

Albany County Fire District #1 Board Meeting Minutes January 18, 2023

This meeting was held as a hybrid meeting with in-person attendance as well as through Zoom. (Formal action taken by the Board is indicated via italics.)

1. Call to Order: Meeting was called to order at 5:23 pm. Board members present were Luke Hawkins and Matt Burkhart. *Chairman Hawkins moved to amend the agenda to move Action Items after Financial Report. Motion was seconded by Secretary Burkhart and approved unanimously.*
2. Minutes of 12/21/2022 Board Meeting, exec session 12/12/2022: *Chairman Hawkins moved to approve the minutes as presented. Motion was seconded by Secretary Hawkins and approved unanimously.*
3. Comments from the public: None
4. Report – Outside Agencies:
 - a. LFD – No one present
 - b. LARC – No one present
 - c. EMA – SHSP grant radios starting to arrive. They will get them programmed and dispersed. Upcoming trainings include PER334: When Disaster Strikes: Prepare, Act, Survive and ICS-700. AGF is open.
 - d. County Fire Warden – Chad will schedule a paperwork class this spring, he is planning on doing it earlier, possibly February or March. Currently he has no money available through grants or other means for fuels mitigation work. He is working on a grant for the County Fire Protection Plan, the RFP will go out later this spring.
5. Financial Report:
 - a. Bill to be paid – *Secretary Burkhart moved to approve the January Financial Report as presented. Motion was seconded by Chairman Hawkins and approved unanimously.*
 - b. PA Approvals – No PA's to approve
 - c. *Secretary Burkhart moved to approved training. Motion was seconded by Chariman Hawkins and approved unanimously.*
 - d. Will ratify the emergency PA for the Albany Station heater emergency repair next month.
6. ACTION ITEMS – to be voted on:
 - a. Background Checks final language – Legal has approved the document with the amended language. There is no change to the intent, just added closure wording. If you have concerns, please contact Chairman Hawkins. *Chairman Hawkins moved to approve the Background Check Policy with legal amendments for final approval. Motion was seconded by Secretary Burkhart. Discussion about adding specific terms. It's as specific as it can be while limiting to what is relevant and give firefighter most latitude with their history for things that are not relevant. This does not require fingerprints and so for speediness and lowest impact will move forward with current firefighters. In the future look to finger printings. Motion was approved unanimously.*

- b. Fire Paperwork Policy – *Chairman Hawkins moved to approve for purposes of discussion. Motion was seconded by Secretary Burkhart.* Discussion regarding how to address when travel vouchers are not turned in in a timely manner. All fire paperwork needs to be turned in in one packet. Don't want something to be punitive to firefighters who have turned in their paperwork to engines bosses. Discussion regarding red card qualifications and taskbooks. You get paid at your highest qualification based on the mini mob. *All opposed, motion fails.*
 - c. Amended Budget – *Secretary Burkhart moved to amend the ACFD budget increase line item for grants by \$200,000 and increase capital for vehicles to \$200,000 because of the AFG grant received by WYCO. Motion was seconded by Chairman Hawkins and approved unanimously.*
7. Board Topics:
- a. Fire Pay – *Chairman Hawkins move to pay out up to \$140,000 of 2021 and 2022 truck funds. Motion was seconded by Secretary Burkhart.* Discussion – this is ½ of 2021 and 65% of 2022. Is the Board concerned with starting the 2023 fire season with \$50,000 less in the fire pay account than last year. *Motion was approved unanimously. Secretary Burkhart moved to initially increase fire pay payout for 2023 to 70% for firefighters upon receipt of all correct paperwork (5% increase from 2022). Motion was seconded by Chairman Hawkins.* Discussion – trying to get the percentage increased and would like it be at 90%, which isn't doable yet, but it is increasing. *Motion was approved unanimously.*
 - b. FireRecovery.com status update – There were a few changes to the contract to indicate ACFD1. It has gone through our legal, their legal and is moving forward. Chairman Hawkins will sign the contract and return it to them.
 - c. CDL Status – As long as we have job duties documented in an employee handbook (policy) and the firefighter is acting within the scope of their job duties insurance is good with our CDL requirements. It's possible WYDOT might administer the written knowledge test at WYDOT for us. Example - Study for written exam, go to WYDOT to take exam, pass and present passing score to District and the District formulates policy for skills testing. The Board would approve paying WYDOT costs so individual firefighters do not have that expense out of pocket.
 - d. AFG Grant status update – Any departments pursuing grants need to inform the board that they are doing so. The form the District has in place is for communication and the purpose is to that if one department is applying for x item and other departments need x item, all departments would apply for x item together under ACFD1 grant submission. Board would like to see a specific grant writer for the District. No one volunteered. Michele was told to pursue the AFG grant for generators for CVVFD and VVFD.
 - e. ER.com status – Good to go, need a new FDID number and our new representative is Mark Norford.
 - f. Mutual Aid Area Shapes – Need to finalize, deadline Tuesday, January 31, 2023.
 - g. Apparatus Naming Committee formation – There is no standardized naming in the District. LFD is renaming their apparatus and Chairman Hawkins would like

us to do the same. He would like a representative from each department to be on the naming committee along with Kevin Lam from LFD.

- h. Policy Revision Committee formation – Secretary Burkhart would take on reviewing the policies and a committee is the best route to go, they would like representation from each department. This is to standardize the policies with regard to administrative policies only. There is no intent to delve into task-oriented items, these fall to the departments. This will hopefully stop the board from duplication efforts (time and money) with the administrative side of things. If interested send Chairman Hawkins an email and name the email as such.
8. Chiefs Report: Discussed areas for mutual response and automatic response. Central is looking at areas in CVVFD’s response area. CDL and dispatching discussion. Also wondering who has the foam or who is in charge of ordering, receiving, distributing the foam. BLVFD needs foam. Chairmans Hawkins passed on that the work session are for Chiefs to bring forth topics they would like to be discussed, please send items to Chairman Hawkins.
9. Department Reports:
 - a. Central – Remove four members, no news on the tender yet. AC5 is getting worked on and waiting on parts for the heater at the south station.
 - b. VVFD – They had 97 calls in 2022.
 - c. CVVFD – Lost a couple of guys and no money is received from County Search and Rescue.
 - d. BLVFD – They has 66 calls in 2022. Have lost a couple of members. The heat is on in the new Station 2 and two trucks will be out there this weekend.
 - e. WYCO – Has two new trainees and will get their paperwork updated.
 - f. TSVFD – They had 19 calls for 2022 and their goal is to purchase a command vehicle to assist with MVA scene safety during the winter months.
 - g. Total for all calls in 2022 was 627 calls.
10. New Business:
 - a. Peer Support is moving forward. The intent and financial support available is to have at least one, if not two members go through training, hopefully in February. It will be two 8-hour days.
 - b. SF0043-2023 on EMS Districts is a bill to proposed EMS special district. We were awarded \$13,000 to research how we can support out EMTs. There is also talk to change the mill levy for fire department special district, however changing state statute was not fully supported across the State. Counties with royalties are not as interested. Like to gather a survey from community members regarding types of services they would like, then determine costs to support firefighters in 1947 is not the same as 2023, with new codes, NFPA, inflation costs, increases to training. We need legislation and revenue to protect firefighters.
 - c. Chief Whitmer asked about wind farm funds. Rock Creek is moving forward with no oppositions and should begin receiving monthly check for unmitigated impact assistance. Board will have to look at percentages that were decreased by Industrial Citing Commission and then pass those percentages on to the

departments affected. Rail Tie is still in litigation and will await a Supreme Court decision.

- d. Board has submitted a letter to the County Commissioners requesting more than one egress for sub-divisions platted with 30 residences or more. There is not a code adopted by the County that addresses this.
11. Next work session is 2/2/2023, next business meeting is 2/15/202.
 12. Meeting adjourned at 7:22 pm.

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant