

Albany County Fire District #1 Board Meeting January 17, 2018

Meeting was called to order at 5:05 pm. Board member present were Art Sigel, Joe Witt and Jon Essley.

Minutes of the previous meeting were read. Chairman Sigel moved to approve the minutes. Motion was seconded by Treasurer Witt and approved unanimously. The minutes will no longer be read at the start of the meeting. Wide distribution of draft minutes will go out via email on the Friday before the meeting for everyone to review. The Board will then ask for comments/corrections during the Board meeting and then approve the minutes, as distributed or as amended, without the minutes being read.

Chairman Sigel moved to approve the financial report. Motion was seconded by Secretary Essley and approved unanimously. W-2's will not be sent out until all new W-4's and I-9's are complete. If for any reason ACFD#1 has to cancel a check in your name the \$30 fee will be deducted from your check.

Laramie Fire Department - Jeremy Belaski has a live burn day planned.

County Fire Warden – Annual Operating Plan (AOP) meeting is on Feb 15 in Casper. SF-44 is a bill getting ready to go to legislature- this bill will provide federal fire reimbursements to districts faster than the current process.

Election of Board Officers – Chairman Sigel moved to approve the slate of officers as it has been for the Albany County Fire District #1 Board. Motion was seconded by Secretary Essley and approved unanimously.

Nine-mile road letter – Chairman Sigel drafted letter to be sent. The Board is ok with the letter, and will send after receiving the attorney's input.

Larimer County revisions to agreement – The revised agreement was completed this month. Responding firefighters will be paid at the rate of the job they are performing when they respond in Larimer County.

Simultaneous paging – The Board is looking for consistency, if not consistent please write an email to Steve to let him know.

MASA Insurance – Treasurer Witt has signed the form, Michele will submit the application and then forward information for the firefighters to fill out to sign up for coverage.

Chairman Sigel moved to elect Chad Dinges as ACFD#1 representative for the upcoming February 2018 AOP meeting. Motion was seconded by Treasurer Witt and approved unanimously.

Cash management – The Board is hopeful to have something to discuss next month.

Five year plans – Items to be addressed included ISO rating goals, trucks, water supply, building and issues. TSVFD and Wild Horse hit all those items. The following need incorporated into your plan, even if you feel it is not an issue or you are satisfied with where you are (just state that in the plan):

Central – missing water supply and issues
CVVFD – missing water supply and issues
BLVFD – missing issues
VVFD – missing ISO ratings and water supply

2018 ISO Audits – There was speculation last month perhaps BLVFD Station 4 and Central might want to be audited to improve their ISO rating. Any others? If late enough in the year, CVVFD Station 3. We will look at October so it would still be early enough to do pump tests.

LFD Contract – Chairman Sigel would like to rewrite the contract so one side describes structural and one side describes wildland. Chairman Sigel is proposing no changes to structure fires right now. LFD would continue to respond to all calls for structure fires and IC would stay with LFD. For wildland Chairman Sigel is proposing that LFD would go to a secondary position. ACFD#1 would be IC, with LFD available if we chose to call them, they would respond if available. ACFD#1 would keep LFD in the loop to be able to respond with apparatus if needed. LFD's wildland response would then be limited to requests from the affected department. Is the District ready to step up and take command of wildland fires now, next year? As for disregards, LFD feels there is no problem eliminating them right now and are working on eliminating them internally. Changes in the contract must be negotiated by the first of April.

Comment to By-Laws Draft-

Article 1 – No comments
Article 2 – No comments
Article 3 – No comments
Article 4 – No comments
Article 5 – No comments
Article 6 – No comments
Article 7 – A – No comments
B –

1. When does the Board want to see SOP's from the departments and what are they using as resources. Chiefs are the most like resource. They will need to see the policies and procedures to make sure they align with the districts. These could be "administrative" only. Define "administrative".
2. No comments
3. Question – opposite of what was decided a while back – can only be a member of one department but can respond with any department

4. BVLFD will have to rewrite by-laws; disciplinary action is now at the chief's discretion, and would be taken away from the membership. Termination should be allowed with consultation of the membership. This takes away authority of the membership and gives it to the chief. That is what caused the problem with LLVFD to begin with. This wording will cause problems. Chairman Sigel requested volunteers take the time to communicate with the Board what they would like to be said. The membership should have authority, so more than one person has authority.
5. No comments
6. No comments
7. Example – CVVFD buys EMT equipment and then gets reimbursed by the auxiliary. Is that co-mingling?
8. No comments
9. No comments
10. And 11. For training and record keeping – IC across boundaries of the district – will that information need to be shared/monitored? Chiefs will need to consider; need to be consistent across departments.

Article 8 – No comments

Article 9 – No comments

Article 10 – No comments

Article 11 – No comments

By-Laws make no mention of EMS activities, what does it do to those departments who are doing EMS? The district has informally supported EMS activities.

Maintenance Committee - Secretary Essley moved to disband the maintenance committee and reconvene a maintenance task force as needed. Motion was seconded by Treasurer Witt and approved unanimously.

BLVFD – Working on BL15. Six people attended the WY Fire Academy.

VVFD – Chassis for new truck is in. VV3 is not running. The department voted to look for a buyer for the ambulance. There is a new gurney that LLVFD purchased, should they pull the gurney for another department or keep it with the ambulance to maximize the money they can sell it for? Board asked that VVFD check with the other departments to see if they would like it. Five people attended training in Riverton.

CVVFD – Chairman Sigel moved to approve \$1800 of CVVFD funds to repair Engine 2. Motion was seconded by Treasurer Witt and approved unanimously. Project Code – PA 126 Application for special use lease for Station 3 has been submitted with the next meeting April 3rd or 4th. Several people attended training in Riverton. Unit 10 had a tire issue and was replaced for \$200; it also developed a running issue- seems to be ice affecting the sensors and stressing out the computer and fuel injection system. Going through older structure PPE, some will no longer be serviceable.

Central – Several people attended training in Riverton. Working on the RIT pack. Would like to apply for an Assistance for Firefighters Grant (AFG) through FEMA. Central would be eligible of a minimum of a 5% match. Secretary Essley moved to approve up to \$6000; \$3000 of that Central funds and \$3000 of that ACFD#1 funds for Central to purchase a bunker gear washer/extractor, bunker gear dryer and a SCBA air bottle fill station contingent upon Central's receipt of the Assistance to Firefighter's Grant. Project Code – PA 127
Secretary Essley moved to approve up to \$7500 for three sets of full bunker gear for Central's new members. Motion was seconded by Chairman Sigel. Treasurer Witt asked for clarification on the number of firefighters that are members of Central and how many of them actually need bunker gear. Motion was approved unanimously. Project Code – PA 128

New Business - Chairman Sigel moved to consolidate the LLVFD checking account into the ACFD#1's general account. Motion was seconded by Treasurer Witt and approved unanimously. Account should be closed. If we can garner enough people to volunteer, the department would be reinstated. Auxiliary funds could be used to start the department again. At this time the Board feels a responsibility to secure the auxiliary money. Any funds spent should be reviewed with Treasurer Witt before actually being spent. The Board is not managing the money, they just want to be good stewards of the money.

Expenditures approved by the Board totaling \$15,300 to include \$1800 of CVVFD funds to repair Engine 2; up to \$6000 (1/2 ACFD#1 funds, 1/2 Central funds) to purchase bunker gear washer/extractor, bunker gear dryer and SCBA air bottle fill station contingent upon Central's receipt of AFG grant; and up to \$7500 of ACFD#1 funds for Central to purchase three sets of bunker gear.

Meeting adjourned at 8:29 pm.

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Amended Albany County Fire District #1 Board Meeting February 21, 2018

Meeting called to order at 5:05 pm. Board members present were Art Sigel and Joe Witt.

No comments from the public.

Chairman Sigel moved to approve the minutes from January 17, 2018 as distributed. Motion was seconded by Treasurer Witt and approved unanimously.

County Fire Warden – There were no significant changes to the AOP. There is one agreement that is statewide that covers the basic groundwork and then separate agreements for each regional area. House Bill SF44 is going into the legislature and Chad is encouraging everyone to contact their representative to support this bill as it is critical to what we do.

Chairman Sigel moved to approve the financial report as presented. Motion was seconded by Treasurer Witt and approved unanimously. Please get Teri Jo a list of seasonal firefighters so they can be removed from Workers Comp.

By-Laws Draft #4 – Open for comments. Megan clarified that no one is missing a draft, the numbering is just for the attorney.

Changes have been made from the comments that were logged in January. Board feels these By-Laws accomplish several objectives including to define the relationship between the Board and the Departments and also lay out procedures for dealing with personnel issues and tries to put as much freedom to manage with the departments, but still comply with State laws. BLVFD feels there is an apparent imbalance stated in the By-Laws as autonomy and independence are set forth clearly but followed with statements of “sole discretion lies with the Board”. This only applies as a money issue. As per the Wyoming State Auditor, the individual departments have no legal standing with the State, only the Board does. The Board has the sole fiduciary responsibility as per the state auditors, so the Board is responsible for every dollar that is spent and must be in compliance with State laws. The Board is required to submit a budget every year and the auditors question how we are spending the money in our budget, they review everything. They also question how we are spending money we don't have in the budget. For example, when the Board agrees to a 50/50 split to purchase equipment.

Also, as per the auditors, there can be no co-mingling of funds. Private funds to support the volunteer departments must go the auxiliary. If the auxiliary donates equipment to the department, it then becomes District property. However, the Board doesn't not want to “take” of any of the departments' property. The Board is here to support the volunteers. The Board feels the By-Laws that have been drawn up give boundaries within which to run the individual departments, they are written legally to be binding, but also in a generalized fashion so that departments can run and operate, they don't feel they are constrained. However, if these By-Laws create a bind somewhere, then is can be discussed and possibly revised. As for EMS the District has a quandary they are trying to work on. They value EMS but this area needs more development.

Cash Management – Approximately \$201,923.09 in total engine pay is expected. Ten percent will go to the District and they will hold \$100,000 to put into the general fund earmarked for federal fire pay. If you have an outstanding PA those projects will still be funded. Distribution to the departments will be about 45% of the remaining amount for a total of about \$86,475.76: BL is \$25,148.58, Central is \$5,934.72, CV is \$36,891.46, VV is \$13,804.08

Keystone Fire – In the initial stages only 25% was paid for engines on structure protection. Art proposes \$4500 out of boards 10%, go to each department, so all engines are equitably paid at 100% payout on trucks. BL \$1585, CEN \$564, CV \$2011, and VV \$585.

The Board feels this will allow ACFD to continue an active program allowing for payment of volunteers from district funds as soon as possible, given paperwork is turned in correctly.

These current funds will then go back to the departments once the money from the 2018 federal fire season is received.

Five year plans – They have been reviewed and they are accepted. A formal motion will be at 7pm. The Board will now review them carefully and make some judgements about what can reasonably be funded.

MASA Insurance – We encountered a situation with part-time volunteers who reside in Colorado. They were included in the 50 submitted to the insurance company. However, we don't know how they are going to handle that. One change between our last meeting and enrollment is now it just covers immediate family.

ISO Audit – Board and Volunteers would like to have another audit to qualify Central and Big Laramie's Station 4, and possibly Centennial's Station 3. Looking at October, however it was requested to avoid October 1st and October 15th. Art will proceed to set up timing and preparations with ISO.

LFD Contract – The Board is engaged in a conversation with Laramie about making changes to the contract. Principle change is (in force July 1) that structure and wildland are separated and LFD continues "as is" for structures. On wildland fires, the district will be called. Concerns from the Chief's about ACFD#1's ability to handle those calls and be in a position to respond every time. Also what about the communication breakdown, we would be relying on dispatch to relay quick, reliable and accurate information, as well as getting the pages sent out correctly. Right now we are guaranteed fire protection of the County and if we back out of the contract there might be concerns from the residents of the County. This is for wildland only, if it's a wildland urban interface fire, it is assumed that structures are threatened and LFD would be called because it would fall under structure protection. This is about the District growing into IC role and taking on more full responsibility for the fires we have. The Board created an Ad hoc committee led by the Chief's to define what we should do for summer 2018. Chiefs to take back to departments and be prepared to present at the March meeting because of deadlines imposed by the present Contract.

Phone call to Secretary Essley at 7pm for voting:

Lengthy discussion on by laws. No changes to draft 4

Chairman Sigel moved to approved ACFD#1 By-Laws Draft #4 as presented. Motion was seconded by Treasurer Witt and approved unanimously.

We discussed the possibility of an ISO audit in October and there is general agreement in moving forward. Chairman Sigel moved to proceed forward toward an ISO audit in October. Motion was seconded by Treasurer Witt and approved unanimously.

We distributed the detail sheet on cash management and it was well received by all here. Treasurer Witt moved to accept the cash management proposal as presented. Motion was seconded by Secretary Essley and approved unanimously.

Chairman Sigel moved to accept the five year plans as submitted and the Board will move forward and evaluate the spending that is proposed to determine what is possible with further discussion of spending in April. Motion was seconded by Secretary Essley and approved unanimously.

Chief's Report - Short meeting because of a page. Chairman Sigel is wondering where they are at on the maps as he needs them so he can get on Allen Frank's schedule.

BLVFD – Station 4 is moving along, but it will be spring before the natural gas heater is ready. T2 is at Station 1, it has electrical issues and needs a compression test done. It is key to ISO 5 rating at Station 1 though.

VVFD – Michele will call and get a forecast on the expected reimbursement check. Treasurer Witt moved to approve \$1694 to install a security system and an initial \$120 (\$40/month billed quarterly in advance) for monitoring service for a total of \$1814. Motion was seconded by Chairman Sigel and approved unanimously. Project Code – PA 129 For loss of theft, can they replace the saw (~\$349) and compressor (~\$129) out of department funds; Board agrees that yes VVFD can replace those items.

TSVFD – Still out of service. They are going to buy a safe at Murdoch's to put some valuables in.

CVVFD – They can get a bid from Logan at Ski Area about putting in internet security cameras. Chairman Sigel moved to rebuild and recertify 10 SCBA bottles at a total cost of up to \$3100. Motion was seconded by Treasurer Witt and approved unanimously. Project Code – PA 130 Chairman Sigel moved to approve a total of \$890 at a 50/50 split to modify Tender 8. Motion was seconded by Treasurer Witt and approved unanimously. Project Code – PA 131 Chairman Sigel moved to approve repair of Engine 9 for a total of \$1025 at a 50/50 split. Motion was seconded by Treasurer Witt and approved unanimously. Project Code – PA 132

Chairman Sigel moved to approve a total of up to \$1500 at a 50/50 split to repair Unit 10. Motion was seconded by Treasurer Witt and approved unanimously. Project Code – PA 133

Central – Received Wyoming State Forestry VFA grant. Coolant leak on AC20 that needs to be fixed. If ACFD#1 is still paying for the dumpster at LLVFD, can it be moved to Central? Board answered yes.

Expenditure totaling up to \$8,329 to include \$1814 to install VVFD security system and month monitoring for the first quarter; up to \$3100 for CVVFD to rebuild and recertify ten SCBA bottles; a total of \$890 (\$445 ACFD/\$445 CVVFD) to repair CVVFD Tender 8; a total of \$1025 (\$512.50 ACFD/\$512.50 CVVFD) to repair CVVFD Engine 9; and up to \$1500 (\$750 ACFD/\$750 CVVFD) to repair Unit 10.

Next Meeting is March 21, 2018

Meeting adjourned at 7:58 pm

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1 Board Meeting March 21, 2018

Meeting called to order at 5:16 pm. Board members present were Art Sigel and Jon Essley.

No comments from the public.

Chairman Sigel moved to approve the minutes with one change to page 2, LFD Contract section where it states we have an unusual agreement, change mutual to operational. Motion was seconded by Secretary Essley and approved unanimously

Chairman Sigel moved to approve the financial report with the addition of \$30. Motion was seconded by Secretary Essley and approved unanimously. Under 'Other Current Liabilities – Fire Equipment Pay', these amounts are liabilities of the district to the departments for the federal fire truck money that was not distributed to the departments. This will be on the balance sheet every month and shows the balance that is owed to the departments.

EMA – ACFD1 has access to plume modeled information that report Tier 2 facilities. Aimee is glad to offer assistance using this new tool as we have quite a few facilities in Albany County. She is working on the AAR for the Wade's Trailer Court Fire. The AAR identifies areas of success and areas for improvement which helps identify training and equipment needs. This also helps qualify for grants. Two things so far: focus on structure training between the City and the County; and communication and coordination for unified command. In the past EMA has been able to order radios on behalf of multiple agencies, that is no longer the case for us because we are a special district. Aimee and Michele will work to put together the State Homeland Security Protection (SHSP) grant proposal for ACFD1 for radios. This is a three year grant based on THIRA participation. There could be a possible match required of 25%, however it is possible to use a soft match for half that amount. A soft match can be met by volunteers attending interoperability and/or communications meetings where there is an agenda, a roster to sign and minutes taken. Volunteer firefighter time spent in those meetings then counts towards a soft match at \$25.00/hour for the volunteer rate. One thing to note, if you put in your general budget for radios and apply for a grant, you have to spend what is allocated in your budget for that line item before you can spend grant money. Otherwise it is supplanting and it is illegal.

Assignment of LL Engines – Unlikely we are going to get LLVFD up and running again in the near future. Chairman Sigel recommends to permanently assign the tender and type 6 to Central. And temporarily assign type 4 to VVFD for the summer. The Board has gone over various options and it is most appropriate to keep to the tenders here at Central. The deciding factor for this is the number of homes to protect and the number of trained drivers they have at Central. Secretary Essley moved to permanently assign LLVFD's Tender and Type 6 to Central and temporarily assign LLVFD's Type 4 to VVFD. Motion was seconded by Chairman Sigel and approved unanimously.

Five year plans – Chairman Sigel has put together a spreadsheet and will be in touch with departments about how many dollars they would be requesting from ACFD1 for projects outlined in their plans so the district can do some cash flow planning.

Senate Bill 0044 – The Bill passed and was signed by the Governor. Wyoming State Forestry will be able to use funds to reimburse ACFD1. Their fund has a little over \$1 million in it, however it is possible the fund may go into the negative with the expectation of reimbursement. We shall see how the fund is managed this summer.

LFD Contract – Negotiations are continuing slowly. Want to restructure the contract so ACFD1 can begin to get more IC experience and test our responsiveness for wildland fires. The Board appreciates the Chief's work on getting their recommendations in. One difference, the Board would like wildland calls to include LFD, the local department, and Central. Chairman Sigel will write a letter to Steve Morgan regarding this issue. Chairman Sigel moved to change the wildland fire page to include the local volunteer fire department, Laramie Fire Department and Central. Motion was seconded by Secretary Essley and approved unanimously.

Wade's Trailer Park Fire – Tremendous team effort. Aimee mentioned that law enforcement cannot make anyone evacuate, unless they have children. The 91 year old that Dylan and Charlie evacuated had chosen to stay. However, firefighters have the authority to force evacuations as it falls under life safety. There is a political discrepancy between where Wade's is and city water. The City and County Planning Departments will meet to discuss this issue. Some items: small road with no turn around, lack of traffic control on 230. Looking forward to solution and some type of unified command (someone charge of water, etc). Because of recent event, Chairman Sigel has requested reports on incidents that we responded to in 2017. He has CVVFD's and Central. VVFD is set up and BLVFD will begin using it.

2018 ISO Audits - Tim Young will conduct a one or two day ISO audit here between Oct 4th and Oct 10th. A lot of pre-work can be done before October. Two copies of ISO 5 maps were handed out the departments. Chairman Sigel and Michele will put together documents that departments can distribute electronically or pass out to citizens about what this mean to them.

Chief's Committee Job Description – Secretary Essley has been asked by the Board to work with the Chief's to develop a job description for the Chief's Committee.

Interaction with USFS – USFS has some large projects planned that are intended to rejuvenate the forest. Chairman Sigel would like these projects to include fire breaks upwind from communities. He encouraged everyone to write the Forest Service a letter expressing support and attend the public meetings in May/June.

In February, we approved and signed the by-laws for the district and they have in them procedures for disciplinary action. The 2011 Administrative Policy for discipline is in conflict with new By-Laws. Chairman Sigel moved to remove ACFD Administrative Policy for Discipline dated 8-17-11. Motion was seconded by Secretary Essley and approved unanimously.

BLVFD – Would like to sell their ambulance/rescue vehicle. May 5th is the BBQ Open House from 12-4 at the Main Station. They are coordinating the S130/190 class and pack test. Chairman Sigel moved to approve \$1600 for wildland PPE. Motion was seconded by Secretary Essley and approved unanimously. Project Code – PA 134

VVFD – Their security system has been installed and the ambulance has been sold. With the growth at VVFD is there any support from the District for a used truck for VVFD? At this moment the Board does not know if there is. Secretary Essley moved to approve \$1400 for wildland PPE for new members. Motion was seconded by Chairman Sigel and approved unanimously. Project Code – PA 135

CVVFD – Six SCBA bottles were taken to Dalmation. Their new station bids are due on the 9th with the SLIB meeting on 4th, and a decision announced on the 6th.

Central – Few things were blown off some engines that need to be replaced or fixed. Their spreaders need to be serviced but unsure of the cost. Secretary Essley moved to approved up to \$1500 for training expense for Riverton Fire School. Motion was seconded by Chairman Sigel and approved unanimously. Project Code – PA 126

New Business -

SHSP Grant Requests: Central – 2 portables, 1 mobile; VVFD – 10 portable, 2 mobiles; CVVFD – 12 portables, 4 mobiles; BLVFD – 10 portables, 2 mobiles; TSVFD – 8 portable, 2 mobiles; SCBA's portable tanks – 20; SCBA's portable tanks – 20 (working on document to identify a fit testing schedule.

Federal Fire Season –Rawlins is no longer a dispatch center. Casper Dispatch wants to know every Monday morning the engines that will be on the board and the firefighters that will be on those engines. Casper Dispatch wants only one contact person. This means they want to communicate with only one person representing the district. This person is Tom Kern. He will call them every Monday morning so he will need to know before then what engines and crew are available to go on the board. This is an action item for the Chief's group. The Chief's will coordinate and contact Tom.

Expenditure totaling up to \$1,500 to include \$1600 for wildland PPE for BLVFD; \$1400 for wildland PPE for VVFD; and up to \$1500 for training expense to Riverton Fire School for Central.

Next Meeting is April 25, 2018

Meeting adjourned at 7:48 pm

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Amended Albany County Fire District #1 Board Meeting April 25, 2018

Meeting was called to order at 5:20 p.m. Board members present were Art Sigel, Joe Witt, and Jon Essley.

Comments from the public: None

There was one minor change where the minutes referred to mutual aid agreement with Laramie and changed to an operating agreement. Chairman Sigel moved to approve the amended minutes from the February meeting. Motion was seconded by Secretary Essley and approved unanimously.

Chairman Sigel moved to approve the March minutes. Motion was seconded by Secretary Essley and approved unanimously.

Budget season is here please get plans and requests to Teri Jo. Treasurer Witt asked that all Chief's be sent copy of checkbooks for the month showing the amounts and the date. Checks are only signed once per month at the Board meetings, and this could cause problems at the beginning of the month with particular vendors because of their bill due dates. Finding out if reimbursements for training have been made is also a concern. Each of the Chiefs is to get a list of the checks written every month in an effort to resolve these issues. Chairman Sigel moved to approve the financial report. Motion was seconded by Secretary Essley and approved unanimously.

Chairman Sigel– Budget – requesting from Chief's input on training. Chairman Sigel would like to see sense of problems and how to counter problems with training. This input will be considered/incorporated into that allocated dollars of the budget. Board needs input on what considered priority for line item expenses. Request was made for last years budget and what was actually used. Distribution of reports will be revisited later in meeting. Each Department should be looking at and considering extraordinary items they have coming up. Emergency Management thinks district will get almost \$100,000 for tanks and radios on a grant. Aimee was not in attendance, but she has given the Board indication that it is looking good. Treasurer Witt says the district will need to amend budget maybe next month for current fiscal year to account for fire pay. Treasurer Witt says can start giving formal requests for next fiscal year's budget next month, likely have a draft of budget by June.

Outside agencies – There was no one in attendance representing County Emergency Management or Laramie Fire Department.

County Fire Warden –The biggest item this month is signatory to annual operating plan. Chairman Sigel moved to approve the Mutual Aid Agreement. Motion was seconded by Treasurer Witt and approved unanimously.

Travis from the State –Budget change to 537 account which helps departments get paid faster when they go out of state for assignments. We submit to State and they will handle billing and obtaining reimbursement from Feds. State using same helicopter as last year with pretty much same crew with a couple new people. Departments are encouraged to

use this resource, as it is free for the first operation period. First operational period is midnight, not 8 hours. Rawlins dispatch is gone and now going through Casper in a new dispatch center as the airport. Request password dispatch number from Travis if departments don't know theirs. Rawlins number is still ringing through to Casper.

County Fire Warden – EFSA premiums are due in July for budgetary considerations. County is looking for ½ of payment of premiums from ACFD#1. For support of Casper dispatch center County is requesting district pay \$500 of the \$1,000. Due now, remit directly to Casper. No hard deadline, but those in Casper are expecting payment in the spring. Chairman Sigel moved to pay \$500 for Casper dispatch support. Motion was seconded by Treasurer Witt and approved unanimously. Teri Jo will cut check immediately and County Fire Warden can hand deliver next week.

County Attorney still working on agreement, but current gentleman's agreement is first buyer who has fire suppression account pays the forecasts, but that agreement it is not in writing. Chairman Sigel thinks it would be easier if County and ACFD#1 just split payment to suppression account every year. Chairman Sigel raises the concern that it seems like roulette to put forecasts on whoever has the first fire of the year rather than being able to budget for ½ the forecasts every year. County Fire Warden prefers the current agreement of whoever has first fire pays forecasts.

Chairman Sigel has 5-year plan spreadsheet distributed. The Board will be using this as a to guide when thinking on managing money on a larger scale. If departments don't like what they see on their current 5-year plan, please submit new thoughts to the Board.

LFD contract status – Nothing has happened since last meeting and the issues remain the same. They are hoping to have a discussion in next week to 10 days.

Central engine purchase – Dylan presented requesting funds to purchase a 1991 International crew cab type 4 brush truck for \$25,000. Dylan proposes it will cost an additional \$15,000 to fully equip, making the total cost \$40,000. Central would be picking up half, and is asking ACFD#1 to pick up other half. Central currently has \$13,000, so they are currently about \$7,000 short. Central is hoping to have this truck ready for service by the beginning of June. Secretary Essley proposes that ACFD#1 cover the \$7,000 deficit by providing a bridge loan to the Central Department. Based upon the information that Central has a pilot willing to fly them to Idaho to inspect and drive the engine back to Laramie, Treasurer Witt proposes to also include up to \$500 for travel costs. Chairman Sigel moved to approve the purchase and equipping of the type 4 brush truck for Central Department. Motion was seconded by Treasurer Witt seconded and approved unanimously. Project number PA 137 in the amount of \$27,500.

\$500 check for Casper Dispatch was signed. Chairman Sigel moved to approve the \$500 check for Casper Dispatch. Motion was seconded by Treasurer Witt and approved unanimously.

Dispatch data – Handout disbursed containing 2017 data from Laramie dispatch. This is a 1 page summary Michele created from a 600 page document. This report did not include

medical dispatches – unsure why when 2 years ago they were included. Motor vehicle accidents are a high percentage for Big Laramie, Centennial, and Central calls, sometimes higher than fire calls. This summary is for departments to get a sense of the profile of calls departments are getting and it is for their use.

Preparations for wildfire dispatch: Draft distributed. This document is going to help Board understand where they are manpower wise and engine wise, and in anticipation of having to defend why they are sending units out of the county. Chairman Sigel would like each department's Chief, or his designee, look at the document and verify it is accurate. If it is not right, the Board needs to know. Concern about listing engine bosses on this list. Running into problem that engine bosses in training that have open task book, a couple of chapters guys aren't going to get, namely helicopter training and medical training on the fire. Those items have to happen on a wildland fire. Mainly they need to get a trainee on engine with an engine boss. That engine boss then needs to make a concerted effort to let taskforce leader know what trainees need to be given helicopter and medical experience in order to have that task signed off. This is not something that can be artificially done, it must be completed on an incident. Trainee is usually responsible for own training and getting tasks completed – so they need to be reaching out to engine bosses to request they get this organized for them. However, trainees do need to be prioritized on dispatches. But, the trainee does have to commit to being on the Board for 7 days. It has been noticed that a lot of engine boss trainees do not ever go to the training specialist on the fire. They try to bypass step thinking it doesn't do them any good – but that is not true. Training specialist will go to division supervisor and let them know these are the tasks that these trainees are missing. If division is fully aware of it – they will go out of their way to get trainees experience. Since this training has to be conducted on wildfire incident, it is wise to use the fact that the State free for first operational period. It would also be helpful to call for helicopter on anything even reasonably large to be able to get these trainees helicopter training. Completion of the medical chapter of the task book is probably a little easier. Many times on an incident of any size they will artificially do an incident within an incident on the fire to train the people who still need experience on that skill.

Back on discussion of the table – Local response members category accounts for everyone doing local response to wildfires, including the crew members. Local response apparatus are engines available to go out on response EXCEPT for the dispatch engine. The reason the Board made this chart was in an effort to shape a conversation as to whether or not limit to 2 engines at 1 time or does the data support the District can put out 3 engines?

Should the call be with the local department on how many engines they think they can send, or is it up to the District to say what needs to be sent? Chairman Sigel raised the fact that it is the District's responsibility to cover whole district, and that departments need to cover as a team not 4 individual districts. Chairman Sigel proposes the District limit the number of units to a maximum of 2 engines (type 3, 4, or 6) to be sent to federal fires at any one time; not sending any tenders out. Tenders will only be sent on local. Only enough Tenders to complete District's ISO 5 mission and there are none to spare. Chairman Sigel moved approve that this year District will dispatch a maximum of 2 units

at any one time on federal fires. Motion was seconded by Secretary Essley and approved unanimously.

Reports – draft of Distribution Schedule of Reports was distributed – Chairman Sigel notes if Chiefs have anything they want to add, let Board know. Teri Jo is a contract employee of district, not of the departments and she reports to Treasurer Witt. If want to change reports, request addition reports, or change distribution you need to talk to Treasurer Witt directly.

Chiefs report – Burn by Lake Hattie scheduled the 2nd weekend in May due to Cody Fire School going on 1st week in May. Treasurer Witt moved to approve up to \$250 for food for the burn. Motion was approved unanimously. Chairman Sigel moved to approve \$3000 for Cody Fire school training. Motion was seconded by Secretary Essley and approved unanimously. Project Code – PA 138
Feedback from Steve Morgan was that about 80% of call outs were done correctly over the 2 or 3 day period. One notable exception was page for Burger King fire inside the city limits, and it is being investigated.

Big Laramie – Last Monday did a red card training class and had about 15 or 16 with a couple from Centennial.

VV – SLIB truck is running significantly behind and they would ask the Board if they have not yet received reimbursement from the SLIB Board to be willing to pay up to \$8,700 for the bed and boxes. VV has talked to Sheila at the SLIB Board and she said they couldn't even talk to the auditor. Essentially, they need to get Albany County back in their system as a contractor after paperwork fell out of the system. When VV submitted for first reimbursement back in January/February 2018 it went in and sat. No action was taken because Albany County was not listed as a contractor. Michele took care of that issue and now request is waiting for the auditors, who are very shorthanded, to get around to it. VV doesn't know the status and has been discouraged from calling the auditors to ask about it because the SLIB Board is prohibited from talking to the auditors about it. District's attorney Megan Overmann Goetz has advised that the District's attorney can make a contact with the law department in the Auditor's department. If Board is going to push the contact through their attorney VV will need to give Megan something that identifies the project in SLIB files to use when contacting them. VV will talk to Sheila to figure out what is being used to identify this project and will send to Chairman Sigel so he can send onto Megan. In regard to the \$8,700 request Chairman Sigel proposes they can go halves on it with VV. When reimbursement comes back from SLIB, Board will be repayed what they paid in and VV will be repayed what they paid in. Teri Jo will transfer money to VV and VV will cut final check to Ameritech. Board will pay \$4,400 to VV for payment for SLIB truck. Project Code – PA 139

Tie Siding –Tie Siding Chief tendered his resignation to the Tie Siding Board. They are currently in negotiations for replacement of the Chief. Treasurer tendered her resignation as well. Date of final resignation is open ended at this point.

Centennial – Engine 3 needs to be repaired. Chairman Sigel moved to allocate up to \$10,000 to repair CVVFD's Engine 3. Motion was seconded by Treasurer Witt and approved unanimously. Project Code –PA 140

While Engine is in for repairs, CVVFD would like to move AC27 to fill that bay. Central doesn't have a problem with that. Centennial awarded bid to Morton Buildings for the new station. Chairman Sigel indicates there should be some indication in District files showing they did a bidding. A simple statement for auditor with the basic information surrounding the bid would suffice. These should be sent to Teri Jo and cc Treasurer Witt. The community of Keystone contacted Centennial and would like to do a feed in Keystone for Memorial Day. This feed is open to all fire fighters that worked. Michele will receive an email invite for this and she will send it out broadly. Giving away gun at Open House in Centennial on June 16. Tickets for sale. Chairman Sigel wants to add item for Centennial – Board has a subdivision application from Kelly Cole. They want to build a nine (9) lot subdivision and put in a hydrant. They want to rebuild the road up to Aspen Country and wants to put in a fire hydrant as suppression plan, but they don't have approval yet from the Centennial Water and Sewer Board. Until they get that that approval, there is no plan.

Central – Chairman Sigel moved to approve up to \$6,500 for wildland gear for new Central volunteers. Motion was seconded by Secretary Essley and approved unanimously. Project Code – PA 141

Domino Construction made a donation of \$500 for burning their pile. 501(c)3 needs to be started with Teri Jo. Teri Jo will initiate a 501(c)3 for the Central Department. AC21 needs maintenance done. Central will get that all done.

Expenditures approved by the Board totaling \$52,150 to include \$500 for Casper dispatch support, up to \$27,500 to purchase and equip a type 4 brush truck for Central Department (1/2 ACFD#1 funds, 1/2 Central funds), \$250 for food for upcoming training exercise, \$3,000 for Cody fire school, \$4,400 to VV for payment for SLIB truck (1/2 ACFD#1 funds, 1/2 VV funds) to be reimbursed to the board upon SLIB reimbursement, up to \$10,000 for the cost of repairing Centennial's Engine 3, and up to \$6,500 for wildland gear for the Central Department.

Next meeting May 16 at 5pm

Meeting adjourned at 7:20 p.m.

Respectively Submitted,

Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1 Board Meeting May 16, 2018

Meeting called to order at 5:15 pm. Board members present were Art Sigel, Jon Essley and Joe Witt.

No comments from the public.

There is one change to the April 25, 2018 minutes, section on call dispatch. Chairman Sigel would like the sentence "In the past it has been up to chiefs to make sure local is covered and to determine what they can spare" struck, as this is incorrect. Chairman Sigel moved to approve the minutes with the above change. Motion was seconded by Secretary Essley and approved unanimously.

Chairman Sigel moved to approve the financial report. Motion was seconded by Secretary Essley and approved unanimously. The budget will need to be amended next month. Seasonal firefighters need I-9's and W-4's.

EMA – Please continue to check the radios listed on the pseudo bill for WyoLink. Aimee is working on a training for unified command. Board feels it is important to get our leadership personnel into these trainings to continue to grow the District. Currently sending training information to Chief's and Training Officers, please let Aimee know of changes in your departments. If we have a multi-agency event please request that dispatch notify EMA. EMA is co-sponsoring and event with UW Extension on May 23rd from 10-4 at the Hansen Arena for landowners and coordination for evacuation of animals.

County Fire Warden- Chad and Jon met with Larimer County regarding our agreement with them which covers private land/structures. Scott was working on an agreement regarding the federal lands there and Chad feel that the AOP cover that. First stop for all federal fire pay is Michele, then Chad will get it before it goes to Cheyenne. Michele will scan and send to Teri.

EIN – ACFD#1's EIN number is the number that should be used for any/all departments in the district when applying for grants.

Distribution of Reports – Secretary Essley will write a policy for department requests which need to be submitted the week before the Board meeting.

Budget Inputs – Amount for training at \$17,000; tire and radio program will be done again; departments look at PPE and try to budget appropriately. Reimbursements for per diem, is someone reviewing to make sure meals being paid on department credit cards are being reimbursed? Budget meeting to amend current budget and propose new budget will be Tuesday, June 12th at 5:00 pm at Central.

Radio Program – Zach Alexander will replace Chad as the point of contact on the radios.

Chief's Report – Problems with engine boss qualifications for helicopter training from the task book. What about a desktop exercise to cover this requirement? Engine boss trainees need to see the training officer when they are on a fire and they will assist in getting them lined up for the training.

BLVFD – Secretary Essley moved to approve \$1000 for BLVFD hose reel. Motion was seconded by Treasurer Witt and approved unanimously. Project Code – PA 142
They had a couple of tanks donated and once all are installed they will have 30,000 gallons at WyColo.

VVFD – LLVFD's 2.5 ton needs to be fixed, Wyoming State Forestry is coming to fix it.

TSVFD – Fully operational at this time.

CVVFD – Secretary Essley moved to approve \$1200 for training in Salida for CO Fire Academy. Motion was seconded by Treasurer Witt and approved unanimously. Project Code – PA 143
Chairman Sigel moved approval of the lease for the new CVVFD station location. Motion was seconded by Treasurer Witt and approved unanimously.
Chairman Sigel moved to approve \$12,000 of CVVFD funds to upgrade Engine 6 to a 90-point engine. Motion was seconded by Treasurer Witt and approved unanimously. Project Code – PA 144

Central – Chairman Sigel moved to adjust PA 143 from \$1200 to \$3000 for fire training to send 3 more firefighters to CO Fire Academy. Motion was seconded by Treasurer Witt and approved unanimously.

New Business – Emergency Reporting – Individual departments are overseeing their own accounts and then annually, or every six months, will need to provide the Board with a copy. Reporting data very important going forward when applying for grants.

Expenditures totaling \$26,000 to include \$1000 for BLVFD hose reel; \$3000 to send firefighters to CO Fire Academy for training; \$12,000 of CVVFD funds to upgrade Engine 6.

Next meetings:

June 12th special budget meeting

June 20th regular board meeting

Meeting adjourned 6:45pm

Respectfully Submitted,

Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1 Special Budget Meeting June 12, 2018

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

This meeting called to order for purposes of working on the budget.

First issue – Amended budget

Chairman Sigel moved to approve the amended budget as presented. Motion was seconded by Secretary Essley and approved unanimously.

Second issue – Proposed budget

E-10.1 Training – That number is based on what was spent last year. The Chief's wanted to see \$17,000. Chairman Sigel would like to see about \$20,000 as he sees a bigger need for training. The Board agreed

Board expenses – The Board would like to see a line item for board member expenses. Such as mileage for carrying out board business, as well as other expense items to include paper and printer ink. A line item will be added to E 3.2 and E 3.3 in the amount of \$1,000 for mileage and misc.

Capital Outlay – Was taken from pre-approvals only, the 5 year plans are not included. Chairman Sigel will send Teri Jo the 5 year plans to be included in the budget proposal.

Chairman Sigel requested that Teri Jo also break out what the departments are spending in addition to what the Board is spending on the departments.

Meeting adjourned at 5:41 pm.

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District Board Meeting June 20, 2018

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

\$500 was donated to the Friends of BLVFD. Michele to send them a thank you. Otterbox also donated 20 cooler to the volunteer fire departments.

Secretary Essley moved to approve the minutes. Motion was seconded by Treasurer Witt and approved unanimously.

Chairman Sigel moved to approve the financial report. Motion was seconded by Secretary Essley and approved unanimously. The tax revenue came in June 11th and we received approximately \$72,467.00 this month.

EMA – The Emergency Operations plan needs to be reapproved. The only change was to section on Damage Assessment. Language now includes firefighter and law enforcement to give reports of initial damage. Board is OK with the change. Aimee in working on putting together an AAR for Badger Creek.

LFD – Contract is under review by attorneys.

County Fire Warden – Need to pay our EFSA. Fire changing over to Type 3 team on 0600 on 6/21/18. ACFD#1 will stay involved as a cooperator. Discussion followed regarding an AAR: ACFD#1 was short engines in the District during the initial period; broken apparatus; initially ICP was cut off from BLVFD Station 4; donation management becomes its own job; better communication with the public regarding how to support firefighters; firefighter language to the public in crucial; firefighters need to communicate needs to IC, not the general public; address social media's role and discuss what is appropriate to share on social media (firefighters need to be thoughtful about what they do); identify training and work to train firefighters when teams come to manage the fire; communications and more radio training, as well as a sandwich boards at IA showing communication channels for firefighters just arriving on scene.

Five Year Plans – Chairman will more broadly distribute the five year plan documents.

Budget Draft – Discussion regarding the proposed budget. BLVFD and CVVFD need to get dollar amounts for vehicles to Treasurer Witt by next week.

Financial Management Policy was approved 4/26/17 but reiteration follows – “All cash revenue to any segment of ACFD#1 will be first deposited in the ACFD#1 checking account. All cash dispersals must be approved by an action of the ACFD#1 Board of Directors”. This statement is at the core of the Board's fiduciary responsibility.

VV Truck Upgrade Proposal – LLVFD had requested a type 3 from State Forestry. A type 3 has come in and would be available to replace VV2. Chairman Sigel moved to approve the swap of VV2 for a Type 3 from Wyoming State Forestry with a total of cost of \$7000 for the new Type 3 to be split 50/50 by the Board (ACFD#1 to pay \$3500 and VVFD to pay \$3500). Motion was seconded by Treasurer Witt and approved unanimously. PA 145

Lease Extension – Chairman Sigel moved to proceed to negotiate a two year lease extension of the Central Building. Motion was seconded by Treasurer Witt and approved unanimously.

Engine Bosses – The Chief's Group proposed to set aside some money so that every new certified engine boss would receive an incentive check for \$2000 and every existing engine boss would receive \$500 when they sign off on another firefighters task book (this is encourage single resources to take an engine and crew). This proposal is due to the fact that Engine Boss certifications are challenging to complete, yet they are key to going on federal fires. Meeting attendees commented that as per the Wyoming Mini-Mob when you become an Engine Boss it means an hourly pay raise. Attendees also discussed that pencil whipping task books is a major safety issue and people could get hurt or killed, plus it can give you a bad reputation because that engine boss then does not know what they are doing. It's a short term benefit with bad consequences. The Board stated that the verbal proposal needs clarification, when would it start and when would it stop? Board directed the Chief's Group to put together a written proposal and bring it back to the Board. No motion was made.

Driver for Tenders – VVFD has 3, CVVFD has 2 in Laramie and 2 in Centennial, BLVFD has 2 at Station 1 and 1 at Station 4 and Central has a minimum of 6-7.

Chief's Report – Invited Steve Morgan to their Chief's Meeting and have sent emails regarding paging and all calls as the all calls are not correct. They have been unable to reach him.

Training – Mike Morin is holding a FF1 training June 22-23.

BLVFD – Request to share the cost for installing each of the three new tanks in the ground. Cost is \$3000/piece for a \$9000 total. BLVFD submit a proposal to the Board. Treasurer Witt moved to approve the purchase of two drop tank liners and misc. tools/fitting at a total cost of \$3000 to be split 50/50 by the Board (ACFD#1 to pay \$1500 and BLVFD to pay \$1500). PA 146

VVFD – Tender is ready. Some repairs needed on truck off the fire, no cost yet. VV5 will be their new type 6.

TSVFD – TSVFD has a new Chief and will be submitting a new 5 year plan.

CVVFD – Engine 3 is repaired, back later this week, so they will have to swap out AC27. Engine 14 was leaking diesel on the fire but has since been fixed. Engine 2 back from Durango, need front tires balanced/aligned, leak on hose reel.

Central – Has 2 engines on the fire. Brush 11 performed well. It's in ROSS. A fuel leak developed on Tender 37. Planning on doing a booth at Freedom has a Birthday. Expenditures by the Board totaling \$10,000 to include a total of \$7000 for VVFD Type 3 from WSF to be split 50/50 (ACFD1 \$3500/VVFD \$3500); and a total of \$3000 to replace drop tank liners and misc. tools/fittings to be split 50/50 (ACFD1 \$1500/BLVFD\$1500).

Next Meeting – July 18, 2018, 5:00

Meeting adjourned at 7:25 pm

Respectively Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1 Board Meeting July 18, 2018

Meeting called to order at 5:03 pm. Board members present were Jon Essley and Joe Witt.

Corrections to the June 2018 minutes regarding Engines Bosses. Clarify that the Chief's verbal proposal need to be clear, i.e. where it starts and where it stops. The general discussion needs start and stop points. Also need to clarify the Board's direction to the Chiefs to come back to the Board with a written proposal. Secretary Essley moved to approve the minutes with the amended statements listed above. Motion was seconded by Treasurer Witt and approved unanimously.

Secretary Essley moved to approve the financial statement as reported. Motion was seconded by Treasurer Witt and approved unanimously.

Budget – The 2019 budget was amended to include an increase of \$50,000 for CVVFD and BLVFD and \$10,000 for the Board to have available to examine properties for the new Central station. The Laramie Boomerang was requested to publish the budget three times before July 18, 2018, but only ran the budget one time on July 17, 2018. Email documentation has been sent to Teri Jo. Treasurer Witt moved to approve the budget as published on July 17, 2018. Motion was seconded by Secretary Essley and approved unanimously.

LFD – City Council passed the City of Laramie Agreement with ACFD#1 and it is in effect for another year.

Emergency Repair Expenditures:

Central Fuel Tank – estimated at \$2300

Centennial Engine 14 – fuel leak

Central AC 12 Tires/AC 12 -Fender Repair/tires under \$500, no official estimate yet for fender, Dylan spoke with Chairman Sigel, tires were showing wear, agreed to replace all six tires at around \$1900

Centennial Engine 1 – repair to fuel line for water pump

BLVFD – numerous repairs, and trunnions

At this time we can only do formal approval for the following, other will have to wait until we have amounts:

Treasurer Witt moved to approve the repair of a fuel tank for Central at \$2300. Motion was seconded by Secretary Essley and approved unanimously. Secretary Essley moved to approve up to \$1900 for tires for Central. Motion was seconded by Treasurer Witt and approved unanimously.

VVFD change approval – Board approved \$7000 for shipping and repairs. Shipping came in \$3200, rest used for repairs on the new truck. The Board will delay approval on the scope change until they have numbers for that.

VV request for advance on new type 6 – Treasurer Witt moved to accept VVFD proposal that they will complete the purchase of the truck and that ACFD#1 will reimburse VVFD the appropriate amount once the reimbursement has been received by ACFD#1. Motion was seconded by Secretary Essley and approved unanimously.

Vehicle Sales SOP – Department Chief's will determine the minimum value and then the Chief's group would meet and set the minimum price for the vehicle. Question on last sentence; funds will be transferred to the selling department based on policy and board approval. Teri Jo clarified that it has to be approved in the minutes that the Board received the money because they are responsible for all district funds. Secretary Essley moved to approve the Vehicle Sales SOP as drafted. Motion was seconded by Treasurer Witt and approved unanimously.

Policy Review – Chairman Sigel and Michele met to go over the Policy Manual. Some policies need to be revised and others could possibly be removed. Secretary Essley requested that everyone review the policy manual online and bring comments and suggestions to the August meeting.

Chief's Report – Engine Boss incentive program –don't want to alienate existing engine bosses. As an engine boss if you bring someone up and sign up to 1/3 of their book and they become engine boss that is an incentive to them. The incentive would not be given until after the engine boss has been dispatched out at least 14 days. Where do you draw the line? Very strong feelings regarding the Engine Boss incentive program. Other ideas included using the funds to put together our own Engine Boss training program and bring in certified trainers from the outside. They have also emailed Steve Morgan about the all page.

BLVFD – Spending a lot of money on vehicle repairs and trying to get emails sent. BLVFD has some shirts available for sale from the Badger Creek fire. Treasurer Witt moved to approve up to \$15,000 at a 50/50 split for the three tanks at Station 4 to be put into the ground, plumbed together and a pump installed. Motion was seconded by Secretary Essley and approved unanimously. Project Code PA147

They had two other fire blow ups outside of Badger Creek. Lake Creek was a volunteer, mutual aid response, as well as Spruce. On Badger Creek, Chad suggested some engines standby the Friday the fire became very active again. There was about 10 people and around 110 hours total. They are requesting the district pay those volunteers \$20/hour for those hours. The Board requested the paperwork to look at.

VVFD – Secretary Essley moved to approve VV1 repair for \$1600. Motion was seconded by Treasurer Witt and approved unanimously. Project Code PA148

TSVFD – Has two new members.

CVVFD – Progress is being made on the new station, it's being worked on. Engine 3 is back from Cody and came in well under the estimate.

Central – First fundraiser was on the 4th. The tires for Brush 11 are pretty dated and they would like to replace them. Check WSF first. Secretary Essley will take the tire list and revamp. He requested everyone re-inspect their tires and he will update and modify the list as needed. There is an EMT class through LFD and there was a question regarding EMT class reimbursement.

New Business- Maintenance guys can basically work full-time right now, take advantage of this. Michele requested that if you go on a fire, even if you think it's not going to be paid, fill out your CTR and Equipment Shift Ticket, just in case it becomes a paid fire. This makes tracking down the paperwork much easier. Also, if you update a qualification on your red card, let her know.

Secretary Essley moved to approve the transfer of \$2400 to the Centennial Auxiliary for the sale of the ambulance. Motion was seconded by Treasurer Witt and approved unanimously.

Expenditures by the Board totaling \$20,800 to include \$2300 for Central's fuel tank; up to \$1900 for tires for Central; a total of up to \$15,000 for BLVFD Station 4 tanks, plumbing and pump to be split 50/50 (ACFD1 \$7500/BLVD \$7500); and \$1600 for VV1. As well as the transfer of \$2400 to CVVFD Auxiliary.

Next Meeting – August 15, 2018 at 5:00pm
Meeting Adjourned at 6:35pm

Albany County Fire District #1 Board Meeting August 15, 2018

Meeting called to order at 5:16 pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

No comments from the public.

Secretary Essley moved to approve the minutes. Motion was seconded by Treasurer Witt and approved unanimously.

Secretary Essley moved to approve the wages for Badger Creek paid at 80% with the remainder to be paid later. Motion was seconded by Chairman Sigel and approved unanimously.

A break was taken at 5:20 pm to distribute the checks. Meeting reconvened at 5:25pm.

Fire Pay Discussion – Michele walked through the process she uses to review fire pay and explained what WSF in Cheyenne is looking at when they audit the paperwork before paying. Michele tries to catch any mistakes or inconsistencies before they go to Chad and then onto WSF so there is less of a delay in the district getting paid from the State/Feds. (ie. firefighter time on OF-288 not matching time on CTR's; Engine time on fire with no firefighters on engines)

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

EMA – THIRA meeting on Friday and there is a requirement to participate if we are receiving federal funds (ie. federal grant monies). We need to have some representation there so Aimee can in good conscience say we participated. Send Aimee some dates that work for the AAR for Badger Creek. Also need to schedule and AAR for the Wildhorse structure fire. Scott was IC and is currently on a fire, they will wait to hold the AAR until he returns. On November 14th there will be a Unified Haz-Mat training; it's an 8 hour course held over one day. This training is free, sign up on Eventbrite.

LFD – The 6th cent penny tax will help build a new training facility including a whole new burn multi-level, multi-room facility, with a garage, and a “clean” classroom space. Chief Johnson is happy to field any questions about this.

County Fire Warden – Fire restrictions come off tonight at midnight. If you out as a single resource you are responsible for getting your paperwork to Michele. Board thanks Chad for all of his work for the district.

New LFD/ACFD1 Contract – Changes to the contract mean we are evolving toward more responsibility for people in the District. Hopeful we can also reduce disregards and thereby get morning and experience for district volunteers. Chairman Sigel moved to approve the signing

of the new City of Laramie Contract. Motion was seconded by Treasurer Witt and approved unanimously.

Hamaker Lease Extension – Attendees questioned how the lease extension aligns with the property acquisition and construction of a new station. The Board stated we should be just about ready to move into the new building at the end of this extension. Chairman Sigel moved to approve the signing of the lease extension through October 2020. Motion was seconded by Secretary Essley and approved unanimously.

Bills for Wildhorse fire – Spreadsheet includes reimbursements to Aimee with EMA for food, Hamaker Excavation, water line in Centennial, Dooley Oil fuel and firefighter time that will be paid after initial 8 hours. Chairman Sigel moved to approve the bills as stated at this time for a total of \$2201.72. Motion was seconded by Treasurer Witt and approved unanimously.

Fire suppression in Wildhorse Ranch – The recent fire has created some action as things did not go as well as they had hoped. Their goal is to recruit volunteers to be red carded who can assist with but not do structure fires and get at least one type 6 in an insulated environment. They have decided it is time to take action for themselves. They are working with local agencies to be able to plan out a new response plan for Wildhorse Ranch. They are also working with Pioneer Irrigation System to get permission and a waiver to immediately draw water from the lake. The Board suggested a short term goal of six red carded firefighters with moderate pack test and a group that's providing leadership and demonstrating some continuity of sustained effort. A good initial monetary goal is around \$50,000.

Land Purchase – Site for Central Station – This site is a corner lot and good access to roadways. It is a good location for future development and a good price per acre as compared to the other sites that were under review. The Board will also apply for a Mineral Royalty SLIB Grant to construct the building. The SLIB grant will need matching funds and the land can be used as a match. The Board looks at possibly closing in October and will have the funds necessary to do this. Per the attorney for the District to moved forward on a leased property you can run into a lot of problems for the district when making improvement on leased land. This would be a phased development building the fire station first and taking down the old buildings at a later date. Richard suggested that everyone should have their input and should address that with Board at this time. This is not how stations have traditionally been built, but a need has been determined. He stated that we are all in this together and we need to move forward together. One question arose if Wildhorse will be handle the same way? Response from the Board was no, they don't serve as many people as Central and there are not enough firefighters. Other questions included what if the City of Laramie annexes those areas? The Board feels it is their responsibility to provide fire protection and they have reviewed this strategy with the County Commissioners and they are behind it. Chairman Sigel moved to proceed with the land purchase contract that they have with the intent to service as a site for a Central Station on the south side of the city. Motion was seconded by Secretary Essley and approved unanimously.

Land Purchase - Chairman Sigel moved to hire Shannon and Associates of Ft. Collins to do the appraisal of the property at a cost of \$3500.00. The Board solicited proposals and out of three

contacts, they were the only ones that could complete the project by the end of August. Please note Shannon and Associates has does a lot of work in southeastern Wyoming and they are familiar with the land values here. Motion was seconded by Secretary Essley and approved unanimously. The Board chose to solicit proposals but because this is a professional service bidding was not required.

Development of MRG SLIB grant proposal - The Board will hold a special public meeting every Tuesday between now and September 20th at 3:00pm at this location to work on the MRG SLIB grant.

Chief's Report – Inquire as to whether the Board is going to pay standby pay on June 29th. Richard is putting together the paperwork on that. Discussion about hydrant training, especially Centennial and Central because they deal with hydrant's the most, but open to anyone. Work on a potential date for Badger Creek AAR. The Wildhorse Ranch would like to advance the timeline of the AAR for that fire. It will be done when Scott returns.

BLVFD – The Epsom Center is doing a fundraising calendar for 2018 and Albany County first responders are the theme. Chairman Sigel would like to hold a meeting at Station 4 at some point to see the addition.

VVFD – VVFD is out of money after paying for PA 90. They are currently unable to reimburse members. The Board committed to put \$19,000. There is question about the bridge funding and how that was to be covered under this project. The Board could provide a bridge loan to VVFD for \$10,000 and once the reimbursement from the State comes in the Board would be reimbursed that amount. Secretary Essley moved to approve a \$10,000 bridge loan to VVFD for PA 90. Motion was seconded by Treasurer Witt and approved unanimously.

Was there a decision on paying individuals to pursue their engine boss rating? The Board feels it is borderline unethical and does not support it. The Board might support people who are out money for ratings that are crucial for the District. They would also be interested in supporting training courses/program. The Chief's group can discuss and come to an agreement. Chairman Sigel moved to approve \$1000 for the mileage for VVFD. Motion was seconded by Treasurer Witt and approved unanimously.

TSVFD – August 25th from 9-3 there will be a live fire training at the Fish Creek Ranch. Please let Jon Essley know if you can attend. Chairman Sigel moved to approve up to \$200 for food for the Fish Creek Ranch live fire on August 25th. Motion was seconded by Treasurer Witt, approved unanimously with Secretary Essley abstaining from the vote. Sept 2nd at 1100 TSVFD Potluck Open House.

CVVFD – The hydrant in Centennial is out of service until it is repaired. There were a couple of repairs to Engine 2; the parts were donated and Neil donated his labor for the repairs. New Station Open House on September 8 from 11-1. Chairman Sigel moved to support the garage door openers at the Albany Station at a 50/50 split with Centennial (\$1300-ACFD/\$1300-CVVFD). Motion was seconded by Treasurer Witt and approved unanimously. PA 151.

Central – Flat tire on Engine 12 coming back from BLVFD grass fire that they had to replace. Also a section of booster line failed. Chairman Sigel moved to approve \$800 for two sections of booster line hose. Motion was seconded by Secretary Essley and approved unanimously. PA 152

Would like to upgrade the door locks on the Central building to a more user oriented system. ID numbers would be entered into and could be taken out of the system and they could then track who is coming and going. The estimate is around \$2000. The Board questioned if there really is a security problem? Building improvement usually stay with the premises but we can provide the landlord notice and get consent. The Board does not want to make any unnecessary commitments at this time.

New Business – If Wildhorse Ranch people are interested in getting red carded, what department would they be associated with? They would be affiliated with Big Laramie.

Break was taking to open the Engineering proposals. There were no company representatives present at the meeting.

Meeting was called back to order - The Board will take the proposals under advisement and meet during a public meeting on Tuesday, August 21st to work on the MRG SLIB grant, as well as discuss the proposals and hopefully make a decision at that time.

New Business for Board – Hauled Water – Planning and Zoning has decided on small subdivisions up to and including 4 lots that they will not require a fire suppression plan. We just did a contract from Rex Noel and we have to return that to him, he is dividing one lot into two. Chairman Sigel moved to approve the return money to Rex Noel in the amount of \$1000. Motion was seconded by Treasurer Witt and approved unanimously.

Expenditures by the Board totaling \$18,100 to include a total of \$3500 to be paid to Shannon & Associates for appraisal of new central site; a \$10,000 bridge loan for PA 90; a total of \$1,000 for VVFD mileage program; up to \$200 for food for TSVFD live burn; a total of \$2600 for CVVFD garage door openers for Albany Station to be split 50/50 (ACFD1 \$1300/CVVFD \$1300); and \$800 for two sections of booster line hose for Central.

Public Meetings – August 21, August 28th, September 4th, September 11th, September 18th

Next Meeting – September 19, 2018

Meeting adjourned at 8:18 pm.

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1 Special Meeting August 21, 2018

Albany County Fire District #1 Special Board Meeting called to order at 3:05 pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

Special Board Meeting was called to primarily discuss the new Central Station.

Chairman Sigel met with David Gertsch and the property is zoned residential. The Board can either proceed now to work on a zoning change or they can choose to do a conditional use change. Chairman Sigel moved to approve the Board Attorney, Megan Overmann Goetz, to work on the zoning change for the new Central Station site. Motion was seconded by Secretary Essley and approved unanimously.

Engineering/Architecture firm selection –Secretary Essley moved to proceed with Coffey Engineering and MOA Architects as our engineering and architecture consultants in this phase of the project subject to formalization of that relationship through a contract as their proposal addressed all of the components of the RFP. Motion was seconded by Chairman Sigel and approved unanimously. There will be a meeting at 9:15 on 8/22/18 at Megan’s office to sign the formal contract and go over the next steps. Megan will proceed with contacting Coffey and the other firms to advise them of the Board’s decision.

MRG SLIB Grant Application – Chairman Sigel will work on securing maps. Dylan is securing call out data. Treasurer Witt will get the budget for 2018/2019 and the actuals for 2017/2018, along with the two most recent audit reports. A copy of the recorded By-Laws will also be needed. Megan will put together a draft of talking points for requested letters of recommendations.

Design of station – Simple, modest 80’x80’ standardized metal building with five double long drive through bays and 10 overhead doors with a slab floor. Looking at also including meeting/classroom space, offices, kitchen, living quarters, laundry room, exercise space and possibly a hose drying bay with gas heat. Possibly look at installing a water storage tank as well.

Chairman Sigel moved to authorize a check to Cowboy Construction in the amount \$1000 as earnest money to purchase the new Central site. Motion was seconded by Secretary Essley and approved unanimously.

Expenditures approved by the Board totaling \$1000 as earnest money to purchase new Central site from Cowboy Construction.

Meeting adjourned at 4:52 pm

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1 Special Meeting August 28, 2018

Albany County Fire District #1 Special Board Meeting called to order at 3:08 pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

Michele and Amber will keep track of where we are on the checklist required for the Mineral Royalty SLIB grant application and make sure we are not missing anything.

Discussion regarding the cost share amount we will be able to contribute. There will be the cost of the property, the appraisal and engineering fees.

Need to determine the number of houses within the Central coverage area. Joe will contact the assessor to determine the number of structures that are taxed and get a population count for the Central area. From here we can estimate the savings to homeowners on their insurance as this area will become part of an ISO 5 rating.

Meeting adjourned at 4:03 pm.

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1 Special Meeting September 4, 2018

Albany County Fire District #1 Special Board Meeting called or order at 3:04 pm. Board members present were Art Sigel, Jon Essley and Joe Witt.

Chairman Sigel moved to approve the minutes from the 8/21/18 and 8/28/18 Special Board Meetings as presented. Motion was seconded by Secretary Essley and approved unanimously.

Report from Coffey Engineering – Packets were presented to Board and the Architect is looking for comments on the building design.

The Board members agreed to move forward with the following design change; they would like to reduce the bays to 14x35 with 12x12 doors.

Secretary Essley moved to empower Chairman Sigel to sign the contract with Coffey Engineering upon attorney review and approval. Motion was seconded by Treasurer Witt and approved unanimously.

Zoning – Megan recommended pursuing the zoning change after the purchase of the property is complete. The Board is comfortable with that.

The Board adjourned into Executive Session to discuss the property appraisal with two guests present at 5:15 pm.

The Board reconvened into the Special Board Meeting at 5:33 pm.

Chairman Sigel moved to approve payment of \$1750 to Shannon & Associates for having received the appraisal. Motion was seconded by Treasurer Witt and approved unanimously.

Expenditures totaling \$1750 paid to Shannon & Associates for the appraisal.

Meeting adjourned at 5:36 pm.

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1 Special Meeting September 11, 2018

Albany County Fire District #1 Special Board Meeting called to order at 3:07 pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

Chairman Sigel moved to approve the minutes from the 9/4/18 Special Board Meeting as presented. Motion was seconded by Secretary Essley and approved unanimously.

Coffey has the schedules and the statement of feasibility ready to go for the SLIB grant application. Currently looking at the first phase to be the metal building with bays only. Later phases will include a stick built building as an addition.

Megan drafted a template letter of support and a narrative to send with the request for support. Megan/Amber will contact Grant Showacre and Jackie Gonzalez for documentation needed for the grant, as well as send out requests for letters of support. They will also finalize the narrative. Larry Drinnen will contact WY-DOT to determine I-80 traffic numbers through the Laramie corridor. Michele will compile ACFD#1 area population and structure numbers.

Meeting adjourned into Executive Session to discuss property purchase at 4:37 pm

Meeting reconvened into the Special Board Meeting at 4:45 pm.

ACFD#1 has received the appraisal and were able to successfully negotiate a lower purchase price with the seller based on the appraisal.

Chairman Sigel moved to approve a reduced purchase price with Cowboy Construction of a total of \$146,500 to reflect the appraised value, to be paid \$125,000 at closing and \$21,500 three year hence. Motion was seconded by Treasurer Witt and approved unanimously.

Meeting adjourned at 4:46 pm.

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1 Special Meeting September 18, 2018

Albany County Fire District #1 Special Board Meeting called to order at 3:07 pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

The minutes from the September 11, 2018 Special Meeting were not available to approve. They will be addressed at the regularly scheduled Board Meeting on September 19, 2018.

Summary of special meetings was presented to members of the audience. Purpose of the special meetings has been to put together an application for an MRG SLIB grant to build a new Central Station on a piece of property south of town that is currently under contract with ACFD#1. There was a question and answer period with a reporter from the Laramie Boomerang.

Meeting adjourned into Executive Session to receive legal advice at 3:23 pm.

Meeting reconvened into the Special Board Meeting at 4:06 pm.

Chairman Sigel moved to approve the delay in the SLIB grant submission. Motion was seconded by Treasurer Witt and approved unanimously.

Chairman Sigel moved to proceed with the purchase of the Travis Miller property at the adjusted price of \$146,500. Motion was seconded by Treasurer Witt and approved unanimously.

Meeting adjourned into Executive Session for legal consultation at 4:10 pm.

Meeting reconvened into the Special Board Meeting at 4:49 pm.

Meeting adjourned at 4:50 pm.

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1 September 19, 2018

Meeting called to order at 5:11 pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

No comments from the public.

Chairman Sigel moved to approve the minutes from the August 15th, 2018 Board Meeting. Motion was seconded by Treasurer Witt and approved unanimously. Chairman Sigel moved to approve the minutes from the August 15th, 2018 Public Meeting, the September 11th, 2018 Special Meeting and the September 18th, 2018 Special Meeting. Motion was seconded by Treasurer Witt and approved unanimously.

Treasurer Witt moved to approve \$55712.00 for bills on the Financial Report. Motion was seconded by Secretary Essley and approved unanimously. Treasurer Witt moved to approve \$78,995.72 in fire pay on the Financial Report. Motion was seconded by Chairman Sigel and approved unanimously. To date we have not received any money from the State and therefore have tapped into the reserves. We will not be able to pay any more fire pay until we start receiving funds from the State.

Chief Kern will have the Centennial Auxiliary make a check back to the district to reverse the transaction that was paid erroneously in July.

ISO Audit that was scheduled for October has been cancelled.

MRG SLIB grant application has been halted to the time being. Looking at submitting in January 2019.

Budget Priorities – Amounts stated in the five year plans are requests, not approvals. Discussion and planning that result in a preapproval is when the money for projects is formally approved for the project by the Board. Up until that time they are just a proposal.

Treasurer Witt moved to approve \$250 for food/coffee for training on September 29th, 2018. Motion was approved by Secretary Essley and approved unanimously. S130/190 - Red card class schedule on Oct 19-21, here at Central.

Dispatch – Dylan has an engine on the board. Issues with dispatch paging might be related to terminology. Chief Johnson suggested we should put together a comprehensive dispatch schedule for the district.

In the new contract with Laramie, they are supposed to be making an effort to stop disregarding us. Wildland fires – engine first is in route from district should not ever be disregarded and be a discussion between Laramie and whoever is lead on that engine who is IC, it's important to take command when we can and when we are able. Ask for it if we can.

Chairman Sigel moved to approve \$3900 at a 50/50 split with BLVFD to repair the rescue trailer that was damaged by the wind storm. Motion was seconded by Treasurer Witt and approved unanimously. PA 153

Chairman Sigel moved to approved \$3500 of BLVFD funds to upgrade vehicle lighting. Motion was seconded by Treasurer Witt and approved unanimously. PA 154

BLVFD Tender – Board did not do a PA is was only a discussion. Board would like to see options to bring the cost down.

TSVFD – Planning another practice fire in October.

CVVFD – Secretary Essley moved to approve \$2400 for supplies for CVVFD. Motion was seconded by Treasurer Witt and approved unanimously. PA 155

They will need to start replacing bunker gear, as some of theirs is approaching the expiration date.

Secretary Essley moved to approve \$2000 at a 50/50 split with Central to purchase 4 new pagers. Motion was seconded by Treasurer Witt and approved unanimously. PA 156

New Business – There are too many people calling Casper Dispatch about fires. Tom Kern is the contact for ACFD#1. To follow the chain of command, firefighters should contact Tom and Tom will contact Casper Dispatch.

Treasurer Witt moved to approve \$108.12 to reimburse Teri Jo Piper for the perjury statement department stamps. Motion was seconded by Secretary Essley and approved unanimously.

Expenditures by the Board totaling \$12,158.12 to include \$250 for food/coffee for training; a total of \$3900 to repair BLVFD rescue trailer at a 50/50 split (ACFD1 \$1950/BLVFD \$1950); \$3500 of BLVFD funds to upgrade lighting; \$2400 of ACFD funds for CVVFD supplies; a total of \$2000 for central pagers at a 50/50 split (ACFD1 \$1000/Central \$1000); and \$108.12 for perjury stamp reimbursement.

Next Meeting – October 17, 2018

Meeting adjourned at 6:38 pm

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1 Special Meeting October 3, 2018

Albany County Fire District #1 Special Board Meeting called to order at 1:08 pm. Board members present were Art Sigel and Jon Essley.

Special meeting was called to discuss the Central Station in all respects and the ACFD Board's intent with regard to a MRG SLIB grant. Public in attendance were Brent Roth with Samson and Loretta with Open Range Buildings.

Discussion topics:

- 1-Construction options – metal kit buildings or engineered pole barns
- 2-Priorities with regard to construction – we need living quarters that are private, a non-public space in addition to 5 drive through bays.
- 3-Next steps, what they are, goal dates – can do a CMAR which allows for value engineering, you can do a hard bid, or you can do a design/bid/build. Megan suggest we continue with the design/bid/build process.
- 4-Closing on land purchase
- 5-Open questions about future special meetings – next special meeting on October 31, 2018 at 10:00 am.

Megan will begin drafting an RFP and we will plan on a pre-bid meeting.

Next Board Meeting is on 10/17/18; Executive Session with start at 3:00 pm with an open work session to follow at 4:00 pm then the regular meeting to begin at 5:00 pm. Future meeting for Oct 31st will begin at 10:00 am.

Board adjourned into executive session at 2:44 pm to receive legal advice.

Board reconvened at 2:55 pm.

Meeting adjourned at 2:55 pm.

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1 Special Meeting October 17, 2018

Albany County Fire District #1 Special Board meeting called to order at 4:08 pm. Board members present were Art Sigel, Jon Essley and Joe Witt.

Public meeting is called for the purposes of gathering ideas that can be incorporated into a request for qualifications for a request for proposal because Board believes there are other options available after what was presented to us initially in the survey and initial drawings. Need to figure out how to construct building within a million-dollar budget to fall in line with the SLIB process noting the 25% cost match.

The Board does not want to be the general contractor. Ron Williams with Maverick recommends hiring a construction manager. More cost effective than a general contractor. Also look at doing in phases. Phase 1 erect steel building, Phase 2 release the foundation design for pricing/excavation, Phase 3 trades work. Need to get the specs so you can advertise.

Loretta and Jeremy with Lester Buildings discussed their pole frame structure buildings. Discussed putting all plumbing along one inner wall to save money. Jeremy is also an authorized Midland Door which has insulated doors he can put up. They can do one fixed price bid, but they can't bid until they have the specs.

At this time the Board is not accepting proposals or bids. They have to advertise and accept and consider all bids at the same time.

The Board needs to come up with a building scope; but they need a contractor to guide them through that process.

Thank you to both organizations for coming and offering your advice.

Meeting adjourned at 4:57

Respectfully Submitted

Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1 Board Meeting Minutes October 17, 2018

Meeting called to order at 5:09 pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

No comments from the public.

Secretary Essley moved to approved the minutes from the September 29, 2018 Board Meeting. Motion was seconded by Treasurer Witt and approved unanimously. Chairman Sigel moved to approve the Special Meeting Minutes from October 3, 2018. Motion was seconded by Treasurer Witt and approved unanimously.

Financial Report – CPA Audit must be done every year now for all Fire and Water Protection Districts. Secretary Essley moved to approve the financial report as stated. Motion was seconded by Treasurer Witt and approved unanimously.

Please keep Teri informed on PA's:

098a -Nov 2018

098b -June 2019

121 –Nov 2018

124 –Waiting for reimbursement on VFA Grant

127 –Cancel, did not get grant

130 –Nov 2018

135 –Done

140 –Done

144 –Centennial funds; around \$3000 left

145 –VVFD expenditure is complete; WSF shipping bill doesn't know if it has come through

146 –Nov 2018

147 –\$2000 in December and rest in May 2019

148 –Done

149 –Done

150 –Nov 2018

151 –Nov/Dec 2018

152 –Done

153 –Jan 2019

154 –Jan 2019

156 –Nov 2018

EMA – Because of extent of Badger Creek there is \$450,000 hazard mitigation grant funds (75/25) coming to State of WY and she believes projects can be submitted in Nov. Some ideas include generators, culverts, long term water storage. Stipulations is you had to have participated in hazard mitigation planning that they did 5 years ago. There will be another hazard mitigation plan this spring. If you plan to participate: Have some project thinking about then bring forward; Aware that money is coming into the state for hazard mitigation projects; Start putting projects together. Minimal roads left by developers and now we are expected to

respond to emergency calls. Sub-standard roads are a hazard. ACFD can advocate for those changes. Help them to understand why it's a life safety hazard for responders and residents.

Financial Outlook –

Fire Pay – All fires have been paid out except Badger Standby, Pumpkin Vine and 20% left on Badger. Truck pay – hopefully get out to department in next couple of months.

Fire Pay – Current receivable of \$442,000; about \$300,000 is Badger Creek.

Truck Pay – Intention of the Board to pay out the truck pay as reimbursements come in. We will pay the volunteer first and then truck pay. Which truck pay first last year or this year?

Chief's fully support Board in paying FF's. Last year ½ was held. Is the Board going to continue that? If not, how are we going to pay the firefighters? Consensus from the Chiefs that if Board needs to keep ½ to pay firefighter's then departments will take ½ from last year and pay ½ from this year. Chairman Sigel asked the Chief's to discuss if that is truly what they want to do.

Land Purchase – Closing on Monday 22nd. There are some grave concerns from the Chief's group. The city has a 2007 comprehensive plan map (20 year plan) which show annexation to south to accommodate growth in that area. Other concern is recognition by ISO, if we move to the south what about the people in the North. The Board is responsible for the entire district and has to pay attention to the strategic needs of the entire district. The central area is unique, served until recently by one engine coming out of Laramie, it was not a well-served area.

Central area tax revenues are over 55% of the tax revenue of the district. There has been a subsidy from the Central area, and now we are turning some of that back to the people who have putting their money into the district for years. Question of how will it impact the district and for what period of time. What is the budget for Central and what will the impact be? The contract with the City of Laramie is most likely going to increase. For a paid department and to provide the level of services provided by LFD there has to be a substantial amount of training done, to bring volunteers up to deal with leadership on wildfires, IC, leadership on water management, structure protection.

Wild Horse AAR – Scott let the discussion. Discussion of setup on fire, entry into area, water management, position of tenders and dumping water.

Chiefs Report – Discussed paperwork for fires and impact on warden and Michele; ensure your paperwork is correct. There will be a class in spring for everyone who wants to dispatch; your responsibility to get it right. Training - Riverton and Cheyenne have upcoming trainings. We need to focus on communicating the availability of training; what is strategy for training program? What are your targets? Training to improve capability of depts. And move people up the ladder so to speak. Mike feels the training needs to be handled by people who are trained to do the training. Need to re-establish the training group. Chairman Sigel feels this is the Chief's responsibility to work on.

TSVFD – No outside water, trucks in heated building are full.

CVVFD – New station is almost complete. E2 is not drafting, they are working on fixing it.

Central – Dispatch is disregarding Central to extrication calls.

VVFD – Chairman Sigel moved to approve \$2139.65 for truck repair by Fire Truck Certification Company at a 50/50 split (VVFD-1069.82/ACFD-1069.83). Motion was seconded by Treasurer Witt and approved unanimously. PA 157

New Business – How many fire stations have a backup genset? BLVFD Station 4 does – Secretary Essley needs to know if it covers the whole station, communications, pumps and what percentage of the function it runs. None of the rest of the station have a genset. Ranch manager had a hand crew on the Pumpkin Vine fire that is really interested in getting them red carded. Treasurer Witt moved to pay Badger Creek Standby fire when funds are available for the whole time firefighters were on standby. Motion was seconded by Jon Essley and approved unanimously.

Expenditures by the Board totaling \$2139.65 for truck repair by Fire Truck Certification Company at a 50/50 split (VVFD-1069.82/ACFD-1069.83).

Next meeting November 14, 2018, 5:00 pm

Meeting adjourned at 7:33 pm

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1 Special Meeting October 31, 2018

Albany County Fire District #1 Special Board meeting called to order at 10:11 am. Board members present were Art Sigel, Joe Witt and Jon Essley.

Public meeting is called for the purpose of discussing the Central Station and the MRG SLIB grant associated with it.

Currently ACFD#1 believes we should proceed with a project cost of \$800,000 so as to be able to meet the 75/25 cost matching requirement of the MRG SLIB Grant.

Secretary Essley and Treasurer Witt will maintain the fiduciary role within the Board. Chairman Sigel will step out of that role and recuse himself from voting to work with Central and an engineer to put together a plan for the station that is within our budget that will be submitted to the Board.

The RFEI will be advertised this week with a due date at noon on Monday, November 12, 2018. Megan will make sure that the engineers now what work product is needed from them for grant submission.

Treasurer Witt moved to approve the Request for Expressions of Interest for Construction Manager subject to the changes proposed by Chairman Sigel in his email to district attorney, Megan Overmann Goetz dated 10/30/18. Motion was seconded by Secretary Essley and approved unanimously.

Next meeting will begin at 3:00 pm on November 14th for the purposes of going into Executive Session to receive legal advice.

Meeting adjourned at 11:26 pm.

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1 Special Meeting November 14, 2018

Albany County Fire District #1 Special Board meeting called to order at 4:45 pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

This special meeting is called as an Executive Session open to the public to discuss the Central Station project. The Board received four responses to the Request for Expressions of Interest for a construction manager. These responses were evaluated earlier. The principle objective is to get the building up with the appropriate number of garage doors at this time.

Meeting adjourned at 4:57 pm.

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1 Board Meeting Minutes November 14, 2018

Meeting called to order at 5:00 pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

Ladies from the Epson Center delivered one free EMS calendar to every department. They thanked everyone who was involved, and they are selling the calendars to the public.

Secretary Essley moved to approve the minutes from the September 19, 2018 meeting as published. Motion was seconded by Treasurer Witt and approved unanimously.

Last month's audit went well. Fire pay is up to date except the remaining 20% on Badger Creek. Secretary Essley moved to approve the financial report as presented. Motion was seconded by Chairman Sigel and approved unanimously.

County Fire Warden – This is the first year the State changed the system to use the 537 account. It worked well on the first five fires and then they ran out of money. There is a lot in the works that will be coming to the District. Chad has submitted for 45 fires this season. Britania was a county fire with costs being split between Albany and Platte County 50/50. Chad will do a paperwork review class this spring and anyone who is going out as a crew or single resource needs to attend.

RFEI – Received four submissions. The Board reviewed the different quotes that were provided to them and it appears that DOWL was the lowest bid, who also had the most experience and relevant group to represent the Board. Secretary Essley moved to accept DOWL as the Board representative in the planning and construction process. Motion was seconded by Treasurer Witt and approved unanimously. Chairman Sigel abstained from the vote.

Strategic Plan – Chairman Sigel feels our current plan has served us well, but would like to update the Strategic Plan in the new year 2019. It looks like evenings might be better.

ISO – Next audit will be in October 2020. There are several situations where we will be reaching an ISO 5.

BL4 Water Tender – The Board has received two requests for engines at this point. The new engine upgrade for BL does not take the place of the Station 4 tender in District priority. Their five year plan had an upgrade for their Woodslanding vehicle and they have found an upgrade for \$35,000. Request a 50/50 split with the Board and the Board could pay their 50% over the next three years. The Board has one other request for a command vehicle for Central at around \$17,000. Financially at this point we are looking at around \$500,000 in receivables and the current Board priorities are 1) SLIB grant for Central, 2) BLVFD water tender for Mountain Home. If Central can pay for the command vehicle out of their trucks funds, the Board will think about it. If not, the Board has to wait for other priorities to be taken care of first.

Chairman Sigel moved to approve to send two people from BLVFD to look at vehicle to include \$2000 for travel and \$35,000 for the truck, understanding the Board will have a three year time period to pay back their 50% of the total \$37,000 cost (\$18,500 ACFD/\$18,500 BLVFD) with the initial purchased to utilize BLVFD truck funds. Motion was seconded by Secretary Essley and approved unanimously. PA 158

Tire Audit – BL9, BL3 were done last year. AC27 is at 9 years and could possibly be delayed.

Engine Spreadsheet - Michele will send the department engine spreadsheets to be updated.

Chief's Report – They are good on the proposed engine pay schedule. They accept the second half of last year's pay and the first half of this year's pay, as long as the truck funds that are being held are earmarked for paying the firefighters only and not used for anything else. VVFD, Central and BLVFD are now using the "I Am Responding" app. TSVFD and CVVFD don't have cell coverage where they thought it would help them.

Training – Chiefs have all made the commitment to require all people who dispatch out to take Chad's paperwork class. Secretary Essley moved to approve \$600 for food for upcoming red card class. Motion was seconded by Chairman Sigel and approved unanimously.

Community Interaction – Chairman Sigel would like to see more communication with the community through the website. He would also like to see all training opportunities posted on the website for every department. Easiest way to do that is send Michele a word document that she can post to the website. Every month the departments can update the document and send to her. This allows every department to focus on training that is important to their members and meets each individual department's needs. The same posting can be used by Volunteers to see what other Departments are offering and take advantage as they wish.

Pagers – Some of the pagers are failing and we need about 35 pagers to bring everyone up to date. Work on getting quotes.

TSVFD – Their road is open and they are up and running. They did drain their external water tanks.

CVVFD – Upcoming trainings - chimney fires, avalanche awareness training, Emergency Reporting, hands on training with tablets with maps on them, and a paperwork class.
CVVFD hydrant leak – they are still losing water every night and don't know where it's going as there is no "lake" popping up anywhere. Bringing in a company at a \$1000/day to track it down

Central – Open house on December 8th from 12-4 at station.

BLVFD – Upcoming Trainings – FF1 online, mid-winter fire school, pumps class.

VVFD – Tree (and calendar) sale going on over Thanksgiving weekend. Fire District’s Attorney with handle the threat of suit issue, costs may revert to the Department. The Board would like to see personnel issues handled by the departments and the Chief’s. There was counseling that was proposed, however, the firefighter elected to quit.

New Business: Treasurer Witt move to approve SAFER grant reimbursement to Chris Haefner for training in the amount of \$1052. Motion was seconded by Chairman Sigel and approved unanimously.

Expenditures by the Board totaling \$38,652.00 to include a total of \$37,000 for travel and vehicle purchase price for BLVFD upgrade at a 50/50 split (\$18,500 BLVFD/\$18,500 ACFD (over 3 year period); \$600 for red card class food; and \$1052 training reimbursement to Chris Haefner.

Next meeting is December 19, 2018.

Meeting adjourned at 6:51 pm.

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant

Albany County Fire District #1 Board Meeting Minutes December 19, 2018

Meeting called to order at 5:03 pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

No comments from the public

Secretary Essley moved to approve the minutes from the following meetings: October 17, 2018 Special Board Meeting, October 31, 2018 Special Board Meeting, November 14, 2018 Special Board Meeting, November 14, 2018 Board Meeting. Motion was seconded by Treasurer Witt and approved unanimously.

Chairman Sigel moved approval of payment from each department's account in the amount of \$120.00 for tablets. Motion was seconded by Secretary Essley and approved unanimously.

Fire/Truck Pay – Badger Creek 20% has not been paid out. Waiting for Badger accounting/audit. Maybe next month. Waiting on reimbursements to come in before paying out truck pay.

County Fire Warden – Chad attended the State Rural Firefighters meeting in Rock Springs. All pay rates in the Minimob will be changing. All equipment will increase 10%. All personnel rates have been changed, there are now eleven categories directly aligned with the federal AD rates. Every year now our Minimob will align with the federal pay rates.

The Board has undertaken a new initiative to develop a comprehensive dispatching plan for local dispatches within the district and Secretary Essley will lead the effort. Secretary Essley will work with the Chiefs group to develop. Plan will then be reviewed by the Board and Chief Johnson before presenting to LARC. Objective is to comprehensively approach the dispatching situation, develop some consensus and move it forward.

BLVFD – Board would like re-confirmation of the \$20,000 quote for the tender tank repair. Chairman Sigel moved the approval for BLVFD to purchase a 2100 gallon 4x4 tender to be stationed at BLVFD Station 4 for a total cost of \$97,500; half to be paid by the Station 4 Associates (\$48,750) with the remaining to be covered by \$10,000 from the ACFD Board, \$30,000 from BLVFD 2017 truck funds and \$8750 from BLVFD. The Board will reimburse BLVFD checking account \$14,000 in two months time. Motion was seconded by Treasurer Witt and approved unanimously. PA 159 The Board can also give BLVFD early access to their last year's truck funds.

EMA – Motorola – there are four used Highway Patrol radios available. They are 800 MHz and have wyolink so these would give direct communication with Colorado. Email Kevin with Motorola regarding purchase of radios. We can work with FCC to get license and MOU with Colorado to get channels programmed into radios. Motorola is also sponsoring radios for Cheyenne Frontier Days and we can get those at ½ price as well. Zach and the Chiefs will work

on radio distribution. The SHSP is a reimbursable grant though, and the District is not in a position to bridge loan at this time. Departments would have to cover the cost themselves.

Hazard mitigation planning meeting is January 14, 2018 at the fairgrounds from 1-4 pm. The benefit for ACFD to participate is it makes us eligible for Hazard Mitigation grants.

LL Buildings – There is no local interest in restarting the department. The Board is considering giving them back to the County. The land is owned by the County.

ACFD Meeting Schedule – Verify January meeting time, discuss the rest next month.

Central Station Design – Committee working on it. Budget had been set at \$800,000. Intend to bring a final budget/proposal at the 1/16/19 meeting. And move toward submission of grant on 2/21/19.

CVVFD – Found some mistakes on the five year plan. Will be ready to submit it at the January meeting. Need to replace five sets of bunker gear; revisit in January.

Central - Need new bunker gear as well. Proposal in January. No approval for new command vehicle tonight. Central needs to check with the Wyoming Fire Marshall's office about the other modules for Emergency Reporting. They should have access to them and we shouldn't have to purchase them for \$2318.60. Secretary Essley moved to approve \$700 for a new antenna for Centrals Who's Responding network. Motion was seconded by Treasurer Witt and approved unanimously. PA 160

The Board would like the 2018 Emergency Reporting reports by the end of the year. Central's is needed by 1/16/19 for the grant.

Chief's Group – Push to make sure that everyone is using Emergency Reporting. There will be a paperwork class in the spring. Departments are needing new pagers. Chairman Sigel moved to approve \$10,000 for up to 30 pagers with BLVFD to order and pay for them and the District will reimburse next month. PA 161

Dispatching this next season- CVVFD-one type 6, and possibly a type 2 structure if necessary; BLVFD-one type 6; VVFD-one type 6 and one type 3; and Central-one type 6 and one type 3.

VVFD – Tree sale went well, they sold out in less than two weeks.

TSVFD – Road is still open. Looking at purchasing internet service to they could put in a weather station that would alert them when the temperature in the building drops.

New Business – Chairman Sigel moved to approve Mid-Winter Fire School Training for \$7000 for 16 firefighters. Motion was seconded by Secretary Essley and approved unanimously. PA 162

Expenditures by the Board totaling \$115,200.00 to include a total of \$total cost of \$97,500; half to be paid by the Station 4 Associates (\$48,750) with the remaining to be covered by \$10,000 from the ACFD Board, \$30,000 from BLVFD 2017 truck funds and \$8750 from BLVFD. The Board will reimburse BLVFD checking account \$14,000 in two months time; \$700 for new antenna for Centrals Who's Responding network; \$10,000 for up to 30 pagers with BLVFD to order and pay for them and the District will reimburse next month; and \$7000 for 16 firefighters to attend Mid Winter Fire School Training.

Next meeting 1/16/19

Meeting adjourned 6:15pm

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant