
Loveland Fire Rescue Authority Board Meeting



Station 2
3070 W. 29th Street
Community Room
Loveland, Colorado 80537
Wednesday, December 13, 2017
1:30 PM



Loveland Fire Rescue Authority (LFRA) Board Meeting Agenda
Station 2, 3070 W 29th Street
Community Room
Loveland, Colorado 80537
Wednesday, December 13, 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 Jason.smitherman@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 Jason.smitherman@cityofloveland.org o al 970-962-3319.

Wireless access: COLGuest, accesswifi

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AWARDS AND PRESENTATIONS – BADGE PINNING – LT. VREM, ENG. SANCHEZ, FF ZWEIGLE

SWEARING IN – RICHARD BALL

PUBLIC COMMENT

CONSENT AGENDA

Anyone in the audience will be given time to speak to any item on the Consent Agenda. Please ask for that item to be removed from the Consent Agenda. Items pulled will be heard at the beginning of the Regular Agenda. You will be given an opportunity to speak to the item before the Board acts upon it.

Public hearings remaining on the Consent Agenda are considered to have been opened and closed, with the information furnished in connection with these items considered as the only evidence presented. Adoption of the items remaining on the Consent Agenda is considered as adoption of the staff recommendation for those items.

Anyone making a comment during any portion of today's meeting should come forward state your name and address for the record before being recognized by the Chair. Please do not interrupt other speakers. Side conversations should be moved outside the meeting room. Please limit your comments to no more than five minutes.



Loveland Fire Rescue Authority (LFRA) Board Meeting Agenda
Station 2, 3070 W 29th Street
Community Room
Loveland, Colorado 80537
Wednesday, December 13, 2017
1:30 PM

1. Consider a Motion to Approve the Minutes from the Loveland Fire Rescue Authority Board for the November 13, 2017 Regular Board Meeting.
2. Consider a Motion to Approve the 2018 Loveland Fire Rescue Authority Board Meeting Calendar

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. Consider the Adoption of a Resolution Establishing the 2018 Meeting Location, Time and Dates, and Designating the Location for Posting Meeting Notices of the Loveland Fire Rescue Authority
4. Conduct Election of Loveland Fire Rescue Authority Board Officers
5. Consider a Motion to Approve the Intergovernmental Agreement with the City Of Loveland regarding Impact Fees
6. Consider a Motion to Approve Revisions to the Pay and Employment Decisions Administrative Regulation
7. Review Briefing Papers and Correspondence.
 - a. Chief's Report
 - b. Letters
 - c. November Operations Statistics
 - d. November Community Safety Division Statistics
8. Other Business for Board Consideration
9. Executive Session Pursuant to CRS 24-6-402(4)(b) and (f) to Receive Advice of Legal Counsel Regarding a Personnel Matter

ADJOURN

Agenda Item Cover

Item No.: 1

Meeting Date: December 13, 2017

Prepared By: Kristen Cummings, Business Services Coordinator



TITLE

Consider a Motion to Approve the Minutes from the November 13, 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 November 13, 2017 regular meeting of the LFRA Board. The document details the discussions at the meeting including: award presentation for Vice Chairman Gutierrez, the approval of the consent agenda (Minutes), a public hearing to adopt a supplemental appropriation, approving a loan and repayment agreement with LRFPA, adopting the 2018 Strategic Plan, approving the contract with Belford Watkins, voting to establish an impact fee schedule, the Chief's Report, and an executive session.

BACKGROUND

Standard meeting protocol

STAFF RECOMMENDATION

Approve as written

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

November 13, 2017 Minutes



Loveland Fire Rescue Authority Board Meeting Minutes
Wednesday, November 13, 2017
3070 W. 29th Street, Loveland
1:30 p.m.

Members Present:

Board Chairman Jeff Swanty, Director of the Loveland Rural Fire Protection District ("Rural District")
 Vice Chairman Cecil Gutierrez, City of Loveland Mayor
 Director John Fogle, City of Loveland Council Member
 Director Dave Legits, Rural District President

Members Absent:

Director Steve Adams, Loveland City Manager

Staff Present:

Mark Miller, Fire Chief
 Ned Sparks, Division Chief
 Emily Powell, Legal Counsel to the Authority
 Andrea Wright, Human Resources Manager
 Greg White, Secretary of Rural District
 Randy Mirowski, Special Projects Manager
 Michael Cerovski, Battalion Chief
 Kristen Cummings, Business Services Coordinator

Visitors:

John Smela, Fire Rescue Advisory Commission ("FRAC")
 Paul Pfeiffer, FRAC
 Janet Bailey, FRAC
 Shane Castro, FRAC
 Jacki Marsh, Mayor-Elect, City of Loveland

Call to Order:

Chairman Swanty called the Loveland Fire Rescue Authority ("LFRA") Board meeting to order on the above date at 1:30 p.m.

Awards and Presentations:

Vice Chairman Gutierrez was recognized for his years of service to the Loveland Fire Rescue Authority. This was his last meeting. He was thanked for serving on the Fire Rescue Advisory Commission as a City Councilor, and then serving on the LFRA Board as Mayor, and being one of the instrumental people involved in establishing the Authority. Chief Miller presented him with a helmet plaque and a fire helmet, and declared him an honorary firefighter.

Public Comment:

None

Consent Agenda:

- 1. Consider a Motion to Approve the Minutes from the LFRA October 25, 2017 Regular Board Meeting**
- 2. Conduct a Public Hearing and Consider a Motion to Adopt Resolution R-78, Approving a Supplemental Appropriation**
- 3. Consider a Motion to Approve the Loan and Repayment Agreement for Real Property Purchase with Loveland Rural Fire Protection District**

Director Fogle made a motion to approve the consent agenda. Vice Chairman Gutierrez seconded; motion carried unanimously.

Regular Agenda:**4. Consider a Motion to Adopt the 2018 Strategic Plan**

Randy Mirowski presented the Board with the final copy of the 2018 Strategic Plan, which is complete except for the Glossary of Terms. Paul Pfiefer reminded the Board that the plan has to be dynamic because of unknowns, like changes to service needs at the Northern Colorado Regional Airport and Downtown Loveland. Vice Chairman Gutierrez stated to the Board that if funds became available to implement strategic priorities sooner than anticipated in the Strategic Plan, he hoped the Board would do so.

Motion made by Director Fogle to approve the 2018 Strategic Plan. Vice Chairman Gutierrez seconded; motion carried unanimously.

5. Consider a Motion to Approve the Contract Between Owner and Architect for Station 7

Chief Miller presented the Board with a copy of the proposed contract with Belford Watkins for Station 7 architectural services. The contract is a standard form AIA agreement, which has been customized for the Authority's use. Attorney Powell stated that a date for issuing a construction RFP is not specified in the contract due to unknowns, like the impact fee implementation and timeline of financing. Chief Miller stated that once begun, construction can expect to take nine months.

Motion made by Vice Chairman Gutierrez to approve the Contract between Owner and Architect for Station 7 architectural services with Belford Watkins. Seconded by Director Legits; motion carried unanimously.

6. Consider a Motion to Adopt Resolution R-79, Establishing an Impact Fee and Adopting an Impact Fee Schedule

Chief Miller stated that the IGA with the City of Loveland for the assessment, collection, and remittance of impact fees will go before City Council on November 21, 2017. Attorney Powell stated that the IGA negotiation process is moving forward with the City, the Town of Johnstown, and Larimer County, and she remains hopeful that the IGAs will be signed by those agencies before the next LFRA Board meeting. However, in order for the IGAs to be finalized and signed, the Authority must formally adopt an impact fee and establish an impact fee schedule, which will be attached to the IGAs as an exhibit. Resolution R-79 accomplishes those purposes.

Concern was raised that oil and gas is not listed as a separate land use type in the proposed impact fee schedule. Attorney Powell stated that oil and gas was not separately identified in the BBC Impact Fee Study that the Board adopted, and that the Authority cannot collect impact fees in addition to those, or in excess of the amounts, stated in the BBC Impact Fee Study. Attorney Powell stated that the Board could direct BBC to examine oil and gas as a separate land use type, but all IGAs with each entity would have to be amended.

Vice Chairman Gutierrez made a motion to adopt Resolution R-79, Establishing an Impact Fee and Adopting an Impact Fee Schedule. Director Legits seconded; motion passed unanimously.

7. Chief's Report

Chief Miller reported that Lt. Rene Macias has resigned from LFRA for a new position with the City and County of Denver. Shelby Vrem was promoted to replace him as Lieutenant, and a volunteer firefighter from the Canyon Battalion, Mike Zeigle, was selected from the eligibility list to be hired as a full-time firefighter. There will still need to be an Engineer promotional process.

Chief Miller reported that an individual from the Colorado Municipal League approached him and complimented the progressive use of fog nails at LFRA. They wanted to make a training video of LFRA for their web site, which Battalion Chief Jason Starck helped them with.

Randy Mirowski and Division Chief Greg Ward attended the funeral of Chief Alan B. Bunacini in Phoenix, Arizona. Chief Bunacini developed the "Blue Card" program that LFRA uses.

8. Other Business for Board Consideration

Chief Miller presented the Board with the following additional resolution for approval, which is required by the Title Company in order to close the purchase of land for Station 7:

Resolution R-80, A Resolution Authorizing the Purchase of Real Property and the Execution of All Documents Necessary to Accomplish the Purchase of Real Property.

Motion made by Vice Chairman Gutierrez to adopt Resolution R-80, a Resolution Authorizing the Purchase of Real Property and the Execution of All Documents Necessary to Accomplish the Purchase of Real Property. Director Fogle seconded; motion passed unanimously.

9. Executive session pursuant to CRS 24-6-402(4)(f) to Discuss Personnel Matters to Include the Quarterly Review, Evaluation and Discussion Regarding the Performance of the Fire Chief

Director Fogle made a motion to go into executive session under Section 24-6-402(4)(f) of Colorado Revised Statutes for the purpose of discussing personnel matters to include the quarterly review, evaluation and discussion regarding the performance of the Fire Chief. Director Legits seconded; motion carried unanimously. The Board went into executive session at 2:48 p.m.

Upon motion duly made and seconded, the Board came out of executive session at 4:08 p.m.

With no further business to come before the Board, Chairman Swanty adjourned the regular meeting at 4:09 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: December 13, 2017

Prepared By: Kristen Cummings, Business Services Coordinator



TITLE

Consider a Motion to Approve of the 2018 Loveland Fire Rescue Authority Board Meeting Calendar

EXECUTIVE SUMMARY

There are three meeting logistics considerations by the LFRA Board annually: meeting dates, start time and location. The proposal is to meet the last Wednesday of the month, 1:30 PM, in the Station 2 Community Room.

BACKGROUND

Meeting Dates

Annually the LFRA Board is required to set meeting dates, times and locations.

The LFRA Bylaws Section 4 (b):

- b. *The Board shall adopt annually by resolution a schedule of regular meetings that sets the dates, time and location of such meetings for the following year. A resolution setting the meeting dates, time and location for 2012 shall be adopted by the Board as soon as practicable.*

The calendar for the 2018 meetings is proposed to be:

January 31, 2018	May 30, 2018	September 26, 2018
February 28, 2018	June 27, 2018	October 31, 2018
March 28, 2018	July 25, 2018	November 28, 2018
April 25, 2018	August 29, 2018	December 19, 2018

Meeting Time

The LFRA Board meetings for 2017 had been held at 1:30PM.

Meeting Location

The meetings have been held at Station 2. The existing meeting location meets the need, assuming awards are moved to the apparatus bay.

Agenda Item Cover

Item No.: 2

Meeting Date: December 13, 2017

Prepared By: Kristen Cummings, Business Services Coordinator



STAFF RECOMMENDATION

Approve the LFRA Board meetings for the last Wednesday of the month, with a start time of 1:30 PM at the Station 2 community room.

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

Calendar Format for the Meeting Schedule



2018

LFRA Board Meeting Calendar



January						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30	●			

February						
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March						
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29	30					

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27	28	29	●	31		

June						
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July						
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November						
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December						
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23	24	25	26	27	28	29
30	31					

Agenda Item Cover

Item No.: 3

Meeting Date: December 13, 2017

Prepared By: Kristen Cummings, Business Services Coordinator



TITLE

Consider the Adoption of a Resolution Establishing the 2018 Meeting Location, Time and Dates, and Designating the Location for Posting Meeting Notices of the Loveland Fire Rescue Authority

EXECUTIVE SUMMARY

Approval of the attached Resolution will designate the bulletin board immediately adjacent to the Loveland City Council Chambers located at 500 East 3rd Street, Loveland, Colorado, as the location for posting all of the Loveland Fire Rescue Authority (LFRA) Board meetings. All meetings will be the last Wednesday of the month, except November and December due to the holidays.

BACKGROUND

C.R.S Section 24-6-402(2)(c), requires the LFRA Board to designate a location for the posting all Board meeting notices within the boundaries of the authority service area no less than twenty four hours prior the holding of the meeting. The bulletin board adjacent to the City Council Chambers and the City Clerk's Office has been the official meeting notice location for all City meetings for a number of years and seems reasonable as a location for the Fire Authority Board meetings as well.

STAFF RECOMMENDATION

Approve the Resolution as submitted

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

Resolution

RESOLUTION # R-081

A RESOLUTION ESTABLISHING THE 2018 MEETING LOCATION, TIME AND DATES AND DESIGNATING THE LOCATION FOR POSTING MEETING NOTICES OF THE LOVELAND FIRE RESCUE AUTHORITY

WHEREAS, on August 19, 2011, the Loveland Fire Rescue Authority (“Fire Authority”) was created by the Intergovernmental Agreement for the Establishment and Operation of the Loveland Fire Rescue Authority as a Separate Governmental Entity (“Formation Agreement”) the City of Loveland and the Loveland Rural Fire Protection District; and

WHEREAS, pursuant to the Section 1.4(a) of Article I of the Formation Agreement the Fire Authority Board (“Board”) is required to hold monthly meetings at a time and place fixed by resolution of the Board; and

WHEREAS, pursuant to C.R.S. § 24-6-402, the Board is also required to provide full and timely notice of such meetings by annually designating a public place for posting of such notices that is within the local public body’s boundaries and by posting such notices; and

WHEREAS, purpose of this resolution is to establish the Board’s 2018 regular meeting location, time and dates and to designate a public place for posting notice of such meetings.

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

Section 1. That regular Board meetings shall be held at Fire Station 2, 3070 West 29th Street, Loveland, Colorado 80537, in the Community Room, at 1:30 p.m. on the following 2017 dates: January 31, February 28, March 28, April 25, May 30, June 27, July 25, August 29, September 26, October 31, November 28, and December 19.

Section 2. That the designated location for the posting of meeting notices of the Fire Authority shall be the bulletin board immediately adjacent to the Loveland City Council Chambers located at 500 East 3rd Street, Loveland, Colorado 80537.

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

ADOPTED this 13th day of December, 2017.

ATTEST:

Jeffrey M. Swanty, Chairperson

Kristen Cummings, Secretary

Agenda Item Cover

Item No.: 4

Meeting Date: December 13, 2017

Prepared By: Mark Miller, Fire Chief



TITLE

Conduct Election of Loveland Fire Rescue Authority Officers

EXECUTIVE SUMMARY

The officers of the Authority shall be a Chairperson, Vice-Chairperson and Secretary, and such other officers and assistant officers as may be authorized by the Board from time to time, to perform such duties as may be approved by the Board. All officers shall be elected by a majority of the Board Members present and voting. The Chairperson and Vice-Chairperson shall be members of the Board, but the Secretary and other officers of the Authority need not be members of the Board. At the first meeting of the Board, the Board shall appoint officers who shall serve in their elected capacities for one year. Thereafter, officers shall be appointed annually by the Board at the Board's last regularly scheduled meeting of each calendar year. Vacancies may be filled and new officers may be appointed at any meeting of the Board.

BACKGROUND

The following descriptions pertain to each elected position:

Chairperson:

The Chairperson shall preside at all meetings and, except as otherwise delegated by the Board, shall execute on behalf of the Authority any legal instruments approved by the Board. The Chairperson shall execute all ministerial documents on behalf of the Authority. The Chairperson, subject to these Bylaws, shall decide all points of order or procedure unless otherwise directed by a majority of the Board present.

Vice-Chairperson:

The Vice-Chairperson shall perform all of the Chairperson's duties in the absence of the Chairperson.

Secretary:

The Secretary shall maintain the official records of the Authority.

Additional Duties:

The officers of the Board shall perform such other duties and functions as may be required by the Board from time to time, by the Bylaws or rules and regulations of Authority, by law, or by special exigencies which shall later be ratified by the Board.

STAFF RECOMMENDATION

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

Per LFRA adopted By-Laws

ATTACHMENTS - None

Agenda Item Cover

Item No.: 5

Meeting Date: December 13, 2017

Prepared By: Mark Miller, Fire Chief



TITLE

Consider a Motion to Approve the Intergovernmental Agreement with the City of Loveland Regarding Impact Fees

EXECUTIVE SUMMARY

As a matter of due diligence, and to meet legal obligations, the LFRA Board must approve the IGA between the City of Loveland and the LFRA Board.

BACKGROUND

As a matter of background, the Loveland City Council approved the IGA that allows LFRA to collect Impact Fees at their regularly scheduled City Council meeting on November 21, 2017. The vote was unanimous.

The LFRA Board approved the Impact Fee schedule that was prepared by BBC consulting, on September 27, 2017.

AS a matter of note, City Council will consider an ordinance on December 12, 2017 to suspend the annual adjustment of the 2017 Fire-Rescue CEFs that would otherwise occur on January 1, 2018 pursuant to City Code Section 16.38.110, leaving the Fire-Rescue CEFs in effect at the level of the 2017 Fire-Rescue CEFs, without adjustment for 2018. If Council approves this ordinance on first reading, second reading will be December 19, 2017.

STAFF RECOMMENDATION

Staff recommends the LFRA Board make a motion to approve the IGA between the City of Loveland and LFRA, which allows LFRA to collect Impact Fees, beginning January 1, 2018.

FINANCIAL/ECONOMIC IMPACTS

Impact Fees will have a positive impact of revenue for LFRA.

ASSOCIATED STRATEGIC GOALS

Deliver cost effective services.

ATTACHMENTS

Impact Fee IGA between the City of Loveland and LFRA.

**INTERGOVERNMENTAL AGREEMENT FOR THE
ASSESSMENT, COLLECTION, AND REMITTANCE OF EMERGENCY SERVICES
IMPACT FEES**

This INTERGOVERNMENTAL AGREEMENT FOR THE ASSESSMENT, COLLECTION, AND REMITTANCE OF EMERGENCY SERVICES IMPACT FEES ("**Agreement**") is entered into by and between the City of Loveland ("**City**") and the Loveland Fire Rescue Authority ("**Authority**"). The City and the Authority are referred to collectively as the "**Parties**" or individually as a "**Party**".

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 protection, rescue, and emergency services (collectively, "**Emergency Services**"), as well as other 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;

WHEREAS, prior to the Authority's establishment, the City provided the Emergency Services within the City's jurisdiction and the District's jurisdiction directly, or, with respect to the District's jurisdiction, by contract through the City's Fire Rescue Department;

WHEREAS, historically, the City collected a fire services capital expansion fee on new development within the City's jurisdiction to provide or assist with the financing required to acquire, develop, and maintain fire stations and other Emergency Services capital facilities ("**City Fire CEF**");

WHEREAS, because the Authority now provides the Emergency Services to new development within the City's jurisdiction, the City determined that it should suspend collection of the City Fire CEF and, instead, an Emergency Services impact fee should be assessed and collected by the City and remitted to the Authority ("**Authority Impact Fee**") pursuant to and for the purposes described in the Impact Fee Act, C.R.S. § 29-20-104.5;

WHEREAS, the Authority obtained an Impact Fee Study dated October 19, 2017 to evaluate the nexus between new development within the Authority's jurisdiction and the projected impact that such development has on the Authority's Capital Facilities ("**Nexus Study**"). The Nexus Study quantified the reasonable impacts of both new residential and non-residential development on the Authority's Capital Facilities; and

WHEREAS, on November 13, 2017, the Authority's Board of Directors ("**Board**") adopted a Resolution approving an impact fee schedule at levels no greater than necessary to defray the impacts directly related to development within the Authority's jurisdiction as determined by the Nexus Study. A copy of the approved Impact Fee Schedule is attached hereto as Attachment 1; and

c. The City retains the right to waive the Authority Impact Fee on the development of low- or moderate-income housing or affordable employee housing as defined by the City, as provided in C.R.S. § 29-20-104.5(5), and the right to defer payment of the Authority Impact Fee until the issuance of a building permit or certificate of occupancy, as provided in C.R.S. § 29-20-104.5(6). Additionally, the City shall not be required to backfill the Authority Impact Fee, if waived under this paragraph 2(c), pursuant to Loveland Municipal Code 16.43.070(A), unless said section is hereafter amended by the City to provide for such backfill.

3. Procedures for Assessment, Collection, and Remittance.

a. As part of its Development Permit application process, the City shall direct the developer of any proposed new development within the City's and Authority's joint jurisdictional boundaries to contact the Authority in order to confer regarding whether, under the Impact Fee Schedule (or any Updated Impact Fee Schedule), an Authority Impact Fee is owed and, if owed, the amount of the Authority Impact Fee. The developer and the Authority may mutually determine whether an in-kind contribution will be made by the developer to the Authority in lieu of paying all or portion of an Authority Impact Fee ("*In-Kind Contribution*"). The developer and the Authority shall sign an Impact Fee Form that is substantially the same as the form attached hereto as Attachment 2, stating one of the following: (i) an Authority Impact Fee is not owed; (ii) an Authority Impact Fee is owed and the amount of the Authority Impact Fee; or (iii) the developer will make an In-Kind Contribution as described in the Impact Fee Form.

b. The developer shall submit the signed Impact Fee Form with any other documentation required by the City as part of the Development Permit application process.

c. The City shall promptly notify the Authority of the City's final decision on whether to grant or deny the Development Permit application. If the City denies the Development Permit application, the developer shall not be required to pay an Authority Impact Fee or make an In-Kind Contribution to the Authority. If the City grants the Development Permit application, the Development Permit shall require the developer to pay the Authority Impact Fee or to make the In-Kind Contribution to the Authority.

d. The City shall collect any Authority Impact Fee owed by the developer concurrently with the collection of any other City capital expansion fees collected in connection with the development, or, if no City capital expansion fees will be collected, then prior to the issuance of a certificate of occupancy for any improvements within the development. The City shall remit all Authority Impact Fees received by the City to the Authority by daily automatic deposits to such financial account as is established by the Authority, or such other payment method as is mutually agreed upon by the Parties. Any In-Kind Contribution owed by the developer shall be made directly to the Authority, and the Authority shall promptly notify the City when it has accepted an In-Kind Contribution from the developer. The City shall not issue a certificate of occupancy for any improvements within the new development until the developer has paid the Authority Impact Fee to the City, or the Authority has notified the City that the Authority accepted the In-Kind Contribution from the developer. For purposes of this paragraph 3(d), if an In-Kind Contribution to be made by the developer constitutes construction of improvements, or the conveyance of any apparatus, equipment, or real property, then "acceptance" shall mean a written agreement between the Authority and the developer for such construction or conveyance.

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, then the non-defaulting Party shall have the right to bring an action for any remedy available to such Party in equity or at law; provided that any remedy of damages shall be limited to actual moneys owed and accrued interest associated with such moneys.

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 under common law or pursuant to statute, including but not limited to the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*

8. Defense of the City. To the extent permitted by law, the Authority shall indemnify and hold harmless the City, its officers, agents, and employees from and against any and all claims, liabilities, costs, expenses, penalties, attorneys' fees, and defense costs (collectively, "Claims") arising from a denial of a certificate of occupancy or other City-issued permit due to nonpayment of any Authority Impact Fee or failure to make an In-Kind Contribution, the Impact Fee Schedule, the Updated Impact Fee Schedule, or the failure of the Authority to comply with C.R.S. § 29-20-104.5, *et seq.* To the extent permitted by law, the Authority shall, at its own cost, investigate, handle, respond to, and defend against such liability, claims, or demands related thereto and shall bear all other related costs and expenses, including court costs and attorneys' fees. The Authority shall have the right to select legal counsel to represent it in connection with any Claims coming within this paragraph 8.

9. Entire Agreement. This Agreement is the entire Agreement between the Parties with respect to the matters covered by it, and supersedes any prior understanding or agreements, oral or written, with respect thereto.

10. Notices and Requests. Any notice permitted or required by this Agreement shall be in writing and shall be hand-delivered or sent by certified or registered mail, postage prepaid, return receipt requested, to the following addresses. Notices are effective upon receipt.

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

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

With a copy to:

City Attorney's Office
Attn: City Attorney
500 East Third Street
Loveland, CO 80537

11. Governing Law and Venue. This Agreement shall be 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 provision of this Agreement to the contrary, in no event shall either of the Parties be required to exercise

IN WITNESS WHEREOF, the Parties have executed this Agreement.

CITY OF LOVELAND, a home rule municipality of the State of Colorado

LOVELAND FIRE RESCUE AUTHORITY, a public entity of the State of Colorado

By: Stephen C. Adams
Stephen C. Adams, City Manager

By: Jeffrey G. Swanty
Jeffrey G. Swanty, Chairman

ATTESTED:
[Signature]
City Clerk, *Acting*

ATTESTED:

Secretary

APPROVED AS TO FORM:

[Signature]
Assistant City Attorney



Attachment 2

LOVELAND FIRE RESCUE AUTHORITY
IMPACT FEE FORM

Developer Information			
Development Company		State of Incorporation	
Address			
Telephone		Fax	
Contact Person			
Name		Title	
Telephone		Cell Phone	
Email Address			
Development Information			
Name of Development		Location (Address or Cross Streets)	
Residential Units		Non-Residential Uses	
Single Family (\$895.00 per unit)		Commercial (\$0.30 per square foot)	
Multifamily (\$622.00 per unit)		Industrial (\$0.03 per square foot)	
Impact Fee			
Check one: <input type="checkbox"/> No impact fee owed <u>or</u> <input type="checkbox"/> Impact fee owed in the amount of \$ _____			
If applicable: <input type="checkbox"/> An in-kind contribution will be made in lieu of paying all or a portion of an impact fee. Description of the in-kind contribution (attach additional information if necessary) and amount of impact fee off-set:			

The developer must submit this signed Impact Fee Form with the other documentation required by the City of Loveland as part of its development permit application process. If the City denies the application, the developer is not required to pay the Impact Fee or make an In-Kind Contribution to the Authority. If the City grants the application and issues a development permit, the developer must pay the Impact Fee and/or make the In-Kind Contribution or enter into a written agreement with the Authority to make the In-Kind Contribution before the City will issue a certificate of occupancy for any improvements within the development.

DEVELOPER:

LOVELAND FIRE RESCUE AUTHORITY:

By: _____
Date: _____

By: _____, Fire Chief
Date: _____

Agenda Item Cover

Item No.: 6

Meeting Date: December 13, 2017

Prepared By: Andrea Wright, HR Manager



TITLE

Consider a Motion to Approve Revisions to the Pay and Employment Decisions
Administrative Regulation

EXECUTIVE SUMMARY

Submitted for LFRA Board consideration is the Pay and Employment Decisions Administrative Regulation (AR). This AR has been revised to be conducive to the LFRA working environment and consistent with LFRA practices.

BACKGROUND

During the employee transition to the Authority, the LFRA board approved all the existing administrative regulations developed by the City of Loveland. All new or revised administrative regulations need to be approved by the LFRA Board.

A number of changes are proposed and rationale provided in the attached "Proposed Changes – Pay & Employment Decisions". Changes and clarification surround probationary periods, starting pay for new hires and promotions, an added benefit status, exempt staff expectations and responsibilities, and acting/interim assignments.

STAFF RECOMMENDATION

Approve the administrative regulation as proposed.

FINANCIAL/ECONOMIC IMPACTS

No negative financial impact on the approved budget.

ASSOCIATED STRATEGIC GOALS

Deliver cost effective services.

ATTACHMENTS

Proposed Changes – Pay & Employment Decisions
Pay & Employment Decisions AR



PROPOSED Changes – Pay and Employment Decisions AR

Below is a listing of significant changes to the Administrative Regulation Pay and Employment Decisions.

Current: The probationary period for all employees is 12 months.
 Proposed: Probationary period for sworn positions remains 12 months; probationary period for non-sworn positions is six (6) months.
 Rationale: LFRA went to a 12 month probationary period because it was determined that six (6) months (City policy) was not sufficient time to assess shift personnel due to their schedule and unpredictable nature of their profession. Non-sworn personnel (Administrative staff and CSD), however work 40 hour work weeks and the work is more predictable, thus allowing substantial opportunity to assess performance in six (6) months.

Current: Probationary period (at-will) status is from the date of hire only.
 Proposed: Probationary period (at-will) status is served upon hire, promotion, demotion, rehire after resignation or termination (except for reinstatement or re-employment to the same position within one year of separation), and lateral change to a position in a different division.
 Rationale: Employees assuming a new position or rehired are in similar positions to new hires – they are learning a new role, expectations and procedures therefore LFRA would benefit from having the ability to assess performance in the same manner as new employees, including not going through due process, if needed.

Current: No option to extend the probationary period.
 Proposed: LFRA may unilaterally extend an employee's probationary period with approval from the Fire Chief, in consultation with the Human Resources Manager. If extended, the employee remains in a probationary status until specifically released from that status.
 Rationale: This option to extend probationary periods allows the opportunity to more adequately assess performance in situations such as an employee is away from work for an extended period of time or there were not adequate opportunities to assess an employee's essential functions (i.e. no fires)

Current: Employees may be eligible for a merit based pay increase when the probationary period is successfully completed.
 Proposed: Removed. Employees will receive their full pay at the time of position change.

- Rationale: LFRA values all of our employees and would like to demonstrate that value at the time an employee is hired, promoted, rehired. We are in a competitive job market and being able to offer all of the pay we can up front is one element to attracting candidates. Average salary savings may decrease approximately 25-30% for one year (based on 2017 data).
- Current: Wildland Firefighters are currently placed in the "Part-Year" benefit status which only allows for them to work 10 months or less in any 12 month period.
- Proposed: Add a new category to Temporary Positions – "Variable Hour". These positions are wildland firefighter positions which, based on the position, the number of hours expected to work cannot be determined. Variable hour employees with zero hours in a 12-month period may be separated from employment.
- Rationale: Wildland Firefighters can be deployed throughout the country any time of year. Currently we separate employment with our wildland firefighters and then rehire them right away solely in an effort to comply with policy. This "variable hour" category would allow LFRA to keep wildland firefighters on for an extended period of time without violating policy.
- Current: The Temporary Position section does not identify temporary employees as "at will".
- Proposed: Added: Temporary employees are considered "at will", meaning their employment may be terminated for any legal reason and there is no right to appeal the decision through the Administrative Regulation "Due Process".
- Rationale: Clarity and transparency to the absence of due process for temporary employees.
- Current: Employees in exempt positions are expected to work a minimum of 40 hours per workweek.
- Proposed: Change to "...the hours necessary to satisfactorily perform the duties of the position, typically a minimum of 80 hours each pay period".
- Rationale: Allows more flexibility for exempt employees to manage their workload and fluctuating schedules.
- Current: Exempt employees must fill out a time sheet only when they need to document leave time (exception only reporting).
- Proposed: Identify LFRA's additional exception of extra straight time for Operations Captains and Battalion Chiefs who are paid extra straight time for approved hours such as recall to duty, deployments, and vacancy fills (minimum of two hours).
- Rationale: This exception is a practice not currently documented in policy.

Current: Acting/Interim Assignments are identified as being temporarily assigned to a position assuming a leadership role with a higher level of responsibility.

Proposed: Identify acting/interim assignments as being temporarily assigned to a position assuming a role with a higher level of responsibility or having an increased workload due to a vacancy or special project.

Rationale: This allows for temporary pay increases in situations such as when LFRA's Administrative Director left and work was disbursed however none of those employees were "assuming a leadership role with a higher level of responsibility".

Current: While in an acting/interim assignment for more than two consecutive weeks (27 day work period for shift personnel), employees are eligible for a temporary pay increase – either a 5% increase to their pay level or move to the minimum of the higher positions' pay grade, whichever is greater.

Proposed: The employee's pay will be increased as approved by the Fire Chief, in consultation with the Human Resources Manager.

Rationale: This change allows some flexibility based on budget.



ADMINISTRATIVE REGULATION (AR)

PAY AND EMPLOYMENT DECISIONS (Revised from City AR-00054)
FESSAM #7E.1 & 7E.2

Effective: 01/01/2016

I. SCOPE:

This Administrative Regulation applies to all Loveland Fire Rescue Authority (LFRA) employees including Regular, Variable Hour, and Temporary ~~and Seasonal~~.

II. PURPOSE:

This Administrative Regulation ensures that all LFRA employees have an understanding of pay decisions, employment changes, benefit status, and position classification.

III. DEFINITIONS:

- **FLSA** refers to Fair Labor Standards Act.
- **ACA** refers to the Affordable Care Act which encompasses the Patient Protection and Affordable Care Act and the Health Care and Education Reconciliation Act of 2010.
- **Exempt** refers to employees in positions that are classified as exempt from overtime per FLSA.
- **Non-Exempt** refers to employees in positions that are classified as having the ability to receive overtime per FLSA.
- **Compensatory time** refers to time off with pay that is granted in lieu of overtime pay earned at one and one half times for every hour of overtime worked
- **De minimis** refers to insubstantial or insignificant periods of time outside scheduled work hours that need not be paid and is limited to no more than ten (10) minutes per work week.
- **Position classification** relates to how a position is categorized for purposes of pay (exempt or non-exempt).
- **Benefit status** relates to how a position is categorized for purposes of benefit eligibility (regular, variable hour or, temporary, ~~or seasonal~~).
- **Employment change** refers to transfers/reassignments, promotions, voluntary or involuntary demotions, reclassifications, market adjustments, and/or restructuring ~~that is~~ not associated with a reduction-in-force. Placements in ~~a~~ temporary, rotational assignment and Police Department Collateral or sSpecialized assignments are excluded.

IV. POLICY:

Pay decisions are based on the following criteria: performance, qualifications, relevant experience, knowledge, skills, abilities, internal alignment, ~~and~~ external alignment with market and budget. All rates of pay will be within the pay range established for the position using a market-based approach, unless an exception is specifically approved by the



ADMINISTRATIVE REGULATION (AR)

**PAY AND EMPLOYMENT DECISIONS (Revised from City AR-00054)
FESSAM #7E.1 & 7E.2**

Effective: 01/01/2016

42 Fire Chief.
43
44
45
46
47

48 **Benefit Status** 49

50 1. Regular Positions 51

52 A regular position is one that is needed on an ongoing basis. Regular positions can
53 be further defined as either full-time or part-time, depending on the hours budgeted for the
54 position.

- 55 • *Full-Time*

56 Full-time, regular positions are budgeted for 40 hours per seven day work period (216
57 hours in a 27 day work period for ~~Fire~~-shift personnel). Employees in such positions
58 are eligible for LFRA's complete benefits package.
59

- 60 • *Part-Time*

61 Part-time, regular positions are budgeted for less than 40 hours per seven day work
62 period (less than 108 hours in a 27 day work period for ~~Fire~~-shift personnel).
63

64 Employees in positions that are budgeted for less than 20 hours per seven day work
65 period are not eligible for benefits but will receive the required workers' compensation
66 coverage and social security contribution.
67

68 Employees in positions that are budgeted for 20 - 39 hours are eligible for LFRA's
69 complete benefits package on a prorated basis determined by the number of work
70 hours budgeted for the position. Employees in positions that are budgeted for 30 - 39
71 hours are eligible for medical benefits at the full-time benefit level.
72

73 A part-time regular employee's scheduled hours may exceed the employee's benefit
74 level by no more than an average of four (4) hours per week as calculated on an annual
75 basis. If the average is expected to go above four (4) hours per week, the supervisor
76 must notify both the Division Chief ~~or his/her designee~~ and the Human Resources
77 ~~Director~~ Manager. Part-time regular employees must account for their budgeted hours
78 each work week through hours worked and/or leave accruals.
79

80 If a part-time regular employee works more or less hours than budgeted for a position,
81 the prorated amount of benefits coverage will not be automatically adjusted. At least
82 annually, and in accordance with ACA, Human Resources will evaluate the hours
83 worked and determine if a position's benefit status should be changed. ~~LFRA-The Fire~~
84 Chief will be notified of any budget implications. Changes are not retroactive and
85



ADMINISTRATIVE REGULATION (AR)

**PAY AND EMPLOYMENT DECISIONS (Revised from City AR-00054)
FESSAM #7E.1 & 7E.2**

Effective: 01/01/2016

86 benefits are not paid retroactively.

87
88 • *Probationary Employment*

89 All Regular employees ~~of LFRA~~ are considered probationary until they satisfactorily
90
91 perform the duties of their position for the required probationary period.

92
93 During the probationary period employees are considered "at will", meaning their
94 employment may be terminated for any legal reason and there is no right to appeal the
95 decision through the Administrative Regulation "Due Process".

96
97 Probationary periods are served upon: hire, promotion, demotion, rehire after
98 resignation or termination (except for reinstatement or re-employment to the same
99 position within one year of separation), and lateral change to a position in a different
100 division. Probationary periods are not served when employment changes are made
101 as a result of position reclassifications, reductions-in-force, or reinstatement from
102 disability separation to the same position.

103
104 The probationary period for non-sworn positions is employees is six (6) months; ts
105 from date of hire in a regular position, with the exception of LFRA Employees hired
106 on or after January 1, 2016, whose probationary period is twelve (12) months. the
107 probationary period for sworn positions is 12 months. All employees shall receive a
108 performance review upon the completion of the probationary period. LFRA may
109 unilaterally extend an employee's probationary period with approval from the Fire
110 Chief, in consultation with the Human Resources Manager. If extended, the
111 employee remains in a probationary status until specifically released from that status.

112
113 When the probationary period is satisfactorily completed, the employee is considered
114 "for cause". "For cause" employees are eligible for due process as outlined in LFRA's
115 Administrative Regulations "Due Process".

116
117 ~~Employees shall receive a performance review upon the completion of the~~
118 ~~probationary period. At such time, employees may be eligible for a merit based~~
119 ~~increase.~~

120
121 2. Temporary Positions

122
123 Temporary positions are needed on a short-term basis(not exceeding 12 months) or
124 variable hour basis and shall not exceed 12 months. These positions must average less than
125 30 hours per week unless an exception is approved by the Division Chief ~~or his/her designee.~~
126 Positions averaging 30 or more hours per week require a break in service of at least 13
127 consecutive weeks prior to being rehired or transferred to another temporary or regular non-
128 benefit eligible position, unless an exception is approved by the Division Chief ~~or his/her~~



ADMINISTRATIVE REGULATION (AR)

PAY AND EMPLOYMENT DECISIONS (Revised from City AR-00054)
FESSAM #7E.1 & 7E.2

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129 ~~designee.~~

130
131 Employees in temporary positions are not eligible for benefits but will receive the
132 required workers' compensation coverage and social security contribution. However, based
133 on ACA requirements temporary employees may be eligible for medical insurance if it is a
134 30 or more hours per week position or if the employee averages 30 or more hours per week.
135 If a temporary position lasts longer than expected, the employee filling that position is not
136 automatically eligible for LFRA benefits. If an employee in a temporary position moves into
137 a regular, benefit-eligible position, benefit coverage is not retroactive.

138
139 Employees ~~holding any position in one year~~ must reapply for the same or similar
140 positions ~~in any following year following separation of employment.~~ In accordance with
141 LFRA's Administrative Regulation "Hiring

142
143 Process", ~~Supervisory~~ personnel are not authorized to make any representations to
144 employees that they will be selected to fill the same position ~~in the following year following~~
145 separation of employment.

146
147 Temporary employees are considered "at will", meaning their employment may be
148 terminated for any legal reason and there is no right to appeal the decision through the
149 Administrative Regulation "Due Process".

150
151
152 Temporary positions can further be defined as part-year, variable hour, or special
153 assignment, ~~DOL seasonal, or ACA seasonal~~ based on the following parameters:

154
155 • *Part-Year*

156
157 These positions reoccur annually with LFRA and are budgeted to work ten (10) months
158 or less out of any 12 month period. However, employment in part-year positions with
159 LFRA will be terminated based upon the needs of LFRA.

160
161 • *Variable Hour*

162 These positions are wildland firefighter positions which based on the position, the
163 number of hours expected to work cannot be determined. Variable hour employees
164 with zero hours in a 12-month period may be separated from employment.

165
166
167 • *Special Assignment (including internships)*

168 These positions are needed for a defined period of time which may not exceed 12
169 consecutive months. If a position is needed beyond the one year maximum, LFRA shall
170 either request the position become a regular position through the budget process or
171 request an extension from the Fire Chief.

172
173 1. Internships are considered special assignments and can be further defined as:



ADMINISTRATIVE REGULATION (AR)

**PAY AND EMPLOYMENT DECISIONS (Revised from City AR-00054)
FESSAM #7E.1 & 7E.2**

Effective: 01/01/2016¹⁷⁴

- 175 • Paid Internships:
176 Internships classified as special assignments, which require pay at the
177 minimum wage and overtime if the position does not meet the "unpaid
178 internship" FLSA guidelines.
- 179 • Unpaid Internships
180 Under the FLSA, an internship need not be paid the minimum wage and
181 overtime if the following six criteria are met:
182
183 1. The internship, even though it includes actual operation of the
184 facilities of the employer, is similar to training which would be given
185 in an educational environment;
186 2. The internship experience is for the benefit of the intern;
187 3. The intern does not displace regular employees, but works under
188 close supervision of existing staff;
189 4. The employer that provides the training derives no immediate
190 advantage from the activities of the intern; and on occasion its
191 operations may actually be impeded;
192 5. The intern is not necessarily entitled to a job at the conclusion of
193 the internship; and
194 6. The employer and the intern understand that the intern is not
195 entitled to wages for the time spent in the internship.
196
197

198 **Position Classification**

199 The Fair Labor Standards Act (FLSA) requires that all positions are classified as
200 either exempt or non-exempt.
201

202 Non-exempt

203 The FLSA overtime provision applies to non-exempt positions. Employees in such
204 positions are eligible to receive overtime pay or compensatory time at one and one-half times
205 their regular rate of pay for hours worked over 40 in a seven day work period (over 216 hours
206 in a 27 day work period for ~~Fire~~ shift personnel).
207

- 208
209 • Employees in positions that are classified as non-exempt by FLSA must report all
210 time worked, with the exception of time considered de minimis.
211
212 • Non-exempt employees may be provided with a work break of 15 minutes within
213 a consecutive four (4) hour period. The scheduling of a work break will depend
214 on the needs of LFRA and is determined by the supervisor. Break time may not
215 be accrued by an employee to extend a lunch period or to shorten the work day.
216
217 • Non-exempt employees must have supervisor approval prior to working overtime.
218



ADMINISTRATIVE REGULATION (AR)

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219 This includes, but is not limited to, checking email, voicemail, text messages and
220 other work-related duties outside of regularly scheduled hours. Employees must
221 record all time worked (with the exception of de minimis time) regardless of
222 supervisor pre- approval; hHowever, working unauthorized overtime may lead to
223 disciplinary action. The time records maintained by LFRA's timekeeping system
224 are the only official record of hours worked. Any employee who has a separate
225 record that varies from his or her reported hours worked is required to provide a
226 copy of the alternate record to Payroll and Human Resources immediately at the
227 conclusion of each pay period, to ensure that any discrepancies can be promptly
228 addressed so that the employee is paid fully for all hours actually worked.

- 230 • For any overtime worked it is at LFRA's discretion as to whether employees
231 receive overtime pay or compensatory time. Employees who earn compensatory
232 time may bank a maximum of 60 hours. If an employee has reached the maximum
233 accrual for compensatory time the employee will receive overtime pay.
- 234
- 235 • Supervisors may require employees to exhaust accrued compensatory time
236 before allowing the use of vacation leave.

239 Exempt

240
241
242 Employees in exempt positions are not eligible for overtime compensation. Per the
243 FLSA, exempt employees are not required to be paid for all hours worked. Employees in
244 exempt positions are expected to work the hours necessary to satisfactorily perform the
245 duties of the position, typically a minimum of 40-80 hours ~~per workweek each pay period~~ and
246 are not required to be paid or given time off in lieu of pay for hours over ~~40 per workweek~~ 80
247 hours per pay period.

248
249 All employees in positions that are classified as exempt by FLSA are required to
250 report hours as follows:

- 251
- 252 • Exempt employees must fill out a time sheet only when they need to document
253 either leave time or extra straight time (exception only reporting):
 - 254 ○ Leave time (exception only reporting): exempt employees report all
255 hours absent unless supervisors allow time off in recognition of
256 excessive hours worked. This time off is not an accrual and should not
257 be granted on an hour for hour basis.
 - 258 ○ Extra straight time: Operations Captains and Battalion Chiefs are paid
259 extra straight time for approved hours such as recall to duty,
260 deployments, and vacancy fills (minimum of two hours).
- 261
- 262 • Division Chiefs ~~or his/her designees~~ may consider granting paid administrative leave
263 time, for future use, up to a maximum of 16 hours per year to exempt employees. Upon
264 granting paid administrative leave, Division Chiefs ~~or his/her designees~~ shall notify



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265 the Human Resources ~~Director~~Manager. Division Chiefs ~~or his/her designees~~ may
266 request additional administrative leave with Fire Chief approval. This administrative
267 leave is not to be granted on a formula basis.

268
269 Division Chiefs ~~or his/her designees~~ may require additional time reporting
270 requirements for internal LFRA documentation in order to compile data on time worked by
271 project basis or similar operational data. Such time reporting is not to be confused with the
272 exception only time reporting required for payroll.

273
274 Exempt employees must be paid on a salary basis. This means exempt employees
275 will regularly receive a predetermined amount of compensation each work week, pay period
276 ~~on a weekly basis~~. LFRA is committed to complying with salary basis requirements which
277 allow for properly authorized deductions.

278
279 If an exempt employee believes an improper deduction has been made to his or her
280 salary, the employee should immediately report this to Human Resources. Reports of improper
281 deductions will be promptly investigated. If it is determined that an improper deduction has
282 occurred, the employee will be promptly reimbursed.

283
284 **Basis For Mandate:**

- 285 • Fair Labor Standards Act
- 286 • Patient Protection and Affordable Care Act (PPACA)

IV. PROCEDURE:

287 Employment changes are made at the discretion of the Division Chiefs ~~or his/her~~
288 ~~designee~~ in compliance with relevant regulations and procedures and in consultation with the
289 Human Resources ~~Department~~Manager.

- 290
291 • Employment change refers to transfers/reassignments, promotions, voluntary or
292 involuntary demotions, reclassifications, market adjustments, and/or restructuring
293 that is not associated with a reduction-in-force. Placement in a temporary
294 assignment or ~~s~~Specialized assignments are excluded.

295
296 Regular, non-probationary, employees are afforded due process, as outlined in
297 LFRA's "Due Process" Administrative Regulation, for employment changes that result in an
298 adverse impact on base pay (excludes ~~Collateral~~, ~~s~~Specialized, rotational and temporary
299 assignments). For all other employment changes employees may utilize the procedures in
300 the "Open Doors" Administrative Regulation.

301
302 **Unpaid Leave**

303
304 If an employee is unable to perform the essential functions of their position, they
305 may be placed on unpaid leave in accordance with LFRA's Administrative Regulation "Due



ADMINISTRATIVE REGULATION (AR)

**PAY AND EMPLOYMENT DECISIONS (Revised from City AR-00054)
FESSAM #7E.1 & 7E.2**

Effective: 01/01/2016

306 Process".

307

308 Voluntary Demotions

309

310 If an employee chooses a voluntary demotion, i.e. an employee voluntarily chooses
311 to apply for and is selected for a position in a lower pay grade, pay rate, and/or reduced
312 budgeted hours, the employee's accrued leave will be handled as follows:

313

314 • The employee accrues leave at the appropriate rate regarding length of service with
315 LFRA, budgeted hours and classification of the new position.

316

317 • All unused medical leave and floating holiday leave for the year remains intact for
318 the employee in the new position.

319 • If an employee is eligible for "Banked Sick Leave", balances are paid out at the time
320 of separation of employment from LFRA and are based on the employee's rate of pay
321 at the time of separation.

322

323 • All accrued vacation leave in excess of the maximum accrual appropriate to the
324 employee's new benefit status is paid out at the higher rate of pay at the time of the
325 change. Any remaining balance is carried over into the employee's new position.

326

327 • Upon separation of employment from LFRA, the employee is entitled to a payout of
328 applicable accrued leave based on the employee's rate of pay at that time.

329

330 Acting / Interim Assignments

331

332 If an employee is temporarily assigned to a position ~~assuming a leadership role~~ with
333 a higher level of responsibility (excluding individual development plans) or has an increased
334 workload due to a vacancy or special project for more than two (2) consecutive weeks (27
335 day work period for ~~Fire~~-shift personnel), the employee is eligible for a temporary pay
336 increase for the acting/interim period from the first day of assignment. The employee's pay
337 will be increased for the length of the temporary assignment as approved by the Fire Chief,
338 in consultation with the Human Resources Manager. ~~shall receive either a 5% increase to~~
339 ~~their base pay level or move to the minimum of the higher positions' pay grade, whichever is~~
340 ~~greater.~~ An acting/interim assignment does not affect benefits status or position classification.

341

342 ~~Fire~~-Shift Schedule

343

344 An employee who moves from a position on the ~~Fire~~-shift schedule to a position on a
345 non-~~Fire~~-shift schedule will have all leave converted to the applicable leave balance for the
346 new position and will accrue leave at that applicable rate.

347



ADMINISTRATIVE REGULATION (AR)

**PAY AND EMPLOYMENT DECISIONS (Revised from City AR-00054)
FESSAM #7E.1 & 7E.2**

Effective: 01/01/2016

348 **Reclassification and/or Position Review**

349

350

351

352

353

354

355

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Requests for position or reclassification reviews shall be made through the Human Resources ~~Department~~ Manager. Any request for a reclassification or position review requires Division Chief ~~or his/her designee~~ approval. It may become necessary to reduce or raise the pay of an employee due to an employment change. If an employee's pay is reduced or raised, the new rate of pay will be within the range established for the employee's position based on job analysis and compensation review.

VI. OTHER RELATED REGULATIONS & PROCEDURES:

Medical Leave	Effective: 01/01/2016
Vacation Leave	Effective: 01/01/2016
Conduct, Performance, and Discipline	Effective: 01/01/2016
Due Process	Effective: 01/01/2016
Reduction-in-Force	Effective: 01/01/2016
Open Doors	Effective: 01/01/2016
Hiring Process	Effective: 01/01/2016

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VII. LFRA FIRE CHIEF SIGNATURE:

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Mark Miller, Fire Chief

Agenda Item Cover

Item No.: 7

Meeting Date: December 13, 2017

Prepared By: Kristen Cummings, Business Services Coordinator



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.

November Monthly Reports

- November Overview
- Administrative & HR Matters
- 2018 LFRA Strategic Plan
- Fire Station 7 Property
- Fire Operations Division Overview
- Human Resources Overview
- Community Safety Division Overview
- Worker's Compensation Statistics
- Station 7 Update
- Strategic Plan Update
- Jack Sullivan Update
- Discussion on visual aid for Fire Authority / Rural District partnership

Additional Topics For Board Update

- Chief's Report

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

- Chief's Report broken down
- Fire Chief's Monthly Report

Agenda Item Cover

Item No.: 7

Meeting Date: December 13, 2017

Prepared By: Kristen Cummings, Business Services Coordinator



- October Operations & HR Statistics
- November Community Safety Division Statistics
- November Worker's Compensation Statistics
- Letters & Articles

Chiefs Report

LFRA Fire Station #7 Project Update:

- The LFRA is nearing completion of the Fire Station #7-land acquisition phase. We are finalizing the requirements for the closing and the property we have selected will soon be under new ownership with the LFRA.
- Following the property purchasing process, a home and several outbuildings will be razed and the property will be ready for new construction.

Design Process

- While these processes are underway, LFRA staff is working with the Belford Watkins Group (BWG) in the programming and design phase of the fire station; including living quarters, workspaces, apparatus bays and exterior layout of the property.

Project Team

- LFRA has included a number of talented firefighters to participate as part of the LFRA Station Design Team.

Timeline

- We are excited to be ready for building permits and selecting the contractor to award the project in September of 2018.
- We expect construction to start in late October 2018, with a projected completion date in August of 2019. We anticipate Fire Station #7 to be staffed and ready for response by September 11, 2019.

Station 7 financing options/discussion:

- Projected loan amount for station and apparatus = \$3.6 million
- Apparatus for station = \$1.1 million
- Total station and apparatus = **\$4.7 million**
- Approximately \$1.9 million in CEF's currently
- Approximately \$600,000 in Tabor (originally appropriated for the burn building)
- Total CEF's and Tabor = **\$2.5 million**
- Consideration:
 - Maintain approximately \$600,000 in reserves (CEF's/Impact Fees)
 - Reimburse Rural District \$200,000
 - Total \$800,000 (reserves/Rural pay-off)
 - Available CEF's and Tabor funds - (\$2.5 - minus \$800,000) = \$1.7 million.)
- Total loan amount - (\$4.7 minus \$1.7) = **\$3.0 million**

Lender information:

- Communication with three lenders to date
- All very interested
- Loan term – 15 years (20 optional)
- Interest rate – 2.8 to 3.25
- Collateral – varies with lenders
- Approximate annual payment = \$275,000 - \$300,000

What is needed from LFRA Board:

- Discussion regarding next steps and direction to move forward with RFP and further negotiations with lenders with intent to lock in an interest rate prior to January 1.

MONTHLY REPORT

November 2017



FIRE ADMINISTRATIVE DIVISION

by Fire Chief Mark Miller

OVERVIEW

November Leadership Truism

“Learn to listen; the occupational disease of a poor leader is the inability to listen.”

ADMINISTRATIVE & HR MATTERS

- HR: recruiting, employee interviews, merit research, employee evaluations, compensation reviews, etc.
- New web site design and content nearly complete!
- Wrapping up year-end budget matters
- Presentation of Impact Fee proposal to City Council

2018 LFRA STRATEGIC PLAN

The 2018 Strategic Plan is complete! Staff formally presented the plan to City Council on November 28. Council had many pertinent questions and engaged staff in discussion about future capital investments, staffing, budget, performance measures, etc. We are thrilled to have a very comprehensive plan in place and, after some last minute editing, we will be making copies for all LFRA employees, Board members, Council members, FRAC members, etc. Once again, kudos to Special Projects Manager Randy Mirowski, and the Fire and Rescue Advisory Commission members for their commitment to the process, candid feedback, and constructive scrutiny of the plan. Their assistance was invaluable and integral to the success of the plan – Thank you!

FIRE STATION 7 PROPERTY

As previously mentioned, LFRA is planning to build a new “west side” fire station on the property just north of Big Thompson Elementary School on N. County Road 27. We are excited to have a station in west Loveland due to the growth of the jurisdiction as a whole. Filling in the current “gap” in response coverage on the west side of Loveland is a critical element in maintaining appropriate response times. Once the station is completed

(anticipated in mid to late 2019), it will have a significant effect of the ISO rating of homes and business in the area, ultimately reducing insurance costs for applicable homes.

We are within a week or two of closing on the property and have begun the station design process. Additionally we are researching financing options, and excited to move forward!

IMPACT FEES APPROVED WITHIN CITY OF LOVELAND

On November 21, Chief Miller gave a presentation to City Council on the collection of Impact Fees within the City of Loveland. As many know, the City of Loveland has collected Capital Expansion Fees (CEF's) on behalf of all departments, including LFRA, since 1984. CEF's are used to defer costs of capital infrastructure, and a way for “growth to pay its own way”. In 2016, the State legislature passed a bill to allow Special Districts/ Authorities to collect Impact Fees (same as CEF's). Prior to that time, only municipalities could collect said fees. The new bill now allows Authorities to collect fees in all the entities within their jurisdiction. In the case of LFRA, this meant we could collect fees in the City, Larimer County, and Town of Johnstown, in areas that lie within the LFRA boundaries, if approved by said entities.

In order for these fees to be collected, LFRA had to get approval from each entity, through an IGA to allow fees to be collected. The City granted approval of the IGA within the City of Loveland at the Council meeting on November 21. Within the next 30 days, LFRA hopes to finalize IGAs with the County and the Town of Johnstown, which would allow fees to be collected within those entities.

The Impact Fees can only be used to build capital infrastructure related to growth. This is significant for

MONTHLY REPORT

November 2017



FIRE ADMINISTRATIVE DIVISION, continued

by Fire Chief Mark Miller

IMPACT FEES APPROVED, continued

LFRA, in that it is a source of revenue that will allow us to build new fire stations and purchase new equipment to keep up with an ever-growing demand for service over our 190 square mile district.

FAREWELL TO MAYOR GUTIERREZ

On November 13, during the LFRA Board meeting, we gave special recognition to departing Mayor and Vice-Chairman of the LFRA Board, Cecil Gutierrez. Mayor Gutierrez had been an LFRA Board member since the inception of the Authority (2012), and served on the initial committee to determine what the best governing structure for the department prior to becoming an Authority. His commitment, compassion, and courage was invaluable to LFRA and his contributions will long be his legacy.

The Mayor was presented an Honorary Firefighter Helmet and Plaque (see wording below). He will be sorely missed! Thank you Mayor Gutierrez!

Presented To:

Mayor/LFRA Board Vice Chairman – Cecil Gutierrez

With sincere thanks for your dedicated, selfless, service to the Loveland Fire Rescue Authority. Unquestionably, your role as one of the “pioneers” of the LFRA has brought us to where we are today. The success of the Authority is directly related to the support, and Commitment, Compassion, and Courage you exemplified.

You have become iconic in Loveland as well as LFRA and we will miss your sincerity, kindness, sense of humor, friendship and leadership.

**On behalf of the men, women and Board members of LFRA, we are forever grateful for your devoted service.
January 2009 – November 2017**



Chief Miller presenting Mayor Gutierrez with a helmet and plaque

FIRE OPERATIONS DIVISION

by Division Chief Greg Ward

SIGNIFICANT INCIDENT RESPONSES

November 30, 2017



Units were dispatched to a report of a house fire in the south part of the city, as crews were arriving in the area smoke was visible from a two story house with the house next door severely exposed to the fire. Crews deployed multiple hose line to contain and control the fire to one structure. The house sustained heavy smoke and fire damage throughout. The neighboring home suffered blister paint on the exterior siding.

MONTHLY REPORT

November 2017



FIRE OPERATIONS DIVISION, continued

by Division Chief Greg Ward

SIGNIFICANT INCIDENT RESPONSES, continued

November 3, 2017



LFRA and Berthoud Firefighters responded to a house fire on South County Road 13 between Highway 402 and Highway 60. The initial officer on scene reported smoke showing

from the attic area near the chimney and that all of the occupants were out of the structure. Crews initiated a fire attack using fog nail lines into the attic space to suppress the fire. Due to the rural location of this fire, hydrants were limited in the area, water tenders were deployed to shuttle water from the nearest hydrant to the fire scene. The fire was contained to the attic and chimney area of the house.

November 6, 2017



A structure fire was reported at the Maple Terrace Apartments near East 23rd Street and Maple Drive. Engine 1 arrived on scene first and reported a working fire in one unit of a multi-unit building. While crews were deploying attack lines to control the large body of fire, other crews

were ensuring that the fire had not extended into adjoining units and verifying that the building was evacuated. The fire was brought under control in under 30 minutes, but crews remained on scene for several hours completing overhaul, fire cause investigation and customer support activities.

November 6, 2017



Crews responded to the second structure fire of the day at around 4:30PM, this one in the southwest portion of the city. The homeowner had arrived home to

find his house full of smoke, he exited the structure and initiated a 911 call. Engine 3 arrived on scene and reported smoke coming from the front door. Crews deployed a smoke curtain to control the air flow to the fire and initiated a fire attack on the second floor of the house. The house sustained fire damage in one room as well as significant smoke damage throughout.

November 21, 2017



Crews extinguished a rented storage unit fire inside a commercial building in downtown on West 4th Street. The fire was located on the second floor of the building, crews utilized a power saw to cut the metal door to the unit to access the fire. Fire damage was

limited one storage unit, however the adjacent units sustained smoke and water damage.

MONTHLY REPORT

November 2017



COMMUNITY SAFETY DIVISION

by Division Chief Ned Sparks

UPDATE / OVERVIEW

Training - Attended Fire Officer III / IV in Texas for two weeks.
DDA - work through permitting the Tree Lighting ceremony.
AAR - for Mountain Pacific with DRT.

BUSINESS PLAN REVIEW

Wolfpack Ninja Gym – Review of the site and meet with the business owners regarding the need for a code assessment for fire and building.

Loveland will host a 2015 IFC Overview Class - at our training center Feb. 20-22. This is an FMAC class, the same overview class that will be held the same dates in Colorado Springs. We worked with FMAC and Chief Lowrey from Boulder to bring the class north. This is the first time ever for an overview class in two different jurisdictions at the same time. We're hoping to fill the class to show FMAC it's a good option for members.

Special thank you to Deputy Fire Marshal Dann for ... the new website will have several improvements for our customers: (1) a Fire Code Development Guide to help architects and engineers design their projects to meet 2012 IFC requirements; (2) an on-line fee estimator so developers can quickly get an idea of how much a permit will cost and (3) hazardous materials worksheets to help engineers and architects provide information required by the IFC.

CODE ENFORCEMENT

- Lt. Dan Engelhardt:
 - Collaborated with members from LPD and Larimer County Sheriff and assisted with charges of 1st degree Arson for three related fires: Maple Terrace, E. 10th St Apt's., and King Storage.
 - Investigated and worked with LPD for another Arson fire on 19th ST SW. Charges are pending for 1st degree Arson, Cruelty to Animals and Child Abuse.
 - Pourhouse – basement issues, separation problems and storage.
 - Mo Betta – Occupancy Load problems.
 - Chillers – Ongoing problems with construction features.
 - Winter Wonderlights – ensure the inflatables were adequately secured.

- FIT - A-Shift (Wynkoop):
 - Inspections - 12 Haz-Mat permits due to some of the businesses having multiple permits. No major violations.
 - Presentations - Work with R2 performed a fire safety and fall safety presentation to 20-25 residents at the Wexford.

EMERGENCY MANAGEMENT

Capt. Mialy and PAO Scott Pringle attended the International Association of Emergency Managers (IAEM) 2017 Annual Training Conference, which included a great variety of educational and networking opportunities.

PAO Pringle attained a certificate of achievement for successfully completing the FEMA Emergency Management Institute's Advanced Professional Series training criteria.

COMMUNITY KUDOS

First Name	Sandy and Jeff
Last Name	Pauer/Barnes
Email Address	[REDACTED]
Phone Number	[REDACTED]
Address	Abarr Drive
Address 2	Not answered
City	Loveland
State	Colorado
ZIP Code	80538
Comments	Dear City of Loveland, CO: Three of our finest from the Loveland Fire Department just installed our new smoke detectors and furnished batteries for the same. What an incredible service. Thank you Loveland Fire Department and the City of Loveland for providing this service.
	Sandy Pauer and Jeff Barnes



Certificate of Appreciation

This certificate is proudly presented with our sincere appreciation for your contribution to the Veterans Day Remembrance activities conducted on

November 11th, 2017 in the city of Loveland.

Your commitment to our Great Nation and its Veterans is greatly appreciated and recognized by The Associated Veterans of Loveland and their represented organizations.

Attest:

This 11 Day of November, 2017

Edward T. Aitken
Edward T. Aitken

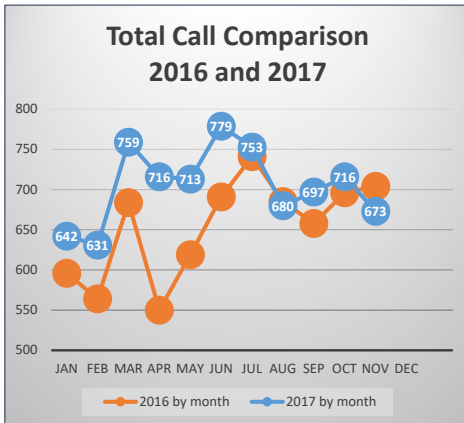
Bart Bartholomew
Bart Bartholomew

2017 Veterans Day Event Coordinator





LOVELAND FIRE RESCUE AUTHORITY Operations Division - November 2017



TOTAL CALLS FOR SERVICE - 2017 YEAR TO DATE

	Total Calls	Rural		Auto-Aid/ Mutual Aid	City % (With Mutual Aid Split)	Rural % (With Mutual Aid Split)
		Johnstown	Rural			
# Incidents	7,759	258	965	253	83.61%	16.35%
Percentage		15.76%		3.26%		

	Total Calls for Service (CFS)	# CFS City	Rural District			# CFS Mutual Aid	Undefined	% CFS City	% CFS Rural	% CFS Mutual Aid	City % (With Mutual Aid Split)	Rural % (With Mutual Aid Split)
			# CFS Johnstown	# CFS Rural (Minus Johnstown)	# CFS Rural Total							
November	673	557	25	71	96	20		82.76%	14.26%	2.97%	85.20%	14.80%
October	716	582	31	76	107	27	0	81.28%	14.94%	3.77%	84.38%	15.62%
September	697	572	20	96	116	9	0	82.07%	16.64%	1.29%	83.12%	16.88%
August	680	532	30	94	124	23	1	78.24%	18.24%	3.38%	81.01%	18.84%
July	753	594	24	105	129	30	0	78.88%	17.13%	3.98%	82.15%	17.85%
June	779	611	36	101	137	29	2	78.43%	17.59%	3.72%	81.49%	18.26%
May	713	583	12	94	106	24	0	81.77%	14.87%	3.37%	84.53%	15.47%
April	716	588	24	81	105	23	0	82.12%	14.66%	3.21%	84.76%	15.24%
March	759	613	21	99	120	24	2	80.76%	15.81%	3.16%	83.36%	16.38%
February	631	518	17	71	88	27	2	82.09%	13.95%	4.28%	85.60%	14.72%
January	642	530	18	77	95	17	0	82.55%	14.80%	2.65%	84.73%	15.27%

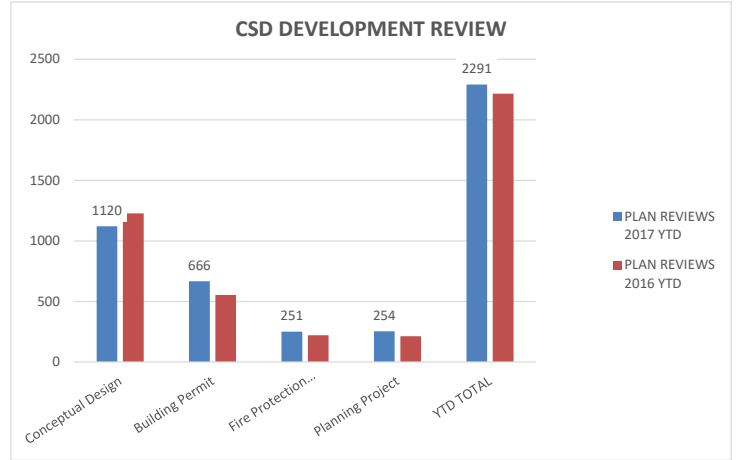
TRAINING CATEGORIES	FULL-TIME STAFF TRAINING HOURS				CANYON TRAINING HOURS			
	CURRENT MONTH	PREVIOUS MONTH	CURRENT YEAR TO DATE	PREVIOUS YEAR TO DATE	CURRENT MONTH	PREVIOUS MONTH	CURRENT YEAR TO DATE	PREVIOUS YEAR TO DATE
ARFF	16.0	14.5	410.0	341.6	0.0	0.0	4.5	
Community Safety	20.0	20.0	497.0	810.0	0.0	0.0	0.0	
Driver/Operator	113.7	188.0	2,297.4	1,671.3	0.0	0.0	30.0	
EMS	25.5	15.5	1,164.0	1,162.0	2.0	0.0	11.0	
Firefighter	125.8	269.3	4,162.5	4,167.1	4.5	5.0	97.3	
Fire Officer	158.8	111.5	2,265.0	2,470.3	0.0	0.0	2.0	
HazMat	75.8	14.5	689.2	436.9	0.0	0.0	11.0	
TacFire	0.0	0.0	90.0	48.0	0.0	0.0	0.0	
Tech Rescue	26.0	162.0	1,462.0	2,098.9	0.0	0.0	3.5	
Wildland Fire	13.0	21.5	1,968.2	1,390.0	0.0	0.0	132.5	
Other	177.0	0.0	1,524.4	1,180.8	0.0	0.0	4.0	
TOTAL	751.5	816.8	16,529.6	15,776.7	6.5	5.0	295.8	0.0



LOVELAND FIRE RESCUE AUTHORITY Community Safety Division November, 2017

DEVELOPMENT REVIEW STATISTICS

	City	County	Johnstown	Totals	Hours
Conceptual Design Reviews	96	2	0	98	48
Previous Month	104	2	0	106	50
YTD Total	1098	22	0	1120	549
Previous YTD	1198	16	14	1228	613
Building Permit Reviews	53	5	1	59	79.5
Previous Month	95	8	2	105	153
YTD Total	606	31	29	666	916
Previous YTD	493	42	19	554	839.5
Fire Protection Permit Reviews	13	4	6	23	25
Previous Month	16	6	3	25	32
YTD Total	188	25	38	251	321
Previous YTD	177	20	23	220	278
Planning Project Reviews	16	3	1	20	20
Previous Month	23	2	0	25	25
YTD Total	214	35	5	254	254
Previous YTD	177	27	9	213	416.5
TOTAL REVIEWS YTD	2106	113	72	2291	
PREVIOUS YEAR YTD	2045	105	65	2215	

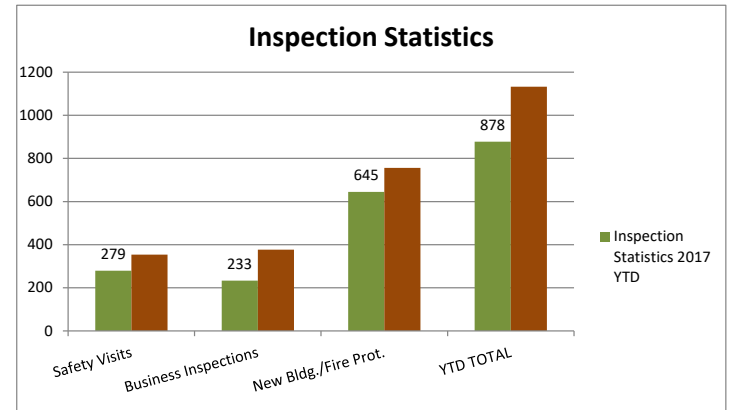


Planning & Building Check-Ins YTD
Fire Protection Permits Average days in review
Percent within goal time

826	80
11.5	
November	65.0%

INSPECTION STATISTICS

	City	Rural	Johnstown	Total	Hours
Eng. Co. Safety Visit 2 & 3 Yr.**	14	7	N/A	21	39.25
Safety Re-Visit	16	1	N/A	17	37.5
YTD Total	237	42	N/A	279	187.7
Previous YTD	274	80	N/A	354	222.25
Business Inspections	22	0	N/A	22	40.5
Previous Month	21	1	N/A	22	15.25
YTD Total	211	22	N/A	233	215.75
Previous YTD	317	60	N/A	377	429.2
New Bldg./Fire Protection	34	8	9	51	75
Previous Month	39	9	5	53	82.00
YTD Total	448	89	108	645	945.5
Previous YTD	653	103	N/A	756	1135
TOTAL INSPECTIONS YTD	659	111	108	878	
Previous Year	970	163	N/A	1133	



*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	9	3	11.5	12	9	149	100	*PAO Pringle attended the 2017 IAEM Training Conference
Tents/Special Events*	1	0	0.5	1	5	54	74	*Conducted three YFS Intervention Sessions
Burn Permits Issued	0	19	4.75	19	25	141	156	*Member of the 2018 Colorado Emergency Management Conference Plann
Investigations	12	3	15	15	16	180	156	*Investigated three significant arson fires w/ multiple jurisdictions
Service Call/Complaints	2	0	0.5	2	0	40	16	*Completed Fire Code Development Guide to assist designers w/projects in
Car Seats Installed	6	0	3	6	3	123	93	*Completed CSD new design and documents for LFRA website
YFS Program	1	1	6	2	7	16	17	*Met with Pinewood Fire Board to assist w/neighbor dispute
Public Education Events	144	0	6.5	144	1031	55	1199	*Worked w/Economic Development to approve two temporary air support
Total Pub. Ed. Contacts	1175	75		1250	1106	2970	1733	*

*This also includes Pyrotechnics permits



LOVELAND FIRE RESCUE AUTHORITY
Human Resources - November 2017

Worker's Compensation Claims

Year	# Claims	Total Paid
2017 - YTD	21	\$20,686
2016	21	\$112,999
2015	15	\$45,204
2014	14	\$38,009
2013	17	\$13,510

Property and Liability Claims

Type	2017		2016	
	# Claims	Total Paid	# Claims	Total Paid
Auto	3	\$0	1	\$2,311
Building	1	\$0		
General Liability	1	\$0		
TOTALS	5	\$0	1	\$2,311

Agenda Item Cover

Item No.: 9

Meeting Date: December 13, 2017

Prepared By: Andrea Wright, HR Manager



TITLE

EXECUTIVE SESSION PURSUANT TO CRS 24-6-402(4)(B) AND (F) TO RECEIVE ADVICE OF LEGAL COUNSEL REGARDING A PERSONNEL MATTER.

EXECUTIVE SUMMARY

Staff would like to update the Board, and legal counsel would like to provide legal advice regarding, a confidential personnel matter.

BACKGROUND

Background related to the personnel matter to be discussed in executive session.

STAFF RECOMMENDATION

Information only

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS
