

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 3rd 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 17th. Are there any problems with that date? Centennial's Open House is that same date, June 17th.

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 16th 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 26th.

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