

---

## Loveland Fire Rescue Authority Board Meeting



**Station 1**  
**410 East 5<sup>th</sup> Street, Second Floor**  
**Loveland, Colorado 80537**  
**Thursday, May 9, 2013**

**1:00 PM**

---



Loveland Fire Rescue Authority (LFRA) Board Meeting Agenda  
Station 1, 410 East 5<sup>th</sup> Street, Second Floor  
Loveland, Colorado 80537  
Thursday, May 9, 2013  
1:00 PM

---

*The Loveland Fire Rescue Authority is committed to providing equal opportunity for citizens and does not discriminate on the basis of disability, race, age, 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 April 11, 2013 Loveland Fire Rescue Authority Board Meeting

End of Consent Agenda

**REGULAR AGENDA**

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

2. Consider Approval of a Supplemental Appropriation of 2012 Budget Savings and New Projects



Loveland Fire Rescue Authority (LFRA) Board Meeting Agenda  
Station 1, 410 East 5<sup>th</sup> Street, Second Floor  
Loveland, Colorado 80537  
Thursday, May 9, 2013  
1:00 PM

---

3. Discuss the 2013 First Quarter Budget Report - Budget Biz
4. Discuss the Station 10 Planning Process
5. Review Briefing Papers and Correspondence
  - a. Chief's Report
  - b. Delegation of Authority (Larimer County Sheriff's Office)
  - c. Letters
  - d. March Statistics
6. Board Member New Business/Feedback
7. Any Other Business for Board Consideration

**ADJOURN**



## Agenda Item Cover

Item No.: 1

Meeting Date: May 9, 2013

Prepared By: Renee Wheeler, Public Safety Administrative Director

### TITLE

---

Consider the Minutes from the April 11, 2013 Loveland Fire Rescue Authority (LFRA) Board Meeting

### EXECUTIVE SUMMARY

---

The attached document, prepared by Roylene Sterkel, is a record of the April 11, 2013 LFRA meeting. It details the discussions at the meeting including the approval of the consent agenda (minutes from the March Board meeting), Basic Services Model through 2020 (to be used as a basis for developing the 2014 budget), the Chief's report and the approval of an amended letter to fireworks vendors.

### BACKGROUND

---

Standard meeting protocol

### STAFF RECOMMENDATION

---

Approve as written

### FINANCIAL/ECONOMIC IMPACTS

---

N/A

### ASSOCIATED STRATEGIC GOALS

---

N/A

### ATTACHMENTS

---

Minutes



Loveland Rural  
Fire Protection  
District

## **Fire & Rescue Authority Board Meeting Minutes Thursday, April 11, 2013**

---

### **Members Present:**

Board Chair Jeff Swanty  
Mayor Cecil Gutierrez  
Division Chief Ned Sparks  
Fire Chief Randy Mirowski  
Public Safety Admin. Dir. Renee Wheeler

Rural Board Secretary Greg White  
Asst. City Attorney Teresa Ablao  
City Manager Bill Cahill  
Rural Board President Dave Legits  
BSC Roylene Sterkel

### **Absent:**

Councilor John Fogle

### **Visitors:**

Chief Greg Ward  
Chief Tim Smith  
Deputy Fire Marshal Carie Dann  
Plans Reviewer Ingrid McMillan-Ernst

### **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:** Chief Mirowski introduced our new civilian plans reviewer Ingrid McMillan-Ernst. Ingrid will be working with Deputy Fire Marshal Carie Dann in the Community Safety Division. Deputy Fire Marshal Dann indicated that they are working on getting Ingrid “up to speed” on the processes for Planning & Zoning,

Building and Suppression reviews and permitting. Ingrid said that she is an architect with 25 years of experience working on large projects. She is anxious to learn more about fire systems and is very excited to be part of Loveland Fire Rescue Authority.

**Public Comment:** None

**Consent Agenda:**

Mayor Gutierrez moved to approve the Consent Agenda. City Manager Cahill seconded the motion. Motion carried.

**Regular Agenda:**

**2. Consider Approval of the Basic Services Model Through 2020**

PSA Director Wheeler reviewed a spreadsheet that shows the differences between the original 2013 budget and the proposed 2014 budget. She explained that the numbers in the first five years of the plan were developed in 2010. The variances to the plan from its initial version forward are highlighted on page 11 of the agenda packet. Chief Mirowski added that the Type 6 Engine was not included in the Strategic Plan. PSA Director Wheeler indicated that we also didn't include inflationary projections when we did our 2010 projections forward. Her numbers now include a 5% increase for inflation each year.

One of the items that PSA Director Wheeler said we need to look at is Station 10's construction and the timing for that to make sure it is feasible. Chief Mirowski asked that the Board give their approval to move forward next year with an analysis for Station 10 as it relates to costs, timelines, etc. The Board also expressed that attention needs to be given to Station 11 planning. When the Highway 402 corridor begins to develop we will need to make sure we have fire coverage in that area. Mayor Gutierrez indicated that decisions made by homeowners in that area relative to oil and gas development may impact decision as well. City Manager Cahill said that the City is in the beginning stages of planning for that area and we need to look at all indicators before a location is selected for a fire station.

Beyond the current Basic Services Model there are a variety of programs that are still being considered for the 2014 Budget Request. There are 10 items listed on page 12 of the agenda. Chief Mirowski said that out of the ten bulleted items, six of them fall under the 4<sup>th</sup> pillar of the Vision Tour. We need to make pay plan adjustments for market alignments. Chairman Swanty asked if we will be able to re-adjust within our current pay plan. City Manager Cahill said there are several elements that will need to be looked at like exempt vs. overtime, etc. With the City now using an electronic evaluation system, it will calculate staff evaluation ratings more appropriately for "pay for performance".

City Manager Cahill asked if we have adjusted the capital project numbers to reflect Fire Station 2 costs. Chief Mirowski said that we're about 30-45 days out from having more accurate construction costs.

Mayor Gutierrez moved to approve the 2013 Basic Services Model through 2020 as presented. City Manager Cahill seconded the motion and it carried.

### **3. Review Briefing Papers and Correspondence**

- Chief Mirowski said that March was one of the busiest that we have experienced in quite some time with four structure fires and two wildland fires that we responded to.
- Chief Mirowski reported that Reserve Engine 6 was involved in a rear-end accident while on scene of another MVA. Our crew was checking for injuries in the original MVA when another vehicle slammed into the rear of the engine causing significant damage to the tailboard and damaging one compartment. No damage estimate has been received yet.
- Chief Mirowski said we have assigned Division Chief Ned Sparks as the department's new Fire Marshal and head of the Community Safety Division. The process to fill his vacancy as Division Chief for operations will be an internal process. Chief Davis and Chief Ward have expressed a desire to go through that interview process which will take place on Tuesday, April 16th.
- Rural Board President Legits shared information relative to a new fire station that the Big Thompson Canyon Firefighters are working on. The new station will be located on Storm Mountain. The current rural station is inadequate and has many issues such as storm draining, no maintenance room and is poorly located. A local resident on Storm Mountain has agreed to lease ½ acre for 20 years for the purpose of this station. Documents have been submitted to the County and will go before the Planning Commission on May 15<sup>th</sup>. The new station will be built mostly with volunteer labor and will take approximately 2 years to complete. The goal is to keep the budget under \$100,000 for the station. Funding for the station will come from the Rural Fire Protection District and will not impact the City or the Fire Authority Board.
- Chief Mirowski talked briefly about an upcoming Public Safety Summit which will include LFRA, LPD and TVEMS. A meeting will be held in late May or early June to discuss further details.
- Chief Mirowski handed out a letter that he drafted to Firework vendors for the 2013 season. He asked the Board to review the letter for any possible changes or concerns. Mayor Gutierrez said he wasn't sure that we should have an exact date (May 21<sup>st</sup>) that the Council would make a decision as to whether firework sales will be allowed this year. Mayor Gutierrez asked Chief Mirowski to share the draft with Councilor Fogle since he is absent from this meeting.
- City Manager Cahill said that at the upcoming City Council meeting, they will talk about the Open Fire Burn Ban process and consider changing the Municipal Code to allow the City Manager and/or City Council to make a timely decision if weather conditions warrant one.

- Chief Mirowski attended a meeting regarding wildland transitions between county and city in large incidents. He feels that we have a good working relationship with the county. He commended the Sheriff and his staff for putting the meeting together because there was good dialogue between the different agencies that might respond to an event. He has asked Lt. Mialy to research what LFRA has in place for a “Delegation of Authority” document.
- Chairman Swanty asked if we track burn permits that we issue. PSA Director Wheeler directed him to the month-end report at the end of the agenda where that information is tracked.
- Mayor Gutierrez congratulated Chief Sparks on his new position.

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: May 9, 2013

Prepared By: Renee Wheeler, Public Safety Administrative Director



### TITLE

---

Consider Approval of a Supplemental Appropriation of 2012 Budget Savings and New Projects

### EXECUTIVE SUMMARY

---

Appropriation of the supplemental budget after the approval of both the governing partners is the final step of the approval process in compliance with the intergovernmental agreement establishing the Loveland Fire Rescue Authority, Section 4.1. The Fire Authority Board approved the supplemental budget request for use of the 2012 budget savings and the Community Safety Lieutenant at the March 14, 2013 board meeting. The Loveland Rural Fire Protection District approved the request April 3, 2013. The City of Loveland approved the supplemental budget on April 16, 2013 and is expected to approve the supplemental appropriation for the City contribution to the LFRA supplemental budget on second reading May 7, 2013.

### BACKGROUND

---

A public hearing was posted and conducted on this supplemental budget at the March LFRA meeting. This meeting has been posted as a public hearing, as a conservative measure. There have been no changes to the figures in the resolution from the time it was originally approved by the Board in March. The process is in compliance with the provisions in the intergovernmental agreement for establishing the Fire Authority.

### STAFF RECOMMENDATION

---

Approve as submitted

### FINANCIAL/ECONOMIC IMPACTS

---

The reinvestment of 2012 budget savings allows for the completion of projects in the process and appropriates funding for the Community Safety Division (CSD) Lieutenant. The CSD position was a consideration during the development of the 2013 budget but was postponed until it was clear that the Rural District mill levy increase would be approved by the voters of the district.

### ASSOCIATED STRATEGIC GOALS

---

Deploy an effective emergency response to minimize damage and loss. Minimize and mitigate the risk of an emergency occurrence in the community. Deliver cost effective services.

### ATTACHMENTS

---

Resolution

**RESOLUTION NO. R-019**  
**A RESOLUTION APPROPRIATING A SUPPLEMENTAL BUDGET TO THE 2013 LOVELAND FIRE RESCUE AUTHORITY BUDGET FOR ADDITIONAL FUNDING FROM THE CITY OF LOVELAND AND FROM LOVELAND RURAL FIRE PROECTION DISTRICT FROM REMAINING FUNDS FOR PROJECTS APPROVED BUT NOT COMPLETED IN 2012 AND NEW PROJECTS**

**WHEREAS**, the City's 2012 budget included appropriations for projects not completed or closed out by the end of 2012, when the 2012 budget appropriations expired in accordance with the City of Loveland Charter and state law, requiring reappropriation in 2013 to permit expenditure of such funds to continue with respect to ongoing projects; and

**WHEREAS**, the Rural District's 2012 budget included appropriations for projects not completed or closed out by the end of 2012, when the 2012 budget appropriations expired in accordance with the state law, requiring reappropriation in 2013 to permit expenditure of such funds to continue with respect to ongoing projects; and

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

**WHEREAS**, the City Council authorized the expenditure of these funds by enacting a supplemental budget and appropriation to the City budget for 2013 on second reading May 7, 2013, as authorized by Section 11-6(a) of the Loveland City Charter; and

**WHEREAS**, the Rural District Board desires to authorize the expenditure of these funds by enacting a supplemental budget and appropriation to the Rural District budget for 2013 on April 3, 2013, as authorized by state law; and

**WHEREAS**, the Authority has requested that City and Rural District reserve funds be appropriated to fund the operations expenditures identified below, according to the provisions of the Intergovernmental Agreement creating the Authority, which provide for allocating the payment of costs and expenses of the Authority between the City at 82% and the Loveland Rural Fire Protection District at 18%; and

**WHEREAS**, the Loveland Fire Rescue Authority Board desires to authorize the expenditure of these funds from the City of Loveland and the Loveland Rural Fire Protection District for operating expenditures in 2013 as identified below.

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

**Section 1.** That additional funds from Thompson Valley Emergency Medical Services of \$13,000, the City of Loveland of \$249,140 and the Loveland Rural Fire Protection District of \$54,690 not appropriated at the time of adoption of the budget for 2013 have resulted from expenditures that were budgeted in the 2012 budget but not made and to add the new Community

Safety Lieutenant position. Appropriation of \$316,830 is necessary to permit expenditure of the funds in 2013 for purposes previously approved by Council and the Rural Board and for new projects. The spending agencies and funds that shall be spending the monies supplementally budgeted and appropriated are as follows:

**2012 Rollover/Carryover Money**

Account Title	Account Number	Amount	Description
Sources of Funds:			
Contribution from the City	604-22-227-1601-38600	\$149,540	82% of the operations fund "reappropriated" \$'s
Contribution from the Rural District	604-22-227-1601-32402	32,830	18% of the operations fund "reappropriated" \$'s
	604-22-226-1641-35200	13,000	TVEMS contribution to Quickest Path/Live Routing Software
Total Resources		\$195,370	

Uses of Funds:			
Merit Raise Pool-Suppression	604-22-224-0000-41001	17,100	Raises were approved in excess of the budget allocation
Merit Raise Pool-CSD	604-22-223-0000-41001	1,900	Raises were approved in excess of the budget allocation
Other Services-Gen Oprs	604-22-224-0000-43899	4,000	Move bunker washer to Station 5
Other Capital-Training Center	604-22-224-1605-49399 FRTRAIN	40,710	Fiber at the Training Center
Other Supplies-CSD	604-22-223-0000-42899	10,200	GETS card updates, radio sound card, ARES equipment
Tools & Equip-Communications	604-22-226-1641-42033	10,100	Radio equipment to complete the radio installation project
Other Services-Adm	604-22-227-1601-43899	12,000	Pay Plan and FSLA Schedule Review
Office Furniture	604-22-224-1605-42012 FRTRAIN	3,800	Additional funding for the same number of replacement of tables and chairs as originally budgeted
Payment to Outside Agency	604-22-226-1641-43714	6,900	Installation of a conventional 800 MHz channel (fire share)
Other Capital-Communications	604-22-226-1641-49399	26,000	Quickest Path/Live Routing Tri-tech Software
Computer Supplies	604-22-226-1646-42015	21,400	Laptops, ipads, and related installation accessories
Other Capital-Training	604-22-224-1605-49399 FRTRAIN	12,000	ATV Replacement at the Training Center
Other Capital	604-22-226-1647-49399	11,260	Engine 5 Light Tower
Tools & Equip	604-22-226-1647-42033	8,000	Reassignment of Squad 2 to Engine—equipment under \$5,000
Other Capital	604-22-226-1647-49399	10,000	Reassignment of Squad 2 to Engine—combi-tool that meets capital threshold
Total Uses of Funds:		\$195,370	

**New Community Safety Lieutenant**

Account Title	Account Number	Amount	Description
Sources of Funds:			
Contribution from the City	604-22-227-1601-38600	\$99,600	82% of the cost of the position
Contribution from the Rural District	604-22-227-1601-32402	21,860	18% of the cost of the position
Total Resources		\$121,460	

Uses of Funds:			
Salaries-CSD	604-22-223-0000-41011	36,080	16 pay periods in 2013 (start date around 5/6/13)
Overtime	604-22-223-0000-41021	1,810	
Insurance	604-22-223-0000-41543	6,990	
FICA	604-22-223-0000-41544	2,900	
Retirement	604-22-223-0000-41545	4,180	
Radio	604-22-226-1641-42899	6,500	
Radio Maint	604-22-226-1641-43718	600	
PC	604-22-226-1646-42015	2,400	
Vehicle	604-22-223-0000-48244	55,000	Including all the radios, lights, decals/chevrons, etc.
Office Supplies	604-22-223-0000-42011	1,000	
Clothing	604-22-223-0000-42025	250	
Training	604-22-223-0000-43270	3,000	
Vehicle Maint	604-22-223-0000-43534	750	
Total Uses of Funds:		\$121,460	

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

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

ADOPTED this 9th day of May, 2013.

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

ATTEST:

\_\_\_\_\_  
Secretary

Approved as to form:



Teresa Ablao  
Assistant City Attorney



## Agenda Item Cover

Item No.: 3

Meeting Date: May 9, 2013

Prepared By: Renee Wheeler, Public Safety Administrative Director

### TITLE

---

Discuss the 2013 First Quarter Budget Report – *Budget Biz*

### EXECUTIVE SUMMARY

---

The 2013 first quarter budget report is submitted for the Board's review of the LFRA budget performance. It is intended to report all resources committed to the Fire Authority operations and capital. There are three sections of the report the Budget Status, Other Budgeted Resources, and In the Works.

### BACKGROUND

---

The *Budget Biz* report is intended to highlight budget performance and issues that influence the resources available to deliver the mission of the LFRA. The primary audience is the LFRA Board, but it is available to the public. It is currently on the LFRA Board page of the website. It is designed as a three section report. The *Budget Status* section of the report highlights the comparisons of the budget to actual revenues and expenditures in the Fire Authority Fund. The *Other Budgeted Resources* section highlights other resources within the City that are appropriated for Fire. The *In the Works* section highlights processes that are necessary to secure resources for the Fire Authority and features initiatives or major purchases that are not yet complete but impact the budgetary comparisons in future reports.

The budget to actual comparisons for revenues and expenditures in the Fire Authority Fund are presented at 25% of 2013. Revenues in the Fire Authority Fund are at 16.1% of the annual budget, compared to 19% last year. The total is less than expected because a credit was given to the City in January for the cash advance necessary at 2012 year end due to accruals (revenue recognized as earned according to generally accepted accounting principles but cash didn't flow through the accounts until Jan 2). Expenditures in the Fire Authority Fund are at 19.9% of the annual budget, compared to 20.7% last year.

### STAFF RECOMMENDATION

---

Information Only

### FINANCIAL/ECONOMIC IMPACTS

---

N/A

### ASSOCIATED STRATEGIC GOALS

---

Deliver cost effective services.

### ATTACHMENTS

---

Quarterly Budget Report – *Budget Biz*

2013



# Budget Biz

Quarter 1 (January-March), Issue 4

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

There are three sections of the report: LFRA Budget Status, Other Resources, and In the Works. The Budget Status section will highlight the budget status for revenues and expenditures for the Fire Authority Fund from year to date, January through March, 2013. The expenditures will be presented by program and account category at the department level. Each of these financial presentations will include variance explanations when the current percentage of the total budget is significantly different from the percentage of the year (i.e., first quarter is 25% of the year). There are resources outside of the Fire Authority Fund that are critical to our service delivery mission. The Other Resources section is devoted to highlighting the status of budgets that are outside of the Fire Authority Fund. The next section of the report will provide status information on the various processes used to develop long term and short term operational and capital planning. It is also intended to highlight significant financial transactions or strategies that the department is working on to advance the strategic plan and deliver cost effective services.

### Quarter 1 at 25% of 2013

- ◆ Revenues in the Fire Authority Fund are at 16.1% of the annual budget, compared to 19% last year.
- ◆ Expenditures in the Fire Authority Fund are at 19.9% of the annual budget, compared to 20.7% last year.
- ◆ Station 2 conceptual drawings are complete and the preliminary budget is in the “value engineering” process to align with resources expected to be available in the City Fire Capital Expansion Fee Fund.
- ◆ Heavy Rescue Truck for the new Station 2, Battalion Chief Command Vehicle and the new Type 6 are all in the purchasing process.
- ◆ LFRA Board has approved a financial plan to serve as a basis for developing the 2014 Budget.
- ◆ In partnership with The Lauren Project and a federal grant, smoke and carbon monoxide detectors are being installed in low income and disable households in the community.
- ◆ A supplemental budget appropriation for the investment of 2012 budget savings has been approved by the LFRA Board, the Loveland Rural Fire Protection District and the Loveland City Council. City funds remaining for fire projects are expected to be approved May 7, 2013.



### Inside this Issue

Budget Status (Revenue)	2
Budget Status (Expenditures)	4
Spending Report	5
In the Works	6

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

2013

# LFRA Budget Status - Revenue

## Loveland Fire Rescue Authority

### Budget Revenue Report

Quarter Ending 3/31/2013, 25% of the Year

Segments/Accounts	Total Budget	YTD Rev	Total Variance	Total % Uncollected	Total % Collected
<b>0000 : Interest and Community Safety</b>					
Interest On Investments	\$0.00	\$843.48	-\$843.48	0.00	100.00
Gain/Loss On Investments	0.00	-408.16	408.16	0.00	100.00
<b>Building (1)</b>	<b>44,880.00</b>	<b>13,092.27</b>	<b>31,787.73</b>	<b>70.83</b>	<b>29.17</b>
Contractor	4,000.00	1,000.00	3,000.00	75.00	25.00
Fire Permit & Inspection	20,000.00	4,800.00	15,200.00	76.00	24.00
Firework Stand Review	15,000.00	0.00	15,000.00	100.00	0.00
Special Events (2)	30,000.00	12,710.00	17,290.00	57.63	42.37
Rural Fire Inspection Fee (1)	5,000.00	2,738.58	2,261.42	45.23	54.77
Miscellaneous (3)	0.00	1,327.45	-1,327.45	0.00	100.00
<b>SubTotal 0000</b>	<b>\$118,880.00</b>	<b>\$36,103.62</b>	<b>\$82,776.38</b>	<b>69.63</b>	<b>30.37</b>
<b>1601 : Administration</b>					
Rural Fire District (4)	1,836,830.00	336,611.00	1,500,219.00	81.67	18.33
Other Agency Deployment (5)	20,000.00	3,526.20	16,473.80	82.37	17.63
Contribution - Loveland (6)	8,026,080.00	1,222,640.00	6,803,440.00	84.77	15.23
<b>SubTotal 1601</b>	<b>\$9,882,910.00</b>	<b>\$1,562,777.20</b>	<b>\$8,320,132.80</b>	<b>84.19</b>	<b>15.81</b>
<b>1603 : Special Operations</b>					
Hazmat Billing (7)	2,500.00	13,441.44	-10,941.44	-437.66	537.66
<b>SubTotal 1603</b>	<b>\$2,500.00</b>	<b>\$13,441.44</b>	<b>-\$10,941.44</b>	<b>-437.66</b>	<b>537.66</b>
<b>1605 : Training</b>					
Academy Training (8)	20,000.00	1,800.00	18,200.00	91.00	9.00
<b>SubTotal 1605</b>	<b>\$20,000.00</b>	<b>\$1,800.00</b>	<b>\$18,200.00</b>	<b>91.00</b>	<b>9.00</b>
<b>Grand Total: (9)</b>	<b>\$10,024,290.00</b>	<b>\$1,614,122.26</b>	<b>\$8,410,167.74</b>	<b>83.90</b>	<b>16.10</b>

YTD = Year to Date, Rev = Revenue

**Revenue Variance Explanations** →

# LFRA Budget Status - Revenue

## Variance Explanations - Revenue

### (1) Building and Rural Fire Inspection Fee

This is just a function of building activity to date.

### (2) Special Events

We are collecting more than anticipated for the Budweiser Event Center events.

### (3) Miscellaneous

Wage reimbursement for the Deputy Fire Marshall.

### (4) Rural Fire District

March is billed and collected in April.

### (5) Other Agency Deployment

We have only received one reimbursement for the Fern Lake Deployment.

### (6) Contribution - Loveland

The December 2012 advance to cover accruals was credited back against the January contribution (\$288,996).

### (7) Hazmat Billing

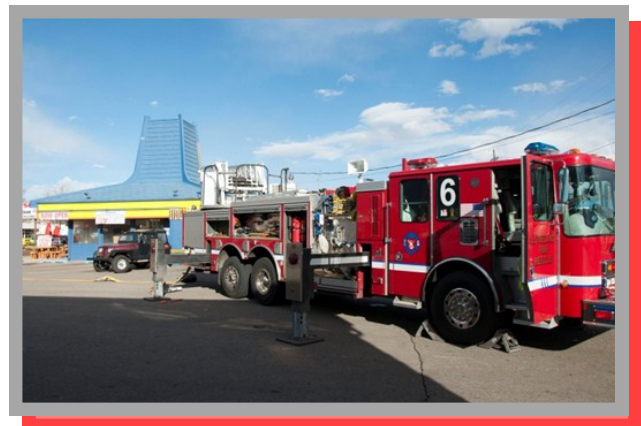
This is the reimbursement of hazmat incident costs. KLLM Transport billing for \$5,530 and the fourth and final payment for the Englemen settlement \$7,911.44.

### (8) Academy Billing

Academy Billing: We record this as it is received on a cash basis. The payments so far were December Blue Card classes. This year's classes have been billed but have not been collected.

### (9) Grand Total

18.96% of the budgeted revenue had been received the first quarter of last year.





# LFRA Budget Status - Expenditures

## Loveland Fire Rescue Authority

### Authorized Spending Report by Division and Program

Quarter Ending 3/30/2013, 25% of the Year

Segments	Total Budget	YTD Exp	YTD PreEnc	YTD Enc	Total Available	Total % Available	Total % Spent
<b>223 : Community Safety</b>							
0000 : Community Safety	\$790,970.00	\$161,872.96	\$0.00	\$0.00	\$629,097.04	79.54	20.47
<b>SubTotal 223</b>	<b>\$790,970.00</b>	<b>\$161,872.96</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$629,097.04</b>	<b>79.54</b>	<b>20.47</b>
<b>224 : Station Operations</b>							
0000 : General Station Operations	6,805,180.00	1,167,240.99	0.00	0.00	5,637,939.01	82.85	17.15
1605 : Training	105,060.00	25,394.74	0.00	0.00	79,665.26	75.83	24.17
1631 : Station 1	24,240.00	6,029.60	0.00	0.00	18,210.40	75.13	24.88
1632 : Station 2	8,630.00	1,247.79	0.00	0.00	7,382.21	85.54	14.46
1633 : Station 3	7,360.00	745.04	0.00	0.00	6,614.96	89.88	10.12
1635 : Station 5	7,290.00	1,196.48	0.00	0.00	6,093.52	83.59	16.41
1636 : Station 6 (1)	9,170.00	3,023.73	0.00	0.00	6,146.27	67.03	32.97
<b>SubTotal 224</b>	<b>\$6,966,930.00</b>	<b>\$1,204,878.37</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,762,051.63</b>	<b>82.71</b>	<b>17.29</b>
<b>225 : Technical Response and Systems</b>							
1603 : Special Operations	70,000.00	10,352.95	0.00	0.00	59,647.05	85.21	14.79
1604 : Wild Land	34,540.00	1,073.16	0.00	0.00	33,466.84	96.89	3.11
1607 : EMS (2)	23,070.00	495.66	0.00	12,000.00	10,574.34	45.84	54.16
1608 : Fire SWAT	4,140.00	0.00	0.00	0.00	4,140.00	100.00	0.00
1620 : ARFF	2,190.00	0.00	0.00	0.00	2,190.00	100.00	0.00
<b>SubTotal 225</b>	<b>\$133,940.00</b>	<b>\$11,921.77</b>	<b>\$0.00</b>	<b>\$12,000.00</b>	<b>\$110,018.23</b>	<b>82.14</b>	<b>17.86</b>
<b>226 : Equipment Maintenance and Replacement</b>							
1641 : Communications/Telephone	102,780.00	16,744.57	0.00	0.00	86,035.43	83.71	16.29
1642 : Hoses	12,030.00	165.70	0.00	0.00	11,864.30	98.62	1.38
1643 : Ladders/Small Engine	7,450.00	499.26	0.00	0.00	6,950.74	93.30	6.70
1644 : SCBA (3)	36,740.00	10,383.82	0.00	0.00	26,356.18	71.74	28.26
1645 : Thermal Imaging (4)	12,590.00	0.00	10,515.00	0.00	2,075.00	16.48	83.52
1646 : Computer Equipment	62,610.00	0.00	0.00	0.00	62,610.00	100.00	0.00
1647 : Vehicles and Apparatus (5)	699,990.00	180,976.30	0.00	103,550.32	415,463.38	59.35	40.65
<b>SubTotal 226</b>	<b>\$934,190.00</b>	<b>\$208,769.65</b>	<b>\$10,515.00</b>	<b>\$103,550.32</b>	<b>\$611,355.03</b>	<b>65.44</b>	<b>34.56</b>
<b>227 : Administration</b>							
1601 : Administration	1,198,260.00	278,626.22	0.00	0.00	919,633.78	76.75	23.25
<b>SubTotal 227</b>	<b>\$1,198,260.00</b>	<b>\$278,626.22</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$919,633.78</b>	<b>76.75</b>	<b>23.25</b>
<b>Grand Total :</b>	<b>\$10,024,290.00</b>	<b>\$1,866,068.97</b>	<b>\$10,515.00</b>	<b>\$115,550.32</b>	<b>\$8,032,155.71</b>	<b>80.13</b>	<b>19.87</b>

Exp = Expenditures; Enc = Encumbrance; YTD = Year to Date; YTD PreEnc = Pre-encumbrance (requisition waiting for purchase order approval)

## Expenditure Variance Explanations



# LFRA Budget Status - Expenditures

## Variance Explanations - Expenditures

**(1) Station Six**

Tool and supplies purchases (i.e. tiger tooth blade, flags, stocked up on cleaning supplies, wall-mounted cloths hanging racks, locker hooks, bunkroom headboard lights, trash cans for bathrooms).

**(2) EMS**

The contract for the physician advisor is \$12,000 for the year. A bill is supposed to be received quarterly, but a bill for the first quarter has not been received.

**(3) SCBA**

\$7,832 of the charges paid for 200 cyclinder valve seal kits.

**(4) Thermal Imaging**

Camera on the replacement schedule is in the process of purchase order approval.



**(5) Vehicles and Apparatus**

Vehicles and Apparatus: The Battalion Chief Vehicle has been received and is in the process of getting equipment installed. The Type 6 Brush Truck is on order and some of the equipment has been received.

### Loveland Fire Rescue Authority Authorized Spending Report by Account Class Quarter Ending 3/31/13, 25% of the Year

Segments	Total Budget	YTD Exp	YTD PreEnc	YTD Enc	Total Available	Total % Available	Total % Spent
Personal Services	\$7,601,250.00	\$1,312,052.23	\$0.00	\$0.00	\$6,289,197.77	82.74	17.26
Supplies	370,100.00	65,742.42	0.00	0.00	304,357.58	82.24	17.76
Purchased Services	1,809,040.00	429,532.90	0.00	12,000.00	1,367,507.10	75.59	24.41
Capital Outlay (1)	243,900.00	58,741.42	10,515.00	103,550.32	71,093.26	29.15	70.85
<b>Grand Total (2)</b>	<b>\$10,024,290.00</b>	<b>\$1,866,068.97</b>	<b>\$10,515.00</b>	<b>\$115,550.32</b>	<b>\$8,032,155.71</b>	<b>80.13</b>	<b>19.87</b>

Exp = Expenditures; Enc = Encumbrance; YTD = Year to Date; YTD PreEnc = Pre-encumbrance (requisition waiting for purchase order approval)

**(1) Capital Outlay Purchases and Encumbrances**

- Battalion Chief Vehicle near completion and the vendor has been paid for some of the equipment (lights, sirens, etc...) \$75,000
- Type 6 Brush Truck on order \$110,000

**(2) Grand Total**

Last year LFRA had spend or encumbered 20.7% of the 2012 Budget



## Grants

- ◆ In 2013, the only active grant is the Smoke and Carbon Monoxide Detector Grant. The smoke and carbon monoxide detectors were purchased and federally reimbursed in 2012. The installation of the units in low income and disabled housing is in progress in 2013 in collaboration with the Lauren Project. Their leadership, based on a similar project in Windsor, has been instrumental in organizing the logistics of the survey work and soliciting volunteers. Maps to guide volunteers



for canvassing targeted areas of the community were developed with the help of the City's Development Services Department. During this phase of the project, volunteers survey households to provide information on smoke and carbon monoxide risks and the proper installation of detectors. If a need for detectors is identified, then the installation teams of firefighters and other volunteers are contacted. Lauren Project and City Boards and Commission volunteers served as survey team leaders for each installation date. Around 60 Colorado State University students showed up on the first survey and installation date to assist with every aspect of the project. Three Loveland High Schools were scheduled to complete survey work. Two high schools have completed work and due to weather the final school has been rescheduled. As of the middle of April, 252 smoke and 189 carbon monoxide detectors have been installed. 2,016 smoke detectors and 672 carbon monoxide detectors purchased with grant money must be installed by August.



## Capital

- ◆ The Heavy Rescue for Station 2 is on order.
- ◆ The Type 6 is on order.
- ◆ The Battalion Chief Command Vehicle is purchased near completion.
- ◆ Station 2 land Planning Commission land annexations hearings are complete, and the annexation proceedings will be heard by City Council in May. Belford Watkins, the architect firm, has developed construction drawings and a preliminary budget. The "value engineering" process has begun to refine that budget based on expected resource availability in the City's Fire Capital Expansion Fee Fund.



## Administrative Actions

- ◆ Vision Tour presentations have been completed for all political officials, advisory board members, and staff members. These presentations are held at the beginning of each year. The objective of these presentations is two-fold: recap and celebrate achievements for the previous year and set the goals and expectations for the current year focused on Strategic Plan phased implementation.

- ◆ “Good to Great” meetings were conducted for all levels of staff in the organization and an on-line survey has also been completed by 40% of the department. The intent of these meetings was to receive feedback on the organization for the purpose of continuous improvements and the establishment of the initiatives for building the fourth pillar of success (the Human Resource Asset) that was highlighted in the Vision Tour.
- ◆ 2013 Awards Ceremony was held in February to recognize many extraordinary contributions in 2012.
- ◆ LFRA Sponsored the Blue Card Hazard Zone Management Symposium and the Emergency Managers State Conference at the Loveland Embassy Suites hotel in February. These were state and national conferences and featured extraordinary speakers, including our own Chief Mirowski and Chief Ward.
- ◆ LFRA Board approved an intergovernmental agreement with Larimer County for Wildland and Forest Fire Mitigation in January.
- ◆ LFRA Board approved a Capital Fixed Asset Policy in February to ensure appropriate internal controls for managing LFRA assets.
- ◆ LFRA Board approved the staff recommendations for investing the 2012 Budget savings to complete projects and advance some initiatives for the Strategic Plan in 2013 in the form of a supplemental budget at their March meeting. The Loveland Rural Fire Protection District approved them as well at their April meeting. The City of Loveland approved the Fire Authority Fund supplemental budget and approved the City fund recommendations on first reading at their April 16 meeting and will hear the second reading on May 7. Based on the partner board approvals, LFRA will appropriate the supplemental budget on May 9.
- ◆ LFRA Board approved a ten year financial plan on April 11 for the phased implementation of the Basic Services Model in the Strategic Plan to use as the basis for developing the 2014 budget.
- ◆ LFRA Board agreed that it would be good business practice to send a letter to fireworks vendors that a ban on the sale of fireworks would be under consideration given the expected drought conditions so that they could make decisions about inventory. The Chief brought a draft of that letter to the April meeting, and it was approved for distribution with minor modifications.
- ◆ Chief Mirowski partnered with the City Manager to present to the Loveland City Council a streamlined method for declaring a fire ban in the City limits so that the City could be more responsive as the City and Larimer County assess risks associated with the expected drought conditions. City Council approved that methodology April 16.
- ◆ Discussions are in progress for auto-aid agreements with the Johnstown Fire Protection District and the Berthoud Fire Protection District.
- ◆ 2012 International Fire Code Amendments are expected to be considered by Loveland City Council in late May, early June.
- ◆ Two supplemental appropriations have been approved by all the governing partners during this quarter: \$71,000 for a Plans Reviewer (82% City and 18% Rural District) and \$75,000 for the Battalion Chief’s Command Vehicle (100% Rural District). The originally adopted budget was:  $\$9,878,290 + \$71,000 + \$75,000 = \$10,024,290$ , the current budget.
- ◆ A new Plans Reviewer was hired to join the Community Safety team, Ingrid McMillan-Ernst.



# In the Works Continued...

## Budget Process

(as of April, 2013)

Organization	April	June	September	October	November	December
<i>City</i>			Study Session on 2014 Recommend Budget	Consider Adoption & Appropriation of the City's Budget; Consider Approval of LFRA's Budget		
Loveland Fire Rescue Authority (LFRA)	Long Range Financial Plan	2014 Budget Request	2014 LFRA Budget and Fees Adoption		Appropriate 2014 LFRA	
<i>Rural District</i>				Consider Approval of LFRA's Budget		Appropriate Rural District

### **April 11, 2013 LFRA Board: Approved the Ten Year Plan for Operations and Capital – Based on Strategic Plan Basic Services Model**

April 19, 2013 Capital Forms Due to the City

June 11, 2013 City Council Study Session on 2014-2023 Capital Program

### **June 13, 2013 LFRA Board: 2014 Operations Request**

June 14, 2013 Operations Budgets Due to the City

July 15 – July 19, 2013 City Managers Meetings

September 10, 2013 Study Session on 2014 Recommended City of Loveland Budget

### **September 12, 2013 LFRA Board: Considers Adoption of the 2014 Operations Budget and Fees**

October 1, 2013 City Council Public Hearing and First Reading of Appropriation; Approval of 2014 LFRA Budget and Fees

October 2, 2013 Rural District Approves 2014 LFRA Operations Budget and Fees

October 15, 2013 Second Reading Appropriating and Adoption the City Budget

### **November 14, 2013 LFRA Board: Considers Appropriation of the 2014 Budget**

December 4, 2013 Rural District Sets Mill Levy and Adopts/Appropriates the Rural District Budget

**For more information regarding this report contact:**

**Renee Wheeler**

*Public Safety Administrative Director at 970-962-2704 or [Renee.Wheeler@cityofloveland.org](mailto:Renee.Wheeler@cityofloveland.org)*



## Agenda Item Cover

Item No.: 4

Meeting Date: May 9, 2013

Prepared By: Renee Wheeler, Public Safety Administrative Director

### TITLE

---

Discuss the Station 10 Planning Process

### EXECUTIVE SUMMARY

---

This discussion is intended to explore the process that should be established to plan for the construction of Station 10 in the western portion of the LFRA service area. Several process outcomes related to the location and the funding of the station will be critical.

### BACKGROUND

---

Phase III of the Strategic Plan identified a need for a station on the west side of the service area to improve response times to meet the 5 minute 59 second standard in 2016. It is anticipated that this station could be as far west as Glade Road, or perhaps even County Road 27. This new station would improve significantly service and initial response for the west side of the fire district. The calls dispatched for this station would also lessen the impact on Station 3 and Station 2 allowing LFRA to be more responsive in the urban response area.

During the City's 2013 budget development process the station construction was moved out to 2018 based on the expected availability of the City's Fire Capital Expansion Fees. The version of the Basic Services Model approved as a basis for developing the 2014 budget at the last LFRA Board meeting reflected that the station would be built in 2018 and included a 40% contribution from the Loveland Rural Fire Protection District, arbitrarily included as a placeholder until this process could be completed.

The capital and operations estimates have been updated. The capital costs for this station are estimated at \$2,605,000. This estimate is based on a 9,000 square foot station that is anticipated to cost \$225 per square foot or \$2,025,000 for construction, \$230,000 for general conditions, and \$350,000 for site costs. The current operations cost estimate is \$1,335,200 for staffing and facilities maintenance starting in 2019.

Planning process outcomes need to be discussed at this LFRA board meeting to establish the scope of the work to be performed. Staff has identified a few of those outcomes for consideration from both the strategic and tactical perspective:

- Location
- Response profile and equipment to be assigned
- Metrics for determining the appropriate contributions from each governing partner
- Construction timeline considering expected funding sources and availability for both partners

It is anticipated that this evaluation process would be performed by an ad hoc sub-committee of the LFRA Board with representation from the Loveland Rural Fire Protection District and the City of Loveland, supported by LFRA staff. Are there other stakeholders that should be included?



## Agenda Item Cover

Item No.: 4

Meeting Date: May 9, 2013

Prepared By: Renee Wheeler, Public Safety Administrative Director

Staff will initiate the process with an historical response profile.

### STAFF RECOMMENDATION

---

Staff requests direction on the following:

- Identification of critical issues for consideration to identify a statement of the expected outcomes
- Process for consideration. If a committee is the appropriate approach, what is the appropriate representation on that committee?
- General Timeline for the completion of the work

### FINANCIAL/ECONOMIC IMPACTS

---

The primary financial impact of the planning process is the identification of funding sources for the west station.

### ASSOCIATED STRATEGIC GOALS

---

Deploy an effective emergency response to minimize damage and loss.

### ATTACHMENTS

---

None

## Agenda Item Cover

Item No.: 5

Meeting Date: May 9, 2013

Prepared By: Renee Wheeler, Public Safety Administrative Director



### TITLE

---

Review Briefing Papers and Correspondence

### EXECUTIVE SUMMARY

---

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

- April a Return to Normalcy
- LFRA Executive and Staff Level Positions
- Other Promotions and Assignments
- Station 2
- Burn Ban and Burn Restrictions
- New Delegation of Authority Document for Wildland Fires
- Front Range Fire Consortium
- Auto Aid Agreements with Berthoud and Johnstown
- Major Incidents

### BACKGROUND

---

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

### STAFF RECOMMENDATION

---

N/A

### FINANCIAL/ECONOMIC IMPACTS

---

N/A

### ASSOCIATED STRATEGIC GOALS

---

N/A

### ATTACHMENTS

---

- Fire Chief's Monthly Report
- Letters
- Larimer County Delegation of Authority Templates
- March Statistics





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



*For May 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.

**April a Return to Normalcy-** The month of March was one of the busiest that we have experienced in quite some time. April returned us to a more normal state where we still had numerous accidents and MVA's with extrications, the total for structure fires, wildland incidents and shift recalls were down to normal or average numbers. The wet weather of April had a lot to do with both.

**LFRA Executive and Staff Level Positions-** Greg Ward has been promoted to the position of Division Chief in charge of Operations. Chief ward will be with us for the May LFRA Board meeting and share briefly with the board his vision and what his plan of action will be.

**Other Promotions and Assignments--** With Chief Ward's promotion, we will have a series of other promotions, and ultimately appointments to the positions of full-time and part-time firefighters. The month of May and June will be very busy with these processes. Just for the Boards information and edification, these assessment centers and processes are managed internally with participation from other regional fire department representatives and representation from the City of Loveland Human Resources Department.

**Station Two-** In May, we will have several significant meetings impacting the future of new fire station two. On May 7, City Council will review the annexation and zoning request that was unanimously approved by the Planning Commission in March. We will also be having several meetings in May to work on the final design of the station with the purpose of "value engineering" to ensure that the final pricing estimates and our available CEF's are in alignment.

**Burn Bans and Burn Restrictions-** During the month of April, City Council reviewed the new ordinance allowing the City Manager and City Council the ability to enact a burn ban or burn restrictions. Council passed the ordinance on first reading with an 8-1 vote. The second reading and adoption is scheduled for the May 7 Council meeting.

**New Delegation of Authority Document for Wildland Fires-** In April, Larimer County held a regional wildland summit attended by numerous fire-rescue personnel in northern Colorado. A significant topic of discussion was the changing environment and resources in the wildland urban interface (WUI). Included in the discussion was the introduction of a new "Delegation of Authority document. Chief Mirowski will comment on this item; a copy of the new delegation document is included in this portion of your packet.

**Front Range Fire Consortium-** LFRA has been a long-standing member of the Front Range Fire Consortium (FRFC), a cooperative group of the nine largest fire departments in Northern Colorado and Southern Wyoming. FRFC has operated for nearly 15 years as an organization with great success in bringing more proficiency, unity and cost savings to the to the fire service of this region. In 2013, the organization will be writing its first strategic plan as the guiding document for the next 8-10 years. Chief Mirowski is the Chairman of FRFC and will be heading up this project. The document will provide the framework to ensure that the strong relationships and effectiveness of the FRFC will be in place for the next decade and beyond.

**Auto Aid Agreements with Berthoud and Johnstown-** Chief Sparks has continued his work 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.

#### **Major Incidents-**

- There were several major incidents during the month of April. They included:
  - Structure fires \* Mutual Aid- Structure Fire in Glen Haven
  - Water Rescue \* Rist Benson; canoe overturned with two people saved with the assistance of a bystander with the Special Operations Team.

## **Letters for April 2013**

**From:** Jen Keefer [<mailto:jen.m.keefer@gmail.com>]

**Sent:** Thursday, April 04, 2013 3:17 PM

**To:** Kurt Nakata

**Subject:** E-mail to Loveland Fire

Dear Lt. Wilson, Eng. Adent, Eng. Morrison and Eng. Anderson,

The Johnstown-Milliken Recruit Academy would like to thank you all for your help with our first live fire back on Mar 25. I am sure you could all see how excited and nervous we were! We cannot thank you enough for lending your expertise and experience to our training, and for providing such a safe learning environment in a typically unsafe environment. We still have not stopped talking about that night - what went well, what could have been better, and the fact that we cannot wait to do it again.

Thank you for all that you do!

Recruits Keefer, Cohune, Blatzer, Sojack, and Watt

Hi Randy, Greg and Bryan.

I want to thank you each so much for your hospitality and friendship over the last few days. The Blue Card class was great, but you folks made it reality in many wonderful ways.

Randy, your encouragement and support from the very beginning made it all happen and as I have said many times before, I am truly blessed to have you as a friend and a Brother. Thank you so much, Randy.

Greg, your flexibility and patience to get us a spot on your busy schedule was greatly appreciated. Without your superior expertise and willingness to share, this opportunity could not have occurred. Many thanks, my friend.

Bryan, it was great to meet you and experience first-hand your enthusiasm and knowledge of the Blue Card system. Your down home teaching ability and friendly communication skills made the class a joy to be a part of. Please extend my sincere thanks and appreciation to your associate instructors. Thank you so much for everything you did to make this learning opportunity such a success, Bryan.

I am greatly humbled that you all allowed BRFR to become a part of your extended family and I look forward to continuing to work with you all and LFRA as we work together to let the Blue Card program grow and expand within our two Departments. We are truly blessed to partnership with each of you and your great team at LFRA!

Have a good and safe night, my friends.

Bruce

Bruce Mygatt, Fire Chief  
Boulder Rural Fire Department  
6230 Lookout Road | Boulder, CO | 80301  
Cell: 303.434.6540 | Voice: 303.530.9575 X101 | Fax: 303.530.9065





April 15, 2013

City of Loveland/Loveland Fire Rescue Authority  
c/o Randy Mirowski  
410 E. 5<sup>th</sup> Street  
Loveland, CO 80537

Dear Randy,

I want to take the time to personally thank you for your generous donation of the 1989 Spartan/General Fire Truck, VIN#1S9CT6DO3KC185011 to the Fire Science department at Aims Community College through the Aims Foundation (Tax ID 840802870) on March 29, 2013. This gift corresponds with your tax identification of 84-6000609. Your contribution is greatly appreciated, and will be very useful in the Fire Science program.

Please feel free to contact me with any questions you may have. I may be reached by telephone at (970) 339-6583 or by e-mail at [julie.buderus@aims.edu](mailto:julie.buderus@aims.edu).

Sincerely,

A handwritten signature in black ink that reads "Julie Buderus". The signature is written in a cursive, flowing style.

Julie Buderus  
Executive Director  
Aims Foundation

No goods or services were provided by the Aims Foundation or Aims Community College in return for this donation.

If your donation to the Aims Foundation was a vehicle, the Aims Foundation will turn the vehicle over to Aims Community College to be dismantled, used as an educational tool, and disposed of as scrap metal when it can no longer be used as an educational tool.

---

**Aims Foundation**  
5401 W 20th St  
Greeley CO 80634  
970 339 6556  
FAX 970 506 6929  
[www.aims.edu](http://www.aims.edu)

---

**“WHAT YOU GONNA DO WHEN THEY  
COME FOR YOU?”**

This Unit Award is presented to the members of the Loveland Police Department SWAT Team, the Loveland Fire and Rescue Authority - Tactical Fire Team, and the Thompson Valley Ambulance Service -Tactical Emergency Medics, for their relentless effort in identifying, pursuing and apprehending criminals that jeopardize the safety and well being of the community.

As a result of your team work and tactical tenacity, serious felons and hardened criminals find it impossible to feel at ease in Loveland, Colorado. Instead, they sleep with one eye open, wonder where you are, and how long it will take for the big blue wheel of justice to catch up to them.

**PRESENTED TO:**

**The Loveland Police Department SWAT Team,  
The Loveland Fire and Rescue Authority  
Tactical Fire Team,  
and  
Thompson Valley Ambulance Service  
Tactical Emergency Medics**

**FEBRUARY 08, 2013**

**PRESENTED BY:  
CHIEF LUKE HECKER**



**From:** Lisa Burkland  
**Sent:** Tuesday, April 30, 2013 2:48 PM  
**To:** Randy Mirowski; Greg Ward; Ned Sparks  
**Cc:** Rene Macias; Dustin Waldorf; Matthew Hintzman  
**Subject:** Citizen Feedback

Hello Chiefs,

I just received a follow-up call from citizen Dolores Wyckoff at the Meadowlark Mobile Park who we coordinated a CO/Smoke detector assist call w/ Station Crew 5. **She wanted me to share how much she appreciated this service and wanted to express how very helpful/knowledgeable and nice the Station 5 team (B Shift) was to her in assisting with this call which was originated via the grant program/Lauren Project.** She was very appreciative. 😊

Sincerely, Lisa



# LARIMER COUNTY SHERIFF'S OFFICE

*Justin E. Smith, Sheriff*

*Sub Auctorita Publicus*

## DELEGATION OF AUTHORITY TO LARIMER COUNTY SHERIFF

Authority and responsibility for managing and controlling the \_\_\_\_\_ Fire presently burning within the County of Larimer Colorado is hereby delegated to Larimer County Sheriff.

As Larimer County Sheriff, is accountable for the overall management of this incident including its control and return to local forces. Larimer County Sheriff will provide for firefighter and public safety, incident stabilization and property and environmental preservation.

Other needs/constraints: The \_\_\_\_\_ Fire District agrees to the following.

1. Fire District will cover costs for district personnel, equipment and supplies from time of dispatch for initial attack prior to the time listed below.
2. Fire District will cover costs for resources ordered prior to signing of delegation of authority, that are not covered under mutual aid agreement unless otherwise negotiated.
3. Fire District will provide continued mutual aid to Larimer County Sheriff, as resources are available, for continued suppression of fire.
4. Fire will be returned to the Fire District upon containment/control/called out. (circle appropriate condition).
- 5.

Transfer time becomes effective at \_\_\_\_\_ (time) hours on \_\_\_\_\_ (date) and will be updated as conditions change.

\_\_\_\_\_  
Name:  
Fire District Representative  
Date:

\_\_\_\_\_  
Print

\_\_\_\_\_  
Name:  
Larimer County Sheriff's Representative  
Date:

\_\_\_\_\_  
Print

**Administration**  
2501 Midpoint Dr.  
Fort Collins, CO 80525  
970 498-5100

**County Jail**  
2405 Midpoint Dr.  
Fort Collins, CO 80525  
970 498-5200

**Emergency Services**  
1303 N. Shields  
Fort Collins, CO 80524  
970 498-5300





# LARIMER COUNTY SHERIFF'S OFFICE

Justin E. Smith, Sheriff

*Sub Auctorita Publicus*

## DELEGATION OF AUTHORITY TO FIRE PROTECTION DISTRICT

Agency authority and responsibility for managing the \_\_\_\_\_ Fire presently burning within the County of Larimer Colorado is hereby delegated back to the \_\_\_\_\_ Fire Protection District.

As \_\_\_\_\_ Fire Protection District, is accountable for the overall management of this incident after it is returned to local forces. \_\_\_\_\_ Fire Protection District will continue to provide for firefighter and public safety, incident stabilization and property and environmental preservation.

Other needs/constraints:

1. \_\_\_\_\_ Fire District will cover costs for all agency personnel and equipment costs after transfer time listed below.
2. \_\_\_\_\_ Fire District will cover any costs associated with resupplying or replacement of damaged equipment after transfer time listed below.

Transfer time becomes effective at \_\_\_\_\_ (time) hours on \_\_\_\_\_ (date) and will be updated as conditions change.

Name:  
Fire District Representative  
Date:

Name:  
Larimer County Sheriff's Line Officer  
Agency Administrator  
Date:

Administration  
2501 Midpoint Dr.  
Fort Collins, CO 80525  
970 498-5100

County Jail  
2405 Midpoint Dr.  
Fort Collins, CO 80525  
970 498-5200

Emergency Services  
1303 N. Shields  
Fort Collins, CO 80524  
970 498-5300

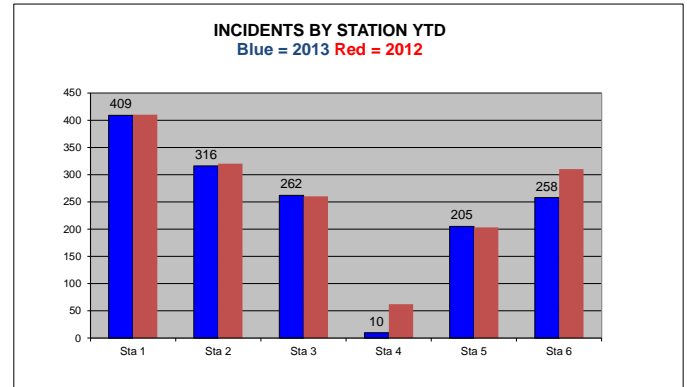
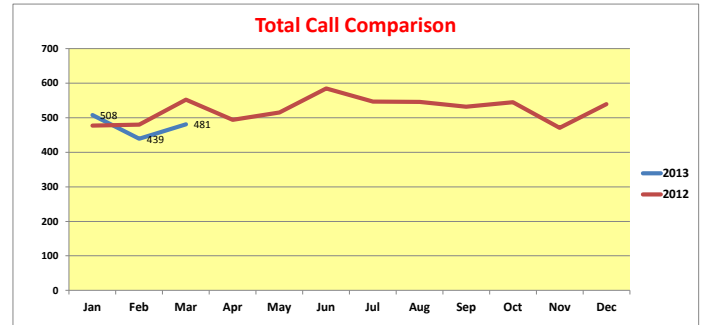


LOVELAND FIRE RESCUE AUTHORITY  
March, 2013



CALL INFORMATION						
INCIDENT TYPE	CITY	RURAL	MO. TOTAL	YTD	%	Prev. Yr.
Structure Fire (Residential)	1	1	2	4		
Structure Fire (Commercial)	1	0	1	1		
Vehicle Fire	3	2	5	7		
Grass/Wildland Fire	0	2	2	7		
Smoke/Odor Investigation	8	3	11	35		
Fire Alarm	28	7	35	147		
Other Fire	10	4	14	42		
<b>Total Fire Related</b>	<b>51</b>	<b>19</b>	<b>70</b>	<b>243</b>	<b>17%</b>	<b>222</b>
<b>Total Medical (EMS)</b>	<b>238</b>	<b>31</b>	<b>269</b>	<b>782</b>	<b>53%</b>	<b>809</b>
Motor Vehicle Accident	35	23	58	146		
Hazmat	13	1	14	27		
Water/Ice Rescue	1	0	1	2		
Carbon Monoxide	8	0	8	40		
Public Asst. (Service)	16	3	19	74		
Cancelled Enroute	20	14	34	127		
No Incident Found	2	3	5	17		
Airport Standby	3	0	3	10		
Airport Emergency	0	0	0	0		
<b>Total Miscellaneous</b>	<b>98</b>	<b>44</b>	<b>142</b>	<b>443</b>	<b>30%</b>	<b>472</b>
<b>Month-End Total</b>	<b>387</b>	<b>94</b>	<b>481</b>			
<b>Year Cumulative</b>	<b>1,183</b>	<b>285</b>		<b>1,468</b>		<b>1,503</b>
<b>Percentage YTD</b>	<b>81%</b>	<b>19%</b>				

	Average Response Times YTD in Minutes	Prev. Year	Fire Confined to Room of Origin	Previous Year
Call to Tone Out	2.54	2.14	0%	75%
Dispatch to Enroute	0.97	1.05		
Enroute to 1st Arrival	3.51	3.35		
Average on Scene	13.29	16.7		



MUTUAL/AUTO AID STATISTICS YTD				
	Received	Hours	Given	Hours
<b>Fort Collins</b>	6	3.5	15	11.5
Previous Year	7	3	25	20.5
<b>Berthoud</b>	11	14.5	24	15
Previous Year	2	3.5	1	0.5
<b>Big Thompson Canyon</b>	1	0.5	15	23.5
Previous Year	0	0	13	7
<b>Windsor</b>	14	7.5	7	3
Previous Year	7	4	3	1

	Hrs/Month	Hrs/Prev Month	Hrs/Prev Yr.	Hrs/Year to Date
<b>Shift</b>	1,090	1,593	3,943	3,781
<b>Volunteer</b>	29	28	322	92
<b>Admin</b>	38	34	370	191
<b>Total</b>	<b>1,157</b>	<b>1,655</b>	<b>3,635</b>	<b>4,064</b>
<b>Vol. Shift Hours</b>	<b>402.5</b>	<b>388</b>	<b>2,855</b>	<b>1,434.5</b>

LOSS/SAVE INFORMATION				
Type of Fire	City		Rural	
	Loss	Save	Loss	Save
Residential Structure	\$ 18,470	\$ 242,144	\$ -	\$ -
Commercial Structure	\$ -	\$ -	\$ -	\$ -
Other Fires	\$ 2,500	\$ -	\$ -	\$ -
<b>Month Total</b>	<b>\$ 20,970</b>	<b>\$ 242,144</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Year Cumulative</b>	<b>\$ 44,019</b>	<b>\$ 399,354</b>	<b>\$ -</b>	<b>\$ -</b>

Structure fire at 1606 W. Eisenhower on 3/17 (Fatso's) is still under investigation so no \$ loss is available as of this date. Will adjust in April.

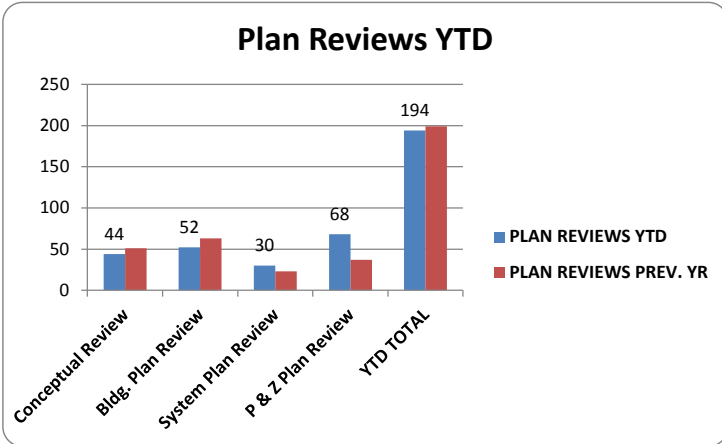
	Specialized Disciplines Training				OT Hrs.	OT \$'s
	YTD Courses	Prev. Yr. Courses	YTD Hrs.	Previous Yr. Hrs.		
<b>Collapse</b>	9	3	7	5		
<b>Rope</b>	24	11	23	12		
<b>Confined Space</b>	6	3	25	2		
<b>Search/Rescue</b>	1	3	2	3		
<b>Water</b>	23	6	33.5	12.5		
<b>TAC</b>	1	6	1.5	34		
<b>Hazmat</b>	27	31	50	70		
<b>Wildland</b>	72	158	153.5	463		
<b>YTD TOTALS</b>	<b>163</b>	<b>221</b>	<b>295.5</b>	<b>601.5</b>	<b>492</b>	<b>\$13,499</b>

**LFRA COMMUNITY SAFETY DIVISION**

March, 2013

**PLAN REVIEW STATISTICS**

	City	Rural	Mo. Total	Hours
<b>Conceptual Design</b>	15	2	17	19
Previous Month	17	1	18	18
Previous Year	49	2	51	25
<b>YTD Total</b>	<b>37</b>	<b>7</b>	<b>44</b>	<b>49</b>
<b>Building Plan Reviews</b>	15	0	15	15
Previous Month	12	5	17	15
Previous Year	62	1	63	31
<b>YTD Total</b>	<b>45</b>	<b>7</b>	<b>52</b>	<b>40</b>
<b>System Plan Reviews</b>	10	0	10	15
Previous Month	13	0	13	15
Previous Year	46	2	48	23
<b>YTD Total</b>	<b>30</b>	<b>0</b>	<b>30</b>	<b>35</b>
<b>P &amp; Z Plan Reviews</b>	20	2	22	20
Previous Month	25	1	26	20
Previous Year	35	2	37	13
<b>YTD Total</b>	<b>63</b>	<b>5</b>	<b>68</b>	<b>50</b>
<b>TOTAL REVIEWS YTD</b>	<b>175</b>	<b>19</b>	<b>194</b>	<b>174</b>
<b>Previous Year</b>	<b>192</b>	<b>7</b>	<b>199</b>	

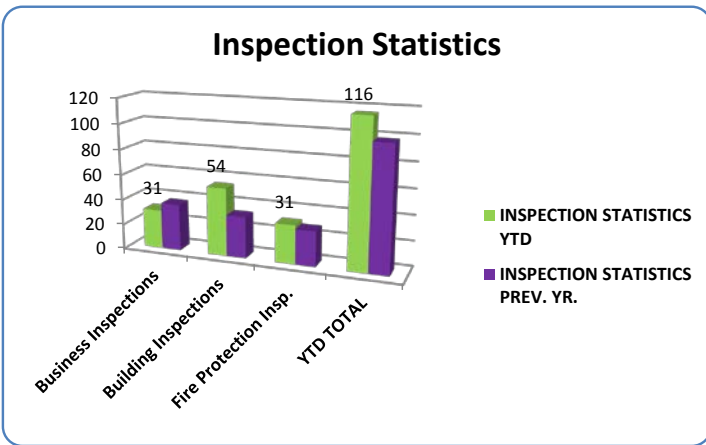


Average days in review - 9 days  
Percent within goal time - 90%

\* Adjusted

**INSPECTION STATISTICS**

	City	Rural	Total	Hours
<b>Business Inspections</b>	7	3	10	11
Previous Month	7	4	11	8.5
Previous Year	29	8	37	36.5
<b>YTD Total</b>	<b>20</b>	<b>11</b>	<b>31</b>	<b>27</b>
<b>Building Construction</b>	14	1	15	22
Previous Month	17	0	17	23
Previous Year	31	2	33	20
<b>YTD Total</b>	<b>49</b>	<b>5</b>	<b>54</b>	<b>79</b>
<b>Fire Protection System</b>	14	2	16	21
Previous Month	13	0	13	11
Previous Year	26	2	28	17
<b>YTD Total</b>	<b>29</b>	<b>2</b>	<b>31</b>	<b>34</b>
<b>TOTAL INSPECTIONS YTD</b>	<b>98</b>	<b>18</b>	<b>116</b>	<b>140</b>
<b>Previous Year</b>	<b>86</b>	<b>12</b>	<b>98</b>	



**CSD OTHER ACTIVITIES**

	City	Rural	Hours	Mo. Total	Prev. Mo.	Prev. Yr.	YTD Total	Highlights/Projects
Building/Systems Permits	8	0	3	8	10	43	25	* FEMA C.O/Smoke Alarm grant project Installations.
Hazmat Permits	7	2	4	9	11	25	25	
Burn Permits Issued	0	25	2	25	15	48	57	
Investigations	6	3	14	9	5	7	17	* Attended Wildland Fire Workshop with Larime County & City Administration
Service Call/Complaints	1	0	2	1	3	29	6	
Car Seats Installed	12	0	6	12	18	44	37	
JFS Program	1	0	3	1	1	18	2	* Attended Fire Zone Conference
Public Education Events	6	0	8	6	10	14	16	
<b>Total Pub. Ed. Contacts</b>	<b>144</b>	<b>0</b>	<b></b>	<b>144</b>	<b>227</b>	<b>370</b>	<b>371</b>	* Emergency Mngm. COOP meetings & updates.