

## Albany County Fire District #1 Board Meeting Minutes January 19, 2022

This meeting was held as a hybrid meeting with in-person attendance as well as through Zoom. (Formal action taken by the Board is indicated via italics.)

1. Call to Order: Meeting was called to order at 5:01 pm. Board members present were Luke Hawkins, Brett Wadsworth and Matt Burkhart.
2. Minutes of December 15, 2021 Meeting: *Treasurer Wadsworth moved to approve the minutes as presented, including the January 10, 2022 Special Meeting Minutes and Executive Session minutes. Motion was seconded by Secretary Burkhart and approved unanimously.*
3. Comments from the Public: No public comments
4. Financial Report:
  - a. Bills to be Paid: *Chairman Hawkins moved to approve the January 2022 Financial Report as presented. Motion was seconded by Secretary Burkhart and approved unanimously.*
5. Report – Outside Agencies/Guests:
  - a. Laramie Fire Department - The drill grounds are working on the classroom, still waiting for steel and looking at completion the 3<sup>rd</sup> week of February.
  - b. County Emergency Services - No on present.
  - c. Dispatch, LARC – No on present.
  - d. County Fire Warden – All fires have been paid to the District with the exception of the Marshall Fire.
6. Board Topics:
  - a. Fire Pay – The Marshall Fire has been paid at 55% for 2022. All POV's have been paid 100% for 2021. Slowly increasing truck pay outs. Board would like increase the metric for firefighter pay to match the truck pay. Regarding errors and submission to paperwork to the state, please remind all District firefighters that we have an Annual Operating Plan (AOP) with the federal government that states we will send out qualified Engine Bosses onto fire. If you do not have a qualified Engine Boss in your group, then they should NOT go out. It creates challenges with paperwork and is in violation of our signed agreement with the federal government.
  - b. MASA – Do the Chief's want this benefit, do they like it, do they and their firefighters use it, is it worthwhile for the District to cover? Is it/can it be used as a recruiting/retention tool? If the District were to only say 75% going forward, would individuals still have buy in, is there value to the individual? Michele will send out a survey. Secretary Burkhart will investigate option with UC Health.
  - c. Retirement – *Treasurer Wadsworth moved to accept the Active Firefighter Policy and Pension Policy with the changes stated. Secretary Burkhart seconded the motion.* Discussion surrounding the Active Firefighter Policy and the inclusion of the structure firefighters. The intent of the document was so they could receive the retirement pension. *All three Board member voted no, motion fails. Secretary Burkhart moved to approve the Pension Policy as amended to be in line with State Statute. Motion was seconded by Treasurer Wadsworth and approved unanimously.* Other policy needs to be

reworded/reworked but need to know what is considered “active in the individual departments. Secretary Burkhart would like this as uniform as possible.

- d. Vedauwoo land status update – No update
- e. SLIB Grant, AFG Grant – Treasurer Wadsworth has looked into the SLIB grant and what is needed for TSVFD and VVFD. The scope is a year project for in-ground tank, blasting needed and will need a new survey on the property. Looking at two poly tanks for TSVFD. WYCO submitted an AGF application on December 17, 2021 for a new type 6 wildland truck in the amount of \$217,000. There is a Grant Funding Request Policy and form on the District website. There should have been communication with the District Board for submitting the grant. We have spoken with Attorney Goetz and she feels that other departments in need of AFG funds can apply and we can just amend the District needs in the grant without affecting WYCO, as long as we are not asking for the same type of request. The District has one EIN and federal funds are paid out under that EIN. Should another department have applied for the same request without discussion with the Board, this could have negated the application for both departments. The Chief’s would like a grant person to be hired. VVFD submitted an application as well. We need a standard grant policy. Chief’s would like the District to put in for an extractor and air compressors. *Chairman Hawkins moved to approve one AFG grant for type 6 wildland engine for WYCO with auxiliary match, and one lucas device for VVFD with auxiliary match. Along with 1) five extractors as approximately \$30,000/piece with District match of \$7,000, and 2) two air compressors at \$60,000 with District match of \$7,000.* Secretary Burkhart is in favor of leveraging grant monies but this is a lot to do one day. Secretary Burkhart also stated that the District Policy needs to be followed uniformly. It was decided this is impractical. *Motion dies. Chairman Hawkins moves to ratify to a lucas device and type 6 wildland apparatus with the 5% match through respective department auxiliaries on both for the AGF grant submissions, WYCO at \$217,000 and VVFD under \$15,000. No District funding will be used for matching funds. Motion was seconded Secretary Burkhart seconded and approved unanimously. Treasurer Wadsworth abstained.*
- f. ARPA Updates – County Commissioners are setting the date for the next meeting. We have \$240,000 for EAP funds they want to approve. Funds will be escrowed with County for our firefighters to use; counseling at six sessions per year for firefighter and families. Intent is to mitigate the impacts of public service. Will be run through County HR. Will touch base with Attorney Goetz on RFP process for ADA bathrooms. Full specs on ADA bathrooms/showers with COVID (no-touch) compliance.
- g. Wind Project Updates – Rail Tie has been approved, expected to start construction Spring 2023 and finish the first section in year one, second section in year with completion by December 2024. Funds are set to go out on a monthly basis. Rock Creek has a pre-trial date of February 17, 2022 at the Hilton. Trial is scheduled for March 3-4, 2022. Chief Whitmer and Chief Davis please dial in your requests. Requests are based on potential increase of calls, what’s needed, current equipment, needed equipment, equipment that needs updated.
- h. Incident Response – Chairman Hawkins appreciates everyone reaching out when there is a discrepancy. He will ask Steve for a key code for R&R reports. He will continue to

advocate for the zone that has the emergency that the closest department is paged to it for a least an initial scene sizeup. Residents have paid and want to see their departments responding. Need to work with LARC and LFD on updating out Carbon Monoxide Response SOG.

- i. Emergency Reporting – Intent of the Chiefs to consolidate (not merge), and query by department is not a problem. Once information is archived it doesn't disappear, you can extract information but it is no longer used for reporting purposes. Can consolidate and make one premium account however, everyone would get a new login and will have to upload certifications into the new account. Can someone be hired to do that as it's time consuming? You cannot dump info with an excel spreadsheet, it must be entered manually.
  - j. CDL Status and Process – Need to obtain CDL permit prior to February 7, 2022 to be grandfathered in to the old process. Discussion came up again about the Z endorsement and liability and insurance.
7. Chiefs Report: Policies – need to clarify apparatus operator and light duty testing versus moderate/arduous testing. Issues with working of the Wildland SOG dated 2013. Work with Attorney Goetz to determine exposure/liability issue, local standard issues. How does this impact departments? Could impact initial attack and have huge impact on what someone can do when they first arrive on scene. Current Grant Policy does not reflect how the District does business. A grant writer would be great. Discussed Carbon Monoxide auto response. And the Training Group Policy needs to be rewritten or deleted.
8. Department Reports:
- a. VVFD – Two members were removed. Working on getting up to minimum capability to enter into ER.com.
  - b. CVVFD – Three new EMT's.
  - c. BLVFD – S130/190 class April 22-24, 2022. Will put in a PA for cascade system at \$3500 estimate. WHR substation proposal – building construction by HOA with a public center portion as well, negotiate a long-term contract. Would house type 4 6x6 and command vehicle, on private property. Board loves the energy and it is well written but they need to determine how does the District move forward to the benefit/protection of all involved. Will discuss further.
  - d. WYCO – WyCo 15 is back and it is fixed.
  - e. TSVFD – They are on a property with a 99-year lease with a new owner.
  - f. Central – FF1 online class through the State. Working on South Station. No one attending mid-winter fire school, cancel that PA.
9. PA Approvals: *Chairman Hawkins moved to approve six PA's submitted on time. Motion was seconded by Secretary Burkhart and approved unanimously.*
- a. PA326 – CVVFD tires for Unit 10; \$600, 100% dept funds
  - b. PA 327 – VVFD computer; \$1500, 100% dept funds
  - c. PA 328 – VVFD engine improvements to type 6; \$10,000, 100% dept funds
  - d. PA 329 – VVFD training at SE WY Fire Academy; \$1,500, 100% dept funds
  - e. PA 330 – Central AC21 tire replacement; \$4,000, 100% dept funds
  - f. PA 331 – BLVFD heating unit in T2 bay; \$740, 100% dept funds

- g. Late PA request from WYCO – They applied for a WSF VFA grant which was approved at \$7500 towards a radio funding request with a total cost of \$25,000 - \$2500 of department funds, \$7500 WSF VFA funds with the remaining being paid by the auxiliary. Radios from Bearcom, need to order now to get by the email of June. The WSF VFA grant is a reimbursement grant, which means the Department/District must pay the invoice and then get reimbursed from the State. This money flows through the District, and as such has to have prior approval because we are dealing with public funds. Chief Rinehart retracts proposal for this month.
- 10. New Business: The Chief's see the policies/sog's as put out by the District and the Chief's group would give feedback, this includes new policies. The Board would like feedback, or to be made aware of issues that the Chief's have with the current policies/sog's. CVVFD is working on a disciplinary policy, the Board suggests they reach out to other Chiefs. *Chairman Hawkins moved to approve the 2022 Meeting Schedule. Motion was seconded by Treasurer Wadsworth and approved unanimously. Zoom meetings will continue in 2022. Michele requested permission to invest in a microphone to improve the quality of the Zoom meetings. Treasurer Wadsworth moved the approval of purchase of microphone and camera, not to exceed \$500.00. Motion was seconded by Chairman Hawkins and approved unanimously.*
- 11. Next Meeting: February 16, 2022
- 12. Adjourn: *Chairman Hawkins moved to adjourn at 8:52 pm. Motion was seconded by Secretary Burkart and approved unanimously.*
  - a. Expenditures by the Board totaling \$18,340 to include PA326 – CVVFD tires for Unit 10; \$600, 100% dept funds; PA 327 – VVFD computer; \$1500, 100% dept funds; PA 328 – VVFD engine improvements to type 6; \$10,000, 100% dept funds; PA 329 – VVFD training at SE WY Fire Academy; \$1,500, 100% dept funds; PA 330 – Central AC21 tire replacement; \$4,000, 100% dept funds; PA 331 – BLVFD heating unit is T2 bay; \$740, 100% dept funds.

Respectfully Submitted,  
Michele Turner, ACFD#1 Administrative Assistant