

Amended Albany County Fire District #1 Board Meeting Minutes July 18, 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 5:03 pm. Board members present were Luke Hawkins, Art Sigel and Brett Wadsworth.
2. Minutes of June 16, 2021 Board Meeting: Under 6h, there is a cost associated with CDL and clarification to 6a - ½ of the 10% for truck funds. *Chairman Hawkins moved to approve the June 16, 2021 Board Meeting Minutes as amended. Motion was seconded by Treasurer Wadsworth and approved unanimously. Chairman Hawkins moved to approve the June 18, 2021 Special Board Work Session Meeting as presented. Motion was seconded by Treasurer Wadsworth and approved unanimously. Chairman Hawkins moved to approve the July 12, 2021 Special Board Meeting Minutes as presented. Motion was seconded by Treasurer Wadsworth and approved unanimously.*
3. Public Comments: No comments from the public.
 - a. Inclusion of the department's budgets (operational budget section) were not included in the first draft. Teri Jo will add \$5,000 to fire pay column, E.2.1, line item, for district admin. *Secretary Sigel moved to approve the FY 2022 Budget as amended. Motion was seconded by Treasurer Wadsworth and approved unanimously.*
4. Financial Report: Need to ratify the transfer of \$100,000 to operating account from the fire pay account for checks that were already written, through acceptance of the Treasurer's Report. Look at paying the remaining 2018 truck funds, ½ of the 2019 truck funds and 55% of the 2020 truck funds with cash remaining at \$306,837. *Chairman Sigel moved to approve the financial report and also the ratification of movement of \$100,000 from fire pay account to the operating account to cover the fire pay checks that have written. Motion was seconded by Treasurer Wadsworth and approved unanimously. Secretary Sigel moved approval for Treasurer Wadsworth to sign the paperwork for the auditors to conduct their annual requirements. Motion was seconded by Chairman Hawkins and approved unanimously. Chairman Hawkins moved approved to Treasurer Wadsworth to sign the letter required by Albany County Treasurer requesting the 3 mils for Albany County Fire District #1. Motion was seconded by Secretary Sigel and approved unanimously.*
5. Outside Agencies/Guests:
 - a. LFD – No report
 - b. EMA – No updates, so far almost \$295,000 has been allocated to residents affected by Mullen, leaving \$83,000
 - c. LARC – No report
 - d. County Fire Warden – No report
6. Board Topics
 - a. Fire Pay – Data is being collected in a spreadsheet. Please add is total time in each section of the process. Treasurer Wadsworth would like to pay 90% upon firefighters return from fire and Michele's receipt of correct fire paperwork. The Board is unable to say with 100% accuracy that they could pay 90% throughout the entire fire season.

Once you say 90%, there is an expectation. At least with 50%, that is doable, and would be paid upon receipt of correct fire paperwork. The other 50% is paid upon District's reimbursement for each respective fire. Albany County cannot do direct deposit for our reimbursements. Board will stick with original 50% and continue to look at other aspects and monitor liability as season progresses with cash that is available. *Chairman Hawkins moved to pay out 50% for fire pay upon receipt of complete fire paperwork package and approval by Michele. Motion was seconded by Secretary Sigel and approved unanimously.* Michele will send out a survey polling firefighter's if they would be interested in a direct deposit option for their fire checks.

- b. CDL Status and Process – Overall the process is good, but tough to get it compiled and the logistics of scheduling is difficult. Paperwork process was fine. Jeff mentioned that the State will require 140-160 hours of class time prior to taking the exam, plus 40 hours of drive time with an accompanying CDL driver; this could shut us down as volunteers.
- c. SLIB Grant – There should be district standardization, a baseline minimal standardization for department stations that include potable water, indoor bathroom facilities, working bathrooms/showers at all main stations, and each should have backup power. SLIB grants are matching grants at 50%, do departments would need money for the 50% match. Eventually sub-stations would need to be included as well. Secretary Sigel will survey the Chiefs/Departments for their thoughts.
- d. Rail Tie Wind Project Update – Industrial siting commission trial is ongoing. The project did pass and will be moving forward. Impact funds testimony will most likely happen in September, where we will have to justify our numbers that we submitted. Chairman Hawkins would like to start thinking about the impact funds and possibly have 3 platoon shifts of paid firefighters for a total of 9 personnel for 24/7 emergency response that is required by ConnectGen in their Emergency Response Plan. This would impact HR, FLSA and involve a hiring process. Would need to set up a committee to work on this if Rail Tie funds become available. Supposed to start building in Feb/Mar of 2022 for first construction phase and the second phase happen in 2023.
- e. VVFD Land Status Update – Treasurer Wadsworth will reach out to landowner to work on a permanent solution.
- f. Work Session Dates – Need to discuss EMS and if we want to participate, if so, how. Recognize/accept the need for EMT's on the fireline/apparatus. Should have a work session to discuss nuances.
- g. Incident Response and Dispatching - Also need a work session for dispatching and incident response. Chairman Hawkins would like to hear from the Chiefs about incident response and dispatching and failures in the current system, including no response on first page, no response on second page; the dispatchers do not have third box to check when there is no response on that second page. They then make a call to Chief Johnson with LFD to find out what to do. it's not fair to the dispatchers/county if no one responds. LFD is the fall back. Might come down to better communication between departments and with dispatch. Chairman Hawkins needs to hear from the Chiefs on their department capabilities as this is crucial to the dispatching discussion.
- h. Committee Development – Addressed in 6.d

- i. Items left at LLVFD – Chief Essley said there is only a 300-gallon fuel tank left that WYCO wanted; not much fire equipment left, and EMA picked up the sand bags.
7. Chief's Report – The Chief's did not meet.
8. Department Reports
 - a. VVFD – They have a type 6 in Idaho, one CDL
 - b. CVVFD – Two new people, one CDL and three thinking about the EMT class this fall.
 - c. BLVFD – Request for a cell phone booster for their dispatch truck. *Treasurer Wadsworth moved to approve the BLVFD's purchase of a cell phone booster for \$700. Motion was seconded by Secretary Sigel and approved unanimously. PA 306* BLVFD is vetting a proposal to move the building off of Hwy 10 to a 2 acre parcel of land; will forward to the Board.
 - d. WYCO – Looking at radio options as sometimes the pagers work and sometimes the radios work.
 - e. TSVFD – One call to fire in dumpster at fireworks stand, MVA for traffic control.
 - f. Central – Two EMT's taking a class and they are hiring for the academy this fall. Contact Ben Jacek if interested in seat in Fire 1 training this fall. Equipping the Type 3 from Wyoming State Forestry. Teri Jo needs an updated roster.
9. PA Approvals
 - a. PA 304 - Ratification of Central's emergency building repairs; \$1404.89, 100% dept funds
 - b. PA 305 – VVFD Fire Truck Cert Invoice; \$649.32, 100% dept funds
 - c. PA 308 – CVVFD wildland gear purchase; \$3000, 100% dept funds
Chairman Hawkins moved to approve the above listed PA's. Motion was seconded by Secretary Sigel and approved. Treasurer Wadsworth abstained from the vote.
 - d. PA 307 – CVVFD well; \$34,700, 50% dept funds of \$17350 and 50% district capital funds of \$17350 (total District funds committed is \$27,000, this leaves \$9650 of District funds remaining that were committed to this project). There was only one well driller that responded and is willing to drill the well at CVVFD. This would just be the well and excavation and piping into building, electricity and bathroom installation would be done at a later date. 5th Cent Tax money would be \$20,000 and split 50/50; the Dept would receive \$10,000 for their portion and ACFD#1 would receive \$10,000 for their portion. *Secretary Sigel moved to support CVVFD at 50% of the proposal of \$34,700 to get the well drilled. Motion was seconded by Treasurer Wadsworth and approved unanimously. PA 307 was amended*
10. New Business
 - a. Expenditure Policy- *Chairman Sigel moved to approve the Expenditure Policy with two amendments proposed by Treasurer Wadsworth. Motion was seconded by Treasurer Wadsworth and approved unanimously.*
 - b. *Treasurer Wadsworth moved to set up auto pay for Verizon, Central rent and Department distributions on the 21st of each month. Motion was seconded by Secretary Sigel and approved unanimously.*
11. Next Meeting: August 18, 2021
12. Adjourn: *Treasurer Wadsworth moved to adjourn at 7:56 pm. Motion was seconded by Chairman Hawkins and approved unanimously.*

Expenditures by the Board totaling \$40,454.21 to include BLVFD's purchase of a cell phone booster for \$700, 100% dept funds; PA 304 - Ratification of Central's emergency building repairs at \$1404.89, 100% dept funds; PA 305 – VVFD Fire Truck Cert Invoice at \$649.32, 100% dept funds; PA 308 – CVVFD wildland gear purchase at \$3000, 100% dept funds; and District support of CVVFD at 50% of the proposal of \$34,700 to get the well drilled (\$17350 ACFD funds/\$17350 CVVFD funds).

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant