

Albany County Fire District #1 Board Meeting Minutes July 20, 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 held at Central South Volunteer Fire Department and called to order at 3:33 pm. Board members present were Luke Hawkins and Brett Wadsworth. *Chairman Hawkins moved to adjourn into Executive Session for purposes of receiving legal advice at 3:33 pm. Motion was seconded by Treasurer Wadsworth and approved unanimously.* Matt Burkhart joined the meeting at 4:15 pm via Zoom.
2. Chairman Hawkins reconvened the regularly scheduled June Board meeting at 5:03 pm with Board members in attendance and Secretary Burkhart via Zoom.
3. Minutes of 6/15/2022 Board Meeting and Executive Session: *Chairman Hawkins moved to approve the minutes as presented. Motion was seconded by Treasurer Wadsworth and approved unanimously.*
4. Comments from the Public: No comments from the public
 - a. FY 2023 Budget - *Chairman Hawkins moved to approve the Proposed FY2023 Budget. Motion was seconded by Treasurer Wadsworth.* Discussion – Secretary Burkhart is concerned about special project E.2.7 Coordinator line item being on the budget without having a formal discussion and vote, as it infers that it is already done. If you don't have it in the budget, you cannot spend it, it has to be in the budget to spend, but that doesn't mean you have to spend it just because it is in the budget. Need to discuss the coordinator position under new business. Secretary Burkhart would like this line item to be relabeled because the public sees this budget and he doesn't want it to infer an obligation. We can put the amount as a contingency and just have a positive balance. It can go in the budget unallocated and carry a positive balance. *Chairman Hawkins in favor, Secretary Burkhart and Treasurer Wadsworth are opposed, motion fails. Secretary Burkhart moved to approve the budget with the moving of funds allocated on E.2.7-line item to unallocated funds. Motion was seconded by Treasurer Wadsworth with the stipulation that there needs to be a discussion regarding the District Coordinator position under New Business. Secretary Burkhart and Treasurer Wadsworth are in favor, Chairman Hawkins is opposed. Motion passes.*
5. Financial Report:
 - a. Bills to be paid: *Chairman Hawkins moved to approve the July Financial Report as presented. Motion was seconded by Secretary Burkhart and approved unanimously.*
6. Report – Outside Agencies/Guests:
 - a. LFD – The training center is completed, and we should coordinate training through Chief Stonum.
 - b. EMA – They received the SHSP award letter pending federal approval. Expecting an official decision in September, at which time they will let each department know what radios they will be getting. They need to know who is showing up as firefighters or EMT's for the airport training exercise. They need additional EMT's to help with triage.
 - c. LARC – They are meeting with the vendor to see how to integrate the CAD system with notifications to firefighters.

- d. County Fire Warden – No one present.
- 7. Board Topics:
 - a. City of Laramie (COL) Contract – The footer on the contract as ACSD1 instead of ACFD1. They consulted legal and it has been signed by the City so we will vote on it tonight and postpone the footer correction until next year. *Chairman Hawkins moved to approve the City of Laramie contract as signed by City Council. Motion was seconded by Secretary Burkhart.* Discussion – Secretary Burkhart feels as a district over the next year we need to track where in the District LFD is responding and the level of service they are providing to help us determine if the amount paid for the City of Laramie contract should come from the District budget or some other allocation. It is a good insurance policy for the taxpayers that someone will respond. *Motion was approved unanimously.*
 - b. Physical Minimum Standard updated language – Remove 3.c.3. Under the consent form remove the following statement “I accept Section C.c. because I understand the urgency that may exist in an emergency response situation”. *Chairman Hawkins moved to approve the policy with the new physical minimum standard language and the removal of the two sections listed above. Motion was seconded by Treasurer Wadsworth and approved unanimously.*
 - c. Policy reviews and revisions – priority and accomplishments – The Board wants to avoid wordsmithing the policies in the board meeting. Timeline: Policies will be sent out no later than two weeks before the next meeting. Written public comments should be concluded one week prior to the meeting with the title subject line in the email to include the name of the policy the written comment in referencing. Everyone should be made aware what policies the board will be taking action on and have time to review those policies.
 - d. Background checks – Working on a Homeland Security grant to help cover the cost of background checks for the District. Chairman Hawkins proposes that Teri Jo work on the grant and the process for background checks. Firefighters can opt-in or opt-out. If they opt-out they can be let go then with good standing, thanking them for their service. This should be added to the policy. Chief Essley questioned if this is only in response to CrewForce and it is not. Our duty to the public is that firefighters who are responding on behalf of the District are fit to do so and this is due diligence in protecting the public. The Board will need to determine what the standards are going to be for the background checks and what criteria will be used for a pass/fail and get that information to the Chiefs for their review.

Tim Snowbarger and Kevin McIntyre stopped by to offer their services to help out the District with tough calls. Each firefighter in the District needs to have access to these guys as they are the Chaplain program, provide peer support, and EAP services. They want to support and build into things into the future, so they are more automatic/programmatically. Their contact info will be distributed. Need to normalize that its ok to talk about it, unpack it and we need to encourage firefighters to reach out to Tim and Kevin if needed.

- e. BLVFD Woods Landing and Wild Horse Substation updates – Need to send out initial contact requests to the three surveying companies in Albany County. The station will be

turned over once the auxiliary has completed all the work, so there is a clean break with the acceptance of the gift. Secretary Burkhart will submit RFP language to Attorney Goetz for review. They are moving forward with excavation, concrete, the old building removed, and materials will be delivered in August. As for WHR, they will attend their HOA fundraiser.

- f. SLIB Grant Status – Next due date is September 30, 2022. Needs to be a District led centralized process that goes through Teri Jo. Teri Jo will email the application schedule out to everyone.
- g. Dispatching – Regarding the matrix, Chairman Hawkins feel that if there is an incident in your area, you should be paged to it, regardless. However, it has to the attention of the Board that the “Good Samaritan Law” does not cover those firefighters who are dispatched/paged/toned to something they are not qualified for. Therefore, EMS becomes a liability issue with dispatch, because we are not an EMS District, we are a Fire District, meaning our charter is for fire service only, and we are bound to that by Wyoming State Statutes. EMS would be a different charter through its own EMS District. This can leave individual firefighters, and the District, open for legal exposure and possible civil and/or criminal liability if you respond to a paged (toned) EMS call that you are not qualified to (trained/certified to). The difference lies in the page that you are being “toned” to. You can respond to a page and upon arrival find out there is medical involved, and this is covered. However, if you are toned to an EMS call and you don’t have EMS qualifications, this creates liability issues. MVA’s are particularly hard to determine. Also, the Board (and LFD) just learned that CrewForce has unlimited users, however, they do not have unlimited licenses. Each license is \$500 per computer/tablet/cell phone and is a yearly license. With each license you have unlimited users. This has made CrewForce exponentially expensive. Stay with Who’s Responding and I Am Responding. Also need to look into Active 911 which is \$15/user/year. But we need to see if that can be interfaced with the Tyler Tech CAD system. WYCO needs a bid for a relay from Bearcom, Chairman Hawkins will follow up with this. CVVFD’s repeater was plugged back in a couple of years ago. Only CVVFD tones hit the repeater, not the all-county page.
- h. Emergency Reporting status on consolidation – Secretary Burkhart tried to discuss the access database resolution Chief Rinehart mentioned with ER.com, however, there has been no resolution. They also have not sent example files. Chief Rinehart will forward emails/examples if he still has them.
- i. CAT Tender updates – Rep looked at the tender, acknowledged it, but didn’t think it was a big deal. He downplayed how bad it is and the urgency and the stress it would cause on the truck. He stated it needs to be fixed but thinks it would be a quick, easy fix. Try to contact Wyoming State Forestry to see if they would be willing to install the fix. VVFD

talked with Patrick and he stated it's urgent to figure out the tender situation, as he expects them to fail in 3-4 years because of the tanks, which rust, and the anodes wear out. The pumps will also need to be fixed soon. Form a Tender Committee to determine the most cost-effective way to deal out/phase out the tenders and to determine what our options are.

- j. Live fire and LFD training – Chief Stonum will get back to Rinehart for training. They are working on an online calendar for training at the training facility.
 - k. CDL Status and process – Nothing to report. Need to propose something specific for training. Secretary Burkhart will send possible training ideas to Chiefs and then to LGLP to move forward. Need to include recurrent training in the draft Vehicle Policy.
 - l. EMS Grant Discussion – WY Department of EMS has grants available for entities who wish to start and/or expand EMS services, research needs, increase EMS agencies, or help agencies determine if they can and how they would start. The District can submit a grant proposal to do a needs assessment and to fund research that would focus on what do Albany County residents want/need, needs assessment, what would the County have to do to implement, and how could ACFD1 be involved in a partnership. This would take legal work to determine what specifically we have in our scope/charter as a fire district and what an EMS organization would look like, and what goes into putting that in place. The grant is due July 29 and has a max of \$20,000 without having to match funds. This could help the District answer the liability questions we are running into because our charter is for a Fire District not an EMS District. All Board members are in favor of pursuing this grant. Secretary Burkhart will work on grant and forward to Chiefs.
 - m. Second signature and methods of authorizing payments – WYCO would like to pay their bills electronically instead of having to have two signatures or bill pay through a bank which is cumbersome and can be delayed. They would print the invoice and then have two signatures on the invoice through Adobe or DocuSign. The treasurer would sign, it would be locked and verified, then forwarded to the secretary or Chief Rinehart who would sign, lock and verify. When bills are paid through bill pay there are two signatures. The department treasurer initiates the electronic payment and then Treasurer Wadsworth approves the electronic payment. What WYCO is proposing would require a change to the policy. Treasurer Wadsworth would prefer WYCO obtain a credit card through FIB and then pay their bills on the credit card.
8. Chiefs Report: Discussed dispatch stuff.
9. Department Reports:
- a. Central – 161 calls, auxiliary was at Freedom Has a Birthday and had a float in the parade. AC 21, AC 22 and AC 37 pump tested. Waiting on numbers to fix their tender.
 - b. VVFD – 18 members, 47 calls, no misses, and response under 15 minutes. Fundraiser at Brew Fest. Recert on SCBA's at Dalmation. Training for vehicle fire.

- c. CVVFD – Lost a member to LFD. Unattended fire at Rob Roy and motorhome fire above Albany. Scott is working on Engine 1. Engine 14 is in TX. Pump testing and primer rebuilt on Engine 3.
- d. BLVFD – Mutual aid on Larimer County fire, medical call, and roll over by Lake Hattie. Who's Responding is not working for real pages, only for pager tests.
- e. WYCO – 2 Bar 7 response, assisting with Forest Service patrols and discovered 20 abandoned campfires. Their fundraiser is August 13th.
- f. TSVFD – There is a helicopter prepositioned at the airport and a Type 1 crew in Esterbrook. Request to be reimbursed for food during last meeting. *Treasurer Wadsworth moved to approve \$210.90 TSVFD reimbursement for June board meeting food. Motion was seconded by Chairman Hawkins and approved unanimously. Six calls in June and two in July, including a Larimer County fire.*

10. PA Approvals:

- a. TSVFD – *Treasurer Wadsworth moved to ratify the emergency PA for TS57 Type 4 batteries replacement in the amount of \$735.62, 100% TSVFD department funds. Motion was seconded by Secretary Burkhart and approved unanimously. PA358*
- b. BLVFD – *Treasurer Wadsworth moved to approve BL1 steering gear box and oil leak at \$4000.00 (PA360), 2 sets of new bunker gear at \$10,000.00 (PA361), and SCBA fill station at \$16,021.02 (PA362), all of these are 100% BLVFD department funds. Motion was seconded by Chairman Hawkins and approved unanimously. Secretary Burkhart abstained.*
- c. WYCO – *Chairman Hawkins moved to approve new PPE at \$1500.00, 100% WYCO Department funds. Motion was seconded by Treasurer Wadsworth and approved unanimously. PA359*
- d. VVFD – *Chairman Hawkins moved to approve the repair and filling of the propane tank at \$2362.20, 100% VVFD Department funds. Motion was seconded by Secretary Burkhart and approved unanimously. Treasurer Wadsworth abstained. PA363*

11. New Business: The District has \$20,000 from tax proceeds from last year that Treasurer Wadsworth proposes they allocate between Strategic Objective Alpha (help with replacement of LFD engine) and the contingency account. Not obligating or committing to spend, just place it there and track it. Secretary Burkhart would like to hold for potential future tender repairs. Chairman Hawkins agrees as well. TSVFD is looking at replacing their Type 4 with a Type 6. Their auxiliary has the opportunity to rent a garage at Tie Siding for easier truck access and response. The auxiliary would pay a monthly fee, on a yearly basis, and the owner would donate back to the auxiliary. What about insurance, how would the structure be insured, what is covered under our insurance. Would need a written contract/lease with an opt clause for future boards. Regarding the District Coordinator position, Secretary Burkhart would like to go to back through and look at everything again.

If we made it an action item next month, that could push the interview process into December. Chairman Hawkins feels this timeline is unacceptable. Everyone has all of the documents and they have been presented to the Chiefs and attorney, and the County is on board for full benefits, including insurance. Last month Chairman Hawkins was disappointed that we postponed this decision to this month and doesn't feel we need more discussion on this and that this is past due to assist the District and the Chiefs, with grant deadlines being missed, the new training facility that needs coordination with LFD, and the impact fees we are expecting. Secretary Burkhart is struggling with this because the departments are receiving reduced funding and there is no guarantee this position will put more money into the district/departments to provide better service to our taxpayers and the public. *Treasurer Wadsworth moved to approve the \$40,000 for the District Coordinator position description to be completed with the appropriate people and for an interview committee to move forward with hiring. Motion was seconded by Chairman Hawkins. Secretary Burkhart opposed. Motion passes. Treasurer Wadsworth moved to reidentify E.2.7 as the District Coordinator line item in the draft FY23 budget. Motion was seconded by Chairman Hawkins and approved unanimously.*

12. Next Meeting: August 17, 2022

13. *Chairman Hawkins moved to adjourn at 8:04 pm. Motion was seconded by Treasurer Wadsworth and approved unanimously.*

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant