

Albany County Fire District #1 Board Meeting Minutes October 18, 2023

This meeting was held as a hybrid meeting with in-person attendance as well as through Zoom. (Formal action taken by the Board is indicated via italics.)

1. Call to Order: Meeting was called to order at 5:34 pm. Board members present were Brett Wadsworth, Matt Burkhart and Luke Hawkins joined via Google Meet. Chairmans Hawkins has two amendments to the agenda. 1) Add the HR contract under action item c, 2) strike EMS Progress Improvement under Board Topics
2. Minutes from the 9/20/2023 Board Meeting: *Chairman Hawkins moved to approve the minutes as presented. Motion was seconded by Secretary Burkhart and approved unanimously. Treasurer Wadsworth abstained.*
3. Comments from the public: None
4. Report – Outside Agencies:
 - a. LFD – Operations Chief Kevin Lam working on draft copy to present regarding the radio channel destination and new SOP for LFD that identifies what we have been talking about for the last couple of meetings. They can handle the ability to speak on different channels and assign different channels personnel wise. County responses use 05CAT1.
 - b. EMA – No one present.
 - c. LARC – No one present.
 - d. County Fire Warden – The Rural Fire meeting is the end of Nov/beginning of Dec and Fire Warden Dinges will attend. A lot of things happen during this meeting, but we as a state organization (23 county fire wardens) decide on priorities, legislative items and how to move forward as a body. They also make revisions/changes/updates to the mini mob, rates, verbiage, and it does change every year. If anyone has any suggestions/input about things they would like to see move forward, he is Albany County’s Rep. Also, if you have an interest in going, let County Fire Warden Dinges know. He has been processing a lot of paperwork, 50 fires and vouchered the District on the 15th approx. \$135k. Reminders: make sure when there is an incident in the County, whoever is the IC, always ties in with County Fire Warden Dinges. It is his Statutory responsibility to coordinate among agencies and answer any questions. He was working with Forest Service on their objectives for that fire and that information didn’t trickle down. It is imperative that he be kept in the loop, and he can also help clarify issues.
 - e. District Coordinator – Delay in policy/job descriptions. Has met with County Fire Warden Dinges, attended the Executive Session, and has met with Chris Fallbeck with Wyoming State Forestry regarding the VFA grants. Departments can apply independently for the VFA grants. They are not open yet. Training for this weekend on Saturday, open to any level responder from any department. Need HR’s review prior to getting anything to the board. And he requests fire pay be topic of next work session. Will meet on 10/24 regarding the bathroom RFP’s.

Fire District Modernization Grant within the district for project-based proposal versus item-based proposals.

- f. Training Coordinator – District Coordinator Farber’s training Saturday, Nov 4th VVFD has training facility reserved, working on upcoming training list. Crime Scene preservation training, radio comm’s training, EVOC training, red card class as well in January. Will send out a survey. Training calendar is on website.
 - g. Wildland Coordinator – Slowing down, and he talked to engine crew out of KS – and they are expecting their Spring fire season to start in January. Might put a couple of trucks on the board right after Christmas. NE had fire weather watches last week for the grasslands/midland. Weeding through the fire on logistics – for as slow as it was people made it. PR worked well this summer, and he will continue reaching out to our land partners and is Hopeful that better things are coming. The Forest Service is moving, and they are cleaning out their shop. They cannot give away equipment, but they can loan it to us. They have chainsaws, bars, chains, foam, fuel tanks, radio stuff, hose, fittings. If you need anything it is behind WyCo 9 at Central North. Med Bow wants to burn 12 months out of the year with regard to prescribed burns, weather permitting.
 - h. Peer Support Team –Rollout and pamphlet will begin on Nov 1, and the team will be reaching out to chiefs to attend dept meetings to introduce and discuss resources available. District training “Let’s talk about it” to discuss peer support, week of Nov 27th. EAP request form is on website to request EAP letter. It is strictly confidential and once you receive the letter you give it to the counselor and that is how you pay for the visit. The letter tells counselor how to bill the district. Brian and Jasmine are the leads and that is who gets the request. There is no name on invoice, just a number. WyoTech movie night on Saturday for suicide awareness.
5. Financial Report:
- a. Bills to be paid – CVVFD well is drilled, and the final check for \$34,700 has been sent. This PA dates back to approval in July 2021, with 50% dept and 50% district capital funds; \$17,350 to CVVFD. Treasurer Wadsworth proposes to move ahead with this, and Michele will get recordings to determine the exact intention regarding funding and district/CVVFD amounts. *Treasurer Wadsworth proposes \$17,350 to CVVFD for the well. TSVFD sold old truck for \$7500, first \$5000 to TSVFD, \$2500 to District, and he proposes to put the \$2500 into the tender replacement line item (not added into oct financials yet). Truck funds will all eventually go back to departments over the years to come. What about estimates for truck builds from impact funds; how soon to get all the bids needed. CVVFD has one or maybe two. Chief Whitmer has not told his department anything about going after any truck bids. Motion was seconded by Secretary Burkhart and approved unanimously.*
 - b. PA Approvals –
 - i. *Chairman Hawkins moved to approve VVFD’s Extrication Equipment request in the amount of \$4000, 100% Dept funds. Motion was seconded by Secretary Burkhart. Discussion – Secretary Burkhart asked Chief Is*

born if his firefighters are training up to do structure and MVA. Discussion regarding what type of equipment is needed to outfit the truck, hose, adaptors to operate with Central, LCFA10, so they can plug into their trucks and support extrication they already have. Motion was approved unanimously. Treasurer Wadsworth abstained. PA413

6. Action Items:

- a. RFP Flow chart algorithm – *Chairman Hawkins moved to approve and publish the RFP Flow Chart Algorithm to the website. Motion was seconded by Treasurer Wadsworth. Discussion – The first amount of the flowchart is incorrect given our new policy amounts. Need to confirm with Legal if any of the amounts are statutorily required. Legal will modify the flowcharts to reflect the emergency items.* This is not tied to emergency repairs however, but for new, irregular and non-immediate needs. Per legal this will be pushed to next month; the motion dies on the floor.
- b. Investment Policy – Treasurer Wadsworth drafted and Legal has for action and is working on it to be in accordance with State Statute. This is coming from the new state budget training.
- c. HR Contract – District needed a legal contract to present to HR contract worker. Board questioned regarding the third bullet down that HR only being in contact with ACFD board and District Coordinator Farber and this is exclusionary of the firefighters. The Board’s intent is not to exclude the firefighters. However, they only budgeted \$15k for it and HR is only here to help the Board with Job Descriptions for hiring paid firefighters. This is at a lower cost than having Legal do it. HR is on limited budget at this point. The Board told the firefighters to vet any HR potential issues through District Coordinator Farber and then he can take it to HR or the Board. Also questioned on the monthly amount in the contract. If HR completes all of the work outlined in the contract, then they will be paid monthly for doing nothing. Board does not agree, and contract is changeable at any time. *Chairman Hawkins moved to approve the HR Contract as presented. Motion was seconded by Treasurer Wadsworth and approved unanimously.*

7. Board Topics:

- a. Bathroom Update – RFP is still out on public purchase for folks to respond to. There has been no interest. Is there something we need to change on our end? May need to contact architect in town to go through and see if there are things we could optimize. Build America/Buy America is a deterrent and there is no exception to waive that, and contractors are concerned about it. Nov 10th is the deadline. Contractors are booked years out.
- b. Grants submittal – Bailey contacted us about what we want to submit for, a grant shelf. District Coordinator Farber needs a complete list of prioritized items from the departments. Does the Board want legal to review the VFA grant or are they willing to take Wyoming State Forestry’s word on their program? The departments will take care of their VFA grants? Get District Coordinator Farber your information.

8. Chiefs Report – Did not meet; however, questioned the departments getting reimbursed for time spent on fires on federal lands. The AOP states that the first operational period is free. As a volunteer you respond, and you are not paid. If the same firefighters return after the first operational period, they yes, they can get paid, but you have to have volunteered for that first operational period. However, if different firefighters respond after the first operational period they are not automatically paid. If you send different people back the next day that is their first operational period and they have to work first operational period before they can get paid. Basically, to get paid you have to go back the second day. What about paying engines fuel/mileage for responding IA on federal fires within the county?
9. Department Reports:
 - a. TSVFD – Three smoke chases, one structure fire, and one wildland fire.
 - b. Central – There was an on-going EVOc class during the fire. A pilot program with the State, it was good setup, and it went well. Is Assistant Chief McCann acting chief for a period of time? Is Chief Whitmer absent? Discussion within the department didn't go well and so they are reopening that. Nothing has been communicated to the Department by their Chief. Chief Isborn stated he spoke with Chief Whitmer and he is expected to be back the end of next week.
 - c. VVFD – Busy month, two structure fires in one day including one by Wheatland Reservoir and then one of their own. Wyoming Apparatus has started a quote on things that need to get done regarding their tender. They took a camera system to look at bottom of tender, pump is dry, tank has holes all over it, stress fractures along the channel. Need to sell it and with Centrals also sitting there, we could combine the two and have one good one, then you could actually sell one. WY Apparatus also mentioned taking two and making one out of it. It is a design issue, so have Legal send a letter to Ameritech about their design issue and maybe get sort of response. Thanks for all the help with the structure fire. Also, Patrick has deposit for pump but there are problems getting the pump delivered from Darley. If he can't get the pump, he will refund the District.
 - d. CVVFD – Scott Davis has retired. On the Forest Service CVVFD has a sawyer certified firefighter who needed a chainsaw but was unable to obtain a chainsaw from the other trucks on scene as they responded to him that their department doesn't have a sawyer on the truck; instead of asking if he was sawyer certified and then loaning him a chainsaw. All page is going out for fire alarms; have Laramie and nearest Dept paged and then if it's real then send the world. Engine 1 goes into regen mode, where it only will do 40 mph., BLVFD has a similar issue. Contemplating taking it to Ford.
 - e. BLVFD – May have a controlled burn on pioneer canal, they will be asked to assist with, as well as potentially one next month in November.
 - f. WYCO – All fire pay received and would like to discuss the remaining 2021 truck funds. Truck funds paid out after firefighters have been paid, as currently using truck funds to pay firefighter pay. Discuss ½ of remaining 2022 pay, discuss 70% of the 2023 pay. Slowly building through 10% of engine pay but takes a while to get to \$500k needed to pay firefighter's and not hold onto engine pay.

10. New Business – Send legal letter regarding the tenders has a sow investment for high potential. Chief Isborn will get pictures and suggested letter format- priorities/goals to Legal. Start with who we bought them from. Then roll up the tenders into budget discussion and the impact assistance funds at a work session. We could possibly do a three for one on the tenders and then look at the impact funds. LCFD10 is looking to donate a front-line pierce to VVFD, what's the process? VVFD's plan is to bring Pierce 1x structure truck, now VVFD2, and place strategically at Central North, specifically for VVFD to respond here directly. Get number on insurance. Need to move to Active Alert and get rid of Who's Responding? Need to have that discussion because contract renewals are approaching. Active alert has been adopted by a number of folks with an 80-90% subscription rate. District to consider adopting Active Alert as mobile device and get rid of Who's Responding Teri Jo to cancel the whole contract for all departments Who's Responding.
11. Adjourn – *Chairman Hawkins moved to adjourn the meeting at 8:00pm. Motion was seconded by Treasurer Wadsworth and approved unanimously. Work Session 11/8, Business Meeting 11/15.*

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant