

Albany County Fire District #1 Board Meeting Minutes July 15, 2020 Zoom Meeting

This meeting was held on the Internet using a service called Zoom due to state regulations restricting the size of gatherings because of the COVID-19 pandemic.

Meeting called to order at 5:02 pm. Board members present were Art Sigel, Jon Essley and Joe Witt.

Chairman Sigel moved to approve the June 17, 2020 Board Meeting Minutes and the June 24, 2020 Special Board Meeting Minutes as presented. Motion was seconded by Treasurer Witt and approved unanimously.

No comment from the public.

Chairman Sigel moved to approve the financial report as presented. Motion was seconded by Secretary Essley and approved unanimously.

LARC – They will be doing software functionality testing next and are on target for November 11, 2020 launch. No additional information on the Emergency Reporting interface.

County Fire Warden – A Type 3 Management Team has been sent to Worland, this includes Scott Davis and Eric Gregory. Thanked everyone for their help that last several days on the Clemons fire and the Cabin Fire. Regarding the Clemons Fire, when the initial page came in, Chad was not sure if it was a District or a County fire because of location. Because of this he dispatched Central and Laramie immediately, as they were the closest to the fire. Chad feels that for Initial Attack he needs to work with the closest forces concept to try to get them there quickly. After IA, he can then focus on adding more resources and consider training that needs to happen at the District level. The situation with the Clemons Fire was very dynamic and he did not want to deplete everyone from the South end of the County because fire weather was significant at that time. Chad made a geographic decision and that was to get closest resources there the fastest. Maybe in the future Chad and the Chiefs can meet before and dialogue about the different needs of the departments within the District. The County will be reimbursing the District for both fires and both apparatus and firefighters will be paid at 100%, as there is no cost share agreement.

EMA – UP Railroad will be holding a training with very limited capacity; Aimee will email Chiefs. There are also training opportunities available with the EOC. ACFD will get recognition for participation in a simulated fire exercise the EOC held on Boulder Ridge. UW will have a report from the data collected via helicopter flyovers of the Casper Aquifer. SLIB has Cares Act funding to assist with expenses associated with COVID-19.

LFD – City Council passed the 2020/2021 Operational Agreement with the changes that were made. Megan will provide two clean copies for the Board to sign and then she will get them to the Clerk.

Minutes from April 2020 did not clearly indicate that the entire area/tax revenue base for Wildhorse Ranch have become a part of BLVFD's area of responsibility. Chairman Sigel moved that the Wildhorse Ranch development is now a permanent part of BLVFD's area of responsibility. Motion was seconded by Secretary Essley and approved unanimously. Chairman Sigel moved that the former Little Laramie area of responsibility is now formally shared 50/50 between CVVFD and Central. Motion was seconded by Secretary Essley and approved unanimously.

Budget Development – At the Special Board Meeting on June 24th, the Board used 2018 tax receipt data to determine the allocations among the departments. After that meeting, we received from the 2020 data from the Assessor's office. The Board agrees and is comfortable with staying with the 2018 data and moving forward with those figures.

Budget Package – One oversight and that was we did not include a line item for Hauled Water, this needs to be added in with an amount of \$10,000. The total revenue will remain \$570,000. Dollar amounts will not be dispersed monthly into accounts (that statement was in error). Teri Jo will send out information for the last couple of years regarding expenses to the departments so departments can look at last year's spending as a guide. Departments will be paying for line items in the Operations section and the District will be paying for Administration/Indirect/Capital. Chairman Sigel moved to approve the budget as submitted with one change adding in the line item for Hauled Water. Motion was seconded by Treasurer Witt and approved unanimously.

Departmental Planning – A Guide, Dated July 15, 2020

Departments will need to establish control and develop their own budget covering a 12-month period. You can spend on the line items indicated and/or you can incorporate your own department goals. On an annual basis, overspending is going to be charged to your truck fund accounts, except when the Department and the District have a previous agreement to share in spending. We will continue to handle the bills the same way we always have to satisfy State of Wyoming requirements that the Board carry out their fiduciary responsibility. The means you will continue to need pre-approvals for expenses over \$500. 1/12 of your annual amount will accrue to the department each month. Teri Jo would like to do a Zoom meeting to help set up budget accounts, do training and answer questions. At this time Teri Jo will continue to pay Suburban Propane, Ellenbecker, Who's Responding and Verizon, as those are over \$500. She will then let the departments know their cost/share in those expenses.

Dispatch Management – When we made our current arrangements with LARC, it was decided that the calls would go to the local department and then the Chief would make the decision if additional resources from other departments would need to be called in. Chief's to continue to work on it. Board would like to track the engines that go out so we can run the data on our utilization and opportunities for lowering costs. Shawn indicated that Form 1424, 1411, 948 all include tracking apparatus. Form 611 can track disregards but does not track who disregarded and why. That information can be added through a custom input that would need to be set up.

Chairman Sigel moved that the Board formally approved the Operational Agreement with the City of Laramie, which will go into effect upon the Board's approval. Motion was seconded by Secretary Essley and approved unanimously.

Chairman Sigel moved to approve the Annual Auditor letter (contract) with a cost not to exceed \$8500 for services. Motion was seconded by Treasurer Witt and approved unanimously.

Chairman Sigel would like to meet in-person at the Central Station for the August. Attendance will be limited due to space and COVID-19 restrictions. The meeting will be conducted over Zoom as well. It was expressed that the Zoom meetings seem to make for more efficient meetings, but Chairman Sigel feels we have better communication in the face to face meetings.

Chief's Meeting was canceled.

CVVFD – All EMS personnel from CVVFD are on the Worland fire so BLVFD and Central will cover EMS calls until their return. Please do not completely disregard CVVFD as they still need to respond for medical support/setting things up.

Central – Looking into tires for Unit 5, windshield for Engine 21, master drain valve for new tender and Engine 27 needs.

BLVFD – BL8 needs brakes checked. Have one estimate for SCBA air compressor installation at \$4,000, going to get two more bids. The can now program radios, but not pagers and they have a couple of mobile radios that can barter for and program for department if they are needed.

VVFD – Chairman Sigel moved to approve \$550 of VVFD funds to purchase foam. Motion was seconded by Treasurer Witt and approved unanimously. PA238

Chairman Sigel moved to approved \$4300 for maintenance on VVFD engines; \$3563 to be covered by VVFD for their engines and \$737 to be covered by ACFD for the District tender. Motion was seconded by Treasurer Witt and approved unanimously. PA 239

Chairman Sigel moved to approve the deposit of the vehicle sale for VVFD in the amount of \$250 into their truck fund account. Motion was seconded by Treasurer Witt and approved unanimously.

TSVFD – Working on quotes to install a Genset that was donated to the station.

New Business – Please turn in all fire paperwork to Michele.

Expenditures by the Board totaling \$4850.00 to include \$550 of VVFD funds to purchase foam and \$4300 for maintenance on VVFD engines; \$3563 to be covered by VVFD for their engines and \$737 to be covered by ACFD for the District tender.

Next Meeting is August 19, 2020

Meeting Adjourned at 7:05 pm.

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant