

Draft Minutes 12/17/2025

1. **Call to Order**
 - a. Meeting called to order by Chair Burkhardt at 1736
 - b. All board members present
2. **Approval of Agenda**
 - a. Motion to approve the agenda made by secretary Essley
 - b. Seconded by chair burkhart
 - c. Discussion- add PAs for VVFD
 - d. Approved unanimously
3. **Public Comment** – Limited to 3 minutes per person, 60 minutes maximum time.
Recess 10 min if required.
4. **Present for Approval**, the board minutes from
 - a. 19 November Regular Board Meeting
 - i. Motion to approve meeting minutes made by secretary Essely
 - ii. Seconded by Treasurer Jackson
 - iii. Discussion-none
 - iv. Approved unanimously
5. **Reports** – Outside Agencies/Guests
 - a. Acknowledge Reports received via Email.
 - b. Laramie Fire Department
 - c. County Emergency Management
 - i. Shsp awards 34,000 for comms, no pagers, no batteries, 1 mobile 2 portables central 4 portables wyco, will email list and prioritize
 - ii. BK radios will be wiped and will go to programming then to wildland coordinator
 - iii. Readyop platform-will have section in readyop for training certs and personnel
 - iv. Cert team has gone through shelter operations
 - v. New assistant relocated, has an opening in office, part time admin assistant could be full time deputy
 - d. Dispatch, LARC
 - i. Present, no update. Discussion about response areas with ops chief will be point of contact for district
 - e. Albany County Fire Warden
 - i. Rural fire meeting 2 weeks ago, state forestry has changed emergency fire suppression account. No more floor cost, used to have to pay a deductible, no longer exists. The reciprocal period is gone, EFSA will pick up at midnight after the first operational period, will pay nothing before that. Aircraft is not going to factor in,

that will get picked up by state, just our resources will be unpaid by state.

- ii. State forestry is staffing more firefighters, changes fire suppression in the state. State is becoming more involved in wildland fire suppression operations. Seasonal jobs with full time overhead. Potential for inmate system coming back.
- iii. 537 account, expense authority state forester has to cash advance fires that the county has to pay county for fires, last year was 22 million dollars. Time frame for getting paid may change.
- iv. Safer grant to pay for trainings and physicals. Remember to apply for state grants.
- v. Use FEMA price for fire billing for dozers.
- vi. Fire Marshall asked to create and present an Albany county fire academy to get people through structure qualifications.

f. ACFD1 Operations Chief Report

- i. Address and phone
 - 1. New mailbox out front, has a lock. Ops chief and wildland coordinator have a key. 3073576040
- ii. Fire billing
 - 1. Billed over \$305,000 for fires.
 - 2. Working through some other fires, working on getting those out. Some have been approved at state level.
- iii. Uniforms
 - 1. Waiting on one chief for shirt size
 - 2. Waiting on business card information from assistant chiefs
 - 3. Badges and name plates are ordered 6-8 weeks
- iv. Did readyop training- currently have chiefs and assistant chiefs on readyop as contacts
- v. ID cards, ops chief can make ID cards.

g. ACFD1 Wildland Coordinator

- i. Type 3 teams meetings, will run like it did last year. Recruit for people starting into overhead.
- ii. Got pay together for I80
- iii. Red card class in January 23-25 2026 Central South possible paperwork class as well.

h. EMS Coordinator

6. Financial Report

- a. Total bills to be paid for December \$42,459.71
- b. Accounts
 - i. Checking \$17,582.71

- ii. Fire pay \$39,760.03
- iii. Impact funds \$5,114,237.92
- iv. Money market \$313,551.41
- v. BLVFD \$146,842.05
- vi. Central \$127,971.00
- vii. CVVFD \$94,021.96
- viii. TSVFD \$14,578.89
- ix. VVFD \$63,794.81
- x. Wyco \$108,295.12

- c. Motion to approve financial report made by secretary Essley
- d. Seconded by Chair Burkhart
- e. Approved unanimously

f. Present for **Discussion and Approval**

- i. Financial Report and Bill to be paid
- ii. Department Disbursements
- iii. PA approval & discussion

1. Central, 8 Structure Helmets, \$4450 Dept Funds

- a. Public Comment
- b. Approval PA#C25-108

2. Central, Mid-winter fire school, \$900, Dept Funds

- a. Public Comment
- b. Helmets currently not rated for structure, need 8 helmets for firefighters that are firefighter 1
- c. Approval PA#C25-109 6 people going to midwinter fire school, using grant money for safer grant.
- d. Total for Central \$5350

- i. Motion to approve Central PAs made by Treasurer Jackson

- ii. Seconded by Chair Burkhart

- iii. Approved unanimously

3. Centennial, Station Heater, \$NTE 5,000 (was Emergency PA)

- a. Heater is outdated, Some of the firebox is starting to have cracking initial quote for replacement is \$5,000
- b. Approval PA#CV25-104

4. Centennial, 8 SCBAS, NTE \$18000 (\$17520 quote), Dist Impact Funds

- a. SCBAs outdated need to be replaced, packs older than 10 years. Will match what BLVFD and central have
- b. Approval CV25-105
- c. Total for Centennial \$23,000
 - i. Motion to approve Centennial PAs made by Chair Burkhart
 - ii. Seconded by Treasurer Jackson
 - iii. Approved unanimously

5. Tie Siding, VFA Grant, Misc Hoses, fittings, etc., \$12500, Dept Funds/Reimb

- a. VFA Grant fuel transfer tanks replacing things that have been damaged or gone missing
- b. Approval TS25-102
 - i. motion to approve PA made by Chair Burkhart
 - ii. Seconded by Treasurer Jackson
 - iii. Vote 2 yes votes 1 abstain (JE) passes

6. VVFD back up generator 16,000

- a. Need to get bids for generator and installation
- b. PA #VV25-103

7. VVFD SCBA equipment 10,500

- a. Public comment
- b. Approval PA#VV25-104
- c. Total for VVFD 26,500
 - i. motion to approve Vedauwoo PAs made by Treasurer Jackson
 - ii. Seconded by Chair Burkhart
 - iii. Vote approved unanimously

8. District Ops, Uniform Shirts for Chiefsant, NTE \$4000, Dist Funds (Murdoch's grant?)

- i. Public Comment
- ii. Approval PA#25-101
 - 1. Motion to approve PA made by Treasurer Jackson
 - 2. Seconded by Chair Burkhart
 - 3. Discussion if funds still available from Murdoch's grant will be used for this
 - 4. Approved unanimously

7. Action Items – to be voted on

- a. **District Position and Resolution Regarding Vedauwoo Auxiliary**

- i. Discussion-board wishes to come to resolution regarding this
 - 1. Motion to approve made by Secretary Essley
 - a. Motion retracted by Secretary Essley
 - b. No action taken at this time

b. MVA SOG

- i. Discussion-added statement “By certified extrication instructor”
- ii. Added “full turn-out gear”
- iii. Add verbiage clarifying what a certified instructor is
- iv. Add verbiage stating appropriate extrication gear

v. Public Comment

- 1. Motion to approve as amended made by Treasurer Jackson
- 2. Seconded by Chair Burkhart
- 3. Approved unanimously

c. Donation SOG

- i. Discussion-
 - 1. Removed #5
 - 2. Added Abandoned property clause
 - 3. District has record of this and public has an opportunity to comment
 - a. Motion to approve made by Chair Burkhart
 - b. Seconded by Secretary Essley
 - c. Approved unanimously

d. Insurance Claims SOG

- i. Discussion
 - 1. Got rid of law enforcement in letter G
 - 2. Letter H examples of when law enforcement is not needed
 - 3. Letter D examples of when you should call law enforcement
 - a. Motion to approve made by Chair Burkhart
 - b. Seconded by Secretary Essley
 - c. Approved unanimously

e. Central Pickup Truck PA/RFP – Impact Funds

- i. Discussion- purchase of two trucks using impact funds, need general specs. Trying to get rid of AC1 and 5, already got rid of 6. Central would like to replace with vehicles that can get to wind farms if needed. Looking for a support vehicle and light rescue. Will include vehicles that need to be sold as trade for RFP
 - 1. Motion to approve made by Secretary Essley
 - 2. Seconded by Chair Burkhart
 - 3. Approved unanimously

f. District Meeting and Budget Calendar for 2026

- i. Discussion- would like to keep schedule the same as this year with work sessions on 1st Wed as needed, meetings 3rd wed, 2nd week in June adjusting meetings for spring break, thanksgiving and christmas
 - 1. Motion to approve made by Secretary Essley
 - 2. Seconded by Chair Burkhart
 - 3. Approved unanimously

g. District Board Positions

- i. Discussion-required to vote on positions each year, current board continues.
 - 1. Motion to approve existing positions made by Secretary Essley
 - 2. Seconded by Chair Burkhart
 - 3. Approved unanimously

8. Board Topics for Discussion

- a. Job descriptions
 - i. Physical standards
 - 1. Physical standards-physical standards for what are required for different response positions. Different job descriptions with physical standards attached to them. Talking about having one for EMS, need to discuss with EMS coordinator. Will discuss at next work session.
 - ii. Types of job descriptions (local, dispatch, structure, EMS)
- b. Vehicle Insurance Claims
 - i. Make sure that we try to get reimbursement from all commercial vehicle incidents. Funds go to district then are paid to department. Commercial vehicle or anything that requires a CDL to drive it. Scott will create a form.
- c. Tender RFP Update
 - i. Closes next week. 2 emails from interested companies.
- d. ACFD1 Shoulder Patch Design
 - i. Need licensure to use bucking horse and rider. Would like to approve tonight with knowledge that we need license. Quote from rocky mountain shirt works. If we order 25 they are \$13 ea 50 they are \$8.50 ea. Approved

9. Chiefs' Report- none

10. Department Reports

- a. TSVFD-14 members, 4 MVAs all equipment operational, no water in one truck, will respond to MVAs from Laramie

- b. CVVFD-Pas sent today, have one engine getting repairs, a few MVAs. Bathroom-meeting with people who painted floors.
- c. BLVFD-No PAs, BL10 truck rack components partially received, have not ordered all trash pump fittings, once training has been conducted with the sprinklers, additional fittings will be ordered.
- d. Central VFD-elections last week, officers stayed the same, have some lts now. 34 members, all units operational.

11. New Business

- a. Next work session topic physical standards and job descriptions

12. Adjourn:

- a. Chair Burkhart made a motion to adjourn at 2031
- b. Seconded by Secretary Essley
- c. Approved unanimously

**** next work session 7 Jan 2026; next Board Meeting 21 Jan 2026**