

Loveland Fire Rescue Authority Board Meeting



Station 1
410 East 5th Street, Second Floor
Loveland, Colorado 80537
Thursday, October 10, 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 or 970-962-3319. Wireless access: COLGuest, accesswifi

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AWARDS AND PRESENTATIONS

- 1. Pro Cycle Challenge Leadership Recognition**
- 2. Chief Rick Davis, Executive Fire Officer Presentation**

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 August 22, 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 a Resolution Approving the 2014 Schedule of Rates, Charges and Fees for Services Provided by the Loveland Fire Rescue Authority
3. Conduct a Public Hearing and Consider a Resolution Adopting the Loveland Fire Rescue Authority 2014 Budget
4. Discussion of Consolidated Fire Volunteer Pension Fund Policy Considerations (Part II)
5. Consider a Resolution to Approve a Mutual Aid Agreement with Laramie County Fire District #2
6. Conduct a Public Hearing and Consider a Resolution to Approve a Supplemental Budget Appropriation for Flood Expenditures
7. Review Briefing Papers and Correspondence
 - a. Chief's Report
 - b. Letters
 - c. July Statistics
 - d. August Statistics
8. Board Member New Business/Feedback
9. Any Other Business for Board Consideration

ADJOURN



Agenda Item Cover

Item No.: 1

Meeting Date: October 10, 2013

Prepared By: Renee Wheeler, Public Safety Administrative Director

TITLE

Consider the Minutes from the August 22, 2013 Loveland Fire Rescue Authority (LFRA) Board Meeting

EXECUTIVE SUMMARY

The attached document, prepared by Roylene Sterkel, is a record of the August 22, 2013 LFRA meeting. It details the discussions at the meeting including the approval of the consent agenda (minutes from the July 11 Board meeting and the July 18 special meeting), approval of equipment donations, presentation of the 2013 Second Quarter Budget Biz, presentation of the policy issues for the Consolidated Volunteer Pension Fund, and the Chief's report.

BACKGROUND

Standard meeting protocol

STAFF RECOMMENDATION

Approve as written

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

Minutes

Loveland Rural
Fire Protection
District

Members Present:

Board Chair Jeff Swanty
Mayor Cecil Gutierrez
Division Chief Ned Sparks
Rural Board President Dave Legits
Public Safety Admin. Dir. Renee Wheeler
BSC Roylene Sterkel

Rural Board Secretary Greg White
Asst. City Attorney Moses Garcia
Fire Chief Randy Mirowski
Division Chief Greg Ward
Asst. City Attorney Tree Ablao

Absent:

Councilor John Fogle
City Manager Bill Cahill

Visitors:

Chief Demint – Poudre Fire Authority
Chief Bateman – Milligan/Johnstown Fire
Chief Mygatt – Boulder Rural Fire District
Chief McDonald – Union Colony Fire
Chief Jones – Evans Fire Authority
Chief Pietrangelo – Poudre Fire Authority
Chief Callahan – Poudre Fire Authority
Chief Garcia – Poudre Fire Authority
Police Chief Hecker – Loveland PD
Past Chief Ev Roberts – Loveland Fire
Pension Board Chairman McKenna
Judy Mirowski
P.I.O. Tom Hacker – City of Loveland
Corey Lane & Warren Miller – City of Loveland Vehicle Maintenance
Phillip Beehler – Six Finger Woodworking Firemen
Numerous members of the Loveland Fire Authority

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:

1. Mayor Gutierrez talked about how proud the City is to have Chief Mirowski receive the *Fire Chief of the Year* Award.

Chief Ward presented Chief Mirowski with a wooden fire truck that was built by Phillip Beehler.

2. Chief Mirowski presented a Certificate of Appreciation and plaque to Allnut Funeral Home for opening up their facility to the Firefighters for rest and food during the Ward building fire.
3. Chief Mirowski presented Sam Quackenbush and Laser Tag a Certificate of Appreciation for allowing our RIC training in their facility. Since neither party was able to attend, Chief Mirowski said that an Engine Company will personally deliver the certificates to them.

Public Comment: Past Chief Ev Roberts shared that he was the Chief when Chief Mirowski came on the department the first time years ago. He is pleased to see the accomplishments of Chief Mirowski as well as other members of the department that have accomplished great things in their careers.

Consent Agenda:

Mayor Gutierrez moved to approve the Consent Agenda. Rural Board President Legits seconded the motion and it was approved.

Regular Agenda:

4. Presentation of 2013 Second Quarter Budget Biz

- Public Safety Admin. Director Wheeler reviewed the *Budget Biz* report that represents 50% of 2013. Revenues are at 40.36% of the annual budget and expenditures are at 44.15% of the annual budget. She also talked about the variances for the revenues and expenditures.

PSAD Wheeler asked if there were any questions regarding the report and Mayor Gutierrez asked Chief Mirowski how he felt the Burn Ban worked that was put into

place earlier under the new policy process. Chief Mirowski said he felt it worked very well and the direction set by council was appropriate.

Chief Mirowski thanked PSAD Wheeler for her strong work and excellence in the budget process and for keeping all the boards and commissions advised.

5. Presentation of Consolidated Fire Volunteer Pension Policy Considerations

Chief Mirowski stated that Article X in the Fire Authority Strategic Plan affirms that the Authority shall be responsible for funding the City's and District's share of the Consolidated Pension Fund. He reviewed nine discussion points that were brought about through recent Pension Board meetings. The direction of the Board today is to take input from members and work with city and rural attorneys to craft any new agreements or amendments that may be needed in the future.

Visiting Pension Board member Mike McKenna passed out some information to Board members. He said that the current Pension Board met on August 21st for their quarterly Pension Board meeting. He reiterated that it is the Pension Boards responsibility to report fund activity. The Board is considering an increase from \$650 to \$700/monthly for active retirees. That increase would not increase payments by either the City or Rural District. He said that the Pension Board is responsible to fund the pension, but has no authority to tax entities.

Rural Board Secretary Greg White said this is the first time he can remember when anyone attempted to adopt a philosophy of funding for the fund. The original Agreement was adopted in 1966 and has only two minor amendments since that time. The current Agreement does not reflect years of State amendments that have been adopted since that time. Currently, Volunteers on an average work 1.7 years and there is a 10 year minimum to be eligible for a pension, yet we are still funding their pension plans.

Chief Mirowski talked about new pension plan options which might include a *Length of Service Awards Program (LOSAP)*. The Board discussed whether the current fund needs to be closed and a new one developed making sure that we protect the current firefighters that are drawing pensions. The Chief indicated that current Volunteer Firefighters seem to have a different philosophy in that they would rather be able to take their pension after a few years of service as opposed to waiting for years to draw on it. Some departments that have a LOSAP in place are putting more dollars into the fund after two years of service to keep firefighters in their departments.

Mayor Gutierrez asked for more information relative to the nine discussion points and specifically regarding the *Length of Service Awards Program*. Renee Wheeler said that Jeff Cunningham will be available for either the September or October Board meeting to do a presentation on the LOSAP. Rural Board Secretary White

said it is important that the Board look at the Actuarial Study that was done and know what the number mean.

Board Chairman Swanty asked if we can close the current pension plan and then make a decision for a new plan later. Mike McKenna said that the Pension Board does support a two-tiered program and agrees with closing the current program and opening a new one for future firefighters. Asst. City Attorney Moses Garcia said that there needs to be more research about closing the current plan prior to having a new plan in place. He believes that the State will not permit that. Chief Mirowski said he spoke with City Manager Cahill regarding the Pension Plan and his direction is to not rush into anything because the current 2014 budget will cover the plan and give us time to research other alternatives. The Board agreed that we may want to have a new plan in place prior to bringing on any new Volunteers, but would like more information relative to the nine discussion points and alternatives for a new plan. Chief Mirowski and PSAD Wheeler will bring more information to the next Board meeting in September.

6. Review Briefing Papers and Correspondence

- Chief Mirowski said that there has been a great deal of progress on the new Station 2 and the final numbers should go to Council soon. Right now we are waiting on the bid proposals to come back.
- Chief Ward said that the new Heavy Rescue should be completed the 2nd week in September and is running 3-4 months ahead of schedule.
- Chief Sparks reported that there haven't been any significant issues with this summer's big events, including the Sculpture Show, the Arise Music Festival and the Larimer County Fair activities. This weekend will be a challenge with the Pro-Bike Tour and the Corn Roast activities both being on Saturday. Thunder in the Rockies will take place over Labor Day weekend.

With no further business at hand, Chairman Swanty moved to adjourn the meeting. Meeting was adjourned at 2:20 pm.

Agenda Item Cover

Item No.: 2

Meeting Date: October 10, 2013

Prepared By: Renee Wheeler, Public Safety Administrative Director



TITLE

A Resolution to Approve the 2014 LFRA Schedule of Fees, Rates and Charges

EXECUTIVE SUMMARY

The attached resolution sets fire related fees for the Loveland Fire Rescue Authority. The effective date of the fees is January 1, 2014. No changes are proposed for the fees in 2014.

BACKGROUND

The fire fees have traditionally been approved within the City and the Rural District jurisdictions individually. However, under Section 1.9(f) of the IGA that established the Loveland Fire Rescue Authority would approve the fee schedule and then partner agencies, the City of Loveland and the Loveland Rural Fire Protection District, must approve the fee schedule before it can become effective.

The exhibit attached to the resolution lists the fees as approved in the 2013 City of Loveland's fee ordinance and the fees to be charged in 2014 to clearly identify any changes. No changes are proposed for 2014.

STAFF RECOMMENDATION

Approve the resolution as written

FINANCIAL/ECONOMIC IMPACTS

Enable LFRA to charge fees in an effort to recover a portion of the cost to deliver services.

ASSOCIATED STRATEGIC GOALS

Deliver cost effective services.

ATTACHMENTS

Resolution

LFRA Listing of Fees

RESOLUTION #R- 025
A RESOLUTION APPROVING THE 2014 SCHEDULE OF RATES,
CHARGES AND FEES FOR SERVICES PROVIDED BY
THE LOVELAND FIRE RESCUE AUTHORITY

WHEREAS, the Loveland Fire Rescue Authority (“Fire Authority”) is authorized to fix fees, rates and charges for functions, services and facilities provided by the Fire Authority by Section 1.9(f) the terms of the 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

WHEREAS, the Fire Authority seeks to adopt a revised schedule of rates, fees and charges for providing services and functions performed by the Fire Authority in 2014; and

WHEREAS, Fire Authority staff has presented the Fire Authority Board with a schedule of proposed rates, charges and fees, a copy of which is attached hereto as Exhibit A and incorporated herein by this reference (“2014 Schedule of Rates, Charges and Fees”) ; and

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

Section 1. That the 2014 Schedule of Rates, Charges and Fees, attached hereto as Exhibit A, is hereby approved and adopted for services provided by the Loveland Fire Authority and shall apply to all services and functions provided by the Fire Authority on or after January 1, 2014.

Section 2. That this Resolution shall supersede in all respects all previous resolutions of the Fire Authority which set the rates , charges and fees now being set, for all services and functions provided by the Fire Authority on or after January 1, 2014.

Section 3. That notwithstanding the foregoing, the rates, charges and fees set in 2013 shall continue in full force and effect from the date of this Resolution until they are superseded on January 1, 2014 as provided for herein.

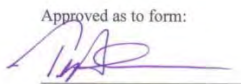
Section 4. That this Resolution shall take effect as of the date of its approval and adoption.

APPROVED AND ADOPTED this 12th day of September, 2013.

ATTEST:

Jeffrey M. Swanty, Chairperson

Secretary

Approved as to form:

Teresa Ablao
Assistant City Attorney

LOVELAND FIRE & RESCUE AUTHORITY**No Changes in 2014**

Description	2013 Fee	2014 Fee	2014 Change Revenue Impact
<u>Fire Permit Fees (Hazardous Processes, Conditions or Locations):</u>			
Bonfire Standby, per event	\$350.00 minimum	\$350.00 minimum	0
Record Retrieval (<i>one hour minimum</i>), per hour	\$35.00	\$35.00	0
Compressed Gas Facilities, small - single tank dispensing	\$50.00	\$50.00	0
Compressed Gas Facilities, large - bulk facilities	\$100.00	\$100.00	0
Explosive or Blasting Permit	\$100.00	\$100.00	0
Fireworks Retail & Wholesale Sales Permit	\$1,500.00	\$1,500.00	0
Fireworks Display Permit	\$200.00	\$200.00	0
Flammable or Combustible Liquid Tank Removal, per tank	\$100.00	\$100.00	0
Hazardous Materials Storage/Dispensing/Production	\$100.00	\$100.00	0
High-Piled Combustible Storage Permit	\$100.00	\$100.00	0
Hot-Work Operations and Cutting Permit	\$50.00	\$50.00	0
Open Burning Permit	\$50.00	\$50.00	0
Special Event Fee - small	\$100.00	\$100.00	0
Special Event Fee - large	\$200.00	\$200.00	0
Standby Event Coverage, per hour, per person required	\$40.00	\$40.00	0
Report Fee	\$5-15.00	\$5-15.00	0
School Inspection Fee	\$125.00	\$125.00	0
School Building Plan Review	\$300.00	\$300.00	0
Tent & Canopy Permit	\$50.00	\$50.00	0
Cryogenic Fluid Facility	\$100.00	\$100.00	0
<u>Fire Inspection Fees:</u>			
<u>Sprinkler Installation Inspections:</u>			
<u>1-9 Heads:</u>			
Per Inspection	\$50.00	\$50.00	0
Per Re-Inspection	\$75.00	\$75.00	0
<u>10-99 Heads:</u>			
Per Inspection	\$70.00	\$70.00	0
Per Re-Inspection	\$75.00	\$75.00	0
<u>100 to 1000 Heads:</u>			
Per Inspection	\$95.00	\$95.00	0
Per Re-Inspection	\$75.00	\$75.00	0
<u>Additional Inspections for All Sprinkler Systems:</u>			
(i.e. 200 lb. test, 2" drain test and inspectors tests), per inspection	\$40.00	\$40.00	0
<u>Alarm & Detection Systems:</u>			
Per Inspection (up to 5 devices)	\$50.00	\$50.00	0
Per Re-Inspection	\$75.00	\$75.00	0
Per Inspections (6 - 30 devices)	\$70.00	\$70.00	0
Per Re-Inspection	\$75.00	\$75.00	0
Per Inspection (over 30 devices)	\$95.00	\$95.00	0
Per Re-Inspection	\$75.00	\$75.00	0
<u>Hood & Duct Extinguishing Systems:</u>			
Per Inspection	\$50.00	\$50.00	0
Per Re-Inspection	\$75.00	\$75.00	0
<u>Paint Booth Extinguishing Systems:</u>			
Per Inspection	\$50.00	\$50.00	0
Per Re-Inspection	\$75.00	\$75.00	0
<u>Paint Booth Using Combustible or Flammable Liquids:</u>			
Per Inspection	\$50.00	\$50.00	0
Per Re-Inspection	\$75.00	\$75.00	0
<u>Dip Tank Operations Using Combustible/Flammable Liquids Installation:</u>			
Per Inspection	\$50.00	\$50.00	0
Per Re-Inspection	\$75.00	\$75.00	0
<u>LPG or Natural Gas Facilities Inspection:</u>			

LOVELAND FIRE & RESCUE AUTHORITY**No Changes in 2014**

Description	2013 Fee	2014 Fee	2014 Change Revenue Impact
Per Inspection	\$100.00	\$100.00	0
Per Re-Inspection	\$75.00	\$75.00	0
<u>Combustible Dust-Producing Operations Inspection:</u>			
Per Inspection	\$100.00	\$100.00	0
Per Re-Inspection	\$75.00	\$75.00	0
<u>Spray and Dipping Operations Inspection:</u>			
Per Inspection	\$100.00	\$100.00	0
Per Re-Inspection	\$75.00	\$75.00	0
<u>Other Special Extinguishing Systems:</u>			
Per Inspection	\$50.00	\$50.00	0
Per Re-Inspection	\$75.00	\$75.00	0
<u>Standpipe Systems:</u>			
Per Inspection	\$50.00	\$50.00	0
Per Re-Inspection	\$75.00	\$75.00	0
<u>Halon Extinguishing Systems:</u>			
Per Inspection	\$50.00	\$50.00	0
Per Re-Inspection	\$75.00	\$75.00	0
<u>Fuel Dispensing Facilities & Transfer Equipment:</u>			
Per Inspection	\$50.00	\$50.00	0
Per Re-Inspection	\$75.00	\$75.00	0
<u>Flammable or Combustible Tank:</u>			
Per Inspection	\$50.00	\$50.00	0
Per Re-Inspection	\$75.00	\$75.00	0
<u>After Hours Inspection (minimum 2 hours):</u>			
Per Inspection, per hour	\$75.00	\$75.00	0
Per Inspection (holiday or holiday weekend), per hour	\$150.00	\$150.00	0
<u>Special Events Fee:</u>			
Firefighter, per hour	\$40.00	\$40.00	0



Agenda Item Cover

Item No.: 3

Meeting Date: October 10, 2013

Prepared By: Renee Wheeler, Public Safety Administrative Director

TITLE

Hold a Public Hearing and Consider a Resolution to Adopt the 2014 Budget

EXECUTIVE SUMMARY

A \$10.7 million operations budget is submitted for your consideration. It is \$147,611 less than the 2014 figures submitted within the Basic Services Financial Model Ten Year Financial Plan that was approved by the LFRA Board as a basis for submitting the 2014 Budget April 11, 2013.

This is the third annual budget submitted to the Board for the Loveland Fire Rescue Authority. The \$10,732,450 budget includes \$10,398,340 to continue to provide the same level of service as is being provided in 2013 and includes a supplemental request of \$334,110 to staff the Heavy Rescue Squad at the new Station 2. The Holiday Pay and Training Firefighter Supplemental requests were deferred to 2015. This budget is presented to LFRA Board for adoption now that the process of vetting the proposal through both partner organizations has been completed. It was considered by the LFRA Board July 11, 2103. It was presented to both the City on July 17, 2013 and the Rural District Board on August 7, 2013. The Fire Rescue Advisory Commission was presented the budget on August 14, 2013. It will be brought back to the LFRA Board for appropriation in November, after the partner organizations have appropriated their contributions.

BACKGROUND

The \$10.7 million budget submitted is intended to continue the same level of service, as well as staff the Heavy Rescue Squad at the new Station 2. The proposed budget includes 81 full time employees (including 6 new full time firefighters in 2014) and 18 part-time firefighters that equates in hours to 6 full time employees (up from 12 with a lower shift requirement resulting no change to the total number of hours) for a total of 87.0 full time equivalent employees.

This cover memorandum shall be considered the Budget Message for the Loveland Fire Rescue Authority. As such there are some items required by Colorado Revised Statute 29-1 "Local Government Budget Law of Colorado" that are will be included here.

While LFRA is required to adopt an annual budget, the budget is presented in its entirety in the Fire Authority Fund presentation of the City of Loveland, Colorado Budget and therefore a separate budget document is not required. Accounting and budgeting for this fund are on the modified accrual basis. Modified accrual basis means that "revenue and other financing sources are due and available and when obligations or liabilities are incurred for expenditures and other financing uses, except for certain stated items such as, but not limited to, prepaids, inventories of consumable goods, and interest payable in future fiscal years".



Agenda Item Cover

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Meeting Date: October 10, 2013

Prepared By: Renee Wheeler, Public Safety Administrative Director

All proposed LFRA revenues and expenditures are included in the budget; and LFRA is not a party to any lease purchase agreements. The Fire Authority Fund carries a zero fund balance because the partner contributions are based on the percentage contribution of the net expenditures. By the nature of the agreement, revenues are always equal to expenditures. However, during the year one month of partner contributions are held in the fund for cash flow management. This cash flow advance is netted out of the December contribution. Each partner organization is responsible for holding in their fund balance 15% of their contribution for the year in reserve.

A wide variety of services are provided by the Loveland Fire Rescue Authority. Fire Operations (formerly Suppression) in the budget summaries attached relate to three divisions including Station Operations and Training, Technical Response and Systems, and Equipment Maintenance and Replacement. These divisions perform all fire emergency response, life threatening medical emergency response, aircraft, hazmat, motor vehicle accidents, rope rescue, dive rescue, confined space rescue, and other related incidents that require technical expertise. Community Safety includes emergency management, disaster preparedness, public education and outreach, fire investigation, and fire code enforcement through plan review and inspections. The Administration coordinates all the business needs of the Authority including strategic planning, budget administration, financial planning, boards and commissions support, and managing the resources of the Authority.

Revenues

The Fire Authority is projected to generate \$168,130 through permitting/inspections, fireworks stand reviews, contractor licenses, and reimbursement for incident responses outside of our response area. This revenue is subtracted from the total expenditure budget. The City contributes 82% and the Rural District contributes 18% of the remaining expenditure budget.

Expenditures

Compensation (Salaries and Benefits, 76% of the total budget) \$8,104,970

This category of accounts includes base salaries, merit increases equivalent to 3.5% of the salaries budget to distribute to employees based on performance, 1.0% of the salaries budget for pay plan adjustments, and overtime. It also includes:

- \$249,260 for 6 supplemental position salaries and benefits;
- the cost of payroll taxes;
- worker's compensation (allocated to Fire by using a percentage of salaries to total salaries in the City plus an average of five years of workers compensation claims specific to the Fire personnel);



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Meeting Date: October 10, 2013

Prepared By: Renee Wheeler, Public Safety Administrative Director

- premiums for medical, dental, and life insurance (allocated based five years of claims experience and the number of employees);
- pension contributions (11% of salaries for firefighters and 5% for administrative staff),
- Tuition Assistance (\$10k)
- Volunteer Accident and Sickness Policy (\$6,700)
- Volunteer Pension Contribution (\$96,180)

Supplies (4% of the total budget) \$456,190

These accounts are used to account for supplies, equipment and furniture under \$5,000 per unit. It includes everything from office supplies to building repair supplies.

Services (19% of the total budget) \$2,074,470

These accounts include all utilities, property and liability insurance, training, vehicle maintenance, and other minor repair and maintenance services. (\$1,022,860, 9.5% of the total budget)

It also includes the cost of Administrative Services provided by the City: Dispatch, Facilities, Information Technology, Human Resources, Finance, City Attorney and the City Manager's Office. Each allocation is based on a reasonable assumption for the dedication of resources to the Fire Service compared to the City as a whole. (\$1,051,610, 9.8% of the total budget)

Capital (1% of the total budget) \$96,820

Equipment that costs \$5,000 or more per unit is included in this category of accounts. The dollars allocated for 2014 are dedicated to the replacement of basic operational equipment including: special operations equipment, training area equipment, wild land equipment, hoses, communications equipment, thermal imaging equipment, and computer equipment. This five year plan is attached.

The base budget for 2014 (\$10,398,340) increases 5.3% above the 2013 originally adopted budget. It includes full year funding for the Community Safety Division Lieutenant and the second year funding for the Community Safety Division Plans Reviewer, both supplemental requests funded after the originally adopted budget. Other base budget revisions are documented in an attachment. The 2014 supplemental budget requests (\$334,110) increase the budget an additional 3.3% for a total 8.6% increase over the 2013 originally adopted budget.



Agenda Item Cover

Item No.: 3

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Prepared By: Renee Wheeler, Public Safety Administrative Director

Supplemental Requests

Service enhancements are submitted in the budget process as “supplemental requests” and all the figures above include the proposed supplemental requests for your consideration. The following supplemental requests were included for consideration.

Supplemental Request Priority Order Listing

1	Six New Firefighters	\$334,110
2	Holiday Pay (\$58,780, more information on impact necessary)	
3	Training Firefighter (\$80,200 deferred to 2015)	
	Total	<u>\$334,110</u>

New Firefighters

The 2012 Loveland Fire Rescue Authority (LFRA) Strategic Plan, Phase II, includes the hiring of six additional firefighters, promoting six Engineers and three Lieutenants to staffs the new Heavy Rescue Squad for Station 2.

This budget is submitted to implement Phase II of the Basic Services Model in the Strategic Plan adopted by the Board to deliver on a governance partnership between the City of Loveland and the Loveland Rural Fire Protection District.

Process

The 2014 proposed budget was presented for LFRA Board consideration July 11,2013. On July 17, 2013 LFRA staff met with the City Manager and the rest of the City Budget Team to review the submittal. The City Manager made decisions in August about inclusions in the City’s proposed budget to the City Council. Staff presented the Loveland Rural Fire Protection District with the LFRA budget at their August 7, 2013 meeting. The Fire Rescue Advisory Commission was presented the LFRA budget on August 14, 2013. A study session to acquaint the City Council and the public with the City’s proposed budget was held September 10, 2013. September 12, 2013, the LFRA Board will hold a public hearing to approve fees and consider the adoption the 2014 budget. The Citizen’s Finance Advisory Commission reviews the City of Loveland budget for reasonableness from the citizen’s perspective in September. In October, the public has the opportunity ask questions about the City’s budget at the public hearing scheduled to be conducted on October 1, 2012. Then the City’s budget is scheduled for second reading and adoption on October 15, 2013. The Loveland Rural Fire Protection District Board will conduct a public hearing and appropriate the District budget at their November 6, 2013 meeting. They will be asked to approve the Loveland Rural Fire Protection Budget at that same





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meeting. Finally with the governing partner contributions appropriated, the LFRA Board will appropriate the 2014 budget at the November 14, 2013 meeting.

The City's budget process also includes the appropriation capital improvements money in the City's General Capital Replacement (Cap. Repl.) Fund and the Fire Capital Expansion Fee (CEF) Fund. The City's Capital Improvement Plan has been completed. Station 10 is included in 2018. The following table highlights the requests.

Item Requested	Amount Requested	Year Requested	City Fund
Complete New Station 2 – Three bays	\$901,970	2014	CEF
Replace 2000 Smeal Ladder Truck	\$1,458,610	2014	Cap. Repl.
Refurbish the 2000 Smeal Ladder Truck for Reserve Status	\$606,240	2015	Cap. Repl.
Replace 2004 General Spartan	\$652,300	2016	Cap. Repl.
Build Station 10	\$2,605,000	2018	CEF

The process for securing funding in 2014 and over next ten years is a complicated but achievable venture. The Loveland Rural Fire Protection District ten year plan has been updated based on this proposed budget. Consistent with the information shared with voters during the mill levy increase campaign, the Rural District will need to tap into reserves to fund contributions in 2017 and will require another increase in the mill levy in 2016 for collection in 2017. The successful implementation of this partnership has been a vision of the LFRA Board and the hard work has begun.

STAFF RECOMMENDATION

Approve the budget as revised and submitted.

FINANCIAL/ECONOMIC IMPACTS

This action sets the budgetary authorization to make requests for contributions from partner organizations enabling the Fire Chief to administer all programs and services provided by the Loveland Fire Rescue Authority.



Agenda Item Cover

Item No.: 3

Meeting Date: October 10, 2013

Prepared By: Renee Wheeler, Public Safety Administrative Director

ASSOCIATED STRATEGIC GOALS

This budget is critical to delivering on the three primary goals outline in the Strategic Plan:

- Deploy an effective emergency response to minimize damage and losses;
- Minimize and mitigate the risks of an emergency occurrence in the community; and
- Deliver cost effective services.

LFRA would like to be recognized by the community of Loveland and those in the fire service community as a model of excellence in providing fire protection and emergency services in the most cost-effective manner, an organization moving from good to great and built to last.

ATTACHMENTS

Resolution to Adopt the 2014 Budget

Revised 2014 Budget Summary

Equipment Replacement Schedule and other City resources dedicated to Fire

Revised Four Pillars of Success Illustration of the 2014 Budget

Comparison of 2014 Proposed Operations Budget to the 2013 Originally Adopted Budget

LFRA Revised Ten Year Financial Plan

Estimated Loveland Rural Fire Protection District Ten Year Financial Plan

Presentation slides

RESOLUTION #R- 026

**A RESOLUTION ADOPTING
THE LOVELAND FIRE RESCUE AUTHORITY
2014 BUDGET**

WHEREAS, the Loveland Fire Rescue Authority (“Fire Authority”) is authorized to adopt a budget to exercise its powers and carrying out its purposes 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's bylaws; and

WHEREAS, the Fire Authority seeks to adopt a budget to implement the Authority’s 2012 strategic plan to properly address the future fire protection and emergency services needs of the community served by the Fire Authority; and

WHEREAS, the Fire Authority is required by Colorado Revised Statute 29-1-103(1) to adopt an annual budget; and

WHEREAS, the Fire Authority Board of Directors finds that it is in the best interests of the Fire Authority and necessary for the health, safety and welfare of the community it serves to adopt the 2014 Budget.

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

Section 1. That the 2014 Loveland Fire Authority Budget, attached hereto as Exhibit A and which has been filed with the Fire Authority Administrative Office in its entirety for the fiscal year beginning January 1, 2014 and ending December 31, 2014, with revenues and estimated fund balance in the amount of \$10,732,450, and expenditures of \$10,732,450 for operations, is hereby adopted.

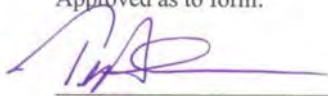
ADOPTED this 12th day of September, 2013.

Jeffrey M. Swanty, Chairperson

ATTEST:

Secretary

Approved as to form:



Teresa Ablao
Assistant City Attorney

Loveland Fire Rescue Authority 2014

Equipment Replacement: (incorporated in supplies & capital lines of the operations budget depending on per unit cost)							
	2012	2013	2014	2015	2016	2017	2018
Special Operations	\$17,330	\$32,666	\$65,830	\$30,910	\$20,910	147,610	20,910
Training Area		28,350	2,100	9,260	10,400	26,170	3,350
Wildland		5,824	13,600	15,320	16,970	7,740	8,130
EMS Equipment	10,000						
Hose and Nozzles	15,000	5,989	17,360	20,580	7,790	0	0
SCBA	44,000	6,600			4,020	75,020	102,020
Small Equipment	35,000	5,000	5,200	5,740	6,150	6,590	7,060
Communications	50,000		39,110	29,800	89,490	111,220	86,790
Thermal Imaging Cameras	12,000	11,000	24,260	12,740	26,750	14,040	29,490
Mobile Data Terminals	9,560						
Telestaff Server and Hardware	8,060						
ETI Virtual Machines	2,200						
Computer/Copier/Printer		62,597	10,000	10,500	11,030	11,580	12,160
Scanner/Plotter							
Type 6 Engine		110,000					
Total Operational Equipment	\$203,150	\$268,026	\$177,460	\$134,850	\$193,510	\$399,970	\$269,910

Information Technology Replacement Budget for Fire Related Business Equipment: (City IT Budget starting 2014)							
	2012	2013	2014	2015	2016	2017	2018
Computer/Copier Replacement	\$5,400	\$62,610	\$112,110	\$53,500	\$63,300	\$83,390	\$106,270

Fire Apparatus Replacement (City General Fund money transferred to Capital Projects):							
	2012	2013	2014	2015	2016	2017	2018
1998 ALF/General Engine	\$515,000						
Smeal Ladder Truck			\$1,458,610				
1995 General Telesquirt (Refurbishing Smeal Ladder Truck)				\$606,240			
Smeal Engine					\$652,300		

Station Construction (City Capital Expansion Fee Fund):							
	2012	2013	2014	2015	2016	2017	2018
Station 6 Expansion	\$767,350	\$29,820					
Station 2 Relocation (including \$2.9M construction and a new NW Heavy Rescue Truck with related equipment for \$634,500)		\$3,566,500	\$901,970				
Station 10							\$2,605,000

\$103k SCBA Grant Match Reserve held in a General Fund Reserve- for future grant match

**2014 Loveland Fire Rescue Authority Proposed Budget
Revised August, 2013 For City Manager Recommendation**

	Fire Authority Fund						2014 % of Total	% Change	
	2012 Actual	2013 Adopted Budget	2013 Revised Budget (June)	2014 Proposed Base	2014 Proposed Supplementals	2014 Total Proposed Budget		2014 Prop to 2013 Adopted	2014 Prop to 2013 Revised
Revenues:									
Taxes (General Fund Revenue)									
Charges for Services (Permits)	159,741	141,380	141,380	146,130		146,130	1.4%	3%	3%
Intergovernmental:									
City	7,363,710	7,967,860	8,275,220	8,388,772	273,970	8,662,742	80.7%	9%	5%
Rural District	1,450,246	1,749,050	1,891,520	1,841,438	60,140	1,901,578	17.7%	9%	1%
Other (Grants, Other Agency Deployments, Interest)	1,008,138	20,000	33,000	22,000		22,000	0.2%	10%	-33%
Total Revenues	\$9,981,835	\$9,878,290	\$10,341,120	\$10,398,340	\$334,110	\$10,732,450	100.0%	9%	4%
Expenditures by Account Class:									
Personnel (Salaries and Benefits)	6,923,738	7,542,890	7,672,210	7,855,710	249,260	8,104,970	76%	7%	6%
Supplies	1,171,681	363,860	435,750	371,340	84,850	456,190	4%	25%	5%
Services (starting 2012 Indirect City Adm Services included)	1,563,318	1,802,640	1,834,290	2,074,470		2,074,470	19%	15%	13%
Capital	32,659	168,900	398,870	96,820		96,820	1%	-43%	-76%
Total Expenditures	\$9,691,396	\$9,878,290	\$10,341,120	\$10,398,340	\$334,110	\$10,732,450	100%	9%	4%
% change		24.1%							
Excess or Deficiency of Revenues Over or Under Expenditures (1)	\$290,439	0	\$0	\$0	\$0	\$0			
Fund Balance (Beginning January 1)	0	\$0							
Fund Balance (Ending December 31)	0	\$0							
Expenditures Restated by Service Division:									
Fire Operations (Previously Suppression)	7,842,838	7,952,960	8,278,930	8,078,920	334,110	8,413,030	78%	6%	2%
Community Safety (Previously Prevention)	751,837	727,070	851,930	926,420		926,420	9%	27%	9%
Admin Division w/o City Admin Administrative Services Provided by the City	306,093	316,640	328,640	341,390		341,390	3%	8%	4%
	790,628	881,620	881,620	1,051,610		1,051,610	10%	19%	19%
Total Expenditures	\$9,691,396	\$9,878,290	\$10,341,120	\$10,398,340	\$334,110	\$10,732,450	100%	9%	4%
Full Time Equivalent Employees:									
Full Time Employees- Benefited	67.0	73.0	75.0	75.0	6.0	81.0	93.1%		
Part Time Employees - Benefited	0.0	0.0	0.0	0.0	0.0	0.0	0.0%		
Part time Employees - Non-Benefited	6.1	6.1	6.1	6.0	0.0	6.0	6.9%		
Total	73.1	73.0	81.1	81.0	6.0	87.0	100.0%	19%	7%

(1) This was required for the cash flows associated with grant revenue recognition in 2012 for revenue that came in January 2013. It was netted out of the January 2013 City Contribution. At 2013 year end the contribution for the City will be less than the budget.

2014

Request Revised

Good to Great

Built to Last

\$0.9M Complete Station 2

\$1.5M Aerial Truck

2014 Aug 2013	2015 Est.	2016 Est.	2017 Est.	2018 Rest.	2019 Est.	2020 Est.
\$10.7M	\$11.5M	\$12.1M	\$13.2M	\$13.5M	\$15.2M	\$15.7M



Core Services Portion of the Budget \$10.4M

+5.4% 5.3% over 2013 Adopted

Total Budget +8.6%



**Operations-
\$8.1M**

- \$334k Staffing Stat 2
- \$177k Equipment Replacements
- \$30.8k New Maint. on 2013 purchases (radios & software)
- \$7.5k SCBA Outsourced Inspection & Testing
- \$4k Training Center Pond Monitoring for Contaminants

**Community
Safety \$0.9M**

- Business Inspections Program
- Residential Sprinklers
- Gas & Oil Explorations

**Admin \$1.4M
(Fire \$0.3M + City\$1.1M)**

- OMEGA Software Integration
- Evaluation of the Accreditation Program
- Strategic Evaluation of Stations with TV EMS

**Human
Resource Asset**

- \$200k 3.5% Merit Pool
- ~~\$80k Training Firefighter~~
- \$57k 1.0% Pay Plan Market Alignment
- ~~\$59k Holiday Pay~~
- \$30k Gear for 6 Additional Part Timers
- \$24k Training, Honor Guard, and Shift OT
- \$18k Additional Training
- \$10k Tuition Assistance
- \$7k fitness evaluations

\$0.5M \$0.3M Supplemental Requests in 2014

**Mission, Vision & Values
(Foundation for the 4 Pillars of Success)**



2014 City Manager Recommended Budget Compared to the 2013 Originally Adopted Budget

Description of Changes	2013	2014	Change	Section Total	% of Total Increase	% Increase over 2013 Adopted
Impact from LFRA Changes:						
Investment in Equipment Replacement based on inventory replacement schedule:						
2014 Scheduled equipment replacement that exceeds the total for 2013	153,026	177,460	24,434			
Investment in Personnel:						
4.5% on base salaries and benefits (merit and pay plan adjustment pools from Budget Office "core sheets") plus FICA and Retirement on those amounts		256,532	256,532			
Second Year Impact of 2013 Supplementals (approved with the budget Budget Adoption)	582,250	429,996	-152,254			
Second Year Impact of 2013 Supplementals (after Budget Adoption) CSD Lt for full year, Plans Reviewer, Fleet Maintenance for BC Command Vehicle		197,247	197,247			
FLSA Pay increase based on historical expenditures and new employees (this pay associated with shifts, 27 day schedule, and the FLSA requirements for OT over a specified number of hours)	99,500	106,750	7,250			
Increased overtime to cover Training and Honor Guard activities not previously paid		16,900	16,900			
Reduction in Volunteer Accidental Death & Disability	17,330	6,700	-10,630			
Training (Colorado State Chiefs, Rescue School-every other year, Special Oprs Training to replaced promoted members, Adm staff training for the first time, SWAT School travel exp) \$12,940		12,940	12,940			
Tuition Assistance		10,000	10,000			
Investment in Operational Expenditures:						
Maintenance on 800 Mhz radios		20,780	20,780			
New Software maintenance agreements (Tritech quickest Path, OMEGA)		10,000	10,000			
Purchase another block of 20 licenses for Telestaff, include the web access fee		3,200	3,200			
New Contract for the SCBA inspections/maintenance		7,500	7,500			
State required monitoring of the pond at the detention center for comtaminants		4,000	4,000			
Net of Other Line item variances associated with the increase cost of providing service (\$12,900 reductions from requests for CM Recommendations--\$7,900 in bunker gear and \$5,000 Communications Service)		-14,255	-14,255			
				393,644	46.1%	4.0%
Impact from City Related Services:						
Reduction in Insurance (medical premium reduction, life, disability, etc.. To be paid for by the insurance fund)	909,550	815,000	-94,550			
Change in Indirect Costs at 19.3%	881,620	1,051,610	169,990			
Change in Property Liability	57,950	56,650	-1,300			
Change in Workers Compensation	170,230	198,196	27,966			
Change in Fleet-Maintenance	349,530	358,630	9,100			
Change in Fleet-Amortization	158,460	173,660	15,200	126,406	14.8%	1.3%
<i>Total Base/Core Budget Changes</i>				520,050	60.9%	5.3%
Impact from 2014 Supplemental Requests						
Staffing for 2014 Station 2		334,110	334,110			
Holiday Pay (\$58,780)						
Training Firefighter (\$80,200)				334,110	39.1%	3.4%
Total Change in Total Costs			854,160	854,160		8.6%
Additional Revenue primarily in Training	161,380	168,130	6,750			
Net Change in Costs			847,410			
City 82%			694,876			
Rural 18%			152,534			

Loveland Fire Rescue Authority Basic Services Plan-Operations Segment Only
(Aug, 2013 Based on CM Recommendation)



Assumption for Annual Cost Escalator

3.50%

9/5/2013

Current Level of Service Budget:

	2013	2014	2015	2016	2017	2018	2019	2020
City Fire Service Operations Only	\$8,414,420	\$9,346,730	\$9,770,172	\$10,206,998	\$10,718,529	\$10,820,317	\$11,196,372	\$11,658,900
Indirect/Full Costing Expenditures	881,620	1,051,610	1,135,721	1,112,940	1,159,814	1,218,283	1,280,890	1,278,319
Full Cost of Fire Services (linked to program budgets that have planned equipment inventory replacements identified)	\$9,296,040	\$10,398,340	\$10,905,893	\$11,319,937	\$11,878,343	\$12,038,601	\$12,477,262	\$12,937,219
Less Revenue the Fire Service Generates	174,380	168,130	174,015	180,105	186,409	192,933	199,686	206,675
Expenditures less Revenue for Net Expenditure and Contribution Calculation	\$9,121,660	\$10,230,210	\$10,731,878	\$11,139,832	\$11,691,934	\$11,845,668	\$12,277,576	\$12,730,544

Future Expansion Estimates:

Additional costs for the FA (workers comp, prop./casualty) after first five transitional years where employees and property would be retained by the City and the District

	62,324	64,505	66,763	69,100
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Phase I

Six Firefighters (full year Station 6 Expansion) in 2013	428,010 incorporated in the base							
Part Time Firefighter Prog (increase rate of pay in 2013 to \$11.25/hr; 12 up 6 to 18 in 2014 gear at \$5,892 per firefighter)	43,490							
Public Safety Administrative Director Position (added in 2012 so it is in the current level of service line)								
Plans Reviewer (future years include part timer portion that was netted out in the first year because that part timer has been excluded from future years in the base budget)	71,000							
LT for Community Safety Division half a year in 2013	121,460							
Command Vehicle Replacement (seven year replacement)	75,000							
Carryover from 2012	195,370							
Small Equipment Replacements and Annual Contribution to Apparatus Replacement (Type 6 Engine in 2013)	110,750				575,000	575,000	575,000	575,000
Phase I Supplemental Total	\$1,045,080	\$0	\$0	\$0	\$575,000	\$575,000	\$575,000	\$673,761

Phase II

Six Firefighters (half of a year in 2014)	289,217	423,012	437,817	453,141	469,001	485,416	502,405	
Three LT's and Six Engineer Promotions (half of a year in 2014)	44,893	92,928	96,180	99,547	103,031	106,637	110,369	
Facilities Costs (7,000 additional sq ft @ \$6.14 sq ft inflated out two years or \$6.58/sq ft)		47,714	49,383	51,112	52,901	54,752	56,669	
Heavy Rescue maintenance and amortization (historical no.)		46,575	48,205	49,892	51,639	53,446	55,316	
Holiday Pay (2014 cost \$58,780)								
Training Firefighter		83,370	71,467	73,968	76,557	79,236	82,010	
Phase II Supplemental Total	\$0	\$334,110	\$693,598	\$703,053	\$727,660	\$753,128	\$779,488	\$806,770

Phase III (Revised for Building Station 10 in 2018 rather than 2016)

Administrative Assistant (1 in 2016)				54,450	56,356	58,328	60,370	62,483
Phase III Supplemental Total	\$0	\$0	\$0	\$54,450	\$56,356	\$58,328	\$60,370	\$62,483

Phase IV (Revised for Building Station 10 in 2018 rather than 2016)

Nine (full year station 10) + three rovers (full year, system wide)= 12 full year--Station 10 staffing shifted from Phase III						1,172,361	1,023,773
Three LT's and Six Engineer Promotions in 2019 (full year) Station 10 staffing shifted from Phase III						106,637	110,369
Facilities Costs for the new station (\$6.14 2012 facilities costs per square foot inflated out to 2019 would be \$7.81 X 9,000 square feet)						70,290	72,750
Phase IV Total	\$0	\$0	\$0	\$0	\$0	\$1,349,288	\$1,206,892

Total Future Expansion Estimates

	\$1,045,080	\$334,110	\$693,598	\$757,503	\$1,421,340	\$1,450,962	\$2,830,908	\$2,819,005
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Total Expected Annual Expenditures

	\$10,341,120	\$10,732,450	\$11,599,491	\$12,077,440	\$13,299,683	\$13,489,562	\$15,308,170	\$15,756,224
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Additional FTE's (excludes 6 PT that are not benefited-2 FTE in 2014)	8.0	6.0	1.0	1.0			12.0	28.0
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Partner Contributions Calculation: (revenue lines in the LFRA Budget)

Future Fire Authority Net Budget Estimate (Full Cost less Revenue Generated)

	\$10,166,740	\$10,564,320	\$11,425,477	\$11,897,335	\$13,113,274	\$13,296,629	\$15,108,484	\$15,549,549
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City (Contribution of Net Budget at 82%, adjusted for command vehicle that is 100% Rural in 2013)

	8,275,227	8,662,743	9,368,891	9,755,815	10,752,885	10,903,236	12,388,957	12,750,630
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Rural (Contribution of Net Budget at 18%, adjusted for command vehicle that is 100% Rural in 2013--Amount that should show up in the Rural Districts City Contract line)

	1,891,513	1,901,578	2,056,586	2,141,520	2,360,389	2,393,393	2,719,527	2,798,919
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City Contribution Less 82% of Indirect Services Provided by the City: (expenditure lines in the City Budget)

City (Contribution of Net Budget at 82%, adjusted for command vehicle that is 100% Rural in 2013)

	\$8,275,227	\$8,662,743	\$9,368,891	\$9,755,815	\$10,752,885	\$10,903,236	\$12,388,957	\$12,750,630
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Indirect Services times 82%

	\$722,928	\$862,320	\$931,291	\$912,610	\$951,047	\$998,992	\$1,050,330	\$1,048,221
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City Contribution Less 82% of Indirect Services Provided by the City: (Amount that Should show up in the City's General Fund Finance Master Plan)

	\$7,552,298	\$7,800,422	\$8,437,600	\$8,843,204	\$9,801,837	\$9,904,244	\$11,338,628	\$11,702,409
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Capital Expenditures (note only):

2013 2014 2015 2016 2017 2018 2019 2020

Apparatus Replacement: (Concern Addressed: Quotes created in 2010 had not been adjusted for inflation in the first five years at 5% annually, so they have been inflated in this version)

City:								
2000 Smeal Aerial Ladder Truck with a "Tower"/Platform Ladder Truck		\$1,458,610						
Refurbish the 2000 Smeal Aerial Ladder Truck ("Straight Stick")			\$606,240					
2004 General Spartan (used 2012 actual price and inflated it out to 2016)				\$652,300				
Rural:								
Water Tender 1				\$317,610				
Water Tender 8 (used the same \$237,000 and inflated to 2017)					\$333,490			
LFRA:								
Engine 2 Crimson/Spartan								\$597,390
Water Tender 5						\$357,000		
Annual Total	\$0	\$1,458,610	\$606,240	\$969,909	\$333,490	\$357,000	\$0	\$597,390

Other equipment is outside of this planning horizon

Stations/Related Equipment:

Complete Station 6 and art in public places (added in carryover)	29,820							
Station 2 (Three bay station and art in public places; land and the related costs were purchased in 2012 for \$99,788, rounded to \$99,790)	2,900,000	901,970						
Heavy Rescue Station 2 (added \$32k in carryover)	666,500							
Station 10						2,605,000		
Annual Total	\$3,596,320	\$901,970		\$0	\$0	\$2,605,000	\$0	\$0

Rural District Budget - General Fund (After City Revisions)

9/26/2013

Description	2013 Est.	2014 Est.	2015 Est.	2016 Est.	2017 Est.	2018 Est.	2019 Est.
Projected Beginning General Fund Balance	\$384,944	\$365,933	\$354,504	\$194,413	\$826	(\$12,608)	(\$403,353)
Contribution from the Vehicle Fund Revenue:				\$345,015			
Property Tax (mill levy at 5.808 in 2012 and 8.708 thereafter)	\$2,027,800	\$2,048,653	\$2,048,653	\$2,151,086	\$2,151,086	\$2,151,086	\$2,151,086
Specific Ownership Tax	91,000	94,241	97,539	100,953	104,487	108,144	111,929
Miscellaneous (interest, Abate Adj. & Other)	77,890	50,907	52,689	54,533	56,442	58,417	60,462
Total Revenue	\$2,196,690	\$2,193,801	\$2,198,881	\$2,306,572	\$2,312,014	\$2,317,646	\$2,323,476
Expenditures:							
Fire Authority Contribution+ in 2013 \$75,000 For Command Vehicle	1,891,513	1,901,578	2,056,586	2,141,520	2,360,389	2,393,393	2,719,527
Facilities (utilities, rent & maint.)	10,533	10,533	10,901	11,283	11,678	12,087	12,510
Command Vehicle (moved to contribution)	0						
Capital Expenditures (Canyon)	30,000	26,781	27,718	28,688	29,692	30,731	31,807
Pension for Volunteer Firefighters							
Loveland (State Contribution)	20,130	20,130	20,130	20,130	20,130	20,130	20,130
Canyon (Local + State Contribution)	29,971	29,971	29,971	29,971	29,971	29,971	29,971
Miscellaneous Operating	10,000	10,350	10,712	11,087	11,475	11,877	12,293
Canyon Department	32,137	35,479	36,721	38,006	39,336	40,713	42,138
Board Expenses (secretary, directors, & bookkeeper)	12,460	13,305	13,770	14,252	14,751	15,267	15,802
Insurance (Auto, General Liability, Workers Comp, Self Insurance Fund contribution)							
Bonds - officers	0	0	0	0	0	0	0
Office Supplies	500	536	554	574	594	615	636
Accounting & auditing	7,000	8,034	8,315	8,606	8,908	9,219	9,542
Legal and Administrative Prof Exp	42,000	40,000	30,000	30,000	30,000	30,000	30,000
Election Expense	0	0	0	50,000	0	0	0
2% Collection Fee County Treasurer	40,896	40,973	40,973	43,022	43,022	43,022	43,022
Fire Prevention	10,000	0	0	0	0	0	0
Contingency	50,000	50,000	50,000	50,000	46,000	50,000	50,000
Total Expenditures	\$2,204,075	\$2,205,196	\$2,354,493	\$2,495,916	\$2,665,379	\$2,707,139	\$3,038,194
Revenues less Expenditures	-\$7,385	-\$11,395	-\$155,612	-\$189,344	-\$353,365	-\$389,492	-\$714,718
TABOR Reserve Contribution	11,626	34	4,479	4,243	5,084	1,253	9,932
Projected Ending General Fund Balance:	\$365,933	\$354,504	\$194,413	\$826	(\$12,608)	(\$403,353)	(\$1,128,003)
Vehicle Insurance Fund	345,015	345,015	345,015	345,015	0		
Total Available General and Vehicle Funds	\$710,948	\$699,519	\$539,428	\$345,841	(\$12,608)	(\$403,353)	(\$1,128,003)
Total TABOR Reserve 2012=\$54,496	\$66,122	\$66,156	\$70,635	\$74,877	\$79,961	\$81,214	\$91,146
assessed valuation	233,143,397	235,261,032	235,261,032	247,024,084	247,024,084	247,024,084	247,024,084
tax generation	2,030,213	2,048,653	2,048,653	2,151,086	2,151,086	2,151,086	2,151,086
one mill	233,143	235,261	235,261	247,024	247,024	247,024	247,024

2014 Proposed Budget

July 11, 2013 LFRA Board

August 7, 2013 Loveland Rural District Board

August 21, 2013 Fire Rescue Advisory
Commission (with CM Recommendations)

September 12, 2013 LFRA Board Budget Adoption



2014

CM Recommendation

\$0.9M Complete Station 2

\$1.5M Aerial Truck

Good to Great

Built to Last

2014 Aug 2013	2015 Est.	2016 Est.	2017 Est.	2018 Rest.	2019 Est.	2020 Est.
\$10.7M	\$11.5M	\$12.1M	\$13.2M	\$13.5M	\$15.2M	\$15.7M

Core Services Portion of the Budget \$10.4M

+5.4% 5.3% over 2013 Adopted

Total Budget +8.6%



Operations- \$8.1M

Community Safety \$0.9M

Admin \$1.4M

Human Resource Asset

(Fire \$.3M + City\$1.1M)

\$(.5).3M Supplemental Requests in 2014

- \$334k Heavy Rescue Crew Stat 2
- \$177k Equipment Replacements
- \$30.8k new maint. on 2013 purchases (radios & software)
- \$7.5k SCBA Outsourced
- Inspection & Testing
- \$4k Training Center
- Pond Monitoring for Contaminants

- Business Inspections Program
- Residential Sprinklers
- Gas & Oil Explorations

- OMEGA Software Integration
- Evaluation of the Accreditation Program
- Strategic Evaluation of Stations with TV EMS

- \$200k 3.5% Merit Pool
- \$57k 1.0% Pay Plan Market Alignment
- ~~\$80k Training Firefighter~~
- ~~\$59k Holiday Pay~~
- \$30k Gear for 6 Additional Part Timers
- \$24k Training, Honor Guard, and Shift OT
- \$18k Additional Training
- \$10k Tuition Assistance
- \$7k fitness evaluations

Mission, Vision & Values
(Foundation for the 4 Pillars of Success)



Supplemental: Station 2 Staffing

- Half of a Year
- 6 FTE's
- 6 Engineer & 3 Lt. Promotions

Description	Cost
Salaries	\$194,315
Benefits/Taxes	54,945
PPE/Uniforms	32,780
Equip (SCBA/Radios)	52,070
Total	\$334,110

1st Full Year Cost of Adding a FF: \$80,200
(Salaries, Benefits, Gear, Equipment)



Supplemental: Training Firefighter

- Full Year
- 1 FTE

Description	Cost
Salaries	\$49,530
Benefits/Taxes	16,500
PPE/Uniforms	5,480
Equip (SCBA/Radios)	8,690
Total	\$80,200

City Manager indicated that there could be City support in 2015 for this position



Supplemental: Holiday Pay

- Full Year, 8 of the 11 holidays (8 hrs,8 days X 1.4 for shift conversion =89.5 hours)
- OT eligible positions (Firefighter through LT.)

Description	Cost
Salaries	\$57,940
Benefits/Taxes	840
Total	\$58,780

More quantitative research requested on the staffing impact and potential reduction in overtime expenditures



Revenue

- Proposing No Fee Changes in 2014
- \$168,130 (LFRA Generated Revenue: permits, training reimbursements, and special events)
- Partner Contribution on Net Budget (Total Expenditures less LFRA Generated Revenue)

Proposed - Contributions	Base	Supplemental	Total
City	\$8,399,350	\$387,934	\$8,787,284
Rural	\$1,843,760	\$85,156	\$1,927,916

CM Recommended - Contributions	Base	Supplemental	Total
City	\$8,388,772	\$273,970	\$8,662,742
Rural	\$1,841,438	\$60,140	\$1,901,578

Comparison to April Approved Model for 2014

	Basic Services Model April 2014	Proposed Budget 2014	% Change	City Manager Recommended (August 2013)
Base	\$10,461,591	\$10,411,240	-.48%	10,398,340
Supplemental	418,470	473,090	13.05%	334,110
Total	\$10,880,061	\$10,884,330	.04%	\$10,732,450
Comparison to April Basic Services Model		\$4,269		(\$147,611)

Comparison to 2013 Originally Approved Budget

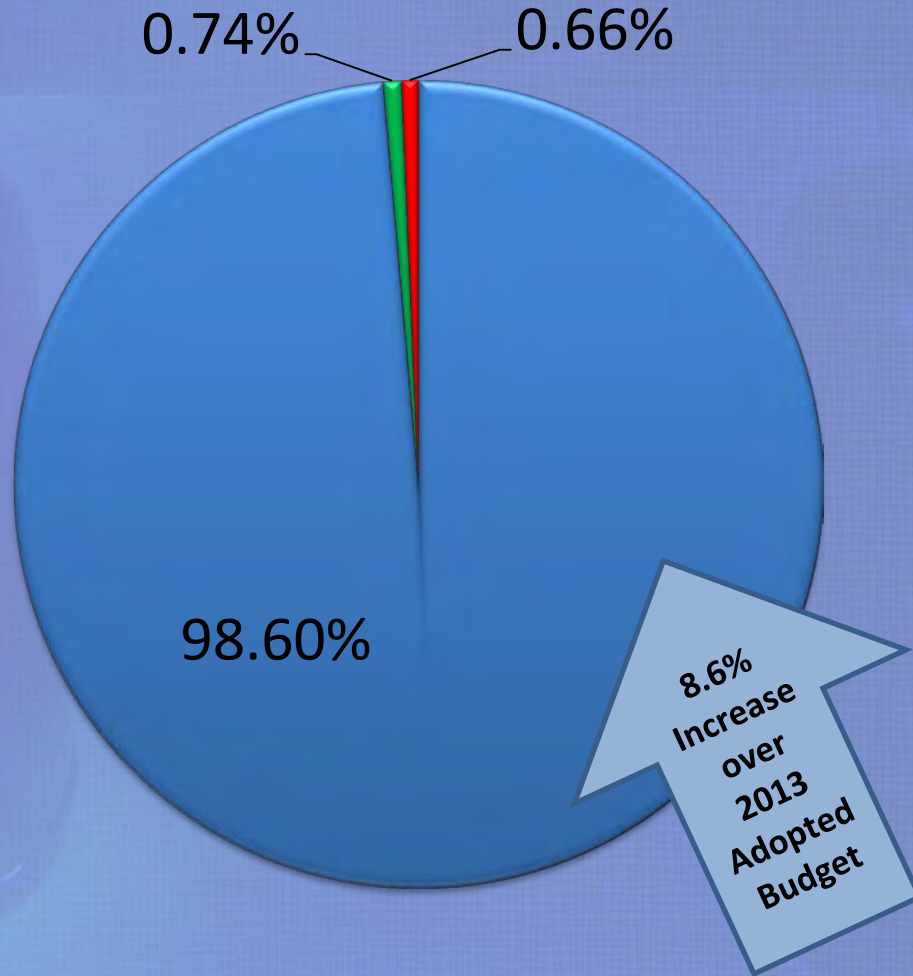
	2013 Adopted Budget	Proposed Budget 2014	% Change (from 2013)	CM Recommended	% Change
Base	\$9,878,290	\$10,411,240	5.4%	\$10,398,340	5.3%
2014 Supplemental		473,090		334,110	
Total	\$9,878,290	\$10,884,330	10.2%	\$10,732,450	8.6%
Change in total \$'s		\$1,006,040		854,160	

List of Changes

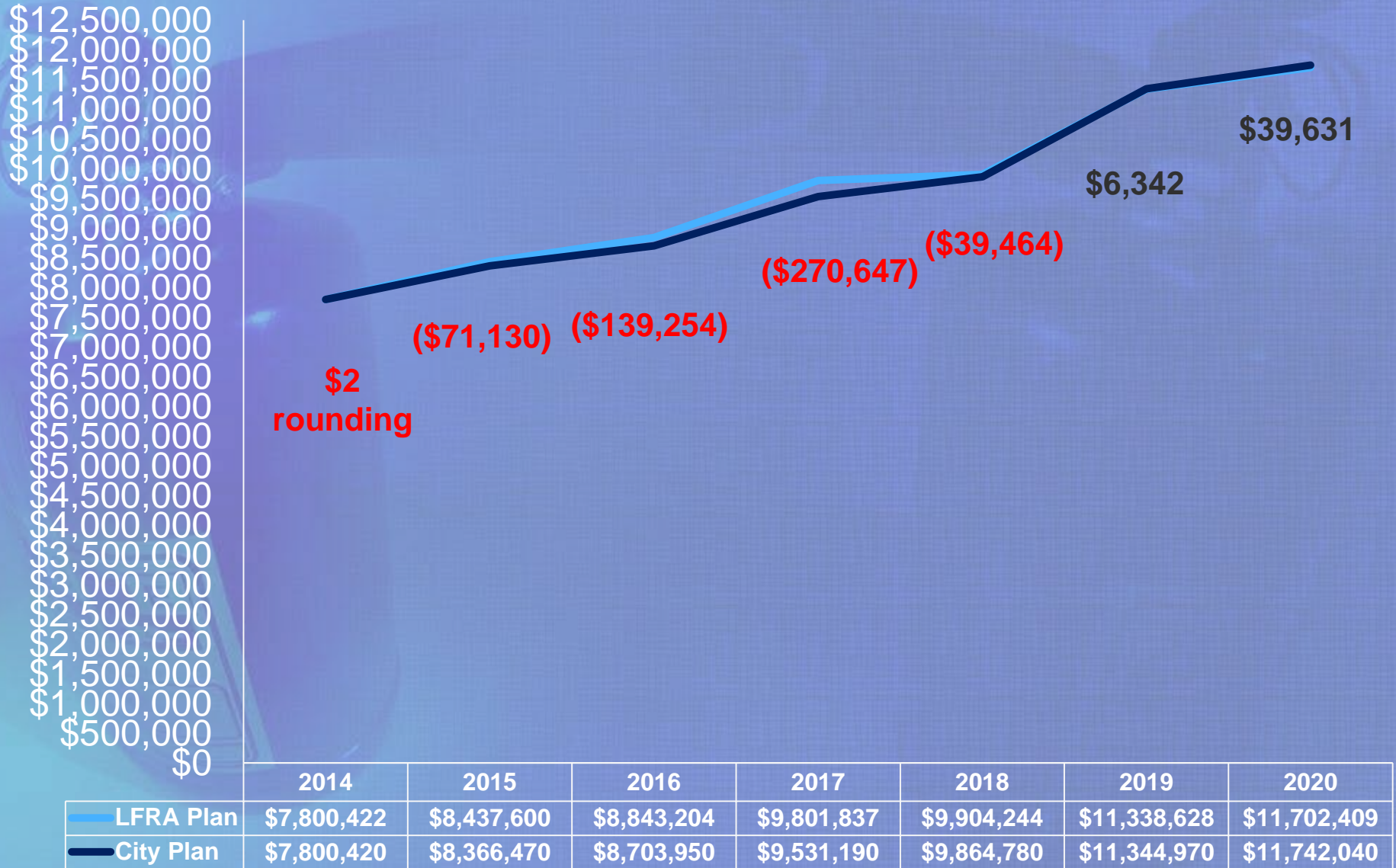
Description	Amount	% of Total Chg	Amount- CM Recommend	% of Total Chg
2014 Supplemental Requests	\$473,090	47%	\$334,110	39.1%
4.5% Merit & Pay Plan Adjustments	256,532	25%	256,532	30.0%
Indirect Expenses for City Related Services and Insurance (Net of Reduction in Insurance)	126,406	13%	126,406	14.8%
Second Year Impact of 2013 Supplemental (Plans Reviewer & CSD Lt. less Type 6 and Equipment for New FF's)	44,993	5%	44,993	5.3%
Personnel Related Expenses (Overtime, FSLA Pay, Training, Tuition Assistance Less Reduction in the cost of Volunteer Supplemental Insurance)	36,460	4%	36,460	4.3%
Increase Cost of Maintenance Agreements (radios and new software)	30,780	3%	30,780	3.6%
Increase in the Cost of Scheduled Equipment Replacement	24,434	2%	24,434	2.9%
Other Operational Cost Increases (new licenses for Telestaff, contract for SCBA inspections and maint., State required monitoring of Training Center Detention Pond)	13,345	1%	445	0.05%
Total Change between 2013 Originally Adopted	\$1,006,040		\$854,160	

2014 \$10.7M LFRA Budget After City Manager Review

- CM Recommended
- Training Firefighter Deferred to '15
- Reductions in Increases Requested



LFRA 10 Yr Versus City 10 Yr for City Contribution to LFRA



Budget Process

Activity	Organization	Date
Presentation of the Proposed Budget	LFRA Board	July 11, 2013
	City Manager's Budget Team	July 17, 2013
	Rural District Board	August 7, 2013
	Fire Rescue Advisory Commission	August 21, 2013 (updated)
Presentation of the City's Budget	City Council Study Session	September 10, 2013
Citizen Review of City's Budget	Citizen Finance Advisory Commission	September 11, 2013
Public Hearing and Consider Adoption of the LFRA Budget and Fees	LFRA Board	September 12, 2013
Public Hearing and First Reading of the City Budget, Approval of LFRA Budget and Fees	Regular City Council Meeting	October 1, 2013
Second Reading of the City Budget	Regular City Council Meeting	October 15, 2013
Rural Budget, Approval of the LFRA Budget and Fees	Regular Rural Board Meeting	November 6, 2013
Adoption of the LFRA Budget	LFRA Board Meeting	November 14, 2013

Questions?





Agenda Item Cover

Item No.: 4

Meeting Date: October 10, 2013

Prepared By: Randy Mirowski, Fire Chief

TITLE

Discussion of Consolidated Volunteer Pension Fund Policy Considerations (Part II)

EXECUTIVE SUMMARY

The Intergovernmental Agreement establishing Loveland Fire Rescue Authority, in Article X, establishes that after January 1, 2012, the Authority shall be responsible for funding the City's and District's share of the Consolidated Pension Fund. It further states that the parties agree to consider appropriate amendments to the Consolidated Pension Fund Agreement to reflect the Authority's responsibility under Article X. There are several discussion points, and possible amendments, related to this pension fund that need to be considered. Staff is requesting discussion, consideration and further direction from the Fire Authority Board.

NOTE: This item was presented to the Fire Authority Board in August of 2013; however, two members were absent from the discussion. There was also a request from the Board to provide some expanded information on several of the bulleted points. The clarifications (blue font) are included in the issue paper attached to assist the Board in their understanding of the pension related issues.

BACKGROUND

The original Agreement for the Consolidated Pension (a.k.a. "Loveland Firemen's Pension Fund") dates back to year 1966. There have been few changes in the original Agreement, with a noted exception of an amendment made in year 2011. Many changes have occurred within the fire department over this time, including changes in the workforce staffing model, changes in the governance model with the establishment of the Fire Authority, and changes in the use and name of the volunteers as part of the organization's workforce.

The original Agreement describes the organization much differently than it is today. The original Agreement also describes the management of the pension fund in a far different manner than what is called for in the IGA establishing the Fire Authority, and how the pension fund is managed today. Finally, in both the original Agreement and the amendment in 2011, there are a limited, and arguably an inadequate, amount of details and specificity for funding and managing the Consolidated Pension Fund.

Therefore, in light of the changes made in the Fire Department and in the establishment of the Loveland Fire Rescue Authority, amendments are needed to this Agreement to bring it up to date and in alignment with the required changes as specified within the IGA establishing the fire authority.



Agenda Item Cover

Item No.: 4

Meeting Date: October 10, 2013

Prepared By: Randy Mirowski, Fire Chief

STAFF RECOMMENDATION

Confer over the attached discussion points and issues and provide direction for staff in the construct of a new Consolidated Pension Agreement, or to amend the existing agreement to reflect the needed changes.

FINANCIAL/ECONOMIC IMPACTS

There is no immediate financial impact. However, depending on the direction given by the Board, increases to the costs for providing pension funding could occur.

ASSOCIATED STRATEGIC GOALS

Deliver Cost Effective Services

ATTACHMENTS

Issue Paper: *Amending the Consolidated Pension Agreement Part II*

Issue Paper: Amending the Consolidated Pension Agreement Part II

The Consolidated Pension Agreement (a.k.a. Loveland Firemen's Pension Fund) was originally crafted into an agreement in 1966. Many changes have occurred both organizationally and in the governance model for the Fire Department since the inception of this agreement. Thus, a real need exists for amendments to the current agreement. Within the IGA establishing the Loveland Fire Rescue Authority, responsibility for such amendments and changes is placed upon the Fire Authority Board. At the July 11, 2013 meeting of the LFRA Board of Directors, discussion about the Consolidated Pension Fund and future changes were addressed. The following is a list of discussion points, derived from several recent pension related meetings, including clarifying information for each point (blue font).

Discussion Points from July 11 and August 22 Meeting:

- **Philosophy and Intent of the Pension Fund:**

What does the Fire Authority Board (Board) see as the overall philosophy for having the pension fund; is it viewed as a additional source of income for retired volunteers or as something else, and should that philosophy be listed in the agreement?

In moving forward with a new agreement, or in amending the current agreement, there will need to be some definition of philosophy for how the Board views this pension. For example, is the pension fund intended to be a supplemental source of income for retired volunteers or is it intended to be seen as a sole or primary source of retirement funding for retired/ retiring volunteers? This philosophy can, and likely will, have an effect on future funding decisions.

- **Proper Funding for the Consolidated Pension Fund:**

The pension fund's adequacy of funding is determined by actuarial studies. The Board can determine at what level the pension is/ can be funded at—maintaining status quo, or with added increases, or other at other levels. Currently (2012-2013) the monthly payment to pensioners is \$650 per month. Increases are currently given consideration by petition of the

Pension Board without an empirical system or a rationale for such increases. Should specificity be established in the future?

- **State Contributions to the Pension Fund:**

There has been some discussions related to maximizing the state's contribution rate for the Consolidated Pension Fund; does the Fire Authority Board wish to continue to pursue that philosophy?

Maximizing the state contribution has been part of the determining the organizations contribution toward funding the current and future benefits of the plan. Because the monthly benefit is greater than \$300, the State contribution is based on a three tier calculation per C.R.S. 31-30-1112(2)(b):

- *equal to 90% of the local contribution,*
- *must not be more than greater of either the contribution actuarially required to pay a pension of \$300/month in the previous year or the actual contribution received in 1998, 1999, 2000, or 2001, and*
- *shall not exceed one-half mill of the previous net assessed value.*

Therefore the organization's (City and Rural District) contribution has been calculated to ensure that the State contribution is equal to 90% of the local contribution.

- **Role of the Consolidated Pension Board:**

The current agreement for the Consolidated Pension has some information about the role of the pension board; yet, would the Fire Authority Board like to see a more defined role for the pension board and if so, at what capacity?

The current agreement provisions for Board responsibilities include:

- *establishing specific officers,*
- *providing meeting minutes,*
- *providing a report to the City and Rural District at least once a year,*
- *providing the City and Rural District with an estimated amount that will be needed for the pension fund annually, and*
- *complying with all pension laws.*

These duties are to be performed by the board without remuneration for their services.

- **Role of the Fire Chief and Staff:**

The role of the Fire Chief and the Fire Authority's staff has been unclear; does the Fire Authority Board wish to spell out the roles and responsibilities of the Fire Chief and other staff members within the agreement?

There is nothing in the current agreement that establishes the role of the fire chief or staff for the volunteer pension fund.

- **Definitions of Words Used in Pension Documents:**

Pension documents can be complicated and at times the use of words can mean different things in other contexts (adequate or required funding as examples); should a list of definitions be included as amendments to the current agreement, or in a new agreement?

This issue of terms and their meaning has surfaced in the past as a point of concern. Would the Board like to establish a glossary of terms within the new or amended agreement?

- **Use of a Third Party:**

This issue of having a third party involved in the volunteer pension has surfaced several times in the recent past. Some concerns exist about the amount and depth of information and financial specificity in actuarial and reports related to pension concerns ("we are not accountants" was one comment). It has been suggested that perhaps there was a need for a third party to provide information and insight to both the fire authority board and the volunteer pension board.

Does the Board feel this is necessary?

Agenda Item Cover

Item No.: 5

Meeting Date: October 10, 2013

Prepared By: Renee Wheeler, Public Safety Administrative Director



TITLE

Consider a Resolution Approving an Intergovernmental Automatic Response Agreement between the Loveland Fire Rescue Authority and the Laramie County Fire District #2

EXECUTIVE SUMMARY

An automatic aid agreement provides that both LFRA and the Laramie County Fire District #2 will be dispatched to an emergency response within a particular response area. It is a standard agreement necessary to ensure that there are policies and procedures in place for automatic response.

BACKGROUND

This agreement clarifies the area of auto response, roles and responsibilities, establishes procedures for cooperation and coordination, liability, workers compensation coverage, provides no compensation for services, provides for response determination in terms of availability, sets the term for one year renewable annually, and set procedures for termination of the agreement by either party.

STAFF RECOMMENDATION

Approve as written

FINANCIAL/ECONOMIC IMPACTS

There are no financial or economic impacts out of the ordinary for automatic aid agreements.

ASSOCIATED STRATEGIC GOALS

Deploy an effective emergency response to minimize damage and loss.

ATTACHMENTS

Resolution

Agreement

RESOLUTION # R-027**A RESOLUTION APPROVING AN INTERGOVERNMENTAL MUTUAL AID AGREEMENT BETWEEN THE LOVELAND FIRE RESCUE AUTHORITY AND THE LARAMIE COUNTY FIRE DISTRICT #2**

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, Loveland Fire Rescue Authority (“LFRA”) are independent governmental entities duly organized and existing in accordance with Colorado law and the Laramie County Fire District #2 (“LCFD”) is duly organized and existing in accordance with Wyoming la; both called upon to respond to emergency areas contained within their respective jurisdictions; and

WHEREAS, the Participating Agencies strive to improve the emergency services provided within their respective jurisdictions through mutual aid responses; and

WHEREAS, the Participating Agencies will provide mutual aid responses to one another for emergencies within their respective jurisdictions; and

WHEREAS, it is the intent and desire of the Participating Agencies to provide an emergency fire response system that meets the health, safety and welfare needs of the affected residents; and

WHEREAS, by the terms Section 1.0 of the Rules and Regulations of the Loveland Fire Rescue Authority, such 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 adopt the “Intergovernmental Mutual Aid Agreement” 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 the Fire Chief is hereby authorized and directed to execute the Agreement on behalf of the Loveland Fire Authority, subject to City Council and Loveland Fire Protection District approval and to such modifications in form or substance as the Fire Chief, in consultation with the City Attorney, may deem necessary to effectuate the purposes of this Resolution or to protect the interests of the Fire Authority.

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

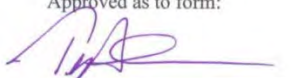
ADOPTED this _____ day of _____, 2013.

Jeffrey M. Swanty, Chairperson

ATTEST:

Secretary

Approved as to form:



Teresa Ablao
Assistant City Attorney

**INTERGOVERNMENTAL MUTUAL AID AGREEMENT
BETWEEN THE LOVELAND FIRE RESCUE AUTHORITY AND LARAMIE COUNTY
FIRE DISTRICT #2**

THIS AGREEMENT is made and entered into this _____ day of September 2013, by and between Laramie County Fire District #2 ("LCFD") and the Loveland Fire Rescue Authority, ("LFRA"), concerning response to a designated area.

RECITALS

WHEREAS, in accordance with C.R.S. § 29-1-203, 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, C.R.S. § 29-5-107 allows a fire chief to request temporary assignment of firefighters from another governmental entity in emergency circumstances; and

WHEREAS, LCFD and LFRA (collectively, the "Participating Agencies") are called upon to respond to emergencies occurring in areas contained within their respective jurisdictions; and

WHEREAS, the Participating Agencies strive to improve the emergency services provided within their respective jurisdictions through ~~automatic~~ mutual aid responses; and

WHEREAS, it is the intent and desire of the Participating Agencies to provide an emergency fire and rescue response system that meets the health, safety and welfare needs of the affected residents.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the sufficiency of which is hereby acknowledged, the Participating Agencies agree as follows:

AGREEMENT

1. Mutual Aid Response.

a. The Parties agree that mutual aid is the assistance provided by a supporting agency at no cost to the jurisdictional agency. Each Participating Agency agrees to provide, if the Agency has such resources available, firefighters and equipment resources at no cost, for the duration of an incident located in the requesting party's jurisdiction and dispatch thereto when requested to respond by the Fire Chief of the requesting jurisdiction.

b. A Participating Agency 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.

c. Cancellation of any Participating Agency's response shall occur only after coordinated communication between the Participating Agencies on an assigned frequency. The first arriving Participating Agency shall determine whether to cancel the response of the other Participating Agency, or, when all units from a Participating Agency are en route to an emergency call, the Participating Agency having geographic jurisdiction may cancel the response of the other Participating Agency.

2. Purpose. The purpose for such dispatch and the responsibility of the Participating Agency is limited to temporary assignment of personnel and equipment under emergency circumstances.

3. Good Faith Discussion. In the event the responses outside a Participating Agency's jurisdiction that occur pursuant to this Agreement become a burden, the Participating Agencies agree to discuss, in good faith, amendments to this Agreement and/or other possible resolutions, but in no case shall the proposed resolution be onerous, as determined by the Participating Agencies in their sole subjective discretion, to the respective Participating Agencies.

4. Command. The first arriving Participating Agency officer-in-charge shall assume command of the incident. The incident commander shall provide in-coming responders with an arrival report and shall instruct them to begin operations. Upon arrival of an officer from the Participating Agency having jurisdiction, incident command shall be passed to such officer.

5. Liability. The Participating Agencies hereto agree, notwithstanding the provisions of C.R.S. §29-5-108, that during the time that a responding Participating Agency's employees are traveling to the requesting Participating Agency's staging area or command post, any liability which accrues under the provision of the Colorado Governmental Immunity Act, C.R.S. §24-10101, et seq., (the "Act") as a result of a negligent act or omission of any of the responding Participating Agency's employees shall be imposed upon the responding Participating Agency and not the requesting Participating Agency. However, once the responding Participating Agency's employees physically arrive at the requesting Participating Agency's staging area or command post, then, in accordance with the provisions of C.R.S. §29-5-108, any liability which accrues, under the provisions of the Act as a result of a negligent act or omission of the responding Participating Agency's employees while performing duties at that time and thereafter, shall be imposed upon the requesting Participating Agency, not the responding Participating Agency. In addition, the requesting Participating Agency, to the extent permitted by law, agrees to indemnify, defend and hold harmless the responding Participating Agency against any and all judgments, costs, expenses and attorney's fees incurred by the responding Participating Agency related to its performance under this Agreement that may result from any negligent act or omission by the requesting Participating Agency or by its employees. However, nothing herein shall be deemed a waiver of the notice requirements, defenses, immunities and limitations of liability that any of the Participating Agencies and their respective officers and employees may have under the Act and under any other law,.

6. Benefits. Pursuant to C.R.S. §§29-5-109 and 29-5-110, if any officer or other personnel of the responding Participating Agency is injured, disabled or dies as a result of performing services within the boundaries of the requesting Participating Agency, said individual shall remain covered by, and eligible for, the workers compensation and firefighters pension benefits which said individual would otherwise be entitled if the injury, disability or death had occurred within the boundaries of the responding Participating Agency.
7. Compensation. No Participating Agency shall be required to pay any compensation to any other Participating Agency for any services rendered hereunder, the mutual aid and assistance to be afforded under this Agreement being adequate compensation to the Participating Agencies, this Agreement shall not be construed as to limit reasonable compensation, as defined in C.R.S. §29-22-104, in response to hazardous materials incidents. The requesting Participating Agency agrees that it will reasonably pursue any legal reimbursement possible, pursuant to state and federal laws and that, upon receipt of any such reimbursement (after subtracting the reasonable costs of pursuing and collecting the reimbursement), will distribute the received funds in a fair and equitable manner to the responding Participating Agencies based upon a pro rata share of their documented expenses.
8. Response Determination. Obligations of the Participating Agencies to respond pursuant to the provisions of this Agreement shall be contingent upon each Participating Agency's determination that the specified equipment and personnel are available for response and that such equipment and personnel are not needed in its own jurisdictions. The responding Participating Agency shall communicate its determination regarding the availability of equipment and personnel to the requesting Participating Agency through the Comm. Center at the time of the request.
9. Term. The terms of this agreement shall continue for a period of one year from the date hereof, and shall be automatically renewed for successive one year periods unless terminated by any Participating Agency with respect to itself.
10. Severability. If any provision of this Agreement, or the application of such provision to any person, entity or circumstance, shall be held invalid, the remainder of this Agreement shall not be affected thereby.
11. Entire Agreement. This Agreement shall not invalidate or otherwise affect any other agreement presently in effect. This Agreement represents the entire agreement of the Participating Agencies with respect to automatic mutual aid and any amendment to this agreement shall be in writing and executed by all the Participating Agencies hereto.

12. 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.
13. Assignment. This Agreement shall not be assigned by any of the Participating Agencies hereto.
14. Relationship of Participating Agencies. The Participating Agencies enter into this Agreement as separate and independent governmental entities and each shall maintain such status throughout the term of this Agreement.
15. Effect of Agreement. This Agreement is not intended to, nor should it be construed to, effect or extend the legal responsibilities of any of the Participating Agencies hereto; create or modify any preexisting legal obligations, if any; or create for or extend any of the legal rights to any person. This Agreement shall not be construed as or deemed to be an agreement for the benefit of any third party or parties, and no third party or parties shall have any right of action hereunder for any cause whatsoever. Any services performed or expenditures made in connection with furnishing mutual aid under this Agreement by any of the Participating Agencies hereto shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of such Participating Agency.
16. Counterparts. This Agreement may be executed in any number of original counterparts, all of which evidence only one agreement. The Participating Agencies agree that counterpart signatures of this Agreement shall be acceptable and that execution of this Agreement in the same form by each and every Participating Agency shall be deemed to constitute full and final execution of this Agreement.
17. Headings. Paragraph headings in this Agreement are for convenience of reference only and shall in no way define, limit or prescribe the scope or intent of any provision of this Agreement,
18. Construction of Agreement. This Agreement shall be construed according to its fair meaning as if it was prepared by all of the Participating Agencies hereto and shall be deemed to be and contain the entire Agreement between the Participating Agencies hereto. There shall be deemed to be no other terms, conditions, promises, understandings, statements or representations, expressed or implied, concerning this Agreement, unless set forth in writing and signed by all of the Participating Agencies hereto.
19. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the Participating Agencies hereto and the respective successors and permitted assigns
20. Termination. Any Participating Agency may terminate this Agreement, with or without cause, upon thirty days prior written notice to all other Participating Agencies to this Agreement.
21. Notices. Any notice under this Agreement to a Participating Agency shall be effective upon receipt at the addresses set forth below.

Loveland Fire Rescue Authority: Fire Chief
410 East Fifth Street
Loveland, Colorado 80537

and

City Attorney's Office
500 East Third Street, Suite 330
Loveland, Colorado 80537

Laramie County Fire District #2:

IN WITNESS WHEREOF, the Participating Agencies have executed this Agreement the day and year first above written.

LOVELAND FIRE RESCUE AUTHORITY:

By: Fire Chief


ATTEST:

Board Secretary

Approved as to Form:

Assistant City Attorney

LARAMIE COUNTY FIRE DISTRICT #2:



By: Fire Chief

ATTEST:

Approved as to Form:

Fire District Attorney



Agenda Item Cover

Item No.: 6

Meeting Date: October 10, 2013

Prepared By: Renee Wheeler, Public Safety Administrative Director

TITLE

Consider a Resolution Enacting a Supplemental Budget and Appropriation to the 2013 Loveland Fire Rescue Authority Budget to Appropriate Additional Funding for Expenditures Associated with the Larimer County 2013 Flood

EXECUTIVE SUMMARY

The attached resolution is the estimate of expenditures based on daily project tracking that was conducted during the incident and an estimate of the costs associated with the remaining missions for hazardous materials clean up and river searches.

BACKGROUND

During the flood incident expenditures were tracked including personnel costs, supplies, and equipment use. All these expenditures will be submitted to FEMA for reimbursement. However, the only expenditures included in this supplemental appropriation are related to overtime, FICA Medicare tax, and supplies that are not currently included in the budget. The attached resolution would authorize an appropriation for \$147,890, and it includes a listing of all expenditures by account code. The City share would be \$121,270 and the Rural District share would be \$26,620. These contributions are expected to come from fund balances of the partner organizations. It is expected that 75% of the total expenditures not covered by insurance, including equipment use, will be eligible for reimbursement. When the FEMA reimbursements are received, the fund balances will be restored.

The Fire Training Center was significantly impacted by the flood. This is a City asset, and the costs to clean up and restore the facility to full operations will be included in the City's total infrastructure appropriation should that become necessary. It is a CIRSA insured facility. At this time, we have been told to submit invoices for covered expenditures directly to CIRSA for payment. As more information becomes available, staff will brief the Board with actions that may be necessary.

STAFF RECOMMENDATION

Approve as written



Agenda Item Cover

Item No.: 6

Meeting Date: October 10, 2013

Prepared By: Renee Wheeler, Public Safety Administrative Director

FINANCIAL/ECONOMIC IMPACTS

The impact is related to the drawing down of fund balance for both partner organizations retained for this kind of event.

ASSOCIATED STRATEGIC GOALS

Deploy an effective emergency response to minimize damage and loss.

Deliver cost effective services.

ATTACHMENTS

Resolution

RESOLUTION NO. R- 028**A RESOLUTION ENACTING A SUPPLEMENTAL BUDGET AND APPROPRIATION TO THE 2013 LOVELAND FIRE RESCUE AUTHORITY BUDGET TO APPROPRIATE ADDITIONAL FUNDING FOR EXPENDITURES ASSOCIATED WITH THE LARIMER COUNTY 2013 FLOOD**

WHEREAS, the Loveland Fire Rescue Authority (“Authority”) deployed crews for search and rescue and hazardous materials removal during and after the heavy rains and flash flooding that began in Larimer County on September 11, 2013 ; and

WHEREAS, the Authority has estimated that cost through the end of the 2013 fiscal year to be \$147,390; and

WHEREAS, the Authority includes these expenditures on monthly billings through the end of the 2013 fiscal year; and

WHEREAS, the Authority expects to receive 75% of the total expenditures from the Federal Emergency Management Agency (“FEMA”) at some point in the future; and

WHEREAS, the Authority has requested that City of Loveland (“City”) and Loveland Rural Fire Protection District (“District”) reserve funds be appropriated to the Authority in the amount of \$147,390 to fund the operations expenditures identified below, according to the provisions of the Intergovernmental Agreement creating the Authority, which provides for allocating the payment of costs and expenses of the Authority between the City at 82% and the District at 18%; and

WHEREAS, the Authority Board desires to authorize the expenditure of \$147,390 by enacting a supplemental budget and appropriation to the budget for 2013; and

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

Section 1. That upon appropriation of \$112,270 by the City and of \$26,620 by the Rural District, the Authority shall supplementally budget and appropriate said monies as part of the 2013 Authority budget as follows:

Account Title	Account Number	Amount	Description
Sources of Funds:			
Contribution from Rural District	604-22-227-1601-32402	\$26,620	18% of the remaining 75% total expenditures
Contribution from City	604-22-227-1601-38600	121,270	82% of the remaining 75% of total expenditures
Total Sources of Funds		\$147,890	

Uses of Funds:			
Overtime-Oprs	604-22-224-0000-41021	133,650	Overtime during incident response
Overtime-CSD	604-22-224-0000-41021	5,000	Overtime during incident response
FICA	604-22-224-0000-41544	1,940	Medicare Only – post 1986 hires
FICA	604-22-224-0000-41544	70	Medicare Only – post 1986 hires
Food	604-22-224-0000-42422	2,250	Food for crews throughout and for EOC on 9/12 and 9/13
Parts and Supplies	604-22-224-0000-42032	1,140	Marking paint for buildings, debris, secure areas, water and Gatorade purchased by Public Works for station 1, EOC, and PW divisions
Other Supplies	604-22-224-0000-42899	180	Personal supplies for crew on the Estes Park Rescues, batteries for national guard air packs that were assigned to Stat 6, 50' barrier plastic fencing
Tool & Equip (<\$5k)	604-22-224-0000-42033	1,210	Jon boat for recon and water rescue
Travel & Meetings	604-22-223-0000-43270	250	Hotel for EOC Manager and mileage for Deputy Fire Marshall Dann
Office Supplies	604-22-223-0000-42011	60	Paper for EOC operations
Office Supplies	604-22-227-1601-42011	60	
Parts and Supplies	604-22-224-1636-42032	180	Stat 6 multifold paper towels Stat 6
Parts and Supplies	604-22-224-1633-42032	100	batteries Stat 3
Janitorial Supplies	604-22-224-1633-42323	50	trash liners and multifold paper towels Stat 3
Uniforms-PPE Type	604-22-224-0000-42025	710	Dive gear (Stearns Type II & III SAR Vests)
Part and Supplies	604-22-224-1633-42032	30	Rehab supplies (water and Gatorade) for Stat 3
Uniforms-Duty Type	604-22-224-1631-42025	770	6 pairs of boots and 2 hip waders for river recon
Vehicle Maintenance	604-22-226-1647-43534	190	Army Guard Tender for fuel used on structure fire in canyon on TK 6 fuel card and diesel for Engine 226 on the 19th
Electrical Supplies	604-22-224-0000-42336	50	Inverter for BC Smith vehicle (709) used to charge batteries and other electric equipment
Total Uses:		\$147,890	

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

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

ADOPTED this _____ day of October 10, 2013.

Jeffrey M. Swanty, Chairperson

ATTEST:

Secretary

APPROVED AS TO FORM:



Assistant City Attorney



Agenda Item Cover

Item No.: 7

Meeting Date: October 10, 2013

Prepared By: Renee Wheeler, Public Safety Administrative Director

TITLE

Review Briefing Papers and Correspondence

EXECUTIVE SUMMARY

There are two reports attached, the August and the September reports. The Chief’s reports include a variety of general updates including:

- SAFER Grant Update: Improving Reserve Firefighter Program
- Station Two and Old Fire Station Two
- Fire Chief of the Year
- Consolidated Volunteer Pension Information
- Significant Incidents
- Apparatus Update
- Significant Administrative Activities for August
- Various Meetings and Outreach during July
- Lauren Project
- Length of Service Award Program: More Information
- Flood Incident Update

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



Agenda Item Cover

Item No.: 7

Meeting Date: October 10, 2013

Prepared By: Renee Wheeler, Public Safety Administrative Director

ATTACHMENTS

- Fire Chief's Monthly Report
- Smoke and Carbon Monoxide Grant Project Report
- Length of Service Award Program Information
- Letters
- July Statistics
- August Statistics



Loveland Fire Rescue Authority Board Fire Chief's Monthly Report- AUGUST



For September 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.

SAFER Grant Update: Improving Reserve Firefighter Program-

Renee spent a good deal of time in August preparing our 2013 grant application to improve our Firefighter Reserve Program. The specifics of the grant include Recruitment and Retention Officer Position, and equipment and needed logistical support to increase the number of Reserve Firefighters in our program; targeted goal was to increase the numbers to a consistent rate of 24 firefighters. The need for a Recruitment Retention Officer position, and the expansion and improvement of the Reserve Firefighter Program were all identified and outlined in our 2012 LFRA Strategic Plan. Funding for the position and the logistical support for additional Reserve Firefighters will help LFRA in maintaining a strong Three-Tiered Workforce Staffing Model, which will continue to show significant cost savings for both the City of Loveland and the Loveland Rural Fire Protection District. The grant has a four-year performance period with no matching dollars required. We submitted an excellent grant application and should know within a year if we are awarded the grant.

Station Two and Old Fire Station Two-

We made more progress in August for the new Fire Station Two Project. Numerous meetings were held with our architects, city staff, trades members, artists and members of the Visual Arts Commission (VAC). The following were scheduled meetings and sessions in this month:

- Conceptual Review with the City of Loveland's team
- Design and Development meetings with our architects: soils and flooring concerns
- Final design changes for raw water and water tap fees
- Art in Public Places meetings and discussions with VAC
- Further discussions on number of bays and design strategies
- Budget meetings to review final draft of cost estimates

We are still on-schedule for this project and currently, based on the estimates of probable costs from our July 29 meeting, we are within our estimated budget. The project was submitted to the City of Loveland Planning Department this month (August) and should be scheduled for a special review with City Council in September.

In addition to the new fire station, we made great progress in August with the future of old fire station two. Very productive meetings were held with TVEMS Chief Randy Leshner and our City Facilities staff. We are now moving forward with a process to try to get an agreement crafted with TVEMS for this station.

Fire Chief of The Year-

In August, Chief Mirowski was selected as the Fire Chief Magazine's 2013 Career Fire Chief of The Year. This honor is a direct reflection on the commitment and dedication of the men and women of LFRA, and the commitment of our City Council, Rural Fire District Board and our Fire Authority Board. We have something very special in Loveland and the unity of purpose of all of our LFRA family and those supporting us have been a significant reason for our success. Chief Mirowski received the award at the Fire Rescue International Conference in Chicago during the week of August 13-17. The recognition went further with great articles in the Loveland Reporter Herald, the City News internet site and a place in the 2013 Corn Roast Parade on Engine 1. Attached are a few pictures from the award activities.



Consolidated Volunteer Pension Information- We continued to make progress in our efforts to strengthen and clarify policies, procedures and funding for the Consolidated Volunteer Pension Fund (CVPF). We had, or attended meetings with CVPF members and attended the August Board Meeting (08-21). The issue was also brought up at the August LFRA Board Meeting (08-22) and further clarification was gleaned for moving this issue forward and for what Board members needed to help them in their understanding of the CVPF. (Note: this item will also be on the September LFRA Board Agenda as in information only item with expanded information.

Significant Incidents

- Residential structure fire on Fleming Drive, small fire contain to the ceiling and attic.
- Water Rescue on Boedecker Lake, Crews rescued two people from an overturned sail boat.

Apparatus Update

- The new Type 6 Engine was placed in service on August 20th.
- Construction of the new Squad 2 is still progressing well with an expected early September delivery.
- The Apparatus Committee visited the Castle Rock and Tri Lakes-Monument Fire Departments to view new aerial towers that have been placed in service over the past year. The Committee is working on the process for purchasing an aerial tower in 2014.

Significant Administrative Activities for August-

The following were several important activities or actions during the month that were done in August:

- Planning for and carrying out the Corn Roast Parade and event and the Pro-Cycling Challenge Race
- Purchasing planning for new aerial-tower in 2014
- Working on the Front Range Fire Consortium 2014 Strategic Plan
- Meetings to amend the Consolidated Volunteer Pension agreement and begin work on a new pension program for new LFRA Reserve Firefighters
- Developing the presentation for a Residential Sprinkler program that is slated to be presented in September to a combined FRAC and CAB meeting and to City Council in October
- Meetings with the Fort Collins Loveland Water District to discuss water supplies and the reliability of hydrants in the Rural Fire District and Loveland community
- Quarterly Budget Updates- *Budget Biz*- for the Rural Fire District Board, Fire Authority Board and the Fire Rescue Advisory Commission (FRAC)
- Honoring past FRAC members: Chair Janet Bailey and Jerry Ward, with certificates, plaques and a special celebration for their hard work and dedication to the Loveland community

Various Meetings and Outreaches during July-

- | | |
|------------------------------------|---|
| - Rural Board Meeting | - Numerous Budget Meetings |
| - Fire Authority related meetings | - Meeting to review LFRA Pay Plan |
| - Meetings with Chief Hecker (LPD) | - IT Strategic Planning Meeting (select contractor) |
| - FRAC Meeting | - Numerous meetings for New Fire Station Two |
| - Consolidated Pension Meetings | - Several meetings with area Fire Chiefs |
| - City Council Meetings | - Executive Staff Meetings |

LAUREN Project-

The Lauren Project, outreach to ensure that every home has carbon monoxide (CO) Detectors installed, was completed recently and the final report prepared for distribution. We have attached to this month's update a copy of that report for the Fire Authority Board's edification. The outreach in Loveland was supported by a grant that allowed for the distribution of both CO and smoke detectors to those in the Loveland community that did not have detectors. An emphasis was placed on the at-risk population within the community. To date, the execution of this community safety enhancement project resulted in the distribution and installation of 1,753 smoke alarms and 815 carbon monoxide alarms. This has been a very successful program for our community and its citizens. It did not come without challenges, but our personnel, community leaders and volunteers did their best to adapt, improvise and overcome to deal with obstacles and ensure a successful outcome. A special thanks goes out to Deputy Fire Marshal Scott Pringle, Division Chief Ned Sparks and Councilman Trenary for their work and support.

Length of Service Award Program: More Information-

At the August LFRA Board Meeting there was a request for additional information and follow-up on the concept of the Length of Service Award Program (LOSAP) and its usefulness to LFRA as an alternate pension plan/ awards program for our Reserve Firefighters.

The LOSAP Program is defined as; “a system established to provide tax-deferred income benefits to active volunteer members (*Reserve Firefighters*) of an emergency service organization.” An emergency service organization generally includes all forms of volunteer fire and first aid organizations as eligible for LOSAP benefits. Numerous Colorado volunteer and volunteer/ paid combination departments have utilized the LOSAP program for their newer members. The program has more appeal to younger, and newer, volunteer/ reserve firefighters for either its portability, or for the immediate benefits derived for the volunteer/ reserve. With most volunteer/ reserve firefighters staying for an average of 2.5 years of service, the traditional pension plans of the past have little to no appeal or benefit to these firefighters.

We have included in this month’s letter two documents that we hope will assist our board in their understanding of the LOSAP program and about the changes that are occurring in the retirement programs for volunteer and reserve firefighters.

Document 1-

- PENFLEX Inc. *LOSAP- Service Award Programs*
This document from Penflex is submitted to the Board for information only.

Document 2-

- *“The Changing Legal Landscape for Volunteer & Combination Fire Department”*
by Dino A. Ross, Esq. of the Ireland Stapleton Co.

Related to Document 1; We are not endorsing Penflex as a company or service provider, rather only utilizing information they provide on the internet to succinctly address basic LOSAP information, and how a program can be started. Staff is planning to schedule into a later meeting a representative from VFIS to provide additional information to the LFRA Board, and to answer questions, related to LOSAP programs and how they could work for reserve and volunteer firefighters within LFRA.



“Save a Life” – Community Safety Project Summary Report

Summary Provided by
Deputy Fire Marshal Scott Pringle – Project Manager
September 4, 2013

Project Description

The Loveland Fire Rescue Authority (LFRA) applied for and successfully received funding to conduct the “Save a Life” community safety project through the Grant Programs Directorate's (GPD/FEMA of DHS) FY 2011 Assistance to Firefighters Grant - Fire Prevention and Safety Grant Program. The Federal grant contribution totaled \$32,240 (80%) of the requested funds, and the remaining \$8,060 (20%) was allocated from the LFRA Community Safety Division budget. These funds were used exclusively to purchase a total of 2,016 long-life lithium battery-operated photoelectric sensor smoke alarms and 672 AC-powered with battery-back-up carbon monoxide alarms. *(Note: In the later stages of the project, LFRA received a donation of 200 additional carbon monoxide alarms, valued at \$5,000, from the LAUREN Project.)*

The project proposal was aimed at providing these smoke alarms and carbon monoxide alarms to approximately 650 homes of low income and/or disabled residents in the Loveland community. Specifically targeted areas of the community were selected based upon U.S. Census Bureau data, Larimer County Assessor property information, and pre-existing knowledge of the local community. LFRA collaborated with the LAUREN Project, a non-profit organization dedicated to increasing carbon monoxide safety awareness issues, in the planning and accomplishment of the project goals and delivery.

Project Goals

The “Save a Life” community safety project was designed to accomplish three primary goals:

1. The first project goal was to increase the educational awareness of the importance of having working smoke and carbon monoxide alarms in residential occupancies within the Loveland Fire Rescue Authority (LFRA) response area.
2. The second project goal was to increase the presence of working smoke and carbon monoxide alarms in residential occupancies within the LFRA response area, by distributing and installing alarms where needed. The primary focus of the distribution and installation efforts included residential areas determined to have older homes, lower property values, and/or high-risk residents, including children, the elderly, and the disabled. This was accomplished by using both

LFRA personnel and project volunteers to distribute and install the alarms for residents who reported that they were in need of these life safety devices.

3. The third goal of the project was to acquire and record data about the presence of, or the absence of working smoke and carbon monoxide alarms within designated target audience areas of the community. This was accomplished by door-to-door surveys conducted by project volunteers.

Project Summary

Approximately 200 volunteers and approximately 20 LFRA members contributed an estimated 1,400 man-hours to the project. These hours included project planning, training of volunteers and personnel, and project activities, including door-to-door surveys, data collection, alarm distribution, alarm installation, and project records management. Approximately 75% of the man-hours contributed to the project were performed by volunteers. Volunteers came from a number of organizations, including The LAUREN Project, local political and civic group members, local high school students and teachers, Colorado State University students, LFRA employee family members, and a local Boy Scouts of America troop. To date, the execution of this community safety enhancement project resulted in the distribution and installation of 1,753 smoke alarms and 815 carbon monoxide alarms.

Project Details and Statistics

Door-to-door surveys were conducted in several target area neighborhoods on three separate dates – February 23rd, March 2nd, and April 20th of 2013. At homes where the residents stated that they were in need of either smoke alarms, carbon monoxide alarms, or in some cases, both types of alarms, LFRA staff members (supplemented by some volunteers) then visited those homes and installed the needed alarms. Prior to the door-to-door survey events, training sessions were provided for all of the adult and student volunteers, which included review of the project forms, maps, and safety precautions.



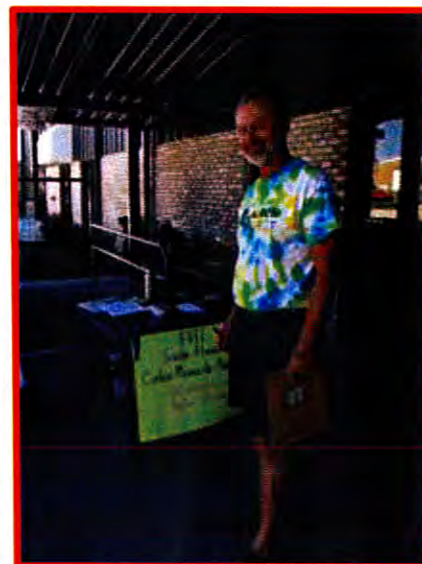
Most of the manpower for the door-to-door surveys was provided by student and adult volunteers from Mountain View High School, Thompson Valley High School, Loveland High School, Windsor High School, Colorado State University, Boy Scouts of America, and the LAUREN Project. Additional volunteers included local political leaders, civic group members, and LFRA employee family members.

The door-to-door neighborhood canvassing efforts reached a total of 2,995 homes. Of those homes, approximately 60% of the residents were either not home or did not answer the door. In nearly all such cases, project volunteers left educational materials related to home safety and the importance of having working smoke and carbon monoxide alarms. The materials also included contact information for anyone wishing to receive new alarms through the project.



Of the 1,408 residents who responded to the question about having working smoke alarms in their home, 441 (31.3%) stated that they either did not, or weren't sure. Of the 1,390 residents who responded to the question about having working carbon monoxide alarms in their home, 574 (41.3%) stated that they did not, or weren't sure.

To supplement the neighborhood canvassing events, the project was marketed through multiple articles in the local newspaper (Loveland Reporter-Herald), was featured in the February 2013 edition of the *City Update* newsletter, and was advertised numerous times on LFRA and City of Loveland websites and social media outlets. This enabled the project to reach additional community members who were in need of the equipment, but did not live in the directly targeted survey areas, and resulted in a significant number of residents contacting us to acquire alarms needed for their homes.



Additional educational awareness and alarm distribution events took place on several occasions at the Loveland Community Health Clinic, Loveland's House of Neighborly Services, and at the Loveland branch of the Larimer County Food Bank. These efforts enabled us to reach even more of the target audience of high risk, lower income, elderly and disabled residents of the community. While no survey data was collected, these additional efforts proved to be an effective and efficient way of getting smoke and carbon monoxide alarms into the homes of people who were clearly in need.

To date, the execution of this community safety enhancement project resulted in the documented distribution and installation of 1,753 smoke alarms and 815 carbon monoxide alarms in a total of 956

homes. Our supply of carbon monoxide alarms has been nearly exhausted, but we do have about 250 more smoke alarms available for continued distribution and installation as needed. Public requests for the alarms are still coming in and being accommodated at a rate of a few per week.



Although the majority of the project work was completed by volunteers or regular on-duty LFRA staff members, there were some overtime costs associated with the necessary training sessions and for the distribution and installation of alarms. LFRA overtime costs associated with the project were approximately \$4,500 (185 hours).

Documented Lives Saved

An emergency response call linked to one of the recently installed alarms was credited with saving the lives of a family of 5. Critical levels of carbon monoxide had been building up rapidly in the home, and would likely not have been noticed by the family without the presence and activation of the newly installed alarm. Fire crews and a technician from Xcel Energy were able to locate and correct the problem. Had there not been a carbon monoxide alarm in the home, the residents would likely have perished overnight from the continued build-up of the colorless, odorless, toxic carbon monoxide gas.

Conclusion

The "Save a Life" community safety project was a successful endeavor that had a positive impact on home safety awareness and conditions in the Loveland community. Public response to the program was overwhelmingly positive and appreciative. Several thousand local residents received educational messaging and materials to increase their knowledge and awareness of the need for working smoke and carbon monoxide alarms. Nearly 1,000 homes in the community received one or more of these important life safety devices. And most importantly, this project has already been credited with saving the lives of a family of five due to the installation of carbon monoxide alarm that the family received just weeks prior to the incident.

Supplemental Information: The LAUREN Project

The LAUREN Project is a non-profit organization based in Windsor, CO. Their organization partnered with Loveland Fire Rescue Authority to plan and execute the "Save a Life" community safety project, which was primarily funded through the Grant Programs Directorate's (GPD/FEMA of DHS) FY 2011 Assistance to Firefighters Grant - Fire Prevention and Safety Grant Program.



Motivated by the death of Lauren Moilien Johnson, the mission of The LAUREN Project is twofold: to prevent similar tragedies by providing carbon monoxide detectors to those in need; and to provide grants to persons who have been selected to participate in nonprofit volunteer programs.

Don Johnson, Lauren's father and CEO of The LAUREN Project, and his wife, Carol, were instrumental in the success of LFRA's "Save a Life" project. Don, along with the Board of Directors from The LAUREN Project, and their staff of volunteers put in hundreds of hours to help ensure the success of the project. Don and his staff were directly involved with many aspects of the project, including the project development, volunteer recruitment, training sessions, residential surveys, and the delivery and installation of alarms.

Additionally, The LAUREN Project donated an additional 200 carbon monoxide alarms, beyond the 671 that were purchased as a part of the grant. These additional carbon monoxide alarms, valued at approximately \$5,000, to helped us to meet the high demand of these alarms that was generated during this project. Their involvement and dedication to LFRA's "Save a Life" community safety project positively impacted the positive increase in the awareness and presence of home fire and life safety devices in homes in the Loveland area.



PENFLEX, Inc. : LOSAP-Service Award Programs

LOSAP-Length of Service Award Programs

LOSAP programs are pension-like programs intended to help recruit and retain volunteer firefighters and volunteer ambulance squad members. In a LOSAP, volunteers are financially rewarded based upon the number of years they serve.

Why Communities Need LOSAP Programs

Today there are three times the amount of emergency calls and only half the amount of volunteers there were 25 years ago. In effort to provide communities with solutions to this critical dilemma, Length of Service Awards (LOSAPs) have been established in many states for several years.

How a LOSAP Can Help Save Taxpayers Money

By choosing a LOSAP, towns and municipalities can avoid the significant tax dollars associated with the costs of full-time, paid emergency services, and financially reward its valuable volunteers.

Entitlement Age

In operation, LOSAP programs pay eligible volunteers cash "service awards" at the "entitlement age." Typically the entitlement age is 55-67 years of age. LOSAP programs normally pay cash benefits if a volunteer should die or become disabled before reaching the entitlement age.

Types of LOSAP Programs

There are three different types of LOSAP programs. One is a defined contribution plan where an organization defines a set, cash contribution it makes each year to a volunteer's LOSAP account. With the second type of LOSAP plan, a defined benefit plan, an organization defines what the cash payout to the volunteer will be at the entitlement age and then make their contribution, which is determined by an actuary each year.

The third type is like a private sector profit-sharing plan where the funding organization reexamines the total cash contribution it will make to the LOSAP based on available funds. Each volunteer's LOSAP account is then credited with a share (shares are based on years of service in many LOSAP plans) of the total contribution.

To read about more about the steps involved in creating a successful LOSAP [click here!](#)

To contact Penflex with questions about LOSAP programs [click here.](#) You can also call Penflex with LOSAP questions at: 1.800.742.1409.

Steps to a Successful LOSAP

To contact Penflex with questions about LOSAP programs [click here](#). You can also call Penflex with LOSAP questions at: 1.800.742.1409.

Step 1

One meeting with the volunteer organization or local government officials to select program rules. Discussions will include choice of type of program plan if necessary, entitlement age, length of service award, etc. Penflex will then prepare a draft summary of the proposed program rules based on this meeting.

Step 2

A second meeting will be held to prepare an outline of LOSAP service crediting. You can reduce fees here by establishing a LOSAP credit system on your own.

Step 3

A Penflex representative will explain the proposed LOSAP to volunteers at a highly recommended yet optional meeting.

Step 4

Penflex will then prepare a draft of the necessary documents to be adopted by the sponsor. If required by state law, voter approval may be required.

Step 5

An optional public information meeting on the proposed LOSAP. Of the hundreds of programs the Penflex staff gave helped establish, less than 10 were not approved since 1990. Penflex recommends that a public information meeting be held if voter approval of a proposed program is required.

Step 6

Formal approval of the LOSAP. (May require an election.)

Step 7

Penflex drafts the required formal and legal plan documents.

Step 8

Penflex advises officials of their responsibilities in operation of the program.

Costs of LOSAP Programs

The total fee for the above services depends on how many steps are needed. One-time establishment fees range from \$500 - \$5,000.

To contact Penflex with questions about LOSAP programs [click here](#). You can also call Penflex with LOSAP questions at: 1.800.742.1409.



The Changing Legal Landscape for Volunteer & Combination Fire Departments

Guest article by [Dino A. Ross, Esq.](#), Ireland, Stapleton, Pryor and Pascoe, PC

In the June 2006 SDA Newsletter (*The New Challenge in Volunteer Firefighting: Complying with State Pension, FLSA and IRS Laws*), I discussed the Colorado Volunteer Firefighter Pension Act ("Pension Act")ⁱ, the federal Fair Labor Standards Act ("FLSA")ⁱⁱ, and the federal Internal Revenue Code of 1986 ("IRS Code"), and the impact these three interrelated laws have on today's all volunteer or combination fire departments. This article discusses the changes in the Pension Act, and recent interpretations of the FLSA and IRS Code that impact volunteer and combination fire departments.

Today, a municipal fire department, fire protection district, or county improvement district providing fire protection services (collectively, "fire department(s)") operating a volunteer firefighter program must ensure that *all* aspects of the program comply with all three laws. As discussed below, some progress has been made in harmonizing the Pension Act with the FLSA; however, each aspect of the program must be analyzed for compliance with each law separately, as compliance with one law does not automatically mean the requirements of one or both of the other laws have been met. And, even more importantly, following one law may violate another law.

The Pension Act

In 2007, the Pension Act's definition of a "volunteer firefighter" was amended to bring it more in line with the FLSA's definition of a volunteer. Under the Pension Act, a volunteer firefighter is some who:

- Does not receive compensation; and
- Is not an employee under the FLSA based on payments, fees or benefits received.

Under the new definition, the term "compensation" does not include:

- Reimbursement of actual lost salary (**Caution!** See FLSA discussion below).
- Reimbursement of actual expenses.
- Participating in or receiving benefits from an *IRS Qualified* Length of Service Award Plan ("LOSAP").
- Nominal fees/benefits paid per-call or as part of an annual merit, recognition or incentive award program.
- Federal (**Not State!**) money for a temporary emergency incident.

- Participating in or receiving benefits from a pension fund established under the Pension Act.

Except for reimbursement of actual lost salary (discussed below), each of the foregoing payments, benefits and reimbursements are permitted by the FLSA without jeopardizing an individual's status as a volunteer as opposed to an employee. Moreover, in 2007 a new Part 12 was added to the Pension Act that specifically authorized fire departments to establish a LOSAP for volunteer firefighters. This new law is known as the Volunteer Service Award Act.ⁱⁱⁱ It is important to note that both the Pension Act and the Volunteer Service Award Act require the LOSAP to be qualified under the applicable IRS Code.^{iv}

In 2008, a new Part 13 was added to the Pension Act that expressly authorizes fire departments to provide health insurance for volunteer firefighters. This new law is known as the Volunteer Health Insurance Act.^v The Volunteer Health Insurance Act only applies to active volunteer firefighters. Retired volunteer firefighters are not covered by the law. Active volunteers can participate in the fire department's paid employee group health plan, which may be beneficial for combination fire departments.

There appears to be some confusion regarding pension plans and LOSAPs. A pension fund established under the Pension Act is a qualified governmental retirement plan under IRS Code §401(a).^{vi} A pension plan established under the Pension Act is eligible for State matching contributions. In contrast, a LOSAP established under IRS Code §457(e)(11)(A)(ii) is a unique benefit plan. It is *not* a qualified governmental retirement plan under IRS Code §401(a). Nor is it an "eligible deferred compensation plan" as defined in IRS Code §457(b). As a result, a fire department may establish both a pension plan and a separate LOSAP, which perform very different functions and provide different benefits and incentives to volunteer firefighters. Funds cannot, however, be "rolled over" from a pension plan to a LOSAP or vice versa. Qualified tax and special district/pension counsel should be consulted before attempting to modify, establish or eliminate either a pension plan or a LOSAP.

The FLSA

The FLSA defines a "volunteer" as an individual who works for civic, charitable or humanitarian reasons, without promise, expectation or receipt of compensation. An individual cannot perform the "same type of services" as both an employee and a volunteer. The United States Department of Labor Wage and Hour Division ("DOL"), which interprets and enforces the FLSA, looks first to the federal *Dictionary of Occupational Titles* 3-digit categories in determining whether the two positions perform similar or identical services.

A paid firefighter may switch to a volunteer firefighter, if: 1) not unilaterally converted to a volunteer to avoid the FLSA's wage and overtime requirements; 2) he/she volunteers for civic, charitable, or humanitarian reasons without promise, expectation, or receipt of compensation,



although expenses, reasonable benefits, or a nominal fee may be provided; and 3) he/she volunteers freely without coercion, direct or implied.

Under the FLSA, a volunteer firefighter may receive:

Nominal Fees

- Cannot be tied to productivity, but a nominal amount on a 'per call' or similar basis is okay.
- Cannot exceed 20% of what it would cost to have a paid firefighter perform the same service.^{vii}

Expense Reimbursements

- Uniform allowance, reasonable cleaning expense, wear and tear on personal clothing worn during volunteer services.
- Cost of meals and transportation expense.
- Tuition, transportation and meal costs in attending classes intended to teach individuals to perform efficiently the services they provide or will provide as volunteers.
- Costs of books, supplies or other materials essential to volunteer training.
- **Caution!** Although permitted under the Pension Act, reimbursement of lost wages constitutes compensation and makes the volunteer an employee.^{viii}

Reasonable Benefits

- Pension plans.
- Group insurance plans (liability, health, life, disability, worker compensation, unemployment compensation).
- Length of service awards commonly or traditionally provided to local government volunteers.
- Tax relief on personal property taxes is a "reasonable benefit" and is not evaluated as a "nominal fee". Providing this benefit will not, in and of itself, preclude *bona fide* volunteer status. (**Caution!** Providing this benefit may violate the Pension Act)^{ix}
- A fire department may charge/dock an employee's compensatory time/accrued leave for time off responding to a fire call as *bona fide* volunteer.^x

Taxation Issues

In the IRS's world, there are only two types of workers – employees and independent contractors. Factors for determining the existence of employment status are found in three substantially similar sections of the Employment Tax Regulations (see, Regs. 31.3121(d)-1, 31.3306(i)-1 and 31.3401(c)-1, relating to the Federal Insurance Contributions Act ("FICA"), the Federal Unemployment Tax Act ("FUTA") and federal income tax withholding, respectively).

Those regulations generally provide that the relationship of employer and employee exists when the entity for which the services are performed has the right to control and direct the individual who performs the services, not only as to the result to be accomplished by the work, but also as to the details and means by which that result is accomplished. According to the IRS:

A volunteer is an employee if the entity as the right to direct and control the volunteer's performance, not only as to the results to be accomplished, but also as to the methods by which the results are accomplished. It is the "right" to control, even if the entity does not exercise the right, that is important. Many factors in an employment relationship have to be considered before a decision can be made as to whether the entity has the right to direct and control.^{xi}

Absent unique circumstances, the IRS will deem a volunteer firefighter to be an employee for taxation purposes:

Generally, "volunteer" firefighters are employees of the fire department or district for which they perform services. The usual common-law tests apply in determining their employment status. For example, the relationship between the firefighter and the fire department will generally indicate that the department provides training and direction in how the work will be performed and provides the equipment to perform the work. * * * Payments to those firefighters who are employees under the common-law tests are treated the same as to other government employees....^{xii}

Many fire departments mistakenly believe they are not required to report stipends as long as the total annual stipend to a volunteer firefighter is less than \$600. The \$600 "*de minimis*" rule only applies to independent contractors. There is no rule exempting *de minimis* payments from taxes if the IRS classifies the volunteer firefighter as an employee.^{xiii}

In 2007, the IRS Office of Federal, State and Local Government ("FLSG") distributed an informational packet to Colorado fire departments on IRS rules applicable to emergency services providers. This informational packet includes a document entitled, *Federal Tax Issues for Firefighters*, drafted by Stewart Rouleau, Senior Analyst for FLSG. In this document, Senior Analyst Rouleau makes the point even more emphatically:

It does not matter whether firefighters are termed "volunteers", are considered employees, or are identified by another name, if the work they do is subject to the will and control of the [Special District], under the common-law rules, they are employees for Federal tax purposes. * * * Similarly, it does not matter whether they are paid on a "call" basis, monthly, hourly, etc.; or whether the worker is full-time or part time. These payments are wages that should be reported on Form W-2, subject to withholding for Federal income tax, social security, and Medicare purposes. * * * If a worker is a common-law employee, any amounts they receive, that are not exempt under some

special provision, are reported on Form W-2 as wages to the employee. It does not matter what the payments are called.

The IRS's tax rules relating to nominal fees, benefits and reimbursements provided to volunteer (and paid) firefighters are too complex to cover in detail in this article. Very generally, the IRS considers property tax relief/rebate to be taxable income. Similarly any stipend (nominal fee) paid to a volunteer is taxable income. Life/disability insurance is not taxable, unless the coverage exceeds \$50,000, then the premium for the coverage above \$50,000 is taxable income – unless the insurance is provided through FPPA. Health insurance is a non-taxable benefit, except for certain long-term care. Contributions to a qualified LOSAP are not taxable income until they are disbursed to the volunteer firefighter. A pension plan established under the Pension Act is a non-taxable benefit, as is worker's compensation insurance. Uniforms are not taxable as long as they are specifically required as condition of volunteer service *and* are not worn or adaptable to general usage as ordinary clothing.

All expense reimbursements must meet the IRS's detailed "accountable plan" requirements, including demonstrating a business connection, substantiation, and all excess must be returned to the fire department. All fire departments providing per diems should review and comply with the IRS's 2008 revenue procedures for per diems.^{xiv}

Fire departments providing any form of education benefit to volunteer (or paid) firefighters must be sure that they comply with the applicable IRS Tax Code sections.^{xv} Oh, and a fire department's laptop computers and cellular telephones constitute "listed property" to which very detailed tax rules apply.

Conclusion

Today's volunteer and combination fire departments face a complex legal landscape that must be carefully negotiated to avoid unintended tax consequences (and significant fines and penalties), mistakenly converting volunteer firefighters into employees, or disqualifying a volunteer firefighter from participating in a pension fund established under the Pension Act. On the other hand, there has never before been such a wide array of options available to fire departments to recruit and retain qualified volunteer firefighters.

In accordance with the requirements imposed by the U.S. Treasury Department, readers are hereby notified that the information contained in this article is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding tax-related penalties under any federal tax law, or (ii) promoting, marketing or recommending to another party any transaction or tax-related matter addressed in this article.

ⁱ C.R.S. §31-30-1101, et. seq.

ii 29 U.S.C. § 201 et seq. and the federal regulations interpreting or implementing the FLSA, 29 C.F.R. Part 500 et seq.

iii C.R.S. §31-30-1201, et seq.

iv IRS Code §457(e)(11).

v C.R.S. §31-301301, et seq.

vi C.R.S. §31-30-1133.

vii August 7, 2006 DOL Opinion Letter

viii September, 2007 DOL Opinion Letter.

ix *Id.*

x April, 2003 DOL Opinion Letter.

xi *Public Employer Tax Guide*, Internal Revenue Service (July 2007). In theory, a volunteer firefighter could be classified as an independent contractor if he/she is a member of a *separate* volunteer association or nonprofit corporation that has contracted with a fire department or fire protection district to provide emergency services. The separate organization would need to have total control over the volunteer firefighter's training and volunteer services. The fire department's or fire district's involvement would need to be limited to little more than providing funding to the organization. Under such circumstances an independent contractor relationship *might* be demonstrated; however, such an arrangement would raise a host of other thorny legal issues, not the least of which are whether the volunteer firefighters would be afforded governmental immunity and whether they could participate in a pension fund established under the Pension Act (in at least one instance the Department of local Affairs indicated they would not).

xii Page 82, *Taxable Fringe Benefit Guide*, Internal Revenue Service (January 2007).

xiii *Id.*

xiv Rev. Proc. 2008-59.

xv IRS Tax Code §127 (qualified education assistance program); IRS Code §132(d) (working condition fringe); and IRS Tax Code §117(d)(qualified tuition reimbursement).

Letters for August 2013



**MOLAS PASS
COLORADO**

Molas Pass (elev. 10,910 ft.) is a high mountain pass in the San Juan Mountains of western Colorado. The pass is traversed by the Million Dollar Highway, U.S. Highway 550 south of Silverton, which is part of the San Juan Skyway Scenic Byway.

Photo by Mike Jones © SSI



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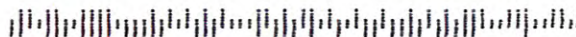
ZIP 80921 \$000.33⁰
02 1W
0001363947 SEP 03 2013

Thank you so very much for the sacrifices made as you supported our Black Forest community this past year. We are so grateful. Blessings!
Cheryl Cady
on behalf of Compassion International



DO NOT WRITE BELOW THIS LINE

Loveland Fire
Rescue Authority
410 East 5th Street
Loveland, CO
80537



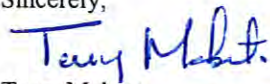
August 22, 2013

Dear Friends,

I wanted to take a moment to express my deep and heartfelt appreciation for the response and support you provided during the Black Forest Fire. I believe it was a team effort and each one played as important a role in safeguarding life and property while gaining control of the fire.

Although this was a tragedy and will most likely be designated as the most destructive fire in Colorado history, I know there were many successes because of the partnership we shared as we worked together as first responders. I continue to get hundreds of compliments on how well everything was handled, despite the losses; and I am ever mindful it could not have been possible without your participation.

Sincerely,



Terry Maketa
Sheriff

CLS/cs



Evans Fire Protection District

EST. 2011

August 12, 2013

Loveland Fire Rescue Authority
410 East 5th Street
Loveland, CO 80537

Dear Sirs,

Thank you for honoring Doug Melby by providing an honor guard for his service and participating in his funeral procession. Doug was an important member not just of the Evans Fire Department, but of the entire northern Colorado fire community. We appreciate your support of the Melby family and our department.

Sincerely,

A handwritten signature in black ink that reads "Warren Jones".

Warren Jones
Fire Chief

TO THE FIREFIGHTERS WHO RISK THEIR
LIVES TO SAVE OTHERS:

THANKS FOR SAVING THE LIVES OF
OUR DAUGHTER & HER HUSBAND
ON SEPT. 13TH AT BIG PINE LAKE
(AS WELL AS 20 OTHERS)
PLEASE TREAT YOURSELVES TO
A CATERED DINNER.

BILL & PAT PFAFF



Fire–Rescue Administrative Division

Chief Randy Mirowski and Public Safety Administrative Director Renee Wheeler

NOTE: Due to the Larimer County Flood of 2013, the September Report will be abbreviated-

Month of September 2013 Overview-

The month of September started out as most do; very busy with a great deal of fire department activity taking place on both the emergency and non-emergency side. On September 12, everything changed. The Larimer County Flood of 2013 impacted our city, our rural district, and really, our entire region. This month's report will focus broadly on this catastrophic flood and what we have done, what we are currently doing, and what is likely to occur and impact LFRA because of this event. There were additional activities, and other important incidents taking place in September; we will list only a few of those within this report (mostly in Operations).

Month of September 2013 Overview: Larimer County Flood-

The 2013 Flood impacted every division and every conceivable operational area within LFRA. For over two weeks, the majority of our organizational efforts were focused on dealing with flood related issues. This very brief overview of flood operations will have a past, present and future emphasis. At the time of this writing, we are still active in recovery and infrastructure stabilization, and mitigation; we are also actively involved in a regional effort to conduct reconnaissance operations in the Big Thompson corridor, looking for and mitigating hazardous materials situations and stabilizing propane tanks. The fire chief is still the Incident Commander at the time of this writing (09-25), but will likely transition out of that role by the end of the week. The overall Loveland community has stabilized at this time, but there is, and will be, a great deal of work to be done as we move into a long-term community recovery process.

WHAT HAPPENED (Past):

On September 11, 2013 a weather front of significant proportions moved into the area, bringing with it the threat of severe thunderstorms and very heavy rain. By the evening hours, this storm was developing into a major threat to people and structures that were near to rivers and flood plains. At approximately 0630 on 09-12, the Emergency Operations Center (EOC) in Loveland was opened as a "precautionary" measure; by mid-day, we would be in a full-scale planning and managing operation for one of the worst flood disasters in the history of northern Colorado.

At mid-day on Thursday a report from the EOC's meteorologist indicated that a storm of disastrous proportions was likely to move into northern Colorado overnight. After the briefing a meeting was held between the City Manager and the fire chief to discuss a strategy for moving forward. It was quickly decided that LFRA would manage this incident and the EOC operations. The initial plan of operation was to focus on the Life Safety threat, bifurcating the City of Loveland into two distinct divisions (on either side of the Big T River corridor) with heavy staffing in Fire, Police and EMS on both sides; Fire also established a division in the Canyon area to join a task force of paid firefighters with the Big T Canyon volunteers. Emergency evacuation orders for the flood corridor were given with a great concern for life safety. Overnight, floodwaters rose to epic proportions and creating significant damage to homes, businesses and infrastructure.

In the next 48 hours the Loveland community lost all major east-west through roads and had only one remaining north-south major road available (Wilson Avenue). Infrastructure was significantly damaged

including roads, bridges, water lines, power, storm water lines and sewer systems. Parks and other facilities, including the LFRA Training Center suffered significant damage. Homes incurred water damage and businesses along the south 287 corridor were flooded with water and mud. The Big T River had left its banks in many areas with devastating effects. The threat to our citizens was realized with a large number people missing.

The efforts over the next several days was focused on three overall incident priorities; Life Safety, Incident Stabilization and Property Conservation. In addition to operations within the City of Loveland, the Loveland Rural Fire Protection District had significant damage to infrastructure, homes, and businesses. Citizens were trapped, needing immediate rescue, and others would need to be evacuated from areas that no longer had roads (i.e., Hwy 34 up the Canyon). By Saturday, Larimer County had decided to upgrade to a Type II incident and bring in a federal Incident Management Team (IMT). Once that team had its initial command personnel on the ground (Sunday evening), it was decided that an "area command" concept would be utilized and Loveland would be its own part of this command structure ("Loveland Area Command"). Daily incident action plans were made from Thursday afternoon through 09-21 and 22. A command structure utilizing various sections, branches, divisions and groups were utilized. In addition a sizeable command general staff was established with liaisons, PIOs EOC management and others.

Life Safety considerations were the primary focus of operations for the first four days, then a shifting took place where more of an emphasis was placed on saving and mitigating problems with critical infrastructure. There was also a major focus during this time on developing and opening a disaster assistance center and a shelter for displaced citizens. Many of these critical functions were taking place simultaneously, but from an incident management process the incident priorities stayed in place. In addition to the actions being taken in Loveland, resources were also devoted to assisting the overall county area command in the effort to evacuate and safe hundreds of stranded citizens in the Canyon area, and areas west of the city.

WHAT'S HAPPENING (present):

As the days passed, the Life Safety concerns became less of a focus as more and more people were found and removed from the list of missing. In the end, all were accounted for except for two and they were presumed dead. Fire crews, in conjunction with the efforts of the Type II IMT, made initial reconnaissance missions along the river corridor looking for the missing. That effort is continuing to date (09-25) with a different mission. The current mission is on reconnaissance and mitigation of the river corridor for Haz-Mat issues and propane tanks. This combined effort from LFRA, PFA, State Patrol and County is likely to go on for several days. This is an arduous process that is both physically demanding and dangerous.

Infrastructure efforts continue with the major focus on restoring power and water to the smaller number of homes without it (approximately 70). There are also sizeable efforts underway to pick up and remove debris from the flood. Public Works has done a remarkable job of ongoing solid waste and debris management. The Parks department is also in a cleanup and restoration mode for our City of Loveland parks. Another significant effort is being undertaken by Water and Power to rebuild and replace two major water lines feeding the City of Loveland. The crews of W & P, along with other city staff and non-city workers did the incredible and unimaginable during the flood in moving the river back toward its original banks in order to save our one remaining 48" water line. This would be hard enough to do under normal condition, let alone during flood stage. These great efforts from Public Works, Water and Power and Parks are on-going and will likely continue for some time. Another major function in our command organization that is on-going is int eh finance and administration side. The efforts for accurate accounting and reporting to FEMA and other agencies are current and ongoing.

Finally, under present operations, perhaps one of our biggest efforts has been in the area of Recovery and Disaster Assistance. Early on in this incident, (Saturday 09-13) identification was made to the needs for a long-

term shelter and assistance center for displaced flood victims. Loveland fire and city personnel got busy and worked out an agreement to take over the Cumberland and Western building (old HP site) to serve as a warehouse for needed goods and serve as an assistance center for the needs of victims. That center was up and running on Monday morning (09-16) and was fully operational and serving citizens on Wednesday (09-18). Loveland's Disaster Assistance Center is one of the largest in the history of northern Colorado and is operating at the highest level of efficiency. There have been reports from FEMA personnel that this center is one of the best and best run centers that FEMA has ever seen. Hundreds of citizens are being served to meet personal and business needs. This center is truly a one-stop center for all needs including food, shelter, clothing, water, information and connectedness to available government assistance programs. This effort is current and ongoing, and will likely continue for several more weeks.

WHAT WILL LIKELY HAPPEN (future):

The command structure will likely shift over on Friday of this week (09-27) to reflect a more scaled down version and a more appropriate version for the current work load and assignments. The IC will change with the fire chief being replaced by the Assistant City Manager. Three significant groups will be installed; Community Infrastructure, Finance-Administration, Community Recovery. There will also be several general staff positions assisting Command, including liaisons for community and political purposes, on-going emergency operations with the county Type III IMT and PIO.

Infrastructure needs will continue to be a concern, but a gradual shifting to more normalcy is being planned. Financial concerns will also be a concern for weeks and months to come, but they too should minimize with more normalcy returning to our finance department. The one area that will be ongoing for months and perhaps more than a year to come is Community Recovery. A long-term community recovery plan will need to be developed in conjunction with the plan being developed by Larimer County. The City of Loveland and the surrounding area of the Loveland community will be impacted by this flood for years to come. Although initial incident priorities have been addressed, the concerns for long-term recovery still exist and will be a concern for the community's future.

Other Fire Department Activities:

Within the history of a fire department there are always significant events that live in infamy; the 2013 Larimer County Flood will be one of those incidents. Yet, life for most does go on, and we have a community, including a city and a fire district to protect. We are back now focusing much of our efforts on our business at hand. Some of these efforts include:

- Approval and adoption of the 2014 Budget
- Completing the process for design, approval and bids for new Fire Station Two
- Completing the needed and ongoing training efforts for our firefighters
- Working to ensure long-term sustainability for our three-tiered work force model
- Processing for grants and other funding mechanisms
- Design and purchase of needed fire apparatus
- Continuing the work in the Community Safety Division to improve citizen safety through prevention
- Continuing our quest to take LFRA from Good-to-Great

We maintain our diligence and our commitment to the mission of enhanced citizen service to our community and improved firefighter safety. The Flood of 2013 stretched our resources and our ability, but never changed or impacted our resolve. We remain dedicated to our core values; Commitment, Courage and Compassion.

Fire–Rescue Operations Division

Division Chief Greg Ward

September 2013

Operations & Training Update

- Tactical Fire Team completed a five day training exercise with the Loveland Police Department's SWAT Team at Fort Carson.
- Division Chief Ward, Battalion Chief Smith and Lieutenant Clark attended a six day Courageous Leadership Program through Colorado State University's Agricultural Department.
- The Front Range Fire Consortium's Fall Academy kicked off in Loveland on September 3rd. LFRA has one Reserve Firefighter attending the Academy.
- LFRA Lieutenant Williams and Engineer Valerio attended an Engine Officer Academy presented by the Front Range Fire Consortium, several LFRA personnel assisted in the instruction and coordination of this week-long training event.
- Captains Carmosino, Gilbert and Willard attended the National Fire Academy Chief Officer Training Curriculum Fire-Rescue Operations 1 course at West Metro Fire.
- The Reserve Firefighter Academy was placed on hold due to the flood damage at the Fire Training Center, we will re-evaluate on October 15th.

Significant Incidents

- Commercial structure fire on Denver Avenue, fire contained to a dust collection system in the Tharp Cabinet facility. The sprinkler system activated, which assisting in holding the fire to the duct system with no fire extension to the building itself. LFRA crews completed the final extinguishment of the fire, ventilated the smoke from the building and initiated salvage work.
- LFRA responded to numerous water rescue incidents during the flood event, LFRA personnel successfully completed technical rescues in the City of Loveland, Loveland Rural Fire Protection District, the Big Thompson Canyon and Estes Valley Fire District. LFRA received aid from several fire agencies including Berthoud, Johnstown, Poudre, Laramie County District 2, Cheyenne and the Army National Guard.
- While still responding to incidents relating to the flood, LFRA was alerted to a residential structure fire on Saddle Notch Road which is well outside of our response area, north and west of Pinewood Reservoir. Due to the washed out roads a normal structure fire response was not possible, LFRA responded with Engine 236 (Brush Truck), Aircraft Rescue 44, Water Tender 5, FIT 6, Battalion 1 and the Army National Guard 8X8 Engine and Tender that were staged at Station 6. LFRA personnel overcame many obstacles including the limited structure firefighting equipment available on Engine 236 and Aircraft Rescue 44, extended response time and a well advanced fire in the roof / attic areas to make a good stop on the fire, saving the house.

Apparatus Update

- The new Squad 2's delivery was delayed almost 2 weeks due to the flood, but it has arrived and is being readied for service.



Commercial structure fire on Denver Ave



Mutual Aid from Wyoming during the flood



Army National Guard Engine and Tender at Station 6 during the flood response



Saddle Notch residential structure fire



River bank searches with FEMA USAR Task Forces



Technical rescue in the Big Thompson Canyon



Searching the flood debris near Highway 402



Rescue on South Lincoln Ave



The new SQUAD 2



Tactical Fire Team training at Fort Carson with Loveland Police SWAT

Fire–Rescue Community Safety Division

Division Chief Ned Sparks

September 2013

Impacts of 2013 Flood

All CSD personnel were involved heavily in the EOC operations, assisting Pat and other sections or branches in the overall management of the incident. In addition to assisting with the EOC, CSD personnel also kept things operational in the CSD office, assisting citizens in their needs. Chief Sparks also functioned as the Deputy IC of the incident, assisting Chief Mirowski (as the IC) and taking over management of the Loveland Area Command in his absence.

Emergency Management

Pat was assigned as the EOC Director early on in the flood incident and worked closely with the ICs and other section chiefs and branch directors in keeping the organizational functions running smoothly. Kurt Willson was Pat's deputy director for a time and then filled in other areas as needed.

Public Outreach

Annual CSD Community Safety Expo (slated for 09-14) at Fairgrounds Park was cancelled due to the 2013 Flood and the related damage done to venue at Fairgrounds Park

Inspections and Code Enforcement

Most of the CSD staff worked on the Lincoln Hotel project and dealing with code violations and the possible declaration of this structure as an "unsafe building." The ownership of the hotel petitioned the Historic Preservation Commission to approve a secondary means of egress (an escape ladder) from the second and third floors of the hotel. The commission rejected the application, based on grounds that the proposed escape ladders did not meet current building codes, sending the request instead to Fire and the Building Department to come up with a more cogent option. Fire and Building did an initial evaluation of the structure and found numerous code violations and issues unresolved from directives that were issued by fire prevention several years prior. Efforts are now being taken to gain access to the hotel to conduct a complete inspection of the structure.

Presentation on Residential Fire Sprinklers

CSD staff and the fire chief have worked on a presentation for an initiative for the installation of residential fire sprinklers. The initiative is part of a three-part plan for the implementation of a long-term strategy for installing residential sparklers in the City of Loveland. The three parts of the initiative include; Education, Incentivizing Installation, and Code Adoption.

In September, CSD staff and the fire chief gave a presentation to a combined meeting of the Construction Advisory Board (CAB) and the Fire Rescue Advisory Commission (FRAC). The presentation was well received and a great discussion with the board and commission members followed. We will be making an updated version of this presentation to City Council on October 8, 2013.

From: Galej316 <galej316@aol.com>
Date: August 16, 2013, 11:21:56 AM MDT
To: <Scott.Pringle@cityofloveland.org>
Subject: Flashing smoke alarm



Scott ~

Thank you so much for your assistance and perseverance in getting me a smoke/fire alarm. Such a surprise when I had given up! (Lacking an ability is a costly challenge at times.)

It's much appreciated and will help with my comfort level around my home. You've gone above and beyond with your assistance!

Best Regards & have a terrific weekend,
Gale Petersen

September 19, 2013

Dear Fire Fighters,

The 2nd grade students at Namaqua Elementary School were learning about 9-11 and what a hero means. With the flooding last week as well, the students wanted to send letters of appreciation for all you do for us.

Thank you for your service, you truly are our heroes!

Sincerely,

Sarah Bellino

Librarian, Namaqua Elementary

Name Calvin

My Hero



Thank you for all

you do.

Thank you

Name Aden

My Hero



Thank you for saving
our people.



FEMA

August 7, 2013

Randy Mirowski, Fire Chief
Loveland Fire Rescue Department
410 East 5th Street
Loveland, Colorado 80537-

Dear Chief Mirowski:

Please accept my sincere thanks for your support of Battalion Chief Richard W. Davis during his participation in the U.S. Fire Administration's National Fire Academy's (NFA) "Executive Fire Officer Program" (EFOP).

Chief Davis has now successfully completed the EFOP and the required applied research. On behalf of the NFA, the enclosed EFOP certificate has been forwarded to you for formal presentation to this dedicated member of your department. You may want to present the certificate at a formal ceremony and invite your community's elected officials and members of the local media to attend.

The Academy appreciates your commitment to this 4-year program and continued support of the NFA.

Sincerely,

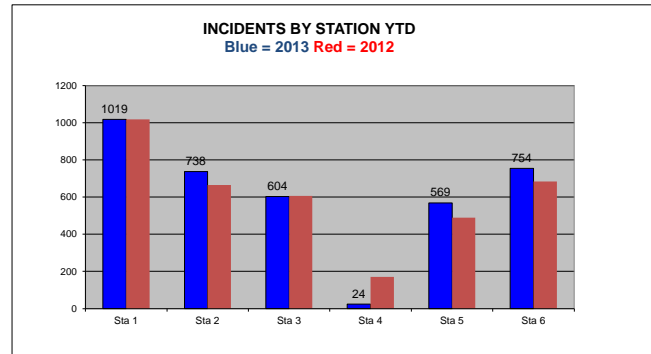
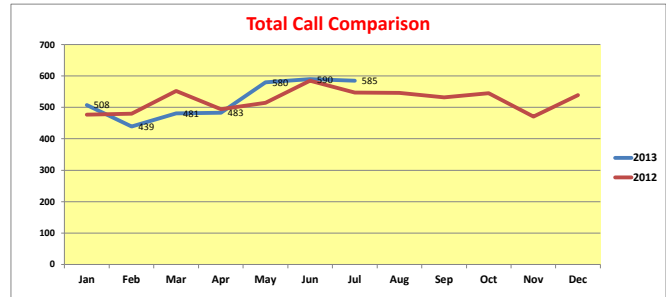
Dr. Denis Onieal
Superintendent
National Fire Academy
U.S. Fire Administration

Enclosure



CALL INFORMATION						
INCIDENT TYPE	CITY	RURAL	MO. TOTAL	YTD	%	Prev. Yr.
Structure Fire (Residential)	3	0	3	16		
Structure Fire (Commercial)	1	0	1	3		
Vehicle Fire	4	1	5	21		
Grass/Wildland Fire	0	5	5	23		
Smoke/Odor Investigation	14	9	23	91		
Fire Alarm	49	9	58	320		
Other Fire	19	5	24	135		
Total Fire Related	90	29	119	609	17%	620
Total Medical (EMS)	212	46	258	1,843	49%	1,788
Motor Vehicle Accident	43	23	66	404		
Hazmat	7	1	8	66		
Water/Ice Rescue	1	0	1	12		
Carbon Monoxide	12	2	14	77		
Public Asst. (Service)	24	8	32	240		
Cancelled Enroute	43	30	73	367		
No Incident Found	5	8	13	67		
Airport Standby	1	0	1	23		
Airport Emergency	0	0	0	0		
Total Miscellaneous	136	72	208	1,256	33%	1,228
Month-End Total	438	147	585			
Year Cumulative	2,857	851		3,708		3,636
Percentage YTD	77%	23%				

	Average Response Times YTD in Minutes	Prev. Year	Fire Confined to Room of Origin	Previous Year
Call to Tone Out	2.34	2.16	65%	86%
Dispatch to Enroute	1.03	.97		
Enroute to 1st Arrival	3.34	3.06		
Average on Scene	16.32	17.73		



MUTUAL/AUTO AID STATISTICS YTD				
	Received	Hours	Given	Hours
Fort Collins	29	28	58	39
Previous Year	29	13.5	72	52
Berthoud	22	22	48	38
Previous Year	13	10	21	13
Big Thompson Canyon	5	7.5	38	45
Previous Year	2	2	38	31
Windsor	30	21	24	15
Previous Year	18	8.75	15	21

	Hrs/Month	Hrs/Prev Month	Hrs/Prev Yr.	Hrs/Year to Date
Shift	682.00	971.00	9,464.00	7,798.00
Volunteer	7.25	13.50	646.00	155.50
Admin	27.00	31.00	562.00	484.00
Total	716.25	1,015.50	10,672.00	8,437.50
Vol. Shift Hours	218.00	388.25	5,256.00	2,557.00

LOSS/SAVE INFORMATION				
Type of Fire	City		Rural	
	Loss	Save	Loss	Save
Residential Structure	\$ 7,838	\$ 567,644	\$ -	\$ -
Commercial Structure*	\$ 1,454,640	\$ 100,000	\$ -	\$ -
Other Fires	\$ 13,000	\$ 6,500	\$ 285	\$ -
Month Total	\$ 1,475,478	\$ 674,144	\$ 285	\$ -
Year Cumulative	\$ 2,031,613	\$ 5,141,842	\$ 285	\$ -

*Ward Building

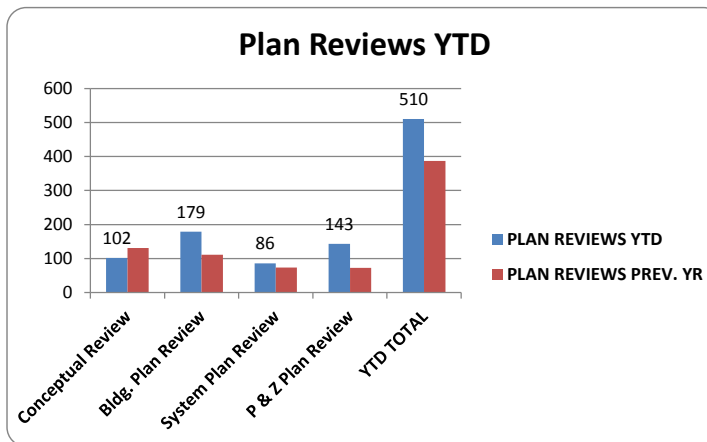
	Specialized Disciplines Training				OT Hrs.	OT \$'s
	YTD Courses	Prev. Yr. Courses	YTD Hrs.	Previous Yr. Hrs.		
Collapse	13	11	9	11		
Rope	69	85	88	105		
Confined Space	11	3	29	2.25		
Search/Rescue	3	6	4	6		
Water	35	50	47	81.5		
TAC	2	12	2	64		
Hazmat	53	79	99.5	103		
Wildland	112	239	267	593.5		
YTD TOTALS	298	485	545.5	966.25	921	\$29,355.00

LFRA COMMUNITY SAFETY DIVISION

July, 2013

PLAN REVIEW STATISTICS

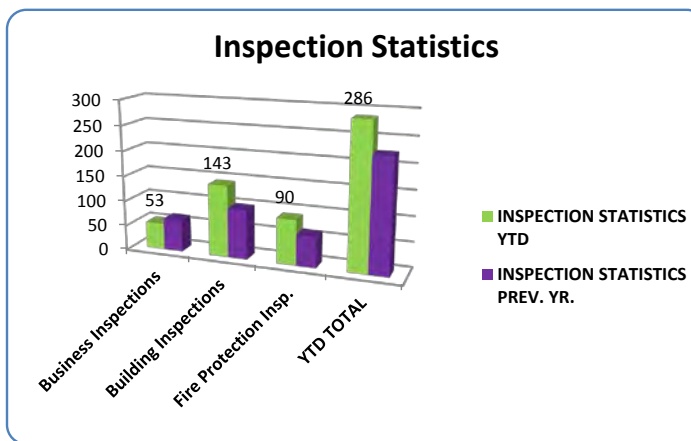
	City	Rural	Totals	Hours
Conceptual Design	15	4	19	27
Previous Month	10	1	11	16
Previous Year	116	8	131	139
YTD Total	87	15	102	130
Building Plan Reviews	22	2	24	46
Previous Month	55	2	57	62
Previous Year	116	2	111	73
YTD Total	166	13	179	207
System Plan Reviews	15	1	16	21
Previous Month	11	0	11	15
Previous Year	70	3	73	54
YTD Total	84	2	86	115
P & Z Plan Reviews	15	2	17	34
Previous Month	21	1	22	45
Previous Year	58	14	72	62
YTD Total	136	10	143	189
TOTAL REVIEWS YTD	473	40	510	
Previous Year	360	27	387	



Average days in review - 4.3 days
Percent within goal time - 100%

INSPECTION STATISTICS

	City	Rural	Total	Hours
Business Inspections	3	0	3	2
Previous Month	3	0	3	4
Previous Year	52	12	64	69
YTD Total	39	14	53	48
Building Construction	17	11	28	43
Previous Month	15	5	20	31
Previous Year	87	12	99	145
YTD Total	116	27	143	210
Fire Protection System	13	2	15	6
Previous Month	12	1	13	7
Previous Year	59	3	62	48
YTD Total	82	8	90	74
TOTAL INSPECTIONS YTD	237	49	286	
Previous Year	198	27	225	



CSD OTHER ACTIVITIES

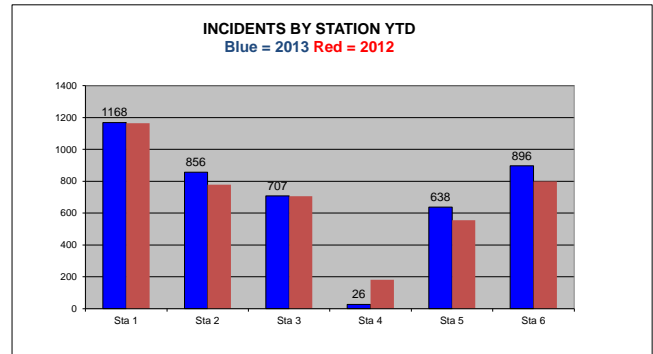
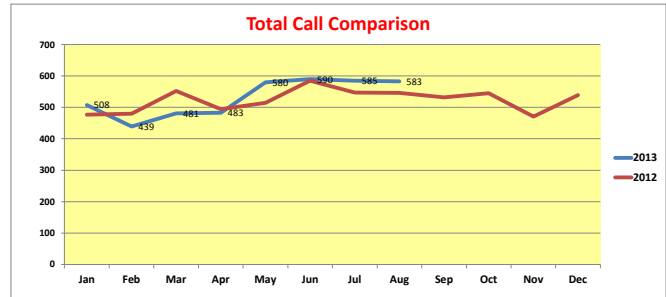
	City	Rural	Hours	Mo. Total	Prev. Mo.	Prev. Yr.	YTD Total	Highlights/Projects
Building/Systems Permits	6	3	3	9	16	94	77	* Ward Building fire investigation & PIO
Hazmat Permits	9	3	5	12	11	70	67	
Tents/Special Events	7	8	7	15	5	49	28	* Safety booth at car show and Centerra
Burn Permits Issued	0	0	0	0	3	53	81	
Investigations	5	2	7	7	6	19	37	* Final Inspections for the Ranch,
Service Call/Complaints	4	4	8	8	14	78	38	Ranchway Feeds Arena, East and West
Car Seats Installed	12	0	12	12	3	89	66	Pavilions.
JFS Program	5	2	7	7	1	18	11	
Public Education Events	3	0	3	3	3	40	32	* Planning for Fire Safety Expo coming
Total Pub. Ed. Contacts	45	0		451	220	3,238	1,722	in September



LFRA OPERATIONS DIVISION
August, 2013

CALL INFORMATION						
INCIDENT TYPE	CITY	RURAL	MO. TOTAL	YTD	%	Prev. Yr.
Structure Fire (Residential)	1	0	1	17		
Structure Fire (Commercial)	1	0	1	4		
Vehicle Fire	0	1	1	22		
Grass/Wildland Fire	1	1	2	25		
Smoke/Odor Investigation	9	5	14	105		
Fire Alarm	48	12	60	380		
Other Fire	16	4	20	155		
Total Fire Related	76	23	99	708	16%	690
Total Medical (EMS)	254	44	298	2,141	50%	2,044
Motor Vehicle Accident	34	21	55	459		
Hazmat	9	1	10	76		
Water/Ice Rescue	0	1	1	13		
Carbon Monoxide	14	0	14	91		
Public Asst. (Service)	19	4	23	263		
Cancelled Enroute	41	31	72	439		
No Incident Found	4	5	9	76		
Airport Standby	2	0	2	25		
Airport Emergency	0	0	0	0		
Total Miscellaneous	123	63	186	1,442	33%	1446
Month-End Total	453	130	583			
Year Cumulative	3,310	981		4,291		4,180
Percentage YTD	77%	23%				

	Average Response Times YTD in Minutes	Prev. Year	Fire Confined to Room of Origin	Previous Year
Call to Tone Out	2.28	2.38	75%	81%
Dispatch to Enroute	1.11	1.04		
Enroute to 1st Arrival	3.30	4.16		
Average on Scene	12.28	19.25		



MUTUAL/AUTO AID STATISTICS YTD				
	Received	Hours	Given	Hours
Fort Collins	33	30	62	41
Previous Year	31	14	114	59
Berthoud	22	22	49	39
Previous Year	15	11	25	15
Big Thompson Canyon	6	8.5	44	52
Previous Year	3	2.5	43	39
Windsor	39	24	28	17
Previous Year	23	10	16	21

	Hrs/Month	Hrs/Prev Month	Hrs/Prev Yr.	Hrs/Year to Date
Shift	1,156.00	682.00	10,798.00	9,067.00
Volunteer	5.00	7.25	668.00	160.50
Admin	64.00	27.00	598.00	551.00
Total	1,225.00	716.50	12,064.00	9,778.50
Vol. Shift Hours	207.50	218.00	6,262.50	2,764.50

LOSS/SAVE INFORMATION				
Type of Fire	City		Rural	
	Loss	Save	Loss	Save
Residential Structure	\$ 1,141	\$ -	\$ -	\$ -
Commercial Structure*	\$ 10,871	\$ 358,435	\$ -	\$ -
Other Fires	\$ -	\$ -	\$ -	\$ -
Month Total	\$ 12,012	\$ 358,435	\$ 285	\$ -
Year Cumulative	\$ 2,043,625	\$ 5,500,277	\$ 285	\$ -

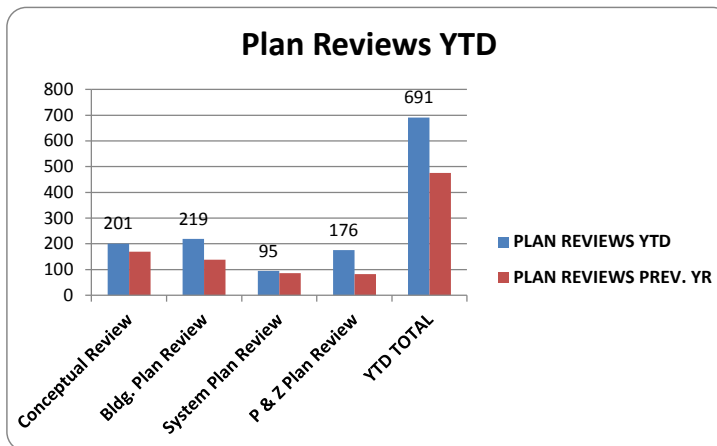
	Specialized Disciplines Training				OT Hrs.	OT \$'s
	YTD Courses	Prev. Yr. Courses	YTD Hrs.	Previous Yr. Hrs.		
Collapse	15	11	9	11		
Rope	84	92	96	112		
Confined Space	11	3	29	2.25		
Search/Rescue	4	6	6	6		
Water	43	60	62	88.5		
TAC	2	12	2	64		
Hazmat	55	79	102	103		
Wildland	119	252	276	628		
YTD TOTALS	333	515	582	1014.75	1065	\$30,405.00

LFRA COMMUNITY SAFETY DIVISION

August, 2013

PLAN REVIEW STATISTICS

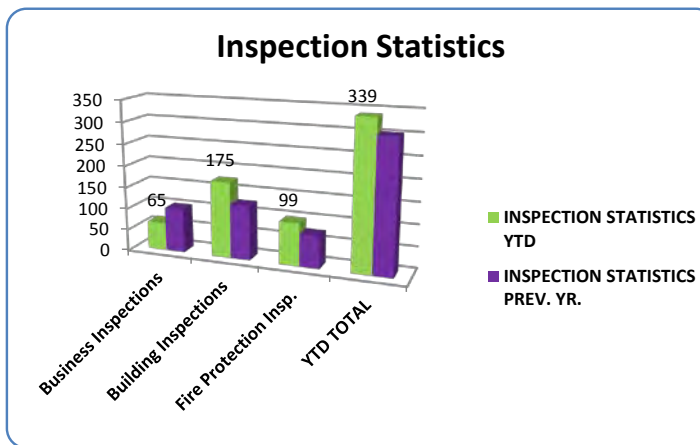
	City	Rural	Totals	Hours
Conceptual Design	93	6	99	150
Previous Month	15	4	9	27
Previous Year	156	13	169	154
YTD Total	180	21	201	280
Building Plan Reviews	32	8	40	97
Previous Month	22	2	24	46
Previous Year	136	2	138	103
YTD Total	198	21	219	304
System Plan Reviews	8	1	9	15
Previous Month	15	1	16	21
Previous Year	82	4	86	64
YTD Total	92	3	95	130
P & Z Plan Reviews	30	0	30	36
Previous Month	15	2	17	34
Previous Year	60	22	82	82
YTD Total	166	10	176	225
TOTAL REVIEWS YTD	636	55	691	
Previous Year	434	41	475	



Average days in review - 4.5 days
Percent within goal time - 100%

INSPECTION STATISTICS

	City	Rural	Total	Hours
Business Inspections	9	3	12	22
Previous Month	3	0	3	2
Previous Year	84	18	102	103
YTD Total	48	17	65	70
Building Construction	27	5	32	30
Previous Month	17	11	28	43
Previous Year	99	17	126	155
YTD Total	143	32	175	240
Fire Protection System	7	2	9	14
Previous Month	13	2	5	6
Previous Year	71	4	75	58
YTD Total	89	10	99	88
TOTAL INSPECTIONS YTD	280	59	339	
Previous Year	254	39	303	



CSD OTHER ACTIVITIES

	City	Rural	Hours	Mo. Total	Prev. Mo.	Prev. Yr.	YTD Total	Highlights/Projects
Building/Systems Permits	16	2	4	18	9	99	95	* Bureau 1 aided WSFPD with Engineer promotions.
Hazmat Permits	6	3	3	9	12	77	76	
Tents/Special Events	7	0	6	7	15	63	59	* Bureau 5 did inservice training for Lake-view Commons, Otterbox & FNL staff.
Burn Permits Issued	0	4	0.5	4	0	53	85	
Investigations	1	1	7	2	7	24	39	* Inspections for Larimer County Fair, Corn Roast, ProCycling, Sculpture Show and Arise Music Festival.
Service Call/Complaints	21	4	11	25	8	83	63	
Car Seats Installed	20	0	10	20	12	99	86	
JFS Program	0	0	0	0	7	19	11	* Safety presentation at Orchards Apts. & safety booth at Crossroads Hyundai.
Public Education Events	6	0	18.5	6	3	44	38	
Total Pub. Ed. Contacts	535	0		535	451	3,377	2,257	