
Loveland Fire Rescue Authority Board Meeting



Station 2
3070 W. 29th Street
Community Room
Loveland, Colorado 80537
Wednesday, March 29, 2017
1:30 PM



Loveland Fire Rescue Authority (LFRA) Board Meeting Agenda
Station 2, 3070 W 29th Street
Community Room
Loveland, Colorado 80537
Wednesday, March 29, 2017
1:30 PM

On The Loveland Fire Rescue Authority (LFRA) is committed to providing an equal opportunity for services, programs and activities and does not discriminate on the basis of disability, race, age, color, national origin, religion, sexual orientation or gender. LFRA contracts with the City of Loveland for assistance with translation, discrimination concerns, and Americans with Disabilities Act accommodations. Please contact the City of Loveland Title VI Coordinator at TitleSix@cityofloveland.org or 970-962-2372 for translation services and discrimination concerns. LFRA will make reasonable accommodations for citizens in accordance with the Americans with Disabilities Act (ADA). For more information on ADA or accommodations, please contact the City of Loveland ADA Coordinator at bettie.greenberg@cityofloveland.org or 970-962-3319.

La Autoridad de Rescate de Incendios de Loveland (LFRA, por sus iniciales en inglés) se compromete a proveer oportunidades equitativas para servicios, programas, y actividades, y no discrimina basándose en discapacidades, raza, edad, color, origen nacional, religión, orientación sexual, o género. La LFRA tiene contratos con la Ciudad de Loveland para recibir asistencia para traducciones, en caso de preocupaciones de discriminación, y de acomodaciones de la Ley de Americanos con Discapacidades. Por favor comuníquese con el Coordinador del Título VI de la Ciudad de Loveland en TitleSix@cityofloveland.org o al 970-962-2372 si necesita servicios de traducción o tiene preocupaciones de discriminación. La LFRA organizará acomodaciones razonables para ciudadanos de acuerdo con la Ley de Americanos con Discapacidades (ADA, por sus iniciales en inglés). Si desea más información acerca de la ADA o acerca de las acomodaciones, por favor comuníquese con la Coordinadora de la Ciudad de Loveland en bettie.greenberg@cityofloveland.org o al 970-962-3319.

Wireless access: COLGuest, accesswifi

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AWARDS AND PRESENTATIONS – BADGE PINNING FOR LT DAN ENGELHARDT, ENGINEER TREVOR TWOGOOD AND FIREFIGHTER AARON STEINBACH

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.



Loveland Fire Rescue Authority (LFRA) Board Meeting Agenda
 Station 2, 3070 W 29th Street
 Community Room
 Loveland, Colorado 80537
 Wednesday, March 29, 2017
 1:30 PM

1. Consider a Motion to Approve the Minutes from the Loveland Fire Rescue Authority Board for the February 22, 2017 Regular Board Meeting.
2. Consider a Motion to Approve Vehicle Use Agreements with the Northern Colorado Regional Airport and the City of Loveland.

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.

3. Presentation on the Process to Update the Strategic Plan
4. Presentation on the Capital Improvements
5. Presentation from a Developer for Land Donation
6. Consider the Process for Evaluating the Chief's 2016 Performance
7. Review Briefing Papers and Correspondence.
 - a. Chief's Report
 - b. Letters
 - c. February Operations Statistics
 - d. February Community Safety Division Statistics
8. Any Other Business for Board Consideration.

ADJOURN

Agenda Item Cover

Item No.: 1

Meeting Date: March 29, 2017

Prepared By: Renee Wheeler, Administrative Director



TITLE

Consider a Motion to Approve the Minutes from the February 22, 2017 Loveland Fire Rescue Authority (LFRA) Regular Board Meeting

EXECUTIVE SUMMARY

The attached document, prepared by Kristen Cummings and edited by outside attorneys, is a record of the February 22, 2017 regular meeting of the LFRA Board. The document details the discussions at the meeting including: the approval of the consent agenda (minutes), approval of the employee benefit savings allocation, approval of the supplemental budget appropriation, discussion regarding a land donation, the Chief's report, and the 2017 Planning Topics.

BACKGROUND

Standard meeting protocol

STAFF RECOMMENDATION

Approve as written

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

February 22, 2017 Minutes



Loveland Fire Rescue Authority Board Meeting Minutes
Wednesday, February 22, 2017
3070 W. 29th Street, Loveland
1:30 p.m.

Members Present:

Board Chairman Jeff Swanty, Loveland Rural Fire Protection District (“Rural District”)
 Director John Fogle, City of Loveland Council Member
 Director Steve Adams, Loveland City Manager
 Director Dave Legits, President of the Rural District

Members Absent:

Vice Chairman Cecil Gutierrez, City of Loveland Mayor

Staff Present:

Greg White, Secretary of Rural District
 Dr. Mike McKenna, Vice President of
 the Rural District
 Mark Miller, Fire Chief
 Renee Wheeler, Public Safety
 Administrative Director
 Kristen Cummings, Business Services
 Coordinator
 Ned Sparks, Division Chief
 Greg Ward, Division Chief
 Emily Powell, Legal Counsel to the
 Authority
 Andrea Wright, Human Resources
 Manager
 Michael Cerovski, Battalion Chief

Tyler Drage, Fire Lieutenant
 Tim Smith, Battalion Chief
 Carie Dann, Deputy Fire Marshal

Visitors:

Paul Pfeiffer, Fire Rescue Advisory
 Commission
 Jamie Drage
 Bob and Barb Hegg
 Bob and Sue Drage
 Sheldon & Meril, Stan’s Auto Service
 Vince Junglas, Loveland City Attorney

Call to Order:

Chairman Swanty called the Loveland Fire Rescue Authority (“LFRA”) Board meeting to order on the above date at 1:32 p.m.

Swearing In:

None

Awards and Presentations:

Andrea Wright, the new Human Resources Manager for LFRA, was introduced to the Board. She had her first day on February 21.

Battalion Chief Smith presented an Appreciation Award to Stan's Auto Service for continuously assisting with trainings, car donations and emergency response.

Chief Miller presented Lieutenant Drage with an axe plaque, in recognition of 26 years of service to LFRA. Lt. Drage will be leaving LFRA to work for Front Range Fire Rescue Authority as their Fire Marshal and Life Safety Chief.

Public Comment:

None

Consent Agenda:

Director Adams requested to pull agenda item #2 from the consent agenda for discussion.

1. Consider a Motion to Approve the Minutes from the Loveland Fire Rescue Authority December 14, 2016 Regular Board Meeting.

Director Legits moved to approve the minutes from the December 14, 2016 Regular Board Meeting. Director Fogle seconded; motion carried.

2. Motion to Approve the Allocation of 2017 Employee Benefits Savings

Administrative Director Wheeler presented the proposed allocation of the savings realized from the LFRA's change in employee health benefit insurance providers to other LFRA priorities. Director Adams is anticipating that with the recent change to the Police Department pension plan, that the LFRA will propose similar changes to their pension plan. In anticipation of this, Director Adams suggested that the employee benefits savings be earmarked for the increased expenses expected to be incurred as part of the revised pension plan. Director Fogle expressed concern about the City having less income over the next few years due to the application of the Gallagher Amendment in 2017, and anticipated big box sales tax competition. He expressed that this may make it more difficult for the City to approve supplemental appropriations to apply to the LFRA's pension plan in the future. Chief Miller explained that the increased retirement benefits is being considered as part of the LFRA's 2018 budget. Administrative Director Wheeler explained that the allocations for the employee benefits savings have already been earmarked for items that are one-time expenses that were previously approved by the Board, such as the land purchase for Station 7. Administrative Director Wheeler stated that if LFRA does not have funds to purchase the Station 7 land, the LFRA would either need to rescind its offer for that property or the City would have to agree to be the purchaser. Attorney Powell reminded the Board that this would make the property City-owned, and that the City would have to be willing to complete the conditions included in the purchase contract, such as subdividing the property. It was the Board's consensus not to alter the allocations of the employee benefit savings from those presented.

Director Adams moved to put agenda item #2 back on the consent agenda. Director Legits seconded; motion carried.

Director Adams moved to approve the consent agenda. Director Fogle seconded; motion carried.

Regular Agenda:

3. Public Hearing and Resolution to Approve a 2017 Supplemental Budget Appropriation

Administrative Director Wheeler reported that in 2016 LFRA received \$154,094 more in operational revenue (e.g., permit fees) than was anticipated as part of the 2016 budget. Additionally there was an expenditure budgetary savings of \$85,921, resulting in a total of \$239,915 eligible for carryover supplemental appropriation in 2017. Chief Staff is requesting \$127,000 of the eligible carryover be appropriated as part of the 2017 budget, with 82% (\$104,000) of that coming from the City, and 18% (\$23,000) coming from the Rural District.

Director Fogle moved to approve the 2017 supplemental budget appropriation. Director Adams seconded; motion carried.

4. Discussion Regarding Land Donations

Chief Miller reported that the Gary Gerrard Trust has offered LFRA a generous land donation for the site of future Station 10. The land is 2.3 acres and located south of Highway 34 in the 2534 area of Johnstown. The Board expressed its appreciation for the generous offer. Chief Staff and the Board engaged in an in-depth discussion of the location and its suitability for LFRA's short- and long-term operational needs.

PRO's	CON's
New Partnership Opportunity between Loveland and Johnstown	Historical Politics with the Town of Johnstown
Johnstown Police Substation on site	Johnstown Police Substation on site
\$750,000 donation now	Details on another developer offer have not been received
Better addresses response needs in the area. Windsor Station too close to other sites and it is a single company station that is very busy with growth in their response boundaries	
No substantial additional costs (i.e., subdivision costs; instead only insurance and mowing)	
Professional recommendation	
Cements Fire Protection delivery in the area	
Property values in the 2534 development will appreciate in value over the next couple of years	
Easy access to the south part of the District	
Geography	

Chairman Swanty and Chief Miller have a meeting tomorrow with representative of the McWhinney organization to see what other Station 10 location possibilities there might be in the Centerra development area and will report back to the Board next month.

6. Chief's Report / Review Papers and Correspondence

Chief Miller presented an impact analysis of the 2014 Station 2 relocation.

Chief Miller then presented his 2017 Planning Considerations.

Chief Staff has reviewed the County process for subdividing the Station 7 property in the event the seller approves the contract for purchase and sale.

Chief Miller and Administrative Director Wheeler are meeting with BBC Research & Consulting on Monday to discuss obtaining an impact fee study for the LFRA's entire jurisdiction. BBC did the impact fee study for the City of Loveland, so much of the work has already been completed, creating a significant savings for LFRA over starting over with a new firm.

The Fire Training Center's pond mitigation project and burn building design and drawings are still underway. The burn building construction is now anticipated to occur in 2018.

As discussed earlier in the meeting, the sworn LFRA member pension plan is being evaluated by the Pension Committee and a complete cost analysis will be completed by mid-March. A presentation will be made to the Pension Committee in June to inform the LFRA of their findings and recommendations. Then a presentation will be made to the LFRA Budget Committee in July to be considered with all other 2018 budget requests.

Retired Fire Chief Randy Mirowski will be hired as a temporary employee in March, 2017. He will be assisting with updating the strategic plan, completing the accreditation process as applicable, and assisting with the Fire Station 7 project, including the accompanying land subdivision process. His temporary employment could go through December 31, 2017. Chief Miller would also like to reengage the Fire Rescue Advisory Commission (FRAC) for ten months to assist with the strategic plan.

The IGA for Aircraft Rescue Firefighting Services with the City of Fort Collins will be revised after an analysis about the amount of time the ARFF Engineer spends on ARFF duties. The City of Fort Collins initially agreed to pay 25% of the ARFF Engineer's salary, as it was expected that approximately half of his time would be dedicated to ARFF duties and the other half to LFRA-specific duties. A new analysis shows that 80% of his hours worked are ARFF related, so Chief Miller will be proposing that the City of Fort Collins pay for 40% of the ARFF Engineer's salary and benefits starting in 2018. This will increase their contribution from \$23,000 in 2017 to \$33,900 in 2018.

Chief Miller and Renee Wheeler gave a presentation about the projected impact of the application of the Gallagher Amendment in 2017 on the income of the Loveland Rural Fire Protection District in future years, and provided an example of the property tax impact on a sample of residential and commercial properties if the voters approved a 1.5 mill increase to reduce the negative effect of the Gallagher Amendment's application on the District.

Director Adams asked to add Safety to the Chief's Planning List, as the City is evaluating all safety policies and workers compensation claims this year, and he recommends that the

Authority do the same. Two handouts were distributed: one with frequency and severity of 2016 workers compensation claims and another that was a historical comparison of workers compensation claims. Administrative Director Wheeler will ensure that claims information for both workers compensation and property liability are added to the quarterly Budget Biz report.

7. Other Business for Board Consideration

None.

Chairman Swanty adjourned the regular meeting at 4:53 p.m.

The foregoing minutes, having been approved by the LFRA Board of Directors, constitute the official minutes of the meeting held on the date stated above.

Jeff Swanty, Chairman

Kristen Cummings, Secretary



Agenda Item Cover

Item No.: 2

Meeting Date: March 29, 2017

Prepared By: Renee Wheeler, Administrative Director

TITLE

Consider a Motion to Approve Vehicle Use Agreements with the Northern Colorado Regional Airport and the City of Loveland

EXECUTIVE SUMMARY

It was determined that vehicle use agreements would need to be drafted for apparatus and equipment used for fire rescue purposes either not owned by our governing partners (the City of Loveland or the Loveland Rural Fire Protection District) or were not transferred to the LFRA in the omnibus bills of sale. All airport rescue firefighting equipment is owned by the Northern Colorado Regional Airport and was purchased with Federal Aviation Administration funds; therefore, the attached agreement with the Airport allows for LFRA use of the equipment. The Mobile Command Vehicle is owned by the City of Loveland and was purchased with a federal grant; therefore, the attached agreement with the City allows for LFRA use of the command vehicle.

BACKGROUND

The following equipment was not included in the omnibus bills of sale approved and signed at the end of 2016 but are used for fire rescue services; and therefore, agreements were necessary to provide clarity around use, liability, and maintenance.

Airport:

FLEET #	YEAR	LFRA DESIGNATION	DESCRIPTION
0604	2008	Foam Trailer	Trailer with Plastic Foam Tank
0904	2015	ARFF 41	E-One Titan
0903	1993	ARFF 42	E-One Titan
0902	1996	ARFF 44	Ford/Walter

City of Loveland:

FLEET #	YEAR	LFRA DESIGNATION	DESCRIPTION
3300	2005	Mobile Command Vehicle	Freightliner/LDV

STAFF RECOMMENDATION

Approve the agreements as written

Agenda Item Cover

Item No.: 2

Meeting Date: March 29, 2017

Prepared By: Renee Wheeler, Administrative Director



FINANCIAL/ECONOMIC IMPACTS

None

ASSOCIATED STRATEGIC GOALS

Deliver cost effective services.

ATTACHMENTS

Apparatus Use Agreement with the Northern Colorado Regional Airport

Apparatus Use Agreement with the City of Loveland

APPARATUS USE AGREEMENT

This Apparatus Use Agreement is entered into by and between the Loveland Fire Rescue Authority ("**Authority**"), and the Northern Colorado Regional Airport ("**Airport**") by and through the Northern Colorado Regional Airport Commission ("**Commission**"). The Authority and the Airport may be referred to individually as a "**Party**", or collectively as the "**Parties**".

I. Recitals

WHEREAS, the Authority is a public entity of the State of Colorado established by the City of Loveland and the Loveland Rural Fire Protection District pursuant to that certain Intergovernmental Agreement for the Establishment and Operation of the Loveland Fire Rescue Authority as a Separate Governmental Entity, for the purpose of providing fire suppression, fire prevention and public education, rescue, extrication, hazardous materials, and emergency medical services (collectively, "**Emergency Services**") within the joint jurisdiction and service area of the City of Loveland and the Loveland Rural Fire Protection District;

WHEREAS, the Airport is a joint venture of the City of Loveland, Colorado and the City of Fort Collins, Colorado, governed by the Commission pursuant to that certain Amended and Restated Intergovernmental Agreement for the Joint Operation of the Fort Collins-Loveland Municipal Airport, for the purpose of providing general and commercial aviation services to Larimer County and the northern Colorado region;

WHEREAS, the Authority's service area includes, and the Authority provides Emergency Services to, the Airport. Additionally, the Federal Aviation Administration requires the Airport to provide aircraft rescue and firefighting ("**ARFF**") services during all commercial air carrier operations. The Authority's Emergency Services to the Airport include the ARFF services; and

WHEREAS, the Airport owns certain emergency vehicles and apparatus designed specifically to provide ARFF and other Emergency Services at the Airport (collectively, the "**Airport Apparatus**"). The Authority desires to use, and the Airport desires to authorize the Authority to use, the Airport Apparatus for the purpose of providing ARFF and other Emergency Services on the terms and conditions provided in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and conditions stated in this Agreement, the Parties agree as follows:

II. Agreement

1. Use of Airport Apparatus; Terms and Conditions.

a. The Airport hereby authorizes the Authority to use, as may be necessary from time to time in the Authority's sole discretion, the Airport Apparatus described on the attached Exhibit A for purposes of providing ARFF and other Emergency Services, including all equipment, instruments, appliances, and accessories (collectively, "**Equipment**") installed or carried on the Airport Apparatus. The Parties may, at any time, modify the Airport Apparatus described

on the attached Exhibit A by attaching to this Agreement a new Exhibit A signed and dated by both Parties.

b. The Authority's use of the Airport Apparatus for purposes of providing ARFF and other Emergency Services generally is expected to occur on the Airport's premises. However, the Airport hereby grants the Authority the right to remove the Airport Apparatus from the Airport's premises for purposes of providing Emergency Services elsewhere within the Authority's service area, provided that such Airport Apparatus are not then needed at the Airport. The Authority's personnel must operate the Airport Apparatus in full compliance with the traffic laws of any jurisdiction within which the Airport Apparatus are operated or located.

c. The Airport is responsible, at its sole cost, for maintaining the Airport Apparatus in accordance with the National Fire Protection Association ("*NFPA*") minimum standards for such apparatus. Additionally, the Airport is responsible, at its sole cost, for purchasing, installing, and maintaining all Equipment required to operate the Airport Apparatus in accordance with the NFPA minimum standards for such apparatus. For purposes of this paragraph 1(c), the term "maintenance" includes regular testing and all preventative and corrective service, maintenance, and repair. Notwithstanding the foregoing, the Authority will be responsible for any Airport Apparatus or Equipment maintenance costs arising out of or related to the negligent or intentional misuse of such Airport Apparatus or Equipment by the Authority or its employees, volunteers, or agents; provided, however, that the Authority is not authorized to perform or cause to be performed any maintenance of the Airport Apparatus or Equipment without the Airport's prior written consent.

d. The Authority is responsible, at its sole cost, for providing qualified personnel to operate the Airport Apparatus for purposes of providing ARFF and Emergency Services, and, at the Airport's request, for providing qualified personnel to assist with regular testing of the Airport Apparatus and Equipment. The Authority also is responsible, at its sole cost, for maintaining readiness of the Airport Apparatus and Equipment through regular inspections, fueling, cleaning, lubricating, and other routine upkeep of the Airport Apparatus and Equipment. Such routine upkeep will be in accordance with the NFPA minimum standards, if any, governing the same.

e. The Parties agree that there will be no monetary charge for the Authority's use of the Airport Apparatus, as the Authority's use of the Airport Apparatus will assist the Authority in providing ARFF and other Emergency Services to the Airport, and will benefit the public by enhancing Emergency Services in Larimer County and the northern Colorado region.

2. **Insurance.** Each Party shall maintain, at its sole cost, liability and property insurance covering its activities under this Agreement, in coverage amounts not less than the monetary limitations set forth in the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended from time to time. Each Party shall name the other Party as an additional insured on its liability and property insurance.

3. **Waiver of Liability.** Except as provided in paragraph 1(c) above, and to the extent permitted by law, each Party hereby waives all claims against the other Party, and its current and

former council members, directors, officers, employees, volunteers, and agents, from any and all liability, causes of action under any theory or law or equity, claims and demands, damages, costs, expenses, or compensation arising out of or relating to any injury or damages to any person or property incurred by a Party as a consequence of the performance of this Agreement. This paragraph 3 shall survive termination of this Agreement.

4. Effective Date; Term and Termination.

a. This Agreement is effective as of the date the last Party signs this Agreement, and will continue until terminated in accordance with this paragraph 4.

b. This Agreement will terminate upon the mutual written agreement of the Parties. Additionally, either Party may terminate this Agreement with or without cause on at least one year's prior written notice to the other Party.

c. If either Party defaults in its performance of any obligation under this Agreement, the non-defaulting Party shall provide written notice of such default to the defaulting Party. The defaulting Party shall have 30 calendar days following the date such notice is effective to cure, or to make substantial efforts to cure, the default. If the default continues uncured, and without substantial effort to cure such default, for such period, the non-defaulting Party, at its option, may immediately terminate this Agreement or may elect to treat this Agreement as being in full force and effect. If the non-defaulting Party elects to treat this Agreement as being in full force and effect, such Party may bring an action for damages.

5. Relationship of the Parties. By entering into this Agreement, the Parties are not creating, and shall not be deemed or construed as creating, a joint venture, partnership, authority, or any other type of legal relationship, and each Party shall remain a separate and distinct entity for all purposes under this Agreement. Nothing contained in this Agreement, and no performance under this Agreement by personnel of the Parties, shall in any respect alter or modify the status of council members, directors, officer, employees, volunteers, or agents of either Party for purposes of workers' compensation or their benefits or entitlements, if any, including pension benefits.

6. Non-Appropriation. All direct and indirect financial obligations of a Party under this Agreement are subject to appropriation, budgeting, and availability of funds to discharge such obligations. If a Party's governing body fails to appropriate funds for that Party's obligations under this Agreement, this Agreement shall terminate immediately and neither Party shall have any further obligation to the other Party under this Agreement beyond the financial obligations for which it previously appropriated funds.

6. Governmental Immunity. Nothing in this Agreement shall be construed as a waiver of the limitations on damages or any of the privileges, immunities, or defenses provided to, or enjoyed by, the Parties, and their council members, directors, officers, employees, volunteers, and agents, under federal or state constitutional, statutory or common law, including but not limited to the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*

7. **Notice.** Any notice required or permitted by this Agreement shall be in writing and shall be given by personal delivery or certified/registered mail addressed to the Party to whom such notice is to be given at the address set forth below, or at such other address as a Party has previously furnished in writing to the other Party in accordance with this Paragraph 7. If given by certified/registered mail, the notice shall be deemed to have been given when deposited in the United States mail and shall be effective 72 hours after having been given.

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

ATTN: Airport Director
Northern Colorado Regional Airport
4900 Earhart Road
Loveland, CO 80538

8. **Additional Terms and Conditions.** Colorado law governs this Agreement. Jurisdiction and venue shall lie exclusively in Larimer County District Court. This Agreement is the entire agreement between the Parties and there are no oral or collateral agreements or understandings. This Agreement may only be amended by a document signed by the Parties. Course of conduct, no matter how long, shall not constitute an amendment to this Agreement. If any provision is held invalid or unenforceable, all other provisions shall continue in full force and effect. Waiver of a breach of this Agreement shall not operate or be construed as a waiver of any subsequent breach. This Agreement shall inure to the benefit of and be binding upon the Parties and their legal representatives, successors, and assigns. This Agreement may not be assigned by either Party without the other Party's prior written consent, which consent shall not be unreasonably withheld. This Agreement is not intended to, and shall not, confer rights on any person or entity not named as a party to this Agreement. In any dispute arising from or relating to this Agreement, the prevailing Party shall be awarded its reasonable attorneys' fees, costs, and expenses, including any attorneys' fees, costs, and expenses incurred in collecting upon any judgment, order, or award. This Agreement may be executed in several counterparts and by electronic pdf or facsimile, each of which shall be deemed an original and all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have executed this Agreement.

Loveland Fire Rescue Authority, a public entity of the State of Colorado

Northern Colorado Regional Airport, a joint venture of the City of Loveland, Colorado, and the City of Fort Collins, Colorado

By: _____
Mark Miller, Fire Chief

By: _____
Jason Licon, Airport Director

Date: _____

Date: _____

EXHIBIT A
AIRPORT APPARATUS

FLEET #	YEAR	LFRA DESIGNATION	DESCRIPTION	VIN #	LICENSE #
0604	2008	Foam Trailer	Trailer with Plastic Foam Tank	1M9DA08E781104082	746BAX
0904	2015	ARFF 41	E-One Titan	4EN9AAA86F1009481	N/A
0903	1993	ARFF 42	E-One Titan	4ENDAAA87P1002566	N/A
0902	1996	ARFF 44	Ford/Walter	1FDXF80C3TVA20431	N/A

VEHICLE USE AGREEMENT

This Vehicle Use Agreement ("**Agreement**") is entered into by and between the Loveland Fire Rescue Authority ("**Authority**"), and the City of Loveland ("**City**"). The Authority and the City may be referred to individually as a "**Party**", or collectively as the "**Parties**".

I. Recitals

WHEREAS, the City is a home rule municipality of the State of Colorado ("**State**"). The Authority is a public entity of the State established by the City and the Loveland Rural Fire Protection District ("**District**") on August 19, 2011 pursuant to that certain Intergovernmental Agreement for the Establishment and Operation of the Loveland Fire Rescue Authority as a Separate Governmental Entity;

WHEREAS, the Authority was established to provide fire suppression, fire prevention and public education, rescue, extrication, hazardous materials, and emergency medical services (collectively, "**Emergency Services**") to the citizens and property within its jurisdiction, and to individuals passing through its jurisdiction. The Authority's jurisdiction is comprised of the joint jurisdictional areas of the City and District. Prior to the Authority's establishment, the City provided the Emergency Services within the City's jurisdiction directly through the City's Fire Rescue Department

WHEREAS, the City owns a Mobile Command Vehicle ("**Vehicle**") for purposes of providing a proximate incident command post for large-scale, continuing, or remote disasters or other emergency incidents. Historically, the City's Police Department as well as the City's former Fire Rescue Department utilized the Vehicle; and

WHEREAS, the Authority desires to use, and the City desires to authorize the Authority to use, the Vehicle for the purpose of providing incident command and related training activities on the terms and conditions provided in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and conditions stated in this Agreement, the Parties agree as follows:

II. Agreement

1. Use of Vehicle; Terms and Conditions.

a. The City hereby authorizes the Authority to use the Vehicle described on the attached Exhibit A for purposes of providing incident command and related training activities, including all equipment, instruments, appliances, and accessories (collectively, "**Equipment**") installed or carried on the Vehicle. The Parties may, at any time, modify the Vehicle described on, or may add additional vehicle(s) to, the attached Exhibit A, by attaching to this Agreement a new Exhibit A signed and dated by both Parties. Any and all vehicle(s) described on the attached Exhibit A shall be included in the definition of "Vehicle" under this Agreement.

b. In the event of large-scale, continuing, or remote disaster or other emergency incident or a related training activity for which use of the Vehicle is desired, the Authority shall notify the City's Police Department of its request to use the Vehicle and the anticipated duration of use. The City's Police Department shall inform the Authority if the Vehicle is unavailable because it is then being used by City's Police Department. If the Vehicle is not then being used by the City's Police Department, then the City's Police Department shall grant the Authority's request to use the Vehicle.

The Authority shall provide at least 48 hours advance written notice to the City of its intent to use the Vehicle pursuant to this paragraph 1(b) for training activities. In the event of a large-scale, continuing, or remote disaster, the Authority shall provide such advance notice as is reasonable practicable under the circumstances, which notice may be provided by calling the City's Police Department at 970-962-2222.

c. The Authority's use of the Vehicle for purposes of providing incident command and related training activities generally is expected to occur within the Authority's jurisdictional boundaries. However, the Vehicle was purchased in part with funding awarded through the Northeast Colorado All Hazards Region Grant, and, in accordance with the terms of the grant, the Authority may deploy the Vehicle to any large-scale, continuing, or remote disaster or other emergency incident or a related training activity in the Colorado counties of Cheyenne, Kit Carson, Larimer, Lincoln, Logan, Morgan Phillips, Sedgwick, Washington and Yuma ("**NE Colorado Counties**"). The Authority shall provide notice of a request to deploy the Vehicle to any one or more of the NE Colorado Counties pursuant to the notice procedures provided in paragraph 1(b) above.

d. The City is responsible, at its sole cost, for all maintenance of the Vehicle. Additionally, the City is responsible, at its sole cost, for purchasing, installing, and maintaining, all Equipment required to operate the Vehicle, except for the Authority Equipment as defined in paragraph 1(e) below (collectively, the "**City Equipment**"). For purposes of this paragraph 1(d), the term "maintenance" includes all preventative and corrective service, maintenance, and repair. Notwithstanding the foregoing, the Authority will be responsible for any Vehicle or City Equipment maintenance costs arising out of or related to the negligent or intentional misuse of such Vehicle or City Equipment by the Authority or its employees, volunteers, or agents; provided, however, that the Authority is not authorized to perform or cause to be performed any maintenance of the Vehicle or City Equipment without the City's prior written consent.

e. The Authority is responsible, at its sole cost, for purchasing, installing, and maintaining any Equipment specific to the Authority's provision of Emergency Services that the Authority desires be carried on the Vehicle, but that has no practical use to the City or the City's Police Department (collectively, the "**Authority Equipment**"). The term "maintenance" in this paragraph 1(e) shall have the same meaning as provided in paragraph 1(d). Notwithstanding the foregoing, the City will be responsible for any maintenance costs related to the Authority Equipment arising out of or related to the negligent or intentional misuse of the Authority Equipment by the City or its employees, volunteers, or agents; provided, however, that the City

is not authorized to perform or cause to be performed any maintenance of the Authority Equipment without the Authority's prior written consent.

In addition to the above, the Authority is responsible, at its sole cost, for providing qualified personnel to operate the Vehicle for purposes of providing incident command and related training activities. The Authority also is responsible, at its sole cost, for maintaining readiness of the Vehicle and Equipment, including both City Equipment and Authority Equipment, through regular inspections, fueling, cleaning, lubricating, drive testing, and other routine upkeep of the Vehicle and Equipment.

f. The Parties agree that there will be no monetary charge for the Authority's use of the Vehicle, as the Authority's use of the Vehicle will assist the Authority in providing incident command to the City, and will benefit the public by enhancing Emergency Services in Larimer County and the northeastern Colorado region.

2. **Insurance.** Each Party shall maintain, at its sole cost, liability and property insurance covering its activities under this Agreement, in coverage amounts not less than the monetary limitations set forth in the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended from time to time. Each Party shall name the other Party as an additional insured on its liability and property insurance.

3. **Waiver of Liability.** Except as provided in paragraph 1(d) above, and to the extent permitted by law, each Party hereby waives all claims against the other Party, and its current and former council members, directors, officers, employees, volunteers, and agents, from any and all liability, causes of action under any theory or law or equity, claims and demands, damages, costs, expenses, or compensation arising out of or relating to any injury or damages to any person or property incurred by a Party as a consequence of the performance of this Agreement. This paragraph 3 shall survive termination of this Agreement.

4. **Effective Date; Term and Termination.**

a. This Agreement is effective as of the date the last Party signs this Agreement, and will continue until terminated in accordance with this paragraph 4.

b. This Agreement will terminate upon the mutual written agreement of the Parties. Additionally, either Party may terminate this Agreement with or without cause on at least one year's prior written notice to the other Party.

c. If either Party defaults in its performance of any obligation under this Agreement, the non-defaulting Party shall provide written notice of such default to the defaulting Party. The defaulting Party shall have 30 calendar days following the date such notice is effective to cure, or to make substantial efforts to cure, the default. If the default continues uncured, and without substantial effort to cure such default, for such period, the non-defaulting Party, at its option, may immediately terminate this Agreement or may elect to treat this Agreement as being in full force and effect. If the non-defaulting Party elects to treat this Agreement as being in full force and effect, such Party may bring an action for damages.

5. **Relationship of the Parties.** By entering into this Agreement, the Parties are not creating, and shall not be deemed or construed as creating, a joint venture, partnership, authority, or any other type of legal relationship, and each Party shall remain a separate and distinct entity for all purposes under this Agreement. Nothing contained in this Agreement, and no performance under this Agreement by personnel of the Parties, shall in any respect alter or modify the status of council members, directors, officer, employees, volunteers, or agents of either Party for purposes of workers' compensation or their benefits or entitlements, if any, including pension benefits.

6. **Non-Appropriation.** All direct and indirect financial obligations of a Party under this Agreement are subject to appropriation, budgeting, and availability of funds to discharge such obligations. If a Party's governing body fails to appropriate funds for that Party's obligations under this Agreement, this Agreement shall terminate immediately and neither Party shall have any further obligation to the other Party under this Agreement beyond the financial obligations for which it previously appropriated funds.

7. **Governmental Immunity.** Nothing in this Agreement shall be construed as a waiver of the limitations on damages or any of the privileges, immunities, or defenses provided to, or enjoyed by, the Parties, and their council members, directors, officers, employees, volunteers, and agents, under federal or state constitutional, statutory or common law, including but not limited to the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*

8. **Notice.** Any notice required or permitted by this Agreement shall be in writing and shall be given by personal delivery or certified/registered mail addressed to the Party to whom such notice is to be given at the address set forth below, or at such other address as a Party has previously furnished in writing to the other Party in accordance with this Paragraph 7. If given by certified/registered mail, the notice shall be deemed to have been given when deposited in the United States mail and shall be effective 72 hours after having been given.

ATTN: Fire Chief
 Loveland Fire Rescue Authority
 410 E. Fifth Street
 Loveland, CO 80537

ATTN: City Manager
 City of Loveland
 500 E. Third Street
 Loveland, CO 80537

With a copy to:

ATTN: City Attorney
 City Attorney's Office
 500 E. Third Street
 Loveland, CO 80537

9. **Governing Law and Venue.** This Agreement is governed by the laws of the State of Colorado. In addition, the Parties acknowledge that there are legal constraints imposed upon each of the Parties by the constitutions, statutes, and rules and regulations of the State of Colorado and of the United States and imposed upon the City by its Charter and Code, and that,

subject to such constraints, the Parties intend to carry out the terms and conditions of this Agreement. Notwithstanding any other provisions of this Agreement to the contrary, in no event shall either of the Parties be required to exercise any power or take any action which is prohibited by applicable law. Whenever possible, each provision of this Agreement shall be interpreted in such a manner so as to be effective and valid under applicable law. Venue for any judicial proceedings concerning this Agreement shall be exclusively in the Larimer County District Court.

10. **Entire Agreement; Amendments.** This Agreement is the entire agreement between the Parties and there are no oral or collateral agreements or understandings. This Agreement may only be amended by a document signed by the Parties. Course of conduct, no matter how long, shall not constitute an amendment to this Agreement.

11. **Legal Construction.** If any provision is held invalid or unenforceable, all other provisions shall continue in full force and effect and this Agreement shall be construed as if the invalid or unenforceable provisions had never been included in this Agreement. Paragraph headings used in this Agreement are for convenience of reference only and shall in no way define, control, or affect the meaning or interpretation of any provision of this Agreement.

12. **Waiver.** Waiver of a breach of this Agreement shall not operate or be construed as a waiver of any subsequent breach.

13. **Successors.** This Agreement shall inure to the benefit of and be binding upon the Parties and their legal representatives, successors, and assigns.

14. **Assignment.** This Agreement may not be assigned by either Party without the other Party's prior written consent, which consent shall not be unreasonably withheld.

15. **Third Parties.** This Agreement is not intended to, and shall not, confer rights on any person or entity not named as a party to this Agreement.

16. **Attorneys' Fees.** In any dispute arising from or relating to this Agreement, the prevailing Party shall be awarded its reasonable attorneys' fees, costs, and expenses, including any attorneys' fees, costs, and expenses incurred in collecting upon any judgment, order, or award.

17. **Execution.** This Agreement may be executed in several counterparts and by electronic pdf or facsimile, each of which shall be deemed an original and all of which shall constitute one and the same instrument.

[SIGNATURE PAGE IMMEDIATELY FOLLOWS]

IN WITNESS WHEREOF, the Parties have executed this Agreement.

Loveland Fire Rescue Authority, a public entity of the State of Colorado

City of Loveland, a home rule municipality of the State of Colorado

By: _____
Mark Miller, Fire Chief

By: _____
Cecil Gutierrez, Mayor

Date: _____

Date: _____

ATTESTED:

ATTESTED:

Secretary

City Clerk

EXHIBIT A
VEHICLE(S)

FLEET #	YEAR	LFRA DESIGNATION	DESCRIPTION	VIN #	LICENSE #
3300	2005	Mobile Command Vehicle	Freightliner/LDV	4UZAASBV85CV38176	072BRS

Agenda Item Cover

Item No.: 3

Meeting Date: March 29, 2017

Prepared By: Renee Wheeler, Administrative Director



TITLE

Presentation on the Process to Update the Strategic Plan

EXECUTIVE SUMMARY

Randy Mirowski was added as a temporary employee, after the approval of the LFRA Board, to update the Strategic Plan and potentially manage two other projects as needed, including the fire station 7 county approval process and facilitating the direction of specific leadership initiatives for LFRA. A presentation will be given at the board meeting based on the attached materials to demonstrate the overall framework of the Strategic Plan process and progress on the plan thus far.

BACKGROUND

The Board approved the reallocation of the employee benefit savings dollars budgeted to a number of projects. One of those projects was the update the Strategic Plan. Randy Mirowski was hired as a temporary employee shortly thereafter. He established a general framework for the effort. The document attached, "Progress Report for LFRA Board: 2018 LFRA Strategic Plan, as of March 2017", outlines the process and identifies the work completed in March.

STAFF RECOMMENDATION

Not applicable

FINANCIAL/ECONOMIC IMPACTS

\$80,000

ASSOCIATED STRATEGIC GOALS

The Strategic Plan Update is intended to serve as a nine-year guiding document for the delivery of all three strategic goals in 2018 – 2026.

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

ATTACHMENTS

Progress Report for the LFRA Board: 2018 LFRA Strategic Plan

Progress Report for LFRA Board: 2018 LFRA Strategic Plan

March, 2017

The re-write for the 2018 LFRA Strategic Plan began a new phase of determination in March of 2017. There has been a significant amount of quality work done by the staff prior to this month, but the hiring of the new plan's facilitator in March has given the process more intentionality and direction.

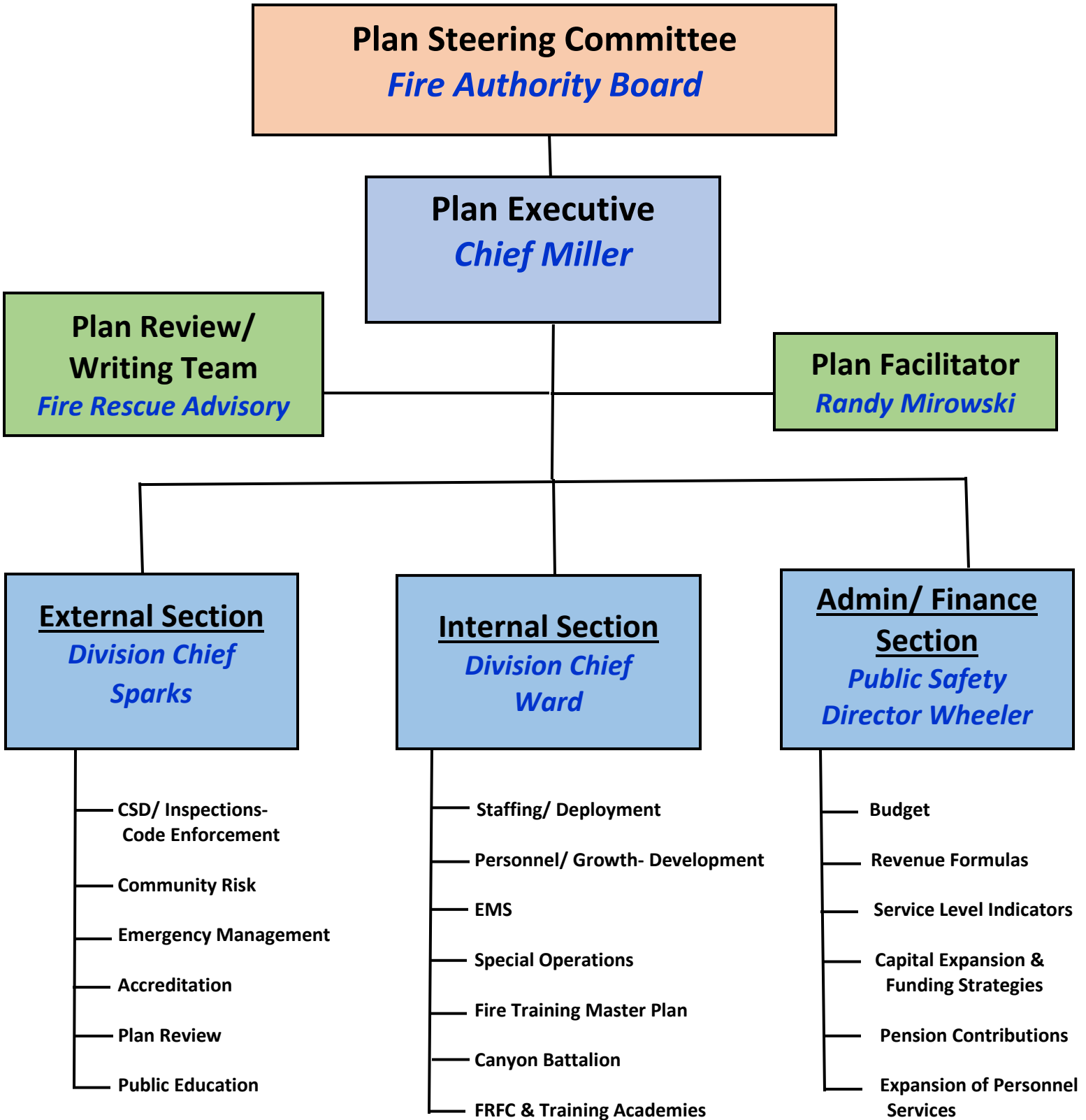
What follows is a brief progress report for what has been done in March and an attached timeline for the construct and adoption of the new plan in 2017.

- Numerous meetings with Chief Miller to gain scope and direction
- Set primary goals and objectives to the type of plan rewrite and overall structure of the new 2018 plan
- Meeting with entire Executive Staff to gain insight into the specific areas of focus and need for inclusion in the new plan
- Meeting with Individual Chief/ Executive level staff for input
- Providing strategic plan documentation and resources for CSD and EMS chief level officers for review prior to section rewrites
- Met with FRAC Chair (Jon Smela) to process and put review/ rewrite team together- FRAC Members
- Rewrite of Section II "Introduction" and review with FRAC Team-
March Meeting
- Meeting with technical writer and procured a verbal commitment to assist LFRA in the rewrite of the new plan
- Creation of the new 2018 Strategic Planning Team
- Creation of the "Draft" of the *Timeline Estimates for LFRA Strategic Plan 2018*

Timeline Estimates for LFRA Strategic Plan 2018

March-	Review and Planning, Meetings with Key team Members <i>(Initial Overview/ Presentation to LFRA Board)</i>
April-	<u>Begin Writing Drafts for Document:</u> - Sections II, III and IV (Mostly “Boiler Plate” stuff) - Approx. 24 pages (6-30)
May-	- Section V, VI (Staffing and Deployment and “Model 1”) - Complete Cover Sheet - Approx. 14 pages
June-	- Section VII (Specialized Areas and Create CSD Section) - Approx. 20 pages
July-	- Section VIII (Performance Measurements/ Communication) - Appendix B-D - Approx. 40 pages <i>(Update and Progress Report to LFRA Board)</i>
August-	- Section IX (Goals, Strategy/ Service Level Indicators) - Appendix “A” - Approx.17 Pages
September-	- Section X Recommendations/ Implementation) - Remaining Additions - Approx. 10 pages
October-	- Complete and Compile Document for Rough Draft - Review and Edit with Technical Writer (Receive Final Draft) <i>(Present Final Draft to LFRA Board for Review)</i>
November-	- Final Approval by LFRA Board - Any Needed Edits from LFRA Board
December-	- Review/ Presentations with Rural Board, City Council and Firefighters, Staff, all Personnel

2018 Strategic Planning Team



Definition of Positions and Team Members

- **STEERING COMMITTEE-**
Decides the scope, overall priorities and general course direction for the strategic plan

- **PLAN EXECUTIVE-**
Overall leadership for the construct of the strategic plan, directing and managing the creation of the plan by working closely with the Steering Committee, the Leadership Team and Plan Facilitator

- **PLAN REVIEW/ WRITING TEAM-**
Functions as the team to write and review sections of the strategic plan, editing the document for clarity and understandability at the citizen level

- **PLAN FACILITATOR-**
Works closely with the overall Leadership Team and Review/Writing Team to ensure the document is written in a manner to accurately and effectively capture the details for the creation of the strategic plan

- **SECTION CHIEFS/ DIRECTORS-**
Provides overall expertise and insight to specific areas within the strategic plan, also manages teams or individuals that write and edit basic drafts for specific sections or areas of the plan

FIRE AUTHORITY BOARD OF DIRECTORS/ Steering Committee

- **Jeff Swanty**..... Board Chairman/ Rural Board Member
- **Cecil Gutierrez**..... Board Vice Chair/ Mayor City of Loveland
- **John Fogle**..... Board member/ City Council Member
- **Dave Legits**..... Board Member/ Rural Board Member
- **Steve Adams**..... Board member/ City Manager of Loveland

PLAN REVIEW WRITING TEAM / Fire Rescue Advisory Commission (FRAC)

- **Jon Smela** Team Member/ FRAC Chair
- **Janet Bailey** Team Member/ Past FRAC Chair
- **Elton Bingham** Team member
- **Paul Pfeiffer** Team member
- **Leo Wotan** Team Member
- **Andy Anderson** Team Member/ Rural Board Member Representative

STRATEGIC PLANNING LEADERS/ DIRECTORS

- **Mark Miller**..... Fire Chief
- **Ned Sparks** Division Chief
- **Greg Ward** Division Chief
- **Rene Wheeler** Public Safety Administrative Director
- **Michael Cerovski** Battalion Chief
- **Rick Davis** Battalion Chief
- **Tim Smith** Battalion Chief
- **Jason Starck** Battalion Chief
- **Randy Leshner** EMS Chief, Thompson Valley
- **Randy Mirowski** Strategic Plan Facilitator



Agenda Item Cover

Item No.: 4

Meeting Date: March 29, 2017

Prepared By: Renee Wheeler, Administrative Director

TITLE

Presentation on the Capital Improvements

EXECUTIVE SUMMARY

The Board will receive a presentation on the LFRA capital projects. The objective of this presentation is to make the LFRA Board aware of capital improvements projects, the revisions made to the projects, and the strategies in progress for identifying funding sources. The projects for the training center and stations, with the related apparatus, were included in the Strategic Plan and were submitted last year as well either in the City’s Capital Improvement Plan or in the unfunded list for potential bond projects.

BACKGROUND

The table below is a list of the projects were submitted and revisions from the previous year.

Project Title	Year of Construction	Construction and Apparatus Costs	First Year Operating Cost	Changes from Previous Submittal
Training Center	2018 Burn Building 2027 Classroom and Apparatus Storage Building	\$2,641,228 \$16,083,365	\$690,398	<ul style="list-style-type: none"> • Changed the construction year for the burn building from starting in 2017 with completion in 2018 to starting and completing in 2018. • 1% of construction for the arts was added to comply with City policy. • Since the master plan was completed the second phase of the campus improvements have been identified for the classroom and the apparatus storage building. The operations impact for the growth in the training program was added with the second phase construction.
Station 7	2018	\$4,661,416	2019 \$1.4M	<ul style="list-style-type: none"> • 1% of construction for the arts was added to comply with City policy. • Previously the apparatus was going to be reassigned but following our ISO evaluation associated with apparatus required at a station and given our current assignments, new apparatus is necessary. Added a Type 1 Engine and a Type 3 engine. • The operations costs were changed to reflect eliminating a cover shift Battalion Chief, increasing the costs

Agenda Item Cover

Item No.: 4

Meeting Date: March 29, 2017

Prepared By: Renee Wheeler, Administrative Director



				associated with facilities allocations, and ensuring there are sufficient funds for annual contributions to the fleet replacement fund and for apparatus preventative maintenance.
Station 10	2023	\$5,567,231	2024 \$1.9M	<ul style="list-style-type: none"> • 1% of construction for the arts was added to comply with City policy. • The apparatus assigned was changed from an engine, tender and brush unit to an engine and a brush unit. • The operations impact was updated for additional facilities allocations costs, three Battalion Chiefs (BC)- one additional BC for each shift, and ensuring there are sufficient funds for the annual contribution to the fleet replacement fund and apparatus preventative maintenance.
Station 3	2024	\$3,485,950		<ul style="list-style-type: none"> • Per the Facilities Master Plan • 1% of construction for the arts was added to comply with City policy.
Station 5	2023	\$1,924,325		<ul style="list-style-type: none"> • Per the Facilities Master Plan • 1% of construction for the arts was added to comply with City policy. • Revised the operations impact to eliminate the second company staffing.

The funding and timing of the projects are subject to change as LFRA works through the strategic plan update. BBC has been contracted to conduct the LFRA Impact Fee Study and the drafting of intergovernmental agreements with the City of Loveland and Larimer County for the collection and assessment of LFRA fees based on the study have begun. The current plan is to implement LFRA impact fees, discontinue City Fire Capital Expansion Fees, use the balance in the City Fire Capital Expansion Fee Fund on the training center campus, and have LFRA finance the construction and apparatus for Stations 7 and 10, allowing for LFRA ownership. The potential sales tax increase and/or city bond issuance is targeted for Station 3 replacement and Station 5 expansion, since they are retained as City assets. If the ballot measures do not pass in the City of Loveland the Station 3 and 5 projects would have to be deferred. The funding source for the second phase of the training center in 2027 has not specifically been identified.

The information provided is the beginning of a dynamic process to plan for infrastructure needs and the related operations impact within a ten year planning horizon.



Agenda Item Cover

Item No.: 4

Meeting Date: March 29, 2017

Prepared By: Renee Wheeler, Administrative Director

STAFF RECOMMENDATION

Not Applicable

FINANCIAL/ECONOMIC IMPACTS

The total cost of the ten year capital improvements plan (2018 – 2027) is \$34.4 million. The new operational costs within the same ten year planning horizon are \$4.0 million. While the operations impact has been revised, it has always been included in the operations ten year financial plan, so that a realistic impact on the contributions from the City and the Rural District are reflected. If the impact fees do not generate sufficient income to make payments on the debt planned for stations 7 and 10 (including apparatus), then the additional funds would have to come from the City and the Rural District. It is estimated that the payments on debt would range from \$380,000 to \$780,000 when debt is issued as needed for construction in the years planned. The impact fees are estimated to at least generate the following based on information currently available from the City’s Development Services Department and the City’s Economic Advisor for the revenue and an excel model for the debt payments. ***(All estimated provided below are subject to change when better information becomes available.)***

Year	Impact Fee Collection Est.	1 st Ten Yr Est Debt Payments
2018	\$579,520	\$245,400
2019	561,620	380,512
2020	336,350	380,512
2021	336,350	380,512
2022	457,840	380,512
2023	576,790	780,513
2024	576,790	780,513
2025	601,410	780,513
2026	601,410	780,513
2027	601,410	780,513

ASSOCIATED STRATEGIC GOALS

Deploy an effective emergency response to minimize damage and loss.

ATTACHMENTS

Capital Projects Forms

Please Check One of the Following: New Project Existing Project no Changes Existing Project w/ Changes

TRAINING CENTER CAMPUS			
Department:	Loveland Fire Rescue Authority	Project Category:	Construction
Division:	Operations	Project Code:	FRTRAINCTR

Project Description
 The master plan for the campus and the design for the burn building was completed in 2017 that helped to identify the ultimate building out of the property. The portion of the project in this planning horizon includes Phase I and II for the training center campus property.

Phase I is the construction of the burn building. The burn building \$2,301,229 construction estimate is based on a design for a three story integral tower for master stream flow scenarios, including configurations for a brezeway, enclosed stairs, garden level space and a central corridor access, plus an additional \$340,000 for site enhancements. Estimated initial operating costs are not considered to be substantially more and will be absorbed within existing appropriation levels.

Phase II of the project has been added to include a 18,629 square foot classroom building and a 9,741 square foot reserve apparatus storage building. 2017 costs of \$1,791,257 for design fees, furniture, fixtures, and equipment and \$9,224,974 for construction have been inflated out to 2027. A Fire Engineer and a Firefighter have been added to manage the facilities and the growth in the training programs, each with a support vehicle. Other Services includes amortization on the two support vehicles (\$ 10,720) and preventative maintenance (\$14,110). The facilities cost are estimated at \$9.59/sq ft or \$272,070.



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Funding Sources						
Year	General Fund	Excess TABOR	CEF	Grants/Donations	Outside Revenue	Total
2018		\$ 2,186,330	\$ 454,898			\$ 2,641,228
2019						\$ -
2020						\$ -
2021						\$ -
2022						\$ -
2023						\$ -
2024						\$ -
2025						\$ -
2026						\$ -
2027			2,083,365		14,000,000	\$ 16,083,365
Total	\$ -	\$ 2,186,330	\$ 2,538,263	\$ -	\$ 14,000,000	\$ 18,724,593

Project Cost Estimates Per Year						
Year	Design	Planning	Construction	Equipment	1% for the Arts	Total
2018		\$ 259,406	\$ 2,358,240		\$ 23,582	\$ 2,641,228
2019					-	\$ -
2020					-	\$ -
2021					-	\$ -
2022					-	\$ -
2023					-	\$ -
2024					-	\$ -
2025					-	\$ -
2026					-	\$ -
2027	2,616,530		13,333,500		133,335	\$ 16,083,365
Total	\$ 2,616,530	\$ 259,406	\$ 15,691,740	\$ -	\$ 156,917	\$ 18,724,593

Estimated Initial Operations & Maintenance Impact						
Year	Personnel	Supplies	Other Services	Equipment	Total	FTE
2027	\$ 240,674	\$ 24,174	\$ 296,900	\$ 128,650	\$ 690,398	2.00
					\$ -	
Total	\$ 240,674	\$ 24,174	\$ 296,900	\$ 128,650	\$ 690,398	2.00

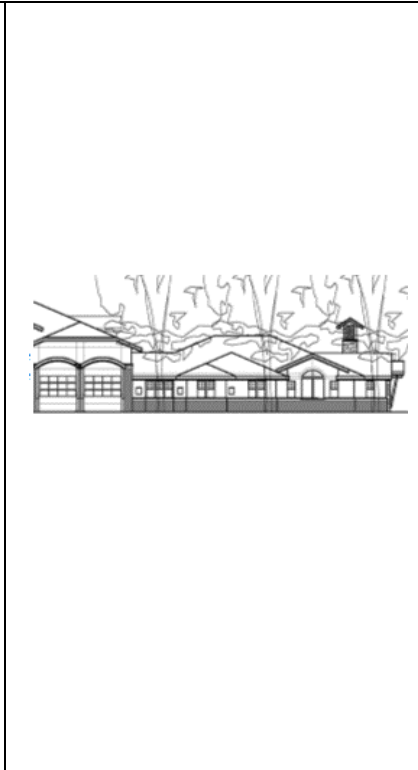
Please Check One of the Following: New Project Existing Project no Changes Existing Project w/ Changes

Station 7 (West Loveland)			
Department:	Loveland Fire Rescue Authority	Project Category:	Construction
Division:	Operations	Project Code:	FRSTATION7

Project Description
 There is need for a station on the west side of the service area to improve response times to meet the 5 minute 59 second standard. It is anticipated that this station would be as far west as Glade Road. The calls dispatched would lessen the impact on Station 3 and Station 2 allowing them to be more responsive to the urban response area.

The station is expected to be 9,000 square feet with \$258 per square foot in construction costs inflated to 2018 at 3.5% annually and \$815,000 in land purchase and site development costs. The cost to get fiber to the station from Highway 34 has been added at \$20 per foot for 3,000 feet. This station would require a Type 1 engine (\$719,200) to maintain the ISO rating and a Type 3 engine (\$481,000) to be adaptable enough to response to mountain terrain for structural fire response..

The staffing for this station would include six firefighters (three for the station assignment and three rovers system-wide), three Engineers, and three Lieutenants. Since the Engineers and Lieutenants would be promotional positions, twelve Firefighters would be hired, six Engineers would be promoted (three for the station and three to backfill promotions to Lieutenants), and three Lieutenants would be promoted. Operational costs noted below include equipping firefighters, amortization on the apparatus (\$69,030), preventive maintenance on apparatus (\$32,200) and maintaining the new facility (\$7.28/sq ft or \$65,520).



Continue Text

Funding Sources						
Year	General Fund	Excess TABOR	CEF	Grants/Donations	Outside Revenue	Total
2018			\$ 2,041,416		\$ 2,620,000	\$ 4,661,416
2019						\$ -
2020						\$ -
2021						\$ -
2022						\$ -
2023						\$ -
2024						\$ -
2025						\$ -
2026						\$ -
2027						\$ -
Total	\$ -	\$ -	\$ 2,041,416	\$ -	\$ 2,620,000	\$ 4,661,416

Project Cost Estimates Per Year						
Year	Design	Planning	Construction	Equipment	1% for the Arts	Total
2018	\$ 347,950		\$ 3,191,550	\$ 1,090,000	\$ 31,916	\$ 4,661,416
2019					-	\$ -
2020					-	\$ -
2021					-	\$ -
2022					-	\$ -
2023					-	\$ -
2024					-	\$ -
2025					-	\$ -
2026					-	\$ -
2027					-	\$ -
Total	\$ 347,950	\$ -	\$ 3,191,550	\$ 1,090,000	\$ 31,916	\$ 4,661,416

Estimated Initial Operations & Maintenance Impact						
Year	Personnel	Supplies	Other Services	Equipment	Total	FTE
2019	\$ 1,141,620	\$ 110,150	\$ 166,750		\$ 1,418,520	12.00
					\$ -	
Total	\$ 1,141,620	\$ 110,150	\$ 166,750	\$ -	\$ 1,418,520	12.00

Please Check One of the Following: New Project Existing Project no Changes Existing Project w/ Changes

Fire Station 10 (East/SE Loveland)

Department:	LFRA	Project Category:	Construction
Division:	Operations	Project Code:	FRSTATION10

Project Description : Based on coverage models for a 5 minute 59 second response time for the urban response area and expected population growth over the next ten years, a new station in the east part of the community is deemed necessary. Four potential locations are being considered (402, Kendall Parkway, 34/Union, or Drafthorse). It is expected to be a single company (12,000 square feet), using additional bays for specialized rescue apparatus.

Required apparatus include an engine (\$917,860) and brush unit (\$215,220). The operations costs include hiring nine firefighters, promoting six engineers, and promoting three lieutenants and hiring three new Battalion Chief positions. Supplies represent the cost of the gear and equipment for the firefighters (uniforms, communications equipment, bunker gear, wild land gear, and self-contained breathing apparatus). Purchased services represents amortization for two new apparatus (\$69,245), preventive maintenance (\$36,880) and facilities costs (\$ 8.65 per square foot or \$103,800).



Funding Sources

Year	General Fund	Excess TABOR	CEF	Grants/Donations	Outside Revenue	Total
2018						\$ -
2019						\$ -
2020						\$ -
2021						\$ -
2022						\$ -
2023					5,305,451	\$ 5,305,451
2024						\$ -
2025						\$ -
2026						\$ -
2027						\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ 5,305,451	\$ 5,305,451

Project Cost Estimates Per Year

Year	Design	Planning	Construction	Equipment	1% for the Arts	Total
2018					\$ -	\$ -
2019					-	\$ -
2020					-	\$ -
2021					-	\$ -
2022					-	\$ -
2023	439,460		3,955,140	1,133,080	39,551	\$ 5,567,231
2024					-	\$ -
2025					-	\$ -
2026					-	\$ -
2027					-	\$ -
Total	\$ 439,460	\$ -	\$ 3,955,140	\$ 1,133,080	\$ 39,551	\$ 5,567,231

Estimated Initial Operations & Maintenance Impact

Year	Personnel	Supplies	Other Services	Equipment	Total	FTE
2024	\$ 1,509,520	\$ 130,826	209,925		\$ 1,850,271	12.00
					\$ -	
Total	\$ 1,509,520	\$ 130,826	\$ 209,925	\$ -	\$ 1,850,271	12.00

Agenda Item Cover

Item No.: 5

Meeting Date: March 29, 2017

Prepared By: Mark Miller, Fire Chief



TITLE

Discussion Regarding Land Donation

EXECUTIVE SUMMARY

Representatives from the McWhinney organization, (a comprehensive real estate development, investment and management firm that creates, owns and manages large-scale visionary projects), will make a presentation on properties that could be available in the Centerra development for future sites of Station 10 to serve the east side of the LFRA response area.

BACKGROUND

Staff has identified three to four locations in SE Loveland, on the east side of I-25 as potential sites for fire station 10, as well as one site west of I-25 along Hwy 402. Staff is continuing to analyze potential locations for station 10.

At the February Board meeting, Chairman Swanty facilitated the discussion of proposal for a land donation in the 2534 development. Chairman Swanty and Chief Miller have met with representatives from the McWhinney organization since the last meeting and invited them to make a presentation to the Board about land donation options in the Centerra development.

STAFF RECOMMENDATION

Listen, discuss advantages and disadvantages, and provide direction

FINANCIAL/ECONOMIC IMPACTS

The property would no longer be taxable so the City would lose whatever property tax is levied on it. There could be mowing costs on the property until a station is constructed. Finally, there would be some minor expenditure increase for insurance.

ASSOCIATED STRATEGIC GOALS

Deploy an effective emergency response to minimize damage and loss.

ATTACHMENTS

None

Agenda Item Cover

Item No.: 6

Meeting Date: March 29, 2017

Prepared By: Andrea Wright, Human Resources Manager



TITLE

Discuss the Fire Chief Evaluation Process for 2016-2017

EXECUTIVE SUMMARY

The objective is to decide if the LFRA Board would like to use the same evaluation process and tools as last year. The process last year included a 360-degree questionnaire, a self-evaluation, and Board members providing their feedback via an evaluation survey then collectively presented in the Board member performance review. 360 survey questions, proposed Board member performance review, and the proposed timeline are included in this packet.

BACKGROUND

Discussion regarding the 2016-2017 performance evaluation for the Fire Chief. Questions for the board include whether to use the same process and structure as last year or if they would like to make updates/revisions.

STAFF RECOMMENDATION

Follow the same process that was used for the last evaluation; Simplify and include the 4-R's in the Board member performance review. Discuss the advantage of gathering 360 reviews from area fire chiefs/peers.

FINANCIAL/ECONOMIC IMPACTS

The evaluation process is the basis for merit raises.

ASSOCIATED STRATEGIC GOALS

All three strategic goals (effective response, minimize and mitigate risks, and deliver cost effective services).

ATTACHMENTS

- 360 Survey Questions
- Proposed Board Member Performance Review
- Proposed Timeline

Fire Chief 360 Evaluation 2015 - 2016

This questionnaire was designed for selected employees, peers and stakeholders to provide 360-degree feedback on the Loveland Fire and Rescue Authority (LFRA) Fire Chief. Your individual reply is confidential. People sometimes wonder whether their reply will be seen by the person who is assessed, or by other people in the organization. In fact, all replies are anonymous and confidential. Your answers will be averaged with those of others into a report to the LFRA Board, which provides comprehensive and anonymous input.

Fire Chief 360 Evaluation 2015 - 2016

Professional Skills and Knowledge

1. Understands and applies the fundamental skills and knowledge necessary for his/her position, including the technical and managerial practices and policies of the City of Loveland and Loveland Fire and Rescue Authority.

- Don't Know N/A
- Strongly Disagree
- Disagree
- Sometimes
- Agree
- Strongly Agree

2. Skillful in providing timely, positive ideas and creative solutions.

- Don't Know N/A
- Strongly Disagree
- Disagree
- Sometimes
- Agree
- Strongly Agree

3. Possesses the ability to competently and positively represent the Loveland Fire and Rescue Authority and City of Loveland at all times, and provides a model for professionalism.

- Don't Know N/A
- Strongly Disagree
- Disagree
- Sometimes
- Agree
- Strongly Agree

Fire Chief 360 Evaluation 2015 - 2016

Management and Operations

4. Plans, organizes, and manages staff in a manner that delivers quality operations and services to the community.

- Don't Know N/A
- Strongly Disagree
- Disagree
- Sometimes
- Agree
- Strongly Agree

5. Manages organizational goals and allocates available resources to accomplish these objectives.

- Don't Know N/A
- Strongly Disagree
- Disagree
- Sometimes
- Agree
- Strongly Agree

6. Skillful in effectively supervising direct reports, monitoring performance, offering direction, and enhancing performance of staff.

- Don't Know N/A
- Strongly Disagree
- Disagree
- Sometimes
- Agree
- Strongly Agree

Fire Chief 360 Evaluation 2015 - 2016

Relationships

7. Consistently demonstrates respect, courtesy, and support with both staff, LFRA Board and the general public.

- Don't Know N/A
- Strongly Disagree
- Disagree
- Sometimes
- Agree
- Strongly Agree

8. Gives clear direction and communication to staff based on City and Loveland Fire and Rescue Authority policy and direction.

- Don't Know N/A
- Strongly Disagree
- Disagree
- Sometimes
- Agree
- Strongly Agree

9. Handles complaints in a responsive and professional manner.

- Don't Know N/A
- Strongly Disagree
- Disagree
- Sometimes
- Agree
- Strongly Agree

10. Resolves day-to-day issues and concerns, or refers those concerns to the appropriate individual in a timely manner.

- Don't Know N/A
- Strongly Disagree
- Disagree
- Sometimes
- Agree
- Strongly Agree

Fire Chief 360 Evaluation 2015 - 2016**Teamwork and Leadership**

11. Is a collaborative and effective member of the City's Management Team and the Loveland Fire and Rescue Authority's Leadership Team.

- Don't Know N/A
- Strongly Disagree
- Disagree
- Sometimes
- Agree
- Strongly Agree

12. Skillful in effectively resolving conflict.

- Don't Know N/A
- Strongly Disagree
- Disagree
- Sometimes
- Agree
- Strongly Agree

13. Places the good of the organization above his/her own personal needs.

- Don't Know N/A
- Strongly Disagree
- Disagree
- Sometimes
- Agree
- Strongly Agree

14. Skillful in maintaining open, honest communication with others (demonstrates self-control, active listening, supportive of others' ideas).

- Don't Know N/A
- Strongly Disagree
- Disagree
- Sometimes
- Agree
- Strongly Agree

15. Skillful and effective in negotiating on behalf of the Loveland Fire and Rescue Authority and City.

- Don't Know N/A
- Strongly Disagree
- Disagree
- Sometimes
- Agree
- Strongly Agree

Fire Chief 360 Evaluation 2015 - 2016

Goals, Objectives and Priorities

16. Effectively delegates authority and assigns responsibilities to complete goals, objectives and assignments within specified time frames and budgets.

- Don't Know N/A
- Strongly Disagree
- Disagree
- Sometimes
- Agree
- Strongly Agree

17. Demonstrates effectiveness in anticipating administrative/organizational problems and is resourceful in dealing with them.

- Don't Know N/A
- Strongly Disagree
- Disagree
- Sometimes
- Agree
- Strongly Agree

18. Can differentiate and prioritize tasks based on relevance to desired impact.

- Don't Know N/A
- Strongly Disagree
- Disagree
- Sometimes
- Agree
- Strongly Agree

Fire Chief 360 Evaluation 2015 - 2016

Questionnaire Conclusion

19. The section you have just completed may not convey everything you would like to say, therefore, the comments section below allows you to add supplementary information. Your contribution is encouraged and valuable.

Consider these guidelines:

Please think about the Manager's overall contribution to the organization. Add suggestions that would help him/her maintain his/her strengths and improve his/her skills.

This information will be kept confidential and submitted as an average of all scores and anonymous comments.

20. Given the opportunity and based on your experience with the individual's performance, demeanor and general success in the role, would you hire them for the same position?

Yes

No

Comments

PROPOSED
2016-2017
Loveland Fire Rescue Authority (LFRA)
Fire Chief Performance Review

Position Incumbent:
LFRA Board Members:
Date of Review:

RATING SCALE:

- Outstanding:** Consistently surpassing standards in area of responsibility and sets the example of excellence for the Department.
- Above Expectations:** Consistently meeting all standards and at least half of the time are exceeding some of the standards that define proficient performance for the area of responsibility.
- Meets Expectations** Meets the standards consistently for proficient performance in area of responsibility. Demonstrates employee is a good and solid performer.
- Meets Most Expectations** Meets a majority of the standards that define proficient performance for area of responsibility.
- Below Expectations:** Meets less than half the standards that define proficient performance for this area of responsibility. Employee is not performing at expected level.

LFRA Rating & Comment Summary		
Category	Rating (O, AE, ME, MM, BE)	Comments
Response		
Readiness		
Resources		
Relationships		
Positional Leadership		

Financial Responsibility		
Safety		

Response

Performance Meets Standards When:

Provides accurate and timely responses to requests/needs without having to follow up;
 Approachable manner that encourages interaction;
 Is respectful and courteous to peers, subordinates, and stakeholders
 Communicates clearly and concisely using a variety of methods, both in writing and verbally;
 Identifies issues and ideas;

Readiness

Performance Meets Standards When:

Demonstrates a high degree of mastery in the skills, knowledge and expertise required in the role;
 Approaches objectives and issues in a logical and systematic manner;
 Works with and interprets complex information, effectively evaluates problems from multiple perspectives, and makes recommendations and improvements
 Actively seeks out opportunities to help the organization achieve its goals and mission;
 Ability to implement and complete projects independently to achieve goals

Resources

Performance Meets Standards When:

Develops timelines and plans for execution of goals and/or objectives;
 Participates in the preparation and administration of Capital Improvement Project (CIP) plans and budgets;
 Monitors, ensures, and provides for the successful completion of projects in accordance with established project specifications, timelines, budgets, and quality standards

Relationships

Performance Meets Standards When:

Facilitates and maintains effective working relationships;
 Participates and is a constructive member in meetings or projects;
 Solicits feedback to improve service;
 Manages difficult or emotional situations with professionalism;
 Displays commitment to and responsiveness to public;
 Addresses conflicts by focusing on the issues at hand to develop effective solutions;

Positional Leadership

Performance Meets Standards When:

Inspires respect and trust;
 Encourages others to take action;

Provides resourceful ideas to address organizational goals and objectives and improve current processes;
 Advocates for personnel and the organization
 Accountable to achieve goals and objectives;
 Tactfully handles sensitive issues with discretion

Financial Responsibility

Performance Meets Standards When:

Understands financial targets, budget goals and incorporates financial analysis into strategic decisions;
 Implements operating budget flexibility to address changing priorities;
 Creates sound business cases to support expenditures and promotes conservation of organizational resources

Safety

Performance Meets Standards When:

Addresses safety issues promptly;
 Models safety practices;
 Is knowledgeable about safety programs, training resources, safety equipment and best practices

Previously Established Goals and Objectives*

**Per LFRA and City Direction*

Goals	Results	Rating	Comments

Overall Year-end	Rating	Comments

Goals FOR 2016*

**Per LFRA Board, City and Self-Evaluation*

Goals	Results	Rating	Comments

Individual Development Goals and Objectives

** Per LFRA and/or City, as well as Self-Evaluation NOT be used to evaluate your performance. The focus is professional aspirations/growth opportunities.*

Skills/Knowledge/Experience	Key Actions	Timetable/Completed

SIGNED:

LFRA Board Chair

Date

Mayor Gutierrez

Date

Date

City Manager

Date

City Manager

Date

Fire Chief

Date

Proposed Timeline

2017 LFRA Fire Chief Performance Evaluation Process

Annual Timeline	Process
April 3rd	Stakeholders are asked to respond to 360 performance surveys
April 12th	<ul style="list-style-type: none"> • 360 feedback provided to LFRA Fire Chief • Fire Chief self-evaluation/performance feedback and proposed goals <u>Due April 17th</u>
April 18th – May 1st	<ul style="list-style-type: none"> • LFRA Board evaluation survey distributed and completed by each member with ratings and comments • 360 feedback and self-evaluation provided to Board • Completed forms (electronic survey responses) <u>Due May 1st</u>
May 3rd	Board member combined comments and ratings delivered to Board for review prior to Executive Session
Special Meeting – TBD (mid-May)	Executive Session - finalize evaluation, ratings and goals
May 31st	<ul style="list-style-type: none"> • Evaluation documents given to Fire Chief in advance of meeting • Executive Session – meeting with Fire Chief to conduct evaluation

Agenda Item Cover

Item No.: 7

Meeting Date: March 29, 2017

Prepared By: Renee Wheeler, Administrative Director



TITLE

Review Briefing Papers and Correspondence

EXECUTIVE SUMMARY

The Chief’s report includes a variety of general updates from the Monthly Report and more current topics of interest.

February Monthly Reports

- February Overview
- Administrative Matters
- February LFRA Board Planning Meeting
- LFRA Human Resources Manager Introduction
- Capital Projects Funding Committee

- Operations Division Overview
- Community Safety Division Overview

Additional Topics For Board Update

- Station 7 Land Update

BACKGROUND

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

AGREEMENTS SIGNED DURING THE MONTH

STAFF RECOMMENDATION

N/A

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

- Fire Chief’s Monthly Report
- Letters & Articles
- February Operations Statistics
- February Community Safety Division Statistics



Loveland Fire Rescue Authority February 2017 Month-End Report

Fire-Rescue Administrative Division

Chief Mark Miller and Public Safety Administrative Director Renee Wheeler

February 2017 Overview -

February leadership truism: What we need to say more often; *"Thank you – you are doing a good job"*.

Highlights of the February report include; LFRA Administrative items; LFRA Board Planning meeting; HR Manager; Capital Projects Funding Committee

Administrative Matters -

- Improving the ability to retrieve and monitor contract and intergovernmental agreements through reorganizing physical and electronic files.
- Verifying the accuracy of equipment inventories with program managers to ensure replacement plan accuracy for the 2018-2027 financial plan.
- Enhancing relationships and communications on budget, purchasing, incident tracking, and employee benefits by meeting with Training, Community Safety and all companies at their stations.
- Improving year-end reporting and budget compliance by working with City Accounting and Budget on transaction level management.
- Securing resources for unfunded needs. After analyzing year-end budget performance and insurance savings for purpose of identifying resources for several high priority needs not in the 2017 budget, prepared supplemental request for all governing partner approvals.
- Promoting LFRA accountability by working on the annual report to demonstrate the value of 2016 achievements.
- Enhancing the efficient conduct of pension business for both sworn and volunteer pension boards by creating meaningful packets, including:
 - Developing a timeline for the consideration of changing the contribution structure for sworn personnel to improve their retirement readiness. The timeline is designed to provide the LFRA board information on the Pension Committee recommendations.
 - Providing the information necessary for the volunteer pension board to make the decision about monthly benefit increase options to be included the actuarial report. The actuarial report will be back by July so that the pension board can develop their recommendation at their August meeting for the LFRA Board consideration.
- Recognizing all LFRA members for their extraordinary achievements in 2016 at a very successful appreciation event on February 4 and recognizing the accomplishments of new full time firefighters at a badge pinning February 20.
- Planning for resources availability to implement strategic and operational initiatives
 - Capital Improvements Planning: securing an estimate of the Training Center classroom and reserve apparatus storage phase of the Training Center Campus; analyzing operations impact of building additions to the training center campus, Station 7 and Station 10; advancing the LFRA impact fee development by creating a project calendar, contracting with BBC Research and Consulting to conduct the impact fee study, and tracking progress on the IGA with the City to assess and collect impact fees; and completing the City's new capital projects forms.

- Collaborating with others to improve the assessment of the impact of the Gallagher residential assessment percentage change for the Loveland Rural Fire Protection District, City of Loveland, and other partner fire districts.

February LFRA Board Planning meeting –

- On February 22, the LFRA held their annual Planning Meeting to look at the year ahead and discuss objectives and goals. This is another aggressive year in regards to what we look to accomplish. Included in 2017 planning objectives are the following: Station 7 land purchase – county plat/sub-division process; Capital Funding committee – Impact fee IGA's with City and County/BBC analysis; Fire Training Center drainage system/mitigation completion; Retirement Preparedness and Pension contributions considerations (sworn); Hiring of Special Projects manager/temporary employee (Strategic Plan update, etc.); Finalize Airport IGA/Partnership; Gallagher Amendment impacts. These are all quite time consuming in and of themselves, and will take organizational wide effort to accomplish.

LFRA HR Manager –



Welcome, Andrea Wright! Gratitude has been our focus recently. We are thankful to have the LFRA Board support for a HR Manager position, and thankful that in a very competitive recruitment process we were able to select someone the caliber of Andrea.

From Andrea:

I am truly grateful to have this opportunity to be working with LFRA again. As some of you may recall I was the HR Generalist assigned to LFRA when I worked at the City of Loveland up until 2014. During my nine-year tenure with the City of Loveland, I developed a broad range of HR Generalist experience that prepared me for the position as Employee Relations Manager at Larimer County. When the position of HR Manager at LFRA presented, I absolutely could not pass it up. These sound like exciting times for LFRA and I'm thrilled to share my experience within Human Resources - performance management, investigations, compensation, policy and procedure interpretation and implementation, wellness program coordination, training and development, unemployment insurance and HR management – and also learn everything else HR and LFRA related. My most favorite things about working in Human Resources are (1) talking with managers and employees to brainstorm solutions to workplace issues and concerns prior to them becoming "problems", (2) evaluating current processes, procedures, policies and trying new and innovative ways of doing things and (3) finding the answers to questions I don't yet know. I look forward to reconnecting, getting to know and working with each of you. Please feel free to stop by any time to chat.

Capital Projects Funding Committee -

The Capital Projects funding committee has several action items in the works, including; preliminary discussions with County Officials to determine support for developing a County IGA for collecting impact fees; Hiring BBC to do a Nexus study regarding impact fees; legal representatives from the City and LFRA are collaborating on IGA language; and

developing a planning chart of important “next steps” we will look to accomplish in the next six months. This is exciting, yet challenging, with the goal being to implement a reliable revenue sources for LFRA Capital projects, for many years to come.

Thanks for the support...it's an honor serving you all.

Fire–Rescue Operations Division - Division Chief Greg Ward
Response, Readiness, Resources & Relationships

February 2017

RESPONSE

- **2/5/2017** – Crews responded to a residential structure fire on West 2nd Street in the downtown area. The house sustained heavy fire damage to the attic space before being brought under control by LFRA and Berthoud Firefighters.
- **2/5/2017** – The occupants of a small aircraft that crashed at the Northern Colorado Airport suffered very minor injuries. The aircraft came to rest on its top near the main runway. Crews from LFRA and Windsor-Severance ensured that the aircraft was not leaking fuel and stood by until the aircraft could be up righted.
- **2/9/2017** – Rescue 2 responded mutual aid to Windsor for a horse rescue. The horse was successfully rescued from a confined space utilizing specialized large animal rescue equipment.
- **2/10/2017** – LFRA and Poudre Fire Authority responded to a wildland fire at Timberline Road and Carpenter Road, the large wind driven fire burned for several hours through grass, brush and cattails.
- **2/16/2017** – Engine 5 provided mutual aid to Poudre Fire Authority on a wind driven wildland fire that damaged several structures on West County Road 38E.
- **2/27/2017** – Rescue 2, Engine 2, Dive Rescue 2 and several Chief Officers assisted Berthoud Fire with an aircraft that crashed into a small lake southwest of Berthoud. Unfortunately, the two occupants of the aircraft did not survive.

READINESS

- Crews completed annual wildland firefighting safety refresher, this training was in conjunction with Berthoud and Front Range Firefighters.
- The Loveland Police Department provided LFRA Crews with self-defense training to better prepare firefighters for situation that may turn violent.

RESOURCES

- The small fleet vehicles that are due to be replaced in 2017 were placed on order. These vehicles will replace vehicles that are assigned to the on-duty battalion chief, training lieutenant, fire inspection technician and community safety division chief.
- Five new firefighters graduated from a six-week fire academy, they had their badges pinned by family members on February 20th.
- An engineer promotional testing process was conducted for a current engineer opening and an eligibility list for the balance of 2017.

RELATIONSHIPS

- Several crews participated in the downtown Fire and Ice Event.
- The training center was utilized by Thompson Valley EMS, Loveland Police SWAT, Fort Collins Police and SVI Trucks during the month of February.
- With the current drainage system work being done at the training facility, our new recruits were unable to complete live fire drills on the site. Through an outstanding relationship with the Platte Valley Fire District, the recruits were able to utilize their burn building to finish the academy process.



West 2nd Street Residential Fire



Aircraft Crash at the NOCO Regional Airport



Horse Rescue East of Windsor



Carpenter Road Wildland Fire



Aircraft Crash Southwest of Berthoud



Badge Pinning Ceremony – February 20th

**Community Safety Division - Division Chief, Ned Sparks
February 2016**

Update/overview of CSD, Special Events (Ned):

- ❖ Finalized the letter for code violations for the Lovelander Hotel from Building and Fire
- ❖ AAR of Humane Society with Planning; Public Works – TDR & Storm Water; Electric are the primary depts.
- ❖ AAR for New Thought Church continues with the discussion on single point metering. The electric code for the Power Department is under review and in process of adoption with CAB and LEC. Recent inspection of the church has a wall breach, which changes the occupancy type and requirements.
- ❖ Fire and Ice after event discussion with DDA and Blazen to review the show. The need for electrical upgrade in the downtown area was the main recommendation for improving the show.
- ❖ Ty Drage retired and Dan Engelhardt will start on March 8 as the CSD Lt. Congratulations Lt. Engelhardt!

Significant Building Plan Reviews and Inspections (Carie, Ingrid and Allen):

City Building/Fire project review:

- ✓ “Artisan You” (pottery studio) on 7th St has been signed off and is ready for CO.
- ✓ Anytime Fitness expansion is having difficulty expanding due to a need to alter the electric meter and addressing. (See above)
- ✓ Poseidon had significant issues due to expanding into adjacent spaces without plans or permits. Working with the
- ✓ Assist Building Dept. with interviews to hire new plan reviewer and inspector positions.
- ✓ McKee Medical Center alarm designer and CDFPC to go over submittal and design requirements for MMC to replace all their alarm notification devices with voice evac system.
- ✓ TCO for the new vehicle bay project at 200 N. Wilson Ave. This is the project where a sprinkler contractor extended the sprinkler system into the new bay with no permit and no license. Installed the new area incorrectly and changed the existing area so that it was non-compliant.
- ✓ Assisted Brinkman Construction with various construction and inspection questions for Rangeview 5 and set up Tower 6 walk-through at the new building (under construction).

Johnstown, County project review:

- ✓ Core and Shell for Building F, Ridgeview Office Park missing fire alarm drawings same from Lux Nailbar, 4924 Thompson Parkway- lack of communication from Johnstown Building Dept.

Emergency Management – (Pat)

- Recertified as Certified Emergency Manager (CEM)

Flood Recovery

- Attended on-going city recovery planning meetings

Operations and Maintenance

- Conducted medical cache inventory in trailer kept at The Ranch

Planning and Documentation

- Hazmat IGA finalized and in circulation for signatures
- Met with LC planners for the High Watermark project

Emergency Preparedness Relationships

- Attended NEAHR meeting
- Attended multiple IAEM – Emerging Technology Caucus webinars
- Worked on State Conference planning and attended conference calls
- Attended the State EM Conference
- Attended LCEM meeting
- Intern Mathew Thompson continues to work on EM projects

Grants

- Submitted 2017 EMPG application
- Submitted 2017 SHSG applications on behalf of Capt Gilbert and LPD for 4 requests

Training and Public Outreach

- Conducted several EOC refresher trainings for LFRA and city staff
- Met with Parks & Rec Director for EM discussion

Training Received

- Attended 2-day Sports and Special Events IC training MGT 404

Exercises

- Facilitated TSD exercise planning meeting
- Blizaster AAR/IP finalized

Public Affairs – (Scott)

- Airport disaster exercise AAR/IR document edits
- Worked on rebuilding Disaster Assistance Center plan document
- Completed FEMA IS-706 course
- Attended FEMA MGT-404 course (2-days)
- 1 YFS intervention session and paperwork
- Contact and follow-up on other YFS cases
- Emergency Management mentoring meeting with Ron Hill and Paul Brown
- EAP and BCOOP meeting at Free Thought Center for Spiritual Living
- 2 business safety assessments (inspections)
- Children's Day event planning committee meeting
- Numerous LFRA website updates
- Numerous LFRA social media posts
- LFRA intranet page updates
- PIO duties for several incidents
- Compiled photos and data for Cheryl on 2016 public education activities
- 3 car seat inspections/installations
- 1 Knox key installation
- Smoke and CO alarm distribution event with Red Cross (distributed 49 smoke alarms and 26 CO alarms)
- PSTrax reports for 0710
- Attended Colorado Emergency Managers Association training conference

Accreditation, ISO, Code Enforcement

- Site team visit for Accreditation planned for May 7-11, 2017.

2/2/17

62 of 69

To Our Fire Dept:

We phoned for help replacing batteries in our smoke detectors. Within an hour the big red truck from Station 6 drove up & Lt. René Macias & his crew of two others waved at the door.

They each introduced themselves with a smile & a hand shake; went right to work & within fifteen minutes had changed out four detectors (with their batteries!) & checked the others in the basement.

Made two suggestions to improve our home's fire security, & installed a CO² detector. When they left I felt like we had made three new friends.

THANK YOU to Lt. Macias' crew & to our fire department. Another reason we're glad we moved to haveland!

Ralph Epach

From: [Greg Ward](#)
To: [Michael Cerovski](#); [Ben Andersen](#)
Cc: [Rick Davis](#); [Mike Larson](#); [Mark Miller](#); [Renee Wheeler](#)
Subject: Re: A SHIFT ROCKS!
Date: Monday, February 13, 2017 7:49:48 PM

Outstanding!

Greg Ward
Division Chief – Operations
 Loveland Fire Rescue Authority



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www.cityofloveland.org
<https://twitter.com/LovelandFRA>

On Feb 13, 2017, at 15:38, Michael Cerovski <Michael.Cerovski@lfra.org> wrote:

Chief Ward and others,

I took a call today from 200. A woman by the name of Christina called to find out who was on duty at 03:00 on 2/9. E5 responded to a lift assist on Landsman Hill Drive - they were requested by TVEMS to assist with patient packaging and loading.

Christina said that she and her Mom were pretty distraught because of her Dad's condition. He was transported to Hospice care and later passed away. She said that the crews comforted all involved and took care of the patient and the family. She said the care and compassion made a huge impact on her family.

Expect a letter or email of thanks.

Strong work A shift!

Michael

Sent from my iPhone

Michael Cerovski
Battalion Chief
 Loveland Fire Rescue Authority
 Fire Station #1 - C Shift
[\(970\) 962-2873](tel:970-962-2873) – Office Extension

2-10-2017

To whom it may concern,
A BIG THANK YOU for not only coming to our aid Tuesday January 31 and again answering a 911 call Wednesday February 1! Yesterday I learned you rescued my friend Helena when she fell and broke her arm, February 7th God bless you.

John and Barbara Case
2495 Glendale Court

Dear Firefighters
A Shift - Engine 5

Our family wishes to
Thank you for all you did
to help us when our loved one
Andy had to be transported to
MCKE - You all were wonderful!
Please use this gift anyway
you choose



So touched by your kindness!

Thank You
The Geesler Family

\$4

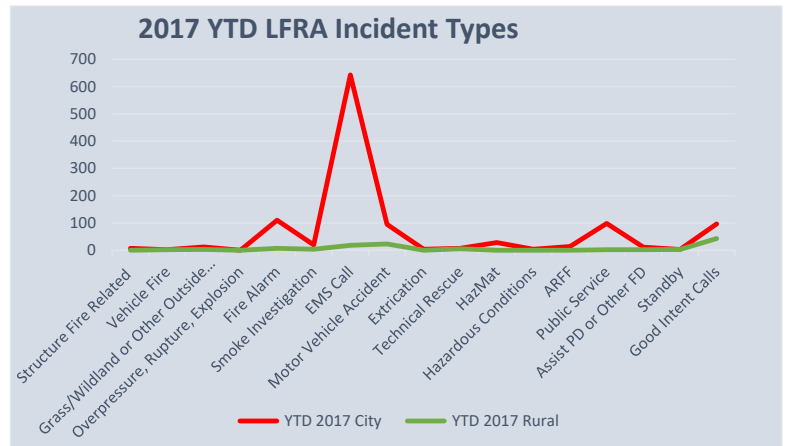
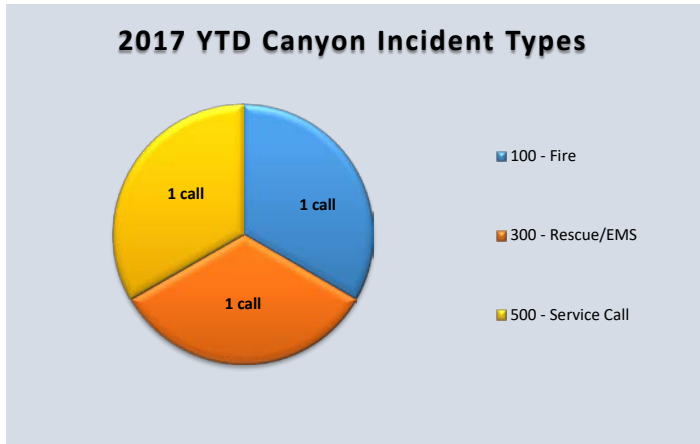


Loveland Fire Rescue Authority - Operations Division

February 2017

Information reported below is specific to CAD Nature Code at time of dispatch. Incident outcomes varied as described in additional detail below. This is a Significant Seven Performance Measure.

90th PERCENTILE RESPONSE PERFORMANCE								
	Count	Alarm Handling	Turnout	1st Due Travel	ERF Travel	1st Due Response	ERF Response	
dispatched to: Residential Structure Fire	Urban	7	N/A	1:38	N/A	8:20	N/A	8:49
	Rural	0	N/A	N/A	N/A	N/A	N/A	N/A
dispatched to: Commercial Structure Fire	Urban	1	N/A	2:21	N/A	7:36	N/A	9:13
	Rural	0	N/A	N/A	N/A	N/A	N/A	N/A
dispatched to: Wildland Fire (also includes Grass Fire Threatening Structure)	Urban	4	N/A	6:22	N/A	14:02	N/A	14:01
	Rural	5	N/A	3:01	N/A	4:29	N/A	4:47
dispatched to: C, D, E Medical (analysis includes both LFRA and TVEMS resources)	Urban	329	2:56	1:54	5:42	7:07	6:46	8:22
	Rural	16	0:03	0:01	0:23	0:32	0:24	0:33
dispatched to: Technical Rescue	Urban	4	N/A	2:41	N/A	14:37	N/A	13:03
	Rural	5	N/A	1:49	N/A	16:18	N/A	18:46
dispatched to: HazMat Incident	Urban	3	N/A	N/A	N/A	N/A	N/A	N/A
	Rural	1	N/A	N/A	N/A	N/A	N/A	N/A
Urban Response Area Goals			1:00	:59	5:00	9:00	6:59	10:59
Rural Response Area Goals:			1:00	:59	11:00	15:00	12:59	16:59



Canyon 90th Percentile Response Performance (all calls)								
	Count	Alarm Handling	LFRA Turnout	BTCVFD Turnout	1st Due Travel	ERF Travel	1st Due Response	ERF Response
2017 YTD	6	0:02:46	0:01:08	0:07:22	0:11:10	0:26:36	0:41:44	0:44:38
2016	146	0:03:13	0:02:26	0:21:31	0:17:50	0:27:59	0:32:49	0:45:08
2015	119	0:03:17	0:12:31	0:19:10	0:14:24	0:24:39	0:26:59	0:43:02
2014	101	0:04:15	0:14:10	0:19:41	0:12:27	0:22:58	0:27:30	0:36:12
2013	99	0:04:46	0:14:05	0:23:10	0:18:30	0:44:16	0:32:31	0:35:41

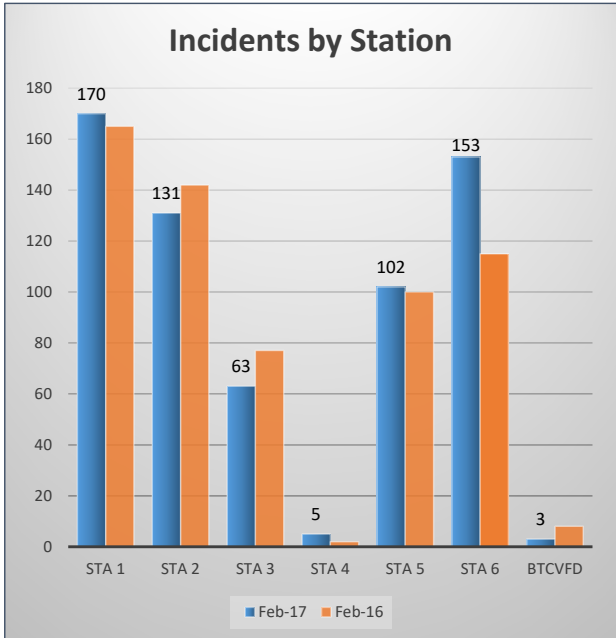
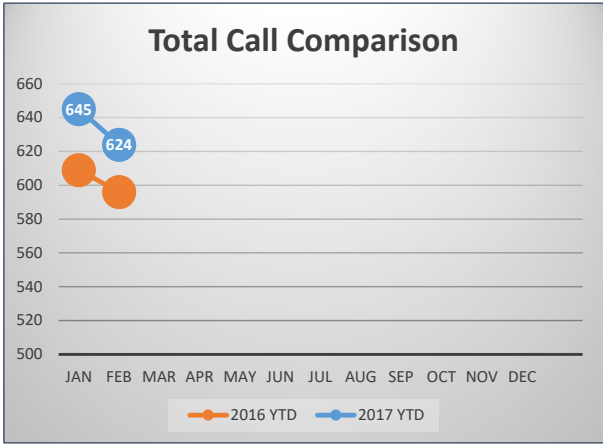


Loveland Fire Rescue Authority - Operations Division

February 2017

CALL INFORMATION								
INCIDENT TYPE	CITY	RURAL	BTCVFD	TOTAL	YEAR to DATE	2017 % of TOTAL	2016 YTD	2016 % of TOTAL
Structure Fire Related	3	0	0	3	7			
Grass/Wildland or Other Outside Fire	10	2	0	12	16			
Fire Alarm	42	4	0	46	117			
Other Fire Related	11	4	1	16	29			
TOTAL FIRE RELATED	66	10	1	77	169	13.28%	170	14%
TOTAL EMERGENCY MEDICAL SERVICES (EMS)	321	11	1	333	663	52.08%	649	54%
Technical Rescue	4	5	1	10	13	1.02%	2	0.17%
HazMat	8	0	0	8	29	2.28%	24	2.01%
TOTAL MISCELLANEOUS	159	40	0	199	399	31.34%	352	29%
MONTH TOTAL	558	66	3	627	1,273	100%		
YEAR TO DATE TOTAL	1,155	112	6	1,273	1,273		1,197	100%
CITY VS. RURAL DISTRIBUTION YEAR TO DATE	91.16%	8.84%					2017 vs 2016	6.35%

2 Incomplete reports this month not included in the totals will affect YTD totals as they are completed in subsequent months. (Updated 2/6/17)



STRUCTURE LOSS/SAVE INFORMATION				
Type of Fire	City		Rural	
	Loss	Save	Loss	Save
Residential Structure	\$329,148	\$561,631		
Commercial Structure	\$0	\$0	\$0	\$0
MONTH TOTAL	\$329,148	\$561,631	\$0	\$0
YEAR TO DATE TOTAL	\$390,079	\$1,205,671	\$0	\$0

	Month	YTD
All Fires Confined to Room	50%	60%



Loveland Fire Rescue Authority - Operations Division February 2017

A 1st Alarm incident is a response plan that requires the greatest number of LFRA apparatus to be initially assigned (3 engines, 2 trucks, and 1 Bat Chief). The following CAD Nature Codes generate a response plan that correlates to a 1st Alarm incident: 1st Alarm Commercial/Industrial, 1st Alarm Residence, Building Collapse, Confined Space Rescue, Dive Rescue, Grass Near Structure, Industrial Rescue, Mass Casualty, MVA Extrication, Rope Rescue, Trench Rescue, Wildland/Grass. A search of all of these CAD Nature Codes revealed the following incident count and correlating NFIRS situation types reported during the month reported.

1st Alarm Incident: Types of Situations Found Upon Arrival		
Incident Type	All Incidents	Unit Responses
100 - FIRE, OTHER	1	7
111 - BUILDING FIRE	2	21
121 - FIRE IN MOBILE HOME USED AS FIXED RESIDENCE	1	8
142 - BRUSH OR BRUSH-AND-GRASS MIXTURE FIRE	1	5
324 - MOTOR VEHICLE ACCIDENT WITH NO INJURIES	1	6
342 - SEARCH FOR PERSON IN WATER	1	6
561 - UNAUTHORIZED BURNING	2	12
600 - GOOD INTENT CALL, OTHER	1	8
611 - DISPATCHED & CANCELED EN ROUTE	3	10
622 - NO INCIDENT FOUND ON ARRIVAL AT DISPATCH ADDRESS	3	19
651 - SMOKE SCARE, ODOR OF SMOKE	3	22
652 - STEAM, VAPOR, FOG OR DUST THOUGHT TO BE SMOKE	1	7
Report Totals	20	131

MUTUAL AID AND AUTOMATIC AID - YTD				
	Received	Hours	Given	Hours
Poudre Fire Authority (PFA) 2017	0	0	11	9.5
Previous Year to Date 2016	3	1.5	14	3
Berthoud Fire Department (BFD) 2017	5	9.5	8	8.25
Previous Year to Date 2016	0	0	8	5.5
Windsor Severance Fire Rescue (WSFR) 2017	4	3.5	4	1.6
Previous Year to Date 2016	4	1.5	12	3
Front Range Fire Rescue (FRFR) 2017	0	0	5	5.1
Previous Year to Date 2016	4	1.5	7	2.5
Estes Valley Fire Prot District (EVFPD) 2017	0	0	0	0
Previous Year to Date 2016	0	0	1	1
CURRENT YEAR TO DATE TOTAL (2017)	9	13	28	24.45
PREVIOUS YEAR TO DATE TOTAL (2016)	11	4.5	42	15

TRAINING CATEGORIES	FULL-TIME STAFF TRAINING HOURS				CANYON TRAINING HOURS			
	CURRENT MONTH	PREVIOUS MONTH	CURRENT YEAR TO DATE	PREVIOUS YEAR TO DATE	CURRENT MONTH	PREVIOUS MONTH	CURRENT YEAR TO DATE	PREVIOUS YEAR TO DATE
ARFF	30.0	76.0	106.0	41.3	0.0	0.0	0.0	Data Not Available
CSD	0.0	48.0	48.0	482.0	0.0	0.0	0.0	
Driver/Operator	142.5	88.3	230.8	199.9	3.0	7.0	10.0	
EMS	39.8	43.0	82.8	187.5	0.0	0.0	0.0	
Firefighter	114.0	100.0	214.0	607.2	0.0	16.0	16.0	
Fire Officer	157.8	125.3	283.0	418.5	0.0	0.0	0.0	
HazMat	38.3	11.0	49.3	124.0	0.0	0.0	0.0	
TacFire	42.0	0.0	42.0	0.0	0.0	0.0	0.0	
Tech Rescue	142.5	32.5	175.0	222.4	0.0	2.5	2.5	
Wildland Fire	210.5	308.5	519.0	332.0	3.0	2.0	5.0	
Other	75.5	83.0	158.5	369.8	0.0	0.0	0.0	
TOTAL	992.8	915.5	1,908.3	2,984.5	6.0	27.5	33.5	0.0

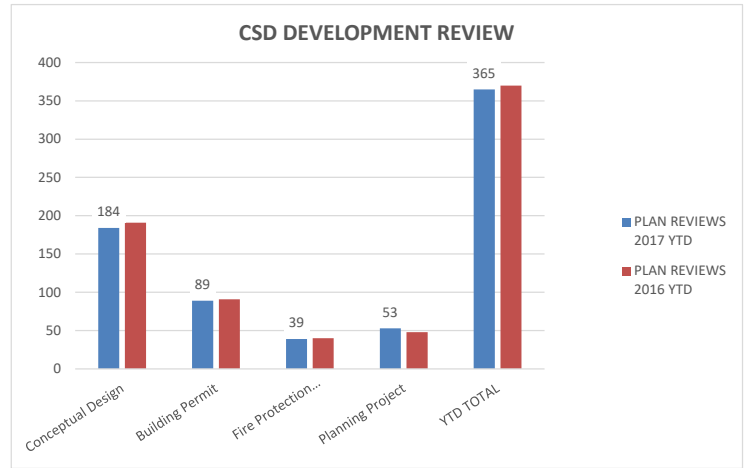


LOVELAND FIRE RESCUE AUTHORITY - Community Safety

February, 2017

DEVELOPMENT REVIEW STATISTICS

	City	County	Johnstown	Totals	Hours
Conceptual Design Reviews	55	2	0	57	36
Previous Month	125	2	0	127	55
YTD Total	180	4	0	184	91
Previous YTD	180	5	6	191	110
Building Permit Reviews	45	0	0	45	69
Previous Month	42	2	0	44	66
YTD Total	87	2	0	89	135
Previous YTD	85	2	4	91	143.5
Fire Protection Permit Reviews	18	6	3	27	30
Previous Month	10	0	2	12	25
YTD Total	28	6	5	39	55
Previous YTD	38	2	0	40	50
Planning Project Reviews	23	2	0	25	25
Previous Month	23	5	0	28	28
YTD Total	46	7	0	53	53
Previous YTD	38	7	3	48	114
TOTAL REVIEWS YTD	341	19	5	365	
PREVIOUS YEAR YTD	341	16	13	370	

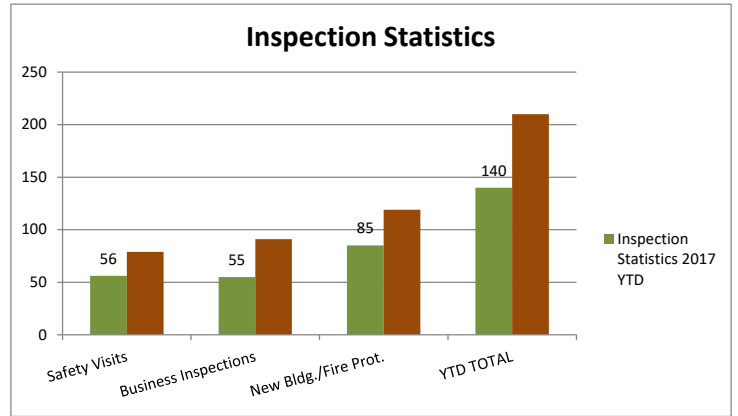


Planning & Building Check-Ins YTD
Fire Protection Permits Average days in review
Percent within goal time

146	39
10.7	
February	68.0%

INSPECTION STATISTICS

	City	Rural	Johnstown	Total	Hours
Eng. Co. Safety Visit 2 & 3 Yr.**	23	3	N/A	26	13
Safety Re-Visit	5	0	N/A	5	3.75
YTD Total	47	9	N/A	56	30.5
Previous YTD	59	20	N/A	79	53.25
Business Inspections	16	2	N/A	18	12.25
Previous Month	33	4	N/A	37	32.25
YTD Total	49	6	N/A	55	44.5
Previous YTD	73	18	N/A	91	103.25
New Bldg./Fire Protection	27	10	7	44	65
Previous Month	30	2	9	41	61.50
YTD Total	57	12	16	85	126.5
Previous YTD	99	20	N/A	119	178.5
TOTAL INSPECTIONS YTD	106	18	16	140	
Previous Year	172	38	N/A	210	



*New Measure. Prior year data not available for New Bldg./Fire Protection
**Engine Company Safety Visits are not included in YTD Totals

CSD OTHER ACTIVITIES

	City	Rural	Hours	Mo. Total	Prev. Mo.	Prev. YTD	YTD Total	Highlights/Projects
Hazmat Permits	1	1	1.25	2	9	28	11	*Completed FEMA IS706 course
Tents/Special Events*	1	0	1	1	0	2	1	*1 Youth Fire setter intervention session & paperwork
Burn Permits Issued	0	24	4	24	12	29	36	*Attended FEMA MGT-404 course (2 days)
Investigations	13	5	18	18	7	21	25	*3 car seat installations
Service Call/Complaints	3	0	1.5	3	3	7	6	*Scheels inspections and GC meetings
Car Seats Installed	6	0	3	6	7	12	13	*COL fuel tank management team planning
YFS Program	1	0	3	1	2	2	3	*2015 IFC overview class
Public Education Events	1	0	1	1	0	0	1	*McKee Medical Center fire alarm design meeting w/CDFFPC
Total Pub. Ed. Contacts	1	0		1	0	0	20*	