

Albany County Fire District #1 Board Meeting Minutes December 21, 2022

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 5:00 pm. Board members present were Luke Hawkins; Brett Wadsworth and Matt Burkhart joined via Zoom.
2. Minutes of 11/16/2022 Board Meeting, Exec Session 11/21/2022: *Chairman Hawkins moved to approve the minutes as presented. Motion was seconded by Treasurer Wadsworth.* Discussion – Eric responded that two items were captured incorrectly. Under 6e. Fire pay at 65% is incorrect. Board’s intention was that each year they would adjust the payout initially as we make progress to improve the financial status of the District. Under 9c. it should be Firefighter One (1) Academy. *Motion was approved unanimously with the amendments mentioned in the discussion.*
3. Comments from the public: None
4. Report – Outside Agencies:
 - a. Laramie Fire Department – Stay safe.
 - b. County Emergency Services – No one present.
 - c. LARC – Still struggling along in the data conversion process and will begin the process of launching the 911 update, with implementation in April/May. Opening up a warming center at the Rec Center, High School, and also one in Rock River. City is closed tomorrow (non-essential) until Tuesday.
 - d. County Fire Warden – There were some fires not paid for, a check for \$166,040.39 should be coming the first part of next week. Attended the Rural Fire Meeting with Chairman Hawkins. Changes to gas mileage rates, discussed recruitment/retention and getting as much online exposure as possible (Instagram, snapchat) and then hoping to get 5-6 years out of recruits. Tuition reimbursement has been successful and working on a grant to implement a work payout if they are able to reach agreements with employers to subsidize pay.
5. Financial Report:
 - a. Bills to be paid – *Chairman Hawkins moved to approve the December Financial Report as presented. Motion was seconded by Secretary Burkhart and approved unanimously.*
 - b. PA Approvals –
 - i. *Chairman Hawkins moved to approve BLVFD stickers for BLVFD E2 in the amount of \$1200, 100% dept funds. Motion was seconded by Treasurer Wadsworth and approved unanimously. Secretary Burkhart abstained. (PA 377)*
 - ii. *Chairman Hawkins moved to approve the following requests for Central: Riverton training request in the amount of \$2421, 100% dept funds (PA 378); Fire.com wireless headset system in the amount of \$8000, 100% dept funds (PA 379); and Fire helmets in the amount of \$2000, 100% dept funds (PA 380). Motion was seconded by Secretary Burkhart and approved unanimously.*

6. Board Topics:

- a. FireRecovery.com Status Update – Chairman Hawkins sent agreement to Attorney Goetz for her review and final approval before signing. *Treasurer Wadsworth moved to approve Chairman Hawkins to sign the documents as necessary pending final review and thumbs up approval from Attorney Goetz. Motion was seconded by Chairman Hawkins and approved unanimously.* Thank you Chief Isborn for pursuing this for the District.
- b. CDL Status Update – Would like to meet with LGLP, Michele will send a follow-up email. Wyoming is working on a firefighter CDL training class, they need to change a couple of items, but hopefully will be available state-wide in early Spring.
- c. Fire Pay, Per Diem, Line of Credit for 2023 Status Update – Following feedback from Attorney Goetz we cannot use government property as collateral for a line of credit. The bank is looking at the possibility of doing an unsecured line of credit, but no answer yet. *Treasurer Wadsworth moved to pay the remaining 2020 truck funds up to \$53,600 to those departments awaiting payment of those funds. Motion was seconded by Chairman Hawkins.* Discussion – These funds will not be paid out tomorrow, they will be paid upon Teri Jo's return from vacation. Next month we will look at funds for 2021 and 2022 as per policy. *Motion was approved unanimously.*
- d. WyCo AFG Grant Status Update – The truck is still in process with target for end of January completion. FEMA is waiting for truck completion and then things will be moved. Chief Rinehart stated that we need to amend the budget now and it has to run for a month. Michele stated that she spoke with Teri Jo and we are planning to amend the budget in January, it needs to be advertised three times before the January meeting. The amended budget will need to be an action item on the January agenda.
- e. Emergency Reporting Status on Consolidation – Confident to move forward with the consolidation and not lose any data by putting the accounts into an inactive status. ESO is making changes and our accounts will be changing regardless. We should have the current platform until early spring 2024. Need to determine how best to move forward so we ensure all records are maintained, to the extent we can, and the metrics of the account represent the District as a whole. Creating a new ID for District with blank slate, we would then populate with all firefighters in the District and assign to their respective Department/Station. The Chiefs/Board would have access to the station rosters/apparatus, ability to enter narratives, and complete reports for incidents for those Departments. Could possibly automate some import of training information. This all requires someone from District/Department to enter the info and we need an administrative user under existing Er accounts to allow a central person to pull rosters/trainings/maintenance records. Once the new account is functional, we can roll to using that account.
- f. Mutual Aid Areas Shapes – Shapes for TSVFD and VVFD have been updated. These shape areas are for the first call, for those areas with department

coverage areas that might need more than one department to be included on the first page because of some issue. We already have the plan in place for a page that has no response and then the next closest department is paged; that part is done. This is for certain areas that need more than one department on the first page, due to railroad tracks, etc.

- g. Fire Paperwork Policy – Discussion regarding draft policy. Issue with 2-day turnaround time; that needs to be longer, it was changed to 4 days.
7. Action Items – to be voted on:
- a. Background Check Criteria – Have not received feedback from legal yet on questions. Chairman Hawkins would like to move forward. *Treasurer Wadsworth moved to approve Chairman Hawkins to sign and move forward with background check pending an affirmative response from legal counsel.* Discussion – Make sure BLVFD’s comments were reflected in the policy. Do we need to amend to reflect the comments? Board doesn’t feel they are changing the meaning, it would just be less words. BLVFD would like to see them be brief, concise and not redundant. *Motion was approved unanimously as drafted.*
 - b. Substitute Receipt Form and VFD Reimbursement Form – *Chairman Hawkins moved to approve the Substitute Receipt form and the VFD Reimbursement form as submitted. Motion was seconded by Treasurer Wadsworth and approved unanimously.*
 - c. 2023 Meeting Dates – Meeting time will change to 5:30 pm. April meeting was moved to 4/26/2023. December meeting was moved to 12/13/2023. Special Meeting/Work Session meeting was changed to 12/7/2023 or 12/8/2023. *Treasurer Wadsworth moved to approve the 2023 Meeting Scheduled as amended. Motion was seconded by Secretary Burkhart and approved unanimously.*
8. Chiefs Report: Chiefs did not meet.
9. Department Reports:
- a. TSVFD – Roads are impassable, they are closed. They are ready to pick up their new fire truck, just waiting on GFD license plate. It will be parked at Chief Essley’s or parking area/new garage at Tie Siding.
 - b. Central – Tender still in Casper and waiting on parts. Plan to work on a couple of brush trucks over the winter and waiting on a part for AC5.
 - c. VVFD – Their fundraiser went really well. Over 40 trees donated by local businesses that they delivered to low-income families. Chief Isborn attended a recruiting event at WyoTech with Chief Whitmer.
 - d. CVVFD – EMA looking for a warming shelter in the valley and reached out to CVVFD. Working with Bailey to get a generator for CVVFD and other ACFD Stations that do not have generators.
 - e. BLVFD – Station is nearly complete. Also spoke with EMA, they don’t have a generator either. Shawn resigned as Chief last week. A letter from BLVFD membership was read.

- f. WYCO – WyCo 6 is in Cheyenne. WyCo needs insulation to keep heat costs down. WyCO does have a generator and they have a natural gas and a backup propane system. They are reviewing EMA evacuation plans.
10. New Business:
- a. Need to approve the transfer of WYCO grant money for radios in the amount of \$7500 for a Wyoming State Forestry VFA grant (reimbursable grant with 50% match). *Treasurer Wadsworth moved to approve the transfer of funds once validated by Teri Jo that funds have been received from the State. Motion was seconded by Chairman Hawkins.* Discussion – Per Teri Jo, we have received the funds from the State. *Motion was approved unanimously.*
 - b. Received an email invitation from LFD Training Division Chief Stonum inviting one volunteer from ACFD to attend LFD’s spring academy. This is a 10-week academy with A 7:30am-6:00pm workday, 5 days a week. If someone is interested the District would like to support them. There is a February 1 commitment with a late February start. Chief Whitmer asked why only one and he would like them to not do it during the workday to accommodate volunteers. Chairman Hawkins feels this invitation is a really good step and the intent of LFD to continue to reach out for training indicates their responsiveness to work with/include/liaison with the volunteers. This is the academy for career firefighters and Chairman Hawkins feels that this invitation is a great place to start discussions and speaks volumes of the relationships that have been built over the last couple of years.
 - c. *Secretary Burkhart moved to approve Chairman Hawkins to sign the Wyoming Office of EMS Grant Contract. Motion was seconded by Treasurer Wadsworth and approved unanimously.*
11. Adjourn: *Chairman Hawkins moved to adjourn at 7:16 pm. Motion was seconded by Treasurer Wadsworth and approved unanimously.*

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant