

## Albany County Fire District #1 Board Meeting Minutes October 20, 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. (*Formal action taken by the Board is indicated via italics.*)

1. Call to Order: Meeting was called to order at 5:04 pm. Board members present were Luke Hawkins, Art Sigel and Brett Wadsworth.
  - a. Board Announcement: Chairman Hawkins received a letter of resignation from Secretary Sigel which he read. *Treasurer Wadsworth moved to accept Secretary Sigel's letter of resignation effective October 31, 2021. Motion was seconded by Chairman Hawkins and approved unanimously.* Several people spoke including Commissioner Gosar and Attorney Goetz read a letter from Chief Johnson. A brief recess was taken for refreshments.
2. Minutes of September 15, 2021 Meeting: *Treasurer Wadsworth moved to approve the minutes as presented. Motion was seconded by Secretary Sigel and approved unanimously.*
3. Comments from the Public: No public comments
4. Financial Report: The Board will meet with the Auditors on Monday, October 25<sup>th</sup> at 1:00pm over Zoom, with the Zoom meeting to be held at Pence and MacMillan. The Board is in a position to pay out outstanding fire pay up to 90%. *Treasurer Wadsworth moved to pay up to 90% of all remaining fire pay. Motion was seconded by Chairman Hawkins and approved unanimously.*
  - a. Bill to be paid: *Secretary Sigel moved to approve the October Financial Report as presented. Motion was seconded by Chairman Hawkins and approved unanimously.*
5. Report - Outside Agencies/Guests:
  - a. LFD – The new training facility is going well. There has been a delay with some of the metal but they anticipate completion and operation by February.
  - b. EMA – Welcome Kate, you are doing a great job.
  - c. LARC – No one present
  - d. County Fire Warden – Voucher for a little over \$200,000 to the District to be received shortly. The balance of fire pay should be in by the end of November. County Fire Warden Dinges is paying ACFD#1 before Albany County is being paid from Wyoming State Forestry for our fires and will continue to do so unless directed otherwise. One thing to note is that some of the “campaign” fire are taking a really long time. We will have people coming back and he will just now have people going out. This makes billing Wyoming State Forestry difficult.
6. Board Topics:
  - a. Fire pay, forwarding address – Forwarding addresses are becoming a major issue, as the new addresses are not being given to Teri Jo. The district cannot issue a new check until the old check has been found/returned or the District has to spend \$30.00 per check to stop payment on the check. If firefighters would use direct deposit it would solve a lot of this problem. *Treasurer Wadsworth moved to approve that the default method of paying firefighters fire pay will be by direct deposit. If the firefighter chooses to opt out of direct deposit then they must physically pick up their check from District Bookkeeper*

*or at one of the regularly scheduled board meetings. Motion was seconded by Chairman Hawkins and approved unanimously.* Michele will include this information on the Federal Dispatch Fire webpage.

- b. Brubaker Fire and pay – Fire pay was \$560.00, there is a line item in the budget of \$2000. Chairman Hawkins spoke to this being a significant fire with trauma that will be long lasting. He has secured EAP funding and counseling is available, it is anonymous and funds will be there to make this work. The hauled water program worked well.
- c. CDL Status and Process – Nothing from the DMV for a timeline of when the new changes will happen.
- d. SLIB Grant, ARPA updates – February filing deadline for SLIB. ARPA has given some indication that we will get some money, and the door is open to ask for additional money. Because it is federal dollars we will have to follow the full procurement process for bathrooms. One item for ARPA funds is the District's need to fill SCBA's as well. Firehouse Sub does quarterly grants and that can be for PPE and compressors. Chairman Hawkins referenced the EAP funding as well.
- e. ISO Status Completed – Thank you to all who participated, excellent job on ISO. There was a lot of time and effort expended and Brian was complimentary. The Hauled Water Program is the reason that some stations will be able to receive the lower ISO rating. Three items are still needed which Chairman Hawkins is working on. Should we have a district wide reporting instead of departments for ease of accessing information in one location, not only for ISO, but also for other items, such as rosters for Wyoming Retirement, training hours, etc? Chair Sommerfeld sees a drawback as there will be a lot of non-standardized data that will be entered into the system. Chief Whitmer would be in favor but has concerns about each department tracking all of their stuff. Joyce Knapp is the state rep for ER.com and she can link accounts and make Chairman Hawkins the overall administrator. Note – Insurance companies nationwide are looking at others and options, not just ISO especially with regard to urban-interface ratings.
- f. VVFD Land Status Update – Attorney Goetz send a land swap proposal letter to the landowner with no response to date.
- g. Wind Project Update - Rail Tie's ISC trail is completed and it was an interesting process. They removed all money for hiring due to a bad experience with Laramie County, and they negotiated down to \$4.5 million if it makes it through the process. Money would come in over the two years of construction, no money flows until construction begins. Proposal for another wind farm in the northern part of the County, Rock Creek wind farm. With this one the company building the project will sell directly to the local power companies.
- h. Incident Response and Dispatching – Only two non-responses to the Cathedral Home. Response times were good, keep up the good work.
- i. Policy Updates/Chain of Command/Financial Submissions – Chiefs did not meet last month. Reminder from Chairman Hawkins; when he receives requests from Albany County he forwards to the Chiefs because he would your feedback. Make sure when replying that you are following the chain of command and responding to Chairman Hawkins and not Albany County. If you contact Albany County directly, they just send it back to Chairman Hawkins. For department financial submissions to Teri Jo (expense

voucher, signed check, backup receipt/documentation) there is a requirement for departments to get her this information one week prior to the District Board meetings. The Board needs enough time to receive, review, and look at budgets to make sure they are meeting their fiduciary responsibilities. The Board is receiving this information later and later due to late submissions from the departments and other things. Treasurer Wadsworth would propose a deadline of COB on the 5<sup>th</sup> of each month (this does not include PA requests). This is just expenses from the previous month and bill pay items. Concern about the timeline aligning with department meetings where expenses are approved. Treasurer Wadsworth and Teri Jo will schedule a meeting to talk with the Treasurers and interested Chiefs.

- j. Donations Allocations (Mullen fire and Nelson Family) – Received \$468 for Mullen from the Gold Miners Association which didn't get allocated last month. *Chairman Hawkins moved to allocate the donation check for the Mullen Fire in a similar fashion to how the other Mullen Fire donation checks were allocated. Motion was seconded by Secretary Sigel and approved unanimously. Chairman Hawkins moved approval that Teri Jo will make those allocations once the calculations have been accomplished. Motion was seconded by Treasurer Wadsworth and approved unanimously.* Received a check from the Nelson family from Chief Johnson regarding their estate. Donation is \$750 to be split between Central and CVVFD because of the area of coverage. *Chairman Hawkins moved to evenly split the \$750 donation check from the Nelson family between CVVFD and Central. Motion was seconded by Secretary Sigel and approved unanimously.* This money will be deposited into the auxiliary accounts, as it is not public funds.

7. Chiefs Report: Chiefs group did not meet.

8. Department Reports:

- a. WYCO – New members include a Forest Service member is task force leader trained. They will have 8-9 firefighters over the winter so they will remain open. It was suggested if they, for some reason, encounter a non-responding status, to call and let dispatch know.
- b. TSVFD – Closed for three days, Chief Essley calls into dispatch and lets them know when they are in a non-responding status.
- c. Central – Two new firefighters. Working on organizing an online FF1 Academy, send Dylan information on any who might be interested. Tender 31 (CAT Tender) had a bad pump, it will either need to be repaired or replaced, working on estimates. The pump alone is \$12,000. Central South living quarters is now sheet rocked and work is continuing to get it finished. Shout out to LFD as they came to Central and asked if Central needed AED's; LFD delivered 8 AED's to Central.
- d. VVFD – Two firefighters working on CDL's. Annual Christmas tree fundraiser at the Depot.
- e. CVVFD – CVVFD's CAT tender did not pass the pump testing this year. Suspect that eventually all three will fail. Because they were construction tenders the pumps are not able to be rebuilt (most pumps in the fire service industry are). Patrick strongly suggested going to a 750 gpm pump. Will work on estimates for the pump. Wyoming State Forestry is turning loose pounds and pounds of tools from military surplus if interested.

- f. BLVFD – Chief Sommerfeld has two for Chief Whitmer’s FF1 Academy and he is taking the Fire Investigator 1 course. Need to replace the LED bar on Engine 2. Working on quotes for thermal imaging camera.
9. PA Approvals: *Treasurer Wadsworth moved approval of all PA’s. Motion was seconded by Secretary Sigel and approved unanimously.*  
PA 317 – VVFD truck maintenance by Fire Truck Certification; \$3560, 100% dept funds  
PA 318 – WYCO fittings and hoses; \$2000, 100% dept funds  
PA 319 – Central truck maintenance by Fire Truck Certification; \$6900, 100% dept funds  
PA 320 – CVVFD truck maintenance by Fire Truck Certification; \$1900, 100% dept funds  
PA 321 – BLVFD truck maintenance by Fire Truck Certification; \$1900, 100% dept funds
10. New Business – South Laramie Water Usage: It is the intent of the Board to accept Letters of Interest (LOI) for the board vacancy by COB on Tuesday, November 16<sup>th</sup>, 2021. LOI’s can be sent to Chairman Hawkins at his email address or to the PO Box. Notice will be posted in the Boomerang, ACFD#1 website and ACFD#1 Facebook page. Michele will send out information regarding the information needed in the LOI. Some ideas: private business sector, someone with special district board experience, year round resident, resident of Albany County. With the passing of Central’s treasurer, Teri Jo will step in temporarily until a replacement can be found. Chairman Hawkins and Treasurer Wadsworth will be another set of eyes on Central’s financials while Teri Jo is assisting. South Laramie Water raised an issue and would like to be compensated for water used for training or for fighting fires that are located outside their zone of service. Central could maintain records of billable water usage by all departments in the District and each quarter request a check be issued to them for the appropriate amount. Probably need some sort of written agreement. How does the City of Laramie training facility affect this, as they utilize hydrants south of Laramie as well? Chief Whitmer will attend the South Laramie Water District Board Meeting on November 9<sup>th</sup> to discuss further.
11. Next Meeting is November 17, 2021
12. Adjourn: *Secretary Sigel moved to adjourn at 7:59 pm. Motion was seconded by Chairman Hawkins and approved unanimously.*

Expenditures by the Board totaling \$14,260.00 to include PA 317 – VVFD truck maintenance by Fire Truck Certification; \$3560, 100% dept funds; PA 318 – WYCO fittings and hoses; \$2000, 100% dept funds; PA 319 – Central truck maintenance by Fire Truck Certification; \$6900, 100% dept funds; PA 320 – CVVFD truck maintenance by Fire Truck Certification; \$1900, 100% dept funds; PA 321 – BLVFD truck maintenance by Fire Truck Certification; \$1900, 100% dept funds.

Respectfully Submitted,  
Michele Turner, ACFD#1 Administrative Assistant