

## Amended Albany County Fire District #1 Board Meeting June 21, 2017

Meeting was called to order at 5:14 pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

Action minutes of the previous meeting were read and discussed. Chairman Sigel moved to approve the minutes. Motion was seconded by Secretary Essley and approved unanimously.

The financial report was discussed. Fire pay amount does not include all fires (Beaver Creek). Pay for the engines will be forthcoming once all are receipts for expenditures are received. All monthly expenditures need to be turned in whether asking for reimbursement or not, the Board needs receipts and invoices associated with all expenses, including expenses under \$500.00. Treasurer Witt moved to approve the financial report. Motion was seconded by Chairman Sigel and approved unanimously.

Simultaneous Paging – Is not working, it is set up but not in practice. The idea is all of the departments will retain their page, the only thing the all page is for is fires within the district. Complexity is the issue. The system did not have a chance to get tested this past month. Let's put a time limit on it, at the end of 6 months and if it isn't working, let's fix it.

LFD – Contract for the upcoming year is approaching, we have requests for changes please let him know before next month.

EMA – Several fire fighters participated in the emergency operating and logistics planning. She is working on the after-action report. LEPC will be held July 10<sup>th</sup> from 12-1:00pm. Aimee is attempting to coordinate personnel into the August 9<sup>th</sup> airport hazardous response foam training. There is no expense to departments for this training. She is hoping to have the Incident Action Plan finalized by July 15<sup>th</sup>.

Budget – The first budget item – Treasurer Witt proposed amending the budget, this needs to be done in a public meeting. For next year's budget – repair tankers, VVFD's share of SLIB grant, BLVFD's Station 4 building, BLVFD's truck, Central equipment. Two special meetings will be held between now and the 3<sup>rd</sup> week on July regarding budgets.

Larimer County MOU – All have agreed on the language. They have taken to their attorney and we expect to see something soon. The District does not have an MOU with the County Fire Warden. There was discussion about a mutual aid agreement with the County Fire Warden. We have the AOP through the District.

ISO – Chiefs and Board have been receiving calls about insurance rates. The Board will try to get some information out this week to relay to homeowners. There is an ISO Help Desk that insurance companies can inquire about ratings.

Pension Audit is complete. Look into how many years to be “vested”.

Tender Repair/Revision Status – Anticipate the first truck the middle of July, this one will create a template for the others so it will take the longest. Warren's transportation bid was \$9,000. ACFD personnel could drive the trucks, CDL driver, fuel and per diem would run about \$500/round trip. Submit ideas with short write up so we have a record.

BLVFD's Station 4 Building – It appears as long as WyColo is building on state leased land everything is ok; there is concern about building being constructed outside of state leased land. They are waiting on Mr. Hammon to come up, he is doing all the paperwork and is supposed to take to the State for their meeting. Because the fire district is contributing matching funds, the fire district should be complying with public procurement policies – bidding processes. Be sure we are constructing the building in line with procurement policies and make sure to include written statements rationalizing why this is the appropriate person to do this work. The district can start contributing funds once Mr. Hammon submits to the State.

Red Card – Policy Statement Draft Proposal is based on Wyoming State Forestry. Discussion surrounding the level of fitness and standards needed. Card shows qualifications only. State wording does not prevent the chief from listing arduous and signing the card. State language does not require red card for local fires. Changes will be made and discussed further.

August 5<sup>th</sup> from 2-6pm Wild Horse Ranch will hold their Appreciation BBQ.

Fire Pay – Charging for district expense by adding additional charges to billing for federal fires to cover payments. The County has not told us how much they would like to be paid yet. Very complex issue, it appears we cannot charge for an estimated amount, in case of a federal audit, but only for actual time/money that has been spent. Some of this happens immediately after the fire but some of it happens several months later. The only way to do this is to look at the previous year and put together those charges and put them in the budget to be charged out the following year as we collect the money. The 10% the Board is holding, does that cover the costs? It covers the maintenance of the vehicles.

Board sent all Chiefs a copy of the letter received pursuant to the retirement system audit. In this letter, Ruth Ryerson lays out requirements for a firefighter to be eligible for pension:

*Wyo. Stat. § 35-9-616(a)(ix) defines "volunteer fire department" as "any duly constituted and organized firefighting unit: ... (D) Holding monthly meetings to conduct business and training; ...." Wyo. Stat. § 35-9-616(a)(x) defines "volunteer firefighter" as "any individual who may or may not receive compensation for services rendered as a volunteer firefighter and who: (A) Is carried on the regular rolls of, but devotes less than his entire time of employment to activities of a volunteer fire department, all or a portion of the members of which are volunteer; and (B) During the course of any one (1) year, attends not less than fifty percent (50%) of the monthly volunteer fire department meetings."*

*WRS understands that each volunteer fire department determines the make-up and schedule of its monthly meetings, as well as attendance requirements for its firefighters. To avoid confusion, WRS interprets the statutory requirements for participation in the Plan to be that a volunteer fire department must hold at least one meeting per calendar month to conduct business and/or training, and volunteer firefighters electing to participate in the Plan must attend at least 50 percent of those monthly meetings. Therefore, if a department holds one meeting per month, its firefighters must attend no less than six meetings in a calendar year. If a department schedules more than one meeting per month, a firefighter still needs to only attend one meeting per month for no less than six months in a calendar year to remain eligible for the Plan. Only one meeting per month shall count toward the attendance requirement. Any firefighter that does not meet the attendance requirement as herein interpreted will be suspended from participating in the Plan for one year.*

These are easier requirements than what we have been using. It requires six meetings per year and 5 years to be vested. The definition of vested in the retirement system is once you are vested you no longer are active but you continue to put in your \$180 per year, so the retirement is a fixed benefit program and the longer you are in it, the further over on the table you get.

Chief's Report – On July 6<sup>th</sup> VVFD will host a training. They are putting together a draft for a tablet policy, stating that it's fire department use only, no social media, etc. Teri will automatically withdraw payment for tablets from their accounts and send a confirmation so the Chiefs can track.

CVVFD – Tom will alternate departments on the board with dispatch so everyone gets a fair shot. ISO recommended another station between Albany and Centennial. Eric is working on a letter indicating what ISO suggested and a letter of support from the Buckeye. They are working on specs for the building and preliminary pricing information; also discussed trying to get Albany Station to a 9 and then a 5 ISO rating.

VVFD – Received their MRG SLIB grant for their new type 6 engine. VV1 is ready for deployment.

BLVFD – All trucks ready to go and the 3500 gallon tender is now in commission.

Central (including LLVFD) – Foam training class on July 6<sup>th</sup> at Laramie Fire Department at 10am - classroom session on foam and applications; then from 1-3 will be hands on training with foam. Drill is scheduled for August 9<sup>th</sup>.

Receipts on \$500 or less purchases; truck funds will be held until receipts are received.

New Business – Emergency Reporting, the State is now covering the cost of the basic module. Dylan will look into the cost of extra modules that he thinks could be beneficial. The Board doesn't want to get inundated with paperwork that we do not need.

Next meeting is on July 19, 2017

Meeting adjourned at 7:30pm

Respectfully Submitted,

Michele Turner, Administrative Assistant