



Louisville Fire Protection District

General Agenda Items

For: Board of Directors Meeting

Date: April 24, 2023

Time: 7:00 p.m.

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. Fees for Ambulance Reports Proposal
- 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 Comment**
- 12. Future Agenda Item**
- 13. Adjournment**

NOTICE

The regular meeting of the Louisville Fire Protection District Board of Directors will be held at 7:00 p.m. on April 24, 2023, at Fire Station #2, 895 Via Appia Way, Louisville, CO.

The meetings will also be broadcast through Zoom. Please see the following instructions to access the meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/88671035369>

Meeting ID: 886 7103 5369

One tap mobile

+17193594580,,88671035369# US

+12532158782,,88671035369# US (Tacoma)

Dial by your location

+1 719 359 4580 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 444 9171 US

+1 669 900 9128 US (San Jose)

+1 253 205 0468 US

+1 564 217 2000 US

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 689 278 1000 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

Meeting ID: 886 7103 5369

Find your local number: <https://us02web.zoom.us/u/ksbr1SYoA>

LFPD
Board of Directors
Meeting Minutes

Regular Meeting
March 27, 2023

**Louisville Fire Protection District
Board of Directors Regular Meeting
March 27, 2023**

In Attendance: Board members Carter, DuBay, Lechner, Milanski, Varra
Chief Willson, Battalion Chief Schroeder
Fire Marshal Mestas, HR Director Jackson
Attorney Ross

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

President Milanski 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. HR Director Jackson and Attorney Ross attended via Zoom.

Addition to the agenda – under new business, set a work session in April or May regarding staffing proposals. Board member DuBay moved to approve the agenda. Board member Lechner seconded, motion carried. Board member DuBay moved to approve the consent agenda. Board member Lechner seconded, motion carried.

Financial Report

General Fund

Checking:

Old Balance	1/31/2023		\$ 763,401.41
Deposits			\$ 573,716.70
	January County Check	\$ 371,684.51	
	Town of Superior (Property Tax Reimb)	44,394.04	
	Ambulance Transports	61,037.66	
	Ambulance Subscriptions	230.00	
	US Bank LOSA Money	89,996.47	
	Markets (Closed for Payouts)		
	City of Lafayette (SCBA Pack Rental - Dec)	170.00	
	CPR Fees	248.96	
	Metro Denver Chiefs Assn (Breakfast Reimbursement)	492.00	
	Benevity Causes (Epperson -Donation to FF Fund)	1,165.20	
	Report Copies	16.50	
	Plan Reviews	4,281.36	
New Balance			\$ 1,337,118.11
Disbursements			\$ 663,838.29
	Bills	\$ 663,838.29	
New Balance	2/28/2023		\$ 673,279.82

Reserve Fund:		
(Includes Emergency Reserve)		\$ 6,621,146.35
US Bank Money Market	\$ 6,621,146.35	
Other:		\$ 1,237,286.56
Capital Reserve	\$ 1,237,286.56	

Chief Willson reported the questions for the board candidates have been drafted, reviewed, and provided to the candidates. The information will be placed on our website as soon as all the responses are received. The election ballots will be mailed in mid-April.

There was discussion regarding posting the District's meetings on the City's web page. The Board agreed they want to do this.

Chief Willson reported that hiring a Deputy Chief is not as easy as he thought it would be and explained how it pertains to staffing. He proposed holding a work session to review staffing proposals and make sure finances are available to carry forward, before approving the Union contract. During the discussion, Board member Carter stated a roll call vote (adding funding for the Deputy Chief position for a six-month period) at the special budget meeting in December wasn't in the minutes and said we need a little bit better minutes. Chief Willson will shoot for testing in three months, but can't guarantee it. A work session was set for May 9, 7:00 p.m., at Station 2.

The strategic plan was reviewed.

Fire Marshal Mestas gave an update on the Marshall Fire rebuilds. The permitting process was expected to take five years and he said the City thinks they are way ahead of the game.

HR Director Jackson reported the Fire Marshal position is posted. We will also have Firefighter lateral. The conversations regarding succession planning that include the Deputy Chief and other positions we're filling now and will be filling in the future are going well. We also have improved engagement scores, with one more year on the contract. HR Director Jackson is partnering with Employers Council to get our Employee Handbook updated and do a benefits package evaluation to see if we can offer additional benefits and save money. We are on our last phase of our Emotional Intelligence training in May for all three crew shifts.

Chief Willson made announcements -

- Physicals through Life Scan 3/28-3/31 & 4/3 – 4/5
- Banquet 4/21
- Firefighter Memorial 4/29, we always attend because John Bollinger is on that memorial
- Next portion of the disaster series through the City of Louisville including FLA, facilitated learning analysis, and what we have learned – mainly the fire behaviors and those kind of items 4/20
- Has final copy of the Community Risk Assessment and Standards of Cover which he can send electronically to the board
- Samples of different kinds of reports we can get through ImageTrend Continuum. It will have a dashboard and you can see them sooner than a month from now – that's our goal.

Attorney Ross presented the legislative tracker. There are 38 bills and 20 of them are in appropriations.

President Milanski asked about fencing regulations. Fire Marshal Mestas said our opinion is to try to go as non-combustible as we can. There are no fencing requirements other than what HOAs are doing. The

District and the City give recommendations, but there is not a code. Chief Willson added that we, the City, and other people are really pushing the idea of making sure there is non-combustible wood fence 5 ft. from the structure because of how the fire carried.

<u>Bills</u>		
Western Disposal	Trash removal	\$ 519.50
West Direct Equipment Savers	Filled fuel tank - St 3	2,736.81
Colo State Fire Fighters Assn	Dues	300.00
USA Towing	Vehicles for training	500.00
Bound Tree Medical	Medical supplies	1,926.73
Boulder County Fire Chiefs Assn	Dues	100.00
Colo Div-Fire Prevention & Control	Exams	60.00
Nick Houston	Reimb - conference and airfare	737.12
TG Technical Services	MultiRAE sensors & ISO-Butylene cylinder	1,861.48
David Schlingmann	Reimb – car seat certification	95.00
Louisville Tire and Auto Care	A-H; oil change	69.70
Service Experts	Sealed exhausts	1,055.00
Boulder Emergency Squad	Service agreement	3,000.00
Verizon Wireless	Cell phone service	1,388.78
Life-Assist	Medical supplies	1,481.74
University Auto Supply	Ice melt, fuel mix, window fluid, bay cleaner, DEF, Tire Care, Floor Dry, car wash, battery, oil	654.05
Home Depot	Light bulbs, building supplies, garden hose, smoke detectors, tool bags, light switch	505.71
LN Curtis	Hose - new pumper	18,172.13
Teleflex	Medical supplies	612.50
TalentSmart, Inc	EQ training sessions	18,651.34
Timothy Rossette	Tuition reimbursement	828.00
ViaTek	PC/network support, managed services, new server	10,017.39
Brian Brindisi	Reimb - tuition reimbursement	1,840.00
US Bank	CC; monthly fees (Adobe Pro, Stamps.com, Ring Central), office/station/training/medical supplies, postage, water & sewer, high-speed internet, legal fees, apparel, meals, snacks, bay door repairs, plaque, sympathy flowers, SDA dues, poster subscription service, A-D oil change, battery backup, fire alarm repair, CSFC & Metro Denver Fire Chiefs dues, snow removal, Blue card training, NFPA training series	15,668.43
WEX Bank	Fuel - fleet	1,873.12
CenturyLink	Data bundle - St 3	624.20
Tribbett Agency	Insurance package renewal	50,651.00
DIRECTV	TV - St 3	87.99
Restore Counseling	Counseling session	125.00
A Path Forward	Counseling session	80.00
Frontier Business Products	Usage charges - color copies	330.54
West Direct Equipment Savers	Filled fuel tank - St 3	3,258.59
Service Experts	Radiant heat replacement burner box	2,875.00

Foster Emergency Medicine LLC	Medical direction	\$ 7,540.45
Shawn Stark	Reimb - conference lodging	1,319.88
Pinnacol Assurance	Workers compensation	10,189.00
Health Equity, Inc	FSA administrative fees	76.25
US Bank	Service fees	117.30
IRS	Medicare Hospital Insurance	5,065.20
PERA	Employer contribution – January	56,429.43
PERACare	Health insurance – January	55,692.24
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	12,820.80
Employee 7386	Administrative Assistant	3,889.60
Employee 5843	Fire Inspector	5,382.40
Employee 5154	Engineer	10,407.03
Employee 1728	F-4	3,280.70
Employee 6028	Lt	12,205.26
Employee 1525	F1	9,374.37
Employee 5722	Engineer	4,532.72
Employee 5768	F3	6,192.84
Employee 7544	P4	6,061.46
Employee 9636	P4	6,001.54
Employee 8275	F2	6,919.84
Employee 9247	F1	8,487.88
Employee 3841	F2	6,192.84
Employee 6492	F2	6,170.52
Employee 2178	Lt	10,528.56
Employee 3296	P1	9,678.87
Employee 4176	Engineer	7,910.70
Employee 1347	F1	8,661.16
Employee 8327	P4	7,146.82
Employee 6173	P4	6,333.55
Employee 3169	P1	8,292.46
Employee 4267	P1	9,678.87
Employee 7412	F2	7,416.06
Employee 8820	P2	6,905.45
Employee 9627	Engineer	9,100.22
Employee 9627	Adj - amt reported on Feb 2023 bills	(3,274.35)
Employee 6829	Battalion Chief	11,990.96
Employee 6829	Adj - amt reported on Feb 2023 bills	(7,105.96)
Employee 7683	F4	6,174.04
Employee 8716	P4	7,134.28
Employee 5583	F3	7,018.94
Employee 9728	Engineer	8,029.02
Employee 6253	Lt	11,097.46
Employee 8527	Lt	9,077.16
Employee 7642	Engineer	7,921.93
Employee 9138	F-Entry	4,911.38

Employee 4798	Battalion Chief	\$ 11,473.31
Employee 2017	Battalion Chief	15,735.87
Employee 3904	Lt	8,928.62
Employee 6479	Lt	11,543.60
Employee 9641	P4	6,177.31
Employee 6938	F3	7,048.32
Employee 4724	P1	<u>8,427.34</u>
TOTAL		\$ 663,838.29

Board member DuBay moved to approve payment of the bills. Board member Lechner seconded, motion carried. Board member DuBay brought up getting bids for insurance.

There was discussion regarding when the new board members take office. Attorney Ross stated the new board members have 30 days to take their oaths. The current board stays seated until the new board members have their oaths sworn and recorded. Then, the current board members automatically lose jurisdiction over their office and they assume that office.

Board comments -

- Board members expressed thanks to the crews.
- President Milanski encouraged everyone to publicize that fact that we will have an election coming up.
- President Milanski asked if the board want to reconsider how we take minutes. There was discussion. The board didn't indicate they want changes, they just want them to be more thorough, have more content.
- President Milanski said that at the last City Council meeting he went to there was a side discussion asking about the status of the Department's relationship with the City. He recommended the board have a strategy session to discuss changes the District could face in terms of its structure if there was a move to try to absorb us. There was discussion and it will be an item for consideration when the new board discusses priorities.

Future Agenda Items – Work session in May

With no further business, Board member DuBay moved to adjourn. Board member Varra seconded. Motion carried.

Respectfully submitted,



Jackie Fry, Secretary

Financial Report

Louisville Fire Protection District
Financial Report for Approval
April 24, 2023

General Fund

Checking:

Old Balance	2/28/2023		\$ 673,279.82
Deposits			\$ 3,194,146.00
	February County Check	\$ 2,528,972.23	
	Ambulance Transports	127,158.80	
	Interest	3.34	
	(Late Transport Payment)		
	Ambulance Subscriptions	485.00	
	US Bank General Fund	500,000.00	
	Money Market		
	City of Lafayette	340.00	
	(SCBA Pack Rental - Jan & Feb)		
	Boulder County Hazmat	1,354.63	
	Response Authority		
	(OT/Backfill OT - 4Q2022)		
	Meritain Health	907.05	
	(Returned Ambulance Transport		
	Overpayment Refund)		
	Tow Reimbursement	415.00	
	Benevity Causes	2,476.05	
	(Epperson -Donation to FF Fund)		
	Fuel Tax Refund	244.20	
	CPR Fees	316.52	
	Report Copies	45.63	
	Tom Lamm	100.00	
	(Donation)		
	Plan Reviews	31,327.55	
New Balance			\$ 3,867,425.82
Disbursements			\$ 2,220,887.09
	Bills	\$ 685,378.30	
	US Bank General Fund Money	1,500,000.00	
	Market		
	Matthew Calnan	11,224.51	
	(LOSA Payout)		
	Kevin Epperson	17,551.21	
	(LOSA Payout)		
	Surf Thompson	1,916.67	
	(LOSA Payout)		
	Donation to Vol FF Fund	1,165.20	
	(Epperson, Benevity Causes)		
	Ambulance Transport	3,651.20	
	Refunds		
New Balance	3/31/2023		\$ 1,646,538.73

Reserve Fund:

(Includes Emergency Reserve)

US Bank Money Market

\$ 7,654,485.20

\$ 7,654,485.20

Other:

Capital Reserve

\$ 1,205,880.36

\$ 1,205,880.36

List of Accounts

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

General Fund				
Bank	Type of Account	Interest Rate	Maturity Date	Amount
US Bank	Money Market		n/a	\$ 7,654,485.20
US Bank	Capital Reserve		n/a	1,205,880.36
			TOTAL	\$ 8,860,365.56

Performance Statistics

Louisville Fire Department

Memo



To: Chief Willson
From: Administration
Date: 4/01/2023
Re: March Call Statistics

Types / Number of Calls

	<u>March 2023</u>	<u>March 2022</u>
100 Fire	4	6
200 Rupture, Explosion	0	0
300 Rescue, EMS	215	186
400 Hazardous Conditions	6	7
500 Service Call	23	17
600 Good Intent Call	43	65
700 False Alarm and False Call	16	18
Total	307	299

Total Number of Calls by Month

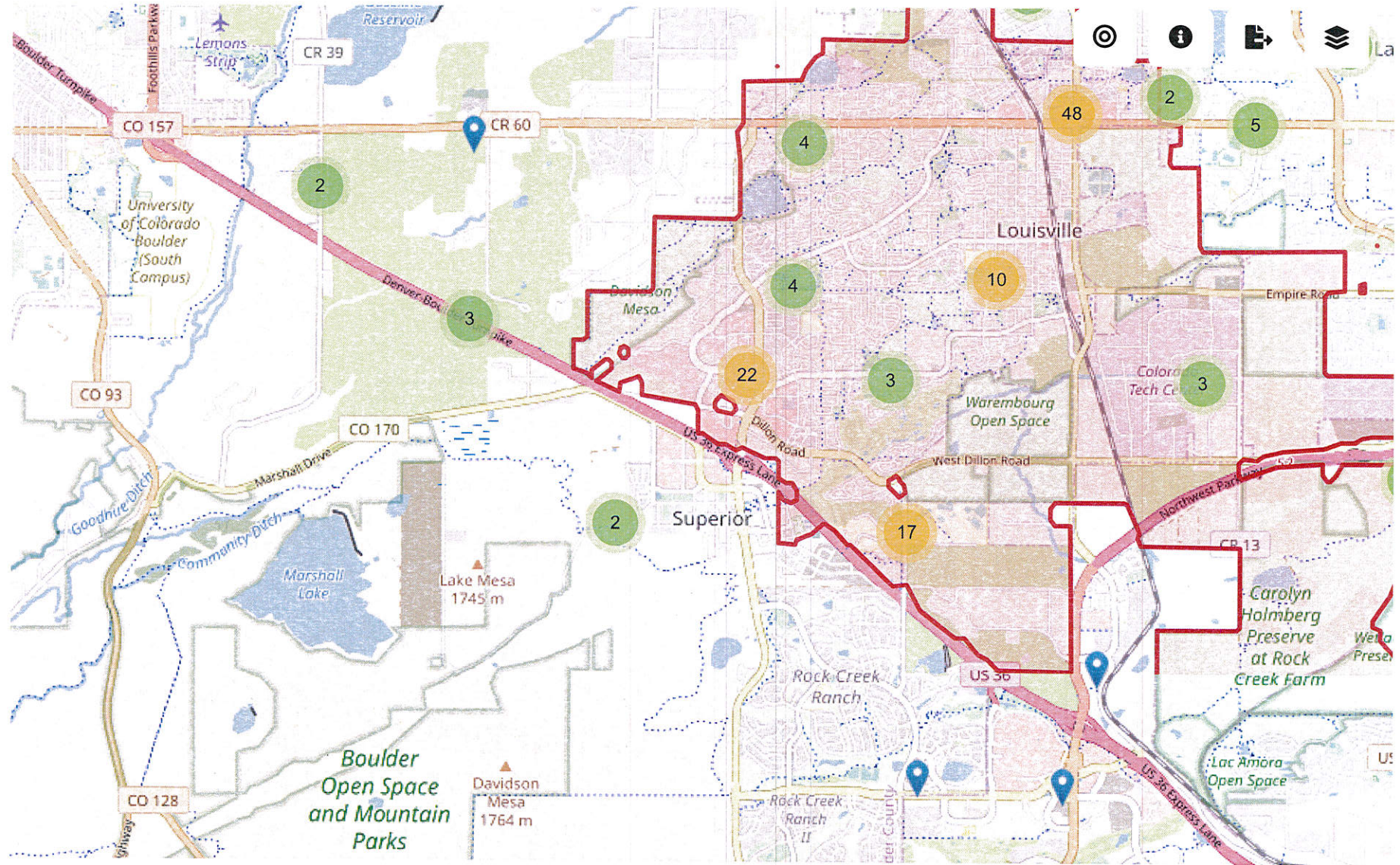
	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Total
Louisville	300	276	307										883

Chief Willson's Board Report



Scene Locations of Incidents

N = 157 Apr 01, 2023 to Jun 30, 2023

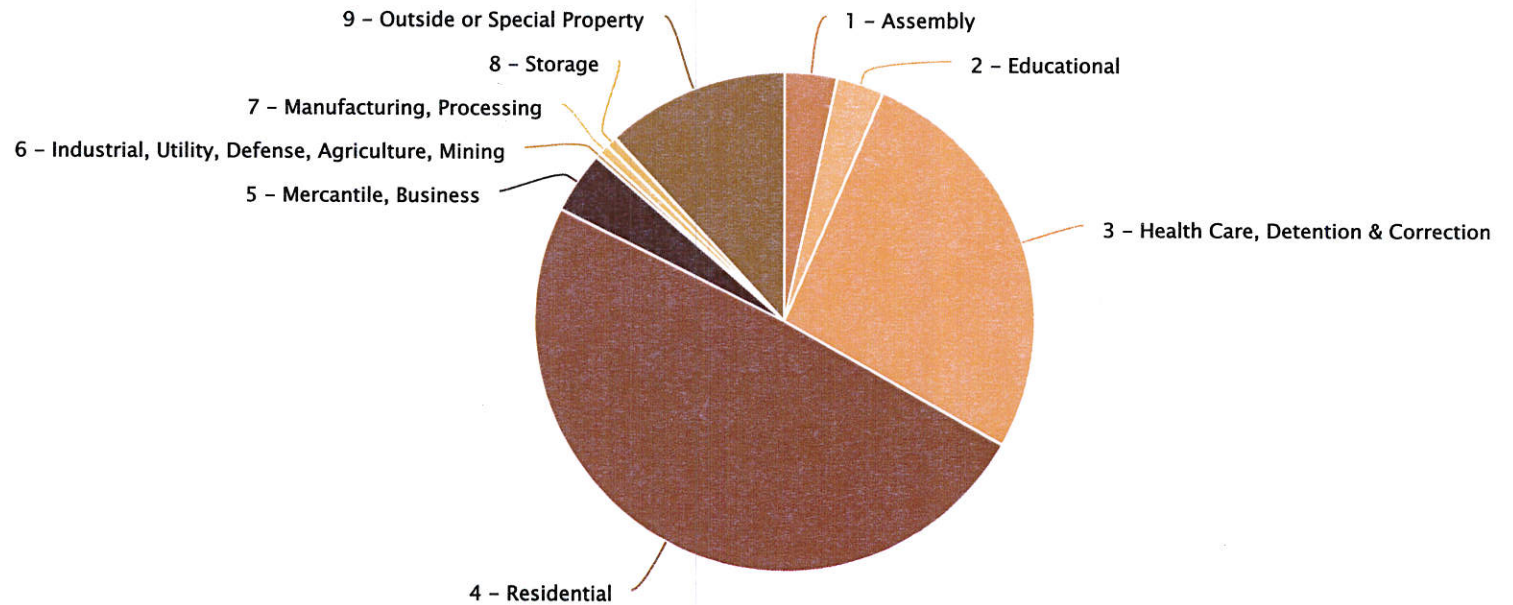


Chief Willson's Board Report



Incidents by Property Use Category

Mar 01, 2023 to Mar 31, 2023

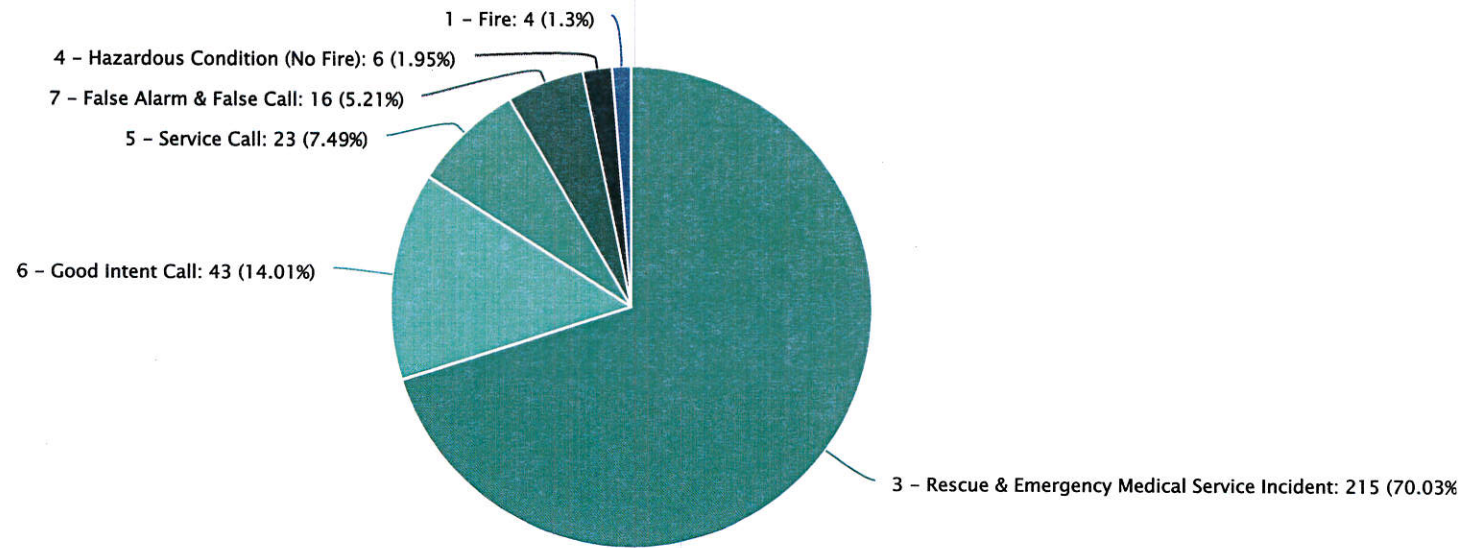


Chief Willson's Board Report



Incident Type Categories

Mar 01, 2023 to Mar 31, 2023



Chief Willson's Board Report



Incidents by Category and Month

Jan 01, 2022 12:00 AM to Apr 17, 2023 03:46 PM

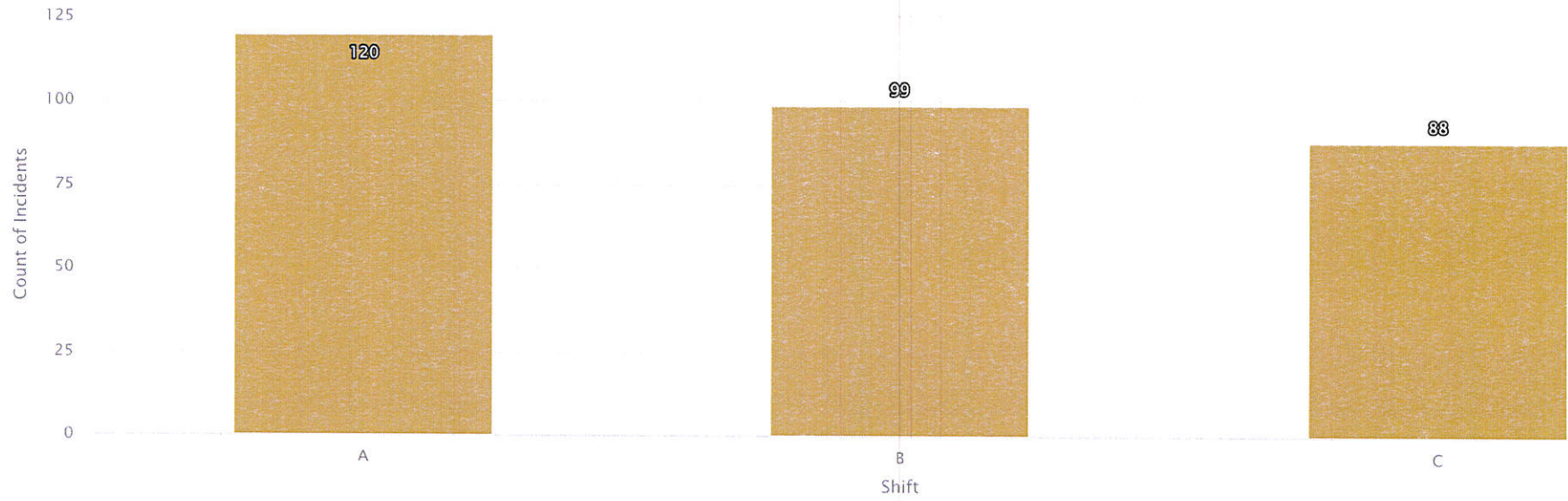
Incident Type Category	2023				2023		2022		YTD % Change
	Jan	Feb	Mar	Apr	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
1 - Fire	1	2	4	6	13	1%	23	2%	-43.48%
2 - Overpressure Rupture, Explosion, Overheat (No Fire)	1	0	0	0	1	0%	1	0%	0%
3 - Rescue & Emergency Medical Service Incident	222	208	215	110	755	72%	642	57%	17.60%
4 - Hazardous Condition (No Fire)	2	4	6	2	14	1%	22	2%	-36.36%
5 - Service Call	15	13	23	13	64	6%	80	7%	-20%
6 - Good Intent Call	46	32	43	27	148	14%	270	24%	-45.19%
7 - False Alarm & False Call	19	17	16	4	56	5%	89	8%	-37.08%
9 - Special Incident Type	0	1	0	0	1	0%	1	0%	0%
Grand Total	306	277	307	162	1,052	100%	1,128	100%	-6.74%

Chief Willson's Board Report



Incidents by Shift

Mar 01, 2023 to Mar 31, 2023

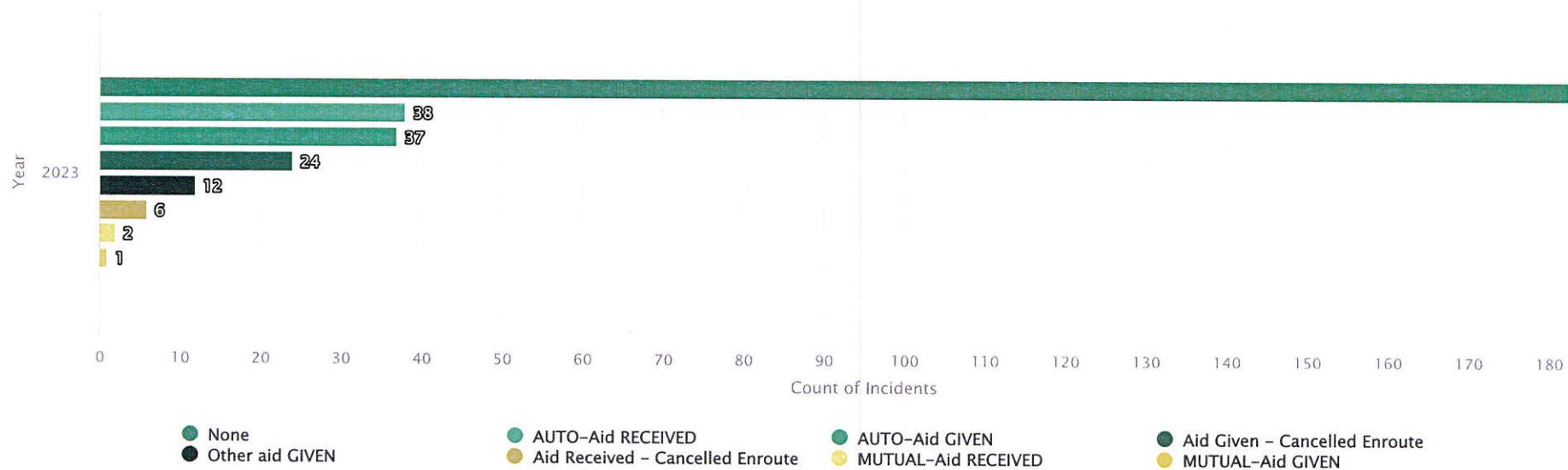


Chief Willson's Board Report



Aid Given and Received by Year

Mar 01, 2023 to Mar 31, 2023



Chief Willson's Board Report

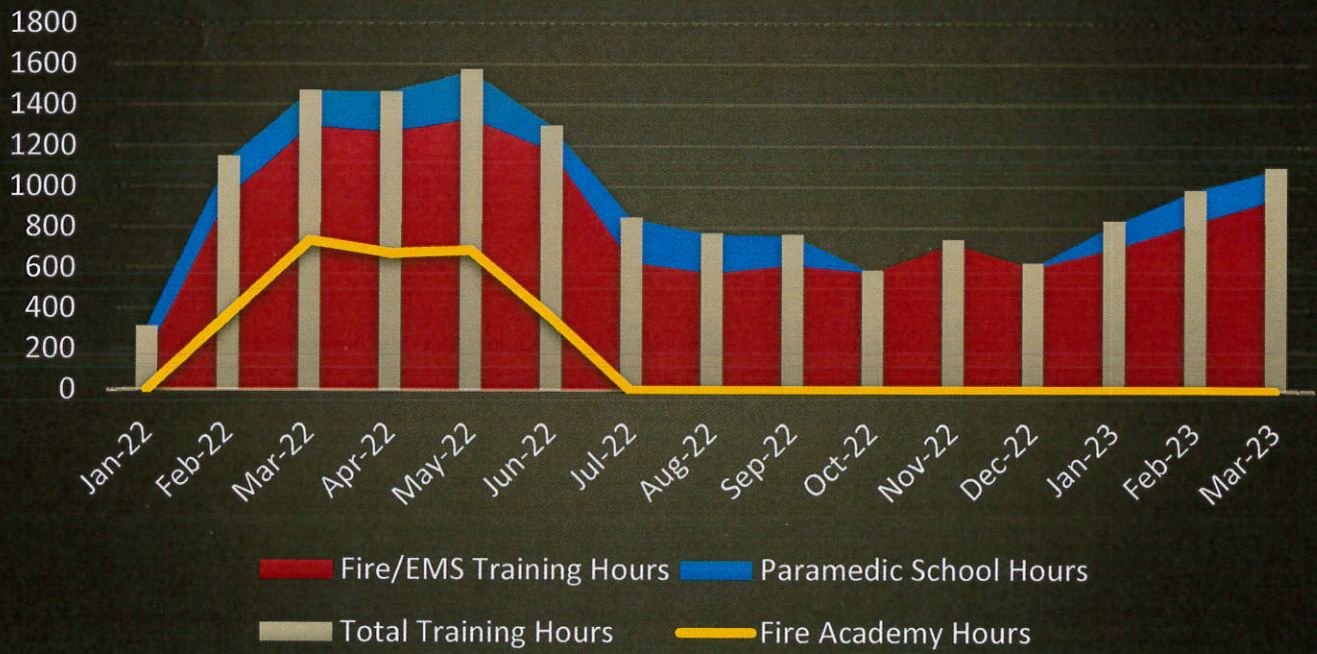


Overlapping Calls and Hours

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

Overlapping Calls	Occurrences	% of Occurrences	Hours	% of Hours
0 Overlapping Calls	524	85.20%	730.01	98.12%
1 Overlapping Call	80	13.01%	12.63	1.70%
2 Overlapping Calls	10	1.63%	1.18	0.16%
3 Overlapping Calls	1	0.16%	0.18	0.02%
Totals	615	100%	744	100%

LFPD Training Hours Trends



LFPD Monthly Training Hours

Completion Date Range: From 03/01/2023 to 03/31/2023

Last Name	Completions	Duration (hours)
Bage	21	30
Bennett	7	6
Berger	5	1
Bowler	14	17
Brewer	10	18
Brindisi	11	10
Bussard	0	0
Calnan	9	7
Capsouto	21	76
Carlson	11	20
Chase	14	18
Chreist	0	0
Conrad	14	21
Courtney	19	27
Crass	18	144
Dean	22	23
Epperson	6	4
Gillis	17	17
Hickox	11	21
Houston	8	11
Hunter	21	52
Jackson	15	38
Kabal	15	18
Kodey	11	10
Land	17	21
Lear	23	60
Luebke	8	6
Lukianov	16	17
Medina	11	16
Melvin	9	9
Miranda	10	8
Murray	15	18
O'Mara	8	10
Oliveira	26	67
Orr	4	3
Rogers	11	13
Rossette	7	7
Saxon	7	10
Schlingmann	13	13
Schmidt	24	47
Schroeder	7	6
Schuppe	20	19
Sieve	18	26
Stark	11	21
Thompson	2	1
Udden	19	20
Venot	12	15
Vesely	6	4
Welsh	13	12
Whitson	15	49
ADMIN		
Jackson	7	7
Mestas	4	2
Willson	5	1
Wixson	2	1

TOTAL TRAINING HOURS 1098

- Paramedic School Hours 144

- Admin Training Hours 11

New Total 943

* Fire Academy Training Hours 0

Avg. Monthly Training Hours per FF 19

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.

73 % complete – Working with different partners on this goal. An increase of 1% from last month.

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

62% 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.

12% - Working with the city on neighboring groups on wildfire issues. 2 % increase from last month.

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

76% - complete – Increase of 1% 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 2% increase this month. Lt Rossette collecting data

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

98% Complete – Community Risk Reduction report completed. 2% from last month.

**Fees for
Ambulance Reports
Proposal**

LOUISVILLE FIRE PROTECTION DISTRICT



New Business

Subject: Fees for Ambulance Reports

Summary: Admin Assistant Wixson researched charges for copies of EMS records/reports and found that most departments do not charge for copies of records/reports to patients. She also discovered that our billing company does not charge for copies. Ms. Wixson has stated that the workload/time has been reduced for these requests because of the technology. The District still charges attorney offices & record request companies at \$16.50 per report.

Fiscal Impact: We charge about \$42 a year for copies of EMS reports for patients. Loss of revenue of \$42 a year.

Recommendation: Staff recommends the Board direct staff to stop charging for copies of EMS reports to patients.

Fire Marshal's Report

Monthly Report for April 2023

- 26 business inspection completed this month, 25% completed for the year.
- Fire sprinkler plan review for 906 Sunflower Lane (Cassidy residence).
- Fire sprinkler plan review for 923 Eldorado Lane (Bolger residence).
- Tenant finish plan review for 397 So Taylor Ave (Capella Space).
- Fire sprinkler plan review for 1480 Arthur Ave (Medtronics).
- Review planning referral for the East Street Development (2nd Submittal).
- Meeting with contractor for 1450 Infinite dr regarding radio issues.
- Final fire sprinkler inspection at 202 Lock St (Clementine).
- Fire sprinkler plan review for 949 Arapahoe Cir (Benner Residence).
- Fire sprinkler plan review for 929 Eldorado Lane (Fagan Residence).
- Fire sprinkler plan review for 991 Arapahoe Cir (Todd Residence).
- Fire sprinkler 200 PSI test at 501 Lois Dr. (Private Residence).
- Radio test for coverage at 1450 Infinite Dr.
- Flow test at 388 Owl Dr.
- Fire sprinkler rough inspection at 105 Cherry Wood (Private Residence).
- Final inspection at 501 Lois Dr (Private residence).
- Fire alarm and project final inspection at 1450 Infinite Dr (Amenities section)(FAILED).
- Fire sprinkler plan review for 831 Mulberry St (Holmes Residence).
- Fire sprinkler plan review for 919 Eldorado Lane (Kuca residence).
- Fire alarm final re-inspection at 1450 Infinite Dr (Amenities).
- Put Knox box in service at 385 So Pierce ave.
- Fire sprinkler plan review for 814 W Mulberry St (Emrich Residence).
- Plan review for 525 McCaslin Blvd (Murphy's Express Gas Station).
- Board meeting.
- Final inspection at 282 Century Cir #2000 (AES).
- Final inspection at 1075 So Boulder Rd #200 (My Salon).
- Development review committee meeting.
- Admin meeting.
- Final elevator recall inspection at 925 Grant Ave (Saint Louis Catholic Church).
- Access control plan review for 2345 Main St (Superior Town Center).
- Tenant finish plan review for 957 Main St (Simons Event Center).
- Final inspection at 1753 Boxelder St (Tendeg).
- Meeting with the contractor for Superior Town Center regarding inspection procedures.
- Wildfire Hazard and Risk Assessment committee meeting with the City.
- Courtesy walk through inspection at 2345 Main St (Superior Town Center).
- Officer meeting.
- Fire sprinkler plan review for 473 Murifield Dr (Pinto Residence).
- Plan review for special event at 1900 Cherry St (Pro Closet).
- Fire alarm plan review for 1850 Dogwood St (Hope Hummus).
- Final inspection at 577 So Boulder Rd (Shopey Pizza).
- Fire sprinkler rough inspection at 725 Tech Ct (OMAJA).
- Fire sprinkler rough inspection 1480 Arthur Ave (Medtronics).

- Food Truck inspection for the Butcher and The Blonde.
- Fire sprinkler plan review for 185-197 So 104th Ave (Izzio's).
- Fire sprinkler final inspection at 315 East St (Clementine)
- Fire sprinkler final inspection at 327 East St (Clementine).
- Food truck inspection for the Snowy Churro.
- Development review committee meeting.
- Tenant finish plan review for 600 Tech Ct (Loxo Oncology).
- Emergency radio enhancement system plan review for 1450 Infinite dr (Infinite Labs).
- Cooking hood inspection at 321 So McCaslin Blvd #D (Hummus Republic).
- Flow test at 473 Miurfield Ct for a fire sprinkler system design.
- General office and field work.

HR Update



HR Updates for Board of Directors Meeting 4-24-23:

1. Job Postings:

- ✓ Fire Marshal – posting open until 4/21/23, projected hire date 8/1/23
- ✓ Lateral Firefighter(s) – posted on 4/18/23, projected hire date 8/1/23

2. Memorial Scholarship Application Period Ended 4/15/23:

- ✓ Chief Willson will announce the winner during the upcoming Board Meeting

3. 2023 Performance Check-ins:

Our first quarter Performance Check-ins are underway, and the full schedule is below:

- ✓ 1st Quarter Check-ins – due by 4/30/23
- 2nd Quarter/Mid-Year Performance Reviews – due by 7/31/23
- 3rd Quarter Check-ins – due by 10/31/23
- 4th Quarter/Annual Performance Reviews - due by 12/15/23

4. Talent Strategy Meetings Are Completed:

- ✓ Chief Willson will give a high-level review of our 2023 – 2025 Talent Strategy to our Board of Directors during the meeting on 5/9/23
- ✓ Three (3) consulting companies are submitting bids to create assessment center processes and tests to help us establish candidate pools for internal positions: Engineer, Lieutenant, and Battalion Chief
- ✓ Job descriptions are also being revised and updated

5. Employee Handbook:

- ✓ The Employer’s Council completed the review of our current Employee Handbook on 4/11/23
- ✓ Our goal is to have our updated Employee Handbook completed and issued to our employees during their 2023 Annual Performance Reviews
- ✓ There will be a comparison of our Employee Handbook policies with our updated SOGs that Lexipol is completing for us

6. Benefits Review:

- ✓ Our free Benefits Review is underway with Fall River
- ✓ Samiyyah and Chief Willson will review results by 4/30/23 and discuss any recommended changes to the Board of Directors in an upcoming Board of Directors meeting

7. Mastering Emotional Intelligence (EQ) for Crews:

- ✓ Our Talent Smart Facilitator will be on-site for our Mastering EQ Sessions for Crews on 5/16/23 (C-Shift), 5/17/23 (B-Shift), and 5/19/23 (A-Shift)
- ✓ These are the final EQ sessions in our leadership and staff development series

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

- ✓ Samiyyah will post RFP by 4/30/23 and will present the full timeline during the Board of Directors Meeting in May
- ✓ Our goal is to select a system by 8/1/23 and to request budget approval for a 2024 launch

Bills

Louisville Fire Protection District - Bills For Approval – April 24, 2023

Bound Tree Medical	Medical supplies	\$ 219.98
TargetSolutions Learning	Membership fees	6,648.33
Daily Dispatch	Employment listing	575.00
Nick Houston	Reimb - boots	386.55
Roth Medical	Replacement oxygen tanks	165.00
Joshua Schmidt	Reimb - training equipment	129.95
Eagle Engraving Inc	Awards	521.95
ViaTek	PC/network and phone support	990.00
Municipal Emergency Services	Foam	804.90
3Hundred Training Group LLC	PALS training	125.00
Timothy Rossette	Reimb - conference registration	549.00
Xcel Energy	Utilities	5,884.72
Community Resource Services of Colo	Election services	1,870.50
3Hundred Training Group LLC	Monthly training	900.00
Timothy Rossette	Reimb - conference expenses	175.15
STP Concrete	New pad - St 3	30,530.00
Verizon Wireless	Cell phone service	1,368.84
ImageTrend, Inc	Annual fees	2,969.97
Coal Creek Ace Hardware	Station supplies, rope	65.75
West Direct Equipment Savers	Filled fuel tank - St 3	2,882.21
Samiyah Jackson	Reimb - conference airfare	390.96
Gladfelter Insurance Group (GSB)	Life insurance renewal	20,629.12
Diane Schroeder	Reimb - hotel & food for iDELP meeting	913.34
Station Automation Inc	PSTrax annual renewal fees	4,987.50
Advanced Breathing Air Systems, LLC	Annual service & air tests	2,481.80
Twins at a Time	Trauma bears	510.00
Joshua Schmidt	Reimb - conference registration & airfare	716.52
Western Disposal	Trash removal	519.50
WEX Bank	Fuel - fleet	1,355.77
CenturyLink	Data bundle - St 3	624.20
Galls	Pants	172.21
Bound Tree Medical	Medical supplies	1,802.13
US Bank	CC; monthly fees (Adobe Pro, Stamps.com, Ring Central), office/station/training/medical supplies, postage, water & sewer, high-speed internet, legal fees, apparel, meals, snacks, A-E, A-F, A-I oil changes, training courses & conferences, dues, safety cloud service subscription, snow removal, engraving plaques, animal control pole, CO/smoke detectors, flowers, recharge extinguisher, pest control service, EMS gifts, testing waiver application	21,034.27
Tribbett Agency	Insurance renewal	2,663.00
University Auto Parts	Car Wash, Tire Care, ice melt, degreaser, DEF, Gojo, floor dry, clamps, hose, windshield fluid	1,083.80
Colo Div of Fire Prevention & Control	Exams	90.00
Colo Prof Rescue Training & Education	PALS refresher	1,035.00
ViaTek	PC/network support, managed services	3,919.91
Municipal Emergency Services	SCBA flow tests	6,626.88
TargetSolutions Learning	Vector scheduling	1,950.00
A Path Forward	Counseling session	80.00
Restore Counseling	Counseling sessions	250.00
McKinley Land	Reimb - Tuition reimbursement	1,134.00
Andrea Crass	Reimb - Paramedic school books	140.92
Eco Snow Removal	Snow removal	1,625.00

Jonathan Contreras	Snow removal	\$ 720.00
DIRECTV	TV - St 3	87.99
Foster Emergency Medicine LLC	Medical direction	7,540.45
Pinnacol Assurance	Workers compensation	23,536.00
Health Equity, Inc	FSA administrative fees	81.50
US Bank	Service fees	97.85
IRS	Medicare Hospital Insurance	5,567.92
PERA	Employer contribution – February	58,069.34
PERACare	Health insurance – February	55,692.24
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	10,408.00
Employee 7386	Administrative Assistant	3,889.60
Employee 5843	Fire Inspector	5,382.40
Employee 5154	Engineer	8,391.26
Employee 6028	Lt	11,623.27
Employee 1525	F1	7,842.66
Employee 5722	Engineer	2,649.44
Employee 5768	F3	8,188.42
Employee 7544	P4	6,061.46
Employee 9636	P4	6,001.54
Employee 8275	F1	7,007.36
Employee 9247	F1	10,768.11
Employee 3841	F2	6,888.78
Employee 6492	F2	8,940.64
Employee 2178	Lt	10,933.63
Employee 3296	P1	8,628.08
Employee 4176	Engineer	10,274.22
Employee 1347	F1	7,988.04
Employee 8327	P4	7,166.94
Employee 6173	P4	6,776.23
Employee 3169	P1	8,461.90
Employee 4267	P1	8,864.06
Employee 7412	F2	7,377.98
Employee 8820	P2	9,122.35
Employee 9627	Engineer	9,437.18
Employee 6829	Battalion Chief	13,827.38
Employee 7683	F4	6,473.66
Employee 8716	P4	6,392.14
Employee 5583	F2	6,607.53
Employee 9728	Engineer	8,821.74
Employee 6253	Lt	9,465.85
Employee 8527	Lt	9,047.81
Employee 7642	Engineer	9,740.60
Employee 9138	F-Entry	6,688.43
Employee 4798	Battalion Chief	12,674.99
Employee 2017	Battalion Chief	15,382.85
Employee 3904	Lt	10,555.70
Employee 6479	Lt	10,245.38
Employee 9641	P4	6,346.57
Employee 6938	F2	6,460.19
Employee 4724	P1	8,432.07
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 9237	Special project	35.00
TOTAL		\$ 685,378.30

Budget Report

GENERAL FUND BUDGET

General Fund	Budget 2023	March	YTD	Current Budget Remaining	%
Fund Balance January 1 (unaudited)	7,988,508	7,988,508	7,988,508	7,988,508	
REVENUES					
General Fund Tax Levy	7,705,110	556,208	3,445,279	4,259,831	43.13%
Specific Ownership Tax	250,000	36,997	91,923	158,077	36.77%
TIF	48,000	-	-	48,000	0.00%
Property Tax - Superior	50,000	-	44,394	5,606	88.79%
Investment Income	20,000	1,933	4,052	15,948	20.26%
Ambulance Transport Revenue	500,000	124,418	247,331	252,669	49.47%
Ambulance Subscriptions	-	485	1,163	-	
Plan Review Revenue	70,000	31,328	41,481	28,519	59.26%
Grants	-	-	-	-	
Donations	-	2,576	15,635	-	
Refunds/Reimbursements	-	2,014	2,506	-	
Miscellaneous	-	702	4,074	-	
TOTAL REVENUES	8,643,110	756,660	3,897,839	4,745,271	45.10%
EXPENDITURES					
Administration	937,322	61,335	215,849	721,473	23.03%
Fleet Management	241,500	15,040	33,554	207,946	13.89%
Life Safety & Fire Prevention	295,923	20,419	60,732	235,191	20.52%
Logistics/Buildings & Grounds	403,300	41,003	142,882	260,418	35.43%
Training & Professional Development	487,957	38,462	133,004	354,953	27.26%
Tactical Operations	4,468,049	348,113	984,268	3,483,781	22.03%
Ambulance Service Program	2,364,506	136,444	414,886	1,949,620	17.55%
FSA Disbursements	-	546	2,478	-	
Donations to Vol Firefighters Fund	-	2,476	5,535	-	
LOSA Payouts	-	30,692	30,692	-	
2022 Carryover	-	1,940	48,669	-	
TOTAL EXPENDITURES	9,198,557	696,469	2,072,549	7,126,008	22.53%
Current Excess (Deficit*)	(555,447)	-	-		
Ending Fund Balance 12/31	7,433,061	8,048,699	9,813,798		
Current Deficit* Budgeted From					
Budgeted from Prior Year Fund Balance	555,447	-	-		

Capital Reserve	Budget 2023	March	YTD	Current Budget Remaining	%
Fund Balance January 1 (unaudited)	1,236,410	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	30,530	54,603	35.86%
TOTAL EXPENDITURES	246,396	30,530	30,530	215,866	12.39%
Current Excess (Deficit*)	(246,396)	-	-		
Ending Fund Balance 12/31	990,014	1,205,880	1,205,880		
Current Deficit* Budgeted From					
Budgeted from Prior Year Fund Balance	246,396	-	-		
Pension Fund Reserve					
Pension Fund Reserve	Budget 2023	March	YTD	Current Budget Remaining	%
Balance January 1	1,882,442	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	15,923	26,416	(1,416)	105.66%
State Grant	167,363	-	-	167,363	0.00%
TOTAL REVENUES	430,691	15,923	26,416	404,275	6.13%
EXPENDITURES					
Pension Distributions	472,600	133,882	133,882	338,718	28.33%
Investment Management Fees	4,500	-	737	3,763	16.37%
TOTAL EXPENDITURES	477,100	133,882	134,619	342,481	28.22%
Current Excess (Deficit*)	(46,409)	-	-		
Ending Balance 12/31	1,836,033	1,774,239	1,666,035		
Current Deficit* Budgeted From					
Budgeted from Prior Year Fund Balance	46,409	-	-		

LFPD Budget Report - March 2023

Acct #	ADMINISTRATION	Amount Budgeted	March	Actual YTD	Total Budget Remaining	%
5010	Labor - Chief, Deputy Chief, Finance, HR, Admin Asst (Fully-burdened)	\$ 715,622	\$ 45,600.12	\$ 142,911.56	\$ 572,710.44	19.97%
5010	Labor - Board members (Fully-burdened)	7,000	435.91	784.57	6,215.43	11.21%
5018	Consultant Fees	15,000	-	8,600.00	6,400.00	57.33%
5021	Legal Fees	20,000	2,341.37	2,341.37	17,658.63	12%
5022	Accounting/Audit	17,000	-	-	17,000.00	0%
5023	Election	22,000	1,870.50	1,870.50	20,129.50	9%
5024	County Treasurer's Fees	120,000	8,345.31	51,686.27	68,313.73	43%
5051	General Office Supplies	5,600	980.57	1,866.12	3,733.88	33%
5052	Postage	2,000	17.99	269.93	1,730.07	13%
5053	Printing & Publishing	5,000	575.00	757.51	4,242.49	15%
5054	Furniture	2,000	-	-	2,000.00	0%
5082	Subscriptions & Dues	3,800	81.50	3,303.75	496.25	86.94%
5096	Fire Chief's Expenses	1,500	1,087.00	1,167.00	333.00	78%
6121	CTC Property Owners Association Dues	800	-	290.58	509.42	36.32%
	TOTAL	\$ 937,322	\$ 61,335.27	\$ 215,849.16	\$ 721,472.84	23.03%
Acct #	FLEET MANAGEMENT	Amount Budgeted	March	Actual YTD	Total Budget Remaining	%
5071	Repairs & Maintenance	\$ 163,800	\$ 1,608.95	\$ 9,366.05	\$ 154,433.95	5.72%
5071	Compressor Air Tests/Maintenance/Service	12,100	8,808.68	8,808.68	3,291.32	73%
5073	Fuel, Oil & Lubrication	60,600	4,622.08	15,379.31	45,220.69	25.38%
5074	Tires & Accessories	5,000	-	-	5,000.00	0%
	TOTAL	\$ 241,500	\$ 15,039.71	\$ 33,554.04	\$ 207,945.96	13.89%

LFPD Budget Report - March 2023 continued

Acct #	LIFE SAFETY & FIRE PREVENTION	Amount Budgeted	March	Actual YTD	Total Budget Remaining	%
5010	Labor-Fire Marshal, Inspector (Fully-burdened)	\$ 289,023	\$ 20,108.91	\$ 60,226.73	\$ 228,796.27	20.84%
5077	Uniform Allowance	1,200	-	-	1,200.00	0%
5082	Dues & Subscriptions	200	-	-	200.00	0%
5085	Fire Prevention Week Materials	1,200	-	-	1,200.00	0%
5085	Smoke Detectors	600	309.90	504.81	95.19	84%
5085	Equipment	200	-	-	200.00	0%
5085	New Code Books	3,500	-	-	3,500.00	0%
	TOTAL	\$ 295,923	\$ 20,418.81	\$ 60,731.54	\$ 235,191.46	20.52%
Acct #	LOGISTICS/BUILDINGS & GROUNDS	Amount Budgeted	March	Actual YTD	Total Budget Remaining	%
5031	Building Maintenance/Repairs/Supplies	\$ 41,300	\$ 2,782.38	\$ 8,464.90	\$ 32,835.10	20.50%
5032	Utilities - Gas, Elec, Phone, Water	129,000	9,643.37	20,313.93	108,686.07	15.75%
5033	Trash Removal	7,000	519.50	1,539.50	5,460.50	21.99%
5033	Grounds Maintenance/ Snow Removal	20,000	4,515.06	6,080.04	13,919.96	30.40%
5041	Facilities/Apparatus Insurance	48,000	1,373.00	52,024.00	(4,024.00)	0%
5055	Technology Upgrades	46,000	-	6,704.00	39,296.00	0%
5055	Software	80,000	17,479.33	36,783.24	43,216.76	45.98%
5055	Tech Support	32,000	4,689.91	10,972.50	21,027.50	34.29%
	TOTAL	\$ 403,300	\$ 41,002.55	\$ 142,882.11	\$ 260,417.89	35.43%
Acct #	TRAINING & PROFESSIONAL DEVELOPMENT	Amount Budgeted	March	Actual YTD	Total Budget Remaining	%
5010	Labor - Captains (Fully-burdened)	\$ 365,507	\$ 26,541.00	\$ 87,730.45	\$ 277,776.55	24.00%
5081	Training	122,150	11,921.23	44,973.94	77,176.06	36.82%
5082	Member Dues	300	-	300.00	-	0%
	TOTAL	\$ 487,957	\$ 38,462.23	\$ 133,004.39	\$ 354,952.61	27.26%

LFPD Budget Report - March 2023 continued

Acct #	TACTICAL OPERATIONS	Amount Budgeted	March	Actual YTD	Total Budget Remaining	%
5010	Labor - Battalion Chiefs, Career Firefighters (Fully-burdened)	\$ 4,015,506	\$ 299,736.38	\$ 888,227.92	\$ 3,127,278.08	22.12%
5013	Work Comp - Reserves	38,000	23,536.00	33,725.00	4,275.00	89%
5016	Reserves Unemployment & MHI	1,500	-	27.05	1,472.95	1.80%
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	20,629.12	(1,629.12)	109%
5061	Radio Equipment	46,000	-	-	46,000.00	0%
5062	Radio Repair & Maintenance	6,000	-	52.21	5,947.79	1%
5075	Replacement Hose	1,000	-	-	1,000.00	0%
5076	Firefighting Equip, BES, Safety Upgrades	40,000	1,193.53	4,453.51	35,546.49	11%
5077	PPE/Apparel	76,700	1,095.54	1,615.54	75,084.46	2%
5082	Subscriptions & Dues	100	-	-	100.00	0%
5083	Awards Banquet	10,000	521.95	521.95	9,478.05	5%
5084	New Member Physicals, Exams, Vaccines	39,000	330.00	660.00	38,340.00	1.69%
5086	Recruitment Expense	500	-	-	500.00	0%
5091	Station Operations	3,000	1,070.08	1,475.02	1,524.98	49%
5092	Volunteer Reimbursements	86,500	-	1,639.00	84,861.00	1.89%
6121	Contingency (Equip/Repairs)	47,243	-	-	47,243.00	0%
	TOTAL	\$ 4,468,049	\$ 348,112.60	\$ 984,268.13	\$ 3,483,780.87	22.03%
Acct #	AMBULANCE SERVICE PROGRAM	Amount Budgeted	March	Actual YTD	Total Budget Remaining	%
5010	Labor - Paramedics (Fully-burdened)	\$ 2,160,296.00	\$ 126,103.23	\$ 381,456.44	\$ 1,778,839.56	17.66%
5018	Physician Advisor & EMS Training	91,000.00	7,540.45	22,621.35	68,378.65	24.86%
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	2,800.58	10,807.95	51,692.05	17.29%
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	\$ 136,444.26	\$ 414,885.74	\$ 1,949,620.26	17.55%

LFPD Budget Report - March 2023 continued

Acct #	CAPITAL PROJECTS	Amount Budgeted	March	Actual YTD	Total Budget Remaining	%
6101	Large Equipment	\$ -	\$ -	\$ -	\$ -	0%
6102	Building Related	85,133	30,530.00	30,530.00	54,603.00	0%
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	\$ 30,530.00	\$ 215,866.00	0%
	GRAND TOTALS	\$ 9,444,953	\$ 691,345	\$ 2,015,705	\$ 7,429,247.89	21.34%
Acct #	PENSION	Amount Budgeted	March	Actual YTD	Total Budget Remaining	%
6111	Fire Pensions	\$ 472,600	\$ 133,882.40	\$ 133,882.40	\$ 338,717.60	28%
6113	Pension Fund Reserve	-	-	\$ -	-	0%
6114	Actuarial Study	-	-	\$ -	-	0%
6115	Investment Management Fees	4,500	-	\$ 736.74	3,763.26	16%
	TOTAL	\$ 477,100	\$ 133,882.40	\$ 134,619.14	\$ 342,480.86	28%

Safe Day



Louisville Fire Department
“Everyone goes home”

111

Days without a lost time injury

Previous Best Record – 1,020 Days

Best Record – 1,266 Days