

## Albany County Fire District #1 Board Meeting Minutes May 18, 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 called to order at 5:09 pm. Board members present were Luke Hawkins, Brett Wadsworth and Matt Burkhart.
2. Minutes of 4/20/2022 Board Meeting and 5/3/2022 Special Board Meeting: *Treasurer Wadsworth moved to approve the minutes as presented. Motion was seconded by Secretary Burkhart and approved unanimously.*
3. Comments from the Public: No public comments
4. Financial Report:
  - a. Bills to be Paid – *Chairman Hawkins moved to approve the May Financial Report as presented. Motion was seconded by Secretary Burkhart and approved unanimously.*
  - b. Annual Budget Cycle – Need input from the one department still. Teri Jo stated everyone did an excellent job on their budgets. There will be a budget work session next month.
5. Report – Outside Agencies/Guests:
  - a. LFD – Final delivery of steel to the drill grounds this week, landings next week. Hope to be ready to use by the end of the month. AC27 was on loan and returned yesterday. They will pay \$1000 back to the District for the 30 day loan, pending any discussion from Attorney Goetz. Chief Johnson agrees with language that was discussed regarding the City of Laramie Contract. Discussion regarding LARC, Chairman Hawkins is the contact for LARC for ACFD#1, any directives will be made through the Board. LFD will be training recruits and Chief Johnson invited any volunteer firefighters to attend.
  - b. EMA – A fire book was sent out that lists department contact and equipment information, please verify if it is correct or not and send revisions as needed.
  - c. LARC – They received the document regarding CrewForce and it's being reviewing by the attorney. They are working on some adjustments to the software. Profiles can be the same for City and volunteer firefighters.
  - d. County Fire Warden – No one present.
6. Board Topics:
  - a. County Subdivision Statement – Draft letter to be sent to County with ACFD#1's stance regarding subdivisions, what they are in favor of, not in favor of, concerns with only one egress/ingress. We should be following codes and IFC states subdivisions with more than 30 lots should have adequate, at least two, ingress/egress. This is a written statement only and takes a stance in favor of following IFC code. Planning Commission should make sure the developer complies. Treasurer Wadsworth supports the letter, requests word changes to last paragraph from "ensure" to "encourage". *Chairman Hawkins moved to authorize Attorney Goetz to change that work and then forward the letter to the*

*County Commissioners and the County Planner. Motion was seconded by Treasurer Wadsworth and approved unanimously.*

- b. City of Laramie Contract – There are several proposed changes, mostly language in terms of clarification. Discussing moving back to similar contract from 2-3 years ago when the City and the County were both paged to wildland fires, as there have been a few incidents that would support moving back to simultaneous paging. Contract amount will increase back to \$120,000. Request for more consistent language for apparatus (ie Brush 6 instead of Engine 6). New language on disregard calls that happen. Working on proposed language on termination of incident requirements. The final draft needs to be approved by June 15<sup>th</sup>.
- c. VVFD Station – Treasurer Wadsworth requested Attorney Goetz make one change to agreement. Last sentence of the recital e. “culvert” to “current access”. *Treasurer Wadsworth moved that Chairman Hawkins sign the contract with that modification. Motion was seconded by Chairman Hawkins. Discussion followed* Hopeful this change of terminology does not extend timeframe. Landowner understands the intent. There are survey and title transfer expenses. *Motion was approved unanimously.*
- d. Follow up on engine lease plans – Need a PA request to move forward with SVI and type 3 proposal. We do have a way to create a lease by State Statute that won't bind the Board that follows. There needs to be a lease termination clause that allows a future to terminate the least at any time, so as not to bind the hands that follow. Attorney Goetz needs to review the terms of the lease. An RFP will need to be followed. Scott Davis suggested writing grants to help with cost. Secretary Burkhardt would like a business plan for how CVVFD is going to for the payment every year and how it compares to their budget structure. The RFP process would be two part. First, stating we want to do “xyz”, and then have an algorithm to determine what needs to be done.
- e. BLVFD Woods Landing substation update – Attorney Goetz has the paperwork she needs. VAP is locked in for late August construction. They need the survey to make sure within boundary lines. BLVFD auxiliary is paying for excavation, concrete, and building. No RFP needed because it is private funds, not public.
- f. Physical minimum standard – On the Fitness for Duty Consent Form added a paragraph for light duty for support and moderate for direct suppression for incidents within the County. Outside the County they must follow the AOP. The Wildland Firefighting SOG needs to be looked at and amended as well. *Chairman Hawkins moved to approve revised Fitness for Duty Consent Form. Motion was seconded by Secretary Burkhardt. Discussion –* Support roles include station, traffic control, not actively engaged, filling water, driving tenders. Direct suppression would be actively engaged in firefighting. Need to add a definition of support role versus actively engage to the bottom, amend and make sure this is not in conflict with other policies/sog's and have to make sure they are signing for the physical fitness and the mental fitness portion and also this portion. *Chairman Hawkins will make those amendments to have the physical fitness and*

*put into one. Motion failed. Chairman Hawkins moved that the policies will be merged and reflect changes for minimum physical fitness standards. Discussion – Intent is to allow light duty for support and moderate for direct suppression within Albany County. Motion fails. Will address at next month's meeting. Chief's please review.*

- g. Budget Proposals – Budget work session set for June 1, 2022, at 5:00pm at Central North.
  - h. Emergency Reporting – No response from Greg Anderson or Bill Mason regarding off boarding. Will contact again.
  - i. CDL Status – We are not tied to CDL and can create a District standard. Plan to move forward through Wyoming State Forestry, Forest Service or State Fire Marshall. Would need a minimum standard for EVOC that the District can stand on for liability purposes. Those who already have and/or pursuing can continue. The Fire Marshall is working on a program for volunteers within the State.
  - j. Fire Pay – Fire pay will be paid at 65% this year, as long as funds are available. Michele is available to answer paperwork questions, preferably before versus after. Remove the spreadsheet from the website and send links to Chiefs.
  - k. Dispatch Liaison – Tom Kern agreed to contact Casper Dispatch again and Chief Sommerfeld will ask Richard Parish to be the backup.
7. Chiefs' Report: What is the possibility for billing auto accidents to insurance and fires when accidents happen responding to incidents. What is required to have access to the new training facility on our own?
8. Department Reports:
- a. WYCO – AAR with Chairman Hawkins and Chief Sommerfeld, appreciate Chief Sommerfeld and department response. They have two EMT's now, so they can respond to medical.
  - b. TSVFD – They will host the next board meeting at their station.
  - c. Central – South station is 90% complete. Have had a couple fatality incidents. Report crew to Teri Jo and she can reach out to Tim.
  - d. VVFD – Currently a 100% response rate to 30 calls and enroute 15 minutes from page.
  - e. CVVFD – Well drillers are back. They have the new type 6 finished. Tender 4 has frame rail/frame tank issues and it's moving. The tank is not support in the last few feet. All the CAT tenders are doing this and need to get to CAT to fix. Unit 11 has a computer program.
  - f. BLVFD – Nine students went through the red card class. Need to redo the PA for the SCBA air compressor at it will be \$9,000 more than quote. Problems with company. Looking at \$18,000 for the whole set up now.
9. PA Approvals:
- a. CVVFD – *Chairman Hawkins moved to ratify the emergency repairs to Unit 12 4/29/22, \$4700.00 department funds. Motion was seconded by Treasurer Wadsworth and approved unanimously. PA350 Chairman Hawkins moved to rectify through CAT to fix Tender 4 at unknown cost, using discretion for cost. Motion was seconded by Treasurer Wadsworth. Discussion – Feedback on cost,*

please let the Board know. *Motion was approved unanimously. PA 352*  
*Chairman Hawkins moved to approve the repair of Unit 11 at around \$1000.00, department funds. Motion was seconded by Secretary Burkhart and approved unanimously. PA 553*

- b. WYCO – *Chairman Hawkins moved to ratify the emergency repair of their station heater 4/26/22, \$1500.00 department funds. Motion was seconded by Secretary Burkhart and approved unanimously. PA349*
  - c. TSVFD – *Chairman Hawkins moved to approve EMT bag for qualifying firefighter to take on calls, \$750.00 department funds. Motion seconded by Secretary Burkhart. Discussion – Use of department funds for EMS/EMT services, and previous Board’s stance on this. This is for an EMT for fire suppression, not on EMS calls and falls directly in line with the Strategic Plan. Motion was approved unanimously. PA351*
10. New Business: Secretary Burkhart will meet with County EMA and Laramie Airport regarding the large-scale aircraft incident drill scheduled on Tuesday, August 30, 2022, at 9:00am. They are very open to involvement on the volunteer side. Triage, two fires (one airport and one LFD). Contact Secretary Burkhart with personnel and apparatus. We have been approved for the ARPA funds for the ADA bathrooms at \$280,000. Initial departments listed were VVFD, TSVFD and CVVFD. All District department stations with meeting rooms are approved for this RFP process for ADA, COVID compliant bathrooms. Chief Davis requested increasing the cap on PA approvals because of inflation. This policy should be cleaned up. There was a Laramie Area Growth Plan Stakeholders Interview this morning which is looking at “the donut” area and the City and County are soliciting information. Their website shows 1 mile around annexed area and how they plan for urban development in that area. Also meeting for regarding the Governor’s EMS Bill investing 35 million in EMS and what the District’s role in EMS should be.
11. Next Meeting June 15, 2022, at TSVFD Station, 494 Boulder Ridge Rd, Tie Siding, WY
12. *Chairman Hawkins moved to adjourn the meeting at 8:23 pm. Motion was seconded by Treasurer Wadsworth and approved unanimously.*

Respectfully Submitted,  
Michele Turner, ACFD#1 Administrative Assistant