
Loveland Fire Rescue Authority Board Meeting



410 East 5th Street (second floor conference room)
Loveland, Colorado 80537
Thursday, January 12, 2012
1:30 PM



Loveland Fire Rescue Authority Board Meeting Agenda

410 East 5th Street

Loveland, Colorado 80537

Thursday, January 12, 2012

1:30 PM

THE LOVELAND FIRE AND RESCUE AUTHORITY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY, RACE, CREED, COLOR, SEX, SEXUAL ORIENTATION, RELIGION, AGE, NATIONAL ORIGIN OR ANCESTRY IN THE PROVISION OF SERVICES. FOR DISABLED PERSONS NEEDING REASONABLE ACCOMODATIONS TO ATTEND OR PARTICIPATE IN A CITY SERVICE OR PROGRAM, CALL 970-962-2497 AS FAR IN ADVANCE AS POSSIBLE.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AWARDS AND PRESENTATIONS

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.

1. Approval of the December 8, 2011 Minutes
2. Establish the Location for Posting the Loveland Fire Rescue Authority Board Meeting Notices

End of Consent Agenda

REGULAR AGENDA

Anyone who wishes to address the Board on any item on this part of the agenda may do so when the Chair calls for public comment. All public hearings are conducted in accordance with Board By-Laws. When Board is considering approval, the Authority's By-laws only requires that a majority of the Board quorum be present to vote in favor of the item.

3. Resolution to Approve the By-Laws
4. Review the 2009 International Fire Code Changes and Residential Sprinklers
5. Review of the Basic Services Expansion Plan



Loveland Fire Rescue Authority Board Meeting Agenda

410 East 5th Street

Loveland, Colorado 80537

Thursday, January 12, 2012

1:30 PM

6. Briefing Papers and Correspondence
 - a. Chief's Report
 - b. Allenspark Fire Protection District Thank You Letter for Saint Malo Retreat Fire
 - c. Cheyenne Fire and Rescue Training Division Thank You Letter for Honor Guard and Department Compassion

ADJOURN



Agenda Item Cover

Item No.: 1

Meeting Date: January 12, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director

TITLE

Approve the Minutes from the December 8, 2011 Loveland Fire Rescue Authority (LFRA) Board Meeting

EXECUTIVE SUMMARY

The attached document, prepared by Roylene Sterkel, is a record of the December 8, 2011 LFRA meeting. It is a record of the discussions including the presentation of By-Laws, approval of the intergovernmental agreement to lease equipment from the City of Loveland and the Loveland Rural Fire Protection District and assign personnel, approval of the 2012 Budget, and the Chief's report.

BACKGROUND

Standard meeting protocol

STAFF RECOMMENDATION

Approve as written

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

Minutes



Loveland Rural
Fire Protection
District

Fire Authority Board Meeting Minutes Thursday, December 8, 2011

Members Present:

Committee Chair Jeff Swanty
City Manager Bill Cahill
Rural Board President Dave Legits
Asst. City Attorney Moses Garcia
Division Chief Ned Sparks
BSC Roylene Sterkel

Mayor Cecil Gutierrez
Rural Board Secretary Greg White
City Councilor John Fogle
Fire Chief Randy Mirowski
Division Chief Merlin Green
Public Safety Admin. Dir. Renee Wheeler

Call to Order

Chairman Swanty called the first Fire Authority Board Meeting to order on the above date at 1:45 p.m.

Chairman Swanty indicated that this meeting would be starting out as a Transition Committee meeting and once elections were held for Board officers, the remaining time would be as the Fire Rescue Authority Board meeting. Chairman Swanty introduced members of the current Transition Committee. Mayor Gutierrez introduced City employees that were present. Rural Board President Legits introduced past Rural Fire Chiefs that were present. Chief Mirowski introduced members of Loveland Fire Rescue that were in the audience as well as Madeline Novey with the Reporter Herald.

Review of Board Packet:

Renee Wheeler talked about the Board packet that was distributed to everyone and explained that future packets should not be as large as this first one that includes the By-laws and Intergovernmental Agreement information. Board packets will also be made available via electronic versions for those members that prefer that form of distribution.

Pledge of Allegiance

The Board and members of the audience participated in the Pledge of Allegiance.

Consent Agenda

Chairman Swanty read through the items on the Consent Agenda and asked if there were any items that needed to be pulled. With no changes being noted Mayor Gutierrez motioned to approve those items on the Consent Agenda. The motion was seconded.

Election of Officers

Mayor Gutierrez nominated Jeff Swanty for Board Chairperson. The motion was seconded and passed unanimously by the Board members.

City Manager nominated Mayer Gutierrez for Board Vice-Chairperson. The motion was seconded and passed unanimously by the Board members.

Mayer Gutierrez nominated Roylene Sterkel for Board Secretary. The motion was seconded and passed unanimously by the Board members.

Consideration of the Draft By-Laws

Attorney Greg White indicated that he and Asst. City Attorney Moses Garcia had reviewed, agreed upon and submitted this draft of the Fire Rescue Authority Bylaws for the Boards review. Attorney Garcia said that they looked at short versions of Bylaws as well as much longer versions of Bylaws with various other Authorities and settled on something that they felt was balanced and covered all the important elements.

Chief Mirowski said there are typically two methods that can be used for bringing the Bylaws back for adoption; those being either by a motion or by a resolution. Greg White said that motions are generally used for standard items with resolutions being used for more legal items, policy statements, etc.

The Board will review and submit any changes to Greg and Moses prior to our January meeting. Any changes will be included and finalization at that meeting.

Mayor Gutierrez moved to approve that action. The motion was seconded and unanimously approved.

Intergovernmental Agreement

Asst. City Attorney Garcia said that City Attorney John Duval had reviewed the Intergovernmental Agreement and had slightly modified a section. Moses asked for a motion to authorize and direct the Chairperson to enter into the INTERGOVERNMENTAL AGREEMENT AMONG THE CITY OF LOVELAND, THE LOVELAND RURAL FIRE PROTECTION DISTRICT AND THE LOVELAND FIRE RESCUE AUTHORITY FOR THE LEASE OF REAL AND PERSONAL PROPERTY AND FOR THE ASSIGNMENT OF PERSONNEL on behalf of the Loveland Fire Rescue Authority, subject to such modifications in form or substance as the Fire Chief, in consultation with the City Attorney and the attorney for the Loveland Rural Fire protection District, may deem necessary to effectuate the purposes of the agreement or to protect the interests of the Fire Authority.

The Board talked about whether changes to the IGA need to be brought back to each Board when the modifications are not substantive. Attorney White said that it is hard to have three bodies have to approve little changes each time they occur. City Manager Cahill said that normal practice is that slight non-substantial modifications can be made without Boards approving. Chairperson Swanty asked whether the change above should be made or if it needs to come back to the Board in January. Mayor Gutierrez read the change to the IGA and moved to approve the change. The motion was seconded and agreed upon unanimously.

Mayor Gutierrez asked that in the future any changes get to the Board for their review prior to the meeting.

Approval of 2012 Budget

Renee Wheeler indicated that the 2012 budget has been approved by both the City and the Rural. The budget for the Fire Authority is 8.6 million which is a 6.5% increase over last year's budget. The 8.6 million includes the cost of administrative services provided by the City for the first time at \$788,630. When these administrative costs are excluded, the budget compared to the 2011 adopted budget decreases by 0.9%. She reviewed page 69 of the board packet to explain the budget numbers.

Mayor Gutierrez asked if the Station 2 relocation scheduled for 2013 can happen without the sale of Rossum Drive property. Renee indicated that it can, with the use of CEF money. Division Chief Sparks indicated that the number for the Fire Station 6 remodel is actually a little higher than \$767,350. He and Renee will work on that revision.

City Manager Cahill moved to accept the budget. Mayor Gutierrez seconded the motion and it was approved.

Briefing Papers - Chief's Report

Chief Mirowski asked if anyone had any questions on the Briefing Papers that were included with their agenda packet.

Chief Mirowski reaffirmed that the Board will be attending the PFA Board meeting on December 13th. Anyone interested in carpooling needs to be at Fire Station 1 at 8:15. Mayor Gutierrez, City Manager Cahill and Greg White advised that they will be driving themselves to the meeting.

We are moving ahead with the purchase of the new Fire Engine.

Chairperson Swanty thanked everyone for attending the 1st Board meeting. Chief Mirowski added that this is the result of 3 years of hard work by three different committees. Those committees consisted of the "Model", "Feasibility" and the "Fire Authority Review Committee".

Chief Mirowski welcomed the newest member of the Board John Fogle who is a new City Councilor.

Chief Mirowski honored Larry Heckel's "lifetime of service" to the community and Fire Department by giving him a fireman statute. Randy also gave out Fire Truck Christmas ornaments to everyone that was involved with the Fire Authority process over the last 3 years and presented "100 year" fire department photographs to Board members.

Chairperson Swanty thanked Chief Mirowski for his hard work and said that he was instrumental in the formation of the Authority and that his passion for the fire service is infectious.

With no further business, Mayor Gutierrez moved and City Manager Cahill seconded that the meeting be adjourned. Meeting adjourned at 3:10 p.m.

Minutes submitted by BSC Sterkel



Agenda Item Cover

Item No.: 2

Meeting Date: January 12, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director

TITLE

Establish the Location for Posting the Fire Authority Board Meeting Notices

EXECUTIVE SUMMARY

Approval of the attached Resolution will designate the bulletin board immediately adjacent to the Loveland City Council Chambers located at 500 East 3rd Street, Loveland, Colorado, as the location for posting all of the Loveland Fire Rescue Authority (LFRA) Board meetings.

BACKGROUND

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

STAFF RECOMMENDATION

Approve the Resolution as submitted

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

Resolution

RESOLUTION # R-_____**A RESOLUTION ESTABLISHING THE 2012 MEETING LOCATION, TIME AND DATES AND DESIGNATING THE LOCATION FOR POSTING MEETING NOTICES OF THE LOVELAND FIRE RESCUE AUTHORITY**

WHEREAS, On August 19, 2011, pursuant to that Intergovernmental Agreement for the Establishment and Operation of the Loveland Fire Rescue Authority as a Separate Governmental Entity (“Formation Agreement”) the City of Loveland and the Loveland Rural Fire Protection District created the Loveland Fire Rescue Authority (“Fire Authority”) and set a beginning operational date of January 1, 2012 at 12:01 a.m.; and

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

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

WHEREAS, purpose of this resolution is to establish the Board’s 2012 regular meeting location, time and dates and to designate a public place for posting notice of such meetings.

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

Section 1. That Board meetings shall be held at 410 East 5th Street, Loveland, Colorado 80537, in the Emergency Management Conference Room on the second floor, at 1:30 p.m. on the following 2012 dates: January 12, February 9, March 15, April 12, May 10, June 14, July 19, August 9, September 13, October 11, November 15 and December 13.

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

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

ADOPTED this _____ day of January, 2012.

Jeffrey M. Swanty, Chairperson

ATTEST:

Secretary

APPROVED AS TO FORM:


Assistant City Attorney

A RESOLUTION ESTABLISHING THE 2012 MEETING LOCATION, TIME AND DATES AND DESIGNATING THE LOCATION FOR POSTING MEETING NOTICES OF THE LOVELAND FIRE RESCUE AUTHORITY



Agenda Item Cover

Item No.: 3

Meeting Date: January 12, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director

TITLE

Resolution to Adopt the Loveland Fire Rescue Authority (LFRA) By-Laws

EXECUTIVE SUMMARY

Section 1.5 of the Intergovernmental Agreement for the Establishment and Operation of the LFRA as a Separate Legal Entity (IGA) provides that the Board adopt a set of By-Laws. These By-Laws and any amendments to them must be approved by both the Loveland Fire Protection District and the City of Loveland City Council prior to going into effect.

The objective of the document is to define policies governing the responsibilities and duties of the Board consistent with the terms and conditions of the IGA. It is intended to be clear enough to define conduct but not so burdensome to limit responsiveness to a dynamic business environment. The Board reviewed the draft at the December 8, 2011 meeting.

BACKGROUND

Greg White and Moses Garcia presented a draft document at the December meeting for review. That document is attached for the Board's consideration and it reflects feedback received.

It includes provisions for: Board composition and powers, business office location, meetings and notices, conduct of business, officers of the board, fiscal year, disclosure of conflicts of interest, modifications of the By-laws, consistency with the agreement that formulated the Authority and severability.

STAFF RECOMMENDATION

Approve the by-laws as submitted

FINANCIAL/ECONOMIC IMPACTS

Staff time invested in the development of the document.

ASSOCIATED STRATEGIC GOALS

Efficient and effective governance of the Loveland Fire Rescue Authority

ATTACHMENTS

Resolution to approve the By-Laws

By-Laws

RESOLUTION # R-_____**A RESOLUTION APPROVING LOVELAND FIRE RESCUE AUTHORITY
BYLAWS**

WHEREAS, On August 19, 2011, pursuant to that Intergovernmental Agreement for the Establishment and Operation of the Loveland Fire Rescue Authority as a Separate Governmental Entity (The “Formation Agreement”) the City of Loveland (“City”) and the Loveland Rural Fire Protection District (“District”) created the Loveland Fire Rescue Authority (“Fire Authority”) and set a beginning operational date of January 1, 2012 at 12:01 a.m.; and

WHEREAS, the pursuant to the Section 1.5 of Article I of the Formation Agreement the Fire Authority Board (“Board”) is required to adopt bylaws and/or any necessary policies governing the responsibilities and duties of the Board consistent with the terms of the Formation Agreement; and

WHEREAS, the Board finds that it is in the best interests of the Fire Authority to adopt the “Loveland Fire Rescue Authority Bylaws,” attached hereto as Exhibit A and incorporated by reference (the “Bylaws”); and

WHEREAS, the Board desires to submit the Bylaws to the City and the District for approval pursuant to Section 1.5 of Article I of the Formation Agreement which requires that such bylaws and any amendments be approved by the City and the District.

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

Section 1. That the Bylaws are hereby approved and adopted as the Fire Authority’s bylaws.

Section 2. That the Chairperson of the Board is hereby authorized and directed to execute the Bylaws on behalf of the Fire Authority, subject to such modifications in form or substance as the Chairperson, in consultation with the City Attorney, may deem necessary to effectuate the purposes of this Resolution or to protect the interests of the Fire Authority.

Section 3. That the Secretary of the Board shall submit the Bylaws to the City and the District for approval as soon as practicable.

Section 4. That this Resolution shall go into effect as of the date and time of its adoption.

ADOPTED this _____ day of January, 2012.

Jeffrey M. Swanty, Chairperson

ATTEST:

Secretary

APPROVED AS TO FORM:



Assistant City Attorney

A RESOLUTION APPROVING LOVELAND FIRE RESCUE AUTHORITY BYLAWS

LOVELAND FIRE RESCUE AUTHORITY BYLAWS

Section 1. Authority. The Loveland Fire Rescue Authority (“Authority”) is a separate legal entity with powers specifically authorized by, and in compliance with applicable provisions of, the Colorado Constitution and Colorado Revised Statutes, and the Intergovernmental Agreement for the Establishment and Operation of the Loveland Fire Rescue Authority (“Agreement”) dated August 19, 2011, between the City of Loveland (“City”) and the Loveland Rural Fire Protection District (“District”).

Section 2. Board of Directors.

- a. Composition. The Board of Directors (“Board”) shall be comprised of five (5) members (“Board Members”) selected in accordance with the provision of the Agreement.
- b. Powers. All powers, privileges and duties vested in, or imposed upon, the Authority by the Agreement shall be exercised and performed by and through the Board. The Board may delegate to officers, employees, and agents of the Authority any or all administrative and ministerial powers.
- c. Vacancies. Vacancies on the Board shall be filled in the manner provided by the Agreement. A Board vacancy shall occur when a Board Member is no longer eligible to serve on the Board due to resignation from the Board, death, incapacity, removal by the appointing governing body or, if applicable, for any reason the Board Member is no longer a member of the District’s or of the City’s governing body.

Section 3. Office.

- a. Business Office. The principal business office of the Authority shall be at Station No. 1, 410 East 5th Street, Loveland, Colorado, 80537, until otherwise designated by the Board.
- b. Establishing Other Offices and Relocation. The Board may, from time to time, designate, locate and relocate its business office and such other offices as are necessary to conduct the business of the Authority.

Section 4. Meetings.

- a. Notice of Meetings.
 - (i) Section 4.b. shall constitute formal notice of regular meetings to Board Members and no other notice to Board Members shall be required.
 - (ii) Notice of any regular or special meeting shall be posted at least twenty-four (24) hours prior to the meeting at the officially designated location for public notice established by the Board.
- b. Regular Meetings. Regular meetings of the Board shall be conducted on the second

- Thursday of each month at 1:30 p.m. The location of the meetings shall be at the Authority's principal business office unless otherwise provided by the Board.
- c. Open Meetings. All meetings of the Board shall be open to the public pursuant to the Colorado Open Meetings Law, C.R.S. §24-6-402.
 - d. Special Meetings. Special meetings of the Board may be called by the Chairperson or upon request of two (2) Board Members and shall be preceded by twenty-four (24) hours written notice to each Board Member. Notice of a special meeting shall be posted at the principal business office of the Authority and at the officially designated location for public notice established by the Board. A Board Member may sign a waiver of notice, which waiver shall be in lieu of any other notice requirement. A Board Member attending a special meeting shall be deemed to have received the required notice.
 - e. Executive Sessions. Executive sessions may be held at regular or special meetings and shall be conducted according to the Colorado Open Meetings Law.
 - f. Adjournment and Continuance of Meetings. When a regular or special meeting is continued to another time and place, notice need not be given if the time and place of such continued meeting are announced at the meeting at which the continuance is taken, except as required by law. Any business which could have been transacted at the original meeting may be transacted at the continued meeting.
 - g. Emergency Meetings. Notwithstanding any other provisions in this Section 4, emergency meetings may be called by the Chairperson or any two (2) Board Members in the event of an emergency that requires immediate action by the Board in order to protect the public health, safety and welfare, and may be held without notice if notice is not practicable. The Chairperson or Board Members calling the meeting shall make reasonable efforts to give all other Board Members notice of and an opportunity to participate in the emergency meeting by whatever means are reasonable to meet the circumstances of the emergency. Any Board Member who signs a waiver of notice or attends the emergency meeting shall be deemed to have received the necessary notice. At such emergency meeting, any action within the power of the Board that is necessary for the immediate protection of the public health, safety and welfare may be taken; provided, however, that any action at an emergency meeting shall be effective only until the first to occur of (a) the next regular meeting, or (b) the next special meeting at which the emergency issue is on the agenda. At such subsequent meeting, the Board may ratify any emergency action taken. If any emergency action taken is not ratified, then it shall be deemed rescinded as of the date of such subsequent meeting.

Section 5. Conduct of Business.

- a. No Informal Action by the Board. No official action on any matter may be taken by the Board unless a quorum of the Board is present.

- b. Presence at Meetings. A Board Member shall be considered present at a Board meeting if such member attends in person, by telephone or by contemporaneous electronic media.
- c. Quorum. A quorum of the Board shall be three (3) Board Members, provided that one of the Members is a District member.
- d. Vote Requirements. Any action of the Board shall require the affirmative vote of a majority of the Board Members present and voting. The following actions shall require an affirmative vote of at least four members of the Board:
 - 1. The location of any new fire station; and
 - 2. The approval of the Authority's annual budget.
- e. Electronic Signatures. In the event the signature(s) of one or more of members of the Board or appointed signatories are required to execute a written document, contract, note, bond, deed, and/or other official papers of the Authority, and the appropriate individual(s) is unable to be physically present to sign said documentation, such individual or individuals are authorized to execute the documentation electronically via facsimile or e-mail signature, unless said documentation provides otherwise. Any electronic signature so affixed to a document shall carry the full legal force and effect of any original, handwritten signature. Except as approved herein, this provision of the Bylaws shall not be interpreted as establishing Authority's consent or authorization to bind the Authority to any transaction by the use of electronic records or electronic means. This provision is made pursuant to Article 71.3 of Title 24, C.R.S., also known as the Uniform Electronic Transactions Act.
- f. Motions and Resolutions. Any official action of the Board necessary for the governance and management of the affairs of the Authority, for the execution of the powers vested in the Authority, and for carrying into effect the provisions of the Agreement, shall be taken by the passage of motions or resolutions.
- g. Minute Book. Within a reasonable time after passage, all resolutions, motions and minutes of the Board meetings shall be attested by the Secretary and recorded in a visual text format that may be transmitted electronically and kept for that purpose. Minutes of regular or special meetings shall be available for public review as soon as practicable following acceptance of such minutes by the Board.

Section 6. Officers and Personnel.

- a. Election of Officers. The officers of the Authority shall be a Chairperson, Vice-Chairperson and Secretary, and such other officers and assistant officers as may be authorized by the Board from time to time, to perform such duties as may be

- approved by the Board. All officers shall be elected by a majority of the Board Members present and voting. The Chairperson and Vice-Chairperson shall be members of the Board, but the Secretary and other officers of the Authority need not be members of the Board. At the first meeting of the Board, the Board shall appoint officers who shall serve in their elected capacities for one year. Thereafter, officers shall be appointed annually by the Board at the Board's last regularly scheduled meeting of each calendar year. Vacancies may be filled and new officers may be appointed at any meeting of the Board.
- b. Chairperson. The Chairperson shall preside at all meetings and, except as otherwise delegated by the Board, shall execute on behalf of the Authority any legal instruments approved by the Board. The Chairperson shall execute all ministerial documents on behalf of the Authority. The Chairperson, subject to these Bylaws, shall decide all points of order or procedure unless otherwise directed by a majority of the Board present.
 - c. Vice-Chairperson. The Vice-Chairperson shall perform all of the Chairperson's duties in the absence of the Chairperson.
 - d. Secretary. The Secretary shall maintain the official records of the Authority.
 - e. Additional Duties. The officers of the Board shall perform such other duties and functions as may be required by the Board from time to time, by the Bylaws or rules and regulations of Authority, by law, or by special exigencies which shall later be ratified by the Board.

Section 7. Fiscal Year. The fiscal year of the Authority shall commence on January 1 of each year and end on December 31.

Section 8. Disclosure of Conflict of Interest. A Board Member who has a personal interest in a matter before the Board shall disqualify himself or herself from considering, discussing or voting on the matter. Being an elected official or employee of the City or the District shall not constitute a conflict of interest.

Section 9. Modification of Bylaws. These Bylaws may be altered, amended or repealed at any regular or special meeting of the Board, subject to the approval of the City Council and District Board.

Section 10. Consistency with the Agreement. These Bylaws shall be interpreted consistent with the provisions of the Agreement. In case of conflict, the terms of the Agreement shall control.

Section 11. Severability. If any part or provision of these Bylaws is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of these Bylaws, it being the Board's intention that the various provisions hereof are severable.

Approved this ____ day of _____, 2012.

LOVELAND FIRE RESCUE AUTHORITY

By: _____
Chairperson

ATTEST:

Secretary

Approved this ____ day of _____, 2012.

CITY OF LOVELAND

By: _____
William D. Cahill, City Manager

ATTEST:

City Clerk

Approved this ____ day of _____, 2012.

LOVELAND RURAL FIRE PROTECTION DISTRICT

By: _____
President

ATTEST:

Secretary



Agenda Item Cover

Item No.: 4

Meeting Date: January 12, 2012

Prepared By: Merlin Green, Division Chief/Fire Marshall

TITLE

Review of the 2009 Edition of the International Fire Code

EXECUTIVE SUMMARY

The City of Loveland has adopted the 2009 Edition of the International Fire Code, excluding residential sprinklers. The Loveland Rural Fire Protection District will consider the same code adoption at their February, 2012 meeting. Chief Green will make a presentation to the Loveland Fire Rescue Authority Board regarding the changes between the previous code and the 2009 Edition and provide information on residential sprinklers.

BACKGROUND

Adoption of the International Fire Code, 2009 Edition will provide the city with the most current and comprehensive fire code and allow design professionals to incorporate current construction technologies, methods and materials into building designs. The code includes updated building design features related to fire safety, building structural elements and exiting requirements. This code does not include the provision to require residential sprinkler systems in **all** new single family dwelling units.

The Loveland Fire & Rescue staff has worked in a collaborative effort with the City of Loveland Building Department to incorporate into the city code the international codes that are of common interest and provide for the protection and safety of citizens.

STAFF RECOMMENDATION

Information Only

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

Adopt minimum standards for buildings and hazardous materials handling in the interest of public safety

ATTACHMENTS

Chapter 15.28 of the City of Loveland Municipal Code to highlight modifications to the code for the adoption of the 2009 International Fire Code

Chapter 15.28 – Fire Code

Sections:

- 15.28.010 International Fire Code – Adopted**
- 15.28.020 Modifications to International Fire Code – 2009 Edition**
- 15.28.030 Violations and Penalties**

Section 15.28.10 International Fire Code-Adopted.

The International Fire Code 2009 Edition, issued and published by the International Code Council, 4501 West Flossmoor Road, Country Club Hills, IL 60478-5795, including appendices B, C, D, I and J, is hereby adopted by reference as the fire code of the city. The purpose of the fire code is to provide minimum standards to safeguard life and limb, health, property and the public welfare by regulating fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises; and to provide for the issuance of permits and collection of fees therefore. At least one copy of the International Fire Code, 2009 Edition, which has been certified by the mayor and city clerk, shall be on file in the office of the city clerk, and may be inspected during regular business hours.

Section 15.28.020 Modifications to International Fire Code – 2009 Edition

The International Fire Code, 2009 Edition, adopted in this chapter, is modified as follows:

- A. Subsection 101.1, of Section 101 is amended to read in full, as follows:

101.1 Title. These regulations shall be known as the City of Loveland Fire Code hereinafter referred to as “the fire code”.

- B. Subsection 108.1, of Section 108 is amended to read in full, as follows:

108.1 Appeals. Appeals arising from the application of the International Fire Code, 2009 Edition, shall be pursuant to Sections 15.04.150 and 15.04.152 of the Loveland Municipal Code.

- C. Subsection 108.2, of Section 108 is deleted in its entirety.

- D. Subsection 108.3, of Section 108 is deleted in its entirety.

E. Subsection 109.3, of Section 109 is deleted in its entirety.

F. Subsection 111.4, of Section 111 is deleted in its entirety.

G. Subsection 113, of Section 113 is amended to read in full, as follows:

113.2 Schedule of Permit Fees. Fees for any permit, inspections, and services authorized by the fire code shall be assessed in accordance with the fee schedule established by resolution of the city council.

H. Subsection 113.5, of Section 113 is amended to read in full, as follows;

113.5 Refunds. The fire code official shall be permitted to authorize a refund of not more than fifty percent (50%) of the permit fee when no work has been done under a permit issued in accordance with this code. This refund shall only be redeemable within twelve months, (12), of issuance of the permit.

The fire code official shall not be permitted to authorize refunding of any fee paid except upon written application filed by the original applicant not later than sixty (60) days after the date of fee payment.

I. Section 308 is amended in part, by the addition of a new subsection 308.1.1 to read in full, as follows:

308.1.1 Open Flames. Sky Lanterns. The lighting of, and the release of, Sky Lanterns shall be prohibited.

J. Subsection 311.5, of Section 311, is deleted in its entirety.

K. Subsection 503.2.5, of Section 503 is amended to read in full, as follows:

503.2.5 Dead Ends. Dead-end fire apparatus access roads in excess of one hundred-fifty (150) feet in length shall be provided with an approved area for turning around fire apparatus. Dead-ends in excess of one thousand (1,000) feet are not allowed.

L. Subsection 503.6, of Section 503 is amended to read in full, as follows:

503.6 Security Gates. The installation of security gates across a fire apparatus access road shall be *approved* by the fire code official. Where security gates are installed, they shall have an *approved* means of emergency operation. The security gates and the emergency operation shall be maintained operational at all times. Electric gate operators, where provided, shall be *listed* in accordance with UL 325. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F 2200.

Exception: Private driveways serving a single-family residence.

M. Subsection 505.1, of Section 501 is amended to read in full, as follows:

505.1 Premises Identification. New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. The color of these numbers shall contrast with their background. Address numbers shall be Arabic numerals. New residential buildings that contain not more than two dwelling units shall have minimum 4-inch high numbers, with a minimum stroke width of ½ inch. Individual suite or unit addresses shall be displayed with minimum 4-inch high numbers, with a minimum stroke width of ½ inch. New multiple-family or commercial buildings shall have minimum 6-inch high numbers, with a minimum stroke width of ½ inch. New buildings three or more stories in height or with a floor area of 15,000 to 100,000 square feet, shall have minimum 8-inch high numbers, with a minimum stroke width of 1 inch. Buildings with a total floor area of 100,000 square feet or greater shall have minimum 12-inch high numbers, with a minimum stroke width of 1½ inches. Where building setbacks exceed 100 feet from the street or access road, additional numbers shall be displayed at the property entrance. The fire code official may require address numbers to be displayed on more than one side of the building, if primary vehicle access is not from the street or road fronting the property.

N. Subsection 507.3, Section 507 is amended to read in full, as follows:

507.3 Fire Flow. Fire flow requirements for buildings or portions of buildings and facilities shall be determined in accordance with Appendix B.

O. Subsection 507.5, of Section 507 is amended to read in full, as follows:

507.5 Fire Hydrant Systems. Fire hydrant systems shall comply with Sections 507.5.1 through 507.5.6 of this fire code.

P. Subsection 507.5.1, of Section 507 is amended to read in full, as follows:

507.5.1 Where Required. Fire hydrants shall be spaced six hundred (600) feet apart for Group R-3 occupancies and three hundred-fifty (350) feet apart for all other occupancies.

Q. Subsection 507.5, of Section 507 is amended in part, by the addition of a new Section 507.5.7 to read in full, as follows:

507.5.7 Fire Department Connections. A fire hydrant shall be located within one hundred-fifty (150) feet of a fire department connection, using an approved route without obstacles.

R. Section 510 is amended in part, by the addition of a new Section 510.4 to read in full, as follows:

510.4 Where required. Where adequate radio coverage cannot be established within a building, as defined by the fire code official, public safety radio amplification systems shall be installed in the following locations:

1. New buildings with a total building area greater than fifty thousand (50,000) square feet. For the purpose of this section, fire walls shall not be used to define separate buildings.
2. All new basements larger than ten thousand (10,000) square feet.
3. Existing buildings meeting the criteria of item 1 or 2 of this section undergoing alterations or additions exceeding fifty percent (50%) of the existing aggregate area of the building as of the date of this ordinance.

Exceptions:

1. One and two-family dwellings and townhouses.
2. If approved by the fire code official, buildings that provide a documented engineering analysis indicating the building is in compliance with radio reception levels in accordance with Section 510.4.1 and final fire department testing.

510.4.1 Design and Installation Standard. Public safety radio amplification systems shall be designed and installed in accordance with the criteria established by the fire code official based on the capabilities and communication features of emergency services.

510.4.2 Maintenance. Public safety radio amplification systems shall be tested annually and maintained in an operative condition at all times and shall be replaced or repaired where defective.

S. Subsection 901.1 of, Section 901, shall be amended to read in full as follows:

901.1 Scope. The provisions of this chapter shall specify where fire protection systems are required and shall apply to the design, installation, inspection, operation, testing and maintenance of all fire protection systems. When the requirements of this code and the adopted building code are in conflict, the more restrictive shall apply.

T. Subsection 903.1.1, of Section 903 is amended to read in full as follows:

903.1.1 Alternative Protection. Alternative automatic fire-extinguishment systems complying with Section 904 shall be permitted in lieu of automatic sprinkler protection where recognized by the applicable standard and approved by the building code official and fire code official.

U. Part (4) of subsection 903.2.7, of Section 903, is amended to read in full as follows:

(4) A group M occupancy used for the display and sale of upholstered furniture which does not exceed six thousand (6,000) square feet.

V. Section 903 is amended in part by the addition of a new Section 903.2.12, to read in full as follows:

903.2.13 Dead-end Roadways. An automatic fire sprinkler system shall be installed in all Group R fire areas, including single family detached residences, when the residential structure is located beyond four hundred, (400) feet of the entrance to a dead-end roadway.

W. Subsection 903.3.1.3 of Section 903, is amended to read in full as follows:

Section 903.3.1.3 NFPA 13D Sprinkler Systems. Automatic sprinkler systems shall not be required in one- or two-family dwellings including townhouses that are located within six hundred (600) feet of a fire hydrant meeting minimum flow and pressure requirements and located within four hundred (400) feet from the entrance on a dead-end roadway. All other one- and two-family dwellings

including townhouses shall have automatic sprinkler systems installed in accordance with NFPA 13D.

- X. Subsection 903.4.3, of Section 903, is amended to read in full as follows:

Section 903.4.3 Floor Control Valves. Approved supervising indicating control valves shall be provided at the point of connection to the riser on each floor in all multi-story structures.

- Y. Section 903 is amended in part by the addition of a new Section 903.3.5.1 to read in full as follows:

903.3.5.1 Backflow Protection. All fire sprinklers systems undergoing modification, unless exempt by the Director of the City of Loveland Water and Power Department, shall be isolated from the public water system by a backflow prevention device meeting the requirements of the Loveland Municipal Code.

- Z. Subsection 907.2.11.2 of Section 907, is amended in part by the addition of a new Paragraph, 4, to read in full as follows:

Groups R-2, R-3, R-4 and I-1:

4. In Groups R-2, R-3, R-4 and I-1 occupancies, and, in all attached garages, an interconnected heat detector shall be installed.

- AA. Section 907 is amended in part by the addition of a new Section 907.2.11.5 to read in full as follows:

907.2.11.5 Exterior Strobe. An exterior strobe shall be provided on the exterior of all R-1 and R-2 occupancies in a location readily visible from the roadway fronting the structure. This strobe shall alarm upon activation of any smoke or heat detection.

- BB. Section 1004 is amended in part by the addition of new Section 1004.10 to read in full as follows:

1004.10 Design. Buildings and facilities shall be designed and constructed to be accessible in accordance with this code; the ICC A117.1, most current edition; and the Colorado Revised Statutes Title 9 Article 5, 9-5-101, et seq., as amended.

CC. Subsection 2403.2, of Section 2403, is amended to read in full as follows:

2403.2 Approval Required. Tents/Canopies and membrane structures in excess of seven hundred (700) square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official.

DD. Subsection 3301.1.3 of, Section 3301, is amended to read in full as follows:

3301.1.3 Fireworks. The possession, manufacture, storage, sale, handling and use of fireworks are prohibited unless permitted by state and local laws.

EE. Exception 4, of subsection 3301.1.3 of section 3301 is amended to read in full as follows:

#4. The possession, storage, sale, handling and use of permissible fireworks in accordance with the criteria established by the fire code official.

FF. Section 3302 is amended by the addition of a new definition to read as follows:

3302 Permissible Fireworks. As defined by the Colorado Revised Statutes 12-28-101.

GG. Chapter 33 is amended by the addition of a new Section 3310 to read in full as follows:

Section 3310
Permissible Fireworks

3310.1 General. Permissible fireworks use shall be as detailed in this section and in accordance with state and local laws.

3310.2 Use of Fireworks. The use of permissible fireworks shall be in accordance with Sections 3310.2.1 through 3310.2.4.

3310.2.1 It shall be unlawful for any person to possess, store, offer for sale, expose for sale, sell at retail, or use, or discharge any fireworks, other than permissible fireworks.

3310.2.2 It shall be unlawful for any person to knowingly furnish to any person under the age of sixteen (16) years of age, by gift, sale, or any other means, any fireworks, or permissible fireworks.

3310.2.3 It shall be unlawful for any person under sixteen (16) years of age to purchase fireworks, including permissible fireworks.

3310.2.4 It shall not be unlawful for a person under sixteen (16) years of age to possess and discharge permissible fireworks if such person is under adult supervision throughout the act of possession and discharge.

HH. Subsection 3404.2.9.6.1 of Section 3404, is amended to read in full as follows:

3404.2.9.6.1 Location where above-ground storage tanks are prohibited. Storage of Class I and II liquids in above-ground storage tanks outside of buildings is prohibited within the city limits.

Exceptions:

1. Above-ground tank storage of aviation fuels at the Fort Collins-Loveland Airport fuel farm.
2. Protected above-ground tank storage (UL 2085) not exceeding one thousand (1,000) gallons in size per tank or two thousand (2,000) gallons per site.
3. Above-ground storage tanks not exceeding 500 gallons for supply of emergency generators or fire pumps when approved by the fire code official.

II. Subsection 3404.2.13.1.4 of Section 3404 is deleted in its entirety.

II. Subsection 3406.2.4 of Section 3406, is amended to read in full as follows:

3406.2.4 Permanent and temporary tanks. The capacity of permanent aboveground tanks containing Class I or Class II liquids shall not exceed five hundred (500) gallons. The capacity of temporary aboveground tanks containing Class I or Class II liquids shall not exceed two thousand (2,000) gallons unless a larger amount is approved in writing by the fire code official. Tanks shall be of single-compartment design.

- JJ. Subsection 3406.2.4.4 of Section 3406, is deleted in its entirety.
- KK. Subsection 3804.2 of Section 3804, is amended to read in full, as follows:

3804.2 Maximum capacity within established limits. Within the limits established by law restricting the storage of liquefied petroleum gas for the protection of heavily populated or congested areas, the aggregate capacity of any one installation shall not exceed a water capacity of five hundred, (500), gallons.

Section 15.28.030: Violations and Penalties.

- A. No person who operates, occupies, or maintains a premises or vehicle subject to the provisions of this chapter shall allow a fire hazard to exist, nor shall fail to take immediate action to abate a fire hazard when ordered or notified to do so.
- B. Any person who shall violate any of the provisions of this chapter or who shall violate or fail to comply with any orders made hereunder or who shall act in any way in violation of any permits issued hereunder shall, severally and for each and every violation in noncompliance respectively, be guilty of a misdemeanor punishable by the penalty set forth in Section 1.12.010 of the Loveland Municipal Code. The imposition of one penalty for any violation shall not excuse the violation or permit it to continue, and all persons shall be required to correct or remedy the violations or defects within a reasonable time, and when not otherwise specified, each day that prohibited conditions are maintained shall constitute a separate offense. The application of any penalty pursuant hereto shall not be held to prevent the forced removal of prohibited conditions nor the suspension or removal of a permit or license issued hereunder.

Agenda Item Cover

Item No.: 5

Meeting Date: January 12, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director



TITLE

Review of the Loveland Fire Rescue Authority Basic Services Expansion Plan

EXECUTIVE SUMMARY

The Basic Services Plan has been reviewed and agreed upon in concept by the Fire Authority Transition Team, the Loveland City Council and the Loveland Fire Protection District. The plan has been modularized in phases to manage the plan into the future. There is a four phase approach over ten years to initiate a three person incident response using full time, part time and volunteers; expand Station 2 with a Heavy Rescue Squad to meet minimum staffing; construct a new west side station (Station 10) and provide rover coverage for staff vacancies associated with benefit hours or injury. The numbers have been updated based on new information available for the cost of construction.

BACKGROUND

Over the last couple of years a Basic Services Expansion Model was developed to strategically:

1. Establish an adequate initial response for both staff and equipment;
2. Provide for reliability in the emergency response system beyond the first alarm assignment, utilizing department resources (as opposed to relying on mutual aid response for system coverage); and
3. Plan for expansion in the emergency response system to address future gaps in coverage.

All the service expansions strategies are the same as the last time the plan was reviewed, with the exception of the administrative positions, and it uses the same numeric assumptions. The plan has been revised to reflect higher construction estimates received by the architect firm working on the Station 6 expansion. The firm is currently estimating construction at \$191 per square foot, \$30 per square foot higher than the previous estimate.

This attached document is the foundation for the strategic plan currently in development with the Fire Rescue Advisory Commission. It is intended to “chart the course” over the next ten years. Staff’s objective is to keep it current as new information becomes available for estimating revenues and expenditures and to serve as a communication tool for assessing the authority’s progress for meeting the most basic level of service to the community. Over the next few months an evaluation of the funding sources available for the ten year plan will be conducted to identify funding gaps so that we can work with our partners to develop solutions.



Agenda Item Cover

Item No.: 5

Meeting Date: January 12, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director

STAFF RECOMMENDATION

Information Only

FINANCIAL/ECONOMIC IMPACTS

There is no immediate financial impact. The document represents conservative financial planning on a ten year planning horizon.

ASSOCIATED STRATEGIC GOALS

Adequate emergency response using Authority resources

ATTACHMENTS

Loveland Fire Rescue Authority Strategic Plan excerpt: V. Model 1 Basic Services Expansion Plan

V. Model 1 Basic Services Expansion Plan

During the years of 2010-2011, the Fire Authority Review Committee was charged with the task of determining what it would take to be able to implement and manage a fire authority. A significant amount of time was spent evaluating the department's resources and its ability to provide adequate staffing and equipment for the variety of emergency response calls in the city and rural district. There were three clear objectives established for addressing the department's current and future needs:

1. Establish an adequate initial response for both staff and equipment
2. Provide for reliability in the emergency response system beyond the 1st Alarm Assignment, utilizing department resources and not being reliant on mutual aid response for system coverage
3. Plan for expansion in the emergency response system to address future gaps in coverage

Several other criteria were evaluated, including the appropriate minimum staffing model that would be utilized. The committee spent months in the evaluation of the department's resources and compared those resources to the community risk. Other departments were also evaluated for their level of services provided and their community risk.

Other criteria that entered into the analysis included the department's evaluation by the Insurance Services Office (ISO) in 2008. During this evaluation, it was noted that the department was short on overall personnel and two fire companies; one a service or support/truck company and another engine company in the district.

At the conclusion of the analysis, two models were developed. The first model had at its core and expansion of services to include three person fire companies as the minimum staffing model. The second model utilized a four-person crew for its minimum staffing model. In addition to the staffing component other expansion, such as the service (support) company and the expansion of an additional engine company were included in both models.

Both of these models were presented to the Loveland City Council and Rural Board in the early portion of 2011. Both governing bodies chose to endorse, in concept Model 1- Basic Services Plan as the model of choice for the strategic plan for the fire authority. The components of that model are included in the following pages.

In the early part of 2012, the Model 1 Basic Services Expansion Plan was presented to the new Loveland Fire Rescue Authority Board. The plan has been broken out into four phases of expansion with the years targeted for expansion and the total estimated costs listed at 2013 dollars. The fully detailed phased plan is shown in figure 5-1.

General funding sources for the Model 1 Basic Services Plan have been identified through discussions and presentations with City Council and the Rural District Board. Specific and targeted funding for the entirety of the plan, and identification of where funding gaps exist for both O & M and capital issues, will be developed over the first six months of 2012. Management of the plan and of the various capital and O & M resources will be an ongoing work throughout the life of this strategic plan.

PHASED IN PLAN FOR MODEL #1- BASIC SERVICES PLAN-**2012-2020**

The Model #1 Basic Services Expansion Plan consists for four phases, the first three phases having a major construction project, a major hiring project, and other significant large capital projects. The fourth phase, by design, is the smallest expansion phase. This fourth phase will allow for any unanticipated capital or operational and maintenance growth, or options for implementation in the event of unforeseen economic downturns that delay the expansion plans timelines. The fourth phase by design provides for some flexibility within the plan for expansion. Each phase will be highlighted below for its major emphasis in three categories, Hiring, Construction Projects and Apparatus expansion. The next pages will provide a more defined expansion per phase, including cost estimates that are gleaned from best assessments possible.

The remaining pages in this section provide individual details for Model #1 expansion, including: Staffing and Costs for Implementation, Large Capital Replacement Options, Secondary Apparatus Replacement Schedule and Costs, Updated Fire Rescue City of Loveland Capital Replacement Plan, and Improvement and Construction Costs for Fire Stations.

The abbreviated summary of the phased in plan for Model #1 is as follows:

PHASE	TIME	HIRING FOCUS	CONSTRUCTION	NEW APPARATUS
One	2012-2013	Public Safety Admin. Direct. Min. Staffing: E-6 & Trk. 6 Part-Time Paid Program Community Safety Staff	Expansion of Station Six	New Engine
Two	2014-2015	Staffing for New Rescue 6 Lieutenants & 6 Engineers	Construction of New Sta. Two	New Aerial
Three	2016-2017	Staffing for Station 10 Admin./Sec Position	Construction of New Sta. Ten	New Engine
Four	2018-2020	Coverage Positions/ Rovers	None	New Engine

PHASE 1 2012-2013	YEAR	DOLLARS	SOURCE
Add 6 FT firefighters for Engine 6 & Truck 6	2013	\$ 426,777*	
Additional funding for part time paid F/F program	2013	\$ 70,420*	
Add Public Safety Administrative Director position	2013	\$ 130,000*	
Add 1 Lieutenant position to Community Safety Division	2013	\$ 106,140*	
TOTAL \$ Increase for O&M for Phase 1		\$ 733,337	City/Rural
Expansion for Station 6	2012	\$ 925,000	City/CEF
New Fire Engine	2012	\$ 475,000	City
TOTAL Capital \$ for Phase 1		\$1,400,000	

PHASE 2 2014-2015	YEAR	DOLLARS	SOURCE
Add 6 FT positions for new Heavy Rescue- Squad 2 (3 Lieutenants and 3 Engineers)	2014	\$ 694,389*	
TOTAL \$ Increase for O&M for Phase 2		\$ 694,389	City/Rural
Construction of new Station Two	2013	\$2,400,000**	City/CEF
New Aerial Tower	2014	\$1,200,000	City
Refurbish 2000 Smeal Aerial Ladder for Reserve Truck	2015	\$ 475,000	City
TOTAL Capital \$ for Phase 2		\$4,075,000	

PHASE 3 2016-2017	YEAR	DOLLARS	SOURCE
Add 9 FT position for New Station Ten (Lt., Eng., FF)	2016	\$ 980,434*	
Add 1 Administrative (secretarial) position	2016	\$ 54,450*	
TOTAL \$ Increase for O&M for Phase 3		\$1,034,884	City/Rural
<i>O&M costs are also expected to increase in 2017 for insurance costs by \$62,324 and the annual amortization for equipment replacement as the Fire Authority becomes responsible for these costs as a separate organization</i>			
Build New Station Ten	2016	\$1,770,000**	City CEF/Rural
New Fire Engine	2016	\$ 530,000	City
Refurbish Water Tender 1	2016	\$ 237,000	Rural
TOTAL Capital \$ for Phase 1		\$2,537,000	

PHASE 4 2018-2020	YEAR	DOLLARS	SOURCE
Add 3 FT firefighters for coverage/rover positions	2019	\$ 262,308*	
TOTAL \$ Increase for O&M for Phase 4		\$ 262,308	City/Rural
Refurbish Water Tender 5	2018	\$ 357,000	LFRA
Replace Front Line Engine	2020	\$ 597,388	LFRA
TOTAL Capital \$ for Phase 4		\$ 954,388	

*All O & M costs include a 3.5% annual inflationary increase

** These estimates were provided by City of Loveland Facilities in early 2011, they will need to be re-evaluated in the coming years based on the construction trends and costs per square foot

MODEL #1- BASIC SERVICES PLAN-**2012-2020**

This Basic Service Plan offers a minimum staffing of each fire company with 3 firefighters and utilizes the current 3-tiered workforce of volunteers, part-time paid (PTP) and full-time (FT) firefighters. The total build-out of this plan would result in the targeted numbers of .95 ffs/1000.

ADDITIONS/CHANGES TO BUILD THE PLAN:	Targeted Year
* Add 6 FT firefighters for Engine 6 and Truck 6 to provide for Minimum staffing of three firefighters per engine or truck	2013
* Continue funding for PTP program expanding to include 18 total PTP FFs- the Part-time-paid program is a part of the minimum staffing plan	2013
* Add Public Safety Administrative Director- needed to address the department's administrative needs to manage and administrate the fire authority	2013*
* Add 1 Lieutenant for FPB/CSD- needed to address the current deficiencies in The business inspection program (down 65% since budget reductions in 2009)	2013
* Add 6 FT positions (Lts & Eng.) for Heavy Rescue Company, Station Two- This Squad company helps meet minimum staffing levels and the recommendations from ISO (Insurance Services Office)	2014
* Add 9 FT positions (LTs/Engs./FF)for new Station 10- required staffing to open the new west side station which is important for minimum staffing levels and district/area coverage for the 5-minute response	2016
* Add 1 Administrative Assistant- needed to help address the increase in workload at the admin/secretarial level (currently the department has only two administrative specialist positions)	2016
* Add 3 FT positions for rover/coverage- these positions are needed to cover vacancies due to injury, sick, leave, vacation, etc.	2019

* This position comes on line in 2012, however is budgeted for the department as an expenditure beginning in 2013

Large Capital Replacement Options-

Fire Authority Large Capital Replacement Plan 2010-2025

■ Apparatus Remaining from Current 2010 Capital Program-

- 2010 SVI Engine Replaces 1995 General Telesqurt
- 2012 New Engine Replaces 1998 General ALF
- 2014 New Aerial Replaces 2000 Smeal HME
- 2016 New Engine Replaces 2004 General Spartan

■ Primary Apparatus Replacement Schedule 2016-2025-

Primary Vehicle/	Year In Service	Replace (12)	New/Old Plan	Reserve/Retire (3)
E-1 SVI/Spartan	2011	2023	New	2026
E-2 Crim./Spart.	2008	2020	New	2023
E-3 Crim./Intl.	2009	2021	New	2024
E-5 Pierce	2010	2022	New	2025
E-6 Gen./Spart.	2004	2016	Old	2019
Trk.6 Smeal/HME	2000	2014	Old	2020 (refurb?)
Res. 6 SVI/Spart.	2003	---	New	2024 (refurb?)
Eng R Smeal/Spart.	2003	2015	---	2020
Eng. R Gen./ALF	1998	2010	---	2016
Trk. R Gen./T-Sq.	1995	2010	---	2014

■ New Plan Replacement Costs for Primary Apparatus-

1. 2020	Engine 2	Crimson/Spartan	\$ 597,388
2. 2021	Engine 3	Crimson/International	\$ 618,297
3. 2022	Engine 5	Pierce	\$ 639,937
4. 2023	Engine 1	SVI/Spartan	\$ 662,335
5. 2024	Rescue 6	SVI/Spartan	\$ 390,000 (Refurbished)

TOTAL COSTS -PRIMARY APPARATUS REPLACEMENT \$2,907,957

■ **Secondary Apparatus Replacement Schedule 2016-2025-**

Secondary Vehicle/	Year In Service	Replace (20)	New/Old Plan	Reserve/Retire
WT-1 Gen./Frtlin.	1996	2016	New (RF)	2026
WT-8 Gen./Frtlin.	1996	2017	New (RF)	2027
WT-5 Gen./F.L. 4x4	1998	2018	New (RF)	2028
D-2 SVI/Frtlin.	2004	2024	New (RF)	2034
HR-2 Hackney	2006	2026	New (RF)	2034

* **Note:** All of these secondary apparatus, except D-2, are planned for a refurb. (RF) with replacement of cab and chassis as opposed to new replacement vehicles

■ **New Plan Refurbishment Costs for Secondary Apparatus-**

1. 2016	WT-1	Gen./Frtlin.	\$ 237,000
2. 2017	WT-8	Gen./Frtlin.	\$ 245,295
3. 2018	WT-5	Gen./Frtlin. (4x4)	\$ 180,000
5. 2026	HR-2	Hackney	\$ 357,000

TOTAL COSTS -SECONDARY APPARATUS REPLACEMENT **\$1,324,000**

Available Capital Funds 2016-2025 (\$575,000 X 10 years) **\$5,750,000**

- **Primary Apparatus Costs 2016-2025** - (\$2,907,957)
- **Secondary Apparatus Costs 2016-2025** - (\$1,324,000)
- **Misc. Equipment (Air-Paks, Radios TICs)** - (\$1,518,043)
(The need for this equipment has been estimated at \$150,000/ per year)

TOTAL NEEDED FOR LG. CAPITAL REPLACEMENT (2016-2025) **\$5,750,000**

Updated Loveland Fire and Rescue 2012-2021 Capital Programs

FIRE APPARATUS

Current Replacement Schedule:

<u>Year</u>	<u>Replaces</u>	<u>Cost</u>
- 2012	ALF/General Engine	\$ 515,000
- 2013	-----	\$ 0
- 2014	Smeal Ladder Truck	\$1,200,000
- 2015	Engine	\$ 475,000
- 2016	2 Engines	\$1,060,000
TOTAL EXPENDITURES		<u>\$3,250,000</u>

Proposed Replacement Schedule*:

<u>Year</u>	<u>Replaces</u>	<u>Cost</u>
- 2012	ALF/ General Engine	\$ 515,000
- 2013	-----	\$ 0
- 2014	Smeal Ladder Truck	\$ 1,200,000
- 2015	1995 General Telesqurt (Refurbishing Smeal Ladder Truck)	\$ 475,000
- 2016	Smeal Engine	\$ 530,000
TOTAL EXPENDITURES		<u>\$ 2,720,000</u>

New Fire Apparatus: (Funded with CEFs)

<u>Year</u>	<u>Purchase</u>	<u>Cost</u>
- 2014	NW Heavy Rescue Truck (For new Company @ Sta. 2)	<u>\$ 500,000</u>

* Note: The current plans for the fire authority targets 2016 as the last year for LFR to be involved in the capital replacement plan. From 2017 on a factor of \$575,000 annually is needed for large capital replacement- of that amount 82% would be the city's responsibility or \$471,500 annual for large capital.

Improvement Costs for Fire Stations –

CONSTRUCTION COSTS FOR LFR BUILDING PROJECTS

The following are costs estimates for three building projects associated with the expansion planned for Loveland Fire and Rescue for Model 1, the Basic Services Plan.

CONSTRUCT OF NEW FIRE STATION TWO-

• General Conditions		\$ 230,000
• Site Costs		\$ 400,000
• Building Costs (11,000 sq. ft X \$161 per sq. ft.)*		\$1,771,000
TOTAL COSTS- Station Two		\$2,401,000

ADDITIONS TO STATION SIX-

• General Conditions		\$ 182,000
• Site Costs		\$ 135,000
• Additions:		
- New Community Room	500 sq. feet	
- New Sleeping Quarters	1,200 sq. feet	
- Bathrooms	250 sq feet	
- Office	200 sq feet	
- Storage	200 sq feet	
Total Space Added	2,350 sq feet (X \$161)*	\$ 378,350
• Remodel Existing:		
- Exercise Area and Com. Room	900 sq feet (X \$ \$80)*	\$ 72,000
TOTAL COSTS- Station Six		\$ 767,350

NEW STATION TEN-

• General Conditions		\$ 230,000
• Site Costs		\$ 350,000
• Building Costs (7,000 sq. feet X \$170 per sq feet)		\$1,190,000
TOTAL COSTS- Station Ten		\$1,770,000

* These estimates were provided by City of Loveland Facilities in late 2010 or early 2011; they will need to be re-evaluated in the coming years based on the construction trends and costs per square foot



Agenda Item Cover

Item No.: 6

Meeting Date: January 12, 2012

Prepared By: Renee Wheeler, Public Safety Administrative Director

TITLE

Briefing Papers

EXECUTIVE SUMMARY

The Chief's report includes a variety of general updates including:

- Strategic Planning for Facilities with TVEMS
- Automatic Aid with Windsor-Severance
- Fire Station 6 Expansion
- Strategic Plan Progress
- New Fire Engine Purchase and information on the Vendor
- Presentations on the Horizon
- Front Range Fire Consortium Regional Planning
- Loveland Rural Fire Protection District Mill Levy Election Update

BACKGROUND

This section of the agenda is intended to provide general information to keep board members apprised of project status.

STAFF RECOMMENDATION

N/A

FINANCIAL/ECONOMIC IMPACTS

N/A

ASSOCIATED STRATEGIC GOALS

N/A

ATTACHMENTS

Fire Chief's Monthly Report

Correspondence received from Allenspark Fire Protection District and Cheyenne Fire and Rescue



Loveland Fire Rescue Authority Board Fire Chief's Monthly Report *January, 2012*



This monthly report is intended as an update to the fire authority board on important information that impacts the organization and the authority board.

Strategic Planning for Facilities with TVEMS- Chief Mirowski, Chief Leshner and their staffs will be working collaboratively in the next several months for strategic plans for expansion and needs for both organizations. The hope is that we can work together and combine our efforts for the most effective and efficient Fire Rescue and EMS system possible.

Update on Automatic Aid with Windsor-Severance- All of the documentation for this agreement has been signed and is on file with the appropriate agencies. Some update work will need to be completed through the dispatch centers and final operational concerns and questions vetted. It is our expectation to have this agreement fully operational by the end of January 2012.

Fire Station Six Expansion- Planning work continues on this project. Final elevations are being selected and the plans review process through the City of Loveland is up next. We will provide a more complete presentation to the fire authority board at the February meeting.

Strategic Plan Progress- Good progress is being made on the fire authority's strategic plan. The draft of the document is over half completed, with the Fire Rescue Advisory Commission (FRAC) working on the **citizen** review of the document. Thus far, FRAC has completed their review on the first five sections of the document.

New Fire Engine Purchase for 2012- The contracts for the new engine, being built by our local contractor, Super Vac, have all been signed and delivered. The engine should be completed and in service by the end of 2012. Updates as appropriate will be provided to the board.

Super Vac Leaving Loveland and Impact on LFRA- Super Vac announced in the media that they will be closing their Loveland operation and moving to Fort Collins in the first quarter of this year. This will have very little impact on our work with them on the purchase of this current engine and no impact on future equipment purchases with their company. Super Vac will still be the closest builder of fire apparatus and the advantages of having them local will remain, even if they are in Fort Collins.

Fire Authority Topic for January Council Study Session- City Manager Cahill has arranged for an update to City Council on the fire authority. The update will be a part of the City Council Study Session on January 31, 2012.

Fire Authority Update Presentation to Rural District Board in February- Our staff will be presenting an update on the fire authority to the Rural District Board in February.

FRFC and Regional Planning for 2012- We continue to work with our partners in the Front Range Fire Consortium (FRFC) and have our first planning meeting for 2012 in January. The FRFC is a fifteen year old association that has provided many benefits to LFRA and many other departments in the region over the last decade. An example will be reviewed with the board to give an idea of the kind of work and cost savings that this regional consortium has provided to its members.

Vision Tour 2012- Once again, the staff will be conducting the Vision Tour for 2012. These annual presentations gives our administrative staff an excellent opportunity to spend time with the members of our department in small group settings to discuss the year in review (2011), the coming year and some of our major focus points and the future direction of the department. The fire authority will be a major topic of discussion for our staff in this year's Vision Tour.

Loveland Rural Fire Protection District (LRFPD) Mill Levy Election Update – The District will conduct an election to increase their mill levy May, 2012. At their last meeting the Rural District Board discussed the potential for hiring a marketing professional to assist with crafting a concise message to the rural district voters. The discussion included ideas for the most meaningful ways to deliver the message to the district voters. It was clear that a variety of communication tools will be necessary. The mill levy committee will hear a proposal from a marketing firm at their January 12th meeting.

Letters to Surrounding Departments for change to Fire Authority-



Cheyenne Fire and Rescue Training Division

7222 Commerce Circle, Cheyenne WY 82007

Phone: (307) 638-4350 Fax: (307) 638-4361



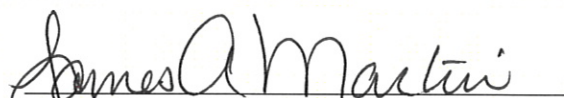
22 December 2011


Loveland Fire Rescue
c/o Fire Chief Randy Mirowski
410 East 5th Street
Loveland, CO 80537

Dear Chief Mirowski,

Cheyenne Fire and Rescue would like to thank you, Loveland Fire's Honor Guard, and all the members of Loveland Fire Rescue Authority for the compassion and assistance provided to us during our time of need. The fire service, as a whole, lost a dedicated, outstanding member. Individual organizations mourned together, pulled together, and provided a very memorable honor to our departed colleague and friend. Words can never express the appreciation we feel. We truly hope that we do not need to assist Loveland Fire with a similar event, but please know that the offer of assistance is always standing. Please share, with all your members, our gratitude.

With honor and gratitude,


James A. Martin
Fire Chief
Cheyenne Fire and Rescue


Thomas Schingle
Division Chief of Training
Cheyenne Fire and Rescue



Allenspark Fire Protection District

December 7, 2011

Loveland Rural Fire Protection District
1423 West 29th Street
Loveland, CO 80538-2403

RE: Thank You

Dear Loveland Rural Fire Protection District,

We at the Allenspark Fire Protection District would like to extend our gratitude for your department's help during the fire at the Saint Malo Retreat and Conference Center on November 14, 2011.

Your assistance was an extremely valuable asset to our fire-fighting efforts. Your contribution was important and very much appreciated.

Thank you from all the members of the Allenspark Fire Protection District.

Michael Osmun

Chief, Allenspark Fire Protection District

*P O Box 153 Allenspark, CO 80510
303-747-2586
www.allensparkfire.com*