



REGULAR BOARD MEETING AGENDA

Executive Session 23 April, 2025, 3:30pm

Public Meeting 23 April, 2025, 5:30 pm

Location: ACFD1 North Station, 4387 North 3rd St, Laramie, WY

Hybrid/Virtual: Google Meet

Video call link: <https://meet.google.com/ccr-dpxa-rpw>

Or dial:(US) +1 567-302-0974 PIN: 888 685 207#

1. **CALL TO ORDER**
2. **EXECUTIVE SESSION** for purposes of Legal Advice W.S. §16-4-405 Cancelled
3. **RECESS** until 5:30pm
4. **RESUME** Public Meeting
 - a. **CALL TO ORDER**
 - b. **Meeting called to order by Chair Burkhart at 1730**
 - c. **Board Members in attendance Chairman Burkhart, Secretary Essley, Treasurer James Jackson, all members of the board present and attending in person**
5. **APPROVAL** of Agenda
 - a. Motion to approve made by Chair Burkhart
 - b. Seconded by Secretary Essley
 - c. Discussion added items under Item 10 C add PA request for Big Laramie and under Item 11 add Board signing of AOP
 - d. Agenda approved as presented, vote was unanimous
6. **PUBLIC COMMENT** – Limited to 3 minutes per person, 60 minutes maximum time allocated. Speaker name and address required.
 - a. Public comment made by Aaron Wiseman
 - b. Public Comment made by Wayne Karberr
 - c. Public Comment made by Cody Carr
 - d. Public Comment made by Sabrina Kirkpatrick
 - e. Public Comment made by Andrew Skarsgard
 - f. Chair Burkhart moved to close public comment
 - g. Seconded by Secretary Essley
 - h. Approved, vote was unanimous

7. **RECESS** – 10 minute recess following Public Comment- not taken
8. Present for **APPROVAL**, the Board Meeting Minutes from
 - a. March 12, 2025 Regular Meeting
 - i. Motion to approve made by Secretary Essley
 - ii. Seconded by Treasurer Jackson
 - iii. No Discussion
 - iv. Meeting minutes approved vote was unanimous
9. Reports --- Outside Agencies/Guests
 - a. Acknowledge Reports Received via Email
 - i. Laramie Fire Department
 - ii. County Emergency Management
 - iii. Dispatch, LARC
 - iv. Albany County Fire Warden
 - v. ACFD1 Wildland Coordinator (Sean Davis)
 1. Training Updates- training from BLM
 - a. Department and District RT-130 and WCT Dates
 2. Dispatch Updates-have had multiple members on prescribed burns, Centennial will hold RT 130 class Sat May 9 TSVFD on Sat May 3rd, other members of the district are welcome to attend. Forest Service duty service officer will get with Sean about prescription burns for what they need, they will need an engine boss on any engine that helps with this.
 - vi. ACFD1 Peer Support Team
 - vii. ACFD1 EMS Coordinator (Angie Mitchell)-report received by email.
10. Financial Report
 - a. Present for **DISCUSSION** and **APPROVAL**, Financial Report and Bills to be paid
 - i. current district balance
 1. \$427,197.23
 - ii. Fire Pay
 1. \$255,513.56
 - iii. Impact funds
 1. \$3,121,389.11
 - iv. Money Market
 1. \$310,666.29
 - v. Department Balances
 1. Central-\$129,977.42
 2. VVFD - \$38,128.54
 3. CCVFD - \$79,346.04
 4. BLVFD - \$113,846.74
 5. TSVFD - \$17,373.34
 6. Wyco - \$41,632.86
 - vi. Unpaid bill \$13,290.16 to United States Treasury

vii. Fire pay

1. 2024 Fires yet to be paid
 - a. Firefighter pay remaining - \$29,083.39
 - b. POVs remaining - \$3,451.22
2. Truck Pay Remaining to be paid
 - a. BLVFD - \$17,039.70
 - b. Central - \$42,807.78
 - c. CVVFD - \$89,689.27
 - d. VVFD - 12,391.02
 - e. Wyco - \$109,020.30
 - f. Total - \$271,822.50
3. Fires with Pay outstanding
 - a. Bear Creek
 - b. CY24SNF OSC Support
 - c. Elk
 - d. House Draw
 - e. Owen Creek
 - f. Pine Creek
 - g. Pleasant Valley
 - h. Silver Spoon
 - i. Wapiti
4. 2025 Fires
 - a. Firefighter Pay remaining \$13,211.25
 - b. Truck Pay remaining
 - i. Wyco - \$41,013.00
 - c. Fires with pay outstanding
 - i. 2025 OSC
 - ii. Palisades
 - iii. Route 13

viii. Discussed department budgets with most departments, still needs to speak with Central and VVFD.

ix. Encourage Firefighters to turn in Direct Deposit Form to help with getting fire pay more quickly.

x. Motion to approve made by Secretary Essley

xi. Seconded by Chair Burkhart

xii. No Discussion

xiii. Treasurers report approved as presented vote was unanimous

b. Present for **DISCUSSION** and **APPROVAL**, Department Disbursements

i. Motion to approve made by Secretary Essley

ii. Seconded by Chair Burkhart

- iii. Discussion - comment these disbursements are set at the fiscal year budget planning meetings, those are set starting in July of 2024, in June 2025 there will be a meeting for the 2025 fiscal year disbursements
- iv. approved Vote was unanimous
- c. Present for **DISCUSSION** and **APPROVAL**, PA Approvals
 - i. WYCO Training – Cody Fire School \$2,500
 - 1. Motion to approve made by Chair Burkhart
 - 2. Seconded by Secretary Essley
 - 3. No discussion
 - 4. PA request approved, vote was unanimous
 - a. PA# WC25-101
 - ii. TSVFD – Vehicle Repairs & BK Radios \$6,497.90
 - 1. Motion to approve made by Chair Burkhart
 - 2. seconded by Secretary Jackson
 - 3. Discussion - Will not be replacing current radios, adding new radios to inventory. they are compatible with current radios, district comms specialist is able to support them
 - 4. Approved with 2 yes votes and 1 abstain
 - a. PA# TS25-101
 - iii. BLVFD – AED Batteries \$1580
 - 1. Motion to approve made by Treasurer Jackson
 - 2. seconded by Secretary Essley
 - 3. Discussion - procedure to recycle batteries, reach out to different places to recycle, should be able to take them to the dump to be recycled
 - 4. Approved with 2 yes votes and 1 abstain
 - a. PA# BL25-103

11. Action Items – to be voted on

- a. Present for **CONSIDERATION** and **APPROVAL**, District Emergency Actions related to VVFD
 - i. The Board took some personnel actions in February and again at the beginning of April, following those personnel actions, the board did not terminate any firefighters, there were many firefighters who resigned including the chief and other leaders. The board had an emergency meeting, where they appointed Dave Bray as interim chief. Central and other departments have been responsible for VVFDs area and continue to cover that area. If there is a major event or structure fire in any area in the district all departments are called to respond. The district also has a contract with LFD to help with response when needed.

- ii. Motion made to ratify the boards decisions made at the emergency meeting to appoint Dave Bray as interim chief of the Vedauwoo Volunteer Fire Department.
- iii. Motion made by Chair Burkhardt
- iv. second Secretary Essley
- v. no discussion
- vi. Motion was approved unanimously
- vii. Chief Bray was given a charge by board in order to set the department up for success the board asks Chief Bray to give actions taken
 - 1. Currently brought on 3 other members, prior members of the department all FF1 level shortly, 1 member is FF 1 qualified with sawyer 1, and engine boss qualifications.
 - 2. Currently conducting an in depth inventory of all equipment at the department. So far they have been able to locate all equipment and it has been inspected.
 - 3. Performing vehicle inspections for safety, and will take them to certified technicians for further inspection. Currently there is one vehicle that is not operational due to steering issues.
 - 4. Not able to respond to any calls due to lack of membership. Working on active recruitment.
 - 5. Temporary Interim Chief Bray was charged with
 - a. Working with ACFD1, Partners and Constituents to restore trust and confidence in VVFD.
 - b. Working with ACFD1 to develop a plan that recruits qualified and dedicated firefighters
 - c. Determine and direct status of firefighters
 - d. ensures capability for effective and appropriate responses
 - e. ensures all Members understand and follow District Policies
 - f. ensures VVFD's District-owned apparatus are safe for operation and in good repair
 - g. conducts a full and thorough inventory
 - h. ensures review and development of robust Department SOPs
 - i. expends funds as appropriate and works with the Board or their designee as necessary to complete this charge
- viii. **PUBLIC COMMENT** – Limited to 3 minutes per person, 30 minutes maximum time allocated. Speaker name and address required.
 - 1. Public Comment made by Sabrina Kirkpatrick
 - 2. Public Comment made by Daryl Lippincott

3. The intent of the board is to take questions and respond to them via email later.
4. Motion to approve made by Chair Burkhart
 - a. Motion that Chief Bray continue to be interim chief, that the current bylaws be suspended to complete the charge as given by the board, district bylaws govern in the absence of department bylaws.
5. Seconded by Treasurer Jackson
6. Discussion - invite public to add to discussion, no discussion
7. Approved vote was unanimous
- ix. Secretary Essley made a motion to approve Chief Bray appointing his assistant Chief and 2 Lieutenants
- x. seconded by Treasurer Jackson
- xi. Discussion - suspension of bylaws allows that
- xii. Approved, vote was unanimous
- b. Board signing of AOP
 - i. annual operating plan is a mutual aid agreement with all departments, it is a longstanding agreement with all agencies. Renewed annually or biannually, made no changes to agreement over several years, there have been some addition of other departments in our region, city of wheatland was not part of agreement, request is that board and county agree to this plan.
 - ii. in addition to departments responding to their area, this allows us to have Federal Resources to respond on any land whether USFS, private, or county. Gives access to all federal resources that may be required to fight fires. Forests across the state line with Colorado is included, includes other counties as well. Agreement allows district responders to use other radio frequencies. Time for responses is beyond the scope of this agreement, dispatch is able to track response times, all responses at dispatch are timestamped, casper dispatch is separate but operates the same way. Get ahold of records department to get this information. Burkhart proposed a work session to discuss questions and response times with the public. C130Js stationed in Cheyenne, significant fire NG resources will be deployed, that aircraft is rarely here, Casper has other aircraft.
- c. Motion made by Chair Burkhart to approve AOP
- d. Seconded by Secretary Essley
- e. Approved, Vote was unanimous

12. **RECESS** – 10 minute recess following Action Items

13. Board Topics

- a. Present for **DISCUSSION**, Budget Planning FY 2026

- i. Work session 7 May 2025 – Final Dept budget requests received
 - ii. Discuss budgets for departments and overall budget for district, allocation for funds and what needs to be kept in reserve. About a 25% deduction, only about \$80-\$84,000 in cuts to the district budget. The District will attempt to absorb those without affecting the departments.
 - iii. Will be held at Central North
 - b. Live Large scale exercise at Laramie airport
 - i. guarantee that they can meet the requirements for their facility to assure they can handle any large scale event may 13th, pre meeting on the 12th any emergency responders, fire suppression and overwatch, 1 wildland engine and crew to stand by 2 burning busses that will simulate an aircraft and provide overwatch, also requested some tenders to help with suppression and mop up as well as water movement. Tie Siding Chief will take over fire side of response, EMT to support LFD with triage in some 2 digit number of victims, rapid triage and work with LFD to identify and sort those. 7 AM-12 short AAR right after, a more formal AAR the next week. Central volunteered to provide a type 6 and a crew.
- 14. Chief's Report (a report from the District Chiefs as a group re current status and needs)
 - a. Acknowledge receipt via email
 - b. Topics discussed were BK radios, presented by chief Essley to make everyone else aware of the offer. Policies with the district, to make everyone aware. Coordinating pump testing. Working to get water sources updated into active alert. Can work with Scott on layer for water in active alert. Need to identify water sources and compile in a spreadsheet then send to Scott or Chair Burkhart.
- 15. Department Reports
 - a. Acknowledge receipt via email
 - i. BLVFD no changes in membership, PA request, James received email from treasure to close previous PAs all apparatus in service. 8 calls in March, none missed
 - ii. Central VFD- 33 members, 5 calls from TS 13 from VVFD, all trucks operational. Get contract signed for classroom.
 - iii. VVFD - stated earlier in meeting report response times for VVFD. Bathroom project is essentially wrapped up, contractor will provide an option to cover the floor
 - iv. WYCO - 1 call, rescue call. 2nd snow response with track vehicles. 1 new FF1 engine boss trainee. Up and running, did not shut down over winter.
 - v. TSVFD - 13 members, new member in May. 2 PAs, call outs 6 mva, 1 structure fire, 1 missed call, called in out of service, central covered. TS54 now has radio, TS55 is getting repairs, TS56 capable.
 - vi. CVVFD - couple of medical calls, all apparatus operational. april 30th 1730 at Central North, Chad is doing a paperwork class for everyone. This is

required for engine boss qualification. If you are going with another department you need this class because you are going as a single resource. This is a state rule. Met with Contractor for bathroom, there were some issues but it is workable, deficiencies will be addressed by board, contractor will supply a solution for the level alarm on the holding tank.

16. New Business -

17. **ADJOURN;**

- a. Chair Burkhardt made motion to adjourn at 1720
- b. Vote to adjourn was unanimous

**** Next Work Session 7 May 2025; next Board Meeting 21 May 2025;**