

Albany County Fire District #1 Amended Board Meeting Minutes February 21, 2024

This meeting was held as a hybrid meeting with in-person attendance as well as through Zoom. (Formal action taken by the Board is indicated via italics.)

1. Call to Order: Meeting was called to order at 5:29 pm at Central North, a hybrid meeting of in-person and virtual attendance via Google Meet. Board members present were Luke Hawkins, Matt Burkhart and Brett Wadsworth.
2. Minutes from the January 17, 2024, Board Meeting: *Chairman Hawkins motioned to approve the minutes as presented. The motion was seconded by Treasurer Wadsworth. The vote was unanimous.*
3. Comment from the public: Wyoming Highway Patrol Trooper Weitzel and Trooper Petruso would like to formally recognize VVFD and the hard work they have been doing with scene safety, doing what needs to be done, providing food, etc.
4. Report – Outside Agencies:
 - a. LFD – No report
 - b. EMA – Bearcom radios are ready. Working on a Disaster Strikes training March 23-24.
 - c. LARC – No report
 - d. County Fire Warden – The County was cleaning up old accounts and found some mystery money. Over time a balance accrued in an account that wasn't paid to ACFD1. This was prior to Chad's time and goes way back to accounting errors in the amount of around \$11,000, which has been paid to the District. He is requesting the District pay their half of the EFSA premium and get it handed off early this year. The AOP meeting is next week, and he will be attending with Wildland Coordinator Turner, it's a good way to interact with counterparts at other agencies and maintain relationships.
 - e. Training Coordinator – Upcoming red card class that Wildland Coordinator Turner helped set up March 22-24, 2024. You can take the L180 and S190 online to be ready. The annual training schedule is out, and she is working to solidify dates for those meetings. Will be implementing an attendance policy. LFD is booked the first weekend of each month, send Training Coordinator Parten a request and she can help coordinate.
 - f. District Coordinator – Attended meetings, work session, EMA training at the EOC, and Image Trend training today, as well as an AFG planning. Met with Kim in LARC and we are good on her end. Working on Active Alert accounts; if you need one let District Coordinator Farber know. He has expanded the cost a couple of times. The bathroom projects are ongoing after the pre-construction meeting if the contracts work out. Met with Kristi Andrews and have a draft of the recruitment packet that is complete. Get rid of Who's Responding completely.
 - g. Wildland Coordinator – Would like to clarify that the refresher, RT130, will be on Sunday March 24th as per a text with Jesson and there will be a separate sign-up for it. County Fire Warden Dinges will be doing a paperwork class that same

weekend, from 6pm -9pm on Saturday (3/23). The Refresher is for those that can't make it to their department refresher and we also tying in one paperwork class with it. Wildland Coordinator Turner had lunch with BLM Engine Captain Jesson out of Rawlins, and he will be a great ally for us. The BLM has a lot of resources so, if your department needs gear, please let Wildland Coordinator Turner know. They can also help fill in hand tools, fuzees, etc. Jesson with the BLM is putting this wildland training together for us which is of huge benefit to the District. Will also be attending the AOP meeting with County Fire Warden Dinges and the March 6th PODS meeting with the Forest Service. Fire season is ramping up so doing a wildland red card and refresher class in March, hopefully we will get ahead of it, as April/May might be too late this year.

- h. Peer Support – Has been an active and rough week. Presented to CVVFD and BLVFD and will hopefully get interest from those departments. Been talking to Emily about growing the team. A lot of team members are first responders and are involved in the incidents. Team held an organized debrief on Saturday. Search and Rescues has reached out seeing that there is a need in their organization as well. Looking at bringing in other agencies, needs at the County Sheriff level, UW level. Bridgemon is doing peer support training, but it is for IAFF only.

5. Financial Report:

- a. Bills to be paid – If you are purchasing items with a department card or checkbook, do not make a donation to charity by rounding up. *Chairman Hawkins motioned to approve the financial report as presented. The motion was seconded by Secretary Burkhart. The vote was unanimous.*
 - i. *Treasurer Wadsworth motioned to pay out engine pay to departments for last fire season, the full 70% totaling \$44,377.44 for 2023. The motion was seconded by Chairman Hawkins. Discussion – all firefighter pay has been paid before we pay out engine pay, correct? Yes, all firefighters have been paid. Vote was unanimous.*
 - ii. *Treasurer Wadsworth motioned to put the \$11,000 being returned from the County into the fire pay line to help in the coming years to get to a comfortable state in the fire pay line. The motion was seconded by Chairman Hawkins. The vote was unanimous.*
 - iii. Regarding the sale of the tenders, we have requested a check as payment. How will that money be earmarked in the District? Into the tender repair/replacement line, the Hauled Water program? This was moved to a work session topic.
 - iv. The Audit has wrapped up and we have accounted for one small finding. It has been submitted to the State Department of Audit, and we have our Letter of Compliance. The finding was a reporting error on how Quickbooks reported it out and that has been fixed.
 - v. 2023 fire pay is complete, and we are ready to kick off 2024. Last year 70% was paid when paperwork was good. Similar on engine pay, pay out 70%, with the remaining 30% paid as equal payments over the next two

years. *Treasurer Wadsworth moved to pay firefighter fire pay at 75% initially this year plus travel vouchers, with the rest of the 25% and end of year truck pay at 75% for 2024, pending an urgent need of the District, such as another Mullen Fire. The motion was seconded by Chairman Hawkins. Discussion – What is the rationale for 75%? If we look at the money in fire pay line, there is \$164k after payout tonight. Fire pay this year was around \$250k-275k. We don't have the money to do it all in one fell swoop and pay 100% immediately. Also, a big local fire could impact District. A practical realistic way to dig way out of hole is a rotating line of credit and truck pay has been carrying this. ACFD1 knows that payments are coming in quicker from the County because of County Fire Warden Dinges' efforts. He pays us before he has received money from the State. He is still waiting for money from the State. What about pushing back 30 days to 60 days, so that in 60 days you could get 100% because money from County would be in at that point. The problem is how soon can we get firefighter money to them. Chairman Hawkins would like to see 80% or 90%. ACFD1 is looking at 13 bills that could reduce our revenue stream. The motion stands at 75%. The motion was seconded by Secretary Burkhart. The vote was unanimous. Departments will receive truck pay after all 2024 firefighter pay has been paid.*

- vi. Get budget inputs in by April 1st.
- vii. Some vendors will not accept a credit card if a personal name is not connected to it, and we have been having some problems on that end. Treasurer Wadsworth would like ACFD1 to look at moving to Chase credit cards, as they have more experience with corporations and government. He would like this done before end of April. There is an opportunity for meeting/training with Chase. In addition, the First Interstate Bank credit card site is terrible and their responsiveness to issues/problems is not great. *Treasurer Wadsworth motioned that Bookkeeper Gillum attend training next week and pending her recommendation we get new credit cards with Chase and that we get this done within the next two months. The motion was seconded by Secretary Burkhart. Discussion - With Chase the credit limits are per department. The cards that are listed can be under the amount, say \$10k. The vote was unanimous.*
- viii. Secretary Burkhart asked how the District is spending against ARPA funds, how reimbursements work, how they come in, how tracked, and do they go directly to the county? ACFD1 pays the expense and then bills the County, who then pays us (through Bailey Quick).

b. PA's –

- i. *Chairman Hawkins motioned to approve BLVFD's request for a new quick attack handline nozzle in the amount of \$1500, 100% Dept funds. The motion was seconded was seconded by Treasurer Wadsworth. The vote was unanimous with Secretary Burkhart abstaining. PA226*

- ii. *Chairman Hawkins motioned to approve CVVFD's request for an emergency generator for the main station in the amount of \$18,000, 100% Dept funds. The motion was seconded by Treasurer Wadsworth. Discussion – This would be backup power for the main station for heating. It's \$17,000 for the unit and \$1,000 for the plumbing. This would run everything, is liquid cooled, D rating for altitude for the station. The vote was unanimous. PA227*
- iii. *Chairman Hawkins motioned to approve CVVFD's request for tires for Unit 12, these tires are 10 years old, in the amount of \$1,600, 100% Dept funds. The motion was seconded by Secretary Burkhart. The vote was unanimous. PA228*
- iv. *Chairman Hawkins motioned to approve CVVFD's request to move forward with the purchase of the Type 3/Type 1 Pumper replacement in the amount of \$565,000 of which \$165,000 are Dept funds and \$400,000 are Unmitigated Impact funds from Rock Creek. The motion was seconded by Secretary Burkhart. Discussion – This would replace a 2WD with a 4WD with more water and more capabilities. The District is currently holding the unmitigated impact funds not knowing what the project is doing. The Laramie Boomerang has reported that the Rock Creek project is moving forward. We are preparing for something that may or may not happen, be we need to be ready to provide services right now, as there are impacts the District has experienced up to this point. ACFD1 has reason to believe the project is moving forward and we need to be ready to mitigate and be responsible. Until we get a cease and desist, or a Supreme Court decision we presume it will eventually move forward. There was an initial spec committee for the initial, mid build inspection, receiving engine. David Wright was heading up that committee and David and Chief Davis will continue to be responsible. The vote was unanimous. Chairman Hawkins motioned to accept the bid as Chief Davis and David Wright will be accountable for specs and communicate with KME and the Board and be responsible or responsive for the lowest bid to the request for bids. The motion was seconded by Treasurer Wadsworth. Discussion – Pending review from Legal of any terms and conditions. The vote was unanimous. PA229*

Addition: The Board incorrectly did not amend the agenda and Secretary Burkhart has an action item to add per District Bylaws, as the Officers need to be voted on every January. Treasurer Wadsworth moved the current slate of officers, Luke Hawkins as Chairman, Brett Wadsworth as Treasurer and Matt Burkhart of Secretary, for the 2024 term. Chairman Hawkins accepts the nomination. Secretary Burkhart doesn't know that he has a choice. He would accept because there are only three positions. Legal stated that Secretary Burkhart can deny/decline and propose a new set of officers to be selected, you don't have to acquiesce because of number of positions and nominate to reorganize the slate of officers. Secretary Burkhart declines the Secretary position. Secretary Burkhart proposes that Matt Burkhart as Chairman, Brett Wadsworth as

Treasurer, and Luke Hawkins as Secretary. Legal stated to move to amend the agenda and add 6.i. Election of Officers. Motion was seconded by Treasurer Wadsworth. The vote was unanimous.

6. Action Items:

- a. Ratification of extended incident food guideline – Secretary Burkhart brought in hard copies but was not submitted a week ahead. Question if \$15/firefighter is per day or per meal. County Fire Warden Dinges suggest tracking food costs with GSA rates, as extended attack is covered at those rates. And then the rate would change as the GSA rate changes. *Treasurer Wadsworth motioned to amend the original document that was submitted last month to include wording for meal costs “not to exceed the standard GSA/firefighter. Motion was seconded by Secretary Burkhart. Discussion – EMA is good with that wording. The vote was unanimous. Corrections will be made, and the document sent out.*
- b. Job Descriptions – Drafts were attached and sent out including the one that District Coordinator Farber and Todd Miller worked on; however, HR still needs to review that one.
 - i. Firefighter – *Chairman Hawkins motioned to approve the Firefighter Job Description. The motion was seconded by Treasurer Wadsworth. Discussion – it meets the standard of a local firefighter. Firefighter is different than Local Responder. Kill that motion and go to the Local Responder Job Description.*
 - ii. Local Responder – Has been sent to HR but has not been reviewed/approved yet. *Chairman Hawkins motioned to approve the Local Responder Job Description. The motion was seconded by Secretary Burkhart. Discussion – Simplicity and states what volunteers do. There is flexibility in it and indicates that folks can get or work under additional certifications. Should probably allow HR to comment/input and then District can go back and amend and accept any changes from HR. In passing this we know where we have to clean up existing policy. This covers generally. The others then give the pathway for areas of interest. Whenever you advance a policy, you are in the process of determining and reconciling if it is consistent with former policy. Strong desire to be cognizant of legal fees. Board needs to consistently clean up the past. The vote was unanimous.*
 - iii. Firefighter – To support local firefighters this adds onto as an option. *Chairman Hawkins motioned to approve the Firefighter Job Description. The motion was seconded by Treasurer Wadsworth. Discussion - The Board will not say that it doesn't violate something somewhere, is in alignment with AOP. There are a couple of different languages we could draw from; all describe the same thing differently. Blend of most regulating documents and minimum standards. Need to clarify local response before it becomes a managed response. The AOP clearly states managed response and what training you must have. Federal fires require*

you to be 18, must have/wear the required PPE, and have the basic level of wildland level training to include S130/190 and L180 and pack test. The District does not want to call this one a wildland firefighter because that puts it not being able to respond to all issues and needs to keep in mind the State requirements for Wyoming Retirement. The vote was unanimous.

- iv. Chairman Hawkins motioned to approve the Roadway Emergency Responder. The motion was seconded by Treasurer Wadsworth. Chairman Hawkins and Treasurer Wadsworth approve, Secretary Burkhart opposes. The vote was unanimous.*
- v. Structure Firefighter - Chairman Hawkins motioned to approve the Structure Firefighter. The motion was seconded by Treasurer Wadsworth. Discussion – The Outside Firefighter is gone, no need for it. Once you are Local Responder then they can expand their interests. Is it good policy to send firefighters into a structure with zero qualifications? They don't meet the industry standards. This is not a job description; it is a guide to possible certifications if District personnel would like to pursue those fields. This does not address the training you should have or what the industry standard is. It is a training and knowledge guide to seek information to pursue those fields, as with the optional wording it means they have no real purpose as a standard for District firefighters. We need to state that it is a "guide." However, the District will need to address other policies and increase them to industry standards if they are not going to be addressed in the "Job Descriptions." There needs to be some recognition that this is a "Job Description/Training and Qualification Guide." Chairman Hawkins motioned to change all of them to Guides and pass all of them as one. The motion seconded by Treasurer Wadsworth. Secretary Burkhart opposes. Further Discussion – Chief Bowers does not feel the Local Responder should be a "Job Description/Training and Qualification Guide." Amend all motions with the exception of the Local Responder to change from "Job Description" to "Position Training and Qualification Guide" including the Firefighter and Roadway Emergency Responder approved above. The amended motion was seconded by Chairman Hawkins. Discussion – the intent was to give strength and help with liability but there is opposition to any type of credentials. These are now guides and not job descriptions. Job descriptions are required for paid firefighters, EMS and even when applying for AFG grant. There is a standard and we need to be meeting that standard around us, when talking to insurance, when communicating with other agencies, when responding to mutual aid, when firefighters are covering stations and areas. Standards can't arbitrarily be what we think they should be, they are dictated by all of these other things. We are trying to make things better and get things done. Just bless these as "training and qualification guides" for now and move forward. The District will have to address if*

they are going to adhere to industry standard or if we just won't have a standard at all. Treasurer Wadsworth retracts his motion. Chairman Hawkins motioned that all, with the exception of Local Responder and Support Member, be renamed to "Training and Qualification Guide". The motion was seconded by Treasurer Wadsworth. Chairman Hawkins and Treasurer Wadsworth approve, Secretary Burkhart opposes. Motion passes.

- vi. Chairman Hawkins motioned to approve the Support Member Job Description. The motion was seconded by Treasurer Wadsworth. Discussion – This is separate from Local Responder and is not a firefighter role. This role is not eligible for Wyoming Retirement. This goes a long way to being inclusive of the community. The vote was unanimous.*
- vii. Chairman Hawkins motioned to approve the Fire Company Training Officer as a Training and Qualification Guide. The motion was seconded by Treasurer Wadsworth. Chairman Hawkins and Treasurer Wadsworth approve, Secretary Burkhart opposes. Motion passes.*
- viii. Chairman Hawkins motioned to approve the Fire Chief as a Training and Qualification Guide. The motion was seconded by Treasurer Wadsworth. Discussion – The Chief's were asked if this will effectively guide them to Chief of a Department and would be helpful to the person who comes after you. Their response was that handover notes from the old Chief to the new Chief are the best notes. Chairman Hawkins and Treasurer Wadsworth approve, Secretary Burkhart opposes. Motion passes.*
- c. AFG Grant 5% Application – The total grant request for the plymovents is \$341,480, with the 5% match being \$17,074. The PPE included in the grant request is \$85,540.83 and 5% of that is a match of \$4,277. Where is that match coming from? *Chairman Hawkins motioned that the 5% match is matched by the departments that are receiving the PPE and the plymovents. Is there desire on part of depts for that split of equipment. The motion was seconded by Secretary Burkhart. Discussion – Can the auxiliary help with meeting the match? Auxiliary funds can flow into the departments. Will need a breakdown on PPE for each department. Departments are fine with meeting the 5% match. This is all being requested in one ACFD1 AFG grant proposal. The vote was unanimous.*
- d. Wildland Division Proposal – The idea is to create a Wildland Division within ACFD1 to support firefighters, not politics. The Wildland Division would support firefighters within departments that want to go down the wildland road and would include specific wildland meetings and more wildland training to facilitate them moving towards their goals. Wildland Coordinator Turner would like to try this for the 2024 season and see if there is interest, and then revisit in November. Training would include taking them to go over every department/dispatch engine, so they know every truck in every District. This would streamline the wildland end of things on fires so there is a better flow. This would allow anyone interested in wildland to be part of the division, even if wildland is not a priority of their department, and it would allow this group of

interested firefighters to work together seamlessly amongst themselves and within the rest of the District. It could be viewed as a specialized crew such as swift water rescue or hi/lo angle rescue, which would allow IC's the ability to know who to call in a given situation/incident. It allows the IC to contact the specialized group, by calling the Wildland Coordinator, and that group having knowledge of every truck in the district. Chief Isborn thinks the idea is awesome and could help unify the effort where everyone is fighting over nickels and dimes. He thinks this model could be used for an Extrication Division in the future as well. The firefighters who dispatch would continue to be paid and the department engine that was taken out would receive the truck funds. The departments have the engines and Wildland Coordinator Turner has the firefighters that want to go. This allows those firefighters the opportunity to pursue the goals of wildland and would help unify the District and help get Albany County set up and ready to respond. Secretary Burkhart thinks it's a great idea, it's specific, assists with task books and provides a road to complete certifications, and he likes that it is tied to the Strategic Plan. How would this fit with trainings each department is currently doing? Would like to see it tie in with other departments trainings on their trucks, allowing the wildland division group to show up and go through departments trucks with department firefighters, and it would integrate everyone into every department for training aspects. County Fire Warden Dinges is a huge supporter of this proposal. Historically, County responses are confusing and a bit of a rodeo and the all-page makes it worse. Over the years County Fire Warden Dinges has relied on calling different Chiefs and this has proven problematic for him. With this Wildland Division, County Fire Warden Dinges will have a point of contact for his needs, and this will help solve a problem. Wildland Coordinator Turner will have a ready force of operational folks that are qualified and ready to roll. Wildland Coordinator Turner will continue to coordinate the dispatch trucks. *Chairman Hawkins motioned to approve the creation of an ACFD1 Wildland Division. The motion was seconded by Secretary Burkhart. Discussion - Chairman Hawkins has seen this concept work over and over again for specialty teams and divisions within Districts and departments. Maybe could grow into an Extrication Division as well. The Chiefs are responsible for putting their trucks into IROC with Casper Dispatch. Wildland Coordinator Turner will then coordinate with the Engine Bosses getting trucks on the Board, and he will coordinate firefighters to staff those trucks. The vote was unanimous.*

- e. WYCO type 6 – Wildland Coordinator Turner retracts his request for the engine. Chief Bower would like the engine for the Wildhorse area response. Where would it be housed? The firefighter housing the type 4 would move to a seasonal engine and keep the type 6 operational with water in his shop until they can get a station out there. This would be effective for the fire and non-fire season as well. This will allow them to gain capability with brush truck. *Chairman Hawkins motioned to move WYCO 6 to BLVFD. The motion was seconded by Treasurer Wadsworth. Discussion – there are two responding firefighters from Wildhorse*

Ranch with a possible third who just moved into the area. The vote was unanimous. Secretary Burkhart abstained.

