

## Albany County Fire District #1 Board Meeting Minutes July 19, 2023

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 5:34 pm. Board members present were Luke Hawkins and Matt Burkhart.
2. Minutes from 6/21/2023 Board Meeting – *Chairman Hawkins moved to approve the minutes as presented. Motion was seconded by Secretary Burkhart and asked for discussion. Secretary Burkhart does not feel the minutes captured the dynamics and differences of opinion but thanked the administrative assistant for compiling them. Motion was approved unanimously.*
3. Comments from the public: None
4. Report – Outside Agencies:
  - a. LFD – Chief Stonum was online but nothing to report.
  - b. EMA – First round of radios are at Bearcom for programming. If you have not done so, please send radio IDs that you want assigned to your new radios asap. The second round should arrive in August/September. Please start working on requests for Spring 2024. They have a part-time administrative assistant position open. The 2023 Fire Contact Books will be sent out for final review soon.
  - c. LARC – No one present
  - d. County Fire Warden – No one present
  - e. Wildland Coordinator – On a prescribed burn with USFS so no one present
  - f. Training Coordinator – Working on various trainings
  - g. District Coordinator – SWOT analysis is generally complete just need to draft mission/vision/values. Working on job descriptions and new policy draft that will go out the policy committee. How would each of the departments like to be represented on that committee?
  - h. Peer Support Team – Meeting on the 25<sup>th</sup> to discuss flyers/publications.
  - i. Attorney – Any questions for Attorney Goetz? There were none.
5. Financial Report:
  - a. Bills to be paid – After the reports went out VVFD received \$3600 from Fire Recovery, and we received the first impact funds in the amount of \$168,498.07. Other departments can set up accounts under ACFD1 in Fire Recovery, work with Austin Sanchez. *Chairman Hawkins moved to approve the financial report as presented. Motion was seconded by Secretary Burkhart and approved unanimously.*
    - i. *Chairman Hawkins moved to approve Central's request for repairs to AC5 in the amount of \$1003.82, 100% dept funds. Motion was seconded by Secretary Burkhart with discussion regarding the additional repairs to AC5 and what they entailed. AC5 would not accelerate past 15 mph. Motion was approved unanimously. (PA406)*

- ii. *Chairman Hawkins moved to approved VVFD's request for Support 6 tires in the amount of \$1800, 100% dept funds. Motion was seconded by Secretary Burkhart and approved unanimously. (PA407)*

6. Action Items:

- a. COL Contract vote to make no substantive changes – No substantive changes to COL contract, move forward. Attorney Goetz is in contact with District 10 regarding the mutual aid agreement, the ball is in their court, and we are waiting on them. This agreement needs to be generalized enough so we can transplant it to other surrounding neighbors, and it needs to be done correctly the first time. Attorney Goetz is waiting on a date from Mr. and Mrs. Lee to finish us the VVFD land issue. *Chairman Hawkins moved to continue to renew the COL contract agreement. Secretary Burkhart seconded. Discussion – Has it been sent to Chiefs to review? There were no changes from 2022-2023, need to send to the chiefs for their review. Motion was approved unanimously.*
- b. FY23 Amended Budget – Moved \$75,000 from new station/upgrade line item to vehicle line item and moved \$75,000 from wages line item to operations line item. Upon approval in minutes, it does not need to go through a public hearing because we are not making changes to the bottom line. *Chairman Hawkins moved to approve the FY23 Amended Budget as written. Motion was seconded by Secretary Burkhart and approved unanimously.*
- c. District type 6 from WYCO – Moved to a later date.
- d. Department Reimbursement Form – This is for items the district pays for, but the invoices go the departments and are amounts that are reimbursed by the district to the departments. *Chairman Hawkins moved to approve the form. Motion was seconded by Secretary Burkhart and approved unanimously.*

7. Board Topics:

- a. PA Expiration Date – This is for PA's that are out there holding funds indefinitely without a set expiration date, or they are just other there and when a department chooses to spend the money we could be going back three years to find that initial PA approval. Most departments spend within 2-3 months of the PA approval. There is new information in the treasurer's packet. Will revisit this issue after trying out the new process first.
- b. Bathroom RFP Status – Was sent to 300 contractors whose business description is coded to what we need, 80 of these are viable to be able to review it. It is out for bid and the bidding closes 7/28/2023 with the option to extend. Funds from the county have to be encumbered by December 2024 now. However, we need to be making progress on this by November 2023.
- c. ACFD1 email launch status – You can link your old email with your new email so you don't have to re-enter all of your contacts, and also set up a forward from old to new. In the signature line state "use new email". Secretary Burkhart will set up emails for Chiefs. District Coordinator Farber needs to be added to Active Alert, he sent the information to Secretary Burkhart. Create a dummy page on the website to test the google calendar.

- d. Special Meeting Discussion for Unmitigated Impact funds – Set up meeting with Central, CVVFD, Teri Jo, and the Board to verify the process of how we receive the money, where it's placed, how to tap into the funds and what they are intended for.
8. Chiefs Report – Chiefs did not meet.
9. Department Reports:
- a. Central – AC5 is fixed, T31 is still out of service, and potential new members.
  - b. VVFD – Trucks are in service, and they have their 2.5 ton back so they no longer need WYCO's type 6. Fire Recovery billing is working with three accidents in the last three days they are able to bill for. They have collected \$4400 and have over \$7800 pending. All departments can utilize this, it goes off of your reports.
  - c. CVVFD – No one present, Chief Davis was on the prescribed burn with the USFS.
  - d. BLVFD – Their fundraiser on Saturday went well. There is a speaker issue with the siren on BL1 their dispatch truck that will be fixed and go on the board this week.
  - e. WYCO – Their fundraiser is August 12<sup>th</sup>. Hosted a water resource location training. Those locations can be uploaded into Active Alert and LARC's system as well. Command truck has a main bearing out, emergency repair that will be taken care of over email and ratified at the next meeting. They have been using Good Vibes Garage and they have worked out really well. Their type 6 WC9 was going to go to the VVFD while they were waiting on their type 6, but now VVFD's truck is back so they don't want it. They will bring it down and park it at Central North.
  - f. TSVFD – Worked the “annual dumpster fire” at the fireworks stand, MVA's and helped cover VVFD. They are ready to get ride of the type 4, 2.5 ton the auxiliary purchased many, many years ago, would like to put up for auction.
10. New Business:
- a. Chief Whitmer asked about the tender pump upgrade, \$16,000 was approved, who is contacting Patrick?
  - b. Chief Essley mentioned an MVA where the LFD ambulance took command, but they had two victims to triage and a flight to work with while the HP was working with the witnessed. Who should have been in charge, especially with the flight coming in because the ambulance crew was busy with their patients? The first Fire personnel on scene could take command.
  - c. ACFD1's 3 mils were approved on the County Commissioners consent agenda.
  - d. VFA grant is coming up, it is a 50/50 match up to \$20,000. Each department can get this amount if they apply and fill out the form. Reminder no grants can be submitted without board approval.
  - e. Chief Isborn mentioned Active Alert and how LARC pages when it comes to disregards. They only tone the disregard, so we are not receiving the disregards on Active Alert. Need to work with Steve to get this corrected so it is parsed/processed correctly.

- f. There is an Image Trend conference next month, but the State is still planning on moving forward with it. Training for the district will be needed. Scott is invested, knowledgeable and available to come train the district.
11. Adjourn – *Chairman Hawkins moved to adjourn the meeting at 7:15pm. Motion was seconded by Secretary Burkhart and approved unanimously. Work session 8/9, business meeting 8/16.*

Respectfully Submitted,  
Michele Turner, ACFD1 Administrative Assistant