

Albany County Fire District #1 Board Meeting Minutes March 24, 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 3:08 pm. Board members present were Luke Hawkins, Art Sigel, and Brett Wadsworth. *Treasurer Wadsworth moved to adjourn into Executive Session for purposes of receiving legal advice involving confidential information. Motion was seconded by Chairman Hawkins and approved unanimously.* The regular Board Meeting resumed at 5:09 pm.
2. February Board Meeting Minutes: *Secretary Sigel moved to accept the February 17th Board Meeting Minutes. Motion was seconded by Chairman Hawkins and approved unanimously.*
3. February Special Board Meeting Minutes: *Secretary Sigel moved to approve the February 26th Special Board Meeting Minutes. Motion was seconded by Treasurer Wadsworth and approved unanimously.*
4. Public Comments: No comments from the public.
5. Financial Report: *Treasurer Wadsworth moved to allow the Treasurer to approve transfers between accounts to remediate errors in transfers for previously approved payments, provided that documentation is available, and that action later be taken at the next District meeting to ratify that transfer; and it is the Treasurer's responsibility to ensure that all concerned persons are informed of the action. Motion was seconded by Secretary Sigel.* Discussion from the group wanted to verify that this is only to correct errors and mistakes. *Motion was approved unanimously.* If departments need assistance with budgets, please reach out before April 15th. *Treasurer Wadsworth moved to approve an increase in the amount budgeted for Emergency Reporting by \$3000 to include Who's Responding or similar apps. Motion was seconded by Secretary Sigel and approved unanimously.*
6. Outside Agencies/Guest Reports:
 - a. LFD – No report
 - b. EMA – Evacuation training April 12-13, Flood table-top training April 26, they have a Facebook page now.
 - c. LARC – Chairman Hawkins will be meeting with Steve.
 - d. County Fire Warden – It does not appear at this point that a COVID vaccination is going to be required to work on federal fires this year. COVID protocols will be similar to last year with masks, testing, social distancing, quarantining and remote Finance, Plans and PIOs. There is a shift in national incident management which is going to include Complex IC teams, teams that can handle anything from a 2-acre grass fire to a Type 1 incident. His office might be able to help with single resources.

7. Board Topics:

- a. Fire Pay – No updates
- b. MASA – Need to start the process for MASA in December so we know numbers/amounts by the February meeting. For retirement and probationary employees, Michele needs to know when they become active. Will work on a process for getting that information.
- c. Mandel Lane - Chairman Hawkins stated the District is grateful to the landowners for having donated the land and helping the District service that population and the District would love to have it continue as a fire station, however, at this time, the District does not have the resources to uphold our end of the deal with the landowners to be able to keep maintaining it. Therefore, *Chairman Hawkins moved to, in light of the recent request from the County to consider if there was an additional need, ratify the previous motion that quitclaimed the property back to the County. Motion was seconded by Secretary Sigel and approved unanimously.*
- d. VVFD Land Status – Nothing to report at this time.
- e. CDL Discussion training/funding – Attorney Goetz informed the group that the federal guidelines only changed for obtaining a CDL. Federal guidelines did not change, and were not modified, regarding emergency use. If driving to and returning from an incident, during emergent situation, we would be exempt. However, it appears we would not be exempt if driving for training purposes (non-emergent situation). Liability and insurance coverage is still an issue and Michele will look into it. Chairman Hawkins will investigate CDL qualifications for a District tester.
- f. Perjury Statements – Auditor approved the use of an electronic perjury statement if the language is on there. Looking at \$180-\$290/person/year for DocuSign or Adobe. County Fire Warden Dinges will forward the voucher the County uses to see if that could be used for the District.
- g. In-house Financial Movements – Addressed during the Financial Report
- h. Department Strategic Projects – Looking at \$54,000 for CVVFD, \$46,000 for VVFD, and \$42,000 for TSVFD. All must be ADA compliant and must go through the RFP process. CVVFD is first. *Treasurer Wadsworth moved to authorize CVVFD to move forward with their well/bathroom project, with a max obligation from the District at the current time to be \$27,000; CVVFD must follow RFP compliance, they are to get three ADA compliant bids, and follow government procurement standards which requires an RFP to make sure government dollars are spent and managed with the contractor in a way that addresses state and federal requirements. Motion was seconded by Secretary Sigel and approved unanimously.*
- i. PILT – Currently the County receives 1 million in PILT monies and the funding from PILT is used for governmental purposes and is not required that it be further distributed. We need more information to determine if/how to move forward with a request.
- j. 5th Cent Tax – We missed the February deadline this year but there is a small subset of funds managed by the County that could potentially be available if we apply the first week of May. We could look at submitting an application this year. County Fire Warden Dinges mentioned that there is Title 3 money as well, currently used by Search & Rescues and the County Fire Warden's office. Secretary Sigel also mentioned the upcoming SLIB grant, and we should be applying again. The Chief's were directed to come up with suggestions for a SLIB grant application.

- k. Rail Tie Wind Project Update – ConnectGen submitted their application early. We need to come up with a list of mitigate/unmitigated impacts. Chairman Hawkins and Attorney Goetz will respond to ConnectGen’s request regarding the Rail Tie Project. Chief’s, please get your concerns/requests to them to include in the letter, must be able to justify our requests. The impact assistance funds that the developer pays are used to mitigate for the construction and influx of people/equipment/activity.
8. Chiefs Report: A District/County subject matter expert regarding the wind project should be hired. Chief’s will be prepared to present information in an organized manner at board meetings. It was mentioned that the District needs to stop outsourcing all its networking and stop depending on others for representation. Questions for the Board – 1) Is the District subordinate to LFD when it comes to high angles rescues? Could pursue a technical District team under the wind project. Two agencies cannot ask for the same stuff. 2) When will the District have a facility it can utilize for live fire training? The District is supposed to have access to the new LFD training facility. If so, what access will the District have? Chief Johnson indicated the Volunteer Fire Departments will have access to the new training facility for certification and renewal certification purposes. Who has the say on who, when and how the volunteers will be able to use it? Currently training will be done with LFD training officer Gus Stonum. Chairman Hawkins will communicate with Chief Johnson regarding the new training facility. 3) Why can’t departments purchase EMS equipment and supplies for firefighter emergency needs with public (District) funds? In the past the District had to focus funds on firefighting and did not feel it had the funds to move into EMS. The District limited support of EMS to their firefighters by housing, insuring and fueling the apparatus as well as training. The District needs to hold a working session to define/outline EMS issues, to include a written policy regarding EMS.
9. Department Reports:
- a. Central – UT pumper might need U-joints or tires because it vibrates. Pump testing a few weeks when Patrick is here.
- b. TSVFD – Fire station is still closed. Projected opening in April. Would like to retract the previous proposal for a new truck.
- c. VVFD – Remove Lane Nusbaum. *Secretary Sigel moved to approve VVFD’s purchase of BK radios at a max of \$5600; 100% VVFD dept funds. Motion was seconded by Chairman Hawkins and approved unanimously; Treasurer Wadsworth abstained. PA285 Secretary Sigel moved to approve \$2200 for Cody Fire School; 100% VVFD dept funds to be reimbursed by the SAFER Grant. Motion was seconded by Chairman Hawkins and approved unanimously; Treasurer Wadsworth abstained. PA286 Discussion regarding approving the whole list of PA’s that are 100% department funded in one action with a summary sheet. Teri Jo will look into this option.*
- d. CVVFD – *Secretary Sigel moved to approve CVVFD’s purchase of one mobile BK radio for Unit 10 at a cost of \$4100; 100% CVVFD dept funds. Motion was seconded by Treasurer Wadsworth and approved unanimously. PA287 CVVFD would like to donate MS147 to Hospice of Laramie. No one in the District wanted the apparatus. Treasurer Wadsworth*

moved approval for CVVFD to proceed with the donation of the proposed ambulance (MS147) to Hospice of Laramie. Motion was seconded by Chairman Hawkins and approved unanimously.

- e. BLVFD – Bill Sheehan has retired from BLVFD. *Secretary Sigel moved to approve \$2000 for Cody Fire School; 100% BLVFD dept funds to be reimbursed by the SAFER Grant. Motion was seconded by Treasurer Wadsworth and approved unanimously. PA288 BLVFD auxiliary funded two BK radios and the installation of an air compressor at \$5400 (Fremont Electric donated \$500). What budgeting products does the District expect from the Departments?*
- f. WYCO – WC21 is a 2100 gallon tender and therefore falls under the District for maintenance as per earlier policy. *Treasurer Wadsworth amended PA284 to \$6000 with the District paying the maintenance for the WC21 tender only and WYCO responsible for the rest. Motion was seconded by Secretary Sigel and approved unanimously. They need to CY to finish up the paging but anticipate being up and running for the April 24th refresher with a target date of paging to be split of May 1st.*

10. New Business: Chiefs, please send an email to EMA regarding the brands of N95 masks being used. Secretary Sigel will follow-up with ISO for an October meeting. Chairman Sigel would like to create an ISO module within the website that helps homeowner's deal with their insurance companies. Eric can do the first year of the Proposed Sawyer Class, but the District will need to find a new instructor for the second year. Eric has scheduled an evaluator recertification day on May 15th. May 22nd will be the recertification day for anyone else in the County that needs it. He will hold a class on June 4-5 with field days June 7-8.

11. Next Meeting: April 21, 2021

12. Adjourn: *Treasurer Wadsworth moved to adjourn the meeting at 8:04 pm. Motion was seconded by Secretary Sigel and approved unanimously.*

Expenditures by the Board totaling \$49,900 to include an increase in the amount budgeted for Emergency Reporting by \$3000 to include Who's Responding or similar apps; authorize CVVFD to move forward with their well/bathroom project, with a max obligation from the District at the current time to be \$27,000; CVVFD must follow RFP compliance, they are to get three ADA compliant bids, and follow government procurement standards which requires an RFP to make sure government dollars are spent and managed with the contractor in a way that addresses state and federal requirements; VVFD's purchase of BK radios at a max of \$5600; 100% VVFD dept funds; \$2200 for Cody Fire School; 100% VVFD dept funds to be reimbursed by the SAFER Grant; CVVFD's purchase of one mobile BK radio for Unit 10 at a cost of \$4100; 100% CVVFD dept funds; approve \$2000 for Cody Fire School; 100% BLVFD dept funds to be reimbursed by the SAFER Grant; and amend PA284 to \$6000 with the District paying the maintenance for the WC21 tender only and WYCO responsible for the rest.

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant