

Albany County Fire District #1 Board Meeting Minutes September 16, 2020

This meeting was held as a hybrid meeting with in-person attendance at the Central Station for Board Members, Board Staff, and Chiefs and also via the internet using Zoom due to state regulations restricting the size of gatherings because of the COVID-19 pandemic.

Meeting was called to order at 4:35 pm. Board members present were Art Sigel, Jon Essley and Joe Witt arrived at 5:43 pm during the regular board meeting fire pay discussion. Chairman Sigel moved to adjourn into Executive Session to receive legal advice from District's attorney at 4:36 pm. Motion was seconded by Secretary Essley and approved unanimously. Executive Session meeting adjourned at _____ pm.

Regular board meeting reconvened at 5:14 pm.

Secretary Essley moved to approve the minutes as amended with the addition that PA 244 be added to TSVFD's request. Motion was seconded by Chairman Sigel and approved unanimously.

No comment from the public.

Secretary Essley moved to approve the financial report as presented. Motion was seconded by Chairman Sigel and approved unanimously.

LARC – Training for the new software project begins in October and “go live” is scheduled for the first week in November. Steve has contacted Emergency Reporting about coordinating data dumps between ER and the CAD system, these will be categorized by FDID numbers.

County Fire Warden – Chad appreciates the local response to quickly suppressing fires and would like to request everyone turn in their fire paperwork as expeditiously as possible. Some of these fires have been really long duration fires and we have to wait to submit until we have all of the paperwork. Michele does not know what fires everyone has gone out on, so she doesn't know what paperwork she is even waiting on. For example, BLVFD was on Pine Gulch, but she does not know if we have had any other resources on Pine Gulch. Chad cannot submit the Exhibit B to the State until we have all of the fire paperwork associated with that fire compiled into one area, which means we are paying firefighters 50%, but the money coming back into the District from the State to pay the other 50% is delayed. If Chad has 99% of the paperwork, it does him no good, he needs all of it, it needs to be 100% complete. Scott suggested when you are dispatched out you should be required to send a copy of your Resource Order to Michele and Chad before leaving, so they will know who is out on fires and how many. Also, paperwork can always be dropped off with Teri Jo at her office and if she is not there it can be left in her locked drop box in the front room. For initial attack, you need to keep track of your time and then contact Casper Dispatch later and get your Resource Order. Michele can also complete the OF 288's and OF 286's for these fires where there is no Finance on scene. However, she needs to have the time sheets and she has to have the Resource Order

so she can pull the accounting codes and other fire information. Chad indicated that it should fall on the resource to generate and turn in their own paperwork. It is the responsibility of the resource to turn in a 100% complete packet to Michele. Everyone should be able to do this, it is part of the Responsibilities class that is taken by Engine Bosses and Single Resources. The State has a new electronic filing system which was pressed into service this year because of COVID and it has had some glitches and minor delays. In the future Michele will be trained in the system as well. Also, there is an online travel voucher on the Wyoming State Forestry Fire Business website.

EMA – Aimee's last day is the 15th and they have hired a new person from North Carolina who will be on the ground October 1st. In October Teri Jo is applying for CARES Act funding for the District.

Fire Pay – The Board will have to dip into the operating reserve for about \$25,000 to pay 50% on all fires that have been correctly/completely turned in to date. Chairman Sigel moved to pay out \$44,372.43 in fire pay. Motion was seconded by Treasurer Witt and approved unanimously.

Department Budgets/Spending – Historical information on expense categories was sent out to all departments with 2018 and 2019 data by line item. Department budgets do not change, they are set for the fiscal year. When the District pays a bill for a Department that Departments monthly revenue payment from the District is reduced by the amount of the bill that is paid by the District for that Department. There is money budgeted for capital projects and you can ask for cost sharing. If a department overspends their allotment of funds, then the rest will come out of your truck funds.

Central Station Status – The building is enclosed, septic is installed, digging the water line and the tap will be done tomorrow, the buildouts need more work to be done, we are on budget.

New lease for North Central Station – Extends the lease for 10 years and goes into effect on October 31, 2020. Rent clause is the same except it will be an annual increase that is fixed at \$45/month. Everything else is the same, including the option to cancel. Secretary Essley moved the Board accept the lease and agree that Chairman Sigel should sign the lease. Motion was seconded by Treasurer Witt and approved unanimously.

Chief's Report – They did not meet.

Central – Chairman Sigel moved to approve sending three Central firefighters to Wheatland Fire School in the amount of \$940.50, 100% Central funds. Motion was seconded by Secretary Essley and approved unanimously. PA 245

Treasurer Witt moved to approve Central's purchase of three portable Bendix King radios not to exceed \$5000, 100% Central funds. Motion was seconded by Chairman Sigel and approved unanimously. PA246

Secretary Essley moved to approve Central's purchase of structure/wildland hose not to exceed \$2500, 100% Central funds. Motion was seconded by Treasurer Witt and approved unanimously. PA 247

Laramie County Fire District is looking to get rid of a 2008 Chevy Tahoe and would like to donate it to Central. It is set up with lights, sirens, console, tires replaced last year, but it would need a radio, radio installation and lettering. Does Central need three command vehicles? Do you have a place to park it? Central responded by saying the Board wants departments to increase ability and command presence and allow for trainings, fire dispatches. Treasurer Witt feels we should start replacing vehicles, not continuing to buy vehicles. Secretary Essley moved to approve the receipt of the donated 2008 Chevy Tahoe from Laramie County Fire District and any subsequent upgrades in the amount of \$3000, 100% Central funds. Motion was seconded by Treasurer Witt and approved unanimously. PA 248

Central also proposed to purchase a 1994 Ford Type 3 crew cab, FEPP engine, from Laramie County Fire District #1. It has a 500-gal tank, 500 gpm pump and is 2-wheel drive. LCFD#1 is getting a new Type 6, and once they have that the Type 3 would go to Wyoming State Forestry for review and then it would come to us. There is no cost incurred to get it here, but we do not know what needs to be done to it when Wyoming State Forestry goes through it. LCFD#1 would also donate equipment, fittings, nozzles, hose, and various other items, but do not know the amount of what would be left on it. It might need a chainsaw and the radio would need to be reprogrammed. Total cost would be around \$10,000. Could be a dispatch engine or replacement for the 2.5 ton. Secretary Essley would like Wyoming State Forestry to overview the truck first before approval. Departments also need to look at the annual costs associated with maintaining vehicles.

BLVFD – Laramie County Station #4 would like to donate a 1986 cab-over Ford diesel to BLVFD Station #4 at WyColo. The vehicle has 3-year-old tires, 2-year-old pump, 750 gpm, 500-gal tank, 2WD, and does not need a CDL to drive. It has low miles, low hours, and will come with fittings and hose. It was pump tested two years ago. This truck will help with hauled water capacity, as their goal is to reduce ISO to an 8 or a 9. COVID has changed their demographic with more full-time residences now working from home, which means more people in the area. They have room in the heated station for it. It valued between \$25,000-\$29,000. Secretary Essley moved the board approve the acquisition of the donated 1986 cab-over Ford with all costs associated with that to be covered 100% by BLVFD Station #4. Motion was seconded by Treasurer Witt and approved unanimously. PA 249

BLVFD Station #4 at WyColo would like to host the next board meeting on October 21st. James will investigate internet at the station for zoom hosting.

Chairman Sigel moved to approve BLVFD's purchase of Class A/B foam in the amount of \$650, 100% BLVFD funds. Motion was seconded by Treasurer Witt and approved unanimously. PA 250

Chairman Sigel moved to approve BLVFD's emergency spending to repair a pump engine for BL1 in the amount of \$1900, 100% BLVFD funds. Motion was seconded by Secretary Essley and approved unanimously. PA 251

Note: The Board can approve spending for items that meet "serious immediate concern". For example - a line engine that needs to be fixed. You do not have to wait for the

next board meeting, it can be approved over email, but then the Board must formally approve the spending at the next board meeting.

Big Laramie #1 Department and Chief have concurred that Big Laramie Station #4 needs to split off and become their own department, and they are in support of this separation. Station #4 is response and people ready at this point. Station #4's fundraising arm restricts membership and spending to that area of the mountain, including 400 property owners/cabins in the area. They have an individual's who can fill the positions of Chief, Secretary, Treasurer. They are ready to incur the costs associated with new lettering for apparatus and station. Three areas of concern for the Board that will need to be addressed in written format so as to be clearly documented 1) Boundary line with BLVFD and CVVFD, 2) Financials – there are assets involved that are currently assigned to BLVFD and the Board has to have a clear written statement of the division of these assets, including buildings, apparatus, money, truck funds will have to be split, and how budget allocations will be divided, 3) Will need a set of Bylaws and how they will fit into the District and serve their taxpayers and the County, as well as creating an operating budget. Recommend a committee sits down and works out the details, and the Board requests that drafts be sent as they move through the process.

TSVFD – Two responses, accident traffic control, and losing two member who are moving.

VVFD – The Board would like to see requests one week before the meeting so Teri Jo can compile into a form for the Board to review before the actual board meeting. Lost two members as well.

CVVFD – Request to sell old Engine 14 that was supposed to go to Wildhorse but did not end up happening. Board approved CVVFD's moving forward with the sale of old Engine 14. When sold, 100% of the money from the sale will be put into CVVFD's truck fund account. Will work on a proposal for the next meeting to replace the five garage doors on the original Centennial Station. Elections will be held in November for Chief, Assistant Chief positions.

Expenditures by the Board totaling \$16,990.50 to include three Central firefighters to Wheatland Fire School in the amount of \$940.50, 100% Central funds; Central's purchase of three portable Bendix King radios not to exceed \$5000, 100% Central funds; Central's purchase of structure/wildland hose not to exceed \$2500, 100% Central funds; receipt of the donated 2008 Chevy Tahoe from Laramie County Fire District and any subsequent upgrades in the amount of \$3000, 100% Central funds; receipt of the donated 2008 Chevy Tahoe from Laramie County Fire District and any subsequent upgrades in the amount of \$3000, 100% Central funds; BLVFD's purchase of Class A/B foam in the amount of \$650, 100% BLVFD funds; and BLVFD's emergency spending to repair a pump engine for BL1 in the amount of \$1900, 100% BLVFD funds.

Next meeting is October 21, 2020, which is scheduled to be held at BLVFD 4's new WyoColo Station.

Meeting adjourned at 7:36 pm.

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant

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