ACFD#1 Board Meeting Minutes – June 17, 2026

Meeting called to order at 17:54

Present: Matt Burkhart – Chairman, Jon Essley – Secretary, James Jackson – Treasurer There was no Executive Session held.

- a. Approval of Agenda as amended.
- b. One additional action – Two P A's from WYCO
- c. Approved unanimously

1. Public Comments
    - a. Chief Tully from WYCO addressed his concern that his firefighters were not receiving their fire pay in a timely manner. He explained that this has been an issue since January and has not received any information as to when it will be resolved. Chief Tully would like for his firefighters to be paid for July and August of 2025.
    - b. Jason Jackson will follow up with Chief Tully's request.
    - c. Matt Burkhart will provide checks as soon as amounts due are verified.
2. Approval of minutes
    - a. End of meeting time should have been 21:00
    - b. No discussion
    - c. Approved unanimously
3. Reports - Outside agencies/guests
    - a. Laramie Fire – not in attendance
    - b. EMA Kate Allred
        - i. SHSP Submissions
        - ii. Impact Assistance Funds
        - iii. Events

          First Responder Youth Camp – June 22, 2026 to June 26, 2026. Volunteers still needed.
        - iv. Reminder – please send VFD fundraiser flyers/information so EMA can help share on our social media.
    - c. LARC Kim Meyer
        - i. Nothing to report
    - d. Fire Warden

    i. Resources in Nebraska. Around 20 people and 4 engines
    ii. No questions
4. Chiefs Reports
    a. Tie Siding
        i. 14 volunteers, (12 regulars and 2 new members)
        ii. Will be offering a RT130 class.
        iii. Vehicles all in service
        iv. 3 calls so far this month
        v. No questions
    b. Centennial
        i. All apparatuses are in service
        ii. One engine and two crew members are out on a fire
        iii. Annual Fundraiser will be held June 20, 2026 from noon to 3:00 pm
        iv. No questions
    d. Big Laramie
        i. No new memberships
        ii. PA's - PPE's have been on back order, but are getting some in
        iii. Worked on maintenance and did pump tests
        iv. Had an apparatus out at beginning of month
        v. Fundraiser will be at Woods Landing in August, will send out details later
        vi. Received the life pack, will work with auxiliary for reimbursement
        vii. No questions
    e. Central
        i. No one from Central in attendance
    f. Vedauwoo
        i. 67 calls for the year. We have 5 full members, 9 probationary members
        ii. All engines in service
        iii. Question asked about the tender and impact funds. Chairman Burkhart will look into it
        iv. Vedauwoo has a new association that will replace the previous auxiliary
        v. Pancake breakfast fundraiser will be June 27, 2026 from 9:00 am to 12:00 pm
    g. No questions
5. Chief of Operations Scott Kugel
    a. Chairman Burkette reviewed information from Scott, as Scott was dispatched
    b. Specifications are ready for WYCO command vehicle, waiting on boiler plate changes for the RFP to be completed

c. New apparatus numbering system is a tentative go live date of Auust 1, 2026, working on concerns from LARC, EMA and getting quotes for renumbering apparatuses
d. Scott is working on fire pay
e. A question was asked about the best way to contact Scott when he is dispatched. Email is the best way to contact him and if you don't hear back contact Matt Burkhart

6. Wildland Sean Davis
   a. Sean and BJ made sure all the engines would be ready for deployment.
   b. Organized enough people to go out on all 4 engines – all 4 engines are now out
   c. Samantha Valdez is now in her new position
   d. No questions
7. EMS
   a. Asked for any updates with the contract for Dr. Waters and his team?
   b. The Chairman read an update from the line provider's attorney
   c. Todd volunteered to work with David Adelson, the attorney, to get the contract completed and signed
   d. Todd asked the Board if anyone had talked to anybody about the state insurance pool?
   e. Chairman Burkhart will follow up on whether EMS is covered or not
   f. No questions
8. Finance – Jason Jackson
   a. Income and expenses were reviewed
   b. Discussion regarding fire pay for certain firefighters who have not been paid
   c. Chairman Burkhart and Treasurer Jackson will work and getting the issues solved so all fire pay for 2024 and 2025 will be paid
   d. Treasurer answered specific questions from different departments
   e. Impact Fund Summary and Update - Balances, payments and dates were discussed
   f. PA's for WYCO were discussed and approved unanimously
   g. Finance Report approved unanimously
9. Action Items
   a. Mutual Aid
      i. Very few changes in the agreement with discussion on the changes
      ii. No public comment
      iii. Unanimously approved to sign the Annual Operating Premium as presented

a. ACFD1 FY27 Budget Approval

i. Treasurer reviewed with discussions - income, expenditures, and totals
ii. No public comment
iii. FY27 Budget approved unanimously

b. ACFD1 Type 6 (and other apparatus) Minimum Criteria

i. After discussion the Secretary made a motion to:
   A. All wildland apparatuses must meet Minimum Criteria Standards from NWCG for RFP .
   B. Each department can develop a preferred list
ii. The minimum criteria standards were approved unanimously

c. ACFD1 Standard RFP Language
i. There was a lengthy discussion on creating a rating system, The OPC will be tasked with developing a basic rating system for an RFP
ii. No motion at this time

d. Current Approved Type 6 RFP
i. Secretary withdrew this action item

e. Impact Fund Expenditures: Extra Duty Pay
i. Any time spent on putting together a RFP with impact funds, it will be payed out of impact funds. This includes legal and finance when putting together a RFP, or reviewing a contract for impact funds
ii. This topic will be tabled to a future time

f. Ratify District Administration Assistant Position
i. Chairman Burhart read the Administration Assistant job description
ii. No public comment
iii. The Administration Assistant and job description was unanimously ratified

11. Board Topics for Discussion
a. Apparatus/Vehicle Numbering
I. Refer to 6. (b) and (c)
ii. Looking for someone to renumber the apparatuses
iii, Chairman Burkhart would like the district to pay for the renumbering, not the department

iv. There was further discussion on the best time to renumber (not in fire season) and reprogramming radios, other logistical concerns, and how it will be implemented

b. VVFD Impact Fund Expenditures

i. After discussion, VVVFD will have a proposal for the July meeting regarding changes

c. Operations Chief current and additional duties

i. Postponed util July meeting, so the Operations Chief can participate in the discussion

12. New Business

i. Work Session will be Wednesday the 24th of June at 17:30

Meeting adjourned at 21:18 pm

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