- f. Background check costs – Estimated cost is around \$40/applicant with around 100/105 people in the District for an approximate cost of \$4,000. The Murdochs donation can cover the background check costs. *Chairman Hawkins motioned to use up to \$4,500 of the Murdochs donation money to cover background check costs for current members. The motion was seconded by Treasurer Wadsworth. The vote was unanimous.*
- g. Rock Creek Wind Project – The Laramie Boomerang reported that the project is moving forward.
- h. FDID – With Emergency Reporting each department had their own FDID numbers. *Chairman Hawkins motioned to move to one FDID for the District for Image Trend. The motion was seconded by Secretary Burkhart. Discussion – This is the easiest way to interact together for purposes of grants and reporting. But especially relevant in system management, and less burdensome for onboarding of the program. Image Trend allows for a big advancement in query date and analysis may take a little more work depending on the far you go into the program. There are benefits and downfalls of both. WSFM can create an ACFD1 tier (under one FDID) and then onboarding would be done one time. With this data entry would be much faster. If we use separate FDID's for each department, then onboarding would have to be done six times. No more than five years of data will transfer. The vote was unanimous.*
- i. Election of Officers – Attorney Goetz suggested someone propose a slate of candidates and if you cannot agree on a slate, then you must take it Officer by Officer. *Chairman Hawkins motioned for a status quo slate. The motion was seconded by Treasurer Wadsworth. Discussion – no discussion. Chairman Hawkins and Treasurer Wadsworth approve, Secretary Burkhart opposes. Motion passes.* Secretary Burkhart's concern is making sure the Board has not gotten too involved with departments but allows them to serve their communities and not wrangle them into one ACFD1, when it doesn't fit personalities. Need to allow more resources to go back to departments and allow them to operate as autonomously as possible. We need to support departments and their and communities. Autonomous may be wrong word, but it is in the By-laws. Secretary Burkhart recognizes that Chairman Hawkins does a lot for the district and has a lot of time invested. But the Board has a 30,000-foot view and doesn't need to get into weeds but needs to have leadership with good boundaries and good guidance. There are challenges outside the district including House bills and OSHA standards. Need to move forward together and work jointly as recruitment is down and costs/ages are up. Comment from Treasurer Wadsworth stating that "simply doing less isn't the right answer. What we do must be clear in purpose and desired outcome. An active, forward-leaning Chair is essential. We didn't run for these positions to simply sit on our hands. Without the District Board there is no District. Of course, without VFD's & firefighters we can do nothing."

7. Board Topics:

- a. Bathroom RFP updates – At the meeting when we accepted the bid, we are in the neighborhood of \$45,000 over budget. We should have \$280,000 in ARPA funds. We went without the leach field option \$330,202.50 and are still just above the \$50,000 over mark. Need to approve the contract and we have a pre-construction meeting tomorrow. We have \$37,000 in capital improvement, so will need to look at what is left over in Strategic Objective B, and what our plan is for the tenders. We can sign the contracts up to the amounts we have with a hard deadline 2/28/2025. *Chairman Hawkins motioned to ratify the contracts. The motion was seconded by Treasurer Wadsworth. Discussion – Thank you District Coordinator Farber, Secretary Burkhart, Attorney Goetz, Amber and Treasurer Wadsworth. The vote was unanimous.*
 - b. Agenda format and attachments – We will start using a different agenda format for better transparency with one stop shopping and correct attachments.
 - c. Bookkeeper – Teri is kicking us to the curb, but she will be around through April, and we need to find someone to try to fill her shoes, although we can never replace her. Teri has volunteered to help with training for the new person. She has given us rigor and structure and has made sure that everything was accounted for correctly. Thank you, Teri, for that. It was a huge relief for Treasurer Wadsworth, that he just didn't realize until now, so thank you. An advertisement will be posted on website for interested parties to submit a letter of interest. We will use a matrix for interviews and come up with a recommendation, hopefully next month. The committee will include Treasurer Wadsworth, District Coordinator Farber, Michele Turner and Teri, if she is interested. Teri is receptive to the consideration of contracting with her through 2024 fire season to get through the summer and have it all figured out for next year. Teri, Chairman Hawkins as a Board, a District and a person sincerely appreciates what you have done.
 - d. Strategic Plan – This was last done in June 2019 and creates a good foundation. We need to use what we have, update it and move forward. Chairman Hawkins would like the Chiefs to do a SWOT analysis in area related to the Strategic Plan. Looking at what things can be ratified in place, what things shouldn't be, what should we adapt, feedback, thoughts, ideas. Include a mission statement and application and also add vision and values. He would like to meet in March and April with departments as work sessions to discuss. Then in May schedule 3-4 work sessions, come to consensus, and hopefully done by June. Start with where we are and look forward.
8. Chiefs Report – The Chief's did not meet.
9. Department Reports:
- a. CVVFD - Apparatus are functional. With regard to Saturday's call the survivors, surgery went well, pain management is going well, the male is healing, and all are doing as well as expected. Many have expressed thank you to everyone that responded, they are very grateful that we go and see things like that. Peer support was very on top of it and good about reaching out.

- b. BLVFD – They have a potential new member. Still trying to resolve the water heater issue to get the extractor installed and they are waiting on electric quote. The foam was delivered today. E2 is scheduled for repair on Friday. The Combi tool has been ordered and should receive it during March-April. VFA BK radios are received, the mobile installed, and the handhelds need programmed. In process of working on a supply kit list to go out with. Fire extinguishers have been inspected. They have a working hydraulic pump and tools thanks to CVVFD. They have been in contact to get a quote for tender repair on the overhead lights, water level indicator, and external throttle for pump. Need to fix the switch between fuel tanks on plow truck.
 - c. WYCO – WYCO 1 PA is finishing up. The revolving District pumper is now with them as WYCO Engine 4, ready and operational. They have a request for the building for plyments, and additional insulation needed on addition.
 - d. TSVFD – Car 54 had a busy month responding to mutual assists with Central and VVFD.
 - e. Central – Has had multiple MVA's, medicals, along with new probational and new recruits. AC13 has been returned to state forestry. AC12 is still getting fixed. Fire extinguishers have been tested. There is a dual response with VVFD Monday through Friday. There is apparatus at South for VVFD and apparatus at North for CVVFD response, working to build relationships with both. Request for Central to create a savings account and put PA money into that account so they can track it better on their end making sure they have funds for the PA's. The District has to determine whether or not it can invest funds by creating a savings account as it is taxpayer dollars that are utilized. This is not an easy answer as far as putting money aside for future expenses. At this point no.
 - f. VVFD – The tenders have been sold thanks to Chief Green. Haz-mat awareness training has just been completed. LCFD10 has been awesome to work with, including training, and offering their peer support folks in addition to the Districts. Picking up the new tender tomorrow from them. Chief Davis thanks you for help and presence on MVA's, it's good to see departments working together. Thank you, EMA, for food and the light tower. Thank you, peer support folks, for being there with just one call. They appreciate working with central on mutual responses and working little things out. Kudos and thanks from SAR for the help as well. They will need to reopen some previous PA's, 400 and 404.
10. New Business – EMS – Dr. Waters met with Align providers of Wyoming. Chairman Hawkins, Dr. Waters, Janice and David also discussed what is involved in the EMS agreement and oversight. Moving forward they are requesting a job description. We have qualified people in the District that could fill the EMS Coordinator title. Chairman Hawkins would like this completed by March 31st, 2024. And will have a proposal for next meeting as an action item to move forward. As for the EMS Coordinator positions, we either pay for them to do it or we do it internally, in-house paid or volunteer. Job descriptions for EMT's is standard.
11. *Chairman Hawkins motioned to adjourn at 9:50 pm. Motion was seconded by Treasurer Wadsworth. The vote was unanimous. Work Session 3/6/24; Board Meeting 3/20/24*

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1
Agenda 2/21/2024 Amended
Meeting LOCATION: Held Simultaneously via Google Meet
In-Person Albany County Fire District 1 Central North

Virtual Meeting Information:

Google Meet joining info

Video call link: <https://meet.google.com/vig-tqoo-tho>

Or dial: (US) +1 530-733-6338 PIN: 636 862 608#

More phone numbers: <https://tel.meet/vig-tqoo-tho?pin=9376105598647>

1. 5:30 pm General Session at Central North
2. Minutes of 1/17//2023 Board Meeting
3. Comments from the public
4. Report --- Outside Agencies/Guests
 - a. Laramie Fire Department
 - b. County Emergency Services
 - c. Dispatch, LARC
 - d. County Fire Warden
 - e. ACFD1 Coordinators
 - f. Peer Support Team
5. Financial Report
 - a. Bills to be paid
 - b. PA Approvals
6. ACTION ITEMS - to be voted on
 - a. Ratification of Extended incident food guideline
 - b. Job Descriptions
 - c. AFG Grant 5% Application
 - d. Wildland Division Proposal
 - e. Wyco Type 6
 - f. Background Check cost
 - g. Rock Creek Wind project
 - h. FDID number(s)
 - i. Election of Officers
7. Board Topics
 - a. Bathroom RFP Updates
 - b. Agenda format and attachments
 - c. Bookkeeper
 - d. Strategic Plan
8. Chiefs Report
9. Department Reports: CVV, BL, WYCO, TS, Central, VVFD
10. New Business:
11. Adjourn - Next work session March 6, business meeting March 20

ATTACHMENTS:

[DRAFT January Board Meeting Minutes](#)

[Extended Incident General Guidelines for Food Needs](#)

[ACFD1 Job Description Firefighter February 2024](#)

[ACFD1 Job Description Fire Chief February 2024](#)

[ACFD1 Job Description Fire Apparatus Driver Operator February 2024](#)

[ACFD1 Job Description Fire Company Training Officer February 2024](#)

[ACFD1 Job Description Roadway Emergency Responder February 2024](#)

[ACFD1 Job Description Support Member February 2024](#)

[ACFD1 Job Description Structure Firefighter February 2024](#)

[ACFD1 Draft Local Responder Job Description](#)

Albany County Fire District 1

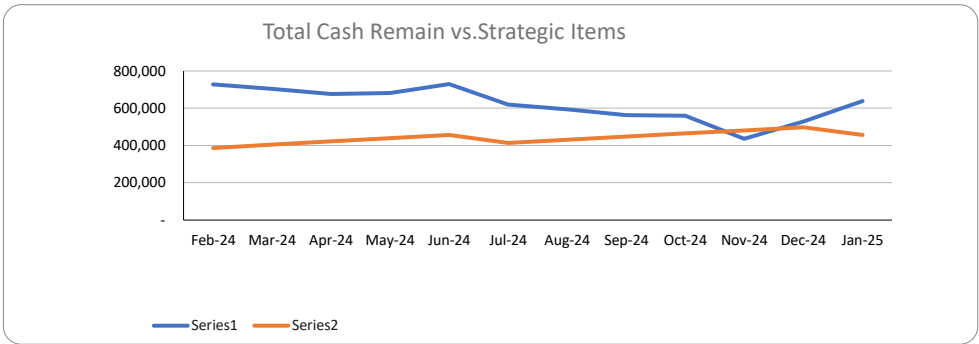
Balance Sheet

As of January 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
ACFD Checking (4405)	296,042.67
ACFD Fire Pay (5695)	177,341.94
ACFD Impact Funds (2557)	1,186,013.57
ACFD MM (5691)	304,664.81
BLVFD Checking (6315)	133,511.17
Central Checking (9271)	113,359.53
Coordinators (7265)	5,818.84
CVVFD Checking (6309)	130,295.29
TSVFD Checking (6311)	14,320.82
VVFD Checking (6085)	42,233.88
Wyco Checking (0609)	57,953.13
Total Bank Accounts	\$2,461,555.65
Accounts Receivable	
Accounts Receivable	-9,683.65
Total Accounts Receivable	\$ -9,683.65
Other Current Assets	
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$2,451,872.00
TOTAL ASSETS	\$2,451,872.00
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	\$6,361.00
Other Current Liabilities	
2110 Direct Deposit Liabilities	0.00
Payroll Liabilities	1,857.00
Total Other Current Liabilities	\$1,857.00
Total Current Liabilities	\$8,218.00
Total Liabilities	\$8,218.00
Equity	
Opening Balance Equity	100,242.22
Retained Earnings	819,091.53
Net Income	1,524,320.25
Total Equity	\$2,443,654.00
TOTAL LIABILITIES AND EQUITY	\$2,451,872.00

47 Strategic Items:														
48 ACFD Portion of PA's														
49	Fire Pay & POV Outstanding		23,670	23,670	23,670	23,670	23,670	23,670	23,670	23,670	23,670	23,670	23,670	23,670
50	LFD Eng Replacement	\$2,500	62,337	64,837	67,337	69,837	72,337	74,837	77,337	79,837	82,337	84,837	87,337	89,837
51	Monthly accum. of: Strategic Obj B	\$0	\$30,659	\$30,659	\$30,659	\$30,659	\$30,659	\$30,659	\$30,659	\$30,659	\$30,659	\$30,659	\$30,659	\$30,659
52	Monthly accum. of: Strategic Obj C	\$1,461	\$13,150	\$14,611	\$16,072	\$17,533	\$18,994	\$20,455	\$21,916	\$23,377	\$24,838	\$26,299	\$27,761	\$29,222
53	Grant Writer	\$125	\$1,000	\$1,125	\$1,250	\$1,375	\$1,500	\$1,625	\$1,750	\$1,875	\$2,000	\$2,125	\$2,250	\$2,375
54	HR Position	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
55	LFD Contract	\$10,000	20,000	30,000	40,000	50,000	60,000	10,000	20,000	30,000	40,000	50,000	60,000	10,000
56	Monthly accum. of: Tender Repair & Replace	\$2,083	74,406	76,739	79,072	81,405	83,738	86,071	88,404	90,737	93,070	95,403	97,736	100,069
57	Capital Improvement	\$417	37,580	37,997	38,414	38,831	39,248	39,665	40,082	40,499	40,916	41,333	41,750	42,167
58	Contingency	\$300	29,816	30,116	30,416	30,716	31,016	31,316	31,616	31,916	32,216	32,516	32,816	33,116
59	Department Truck Funds													
60	BLVFD Truck CY 2021	-	-	-	-	-	-	-	-	-	-	-	-	-
61	CY 2022	5,682	5,682	5,682	5,682	5,682	5,682	5,682	5,682	5,682	5,682	5,682	5,682	5,682
62	CY 2023	7,043	7,043	7,043	7,043	7,043	7,043	7,043	7,043	7,043	7,043	7,043	7,043	7,043
63	CVVFD Truck CY 2021	-	-	-	-	-	-	-	-	-	-	-	-	-
64	CY 2022	11,684	11,684	11,684	11,684	11,684	11,684	11,684	11,684	11,684	11,684	11,684	11,684	11,684
65	CY 2023	10,516	10,516	10,516	10,516	10,516	10,516	10,516	10,516	10,516	10,516	10,516	10,516	10,516
66	Central Truck CY 2021	-	-	-	-	-	-	-	-	-	-	-	-	-
67	CY 2022	1,891	1,891	1,891	1,891	1,891	1,891	1,891	1,891	1,891	1,891	1,891	1,891	1,891
68	CY 2023	17,379	17,379	17,379	17,379	17,379	17,379	17,379	17,379	17,379	17,379	17,379	17,379	17,379
69	TSVFD Truck CY 2021	-	-	-	-	-	-	-	-	-	-	-	-	-
70	CY 2022	-	-	-	-	-	-	-	-	-	-	-	-	-
71	CY 2023	186	186	186	186	186	186	186	186	186	186	186	186	186
72	VVFD Truck CY 2021	-	-	-	-	-	-	-	-	-	-	-	-	-
73	CY 2022	4,246	4,246	4,246	4,246	4,246	4,246	4,246	4,246	4,246	4,246	4,246	4,246	4,246
74	CY 2023	7,283	7,283	7,283	7,283	7,283	7,283	7,283	7,283	7,283	7,283	7,283	7,283	7,283
75	WyCo Truck CY 2021	-	-	-	-	-	-	-	-	-	-	-	-	-
76	CY 2022	4,122	4,122	4,122	4,122	4,122	4,122	4,122	4,122	4,122	4,122	4,122	4,122	4,122
77	CY 2023	24,159	24,159	24,159	24,159	24,159	24,159	24,159	24,159	24,159	24,159	24,159	24,159	24,159
78	Total Strategic:	386,810	403,946	421,082	438,218	455,354	412,490	429,626	446,762	463,898	481,034	498,170	455,306	
79														
80	Non-obligated funds:	341,246	300,270	254,634	242,615	273,971	206,362	163,568	115,361	95,516	(45,000)	30,647	183,472	

Strategic Items & Truck Funds



**ACFD#1 Pre-Approval Request Summary
February 2024**

BLVFD..... \$1,500.00 Dept Funds

- 1. Handline Nozzle – \$1,500.00 Dept Funds (PA-_____)

CVVFD \$184,600.00 Dept Funds, \$400,000.00 Mitigation Funds

- 1. Emergency Generator for station - \$18,000.00 Dept Funds (PA-_____)
- 2. Tires for Unit 12 - \$1,600.00 Dept Funds (PA-_____)
- 3. Type 3/Type 1 Pumper Replacement (\$565,000.00 Total) – \$165,000.00 Dept Funds/\$400,000.00 Mitigation Funds (PA-_____)

Pre-Approval Expenditure Request Form

VFD Name: BLVFD

Project/Item Requesting: Handline Nozzle

Submission Date: February 14, 2024

Contact Person: Chief Bower

Project Description/Details: e.i. What needs does this purchase fill? Why should the Board approve this purchase? Who/what are the benefits of this purchase?

BLVFD is looking to acquire a new handline nozzle for one of the attack lines on pumper. On a recent call, one of our nozzles was damaged after being knocked off the truck.

Payment Breakdown: Total Cost: \$1,500.00 **Who is spending monies:**

Is there a need for a bridge loan* from ACFD1? **ACFD1:** _____

Amount: _____ **VFD:** \$1,500.00

Grant: _____

*The verbiage "bridge loan" is used as a common practice within the District and is not meant to imply or denote any other legal meaning.

When do you plan to spend the money? Put amounts next to the months expected monies to go out.	JAN	_____	MAY	_____	SEP	_____
	FEB	<u>\$1,500.00</u>	JUN	_____	OCT	_____
	MAR	_____	JUL	_____	NOV	_____
	APR	_____	AUG	_____	DEC	_____

Pre-Approval Expenditure Request Form

VFD Name: Centennial Valley

Project/Item Requesting: Emergency Generator for Centennial Station

Submission Date: February 5, 2024

Contact Person: Ken Costello

Project Description/Details: e.i. What needs does this purchase fill? Why should the Board approve this purchase? Who/what are the benefits of this purchase?

CVVFD's Centennial Station is the primary station for the Department. It currently has no back-up power source. The heat for that station relies 100% on electrical power to run the heaters. If the power is out for an extended time, we must scramble to find other sources of heat to prevent the trucks from freezing their plumbing. We have also been contacted by EMA on a few occasions with the request to use the station as a shelter. Without reliable back-up power, we cannot provide such a shelter either during times of extreme cold or when wildfires have the power shut off for extended times. We have checked with several electrical contractors and requested bids for this project. All have suggested a Generac 24Kvh unit that runs on propane. Such a unit will cost approximately \$17,000 for the electrical work. The propane plumbing and connection will cost approximately \$1000. We are planning to do this project entirely with Department funds.

Payment Breakdown:	Total Cost:	<u>\$18,000.00</u>	Who is spending monies:
Is there a need for a bridge loan* from ACFD1?		<u>No</u>	ACFD1: _____
Amount:		_____	VFD: <u>\$18,000.00</u>
		_____	Grant: _____

*The verbiage "bridge loan" is used as a common practice within the District and is not meant to imply or denote any other legal meaning.

When do you plan to spend the money? Put amounts next to the months expected monies to go out.	JAN	_____	MAY	_____	SEP	_____
	FEB	_____	JUN	_____	OCT	_____
	MAR	_____	JUL	_____	NOV	_____
	APR	<u>xx</u>	AUG	_____	DEC	_____

Pre-Approval Expenditure Request Form

VFD Name: Centennial Valley

Project/Item Requesting: Tires for Unit 12

Submission Date: February 5, 2024

Contact Person: Eric

Project Description/Details: e.i. What needs does this purchase fill? Why should the Board approve this purchase? Who/what are the benefits of this purchase?

CVVFD Unit 12 needs a full set of tires. The current tires are worn down almost to the wear bars and will not last another season. All 6 tires are 10 years old. This truck is the primary rig used by single resources on national dispatches. This will be paid for 100% with Department funds.

Payment Breakdown: Total Cost: \$1,600.00 **Who is spending monies:**

Is there a need for a bridge loan* from ACFD1? No **ACFD1:** _____

Amount: _____ **VFD:** \$1,600.00

Grant: _____

*The verbiage "bridge loan" is used as a common practice within the District and is not meant to imply or denote any other legal meaning.

When do you plan to spend the money? Put amounts next to the months expected monies to go out.	JAN	_____	MAY	_____	SEP	_____
	FEB	_____	JUN	_____	OCT	_____
	MAR	_____	JUL	_____	NOV	_____
	APR	<u>xx</u>	AUG	_____	DEC	_____

Pre-Approval Expenditure Request Form

VFD Name: Centennial Valley

Project/Item Requesting: Replacement Type 3/Type1 Pumper

Submission Date: February 5, 2024

Contact Person: Sean / Mike

Project Description/Details: e.i. What needs does this purchase fill? Why should the Board approve this purchase? Who/what are the benefits of this purchase?

CVVFD needs to have an all-wheel-drive Structure Engine to properly serve our area during the entire year. Our current structure truck is not able to reach most buildings even in the town of Centennial. We also can not get to many outlying structures during much of the winter. Our current structure pumper is also not able to reach many of the buildings that are located on the Forest when the roads are open since it is not 4wd. We would like to purchase a 4wd Type 3 engine that is configured with a structure type pump and plumbing and have modified cabinets that will allow us to carry the tools, equipment and SCBA needed for a structure pumper. We have talked to several manufacturers and KME came up with the best configuration and the best price. Their truck carries 800 gallons of water and have a 1500 gpm structure pump. This is 300 gallons of water more than our current Engine 3 carries and the pump capacity is the same. The KME truck is plumbed with more discharges than a normal Type 3 and the cabinets are configured to carry structure tools, equipment as well as several SCBA packs and bottles. In most respects, this truck is a Type 1 structure truck mounted on a Type 3 4wd chassis. This truck was priced at approximately \$565,000 if we pay for it at the time of placing the order. This is a large discount from the original price if we paid for it at delivery. We propose to order the truck and pay for it with wind farm mitigation funds of \$400,000. The Department will pay approximately \$65,000 and the Auxilliary will pay the remaining \$100,000. This project is a replacement project that will keep the fleet at the same level while replacing a 1988 (36 year old truck) with a new one that should be more reliable and less prone to breakdown and failure. Our current truck is solid, but it is very old and no one knows how much longer it will last. We do know its limitations and the fact that it cannot get to many of the structures that we are responsible for protecting. We have been planning for such a change for a long time. The wind farm funds allow us to proceed at a much faster pace than our usual fund raising.

Payment Breakdown:	Total Cost:	<u>\$565,000.00</u>	Who is spending monies:
	Is there a need for a bridge loan* from ACFD1?	<u>No</u>	ACFD1:
	Amount:		VFD: <u>\$165,000.00</u>
			Mitigation Funds: <u>\$400,000.00</u>

*The verbiage "bridge loan" is used as a common practice within the District and is not meant to imply or denote any other legal meaning.

When do you plan to spend the money? Put amounts next to the months expected monies to go out.	JAN	<u> </u>	MAY	<u> </u>	SEP	<u> </u>
	FEB	<u> </u>	JUN	<u> </u>	OCT	<u> </u>
	MAR	<u> </u>	JUL	<u> </u>	NOV	<u> </u>
	APR	<u>xx</u>	AUG	<u> </u>	DEC	<u> </u>

Albany County Fire District 1

Transaction List

February 2024

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
ACFD Checking (4405)						
02/01/2024	8339	Hamaker Excavation, Inc		ACFD Checking (4405)	Bill Payment (Check)	-2,250.00
02/12/2024			Albany County Tr ACFD1 MILL ACFD	ACFD Checking (4405)	Deposit	30,656.40
02/19/2024		Albany County Grant's Office		ACFD Checking (4405)	Deposit	4,973.27
02/21/2024			BLVFD Monthly Distribution	ACFD Checking (4405)	Transfer	-5,106.42
02/21/2024			Central Monthly Distribution	ACFD Checking (4405)	Transfer	-10,868.45
02/21/2024			CVVFD Monthly Distribution	ACFD Checking (4405)	Transfer	-5,259.17
02/21/2024			TSVFD Monthly Distribution	ACFD Checking (4405)	Transfer	-1,505.83
02/21/2024			VVFD Monthly Distribution	ACFD Checking (4405)	Transfer	-2,946.08
02/21/2024			Coords Monthly Distribution	ACFD Checking (4405)	Transfer	-833.33
02/21/2024			Wyco Monthly Distribution	ACFD Checking (4405)	Transfer	-1,778.58
02/21/2024		Auxilium Responder		ACFD Checking (4405)	Bill Payment (Check)	-7,500.00
02/21/2024		Overcomer Counseling, LLC		ACFD Checking (4405)	Bill Payment (Check)	-1,800.00
02/21/2024		Pathways		ACFD Checking (4405)	Bill Payment (Check)	-620.00
02/21/2024		Carver, Florek & James, CPA's		ACFD Checking (4405)	Bill Payment (Check)	-9,500.00
02/21/2024		Emergency Reporting		ACFD Checking (4405)	Bill Payment (Check)	-164.80
02/21/2024		Masa MTS	B2BACFD	ACFD Checking (4405)	Bill Payment (Check)	-874.00
02/21/2024		Mastercard		ACFD Checking (4405)	Bill Payment (Check)	-228.15
02/21/2024		Organized Calculations		ACFD Checking (4405)	Bill Payment (Check)	-1,839.00
02/21/2024		Pence and MacMillan LLC		ACFD Checking (4405)	Bill Payment (Check)	-4,036.01
02/21/2024		WY Tribune Eagle/Laramie Boomerang	59060	ACFD Checking (4405)	Bill Payment (Check)	-42.19
02/21/2024		Wyoming Fire Chiefs Assoc		ACFD Checking (4405)	Bill Payment (Check)	-375.00
02/21/2024		Wyoming State Forestry Division		ACFD Checking (4405)	Bill Payment (Check)	-10,168.75
02/21/2024		Wyoming Dept of Workforce Services		ACFD Checking (4405)	Bill Payment (Check)	-1,038.43
ACFD Fire Pay (5695)						
02/19/2024				ACFD Fire Pay (5695)	Deposit	40,752.02
02/21/2024				ACFD Fire Pay (5695)	Expense	-2,566.18
02/21/2024		ISBORN, MATTHEW J.		ACFD Fire Pay (5695)	Check	-572.58
02/21/2024		GILLUM III, JAMES D		ACFD Fire Pay (5695)	Check	-85.40
02/22/2024		ARMSTRONG, R. MARK		ACFD Fire Pay (5695)	Check	-74.43
02/22/2024		BOWER, DOUGLAS A.		ACFD Fire Pay (5695)	Check	-255.58
02/22/2024		BRADLEY, MATTHEW C.		ACFD Fire Pay (5695)	Check	-144.81
02/22/2024		BRAY, DAVID R.		ACFD Fire Pay (5695)	Check	-54.30
02/22/2024		BURKHART, MATTHEW D.		ACFD Fire Pay (5695)	Check	-282.59

Albany County Fire District 1

Transaction List

February 2024

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	TRANSACTION TYPE	AMOUNT
02/22/2024		COSTELLO, JOSEPH K.		ACFD Fire Pay (5695)	Check	-88.75
02/22/2024		GOODER, DAYTON M.		ACFD Fire Pay (5695)	Check	-57.63
02/22/2024		GREEN, SCOTT E.		ACFD Fire Pay (5695)	Check	-45.63
02/22/2024		GREGORY, ERIC D.		ACFD Fire Pay (5695)	Check	-739.38
02/22/2024		HOWARD, MICHAEL KIM		ACFD Fire Pay (5695)	Check	-168.08
02/22/2024		HOWARD, PAUL M.		ACFD Fire Pay (5695)	Check	-76.47
02/22/2024		KONDRATIEFF, RYAN A.		ACFD Fire Pay (5695)	Check	-129.66
02/22/2024		MARTIN, MELISSA A.		ACFD Fire Pay (5695)	Check	-40.82
02/22/2024		Mazurie, Justin D		ACFD Fire Pay (5695)	Check	-122.46
02/22/2024		MILLER, TODD R.		ACFD Fire Pay (5695)	Check	-317.78
02/22/2024		NORDSIDEN, KELSEY L.		ACFD Fire Pay (5695)	Check	-187.29
02/22/2024		OLSEN, CAMERON D.		ACFD Fire Pay (5695)	Check	-503.66
02/22/2024		OLSEN, MICHAEL P.		ACFD Fire Pay (5695)	Check	-283.97
02/22/2024		PALMER, MICHAEL G.		ACFD Fire Pay (5695)	Check	-156.07
02/22/2024		PARRISH, RICHARD H.		ACFD Fire Pay (5695)	Check	-144.81
02/22/2024		SNIGG, MICHAEL A		ACFD Fire Pay (5695)	Check	-86.44
02/22/2024		TROUT, JASON E.		ACFD Fire Pay (5695)	Check	-81.64
02/22/2024		WIERBILIS, DONALD P		ACFD Fire Pay (5695)	Check	-186.18
02/22/2024		WILLARD, GRIFFIN B.		ACFD Fire Pay (5695)	Check	-123.01
02/22/2024		Wright, Hunter L		ACFD Fire Pay (5695)	Check	-82.00
02/22/2024		John S. Ysebaert		ACFD Fire Pay (5695)	Check	-55.22
02/23/2024			BLVFD 2023 Truck Pay	ACFD Fire Pay (5695)	Transfer	-4,695.53
02/23/2024			Wyco 2023 Truck Pay	ACFD Fire Pay (5695)	Transfer	-16,105.68
02/23/2024			Central 2023 Truck Pay	ACFD Fire Pay (5695)	Transfer	-11,585.77
02/23/2024			CVVFD 2023 Truck Pay	ACFD Fire Pay (5695)	Transfer	-7,010.57
02/23/2024			TSVFD 2023 Truck Pay	ACFD Fire Pay (5695)	Transfer	-124.29
02/23/2024			VVFD 2023 Truck Pay	ACFD Fire Pay (5695)	Transfer	-4,855.60
02/29/2024		Farber, Benjamin		ACFD Fire Pay (5695)	Check	-1,357.25
02/29/2024			Monthly Salaries	ACFD Fire Pay (5695)	Expense	-3,168.88

ALBANY COUNTY FIRE DISTRICT 1

Extended Incident General Guidelines for Food Needs

Approved: 2/21/2024; Luke Hawkins, Brett Wadsworth, Matt Burkhart

On an Albany County Fire District 1 (ACFD1) Incident, an Incident Commander may request food delivery from outside resources if needed.

The General Guideline would be to request after 3 hours into an incident from their normal resources, if previously established, first. Then to outside resources such as Albany County Emergency Management (EMA).

The food total should be of reasonable value per firefighter, not to exceed the standard GSA rate/firefighter without prior authorization from the ACFD1 Board.

If EMA is used for such food requests and delivery, EMA shall be reimbursed by ACFD1 at next possible time, as per ACFD1 expenditure policy.

Definitions:

ACFD1 extended Incident: An incident within ACFD1 response jurisdictional area anticipated to last greater than 4 hours.

ACFD1 Incident Commander (IC): An ACFD1 member in good standing who is established as Incident Command or is the direct assistant to the IC of the incident; an example would be a wildland fire in National Forest that ACFD1 is assisting USFS, and ACFD1 units will likely be on scene for greater than 4 hours.

There are and will be exceptions to this guideline, when they arise, a written narrative from IC to District Coordinator is expected and will be reviewed as to the reason for the exception.

ALBANY COUNTY FIRE DISTRICT 1

Job Description

FIRE DISTRICT LOCAL RESPONDER

FLSA STATUS

Non-exempt. Work hours are variable, non-paid/volunteer unless assignment meets criteria specified in Albany County Fire District 1 (ACFD1) protocols or duly authorized dispatch order(s).

JOB SUMMARY

Will respond to a variety of incidents and or events according to ACFD1 protocols, as dispatched or assigned by local/regional/national authorities; will render aid and assistance as warranted and within the individual's scope of training and certification.

PRIMARY DUTIES

Establish and maintain scene safety; drive and or operate vehicles and equipment per training, qualifications, and assignments; assist or perform fire suppression for structures, wildland, vehicles, or other; assist or perform rendering aid for motor vehicle accidents; assist or render aid for medical situations; assist or render aid for hazmat.

WORK ENVIRONMENT

Frequently outdoors and potentially in austere and or hazardous environments; may involve lifting, physical ability and agility depending on assignments and training/certifications.

EDUCATION/EXPERIENCE/KNOWLEDGE

Variable according to, but not limited to, NFPA/NWCG and similar authoritative bodies that provide standards within their respective areas of expertise; refer to those entities and ACFD1 policies and protocols for particular specific duties; certain assignments may require additional training and or certification above those minimum levels within ACFD1 requirements.

ALBANY COUNTY FIRE DISTRICT 1

Training and Qualification Guide

FIRE APPARATUS DRIVER/OPERATOR

DEFINITION

Under direction, to respond to alarm and other emergency calls to protect life and property; to drive, operate, and maintain fire equipment and apparatus; to provide medical assistance and treatment at the appropriate department required EMS assistance level; and to participate in fire prevention programs, inspections, station maintenance, and training activities.

SUPERVISION EXERCISED

Receives direction from Company Officer, Chief Officer, and Fire Chief.

EXAMPLES OF IMPORTANT AND POSSIBLE DUTIES

Respond to alarms and assist in the suppression of fires including rescue, entry, ventilating, and salvage work; respond to vehicle accidents requiring victim extrication and medical care assistance; assume command at emergency scenes until relieved by personnel qualified to assume charge of fire and medical emergency scenes.

Drive fire-pumping apparatus to alarms; operate pump at the fire; calculate and regulate water pressure through hose lines.

Operate and oversee the use of numerous types of vehicles, equipment, tools, and apparatus; trouble shoot and correct problems.

Perform other firefighting duties when pump is not being used at a fire.

Perform cleaning, salvage, and overhaul work following fire; clean, maintain, and prepare apparatus and equipment for further alarms.

Maintain inventory of tools and equipment on apparatus; conduct weekly inspection of apparatus; perform routine maintenance on vehicles, apparatus, and equipment; report mechanical failures when assistance on repair is warranted; perform minor repairs and may assist on major repairs.

Conduct periodic testing of pumps, hoses, and other apparatus and equipment.

Maintain current knowledge of Fire District layout and the water resources; test District water sources.

Participate in fire drills/training; attend continuing and advanced training sessions which include firefighting techniques, roadway safety, defensive driving, extrication, emergency medical care, and the proper use of all equipment and related tools.

Perform home and commercial inspections for fire prevention and pre-fire planning.

Participate in the performance of investigations; preserve evidence; secure fire scene.

Assist in training employees in routines of fire suppression, equipment operation, maintenance, and other assigned training.

Participate in providing information and educational programs to the public; conduct station tours.

Maintain a variety of records; prepare required reports; prepare correspondence.

Participate in station and ground maintenance work.

Operate radio equipment.

Serve as a Company Officer upon the request or absence of a Company Officer (when certified for the circumstance/assignment of doing so).

OTHER JOB-RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND OPTIONAL QUALIFICATIONS

Knowledge of:

Principles, practices, and procedures used in modern firefighting.

Purposes, uses, and operating characteristics of a variety of vehicles, equipment, tools, and apparatus used in firefighting, rescue, and medical assistance operations.

Fire hazards and the related prevention and abatement methods.

Principles of mechanics, hydraulics, and mathematics as related to Fire Apparatus Driver/Operator duties.

Procedures, methods, and techniques for assistance of emergency medical services (in accordance with provider's level of care certification).

Roadway and water source locations within the Fire District.

Pertinent Federal, State, and local laws, codes, and regulations.

Safe driving principles and practices.

Skill to:

Effectively and safely drive and operate fire apparatus and equipment used by the Fire District.

Operate communications equipment.

Operate office equipment including computer equipment.

Ability to:

Pass the WSFMO Fire Apparatus Driver/Operator examination pumping certification.

Follow direction from Company Officers, Chief Officers, and the Fire Chief.

Respond to fires/alarms and effectively perform fire suppression and rescue work.

Perform field calculations of hydraulics for the proper and effective operations of equipment at emergency scenes.

Provide effective stream flows from fire pumps, effectively operate water tenders.

Conduct fire inspections and pre plans.

Observe and record findings during inspections.

Conduct preliminary fact-finding inspections and investigations, including scene preservation and evidence gathering and preservation on fire scenes.

Demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions; think and act quickly in emergencies.

Perform at certification level for assistance of emergency medical services.

Understand and follow oral and written directions promptly and accurately.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of duties.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Optional Experience:

Six months of progressively responsible experience performing firefighting and rescue duties, or comparable experience as decided by the Department's Fire Chief.

Optional Training:

1. Fire Apparatus Operator (Pumping) certification issued by the State of Wyoming or completion of an equivalent training curriculum in-house JPR test on record.
2. Emergency Vehicle Operations Course Certificate or training record.
3. NWCG FFT2 or LIA Wildland Firefighter or Outside Firefighter Training Record.
4. Completion of S-211 from NWCG.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 10 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining workspace, chemicals, explosive materials, mechanical hazards, electrical hazards, and blood borne pathogens; ability to travel to different sites and locations; availability for 911 response and standby.

ALBANY COUNTY FIRE DISTRICT 1

Job Description

SUPPORT MEMBER

DEFINITION

The Support Member position is designed to provide individuals within the community an opportunity to participate in the volunteer fire department in a non-responder role. It is a way for the Departments to utilize those individuals within the community that possess special non-emergency skills are of great benefit to the Department. The Support Volunteer assists and supports other Fire Department volunteers in non-firefighting duties. Examples of such duties could include, but are not limited to:

- Grant Writing
- Fundraising Campaigns
- Logistic Support
- Fire Station Maintenance
- Clerical Support
- Apparatus/Equipment Maintenance
- Photography
- Community Outreach/Social Media

These examples are not limited to the above – the key is that the position should be beneficial to the specific support needs of the Fire Department, and are within the experience, skills, and passion of the individual.

SUPERVISION EXERCISED

Support Members do not exercise any operational supervision.

Support Members should be supervised by the Department Chief or an assigned delegated supervisor.

EXAMPLES OF IMPORTANT AND POSSIBLE DUTIES

Perform duties and responsibilities as assigned by the Fire Chief or designee. If assigned duties are outside the skillset, ability, or desire the refusal of the order with an explanation is appropriate. Support Members shall not enter the hot or warm zone of any emergency incident or training exercise (cold zone only). Support members on the scene of an emergency or training exercise should have an assigned supervisor present who is responsible for their safety and well-being.

JOB RELATED AND OPTIONAL QUALIFICATIONS

Knowledge of:

The specific assigned support duties of the member.

Department and Albany County Fire District 1 rules and regulations.

Skill to:

Perform assigned support duties.

Ability to:

Follow direction of supervisors.

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Understand and follow oral and written directions promptly and accurately.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Optional Experience:

No experience is required.

Optional Training:

Specialized support training may be required at the sole discretion of the Department Chief.

ALBANY COUNTY FIRE DISTRICT 1

Training and Qualification Guide

FIRE CHIEF

DEFINITION

Under general administrative direction, to plan, direct, manage, and oversee the activities and operations of the Fire Department including fire prevention, fire suppression, fire training and assisting emergency medical services; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the department and Albany County Fire District 1.

The Fire Chief is responsible, through study and consultation with District/Department officials, for developing recommendations for the protection of life and property in the County. The Fire Chief consults with the District Board and District Coordinators on problems of policy and planning but works independently in supervising technical operations.

SUPERVISION EXERCISED

Exercises direct supervision over management, supervisory, professional, technical, and clerical staff of Department.

EXAMPLES OF IMPORTANT AND POSSIBLE DUTIES

Assume full management responsibility for all Fire Department services and activities including, but not limited to, fire prevention, fire suppression, fire training and assisting in emergency medical services.

Manage the development and implementation of Fire Department goals, objectives, policies, and priorities for each assigned service area; establish, within County policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures including deployment strategies for personnel and equipment; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes; maintain efficient and cost-effective emergency response teams.

Represent the Fire Department to other departments, elected officials, and outside agencies; explain and interpret Fire Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Ensure responsive, appropriate service delivery by conferring with civic, professional, service, fraternal and other community groups.

Select, train, motivate, and evaluate Fire Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; assist in implementing discipline and termination procedures.

Plan, direct, and coordinate, through subordinate level managers, the Fire Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Fire Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Coordinate Fire Department activities with those of other departments and outside agencies and organizations as needed.

Prepare and present staff reports and other necessary correspondence to the District Board.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Fire Department programs, policies, and procedures as appropriate.

Ensure proper maintenance and availability of equipment and apparatus; ensure proper maintenance of buildings and facilities.

Respond to major fire alarms and personally direct fire suppression activities as necessary.

Direct and participate in the research of alternative approaches to fire suppression, hazardous materials mitigation, emergency medical service assistance and emergency programs.

Attend and participate in professional group meetings as needed; stay abreast of new trends and innovations in the field of fire science.

Respond courteously and tactfully to a demanding and diverse public in answering questions, explaining district policies, and handling complaints.

Inform public groups on the plans, programs, and goals of the Fire Department as needed.

Serve in a position of public trust that requires stewardship. Work to ensure the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles, and equipment. Ensure that publicly owned resources are protected from misuse and theft.

OTHER JOB-RELATED DUTIES

Perform related duties and responsibilities as assigned by Fire District Board.

JOB RELATED AND OPTIONAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of comprehensive fire prevention, fire suppression, fire training and emergency medical service assistance programs.

Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Modern and complex principles and practices of program development and administration
Pertinent Federal, State and local laws, codes, standards, and regulations.

Modern fire prevention, fire suppression, and rescue principles, practices, techniques and procedures, including the operation and maintenance requirements of the various types of fire apparatus equipment, tools, and devices.

Mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects.

Advanced principles and practices of budget preparation and administration.

Incident command theory and resource management.

Recent developments, current literature, and sources of information related to fire suppression, fire training and emergency medical service assistance.

Principles of supervision, training, and performance evaluation

Safe driving principles and practices

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Operate communications equipment.

Ability to:

Learn local geography including the location of water mains and hydrants and the major fire hazards of the Fire District.

Provide administrative and professional leadership and direction for the Fire Department.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient fire suppression, fire training, fire prevention, and emergency medical service assistance.

Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Identify and respond to community and Fire District needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Plan, direct and review fire suppression, emergency medical service assistance, and hazardous materials emergencies operations and activities.

Properly interpret and make decisions in accordance with laws, regulations, and policies.

Make technical and emergency decisions quickly and calmly under emergency conditions.

Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.

Prepare clear and concise administrative and financial reports.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Optional Experience:

One year of responsible experience in fire suppression, fire training, fire prevention, and emergency medical service operations is preferred. Experience including one year of progressive management, administrative and supervisory experience is also preferred.

Optional Training:

Education, training, and professional development related to the position is recommended.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; some exposure to cold, heat, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for emergency call.

ALBANY COUNTY FIRE DISTRICT 1

Training and Qualification Guide

FIRE COMPANY OFFICER and TRAINING OFFICER

DEFINITION

Under direction, to supervise, assign, review, and participate in the work of a fire company responsible for providing fire suppression, rescue, assisting emergency medical treatment, and fire inspection and prevention services; and to perform a variety of technical tasks relative to assigned area of responsibility. The job description of Company Officer is to be inclusive of ranks such as Lieutenant, Captain, or other Company level supervisors.

SUPERVISION EXERCISED

Receives direction from Chief Officers, and Fire Chief.

Supervises all types of responders below the rank of Officer including Driver/Operators, Firefighters, and Roadway Emergency Responders.

EXAMPLES OF IMPORTANT AND POSSIBLE DUTIES

Plan, prioritize, assign, supervise, and review the work of a fire company or station responsible for providing fire suppression, rescue, emergency medical treatment assistance, hazardous material response, and fire inspection and prevention services.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing effective fire suppression and prevention services; implement department policies and procedures.

Participate in the preparation and administration of the department budget; submit budget recommendations; monitor expenditures.

Respond to fire alarms as an emergency scene commander, assuming responsibility for the supervision, performance, and safety of assigned firefighting personnel on the scene of an emergency incident, direct firefighting operations until relieved by a superior officer.

Supervise the fire assistance of emergency medical treatment at an emergency incident; analyze and take command of patient care with full responsibility for the patient(s) until relieved by proper medical personnel, when necessary, as good Samaritan. Analyze patient

needs and administer skilled technical emergency aid and treatment to the sick and injured in accordance with the applicable laws and regulations.

Ascertain the need for and type of additional equipment necessary to handle emergencies; make technical decisions as to the best methods of extinguishing fires after observing the fire and receiving reports from other Company Officers and firefighters.

Supervise the laying and connection of hose, direction of water streams, placement of ladders, ventilation of buildings, rescue of persons, and first aid salvage operations. Assist in coordinating the maintenance and repair of fire suppression equipment and facilities such as hydrants, apparatus, trucks, and support equipment; ensure proper maintenance of station facilities; direct the cleaning of quarters, equipment, and apparatus; maintain station supplies.

Participate in monitoring employee performance objectives; prepare employee performance reviews as assigned; provide assistance to personnel under stress due to incidents; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Check commercial and residential buildings for code compliance; interpret and enforce provisions of fire prevention and fire safety laws, ordinances, and other regulations.

Conduct preliminary investigation on causes of fire; obtain and otherwise preserve evidence at a fire scene; collect, prepare, and present evidence in court when required.

Provide information to the public concerning fire prevention practices and procedures; conduct public education programs in the community related to fire safety and basic CPR and First Aid.

Identify the fire training needs of company personnel including such areas as driving and operating equipment; ensure that necessary training is provided.

Prepare reports, forms, recommendations, and other required administrative procedures of the company; maintain a variety of records.

Assist management staff in maintaining and improving upon the operation of the Department; participate in the development of programs for department use; perform a wide variety of general staff work as assigned.

Coordinate company activities with other divisions, departments, and outside agencies.

Conduct tours of station.

Attend and participate in professional group meetings, as assigned.

OTHER JOB-RELATED DUTIES

Perform and supervise related duties and responsibilities as assigned.

JOB RELATED AND OPTIONAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a comprehensive fire suppression and fire assist emergency medical service program.

Modern firefighting and rescue principles, practices, techniques, and procedures including the operation and maintenance requirements of the various types of fire apparatus and equipment.

Mechanical, chemical, and related characteristics of a wide variety of hazardous materials.

Fire behavior and chemistry

Proper utilization and maintenance requirements of fire apparatus, equipment, tools, devices, and facilities.

Rules, regulations, and operational procedures of the Fire Department and ACFD1.

Pertinent Federal, State, and local laws, codes, and regulations including those pertaining to fire suppression, prevention, and personnel training.

Procedures, methods, and techniques of emergency medical services (including first aid and CPR)

Principles of supervision, training, and performance evaluation.

Local geography including the location of water mains, hydrants, major fire hazards of the County and County roadways.

Basic building construction techniques and practices

Fire prevention principles, practices, and techniques

Operational characteristics and designs of fire protection systems, sprinkler systems, alarm systems, elevators, and other related systems

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Safe driving principles and practices.

Skill to:

Operate the full range of firefighting and emergency response equipment safely and effectively.

Operate communications equipment.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Supervise, organize, and review the work of professional, technical, and clerical personnel.

Follow direction from the Fire Department Chief and Chief Level Officers.

Select, supervise, train, and evaluate staff.

Take control of and direct a variety of emergency services related to fire suppression, emergency medical response, and hazardous materials incidents.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Interpret, apply, explain, and ensure compliance with the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Properly interpret and make decisions in accordance with laws, regulations, and policies.

Make technical and emergency decisions quickly and calmly under emergency conditions.

Demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions; think and act quickly in emergencies. Inspect public and private sector buildings and residential homes and enforce fire and safety codes.

Oversee and participate in the operation and maintenance of apparatus and equipment used in modern firefighting activities.

Prepare recommendations for the assigned budget.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Respond to requests and inquiries from the public.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Optional Experience:

One year of progressively responsible firefighting experience.

Optional Training:

Company Officer:

Firefighter I certification issued by the Wyoming State Fire Marshal's Office.

Firefighter II certification issued by the Wyoming State Fire Marshal's Office.

Fire Officer 1 certification issued by the Wyoming State Fire Marshal's Office.

ICS 100, 200, and 700.

Fire Apparatus (Pumper) certification issued by the Wyoming State Fire Marshal's Office.

Engine Boss certification through NWCG.

Training Officer:

Fire Instructor 1 certification issued by the Wyoming State Fire Marshal's Office is preferred or equivalent NWCG training qualification.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 10 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, electrical hazards, and blood borne pathogens; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

ALBANY COUNTY FIRE DISTRICT 1

Training & Qualification Guide

FIREFIGHTER

DEFINITION

The firefighter performs wildland fire suppression inside Albany County or other Counties listed in the District 2 Wildland Fire Management Operating Plan. Firefighters will respond to a variety of incidents and or events according to ACFD1 protocols and as dispatched or assigned by local/regional/national authorities. Firefighters will render aid and assistance as warranted and within the individual's scope of training and certification.

SUPERVISION EXERCISED

Not to exceed training and qualifications.

EXAMPLES OF IMPORTANT AND POSSIBLE DUTIES

Perform Firefighter Duties

- Establish and maintain the physical fitness level necessary to effectively perform hard physical labor for extended periods under adverse climate, fuel, and terrain conditions.
- Perform wildland fire attack and duties including suppression, preparation, ignition, monitoring, holding, and mop-up. Use standard firefighting tools.
- Perform engine operations duties including running the pump, deploying hose lays, completing preventative engine maintenance checks, and effectively using water and additives.
- Perform portable pump operator duties such as pump site selection, set up, and operation.
- Support chainsaw operations.
- Apply knowledge of fuels, terrain, weather, and fire behavior to decisions and actions.
- Use Incident Command System (ICS) terminology, organization, and command structure.
- Use and maintain personal protection equipment (PPE).
- Ensure proper refurbishing and resupply of tools, vehicles, food, water, and supplies.
- Use NWCG Incident Response Pocket Guide (IRPG), to guide actions.
- Look, listen, and learn. Ask questions when appropriate and ensure you understand instructions when they are given.
- Ensure that instructions are clear and understood.
- Be a student of fire. Observe interactions and operations to expand experience level.
- Conduct WUI operations according to guidelines stated in IRPG, incident-specific objectives and guidelines, and agency-specific guidance.
- Follow established processes and chain of command for collecting, producing, and distributing information.

- Report any changes in fire behavior or hazardous conditions to supervisor.
- Ensure basic understanding of multichannel radio operation. Use plain language and ICS terminology.
- Participate in After Action Reviews (AAR).
- Operate within your skill level and limitations.
- Apply the Risk Management Process as stated in the IRPG.
- Report all accidents or injuries to supervisor and Department Chief.
- Establish Lookouts, Communications, Escape Routes, and Safety Zones (LCES) before they are needed.
- Apply the Standard Firefighting Orders and Watch Out Situations to your assignment.
- Use Look Up, Down and Around to help maintain situational awareness. Adjust actions accordingly.
- Identify health and safety hazards from smoke and mitigate exposure as necessary.
- Comply with all safety practices and procedures.
- Provide for health, safety, and welfare for self and those around you.
- Submit as required:
 - Agency-specific forms.
 - Crew Time Report (CTR), SF-261
 - Emergency Equipment Shift Ticket, OF-297
- Receive and follow demobilization instructions from supervisor.

OTHER JOB-RELATED DUTIES

Perform related duties and responsibilities as assigned.

License or Certificate

- Course completion of NWCG S-190 and S-130 is required.
- RT-130 required annually.
- Course completion of ICS 100 is recommended but optional.

Special Requirements

Light Duty Test for personnel not involved in direct suppression efforts at incidents, Moderate Duty Test involved in direct suppression efforts at incidents, as referenced by NWCG 310-1 Work Capacity tests.

ALBANY COUNTY FIRE DISTRICT 1

Training and Qualification Guide

STRUCTURE FIREFIGHTER

DEFINITION

Under direction, to respond to fires and other emergency calls to protect life and property; to provide medical assistance and treatment at the appropriate department required EMS assistance level; and to participate in fire prevention programs and inspections, station and apparatus maintenance, and training activities.

SUPERVISION EXERCISED

Firefighter I

Receives directions from Firefighter II's, Company Officers, Chief Officers, and Fire Chief.

Firefighter II

While on structure fire calls may exercise technical and functional supervision over other firefighters and Driver Operators with documented privilege to do so by Department Chief.

EXAMPLES OF IMPORTANT AND POSSIBLE DUTIES

Respond to fire alarms and assist in the suppression of fires including rescue, entry, ventilating, and salvage work; lay and connect hose; maintain pumping apparatus; hold nozzles and direct water streams; raise and climb ladders; ventilate burning structures; enter building to evacuate occupants.

Respond to fire assist medical incidents; analyze patient needs and determine and administer skilled technical emergency aid and treatment to the sick and injured in accordance with applicable laws and regulations.

Respond to calls regarding rescue services, carbon monoxide alarms, hazardous materials spills, and smoke investigations; utilize and operate rescue equipment and devices including extrication equipment, high and low angle rescue ropes, and other equipment to perform confined space and special rescue operations as assigned and when certified to do so.

Operate all types of portable fire extinguishers, pike poles, hand lines, smoke ejectors, salvage covers, forcible entry tools, emergency medical equipment, and other rescue equipment. Drive and operate equipment under limited conditions.

Perform cleaning, salvage, and overhaul work following fire; prepare apparatus and equipment for further alarms.

Participate in periodic testing of pumps, ladders, hose and other apparatus and equipment.

Participate in fire drills; attend continuing and advanced training sessions which include firefighting techniques, emergency medical care, and the proper use of all equipment and related tools.

Perform home and commercial inspections for fire prevention and pre-fire planning.

Participate in the performance of investigations; preserve evidence; secure fire scene.

Assist in training new employees in routines of fire suppression, equipment operation, and maintenance.

Conduct station tours.

Maintain a variety of records.

Assist in maintaining and repairing fire equipment, station, and grounds.

OTHER JOB-RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND OPTIONAL QUALIFICATIONS

Knowledge of:

Basic mathematics and mechanical relationships

Safe driving principles and practices

Skill to:

Learn to operate fire, medical, and rescue related vehicles, equipment, tools, devices, and their proper use.

Learn to operate communications equipment.

Operate a motor vehicle safely.

Ability to:

Learn principles, practices, and procedures of modern firefighting.

Follow direction of supervisors.

Learn purposes, uses, and operating characteristics of a variety of vehicles, equipment, tools, and apparatus used in firefighting, rescue, and medical assistance operations.

Learn fire hazards and the related prevention and abatement methods.

Learn principles of hydraulics as related to Firefighter duties.

Learn procedures, methods, and techniques of emergency medical services.

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Learn street and water source locations within Albany County.

Respond to fires and alarms and effectively perform fire suppression and rescue work.

Conduct fire inspection work as assigned.

Conduct preliminary fact-finding inspections and investigations, including scene preservation and evidence gathering and preservation on fire scenes.

Observe and record findings during inspections.

Demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions; think and act quickly in emergencies.

Demonstrate mechanical aptitude as required in the operation of firefighting equipment.

Understand and follow oral and written directions promptly and accurately.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Optional Experience:

No experience is required.

Optional Training:

Valid driver license.

Hazardous Material Operations certification.

Firefighter I certification from Wyoming State Fire Marshal's Office.

Firefighter II certification from Wyoming State Fire Marshal's Office.

CPR certification.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 10 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, electrical hazards, and blood borne pathogens; ability to travel to different sites and locations; availability for shift work, on-call, and standby.

ALBANY COUNTY FIRE DISTRICT 1

Training and Qualification Guide

ROADWAY EMERGENCY RESPONDER

DEFINITION

Under direction, to respond to emergency calls to protect life and property at roadway incidents; to provide medical assistance and treatment at the appropriate department required EMS assistance level; and to participate in station and apparatus maintenance, and training activities related to roadway emergencies. Roadways are roads, highways, interstates, and runways. Roadway incidents involve surface or air vehicles on roadways.

SUPERVISION EXERCISED

Supervision exercised should not exceed training and qualifications. Receives directions from Company Officers, Chief Officers, and Fire Chief.

EXAMPLES OF IMPORTANT AND POSSIBLE DUTIES

Respond to roadway emergency incident calls and assist in the fire department roles of the incident such as assisting medical, vehicle stabilization, extrication, traffic control, hazardous materials analysis/mitigation, rescue of victims, etc.

Respond to fire assist medical incidents; analyze patient needs and determine and administer skilled technical emergency aid and treatment to the sick and injured in accordance with applicable laws and regulations.

Operate all types of portable fire extinguishers, forcible entry tools, extrication tools, traffic control devices, hazardous materials equipment, emergency medical equipment, and other rescue equipment. Drive and operate equipment under limited conditions.

Perform cleaning and equipment maintenance following the response; prepare apparatus and equipment for further alarms.

Participate in periodic testing of pumps, ladders, hose and other apparatus and equipment.

Participate in roadway emergency training; attend continuing and advanced training sessions which include extrication techniques, emergency medical care, roadway safety, etc. and the proper use of all equipment and related tools.

Conduct station tours.

Maintain a variety of records.

Assist in maintaining and repairing department equipment, station, and grounds.

OTHER JOB-RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND OPTIONAL QUALIFICATIONS

Knowledge of:

Roadway safety principles/practices

Safe driving principles and practices

Skill to:

Learn to operate fire, medical, and rescue related vehicles, equipment, tools, devices related to roadway emergency responses.

Learn to operate communications equipment.

Operate a motor vehicle safely.

Ability to:

Learn principles, practices, and procedures of roadway and aircraft emergencies.

Follow direction of supervisors.

Learn purposes, uses, and operating characteristics of a variety of vehicles, equipment, tools, and apparatus used in roadway emergencies, rescue, and medical assistance operations.

Learn roadway hazards and the related prevention and abatement methods.

Learn procedures, methods, and techniques of assisting emergency medical services.

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Learn street and hydrant locations within Albany County.

Respond to roadway emergency alarms/calls.

Demonstrate physical endurance, agility, strength, and stamina in the performance of tasks under emergency conditions; think and act quickly in emergencies.

Demonstrate mechanical aptitude as required in the operation of extrication equipment.

Understand and follow oral and written directions promptly and accurately.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Optional Experience:

No experience is required.

Optional Training:

ICS 100, 200, 700.

Hazardous Materials Awareness certification.

National Traffic Incident Management (TIM) Responder Training course.

Communications/radio training.

CPR certification.

IFSTA extrication training curriculum and JPR's from FF2.

EMS certification of any level.

Advanced Vehicle Extrication certification or Training Record.

Low Angle Technical Rescue training.

Triage Training.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 10 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining workspace, chemicals,

explosive materials, mechanical hazards, electrical hazards, and blood borne pathogens; ability to travel to different sites and locations; availability for shift work, on-call, and standby.