

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

Minutes prepared by Matt Burkhart, Secretary

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

Board members present: Chairperson Luke Hawkins (LH), Treasurer Brett Wadsworth (BW) *virtual*, Secretary Matt Burkhart (MB).

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

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

4: Approval of Agenda

Motion to approve agenda as presented.

Moved: Chair Hawkins

Second: Secretary Burkhart

Discussion and amendments: Replace Action Item 9A “EMS Contract” with and replace with “Authority to sign contract consistent with Letter and pending legal review”. Move 9B to July as EMS contract is a prerequisite.

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

5: Public Comment

Public comment called by Chair Hawkins. No Public Comment.

6: Approval of ACFD1 15 May 2024 Regular Meeting Minutes

Motion to approve minutes as presented.

Moved: Chair Hawkins

Second: Secretary Burkhart

Discussion: None.

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

7: Outside agency reports

7A: LFD: No report

7B: EMA: Nothing to report

7C: LARC: Nothing to report. Brief reminder was given that only ACFD1 Board or their authorized rep can make changes to paging matrix. Depts, please contact Board with paging issues.

7D: AC Fire Warden: Participated in a USFS readiness drill, continuing to build relationships with the Feds, we have a good one at present. No additional info on Med-Bow Rx fire opportunities, any updates will go through Sean Davis. Comment made about an “interesting” fire season to date.

7E: ACFD1 Coordinators: No reports.

7F: Peer Support: No report. Comment made that Peer Support emails need to be correctly routed and who is the point person.

8: Financial Report:

(Report given by Treasurer Wadsworth)

All bank and credit card statements were reviewed and accurate. Everything was paid on-time with no late fees. Everything to date has been reviewed by bookkeepers.

Motion to approve report as presented.

Moved: Chair Hawkins

Second: Treasurer Wadsworth

Discussion: None.

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

8B: PA Requests:

Big Laramie VFD: Graphics for BL32 from American Paintbrush up to \$800 from Department funds.

Move to approve: Chair Hawkins

Second: Treasurer Wadsworth.

Discussion: None.

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

PA-242

Centennial VFD: Ratify Emergency PA for E9 tires previously approved through email per policy. One tire had severe gash and all needed replaced due to wear/age. Cost was \$1820.69. Chair stated reminder that PA's need to route through Dept chain of command before being presented.

Move to approve: Chair Hawkins

Second: Treasurer Wadsworth.

Discussion: None

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

PA-243

Action Items:

9A: Chair legal authority to sign EMS contract.

Contract still needs final review by ACFD1 legal and approval of ACFD1 changes by Align Providers legal. No contract is available to sign until this is done. Action item is to give Chair approval to sign contract pending legal review and a final contract meeting the intent of the Letter previously approved.

Motion to allow Chair to sign contract providing it follows the intent of the EMS letter of intent upon completion of legal review by all parties.

Move to approve: Chair Hawkins

Second: Secretary Burkhart.

Discussion: EMS Letter Of Intent was reviewed for context. Provider is Align Providers of Wyoming, ACFD1 provider level is BLS, assumes ACFD1 has EMS coordinator, LFD protocols will likely be followed, liability insurance for ACFD1 persons provided. Cost is \$12k/year

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

9B: EMS coordinator approval:

Action item removed due to no signed EMS contract. Present again in July.

9C: On Duty Injury and Near Miss Policy

Waiting on final legal review before any additional action can be taken. Sent to legal on 15 May 2024. Put on July 2024 meeting agenda as action item.

9D: Board Credit Card.

Secretary Wadsworth stated the need for and motioned for an exception to ACFD1 policy not allowing Board members to have a District credit card. This is necessary short term to allow purchases required to keep ACFD1 going (PO Box, Active Alert, Google Workspace, website, etc.) until an Administrative Assistant is hired. Admin previously used their card to pay for these items.

Move to approve: Chair Hawkins

Second: Treasurer Wadsworth

Discussion: Amend motion to state CC would be in Treasurer Wadsworth's name and only until Admin Assistant is hired.

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

Board Topics / Discussion Items

10A: FY2025 Budget Walkthrough

Treasurer Wadsworth presented a walkthrough of the ACFD1 budget passed on 12 June 2024. The video screen was used to allow in-person participants to engage. The budget was made available for the public offline ahead of time. Noted that WARM was pulled back from Depts and now covered by ACFD1. State of Wyoming is covering Image Trend costs. Payroll expenses changed due to coordinator status, admin assistant range and EMS. \$6k allotted for HR on hourly basis. ARPA funded EAP expires end of July 2024. Include ~\$15K amount for District to cover EAP cost for FF until other funding can be found; use of funds by FF must be pre-approved and routed through Chief(s) for approval. Other changes are due to new bookkeeper and EMS. ACFD1 pulled lease costs for North Station back as District expense and not Central's. Impact fund account interest will be used to cover lease at present. Needed a line item/source to ensure retention of funds for bathroom projects over the ARPA amount plus change orders. The LFD contract increased to \$140K this year. Department allocations are now based on type of service and response. Low seasonal response is \$18K (TSVFD), low annual response is \$25K (WYCO-VFD), full "all-hazard" response is \$60K (BLVFD, CVVFD) and high-response "all-hazard" is \$65K (Central, VVFD). Need to maintain shared response for ISO. Budget was based on forecast from Albany County admin, previous baselines, budget hearing on 12 June, emails, comments and previous work session on 5 June. Accurate budgeting needs accurate data; so all Depts need to be entering all calls/responses in Image Trend. Changes in Department's "category" need to be supported by data. Need to allocate the \$62.5K in remaining FY2024 funds at the July 2024 meeting. Proposed division (by BW) is approximately: 35% retained by District and put towards LFD engine replacement per contract, \$9017 CVVFD, \$8323 BLVFD, \$3468 WYCO, \$2497 TSVFD, remainder to Central and VVFD as TBD amounts.

10B: Common Chief's/Department Report

The need for a common format of the Chief's Report was discussed. New State of Wyoming laws (cancer screening, health insurance, etc.) REQUIRE correct records. This data comes from Image Trend and Department reports. A common report will allow correct and current records for FF. This ensures enrollment in retirements, workers comp, MASA, etc. as appropriate and is the basis for insurance/cancer screening eligibility. ISO and grants also require baseline data which will come from these reports. This also supports Department funding categories.

10C: Building Warriors/Axillium grant from ARPA expires end of July 2024.

If this is desired long term as Board and FF indicate, we need to get a grant to continue this program as the cost is too great for full coverage by ACFD1. Other Depts (such as LFD) get grants to cover these types of benefits. ACFD1 will get with grant writer to find/apply for possible grants. Reminder given that ALL grant applications must route through ACFD1 Board.

10D: District Record Storage at South and use of ACFD1 North Station

District records need to be stored on District property. Thus, ACFD1 needs to use part of Central South officer quarters to store ACFD1 HR/admin/conf records in locked fire-resistant file cabinet. This space was originally designated ACFD1 administrative office in original building plans per prior ACFD1 Board member. A brief discussion about the SLIB grant and cuts to design was had for context. ACFD1 Legal says storage in leased building is acceptable. They will be stored at North Station for the time being.

North Station is now a “District” building for Depts to use to house apparatus for FF in Laramie to respond with to outlying areas. Current Central apparatus will move or allow for use by other Depts. Our duty to the taxpayers is the fastest most appropriate response. This should be determined by run cards indicating Dept and apparatus for each type of incident. Interested Departments will coordinate moving apparatus in. Ultimately, ACFD1 will determine through a strategic plan the best way to ensure a “north” response. Reminder given to FF to take care of the County Fire Warden engine – which was previously left in poor condition.

10E: Bathroom construction updates (BW):

VVFD has good progress with an approved c/o for concrete demo and septic pump install. CVVF is having concrete placed. TSVFD will soon have initial plans from architect/engineer for review and approval.

10F: Credit Card update (BW):

First Interstate Bank cards are still active. Use is status quo for the time being and Dispatch cards are active.

10G: District Email Addresses:

Departments have two (Chief and General) email accounts through District Google Workspace account. Depts can have a Dept Treasurer account if needed. Secretary Burkhart will confirm that Depts have access and can log in. ACFD1 expectation is that these accounts will be used for all official Dept correspondence to meet open records laws.

Reports:

11: Chief’s Report: No Chief’s meeting this week.

12A: Central: Have 3-FO1, 1-ADOP, 12-FF1, 6-FF2. 20 FF total with 10 probationary, 1 on leave. Everything (apparatus) is operational. All FF have red cards. Need ENGB for dispatches.

12B: VVFD: 11 FF with 3 probationary. 127 calls to date. T6 needs a pump replacement. LMTV is at 100% and is local only. Bathroom questions and all c/o will route through BW. Asked ACFD1 to consider command/rescue vehicle donation from Auxiliary (*see New Business*) Need ENGBs!

12C: CVVFD: No major changes in FF status/numbers. 1 FF removed for administrative reasons. 300 folks came to open house. Engine 9 tires were an issue, PA corrected. Uptick in medical incidents likely due to tourism/altitude. Sent a tender to south fire.

12D: BLVFD: No changes in FF status/numbers, have 17. PPE washer install is ongoing with waterlines and water heater. Nozzle is in an on the engine. Trash pump kit still needs pumpkin drop tanks but these are on backorder. One-half PPE order has arrived. Waiting on a battery for extrication equipment. 13 calls since May and nothing out on dispatch, Wyoming Apparatus will look at water level and throttle setting on E2 when backordered valve is installed. July 20 is the annual BLVFD fundraiser at Woods Landing.

12E: WYCO: 14 Members, no changes. 7 FF1, 1IC4, 3ENGB(t), 1 ENGB. WYCO1 is fixed from TX incident earlier in the year. Some members will work on ENGB PTB (air ops/retardant drops) at Guernsey WY Guard Base this weekend with Wyoming State HeliTack crew. Had 2 medical assistance and one MVA (canceled enroute as incident was in CO) calls. Will be doing WUI training on 30 June with WYSF starting in Wold. This is in addition to the County’s property protection plan and should coordinate with Kate in EMA (per Fire Warden Dinges)

12F: TSVFD: 9 FF. 2 Prob. 1 ENGB. PA241 for engine repair completed today – running well. Had “Carla’s Way” wildland fire 15-17 June. Thank you to assisting Depts. Likely started from lightning.

13: New Business:

13A: Wildland:

Sean Davis (ACFD1 Wildland Coord) reports WYCO and Centennial engines are on the board. Single resource and truck/trailer are on Leadville fire. We are at PL2 nationally.

13B: Dispatch Issues:

Dispatch issues brought up by TSVF Chief esp on UW287. Due to possible LARC software issue due to recent changes and now (?) using an old shape file. Board Chair LH to inquire with LARC for specifics. Reminder given that ALL POV responses must use radio check in for PAR. Need to ensure ACFD1 response to every call when paged. Need to explore how to ensure this by using Depts/FF even if not paged.

13C: Fire Billing:

Fire Billing discussion from Fire Warden Dinges. Send everything to BW to start. Reimbursements for expenses (hotel, meals) will happen immediately. Chad will then help process Federal paperwork for FF pay and apparatus reimbursement.

13D: Finger printing:

The ACFD1 requirement for FF to be fingerprinted for background check is not going well given FF and Chief feedback. There is much frustration. Some FF have put six or more hours into this so still do not have cards. 6-10PM at the ACDC is not always available. UWPD does them if needed. Reminder the deadline for this is June 30. Drop at Station 3 EOC with Jon. WYCO working on special appointment time.

13E: Donation of Command Vehicle to VVFD:

Vedauwoo Auxiliary desires to donate a 2014 Ford Expedition as a command vehicle to VVFD. This is from a donation by a taxpayer in their AOR. Vehicle is sound and ready to go. Reminder to VVFD/Aux that this proposal needs to be presented one-week prior to the business meeting for consideration. This will happen for July 2024 ACFD1 meeting. It is an additional VVFD vehicle and will be housed at station. ACFD1 to pay insurance and title/plates. Not considered at this time by ACFD1 Board due to short notice and lack of ability for public to comment on proposed donation. Request made by VVFD that all ACFD1 policies currently in effect be clearly posted on website to avoid wasting people's time. The reason donations have to be approved is that they are an expense to the District and require allocation of taxpayer funds to transfer, maintain, insurance, etc. Thus, the taxpayers must have an opportunity to comment on this "burden".

14: Upcoming Meetings and Adjournment

3 July is a work session. Topics TBD. Occurring at ACFD1 North at 1730. Possible cancel due to 4 July holiday.
17 July is a regular meeting at 1730 at Central North.

Motion to adjourn.

Moved: Chair Hawkins

Second: Secretary Burkhart

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

20:00 Adjourn the meeting (length 2.5 hrs)

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