

## Albany County Fire District #1 Board Meeting Minutes May 15, 2019

Meeting called to order at 5:56 pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

Secretary Essley moved to approve the minutes as published. Motion was seconded by Treasurer Witt and approved unanimously.

Please drive on public roads, no more toll road receipts. Make sure you use the expenditure form to report expenditures. Make sure all firefighters have a W-4 on file. Please send active current rosters from each department to Teri so she can make sure we have everyone covered under Worker's Comp. Chairman Sigel moved to approve the financial report. Motion was seconded by Secretary Essley and approved unanimously.

The Board is going to slow down spending for a few months and would appreciate your help.

Upcoming Fire Season – Please take back to those firefighters in your department who will be dispatching on federal fires either as an engine crew or a single resource:

- If you go out on a federal fire Michele does not know you are out on a fire (unless you tell her). This means she does not know that you need to be paid if she does not have your paperwork from you. Upon your return it is your responsibility to get your paperwork to Michele so she can process it and you can avoid a delay in getting paid.
- Michele gets red cards from Wyoming State Forestry at the beginning of the season so she knows your qualification at the start of fire season. If you update your qualifications on your red card, it is your responsibility to get that information to her. If you do not, she does not know that your qualifications have changed, thus you will continue to be paid at the rate you started the fire season with.
- If you go out on a fire as a single resource, either by yourself, or with a crew from an entity other than Albany County Fire District #1, it is your responsibility to get your paperwork to Michele so she can process it and you can get paid.

Emergency Management (EMA) – If we have a spill into a waterway you need to call dispatch and ask them to activate EMA and the Rapid Response Team. The Regional Emergency Response Team (RERT) is administered through LFD for Albany/Carbon counties, for all spills, not just waterways. Aimee ordered 10,000 more sandbags that are housed at the LVVFD Station. If there is flooding, they need to call EMA.

Laramie Fire Department (LFD) – There was a fiscal update only to the City of Laramie contract and Chief Johnson will add the “jurisdiction having authority” language. Randy’s service – there will be a rosary May 23<sup>rd</sup> at the Newman Center beginning at 5:00. The service will be Friday, May 24<sup>th</sup> at 1:00pm with a procession between the Newman Center and the cemetery with apparatus. LFD will be coordinating parking. There will be a reception following at Station 3.

SLIB – We should know by the 13<sup>th</sup> how things are proceeding. Chief Johnson would like representation there as well. RERT (Regional Emergency Response Team) is administrated LFD for Albany and Carbon counties. They can be activated, and not just for waterways. For larger incidents they become a state resource.

Laramie/Albany County Records and Communications Center (LARC) – No one present. Board will put recommendation into a letter to Dale Stalder and request a meeting for discussion.

Albany County Fire Warden – Attended the cooperator's meeting in Casper which is essentially a pre-season meeting. There are security issued that need to be addressed on larger incidents and with larger teams, this part of a larger, nationwide problem. Locally we do not have the staff to assist with security. Fire mitigation on private property – Chad feels the district could be more involved in mitigation work in the County. The County was not able to secure any mitigations grants for the next fiscal year. He would like to incorporate some funding from the District and create an allotment for suppression money and make available to private landowners as a cost match to mitigate on their property. Firefighters could be utilized for mitigation efforts and this training could benefit the district moving forward. Statistics show that mitigation pays off 7 to 1. Chad thinks it would cost \$30,000 to have a plan done. The Board would consider meeting him halfway.

Strategic Plans – Secretary Essley would like to get more public input and work on revising the draft, he doesn't think the Board can vote at this time. Treasurer Witt feels there were some very good things brought up in the public meeting and he would like to address those first before voting. Teri and Michele will revise the draft to make it more user friendly and written in layman's terms. The Board will extend the development of the Strategic Plan and bring it back to the board a week before the next meeting so the Board can look at what was developed. There will be another public meeting for the Strategic Plan before the regularly scheduled Board Meeting in June.

Documents for the Board – Documents submitted to the Board need to be emailed to all three Board members and need to be in 7 days before the Board meeting, if you expect the Board to deal with the document during the course of the meeting. If documents are not received within that timeline, the documents will be received and taken up by the Board at the next month's Board meeting. These documents include five year plans, proposal to buy engines or other large items, big investments. This does not include vehicle repairs as those pass the test of "serious, immediate concern."

Federal Fires – A roster of engine bosses, engine boss trainee's and responders need to be given to Michele. The Chief's group has a list to get to me and I will get it to Tom.

Policies –

Financial Management Policy – One sentence added to the end of the document, "Alternatively allocation to the Department may be based on original cost sharing if that can be defined".

Chairman Sigel moved to approve the Financial Management Policy with the addition of that revision. Motion was seconded by Secretary Essley and approved unanimously.

Vehicle Sales Procedure – Question about implementation – Departments that are selling find a customer, there is someone in the department running the project, Michele is involved as she has all of the titles and the third person involved is a member of the Board who goes to the Courthouse to sign the documents and get the transfer completed. The value of the vehicle is determined using objective appraisals and is set by the department. Treasurer Witt stated that vehicles should be offered to other departments first. Treasurer Witt suggested that if the selling department decide to accept a lower bid, they should let the other departments know that as well. Secretary Essley moved to approve the Vehicle Sales Procedure. Motion was seconded by Treasurer Witt and approved unanimously.

Fitness for Duty Policy – The Board would like the policy to be more inclusive (prescriptions, injury recover, psychological). Their concern is when you are engaged with ACFD1 on an emergency and/or training. Suggested to change offenses to incidents under Section C.e. Secretary Essley moved to approve the Fitness for Duty Policy dated 5/10 Draft with the change from offenses to incidents. Motion was seconded by Treasurer Witt and approved unanimously. The previous Drug and Alcohol Policy is no longer in effect. Chairman Sigel would like feedback from the departments.

Central ByLaws – Chairman Sigel moved to approve the ByLaw for Central dated May 15, 2019. Motion was seconded by Treasurer Witt and approved unanimously.

Engineering firm working on the Central Station had to change the written terms of the contract regarding the indemnification clause to align with State law. There was no monetary change or change to items to be completed. Chairman Sigel moves to approve the revised contract. Motion was seconded by Secretary Essley and approved unanimously.

Budget/Five Year Plans – The five year plans request far more money than what the District can allocate. Departments need to prioritize in your five years plans as the District is not going to be able to cover it all. Departments also have the ability to utilize truck funds.

Chief's Report - CVVFD and Wildhorse Ranch have agreed on a price of \$22,000 for Engine 14 to be paid at a future date when Wildhorse Ranch has assembled all of the funds. The District still requires that they have six red carded volunteers before we proceed to recognize them.

Fundraisers:

Central, May 25<sup>th</sup> at Chili's

CVVFD Open House, June 15<sup>th</sup> at CVVFD Station

BLVFD, June 22<sup>nd</sup> at Woodslanding for Station 4 upgrade

Central, July 4<sup>th</sup> at Freedom Has A Birthday in Washington Park

VVFD, July 6<sup>th</sup>, Windfest from 2-9 near Ames Monument

VVFD, July 13<sup>th</sup> from 1-6 Laramie Jubilee Days Beurfest

VVFD, August 24<sup>th</sup> from 8-4 at VVFD Station for Auxiliary Community Garage Sale

## TSVFD, Sunday of Labor Day weekend at TSVFD

CDL Change - Megan has indicated that WYDOT will probably be delayed before February 2020 because of the regulations within the federal government and Wyoming doesn't have the needed training program even in development. The State has already passed some regulations that we are exempt up to 39,000 lbs, and there are some indications that we are entirely exempted by state statute, that emergency personnel can drive equipment as long as they are blessed by their chief. She will keep researching.

CVVFD – Chairman Sigel moved to approve up to \$800 to fix Engine 2 at a 50/50 split (up to \$400 CVVFD/up to \$400 ACFD#1). Motion was seconded by Treasurer Witt and approved unanimously. PA 197 Engine 1 is currently out of service.

Central – Secretary Essley moved to approve \$950 to repair a mobile radio that is still a supported radio at a 50/50 split (\$475 Central/\$475 ACFD#1). Motion was seconded by Treasurer Witt and approved unanimously. PA 198

Secretary Essley moved to approve \$3000 to repair Tender 27 tank that is leaking. Motion was seconded by Treasurer Witt and approved unanimously. PA 199

Board approved looking at a 2WD, type 3 engine at Wyoming State Forestry to possibly replace AC20.

BLVFD – Request to purchase a gas meter for their structure truck. Come back in July with a proposal.

### New Business: Expense Reimbursement Policy

Associates of volunteer fire departments used to be able to be reimbursed for payments. The Board has been advised by the WY State Auditor that they are not allowed to transfer any funds back to 501c3's. Once funds cross the line in terms of ownership from the fundraising organization to the departments (the District), those funds belong to the District and cannot be transferred back. When this has happened in past it was erroneously.

Dylan – Cy agreed to train Zach to program portable/mobile radios. Software would cost around \$2500.00 The Board will entertain funding for the cost of training.

Expenditures by the Board totaling \$4750 to include \$800 to fix Engine 2 at a 50/50 split (up to \$400 CVVFD/up to \$400 ACFD#1); \$950 to repair a mobile radio that is still a supported radio at a 50/50 split (\$475 Central/\$475 ACFD#1); and \$3000 to repair Tender 27 tank that is leaking.

Next meeting is June 19, 2019

Meeting adjourned at 8:35pm.