

## **Draft Meeting Minutes 1/21/2026**

1. **Call to Order**-meeting called to order at 1739 by Chair Burkhart
  - a. All Board members present Chair Burkhart and Secretary Essley attended in person, Treasurer Jackson attended virtually
2. **Approval of Agenda**
  - a. Motion to approve the agenda with additions made by Chair Burkhart
  - b. Second secretary Essley
  - c. Discussion need to add PAs 3 from Centennial and 1 from WYCO, removed district ops chief uniform PA
  - d. Approved with 2 yes votes (MB, JE) 1 not present (JJ) (connection issues)
3. **Public Comment** – Limited to 3 minutes per person, 60 minutes maximum time. Recess 10 min if required.
4. **Present for Approval**, the board minutes from
  - a. 17 December 2025 Regular Board Meeting
    - i. motion to approve with change in wording from get rid of to strike made by Secretary Essley
    - ii. Seconded by Chair Burkhart
    - iii. Discussion
    - iv. Approved 2 yes (MB, JE) 1 not present (JJ) (connection issues)
  - b. 14 January 2026 Special Meeting – RFPs
    - i. Motion to approve minutes made by Chair Burkhart
    - ii. Second by Secretary Essley
    - iii. Discussion-went over minutes from special meeting, minutes are posted on website
    - iv. Approved unanimously
5. **Reports** – Outside Agencies/Guests
  - a. Acknowledge Reports received via Email none received
  - b. Laramie Fire Department-not present
  - c. County Emergency Management
    - i. 2025 allocations for shsp
    - ii. 2026 shsp requests
    - iii. Open EMA assistant position, 23 applications in a little over a week, will be scheduling interviews soon
    - iv. Mountain cement fire, EMA was not notified of this incident until mountain cement called the next day to report the asbestos, working with dispatch to correct issue but a request was made to notify if structure fire, evac, hazmat or assistance is needed from EMA, complete list in EMA notification SOG, asbestos report details and recommendations

- v. PER213 wide area search april 24-26th, recommended for fire response personnel
- vi. Active alert, EMA is still not receiving any pages for district calls
- vii. Still need an updated contact list from acfd1 and any new apparatus.
- d. Dispatch, LARC
  - i. Present, need a number of pagers and which agencies use pagers
- e. Albany County Fire Warden
  - i. River Ranch fire went really well. Was on a wildlife refuge which is unusual, recent land purchase so did not know who owned the land. Transitional period for new state program.
- f. ACFD1 Operations Chief Report
  - i. Mountain Cement fire-AAR with LFD, commended for response, professionalism, and water operations. Possible asbestos in the building recommends using an extractor for your gear.
  - ii. All 2025 fires have been billed and approved by the fire warden and submitted to the state.
  - iii. Patches, trademark office is closed, cannot order patches until letter is received from them. Red card class is this weekend, at central south, field day will be weather dependent, going to Centennial, will add in communication and driving.
  - iv. Support trucks for central have been purchased, sale of AC11, received all information needed. Will build advertisements for the sealed bid process.
- g. ACFD1 Wildland Coordinator-not present
- h. EMS Coordinator-not present

## 6. Financial Report

- a. Present for **Discussion and Approval**
  - i. Financial Report and Bill to be paid
  - ii. Department Disbursements
    - 1. Motion to approve financial report as presented made by Secretary Essley
    - 2. Second Chair Burkhart
    - 3. Discussion
    - 4. Approved unanimously
  - iii. PA approval & discussion
    - 1. **Central, AC15 Repair, \$1500 Dept Funds**
      - a. Motion to approve made by Chair Burkhart
      - b. Seconded by Secretary Essley
      - c. Discussion

- d. Approved 2 yes (MB, JE 1 not present (JJ)  
(connection issue)

**2. Central, Helmets, \$100 increase to existing PA, Dept Funds**

- a. motion to approve made by Secretary Essley
- b. Second Treasurer Jackson
- c. Discussion
- d. Approved unanimously
- e. PA # C25-108

**3. Big Laramie, Nozzles, \$770, Dept Funds**

- a. Motion to approve made by Secretary Essley
- b. Seconded by Treasurer Jackson
- c. Discussion
- d. Vote 2 yes, (JE, JJ) 1 abstain (MB)
- e. PA# BL26-100

**4. WYCO, Minitor 7 pagers \$4,000-half of the cost will be reimbursed if approved for grant**

- a. Public comment - questions about changes to LFD pagers affecting whether or not new equipment will work with these pagers.
- b. Motion to approve by Chair Burkhart
- c. Second Secretary Essley
- d. Discussion- Brand new, current technology, should work with what we have moving forward
- e. Approved unanimously
- f. PA#WY26-100

**5. Centennial Travel expenses for Riverton \$1200**

- a. PA#CV26-100

**6. Centennial tender 8 repairs \$2000 District reimbursement**

- a. PA#CV26-101

**7. Centennial VFA Grant \$5000.**

- a. PA#CV26-102
- b. Total for Centennial PAs \$8200

- i. Motion to approve made by Chair Burkhart
- ii. Second Secretary Essley
- iii. Discussion-none
- iv. Approved unanimously

**7. Action Items – to be voted on**

- a. Requirements for Local Fire Positions (SOG 26-104)**

i. Discussion- looking at requirements for different fire positions based on physical requirements to do the job. Had a discussion on this topic at the last work session. Presented SOG at the last Chief's meeting, made some revisions based on Chief suggestions. Took information from other SOGs and job descriptions, added a couple of positions, water shuttle operator position. References NWCG work capacity tests-light, moderate, or arduous. Annual RT 130 and annual pack test dependent on job description desired. ISC 100, 700, and 800.

1. Would like to add CPR or BLS, AED and stop the bleed as requirements for everyone in the district.
2. Change "pack test" to "Work capacity test (Pack Test)" as adjusted for elevation
3. Item E interior structure firefighter requires FF1 certification to go interior at all, even for overhaul, general agreement on this item.

**ii. Public Comment**

iii. Board Motion, Discussion and Vote

1. Motion to approve SOG with additions to Certifications as noted above, as well as change in wording to pack test as noted above made by Chair Burkhart
2. Second Secretary Essley
3. Discussion
4. Approved unanimously

**b. Contract for Approved "New" Tender**

i. Discussion-received response to RFP for a tender, move forward to consider a contract that the tender would meet all specifications. The Board had approved purchase of a Pierce tender from Front Range fire at a special meeting, but did not receive a complete examination of the specifications for Pierce tender. This tender was a stock option and they said they would add as many of our specifications as they could. They were not able to meet specifications requested, exceptions are significant.

**ii. Public Comment-None**

iii. Board Motion, Discussion and Vote

1. Chair Burkhart moved to not approve purchase of pierce tender due to not being able to meet specifications.
2. Seconded by Treasurer Jackson
3. Discussion-Final description of tender for RFP does not meet critical criteria noted in RFP

4. Approved unanimously

**c. Discuss/ Approve Second “New” Tender**

- i. Discussion-No bids were received for tenders that meet the specifications in the RFP, will move ahead with finding tenders from the secondary market. Tenders available from Heli fire apparatus which were able to meet all specifications listed in RFP except 2, they are not 4WD, and not able to mount SCBA brackets in the front cab due to NFPA regulations. Includes hydraulic dump tank lift, air support for vacuum siphoning, pneumatic dump valve, preinstalling wiring for radios, lettering and painted to specification, automatic tire chains, differential lock, front monitor, 3400 gallon tender, 500 gallon per minute pump, heated pump compartment. Bid is \$440,202.92 USD. Possible delivery date of unit in early June.

**ii. Public Comment**

- iii. Board Motion, Discussion and Vote
  1. Motion to approve on the recommendation of the tender committee MB makes a motion to move forward with the purchase pending an agreement on the contract on the tender for a total purchase price of 440,202.92, deposit to be sent of 173,076.92
  2. Second Secretary Essley
  3. Discussion Not aware of any tariffs, or import fees, will come with origin document to convert to title. 440,000 is price delivered.
  4. Approved unanimously
- iv. Discussion-Second identical truck, delivered in late fall. Tender committee agrees with the purchase of a second identical truck. The total would be 880,000 below what was initially budgeted.
  1. Motion to approve purchase of second identical truck and allow district to move forward with contract negotiation 173,076.92 deposit made by Chair Burkhart
  2. Second Secretary Essley
  3. Discussion-add action item for next month to add 25,000 per apparatus for incidentals. Not subject to build america buy america, able to be licensed in the US, no tariffs, as delivered price.
  4. Approved unanimously

**d. Discuss/ Approve “Used” Wildland Tender**

- i. The tender committee has had some difficulty in finding and purchasing used tenders. \$190,000 was budgeted for 2 used wildland tenders. Current price of a used tender that is being considered is 189,000. 2013 9,000 miles, \$150,000 was budgeted last year from sale of CAT tenders, this will be an additional \$40,000 treasurer agrees that district can cover this

- ii. Public Comment**

- iii. Board Motion, Discussion and Vote

- 1. Motion to move forward with purchase of used wildland tender recommended by the tender committee made by Secretary Essley
    - 2. Second for discussion Chair Burkhart
    - 3. Discussion-need to clarify with seller that we will need to have a contractual agreement before making a deposit, down payment is 50%. Comes completely ready, will need to add a hose reel and a radio. Concerns about water supply capability in the county.
    - 4. Approved unanimously

- e. Payment of Administrative / Overhead Costs for Impact Fund Purchases from Impact Funds**

- i. Discussion-ops chief has gone above and beyond hours allotted in contract to write and review RFPs. The district has previously covered all legal work and finance costs pertaining to impact funds out of impact funds. Will be retroactive going back to Nov when RFPs were started. The Board would like to approve paying Ops chief for additional time above contracted hours out of impact funds.

- ii. Public Comment-none**

- iii. Board Motion, Discussion and Vote

- 1. Motion to approve payment of current hourly rate, based on time card every month to ops chief out of impact funds made by Chair Burkhart
    - 2. Second Secretary Essley
    - 3. Discussion-none
    - 4. Approved unanimously

- f. Reallocation of EMS Coordinator Role to Operations Chief**

- i. Discussion-Angie Mitchell has been acting as EMS coordinator. The District has medical direction through align providers of Wyoming, there are concerns about losing our medical direction if we do not have an EMS coordinator, we are behind on some of the

items that align providers requires to continue providing this service. Will be an additional pay rate of up to \$1,000/month paid by the hour with a time sheet. The Board will have a discussion with Angie, duties will be temporarily assigned to ops chief, job will be posted to website if it becomes open.

**ii. Public Comment-Todd Miller, Jason Holloway, doug bowers**

**iii. Board Motion, Discussion and Vote**

1. Secretary Essley made a motion to table the topic at this time until the board can obtain more information
2. Seconded by Chair Burkhart
3. Discussion-none
4. Approved unanimously

**8. Board Topics for Discussion**

a. Wind farm training exercises

- i. Ops chief had a conversation with Seth from Rock Creek, and met with the new safety team that they have in place. Last year they had training with EMA with the building/setup people. Meeting next week with the safety team from the energy company. The district would like to schedule a full training exercise sometime in the spring.

**9. Chiefs' Report- Chiefs had a meeting, had a discussion about tenders and where those resources should be placed. Discussion on use of rail tie impact funds for getting type 6s for TSVFD, VVFD, and BLVFD. Depts will come up with specs and check with rail tie agreement to verify it matches.**

**10. Department Reports**

- a. WYCO - 4 probationary members, no deployments in the last month, 2 pages, all apparatus operational. Put tracks on UTV.
- b. TSVFD-no deployments, 1 MVA, station is out of service until 15 april.
- c. CVVFD-1 resignation and 1 new member, tender 8 has been repaired, engine 9 repaired, station heater repaired, medical calls.
- d. BLVFD-1 new member, minimal calls, tender light bar
- e. Central VFD-29 calls for the month, 30 members, 6 fire 1 certifications by the end of January.
- f. VVFD-7 calls, none missed. 13 responders. Engine 2 still out of service

**11. New Business**

- a. Work session topic: Impact Fund Allocations and Purchases move to Tues 3rd of Feb. at south at 1730

**12. Adjourn:**

13. Motion to adjourn made by Secretary Essley

14. Seconded by Chair Burkhart

15. Approved unanimously meeting adjourned at 2048

\*\* next work session Tentative 4 Feb 2026 impact funds allocations and purchases; next Board Meeting 18 Feb 2026 location TBD