

Albany County Fire District #1 Board Meeting Minutes June 17, 2020 Zoom Meeting

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

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

Chairman Sigel moved to approve the May 2020 Board Meeting Minutes as presented. Motion was seconded by Treasurer Witt and approved unanimously.

Not comment from the public.

Treasurer Witt moved to approved amending the current FY budget as follows: Revenues are being increased by \$184,000 for Federal Fire Pay (R-2.4) and Additional County Aid (R-2.2) for Covid-19 support. Expenses are being increased by \$155,200 for Wages (E-7.1), POV (E-10.2), and FICA taxes (E-15.1) expenses related to dispatched fire fighters during the year. This increase also includes Real Property (E-1.1) for final payment on land for Central's New Station, Advertising/Promotion (E-3.5) for signage for the new Central station, Supplies-General (E-9.3), and Centennial Water District (E-17.2) for repairs on a fire hydrant line being broken. Motion was seconded by Chairman Sigel and approved unanimously.

Chairman Sigel moved to approve the financial report as presented. Motion was seconded by Treasurer Witt and approved unanimously. ACFD#1 received \$99,000 in cash receipts from the County in June.

EMA – The next order of masks will be coming in August. Aimee is building a relationship with Larimer County EMA to communicate back and forth when there is a fire on the border. She is requesting the District officers responding to a fire on the WY/CO border have dispatch call EMA as well.

LARC – There is a checkbox feature to activate to align Emergency Reporting with their new data management system, that is based on your FDID number. Their go live date is November 11, 2020. VVFD question regarding all-county page for single tree fire, doesn't fit the all-county page criteria.

Budget Development –

Chairman Sigel Overview – The intention of the discussion tonight is to try to agree to a concept regarding revenue inputs and department allocation with the common understanding for the basis of those allocations.

Chairman Sigel's thoughts on District Engines – A document was sent out the gives a common view of how many vehicles we have and their type. His concern is we have a lot of engines and some of them are not being used very frequently in looking at the data from ER on how many times and engine goes out. There is a cost associated with each apparatus to maintain, house, and insure. The age of all fleets (with the exception

of VVFD) are roughly 25 years old and older equipment generally requires more maintenance. (Break as Chairman Sigel lost connection/service.)

Each Board member has developed a budget concept that would allocate funds to the departments and the District.

Secretary Essley proposes the District will pay for certain items and the rest of the money will go to the departments for them to pay everything else on their own, based off of past years P&L reports. The District would cover fire wages, payroll taxes, Worker's Compensation, admin costs, legal costs, audit costs, professional services, maintenance on all three district tenders, insurance, fire suppression account, City of Laramie contract, retirement, MASA, etc. The District's expense would be approximately \$260,000, with the rest allocated to the individual departments so they know their budget spending guidance for the year. Departments would be responsible for vehicle maintenance, utilities, building maintenance. Secretary Essley's allocations would be apportioned based on the departments tax revenue for the area each department serves, with a slight modification for the number of calls the department responds to. The District would not pick up the utilities, except departments with a District tender would receive assistance with their heating bill. Departments would be responsible for training, PPE, utilities, and maintenance on all other vehicles (besides the three District tenders). Because of State of WY Auditor requirements, the District will still have to approve expenses over \$500, expenses can be approved per department by month at a District meeting.

Maintenance costs were very high last year. We need to be staying ahead of maintenance. CVVFD pays someone about \$1200 a month for maintenance. Secretary Essley feels that pre-inspections are crucial before you leave the station. BLVFD is in favor of this proposal. VVFD feels this is an interesting proposal but would need to look at the numbers.

If there is money left at the end of the year, that money would roll over 100% to the next year. Plus, departments will continue to receive their truck funds. This proposal is based solely on tax levy money.

Treasurer Witt proposes something similar, but allocations are based on P&L by departments expenditures this year with an increase to the last year's budget of 20%. Utilities and fuel paid by department but come through Teri Jo. All spending of public funds would need Board approval. The District would pay payroll costs and training and the departments would pay for PPE.

Chairman Sigel – Questions how many volunteers a department should have. Why carry and pay for volunteers who are not responding? The Chiefs can see who is responding to calls. There is an investment to outfit someone in PPE and there is training costs. The District realizes it is hard to recruit, which make is difficult to let someone go. What about a performance standard?

Chairman Sigel's budget is almost the same as Treasurer Witt's, but he based his on the number of fire calls (no EMS or vehicle) the departments responded to.

The approaches were all different, but the results were similar. Chairman Sigel had a District budget of \$280,000 and both Secretary Essley and Treasurer Witt were around \$260,000. Please note that any over runs of your department budgets would need to be covered by your truck funds as a first line of defense.

There will be a special board meeting to discuss the proposed budget Wednesday, June 24th at 2:00 at Pence MacMillan. Space will be limited due to COVID-19 social distancing protocol so the meeting will also be held via Zoom. If you plan on attending in person, please RSVP to Michele Turner at mturner.acfd1@gmail.com.

Issues with the budget – What do we put in for revenue? Our tax revenues for FY19/20 were \$596,422 an amount larger than expected. For base planning we can assume they will give us the funding they have in the past, as the money is all derived from the County and not the State. The Board feels that \$570,000 is a safe number for a base budget unless the County Commissioners reduce our allocations.

North Central Station – Discussion not to retain the north Central Station and let the lease lapse. The north station is responsible for almost 800 square miles in the over with over 1500 structures. Question raised how many structures are within 5 miles of that station. It is the Board's opinion that the District should leave for at least a year and see what happens.

Central Station Status – The dirt work has been started with the ground site leveled and trenched for footings and the building kit has been delivered.

Planning & Zoning Rule Changes – Chad and Chairman Sigel have been working with them for better road standards in sub-divisions and the elimination of cisterns or stored water. The District wants hydrants with a proper hydrant system or hauled water.

BL13 Addition for BLVFD – This type 4 would be stationed at Wild Horse Ranch and would support BLVFD, CVVFD and Central. There are 4 qualified firefighters and one EMT that could respond with the apparatus. Final estimate from Wyoming State Forestry is \$1200 to repair and BLVFD has a \$4000 commitment from the Wild Horse community. They have provided a heated insulated building on a maintained main road within 4 miles of the entrance. Concern over the number of engines currently under BLVFD. Chairman Sigel moved to approve that transfer of VVFD's 2.5 ton to BLVFD with BLVFD covering the cost of repairs, maintenance and operating expenses (District will continue to cover the insurance). Motion was seconded by Treasurer Witt and approved unanimously.

City of Laramie Contract – All concept issues have been resolved including a 200-yard "zone of cooperation" on both sides of the city limits. Open question is: a fire in the District is a short distance (200 yards) from city limits – who is IC on that fire. Chairman Sigel's position is that

the District is in command until the senior officers from the District and LFD on scene jointly decide to transfer command to LFD. It is not automatic that once Laramie Fire Department arrives they take over. New annual contract cost will be \$90,000.

Action Minutes will be renamed "Action Items" and will be published by Friday night, one page in length in a short form that describes the motions that were passed at the meeting, any assignments that were made at the meeting, and a list of PA's that were approved at the meeting, to include the PA#, title and dollar amount. Also, a listing of upcoming meetings. These "Action Items" will not be approved at the next meeting, they are just a quick recap of the meeting. The full Board Meeting Minutes are what will be approved at the next meeting.

Chief's Report – Did not meet, things were done virtually.

TSVFD – Chairman Sigel moved to approve \$1100 of TSVFD funds to replace two pagers and one pager charger. Motion was seconded by Treasurer Witt and approved unanimously with Secretary Essley abstaining from the vote. PA237 TO BE PAID 100%BY TS.

Central – Will be bringing a proposal forward for windshield replacement for Engines 21, as WARM does not cover individual windshield replacements because our insurance deductible is \$5000. Michele to follow up with SHSP extension, Dylan working on quotes from Dalmation Fire for SCBA bottles. Close to \$19,000 which would expend those funds.

BLVFD – Officer elections were held and there were changes to all officers except the Chief. Shawn will forward the new officers to Michele. BL12 their dispatch vehicle might need new tires. Station 4 Associates have donated a ranger with a rescue package. Cy Cass is going to train a firefighter to fix the radios for the department.

VVFD – Need to order foam as they are getting low. Reimbursement question, according to their records they are down \$190. Is the District still paying for snow removal? Upcoming the departments can pay for it they want to. Previous to this year, reimbursements for snow removal have occurred. No resolution.

New Business –

Medical Unit trailer proposal from Yvette Widman. Neither Chad nor Tom support as there is no interest on the part of Forest Service. The District has made no commitment.

Expenditures by the Board totaling \$1100.00 of TSVFD funds to replace two pagers and one pager charger.

Next Meeting is June 17, 2020
Meeting Adjourned at 7:28 pm.

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant