

Albany County Fire District #1 Board Meeting Minutes June 15, 2022

This meeting was held as a hybrid meeting with in-person attendance as well as through Zoom.
(*Formal action taken by the Board is indicated via italics.*)

1. Call to Order: Meeting was held at Tie Siding Volunteer Fire Department and called to order at 3:31pm. Board members present were Luke Hawkins and Brett Wadsworth. *Chairman Hawkins moved to adjourn into Executive Session for purposes of receiving legal advice at 3:31 pm. Motion was seconded by Treasurer Wadsworth and approved unanimously.* Secretary Burkhart joined the meeting at 4:50pm. Chairman Hawkins reconvened the regularly scheduled June Board meeting at 5:06 pm with Board members in attendance.
2. Minutes of 5/18/2022 Board Meeting, 6/1/2022 Budget Meeting, and 6/3/2022 Special Meeting/Executive Session: *Chairman Hawkins moved to approve the minutes as presented. Motion was seconded by Treasurer Wadsworth and approved unanimously.*
3. Comments from the Public: Chief Essley suggesting looking into grants for solar panels for stations that are plugged into the grid because power you don't use by the end of the year results in a rebate check.
4. Financial Report: Secretary Burkhart question and legal fees are for one month. *Chairman Hawkins moved to approve the June Financial Report as presented. Motion was seconded by Secretary Burkhart and approved unanimously.*
5. Report – Outside Agencies/Guests:
 - a. LFD – Chief Johnson thanked Attorney Goetz for getting the legal document turned around. If there are any issues with interactions between city and county firefighters, please let Chief Johnson know so he can get details and address the issue. They have worked on seasoning the burn building and doing a punch list walk through Thursday morning. Chief Johnson will let us know when the burn building is ready to use.
 - b. EMA – The SHSP grant as been submitted and they will let us know when they know. Planning an in-person ICS 700 later this summer. ICS 300 is scheduled in Cheyenne October 18-20 with ICS 400 to follow in November. The CVVFD tornado siren is off-line and needs repaired. Michele will send department fundraiser flyers to Kate.
 - c. LARC – No one present
 - d. County Fire Warden – No one present
6. Board Topics:
 - a. Policy Reviews and Revisions –
 - i. Confidential Operations Policy and CrewForce Policy – Page 6 change “correct” to “corrective”. Page 7, item 9 question; personal computers for data entry would be an authorized transmission. Unauthorized transmission would be copying someone’s medical report. Two factor authentication is addressed in the CrewForce policy. CrewForce offers dispatching, mapping and GPS locations. BLVFD only want mapping, paging and to chat among themselves, they don’t want access to anything else. Departments don’t have to use CrewForce, they can continue to use I Am Responding and Who’s Responding. Central would like information updated as they are enroute to a

call. Need to determine whether we can limit access to publicly available information only, especially when firefighters are using their personal cell phones which could get subpoenaed. Suggestion to put the more sensitive information on District tablets only and not cell phones. The District needs a confidentiality policy and then the specific CrewForce policy addressing confidentiality and liability. Secretary Burkhart likes the “spirit” of it but feels the Confidentiality Operations Policy is more geared to the “patient” but what about other confidential things, i.e. property, that firefighters encounter on calls. He feels it is not inclusive enough and needs to cover the things we do. This policy is more of the HIPAA policy and addresses HIPAA issues. There is another draft confidentiality policy for the District that would cover these other items.

- b. Physical Minimum Standard/Fitness for Duty Policy – The same terminology should be used throughout and should address the altitude compensation. Under 2.a. “co-volunteers/works” should be “co-volunteers/workers”. Under Purpose, second paragraph, last sentence “And” should be “and”. Under Purpose, third paragraph, if a medical exam is done who is responsible for paying for it if the District requires it? Under 2.a. “Fit[tness]” should be “Fit[ness]”. Under 3.c.2. “Assure” should be “Ensure”. Under 4.a. again who pays for the medical exam? Under 4.b. change “Ivinson Medical Center” to “Ivinson Memorial Hospital” and define what a “positive test” is/means. Under 4.a. and 4.b. who determines if unfit for duty? The original intent was to not make this punitive. If you are going to send for medical testing Chief Essley prefers that a law enforcement officer makes that call, not a Chief. If you have refusal of consent/positive test with immediate termination, have we taken away due process? Should it say suspension or hearing? Michele to send out all policies for review and comments. Please email back comments. Since we are looking at potential impact assistance funds we need policies in place to move forward cleanly and proficiently.
- c. CDL Status and Process/Vehicle Operations Policy – With regard to training is the District going to have someone in charge of training/own curriculum? The State has something that the departments can work with. Would like a list of acceptable resources and course materials. LGLP and WARM have been consulted with regarding CDL. Under Initial Training Line 4 – pre-trip inspection should be documented. Maybe have everyone go into WYDOT and take the CDL written test, or maybe we could administer ourselves. What if responding in a POV, should we include some portion of what you are allowed/not allowed to do. Michele will investigate responding in a POV and what insurance covers that.
- d. City of Laramie Contract – change to termination of command language to something like upon command confirming criteria to terminate has been met, command can terminate.
- e. BLVFD Woods Landing and Wild Horse Substation Updates – The old building in Woods Landing has been removed and they need to demo the concrete. Secretary Burkhart would like to get the surveyor and title work scheduled, possibly September, so we are ready to go the minute VAP is done with construction. He doesn’t want us trying to do a land transfer while a construction company is working on it to avoid any lien situations.

Secretary Burkhart moved that the District begin to put out to bid the land transfer and title work for BLVFD Woods Landing station transfer from Associates and current owner to the District. Motion was seconded by Chairman Hawkins. Discussion – Secretary Burkhart is a member of BLVFD. Motion passed unanimously. The Wildhorse Ranch HOA is trying to contact the BLM about the proposal land swap. VVFD received two proposals for surveying. One from TriHydro and one from Laramie Land Surveying. There was no response submitted from the third party. Treasurer Wadsworth moved to have Attorney Goetz and Chairman Hawkins move forward with accepting the survey proposal from Laramie Land Surveying up to \$1400.00. Motion was seconded by Chairman Hawkins. Discussion – Treasurer Wadsworth is a member of VVFD. Motion passed unanimously.

Attorney Goetz drafted an initial letter for TSVFD to be sent to the property owners to suggest adding onto the north side of the building and put in a leach field that needs signed. Chief Essley found the 99-year lease.

- f. Engine Lease Plans and RFP algorithm – The Board will present a clean algorithm for departments to use and know what to do throughout the process. We can lease, we cannot bind a future board, so there must be a three year opt out clause in the lease. We should also be discussing specific apparatus that is being considered and is it right for the District overall. What is the difference in insurance between leasing and owning and what insurance amounts do you have to have on apparatus you are leasing? The terms of the lease for any individual apparatus need to be presented and examined.
- g. Emergency Reporting – They are supposed to send a document that states what can and can't be done regarding consolidation and data entry/re-entry. Member profiles would have to be created from scratch and vehicle maintenance, training, inspections, events, payroll, user logins, and work order do not transfer/import in. ISO recommended we combine onto one account and consolidation would also be helpful for grant submissions. Secretary Burkhart will forward the document for comment and will contact Joyce with SFMO to see if she has ideas on using an Access database to transfer the data.
- h. CAT Tender Updates - Talking with Ameritech and Knapheide and Secretary Burkhart has forwarded the written responses for two solutions. Need to get a quote to fix. Also check with SVI, WyoTech and Wyoming State Forestry so see if they can fix the problem. Teri Jo will look for a contract that might have warranty information.
- i. Airport Exercise – They will be conducting a mass incident exercise on Tuesday, August 30, 2022, with everyone in place at 8am and the incident to begin at 9am. Chief Stonum with LFD is handling fire/EMS and welcomes any involvement the volunteer fire departments would like to give. They need a tentative commitment by our July 15th meeting. And are asking for a complete list of available resources by August 22, 2022. This will be twofold – one in incident experience, but they will also have two large live fire exercises (one aircraft, one vehicle) and they would like apparatus there in case something happens. They want everyone to stage at the airport and when the call goes out, you receive the call and go through protocol and then wait to respond at your normal response time.

Took a break at 7:05 and reconvened at 7:13

- j. Budget Proposals - Expected budget of \$635,000
 - i. Proposed District expenses: Variable \$41072
 - LGLP \$5618
 - Regular \$68530
 - Strategic Objective A \$20000
 - LFD Contract \$120000
 - Tenders \$13000
 - Capital Improvement \$5000
 - Contingency \$3600
 - Strategic Objective B (possibly Coordinator) \$40000
 - TOTAL \$316,820

Proposed Department Allocations: Leaves \$317877 to distribute to departments

- BLVFD operating \$54810, WARM \$4007
- CVVFD operating \$52189, WARM \$8617
- CENTRAL operating \$120600, WARM \$6057
- TSVFD operating \$16279, WARM \$958
- VVFD operating \$29601, WARM \$4099
- WYCO operating \$18056, WAMR 2595

Secretary Burkhart does not want the passing of this budget to imply the passing of the District Coordinator position. The budgets need to favor the departments, but there are overhead costs to running the District. Lengthy discussion regarding legal and the need for those, especially to align District policies, as well as all of the land issues within the District. Lengthy discussion regarding Strategic Objective B. Chairman Hawkins feels that to improve the District funding situation we need this position so we can grow the District and it's funding base. How do we generate revenue as a District? To increase revenue, we have to invest in it with someone who is held accountable. We can improve our bottom line with grants and this position can help do that. Suggested we wait on this position until we have impact funds. Chief Sommerfeld stated he has offered to do this for free. With the proposed budget some departments will still be in the red and must supplement with federal truck funds and auxiliary support. Support for moving to the department budgets and the Board wants departments to be in the black. Systemic problem that we only have \$635,000 and no return on investment and no way to increase those funds, especially with inflation. Talk to constituents and explain this, ask them to push for more funding to departments by increasing the mil levy we receive. Departments, please track costs such a basic operating costs, PPE, fuel, heat, electricity, tires, maintenance, and discretionary operational costs. Also, track your costs associated with federal dispatch, what does it cost out of your pocket to dispatch out on federal fires. Chief Sommerfeld feels we should also be tracking man hours on facility and apparatus maintenance, time and money both should be tracked. Chief Essley mentioned this can also be used for in kind donations for grants. As for Strategic Objective B, those funds can be put where they are

needed, and are not earmarked for anything specific. *Chairman Hawkins moved to approve with budget with an initial of \$635,000 income, \$316,820 for ACFD#1 and \$317,877 for department allocations. Motion was seconded by Secretary Burkhart and approved unanimously.*

7. Chiefs Report – Paging is not meeting their needs and they are not getting the feedback and response they need. EMA is looking into CPR instructor certification so they can hold free classes for the District. During the power outage LARC lost the ability to page the volunteer fire departments, with no backup plan in place to handle that situation. They need a backup plan and backup power. There is a backup dispatch station in the EOC of Station 3 that they never use.
8. Department Reports:
 - a. TSVFD – Nine active firefighters, possibly one moving. The possible grass fire call at 11:40 pm was a prescribed burn.
 - b. Central – 122 calls, three new probationary and possibly losing two in the next month. Working on recruitment from WyoTech. South Station is basically finished, and they would like to host the July Board Meeting. Chief Whitmer would like to get estimates for two projects – one is a transfer switch for a generator and two is phase 3 of interior for a classroom and upstairs. They still need an SCBA compressor and SLIB is coming up. Chief Whitmer thanked Teri Jo and Jim for all their time they put in on finishing the station. They will be fundraising at Freedom Has a Birthday again this year.
 - c. VVFD – Sixteen members and two more recruits. VV5 is on Calf Canyon. They are at 36 calls with 100% response rate within 15 minutes from time of page. They went to the WyoTech car show which was a really cool event. Their open house is a pancake breakfast on June 25th and they will have a helicopter. They are doing the tender training on Saturday and then visiting CVVFD's open house. Begin painting the upstairs tomorrow.
 - d. CVVFD – Thank you to the departments that responded to the structure fire. Handling some medical call responses with the new EMT out of Albany. Their open house is Saturday, June 18th. The new truck will go on that board after the open house.
 - e. BLVFD – Their dispatch truck BL1 has an engine oil leak to be looked at. Rebuilt the pump for the tender. BL8 had repairs, BL12 has a new BK radio. New estimate for SCBA compressor. Need to purchase two full sets of bunker gear (\$10,000 for both), going through Fire Dog Rescue. They will go on the Board June 26 with BL1. The Burger Bash is June 25 from 10-2 and will be providing EMS support for Bonds Brewery concert series on August 27.

- f. WYCO – Winter remnants slash pile call and have been asked to assist with a lot of last winter slash piles. USFS water tank location. June 25th, EMA is doing another Mullen review and rehab update with various agencies at WYCO station.
9. PA Approvals:
- a. BLVFD – *Treasurer Wadsworth moved to approve BL1 and BL8 repairs, \$1107 dept funds. Motion was seconded by Chairman Hawkins and approved unanimously. Secretary Burkhart abstained. PA355*
 - b. Central – *Chairman Hawkins moved to approve the storage cabinets and work benches, \$7000 dept funds (PA 356), as well as South Station security, \$3000 dept funds (PA357). Motion was seconded by Secretary Burkhart and approved unanimously.*
10. New Business – June 23rd EMA is hosting an Animal Evacuation workshop at the Fairgrounds. Teri Jo presented the updated Expenditure Policy with update dollar amounts given our inflation. *Treasurer Wadsworth moved to accept the updated Expenditure Policy. Motion was seconded by Secretary Burkhart.* Discussion – Are these numbers reasonable for the departments? Yes, this makes it more reasonable for typical expenses for right now. This is not preventing PA's. *Motion was approved unanimously.* SLIB Grants application period and do the departments want to apply for SCBA fill stations? Is there a person who can work on this, need someone from beginning to end? The Rainbow Family will be west of Steamboat and the Craig area July 1-15 with possible spillover into our forests. Chief Stonum will be doing training on new facility on Saturday and requesting three tenders.
11. Next Meeting: July 20, 2022
12. *Chairman Hawkins moved to adjourn at 9:30pm. Motion was seconded by Secretary Burkhart and approved unanimously.*

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant