

# Albany County Fire District #1 Special Meeting Minutes 3 January 2025

Minutes prepared by Matt Burkhart

Approved on 22 January 2025 by Matt Burkhart, Jon Essley and James Jackson

Special Meeting held at 1000 at ACFD1 North (4387 North 3rd St, Laramie).

Board members present: Matt Burkhart (MB), Jon Essley (JE), James Jacson (Virtual)

Guests/Public: ACFD1 Legal Counsel.

--- Start **Special Meeting Minutes** ---

NOTE: This Special Meeting was announced only for the purpose of the ACFD1 electing officers for CY 2025.

## 1: 10:00 Call to open Special Meeting (MB)

## 2: Roll Call

ACFD1 Board Members Present: MB, JE, JJ

## 3: Approval of Agenda

Motion to approve the Agenda as announced

Moved: JE

Seconded: JJ

Discussion: Restate that the only agenda item for this Special Meeting is for the ACFD1 Board to elect officer positions of Chair, Secretary and Treasurer.

Votes: Yes (MB, JE, JJ), No (None), Abstain (None)

**Agenda Approved**

## 4: Public Comment

Public comment called by MB. No Public Comment.

## 5: Action Items (to be voted on)

### 5A: Action Item: Election of Chair

Motion to elect Matt Burkhart (MB) as ACFD1 Chair for CY 2025

Moved: MB

Second: JE

Discussion: MB is ready and able to undertake the duties of the Chair. As Chair will involve other board members in community meetings, committees, outreach, etc.

Votes: Yes (MB, JE, JJ), No (None), Abstain (None).

**Motion Passes, MB is ACFD1 Chair for CY 2025**

### 5B: Action Item: Ratification of Election of Chair

Motion to ratify election of Matt Burkhart (MB) to ACFD1 Chair for CY 2025

Moved: JJ

Second: JE

Discussion: Ratification recommended as MB made the initial motion for self as chair. This affirms the Will of the Board.

Votes: Yes (MB, JE, JJ), No (None), Abstain (None).

**Motion Passes, MB is ratified as ACFD1 Chair for CY 2025**

### 5C: Action Item: Election of Secretary

Motion to elect Jon Essley (JE) as ACFD1 Secretary for CY 2025

Moved: MB

Second: JJ

Discussion: JE was Secretary when he was previously on the Board. ACFD1 Legal Counsel contributes that JE will do a good job.

Votes: Yes (MB, JE, JJ), No (None), Abstain (None).

**Motion Passes, JE is ACFD1 Secretary for CY 2025**

**5D: Action Item: Election of Treasurer**

MB requests ACFD1 Legal Counsel to explain any special statutory [WY] requirements of the Treasurer position as these are Public Funds. Legal Counsel discussed bonding, perjury statements, oath that transactions were accurate. The Treasurer works closely with the ACFD1 accountant, prepares budgets, reviews all monthly expenses and presents financial statement to the Board for approval

Motion to elect James Jackson (JJ) as ACFD1 Secretary for CY 2025

Moved: MB

Second: JE

Discussion: JJ is willing to perform the duties ethically and morally and will ask questions and is ready to learn.

Votes: Yes (MB, JE, JJ), No (None), Abstain (None).

**Motion Passes, JJ is ACFD1 Treasurer for CY 2025**

**6: Discussion Items**

MB will move District [albanycountyfd1.com] email addresses to correct roles/individuals. Passwords will need created on initial login.

Next Regular Meeting is Wed 22 January with exec at 1530 at P&M.

ACFD1 Admin will be notified of the changes for the website and other correspondence.

**7: Adjournment**

Motion to adjourn.

Moved: MB

Second: JJ

Votes: Yes (MB, JE, JJ), No (None), Abstain (None).

**Motion passes**

**10:22 Adjourn the meeting**

--- End **SPECIAL MEETING** Minutes ---