

DRAFT Albany County Fire District #1 Regular Meeting Minutes 19 September 2024 DRAFT

Minutes prepared by Matt Burkhart, Secretary

Approved on __ October 2024

Regular Meeting held at 1730 at Central North (4387 North 3rd St, Laramie).

Board members present: Chairperson Luke Hawkins (LH), Treasurer Brett Wadsworth (BW), Secretary Matt Burkhart (MB) (arrived 1815 due to work obligation).

--- Start **DRAFT Regular Meeting Minutes** ---

NOTE: The announced Executive Session prior to the Regular Meeting was cancelled. Meeting minutes prior to 1816 are from notes taken by Secretary Wadsworth.

3: 17:30 Call to open Regular Meeting (LH)

4: Approval of Agenda

Change to the Agenda to Approve Active Alert and Dumpster for North Station

Motion to approve agenda as amended.

Moved: Chair Hawkins

Second: Treasurer Wadsworth

Discussion and amendments: None.

Votes: Yes (Chair Hawkins, Treasurer Wadsworth), No (None), Abstain (None).

Motion Passes

5: Public Comment

Public comment called by Chair Hawkins. No Public Comment.

5A: Recognition and Appreciation of Michele Turner service to ACFD1

Michele Turner (past Admin Assistant) was recognized for 14 years of service to ACFD1. Her contributions were effective, helpful and appreciated. The assistance this position provided the Coard and Departments was monumental.

6: Approval of ACFD1 21 August 2024 Regular Meeting Minutes

Motion to approve minutes as presented.

Moved: Chair Hawkins

Second: Treasurer Wadsworth

Discussion: None.

Votes: Yes (Chair Hawkins, Treasurer Wadsworth), No (None), Abstain (None).

Motion Passes

7: Outside agency reports

7A: LFD: No report

7B: EMA: No report.

7C: LARC: No report.

7D: AC Fire Warden: Bear Creek ongoing; Dennis Bunn is IC. Going well supposedly. Keeping an eye on it for another 48 hours. Pearl Creek [CO] by Tie Siding is becoming a non-event. Website update with EMA evac status.

7E: ACFD1 Wildland Coordinator: Working with Chad & BJ Clark (N Fire). Ideas for training in future. Has been down at Tie Siding. Everyone got excited when saw plume from Pearl Creek.

7F: Peer Support: No report.

8: Financial Report:

All FIB credit cards are closing tomorrow; each has a zero (\$0) balance. New Chase credit card account activity reviewed.

Treasurer Wadsworth presented financial report and noted that all bank and credit card statements were reviewed and accurate. Everything was paid on-time with no late fees. Everything to date has been reviewed by bookkeepers. Treasurer Wadsworth reviewed all District, Dept. and Impact Fund balances.

BLVFD: \$97,685; CVVFD: \$128,311; Central: \$122,195; TSVFD: \$15,146; VVFD: \$18,815; WYCO: \$64,325

Motion to approve report as presented.

Moved: Treasurer Wadsworth

Second: Chair Hawkins

Discussion: None.

Votes: Yes (Chair Hawkins, Treasurer Wadsworth), No (None), Abstain (None).

Motion Passes

8B: PA Requests:

None

Action Items:

9A: Dispatch FF membership and paperwork requirements (Secretary Burkhardt arrived 1815)

Discussion on non-ACFD1 firefighters riding on and dispatching on ACFD1 owned apparatus. Concern is workers comp, District liability and accountability. Any policy would apply to all District apparatus.

Motion to require all persons on ACFD1 apparatus and for dispatch to be a member of a Department in good standing.

Move to approve: Treasurer Wadsworth

Second: Chair Hawkins

Discussion: None.

Votes: Yes (Treasurer Wadsworth), No (Chair Hawkins), Abstain (Secretary Burkhardt).

Motion Fails

9B: Active Alert Payment for next year

Active Alert payment in the amount of \$1191.12 is due to continue service from Nov 2024 – Nov 2025.

Motion to approve payment.

Move to approve: Treasurer Wadsworth

Second: Chair Hawkins

Discussion: Do ACFD1 FF find this valuable? Largely yes from meeting attendees and feedback. There are some delays between LARC CAD dispatch on radio and through Active Alert. Some pages may have been missed over the last year that went out on pagers but not AA. Timestamps on pages and updates would be helpful.

Votes: Yes (Chair Hawkins, Treasurer Wadsworth, Secretary Burkhardt), No (None), Abstain (None).

Motion Passes

9C: Obtain 30yd dumpster at North Station for clean up

Request for ACFD1 to obtain and pay for a 30yd dumpster at the North Station to place old materials and large waste in for disposal. Cost is roughly \$125 plus \$2.75/mile for delivery and haul off each time plus disposal fee.

Motion to schedule and pay for dumpster at North Station cost not to exceed \$1500

Move to approve: Treasurer Wadsworth

Second: Chair Hawkins

Discussion: This is all junk. There is nothing that needs disposed of in accordance with ACFD1 fiscal policy due to value. on would be improved and it ensures ACFD1 has a voice at the table.

Votes: Yes (Chair Hawkins, Treasurer Wadsworth, Secretary Burkhart), No (None), Abstain (None).

Motion Passes

Board Topics / Discussion Items

10A/B: EMS Update and Initial Cost of Equipment / EMS Personnel status of 'member in good standing'

Angie and Dr. Waters are on board and engaging with ACFD1 and County EMS providers (EMR-AEMT). There will be a reporting training as part of the 9/26 County Volunteers EMS training. Angie will send an EMS email out to the Chiefs and training officers for introduction and determine needs. There needs to be an effort to replace EMS equipment. What do folks need? Survey your Depts and coordinate with Angie. This may place District in good position if EMS Special District moves forward. Protocols will be based on LFD and tailored to ACFD1. Run reports for every medical call are needed.

What needs to be done to support standalone (non-FF) EMS in the District? How will Good Standing be determined. Need specific requirements policy like Wildland and Structure FF ones. Nurses could fall under protocols if allowed by medical direction. Some Departments provided EMS, others do not. Need to ensure LARC knows which ones. At present we will NOT disregard LFD on any medical call.

10C: Work Session to Further the Strategic Plan

SWAT analysis, "pulse" of the District and criteria for feedback are important in determining priorities for Strategic Plan. In short, FF want to show up on calls and go home. Chiefs should talk to their folks to get ideas about needs/desires moving forward.

10D: Chief's Report Format and Rationale

The report is required and is the basis of our roster for retirement, workers comp and MASA. Please indicate qualifications and "no changes" [from last month] is not an option for completing. The "teeth" to this could be financial withhold for months with no reports. This form helps meet our fiscal responsibility to the taxpayers.

Wyoming Retirement is a draw for some FF but others say "not worth it" or are not participating. Wyo Legislature thought it would be a good recruiting tool. Similarly, health insurance is a draw/recruitment tool. There are some details about implementing/using that WYCO Chief will email out. On the specifics of eligibility. What is the full "benefits" package for our FF? Summer Fire Pay is seen as a benefit.

10E: ARPA Bathroom Update

BW had a discussion with JC Construction and Chris the septic contractor re CVVFD holding tank. Needs pumped NOW, approximately a 1000gal tank under a floor. What about the risks to wetlands or property if there is a flood? Not possible to add a leach field at this time. Recommend an alarm for \$3460. The proposal did not follow the contract/RFP for an alarm so there will be a change order. Not certain on pumping interval with regular use or addition of an extractor. Further discussion will need to happen in an Exec Session to discuss contract specifics.

VVFD needs a cistern due to the low GPM flow from the pump.

TSVFD has a change order for the leach field due to geologic site specific conditions. Some, material could come from grading on site. This will be a "mound" system. Chief says this could come from an expanded parking area. Need to "ok" with landowner [TSVFD Station is on leased property]

10F: Background Checks

Need to get a check to WY DCI. This is based on the amounts from website. 33 ACFD1 FF will have cards sent in. Check to be approved at October meeting.

Reports:

11: Chief's Report:

None

12A: BLVFD: No PAs this month. AED batteries ordered and due in soon. Report was submitted. BL1 and T2 went to Bear Creek fire. And 1 member is on dispatch. 4 calls were received with 100% response. Sept 30 is scheduled as a maint day with WY apparatus.

12B: WYCO VFD: Need to submit roster; have 3 new FF. Crew is back from CA. Could not respond to Bear Creek and LaBonte due to no CDL drivers for 2K gal tender. No calls for the month but courtesy patrols happened during Polaris fun run. Neighborhood watch./patrols over Labor Day. Working with AC EMA on evac plans for Foxpark and vicinity.

12C: TSVFD: 9 members and 2 trainees – some are landowners. No PAs. 3 FF went to Bear Creek IA. Spent 2 days on Monaghan Ranch lightning strike. Did initial prep for Pearl Creek fire and coordinated with VVFD and AC EMA for evacs. Aging FF roster is a threat.

12D: Central VFD: 9 new FF recruits from UW Volunteer Fair. 2 FF on Bear Creek. Many apparatus were out for various fires and have now returned. There were MVA/wildland calls and 100% coverage. Need to look at tender 31 replacement.

12E: VVFD: 14 members. One transferred to WYCO. Have been on Bear Creek since IA doing logs/T6/LMTV and personnel. 190 calls to date. PAs are still active. Chief Isborn will lead the tender committee and recommend membership. Charge is to determine criteria for VVFD tender.

12F: CVVFD: Mostly wildland calls. T* is still at Warrens for service. It "just died" and stuck in 3-4 gear. It was towed back. Need to send in roster/report. Have members and apparatus out on dispatches. T3 should be done on coming Monday – it looks nice. Will need to arrange payment with District and how Aux contribution is handled.

13: New Business:

13A: On going dispatch issues from TS Chief. How to address these?

13B: From AC Fire Warden Dinges we are at \$1.1M on Bear Creek. EFSA will cover. Reminder engines only get 25% due to in-District. New WY State Forester has different way of looking at fires and we need to be attentive to changes.

13C: WYCO desires a new side by side UTV that can hold 2 passengers for SAR and other access. This cost is \$14-20K. A bid sheet is being prepared and will follow ACFD1 procedure. PA likely in October

13D: OSHA rules news is good/better than previously. Lots of substantive comments from VFDs about costs. IOSGHA recognizes but is still moving forward. We need to express to local law makers about the extreme financial hardship this would place on ACFD1/VFDs. What can WY do legislatively to minimize effects? How would we adapt to these for funding/fundraising. Is there a size (#FF vs requirements? Fewer FF should mean less regs and more FF more regs but no final decisions.

13E: Need for Executive Session to seek legal advice for ARAP Bathroom Contract

Move to approve: Chair Hawkins

Second: Treasurer Wadsworth

Discussion: Recess for 10 minutes and reconvene. Affected Chiefs are invited to stay..

Votes: Yes (Chair Hawkins, Treasurer Wadsworth, Secretary Burkhart), No (None), Abstain (None).

Motion Passes

1935 Recess for 10min

1947 Return from Recess and Enter Executive Session for Legal Advice

Move to adjourn Executive Session

Motion by Chair Hawkins

Second by Secretary Burkhart

Votes: Yes (Chair Hawkins, Treasurer Wadsworth, Secretary Burkhart), No (None), Abstain (None).

Motion Passes

2016 Resume Regular Meeting

Move to approve TS bathroom change order for septic fill (~48”) for \$4600

Motion by Chair Hawkins

Second by Secretary Burkhart

Discussion: None

Votes: Yes (Chair Hawkins, Treasurer Wadsworth, Secretary Burkhart), No (None), Abstain (None).

Motion Passes

13F: File cabinet is in office area. Treasurer Wadsworth and Secretary Burkhart have keys. Titles, personnel records and other sensitive information will be kept here. Get Admin Assistant a key once hired'

14: Adjourn

Move to adjourn

Motion by Chair Hawkins

Second by Treasurer Wadsworth

Discussion: None

Votes: Yes (Chair Hawkins, Treasurer Wadsworth, Secretary Burkhart), No (None), Abstain (None).

Motion Passes

20:20 Adjourn the meeting

--- End **DRAFT** Minutes ---