

Albany County Fire District #1 Board Meeting Minutes January 15, 2010

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

No comments from the public.

Chairman Sigel moved to approve the December Board Meeting Minutes. 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.

LARC (dispatch) – Meeting with Chief's to discuss Tyler Software integration. County versus City versus State Highway addressing are all different. Reconciling the city and county addressing issues would be beneficial, but hard to accomplish.

County Fire Warden – The Annual Operating Plan (AOP) discussion meeting will be February 20, 2020 in Casper, WY.

LFD – Service for Wamsutter paramedic that suffered cardiac event will be January 25th at Rawlins High School.

LFD Contract Status – Chief Johnson and Chairman Sigel have met and begun the conversation regarding the next version of the City of Laramie Contract.

Central Station Status – Site prep work has been completed. RFP will be advertised in Laramie Boomerang twice with bid openings in early February.

Board Officer Elections – Secretary Essley nominated Art Sigel to remain as Chairman and Joe Witt to remain as Treasurer. Treasurer Witt nominated Jon Essley to remain as Secretary. Chairman Sigel moved to approve the nominations as presented. Motion was seconded by Secretary Essley and approved unanimously.

Proposed Procedure for Spending Requests – **“The Departments role is to submit a written proposal for each request to Teri Jo one week prior to the scheduled Board Meeting, ie. deadline is Close of Business (COB) on the preceding Wednesday. Proposal content expected: What is requested, Cost estimate, Why should Board approve, and Spending schedule if approved.**

Teri Jo will assemble these requests into a package with a summary cover sheet that names the project and states the cost. This package will be emailed to the Board (including Michele and Megan) and the Chiefs by COB Friday.

The Board will review the proposals in its Board Meeting. Projects which the Board consider to have priority and which fit within the Boards spending limitations will be approved and assigned a PA number.

Emergency vehicle repairs will be considered separately on a case by case basis.”

Chairman Sigel moved to approve the above proposed Procedure for Spending Requests. Motion was seconded by Treasurer Witt and approved unanimously. This procedure will be used to keep within budget parameters moving forward from this point.

Fire Pay/Truck Pay – Board believes at this point they should pay the remainder of the 2018 truck funds out to the departments within 10 days. Board intends to also pay out half of the 2019 truck funds in a month or two. The Board will suspend its support of the remediation with the county at \$15,000. Chief's group is concerned with how the financial condition and previous decisions/policies keep changing. It is difficult to plan when depending on fire pay and the amount keeps changing. Chief's proposed to retain 50% initially, return 25% first year and last 25% the second year, to create a buffer. Discussion regarding should single resources be in the early pay program. Some who have got out for 20 years can't do that now because of the pack test, they have to take their brains not braun. We could look at the cash position on October 1st and peel out whatever we can for single resources if the money is there. The Districts operating costs continue to increase, overhead costs, insurance, payroll, retirement. The budget has plenty money to operate, but have to be diligent with spending. BLVFD requested a spending point, it would help them prioritize. Chiefs to go back to their single resources and discussion will continue at the next meeting where single resources will be given the opportunity to have their input/proposal. Chairman Sigel moved to pay departments their remaining 50% of the 2018 federal fire truck funds in the next 10 days (\$49,779.96). Motion was seconded by Treasurer Witt and approved unanimously. The 2019 federal fire trucks funds will be addressed at the February meeting.

Chiefs Report – Discussed the functionality of Who's Responding with the new dispatch system and Steve thinks it might work. Is there an end state, a model that we are looking at in the state for Central having two stations (one north, one south)? Central has to fundamentally replace LFD in cost/operating structure, however the Chiefs would argue that we can't not afford Laramie. Chiefs question if Central will stay volunteer, how much of Central can we afford? There is a difference between Central and a rural department. The tax revenue from Central's area is over \$250,000, BLVFD is \$75,000-\$90,000, CVVFD is \$75,000-\$90,000, VVFD is \$30,000 and TSVFD is \$30,000. Chief's question how much the District can afford with Central growing and still support the rural fire departments.

BLVFD – PA205 complete. Paperwork sent in for SAFER grant. BL15's cost has almost doubled from \$30,000 to \$60,000. The district had agreed to pay \$15,000 and Station 4 was to pay \$15,000. Can the District help shoulder more of the burden of this increased cost. BLVFD to bring a proposal to the next meeting.

VVFD – Can PA218. Acquired 8 new members last week, need about \$4100 of PPE. Looking at training costs as well for 10 people to attend classes. Tie Rail Windmill Farm on both sides of

287 runs almost to Ames Monument is moving forward. The feds cannot refuse it as long as the power line can receive the load, however EIS's need to occur and the State has to approve.

TSVFD – Is closed; they are retirement community aging firefighter force

CVVFD – Has the same problem as TSVFD. They are having trouble getting around in the snow in Centennial. Will bring a proposal for CAF unit pump that won't start, and for station maintenance regarding snow sliding and rain gutters.

Central – Tender is done back by the weekend. Their new treasurer is Kathy Raper.

Board PA/Spending Recommendations – Chairman Sigel moved to approve \$1500 for training (\$1000 for 8 VVFD firefighter training and \$500 for Central firefighter training). Motion was seconded by Treasurer Witt and approved unanimously. PA 226

New Business – VVFD gained 8 new members on Thursday. Central can loan PPE until VVFD can order it.

Chairman Sigel moved to approve an additional \$200 increase on PA 225 for a total of \$7700 for Central 31 repair (\$7500 was previously approved). Motion was seconded by Treasurer Witt and approved unanimously. PA 225

Chairman Sigel moved to approve Central Station Project Site Prep Invoice from Big Huhnks of \$66740.00. Motion was seconded by Treasurer Witt and approved unanimously.

Expenditures by the Board totaling \$118,219.96 to include the departments remaining 50% of the 2018 federal fire truck funds in the next 10 days (\$49,779.96); \$1500 for training (\$1000 for 8 VVFD firefighter training and \$500 for Central firefighter training); an additional \$200 increase on PA 225 for a total of \$7700 for Central 31 repair (\$7500 was previously approved); and Central Station Project Site Prep Invoice from Big Huhnks of \$66740.00

Next meeting February 19, 2020.

Meeting adjourned at 7:11 pm

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1 Board Meeting Minutes February 19, 2020

Meeting called to order at 5:07 pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

Begin by considering bids for Central Station Project with Collin Fossen from Dowl. There was a bid opening on February 5, 2020, three bids were received, two local and one out of Rawlins. All bids with in good faith and equitable. The Apparent low bidder was Shepard Construction. Due to funding constraints though SLIB the drawings presented in the RFP were outside of the budget, therefore several of the interior items have been struck from the bid, equally across the board. Dowl recommends the bid be awarded to Shepard Construction minus the items that were removed across the board for a bid of \$579,840 as determined by the extended price for each bid item in the form. Questions/comments – Will the items that were struck affect the functionality of the structure? It will still provide a heated structure to house the equipment. After the award is made we can negotiate as a value engineered option to reestablish some of the potentially reduced efficacy of the building. Any items not finished now could also be finished at a later time with other grants. Chairman Sigel moved to accept the owners' representative's recommendation to accept low bid award. Motion was seconded by Treasurer Witt and approve unanimously.

Adjourned at 5:16 pm for break. Reconvened at 5:21 pm.

No comments from the public.

Chairman Sigel moved to approve the January 2020 board meeting minutes as presented. Motion was seconded by Secretary Essley and approved unanimously.

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

LARC - EMA has initiated a resiliency assessment with Homeland Security. One night dispatcher is very soft spoken and hard to hear.

County Fire Warden – Chairman Sigel moved to pay ACFD#1's half of the premium for the Fire Suppression Account in the amount of \$8,301.91 with the check to be delivered directly to the County Fire Warden. Motion was seconded by Treasurer Witt and approved unanimously. If departments would like an Engine Boss Paperwork refresher this spring, Chad will help or conduct one, just let him know.

ISO Audit – Tim Young has left ISO and they changed their regular cycle from 4 years to 5 years. WyoColo would like one sooner as their ISO rating should improve for 250 homes. ISO audits are a lot of work, was agreed to go with regular cycle with the next audit in 2021.

Reimbursement Policy – All tenders are part of the water hauling program and it would make sense to have them maintained by that fund through ACFD#1. As for the new tenders, ACFD#1 purchased those, not the departments, so ACFD#1 should be the district's obligation. Board was questioned how long they plan on maintaining the 50/50 split on maintenance, etc. It is in place until we rebound from where we are at. Station related maintenance – What is defined as regular maintenance and repairs? Snow removal, spraying for pests could be considered regular maintenance. Regular maintenance items are done by members, already investing time and money to do this, then also have to pay for expenses. Provide some guidance with this document. In general most other items will be met 50/50, with exceptions of general acquisition. Chairman Sigel moved to approve Secretary Essley's addition to B.1.a. (6) The District will pay 100% of maintenance and repairs on all tenders of 2,000 gallons and above and the revision to A.2.b.1.c. "Individuals must be a qualified in-District firefighter". Motion was seconded by Secretary Essley and approved unanimously.

CDL Training – Difficult to get people to step up and do the CDL training. The district could pay out of the training budget for the \$250 fee. Policy for the district is more strict than NWCG for CDL licensing/drivers.

BL15 Engine – 1996 5-ton chassis was donated for free; sent to WSF with an estimate for wildland fire package of \$30,000, with a 50/50 split (ACFD\$15,000/BLVFD Station 4 Associates \$15,000). Changed order to include equipment for 90 point ISO truck, estimate increased to \$45,000. Station 4 Associates are good for \$27,500. The truck sat for a year or two because WSF shut down and rebuilt their shops. Because of delay cost increased and price increased to \$55,000. The Board has declined to pay over runs in the past. The Board recommends the BLVFD Chief and Project Manager discuss with WSF to bring the price down or offer a payment plan (eliminate some of the overhead costs while the vehicle sat during their remodeling).

Fire Pay/Truck Pay - Chairman Sigel moved that in the future it will be the Board's practice to pay out federal fire truck pay over a three year period as follows 50% of a given year's federal fire truck pay in the immediately following first quarter; and pay out 25% in the immediately succeeding first quarter period of the second year; and pay out 25% in the immediately succeeding first quarter period of the third year. Motion was seconded by Secretary Essley and approved unanimously. Chairman Sigel moved to pay out 50% of the 2019 federal fire truck funds within the next 10 days to the respective departments (total of \$24,091.92). Motion was seconded by Treasurer Witt and approved unanimously. Secretary Essley moved that single resources will be paid at 50% upon receipt of correct paperwork being turned in, if they have gone out with a district vehicle that is getting paid from the fire as well; they will also receive their travel voucher when paid the 50%. If firefighter does not take a district vehicle that is getting paid, the firefighter will be paid 25% upon receipt of correct paperwork being turned in; they will not receive their travel voucher payment, or payment for their personal vehicle (POV), until ACFD#1 receives reimbursement from the State for that fire. If the firefighter is flying this would fall under the 25% reimbursement category. Motion was seconded by Treasurer Witt and approved unanimously.

Summer 2020 Fire Pay Outlook – The Board will continue to keep everyone informed and watch the cash flow projections. The new station grant has its own line in the budget (the whole project has a cost of \$800,000 with \$600,000 of that coming from SLIB reimbursements). So ACFD#1 will spend 25 cents for every 75 cents of SLIB funds spent on the project. The \$200,000 being spent by ACFD#1 was set aside in a reserve account as required when the SLIB application was submitted in February 2019. Mentioned that we need to slow down spending and keep to a certain level, however, departments are not aware of what that level is or what performance at that certain level would look like. This month ACFD#1 has \$6900 to spend on PA's. The Board is elected to support the district and at certain times has to spend more money on one department than another, emergency repairs always have priority though. Discussion regarding the "donut" and the LFD contract which covers the "donut" at this time. Chairman Sigel agrees that it has affected the district and we have to get through it. There are a lot of demands and limited resources. The district can't be expected to pay for everything. The auxiliaries can't be expected to pay for everything. The Board will consider letting departments use truck funds to fund projects.

Workers Comp – We have 138 people on Workers Comp, but by department there are 98. Quarterly reports sent to departments are helpful. Monthly rosters sent to Teri Jo and Michele would also be helpful.

Benefits for Probationary Firefighters – The Board does not feel we should be providing MASA and WRS benefits to probationary firefighters, that they should be with the department for a period of time. They could qualify at the end of 6 months, if they are considered active and have met the meeting requirement of 6 meetings per year (in this case it would be one meeting per month for six months). Chairman Sigel moved that probationary volunteer firefighters need to achieve active status to be qualified for enrollment in district benefits. Motion was seconded by Secretary Essley and approved unanimously.

LFD Contract Development – Met with Chief Johnson and the overall goal is to be more independent of the automatic call response of LFD. Volunteer fire departments with Casper and Rock Springs do not have a contract with the City fire departments. The city responds when the volunteers ask them to respond (this runs between 4-8 times/year). LFD responded 216 times, which is 31% of the total number of responses they made everywhere. Over three years, the Board would like to move to something similar. First year, cease auto dispatch of Laramie on wildland fires, LFD can still be called. Use of Central as backup.

Budget Allocation Options – Get insight into how we assemble a budget. Not proposing that any one of the allocation approaches is the answer. The answer is a negotiated discussion based on experience. So much is unpredictable, especially the engines.

Chiefs Report – Is there an update from the Board regarding the vehicle and/or tender dispatch policy. Can be on the board for the local area essentially with any tender except the 4000 gallon tenders. When on the Board locally that can mean several counties. Could mean Cody, Powell and if they dispatched they are committed.

BLVFD – Will be moving high speed internet to Vista Beam, it is installed for free and they install a 100-foot tower for free. The commitment is 5 years. BLVFD is getting ready to celebrate 50 years.

VVFD – Master switch is needed on the tender. Plan on divesting the old suburban. Workers comp cannot be paid on contractors.

TSVFD – Is snowed in.

CVVFD – Need to replace station garage doors as they no longer seal.

Central – Chairman Sigel moved to increase PA225 up to \$8400 for transmission repair. Motion was seconded by Treasurer Witt and approved unanimously. Master switches need to be installed on all of the tenders.

Board PA/Spending Recommendations - \$6900 to spend tonight

Secretary Essley moved to approve the acquisition of a type 6 engine for \$50,000 paid for by CVVFD's auxiliary. Motion was seconded by Chairman Sigel and approved unanimously. This will replace Engine 1.

Secretary Essley moved to approve \$1500 for wildland gear for VVFD. Motion was seconded by Treasurer Witt and approved unanimously. PA 229

Secretary Essley moved to approve \$2700 for one set of bunker gear for CVVFD. Motion was seconded by Treasurer Witt and approved unanimously. PA 230

Secretary Essley moved to approve \$3000 for 3 sets of wildland gear for BLVFD. Motion was seconded by Chairman Sigel and approved unanimously. PA 231

New Business:

Chairman Sigel moved to approve PA 227 for BLVFD's emergency repair of BL9 at \$1200.

Motion was seconded by Treasurer Witt and approved unanimously. Chairman Sigel moved to approve 75 firefighter's enrollment in MASA at \$7425 with payment due March 1, 2020.

Motion was seconded by Secretary Essley and approved unanimously.

Expenditures by the Board totaling \$48,218.83 to include ACFD#1's half of the premium for the Fire Suppression Account in the amount of \$8,301.91; 50% of the 2019 federal fire truck funds within the next 10 days to the respective departments (total of \$24,091.92); \$1500 for wildland gear for VVFD; \$2700 for one set of bunker gear for CVVFD; \$3000 for 3 sets of wildland gear for BLVFD; PA 227 for BLVFD's emergency repair of BL9 at \$1200; and 75 firefighter's enrollment in MASA at \$7425.

Next meeting March 25, 2020 at 5:00 pm

Meeting adjourned at 8:41 pm.

Respectfully Submitted,

Michele Turner, ACFD#1 Administrative Assistant

Amended Albany County Fire District #1 Board Meeting Minutes April 22, 2020 Zoom Meeting

Meeting called to order at 5:02 pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

This meeting was held on the Internet using a service called Zoom due to state regulations restricting the size of gatherings as a result of the COVID-19 pandemic.

No Executive Session was held.

The Board will introduce each topic, offer initial thoughts, then open up for comments from those in attendance. Then the board will move a decision, if necessary, for that topic.

Chairman Sigel moved Board of the Districts payment of all March 2020 bills in the amount of \$62,472.16. The regularly scheduled March Board Meeting had been canceled due to the pandemic. Paying our bills was considered by the Board to be a matter of "serious immediate concern", so an email poll of the Board members found unanimous agreement that the bills should be paid as schedule. This emergency action was taken, in light of the COVID-19 pandemic in March, and pursuant to Wyoming State Statute the ACFD#1 Board is now ratifying those decisions. Motion was seconded by Jon Essley and approved unanimously.

Chairman Sigel moved to approve the emergency repair of BL12 in the amount of \$1365. Motion was seconded by Secretary Essley and approved unanimously. PA 232

Chairman Sigel moved to approve the acceptance of \$2300 in revenue from Vista Grande for their Hauled Water Contract because of the expansion of the number of lots within their initial plat. Motion was seconded by Treasurer Witt and approved unanimously.

Chairman Sigel moved to approve the February 19, 2020 Board Meeting Minutes as presented. Motion was seconded by Treasurer Witt and approved unanimously.

No comments from the public.

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

Budget Recap – Chief's have received Profit & Loss Statements from Teri Jo which are broken down by departments. Keep in mind there might be a state/county budget shortfall and it is possible the County Commissioners might not give us the full 3 mils for our budget next year. The Board must request in writing to the County Commissioners every year that they fund us at the level of 3 mils and it is at their discretion whether they do or not.

County Fire Warden – Chairman Sigel moved to approve the signing of the Annual Operating Plan by Treasurer Witt. Motion was seconded by Secretary Essley and approved unanimously. Red cards will be the same as last year, with new people having to go through the process to get their red card.

EMA – Community partner meetings are held every week regarding COVID-19. Preparing for flooding events. Working with VVFD to plan for pile ups on I-80 and subsequent transportation down the mountain if needed.

LARC – The City owns property in the County and Chief Johnson is preparing a specific list of these areas, as LFD wants to be dispatched to all City property in the County with the new Laramie Contract.

FY2020/2021 Budget Process – The Board is requesting the department priorities. There are several projects we will not be able to fund this year. Our 3 mills of \$500,000 does not leave room for much else, plus COVID-19 is also a concern, with less people possibly on board for federal fire fighting due to risks, and possible impacts from county and federal receipts.

Chief's Dispatch Policy Proposal – Secretary Essley moved to approve the policy as presented with the following verbal amendments: Under General Section – add last sentence that states, "The District's first priority remains fire protection within the District."; Under Policy – remove 2 completely; Under Policy 6.b. – add in quotes after "Local", "250 mile radius from Laramie. Motion was seconded by Treasurer Witt and approved unanimously.

Central Station Status – Continuing to work with contractor regarding specific pricing on various elements.

LFD Contract – In negotiations, as mentioned above LFD wants to maintain the ability and automatic response to any City of Laramie properties that are outside of the City within the County. Headed toward a contract that will have volunteer departments as primary respondent to wildland fires.

Chief's Report – Discussed the vehicle policy.

BLVFD – Issue with a call and the boundaries for Central and BLVFD around mile marker 10 on Hwy 230. BLVFD can respond quickly as they are within 5 miles of that area. Central is 15 miles and must go through town. The call was a medical call and BLVFD should have been called.

BL15 – Request for ACFD#1 to pay \$20,000, BLVFD to pay \$5,000 and Station 4 Associates to pay \$25,000. ACFD#1 Board committed to contributing \$15,000 originally. Chairman Sigel does not support that price of \$20,000 which includes the change of scope of the project to a 90-point engine, which was not presented to the Board. Chairman Sigel moved to approve for BLVFD to spend \$10,000 of their funds to conclude the purchase of BL156 in addition to PA98b. Motion was seconded by Treasurer Witt and approved unanimously.

BL30 – Chairman Sigel moved to approve BLVFD to fund the three projects for BL30 plus 10 pagers for a total of \$13,210. Motion was seconded by Secretary Essley and approved unanimously. PA233

Station 4 Tanks – BLVFD would like to put in two additional 15,000 gallon tanks this summer. There is a total of \$5468 left on PA 148 which was a 50/50 split PA originally. Secretary Essley moved to approve up to \$2500 of ACFD funds for the storage tank project at Station 4 in WyColo. Motion was seconded by Treasurer Witt and approved unanimously. PA234

VVFD – They have one vehicle as WSF for a tank leak and foam pump issue. The command truck has a cracked windshield and needs lettering. Will still need additional PPE as well.

CVVFD – Secretary Essley moved to approve \$19,800 of CVVFD funds to equip new Engine 1 to be a 90-point engine. Motion was seconded by Treasurer Witt and approved unanimously. PA235

Central – AC12 at WSF had valves replaced and looked at CAFS system, but don't have a cost figure yet. Need to send AC20 to WSF to get the foam system worked on, no on cost on that yet either. Acquired 20 Scott next gen 2 airpacks (packs/bottles/masks/regulators) from District 1 in Cheyenne, however

most of the bottles are up to their service date. Would like to use SCBA grant money to get them refurbished at Dalmation Fire and get them replaced. Believe there is a crack on the tank of AC27.

Expenditures by the Board totaling \$46,875 to include the emergency repair of BL12 in the amount of \$1365; BLVFD to spend \$10,000 of their funds to conclude the purchase of BL156 in addition to PA98b; BLVFD to fund the three projects for BL30 plus 10 pagers for a total of \$13,210; \$2500 of ACFD funds for the storage tank project at Station 4 in WyColo; and \$19,800 of CVVFD funds to equip new Engine 1 to be a 90-point engine.

Next Meeting May 20, 2020.

Meeting adjourned at 7:27 pm.

Respectfully Submitted,

Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1 Board Meeting Minutes May 20, 2020 Zoom Meeting

This meeting was held on the Internet using a service called Zoom due to state regulations restricting the size of gatherings as a result of the COVID-19 pandemic.

Meeting called to order at 4:02pm. Board members present were Art Sigel and Jon Essley.

Chairman Sigel moved the Board to adjourn to Executive Session at 4:02pm to receive legal advice for the hour between 4:00pm and 5:00pm, returning to the regular board meeting at 5:00pm as per Wyoming Statute 16-4-405(a)(i). If the Executive Session is finished before 5:00pm we will take a break and return at 5:00pm for the convenience of everyone else attending the Zoom meeting. Motion was seconded by Secretary Essley and approved unanimously.

At 4:56pm the Board left Executive Session. The Board reconvened the regular business meeting at 5:04 pm.

Chairman Sigel has four corrections he would like made to the April 22, 2020 board meeting minutes. 1) Remove "Action" from the title. 2) Add statements in first paragraph explaining "This meeting was held on the Internet using a service called Zoom due to state regulations restricting the size of gatherings as a result of the Covid-19 pandemic". "No Executive Session was held". 3) 2nd paragraph: Change optic to topic 4) 3rd paragraph: Clarify wording - "Chairman Sigel moved Board approval of the Districts payment of all March 2020 bills in the amount of \$62,472.16. The regularly scheduled March Board Meeting had been cancelled due to the pandemic. Paying our bills was considered by the Board to be a matter of "serious immediate concern", so an email poll of the Board members found unanimous agreement that the bills should be paid as scheduled. The motion was seconded by Jon Essley and approved unanimously." Secretary Essley moved to approve the April 2020 minutes as amended with Chairman Sigel's proposed edits. Motion was seconded by Chairman Sigel and approved unanimously.

No comment from the public.

Teri Jo presented the Financial Report in the absence of Treasurer Witt. Chairman Sigel moved to approve the Financial Report as presented. Motion was seconded by Secretary Essley and approved unanimously. There are new forms, including a pre-approval request form, that have been published to the website, please use these new forms going forward.

ACFD annual revenues are budgeted tax receipts and money from the Hauled Water Program which both total around \$570,000. Revenue from taxes will be short \$26,000 and we will be short \$17,300 from the Hauled Water Program because there are no big subdivisions this year, for a total shortfall on basic revenues of \$43,300. We have income from Wyoming State Forestry to conduct bark beetle mitigation, however, those funds are earmarked for that purpose only. Shawn questioned the tablet subscription with Verizon, as BVLFD doesn't use

them, therefore their subscriptions can be turned off. VVFD and Central use, and CVVFD uses at times. Shawn is interested in how the district wants to cost share, the Board has requested Shawn do a cost analysis and forward to the Board.

County Fire Warden – WSF will not have the smoke busters this year. They have contracted with two single engine air tankers located in Casper that will be available for use when needed. Chad does not believe we would be charged if aircraft is called within the first operational period. Chad is planning aggressive IA. Engines must be self-sufficient for several days, even on smaller, local fires as there will be no camp and they are not to mingle with other engines.

LARC – They are in the process of integrating Emergency Responding into new system, but there are some issues with I Am Responding integration.

Summer Season Readiness

VVFD is not ready, COVID has impacted their ability to train. BLVFD had distance learning for RT 130 and are ready to go. Central is behind as well due to COVID. CVVFD is ready and TSVFD does not dispatch.

Budget Development – will address with Treasurer Witt is present.

Central Station – In progress, building has been ordered, expect excavating and forming for foundations to start the around the end of the first week in June. Spending is under \$800,000 for total project.

Non-tactical volunteers – Issue is lack of tender operators. The Districts policy is stricter, need an addition to policy that non-tactical tender operators do not have to take the work capacity test, as they are simply driving tenders (shuttling water back and forth). Per Eric, there is a qualification WTOP, it requires a CDL and field test of 2 miles with 25-pound pack. It was suggested there be no walk test requirement, just a CLD and RT 130/190 with no refresher. They would have to be on Worker's Compensation, however they would not be eligible for other benefits (retirement, MASA). They would need a fire shelter in case something happens. Board requested a policy statement be drafted and submitted.

Q&A Regarding Financial Reports – Shawn wants to ensure that departments can determine their contribution to the district. However, the financial reports do not represent all the work the firefighters do to make sure operations happen (man hours donated). Would like this to be represented somehow. CVVFD has paper logs that Eric enters into Emergency Reporting. Central tracks in Emergency Reporting. So, man-hours can be tracked in Emergency Reporting.

Three Vehicle Policy – Secretary Essley moved to remove the Three Vehicle Dispatch Policy dated 4/24/19 as it is now obsolete. Motion was seconded by Chairman Sigel and approved unanimously.

Chief's Report – Met via Zoom and discussed non-tactical tenders, potential summer dispatches and who can dispatch.

VVFD – One member retired, VV2 to be back soon and waiting on red cards.

Pump Testing for Departments – Chairman Sigel moved that the District pay \$7647.41 to Fire Truck Certification for pump testing. Motion was seconded by Secretary Essley and approved unanimously.

TSVFD – Open and having an annual training Saturday for seasonal volunteers who are returning this week.

Central – Looking at changing fundraising at Freedom Has A Birthday to maybe a raffle. Potential COVID-19 exposure with everyone who attended the class self-quarantining until there is confirmation. Chairman Sigel moved to approve up to \$15,000 total for SCBA tanks to be paid in two increments of \$7500 each for the SHSP grant. Motion was seconded by Secretary Essley and approved unanimously. CVVFD will need two packs and two bottles for their new engine.

BLVFD – BL15 (new 5 ton) is expected to be delivered in June. VVFD has a 2.5 ton that BLVFD would like to take possession of. Chairman Sigel would like a written proposal to the Board. Fundraiser for their Friends is a mailer in conjunction with a gun raffle.

New Business – Check with WARM regarding windshield replacement. Chairman Sigel moved to pay the Dutton Creek Road fire in the amount of \$1210.00 for hours worked after Initial Attack as per District policy. Motion was seconded by Secretary Essley and approved unanimously.

Expenditures by the Board totaling \$23,8573.41 to include \$7647.41 to Fire Truck Certification for pump testing; up to \$15,000 total for SCBA tanks to be paid in two increments of \$7500 each for the SHSP grant; and \$1210 for hours worked on Dutton Creek Road fire after Initial Attack as per District policy.

Next Meeting is June 17, 2020

Meeting Adjourned at 7:04 pm.

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1 Board Meeting Minutes June 17, 2020 Zoom Meeting

This meeting was held on the Internet using a service called Zoom due to state regulations restricting the size of gatherings as a result of the COVID-19 pandemic.

Meeting called to order at 5:02pm. Board members present were Art Sigel, Jon Essley and Joe Witt.

Chairman Sigel moved to approve the May 2020 Board Meeting Minutes as presented. Motion was seconded by Treasurer Witt and approved unanimously.

Not comment from the public.

Treasurer Witt moved to approved amending the current FY budget as follows: Revenues are being increased by \$184,000 for Federal Fire Pay (R-2.4) and Additional County Aid (R-2.2) for Covid-19 support. Expenses are being increased by \$155,200 for Wages (E-7.1), POV (E-10.2), and FICA taxes (E-15.1) expenses related to dispatched fire fighters during the year. This increase also includes Real Property (E-1.1) for final payment on land for Central's New Station, Advertising/Promotion (E-3.5) for signage for the new Central station, Supplies-General (E-9.3), and Centennial Water District (E-17.2) for repairs on a fire hydrant line being broken. Motion was seconded by Chairman Sigel and approved unanimously.

Chairman Sigel moved to approve the financial report as presented. Motion was seconded by Treasurer Witt and approved unanimously. ACFD#1 received \$99,000 in cash receipts from the County in June.

EMA – The next order of masks will be coming in August. Aimee is building a relationship with Larimer County EMA to communicate back and forth when there is a fire on the border. She is requesting the District officers responding to a fire on the WY/CO border have dispatch call EMA as well.

LARC – There is a checkbox feature to activate to align Emergency Reporting with their new data management system, that is based on your FDID number. Their go live date is November 11, 2020. VVFD question regarding all-county page for single tree fire, doesn't fit the all-county page criteria.

Budget Development –

Chairman Sigel Overview – The intention of the discussion tonight is to try to agree to a concept regarding revenue inputs and department allocation with the common understanding for the basis of those allocations.

Chairman Sigel's thoughts on District Engines – A document was sent out the gives a common view of how many vehicles we have and their type. His concern is we have a lot of engines and some of them are not being used very frequently in looking at the data from ER on how many times and engine goes out. There is a cost associated with each apparatus to maintain, house, and insure. The age of all fleets (with the exception

of VVFD) are roughly 25 years old and older equipment generally requires more maintenance. (Break as Chairman Sigel lost connection/service.)

Each Board member has developed a budget concept that would allocate funds to the departments and the District.

Secretary Essley proposes the District will pay for certain items and the rest of the money will go to the departments for them to pay everything else on their own, based off of past years P&L reports. The District would cover fire wages, payroll taxes, Worker's Compensation, admin costs, legal costs, audit costs, professional services, maintenance on all three district tenders, insurance, fire suppression account, City of Laramie contract, retirement, MASA, etc. The District's expense would be approximately \$260,000, with the rest allocated to the individual departments so they know their budget spending guidance for the year. Departments would be responsible for vehicle maintenance, utilities, building maintenance. Secretary Essley's allocations would be apportioned based on the departments tax revenue for the area each department serves, with a slight modification for the number of calls the department responds to. The District would not pick up the utilities, except departments with a District tender would receive assistance with their heating bill. Departments would be responsible for training, PPE, utilities, and maintenance on all other vehicles (besides the three District tenders). Because of State of WY Auditor requirements, the District will still have to approve expenses over \$500, expenses can be approved per department by month at a District meeting.

Maintenance costs were very high last year. We need to be staying ahead of maintenance. CVVFD pays someone about \$1200 a month for maintenance. Secretary Essley feels that pre-inspections are crucial before you leave the station. BLVFD is in favor of this proposal. VVFD feels this is an interesting proposal but would need to look at the numbers.

If there is money left at the end of the year, that money would roll over 100% to the next year. Plus, departments will continue to receive their truck funds. This proposal is based solely on tax levy money.

Treasurer Witt proposes something similar, but allocations are based on P&L by departments expenditures this year with an increase to the last year's budget of 20%. Utilities and fuel paid by department but come through Teri Jo. All spending of public funds would need Board approval. The District would pay payroll costs and training and the departments would pay for PPE.

Chairman Sigel – Questions how many volunteers a department should have. Why carry and pay for volunteers who are not responding? The Chiefs can see who is responding to calls. There is an investment to outfit someone in PPE and there is training costs. The District realizes it is hard to recruit, which make is difficult to let someone go. What about a performance standard?

Chairman Sigel's budget is almost the same as Treasurer Witt's, but he based his on the number of fire calls (no EMS or vehicle) the departments responded to.

The approaches were all different, but the results were similar. Chairman Sigel had a District budget of \$280,000 and both Secretary Essley and Treasurer Witt were around \$260,000. Please note that any over runs of your department budgets would need to be covered by your truck funds as a first line of defense.

There will be a special board meeting to discuss the proposed budget Wednesday, June 24th at 2:00 at Pence MacMillan. Space will be limited due to COVID-19 social distancing protocol so the meeting will also be held via Zoom. If you plan on attending in person, please RSVP to Michele Turner at mturner.acfd1@gmail.com.

Issues with the budget – What do we put in for revenue? Our tax revenues for FY19/20 were \$596,422 an amount larger than expected. For base planning we can assume they will give us the funding they have in the past, as the money is all derived from the County and not the State. The Board feels that \$570,000 is a safe number for a base budget unless the County Commissioners reduce our allocations.

North Central Station – Discussion not to retain the north Central Station and let the lease lapse. The north station is responsible for almost 800 square miles in the over with over 1500 structures. Question raised how many structures are within 5 miles of that station. It is the Board's opinion that the District should leave for at least a year and see what happens.

Central Station Status – The dirt work has been started with the ground site leveled and trenched for footings and the building kit has been delivered.

Planning & Zoning Rule Changes – Chad and Chairman Sigel have been working with them for better road standards in sub-divisions and the elimination of cisterns or stored water. The District wants hydrants with a proper hydrant system or hauled water.

BL13 Addition for BLVFD – This type 4 would be stationed at Wild Horse Ranch and would support BLVFD, CVVFD and Central. There are 4 qualified firefighters and one EMT that could respond with the apparatus. Final estimate from Wyoming State Forestry is \$1200 to repair and BLVFD has a \$4000 commitment from the Wild Horse community. They have provided a heated insulated building on a maintained main road within 4 miles of the entrance. Concern over the number of engines currently under BLVFD. Chairman Sigel moved to approve that transfer of VVFD's 2.5 ton to BLVFD with BLVFD covering the cost of repairs, maintenance and operating expenses (District will continue to cover the insurance). Motion was seconded by Treasurer Witt and approved unanimously.

City of Laramie Contract – All concept issues have been resolved including a 200-yard "zone of cooperation" on both sides of the city limits. Open question is: a fire in the District is a short distance (200 yards) from city limits – who is IC on that fire. Chairman Sigel's position is that

the District is in command until the senior officers from the District and LFD on scene jointly decide to transfer command to LFD. It is not automatic that once Laramie Fire Department arrives they take over. New annual contract cost will be \$90,000.

Action Minutes will be renamed "Action Items" and will be published by Friday night, one page in length in a short form that describes the motions that were passed at the meeting, any assignments that were made at the meeting, and a list of PA's that were approved at the meeting, to include the PA#, title and dollar amount. Also, a listing of upcoming meetings. These "Action Items" will not be approved at the next meeting, they are just a quick recap of the meeting. The full Board Meeting Minutes are what will be approved at the next meeting.

Chief's Report – Did not meet, things were done virtually.

TSVFD – Chairman Sigel moved to approve \$1100 of TSVFD funds to replace two pagers and one pager charger. Motion was seconded by Treasurer Witt and approved unanimously with Secretary Essley abstaining from the vote. PA237 TO BE PAID 100%BY TS.

Central – Will be bringing a proposal forward for windshield replacement for Engines 21, as WARM does not cover individual windshield replacements because our insurance deductible is \$5000. Michele to follow up with SHSP extension, Dylan working on quotes from Dalmation Fire for SCBA bottles. Close to \$19,000 which would expend those funds.

BLVFD – Officer elections were held and there were changes to all officers except the Chief. Shawn will forward the new officers to Michele. BL12 their dispatch vehicle might need new tires. Station 4 Associates have donated a ranger with a rescue package. Cy Cass is going to train a firefighter to fix the radios for the department.

VVFD – Need to order foam as they are getting low. Reimbursement question, according to their records they are down \$190. Is the District still paying for snow removal? Upcoming the departments can pay for it they want to. Previous to this year, reimbursements for snow removal have occurred. No resolution.

New Business –

Medical Unit trailer proposal from Yvette Widman. Neither Chad nor Tom support as there is no interest on the part of Forest Service. The District has made no commitment.

Expenditures by the Board totaling \$1100.00 of TSVFD funds to replace two pagers and one pager charger.

Next Meeting is June 17, 2020
Meeting Adjourned at 7:28 pm.

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1 Special Board Meeting June 24, 2020

Special Budget Meeting called to order 2:00pm. Board members present were Art Sigel, Jon Essley and Joe Witt. Meeting was held at Pence & MacMillan, 501 E Garfield Street and via Zoom due to state regulations regarding social distancing protocols as a result of the COVID-19 pandemic.

Overall objective of the meeting is to finish with budget guidance for all the departments.

Revenue of \$570,000 was confirmed as discussed at the June Board Meeting.

Developed the Indirect section.

Developed the Administrative section including moving a number of line items into that section. The movements were caused in order that the Operations section, in its entirety, will be delegated to the Departments. Some line items under Operations were moved under Administrative because the District will be covering those expenses.

Then available dollars were calculated for Operations (to be shared by Departments) and Capital. A lengthy discussion involved three approaches to Operations allocation.

- Secretary Essley proposed the District take the tax revenue by area and uses those percentages to divvy up the funds with a few tweaks. He also suggested the District should cover the cost of maintenance on the three District tenders. Discussion followed regarding utilities associated with the three tenders. It was ultimately decided the Board would not assist with utilities for the tenders due to the difficulty of separating them out from other equipment. Also, please make sure when maintenance is done to the three District tenders, that the invoice reflects that it is a District tender, so Teri Jo can process the payment from the correct account.
- Treasurer Witt based allocations off spending numbers from last year with a percentage increase of 25%.
- Chairman Sigel likes the pay by area idea, but also likes paying by performance. Which Departments are responding? Discussion followed that "performance" needs a baseline that is agreeable to all involved.
- Another suggestion was to divide by engine type, tender and quantity of vehicles.

Question regarding who would cover station upgrades and station rent/leases? Departments would pay their own rent/lease. Station maintenance and station upgrades would be up to the individual Departments. The Departments need to determine their priorities and then spend accordingly by putting together a budget and determining a plan to accomplish those priorities. The Board is responsible for paying for fire suppression service in the District. We do, and have always, maintained a cash reserve to deal with the absolute unexpected at a minimum of \$100,000. We cannot go very far into that fund and have done so only on occasion. An example is to pay firefighters who went on federal paying fires. When you reduce your reserve one

year, the first thing you have to do the next year is replenish that fund. That money is there for the unexpected that would interfere with our/your ability to serve the needs of our communities. If something happens and you are unable to cover an expense, come to the Board and discuss it.

After discussion, Secretary Essley's approach to allocations using the tax base of each Department was chosen to create a first pass. Then adjustments were made to better balance the Department allocations.

What about shared response areas? Both Centennial and Central respond to the Little Laramie area. Both Big Laramie and Centennial respond to the Wildhorse Ranch. Shawn feels that the entire responsibility for Wildhorse was given over to BLVFD and that is why he has pursued an engine, command vehicle, firefighters and has started working on grant requests for land acquisition. (Michele will find the minutes (9/18/2019) regarding BLVFD Wildhorse.) Should some of the percentage be moved to Centennial for their help in coverage for the areas? The situation with Wildhorse and Little Laramie needs to be reviewed further and we should also get more current area tax data from the assessor.

Ultimately, the tax base for 2018 data was used because that is the most recent complete data set available. Percent allocations to each Department were calculated. Those percentages were then applied to the amount available to Operations after withholding \$50,000 for Capital.

Dept	Orig Alloc/\$280K	Shift \$6500	New Alloc	Adjust	Final Amount
BL	\$53,100		\$53,100	+\$6667	\$59,767
CVV	37,700	+6500	44,200	+ 6667	\$50,867
C	153,700	-6500	147,200	-17,200	\$130,000
TS	17,300		17,300	-2800	\$14,500
VV	17,600		17,600	+6666	\$24,266

Teri Jo will transfer each department's "percentage" every month. Please note this will not be the same amount each month, because the amount the District gets from the County changes every month.

The Board will review the proposed budget once Teri Jo puts it together.

Meeting adjourned at 5:26 pm

Albany County Fire District #1 Board Meeting Minutes July 15, 2020 Zoom Meeting

This meeting was held on the Internet using a service called Zoom due to state regulations restricting the size of gatherings because of the COVID-19 pandemic.

Meeting called to order at 5:02 pm. Board members present were Art Sigel, Jon Essley and Joe Witt.

Chairman Sigel moved to approve the June 17, 2020 Board Meeting Minutes and the June 24, 2020 Special Board Meeting Minutes as presented. Motion was seconded by Treasurer Witt and approved unanimously.

No comment from the public.

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

LARC – They will be doing software functionality testing next and are on target for November 11, 2020 launch. No additional information on the Emergency Reporting interface.

County Fire Warden – A Type 3 Management Team has been sent to Worland, this includes Scott Davis and Eric Gregory. Thanked everyone for their help that last several days on the Clemons fire and the Cabin Fire. Regarding the Clemons Fire, when the initial page came in, Chad was not sure if it was a District or a County fire because of location. Because of this he dispatched Central and Laramie immediately, as they were the closest to the fire. Chad feels that for Initial Attack he needs to work with the closest forces concept to try to get them there quickly. After IA, he can then focus on adding more resources and consider training that needs to happen at the District level. The situation with the Clemons Fire was very dynamic and he did not want to deplete everyone from the South end of the County because fire weather was significant at that time. Chad made a geographic decision and that was to get closest resources there the fastest. Maybe in the future Chad and the Chiefs can meet before and dialogue about the different needs of the departments within the District. The County will be reimbursing the District for both fires and both apparatus and firefighters will be paid at 100%, as there is no cost share agreement.

EMA – UP Railroad will be holding a training with very limited capacity; Aimee will email Chiefs. There are also training opportunities available with the EOC. ACFD will get recognition for participation in a simulated fire exercise the EOC held on Boulder Ridge. UW will have a report from the data collected via helicopter flyovers of the Casper Aquifer. SLIB has Cares Act funding to assist with expenses associated with COVID-19.

LFD – City Council passed the 2020/2021 Operational Agreement with the changes that were made. Megan will provide two clean copies for the Board to sign and then she will get them to the Clerk.

Minutes from April 2020 did not clearly indicate that the entire area/tax revenue base for Wildhorse Ranch have become a part of BLVFD's area of responsibility. Chairman Sigel moved that the Wildhorse Ranch development is now a permanent part of BLVFD's area of responsibility. Motion was seconded by Secretary Essley and approved unanimously. Chairman Sigel moved that the former Little Laramie area of responsibility is now formally shared 50/50 between CVVFD and Central. Motion was seconded by Secretary Essley and approved unanimously.

Budget Development – At the Special Board Meeting on June 24th, the Board used 2018 tax receipt data to determine the allocations among the departments. After that meeting, we received from the 2020 data from the Assessor's office. The Board agrees and is comfortable with staying with the 2018 data and moving forward with those figures.

Budget Package – One oversight and that was we did not include a line item for Hauled Water, this needs to be added in with an amount of \$10,000. The total revenue will remain \$570,000. Dollar amounts will not be dispersed monthly into accounts (that statement was in error). Teri Jo will send out information for the last couple of years regarding expenses to the departments so departments can look at last year's spending as a guide. Departments will be paying for line items in the Operations section and the District will be paying for Administration/Indirect/Capital. Chairman Sigel moved to approve the budget as submitted with one change adding in the line item for Hauled Water. Motion was seconded by Treasurer Witt and approved unanimously.

Departmental Planning – A Guide, Dated July 15, 2020

Departments will need to establish control and develop their own budget covering a 12-month period. You can spend on the line items indicated and/or you can incorporate your own department goals. On an annual basis, overspending is going to be charged to your truck fund accounts, except when the Department and the District have a previous agreement to share in spending. We will continue to handle the bills the same way we always have to satisfy State of Wyoming requirements that the Board carry out their fiduciary responsibility. The means you will continue to need pre-approvals for expenses over \$500. 1/12 of your annual amount will accrue to the department each month. Teri Jo would like to do a Zoom meeting to help set up budget accounts, do training and answer questions. At this time Teri Jo will continue to pay Suburban Propane, Ellenbecker, Who's Responding and Verizon, as those are over \$500. She will then let the departments know their cost/share in those expenses.

Dispatch Management – When we made our current arrangements with LARC, it was decided that the calls would go to the local department and then the Chief would make the decision if additional resources from other departments would need to be called in. Chief's to continue to work on it. Board would like to track the engines that go out so we can run the data on our utilization and opportunities for lowering costs. Shawn indicated that Form 1424, 1411, 948 all include tracking apparatus. Form 611 can track disregards but does not track who disregarded and why. That information can be added through a custom input that would need to be set up.

Chairman Sigel moved that the Board formally approved the Operational Agreement with the City of Laramie, which will go into effect upon the Board's approval. Motion was seconded by Secretary Essley and approved unanimously.

Chairman Sigel moved to approve the Annual Auditor letter (contract) with a cost not to exceed \$8500 for services. Motion was seconded by Treasurer Witt and approved unanimously.

Chairman Sigel would like to meet in-person at the Central Station for the August. Attendance will be limited due to space and COVID-19 restrictions. The meeting will be conducted over Zoom as well. It was expressed that the Zoom meetings seem to make for more efficient meetings, but Chairman Sigel feels we have better communication in the face to face meetings.

Chief's Meeting was canceled.

CVVFD – All EMS personnel from CVVFD are on the Worland fire so BLVFD and Central will cover EMS calls until their return. Please do not completely disregard CVVFD as they still need to respond for medical support/setting things up.

Central – Looking into tires for Unit 5, windshield for Engine 21, master drain valve for new tender and Engine 27 needs.

BLVFD – BL8 needs brakes checked. Have one estimate for SCBA air compressor installation at \$4,000, going to get two more bids. The can now program radios, but not pagers and they have a couple of mobile radios that can barter for and program for department if they are needed.

VVFD – Chairman Sigel moved to approve \$550 of VVFD funds to purchase foam. Motion was seconded by Treasurer Witt and approved unanimously. PA238

Chairman Sigel moved to approved \$4300 for maintenance on VVFD engines; \$3563 to be covered by VVFD for their engines and \$737 to be covered by ACFD for the District tender. Motion was seconded by Treasurer Witt and approved unanimously. PA 239

Chairman Sigel moved to approve the deposit of the vehicle sale for VVFD in the amount of \$250 into their truck fund account. Motion was seconded by Treasurer Witt and approved unanimously.

TSVFD – Working on quotes to install a Genset that was donated to the station.

New Business – Please turn in all fire paperwork to Michele.

Expenditures by the Board totaling \$4850.00 to include \$550 of VVFD funds to purchase foam and \$4300 for maintenance on VVFD engines; \$3563 to be covered by VVFD for their engines and \$737 to be covered by ACFD for the District tender.

Next Meeting is August 19, 2020

Meeting Adjourned at 7:05 pm.

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1 Amended Board Meeting Minutes August 19, 2020
Hybrid Meeting

This meeting was held as a hybrid meeting with in-person attendance at the Central Station for Board Members, Board Staff, and Chiefs and also via the internet using Zoom due to state regulations restricting the size of gatherings because of the COVID-19 pandemic.

Meeting was called to order at 4:32 pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

Secretary Essley moved to adjourn into Executive Session to receive advice from District's attorney at 4:33 pm. Motion was seconded by Treasurer Witt and approved unanimously.

Regular Board meeting reconvened at 5:15 pm.

Secretary Essley moved to approve the July 15, 2020 Board Meeting Minutes as presented. Motion was seconded by Treasurer Witt and approved unanimously.

No comment from the public.

See page two of the expense reimbursements where deposits were made for the amount designated per department what would be given out monthly. Page three is the same thing, but please note: One is for July and one is for August, as of now we are caught up and you will only see one deposit made each month going forward. The deposit will be less if Teri Jo has to pay expenses such as fuel/propane, etc, therefore the net deposit might differ.

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

Chairman Sigel moved that there will be no intrusion into the \$100,000 operating reserve with the Board being fully on board with what they are doing. Motion was seconded by Treasurer Witt and approved unanimously.

County Fire Warden – County fire restrictions are now in effect and the Forest Service has gone to Stage 2 fire restrictions.

EMA – County EMA has the responsibility to maintain equipment lists within our county and they need the most up to date lists from us. For HazMat incidents there is a HazMat checklist;

regarding potable water please note there are requirements for notification. VistaBeam is expanding broadband services and received money for six locations, 3 of which are the District, VVFD, BLVFD, LLVFD. Aimee will investigate moving the LLVFD to CVVFD because LLVFD is no longer in existence. If possible, they would like to move to the Buckeye Station.

The Board would like to recognize Tom Kern who has stepped aside as Centennial Chief after 25 years on service in that position. Scott Davis has stepped in as interim Chief. Tom has done a great job for his community and the district. He has over 40 years as a volunteer firefighter with Centennial. The Board would like to present a plaque for his years of service. Thank you Tom!

Should the District have the auditors come in January to look at how the District is handling money with the new department budgets. Thoughts are to tag onto current audit but need to get a cost estimate.

Pilot Hill – Difficulties in getting leadership group to focus on safety issues. As of now, First Responders will be the Sheriff's Office and the Sheriff's Office will call us if needed. LFD will be first responders for injuries because they have the contract with IMH. This project will not generate any tax revenue into the District so going out and purchasing apparatus is cost prohibitive at this point. An option would be to fundraise to raise funds directly for that purpose. As of now, the District does not carry any unusual responsibilities regarding Pilot Hill, our basic responsibility is fire response and that is all.

District Funding Sources – We receive three mils from real estate taxes. We also received funds from real estate taxes paid in arrears with included interest penalty, license plates sales within the county, fees from the State selling discounted plates (ie. Veterans), and odd License plate fees. None of our revenue is sales tax based or mineral royalty based.

Central has asked the Board to pay for COVID testing from May. There were 8 tests done at \$239/piece. These cannot be coded to Workers' Comp because there wasn't a positive test. Only if the tests are positive will Worker's Comp pay for the test and for the 14-day quarantine. If the test is negative it is out of pocket. Some insurances cover the test. The District will pay those bills that were not covered by firefighter's insurance. There is also the CARES Act for all citizens. As always, we need receipts and please go to the lowest cost provided.

Central Station Status – The steel structure is up, siding has started along with internal construction of the buildout. We are still within the limits of the project. Chairman Sigel moved to approve the Rocky Mountain Power bill in the amount of \$3157.04 so they can turn

on the power. Motion was seconded by Treasurer Witt and approved unanimously. RMP is also going to raise the power line 5 feet by putting in a taller pole. Also have permits for the septic tank and leach field.

Bark Beetle Grant with WSF – The District is the intermediary between Wyoming State Forestry and the Contractor who is going to work on the bark beetle project; we are currently holding \$51,000 in grant funds for this project. Treasurer Witt moved to approve the contract for \$18,000 with Bull Moose Land Services for the Bark Beetle Grant. Motion was seconded by Chairman Sigel and approved unanimously.

Chiefs Report - No meeting

Central – Get a simultaneous page every now and then. Jon will visit with Steve at LARC. Central is committed to \$19,000 for the SCBA's and there is a wait period for reimbursement from the State. AC-21 needs a new set of windows. Chairman Sigel moved to approve the purchase of windows for AC-21 not to exceed \$2000 and to be shared 50/50 (\$1000 Central/\$1000 District). Motion was seconded by Secretary Essley and approved unanimously. PA240

Please make sure requests are coming in on the correct forms. Secretary Essley moved to approve the purchase of tires for the Central Durango up to \$1000 out of Central funds. Motion was seconded by Treasurer Witt and approved unanimously. PA241

BLVFD – BL12 was hit by a boulder on the way to the Grizzly Fire. This falls under truck maintenance for a dispatch vehicle. Friday evening someone broke into the main station, all the locks had been cut and fuel was stolen. Called the Sheriff's department and filed report. They will be looking into security cameras for the Station.

BLVFD Station 4 – Laramie County has a pumper truck they are willing to donate to Station 4. Station 4 would like to accept the donated vehicle. One concern from the Board is that when we look at receiving new to us (used) apparatus, the apparatus usually needs tires and does not come fully equipped or lettered. There is then a big cash outflow to equip the trucks. Board would like time to study this – the average age of our fleet is 25 years old and that is why our maintenance bills are so high. Also need to look at number of calls responded to and how do we extract a value. It will be parked in existing building and they currently have six full-time residents who volunteer on the department. The Board is wondering what the full compliment of engines at Station 4 is and how does this fit. Chairman Sigel moved to approve 400 foot of booster line for BL15 at \$1460 of BLVFD funds. Motion was seconded by Secretary Essley and approved unanimously. PA242

Chairman Sigel moved to approve the purchase of floating foot valves in amount of \$720 of BLVFD funds. Motion was seconded by Secretary Essley and approved unanimously. PA243

TSVFD – Request authorization for installation of donated gen set, has two paper and one verbal bid, all priced between \$6000-\$7000. Chairman Sigel moved to approve \$7000 of TSVFD funds to install gen set. Motion was seconded by Treasurer Witt and approved unanimously. Secretary Essley abstained from the vote. PA244

CVVFD – Scott Davis is Interim Chief until November at which time elections will be held for Chief, Assistant Chief and Member at Large. His plan is to keep everything running. Tender 4 (CAT tender) has damage to the pumphouse and is leaking. Will email Patrick regarding this. This cost will be covered by the District, as it is one of the District tenders.

New Business – Board met with the attorney this afternoon to discuss a legal matter affecting the District. Chairman Sigel moved to authorize legal counsel to act consistent with the Executive Session discussion. Motion was seconded by Secretary Essley and approved unanimously.

Expenditures by the Board totaling \$15337.04 to include Rocky Mountain Power bill in the amount of \$3157.04 so they can turn on the power; purchase of windows for AC-21 not to exceed \$2000 and to be shared 50/50 (\$1000 Central/\$1000 District); purchase of tires for the Central Durango up to \$1000 out of Central funds; 400 foot of booster line for BL15 at \$1460 of BLVFD funds; purchase of floating foot valves in amount of \$720 of BLVFD funds; and \$7000 of TSVFD funds to install gen set.

Next meeting is September 16, 2020

Meeting adjourned at 7:26pm

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1 Board Meeting Minutes September 16, 2020

This meeting was held as a hybrid meeting with in-person attendance at the Central Station for Board Members, Board Staff, and Chiefs and also via the internet using Zoom due to state regulations restricting the size of gatherings because of the COVID-19 pandemic.

Meeting was called to order at 4:35 pm. Board members present were Art Sigel, Jon Essley and Joe Witt arrived at 5:43 pm during the regular board meeting fire pay discussion. Chairman Sigel moved to adjourn into Executive Session to receive legal advice from District's attorney at 4:36 pm. Motion was seconded by Secretary Essley and approved unanimously. Executive Session meeting adjourned at 5:14 pm.

Regular board meeting reconvened at 5:14 pm.

Secretary Essley moved to approve the minutes as amended with the addition that PA 244 be added to TSVFD's request. Motion was seconded by Chairman Sigel and approved unanimously.

No comment from the public.

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

LARC – Training for the new software project begins in October and “go live” is scheduled for the first week in November. Steve has contacted Emergency Reporting about coordinating data dumps between ER and the CAD system, these will be categorized by FDID numbers.

County Fire Warden – Chad appreciates the local response to quickly suppressing fires and would like to request everyone turn in their fire paperwork as expeditiously as possible. Some of these fires have been really long duration fires and we have to wait to submit until we have all of the paperwork. Michele does not know what fires everyone has gone out on, so she doesn't know what paperwork she is even waiting on. For example, BLVFD was on Pine Gulch, but she does not know if we have had any other resources on Pine Gulch. Chad cannot submit the Exhibit B to the State until we have all of the fire paperwork associated with that fire compiled into one area, which means we are paying firefighters 50%, but the money coming back into the District from the State to pay the other 50% is delayed. If Chad has 99% of the paperwork, it does him no good, he needs all of it, it needs to be 100% complete. Scott suggested when you are dispatched out you should be required to send a copy of your Resource Order to Michele and Chad before leaving, so they will know who is out on fires and how many. Also, paperwork can always be dropped off with Teri Jo at her office and if she is not there it can be left in her locked drop box in the front room. For initial attack, you need to keep track of your time and then contact Casper Dispatch later and get your Resource Order. Michele can also complete the OF 288's and OF 286's for these fires where there is no Finance on scene. However, she needs to have the time sheets and she has to have the Resource Order

so she can pull the accounting codes and other fire information. Chad indicated that it should fall on the resource to generate and turn in their own paperwork. It is the responsibility of the resource to turn in a 100% complete packet to Michele. Everyone should be able to do this, it is part of the Responsibilities class that is taken by Engine Bosses and Single Resources. The State has a new electronic filing system which was pressed into service this year because of COVID and it has had some glitches and minor delays. In the future Michele will be trained in the system as well. Also, there is an online travel voucher on the Wyoming State Forestry Fire Business website.

EMA – Aimee’s last day is the 15th and they have hired a new person from North Carolina who will be on the ground October 1st. In October Teri Jo is applying for CARES Act funding for the District.

Fire Pay – The Board will have to dip into the operating reserve for about \$25,000 to pay 50% on all fires that have been correctly/completely turned in to date. Chairman Sigel moved to pay out \$44,372.43 in fire pay. Motion was seconded by Treasurer Witt and approved unanimously.

Department Budgets/Spending – Historical information on expense categories was sent out to all departments with 2018 and 2019 data by line item. Department budgets do not change, they are set for the fiscal year. When the District pays a bill for a Department that Departments monthly revenue payment from the District is reduced by the amount of the bill that is paid by the District for that Department. There is money budgeted for capital projects and you can ask for cost sharing. If a department overspends their allotment of funds, then the rest will come out of your truck funds.

Central Station Status – The building is enclosed, septic is installed, digging the water line and the tap will be done tomorrow, the buildouts need more work to be done, we are on budget.

New lease for North Central Station – Extends the lease for 10 years and goes into effect on October 31, 2020. Rent clause is the same except it will be an annual increase that is fixed at \$45/month. Everything else is the same, including the option to cancel. Secretary Essley moved the Board accept the lease and agree that Chairman Sigel should sign the lease. Motion was seconded by Treasurer Witt and approved unanimously.

Chief’s Report – They did not meet.

Central – Chairman Sigel moved to approve sending three Central firefighters to Wheatland Fire School in the amount of \$940.50, 100% Central funds. Motion was seconded by Secretary Essley and approved unanimously. PA 245

Treasurer Witt moved to approve Central’s purchase of three portable Bendix King radios not to exceed \$5000, 100% Central funds. Motion was seconded by Chairman Sigel and approved unanimously. PA246

Secretary Essley moved to approve Central's purchase of structure/wildland hose not to exceed \$2500, 100% Central funds. Motion was seconded by Treasurer Witt and approved unanimously. PA 247

Laramie County Fire District is looking to get rid of a 2008 Chevy Tahoe and would like to donate it to Central. It is set up with lights, sirens, console, tires replaced last year, but it would need a radio, radio installation and lettering. Does Central need three command vehicles? Do you have a place to park it? Central responded by saying the Board wants departments to increase ability and command presence and allow for trainings, fire dispatches. Treasurer Witt feels we should start replacing vehicles, not continuing to buy vehicles. Secretary Essley moved to approve the receipt of the donated 2008 Chevy Tahoe from Laramie County Fire District and any subsequent upgrades in the amount of \$3000, 100% Central funds. Motion was seconded by Treasurer Witt and approved unanimously. PA 248

Central also proposed to purchase a 1994 Ford Type 3 crew cab, FEPP engine, from Laramie County Fire District #1. It has a 500-gal tank, 500 gpm pump and is 2-wheel drive. LCFD#1 is getting a new Type 6, and once they have that the Type 3 would go to Wyoming State Forestry for review and then it would come to us. There is no cost incurred to get it here, but we do not know what needs to be done to it when Wyoming State Forestry goes through it. LCFD#1 would also donate equipment, fittings, nozzles, hose, and various other items, but do not know the amount of what would be left on it. It might need a chainsaw and the radio would need to be reprogrammed. Total cost would be around \$10,000. Could be a dispatch engine or replacement for the 2.5 ton. Secretary Essley would like Wyoming State Forestry to overview the truck first before approval. Departments also need to look at the annual costs associated with maintaining vehicles.

BLVFD – Laramie County Station #4 would like to donate a 1986 cab-over Ford diesel to BLVFD Station #4 at WyColo. The vehicle has 3-year-old tires, 2-year-old pump, 750 gpm, 500-gal tank, 2WD, and does not need a CDL to drive. It has low miles, low hours, and will come with fittings and hose. It was pump tested two years ago. This truck will help with hauled water capacity, as their goal is to reduce ISO to an 8 or a 9. COVID has changed their demographic with more full-time residences now working from home, which means more people in the area. They have room in the heated station for it. It valued between \$25,000-\$29,000. Secretary Essley moved the board approve the acquisition of the donated 1986 cab-over Ford with all costs associated with that to be covered 100% by BLVFD Station #4. Motion was seconded by Treasurer Witt and approved unanimously. PA 249

BLVFD Station #4 at WyColo would like to host the next board meeting on October 21st. James will investigate internet at the station for zoom hosting.

Chairman Sigel moved to approve BLVFD's purchase of Class A/B foam in the amount of \$650, 100% BLVFD funds. Motion was seconded by Treasurer Witt and approved unanimously. PA 250

Chairman Sigel moved to approve BLVFD's emergency spending to repair a pump engine for BL1 in the amount of \$1900, 100% BLVFD funds. Motion was seconded by Secretary Essley and approved unanimously. PA 251

Note: The Board can approve spending for items that meet "serious immediate concern". For example - a line engine that needs to be fixed. You do not have to wait for the

next board meeting, it can be approved over email, but then the Board must formally approve the spending at the next board meeting.

Big Laramie #1 Department and Chief have concurred that Big Laramie Station #4 needs to split off and become their own department, and they are in support of this separation. Station #4 is response and people ready at this point. Station #4's fundraising arm restricts membership and spending to that area of the mountain, including 400 property owners/cabins in the area. They have an individual's who can fill the positions of Chief, Secretary, Treasurer. They are ready to incur the costs associated with new lettering for apparatus and station. Three areas of concern for the Board that will need to be addressed in written format so as to be clearly documented 1) Boundary line with BLVFD and CVVFD, 2) Financials – there are assets involved that are currently assigned to BLVFD and the Board has to have a clear written statement of the division of these assets, including buildings, apparatus, money, truck funds will have to be split, and how budget allocations will be divided, 3) Will need a set of Bylaws and how they will fit into the District and serve their taxpayers and the County, as well as creating an operating budget. Recommend a committee sits down and works out the details, and the Board requests that drafts be sent as they move through the process.

TSVFD – Two responses, accident traffic control, and losing two member who are moving.

VVFD – The Board would like to see requests one week before the meeting so Teri Jo can compile into a form for the Board to review before the actual board meeting. Lost two members as well.

CVVFD – Request to sell old Engine 14 that was supposed to go to Wildhorse but did not end up happening. Board approved CVVFD's moving forward with the sale of old Engine 14. When sold, 100% of the money from the sale will be put into CVVFD's truck fund account. Will work on a proposal for the next meeting to replace the five garage doors on the original Centennial Station. Elections will be held in November for Chief, Assistant Chief positions.

Expenditures by the Board totaling \$16,990.50 to include three Central firefighters to Wheatland Fire School in the amount of \$940.50, 100% Central funds; Central's purchase of three portable Bendix King radios not to exceed \$5000, 100% Central funds; Central's purchase of structure/wildland hose not to exceed \$2500, 100% Central funds; receipt of the donated 2008 Chevy Tahoe from Laramie County Fire District and any subsequent upgrades in the amount of \$3000, 100% Central funds; receipt of the donated 2008 Chevy Tahoe from Laramie County Fire District and any subsequent upgrades in the amount of \$3000, 100% Central funds; BLVFD's purchase of Class A/B foam in the amount of \$650, 100% BLVFD funds; and BLVFD's emergency spending to repair a pump engine for BL1 in the amount of \$1900, 100% BLVFD funds.

Next meeting is October 21, 2020, which is scheduled to be held at BLVFD 4's new WyoColo Station.

Meeting adjourned at 7:36 pm.

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1 Board Meeting Minutes October 21, 2020

This meeting was held as a hybrid meeting with in-person attendance at BLVFD's Station #4 for Board Members, Board Staff, and Chiefs and others, as well as through Zoom because of COVID.

Meeting was called to order at 5:32 pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

Chairman Sigel moved to approve the minutes as presented with the understanding that the time the Executive Session adjourned, which was 5:14 pm, will be included. Motion was seconded by Secretary Essley and approved unanimously.

Chairman Sigel questioned if the process of submitting a Resource Order before you leave for a fire has solved the problem of late paperwork. All fire paperwork needs to be turned in to be processed in a timely manner. The State must go to the Federal Government to get paid, and if all the paperwork is not there when that happens, your paperwork does not go to the government to be paid. Plus, delays everyone else getting paid. This hurts all the volunteers that go out on fires and it is totally unnecessary. Michele would like to propose changes to the policy.

No comment from the public.

Please try to get department budgets in as soon as possible. Deployed firefighters please look at your withholding and let Teri Jo know if you are not comfortable with the amounts. If you would like to change your withholding you must **submit something in writing, either hard copy or email, with the extra percentage or amount that you would like to have withheld**. Also, on the summary sheet in the budget column Teri Jo needs the annual amounts. Teri Jo will help do a first pass on the budget if you would like. Chairman Sigel moved to approve the financial report as presented. Motion was seconded by Secretary Essley and approved unanimously.

EMA – Would like to introduce Blake Halsey who is the new EMA Coordinator. He also brought boxes that were donated by the Legion to distribute to the departments.

County Fire Warden – Currently there are no evacuations on Mullen. Because of the end of event timing and weather, there will be a lot of rehab/remediation that will have carry over into the spring, as there just won't be time to get it all cleaned up and rehabbed before winter is upon us. Private lands have been impacted and there are still hazard trees in inholdings. Chad is working with others to determine how to best move forward with rehab for private landowners as far as money and resources and all the different avenues that must be looked at. However, the message is that we have not forgotten them, and we are not done with this. Because it is an FMAG fire, federal monies should be available with assistance as well. Everyone in the county did a great job on this fire. So many people pitched in, firefighters, homeowners, it was great to see people come together.

Fire Pay – Chairman Sigel moved to approve the payment of fire pay, with the Board authorizing the use of \$11,500 of reserves to cover the entire amount. Motion was seconded by Treasurer Witt and approved unanimously. Please note this is not in addition to last months dip into the reserves of \$25,000 as that amount was paid back. That amount was paid back. Currently Eric has the Mullen fire paperwork. Would departments like him to do the close out and sign for everyone? TSVFD, VVFD, Central and CVVFD said yes. BLVFD would like to do their own. Because the fire suppression account was activated and we entered to a cost share status, ACFD#1 apparatus will only be paid at 25%. However, there were approximately 2-3 operational periods before the EFSA account was activated that ACFD#1 had firefighters on the fire in Carbon County that might be paid at 100%. Shawn has requested a tracker be set up to track the progress of fire paperwork through the system that can be emailed to the Chief's. Currently Chad has 30-40 fires in various stages of completion.

New Department - WyCo

By-Laws – Chairman Sigel moved to approve the WyCo By-Laws as submitted. Motion was seconded by Secretary Essley and approved unanimously.

Boundary Map – Shawn proposed to move that boundary on the map that was previously submitted to the top of the canyon because the station at Woodslanding has EMT's that can respond. Chairman Sigel moved that the Board understands the new boundary lines and accepts them, with an east boundary of T13N, R78W and T12N, R78W, running all the way to the State line. Motion was seconded by Secretary Essley and approved unanimously.

Key Assets – 2b on Shawn's letter matches the inventory mailed to the Board as follows: ST4 retains all apparatus and equipment they have historically used. This includes, but is not limited to: BL3, BL6, BL9, BL11, BL15, BL21, BL29, Pumper Truck, Enclosed Trailer, towable 4-inch pump, snowmobile, Honda 4-wheeler, rescue trailer. Chairman Sigel moved that the Board agrees to the split of assets as shown in the MOU dated 10.21.2020. Motion was seconded by Treasurer Witt and approved unanimously.

Financials – MOU 1a dated 10.21.2020. A lengthy discussion ensued regarding either using 2020 revenue data or the 2018 revenue data and if WyCo will accept the 2018 numbers. WyCo would like to use the 2020 data. It was decided that to be fair, equitable, and consistent WyCo should follow the same data that was used for every other department and therefore budgets will be based on the 2018 revenue data. The District has created the entire fiscal years budgets off the 2018 numbers, and if we start changing them for one dept, then everything is fluid, and we can't count on it for that year. This is all subject to change next fiscal year when new revenue data will be looked at. Chairman Sigel will make sure the maps are drawn correctly when analyzing next year's data to determine department budget allocations. WyCo is concerned these numbers are lower than what they were expecting, and things will be tight. Also discussed that during the budget process the Board felt that too much money was allocated to Central and TSVFD and they took money away from both of them, an aggregate of \$18,000 and divided it between VVFD, CVVFD and BLVFD equally, which enriched the budget for BLVFD. There are also truck funds that are still owed to WyCo (Station #4) and it was agreed upon that the remaining truck funds from Badger would be split between BLVFD and WyCo 50/50. WyCo does not have truck funds in hand though. They would also need seed money for November bill payments, as WyCo's bill have been paid by BLVFD through October 31, 2020.

The Board could use \$2000 of the donated United Way funds as seed money for working capital for WyCo for November. Therefore, the split should be effective November 1, 2020. James requested time to seek the input of other members of the department who were not present at the meeting to poll them because these numbers differ from their draft budget they submitted. Would the Board approve this contingent upon final word back from WyCo leadership? James requested a five-minute break at 7:34pm to discuss with members the amount of money they need to live on versus the monthly allocation offered. Meeting reconvened at 7:50 pm. We may have to table until the November meeting so they can poll the rest of the members, as only 4 are present. The Board is prepared to give \$2000 as startup sum for working capital. If all members do not agree then they will cancel the split. James needs to explain to WyCo members how the budgeting worked for the departments and what percentage is allocated each year from the assessed mill levy. It was stated that all departments are in the same boat and it is not our decision on what the Assessor allocates to ACFD#1 and that WyCo also has a strong fundraising arm. This is also the first year the District has had a budget like this. There was questioning as to why the Board retains 53% for the District and why that money is not allocated to the departments. That money pays for things the individual departments do not have to pay for, including: Workers Comp, Payroll Taxes, City of Laramie Contract, Retirement, MASA Insurance, Liability Insurance Policy (LGLP), and our Property Insurance Policy (WARM) which covers your buildings, building contents and apparatus. If WyCo members agree they will move forward with the split.

We have a United Way donation in the amount of \$7500 plus another \$450 that was donated that the District need to apportion out to the departments. We could use \$2000 as working capital to start for WyCo. Chairman Sigel is thinking to look at engine days by department.

Central Station Status – Walk through is tomorrow.

Chairman Sigel moved to spend \$2900 on the project the attorney has been authorized to work on. Motion was seconded by Treasurer Witt and approved unanimously.

“Immediate Serious Concern” emails need to be approved during this meeting:

- Chairman Sigel moved to approve \$1200 for tires on CVVFD’s Engine 6, 100% dept funds. Motion was seconded by Secretary Essley and approved unanimously. PA 252
- Chairman Sigel moved to approve \$1700 to replace tires on CVVFD’s Unit 10 and Unit 11, 100% dep funds. Motion seconded by Treasurer Witt and approved unanimously. PA253
- Chairman Sigel moved to approve \$577 to replace a tire on BLVFD’s Tender 2, 100% dept funds. Motion was seconded by Treasurer Witt and approved unanimously. PA 254
- Chairman Sigel moved to approve \$850 to repair tie rods and steering on BLVFD’s BL12, 100% dept funds. Motion was seconded by Treasurer Witt and approved unanimously. PA 255

- Chairman Sigel moved to approved \$3734.53 for body work for BLVFD's dispatch vehicle, 100% dept funds. Motion was seconded by Treasurer Witt and approved unanimously. PA 256
- Chairman Sigel moved to pay a total of \$5652.10 to Fire Truck Certification to be split as follows: \$1317 for BLVFD's BL Tender 2, 100% district tender funds and \$4336 for BLVFD apparatus, 100% BLVFD funds. Motion was seconded by Treasurer Witt and approved unanimously. PA 257
- Chairman Sigel moved to pay Fire Truck Certification in the amount of \$2933 for Central's AC12 pump shaft repair, 100% dept funds. Motion was seconded by Secretary Essley and approved unanimously. PA 258
Please get the paperwork for this repair turned into the Mullen fire soon.
- Chairman Sigel moved to pay Fire Truck Certification up to \$1000 for post fire servicing for four of VVFD's apparatus, 100% dept funds. Motion was seconded by Secretary Essley and approved unanimously. PA 259

Chiefs Report – They did not meet.

BLVFD – Had a dispatch truck, have been working on completing taskbooks, and had a structure truck and tender serviced.

TSVFD – Have been on Mullen either dispatched or part of Surge 2 and had two minor repairs for under \$100.

VVFD – Many thanks to Scott for setting up housing/food at Table in the Wilderness for the firefighters and many thanks to Table in the Wilderness for having the firefighters. They have contacted the FEPP program to look for a snow removal machine for hopefully a minimal expense. Brett requested the amount of money being held from past fires be sent out. Teri Jo will send the spreadsheet to the Chiefs.

CVVFD – Responded to Rock River structure fire, and they were on the Surge teams. Trying to put the station and equipment back together from Mullen. They would like to request 50% match from the District through the capital process for heating and wind purposes regarding the replacement of the garage doors on the Centennial Station. Discussion among the Board. Chairman Sigel sees capital as strategic advancements for the District. Chairman Sigel moved to approve CVVFD's expenditure of \$20,000 to repair the station doors, 100% dept funds. Motion was seconded by Secretary Essley and approved unanimously. PA 260

Central – Mullen helibase support and they took ownership of the Tahoe that was donated to them.

Expenditures by the Board totaling \$40,546.63 to include: \$2900 on the project that attorney has been authorized to work on; \$1200 for tires on CVVFD's Engine 6, 100% dept funds; \$1700 to replace tires on CVVFD's Unit 10 and Unit 11, 100% dep funds; \$577 to replace a tire on BLVFD's Tender 2, 100% dept funds; \$850 to repair tie rods and steering on BLVFD's BL12, 100%

dept funds; \$3734.53 for body work for BLVFD's dispatch vehicle, 100% dept funds; total of \$5652.10 to Fire Truck Certification to be split as follows: \$1317 for BLVFD's BL Tender 2, 100% district tender funds and \$4336 for BLVFD apparatus, 100% BLVFD funds; Fire Truck Certification in the amount of \$2933 for Central's AC12 pump shaft repair, 100% dept funds; Fire Truck Certification up to \$1000 for post fire servicing for four of VVFD's apparatus, 100% dept funds; and CVVFD's expenditure of \$20,000 to repair the station doors, 100% dept funds.

Next meeting November 18th, 2020.

Meeting adjourned at 8:46 pm

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1 Board Meeting Minutes November 25, 2020

This meeting was held via Zoom. There was a mix-up in the Zoom meeting number, which once noticed was corrected using email and text.

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

Chairman Sigel moved to approve the October board meeting minutes as presented. Motion was seconded by Treasurer Witt and approved unanimously.

No public comment.

Requested a thank you be sent to Goshen County for helping with the surge twice. Their address is Goshen County Courthouse, 212 E A St, Torrington, WY 82240.

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

LARC – Go live for the new system was November 10th and it has gone well. They will go live with the ER interface next week and Steve is looking into whether we can include “I Am Responding”.

County Fire Warden – Working on paperwork and has submitted fires for payment. Michele has all of Mullen. We are looking at close to \$43 million with the District’s percentage at approximately \$700,000. Hence why we have the suppression account (insurance policy) as the suppression account with pick up the bill while the District was under the cost share agreement. All equipment will be paid at 25% as part of the cost share. We will likely incur costs during the spring that will not be covered by the fire or the suppression account regarding mitigation. Individual landowner mitigation – FMAG money will be handled through EMA.

Fire Pay – This month the first 50% for Mullen will be paid to all departments except for Central. Michele is still waiting on correct paperwork/numbers and if she does not receive it, they might not be paid in December either. The Board agreed that \$75,000 must remain in the reserves. Because of the delay in the meeting and the holiday, checks will be signed on Monday, November 30th and distributed from there. Please note: Teri Jo has to scan the checks before she can disperse them because this is for an in-District fire. Because we are dealing with a reimbursement situation, Michele will contact Sheilah regarding the letter on how the District operates.

WyCo Department – Secretary Essley moved to create the WyCo Volunteer Fire Department. Motion was seconded by Treasurer Witt and approved unanimously. Treasurer Witt moved to establish a \$2,000 startup fund from the District’s capital budget account for WyCo. Motion was seconded by Secretary Essley and approved unanimously. As per agreement, WyCo will deliver items back down to BLVFD and Badger truck funds for WyCo apparatus will be paid to WyCo. James Rinehart was elected Chief, Gary Williams was elected Assistant Chief, Robert

Johnson was elected Secretary and Teri Schwindt was elected Treasurer. The date of formation of the new department is November 25, 2020.

Dylan has submitted a proposal for the new South Central station as it needs finishing work to be done to make it functional. Chairman Sigel moved to approve a total of \$50,000 at a 50/50 split (\$25,000 ACFD Capitol/\$25,000 Central) for South Central finishing work. PA 261

It was requested the District Board set some guidance regarding capital projects to be published, as up to this point all facility upgrades have been denied. Board indicated they have been denying facility maintenance. The District attorney is also working on a land line dispute involving VVFD, to that must be considered. Brett suggested it may be worthwhile in the next few months to sit down and talk about major capital needs throughout the District and determine prioritization where remaining funds should be directed.

Emergency PA's –

Secretary Essley moved to approve \$1850 of CVVFD funds for the replacement of CVVFD Engine 14 tires. Motion was seconded by Treasurer Witt and approved unanimously. PA 262

Chairman Sigel moved to approve \$11,736 of CVVFD funds to replace CVVFD hose, PPE, etc that was lost or damaged from the extended fire season. Motion was seconded by Secretary Essley and approved unanimously. PA 263

Chairman Sigel moved to approve \$650 of Central funds for central engine repairs. Motion was seconded by Secretary Essley and approved unanimously. PA 264

Chairman Sigel moved to approve \$3500 of Central funds to repair AC12. Motion was seconded by Secretary Essley. PA 265

Chairman Sigel moved to approve \$1500 of Central funds for parts to repair AC11 and T37. Motion was seconded by Secretary Essley and approved unanimously. PA 266

BLVFD Break In – A full set of bunker gear, an older laptop, and 81 gallons of fuel were stolen. They now have a security system wired into phones on the front and back of the station, along with new locks on both doors and Shawn is fabricating a cage to install over the back window.

MASA Insurance – The State of Wyoming has moved MASA insurance into a different classification and therefore the cost of MASA will increase from the current \$99/enrollee/year to \$140/enrollee/year. Will need to discuss further.

Chief's Report – Lessons learned from the large number of fires – need an annual paperwork class, training on arrival reports, training on how to swap out damaged hose on fires, make sure all trucks have current inventory, wildland urban interface class, a CTR for every crew member, clarify what is in ROSS, and how to winterize trucks without antifreeze. Ambulances sent on federal fires can make a significant amount of money which could be used to support EMS within the departments. The Wyoming State Fire Marshall is not planning any training. Most training will be in-district only. CO Wildland Fire Academy might still be going. The WY Rural Firefighters meeting was canceled.

CVVFD – Status quo, worked through a few issues and the ambulance service took a bit of a hit but still have EMS personnel and others are working on getting EMT certifications. Also

working on putting together a disciplinary action. Looking at Dylan's and would like to look at others. Possibly some facility upgrades in the future as well, adding a well.

BLVFD – The two stations are now separate. Who is going to set up Emergency Reporting and "I Am Responding" for WyCo? Each department has set these up themselves. They will keep paging protocols the same for now for BLVFD and WyCo, all will be paid in both departments, until WyCo has reliable redundancy during the winter.

WyCo – The trucks have been drained. WC11 (old BL11) and WC9 (old BL9) can respond, as well as the snow machine and rescue sled.

Central – Working on getting donations for finishing for South Central station. The new station received a donation of four fire extinguishers from Laramie Fire Extinguisher.

TSVFD – They are still open. Also have a large slash pile to burn as a training fire, but will wait for more favorable, less dry weather.

VVFD – Question on \$544.63 deposit from VVFD on the "Bills Detail" report. The \$544.63 is the total for the bills paid by ACFD for VVFD. It is a debit for VVFD and a reimbursement for the District. This number ties directly to the report "Department Expenses paid by ACFD". Just to clarify, the property issue involving VVFD stems from the first iteration of VVFD, not the current VVFD. The Board would like to clarify that none of the current Board members had anything to do with the building that was possibly built on someone else's property, this was a previous Board. Looking at tank options for water. Christmas tree sale fundraiser is going on now.

New Business – Michele requested a scanner be purchased as everything is moving to online for federal fire pay. The State's new system will have to everything scanned in and most of the federal fires required everything be done online. A scanner would make processing fire pay and entering the documents into the State's system for payment much more streamlined and effective. They are about \$400 and can hook up a PC or a mac, they scan in color, portable and could be used to scan checks at meetings. The Board requested a proposal for it.

Next Board meeting is December 16, 2020 at 5:00pm

Expenditures by the Board totaling \$71,236 to include: \$2,000 startup fund from the District's capital budget account for WyCo; \$50,000 at a 50/50 split (\$25,000 ACFD Capitol/\$25,000 Central) for South Central finishing work; \$1850 of CVVFD funds for the replacement of CVVFD Engine 14 tires; \$11,736 of CVVFD funds to replace CVVFD hose, PPE, etc that was lost or damaged from the extended fire season; \$650 of Central funds for central engine repairs; \$3500 of Central funds to repair AC12; and \$1500 of Central funds for parts to repair AC11 and T37.

Meeting adjourned at 6:54 pm.

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District Meeting Minutes December 16, 2020

This meeting was held as a hybrid meeting with in-person attendance for Board Members, Board Staff, Chiefs and others, as well as through Zoom because of COVID.

(Please note: Central's North Station internet connection stopped working at approximately 7:05pm and was restored at approximately 7:20 pm)

Meeting was called to order at 5:02 pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

Chairman Sigel moved to approve the November board meeting minutes as presented. Motion was seconded by Secretary Essley and approved unanimously.

No public comment.

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

WSF Beetle Grant – The contractor was hire but currently no mor work has been done on the infestation. ACFD#1 will continue to hold the money.

Profit & Loss by Department Forms – The expenses on the form and the total expenses at the bottom do not match. Teri Jo will look into it.

EMA – Blake still has emergency response guides available. Michele will pick them up and anyone needing them can contact her. EMA would like to be included in 'I Am Responding' that Central started. Michele to contact Dylan and get information for Blake.

LARC – ER guru is out, and no work will be done over the holidays.

County Fire Warden – Fifteen fires have gone to final approval and will have payment issued, there are 13 more in audit and 10 complete.

Fire Pay – The District will conclude payment of the first 50% to volunteers on all fires. The final 50% was also paid for Cabin, Clemons, Reno and Brandel. Travel vouchers to be paid.

Board Transition, Elections, Management Transition – 2/3 of the board will be turning over. Brett and Luke need to take oaths and Boards attorney can help coordinate that. At the January board meeting they will be elected officials and election officers will happen. Until that time Secretary Essley and Treasurer Witt will retain authority for check writing until the signature cards can be completed. The Board is reviewing a draft audit for FY 19/20 and this is a good time for new board members to read and understand the comments we receive from the auditors. Chairman Sigel will not be a candidate for the Chairman office again.

VVFD Land Line Dispute – There has been a complaint by a neighbor of VVFD with concerns regarding overlap of the fire department on their property. Coffey has been commissioned to complete a survey and is working on signing that exhibit. Will have to meet in Executive Session with Board, attorney and Coffey on how to resolve the complaint. Attorney is also looking into the Title Insurance.

2021 Board Meeting Schedule – Chairman Sigel moved to approve the 2021 Board Meeting Schedule as presented. Motion was seconded by Secretary Essley and approved unanimously.

Strategic Projects – Each department should prepare to make a presentation at the next board meeting of their most desired strategic projects they would like to be considered. The Chief's met and identified seven different areas that exist in all the departments and they feel they will have some good material with to inform the District next month. Chairman Sigel wants to make sure that each department has the opportunity to speak to their needs.

Central Station Project Cost Overrun – The installation fees by two of the utility suppliers are slipped by the engineering and contractor costs but needed to be paid. The biggest being the water hookup and the second being the electrical installation. Aggregate total of overruns is \$12,689.05. Chairman proposed the Board pay this overrun out of the prior approval of District funds to Central to finish the station. Chairman Sigel moved to use ACFD funds from PA261 to pay for the \$12,689.05 overrun on the Central Station Project, this leaves \$12,310.95 of ACFD funds in PA261 for finishing of Central Station. Motion was seconded by Secretary Essley and approved unanimously.

Chief's Report – Shawn will take organizing in the future. Firefighters are tier 2 for COVID vaccine. Dylan has research Fire Rescue 1 Academy for ongoing training within the District because of state canceled classes. The quote for up to 40 people is a one time set up fee of \$100 and annual payment of \$3800. This is an online academy with full access to courses and online training, including structure training and EMS training. Brett suggested Dylan explore the demo mode and find out if wildland fire training is also available. Concerns have been expressed that there isn't enough training being accomplished in the District. The last several years the District has had an open-ended training budget with no limits on spending, and we have yet to exhaust the budget of \$20,000. With the new budget, training is paid for by each Department, not the District. Thus, there may be a cap on individual departments ability to commit to training opportunities since this expense now competes with every other budget item. Budgets should not be a controlling factor in training, and we need to think about how to address this under the budget circumstances. Historically the District had a training committee but because of in-fighting it was closed out. We need targets for recruitment and training.

BLVFD – Chairman Sigel moved to approve the repair of BL31 in that amount of \$1300, 100% BVLFD funds. Motion was seconded by Secretary Essley and approved unanimously. PA267 When bills are paid, we need to make sure the perjury statement is on it because it is public funds.

Chairman Sigel moved to approve BLVFD's purchase of two sets of bunker gear in the amount of \$5,000, 100% BLVFD funds. Motion was seconded by Treasurer Witt and approved unanimously. PA 268

WyCo – No PA is needed for your auxiliary to spend money, as those are not public funds. If you write a check from your department checkbook in the amount of \$500 or more, then you will need a prior approval and PA number. Teri and Bob have signed the bank cards, and they were shipped to James who has signed and shipped them back. Checks cannot be purchased until we have a bank account number, and we have to have the cards to open the bank account to get the bank account number.

Central – Received a phone call about Little Laramie VFD issue. They are interested in purchasing a type 3 WSF owned engine with a radio and extra equipment from Cheyenne. Discussed selling AC20's fire package for \$10,000-\$15,000 and releasing AC20 back to WSF. Cheyenne's type 3 is a Ford 2wd with an F800 chassis and around 60,000 miles with seating for 5, a 500 gpm pump, 500-gallon tank, hose reels on both sides, and it had foam capability, but the foam injection system isn't working and the pump packing will have to be re-done. Considered an urban interface apparatus. Does Central have the early-stage cash outflow to equip the engine and then receiving the later stage cash inflow from selling AC20's fire package. If ordered up on wildland it will make \$46/hour because it is 2wd. Station finishing – the numbers from quotes are higher than expected, they are waiting to see about donations.

The internet connection at Central stopped working at approx. 7:05 pm. Had to go to different media. Teri Jo sent an email and will call however needs to be able to speak.

TSVFD – Closed for the season.

CVVFD – They will host an online FF1 in early January. Garage doors coming in a couple of weeks. CVVFD need to refresh their five-year plan.

Treasurer Witt moved to approve the scanner and office furniture proposal for the new South-Central station that was submitted by the administrative assistant in the total amount of \$800. Motion was seconded by Secretary Essley and approved unanimously. PA 269

VVFD – Problem with heat in building one, however there are no engines in that building. Question regarding the \$143 outstanding reimbursement request, it is coming this month.

Internet connection started working again at approx. 7:20.

New Business – TSVFD has a bill for \$119 every month. This is for the internet hotspot for the department not for the tablets. TSVFD will discontinue this internet hotspot.

EMA and COVID – EMA is looking for help on the COVID 19 taskforce for doing immunizations. There will be a mass location and they would like a couple of EMT's to volunteer in case of

adverse reactions so the nurses giving the immunizations can continue working and not have to stop to handle any medical reactions. They would like an ambulance (not to transport, just to stage) and an EMT to assist. Also looking for a couple of volunteers to handle insurance paperwork. Two-week work window and then off for two weeks. Contact Jon Essley if interested.

Response to Audit – Secretary Essley moved to accept the response to the audit as written. Motion was seconded by Treasurer Witt and approved unanimously. Need to find out about electronic signatures and an electronic perjury statement that can be used by departments. Treasurer Witt moved to approve increase to administrative assistant’s salary. Motion was seconded by Secretary Essley and approved unanimously.

Next meeting – January 20, 2021, most prefer hybrid approach.

Expenditures approved by the Board totaling \$6300 to include: the repair of BL31 in that amount of \$1300, 100% BVLFD funds and BLVFD’s purchase of two sets of bunker gear in the amount of \$5,000, 100% BLVFD funds. Also approved but on a prior PA - use ACFD funds from PA261 to pay for the \$12,689.05 overrun on the Central Station Project, this leaves \$12,310.95 of ACFD funds in PA261 for finishing of Central Station.

Meeting adjourned at 7:30 pm.

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant