value of citizen and firefighter safety*

# Strategic Plan Achievements

<i>Page 5 in the Strategic Plan</i>	COST	2012/13	2014	2015
<b>Phase I 2012-2013</b>				
<i>Add 6 FT firefighters for Engine 6 &amp; Truck 6</i>	\$ 426,777*			
<i>Add funding for part-time paid F/F program</i>	\$ 70,420*			
<i>Add Public Safety Admin Director position</i>	\$ 130,000*			
<i>Add 1 Lieutenant position to CSD</i>	\$ 106,140*	April 2013 Suppl.		
<b>TOTAL Increase for O&amp;M for Phase 1</b>	<b>\$ 733,337</b>			
<i>Expand Station 6</i>	\$ 930,000			
<i>Purchase new fire engine</i>	\$ 483,000			
<b>TOTAL Capital \$ for Phase 1</b>	<b>\$1,413,000</b>			
<b>Phase II 2014 - 2015</b>				
<i>Add 6 FT positions for new Heavy Rescue Squad 2 (3 Lieutenants and 3 Engineers)</i>	\$ 694,389*			
<b>TOTAL Increase for O&amp;M for Phase 2</b>	<b>\$ 694,389</b>			
<i>Construct new Station 2</i>	\$2,900,000* *	land purchased Dec 2012; architect selected		
<i>Purchase new Heavy Rescue Squad</i>	\$ 500,000	<b>Specs and contract Jan 2012</b>		
<i>Replace Aerial Tower</i>	\$1,200,000			
<i>Refurbish 2000 Smeal Aerial Ladder (Reserve)</i>	\$ 475,000			
<b>TOTAL Capital \$for Phase 2</b>	<b>\$5,075,000</b>			

# And...Funding of Other Org. Needs

(pages 93 & 94 of the Strategic Plan)

- **2013 Type 6 Engine \$110,000**
- **2013 Plans Reviewer \$71,000** (net cost)
- **2013 BC Command Vehicle \$75,000**

**But, Wait;  
there's  
more...**





# 2012 Additional Funding with a Safety Focus: Right People with the Right Equipment

- \$1.6M Fed/State money
- \$364k reinvestment of City budget savings from the previous year
- Invested \$3.1M in Firefighter Safety and Living Environment



# Vision Tour 2013

- *Any Questions regarding the Basic Services Plan and the phased-in process or numbers attached ???*



## Merlin- Community Safety Division-

*We have now been operating as the Community Safety Division for over three years- many changes...*

*- Changes in 2012 included changes in:*

*\* Plans Review*

*\* Public Education*

*\* OEM*

*In 2013, we are expecting some additional changes*

## Merlin- Community Safety Division-

### **2012 The year in review:**

- *The first Fire Inspection Technician rotated to an Engineer position Jan 1<sup>st</sup> of 2013*
- *Development of the Engine Co. Inspection program*
- *Received approval to move forward on our rotational Lt. position in CSD. This position will manage inspections and other duties as assigned.*
- *Received approval to hire a Civilian Plan Reviewer*
- *Awarded a community grant for smoke and CO Instillations*

## *Merlin- Community Safety Division-*

### ***2013 The New Horizon:***

- **Design/Develop an Eng. CO inspection Program. Implement in 2013-2014**
- **Implementation of a new software program to track incidents and data for sustainability. (Omega)**
- **Develop an Educational program designed for Residential Sprinklers**
- **Design and build Fire Station 2 with an estimated completion date of 7/4/14**

## *Merlin- Community Safety Division-*



***Questions or comments that you have about the  
Community Safety Division and the direction that  
we are heading???***

## Ned- Suppression Division-

### **Historical Perspective for 2012:**

- *Regional Blue Card Training*
- *Mutual Aid Live Burn Training*
- *PPA - training and initiate use*
- *Rescue School*
- *Significant Mutual Responses (Berthoud Commercial Fire, WSFPD Large Residential)*
- *Wildland Responses (High Park, Stuart Hole, Hewlett, Woodland Heights)*
- *Grants - AED, SCBA, Radio*
- *New Engine*

# Ned- Suppression Division-

- ***Key Emphasis for 2013:***
  - ***Promotional Process and FF Process***
  - ***Blue Card Symposium (other agencies too)***
  - ***Special Ops. Quarterly skill training***
  - ***ARFF Tri-ennial Drill***
  - ***Wild-Land (mutual aid training)***
  - ***Engine Officer Academy (researching)***
  - ***Mutual Aid Burns***
  - ***Research for Aerial purchase in 2014***
  - ***Reserve Recruitment/Academy***

***and  
much  
more...***



## Ned- Suppression Division-

### **Large Capital / Apparatus:**

- Type 6 Engine*
- New Rescue*
- Command vehicle*
- Design for new Tower*



## Ned- Suppression Division-



***Questions or comments that you have about the  
Suppression Division and the direction that we are  
heading???***

I would like to begin this last phase of the presentations by offering some observations and opinions about our past, present & future:

*We have accomplished a tremendous amount in the last four years- think about what we have done and where we have come from:*

*The four pages of bulleted points on the wall illustrates the changes/ improvements made over the last four years (over 50 points are listed)*

*We have gone through the most significant economic downturn in the last 50 years and have been able to expand our department's staffing and abilities and prepare ourselves for the future to meet the needs of our department AND the Loveland Community...*

# Vision Tour 2013

***Let's take a quick look back (at our past) using a metaphor, and then focus on where we are now and where we are going.***



**We had really good people;  
we needed leadership,  
support, funding and a plan...**

**Four years ago it seemed to me that we were like a ship that had hit an iceberg, was taking on water and listing badly...**

**We needed to move away from the iceberg, patch the holes in our hull, pump out the water and get moving in the right direction...**

# Here is what that metaphor looked like organizationally:

- *Needed new equipment (MDTs, radios, SCBAs)*
- *Needed new fire engines and other apparatus*
- *Needed more staffing (part-time and full-time ffs)*
- *Needed to improve in command and control and strategic and tactical operations*
- *Needed to improve our overall financial state*
- *Needed to improve our governance model*
- *Needed to make changes and improvements in CSD and in our administration side of the department*
- *Needed to have a long-range strategic plan*
- *Needed to heal lots of relationships- (internally and externally)*

*and much,  
much more...*

## ***So where are we today???***



***But how do we keep the momentum and build LFRA to last???***

***(Building it to last is a key to greatness)***

## **Think about this:**

- We have addressed every bulleted point on the previous slide (*successfully*)
- Our budget has improved:
  - 2009 Budget: \$7.9 million
  - 2013 Budget: \$9.8 million
- We are clearly making the move from being good (some areas very good) toward greatness...



We do have  
a plan...

Four Pillars of  
Success for  
LFRA

*Let's Look at*  
*These...*

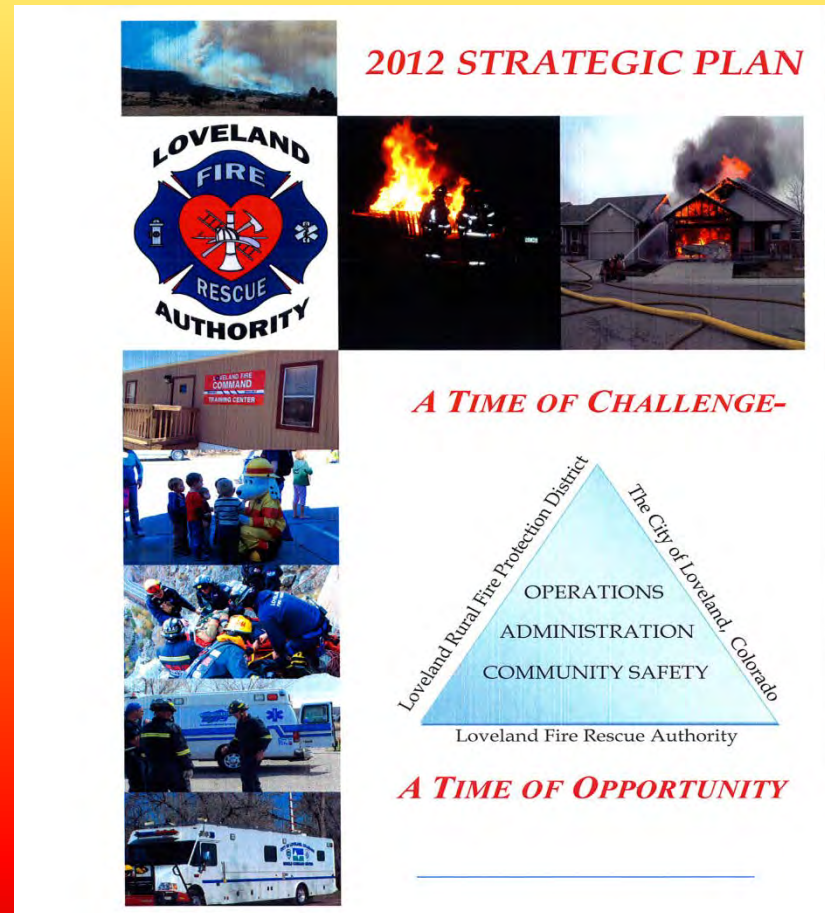
We are very strong in 3 of these pillars, but we have work to do in the fourth pillar...

*(We've talked about 3 of them)*

***When we talk about our  
“Human Resources”  
what does that mean?***

***Look at the Cover for our  
Strategic Plan...***

***Thankfully, our business still  
utilizes human solutions for  
human problems & needs...***



***But, what specific areas are we referring to when we  
talk about the work that is needed?***

**Let's look at a few of these...**



**Areas where we will focus on to address the needs of our greatest asset; our personnel...**

- *Mission, Vision and Values*
- *Policies and Procedures*
- *Rules and Regulations*
- *Organizational Values*
- *Personnel Development*
- *Pay Plan and Benefits*
- *Cultural Philosophy* ----- (“*The LFRA Way...*”)

Not all of these will require a complete rebuild

*and there will be others...*

# *Vision Tour 2013*

- *Randy- Administrative Division-*



*Questions or comments that you have about the “Four Pillars of Success” and the direction that we are heading in the future???*

# Closing

- *Thanks for attending: Vision Tour 2013*

*Our goal for this presentation today was to provide you with information:*

- Information about 2012 accomplishments
- Information about the future goals- 2013
- Information about changes and direction

*We hope we have provided some useful information to you and that you are more aware of where we are going, why we are going that way and what we expect the outcomes to be-*

***(that was our goal...)***

# Questions and Comments

*Do you have any questions or final comments on what we covered today???*



*We will send you a reminder to provide any feedback to us at the conclusion of the Vision Tour 2013*

## Agenda Item Cover

Item No.: 5

Meeting Date: February 14, 2013

Prepared By: Renee Wheeler, Public Safety Administrative Director



### TITLE

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Review Briefing Papers and Correspondence

### EXECUTIVE SUMMARY

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

- Good to Great Presentations
- Vision Tour 2013
- Blue Card Hazard Zone Management National Conference
- Building and Capital Projects
- Auto Aid Agreements with Berthoud and Johnstown
- New Firefighters on Board
- Major Incidents

### BACKGROUND

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

### STAFF RECOMMENDATION

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N/A

### FINANCIAL/ECONOMIC IMPACTS

---

N/A

### ASSOCIATED STRATEGIC GOALS

---

N/A

### ATTACHMENTS

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- Fire Chief's Monthly Report
- Letters
- December Statistics



## Loveland Fire Rescue Authority Board Fire Chief's Monthly Report- January



*For February Board Meeting, 2013*

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

**Good to Great Presentations**- January was the month targeted for all department meetings to get feedback on our organizational progress and direction. These meetings were set starting with our Command Staff, followed by an evening meeting with all LFRA Officers, and two evening meetings scheduled with our Engineers and Firefighters. In essence we followed a pattern of defining and evaluating our efforts to move toward "greatness" as part of the good-to-great efforts. We also asked for feedback on how we were doing as an organization and what improvements or changes our employees felt were needed. In addition, we put a survey on line where employees could answer several questions and provide anonymous feedback; we had nearly 44% of our workforce utilize the survey. We will compile all of the data and use this as a help and guiding information for future direction and planning for LFRA. Already, many of these points of view have been incorporated into our presentation for the 2013 Vision Tour.

**Vision Tour 2013**- Our staff spent the part of the month of January working on the Vision Tour 2013 presentation. Each division, Administration, Community Safety and Suppression has a part in the presentation power point. The Vision Tour gives our executive staff an opportunity to share with our personnel and political leaders what we have accomplished in the previous year (2012) and what our goals and direction for the coming year (2013) will be. This is the third year we have done the Vision Tour for our department and by all accounts this has been appreciated and a huge success. This year, we have the 2012 Strategic Plan as our guiding document for the presentation. In addition, we have set the stage for the construct of a new operational plan that will be based on *The Four Pillars for Success*. All fire companies, staff and governing boards and commissions will receive this presentation. We will determine, based on feedback from the Fire Authority Board, if this presentation will be made to City Council.

**Blue Card Hazard Zone Management National Conference in Loveland**- The national conference for Blue Card Hazard Zone Management will be held on February 28 and March 1 in Loveland at the Embassy Suites Conference Center. This national conference has some of the top fire service instructors coming to our community to teach and provide valuable information to firefighters in this region. LFRA will be the host department and both Battalion Chief Ward and Chief Mirowski will be presenters at the conference. At the time of this writing we are approaching 200 participants for the conference. The month of January was busy with wrapping up final details and ensuring that we are set to go for this incredible opportunity for our community and region.

**Building and Capital Projects-** January marked the official kick-off of the planning and design for construction of new fire station two. We have our architects now on board (the Belford-Watkins Group) and Chief Green has assembled his design team. We are looking forward to this project being a major focus of our capital expansion and providing a facility that will better meet the needs of the citizens in our community. In addition to the station, we were able to get all of the contractual work done on the new heavy rescue squad. Approval was given for funding this piece of apparatus by City Council on February 5<sup>th</sup>. The apparatus committee will begin work with SVI Trucks (Fort Collins) in February for the pre-construction conference. Finally, the command vehicle that was funded by the Rural Fire District has been approved by all governing bodies and will be on order soon. It is anticipated that the vehicle will be delivered and set to be in service before the middle of the summer 2013.

**Auto Aid Agreements with Berthoud and Johnstown-** Chief Sparks has been working with the other chiefs from both Berthoud and Johnstown in order to establish an automatic aid agreement for the southeast area of our fire district. This is the one remaining area in our district that we have no auto aid agreements. All parties are interested and want to get this established. We hope to have formal agreements in place before the end of the year.

**New Firefighters on Board-** January brought about the hiring of six new full-time paid firefighters and three part-time paid firefighters for LFRA. This is a significant move and accomplishes a goal that has been set for our department for nearly four years related to minimum staffing levels. The firefighters all began a final two-week training academy where their tactical and task level skills were all reinforced and tested prior to them coming on line as part of an engine company. This is a significant occurrence for our department and the accomplishment of the long-awaited goal of having minimum staffing levels at three firefighters for all LFRA companies, (please see attached e-mail to all LFRA personnel).

#### **Major Incidents-**

- There were several major incidents during the month of October. They included:
  - Several medium sized wildland fires
  - Wildland Fire near SW 42<sup>nd</sup> and Why 287
  - Large Animal Rescue
  - Numerous Motor vehicle Accidents w/ Extrication

## Letters for January 2013

Greetings LFRA Family Members,

On February 11<sup>th</sup>, the *LFRA New Firefighter Academy* will be completed. What this means is that starting on February 12<sup>th</sup>, 2013, **ALL LFRA fire companies will be minimally staffed at THREE firefighters!** This is a huge accomplishment and the result of an effort that began more than 3 ½ years ago by many, many people. There is simply no way that this could have been accomplished without the support and encouragement of our political leaders, OUR City Manager, our FRAC members representing our citizens and YOU! You have demonstrated confidence in us as your Executive and Command Staff and trusted us to help move our organization from Good to Great. We are clearly on the path toward greatness, and with this next step of addressing minimum staffing levels, we will ensure that our goal of improving citizen service and enhanced firefighter safety will be met.

We started this journey together over four years ago as a family and as a team. We had a vision, but we needed to put action to that vision, and as our firefighters and staff, you all worked hard and continued to demonstrate trust in us, even when things did not look so good. At the awards celebration on Saturday, I quoted an old Nigerian proverb; *"it takes a village to raise a child..."* The implication within this proverb is that it takes all of us working together in unity with a common vision to accomplish a goal that is bigger than ourselves. This is precisely what will take place next week when we achieve the long awaited goal of minimum staffing levels for LFRA at THREE!

This is a huge accomplishment and one that I wanted to share with you today, but more importantly, I wanted to share my heart with you and offer two simple words: **THANK YOU** -to all LFRA Firefighters and Staff!

What a great day for LFRA, and our Loveland community!

*Randy*

Randy Mirowski, Fire Chief  
 Loveland Fire Rescue Authority  
 970-962-2827 office  
 970-744-8043 cell  
[randy.mirowski@cityofloveland.org](mailto:randy.mirowski@cityofloveland.org)



*Be Smart, Be Disciplined; Make Good Decisions...*



Chief Mirowski,

I just want to take a minute and recognize to you and Chief Sparks the incredible work by LFRA Lieutenant, Robert Carmosino. For the past few years Lt. Carmosino has served as an adjunct instructor, mainly in our recruit academy. He is pursuing other personal and professional goals at this time and I am sad to see him go, but support his decision fully. Our tactical and technical growth in Johnstown and Milliken is a direct reflection of the incredible effort and commitment of Lt. Carmosino (among others). I just wanted to take a minute to recognize and thank you for sharing his talents.

(I don't know if the address I have for Lt. Carmosino is correct - I hope this email makes it to him).

All my best,

Chief Bateman

--

**Ronald E. Bateman, Fire Chief**  
*Milliken Fire Protection District*  
*Johnstown Fire Protection District*

Chief Mirowski,

MFPD did a training drill last weekend. The guys have uploaded a dash video. No need to listen to all of it, but you can hear initial, follow up, and command transfer. It shows the development based upon our Blue Card training. I thought you might enjoy our evolution as a department.

<http://www.youtube.com/watch?v=foGIzNEwb4s&feature=youtu.be>

Regards,

Ron

--

**Ronald E. Bateman, Fire Chief**  
*Milliken Fire Protection District*  
*Johnstown Fire Protection District*

NOTE: The above letter from Chief Bateman was his response and a progress report sent to LFRA as a result of our efforts to assist them in improving their command and control via the use of the Blue Card Hazard Zone Management system. LFRA was instrumental in helping Johnstown- Milliken in this effort.

**OFFICE OF THE MAYOR**

Civic Center • 500 East Third Street, Suite 330 • Loveland, CO 80537  
(970) 962-2303 • Fax (970) 962-2900 • TDD (970) 962-2620  
[www.cityofloveland.org](http://www.cityofloveland.org)

January 28, 2013

Dave Legits, Board President  
Loveland Rural Fire Protection District  
1423 W. 29<sup>th</sup> Street  
Loveland, Colorado 80538

Dear Dave,

I want to offer my sincere thanks to you and the Loveland Rural Fire Protection Board of Directors for your approval of the purchase of a new command vehicle (SUV) for the fire authority. The need for this vehicle has been clearly demonstrated by the LFRA staff. There was a need for a funding source which you and the other board members graciously provided.

It is this kind of collaboration and cooperation between our two governing bodies that has strengthened our partnership and improved our working relationship. On behalf of the Loveland City Council, I want to express our gratitude to you and the Rural Board for approving the purchase of this vehicle for the Loveland Fire Rescue Authority.

Sincerely,

Cecil A. Gutierrez, Mayor  
City of Loveland

Dear Mr. Carmisino,

Thank you for your actions during the opening performance of A Christmas Carol on December 7th at Mountain View High School. The efforts of you and the MVHS administration staff, minimized the effect of the fire alarm during the show. You jumped into action by calling the firehouse and canceling the false alarm and helped to reset the system before the audience even considered evacuating. Your actions turned a potentially show ending situation into an awesome evening filled with wonderful memories for the cast, crew and all in attendance.

But from my perspective, your support did not end there. At the conclusion of the show that night, you could have advocated to Principal Young that the use of fog machines be discontinued to ensure no more occurrence of false alarms. But I'm sure you realized this course of action would have been devastating to the students who had worked so hard to bring the special effects to life on stage. Instead you planned how to deal with a possible reoccurrence the next night and stood ready to take action again. Thank you for being active in the solution and not passive in simply prohibiting the use of the equipment.

There is an acronym at MVHS to teach the student's how to have a positive impact on their surroundings. It is POWER which stands for Pride, Ownership, Work, Effort, and Respect. You proved to all students in attendance that night how to truly apply that little memory aid to improve a bad situation. Your work, effort and leadership that night may have been invisible to our patrons - but it did not go unnoticed by the students.

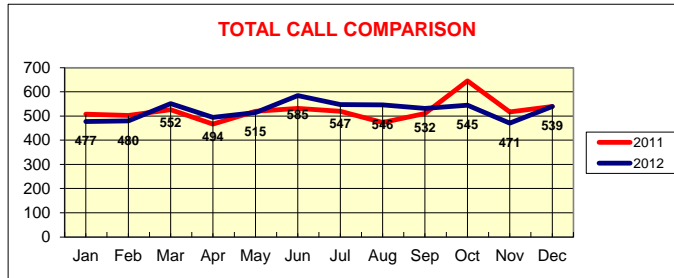
Mountain View Music and Arts booster club exists to provide strong parental support to the arts program but our efforts can only go so far without the partnership our Loveland community. On Friday, December 7th, you proved your dedication to the performing arts program equals our own.

On behalf of MVMA, I wish to express our sincere thanks for your support and look forward to our continued cooperation. Our hope is that your Christmas holiday is relaxing and filled with joy - and may God bless us, every one!

Gordo McQueen  
President, MVMA



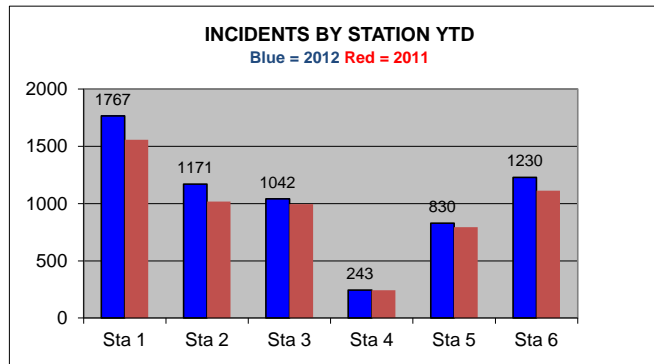
CALL INFORMATION					
INCIDENT TYPE	CITY	RURAL	MO. TOTAL	YTD	%
Structure Fire (Residential)	4	0	4	23	
Structure Fire (Commercial)	0	0	0	2	
Vehicle Fire	0	0	0	31	
Grass/Wildland Fire	0	0	0	51	
Smoke/Odor Investigation	10	6	16	156	
Fire Alarm	50	6	56	507	
Other Fire	12	6	18	253	
<b>Total Fire Related</b>	<b>76</b>	<b>18</b>	<b>93</b>	<b>1,023</b>	<b>16%</b>
<b>Total Medical (EMS)</b>	<b>224</b>	<b>39</b>	<b>263</b>	<b>3,062</b>	<b>49%</b>
Motor Vehicle Accident	35	17	52	604	
Hazmat	8	0	8	136	
Water/Ice Rescue	0	0	0	11	
Carbon Monoxide	21	6	27	161	
Public Asst. (Service)	21	5	27	310	
Cancelled Enroute	27	28	55	638	
No Incident Found	11	1	12	94	
Airport Standby	2	0	2	243	
Airport Emergency	0	0	0	1	
<b>Total Miscellaneous</b>	<b>125</b>	<b>57</b>	<b>183</b>	<b>2,198</b>	<b>35%</b>
<b>Month-End Total</b>	<b>425</b>	<b>114</b>	<b>539</b>		
<b>Year Cumulative</b>	<b>4,862</b>	<b>1,421</b>		<b>6,283</b>	
<b>Percentage YTD</b>	<b>77%</b>	<b>23%</b>			



AUTO & MUTUAL AID YTD						
	Ft. Collins	Hrs.	BT Canyon	Hrs.	Windsor	Hrs.
AA/MA Received	44	18	4	3	42	16.5
AA/MA Given	150	72	53	47	28	29

**Average Response Times YTD**  
 Call to Tone Out 2.36 Minutes  
 Dispatch to Enroute 1.05 Minutes  
 Enroute to 1st Arrival 4.13 Minutes  
 Average on Scene 20.59 Minutes

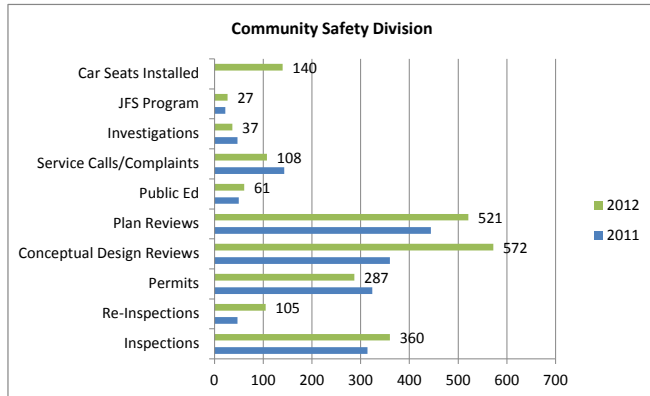
**Fire Confined to Room of Origin**  
 70%



LOSS/SAVE INFORMATION				
Type of Fire	City		Rural	
	Loss	Save	Loss	Save
Residential Structure	\$ 169,755	\$ 915,026	\$ -	\$ -
Commercial Structure	\$ -	\$ -	\$ -	\$ -
Other Fires	\$ -	\$ -	\$ -	\$ -
<b>Month Total</b>	<b>\$ 169,755</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Year Cumulative</b>	<b>\$ 490,597</b>	<b>\$ 2,347,613</b>	<b>\$ 27,255</b>	<b>\$ 389,447</b>

COMMUNITY SAFETY DIVISION				
Activity	City	Rural	Total Hrs.	YTD No.
Business Inspections	3	1	4.5	144
Development Inspections	19	0	27	206
Re-Inspections	8	1	6.5	105
Conceptual Design Review	65	1	39	572
Building Plan Reviews	19	1	27	229
System Plan Reviews	9	0	9	165
P & Z Plan Reviews	17	1	8	127
Permits	10	2	4	287
Public Education	1	0	2.5	61
Service Calls/Complaints	3	1	2	108
Investigations	3	1	30	37
Car Seats Installed	8	0	4	140
Juvenile Firesetter Program	0	0	0	27
<b>Month-End Total</b>	<b>165</b>	<b>9</b>	<b>163.5</b>	
<b>Year Cumulative</b>	<b>2,046</b>	<b>162</b>	<b>1,803.5</b>	<b>2,208</b>

8,385 Public Education Contacts YTD



TRAINING NEWS		
	Hrs/Month	Hrs. YTD
Shift	389.50	14,799.00
Volunteer	19.00	925.00
Admin.	47.00	883.00
<b>Total</b>	<b>455.50</b>	<b>16,607.00</b>
<b>Volunteer Shift Hours</b>		<b>721.00</b>
<b>Yr Cumulative Volunteer Shift Hours</b>		<b>8,483.00</b>

Specialized Disciplines	YTD Courses	Training Hours	OT Hrs.	OT \$'s
Collapse	12	11		
Rope	120	141		
Confined Space	18	18		
Trench	3	14		
Search/Rescue	9	13		
Water	98	119		
TAC	12	64		
Hazmat	110	121.5		
Wildland	294	853		
<b>YTD</b>	<b>1,354.50</b>	<b>2,044</b>		<b>\$54,969</b>