



Louisville Fire Protection District

General Agenda Items

For: Board of Directors Meeting

Date: June 26, 2023

Time: Immediately Following the 7:00 p.m. Pension Board of Trustees Meeting

Location: Fire Station #2, 895 Via Appia Way, Louisville, CO 80027

Will also broadcast through ZOOM, see attached instructions to access the meeting

- 1. Call to Order & Roll Call**
- 2. Pledge of Allegiance**
- 3. Approval of Agenda**
- 4. Public Comments (on items not on the agenda)**
- 5. Consent Agenda**
 - a. Approval of Minutes
 - b. Financial Report
 - c. Performance Statistics
- 6. Unfinished Business**
- 7. New Business**
 - a. Chaplain Program
 - b. Union Contract
 - c. Audit
 - d. Capital Expenditure
- 8. Reports**
 - a. Chief Willson
Strategic Plan Update
Announcements
 - b. Fire Marshal
 - c. HR
 - d. Finance
 - e. Attorney
- 9. Approval of Bills**
- 10. Executive Session**
- 11. Board Comments**
- 12. Future Agenda Item**
- 13. Adjournment**

LFPD
Board of Directors
Meeting Minutes

Regular Meeting
May 22, 2023

**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 9th 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 9th 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 4th 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 7th. 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 Dubai 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,

A handwritten signature in cursive script that reads "Jackie Fry".

Jackie Fry, Secretary

DRAFT

Financial Report

**Louisville Fire Protection District
Financial Report for Approval
June 26, 2023**

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	2,793.38	
		Ranger Repair		
		John Willson	72.32	
		(Reimb-Items on Dept Credit Card)		
		Pension Fund	116,422.50	
		(Pension Checks		
		(4th Qtr 2022)		
		CPR Fees	288.55	
		City of Lafayette	170.00	
		(SCBA Pack Rental - Apr)		
		Plan Reviews	2,071.48	
	New Balance			\$ 2,829,733.31
	Disbursements			\$ 715,764.35
		Bills	\$ 575,403.83	
		Donation to Vol FF Fund	2,961.55	
		(Epperson, Benevity Causes)		
		Ambulance Transport	3,516.57	
		Refunds		
		Pension Fund	727.40	
		(Virginia Caranci - Deceased		
		7/1/22 - 8/8/22 Benefit)		
		Pension Checks	133,155.00	
		1st Qtr 2023		
	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:			
	Capital Reserve		\$ 1,204,073.36	

List of Accounts

LOUISVILLE FIRE PROTECTION DISTRICT LIST OF ACCOUNTS - May 31, 2023

General Fund				
Bank	Type of Account	Interest Rate	Maturity Date	Amount
US Bank	Money Market		n/a	\$ 8,160,875.35
US Bank	Capital Reserve		n/a	1,204,073.36
			TOTAL	\$ 9,364,948.71

Performance Statistics

Memo



To: Chief Willson
From: Administration
Date: 6/01/2023
Re: May Call Statistics

Types / Number of Calls

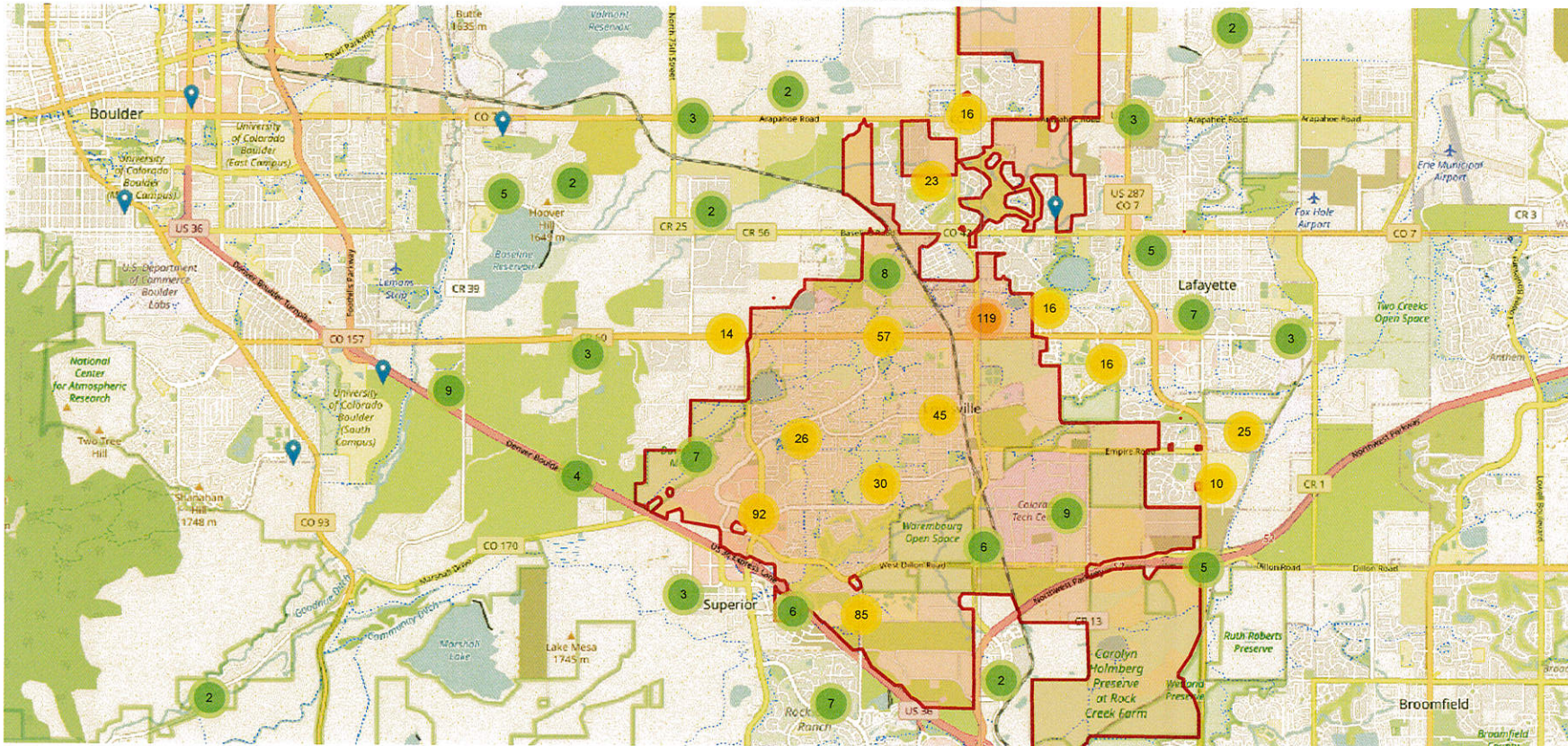
	<u>May 2023</u>	<u>May 2022</u>
100 Fire	5	5
200 Rupture, Explosion	2	0
300 Rescue, EMS	206	181
400 Hazardous Conditions	4	7
500 Service Call	26	25
600 Good Intent Call	46	66
700 False Alarm and False Call	26	23
Total	316	307

Total Number of Calls by Month

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Total
Louisville	300	276	307	299	316								1498

Scene Locations of Incidents

N = 725 Apr 01, 2023 to Jun 30, 2023

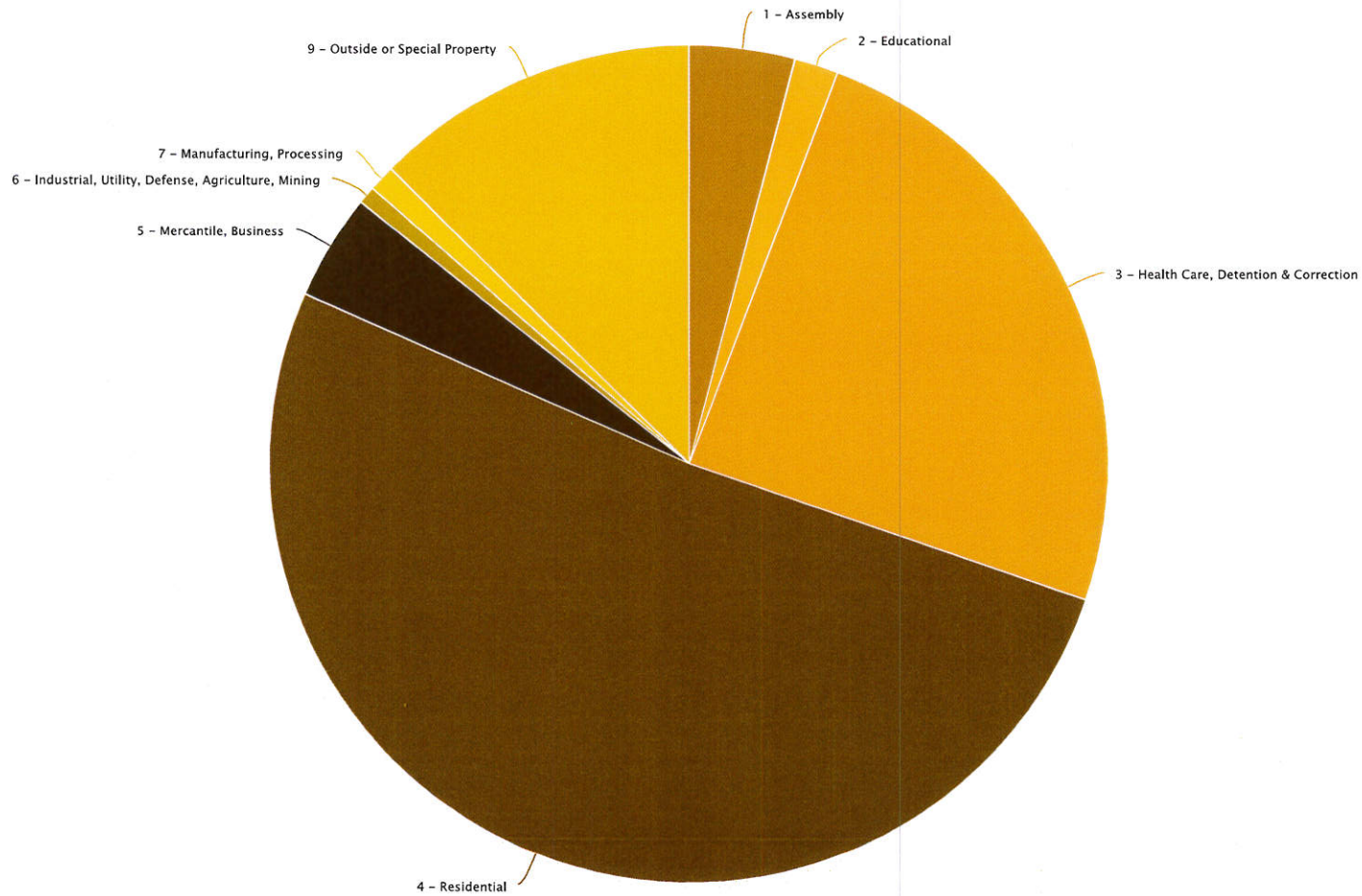


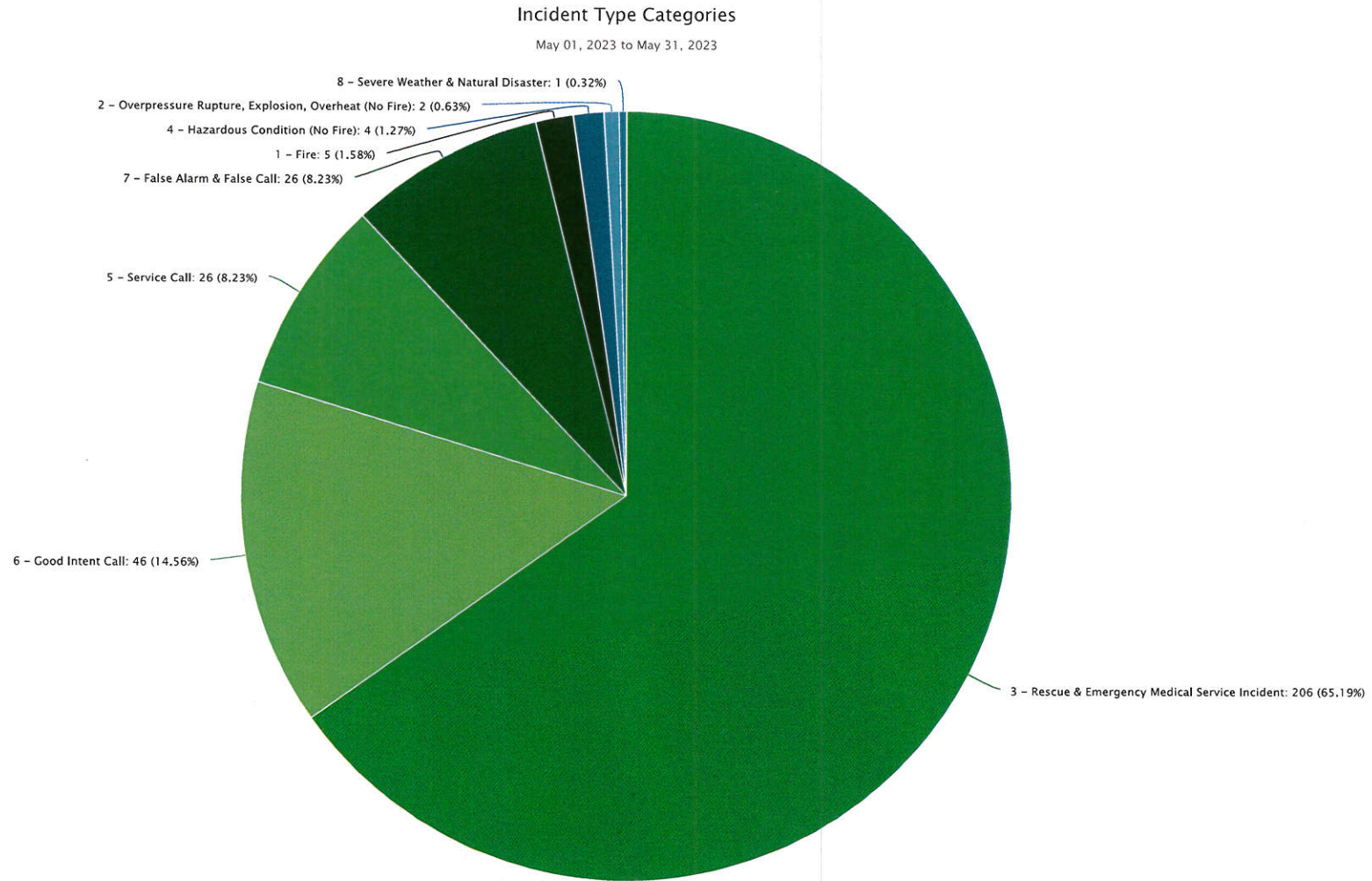
Map Layer:

■ LFPD District Boundary

Incidents by Property Use Category

May 01, 2023 to May 31, 2023



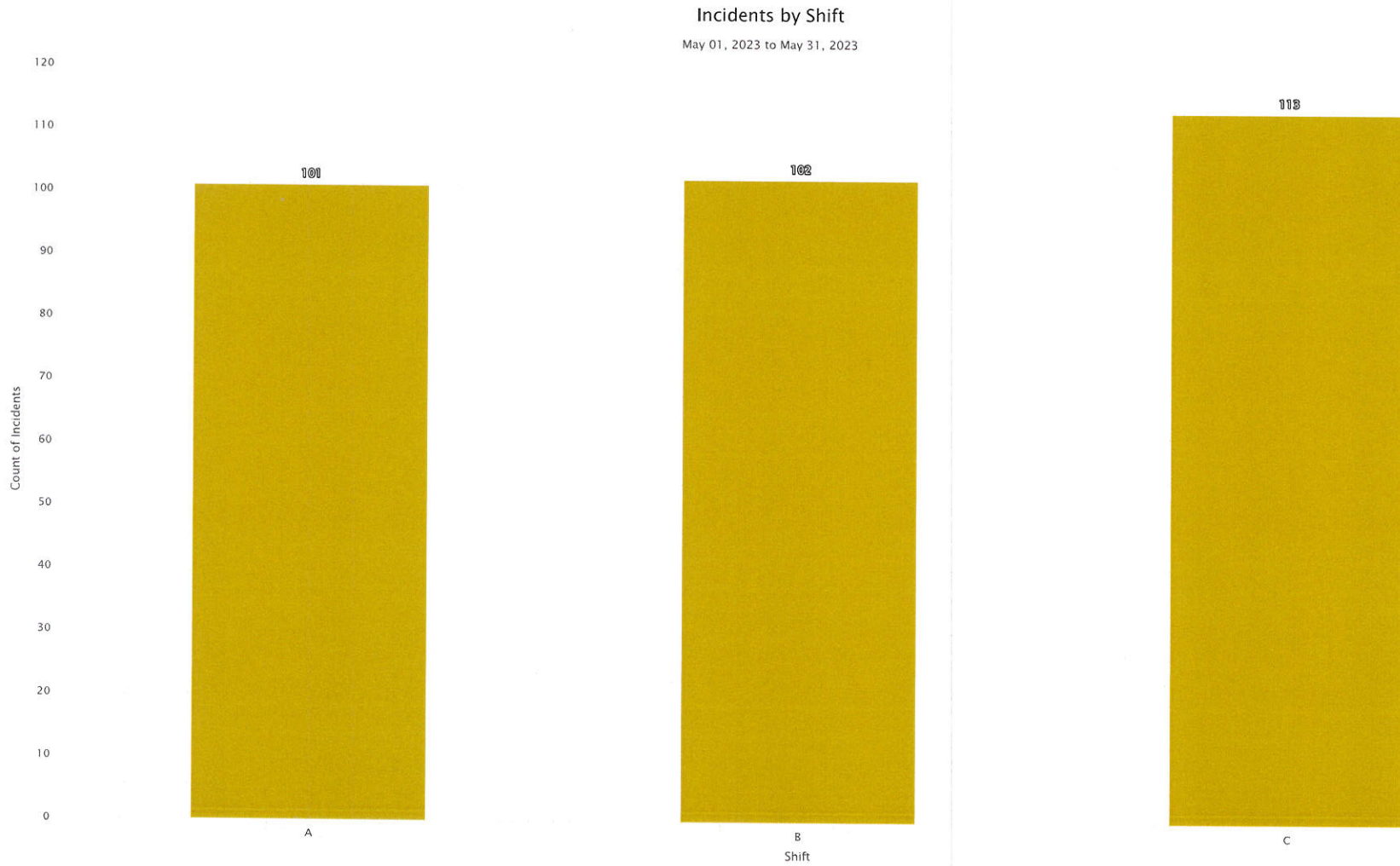


Incidents by Category and Month

Jan 01, 2022 12:00 AM to Jun 13, 2023 02:00 PM

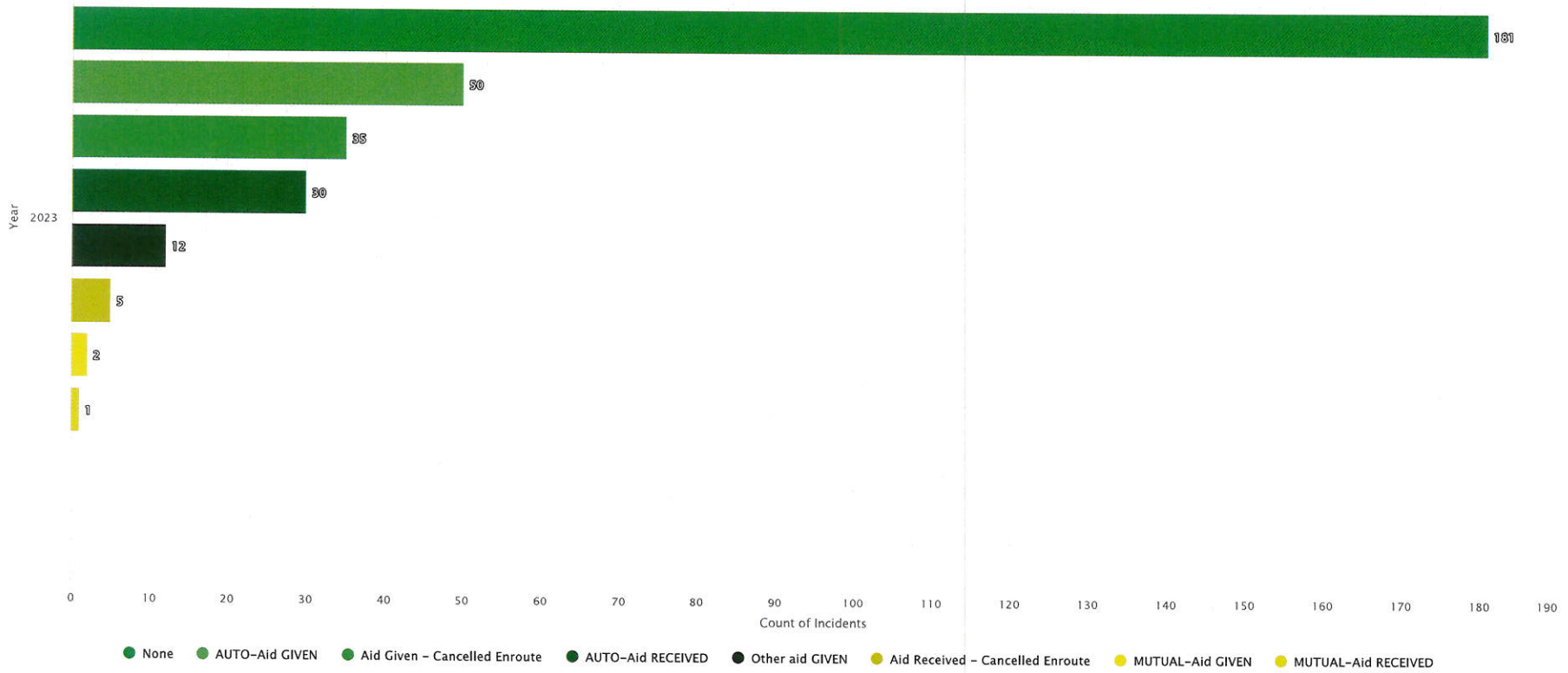


Incident Type Category	2023						2023		2022		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
1 - Fire	1	2	4	7	5	2	21	1%	33	2%	-36.36%
2 - Overpressure Rupture, Explosion, Overheat (No Fire)	1	0	0	0	2	0	3	0%	1	0%	200%
3 - Rescue & Emergency Medical Service Incident	222	208	215	206	206	87	1,144	70%	971	57%	17.82%
4 - Hazardous Condition (No Fire)	2	4	6	4	4	2	22	1%	40	2%	-45%
5 - Service Call	15	13	23	20	26	10	107	7%	122	7%	-12.30%
6 - Good Intent Call	46	32	43	48	46	22	237	14%	393	23%	-39.69%
7 - False Alarm & False Call	19	17	16	14	26	14	106	6%	137	8%	-22.63%
8 - Severe Weather & Natural Disaster	0	0	0	0	1	1	2	0%	0	0%	N/A
9 - Special Incident Type	0	1	0	0	0	0	1	0%	1	0%	0%
Grand Total	306	277	307	299	316	138	1,643	100%	1,698	100%	-3.24%



Aid Given and Received by Year

May 01, 2023 to May 31, 2023



Overlapping Calls and Hours

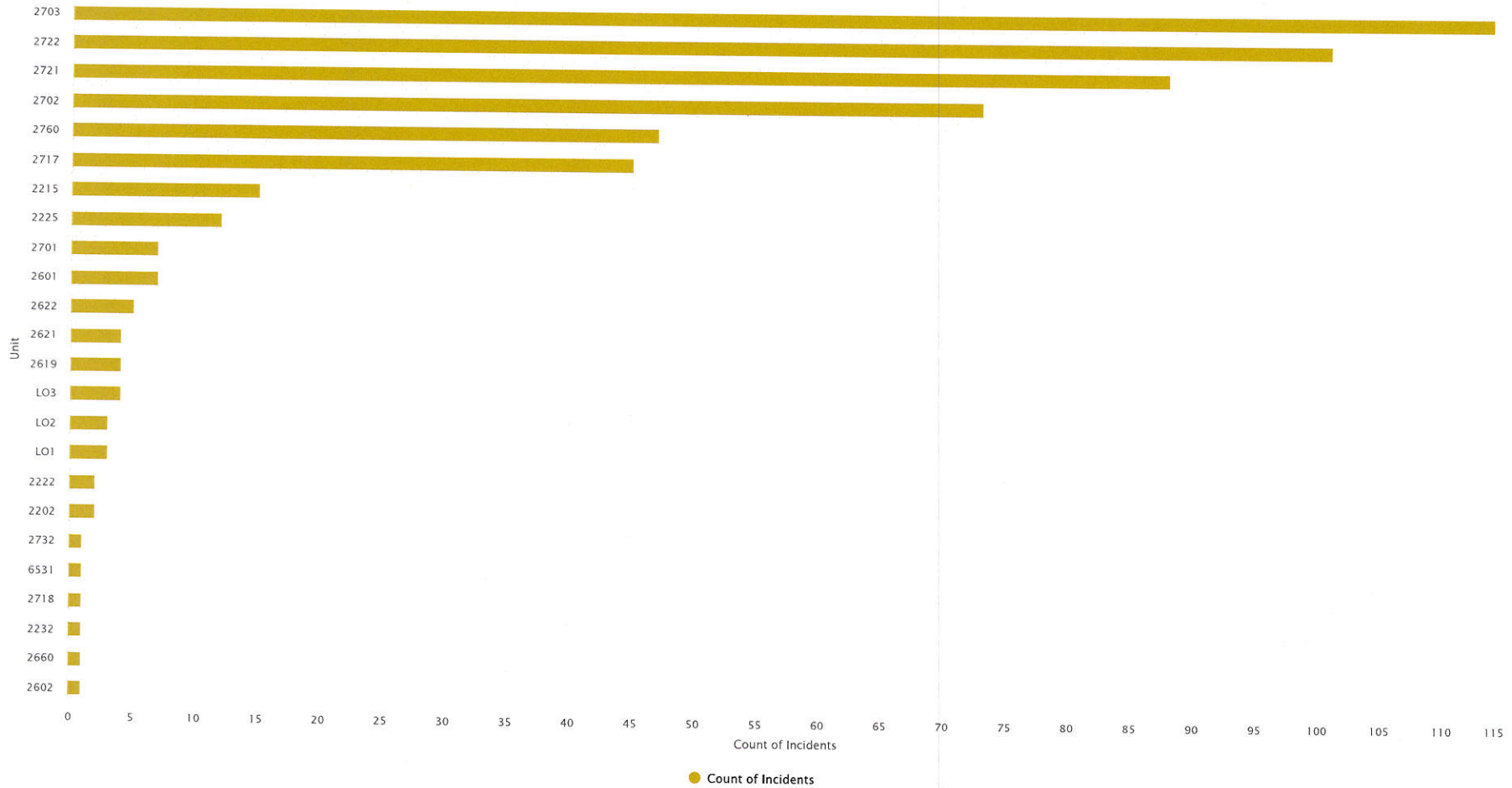
May 01, 2023 12:00 AM to May 31, 2023 11:59 PM



Overlapping Calls	Occurrences	% of Occurrences	Hours	% of Hours
0 Overlapping Calls	554	87.80%	728.98	97.98%
1 Overlapping Call	69	10.94%	13.90	1.87%
2 Overlapping Calls	7	1.11%	1	0.13%
3 Overlapping Calls	1	0.16%	0.12	0.02%
Totals	631	100%	744	100%

Incidents by Apparatus Resource ID (Top 40)

May 01, 2023 to May 31, 2023



LFPD Monthly Training Hours

Completion Date Range: From 05/01/2023 to 05/31/2023

Last Name	Completions	Duration (hours)
Bage	9	15
Bennett	5	7
Berger	0	0
Bowler	9	20.5
Brewer	2	4
Brindisi	26	56
Calnan	3	2
Capsouto	27	56.5
Carlson	6	14
Chase	7	11
Chreist	11	5.45
Conrad	18	40.5
Courtney	19	36.75
Crass	22	184
Dean	5	12.5
Epperson	3	1.5
Gillis	11	34
Hickox	16	37.5
Houston	6	11.5
Hunter	16	36.75
Jackson	16	39.5
Kabal	10	16.5
Kodey	10	16.25
Land	17	22
Lear	18	41
Luebke	18	23.5
Lukianov	13	18.5
Medina	12	18.25
Melvin	3	8
Miranda	13	18
Murray	11	14.25
O'Mara	5	10.5
Oliveira	16	40
Orr	3	1.5
Rogers	14	19.25
Rossette	13	16.25
Saxon	2	6.5
Schlingmann	6	11.5
Schmidt	0	0
Schroeder	0	0
Schuppe	15	18
Sieve	10	15.5
Stark	15	50.25
Thompson	0	0
Udden	18	25.5
Venot	6	11.5
Vesely	4	3
Welsh	5	9
Whitson	5	38.75
ADMIN		
Mestas	1	.25
Willson	5	6
Wixson	0	0

TOTAL TRAINING HOURS 1084.95

- Paramedic School Hours 184

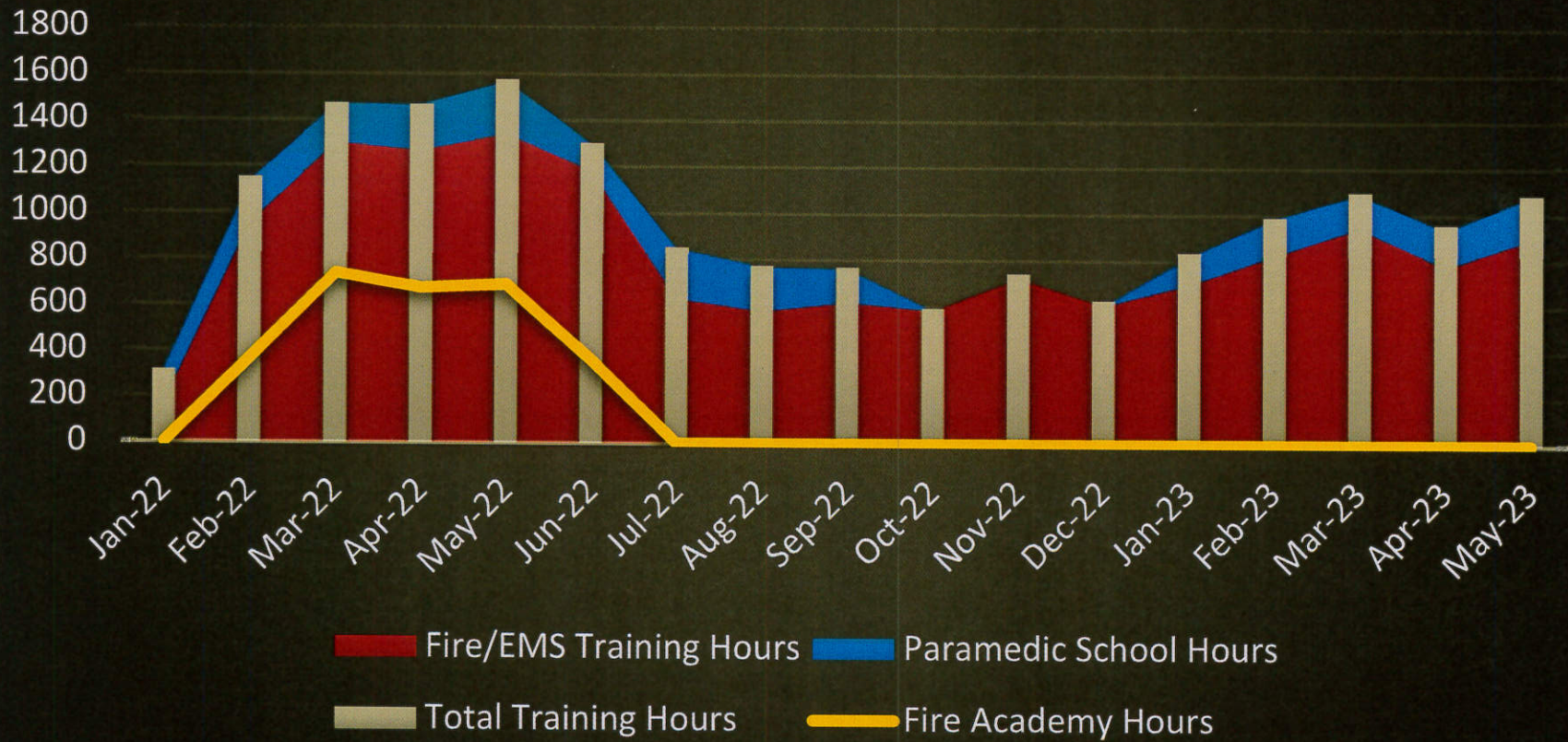
- Admin Training Hours 6.25

New Total 894.7

* Fire Academy Training Hours 0

Avg. Monthly Training Hours per FF 18

LFPD Training Hours Trends



LFPD Monthly External Training Attendance Report – MAY 2023

- One employee attended the US Forrest Service Gettysburg Staff Ride
05/01/23-05/05/23, Gettysburg, MD
- One employee attended the Colorado State Fire School and NFA weekend - Fire Officer
05/08/23-05/12/23, Loveland, CO
- Two employees attended the Mile High Women's Leadership Conference
05/17/23-05/19/23, Greenwood Village, CO
- One employee attended the EMSAC Educators Symposium
05/19/2023 to 05/21/2023, Glenwood Springs, CO
- One employee attended the National Child Passenger Safety Certification
05/24/23, Adams County Fire Rescue Station 12, CO

Chaplain Program

LOUISVILLE FIRE PROTECTION DISTRICT



New Business

Subject: Fire Chaplaincy Program

Summary: I was approached by Scott Moore (Crime Prevention Specialist / PIO) with the Louisville Police Department about a Chaplain program for the District. He stated that there was a new Chaplain in Superior and he was asking if Louisville Fire would be interested. I asked him to present the idea to the Board tonight. I have also included a draft policy.

Fiscal Impact: None

Recommendation: Discussion.



Rocky Mountain Police & Fire Chaplains Fire Chaplain Policy Recommendation

PURPOSE

Fire chaplains assist fire agency personnel, and the public, with personal, spiritual, moral, and ethical consultation. This document is intended to provide fire agencies with guidance for developing policies regarding the development and implementation of fire chaplain programs.

Concepts & Issue

(Modified and Redesigned by Rocky Mountain Police & Fire Chaplains)

This paper was originally designed to accompany the Considerations document on Police Chaplains established by the **IACP Law Enforcement Policy Center**. This paper provides essential background material and supporting information for greater understanding of the developmental philosophy and implementation requirements for the Considerations document. This material will be of value to fire executives in their efforts to tailor their own policy to the requirements and circumstances of their communities and their fire agencies.

Background

Fire chaplains assist fire agency personnel with personal, spiritual, moral, and ethical consultation. The program consists of clergy whose function is to provide support and guidance to department employees and their families and to enhance the holistic wellness of those employees upon request. Working in conjunction with other agency resources such as a peer support team and/or other behavioral health and wellness programs—fire chaplains are meant to be an additional resource for support and to complement other support networks. Fire chaplains can also function as a liaison to the local faith-based community to provide support during major events or crisis situations.

As fire departments are increasingly expected to become involved in social work, the role of fire chaplains may become even more important. Fire presence—even if they mean to be comforting—can be intimidating and threatening to some individuals, and the presence of a fire chaplain may help alleviate this effect. Moreover, when fire chaplains take on tasks like death notification, bereavement support, and comforting victims' families, it may help relieve stress on the firefighters involved. This may improve job satisfaction and reduce burnout, which may lead to better retention rates and, ultimately, save the agency time and money.

POLICY

Agencies should develop a policy statement to concisely explain the agency's policy on use of fire chaplains to agency personnel.

Sample: It is the policy of this agency to maintain a fire chaplain program with the goal of providing personal, spiritual, moral, and ethical guidance. It is the duty of the fire chaplain to aid agency personnel, their families, and members of the community in a consultative fashion and refer them to appropriate resources, if necessary.

DEFINITIONS

Fire Chaplain: a spiritual leader from the community and a member in good standing of a recognized religious denomination or group who serves in a consultative capacity to a fire agency.

Ministry: the service of providing pastoral, spiritual, or religious support to an individual, group, or community.

Pastoral Care: a model of emotional, social, and spiritual support for individuals.

Confidential: entrusted to be kept secret.

Privilege: a particular benefit or advantage that a certain group holds because of their role. Privilege can include a right, power, immunity, or exemption from some specified burden that pertains to others. Privileged communication is often considered to be confidential and may include such information as disclosed between a fire chaplain and an agency employee.

Duty: a moral or legal obligation. In the context of fire chaplaincy, fire chaplains typically have a duty to report certain admissions pertaining to the threatened safety of others, governed by state statute.

Ministry of Presence: spending time with someone as a comfort to ease their feelings of despair.

PROCEDURES

A. Qualifications

The fire chaplain candidate must:

1. Be ecclesiastically certified, licensed, ordained, or appointed
2. Be in good standing with and endorsed by the religious faith group to which the candidate serves
3. Be actively engaged and experienced in ministry or retired from active ministry and in good standing
4. Demonstrate successful experience in pastoral care
5. Successfully pass a criminal record check and background investigation
6. Be able to respond to calls/events within department response time requirements
7. Pass an interview process with department panel members or another process determined by the department

Concepts & Issues

While the recommendations document outlines specific items that should be considered during the selection process, it is also important to evaluate the individual's qualifications more holistically, based on the benefits their expertise and experience can provide to the agency and its personnel. For example, some agencies may wish to require a certain level of education of their fire chaplains. Educational credentials are generally looked upon favorably, but candidates without educational credentials who are otherwise highly qualified should not be removed from consideration if they can offer valuable services to the agency. Agencies may also consider issuing a minimum requirement of faith-based post-ordination experience.

A fire chaplain candidate's qualifications should be supported with documentation from a recognized ecclesiastical body. For example, agencies may wish to require a letter from an established religious organization verifying the candidate's good standing. There may be other official credentialing processes available or required, but specific faith-based credentials vary by religious denomination. Accordingly, the agency should determine the criteria it deems necessary to meet the agency's needs and should seek documentation to ensure those criteria are met. Further, part of the background investigation may include obtaining written letters of recommendation speaking to the applicant's suitability for the fire chaplain position. To demonstrate unbiased objectivity, at least one of these letters should come from an individual outside of the applicant's congregation.

In addition to objective qualifications, certain "soft skills" should also be considered. Such skills may include interpersonal communication, patience, empathy, and general temperament. A large part of the fire chaplain's role is to build and maintain relationships, and the selected candidate should possess the interpersonal skills necessary to do so. Interviews and/or oral examinations may provide insight into candidates' interpersonal skills and abilities. Letters of recommendation and reference checks during the background investigation can also be informative.

B. Appointment

The fire chaplain shall be appointed and approved by the agency head or designee. The agency head or designee should consider the above recommendations when determining whether or not to approve a candidate.

C. Training

After appointment, fire chaplains should be trained appropriately. Training may include:

- Orientation to the fire department
- Rocky Mountain Police & Fire Chaplains Basic Chaplain Training
- Rocky Mountain Police & Fire Chaplains Advanced Chaplain Training
 - Stress management (compassion fatigue, burnout, anxiety)
 - Death notification
 - Post-traumatic stress injury
 - Cumulative stress injury
 - Moral injury
 - Burnout
 - Compassion fatigue
 - Anxiety
 - Legal liability and confidentiality
 - Cultural competency
 - Knowing the fire culture
 - Interacting with different areas of faith
 - Spiritual care
 - Being a witness and avoiding proselytizing and evangelizing
- Ethics
- Responding to a crisis situation
- Support for family members of fire
- Substance use disorder
- Suicide
- Officer injury or death
- Duties and responsibilities of a fire chaplain
- Crisis intervention training
- Safety training
- Other training as required or recommended by the department or the jurisdiction

D. Duties and Responsibilities

Fire chaplains are expected to be role models in their personal and professional lives. The integrity of each fire chaplain and the fire chaplain's respect for each individual's dignity, self-development, and personal welfare are of utmost importance. Additional responsibilities of the fire chaplain include but are not limited to:

1. Participating in ride-along and other department activities to better familiarize themselves with the firefighting profession and to strengthen interpersonal relationships with the firefighter and other agency personnel.
2. Organize and conduct agency wide training to educate and inform agency employees of the availability, duties, and responsibilities of fire chaplains so that employees understand the role of fire chaplains and know when to utilize their services.
3. Acting in an advisory capacity to the fire chief and senior fire officials on matters pertaining to morale, ethics, morals, and religion as they affect personnel and personnel performance.
4. Acting as a liaison with local ministerial associations.
5. Serving in an on-call basis outside of scheduled work hours. Fire chaplains should work with the fire chief or designee to create an on-call schedule and response expectations.
6. Providing pastoral care and assistance to department employees and family members facing issues such as:
 - a. Emotional support
 - b. Spiritual needs
 - c. Moral and ethical concerns
 - d. Marriage, family, and relationship conflicts
 - e. Job stress or job distraction
 - f. Substance abuse
 - g. Suicidal ideation
7. Referring department employees and/or their family members to outside resources as appropriate.

8. Visiting hospitalized department members and members of their families, if requested.
9. Attending to critical incidents or deaths where firefighters could leverage assistance in providing comfort to injured parties or their families.
10. Assisting the agency in making death or serious injury notifications.
11. Assisting with or representing the department in ceremonial functions such as funerals or memorial services.
12. Reporting certain crimes toward vulnerable populations such as child abuse, elder abuse, and abuse of other at-risk groups.
13. Adhering to fire department standards of conduct.
14. As appropriate, attending department in-service training along with sworn and non-sworn personnel so that the fire chaplains can meaningfully interact with agency employees and stay informed on policing topics relevant to their assignment (some examples might include trauma-informed and crisis intervention teams).

Fire chaplains shall not identify themselves as sworn members of the department or firefighter (unless the firefighter chaplain also serves as a sworn officer of the department) or engage in any fire activities that they do not have the lawful authority to perform.

Concepts & Issues

A fire chaplain's role is to provide emotional and spiritual guidance, comfort, and support. It should be both proactive, to include building rapport and fostering relationships, and reactive, to include help in times of crisis or distress. Sometimes referred to as a ministry of presence, chaplaincy can include both physical presence to ease feelings of loneliness as well as emotional presence through empathic listening, and the availability of both.

The behaviors and actions of a fire chaplain reflect on the credibility and legitimacy of the agency. Inappropriate behavior can damage the trust members place in the fire chaplaincy program. Thus, fire chaplains will not exercise power over individuals or derive personal gain from helping them. It is unethical for a fire chaplain to accept any gift or remuneration from individuals they are serving, engage in activities to meet their personal needs at the expense of the individual they are serving, or to ask for favors or help from the individuals they are serving. In developing trust with an individual, it is beneficial to explain the fire chaplain's role and describe what services can and cannot be offered.

Pastoral Care

The primary purpose of the fire chaplaincy program is to provide social-emotional support to the agency's personnel and community members affected by the agency. This is primarily done by pastoral care, which is differentiated from counseling or psychotherapy. Clergy are inherently qualified to provide pastoral care including emotional support and encouragement. This may also include active and reflective listening, empathy, and mutual disclosure. In contrast, counseling and psychotherapy typically rely on behavioral sciences to identify and diagnose clinical conditions and to create treatment plans with emphasis on long-term behavioral change. Although clergy are not inherently qualified to conduct clinical counseling or psychotherapy, many chaplains seek credentials to allow them to conduct these services in addition to their ecclesiastical certification.

Fire chaplains should work collaboratively with other roles supporting employee mental health and wellness, as these disciplines complement one another. Some agency employees may prefer to confide in a fire chaplain instead of a psychologist because of perceived stigma or other concerns. However, fire chaplains who are not professionally trained in clinical counseling or psychotherapy must recognize the limits of their role and should be prepared to make referrals, when applicable. Likewise, fire psychologists and other mental health professionals may refer individuals to the agency's fire chaplain for spiritual guidance or other nonclinical matters. In this way, the agency's team of wellness professionals can best identify and serve the needs of their employees and the community.

E. Appearance and Equipment

Fire chaplains should be issued uniforms and/or equipment that indicates they are a member of the fire department but that differentiates them from firefighters..

1. Upon appointment, the fire chaplain should be issued photo identification as well as apparel that designates the chaplain as an affiliate of the department.
2. When riding along with department, fire chaplains should wear the department-issued uniform that clearly identifies them as a fire chaplain.
3. While on duty, fire chaplains will carry proper credentials on their person, including a department identification card.
4. Fire chaplains will not carry weapons including firearms, electronic control weapons, batons, or knives. Should a fire chaplain possess a concealed weapon carry permit, the fire chaplain will not carry the concealed weapon during their official duties.
5. Departments should consider providing body armor or other protective equipment to fire chaplains as resources allow.

F. Confidentiality

Fire chaplains must adhere to applicable laws regarding confidentiality, privileged communications, and mandatory reporting. Fire chaplains must be knowledgeable of applicable laws and statutes as well as department policy involving confidentiality. No information shall be relayed or disclosed to a third party without the express permission of the involved party, or if there is a communication made that requires a breach of confidentiality. Fire chaplains shall advise individuals at the beginning of any contact of those situations where confidentiality will be breached. While statutes and case law vary from one jurisdiction to another, disclosure is typically required in cases of imminent danger to self or others or harm to vulnerable populations. Statute and case law also govern limitations to privileged communication. Agencies should consult their legal advisor for guidance and direction regarding confidentiality, privilege, and mandatory reporting requirements.

Further, fire chaplains are prohibited from releasing any information to external parties unless granted express permission by the agency head or designee.

G. Interactions with the Community

As a member of the fire department, fire chaplains will inevitably interact with community members in their capacity as fire chaplain. It is imperative that when these actions take place, the fire chaplain fully supports the community without interfering with the ability of firefighters to effectively complete their duties. Additionally, the fire chaplain shall not make statements that defame or question the integrity of the department or its personnel.

DISCIPLINARY PROCEDURES / TERMINATION

A fire chaplain may be removed from the program at the discretion of the agency head or designee, and a fire chaplain may resign from the program at any time. Fire chaplains shall have no property interests in their continued service.

LEGAL REVIEW

In the United States, the First Amendment of the Constitution guarantees religious freedom. This pertains to fire chaplains in that fire chaplains cannot promote any particular religion in their roles, nor can they prohibit the free exercise of religion or non-participation in religion. A fire chaplain's role is to serve—not to preach or advocate any religion.

Fire chaplains must be compliant with applicable laws regarding confidentiality, privileged communications, and mandatory reporting, as these laws and statutes vary across jurisdictions. For example, in some states, due to the consultative nature of the fire chaplain position, all communications between the fire chaplain and an employee of the department or family member can be considered privileged and confidential. However, in other states, information is considered confidential only if it is disclosed in an act of confession. Additionally, in some states, any statement made to a chaplain in the presence of a third party is not considered to be privileged communication, and it is the duty of the fire chaplain to inform the individual that the statement made is not considered privileged. Moreover, although specifications vary, a proactive duty to report is typically required in instances pertaining to imminent danger to self or others or harm to vulnerable populations. However, exceptions to many of these conditions may be made regarding testifying as a witness or publicly representing the fire department, with discretion considered by the fire chief or the district attorney based on the specific circumstances of a case. Agencies should consult their legal advisor for guidance and direction regarding confidentiality, privilege, and mandatory reporting requirements.

**Collective Bargaining
Agreement
2024 – 2025**

LOUISVILLE FIRE PROTECTION DISTRICT



New Business

Subject: Collective Bargaining Agreement (CBA) 2024-2025

Summary: After negotiations between the Fire Chief and Union Officials, the following are the agreed upon changes. These changes reflect the same items that the Board discuss last month;

1. Two year contract (2024 & 2025)
2. 3.5 % pay increase for 2024 and 4.5 % for 2025
3. Acting Pay – Requires 12 hrs or more
4. Transfers from Avista to Centennial Peaks between 0600-2100
5. Increase TOWP by one day
6. Increase Field Instructor pay by 5%
7. Increase Entry Grade level to one year
8. Remove redundancy in Tuition Reimbursement

Fiscal Impact: Increase of about \$ 350,000 for 2024 and \$450,000 for 2025.

Recommendation: Staff recommends the Board to direct the Board President to sign the CBA between the District & Local 5194 for the year 2024 & 2025.

Capital Expenditure

LOUISVILLE FIRE PROTECTION DISTRICT



New Business

Subject: Capital Funds

Summary: The Board approved the 2023 budget last December which included \$166,000 to refurbish one of the ambulance. This March I found out that the earliest built time is Feb 2025. With no funds to be used this year for the ambulance, I am requesting to use those funds for the following;

1. 2023 Ford Escape (\$40,000) for new Fire Marshal (Current Fire Marshal truck has 205,000 miles on it. Will place a plow on it.
2. 2023 Ford F150 Pickup (\$66,000) for Battalion Chiefs. Current truck will be given to Ass't Chief
3. \$60,000 for lights, sirens, cab & bed set up.

Fiscal Impact: No impact.

Recommendation: Staff seeking direction on use of capital funds for 2023.

Strategic Plan Update

LOUISVILLE FIRE PROTECTION DISTRICT 2021-2026 STRATEGIC PLAN

Goal 1 Identify potential community partners and capitalize on new and existing partnerships to better deliver services, operate more efficiently, improve safety, and create value for external and internal customers.

75 % complete – An increase of 0% from last month.

Goal 2 Identify, enhance, and support an efficient personnel system to serve the needs of all.

63% complete – Still researching and enhancing our systems. Increase of 0% from last month.

Goal 3 Follow through on our promise to implement targeted and effective community outreach programs that meet identified needs and preserve our positive image in the community.

35% - Working on the County wide Community Wildfire Protection Plan. Taste of Louisville & Touch a Truck 15 % increase from last month.

Goal 4 Provide organizational clarity through open, concise, and efficient communication in technical, organizational, and interpersonal communication to create unity.

86% - complete – Increase of 0% from last month.

Goal 5 Determine, strengthen, and optimize efficient technological systems plan to meet the organization's current and future needs.

12 % - Goal for 2024 0% increase this month.

Goal 6 Develop and utilize benchmarks to ensure efficiency, quality, reliability, and safety for service delivery.

98% Complete – 0% from last month.

Fire Marshal's Report

Monthly Report for June 2023

- 114 business inspection completed this month, 45% completed for the year.
- Tenant finish plan review for 100 Heath Park Dr (Avista Decon room).
- Fire sprinkler plan review for 917 Front St #160.
- Meeting with First Due regarding their inspection module.
- Afterhours final inspection at 1315 Century dr (Cold Quanta).
- Afterhours final inspection at 1480 Arthur Ave (Medtronics).
- Pre-application meeting for the DELO Boom.
- Fire sprinkler plan review for 655 So Boulder Rd (Dollar Tree Store).
- BDA radio system test and final inspection at 1450 Infinite dr (Infinite Labs)
- Fire sprinkler plan review for 1797 Boxelder St (Aquahydrex).
- Fire sprinkler plan review for 199 SO Taylor Ave (The Collective).
- Final inspection at 1450 Infinite dr (Steel Wave).
- First Due demo for their inspection module.
- Fire sprinkler rough inspection at 949 Arapahoe Cir (Private Residence).
- Meeting with the Developer for 550 McCaslin Blvd (Pickle Ball Courts).
- Pre-action fire sprinkler plan review for 919 Dillon RD (Biodesix).
- Fire sprinkler final inspection at 984 Arapahoe cir (Private residence).
- Board meeting.
- Fire alarm plan review for 100 Heath Park Dr (O.R. #5).
- Review a Boulder County Planning Referral for 9770 Isabelle rd (Harvest Moon Solar).
- Tenant finish plan review for 917 Front St (Office Remodel).
- Development review committee meeting.
- Review Boulder County planning referral for 490 Carmen St (Accessory Structure).
- Fire alarm plan review for 476 Owl dr Bldg #B (Wildflower Condos).
- Fire alarm plan review for 448 Owl dr Bldg #C (Wildflower Condos).
- Fire alarm plan review for 436 Owl dr Bldg #E (Wildflower Condos).
- Fire alarm plan review for 424 Owl dr Bldg #F (Wildflower Condos).
- Fire alarm plan review for 388 Owl dr Bldg #G (Wildflower Condos).
- Access control final inspection at 282 Century Dr #2000 (AES).
- Fire sprinkler rough inspection at 1450 Infinite Dr #114 (Infinite Labs).
- Fire sprinkler rough inspection at 1450 Infinite Dr #115 (Infinite Labs).
- Fire sprinkler rough inspection at 655 So Boulder Rd (Dollar Tree).
- Fire sprinkler plan review for 199 So Taylor Ave #500 (The Collective).
- Fire sprinkler plan review for 199 So Taylor Ave #400 (The Collective).
- Final inspection at 655 So Boulder Rd (Dollar Tree).
- Fire sprinkler plan review for 397 so Taylor Ave (Capella Space).
- Tenant finish plan review for 80 Health Park Dr (Avista).
- Tent inspection at the Stienbaugh Pavilion for the Street Fairs.
- Meeting with the infrastructure contractor for Redtail regarding FD requirements.
- Development review committee meeting.
- Fire sprinkler plan review for 100 Heath Park Dr (O.R. #5).
- Fire sprinkler plan review for 100 Heath Park Dr (Endoscopy).

- Fire sprinkler rough inspection at 929 Eldorado Lane (Private Residence).
- Fire sprinkler 200 PSI test at 949 Arapahoe Cir (Private residence).
- Fire alarm final inspection at 902 Grant Ave (Saint Louis Catholic Church).
- Courtesy walkthrough inspection at 919 Dillon RD (Biodex).
- Fire alarm plan review for 397 So Taylor (Capella).
- Special Event plan review for 858 Coal Creek Cir (Cable Labs).
- Fire sprinkler final inspection at 361 Centennial Pkwy #250 (Cadence).
- Fire sprinkler final inspection at 925 Grant Ave (Catholic Church).
- Fire sprinkler plan review for 633 CTC Blvd (Molecular Products).
- Flow test for a project at 950 Spruce St.
- Fire alarm final inspection and test at 361 Centennial Pkwy #250 (Cadence).
- General office and field work.

HR Update



HR Updates for Board of Directors Meeting 6-27-23:

Job Openings:

- ✓ Fire Marshal – contingent offer to a candidate, Jennifer Henderson, onboarding screenings completed, final offer by 6/20/23, projected start date 8/7/23
- ✓ Lateral Firefighter(s) – interviews completed on 6/16/23, contingent offers by 6/21/23, projected start date 8/14/23
- ✓ HR Intern – Completed screenings, still waiting for funding from Denver

Internal Promotions:

- ✓ Letters of intent due 6/26/23 for BC, Lt, and Eng openings, tentative test dates are below:
 - **Battalion Chief (BC):** week of **7/17/23**
 - **Lieutenant (Lt):** week of **7/24/23**
 - **Engineer (Eng):** week of **8/07/23**

Hiring Committee:

- ✓ Samiyyah will establish a hiring committee to assist with setting up and prep for upcoming positions and assessment centers. We will also:
 - Update our website with a video showing the day and the life of our FF/EMTs and Paramedics.
 - We'll post requirements for entry-level and lateral positions including upcoming CPAT dates.
 - We will also highlight internal opportunities and recognition such as sending FF/EMTs to paramedic school, etc.
 - We will continue to visit local colleges with firefighter and EMS programs to help build a pipeline of future FF/EMTs.

Request for Proposal (RFP) for HRIS/HCM System:

- ✓ Postponed until 6/30/23, Samiyyah will present the full timeline during the Board of Directors Meeting in August.

Engaged on Purpose/Sparkbay Results – Comparison Feb - May 2023:

- ✓ **ENGAGEMENT SCORES WENT UP!**
BASELINE – February 2023= **6.9** COMPARISON TO May 2023= **7.5**
Our top 3 scores are Personal Well-Being, Autonomy, and Diversity and Inclusion. Our bottom 3 continue to be Recognition, Strategy of the Organization, and Innovation. The comment section mentions our BBQ banquet and Mastering EQ training sessions favorably.

Recommendations to help improve our bottom 3 scores:

- Recognition - Having a cost-effective summer retreat with additional recognition may help improve that score.
- Innovation - We need to continue to automate and find efficiencies in how we complete tasks and processes. This is an ongoing process.
- Strategy of the Organization – Quarterly video updates for our members about recent projects that were completed, such as the Community Risk Assessment and the other information packet may help.

We have two more quarterly Sparkbay surveys this year. We will continue working together to improve and celebrate our milestones and successes.

Bills

Louisville Fire Protection District - Bills For Approval – June 26, 2023

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 & affiliator	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
Ben Carter	Board member	150.00
Jim Dubay	Board member	150.00
Ingrid Lechner	Board member	150.00
John Milanski	Board member	150.00
Wayne Varra	Board member	150.00
TOTAL		\$ 575,403.83

Budget Report

GENERAL FUND BUDGET

General Fund	Budget 2023	May	YTD	Current Budget Remaining	%
Fund Balance January 1 (unaudited)	7,988,508		7,988,508	7,988,508	
REVENUES					
General Fund Tax Levy	7,705,110	716,556	5,681,499	2,023,611	71.12%
Specific Ownership Tax	250,000	28,228	150,284	99,716	60.11%
TIF	48,000	-	-	48,000	0.00%
Property Tax - Superior	50,000	-	44,394	5,606	88.79%
Investment Income	20,000	2,386	8,635	11,365	43.18%
Ambulance Transport Revenue	500,000	97,321	400,412	99,588	80.08%
Ambulance Subscriptions	-	195	1,730	-	
Plan Review Revenue	70,000	2,071	55,890	14,110	79.84%
Grants	-	-	-	-	
Donations	-	-	18,825	-	
Refunds/Reimbursements	-	2,866	5,617	-	
Miscellaneous	-	459	8,459	-	
TOTAL REVENUES	8,643,110	850,082	6,375,746	2,267,364	73.77%
EXPENDITURES					
Administration	937,322	59,996	365,442	571,880	38.99%
Fleet Management	241,500	5,260	82,381	159,119	34.11%
Life Safety & Fire Prevention	295,923	20,082	100,975	194,948	34.12%
Logistics/Buildings & Grounds	403,300	19,635	183,177	220,123	45.42%
Training & Professional Development	487,957	35,836	209,378	278,579	42.91%
Tactical Operations	4,468,049	312,265	1,689,588	2,778,461	37.81%
Ambulance Service Program	2,364,506	133,784	683,461	1,681,045	28.91%
FSA Disbursements	-	634	3,263	-	
Donations to Vol Firefighters Fund	-	2,962	8,496	-	
LOSA Payouts	-	-	30,692	-	
2022 Carryover	-	-	48,669	-	
TOTAL EXPENDITURES	9,198,557	590,454	3,405,523	5,793,034	37.02%
Current Excess (Deficit*)	(555,447)	-	-		
Ending Fund Balance 12/31	7,433,061		10,958,731		
Current Deficit* Budgeted From Budgeted from Prior Year Fund Balance	555,447	-	-		

Capital Reserve	Budget 2023	May	YTD	Current Budget Remaining	%
Fund Balance January 1 (unaudited)	1,236,410		1,236,410	1,236,410	
REVENUES					
Budgeted from Capital Reserve	-	-	-	-	
TOTAL REVENUES	-	-	-	-	
EXPENDITURES					
Ambulance Refurbish	161,263		-	161,263	0.00%
Building Related	85,133		30,530	54,603	35.86%
TOTAL EXPENDITURES	246,396		30,530	215,866	12.39%
Current Excess (Deficit*)	(246,396)	-	-		
Ending Fund Balance 12/31	990,014		1,204,073		
Current Deficit* Budgeted From					
Budgeted from Prior Year Fund Balance	246,396	-	-		

Pension Fund Reserve	Budget 2023	May	YTD	Current Budget Remaining	%
Balance January 1	1,882,442		1,882,442	1,882,442	
REVENUES					
From General Fund Tax Levy	238,328	-	-	238,328	0.00%
Interest and Dividends	25,000	355	27,097	(2,097)	108.39%
State Grant	167,363	-	-	167,363	0.00%
TOTAL REVENUES	430,691	355	27,097	403,594	6.29%
EXPENDITURES					
Pension Distributions	472,600	-	133,882	338,718	28.33%
Investment Management Fees	4,500	-	1,514	2,986	33.65%
TOTAL EXPENDITURES	477,100	-	135,396	341,704	28.38%
Current Excess (Deficit*)	(46,409)	-	-		
Ending Balance 12/31	1,836,033		1,727,733		
Current Deficit* Budgeted From					
Budgeted from Prior Year Fund Balance	46,409	-	-		

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Acct #	ADMINISTRATION	Amount Budgeted	May	Actual YTD	Total Budget Remaining	%
5010	Labor - Chief, Deputy Chief, Finance, HR, Admin Asst (Fully-burdened)	\$ 715,622	\$ 45,600.19	\$ 233,866.39	\$ 481,755.61	32.68%
5010	Labor - Board members (Fully-burdened)	7,000	871.68	2,092.25	4,907.75	29.89%
5018	Consultant Fees	15,000	-	8,600.00	6,400.00	57.33%
5021	Legal Fees	20,000	1,677.00	11,005.24	8,994.76	55%
5022	Accounting/Audit	17,000	-	-	17,000.00	0%
5023	Election	22,000	28.75	14,618.75	7,381.25	66%
5024	County Treasurer's Fees	120,000	10,774.52	85,062.96	34,937.04	71%
5051	General Office Supplies	5,600	511.51	3,676.18	1,923.82	66%
5052	Postage	2,000	204.15	592.07	1,407.93	30%
5053	Printing & Publishing	5,000	161.49	919.00	4,081.00	18%
5054	Furniture	2,000	-	-	2,000.00	0%
5082	Subscriptions & Dues	3,800	81.50	3,466.75	333.25	91.23%
5096	Fire Chief's Expenses	1,500	85.00	1,252.00	248.00	83%
6121	CTC Property Owners Association Dues	800	-	290.58	509.42	36.32%
	TOTAL	\$ 937,322	\$ 59,995.79	\$ 365,442.17	\$ 571,879.83	38.99%
Acct #	FLEET MANAGEMENT	Amount Budgeted	May	Actual YTD	Total Budget Remaining	%
5071	Repairs & Maintenance	\$ 163,800	\$ 152.90	\$ 44,261.62	\$ 119,538.38	27.02%
5071	Compressor Air Tests/Maintenance/Service	12,100	-	11,288.68	811.32	93%
5073	Fuel, Oil & Lubrication	60,600	4,629.69	24,083.66	36,516.34	39.74%
5074	Tires & Accessories	5,000	477.50	2,747.48	2,252.52	55%
	TOTAL	\$ 241,500	\$ 5,260.09	\$ 82,381.44	\$ 159,118.56	34.11%

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Acct #	LIFE SAFETY & FIRE PREVENTION	Amount Budgeted	May	Actual YTD	Total Budget Remaining	%
5010	Labor-Fire Marshal, Inspector (Fully-burdened)	\$ 289,023	\$ 20,058.92	\$ 100,344.56	\$ 188,678.44	34.72%
5077	Uniform Allowance	1,200		102.35	1,097.65	9%
5082	Dues & Subscriptions	200	-	-	200.00	0%
5085	Fire Prevention Week Materials	1,200	-	-	1,200.00	0%
5085	Smoke Detectors	600	-	504.81	95.19	84%
5085	Equipment	200	22.97	22.97	177.03	11%
5085	New Code Books	3,500	-	-	3,500.00	0%
	TOTAL	\$ 295,923	\$ 20,081.89	\$ 100,974.69	\$ 194,948.31	34.12%
Acct #	LOGISTICS/BUILDINGS & GROUNDS	Amount Budgeted	May	Actual YTD	Total Budget Remaining	%
5031	Building Maintenance/Repairs/Supplies	\$ 41,300	\$ 8,498.63	\$ 19,615.69	\$ 21,684.31	47.50%
5032	Utilities - Gas, Elec, Phone, Water	129,000	5,767.26	35,301.20	93,698.80	27.37%
5033	Trash Removal	7,000	519.55	2,578.50	4,421.50	36.84%
5033	Grounds Maintenance/ Snow Removal	20,000	652.94	9,785.48	10,214.52	48.93%
5041	Facilities/Apparatus Insurance	48,000	-	52,024.00	(4,024.00)	0%
5055	Technology Upgrades	46,000	-	6,704.00	39,296.00	0%
5055	Software	80,000	266.84	39,510.82	40,489.18	49.39%
5055	Tech Support	32,000	3,929.95	17,657.77	14,342.23	55.18%
	TOTAL	\$ 403,300	\$ 19,635.17	\$ 183,177.46	\$ 220,122.54	45.42%
Acct #	TRAINING & PROFESSIONAL DEVELOPMENT	Amount Budgeted	May	Actual YTD	Total Budget Remaining	%
5010	Labor - Captains (Fully-burdened)	\$ 365,507	\$ 26,859.21	\$ 141,420.50	\$ 224,086.50	38.69%
5081	Training	122,150	8,976.40	67,657.24	54,492.76	55.39%
5082	Member Dues	300	-	300.00	-	0%
	TOTAL	\$ 487,957	\$ 35,835.61	\$ 209,377.74	\$ 278,579.26	42.91%

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Acct #	TACTICAL OPERATIONS	Amount Budgeted	May	Actual YTD	Total Budget Remaining	%
5010	Labor - Battalion Chiefs, Career Firefighters (Fully-burdened)	\$ 4,015,506	\$ 289,750.74	\$ 1,465,678.29	\$ 2,549,827.71	36.50%
5013	Work Comp - Reserves	38,000	11,064.00	55,851.00	(17,851.00)	147%
5016	Reserves Unemployment & MHI	1,500	-	335.12	1,164.88	22.34%
5017	Reserves PERA	6,000	-	-	6,000.00	0%
5018	Hazmat IGA	32,000	-	31,241.81	758.19	97.63%
5041	Life Insurance, Accident/Sickness, Cancer Trust	19,000	-	20,629.12	(1,629.12)	109%
5061	Radio Equipment	46,000	-	-	46,000.00	0%
5062	Radio Repair & Maintenance	6,000	115.98	897.54	5,102.46	15%
5075	Replacement Hose	1,000	-	-	1,000.00	0%
5076	Firefighting Equip, BES, Safety Upgrades	40,000	4,383.11	11,012.14	28,987.86	28%
5077	PPE/Apparel	76,700	6,053.19	40,160.45	36,539.55	52%
5082	Subscriptions & Dues	100	-	-	100.00	0%
5083	Awards Banquet	10,000	513.92	6,183.44	3,816.56	62%
5084	New Member Physicals, Exams, Vaccines	39,000	205.00	35,475.00	3,525.00	90.96%
5086	Recruitment Expense	500	45.00	45.00	455.00	9%
5091	Station Operations	3,000	134.45	1,770.47	1,229.53	59%
5092	Volunteer Reimbursements	86,500	-	20,309.00	66,191.00	23.48%
6121	Contingency (Equip/Repairs)	47,243	-	-	47,243.00	0%
	TOTAL	\$ 4,468,049	\$ 312,265.39	\$ 1,689,588.38	\$ 2,778,460.62	37.81%
Acct #	AMBULANCE SERVICE PROGRAM	Amount Budgeted	May	Actual YTD	Total Budget Remaining	%
5010	Labor - Paramedics (Fully-burdened)	\$ 2,160,296.00	\$ 122,903.42	\$ 627,064.98	\$ 1,533,231.02	29.03%
5018	Physician Advisor & EMS Training	91,000.00	7,540.45	37,702.25	53,297.75	41.43%
5041	Insurance	15,300.00	-	-	15,300.00	0%
5077	Uniforms/PPE	12,000.00	-	-	12,000.00	0%
5078	Medical Equipment & Supplies	62,500.00	3,340.55	18,693.56	43,806.44	29.91%
5082	Subscriptions & Dues	800.00	-	-	800.00	0%
5084	Annual Physicals & Fitness Assessments, Vaccines	22,610.00	-	-	22,610.00	0%
	TOTAL	\$ 2,364,506.00	\$ 133,784.42	\$ 683,460.79	\$ 1,681,045.21	28.91%

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Acct #	CAPITAL PROJECTS	Amount Budgeted	May	Actual YTD	Total Budget Remaining	%
6101	Large Equipment	\$ -	\$ -	\$ -	\$ -	0%
6102	Building Related	85,133		30,530.00	54,603.00	36%
6103	Property Acquisition	-	-	-	-	0%
6104	Lease-Purchase Payment	-	-	-	-	0%
6105	Apparatus Replacement (Capital Reserve)	161,263	\$ -	-	161,263.00	0%
6108	Capital Reserve	-	-	-	-	0%
	TOTAL	\$ 246,396	\$ -	\$ 30,530.00	\$ 215,866.00	12%
	GRAND TOTALS	\$ 9,444,953	\$ 586,858	\$ 3,344,933	\$ 6,100,020.33	35.42%
Acct #	PENSION	Amount Budgeted	May	Actual YTD	Total Budget Remaining	%
6111	Fire Pensions	\$ 472,600	\$ -	\$ 133,882.40	\$ 338,717.60	28%
6113	Pension Fund Reserve	-	-	\$ -	-	0%
6114	Actuarial Study	-	-	\$ -	-	0%
6115	Investment Management Fees	4,500	-	\$ 1,514.09	2,985.91	34%
	TOTAL	\$ 477,100	\$ -	\$ 135,396.49	\$ 341,703.51	28%