

**Louisville Fire Protection District  
Board of Directors Regular Meeting  
June 26, 2023**

In Attendance: Board members Boven, Brown, Carter, DuBay, Lechner  
Chief Willson, BC Melvin, Lt Bowler  
Fire Marshal Mestas, Finance Director Fry, HR Director Jackson (ZOOM)  
Attorney Ross

The meeting was held at Fire Station #2, 895 Via Appia Way and also broadcast via ZOOM.

President Pro Tem Lechner called the meeting to order at approximately 7:15 p.m. The Pledge of Allegiance was recited. Roll call was taken and all Board members were present. Board members Brown, Carter, and DuBay, attended via Zoom.

There were no changes to the agenda. President DuBay moved to approve the consent agenda. Board member Carter seconded, motion carried.

Financial Report

General Fund

Checking:

Old Balance	4/30/2023		\$ 1,079,689.34
Deposits			\$ 1,750,043.97
	April County Check	\$ 1,527,193.35	
	Ambulance Transports	100,837.39	
	Ambulance Subscriptions	195.00	
	Insurance Reimbursement (Ranger Repair)	2,793.38	
	John Willson (Reimb-Items on Dept Credit Card)	72.32	
	Pension Fund (Pension Checks - 4th Qtr 2022)	116,422.50	
	CPR Fees	288.55	
	City of Lafayette (SCBA Pack Rental - Apr)	170.00	
	Plan Reviews	2,071.48	
New Balance			\$ 2,829,733.31
Disbursements			\$ 715,764.35
	Bills	\$ 575,403.83	
	Donation to Vol FF Fund (Epperson, Benevity Causes)	2,961.55	
	Ambulance Transport	3,516.57	
	Refunds		
	Pension Fund (Virginia Caranci - Deceased 7/1/22 - 8/8/22 Benefit)	727.40	
	Pension Checks (1st Qtr 2023)	133,155.00	
New Balance	5/31/2023		\$ 2,113,968.96

Reserve Fund:		
(Includes Emergency Reserve)		\$ 8,160,875.35
US Bank Money Market	\$ 8,160,875.35	
Other:		\$ 1,204,073.36
Capital Reserve	\$ 1,204,073.36	

Chaplain Scott Moore presented information and a draft policy for a chaplain program through the Rocky Mountain Police & Fire Chaplains. He is a crime prevention specialist & lead chaplain with Louisville Police Department and assistant director of the Rocky Mountain Police and Fire Chaplains. There was a lengthy discussion. President DuBay moved to have Attorney Ross review this, obtain feedback from the Department for level of interest, and then draft policy for consideration at a later meeting. Board member Boven added vetting it through our HR Department. It was agreed to move forward and look into it.

Chief Willson reported that after negotiations for the 2024-2025 Collective Bargaining Agreement (CBA) between the Union representatives and himself, they agreed on the same changes that he brought to the board at the last meeting - a two year contract, 3.5% increase for 2024 & 4.5% increase for 2025, acting pay requires 12 hours or more, transfers from Avista to Centennial Peaks between 0600-2100, increase TOWP by one day, increase field instructor pay 5%, increase entry grade level to one year, and remove redundancy in tuition reimbursement. Board member Carter moved to approve the CBA and authorize President DuBay to sign it. President DuBay seconded, motion carried.

HR Director Fry reported the draft audit report is still in progress due to a delay in getting everything to the auditor. It will be distributed to the board for review as soon as it is ready. Attorney Ross reiterated the audit compliance deadlines and HR Director Fry noted an extension is available if necessary.

Chief Willson reported we budgeted \$166,000 to refurbish the ambulance and that the earliest we can do that will be Feb 2025 so no funds will be expended this year. He said the current fire marshal's truck has about 205,000 miles on it and asked to use the budgeted \$166,000 to buy a new Ford Escape for the new fire marshal, put a plow on the current fire marshal pickup, and a new battalion chief's vehicle (a Ford F-150 with canopy, lights, & radio). There was discussion on what is included in the capital plan. President DuBay wants to make sure all auxiliary items will be added during the budget work session. Chief Willson stated we will have to be putting more money back into the Capital Fund to purchase capital needs in the future. Board member Carter moved to purchase the two new vehicles for the Department considering that we are going to have a shift and not have our ambulance until 2025. Board member Boven seconded. Board member Brown asked if contributions to the Capital Fund varies from year to year or if it is constant. President DuBay and Chief Willson explained how it works. The motion carried.

Chief Willson presented the Strategic Plan update.

Announcements –

- We participated in the Community Wildland Protection Plan (CWPP) meeting in Superior for Zone D (Louisville, Superior, Marshall, and Eldorado Springs). There was a real good turnout.
- July 4<sup>th</sup> we'll be participating in the Superior parade with our old truck and later on that night we'll have the fireworks on the golf course.
- There will be a fire drill at Avista at the end of the month, mainly around the MRI.

Fire Marshal Mestas presented his report and an update on the Marshall Fire.

HR Director Jackson presented her monthly report including an update on job openings, internal promotions, hiring committee, and Engaged on Purpose/Sparkbay results comparison.

Attorney Ross presented the legal advisement and provided information on Colorado SB303. He recommends preparing two budgets, one for if it passes and one for if it doesn't, and setting a special meeting placeholder to make adjustments if it passes. There was discussion regarding how this will affect tax revenue.

<u>Bills</u>		
Home Depot	Storage container, weed killer, flashlight, pole	\$ 93.89
Bound Tree Medical	Medical services	468.47
ViaTek	PC/support, managed services	2,903.33
West Direct Equipment Savers	Filled fuel tank - St 3	3,082.37
DH Pace	Adjust garage door - St 3	452.00
Colo-Div of Fire Prevention & Control	Exam, renewals	650.00
Municipal Emergency Services	Fan, batteries	4,354.93
AirPro	Exhaust hose - St 2 & St 3	4,155.75
Xcel Energy	Utilities	3,479.73
Western Disposal	Trash removal	519.55
DIRECTV	TV - St 3	87.99
A Path Forward	Counseling session	80.00
Metro Door	SCBA door repair - St 2	560.00
St Anthony Prehospital Services	Paramedic tuition - Crass	6,650.00
Instant Imprints	T-shirts, sweatpants, sweatshirts, shorts	2,697.44
Foster Emergency Medicine LLC	Medical direction	7,540.45
CenturyLink	Data bundle - St 3	678.58
WEX Bank	Fuel - fleet	1,468.42
Isabella Dean	Reimb-Heartsaver instructor course, card & affiliation	102.79
US Bank	CC; monthly fees (Adobe Pro, Stamps.com, Ring Central), office/station/training/medical supplies, postage, water & sewer, high-speed internet, boots, meals, rekeyed locks, plumbing repairs - St 3, lubricate door, flowers, legal fees, wildfire mitigation pamphlets, turn on & repair sprinklers, banquet awards, M-C tires & emissions test, A-C & E-G oil change, training classes & conference registration, ZOOM renewal, EMS awards	11,736.84
Metro Door	Door repair - St 2	280.00
BearCom	Portable radio repair	115.98
GearWash - Colorado	Gear repair	537.00
ViaTek	PC/phone support	1,081.62
Life-Assist	Medical supplies	1,309.64
Restore Counseling	Counseling session	125.00
Galls	Pants	2,468.75
Bound Tree Medical	Medical supplies	1,285.98
Pinnacol Assurance	Workers compensation	11,064.00
Health Equity, Inc	FSA administrative fees	81.50
US Bank	Service fees	97.00

IRS	Medicare Hospital Insurance	\$ 4,987.33
PERA	Employer contribution – April	57,318.25
PERACare	Health insurance – April	53,687.17
Employee 9420	Fire Chief	13,318.38
Employee 3126	Fire Marshal	10,462.38
Employee 3946	Finance Director	10,164.80
Employee 8219	Captain	10,016.00
Employee 4765	Human Resources Director	8,878.38
Employee 6587	Captain	10,676.35
Employee 7386	Administrative Assistant	3,889.60
Employee 5843	Fire Inspector	5,382.40
Employee 5154	Engineer	8,101.24
Employee 6028	Lt	9,835.06
Employee 1525	F1	9,422.41
Employee 5722	Engineer	2,750.27
Employee 5768	F2	8,181.61
Employee 7544	P4	6,377.06
Employee 9636	P3	6,333.55
Employee 8275	F1	7,375.24
Employee 9247	F1	7,608.04
Employee 3841	F2	6,856.62
Employee 6492	F2	6,789.76
Employee 2178	Lt	9,580.24
Employee 3296	P1	8,209.54
Employee 4176	Engineer	9,324.30
Employee 1347	F1	8,258.86
Employee 8327	P4	6,181.30
Employee 6173	P4	6,362.85
Employee 3169	P1	8,835.93
Employee 4267	P1	8,850.70
Employee 7412	F2	7,769.95
Employee 8820	P2	8,037.93
Employee 9627	Engineer	7,870.70
Employee 6829	Battalion Chief	13,248.11
Employee 7683	F4	5,416.16
Employee 8716	P4	6,001.54
Employee 5583	F2	8,254.52
Employee 9728	Engineer	9,307.50
Employee 6253	Lt	9,532.90
Employee 8527	Lt	9,018.46
Employee 7642	Engineer	9,202.68
Employee 9138	F-Entry	4,911.38
Employee 4798	Battalion Chief	11,362.38
Employee 2017	Battalion Chief	15,573.10
Employee 3904	Lt	10,439.48
Employee 6479	Lt	9,920.46
Employee 9641	P4	6,938.98
Employee 6938	F2	9,244.96
Employee 4724	P1	8,378.02
Employee 4085	Board member	150.00

Employee 3721	Board member	\$ 150.00
Employee 9357	Board member	150.00
Employee 6288	Board member	150.00
Employee 7418	Board member	<u>150.00</u>
TOTAL		\$ 575,403.83

Board member Boven moved to approve payment of the bills. President DuBay seconded, motion carried.

Future agenda items – Update on volunteer programs

Set special sessions for budget planning and aligning visions as a board next month

Update web site for board photos and names - photography session in September

With no further business, Board member Brown moved to adjourn. President DuBay seconded, motion carried.

Respectfully submitted,

Jackie Fry, Secretary