

Draft Meeting Minutes 2/19/2025

1. **CALL TO ORDER Matt Burkhart at 1730**
 - a. **Board present, Matt Burkhart, Jon Essley , James Jackson**
2. **APPROVAL** of Agenda
 - a. Add Road and Bridge as a discussion point, item A for wildland to Discussion Letter H, correction for next board meeting, 12th of March.
 - b. Secretary Essley made a motion to approve the agenda with amendments
 - c. Motion seconded by Chair Burkhart
 - d. Approved unanimously
3. **Public Comment-none**
4. Present for **APPROVAL**, the Board Meeting Minutes from
 - a. January 22, 2025
 - i. Treasurer Jackson made a motion to approve the meeting minutes from January
 - ii. Motion seconded by Secretary Essley
 - iii. Discussion None
 - iv. Approved Unanimously
5. Reports --- Outside Agencies/Guests
 - a. Laramie Fire Department-not present
 - b. County Emergency Management
 - i. EMA Liaison is FD1 Scott Kuegel
 - ii. Tuesday and Thursday next week (2/25 & 2/27) Hazmat exercise, everyone is invited to attend and observe this will be held at the Municipal building on Tuesday 2/25 from 0800-1700, and at the Fairgrounds Thursday 2/27 Fairgrounds from 0800-1700.
 - iii. Tuesday May 13th full scale exercise at airport, all departments are asked to attend, further details will be available when closer to the event, there will be a live field event. *(ACFD1 will announce our incident rep in the next few weeks.)*
 - iv. EMA is holding a CPR class for Central and VVFD Thursday 2/20 and EMA is working with Wyco to set up a date for a CPR class as well, if anyone else needs BLS training get in touch with EMA.
 - v. Firewise day will be held at Tie siding, June 7 2025 at 10:00, 4-5 presenters as well as a tour of the work being done in the area. Firewise community day at some point in the future, Kelsey would like to attend a chief's meeting to discuss doing this. Firewise books have been made available at this meeting
 - vi. Black Hills energy damage coordinator offered to put on training for the district
 - vii. Anyone who has received a portable radio at the last meeting needs to get charging cables from Scott, waiting on Wyolink for some radios.

Radios are programmed but need to be activated and tested before handing out.

- viii. Scott would like to attend a chief's meeting to discuss code plug for radios, this could be a topic for the next work session.
- ix. Still working on active alert access for Scott to be able to set up new members. *(Scott is an Active Alert admin as of Feb 24)*
- x. Smart connect is a possible consideration for communications, can put code plug in for Wyolink to use for radios, the cost is \$14 per month per phone for county phones, \$18 per month per phone for private phones, uses Verizon towers, must have Verizon. Could use a phone exactly like a radio. Verizon towers can work where Wyolink may not and vice versa. Each phone will have an ID in the code plug that will show up when speaking with dispatch or other Wyolink radios. Will get coverage maps for Verizon and Wyolink.
- xi. On a freeze for grant funding.
- c. Dispatch, LARC
 - i. Would like to review response areas with departments and chiefs so the map can be updated.
 - ii. Shape files that were sent to the county have been updated tonight which is how paging is decided. The map has road layers on it.
- d. County Fire Warden
 - i. Anna Compton, assistant state forester, wanted to meet departments before any occurs incident, Forestry has been running piles in the county and getting volunteers to help. Met with Kate and Kelsey about firewise, willing to help with getting access for tours. The area Anna covers is Albany, Platte and Goshen county. Contact information is on state forestry website.
- e. ACFD1 Wildland Coordinator (Sean Davis)
 - i. Department and District RT-130 and WCT Dates, would like to make others aware of 130 and capacity testing
 - ii. April 4,5,6 BLM putting on 212 Saw class, working on a sign up sheet for that
 - iii. Division task force meetings have been going well, and have had two meetings so far. Won't interfere with normal dispatching of engines. Went over expectations for people who are going to be involved with the taskforce.
 - iv.
- f. ACFD1 Peer Support Team
 - i. Still the same information as last meeting.
 - ii. LFD chaplain willing to help and speak to anyone
 - iii. Possible discounts from counselors in town.
 - iv. Suggestions for funding to keep peer support operating
- g. ACFD1 EMS Coordinator (Angie Mitchell)
 - i. 7 people from the county in LFD EMR class, possibly have several

firefighters interested in EMR and EMT classes, both of those classes have already been approved through the state, EMT 2nd or 3rd week of August on Monday and Wednesday nights from 1800-2200. That class will be added to the city of Laramie website with an application. Will have some previous students helping with teaching EMR classes.

- ii. Any interest in having Angie visit individual departments to answer questions and discuss EMS.
- iii. Members can attend EMR classes as continuing education.
- iv. There will be some changes at the state EMS office.
- v. Deadline for recertification is November 30th, not December.

6. Financial Report

- i. Opening balance 4.1 million dollars
- ii. 23,900 for income
- iii. 197,000 in impact funds
- iv. Expenses 15,020
- v. Nothing unusual to report
- vi. Last meeting there was a discussion about credit cards, they have been opened up and can be used at grocery stores and any other places that may be necessary.

b. Present for **DISCUSSION** and **APPROVAL**, Financial Report and Bills to be paid

- i. Secretary Essley made a motion to approve the financial report.
- ii. The motion was seconded by Chair Burkhart
- iii. Discussion-none
- iv. Motion approved unanimously

c. Present for **DISCUSSION** and **APPROVAL**, Department Disbursements

- i. Department disbursement discussion will be moved to another meeting

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

i. Central VFD: SCBA Cylinders, \$39,000, Impact Funds Rock Creek

- 1. Secretary Essley made a motion to approve
- 2. The motion was seconded by Chair Burkhart
- 3. Discussion-this is time sensitive, we have until the end of June before cylinders expire.

a. Carbon fiber cylinders 4500 lb.

- 4. Request was approved Unanimously
- 5. PA# C25-100

ii. Vedauwo VFD: Station Radiant Tube Heater Repair, \$1730, Dept Funds, Ratification of Emergency Need

- 1. Treasurer Jackson made a motion to approve
- 2. The motion was seconded by Secretary Essley
- 3. Discussion-none
- 4. Request was approved unanimously
- 5. PA# VV25-100

7. Action Items – to be voted on

- a. Moved to a discussion item-Present for **APPROVAL**, Wildland Dispatch Truck Pay

Disbursement Allocation

- i. Allocation of truck pay from Dispatch based on Dept and Staffing
- ii. **Public comment** on Truck Pay Disbursement Allocation
- b. Present for **APPROVAL**, District Vehicle Policy Update
 - i. Use of District Vehicles and Apparatus
 - 1. Concerned about the exposure to Liability for the District.
 - 2. Want to clarify what the policy is and what the use of department vehicles should be, training, official department business, and responding to incidents. WARM may be able to cover vehicles that are stored off district property.
 - 3. Department would fill out a form to store vehicle away from station, then work that out with WARM.
 - 4. Specifically for storage of apparatus. Treasurer Jackson will look into this and make action item on 3/12 agenda
 - ii. **Public comment** on District Vehicle Policy Update
 - 1. Chair Burkhardt made a motion to table discussion until 3/12 meeting
 - 2. The motion was seconded by Secretary Essley
 - 3. Discussion-none
 - 4. Motion was approved unanimously
- c. Present for **APPROVAL**, Interim Tender Needs and Purchase (non-impact funds)
 - i. District Tender needs and possible purchase prior to Impact Fund Tender Acquisition
 - 1. Lead time on new tenders is at least 2 years, there is a current need for another tender in the district, the board would like to get specifications for minimum requirements for an interim tender.
 - ii. **Public comment** on District Tender Needs-Discussion is about using funds from previous tender sale to purchase 1 used tender. Currently District has not had a tender available for dispatch so they do not make the district any money, this could be changed with a change of policy. 3,000 gallons is what the District would like.
 - 1. Chair Burkhardt made a motion to have the existing tender committee spec a used tender at or around the amount that is currently available in the tender fund
 - 2. Motion was seconded by Secretary Essley
 - 3. Discussion- the Board would like this information as soon as possible
 - 4. Approved unanimously

8. Board Topics

- a. Present for **DISCUSSION**, Tender Specs and Needs (Impact Funds)
 - i. 2 tenders that would be purchased from the Rock Creek impact funds, 2 would be purchased with the option to buy another one at the same price with the same specs, this would hinge on the possibility of more impact funds.

- ii. Tender committee had a lot of good discussion on specifications for tenders, will create a specification sheet. Will be a purpose built tender for fire.
 - b. Present for **DISCUSSION**, LARC run-card and changes and response area map for LARC and EMA
 - i. Have this as an item for the next work session March 5th. Would like to have representatives from departments present to discuss this topic.
 - ii. Response is based on who is the closest and able to respond, may be the department's dispatch area but not based on that department's financial responsibility.
 - iii. EMA and Dispatch have different maps, EMA has requested an update. Start with the map that was sent out this evening. EMA has requested the CAD map.
 - iv. Adjust run card so Central has their own area and not be the back up for all departments.
 - c. Present for **DISCUSSION**, Bathroom construction updates
 - i. Everything should be done with the exception of flooring
 - ii. Centennial-everything should be automatic. Should have a mirror, towel hooks, wastebin, door on the shower or some kind of shower curtain. If most of this is done can schedule a walk through with the contractor.
 - iii. VVFD-Everything should be automatic, the drywall fixed, a mirror.VVFD Chief confirmed shower bench and mirror have been put in, the bathroom is being worked on this week but has not been looked at.
 - iv. TSVFD-did get approval from the owner for the septic, will start work on this as soon as possible, and the contractor will supply a schematic for the new system.
 - v. Did get an extension for funding, that will be wrapped up by summer, this is the final extension.
 - d. Present for **DISCUSSION**, Budget Planning
 - i. The board requests that the departments look at their budgets
 - ii. There will be a special budget hearing in June, need time to approve that so it can be published.
 - iii. Take into account a possible 30-50% cut in funding. If cuts happen they will be applied to tax year 2025.
 - e. Present for **DISCUSSION**, Impact Fund Update
 - i. Rock Creek impact funds are continuing to come in, Rail Tie has been litigated again.
 - f. Present for **DISCUSSION**, Legislative Update
 - i. Already went over Legislative updates, no other updates at this time.
 - g. Road and Bridge
 - i. Not present
9. Chief's Report (a report from the District Chiefs as a group re current status and needs)-did not meet
10. Department Reports:

- a. CVVFD-2 new members, both with red cards. All apparatus operational.
- b. BLVFD - no changes in membership, no PAs VFA grant items have been ordered 7 calls since January, all apparatus response ready. Rescheduling tender repairs. Need to discuss Wyoming retirement.
- c. Central-All apparatus operational, 48 calls since the start of the year.
- d. VVFD-45 calls for the year, all apparatus operational.
- e. WYCO-1 call 18 members, PA still open.
- f. TSVFD- 13 members, 1 new, 4 calls.

11. New Business -

12. ADJOURN

- a. Secretary Essley made a motion to adjourn the meeting
- b. Motion was seconded by Chair Burkhart
- c. Approved unanimously.

Adjourned at 19:27

**** Next Work Session 5 March 2025 CAD map, wildland dispatch pay, tender specs with tender committee; next Board Meeting 12 March 2025 Location TBD.**