

Albany County Fire District #1 Board Meeting Minutes April 26, 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 or Order: Meeting was called to order at 5:30 pm. Board members present were Luke Hawkins, Matt Burkhart and Brett Wadsworth via Zoom.
2. Minutes from the 3/22/2023 Board Meeting: *Chairman Hawkins moved to approve the minutes as presented. Motion was seconded by Secretary Burkhart and approved unanimously.*
3. Comments from the public: None
4. Report – Outside Agencies:
 - a. LFD – Need to get the operation agreement on the calendar for changes.
 - b. EMA – There will be Radio Communication training on May 9th at Station 3. Please get invoices for radio programming repairs/maintenance to Kate. The contact books are helpful, and they would like them again this year.
 - c. LARC – The updated 911 system now has the ability to text. They are hiring.
 - d. County Fire Warden – Looking for suggestion/additions/corrections to the CWPP RFP. They hope to have a contractor on board in late spring.
 - e. District Coordinator – Ben Farber is getting to know everyone and is putting together a calendar for the website. He has attended a Chiefs meeting and plans on attending department meetings.
 - f. Training Coordinator – Jasmine Parten is meeting everyone, attended a Chiefs meeting and is getting training requests/ideas and working on a training calendar.
 - g. Wildland Coordinator – Communicating with departments on the upcoming wildfire season regarding their needs, as well as apparatus and firefighters' availability and attended a Chiefs meeting.
5. Financial Report:
 - a. Bills to be paid – *Chairman Hawkins moved to approve the April Financial report as presented. Motion was seconded by Secretary Burkhart and approved unanimously.*
 - b. PA Approvals –
 - i. *Chairman Hawkins moved to approve the following requests from CVVFD: purchase extrication tools in the amount of \$42,000, 100% dept funds (PA390); main stations gutters in the amount of \$3000, 100% dept funds (PA391). Motion was seconded by Secretary Burkhart. Discussion – They do not know when the tools will be shipped. Price includes training for CVVFD. Motion was approved unanimously.*
 - ii. *Chairman Hawkins moved to approve the following requests from BLVFD: bunker gear dryer rack in the amount of \$1500, 100% dept funds (PA392); extractor installation/water heater upgrade in the amount of \$1500, 100% dept funds (PA393); novacool foam purchase in the amount of \$875, 100% dept funds (PA394). Motion was seconded by Treasurer*

Wadsworth. Discussion – The district will cover the shipping costs on the novacool foam purchase. If any other departments want in on the order it needs to be done now. District funds for shipping expected to be between \$500-\$700. Motion was approved unanimously. Secretary Burkhart abstained.

- iii. Chairman Hawkins moved to approve WYCO's request for Cody Fire School training in the amount of \$640, 100% dept funds (PA395). Motion was seconded by Secretary Burkhart and approved unanimously.*
- iv. Chairman Hawkins moved to approve the following requests from Central: increase PA389 by \$10,000 for type 6 engine replacement and lettering, 100% dept funds; purchase an ID card printer in the amount up to \$2000, 100% dept funds (PA396). Motion was seconded by Secretary Burkhart. Discussion – regarding the increase, the other truck sold, and they have found another one that is \$5000 more. It is a 2018 Dodge 550 crew cab. Plus, there is \$5000 for lettering. ID card printer is for department ID's and accountability tags. Chief Whitmer said they could print cards for others. Motion was approved unanimously.*
- v. Chairman Hawkins moved to approve the following requests from VVFD: Cody Fire school training for 9-11 members in the amount of \$4500, 100% dept funds (PA397); PPE & Equipment in the amount of \$15,200, 100% dept funds (PA398). Motion was seconded by Secretary Burkhart. Discussion – Their wildland and structure helmets are expired, and they have placed an emphasis on getting equipment updated, as well as the purchase of other equipment including a new 2000 gallon drop tank for engine 2, thermal imager, new extrication pump (they have an old diesel hand crank currently), plus nozzles, adaptors. Motion was approved unanimously. Treasurer Wadsworth abstained.*
- vi. Chairman Hawkins moved to approve the district wide side-by-side training at a total cost of \$2850 (dept funds) to be shared as follows: VVFD-\$750, CVVFD-\$900, WYCO-\$600, TSVFD-\$300, Central-\$300 (PA399). Motion was seconded by Secretary Burkhart. Discussion – We have to pay for a minimum of 8 people. It is \$150/person regardless if there are more than 8 people. To date 13 are signed up. Motion was approved unanimously.*

6. Action Items:

- a. Water Tender Estimate on Repair – The estimate is \$14,500/tender. The pumps have to be pre-paid in the amount of \$10,216. There is a 14-week lead time. Expected 20 hours of labor and travel. *Treasurer Wadsworth moved to do one district tender at a time at a max amount of \$14,500 each. Motion was seconded by Chairman Hawkins. Discussion – It will be a 1000 gpm pump, do the tenders need that? The Board will let the Chief's decide which tender goes in for repairs first. Motion was approved unanimously.*
- b. Grants Manager Bailey Quick – ACFD1 can sub-contract Bailey's services at the county for \$75/hour for seeking and writing grants. It is possible to write her fees

into some grants. *Chairman Hawkins moved to approve the use of Bailey Quick for seeking/writing/managing grants. Motion was seconded by Secretary Burkhart. Discussion – There would be a cap. The Board would require that grants be run through District Coordinator Farber, who would be the primary interface with Bailey, then discussed with Board for decision whether to move forward with pursuing a grant. Need a line item in the budget. Would like to have shelf ready grant opportunities ready to go and have a pre-determined list of grant opportunities for her to look for (ie. PPE, etc). Motion was amended to include a cap of up to 10 hours spent prior to needing second authorization from the Board. Motion was approved unanimously.*

- c. District 10 MOU – *Chairman Hawkins moved to adopt the District 10 MOU. Motion was seconded by Treasurer Wadsworth. Discussion – main change was to the indemnification so that firefighters are covered for injury, as well as egregious items and being sued, so changes were made specifically to how our firefighters are covered and their firefighters are covered. This format can be used for other MOU's within the state. This is not the same as over state lines though and different from the agreement in place with Larimer County. Currently you have to be ordered to go on a fire in the Roosevelt Forest in Jackson County. District 10 still needs to vet this MOU. Motion to adopt as our current MOU was approved unanimously.*
- d. ACFD1.org – This would provide a professional front and meet fiduciary and legal responsibilities for data management. We would move to acfd1.org for emails for board, employees and department officers. Need to decide between Microsoft or Google. Both have the ability to archive, cloud storage (2Tb), zoom like capabilities. Cost on base end is \$6/month/user up to \$18/month/user. Looking at around \$4300/year on the top end. Google is simpler and easier to access online and a single calendar among all users is easier on Google. Need to line item this and put a cap on it. *Chairman Hawkins moved to set up acfd1.org emails using Google for board members, employees and department officers. Motion was seconded by Secretary Burkhart and approved unanimously.*
- e. District 2 AOP – This is the Annual Operating Plan with all the agencies that is renewed every year. We fall under District 2 and this gives us authority to act on lands, suppress fire and coordinate with others within the state of Wyoming. For fires in Jackson County, CO (Roosevelt Forest) you still need a Resource Order. County Fire Warden Dinges requests the board approve and sign the document. It is posted on the WSF website. *Secretary Burkhart moved to approve that Chairman Hawkins sign the agreement. Motion was seconded by Chairman Hawkins and approved unanimously.*
- f. IAFC Small Community Membership (serving under 10,000 people) – This is a resource to utilize for trainings and looking at policies nationwide. *Chairman Hawkins moved to approve the purchase of a membership. Motion was seconded by Secretary Burkhart. Discussion- Would be good for the training coordinator and has extensive documents on transitioning to a hiring organization as well. It is \$195/year plus \$25/user/year and you can cancel*

anytime. Might be able to access trainings for free. Motion amended to include all six Chiefs and District Coordinator at \$195 plus \$200 for the users. The budget will need to be amended with all the above. Motion was approved unanimously.

7. Board Topics:

- a. Responding within district with other departments – You can belong to one department and respond with any department. When responding in a POV follow the Vehicle Operations Policy on speed limits; you have to go speed limit in your POV period. Deviate from that you are not covered by the District. In District apparatus, you can go up to 10 mph over the speed limit but if you get in a wreck, you are not covered by the district. When responding in your POV, you need to have the proper PPE and level of training and be able to communicate effectively to incoming units to engage in the incident. You can also attend trainings with the other department. If a District apparatus is in route, and you are in your POV with PPE, you can show up, give arrival report, but always remember public perception. Being able to address problem is point of being there and the public has expectations. We should have an SOG, a general guideline, and also an understanding of neighboring guidelines and the policies/sog's associated with that neighboring department.
 - b. Bathroom RFP status – Secretary Burkhart is meeting with Chief Davis of CVVFD on Friday and then he will send to the other departments. A contractor looked at plans for VVFD and is willing/ready to roll.
 - c. VVFD Landing Zone with EMA – EMA has a designated a landing zone by Burford for MVA's, however with construction that is now blocked. EMA and VVFD have discussed the idea of putting in a landing zone at VVFD. This would be within the area currently surveyed/zoned to VVFD. There is grant money for this, the cement pad and landing zone lights. Board has no objections with moving forward.
 - d. Unmitigated Impact Assistance Funds PA Procedure – Funds allocated to one single account. The PA process for things will be allowed under the outline in the request and priority list. We will have to submit a PA to request funds for those items. Needs to be discussed in a work session. This money is not guaranteed, we only get money when they are in the construction phase, if that stops the money stops. Teri will have a separate account, so it is tracked separately.
8. Chiefs Report: Discussed the naming/numbering of apparatus. Short term, cost effective (zero dollars), solution is to announce when units in route as department, type of truck, truck number, for example VVFD Engine 1. This applies to brush trucks, engines, tenders, for example VVFD Tender 3. Long term would be to adopt a standard across the county. Discussed dispatching and all the new district coordinators attended the meeting.
9. Department Reports:
- a. BLVFD – 13 calls, working on truck repairs. Issues with the BLVFD/WYCO/Central call on 230 at the top of the canyon. Central is getting paged which takes time and fuel, meanwhile BLVFD has people who can respond on 230 quickly to assist

WYCO. Send the rip and run, what occurred, and what should have occurred to Chairman Hawkins and District Coordinator Farber.

- b. WYCO – 2 calls, they have their truck. They are interested in a 3500-gallon tender Laramie County is getting to sell for \$45,000. They have a bill for Who's Responding for \$688, who pays for this? What about Active Alert. Each department is using what works best for them, but most are moving away from Who's Responding. Please get the invoice to Teri.
 - c. TSVFD – They are planning a May 1st opening and May 6th the first monthly training. They went to Guernsey for training. Their new type 6 engine is back at WSF to fix primer pump, its truck number is 55.
 - d. Central – Unit 5 is in for repairs and Chief Whitmer will send an email with the costs. Tender 31 still in Casper, decided to go get it and bring it back and get VVFD's monitor while you are there.
 - e. VVFD - 41 calls. Need to replace the head gasket on their 2.5-ton, repair will be done internally. They would like to have water set up year-round. Their pancake breakfast fundraiser is Saturday from 9-12 at VVFD. Dispatch is trending that they disregard responding fire/EMS apparatus before anyone arrives on scene. VVFD has been checking with dispatch to see if there is any haz mat on these incidents.
 - f. CVVFD Had their RT130 last week and few have packed tested. Their makeup pack test is this Saturday. They are getting rid of their ambulance.
10. New Business: Ten-minute break for birthday treats, back at 8:20 for new business.
- a. Proposal for QuickBooks Online to begin in May, end of June setup, and launch of July 1 for the FY. Cost would be \$1500-\$2000 to set up and Teri has that money in her budget item to cover the cost and not affect that line item for this current fiscal year. The district would own the QuickBooks account, it would be an active file and the entire history would be uploaded. With Teri's discount it would be \$140/month and would be a lifetime discount with the subscription. This would be a cost savings every month. Cloud storage and up to 25 users are included, and you can assign roles/control access points. It would be easy to add/remove treasurers as they change, all the reports would be pre-set, and training would be available along with a training manual. *Chairman Hawkins moved to approve the Quickbooks Online proposal and charge the monthly fee to the district credit card. Motion was seconded by Treasurer Wadsworth and approved unanimously.*
 - b. Active Alert – Chief Whitmer has some issues with Active Alert and cannot figure out why he is not getting any incident alerts on his phone unless he opens the app. Try allowing notifications from the app. Some training should be provided for using the app and put together a Q&A. Training Coordinator Parten will put together training for Active Alert. All members can have access to Active Alert, just fill out the form and forward to Michele who will get it to Secretary Burkhart.
 - c. Department budgets need to be submitted by the May meeting, if you need help let Teri know. District must have proposed budget submitted to the State by the

June meeting. She will keep the May 10 date at 5:30pm for a budget work session.

- d. Chairman Hawkins has a conflict with the work session dates of 5/11 or 5/12. New work session date is May 18th at 5:30pm
 - e. Justin Burch reported that the City of Laramie water departments wants to start keeping track of usage again using construction meters. The City is requesting the District pick certain hydrants that we use to install the meters on so they can monitor our usage. This is just for tracking usage and for training only, not for emergencies. Hydrant by BLVFD, hydrant by Walmart.
11. *Chairman Hawkins moved to adjourn the meeting at 8:53pm. Motion was seconded by Secretary Burkhart and approved unanimously. Next board meeting is 5/17.*

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant