Albany County Fire District #1 Board Meeting Minutes February 17, 2021

This meeting was held as a hybrid meeting with in-person attendance for Board Members, Board Staff, Chiefs and others, as well as through Zoom because of COVID. (*Formal action taken by the Board is indicated via italics.)*

1. Call to Order: Meeting was called to order at 3:09 pm. Board members present were Luke Hawkins, Art Sigel, and Brett Wadsworth. *Treasurer Wadsworth moved to adjourn into Executive Session for purposes of receiving legal advice. Motion was seconded by Chairman Hawkins and approved unanimously.* The regular Board Meeting resumed at 5:12 pm.

2. January Board Meeting Minutes: *Treasurer Wadsworth moved to accept the January 20th Board Meeting Minutes. Motion was seconded by Secretary Sigel and approved unanimously.*

3. *January Executive Session Minutes: Secretary Sigel moved to approve the January 28th Executive Session minutes. Motion was seconded by Treasurer Wadsworth and approved unanimously.*

4. Public Comments: No comments from the public.

5. Financial Report: Treasurer Wadsworth requested that Chief's and Treasurer's are the Point-of-Contact with Teri Jo and keep it formal, use the chain of command and carbon copy Treasurer Wadsworth. In the future, firefighters will receive one check and a spreadsheet will be provided showing fire details associated with that fire check from the District. Treasurer Wadsworth presented the Financial Report. *Treasurer Wadsworth moved to repay the remaining Bark Beetle grant fund back to Wyoming State Forestry in the amount of $32,904. Wyoming State Forestry must see that the account is zeroed out after the check is written. Motion was seconded by Secretary Sigel and approved unanimously. Secretary Sigel moved to approve the Financial Report as submitted. Motion was seconded by Chairman Hawkins and approved unanimously.*

6. Outside Agencies/Guest Reports:
   a. LFD – Chief Johnson had nothing to report. Does anyone have any questions for him?
   b. EMA – EMA Coordinator Halsey had nothing big to report. There will be a training around livestock evacuations and motor vehicle accidents with livestock. The Brand Inspectors will be involved as well.
   c. LARC – LARC Administrator Morgan had nothing specific to report. The new CAD and ER data is populating for LFD so each department should be seeing the ER data when calls are closed. If something is not working, please reach out to LARC Administrator Morgan, as it is not 100% yet.
   d. County Fire Warden – There are $430,000 Mullen Recovery funds (FMAG grant monies) to help private landowners affected by the Mullen fire. This grant is a 75/25 split and Fire Warden Dinges is requesting the District commit $25,000 over two budget periods for $100,000 of funds, in the form of a letter of support. Discussion ensued, some concerns involved the amount the District has already "lost" due the cost share agreement surrounding EFSA and also if this is a correct use of

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public funds to assist private landowners. Item was tabled and a special board meeting will be set to discuss this item further.

7. Board Topics:
   a. Fire Pay: Mullen will be paid another 25% of the remaining 50% this month, however if the District pays on Mullen this would delay truck pay to the departments. *Treasurer Wadsworth moved to pay 25% of Mullen outstanding pay in the next five working days. Motion was seconded by Secretary Sigel and approve unanimously.* Regarding Fire Paperwork SOG, Michele would like a timeline for turning in fire paperwork; address having firefighters from another District on District apparatus; address a District dept's MOU with Laramie County and the Board not being bound by that MOU; last, if your red card updates during a fire you will be paid at the rate you were being paid at when hired for that fire and the pay increase will happen on your next fire.
   b. AFG Grant department status: The timeline was extended, but no department applied, they are still working on DUN numbers and SAM (grant.gov) registration.
   c. County Project Approvals: Chairman Hawkins would like to hear from the Chiefs first before going back to Planning & Zoning with information such as road grade, can a tender get through the area, the types of things that a Chief knows about their area within their boundaries, concerns, and then he will report back to Planning & Zoning.
   d. Board designee liaison to LARC: *Treasurer Wadsworth moved to nominate Chairman Hawkins to be the Board designate liaison between LARC and ACFD#1. Motion was seconded by Secretary Sigel and approved unanimously.*
   e. Donations from United Way: Treasurer Wadsworth was questioned about the Laramie Boomerang article regarding the United Way donations to ACFDF#1. Treasurer Wadsworth directed Michele to draft a letter thanking United Way, Skills Games and the dozens of private individuals, including an explanation of how the District equitably distributed the donated funds. For the District is it more appropriate if all donations are done directly to each department "auxiliary" of "friends" account. We have United Way donations to disperse in the amount of $2932. *Treasurer Wadsworth moved to disperse the donated funds in the amount of $2932 as previous fund were dispersed. Motion was seconded by Secretary Sigel and approved unanimously.*
   f. CDL Discussion training/funding: The Board can explore the possibility of an exemption. Attorney Goetz will investigate liability and we should check with LGLP. Chairman Hawkins stated that Jeff (with the City) is available and willing so he will speak with Jeff again and negotiate.
   g. MASA/Retirement: MASA costs are increasing due to a change in the State. New rate $160/firefighter/year and is expected to increase again in 2022. Suggested the District would pay 50% of MASA for individuals and the other 50% can be paid by individual/department. *Treasurer Wadsworth proposes the District pay the MASA premiums for this year at 100% and the Board will figure out how to pay going forward, but the District will not pay more than 50% starting with the 2022 renewal. Motion was seconded by Secretary Sigel and approved unanimously.* Michele was directed to communicate with the departments on a quarterly basis regarding Retirement and possible open enrollment with MASA. *Treasurer Wadsworth moved henceforth the District will enroll firefighters in Wyoming Retirement System quarterly at the same intervals and deadline as Workers Compensation, which will initiate the need for a report from departments of active/qualified members for that and District Administrative Assistant and District Bookkeeper will provide a report*

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back to the departments for both. Motion was seconded by Chairman Hawkins and approved unanimously.

h. Old Little Laramie Department building: Still working on this.
i. Department Strategic Projects: VVFD is working to have a price quote by March. CVVFD is working on getting quotes. TSVFD has not quote yet.
j. Perjury Statements: The electronic perjury statement does not work in the Adobe free version, only in Adobe Pro. More work to do on this, District Bookkeeper will investigate DocuSign with Chief Rinehart and Attorney Goetz.
k. Vedauwoo land status: Still working on this.
l. Rail Tie Wind Project: Rail Tie has not applied for a permit from the County yet. The District should develop of list of what we want, as the District will be eligible for impact assistance. The District should be prepared and find lines of communication, so the County does not leave the District out of this, as they did initially with the wind project in the northern part of the County. Chief Essley suggested writing a non-political letter in support or not depending on if the fire issues the District has are addressed in their plan.

8. Chief's Report: The new training standards for CDL's starts in two year. Wyoming State Forestry is doing their trainings online. Chief Sommerfeld will be hosting two red card classes (S130/190) – March 26-28 and April 23-25, location TBD; and S131 training on April 10th, location TBD. Discussed the consensus regarding page outs and these will be sent to Chairman Hawkins as he is the designated LARC liaison.

9. Department Reports:
   a. WyCo: They have one new member and four applications.
   b. Central: Chief Whitmer went to Park City Fire in Park City, Utah to look at the their Academy Engine. It runs and drives well, and has fairly new tires, some maintenance records; the last pump test was in 2016. *Treasurer Wadsworth made a motion to allow Chief Whitmer to proceed and all expenses will be on Central and all permits/insurance can be dealt with contingent upon passing the other truck (AC27) over to BLVFD and BLVFD getting rid of theirs. Secretary Sigel seconded the motion to bring the engine over and do the testing but that it is not brought into the fleet until it has passed all testing. Motion was approved unanimously.* They worked the pileup on I-80 and Dan with Central asked for the helicopter. An LFD firefighter told him that only LFD can request a helicopter. Ivinson Memorial Hospital only recognizes LFD in the hospital zone, and we can only recommend to dispatch. The helicopter pilots/nurses/medics do not care who calls, they want to fly. There is no agreement with LFD for medical stuff. Cody Fire School is a go in May.
   c. TSVFD: No update they are still closed for the season.
   d. VVFD: *Secretary Sigel moved approval of VVFD's purchase of Class B in that amount of $700: 100% VVFD department funds. Motion was seconded by Chairman Hawkins and approved unanimously. PA 277 Secretary Sigel moved to approve up to $1,000 for VVFD to get bids to engage a local licensed professional engineer for the VVFD bathroom project: 100% VVFD department funds. Motion was seconded by Chairman Hawkins and approved unanimously. PA 278 Secretary Sigel moved to approve up to $700 to get lettering on VVFD command truck: 100% VVFD department funds. Motion was seconded by Chairman Hawkins and approved unanimously. PA 279*

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e. CVVFD: Leah Kapeller has left the department in the last couple of weeks so CVVFD is down to first responder status on medical calls. They worked on the corrosion in the tank on the CAT tender that needed to be fixed. If you have a CAT tender Eric highly recommends you do that same. *Treasurer Wadsworth moved to approve $7800 for CVVFD to purchase two new radios: 100% CVVFD department funds. Motion was seconded by Chairman Hawkins and approved unanimously. PA 280 Treasurer Wadsworth moved to approve the purchase of five sets of bunker gear in the amount of $13,500: 100% CVVFD department funds. Motion was seconded by Secretary Sigel and approved unanimously. PA 281 Treasurer Wadsworth moved to approve up to $200 to purchase wildland gear: 100% CVVFD department funds. Motion was seconded by Secretary Sigel and approved unanimously. PA 282*

f. BLVFD: There will be a CPR/AED refresher this month. *Treasurer Wadsworth moved to approve up to $820 to rebuild BL7's pump engine: 100% BLVFD department funds. Motion was seconded by Secretary Sigel and approved unanimously. PA 283*

10. New Business: Treasurer Wadsworth suggests a voice to text transcription for 100% complete accuracy of transcription of text as things are getting missed in the minutes. Michele was directed to figure out cost and explore if trial periods are available. Concern regarding interpretation liability and Secretary Sigel would ask for some legal review to explore legal implications of the minutes being a verbatim replication of the actual meeting. We missed a PA for WyCo, they had truck maintenance done because of the Mullen fire on three tenders (1,000 gallon and 1,200 gallon), the estimate is $5,000. *Treasurer Wadsworth moved to approve a total not to exceed of $5,000 for truck maintenance: 100% WYCO department funds. Motion was seconded by Secretary Sigel and approved unanimously. PA 284* Eric questioned that a year ago in the February meeting last year if the truck/tender has 2,000 gallons or more the District would pay for the maintenance, has that since been rescinded.

11. Next Meeting: March 24, 2021

12. Adjourn: *Chairman Hawkins moved to adjourn the meeting at 8:31 pm. Motion was seconded by Treasurer Wadsworth and approved unanimously.*

Expenditures by the Board totaling $65,556 including *District to repay the remaining Bark Beetle grant fund back to Wyoming State Forestry in the amount of $32,904; disperse the donated funds in the amount of $2932 as previous fund were dispersed; VVFD's purchase of Class B in that amount of $700 (100% VVFD department funds); up to $1,000 for VVFD to get bids to engage a local licensed professional engineer for the VVFD bathroom project (100% VVFD department funds); up to $700 to get lettering on VVFD command truck (100% VVFD department funds); approve $7800 for CVVFD to purchase two new radios (100% CVVFD department funds); the purchase of five sets of bunker gear in the amount of $13,500 (100% CVVFD department funds); approve up to $200 to purchase wildland gear(100% CVVFD department funds); up to $820 to rebuild BL7's pump engine (100% BLVFD department funds); a total not to exceed of $5,000 for truck maintenance (100% WYCO department funds).*

Respectively Submitted,
Michele Turner, ACFD#1 Administrative Assistant

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