Draft minutes 10/15/2025

1. Meeting called to order at 1733 by Chair Burkhart.
    a. Treasurer Jackson not in attendance
2. Approval of Agenda
    a. Motion to approve the agenda made by Secretary Essley
    b. Seconded by Chair Burkhart
        i. Discussion- add PAs for Wyco and Clarification on amount for SCBA for BLVFD
        ii. Motion to approve agenda as amended made by Secretary Essley
        iii. Seconded by Chair Burkhart
        iv. Approved with 2 yes votes
3. Public Comment – Limited to 3 minutes per person, 60 minutes maximum time.
    a. Recess 10 min if required.
4. Present for Approval, the board minutes from
    a. 10 September Regular Board Meeting
        i. Due to issues with minutes being posted to website will wait until November meeting to approve minutes from September
5. Reports – Outside Agencies/Guests
    a. Acknowledge Reports received via Email.
        i. Laramie Fire Department not present
        ii. County Emergency Management-
            1. new assistant Jasmine Lloyd
            2. SHSP request submitted for radios
            3. 5 portable BKs from WOHS that will be distributed based on need between ACFD1 and North Fire
            4. 4 Kenwood mobiles if anyone has a way to program them
            5. Working on inventorying the rest of the radios that were given to EMA by WYDOT, will send out an email when they are sorted through
            6. Able to purchase ready-op to replace old EICS program as a virtual EOC platform. Will allow better information sharing during emergencies
            7. Budget was cut by 40%, will not be able to fill position for comms
            8. Will need representation from ACFD1 for THIRA on Nov. 5th and 6th
            9. Still need an updated contact list for ACFD1
        iii. Dispatch, LARC
            1. VVFD/Tie Siding boundary was changed
        iv. Albany County Fire Warden
            1. Fire billing is going well.
        v. ACFD1 Operations Chief Report and Introduction
            1. Scott Kugel has been hired as the district operations chief.
            2. Email is opschief@albanycountyfd1.com

vi. ACFD1 Wildland Coordinator
   1. Training Updates-
      a. starting wildland division meetings.
      b. Planning training over the winter and into spring.
   2. Dispatch Updates-
      a. no current dispatches, no strike teams sent out this year, not very many local fires. A lot of mixing and matching of resources has been working really well.
   3. EMS Coordinator-10/23 7-9 at IMH EMS training

6. Financial Report
   a. Present for Discussion and Approval
      i. Financial Report and Bills to be paid
         1. Checking $371,172.6
         2. Fire Pay $221,231.03
         3. Impact Funds $4,598,524.65
         4. Money Market $312,884.65
         5. BLVFD $140,408.75
         6. Central $121,252.78
         7. CVVFD $93,283.50
         8. TSVFD $14,747.80
         9. VVFD $48,761.91
         10. Wyco $112,094.74
      ii. Department Disbursements
         1. VVFD $4,000
         2. Wyco $2,083.33
         3. TSVFD $1,500
         4. CVVFD $5,000
         5. BLVFD $5,000
         6. Central $6,000
      iii. Motion to approve financial report made by Chair Burkhart
      iv. Seconded by Secretary Essley
      v. Discussion-will vote on financial report at this meeting then ratify in November when Treasurer Jackson is present
      vi. Approved with 2 yes votes
   b. PA approval & discussion
      i. BLVFD, SCBAs, $25,080 Impact Funds
         1. Public Comment
         2. Approval
            a. Motion to approve made by Secretary Essley
            b. Seconded by Chair Burkhart
            c. Discussion-meet with scott to get ordered and make sure they all match with what central has. Because impact funds are being used and only 2

members of the board are present Chair Burkhart will vote on this PA

d. Approved with 2 yes votes
    i. PA# BL25-104

ii. Wyco-fire shelters $3,500 5 Shelters
    1. PA# WC25-104

iii. PPE/Equipment-packs, nomex pants and shirts $3,000
    1. PA# WC25-105

iv. Wyco-training $5,000
    1. PA#WC25-106

v. Wyco Battery charger $700
    1. PA#WC25-107
        a. Total $12,200
    2. Motion to approve Wyco PAs with a total of $12,200 made by Secretary Essley.
    3. Seconded by Chair Burkhart
    4. Discussion
    5. Approved with 2 yes votes

7. Action Items – to be voted on
    a. Approve Operations Chief Budget
        i. Discussion, office expenses in approved FY25-26 budget, will get computing resources, office supplies, mailbox at south station, cell phone for the district. Has a $2,000 cap. Approve getting Scott a district credit card.
    b. Public Comment
    c. Motion to approve Budget for operations chief for $2000 in addition to that, district will purchase a phone and plan with phone assigned to operations chief with a credit card with a limit of $1500 all expenses will be reported back to the board made by Chair Burkhart
    d. Seconded by Secretary Essley
    e. Discussion
    f. Approved with 2 yes votes
    g. Will be ratified in November when treasurer is present
8. Board Topics
    a. District Operations Chief position roles & responsibilities
        i. Part time nonbenefitted about 80 hours/month based on need.
        ii. Pay is 3200 a month, district will provide office equipment necessary.
        iii. Welcome to use a district vehicle when needed
        iv. Follow all district policies and SOGs
        v. Updated POC for various topics will have a more in depth discussion at work session,
    b. Impact Funds updates

        i. Projects are under construction so Mil Levy is a minimal amount, value will be assessed once the projects are completed.
    c. Review of ongoing VVFD Emergency
        i. Continuation from the spring list of things that needed to be done to address this emergency.
            1. Building membership, reestablished bylaws, ratified advisory board, training, haven't missed a call. Friday the 24th will have a vote for leadership. Add action item to Nov. meeting to ratify end of emergency.
    d. Chiefs' Report- none

9. Department Reports
    a. VVFD 10 members, 4 associate members, 4 recruits, 106 calls none missed. Engine 1 repairs in progress, engine 2 out of service, all other vehicles are in service.
    b. WYCO-4 new probationary members, 2 members resigned, 4 PAs, 1 PA closed. 2 pages this month. All equipment operational.
    c. TSVFD - all equipment operational, PAs complete, no calls in the last month. Bathroom is all in working order.
    d. CVVFD - some changes to membership. Finished outfitting engine 3. Engine 9 is in service.
    e. BLVFD - 16 members, 1 new member, PAs still open, no deployments, 5 calls, all apparatus operational, tender 2 has water level indicator issue, quote for emergency light bar
    f. Central VFD - 401 calls, 25 for the month, missed 1 call. 33 members, 26 full time. All apparatus in service.
10. New Business
    a. Work session topic: 5 November, DOC
11. Adjourn: Chair Burkhart made a motion to adjourn at 19:25, seconded by Secretary Essley. Approved with 2 yes votes

** next work session 5 November '25; next Board Meeting 19 November '25