

**Louisville Fire Protection District  
Board of Directors Regular Meeting  
May 22, 2023**

In Attendance: Board members Boven, Brown, Carter, DuBay, Lechner  
Past Board President Milanski  
Chief Willson, BC Melvin  
Fire Marshal Mestas, HR Director Jackson (ZOOM)  
Attorney Ross  
Past Chief Cris Brewer, Councilwoman Fahey

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

President Pro Tem DuBay called the meeting to order at approximately 7:00 p.m. The Pledge of Allegiance was recited. Roll call was taken and Board members Boven, Brown, Carter, DuBay, and Lechner were present. Past Board President Milanski was also present and Past Treasurer Varra was not in attendance.

Additions to tonight's agenda – presentation request by Cris Brewer under new business and Board member Lechner requested an executive session for advice on supervisor and personnel matter. Board member Carter moved to approve the agenda. Board member Lechner seconded, motion carried.

Chief Willson asked to move the consent agenda to Item 3 and remove the May 9th work session minutes due to a correction. The May 9<sup>th</sup> work session minutes were pulled from the consent agenda and there was a motion to approve the consent agenda. Board member Carter seconded, motion carried.

Financial Report

General Fund

Checking:

Old Balance	3/31/2023		\$ 1,646,538.73
Deposits			\$ 660,692.59
	March County Check	\$ 584,859.81	
	Ambulance Transports	55,760.44	
	Ambulance Subscriptions	371.91	
	City of Lafayette	170.00	
	(SCBA Pack Rental - Mar)		
	Pinnacol Assurance	3,737.00	
	(2023 Work Comp Dividend)		
	PERA	245.39	
	(Refund - Duplicate Payment)		
	Louisville Superior Baseball	229.00	
	(Donation)		
	Benevity Causes	2,961.55	
	(Epperson -Donation to FF Fund)		
	Report Copies	20.02	
	Plan Reviews	12,337.47	
New Balance			\$ 2,307,231.32

Disbursements		\$ 1,227,541.98
Bills	\$ 725,065.93	
US Bank General Fund	500,000.00	
Money Market		
Donation to Vol FF Fund (Epperson, Benevity Causes)	2,476.05	
New Balance 4/30/2023		\$ 1,079,689.34
Reserve Fund: (Includes Emergency Reserve)		\$ 8,158,489.53
US Bank Money Market	\$8,158,489.53	
Other:		\$ 1,204,073.36
Capital Reserve	\$1,204,073.36	

Chief Willson requested removing “no minutes were taken” from the May 9<sup>th</sup> work session because basically what you see is the minutes, so that statement should not be there. Attorney Ross stated that typically study session minutes are not detailed and he is comfortable listing the topics that are discussed. There was no action taken at that work session. It was moved and seconded to approve the 5/9/23 revised minutes. Motion carried.

President Pro Tem DuBay swore in the new board members, Larry Boven and Don Brown.

Attorney Ross opened the floor for nominations for the position of President. Board member Lechner nominated James DuBay. Board member Carter seconded. There were no other nominations. Motion carried. James DuBay was elected President.

Attorney Ross opened the floor for nominations for the position of President Pro Tem. There were two nominations and Attorney Ross said they would vote on one and then the other. First was Ingrid Lechner. The vote was unanimous and Ingrid Lechner was elected President Pro Tem.

Attorney Ross opened the floor for nominations for the position of Treasurer. Board member Boven was nominated. Board member Carter seconded. Motion carried. Larry Boven was elected Treasurer.

The board agreed that Jackie will remain Secretary.

Public comments - Councilwoman Fahey said she would like to thank all of you for serving and would like to thank Larry and Don in particular for running and for winning. So, congratulations and welcome to the Louisville Fire Board.

Chief Willson presented the Designated Election Official’s report. The cost of the election right now is about \$45,000. There was discussion.

Past Chief Cris Brewer presented a proposal in the spirit of recognition in honoring our firefighters who served our community. He proposed purchasing 150 custom LFPD grave markers for about \$3,200 + shipping, and establishing a long-term program to offer them to the families of eligible firefighters after the firefighter’s death. He proposed qualifying criteria would be 10 years or more volunteer/career service or a combination of the two at LFPD and LFPD Past Chiefs. There was discussion and Board member Brown moved to authorize staff to make that purchase (of 150 grave markers) as well as design the criteria within the round about reason of what was described. Board member Carter seconded, motion carried.

## Chief's Report

- Presented the Assistant Chief's job description. Board member Carter moved to approve it. Board member Brown seconded, motion carried.
- Presented information on PFAS in firefighter gear that is causing cancer. He reported LFPD has two sets of gear that are less than 10 years old and also light gear for each firefighter. He explained how our policies are changing to try to contain our structural gear to just fires. This was for information only.
- Presented the 2022 Colorado Fire Service Needs Assessment Survey Results Report for information only. There was brief discussion regarding seeking grants.
- Presented Strategic Plan update.

## Announcements -

- Closed on Monday for Memorial Day.
- There will be fire drills at the Library and the Rec Center, one this week and one next week.
- The disaster series will continue on June 4<sup>th</sup> at City Hall - that will be going over the risk assessment that the City paid for to look at our wildfire risk around the city. That will kind of guide into the bigger Boulder County Community Wildland Protection Plan (CWPP).
- June 3 is the Taste of Louisville and Touch-a-Truck.
- June 8 is a concert in front of Station 1.
- We will be supporting the EMS portion of the Street Faire. That will be starting June 16 and will be every Friday night through August sometime.

Fire Marshal Mestas presented his report. President DuBay asked about the job transition. He said he will be training for 3-4 weeks. There was discussion about inspections. As for future budget needs, Chief Willson said we will be looking at replacing the Fire Marshal's pickup.

HR Director Jackson presented her monthly report.

- Update on performance review process.
- An offer was made for the Fire Marshal position today. The projected start date is Aug 7<sup>th</sup>. There will be 3-4 weeks to train her and Chris can be contacted if she has any questions later.
- There are now 4-5 lateral FF EMT positions we need to fill.
- The employee handbook will be updated by the end of the year, but she needs an intern to help her do it. The handbook will need to be adopted by the board. President DuBay requested a two week review period.
- An HR intern is in the process.
- Discussed Mastering EQ for teams, conflict management, and engagement surveys. President DuBay asked if there is something leadership can do to help with handling peer-to-peer conflict. There was discussion. BC Melvin responded that we need pin down more specific information to do this.
- Talent strategy meetings.

Board member Carter asked who's taking over Chief Schroeder's Community Risk Assessment. Chief Willson said he is trying to push it to the new Fire Marshal.

Attorney Ross presented the Legislative Tracker.

	<u>Bills</u>	
Stryker Sales LLC	Power cots & power load - 1 year service	\$ 10,954.00
Mountain View FPD	M-C; repairs	3,273.37
Tim Rossette	Reimb - airfare (2) & pre-conference registration	1,097.92
Green Valley Lawn Service	Lawn maintenance	2,110.00
Western Golf Hospitality LLC	BBQ	4,477.20
McKinley Land	Tuition reimbursement	1,134.00
Eagle Engraving	Award	106.95
Tim Rossette	Tuition reimbursement	920.00
Jack's Tire & Oil	E-E; front tires	2,269.98
Thomas Gillis	Tuition reimbursement	1,040.00
Western Disposal	Trash removal	519.45
ROI Fire & Ballistics Equipment	Intakes & discharge for new pumper	1,807.00
Across the Street Productions	Blue Card instructor and CE renewals	3,878.11
Mountain View FPD	B-B; oil change, repairs	2,671.28
Community Resource Services of Colo	Election services	7,294.00
Eco Snow Removal	Snow removal	162.50
Life Scan Wellness Centers	Wellness exams	32,200.00
Brian Brindisi	Tuition reimbursement	1,748.00
Nicholas Houston	Reimb - conference lodging	644.40
Verizon Wireless	Cell phone service	1,388.56
WEX Bank	Fuel - fleet	1,611.42
Xcel Energy	Utilities	4,521.50
Home Depot	Training equipment, flag project supplies	146.99
Bound Tree Medical	Medical supplies	1,190.99
DIRECTV	TV - St 3	94.24
A Path Forward	Counseling session	80.00
Colo-Div of Fire Prevention & Control	Exam	30.00
Amy Robertson	Counseling sessions	1,680.00
Mountain View FPD	T-B; replaced faulty interpreter ECM	16,621.84
	E-C; repairs	
	T-A; injector repair	
Foster Emergency Medicine LLC	Medical direction	7,540.45
Timothy Rossette	Reimb - conference lodging	1,143.04
Jonathan Contreras	Snow removal	180.00
ViaTek	PC/network support; managed services	3,497.82
ROI Fire & Ballistics Equipment	Bunker gear, lite gear	31,590.00
West Direct Equipment Savers	Filled fuel tank - St 3	2,355.69
Building Warriors	Counseling sessions	400.00
CenturyLink	Data bundle - St 3	921.44
1Vision	Postage - Election	4,680.00
Life-Assist	Medical supplies	1,656.69
Advanced Breathing Air Systems LLC	SCBA compressor repairs	2,480.00
Restore Counseling	Counseling sessions	250.00
Ireland Stapleton	Legal fees	7,732.37

US Bank	CC; monthly fees (Adobe Pro, Stamps.com, Ring Central), office/station/training/medical supplies, postage, water & sewer, high-speed internet, apparel, meals, A-E front brakes, spark plug wires & coil, snow removal, shadow boxes, scene lights, canopy frame, notched PIG, M-D, M-C & T-A radio repairs, Hurst tool repair, TIC charger & batteries, banquet supplies, conference/training registrations, exhaust system PM, mop sink repair, Survey Monkey & Intuit subscription renewals	\$ 18,266.12
Colorado State Treasurer	Unemployment tax	2,167.37
Pinnacol Assurance	Workers compensation	11,062.00
Health Equity, Inc	FSA administrative fees	81.50
US Bank	Service fees	93.15
IRS	Medicare Hospital Insurance	5,226.90
PERA	Employer contribution – March	58,852.53
PERACare	Health insurance – March	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	10,651.95
Employee 7386	Administrative Assistant	3,889.60
Employee 5843	Fire Inspector	5,382.40
Employee 5154	Engineer	8,734.00
Employee 6028	Lt	10,965.78
Employee 1525	F1	9,491.21
Employee 5722	Engineer	2,428.08
Employee 5768	F3	7,630.68
Employee 7544	P4	6,061.46
Employee 9636	P4	6,001.54
Employee 8275	F2	7,999.24
Employee 9247	F1	7,890.31
Employee 3841	F2	6,856.62
Employee 6492	F2	7,054.90
Employee 2178	Lt	9,343.16
Employee 3296	P1	8,369.83
Employee 4176	Engineer	8,075.16
Employee 1347	F1	9,006.07
Employee 8327	P4	7,639.64
Employee 6173	P4	7,153.81
Employee 3169	P1	8,454.37
Employee 4267	P1	8,823.99
Employee 7412	F2	6,990.51
Employee 8820	P2	8,199.16
Employee 9627	Engineer	8,075.62
Employee 6829	Battalion Chief	11,713.64

Employee 7683	F4	\$ 5,521.91
Employee 8716	P4	7,056.16
Employee 5583	F3	7,226.16
Employee 9728	Engineer	9,161.82
Employee 6253	Lt	9,759.94
Employee 8527	Lt	10,603.36
Employee 7642	Engineer	8,306.16
Employee 9138	F-Entry	5,007.29
Employee 4798	Battalion Chief	11,713.64
Employee 2017	Battalion Chief	11,920.30
Employee 3904	Lt	9,161.06
Employee 6479	Lt	12,304.54
Employee 9641	P4	6,021.07
Employee 6938	F3	7,344.76
Employee 4724	P1	9,652.15
Employee 4085	Board member	75.00
Employee 3721	Board member	75.00
Employee 9357	Board member	75.00
Employee 6288	Board member	75.00
Employee 7418	Board member	75.00
Volunteer 2863	Volunteer reimbursement	2,880.00
Volunteer 9036	Volunteer reimbursement	2,880.00
Volunteer 9237	Volunteer reimbursement	2,400.00
Volunteer 7105	Volunteer reimbursement	1,200.00
Volunteer 3057	Volunteer reimbursement	3,360.00
Volunteer 5269	Volunteer reimbursement	2,160.00
Volunteer 7460	Volunteer reimbursement	670.00
Volunteer 9457	Volunteer reimbursement	<u>3,120.00</u>
TOTAL		\$725,065.93

Board member Carter moved to approve payment of the bills. Board member Lechner seconded, motion carried.

President Dubay moved to go into executive session regarding strategies for the current Union negotiations and to discuss a supervisory personnel matter pursuant to C.R.S. 24-6-402(4)(e) and (f). Board member Carter seconded, motion carried.

When the meeting resumed, President DuBay asked for comments from the board.

Board member Brown commended the Battalion Chief and crews that came out to the block party on Grant St. He will also be gone this summer, he will make the meetings (by Zoom) and be back in person for the September meeting. He is honored to be here.

Board member Carter is leaving next Wednesday for the summer.

Board member Boven said he is glad to be back on the board again and is looking forward to working with everyone. He said he appreciated the response to where they're living now. A resident there was very appreciative of the fire department's quick response, so, thank you. He also commented on the Guidelines for Firewise Construction brochure. It's nicely done and his fire hardening group can utilize it.

President DuBay said it's been a year for the three of them on the board. Just being able to be a part of the LFPD again has been really cool. Thank you.

Chief Willson suggested the board gather their priorities, wishes, and marching orders like they did last year. President DuBay suggested adding a working session to the agenda for next time or maybe after a few meetings.

He told Chief Willson if there are things that the board can do to carry forward the way things have been done in the past to let them know. He also thanked Attorney Ross for his continued guidance.

With no further business, it was moved and seconded to adjourn. Motion carried.

Respectfully submitted,

Jackie Fry, Secretary