

Albany County Fire District #1 Board Meeting Minutes October 21, 2020

This meeting was held as a hybrid meeting with in-person attendance at BLVFD's Station #4 for Board Members, Board Staff, and Chiefs and others, as well as through Zoom because of COVID.

Meeting was called to order at 5:32 pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

Chairman Sigel moved to approve the minutes as presented with the understanding that the time the Executive Session adjourned, which was 5:14 pm, will be included. Motion was seconded by Secretary Essley and approved unanimously.

Chairman Sigel questioned if the process of submitting a Resource Order before you leave for a fire has solved the problem of late paperwork. All fire paperwork needs to be turned in to be processed in a timely manner. The State must go the Federal Government to get paid, and if all the paperwork is not there when that happens, your paperwork does not go to the government to be paid. Plus, delays everyone else getting paid. This hurts all the volunteers that go out on fires and it is totally unnecessary. Michele would like to propose changes to the policy.

No comment from the public.

Please try to get department budgets in as soon as possible. Deployed firefighters please look at your withholding and let Teri Jo know if you are not comfortable with the amounts. If you would like to change your withholding you must **submit something in writing, either hard copy or email, with the extra percentage or amount that you would like to have withheld**. Also, on the summary sheet in the budget column Teri Jo needs the annual amounts. Teri Jo will help do a first pass on the budget if you would like. Chairman Sigel moved to approve the financial report as presented. Motion was seconded by Secretary Essley and approved unanimously.

EMA – Would like to introduce Blake Halsey who is the new EMA Coordinator. He also brought boxes that were donated by the Legion to distribute to the departments.

County Fire Warden – Currently there are no evacuations on Mullen. Because of the end of event timing and weather, there will be a lot of rehab/remediation that will have carry over into the spring, as there just won't be time to get it all cleaned up and rehabbed before winter is upon us. Private lands have been impacted and there are still hazard trees in inholdings. Chad is working with others to determine how to best move forward with rehab for private landowners as far as money and resources and all the different avenues that must be looked at. However, the message is that we have not forgotten them, and we are not done with this. Because it is an FMAG fire, federal monies should be available with assistance as well. Everyone in the county did a great job on this fire. So many people pitched in, firefighters, homeowners, it was great to see people come together.

Fire Pay – Chairman Sigel moved to approve the payment of fire pay, with the Board authorizing the use of \$11,500 of reserves to cover the entire amount. Motion was seconded by Treasurer Witt and approved unanimously. Please note this is not in addition to last months dip into the reserves of \$25,000 as that amount was paid back. That amount was paid back. Currently Eric has the Mullen fire paperwork. Would departments like him to do the close out and sign for everyone? TSVFD, VVFD, Central and CVVFD said yes. BLVFD would like to do their own. Because the fire suppression account was activated and we entered to a cost share status, ACFD#1 apparatus will only be paid at 25%. However, there were approximately 2-3 operational periods before the EFSA account was activated that ACFD#1 had firefighters on the fire in Carbon County that might be paid at 100%. Shawn has requested a tracker be set up to track the progress of fire paperwork through the system that can be emailed to the Chief's. Currently Chad has 30-40 fires in various stages of completion.

New Department - WyCo

By-Laws – Chairman Sigel moved to approve the WyCo By-Laws as submitted. Motion was seconded by Secretary Essley and approved unanimously.

Boundary Map – Shawn proposed to move that boundary on the map that was previously submitted to the top of the canyon because the station at Woodslanding has EMT's that can respond. Chairman Sigel moved that the Board understands the new boundary lines and accepts them, with an east boundary of T13N, R78W and T12N, R78W, running all the way to the State line. Motion was seconded by Secretary Essley and approved unanimously.

Key Assets – 2b on Shawn's letter matches the inventory mailed to the Board as follows: ST4 retains all apparatus and equipment they have historically used. This includes, but is not limited to: BL3, BL6, BL9, BL11, BL15, BL21, BL29, Pumper Truck, Enclosed Trailer, towable 4-inch pump, snowmobile, Honda 4-wheeler, rescue trailer. Chairman Sigel moved that the Board agrees to the split of assets as shown in the MOU dated 10.21.2020. Motion was seconded by Treasurer Witt and approved unanimously.

Financials – MOU 1a dated 10.21.2020. A lengthy discussion ensued regarding either using 2020 revenue data or the 2018 revenue data and if WyCo will accept the 2018 numbers. WyCo would like to use the 2020 data. It was decided that to be fair, equitable, and consistent WyCo should follow the same data that was used for every other department and therefore budgets will be based on the 2018 revenue data. The District has created the entire fiscal years budgets off the 2018 numbers, and if we start changing them for one dept, then everything is fluid, and we can't count on it for that year. This is all subject to change next fiscal year when new revenue data will be looked at. Chairman Sigel will make sure the maps are drawn correctly when analyzing next year's data to determine department budget allocations. WyCo is concerned these numbers are lower than what they were expecting, and things will be tight. Also discussed that during the budget process the Board felt that too much money was allocated to Central and TSVFD and they took money away from both of them, an aggregate of \$18,000 and divided it between VVFD, CVVFD and BLVFD equally, which enriched the budget for BLVFD. There are also truck funds that are still owed to WyCo (Station #4) and it was agreed upon that the remaining truck funds from Badger would be split between BLVFD and WyCo 50/50. WyCo does not have truck funds in hand though. They would also need seed money for November bill payments, as WyCo's bill have been paid by BLVFD through October 31, 2020.

The Board could use \$2000 of the donated United Way funds as seed money for working capital for WyCo for November. Therefore, the split should be effective November 1, 2020. James requested time to seek the input of other members of the department who were not present at the meeting to poll them because these numbers differ from their draft budget they submitted. Would the Board approve this contingent upon final word back from WyCo leadership? James requested a five-minute break at 7:34pm to discuss with members the amount of money they need to live on versus the monthly allocation offered. Meeting reconvened at 7:50 pm. We may have to table until the November meeting so they can poll the rest of the members, as only 4 are present. The Board is prepared to give \$2000 as startup sum for working capital. If all members do not agree then they will cancel the split. James needs to explain to WyCo members how the budgeting worked for the departments and what percentage is allocated each year from the assessed mill levy. It was stated that all departments are in the same boat and it is not our decision on what the Assessor allocates to ACFD#1 and that WyCo also has a strong fundraising arm. This is also the first year the District has had a budget like this. There was questioning as to why the Board retains 53% for the District and why that money is not allocated to the departments. That money pays for things the individual departments do not have to pay for, including: Workers Comp, Payroll Taxes, City of Laramie Contract, Retirement, MASA Insurance, Liability Insurance Policy (LGLP), and our Property Insurance Policy (WARM) which covers your buildings, building contents and apparatus. If WyCo members agree they will move forward with the split.

We have a United Way donation in the amount of \$7500 plus another \$450 that was donated that the District need to apportion out to the departments. We could use \$2000 as working capital to start for WyCo. Chairman Sigel is thinking to look at engine days by department.

Central Station Status – Walk through is tomorrow.

Chairman Sigel moved to spend \$2900 on the project the attorney has been authorized to work on. Motion was seconded by Treasurer Witt and approved unanimously.

“Immediate Serious Concern” emails need to be approved during this meeting:

- Chairman Sigel moved to approve \$1200 for tires on CVVFD’s Engine 6, 100% dept funds. Motion was seconded by Secretary Essley and approved unanimously. PA 252
- Chairman Sigel moved to approve \$1700 to replace tires on CVVFD’s Unit 10 and Unit 11, 100% dep funds. Motion seconded by Treasurer Witt and approved unanimously. PA253
- Chairman Sigel moved to approve \$577 to replace a tire on BLVFD’s Tender 2, 100% dept funds. Motion was seconded by Treasurer Witt and approved unanimously. PA 254
- Chairman Sigel moved to approve \$850 to repair tie rods and steering on BLVFD’s BL12, 100% dept funds. Motion was seconded by Treasurer Witt and approved unanimously. PA 255

- Chairman Sigel moved to approved \$3734.53 for body work for BLVFD's dispatch vehicle, 100% dept funds. Motion was seconded by Treasurer Witt and approved unanimously. PA 256
- Chairman Sigel moved to pay a total of \$5652.10 to Fire Truck Certification to be split as follows: \$1317 for BLVFD's BL Tender 2, 100% district tender funds and \$4336 for BLVFD apparatus, 100% BLVFD funds. Motion was seconded by Treasurer Witt and approved unanimously. PA 257
- Chairman Sigel moved to pay Fire Truck Certification in the amount of \$2933 for Central's AC12 pump shaft repair, 100% dept funds. Motion was seconded by Secretary Essley and approved unanimously. PA 258
Please get the paperwork for this repair turned into the Mullen fire soon.
- Chairman Sigel moved to pay Fire Truck Certification up to \$1000 for post fire servicing for four of VVFD's apparatus, 100% dept funds. Motion was seconded by Secretary Essley and approved unanimously. PA 259

Chiefs Report – They did not meet.

BLVFD – Had a dispatch truck, have been working on completing taskbooks, and had a structure truck and tender serviced.

TSVFD – Have been on Mullen either dispatched or part of Surge 2 and had two minor repairs for under \$100.

VVFD – Many thanks to Scott for setting up housing/food at Table in the Wilderness for the firefighters and many thanks to Table in the Wilderness for having the firefighters. They have contacted the FEPP program to look for a snow removal machine for hopefully a minimal expense. Brett requested the amount of money being held from past fires be sent out. Teri Jo will send the spreadsheet to the Chiefs.

CVVFD – Responded to Rock River structure fire, and they were on the Surge teams. Trying to put the station and equipment back together from Mullen. They would like to request 50% match from the District through the capital process for heating and wind purposes regarding the replacement of the garage doors on the Centennial Station. Discussion among the Board. Chairman Sigel sees capital as strategic advancements for the District. Chairman Sigel moved to approve CVVFD's expenditure of \$20,000 to repair the station doors, 100% dept funds. Motion was seconded by Secretary Essley and approved unanimously. PA 260

Central – Mullen helibase support and they took ownership of the Tahoe that was donated to them.

Expenditures by the Board totaling \$40,546.63 to include: \$2900 on the project that attorney has been authorized to work on; \$1200 for tires on CVVFD's Engine 6, 100% dept funds; \$1700 to replace tires on CVVFD's Unit 10 and Unit 11, 100% dep funds; \$577 to replace a tire on BLVFD's Tender 2, 100% dept funds; \$850 to repair tie rods and steering on BLVFD's BL12, 100%

dept funds; \$3734.53 for body work for BLVFD's dispatch vehicle, 100% dept funds; total of \$5652.10 to Fire Truck Certification to be split as follows: \$1317 for BLVFD's BL Tender 2, 100% district tender funds and \$4336 for BLVFD apparatus, 100% BLVFD funds; Fire Truck Certification in the amount of \$2933 for Central's AC12 pump shaft repair, 100% dept funds; Fire Truck Certification up to \$1000 for post fire servicing for four of VVFD's apparatus, 100% dept funds; and CVVFD's expenditure of \$20,000 to repair the station doors, 100% dept funds.

Next meeting November 18th, 2020.

Meeting adjourned at 8:46 pm

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant