

## Albany County Fire District #1 Board Meeting January 18, 2017

Meeting was called to order at 5:08 pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

Minutes of the previous meeting were read and discussed. Chairman Sigel moved to approve the minutes. Motion was seconded by Secretary Essley and approved unanimously.

The financial report was discussed. Chairman Sigel moved to approve the financial report. Motion was seconded by Secretary Essley and approved unanimously.

LFD – Chief Johnson inquired if we received the tender page to the shed fire, as no one showed up. Chief Johnson will follow up with Steve to make sure pages are going out.

Fire Warden – All fires have been billed. The annual AOP meeting is February 15<sup>th</sup> from 10-3 and they will be discussing cost share agreements. Scott will continue to represent ACFD#1 at the AOP meetings. Jeremy will attend as well. Please update your PMR's for red cards. Fire paperwork class is February 26<sup>th</sup> from 1-3 at Station 2, this is for Albany County and will go over a standard operating guideline for paperwork. The whole state will be switching to Emergency Reporting so all departments within the county will have the same reporting system. This will save us from having to purchase it. HB 26 is tagging onto the Emergency Suppression Fund account and would pull \$500,000 out for bark beetle mitigation on a few acres of land. Wyoming Fire Chiefs are against this. The County Commissioners raised the issue of ACFD#1 paying the cost of County employees to manage all of the paperwork for the fires. We may need some kind of agreement with regard for compensation for County employees.

Hauled Water Program – Arrangements with Mr. Hamel are almost complete. Hal Burns is now interested and Chairman Sigel will be meeting with him. As for the ISO ratings, Chairman Sigel would like to see a Class 9 for the smaller stations and would like to schedule a discussion for that next month. Hauled water is worth anywhere from \$100-\$200/year for the homeowner.

Simultaneous paging – Is still a concept at this point, not in place.

VV New Engine Proposal – Fits into their long range plans to purchase a new type 6 engine. Brings up the bridge loan funding; in essence the Board becomes the bank, which creates questions - how much money to put in and how long is the money tied up for?

LLVFD will hold officer elections February 7<sup>th</sup> at 6:00pm at their station. Treasurer Witt will attend and represent the Board.

County Assessor Statistics – Central represents approximately \$140,000 of revenue. In the past those in the donut have been paying money in but did not have representation. Under the contract with the City of Laramie those homeowners can never be rated better than a Class 10 because the District is seen as a secondary response. The Board will continue to look into this.

Chairman Sigel moved that we schedule a working session with the Wyoming State Auditor. Motion was seconded by Treasurer Witt and approved unanimously.

The Secretary and Treasurer board member positions have been re-elected. Chairman Sigel moved to approve the slate of officers as it has been for the Albany County Fire District #1 Board. Motion was seconded by Treasurer Witt and approved unanimously.

Meeting schedule for 2017 – Only change is to move April's meeting to the 26<sup>th</sup>.

Maintenance –Secretary Essley proposed that we go local for tires for the last two 2.5's.

Training - Engine Boss Refresher at end of February. March 3 -5 will be a Red Card Class in Rock River. Chairman Sigel moved to approve up to \$500 for food for upcoming Red Card Class. Motion was seconded by Secretary Essley and approved unanimously.

Chief's Group – Did not meet. Chairman Sigel would like to see some action from the group on Recruitment and Retention in the next month. We need to have an intensive recruitment effort and Chairman Sigel would like to hear ideas of how we are going to do that.

BLVFD – Looking at submitting for WSF VFA monies for fire package on the 5 ton that was donated to WyColo. Chairman Sigel would like to see WyColo in the hauled water category. Chairman Sigel needs a MOU for this and also needs to know where the engine is going to be housed. An addition to a building is a large investment and the Board is not in a place to take that on now. Regarding the Hwy 230 hydrants, Justin is checking with DEQ to see if we can put hydrants on the transmission line. Best course of action currently is to work with the water department. BLVFD has a pager repair for \$125; they need to pay and submit for reimbursement. Wondering about the title to the ambulance they are getting rid of.

LLVFD would like to know the status of the VVFD's ambulance that is on loan to them. Chairman Sigel recommended a working session on this subject between LLVFD and VVFD.

CVVFD – It may be time to start looking into replacing the mobile radios in the trucks. We can begin that by using the last of the special purpose tax monies.

Central – Tender will potentially be in service by next week. Larry Drinnen has been appointed the Assistant Manager for Central and Zach Alexander has been appointed the Maintenance Manager for Central. Chairman Sigel moved to approve an additional \$200 to cover the extra cost of installation of the door opener on the Central Building. Motion was seconded by Secretary Essley and approved unanimously. Project Code – PA87 Secretary Essley moved to approve \$1500 to purchase an air compressor and fittings for the Central Building. Motion was seconded by Treasurer Witt and approved unanimously. Project Code – PA89 Dylan is working on SOP's, SOG's and roster and he would also like to get internet in the building for training and potentially a computer and a printer. Jeremy has a computer he can donate. Approval was given to Central to apply for WSF VFA to purchase hose and SCBA's for Central.

Expenditures approved by the board totaling \$2,200 to include up to \$500 for food for training; an additional \$200 for Central Building door opener installation; and \$1500 to purchase an air compressor and fittings for Central.

Next meeting is February 15, 2017.

Adjourned at 6:44 pm

Respectfully Submitted  
Michele Turner, ACFD#1 Administrative Assistant

DRAFT

## Amended Albany County Fire District #1 Board Meeting February 15, 2016

Meeting was called to order at 5:00 pm. Board members present were Art Sigel, Jon Essley and Joe Witt.

Minutes of the previous meeting were read and discussed. Chairman Sigel moved to approve the minutes. Motion was seconded by Secretary Essley and approved unanimously.

The financial report was discussed. Board discussed billing WRS for retired firefighters quarterly instead of annually. ACFD is still holding a large debt for fire pay. ACFD has paid \$240,000 and received \$93,000 in federal payments. Secretary Essley moved to approve the financial report. Motion was seconded by Chairman Sigel and approved unanimously.

Radios – Two mobile radios totaling \$7667 have been ordered; this will take care of the 2001 special purpose tax money.

LFD – EMS Compact passed yesterday. Laramie Fire Department is looking at selling Engine 1 and one of their ambulances; if interested he needs information by March 10<sup>th</sup> or 11<sup>th</sup> to take to City Council meeting. LFD is planning a fuel disaster foam drill, if interested contact Chief Johnson so he can increase the budget for the foam.

County Fire Warden – Emergency Fire Reporting is starting to go out to the counties now. It is supposed to work across entities. BLM has a new repeater on Pole Mountain, called Lincoln Head. AOP meeting – Forest Service and BLM put verbiage in about study areas, wilderness, beetle kill, and long term managed fires. It is important to determine the ignition location of the fire, determine ownership quickly and determine how that entity wants to manage the fire. Do it safely, do what you are trained to do, but be aware of property lines. Forest Service and BLM dispatch would like to meet with the Chief's, IC's and Engine Bosses in the next couple of months. BLM is putting together communication trailers. Frank Keeler looking at combining dispatch centers into one in Casper. ACFD could get involved, help out, and have good input. One downfall, would be the actual shipping out of resources, Casper would handle everything the rotation list would grow (15 counties). Chad interested in getting involved in this. The County Attorney is hiring an attorney who is working towards an agreement between the County and agencies (to include ACFD#1) for assistance paying for administrative costs.

Draft from Larimer County Colorado for Mutual Aid Agreement – Current agreement has ACFD responding to Colorado only, no reciprocity and no cross-training. Appoint a committee to run this project; to include Scott, Jeff, Richard and Jeremy.

ISO Ratings and Homeowner Value – The District is qualified for hauled water with four stations that are acknowledged - Centennial, Harmony, Vedauwoo and Central (Station 3). Within 4.99 road miles of these four stations ISO ratings dropped from a 10 to a 5. The benefit on a

\$250,000 home is \$250/year to the homeowner. The Board is in process of developing an article to publish in the Boomerang.

Simultaneous Paging –Problem is CVVFD, as they have to have a repeater to send the page tone south across the valley. Cy is going to take Tom’s page and see if he can program it to pick up Jelm, if he can, then we can move forward. For ISO we have to have one page for structure fires. All paged decisions would then have to be made at the department level. We will leave this with the Chiefs.

Further ISO improvements – Opportunities to extend this by department and conceptually do another audit in October 2017.

BLVFD – Station 4 was not recognized WyColo – Proposal to Board is more water on the donated military 5 ton (500g). Need another 2000 gallons on wheels on either vehicles or additional water source in place. They are looking at water sources and winter access. Within 5 road miles, there are 210 homes. Talk of getting large water storage tanks from oil fields and burying them to keep from freezing. BLVFD Truck Proposal – Asking the Board for Station 4, upgrade truck \$30,000, 2 bay building addition \$80,000 – VFA applied for ½ - \$15,000 on VFA grant; auxiliary would put up 50% of the building addition project – about \$47,500 each; continuing to look for grants. Truck is 1200 gallons, it’s a step towards ISO – would need another 2000 gallon tender up there to meet ISO.

State Forestry is a year out on getting the truck upgraded. BLVFD would like to do 50/50 on truck. Art would like a proposal to be written up, explaining what they want to do and why with an estimate of the project schedule. BLVFD said the max would be \$15,000 for truck. The Board would support that \$15,000.

TSVFD – They won’t make it without another engine; and they don’t have a pump that will pump that much water. They were set up as wildland fire initially and they are happy with where they are.

CVVFD –Albany station – Possibly place a Type 3 in middle of valley somewhere (Buckeye) Brett drafted a policy regarding the auxiliary purchase of a vehicle and whether department, at a later date, could then use that vehicle (or a percentage) as a trade-in to upgrade. That document takes the control out of the Board’s hand. Chairman Sigel will not support that proposal as it is written.

Central – Extend out from station 3 with this new building and possibly purchase Laramie’s Engine 1; AC27 would then be in reserve status. Then Central Building could qualify as a station. Board will call a special meeting to consider the purchase of Laramie’s Engine 1.

VVFD Engine Purchase – Total cost \$92,273; Assuming VVFD gets the grant - auxiliary will pay for \$18,500, ACFD to pay for \$18,500, balance of 60% (\$55,364) from MRG Grant. We anticipate the same response that CVVFD received and also agree they might come forward with an option that hat will cost us more money. The Board is committing to \$18,500.

Chairman Sigel moved to support VVFD's engine proposal up to \$35,000 if the SLIB Board cuts the grant as low as \$40,000. Motion was seconded by Secretary Essley and approved unanimously. Project Code – PA90

Recruitment and Retention – These are important issue for district as a whole; need to form a committee of chiefs and one member of the board. We still have a problem at CVVFD and LLVFD. Advertising – UW journalism department (Matt Smith) will be doing an article with a slant towards recruiting, getting people interested, offer free training. Articles will be printed in the BI and Boomerang.

Maintenance – Secretary Essely moved to approve Warren's Repair Towing proposal for services and fees on a trial basis for two months, as an alternate for maintenance. Motion was seconded by Chairman Sigel and approved unanimously.

Training Committee – Jeremy has a document with upcoming spring trainings, this will be a monthly thing. Eric has additions to training – RT130 noon on 4/29, pack test after at 1700; second pack test on 5/6 at 1200; saw class S212 5/20-21, plus a day; pumps class S211 6/3-4; two NWCG classes registration out to chiefs shortly.

Chiefs' Group – Paging dispatch form – Steve just wants to be contacted he doesn't need the piece of paper. Call him within 24 hours of the dispatch. Leave the call to the Chief's or the Chief's designee. Form is a good idea; keep a record.

VVFD –Fire call out and fuel reimbursement draft policy – The Board hasn't really delved into it. What kind of rate? Same as the mileage rate for POV, the gsa rate. It would be from residence to fire station for fire calls only, roundtrip, and we be approved by a representative of the department. Would be administered at the department level. Secretary Essley thinks this would be important to tender operators and ties to recruitment and retention and would be an extension of travel for training, whether it's live fire or not. Strengthen the proposal and put in \$1000 allotment for each department and get to the Board at the next meeting.

Treasurer Witt moved to approve up to \$2500 for VVFD's VFA Grant expenditures for PPE, chainsaw and gear lockers, dependent upon grant being awarded to VVFD from Wyoming State Forestry. Motion was seconded by Secretary Essley and approved unanimously.

VVFD requested the ACFD Board assist in paying for EMT class and supplies. If EMT stays with the department for one year, come back to Board for reimbursement.

BLVFD – Has an interest in the purchase of the ambulance from City, and will talk to Chief Johnson about that. That will all be on their auxiliary.

CVVFD – Chad working on replacing old radios. Dispatch will now be asking callers if a fire truck or ambulance can get into their place.

Central – Engine 1 purchase, PA89 in completed. Snow removal out here? It is a B=budget item for several of the departments. He will see if he can cut a deal with the landlord.

Forms discussion – Need to know when the PA's are completed. Inquire as to what is going on and then try to close them out.

Expenditures by the Board totaling up to \$38,000 to include up to \$35,000 or VVFD's MRG engine proposal if awarded grant; up to \$2500 for VVFD's VFA grant proposal for PPE, chainsaw and gear lockers if awarded grant.

Next meeting is March 22, 2017.

Meeting adjourned at 8:09 pm

Respectfully Submitted,  
Michele Turner, ACFD#1 Administrative Assistant

Amended Albany County Fire District Special Board Meeting – February 27, 2017

Special Board Meeting called to order at 6:15pm

Board Members present Art Sigel, Joe Witt, and Jon Essley

Dylan Whitmer has joined us for our Special Board Meeting. The Board is discussing the possible purchase of Engine 1 from the City of Laramie Fire Department. The Board would like to review the situation with Dylan and give him some direction on the negotiations that he will conduct, most likely, with Chief Johnson of the Laramie Fire Department. The Board has had enough discussion that they realize they need to give Dylan some guidance on the purchase cost, as well as the costs of outfitting the engine.

The Board went back into executive session at 6:17pm for purposes of negotiation.

The Special Board Meeting reconvened at 7:01pm.

Chairman Sigel moved to empower Dylan to negotiate with Laramie Fire Department for Engine 1 using the parameters we have discussed with him during the Executive Session. Motion was seconded by Secretary Essley and approved unanimously.

Final approval of the terms of the sale will be approved by the Board at a future meeting.

Secretary Essley noted that Tie Siding's Engine 57 has a radiator leak and needs an emergency repair. Chairman Sigel moved to approve the emergency repair expenditure of \$900 for TSVFD Engine 57. Motion was seconded by Treasurer Witt and approved unanimously. Project Code - PA93

LLVFD's Engine 1 is at Wyoming State Forestry and there the emergency repair is around \$1700. Secretary Essley moved to approve up to \$2000 for emergency repairs. Motion was seconded by Treasurer Witt and approved unanimously. Project Code – PA94

Chairman Sigel has a first draft for EMS and ambulances. He will give to the Board members present and Megan to review.

Meeting adjourned 7:07pm

Respectfully Submitted  
Michele Turner, ACFD#1 Administrative Assistant



## Albany County Fire District #1 Board Meeting March, 22, 2017

Meeting was called to order at 5:02 pm. Board members present were Art Sigel and Jon Essley.

Minutes of the previous meeting were read and discussed. Chairman Sigel moved to approve the minutes as amended with verbiage clarifying VVFD's engine purchase. Motion was seconded by Secretary Essley and approved unanimously.

The financial report was discussed, as well as two items discussed during the Special Board Meeting on March 27, 2017. Chairman Sigel moved to approve the expenditure of \$900 for TSVFD Engine 57 and \$2000 for emergency repairs for LLVFD Engine 1. Motion was seconded by Secretary Essley and approved unanimously. Secretary Essley moved to approve the financial report. Motion was seconded by Chairman Sigel and approved unanimously. All fire pay had been paid and Teri Jo will be forwarding a summary sheet for your review. All paperwork needs to be submitted to Teri Jo the Wednesday before the scheduled meeting and all training reimbursements should be turned into ACFD#1 directly and not to the departments.

Shielah Esterholdt – WSF, IQS Program Manager

Wyoming State Forestry has given the fire chief's the option to manage their own IQS records going forward, up to the level of Engine Boss. Should you decide to do that, there is a process that needs to be followed. You need to send Shielah an email/memo and she will train you or your representative; she will also work out the procedures and standard (310-1) and work with the County Fire Warden to sign off on a MOU. Wyoming State Forestry will audit periodically as part of the MOU. Anything higher than Engine Boss that the State FMO signs for must still be managed by Shielah. The benefits include not having to transfer paperwork and not having to wait for red cards to be printed. One person can oversee all the departments in the District; however Shielah suggests having a backup. However, you do have to attend IQS training. This was left with the Chief's to meet, talk to Scott and decide. Also, no local red cards should ever be issued. A position is attached to a requirement in their computer system and cannot be adjusted when wanting to change the arduous status on the red card. ACFD#1 needs to come up with something for "Local" only.

EMA – An airplane crash mass fatality exercise is scheduled for August 9-10. This is critical because we don't have great plans in place for this type of mass casualty event. LEPC meeting is April 3<sup>rd</sup> from 12-1. The Board's function is strictly financial, so the Board feels the Chief's should be attending the LEPC meeting because they deal with the actual emergency actions.

LFD – Chief Johnson received City Council's approval for ACFD#1 to purchase Engine 1 for \$10,000. Chief Johnson will see what equipment would be available for ACFD#1 to purchase and remain on the Engine.

County Fire Warden - Chairman Sigel moved that the Board should be authorized to sign the Annual Operating Plan (AOP). Motion was seconded by Secretary Essley and approved unanimously. We need to go through Scott or Anthony Schultz to get Emergency Reporting set up. The state is now paying for the basic fire module, if we want to add a module we might have to pay for that. Wyoming State Forestry has a helicopter that is available for free for the first operational period; let them know if there is a fire. Scott is going to engage the County Attorney regarding the financial support that the County Commissioners are requesting for help with fire pay administrative costs.

The Wild Horse Ranch wants to run a big picnic on June 17<sup>th</sup>. Are there any problems with that date? Centennial's Open House is that same date, June 17<sup>th</sup>.

Simultaneous Paging – CCVFD's repeater has been decommissioned. There is now a stacked page that is going out. The paging system is working. Chad is actively engaged in a solution for VVFD. A representative from LARC attended. All departments will be paged to all fires and then response will be determined at the department level. The burden is on the Chiefs to organize and deal with problems that arise and deal with our internal organizational competency. Chief Johnson has some concerns about all of the radio traffic/chatter occurring on Fire 1. If you are asked to move your traffic off of Fire 1 to open up that line of communication for others, do not be offended. Communication should be distinct and to the point.

The Board is willing to write a letter to CVVFD supporting their intent to purchase a new engine entirely with Auxiliary funds. CVVFD is please to accept the offer and has agreed to the terms of the letter. The engine would be purchased with auxiliary funds that would qualify another station at an ISO 9 and bring that area to a Class 5, and in return when the engine is sold or traded the auxiliary would see a proportional return on their investment.

Chairman Sigel moved to approve the Fire Pay Policy. Motion was seconded by Secretary Essley and approved unanimously.

Chairman Sigel moved that all funds received under the "Hauled Water Program" will be used to pay for the new tanker, AC37, until that project's full cost of \$85,000 has been recovered. Further, it is the responsibility of the ACFD#1 Chairperson to write to each contributing party defining how the funds are being used. Motion was seconded by Secretary Essley and approved unanimously.

Chairman Sigel moved to approve the purchase of the City of Laramie's Engine 1 for the amount of \$10,000. Motion was seconded by Secretary Essley and approved unanimously. Discussion – Chief's had a few questions. Will we be able to obtain parts for this vehicle since they don't make it anymore? Parts are still available in certain forms. What is the purpose of the vehicle and is there adequate staffing for the vehicle? AC37's purpose would be an in-service front line engine out of Station 3 which would put AC27 in-service but in reserve status based out of the Central Building. Long term plan would include putting AC27 on the Board with a crew to send out on federal fires. If AC27 is moved to the Central Building then ISO would recognize that as a station, thus benefiting landowners within 4.99 miles. As for staffing, intent is to draw in fresh people unaffiliated with a current department and train them in wildland and structure firefighting. Currently there are about eight qualified structure firefighters who are members of various Departments but who answer Central calls as well.

Chairman Sigel moved to support BLVFD's Station 4 building expansion and truck upgrade for a total for ACFD#1 of \$55,000 over two years. Motion was seconded by Secretary Essley and approved unanimously. This includes a total aggregate cost of \$110,000 for both BLVFD and ACFD#1 - \$30,000 for the chassis and \$80,000 for the building. There is a VFA grant submitted for ½ the chassis. Their auxiliary is prepared to go 50/50 - \$40,000 for the building and \$15,000 for the truck. The building is expected this summer (2017) and the truck is expected the summer of 2018.

Chief's Group – Met regarding recruitment and retention and working with Training to hold a red card class that is advertised – "ACFD#1 has ten volunteer firefighter's positions available". This lets the community know there is a need. Central has the Chief's and departments support.

We have UW journalism student who is working on articles to highlight recruitment. Other avenues include: Facebook, Laramie Live, Fence Post, BI, Radio, Info boards, personal contacts.

Draft Policy - Finance/Cash - Financial Management Policy

Regarding the sale of assets we need to be careful about how we sell assets, and will come back to this next month. Acquisition Policy of Brett's - the Chief's see value in it, Secretary Essley mentioned that the State Auditor doesn't necessarily agree, their opinion is that it is the property of District, District money, and it needs to stay within the District. Chairman Sigel stated the policy is opening up negotiations and didn't address the amount of money the District spends on maintenance, electricity, heat; that part of the District's money they have invested. Chairman Sigel would like to see trust and respect between the Board and the departments and thinks that each time there needs to be an individual proposal with the unique conditions at that time.

The meeting with Wyoming State Auditor went well, however the Board needs to be aware of every dollar that is being spent, so the departments will need to turn in receipts for all expenditures, including those under \$500.00

Draft Ambulance Policy - Distributed and will come back to next month.

Maintenance Committee - Secretary Essley moved to approve \$1940 for LLVFD's modification to the tender for hose reel, ladders and drop tanks. Motion was seconded by Chairman Sigel and approved unanimously. The new radial tires on the 2.5's have more "lean" to them. Please do some driver training before rushing to a fire with a full tank of water.

Training Committee - Chairman Sigel moved to approve \$3000 for various upcoming training events for member firefighters. Motion was seconded by Secretary Essley and approved unanimously.

LLVFD – Jeremy Bircher has given his resignation as Interim Chief of LLVFD to the Board.

TSVFD – They are in service and ready to roll with 14 firefighters on their roster at this point.

VVFD – MRG meeting is June 16<sup>th</sup> for the grant. Seven new members and need to equip them and have them attend red card class; estimating \$5500, including shelters to outfit them. Strengthen the fire callout and fuel reimbursement policy and have it at the next meeting.

BLVFD – They have sold their ambulance for \$4500. They would like to use half of that money to purchase the City of Laramie's ambulance. Chairman Sigel stated that ambulances have to be paid for by the auxiliary. The ambulance they sold was owned by the District and is therefore District funds and District funds cannot be used to purchase ambulances. Also, if the ambulance is owned by the District the District will cover the insurance for it. If the ambulance is owned by the auxiliary then the auxiliary will have to provide their own insurance. The auxiliary can purchase the ambulance then donate to the District so it is covered under insurance. Chairman Sigel moved to approve \$5100 to repair the interior tank on BLVFD's tender. Motion was seconded by Secretary Essley and approved unanimously. Project Code – PA95

CCVFD – Haven't heard back from Buckeye yet about housing a new engine there. Future plans include

sending the military structure tender to Front Range Fire Apparatus to have it inspected and repainted at an estimated cost of \$15,000-\$16,000.

Central – Has a few applications coming in.

Expenditures by the Board totaling \$77,940 to include \$900 for TSVFD Engine 57; \$2000 for emergency repairs for LLVFD Engine 1; \$10,000 to purchase the City of Laramie's Engine 1; \$55,000 over a two year period for BLVFD's station 4 building expansion and truck upgrade; \$1940 for LLVFD's modification to their tender; \$3000 for upcoming training events; and \$5100 to repair the interior of BLFVD's tender.

Next meeting is April 26<sup>th</sup>.

Meeting adjourned into Executive Session at 8:33 pm to meet with Attorney.

Meeting reconvened at 9:32 pm.

Secretary Essley moved to approve Chairman Sigel to work with the Sheriff's Department, legal counsel and two designated individuals to take control of District property located at LLVFD Station. Motion was seconded by Chairman Sigel and approved unanimously.

Meeting adjourned at 9:33 pm.

Respectfully Submitted,  
Michele Turner, ACFD#1 Administrative Assistant

## Albany County Fire District #1 Board Meeting Minutes April 26, 2017

Meeting was called to order at 5:09 pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

Minutes of the previous meeting were read and discussed. Secretary Essley moved to approve the minutes as amended with changes to paragraph two to add in "all fire pay has been paid from ACFD#1 to individuals" and another change to Engine 1 paragraph clarifying engine number. Motion was seconded by Treasurer Witt and approved unanimously. There is one change from Shielah with Wyoming State Forestry; that they are going back to how they used to issue red cards. Therefore it is incumbent upon the Chief to issue and sign, this is a serious liability if not handled correctly. The Chief can notate whether local only, moderate, etc.

The financial report was discussed. Chairman Sigel moved to approve the financial report. Motion was seconded by Secretary Essley and approved unanimously.

Training – Chairman Sigel moved to approve \$3000 for training for 6-7 firefighters. Motion was seconded by Treasurer Witt and approved unanimously. The Chiefs will present the pre-approvals for training and turn into Teri Jo.

LFD – July 4<sup>th</sup> – LFD no longer has the 2-mile restrictive zone around the city. Chief Johnson will answer jurisdictional questions for the city. He will pass calls/questions to the Chief's group.

County Fire Warden – Red cards will be issued and it is up to the Chiefs to sign. Central's FDID number is 01523. Waiting to hear from County Attorney regarding ACFD compensating county for fire paperwork handling.

EMA – LLVFD had oxygen canisters and radios that were purchased through a grant. We have to track where that equipment is/has gone. Contact Aimee and let her know ASAP. Eclipse meeting for community and requests for assistance throughout the State.

Larimer County Mutual Aid Agreement – Editing is in progress with language added that they will respond to our fires as well and we would like our personnel/fuel costs paid from the outset. If we are the sole responder we are asking for full reimbursement. Need to address investigation/security of crime scenes until their law enforcement show up.

Chief's Report – Like the reciprocal/mutual aid agreement with Larimer County. They decided to leave IQS management as it is with WSF. Chief's group will head up training committee through the fall and then re-evaluate. They suggested making Central a department. Chad has LLVFD radios to be re-assigned.

BLVFD Tender – Richard will pick up tender; get it to Secretary Essley for an inspection and in service for fire season. BLVFD would like the tank fixed. The Board wants the truck to be checked out first before spending the money to fix the tank.

Training – Chairman Sigel moved to approve \$3000 for training for 6-7 firefighters. Motion was seconded by Treasurer Witt and approved unanimously.

Maintenance – All 2.5's have sold rims and radial tires. Based on BLVFD's tanker at Front Range Fire, metal water tanks need anodes; they can put them in for \$800/piece, suggested 2 each.

Simultaneous Paging – Stacked paging is a go for all departments. Tone for the tenders will become the all page. Cy will need to reprogram all of the pagers. VVFD is still not getting pages and their texts are getting dropped.

Central/LFD Engine 1 – Chairman Sigel moved to approve \$10,000 to purchase LFD Engine 1 and additional \$5,000 to purchase extrication equipment that comes with the truck. Motion was seconded by Secretary Essley and approved unanimously. Chairman Sigel moved to approve an additional \$10,000 to purchase additional equipment. Motion was seconded by Treasurer Witt and approved unanimously. Project Code – PA96

LLVFD Temporary Engine Re-assignments – Chairman Sigel moved to reassign the 6x to Central and the 4000-gallon tender to Central and then subsequently re-assigned it to BLVFD while their tender is being serviced. Motion was seconded by Secretary Essley and approved unanimously. The building is inactive and CVVFD and Central are covering the LLVFD area until volunteers can be recruited. The ambulance is also back in VVFD.

Wild Horse Ranch gathering – 4 possible dates; are there conflicts? June 10<sup>th</sup> (BLVFD pack test and CPR class); July 29<sup>th</sup>; August 5<sup>th</sup>; August 12<sup>th</sup>.

Fire callout/fuel reimbursement policy – Chairman Sigel moved to approve the policy on a fiscal year basis with it being pro-rated through the end of the current fiscal year. Motion was seconded by Treasurer Witt and approved unanimously.

Financial Management Policy – Defines cash movement within the district and clarifies the role of the Board and how they manage the money. Secretary Essley moved to accept the Financial Management Policy as stated. Motion was seconded by Treasurer Witt and approved unanimously.

Ambulance Policy – An ambulance is licensed by the State and licensed to transport, all are preceded with an MS number and the Wyoming Hospital Association controls those numbers. Only LFD and CVVFD have MS units, however CVVFD does not bill anyone for their services. All other departments have fire rescues, they look like ambulances, but they are not because they cannot transport patients. Then there are the Rescue Units that are the big, heavy trucks with extrication, high angle gear. If CVVFD and BLVFD are called to a structure fire they will call a fire rescue in for firefighter support. Most rescues cannot transport water but they have extrication, air bags, etc. Historically the board has paid for everything associated with these vehicles except for purchasing the medical supplies.

Publicity – Another article about ACFD1 and what we do and it promotes looking for volunteers. This article is published as a brochure and can be sent out a brochure. Tri-fold, both sides, color.

Central – Central produces most of the tax revenue (47% of structures) and is the fastest growing area and it needs to be its own volunteer department. Same rules for funding will apply to Central as to every other department. An auxiliary will be built along with the department. Long range goals would indicate a change in the contract with the City of Laramie, however Central has to come together as a department, build staff and prove competency before with change a relationship with Laramie. As for membership, it is defined by where their retirement is. Firefighters can be a member of their department and attend those meeting and then respond with Central to fires. Central can recruit volunteers from Laramie. There are concerns for the outlying fire departments and their loss of membership to Central. The Board is sensitive to this issue and not pulling outlying volunteers to Central, that is not their objective.

Hauled Water Fees – Our fee structure is not set up to handle really large lot subdivisions. Chairman Sigel moved to adopt the new graduated fee schedule for the Hauled Water Program. Motion was seconded by Secretary Essley and approved unanimously.

Project Financing – Brett's vehicle (up to \$40,000 on that project); building at WyColo (this year \$40,000; truck first half of 2018 \$15,000); LFD's Engine 1 equipment (\$10,000); mobile radios to purchase (\$??); tire program (\$16,000); Laramie Contract (\$118,000); normal operating expenses (\$??). Possible financing problem for second half of the year; we will have to deal with this.

VVFD – Chairman Sigel moved to approve an emergency request for PPE in the amount of \$3500. Motion was seconded by Treasurer Witt and approved unanimously. Project Code – PA 97 Pump testing April 29<sup>th</sup>. Tablets that Jeff purchased are free with sign-up and about \$10/month.

BLVFD – All three Board members would like to be informed about the building progress. Project Code for the building is PA 98; please put PA code on the bills so Teri Jo can track. Please separate out costs for concrete, building, electrical, engineer, etc. Building permits will need to go under ACFD#1's names.

Expenditures by the board totaling \$31,500 to include \$3000 for training; \$10,000 to purchase Engine 1 from LFD; \$5000 to purchase extrication for Engine 1 from LFD; \$10,000 for additional supplies for Central' new engine; and \$3500 for VVFD's to purchase PPE.

Meeting adjourned at 8:39 pm.

Respectfully Submitted,  
Michele Turner, ACFD#1 Administrative Assistant

## Albany County Fire District #1 Board Meeting May 17, 2017

Meeting was called to order at 5:04 pm. Board members present were Art Sigel and Jon Essley.

Action minutes of the previous meeting were read and discussed. Secretary Essley moved to approve the minutes. Motion was seconded by Chairman Sigel and approved unanimously.

The financial report was discussed. Secretary Essley moved to approve the financial report. Motion was seconded by Chairman Sigel and approved unanimously.

Simultaneous Paging – Have rough script, all pagers have been programmed, and the WyoLink console has been adjusted for “all page”. VVFD will still get texts. Dispatchers are anxious about traffic on Fire 1. When departments are organizing resources move to Fire 2 or communicate on cell phones. IC should still relay all information on Fire 1.

County Fire Warden – FDID number can be assigned to Central if approved as a department. Highly encourages everyone to start using Emergency Reporting as this is tied to grant funding. Emergency Reporting might be able to set Michele up as an administrator so she can access and print out summary reports for the Board. Rawlins is closing in later fall and everything will be moved to Casper. County fire restrictions in the donut – Policy is set by the County Commissioner’s not ACFD#1 and the District cannot override their policy.

MOU – We sent our draft to Larimer County and they are reviewing it

Pension Audit – Departments needs to get the information to Michele to send to Cheyenne by the 24th.

WyColo Building – We have a 25 year lease with the State for an acre of land and an additional survey is planned. We have an easement description that was originally done and a special use lease on the land. Megan needs to review the documents related to the land before the Board can pay any money towards it. Please get those documents to her as soon as possible.

Central – Chairman Sigel moved to make Central a full department within Albany County Fire District #1. Motion was seconded by Secretary Essley and approved unanimously. Chairman Sigel moved to appoint Dylan Whitmer as the Chief of the Central Department. Motion was seconded by Secretary Essley and approved unanimously. Central is in a unique situation as it was formed by the District. Once the department is up and running the people will then elect the administration.

Red Cards – Secretary Essley will work on drafting a guiding document that is consistent throughout the District regarding the signing of red cards and activity levels and managing the liability.



Fire Pay – Michele will look into adding a percentage to pay for her and Teri's time as well as what we might be reimbursing the county for. Lynda is against this. It would have to stand up to audit.

Tablet Proposal – Contract with Verizon is a standard two year contract. Each tablet would have a \$10/month line charge. Need to update and add administrators to the Verizon account. The Board would like the departments to pay the monthly fee so they have ownership in the program, hopefully this will ensure usage and success of the program. Chairman Sigel moved to approve the "Tablet Program" with Verizon with each active department starting with two tablets and the departments are responsible for paying for the monthly fees associated with these tablets. Motion was seconded by Secretary Essley and approved unanimously.

Distribution of Engine Funds from Federal Fires – Chairman Sigel moved that ACFD#1 will distribute 90% of the fund monies collected to date as follows: 90% of \$21,427.75 to BLVFD and 90% of \$24,810.97 to CVVFD. Motion was seconded by Secretary Essley and approved unanimously. We are still missing around \$40,000 for Beaver Creek. The Board will hold the 10% to cover administrative cost and truck expenses for the 2016/2017 fire season. The Board has an investment in these vehicles and will use the money to invest back into the departments. Historically the departments pay for all maintenance of dispatched vehicles themselves. Are they paying twice? The Board is not implying that the departments have to pay for their own repairs. Bring maintenance repairs to the Board to discuss on for each individual case.

The Board needs receipts for items that under \$500. Collect, retain and forward a copy of all receipts. If the Board doesn't get them, the Board will have to do something to get those receipts.

Pump Testing – Two of the new tenders failed the pump test. They were unable to draft with the truck; must be able to draft water for ISO requirements. Chairman Sigel moved that Brett will manage the project of making changes to all three of the 4000 gallon tenders, timing will begin now, one at a time, trying to complete this project by October 2017. Motion was seconded by Secretary Essley and approved unanimously. Project Code – PA99, estimated at \$50,000

VVFD – MRG meeting is in June and we should know by the next meeting if we have received the grant or not. The pumpkin tank the Board purchased last year work great!

TSVFD – Secretary Essley moved to approve the emergency repair of TSVFD E57 at \$602.00. Motion was seconded by Chairman Sigel and approved unanimously. Project Code – PA100

CVVFD – Pump testing revealed their Tender 6, Engine 3, and Engine 1 need repairs. They would like to test Engine 4 and Engine 2 as well. Their open house is June 17<sup>th</sup>. Secretary Essley moved to approve \$640.00 for lunch for two classes, a total of 4 days. Motion was seconded by Chairman Sigel and approved unanimously. Project Code – PA101

Secretary Essley moved to approve CCVFD's Auxiliaries payment of \$900 to repair their ambulance. Motion was seconded by Chairman Sigel and approved unanimously. Chairman Sigel moved to approve CCVFD's purchase of new flashlights for each firefighter at \$550. Motion was seconded by Secretary Essley and approved unanimously. Project Code PA102

Central – Chairman Sigel moved to approve \$1,000 for lettering on AC21. Motion was seconded by Secretary Essley and approval unanimously. Project Code PA103

The tenders will rotate when each one is up in Cody getting repaired.

VVFD transferred two pagers to CVVFD.

Expenditures approved by the Board totaling \$95,306.85 to include 90% engine pay to BLVFD at \$19,284.98; 90% engine pay to CVVFD at \$22,329.87; an estimated \$50,000 to repair three 4,000 gallon tenders over the next several months; \$602.00 for the emergency repair of TSVFD E57; \$640.00 for lunch for two classes through CVVFD; \$900.00 for CVVFD's Auxiliaries repair of their ambulance; \$500 for CVVFD to purchase new flashlights; and \$1,000 for Central's lettering on AC21.

Next meeting is on June 21<sup>st</sup>.

Meeting adjourned at 7:16pm

Respectfully Submitted,

Michele Turner, Administrative Assistant

## Amended Albany County Fire District #1 Board Meeting June 21, 2017

Meeting was called to order at 5:14 pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

Action minutes of the previous meeting were read and discussed. Chairman Sigel moved to approve the minutes. Motion was seconded by Secretary Essley and approved unanimously.

The financial report was discussed. Fire pay amount does not include all fires (Beaver Creek). Pay for the engines will be forthcoming once all are receipts for expenditures are received. All monthly expenditures need to be turned in whether asking for reimbursement or not, the Board needs receipts and invoices associated with all expenses, including expenses under \$500.00. Treasurer Witt moved to approve the financial report. Motion was seconded by Chairman Sigel and approved unanimously.

Simultaneous Paging – Is not working, it is set up but not in practice. The idea is all of the departments will retain their page, the only thing the all page is for is fires within the district. Complexity is the issue. The system did not have a chance to get tested this past month. Let's put a time limit on it, at the end of 6 months and if it isn't working, let's fix it.

LFD – Contract for the upcoming year is approaching, we have requests for changes please let him know before next month.

EMA – Several fire fighters participated in the emergency operating and logistics planning. She is working on the after-action report. LEPC will be held July 10<sup>th</sup> from 12-1:00pm. Aimee is attempting to coordinate personnel into the August 9<sup>th</sup> airport hazardous response foam training. There is no expense to departments for this training. She is hoping to have the Incident Action Plan finalized by July 15<sup>th</sup>.

Budget – The first budget item – Treasurer Witt proposed amending the budget, this needs to be done in a public meeting. For next year's budget – repair tankers, VVFD's share of SLIB grant, BLVFD's Station 4 building, BLVFD's truck, Central equipment. Two special meetings will be held between now and the 3<sup>rd</sup> week on July regarding budgets.

Larimer County MOU – All have agreed on the language. They have taken to their attorney and we expect to see something soon. The District does not have an MOU with the County Fire Warden. There was discussion about a mutual aid agreement with the County Fire Warden. We have the AOP through the District.

ISO – Chiefs and Board have been receiving calls about insurance rates. The Board will try to get some information out this week to relay to homeowners. There is an ISO Help Desk that insurance companies can inquire about ratings.

Pension Audit is complete. Look into how many years to be "vested".

Tender Repair/Revision Status – Anticipate the first truck the middle of July, this one will create a template for the others so it will take the longest. Warren’s transportation bid was \$9,000. ACFD personnel could drive the trucks, CDL driver, fuel and per diem would run about \$500/round trip. Submit ideas with short write up so we have a record.

BLVFD’s Station 4 Building – It appears as long as WyColo is building on state leased land everything is ok; there is concern about building being constructed outside of state leased land. They are waiting on Mr. Hammon to come up, he is doing all the paperwork and is supposed to take to the State for their meeting. Because the fire district is contributing matching funds, the fire district should be complying with public procurement policies – bidding processes. Be sure we are constructing the building in line with procurement policies and make sure to include written statements rationalizing why this is the appropriate person to do this work. The district can start contributing funds once Mr. Hammon submits to the State.

Red Card – Policy Statement Draft Proposal is based on Wyoming State Forestry. Discussion surrounding the level of fitness and standards needed. Card shows qualifications only. State wording does not prevent the chief from listing arduous and signing the card. State language does not require red card for local fires. Changes will be made and discussed further.

August 5<sup>th</sup> from 2-6pm Wild Horse Ranch will hold their Appreciation BBQ.

Fire Pay – Charging for district expense by adding additional charges to billing for federal fires to cover payments. The County has not told us how much they would like to be paid yet. Very complex issue, it appears we cannot charge for an estimated amount, in case of a federal audit, but only for actual time/money that has been spent. Some of this happens immediately after the fire but some of it happens several months later. The only way to do this is to look at the previous year and put together those charges and put them in the budget to be charged out the following year as we collect the money. The 10% the Board is holding, does that cover the costs? It covers the maintenance of the vehicles.

Board sent all Chiefs a copy of the letter received pursuant to the retirement system audit. In this letter, Ruth Ryerson lays out requirements for a firefighter to be eligible for pension:

*Wyo. Stat. § 35-9-616(a)(ix) defines “volunteer fire department” as “any duly constituted and organized firefighting unit: ... (D) Holding monthly meetings to conduct business and training; ....” Wyo. Stat. § 35-9-616(a)(x) defines “volunteer firefighter” as “any individual who may or may not receive compensation for services rendered as a volunteer firefighter and who: (A) Is carried on the regular rolls of, but devotes less than his entire time of employment to activities of a volunteer fire department, all or a portion of the members of which are volunteer; and (B) During the course of any one (1) year, attends not less than fifty percent (50%) of the monthly volunteer fire department meetings.”*

*WRS understands that each volunteer fire department determines the make-up and schedule of its monthly meetings, as well as attendance requirements for its firefighters. To avoid confusion, WRS interprets the statutory requirements for participation in the Plan to be that a volunteer fire department must hold at least one meeting per calendar month to conduct business and/or training, and volunteer firefighters electing to participate in the Plan must attend at least 50 percent of those monthly meetings. Therefore, if a department holds one meeting per month, its firefighters must attend no less than six meetings in a calendar year. If a department schedules more than one meeting per month, a firefighter still needs to only attend one meeting per month for no less than six months in a calendar year to remain eligible for the Plan. Only one meeting per month shall count toward the attendance requirement. Any firefighter that does not meet the attendance requirement as herein interpreted will be suspended from participating in the Plan for one year.*

These are easier requirements than what we have been using. It requires six meetings per year and 5 years to be vested. The definition of vested in the retirement system is once you are vested you no longer are active but you continue to put in your \$180 per year, so the retirement is a fixed benefit program and the longer you are in it, the further over on the table you get.

Chief's Report – On July 6<sup>th</sup> VVFD will host a training. They are putting together a draft for a tablet policy, stating that it's fire department use only, no social media, etc. Teri will automatically withdraw payment for tablets from their accounts and send a confirmation so the Chiefs can track.

CVVFD – Tom will alternate departments on the board with dispatch so everyone gets a fair shot. ISO recommended another station between Albany and Centennial. Eric is working on a letter indicating what ISO suggested and a letter of support from the Buckeye. They are working on specs for the building and preliminary pricing information; also discussed trying to get Albany Station to a 9 and then a 5 ISO rating.

VVFD – Received their MRG SLIB grant for their new type 6 engine. VV1 is ready for deployment.

BLVFD – All trucks ready to go and the 3500 gallon tender is now in commission.

Central (including LLVFD) – Foam training class on July 6<sup>th</sup> at Laramie Fire Department at 10am - classroom session on foam and applications; then from 1-3 will be hands on training with foam. Drill is scheduled for August 9<sup>th</sup>.

Receipts on \$500 or less purchases; truck funds will be held until receipts are received.

New Business – Emergency Reporting, the State is now covering the cost of the basic module. Dylan will look into the cost of extra modules that he thinks could be beneficial. The Board doesn't want to get inundated with paperwork that we do not need.

Next meeting is on July 19, 2017

Meeting adjourned at 7:30pm

Respectfully Submitted,

Michele Turner, Administrative Assistant

## Amended Albany County Fire District #1 Board Meeting July 19, 2017

Executive Session called to order at 4:09 pm for discussions with legal counsel. Meeting adjourned at 4:57 pm.

Regular meeting was called to order at 5:06 pm. Board members present were Art Sigel, Jon Essley and Joe Witt.

Public discussion of proposed 2017/2018 budget. If anyone has changes to proposed budget, this is the time to address them. Because of fire pay we are over \$1,000,000 so we have to have a full audit, which means department accounts will be included in that as well as they fall under the District umbrella. Secretary Essley moved to approve the 2017-2018 budget as proposed. Motion was seconded by Treasurer Witt and approved unanimously.

Minutes of the previous meeting were read and discussed. Secretary Essley moved to approve the minutes as amended. Motion was seconded by Treasurer Witt and approved unanimously.

Financial Report – Make sure all new recruits have filled out a W-4 form and are added to Worker's Comp before deploying on a fire. For the monthly expenditure form turned in every month, include receipts for all expenditures, and also includes that portion of \$1000 mileage allowance that has been paid by the department. The financial report was discussed. Chairman Sigel moved to approve the financial report. Motion was seconded by Secretary Essley and approved unanimously.

Laramie Fire Department – There are no changes to the Contract between the City of Laramie and the Albany County Fire District. Because there are no changes there is no need to re-sign the contact, it stands as is.

County Fire Warden – Governor thanked Big Laramie for their response to the fire on his land. Fire restrictions are in place for Albany County and the Forest Service (Albany/Carbon Counties).

Keystone Fire - A new version of cost share was implemented with the Keystone Fire. District equipment that worked on structure protection will be paid at 25%, district equipment that worked on everything else, other than structure protection, will be paid at 100%. After July 11<sup>th</sup> district equipment that worked on structure protection will be paid at 100%. Personnel will all be paid at 100%. Because the Keystone Fire was the first fire of the new fiscal year we are responsible for the \$8500 floor cost to open the Suppression Account. Scott would like to do an AAR because of the evacuations with the Sheriff's department, Forest Service, Game & Fish, and EMA.

Simultaneous Paging – Is still not working. Page at 2:30pm on July 3<sup>rd</sup> went out as tenders only. This was incorrect, they needed firefighters and engines, not just tenders. Continue to monitor.

Tender Repair – Estimate is around \$42,000 for tender repairs to start early August.

BLVFD Station 4 Building – The building is all on State land. They received 3 bids for the building, with one bidder dropping out. They are going with the lowest bid. They had budgeted \$18,000, with the bid coming in at \$25,000. The Associates can pay first, with ACFD#1 paying second, or can split 50/50. BLVFD will talk to Teri and figure it out payments.

Wild Horse Picnic – August 5<sup>th</sup> 2-6 pm. The Board will be there and they would like department representation at the picnic.

Little Laramie Open House – Scheduled for October 7<sup>th</sup> in the afternoon, possibly from 2-4 pm. Heber Richardson indicated he will speak at the Open House, and the Board is hopeful to have someone from the Sheriff's department there to speak as well. The Board would like representation from the fire departments to attend. The hope is get local people to come out and make a commitment to their fire department. The vision is that this department will serve their community not the interstate, however, there cannot be a department if they don't participate.

ACFD1 Representation and Decision making on local FS/BLM fires – Chairman Sigel moved that Joe Witt will be authorized to select people to create a committee that will be available to be district designee(s) and with authority to act on behalf of the District in immediate and emergent fire situations. Motion was seconded by Secretary Essley and approved unanimously.

Chiefs' Report – Firefighters should not be accessing the chat group associated with the tablets on their personal cell phones, this should be for fire vehicle use only. The Chief's would like to schedule some time consistently to meet with the Board.

Maintenance Committee – Did not meet. Questions regarding what other types of maintenance can be done when Warren's is there to change oil. Need to request items ahead of time. There is an SOP that describes periodic maintenance and it is also in the owner's manual.

CVVFD – Engine 2 back from Utah, had to go in for repairs to Laramie GM Auto for new pinion seal and it needed new tires, cost is not known yet. Trailer/pump/firefighter still on Keystone fire. Would be nice to have BK radios so they can communicate while on a fire and also need clamshells to be able to charge/put batteries in the radios. If it's available, always check out a radio from the fire and put yours away.

TSVFD – Chairman Sigel moved to approve \$4000 to repair TSVFD Engine 57. Motion was seconded by Treasurer Witt and approved unanimously. Project Code - PA110

VVFD – Chairman Sigel moved to approve \$2000 to repair VV2. Motion was seconded by Secretary Essley and approved unanimously. Project Code – PA111



Little Laramie's 2.5 ton is covering while VV2 is out of service.

BLVFD –BL9 lost the clutch, went to Laramie Tire, don't know what the bill is going to be yet. BL3 lost the brakes; WFS came over and did an emergency repair. Board is still debating rescue vehicle versus ambulance.

Central – Is also looking at getting a couple of BK radios. Chairman Sigel moved to open a checking account for Central Department with a starting balance of \$10.00. Motion was seconded by Treasurer Witt and approved unanimously. Can begin spending on AC21's equipment, please submit a proposal to the Board now.

New Business:

Red Card Changes (local) – Discussion regarding what will be listed on red card and if the Chief's should sign it or not. It is still up to the department to sign. However, the only time they are signed in when the arduous test is met. Local fires are still at local standards. Chairman Sigel moved to approve the Local Firefighter Red Card Policy. Motion was seconded by Treasurer Witt and approved unanimously.

Homeowners Insurance – Some are having difficulty getting insurance companies to lower their insurance rating because the insurance companies don't know which stations are listed on the letter. We need to get a translation document and get it distributed. County GIS can also develop maps around each of the stations that are rated 5 and we can hand those out.

Expenditures approved by the Board totaling \$6010 to include \$4000 for TSVFD Engine 57 repair; \$2000 for VVFD VV2 repair and \$10 to open a checking account for Central Station.

Next meeting 8/16/17 at 5:00 pm

Meeting adjourned at 7:11pm

Respectfully Submitted,  
Michele Turner, ACFD#1 Administrative Assistant

## Albany County Fire District #1 Board Meeting August 16, 2017

Meeting called to order at 5:13pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

Minutes of the previous meeting were read and discussed. Corrections to verbiage for Keystone Fire pay and simultaneous paging. Chairman Sigel moved to approve the minutes as amended. Motion was seconded by Treasurer Witt and approved unanimously.

The financial report was discussed; it does not include Keystone payroll at \$94,502.76, as well as payroll taxes at \$31,793.02. For Keystone, firefighters were paid at 90%. If you did not turn in all of your paperwork correctly, then paid at 80%. The truck money may come next month. Chairman Sigel moved to approve the financial report including the distribution of fire pay for Keystone. Motion was seconded by Secretary Essley and approved unanimously.

County Fire Warden – Fire restrictions were lifted at 11:00 am on August 15<sup>th</sup>. Scott will have an office change on September 1<sup>st</sup>, he is moving back to the planning office on South 3<sup>rd</sup> St. The EOC will be open on Monday, August 21<sup>st</sup> for the eclipse and they will be monitoring what is happening throughout the county.

Simultaneous Paging – Glad Steve is present tonight; we are getting uneven execution, with the Sunday tests going well. There was a fire/smoke call at the Cavalryman and there was no simultaneous page. Steve mentioned it has been inconsistent because it was not fully implemented until Monday when Chief Johnson came to see him. We need simultaneous paging to work for our ISO rating. It's part of having a 5 rating.

Eclipse – Chief's plans? BLVFD will be on standby and ready to go; back up communication are land lines. CVVFD will have their pagers; EMT's will be available for high altitude sickness cases. VVFD has identified who is available, they will be ready with trucks fueled and water available. Their paging is still weak and everyone is expecting cell phones not to work. TSVFD has people who will be ready to go. Central will be ready to go Sunday and Monday. If cell service is unavailable and WYOLink goes down, we can always go back to Jelm and Fire 1.

Tender Repairs/Revisions – VVFD's tender is up in Cody. This one will take the longest. An invoice will be sent to both Brett and Teri.

WyColo Station– They have blueprints for building and the project is moving along.

LL Open House – October 7<sup>th</sup> from 2-5pm. There is a horse sale that day that ends at 1:00.

Keystone Fire – Board is signing checks, moving forward, there are problems with some of the paperwork.

ACFD Representation on local USFS fires – Scott will get a description of what this person needs to do; what is expected. The Board will start with a job description and then create procedures so they can train off of that document.

ByLaw Project – The Board needs something that works for everyone, an overarching umbrella document that addresses how the individual departments and the district blend and work together; they need to complement each other. Goal is harmonization within departments and how they relate to the district. We have a lot of models of how other departments within the State have written them. Goal is to mesh and meld and provide harmonization so future boards/chiefs have an overall direction.

Board Participation at Chief's meetings – The Board members are constrained by open meeting laws. At the invitation of the Chiefs a Board Member will make best efforts to attend a specific Chiefs Meeting for the purposes of engaging in discussion and bringing information to a scheduled, public Board Meeting.

Larimer County MOU – One open issue the board is looking into is liability insurance. Our liability insurance is lesser when we are out of state and on federal fires. Administration of, billing and compensation under the Larimer County MOU will run through Michele and will be treated just like a federal fire. Chairman Sigel moved to approve the signing of the Larimer County MOU in the event that our liability insurance arrangements are satisfactory. Motion was seconded by Treasurer Witt and approved unanimously.

Chief's Report – There will be training at Wheatland Fire School with 21 attending. Contact Ian Kraft to cover food and tuition and take 1/3 off of overall bill. Chairman Sigel moved preapproval of \$6000 to send 21 people to Wheatland Fire School. Motion was seconded by Treasurer Witt and approved unanimously. Project Code – PA113

There will be a local red card class September 29, 30 and October 1. Secretary Essley moved preapproval of \$200 for lunch on September 30 and October 1. Motion was seconded by Treasurer Witt and approved unanimously. Project Code – PA112

County GIS has updates to the map books that are in the tenders. He can also create a map of the four zones that have an ISO 5 rating within 4.99 road miles outlined. Departments can then distribute those maps through open houses, etc. Also get to insurance agents.

Maintenance committee –Communicate better on services they are coming out for, especially if you are wanting more than just the standard maintenance.

CVVFD – Triple class A pumper switches are pushing in on the dash, have come up with new switches at a cost of \$300 to repair Engine 3. Ordered two sections of draft hose at \$250. Neil got a couple of BK radios from Sublette County for wildland trucks. Only cost is for two solenoids, they will get installed. They would like to order two BK digital handhelds at \$2500-\$3000/piece and share the expense with ACFD. Treasurer Witt moved the purchase of two

radios with at 50/50 split for a total up to \$6,000. Motion was seconded by Chairman Sigel and approved unanimously. Project Code – PA114

TSVFD – Everyone is invited to their open house/potluck/open mike on September 3<sup>rd</sup> from 11-2. Their Friends have bought a 3<sup>rd</sup> cistern, they received a donated sump pump, and have plumbed all tanks together, so now they act as one giant cistern. They can pump with electricity, draft, fill with pump, fill with well. Jeremy and Amanda have left they TSVFD got all equipment back.

VVFD – They have to order a 2018 chassis instead of 2017, they are working to stay on budget. Invoice coming in for VV2. What about the \$1000/department for callout fuel reimbursements?

Chairman Sigel moved to distribute the \$1000 to each of the 4 station to carry on the program. Motion was seconded by Treasurer Witt and approved unanimously.

BLVFD – Received an invoice for the clutch at a little over \$1000. BL2 is at Kett's for wiring. Brett is coming to pick up Tender 1 so BL2 will go back to Station 1 after it's repaired.

Central – Proposal for next step on AC21, just over \$32,000.00. Need to get Tender 37 in for maintenance. Acquired three new firefighters in July, with two under review right now. Regarding the proposal; how does AC21 and AC27 relate to one another. Central tried not to remove equipment from AC27; they are trying to keep it in service while building up AC21. AC21 does have CAFS unit and extrication. \$30,000 was budgeted this year for equipment for it. Chairman Sigel moved to preapprove up to \$30,000 spending on AC21. Motion was seconded by Treasurer Witt and approved unanimously. Project Code – PA115

New Business – Need to open an account for Central. Signers will be Dylan Whitmer, Larry Drinnen and Joe Witt.

Expenditures by the Board totaling \$46,200 to include \$6000 for Wheatland Fire School; \$200 for Red Card lunches; up to \$6000 for two BK radios for CVVFD at a 50/50 split (\$3,000 for CVVFD and \$3000 ACFD); \$1000 to each department for fuel reimbursements for a total of \$4,000; and \$30,000 for equipment for Centrals' AC21.

Next meeting 9/20/17 at 5:00

Meeting adjourned at 7:30pm

Respectfully Submitted,  
Michele Turner, ACFD#1 Administrative Assistant

## Albany County Fire District #1 Board Meeting September 20, 2017

Meeting called to order at 5:08pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

Minutes of the previous meeting were read. Correction to the expenditure wording on fuel callout reimbursements. Chairman Sigel moved to approve the minutes as corrected. Motion was seconded by Treasurer Witt and approved unanimously.

The financial report was discussed. Chairman Sigel moved to approve the financial report. Motion was seconded by Secretary Essley and approved unanimously.

County Fire Warden – Working on Keystone billing. Johnson Creek Fire will be paid as per the FMO on the Routt side of the FS. We need original CTR's and shift tickets. The Bosler Creek Wind Farm by Wheatland 3 has mitigation money available. Looking into an automatic aid agreement between City, Rock River and ACFD#1; could use Central as a primary resource. No direction from the County Commissioner's yet.

Simultaneous Paging – Steve attended a Chief's meeting and he would like to make changes. Would like to change the all page for structures only, since that is what applies to ISO, and everything else would go to local fire departments only. Chairman Sigel stated we chose all fires because of the complexity that it introduced into the paging system. Board's primary interest is in sustaining ISO ratings. Chairman Sigel moved that the Board supports an all page for structure fires only and all other fires will be the individual departments. Motion was seconded by Treasurer Witt and approved unanimously. New phone page, code red alert (county and city). Everbridge has offered a 5-year contract for service, more benefits, less cost, better functioning internal alerting system. Supplement to the radio, ISO won't recognize texting, supplement the paging system. Board support for Chief's to work with Steve on this.

Larimer County MOU – Steve would encourage Larimer County to provide a dispatchable address. When Larimer County calls it is recorded with dispatch. He suggest an all call for structure fires within Larimer County as well. Chairman will review with Larimer County first because of the billing associated with such a response. Our volunteers will be paid the moment they leave the station. We will still bill Larimer County even when we are disregarded. As for equipment costs, Secretary Essley suggested tracking fuel usage and record upon refueling when returning to the station. As for CTR's either their deputy can sign or one of our Chiefs can sign.

LLVFD Open House – October 7<sup>th</sup> from 2-5pm. Central will open the buildings around 1:00 pm. Jobs have been delegated. We need to be on the same page for training. They will need online training - 100, 200, 700, plus the RT130/190 (& refresher).

Tender Repair Project –VVFD tender done this week hopefully. LLVFD tender next and then every 10-14 days. Questioned if we should repaint LLVFD Tender and possible put an ACFD magnet on tender so there is a degree of consistency in labeling of tenders.

WyoColo Station – Everything is moving along.

Chief's Report – VFD's assisting with maintenance of deploying vehicles. Like to invite Board to next meeting Oct 10<sup>th</sup>, 5:30 at Huckleberry's. Suggestion for webpage, add another tab for current approved policies.

Central – Would like to purchase "Who's Responding" for people to be able to mark if they are available for a call and mark if they can respond to a call. Everyone will then know who is responding. Cost is \$700/year. Steve suggested Everbridge could possibly do this and it's something he can discuss when he meets with the Chief's. We can get a 45 day trial. Board would like for Central to try for 45 days and see what happens. Central would also like to purchase a docking station for their 4 gas meter. Chairman Sigel suggested if we purchase this it should be district wide. The Chief's need to decide on a single brand and then move forward with a testing center.

TSVFD – Open house decent turnout good food. They are fine.

VVFD –SAFER grant can pay for hotel fees during training. They have one member going through Casper College for paramedic class and SAFER will cover \$1500/term - \$6000 total but it has to be run through department funds. Brett please submit a written description regarding this, but the Board will approve tonight. Secretary Essley moved to approve up to \$6000 for paramedic tuition reimbursement for VVFD individual at roughly \$1500/semester. Motion was seconded by Chairman Sigel and approved unanimously. Project Code – PA116

BLVFD – BL12 is being serviced at Warrens. They are holding a red card class next week. Printing and food costs were preapproved last month for \$200.

CVVFD – Roy is new training officer. Looking at cheaper means of upgrading Engine 2; upgrade the chassis to a crew cab, more user friendly for dispatches. Getting bids on chassis, bids, etc. That chassis would replace the oldest chassis. Keep the fire packages, just switch out the chassis. Still looking for an engine for Albany (high altitude).

Wild Horse –Alex has joined CVVFD and several others in the pipeline. They have heightened awareness. Actively trying to recruit 6 people. Sound the Alarm event in Laramie on Saturday Sept 30<sup>th</sup>. They are asking for volunteers. ACFD would like to be more involved in the future.

New Business – Every department needs to have programs that promote community involvement. (ie. Tables and chairs)

Expenditures by the Board totaling \$6,000 to include paramedic tuition reimbursement for VVFD individual.

Next meeting 10/18/17 at 5:00pm

Meeting adjourned at 7:21pm

Respectfully Submitted,  
Michele Turner, ACFD#1 Administrative Assistant

## Amended Albany County Fire District #1 Board Meeting October 18, 2017

Meeting called to order at 5:19 pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

Minutes of the previous meeting were read. Secretary Essley moved to approve the minutes. Motion was seconded by Treasurer Witt and approved unanimously.

The financial report was discussed. Chairman Sigel moved to approve the financial report. Motion was seconded by Secretary Essley and approved unanimously. Teri transferred \$100,000 from savings to cover fire pay. Currently have \$23,000 in checking and \$150,000 in savings. We are waiting on several federal fire monies to come in so we need hold spending rather tightly until then. Engine payments for fires will be held until we get some payment from federal fires. We have a longstanding history of paying firefighters before receiving payments from the federal government. However, in the future ACFD might have to change the percentage that is paid out initially to firefighters. More effort will be put into cash forecasting for good management. There may also be a change in legislation that fire pay will be run through the State and not locally. As for the tender project, Brett understood that ACFD would pay for the tenders as they are done, but that VVFD would be paid for transit and shuffle when the project is finished.

Simultaneous Paging – Chiefs are working on simultaneous page for all structures only and all other pages will go back to the individual fire departments. Steve had drafted his directions but they haven't heard back from him.

Larimer County Forest Circle - Assistant Chiefs can sign the paperwork. Once signed it will be sent off.

Five year plans – Between now and the December meeting either a re-write, touch-up or put together a five-year plan from your department. The Board needs it for planning the financials of the District. Want to see what the departments need and where they are going. We receive tax money with intention that we are going to carry out our mission but it's the five-year plans that show those intentions. Please address each heading in the document. Question about #2 – CVVFD fundraises until they get the money, because they are under the impression that financing is not available. From the Board - Financing is what you think is reasonable; it is not set in stone. Not set in stone.

LL Open House – Three potential volunteers. Reopening that station is going to happen if the community steps up and takes the initiative to from that department, however the community has to take the initiative. If they do, we will get the station up and running again as wildland only to start.

Tender Repair – VVFD tender is back and ready to go. The second one is up there, done in next week to week and a half.



WyColo Station Addition – Concrete is done, finished this morning. Building shipped today. The doors can't be sized until they get the steel up. Natural gas will be 50% savings over propane with a \$560.00 cost to bring it in if they dig the line. It is also more reliable, propane is hard to get up there once in a while. Also putting in a 15,000-gallon tank in the ground on the land they got leased on Friday.

Chiefs - Oct 27-29 S130/190 in Riverton; L280 - Rescheduled training from Wheatland. SAFER grant is still out there to help cover costs. Riverton Fire School is in January. Draft policy sent to Board – Vehicles come back from federal fire they get services picked up by department; every fire they go out on, the district covers a percentage of the cost of maintenance. Who keeps track of the vehicle repairs? The maintenance committee? With the policy, everyone would know what to expect going in. The problem is trying to assign a maintenance problem to that specific window of time while on a federal file; it can't be perfectly allocated and repairs would have to be sorted out on a case by case basis. Asking that the Board looks at the written policy, consider it and see if some version would work so the departments have an idea they can plan around and know what to expect. The board needs to maintain as much flexibility as it can so it can be prepared for whatever happens. The District will hold 10% of equipment fire money to be used as the district chooses. History has been board is paying for maintenance on vehicles. But that has been shared in the past.

Maintenance – Asked departments to look at how they remove water from drains/valves and asked them to consider putting a policy/procedure in place to do that? Would like to prevent repairs like we have had with the tenders.

Central – AC21 getting equipment in, inventoried and put on engine and in service. Held a red card class two weeks ago; eleven new people. Request to purchase safety equipment for AC21 but will hold for a month.

TSVFD – Drained their 4,500 of water because of freezing lines between the tanks. One new recruit that attended the red card class.

VVFD –Chassis for the new type 6 will be a 2018 instead of 2017, with a cost of \$50,195.00. All approvals are in place for when it comes in. On the tenders the tanks need to be replaced every 8-10 years as they were designed as construction tenders and never expected to hold water all of the time. Anodes on tanks last about 5 years. Secretary Essley moved to approve up to \$600 for parts and repairs costs for VV1. Motion was seconded by Treasurer Witt and approved unanimously. Project Code – PA117

Secretary Essley moved to approve up to \$600 for 4 batteries for 5 ton. Motion was seconded by Treasurer Witt and approved unanimously. Project Code – PA118

VVFD's Tree Sale will start the Friday after Thanksgiving. The pdf map was broken down into individual maps on a CD and is available to departments.

CVVFD – New station – overview tonight and next month discuss in depth. The need to get the land surveyed. Cost is \$2000-\$2400 and need to be done before it snows. CVVFD will cover this out of auxiliary funds. Chairman Sigel moved to proceed with survey using CVVFD auxiliary funds. Motion was seconded by Treasurer Witt and approved unanimously. Once they have the building moving forward they can proceed with the rest of the plan to put an ISO rated engine in Albany and at the 3<sup>rd</sup> Station.

New Business – Who's Responding App, there is no dispatch involvement, it has been going well. The antenna picks up the tone and sends it out.

Expenditures by the Board totaling \$1200 to include up to \$600 for parts/repair of VV1 and up to \$600 for batteries for VVFD's 5 ton.

Next meeting 11/15/17.

Meeting adjourned at 7:03pm

Respectfully Submitted,  
Michele Turner, ACFD#1 Administrative Assistant

## Albany County Fire District #1 Board Meeting November 15, 2017

Meeting called to order at 5:10 pm. Board members present were Art Sigel and Jon Essley.

Minutes of the previous meeting were read. Chairman Sigel moved to approve the minutes. Motion was seconded by Secretary Essley and approved unanimously.

County Fire Warden – Scott will be leaving his position as County Fire Warden. He suggested we need to include verbiage in the Wyoming AOP for 5 miles on either side of the CO/WY border involving the Arapaho National Forest. All fires have been billed except for Johnson Creek. However, the paperwork is some of the worst he has seen. If you are sending out new guys, get them trained and make calls if you have questions. The Board would like to recognize the great job Scott has done and they appreciate his efforts on behalf of ACFD1.

EMA – Statewide ICS 300 400 was canceled because of lack of participation. Training planning workshop on Tuesday November 21<sup>st</sup> 9-10:30 at Station 3. Target training that we can bring into Laramie that supports responder and community preparedness.

Financial Report – Everything needs to be in to Teri Jo the Wednesday before the meeting because she has to get a report to the Board before the meeting. Secretary Essley moved to approve the financial report. Motion was seconded by Chairman Sigel and approved unanimously. The Board had Teri Jo put together a cash flow projection to forecast out a couple of months from now.

Simultaneous paging – Smoke alarm at Cathedral Home, paged LFD Engine 7 and then activated the tender page and then called all departments for a smoke alarm. None of the “all” pages should have been activated, just Central and the City. Pager test on Sunday messed up as well. The new tone that says “All” is different from the “Tender” tone. Dispatch has been paging the tenders using the “All” tone and sometimes paging all using the “Tender” tones. Chief’s need to take this up with Steve. Maybe they need to practice when they have a supervisor sitting next to the person doing the paging so they get feedback and training.

Cash management options – Board is working on ways to try to approach the problem. Every July 1 our cash drops dramatically. Before Squirrel Creek, ACFD had very little money coming in from federal fires. It’s been in the last three years this problem has been growing. We have to assert ourselves and manage this. Currently the LFD Contact is paid in full in July; we can pay ½ in July and ½ in December. We can shift payments out of this period and when doing big projects we can move/adjust those payments. We can also push spending for annual programs out of those critical periods. Our big problem is federal fires. The Board sees two options: Option 1 - Go into fire season understanding that we have people/equipment going out. Instead of paying out 100%, we pay out a lower percentage and string those payments out. Not an attractive option, but it would allow the Board to control the cash drain instead of just letting it happen. Option 2 – We create a major funded account that is going to attempt to handle all of these wage payments when they occur. It has to be built on a forecast of what we

think it might be. This could be done by holding the truck money (except for outstanding PA's). It would take at least a year, but then we have a fund to help get through this forecasted dip in funds. Each year the fund would be rebuilt by payment from the federal fires. However, this would mean a one year delay in disbursements of truck/equipment funds to departments. Note, this would not impact POV's or travel vouchers. The department think this would kill the program if the Board is going to keep their money for months. Is there a threshold of pain people are willing go with as far as a percentage of what they could be paid? What happens if the Board holds the truck money and something happens to the truck and needs to be fixed? Now ACFD holds the money to fix the truck, how does the department repair the truck? Maintenance of trucks has been handled almost 100% by the Board. Conceptually the federal fire truck money is money that is used to replace/upgrade existing trucks. The idea is to hold the money in a fund for a year, with that money being used to pay volunteers, then after that year has passed they would disperse trucks funds to the departments. BLVFD has always covered maintenance of all dispatched vehicles out of their truck funds; they have not gone to the district for funds to cover that type of maintenance. Also, the truck money coming back from federal fires pays for fuel that was charged. Chad encouraged everyone to wait out the process at the State level to see what they come up with. The Board would like to put this out to the group to come up with other alternatives. ACFD's first priority is fire suppression within the county. Then we get to priorities relative to all other topics. Board has to keep a cushion of funds to make sure we are paying bills, repairing engines so that we can respond to fires within the county. Risk of running out of cash comes back to the basic mission of the district.

Centennial, New Station Project – No vote tonight because Joe is not here and he has questions he wants to discuss further. On the Hwy 11 Station, CVVFD asked the Board for \$28,000 for energy efficiency, this includes more insulation and solar panels to generate the power building is expected to use within the year. Chairman Sigel has a problem spending tax payer money on solar power as opposed to long standing technology (propane), as we have to be very conscious of how we spend taxpayer dollars. The move for state/federal buildings in one towards renewable energy. One of the objectives of the new station is to gain an ISO 5 rating for that area. Chairman Sigel would like it clear in the proposal that CVVFD is going after an ISO 5 and speak to what engines will be there. This is part of CVVFD's five-year plan. The \$85,000 is their truck money account, however money really belongs to the district so are they asking the district to pay 50%? CVVFD is saying this money is not coming out of mill levy account, it's coming out of the account they have built up for years. Auxiliary funds donated has been bumped up to \$80,000. Eric will update the proposal and get to the Board and vote next month.

WyColo Station Addition – They are waiting on garage doors. One of the 15,000 water tanks is installed, another was donated and will be installed by this time next year. They hope to be in the building the beginning of the year. The Board would like to hold a monthly board meeting in the new building.

Tender Repair Project – Two out of three are done. Third one is up there now.

Keystone Fire Payments – Look at writing those checks for the remaining 10-20% before Christmas. Teri Jo to determine in the next week what we are looking at. As long as we don't go below where we are now in the checking account.

Bylaws – Working on harmonizing the bylaws. Hope to get to the Chiefs soon.

Chief's Report – Requesting a quarterly list of all members on WC and on retirement. Feedback on payments/reimbursements – figure out a mechanism to kick info back at the meeting. Vehicle Maintenance Policy and cost sharing – Secretary Essley thought the Board was paying 100%, if not, he was mistaken. Riverton Fire School training is upcoming. SAFER grant covers everything except the fuel to get there. Colorado Academy is coming up the first week of January and the Arizona Academy is coming the second week of March – both offering a bunch of new classes.

Maintenance Committee – Inspections of vehicles – based on several things happening during the year not sure we are inspecting vehicles as often as we should. Training meetings every month, how much time is dedicated to inspection? His understanding was the Board was covering 100% of maintenance, not just dispatch vehicles, until better feeling that we are inspecting regularly we could split the cost until that improves as a motivation. He would like issues to be caught when they are smaller.

Central – Who's Responding App has a cost of \$750/year plus \$400 equipment rental, per department. Option for up to 80 members is \$1200, 80 plus members can do a contract with them (with something like that they can break down between stations). If it works as well as they indicate VVFD would definitely be interested as well as BLVFD. Secretary Essley moved to approve up to \$3500 for Who's Responding App for Central, VVFD and BLVFD with Dylan as project manager. Motion was seconded by Chairman Sigel and approved unanimously. The Board is talking to the County about a site for a station south of Laramie.

TSVFD – The road and station are open and still in service.

VVFD – SLIB Truck chassis is scheduled for construction within the next month. Annual Tree Sale Fundraiser after Thanksgiving.

BLVFD – Couple repairs being looked at on trucks. Are sending five people to Riverton.

CVVFD – Engine 9 is going to need some repairs. Chad will be attending the Rural Fire Board Meeting the end of this month. Secretary Essley moved to approve \$650 to repair Unit 10. Motion was seconded by Chairman Sigel and approved unanimously. Project Code – PA 120 CVVFD is working on their five year plan.

New Business – Rob Cleveland the EMA Director for Laramie County passed away and there will be a funeral service for him on Saturday. Central now has a formal address of 4387 North 3<sup>rd</sup>. WSF VFA Grant is now open. The Board is working on an insurance policy that everyone

associated with the district can be involved with so long as they have some kind of health insurance (Medicare, company insurance, private insurance). It is \$9/month for medical transportation coverage, which applies to the "household". You have to be active and you cannot take it with you when you retire. This is a secondary insurance policy. This could be a valuable tool in recruiting and retention, particularly with the outlying communities.

Engine Inventory – Michele to work with departments and see if we can clean them up some.

Expenditures by the Board \$3850 to include up to \$3500 for Who's Responding App for Central, VVFD and BLVFD and \$650 to repair CVVFD's Unit 10.

Next meeting is 12/13/17.

Adjourn to Executive Session to meet with legal counsel at 7:33pm

Reconvene at 8:29pm

Meeting adjourned at 8:29pm.

Respectfully Submitted,

Michele Turner, ACFD#1 Administrative Assistant

## Albany County Fire District #1 Board Meeting December 13, 2017

Meeting was called to order at 5:05 pm. Board member present were Art Sigel, Joe Witt and Jon Essley.

Minutes of the previous meeting were read. Chairman Sigel moved to approve the minutes. Motion was seconded by Treasurer Witt and approved unanimously.

Chairman Sigel moved to approve the financial report. Motion was seconded by Secretary Essley and approved unanimously. W-2's will not be sent out until all new W-4's and I-9's are complete. If for any reason ACFD#1 has to cancel a check in your name the \$30 fee will be deducted from your check.

Chairman Sigel moved to approve all checks for outstanding federal fires, including Keystone. Motion was seconded by Treasurer Witt and approved unanimously.

Meeting temporarily adjourned at 5:12pm to prepare and copy Keystone checks. Meeting reconvened at 5:26 pm.

County Fire Warden – Chad has been appointed as the Albany County Fire Warden. There was no problem including language into the AOP regarding Arapahoe National Forest and the 'five mile on either side of the border' reciprocal period. Wyoming State Forestry is working with the State regarding federal fire pay being paid out by them; they are working on a draft bill and they have the support of the Ag Committee. Bill number is 18LSO-0195. Also regarding ATV/UTV use; they would like people to be trained and certified by passing a written test, this certification would then be included on red cards.

9 Mile Lake Road Access – Members from that community attended the meeting and requested written support to the County Attorney from ACFD#1 for road improvements. The roads are owned by the 9 Mile Water District and there are about six miles of the road that are really bad and need to be worked on. These are private roads with public access, not county roads. The residents are willing to pay for the improvements, however, the Water District has to change the wording within their special district so the roads can be worked on. Chairman Sigel said the Board would look into it. The group is requesting a letter of support to the county attorney as it poses a health and safety risk by not being able to get emergency equipment into the area.

Cash Management – Looking at moving forward and building a fund using the truck funds. At this point we can't count on the state passing the bill that would alleviate this situation. Departments are concerned if the Board hold funds this will impact their five year and other plans. Another idea would be for a mandate that the departments keep 50% of the funds and then the departments would be responsible for paying their firefighters for their first fire, the district would then pay for the second fire. This puts some of the management responsibilities on the departments and buys some time to see if the State is going to pass the bill. Another idea is for the Board to keep only half the funds instead of all the funds. The issue remains that

firefighters out on federal fires are not getting paid from their home jobs, even though their pay ends up being significantly more than if they were home; they still need to be able to pay their bills. Another option was to start withholding 25% and work to build it up every year. Or stop dispatches altogether because we don't have the funds to pay.

Chairman Sigel moved to award Teri Jo Piper a small cash award for her work on the recent audit. Motion was seconded by Treasurer Witt and approved unanimously.

Simultaneous paging – Making progress. The biggest concern, if we don't have steady simultaneous paging we can lose our ISO 5 rating. Chiefs will continue to work with Steve.

New CVVFD Station – CVVFD looking at hiring contractor as opposed to doing it themselves. Why and what is the funding involved with that? It is already planned within the overall project. Most likely would have a single general contractor. If CVVFD uses a general contractor you will need to get three written bids of support to the Board. These bidding practices are necessary to comply with statutory procurement. Also, the Board is not going to be in a position to handle overruns; if that happens it will belong to CVVFD. Chairman Sigel moved to approve the CVVFD New Station project as submitted in the proposal with the understanding about bidding and overruns with a total spending approved of \$156,000 with \$13,000 of that from ACFD#1 general funds and \$79,000 from CVVFD checking account funds. Motion was seconded by Secretary Essley and approved unanimously. PA Codes  
PA121 - \$13,000 from ACFD#1 general funds; PA122 - \$79,000 from CVVFD checking account  
CVVFD also submitted a letter from the Auxiliary president committing \$64,000 to this project dated 12/11/17.

By-Laws – The ACFD#1 By-Laws have been revised in an effort to harmonize the by-laws of the departments with the Board by-laws. Michele will forward the revised by-laws via email. Please read the draft ACFD#1 By-Laws and be prepared to discuss in the January meeting. It would be very helpful to have thoughts submitted in writing in advance.

1<sup>st</sup> section- abbreviations

2<sup>nd</sup> section – objectives of the fire district board

3<sup>rd</sup> section – boundaries

4<sup>th</sup> section – the board

5<sup>th</sup> section – officers

6<sup>th</sup> section – book, records, deposits

7<sup>th</sup> section – interplay between departments and station, how money flows

The rest is very legal per State Statute. The plan is the Board will meet in Executive Session in January with a new draft after the January meeting for approval during the February meeting. A template will be generated for the department by-laws with room for the departments to do their own thing with a few requirements that the department by-laws are consistent with the district by-laws.

MASA Insurance - Chairman Sigel moved to approve the MASA Insurance program, fees to be paid by the District, and the program to be administered by Treasurer Witt. Motion was



seconded by Secretary Essley and approved unanimously. This is a secondary medical transport insurance for volunteers and their households who already have primary insurance.

Five year plans – The Board has TSVFD, CVVFD, Central, Wild Horse, and VVFD. Need BLVFD's in January.

Maps – Chairman Sigel has been working on maps that separates out the areas. Looking at adding some of LLVFD to Central, with a dividing line between Central and CVVFD.

2018 ISO Audit – Do we want to do one? Chairman Sigel would like to create ISO 5 around Central and think there are some others. There is value in only moving from 10 to 9 as well. We should possibly wait a little longer.

BLVFD Station 4 – Garage doors are in, heaters in, but not functional until spring until they can get the natural gas in, and the electrical being worked on. Will have four 15,000-gallon water tanks. And eventually a pump house with 6-cylinder engine to be able to pump 60,000 gallons of water.

Tender Repairs – They are completed. Brett will submit his bill next month for VVFD.

Chairman Sigel moved to approve the meeting dates for 2018. Motion was seconded by Secretary Essley and approved unanimously.

Larimer County Mutual Aid Agreement - Chairman Sigel moved to approve changes to Larimer County MOU in that Larimer County has asked personnel be paid at the rate for the position they fill at the incident. Motion was seconded by Secretary Essley and approved unanimously.

Chiefs Report – Discussed paging status/issues; draft policy for departments to assist with maintenance; district map revisions/potential changes. They have nineteen firefighters to send to Mid-Winter Fire School in Riverton in January; SAFER can and will cover a majority of the costs associated with the training. Chairman Sigel moved to approve up to \$3000 to send firefighters to the Mid-Winter Fire School training in Riverton. Motion was seconded by Treasurer Witt and approved unanimously. Project Code – PA123

BLVFD –Hwy 10 grass fire – there were some personnel that went over the 8 hours, they are working on getting that sent in.

VVFD – PA90 truck is headed this way, and they will need to make a payment. If their auxiliary purchases a trailer, can it be stored at station. Board agreed it can be stored there. However, if they want ACFD#1 to insure it then it has to be titled under ACFD#1.

CVVFD – At their next business meeting the first of January CVVFD will be electing a new assistant chief to replace Chad. Chad will maintain CVVFD membership but not an officer position.

Central – AC27 has been repaired. There was a DOT check done and the brakes were way out of spec, need to check all air brakes. We might need to set up a program (like the tires) to check the brakes on vehicles. Chairman Sigel moved to approve \$8750 for five sets of bunker gear for Central to match Central's \$5000 WSF VFA Grant. Motion was seconded by Treasurer Witt and approved unanimously. Project Code – PA124

Chairman Sigel moved to approve up to \$2500 for Central to purchase a RIT pack. Motion was seconded by Secretary Essley and approved unanimously. Project Code – PA125

Pager/radio programming – Would it be viable for someone in the county to do the programming for the county? Dedicated person who is available and willing to do that? Currently Cy does this. It could be in our best interest, but we don't want to 'step on Cy's toes'. There would be some cost associated with the equipment needed to do this. Chad will speak with Cy.

Who's Responding App – how will it work with a bunch of different tones for stations under one contract. Might be worthwhile for each department to have their own account. For VVFD they need to have a system at Central to pick up the radio signals because they don't get them up there. Dylan will explore with vendor and come back with a recommendation on it.

New Business - Kevin has a bunch of pallets (TSVFD area) if need to do a live fire training. Working on starting negotiations with contract with LFD. The Board will begin working on changes to the LFD contract and would like to hear thoughts/concerns from departments.

Expenditures by the Board totaling \$106,250 to include \$13,000 from ACFD#1 funds for CVVFD New Station; \$79,000 from CVVFD funds for CVVFD New Station; up to \$3000 for firefighter training; \$8750 for Central bunker gear; and up to \$2500 for Central RIT pack

Next meeting 1/17/18

Meeting adjourned at 7:52 pm.

Respectfully Submitted,  
Michele Turner, ACFD#1 Administrative Assistant