

## Albany County Fire District #1 Board Meeting Notes January 20, 2016

Meeting was called to order at 5:04 pm by Chairman Sigel.

Board members present were Art Sigel, Joe Witt and George French.

Minutes of the previous meeting were read. Chairman Sigel moved to approve the minutes. Motion was seconded by Treasurer Witt and approved unanimously.

The financial report was discussed. Chairman Sigel moved to approved the financial report. Motion was seconded by Treasurer Witt and approved unanimously.

Aimee is planning an ICS 300 class for February 23<sup>rd</sup> and 24<sup>th</sup>, please email her if you are interested so she can get you registered. Aimee and Cy are working on an RFP for the radios, this was requested by one of the commissioners.

Juliet Daniels was introduced and the idea of doing a strategic plan for the district was presented and discussed.

FF Pensions – The board is ready to pay for Little Laramie, Big Laramie and Vedauwoo. Tie Siding is in the process of getting Michele the information.

Chairman Sigel stated that if an entire department wants the Board to pay, the Board will pay, but only if there is 100% participation from the entire department. If there is not 100% participation by the department then the Board will leave the responsibility of retirement and paying for retirement with the department.

Radios – The district budget of \$20,000 will buy 6 radios with our 35% discount. We will need a document to track the radios - where they went and who has them. How do we distribute the radios? Could be need based. Chad will touch base with the departments and see what guidance he can get. Cy recommends to start the upgrade process now. The radios we are using work and we use them the best we can, however they are at the end of their usage/life cycle and 2019 will be the end of service for those radios we currently have. Treasurer Witt moved to proceed with purchase of 6 radios at \$20,181.90. Motion was seconded by Chairman Sigel and approved unanimously.

CVVFD – Would like to purchase 2 radios for department. Chairman Sigel moved to approve Centennial's purchase of 2 radios for \$7500. Motion was seconded by Secretary French and approved unanimously.

Pre-approval of funds is needed for anything over \$500. Teri will assign a project number to each pre-approval that we can refer back to over time. Chairman Sigel would like to get started on this now and move forward with this system from here on. Also, Teri still needs Little Laramie and Centennial documents for the audit.

Big Laramie, Centennial and Little Laramie were all approved for their VFA Grant.

Tie Siding is in service as the road conditions allow.

Vedauwoo – Attack 1 has a small coolant leak and Jim ordered the part to get it fixed. They would like WSF to install a small foam kit and they will submit the pre-approval.

Maintenance – No report

Training – Fire School is next month and people are coming from all over the state. Haz mat ops and haz mat awareness have been cancelled and will most likely be moved to April. The Engine Boss and Crew Boss will now be held in Station 3 instead of the hospital. Jamie would like to provide refreshments or food for mini fire school. Treasurer Witt moved to approve up to \$400 to purchase refreshments. Motion was seconded by Chairman Sigel and approved unanimously.

Scott – AOP meeting with Wyoming State Forestry is coming up, probably late February sometime. Scott represented us last year. Scott and Chad were accepted to go and represent ACFD#1.

Chad and Scott – SOP for an Albany County Task Force – They would like to schedule a meeting in March/April with interested parties and Chiefs to see if there is enough interest to make this a reality. The Board and Chiefs would have input into what can be sent and it would make for an organized, preplanned/pre-organized response with food and water, as well as a task force leader communicating with command. It would create a known entity, a one stop shop when receiving a request for assistance with known quantities and and known capabilities. It would be a great initial response tool with it's own leadership that would be fluid and changeable depending on local circumstances The BLM and Forest Service are excited about this idea. This could also be a great training tool.

Chairman Sigel moved to approve the \$275.29 to WY Machinery for work done on VVFD's tender. Motion was seconded by Treasurer Witt and approved unanimously.

Expenditures approved by the board totaling up to \$28,357.19 to include \$20,181.90 from ACFD#1 funds to purchase 6 district radios, \$7500 from CVVFD funds to purchase 2 radios, up to \$400 from ACFD#1 to purchase snacks for Mini Fire School, and \$275.29 from ACFD#1 funds to pay WY Machinery.

Meeting adjourned at 7:01 pm.

Respectfully Submitted,

Michele Turner, ACFD#1 Administrative Assistant

## Albany County Fire District #1 Board Meeting Minutes February 17, 2016

Meeting was called to order at 5:05 pm by Chairman Sigel.

Board members present were Art Sigel, George French, and Joe Witt

Minutes of the previous meeting were read. Treasurer Witt moved to approve the minutes. Motion was seconded by Secretary French and approved unanimously.

The financial report was discussed. Chairman Sigel moved to approved the financial report. Motion was seconded by Treasurer Witt and approved unanimously.

LFD has a book of GPS coordinates for all of the cisterns they know about. Chief Johnson looks to the District as the authority having jurisdiction over whether or not cisterns should be required for the Mountain States Subdivision. The subdivision needs to get a written agreement with the City of Laramie to use the fire hydrant that is near their property line. If they secure this agreement the Board will consider this a suitable replacement for the cisterns, otherwise the cisterns are necessary per County Planning Requirements.

ACFD#1 would like all tankers in the District paged to any fire in the district with the initial page. Chief Johnson has a clear idea of what we would like but would like someone from the District to be there when changing in the system. Our Agreement with the City has a date of April 15<sup>th</sup>. Chief Johnson will be reviewing and have it ready to discuss at the next meeting.

There are many dead spots with WyoLink. More towers would help, but budget constraints currently impede that progress. We need to get information to Aimee so she can include on a list for improvements to infrastructure. You can also get a communication response from Laramie or from the State if you are in an extended situation with bad communication.

Strategic Plan – Plan is moving along and our next step is the mailing asking for public input in an online survey. We will also send the link to the survey electronically for those departments with emailing lists. The public is also invited to attend the April 20<sup>th</sup> meeting at 4:00 pm.

Tires – Both Laramie Tire Factory and Fat Boys have a 24-hour mobile service if needed. Goodyear has statewide contract for government agencies (approx. 50% off), through Laramie Tire Factory (Bethany) or Gary Hobbs at Wyoming State Forestry. Bridgestone and Firestone have similar contracts with similar pricing. The Service Department at Laramie GM has also been able to beat the contract price on occasion). The priority list, which is a draft and can be reworked depending on actual needs was handed off to the maintenance committee. Chairman Sigel moved to approve \$30,000 for tire replacement on the prioritized list, starting with the highest priorities, with the project to be managed by Jon Essley of the Maintenance Committee. Motion was seconded by Treasurer Witt and approved unanimously. Project code – PA10050

Radios – We have six radios on order for the district. Chad will work with Cy to get a comprehensive list of radios in the District.

CVVFD – Base radio at Albany Station needs to be replaced at an approximate cost of \$1000. Chad will have numbers for pre-approval at the next meeting.

BLFVD – Need to repair one of their type 6 engines. Also looking at a potential command/transport vehicle for their Station 4 people. They would purchase with funds from fundraising. They will get the numbers to the Board for pre-approval.

LLVFD – Have building maintenance on a garage door and they need to construct a wind break on the main building, an \$2831 estimate for both. Chairman Sigel moved to approve up to \$3000 for building repairs. Motion was seconded by Secretary French and approved unanimously. Project code – PA10051

TSVFD – Their road has been open for most of the year but they do have drift in front of door. What does snow removal cost for other stations? Around \$69.00/hour.

VVFD – They would like to install some headlights and a foam system through Wyoming State Forestry on VV2. Both are under \$500/each for a total cost of around \$1000. Treasurer Witt moved to approve up to \$1000 for maintenance and vehicle modifications to VV2. Motion was seconded by Secretary French and approved unanimously. Project code – PA10052

Training – The fire school is this weekend. There are 70 firefighters registered. Two training requests from Centennial for Buffalo Fire School in April. Chairman Sigel moved to approve up to \$2200 for training in Buffalo for CVVFD. Motion was seconded by Treasurer Witt and approved unanimously. Eric is also planning a Saw Class.

The next board meeting will be moved to the 4<sup>th</sup> Wednesday of the month, March 23<sup>rd</sup>. We will send out reminders and put a public notice in the paper.

Expenditures approved by the board totaling up to \$36,200.00 to include \$30,000 for tire replacement of highest priority in the district, up to \$3000 for LLVFD building repairs, up to \$1000 for maintenance and repairs for VVFD's VV2, and up to \$2200 for training in Buffalo.

Meeting adjourned at 7:11 pm

Respectfully Submitted,  
Michele Turner, ACFD#1 Administrative Assistant

## Albany County Fire District #1 Board Meeting Minutes April 20, 2016

Meeting was called to order at 5:15 pm by Chairman Sigel. Board members present were Art Sigel, George French and Joe Witt.

Minutes of the previous meeting were read and discussed. Treasurer Witt moved to approve the minutes. Motion was seconded by Secretary French and approved unanimously.

The financial report was discussed. Chairman Sigel moved to pay VVFD PPE at a 75/25 split. Motion was seconded by Treasurer Witt and approved unanimously. Chairman Sigel moved to approve the financial report with above change. Motion was seconded by Treasurer Witt and approved unanimously. In May we will have a budget revision meeting and a special notice will need to be published.

LFD – Cy has received the radios for the District and EMA. It has been noted that some of the radios are either missing or stolen. Cy is now requiring that the District do an audit of our portable radios before we go any further. Cy needs the radio alias and serial numbers sent to him this month. Cy will not begin assigning the new radios until he has all of the portable radio information requested from every fire department in the district. The District then needs to implement a policy along with some form of tracking system for the radios.

Chief Johnson – Mountain States passed the council last night and the use of the hydrant was approved. The City is going to work to make sure Casper dispatch is contacted first and that Casper is requesting the City go before they are paged out. If it is unknown or structures are threatened the City will still go. The District will continue to respond as they have in the past. George is in favor of LFD's algorithm wording. Art and Joe are in favor of not changing the protocol. ACFD was struck from the algorithm language.

Training Group Report – The fire school held February 19-21, 2016 in Laramie saved the district \$13,000 and they would like to continue next year with a budget to pay the instructors. EVOG is this weekend and the Saw Class May 14-15. Wyo Fire has been canceled. June 4<sup>th</sup> there will be a wildland training at Scott's house. The training group would like to request they be notified if you are doing a training in the district that involves more than just your home department. They would also like to standardize RT 130 across the district so it can be taught in house. Chairman Sigel moved to approve \$1900 to send 3 BLVFD firefighters to training in Cody. Motion was seconded by Treasurer Witt and approved unanimously. Chairman Sigel moved to approve \$804.96 to send 1 LLVFD firefighter to attend S-230 Crew Boss training in Riverton. Motion was seconded by Treasurer Witt and approved unanimously. Chairman Sigel moved to approve \$355.00, which was amended to \$664.96 to include mileage for 1 LLVFD firefighter to attend S231 Engine Boss training in Riverton. Motion was seconded by Treasurer Witt and approved unanimously. Chairman Sigel moved to approve reimbursement to Jamie French for food for the HazMat Class in the amount of \$198.26. Motion was seconded by Treasurer Witt and approved unanimously. Chairman Sigel moved to approve \$150 for lunch for the EVOG course. Motion was seconded by Treasurer Witt and approved unanimously. Chairman Sigel moved to approve \$420 for lunch for the Saw Class. Motion was seconded by Treasurer Witt and approved unanimously.

Scott – The Annual Operating Plan (AOP) changed the eight-hour reciprocal timeframe to the end of the first burn period. This means the reciprocal time period will now end at midnight. If the District has a fire, we have until the end of the day to bring in the feds at no cost to us, however, we could also be engaged longer for free. Chairman Sigel moved to sign the Annual Operating Plan as presented. Motion was seconded by Treasurer Witt and approved unanimously.

Auditor Issues – The auditors pulled certain expenses and we were required to provide backup documentation. Make sure you keep your backup data for purchases. Each department is responsible for their own receipts. Keep receipts for one year and then turn into ACFD at the end of the year to archive.

New Subdivision Requests – Many requests are for small 40-acre parcels on unimproved private roads, where the roads could be shut down at any time. The current law requires they put in cisterns. The Board would take thoughts/comments whether there should be more people in the District involved in these decisions. This is another area where a District Chief could review the requests, since most fall the Central District.

Tire Update – The tires on four trucks from the highest priority list were replaced for a total cost of \$23,885.54. Maintenance picked two more from the 2<sup>nd</sup> priority list and that estimate is \$6573.00. At this time there is \$6114 left in the budget. Treasurer Witt moved to increase the tire budget for the maintenance committee by \$2000. Motion was seconded by Chairman Sigel and approved unanimously. Jon will get a report for the budget meeting with our 2019 goal.

Station 3 Security - Board nominated Michele Turner as the designated contact for DCI.

AC Central - There are no longer split rims on AC20. Chad has been working with dispatch to get changes made to call AC Central to every fire in the donut. We need to write up a response protocol and send to board members and chiefs.

CVVFD - Chairman Sigel moved to approve the purchase of a new air compressor at a 50/50 split for a total cost of \$1500. Motion was seconded by Treasurer Witt and approved unanimously. Project code – PA10053. Chairman Sigel moved to approve CVVFD's expenditure of \$600 to repair Unit 10. Motion was seconded by Treasurer Witt and approved unanimously. Project code – PA10054

BLVVFD - BL8 and Engine 2 have new tires. They will get some Class A foam from CVVFD.

LLVFD - They were approved to switch internet providers. Treasurer Witt moved to approve up to \$450 for the purchase of a new desktop computer at 100%. Motion was seconded by Chairman Sigel and approved unanimously. Project code – PA10055. Treasurer Witt moved to approve \$1300 to put donated EMS equipment into service at 100%. Motion was seconded by Chairman Sigel and approved unanimously. Project code – PA10056. Art requested a letter be written addressing the life safety issue regarding calls where lives may be in danger. LVVFD Engine 5 does not run, and permission was granted to sell it. A member of their department

responded to a call but was told he could not drive AC27. This is part of the managerial vacuum we have around the Central District. There is need to be qualified and trained to operate the truck, no matter what license they hold. Currently the right hand seat goes to the highest qualified. In that seat you are in the officer in charge of that engine and then the other responding firefighters fall in as they may. This could be resolved quickly if there was a chief for the Central District.

TSVFD - Chairman Sigel moved to approve \$500 to purchase an above ground cistern with TSVFD friends to pay the other \$500. Motion was seconded by Treasurer Witt and approved unanimously. Project code – PA10057

VVFD - Chairman Sigel moved to approve \$1000 plus shipping for the purchase of Class B foam. Motion was seconded by Treasurer Witt and approved unanimously. Project code – PA10058  
Chairman Sigel moved to approve \$300 for PPE from Wyoming State Forestry at a 75/25, ACFD#1 to pay \$225 and VVFD to pay \$75. Motion was seconded by Treasurer Witt and approved unanimously. Project code – PA10059

Maintenance - The mechanic is taking oil samples to send in and he will need reimbursed.

New Business:

Emergency Fire Suppression Account –There is a cost on the first fire to activate the fire suppression account which is about \$8500. This is a handshake between county and district, whoever has the fire pays that full amount. Scott will work on updating for the District.

Wild Horse Ranch - BLVFD and CVVFD response time is more than 45 minutes to be on a fire there. If residents want to improve their fire protection, we can evolve in that direction.

Financial report for March expenditures was approved and paid at \$33,084.17 because our regular board meeting was canceled due to inclement weather.

Expenditures approved by the board totaling up to \$11,788.18 to include \$1900 for 3 BLVFD firefighter trainings, \$804.96 for 1 LLVFD firefighter training, \$664.96 for 1 LLVFD firefighter training, \$198.26 for reimbursement for training food, \$150 for EVOC lunch; \$420 for Saw Class lunch, \$2000 for maintenance committee tire budget, \$750 of CVVFD funds to purchase air compressor and \$750 for ACFD1's purchase of CVVFD air compressor, \$600 of CVVFD funds to repair Unit 10, up to \$450 for LVVFD to purchase desktop computer, \$1300 for LVVFD to put donated EMS equipment in service, \$500 for TSVFD above ground cistern, \$1000 plus shipping for VVFD to purchase Class B foam, and \$75 of VVFD funds to purchase PPE and \$225 for ACFD1's purchase of VVFD PPE.

Meeting adjourned 8:37

Respectfully Submitted,

Michele Turner, AVFD#1 Administrative Assistant

## Albany County Fire District #1 Board Meeting Minutes May 18, 2016

Public meeting was called to order at 4:20 pm by Chairman Sigel.

Board members present were Art Sigel and Joe Witt.

A public meeting was held to approve amendments to the 2015/2016 budget. Chairman Sigel moved to approve the 2015/2016 amended budget. Motion was seconded by Treasurer Witt and approved unanimously.

The Strategic Plan draft goals and measurable outcomes were discussed and put input was taken. Goals and themes fall into three categories: people, equipment, water management. The Board would like to move forward and develop a job description and take applications for those interested in the District Manager position within the Central District. The Strategic Plan will be up for approval tonight by the Board, which will put this action into motion. Aimee suggested making our goals SMART (Specific and Measurable). It was decided to remove the wording 'Actionable Goals' and substitute with either 'Action' or 'Objective'.

The public meeting was adjourned at 5:30 pm.

Meeting was called to order at 5:48 pm by Chairman Sigel.

Board members present were Art Sigel, Joe Witt and George French.

Minutes of the previous meeting were read and discussed. Treasurer Witt moved to approve the minutes. Motion was seconded by Secretary French and approved unanimously.

The financial report was discussed. Chairman Sigel moved to approve the financial report. Motion was seconded by Treasurer Witt and approved unanimously.

Input is needed from the departments regarding the upcoming budget for 2016/2017. Please get a draft in to Teri as soon as possible.

EMA –Flood update – The Laramie River is above action stage and the swift water rescue team through the Sheriff's office can be activated if needed. Last year the County Commissioners set a precedent that they will only be providing sand or sand bags in primary support of protecting critical infrastructure of the county.

Radios –When radios are purchased with grant funds auditors can come at any time to check what we have and where they are located. They can and will go on site and check these radios. If you cannot produce the radio or show that it is lost, stolen, or damaged we can get in trouble for it. If you sign for it you are responsible for it. The Attorney General's office is very diligent about doing these audits and therefore, we need to make sure we are all held accountable. We



must track these radios for five years. Aimee has identified 10 radios for ACFD#1. However, no new radios will be distributed until each department gets their full inventory in to Cy.

LFD – There is proposed language to transition to the district use of hydrants in the new subdivision. We will need to be insured to cover any damages to the system and the City does not want to be responsible for any damages to District equipment. There will need to be standard basic training on how to operate a hydrant.

Dick Clifton – North Fork Owners Association

They would like to look at getting their road maintenance and snow removal equipment into a building and would like to offer a lease opportunity. Michele has been in contact with BLM and referred Dick to them regarding the lease of their lands next to the North Fork Road.

Central – There were some maintenance issues on AC 27 with some items being replaced. The battery isolator was causing an electrical fault and needed to be replaced immediately. The charge was made by CVVFD and CVVFD is seeking a reimbursement for \$348.58 to cover the cost of that. On AC27 the engineer seat is being recovered and rebuilt for free by WyoTech. CVVFD's Engine 3 is in town to cover AC27 while it's out.

CVVFD – Chairman Sigel moved to approve the purchase of a replacement baseline antenna for the Albany County at a cost of \$1500 of CVVFD funds. Motion was seconded Treasurer Witt and approved unanimously. Project code – PA10060

Treasurer Witt moved to approve the purchase of 5 new fire shelters for CVVFD for approximately \$2000 at 100%. Motion was seconded by Secretary French and approved unanimously. Project code – PA10061

Chairman Sigel moved to approve repairs to Centennial Station at an estimated cost of \$2100 with a 50/50 split. Motion was seconded by Treasurer Witt and approved unanimously. Project code – PA10062

Chairman Sigel moved to approve the use of CVVFD Auxiliary grant funds to purchase 5 tires at a total cost of \$525 for CVVFD's red command trailer. Motion was seconded by Treasurer Witt and approved unanimously. Project code – PA10063

Chairman Sigel moved to approve CVVFD's purchase of 5 sets of PPE with their VFA grant funds for a total of \$11,500 at a 50/50 split. Motion was seconded by Treasurer Witt and approved unanimously. Project code – PA10064

BLVFD – They will be replacing a hot water heater with the instant hot water heater out of station 4. May 23<sup>rd</sup> they will have their RT 130 refresher course at Station 1. June 11<sup>th</sup> is their pancake supper fundraiser from 4-7. June 11<sup>th</sup> is also their pack test at 9am at Mason Lane. They will have another pack test on June 13<sup>th</sup> at 6pm. A vehicle request for station 4 was

submitted, which will be paid for by people at Station 4. They were given the go ahead to move forward. They do not need Board approval until the actual gifting of the vehicle happens.

LLVFD – On May 4<sup>th</sup> on I-80 at the 282 there was a semi rollover and there was paging issues. LLVFD was not paged at all and there were at least 3 patients. There was a question about whether or not LLVFD was on ACFD#1 Retirement. Yes, those who have filled out the forms and turned them in to Michele are entered in to the system. A roster would be helpful to check worker's comp and retirement. Workers Comp needs to be checked monthly and the departments need to routinely receive a list to be checked. They are getting an estimate to fix a battery for their newly donated EMS equipment. They are almost ready to transport.

TSVFD – Six of 12 members have had their refresher training and there is still snow on the road.

VVFD –VV3 has a small radiator leak and VV4 has big cracks on windshield. They have a new firefighter with a CDL with Z endorsement. They will actually need an A or B. There was some questions about how the CDL and Z endorsement versus A or B license was resolved several months ago. Snow removal proposal - USAF is getting rid of some front end loaders for snow removal. Brett would like approval to look into purchasing or acquiring one of these machines for snow removal. He would be working with WSF to grab one before they head to Ft. Carson. Board is agreeable to letting Brett explore this.

Maintenance Group –All of priority group 1 is done. Jon submitted a list for next year with a 4% increase for pricing. Split rims are on the priority group 2 list and plans are to have them all replaced by next year.

Training – EVOC training had 18 people attend and everyone passed. Scott's June 4<sup>th</sup> training has been canceled due to wet conditions. However, they are trying to find another location to hold the training. There is a house in Centennial that is scheduled to be burned on June 18<sup>th</sup>, with structure training on June 11<sup>th</sup>. Secretary French moved to approve \$738.50 to send 3 CVVFD firefighters to Riverton for the FF1 practical and test. Motion was seconded by Chairman Sigel and approved unanimously. Thank you to Eric, Chad and Neil for teaching the Saw Class.

Strategic Plan approval – Chairman Sigel moved to approve the Strategic Plan with the word 'actions' substituted for 'actionable goals' wherever it appears. Motion was seconded by Secretary French and approved unanimously.

Radio Update – Chad is waiting on some information from LLVFD. He has 16 radios ready to go out once all of the data is compiled. The radio budget for next year will need to be increased to around \$40,000. The results of the audit that is being conducted will be very specific and at that time we can pinpoint exactly how many radios we actually need.

Station 3 Security – The Board will decide who has access to Station 3 until a Central District Manager can be appointed.

Tenders Dispatch status – Chairman Sigel moved to authorize Secretary French to write a policy which will implement the Board’s intent from the February 2016 Board Meeting with regard to calling out all of the tenders in the district to any fire paged within our district. Motion was seconded by Treasurer Witt and approved unanimously.

New Business:

Strategic Planning process identified the need to have district wide maps available in all of the tenders with all know water sources marked on them. There are several different avenues we can pursue. We can provide hard copy maps and we can also look at electronic versions through free programs and apps. Absolutely have to have hard copy maps and then look at having electronic maps as well. Chairman Sigel moved to approve Secretary French to proceed with the purchase of 9 hard copy books with maps of the district, one for each tender, at a cost of \$700. Motion was seconded by Treasurer Witt and approved unanimously.

Central District Manager – Chairman Sigel moved to begin the process of seeking to engage a manager for the Central District. Motion was seconded by Treasurer Witt and approved unanimously. The Board will come up with a job description and then take applications for the position. This is a volunteer leadership position for the Central District, not a chief position. A resume will need to be included showing the individual’s qualifications. Every volunteer in the district is a candidate.

Chairman Sigel moved that the Maintenance Committee be charged with the mission of carrying out action #14 of the Strategic Plan. Action #14 - A team will be created to study and force rank all rolling stock District wide. Motion was seconded by Secretary French and approved unanimously.

In the language that Dan Johnson gave us - 5b ‘district will maintain liability insurance and name City of Laramie as an additional insured’. We are not sure if we can do this through LGLP. Joe and Michele will look into it.

Meeting adjourned at 8:20pm

Respectfully Submitted,  
Michele Turner, Administrative Assistant

## Albany County Fire District #1 Board Meeting June 15, 2016

Meeting was called to order at 5:04 pm by Chairman Sigel.

Board members present were Art Sigel and Joe Witt.

Minutes of the previous meeting were read and discussed. Chairman Sigel moved to approve the minutes. Motion was seconded by Treasurer Witt.

The financial report was discussed. Chairman Sigel moved to approve the financial report. Motion was seconded by Treasurer Witt.

There will be a Budget meeting before the public meeting next month on July 20th. Please get your budgets to Teri and Joe as soon as possible.

LFD – There is an issue with the language for the inclusion of our formal access to the City of Laramie's hydrants within the annual contract. The City of Laramie asked to be named as an insured within the contract. LGLP has stated that they cannot cover the City of Laramie as an insured because they are not a member of LGLP. The District is a member of LGLP and they will cover any claims that we might be liable for. We are on hold at this point but will continue to operate through the month of July under the 2015 contract, through an agreement between Chairman Sigel and Chief Johnson.

ISO – Timothy Young spoke to the group about our ISO status. Currently CVVFD Station 1 is the only recognized station and all others are listed as unrecognized, which means they are treated as though they do not do any structural firefighting. ISO's new goal is to evaluate every 4 years, our last one was done in 2011, so we are due for a review. Tim's goal is to bring the Fire District up to what it truly is and show what the individual fire departments are capable of. He would like to meet with all Chiefs the last week of June (June 28<sup>th</sup> after 1:00pm) to sit down with each of them and go through the paperwork.

Board adjourned to executive session at 6:19 pm by Chairman Sigel.

Meeting reconvened at 6:39 pm by Chairman Sigel.

Jon Essley has been appointed as a new board member for Albany County Fire District #1. Secretary Essley is filling George French's remaining term which runs out the end of this year after Secretary French's resignation on June 6, 2016.

AOP – Larimer County frequently makes use of district resources for initial responses and they are interested in developing an actual mutual aid agreement, so we have a formal process. It was suggested to form a small committee and work out broader details and then meet with Larimer County and put together an agreement. Art wants volunteer feedback on this.

#### Water -

The District would like to move away from cisterns being the primary water source and move towards mobile transportable water. What type of compensation would be needed? If we have to buy additional insurance to use Laramie hydrants we need funding. If we buy new tenders, we need funding. The idea is to collect a fee from subdivisions applying for fire protection to be earmarked for that purpose only. Not sure yet how to accomplish this and we would need to include the County Attorney, Planning Office, and County Commissioners. How do you feel about that? The issues: Do we have a tender, do we have the personnel who are willing to drive the tender, and where will we keep a tender? The District needs to think about this and be realistic, could we do this, implement this? If we start this, we have to be ready to provide fire protection, when they start building houses. We can't wait until we collect enough money to buy another tender, etc.

#### CVVFD and Central Area

Eric will be holding a Pump Class, June 25<sup>th</sup>/26<sup>th</sup> or the first week after July 4<sup>th</sup>. This is a total pump operations class. Please email Eric and let him know if you would like attend. AC20 is in Laramie out by the Search & Rescue building. It currently does not have water in it. AC27 is in service. BL12 and Centennial Engine 2 are on the board nationally. They will each need a 3-man crew. Crews will be filled at the time engine is called. Big Laramie has a list of 6 people on rotation. Centennial's Open House is this Saturday (6/18).

Tire update – Priority 1 is done. The budget has been sent in for next year.

Radio Update – Special Purpose Tax money will be used to purchase radios.

Station 3 Security – In progress.

Dispatch – Protocol is in place and they are following it.

Maps – Art will pick up hard copies of the maps for the tenders.

Training Committee Vacancy – The Board would like the Training Committee to appoint someone to head the committee. Chairman Sigel will put out an email to the members of that committee.

BLVFD – One more RT130 this Saturday at 9:00, with the pack test after that. They have purchased a 2013 crew cab to haul personnel and will be taking it down tomorrow to get started on decals and get lights ordered. They received two new drop tanks to be used at Station 4.

Chairman Sigel moved that the Board would support sending out as many as three wildland units this year, if the staffing for the district is appropriate. Motion was seconded by Treasurer Witt and approved unanimously.

LLVFD – A raffle is being done through the auxiliary for a donated rifle to raise some funding to purchase new type 6. They are also going to sell an acre of land to raise money for the purchase. EMS – Travis is working with AC Medical Director to figure out hospital's side. Travis was granted the Board's permission to determine guidelines and what the District can and cannot regarding EMS in the county. LLVFD is signed up on standby for the Jubilee Days rodeo.

TSVFD – Their second cistern is in and they now have 3000 gallons onsite. All volunteers have finished training.

Maintenance – The maintenance group put together a chart for ranking vehicles. This matrix is a rating tool (or a planning tool) only at this time and it is up for discussion/comments. Does it look like it should, is it logical?

New Business-

Will ACFD#1 have some equipment in the Laramie Jubilee Days parade? Travis will get an application in.

Travis – There is a hose reel issue on tender. They will work with the maintenance committee to get pricing to fix the issue.

Meeting was adjourned at 8:20 pm by Chairman Sigel.

Respectively Submitted,

Michele Turner, Administrative Assistant

Albany County Fire District #1 Board Meeting July 20, 2016

Public Budget meeting called to order at 4:16pm by Chairman Sigel.

Board members present were Art Sigel, Joe Witt and Jon Essley.

No persons representing the public attended. The Board received no input from departments so requests will now have to be taken later. Treasurer Witt moved to approve the budget as presented. Motion was seconded by Secretary Essley and approved unanimously.

Public meeting for the budget adjourned at 4:21 pm.

Board was called into Executive Session at 4:22 pm by Chairman Sigel.

Regular Board Meeting was called to order at 5:39 pm.

Board members present were Art Sigel, Joe Wit and Jon Essley.

Chairman Sigel moved to engage Megan Goetz as attorney for ACFD#1. Motion was seconded by Secretary Essley and approved unanimously.

Minutes of the previous meeting were read and discussed. Treasurer Witt moved to approve the minutes. Motion was seconded by Secretary Essley and approved unanimously.

The financial report was discussed. The board accepted and will pay the vehicle repair bill from Laramie GM for Little Laramie VFD's ambulance. Secretary Essley moved to approve the financial report. Motion was seconded by Treasurer Witt and approved unanimously.

Chairman Sigel moved to purchase 10 radios at a cost of \$38,000 to be purchased with the 2001 special purpose tax money. Motion was seconded by Treasurer Witt and approved unanimously. Project Code – PA66

EMA – The radios under Aimee's grant have been distributed. Chad needs to know the individuals that the radios have been assigned to. We must have strict accountability of these radios.

LFD – The agreement was dropped from the City Council agenda because of misinformation. Chief Johnson has to clarify some of the questions put forward by the Public Works Director and the head of the Water Department. He has it on the agenda for the first City Council meeting in August. There is an effort to account for water, which means they need to know where the water is going. When a request is made to use Laramie water the volume expected to be used must be reported. There also needs to be a training program in place that has guidelines for call-ins for notifications. Water use notification must be made to LFD until hydrant use training is completed, then water use notification can be made through Dispatch. Until the agreement is in place, call LFD and have them assist if you need to refill using a City of Laramie hydrant. We need to be very careful and deliberate about this, as this agreement is very important. Chief Johnson will let ACFD#1 know when the agreement passes and we will put out notice to that effect.

Cisterns – The Board will wait to address alternatives to cisterns until we have an agreement in place with the City of Laramie. City of Laramie hydrants are a very key water source (however, not the only one) to be able to offer alternatives to developments. Discussion ensued regarding drop tanks. The Board is willing to spend money on drop tanks that set up quickly on a fire. Chad and Brett will look into

this option. This could be approved through email before the next meeting as it passes the test of “serious immediate concern”.

Maintenance Committee met and has looked at the vehicle ranking system. We can hire a mechanic to inspect for the rating system or have the departments handle themselves. Jim Brehm has already rated CVVFD; BLVFD will do themselves, LLVFD would like to have someone do it, VVFD can do themselves, and TSVFD will also do their own. Please turn in vehicle reports by the August meeting.

Chairman Sigel moved to appoint Dylan Whitmer as the Central Area Manager. Motion was seconded by Treasurer Witt and approved unanimously.

Secretary Essley moved to spend \$40,500 for replace tires on the tire priority list two for the 2016/2017 fiscal year. Motion was seconded by Chairman Sigel and approved unanimously. Project Code – PA67

Chairman Sigel moved to change the Driver’s License Requirements (1/26/12) policy and the Driver’s Licensing (6/15/11) policy to allow a Z endorsement in place of a Class B License. Motion was seconded by Treasurer Witt and approved unanimously. Chairman Sigel instructed the Department Chief’s to create a system within ACFD#1 to generate the required “Affidavit of Competency” for the Z endorsement. The person signing the affidavit must hold that license as well. We don’t want to lower our standard for people that are driving trucks.

Jeremy Bircher was appointed to head up the Training Committee. Chairman Sigel would like to have an annual training program that is published. It’s also important for the committee to be active and have members participating from every department. Livermore Fire would like to do training exercises with us. Currently we are working on a MOU between ACFD#1 and Larimer County.

New business:

There was an ISO meeting at end of June (fire season had started). Chairmen Sigel would like to schedule the ISO Rep, Tim Young, back here on the Thursday following our October meeting (10/20/16). He can be here in the evening and that next morning to meet with the Chief (or Chief’s designee) and go through the ISO process and forms that must be filled out.

Travis would like an answer on his appeal. Chairman Sigel asked if he had studied the disciplinary procedure. Travis answered yes and that he attempted to follow it. Chairman Sigel advised Travis that he needed to go through the department first. Travis responded that he has tried but hasn’t gotten a response. What if the department chooses not to respond? Chairman Sigel stated that would be special case that the Board would have to consider then. Megan advised that all communication should be provided in a written filing to the Board tracking the correspondence and lack of response, if already submitted, she recommends resubmitting to Chairman Sigel so he can see the whole package. Travis was instructed to send the complaint to the department and if he does not receive a response within a one week period then he should file a written complaint/grievance with the Board that explains his position. Megan ended by stating that once the above procedures are followed the Board can then determine what additional procedures will need to be followed.

The Board is reconsidering supporting EMS and will likely move away as we can, and the let the system that is supposed to provide EMS work in this situation. Our mission is fire.



## Department Reports:

Central – AC20 now has water on it. Both AC20 and AC27 need some maintenance. An account should be set up for Central.

CVVFD – Chairman Sigel moved to approve CVVFD's expenditure of \$9000 to purchase 3 radios. Motion was seconded by Treasurer Witt and approved unanimously. Project Code – PA68

Permission was granted for CVVFD to repair the carburetor on one of their rescue unit and then sell it. Cost between \$400-500. Project code – PA69

Single Resources – Last month the board suggested that three teams be sent out during fire season. This stretches the district in terms of Engine Bosses. The challenge is having enough people and a pyramid of trained people. Also, when a single resource is dispatched that person receives valuable training that can then be brought back to the district with the added advantage that this training is being paid for by the federal government.

BLVFD – Treasurer Witt moved to approve \$1100 for a replacement folding tank and liner. Motion was seconded by Secretary Essley and approved unanimously. Project Code – PA70

LLVFD – Would like to pursue vehicle to replace Engine 5. Interested in a Type 6 crew cab.

TSVFD – Put out a small fire on July 4<sup>th</sup>, provided community service and received some donations. TSVFD – Treasurer Witt moved to approve \$1000 for PPE purchase for new firefighter. Motion was seconded by Chairman Sigel. Secretary Essley abstained from the vote. Project Code – PA71

Jeff is also working on the page problem form from the Chief's group.

Jeremy Bircher has authorization to purchase County GIS maps for the tenders.

VVFD – Chairman Sigel moved to approve a 75/25 split at a total of \$3600 for Vasquez to finish the drywall upstairs at VVFD's station. Motion was seconded by Treasurer Witt and approved unanimously. Project code – PA72

Expenditures approved by the board totaling \$93,700 to include \$38,000 for 10 new radios for the district, \$40,500 to replace tires on the tire priority list two for the district, \$9000 for CVVFD's expenditure of 3 radios, \$500 for CVVFD expenditure to repair rescue unit carburetor, \$1100 for replacement folding tank and liner for BLVFD, \$1000 for PPE for TSVFD, and \$900 of VVFD funds to pay Vasquez to finish drywall and \$2700 of ACFD#1 funds to pay Vasquez to finish drywall.

Next meeting August 17<sup>th</sup> at Station 3 at 5:00pm.

August 13<sup>th</sup> BLVFD is having their Chili Cookoff at Station 4.

Meeting adjourned 8:26 pm

## Albany County Fire District #1 Board Meeting August 17, 2016

Meeting was called to order at 5:06 pm

Board members present were Art Sigel, Joe Witt and Jon Essley

Minutes of the previous meeting were read and discussed. If you are assigned a project code you still need to send preapproval forms to Teri so she knows what you are buying. Chairman Sigel moved to approve the minutes. Motion was seconded by Treasurer Witt and approved unanimously.

The financial report was discussed. If you change your address you need to let Teri and Michele know for paperwork/pay purposes so that your fire pay check can be mailed to you if you are not at the meeting to receive it. Some fire pay is only being paid at 90%, with the remaining 10% to follow after questions have been answered and the fire warden has also had a chance to review it. Currently only Michele has looked it and if there were questions or missing paperwork you were only paid 90%. CTR's should be submitted with your paperwork. CTR's help us double check and piece the puzzle together when there are questions or when things aren't matching up. This is done for your benefit, to make sure that you are getting paid the correct amount, as mistakes can be made on fire paperwork. Chairman Sigel moved to approve the financial report. Motion was seconded by Secretary Essley and approved unanimously.

EMA – Please advise if the Board would like to continue to pursue the cistern locations within the county. The Board would like to be kept advised of these locations as we have not passed an alternative to cisterns yet. Aimee has a list but cannot determine if they are operational/functional or not. We will keep on the maps at this time and distribute to the five volunteer fire departments. At some point ACFD#1 needs to check and determine if they are operable. Reminder: All training through the State, Homeland Security and EMI are free.

LFD – City Council passed the Operational Agreement between ACFD#1 and the City of Laramie last Tuesday night, with one change to #5 in agreement, the water section. Chairman Sigel moved to approve the latest version of the Operational Agreement between the City of Laramie and Albany County Fire District #1. Motion was seconded by Treasurer Witt and approved unanimously.

Use on an incident is implied but make sure you keep records of volume numbers. If you are training please call and let the City (dispatch) know you are using a hydrant for training. There needs to be open lines of communication with dispatch/City regarding our use of the hydrants and how much water we are taking. All ACFD#1 personnel who will be using the hydrants must be trained, even if you have had the training before. Trainings are scheduled for August 20<sup>th</sup> and 27<sup>th</sup>. Training will be documented. Thank you Chief Johnson for your hard work on this, you have created a valuable new asset of the District and thank you City Council.

Chief Lange will get the dispatch paging issue form to Chief Johnson for his review. Dispatch issues – 721-5376 – Steve Morgan

Tire update – It may take WSF take a while to round up enough tires and rims. After this, all of split rims will be replaced.

Z endorsement – Changes were made to the policy statement last month. Board has looked at and is comfortable with policies as restated. However, there were questions about hydraulic brakes versus air brakes, and there might also be a need to have the tanker endorsement. It appears that full air brakes are not allowed on the Z endorsement. You must have a Class B with an air brake endorsement to drive the CAT tenders. With a Class B you don't have to have the physical, it's an exemption. Also, other states and some insurance don't recognize the Z endorsement. At this point, we need to confirm our policy statement.

Chief's progress on department affidavit's for Z Endorsement – Anyone with a Class A or Class B can write the affidavit and the Chief's can create a test to determine whether or not an individual should get the affidavit. There must be training for the vehicle which is the same for every department, with coaching, testing and verification in place so that we are not lowering our safety standards. If the State will continue to issue Class B permits that covers all of the above, but that is not how the law is written.

#### Department Reports

Central – AC20 is out at the County Sheriff's building. Dylan has acquired a light bar to put on so it is illuminated a little better at night. Not much to report at this time.

CVVFD –Cyrus called for tender for dust abatement. A tender is in ROSS but not on the board. Centennial did not send a tender. Engine 2 is currently on the board.

BLVFD – Have an Engine at Twin Lakes south of Cody. They were called for tender as well. They have an old rescue unit that they would like to sell if no one has a need for it. They are getting bids for a leaking roof at the main station. Looking at about \$9000 and are in the process of getting local bids. Chairman Sigel moved to approve the sale of the 1990 Ford F350 2WD Rescue Unit (R193). Motion was seconded by Treasurer Witt and approved unanimously.

Chiefs Group – Tenders being dispatched to all fires in the county, they are still having some issues, but they are working on it. Chief Lange is working on a form to address that. They discussed the ISO requirements. Also the needs and lack of grants this year, as Little Laramie and VV1 would like to be updated. They would like to see a springtime fire school again as well as work on a training program throughout the district to bring more people up to engine boss standards.

LLVFD – Had elections to fill vacant positions: Training – Larry Drinnen; EMS Coordinator – Brian Gerhart; Company Officer – Justin Burch and the Treasurer vacancy has been turned over to the Board and Teri handling it. Chief Kern questioned how it works if Teri were to handle the

Treasurer duties. If temporary there may not be a charge, however, if on a continuing basis there would be a monthly charge. LLVFD has a limited number of people coming in for calls and training.

TSVFD – Their Open House is Sept 4<sup>th</sup> and will be a musical potluck. Their well is fully completed and hooked up to the building and they now have a switch to fill up the cisterns.

VVFD – They have contacted Vasquez and he will be coming up to drywall. VV2 – has a charging problem, will take to Kett's to determine the issue. Chairman Sigel moved to approve \$1600 to purchase a 300 gpm pump from Murdoch's. Motion was seconded by Treasurer Witt and approved unanimously. Project code – PA73

Drop tanks – Different sizes of pumpkins - 500-3000 gallon, 1500 and 1800 gallon. They placed an order 3 weeks ago for a 1500 gallon tank (under \$500) to see how they like, if it's going to work. It's about a 60 pound tank. Sixty percent of their members live in Laramie or Cheyenne and Brett would like to offer an incentive to respond to calls. Can we extend \$20 to them to help pay for gas when they respond to a call? Fuel incentives are given in Cheyenne. The Board does not want to disincentive them as we want to keep membership around. It would have to apply to all departments not just VVFD. The departments need to do an audit of responses to calls and estimate a cost associated with that and get that information to the Board for their review.

Training Committee – Hydrant training will be on the 20<sup>th</sup> at 10am, 27<sup>th</sup> at 10am. Everyone must get re-trained. Jeremy will keep a log of the training. Also, we need to do another fire school. The Training committee will meet the first Wednesday of every month at about 6pm. All the trainings are open to everyone.

Maintenance – Rating scheme for vehicles – information sheet – information on primary vehicles – This helps us to determine highest need when figuring out how to allocate funds. Email Jon, comments and questions. No snowmobiles, trailers, atv's.

New business:

Scott – There is no wording yet for floor costs when tapping into suppression account. Fire reporting for Centennial has been done in Firehouse and is currently being reported in Emergency Reporting. Does the Board want a copy of the fire reports that go in? Yes they do. Many departments could be doing primary reports, plus mutual aid reports, which could be skewing fire numbers in the state. They are bringing a new state system that is cloud based. Also for the \$200 wildland boot reimbursement for PPE – is there a time frame so someone isn't buying new boots every couple of month? The Board might want to put it in writing. It could be the Chief's call to replace boots that need to be replaced.

Expenditures approved by the board totaling \$1600 for VVFD's purchase of 300 gpm pump.

The next meeting is September 21<sup>st</sup>. The Board will reconvene after Executive Session.

Board adjourned into executive session at 7:16 pm to address personnel matters.

Board meeting reconvened at 9:30 pm.

Meeting adjourned at 9:31 pm.

## Albany County Fire District #1 Board Meeting September 21, 2016

Meeting was called to order at 5:02 pm. Board member present were Art Sigel and Joe Witt.

Minutes of the previous meeting were read and discussed. Chairman Sigel moved to approve the minutes. Motion was seconded by Treasurer Witt.

Hauled Water Status – Continues to be a work in progress, we have currently hit a stopping point in trying to set up a fee schedule. We do not currently have the right to collect fees as it is not written into our formation documents. Megan feels confident she can put together language to continue moving forward. Mike Hamel was present and voiced his support in moving away from fire cisterns and toward a hauled water system.

The financial report was discussed. There is a proposal from ANB Bank to move to online banking. Treasurer Witt moved to approve ANB proposal's and for them to serve as the district and department banker. Motion was seconded by Chairman Sigel. Chairman Sigel moved to approve the financial report. Motion was seconded by Treasurer Witt. Teri will need to know who is on the signature cards so she can get the paperwork/process started.

Vehicle Rating Spreadsheet – The Chief's group suggested the military trucks should be in a category of their own. We need to get some spread between them to pick up on the things that really stand out.

ISO Meeting – Tim Young will be here for our meeting on October 19<sup>th</sup> and all day on October 20<sup>th</sup>. Please be prepared to meet with him. We are trying to lower our insurance rates.

Z endorsement – Chief's met and they are not comfortable with the Z endorsement. The Board will reverse the policy changes from a few months ago.

Central – Dylan has the Board's permission to research numbers to build a station for Central. The property south of the fairgrounds is County property and Heber Richardson is on board with the idea of lease for a minimal yearly fee. There is another property on the north end of Chaparral Drive which is zoned county commercial. We would have to purchase at \$210,000, it has a two bedroom house and a small garage, but we would still have to build. Chairman Sigel suggested our first priority is to find a place to rent. Several options were discussed for a tender for Central. There is a vehicle for sale that would double as a pumper and tender. Chairman Sigel moved to negotiate on the pumper/tender and if necessary consider purchasing a 'first right of refusal'. Motion was seconded by Treasurer Witt. Dylan would like to update the lighting on AC20 with a cost of up to \$500. Project Code – PA74

Centennial – Engine 1's radiator was damaged, Centennial will pay when those things happen, the Board still has to get notice and agree to the amount; it has to have preapproval. This would fall under the "serious immediate concern" category and can be approved over email.

BLVFD – Treasurer Witt moved to approve \$10,000 for roof repair at a 50/50 split. Motion was seconded by Chairman Sigel. Project Code – PA75

They received a donation of a 1994 5-ton military vehicle. The cost to put a 1200 gallon tank/fire package on it would be \$25,000 - \$30,000. Board requested a proposal on what it would cost, how they would use it, features of this equipment and where it would be stored.

LLVFD – Engine 1 needs to be fixed, they will get a quote. Down to one engine and tender.

TSVFD – Engine 57 had repairs on the generator. The Starwood Fire started and Cyrus got involved and they put a plan together for Tie Siding. They worked on a map, evacuation plans, structure assessment and protection. Jeff mentioned he would like to purchase a small trailer to put sprinklers on; the Board would like to see a proposal.

VVFD – 50% complete on dry walling and they would like to paint, install flooring and baseboards with a cost of \$1800. Requested a 90/10 split. Chairman Sigel proposed a 50/50 split, which was not accepted at this time.

Chairman Sigel moved to approve \$1660 to purchase a 1500 gallon drop tank. Motion was seconded by Treasurer Witt. Project code – PA76

Training – Maps books are printed and Jeremy has CD's available. He will print four more copies from the UPS store. Treasurer Witt moved to reimburse Jeremy for the cost of the Albany County maps and the CD's at \$314.78. Motion was approved by Chairman Sigel. Hydrant training was completed; Big Laramie still needs to work on it. Jeremy suggested adding hydrant training with red card training. Chairman Sigel requested the status on hydrant training be sent to him. The first two weekends of November there will be a S290-Intermediate Fire Behavior Class. Jeremy is working on another fire school in February to include Engine Boss/Crew Boss.

New Business – We need a count of the number of people going through Class B CDL training.

Expenditures approved by the board totaling \$12,474.78 to include up to \$500 for lighting for AC20; \$10,000 at a 50/50 split with BLVFD for roof repair; \$1660 for VVFD's purchase of a 1500 gallon drop tank; and \$314.78 reimbursement to Jeremy Bircher for maps and cd's.

Meeting adjourned at 7:37 pm.

Board adjourned into Executive Session at 7:37 pm to address personnel matters.

Respectfully Submitted  
Michele Turner, ACFD#1 Administrative Assistant

## Albany County Fire District #1 Board Meeting October 19, 2016

Meeting was called to order at 4:02 pm. Board members present Art Sigel, Joe Witt and Jon Essley.

Chairman Sigel moved to go into executive session. Motion was seconded by Treasurer Witt and approved unanimously.

Meeting was called back to order at 5:30 pm.

Minutes of the previous meeting were read and discussed. Treasurer Witt moved to approve the minutes. Motion was seconded by Secretary Essley and approved unanimously.

The financial report was discussed. Chairman Sigel moved to approve the financial report. Motion was seconded by Secretary Essley and approved unanimously.

Cyrus Rahman has resigned as County Fire Warden. BJ Clark will continue as the Assistant County Fire Warden.

Tim Young from ISO is here and ready to meet tomorrow. Appreciates everyone's time and efforts.

Chiefs Meeting – Pertaining to recruitment and retention, the Chief's would like to expand the travel reimbursement currently used for training to also help cover volunteer fuel costs associated with responding to fires. This would be from home address to department only. Chief would have to sign off that volunteer actually arrived. This would be done at the department level and then departments would submit one-time reimbursement to ACFD#1. Board will consider this. Develop a proposal and make it consistent between departments. This would have to have an annual cap on it so the Board can manage the budget instead of it being open ended. Chief's will develop a proposal.

Wild Horse Ranch – They would like a fire truck and a fire station. They have to get community support, money and training with current departments. You cannot just request a truck and fire station. You must have trained volunteers who have demonstrated that they can run a department if you want to have a department. They need to create an association between themselves and one or two existing department; get training to eventually become a department. Is there a need? Perceived versus actual need?

There is also concern about the Central Area and that the Board is building a fire department. The Board is working within their Strategic Plan actions to appoint a manager and look at feasibility of making a department. Chief's feel the feasibility study has been skipped and moved right into buying a vehicle and getting a building. If an analysis has been done, they would like to see it. An analysis has not been done. A manager was appointed due to a leadership vacuum in that area and the Board is working on getting a hauled water program



implemented (improve ISO status), that is the objective of putting a tender in Central. We need to have water there.

Hauled Water Program – Chairman Sigel moved that we announce our intention to proceed in creating a hauled water program for the district to be fully defined by the December board meeting. This program would not apply to the county fire warden’s responsibilities in the northern part of the district. Motion was seconded by Secretary Essley and approved unanimously.

Wildland firefighting – Building our wildland fighting capability with the specific objective of having 4 engines out on fires (12 fire fighters). If we set that as a goal, we might be able to do that in a year or two. We need engine bosses, more people with red cards, training with experience, and more engines. We need a leader for this program, the board is not qualified. Leadership should be the Chief’s group. Need to have enough people to send out and still have people here. What is our real purpose? To serve the community. If we can’t work together and come together as community, what would that look like? People need to communicate. The County has a problem with communication. People are our number one resource and we need to come together to help the training committee make this goal realistic as far as training and experience. Jeremy wants to get people what they need and make them better prepared here at home and out on assignments.

Z endorsement - Chairman Sigel moved to reinstate the policies, ACFD Drivers SOG 2011 and Driver’s License 2011, that were in place prior to the Z endorsement becoming an item of discussion and inclusion in those policies. Motion was seconded by Treasurer Witt and approved unanimously.

By-Laws – We have five departments with unique By-Laws and there are conflicts between the departments and district By-Laws that need to be harmonized. The Board is requesting each department submit their by-laws as soon as possible to Michele. The Board will try to determine the conflicts and resolve them. This is not an effort to remove your By-Laws, it’s to harmonize them so we do not come into conflict that then leaves us in trouble.

Forward plans and use of funds – We are trying to do a lot of things. Each department should have its own plan of what it wants to do over the coming year (5 years) and we want you to share with the board. Chairman Sigel moved that each department consider their capital needs and wants over the next 3 to 5 years. This “plan” should be done at each department. Then the “plan” should be submitted to the District. After studying each plan the ACFD#1 Board will discuss the plan with the submitting department. The purpose of this undertaking is to allow the District to create a plan for expenditure of its funds. The plans should answer several questions:

- 1- What do we want?
- 2- Why is this an appropriate expenditure? (Justify it)
- 3- When will the funding be needed?
- 4- How will this be funded?

This raised the question. If an auxiliary buys an engine – whose property is it? The Auxiliary has to have approval of the District. Once the engine becomes part of a fire department it becomes the property of the District. If the engine cannot be used as a trade in value for the next purchase and is required to stay within the District with the possibility of going to a different department, the initial investment of the engine by the auxiliary is then lost, and this is a terrible disincentive for the auxiliaries to invest in their departments. Solution could be relatively simple, to create a document that it remains with that department.

Maintenance committee report – Central requirements for a new tender, agreed should be purchased for central area.

Tire Report – State Forestry rounded up rims and tires. They are the cheapest, best price.

Central – Six sections of hose on AC27 failed. Chairman Sigel moved to approve just over \$500 to purchase hose for AC27. Motion was seconded by Treasurer Witt and approved unanimously. Project Code – PA77

The tender was very well taken care of, there were a few issues, and they would be addressed and fixed prior to purchase. Some surface rust and scaling on undercarriage. It's a 3000 gallon water capacity with 1250 gpm pump and the tires are in good shape (2011). Would like to make and offer at asking price and split cost of shipping out here at \$2850 total. Materials to go along with it based on NFPA would be \$12,000-13,000. Secretary Essley moved to approve \$85,000 for the purchase of the pumper/tender and listed equipment for the Central District. Motion was seconded by Chairman Sigel and approved unanimously. Project Code – PA78

Chairman Sigel moved to proceed to negotiate a lease on the Hamaker building with the intention of a two-year lease with renewability in 6 month increments out to four years with the expected rental to be \$2000/month. Motion was seconded by Secretary Essley and approved unanimously. Project Code – PA79

Staffing of engines? AC27 should roll to all calls, then then new tender.

CVVFD – Winter is coming so working on chimney fire training getting snow machines ready.

BLVFD – Chairman Sigel moved to approve \$2200 at 100% for maintenance on BL10. Motion was seconded by Treasurer Witt and approved unanimously. Project Code – PA80

Chairman Sigel moved to approve the expenditure of BLVFD's fund in the amount of \$5500 to purchase a topper and tool boxes for storage. Motion was seconded by Secretary Essley and approved unanimously. Project Code – PA81

LLVFD – Would like to make their ambulance into a Haz-Mat unit instead of an ambulance, but they need approval to look into what it needs to switch over. Brett asked to have a conversation first, as that was a VVFD ambulance that was on a long term loan to them.

TSVFD – Working with Stan in planning on map books with street names. Tie Siding has a Verizon internet account and they are looking at access to GIS online through tablets, however it won't work on Apple. Auxiliary will purchase a radio and the department would like to purchase a radio. Chairman Sigel moved to approve the purchase of two radios with TSVFD's Auxiliary purchasing one at \$3500 and TSVFD approved to purchase one at \$3500, for a total of \$7000. Motion was seconded by Secretary Essley and approved unanimously. Project Code – PA82

VVFD – They would like to get VV1 ready to go out on federal fires next year and it needs a spare tire and mount. Treasurer Witt moved to approve \$2400 at a 50/50 split to purchase a spare tire and mount for VV1. Motion was seconded by Secretary Essley and approved unanimously. Project Code – PA83

VV2 – Has a small leak they would like to take to Wyoming State Forestry to fix it. Permission to get it checked out.

Training – The third hydrant training has not been scheduled yet, but everyone must to it. This is a liability between ACFD#1 and the City. Airlife wants to do training. Chairman Sigel moved to approved \$650 for training food for the S290 class. Motion was seconded by Treasurer Witt and approved unanimously. Project Code – PA84

This weekend, Tie Siding has four burn piles to burn. It's being used a training exercise. Anyone who wants to come is welcome. Don't need any engines.

Expenditures approved by the board totaling \$103,250 plus a monthly lease up to \$2000 month. The total of \$103,250 includes \$500 of ACFD#1 funds to purchase hose for AC27; \$85,000 of ACFD#1 funds to purchase the pumper/tender for Central; \$2200 of ACFD#1 funds for maintenance on BLVFD's BL10; BLVFD's expenditure of \$5500 for a topper and tool box; TSVFD's Auxiliary to purchase a radio at \$3500 and TSVFD's funds to purchase a radio; \$2400 at a 50/50 split for VVFD's to purchase a spare tire with mount; and \$650 of ACFD#1 funds to purchase food for S290 training.

Next meeting is November 16, 2016.

For anyone not present at the meeting to pick up their check, checks will be mailed no later than Monday.

Meeting adjourned at 8:56pm

Respectively Submitted,  
Michele Turner, ACFD#1 Administrative Assistant

## Albany County Fire District #1 Special Board Meeting November 9, 2016

The special board meeting was called to order at 5:54. Board members present included Art Sign and Jon Essley.

After the meeting with Tim Young from ISO it was concluded that without simultaneous paging of ACFD#1 and LFD for all structural response fires it would veto everything else we are trying to accomplish as far as the ISO ratings.

There are three options available to us:

- 1) LFD and one of the district departments can be paged simultaneously.
- 2) LFD and all of the district departments can be paged simultaneously.
- 3) We stay at the status quo.

The first option means that departments with the large pumpers will meet the hauled water ISO requirements. The second option means that all ACFD#1 departments would meet the hauled water ISO requirements.

The Chief's group met and discussed the options. They would like to go with option 2 and work out the logistics of how to deal with the call outs within each department. This would mean a call would go out to all 5 departments and then the district would put into place a plan to deal with the response from each of the departments. Someone within the district would need to take charge and communicate the level of response that is needed from all of the other departments.

A possible program we could use is the "I Am Responding", which is a program that works through dispatch that allows you to note your response, as well as see who else is responding. One inherent problem with this is ACFD#1 does not have a paid person in dispatch, they page ACFD#1 as a courtesy and we would be asking for a favor to have them add this in. There is no partnership between LARC and ACFD#1. We could look at including this in the agreement with the City and possibly look at helping to pay for a dispatcher.

Chairman Sigel requested the Chief's group put together a procedure for a full county response for structure fires and he will forward to Tim. Chad will talk to Cy about reprogramming the radios/pagers. Tom and Chairmen Sigel will talk to Steve Morgan (LARC) about dispatching.

Chairman Sigel moved to adopt ISO option #2 that Laramie Fire Department and all ACFD#1 departments are paged simultaneously. Motion was seconded by Secretary Essley.

Meeting adjourned 7:06 pm

Respectively Submitted,  
Michele Turner

## Albany County Fire District Board Meeting November 16, 2016

Meeting was called to order at 5:05pm. Board members present were Joe Witt and Jon Essley.

Minutes of the previous meeting were read and discussed. Secretary Essley moved to approve the minutes. Motion was seconded by Treasurer Witt.

EMA – Please let EMA know if there is action taken with the LLVFD ambulance. Each of us uses equipment on the WYOLINK system; we have 877 pieces of equipment identified in the super bills that were sent out. Aimee needs the Chief's match up equipment with the itemized bills so we can remove equipment that is no longer being used. ACFD1 Board is invited to an informational meeting on Monday, November 21 at 10am to determine how Albany County is going to move forward and plan for budgeting of this upcoming expenditure.

The financial report was discussed. Secretary Essley moved to approve the financial report. Motion was seconded by Treasurer Witt.

Wild Horse Ranch – Presentation from Alex with the WHR regarding geography, resident concerns, support to ACFD1 and what they can do to assist ACFD1. WHR is currently experiencing an increase in their population. They currently have 62 platted structures with 37 seasonal, 23 full-time and 5-6 that will become full-time in the near future. Only 4-5 of these are prepared for water protection with water on-site or a cistern. WHR understands that a response would come from CVVFD, LLVFD and BLVFD. They realize they have to work through the existing system and they want to make sure we have the support and resources we need from them. There are concerns regarding ingress and egress as the roads are not great. The homeowner's association is working on getting roads into a condition that would make passage by emergency vehicles possible year round. Currently the only access roads are off of Hwy 130 and the Big Hollow Road. There are also locked gates; WHR will provide the access code to the Chiefs. As for topography and terrain, they can't do anything about that. They will address this by helping first responders to know the best route into the ranch, as some areas will have difficulty moving large vehicles. They are also working with Pioneer irrigation to find a route that is high enough to replace the bridge they lost in the flood so there is reliable access from Harmony Lane. Also working on getting permits for dry hydrants and will need ACFD1's help, through the Chief's, to determine placement. They plan on starting an auxiliary to help raise funds to pay for PPE and training, as well as do periodic testing of cisterns and hydrants and training on fire extinguisher use, etc. They will also be part of a community watch. In order to assist us, they will recruit from WHR to join an existing department, most likely Centennial due to ease of access. First steps will be recruitment and training and working with the community so they are not a burden. They are willing to work to get what they need.

Interim County Fire Warden – Primary mission is catching up on paperwork. Old evacuation plans were given to the Board. Scott received a call from Country Meadows – within ACFD1 but not his jurisdiction; it falls within Central so contact Dylan.

Hauled Water Program – Board approved moving forward with a more formalized program for the district. Currently developers have to either install a cistern or the fire district has the opportunity to review/approve an alternative. Developers have indicated they would like to advance the monies they would pay toward a cistern to work towards a hauled water program through a fee structure based on criteria. The developer must still have the choice though. A fee structure would be determined by the board and renewed annually. What about the liability associated with taking money, we are volunteers with full-time jobs? Chief Johnson mentioned that someone needs to reference the standard of operation for providing water and also to look at NFPA Standard 1142 for rural water supply. If we stick with cisterns, where is the liability then? Also with cisterns there has to be an 8 foot road to and from to allow for access to the cistern, but who maintains that? That is the huge hole in the system, who is responsible?

ISO Paging – Chairman Sigel and Tom went into dispatch and talked to Steve Morgan about simultaneous dispatching and he is more than willing to make this a go.

Fire Pay – Secretary Essley moved to allow individual departments to reimburse firefighters for outstanding fire pay, the individual fire departments can then submit a voucher to ACFD#1 for reimbursement. Motion was seconded by Treasurer Witt.

Wildland program – Still looking for someone to step up and run program. The Chief's Group discussed this at their meetings. They will manage this issue and are prepared to put engines on the board next year (1-CCVFD, 1-BLVFD and 1-VVFD). Treasurer Witt brought up that money made from engines from federal fires should be sent to the district then it can be decided which equipment should be replaced/upgraded and where it should go. This would affect CVVFD and BLVFD because they wouldn't get their money. Response - This is how departments generate money, if they can't access that money then they won't put a vehicle on the board to go out. They are already using the money made on fires to upgrade their equipment, which is less money they have to ask the Board for. It also helps the departments cover the day to day expenditures. BLVFD has spent seven years getting to where they are and CVVFD has spent 10 years before that to get to the point they are at. It doesn't happen overnight, it takes time. Tom reminded everyone that there was an agreement with the Board that for vehicles sent out on federal fires the fire department presented to the board at 50% for share maintenance.

Maintenance – State has tires for two vehicles. If there are any questions about service, please ask Jim or ask service to do an oil analysis. Oil samples have been done on the new tenders and the oil has been changed. Warren's Towing has approached us and wants to put forward a proposal for one of the maintenance capabilities. This would be a back up to Jim. They can also do jobs he can't do because of a lift in the shop and primary towing capability.

Training - Secretary Essley moved to approve a BLVFD training request for Richard Parrish and Mike Morin for fuel costs of \$120.00. Motion was seconded by Treasurer Witt. There is another hydrant training scheduled for November 28<sup>th</sup> at 1800 at LFD training grounds. Get dates for Air Life training to Jeremy. TSVFD training burn – the landowner was very happy. There are other training opportunities this spring and the possibility of an S211 and S215

training. The BLM is planning a burn up north and the feds would provide training a no cost, either in December or February.

Central – The bill of sale for the tender needs to be signed and emailed back. Once we have delivery, Dylan will order the equipment for it. Dylan has started to move into the new building at 4373 North 3<sup>rd</sup> Street, AC20 is there and in service. The doors have been recoded, ask Dylan for the code. Looking a furnishing some tables and chairs from UW Surplus. Dylan will also go to Denver to pick up 10 tables at \$40.00/piece.

CVVFD – Secretary Essley moved to approve Centennial’s expenditure of up to \$800 to install an air compressor. Motion was seconded by Treasurer Witt. Secretary Essley moved to approve up to \$600 to repair CVVFD Unit 10. Motion was seconded by Treasurer Witt. Project Code – PA85 Through the ISO process their long range plan includes purchasing a type 3 engine for Albany to carry the Class 8 rating there as well.

BLVFD – Through the ISO process they are working on fixing some issues. They will need to do a CPR renewal class as some people are expiring at the end of the year.

LLVFD – A small issue with previous member who wants reimbursement for a chainsaw that was loaned to LLVFD that needs repair. Derek will get two estimates and bring back to the Board.

TSVFD – Still open, waiting for winter.

VVFD – Secretary Essley moved to approve \$1400.00 for to purchase a ladder for VV1. Motion was seconded by Treasurer Witt. Project Code – PA86 Board was presented with a draft fire callout reimbursement policy and a draft policy that addresses vehicle replacement and acquisition. Main question was why should departments try to upgrade their fleet if they can’t get anything out of it, it is also a huge negatives for the auxiliaries to help with purchases of vehicles. The draft policy addresses these issues. The Board will need Art’s input.

Expenditures approved by the board totaling \$2920.00 to include training fuel costs for BLVFD at \$120.00; CVVFD’s expenditure of up to \$800.00 to install an air compressor; ACFD1’s expenditure of up to \$600.00 to repair Unit 10; and ACFD1’s expenditure of \$1400.00 to purchase a ladder for VVFD’s VV1.

Meeting adjourned at 7:30pm

Respectively Submitted,  
Michele Turner, ACFD#1 Administrative Assistant

## Albany County Fire District Board Meeting December 21, 2016

Meeting was called to order at 5:07 pm. Board members present were Art Sigel, Jon Essley, and Joe Witt.

Minutes of the previous meeting were read and discussed. One correction was noted. Secretary Essley moved to approve the minutes as amended. Motion was seconded by Treasurer Witt and approved unanimously.

The financial report was discussed. Chairman Sigel moved to approve the financial report. Motion was seconded by Secretary Essley and approved unanimously.

Hauled Water Program – The program was presented last month by Megan and is intended to reach ISO requirements for insurance savings. There is a program agreement with the developers and an internal procedure addressing record keeping for audit purposes. The fee schedule can be adjusted annually. As for larger subdivisions there are other options available to them for their fire protection plan, not just the hauled water program. We would still look at water resources on the property, dry hydrants, land for a station, etc. Chairman Sigel moved to approve the hauled water program agreement and fee schedule as presented tonight, which include the fee schedule set at \$1000 for the first lot and \$1200 for each additional lot, and further the Board moves approval of the hauled water program internal procedures, approval of the agreement is noted with one edit to the hauled water program agreement, in the which the Board agreed to in an Executive Session, to adjust the verbiage of #5 to be reworked as to be consistent with the County verbiage. Motion was seconded by Secretary Essley and approved unanimously.

Simultaneous paging - To Eric's knowledge this has not happened yet and as of today there is still a delay. The dispatchers are unaware that they are supposed to page simultaneously, communication has been dropped. Cy suggested doing one all page, and then the departments can decide. Cy can make the all call page for the county happen.

Central – The Board assumed is would largely be staffed by people in the district and that Central would be a second position for them. However, Central is not as far along as the Board thought it should be. Some departments are reluctant to provide members. The Board does not want to take firefighters from other departments that would then short change that department, but they are not preventing anyone from having dual membership. CVVFD in particular stated that no one responds to Centennial anymore, only to Central. Chairman Sigel moved that the Board of Directors of ACFD#1 encourages the Central Area Manager to recruit and train new volunteer firefighters; that is firefighters not associated with other Departments in the District, as a means to build its roster. Motion was seconded by Secretary Essley and approved unanimously.

Past year – Board wants to thank everyone and recognize that we have accomplished a lot – tires, radios, strategic plan, ISO, Laramie's hydrants, Central area, new engine and new building.

Maintenance – The State has tires for the 2 ½ ton trucks. A representative from Warren's Repair and Towing attended the meeting. The Board has requested Warren's Repair and Towing bring a written proposal to the next meeting to be presented to the Board.



Training – Looking at Haz-mat Awareness training here in Laramie. Airline still wants to do training with Albany County, practice along the I-80 corridor. Chairman Sigel moved to approve a total of \$6529.42 for all training requests submitted. Motion was seconded by Treasurer Witt and approved unanimously.

Central – Lettering of new engine will be completed soon. Dylan has a roster of active people and is working on SOP's. Just needs to get people trained on the equipment. Chairman Sigel moved to approve up to \$500 to pay for ½ of the automatic door opener for the Central Station, JD Hamaker will cover the other ½ for a 50/50 split. Motion was seconded by Secretary Essley and approved unanimously. Project Code – PA87

Secretary Essley moved to reimburse up to \$600 for furniture for the Central Station, to include \$400 to Dylan Whitmer for tables and \$155 to Chairman Sigel for chairs. Motion was seconded by Treasurer Witt and approved unanimously. Project Code – PA88

CVVFD – Project Code PA85 was approved at \$600; this estimate was low with a total cost now at \$742.24. Chairman Sigel moved to approve an extra \$142.24. Motion was seconded by Treasurer Witt and approved unanimously.

BLVFD – For their “future plans” they are looking at water hydrants and the future possibility of putting in a hydrant of the water line that runs from the water plant on Hwy 230 into town.

LLVFD – They need the rims and tires back that they gave away because of a bent rim. Joe will attend their next election on February 2<sup>nd</sup> from 6:00-6:30.

TSVFD – They are out of service for season. Amanda and Jeremy will come down if needed.

VVFD – Has the Board considered the two recent policy proposals? Regarding paying firefighter mileage - Chairman Sigel asked why firefighters aren't taking the tax deduction for mileage. Answer was that most do not qualify for itemized deductions. We will address this again in January. Regarding divestment – We will address again in January. VVFD would like to apply for a SLIB Mineral Royalties Grant; they have auxiliary funds to apply to a new type 6 engine. It fits within their long term plan they submitted. Concurrence from ACFD#1 Board for VVFD to put in for the Mineral Royalties Grant during the upcoming application period.

Need to email the minutes again, along with the budgetary items. Michele and Teri Jo will start sending again.

Meeting adjourned at 6:30 pm

Respectfully Submitted,  
Michele Turner, ACFD#1 Administrative Assistant