

## Albany County Fire District #1 Board Meeting Minutes May 17, 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 or Order: Meeting was called to order at 5:31 pm. Board members present were Luke Hawkins, Matt Burkhart and Brett Wadsworth.
2. Minutes from the 4/26/2023 Board Meeting: *Chairman Hawkins moved to approve the minutes as presented. Motion was seconded by Treasurer Wadsworth and approved unanimously.*
3. Comments from the public: None
4. Report – Outside Agencies:
  - a. LFD – No one present.
  - b. EMA – Kate requested a radio inventory from the Chiefs (reported by District Coordinator Farber).
  - c. LARC – There was a temporary Active Alert outage, and they are still hiring.
  - d. County Fire Warden – No one present.
  - e. District Coordinator – Getting exposure to the departments and within the region. Met with the Chief's, Wildland Coordinator Turner, FS FMO and Chairman Hawkins regarding wildland, and attended a meeting in Casper regarding EMS infrastructure funding/workforce as well as recruitment/retention. Met with Training Coordinator Parten and the LFD training staff regarding the drill grounds. The District will have access on the first Saturday/Sunday of each month with the stipulation that high hazard will have to be on Saturday and low/no hazard will be on Sunday. Attended Image Trend training regarding the changing of the reporting software. Met with LCFA Chief to begin networking and is continuing to understand budgets, rules and regulations of the District. District Coordinator Farber is now the liaison between ACFD1 and LARC (dispatch). Looking at working on job descriptions.
  - f. Training Coordinator – Reaching out to the departments, attending meetings and working on understanding what the training needs are, as well as scheduling and budgeting. CDL training is June 2, 3, 4 with 9 slots still open; you must be a member of a fire department to participate. Will plan an Active Alert training towards the end of June. Working on budget and training layout.
  - g. Wildland Coordinator – Made it to most of the department meetings to see what resources/people they have and to learn the different departments. Working on a prescribed burn training with the USFS and just waiting on the weather to cooperate. Wildland Coordinator Turner spoke with Jeremy at the FS about our local standard of being moderately tested and if that will work on their prescribed burns. If you are a firefighter within the District who is only moderately pack tested on your red card you will not be allowed to attend the prescribed burns done on federal lands by the USFS; you need to be arduously pack tested on your red card. Moderate allows county response on private property, the feds want the arduous level. Asked about a central database of

red cards for the District to track quals and pack test ratings; this is only through WSF in Cheyenne.

- h. Peer Support Team – Met on May 5<sup>th</sup> to discuss what training will look like. Training is scheduled for June 23-24 at LFD Fire Station 2 from 8-6 with a lunch break. LFD is invited to participate as well. Training Coordinator Parten would like to schedule a Meet and Greet with the team beforehand.

5. Financial Report:

- a. Bills to be paid – *Chairman Hawkins moved to approve the May Financial Report as presented. Motion was seconded by Secretary Burkhart and approved unanimously.*
- b. PA Approvals –
  - i. *Chairman Hawkins moved to approve BLVFD's request for Rescue 42 Telecrib Jr Struts (2) in the amount of \$3500, 100% dept funds (PA400). Motion was seconded by Treasurer Wadsworth and approved unanimously. Secretary Burkhart abstained.*
  - ii. *Chairman Hawkins moved to approve Central's request to attend Live Fire Fixed Structure Training class in the amount of \$850, 100% dept funds (PA401). Motion was seconded by Treasurer Wadsworth and approved unanimously.*
  - iii. *Chairman Hawkins moved to approve VVFD's request for a water supply to station year around in the amount of \$6000, 100% dept funds (PA402). Discussion – is that a work currently in process when looking at the expenses that were approved this month? Need to make sure these are preapprovals and not post approvals. Make sure everyone is reading and abiding by the expenditure policy. Knowing contractors and their schedules is helpful in determining when to consider submitting a PA, you can submit with an estimate. Motion was seconded by Secretary Burkhart and approved unanimously. Treasurer Wadsworth abstained.*

6. Action Items:

- a. Add calendar to website – Google Office has a calendar we can share with link or is embeddable. Separate calendars for district business, department meetings, trainings, and community events would be useful/helpful. Secretary Burkhart needs the domain credentials for the google account/email addresses.
- b. Add District Coordinator to the District checking account as a signer – In the case we have two board members out of town and joining meetings over zoom, this gives the ability to still have checks signed at the District board meeting. Board just needs to document approval for this in the board meeting with an approved motion. *Treasurer Wadsworth moved to add the District Coordinator to the District checking account as a signer on a case-by-case basis and individually approved when two board members are not present to sign checks to get them processed in a timely manner. Motion was seconded by Chairman Hawkins. Discussion – occasionally the board needs to approve something, and a check written when everyone is out of town, possible to put in an email for approval, similar to emergency repairs. Secretary Burkhart opposed, motion passes.*

- c. Board authorization the same latitude for making expenditures as are allowed for VFD's – This would be up to \$600/item and then be included in the monthly reports. *Treasurer Wadsworth moved to allow the board to abide by the same policy as the departments and apply that to board as well. Chairman Hawkins seconded for purposes of discussion. Discussion – individual items would be in the contingency, for example strategic objection bravo, that has money in the line item, if the dollars are available and the board recognizes a need to be paid for. There are costs associated with the coordinators and they would have to follow the same rules. How does the board pay for expenses, especially when the coordinators have expenses, but no budget, the coordinators need to be able to spend money. Discussion surrounding credit cards, Treasurer Wadsworth is more comfortable with checks as there is more transparency. Topic deferred until next FY. Secretary Burkhart and Chairman Hawkins oppose, motion fails.*
  - d. Credit Cards for District Coordinators – The board should not have credit cards. Chief Rinehart requested another credit card, so his people are covered when they have firefighters attending training and firefighters on federal fires. Credit cards for dispatch, engine boss accountability for purchases such as hotels and fuel. Secretary Burkhart asked about paying for hotels with taxpayer funds. These funds are reimbursed from the federal government upon payment for the fire and brings in experience to the district. What credit limit is the board comfortable with? Currently the credit limit is \$20,000. Move credit card discussion to a work session.
7. Board Topics:
- a. Image Trend update – Confident that all training and maintenance records can be recorded on Image Trend. That State is moving away from ER and they are not going to follow into ESO. Image Trend will do fire reports, inspection reports, training reports, certification reports, maintenance reports and functions in every capacity that ER does, and it integrates with dispatch.
  - b. Initial Budget Plan Discussion – Draft budget proposed with department budget input, mil levy and truck fund estimates. We need to submit our proposed budget to the State and meet in June to finalize it. This is a work session topic.
  - c. Bathroom RFP Status – Waiting for legal review and approval of the boiler plate RFP. Could we have the County Attorney review?
  - d. LOC – ANB is waiting for further information from Attorney Goetz regarding tax status and interest impact. This would be for one year, and we cannot obligate a future board. Keep working to get this in place on an annual basis. Secretary Burkhart requested the tax account and the fire pay account be segregated; Teri Jo stated we have a separate fire pay account. He also asked about paying firefighters with taxpayer dollars. The only way we can pay firefighters is with tax money that is then reimbursed by the federal government. We cannot do collateral. There is a \$2,000 funding fee. Work session topic.
8. Chiefs Report – Discussed PPE, radios, SCBA's, bunker gear and wildland PPE. Along with Central's new tender pump for unit in Casper and mutual aid agreement with Laramie – mutual aid versus contract. Need to compile a PPE list from around the county and look at grants collectively.

9. Department Reports:
  - a. WYCO – New truck is up and running and they have another donation of 100% of the funds to purchase a new type 6 from Outback for WYCO, this will replace WYCO 9 (1998 Ford single cab, manual). The Associates will purchase and then gift to WYCO.
  - b. TSVFD – New truck is back as WSF for repairs.
  - c. Central – Trip to CA to pick up type 6. This will replace AC 12 (Brush 12). This truck came from LLVFD, it was a district asset reallocated to Central, if sold funds would probably go to the district. Reallocating it to VVFD, Chief Isborn has a need for it in their community.
  - d. VVFD – 2.5 ton is down with head gasket issues. They could put AC12 to good use. Pack test on Saturday at 8:30am.
  - e. CVVFD – Information page on possible downed aircraft. CVVFD had a response and Bill and Remington responded with personal UTV in case it was needed. The Open House is next month. The well drillers are back, and they have the retention check, hopefully looking at June to drill. Still discussing new type 3.
  - f. BLVFD – Almost done with the dry hydrant, the connection piece is supposed to ship soon. Fox Creek HOA reached out to them regarding a cistern they have. July 15<sup>th</sup> will be their Burger Bash fundraiser at Woods Landing. Will run a pack test on June 17<sup>th</sup>.
10. New Business: The tender expense for batteries, need to track and then transfer money so it shows up on monthly report to be approved.
  - a. Officer Training Discussion – Needs to be a good process that is done ASAP. Develop an outline to share and then build it in whatever format/media is appropriate.
  - b. ARPA funds are through 2025. New applicants cannot apply, but they will be reallocating more money out. No update on Rock Creek.
  - c. Develop officer job descriptions first and standardize across the district. Want it to be an open process with everyone involved. District Coordinator Farber will establish a committee and come up with a time frame and discuss with Chiefs. Start a workflow committee. The Board would like representation from each department and if a department chooses not to participate, they will bear the responsibility for that. Will also look at Bylaws and work with District Coordinator Farber.
  - d. EMS Grant is a reimbursable grant; Secretary Burkhardt is the POC through Scott Logan.
  - e. Make sure to get Chairman Hawkins any work session topics. No action is taken during the work session. Also, please submit topics for the agenda one week prior to the board meeting.
11. *Chairman Hawkins moved to adjourn the meeting at 7:58 pm. Motion was seconded by Treasurer Wadsworth and approved unanimously. Next work session is 5/18 and then 6/13; next board meeting is 6/21.*

Respectfully Submitted,  
Michele Turner, ACFD#1 Administrative Assistant