

## Albany County Fire District #1 Board Meeting Minutes April 17, 2024

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 called to order at 3:30 pm at Pence & MacMillan. Board members present were Luke Hawkins, Matt Burkhart and Brett Wadsworth.
2. *Chairman Hawkins motioned to go into Executive Session pursuant to W.S. § 16-4-405 (a)(ix) for purposes of receiving legal advice. Attorney Goetz was invited to attend the Executive Session by the ACFD1 Board. Executive Session adjourned at 5:13 pm. Will recess the regular meeting until 5:30 pm*
3. *Regular meeting called back to order at 5:30 pm, at Central North, a hybrid meeting of in-person and virtual attendance via Google Meet. Board members present were Luke Hawkins, Matt Burkhart and Brett Wadsworth.*
4. Approval of the Agenda: *Chairman Hawkins motioned to amend the agenda to add 7.h. Recess for awards/honoring's and cake; strike 9.d Present for Approval, EMS Agreement. The motion was seconded by Treasurer Wadsworth. The vote was unanimous.*
5. Public Comment – No comment from the public.
6. Present for Approval, the Board Meeting Minutes from March 20, 2024: *Chairman Hawkins motioned to approve the minutes as presented. The motion was seconded by Treasurer Wadsworth. Discussion – Moving forward the Board has asked legal to look at the minutes in terms of length and duration and what we legally need to do, with that, the minutes may be abbreviated in the future, they may change, they may look a little different. The vote was unanimous.*
7. Reports – Outside Agencies
  - a. LFD – No one present.
  - b. EMA – Thank you for participating in the Hazard Mitigation Planning. The department AED's are in and will be distributed shortly.
  - c. LARC – No one present.
  - d. County Fire Warden – Laramie County will be hosting an appreciation banquet for those who fought the fire over there on May 22<sup>nd</sup>.
  - e. Training Coordinator – Radio comms and heavy rescue training this Saturday. BLVFD, CVVFD, and WYCO will be hosting RT 130's. EMA sent online training for EV safety. ELDT class May 17-19. Will be hosting a First Responder Youth Camp. A four-day camp open to 8–18-year-olds that includes wildland, structure, EMS, and law enforcement. LPD, HP, Sheriff, UWPD, LFD, ACFD1 are involved. Working to get the event sponsored so it can be free to help low-income families.
  - f. Wildland Coordinator – Wildland weekend was successful. There were some grumblings about those who signed up that did not attend. There was a lot of work that went into this training on the trainers' end, so not having people show up has an impact. Working on red cards. Had wildland division meeting and there seems to be an interest.
  - g. District Coordinator – Finalized the AFG grant, attended work sessions and preconstruction meetings for bathrooms. Attended bookkeeper interviews.

Working on image trend transition, region 3 mitigation kickoff meeting, met with EMA comms, working on Active Alert.

- h. Strategic Plan survey is out and has had some responses. It is 100% confidential. Next up is to get community input. Next work session will focus on the budget, so extend the surveys until May 19. Will need a special meeting for budget session approval, budget hearing and will be advertised before the regular meeting. The budget hearing will be June 12<sup>th</sup>, for final approval in June.
  - i. Peer Support – Training has been postponed until 4/24-25 in Louisville, CO. Must have the basic (first session) to attend the second session. Will be hosting a speaker in May. New resources to add to list for Chinese/natural medicine.
  - j. Board – Treasurer Wadsworth has been working on the Financial Management Policy, met with County Treasurer, contact with WYDOT on ongoing property/access issue at VVFD. Secretary Burkhart working on bathroom draw requests, google drive/email addresses, active alert.
  - k. Teri Gillum is stepping down as bookkeeper but will continue to work on Peer Support. She brought the district to a level that could not be fathomed years ago, she has put us on the right path answering questions, managing credit cards, doing fire pay, audits and she will leave a hole to fill as she departs. Thank you very much for everything you have done Teri Jo, your contribution will be missed. Recess at 6:25pm for award presentation and cake. Back in session at 6:35pm.
8. Financial Report
- a. Due to tax season, we do not have a full set of materials that were generated. Teri worked with the new bookkeepers today and she is with us through the end of the month. Please remove Dylan as signer on the account and add another person. All account activity has been reviewed. Will have to have a special meeting to approve financial report and bills to be paid. Moving forward will have to figure some things out regarding the account. Everything will still go to [finance@albanycountyfd1.com](mailto:finance@albanycountyfd1.com).
  - b. PA's
    - i. *Chairman Hawkins motioned to approve BLVFD request for trash pump kit in the amount of \$5000, PA 234; BLVFD's PPE replacement in the amount of \$12,750, PA 235; and update to additional funding for the washer not covered in the original PA so asking for a replacement to cover \$5000 electrical costs, PA 236. Motion was seconded by Treasurer Wadsworth. Secretary Burkhart abstains. Motion passes.*
    - ii. *Chairman Hawkins motioned to approve VVFD request for supplies for engine/pumper in the amount of \$2100. The motion was seconded by Treasurer Wadsworth. The vote was unanimous.*
    - iii. BLVFD has monthly invoices for Who's Responding. Working on getting that canceled but District Coordinator Farber is not on the account so he cannot cancel it as they don't affiliate him with ACFD1 and same follows for the board members. It must be the departments that cancel. Chiefs need to email and cancel and send the stuff back. If not, Attorney Goetz

will have to send a demand and possibly initiate a complaint, so if the Chiefs would respond that would minimize legal expenses. *Treasurer Wadsworth motioned to reimburse BLVFD for the invoices. The motion was seconded by Chairman Hawkins. We have been reimbursing all the other departments all along by just paying the invoice. The vote was unanimous.*

- iv. *Chairman Hawkins motioned to approve BL Tender 2 batteries that need replaced and a pump test under current policies for repair. The motion was seconded by Treasurer Wadsworth. The vote was unanimous.*
9. Present for Approval, Background Check Completion Date – *Chairman Hawkins motioned that it needs to be done by June 1, 2024. Motion was seconded by Secretary Burkhart for discussion. What if the company does not get them done by June 1, will that reflect on the firefighters. Just get them submitted by June 1. Fingerprints will need to be done by the Sheriff. District Coordinator Farber will reach out to them about setting up times for fingerprinting. Move the deadline date to the end of June (June 30) and deliver to your Chief for submission. Will we reimburse the firefighters for the cost of the fingerprinting? District Coordinator Farber will see about one payment for the district to the sheriff. The vote was unanimous.*
10. Present for Approval, Financial Management Policy – Received comments and we can accept paragraph by paragraph.
  - a. Income, donations – donations to department go into account, donations to auxiliary go into auxiliary
  - b. Expenses/Reimbursement – This refers to money coming out of ACFD1 general funds
  - c. Purchases – allows latitude for regular expenses, emergency repairs up to \$600, anything other than that needs a PA
  - d. Ownership – does not include department checking accounts
  - e. Disposition/Sale – applicable to apparatus and equipment. Section for disposal of scrap/salvage. Discussion about who receives funds from sale/disposition and how much departments or their auxiliaries have invested. Go back in history and equipment acquired by the board, funds would go back to the board. What about equipment purchased with grants. Talking about a single situation and could approve with the exception of this specific issue related to WYCO's AFG grant in 2021. Wording that states all grants received after xx date. For auxiliary purchases, 100% of the funds should go back to the community that donated those funds. Table this paragraph for now as it needs some work.
  - f. Authorized items – Non PPE, but what about recruitment and retention and looking profession in a uniform, station wear. Also useful when responding to homeowners. Strike non PPE clothing.
  - g. Training costs – EMS class costs, does this need to be in the policy if the departments are taking care of out of their funds. For basic only or for advanced as well? Currently for basic only, district cannot operate at the advanced level. The contract will only cover BLS, not ALS. Still going to require firefighters to remain with the department for one year before reimbursement.

- h. PPE Wildland boots – the amount is not enough to cover boots anymore. This is for approved or wildland rated boots under NFPA 1977. Towards your initial purchase and then at the Chief’s discretion how often they will allow reimbursement of boots after that.
  - i. Tender maintenance – Initially because the district board three tenders that were given to the departments and the board felt that the departments shouldn’t have to maintain those three district tenders. The other tenders were not forced on the departments. Continue to support large tenders.
  - j. Annual budget timeline – budget hearing, most is statutory.
  - k. Charitable organizations and funds encompass all donations, specifically with regard to the auxiliary, private funds cannot go to private entities. Once there is a donation and is accepted it becomes property of the district. Reallocation or portion of money can go back to the district because departments are part of the district, however, they cannot go back to the donor. We cannot obligate the district to return money.
  - l. EMS – provide basic BLS service
  - m. External Financial Engagement – if the board does not sign then the board is not responsible for costs, the departments should not be signing.
  - n. Treasurer Wadsworth will get the next version out. *Treasurer Wadsworth motioned that in terms of the bookkeeping contract, contact will be limited to the board and department treasurers. The motion was seconded by Secretary Burkhart. The vote was unanimous.*
11. Present for Approval, On Duty Injury and Near Miss Policy – Support for the intent and like to add capture near misses as well. We had marked it up, talked about it, but did not want to approved the marked up document. Report injuries and exposures to District Coordinator Farber who will route to HR.
12. Board Topics
- a. Present for Discussion, Response Area Needs – Treasurer Wadsworth brought up for discussion that a department is responding and consuming a lot of resources to assist down the hill. Is Central ready to take on all the responsibility or still expecting the 5-5 timeframe. If VVFD is to continue responding down the hill they need reimbursement for fuel and resources. Treasurer Wadsworth suggested taking \$2000/month from Central and giving it to VVFD for fuel and maintenance costs if Central wishes for VVFD to continue to respond down the hill. The Chiefs need to talk and have a consensus by the May 1 work session. Note that there is an ebb and flow between departments over time. But if a department is unable to respond, we need to be able to provide service to our area.
  - b. Present for Discussion, District Personnel Changes – The board has received and accepted a letter of resignation from District Coordinator Farber, his last working day will be May 31, 2024. He is willing to stay on and assist with Image Trend and wrap up some other projects. The amount of work he did was immense and will have a lasting impact, he helped the board through a ton of changes and a lot of large projects, he will be sorely missed and not sure how we are going to

fill those shoes. Thank you for all of your efforts. The board also received and accepted a letter of resignation from Training Coordinator Parten. She has done an immense job of trying to unify the district and coordinate trainings across the district. Her last working day will be June 30, 2024. She will be missed and thank you for all your efforts.

- c. Present for Discussion, District Administrative Area Space – Treasurer Wadsworth stated that the south station had storage/office space built in and the district would like to store records that Teri and Michele have. WE are losing Teri’s drop box as well so might need a weatherproof box outside as a drop box.
  - d. Present for Discussion, Administrative Assistant Job Description – Treasurer Wadsworth discussed the scope of my duties and the items that need to be covered by someone with Teri’s departure. Tabled to the end of the meeting to hash out.
13. Chiefs Report – The Chiefs did not meet
14. Department Reports
- a. WYCO – RT130 and pack test are coming up. WYCO1 out on severity, make sure when on severity your engine is getting paid.
  - b. TSVFD – Back in service, their RT130 is coming up as well. The architect is coming to look at the inside of the building now that the road is open.
  - c. Central – They have daily response available with the new recruits, working on red cards.
  - d. VVFD – Brush 5 is down and needs repairs. The tender is fully in service.
  - e. CVVFD – Cat tender is having issues, and they have to charge the air system every 3-4 days and the tank to pump valve is starting to crack open.
  - f. BLVFD – Closing out multiple PA’s. Brush 5 is not running right now. Received approval from WARM to repair Tender 2 bumper. Working on repairing a bad control panel. Will get the plow truck repaired. Engine 2 was repaired but additional valves need to be replaced. Brush 1 rear lights are not working and Rescue 192 the siren quit. Their RT 130 is upcoming.
15. New Business – Back to Treasurer Wadsworth’s discussion. Who is going to take over the credit card management for engine bosses? Print five material packets for the meeting the rest can access online or print their own. Michele will check the mail once a month. Michele will order a microphone and speaker for the meetings. Workers Comp is part of payroll so Teri will continue to do that as it aligns with payroll items and payroll taxes. Utilize Cindy’s drop box or put one on Central South. Cindy will house the payroll records and personnel files. Cindy will compile PA requests. Michele will track PA numbers. Michele will track VFA, AFG, SLIB grants.
16. *Chairman Hawkins motioned to adjourn at 9:49. The motion was seconded by Secretary Burkhart. The vote was unanimous.* Next work session May 1, 2024, next board meeting May 15, 2024.

Respectfully Submitted,  
Michele Turner, ACFD#1 Administrative Assistant