

Albany County Fire District #1 Amended Board Meeting Minutes January 16, 2019

Meeting called to order at 5:13 pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

No comments from the public.

Secretary Essley moved to approve meeting minutes from December 19, 2018. Motion was seconded by Treasurer Witt and approved unanimously.

Secretary Essley moved to approve the financial report as presented. Motion was seconded by Chairman Sigel and approved unanimously. The remaining 2017 truck funds have been distributed. BLVFD received their remaining 2017 truck funds last month. Brett would like a copy of the Financial Report every month.

County Fire Warden – The remaining 2018 fire season money should be deposited on 1/25/19. There will be an Engine Boss Responsibilities class the end February/first of March.

Secretary Essley nominated Chairman Sigel to remain as ACFD#1 Chairman. Motion was seconded by Treasurer Witt and approval unanimously. Chairman Sigel moved that Secretary Essley and Treasurer Witt will stand for their respective officer positions again. Motion was seconded by Secretary Essley and approved unanimously.

BL Tender Repair Proposal – They have an estimate out of Colorado at \$11,000 for the tank, plus labor. It will be cheaper to replace the tank. The Board would like a current number before approving. Treasurer Witt moved to approve \$6000 for BLVFD Tender Repair that has already been completed from ACFD funds. Motion was seconded by Secretary Essley and approved unanimously. PA 163

LL Buildings – Is there a point to keeping them and having to doing maintenance as currently no one wants to take care of them. Alex with Wildhorse Ranch is wondering if they are moveable and he is planning on looking at them on Friday. Table until the next meeting.

2019 Meeting Schedule - Chairman Sigel moved to approve the 2019 Meeting Schedule as presented. Motion was seconded by Secretary Essley and approved unanimously.

Policy Revisions - Board will review the Financial Management Policy and Vehicles Sales SOP and revisit next month.

Central Station Design – Budget is \$800,000, \$200,000 from District and we hope to get \$600,000 from the SLIB grant. Building would be 100x80 feet, with four 80 ft long drive through bays, house up to 8 engines, unisex bathrooms with showers, no administrative offices or meeting space at this time. Would give the area an ISO 5 rating because of building. It is highly

likely we would maintain the current station at the north end of town and get ISO 5 rating there as well. Includes a 15,000 gallon buried water tank with boosted pump. Site items – septic, drain field, one lowest hanging power lines would be buried, gravel driveways, funds to demolish existing buildings on site. Committee was Dylan, Larry, Eric and Art. Art will recuse himself from voting because he worked on it. The other two board members will decide. We have to submit on February 21st to SLIB. Will need the City of Laramie and County Commissioners approval first. One question regarding the new Laramie Fire Station. Chief Johnson addressed this stating that there will not be a new Laramie Fire Station south of town. They are only upgrading the training grounds. Secretary Essley moved to approve the new Central Station design south of Laramie as published in the letter dated 1/15/19. Motion was seconded by Treasurer Witt. Chairman Sigel recuses from voting. Proposal will be taken before the County Commissioners Meeting and City of Laramie Council Meeting for approval.

Cistern allowance in Planning & Zoning Regulations – Chairmen Sigel will request they remove the cistern allowance from their regulations.

Tire Replacement Program – At the end of this fiscal year our tire replacement program will be completed. Secretary Essley moved that after this point, when the tire placement program is completed, departments could share in the replacement cost for normal wear and tear of tires at 15 years; as they are in good shape now, national dispatch vehicles which need tires should pay for tires 100% out of federal fire truck pay monies. Motion was seconded by Chairman Sigel and approved unanimously.

Chief's Report – They have received thirty pagers, Zach is going to charge, update and program. The PA was for \$10,000 but it's going to come in right at \$11,000. All departments should be reporting all responses on Emergency Reporting. It's an average of about \$3000 to outfit a firefighter with PPE, not including SCBA's. We are in need of about 15 sets currently. They will work this into their five year planning. The Chief's would like the Board to consider allowing a total of 3 engines at any given time to dispatch nationally as long as there is staffing for it. The updated five year plans and budget will be done by May 2019. The Board stated that when an item is in the five year plan and made a priority they will do their best to accommodate. But there are limited funds that can be paid out for other items that just pop up and at that point the departments should not always expect 50% from the district, but maybe a smaller number, depending on conditions at that moment. The Chief's would possibly extend an invitation to Steve with LARC to attend meetings. They also mentioned that there are 22 EMTs with the VFD's and the cost associated with maintaining those certifications is approximately \$750/person/year to attend conferences, etc. for continuing education.

Strategic Planning – Chairman Sigel would like to start those meetings in March.

BLVFD – Working on getting BL7 type 6 replacement in service. Will be holding a fundraiser to upgrade the building at Woodslanding, just a simple 2 bay garage. They have a big ice machine now as well.

Central – Mark with Emergency Reporting has no record of Little Laramie in their system. Dylan is requesting the whole fire package for a one-time fee of \$600 to startup the first year and then \$1719 annually. Chairman Sigel moved to add modules to Central's Emergency Reporting with a one-time cost of \$600 and \$1719 annual after that of ACFD funds. Motion was seconded by Treasurer Witt and approved unanimously. PA 164

Secretary Essley moved to approve \$14,000 of ACFD funds for 5 sets of bunker gear for Central. Motion was seconded by Chairman Sigel and approved unanimously. PA 165

Chairman Sigel moved to approve a draw of \$9000 on Central's account to pay for ½ of the command vehicle. Motion was seconded by Treasurer Witt and approved unanimously. PA 166

Chairman Sigel moved to approve training requests for Central and CVVFD up to \$4300 of ACFD funds. Motion was seconded by Treasurer Witt and approved unanimously. PA 167

VVFD – Looking for a snow removal machine for the department, they are seeking a low cost option. They are looking to replace the suburban and would solicit the Board to see if they would help financially in a three way split. They are looking at a ¾ crew cab pickup for \$29,000. The Board needs to look at the five year plans first. They had a theft from the diesel tank and are now looking to replace the current AT&T wifi with hi speed internet so they can install a monitoring system. They will need one camera and the system to support it, monitoring systems are under \$1000. There is no objection from the Board to changing VVFD's internet service.

TSVFD – Roads are open and still in operation.

CVVFD – The water leak in Centennial has been fixed. They are debating who is going to pay for it since it was found down the line and the line could have been compromised slightly and then the water hammer from the hydrant split it open. CVVFD now has rules that have come down from the Centennial water board as they were upset that there were other tenders using it other than CVVFD. The Board as requested that CVVFD put gated valves on each truck. Their five year plan is done and was submitted to the Board. They would like to purchase a large portable pump. The quote for pricing will go up 3% on May 1st. Would like to do a 50/50 split with ACFD. Larry suggested checking into some old base pumps out of Cheyenne and the Board would like Eric to look into that first. Treasurer Witt moved to approve \$1200 of ACFD funds to repair CVVFD's air bottle filling compressor. Motion was seconded by Chairman Sigel and approved unanimously. PA 168

Treasurer Witt moved to approve \$13,000 of ACFD funds to purchase 5 sets of bunker gear from CVVFD. Motion was seconded by Secretary Essley and approved unanimously. PA 169

Wildhorse – They have 10 people to go through red card training by the scheduling is difficult. Their lawyers are making the 501c3 not as easy as everyone indicated. They are working on getting target funds donated. They see their position as one of support and wildland firefighter, not structure.

New Business – Radios – Motorola discount we can purchase 17 portables and 5 mobiles, 2 with the dual bank 800 mhz for \$99,000.00 in the box, not installed. Zach to determine how long this discount will last as our grant is over a 3 year time frame. The mobiles with 800 mhz are \$4102 and the handhelds are \$2200. The Board is not in a position to this large of bridge loan. The departments will have to expend the funds and then get reimbursed through the grant. Zach will attend Chief's meeting to determine if individual departments want to purchase their portion all at once or over three years.

Chairman Sigel moved that the Board should provide Michele Turner with a small bonus for work done on fire pay and a salary increase effective January 2019. Motion was seconded by Secretary Essley and approved unanimously.

Expenditures by the Board totaling \$49,810 to include \$6000 of ACFD funds for BLVFD Tender Repair; one-time cost of \$600 and \$1719 annual after that of ACFD funds for Central's Emergency Reporting modules; \$14,000 of ACFD funds for 5 sets of bunker gear for Central; \$9000 of Central's funds for ½ payment of command vehicle; up to \$4300 of ACFD for Central/CVVFD training; \$1200 of ACFD funds to repair CVVFD's air bottle filling compressor; and \$13,000 of ACFD funds for 5 sets of bunker gear for CVVFD.

Next meeting is February 20, 2019.

Meeting adjourned at 8:02

Albany County Fire District #1 Board Meeting Minutes February 20, 2019

Meeting called to order at 5:11 pm. Board members present were Art Sigel and Joe Witt.

No comments from the public.

Chairman Sigel moved to approve the minutes as amended with clarification to the EMT section regarding cost per year to include cost is for continuing education. Motion was seconded by Treasurer Witt and approved unanimously.

Chairman Sigel moved to approve the financial report as presented. Motion was seconded by Treasurer Witt and approved unanimously.

County Fire Warden – He has finished the Exhibit B for Pumpkin Vine and submitted to ACFD#1 for payment. There is a large commercial wind farm going in south and west of Rock Rive and a large portion of this wind farm will fall within the District boundaries. Chad would like someone from the District to attend the planning meetings.

SLIB Grant Application – Has been delivered to Cheyenne. The SLIB meeting is June 20th in Cheyenne.

BL Tender Repair – Front Range is going to sandblast, spray the inside and reline the tank and it will come with a 5 year guarantee on it. Chairman Sigel moved to approve \$20,000 for BL tender repair. Motion was seconded by Treasurer Witt and approve unanimously. PA 170

LL Buildings – There are a couple of county departments interested in using the building. Megan will draft a document that we can utilize to relinquish the buildings. Chairman Sigel would like to set a day for all of the departments to come together and clean out the buildings.

Radios – The general consensus among the Chief's group is they would like to split it and get the ball rolling. Would order 15 handhelds (portables) and 7 mobiles. Mobiles for vehicles would have the 800 mhz (TSVFD-1, VVFD-1, Central-1, CVVFD-2, BLVFD-2). No allocation of the portables yet. We can submit for reimbursement once we have purchased the radios, probably looking at 2-3 months. Motorola is offering a 30% discount but must be used within a year of the quote received on 1/17/19. Brett suggested splitting the 15 radios 5 ways with 3 going to each department. Departments can order, when ready, against this PA. Treasurer Witt moved to approve \$106,000 for radio purchases with the bridge loans to be assumed by the departments. Motion was seconded by Chairman Sigel and approved unanimously. PA171

SCBA's – To be discussed at the next Chief's Meeting.

Cistern Allowance in Planning and Zoning Regulations – Chairman Sigel sent letter but has had no response yet. Not going to approve any more cisterns.

Policy Revisions – Financial Management Policy – Need to clarify the use of funds. Add in, “All funds and assets managed by the District are in fact public funds and will be managed in a manner consistent with the state of Wyoming laws and policies.”

Vehicle Sales – last sentence add in “Department’s district checking account.”

Add sentence – “Funds are never transferred from any District account (public funds) to any department’s auxiliary account.” Chairman Sigel moved to approve these two policies subject to legal review. Motion was seconded by Treasurer Witt and approved unanimously.

Strategic Plan Meeting Schedule – Meet at Central at 5:00 on Monday, April 8th and Wednesday April 17th. Meeting from 5-8 each night.

Proposed 3 engine dispatch plan - If we put out 3 engines and have fire season like we have been having, we will pay people more slowly. Is that agreeable? Either delay payment or reduce payment. For planning, worst case scenario, then everyone can make their own choice on whether they dispatch or not. Do the math and estimate what the payouts will be. Take it back to departments and discuss with them. The District must have a written SOP for the 3 engine program to make sure we have adequate coverage of the District. No more than one engine will be out of any one Department at any given time. The Chiefs were assigned to draft the SOP. CVVFD has one 6x, Central has one 4x, BLVFD has one 6x, and VVFD has one 6x and one 3x.

Chief’s Report – There will be a red card class locally at Central. Brett, Shawn and Dan have engine boss task books open. Chairman Sigel reminded everyone there are no limits on the training budget. Discussion on continuing education for EMT’s. Discussion that the Board is willing to consider splitting with the departments. For Firefighter training the Board will pay 100%, for EMT’s would consider 50%. For initial EMT training one they pass they have to respond with the department for one year before being reimbursed. This is to circumvent the EMT using ACFD#1 as a stepping stone to pay for their training and then applying with LFD as they would then be a more lucrative candidate in the hiring process if they already have their EMT license. Chairman Sigel is reluctant to piecemeal the EMT program at this point, as there is much bigger issue here that he would like to take up during the upcoming strategic planning discussions.

VVFD – Internet has been replaced and they are looking for a camera.

Treasurer Witt moved to approve the payment for the Who’s Responding invoice in the amount of \$733.60. Motion was seconded by Chairman Sigel and approved unanimously. PA 172

Treasurer Witt moved to approve \$19,000 for a new command vehicle to be funded by the department. Motion was seconded by Chairman Sigel and approved unanimously. PA 173

CVVFD – Chairman Sigel moved to approve the purchase of a type 6 for \$52,000 of department funds, with the agreement that CVVFD will put forth best efforts to sell Engine 14 within 6 months. Motion was seconded by Treasurer Witt and approved unanimously. PA 174

Received a bill from JD Hamaker for the Centennial water line break, he gave a 40% discount. Need to submit to LGLP to see what happens.

Treasurer Witt moved to approve \$2100 of district funds for gated valves. Motion was seconded by Chairman Sigel and approved unanimously. PA 175

Chairman Sigel moved to the purchase of a large portable hitch haul pump with a 50/50 split (\$4600/\$4600) for a total cost of \$9200. Motion was seconded by Treasurer Witt and approved unanimously. PA 176

Central – Chairman Sigel moved to approve the repair to Tender 37 drive shaft, bill to be forthcoming. Motion was seconded by Treasurer Witt and approved unanimously. PA 177

Chairman Sigel moved to approve the rest of the payment of \$9000 of department funds for purchase of command vehicle. Motion was seconded by Treasurer Witt and approved unanimously. Updated PA 166

Central has taken 13 SCBA bottle to Dalmation for hydro testing. Don't have a quote yet.

Treasurer Witt moved to approve up to \$500 for meals for red card class this weekend. Motion was seconded by Chairman Sigel and approved unanimously. PA 178

Will be needing more Wildland PPE for new guys, bring to next meeting.

Interested in purchasing some BK radios when dispatching on federal fires. Board requested a proposal be brought to the next meeting.

Chairman Sigel is developing a cost proposal for an SCBA air compressor and laundry facilities to be housed at Central but available to the District.

Central is in need of more SCBA bottles.

New Business – Chairman Sigel moved to approved 53 slots for MASA insurance for 2019 at an estimated cost of \$5247. Motion was seconded by Treasurer Witt and approved unanimously. PA 179

MASA Art moved 53 slots for MASA, Joe second, all PA 179

Expenditures by the Board totaling \$223,780.60 to include \$20,000 of district funds for BL tender repair; \$106,000 for radio purchases with the bridge loans to be assumed by the departments; VVFD's Who's Responding invoice in the amount of \$733.60 of district funds; \$19,000 for VVFD's new command vehicle to be funded by the department; \$52,000 of department funds for CVVFD's new type 6; \$2100 of district funds for gated valves for CVVFD; \$9200 with 50/50 split (\$4600/\$4600) for CVVFD's large portable hitch haul pump; \$9000 of department funds for purchase of command vehicle for Central; \$500 of district funds for meals for red card class this weekend; and an estimated \$5247 of district funds for MASA Insurance renewal.

Next meeting March 27 2019 5:00pm

Respectively Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1 Board Meeting March 27, 2019

Meeting called to order at 5:20 pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

No comments from the public.

Chairman Sigel moved to approve the 2/20/19 minutes. Motion was seconded by Secretary Essley and approved unanimously.

Chairman Sigel moved to approve the financial report. Motion was seconded by Secretary Essley and approved unanimously. Please get department requests in early with justifications.

EMA – Invited to attend training every 4th Wednesday of the month at the EOC from 9:30-12:00. Aimee is working with the Chief's to get them sandbags. The Colorado fire planning meeting in Ft Collins is April 29th this year, please email Aimee if you are planning on attending.

LFD – Chief Johnson periodically is contacted by people wanting to volunteer. He will forward those requests to Michele with will forward to the Chiefs. Needs to meet with the Board before April 15th to discuss the funding component of the City of Laramie Contract. Funeral for Randy Vickers is May 24th at 1:00 pm at the Newman Center. The Fireman's Ball is April 20th.

LARC – They are in the process of hiring 4 new dispatchers. Implementing new software project that is mostly GIS based with new hardware that will be faster, stronger, better, utilize mobile apps, and pre-plans. Projected to be an 18 month project.

County Fire Warden – Treasurer Witt moved approval for Chairman Sigel to sign the new Annual Operating Plan. Motion was seconded by Secretary Essley and approved unanimously. Chad is willing to teach another Engine Boss Responsibilities class in the County if someone is willing to coordinate it. The Community Impact Assistance funds from Boswell Springs have been reduced and the project has stalled at the moment.

Strategic Plan Review – Monday, April 8th and Wednesday April 17th from 5-8 pm at Central Station. Two people from each department to attend, the full board and an invitation extended to the County Fire Warden. In preparation read through the 2016 plan, discuss with your department and have any new topics you would like to have incorporated into a new plan.

Five Year Plan Format – Michele will email, needed for the Strategic Plan.

Radios – Radios have been ordered, waiting for them to arrive to be programmed. Zach needs to contact Larimer County (Sheriff) for an agreement to use their channels. Secretary Essley will get Zach Justin's number so he can contact him. Payment is due 60 days after receipt of the radios and Teri Jo will write once check and pull from the department accounts. We can then submit for reimbursement.

Three Engine Dispatch – Max of 3 engines and only one from each department. The Board questioned the Chief's and they stated that if firefighter pay needs to be reduced or delayed further so that three engines could be dispatched to federal fires then that was acceptable to the Chiefs if it is in the best interests for the departments. The Board restated its policy that tenders would not be dispatched to federal fires. Also, include that Tom is the single contact with Casper Dispatch.

Policy Updates/Revisions – The policies are on the website. The Expense Reimbursement Policy needs to be cleaned up. The Drug & Alcohol Policy should have a focus that a volunteer should not be under the influence of alcohol/drugs/other substance that impairs their ability to perform on an incident. Possibly at "fitness for duty" concept. The Board is not interested in being punitive but they need to have a policy to stand on.

Subdivision Fire Suppression – Chairman Sigel has made attempts to get County Planning and Zoning to change their guidelines, but they still have cisterns listed. Only three options ACFD#1 should use/approve as fire suppression are 1) hydrant producing 250 gpm, 2) hauled water, 3) winterized dry hydrant.

Dispatch Desired End State – Review of Jon's proposal. Implementing will be a challenge. Right now we need to have our input into how their new dispatch system is being set up.

VVFD – Secretary Essley moved to approve \$5000 with a 50/50 split (\$2500 ACFD/\$2500 VVFD) for VVFD to mount the spare tire on VV2. Motion was seconded by Treasurer Witt and approved unanimously. PA 180

Chairman Sigel moved to approve \$750 for three VVFD firefighters to attend Cody Fire School. Motion was seconded by Treasurer Witt and approved unanimously. PA181

TSVFD – Chairman Sigel moved to approved \$2300 for TSVFD to replace tires on Eng 56. Motion was seconded by Treasurer Witt and approved unanimously with Secretary Essley abstaining from the vote. PA 182

CVVFD – Chairman Sigel moved to approve \$525 for one CVVFD firefighter to attend heavy equipment course in Riverton. Motion was seconded by Treasurer Witt and approved unanimously. PA 183

Wildhorse Ranch would like to purchase CVVFD Engine 14. Tom and CVVFD are to develop a selling price and present it to the Board. The Board, BLVFD and Wildhorse Ranch will determine how it is to be paid.

Chairman Sigel move to approve \$400 to support engine boss responsibilities class. Motion was seconded by Secretary Essley and approved unanimously. PA 184

If a private landowner needs sandbags, they need to contact Aimee with EMA directly.

Central – Chairman Sigel moved to approve \$1100 for three Central firefighters to attend Buffalo Fire School. Motion was seconded by Secretary Essley and approve unanimously. PA 185

Secretary Essley moved to approve \$1200 with a 50/50 split (\$600 ACFD/\$600 Central) for lettering of Central's new command vehicle. Motion was seconded by Treasurer Witt and approved unanimously. PA186

MES in Denver with a Scott Air Compressor quote of \$43,488. Postpone until we update the five year plans. Quote on NFPA rated washer/extractor with fireline of \$13,650, without fireline is \$11,150, plus freight of \$325. They also have smaller machines for \$7340 plus \$325 freight and \$375 for 8 inch base frame. Drying cabinet quote with racks of \$11,800.39
The Board requested more specs (speed, price, # of bunker gear that can be washed at one time) and two more quotes on washer and dryer

BLVFD – Chairman Sigel moved to approve \$800 to send one BLVFD firefighter to Buffalo Fire School. Motion was seconded by Treasurer Witt and approved unanimously. PA 187

New Business: Treasurer Witt move to approve fire pay to the County Fire Warden for the Pumpkin Vine Fire in the amount of \$12,208.69. Motion was seconded by Chairman Sigel and approved unanimously with Secretary Essley abstaining from the vote.

Expenditures by the Board totaling \$24,283.69 to include \$5000 with a 50/50 split (\$2500 ACFD/\$2500 VVFD) for VVFD to mount the spare tire on VV2; \$750 for three VVFD firefighters to attend Cody Fire School; \$2300 for TSVFD to replace tires on Eng 56; \$525 for one CVVFD firefighter to attend heavy equipment course in Riverton; \$400 to support engine boss responsibilities class; \$1100 for three Central firefighters to attend Buffalo Fire School; \$1200 with a 50/50 split (\$600 ACFD/\$600 Central) for lettering of Central's new command vehicle; \$800 to send one BLVFD firefighter to Buffalo Fire School; and fire pay to the County Fire Warden for the Pumpkin Vine Fire in the amount of \$12,208.69

Next meeting April 24, 2019

Meeting adjourned at 8:24 pm

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1 Board Meeting Minutes April 24, 2019

Meeting called to order at 5:18 pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

No comments from the public.

Chairman Sigel moved to approve the 3/27/19 minutes. Motion was seconded by Secretary Essley and approved unanimously.

Working on budgets, departments please get your requests in to the Board in the next couple of weeks. Treasurer Witt moved to approve the financial report. Motion was seconded by Secretary Essley and approved unanimously.

EMA – CIG has offered to give tour. Please send Aimee training and she will add it to the calendar.

LFD – Services for Randy Vickers will be by May 24th at the Newman Center at 1:30. All are invited and you are welcome to put an apparatus in the procession. Attire is Class A uniforms with black over the badge. There will be a reception following at Station 3. For the City of Laramie Contract they will dispatch out first the jurisdiction having authority. There is a cost adjustment to \$121,000. LFD and Central will back up other departments wildland only. Chief Johnson sees this a natural progression.

LARC – There was a power failure on Saturday. Thank you Central for providing bagels and cream cheese to the dispatchers.

Dispatching – In the County, the County is paged first. In the City, the City is paged first. Central will respond to all fire/vehicle accidents in the County. For Structure Fires, all County volunteers (tenders and local vfd's dispatched) and Central. For wildfire and vehicle accident, the local VFD and Central. Not excluding LFD, this is what we want for the District. Chief Johnson clarified that for Medical Assistance calls LFD is paged first.

LFD Contract 2019/2020 – Authority having jurisdiction will be included in the contract and there will be a fee increase around the order of 3%. We will continue on our program of developing our capabilities and competencies.

3 Engine Dispatch – Chairman Sigel moved to approve the 3 Engine Dispatch as presented. Motion was seconded by Secretary Essley and approved unanimously. Departments need to submit a roster of engine bosses, engine bosses in training and firefighters who are able to dispatch on federal fires to Michele and she will put together a district document.

Strategic Plan Draft – After meeting twice a document has been distributed. Please come prepared to discuss on May 15th as the first part of the board meeting will be a public meeting.

Everyone is invited to attend and comment on the strategic plan. The Board will continue to pay for training. Firefighter safety is also a concern. Will look at ways to possibly support EMS training. After February 2020 a CDL license will require 40 hours of classroom time, 40 hours of driving time and a cost of \$6000. If you want a CDL you should do it now. Megan will look into this as well.

Radios – There was a backlog with Motorola due to the large number of orders placed. They have finally arrived and are being programmed. Zach received approved from Larimer County and the channels that were approved will be put into the seven mobile radios.

Policies – First three just not ready for discussion or distribution at this point.

Fitness for Duty Policy – Distributed copies of the policy. Do not ask if someone is taking something. If there are repeated offenses then we may have to look at discipline at the department level. The District is not going to tell the departments what to do, need to use your own judgement on handling situations where someone does not seem “fit for duty”.

Central Dept Bylaws – Table to the next meeting. Please get to Board a week ahead of the 15th.

No Chief’s meeting.

TSVFD – Friday to evaluate road, possibly open the department and be in service.

CVVFD – Sell Unit 10 to Central for \$495.00 in May. Alex and going to look at Engine 14.
Eric – Saw recerts this spring. If you need it get a hold of Eric and he will set something up.
Chairman Sigel moved to approve a tiny set of bunker gear at \$2700 for CVVFD firefighter.
Motion was Treasurer Witt and approved unanimously. PA 196

Central – Cody Fire School training request for 8 firefighters - \$3348, make it \$3500, PA 193
Art move, joe second, all. Tender updated – in Cody and getting pump replaced. Completion
Central – Chairman Sigel moved to approve \$3500 for eight Central firefighters to attend Cody Fire School for training. Motion was seconded by Treasurer Witt and approved unanimously.
PA 193

The tender is in Cody getting the pump replaced. Chairman Sigel moved up to \$30,000 for washer/extractor, plumbing, drying cabinet for Central. Motion was seconded by Treasurer Witt and approved unanimously. PA 191

BLVFD – Looking at adding on or putting in a two bay building at Woodslanding. Put a 6x and 4x for a water truck in there. Many new homes in the area. BLVFD – BL11 needs new tires. The Board needs an amount to verbally approve in the meeting.

VVFD – Paying the internet bill is always a month behind, if we pay yearly they will only charge for 11 months. Board agreed. VV2 needs a new set of tires. Secretary Essley moved to

approve a max of \$3000 at a 50/50 split (1500 VVFD/1500 ACFD) for VV2 tires. Motion was seconded by Chairman Sigel and approved unanimously. PA 194

Secretary Essley moved to approve reimbursement for two firefighters \$600 each for a total of \$1200, who completed the EMT class and remained with the department for one year after. Motion was seconded by Treasurer Witt and approved unanimously. PA 195

Chairman Sigel moved to approve CVVFD's command vehicle to replace Unit 10 for a total for a total of \$22,000 of dept funds. Motion was seconded by Secretary Essley and approved unanimously. PA 188

Chairman Sigel moved to approve \$2500 for Centrals AC21 brake service and repair. Motion was seconded by Treasurer Witt and approved unanimously. PA 189

Chairman Sigel moved to approve \$30,000 total to repair Central T37 with the expectation of a \$5000 deductible. Motion was seconded Treasurer Witt and approved unanimously. PA 190

New Business: Chairman Sigel moved to approve \$500 to pay Casper Dispatch. Motion was seconded by Secretary Essley and approved unanimously. PA 196

Wildhorse Ranch – They are discussing buying an engine which will become part of BLVFD department. Personal funds are being used to purchase the truck so it would not be brought into the District until they have 6 red carded individuals. They are amending their fire plan from a couple of years ago.

Expenditures by the Board totaling \$95,400 to include bunker gear at \$2700 for CVVFD firefighter; \$3500 for eight Central firefighters to attend Cody Fire School for training; p to \$30,000 for washer/extractor, plumbing, drying cabinet for Central; a max of \$3000 at a 50/50 split (1500 VVFD/1500 ACFD) for VV2 tires; reimbursement for two firefighters \$600 each for a total of \$1200, who completed the EMT class and remained with the department for one year after; CVVFD's command vehicle to replace Unit 10 for a total for a total of \$22,000 of dept funds; \$2500 for Centrals AC21 brake service and repair; \$30,000 total to repair Central T37 with the expectation of a \$5000 deductible; and \$500 to pay Casper Dispatch.

Next meeting May 12, 2019 at 5:00

Meeting adjourned at 7:13 pm

Respectively Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1 Strategic Plan Draft Public Meeting May 15, 2019

Meeting called to order at 5:06 pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

The floor is open to anyone who would like to comment on the Draft Strategic Plan.

Patty Rinehart has the floor –

Patty - She is wondering why we are dropping the mission statement. Board - The mission statement seemed to be words without meaning and they felt they plan would speak for itself. Chairman Sigel doesn't see any reason why we can't have the mission statement in this Strategic Plan; it will be added back in.

Patty - What is the plan period? The last plan was done in 2016 and ran for three years.

Board - Albany County Fire District #1 (ACFD#1) Bylaws say we will do a Strategic Plan no less than every five years. The timeline for the 2016 Strategic Plan was sped up because we had gone through the previous goals and met many of them, therefore, we needed a new plan for the district vision moving forward.

Patty - In the 2016 Strategic Plan there was a theme for ISO rating. She is resident of two different places in the county and would like to see that is kept in the plan.

Board – It is still contained within this Strategic Plan under the theme Community support where there two statements regarding ISO. The Board has received feedback from many people indicating that they do not understand what an ISO rating is, and we want to focus on bringing homeowner insurance costs down. We will have a station south of Laramie; we currently have the station north of Laramie, the new Centennial station, and the upgraded Mountain Home station that were all driven by the possibility of better ISO ratings. The Board feels that with the training and engines that have been added, they may be able to bring lower ratings to other areas. Those areas might not get to an ISO rating 5, but maybe an ISO rating of 8 or 9. ACFD#1 should look at adding a section to our website on how to deal with getting your insurance costs down and provide the documents that will help support homeowners in working with their insurance companies.

Patty – The website had the wrong address everywhere for the Central station.

Michele – Apologized for that and will make sure the correct address is everywhere.

Cathy Davis has the floor -

Cathy – Is it ACFD#1 (the District) or the Departments that get the ISO rating?

Board – It is the individual departments that go through the audit, specifically each individual station, and each individual station within the departments are rated separately. There is a lot that goes into a rating. They rate engines (need a 90 point engine) and how much water you can deliver for a specific amount of time. In 2020 the Buckeye Station will be rated, and homeowners within 4.99 road miles should see a decrease in insurance costs.

Cathy – Can hauled water be defined better in this Strategic Plan?

Board – We can publish the explanation along with the Strategic Plan through an addendum that would also include definitions.

Lauriel Stephens has the floor –

Lauriel – She suggests redoing the goals using SMART goals to help clear them up. The general public cannot understand the goals as they are currently written. We need to present a Strategic Plan that is easily read and understood by the public, so that anyone who doesn't know anything about firefighting can understand it.

Board – That is a valid criticism and we can be more specific with the goals.

Lauriel - Regarding Goal#1 to reduce all firefighter risk. You cannot realistically reduce all firefighter risk. However, you could reduce firefighter risk.

Patty – In the 2016 Strategic Plan did we complete what was taken out?

Board – It is safe to assume that we both did something and completed it, or we tried to do something and it didn't work out. Teri suggested that the Meeting Minutes would indicate what we completed.

Patty – Did we rank the rolling stock?

Board – Yes we did and we have spent at least \$75,000 on tires as a result of this ranking.

Cathy – Suggested having a district wide training officer.

Board – Each department has a training officer. The Chief's group also meets and decides what training is needed. The training budget does not have a cap on it and all departments are invited to trainings held by other departments.

Cathy – The training language in the 2016 Strategic Plan seems to address things more clearly.

The Board appreciates your comments and will continue to work on this draft of the Strategic Plan. Thank you.

Chairman Sigel moved to adjourn the Draft Strategic Plan Public Meeting at 5:55 pm. Motion was seconded by Secretary Essley and approved unanimously.

Albany County Fire District #1 Board Meeting Minutes May 15, 2019

Meeting called to order at 5:56 pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

Secretary Essley moved to approve the minutes as published. Motion was seconded by Treasurer Witt and approved unanimously.

Please drive on public roads, no more toll road receipts. Make sure you use the expenditure form to report expenditures. Make sure all firefighters have a W-4 on file. Please send active current rosters from each department to Teri so she can make sure we have everyone covered under Worker's Comp. Chairman Sigel moved to approve the financial report. Motion was seconded by Secretary Essley and approved unanimously.

The Board is going to slow down spending for a few months and would appreciate your help.

Upcoming Fire Season – Please take back to those firefighters in your department who will be dispatching on federal fires either as an engine crew or a single resource:

- If you go out on a federal fire Michele does not know you are out on a fire (unless you tell her). This means she does not know that you need to be paid if she does not have your paperwork from you. Upon your return it is your responsibility to get your paperwork to Michele so she can process it and you can avoid a delay in getting paid.
- Michele gets red cards from Wyoming State Forestry at the beginning of the season so she know your qualification at the start of fire season. If you update your qualifications on your red card, it is your responsibility to get that information to her. If you do not, she does not know that your qualifications have changed, thus you will continue to be paid at the rate you started the fire season with.
- If you go out on a fire as a single resource, either by yourself, or with a crew from an entity other than Albany County Fire District #1, it is your responsibility to get your paperwork to Michele so she can process it and you can get paid.

Emergency Management (EMA) – If we have a spill into a waterway you need to call dispatch and ask them to activate EMA and the Rapid Response Team. The Regional Emergency Response Team (RERT) is administered through LFD for Albany/Carbon counties, for all spills, not just waterways. Aimee ordered 10,000 more sandbags that are housed at the LVVFD Station. If there is flooding, they need to call EMA.

Laramie Fire Department (LFD) – There was a fiscal update only to the City of Laramie contract and Chief Johnson will add the “jurisdiction having authority” language. Randy's service – there will be a rosary May 23rd at the Newman Center beginning at 5:00. The service will be Friday, May 24th at 1:00pm with a procession between the Newman Center and the cemetery with apparatus. LFD will be coordinating parking. There will be a reception following at Station 3.

SLIB – We should know by the 13th how things are proceeding. Chief Johnson would like representation there as well. RERT (Regional Emergency Response Team) is administrated LFD for Albany and Carbon counties. They can be activated, and not just for waterways. For larger incidents they become a state resource.

Laramie/Albany County Records and Communications Center (LARC) – No one present. Board will put recommendation into a letter to Dale Stalder and request a meeting for discussion.

Albany County Fire Warden – Attended the cooperators' meeting in Casper which is essentially a pre-season meeting. There are security issues that need to be addressed on larger incidents and with larger teams, this part of a larger, nationwide problem. Locally we do not have the staff to assist with security. Fire mitigation on private property – Chad feels the district could be more involved in mitigation work in the County. The County was not able to secure any mitigation grants for the next fiscal year. He would like to incorporate some funding from the District and create an allotment for suppression money and make available to private landowners as a cost match to mitigate on their property. Firefighters could be utilized for mitigation efforts and this training could benefit the district moving forward. Statistics show that mitigation pays off 7 to 1. Chad thinks it would cost \$30,000 to have a plan done. The Board would consider meeting him halfway.

Strategic Plans – Secretary Essley would like to get more public input and work on revising the draft, he doesn't think the Board can vote at this time. Treasurer Witt feels there were some very good things brought up in the public meeting and he would like to address those first before voting. Teri and Michele will revise the draft to make it more user friendly and written in layman's terms. The Board will extend the development of the Strategic Plan and bring it back to the board a week before the next meeting so the Board can look at what was developed. There will be another public meeting for the Strategic Plan before the regularly scheduled Board Meeting in June.

Documents for the Board – Documents submitted to the Board need to be emailed to all three Board members and need to be in 7 days before the Board meeting, if you expect the Board to deal with the document during the course of the meeting. If documents are not received within that timeline, the documents will be received and taken up by the Board at the next month's Board meeting. These documents include five year plans, proposal to buy engines or other large items, big investments. This does not include vehicle repairs as those pass the test of "serious, immediate concern."

Federal Fires – A roster of engine bosses, engine boss trainees and responders need to be given to Michele. The Chief's group has a list to get to me and I will get it to Tom.

Policies –

Financial Management Policy – One sentence added to the end of the document, "Alternatively allocation to the Department may be based on original cost sharing if that can be defined".

Chairman Sigel moved to approve the Financial Management Policy with the addition of that revision. Motion was seconded by Secretary Essley and approved unanimously.

Vehicle Sales Procedure – Question about implementation – Departments that are selling find a customer, there is someone in the department running the project, Michele is involved as she has all of the titles and the third person involved is a member of the Board who goes to the Courthouse to sign the documents and get the transfer completed. The value of the vehicle is determined using objective appraisals and is set by the department. Treasurer Witt stated that vehicles should be offered to other departments first. Treasurer Witt suggested that if the selling department decide to accept a lower bid, they should let the other departments know that as well. Secretary Essley moved to approve the Vehicle Sales Procedure. Motion was seconded by Treasurer Witt and approved unanimously.

Fitness for Duty Policy – The Board would like the policy to be more inclusive (prescriptions, injury recover, psychological). Their concern is when you are engaged with ACFD1 on an emergency and/or training. Suggested to change offenses to incidents under Section C.e. Secretary Essley moved to approve the Fitness for Duty Policy dated 5/10 Draft with the change from offenses to incidents. Motion was seconded by Treasurer Witt and approved unanimously. The previous Drug and Alcohol Policy is no longer in effect. Chairman Sigel would like feedback from the departments.

Central ByLaws – Chairman Sigel moved to approve the ByLaw for Central dated May 15, 2019. Motion was seconded by Treasurer Witt and approved unanimously.

Engineering firm working on the Central Station had to change the written terms of the contract regarding the indemnification clause to align with State law. There was no monetary change or change to items to be completed. Chairman Sigel moves to approve the revised contract. Motion was seconded by Secretary Essley and approved unanimously.

Budget/Five Year Plans – The five year plans request far more money that what the District can allocate. Departments need to prioritize in your five years plans as the District is not going to be able to cover it all. Departments also have the ability to utilize truck funds.

Chief's Report - CVVFD and Wildhorse Ranch have agreed on a price of \$22,000 for Engine 14 to be paid at a future date when Wildhorse Ranch has assembled all of the funds. The District still requires that they have six red carded volunteers before we proceed to recognize them.

Fundraisers:

Central, May 25th at Chili's

CVVFD Open House, June 15th at CVVFD Station

BLVFD, June 22nd at Woodslanding for Station 4 upgrade

Central, July 4th at Freedom Has A Birthday in Washington Park

VVFD, July 6th, Windfest from 2-9 near Ames Monument

VVFD, July 13th from 1-6 Laramie Jubilee Days Beerfest

VVFD, August 24th from 8-4 at VVFD Station for Auxiliary Community Garage Sale

TSVFD, Sunday of Labor Day weekend at TSVFD

CDL Change - Megan has indicated that WYDOT will probably be delayed before February 2020 because of the regulations within the federal government and Wyoming doesn't have the needed training program even in development. The State has already passed some regulations that we are exempt up to 39,000 lbs, and there are some indications that we are entirely exempted by state statute, that emergency personnel can drive equipment as long as they are blessed by their chief. She will keep researching.

CVVFD – Chairman Sigel moved to approve up to \$800 to fix Engine 2 at a 50/50 split (up to \$400 CVVFD/up to \$400 ACFD#1). Motion was seconded by Treasurer Witt and approved unanimously. PA 197 Engine 1 is currently out of service.

Central – Secretary Essley moved to approve \$950 to repair a mobile radio that is still a supported radio at a 50/50 split (\$475 Central/\$475 ACFD#1). Motion was seconded by Treasurer Witt and approved unanimously. PA 198

Secretary Essley moved to approve \$3000 to repair Tender 27 tank that is leaking. Motion was seconded by Treasurer Witt and approved unanimously. PA 199

Board approved looking at a 2WD, type 3 engine at Wyoming State Forestry to possibly replace AC20.

BLVFD – Request to purchase a gas meter for their structure truck. Come back in July with a proposal.

New Business: Expense Reimbursement Policy

Associates of volunteer fire departments used to be able to be reimbursed for payments. The Board has been advised by the WY State Auditor that they are not allowed to transfer any funds back to 501c3's. Once funds cross the line in terms of ownership from the fundraising organization to the departments (the District), those funds belong to the District and cannot be transferred back. When this has happened in past it was erroneously.

Dylan – Cy agreed to train Zach to program portable/mobile radios. Software would cost around \$2500.00 The Board will entertain funding for the cost of training.

Expenditures by the Board totaling \$4750 to include \$800 to fix Engine 2 at a 50/50 split (up to \$400 CVVFD/up to \$400 ACFD#1); \$950 to repair a mobile radio that is still a supported radio at a 50/50 split (\$475 Central/\$475 ACFD#1); and \$3000 to repair Tender 27 tank that is leaking.

Next meeting is June 19, 2019

Meeting adjourned at 8:35pm.

Albany County Fire District #1 Board Meeting June 19, 2019

Meeting called to order at 5:25 pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

No comment from the public.

Chairman Sigel moved to approve the business meeting minutes and public meeting minutes from May 22, 2019 as published. Motion was seconded by Secretary Essley and approved unanimously.

Toll roads are not to be used when submitting bills for reimbursements. June is the end of the fiscal year, please get all bills in by the end of that first week of July because the auditors will be coming in. The budget was amended to allow for the purchase of the land. Chairman Sigel moved to approve the amended budget as presented. Motion was seconded by Secretary Essley and approved unanimously. Chairman Sigel moved to approve the financial report. Motion was seconded by Secretary Essley and approved unanimously.

County Fire Warden - State type 3 meeting is tomorrow. There will be a firing ops training class this fall. Moving forward with the pilot fire mitigation project on private lands (burning slash piles in the county during the winter and spring/summer would be taking down tress and cleaning up areas). Board encourage people to get in on the training that Chad is proposing. This program would be partially funded by the Board, no grant monies involved. Thoughts are that we would pay a crew and foreman to do the work at a set hourly rate. (ie. FF1 at \$15/hour and Crew Boss at \$20/hour)

Fire Season – Board recommends paying at a rate of 50% on federal fires this year, to be able to stretch ACFD monies. When ACFD receives reimbursement from the State, the volunteer would receive the rest of the money (the other 50%). Minimum turn-around from the State is about 8 weeks. EFSA fires will be handled differently if we have one. Paperwork must be turned in in a timely manner and be correct. You should be turning in completed and correct paperwork to Michele within five days of returning from a fire and you should not go out again on another fire unless your paperwork has been turned in. Michele should look at the paperwork and submit for payment within that next week (two weeks total). If your paperwork isn't turned in in a timely manner, then you will have to wait until the next go around (monthly business meeting) to get paid. Comment from the room that the Board cannot sit on money from the State once they receive it. Comment from the Board, the Board had fiduciary responsibilities and they can make sure that everything is correct and in order before paying (including paperwork). The Board requests that there is communication back to the people who are going out on fires, as they do not attend these meetings, and they are relying on the departments to make this information clear to those who respond on federal fires. Payment at 50% might impact those going out on federal fires, is it possible for the departments to extend money for payment of individuals until the Board receives the money from the State? The Board requests

a proposal be brought forward regarding this. Michele will put together a fact sheet to distribute.

LFD Contract – We have approval from the City Council. There were two changes: fee increase to \$121,000 and the insertion of language regarding dispatching “the party having jurisdiction will be paged first”. EMT calls will stay the same with LFD. Treasurer Witt moved to approve the revised ‘City of Laramie Contract’ as submitted. Motion was seconded by Secretary Essley and approved unanimously.

Dispatch Status – ‘Desired End State’ has been sent to LARC to be reviewed by the LARC Board. County – County dispatched first, then LFD, except for EMS, LFD EMS will always be dispatched first. Central will be dispatched to all. Structure – ‘All County Volunteers’ page will initiate the tenders. Wildland and vehicle – Local VFD response and central. We received a positive response from LFD Chief Johnson. There were questions about Search and Rescue calls.

Strategic Plan – Two public meetings have been held and revisions have been made. Comment from tonight’s meeting won’t change the Strategic Plan but the Board will create a policy regarding firefighter safety and speed when responding to incidents. Secretary Essley moved to approve Draft #3 of the Strategic Plan as presented. Motion was seconded by Treasurer Witt and approved unanimously.

Central Station Project – Tomorrow is the SLIB meeting and we have a very positive response from staff at SLIB, they are recommending funding at 75% and ranked #1 in the state for the go around. The Board would like as many people as possible to attend. Zoning change has been submitted to change from current status as residential. Chairman Sigel moved to approve \$15,000 more to Dowl for Central Station project to cover their billings between now and December 31, 2019 (these expenses are covered in the grant). Motion was seconded by Secretary Essley and approved unanimously. PA200

Radio Update – July 15th – July 17th Bearcom will be at Central to install the mobile radios, starting at 10 am on July 15th. These are the only three days they are available in the next six months. They are focused on grant radios, but could possibly install one from a truck in another truck, if they have the time. Chiefs will discuss the schedule next week. Portable radios have been programmed and will be shipped next week.

Proposed 2019/2020 Budget – The Board will meet on July 10th in Executive Session at 2:00 pm. Public discussion regarding the budget will be at the Board Meeting on July 17th.

There have been discussion about accelerating the Wildhorse Ranch as a substation of BLVFD. The Board maintains its position that they need six red carded firefighters and to raise \$50,000. BLVFD is accepting application from Wildhorse residents and they will train and respond with them. Shawn will set up milestones and a tracking list. It is understood that if Wildhorse residents are brought on with BLVFD they would be members of the Harmony Station.

Chief's Report – Richard has retired and Shawn Sommerfeld is the new BLVFD Chief. Chiefs are still in favor or providing some support for EMT continuing education expenses. Treasurer Witt stated that as long as they are a red carded firefighter who is active with the department and responding to fires, the Board will pay for it. Chief can certify they are an active member. Departments can pay for it, submit for reimbursement to Board. We are short engines and firefighters this year for federal fire dispatches.

Departments please comment on the 'Fitness for Duty Policy' in your reports.

CVVFD – Open House is June 15th. Live burn is planned at Scott's house on Saturday at 1300. Secretary Essley moved to approve \$2250 for new engine 14 repairs at a 50/50 split (\$1125 ACFD/\$1125 CVVFD). Motion was seconded by Treasurer Witt and approved unanimously. PA 201

Fitness for Duty Policy – CVVFD has always had a policy regarding alcohol. "Fit" is harder to determine. No reactions to date.

Central – Report of missed calls from dispatch. Finishing remodel for extractor. The dryer is here. Secretary Essley moved to approve a total of \$3600 for Central PPE (wildland PPE and eight line web gear packs with shelters for each seat in a vehicle) with ACFD paying the first \$1800 and Central paying the remainder. Motion was seconded by Treasurer Witt and approved unanimously.

BLVFD – Held elections; Shawn Sommerfeld is the Chief, Kim Howard is the Assistant Chief, Cooper Johnson is the Secretary, the Treasurer remains the same, and Mike Morin resigned as the Training Coordinator.

Chairman Sigel moved to approve \$900 of BLVFD funds to purchase a gas meter/tester. Motion was seconded by Secretary Essley and approved unanimously. PA 203

VVFD – Elections are next month. Windfest and Brewfest fundraisers are coming up. Department appreciates that the Fitness for Duty policy is no so punitive. There was a concern expressed, what if it's the Chief. Looking to improve their water supply by installing a large tank in the group and a pump. Will talk to Dowl. Is there any update on the property line issue?

TSVFD – Above ground tanks are filled up. No problems with the Fitness for Duty policy. Need to fill their Treasurer position.

Expenditures by the Board totaling \$142,750 to include \$121,000 for the City of Laramie contract; \$15,000 more to Dowl for Central Station project to cover their billings between now and December 31, 2019 (these expenses are covered in the grant); \$2250 for new engine 14 repairs at a 50/50 split (\$1125 ACFD/\$1125 CVVFD); \$3600 for Central PPE (wildland PPE and eight line web gear packs with shelters for each seat in a vehicle) with ACFD paying the first \$1800 and Central paying the remainder; and \$900 of BLVFD funds to purchase a gas meter/tester.

Next meeting is November 17th, 2019 at 5pm.

Meeting adjourned at 7:25 pm.

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1 Special Meeting Minutes July 10, 2019

Special meeting called to order at 2:05 pm. Board members present were Art Sigel, Joe Witt and Jon Essley. Teri Jo Piper and Megan Overmann Goetz also present.

Chairman Sigel moved to convene into Executive Session for the purposes of obtaining legal advice regarding the budget. Motion was seconded by Secretary Essley and approved unanimously.

Special meeting reconvened at 4:30 pm.

Special meeting adjourned at 4:30 pm.

Respectively Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1 Public Budget Meeting July 17, 2019

Meeting called to order at 5:11 pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

No members of the public were present to comment on the 2019/2020 Budget.

Meeting adjourned at 5:12 pm

Respectively Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1 Board Meeting Minutes July 17, 2019

Meeting called to order at 5:12 pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

No comment from the public.

Secretary Essley moved to approve the business meeting minutes from June 19, 2019 as presented. Motion was seconded by Treasurer Witt and approved unanimously.

All advertising/promotion materials should be paid for by your auxiliaries. Departments with outstanding pre-approvals please contact Joe and Teri Jo and let them know whether or not they are still valid. Chairman Sigel moved to approve the financial report. Motion was seconded by Secretary Essley and approved unanimously.

LFD – Chairman Sigel address the Paddock Subdivision Expansion. They would like to expand by another approximately 150 lots to the South. Hydrants will be installed. There will be only one unfettered access into the subdivision off of City Ranch Road. Access from Howe Road and Garrison Lane into the Paddock's subdivision will have locked gates. The ACFD Board wants unfettered access from one road on the north or they will not approve the fire suppression plan at this time. It would be irresponsible of the Board to approve a plan that does not have two readily available access points. The Board will make this recommendation to Albany County Planning and Zoning.

Dispatch, LARC – Steve Morgan is indicating that the LARC as a Board has to pass on the End State we submitted to them.

Budget – There is a shortage of money this year as we overspent last year. Regarding fire pay: 50% will be paid up front and once money is received from the state the remaining 50% will be paid. The Board would like to engage the departments in cost control regarding PPE and Equipment, Station Maintenance and Vehicle Maintenance, as these need to be controlled further. The Board asks the departments to focus on those items and take time to think about what you really need. The Board's standard approach will be to assist on a 50/50 basis. Regarding maintenance – try to catch things sooner by inspecting more often. Also when proposing to purchase a vehicle the cost associated with new tires, equipment, lighting and lettering etc. needs to be included in the proposal. The 2015 Tire Replacement Program has been achieved and completed so this program is now over. Moving forward tires are now department maintenance. There is no money for capital projects, other than those with pre-approvals. The Board would also like to rebuild the reserves. Department trucks funds will still be available to the departments. This is a challenging budget but the Board believes this is the best they can do at the moment. Chairman Sigel moved to approve the 2019-2020 budget as presented. Motion was seconded by Treasurer Witt and approved unanimously.

Central Station Status – Chairman Sigel moved to pay \$1350 invoice for professional services. Motion was seconded by Secretary Essley and approved unanimously.

Policies –

EMT Training Reimbursements – Chairman Sigel appreciates the way it is written. He would like to see it apply to structure firefighters as well. The vision of the Board is to have an EMT on every engine dispatched. How does this apply to federally dispatched EMT's. These EMT's would still have to hold a red card and be an active and participating member of the department and the Chief would endorse that on the form when submitted. Chairman Sigel would like to know what the Board is looking at in terms of an annual budget. The Chiefs were tasked with how to deal with this budgetary item.

Reimbursement and Purchasing Policies – Please read these policies and be prepared to comment next month. You can also send email comments to Teri Jo.

Speed Limits – At this time the Chairman Sigel moved to approve the following statement "ACFD1 expects dispatched engines to operate within the posted speed limits of Albany County." Motion was seconded by Treasurer Witt and approved unanimously.

The Chiefs were tasked with putting together a policy regarding speed limits and responding emergent/non-emergent.

Minutes and financial reports will be sent electronically before the meeting.

Chairman Sigel moved to go forward with returning the Little Laramie (LLVFD) station and property to Albany County. Motion was seconded by Treasurer Witt and approved unanimously.

Emergency Reporting – CVVFD has turned in their ER. If possible, the Board would appreciate reports from the others departments as well.

Chief's Report – Radio delivery and install was delayed. The Fit for Duty policy had been distributed and firefighters have been asked to sign and turn in.

Central – Waiting on the interior of the building to be finished to the extractor can be installed.

BLVFD – Chairman Sigel moved to approve BLVFD's constitution, By-Laws and two procedures that were submitted. Motion was seconded by Secretary Essley and approved unanimously.

VVFD – Request for annual \$1000 callout reimbursement is in the budget.

CVVFD – Michele will be in charge of the \$30,000 SCBA grant. CVVFD would like to order 8 new Scott bottles for \$5100.00. CVVFD is relieve of their commitment to Wildhorse Ranch regarding Wildhorse Ranches purchase of CVVFD Engine 14.

New Business – Zach will get Teri the breakdown by department for the radio purchases. She will transfer the money from department accounts and write one check for the invoice, after

receipt and installation of the radios. Radios will be installed the week of July 29th now. Zach proposed that he would like to take Motorola/WyoLink classes to be able to program district radios. Board requests a proposal be brought forward regarding this.

Next Meeting – August 21, 2019

Meeting adjourned at 7:23

Respectively Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1 Board Meeting Minutes August 21, 2019

Meeting called to order at 5:13 pm. Board members present were Art Sigel and Jon Essley.

No comment from the public.

Chairman Sigel moved to approve the Special Meeting Minutes from July 10, 2019, the Special Budget Meeting Minutes from July 17, 2019, and the Board Meeting Minutes from July 17, 2019. Motion was seconded by Secretary Essley and approved unanimously.

Secretary Essley moved to approve the financial report. Motion was seconded by Chairman Sigel and approved unanimously.

Finances – All pre-approvals will close out in September and October with the exception of the BLVFD Station 4 water storage project. Chairman Sigel requested holding off on this one. Chairman Sigel moved that it is the Board's intent not to allowing spending into the \$100,000 reserves between now and the end of the year. Motion was seconded by Secretary Essley and approved unanimously.

Radios – The Board is not spending money on the bridging of radio purchases. That money has to come from the departments, there was a commitment from the departments to that project. There was concern about the cost of the radios that were ordered. Can the departments return the radios or another department help them out?

EMA – Thanked ACFD#1 for their help after the tornado. There is base radio in the LLVFD building that is active. There is a new EMA Specialist, her name is Allison Brennemann.

LARC – The chart detail work has been done in the old CAD system and a copy of instructions will go to the dispatches for ACFD#1 to achieve their goals regarding ISO. Steve Morgan would like to make sure this is still the desired end state. Secretary Essley will look at the chart details. LARC has staffing issues with his senior dispatcher retiring. He requested all chiefs call in and send her good wishes on September 3rd. They would like to host a meeting at their facility with a demonstration by the vendor on the abilities and advantages to the mobile app relative to fire, possibly in September.

County Fire Warden – There is a Western States Grant to update the Wildfire Protection Plan. Albany County has a new grants manager. Travis with Wyoming State Forestry presented a proposal regarding forest health problems associated with the Western Spruce Budworm. He would like ACFD#1 to put in for a grant (monies through the EFSA account) to perform mitigation on state and private lands along Boulder Ride and the northern face aspects on Pole Mountain by removing the understory. He would assist with the process through its entirety. ACFD#1 would like to work with Travis on this.

CVVFD Water Main Claim – The claim was denied by the insurance company. Will table until Treasurer Witt return.

Central Station Status – Small amounts of asbestos were found and documented. Asbestos removal is included in the RFP that is out now for demolition and site prep work. There will be one more RFP during early 2020 for construction. The utility work does not need an RFP. The SLIB grant is a reimbursable grant and we need to gather reimbursements quickly.

Paddock's Addition – The Board has actually written a fire suppression plan for the first time and will submit. There needs to be two access points per International Fire Code (IFC). There needs to be a maintenance agreement on the road, specifically snow plowing. The Board would like to see automatic gates off of Garrison Plat. Currently the final plat shows a chain thrown over the post.

Pilot Hill Community Access Days Support – There are 16 sections and approximately 10,000 acres. They "Days" will open the area to the public for guided hikes, riding horses, etc. ACFD#1 has been asked to provide EMT's on the east and west side with UTV's, ATV's.

EMT Training Reimbursement Policy – The Board has questions and considerations. The amount of annual dollars spent per EMT? How retroactive would this be? If there is a limit, it draws a line which would cut out some people. (ie. This FY and forward?) What is the total amount the Board is looking at? How many EMT's are with each department? Would have to have a dollar amount per department to get started. It is not wise to undertake this until January. The proposal is well written, please gather some more information and bring it back in January. One comment, that this should be viewed as a supplemental source of CME, the primary source of CME should still be the monthly meetings sponsored by IMH.

Chief's Report – The radios have been installed. Emergency response policy addressed when is it appropriate to respond with lights and sirens, and at what speeds. Consider public safety, not only to where you are responding but to those in the path of your response. Would like legal guidance to mitigate liability.

Radios and payment Issue – ACFD#1 made a deal with the Chief's to handle the radio purchase and the District cannot afford the bridge financing. Zach will talk to the vendor about returning the radios.

BLVFD – Chairman Sigel moved to approve \$1650 for the repair of BLVFD BL9 at a 50/50 split (\$825 ACFD/\$825 BLVFD). Motion was seconded by Secretary Essley and approved unanimously. PA 204

Chairman Sigel moved to approved up to \$6000 for BLVFD purchase of one set of bunker gear in November (\$3000 ACFD/\$3000 BLVFD). Motion was seconded by Secretary Essley and approved unanimously. PA 205

Last month the Board discussed paying 50/50 on PPE, vehicle maintenance and equipment. BLVFD would like to put a Type 6 engine at Wildhorse for the winter, as they do not have a building for it. Charlie McGee has a bay specifically built for it. Board reminded them that they

have to have 6 red carded firefighters. BLVFD is not setting up a substation, it is for their convenience. It would be operational and would need to be insured. Present the Board with a written proposal and we will see what the boundaries are with regard to insurance.

VVFD – Overage on a PA. The Board stated they are not going to pay on over runs. VV2 has an issue with the heat exchanger and some electrical issues. Brett proposes to pay \$4075.34 to Fire Truck Certification Company with his own funds. Once VVFD finance have stabilized following the radio purchase Brett will be repaid a maximum monthly amount of \$1000 from VVFD. ACFD#1 will begin to repay VVFD a maximum monthly amount of \$500 after the beginning of January 2020. The total invoice amount will eventually be equally shared 50% ACFD/50% VVFD with reimbursements complete not later than June 1, 2020. Chairman Sigel moved to approve this proposal. Motion was seconded by Secretary Essley and approved unanimously. PA 206

Hold off on training requests/reimbursements for now.

TSVFD – One new firefighter. Will research radio amount and let Teri know.

CCVFD – Secretary Essley moved to approve up to \$1300 to install primer on CVVFD pump with department funds and 50% reimbursement from ACFD#1 in January 2020. Motion was seconded by Chairman Sigel and approved unanimously. PA 208

Central – Neither structure pumper passed testing because of repairs. AC27 pump seals need replace and AC21 valves need replaced.

New Business – SCBA Grant – Michele will handle and track this grant.

Zach – We are no longer allowed to use anything at Station 3 in Laramie, including the washer/extractor/bottle filling machine. They have put locks and passwords on everything, with the allegation being that we damaged their equipment. Chairman Sigel will address this with Chief Johnson.

Expenditures by the Board totaling \$10,025.35 to include \$1650 for the repair of BLVFD BL9 at a 50/50 split (\$825 ACFD/\$825 BLVFD); \$6000 for BLVFD purchase of one set of bunker gear in November (\$3000 ACFD/\$3000 BLVFD); Brett proposes to pay \$4075.34 to Fire Truck Certification Company with his own funds. Once VVFD finance have stabilized following the radio purchase Brett will be repaid a maximum monthly amount of \$1000 from VVFD. ACFD#1 will begin to repay VVFD a maximum monthly amount of \$500 after the beginning of January 2020. The total invoice amount will eventually be equally shared 50% ACFD/50% VVFD with reimbursements complete not later than June 1, 2020; and \$1300 to install primer on CVVFD pump with department funds and 50% reimbursement from ACFD#1 in January 2020.

Next meeting Sept 18, 2019. (short meeting until 6:30 at which time will attend LARC presentation in town regarding dispatch system.)

Meeting adjourned at 8:16pm

Respectively Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Amended Albany County Fire District #1 Board Meeting Minutes September 18, 2019

Meeting called to order at 5:13 pm. Board members present were Art Sigel, Jon Essley and Joe Witt.

Comment from the public – BLVFD members would like to get a budget for their department and see the budgets for the other departments, so they know how to plan for the cut backs. Secretary Essley commented that part of our budget process is projected revenue, if we fall short of that projected revenue our projected budget will be off as well. BLVFD members asked what the mil levy is. ACFD#1 received 3 mills for approximately \$550,000/year, with half in November and half in May. Currently 20% of our budget is the contract with the City of Laramie for \$121,000. The rest covers all of the departments at this time. BLVFD members asked about the Central Project. Chairman Sigel responded that Central Station is funded by a State Land & Investments Board Grant at 75/25, \$600,000 from the State and \$200,000 from the District. The District has to match the grant at the 25% and those funds were set aside in January 2019. Currently the District does not have budgets by departments, they never have. The Board is accumulating data by department to see how it might look if we budgeted by department, but currently there is only one year of data. Currently there is a pattern to the expenses (propane, insurance, line items) and we can budget to cover that history. There are also capital expenditures such as investment in new equipment and buildings and those funds largely come from the 10% the district withholds of federal fire truck funds when trucks are dispatched on federal fires. Data from 2018 will be sent out to all of the departments.

Secretary Essley moved to approve the minutes. Motion was seconded by Treasurer Witt and approved unanimously.

Financial Report – Secretary Essley moved to approve the financial report. Motion was seconded Chairman Sigel and approved unanimously.

LARC – The dispatching plan has been implemented. There has been some confusion with fire departments offering up EMS services where they are not listed. Secretary Essley will discuss this with Steve. Tom requested that dispatch have reporting party call the Chief so they can get further information when dispatched to an incident. Steve sent a link to the recorded session on new software and Chairman Sigel will forward.

Central Station Status – One bid was received. Expect to get into the site work next month and it can be done throughout the winter.

Policies – Draft policy for speed limits and for accidents. Please combine into one and call it Vehicle Operations. As for speed limits we will go with local practice. Inside the city limits, drive the speed limit. Outside the city limits, drive the speed limit with options to exceed by 10 mph as emergency needs dictate. Vehicle accident policy looks great and in line with local practice.

LLVFD Buildings Status – Chairman Sigel moved that the Board authorize a letter to the County Commissioners releasing all claims on the buildings known a Little Laramie Valley Volunteer Fire Department. Motion was seconded by Treasurer Witt and approved unanimously. The letter will be drafted by the District's attorney. The District is releasing those buildings. If anyone from the District goes there now, you will be trespassing.

Radio Purchase Status – TSVFD offered to purchase the two radios that VVFD passed on. The first reimbursement has been submitted.

Paddocks 2 – Planning and Zoning public meeting is October 9, at 7pm in the County Commissioners room. The fire suppression plan will be considered at this meeting. Chairman Sigel will be in attendance and encourages others to attend. Arguing for gating for emergency vehicles on the north side of the subdivision.

BLVFD Wildhorse Proposal – BLVFD would like to put BL12 at Charlie McGee’s place, as well as a rescue unit that is being donated. Chairman Sigel moved to approve the stationing of two vehicle at Wildhorse. Motion was seconded by Treasurer Witt and approved unanimously. BLVFD is bringing the Wildhorse area into BLVFD as a sub-department as their end state. Secretary Essley moved to incorporate Wildhorse as a subdivision of BLVFD’s department, the response maps will not change with this incorporation. Motion was seconded by Treasurer Witt and approved unanimously.

Chief’s Report – November 9th SLICER class at BLVFD at 9am. The district has single point of contact for Casper Dispatch. What happens when there is an incident inside the county, but outside the district and the calls are not handled through Casper dispatch? Tom should be notified by County Fire Warden, the same as Casper Dispatch would as this affects the whole district and only three trucks being out at one time. Tom is our point of control on overall resources. There may also be conditions/situations where the District would consider dispatching a tender, although the Board still has reservations regarding this because the amount of water we can haul on a weekday versus a weekend varies depending on volunteer availability. The Chief’s group will work on this.

Central – Dryer cabinet is up and functional, as well as the extractor. Contact someone at Central and they will take care of it for you. Chairman Sigel moved to spend up to \$1500 for Wheatland Fire School for six people. Motion was seconded by Secretary Essley and approved unanimously. PA 209

Secretary Essley moved to approve Central’s purchase up to \$1200 for lettering on AC6 using 100% Central funds. Motion was seconded by Treasurer Witt and approved unanimously. PA 210

BLVFD – Shawn has been researching ways to purchase a fill station for SCBA’s at a less expensive cost. There are portable units that can be moved on a trailer for around \$12,000. As for Laramie Fire Department Chairman Sigel spoke with Chief Johnson and there is no reason District firefighters cannot use the facilities, just contact the shift leader. Their policy is the shift leader has to bring you into the facility.

VVFD – Cancel PA207 training request. Secretary Essley moved to approve \$1000 for Wheatland training. Motion was seconded by Chairman Sigel and approved unanimously. PA 211

Secretary Essley moved to approve \$871 to repair VV2 at a 50/50 split (\$435.50 ACFD/\$435.50 VVFD). Motion was seconded by Treasurer Witt and approved unanimously. PA 212

CVVFD – The District will pay the bill from the Centennial Water Board, as the insurance denied the claim. Treasurer Witt will handle that discussion with that Board.

Expenditures by the Board totaling \$4571.00 to include \$1500 for Wheatland Fire School for six people from Central; \$1200 for lettering on AC6 using 100% Central funds; \$1000 for Wheatland training for VVFD; and \$871 to repair VV2 at a 50/50 split (\$435.50 ACFD/\$435.50 VVFD).

Next Meeting – October 16, 2019

Respectively Submitted,

Michele Turner, ACFD#1 Administrative Assistant

Amended Albany County Fire District #1 Meeting Minutes October 16, 2019

Meeting called to order at 5:10pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

No comments from the public. Chairman Sigel acknowledges the presence of Albany County Chairwomen Teri Jones and thanked her for attending.

Chairman Sigel moved to approve the September minutes as amended that PA 122 for \$871.00 is for VV2. Motion was seconded by Treasurer Witt and approved unanimously.

Financial Report – Fire pay has been paid at 50% rate, the rest will be dispersed when ACFD#1 receives payment. Secretary Essley moved to approve the financial report as presented. Motion was seconded by Chairman Sigel and approved unanimously. Shawn requested to see monthly expenses for BLVFD either on a monthly or annual basis.

Dispatch (LARC) – Things are going ok, and Steve has sent out corrective emails to the dispatchers, great progress with more work to do.

County Fire Warden – Two fires have been vouchered through the clerk. Chad is working on determining piles to burn per fire mitigation plans. The grant he submitted for this was denied, \$15,000 from ACFD#1 was anticipated as matching funds for that grant which was not received. The application with Travis Pardue for the Western Spruce Budworm Treatment grant was submitted.

EMA – Five members of her team are now red carded drivers and can assist in moving supplies if we have several fires. Central requested some items from monies leftover in the Hazard Mitigation Emergency Preparedness grant (4 haz mat kits and a plug kit). A tabletop exercise is scheduled for October 24, 25, or 26 at the airport. The topic is a gas line leak that causes a wildfire. Next year the live exercise training will be around that topic. Training for ENG boss (300/400 class) in Jan/Feb.

Fire Pay – Chairman Sigel moved to pay out fire pay for fires we have paperwork on at 50%, with a dip into the reserves for this specific purpose only, and the other 50% to be paid when ACFD#1 receives the money from the federal government. Motion was seconded by Treasurer Witt and approved unanimously.

Engine Speed Limits Policy – Policy was discussed. Needs to be a balance, but it is important to have these rules, as every time someone from ACFD#1 does something someone from the City contacts Chairman Sigel about it. More work needs to be done, the Chief's will work on it and bring it back. Chairman Sigel moved to implement the following while the Chief's are working on the policy: ACFD#1 won't speed in the City, ACFD#1 will keep it down to 10 mph over outside the city, and ACFD#1 will minimize the use of siren. Motion was seconded by Treasurer Witt and approved unanimously.

Proposed Vehicle Accident Policy that was discussed last month. There are two policies related to driver's licensing, there is equipment maintenance and policy on speed limits. The Board is planning to take existing policies and put under one heading Vehicle Operations. Won't change the policies, just put all in one place. We also have AC20 and AC27 Response Policy with Dylan stated can be removed; the Board will have to vote on that.

Air Compressors for SCBA's – Central and BLVFD work together for grant funding. The Homeland Security Grant due in March would cover this. It is a zero match grant. The VFA grant is open and applications are due December 13th.

Wind Farm Compensation Funds – a lot of potential, however we do not know when we would receive the funds, if we receive the funds. Next wind farm by Boulder Ridge – need towers, improved roads – something to think about/ask for. Aimee mentioned that some equipment in the school system interfere with WyoLink. Request has been made for a whole community meeting to discuss. Meeting scheduled from November 22nd at 1300 hours. Aimee will confirm the location.

Paddocks 2 Access – Planning & Zoning approved the final plat for the next phase without including ACFD#1 request. Chairman Sigel met with the developer and he feels the gates are appropriate and does not intend to change those gates. Instead he intends to provide a semi upgraded road. The issue is having to stop to open a gate when there is an emergency. The International Fire Code (IFC), if it were followed, would allow ACFD#1 to recover that minute of having to stop, which could be lifesaving.

Chief's Report – Some work to do on including a tender dispatch in the Vehicle Dispatch policy. Chairman Sigel would like to see the Emergency Reporting reports at the end of the year to how the tenders were used/deployed.

Central – Twelve new firefighters with three additional laterals; looking for more gear, will start with VFA grant. Secretary Essley moved to approve up to \$1500 to repair Tender 31 at 50/50 split (\$750 ACFD/\$750 Central). Motion was seconded by Treasurer Witt and approved unanimously. PA 213

BLVFD – Chairman Sigel moved to approve \$1100 (100% BLVFD funds) to fix garage doors/seals at a total cost of \$2200 (\$1100 of that from auxiliary). Motion was seconded by Secretary Essley and approved unanimously. PA 214

Country Fair fundraiser November 2nd at Harmony School from 9-2.

The Board approved the BLVFD Incident Response Policy as a department SOP.

Chairman Sigel moved to approve the Polaris side by side donation for BLVFD4. Motion was seconded by Treasurer Witt and approved unanimously.

Charles McGee is donating a command vehicle to the auxiliary and the auxiliary will be donating to the department, there is no money being exchanged.

Chairman Sigel moved to approve \$500 (100% BLVFD funds) for Shawn to attend the WY Rural Firefighting Association Convention in Cody December 4-7. Motion seconded by Secretary Essley and approved unanimously. PA 215

VVFD – Chairman Sigel moved that the Board would encourage VVFD to divest itself of VV4 without engaging repair costs. Motion was seconded by Treasurer Witt and approved unanimously.

TSVFD – Road open, no cisterns; will have to draft water out of other sources.

CVVFD – MS 146 needs new brakes after call on Centennial Ridge Road. Board does not pay for repairs on ambulances, the auxiliary has to cover that.

Public question – If the auxiliary has to pay for all ambulance repairs, then why can't they get the funds from selling one and upgrading to another. Why should the auxiliaries fund raise if they can't retain the equity in the vehicle. Any money received from the sale of a vehicle belongs to the tax payers, the funds in departments accounts are tax payer funds. ACFD#1 pays to house, fuel and provide insurance on ambulances only. The Boards hands are statutorily tied when it comes to EMS as State Statute allows counties to establish fire districts to help with and maintain fire operations only, this does not include EMS. Communities can set up an EMS district through an election process. Currently we have a hospital district and they have the responsibility for providing health care and therefore EMS is controlled out of Iverson Memorial Hospital.

Chairman Sigel moved to approve \$400 at a 50/50 split (\$200 ACFD/\$200 CVVFD) to repair Unit 11. Motion was seconded by Secretary Essley and approved unanimously. PA 216
Need to upgrade computer for fire department; come back with proposal for the Board to review.

Please make proposals to the Board before the board meetings so the Board members do not have to make decisions on the fly. Teri Jo will resend the Expense and Reimbursement Policy to the Board.

Expenditures by the Board totaling \$3500.00 up to \$1500 to repair Tender 31 at 50/50 split (\$750 ACFD/\$750 Central); \$1100 (100% BLVFD funds) to fix garage doors/seals at a total cost of \$2200 (\$1100 of that from auxiliary); \$500 (100% BLVFD funds) for Shawn to attend the WY Rural Firefighting Association Convention in Cody December 4-7; \$400 at a 50/50 split (\$200 ACFD/\$200 CVVFD) to repair Unit 10.

Next Meeting November 20, 2019.
Meeting adjourned at 7:40 pm

Respectively Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1 Board Meeting Minutes November 20, 2019

Meeting called to order at 5:05 pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

No comments from the public.

Chairman Sigel moved to approved the minutes as amended with a change to the wording from Charlie McGee is selling a command vehicle, to Charlie McGee is donating a command vehicle and no money is being exchanged. Motion was seconded by Secretary Essley and approved unanimously.

Chairman Sigel moved to approve the financial report as presented. Motion was seconded by Secretary Essley and approved unanimously.

LFD – The State Fire Marshall has an initiative that in five years they will be thermal devices on all medical oxygen devices, including in home devices. Currently ACFD#1 does not have representation on that committee. Chief Johnson can get us more information if we are interested.

LARC – Incomplete information on one dispatch, which was taken care of. Thanks to Secretary Essley for information on apparatus.

County Fire Warden – All fires have been submitted to State. The Rural Fire Meeting is December 4-7 in Cody. Last year the mini mob mirrored the Federal AD pay Plan with an increase for cooperators of 25%. It did not go over well. Get specific comments to Chad to take to the meeting.

EMA – The communications meetings is scheduled for 1:00pm on 11/22/19 at the Forest Service building.

Fire Pay – It is the Board's intention regarding truck pay to, sometime in the new year, pay out the second half of 2018 fires (\$99650). The Board has discussed the idea of ending the policy of holding back half the truck pay, and paying out the 2019 fire season (approx. \$48,000) in early 2020 as well. If we end the program we might be paying volunteers at a lower rate. Brett commented that if we have a big fire year and the reimbursement goes to 25% for firefighters that would be a disincentive, suggest sticking with the policy. The Board will check with the Wyoming State Auditor to see if it is legal for the departments to advance money to the firefighters.

Vehicle Operations Policy –

Consolidating the Driver's License Requirements SOG (already approved), Driver's Licensing SOG (already approved), Equipment Maintenance Policy (already approved), Vehicle Accident Policy (needs approved) and Vehicle Policy on Speed Limits (needs approved).

The Vehicle Accident Policy is within the guidelines the City uses. Strike the Review: section. Secretary Essley moved to approve the Vehicle Accident Policy as revised with the Review: section removed. Motion was seconded by Treasurer Witt and approved unanimously. Vehicle Policy on Speed Limits draft submitted by the Chiefs. Is Code 1 emergent or non-emergent? Code 1 is like driving your POV around and would not include the use of emergency lighting. Code 3 is what the City uses for fully emergent. How do we manage ourselves within the City of Laramie? You have to decide whether you are going to circumvent the traffic signal or obey the traffic signal. Should be common sense. Under Definitions: Code 1 remove sentence "Emergency lights shall be utilized." Under Policy 1. Remove "(Code 1)" in both places. Under Policy 2. Sentence two should read "Follow-on vehicles may respond Code 2 when it is necessary in the judgement of the Incident Commander or the senior firefighter in the vehicle." Chairman Sigel moved to approve the Vehicle Policy on Speed Limits as edited. Motion was seconded by Secretary Essley and approved unanimously. Chairman Sigel moved to approve the Vehicle Operations Policy incorporating those policies approved in the past and those policies approved tonight into one comprehensive policy. Motion was seconded by Secretary Essley and approved unanimously.

Expense Reimbursement Policy – Draft is the way we are doing things currently. Under A.1.a. section out Station Related expenses into three categories, expenses related to monthly utilities (District pays back at 100%); expenses related regular maintenance and repair of fire stations (Department pays); and expenses related to building, upgrading or modifying stations (department and ACFD#1 decide how/if costs are shared). Under A.1.c change wording to "Fuel, oil and fluid expenses associated with daily operations of the department's vehicles and equipment will be paid back by ACFD#1. Table this one for a month. Send Teri Jo changes/suggestions. She will edit and send out for everyone to review again. Secretary Essley moved to table the Expense Reimbursement Policy until the next meeting in December. Motion was seconded by Treasurer Witt and approved unanimously.

Chairman Sigel moved to delete the AC20/27 Operations policy as it is outdated. Motion was seconded by Secretary Essley and approved unanimously.

Table of Contents – Has been reorganized. Should be modified to include Odor Response Policy. Secretary Essley will take a look at it.

Emergency Reporting – CVVFD, Central and VVFD are all doing Emergency Reporting and submitting a report at the end of the year. They Board needs this information from all of the departments in January of every year, in at least a minimal amount. This would include the number of calls, the nature of calls and information on the equipment used. BLVFD is also using Emergency Reporting. Secretary Essley moved that beginning in January 2020, all department will utilize Emergency Reporting on a minimal basis. Motion was seconded by Treasurer Witt and approved unanimously.

Central Station – Chairman Sigel moved to approve the allocation from the SLIB grant budget the amount of \$66740 for site work. Motion was seconded by Treasurer Witt and approved unanimously.

Planning & Zoning – We have been invited to join in the revising of the subdivision rules. Chairman Sigel will be working on this with the Board. Would like to write cisterns out of the regulations, include road descriptions that match IFC and include regulations that deal with “gate” problems. As all of these impede the progress of emergency equipment to the emergency.

Chiefs’ Report – The call for the cattle truck on its side came in a medical call. A vet should have been called. The brand inspector was called. Frustration with lack of engine bosses and not sure what the solution is. Is there a way to create WyoFire training in the State? We could require an engine boss trainee on every federally dispatched engine. Also, are we chasing ISO ratings without good reason, are we really saving the homeowners? We can save a typical home in the county \$200/year, however, we don’t know the homeowner is actually getting the reduced rate. LCCC is considering a Fire Science program.

BLVFD – Secretary Essley moved to approve \$2400 for 3 sets of wildland gear and fire shelters at 100% ACFD funds. Motion was seconded by Treasurer Witt and approved unanimously. PA 217

SLICER class on 14th, Shawn is making/serving breakfast at 7:45 with the class to start at 9:00 at Station 1.

VVFD – Would like to scrap the old suburban. Begin to address upcoming CDL changes. Chairman Sigel moved to approve \$1200 to send 4 VVFD firefighters to the Mid-Winter Fire School in January in Riverton at 100% ACFD funds. Motion was seconded by Treasurer Witt and approved unanimously. PA 218

The tree/wreath sale begins November 29th next to the Butcher Block.

TSVFD – Out of service as there is not heat in the fire house. They are working on making windbreaks to keep the pilot lights from blowing out.

CVVFD – Secretary Essley moved to approve \$900 to send 3 CVVFD firefighters to the Mid-Winter Fire School in January in Riverton at 100% AVFD funds. Motion was seconded by Treasurer Witt and approved unanimously. PA 219

Landowner would like to burn a trailer house on Fox Creek Rd. They need to bring it to DEQ and get the right permits. Five year plans can be updated and submitted at any time. They are used prior to budgeting, beginning around April.

Central – Close to 40 new members on department. Chairman Sigel moved to approve funds to match a VFA grant for a total of \$20,000 with \$10,000 from VFA grant and \$10,000 from ACFD and subsequent \$10,000 reimbursement to ACFD for 6 full sets of structure PPE. Motion was seconded by Secretary Essley and approved unanimously. PA 220

Central would like to apply for an AGF grant for another 20 sets of PPE and a compressor fill station, and in addition would like to hire Fire Grants Help to write the grant for us at a total cost of \$3000 with \$1500 of that reimbursable through the grant if awarded. The total would be \$120,000 with a 5% match requirement. The Board would like two more quotes on the compressor. Chairman Sigel moved to approve \$3000 total, with \$1500 paid by Central, \$1500 paid by ACFD to engage Fire Grants Help grant writer, with the money from the AGF grant reimbursement if grant is awarded going back to the district. Motion was seconded by Treasurer Witt and approved unanimously. PA 221

Chairman Sigel moved to approve \$110,000 for the application/proposal submission to AFG with a match amount of 5% of the project and with cash flow limitations on the usage of this grant, other than the compressor, ACFD will hold the cash usage to \$15,000 at any one time and this will take place around this same time in 2020. Motion was seconded by Treasurer Witt and approved unanimously. PA 222

Central would also like to purchase two sets of bunker gear lockers, as they need more locker space. This is part of the Central Station Project. Cost would be \$3850. Can the project money be used for this at this time during the grant? This is tabled for a month so Michele can talk to SLIB to see if this spending can be done now.

New Business – Need to cover the cost of the overage on the washer/dryer on PA 191 of \$3300. Secretary Essley moved to cover the cost of over runs in the amount of \$3300 on the installation of the washer/dryer at a 50/50 split (\$1650 ACFD/\$1650 Central) with the department. Motion was seconded by Treasurer Witt and approved unanimously.

All project proposals are supposed to be submitted ahead of time so the Board has time to review them before the meeting.

Expenditures by the Board totaling \$207,540.00 include \$66740 from SLIB grant budget for Central Station site work; \$2400 for 3 sets of wildland gear and fire shelters at 100% ACFD funds; \$1200 to send 4 VVFD firefighters to the Mid-Winter Fire School in January in Riverton at 100% ACFD funds; \$900 to send 3 CVVFD firefighters to the Mid-Winter Fire School in January in Riverton at 100% AVFD funds; funds to match a VFA grant for a total of \$20,000 with \$10,000 from VFA grant and \$10,000 from ACFD and subsequent \$10,000 reimbursement to ACFD for 6 full sets of structure PPE; \$3000 total, with \$1500 paid by Central, \$1500 paid by ACFD to engage Fire Grants Help grant writer, with the money from the AGF grant reimbursement if grant is awarded going back to the district; \$110,000 for the application/proposal submission to AFG with a match amount of 5% of the project and with cash flow limitations on the usage of this grant, other than the compressor, ACFD will hold the cash usage to \$15,000 at any one time and this will take place around this same time in 2020; and \$3300 at a 50/50 split (\$1650 ACFD/\$1650 Central) to cover the cost of over runs on the installation of the washer/dryer.

Next Meeting December 18, 2019.

Meeting adjourned at 8:45 pm.

Respectively Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1 Board Meeting Minutes December 18, 2019

Meeting called to order at 5:08 pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

No comment from the public.

Chairman Sigel moved to approve the minutes. Motion was seconded by Treasurer Witt and approved unanimously. Chairman Sigel had one note to the minutes regarding the State Fire Marshall initiative. Would anyone be interested in representing ACFD#1 on this committee? BLVFD is a rep for the Wyoming Fire Chief's Association.

Chairman Sigel moved to approve the financial report. Motion was seconded by Secretary Essley and unanimously.

EMA – Conducting a geophysical study to identify hazards and impacts of I-80 on the Casper aquifer protection plan. A summary will be presented to the County Commissioners in the spring with preliminary findings and data. At the communications meeting last month they were able to identify priorities for communications, coverage areas and the needs of the agencies involved. Trainings were identified as a priority.

LARC - Fire incident reporting out another twelve months after the initial 18 months of software implementation.

County Fire Warden – For the DMO2 Fire there was a discrepancy regarding cost share with Platte County. Chad will voucher soon. In September Wyoming State Forestry and ACFD#1 applied for a \$200,000 grant. We were offered \$51,000 and accepted to be executed on a much smaller scale.

Payout of truck funds from summer of 2018 – The 2018 balance to be paid out is approximately \$99,500. It is the Board's intent, under agreements of the past, to pay that money out to the respective departments in January. The Chief's group met and they would prefer that ACFD accumulate a fund of some significant size to allow ACFD to pay firefighters at least a minimum of 50%. They are concerned the individuals will receive enough money upon their return from a fire and that money helps to ensure firefighters are getting paid, at least a portion, earlier. Also, communication regarding the percentage ACFD is able to pay, so that information can be relayed to firefighters before they agree to go out on a fire. Discussion that single resources could be in a different category regarding reimbursement. Another option would be to keep the 2019 summer fund of approximately \$45,000 instead of paying out half of those funds. Chief's will discuss payout of truck funds/federal fire pay/single resources and present at the January meeting.

Expense Reimbursement Policy – The Board will review the comments that have come in and table until January 2020.

Chairman Sigel moved to delete the Statement of Investment Policy and the 2011 Purchasing Policy as they are out of date and no longer apply to current practices. Motion was seconded by Secretary Essley and approved unanimously.

Secretary Essley moved to approve and accept the revised Table of Contents for the policy manual. Motion was seconded by Treasurer Witt and approved unanimously.

Chairman Sigel moved to approve the 2020 Meeting Schedule as presented. Motion was seconded by Secretary Essley and approved unanimously.

Chairman Sigel moved to approve two payments of \$10,750, one made in December 2019 and one made in February 2020, to close out the Central Station land purchase. Motion was seconded by Secretary Essley and approved unanimously.

Chief's Report – Discussed upcoming trainings. Make sure we document all changes to policies in the minutes.

Per Chairman Sigel, beginning January 1, 2020 all project proposals must be submitted in writing one full week before the monthly board meeting. Proposals must include what you want, the cost, including additional purchases and projected maintenance costs, and why you want it. This applies to proposals that require a PA. This includes training proposals and proposals for PPE. The only exception would be emergency repairs to engines to keep that engine in service (this does not mean modifications to an engine). The Board will then review and prioritize the proposals. Approval is not automatic. You do not need to be present at the monthly board meetings for your proposal to be evaluated.

Meetings – This Board has intentionally made the monthly board meeting participatory. They recognized the volunteer's opinions were not necessarily heard with the past Board and so they wanted to be more inclusive and the agenda is set up to allow for discussion. Unfortunately, this causes us to have meetings that can be long. Do the departments want to give up that kind of open dialogue?

Secretary Essley moved to amend the agenda so BLVFD can give their report first tonight. Motion was seconded by Chairman Sigel and approved unanimously.

Chairman Sigel moved to approve BLVFD training request for 5 firefighters to attend the Mid-Winter Fire School for \$2500. Motion was seconded by Secretary Essley and approved unanimously. PA 222

Chairman Sigel moved to approve BLVFD repair of BL10 ball joints at a 50/50 split and total cost of \$700 (\$350 ACFD/\$350 BLVFD). Motion was seconded by Treasurer Witt and approved unanimously. PA 223

Please turn in Emergency Reporting that first of the year, if possible.

VVFD – The tree sale went well, they had more trees this year and sold out a week faster.

TSVFD – Closed for the season.

CVVFD – Responding to medical calls, mostly the ski area. Their next year scheduled maintenance program is complete.

Chairman Sigel moved to approved Central training request (2-Sheridan, 8-Mid-Winter Fire School) for \$2400. Motion was seconded by Treasurer Witt and approved unanimously. PA 224

They had an academy graduation party that was paid out of donation money.

Tender – Looking for some sort of warranty on the transmission. There is a rebuilt transmission for \$5500 plus \$2000 to install. No quotes yet. Central to share this information with VVFD.

Chairman Sigel moved to approve \$7500 of ACFD#1 funds to repair AC31. Motion was seconded by Treasurer Witt and approved unanimously. PA 225

They received the VFA grant with a \$10,000 match.

Pilot Hill Project – Chairman Sigel suggested we start looking for a \$100,000 grant for equipment and trailer to be able to rescue people. If that State land swap happens, we could talk to SLIB.

New Business – Federal W-4's are changing for 2020 and all volunteers who receive compensation are required to fill out a new one. (This requirement has come into question since the 12/18/19 meeting)

Expenditures by the Board totaling \$34,600 to include two payments of \$10,750, one made in December and one made in February, to close out the Central Station land purchase; BLVFD training request for 5 firefighters to attend the Mid-Winter Fire School for \$2500; BLVFD repair of BL10 ball joints at a 50/50 split and total cost of \$700 (\$350 ACFD/\$350 BLVFD); Central training request (2-Sheridan, 8-Mid-Winter Fire School) for \$2400; and \$7500 of ACFD#1 funds to repair AC31.

Next meeting January 15, 2020.

Board adjourned into Executive Session to discuss personnel matter at 7:00pm. Board reconvened into the regular meeting at 7:01 pm. Meeting adjourned at 7:02 pm.

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant