

## Meeting Minutes 1/22/2024

Board members in attendance Chair Matt Burkhart , Secretary Jon Essley , Treasurer James Jackson.

1. **CALL TO ORDER**
2. **GO INTO** Executive Session pursuant to W.S. § 16-4-405(a)(ix)
  - a. Pence and MacMillan, 501 E Garfield St
3. **RETURN** to Regular Session at 5:30 Matt Burkhart called to order at 1736. Change of location due to flooding at North station.
4. **APPROVAL** of Agenda
  - a. Secretary Jon Essley made a motion to approve the agenda as presented
  - b. Seconded by treasurer James Jackson
  - c. No discussion
  - d. Vote: Approved Unanimously
5. **Public Comment**
  - a. None
6. Present for **APPROVAL**, the Board Meeting Minutes from
  - a. November 20, 2024
    - i. Secretary Essley made a motion to approve the minutes from November 20, 2024
    - ii. Motion seconded by Treasurer Jackson
    - iii. Discussion-Minutes were not passed at Dec meeting, due to members not reviewing, they now carry over to this board for approval.
    - iv. Vote: Approved Unanimously
  - b. December 18, 2024
    - i. Chair Burkhart made a motion to approve the minutes from December 18, 2024
    - ii. Motion seconded by Treasurer Jackson
    - iii. Discussion-Chair Burkhart is the only continuing board member, minutes have been reviewed, adequately covered discussion and action items covered. Both of the new board members were present at the December 18 meeting and agreed.
    - iv. Vote: Approved unanimously
  - c. January 3, 2025 – Special Meeting
    - i. Chair Burkhart made a motion to approve the minutes from the special meeting on Jan 3, 2025
    - ii. Motion seconded by Secretary Essley
    - iii. Discussion-purpose of meeting was to elect officer positions, results were, Matt Burkhart as Chairperson, Jon Essley as Secretary and James Jackson as Treasurer all votes were unanimous
    - iv. Vote: Approved Unanimously
7. Reports --- Outside Agencies/Guests

- a. Laramie Fire Department-Dan Johnson with Laramie Fire, does not have anything to report at this time, just wished to make an introduction to the new board. LFD will try to have someone at board meetings in the future.
- b. County Emergency Management-assisted with arrangements to use station 2
  - i. Jones communications site, in charge of repairs, updates and management of the site, will have until 2055 as this is a 30 year lease. Responsible for any county infrastructure, there is a lot of other infrastructure there for road and bridge, public and private. First responder youth camp, scheduled for June 23rd-26th, PR334 when disaster strikes class coupled with youth camp, kids above 12 or 14 as well as parents welcome, will verify ages, afternoon of 26 and all day 27.
  - ii. Firewise-in conjunction with TSVFD, forestry, everyone is welcome to attend, county wide firewise day after June 27th, community can come to local station. Script on how to start firewise community on firewise website, form committee, inspect structures in community and report on structures, there is nothing in report that singles out individual structures, there is an audit sheet for each structure. May help with insurance, awareness programs can help with fire mitigation programs, there currently is no date set for this, recommend attending Tie Siding's firewise day to see what is involved and then set up a whole county firewise day. Will add as an action item for the board to consider at next meeting.
  - iii. Communication- working on WYDOT donations and will be putting about 75 new radios into service for SAR, North Fire and FD1, these will be programmed to Wyolink, has some radios here to give to some departments. Now able to program radios after working with Wyolink. Has radios for Central, VVFD, and TSVFD, worked with Wyolink they have a site in Jelm, working on putting fiber between cemetery site and dispatch which will help with communication. Meeting with Verizon next month to discuss cellular push to talk systems. Sat in on meeting with ATT first net. Continuing to work to improve the system. Will also work with Chair Burkhart on moving over active alert.
- c. Dispatch, LARC-
  - i. No updates at this time. Excited to work with new board, any questions let dispatch know, working on run change request approval
- d. County Fire Warden-
  - i. Road and bridge personnel went through s130 and s190 wildland classes, getting road and bridge crew fireline qualified will help with getting dozers and other equipment from road and bridge with operators on fires. Should be getting fire pay for some fires. We have a Wyco engine on the road, and have been receiving paperwork every day. EMA will also be red card qualified after this class.

- e. ACFD1 Coordinators - Wildland
    - i. Couple of weeks ago, sent WYCO out to California, did not get an engine out single resource, had a crew built for big laramie but engine boss timed out, central has a truck on the board. Centennial has a truck on the board. Everything has quieted down. Texas might pick up. Forest service has been doing some pile-burning, they are pretty good at calling chiefs to get firefighters signed up. Wildland meeting Saturday at 5:30 Central South station. Had strike team last that helped at Laramie Peak, house draw, and elk fires, this was very beneficial, we have received good feedback from the state, it was expanded in some cases to include other counties depending on location of the incident. First meeting for the strike team will be informational and figuring everything out, making things a little more formal. RT130 season coming up, single resource boss can run RT130, let people know if classes are scheduled and if work capacity test is scheduled
  - f. ACFD1 Peer Support Team-
    - i. Some people are still currently receiving funds for this service which will be running out at some point this year, need to look into what is going out and when it will run out.
    - ii. If the team can come up with some recommendations for funding and for training other team members for peer support let the board know.
  - g. ACFD1 EMS Coordinator- Not present. EMR classes have started, good resource for training for the district. Angie went to Big Laramie, possibly an EMT course in late spring-early summer. EMA also has certification for CPR classes, up to 12 per class. AHA curriculum. Cost is around \$38/person.
8. Financial Report
- a. Present for **DISCUSSION** and **APPROVAL**, Financial Report and Bills to be paid
    - i. Chair Burkhart presenting report tonight so Treasurer Jackson can get an understanding of what is covered.
    - ii. Annual audit-largest expense currently, District passed audit, the cost was \$11,000, checked with SVAR to see if that could be bid out for lower cost. SVAR is for accounting services.
    - iii. Secretary Esley made a motion to approve
    - iv. Seconded by treasurer Jackson
    - v. Discussion-trying to work with the bookkeeper to change some format for the P and L statement that is easier to read so that they can be reviewed prior to meeting.
    - vi. Vote Yes(3) No() Abstain()
      - 1. 573000 for tax revenue that has been received, doing well on industrial siting council funds, trying to keep separated. ARPA grant still 136,000 to date paid out for the bathrooms, hopefully

have wrapped up by mid summer, extension from county commissioners to ensure those will be completed

2. 325,261 net income 438,537
3. Would appreciate any suggestions on best format to view statements
4. Will approve tonight then ratify with treasurer presenting next month
5. Chair Burkhart made motion to approve the financial report as presented
6. Secretary Esley Seconded the motion
7. Discussion- none
8. Vote: Approved Unanimously

b. Present for **DISCUSSION** and **APPROVAL**, PA Approvals

i. BLVFD

1. Training fire shelters \$2,000
2. BK Radios/portable water tank \$7,000
3. Radiator for plow truck
  - a. Secretary Essley made a motion to approve a total of \$9,800
  - b. Seconded by Treasurer Jackson
  - c. Discussion-None
  - d. Request approved with 2 yes votes, Esley and Jackson, 1 abstain, Burkhart. PA #BL25-100, BL25-101, BL25-102

ii. WYCO

1. Programmable Base Radio \$5800
  - a. Secretary Esley made a motion to approve
  - b. Seconded by Treasure Jackson
  - c. Discussion- is complete wireless in a serviceable area for the county, out of foco, provided more radios than Bearcomm, service personnel can come up and service radios, they are Kenwood radios. Very reasonable cost for radios. Great service from Complete wireless over Bearcomm.
  - d. Vote Approved Unanimously PA# WC25-100

9. Action Items – to be voted on

a. Present for **APPROVAL**, 2025 Regular Board Meeting Schedule

- i. Meetings: Generally 3rd Wednesday of the month 1730, North Station with adjustments for UW spring breaks or holidays

1. February 19th, March 12th, April 23rd, May 21, 2 meetings June 11 budget and 18, 16 July, 20 of August 17 sept. 15 Oct potential change for hunting season 19th Nov, 17th Dec. 1730 works.
- ii. Work Sessions: 1st Wednesday of the month 1900, North Station, only if approved prior, this will only be held if there are items that need to be discussed. Temporary location for February at south station.
- iii. **Public comment** on Meeting Schedule-If there is a work session in July suggested to change date to second week in July as the first week will be the 2nd of July.
  1. Motion to approve made by Chair Burkhart
  2. Seconded by Treasurer Jackson
  3. Vote: approved unanimously
- b. Present for **APPROVAL**, District Credit Cards – Update Approved Vendors, new credit cards are restricted to places classified as grocery stores, a lot of big box stores are classified as grocery stores. Assign someone from board to speak with credit card company.
  - i. Public comment- none
  - ii. Secretary Essley Made a motion to approve
  - iii. Seconded by Chair Burkhart
  - iv. Discussion-Treasurer can reach out to credit card company and find out if they need approved minutes instead of draft minutes. This will have to wait until after the board meeting next month.
  - v. Vote: Approved Unanimously
  - vi. Add “Grocery Stores” as allowed vendors
  - vii. **Public comment** on District Credit Card Vendors

