

## Albany County Fire District #1 Board Meeting Minutes April 20, 2022

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

1. Call to Order: Meeting was called to order at 5:00 pm. Board members present were Luke Hawkins and Brett Wadsworth. Matt Burkhart arrived later.
2. Minutes of 3/23/2022 Board Meeting: *Chairman Hawkins moved to approve the minutes as presented. Motion was seconded by Treasurer Wadsworth and approved unanimously.*
3. Comments from the Public: No public comments
4. Financial Report:
  - a. Bills to be Paid – *Chairman Hawkins moved to approve the April Financial Report as presented. Motion was seconded by Treasurer Wadsworth and approved unanimously.*
  - b. Annual Budget Cycle – Proposed budget needs to be turned into the County and State by June 1. The final budget is due July 14. Please look at needed items, last year's allocation expenditures, and what you think you will spend in the next year. Teri Jo needs your numbers by May 7<sup>th</sup> to have time to compile and submit a proposed budget. Please email Teri Jo if you have questions.
5. Report – Outside Agencies/Guests:
  - a. No one present. In discussions regarding the City of Laramie Contract. Looking at the best way to move forward with training at new facility – and MOU with the City as they hold the liability on the facility.
  - b. EMA – Stephanie Baker is the new coordinator. Kate's has everyone's radio requests and will be submitting in full.
  - c. LARC – Working in updates with CrewForce and it's progressing. Once the commanders are comfortable with it they begin to roll out to the volunteer departments. Looking at around 4-5 months. Will have to see how it works in the valley.
  - d. County Fire Warden – Have the signature page for the AOP. Chad will be doing a paperwork class, let him know if you are interested.
6. Board Topics:
  - a. Fire Pay – One fire so far – Kidd fire. 700 new fires in 7 days in Texas. RO's are almost impossible to fill for overhead and apparatus.
  - b. *Treasurer Wadsworth moved to ratify changing MASA payments to monthly for more local control over policy. Motion was seconded by Chairman Hawkins and approved unanimously.*
  - c. WARM – Waiting for response from Attorney Goetz on the Cyber Security App
  - d. BLVFD Woodslanding Substation – Cost on survey is around \$1050, done and recorded, and a 4 week time frame. Title insurance, transfer and recording around another \$1000. These are the expenses to do that land transfer. BLVFD auxiliary will handle the contractor work and BLVFD is buying the parts. BLVFD wants to start excavating in June and have the building up by August. Must make

sure the paperwork to transfer the land and the survey is done properly and legally. Can Attorney Goetz work with Bill to shorten the length of the transaction time? *Treasurer Wadsworth moved to authorize BLVFD to move forward on their Woodslanding Substation project, the District agrees to pay for property transfer, title, insurance and the survey costs estimated at \$3000. BLVFD Auxiliary would be taking any steps prior to the transfer at their own risk should the property not transfer successfully. Motion was seconded by Chairman Hawkins and approved unanimously. Secretary Burkhart abstained.*

- e. VVFD Station – Attorney Goetz has worked with property owner and the written proposal mirrored discussions. He will allow department to use the access as long as necessary, but somehow another access needs to be created from the Frontage Rd.
- f. Physical Minimum Standard – Looking for a District minimum standard for anyone responding to an incident. Recognizing that we have members in the District who participate and to a great deal but may have a hard time with the arduous standard. Preserve the light option for tender operators. Moderate would be the minimum standard for District firefighters working on the fire line. Anything after the first operational period then falls to the AOP if on federal lands.

10 minutes recess.

- g. District Coordinator – Paid position for someone who can be a liaison for the Board and a coordinator to help departments, a go to resource for departments and board members. This would not be a position that has enforcement responsibilities. Resource for departments regarding grants. Liaison with Casper Dispatch. Additional resource to help with training. Bring stability to the District from a support staff standpoint. Must be a budgeted item at \$20,000-\$40,000/year, looking at possibly \$20,000 plus benefits. Would like discussion regarding the document. This is a first draft and it is expected to have lots of markups. Return on this investment must be high. Board wants to hear from the Chiefs and wants buy in from all departments. Would this person be able to deploy on federal fires? Board stated that misses the mark of the intent of the position. Might have problems finding someone, as UW is having difficulties filling positions. Chiefs suggested that we may be looking for too many “expertise” levels. How many hours/week? What are you getting when it reduces the department budgets to hire this person. Does it benefit individual departments? Could offer assistance with Emergency Reporting, grant writing, impact assistance, training.
- h. FirstNet – Chief Sommerfeld uses FirstNet and loves it, better than Verizon, great customer service, data is faster than CenturyLink. FirstNet wants to set up an agency administrator. Teri Jo could be the contact, she will find out more information.
- i. CDL Status and Process (LGLP) – Secretary Burkhart would like Attorney Goetz to review this issue again and definitively state that a CDL is not required to operate vehicles that require a CDL. Exempt in the Statute for responding and training.

- j. Emergency Reporting – Several options - \$1,000 to consolidate everything or then \$500/account/year or \$500/account/year plus \$250. There is a cost savings moving three premium accounts into one. The transfer can be messy, they use an off boarding form and then to consolidate individuals have to manually re-entered. The \$1000 does not cover off boarding, that is on the District. It only covers the consolidation and gives us the software to off board.
7. Chiefs Report: Discussed the minimum standards for local response for the pack test and agreed light for tender operators and moderate for firefighting. Discussed trainings.
8. Department Reports:
- a. WYCO - Put in for radios on EMA grant.
  - b. TSVFD – March 27<sup>th</sup> they have a fire with Larimer County mutual aid, but just outside our MOU areas. Hoping to open 4/24. They requested permission to use Attorney Goetz to looking at building on the 99-year lease from the property owner.
  - c. CENTRAL – Waiting on quote on Tender 31. Foam pump of Brush 13 needs rebuilt/replaced. Winch on Brush 11 needs rebuilt. RT130 on 4/28 with pack test to follow. Interest in EVOC class? HazMat training coming up May 13-15.
  - d. VVFD – Completed their RT130 and pack test. May 21<sup>st</sup> is their day to adopt of part of I-80 for trash pickup and looking to the community to get volunteers. Open house pancake breakfast June 25<sup>th</sup> from 9-11am.
  - e. CVVFD – RT130 this weekend and pack test. New type 6 ready to pick up next week and goes to SVI for lettering May 9<sup>th</sup>. Laramie Peak is purchasing the old type 6.
  - f. BLVFD – Red card class this weekend. Down a brush truck, getting fixed on Monday. SCBA's back from Dalmation. Fill station is ordered and waiting on the supply chain.
9. PA Approvals:
- a. TSVFD – *Treasurer Wadsworth moved to approve the emergency coolant leak repair 4/8/22, \$1805.34 departments funds. Motion seconded by Secretary Burkhart and approved unanimously. PA 347*
  - b. CVVFD – *Treasurer Wadsworth moved to approve the purchase of SCBA cylinders, \$7000.00 department funds. Motion seconded by Secretary Burkhart and approved unanimously. PA 348*
10. New Business:
- a. City of Laramie Contract – Discussion to go to previous contract with LFD responding to wildland fires. The District is not meeting the standard for wildland response, there are gaps in coverage. Would add \$30,000 to contract amount. Our goal is to respond to calls timely and professionally and we are currently delayed in our response. We have to look at options until we having staffing numbers that can support timely responses to the communities we serve. Paging? District fix? Or hire LFD?
  - b. Budgets – already discussed.
  - c. Airport Exercise will be May 30<sup>th</sup>, planning meeting on the 10<sup>th</sup>. Secretary Burkhart will be ACFD liaison. Let him know if you would like to be involved.

- d. Tim Snowbarker, who is a counselor and chaplain, has offered to be available for volunteers and spouses to meet with him and discuss stress/issues related to fire service. This would be a free resource to help with some of the trauma of running calls. Chairman Hawkins encourages Chiefs to get this information out to their firefighters.
  - e. TSVFD request access to district attorney to get landowner approval to add onto building, including leach field for bathroom improvement on their 99 year lease on private property. *Chairman Hawkins moved to approve TSVFD's request. Motion was seconded by Treasurer Wadsworth and approved unanimously.*
  - f. CVVFD Type 3 Proposal – They are looking at a type 3 from SVI to replace their structure unit and have a wildland urban unit. Would like new instead of used because of the maintenance expenses associated with purchasing used apparatus. They have the opportunity to utilize a lease option program. There would be a down payment and then a 15 year lease with low interest payments at 4% fixed. The first payment would be due after receipt of the vehicle (590 days). CVVFD auxiliary would put down \$200,000. Question about entering into a lease and tying the hands of future boards, what about the lease for Central North. SVI will only hold for 30 days. The truck is collateral and requirements are for general maintenance of the vehicle. The lease would be with the District not the Department. Requirements are for general maintenance of the vehicle. It's a lease to purchase and no prepayment penalty. Chairman Hawkins is hesitant to replace Engine 3. The board has a lot of financial questions in terms of lease, lease agreements. It's a great idea and would be a great addition. CVVFD is not wanting to expand their fleet, they need to eliminate not needed/utilized apparatus. A special meeting will probably have to occur and the leasing company will need to talk to the Board and Attorney Goetz. David can set up and facilitate those meetings to make something happen. They need time to consider and look at ultimate expense. Need answer 30 days from today, May 20<sup>th</sup>. Email David any questions so he can get answers from the leasing company.
  - g. Dispatch Liaison for the summer. It was requested that Tom Kern coordinate again. Chairman Hawkins will reach out to Tom.
  - h. Rich Hayner is the new fire ops in the High Desert BLM district (ICT3). They have money for training, training materials and new IRPG materials. His number is 307-330-7654, rhayner@blm.gov. They can respond within 1 ½ miles of BLM ground if we need them, Mutual aid, and we aren't charged for it.
11. Next meeting: May 18, 2022
12. *Chairman Hawkins moved to adjourn at 8:49 pm. Motion was seconded by Treasurer Wadsworth and approved unanimously.*

Respectfully Submitted,  
Michele Turner, ACFD#1 Administrative Assistant