

Albany County Fire District #1 Board Meeting Minutes August 17, 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 held at WyCo Volunteer Fire Department and called to order at 5:10 pm. Board members present were Luke Hawkins and Matt Burkhart. Brett Wadsworth joined via Zoom.
2. The Executive Session was canceled.
3. Minutes of 7/20/2022 Board Meeting and 8/11/2022 Executive Session: *Chairman Hawkins moved to approve the minutes as presented. Motion was seconded by Secretary Burkhart and approved unanimously.*
4. Comments from the public: No comments from the public
5. Financial Report:
 - a. Bills to be paid: *Chairman Hawkins moved to approve the August Financial Report as presented. Motion was seconded by Secretary Burkhart and approved unanimously.*
6. Report – Outside Agencies/Guests:
 - a. LFD – The joint burn day went really well with six firefighters from the District and two instructors. LFD really enjoyed it and there was a lot of positive feedback.
 - b. EMA – No one present.
 - c. LARC – EMA handled the coordination to repair and successfully test the Centennial siren. This fall they will be refreshing the 911 system, they need to coordinate with Cheyenne dispatch, as they will share a system now. They are also planning on bringing Highway Patrol on their 911 network. Chief Stalder is retiring with a retirement party on September 3, 2022. Testing Active 911 and things seem to be going well.
 - d. County Fire Warden – No one present.
7. Board Topics:
 - a. Dispatch Matrix Update – Feedback was added, as well as MVA as fire response, and the matrix was updated. As for medical it has come to our attention that how things were in the past isn't necessarily how they are right now, and we aren't really working within our charter. We have always been able to respond and assist LFD with medical calls and that should be added as well, this has cleared legal. One gray area would be a medical call that comes in directly related to CO/hazardous gas., if the department is qualified and has the appropriate training how would the be handled? All of the matrix is dependent on having qualified and trained individuals that are responding. We are now aware of the implications and liability with changes that have occurred over the years and the District is trying to mitigate those risks to our firefighters. This will hopefully go into effect next week. Chief Essley would like TSVFD added for MVA's on the matrix and be notified of EMS calls in their area because their assistance can be vital so LFD does not get lost, they can open gates, and flag roads.
 - b. Policy Reviews and Revisions – Should be having some feedback come in. Secretary Burkhart put together the vehicle operations policy to set up adequate training for CDL's and make sure we have good safe drivers with the District, however we don't have a plan in place to implement training to some level of standard at this time. The

Expenditure Policy was approved in June. New app that will require the confidentiality form be signed. *Secretary Burkhart moved that the APP Use Confidentiality Agreement be approved with the move from two factor authentication to single authentication. Motion was seconded by Treasurer Wadsworth and approved unanimously.* Changes will be made, and it will be sent the department. Signed originals should be turned into Michele.

- c. Background Checks – The Board will decide who they want to go, one is \$30/background check, the other is \$40/background check. We have 105 firefighters initially that need to be run through the system. There are potential grant funds to help with the cost through DCI. What about firefighters that have EMR/EMT/Paramedic, as they have already had background checks. What about concealed carry permit holders, as they have already had background checks as well. What are the criteria that disqualify, what are the exclusions? Predatory, violent, DUI in last 20 years. Would a felony be automatic, what about non-violent felony? What is standard for other VFD's in the State and are we arbitrarily making our own qualifications? Also, what level of background check are we looking at? Is this a one and one or repeat every so many years? Secretary Burkhart will look into concealed carry, Teri Jo will look at other VFD's. Can the background check company decide the yes or no and let the Chairman know who would then let the Chief know? All will have the option to resign "in good standing".
- d. BLVFD Woods Landing and Wild Horse Substation Update – The excavation has finished for Woods Landing and the boundary and certificate of survey have been sent out locally and they are receiving responses. WHR HOA is this Saturday and BLVFD will attend. (Working Dinner – took a 10-minute recess to get food and rejoined at 6:20pm)
- e. SLIB Grant Status – Teri Jo has not received information from anyone. She needs to have requests in the next two week so she can write the proposal and get it approved at the September Board Meeting before the due date in September. Or we can wait to submit until February.
- f. EMS Grant Discussion – Grant was submitted for funds to investigate what level of EMS can be provided by ACFD1 and what is the process to put in an EMS District for rural Albany County.
- g. CDL Status – Develop a training policy.
- h. Emergency Reporting – Secretary Burkhart received the files from WyCo, and he will contact ER to discuss what we have, the format we have it in and what it will cost to transfer that. He will check to make sure maintenance reports are included in that report.
- i. CAT Tender Updates – ACFD1 will request a formal quote from Kevin Ballister (he owns the company that is the vendor for these trucks) for the repair using the recommended Knapheide strips. They would have to be taken off-line and transported to Casper, someone can take them up or the company can send someone down to pick up. VVFD and Central are good with either, CVVFD would prefer someone come down and pick up. Wyoming State Forestry is concerned about the liability if they start working on them and there is more wrong than they originally thought. They want to help but don't want to be on the hook for possibly more problems with these tenders down the road.

The pumps are not great, running at redline to get them to work, Central's isn't working at all. Frame and chassis are good, suspension is terrible.

- j. Live Fire and LFD Training – Went well and everyone worked very well together. Another one August 19, 2022. Also an Open House day with burning most of the day, come self-sufficient (they have Gatorade and water). LFD requests to know a week in advance if volunteers will be attending, this is structure training not wildland. Be prepared the building is hot. They work in stations. It's a really great environment to figure out what works/doesn't work. Great training and great opportunity to build relationships.
 - k. Active Alert App – Who's Responding is hit or miss, I Am Responding in somewhat unreliable. Looking into Active Alert and have set up an account for ACFD1 under our district email to test how it works. It's only \$15/year/device and they are on a 90-day trail. If you want to be included, you can sign the confidentiality agreement and put the app on your phone. This is in a test phase. It is directly interfaced with CAD and has zero impact to the dispatchers; it has chat and mapping and several layers to it. It's cost effective, low impact, talks with the dispatch support team, and works through multiple dispatching agencies/departments, and your phone lock is enough.
 - l. Laramie Airport Large Scale Exercise – Secretary Burkhardt is the contact, ACFD is participating as a cooperator. The incident is August 30, 2022, to demonstrate they can properly respond to a commercial aircraft incident and keep their FAA certification. Collaborating with LFD who is the AHJ for the airport. LFD has a plan in place to simulate live fire and requested district resources. We will stage at 8:30am and start at 9:00am. District response will stage at the airport but upon dispatch remain waiting in staging area for your actual response time to the airport before responding.
8. Chiefs Report: Discussion regarding EMS and the mil levy the hospital receives and how they could better serve the county, possibly as liaison with the District.
9. Department Reports:
- a. VVFD – Eighteen members, 55 calls, enroute under 15 minutes. Assisted LFD with extrication on semi rollover, they were first on scene. Coordinated with EMA when flooding happened. Will attend Western NE fire training.
 - b. CVVFD – The well driller is back at the station. The new engine has been out a few times. Chief Davis was IC on Saturday on the fire in Sybille Canyon. Albany was very happy that Chairman Hawkins was at the LFD training.
 - c. BLVFD – No report.
 - d. WYCO - MVA at Foxpark, used clean up materials. Their fundraiser went very well. Will be hosting a second level Haz-Mat operations training 2-day course, everyone is welcome to attend, they have a place to bunk up, but bring your own food.
 - e. TSVFD – Three fires in July and one lightning strike tree in August. Their Open House is Saturday of Labor Day weekend starting at noon, it's an open mic and potluck. Working with Attorney Goetz, and they are still waiting to hear from the landowner regarding permission for bathroom addition and septic tank and water to station.
 - f. Central – 185 calls with time on Sugarloaf. Type 4 out of service with transmission issues. Brush 11 has an oil leak. Metered foam system on type 3 with the injection

pump is not functional. Chief vehicle is in TX as single resource. Open house this fall sometime.

10. PA Approvals:

- a. CVVFD – *Chairman Hawkins moved to approve the FTC Invoice for pump testing in the amount of \$1382.40, 100% CVVFD funds. Motion was seconded by Secretary Burkhart and approved unanimously. (PA365)*
- b. BLVFD – *Chairman Hawkins moved to approve BL1 repairs in the amount of \$1106.74, 100% BLVFD funds. Motion was seconded by Treasurer Wadsworth and approved unanimously. Secretary Burkhart abstained. (PA368)*
- c. CENTRAL – *Chairman Hawkins moved to approve Wheatland Fire School for 8 firefighters in the amount of \$2798.00 (PA366) and FTC Invoice for pump testing and repairs in the amount of \$2800.00 (PA367), both 100% Central funds. Motion was seconded by Secretary Burkhart and approved unanimously.*
- d. WYCO – *Chairman Hawkins moved to ratify the emergency PA364 for floor dry, catch pans and buckets for up to \$1000.00, 100% WYCO funds. Motion was seconded by Secretary Burkhart and approved unanimously. (PA364)*
- e. VVFD – *Chairman Hawkins moved to approve Western NE Engine Academy for nine firefighters in the amount of \$2116.00, 100% VVFD fund. Motion was seconded by Secretary Burkhart and approved unanimously. Treasurer Wadsworth abstained. (PA369)*

11. New Business:

- a. Chairman Hawkins would like Michele to add pictures of the fire stations to the website, as well as include training information on the website. Within the CVVFD/BLVFD area there is some state land with grazing rights to a property owner where they have stockpiled wood that they burn off every year. There are new owners, and the HOA has asked that we burn it this winter. This is CVVFD so Chairman Hawkins will email Chief Davis as historically CVVFD has helped anyone burn who wants to burn.
- b. *Treasurer Wadsworth moved to authorize the naming of appropriate officers to the security bonds to fix the issue with the County. Motion was seconded by Chairman Hawkins and approved unanimously.*
- c. Need to address missing receipts, for example the gas receipt won't print, a car wash doesn't give a receipt. Will we accept a picture or a form of our design that contains signatures of authenticity for these small expenses.
- d. Murdoch's round-up fundraiser raised a total of \$8657.58 for the departments. Teri Jo personally thanked the Bozeman store, where the check came from. She would like to do a thank you banner to give to our local Murdoch's to display.
- e. The policy related to the Requests for Proposals needs to be moved to priority status so we know how we are going to accept bids and award them so we can move forward with the bids for bathrooms.

12. Next Meeting: September 21, 2002, at Central North VFD Station

13. Adjourn: *Chairman Hawkins moved to adjourn the meeting at 7:56 pm. Motion was seconded by Treasurer Wadsworth and approved unanimously.*

Respectfully Submitted,

Michele Turner, ACFD#1 Administrative Assistant

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