## 10. Board Topics

- a. Present for **DISCUSSION**, Department truck fire pay
  - i. Brought up that there is some outstanding firepay, new board is going to remedy some of this. Add on the memo what fire it was from. Should state on the bottom of the check, the information is available so we can put that on the check. There are still multiple fires that need to get paid out from quite a few years, would like to know what the plan is to get caught up. Transition to clear PL statement can possibly help with seeing what is happening with firepay. County Fire Warden can list what we have received full fire pay for.
  - ii. District has previously held onto small portions of truck pay to be able pay firefighters, then as district was able to pay truck pay out as they are able. Encourage board to pay truck pay out as soon as possible once funds are received, would make accounting easier. Firefighters paid within a month

of when funds are received. Will see how it looks in the next month for next statement.

- b. Present for **DISCUSSION**, LARC run-card and changes
  - i. Fillable form for run card change on google.
  - ii. Who you are, what do you want to change, what authority do you have to request that change. Then workflow will go to board for consideration for any changes in the paging matrix so there is a single point of contact for dispatch, verify between departments what is changing.
- c. Present for **DISCUSSION**, Bathroom construction updates
  - i. Went to Centennial and VVFD to do a walk through to make list of items that need to be addressed, major item will be flooring in both, change to hands free fixtures for all. Stool will not change, it will stay the same. Uncertain on shower door, need to verify whatever is used is ADA. Approval from landowner at Tie Siding for septic so will move forward with that. Would like to have TSVFD done by June but there is an extension. Goal is to have all punch list items completed by the end of February 2025.
- d. Present for **DISCUSSION**, Impact Funds
  - i. Continue to come in, uncertain on rail tie and where we are with that, no income from that currently. Rock Creek, being used for Lease on North station and getting tenders from. Let board know if there are any projects going on in areas that we could get funds from

11. Chiefs Report-none

12. Department Reports:

- a. VVFD- 232 calls for 2024 28 calls for the month, 15 members all apparatus are operational, type 6 auxiliary is paying for engine in full, at Laramie auto getting an engine installed, update on Pancake Breakfast June 27th VFA grant approved. Members voted in a new EMS coordinator as an officer position filled by Jolean Green, EMS Captain James Gillum.
- b. CVVFD- One new member, one possible recruit, VFA grant is in progress. Will be switching propane providers. All apparatus ready, sold ambulance. Approved bill of sale for apparatus that can be used for any apparatus being sold. Haven't heard anything on Pumper they are trying to sell.
- c. BLVFD-No changes in membership, all previous PA requests were completed by complete wireless today. No deployments last month, 1 member out total calls for 24 was 90. Electronic water level indicator replaced with control panel for tender, to reduce cost this is being coordinated with pump test in spring and reached out to other departments for maintenance and testing.
- d. WYCO-Randy, kathleen and caleb from BLVFD are in California, should be back in the next couple of days. BLVFD available to help with any response.

- e. TSVFD-13 members, 2 are new members, May will have another new member, no PAs out, no deployments 3 calls, main station for fire closed, have a vehicle in town for MVAs. Type 6s winterized and drained.
- f. Central VFD- 430 calls for 24 20 ytd, 34 members, 9 pending recruits. Connex can be closed, 1 person on dispatch should be back soon, apparatus operational and in service, down a water tender.

13. New Business -

- a. Fire station fire in Laramie county, loss of apparatus, no fatalities, if there can be a cause found for that please share. Put placards on station doors so if something happens they can call a Chief or point of contact for building issues or other things. Please send an updated leadership roster and phone contact, personal email will be updated with dispatch.
- b. Work session would be scheduled for 5th of February agenda items, tender committee and anything from wildland meeting at 1730 location at south.

14. **ADJOURN**

- a. Chair Burkhart made a motion to adjourn the meeting.
- b. Seconded by Secretary Essley
- c. Vote: approved unanimously

\*\* Next Work Session 5 Feb 2025; next Board Meeting 19 Feb 2025