

Albany County Fire District #1 Board Meeting Minutes April 21, 2021

This meeting was held as a hybrid meeting with in-person attendance for Board Members, Board Staff, Chiefs and others, as well as through Zoom because of COVID. (*Formal action taken by the Board is indicated via italics.*)

1. Call to Order: Meeting was called to order at 5:05 pm. Board members present were Art Sigel and Brett Wadsworth in person and Luke Hawkins via Zoom.
2. March Board Meeting Minutes: *Chairman Hawkins moved to accept the March 24, 2021 Board Meeting Minutes as presented. Motion was seconded by Secretary Sigel and approved unanimously. Chairman Hawkins moved to accept the March 24, 2021 Executive Session minutes. Motion was seconded by Treasurer Wadsworth and approved unanimously.*
3. Public Comments: No comments from the public.
4. Financial report: Still waiting on payment from Cameron and Mullen, hoping for \$80,000 fire receipts in May and \$335,000 in June. *Treasurer Wadsworth moves to pay out half of the remaining 2018 truck funds for a total of \$25,000 to get funds back out to departments. Secretary Sigel will agree but wants to make sure that the District will not have less than \$100,000 in the operating reserves if we do this. Teri Jo stated that if we do not receive the \$80,000 fire pay next month, and we pay all bills and the \$25,000 of 2018 truck funds we will be at \$104,424. Motion was seconded by Secretary Sigel and approved unanimously. Secretary Sigel would like the outstanding PA's that are the responsibility of the District to be tracked again on the cash flow projection and requests Teri Jo add that back in somehow.*

New form can replace the single payment voucher for perjury statement compliance. The departments treasurers would enter all expenses for the month, print one document created by Teri Jo, sign, scan and sent it in to her. Treasurer Wadsworth still awaiting responses from CVVFD and Central for the upcoming budget cycle discussion. *Secretary Sigel moved to ratify transfers reported by Treasurer Wadsworth for \$1098.65 on March 25th from the Centennial to the WyCo account for the previous propane payment error and a transfer of \$1000.00 from the Operations Account to the Grants Account, which is now named Fire Pay, to keep the account open and avoid the penalty fee. Motion was seconded by Chairman Hawkins and approved unanimously.*
5. Outside Agencies/Guest Reports:
 - a. LFD – Chief Lam is available to answer any questions for LFD
 - b. EMA – Updating the evacuation plan and needs addresses for the auxiliaries, Teri Jo will email them
 - c. LARC – Working on I Am Responding and is building response recommendation for WYCO for May
 - d. County Fire Warden – Engine Boss Responsibilities class April 29th at 1800, LFD Station 2 and May 8th at Laramie Peak. Cameron submitted but came back with corrections, Mullen submitted by the end of the week.
6. Board Topics
 - a. Fire Pay – Covered already

- b. VVFD Land Status Update – No updates or status change
- c. CDL Discussion Training/funding – It is Michele’s understanding that we are covered under WARM (property insurance) and we are covered under LGLP (liability) as long as the training is within the scope of firefighter duties. Chairman Hawkins met with LFD and Jeff is willing and can test. There is a paper document that needs to be filled out and signed by the District. Also should think about succession planning and training our own CDL tester. Chief’s put together a list of items they want the individuals to be trained on which is mandated by the State regarding the type of vehicle. Will have to take and pass the written WYDOT test to obtain learner’s permit.
- d. Perjury Statement Update – Department Chiefs indicate their approval of the proposal. All expenses on one form, sign, scan and email to Teri Jo with documentation at no cost to the District. *Treasurer Wadsworth moved to accept the voucher form to accommodate the requirements for the perjury statement and ease the level of pain on Treasurer’s and Departments for scanning and signing and printing starting next month. Discussion – Departments can still use budget v. actual if they want or the voucher but copy of receipts still need to be turned into the Bookkeeper. Motion was seconded by Secretary Sigel and approved unanimously.*
- e. Department Strategic Projects – CVVFD might go over budget with ADA requirements for bathroom/shower. Looking at Phase 1 getting a well and water into the building then proceed later with the other items.
- f. Fifth Cent Tax – Secretary Sigle would like to apply for the 5th Cent Tax funds, the application is due Friday, May 7th. He would like to write the application for assistance with CVVFD’s bathroom and will get with Chief Davis on numbers. Hopeful we can get some money this year. *Treasurer Wadsworth moved to authorize Secretary Sigel to pursue the 5th Cent Tax funds to get a well out at Centennial, along with plumbing and heating. Motion was seconded by Chairman Hawkins and approved unanimously.*
- g. SLIB and COVID Relief Bill – SLIB applications are due the 3rd Thursday in September. Albany County will be receiving COVID Relief funds, it is now known when or how the money can be used at this point but Secretary Sigel wants the District to begin thinking about it now to be prepared to submit an application for a percentage of the funds. The PILT program has been in place since 1976 and there is a move in Congress/Senate to update the program. Currently the money comes into the general fund and is dedicated to certain functions within County Government.
- h. Rail Tie Wind Project Update – June 1st is the next meeting. Thank you VVFD, TSVFD and Central for quickly communication needs that were compiled.
- i. Station 3 Bay – Chief Johnson in wondering if the District still has a need to house an apparatus in the bay at Station 3? LFD does have need of the space in the coming year as Station 1 will have apparatus that will be displaced. Currently yes, because the ISO rating for Central is based out of Station 3. If we do not have the 90-point engine there, that would be a violation of ISO and would affect homeowner’s insurance ratings in the area. Discussion whether the District put any money in to assist in the building the bay. Still a gray area, and no one knows of any formal agreements, there is only a verbal record of a transaction, and possibly it was only a verbal match for a grant. Secretary Sigel feels the concern regarding the ISO rating is valid and need to be clearly

communicated. Discussion that the South-Central station is not active because it is not finished yet. It won't be useable until the floor finish is done. Further discussion with LFD necessary to determine what can be done.

- j. Training Center Updates – The land is county and maintained by the county, the building will be City, so they hold the liability for it and it covered under their insurance. The District has an agreement with LFD to use the training center grounds. They want to have the District out to train with them and use the facility. Live fire will probably only happen with both agencies involved because of the number of personnel. Details need to be worked out on how to reserve and a written agreement/MOU should be looked into.
 - k. MOU's between Departments and Outside Organizations – The only legal entity is the District and an agreement cannot be done without the District. It becomes a huge liability for the District when we have non-District firefighters on District engines because of Workers Comp. Firefighter pay also creates another problem and puts a financial burden on the District when they have to pay non-District firefighters. Don't do it and it was suggested that District firefighters only on District apparatus as determined by having a W-2 and I-9 on file. Chief's to discuss.
 - l. Fire Paperwork & Requirements – Nothing to add/report
 - m. WYCO Radios – WyoLink form signed, no objections from the Board, Michele will scan and email to Cy and James, as this is the last step for the radios/pagers in terms of LARC for WYCO.
 - n. ISO – Brian Larsen is our ISO Rep. Looking at an ISO audit the first two weeks of October. We would like to do the pre-audit paperwork early, starting in June.
7. Chief's Report – No firm list for the SLIB grant yet, but in line with the capital project list.
8. Department Reports
- a. Central – AC21 is back in service but transmission brake is still not fixed. *Secretary Sigel moved up to \$1500 for Cody Fire School training for up to six Central firefighters. Motion was seconded by Treasurer Wadsworth and approved unanimously. PA 290*
 - b. VVFD – *Secretary Sigel moved to increase PA 289 request to Highwest Energy to a total of \$747.29. Motion was seconded by Chairman Hawkins and approved unanimously. Treasurer Wadsworth abstained. PA 289.* Request to increase PA 285 to \$5900 to include installation charges for a radio. Approved.
 - c. CVVFD – Ordered five sets of bunker gear. Potential problem found on Engine 14. CVVFD set up an I Am Responding account as it is an email system that links with CAD. CVVFD will try for a couple of months and let everyone know how it works. CVVFD will purchase and then get reimbursed; it is per call/per station and they have different plans. Open House is scheduled in June.
 - d. BLVFD – BL7 is having pump issues. They will be providing EMS for the UW Rodeo. Fremont Electric is installing the SCBA air compressor and is donating \$500 in labor to offset the increased materials cost due to COVID.
 - e. WYCO – Cy will get the radios programmed. They are using Who's Responding and they have been billed for that already.
 - f. TSVFD – Still out of service but plan to be open next week. There is one spot left for helicopter training in Guernsey for task books.

9. New Business – May 11th at 5:00 pm will be the working session for the budget. Michele to publish notice in the paper. Secretary Sigel has the Assessor's office get him updated maps of territories and the tax data that ties to the maps, this is now current data to work with.
10. Next Meeting – May 19, 2021
11. Adjourn – Meeting adjourned at 7:31 pm

Expenditures by the Board totaling \$29,345.94 to include out half of the remaining 2018 truck funds for a total of \$25,000; transfer of \$1098.65 on March 25th from the Centennial to the WyCo account for the previous propane payment error; transfer of \$1000.00 from the Operations Account to the Grants Account, which is now named Fire Pay, to keep the account open and avoid the penalty fee; up to \$1500 for Cody Fire School training for up to six Central firefighters; and to increase PA 289 request to Highwest Energy to a total of \$747.29.

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant