

Albany County Fire District #1 Board Meeting Minutes November 20, 2019

Meeting called to order at 5:05 pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

No comments from the public.

Chairman Sigel moved to approved the minutes as amended with a change to the wording from Charlie McGee is selling a command vehicle, to Charlie McGee is donating a command vehicle and no money is being exchanged. Motion was seconded by Secretary Essley and approved unanimously.

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

LFD – The State Fire Marshall has an initiative that in five years they will be thermal devices on all medical oxygen devices, including in home devices. Currently ACFD#1 does not have representation on that committee. Chief Johnson can get us more information if we are interested.

LARC – Incomplete information on one dispatch, which was taken care of. Thanks to Secretary Essley for information on apparatus.

County Fire Warden – All fires have been submitted to State. The Rural Fire Meeting is December 4-7 in Cody. Last year the mini mob mirrored the Federal AD pay Plan with an increase for cooperators of 25%. It did not go over well. Get specific comments to Chad to take to the meeting.

EMA – The communications meetings is scheduled for 1:00pm on 11/22/19 at the Forest Service building.

Fire Pay – It is the Board's intention regarding truck pay to, sometime in the new year, pay out the second half of 2018 fires (\$99650). The Board has discussed the idea of ending the policy of holding back half the truck pay, and paying out the 2019 fire season (approx. \$48,000) in early 2020 as well. If we end the program we might be paying volunteers at a lower rate. Brett commented that if we have a big fire year and the reimbursement goes to 25% for firefighters that would be a disincentive, suggest sticking with the policy. The Board will check with the Wyoming State Auditor to see if it is legal for the departments to advance money to the firefighters.

Vehicle Operations Policy –

Consolidating the Driver's License Requirements SOG (already approved), Driver's Licensing SOG (already approved), Equipment Maintenance Policy (already approved), Vehicle Accident Policy (needs approved) and Vehicle Policy on Speed Limits (needs approved).

The Vehicle Accident Policy is within the guidelines the City uses. Strike the Review: section. Secretary Essley moved to approve the Vehicle Accident Policy as revised with the Review: section removed. Motion was seconded by Treasurer Witt and approved unanimously. Vehicle Policy on Speed Limits draft submitted by the Chiefs. Is Code 1 emergent or non-emergent? Code 1 is like driving your POV around and would not include the use of emergency lighting. Code 3 is what the City uses for fully emergent. How do we manage ourselves within the City of Laramie? You have to decide whether you are going to circumvent the traffic signal or obey the traffic signal. Should be common sense. Under Definitions: Code 1 remove sentence "Emergency lights shall be utilized." Under Policy 1. Remove "(Code 1)" in both places. Under Policy 2. Sentence two should read "Follow-on vehicles may respond Code 2 when it is necessary in the judgement of the Incident Commander or the senior firefighter in the vehicle." Chairman Sigel moved to approve the Vehicle Policy on Speed Limits as edited. Motion was seconded by Secretary Essley and approved unanimously. Chairman Sigel moved to approve the Vehicle Operations Policy incorporating those policies approved in the past and those policies approved tonight into one comprehensive policy. Motion was seconded by Secretary Essley and approved unanimously.

Expense Reimbursement Policy – Draft is the way we are doing things currently. Under A.1.a. section out Station Related expenses into three categories, expenses related to monthly utilities (District pays back at 100%); expenses related regular maintenance and repair of fire stations (Department pays); and expenses related to building, upgrading or modifying stations (department and ACFD#1 decide how/if costs are shared). Under A.1.c change wording to "Fuel, oil and fluid expenses associated with daily operations of the department's vehicles and equipment will be paid back by ACFD#1. Table this one for a month. Send Teri Jo changes/suggestions. She will edit and send out for everyone to review again. Secretary Essley moved to table the Expense Reimbursement Policy until the next meeting in December. Motion was seconded by Treasurer Witt and approved unanimously.

Chairman Sigel moved to delete the AC20/27 Operations policy as it is outdated. Motion was seconded by Secretary Essley and approved unanimously.

Table of Contents – Has been reorganized. Should be modified to include Odor Response Policy. Secretary Essley will take a look at it.

Emergency Reporting – CVVFD, Central and VVFD are all doing Emergency Reporting and submitting a report at the end of the year. They Board needs this information from all of the departments in January of every year, in at least a minimal amount. This would include the number of calls, the nature of calls and information on the equipment used. BLVFD is also using Emergency Reporting. Secretary Essley moved that beginning in January 2020, all department will utilize Emergency Reporting on a minimal basis. Motion was seconded by Treasurer Witt and approved unanimously.

Central Station – Chairman Sigel moved to approve the allocation from the SLIB grant budget the amount of \$66740 for site work. Motion was seconded by Treasurer Witt and approved unanimously.

Planning & Zoning – We have been invited to join in the revising of the subdivision rules. Chairman Sigel will be working on this with the Board. Would like to write cisterns out of the regulations, include road descriptions that match IFC and include regulations that deal with “gate” problems. As all of these impede the progress of emergency equipment to the emergency.

Chiefs’ Report – The call for the cattle truck on its side came in a medical call. A vet should have been called. The brand inspector was called. Frustration with lack of engine bosses and not sure what the solution is. Is there a way to create WyoFire training in the State? We could require an engine boss trainee on every federally dispatched engine. Also, are we chasing ISO ratings without good reason, are we really saving the homeowners? We can save a typical home in the county \$200/year, however, we don’t know the homeowner is actually getting the reduced rate. LCCC is considering a Fire Science program.

BLVFD – Secretary Essley moved to approve \$2400 for 3 sets of wildland gear and fire shelters at 100% ACFD funds. Motion was seconded by Treasurer Witt and approved unanimously. PA 217

SLICER class on 14th, Shawn is making/serving breakfast at 7:45 with the class to start at 9:00 at Station 1.

VVFD – Would like to scrap the old suburban. Begin to address upcoming CDL changes. Chairman Sigel moved to approve \$1200 to send 4 VVFD firefighters to the Mid-Winter Fire School in January in Riverton at 100% ACFD funds. Motion was seconded by Treasurer Witt and approved unanimously. PA 218

The tree/wreath sale begins November 29th next to the Butcher Block.

TSVFD – Out of service as there is not heat in the fire house. They are working on making windbreaks to keep the pilot lights from blowing out.

CVVFD – Secretary Essley moved to approve \$900 to send 3 CVVFD firefighters to the Mid-Winter Fire School in January in Riverton at 100% AVFD funds. Motion was seconded by Treasurer Witt and approved unanimously. PA 219

Landowner would like to burn a trailer house on Fox Creek Rd. They need to bring it to DEQ and get the right permits. Five year plans can be updated and submitted at any time. They are used prior to budgeting, beginning around April.

Central – Close to 40 new members on department. Chairman Sigel moved to approve funds to match a VFA grant for a total of \$20,000 with \$10,000 from VFA grant and \$10,000 from ACFD and subsequent \$10,000 reimbursement to ACFD for 6 full sets of structure PPE. Motion was seconded by Secretary Essley and approved unanimously. PA 220

Central would like to apply for an AGF grant for another 20 sets of PPE and a compressor fill station, and in addition would like to hire Fire Grants Help to write the grant for us at a total cost of \$3000 with \$1500 of that reimbursable through the grant if awarded. The total would be \$120,000 with a 5% match requirement. The Board would like two more quotes on the compressor. Chairman Sigel moved to approve \$3000 total, with \$1500 paid by Central, \$1500 paid by ACFD to engage Fire Grants Help grant writer, with the money from the AGF grant reimbursement if grant is awarded going back to the district. Motion was seconded by Treasurer Witt and approved unanimously. PA 221

Chairman Sigel moved to approve \$110,000 for the application/proposal submission to AFG with a match amount of 5% of the project and with cash flow limitations on the usage of this grant, other than the compressor, ACFD will hold the cash usage to \$15,000 at any one time and this will take place around this same time in 2020. Motion was seconded by Treasurer Witt and approved unanimously. PA 222

Central would also like to purchase two sets of bunker gear lockers, as they need more locker space. This is part of the Central Station Project. Cost would be \$3850. Can the project money be used for this at this time during the grant? This is tabled for a month so Michele can talk to SLIB to see if this spending can be done now.

New Business – Need to cover the cost of the overage on the washer/dryer on PA 191 of \$3300. Secretary Essley moved to cover the cost of over runs in the amount of \$3300 on the installation of the washer/dryer at a 50/50 split (\$1650 ACFD/\$1650 Central) with the department. Motion was seconded by Treasurer Witt and approved unanimously.

All project proposals are supposed to be submitted ahead of time so the Board has time to review them before the meeting.

Expenditures by the Board totaling \$207,540.00 include \$66740 from SLIB grant budget for Central Station site work; \$2400 for 3 sets of wildland gear and fire shelters at 100% ACFD funds; \$1200 to send 4 VVFD firefighters to the Mid-Winter Fire School in January in Riverton at 100% ACFD funds; \$900 to send 3 CVVFD firefighters to the Mid-Winter Fire School in January in Riverton at 100% AVFD funds; funds to match a VFA grant for a total of \$20,000 with \$10,000 from VFA grant and \$10,000 from ACFD and subsequent \$10,000 reimbursement to ACFD for 6 full sets of structure PPE; \$3000 total, with \$1500 paid by Central, \$1500 paid by ACFD to engage Fire Grants Help grant writer, with the money from the AGF grant reimbursement if grant is awarded going back to the district; \$110,000 for the application/proposal submission to AFG with a match amount of 5% of the project and with cash flow limitations on the usage of this grant, other than the compressor, ACFD will hold the cash usage to \$15,000 at any one time and this will take place around this same time in 2020; and \$3300 at a 50/50 split (\$1650 ACFD/\$1650 Central) to cover the cost of over runs on the installation of the washer/dryer.

Next Meeting December 18, 2019.

Meeting adjourned at 8:45 pm.

Respectively Submitted,
Michele Turner, ACFD#1 Administrative Assistant