

Albany County Fire District #1 Special Board Meeting June 24, 2020

Special Budget Meeting called to order 2:00pm. Board members present were Art Sigel, Jon Essley and Joe Witt. Meeting was held at Pence & MacMillan, 501 E Garfield Street and via Zoom due to state regulations regarding social distancing protocols as a result of the COVID-19 pandemic.

Overall objective of the meeting is to finish with budget guidance for all the departments.

Revenue of \$570,000 was confirmed as discussed at the June Board Meeting.

Developed the Indirect section.

Developed the Administrative section including moving a number of line items into that section. The movements were caused in order that the Operations section, in its entirety, will be delegated to the Departments. Some line items under Operations were moved under Administrative because the District will be covering those expenses.

Then available dollars were calculated for Operations (to be shared by Departments) and Capital. A lengthy discussion involved three approaches to Operations allocation.

- Secretary Essley proposed the District take the tax revenue by area and uses those percentages to divvy up the funds with a few tweaks. He also suggested the District should cover the cost of maintenance on the three District tenders. Discussion followed regarding utilities associated with the three tenders. It was ultimately decided the Board would not assist with utilities for the tenders due to the difficulty of separating them out from other equipment. Also, please make sure when maintenance is done to the three District tenders, that the invoice reflects that it is a District tender, so Teri Jo can process the payment from the correct account.
- Treasurer Witt based allocations off spending numbers from last year with a percentage increase of 25%.
- Chairman Sigel likes the pay by area idea, but also likes paying by performance. Which Departments are responding? Discussion followed that "performance" needs a baseline that is agreeable to all involved.
- Another suggestion was to divide by engine type, tender and quantity of vehicles.

Question regarding who would cover station upgrades and station rent/leases? Departments would pay their own rent/lease. Station maintenance and station upgrades would be up to the individual Departments. The Departments need to determine their priorities and then spend accordingly by putting together a budget and determining a plan to accomplish those priorities. The Board is responsible for paying for fire suppression service in the District. We do, and have always, maintained a cash reserve to deal with the absolute unexpected at a minimum of \$100,000. We cannot go very far into that fund and have done so only on occasion. An example is to pay firefighters who went on federal paying fires. When you reduce your reserve one

year, the first thing you have to do the next year is replenish that fund. That money is there for the unexpected that would interfere with our/your ability to serve the needs of our communities. If something happens and you are unable to cover an expense, come to the Board and discuss it.

After discussion, Secretary Essley's approach to allocations using the tax base of each Department was chosen to create a first pass. Then adjustments were made to better balance the Department allocations.

What about shared response areas? Both Centennial and Central respond to the Little Laramie area. Both Big Laramie and Centennial respond to the Wildhorse Ranch. Shawn feels that the entire responsibility for Wildhorse was given over to BLVFD and that is why he has pursued an engine, command vehicle, firefighters and has started working on grant requests for land acquisition. (Michele will find the minutes (9/18/2019) regarding BLVFD Wildhorse.) Should some of the percentage be moved to Centennial for their help in coverage for the areas? The situation with Wildhorse and Little Laramie needs to be reviewed further and we should also get more current area tax data from the assessor.

Ultimately, the tax base for 2018 data was used because that is the most recent complete data set available. Percent allocations to each Department were calculated. Those percentages were then applied to the amount available to Operations after withholding \$50,000 for Capital.

Dept	Orig Alloc/\$280K	Shift \$6500	New Alloc	Adjust	Final Amount
BL	\$53,100		\$53,100	+\$6667	\$59,767
CVV	37,700	+6500	44,200	+ 6667	\$50,867
C	153,700	-6500	147,200	-17,200	\$130,000
TS	17,300		17,300	-2800	\$14,500
VV	17,600		17,600	+6666	\$24,266

Teri Jo will transfer each department's "percentage" every month. Please note this will not be the same amount each month, because the amount the District gets from the County changes every month.

The Board will review the proposed budget once Teri Jo puts it together.

Meeting adjourned at 5:26 pm