

Albany County Fire District #1 Amended Board Meeting Minutes May 19, 2021

This meeting was held as a hybrid meeting with in-person attendance for Board Members, Board Staff, Chiefs and others, as well as through Zoom because of COVID. (*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, Art Sigel and Brett Wadsworth.
2. Minutes of April 21, 2021, Board Meeting: *Treasurer Wadsworth moved to approve the April 21, 2021, Board Meeting Minutes as amended. Motion was seconded by Secretary Sigel and approved unanimously.*
3. Public Comments: No comments from the public.
4. Financial Report: *Treasurer Wadsworth moved to approve the April Treasurer's Report. Motion was seconded by Secretary Sigel and approved unanimously.* PA requests need to be in the Wednesday prior to the meeting in order to get everything completed in time. Firefighter's delay in turning in fire paperwork affects Mullen payment as well as the financial status of the District. TSVFD has been covering the insurance cost for the tablets at \$45/month for the entire District and the data plan for the District at \$50/month. *Treasurer Wadsworth moved the additional \$95/month for the Verizon tablets be divided properly amount the departments using the tablets at \$9.50/month. Motion was seconded by Secretary Sigel and approved unanimously.* WyCo needs to go through Verizon to get the tablets. *Secretary Sigel moved to approve the EFSA premium of \$8452 that is due July 1, 2021. Motion was seconded by Chairman Hawkins and approved unanimously.* Secretary Sigel would like to address a motion made last month to pay truck funds. He would like a motion to rescind that motion as the Board inadvertently put truck funds in priority ahead of paying the volunteers. We should be paying the volunteers first and then the truck funds. Treasurer Wadsworth disagrees, yes, we need to pay firefighters as rapidly as we can, however, the Departments are stressed as well. Secretary Sigel feels our priority is to pay the volunteers first and by paying those truck funds before the volunteers is in conflict with the Board's priorities. Treasurer Wadsworth stated that the Board is doing its utmost to get the firefighters paid without stressing the District and getting some funds to the departments who are strapped as well. Chairman Hawkins believes that we paid truck funds on fire that firefighters were already paid 100% on, however, he agrees is it not good policy to do that again. Secretary Sigel's commitment is pay 100% of the firefighter pay before the District starts paying the department truck funds. County Fire Warden Dinges indicated that some of these cash flow issues will be resolved in the near future with the State payment for Cameron Peak and Mullen. *Secretary Sigel moved to approve the May Financial Report. Motion was seconded by Chairman Hawkins and approved unanimously.*
5. Outside Agencies/Guest Reports:
 - a. LFD – No report
 - b. EMA – Carbon County has had a flooding event on Douglas Creek within the Mullen burn scar with mud and debris flow.
 - c. LARC – No report

d. County Fire Warden – Guest is Jeremy Deets from the Forest Service. Already addressed the EFSA payment. Please get that payment to Chad so he can send the District and the County payment into Wyoming State Forestry together to eliminate the confusion we experienced last year.

6. Board Topics

- a. Fire Pay – We can pay the full amount remaining to bring Mullen to 90% and Cameron Peak to 95%. *Treasurer Wadsworth moved to pay up to \$53,000 to bring Cameron Peak pay to 95% and Mullen pay to 90%. Motion was seconded by Secretary Sigel and approved unanimously.* Secretary Sigel stated we faced the worst conditions in the past year, and he would like to engage more people in the process of gathering and putting together of the paperwork for Wyoming State Forestry. County Fire Warden Dinges is working on the development of overhead including finance, plans and logistics. He is acquiring people with finance backgrounds that can assist with this. The Board would like to create a committee to include Chad, Eric, Scott, Teri Jo and Michele to find ways to improve the system. Also, would look at paying additional people to help/succession planning and what that cost would be. *Secretary Sigel moved that the District form a committee that will study and make recommendations relative to staff development in the areas of succession planning, preparing fire pay documents, and other needs as the committee determines, including the financial aspect of adding personnel. Motion was seconded by Chairman Hawkins and approved unanimously.*
- b. FY22 Draft Budget Proposal – After the budget working session we have roughly \$46,000 to apportion among strategic needs and other items. Currently we have \$204,300 for administration, \$295,400 for operations and \$74,510 for indirect costs. This is a first draft to satisfy the requirement to the State on June 1, 2021. The Board will need to meet to address funding strategic items, as well as setting aside funding to leave for future Boards. *Secretary Sigel moved to approve the first draft of the proposed budget to satisfy the June 1 needs for the State of Wyoming. Motion was seconded by Treasurer Wadsworth and approved unanimously.*
- c. 2021 Wildland AOP discussion/approval – The AOP is done and has been signed.
- d. Fire Paperwork & Requirements – Michele has updated the webpage and added a qr code. Links on webpage to assist with questions. My email is on the webpage as a link. When you receive red cards, please forward an electronic copy to her. Emailing shift tickets and CTR's will streamline the process and you can use a pdf creator, or on an iPhone you can go into Notes and scan into pdfs to assist with that. Please turn in your paperwork upon your return from a fire and before dispatching to the next fire. You can email paperwork, or you can drop off to her or Teri Jo at Teri Jo's office in a locked dropbox.
- e. CDL Discussion Training/Funding – Jeff with the City will test but will need paperwork validating that the person testing is a District firefighter. Chief's will be the point man for their departments and the Board will ask for a monthly report from them regarding the progression of CDL's. The Chief's contact on the Board will be Chairman Hawkins. This should be an email process so we have a paper trail, department personnel contact Chief and the Chief contacts Chairman Hawkins who will communicate with Jeff, as he will be the liaison between the City and the Board for right now.

- f. WyCo Radios/I Am Responding Updates – No updates, waiting for WyoLink to do their updates. They are mostly relying on Who’s Responding and phone apps. Their radios are operational when dispatched out but missing page tones and do not have their own channels yet. 05Fire5 should broadcast all pages, however WyCo tone tests are not successful, Cy can troubleshoot that. Chiefs would like Cy to start live training again, need to Cy the name and contact information for each departments radio person. Cy has been working on the CAD system and new app which LFD officers are testing now. This will be a phone app for the County. He will need a count from Chief’s the number of cell phones they think will be using the app. Cy can demo what is available. CVVFD set up I Am Responding through LARC and are testing now; it also has mapping capabilities.
- g. 5th Cent Tax – Decision regarding our application in support of CVVFDs water well project is expected around the first of July. This application received a positive response. Will look at next February for the larger monetary opportunity.
- h. SLIB Discussion and COVID Relief Bill – SLIB is focused on investments in infrastructure that aid communities and are funding requests at 50%. SLIB application due the 3rd Thursday of September. Projects to be nominated: VVFD & TSVFD underground tanks with pumps for water supply; Central SCBA Compressor; BLVFD extractor. Chief’s, please bring input to June meeting regarding strategic lists. No information on COVID Relief Bill at this time.
- i. Rail Tie Wind Project Update – Passed at last weeks Planning & Zoning meeting, will go to County Commissioners June 1st. They ultimately decided not to PUT NFPA standards on it.
- j. VVFD Land Status Update – Nothing at this time.
- k. Central South Status – Operational status, they have contracted out to finish the rest of the project. Need to start with the floors. A contractor was out and will get estimate on sheetrock cost. Central will need to request an increase in PA funding to get that done. There is a difference between finishing the station and making the station operational. At what point can the trucks start responding from that location? Chairman Hawkins would like a timetable for completion as we have an obligation for that station to be operational. The floors need to be epoxy sealed, hopefully done by the end of May, and then station will be operational. Looking at the end of July to finish living quarters.
- l. MOU’s Between Departments and Outside Organizations (Non-County FF Policy) – Michele will draft a policy statement and bring to the next meeting that states non-ACFD#1 personnel cannot be on apparatus unless they have a W-4 and I-9 on file with the District. Albany County excluded because they are covered and paid through County Fire Warden’s office.
- m. Work Sessions Discuss dates, policy, EMS – Will work on dates for work sessions.

PA Approvals – *Treasurer Wadsworth moved to ratify and add CVVFD’s emergency repair of Unit 12 for up to \$4200, CVVFD funds. Motion was seconded by Secretary Sigel and approved unanimously. PA292*

Secretary Sigel moved to approve \$700 of VVFD funds for CO Firecamp. Motion was seconded by Chairman Hawkins and approved unanimously; Treasurer Wadsworth abstained. PA 291

Central had a \$20,000 addition to PA261, they also submitted for type 6 replacement through WSF FEPP truck for AC20; Board needs to think about this. Central shared apparatus goal with

Board. There were different tabs on the spreadsheet. When turning in requests, do so on Wednesday prior to meeting and please put note in email about what requesting funds for. Patrick is several weeks out on inspections. Is it Board's position to review all details on proposed apparatus purchase, what is Board's oversight on this type of spending? *Chairman Hawkins moved to approve PA 292 for CVVFD emergency repair (\$4200), \$20,000 additional funds for South Central (PA 261) and PA291 for VVFD training (\$700). Motion was seconded by Secretary Sigel and approved unanimously; Treasurer Wadsworth abstained.*

7. Chief's Report – Because of budget working session they did not meet.
8. Department Reports
 - a. VVFD – Have received red cards, apparatus are good.
 - b. CVVFD – Saw recertification this Saturday and should know more about repairs to Engine 14 on Friday.
 - c. BLVFD – Wildhorse HOA Board going through BLM to obtain land for substation, they will also be able to help with the cost of the substation. Working on Woodslanding station upgrade, talking with landowner about land swap so station would be on 1 acre of flat land, instead of the large steep angle of its current location.
 - d. WYCO – Need to replace WyCo6, have a donated 1800-gallon type 4 they are working on. Half of the department is only there on weekends. Had a computer go down after submission deadline, submitted request of Saturday, will ask for next month.
 - e. TSVFD – Opened for business on April 30th.
 - f. Central – AC12 is out of service (type 6). Already gave station update.
9. New Business - Items left LLVFD please claim and retrieve, any takers? Chairman Hawkins will resend the email regarding the last call for items. Chiefs get PIO information to Michele for Laramie Boomerang contacts.
10. Next Meeting – June 16, 2021
11. Adjourn – *Chairman Hawkins moved to adjourn the meeting at 7:51 pm. Motion was seconded by Treasurer Wadsworth and approved unanimously.*

Expenditures by the Board totaling \$86,447 to include *the additional \$95/month for the Verizon tablets be divided properly amount the departments using the tablets at \$9.50/month; the EFSA premium of \$8452 that is due July 1, 2021; pay up to \$53,000 to bring Cameron Peak pay to 95% and Mullen pay to 90%; and PA 292 for CVVFD emergency repair (\$4200), \$20,000 additional funds for South Central (PA 261) and PA291 for VVFD training (\$700).*

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant