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## Loveland Fire Rescue Authority Board Meeting



**Station 2**  
**3070 W. 29<sup>th</sup> Street**  
**Community Room**  
**Loveland, Colorado 80537**  
**Monday, November 13, 2017**

**1:30 PM**

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**Loveland Fire Rescue Authority (LFRA) Board Meeting Agenda**  
**Station 2, 3070 W 29<sup>th</sup> Street**  
**Community Room**  
**Loveland, Colorado 80537**  
**Monday, November 13, 2017**  
**1:30 PM**

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*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](mailto: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](mailto: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](mailto: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](mailto:Jason.smitherman@cityofloveland.org) o al 970-962-3319.*

Wireless access: COLGuest, accesswifi

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**AWARDS AND PRESENTATIONS – LFRA BOARD VICE CHAIRMAN CECIL GUTIERREZ**

**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 29<sup>th</sup> Street  
 Community Room  
 Loveland, Colorado 80537  
 Monday, November 13, 2017  
 1:30 PM

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

**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.*

4. Consider a Motion to Approve the Contract between the Owner and Architect for Station 7
5. Consider a Motion to Adopt Resolution R-79, Establishing an Impact Fee and Adopting an Impact Fee Schedule
6. Consider a Motion to Adopt the 2018 Strategic Plan
7. Review Briefing Papers and Correspondence.
  - a. Chief's Report
  - b. Letters
  - c. October Operations Statistics
  - d. October Community Safety Division Statistics
8. Other Business for Board Consideration
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

**ADJOURN**

## Agenda Item Cover

Item No.: 1

Meeting Date: November 13, 2017

Prepared By: Kristen Cummings, Business Services Coordinator



### TITLE

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Consider a Motion to Approve the Minutes from the October 25, 2017 Loveland Fire Rescue Authority (LFRA) Regular Board Meeting

### EXECUTIVE SUMMARY

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The attached document, prepared by Michael Cerovski and edited by Kristen Cummings and outside attorneys, is a record of the October 25, 2017 regular meeting of the LFRA Board. The document details the discussions at the meeting including: the approval of the consent agenda (Minutes), distribution of the Third Quarter Budget Report, update on the Fire Station 7 land acquisition, review of the final draft of the 2018 Strategic Plan, and the Chief's Report.

### BACKGROUND

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Standard meeting protocol

### STAFF RECOMMENDATION

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Approve as written

### FINANCIAL/ECONOMIC IMPACTS

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N/A

### ASSOCIATED STRATEGIC GOALS

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N/A

### ATTACHMENTS

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October 25, 2017 Minutes



**Loveland Fire Rescue Authority Board Meeting Minutes**  
**Wednesday, October 25, 2017**  
**3070 W. 29<sup>th</sup> Street, Loveland**  
**1:30 p.m.**

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**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 Steve Adams, Loveland City Manager  
Director John Fogle, City of Loveland Council Member  
Director Dave Legits, Rural District President

**Staff Present:**

Mark Miller, Fire Chief  
Ned Sparks, Division Chief  
Greg Ward, 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  
Eric Klaas, Battalion Chief

**Visitors:**

None.

**Call to Order:**

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

**Awards and Presentations:**

None

**Public Comment:**

None

**Consent Agenda:**

- 1. Consider a Motion to Approve the Minutes from the LFRA September 27, 2017 Regular Board Meeting**
- 2. Review the 2017 Third Quarter Budget Report**

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

**Regular Agenda:****3. Update on the Fire Station 7 Land Acquisition**

Chief Miller gave a presentation about the status of the land acquisition. Soft costs are anticipated to be accounted for however are higher than originally projected. Projection was \$575,000. Actual costs will be around \$600,000. Cost projects are projected to be around \$4.9 million, as opposed to the \$3.9 million originally anticipated. Original projections were based on a 9,000 square-foot structure; that has changed to an approximately 10,000 square-foot structure.

Director Adams asked about the septic costs and water well expenses for the site. Randy Mirowski explained that like the Thompson School Board will allow Station 7 to share the leach field that serves Big Thompson Elementary School. And, Randy stated that the site has a water well, but no water tap. There was discussion about the benefits of a tap versus well.

Chairman Gutierrez asked where the \$574,000 is coming from for the land development and site soft costs. Chief Miller explained the process for allocating funding at various stages of the project. This included original expenditures, CEF fees, and loans. Emily Powell explained handout on loan information for the project.

The Board authorized this transaction in a previous meeting.

**4. Review of the 2018 Strategic Plan**

Randy Mirowski presented a draft of the 2018 Strategic Plan Compendium to the Board. The Compendium is the Business Plan, divided into five sections. The Fire Rescue Advisory Commission is working on final edit. They will be seeking a vote at the November 2017 board meeting for approval.

Director Adams would like to meet with Chief Miller, Randy Mirowski, and Chairman Swanty to review the document, and discuss details prior to November 8, 2017.

Vice Chairman Gutierrez asked about the Burn Building project being listed in the Essential Services Expansion Plan (ESEP), when funds are no longer present to address this project. There was discussion that it should be moved in the ESEP since it is not in the 2018 budget.

There was discussion about funding and contributions from City regarding projects such as burn building, staff positions, and other projects. Future funding strategies for Strategic Plan objectives was also discussed. Financial outlooks in future years is also a factor in making decisions about funding objectives for the strategic plan in future years.

## **5. Chief's Report**

Chief Miller reported that he, Division Chief Ward, Battalion Chief Cerovski and Battalion Chief Klaas attending the Leadership Conference in October, and that LFRA was well-represented at the conference.

Chief Miller has been participating in the the Kidspak Food Pantry Assistance at Loveland High School. There are approximately 570 homeless kids in the Loveland community, and these school lunches are packed for those kids who are in need of school lunch.

## **6. Other Business for Board Consideration**

None

## **7. Executive session pursuant to CRS 24-6-402(4)(b), (e), and (f) to receive advice of legal counsel regarding the negotiation of intergovernmental agreements for the assessment of impact fees, and regarding a personnel matter**

Chairman Swanty made a motion to go into executive session under Section 24-6-402(4)(b), (e) and (f) of Colorado Revised Statutes for the purpose of discussing a personnel matter and regarding the negotiation of intergovernmental agreements for the assessment of impact fees. Vice Chairman Gutierrez seconded; motion carried unanimously. The Board went into executive session at 2:30 p.m.

Upon motion duly made and seconded, the Board came out of executive session at 3:55 p.m.

With no further business to come before the Board, Chairman Swanty adjourned the regular meeting at 3:55 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.

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Jeff Swanty, Chairman

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Michael Cerovski, Battalion Chief

## Agenda Item Cover

Item No.: 2

Meeting Date: November 13, 2017

Prepared By: Cheryl Cabaruvias, Administrative Analyst



### TITLE

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Conduct a Public Hearing and Consider a Motion to Adopt Resolution R-78, Approving a Supplement Appropriation

### EXECUTIVE SUMMARY

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This is an administrative item to conduct a public hearing and approve a supplemental appropriation to the Authority's General Fund and the Authority's Fleet Replacement Fund; increase the 2017 expenditure and revenue budgets in the Authority's General Fund by \$81,750. Reduce fund balance and increase the 2017 expenditure budget in the Authority's Fleet Replacement by \$27,700.

### BACKGROUND

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Per the 4<sup>th</sup> amendment to the Intergovernmental Agreement signed December 14, 2016, Supplemental appropriations that do not affect partner contributions do not require approval from the Governing partners.

The supplemental appropriation to the LFRA General fund is for the following:

1. \$25,000 for standby costs incurred for special events at the Budweiser Events Center offset by revenue received for standby activity, both revenues and expenditures have exceeded original budget
2. \$3,000 for the Remote Pilot class that LFRA hosted and received payment from students for on behalf of the instructor
3. \$3,150 to fully fund the \$14,000 Heart and Circulatory Trust premiums paid and offsetting reimbursement by the State of Colorado, the estimated expenditure and reimbursable benefit was \$10,850
4. \$50,600 for Wildland Deployment expenditures and offsetting reimbursement received from the State of Colorado.

The supplemental appropriation to the LFRA Fleet Replacement fund is for the purchase of a new Administrative Support Battalion Chief vehicle, fully equipped cost of \$27,700. The vacant Administrative Director position was replaced with an Administrative Support Battalion Chief, this position requires the use of a dedicated vehicle. This vehicle is being purchased in 2017 in lieu of replacing Utility 1-Van which was scheduled to be replaced in 2019. The residual value of the van is \$10,000 and will be traded in to offset the cost of the new vehicle, originally \$37,700. There is sufficient fund balance in the Fleet Replacement fund to support this purchase in 2017 and it has been determined that the Utility 1 Van has been underutilized and is not needed.

### STAFF RECOMMENDATION

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Approve the resolution as written.

### FINANCIAL/ECONOMIC IMPACTS

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## Agenda Item Cover

Item No.: 2

Meeting Date: November 13, 2017

Prepared By: Cheryl Cabaruvias, Administrative Analyst



Increase the Authority's General Fund expenditure budget with offsetting revenues for special event standby, Academy Training for a class that LFRA received payment from students on behalf of the instructor, heart and circulatory trust premiums, and Wildland Deployment expense and reimbursement.

Increase the Authority's Fleet Replacement Fund expenditure budget with fund balance to fund a new vehicle. The Fund has sufficient balance to support this activity.

### ASSOCIATED STRATEGIC GOALS

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Deliver cost effective services.

### ATTACHMENTS

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**RESOLUTION NO. R-78 - A RESOLUTION APPROVING A SUPPLEMENTAL BUDGET REGARDING THE RECOGNITION OF REVENUE AND THE APPROPRIATION OF MONEYS TO AND THE EXPENDITURE OF MONEYS FROM THE AUTHORITY'S GENERAL FUND FOR THE LOVELAND FIRE RESCUE AUTHORITY, STATE OF COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2017 AND ENDING ON THE LAST DAY OF DECEMBER 2017; AND A SUPPLEMENTAL BUDGET REGARDING THE APPROPRIATION OF MONEYS TO AND THE EXPENDITURE OF MONEYS FROM THE AUTHORITY'S FLEET REPLACEMENT FUND FOR THE LOVELAND FIRE RESCUE AUTHORITY, STATE OF COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2017 AND ENDING ON THE LAST DAY OF DECEMBER 2017**

**RESOLUTION NO. R-78**

**A RESOLUTION APPROVING A SUPPLEMENTAL BUDGET REGARDING THE RECOGNITION OF REVENUE AND THE APPROPRIATION OF MONEYS TO AND THE EXPENDITURE OF MONEYS FROM THE AUTHORITY'S GENERAL FUND FOR THE LOVELAND FIRE RESCUE AUTHORITY, STATE OF COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2017 AND ENDING ON THE LAST DAY OF DECEMBER 2017; AND A SUPPLEMENTAL BUDGET REGARDING THE APPROPRIATION OF MONEYS TO AND THE EXPENDITURE OF MONEYS FROM THE AUTHORITY'S FLEET REPLACEMENT FUND FOR THE LOVELAND FIRE RESCUE AUTHORITY, STATE OF COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2017 AND ENDING ON THE LAST DAY OF DECEMBER 2017**

WHEREAS, the Loveland Fire Rescue Authority ("*Authority*") is a governmental entity of the State of Colorado, established by contract between the City of Loveland ("*City*") and the Loveland Rural Fire Protection District ("*Rural District*") pursuant to that certain Intergovernmental Agreement for the Establishment and Operation of the Loveland Fire Rescue Authority as a Separate Governmental Entity dated August 19, 2011 ("*Establishing IGA*");

WHEREAS, on August 31, 2016, the Authority Board of Directors ("*Board*"), after complying with notice and other statutory requirements, duly adopted a budget for fiscal year 2017 ("*2017 Budget*"). Pursuant to Section 4.1 of the Establishing IGA, the 2017 Budget subsequently was approved by the City Council and by the Rural District Board of Directors;

WHEREAS, after adopting the 2017 Budget and making appropriations thereunder, the Authority Board determined it necessary to approve additional appropriations of moneys to and expenditures of moneys from the Authority's General Fund and the Authority's Fleet Replacement Fund for fiscal year 2017;

WHEREAS, the Authority Board authorized its administrative staff to prepare and submit a proposed 2017 Supplemental Budget reflecting the additional appropriations of moneys to and expenditures of moneys from the Authority's General Fund and the Authority's Fleet Replacement Fund;

WHEREAS, a proposed 2017 Supplemental Budget has been submitted to the Authority Board for its consideration. A copy of the 2017 Supplemental Budget is attached to this Resolution;

WHEREAS, pursuant to Section 4.1 of the Establishing IGA, the 2017 Supplemental Budget does not require approval by the City Council and Rural District Board of Directors, as the 2017 Supplemental Budget does not affect partner contributions;

WHEREAS, the Authority Board desires to adopt the attached 2017 Supplemental Budget

and appropriate the necessary revenue and expenditure budget to provide for the 2017 Supplemental Budget as appropriate;

WHEREAS, due and proper notice, published and posted in accordance with the law, advised the public that (1) the Authority's proposed 2017 Supplemental Budget was available for inspection by the public at a designated public office; (2) the Authority Board would hold a public hearing on the proposed 2017 Supplemental Budget on Monday, November 13 at 1:30 pm; and (3) interested electors could comment on or to file or register objections to the proposed 2017 Supplemental Budget any time before the public hearing; and,

WHEREAS, the Authority Board held a public hearing on Monday, November 13, 2017, and interested electors were given the opportunity to comment on or to file or register any objections to the attached 2017 Supplemental Budget.

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

**Section 1. Receipt of Moneys to the General Fund.** The Authority Board hereby authorizes and approves the receipt and appropriation in 2017 of an additional \$25,000 in revenue from Budweiser Event Center for standby activity; \$3,000 from students of the Remote Pilot class in which LFRA received payment for on behalf of the instructor, \$3,150 from the State of Colorado for reimbursement of the Heart and Circulatory Trust premium paid in excess of originally budgeted amount, and \$50,600 from the State of Colorado for reimbursement of Wildland Deployment expenditures.

**Section 2. Expenditures of Money from the General Fund.** The Authority Board hereby ratifies and approves the expenditure of an additional \$81,750 from the Authority's General Fund during fiscal year 2017.

**Section 3. Receipt of Moneys to the Fleet Replacement Fund.** The Authority Board hereby authorizes and approves the appropriation from fund balance in 2017 of an additional \$27,700 for the purchase of a new vehicle for the Administrative Support Battalion Chief.

**Section 4. Expenditures of Money from the Fleet Replacement Fund.** The Authority Board hereby ratifies and approves the expenditure of an additional \$27,700 from the Authority's General Fund during fiscal year 2017.

**Section 5. Adoption of Supplemental Budget for 2016.** The Authority Board hereby adopts the 2017 Supplemental Budget in the form attached to this Resolution.

**Section 6. City Council and Rural District Board of Directors Approval not Required.** Pursuant to Section 4.1 of the Establishing IGA, the 2017 Supplemental Budget does not require that the City Council and Rural District Board of Directors approve the 2017 Supplemental Budget. The 2017 Supplemental Budget does not affect partner contributions.

**Section 7. Purposes of 2017 Supplemental Budget Could Not Have Been Reasonably Foreseen.** At the time the Authority Board adopted the 2017 Budget in the fall of 2016, it could not have reasonably foreseen the need to approve additional appropriations of moneys to and expenditures of moneys from the General Fund for fiscal year 2017.

ADOPTED this 13<sup>th</sup> day of November, 2017.

\_\_\_\_\_  
Jeffrey M. Swanty, Chairperson

ATTEST:

\_\_\_\_\_  
Secretary



## Agenda Item Cover

Item No.: 3

Meeting Date: November 13, 2017

Prepared By: Mark Miller, Fire Chief



### TITLE

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Loan and Repayment Agreement for Real Property Purchase

### EXECUTIVE SUMMARY

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Regarding the Loan and Repayment Agreement, this Agreement allows the Authority to borrow up to \$200,000 from the Rural District, without interest, for a period of up to two years, in order to provide sufficient cash funding for the purchase of the Fire Station 7 property. The intent is for the Authority to repay the Rural District out of any financing proceeds received by the Authority for the construction of Fire Station 7; however, the Agreement provides that in the event the Authority does not repay the Rural District within the next two years, then the Rural District is entitled to set off its next annual year contribution to the Authority by the amount of the outstanding loan.

### BACKGROUND

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This Agreement was reviewed and approved by the Loveland Rural District Fire Board on 11/01/2017

### STAFF RECOMMENDATION

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Approve agreement as written

### FINANCIAL/ECONOMIC IMPACTS

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The loan will be repaid as stated above. Impacts to the LFRA budget will be realized when the Authority borrows the balance of the funds to construct fire station.

### ASSOCIATED STRATEGIC GOALS

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Deliver cost effective services.

Deploy an effective emergency response to minimize damage and loss.

### ATTACHMENTS

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Loan and repayment agreement

## LOAN AND REPAYMENT AGREEMENT FOR REAL PROPERTY PURCHASE

This Loan and Repayment Agreement for Real Property Purchase ("**Agreement**"), effective \_\_\_\_\_, 2017 ("**Effective Date**"), is entered into by and between Loveland Fire Rescue Authority, a Colorado public entity formed pursuant to C.R.S. § 29-1-203 ("**Authority**"), and Loveland Rural Fire Protection District, a political subdivision of the State of Colorado organized pursuant to C.R.S. § 32-1-101, *et seq.* ("**District**"). The Authority and the District are referred to collectively as the "**Parties**" and individually as a "**Party**".

### RECITALS

**WHEREAS**, the Authority was established by the District and the City of Loveland ("**City**") 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 ("**Formation Agreement**"), for the purpose of providing fire suppression, fire prevention and public education, rescue, extrication, hazardous materials, and emergency medical services (collectively, "**Emergency Services**") within the joint jurisdiction and service area of the District and the City;

**WHEREAS**, the Authority is in need of, and desires to construct, a new Fire Station #7 located within the jurisdictional boundaries of the District. The Authority identified real property located at 2629, 2617 N. County Road 27, Loveland, CO 80538 suitable for the construction of the new Fire Station #7 ("**Real Property**"), and has entered into a Contract to Buy and Sell Real Estate for the purchase of such Real Property ("**Contract**");

**WHEREAS**, the District's Board of Directors agreed to loan the Authority up to \$200,000 for the purpose of closing the Contract and purchasing the Real Property, on the terms and conditions provided in this Agreement;

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

### AGREEMENT

1. **Remittance of Loan Amount.** Within five business days following a written request by the Authority, the District shall remit to the Authority by wire transfer or cashier's check such amount of funds as may be requested by the Authority to close the Contract and purchase the Real Property, including any amounts necessary for the Authority to fulfill its obligations under the Contract and the Authority's due diligence (collectively, "**Loan Amount**"), which may include, but is not limited to, survey, title, inspection, and/or remediation; provided, however, that such Loan Amount shall not exceed Two Hundred Thousand Dollars (\$200,000). The Authority shall be solely responsible for all aspects of the Contract performance and due diligence, and shall be the sole owner of the Real Property.

2. **Authority Repayment.**

a. The Authority shall repay the District the entire Loan Amount, without interest, upon the sooner to occur of: (i) 15 calendar days following receipt by the Authority of

appropriate financing for the purpose of constructing Fire Station #7; or (ii) two years from the date of remittance of the Loan Amount by the District to the Authority pursuant to Paragraph 1 above.

b. In the event the Authority fails to repay the District all or any portion of the Loan Amount as provided in Paragraph 2(a) above, the District shall be entitled to set off the unpaid Loan Amount, without interest, against the District's Allocated Share, as that term is defined in the Formation Agreement, owed by the District to the Authority pursuant to the Formation Agreement on January 1 of the immediately following calendar year. To the extent permitted by law, including without limitation, Article X, section 20 of the Constitution of the State of Colorado, this Paragraph 2(b) shall survive termination of this Agreement.

3. **Term and Termination.** Subject to Paragraph 5 below, the term of this Agreement shall commence on the Effective Date and shall continue until the Loan Amount is paid in full ("***Term***"). The Parties may, by mutual written agreement, terminate this Agreement at any time.

4. **Dispute Resolution.** Any dispute arising under or related to this Agreement shall first be submitted to mediation. The Parties shall share the mediator's fees and costs equally, and each Party shall pay its own attorneys' fees, costs, and expenses related to the mediation. If the dispute is not resolved by mediation, either Party may commence a Court proceeding, with jurisdiction and venue lying exclusively in the Larimer County District Court. Each Party waives its right to have such dispute decided by a jury trial. The prevailing Party shall be awarded its reasonable attorneys' fees, costs, and expenses, including any attorneys' fees, costs, and expenses incurred in collecting or executing on any judgment, order, or award.

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

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

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

ATTN: Fire Chief  
 Loveland Fire Rescue Authority  
 410 E. 5<sup>th</sup> Street  
 Loveland, CO 80537

ATTN: Board President  
 Loveland Rural Fire Protection District  
 1423 W. 29<sup>th</sup> Street  
 Loveland, CO 80538

8. **Additional Terms and Conditions.** Colorado law governs this Agreement. This Agreement is the entire agreement between the Parties and there are no oral or collateral agreements or understandings. This Agreement may only be amended by a document signed by the Parties. Course of conduct, no matter how long, shall not constitute an amendment to this Agreement. If any provision is held invalid or unenforceable, all other provisions shall continue in full force and effect. Waiver of a breach of this Agreement shall not operate or be construed as a waiver of any subsequent breach. This Agreement shall inure to the benefit of and be binding upon the Parties and their successors. This Agreement is not intended to, and shall not, confer rights on any person or entity not named as a party to this Agreement. This Agreement may be executed in several counterparts and by electronic pdf or facsimile, each of which shall be deemed an original and all of which shall constitute one and the same instrument.

**IN WITNESS WHEREOF**, the Parties have executed this Agreement.

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

By: \_\_\_\_\_  
Jeffrey Swanty, President

ATTEST:

\_\_\_\_\_  
Kristen Cummings, Secretary

LOVELAND RURAL FIRE PROTECTION  
DISTRICT, a political subdivision of the State of  
Colorado

By: \_\_\_\_\_  
Dave Legits, President

ATTEST:

\_\_\_\_\_  
Greg White, Secretary

## Agenda Item Cover

Item No.: 4

Meeting Date: November 13, 2017

Prepared By: Mark Miller, Fire Chief



### TITLE

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Consider a Motion to Approve the Contract between the Owner and the Architect for Station 7

### EXECUTIVE SUMMARY

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In order for the architect to proceed with design and scope of services for fire station 7, it is necessary to enter into a standard form of agreement. The contract is a standard AIA B101 contract between the owner and architect.

### BACKGROUND

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The LFRA Board approved using Belford –Watkins Architect Group for the architect of record for fire station 7. The contact attached has been revised and approved by LFRA Attorney Emily Powell.

### STAFF RECOMMENDATION

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Approve the Standard Form of Agreement between Owner and Architect

### FINANCIAL/ECONOMIC IMPACTS

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Station 7 design expenses

### ASSOCIATED STRATEGIC GOALS

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

### ATTACHMENTS

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AIA B101 Standard Form of Agreement between Owner and Architect for LFRA fire station 7

DRAFT

**AIA<sup>®</sup> Document B101<sup>™</sup> – 2017*****Standard Form of Agreement Between Owner and Architect***

AGREEMENT made as of the « » day of « » in the year « »  
*(In words, indicate day, month and year.)*

BETWEEN the Architect's client identified as the Owner:  
*(Name, legal status, address and other information)*

«Loveland Fire Rescue Authority »«,  
 «410 East 5th Street  
 Loveland CO 80537»  
 «Telephone Number: 970-744-8043»  
 «»

and the Architect:  
*(Name, legal status, address and other information)*

«Belford Watkins Group »«,  
 Limited Liability Partnership»  
 «425 West Mulberry Street Suite 207  
 Fort Collins CO 80521»  
 «Telephone Number: 970-407-0070»  
 «»

for the following Project:  
*(Name, location and detailed description)*

«Loveland Fire Rescue Authority Station #7»  
 «Loveland CO »  
 «A three bay, 10,400 square foot fire station at 2617 & 2629 N. County Road 27,  
 Loveland, Colorado»

The Owner and Architect agree as follows.

DRAFT

**ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

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## TABLE OF ARTICLES

1	INITIAL INFORMATION
2	ARCHITECT'S RESPONSIBILITIES
3	SCOPE OF ARCHITECT'S BASIC SERVICES
4	SUPPLEMENTAL AND ADDITIONAL SERVICES
5	OWNER'S RESPONSIBILITIES
6	COST OF THE WORK
7	COPYRIGHTS AND LICENSES
8	CLAIMS AND DISPUTES
9	TERMINATION OR SUSPENSION
10	MISCELLANEOUS PROVISIONS
11	COMPENSATION
12	SPECIAL TERMS AND CONDITIONS
13	SCOPE OF THE AGREEMENT

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## ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

Programming through Construction Administration architectural and engineering services necessary to bid the proposed Station #7. In addition to project management and architectural services, structural, mechanical, electrical, and civil engineering services as well as landscaping/irrigation design will be included. Conceptual Review, Locations and Extents Review, Minor Land Division Process and Site Plan Review with Larimer County.

§ 1.1.1 The Owner's program for the Project:

- Lobby/Public Toilet
- Dayroom/Dining
- Kitchen
- Four Sleeping Rooms
- Firefighter Office
- Fitness Room
- Laundry Room
- Three Apparatus Bays
- Apparatus Ancillary Space
- Walk-out Level Training Room with support spaces
- Associated parking lots for fire fighters and public parking for training room

&lt;&lt; &gt;&gt;

§ 1.1.2 The Project's physical characteristics:

*Approximately 10,400 square foot two story, single company fire station with paved drives and associated parking areas located on two residential lots (2617 & 2629 North County Road 27, Loveland CO) constituting 1.37 acres.*

&lt;&lt; &gt;&gt;

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:  
Approximately \$3,120,000 construction cost.

&lt;&lt; &gt;&gt;

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

- .1 Design phase milestone dates, if any:

N/A

- .2 Construction commencement date:

Summer - Fall 2018

- .3 Substantial Completion date or dates:

N/A

- .4 Other milestone dates:

N/A

§ 1.1.5 The Owner intends the following procurement and delivery method for the Project:

One Bid package @ 100% construction documents, Select Bidders List

&lt;&lt; &gt;&gt;

§ 1.1.6 The Owner's anticipated Sustainable Objective for the Project:  
Sustainable principles without actual certification

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§ 1.1.6.1 If the Owner identifies a Sustainable Objective, the Owner and Architect shall complete and incorporate AIA Document E204™–2017, Sustainable Projects Exhibit, into this Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E204–2017 is incorporated into this agreement, the Owner and Architect shall incorporate the completed E204–2017 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.

N/A

§ 1.1.7 The Owner identifies the following representative in accordance with Section 5.3:

«Fire Chief Mark Miller»  
 «410 East 5th Street  
 Loveland CO 80537»  
 «Telephone Number: 970-962-2497»  
 «»  
 «Mobile Number: 970-744-8043»  
 «Email Address: mark.miller@ci.loveland.co.us»

§ 1.1.8 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:

N/A

« »

§ 1.1.9 The Owner shall retain the following consultants and contractors:

*(List name, legal status, address, and other contact information.)*

.1 Geotechnical Engineer:

Earth Engineering Consultants, LLC  
 4396 Greenfield Drive  
 Windsor, Colorado 80550

.2 Civil Engineer (For initial site specific exploration only):

United Civil Design Group  
 1501 Academy Court Suite 203  
 Fort Collins CO 80524

.3 Other, if any:

*(List any other consultants and contractors retained by the Owner.)*

- Improvement Survey
- Re-Platting and/or Vacation of Easements
- On- and off-site Easement/ROW Dedications
- Potholing utilities
- Utility and Development Fees
- Environmental and Haz-mat Studies
- Inter-Governmental Coordination
- Furnishings Selection
- Quality Testing and Special Inspections
- Fire Flow analysis of on-site or site adjacent fire hydrants
- As-built Surveys (Can be part of General Contractor's construction costs)

§ 1.1.10 The Architect identifies the following representative in accordance with Section 2.3:

*(List name, address, and other contact information.)*

«Donald W Watkins»  
 «425 West Mulberry Street Suite 207  
 Fort Collins CO 80521»  
 «Telephone Number: 970-212-1242»  
 «»  
 «Mobile Number: 970-231-8228»  
 «Email Address: Don@bwgarch.com»



§ 1.1.11 The Architect shall retain the consultants identified in Sections 1.1.11.1 and 1.1.11.2:  
*(List name, legal status, address, and other contact information.)*

§ 1.1.11.1 Consultants retained under Basic Services:

.1 Structural Engineer:

Martin and Martin Consulting Engineers  
 1600 Specht Point Road Suite 117  
 Fort Collins CO 80525

.2 Mechanical/Plumbing Engineer:

Galloway & Company, Inc.  
 5265 Ronald Reagan Blvd.  
 Johnstown CO 80534

.3 Electrical Engineer:

RJ McNutt  
 5587 West 19<sup>th</sup> Street  
 Greeley CO 80634

.4 Civil Engineer:

United Civil Design Group  
 1501 Academy Court Suite 203  
 Fort Collins CO 80524

.5 Landscape Architect:

Logan Simson  
 123 North College Ave Suite 206  
 Fort Collins CO 80524

§ 1.1.11.2 Consultants retained under Supplemental Services:

N/A

§ 1.1.12 Other Initial Information on which the Agreement is based:

- Should Construction Estimate vary by more than 10% from the anticipated \$3.12M, DD—CA fees would be adjusted up or down as negotiated between design team and Owner

- Design team would coordinate and document support systems for Data, CATV, Voice, AV, PA, Security and Alerting Systems designed and provided by Owner's separate vendors.
- Design Fees are based upon an estimated construction budget of \$3,120,000.
- Design fees include an Energy Efficient Design approach but exclude certifications under rating systems such as LEED, Green Gables, Energy Star, etc.
- Design fees include design of a water line extension for fire suppression to Hwy 34.
- Design fees include driveway connections to streets but do not include off-site design of new right/left turn lanes, acceleration/deceleration lanes or curb and gutter.
- Design fees assume conventional footing foundation system. Differing foundation systems may require additional fees depending on complexity
- Design fees assume a combination of slab-on-grade and structural floor systems above walk-out area.
- Design fees do not include:
- Site retaining walls over four feet in height.
- Off-site utility mains or extensions (other than listed above), septic systems or water well systems.
- Off-site regional storm drainage infrastructure improvements
- Tank or cistern type fire suppression systems
- Design of traffic signals
- A Traffic Study, fees for this service would be negotiated on an as needed basis
- Design of photovoltaic, wind generation, solar thermal plumbing or geothermal energy systems
- Design of a lighting protection system
- Design of Data Equipment, CATV, Voice, AV, PA, Security and Alerting/Radio Systems
- Snow melt systems

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§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™–2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

## ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance until termination of this Agreement..

§ 2.5.1 Commercial General Liability with policy limits of not less than **two million dollars»** (\$ **2,000,000,000** ) for combined single limit.

§ 2.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than **six hundred thousand** (\$**600,000**) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 2.5.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.5.1 and 2.5.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 2.5.4 Workers' Compensation at statutory limits.

§ 2.5.5 Employers' Liability with policy limits not less than **one million dollars** (\$**1,000,000.00** ) each accident.

§ 2.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than **one million dollars** (\$**1,000,000.00** ) per claim and **two million** (\$**2,000,000.000** )split limit.

§ 2.5.7 **Additional Insured Obligations.** To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 2.5.8 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5.

§ 2.5.9 The Architect shall exercise usual and customary professional care in our efforts to comply with applicable law, codes and regulations in effect as of the date of this Agreement; however, the Architect is not the final arbiters of code enforcement and interpretations, and does not warrant or guarantee that interpretations, rulings and enforcements of building officials will not add cost or time to the Project.

## ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.4 The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made or given without the Architect's written approval.

§ 3.1.5 The Architect shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.

§ 3.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

### § 3.2 Schematic Design Phase Services

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.1.

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

### § 3.3 Design Development Phase Services

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

§ 3.3.2 The Architect shall update the estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

§ 3.3.4. Because the Architect has no control over the cost of labor, materials, equipment or services furnished by others or over competitive bidding or market conditions, the Architect's estimate of the Cost of the Work shall be made on the basis of its experience and qualifications, and shall represent its best judgment as an experienced and qualified architect familiar with the construction industry. The Architect does not guarantee that proposals, bids or the actual Cost of the Work will not vary from Architect's estimate of the Cost of the Work.

### § 3.4 Construction Documents Phase Services

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms, requests for qualifications ("RFQs") and/or requests for proposals ("RFPs"); (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that

includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

§ 3.4.4 The Architect shall update the estimate for the Cost of the Work prepared in accordance with Section 6.3.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

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## § 3.5 Procurement Phase Services

### § 3.5.1 General

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

### § 3.5.2 Competitive Bidding

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner in bidding the Project by:

- .1 development and preparation of bidding and procurement information that describes the time, place and conditions of bidding, including bidding or proposal forms, requests for qualifications ("RFQs") and/or requests for proposals ("RFPs");
- .2 facilitating the distribution of Bidding Documents to prospective bidders;
- .3 organizing and conducting a pre-bid conference for prospective bidders;
- .4 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- .5 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 3.5.2.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

### § 3.5.3 Negotiated Proposals

§ 3.5.3.1 Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

§ 3.5.3.2 The Architect shall assist the Owner in obtaining proposals by:

- .1 facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective contractors;
- .3 preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,
- .4 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

§ 3.5.3.3 If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

## § 3.6 Construction Phase Services

### § 3.6.1 General

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's intentional or negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.2 and except as provided in Section 3.6.6.5, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date of Final Settlement established pursuant to C.R.S. § 38-26-107.

### § 3.6.2 Evaluations of the Work

§ 3.6.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

§ 3.6.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201-2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 3.6.2.6 Neither the professional activities of the Architect nor the presence of the Architect's personnel and sub-consultants at the Project construction site, shall impose any duty on the Architect, nor relieve the General Contractor and any other entity of their obligations, duties and responsibilities, including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending or coordinating all portions of the Work in accordance with the Contract Documents and any health or safety precautions required by any regulatory agencies. The Architect and its personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions.

### § 3.6.3 Certificates for Payment to Contractor

§ 3.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

### § 3.6.4 Submittals

§ 3.6.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

§ 3.6.4.2 The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

§ 3.6.5 Changes in the Work

§ 3.6.5.1 The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

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§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

§ 3.6.6 Project Completion

§ 3.6.6.1 The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- .4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 3.6.6.3 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work, and pending expiration of the Notice of Final Settlement published pursuant to C.R.S. § 38-26-107 to determine if any claims will be asserted against the Project.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of Final Settlement; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

§ 4.1 Supplemental Services

§ 4.1.1 The services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

*(Designate the Architect's Supplemental Services and the Owner's Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)*

Supplemental Services	Responsibility <i>(Architect, Owner, or not provided)</i>
§ 4.1.1.1 Programming	Belford Watkins/LFRA

Supplemental Services	Responsibility (Architect, Owner, or not provided)
§ 4.1.1.2 Multiple preliminary designs	Belford Watkins
§ 4.1.1.3 Measured drawings	Belford Watkins
§ 4.1.1.4 Existing facilities surveys	N/A
§ 4.1.1.5 Site evaluation and planning	Belford Watkins Group/United Civil
§ 4.1.1.6 Building Information Model management responsibilities	Belford Watkins
§ 4.1.1.7 Development of Building Information Models for post construction use	Belford Watkins
§ 4.1.1.8 Civil engineering	United Civil
§ 4.1.1.9 Landscape design	Logan Simpson
§ 4.1.1.10 Architectural interior design	Belford Watkins
§ 4.1.1.11 Value analysis	N/A
§ 4.1.1.12 Detailed cost estimating beyond that required in Section 6.3	N/A
§ 4.1.1.13 On-site project representation	N/A
§ 4.1.1.14 Conformed documents for construction	Belford Watkins
§ 4.1.1.15 As-designed record drawings	Belford Watkins
§ 4.1.1.16 As-constructed record drawings	NA
§ 4.1.1.17 Post-occupancy evaluation	N/A
§ 4.1.1.18 Facility support services	N/A
§ 4.1.1.19 Tenant-related services	N/A
§ 4.1.1.20 Architect's coordination of the Owner's consultants	Belford Watkins
§ 4.1.1.21 Telecommunications/data design	Loveland Fire
§ 4.1.1.22 Security evaluation and planning	N/A
§ 4.1.1.23 Commissioning	N/A
§ 4.1.1.24 Sustainable Project Services pursuant to Section 4.1.3	N/A
§ 4.1.1.25 Fast-track design services	N/A
§ 4.1.1.26 Multiple bid packages	N/A
§ 4.1.1.27 Historic preservation	N/A
§ 4.1.1.28 Furniture, furnishings, and equipment design	City of Loveland Facilities
§ 4.1.1.29 Other services provided by specialty Consultants	N/A
§ 4.1.1.30 Other Supplemental Services	

#### § 4.1.2 Description of Supplemental Services

§ 4.1.2.1 A description of each Supplemental Service identified in Section 4.1.1 as the Architect's responsibility is provided below.

See Exhibit A

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§ 4.1.2.2 A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is provided below.

See Exhibit A

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§ 4.1.3 If the Owner identified a Sustainable Objective in Article 1, the Architect shall provide, as a Supplemental Service, the Sustainability Services required in AIA Document E204™–2017, Sustainable Projects Exhibit, attached to this Agreement. The Owner shall compensate the Architect as provided in Section 11.2.

N/A

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#### § 4.2 Architect's Additional Services

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.2.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .6 Preparation for, and attendance at, a public presentation, meeting or hearing occurring after the Construction Document Phase Services are completed;
- .7 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;;
- .8 Consultation concerning replacement of Work resulting from fire or other cause during construction; or,
- .9 Assistance to the Initial Decision Maker, if other than the Architect.

§ 4.2.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

§ 4.2.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

1. Two ( 2 ) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
2. Thirty ( 30 ) visits to the site by the Architect during construction
3. Two ( 2 ) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
4. Two ( 2 ) inspections for any portion of the Work to determine final completion.

§ 4.2.4 Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided more than 60 days after the date of Final Settlement established pursuant to C.R.S. § 38-26-107 shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

## ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.6 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

§ 5.7 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E204™-2017, Sustainable Projects Exhibit, attached to this Agreement.

§ 5.8 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope

of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.9 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.10 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.11 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.12 The Owner shall include the Architect in all communications with the Contractor that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.13 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.14 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

## ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 4.1.1, as a Supplemental Service.

§ 6.4 If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise the Architect's services for modifying the Construction Documents shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

## ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner pays all undisputed sums due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the

Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

## ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 [Deleted]

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### § 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to commencing a civil action.

§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint but, in such event, mediation shall proceed in advance of the civil action, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order..

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

*(Check the appropriate box.)*

Arbitration pursuant to Section 8.3 of this Agreement

Litigation in the District Court for Larimer County.

Other: *(Specify)*

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### § 8.3 Civil Action

§ 8.3.1 Subject to the mediation requirements set forth in § 8.2, either party may commence a civil action to resolve any dispute arising from or relating to this Agreement, the Contract Documents, the Work or the Project. In any civil action, the prevailing party shall be awarded its reasonable attorneys' fees, costs and expenses, including any attorneys' fees, costs and expenses incurred in collecting upon any judgment, order or award.

§ 8.4 The provisions of this Article 8 shall survive the termination of this Agreement.

## ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement that are not in dispute, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all undisputed sums due prior to suspension and any mutually agreed upon expenses incurred in the interruption and resumption of the Architect's services. The parties may mutually agree as to whether Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the parties may mutually agree as to whether the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The parties may mutually agree as to whether the Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 consecutive days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

§ 9.7 In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees:

*(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)*

- .1 Termination Fee:

Zero

- .2 Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:

10% of the remaining unbilled contract amount up to a cap of \$20,000.00

§ 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Final Settlement established pursuant to C.R.S. § 38-26-107.

§ 9.9 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.7.

## ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by Colorado law.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201-2017, General Conditions of the Contract for Construction.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute

all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 Subject to Owner's disclosure requirements under the Colorado Open Records Act, if the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

§ 10.8.1 The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law (including the Colorado Open Records Act), arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

## ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

- .1 Stipulated Sum  
(Insert amount)

\$281,950.00 (subject to adjustment when Project scope is finalized at the conclusion of Schematic Design)

- .2 Percentage Basis

(%) of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 11.6.

- .3 Other

§ 11.2 For the Architect’s Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:  
Refer to Exhibit A

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§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:  
Architect shall provide written proposal including scope of additional services and cost for Owner’s approval.

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§ 11.4 Compensation for Supplemental and Additional Services of the Architect’s consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus nine percent (9 %), or as follows:

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§ 11.5 When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:

Schematic Design Phase		percent (	12	%)
Design Development Phase		percent (	28	%)
Construction Documents Phase		percent (	35	%)
Procurement Phase		percent (	5	%)
Construction Phase		percent (	20	%)
Total Basic Compensation	one hundred	percent (	100	%)

§ 11.6 When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner’s most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner’s budget for the Cost of the Work.

§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect’s consultants are set forth below. The rates shall be adjusted in accordance with the Architect’s and Architect’s consultants’ normal review practices. *(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

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Employee or Category	Rate (\$0.00)

§ 11.8 Compensation for Reimbursable Expenses

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect’s consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;

- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- .8 If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses;
- .11 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and,
- .12 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus zero percent ( 0 %) of the expenses incurred.

§ 11.9 Architect's Insurance. If the types and limits of coverage required in Section 2.5 are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages as set forth below:

*(Insert the additional coverages the Architect is required to obtain in order to satisfy the requirements set forth in Section 2.5, and for which the Owner shall reimburse the Architect.)*

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## § 11.10 Payments to the Architect

### § 11.10.1 Initial Payments

§ 11.10.1.1 An initial payment of zero (\$ 0 ) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.1.2 If a Sustainability Certification is part of the Sustainable Objective, an initial payment to the Architect of « » (\$ « » ) shall be made upon execution of this Agreement for registration fees and other fees payable to the Certifying Authority and necessary to achieve the Sustainability Certification. The Architect's payments to the Certifying Authority shall be credited to the Owner's account at the time the expense is incurred.

### § 11.10.2 Progress Payments

§ 11.10.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Undisputed amounts unpaid thirty days ( 30 ) days after the invoice date shall bear interest at the rate of eight percent (8%) per annum.

#### One % Per Month

§ 11.10.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.2.3 Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

## ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

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User Notes:

(1886874435)

(Include other terms and conditions applicable to this Agreement.)

« » § 12.1. **Illegal Aliens.**

**12.1.1** The Architect shall not knowingly employ or contract with an illegal alien in providing the services; nor will it enter into a contract with a subcontractor who fails to certify that it will not knowingly employ or contract with an illegal alien to perform work in connection with the services provided to the Owner.

**12.1.2** The Architect certifies it does not knowingly employ or contract with an illegal alien who will perform work in connection with the services, and the Architect will participate in the E-Verify Program or the State Department of Labor and Employment Program ("**State Program**") in order to confirm the employment eligibility of all employees newly hired by the Architect for the purpose of providing its services to the Owner. Under no circumstances will the Architect use either the E-Verify Program or the State Program procedures to undertake pre-employment screening of job applicants during the course of the Architect's providing services to the Owner.

**12.1.3** If, while providing services to the Owner, the Architect acquires actual knowledge that a subcontractor performing work in connection with such services knowingly employs or contracts with an illegal alien, the Architect will (i) notify the subcontractor and the Owner within three business days that the Architect has actual knowledge the subcontractor is employing or contracting with an illegal alien; and (ii) terminate the subcontractor's contract if within three business days of receiving the notice required in (i), above, the subcontractor does not stop employing or contracting with the illegal alien; except, the Architect will not terminate the subcontractor's contract if during the three business days the subcontractor provides information establishing the subcontractor has not knowingly employed or contracted with an illegal alien.

**12.1.4** The Architect will comply with any reasonable request by the Colorado Dept. of Labor & Employment made during an investigation pursuant to C.R.S. § 8-17.5-102(5).

**12.1.5** The Architect agrees that, if it violates one of the foregoing provisions, the Owner may terminate this Agreement, and may seek actual and consequential damages. The Architect acknowledges the Owner also will notify the Secretary of State, which may take further action against the Architect.

**§ 12.2. Governmental Immunity.** This Agreement is not intended, and shall not be construed, as a waiver of the limitations on damages or any of the privileges, immunities, or defenses provided to, or enjoyed by, the Owner, and its past and present directors, officers, employees and volunteers, under federal or state constitutional, statutory or common law, including but not limited to the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*

**§ 12.3. Non-Appropriation.** The Owner's financial obligations under this Agreement are subject to the annual appropriation for such financial obligations by the Owner's governing body. If the Owner's governing body does not appropriate funds to meet the Owner's financial obligations under this Agreement for an ensuing year, this Agreement shall terminate with no liability to the Owner beyond the financial obligations for which it has appropriated funds prior to the year for which non-appropriation occurred.

## ARTICLE 13 SCOPE OF THE AGREEMENT

**§ 13.1** This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect. Course of performance, no matter how long, shall not constitute an amendment to this Agreement.

**§ 13.2** This Agreement is comprised of the following documents identified below:

- .1 AIA Document B101™–2017, Standard Form Agreement Between Owner and Architect, as amended by the parties.

.2 Other documents:

Exhibit A

This Agreement entered into as of the day and year first written above.

DRAFT

\_\_\_\_\_  
OWNER (Signature)

«Mark Miller, »«Fire Chief»  
\_\_\_\_\_  
(Printed name and title)

\_\_\_\_\_  
ARCHITECT (Signature)

«Donald W Watkins, »«Managing Member»  
\_\_\_\_\_  
(Printed name, title, and license number, if required)

## Agenda Item Cover

Item No.: 5

Meeting Date: November 13, 2017

Prepared By: Mark Miller, Fire Chief



### TITLE

---

Consider a Motion to Adopt Resolution Establishing an Impact Fee and Adopting an Impact Fee Schedule

### EXECUTIVE SUMMARY

---

Regarding the Resolution, the Board's establishment of an impact fee and adoption of an impact fee schedule is the next step toward entering into intergovernmental agreements for the assessment, collection, and remittance of impact fees with the Town of Johnstown, City of Loveland, and Larimer County. If adopted by the Board, the adopted impact fee schedule will be included as an attachment to those intergovernmental agreements. Board adoption of the Resolution at its November meeting is needed in order to stay on track for the hopeful adoption of the intergovernmental agreements by January 1; however, adoption of the Resolution, itself, is not sufficient for the Authority to begin collecting impact fees until the intergovernmental agreements are signed, and will have no immediate practical effect.

### BACKGROUND

---

The attached impact fee schedule is the same fee schedule that has been used in the City of Loveland since 2016, under the guise of Capital Expansion Fees (CEF's)

### STAFF RECOMMENDATION

---

Approve the attached impact fee schedule for the City of Loveland, Larimer County, and the Town of Johnstown

### FINANCIAL/ECONOMIC IMPACTS

---

Additional revenue for LFRA in the form of Impact Fees.

### ASSOCIATED STRATEGIC GOALS

---

Deliver cost effective services

Deploy an effective emergency response to minimize damage and loss.

### ATTACHMENTS

---

Resolution R-79, A RESOLUTION ESTABLISHING AN AUTHORITY IMPACT FEE AND ADOPTING AN IMPACT FEE SCHEDULE

**Resolution No. R-79****RESOLUTION  
BOARD OF DIRECTORS  
LOVELAND FIRE RESCUE AUTHORITY****A RESOLUTION ESTABLISHING AN AUTHORITY IMPACT FEE AND ADOPTING AN IMPACT FEE SCHEDULE**

**WHEREAS**, the Loveland Fire Rescue Authority ("**Authority**") is a political subdivision of the State of Colorado, 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;

**WHEREAS**, the Authority is authorized to receive and spend an impact fee on new development within its jurisdiction pursuant to the provisions described in C.R.S. § 29-20-104.5 ("**Authority Impact Fee**");

**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 development has on the Authority's capital facilities ("**Nexus Study**");

**WHEREAS**, in accordance with C.R.S. § 29-20-104.5(2)(a), the Nexus Study quantified the reasonable impacts of both new residential development and non-residential development on the Authority's capital facilities, and based thereon, the Authority's Chief Staff recommended an impact fee schedule at levels no greater than necessary to defray such impacts directly related to development within the Authority's jurisdiction ("**Impact Fee Schedule**"). A copy of the proposed Impact Fee Schedule is attached as Attachment A; and

**WHEREAS**, the Authority's Board of Directors has determined it is in the best interests of the Authority and the citizens it serves to establish an Authority Impact Fee and approve the attached Impact Fee Schedule.

**NOW THEREFORE**, be it resolved by the Board of Directors of the Loveland Fire Rescue Authority that:

1. The Impact Fee Schedule attached as Attachment A is hereby adopted and approved, effective January 1, 2018;
2. No individual landowner is required to provide any site specific dedication or improvement to meet the same need for capital facilities for which an Authority Impact Fee is imposed pursuant to the Impact Fee Schedule; and
3. If an Authority Impact Fee is owed by a developer, the Authority and the developer may mutually determine whether the developer will make an "in-kind" contribution in lieu of paying all or part of the Authority Impact Fee.

ADOPTED this 13th day of November, 2017.

BY THE BOARD OF DIRECTORS  
LOVELAND FIRE RESCUE AUTHORITY

---

Jeffrey M. Swanty, Board Chairman

ATTEST:

---

Secretary

Attachment A

LOVELAND FIRE RESCUE AUTHORITY  
EMERGENCY SERVICES IMPACT FEE SCHEDULE  
Effective January 1, 2018

<b>Residential</b>	
Unit Type	Fee Per Dwelling Unit
Single Family	\$895.00
Multifamily	\$622.00

<b>Nonresidential</b>	
Use Type	Fee Per Square Foot
Commercial	\$0.30
Industrial	\$0.03

No individual landowner is required to provide any site specific dedication or improvement to meet the same need for capital facilities for which an impact fee is imposed pursuant to this schedule.

## Agenda Item Cover

Item No.: 6

Meeting Date: November 13, 2017

Prepared By: Mark Miller, Fire Chief



### TITLE

---

Consider a Motion to Adopt the 2018 Strategic Plan

### EXECUTIVE SUMMARY

---

Special Projects Manager Randy Mirowski will review the latest revisions of the Plan since the September meeting. Special Projects Manager Randy Mirowski and LFRA staff will address questions/concerns and/or make clarifications regarding the final draft version of the 2018 Strategic Plan. The Plan has undergone several revisions over last few months, and this is the final opportunity to review the Plan prior to formal adoption.

### BACKGROUND

---

Special Projects Manager Mirowski gave a brief presentation on the DRAFT of the 2018 LFRA Strategic Plan at the September LFRA Board meeting. As previously mentioned, staff indicated that we would provide the Final DRAFT of the plan to the Board in September for review over the next 30-45 days. At the October LFRA Board meeting, Special Projects Manager Mirowski presented the final draft Compendium of the 2018 Strategic Plan. At the November 13, 2017 LFRA Board meeting, staff will look for final approval of the Plan, or direction as to revisions, etc.

### STAFF RECOMMENDATION

---

Provide LFRA staff with direction as to final approval and adoption of the Plan.

### FINANCIAL/ECONOMIC IMPACTS

---

N/A

### ASSOCIATED STRATEGIC GOALS

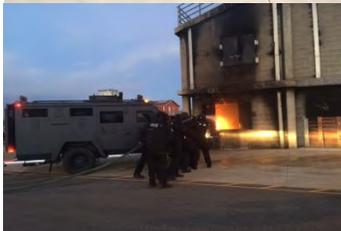
---

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

### ATTACHMENTS

---

2018 Strategic Plan – Final DRAFT



# ***LOVELAND FIRE RESCUE AUTHORITY 2018 STRATEGIC PLAN***



***PROUDLY SERVING THE CITY OF LOVELAND, CO  
AND  
THE LOVELAND RURAL FIRE PROTECTION DISTRICT***

***Taking our Organization from Good to  
Great, and Building it to Last with  
Enduring Greatness***

# Loveland Fire Rescue Authority



## Fire Protection/ Emergency Services *Strategic Plan*

*2018 Edition*

## Table of Contents

<b>I. EXECUTIVE SUMMARY .....</b>	<b>6</b>
Essential Services Expansion Plan ( <i>ESEP Plan on a Page</i> ).....	7
<b>II. INTRODUCTION .....</b>	<b>8</b>
Background/ History .....	8
Moving to a New Era and a New Strategic Plan .....	8
Financial Planning for LFRA.....	9
The Need for Fire Protection and Emergency Services Planning.....	10
Anticipated Benefits.....	11
Accuracy of Data .....	11
Planning Process Overview .....	12
Strategic Planning Team Organizational Structure .....	13
Definition of Positions and Team Members.....	14
Accuracy of Strategic Planning .....	15
Organization of Strategic Plan Document.....	16
Scope of the Strategic Plan .....	17
<b>III. LFR &amp; THE FIRE AUTHORITY - BASIC PLANNING ASSUMPTIONS.....</b>	<b>18</b>
Organizational Brief .....	18
Funding for the Fire Authority .....	18
Funding and the Revenue Allocation Formula .....	21
Mission, Vision, and Values Statements .....	21
Basic Planning Assumptions .....	22
<b>IV. THE FIRE PROTECTION AND EMERGENCY SERVICES SITUATION .....</b>	<b>24</b>
The Planning Area Profile .....	24
Urban and Rural Response Area .....	25
Time Measurements in the URA and RRA .....	26
Vulnerability Assessment .....	28
Population and Urban Growth .....	29
Current Emergency Services Situation- Response & Staffing .....	31
Emergency Services Situation- Facilities, Stations and Apparatus .....	32
Comparison Analysis for LFRA and Other Regional Departments .....	33
Fire Department Statistical Data Comparisons- Front Range Departments .....	34
<b>V. STAFFING AND DEPLOYMENT .....</b>	<b>35</b>
Basic Staffing and Deployment Plans- Nationally and Regionally .....	35
Empirical Criteria for LFRA Staffing and Deployment Plan .....	35
Specifics for LFRA Staffing and Deployment Plan .....	37
Technology and the Impacts on LFRA Staffing and Deployment Plan .....	38
Other Needs and Concerns .....	39
Future Workforce Staffing Analysis .....	39
Automatic Aid and Mutual Aid .....	39
Planning Assumptions .....	40

<b>VI. ESSENTIAL SERVICES EXPANSION PLAN (ESEP) 2018-2026 .....</b>	<b>41</b>
Phases for the ESEP.....	41
Models and Charts for the ESEP .....	42
Essential Services Expansion Plan ( <i>ESEP Plan on a Page</i> ).....	43
Abbreviated Phased-In Plan .....	44
2018 Strategic Plan Expansion- Phased-In .....	45
ESEP Major Staffing Additions and Timelines .....	46
ESEP New Apparatus/Large Capital Replacement Apparatus .....	47
ESEP Fire Station Construction/Expansion and Remodel of Stations .....	48
<b>VII. SPECIALIZED AREAS .....</b>	<b>49</b>
Emergency Medical Services-LFRA and TVEMS .....	49
EMS Planning Assumptions .....	55
Wildland Urban Interface.....	56
Wildland Urban Interface Planning Assumptions.....	60
LFRA Special Operations .....	61
SOT Planning Assumptions .....	64
LFRA Training .....	65
Training Planning Assumptions .....	67
LFRA Safety and Survival .....	68
Safety and Survival Planning Assumptions .....	70
Human Resources and Support .....	71
Human Resources Planning Assumptions .....	74
Other Important Areas .....	75
Other Important Areas Planning Assumptions.....	79
<b>VIII. COMMUNITY SAFETY DIVISION .....</b>	<b>80</b>
Overall CSD Programs .....	81
Plan Reviews/Permits .....	82
Community Outreach .....	83
Public Education/Information .....	85
Code Enforcement/Building Inspections .....	87
Fire Investigations .....	87
Emergency Management .....	88
Fire Service Accreditation .....	90
Future Areas for Consideration .....	92
CSD Planning Assumptions .....	94
<b>IX. ORGANIZATIONAL GOALS, STRATEGIES, TACTICS &amp; KPIS.....</b>	<b>95</b>
The Organizational Prime Directive .....	95
Organizational Goals .....	95
Organizational Strategy and Tactics .....	96
Key Performance Indicators (KPIs) .....	96
Significant Seven Performance Measurements .....	97
Charts and Key Performance Indicators .....	98

<b>X. RECOMMENDATIONS/IMPLEMENTATION .....</b>	<b>105</b>
Essential Services Expansion Plan ( <i>ESEP Plan on a Page</i> ).....	106
Strategic Plan Priorities .....	107
High Priorities-Phase 1 .....	107
High Priorities-Phase 2 .....	108
Intermediate Priorities- Phase 3 .....	109
Other Organizational Needs .....	110
Future Priorities .....	110
Recommendations/Implementation Chart .....	112
Uniformed Line Firefighter Hiring 2012-2026 .....	113
<b>- APPENDIX.....</b>	<b>115</b>
• Appendix A: Glossary of Terms .....	116
• Appendix B: Planning Assumptions .....	130
• Appendix C: LFRA IGA for the Fire Authority .....	138

## I. EXECUTIVE SUMMARY

If a community desires to provide a fire-safe environment for its citizens and visitors, the fire protection and emergency service needs must be identified, planned for, and properly addressed in the most cost effective manner. In 2012, the City of Loveland and the Loveland Rural Fire Protection District formed a true partnership with the creation of the Loveland Fire Rescue Authority (LFRA). Both agencies (City and Rural) have recognized the importance of planning for the future around a shared vision that provides the best protection for the community. LFRA has developed the 2018 Strategic Plan to provide the department a roadmap for the future. The strategic plan for LFRA will be based on a nine-year timeframe: 2018-2026. Annual evaluations and progress reports will be completed and reported to the various governing bodies to ensure the stated goals and objectives within this plan are being met.

It is anticipated that the 2018 Strategic Plan will:

- Provide an accurate description of the Loveland area's past, present, and future fire protection and emergency services situation.
- Provide an accurate description of the current fire protection and emergency services systems, their capabilities, and their limitations.
- Establish an agreed upon model of operation that can address the future fire and rescue needs of the Loveland community.
- Establish a set of goals and objectives that will determine the desired performance levels (often referred to as service levels) and establish service level indicators that provide a standardized way of measuring the effectiveness of the fire protection and emergency services system of the future.
- Establish a plan for the initiatives that will help prevent harm from emergencies or limit the potential destruction.
- Provide a safe, proactive, and cost effective fire protection and emergency services system strategy for the years outlined within this strategic plan and beyond.

The 2018 LFRA Strategic Plan will be a dynamic document that will continue to evolve, adapting to the changes that unfold over the next eight to ten years. Periodic evaluations and progress reports to the fire authority board of directors will be an essential part of this planning process. Updates and progress reports will also be included in an annual report made by the fire chief and the organization to communicate to the fire authority board members, and the public, the progress made on the stated organizational goals and objectives contained within this plan.

The recommendations in this plan include two segments: (1) strategic plan priorities for LFRA and (2) other organizational needs. The plan's strategic priorities are reflected in a document that outlines the most important initiatives for capital expansion and larger operation and maintenance initiatives. This document is known as the “Essential Services Expansion Plan” (ESEP) - see Section VI for more information. The ESEP is organized into three phases of implementation and two categories defining levels of priority for implementation: high priority and intermediate priority. The “other organizational needs” category focuses on future priorities and can be found in Section X Recommendations/Implementation. The ESEP offers a minimum staffing of each fire company with three firefighters and utilizes a model of staffing of full-time paid firefighters in Urban Response Area stations and volunteer firefighters in the Big Thompson Canyon stations. The ESEP is expressed on the following page with implementation phases in years, costs, and the source of funding for each initiative.

**Essential Services Expansion Plan-**  
*Plan on a Page*

<b>PHASE 1: 2018 – 2020 (High Priority)</b>	<b>YEAR</b>	<b>COST</b>	<b>SOURCE</b>
<b>Build New Station 7 &amp; Apparatus</b>	2018	4,649,914	LFRA Financing
<b>Replace Fire Engine E-3/ #0156</b>	2020	598,005	LFRA Fleet Replace Fund
<b>Training Center- Burn Building</b>	2020	2,641,228	City TABOR/Fire Capital Exp. Fees
<b>Total Capital \$ Increase Phase 1</b>		<b>\$7,889,147</b>	
<b>Inspector for Community Safety Division (CSD)</b>	2018	74,500	City/Rural Annual Contributions
<b>Station 7 (staffing, facilities, and vehicle maintenance and annual replacement savings)</b>	2019	1,418,520	City/Rural Annual Contributions
<b>Total Operational \$ for Phase 1</b>		<b>\$1,493,020</b>	
<b>PHASE 2: 2021 – 2023 (High Priority)</b>	<b>YEAR</b>	<b>COST</b>	<b>SOURCE</b>
<b>Station 10 Design</b>	2021	409,236	LFRA Financing
<b>Replace Fire Engine E-7/#0109</b>	2021	599,881	LFRA Fleet Replace Fund
<b>Station 10 Construction</b>	2022	4,895,830	LFRA Financing
<b>Replace Fire Engine E-2/#0110</b>	2023	603,567	LFRA Fleet Replace Fund
<b>Replace Rescue 6/#0352</b>	2023	723,071	LFRA Fleet Replace Fund
<b>Total Capital \$ Increase Phase 2</b>		<b>\$7,231,585</b>	
<b>Add 3 FF positions for Heavy Rescue 2</b>	2021	230,000	City/Rural Annual Contribution
<b>Station 10 (staffing, facilities, and vehicle maintenance and annual replacement savings)</b>	2023	1,398,725	City/Rural Annual Contributions
<b>Total Operational \$ for Phase 2</b>		<b>\$1,628,725</b>	
<b>PHASE 3: 2024-2026 (Intermediate Priority)</b>	<b>YEAR</b>	<b>COST</b>	<b>SOURCE</b>
<b>Remodel/Expand Station 5</b>	2024	1,976,850	City Funding
<b>Replace Ladder 6/#0202</b>	2024	1,406,282	LFRA Fleet Replace Fund
<b>Add Quick Response Vehicle (QRV) Company</b>	<b>2025</b>	<b>381,598</b>	LFRA Fleet Fund
<b>Replace/Expand Station 3</b>	2025	3,612,413	City Funding
<b>Replace Fire Engine 5/#0111</b>	2025	736,854	LFRA Fleet Replace Fund
<b>Total Capital \$ Increase Phase 3</b>		<b>\$8,113,997</b>	
<b>Add 3 Shift Battalion Positions (East Battalion)</b>	<b>2024</b>	<b>518,400</b>	City/Rural Annual Contributions
<b>QRV Company Staffing</b>	<b>2025</b>	<b>828,423</b>	City/Rural Annual Contributions
<b>Total Operational \$ for Phase 3</b>		<b>\$1,346,823</b>	

## II. INTRODUCTION

### **BACKGROUND/ HISTORY**

#### *History of the Loveland Fire Rescue Authority (LFRA)*

The development of the fire authority for Loveland Fire Rescue (LFR) involved two organizations: the City of Loveland and Loveland Rural Fire Protection District. Historically, for more than 50 years, the City of Loveland had a contractual agreement to provide fire and emergency services to the Loveland Rural Fire Protection District. As time went on and both areas grew in population and in their demands for more services, a better governance model was needed. A discovery process was initiated to evaluate and find that model.

The discovery effort spanned nearly two and one half years (2009-2011) and involved three committees. The first committee set out to evaluate several different governance models, identifying which one would be the best for LFR. The conclusion of this group's research suggested that the fire authority would be the best model considering all of the characteristics and particulars involved within the organization. The second committee took the work of the first committee and focused on the viability of a fire authority for LFR. They determined that a fire authority would be feasible for LFR, but significant organizational improvements would have to be made in staffing, deployment, and planning for the fire authority concept to become successful. This group's efforts included an analysis of the community and fire-rescue needs and the gaps that existed for those services. The third committee, made up of policy and decision makers from both the city council and the rural district board of directors, set to work on identifying how a fire authority would work for LFR. The result of their work was the formation of an Intergovernmental Agreement (IGA) that would be the guiding document forming the fire authority; it would also help create the true partnership needed between the city and the rural district. The IGA was reviewed and approved by both governing bodies for the fire authority. It established the legal parameters for how LFRA would be operated and managed, the powers of the authority, its officers, and funding mechanisms. With the establishment of the fire authority, a true partnership exists between the city and the rural district. The fire authority has established and cultivated this partnership into what has now become a strong, effective organization that looks out for the best interest of citizens of the entire Loveland community - city and rural residents alike.

At the time of this writing (2017) LFRA has operated as an effective, quality fire authority for more than five years. The majority of the planning assumptions in the 2012 Strategic Plan have been validated as correct, most of the expansion plans have also been accomplished, and the organization has grown in size and in its ability to provide excellent citizen services to both the city and the rural district. Since 2014 LFRA has also focused its attention on the maturation process for the fire authority. Transitioning employees, equipment, and select real property to the fire authority was a lengthy legal process, but was accomplished within the expected timelines.

### **MOVING TO A NEW ERA AND A NEW STRATEGIC PLAN**

The next steps for LFRA include the construct of a new strategic plan for the years 2018-2026. Adhering to the new plan will help the organization meet its expected goals as a world class organization and will carry the vision forward of going from *good to great and building it to last with enduring greatness*. In the 2012 LFRA Strategic Plan, the "Model One Basic Services

Expansion Plan” was added. “Model 1” outlined the major expansion initiatives on one page. It made the plan easy to understand for lay people and yet provided the necessary details for planning purposes for elected officials and other leaders. This creation, by Director Renee Wheeler, gave the Authority and the readers of the plan the ability to see the plan’s essential action items, the years these action items would occur, the costs of the action items, and the varying priority levels all on one page. This “plan on a page” concept has turned out to be one of the most useful, effective, and impressive aspects of the 2012 LFRA Strategic Plan.

The 2018 LFRA Strategic Plan will also include a new, improved version of the plan-on-a-page concept called the *Essential Services Expansion Plan (ESEP)*. The ESEP will capture the same type of descriptive dimensions of “Model One” but with the next generation of initiatives and expansion action items added in. It will be updated to include three phases and extend from the years 2018-2026. The major highlights for expansion in the ESEP include:

- Enhancements to the Training Center - new burn building.
- Addition of Fire Station Seven -West in the rural district.
- Addition of Fire Station Ten - East in Centerra area.
- Hiring of firefighters - Staffing Stations Seven and Ten.
- Adding a second battalion with three new shift Battalion Chiefs
- Remodel of Fire Station Five.
- Remodel of Fire Station Three.
- Procurement of fire apparatus within the vehicle replacement schedule.
- Addition of Quick Response Vehicles (QRVs).

Other strategic expansion items are included in “Section X- Recommendations/Implementation” under the headings of “*Other Organizational Needs.*” The strategic plan priorities and the other organization needs make up the entirety of the expansion items for the fire authority. Funding the expansion is part of the planning/achieving effort that will go into the 2018 LFRA Strategic Plan.

## **FINANCIAL PLANNING FOR LFRA**

Most strategic plans have identified funding streams or sources that ensure that the targeted expansion is supported. However, in 2012, when LFRA was in the incipient phase of its development, certain financial ambiguities and uncertainties were unavoidable. With the establishment of the fire authority, the city and the rural district had expanded financial commitments for ensuring that the organization would be able to increase its services at the appropriate level to ensure a quality response to the Loveland community. The rural district board evaluated its financial responsibility and sought a mill levy increase in property taxes to meet its financial obligations for expansion; this effort was successful in late 2012. The city has also identified expansion of the fire department as a high priority and increased its financial commitment to help meet the needs of the growing community. Funding mechanisms were developed and put in place to meet the majority of the goals and objectives set forth in the 2012 Plan. The next steps for expansion for LFRA, as outlined in this strategic plan, will be necessary to keep pace with the growth of the Loveland community. These expansion initiatives will enable LFRA to continue to provide the highest quality emergency services possible for its citizens. Much like in the 2012 plan, funding streams for some of the capital and operational expansion needs for the 2018 plan will need to be identified. Adequate funding must be procured for these expansion initiatives in order for LFRA to accomplish the goals and objectives set forth in the 2018 LFRA Strategic Plan.

## **THE NEED FOR FIRE PROTECTION AND EMERGENCY SERVICES PLANNING**

The primary purpose of local government is to provide protection, public safety, and support through infrastructure and response for its citizens. Public fire protection and emergency services, as a function of local government, has the responsibility of saving lives and property from natural or human-caused situations and preventing harm through planning and pre-incident mitigation. Local governments, through the fire protection and emergency services delivery systems, must also ensure that those persons that own or operate businesses or manage property do so without endangering those who use their services or are affected by their operation.

Any fire protection and emergency services system should reflect the needs and desires of the community and be managed and operated within an affordable and efficient financial system. It has always been important for local governments to operate in a manner of good stewardship of the public funds. Local fire protection and emergency services operations should support the overall goals and objectives of the community in the most cost-effective manner. In the western part of the United States, the term "community" has been defined in a broader manner than simply meaning the defining lines of a city or borough. Often, community is more reflective of an area or region that may encompass a city and its surrounding district. Local governments and fire protection and emergency services delivery systems are challenged to be more effective and efficient in how they operate, while at the same time providing a high level of service. Agencies must look beyond the simplicity of single jurisdictional boundaries and adjust operations to have more of a community approach. Such is the case with the creation of fire districts and fire authorities. These governance models are built around concepts that encourage greater efficiency, effectiveness, and cost-savings through support and collaboration.

Historically, in both the emergency and non-emergency setting, the fire service has waited for a problem to develop and then reacted or responded to it. This operational method of being reactive rather than proactive has contributed to an unbalanced and oftentimes ineffective and inefficient service delivery model. The lack of adequate planning has also contributed to many fire service organizations being unprepared to protect their citizens adequately and unable to provide for appropriate levels of community safety from the hazards of fire and natural or human caused destruction.

If a community desires to provide a fire-safe environment for its citizens and visitors, the fire protection and emergency service needs must be identified, planned for, and properly addressed in the most cost effective manner. By acting in partnership with the creation of the Loveland Fire Rescue Authority, the City of Loveland and the Loveland Rural Fire Protection District have recognized these needs and the importance of planning for the future around a shared vision that provides the best protection for the community in the most cost-effective manner possible. Strategies that include solid planning assumptions, the development of community goals and objectives, and recommendations for implementation have been formulated within this strategic plan for the future of the Loveland community.

LFRA is now in its second iteration of an active and integral strategic planning process for organizational improvement. The results and success of the 2012 Strategic Plan have been remarkable, providing a working document that has contributed to the organization's move from "good to great." The planning process has proven itself for LFRA and has now become embedded within the organization's overall strategy for building LFRA to last with "enduring greatness."

## **ANTICIPATED BENEFITS**

It is anticipated that this strategic plan for the Loveland Community will:

- Provide an accurate description of the Loveland area's past, present, and future fire protection and emergency services situation.
- Provide an accurate description of the current fire protection and emergency services system, its capabilities, and its limitations.
- Establish a set of goals and objectives that will determine the desired performance levels (often referred to as service levels) and provide a standardized way of measuring the effectiveness of the fire protection and emergency services system of the future.
- Establish an agreed upon model of operation that can address the future needs for fire and rescue operations.
- Establish a plan for initiatives that will help prevent harm from emergencies or limit the potential destruction.
- Provide a fire protection and emergency services system whereby:
  - Deaths, injuries, and loss will be minimized.
  - The funding for fire protection and emergency services is more properly distributed between city and rural citizens.
  - Planning and alleviating emergencies is done before they occur, and whereby firefighters are fully prepared and trained to respond to and mitigate emergencies.
  - Cost effectiveness and efficiency for the citizens is of paramount importance, and good stewardship of public funds is a strong organizational value.
- Provide clear recommendations for future expansion and growth.
- Provide additional documentation for comparison and analysis of comparable organizations to LFRA in emergency services.
- Provide data and information to enhance firefighter safety and survival and improve the safety and survival of the citizens within the community.
- Utilize updated information from the department's accreditation process to ensure the most accurate data and statistics are a part of the planning assumptions.

## **ACCURACY OF DATA**

Every attempt has been made in this strategic plan to provide the most accurate data and information possible. The data used as a basis for many of the planning assumptions, and stated goals and objectives, were derived from extensive studies of various local risk potential and local fire and rescue history. Comparison data was gleaned from other like departments in northern Colorado and southern Wyoming. Most of the data used from comparison departments was gleaned from those with like population and demographic models, similar services provided, and similar regional logistics. No attempt was made to be specifically selective or to "cherry pick" certain departments in order to make a stronger case for Loveland Fire Rescue Authority. Other data models, when used, were selected from the consortium of Colorado departments within the framework of the cohort group from the International City/County Managers Association (ICMA). Finally, any other data used within this plan, other than what has been specified, will be clearly cited for their use within the plan. The data that is listed in this plan can and does provide a good and reliable picture for fire service benchmarks and comparison data. However, it should not be viewed as all-inclusive or as absolute but should be considered as the best data and information that are available at the time.

## **PLANNING PROCESS OVERVIEW**

The strategic planning project for Loveland Fire Rescue Authority has been conducted utilizing eight basic steps (Fig. 2-1). The first step was to confirm the need for strategic planning within the organization. The second step evaluated the current fire protection and emergency services systems; both the prevention and pre-emergency systems and the emergency response systems. The third step evaluated the community and its threat from both natural and human-caused calamity, in effect conducting a community risk analysis. This included the area known as the wildland urban interface. The fourth step involved the evaluation of the current fire-rescue and emergency services and capabilities, and the identification of gaps in service as compared to the overall community risk levels (*see Section VIII for more information on community risk assessment*). Step five created concise and accurate planning assumptions to meet service level needs of the community. Step six involved the creation of specific, measurable, and actionable goals and objectives for the plan. Step seven developed a comprehensive set of recommendations for the strategic plan to ensure that the most efficient and cost effective methods were targeted for improvements to the fire protection and community fire related emergency services. Finally, step eight established an ongoing evaluation process for the strategic plan, comparing and testing planning assumptions to forecasted needs and actions.

### **Eight Steps for Strategic Planning**

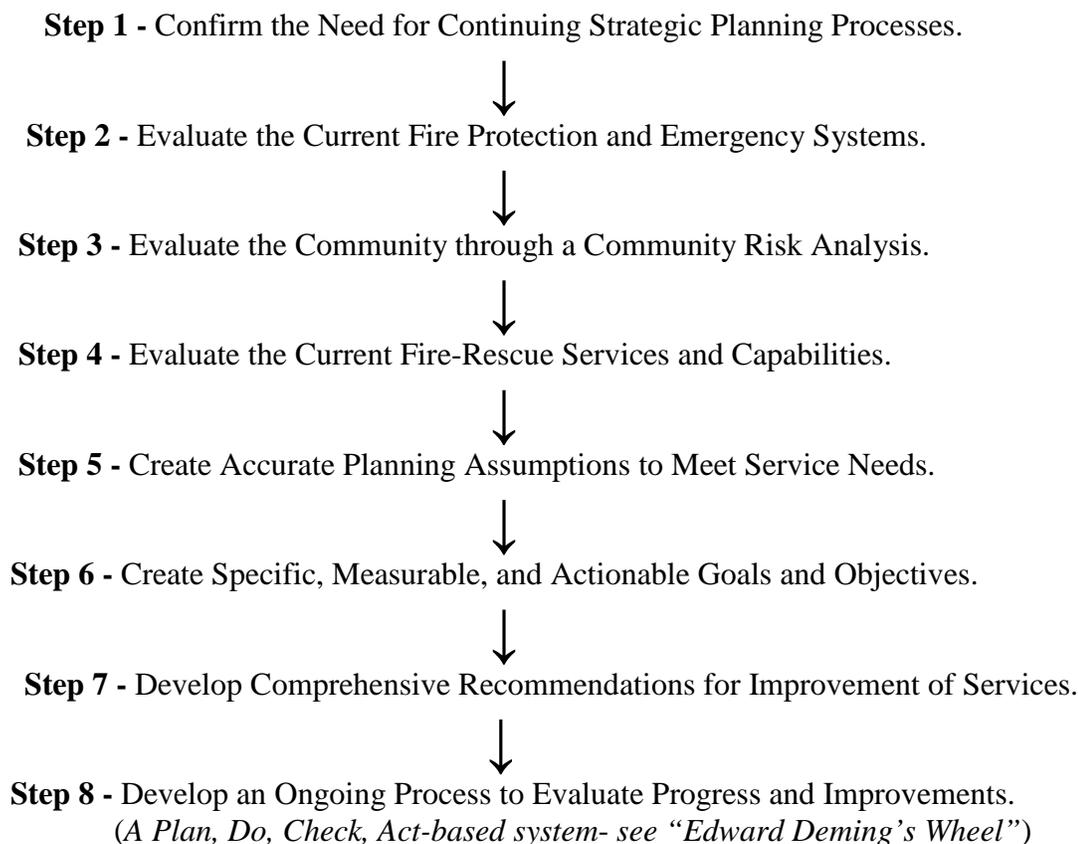


Figure 2-1. *Steps for Strategic Planning*

## PLANNING LEADERSHIP TEAM ORGANIZATIONAL STRUCTURE

The planning process/document creation has been completed by five groups/individuals (Fig. 2-2).



Figure 2-2 Team Organizational Structure

## DEFINITION OF POSITION AND TEAM MEMBERS

### STEERING COMMITTEE

Decides the scope, overall priorities, and general course direction for the strategic plan.

### PLAN EXECUTIVE

Provides overall leadership for the construct of the strategic plan, directing and managing the creation of the plan by working closely with the Steering Committee, the Leadership Team, and Plan Facilitator.

### PLAN REVIEW/WRITING TEAM

Functions as the team to write and review sections of the strategic plan, editing the document for clarity and understandability at the citizen level.

### PLAN FACILITATOR

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

### SECTION CHIEFS/DIRECTORS

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

### FIRE AUTHORITY BOARD OF DIRECTORS/ **Steering Committee**

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

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

- Jon Smela ..... Team member/FRAC chair
- Janet Bailey ..... Team member/past FRAC chair
- Elton Bingham ..... Team member
- Paul Pfeiffer ..... Team member
- Leo Wotan ..... Team member
- Andy Anderson ..... Team member/Rural Board member rep.
- Bonnie Wright ..... Team member/administrative technician

## STRATEGIC PLANNING LEADERS/ DIRECTORS

- Mark Miller ..... Fire Chief
- Ned Sparks ..... Division Chief
- Greg Ward ..... Division Chief
- Renee Wheeler ..... Administrative Director
- Michael Cerovski ..... Battalion Chief
- Rick Davis ..... Battalion Chief
- Tim Smith ..... Battalion Chief
- Jason Starck ..... Battalion Chief
- Shawn Neal ..... Battalion Chief (Canyon)
- Randy Leshner ..... EMS Chief, Thompson Valley
- Randy Mirowski ..... Strategic Plan Facilitator

The *Plan Review Writing Team* was made up of members from the city's Fire Rescue Advisory Commission (FRAC), a Rural District Board member, and a representative from the Loveland City Council. This group functioned as the plan's final review group. They emphasized the reviewing and evaluating of each initiative and action point and ensured that the document was written in “plain speech” and easily understandable at the citizen level. The review and writing group met at least monthly and kept the process moving forward and in the correct direction to meet the targeted timelines. The Fire Authority Board also contributed to the planning process by acting as the steering committee, providing overall direction, setting the goals, and approving the objectives set for the strategic planning process. The fire chief worked directly for the Authority Board and provided direction to the review and writing team and the plan facilitator. The chief ensured that the Board’s directions and goals were carried out and included within the plan. The plan facilitator functioned as the liaison from the Authority Board to the other team members and commission members to ensure consistency of mission and completion of planning processes.

The Strategic Planning Commission leaders and directors provided expertise and input within their specific areas, but also offered counsel and leadership into virtually every aspect of the planning process. Other officers and firefighters contributed to the construct of the plan in a variety of ways from offering their expertise and experience to assisting chief officers and directors with developing specific areas within the plan. As with any endeavor of this magnitude, it takes the entire organization to play a role in the planning and construction of a manuscript that functions as a guiding document for future expansion and operations.

## **ACCURACY OF STRATEGIC PLANNING**

Strategic planning is certainly not an exact science. Forecasting events that will take place five to ten years out is an imprecise process. However, with the proper assessment processes in place, and a reliance on solid metrics and past performance data, this inexact science can become much more empirical and accurate. The methodologies used within this plan represent proven models and, in many cases, best practices and sound industry standards. The success and accuracy of the *2012 LFRA Strategic Plan* allows the planning and leadership team to be very optimistic about the viability and accurateness expected for the *2018 LFRA Strategic Plan*. Nevertheless, LFRA leadership should build in an annual review process where information is compared to and tested against the planning assumptions and forecasting that is represented within this plan.

## **ORGANIZATION OF THE STRATEGIC PLAN DOCUMENT**

The *2018 LFRA Strategic Plan* is organized into 10 sections with an Appendix:

**SECTION I: Executive Summary** - A brief overview of the entire document with a focus on history, process, and the *Essential Services Expansion Plan (ESEP)*.

**SECTION II: Introduction** - Establishes the case for strategic planning and anticipated benefits; addresses the data portion, its accuracy, and the overall scope of the strategic plan.

**SECTION III: Loveland Fire Rescue and the Fire Authority - Basic Planning Assumptions** Includes a brief overview of the organization, funding, and future revenue allocations of the Fire Authority along with the mission, vision, values, and basic planning assumptions.

**SECTION IV: The Fire Protection and Emergency Services Situation** - Covers the basic demographics of the response area including population, projected growth, vulnerability, forecasting, and current emergency services. Includes a comparison to other regional departments.

**SECTION V: Staffing and Deployment** - Highlights the basic staffing and deployment needs for LFRA and the rationale for such staffing levels, and gives an overview of the future staffing models and their impact on operations and financial planning.

**SECTION VI: Essential Services Expansion Plan (ESEP)** - Includes the history of expansion planning and the new *Essential Services Expansion Plan*. This plan includes areas such as current and future staffing needs, large capital purchase and replacement, and facilities remodel and expansion. There is a three-phased process for implementation, timelines and likely costs.

**SECTION VII: Specialized Areas** - This section highlights future needs and the specific services provided within the specialized areas including Wildland, Specialized Operations Team, Training, Tac-Fire, and Emergency Medical Services (EMS).

**SECTION VIII: Community Safety Division, Emergency Management and Accreditation** - In the *2018 LFRA Strategic Plan*, the Community Safety Division (CSD) will have its own section. The needed expansion of the responsibilities of this division over the last five years has resulted in significant community impact within the planning and building environment, within inspection services and code enforcement, in emergency management and disaster planning, and in public education and department accreditation. These areas are explained in this section.

**SECTION IX: Fire Protection and Emergency Services - Goals, Strategies, and Performance Measurements** This section creates and establishes the organizational goals and objectives and identifies the service level indicators that will be used to track and measure organizational performance during the operational period of the *2018 LFRA Strategic Plan*.

**SECTION X: Recommendations/Implementation** - Recommendations and timelines are listed in this final section.

**APPENDIX:** Contains associated documents that are linked to the plan, including:

- **Glossary of Terms**
- **Planning Assumptions**
- **LFRA Intergovernmental Agreement (4<sup>th</sup> Amendment)**

**COMPENDIUM:** A separate, summary document of the business modules/sections of this plan.

## **SCOPE OF THE STRATEGIC PLAN**

The intent of the *2018 LFRA Strategic Plan* is primarily to provide guidance in formulating major policy decisions and setting overall direction for the fire authority. The overall scope of this plan has been to focus on the needed changes for Loveland Fire Rescue Authority, both strategically and operationally, and in the areas of capital expansion and ongoing expenses for operation and maintenance (O&M). A significant emphasis within the document is how these changes and improvements impact:

- Taxpayers in the region.
- Performance of the fire protection and emergency services systems.
- New and existing development.
- Safety of the public and emergency services personnel.
- Future expansion and needs for staffing and services.

Items such as equipment specifications, operating procedures, and resource management have, for the most part, been purposely omitted from this plan. These relate more to operational or task levels and can be best addressed in other documents and procedures within the organization.

Another area that has been purposely omitted from this plan is a detailed analysis for a funding mechanism to achieve the specific initiatives of the expansion that is listed in the *Essential Services Expansion Plan*. For the purpose of this strategic plan, it is acknowledged that in order for the needed improvements in equipment, facilities, staffing, and services to occur, both the City of Loveland and the Loveland Rural Fire Protection District will need to increase their contribution to the Fire Authority

It is extremely important to emphasize that the *2018 LFRA Strategic Plan* is dynamic and may need to be adjusted over time. The most significant aspect of this plan is that it establishes a framework for formulating and addressing changes and improvements in the fire protection and emergency services situation in the future. Periodic reviews and updates will be necessary to keep up with the changing environment and the economic profile of the community. Review of this strategic plan will be done once a year within the organization's annual report. However, it is expected that in a general manner more frequent reviews will occur for monthly reports and updates for the organization as part of a "Plan, Do, Check, Act" process.

One final point about strategic planning is included in this section relating to the "Scope." It should be understood that strategic planning, by its nature, is not an exact science. During the years of 2018-2026, there may be other organizational initiatives that develop that are not identified within this strategic plan. However, every effort has been made to evaluate, forecast and plan for the future strategic needs of LFRA and include them in this document.

### **III. LOVELAND FIRE RESCUE & THE FIRE AUTHORITY- BASIC PLANNING ASSUMPTIONS**

#### **ORGANIZATIONAL BRIEF**

Loveland Fire Rescue Authority (LFRA) is a consolidated fire protection and emergency service agency specializing in fire and rescue-related services. LFRA serves the City of Loveland (City) and the Loveland Rural Fire Protection District (Rural District) covering approximately 190 square miles of area. The organization's 86 full-time uniformed members, its six civilian support staff members, and approximately 20 firefighter volunteers provide the workforce for the agency. LFRA operates a total of eight fire stations. Five stations are staffed 24 hours, seven days per week; two volunteer stations are located in the Big Thompson Canyon. One station at the Northern Colorado Regional Airport is staffed on an as-needed basis for aircraft flight stand-by services. One full-time paid LFRA engineer manages fire and emergency operations at the airport station. Within the Rural District are portions of the communities of Johnstown (I-25 & Hwy 34), Drake, Masonville, Storm Mountain, and the Pinewood Reservoir area. In 2017 nearly 100,000 people live within the area served by LFRA.

LFRA was formed in January of 2012 with the consolidation of the City of Loveland fire department (Loveland Fire and Rescue) and the Loveland Rural Fire Protection District. The City and Rural District adopted an intergovernmental agreement (IGA) contract establishing the Fire Authority. The IGA is the basis of LFRA's existence and outlines the governance, management, funding formulas, and operation of the Fire Authority. A five-person board of directors, appointed by the City Council and Rural District Board, governs LFRA. The board includes two city council members, two rural board members, and the City Manager of Loveland. The fire chief is an LFRA employee and serves the Fire Authority Board, works as part of the City's Management Team, and acts as a fire chief/liaison to the Rural District Board. All firefighters and civilians that work for LFRA are authority employees. LFRA is organized into three divisions and five battalions. The three divisions include Operations, Community Safety, and Administrative Services. There are three shift battalions, a training battalion, and the Big Thompson Canyon battalion.

#### **FUNDING FOR THE FIRE AUTHORITY**

LFRA is funded by the City of Loveland and the Loveland Rural Fire Protection District through a combination of property taxes in the rural district plus property and sales taxes in the city via the general fund. LFRA also generates revenue from building impact fees within the district, from fire prevention-related permits, and from reimbursements for fire-rescue services for wildland and specialized deployments. For 2017 LFRA had a base budget of approximately 13.9 million dollars; additional LFRA-generated revenue totaled nearly \$300,000. Combined, the total budget for LFRA for 2017 was approximately \$14.2 million dollars. Capital expenditures vary from year to year depending on equipment purchases and facility construction or improvement. Funds are received from the City's capital replacement fund, capital expansion fees (CEFs) or impact fees, and capital dollars from the Rural District. Starting in 2017 the Fire Authority's funding for apparatus is financed through annual contributions from the City and Rural District at an 82% (City) and 18% (Rural) ratio. Section VI contains the expanded financial plan and various capital and Operation & Maintenance (O&M) models for the Fire Authority for the 2018 LFRA Strategic Plan.

# LFRA City/ District Map

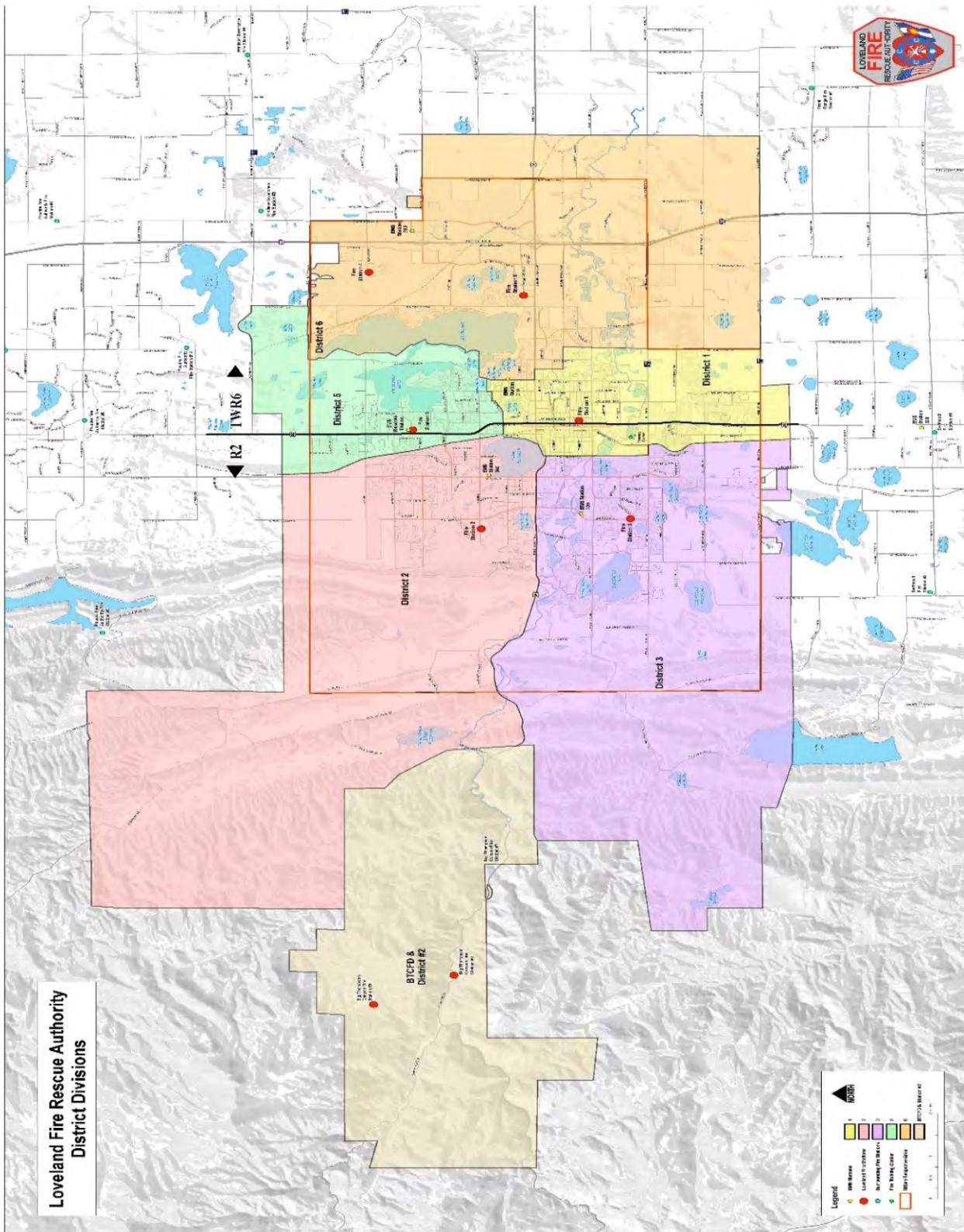


Figure 3-1 City/District Map

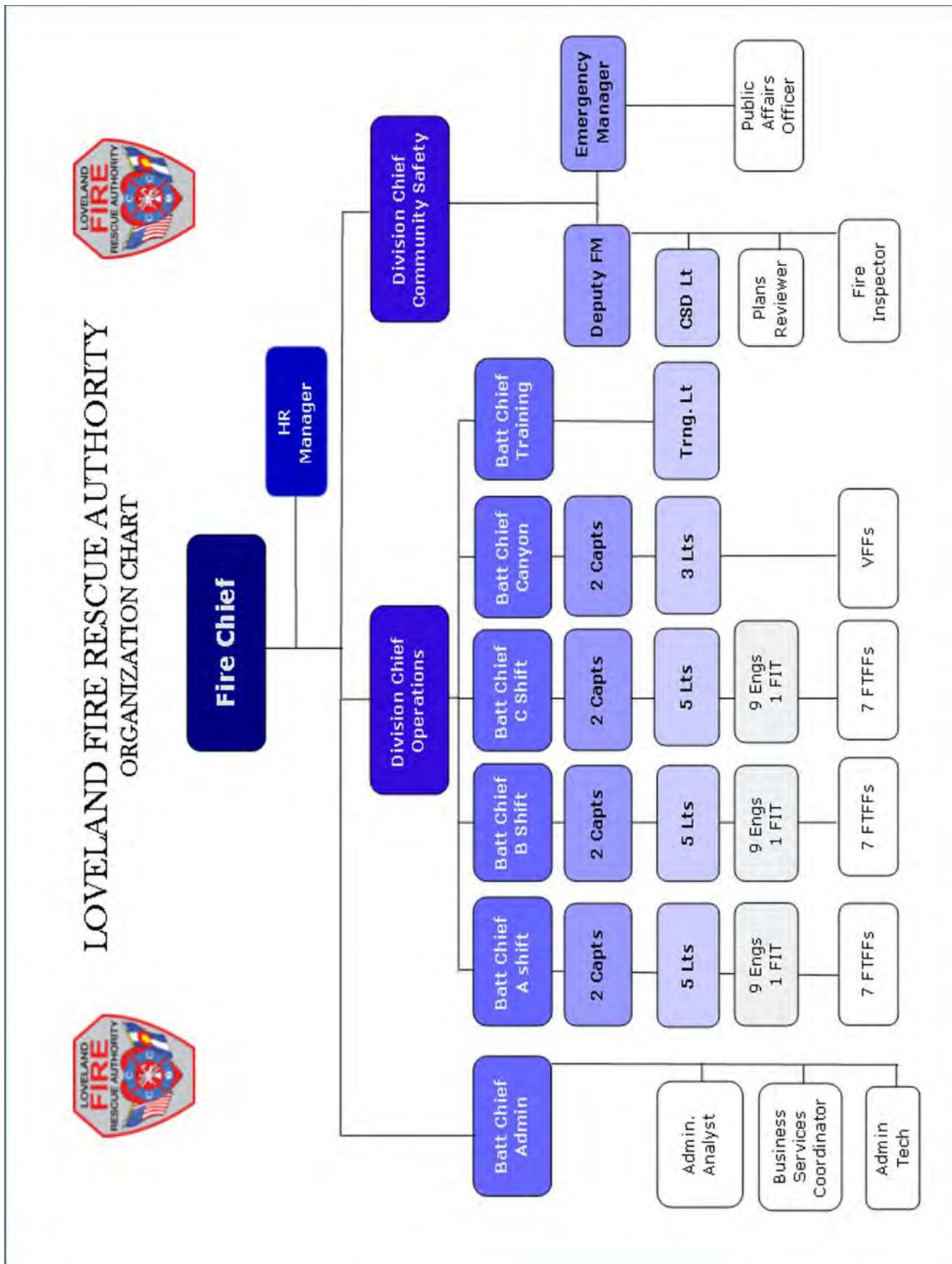


Figure 3-2 LFRA Organizational Chart

## **FUNDING AND THE REVENUE ALLOCATION FORMULA**

The Fire Authority uses a Revenue Allocation Formula (RAF) for determining the contribution ratio for both the City of Loveland and the Loveland Rural Fire Protection District. The IGA for the Fire Authority breaks out the ratio as follows:

* City of Loveland contribution	82%
* Loveland Rural District contribution	<u>18%</u>
<b>Total contribution for full cost budgeting</b>	<b>100%</b>

The RAF is based primarily on call load, or more specifically the percentage of calls that firefighters respond to in the City and Rural District. These percentages are not intended to be exact, but rather a target representing the call volume and workload over a longer period of time. Trending to achieve these percentages for the RAF spanned more than 20 years from 1990-2010. In 2016 the authority began to look at other dimensions, including assessed property valuation and actual time spent on calls in the City and Rural District. For the 2018 LFRA Strategic Plan the RAF will remain at the original 82%-18% ratio. However, these percentages, and the entire RAF, should be reviewed periodically for accuracy and equality for both the City and Rural District.

## **VISION, MISSION, AND VALUES STATEMENTS**

Loveland Fire Rescue Authority is committed to providing the highest quality services for the citizens that are served by the department. The Vision, Mission, and Values are expressed as:

- **Vision** - *"To go from Good to Great and Build the Organization to Last with Enduring Greatness."*
- **Mission** - *"Through commitment, compassion, and courage, the mission of the Loveland Fire & Rescue Authority is to protect life and property."*
- **Values** - *Commitment, Compassion, and Courage*

The Mission for LFRA is specifically carried out through "The Four R's": Response, Readiness, Resources, and Relationships. These four areas are the centerpieces of the organization's efforts to carry out the mission. The Four R's (in essence) express "what" LFRA is doing and focusing on how to accomplish the mission in the most consistent and effective manner possible.

The three values listed in the mission statement, Commitment, Compassion, and Courage, express "how" LFRA carries out its mission. These three values are the hallmark and heritage of the American fire service. LFRA has adopted these timeless values as a benchmark for measuring the department's members and the services that are provided to ensure that the desired quality is continually and consistently being provided. The vision for the organization also embraces the concept of continuous improvement with each and every member doing all that he or she can do to help ensure that LFRA stays on a pathway of enduring greatness. LFRA is committed to delivering the best possible citizen service to the community with promptness and professionalism. The vision includes continually seeking ways to enhance citizen services and citizen and firefighter safety and survival within the framework of the organization's service delivery model. One of the Authority's most desired outcomes is to be recognized by the community of Loveland and those in the fire service community as a model of excellence in providing fire protection and emergency services in the most cost-effective manner.

## **BASIC PLANNING ASSUMPTIONS**

The Basic Planning Assumptions for LFRA are broken out into two distinct areas: **Stage One** and **Stage Two**. Stage One covers eight basic assumptions that serve as the foundation of this plan for the years 2018-2026. The planning assumptions listed in Stage One have identified goals and objectives and cost estimates for many of the areas of expansion or improvement. Stage Two is based on long-term expectations of what may occur beyond 2026. It is more general and contains no set goals or objectives or costs, but rather initiatives that are likely to be needed. The Basic Planning Assumptions are the forecasting tools for staffing and large capital expenses.

### **Planning Assumptions for Loveland Fire Rescue Authority for Stage One and Stage Two** *Stage 1 assumptions are more specific and listed for years 2018-2026*

#### **Stage One Planning Assumptions**

1. **Service Levels Provided** - The Fire Authority expects to maintain or improve current City and Rural District response service levels and those projected for future expansion.
2. **Population Expansion** - Projections for expansion will assume a continuing growth of 2% to 2.5% per year from 2018-2026. This would calculate into a population of approximately 122,000 in 2026 for the Fire Authority service area or response area.
3. **Station/Fire Company Expansion** - Projections for replacement or addition of new fire stations and staffing would include:
  - Adding 2 fully staffed fire stations - 18 new positions to staff these new stations.
  - Adding 3 full-time positions for coverage or shift fill-in.
  - Adding 3 full-time positions for Heavy Rescue 2
  - Adding 3 full-time positions for the addition of three new shift battalion chiefs.
  - Adding 2 Quick Response Vehicles (first QRV will be placed in area of need).
4. **Workforce Staffing Methods** - Projections for Stage One include the use of both full-time paid and volunteer firefighters. Stations within the Urban Response Areas (URA) would be staffed with full-time paid firefighters and with minimum staffing at three firefighters per company. Volunteer firefighters will staff Big Thompson Canyon stations.
5. **Airport Expansion** - Northern Colorado Regional Airport is expected to expand its services in the near future. The number of larger passenger flights will likely increase in the next two-three years. More personnel and other firefighting resources will be needed if this expansion occurs. One QRV may be utilized to address the initial expansion of services.
6. **Additional Non-Uniformed FTEs** - Projections for workforce expansion in this area should include an IT specialist, an additional administrative assistant, and additional part time inspectors and plan reviewers in the Community Safety Division.
7. **Completion of the Accreditation Process** - The Fire Authority expects to become a fully accredited agency through the Commission on Fire Accreditation International (CFAI) and will have in place plans for ongoing re-accreditation after the initial certification.
8. **Selection of the Essential Services Expansion Plan (ESEP)** - The Essential Services Expansion Plan is to be the strategy of choice for the 2018 LFRA Strategic Plan.

## Stage Two Planning Assumptions

**Stage Two** (2027-2035) will include planning expectations without identified funding streams. These planning assumptions are expected to be very general and based on a historical and projected forecast of what the department's needs will be during this timeframe.

1. **Organizational Planning Goals/Expectations** - Projections for this next phase (2027-2035) include **consideration** for:
  - Expansion of the training center and completion of its master plan.
  - Relocation of Fire Station 1 and/or LFRA's Headquarters and Administration and the Community Safety Division.
  - Full staffing of the airport station (Station 4) for area coverage, and the addressing of more expanded airport operations and/or expansion in the commercial business park or commercial area around the airport. This will be reviewed on an "as needed basis" within the City of Loveland and the Rural District's planning process, and periodically with the Airport Director and the City Manager to ensure proper service level needs are maintained.
  - Addition of one fire station to the south/southeast corridor, projected for the area of South Boise and Highway 402, depending on growth and service level needs.
  - Expansion of an additional truck/heavy rescue company.
  - Expansion for a paid staff position for Big Thompson Canyon station (40-hour training and response position).
  - Expansion of resources for the wildland urban interface area, including prevention, mitigation and enforcement functions.
  - Expansion of the staff within the training division.
  - Increase of minimum staffing from three firefighters per company to four firefighters for specific companies (ex. truck, heavy rescue and some specific engine companies).
  - Evaluation of the fire authority for LFRA as the best governance model and to evaluate future growth opportunities and expansion possibilities for the area/district.
  
2. **Workforce Staffing Analysis** - Projections in Stage Two should include a comprehensive analysis of the three-person staffing system for each fire company. The authority should conduct this analysis utilizing the latest available research and data to best meet the community's fire/rescue needs. This analysis would include:
  - Workforce staffing model for both 3-person and 4-person engine companies.
  - Use of the Quick Response Vehicle as part of the overall workforce-staffing model.
  - Review of 24-hour shift staffing models including the traditional models (Berkley System currently in use at LFRA), the 48-96 system (currently in use in other regional departments), and other shift staffing models.
  - A workforce staffing and needs analysis of the Big Thompson Canyon area.
  - Impacts of staffing and workload within the criteria established for the Authority's accreditation.
  - Any other workload/staffing issues and impacts.

## IV. THE FIRE AND EMERGENCY SERVICES SITUATION

### **THE PLANNING AREA PROFILE**

The City of Loveland and the Loveland Rural Fire Protection District area are located 50 miles directly north of Denver, Colorado, along the eastern foothills of the Rocky Mountains and the Arapaho and Roosevelt National Forest. The planning area includes the City of Loveland, Big Thompson Canyon, Masonville, Pinewood Reservoir, Drake, and a portion of the city of Johnstown at I-25 and Highway (Hwy) 34.

The planning area encompasses 190 square miles. Within this area land uses vary from high-rise hotels and apartment buildings to agriculture and farm acreage. The expected population in year 2017 is expected to climb to approximately 100,000 people, with nearly 76,000 living within the City of Loveland and approximately 24,000 living in the Rural Fire Protection District (see page 28 for more specific population numbers). The population in the planning area is expected to grow to approximately 122,000 by the year 2026. The additional people are expected to live mostly in higher densities and work in a variety of new businesses and high tech companies with an emphasis on clean and new or alternative energy sources. This expected growth could be dramatically influenced with the addition of and expansion of new industries within the response area of LFRA. This strategic plan's focus is on predictable business expansion and residential growth, not for high impact and growth ventures within industry or other large manufacturing business.

Loveland Fire Rescue Authority (LFRA) provides fire protection to a total area of 190 square miles; Thompson Valley EMS responds to an even larger area beyond the scope of LFRA's responsibility. This strategic plan will take into account the entire urban and rural area in its scope. However, a more specific focus is placed on the Urban Response Area, which covers roughly 100 square miles. The wildland urban interface area (WUI) is addressed as a separate theater for operations; information about this can be found in Section VII, Specialized Areas. The topography of the WUI planning area is predominantly low, rolling hills, directly adjacent to the eastern range of the Rocky Mountains at an average elevation of over 5000 feet above sea level. There are also steep mountainous areas within the wildland urban interface zone that have elevations well over 7000 feet above sea level. The Big Thompson River runs diagonally from the west through the planning region. The planning area also contains numerous streams, lakes, and ponds.

The Loveland area enjoys a moderate climate with an annual average of more than 300 days of sunshine. The relatively low humidity tends to make winters feel warmer and summers cooler than might be experienced in the Midwestern part of the country. The average high and low temperatures range from 86 degrees F in July to a low average of 14 degrees F in January. The area receives approximately 13.9 inches of annual precipitation. While the area typically receives moderate amounts of snowfall, snow can and often does become extreme, particularly in the months of March and April.

Housing within the planning area ranges from high-density apartments to widely separated farm and ranch acreages. Housing surveys conducted by the City of Loveland *Annual Data and Assumptions Report-2016* revealed approximately 32,000 units within the city in 2017.

The Loveland community is rapidly becoming a major retail and financial center serving northern Colorado. Retail centers such as Centerra, other regional and neighborhood shopping

malls, and the downtown centers make up the majority of the shopping in the planning region. Other areas of commerce include the growing Crossroads Boulevard Center, which includes The Ranch (Larimer County Fairgrounds) and the Embassy Suites and other retail and hotel complexes. At the time of this writing (2017), there is speculation about the sizeable development of *The Brands* project in this same area. The 25-34 area (Johnstown) is also a rapidly expanding commercial area in the rural fire protection district. The technology projects housed within the site of the old Agilent/HP site (RMCIT) are expected to become important future employers in the region. Agriculture also plays a significant role in the local economy and commerce in the planning area, although with the closure of the Great Western Sugar factory, there is no longer a major agricultural product processing facility within the planning area.

Within the planning area is an interstate highway to the east (I-25), a major state highway running north and south through the middle of the fire-rescue response boundaries (HWY 287), and a U.S. highway running east and west (Hwy 34). Major railroad lines used for freight transport run through the city and rural district. In the northeast portion of the planning region resides the Northern Colorado Regional Airport. This air transportation center will be home to several airlines offering direct passenger flights to many cities in the west and southwestern part of the country. The industrial and commercial park adjacent to the airport continues to show growth and could be a major economic factor in the planning area's population growth and development.

### **URBAN AND RURAL RESPONSE AREA**

LFRA provides fire protection and rescue and emergency medical services for basic life support to a large area encompassing both urban and rural environments. In this strategic plan, reference will often be made to the Urban Response Area (URA) and Rural Response Area (RRA). This two-fold viewpoint (urban and rural) is consistent with the perspectives utilized by the U.S. Census Bureau and other accrediting agencies. Data for response and other measurables are calculated in both the urban and rural areas with different planning assumptions and expectations. The URA makes up over 100 square miles of LFRA's response area and is the area where the vast majority of the population lives. Even though LFRA strives to maintain as much uniformity as possible in its service delivery, it does recognize that these two areas (urban and rural) are distinctly different environments. It is unrealistic for citizens living in the more remote areas of the rural district to receive the same level of service, relative to response times and deployment metrics, as those living in the City of Loveland. There are differences in fire risk, resident expectations, and environments where fire-rescue personnel are expected to operate; the single most important factor creating this difference is the distance from the nearest fire station. Along with this premise, the expected drive times between URA and RRA are significantly different. While LFRA makes every effort to have similar staffing levels and equipment responses to calls in the URA and the RRA, the drive time factor creates the largest difference in the overall response, service delivery, and often in the outcome of the emergency call. With these two distinctly different environments, it is difficult, by comparison, to have effective performance measurements that can be applied homogeneously. For this reason, LFRA has chosen to target differing metrics and response/drive times for the URA and for the emergency calls in the RRA (see page 25).

In general, the Urban Response Area is defined as the City of Loveland and the adjacent surrounding urban areas of the Loveland Rural Fire Protection District. The more specific

definition of this area includes the area bordered on the north by County Road 30, to the east by County Road 3 (intersecting with Hwy 402 then to County Road 11), to the south by 42<sup>nd</sup> Street, and to the west by County Road 29. This entire area is known as the Urban Response Area or URA. It encompasses approximately 100 square miles of LFRA's 190 square miles of response area, or approximately 53% of the physical area. This area is also very similar to what Larimer County has identified as its Growth Management Area (GMA) that is essentially based on an ability to provide urban level services to these areas.

The rural area for LFRA features a substantial amount of mountainous areas that have, in the past, been considered as "remote" or "wilderness" areas. These areas are sparsely populated and particularly difficult to access in a reasonable amount of time for emergency services. Consequently, for some of these areas, response times for fire apparatus expands to 20-30 minutes or more for the first arriving tactical unit. Fortunately, the call loads in these areas are also very low. For these reasons, LFRA has chosen to include these remote and wilderness areas into the data tracked and time measurements for the RRA. Again, this is consistent with data used for the census and for LFRA's accrediting agency.

### **TIME MEASUREMENTS IN THE URA AND RRA**

LFRA has established separate goals and benchmarks for response in the URA and in the RRA. These are primarily defined by their location and drive times from the nearest fire station. They are based on a premise, in general, that meets the intent of national fire service response standards (found in NFPA 1710) that suggest the sooner the arrival of fire-rescue resources, the better the chance for saving lives and property. The premise is built, and applied nationally by many fire departments, around a five-minute drive time, as part of the total response time collective for an emergency incident. LFRA has established the following response/ time criteria for the URA and the RRA. The criteria have a variable of 90% of the time to match what is prescribed in other national standards for emergency response (example NFPA 1710).

#### **Urban Response Area (URA)**

Area established by: Five minute drive time from the nearest full-time paid fire station.

Response goal: Arrive at emergencies within 6 min 30 sec after being dispatched 90% of the time.

#### **Rural Response Area (RRA)**

Area established by: Outer edge/ boundary of URA and the remaining area of fire district.

Response goal: Arrive at emergencies within 16 min 30 sec after being dispatched 90% of the time.

More detailed information on the response/ time criteria can be found on page 34 (Section V- Staffing and Deployment). LFRA will utilize the information and data gathered for emergency response into these two areas for comparison to our set response criteria and our actual performance. At the present time (2017) LFRA cannot meet these standards for the URA and RRA. However, once Stations Seven and Ten are built and operational, calculations suggest that these standards can and will be met. A map of these boundaries and the defined URA and RRA are listed in Figure 4-1.

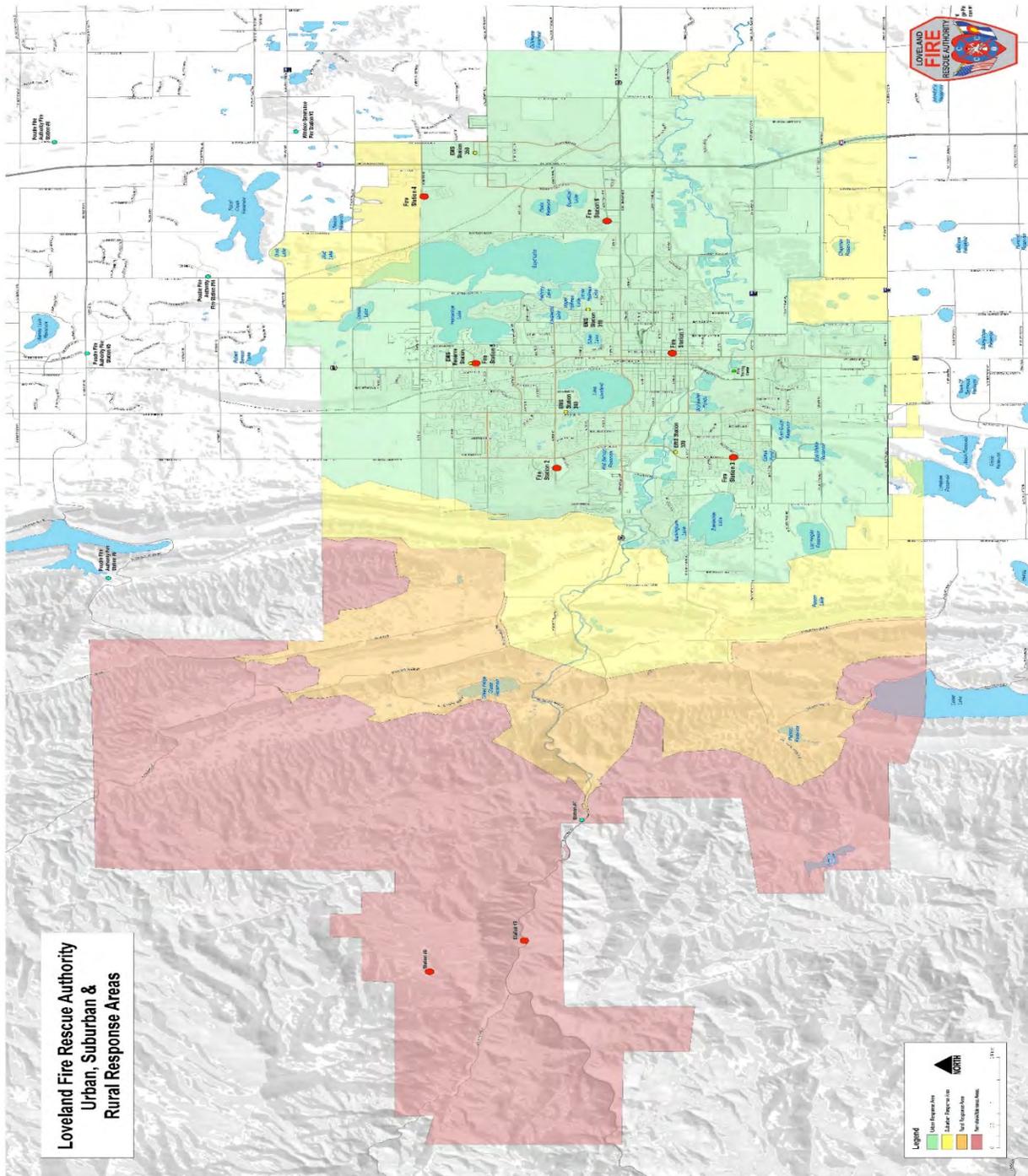


Figure 4-1 *Urban & Rural Response Area*

## **VULNERABILITY ASSESSMENT**

Loveland Fire Rescue Authority's response district is situated along the eastern edge of the Rocky Mountains. The area's most prominent geological features are the Rocky Mountain Range to the west and numerous fresh water lakes, ponds, rivers, and waterways throughout the district. The elevation in the city is 4982 feet above sea level, but in other areas to the west the elevation can be over 7000 feet. There are more than 704 curb miles of streets in the City of Loveland alone and an undetermined number of county roads and unimproved travel ways within the Rural Fire Protection District. The transportation infrastructure consists of one major interstate highway (I-25), which has a north-south perspective, and one U.S. highway (Hwy 34), which has an east-west perspective. These two highways, along with Highway 287, handle the bulk of traffic in the area. Connections to two other major interstate highways are less than 60 miles in either a north or south direction. The area also has a major railway corridor, used primarily for freight transportation, and a general aviation airport, shared with the City of Fort Collins, that provides both private and commercial air services. Burlington Northern Santa Fe (BNSF), Great Western, and the Union Pacific railroads use the referenced rail system.

Most of Colorado's population, industrial and commercial development, and the seat of state government are located along the Colorado Front Range. Tourism, one of the most vibrant industries in the state, accounts for a large portion of out-of-state visitors using the Front Range areas as part of their visitation and vacation destinations. Given the high population concentration, major industrial activities, and history of disaster events, the Front Range represents the area of greatest vulnerability for repeated occurrences of civilian death and injuries and disastrous events. The combination of high hazard areas and large numbers of out-of-state visitors who are unfamiliar with local conditions and emergency response capabilities represents a unique emergency planning and response challenge to both state and local governments and responders.

Larimer County and the entire Loveland area have experienced many natural and man-made emergency incidents and disasters; the area continues to be vulnerable to floods, wildfires, hazardous materials incidents, and other weather-related incidents including tornadoes and wind-driven events. In 2013 Loveland and the entire northern Colorado area experienced a devastating flood. As a result many changes were made in both the City's mitigation plan and that of Larimer County. The City of Loveland Office of Emergency Management has been the driving force behind the creation of specific, Loveland-area hazard identification and risk management (see Section VIII: Community Safety Division). Information on floods and other hazards at the county level is available in the *Larimer County 2016 Hazard Mitigation Plan Risk Assessment*.

Visit: <https://larimercompplan.com/maplibrary/larimer-county-2016-hazard-mitigation-plan-risk-assessment> Another specific analysis for LFRA's area hazards and vulnerability was conducted in the years 2014-2016; these efforts were all a part of the accreditation process and application for Loveland Fire Rescue Authority with the Commission on Fire Accreditation International (CFAI). One document/report with several critical areas was produced as part of the evaluation process: *Community Risk Assessment: Standards of Cover*. This report serves as an integrated risk management plan combining the community risk analysis component and written procedures for fixed resources and response to hazards and emergencies (see Section VIII Community Safety Division for more information on this topic). The next portion of this document evaluates the expected population growth and the current emergency services situation.

## **POPULATION AND URBAN GROWTH**

Of all of the future events that may affect local fire protection and emergency medical and rescue services, the aspects of rapid or unanticipated growth may be the most significant. Fire service agencies must utilize population growth assessments to enable them to forecast and maintain the proper number of firefighters and fire stations to provide an appropriate level of service for the community.

In 2016 the population in the City of Loveland was estimated at 74,427, and the population in the Loveland Rural Fire Protection District was estimated at 22,950 for a total population estimate in the entire planning area of 97,377. Between the years 2018 and 2026, LFRA is planning for a growth rate of approximately 2.5% per year for the City and approximately 2% per year for the Rural District. During the subsequent years of 2027-2035, the total growth rate in the City and Rural District is expected to be between 1.7%-2.2%. These numbers were gleaned from the City of Loveland's *Annual Data and Assumptions Report (2016)* and Larimer County's own website. A projected population in the planning area of approximately 122,275 should be expected in the year 2026 (see Figure 4-2 for an estimate of year-by-year expansion).

<b>YEAR</b>	<b>ESTIMATED POPULATION</b>
2016	97,377
2017	99,021
2018	101,365
2019	103,767
2020	106,319
2021	108,933
2022	111,613
2023	114,359
2024	117,174
2025	119,697
2026	122,275

Figure 4-2. *Population Estimates*

It should be noted that these planning assumptions for population growth are based on normal expansion and could be significantly impacted with large commercial or high tech facilities coming into the area. At the time of this writing, the expansion of the 25-34 (Johnstown) area is underway with large commercial retail facilities under construction. It is expected that urban growth in new areas will continue to develop along the lines of employment and retail centers.

Another important, unclear factor, at least at the time of this writing, is the effect of the Loveland downtown expansion and development effort. It is unclear how this growth will change population expectations and the subsequent impact or demand for emergency services.

LFRA has utilized a more conservative approach in forecasting the increases in population for the planning region. A 2% to 2.5% growth factor for years 2018-2026 was used (as opposed to a 3% to 4% increase that is being used by some demographers). An important use of these population estimates is in the planning for the appropriate number of firefighters an organization should have. It is within these planning assumptions for population growth that important decisions are made related to emergency response and needed staffing levels.

Historically, it has been difficult to precisely determine the number of firefighters needed within a given city or district; much of this depends on services provided. LFRA is considered a “full-service” provider for fire related services; this would include structural firefighting and emergency medical services at the basic life support level. Beyond these “norms” the organization also provides various technical specialized rescue services, wildland urban interface firefighting operations, a hazardous materials response team, large animal rescue operations, and assistance to the Loveland Police Department’s SWAT (Tac-Fire), and it operates a full-service training center. In addition, the Community Safety Division offers a complete array of services including fire prevention activities, public education, plan review, code enforcement, and investigation services. LFRA often provides more services than many of its comparison fire departments in the northern Colorado region.

One common planning dimension used to correctly predict the number of needed personnel identifies the number of firefighters per 1000 population in a given city or district. The National Fire Protection Association (NFPA) in its assessments of workforce-staffing analyses uses this dimension. LFRA uses the dimension of firefighters per 1000 population in conjunction with several other dimensions to gain a more complete picture of its workforce-staffing model and its ability to provide a high quality level of emergency services to the community. The ability to accurately predict the population growth over a period of time within a given response area can have a direct impact on accurate predictions for needed resources, staffing, and equipment. For strategic planning, the calculations for population growth are integral and essential for LFRA to be able to plan for and keep pace with growth and to maintain the desired level of emergency services. Thus, for planning purposes, the most important aspect in using population estimates is their accuracy. In order to ensure accuracy, these estimates must be reviewed and adjusted periodically, particularly when staffing issues are affected.

Other dimensions besides population growth and the number of firefighters per 1000 population are needed for a complete picture of the organization’s capabilities and needs. Another important analysis dimension is found in LFRA’s staffing and deployment model.

NOTE: Other population projections *may* be used in the future to amend the population forecasts listed in this section. The City of Loveland currently has updated projections available for planning purposes. Evaluations are underway for the use of these new projections.

## CURRENT EMERGENCY SERVICES SITUATION-RESPONSE/ STAFFING

The Fire Suppression Division (Operations) represents the largest division within the Fire Authority and is directly responsible for handling emergency situations and calls for citizen service. This division responds to fire and rescue calls, emergency medical calls, specialized rescue calls, wildland fires, haz-mat calls, and a myriad of other service requests. The staffing model is predominantly one using fully paid firefighters; however, emergency calls outside the Urban Response Area will also be augmented by volunteer firefighters. The deployment model utilized by LFRA is what is considered a more traditional model utilizing engine companies and truck or support companies to mitigate emergencies at the strategic, tactical, and task level. Staffing and deployment models are built around the structure fire model with the goal of meeting the intent of minimum staffing standards as outlined by the National Fire Protection Association (NFPA).

SINGLE ENGINE RESPONSE - (one engine company with three firefighters)

- Emergency medical calls (only life-threatening calls: Charlie, Delta, Echo)
- Rubbish fires
- Grass fires
- Automobile fires
- Any other minor outdoor fire
- Citizen assist

STRUCTURE FIRES - (multiple engine companies and truck/support companies)

- |                                  |                                              |              |
|----------------------------------|----------------------------------------------|--------------|
| • <u>First Alarm Assignment:</u> | - 2 engine companies (closest)               | 6 personnel  |
|                                  | - 1 truck company                            | 3 personnel  |
|                                  | - 1 heavy rescue/ squad company              | 3 personnel  |
|                                  | - 1 on-deck engine/emergency reserve company | 3 personnel  |
|                                  | - 1 battalion chief (Command)                | 1 personnel  |
|                                  | Total Resources Needed                       | 16 personnel |
| • <u>Second Alarm Assignment</u> | - 2 additional engine companies              | 6 personnel  |
|                                  | - Shift and staff recall                     |              |
|                                  | - Notification for mutual aid coverage       |              |

Based on the above staffing/deployment model, LFRA can be expected to extinguish a fire in a building or a fire-separated area of up to an average of 5000 square feet with a first alarm assignment. A second alarm assignment could then be expected to extinguish a fire in a building or fire-separated area up to 10,000 square feet. These estimates assume an average fire flow produced by the attacking engine companies, adequate truck or support functions being performed, and a building where the fire has not progressed to the flashover level and has at or below 50% involvement with fire. Other variables could impact these estimates, but for planning purposes these predictions have proven reliable in other fire departments and fire agencies. In all of these models, interior firefighting operations are pre-supposed as the tactical norm (*for more detailed information, see Section V-Staffing and Deployment*).

## **EMERGENCY SERVICES SITUATION - FACILITIES/ STATIONS AND APPARATUS**

Loveland Fire Rescue Authority currently operates five stations staffed by paid personnel in the Urban Response Area (URA) and two auxiliary stations located outside the Rural Response Area staffed by volunteers. The volunteer stations are located in the Big Thompson Canyon and Storm Mountain areas. In addition, the department operates (staffs) a fire station at the Northern Colorado Regional Airport on an as-needed basis. LFRA also operates a full-service training center. Seven of these stations/areas are in excellent or good condition, while two, Fire Stations Three and Five, have been deemed to be “undesirable or “undersized.” Most of the issues revolve around age and size limitations; Station Three is nearly 40 years old (at the time of this writing) and is nearing the end of its life cycle. Cost estimates for remodeling have been done for each of these two stations and are included in the *Essential Services Expansion Plan*. Stations Three and Five were constructed at a time when Loveland was a combination department and normalcy was two paid firefighter/engineers on duty at a time (smaller stations needed then).

<u>FACILITY</u>	<u>ADDRESS</u>	<u>CONDITION</u>	<u>DIVISION</u>
Station 1	410 East 5 <sup>th</sup> Street	Good	Operations/ Fire/EMS Community Safety
Station 2	3070 West 29 <sup>th</sup> St.	Excellent	Operations/Fire/EMS
Station 3	900 South Wilson Ave.	Undesirable	Operations/ Fire/EMS
Station 4	4900 Earhart Road	Good	Operations/ Fire/EMS Airport Operations
Station 5	251 Knobcone Drive	Undersized	Operations/ Fire/EMS
Station 6	4325 McWhinney Blvd	Excellent	Operations/ Fire/EMS
Station 8	Big Thompson Canyon	Good	Operations/ Fire/EMS
Station 9	Big Thompson Canyon	Good	Operations/ Fire/EMS
Training Center	100 Fire Engine Red A	Good	Training Division

Figure 4-3. *Facilities/ Condition*

Within these fire stations and facilities, the Fire Authority has a current inventory of eight Type-1 fire engines: five front-line, two reserve engines, one training engine/reserve engine; two aerial ladder trucks: one tower, one straight ladder; two heavy rescue squads: one front-line, one special call; three Type 3 engines (wildland); one Haz-Mat/Special Operations Squad; and approximately a dozen other support vehicles. The Big Thompson Canyon stations also have a Type 1 engine and various wildland firefighting (Type 3) and support apparatus.

By evaluating the area profile, the vulnerability of the area, population growth, staffing and deployment capabilities of the firefighters, and the facilities and apparatus, a good composite of LFRA’s capabilities can be gleaned. Using these and other critical dimensions can give a more complete assessment of how LFRA compares to other like fire departments in the region.

## **COMPARISON ANALYSIS FOR LFRA AND OTHER REGIONAL DEPARTMENTS**

The appraisal data used within the next comparison chart was reviewed and evaluated from six other similarly sized departments within the region (Front Range/ Northern Colorado). Five of these departments are in northern Colorado and one is in southern Wyoming. All of these comparison departments have similar emergency response profiles with reasonably common citizen demographics. All of these departments are members and partners of the Front Range Fire Consortium (FRFC). Three of these are city fire departments with no rural area responsibilities, one is a city fire department that contracts for fire protection services with a rural area on one side of their boundary line, one is a fire protection district, and two are fire authorities (this group includes LFRA). By comparison, the agency most like LFRA, by area profile, governance model, operational profile, and services provided, is Poudre Fire Authority, Fort Collins (PFA).

The list of comparison departments includes Boulder Fire Department, Cheyenne Fire Department, Greeley Fire Department, Longmont Fire Department, Loveland Fire Rescue Authority, Mountainview Fire Protection District, and Poudre Fire Authority (Fort Collins). Critical comparison dimensions in this part of the report include:

- Operating budget
- Number of uniformed personnel
- Population served
- Costs per capita for services
- Size of area in square miles
- Number of fire stations
- Number of firefighters per 1000 population

Research completed by the Fire Authority Review Committee in 2010-2011 (see 2012 LFRA Strategic Plan) clearly showed that Loveland Fire and Rescue was underfunded and understaffed by nearly 30% in many critical service level dimensions when matched to its comparison departments in the region (*i.e., staffing levels, operating budget, costs per capita, and number of firefighters per 1000 population*). Yet the department had nearly the same numbers for population served and a much larger area of coverage than the averages of the comparison departments. These factors had a direct and negative impact on both citizen and firefighter safety and survival. The impacts made from the 2012 LFRA Strategic Plan and the Model One Expansion Plan have had very positive effects on these comparison numbers and the organization's deficiencies. Today (2017), LFRA's numbers are still behind the regional comparison departments; however, those deficits have been reduced considerably (see Figure 4.4 *Fire Department Statistical Comparison Data*).

The 2018 LFRA Strategic Plan outlines the needed expansion in areas of new fire stations, staffing levels, and deployment. As these strategic initiatives are accomplished, LFRA's ability to keep pace with community growth will continue. The comparison dimensions and numbers listed in Figure 4.4 for LFRA will also improve, resulting in enhanced citizen services and greater firefighter and citizen safety and survival.

**Fire Department Statistical Data Comparison  
Front Range Fire Departments/Organizations**

City or Department	2016 Budget	Number of Uniformed Personnel	Population Served	Cost Per Capita	Size of Area by Square Miles	Number of Fully Staffed Fire Stations	Number of Firefighters per 1000 Population
<b>Loveland Fire Rescue Authority</b>	<b>\$13,458,493</b>	<b>85</b>	<b>99,021</b>	<b>\$129.60</b>	<b>190</b>	<b>5</b>	<b>0.85</b>
<b>Boulder</b>	<b>\$18,628,624</b>	<b>106</b>	<b>104,810</b>	<b>\$175.80</b>	<b>25.8</b>	<b>8</b>	<b>1.46</b>
<b>Cheyenne</b>	<b>\$10,177,213</b>	<b>91</b>	<b>65,932</b>	<b>\$148.95</b>	<b>27.2</b>	<b>5</b>	<b>1.38</b>
<b>Greeley</b>	<b>\$16,033,517</b>	<b>102</b>	<b>110,000</b>	<b>\$121.31</b>	<b>64</b>	<b>6</b>	<b>0.93</b>
<b>Longmont</b>	<b>\$11,597,799</b>	<b>84</b>	<b>93,987</b>	<b>\$123.46</b>	<b>21.8</b>	<b>6</b>	<b>.89</b>
<b>Mountain View</b>	<b>\$13,105,885</b>	<b>73</b>	<b>50,000</b>	<b>\$262.12</b>	<b>164</b>	<b>8</b>	<b>1.46</b>
<b>Poudre Fire Authority</b>	<b>\$32,595,946</b>	<b>172</b>	<b>192,405</b>	<b>\$136.61</b>	<b>235</b>	<b>10</b>	<b>0.89</b>
<b>Mean/Average</b>	<b>\$16,513,925</b>	<b>101</b>	<b>102,043</b>	<b>\$156.84</b>	<b>103.9</b>	<b>7</b>	<b>1.05</b>
<b>Weighted Average</b>	<b>\$14,564,954</b>	<b>92.4</b>	<b>94,379</b>	<b>\$142.88</b>	<b>94.2</b>	<b>6</b>	<b>1.02</b>

**Present Comparisons 2016**

	Operating Budget	# of Uniform Personnel	Population Served	Cost Per Capita	Size of Area	# of Fire Stations	# of FFs per 1000 pop.
<b>Average of Other Departments</b>	<b>\$16,513,925</b>	<b>101</b>	<b>102,043</b>	<b>\$156.84</b>	<b>104 Sq. Miles</b>	<b>7</b>	<b>1.05</b>
<b>LFRA</b>	<b>\$13,458,493</b>	<b>79</b>	<b>97,215</b>	<b>\$129.60</b>	<b>190</b>	<b>5</b>	<b>0.81</b>
<b>Difference % + or -</b>	<b>(-18.5%)</b>	<b>(-22%)</b>	<b>(-5%)</b>	<b>(-17%)</b>	<b>Nearly 2 times size</b>	<b>(-17%)</b>	<b>(-23%)</b>

Figure 4-4. *Fire Department Statistical Comparison Data*  
Source: *LFRA 2016 Annual Report*

## V. STAFFING AND DEPLOYMENT

A critical component in carrying out the objectives of the *Essential Services Expansion Plan* (ESEP) will be an appropriate and effective plan for staffing and deployment of personnel and resources. This section of the strategic plan focuses on staffing levels and a deployment model to meet those objectives. From a historical perspective, Loveland Fire Department/Loveland Fire Rescue Authority (LFRA) has utilized a variety of staffing and deployment models. The organization has had an atypical history when compared to other regional departments, relying solely on volunteers up until the 1920s when the first paid engineer was hired. In the modern era, Loveland expanded into a concept known as a “paid-combination” fire department with the volunteer officers carrying much of the responsibility for leading and managing the organization. In 1991, the first paid fire chief was hired. The department moved slowly, but steadily, toward a staffing and deployment model more like a full paid department, with a continuance of the volunteer program until 2012. For several years LFRA utilized a three-tiered workforce staffing model that relied on full-time paid staff, part-time paid staff, and reserve firefighters. This model lasted until 2015. Today, LFRA is a full-paid fire department that relies on trained/certified volunteer firefighters for emergency calls in the Big Thompson Canyon area (see Section VII page 78).

The concentration of this section is on staffing levels, deployment, and the connection to the Operations Division (staffing for engine and truck companies). However, other areas within LFRA, such as the Community Safety Division, Administration, and Training will also be considered as part of the overall staffing model and are mentioned within this section and others.

### **BASIC STAFFING AND DEPLOYMENT PLANS NATIONALLY AND REGIONALLY**

Established within the framework of the *Essential Services Expansion Plan* is the directive for a three-person, minimum staffing level design for each fire company. This staffing model is the most common and has become the *accepted* standard for minimum staffing levels for most fire departments in the Northern Colorado region. Although this model does not meet, specifically, the exact criteria for deployment as set forth in National Fire Protection Association standards (NFPA 1710 *Standard for the Organization and Deployment of Fire Suppression Operations...*), this arrangement certainly can meet the *intent* of the standard. Few regional fire departments in Northern Colorado currently are staffed with a four-person model. However, like LFRA, are finding ways to phase in plans to meet the intent of the current NFPA 1710 standard.

### **EMPIRICAL CRITERIA FOR LFRA’S STAFFING AND DEPLOYMENT PLAN**

Historically, the staffing and deployment model in use by LFRA has proven to be well designed and effective in saving lives and property and for firefighter safety and survival. These two significant goals (saving lives and property) are the major parts of LFRA’s overall mission. The mission is dependent on adequate staffing levels and firefighting capabilities. In determining the firefighting capabilities of LFRA, three sets of criteria have been used.

The first criterion used was to determine the current tactical abilities of LFRA firefighting forces. This includes water application and other necessary firefighting functions such as forcible entry, search and rescue, ventilation, laddering, salvage and overhaul (typically these are referred to as “truck” or “support” functions), and adequate fireground command and control/Incident Command (see Figure 5-1).

The second criterion used was to determine how much water it takes to control and extinguish a fire in a given-sized building or fire-separated area. Many formulas have been devised to accurately predict needed fire flow (a.k.a. water flow). The formula that LFRA believes best represents the actual situation encountered in structural firefighting is documented by the National Fire Academy. It is referred to as the *NFA Fire Flow Formula*. This formula has been derived from field-testing and from the experiences of many different firefighters:

$$\text{Needed fire flow (GPM)} = \frac{(\text{Length X Width})}{3} \times \% \text{ of involvement}$$

Using this formula for a 5000 square foot structure would derive a needed fire flow of approximately 400 gallons per minute (GPM) in a structure with 25% involvement. It would take 14-16 firefighters to attack and support a firefighting operation delivering this level of flow (see Figure 5-1).

The third criterion considered was the emphasis on firefighter and citizen “survival” during firefighting operations. Beyond the expected duties of water application and truck or support functions, consideration must also be given to firefighter and citizen survival and safety. “On-Deck” or emergency reserve crews are all a part of Fed-OSHA Laws and/or NFPA Standards addressing firefighter survival and safety. The criteria expressed in *NFPA 1710 Standard for the Organization and Deployment of Fire Suppression Operations...* stipulates a minimum response of 14-16 personnel for a 1<sup>st</sup> alarm structure fire. LFRA agrees with these personnel minimums and has integrated them into the performance measurements for initial fire attack operations.

LFRA has also set goals within the strategic planning process to meet the intent of the fire emergency response criteria within the Urban Response Area (URA) and the Rural Response Area (RRA). The *Five Minute Response Model* that is applied to the URA is based on the intent of NFPA 1710. The model for LFRA sets the following goals for emergency response (structure fires and life threatening medical or rescues) for the first incoming LFRA tactical units:

- Arrive at emergencies in the designated URA within 6 min. 30 sec. after being dispatched 90% of the time (90 seconds for turnout time and 5 minutes for drive time).
- Arrive at emergencies in the designated RRA within 16 min. 30 sec. after being dispatched 90% of the time (90 seconds for turnout time and 15 minutes for drive time).
- For structure fires, the balance of the response will arrive in the URA 10 minutes after being dispatched, and in the RRA 20 minutes after being dispatched 90% of the time

All full-time paid firefighting companies are to be staffed (minimally) with three firefighting personnel. With these staffing criteria, and the expansion outlined in Section VI of this document, LFRA *will* be able to meet the expectations of these emergency response standards.

One final benchmark for minimum staffing relates to a factor mentioned in Section IV (page 33); *firefighters per 1000 population*. This common dimension is used by NFPA in their assessments for minimum staffing and workload evaluations. It is difficult to calculate the correct or needed number of firefighters based only on a national standard or assessment. Significant variables exist related to the area of the country assessed and the size of the urban area being evaluated. However, LFRA compares itself primarily with other area departments of like size and profiles. In this comparison, the dimension of firefighters per 1000 population has validity. LFRA has targeted .9 firefighters per 1000 population as a goal for the *2018 LFRA Strategic Plan*. This is below average for comparison departments, but an improvement over the current situation.

## SPECIFICS FOR LFRA’S STAFFING AND DEPLOYMENT PLAN

LFRA conducted field testing of its own and corroborated other studies that suggested the minimum number of firefighters needed to effectively engage in offensive, interior firefighting operations was 16 firefighters (this design model is nearly identical to the findings that were set forth and published in the standard for NFPA 1710). The specifics of the design model for LFRA’s deployment are listed below (these coincide with resources LFRA sends on a 1<sup>st</sup> Alarm Assignment - see Glossary in Appendix):

- Incident commander (battalion chief/IC) 1
- 1<sup>st</sup> arriving engine/fire attack crew 3
- 2<sup>nd</sup> arriving engine/water supply, 2<sup>nd</sup> attack line 3
- 3<sup>rd</sup> arriving engine/“on-deck”, emergency rescue 3
- 1<sup>st</sup> arriving truck crew/support and flow path 3
- 2<sup>nd</sup> arriving truck crew/search and inside support 3

*Total Staff  
Needed=*  
**16**

Figure 5-1 below illustrates the deployment assignments for each fire company or team.



Figure 5-1. *Deployment Design Model*

The design model for deployment that is depicted above is appropriate for minimum staffing levels for what would be considered a standard fire attack on an average-sized residential or small commercial structure. Large residential or large commercial buildings would normally require more staffing, resources, and more fire companies. Other factors such as access problems, delayed notification or response, exceptionally high winds, lack of adequate water supplies, etc. would also require additional staffing and resources to address these challenges. Other resource needs that are not addressed within this model are the support personnel including EMS paramedics, law enforcement, utility personnel, fire investigators, and citizen advocates. This basic modeling design is appropriate for planning assumptions for minimum staffing and deployment options for fire departments; LFRA has adopted this staffing and deployment model as part of the targeted outcomes for the application of the ESEP with the intent of meeting the organizational benchmarks and service level indicators listed in Section IX of this strategic plan.

### **TECHNOLOGY AND IMPACTS ON LFRA STAFFING AND DEPLOYMENT PLAN**

In the last ten years there has been a significant amount of research and scientific discovery related to fire behavior and its relationship to conventional strategic and tactical fire scene operations. Issues concerning initial fire attack, smoke and flow path for the dangerous products of combustion, and flashover have all contributed to a “rethinking” of how most fire departments operate on the fireground. New firefighting techniques and the use of new firefighting tools such as the “fog nail” nozzles have been in operation in the European theater for several years. Some of the more progressive U.S. fire departments are starting to operate with these new tools and tactical operations as part of their arsenal for initial fire attack. LFRA is a leader in this effort and has incorporated many of these new tools, equipment, and strategies in the operational procedures. However, these new technological and scientific advances are not intended to impact staffing on a numerical basis; in other words, the intent is not to reduce staffing through technology. Rather, the intent is to provide firefighters with a more effective and safer way to operate on the fireground. The new tactical operations are also not a panacea for every fireground situation. Rather, the new technologies and associated tactics should be viewed as simply another “tool in the toolbox.” Conventional, interior firefighting operations have been proven to work effectively in many fireground situations. Thus staffing levels and deployment practices remain based on the earlier model discussed in this section. Future scientific research and field experiments may change the nature of how fires are fought in America. However, for the foreseeable future the basic standard deployment model and staffing utilized by LFRA remains the most appropriate model for the targeted service levels for the Loveland community. LFRA will continue to monitor the research and scientific testing for these new tactical operations and make the appropriate changes and adjustments into field operations.

LFRA’s leadership is evaluating one other significant fire service staffing and deployment change: the use of Quick Response Vehicles (QRVs). Several departments across the country and a few in northern Colorado are utilizing the QRV concept. The QRV is a smaller fire response vehicle that can be equipped to handle most single engine response calls, medical emergencies, small grass and trash fires, and other service related calls. The intent is to reduce the number of calls that a full-sized fire vehicle responds to and ensure those engines, trucks and squads are available for a structure fire or more complex rescue call. The need for these smaller response vehicles has been driven, in part, because of the extensive call loads many fire companies are responding to. Most are medical emergencies and other service calls.

At the time of this writing, LFRA leadership has done research on the potential uses and feasibility of these QRVs for LFRA's system. QRVs are being incorporated into the 2018 LFRA Strategic Plan on a provisional basis to possibly address the following:

- Workload and increased flights at the Northern Colorado Regional Airport.
- Workloads for fire investigations and code enforcement within the CSD.
- Burgeoning call loads within the areas of LFRA's busiest fire companies.
- Applications of new technologies and firefighting tactics (ex. fog nail nozzles).

The first QRV is targeted for deployment in Phase Three of the 2018 LFRA Strategic Plan.

### **OTHER STAFFING NEEDS AND CONCERNS**

There are other staffing positions within LFRA that should be mentioned in this section of the plan. Positions within the Community Safety Division, Administration, and the Training Battalion are all critical to the mission of the organization, and they are included as part of the expansion in the 2018 LFRA Strategic Plan. The appropriate number of personnel in each of these divisions or areas will be a matter of ongoing analysis. Most are addressed, considering both needs and growth, in the *Essential Services Expansion Plan*; the full expansion for staffing can be found in Section X Recommendations/ Implementation. As in other areas within this plan, the forecasted need and numbers associated with staffing are based on normal, planned expansion or growth. Increases in population or expansion of businesses or industrial complexes within the Fire Authority's area that are beyond these norms may overtax the system, and in the future more resources and personnel could be required.

### **FUTURE WORKFORCE STAFFING ANALYSIS**

In Stage Two (2027-2035) of this document, a comprehensive "workforce-staffing analysis" is called for. A number of critical areas are mentioned as part of this analysis including:

- The 24-hour shift staffing model and comparisons for the best, most effective model.
- The need for expansion from a 3-person minimum staffing model to a 4-person model.
- The use of QRVs and how effective they are in the LFRA system.
- Workforce-staffing needs in the Big Thompson Canyon area.

These and other areas should be evaluated as needed. The listed timeframes within Stage Two are intended to be guidelines only. Other organizational needs may dictate that some of these issues be elevated to a higher priority and an earlier timeline. Of the entire workforce staffing issues addressed in this section, the 24-hour shift model may be the most pressing to evaluate. LFRA currently uses a "Berkeley" system of the 24-hour work cycle. Many fire departments in Colorado and the western part of the country have opted to change to a 48-96 work cycle (forty-eight hours on duty and ninety-six hours off). Any proposed changes to the current shift work schedule should be accompanied by comprehensive research before changes are implemented.

### **AUTOMATIC AID AND MUTUAL AID**

Nearly all fire departments depend on automatic aid and mutual aid responses to enhance their own staffing and deployment levels; LFRA is no exception. Automatic aid is emergency assistance dispatched automatically by contractual agreement between two communities or fire districts; mutual aid is an agreement to lend assistance on emergencies upon an agency's request.

LFRA has legal, contractual agreements with all of the surrounding fire agencies for auto and mutual aid. These agreements are very important to LFRA's overall emergency response plan for staffing and deployment. In some cases, the first arriving engine to a response in LFRA's area may be from a different fire department; LFRA has these same situations in reverse.

The key to building strong auto and mutual aid agreements is in relationships and training. LFRA is strongly committed to our regional and area partners for automatic and mutual aid. These agreements enhance LFRA's emergency response system and provide resiliency and depth for the protection of our citizens in the event of multiple structure fires or heavy rescue calls within the response area. It also provides for a safeguard for staff recalls for off-duty personnel to return to the workforce for staffing for multiple alarm emergencies, or for emergency calls that require more than the available on-duty resources.

LFRA monitors and tracks the total number and hours worked of mutual aid and automatic aid calls, both for the aid requested by LFRA to other agencies and the number of times and hours served for other agencies needing LFRA's assistance. This data is compiled and included in the LFRA Annual Report. LFRA will need automatic aid and mutual aid as part of the organization's staffing and deployment model for the entirety of the years covered by this strategic plan. Ongoing monitoring by LFRA's leadership and plans for maintaining and improving the auto aid and mutual aid response should be an ongoing priority for LFRA.

## **PLANNING ASSUMPTIONS**

Staffing and Deployment Planning Assumption 1 - LFRA fire companies (engine, truck, and squad companies) will be staffed at three personnel minimum with a target for deployment for structure fires at 16 firefighting personnel, meeting the intent of NFPA 1710.

Staffing and Deployment Planning Assumption 2 - The full-time paid staffing model will be utilized for fire stations in the Urban Response Area. The volunteer firefighter model for staffing and deployment will be used for LFRA stations in the Big Thompson Canyon.

Staffing and Deployment Planning Assumption 3 - The use of technology and other scientific discoveries for fire suppression will continue to be evaluated by LFRA leadership and personnel. Changes to operational procedures and overall tactical operations will be examined and incorporated into LFRA's procedures where appropriate.

Staffing and Deployment Planning Assumption 4 - Alternate staffing and deployment methods, such as the use of QRVs, will be a part of LFRA's future operational practices.

Staffing and Deployment Planning Assumption 5 - Periodic, ongoing evaluations for the efficiency and effectiveness of the LFRA staffing model are needed. In addition, there is a need for a future, more comprehensive, workforce-staffing analysis to determine the best and most effective future staffing model for LFRA.

Staffing and Deployment Planning Assumption 6 - All future staffing levels within every division of LFRA are based on normal forecasted expansion of population and businesses or industrial complexes within the Fire Authority's response area.

Staffing and Deployment Planning Assumption 7- Automatic aid (auto-aid) and mutual aid will continue to be a vital part of LFRA's initial emergency response planning and long-term solutions for additional staffing for the emergency scene. Training with and building and keeping strong relationships with surrounding and regional fire departments will be a priority.

## **VI. ESSENTIAL SERVICES EXPANSION PLAN (ESEP)**

Loveland Fire Rescue Authority (LFRA) is committed to excellence in both financial planning and management. The results of the *2012 LFRA Strategic Plan* and the subsequent LFRA Annual Reports have provided evidence of this commitment to excellence and a long-term strategy of sound financial stewardship and financial reporting. A significant document or “tool” from the 2012 Plan was the inclusion of the “*Model One Basic Services Expansion Plan.*” This tool provided LFRA and its leadership with a document that clearly explained the plan for expansion, provided a prioritization schedule, included phases and a time schedule for the expansion initiatives, and provided cost estimates for these initiatives. In the 2018 plan, this new tool is called the *Essential Services Expansion Plan (ESEP)*.

The ESEP is similar to Model One, yet there are differences. The new ESEP version will:

- Include the years 2018-2026.
- Have three phases, all having three years per phase.
- Include new large capital initiatives as well as operation and maintenance costs.
- Include large capital replacement and remodeling initiatives.
- Include staffing increases to meet the overall minimum staffing goals.
- Identify a funding source for nearly all of the initiatives listed in the plan.

It is expected that the ESEP will be utilized and frequently reviewed (similar to Model 1) and will assist LFRA’s leadership and elected officials in the improvement and expansion strategy for the *2018 LFRA Strategic Plan*. The ESEP will be used as both a planning tool and a benchmark for how the organization is progressing and meeting its stated financial goals and expansion plans. The ESEP contains several important large capital and operational expansion initiatives that will follow a phased-in strategy.

### **PHASES FOR THE ESSENTIAL SERVICES EXPANSION PLAN (2018-2026)**

The ESEP consists of three phases. The first two phases (both “High Priority”) include two major construction projects (two new fire stations), significant hiring initiatives (for both stations and other), a major upgrade to the training center, and the replacement of several key pieces of fire apparatus. The third phase is mostly dedicated to the remodel of two existing fire stations and replacement of two pieces of fire apparatus. The charts on the following pages express the details and logistics for this expansion. Some of the *new* major capital and O&M items are:

#### **PHASE ONE (2018-2020)**

- Build Training Center Burn Building
- Build and staff Fire Station 7

#### **PHASE TWO (2021-2023)**

- Build and staff Fire Station 10
- Add 3 firefighter positions for Heavy Rescue 2

#### **PHASE THREE (2024-2026)**

- Remodel/Expand Station 5
- Replace/Expand Station 3
- Add 3 shift BC positions for East Battalion and Add a QRV (6 positions)

## **MODELS AND CHARTS FOR THE ESEP (2018-2026)**

The remaining pages in this section provide individual details for the ESEP, including staffing and costs for implementation, large capital options for station construction, primary fire apparatus purchase and replacement, and fire station remodel, expansion and/or replacement.

These models and charts are included to summarize, as much as possible, the large capital purchasing plans, and the operation and maintenance plans expressed within the ESEP. It should be noted that while the ESEP makes up the majority (or the core) of the essential expansion plans for LFRA within the *2018 LFRA Strategic Plan*, other needs and plans for expansion do exist. The complete listing and explanations are recorded in “Section X Recommendations/Implementation.” The headings/areas for these expansion needs/initiatives are:

 **High Priority** - Elements in Phase 1 or Phase 2 of the plan (2018-2023) that relate to the addition of needed personnel or high priority capital items.

 **Intermediate Priority** - Elements in Phase 3 of the plan (2024-2026) that relate to the addition of needed personnel or intermediate priority capital items.

**Future Priority/ Needs** - These are additional capital and personnel priorities that have no timeline set, other than being addressed or met within 2018-2026, the years of the *2018 LFRA Strategic Plan*.

In many of the models and charts that are included in this section, the high and intermediate “priority scale” utilized will be color coded for clarity.

Once again, the models or charts in this section are provided for an easier illustration or graphic of the overall expansion initiatives within the ESEP. Many of the areas are listed separately within these models for clarity and simplicity. The following specific models or charts for the ESEP are included in the subsequent pages of this section:

- Essential Services Expansion Plan - major items in one chart, costs per phase totaled
- Abbreviated Phased-In Plan - major capital and O&M items
- The Strategic Plan by Phases - major capital and O&M with phases, years, and costs
- ESEP Major Staffing and Timelines - listing for major hiring initiatives/timelines
- Apparatus/Large Capital Replacement - detailed listing of large capital/apparatus purchases and the timelines associated with them
- Fire Station Construction/Station Remodels/Expansion for ESEP - details for large capital projects for new station construction and remodeling/expansion of existing LFRA stations

**Essential Services Expansion Plan-**  
*Plan on a Page*

<b>PHASE 1: 2018 – 2020 (High Priority)</b>	<b>YEAR</b>	<b>COST</b>	<b>SOURCE</b>
<b>Build New Station 7 &amp; Apparatus</b>	2018	4,649,914	LFRA Financing
<b>Replace Fire Engine E-3/ #0156</b>	2020	598,005	LFRA Fleet Replace Fund
<b>Training Center- Burn Building</b>	2020	2,641,228	City TABOR/Fire Capital Exp. Fees
<b>Total Capital \$ Increase Phase 1</b>		<b>\$7,889,147</b>	
<b>Inspector for Community Safety Division (CSD)</b>	2018	74,500	City/Rural Annual Contributions
<b>Station 7 (staffing, facilities, and vehicle maintenance and annual replacement savings)</b>	2019	1,418,520	City/Rural Annual Contributions
<b>Total Operational \$ for Phase 1</b>		<b>\$1,493,020</b>	
<b>PHASE 2: 2021 – 2023 (High Priority)</b>	<b>YEAR</b>	<b>COST</b>	<b>SOURCE</b>
<b>Station 10 Design</b>	2021	409,236	LFRA Financing
<b>Replace Fire Engine E-7/#0109</b>	2021	599,881	LFRA Fleet Replace Fund
<b>Station 10 Construction</b>	2022	4,895,830	LFRA Financing
<b>Replace Fire Engine E-2/#0110</b>	2023	603,567	LFRA Fleet Replace Fund
<b>Replace Rescue 6/#0352</b>	2023	723,071	LFRA Fleet Replace Fund
<b>Total Capital \$ Increase Phase 2</b>		<b>\$7,231,585</b>	
<b>Add 3 FF positions for Heavy Rescue 2</b>	2021	230,000	City/Rural Annual Contribution
<b>Station 10 (staffing, facilities, and vehicle maintenance and annual replacement savings)</b>	2023	1,398,725	City/Rural Annual Contributions
<b>Total Operational \$ for Phase 2</b>		<b>\$1,628,725</b>	
<b>PHASE 3: 2024-2026 (Intermediate Priority)</b>	<b>YEAR</b>	<b>COST</b>	<b>SOURCE</b>
<b>Remodel/Expand Station 5</b>	2024	1,976,850	City Funding
<b>Replace Ladder 6/#0202</b>	2024	1,406,282	LFRA Fleet Replace Fund
<b>Add Quick Response Vehicle (QRV) Company</b>	<b>2025</b>	<b>381,598</b>	LFRA Fleet Fund
<b>Replace/Expand Station 3</b>	2025	3,612,413	City Funding
<b>Replace Fire Engine 5/#0111</b>	2025	736,854	LFRA Fleet Replace Fund
<b>Total Capital \$ Increase Phase 3</b>		<b>\$8,113,997</b>	(add QRV Capital)
<b>Add 3 Shift Battalion Positions (East Battalion)</b>	<b>2024</b>	<b>518,400</b>	City/Rural Annual Contributions
<b>QRV Company Staffing</b>	<b>2025</b>	<b>828,423</b>	City/Rural Annual Contributions
<b>Total Operational \$ for Phase 3</b>		<b>\$1,346,823</b>	

## Abbreviated Phased-In Plan

### *Major Capital and O&M*

PHASE	TIME	CONSTRUCTION	HIRING FOCUS	APPARATUS
<b>One</b>	<b>2018-2020</b>	<ul style="list-style-type: none"> <li>- Build New Station 7</li> <li>- Upgrade Training Center (New Burn Building)</li> </ul>	<ul style="list-style-type: none"> <li>- Staffing for Station 7</li> </ul>	<ul style="list-style-type: none"> <li>- Apparatus for Station 7 (Type 1 &amp; Type 3 Eng.)</li> <li>- Replace Engine: (E-3- #0156)</li> </ul>
<b>Two</b>	<b>2021-2023</b>	<ul style="list-style-type: none"> <li>- Build New Station 10</li> </ul>	<ul style="list-style-type: none"> <li>- Staffing for Station 10</li> <li>- Three positions (F/F) For Heavy Rescue 2</li> </ul>	<ul style="list-style-type: none"> <li>- Replace Two Engines: (E-7- #0109) (E-2- #0110)</li> <li>- Replace Rescue 6 (R-6- #0352)</li> </ul>
<b>Three</b>	<b>2024-2026</b>	<ul style="list-style-type: none"> <li>- Remodel/Expand Station 5</li> <li>- Replace/Expand Station 3</li> </ul>	<ul style="list-style-type: none"> <li>- Three BC positions For East Battalion</li> <li>- Staffing for QRV Company</li> </ul>	<ul style="list-style-type: none"> <li>- Replace Engine: E-5 (E-5- #0111)</li> <li>- Replace Ladder 6 (L-6- #0202)</li> </ul>

<b>2018 Strategic Plan Expansion: Phased-In Large Capital/O&amp;M 2018-2026</b>		
<b><u>Phase 1: 2018-2020</u></b>		
• <u>2018</u>	<i>Build New Station 7</i>	\$4,649,914
• <u>2019</u>	<i>Staffing for Station 7</i>	\$1,418,520
• <u>2020</u>	<i>Replace Engine Reserve (E-3- #0156)</i>	\$ 598,005
• <u>2020</u>	<i>Upgrade Training Center: New Burn Building</i>	\$2,641,228
<b><u>Phase 2: 2021-2023</u></b>		
• <u>2021</u>	<i>Design Station 10 and Land Purchase</i>	\$ 409,236
	<i>Add 3 FF positions for Rescue 2</i>	230,000
	<i>Replace Engine Reserve (E-7- #0109)</i>	\$ 599,881
• <u>2022</u>	<i>Build Station 10</i>	\$4,895,830
• <u>2023</u>	<i>Staffing for Station 10</i>	\$1,398,725
	<i>Replace Engine Reserve (E-2- #0110 )</i>	\$ 603,567
	<i>Replace Rescue 6- #0352</i>	\$ 723,071
<b><u>Phase 3: 2024-2026</u></b>		
• <u>2024</u>	<i>Remodel/Expand Station 5</i>	\$1,976,850
	<i>Add 3Shift BC Positions (East Bat.)</i>	518,400
	<i>Replace Ladder 6- #0202</i>	\$1,406,282
• <u>2025</u>	<i>Add-in QRV Company &amp; Vehicle Replace/Expand Station 3</i>	\$1,210,021 \$3,612,413
	<i>Replace Engine Reserve (E-5- #0111)</i>	\$ 736,854

## **ESEP MAJOR STAFFING ADDITIONS AND TIMELINES**

The ESEP confirms the use of the full-time paid staffing model for fire stations located within the Urban Response Area (URA). Volunteer firefighters staff stations in the Big Thompson Canyon area. The total build out of this plan would result in achieving the goal of having .9 firefighters per1000 population for full-time, paid, uniformed staff for LFRA.

<b>ADDITIONS TO BUILD THE PLAN:</b>	<b>PRIORITY</b>	<b>YEAR</b>
* Add 12 full-time uniformed positions for new Station 7/Engine 7: Includes 3 lieutenants, 3 engineers, and 3 firefighter positions to meet minimum staffing; also includes 3 coverage positions (“rovers”) to address shift-wide coverage needs for vacations, sick leave, injury leave, etc.	High Priority	2019
* Add 3 full-time firefighter positions for Heavy Rescue 2 (brings staffing for Heavy Rescue 2 to three personnel, full-time)	High Priority	2021
* Add 9 full-time uniformed positions for new Station 10/Engine 10: Includes 3 lieutenants, 3 engineers and 3 firefighter positions to meet minimum staffing	High Priority	2023
* Add 3 full-time uniformed positions for new East Battalion: Includes 3 battalion chief positions for shift coverage and management (one battalion chief for each of the three shifts)	Intermediate Priority	2024
* Add 6 full-time uniformed positions for the establishment of the new Quick Response Vehicle (QRV): Includes 3 lieutenants and 3 firefighter positions	Intermediate Priority	2025

## ESEP NEW APPARATUS/LARGE CAPITAL REPLACEMENT

### ■ Front-Line Apparatus Purchase/ Replacement Schedule - Status of Fleet

Vehicle Name	Primary Vehicle	Vehicle Number	Year of Vehicle	Goes to Reserve @ 12*	Remove/Retire (5**)
E-1	SVI/Spartan	#0112	2010	2022	2027
E-2	Crimson/Spartan	#0110	2005	2017	2023
Rescue 2	Spartan/Gladiator	#0850	2013	2023	2033
E-3	SVI/Spartan	#0300	2016	2028	2033
E-5	Pierce Quantum	#0111	2008	2020	2026
E-6	SVI/Spartan	#0313	2012	2024	2029
Tower 6	Pierce Aerial Tower	#0700	2014	2024	2034
Rescue 6	SVI/Spartan	#0352	2003	_____	2023
E-8	Crimson/ International	#0160	2009	2027	2034
Front-Line Reserve Apparatus					
Reserve	Smeal/Spartan	#0156	2003	2015	2020
Reserve	SVI/Spartan Gladiator	#0109	2004	2016	2021
Ladder 6	Smeal/HME 1871	#0202	2001	_____	2024

### ■ Replacement Plan and Costs for New Primary Apparatus 2018-2026

1.	2020	Reserve	#0156	Smeal/Spartan	\$ 598,005
2.	2021	Reserve	#0109	SVI/Spartan Gladiator	\$ 599,881
	2023	Engine 2	#0110	Crimson/Spartan	\$ 603,567
3.	2026	Engine 5	#0111	Pierce Quantum	\$ 736,854
-----					
4.	2023	Rescue 6	#0352	SVI/Spartan	\$ 723,071
5.	2024	Ladder 6	#0202	Smeal/HME 1871	\$1,406,282

**TOTAL COSTS – FRONT-LINE APPARATUS REPLACEMENT **\$4,666,857****

*12 = Target for years of front-line primary service before going into reserve status
**5 = Anticipated years of service as a reserve before replacement

## **ESEP FIRE STATION CONSTRUCTION/ REMODEL STATIONS**

### **New Construction**

The following are cost estimates for building two new fire stations associated with the growth planned for LFRA and the *Essential Services Expansion Plan*.

#### **CONSTRUCTION OF NEW FIRE STATION 7 - 2018**

• Design	\$ 347,950
• Construction	\$3,191,550
• Equipment	\$1,090,000
• Arts (1% added construction costs)	\$ 20,414

**TOTAL CAPITAL COSTS for STATION SEVEN** **\$4,649,914**

#### **CONSTRUCTION OF NEW FIRE STATION 10 - 2022**

• Design	\$ 409,236
• Construction	\$3,816,710
• Equipment	\$1,079,120
• Arts (1% added construction costs)	\$ -----

**TOTAL CAPITAL COSTS for STATION TEN** **\$5,305,066**

### **Remodel/Expansion Construction**

The following are cost estimates for the remodeling and expansion of two existing fire stations associated with the growth planned for LFRA and the *Essential Services Expansion Plan*.

#### **REMODEL/EXPANSION OF FIRE STATION 5 - 2024**

- Includes: Design, Construction, Arts

**TOTAL CAPITAL COSTS for STATION FIVE** **\$1,976,850**

#### **REPLACE/EXPANSION OF FIRE STATION 3 - 2025**

- Includes: Design, Construction, Arts

**TOTAL CAPITAL COSTS for STATION 3** **\$3,612,413**

## VII. SPECIALIZED AREAS

The scope of fire/rescue emergency services has expanded greatly over the last three decades. Firefighters today are expected to provide expanded and enhanced services in capacities that include emergency medical response, wildland firefighting, and specialized rescue functions. Section VII covers several important specialized functions that have now become integral to the fire department's daily operations and long-term strategy and planning for a fire and rescue-safe community. It also addresses the dimension of human resources and many other supplementary functions that are necessary to carry out the mission of Loveland Fire Rescue Authority (LFRA). One segment included in this section is titled "Other Important Areas," and it addresses several support functions that are essential to LFRA's overall fire-rescue mission. The order in which these seven specialized services are addressed is not intended to imply any qualitative rating or level of importance. All of these specialized and miscellaneous services are important and necessary to the overall mission of LFRA.

This section focuses on the following areas of operations that relate directly to fire protection and emergency services:

- Emergency Medical Services/TVEMS
- Wildland Urban Interface Operations
- Specialized Operations Team (SOT)
- Training
- Safety/Survival
- Human Resources and Support
- Other Important Areas

For each specialty area or function, this seventh section will identify what it is, explain how it operates or is integrated into the department's mission, provide some insight into future needs or concerns, and present some planning assumptions.

### **EMERGENCY MEDICAL SERVICES – LFRA AND TVEMS**

The Emergency Medical Services (EMS) delivery model is typically represented by two different levels of service: Basic Life Support (BLS) and Advanced Life Support (ALS). BLS focuses mostly on delivering the primary services of airway, breathing, and circulation to support life. ALS focuses on the more complex, advanced life support services that include more definitive airway management and intubation and the administration of life-saving intravenous drugs for pre-hospital care and treatment. Transportation of patients is most often the responsibility of the ALS provider. Two other integral components to a successful EMS system include dispatching for EMS and public medical awareness and training. The emergency medical system in the Loveland Fire Rescue Authority response area is very much like the typical model listed above. The uniqueness of the Loveland model has much to do with Thompson Valley EMS (TVEMS) operating as a special district. This governance model allows TVEMS to prioritize patient care and customer service and to leverage their assets to have the appropriate amount of resources (ambulances and staffing) available to serve the citizens and their needs. Of course, both agencies, TVEMS and LFRA, are distinctive because of the people that work there and who are dedicated to providing quality pre-hospital care and excellent customer service.

### EMS and LFRA

LFRA supports the EMS model by providing basic life support services and working collaboratively with the paramedics and medical technicians of TVEMS during on scene assessment, treatment, and when needed during transportation to a local hospital or health care facility. LFRA's personnel are trained to the level of Emergency Medical Technicians (EMTs) and in the use of Automatic External Defibrillators (AEDs). The current number of EMS-related calls for LFRA is at 50% of the entire call load (in 2016 that was nearly 8000 emergency calls). LFRA normally responds only to EMS calls for life-threatening emergencies, or in field-related terminology, to Charlie, Delta, and Echo medicals. Occasionally, LFRA will respond to non-life-threatening calls such as an unknown coded "Bravo" or when TVEMS responders feel the need for a fire response.

LFRA firefighters are required to hold the EMT-Basic certification issued by the Colorado Department of Public Health and Environment (CDPHE); LFRA is a recognized continuing education training provider for CDPHE. Certified LFRA EMS trainers provide ongoing training in EMS for required continuing education. Joint or combined EMS training is often provided in collaboration with TVEMS instructors to ensure that all phases of the local EMS model are working in concert with each other, and everyone is training to the same protocols.

LFRA strategically envisions remaining a BLS provider in the future and providing a support mechanism for the ALS and transport services being offered through TVEMS. The current operational model and business philosophy of TVEMS and its leadership is conducive to providing a quality, high level of citizen service for EMS. Periodic performance reviews of the service levels should occur and be a part of this strategic planning process. Regular, ongoing meetings with TVEMS executive staff and mid-level supervisors should also be conducted to ensure that both agencies continue to operate with a high level of performance and within the parameters of their individual portion of the shared EMS service level mission.

### EMS and Thompson Valley Emergency Medical Services

Formed in 1983, the Thompson Valley Ambulance Service became Thompson Valley Emergency Medical Services (TVEMS) in 1998 under a new Health Services District agreement. Today TVEMS responds to nearly 10,000 calls per year with its fleet of 10 ambulances, 5 stations, and 55 employees. TVEMS incorporates the most advanced treatment protocols with the latest technology, modern ambulances, computer aided dispatching, medical pre-arrival instructions, and GPS mapping to provide quality services to its citizens and clients. TVEMS provides advanced life support and ambulance transport services to the 450 square miles of the Thompson Valley Health Services District. This includes the cities of Loveland and Berthoud and the Loveland Rural Fire Protection District; with portions of Johnstown and Windsor-Severance Fire Protection District also included in the service area, a population of over 100,000 is served.

The mission of TVEMS is to "promote and facilitate the responsible provision of medical services within the Thompson Valley Health Services District." The organization's Vision Statement states, "The vision of Thompson Valley EMS is to provide humane, quality care to the citizens of the Thompson Valley Health Services District. We will commit ourselves to make each patient feel, no matter the intensity of the event, they are worth our time, education, and compassion. This commitment to treat our community members with dignity and respect will extend to our co-workers. Our compassion to help each other within the organization is a direct reflection of how well we will care for those we are called to in their time of need.

We will strive to always be on the leading edge of medicine and education while working to contain costs and maintain continuity within Thompson Valley EMS.”

Successfully managing and operating an emergency medical system with two different agencies requires cooperation and collaboration in field operations; it also requires a compatible organizational and business philosophy. The model used by LFRA and TVEMS meets and exceeds these necessary essentials. The focus of both organizations is on providing the highest quality patient care and citizen service possible with an emphasis on collaboration in planning, training, and overall field operations.

### *Emergency Medical Dispatching (EMD)*

The Loveland Emergency Communications Center (LECC) is the Public Safety Answering Point (PSAP) for 9-1-1, covering over 260 square miles of southern Larimer County. LECC communications specialists answer both emergency and non-emergency calls. The Center is dispatching for Loveland Police Department, Loveland Fire Rescue Authority (including Loveland Rural Fire Protection District and Big Thompson Canyon Fire), Thompson Valley EMS, and the Berthoud Fire Protection District.

In 2007 the Loveland Emergency Communications Center became one of 82 dispatch centers in the world to become accredited in Emergency Medical Dispatching (EMD). LECC has been evaluated and re-accredited multiple times since the initial accreditation process in 2007, including during the recent reaccreditation in 2016. Communications specialists use specialized medical software to triage patients over the phone and send the appropriate medical personnel. An average of 110 calls are listened to and evaluated each month to ensure that our EMDs maintain high standards.

EMD consists of three parts. The first involves triaging the incoming request for medical service to determine the level of response such as no response, non-emergency transport, or emergency transport. This feature depends heavily on the area's emergency medical facilities and the availability of alternate, non-emergency transport methods and treatment facilities. Many jurisdictions do not utilize EMD, but it is an important and proven component in reducing abuse or overcrowding of the local emergency medical system, reducing incidents (which helps conserve available resources for the fire department, ambulance provider, emergency rooms, etc.), and helping to reduce accidents.

The second part of EMD consists of providing pre-arrival instructions to the callers, so they can immediately help the victim. The level of telephone assistance can vary from just simple advice (call your doctor) to complete instructions for CPR. This is the most visible component of EMD, and for victims, perhaps the most valuable feature: saving lives. Pre-arrival instructions are most commonly provided on computer screens, arranged so the dispatcher can question the caller and based on the answers, quickly go to the screen that contains the correct advice or instructions.

The third and most critical feature of EMD is quality assurance. Each EMD program must originate with the complete involvement and cooperation of local emergency medical officials. Each aspect of the selected EMD protocol must be reviewed, revised as needed, and approved by the local or regional EMS agency. This ensures that the information and procedures being given by the dispatchers are correct and appropriate for local conditions. In addition, there must be an on-going review of the use of the EMD protocols by the dispatchers to ensure they're following them correctly and that the protocols are having a positive impact on the victims. This review

could involve the random selection of several incidents each month for providing analysis, grading, providing feedback to the dispatcher, and revising the protocols if necessary.

The EMD component of the EMS system operated by LECC is an integral part of the overall quality, citizen service model for pre-hospital care offered in the LFRA and TVEMS districts. This third component of the system ensures a proper response from the emergency pre-hospital care providers and begins the assessment, triage, and treatment phase of the EMS with citizen assistance. The fourth component of the system is public medical awareness and training.

### *Public Medical Awareness and Training*

The general public's knowledge of the symptoms of serious illness and of the proper method to access the EMS system has been shown in community studies to have a positive effect on the overall survival rate of patients in medical emergencies. Citizens trained in CPR are another important factor in patient survival. Approximately 95% of sudden cardiac arrest victims die before reaching a hospital facility (*American Heart Association- "CPR Facts and Statistics"*). However, statistical data has suggested that if more citizens knew CPR, more lives could be saved. According to the American Heart Association, immediate CPR can double or even triple a cardiac arrest victim's chance of survival.

Quality EMS education is the first step to improving the standard of care. TVEMS offers a wide range of courses, both certification and refresher courses, for pre-hospital emergency health care providers (EMT-basic through paramedic), firefighters, law enforcement personnel, health care providers, and the general public. Citizen training in CPR is an important component of the programs offered by TVEMS; the continuance of this training will positively impact the region's standard of care.

Enhancing the public's knowledge about the proper way to access the EMS system is important to pre-hospital emergency care. A well-informed public can assist the emergency dispatch center in striving to initiate proper and timely notification of medical emergencies.

### *Loveland - A Heart Safe Community*

The McKee Medical Center Foundation has partnered with McKee Medical Center, the Cardiovascular Institute of North Colorado, Thompson Valley EMS, the Loveland Police Department, Loveland Fire Rescue Authority, Thompson R2-J School District, and Loveland Emergency Communications Center to become a designated "Heart Safe Community." The "Heart Safe Community" designation, sponsored by the American Heart Association, is a communitywide effort to educate citizens on the dangers of sudden cardiac arrest (SCA). Identifying symptoms, learning how to administer cardiopulmonary resuscitation (CPR), and using automated external defibrillators (AEDs) are major components of the "Heart Safe City" designation. The Banner Health website has more information for this community initiative: <https://www.bannerhealth.com/ways-to-give/foundations/mckee/funds/heart-safe>

Currently, Loveland is the only city within Colorado to extend the instruction of CPR as part of the Thompson School District's curriculum for sophomores; this is mandatory training for all tenth graders in the school district. This important training is another indication of the commitment of these aforementioned partners to making and keeping Loveland a Heart Safe Community for all its citizens.

### Response Times and EMS

Response time performance has been used as an indicator of ambulance service quality for many years. Historically, the standards were applied to all calls regardless of clinical urgency. However, the rationale for using response time as a performance standard is based on researched evidence in the relationship between time and patient outcome for very specific clinical conditions: predominately out-of-hospital cardiac arrest. Many of these research studies were conducted before the advent of the BLS use of AEDs, when defibrillation was an ALS procedure. National standards have also impacted the thinking of time and patient outcome.

Contemporary studies in the U.S. found overall, rapid response in terms of an eight-minute target for ALS makes no discernible difference to survival of patients in cardiac arrest. Nevertheless, there are presumed benefits for the survival of many out-of-hospital cardiac arrest patients. Reducing levels of anxiety, pain, and distress in patients and family members is another benefit of rapid response. Thus for a given level of resources and specific call types, response times should be minimized.

LFRA has adopted the intent of the National Fire Protection Association's (NFPA) directives for EMS response as a target for performance measurements. The goal is to have a BLS unit (engine or other tactical unit) arrive within 6 minutes and 30 seconds after being dispatched 90% of the time within the Urban Response Area (see Section V- Staffing and Deployment for more information). LFRA applies these response targets for life-threatening emergency medical calls (Charlie, Delta, Echo medicals).

TVEMS also uses response time targets and dispatch call prioritization according to the urgency and seriousness of the patient's condition. The assumption is that a faster response to life-threatening emergencies could lead to an increase in the number of lives saved. Armed with accurate information, "prioritized" response times have gained acceptance within the local jurisdiction and are defined as follows (ALS unit arrival criteria):

- Category 1 - Life-threatening emergencies of which 90% should be responded to within 9 minutes
- Category 2 - Serious conditions, which should be responded to within 15 minutes
- Category 3 - An unspecified but appropriate response for calls with no immediate clinical need.

From the LFRA perspective, any life-threatening emergency (Charlie, Delta, or Echo medical call) is essentially handled as a "Category 1" with the abovementioned response criteria in place. The targeted performance standards of the EMS system within the LFRA response district for life-threatening medical emergencies state that a BLS unit will arrive within 6 minutes and 30 seconds from the time of dispatch, and an ALS unit will arrive within 9 minutes from the time of dispatch 90% of the time within the Urban Response Area (See Section IV for a definition of the URA). These performance targets should be monitored and measured annually for comparisons as to the outcomes for service delivery within the noted response areas. Long-range plans (such as those listed in the Essential Services Expansion Plan) are designed to address current areas of deficiencies where these standards are not being met. Four other factors in the total response time continuum (sometimes referred to as overall response time) need to be considered to understand emergency response times:

- Dispatch/process time
- Turnout time
- Travel time
- Total response time

In Figure 7-1 all four of these dimensions are defined with both the current NFPA standard listed along with LFRA's targeted standard for each dimension.

<b>TIME INTERVAL</b>	<b>LFRA STANDARD</b>	<b>NFPA STANDARD</b>
<p><b>Dispatch/Process Time</b></p> <p>Extends from when the emergency operator picks up the phone and receives information from the caller, to the time when the emergency call is “toned out” to emergency response units (Fire/EMS)</p>	<b>75 Seconds</b>	<b>75 Seconds</b>
<p><b>Turnout Time</b></p> <p>Starts at the time the emergency is “toned out” to the time when the first responding unit is “Enroute,” which is recorded via a radio broadcast or from the unit itself</p>	<b>90 Seconds</b>	<b>80 Seconds</b>
<p><b>Travel Time</b></p> <p>Starts at the time of the “Enroute” prompt by the first-to-arrive unit and ends when that unit is “On Scene” at the emergency</p>	<b>5 Minutes</b>	<b>4 Minutes</b>
<p><b>Total Response Time</b></p> <p>Total of the above times from phone call to “On Scene” of the first Fire/EMS unit</p>	<b>6:30/7:45</b>	<b>6:35</b>

Figure 7-1 *Emergency Response Data/Times*

*Relationships - LFRA and TVEMS and the IGA for EMS*

LFRA and TVEMS share in the commitment to strong working relationships between firefighters, paramedics, and EMTs. This commitment has resulted in one of the strongest and best pre-hospital emergency care systems in the region. All teams work together, train together, and plan for the future together. The focal point is always what is best for the citizen. Each organization, and its personnel, share this core value and place a high priority on our relationship. A legal agreement that spells out a variety of operational practices is also in place for both organizations.

LFRA and TVEMS entered into an intergovernmental agreement (IGA) on December 31, 2012, outlining the various responsibilities and commitments that each agency has in providing emergency medical services to the citizens of the Loveland community. It provides details for:

- Level of services provided
- Staffing levels
- Targeted response times
- Other operational practices.

In addition, the agreement sets forth provisions for joint strategic planning between each agency and lists financial obligations. The agreement is periodically reviewed and updated as needed and reviewed with the creation of new or restructured strategic plans for each agency.

### Technology and the Future for EMS

Many new technological breakthroughs are likely to develop within the timeframe of the 2018 LFRA Strategic Plan. Initiatives and improvements in early notification and service capacity will likely have an impact and improve response times and citizen services for EMS. An example of this is “Next Gen 911,” which is a system comprised of Emergency Services IP networks, IP-based Software Services and Applications, Databases, and Data Management processes that are interconnected to Public Safety Answering Point premise equipment. The system provides location-based routing to the appropriate emergency entity. Both agencies will need to keep aware of the changes, carefully measure the pros and cons for them, and initiate change when it makes sense and improves the overall EMS services for the citizens.

### Planning Assumptions for the EMS System

Certain planning assumptions are included in this strategic plan; those for the EMS system within LFRA’s response district are listed below. The recommendations that emerge from this section of the plan plus the following planning assumptions can be found in “Section X – Recommendations/ Implementation.”

EMS Planning Assumption 1 - The current model for the EMS system within the LFRA district, which includes BLS services and support functions provided by LFRA and ALS services and transport provided by TVEMS, provides high quality levels of citizen service and a high level of EMS patient care.

EMS Planning Assumption 2 - The response model that is currently in place, with the noted targets for performance of a BLS unit on scene within 6 minutes and 30 seconds from the time of dispatch and an ALS transport unit on the scene within 9 minutes 90% of the time within the Urban Response Area, is appropriate as a target for performance goals.

EMS Planning Assumption 3 - Relevant performance measurements need to be monitored, measured, and reviewed at least annually for adherence to specific standards of performance.

EMS Planning Assumption 4 - A continuing collaborative process between LFRA and TVEMS for strategic and operational planning is necessary for high quality EMS in the LFRA district.

EMS Planning Assumption 5 - A commitment for continuous improvement in the EMS system within the LFRA district will include Basic Life Support Services, Advanced Life Support Services, Emergency Medical Dispatching, and Public Medical Awareness and Training including activation of the EMS system and citizen CPR training.

EMS Planning Assumption 6 - Steps will be taken by LFRA and TVEMS to continue the designation of Loveland as a “Heart Safe Community” for the immediate future.

EMS Planning Assumption 7 - Solid working relationships between LFRA and TVEMS should remain a very high priority for both agencies. Technological advances will occur in the future and will likely have a positive effect on EMS services. Plans for adoption of technology should be evaluated carefully and made when they make sense and improve EMS services.

## **WILDLAND URBAN INTERFACE OPERATIONS**

Wildland fires are those that involve natural vegetation, sometimes covering large areas and threatening dwellings, agricultural facilities, livestock, and even humans. The wildland urban interface problem has grown in recent decades as more of the population migrated away from cities or urban areas to rural or wildland settings. A large portion of LFRA's response district incorporates areas that are comprised of grass, brush, and timber. As a consequence of growth and development, people have moved further into the areas that are known as the wildland urban interface (WUI). Although the Larimer County Fire Plan identifies the WUI as being west of Range 69 (or west of County Road 23 for LFRA), it is important to understand that WUI locations can also be found within and just outside the city limits of Loveland.

### *Defining the WUI and the Problem*

The National Fire Protection Association (NFPA) defines the "wildland/urban interface" as an area where improved property and wildland fuels meet with no clearly defined boundary. The WUI has been defined as the areas where wildland vegetation meets urban developments, or where forest fuels meet urban fuels, such as houses (Dr. William E. Schlosser). For LFRA, specifically, the primary focus of the WUI is in the foothills, generally west of County Road 23 and the hilly areas of Pinewood Reservoir, Bobcat Ridge, and along Reservoir Road. Much of this is in the Big Thompson Canyon's area of initial response. The area includes steep slopes, high concentrations of brush, and areas of relatively dense forest. In the last fifteen years, this segment of the fire district has had at least four very serious fires; three escalated in size and magnitude to involve both state and federal resources for management and operations. In recent years, building permits in this WUI zone have stabilized, but a sizeable portion of the residents in the Loveland Rural Fire Protection District live in the WUI area. It is likely that as the economy stays strong, the WUI area will see additional population growth and more structures built. Thus the WUI problem for LFRA is not likely to decline during the years of this plan.

Several important factors impact urban interface wildland fire risk, with the most significant factor involving humans. The greater the number of people, residences, and other buildings in the WUI zone, the greater the potential for fires to occur, resulting in larger property loss. Building construction and site features such as combustible roofing, siding, large eaves, long narrow driveways, and trees and vegetation close to the structures have all contributed to structure loss and increased fire spread. Buildings with combustible roofing materials are particularly prone to loss and may contribute to fire spread in higher density developments. The lack of adequate water, narrow and steep roads, long dead end roads, and longer distances from fire stations and firefighting resources all hamper firefighting efforts in this theater. Weather conditions, especially high winds and low humidity that are common to northern Colorado, greatly exacerbate the fire and life safety problem in this high-risk zone.

### *Addressing the Problem in the WUI*

LFRA's first incident priority is the protection of life (Life Safety), followed by the preservation of property; these are the same in the urban structural theater. LFRA's primary strategy is a rapid attack on the fire when it is still small enough to contain. In cases where fires grow too quickly to control with initial attack resources or to escape initial firefighting efforts, the priority shifts to evacuation and protection of significant structures or resources. Large wildland fires of this magnitude are infrequent; however, LFRA has experienced several since 2000, the year of the

Bobcat Gulch Fire, which burned over 10,000 acres west of Loveland. In the subsequent years, wildland fires in the region have involved tens of thousands of acres, hundreds of homes, and millions of dollars in property loss or containment costs. The Reservoir Road Fire, which occurred in September of 2010, destroyed two homes, several other buildings, and more than 750 acres, with costs totaling over two million dollars for firefighting efforts. Fort Collins, Boulder, and Colorado Springs have experienced even more devastating fires in the WUI zone in the last several years.

Currently, few effective planning and regulatory tools are available to guide development in wildland areas with the goal of reducing fire risk in the long term. While new public streets and private roads serving multiple homes must meet current development standards, existing roads and many private driveways are severely deficient. Water supplies are almost completely unavailable or inadequate in many areas. Finally, no legal mandates are in place to control combustible fuel loads around and between structures. Although there are guidelines and recommendations for home and property owners to reduce the wildland fire risk, experiences in other jurisdictions have shown that many residents are reluctant to take precautionary measures or comply with the recommendations associated with the *Red Zone* program currently in use by LFRA. Red Zone is an incident mapping and field survey software program designed specifically for wildland fire use. The problem in the WUI zone is difficult and will require a multi-tiered action plan to reduce risk and ultimately save property and lives.

Some positive initiatives and developments have improved operations within the WUI area. The State of Colorado has purchased multi-mission aircraft that utilize high altitude thermal imaging technology for early detection of wildland fires. Also, more single engine air tankers (SEAT) are available for deployment in various parts of the state. LFRA has also adopted the Five Point Approach model, which has had some success and impact in fire prevention and mitigation. However, too many homeowners in the WUI are still not participating in any form of fire prevention and mitigation measures. Other changes will be needed to effectively deal with a growing fire problem in the WUI.

#### *The LFRA Model: Five Point Approach*

In order to adequately address the threat of wildfires in the rural areas and the wildland urban interface, LFRA utilizes a five-point approach focusing on community risk reduction: education, engineering, enforcement, economic incentives, and emergency response. Community risk reduction and mitigation are typically accomplished through the use of these five points:

1. Education: As the wildfire threat continues to grow, so does the need to educate the public about the dangers associated with this type of fire and about the measures they can take to reduce the potential impact to their property. In order to realize this goal, it is recommended that a multi-faceted approach be taken by using the Internet, social media, printed material, and community meetings. Cost estimates for this effort are unknown at the time of this writing and no funding stream has been identified. It should be noted that education programs are only as effective as the level of interest on the part of the homeowner/citizen. As stated above, it is difficult to get residents in the WUI area to believe the wildfire problem is significant enough to warrant action on their part. This is a hugely limiting factor for the education point.
2. Engineering: This point will be realized through two primary methods: fuel mitigation near and around structures and through the use of planned "prescribed fire" burns on

public lands. The fuel mitigation will be carried out by property owners but may be assisted through available state grants. Generally these types of grants require a 50/50 match with the requesting agency. Fuel mitigation may also be addressed through cooperative agreements with Larimer County and the State of Colorado. Cost estimates for this effort are unknown at the time of this writing and no funding stream has been identified. In regards to prescribed fire, this is a proven method to reduce the threat of large wildfires on public lands. The City of Loveland owns over 4000 acres of open space, and much of that abuts residential areas. Furthermore, several thousand acres of open space in the LFRA jurisdiction are owned by the federal government, the State of Colorado, Larimer County, and the City of Fort Collins. The very real threat of a wildfire spreading into a residential neighborhood can be greatly reduced through the implementation of a prescribed fire program. This can be conducted in cooperation with the State of Colorado, Larimer County, and The Nature Conservancy. In order to adequately perform a prescribed fire program, it will be necessary to increase the annual overtime budget for the costs of off-duty wildland firefighters. Off-duty firefighters are utilized to maintain shift strength and community service levels for other fire protection needs.

3. Enforcement: Enforcement has two primary components: adoption of effective fire codes and adequate staffing for enforcement duties. This two-pronged approach has been a very successful strategy in the urban theater of operation, and it can work in the WUI as well. Regional adoption of *International Wildland and Urban Interface Code*<sup>TM</sup> would be the most effective initiative toward improving conditions in the WUI. If Code adoption were to become a reality, it would be necessary to hire other full time employees (FTEs) that would be dedicated for the purpose of WUI code enforcement and fuel mitigation. The estimated cost for one position is \$100,000 per year at full cost budgeting. Grants for positions of this type could be an initial option, but a long-term funding stream would need to be identified in order to continue the service.

4. Economic Incentive: Although the City of Loveland and the Loveland Rural Fire Protection District are not in a position to provide direct economic incentives to the public, this portion of the plan may be realized in reduced insurance rates and a reduced wildfire threat to property. Other options in the future could include some type of incentive program that could be conjoined with a reduction or elimination in the Capital Expansion Fees, or impact fees, for new developments.

5. Emergency Response: Eventually, the likelihood is that in spite of the best efforts, the previous four methods will have some failure and a wildfire will break out. This will happen through lightning, downed power lines, unattended campfires, intentionally lit fires, etc. When this occurs it will be necessary to respond in a timely and professional manner with an adequate level of resources, staffing, and equipment to successfully mitigate a wildland fire.

The emergency response approach is without a doubt the most costly and the most impactful of all of these five points. It will be necessary to address emergency response primarily through training and apparatus.

**Training:** Currently all suppression personnel within LFRA are required to maintain the S130/190/L180 Basic Wildland Firefighter certification; these are national, standardized training minimums for firefighters in the WUI. Officers are also required to maintain S215, Structure Protection in the Wildland Urban Interface. Beyond that level captains and chief officers must have S290, Intermediate Wildland Fire Behavior. In order to ensure that all officers of LFRA have a high level of proficiency it is recommended that every officer and acting officer obtain S290 and the appropriate classes for the engine boss qualification. It is also necessary for captains to obtain qualification at the strike team/task force leader. Chief Officers need to obtain certifications at the group/division supervisor and Incident Commander for Type 3 level incidents. In order to accomplish this, cost increases for wildland firefighting operations will occur. Cost estimates for this effort are unknown at the time of this writing and no funding stream has been identified.

**Apparatus:** LFRA currently operates with three brush trucks (Type 6 engines) and the Big Thompson Canyon VFD has two. To adequately meet the operational needs for safe and efficient wildland firefighting, it will be necessary to maintain a strong apparatus replacement program. Many of these wildland firefighting vehicles fall below the minimum costs for the overall LFRA Apparatus Capital Replacement program; alternate funding sources will be necessary.

#### WUI Operations for LFRA and Other Agencies

The WUI Theater, because of the size and complexity of the area, often requires firefighting resources beyond the local capabilities of the fire department. If the fire goes beyond the control of initial fire attack, LFRA will often request mutual aid fire companies and county fire resources. Occasionally, a fire in the WUI will go beyond this next level causing state and even federal resources to be called in to assist or take over the incident entirely. Both operational and legal agreements are in place to deal with expanding fire-related incidents beyond initial fire attack in the WUI. There is a process for the “delegation of authority” for larger incidents where the responsibility and authority is transferred to another agency (i.e., county, state, or federal supervision). The majority of the fire incidents within the WUI for LFRA are handled with local resources or with the addition of mutual aid resources.

#### Future Changes in the WUI Theater

As with so many of the issues identified within this strategic plan, predicting the future is an uncertain venture; this is particularly true in the wildland urban interface theater. It is unclear what the population, structures, or building increases will be in the LFRA WUI zone in the identified years of this plan (2018-2026). It is also unclear what additional funding will be available to enhance the capabilities, both operationally and in pre-planning and pre-fire mitigation, for the Fire Authority's district. Another unknown is the amount of support that will continue to be provided by the federal government and state government for local wildland fire operations. Recent events suggest that federal resources and funding are likely to be reduced and that state and local authorities will probably assume more funding responsibilities.

A study published by the National Wildfire Coordinating Group (NWCG) titled *Evolving Incident Management: A Recommendation for the Future* suggests that a shift in responsibility for incident management will likely occur, with the state and local jurisdictions taking on more management responsibility in the form of localized Incident Management Teams. A corresponding outcome of this will also likely be a shift in the responsibility for costs of such

incidents. Clearly, this theater of operation is in a state of flux, and change is to be expected. It will require due diligence on the part of LFRA staff members to anticipate, plan for, and adjust operations as necessary to adapt to future changes. One key area of focus should be on continuing the development of strong relationships with regional departments and forming even stronger operational partnerships for the future.

Some very positive aspects for fire operations in the WUI are anticipated. Technology changes will likely prove to be very advantageous to firefighters in the future. Use of drones, high altitude thermal imaging, and enhanced inter-agency communications will provide firefighters more and better resources for early notification and initial fire attack. Regionally, improved working relations with area fire departments and WUI service providers will result in better strategic and tactical operations. The future holds real challenges but also great opportunities that can be capitalized on for improved life safety and property conservation.

### Wildland Planning Assumptions

Wildland Planning Assumption 1 - Future trends suggest that the WUI problem is likely to increase from 2018-2026 because of more people and structures within the WUI zone.

Wildland Planning Assumption 2 - The current model of fire protection and mitigation for wildland fire operations will likely not be adequate for the future. More resources and funding will need to be invested to keep up with the anticipated future needs.

Wildland Planning Assumption 3 - Federal and possibly state resources that fund current efforts may be reduced or even eliminated in the future.

Wildland Planning Assumption 4 - Development of even stronger operational partnerships and regional cooperative relationships will be needed to offset the loss of federal and state resources in order to maintain an adequate and reliable emergency response. Local Incident Management Teams (IMTs) should be evaluated and developed for future operations in the region of northern Colorado, including areas within the LFRA response district.

Wildland Planning Assumption 5 - If voluntary programs such as education and engineering in the Five Points approach above are successful, many of the problems listed in this section of the plan could be adequately addressed. Any improvements, trigger points, and tracking of data should be identified and implemented into the long-range future plans.

Wildland Planning Assumption 6 - New programs for community education and involvement in the WUI area will need to be evaluated and pursued in order to make prevention and mitigation programs more effective. LFRA should consider the Ready, Set, Go Program\* for the future.

Wildland Planning Assumption 7 - Enhancement of the resources within Stations 8 and 9 will be a part of the plan for improvement in the WUI for LFRA. The opening of new Fire Station 7 will play an important role in training and coordinating the available WUI resources for LFRA and other regional partners.

\* *The Ready, Set Go Program, managed by the International Association of Fire Chiefs (IAFC), seeks to develop and improve the dialogue between fire departments and the residents they serve. Launched nationally in March 2011 at the Wildland-Urban Interface Conference (WUI 2011) the program helps fire departments to teach individuals who live in high risk wildfire areas – and the wildland-urban interface – how to best prepare themselves and their properties against fire threats.*

## **LOVELAND FIRE RESCUE AUTHORITY SPECIAL OPERATIONS**

Special Operations for LFRA define a particular service or skill set for emergency response that is different than fire and medical emergency calls. These special operations would include:

- Hazardous materials
- Specialized/technical rescue
- Swift water and open water rescue
- Large animal rescue

It has been a long-standing tradition of the fire service to be ready to respond to virtually any emergency call that is not specific to another department's or division's responsibility - for example, law enforcement. From this commitment to citizen safety and citizen service, the fire service adopted an approach of specializing its training and responses for a wide variety of emergencies. Thus, enhanced citizen service was the impetus for a special operations team.

LFRA's Special Operations Team (SOT) was developed in late 2005 by combining long standing LFRA teams such as the Haz-Mat and dive teams. The concept of SOT is to have one team cross-trained to handle all special rescue and hazardous materials incidents. The team's mission statement is as follows: *"The Special Operations Team's goal is to provide coordinated and efficient specialized rescue services and hazardous materials response to the citizens of Loveland and the Loveland Rural Fire Protection District. Also, to maintain a high degree of mobility with the ability to deploy a response element as requested throughout the region."*

SOT is divided into three main operational areas: Dive Rescue, Hazardous Materials Response, and Urban Search and Rescue (USAR). Several sub-rescue areas are derived from these overall categories including swift water and open water rescue, low angle and high angle rescue, trench and confined space rescue, and more. SOT is made up of members from several fire and EMS emergency services agencies including:

- 34 LFRA firefighters
- 10 TVEMS paramedics/EMTs
- 3 Berthoud firefighters
- 3 Windsor-Severance firefighters
- 3 Front Range Fire Rescue Authority firefighters (future)

Typically, skills and certification levels follow a pattern of ascending levels that include three primary levels of training and competency:

- 1) *Awareness Level*. This level represents the minimum capability of organizations that provide response: recognition of dangers, notification, and basic abilities to act in a way to isolate or protect lives.
- 2) *Operations Level*. This level represents the mid-level capability of organizations to respond to incidents and to identify hazards, use equipment, and apply limited techniques specified to support and participate in incidents.
- 3) *Technician Level*. This level represents the high-level capability of organizations to respond to incidents and to identify hazards, use equipment, and apply advanced techniques necessary to coordinate, perform and supervise more technical incidents.

All SOT personnel are trained to the "operations level" (or higher) in each special operations discipline. Each operational area has several technician-level trained staff.

SOT personnel are assigned to all three shifts, providing an on-duty response to any SOT incident. Off-duty SOT members are paged for response as needed. Fire Station Two houses all of the SOT apparatus and equipment. Daily shift staffing includes a minimal number of SOT personnel on duty each shift.

LFRA SOT has developed professional relationships with several area emergency response agencies, including Colorado Task Force 1, Larimer County Search & Rescue, Northern Colorado Bomb Squad, Larimer County Dive Rescue, Colorado State Patrol Haz-Mat Response, Poudre Fire Authority's Rescue Team and Haz-Mat, Greeley Fire Department's Haz-Mat, and the Longmont Fire Department's Haz-Mat and Technical Rescue Teams.

The number of trained specialized rescuers at a technician or higher level for LFRA in the various SOT disciplines includes the following numbers:

- Collapse rescue 8
- Confined space rescue 7
- Hazardous materials technicians 15
- Large animal rescue 2
- Rope rescue 18
- Swift water 15
- Trench rescue 16
- Dive Rescue (open water) 11

#### Current and Future SOT Operations

The existing model for specialized operations for SOT is adequate for the current demographics and response demands of the community. Since 2005 LFRA has developed one of the region's most capable and strongest specialized rescue teams. The team has proven its value, capabilities, and proficiency on numerous calls within the LFRA district and region, including the Windsor tornado in 2008. LFRA's team concept is a unique approach to dealing with specialized operations and has been emulated by other departments and agencies. However, from a strategic perspective, the LFRA SOT has both current and future needs. In addition, there are legitimate concerns about the future availability of federal resources and support for federal rescue teams such as Colorado Task Force 1 which is a deployable Urban Search and Rescue Team (USAR) located on the Front Range in Colorado. Many of these future concerns for a continuance of federal and/or state resources and support are driven by economic variables and are similar to the concerns outlined in the wildland urban interface portion of this plan.

The LFRA Special Operations Team must address both current needs and identified future needs in order to maintain an adequate and reliable response to specialized emergency calls. Some equipment and capital items are needed for the team to operate to the desired level of proficiency, including the purchasing of certain additional rigging and rescue equipment, as well as replacing equipment as it ages or becomes obsolete.

The majority of these are normal budget items that can be planned for and included in future budgets. Others are more strategic and require additional planning and financial considerations beyond the normal team budget. An important part of the future planning is to maintain and/or

increase the number of trained technicians on the team. Some of this specialized training, such as for haz-mat techs, is time intensive and costly and will require additional one-time and on-going funding to achieve these goals.

### Heavy Rescue Two and Beyond

One of the more significant operational enhancements outlined within the 2012 LFRA Strategic Plan was the addition of a northwest heavy rescue squad. With the opening of new Fire Station Two in 2014, Heavy Rescue Two became a reality. This additional company has improved the day-to-day fire-rescue operations, providing additional truck or support services, and it has upgraded specialized operations. Operationally, this addition has augmented shift resources for specialized operations by having a designated unit that will carry the needed tools and equipment for SOT operations. For the 2018 LFRA Strategic Plan, two areas are identified for action in the SOT area:

- Taking steps for continuous improvement for SOT resources and equipment
- Continually improving personnel training on SOT equipment.

Heavy Rescue Two has been a true success story for LFRA; regular fire-rescue services have been improved by this piece of equipment and the personnel assigned. In addition, the specialized rescue (SOT) services have been boosted. What is needed now is an overall plan to maintain and grow this level of service. Specialized equipment continues to be developed for SOT functions; LFRA will need to develop a cogent funding stream for purchase and replacement of such equipment. Ongoing training of personnel will also be a strategic initiative for the future; funding sources must be identified for this needed training.

One area that has been a challenge for on duty crews is the staffing for Heavy Rescue 2. Currently, Rescue 2 is staffed with a minimum of two personnel (officer and engineer) and the shift Fire Inspection Technician (FIT). Over time, the FITs have gotten busier, and their time has been limited for training and participation at the company level and in their availability for emergency response. Rescue 2 often responds and arrives on the scene of an emergency as a two-person crew. What is needed is another firefighter on each shift in order to create a true three-person crew for Rescue 2. There may be other ways to implement a three-person crew for Rescue 2, but for now, the heavy load for inspections and fire prevention related work, plus the extra workload for training and emergency calls, is proving too much for the current model of staffing.

### Regional Specialized Rescue Teams and USAR

One of the needs currently being evaluated for SOT is for a regional specialized rescue team in Northern Colorado. Discussions have already begun about the possibility of working with the state's USAR Team (Colorado Task Force 1) and its regional members from Poudre Fire Authority and Longmont Fire to create such a team. However, operational agreements need to be developed and approved within the region for mutual aid responses, particularly in the area of hazardous materials calls and technical rescue (USAR) type calls. Much of the current regional effort is focused around the departments within the Front Range Fire Consortium (FRFC); however, more work in developing cooperative operational agreements for specialized operations should be done. Several of the FRFC departments, including Longmont and PFA, have team members with the state's USAR team. Expansion of the concept of a regional or local specialized operations team or USAR team that can interface with the current FEMA USAR

team should be evaluated further for operational effectiveness and feasibility. LFRA members serving on Colorado Task Force 1 is another option that may be pursued in the future.

### SOT Planning Assumptions

Special Operations Planning Assumption 1- The current model of operations for SOT works well and is adequate for the current call load and community demand for services in this area.

Special Operations Planning Assumption 2 - Future growth in the community and region surrounding LFRA's response area will likely place much more demand on the services of the department's SOT and render the current model inadequate.

Special Operations Planning Assumption 3 - Additional funding will be needed to account for additional training and equipment for SOT processes. Funding streams within LFRA will need to be identified and obtained in order to maintain an adequate level of SOT services and emergency response capability. Alternate funding streams, including grants, will need to be investigated to address the needs created by growth and expansion.

Specialized Operations Planning Assumption 4 - A regional approach to the problem of enhanced services needed for SOT is perhaps the most viable and best option for maintaining and improving overall specialized operations service levels within the LFRA response area. The idea of developing a regional team for specialized operations should be investigated within the time parameters set forth by this plan. Some progress has been made in this area in the last few years; more needs to be done to formalize agreements and develop even stronger working relationships with other regional agencies.

Specialized Operations Planning Assumptions 5 - The linkage to the state's FEMA USAR Team, Colorado Task Force 1, is a viable option and enhancement to the local and regional team approach for special operations. Work should continue within the timeframe of this plan to develop emergency response agreements (IGAs or MOUs). A more seamless process for request for service, dispatch, response, and deployment should be developed for the local and/or regional specialized operations team with other state and federal agencies.

Specialized Operations Planning Assumption 6 - LFRA membership into the Colorado Task Force 1 Team would benefit LFRA and the Loveland community. Efforts should continue to pursue openings on this team for LFRA personnel.

Specialized Operations Planning Assumption 7 - The staffing levels on Heavy Rescue 2 is an issue that needs to be addressed within the 2018 LFRA Strategic Plan. The current three-person minimum staffing level includes the FIT position, which renders Heavy Rescue 2 to a two-person company a significant amount of the time until the FIT can arrive on the emergency scene. This is listed as a high priority item for the 2018 LFRA Strategic Plan.

## **LOVELAND FIRE RESCUE AUTHORITY AND TRAINING**

One of the most important missions of LFRA is the effective training of its personnel to meet the challenges of emergency response, fire protection, and prevention services. The department has had a long history and commitment to training. Back in 1979 the Loveland Fire Department and the volunteer firefighters of that era began building the department's training facility, located south and east of 1<sup>st</sup> Street and Railroad Avenue. This facility has now become one of the most versatile, and most often used, training centers in all of northern Colorado. The physical aspects of nearly every fire/rescue-related training function can be carried out at this facility. A major emphasis is placed on the use of props and replication to achieve the highest level of virtual reality training and reality-based training. However, LFRA training and the department's training program are much more than just facilities, buildings, and props; training for LFRA is a core value. Loveland's fire department has long been known for its commitment to training by other fire departments in the region and throughout the state. The minimum hours required for certification and continuing education are met and exceeded by every LFRA fire company and individual firefighter. In addition, the department does more live fire burns and training evolutions than any other department in the region.

In the 2013 flood the LFRA Training Center was significantly damaged. Classrooms, offices, and several training buildings suffered major damage and were out of service for the better part of one year. In 2014 additional land was purchased, adjacent to the current training property, but out of the restricted flood plain area. This land will function as the future home for several new training buildings and props and will be a long-term training solution for the organization's training needs. To this end, an LFRA Training Center Master Plan is being developed and a new burn building is planned to be built in 2018. This is the first step in the overall Training Master Plan; the burn building is included in the ESEP's first phase.

Today, LFRA continues to be committed to training and is building on the great foundation laid by the department's firefighters from the past. The training division for LFRA is committed to continuous improvement and maintenance of the core values around a strong training program.

### *The Training Model and Staff*

The current training model and staffing supports a managed plan for both centralized (training battalion-sponsored) and decentralized (company-managed) training. The training staff consists of one training battalion chief (BC), one training lieutenant, and one engineer managing training for the airport, three shift training captains on Tower Six, and three shift captains on Engine 2. The training BC and lieutenant are full-time 40-hour positions that are devoted primarily to the LFRA training division. Training functions within the Community Safety Division are carried out within that division or via outside training classes and courses.

### *Blue Card Hazard Zone Management Training*

In 2010, LFRA began a coordinated effort to improve the strategic and tactical decision making abilities of its officers and firefighters; The Blue Card Hazard Zone Management system was the vehicle selected to help facilitate that effort. The Blue Card Incident Command Certification Program has been developed by Alan, John, and Nick Brunacini to first instruct and then certify fire officers who serve in the role of Incident Commander or as a member of an Incident Management Team (IMT). Through the program fire officers become certified to supervise and manage emergency and hazard zone operations for localized incidents categorized by the

National Incident Management System as Type 4 and Type 5 events. These incidents account for more than 99 percent of all fire department response activity. This program teaches officers how to command everyday incidents with mastery, and it effectively trains for competency in dealing with more large scale emergency incidents.

Blue Card is a blended course experience that incorporates 50 hours of online instruction with three days of classroom simulation training. The Blue Card Command Certification Program is a training and certification solution that teaches Incident Commanders and other officers how to standardize local incident operations across their organization. The program uses a combination of online and in-class simulation training which results in an Incident Command solution. LFRA has all of its officers and acting officers certified at the Blue Card level. In addition, LFRA operates a regional Blue Card Training Center that has been integral in helping nearly all of the regional departments get their personnel certified. Blue Card Hazard Zone Management training has been a significant effort in LFRA's training plan and has positively shaped the entire northern Colorado region.

### Regional Training Cooperative

The LFRA Training Battalion devotes a portion of its time, by written agreement, to regional training in a mutually cooperative and mutually beneficial manner. This includes recruit academies and other ad-hoc training through the Front Range Fire Consortium (FRFC), in which Loveland has held membership for nearly 15 years. Aims Community College and its Fire Science/Fire Academy programs and other regional departments also have agreements with LFRA for the use of the training center. Over the years, the cooperative nature of these agreements has been significantly advantageous for LFRA. The department receives many tangible and intangible benefits from the cooperative regional relationships and agreements crafted through the training division. This, again, is directly linked to the "Relationship" portion of the LFRA mission. In recent years LFRA has taken on more of a leadership role in northern Colorado's firefighting community; the training efforts have been one of the key reasons why. Relationships forged through training with regional departments have had a real and positive impact on LFRA through the many mutual aid and automatic aid agreements that the department holds and with which it operates. In 2017 the FRFC legally became an *Authority*. The organization now has a cogent business plan and is developing a long-range strategic plan. One outcome of these changes is in the practice of fair financial reimbursement for the use of department resources such as facilities, equipment, and personnel. LFRA will benefit financially in the future with this change in business practices for the FRFC.

### The Current and Future Needs for Training

The existing operational training model for LFRA is working with the department's current call load and staffing levels. However, as the department sees increases in call volume and the number of personnel increases in the next eight - ten years, the demands on the training battalion will exceed the division's ability to meet those demands. Regional training responsibilities do add to the workload and demands on a minimally-staffed training battalion. Over the next eight years, the LFRA's training battalion will need additional staffing to include:

- Additional training captain, lieutenant, or officer level assistance
- Training firefighter or engineer
- Training administrative assistant.

In addition to the staffing needs for the future, a careful analysis should also be conducted to determine how training would be managed and carried out in the future. A comprehensive analysis is needed with a resulting plan made up of three areas of responsibility:

- Centralized - what the training battalion's staff will provide
- De-centralized - what the company level training management model will be
- Ad hoc training - what will be offered from outside sources on a one-time or specialized effort.

The outcome of this analysis and planning should result in a multi-year training plan for LFRA that is in alignment with future long-range plans. Another area that needs to be addressed within the department's training needs is in technology. Changes in technology, such as in the area of video-conferencing, could have significant impacts on how classroom training is carried out and the amount of time fire engines and firefighters actually need to be out of their response areas at the training center. The use of technology could positively impact area coverage and response times for fire companies.

One final area that this strategic plan needs to address is the area of additional land acquisition. In 2014 LFRA purchased additional available land for flood protection. A valid reason for purchasing even more land is to enhance the buffer between what LFRA currently owns and property to the north that will likely be for sale in the future. The targeted land is in the flood plain, so it is unlikely that a commercial business or residential property would be built there, but other concerns about the training center could be raised, and possibly compromise the LFRA's ability to be a full-service training center, if that land is purchased by another party.

#### Training Planning Assumptions

Training Planning Assumption 1 - Based on current firefighter staffing levels and call loads, the current training staffing levels will not be inadequate for the future training needs of LFRA.

Training Planning Assumption 2 - There is a need for an additional full-time 40-hour firefighter within the training division to help with the basic level training work. Other personnel expansion, such as a dedicated administrative position, would also need to be considered within the timeframe of this strategic plan.

Training Planning Assumption 3 - A comprehensive long-term analysis for how the training efforts will be carried out in the future using the centralized, decentralized, and ad hoc training delivery methods should be carried out and included in this as part of this and future strategic plans for LFRA.

Training Planning Assumption 4 - An evaluation of relative training technology needs to be initiated in order to make classroom and other training more efficient and effective and have a positive impact on area coverage and emergency response times.

Training Planning Assumption 5 - Additional land acquisition should be investigated to increase and improve the existing buffer between LFRA's training center and other area properties.

## **LOVELAND FIRE RESCUE AUTHORITY SAFETY AND SURVIVAL**

Both firefighter and citizen safety and survival are primary elements of the department's overall mission. In today's fire service, safety is one of the most focused areas of concern and yet one of the least thought of as part of the strategic planning process. LFRA is committed to a core value of *the enhancement of citizen and firefighter safety and survival*. This area is one of the most important parts of the department's overall commitment to quality and continuous improvement. It is also a strategic consideration because of the importance of making intentional and calculated plans for improvement.

### **The LFRA Safety Model**

Enhancing safety in fire and rescue operations can be a very difficult task. Firefighting and rescue operations by their nature are unsafe and at times unpredictable environments. Nevertheless, the American fire service has learned a great deal since 1985 and the advent of the first National Fire Protection Association (NFPA) standard on firefighting and safety: *NFPA 1500 Standard on Fire Department Occupational Safety and Health Program*. This landmark document set the stage for expectations for all aspects of fire-rescue operations and the needed health programs to ensure firefighter health and safety. LFRA is committed to meeting the intent of NFPA 1500 and improving occupational health and safety for its employees.

The current safety effort and model for the LFRA addresses safety, health, and fitness through attention to the following:

- Firefighter staffing levels on fire companies that meet minimum requirements
- Operating within an approved and standardized command system
- Command level training and certification for all officers and acting officers
- Training in situational awareness and tactical decision making under stress
- Proper firefighting apparatus and equipment that comply with industry standards
- Regular fitness evaluations and screening
- Adequate training programs and certifications for safe tactical and task level operations
- Specific training programs dedicated for firefighter safety and survival
- Staying active with City of Loveland safety and health policies and operational methods
- Following “Best Practices” for reducing firefighter exposure to carcinogens.

From a strategic perspective, the challenges for LFRA in this important area are really threefold: first, having a long-term financial strategy and plan that supports current efforts to enhance firefighter safety; second, having a plan in place to stay current on changing safety trends and the various laws or standards that affect operations; and third, having a strong and rational method of evaluation of the department relative to current and future changes. Another added challenge is the overall management and oversight for a department health and safety program.

### **Community Risk and Safety Models**

Risk factors and an overall strategy for community safety are found in other areas of this plan. The Community Safety Division (CSD) operates with the safety of our citizens as a primary function. Safety is built into the planning and building process, as well as fire and safety inspections and code enforcement. The accreditation process has initiated a complete community risk assessment and standards of cover as a means of addressing these risks. See Section VIII

Community Safety Division for more on these areas and the overall action plan for community safety.

### Current Safety Needs

The current state of LFRA's safety program would be considered adequate by most standards, yet needs still exist and changes should be made for improvement. Several programs are in place and functioning to ensure that the department continues to make progress towards enhancing citizen and firefighter safety and survival. However, there is a lack of a specific, long-term plan and funding mechanism that deals with supporting the enhancement of safety. This should be a part of this plan and future strategic plans as well. The hiring of the HR Manager, and the Administrative BC position, will have a positive impact on safety and risk management within LFRA; specific policies and procedures will need to be developed as well as mechanisms for evaluating the organization's progress in addressing safety and survival issues.

### Future Safety Needs, Concerns, and Evaluation

The area of safety is a continuing and evolving process. History has proven that changes in laws and standards will likely continue and will also have a financial impact on fire departments as they work to meet new laws and standards. These changes can come in the form of changes for apparatus and equipment, which cost more to purchase and have a defined shelf life, or in new regulations that require additional staffing or positions on the fire scene. Most fire departments do not plan for these kinds of changes and are caught behind the proverbial "power curve" when something like the Fed-OSHA "Two-In, Two-Out" regulation (requiring additional firefighters staged on an emergency scene for rescuer safety) is passed. As part of this strategic plan, methods of current and future operations should be evaluated based on safety regulations, and standards and methods should be developed to meet the intent of such changes so they can be incorporated into department operations and budgets. Another noted need is the assignment of direct oversight and management of the department's health and safety program to a chief level officer.

### Evaluation

LFRA needs to develop a workable method for department evaluation relative to safety and current standards or regulations. It is not feasible for a department to expect to meet each and every industry standard related to safety (such as every provision stipulated in NFPA 1500). However, it is reasonable to have in place an effective and reliable system of evaluation in order to meet most safety standards and all legal requirements for safe, sane, and predictable operations. Developing short and long-range planning to address the department's areas of deficiency when it comes to safety, and meeting the intent of all safety guidelines and standards, are reasonable expectations. Without an identified and effective planning process, it is doubtful that LFRA will keep pace with the changing standards for safety, and the goal of continuous improvement in this arena will be severely hampered.

### Cancer Prevention

According to the results of a study published in the *Journal of Occupational and Environmental Medicine*, firefighters have an increased risk of developing certain types of cancer. Firefighters are exposed to many potentially hazardous substances, including diesel engine exhaust, soot, benzene, chloroform, styrene, and formaldehyde. These substances may be inhaled or absorbed through the skin and have been known or suspected as carcinogens. Four types of cancer were more common among firefighters than among other workers in other fields: firefighters were

twice as likely to develop testicular cancer, roughly 50% more likely to develop multiple myeloma or non-Hodgkin's lymphoma, and 28% more likely to develop prostate cancer. In 2014 a Safety and Health Investment Projects (SHIP) grant project was awarded to the Kent Fire Department (WA) to establish a manual on the "Best Practices" for reducing firefighter risk of exposure to carcinogens. The document published by Kent's SHIP grant project became known as: *Healthy-In, Healthy-Out*. This study and manual is on the forefront of a national movement to educate and reduce firefighters' exposure to carcinogens and reduce the number of firefighters being diagnosed with cancer.

*Healthy-In, Healthy-Out* sets model guidelines for fire departments to follow that are based around the five functional areas of Incident Command:

- Command - Health and safety infrastructure and policies and procedures
- Finance - Budgetary considerations for equipment, physicals, and wellness programs
- Planning - Developing exposure control plans for apparatus, fire stations, and testing
- Logistics - Maintaining the exposure control plan for cleaning and replacing of gear
- Operations - Emergency scene procedures for use of gear, decontamination, and cleaning.

*Healthy-In, Healthy-Out* identifies several key areas where firefighters can reduce their exposure to carcinogens in the fire station and on the fireground by taking some simple, initial steps:

- Limiting exposure to diesel smoke
- Proper use of personal protective equipment (PPE) during initial attack through overhaul and gross decontamination
- Wearing SCBA during initial attack through overhaul and gross decontamination
- Using gross decontamination and cleaning of gear immediately after the fire
- Thoroughly washing and cleaning contaminated gear after the fire at the fire station
- Reducing/eliminating exposure of firefighters to contaminated PPE.

LFRA is committed to improving the safety and survival of its firefighters and reducing the exposure to carcinogens by meeting the intent of the *Healthy-In, Healthy-Out* program.

#### Safety Planning Assumptions

Safety Planning Assumption 1 - LFRA currently has a good safety culture and a commitment to firefighter and citizen safety, including meeting the intent outlined in *Healthy-In, Healthy-Out*.

Safety Planning Assumption 2 - The nature of firefighting and rescue carries with it inherent risks. LFRA will remain committed to meeting the intent of applicable national safety standards and committed to continuous improvement for the safety and survival of citizens and personnel.

Safety Planning Assumption 3 - Staying committed to enhanced firefighter and citizen safety and survival comes with costs. Some of these costs may be unforeseen and fall outside the bounds of normal financial planning and budgeting as part of strategic planning.

Safety Planning Assumption 4 - Management and oversight for LFRA's health and safety program should be enhanced. A chief level officer should be responsible for this assignment.

Safety Planning Assumption 5 - The organization will need additional efforts for cancer awareness education and reduction in firefighter exposure to carcinogens.

Safety Planning Assumption 6 - Safety planning will be a part of this strategic plan and other plans that follow.

## HUMAN RESOURCES AND SUPPORT

Loveland Fire Rescue has grown into a large organization, with a paid staff of nearly 100 personnel, including sworn uniformed firefighters and civilian support staff. Extending support for this number of employees is an important and prodigious assignment, well beyond the ability of one department or manager. Under this heading of Human Resources and Support, three specific areas are identified and will be elaborated on within this portion of the strategic plan:

- Human Resource Management
- Peer Fitness Training
- Peer Support

The intent of human resources and support is to address the whole person's needs in the area of organizational support; mind, will and emotions, and the physical training and support needed. Human Resource Management is the first and perhaps most influential part of this three-tiered approach.

### Human Resource Management

Human Resource Management (HRM) is the term used to describe formal systems devised for the management of people within an organization. The responsibilities of a human resource manager fall into three major areas: (1) staffing, (2) employee compensation and benefits, (3) and defining/designing work. Salaries and benefits are anticipated to total \$10.6 million in 2018, or approximately 69% of LFRA's annual budget.

HRM services for LFRA were transitioned as an internal service to LFRA in February 2017 with the hiring of a Human Resources Manager. Previously these service had been performed by the City of Loveland Human Resources (City HR) staff. HRM continues a strong relationship with City HR and provides an annual retainer (2017 = \$10,000) for support and expertise as needed. Now internal to LFRA, HRM seeks to build on the reputation of LFRA as a great employer by transforming the HR system from reactive and transactional to a more clearly connected and supportive system which encourages safe, productive, and positive work practices throughout the employment life cycle.

In order to change to a more consultative role, HRM will first need to stabilize the HR system and create an HR infrastructure that advances its capabilities. This initial focus will include establishing internal efficiencies, reviewing and updating HR-related policies, effectively administering leaves of absence, conducting compensation studies, and creating webpages for employee/family resources. With this basic foundation in place, HRM may expand its consultative/strategic role in the following areas:

- **Compensation** to align staff compensation with relevant markets and promote an understanding of compensation at LFRA
- **Benefits Programs** to align programs to meet the various markets reflecting the workforce at LFRA
- **Employee Relations** to sustain an environment of employee engagement and empowerment where employees can perform their best.
- **HR Compliance & HR Policies** to promote a culture that is compliant with regards to various employment-related laws, policies, and processes.

- **Talent Management & Staff Development** to better manage human capital, LFRA's primary asset.
- **HR Systems & Data** to advance the critical role of technology and systems in various aspects of HR functions.
- **Risk Management** to protect LFRA from liability through loss prevention and claims management.

A crucial consideration is the amount of administrative tasks that accompany HR functions including records retention/scanning, payroll changes, onboarding/exiting employees, job postings, mailings, personnel changes, etc. Whereas these functions are critical to the operations of LFRA, they take a significant amount of resources from the HR Manager's responsibilities of providing strategic and tactical leadership and support to LFRA. It may be possible for these administrative function to be absorbed by current administrative staff; however, as the City of Loveland and LFRA continue to grow, so will HRM's administrative functions as well as the need for more strategic leadership.

Key elements to HRM success are communication, collaboration, and implementation of those areas identified for initial focus. These initial priorities along with the areas requiring a more consultative/strategic role align with LFRA's mission and vision and together will produce a balanced strategy with a long-term focus

#### *Human Performance Labs and Peer Fitness Training*

A firefighter's job responsibilities are physically demanding. Getting into firefighting condition (physically) is not easy. However, the Candidate Physical Agility Test (CPAT) has been in place as a standardized way of assuring that firefighter candidates have the physical strength and cardio endurance to be accepted into a fire academy. The fire academy is the place where the basic fitness levels are developed further to a place where the candidate can function in the physically demanding roles of a professional, structural firefighter. Thus, the first two phases of a recruit firefighter's preparation, CPAT and fire academy training, address the physical training needed to ensure that recruit firefighters have the necessary physical skills to do the job. What is more difficult for fire service organizations is to establish a cogent method of ensuring that firefighters maintain adequate fitness levels. Colorado State University's Human Performance Clinical Research Laboratory (HPCRL) and the LFRA Peer Fitness Training model have proven to be effective methods for ensuring high levels of firefighter fitness.

LFRA has been using HPCRL since 2010 with peer fitness trainers in place a few years after that. The net effect of this system is an ongoing, objective, empirical testing system that is standardized nationally, and an effective prescription and support system to maintain and improve firefighter fitness levels throughout their careers.

The HPCRL staff in the Department of Health and Exercise Science at CSU completes firefighter fitness assessment protocol (physical examinations and individual results counseling) for LFRA firefighters. The firefighter physical examinations consist of a blood screening with complete metabolic panel, body composition analysis (skinfold and hydrostatic assessments), functional strength testing, four day nutritional analysis, flexibility, physician supervised graded exercise test, and a pulmonary examination. These tests are conducted by HPCRL staff and graduate and undergraduate student volunteers. All physical examinations are followed by a one on one follow-up with a member of the HPCRL staff, during which individualized physical test

data is shared with each individual firefighter with strategies for improving cardiovascular disease risk factors and overall fitness levels.

To help improve the safety, performance, and quality of life of uniformed firefighting personnel, the Peer Fitness Trainer (PFT) certification was developed by the International Association of Firefighters (IAFF) and the International Association of Fire Chiefs (IAFC). The program and the certified fitness trainers are managed and overseen by the American Council on Exercise (ACE). Throughout the United States and Canada, the PFT certification identifies firefighters who have demonstrated the knowledge and skills required to design and implement fitness programs, improve the wellness and fitness of their departments, and assist with the physical training of recruits during challenging entry tests and fire academy training. The role of a peer fitness trainer differs from a personal trainer since fire service personnel have very specific needs and an extreme work environment well beyond what the average exerciser will ever face.

NFPA 1583: *Standard on Health-Related Fitness Programs for Fire Department Members* establishes the minimum requirements for the development, implementation, and management of a health-related fitness program for members of the fire department involved in emergency operations. LFRA is meeting the intent of this standard, but not the letter of the standard. The strategic side of fitness evaluations and ongoing peer fitness review and support is dependent upon the dollars spent to continue such programs at an effective level. Ongoing organizational evaluations must be done to keep up with changing trends in the area of wellness, fitness, and evaluation. Selection of the most effective and cost-efficient way to manage and maintain these programs will also need to be an ongoing process for LFRA. The long term health of the LFRA workforce is an important part of human resource development; ongoing funding will need to be identified to ensure that high quality fitness and wellness programs are in place that meet national standards and testing methods.

### Peer Support

LFRA has recognized the importance of emotional health in the fire service and has established systems for employees and their families to utilize while seeking emotional assistance. Employees and family members have the option to use the LFRA's Employee Assistance Program (EAP). LFRA also has established a peer support team that provides a confidential peer-to-peer counseling program. Along with the peer support team, LFRA has a licensed psychologist contracted to provide professional counseling services to all employees and their immediate family members. The peer support team is under the supervision of the licensed psychologist, who provides continuing education to the team on a monthly basis. All records of employees seeking counseling are confidential and maintained by the psychologist.

Because all types of emotional support programs are confidential, it is difficult to document the effectiveness of such programs. The HR Manager for LFRA monitors the EAP, and quarterly reports provide information regarding the number of individual intakes, trauma events/participants, training events/participants, and management consultations. Similarly, the Peer Support program's team psychologist monitors the number of firefighters and family members that utilize the services and reports those numbers monthly to LFRA Administration. Internationally, the fire service has recognized the effects that critical incident stress has on firefighters and their families. Law enforcement recognized this earlier than the fire service and developed the concept of peer support. They found that officers would rather share their feelings with peers (people who understand and have a common background) rather than an unrelated

psychologist that may or may not understand what a law enforcement officer goes through on a day-to-day basis.

For the fire service, and particularly LFRA, the success of peer support programs is twofold and lies with the power of the peer (firefighter) and the bridge to a licensed clinician (psychologist). Training firefighters as peers in critical incident stress and empathetic listening has proven to be an effective way to reach more individuals suffering from stress and connecting them to a dedicated psychologist when necessary. In 2014 LFRA collaborated with Poudre Fire Authority (PFA) in training and developing the first *Fire Peer Support Teams* in northern Colorado. Both PFA and LFRA have worked with surrounding departments in developing and supporting the notion of peer support in the region. Moving forward, LFRA will continue to evaluate the peer support program and make adjustments as necessary for greater success and enhancement to the services provided to personnel.

#### Human Resources (HR) Planning Assumptions

HR Planning Assumption 1 – The hiring of a new HR Manager will have a positive impact on several areas within the organization. These would include stabilizing the LFRA HR system and creating an effective HR infrastructure.

HR Planning Assumption 2 – HR Management will expand its consultative/strategic role within LFRA in several key areas including Benefits/Compensation, Employee Relations, Policy Compliance, Personnel Development, and Risk Management.

HR Planning Assumption 3 – LFRA HR Management will maintain an effective and collaborative relationship with the City of Loveland Human Resources Department.

HR Planning Assumption 4 – Fitness and wellness evaluations are a high priority impacting firefighter safety and survival. Efforts and programs will be continued and enhanced, meeting the intent of current NFPA fitness standards.

HR Planning Assumption 5 – The LFRA Peer Support program is an important operation for LFRA personnel and will continue to be supported at the current or higher level within the 2018 LFRA Strategic Plan.

## **OTHER IMPORTANT AREAS**

The last area of this section will address several specialized areas. Some of these areas are not directly connected to LFRA as part of the emergency response, but nevertheless all are vital to accomplishing the organization's mission. These areas include:

- Law Enforcement
- Utilities and Public Works
- Citizen Assistance (post emergency)
- LFRA Museum
- LFRA Administrative Support
- Big Thompson Canyon

Each of these areas will be briefly addressed as to what they actually do with LFRA, how they are integrated into the overall emergency scene management and mitigation, and what future needs or concerns may be forecasted.

### **Law Enforcement and TACFIRE**

LFRA's involvement with law enforcement and specifically Loveland PD (LPD) is one of the most frequently relied on resources in the emergency response spectrum (EMS and paramedics would be the other). Law enforcement personnel are dispatched on the majority of the emergency calls that LFRA responds to. They assist in scene management, traffic safety, and investigation assistance, to name just a few. LFRA and LPD also work together (with TVEMS) in SWAT operations through Tactical Fire (TACFIRE). Specified LFRA personnel are trained and assigned to SWAT/TACFIRE. These personnel train together regularly and respond to law enforcement SWAT-related emergencies together.

TACFIRE of LFRA was formed to assist LPD SWAT with fire service specific tactical and task level services that are needed at these types of emergency calls. TACFIRE members support the LPD SWAT mission with:

- Victim/Officer Rescue
- Fire Suppression
- Forcible Entry
- Ground Ladder Deployment
- High Angle Rope Rescue
- Hazardous Materials Evaluation and Mitigation
- Use of Self-Contained Breathing Apparatus.

The TACFIRE program has been very successful in building strong relationships between LFRA and LPD and is one of the most significant combined tactical operational functions between the two agencies. This is a very unique program that has developed between LFRA and LPD and has been recognized by other fire service agencies as contributory to the exceptional relationships between both agencies. TACFIRE provides value-added emergency services for citizens in the Loveland community and results in a higher level of safety and survival for police officers and firefighters alike. It has been, and is, an excellent program providing needed services between both agencies.

Improvements can be made to TACFIRE and SWAT. During the time of this strategic plan, several areas will be identified for improving and enhancing the program.

As stated, the relationship between LFRA and LPD is unique (and rare) in emergency services. Because of the training and integration into the specialized teams, these two departments work closer together and have more collaboration and cooperation than almost any other fire/police services. This point was identified and commended during the accreditation evaluation in 2017.

One of the biggest areas of need for this specialized area is in the continuity of the relationships between LFRA and LPD staff. While there is a recognized financial commitment associated with training and being a part of TACFIRE, the long-term benefits have proven to be well worth the expense. However, the most important aspect of the future for LFRA and LPD is seeking ways to continue to build the strong relationships the two organizations have fostered. Conducting leadership training together, along with field or hands-on training, should continue as organizational priorities between the two agencies. Regular meetings between the executive levels for chief officers (Fire) and high ranking officers for LPD should happen. This is another, vital area where one of the “Four Rs” (Relationships) has flourished for LFRA and LPD. Intentional efforts should be made to ensure this continues in the future.

### Utilities and Public Works

Our public utility providers play an important role in emergency operations. Helping to provide information about water lines (water mains) and assisting on calls where there is a need for the enhancement of the water supply are just two areas where the utility providers are needed. The power utility staff is also frequently needed, usually due to power lines being downed or damaged, or because the power needs to be shut down to a building impacted by fire. These public service workers provide a vital and needed service to firefighters operating on the emergency scene. There is also a needed component of assistance to the utility providers in the planning and built environment. However, this section is focused on emergency response.

The Public Works personnel also assist firefighters with their ability to procure heavy equipment; specialized vehicles; sand and other needed products; and knowledge of the community, waterways and other important local information. The fire department sometimes needs other public service assistance such as from Parks and Rec personnel, but the lion’s share of collaborative and cooperative service tends to be with water, power, and public works.

During the 2013 flood, the need for assistance and expertise from these cooperating agencies was evident. Strong working relationships have been built over the years and should be continued in the years to come. Training together and working together in non-emergency settings can help build and strengthen these vital relationships.

### Citizen Assistance

The care and support of our citizens after an emergency is a critical function of LFRA’s personnel. This begins at the initial level of response as our firefighters operate with skill and caring; our incident commanders continue by managing the incident with professionalism. Our support personnel in the Community Safety Division also assist with investigations and help the citizens return their lives and property to normalcy. Likewise, our personnel assist in taking care of the medical needs of citizens that are injured as the result of an incident. In all, our personnel are meeting the needs of our citizens by carrying out the LFRA mission: *Through commitment, compassion and courage, the mission of the Loveland Fire Rescue Authority is to protect life and property.*

From a strategic perspective citizen service is being done adequately, but could be greatly improved upon. Other regional departments offer dedicated services to their citizens from specially trained firefighters or volunteers that help and assist citizens in need after an emergency incident. Some departments place this outreach responsibility under groups known as Citizen Assistance Response Teams or CART for short. In some organizations, these assistance teams even have specialized vehicles that respond as “on-call” resources to help the citizens take care of logistical and family care issues and help return their lives to as much normalcy as possible.

LFRA should conduct more research in this area and develop the necessary steps to form the organization’s own version of the CART. Costs will likely be associated with this enhanced service to the citizens. The level of these additional expenses will be dependent upon the type of CART the organization chooses. LFRA does need to enhance citizen services after fires or other significant emergency incidents. Doing so will help its citizens return their lives to normalcy after such incidents.

### LFRA Museum

In all successful organizations, remembering, honoring, and learning the lessons of the past play an important role in achieving a higher level of excellence. This philosophy is a part of LFRA’s vision in: “*Going from Good to Great, and Building the Organization to Last with Enduring Greatness.*” In order to honor the traditions and accomplishments of the past, LFRA is working to create a dedicated fire museum.

In 2008 the Loveland Fire Exhibit was conceived with the help of retired members of the Loveland Volunteer Fire Department Inc., members of LFRA, and personnel from the City of Loveland Museum/Gallery. The work was organized and led by retired Fire Chief Jack Sullivan. With the efforts of a core group of retired volunteers, fire department artifacts from as far back as 1883 were discovered, catalogued, and prepared for display once a suitable building or area could be procured. In 2010 the Loveland Fire Exhibit/ Museum was provided temporary space in the “sequel” building next to the current Loveland Museum/Gallery. The Loveland Fire Exhibit quickly became one of the best and most complete fire museums in the region. However, the sequel building was scheduled for demolition and the fire museum lost its home in 2014.

Currently, nearly all of the fire artifacts are being stored, once again, waiting for an appropriate building or facility to be constructed or made available for the new Loveland Fire Exhibit/ Museum. This strategic plan has identified the establishment of a new fire museum as an additional priority and a strategic initiative for this 2018 LFRA Strategic Plan.

At the present time, no funding stream or specific plan exists for the creation of a new fire museum. However, opportunities have developed. In 2017 McWhinney Companies offered to donate land for a new fire station and fire museum on the east side of the city in the Centerra area. What is needed is the selection of a new planning team and a plan for fundraising efforts for the new fire museum. This should be part of a collaborative effort with the City of Loveland Museum/Gallery to develop a more comprehensive Fire Exhibit/Museum Master Plan. Retired volunteers and current LFRA firefighters have expressed significant interest in the creation of a new fire museum, but this effort will take a great deal of planning, organizing, and fundraising to come to fruition.

### LFRA Administrative Support

As LFRA has grown in both the size of organization and call load, the responsibilities for a variety of job/occupational needs and concerns have also grown. In many fire service agencies, a Support Division or Support Battalion is created to address these needs and concerns. The Support Division/Battalion concept could/would provide the additional services, management, and oversight required to keep the daily operations of LFRA functioning at a high level.

Examples of management and services provided would/could include:

- Budget
- Accreditation/Strategic Planning
- IT/GIS
- Health and safety
- Radios/communication (local/regional)
- EMS
- Facilities
- Modified duty/return to work
- Officer development/leadership
- New construction

Currently within LFRA these functions are assigned to firefighters or officers within the organization; these assignments are made in addition to the firefighters'/officers' regular duties. Often times these assignments are made without the needed oversight and management by a chief level officer. In some cases these necessary functions or needs are assigned to shift BCs or division chiefs - positions where the workload levels are extremely high. Consequently, many needs or functions are addressed on an "ad-hoc" basis. LFRA has grown to the degree where these needs/functions necessitate the direct oversight and management of a chief level officer.

Within the timeframe of this strategic plan, LFRA will need to address the issue of organizational support with the addition of a battalion or division chief officer. This could be implemented from a permanently assigned position or a rotational position. Restructuring of the current staff and workload assignments will likely be needed as a part of this progression. The LFRA senior staff and LFRA Board will have to work through the needs assessment process and determine the best course of action to address an already existing need that is a growing concern within the organization.

### Big Thompson Canyon Battalion

The Big Thompson Canyon Volunteer Department was included as part of the fire authority in 2012. Since the establishment of the fire authority, several changes have been made for the Big Thompson Canyon (BTC). The BTC is now one of five battalions for LFRA; the BTC chief is ranked as a Battalion Chief in charge of BTC resources. As stated in the 2012 LFRA Strategic Plan, the inclusion of the BTC as a part of the authority "will be a work in progress and will require periodic evaluation for organizational success." This notion is supported in the 2018 LFRA Strategic Plan. Personnel and staffing are a specific area for review and evaluation. Volunteers are the designated workforce for all BTC stations. Within that workforce is a need to maintain a minimum number of trained/certified "structural firefighters" for effectiveness and firefighter safety. LFRA has targeted the minimum number of structurally trained BTC volunteers to be 14, with a minimum of 7 of these trained volunteers living/residing in the BTC area. This initiative and planning assumption will be reviewed periodically to ensure that appropriate service levels are being maintained. LFRA's chief officers will provide needed support to assist the BTC chief and volunteer officers to meet these service levels.

Other Important Areas Planning Assumptions

Other Areas Planning Assumption 1 – The ancillary areas that are identified within this section are important to LFRA and integral, in most areas, to the accomplishment of the organization’s mission.

Other Areas Planning Assumption 2 – It is important for LFRA to maintain strong relationships with local law enforcement; concentrated efforts to improve these relationships, particularly with Loveland PD, will be continued throughout the duration of this 2018 LFRA Strategic Plan.

Other Areas Planning Assumption 3 – The citizen assistance program is an important initiative for LFRA to prioritize for the future. The organization will enhance its outreach to citizens that have experienced an emergency event.

Other Areas Planning Assumption 4 – LFRA has grown as an organization and with this growth has come a number of additional responsibilities and needs/functions that could best be managed through an administrative division chief or battalion chief position. LFRA will need to evaluate this within the timeframe of the 2018 LFRA Strategic Plan.

Other Areas Planning Assumption 5 – The Big Thompson Canyon Battalion is an integral part of LFRA’s firefighting resources. In order to maintain effective and safe service levels, a minimum number of trained/certified structural firefighters will be maintained within the BTC’s battalion.

## VIII. COMMUNITY SAFETY DIVISION

The Loveland Fire Rescue Authority Community Safety Division (CSD) has responsibilities over Plan Review/Permits, Community Outreach, Public Education/Information, Code Enforcement/Building Inspections, Fire Investigations, Emergency Management, and Fire Service Accreditation. All of these programs work in concert with each other and work in tandem with fire suppression activities within the Operations Division to build, educate, and sustain a safe and vibrant community for the Loveland area.

In many of today's more progressive fire departments, the "Fire Prevention Bureau" concept has been replaced by an improved model: the Community Safety Division. Within this model, a more comprehensive approach to community safety includes new concepts that embrace:

- Community risk assessment
- Community risk reduction
- Integrated community risk management plans

Each of these areas is a part of the ongoing mission of the Community Safety Division, which is to reduce injury and loss through preparedness, education, and enforcement. These three areas are an integral part of the organization's planning efforts to improve community and citizen safety and survival; they are also a part of LFRA's fire accreditation process.

For LFRA, the concept of community risk assessment and reduction covers a wide expanse from the urban area with a vibrant retail and business community, to residential areas from single family homes to large apartment complexes, and to the wildland urban interface area. All can be found within the 190 square miles covered by LFRA. The challenges facing the department to improve community safety and survival will be problematic in the future because of the sheer size of the area and the various theaters of operation within. It is also challenging because of the burgeoning population and growth the Loveland community is experiencing now, and will have in the future.

During the City of Loveland's overall effort to reduce budgets and staffing in 2009-2010, CSD was compelled to reorganize and reduce many of the previously offered community outreach safety and prevention programs. The reductions caused a shift in workload that has manifested in an overload situation for the division as planning and building projects have increased significantly in recent years. CSD has put an emphasis on reorganizing and improving customer (citizen) services and on working closely with the City of Loveland to improve the planning and permitting process for commercial builders and citizens alike. The division has expanded since the days of the recession, but only to the same staffing level it had prior to 2009. With sizeable increases in building permits and fire protection system permit applications, the demand has outpaced CSD's ability to keep up (see Figure 8-1).

As we fast-forward to 2017, community growth and building permits are at an all-time high (see Figure 8-1). The increase in building permits and plan reviews, and CSD's greater involvement in City of Loveland's planning and building department, has resulted in significant workload increases for the CSD staff in the last few years. Areas such as public outreach and education, inspections and code enforcement, and emergency management have all been impacted negatively by the increase in workload.

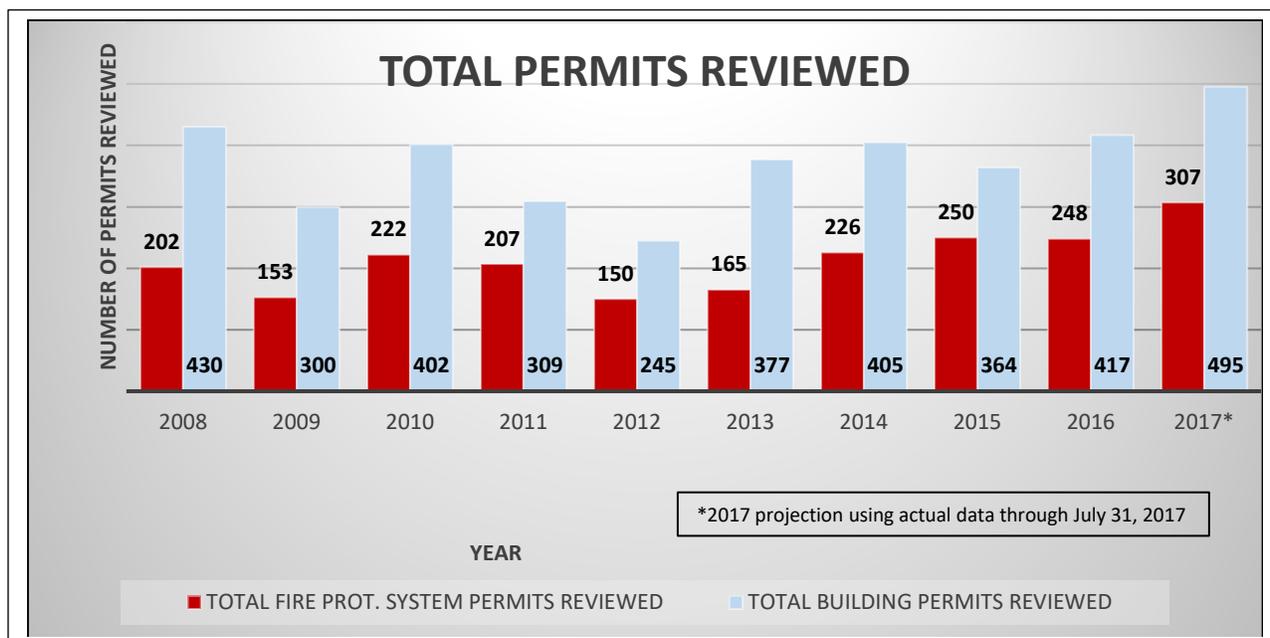


Figure 8-1 *Number of Permits 2009-2016*

In the 2012 LFRA Strategic Plan, the CSD was included in the section titled Specialized Areas. Because of the growing importance of the CSD in the overall integrated risk management plan for LFRA and the increasing responsibilities for public and firefighter safety and survival, a special section is now devoted to CSD. This change will help in the assessment of needs for the future for this division and ensure a greater level of strategic planning.

### **OVERALL CSD PROGRAMS**

This section will highlight each program or area within CSD and explain what that program does and will need in the future in order to continue to provide a high level of community safety and reduce overall community risk. Seven primary programs or service areas encompass the functions within CSD. They include the following:

- Plan review/permits
- Community outreach
- Public education/information
- Code enforcement/building inspections
- Fire investigations
- Emergency management
- Fire service accreditation

Each program listed above exists to positively impact the overall safety and survival for the citizens in the Loveland community. Each program has a varying degree of impact on the CSD staff (and the Operations staff) based on the community and organizational needs. Annually, the division evaluates each of the programs and their effectiveness and measures their outcomes to ensure they continue to be effective and are in alignment with the overall mission of LFRA; the needs for each program are also assessed annually. Each program will be reviewed below, explaining what the program is, how it operates with the CSD, what current needs exist, and what needs are projected for the future. The random order in which these programs or areas are described is not an indicator of importance.

## **PLAN REVIEWS/PERMITS**

Loveland Fire Rescue Authority enforces fire and building codes and national fire-protection standards in three governmental jurisdictions: the City of Loveland, Town of Johnstown, and unincorporated Larimer County. The CSD collaborates on a daily basis with building owners, developers, and contractors (the “external customers”), as well as plan reviewers and inspectors from these jurisdictions. The CSD staff strives to ensure new development is functional, attractive, cost effective, and above all, safe for citizens, visitors, and emergency personnel.

Providing accurate, consistent, and timely plan reviews and new construction inspections is CSD’s opportunity to “get it right from the beginning” when a building or tenant space initially opens for business. When buildings comply with life safety requirements at the time the structure first opens its doors, they become safer for occupants and firefighters. This compliance sets a positive direction for successive safety assessments by LFRA engine companies and higher-level inspections by the Fire Inspection Technicians (FITs) and other CSD members.

Since the previous strategic plan was implemented, the economic upturn has resulted in a significant increase in commercial and residential development in the LFRA jurisdiction. A full-time plan reviewer position was added in 2013 and a full-time inspector position was added in 2016, not only to keep up with development but also to ensure safer buildings and safer emergency responses for firefighters. In most instances CSD has managed to complete reviews within the specified turnaround times, but not without negative workload and overtime work for staff. CSD anticipates the development workload will continue to increase or remain steady. In addition to the typical tenant finishes in existing buildings, numerous large commercial and residential developments are in the planning stages: The Foundry, The Brands, Brands West, Johnstown Plaza “2534” area, The Lakes at Centerra, Railway Flats (Parcel 504), Citizen Hahn (Parcel 506), 71<sup>st</sup> Street/County Road 30, and the State Highway 402 area (which corresponds with the widening of Interstate 25 in northern Colorado).

The Loveland downtown area has become a life-safety priority. A majority of the buildings are older – many approaching a century in age – and are not protected by fixed fire-protection systems. In the past three years, the Historic Lincoln Hotel has been retrofitted with automatic sprinklers, and redevelopment projects have seen the installation of fire sprinklers in large structures in Gallery Flats and the Arcadia. Downtown life-safety initiatives will increase in priority as further redevelopment is anticipated to follow The Foundry project.

Staff will work with stakeholders in the building industry and fire departments from multiple agencies to adopt the 2018 I-Codes. Seeing the many significant advantages of residential fire sprinklers, CSD will collaborate with public and private partners to attempt to incentivize the installation of fire sprinklers in all new single-family homes. While such installation has been required in the International Residential Code (IRC) since 2009, most communities, including Loveland, have amended it out of the IRC. (Sprinklers have been allowed as an alternative to emergency vehicle access and firefighting water supply since the 1970s.)

For many years the organization has collected and continues to collect data related to emergency response, inspections, plan reviews, investigations, public education, and emergency management. These data are used to assess compliance with the current strategic plan and to create the next strategic plan, using numbers to set program goals, staffing, and budgeting for the future.

While the organization maintains statistics for community safety and risk reduction programs, it could use the monthly and annual statistics on a more frequent basis in order to set goals and strategies related to emergency response, loss benchmarks, inspections, and plan reviews.

CSD personnel will continue development of a new program to track NFPA 25 inspections (Inspection, Testing and Maintenance of water-based fire protection systems) and will expand construction development information on the LFRA website. The ability to track fire protection system inspections in existing buildings will ensure owners are meeting national standards for life safety inspections for existing buildings with water based fixed fire protection systems.

The fire department maintains close partnerships with the multiple water districts as a result of regular interaction through planned quarterly meetings and the development review process. LFRA will continue to strengthen these relationships to meet anticipated construction development and population growth in the next 10-20 years.

The current CSD staff is having difficulty keeping pace with the growth that is occurring within the Loveland community. However, it is likely that additional plan reviewers and field inspectors will be needed as the number of businesses and commercial developments escalate. The Loveland area's population is currently growing at a rate of approximately 2-2.5% per year; many forecasters are predicting a continuance of this growth into the next decade. CSD will be challenged to keep pace with this level of growth with the current staffing levels.

Another concern for the future is workspace in the Development Center at 410 East 5<sup>th</sup> Street. Currently, the Development Center is nearly at full capacity for workspace. The area at the Center on the second floor, occupied by CSD and fire administration, may be the only viable space for future expansion for the City planning and building departments. In the future the CSD and perhaps all of fire administration may need to find new facilities and workspaces. Fire Station One is also located in this building; Station One is likely to remain in its current location because of its strategic location to the downtown area and the costs for relocating. However, future long-term planning should include contingency strategies for office expansion and relocation of the fire administrative offices and CSD if the planning and building departments expand.

## **COMMUNITY OUTREACH**

Community outreach programs have historically been a part of the fire service, with fire prevention bureaus usually delivering these programs. Most, if not all, fire related, community outreach programs have a direct impact on disadvantaged community members that do not have the resources or the knowledge to recognize their vulnerability, or those that may not be able to help themselves. Three distinct community outreach programs have been focal points for the CSD within the Loveland community:

- Youth fire setters
- Child car seat installation
- Smoke/carbon monoxide detector giveaway.

### Youth Fire Setter Program

Youth fire setting has been identified as one of the fastest growing fire threats in the United States. Annual statistics show that fires set by children kill more than 80 people, injure nearly 1000, and destroy nearly \$250 million dollars in property each year. Nearly half of the victims in these fires are the children themselves. Understanding what circumstances lead children to start fires and following a few basic fire safety practices can reduce the chances of children starting destructive fires. Curiosity about fire is part of a child's growth process, especially between the ages of two and nine. The majority of fires set by young children are set out of curiosity or experimentation. The CSD offers education, training, and counseling as part of the youth fire setters program. These services are offered to the individual youth fire setter and sometimes to the entire family when appropriate. The CSD has members specially trained in this discipline and has access to other outside sources for cases needing a greater depth of counseling or more professional services or assistance.

### Child Car Seat Installation

The child car seat installation program has been a part of LFRA for many years. The CSD has been the division directly responsible for managing the program and utilizing personnel to assist families in the community to ensure that children are protected by properly installed car seats. According to the National Highway Traffic Safety Administration (NHTSA), three out of four car seats are improperly installed. LFRA has trained car seat technicians who are available to the community to properly install car seats at no charge. Although it is difficult to track data (locally) for car seat installation and the numbers of infants and children saved from injury, it is presumed that this program is making a difference in community safety. National data and information supports this premise, and based on the number of requests for services, there seems to be a demonstrated need. Historically, LFRA, under the supervision of the CSD, is installing on average over 150 car seats annually, mostly for parents of infants and young children who did not feel able to do this for themselves. Car seat installation is one of the outreach programs that will likely change in the future because of technology.

First, car seats have become easier to use and install (2017 article by AAA). However, it is also reported that three out of four car seats are still improperly installed. This data would suggest that the current model of finding “trained professionals” to install car seats may not be the best method. After more than 20 years of firefighters assisting citizens with installations, the number of improperly installed seats has remained about the same; changes in the program and how it is operated are needed.

There are now numerous on-line videos and help for parents to “walk them through” proper car seat installation. HelpLightning, a mobile application (phone app) that offers a virtual interactive presence permitting both verbal and interactive (telestration) visual communication, and the manufacturer's user manual, are available for consumers to assist them with installing their car seats. These efforts should change the unacceptable level of car seats being installed improperly. The technology side of this issue will likely play a significant role in simplifying the installation process and provide more help to ensure proper installation by parents. Another associated factor suggesting change is the generations that are most in need of car seats for their children are also the most technology savvy generations to date. Most of these younger parents have no issues with downloading an “app” for their phone or device to be able to learn how to properly install the car seat.

The car seat installation program will probably change in the future. CSD will likely still have a role in this program for years to come. However, the CSD staff will need to monitor changes and trends and react with assistance, support, or guidance as needed.

### *Smoke/Carbon Monoxide Detector Giveaway*

For more than four decades, research has proven that smoke detectors and carbon monoxide detectors save lives. The American fire service and Loveland's CSD offer free smoke detectors and carbon monoxide detectors to citizens who can't afford them or who request them. Smoke detectors have been around since the 1970s. Many studies have shown that working smoke detectors can reduce the chances of citizens dying in a house fire by 50%! They literally save lives every year. These devices are easy to install and take almost no maintenance except to change out their batteries twice a year. They are a proven commodity to assist in saving lives and property through early detection.

Carbon monoxide detectors, on the other hand, have only been around since 1993, and like smoke detectors, can be lifesavers. These detectors protect from carbon monoxide (CO), a poisonous gas that's also colorless, odorless, and deadly. This poisonous gas is produced by the incomplete burning of fuels like coal, wood, charcoal, oil, kerosene, propane, and natural gas. Like smoke detectors, CO detectors require very little maintenance to keep them operational.

One of CSD's primary goals is to ensure that every home in our community has working smoke detectors. LFRA offers smoke detectors, carbon monoxide detectors, and battery replacement for detectors at no cost to community members that cannot purchase these items on their own. LFRA crews will respond to provide and/or install smoke or CO detectors or assist with dead battery replacement. Donations are used to supplement and support this community outreach program for LFRA.

The smoke detector and carbon monoxide detector program has been very successful over the past years and is functioning well today. The program will need to be monitored for financial viability and effectiveness for on-duty crews responding to calls for assistance and the community education portion of the program. More use of technology and social media may be an answer for future sustainability of this program.

## **PUBLIC EDUCATION/INFORMATION**

For over 100 years, the fire service has educated the public on fire safety and informed them of pertinent information related to community emergencies or calamities. In the Loveland community, that responsibility belongs primarily to the CSD. These two areas are primarily divided into Public Education and Public Information.

### *Public Education*

Various community safety programs fall under the umbrella of "public education." One of the most successful educational programs ever implemented in the fire service is delivering the fire safety message to the students at the elementary school level. Statistically these individuals are identified in the high-risk category for potential injuries, but also the most impressionable age group to understand the risk of fires and other related safety concerns. LFRA has developed a robust public education program that not only targets fire related educational messages, but also includes an emergency preparedness element that provides a more in-depth understanding of manmade or natural emergencies that could impact the citizens in our community. The Public

Education program works in unison with several other allied organizations to maintain a collaborative and cooperative approach in the education of our community members.

Other areas of outreach within the public education field will evolve for the Loveland community in the coming years. The community will likely need more, or different, programs that are adaptive to the community demographics and changes brought about by a growing, diverse population. One of those areas will likely concern the ever-growing challenges for apartment-safe living. Loveland has experienced a tremendous growth in the number of apartment complexes within the community and a sizeable growth in the number of people living in these apartments. Most of these newer occupancies are 3-4 stories, some with garden levels, and nearly all are made from Type V or combustible wood-frame construction. Both national and regional trends show an abnormally high number of fires and civilian injuries and deaths occurring in these types of occupancies. A cogent public education effort within LFRA through the CSD for these types of occupancies will be needed to reduce the numbers of fires and civilian injuries occurring in apartment complexes.

### Public Information

Keeping the public informed from a life safety or an educational perspective is a challenging role that has been assigned to the CSD. This role has been made ever more difficult in a high-technology world.

With the advent of social media, texting, tweeting and cameras on every cell phone, along with the ability to shoot, store, and transmit videos of the latest breaking news, the expectation from the public is to deliver information as rapidly as it becomes available. This has had a dramatic effect on LFRA's ability to report accurate information in a timely and effective manner. Many times unconfirmed information is being distributed to the media or to other related media outlets. Consequently, false information is being shared, which then leads to additional time spent to correct or dispel inaccurate information. This can be increasingly challenging when property or lives have been lost. The Public Information Officer is a critical position that can be extremely beneficial for distributing educational information to the community. Other benefits include: maintaining updated website information, recruiting volunteers, and addressing current concerns such as burn restrictions, home safety tips, etc. The CSD will need to maintain vigilance in this area of public information and make a concerted effort to stay current on the rapidly changing world of social media.

One area that may need to be monitored and pursued even further is the use of social media for education. Social media has proven to be very effective in public information dissemination and will likely be equally as effective as a public education tool. LFRA will need to investigate what other successful agencies are doing in this area and adopt effective and practical ideas for the Loveland community.

The organizational needs for the areas of public safety education and public information are apparent now. LFRA is utilizing several sources for education and information. While this is currently working, much more can be done to improve. CSD should look at and flesh out the needs and available funding for a public education and information specialist. Other fire service agencies in the area have opted for this model and have seen success in their efforts. What may work best for the CSD (and LFRA) is a civilian specialist position for both public safety information and education.

## **CODE ENFORCEMENT/BUILDING INSPECTIONS**

The inspection program and the code enforcement process are important parts of the department's mission of ensuring a fire-safe community. The Code Enforcement/Inspection program consists of three primary areas:

- Fire company business safety visits and surveys
- Fire inspectors business inspections
- Specific fire safety complaints or code violation follow-up.

Fire companies within LFRA conduct periodic business safety visits; the majority of these businesses are small retail stores and smaller commercial outlets. The purpose of this program is to have firefighters assist business owners/occupants to ensure that their businesses are following fire safe practices and help eliminate or reduce anything that could cause a fire in the business. These visits are intended to build relationships or community partnerships and to help ensure the business does not go out of business because of an accidental fire. On-duty fire companies, with the support of the CSD staff, manage and operate this program with shift resources.

CSD staff regularly conducts business fire inspections on occupancies that typically are more complex in size or nature and require specialized code enforcement skills. These visits are compliance-based inspections rather than the simpler safety visit conducted by the fire companies. These inspections are typically done with CSD inspectors or a shift fire inspection technician (FIT).

Specific safety complaints or code violations are assigned to Fire Inspection Technicians or specific CSD fire inspectors. These complaints or requests can come from the public, other city employees, or from fire companies that are on a business safety visit. The integration of these three processes makes up the majority of the code enforcement duties within CSD.

Approximately 20% of all fires occur in commercial or business occupancies. These by far are the most expensive fires on a per capita basis. Historical records suggest the majority of businesses that have a serious fire never reopen after that fire, often creating serious economic consequences to communities and families. Thus, a more proactive approach in inspections and code enforcement is warranted. LFRA has chosen to focus mainly on inspection/enforcement programs with an emphasis on community fire safety education and collaborative partnerships to address the fire and life safety issues. Studies have shown that operating with a customer service approach, at the fire company level, rather than a regulatory enforcement approach results in improved fire safety in business and commercial occupancies and better overall relationships between the business owner and fire officials.

The code enforcement and building inspection program is currently operating well and effectively within LFRA. As the Loveland community expands, it may take more resources to continue these programs at the same level. The CSD will need to monitor the effectiveness and sustainability of these vital programs over the next several years.

## **FIRE INVESTIGATIONS**

The CSD has the overall responsibility for fire investigations and capturing the findings within various reports. Fire investigations are conducted on a hierarchy of scale. Many smaller and simpler fires can be investigated by a company officer on an engine or truck company. A more complex scene may need the assistance and expertise of the shift FIT. The next level of the scale

may require a CSD fire inspector or investigator. More times than not on larger, more complex fires, there will be a lead investigator and a team working together. On even more complex fires or emergency scenes where a crime is suspected, law enforcement or members from other state or federal agencies may be involved.

CSD currently needs more training for its investigators and needs more FIT level investigators to assist the overall CSD team. Another long-term need for CSD is to be a part of a regional team of fire investigators that assist each other on larger, more complex investigations, allowing calls for assistance to be made within the framework of automatic aid or mutual aid agreements. While these types of fires do not occur often, when they do, the workload and commitment of personnel can be draining on the division. A regional investigation team could help with the workload created by larger, more complex fires and their investigation.

### **EMERGENCY MANAGEMENT**

In 2005 Emergency Management in Loveland was officially established as a full-time program with dedicated staff; the staff was made up of one or two fire department officers, essentially on loan to the City of Loveland. This program had formerly operated as an independent division within the fire department, but became an active part of the CSD in 2010 during the fire prevention reorganization. This relationship makes a great deal of sense in the perspective of achieving overall community safety and preparedness because Fire Prevention and Emergency Management had the same mission: *reduce injury and loss through safety and preparedness*. The Emergency Management program was developed after numerous large-scale incidents and emergencies impacted the Loveland community. Many lessons were learned over the years that shaped the program into what it is today. In addition, these same community-wide emergencies helped to develop functional, operational relationships with other surrounding cities and counties.

The Emergency Management Program serves the City of Loveland, its community members, and the businesses within the LFRA response district. The current program was developed by employing the lessons learned from disaster events as well as embracing theory developed from research in anthropology, geomorphology, and climatology. The program's priorities and ideology model the findings from these areas of research.

The program is obligated by laws, mandates, and local ordinances, which define the responsibilities for interagency coordination, cooperation, and planning. Stakeholders such as the school district and hospitals and with non-governmental organizations are involved before, during, and after an emergency or disaster. The program staff have a variety of responsibilities and tasks that include the development of preparedness and emergency plans, public outreach, facilitation of an Emergency Operations Center, the delivery of training and the conducting of exercises, and the on-going resolution of related issues and projects.

The program uses an all-hazards approach for all phases of emergency management planning (preparedness, response, recovery, and mitigation) to meet the expanding needs of the community. The program must identify potential threats, hazards, and vulnerabilities that challenge the community and the city. Limited resources and planning efforts focus on addressing the identified local risks and vulnerabilities to the specific hazards that can actually occur here. This allows planning resources to be dedicated to those risks and vulnerabilities that are the most likely to adversely affect the community. The program's focus in community

preparedness is to educate the public and the City of Loveland organization in becoming more self-sufficient, thereby developing a community that is more disaster resistant and can more quickly recover from a disruptive incident.

In the last five years, the program went through a significant redesign. The major changes included a reassessment of priorities; the creation of new goals and strategies; the reassignment of project work; the occasional hiring of temporary, grant-funded staff; and working toward the alignment with occupational best practices as defined by the Emergency Management Assessment Program standards (EMAP). Three important areas of focus of the redesign were the establishment of clear mission and vision statements and defining the organization's "ethos" or character and essence of what Loveland's Emergency Management program represents. These three are listed below.

*Vision Statement* - The City of Loveland Office of Emergency Management seeks to cultivate a safer, less vulnerable community that has the local capacity to effectively cope with hazards and disasters.

*Mission Statement* - To safeguard our community by coordinating and integrating the activities necessary to mitigate against, prepare for, respond to, and recover from threatened or actual disasters.

*Ethos* - "Self-sufficiency IS emergency preparedness."

#### Program Goals

- *To prepare the city organization and LFRA to manage and survive emergencies and disasters more effectively through planning, training, and exercises*
- *To cultivate an emergency-resilient community by educating it to be self-reliant (see Ethos)*
- *To streamline policies, procedures, systems, and processes where and when possible*
- *To manage large-scale events with upward-trending effectiveness*
- *To be proactive, agile, and flexible for the benefit of the near term*
- *To be long-term minded in all efforts for the benefit of the broader future*

#### Staffing, Capital, and Expenses

The current program has one FTE (captain's position with LFRA); CSD "loans" a significant portion of another FTE for maintaining LFRA social media, delivering business continuity and emergency planning, and other Emergency Management (EM) duties as assigned.

The program's assets and capital replacement schedule is recorded within the document *Grant Funded EM Asset Tracking* and is maintained by the LFRA finance personnel. Most of the entries are for equipment that do have an end of life and will need to be replaced.

The program's annual budget is prepared and based on the financial needs of projects and programs, salaries and benefits, training and exercises, employee development, office equipment, Emergency Operations Center maintenance and operation, and communications. Other grant funding opportunities make possible the purchases and contracts that are not outlined within the base budget.

### Challenges/ Needs

With regard to achieving programmatic goals, progress is protracted or indefinitely paused in the following areas: (1) planning, (2) training and exercises, (3) mitigation projects, (4) capital improvements, (5) and operations.

1. **Planning:** The research, development, and vetting of emergency plans is a time-consuming endeavor, and it requires a significant amount of face time with planning partners. One FTE should be dedicated to the purpose of writing plans along with other duties as assigned.
2. **Training and Exercises:** The program is currently conducting training and exercises on a limited scale. Based on the feedback from multiple real-world incidents, citywide expectations for this area not being met. One FTE should be dedicated to develop and deliver citywide training and exercises along with other EM duties as assigned.

In the past, the Emergency Management Program Grant (EMPG) funded most of the costs for employee development training. In the President's proposed 2018 Federal budget, the EMPG is not funded. Consequently, this situation will cause us to add these on-going costs to our annual budget request.

3. **Mitigation Projects:** As documented within the Mitigation Master Plan, over 160 individual mitigation projects should be funded and implemented. The main purpose of these projects is to reduce the local hazard risks and to decrease vulnerabilities. These tasks should be financially supported by the City of Loveland and the City Council, at least to the 80% mark.
4. **Capital Improvements:** Several expensive improvements, if funded, would address important programmatic goals. Some of these projects include the upgrade or migration of the city-operated AM radio station, the building of a regional Emergency Operations Center (EOC), the continued enhancement to emergency warning and notification systems, and the replacement of the Mobile Command Vehicle (MCV) at some point.
5. **Operations:** On-going costs are associated with the maintenance and operation of equipment and systems located in the EOC, in the MCV, and other EM-related spaces such as the Joint Information Center and the call center. In the past, the Emergency Management Program Grant (EMPG) funded most of these costs. In the President's proposed 2018 Federal budget, the EMPG is not funded. Consequently, this situation will cause us to add these on-going costs to our annual budget request.

The emergency management program has developed into a reliable, professional, and high quality program for the City of Loveland and LFRA. Reviews of the program in the future will evaluate where changes are needed and where the management of the program should be. Having the program under the authority of the City Manager and operating within the fire authority is working. However, within the parameters of continuous improvement, ongoing evaluations are appropriate.

### **FIRE SERVICE ACCREDITATION**

Accreditation in the fire service, simply put, is a continuous improvement plan. It is not an event, but rather a process that demonstrates a fire department's commitment to evaluating risk

in the community and to using data analysis to shape how that organization goes about providing professional services to mitigate risk through both response and prevention. The accreditation process and the strategic plan for a fire department should go hand in hand and work in concert to enhance the overall goal of continuous improvement. Several important terms regarding accreditation include the following:

- *Center for Public Safety Excellence (CPSE)* – The agency that oversees fire accreditation.
- *Commission on Fire Accreditation International (CFAI)* – The governing body that, among other things, reviews all agencies applying for accredited status.
- *Community Risk and Emergency Services Analysis (CRESA)* – A very thorough and all-inclusive risk analysis required by a fire department seeking accreditation.
- *Standard of Cover (SOC)* – Development of goals and data analysis regarding many facets of the fire service, including the number of units and total response time for the department’s response area.
- *Fire and Emergency Services Self Evaluation Manual (FESSEM)* – A standardized self-evaluation for fire departments created by the CPSE involving ten specific categories of evaluation. These categories are broken down further into more specific performance indicators and core competencies.

An article written by Robert Rielage for *FireRescue1* magazine, explains the reason fire departments are seeking accreditation: “...accreditation ushers fire departments into an age of professionalism.” Accreditation is regarded as the best possible self-assessment process, and it is the recognized industry standard for departments publically demonstrating their commitment to improvement. Currently (2017) there are 235 accredited fire departments internationally. Rielage goes on to say, “Fire agencies are definitely an all-hazard emergency service, and therefore we have to look to organizations such as CFAI to validate that we are delivering what services people expect of us.”

Many fire service organizations choose to participate in the accreditation process because of the recognition of excellence the award brings. However, most fire departments pursue accreditation through CFAI for the following four primary, specific, and empirical reasons:

1. It is the best possible assessment process for fire service organizations.
  - *Overseen by a third party*
  - *Data driven*
  - *More complete, covering virtually all of the service areas provided*
2. It is designed to enhance an organization’s goals of continuous improvement.
3. It is an ongoing process that includes annual review and reporting and a five-year re-application and re-accreditation process.
4. It is recognized as the industry standard and “best practice” for fire service evaluation.

The journey to accredited status takes over three years. It requires a commitment to creating the required documents (CRESA-SOC and FESSAM) and working with CPSE to demonstrate that the finalized community risk analysis and self-evaluation done by the organization warrants an accredited status from CFAI.

The CPSE works hand in hand with fire departments throughout the accreditation process. They offer classes and mentors to assist organizations. They also assign a four-person peer team to

comprehensively evaluate the overall operations of the department, their records management system, and documentation practices. This peer team conducts a three-day site visit to the fire department and administers a very thorough evaluation. At the end of the visit the team lead will either recommend that the department move to accredited status or list specific changes that need to occur prior to moving on to achieving accredited status. If the recommendation is to move to accredited status, the team lead goes with the fire chief and other selected members of the department to present the department's request and the team's findings in front of the CFAI executive team. Once they receive the accredited status, the department continues the process and goes before the CFAI every five years for reaccreditation. This is the core mechanism for continuous improvement through CPSE.

Loveland Fire Rescue Authority established the foundation for being an accredited fire department in 2009 with the newly established vision of *“going from good to great, and building the organization to last.”* The 2012 LFRA Strategic Plan built upon that vision. This document and the guiding principles it contained set in motion the opportunity to become a data driven department, speaking with facts and seeking the best practices and ways for continuous organizational improvement. In 2014, Fire Chief Mark Miller appointed then Engineer Ty Drage to the role of accreditation manager for LFRA; the goal was to move through the process, ending with a recommendation for accreditation by the site evaluation team. Significant work needed to be done to accomplish this goal; the more significant points included:

- Creation of the CRESA-SOC and FESSAM documents
- Becoming a “registered agency with CPSE (08-13-14)
- Moving to the “applicant status” (02-02-17)
- Assignment of peer assessment team (03-17)
- Evaluation and site visit by peer assessment team (05-7/11-17)
- Recommendation for accreditation with CFAI (07-28-17).

The commission from CFAI voted to award LFRA an accredited status, meeting all of the requirements set forth by the CPSE. With the accredited status, LFRA properly embraces the philosophy of continuous improvement in all aspects of service delivery, and will look ahead to see how best to manage the accreditation program in an ongoing way. The accreditation process is currently managed within the Community Safety Division (CSD); further study will take place to see if this or another division should assume responsibility for accreditation. For the accreditation process to be successful, consideration should be given for an accreditation team. The team concept can ensure succession planning, with several people sharing the knowledge and expertise of the technical writing and data analysis required by CFAI. Looking ahead, accreditation and the philosophy of continuous improvement will serve LFRA well in its goal of enduring greatness.

### **FUTURE AREAS FOR CONSIDERATION**

In addition to the abovementioned areas or programs, there are several key services that the LFRA CSD will need to focus on, devote more time and resources for, and improve in to greater enhance the overall city safety in the city and rural fire district. These include:

- Seniors and fire safety
- Apartment-safe living

- Business sprinkler inspections
- Wildland urban interface code
- Technology

### Seniors and Fire Safety

According to the United States Fire Administration, older adults run a risk that is 2.5 times higher of dying in a fire than people in younger age groups. They also suffer a higher number of fire related injuries. Because of these facts and that the Loveland community has a significant elderly population, more needs to be done to assist our elderly citizens in fire safety awareness and education. Several programs already exist that highlight areas for education and provide materials to enhance fire safety to this critical demographic. LFRA will need to make a more concentrated effort to improve services and fire safety education with this population group.

### Apartment Safe Living

Every year in the United States over 400 people die in apartment fires, and approximately 4400 people are injured. Many of these deaths could have been prevented if there had been working smoke alarms in the residence. The Loveland community has a relatively high percentage of apartments and multi-family dwellings of the Type V construction variety (wood frame construction). Nationally and regionally these types of occupancies have a higher rate of fire occurrence, and for the multi-story variety, a higher life safety threat to citizens. LFRA will need to make a more concentrated effort for education and training for apartment fire safety and apartment safe living. An excellent program is offered by Tualatin Valley Fire Rescue (Oregon). LFRA should review this life safety outreach as part of the 2018 LFRA Strategic Plan, and if needed, prioritize this as a future community outreach. Currently, all newly built multi-story apartment complexes require the installation of automatic fire sprinklers. While this code requirement will have a positive, life safety impact in the current and future built environment, some existing apartment complexes are buildings not covered by the newer codes. This issue will need to be evaluated carefully by the CSD staff in the future.

### Business Sprinkler Inspections

All fire protection systems must be designed, installed, inspected, tested, and maintained by contractors with an endorsement issued by the fire department (LFRA). The ongoing inspection program of installed fire sprinklers for commercial occupancies ensures that these protection systems are in a ready state at all times and protecting the properties of business owners. Nationally and regionally there are inconsistencies in how often and thoroughly these inspections are carried out. In the Loveland community, private contracting companies do these inspections. Other communities, such as in PFA, utilize fire department personnel for these inspection services. LFRA needs to further evaluate the current inspection system and ensure that the best system for Loveland is in place and that the system is working with the highest level of effectiveness possible.

### Wildland Urban Interface Code

The International Wildland Urban Interface Code (WUI) is a model code intended to supplement a jurisdiction's building and fire codes. The objective of the code is to establish minimum regulations to safeguard life and property from the intrusion of fire from wildland fire exposures and fire exposures from adjacent structures, and to prevent structure fires from spreading to wildland fuels, even in the absence of fire department involvement. The first WUI Code was

produced and approved in 2003; the current code in effect is the 2015 version. Although this WUI Code has not been adopted in Loveland or Larimer County, there are many important aspects of it that should be. LFRA has a wildland urban interface problem and currently most of the efforts are being expended in the response side. LFRA should create a partnership with other regional fire departments and responders to either adopt this code or develop directives from this code to help in the area of risk assessment and risk mitigation.

### Technology

Technology is impacting every area of life in America; the fire service, and more specifically the CSD is no exception. However, many technology advancements are currently available that could enhance the performance of LFRA field inspectors and technicians. Integrating technology with fire safety inspections and fire prevention-related work can be seen in new developments with iPads and synchronizable databases, bar coding, and other technology-based services. These innovations can reduce workload through efficiency and greater effectiveness. LFRA should evaluate options that can reduce workload and increase productivity of the CSD staff. Technology may help accomplish this goal, but some growth in the division will be necessary.

### CSD Planning Assumptions

CSD Planning Assumption 1 – CSD will likely need more staffing in the future to address a growing population and an ever-increasing workload related to commercial development, plans review, and new inspections.

CSD Planning Assumption 2 - LFRA's role in plan reviews and building review processes is critical to ensure a strong fire-rescue perspective in the review process and a more effective community safety impact in the built environment

CSD Planning Assumption 3 - Specific occupancies within the community will continue to require specialized training and knowledge, skills, and abilities for plan reviews and inspections.

CSD Planning Assumption 4 – The community outreach program is an evolving responsibility that will be impacted by technology, change, and public expectations. Smoke and CO detector programs will likely continue as the most dominant and effective community outreach.

CSD Planning Assumption 5 - The enhancement of training and outreach for emergency management and EOC operations is integral to a total overall community outreach safety plan.

CSD Planning Assumption 6 – Changes/improvements in the area of public education and information will be needed in the future for "at-risk" citizens or areas within the community.

CSD Planning Assumption 7 – Fire service accreditation is and will be a part of LFRA's future. Management of information and processes to maintain accreditation will be a part of the future for LFRA.

CSD Planning Assumption 8 – The wildland urban interface area will continue to be an area of concern based on population increases and more structures in the WUI. Adoption of the *Wildland Urban Interface Code*, along with increased staffing could address this concern.

## **IX: ORGANIZATIONAL GOALS, STRATEGIES, TACTICS & KEY PERFORMANCE INDICATORS**

This section focuses on establishing and setting organizational goals, strategies, tactics and identifying Key Performance Indicators (KPI) to measure and quantify success. These dimensions will establish the department's overall strategy for achieving success in delivering emergency services in a safe and cost effective manner. This section also includes a more comprehensive list of specific measureable metrics, KPI's that are formatted into easy to read charts for review and expression of the various performance measurements established for the organization. In addition, a pared down version of the service level indicators is listed as the "Significant Seven," which has been used as part of the City of Loveland's performance measurements as requested by past City Managers.

### **THE ORGANIZATIONAL PRIME DIRECTIVE**

Most fire service organizations have at their core a mission or vision statement that establishes what the organization stands for and is committed to. Loveland Fire Rescue Authority is no exception. The organization's mission statement is:

***Through commitment, compassion and courage, the mission of the Loveland Fire Rescue Authority (LFRA) is to protect life and property.***

From the management side of the continuum of operations, the "prime directive" adapts this mission statement so it connects to the organization's goals, strategies, and service level indicators. That prime directive is:

***To protect life and property in a safe and effective manner***

This prime directive will serve as the guiding principle for the organization from a planning and management perspective and serve as a touchstone or guidepost that will serve to maintain organizational focus and direction. In its most simplistic format, it speaks to the issue of “*Citizen Service and Firefighter and Citizen Safety and Survival.*”

### **ORGANIZATIONAL GOALS**

Goals, as defined in this section, are essentially a broad, primary outcome. They tend to be long on results, or outcomes, and short on specifics; in strategic planning, they are about moving forward. Goals change our mindset and direction by changing or redefining the destination. Within the framework of the 2018 LFRA Strategic Plan we have established our organizational goals around the “Four R’s”- *Response, Readiness, Resources and Relationships* (see Figure 9-1). We have also added a fifth goal in to this group; Cost Effectiveness. All five of these goals are expanded on in the later portion of this section - “Charts and the Key Performance Indicators.”



*Figure 9-1 Four-R's*

The specific goals in this portion of the plan clearly address the salient points established within the prime directive - that being, citizen service and firefighter and citizen safety and survival. The five goals are listed below:

1. **Response to Emergencies**  
*Deploy an effective emergency response to minimize loss/damage*
2. **Readiness/Preparedness**  
*Prepare for and mitigate/minimize the risk and outcomes of an emergency incident*
3. **Resources**  
*Preserve, develop and improve the resources entrusted to LFRA; including vehicles, equipment, facilities and most importantly the human resources*
4. **Relationships**  
*Maintain and improve relationships with our staff, strategic partners and professional colleagues*
5. **Cost Effectiveness**  
*Deliver cost effective services to the citizens*

## **STRATEGY & TACTICS**

Strategies are defined as an approach taken to achieve a specified goal. Another way of describing it is a plan of action designed to achieve a particular goal or set of goals or objectives. Strategy is management's game plan for strengthening the performance of the organization. It really is the “what” we are trying to accomplish.

Tactics are a tool or specific method used in pursuing an objective associated with a particular strategy. Tactics are the actual means used to gain or accomplish an objective; it is the “how” we accomplish things.

## **KEY PERFORMANCE INDICATORS**

A performance indicator or key performance indicator (KPI) is a type of performance measurement. KPIs help evaluate the success of an organization or of a particular activity in which it engages. Within the framework of strategic planning, these KPIs are an empirical way of evaluating performance and the accomplishment of the various goals, strategies and tactics. Within this particular plan, the KPIs will be found within the strategies and tactics set forth in the charts below. There are fifteen KPIs within the *2018 LFRA Strategic Plan*. They are:

- Improve response times
- Achieve and maintain accreditation
- Maintain or improve ISO Public Protection Classification rating
- Increase staffing and number of fire stations for improved emergency response
- Develop leaders and promote leadership
- Prepare ourselves and the community for disasters
- Provide exceptional customer (citizen) service

- Maintain or improve our fire loss levels
- Improve community fire safety and risk reduction
- Utilize technology/innovation to improve response and service levels to the community
- Improve training facilities and training programs to enhance readiness and response
- Improve firefighter health, safety and survival
- Continue to develop our employees through training, education and experience
- Improve capital funding mechanisms and strategies
- Maintain and improve relationships with strategic partners

### **SIGNIFICANT SEVEN PERFORMANCE MEASUREMENTS**

The “Significant Seven” performance measurements were utilized in the *2012 LFRA Strategic Plan*. They were established, in part, because the City of Loveland required the organization to select key performance measurements where overall performance could be measured using metrics associated with the International City/County Management Association (ICMA’s) performance measurements. They were also utilized because of their value; they are important dimensions that are recorded to measure and track organizational performance. The Significant Seven are included in the *2018 LFRA Strategic Plan* because of their continuing value and usability as metrics. These seven are:

1. **Response Times:** Times tracked for emergencies within the Urban Response Area
  - *First arriving unit or member with tactical capability*
  - *For structure fires, first arriving engine or truck, then the balance of the assignment*
2. **Costs Per Capita:** Operational cost comparisons
  - *Costs per capita in comparison with other FRFC departments and selected comparison departments within the Rocky Mountain region*
3. **Fire Loss Per Capita:** Total fire loss comparison
  - *Total fire loss per capita in comparison with other FRFC departments and selected comparison departments within the Rocky Mountain region*
4. **Property Value Saved vs. Loss:** Saved/loss comparison relationship
  - *Measured in both residential and commercial occupancies*
5. **Fires Confined to Room of Origin:** Measuring “flashover” ratio
  - *% of the time that fire was confined to room or area of origin, interceding before flashover occurs*
6. **Number of Businesses Inspected/Fire Company Safety Visits:** Efforts in fire prevention
  - *% and number of businesses inspected by the CSD and % and number of businesses receiving a safety visit by a fire company*
  - *Measurement of the number of times personnel are in a business for code enforcement and safety intervention*

## **7. Customer (Citizen) Satisfaction:** Public perception measurement

- *Overall community performance survey as part of the City of Loveland Quality of Life Survey process*
- *Citizens and businesses actually receiving LFRA services*

Some of the dimensions within the “Significant Seven” are more objective (such as Response Times and Costs per Capita) while others are more subjective (Property Saved vs. Loss). However, all of these dimensions have value in measuring the organization’s performance, and in the comparison to other regional departments utilizing these same types of dimensions.

### **CHARTS AND KEY PERFORMANCE INDICATORS**

A chart is a graphic representation of data or information. They are used as a diagrammatical of information; they also convey information in a more easy to understand and efficient manner. *The 2018 LFRA Strategic Plan* utilizes charts in Section IX to relate and connect the various dimensions expressed as part of the overall goals and performance indicators. The information expressed in the following charts include:

- Area of Focus
- Goals
- Expectations
- Organizational Strategies
- Organizational Tactics

There are five major areas covered in the following charts that will serve as a primary source for management to monitor and measure the organization’s effectiveness. The five areas are built around LFRA’s “Four Rs.” One additional area has been added that relates to cost effectiveness. The five areas include:

1. Response
2. Readiness/Preparedness
3. Resources
4. Relationships
5. Cost Effectiveness

These five areas make up the categories where the Key Performance Indicators and Significant Seven Performance Measurements are included. They will be monitored, measured and managed through the establishment of the listed goals, organizational strategies and organizational tactics within these five major areas. They will be reflected in LFRA’s Annual Report and other reports.

These fifteen KPIs and seven performance measurements are integral to the process of monitoring and measuring LFRA’s performance. LFRA has adopted these as integral to the process of measuring organizational progress and as significant factors in managing continuous organizational improvement.

<b>1. RESPONSE</b>	<b>GOAL: DEPLOY AN EFFECTIVE EMERGENCY RESPONSE TO MINIMIZE LOSS/DAMAGE</b>			
	<p><b>EXPECTATIONS:</b></p> <ul style="list-style-type: none"> <li>• LFRA Companies will provide prompt and effective emergency service</li> <li>• Fire Companies will be skilled and competent at the tactical &amp; task levels</li> <li>• Incident Commanders will demonstrate a high degree of excellence and proficiency at the strategic/tactical level</li> <li>• All LFRA personnel will be committed to safe, sane &amp; predictable operations</li> <li>• Our organization will excel in the area of citizen/customer service</li> <li>• We will stay committed to proven firefighting models that work well and be open to new and innovative methods that are scientifically better and that enhance safety and survival</li> <li>• All LFRA personnel will be committed to continuous improvement</li> </ul>			
	<b>STRATEGIES</b>		<b>ORGANIZATIONAL TACTICS</b>	
1.1	Effectively deploy appropriate, incident specific resources	1.1.1	Respond with a minimum staffing of 3 firefighters per engine/truck	
		1.1.2	Execute a skilled response to meet organizational protocols and benchmarks in a timely manner	
1.2	Improve our response times to emergency calls	1.2.1	Meet or exceed our stated total response time goals	
		1.2.2	Add staffing and fire stations to improve emergency response times and overall performance	
1.3	Demonstrate effective deployment	1.3.1	Improve fire loss/property saved ratio and improve fire loss per capita	
		1.3.2	Execute task level operations within LFRA's performance standards	
1.4	Improve response performance through traditional and alternate deployment methods	1.4.1	Maintain and improve basic skills (demonstration)	
		1.4.2	Remain current on knowledge, skills and abilities in modern fire behavior tactics and task level operations (fire dynamics)	
1.5	Provide exceptional citizen (customer) service	1.5.1	Maintain a culture of "enhanced customer service" throughout LFRA	
		1.5.2	Create clear organizational expectations for what great citizen/customer service involves	
		1.5.3	Review and respond quickly to all compliments and complaints	
		1.5.4	Maintain a level of 90% or higher in the City of Loveland's <i>Quality of Life Survey</i>	

<b>2. READINESS/PREPAREDNESS</b>	<b>GOAL: PREPARE FOR AND MITIGATE/MINIMIZE THE RISK AND OUTCOMES OF AN EMERGENCY INCIDENT</b>			
	<b>EXPECTATIONS:</b>			
	<ul style="list-style-type: none"> <li>• Provide high quality plan reviews and new building inspections</li> <li>• CSD and Operations will work cooperatively to improve fire/life safety risks, and reduce overall community risk</li> <li>• Target specific fire/life safety risks and develop suitable solutions</li> </ul>		<ul style="list-style-type: none"> <li>• Improve fire safety education and community outreach</li> <li>• Be prepared to lead, manage and survive disasters in the Loveland community</li> <li>• Be prepared and trained to effectively manage a wide variety of emergency responses</li> </ul>	
	<b>STRATEGIES</b>		<b>ORGANIZATIONAL TACTICS</b>	
	2.1	Improve community fire safety and risk reduction	2.1.1	Maintain/enhance the fire inspection & fire company safety visit programs
		2.1.2	Ensure all applicable fire codes are reviewed/adopted	
		2.1.3	Improve CSD records management systems & data entry	
		2.1.4	Provide accurate, consistent and timely plan reviews and new construction Inspections	
		2.1.5	Sustain adequate staffing levels within CSD for the required workload	
2.2	Develop and implement a community risk reduction plan in 3 Specific areas: - Residential Apartments (multi-story) - Business fire sprinklers - Wildland urban-interface area	2.2.1	Create a community apartment safe living education program	
		2.2.2	Ensure that business fire sprinklers are inspected regularly	
		2.2.3	Improve fire safety conditions in the wildland urban-interface area in the Loveland community	
		2.2.4	Investigate the use and implementation of the “Ready-Set-Go” program	
2.3	Strengthen the efforts in public fire safety education and community outreach	2.3.1	Evaluate and improve fire safety education to elementary students	
		2.3.2	Continue to develop/improve the community smoke detector and carbon monoxide alarm program in the Loveland community	
		2.3.3	Evaluate and improve fire safety education for senior citizens	

<b>Readiness/Preparedness (cont.)</b>
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2.4	Prepare the city organization and LFRA to effectively manage and survive community disasters	2.4.1 Cultivate an emergency resilient community through education, preparedness and practice 2.4.2 Manage large scale emergency events with upward trending effectiveness 2.4.3 Conduct a large scale community training exercise annually 2.4.4 Work with city staff to complete the mitigation projects identified in the Loveland Mitigation Master Plan
2.5	Accomplish and retain successful 3 <sup>rd</sup> party evaluations of LFRA as an effective fire/rescue organization	2.5.1 Maintain or improve the current Insurance Services Office (ISO) Public Protection Classification (PPC) rating 2.5.2 Achieve and maintain accreditation through the Commission on Fire Accreditation International
2.6	Strengthen LFRA's training efforts in various programs to ensure firefighter and fire officer readiness and preparedness	2.6.1 Maintain and enhance firefighter basic skills for all uniformed personnel that are deployable for firefighting operations 2.6.2 Maintain and enhance the Blue Card Hazard Zone Management program for all line fire officers and acting officers 2.6.3 Utilize technology to enhance or improve various firefighting training programs
2.7	Provide exceptional citizen (customer) service	2.7.1 Maintain a culture of customer service throughout the organization 2.7.2 Create clear organizational expectations for what great citizen/customer service involves 2.7.3 Review and respond quickly to all compliments and complaints 2.7.4 Maintain a level of 90% or higher in the City of Loveland's <i>Quality of Life Survey</i>

<b>3. RESOURCES</b>	<b>GOAL: PRESERVE, DEVELOP AND IMPROVE THE RESOURCES ENTRUSTED TO LFRA; INCLUDING VEHICLES, EQUIPMENT, FACILITIES AND MOST IMPORTANTLY THE HUMAN RESOURCES</b>			
	<p><b>EXPECTATIONS:</b></p> <ul style="list-style-type: none"> <li>• Value people as the reason for our past and future success</li> <li>• Be good stewards of the resources entrusted to LFRA</li> <li>• Continue the excellence in apparatus specifications</li> <li>• Maintain effective equipment and apparatus replacement programs</li> <li>• Personal and organizational health and wellness are maximized</li> <li>• Remain committed to proactively address the current and future concerns related to firefighter health and safety</li> <li>• Plan for expansion in administrative office and CSD expansion and for expansion for emergency management facilities (EOC)</li> </ul>			
<b>STRATEGIES</b>		<b>ORGANIZATIONAL TACTICS</b>		
3.1	Attract and maintain a highly trained and dedicated workforce reflective of the community we serve	3.1.1	Ensure wages and benefits remain competitive regionally	
		3.1.2	Promote LFRA as a “great” organization to work for	
		3.1.3	Offer a variety of training and promotional opportunities for personnel	
		3.1.4	Evaluate firefighter hiring process (ongoing)	
3.2	Continue to develop employees through training, education and experience	3.2.1	Create an effective, sustainable leadership development program	
		3.2.2	Continue a vibrant training and education program for employees	
		3.2.3	Maintain regional relationships and participate in training and educational opportunities offered within region (example FRFC training)	
3.3	Improve firefighter health and safety	3.3.1	Stay committed to meeting the intent of NFPA 1500 (standard-FF safety)	
		3.3.2	Reduce FF exposure to carcinogens- “Healthy In, Healthy Out” program	
		3.3.3	Continue to utilize and reinforce the LFRA FF Peer Support Team	
		3.3.4	Continue firefighter fitness program and physicals	
		3.3.5	Maintain adequate staffing levels	
3.4	Maintain and improve fire stations, facilities, vehicles and equipment	3.4.1	Build new stations as needed and maintain and improve existing facilities	
		3.4.2	Maintain and continue the apparatus replacement schedule	
		3.4.3	Continue equipment maintenance and replacement schedule	
		3.4.4	Improve training facilities and develop training center master plan	
3.5	Plan for future expansion in administrative offices, CSD and other accompanying types of emergency services facilities	3.5.1	Evaluate current and future administrative office needs and the office and workspace needs for CSD	
		3.5.2	Evaluate the need for a new and updated EOC and other support facilities for the City of Loveland Office of Emergency Management	

<b>4. RELATIONSHIPS</b>	<b>GOAL: MAINTAIN AND IMPROVE RELATIONSHIPS WITH OUR STAFF, STRATEGIC PARTNERS AND PROFESSIONAL COLLEAGUES</b>			
	<p><b>EXPECTATIONS:</b></p> <ul style="list-style-type: none"> <li>• Foster a culture that builds and supports cohesive, high-performing teams</li> <li>• LFRA will continue to foster and build relationships with a wide variety of external partners who assist in accomplishing the mission of protecting life and property</li> <li>• Maintain strong and professional relationships with the community members we serve</li> <li>• Ongoing efforts are made to ensure strong, effective relationships between labor and management</li> <li>• Continue to foster a strong relationship/partnership between elected officials within the City of Loveland and Rural Fire Protection District</li> </ul>			
	<b>STRATEGIES</b>		<b>ORGANIZATIONAL TACTICS</b>	
	4.1	Operate with a “people-first” and “others-centered” focus	4.1.1	Leadership maintains availability and support for our personnel
			4.1.2	Emphasize servant-leadership in training and day-to-day operations
4.2	Build/continue an environment that supports improved employee involvement and relationships	4.2.1	Ensure a high level of organizational responsiveness to personnel’s needs, and maintain an equal concern for organizational needs	
		4.2.2	Build collaborative, respectful and sustaining internal relationships at all levels of the organization	
4.3	Ensure citizens have high regard for LFRA and that citizen satisfaction remains at a high level	4.3.1	Maintain a level of 90% or higher in the City of Loveland Quality of Life survey	
4.4	Sustain and build on the existing relationships with regional strategic partners and elected officials	4.4.1	Continue or improve current automatic/mutual aid agreements	
		4.4.2	Carry on the training commitment to regional strategic partners and organizations	
		4.4.3	Perpetuate a regional leadership role in the enhancement of relationships between other area fire departments and emergency service providers	
		4.4.4	Safeguard a strong and mutually beneficial relationship between elected officials and partners within the City of Loveland and the Loveland Rural Fire Protection District	

<b>GOAL: DELIVER COST-EFFECTIVE SERVICES TO THE CITIZENS</b>				
<b>5. COST-EFFECTIVENESS</b>	<b>EXPECTATIONS:</b> <ul style="list-style-type: none"> <li>• Financial performance management systems are in place and continually refined for better accounting and reporting</li> <li>• Managers and program directors operate with sound financial stewardship</li> <li>• Regular reports are made to elected officials that are concise, clear and accurate</li> <li>• Organizational documents, forms and manuals are reviewed regularly and updated for accuracy and relevancy</li> <li>• Maintain transparency in financial reporting and encourage public review of annual reports and other Fire Authority financial documents</li> </ul>			
	<b>STRATEGIES</b>		<b>ORGANIZATIONAL TACTICS</b>	
	5.1	Ensure that citizens continue to receive high quality services for their tax dollars	5.1.1	Maintain positioning at or below the mean or average for costs per capita with LFRA’s regional, comparison fire departments
			5.1.2	Retain positioning at or below the mean or average for firefighters per 1000 population with LFRA’s regional, comparison fire departments
		5.1.3	Utilize the Key Performance Indicators (KPIs) and other performance measurements as benchmarks for financial performance	
		5.1.4	Safeguard equality in the Revenue Allocation Formula (RAF) for partner (City and Rural) contribution assessment (currently at 82%/18%)	
5.2	Identify external organizational evaluation processes that can validate sound business and management practices for LFRA	5.2.1	Receive the Government Financial Officers Association’s (GFOA) certificate of achievement for excellence in financial reporting	
		5.2.2	Have a accurate annual audit that is acceptable to the LFRA Board	
5.3	Improve the long-term capital funding mechanisms for the Fire Authority	5.3.1	Create a new impact fee model for the City of Loveland and the governing bodies within the Loveland Rural Fire Protection District	

## X: RECOMMENDATIONS/IMPLEMENTATION

This section of the strategic plan focuses on recommendations for implementation. The section is broken out into two distinct segments. The first segment is identified as "Strategic Plan Priorities" for LFRA; the second segment is identified as "Other Organizational Needs." Both of these segments focus on the operational period of the plan (2018-2026) with a few exceptions. The categorization for implementation of the plan priorities is based primarily on the elements listed in the *Essential Services Expansion Plan* (see page 106) and the *Future Priorities* (see page 110). Within the listed plan priorities, there are three subcategories:

- High Priority
- Intermediate Priority
- Future Priorities

**High Priorities:** Elements in either Phase 1 or Phase 2 of the plan (2018-2023) that relate to the addition of needed personnel or high priority capital items.

**Intermediate Priorities:** Elements in Phase 3 of the plan (2024-2026) that relate to the addition of needed personnel or intermediate priority capital items.

**Future Priorities:** These are additional capital and personnel priorities that have no specific timeline set for their completion of implementation and most have no funding stream identified. Cost estimates may be lacking for some of these items due to the uncertainty of an implementation date or other information that is lacking for an accurate cost assessment.

In the accompanying chart for the Essential Services Expansion Plan (ESEP page 106) the two highest levels of priorities are color coded with each element listed in the appropriate phase of the plan. With few exceptions the levels of priorities are linked to the phases of implementation.

Beyond the first two levels of the Strategic Plan Priorities, several other system priorities are listed. The other elements in this next segment (Other Organizational Needs) are listed in the proposed order of priority, with no recommended timeline for any of these elements. Another distinction for this section and the needs listed is in their funding. The first two priority levels listed in the first segment of this section have identified funding streams (except for the proposed Quick Response Vehicle) and are a part of the future budget for LFRA; they will be funded by the source listed in the right column (Source) of the ESEP chart (see page 106). The future priority level and the other system needs elements could be described as "unfunded priorities" for the organization. These elements will have to be funded by alternate sources such as additional organizational contribution funding (RAF), grants or other ancillary funding sources.

There is an emphasis within this strategic plan for hiring of line firefighters; there is also a need for additional civilian positions, which are listed in several of the "Strategic Plan Priorities." The primary focus for hiring in the *2018 LFRA Strategic Plan* is for the needed line firefighter positions to help LFRA reach its minimum staffing goals (see Section V pages 35-40).

As with each section of this strategic plan, the recommendations must always be evaluated and re-evaluated over the operational timelines for the plan. Changes could occur in the prioritization of some of the elements based on changes from the stated planning assumptions. In addition, funding streams could change over time and alternate funding such as grant money could become available favoring the funding of one departmental need over another.

**Essential Services Expansion Plan**  
*Plan on a Page*

<b>PHASE 1: 2018 – 2020 (High Priority)</b>	<b>YEAR</b>	<b>COST</b>	<b>SOURCE</b>
<b>Build New Station 7 &amp; Apparatus</b>	2018	4,649,914	LFRA Financing
<b>Replace Fire Engine E-3/ #0156</b>	2020	598,005	LFRA Fleet Replace Fund
<b>Training Center- Burn Building</b>	2020	2,641,228	City TABOR/Fire Capital Exp. Fees
<b>Total Capital \$ Increase Phase 1</b>		<b>\$7,889,147</b>	
<b>Inspector for Community Safety Division (CSD)</b>	2018	74,500	City/Rural Annual Contributions
<b>Station 7 (staffing, facilities, and vehicle maintenance and annual replacement savings)</b>	2019	1,418,520	City/Rural Annual Contributions
<b>Total Operational \$ for Phase 1</b>		<b>\$1,493,020</b>	
<b>PHASE 2: 2021 – 2023 (High Priority)</b>	<b>YEAR</b>	<b>COST</b>	<b>SOURCE</b>
<b>Station 10 Design</b>	2021	409,236	LFRA Financing
<b>Replace Fire Engine E-7/#0109</b>	2021	599,881	LFRA Fleet Replace Fund
<b>Station 10 Construction</b>	2022	4,895,830	LFRA Financing
<b>Replace Fire Engine E-2/#0110</b>	2023	603,567	LFRA Fleet Replace Fund
<b>Replace Rescue 6/#0352</b>	2023	723,071	LFRA Fleet Replace Fund
<b>Total Capital \$ Increase Phase 2</b>		<b>\$7,231,585</b>	
<b>Add 3 FF positions for Heavy Rescue 2</b>	2021	230,000	City/Rural Annual Contribution
<b>Station 10 (staffing, facilities, and vehicle maintenance and annual replacement savings)</b>	2023	1,398,725	City/Rural Annual Contributions
<b>Total Operational \$ for Phase 2</b>		<b>\$1,628,725</b>	
<b>PHASE 3: 2024-2026 (Intermediate Priority)</b>	<b>YEAR</b>	<b>COST</b>	<b>SOURCE</b>
<b>Remodel/Expand Station 5</b>	2024	1,976,850	City Funding
<b>Replace Ladder 6/#0202</b>	2024	1,406,282	LFRA Fleet Replace Fund
<b>Add Quick Response Vehicle (QRV) Company</b>	<b>2025</b>	<b>381,598</b>	LFRA Fleet Fund
<b>Replace/Expand Station 3</b>	2025	3,612,413	City Funding
<b>Replace Fire Engine 5/#0111</b>	2025	736,854	LFRA Fleet Replace Fund
<b>Total Capital \$ Increase Phase 3</b>		<b>\$8,113,997</b>	
<b>Add 3 Shift Battalion Positions (East Battalion)</b>	<b>2024</b>	<b>518,400</b>	City/Rural Annual Contributions
<b>QRV Company Staffing</b>	<b>2025</b>	<b>828,423</b>	City/Rural Annual Contributions
<b>Total Operational \$ for Phase 3</b>		<b>\$1,346,823</b>	

## **STRATEGIC PLAN PRIORITIES**

### **High Priorities Phase 1**

**Construction of New Fire Station 7 and Apparatus:** The construction of a new Fire Station 7 will address the need for improved fire-rescue services in the west side of the Loveland Rural Fire Protection District. This station will also greatly improve response times into an area that is outside of our targeted emergency response goals; an important part of LFRA's efforts in continuous improvement cited by the 2017 accreditation assessment. The station is planned for a single engine company station with three vehicles housed; two vehicles will specialize in addressing the wildland urban interface area in the west side of the district. Capital costs for this expansion are estimated at \$4,649,914 and will be funded by a combination of City Capital Expansion Fees (CEFs) and LFRA financing. Construction is planned for 2018.

**Staffing for New Fire Station 7:** This item addresses the full-time staffing needed to operate new fire station 7; a total of 12 firefighters are need. Costs include staffing, facilities and vehicle maintenance and annual replacement savings. Staffing needs include 3 Lieutenants, 3 Engineers, and 6 Firefighters (3 firefighters are also added for coverage and "rovers" in the system). "Rovers" cover vacancies for various leaves including vacation, sick leave, injury leave and other assigned leave for shift firefighters. Total costs for this expansion is \$1,418,520 and is covered by the City/Rural annual contributions. Fire Station 7 is expected to be fully operational and staffed in 2019.

**Add Inspector for Community Safety Division (CSD):** In 2009 the Fire Prevention Bureau (now CSD) lost half of its staff due to a city-wide effort to reduce staff and spending. Several fire prevention-related services were reduced during these times of budget reduction and reorganization. From 2009 to 2017, the total permits submitted to CSD has risen over 200% annually; workload levels have increased commensurately with nearly the same staffing levels in 2009. This Inspector's position is intended to restore needed personnel to the CSD for prevention related functions, primarily providing the necessary staffing for improving inspection services. Estimated full-cost budgeting expenses are \$ 74,500 annually beginning in 2018.

**Replace Fire Engine #0156-Smeal/Spartan:** A new fire engine will be built and delivered as part of the LFRA Capital Equipment Replacement fund. In 2020 Engine #0156 would have reached the end of its life cycle as an active fire engine for LFRA. This engine is part of the long-term replacement plan and is scheduled to be assigned to Fire Station 2. Capital costs are estimated at \$598,005. Engine delivery is expected in 2020.

**Training Center Burn Building:** An architectural training campus master plan and burn building design were begun in 2017. Phase 1 of this expansion plan includes the new burn building. The burn building's costs are based on a design for a three story integral tower, garden apartment scenario training mock-up, center hallway applications, enclosed stairways and a facility for master stream operations. Capital costs for construction are estimated to be at \$2.3 million with an additional \$340,000 added for needed site enhancements, bringing the total capital costs for the project to approximately \$2,640,000. Initial operating costs are expected to be absorbed into existing appropriation levels. Construction is scheduled to begin in 2020.

### High Priorities Phase 2

**Replace Fire Engine #0109- SVI Spartan Gladiator:** A new fire engine will be built and delivered as part of the LFRA Capital Equipment Replacement fund. In 2021 Engine #0109 would have reached the end of its life cycle as an active fire engine for LFRA. This engine is part of the long-term replacement plan and is scheduled to be assigned as a new front line engine. Capital costs are estimated at \$599,881. Engine delivery is expected in 2021.

**Architectural and Design for New Fire Station 10:** This item is for architectural and design costs for a new fire station in the east part of the City of Loveland. The construction project will include a single engine company, a shift battalion chief, space for ancillary fire apparatus and design for a new fire museum. Total costs are estimated at \$409,236 with funding from LFRA financing. Design is scheduled to begin in 2021.

**Construction of New Fire Station 10 and Apparatus:** This new fire station will be located east of Centerra Parkway, near the area of Kendall Parkway and Sky Pond Drive. This is one of the fastest growing areas in the LFRA response district, with a burgeoning call load that is mostly outside of our targeted response time goals. Construction costs are planned for a single engine company, a shift battalion chief and additional space for specialized fire apparatus. Costs for the fire museum are not included in these estimates. Total costs are for construction, apparatus/equipment and 1% for the arts; for a total of \$4,895,830, which will be funded through LFRA financing. Construction is planned for 2022.

**Staffing for New Fire Station 10:** This item addresses the full-time staffing needed to operate new Fire Station 10. Costs include staffing, facilities and vehicle maintenance and annual replacement savings. Staffing needs include 3 Lieutenants, 3 Engineers, and 3 Firefighters. The total O&M costs for this expansion is \$1,398,725 and is covered by the City/Rural annual contributions. New Station 10 is expected to be fully operational and staffed in 2023.

**Replace Fire Engine #0110- Crimson/Spartan:** A new fire engine will be built and delivered as part of the LFRA Capital Equipment Replacement fund. In 2023 Engine #0110 would have reached the end of its life cycle as an active fire engine for LFRA. This engine is part of the long-term replacement plan and is scheduled to be assigned as a new front line engine. Capital costs are estimated at \$603,567. Engine delivery is expected in 2023.

**Replace Rescue Squad 6 #0352- SVI/Spartan:** A new rescue squad will be built and delivered as part of the LFRA Capital Equipment Replacement fund. In 2023 Rescue Squad #0362 would have reached the end of its life cycle after twenty years of service as a front line apparatus. This Squad is part of the long-term replacement plan and is scheduled to be assigned as a new front line Heavy Rescue. Capital costs are estimated at \$723,071. Delivery is expected in 2023.

**Addition of 3<sup>rd</sup> Full-Time Firefighter to Heavy Rescue 2:** Since its addition to LFRA's fleet in 2014, Heavy Rescue 2 has operated with two full-time firefighting personnel and the shift Fire Inspection Technician (FIT). While the shift staffing for this unit is listed at three, much of the time it operates as a two-person company; this is mostly due to the added inspection and prevention related duties of the FIT. Firefighter safety concerns and company efficiency are the primary reasons for this item as a Phase 2 High Priority item. Total full-cost budgeting for the

addition of three firefighters are estimated at \$230,000, with funding coming from City/Rural annual contributions. Plans for this expansion of staff for the Heavy Rescue 2 are in Phase 2 sometime in 2021-2023.

### **Intermediate Priorities Phase 3**

**Add Three Shift Battalion Chiefs for New East Battalion:** This addition addresses the need for three additional battalion chiefs- establishing a second battalion for LFRA. These BCs will share the duties of shift management and are a part of the overall shift command team and incident commanders for larger emergency incidents. Span-of-control is a major factor in fire departments needing to add battalions; LFRA will need a second battalion in 2024. O&M costs are estimated at \$518,000; funding will come from City/Rural annual contributions.

**Remodel/Expansion of Fire Station 5:** Fire Station 5 at 251 Knobcone Drive has a number of significant deficiencies that has a negative impact on operations and quality of service. These include: undersized functional living areas, undersized area for apparatus and what needs to reside there, lack of space for adequate exercise facility and lack of space for equipment maintenance. There are also noted deficiencies with mechanical, IT and electrical systems. The station's remodeling costs are estimated at \$1,976,850, which is sourced as City of Loveland funding. The remodel is expected to take place in 2024.

**Replace Ladder 6 #0202-Smeal/HME:** A new ladder truck will be built and delivered as part of the City of LFRA Capital Equipment Replacement fund. In 2024 Ladder Truck #0202 would have reached the end of its life cycle after twenty-three years of service as a front line apparatus. This ladder truck is part of the long-term replacement plan and is scheduled to be assigned as a new front line Ladder Truck. Capital costs are estimated at \$1,406,282. Delivery expected: 2024.

**Add Quick Response Vehicle/ Company:** The Quick Response Vehicle (QRV) concept is in use by many fire departments nationally and regionally. The QRV is a smaller fire response vehicle (similar to a Type 6 Engine in appearance) that can be equipped to handle most single engine response calls that a full-sized engine would respond to. The need for these smaller, more manageable vehicles is mostly driven by extensive call loads and alternate tactical and task level needs on the emergency scene. The full cost budgeting for the QRV, capital and staffing costs are listed at \$1,210,021; there is no identified funding stream. 2025 is the target for the QRV.

**Replacement/Expansion of Fire Station 3:** Fire Station 3 at 900 S Wilson Ave. has a number of significant deficiencies that has a negative impact on operations and quality of service. The station was built in 1979 and sized for two on-duty career staff. The station has undersized functional living areas, including dorms, restrooms and locker space. It also lacks sufficient dorm and restroom facilities for gender privacy and lacks space for adequate exercise facilities and lacks space for equipment maintenance. The station replacement/expansion costs are estimated at \$3,612,413, which is sourced as City of Loveland funding. The remodel is expected to take place in 2025.

**Replace Fire Engine #0111- Pierce/Quantum:** A new fire engine will be built and delivered as part of the LFRA Capital Equipment Replacement fund. In 2025 Engine #0111 would have reached the end of its life cycle as an active fire engine for LFRA. This engine is part of the

long-term replacement plan and is scheduled to be assigned as a new front line engine. Capital costs are estimated at \$736,854. Engine delivery is expected in 2025.

## **OTHER ORGANIZATIONAL NEEDS**

### **Future Priorities**

**Add Support Battalion Chief Position for Administration:** LFRA's administration staffing is in need of reorganizing and shifting of funds to support one full-time forty-hour Battalion Chief's position. This new position will assist in areas that are of high importance levels, but underserved. These include: Accreditation Manager, Health and Safety, EMS Coordinator, Radio/Communications, IT/GIS, Budget, Special Projects and other ad hoc assignments. Personnel costs for funding can be reassigned from the vacating of the Public Safety Administrative Director's position. However, there will be funding increases for several of these programs.

**Technology Improvements:** Two primary areas have been identified within the accreditation process as areas needing improvement. The station alerting system completion is the highest of these priorities. This system is installed in all of the staffed, paid stations, but does not have all of the needed hardware to complete the project. It is estimated that it will take an additional \$100,000 to complete this project. The station alerting system will have a direct impact on improving response times for emergency calls. A new records management system was also recommended to help LFRA improve in its record keeping and data management. No funding estimates are available at the time of this writing.

**Additional Training Staff:** The LFRA training staff of one Battalion Chief and one Lieutenant has reached their maximum capacity. What is needed is an additional training firefighter to assist with training exercises (set-up and clean up) and general labor at the training center. This position was identified as a need in the *2012 LFRA Strategic Plan* but was never funded. A full time administrative position is also needed to relieve training officers of the task of data entry and record keeping for the battalion. Full-cost budgeting is estimated at \$100,000 for both positions.

**Part-time/Seasonal Wildland Program Manager:** LFRA's wildland urban interface (WUI) area has numerous identified problem areas. This part-time/seasonal program manager could make a significant impact in wildland program management, wildland training, public education/training and emergency response in the area. This position could also manage a seasonal response team into the WUI for high danger wildland seasons. This resource could also be integral to help with the implementation of the *Ready-Set-Go Program (RSG)*. RSG is a program that seeks to develop and improve the dialogue between fire departments and the residents they serve in the WUI. Through education, training and assistance the intent is to help save lives and property for those living in the wildland urban interface areas. There is currently no cost estimates for this item.

**Addition of One Information Technologies (IT) Position for LFRA:** As LFRA has grown and the maturation of the fire authority has become a reality, the need for a specific, dedicated position for IT service and management has manifested. Currently, LFRA's IT needs are being

provided through the City of Loveland's IT Department. While this has worked in the past, the growth of LFRA has put a strain on the City's ability to continue this service with a high level of customer satisfaction. In addition, LFRA compensates the City for these services. It is believed that hiring an IT specialist is one of the next needed steps for continuous improvement for the organization, and for the continued maturation of the Fire Authority. No identified cost estimate is available at the time of this writing. A study and cost estimation will need to take place in evaluating the current charges for services being paid to the City, and what the full cost budgeting estimates would be for a dedicated full time IT specialist. Thus, the majority of the costs for this new position are expected to come from existing revenue paid for IT services.

**Increased Staffing for Station 4/Airport Stand-By:** Fire Station 4 has been operational for airport stand-by coverage with one Fire Engineer since Allegiant Airlines ceased their operations at the airport in 2012. With the future implementation of the new "virtual tower" it is expected that the airport will, once again, be home to at least one major carrier, if not two or three others. This increase in flights and the need for stand-by services for fire-rescue will surpass the current system's capabilities. It is expected that at least two, perhaps more, firefighters will need to be hired to account for the needed crash-fire rescue services for the airlines. At the time of this writing, it is unclear what actual staffing model will be used to address this need, and what the actual staffing levels will be. Thus, no cost estimates are provided at this point in time for said expansion. Ongoing evaluations of the airport operations and progress on the new virtual tower should continue. Also, various staffing models/options should be reviewed and cost estimates developed in preparation for this expansion.

**Increased Staffing for CSD:** Since 2009, the workload in the CSD has risen over 200% (based on numbers and indicators in 2017). The workforce for CSD is nearly at the same strength as it was in 2009, yet workloads have increased significantly. What is needed in CSD is the ability to hire more part-time fire inspectors and plan reviewers as the workload increases. There is also a need for a full-time public education specialist to replace the public education officer that was lost in the cutbacks in 2009. No cost estimates are available for this item at the time of this writing. A complete workforce analysis and costs projections will need to be completed before accurate costs estimates can be determined.

**Add Second Quick Response Vehicle/Company:** The QRV concept is explained above. The success of this new alternate response vehicle will drive the need for a second such company. The full cost budgeting for the QRV, capital and staffing costs are listed at \$1,210,021 in 2025 dollars. Currently, there is no identified funding stream for adding this second QRV.

**Purchasing Land for New SE Fire Station:** There will be a need, in the future for a new fire station in the south/southeast area- targeted near Hwy 402 and South Boise Ave. This item is a carryover from the *2012 LFRA Strategic Plan*, and just as in that plan, is only advocating for the purchase of the land. The station is planned for some time in the years 2027-2035, depending on the growth of the area. Because the timeframe for purchasing this land is uncertain, it is difficult to call out specifics for costs. However, it is expected that the need will be for 2-3 acres of property with an estimated cost of \$75,000-\$85,000 per acre. Thus, a \$250,000 cost estimate for land is being utilized. Funding is expected to come from capital expansion or impact fees.

### **Recommendations/Implementation: Strategic Plan Priorities, Other Organizational Needs**

This chart lists the 27 Strategic Planning Initiatives under four important categories: those listed in the *10-Year Capital Plan*; those that were *Carry-Overs* from the *2012 LFRA Strategic Plan*, those listed as *New Initiatives*, yet having an identified funding source (*Fund Sourced*). A final and perhaps most important category are those *New Initiatives* listed that have no identified funding source (*No \$ Sourced*).

Strategic Plan Initiative	10-Year Capital	2012 Plan Carry-Over	New Initiative Fund Sourced	New Initiative No \$ Sourced
<i>High Priorities-Phase 1</i>				
1. Construction- Station 7 & Apparatus	X	X	X	
2. Staffing for Station 7	X	X	X	
3. Community Safety Division Inspector				X
4. Replace Fire Engine #0156	X	X	X	
5. Training Center Burn Building	X			X
<i>High Priorities-Phase 2</i>				
6. Replace Fire Engine #0109	X		X	
7. Architectural Design for Station 10	X		X	
8. Construction- Station 10 & Apparatus	X		X	
9. Staffing for Station 10	X		X	
10. Replace Fire Engine #0110	X		X	
11. Replace Rescue Squad 6 #0352	X		X	
12. Add 3 <sup>rd</sup> Full-Time FF for Rescue 2				X
<i>Intermediate Priorities-Phase 3</i>				
13. Add 3 Shift BCs (New East Battalion)	X			
14. Remodel Fire Station 5	X		X	
15. Replace Ladder Truck 6 #0202	X		X	
16. QRV- Capital and Staffing				X
17. Remodel Fire Station 3	X		X	
18. Replace Fire Engine #0111	X		X	
<i>Future Priorities</i>				
19. Add Support Battalion Chief			X	
20. Technology Improvements				X
21. Additional Training Staff		X		X
22. Part-time Seasonal Wildland Mgr.				X
23. Information Technology Position				X
24. Increase Staffing for Airport Sta. 4				X
25. Increase Staffing for CSD				X
26. QRV (2 <sup>nd</sup> ) - Capital and Staffing				X
27. Purchase Land for S.E. Fire Station		X		X

= Specific Line Firefighter Hiring Initiative/Request

## Uniformed Line Firefighter Hiring Years 2012-2026

The following information chart represents the hiring of uniformed, line firefighters over a fifteen year period from 2012-2026. This period also covers the current and future strategic plans for the organization. Three columns follow the years listed; they include the number of firefighters planned for within the strategic plan, the actual number hired and for what purpose they were hired. The numbers listed from 2018 on are projected numbers from the 2018 LFRA Strategic Plan.

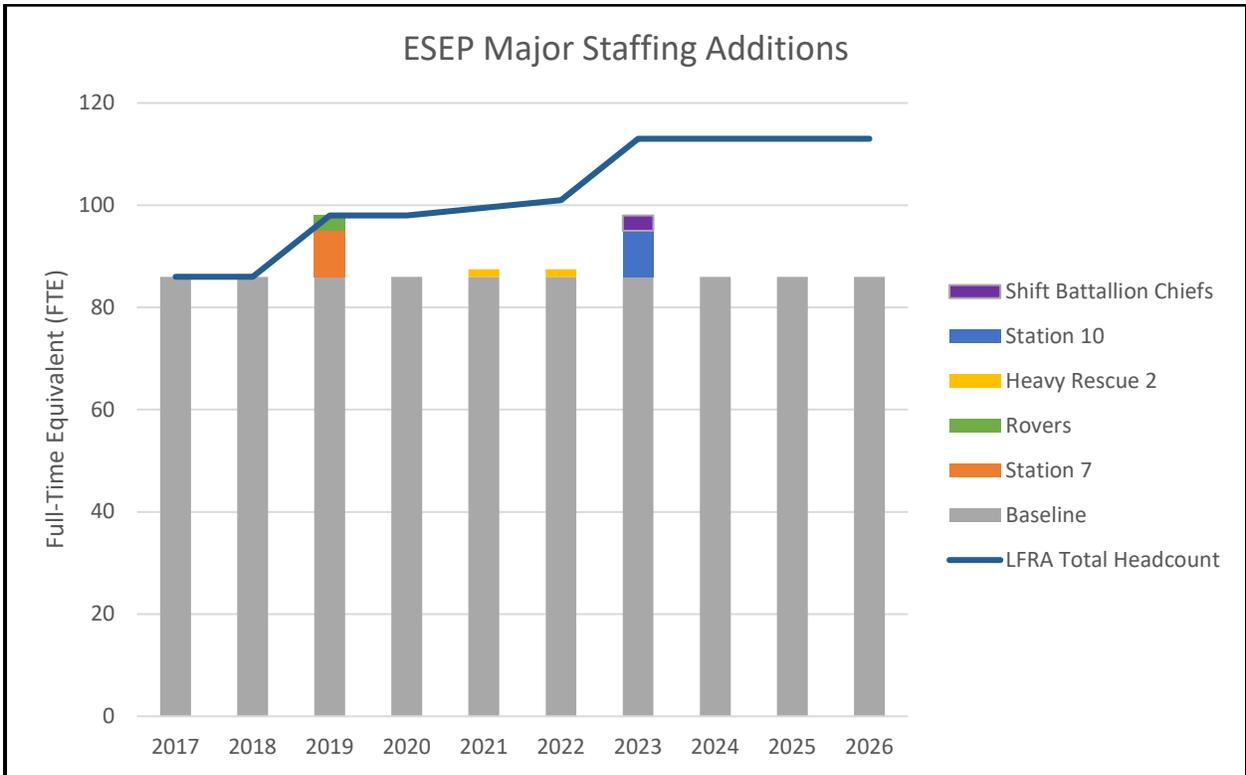
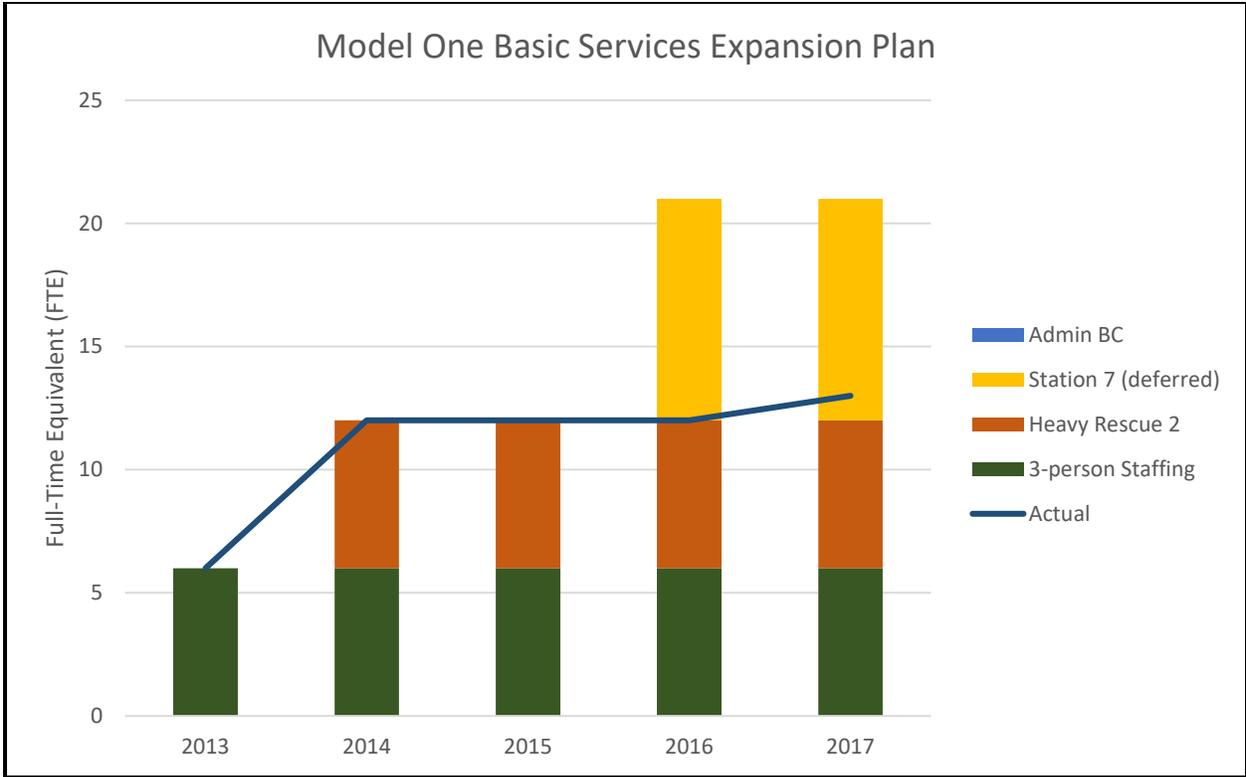
YEAR	POSITIONS PLANNED	ACTUAL # HIRED	PURPOSE FOR POSITIONS HIRED
<b>2012/2013</b>	<b>6</b>	<b>6</b>	Additions to help with increasing minimum staffing up to 3 person crews
<b>2014</b>	<b>6</b>	<b>6</b>	Additions for new Heavy Rescue 2 (with FIT position staffing was at 3)
<b>2015</b>	<b>0</b>	<b>0</b>	No additions for line staff in this year
<b>2016</b>	<b>12</b>	<b>0</b>	12 firefighters were planned for opening Station 7, along with 3 coverage positions (“rovers”); hiring was moved out to 2019
<b>2016</b>	<b>6</b>	<b>6</b>	Part-time firefighters (12) were converted to 6 full-time firefighter positions in 2016
<b>2017</b>	<b>1</b>	<b>1</b>	1 new Admin BC was added- funds came from restructuring current admin staff- no new \$
<b>2018 Marks the start of the new LFRA Strategic Plan</b>			
<b>2018</b>	<b>0</b>	<b>0</b>	No additions for line staff in this year
<b>2019</b>	<b>12</b>	---	9 firefighters planned for opening of Station 7 along with 3 coverage positions (“rovers”)- all 12 positions were a part of the <u>2012 Strategic Plan</u>
<b>2020</b>	<b>0</b>	<b>0</b>	No new line additions planned for this year
<b>2021</b>	<b>3</b>	---	3 firefighter positions planned for Heavy Rescue 2 for 3 <sup>rd</sup> FT firefighter
<b>2022</b>	<b>0</b>	<b>0</b>	No new line additions planned for this year
<b>2023</b>	<b>9</b>	---	9 firefighters planned for opening of Station 10
<b>2024</b>	<b>3</b>	---	3 firefighters planned for 3 shift BC positions (this will be for the addition of 2 <sup>nd</sup> battalion)
<b>2025</b>	<b>6</b>	---	6 positions planned for the first QRV
<b>2026</b>	<b>0</b>	<b>0</b>	No new line additions planned for this year

**NOTE:** The positions for the second QRV are not listed in this matrix

■ = Positions requested or planned for

■ = Positions filled

**Hiring Comparisons Charts for Model 1 and ESEP (2012-2026)**



*LOVELAND FIRE RESCUE  
AUTHORITY  
2018 STRATEGIC PLAN  
APPENDIX*

The appendix section of the 2018 LFRA Strategic Plan contains important, supplementary information of an explanatory nature that can assist in clarifying, or enhancing the information contained within the planning document itself. There are three specific sections within the appendix. They include:

- Appendix A: Glossary of Terms- page 116
- Appendix B: Planning Assumptions- page 130
- Appendix C: LFRA IGA for the Fire Authority- page 138

## Appendix A: Glossary of Terms



# Fire Department Glossary of Terms

## A

**Accelerant:** flammable fuel (often liquid) used by some arsonists to increase size or intensity of fire. May also be accidentally introduced when *HAZMAT* becomes involved in fire.

**Accountability:** The process of emergency responders (fire, police, SAR, emergency medical, etc...) checking into and making themselves announced as being on-scene during an incident to an incident commander or accountability officer. Through the accountability system, each person is tracked throughout the incident until released from the scene by the incident commander or accountability officer. This is becoming a standard in the emergency services arena primarily for the safety of emergency personnel. This system may implement a name tag system or personal locator device (tracking device used by each individual that is linked to a computer).

**Alarm:** (1) system for detecting and reporting unusual conditions, such as smoke, fire, flood, loss of air, HAZMAT release, etc; (2) a specific assignment of multiple fire companies and/or units to a particular incident, usually of fire in nature; (3) centralized dispatch center for interpreting alarms and dispatching resources.

**Apparatus:** A term usually used by firefighters describing a department vehicle (i.e. fire engine).

## B

**Backdraft:** A fire phenomenon caused when heat and heavy smoke (unburned fuel particles) accumulate inside a compartment, depleting the available air, and then oxygen/air is re-introduced, completing the *fire tetrahedron* and causing rapid combustion.

**Bus:** Common term (firefighter slang) usually referring to an Ambulance

# C

**Charge a hose:** To make water pressure available on a hose in final preparation for its use. This is done on the scene after the hose is deployed.

**Chauffeur:** Driver of a particular emergency apparatus. A paid position within the fire department and a promotable position.

**Class A fire:** A fire involving combustibles such as wood, paper, and other natural materials.

**Class B fire:** A fire involving hydrocarbons.

**Class C fire:** An electrical fire.

**Class D fire:** A fire involving metals, such as sodium, titanium, magnesium, potassium, uranium, lithium, plutonium and calcium.

**Cockloft:** structural space above ceiling and below rafters, often connecting adjacent occupancies and permitting fire to spread laterally, often unseen.

**Collapse zone:** The area around a structure that would contain debris if the building were to collapse.

**Company:** two or more firefighters organized as a team, led by a fire officer, and equipped to perform certain operational functions. Compare with platoon and unit.

**Company officer** - A fire officer, typically a lieutenant or captain, who leads a team of two or more firefighters in a company.

**Compartment Fire:** An "Isolated" fire, or a fire which is "boxed in" or "closed off" from the rest of the structure. An example of this is a fire in a room where all the windows and doors are closed preventing the fire from spreading to other rooms.

**Confined space:** A confined space is any space: 1) that has limited or restricted means of entry or exit; 2) is large enough for a person to enter to perform tasks; 3) and is not designed or configured for continuous occupancy

**Cross lay:** Arrangement of hose on a pumper such that it can be quickly unloaded from either side of the apparatus; often pre-connected to a pump outlet and equipped with a suitable nozzle. Also known as Mattydale Lay.

## D

**Defensive Attack:** A primarily exterior form of attack often used when fighting the fire directly or from within a structure is not feasible due to dangers from direct flame, heat, structural collapse or the presence of hazardous materials. Often structures which are fully involved are attacked defensively with the main goal being the protection of nearby exposures.

**Direct attack:** A form of fire attack in which hoses are advanced to the fire inside a structure and hose streams directed at the burning materials.

**Dispatch:** Refers to person or place designated for handling a call for help by alerting the specific resources necessary.

## E

**Electrical fire:** A fire in which the primary source of heat is electricity, resulting in combustion of adjacent insulation and other materials; may be hazardous to attempt to extinguish using water.

**EMS:** Emergency Medical Service(s).

**Engine:** A fire suppression vehicle that has a water pump and, typically, is designed to carry firehose and a limited supply of water.

**Engineer:** A firefighter responsible for driving the engine to the scene of the call and operation of the pumps on an engine, to provide sufficient water to the firefighters on the hose. The term may be either a position title or a rank; usage varies among departments. (Also see Chauffer)

**Engine Company:** A group of firefighters assigned to an apparatus with a water pump and equipped with firehose and other tools related to fire extinguishment.

**Enhanced 9-1-1:** Electronic system for automatic correlation of physical telephone lines with information about the location of the caller -- a useful tool for dispatchers when the caller has an emergency but cannot speak.

**Evacuation:** Removal of personnel from a dangerous area, in particular, a HAZMAT incident, burning building, or other emergency. Also refers to act of removing firefighters from a structure in danger of collapsing.

**Exposure:** Property near fire that may become involved by transfer of heat or burning material from main fire, typically by convection or radiation. May range from 40 feet (12 m) to several miles, depending on size and type of fire or explosion.

**Exterior attack:** A method of extinguishing a fire which does not involve entering the structure. Often used when so much of the building is involved in fire that there is little or no benefit to risking firefighter safety by inserting them into the structure (see also “Defensive Attack”).

**Extrication:** Removal of a trapped victim such as a vehicle extrication, confined space rescue, or trench rescue; sometimes using hydraulic spreader, or other technical equipment

## F

**FDC (Fire Department Connection):** Location in which pumping apparatus hooks to a buildings standpipe and or sprinkler system. Commonly a 2 ½” female connection or a 5” storz connection.

**Fire flow:** The amount of water being pumped onto a fire, or required to extinguish a hypothetical fire. A critical calculation in light of the axiom that an ordinary fire will not be extinguished unless there is sufficient water to remove the heat of the fire.

**Fireground:** The operational area at the scene of a fire.

**Fire hazard:** Materials, structures or processes that may result in creating a fire, permitting a fire to grow undetected, or preventing people from escaping a fire.

**Fire inspector:** A person responsible for issuing permits and enforcing the *fire code*, including any necessary premises inspection, as before allowing (or during) a large indoor gathering.

**Fire load (Btu/sq ft):** An estimate of the amount of heat that will be given off during ordinary combustion of all the fuel in a given space; e.g., a bedroom or a lumberyard.

**Fire marshal:** Administrative and investigative office for fire prevention and arson investigation. Has legal authority to enforce state and local fire laws.

**Fire wall:** Building structure designed to delay horizontal spread of a fire from one area of a building to another; often regulated by *fire code* and required to have self-closing doors, and fireproof construction.

**Flashover:** Simultaneous ignition of combustible materials in a closed space, as when materials simultaneously reach their *fire point*; may also result in *rollover*.

**Foam-** Extinguishing agent formed by mixing foam concentrate with water and aerating the solution for expansion.

**Forcible entry:** gaining entry to an area using force to disable or bypass security devices, typically using force tools, sometimes using tools specialized for entry (e.g., Halligan, K-tool).

**Friction loss:** Reduction of flow in a *firehose* caused by friction between the water and the lining of the hose. Depends primarily upon diameter, type and length of hose, and amount of water (GPM) flowing through.

**Fully involved:** Term of *size-up* meaning fire, heat and smoke in a structure are so widespread that internal access must wait until fire streams can be applied.

## G

**GPM:** Gallons per Minute - number of gallons being pumped out of a piece of equipment every minute.

## H

**HAZMAT:** Hazardous materials, including solids, liquids, or gases that may cause injury, death, or damage if released or triggered.

**High-rise building:** The National Fire Protection Association defines a high-rise as being higher than 75 feet or about 7 stories. Operationally, a building taller than available F.D. ladders.

**Hot zone:** contaminated area of HAZMAT incident that must be isolated; requires suitable protective equipment to enter and decontamination upon exit; minimum hot zone distance from unknown material with unknown release is 330 feet (United Nations Emergency Response Guidebook); surrounded by "warm zone" where decontamination takes place.

## I

**IDLH:** Any situation deemed **I**mmediately **D**angerous to **L**ife and **H**ealth (IDLH).

**Incident Commander:** The officer in charge of all activities at an incident. See Incident Command System.

**Incident Safety Officer:** The officer in charge of scene safety at an incident. See Incident Command System.

**Indirect attack:** Method of firefighting in which water is pumped onto materials above or near the fire so that the splash rains onto the fire, often used where a structure is unsafe to enter.

**Initial attack:** First point of attack on a fire where hose lines or fuel separation are used to prevent further extension of the fire.

**Interior attack:** Inserting a team of firefighters into the burning structure, in an attempt to extinguish a blaze from inside the structure, minimizing property damage from fire, smoke, and water. Requires a minimum of four fully-equipped firefighters: an entry team of at least two to enter the structure and fight the fire, and two standing by to rescue or relieve the entry team (see two in, two out). If the entry team(s) cannot extinguish the blaze, may become an *Exterior Attack*.

**ISO Rating:** Insurance Services Office Public Protection Classification Rating. This is a rating published by the Insurance Services Office. Many insurance companies use this number to determine insurance premiums paid by their customers. ISO evaluations rate water supplies, dispatch capabilities and the fire department as a whole in this rating process. Values are made from 1-10 (lower=better).

**Irons:** The flathead axe mated with the Halligan bar. Firefighters often refer to these as the Crossed Irons, or Married Irons, because the Halligan Bar can fit to the Axe head.

## J

**Jaws of Life:** Hydraulic spreader used in extrication procedures. Most commonly used, but not limited to, during motor vehicle accidents.

**Jurisdiction:** Jurisdiction generally describes any authority over a certain area or certain persons. In the law, jurisdiction sometimes refers to a particular geographic area containing a defined legal authority. Many times the fire department is referred to as “the authority having jurisdiction.”

## L

**Ladder Company:** A group of fire fighters, officers and engineers that staff a Truck that’s primary duty is to supply ladders to a fire scene. In most Fire Departments the Ladder Truck Company is responsible for ventilation of a structure on fire.

**Level I, II, III Incident:** A HAZMAT term denoting the severity of the incident and the type of response that may be necessary, where Level III is the largest or most dangerous.

## M

**Maltese Cross:** The emblem of the fire service is often referred to as a “Maltese Cross”. But the actual origin of the current or common emblem in the U.S. remains uncertain. The Maltese cross is a symbol that is most commonly associated with the Knights of Malta (also known as the Knights Hospitallers of St. John), who ruled the Maltese islands between 1530 and 1798.

**Mass casualty incident (MCI):** Any incident that produces a large number of injured persons requiring emergency medical treatment and transportation to a medical facility. The exact number of patients that makes an incident "mass casualty" is defined by departmental procedures and may vary from area to area.

**Master stream:** A large nozzle, either portable or fixed to a pumper, capable of throwing large amounts of water relatively long distances.

**Means of egress:** The way out of a building during an emergency; may be by door, window, hallway, or exterior fire escape; local fire codes will often dictate the size. Location and type is dictated according to the number of occupants and the type of occupancy.

**Multiple alarms:** A request by an incident commander for additional personnel and apparatus. Each department will vary on the number of apparatus and personnel on each additional alarm.

**Mutual aid:** An agreement between nearby fire companies to assist each other during emergencies by responding with available manpower and apparatus.

**MVA:** Motor Vehicle Accident.

## N

**NFPA:** The National Fire Protection Association, a research group which sets a number of standards and best practices for \*firefighting, equipment, and fire protection in the United States, and also adopted in many other countries. Also, slang for "*No Free Publications Available*"; used to reference any "must-have" documents that are prohibitively expensive.

**NIOSH:** National Institute for Occupational Safety and Health. A U.S. agency responsible for investigation of workplace deaths, including firefighters.

**NIMS:** The National Incident Management System. A federally mandated program for the standardizing of command terminology and procedures. This standardizes communications between fire departments and other agencies. It is based upon simple terms that will be used nationwide. Currently, U.S. federally required training programs, from DHS and FEMA, are in the process of standardizing many terms and procedures under NIMS.

## O

**Occupancy:** Zoning and safety code term used to determine how a structure is permitted to be used and occupied, which in turn dictates the necessary safety structures and procedures.

**Offensive attack:** Method of firefighting in which water or other extinguisher is taken directly to the seat of the fire, as opposed to being pumped in that general direction from a safe distance.

**OSHA:** Occupational Safety and Health Administration, U.S. government agency concerned with regulating employee safety, particularly in hazardous occupations such as firefighting.

**Overhauling:** Late stage in fire-suppression process during which the burned area is carefully examined for remaining sources of heat that may *re-kindle* the fire. Often coincides with *salvage* operations to prevent further loss to structure or its contents, as well as fire-cause determination and preservation of evidence.

**Oxidizer:** A hazardous material containing oxygen that can combine with adjacent fuel to start or feed a fire.

## P

**Personnel Accountability Report ("PAR"):** End-result of *personnel accountability system*. Best report is *all hands, AOK*, worse is *squad missing*. You will often hear command ask for a "PAR" when something has changed on the fireground. Often the reply will be something like, "Engine 4, PAR." or "Engine 4 has PAR."

**Personnel accountability system:** Tag, 'passport', or other system for identification and tracking of personnel at an incident, especially those entering and leaving an IDLH area; intended to permit rapid determination of who may be at risk or lost during sudden changes at the scene.

**Plug:** Slang term for a fire hydrant. This survives from the days when water mains actually had holes in the tops that were plugged. Many firefighters would like to keep this word while many others think it should be replaced with the accurate term, "hydrant".

**Pre-arrival instructions:** Directions given by a dispatcher to a caller until emergency units can arrive.

**Pre-fire, pre-incident planning:** Information collected by fire prevention officers to assist in identifying hazards and the equipment, supplies, personnel, skills, and procedures needed to deal with a potential incident.

**Pre-planning:** Fire protection strategy involving visits to potentially hazardous occupancies for inspection, follow up analysis and recommendations for actions to be taken in case of specific incidents. Not to be confused with *post-planning*.

**"Professional Firefighter:"** All firefighters are classified as "professionals" by both the International Association of Fire Chiefs (IAFC) and the International Association of Fire Fighters (IAFF trade union). All firefighters are required by most state laws and general practice to meet the same training and equipment standards, take the same examinations for promotion and perform the same work under the same hazards. There are two accepted categories of Professional Firefighters--Volunteer Firefighters who may or may not receive pay for services and Career Firefighters whose primary employment and source of earned income is in the fire service.

**Pumper:** A fire truck with a water tank.

**Pump operator, technician:** (also a *chauffeur*): person responsible for operating the pumps on a pumper and typically for driving the pumper to an incident.

## R

**Rapid Intervention Crew/Group/Team (RIC, RIG, or RIT):** This is a standby crew whose purpose is to go in for the rescue of firefighters in trouble. While all of these versions of the name for a firefighter rescue crew either have been used or continue to be used in several areas, the National Incident Management System (NIMS) has adopted the term Rapid Intervention Crew/Company, ("RIC") to be the standard in the Incident Command System (ICS). Currently, U.S. federally required training programs, from DHS and FEMA, are in the process of standardizing many terms and procedures under NIMS.

**Re-kindle:** A situation in which a fire, thought to be extinguished, resumes burning.

**Rescue Company:** Squad of firefighters trained and equipped to enter adverse conditions and rescue victims of an incident. Often delegated to a truck company.

**Residential sprinkler system:** A sprinkler system arranged for fire suppression in a dwelling.

**Residual pressure:** The amount of pressure in a hydrant system when a hydrant is fully open, such as during a fire; should be engineered to provide domestic supply of water to homes and businesses during a large fire in the district.

**Rollover:** The ignition of ceiling-level fire gases.

## S

**Salvage, salvage cover:** Heavy-duty tarpaulins folded or rolled for quick deployment to cover personal property subjected to possible water or other damage during firefighting.

**Scene safety:** Steps taken at or near an emergency scene to reduce hazards and prevent further injuries to workers, victims or bystanders.

**SCBA** Self Contained Breathing Apparatus which you have your oxygen tank and mask, keeps you from breathing in smoke or hazardous gases. Part of your personal protective equipment (PPE).

**Sides A, B, C, and D:** Terms used by firefighters labeling the multiple sides of a building starting with side A or Alpha being the front of the structure and working its way around the outside of the structure in a clockwise direction. This labels the front side A or Alpha, the left side B or Bravo, the rear side C or Charlie, and the right side D or Delta.

**Size-up:** initial evaluation of an incident, in particular a determination of immediate hazards to responders, other lives and property, and what additional resources may be needed; often communicated in the initial arrival report of the first arriving officer.

**Solid stream:** fire stream from round orifice of *nozzle*. Compare *straight stream*.

**Staging:** sector of incident command where responding resources arrive for assignment to another sector. Often an essential element in *personnel accountability* program.

**Standard operating procedure, guideline** (SOP or SOG): Rules for the operation of a fire department, such as how to respond to various types of emergencies, training requirements, use of protective equipment, radio procedures; often include local interpretations of regulations and standards. In general, "procedures" are specific, whereas "guidelines" are less detailed.

**Static pressure:** The pressure in a water system when the water is not flowing.

**Straight stream:** Round, hollow stream formed as water passes a round baffle through a round orifice (e.g., on an adjustable *nozzle*.) Compare *solid stream*.

**Structure fire** (or "structural fire"): A fire in a residential or commercial building. Urban fire departments are primarily geared toward structural firefighting. The term is often used to distinguish them from *wildland fire* or other *outside fire*, and may also refer to the type of training and equipment such as "structure PPE" (personal protective equipment).

**Sworn Personnel:** Firefighters take a sworn oath to protect and serve the community in which they work. Sometimes refers to those career firefighters making up the operational workforce within a fire department.

## T

**Tailboard:** Portion at rear of fire engine where firefighters used to stand and ride. The modern version of this is the working area or where firefighters step up to access hoses in the hose bed.

**Tanker:** An aircraft equipped to carry water or fire retardant for use in wildland fire suppression. Archaic: see "Tender", below.

**Tender (or Water Tender):** A specialized piece of firefighting equipment designed to carry larger amounts of water; typically utilized in areas where fire hydrants are absent or few and far between.

**Truck company:** a group of firefighters assigned to an apparatus that carries ladders, forcible entry tools, possibly extrication tools and salvage covers, and who are otherwise equipped to perform rescue, ventilation, overhaul and other specific functions at fires; also called "ladder company."

**Turnout Gear:** The protective clothing worn by firefighters

**Two-in, two-out** (or "**two in/two out**"): Refers to the OSHA standard safety tactic of having one team of two firefighters enter a hazardous zone (IDLH), while at least two others stand by outside in case the first two need rescue — thus requiring a minimum of four firefighters on scene prior to starting interior attack. Also refers to the "buddy system" in which firefighters are to never enter or leave a burning structure alone.

**Type I, II, III, IV, V Building** - U.S. classification system for fire resistance of building construction types, including definitions for "resistive" Type I, "non-combustible" Type II, "ordinary" Type III, heavy timber Type IV, and "frame construction" Type V (i.e., made entirely of wood).

## U

**Under Control:** Fire or spill etc. is no longer spreading. The situation is contained. This term should not be confused with a report that the fire is out.

**United States Fire Administration (USFA)** - Division of the Federal Emergency Management Agency (FEMA), which in turn is managed by the Department of Homeland Security (DHS).

**Universal precautions:** The use of safety barriers (gloves, mask, and goggles) to limit an emergency responder's contact with contaminants, especially fluids of injured patients.

**Utility Truck** Usually manned by an engine company and responds to utility calls like water main breaks. Some small departments use them to respond to medical calls to save gas money.

## V

**Vehicle fire:** Type of fire involving motor vehicles themselves, their fuel or cargo; has peculiar issues of rescue, explosion sources, toxic smoke and runoff, and *scene safety*.

**Ventilation:** Important procedure in firefighting in which the hot smoke and gases are removed from inside a structure, either by natural convection or forced either through existing openings or new ones provided by firefighters at appropriate locations (e.g., on the roof).

**Venturi effect:** Creating a partial vacuum using a constricted fluid flow, used in fire equipment for mixing chemicals into water streams, or for measuring flow velocity.

**Vertical ventilation:** Ventilation technique making use of the principle of convection in which heated gases naturally rise.

**Voids (building):** Enclosed portions of a building where fire can spread undetected.

## W

**Water hammer:** Large, damaging shock wave in a water supply system caused by shutting a valve quickly, or by permitting a vehicle to drive across an unprotected fire hose.

**Well Involved:** Term of size-up meaning fire, heat and smoke in a structure are so widespread that internal access must wait until fire streams can be applied.

**Wet down ceremony:** A traditional ceremony for the placing of new apparatus in service. There are several versions of this but it usually includes: pushing the old apparatus out, wetting down the new vehicle and pushing it back into the station. It may also include the moving of the bell to the new apparatus, photos, etc.

## Z

**Zone:** Section of structure indicated on *fire alarm control panel* where sensor was activated.

**EMERGENCY RESPONSE SYSTEM- VEHICLE OVERVIEW**

VEHICLE	DESIGN/FUNCTION	COMMAND	RESPONSE TIME	STAFFING
 <b>ENGINE</b> TYPE 1 ENGINE	<ul style="list-style-type: none"> <li>- Puts water on the fire</li> <li>- Initial attack hand lines</li> <li>- Master stream application</li> <li>- Water delivery or supply</li> <li>- Primary medical em. response</li> </ul>	<ul style="list-style-type: none"> <li>- Initial Command until BC arrives</li> <li>- May be assigned as Division or Group Supervisor</li> </ul>	<ul style="list-style-type: none"> <li>- 6:30 Response Time*</li> <li>- (90% of time in the Urban Response Area- URA)</li> </ul>	<ul style="list-style-type: none"> <li>- 3 minimum</li> </ul>
 <b>LADDER TRUCK</b>	<ul style="list-style-type: none"> <li>- Supports fire attack effort with Search and Rescue, Ventilation, Laddering, Forced Entry, Salvage and Overhaul</li> <li>- Master stream water application</li> </ul>	<ul style="list-style-type: none"> <li>- Initial Command (on Occasion)</li> <li>- Mostly operates as Div./Support Group Supervisor</li> </ul>	<ul style="list-style-type: none"> <li>- Part of balance of 1<sup>st</sup> alarm response</li> <li>- In URA arrive within 10 min. after dispatch</li> </ul>	<ul style="list-style-type: none"> <li>- 3 minimum</li> <li>- 4 optimum</li> </ul>
 <b>HEAVY RESCUE</b>	<ul style="list-style-type: none"> <li>- Supports fire attack effort with Search and Rescue, Ventilation, Laddering, Forced Entry, Salvage and Overhaul</li> <li>- Supports tech. rescue efforts</li> </ul>	<ul style="list-style-type: none"> <li>- Initial Command (on Occasion)</li> <li>- Mostly operates as Div./Support Group Supervisor</li> </ul>	<ul style="list-style-type: none"> <li>- Part of balance of 1<sup>st</sup> alarm response</li> <li>- In URA arrive within 10 min. after dispatch</li> </ul>	<ul style="list-style-type: none"> <li>- 3 minimum</li> <li>- 4 optimum</li> </ul>
 <b>WATER TENDER</b>	<ul style="list-style-type: none"> <li>- Mobile water supply vehicle; used primarily in the rural area where few or no hydrants exist</li> <li>- Also utilized in the wildland/urban interface areas</li> </ul>	<ul style="list-style-type: none"> <li>- No command duties typically assigned to water tenders</li> </ul>	<ul style="list-style-type: none"> <li>- Ancillary/special call apparatus (supports initial attack companies)</li> </ul>	<ul style="list-style-type: none"> <li>- 1 minimum</li> <li>- 2 optimum (staffing part of engine company)</li> </ul>
 <b>BRUSH TRUCK</b>	<ul style="list-style-type: none"> <li>- Provides fire attack capability for wildland or grassland fires</li> <li>- Used for access to fires in areas where larger apparatus can't go</li> </ul>	<ul style="list-style-type: none"> <li>- No command duties typically assigned to brush trucks</li> </ul>	<ul style="list-style-type: none"> <li>- Ancillary/special call apparatus (supports initial attack companies)</li> </ul>	<ul style="list-style-type: none"> <li>- 2 minimum</li> <li>- 3 optimum (staffing part of engine company)</li> </ul>
 <b>COMMAND VEHICLE</b>	<ul style="list-style-type: none"> <li>- Provides incident management functions for multi-company response</li> <li>- Acts as initial Safety Officer/PIO</li> </ul>	<ul style="list-style-type: none"> <li>- Point of Command Upgrade; manages Division and Group Supervisors</li> </ul>	<ul style="list-style-type: none"> <li>- Part of initial 1<sup>st</sup> Alarm assignment</li> <li>- Ideal: ≤ 8 Minutes</li> <li>- Target: ≤ 10 Minutes</li> </ul>	<ul style="list-style-type: none"> <li>1- minimum</li> <li>2- optimum (BC &amp; Aide)</li> </ul>

\*Response Goal: Arrive at emergencies inside the URA within 6:30 after being dispatched 90% of the time- *2018 LFRA Strategic Plan* (page26)

<b>Appendix B: <u>Planning Assumptions</u></b>
------------------------------------------------

## **BASIC PLANNING ASSUMPTIONS**

The basic planning assumptions for LFRA are broken out into two distinct areas: **Stage One** and **Stage Two**. Stage One covers eight basic assumptions that serve as the foundation of this plan for the years 2018-2026. The planning assumptions listed in Stage One have identified goals and objectives; some have cost estimates for the areas of expansion or improvement. Stage Two is based on long-term expectations of what may occur beyond 2026. It is more general and contains no set goals or objectives or costs, but rather initiatives that are likely to be needed. The Basic Planning Assumptions are the forecasting tools for staffing and large capital expenses only.

**Planning Assumptions for Loveland Fire Rescue Authority for Stage One and Stage Two**  
*Stage 1 assumptions are more specific and listed for years 2018-2026 (see ESEP in Part 3)*

### **Stage One Planning Assumptions**

9. **Service Levels Provided** - The Fire Authority expects to maintain or improve current City and Rural District response service levels and those projected for future expansion.
10. **Population Expansion** - Projections for expansion will assume a continuing growth of 2% to 2.5% per year from 2018-2026. This would calculate into a population of approximately 121,000 in 2026 for the Fire Authority service area or response area.
11. **Station/Fire Company Expansion** - Projections for replacement or addition of new fire stations and staffing would include:
  - Adding 2 fully staffed fire stations- one each in the west and east side of the district
  - Adding 18 new full time positions to staff these new stations
  - Adding 3 full time positions for coverage or shift fill-in.
  - Adding 3 full time positions for the addition of three new shift battalion chiefs
  - Adding two Quick Response Vehicles (first QRV will be placed in area of need)
12. **Workforce Staffing Methods** - Projections for Stage One include the use of both full-time paid and volunteer firefighters. Stations within the Urban Response Areas (URA) are planned to be staffed with full-time paid firefighters- minimum staffing at three firefighters per company. Volunteer firefighters will staff Big Thompson Canyon stations.
13. **Airport Expansion**- Northern Colorado Regional Airport is expected to expand its services in the near future. The numbers of larger passenger flights will likely increase in the next 2-3 years. More personnel and other firefighting resources will be needed if this expansion occurs. One QRV may be utilized to address the initial expansion of services.
14. **Additional Non-Uniformed FTEs** - Projections for workforce expansion in this area should include an IT specialist and an additional administrative assistant, and additional part time inspectors and plan reviewers in the Community Safety Division.

- 15. Completion of the Accreditation Process**- The Fire Authority expects to become a fully accredited agency through the Commission on Fire Accreditation (CFAI) and will have in place plans for ongoing reaccreditation after the initial certification.
- 16. Selection of the Essential Services Expansion Plan (ESEP)** – The Essential Services Expansion Plan is to be the strategy of choice for the 2018 LFRA Strategic Plan.

### Stage Two Planning Assumptions

**Stage Two** (2027-2035) will include planning expectations without identified funding streams. These planning assumptions are expected to be very general and based on a historical and projected forecast of what the department's needs will be during this timeframe.

- 4. Organizational Planning Goals/Expectations** - Projections for this next phase (2027-2035) should include consideration for:
- Expansion of the training center and completion of its master plan
  - Relocation of fire station one and/ or LFRA’s Headquarters and Administration and the Community Safety Division
  - Full staffing of the airport station (Station 4) for area coverage and addressing more expanded airport operations, and/or expansion in the commercial business park or commercial area around the airport. This will be reviewed on an "as needed basis" within the City of Loveland and the Rural District's planning process, and periodically with the Airport Director and the Director of Public Works to ensure proper service level needs are maintained
  - Addition of one fire station to the south/southeast corridor, projected for the area of South Boise and Highway 402, depending on growth and service level needs
  - Expansion of an additional truck/ heavy rescue company
  - Expansion for a paid staff position for Big Thompson Canyon station (40-hour training and response position)
  - Expansion of resources for the wildland urban interface area, including prevention, mitigation and enforcement functions
  - Expansion of the staff within the training division
  - Increase of minimum staffing from three firefighters per company to four firefighters for specific companies (ex. truck, heavy rescue and some specific engine companies)
  - Evaluation of the fire authority for LFRA as the best governance model and to evaluate future growth opportunities and expansion possibilities for the area/district.
- 5. Workforce Staffing Analysis** - Projections in Stage 2 should include a comprehensive analysis of the three-person staffing system for each fire company. The authority should conduct this analysis utilizing the latest available research and data to best meet the community's fire/rescue needs. This analysis would include:

- Workforce staffing model for both 3-person and four-person engine companies
- Use of the Quick Response Vehicle as part of the overall workforce staffing model
- 24 hour shift staffing models including the traditional models (Berkley system currently in use at LFRA), the 48-96 system (currently in use in other regional departments) and other shift staffing models
- A workforce staffing and needs analysis of the Big Thompson Canyon area
- Impacts of staffing and workload within the criteria established for the authority's accreditation
- Any other workload/staffing issues and impacts

### **Specific Planning Assumptions from Applicable Sections- Listed by Subject/Area**

#### **Staffing and Deployment-**

Staffing and Deployment Planning Assumption 1 - LFRA fire companies (engine, truck, and squad companies) will be staffed at three personnel minimum with a target for deployment for structure fires at 16 firefighting personnel, meeting the intent of NFPA 1710.

Staffing and Deployment Planning Assumption 2 - The full-time paid (career) staffing model will be utilized for fire stations in the Urban Response Area. The volunteer firefighter model for staffing and deployment will be used for LFRA stations in the Big Thompson Canyon.

Staffing and Deployment Planning Assumption 3 - The use of technology and other scientific discoveries for fire suppression will continue to be evaluated by LFRA leadership and personnel. Changes to operational procedures and overall tactical operations will be examined and incorporated into LFRA's procedures where appropriate.

Staffing and Deployment Planning Assumption 4 - Alternate staffing and deployment methods, such as the use of QRVs, will be a part of LFRA's future operational practices.

Staffing and Deployment Planning Assumption 5 - Periodic, ongoing evaluations for the efficiency and effectiveness of the LFRA staffing model are needed. In addition, there is a need for a future, more comprehensive, workforce-staffing analysis to determine the best and most effective future staffing model for LFRA.

Staffing and Deployment Planning Assumption 6 - All future staffing levels within every division of LFRA are based on normal forecasted expansion of population and businesses or industrial complexes within the Fire Authority's response area.

Staffing and Deployment Planning Assumption 7- Automatic aid (auto-aid) and mutual aid will continue to be a vital part of LFRA's initial emergency response planning and long-term solutions for additional staffing for the emergency scene. Training with and building and keeping strong relationships with surrounding and regional fire departments will be a priority.

#### **Emergency Medical Services-**

EMS Planning Assumption 1 - The current model for the EMS system within the LFRA district, which includes BLS services and support functions provided by LFRA and ALS services and transport provided by TVEMS, provides high quality levels of citizen service and a high level of EMS patient care.

EMS Planning Assumption 2 - The response model that is currently in place, with the noted targets for performance of a BLS unit on scene within 6 minutes and 30 seconds from the time of dispatch and an ALS transport unit on the scene within 9 minutes 90% of the time within the Urban Response Area is appropriate as a target for performance goals.

EMS Planning Assumption 3 - Relevant performance measurements need to be monitored, measured, and reviewed at least annually for adherence to specific standards of performance.

EMS Planning Assumption 4 - A continuing collaborative process between LFRA and TVEMS for strategic and operational planning is necessary for of high quality EMS in the LFRA district.

EMS Planning Assumption 5 - A commitment for continuous improvement in the EMS system within the LFRA district will include Basic Life Support Services, Advanced Life Support Services, Emergency Medical Dispatching, and Public Medical Awareness and Training including activation of the EMS system and citizen CPR training.

EMS Planning Assumption 6- Steps will be taken by LFRA and TVEMS to continue the designation of Loveland as a “Heart Safe Community” for the immediate future.

EMS Planning Assumption 7 – Solid working relationships between LFRA and TVEMS should remain a very high priority for both agencies. Technological advances will occur in the future and will likely have a positive effect on EMS services. Plans for adoption of technology should be evaluated carefully and made when they make sense and improve EMS services.

### **Wildland Urban Interface (WUI)-**

Wildland Planning Assumption 1- Future trends suggest that the WUI problem is likely to grow to a higher level from 2018-2026, including more people and structures within the WUI zone.

Wildland Planning Assumption 2 - The current model of fire protection and mitigation for wildland fire operations will likely not be adequate for the future. More resources and funding will need to be invested to keep up with the anticipated future needs.

Wildland Planning Assumption 3 - Current federal and possibly state resources, upon which we currently depend, may be reduced or even eliminated in the future.

Wildland Planning Assumption 4 - Development of even stronger operational partnerships and regional cooperative relationships will be needed to offset the loss of federal and state resources in order to maintain an adequate and reliable emergency response. Local Incident Management Teams (IMTs) should be evaluated and developed for future operations in the region of northern Colorado, including areas within the LFRA response district.

Wildland Planning Assumption 5 - If voluntary programs such as education and engineering in the Five Points approach above are successful, many of the problems listed in this section of the plan could be adequately addressed. Any improvements, trigger points, and tracking of data should be identified and implemented into the long-range future plans.

Wildland Planning Assumption 6 – New programs for community education and involvement in the WUI area will need to be evaluated and pursued in order to make prevention and mitigation programs more effective. LFRA should consider the Ready, Set, Go Program\* for the future.

Wildland Planning Assumption 7 – Enhancement of the resources within Stations 8 and 9 will be a part of the plan for improvement in the WUI for LFRA. The opening of new fire station 7 will play an important role in training and coordinating the available WUI resources for LFRA and other regional partners.

### **Special Operations (SOT)-**

Special Operations Planning Assumption 1- The current model of operations for SOT works well and is adequate for the current call load and community demand for services in this area.

Special Operations Planning Assumption 2 - Future growth in the community and region surrounding LFRA's response area will likely place much more demand on the services of the department's SOT and render the current model inadequate.

Special Operations Planning Assumption 3 - Additional funding will be needed to account for additional training and equipment for SOT processes. Identified funding streams within LFRA will need to be identified and obtained in order to maintain an adequate level of SOT services and emergency response capability. Alternate funding streams, including grants will need to be investigated to address the needs created by growth and expansion.

Specialized Operations Planning Assumption 4 - A regional approach to the problem of enhanced services needed for SOT is perhaps the most viable and best option for maintaining and improving overall specialized operations service levels within the LFRA response area. The idea of developing a regional team for specialized operations should be investigated within the time parameters set forth by this plan. Some progress has been made in this area in the last few years; more is needed to be done to formalize agreements and develop even stronger working relationships with other regional agencies.

Specialized Operations Planning Assumptions 5 - The linkage to the state's FEMA USAR Team, Colorado Task Force I, is a viable option and enhancement to the local and regional team approach for special operations. Work should continue within the timeframe of this plan to develop emergency response agreements (IGAs or MOUs). A more seamless process for request for service, dispatch, response, and deployment should be developed for the local and/or regional specialized operations team with other state and federal agencies.

Specialized Operations Planning Assumption 6 – LFRA membership into the Colorado Task Force 1 Team would benefit LFRA and the Loveland community. Efforts should continue to pursue openings on this team for LFRA personnel.

Specialized Operations Planning Assumption 7 – The staffing levels on Heavy Rescue 2 is an issues that needs to be addressed within the *2018 LFRA Strategic Plan*. The current three-person minimum staffing level includes the FIT position, which renders Heavy Rescue 2 to a two-person company a significant amount of the time until the FIT can arrive on the emergency scene. This should be a priority item for the *2018 LFRA Strategic Plan*.

### **Training Battalion-**

Training Planning Assumption 1- Based on current firefighter staffing levels and call loads, the current staffing structure for Training will be inadequate for the future training needs of LFRA.

Training Planning Assumption 2 - There is an immediate need for an additional full-time 40-hour firefighter within the training division to help with the basic level training work. Other personnel expansion would also need to be considered within the timeframe of this strategic plan.

Training Planning Assumption 3 - A comprehensive long-term analysis for how the training efforts will be carried out in the future using the Centralized, Decentralized and Ad Hoc training delivery methods should be carried out and included in this as part of this and future strategic plans for LFRA.

Training Planning Assumption 4 – An evaluation of relative training technology needs to be initiated in order to make classroom and other training more efficient and effective and have a positive impact on area coverage and emergency response times.

Training Planning Assumption 5 – Additional land acquisition should be investigated to increase and improve the existing buffer between LFRA’s training center and other area properties.

### **Safety and Survival:**

Safety Planning Assumption 1 - LFRA currently has a good safety culture and a commitment to firefighter and citizen safety, including meeting the intent outlined in *Healthy-In, Healthy-Out*.

Safety Planning Assumption 2 – The nature of firefighting and rescue carries with it inherent risks. LFRA will remain committed to meeting the intent of applicable national safety standards, and committed to continuous improvement for the safety and survival of citizens and personnel.

Safety Planning Assumption 3 - There will be a financial cost to staying committed to enhanced firefighter and citizen safety and survival. Some of these costs may be unforeseen and fall outside the bounds of normal financial planning and budgeting as part of strategic planning.

Safety Planning Assumption 4 – There is a need for enhancement of the management and oversight for LFRA’s department health and safety program. Assignment of this responsibility specifically to a chief level officer is warranted and needed.

Safety Planning Assumption 5 – There is a need for additional organizational efforts for cancer awareness education and the reduction in firefighter exposure to carcinogens.

Safety Planning Assumption 6 - Safety planning will be a part of this strategic plan and other plans that follow.

### **Human Resources and Support (HR)-**

HR Planning Assumption 1 – The hiring of a new HR Manager will have a positive impact in several areas within the organization. These would include stabilizing the LFRA HR system and creating an effective HR infrastructure.

HR Planning Assumption 2 – HR Management will expand its consultative/strategic role within LFRA in several key areas including Benefits/ Compensation, Employee Relations, Policy Compliance, Personnel Development and Risk Management.

HR Planning Assumption 3 – LFRA HR Management will maintain an effective and collaborative relationship with the City of Loveland Human Resources Department.

HR Planning Assumption 4 – Fitness and wellness evaluations are a high priority impacting firefighter safety and survival. Efforts and programs will be continued and enhanced, meeting the intent of current NFPA fitness standards.

HR Planning Assumption 5 – The LFRA Peer Support program is an important operation for LFRA personnel and will continue to be supported at the current or higher level within the 2018 LFRA Strategic Plan.

### **Other Important Areas-**

Other Areas Planning Assumption 1 – The ancillary areas that are identified within this section are important to LFRA and integral, in most areas, to the accomplishment of the organization’s mission.

Other Areas Planning Assumption 2 – It is important for LFRA to maintain strong relationships with local law enforcement; concentrated efforts to improve these relationships, particularly with Loveland PD will be continued throughout the duration of this 2018 LFRA Strategic Plan.

Other Areas Planning Assumption 3 – The citizen assistance program is an important initiative for LFRA to prioritize for the future. The organization will enhance its outreach to citizens that have experienced an emergency event.

Other Areas Planning Assumption 4 – LFRA has grown as an organization and with this growth has come a number of additional responsibilities and needs/functions that could best be managed through a support division or battalion. LFRA will need to evaluate this within the timeframe of the 2018 LFRA Strategic Plan.

Other Areas Planning Assumption 5 – The Big Thompson Canyon Battalion is an integral part of LFRA’s firefighting resources. In order to maintain effective and safe service levels, a minimum number of trained/certified structural firefighters will be maintained within the BTC’s battalion.

### **Community Safety Division (CSD)-**

CSD Planning Assumption 1 – More staffing will likely be needed in CSD for the future to address a growing population and an ever-increasing workload related to commercial development, plans review and new inspections.

CSD Planning Assumption 2 - LFRA's role in plans review and building review processes is critical to ensure a strong fire-rescue perspective in the review process and a more effective community safety impact in the built environment

CSD Planning Assumption 3 - Specific occupancies within the community will continue to require specialized training and knowledge, skills, and abilities for plan reviews and inspections.

CSD Planning Assumption 4 – The community outreach program is an evolving responsibility that will be impacted by technology, change and public expectations. Smoke and CO detector programs will likely continue as the most dominant and effective community outreach.

CSD Planning Assumption 5 - The enhancement of training and outreach for emergency management and EOC operations is integral to a total overall community outreach safety plan.

CSD Planning Assumption 6 – Changes/improvements in the area of public education and information will be needed in the future for "at-risk" citizens or areas within the community.

CSD Planning Assumption 7 – Fire service accreditation is and will be a part of LFRA's future. Management of information and processes to maintain accreditation will be a part of the future for LFRA.

CSD Planning Assumption 8 – The wildland urban interface area will continue to be an area of concern based on population increases and more structures in the WUI. Adoption of the *Wildland Urban Interface Code*, along with increased staffing could address this concern.

**Appendix C: Intergovernmental Agreement for Loveland Fire Rescue Authority/Amendment 4**

**F O U R T H A M E N D M E N T T O T H E I N T E R G O V E R N M E N T A L A G R E E M E N T F O R T H E  
E S T A B L I S H M E N T A N D O P E R A T I O N O F T H E L O V E L A N D F I R E R E S C U E A U T H O R I T Y A S  
A S E P A R A T E G O V E R N M E N T A L E N T I T Y B E T W E E N T H E C I T Y O F L O V E L A N D A N D T H E  
L O V E L A N D R U R A L F I R E P R O T E C T I O N D I S T R I C T C O N C E R N I N G T H E L E A S E A N D  
T R A N S F E R O F R E A L A N D P E R S O N A L P R O P E R T Y T O T H E A U T H O R I T Y**

**WHEREAS**, 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 ("Formation Agreement"), the City of Loveland ("City") and the Loveland Rural Fire Protection District ("District") created the Loveland Fire Rescue Authority ("Authority"), a public entity of the State of Colorado, for the purpose of providing fire suppression, fire prevention and public education, rescue, extrication, hazardous materials and emergency medical services (collectively, "Emergency Services") within their joint jurisdiction and service area. The Formation Agreement subsequently was amended pursuant to the First, Second, and Third Amendments to the Intergovernmental Agreement for the Establishment and Operation of the Loveland Fire Rescue Authority as a Separate Governmental Entity. The Formation Agreement and the First, Second, and Third Amendments thereto are referred to collectively herein as the "Formation Agreement", and the City and District are referred to collectively as the "Parties" or individually as a "Party";

**WHEREAS**, pursuant to Sections 6.1 and 6.2 of the Formation Agreement, the City initially leased for renewing one-year periods its Fire and Rescue Department real and personal property ("City Fire Property") to the Authority for the provision of Emergency Services within the Authority's jurisdiction;

**WHEREAS**, pursuant to Section 7.1 and Article VIII of the Formation Agreement, the District initially leased for renewing one-year periods its fire equipment and apparatus ("District Fire Equipment") to the Authority for the provision of Emergency Services within the Authority's jurisdiction, except that the District Fire Equipment leased to the Authority did not include any fire equipment or apparatus then used by the Big Thompson Canyon Volunteer Fire Department ("Canyon Department");

**WHEREAS**, Article XIV of the Formation Agreement acknowledges that the Parties intended an initial transition term of five years, during which time the Parties were to evaluate the benefits, effectiveness, governance, and operational efficiency of the Authority;

**WHEREAS**, the governing bodies of each of the Parties and the Authority have determined that the Authority is performing effectively and efficiently, and that it is in the best interests of the Parties, the Authority, and the citizens they serve for the Authority to take title to or hold pursuant to long-term leases the City Fire Property and District Fire Equipment, as well as all real property owned by the District, and the fire equipment and apparatus used by the Canyon Department (collectively, the "Property Transfer");

**WHEREAS**, the governing bodies of each of the Parties and the Authority have further determined that it is in the best interests of the Parties, the Authority, and the citizens they serve to simplify the procedures for the Parties' payment of costs to the Authority, so as to provide regularity in payment amounts and to reduce the administrative burdens associated with processing and accounting for such payments;

**WHEREAS**, the Parties desire to enter into this Fourth Amendment to the Formation Agreement ("Fourth Amendment") to accomplish the Property Transfer and payment simplifications; and,

**WHEREAS**, the Parties agree that all other terms and conditions of the Formation Agreement shall remain in full force and effect.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS CONTAINED HEREIN, AND OTHER GOOD AND VALUABLE CONSIDERATION, THE RECEIPT AND SUFFICIENCY OF WHICH ARE HEREBY ACKNOWLEDGED, THE PARTIES AGREE AS FOLLOWS:

1. That Section 4.1 of the Formation Agreement is amended in its entirety to read:

**Section 4.1 Annual Budget**

The Board shall adopt an annual budget for maintenance and operation costs, capital costs, costs of services, and personnel costs, subject to approval of the annual budget by the Parties' respective governing bodies. The Authority's annual budget shall become effective after approval by the Parties' respective governing bodies without further action required of the Board. Any supplemental budget of the Authority requiring additional contributions by the Parties also shall become effective only after approval of the Parties' respective governing bodies. Supplemental budgets of the Authority not requiring additional contributions by the Parties shall become effective after approval of the Board. The Authority shall comply with all applicable requirements of the Local Government Budget Law of Colorado.

2. That Section 5.1 of the Formation Agreement is amended in its entirety to read:

**Section 5.1 Payment of Costs**

(a) Beginning on January 1, 2016, each Party shall pay to the Authority its respective allocated share of the Authority's total annual contribution to the Consolidated Volunteer Pension Plan (defined in Article X below) ("Pension Plan Share"). Each Party shall pay its Pension Plan Share on or before November 30 of each year. The Parties' Pension Plan Share percentages are equal to their Allocated Share percentages, defined below.

(b) Beginning on January 1, 2012, each Party shall pay to the Authority its respective allocated share of all of the total estimated costs and expenses of the Authority as set forth in the Authority's approved annual budget ("Allocated Share"); provided that pursuant to subparagraph (a) above, beginning on January 1, 2016, each Party will pay its Pension Plan Share separately, and it will not be part of each Party's Allocated Share. The Parties' Allocated Share percentages are set forth on Exhibit A attached hereto and incorporated by reference.

(c) In order to provide the Authority with sufficient operating revenue at the start of each year, on January 1 of each year, each Party shall advance one-sixth of its Allocated Share to the Authority ("Annual Advance"). Following payment of the Parties' Annual Advances, each Party shall thereafter remit to the Authority on or before the last day of each month between February and November one-twelfth of its Allocated Share. No portion of a Party's Allocated Share shall be due in December.

3. That Section 6.1 of the Formation Agreement is amended in its entirety to read:

**Section 6.1 Lease of City Fire Real Property**

Effective January 1, 2017, the City shall lease its City Fire Real Property to the Authority for a period of 25 years at a rate of \$1.00 per year, with one automatic renewal for an additional successive twenty-five-year period. The City and the Authority shall enter into one or more Lease

Agreement(s) in a form mutually acceptable to the City and the Authority. Each Lease Agreement shall give both the City and the Authority the right to terminate such lease at any time for any business reason upon one year's prior written notice to the other party; provided, however, that if the City terminates the Lease Agreement, it must offer the Authority alternative real property space at the same rental rate for the balance of the initial 25 year term and renewal term. For purposes of this Section 6.1, "City Fire Real Property" shall mean: Fire Station 1, located at 410 E. 5th Street; Fire Station 2, located at 3070 W. 29th Street; Fire Station 3, located at 900 S. Wilson Avenue; Fire Station 4, located at 4900 Earhart Road; Fire Station 5, located at 252 Knobcone Drive; Fire Station 6, located at 4325 McWhinney Boulevard; the Fire Training Facility, located at 100 E. Fire Engine Red Street; and, the Fire Administration Offices, located at 410 E. 5th Street; all in the City of Loveland, Colorado. The District agrees that in the event this Agreement is terminated as provided for herein, that the leases of the City Fire Real Property shall automatically terminate and the City shall be entitled to retake and retain sole and exclusive possession and control of all of the City Fire Real Property without the need for any judicial process to evict the Authority or the District from the City Fire Real Property or in any other manner to take exclusive possession and control of the City Fire Real Property from the Authority or the District.

4. That Section 6.2 of the Formation Agreement is amended in its entirety to read:

**Section 6.2 Transfer of City Fire Personal Property**

Effective January 1, 2017, the City shall transfer and convey to the Authority all right, title, and interest in and to all apparatus, vehicles, tools, equipment, and all other personal property owned by the City for the purpose of providing fire, rescue, and emergency medical services (collectively, "City Fire Personal Property"); except that the City Fire Personal Property shall not include: (i) the 2005 Freightliner/LDV Mobile Command Vehicle (Fleet #3300), or (ii) any apparatus maintenance tools, or any Opticom or other information technology systems or components owned by the City. The City Fire Personal Property shall be transferred "as-is" with no warranty by the City; provided, that the City shall assign any manufacturer's warranties on any City Fire Personal Property if such warranties are still in force and effect. Conveyance of the City Fire Personal Property shall be accomplished by one or more Bills of Sale in a form mutually acceptable to the City and the Authority. The City shall not receive any monetary consideration for transferring and conveying all right, title, and interest in and to the City Fire Personal Property to the Authority. In the event that any apparatus or vehicle transferred to the Authority as part of the City Fire Personal Property is subsequently sold by the Authority, the proceeds from such sale shall be applied to the purchase of new Authority-owned apparatus or vehicles, or shall be deposited into a dedicated Authority apparatus and vehicle replacement fund.

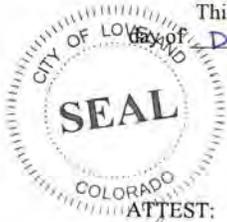
5. That the Exhibit B: Human Resources, Administrative, and Operational Support Services Provided by the City attached to the Formation Agreement is hereby deleted and replaced by the new Exhibit B: Human Resources, Administrative, and Operational Support Services Provided by the City (Amended December 14, 2016) attached to this Fourth Amendment as Attachment.
6. That Section 7.1 of the Formation Agreement is amended in its entirety to read:
- Section 7.1 Transfer of District Fire Personal Property**
- Effective January 1, 2017, the District shall transfer and convey to the Authority all right, title, and interest in and to all apparatus, vehicles, tools, equipment, and all other personal property owned or leased by the District for the purpose of providing fire, rescue, and emergency medical

services (collectively, "District Fire Personal Property"); except that the District Fire Personal Property shall not include any Opticom or other information technology systems or components owned by the District. The District Fire Personal Property shall be transferred "as-is" with no warranty by the District; provided, that the District shall assign any manufacturer's warranties on any District Fire Personal Property if such warranties are still in force and effect. Conveyance of the District Fire Personal Property shall be accomplished by one or more Bills of Sale in a form mutually acceptable to the District and the Authority. The District shall not receive any monetary consideration for transferring and conveying all right, title, and interest in and to the District Fire Personal Property to the Authority. In the event that any apparatus or vehicle transferred to the Authority as part of the District Fire Personal Property is subsequently sold by the Authority, the proceeds from such sale shall be applied to the purchase of new Authority-owned apparatus or vehicles, or shall be deposited into a dedicated Authority apparatus and vehicle replacement fund.

7. That Article VIII of the Formation Agreement is amended in its entirety to read:  
The District shall continue to maintain and fund the Canyon Department. Set forth on Exhibit C attached hereto and incorporated by reference, is the organizational chart for the Authority which shows the Canyon Department Chief under the operational control of the Authority's Fire Chief. The District shall continue to maintain the Big Thompson Canyon Volunteer Firefighters Pension Fund as a separate pension fund. The Authority and the City shall have no responsibility for the funding of this pension fund or for funding any other costs related to the operation of the Canyon Department.
8. That the Inventory Summary Report: Loveland Rural Fire Protection District attached to the Formation Agreement as part of the Exhibit C thereto is hereby deleted and removed from Exhibit C.
9. That the following new Section 7.3 is added to the Formation Agreement:  
**Section 7.3 Lease of District Fire Real Property**  
Effective January 1, 2017, the District shall lease its District Fire Real Property to the Authority for a period of 50 years at a rate of \$1.00 per year. The District and the Authority shall enter into one or more Lease Agreement(s) in a form mutually acceptable to the District and the Authority. Each Lease Agreement shall give both the District and the Authority the right to terminate such lease at any time for any business reason upon one year's prior written notice to the other party; provided, however, that if the District terminates the Lease Agreement, it must offer the Authority comparable alternative real property space at the same rental rate for the balance of the 50 year term. For purposes of this Section 7.3, "District Fire Real Property" shall mean: Fire Station 8, located at 1461 W Highway 34, zip code 80537; and Fire Station 9, located at 433 Chipmunk Place, zip code 80515. The City agrees that in the event this Agreement is terminated as provided for herein, that the leases of the District Fire Real Property shall automatically terminate and the District shall be entitled to retake and retain sole and exclusive possession and control of all of the District Fire Real Property without the need for any judicial process to evict the Authority or the City from the District Fire Real Property or in any other manner to take exclusive possession and control of the District Fire Real Property from the Authority or the City.
10. That Section 9.2 of the Formation Agreement is amended in its entirety to read:  
Upon termination of this Agreement, the City Council and District Board, or the authorized representatives of each, shall promptly meet and discuss, in good faith, the allocation of the Authority's assets between the City and the District, including all apparatus, vehicles, equipment,

tools, cash funds, and all other real or personal property then owned by the Authority, of whatever type or nature whatsoever (collectively, "Authority Assets"). Any Authority Assets acquired by the Authority under this Agreement as the result of a Party's special monetary contribution, approved by Resolution of the Authority Board and identified in the Authority's fixed asset record, or by a Party's direct conveyance to the Authority, shall be returned to that contributing Party if said assets are still owed by the Authority in the form originally purchased or conveyed. All remaining Authority Assets shall be distributed between the Parties in proportion to their percent of allocation of funding set forth in Exhibit A. The Parties shall strive in good faith to ensure that the allocation of Authority Assets to each Party enables it to provide adequate fire, rescue, and emergency medical services within its boundaries. In the event that the Parties are not able to agree upon the allocation of Authority Assets despite their good faith efforts, then the Authority Assets, or such portion thereof for which the Parties are not able to agree, shall be sold, and the sales proceeds shall be distributed to the Parties in proportion to their percent of allocation of funding set forth in Exhibit A.

11. All other provisions of the Formation Agreement remain in force as written and are unaffected by this Fourth Amendment.



This Fourth Amendment to the Formation Agreement is entered into as of this 14th day of December, 2016.

CITY OF LOVELAND

By: Stephen Adams  
Stephen C. Adams, City Manager

ATTEST:  
Laura S. Andrews  
City Clerk

LOVELAND RURAL FIRE PROTECTION DISTRICT

By: Dave Legts  
Dave Legts, President

ATTEST:  
[Signature]  
Secretary

**Attachment 1  
EXHIBIT B**

Human Resources, Administrative, and Operational Support Services Provided by the City  
(As Amended December 14, 2016)

City Service	Cost Allocation Formula
<p>City Clerk Including without limitation:</p> <ul style="list-style-type: none"> <li>• Processing City Council agenda items related to the Authority.</li> <li>• Records assistance, including scanning software and guidance on records retention.</li> <li>• Coordination of records destruction.</li> </ul>	<p>The City shall determine the total portion of the "City Clerk" budget line item that will be charged to all customer departments ("City Clerk Department Share"). The City shall allocate to the Authority that portion of the City Clerk Department Share as is equal to the proportion of City Council agenda items related to the Authority during the immediately preceding calendar year to the total number of City Council agenda items.</p>
<p>Budget and Finance Including without limitation:</p> <ul style="list-style-type: none"> <li>• Planning and budgeting City contributions to fire capital improvements.</li> <li>• Processing Authority annual and supplemental budget approval through City Council.</li> <li>• Submitting the Authority's annual and any supplemental budget to the Department of Local Affairs ("DOLA") on behalf of the Authority.</li> <li>• Recording journal entries and budget transfers.</li> <li>• Month-end closing of accounting records.</li> <li>• Year-end closing transactions.</li> <li>• Opening new account and project numbers.</li> <li>• Fixed asset tracking and reconciliations.</li> <li>• External auditing, accounting questions and research.</li> <li>• Including the Authority's financial information in the City's comprehensive annual financial report. Submit the annual financial report to DOLA on behalf of the Authority.</li> <li>• Payroll processing and reconciliation.</li> <li>• Purchasing Card administration as requested by Authority.</li> <li>• Reviewing invoices and documentation, and processing weekly vendor check and ACH payments.</li> <li>• Preparing and filing applicable tax reporting.</li> </ul>	<p>The City shall determine the total portion of the "Finance" budget that will be charged to all customer departments ("Finance Department Share"). The City shall allocate to the Authority that portion of the Finance Department Share as has been determined by the most recent time study to be attributable to the amount of time the Finance Department spends working on Authority matters.</p>

<ul style="list-style-type: none"> <li>• Verification of deposits and bank reconciliation.</li> </ul>	
<p>Dispatch Including without limitation:</p> <ul style="list-style-type: none"> <li>• CAD administration and all dispatching functions.</li> </ul>	<p>The City shall determine the total portion of its costs and expenses incurred in operating its dispatching service that will be charged to customer departments ("Dispatch Department Share"). The City shall allocate to the Authority that portion of the Dispatch Department Share as is equal to the proportion of the number of Authority calls dispatched to the total number of calls dispatched.</p>
<p>IT Infrastructure and Telecommunications Including without limitation:</p> <ul style="list-style-type: none"> <li>• Installing and maintaining all hardware and software for network switches, general and specific Authority use servers, PCs, laptops, mobile display units, status screens, Surface Pros/iPads, printers/copiers, desktop phones, and email system.</li> </ul>	<p>The City shall determine the total portion of its administration, infrastructure, and telecommunications costs and expenses incurred in supporting IT units, including network switches, servers, laptops, printers, PCs, phones, mobile data terminals, etc., that will be charged to all customer departments ("IT Unit Department Share"). The City shall allocate to the Authority that portion of the IT Unit Department Share as is equal to the proportion of the number of Authority IT units to the total number of IT units supported by the City. Costs and expenses related to servers, mobile data terminals, etc., that are dedicated to the Authority's use or are shared by the City Police Department and the Authority, will be charged to the Authority either in full for Authority-dedicated units, or proportionately based upon the number of Authority units to the total number of Authority and Police Department units.</p>
<p>IT Application Services Including without limitation:</p> <ul style="list-style-type: none"> <li>• Business analyst assistance for all software programs for incident reports (such as ETI, OMEGA, Visinet), scheduling and timesheets (such as Telestaff), and financial systems (including payroll).</li> <li>• Geographic Information Systems (GIS) assistance the Authority's mapping requirements.</li> </ul>	<p>The City shall determine the total portion of its costs and expenses incurred in hiring and/or contracting with a business analyst and GIS support that will be charged to all customer departments ("IT Application Department Share"). The City shall allocate to the Authority that portion of the IT Application Department Share as is equal to supporting the software and GIS network components utilized by the Authority.</p>
<p>Human Resources Including without limitation:</p> <ul style="list-style-type: none"> <li>• Administration of random drug testing program.</li> <li>• Employee training (as requested by the Authority).</li> <li>• Title VII and ADA compliance.</li> <li>• Track CDL physicals and license renewals on the provider contract.</li> </ul>	<p>The City shall determine and charge the Authority that portion of the City's "Human Resources" budget line item that reflects the City's actual costs in providing the Human Resources services to the Authority.</p>

<p>Facilities Including without limitation:</p> <ul style="list-style-type: none"> <li>• Performing or contracting for all building maintenance and repair functions at all City Fire Real Property, including painting, HVAC system, roof repairs, cabinet building, cubical reconfigurations, etc.</li> <li>• Contracting and paying for all utilities at the City Fire Real Property, including water, sanitation, sewer, electricity, light, heat, gas, power, fuel, and janitorial; all such services to be charged at the City rate where applicable.</li> <li>• Managing all facilities construction projects within the City's boundaries.</li> </ul>	<p>The City shall determine a cost per square foot by dividing the City's total budgeted amount for the operation and maintenance of all City facilities by the total square footage of all City facilities, including the City Fire Real Property ("Square Foot Amount"). The City shall allocate to the Authority an amount equal to the Square Foot Amount multiplied by the total square footage of all of the City Fire Real Property, less a discount mutually agreed upon annually by the City and Authority, reflecting the limited public use of the City Fire Real Property and those janitorial functions provided by the Authority Personnel. If the City and Authority are unable to agree upon the discount amount by August 1, then a 10% discount shall be applied.</p>
<p>Fleet Maintenance Including without limitation:</p> <ul style="list-style-type: none"> <li>• Performing preventative maintenance and minor repairs on all apparatus and vehicles owned or leased by the Authority ("Authority Fleet").</li> <li>• Coordinating and managing maintenance or repairs to the Authority Fleet to be made by third party contractors and/or vendors.</li> <li>• Providing fuel supply and access to all City fueling locations to the Authority Fleet as part of the City's fleet fuel contract.</li> <li>• Maintaining life-to-date cost for maintenance by apparatus/vehicle.</li> <li>• Maintaining fuel usage records by apparatus/vehicle.</li> </ul>	<p>Maintenance and Repair: The City shall determine the actual cost of any parts ordered or otherwise provided to accomplish any City-provided maintenance or repair, plus any mark-up fee routinely and customarily charged by the City to its own City departments on any such parts ordered or otherwise provided, and the amount of any labor charges based upon a fee-for-service schedule to be mutually agreed upon annually by the City and Authority. If maintenance or repair is made by a third party contractor or vendor, the City shall charge the Authority the actual undisputed amount of such third party's invoice.</p> <p>Fuel: The City shall determine the actual number of gallons and total cost of all unleaded and diesel fuel utilized by the Authority ("Fleet Fuel Amount"). The City shall charge the Authority the Fleet Fuel Amount that is equal to the actual cost of the number of gallons of unleaded and diesel fuel utilized by the Authority, plus any mark-up fee routinely and customarily charged by the City to its own City departments on unleaded and diesel fuel.</p>

## Agenda Item Cover

Item No.: 7

Meeting Date: November 13, 2017

Prepared By: Kristen Cummings, Business Services Coordinator



### TITLE

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Review Briefing Papers and Correspondence

### EXECUTIVE SUMMARY

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

#### October Monthly Reports

- October 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

#### Additional Topics For Board Update

- Chief's Report
  - Resignation of Rene Macias
  - CML Video

### BACKGROUND

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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

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### STAFF RECOMMENDATION

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N/A

### FINANCIAL/ECONOMIC IMPACTS

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N/A

### ASSOCIATED STRATEGIC GOALS

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N/A

### ATTACHMENTS

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- Fire Chief's Monthly Report
- October Operations & HR Statistics
- October Community Safety Division Statistics
- October Worker's Compensation Statistics
- Letters & Articles



## FIRE ADMINISTRATIVE DIVISION

by Fire Chief Mark Miller

### OVERVIEW

October Leadership Truism  
*“Little hinges swing big doors.”*

### ADMINISTRATIVE & HR MATTERS

The LFRA 2018 Budget was formally approved by City Council at the October 3, 2017 Council meeting. As stated previously, the Board was supportive of the budget as a whole, with high priority on doing what is best for our members in regards to safety, benefits, and equipment. Many thanks to Cheryl Cabaruvias for her focus and commitment to the budget development. Other admin matters included:

- Design nearly complete for new LFRA Web site
- A variety of HR matters were initiated/completed, including; online open enrollment process with CEBT, updated NeoGov PE and rolled out year-end evaluations – due Dec. 1, Solicited compensation information from 12 other entities for Fire Inspector, Plans Reviewer and Deputy Fire Marshal compensation review, Recruiting Project Team follow-up, developed Office Support Specialist job description, and processing of Leaves and Claims for personnel.

### 2018 LFRA STRATEGIC PLAN

The 2018 Strategic Plan is nearing completion, with the final draft going to the LFRA Board on November 13. Most recently, the Compendium of the Plan was presented top the LFRA Board as well as the Rural District Board. At the November 13, LFRA Board meeting, staff will seek direction from the Board for final approval, prior to final adoption of the Plan. Special Projects Manager, Randy Mirowski has lead the

revision of the Strategic Plan, along with the invaluable input and constructive critique of the Fire and Rescue Advisory Commission (FRAC) members. FRAC’s help has been enormous, and their insight and feedback has facilitated a more user friendly and readable Plan. We value their assistance over the last eight to nine months – thank you FRAC!

### FIRE STATION 7 PROPERTY

Over the course of the last several months, there has been a great amount of due diligence into developing estimates of the soft costs associated with building a new fire station in west Loveland. It is anticipated that LFRA will finalize the purchase of the property in the next 30-45 days.

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.

Number of Calls for Service: October  
716

2017 Calls for Service - Year to Date  
7,086

# MONTHLY REPORT

October 2017



## FIRE OPERATIONS DIVISION

by Division Chief Greg Ward

### SIGNIFICANT INCIDENT RESPONSES

October 12, 2017



LFRA, Front Range Fire Rescue authority and Thompson Valley EMS were dispatched to a residential structure explosion on East County Road 16 in the Johnsons Corner area. The heavily damaged structure was lifted from the foundation by the explosion, but there was no resulting fire. The occupants of the home were asleep at the time of the explosion, however were able to make it outside safely. One of the occupants suffered minor injuries, but did not require medical transport. The cause of the explosion has been identified as a propane leak.

October 19, 2017



LFRA crews quickly extinguished a room and contents fire in a home on North Madison Avenue. The fire was contained to the bedroom where the fire originated, this room sustained heavy fire damage. The rest of the structure sustained smoke damage, but the damage was limited by the interior door to the bedroom being closed. Several pets were rescued or sheltered in place within the structure during the firefighting operations. Thompson Valley EMS, Larimer County Sheriff's Office and the Larimer County Humane Society assisted on scene.

October 29, 2017

LFRA assisted the Berthoud Fire Protection District with a large hazardous materials leak just inside Weld County, crews located an oil type substance bubbling up from the ground, running down a driveway and collecting in a small ditch. Approximately six gallons of the substance was leaking per minute, LFRA Haz Mat personnel began a containment operation in an effort to stop the flow from leaving the original property. Several oil companies in the area responded and assisted with the containment operation and identification of the substance. LFRA initially had command of the incident, which was determined to be in the Berthoud Fire District, command was transferred to them. The substance was determined to be coming from an abandoned well that had been capped many years ago.





## COMMUNITY SAFETY DIVISION

by Captain Pat Mialy, Emergency Manager

### UPDATE / OVERVIEW

October was a busy month for public education and outreach. The 1st grade presentations were delivered by the on duty crews who were able to connect with 557 children and 81 adults – for a total of 638 contacts. The presentations were designed to meet the State of Colorado schools standard: Demonstrate strategies to avoid hazards in the home and community. The lesson plan contained several learning activities: Firefighter personal protective equipment and Fire Engine emergency response, and equipment. The group learning activities were conducted simultaneously, rotating the groups upon the completion of each learning objective. Chief Sparks and CSD extend a big, super grateful thanks to the crews for doing an outstanding job!

### BUSINESS PLAN REVIEW

- Working with FCLWD and City of Loveland Water to implement a new procedure for contractors to obtain hydrant test data. The new process will bring LFRA in line with how most jurisdictions ensure contractors obtain hydraulic data.
- Created a new, multi-department committee to develop a method to locate businesses that are occupying buildings without being issued a Certificate of Occupancy. Finding these businesses is a problem in most jurisdictions. In some instances, businesses have been in tenant spaces for several years without meeting minimum legal and life-safety requirements. The goal of the group is to find these businesses early in order to avoid a compliance process several years later that is painful and time consuming for the owner and City staff.
- Working with City Building Division and the owners of Time Escape (escape room business) to issue a building permit and obtain inspections, approvals and Certificate of Occupancy. The owners moved in two years ago without first obtaining a building permit. Meetings with their architect and city and LFRA staff showed the building does not meet IBC and IFC standards for minimum life-safety.

### CODE ENFORCEMENT

#### Investigations

- Reviewed the investigation report for FIT Fischer for the 420 E 57th St Lot #25
- Reviewed the Investigation report by FIT Vrem and Lt

Andersen for the 4809 N Garfield Fire

- Responded and assisted FIT Vrem with the 3542 N Madison Fire
- Responded and conducted the Investigation for the 6539 CR16 Explosion
- Attended three day IAAI Investigation Conference in Vail

#### Inspections

- Hazmat Permit Inspections – 3
- Regular Inspections – 6
- Code Compliance Visits – 3

#### Service Calls/Public Education

- Pub Ed at Mary Blair on 10/24
- Car Seat Installation 10/30/2017
- Two Fire Drills for Businesses

#### General

- Worked on standardizing private hydrant colors with the three water districts
- Attended Fireview/Dashboard/Omega trainings
- Attended Accreditation meeting in Copper Mountain with Chief Cerovski
- Attended LEPC meeting in Ft Collins
- Worked on Culture Project, assigned by Chief Ward

### EMERGENCY MANAGEMENT

#### Operations & Maintenance -

- Monthly maintenance of the EOC and MCV are on-going with no significant issues to report.

#### Planning & Documentation -

- The Thompson School District submitted a draft Emergency Operations Plan (EOP) for our review. The plan is robust and is taking the district in a better direction for on scene management of emergencies and pre-planned events. Feedback was provided to them for consideration.

- The Airport staff held a planning meeting for the revision and review of the airport's EOP. Only minor edits are needed and the final version will be produced within the next two weeks for distribution.



## COMMUNITY SAFETY DIVISION, cont.

- We met with Kristen on a couple of occasions to determine the layout and content needs for the OEM and Fire Safety sections of the new LFRA website. A list of FAQs for the new webpage was developed for Kristen.

- PAO Pringle worked with three Loveland businesses to assist them with emergency action plans and continuity of operations planning.

- We collaborated with Capt. Dann, FIT Vrem, and the Public Works for improved resident communications and road condition status updates at the N. Garfield road project. The outcome was daily road condition reports shared with emergency services and dispatch as well as an information portal for residents impacted by the project.

### Preparedness & Relationships -

- The annual Emergency Preparedness and Family Safety Expo was held at the Ranch. This year, we included the Weld County planners and community. This 4-hour event provided safety and preparedness information and resources to attendees. Our headcount was just above 500 from the tri-city area. The AAR is scheduled for November 8, 2017.

- PAO Pringle collaborated with the acting director of COLT, and with a State of Colorado rehabilitation therapist to provide specialized car seat training for a blind, single parent of a newborn who is dependent upon COLT's paratransit buses as a primary means of transportation. This was a great collaboration between agencies to meet the special needs of this client.

- We staffed in information booth at the City's Business Appreciation event on October 5th and provided resource information for emergency preparedness and offered scheduling opportunities for emergency action plans and continuity of operations planning with local businesses.

### Grants

- The 2017 EMGP fully executed contract was received and archived with the city.

### Training & Exercises

- The airport tabletop exercise, managed by the airport staff, is scheduled for 2018. The 2019 full-scale exercise will be expanded into a county level event in order to include additional planning partners.

- PAO Pringle attended 3 days of emergency management training at the State EOC, including the FEMA G318 Local Mitigation Workshop and the G205 Recovery from Local Disaster for Local Governments courses. He also attended an Electrical Fire Investigations course in Westminster.

### Public Information

- PAO duties performed and social media communications managed for a variety of department events and incidents. Numerous contacts and inquiries were handled, including: newspaper, television, and radio news agencies. Press releases were created and distributed for a home explosion incident and a residential structure fire incident.

### Community Safety/Education

- Youth Fire setter Intervention sessions were provided for the families of seven children involved in a variety of fire setting incidents.



*Firefighter Heckman and Firefighter Baker teaching first graders about fire safety*

# MONTHLY REPORT

October 2017



## COMMUNITY KUDOS

Dear Firefighters,  
 Thank you for service every day. You help us learn how to prevent fires when you come to our school. Thank you for all the lives you have saved.

Sincerely,  
 Sofia, Saint Johns  
 Elementary

Dear Firefighters  
 Thank you for your daily services and putting out fires so our homes don't burn. Thank you for all the fires you have put out and all the lives you have saved.

Ella Ledermann  
 St. John's Elementary

[REDACTED]  
 Loveland, CO 80538-5664  
 October 24, 2017

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

Dear LFRA:

Please accept our enclosed personal check #426 in the amount of \$150.00 (one hundred fifty dollars) as a gift in grateful appreciation for the exceptional professionalism and kindness of the crews at Fire Station 5.

They assisted in a non-emergency matter on an early Sunday morning with a faulty smoke detector in our hard-wired home system, and on Monday, graciously installed all new smoke detectors, which we provided. They also helped us understand our system with maintenance tips and timing for battery replacement, since the previous owners had left no instructions.

We want to pass forward the kindness shown to us by helping the LFRA in their continuing community service to provide smoke and carbon monoxide detectors to those in need.

Thank you again to all our brave firefighters in Loveland for their continuing support for our community, both in non-emergency public service matters, and of course in critical emergency situations where we are all so dependent on their quick response and training.

We are very proud to be new residents of Loveland.

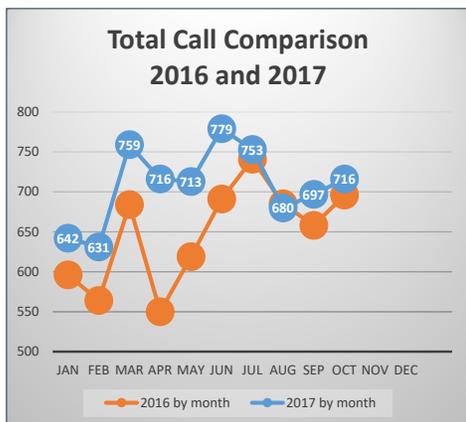
Cordially,

  
 Ellen B. & Jorge Fernandez



## LOVELAND FIRE RESCUE AUTHORITY

### Operations Division - October 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)
		City	Johnstown			
# Incidents	7,086	5,723	233	233	83.46%	16.50%
Percentage		80.76%	15.90%	3.29%		

	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							
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	14.5	25.5	394.0	311.6	0.0	0.0	4.5	
Community Safety	20.0	0.0	475.0	790.0	0.0	0.0	0.0	
Driver/Operator	188.0	343.5	2,153.7	1,549.5	0.0	13.0	32.0	
EMS	15.5	20.0	1,128.5	980.7	0.0	0.0	9.0	
Firefighter	269.3	198.0	3,969.8	3,934.0	5.0	0.0	95.8	
Fire Officer	111.5	115.8	2,010.3	2,259.1	0.0	0.0	2.0	
HazMat	14.5	135.0	652.9	413.6	0.0	3.0	11.0	
TacFire	0.0	0.0	90.0	48.0	0.0	0.0	0.0	
Tech Rescue	162.0	66.0	1,390.0	2,051.9	0.0	0.0	3.5	
Wildland Fire	21.5	9.5	1,912.2	1,288.5	0.0	0.0	139.5	
Other	0.0	59.0	1,347.4	898.3	0.0	0.0	4.0	
<b>TOTAL</b>	<b>816.8</b>	<b>972.3</b>	<b>15,523.7</b>	<b>14,525.0</b>	<b>5.0</b>	<b>16.0</b>	<b>301.3</b>	<b>0.0</b>



**LOVELAND FIRE RESCUE AUTHORITY**  
**Human Resources - October 2017**

**Worker's Compensation Claims**

Year	# Claims	Total Paid
2017 - YTD	19	\$24,693
2016	21	\$112,999
2015	15	\$45,204
2014	14	\$38,009
2013	17	\$13,510

**Property and Liability Claims**

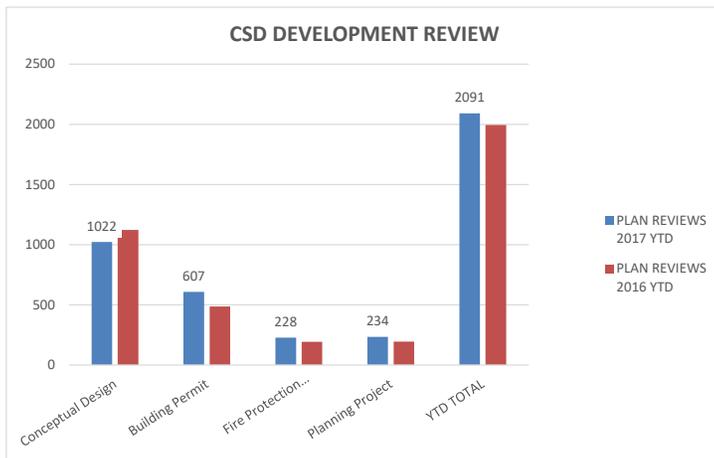
Type	2017		2016	
	# Claims	Total Paid	# Claims	Total Paid
Auto	1	\$0	1	\$2,311
Building	1	\$0		
General Liability	1	\$0		
<b>TOTALS</b>	<b>3</b>	<b>\$0</b>	<b>1</b>	<b>\$2,311</b>



## LOVELAND FIRE RESCUE AUTHORITY Community Safety Division October, 2017

### DEVELOPMENT REVIEW STATISTICS

	City	County	Johnstown	Totals	Hours
<b>Conceptual Design Reviews</b>	104	2	0	106	50
Previous Month	113	2	0	115	58
YTD Total	1002	20	0	1022	501
Previous YTD	1093	15	14	1122	565
<b>Building Permit Reviews</b>	95	8	2	105	153
Previous Month	33	4	6	43	62
YTD Total	553	26	28	607	836.5
Previous YTD	442	26	18	486	742
<b>Fire Protection Permit Reviews</b>	16	6	3	25	32
Previous Month	9	1	3	13	30
YTD Total	175	21	32	228	296
Previous YTD	159	18	16	193	253
<b>Planning Project Reviews</b>	23	2	0	25	25
Previous Month	12	2	1	15	15
YTD Total	198	32	4	234	234
Previous YTD	159	26	9	194	405.5
<b>TOTAL REVIEWS YTD</b>	<b>1928</b>	<b>99</b>	<b>64</b>	<b>2091</b>	
<b>PREVIOUS YEAR YTD</b>	<b>1853</b>	<b>85</b>	<b>57</b>	<b>1995</b>	

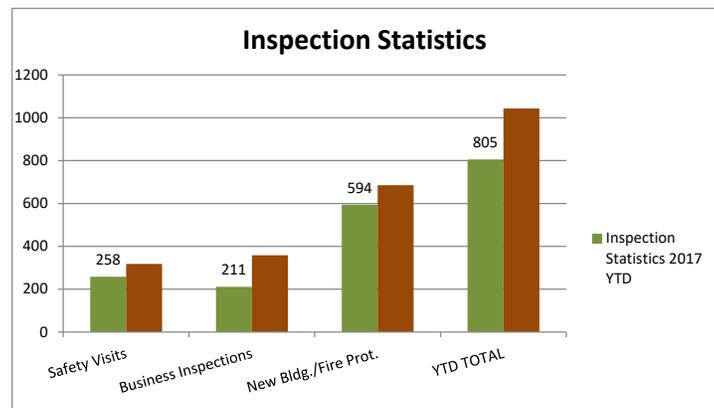


Planning & Building Check-Ins YTD  
Fire Protection Permits Average days in review  
Percent within goal time

746	86
10	
October	70.0%

### INSPECTION STATISTICS

	City	Rural	Johnstown	Total	Hours
<b>Eng. Co. Safety Visit 2 &amp; 3 Yr.**</b>	7	3	N/A	10	7
Safety Re-Visit	1	0	N/A	1	3
YTD Total	223	35	N/A	258	148.45
Previous YTD	254	64	N/A	318	207.5
<b>Business Inspections</b>	21	1	N/A	22	15.25
Previous Month	13	2	N/A	15	19
YTD Total	189	22	N/A	211	175.25
Previous YTD	301	57	N/A	358	399.45
<b>New Bldg./Fire Protection</b>	39	9	5	53	82
Previous Month	24	4	10	38	58.00
YTD Total	414	81	99	594	870.5
Previous YTD	595	90	N/A	685	1026
<b>TOTAL INSPECTIONS YTD</b>	<b>603</b>	<b>103</b>	<b>99</b>	<b>805</b>	
<b>Previous Year</b>	<b>896</b>	<b>147</b>	<b>N/A</b>	<b>1043</b>	



\*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	0	6.25	9	9	137	88	*UDC Review and Revisions for City
Tents/Special Events*	3	2	2.5	5	13	54	73	*Working with County to address vehicle access, water supply & fire sprink
Burn Permits Issued	0	25	6.5	25	10	127	137	*Worked with Waterford Apts. GC to resolve exiting issues and allow occup
Investigations	11	5	16	16	14	164	141	*
Service Call/Complaints	0	0	0	0	1	39	14	*
Car Seats Installed	3	0	1.5	3	13	113	87	*
YFS Program	6	1	21	7	1	16	15	*
Public Education Events	956	75	44.85	1031	3	53	1055	*
Total Pub. Ed. Contacts	1031	75		1106	137	2968	1733	*

\*This also includes Pyrotechnics permits

## Agenda Item Cover

Item No.: 9

Meeting Date: November 13, 2017

Prepared By: Andrea Wright



### TITLE

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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

### EXECUTIVE SUMMARY

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In accordance with the Board's direction, an Executive Session will be held once per quarter for the Board to provide feedback to the Fire Chief on his performance. Each Board Member will be provided an opportunity to identify what the Fire Chief has done well and what he can do either more of, better, or differently. The Fire Chief will also have the opportunity to identify areas of concern and/or areas where additional support may be needed from the Board. Following the Executive Session, the HR Manager will prepare a confidential written summary of the performance feedback meeting for retention in the Fire Chief's personnel file.

### BACKGROUND

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An executive session pursuant to the LFRA Bylaws and the Colorado Open Meetings Law will be held for the purpose of:

- 1) discussing personnel matters to include review, evaluation, deliberation, and discussion regarding the performance of the Fire Chief, as authorized by CRS § 24-6-402(4)(f) and LFRA Bylaws section 4(e); and
- 2) considering and discussing documents and materials related to these personnel matters that are not subject to public inspection under the Colorado Open Records Act, as authorized by CRS § 24-6-402(4)(g).

### STAFF RECOMMENDATION

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None

### FINANCIAL/ECONOMIC IMPACTS

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None

### ASSOCIATED STRATEGIC GOALS

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N/A

### ATTACHMENTS

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None