

Albany County Fire District #1 Regular Meeting Minutes 15 May 2024

Minutes prepared by Matt Burkhart, Secretary

Approved on 19 June 2024

Executive Session held at 1530 at Pence & MacMillan (501 E Garfield St, Laramie)

Board members present: Chairperson Luke Hawkins (LH), Treasurer Brett Wadsworth (BW), Secretary Matt Burkhart (MB).

Regular Meeting held at 1730 at Central North (4387 North 3rd St, Laramie).

Board members present: Chairperson Luke Hawkins (LH), Treasurer Brett Wadsworth (BW), Secretary Matt Burkhart (MB).

--- Start **DRAFT** Minutes ---

1: 1532 Regular meeting called to order by Chair Hawkins

2: 1533 Executive Session for purposes of legal advice and personnel matters.

Moved: Chair Hawkins

Second: Treasurer Wadsworth.

Discussion: None.

Votes: Yes (Chair Hawkins, Treasurer Wadsworth, Secretary Burkhart), No (None), Abstain (None).

Adjourn executive session.

Moved: Chair Hawkins

Second: Treasurer Wadsworth

Discussion: None

Votes: Yes (Chair Hawkins, Treasurer Wadsworth, Secretary Burkhart), No (None), Abstain (None).

Call for Recess until 1730 for start of Regular Meeting (LH)

3: 1731 Call to return to Regular Meeting (LH)

4: Approval of Agenda

Moved: Chair Hawkins

Second: Treasurer Wadsworth.

Discussion: Remove Action Item 9A "Personnel Action" and replace with "EMS Letter of Intent".

Votes: Yes (Chair Hawkins, Treasurer Wadsworth, Secretary Burkhart), No (None), Abstain (None).

5: Public Comment

One public comment – a letter read by VVFD Chief Isborn concerning the budget with a copy provided to the Board.

6: Approval of ACFD1 17 April 2024 Regular Meeting Minutes

Moved: Chair Hawkins

Second: Treasurer Wadsworth.

Discussion: None.

Votes: Yes (Chair Hawkins, Treasurer Wadsworth, Secretary Burkhart), No (None), Abstain (None).

7: Outside agency reports

7A: LFD: no report

7B: EMA: 3rd year of radio requests to the County. Tornado siren upgrades happening in county. Digital activation via cell/internet by ~five county folks. Working on being able to program WyoLink radios at EMA.

7C: LARC: Questions about paging/ops please email Kim. Discussion of pager test time on Sunday @ 0930. This is historic, change could be requested.

7D: AC Fire Warden: BJ Clark, Deputy Fire Warden, attended along with Fire Warden Chad Dinges. There was a Laramie Peak zone meeting both attended. WY “MiniMob” is on the web at WSF. Paper copies are available if needed, ask Chad. There are Albany County resources in AZ. Attended the ACFD1 Chief’s Meeting.

7E: ACFD1 Coordinators: No reports. Announced that all coordinators (District, Training and Wildland) have resigned. Also, mentioned that Administrative Assistant Michele Turner also resigned (last day 20 May 2024).

7F: Peer Support: Miller reported the May meeting was moved and is TBD. Dan Ross will present a FF mental health seminar on [31 May at Station #2 1800] this is open to all county/agency.

8: Financial Report (Report given by Treasurer Wadsworth):

All bank and credit card statements were reviewed and accurate. Everything was paid on-time with no late fees. Everything to date has been reviewed by bookkeepers.

Discuss request for an audit engagement request letter.

Move to develop letter.

Moved: Chair Hawkins

Second: Secretary Burkhart.

Discussion: Yes, we do need an audit, the approximate cost of \$10k and that the current auditors are familiar with us and they are the only option at this time.

Votes: Yes (Chair Hawkins, Treasurer Wadsworth, Secretary Burkhart), No (None), Abstain (None).

8B: PA Requests:

Big Laramie VFD: Recap that the first three were approved in April 2024. The fourth (XXX) and fifth (XXX) are new from Department funds.

Move to approve: Chair Hawkins

Second: Treasurer Wadsworth.

Discussion: None.

Votes: Yes (Chair Hawkins, Treasurer Wadsworth), No (None), Abstain (Secretary Burkhart).

Central VFD: PA for \$6k for PPE from Department funds.

Move to approve: Chair Hawkins

Second: Treasurer Wadsworth.

Discussion: T-shirts and ballcaps are considered part of Central’s regular uniform. All clothing and PPE items are only for use as uniforms.

Votes: Yes (Chair Hawkins, Treasurer Wadsworth, Secretary Burkhart), No (None), Abstain (None).

Central VFD: Pager (10) purchase request of 50% Department and 50% District.

Move to approve: Chair Hawkins

Second: Treasurer Wadsworth.

Discussion: There is no provision for splitting these funds with District. FF can use Active Alert instead. MB will add folks if needed. Any spare pagers in the District could be used. VVFD offered two spares but these would have to be programmed for Central. Central updated and stated they can cover 100%.

Motion amended by Chair Hawkins to 10 pagers up to \$4100 of 100% Department funds no ACFD1 match.

Votes: Yes (Chair Hawkins, Treasurer Wadsworth, Secretary Burkhart), No (None), Abstain (None).

Tie Siding VFD: PA request to fix turbocharger and related on TS-55 (an 08 F550 from State Forestry) an FEPP truck. ACFD1 owns the fire package; truck is Federal owned. Three quotes were received. \$10k should cover costs. Fix is still less than ½ value of truck. ACFD1 could also return to WSF. Move to approve: Chair Hawkins

Second: Treasurer Wadsworth.

Discussion: Any additional needs found will be paid by TS Auxiliary.

Votes: Yes (Chair Hawkins, Treasurer Wadsworth, Secretary Burkhart), No (None), Abstain (None).

PA #241

Action Items:

9A: EMS letter of intent with Align Providers. Letter was reviewed. Term is June 2024 through June 2025 (12 mo) for \$12k. This assumes an ACFD1 EMS Coordinator. Dr. Jim Waters is initial Physician. Contract would include up to 200 hours of Waters' time. This letter will allow ACFD1 to move forward to negotiate a contract. This is only BLS services. Liability insurance for all qualified ACFD1 EMR/EMT-B is included.

Move to approve: Chair Hawkins

Second: Treasurer Wadsworth.

Discussion: Purpose is to allow ACFD1 EMR/EMT (B/A but only to BLS level) to be paged for medical response rather than support. 80% of ACFD1 calls is medical. This fills holes without a formal EMS District. ACFD1 EMTs must to opt in and follow terms of contract, training commitments, skills checks and other Align Providers requirements esp. training. Contract will be approved once negotiated. ACFD1 EMTs must have medical direction to operate as an "ACFD1 EMT". FW Chad may chip in if we can cover North Fire EMTs – LH to ask. If Dr. Waters leaves, Align Providers assigns another doctor – no gap in service. Protocols will likely be similar to LFD. Approval is pending legal review of letter.

Votes: Yes (Chair Hawkins, Treasurer Wadsworth, Secretary Burkhart), No (None), Abstain (None).

9B: Financial Management Policy v5 as distributed. Treasure Wadsworth explained the changes and revisions to this Version 5. A copy was publicly available for review.

Move to approve: Treasurer Brett Wadsworth

Second: Chair Luke Hawkins

Discussion: No mandate for electronic payment can be made. A paper check or similar legal option should be maintained. Need to accommodate/account for mail forwarding. Need to provide pay stub if EFT is selected. Section 15 was struck by BW. EMT reimbursement for each initial certification class(es) was added. Motion clarified to be adopting V5 pending legal review with changes to EMT in Section 4B, elimination of 15 and striking 9C.

Votes: Yes (Chair Hawkins, Treasurer Wadsworth, Secretary Burkhart), No (None), Abstain (None).

9C: On Duty Injury and Near Miss Policy

Waiting on final legal review before any additional action can be taken. Send to legal on 15 May 2024.

9D: Audit engagement letter request was covered earlier in Financial Report.

Boad Topics / Discussion Items

10A: Noted that all ACFD1 paid positions have resigned. The bookkeeper (ESVAR) contract is significantly more.

10B: FY2025 Budget discussion and presentation. A new budget example was shared by BW. Discussion of how to handle dispatch paperwork and who should be responsible without administrative assistant. This could be ENGB or possibly no ACFD1 dispatches until solved. Chad Dinges will help temporarily. The changes to the overhead comes from increases in LFD contract, ARPA bathroom project (contract was above grant amount), etc. Structure budget to address potential property tax revenue decreases due to new Wyoming State Legislation. Overhead sits at ~40%. Need to address the administrative duties in the budget. ACFD1 membership spoke in favor of somebody to help with the administrative duties previously done by Michele Turner. ACFD1 should have one person that is accountable for representing the District to outside agencies/groups. Budget should support training with WSFMO and using the LFD training Facility. Should this be paid or volunteer? VVFD Chief said that it

is volunteer and offered to fill the role. Need to support somebody to manage grants like bathrooms, ISC, AFG, etc. Budget needs to account for changing revenue and ensure stability. ISO ratings were a concern and how these can be addressed by budget. Chief Hawkins reviewed the ACFD1 organizational chart and a “Super Chief” was suggested that would supervise all Departments – which would now have Battalion Chiefs. This new position would also oversee HR and PIO. This would be a full-time position at market rates. FF/Dept reaction and perception of value was mixed. Could a Liaison Office serve to represent the District? Department distribution based on services provided is an option. Depts that do more would be given more. Would Divisions rather than Departments better support ACFD1? There is a small uncommitted amount of ~\$37K that needs to be allocated. This could be 1/3 to the new LFD truck per contract and the other 2/3 to ACFD1 “success” – which needs defined. More discussion will happen at work session prior to 12 June budget hearing.

Reports:

11: Chief’s Report: Chief’s meeting this week. Discussed preparations for wildland season with FW Dinges. Will be having weekly email correspondence. How to get ENGB coordinated for responses is a topic/goal. A short-term solution for fire paperwork was discussed.

12A: TSVFD: 9 FF. Attended 2 medical calls and 1 MVA. RT130 was last Sat. Down one truck (TS-55 PA). Still responding as needed.

12B: Central: 45 calls for the month, 165 for this year. Have 2-FO1, 1-ADOP, 7-FF1, 5-FF2. 25 FF total with 1 probationary, 1 on leave. Everything (apparatus) is operational. All FF have red cards.

12C: VVFD: 11 FF with 7 probationary. 103 calls to date (98 last year to date) LMTV up running and works well. Need to work on pumps T3/T6. Need ENGBs!

12D: CVVFD: No changes in FF status/numbers. RT130 is done, all but 2 FF have red cards. Thank you to all who responded to structure fire. Homeowner was very proactive. Response was good, damage to property was limited.

12E: BLVFD: No changes in FF status/numbers. Six calls for the month. PPE washer install is ongoing with waterlines and water heater. Nozzle is in an on the engine. Trash pump kit still needs pumpkin drop tanks but these are on backorder. Getting PPE sizes from members for the order. Apparatus are functional. E2 has slow leak Wyoming Apparatus will look at. T2 tender bumper repaired and functional. R192 siren needs repair.

12F: WYCO: None.

13: New Business:

With regard to wildland dispatches: Who is handling the paperwork and Casper Dispatch? Chad will help with paperwork ONLY temporarily until ACFD1 personnel to do this are identified. It could fall to ENGB. Go direct to Chad for the next 30-60 days.

Casper dispatch coordination is necessary for all wildland activities local and dispatch. **Propose CVVFD Chief Sean Davis to coordinate ACFD1 wildland activities with Casper Dispatch**

Moved: Treasurer Wadsworth

Second: Secretary Burkhart

Discussion: Todd Miller (TSVFD) will back up Sean. For RX fire on public lands Jeremy will talk to Chad and Chad will contact Sean.

Votes: Yes (Chair Hawkins, Treasurer Wadsworth, Secretary Burkhart), No (None), Abstain (None).

New credit cards for dispatch and Dept use are in progress. Next step is the bank needs a DocuSign. Chair Hawkins will get with legal and complete this. Old cards still work.

There will be a recognition for entities that supported Laramie County for the I80 and Happy Jack Fires. LCFA Fire Chief Jason Caughey will be presenting awards. 1800 on 22 May 2024 at Station on Horse Creek and Otto Rds. ACFD1 should have representation. Todd Miller, TSVFD, will try to go. This is open to all.

Laramie County communications are going well and MOUs are working per VVFD Chief Isborn

Fingerprint cards are still needed from ACFD1 FF. TSVFD Chief Essley is collecting. Double check hours before going. Cost is \$5 and FF will be reimbursed.

Mountain West Farm Bureau would like to name ACFD1 as a beneficiary of their 2 August 2024 charity golf tournament. Chair Hawkins will reply to MWFB.

5 June is a work session. Topics TBD, but likely budget. Occurring at Central North at 1730.

12 June is a budget hearing at Central North for public comment related to the ACFD1 FY25 budget. The budget needs to be approved (voted on by ACFD1 Board) and sent to Albany County by 1 July 2025.

19 June is a regular meeting at 1730 at Central North.

2045 Adjourn the meeting (length 3:15hrs)

Moved: Chair Hawkins

Second: Treasurer Wadsworth

Votes: Yes (Chair Hawkins, Treasurer Wadsworth, Secretary Burkhart), No (None), Abstain (None).

--- End **DRAFT** Minutes --