

**LOVELAND FIRE-RESCUE ADVISORY COMMISSION**  
**MEETING MINUTES**  
**Wednesday, July 14, 2010**

**Present:** Andy Anderson, Janet Bailey, Jim Buchanan, Bill Diershow, Division Chief Merlin Green, Tim Hitchcock, Chief Randy Mirowski, Mary Moore, Kaitlyn Murdoff, Paul Pfeiffer, Division Chief Ned Sparks, Everrette Roberts, Steve Stolz, Jerry Ward

**Absent:** Mayor Cecil Gutierrez, Patrick Love.

**Meeting called to order at 5:35 p.m.**

**Minutes approval:** May 2010: Motion: T. Hitchcock, 2nd: S. Stolz

June 2010: Motion: T. Hitchcock, 2nd: S. Stolz

**Council Update:** Chief Mirowski presented for Mayor Gutierrez who was attending preliminary City Manager interviews.

- ❖ City Manager interviews are in progress, 8 current candidates, target selection date is September 2010.
- ❖ FRAC Board Members, new and returning, will be presented to the City Council on July 20, 2010 for confirmation. Chief Mirowski thanked Mary Moore and Tim Hitchcock for their participation in the interview process.
- ❖ Fire Authority: Chief Mirowski reported that he will be assisting the new committee, formed at the direction of the City Council, with the research that has been done to date. The committee will consist of the following members: City of Loveland: Mayor Gutierrez, Councilman Heckle; Loveland Rural Fire Protection District: Mr. Swanty and Mr. Legits. Representing the City Manager will be Rene Wheeler. The new committee will focus on policy issues and decision making framework.
- ❖ Chief Mirowski acknowledged that the future process will include public education on the details of the Fire Authority when appropriate.

**Updates from the Fire Chief:**

- ❖ Chief Mirowski gave an update on the Round Mountain fire and the procedures that are being finalized to transfer authority for any future incident from the Fire Chief to the County Sherriff. The transfer of authority can be initiated via radio from the fire scene with an immediate follow up by a formal document signed by the various involved parties. The possibility exists for the County Sherriff to refuse to assume authority. This could occur if the County had no available resources due to other incidents in progress. The city has received a bill for \$17,000 for their share of the incident cost. The final amount the city will actually pay is being negotiated and will likely be less than the billed amount. The funds will not be charged to the Fire & Rescue Department's budget.
- ❖ Chief Mirowski reported that the July 4<sup>th</sup> breakfast was a great success with 167 attendees.
- ❖ The Battalion Chief promotional exam was being given on July 15, 2010. There will be two promotions after the exam and interview process is complete.

**New Business:**

- ❖ Chief Mirowski initiated a discussion regarding the need to update the Fire & Rescue Department Strategic Plan. The current plan was written in 1995 and is overdue to be revised. He felt that FRAC involvement, acting in the capacity of Steering Committee, would be ideal. The Chief asked if there would be interest by the members to act in that capacity. During the discussion, Chairperson Bailey

noted that it could involve additional time commitment by the members for potential additional meetings. Mary Moore made the point that the FRAC scope of responsibility includes serving in an advisory capacity to the City Council in the implementation of the Fire Protection Master Plan and future strategic planning for the Fire and Rescue Department. There were no objections by members present. Chief Mirowski emphasized that the completed Plan will be a guiding document. The Chief will develop a more detailed outline and present in the members next month.

- ❖ Citizen Award Process: Concern has been raised about the consistency of recognition for the recipients' contribution. Most awards are presented during regular monthly FRAC meetings; however, there is usually no local press coverage of the award presentation. Chief Green volunteered to set up a meeting with the staff at the Loveland Daily Reporter-Herald to discuss how all award recipients could be recognized by the newspaper. FRAC members are welcome to attend the meeting and those members interested should e-mail Chairperson Bailey.

### **Old Business:**

- ❖ Incident Rep Program: Kaitlin Murdoff advised that a meeting was planned for August. Progress has been made on developing forms to be used by members during an incident. There could possibly be initial training in September.
- ❖ Pet Project: Kaitlin Murdoff advised that media coverage developed quickly in conjunction with National Pet Safety Day. Deputy Fire Marshal Scott Pringle issued a press release describing the program window decal and pet safety tips newsletter. The program was mentioned in the Loveland Reporter Herald and also had a spot on the Northern Colorado 5 television station. Future promotion of the program will include an article in the City Utility Newsletter and on the City website. Members raised the question if the disclaimer clause printed on the program literature had been reviewed by the City Attorney. Chief Mirowski agreed that it should be reviewed.
- ❖ Liaison to Construction Advisory Board: Paul Pfeiffer and Tim Hitchcock agreed to attend the July meeting. Chief Green and the liaison(s) will attend the meetings which are held every 4<sup>th</sup> Wednesday at 6:00 p.m. in the council chambers.

### **Department Updates:**

- ❖ Chief Sparks reported that a representative from the North Washington Fire Protection District (suburban Denver area) may be willing to speak to the Rural Board and FRAC (combined meeting) regarding their District's strategy that led to a successful passing of a mil levy increase. Chief Sparks will contact him to see if he would be available to present at the September FRAC meeting. Andy Anderson will check with the Rural Board regarding their attendance. Chief Sparks will continue to work on the meeting details, hopefully with an update at the August FRAC meeting.
- ❖ Chief Green reported that the Department is in the process of adopting the 2009 edition of the International Fire Code (IBC). He is also attempting to arrange the presentation "Making Home Fire Sprinklers Count" by the National Fire Protection Association (NFPA) in the Loveland area. He also reported that the target date for hiring the part-time firefighter positions will be August-September 2010.

Meeting adjourned at 7:10 p.m.

Next meeting Wednesday, August 11 at 5:30 p.m. in the EOC.

Respectfully submitted, Paul Pfeiffer