



**Loveland Fire Rescue Advisory Commission Meeting Minutes**  
**Wednesday, October 11, 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 5:34 p.m.**

**FRAC Present:** Chair Jonathan (Jon) Smela, Division Chief Ned Sparks, Member Leroy (Andy) Anderson, Special Projects Manager Randy Mirowski, Member Leo Wotan, Member Janet Bailey, and Bonnie Wright.

**FRAC Absent:** City Council Representative John Fogle, Fire Chief Mark Miller, Member Paul Pfeiffer, Member Elton Bingham and Member Shane Castro

1. **Minutes approval:** presented by Chair Smela  
Member Anderson motioned to approve the September 13, 2017 minutes. Member Wotan seconded the motion. Motion carried.
2. **Strategic Plan Schedule:** Special Projects Manager Randy Mirowski
  - ❖ Mirowski handed out an updated timeline for the 2018 LFRA Strategic Plan.
3. **Strategic Plan, Section I-X:** Special Projects Manager Randy Mirowski
  - ❖ Page 3 under the Table of Contents Part 3 – Between the words Apparatus/Large there is an extra space and between the words Construction/Remodel
  - ❖ Page 4, paragraph 1 – Is *field of knowledge* quotations inside or outside of the period within a sentence?
  - ❖ Page 4 Part 2 – on the last sentence starting with Part two, the two needs to be a number 2. Also, change *most important suppositions to foundation*.
  - ❖ Page 5 – No changes.
  - ❖ Page 6 – Remove the word *Revised* from the top of the heading.
  - ❖ Page 7 paragraph 2 – capitalize the “b” in the word *board*.
  - ❖ Page 7 on the second to the last sentence, change *Suppression* to *Operations*.
  - ❖ Page 7 on the last paragraph, add hyphens to *year to year*, capitalize C in the word *city’s* and capitalize the words *city* and *rural*.
  - ❖ Page 8 - *RAF* is used several times throughout the paragraph.
  - ❖ 100% needs to be moved over to the right.
  - ❖ In paragraph 4, add the word *how* after the words *focusing on*.
  - ❖ On the last sentence at the bottom of the page, the *a* needs to be capitalized in the word *authority’s*.

- ❖ Page 9 – on the last sentence of paragraph, Basic Planning Assumptions is capitalized and needs to be capitalized throughout the rest of the document.
- ❖ Page 9, Item #3 on the last hyphen, *Adding two* needs to be a number 2.
- ❖ Page 9, under Item #6, the word *part time* needs to be hyphenated.
- ❖ Page 9, Item #7 – the Commission on Fire Accreditation (CFAI) – the word *International* needs to be added after Accreditation.
- ❖ Page 10 - The title, Stage Two Planning Assumptions at the top of the page needs to be underlined.
- ❖ Under Item #1, take *should* out of *include consideration*.
- ❖ Dash number two, *fire station one* needs capitalizing.
- ❖ Chief Miller requested adding a paragraph about the fire authority being the best governance model for LFRA.
- ❖ Item number 2 Workforce Staff – Projections in Stage 2, change the number 2 to the work *two*.
- ❖ Dash #1 – change the numeral three person to match four person staffing.
- ❖ Berkley system – the s in system needs capitalizing.
- ❖ The second dash from the bottom, capitalize the a in authority's.
- ❖ Page 11 - Change Model 1 to be the number *one*.
- ❖ In the paragraph underneath the bullet points on the last sentence, *phased in* needs hyphenated.
- ❖ In the section *Phases for the Essential Services Expansion Plan*, fire stations *seven, ten, five and three* need to be changed to numbers.
- ❖ Page 12 – add *and/or* after fire station remodel.
- ❖ The bullet spacing at the bottom needs changing.
- ❖ Page 13 – remove Revised from the heading.
- ❖ Page 14 – no changes.
- ❖ Page 15 – in the 2025 section at the bottom, close the space between Remodel/Replace and add a space between Station 3.
- ❖ Page 16 – the words *full time* need hyphenation.
- ❖ Station 7 needs the space closed after the slash.
- ❖ Page 17 – at the top, close the space between Purchase/Replacement.
- ❖ At the bottom of the page, Front-Line Primary and Reserve Status should not be capitalized.
- ❖ Page 18 – Fire Stations *seven, ten, five and three* all need to be changed to numbers.
- ❖ Close the spaces for the items in parentheses, bottom bullets after the words *added*.
- ❖ Page 19, Part 4 needs underlining.
- ❖ In the middle of the page, get rid of the three dots after *and effective manner*.
- ❖ At the bottom of the page, last sentence, there needs to be a space after the word *section*.
- ❖ Page 20 – remove dashes after the headings on 1-5.
- ❖ In the last paragraph, Key Performance Indicators – add the word *in* after *set forth*.
- ❖ Remove the *apostrophe* from all of the *KPIs*.
- ❖ Page 21 – No changes.
- ❖ Page 22 – Take the apostrophe s out of the Four Rs.
- ❖ Page 23 – 1.1.1, 1.2.1 & 1.3.1 needs to be bolded.
- ❖ Page 24 – There was a question about adding *senior citizen education* to 2.3.1.
- ❖ Bold 2.1.1, 2.2.1 and 2.3.1.
- ❖ Pages 25 and 26 had no changes.

- ❖ Page 27 – The first bullet, Foster *A* needs to be a lowercase *a*.
- ❖ Item 4.2.1 – change personnel's to *personnel* needs.
- ❖ 4.1.1, 4.2.1 and 4.3.1 needs to be bolded.
- ❖ Page 28 – 5.1.3 – add an *s* after KPI.
- ❖ Page 29 – No changes.
- ❖ Page 30 – Remove the word *Revised* at the top of the page.
- ❖ Page 31 – Change Fire Station *Seven* the word to a number 7 and the same under Staffing for Fire Station 7 needs to be a word.
- ❖ Under the Training Center Burn Building – add the words *expense fees* between *capital costs*.
- ❖ Change \$2,641,228 to \$2,640,000.
- ❖ Page 32 – No changes.
- ❖ Page 33 – Under Remodel of Fire Station 5 – the sentence fire station *five* needs to be changed to a number 5.
- ❖ Under the Remodel of Fire Station 3 – sentence fire station *three* needs to be changed to a number 3.
- ❖ Page 34 – Technology Improvements – need to remove the excess commas and change the word *career* stations to *paid* stations.
- ❖ Page 35 – first paragraph, look through the paragraph and capitalize the word *city* when appropriate.
- ❖ There is a spacing issue on the first paragraph.
- ❖ The word full time needs hyphenated.
- ❖ Fire Station *Four* needs to be a number 4.
- ❖ Under, Increased Staffing for Station 4/Airport Stand-By – in the second sentence, there needs to be a *comma* after the word *carrier* instead of a *dash*.
- ❖ Page 36, first paragraph – Add a period after *Fund Sourced* in parentheses.
- ❖ #26 – the word (2<sup>nd</sup>) - add a space between the dash and the parentheses.
- ❖ Project Manager Mirowski provided additional handouts and asked if page 113 (Uniformed Line Firefighter Hiring Years 2012-2026) should be added as page 37 of the Compendium?
- ❖ Mirowski also went over the Appendix and Chair Smela and Member Bailey did not feel that it tied in well with the Strategic Plan.

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

5. **Motion to Adjourn:** Meeting adjourned at 7:33 P.M.

The next FRAC meeting will be Wednesday, November 8<sup>th</sup>, 2017 at 5:30 p.m. in the EOC.

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

The City of Loveland is committed to providing an equal opportunity for citizens and does not discriminate on the basis of disability, race, age, color, national origin, religion, sexual orientation or gender. The City will make reasonable accommodations for citizens in accordance with the Americans with Disabilities Act. For more information, please contact the City's ADA Coordinator at [jason.smitherman@cityofloveland.org](mailto:jason.smitherman@cityofloveland.org) or 970-962-3319.