



**Loveland Fire Rescue Advisory Commission Meeting Minutes  
Wednesday, August 24, 2017, 5:30 p.m.  
Development Center  
Emergency Operations Center (EOC), 2<sup>nd</sup> Floor  
410 E. 5<sup>th</sup> St., Loveland, CO. 80537**

**Meeting called to order at 5:31 p.m.**

**FRAC Present:** Chair Jonathan (Jon) Smela, Fire Chief Mark Miller, Division Chief Ned Sparks, Paul Pfeiffer, Leroy (Andy) Anderson, Special Projects Manager Randy Mirowski, Leo Wotan, Shane Castro and Bonnie Wright.

**FRAC Absent:** City Council Representative John Fogle, Janet Bailey and Member Elton Bingham

1. **Minutes approval:** presented by Chair Smela  
Member Pfeiffer motioned to approve the July 12, 2017 minutes; Member Anderson seconded the motion. Motion carried.
2. **2018 LFRA Budget Review:** Chief Miller
  - ❖ Chief Miller gave an overview of the introduction to the 2018 Budget Review. Some of the items he covered were City Clerk's Agenda items, Facilities Management, and Fleet. There is a total increase of \$141,000 to the 2018 budget.
  - ❖ The 2012 Strategic Plan is pretty much at to 100% completion.
  - ❖ Chief Miller also presented three Decision Packages for the board to consider.
  - ❖ Special Projects Manager Mirowski handed out a chart showing a continual increase in permits in the Community Safety Division.
  - ❖ Division Chief Sparks discussed the rationale behind the new Public Education/Inspector and the need for it. DC Sparks added that person would need to get onboard sometime within the next year.
  - ❖ FRAC will see the budget review again and will be asked to give a recommendation for support from its members.
  - ❖ Chief Miller also covered Unfunded Needs, 2018 Revenue Projections, Historical View of Fire Resources with 18 Proposed Resources and Outstanding Issues and Capital Improvements.
  - ❖ Fire Station 7 will be financed by LFRA by borrowing outside revenue.
  - ❖ Fire Station 3 will be torn down and rebuilt and Fire Station 5 will be remodeled.

3. **Strategic Plan Schedule:** Special Projects Manager Randy Mirowski
- ❖ Mirowski handed out an updated timeline and new schedule for the 2018 Strategic Plan.
  - ❖ Mirowski commented that we are ahead of schedule by a month and will bring the final draft to FRAC at the September meeting. That final draft with appendix will go to the LFRA Board for approval.
  - ❖ The LFRA Board will also be given copies of Section IX and X for review.
  - ❖ Sections IX and X were sent to Technical Writer Mary Sovick for her review.
  - ❖ Lieutenant Matthew Hintzman is working on the graphics for the cover sheet and a page from Section V.
  - ❖ Mirowski is working on the construct of the Compendium for the strategic plan.
  - ❖ Section IX was completely redone due to a conversation Mirowski had with Renee Wheeler back in March.
  - ❖ The 4Rs and cost effectiveness is a large part of this section.
4. **Strategic Plan, Section XI & X:** Special Projects Manager Randy Mirowski
- ❖ Page 5 of the packet – no changes
  - ❖ Page 6 – Bullet three at the bottom – PPC (Public Protection Classification rating) is abbreviated but spelled out earlier in the document.
  - ❖ Page 7 – there was some discussion about how #3 and #4 is calculated. Chief Miller commented that it is very subjective there are some parameters built in NFPA and ICMA. This has become a dimension of other fire departments across the country and NFPA and ICMA embrace this.
  - ❖ There was a question on the performance measures that there seems to be a lot for 1, 2 and 3 but not for 4 and 5. Is that ok or should there be another one added or four Key Performance Indicators?
  - ❖ The two heavy ones are 1 & 2, which is Response and Readiness. Per Mirowski, LFRA measured itself against like departments in Northern Colorado and one in Wyoming.
  - ❖ Page 8 – Member Pfeiffer asked if there is a way to note it when reported how subjective these numbers (3&4) are.
  - ❖ Chair Smela added that the annual report refers to this data.
  - ❖ Mirowski stated that this is not stand-alone and that it ties into the department's accreditation process.
  - ❖ Page 9 – No changes
  - ❖ Page 10, Section 2.2.2 - *Ensure that business fire sprinklers are inspected regularly/fully functional* – Does this include multi-family buildings? Yes, it does and the intent is that they will be inspected. Chief Sparks commented that Loveland businesses have sprinklers in the buildings that have never been inspected. Licensed sprinkler contractors can do these types of inspections and Poudre Fire Authority has its own group of inspectors that handle these inspections.
  - ❖ Section 2.2.4 – Investigate the use and implementation of the “Ready-Set-Go” Program. Make sure that this program is explained in more detail. Mirowski stated that the program is explained in both Sections VII and VIII.
  - ❖ Section 2.3.1 – *Evaluate and improve fire safety education to elementary students.* Chief Sparks commented that they would try teaching at the state level's standard for public education and use apps to assist with learning.
  - ❖ Page 11 – No change.
  - ❖ Page 12 – The numbering in the columns needs to be changed to 3 to reflect 3.1,

3.2, 3.3, etc.

- ❖ Page 13 – Reword 4.2.1 and look at 4.4.3 as well. Mirowski will look at the relationship between City and Rural and either change the goal or strategy or put it in a separate section.
- ❖ Page 14 – No change.
- ❖ Page 15, Section X – No change.
- ❖ In the 2012 Strategic Plan, there were 28 initiatives. The 2018 Strategic Plan has 26 initiatives and 18 of those are new to the plan.
- ❖ Page 16 – There was some discussion about the CSD Inspector not being on the chart provided. Mirowski stated that the inspector position is in the priorities piece and that he and Chief Miller would take this back for further discussion
- ❖ If the Quick Response Vehicle position goes into effect, the Fire Inspection Technician position will go away.
- ❖ Page 17 – Change 2018 in CSD to 2009.
- ❖ Page 18 – No change.
- ❖ Page 19 – Change Fire Inspection Coordinator to Fire Investigation Technician.
- ❖ Page 19 – Remodel Fire Station 3 and add Fire Station 5 remodel.
- ❖ Page 21 – No
- ❖ Chief Miller mentioned that Shane Castro’s official appointment to FRAC was approved at the July LFRA Board Meeting.

5. **Public Comment (If applicable) citizens:** There was no public comment.

6. **Motion to Adjourn:** Meeting adjourned at 7:38 P.M.

The next FRAC meeting will be Wednesday, September 13<sup>th</sup>, 2017 at 5:30 p.m. in the EOC.

Minutes respectfully submitted by Bonnie Wright, Administrative Technician, LFRA.

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