

ACFD1 Regular Board Meeting Minutes from 12 March 2025

- 1) **Chair Burkhart called meeting to order at 1734**
 - a) Board members in attendance, Chair Matt Burkhart, Secretary Jon Essley (In-person)
Treasurer James Jackson (Virtual)
- 2) **APPROVAL** of Agenda
 - a) Secretary Essley made a motion to approve the agenda
 - b) Chair Burkhart seconded the motion for discussion
 - c) Add discussion of social media policy and mutual aid agreement with LCFA
 - d) Agenda approved, vote was unanimous.
- 3) **Public Comment-None**
- 4) Present for **APPROVAL**, the Board Meeting Minutes from
 - a) February 19, 2025
 - i) Secretary Essley made a motion to approve the meeting minutes from 2/19/2025
 - ii) Treasurer Jackson seconded the motion
 - iii) No discussion
 - iv) Meeting minutes approved, vote was unanimous
- 5) Reports --- Outside Agencies/Guests
 - a) Laramie Fire Department- Not Present
 - b) County Emergency Management-
 - i) Fire Wise event will be held at Tie Siding June 7th, Jon Essley will be speaking at this event, other speakers include Wyoming Forestry, USFS and possibly a few more presenters. The morning will be presenters, then lunch, followed by a tour of properties that have implemented Fire Wise and some that haven't. Working on logistics for a community wide Fire Wise day, if one member of each dept be a Fire Wise representative to teach their department. For community day, you would be at your own department teaching your community about Fire Wise. If members of department or community want to take this on. Time commitment for training and implementation would be 2 or 3 hours to set up a committee. Once a committee is set up, they would evaluate properties. HOA or Cabin owners association could take this on as well, it is recommended that a firefighter or sheriffs deputy go along for property evaluation. All the information is available online so the department can post it to social media. April 26 Laramie home and garden show, could set up and reach out to community.

- ii) First responder youth camp, first meeting April 10th at 2 PM the Youth Camp will be held at the Fairgrounds June 23rd-26th, it will be very similar to last year, feedback was good and seemed to flow really well.
 - iii) EMA will be part of Discover Laramie with WyoTech on April 5th, different businesses, activities, and events. EMA will be present and focusing on Preparedness
 - iv) Scott- Comm updates. As of yesterday all county pages are cast over fire5. Has minotaur 5 programmer. Active Alert, Scott now has access to create and remove users. P25 compliant BK 5 radios may be allowed under federal grants. Has been restricted in the past due to Wyolink and Verizon coverage with state. Pricing is better and more versatile, superior to Motorola. Verizon push to talk is still in progress. EMA is going to test it.
 - v) AC central will be going through complete radio programming, they were never given a radio alias for their radios. Scott got an alias from Wyolink it is ACCFD. Any other depts with this issue need to let Scott know so dispatch can tell who is on the radio. Scott will be at AC central tomorrow to do comm training. If any other department would like comm training get in touch with Scott
 - vi) Airport exercise April 18th Actual exercise will be on May 13th comms 205 has been completed for this training
 - vii) Attending training in Colorado for BK and Wyolink. 12 or 13 wyolink BK radios in district.
 - viii) All radio talk groups and frequencies are regulated by FCC including the private channels. Restrictions of radio etiquette, indecent profane or obscene, they are recorded even though they are not monitored by dispatch, they are recorded and kept for life, anyone with a smart scanner can also hear all channels. Need to make sure we are following appropriate radio etiquette no matter what channel we are speaking on.
- c) Dispatch, LARC-Present but no updates.
 - d) County Fire Warden- Present but no updates
 - e) ACFD1 Wildland Coordinator (Sean Davis)-
 - i) Platte county response, group chat helped with response, a lot of people got in contact with BJ and he was able to coordinate response. Platte County was very grateful for the help. 1 point of contact with 5 engines under Chad. Tracked names and apparatus responding, also started a list of people who would be able to cover if it went into an extended incident.
 - ii) Training Updates-
 - iii) Department and District RT-130 March 24 1800 BLVFD will not be doing capacity testing, Centennial April 26 at 0900 hopefully capacity testing afterward weather

permitting, Central will be doing capacity testing and field day on Thurs March 27th, need an engine boss to sign off on practicals, open to other people joining, Sean will plan to be present as engine boss.

- iv) March 22nd, wildland division training, at Central South Radio training with Scott. Sign up Genius for saw class, April 4th 5th and 6th saw class with BLM. Will post sign up links on District website.
 - v) Try to get trainees on engines going out. Keep in touch with Sean about where any trainees are on their taskbooks
 - vi) Dispatch Updates-WYCO going to SD at 1130 3/13 30,000 acres 30% contained.
- f) ACFD1 Peer Support Team-
- i) Chaplain still willing to talk to people if they need to. They have reached out to people involved with structure fire collapse. If the team has any recommendations for budget for the next year
- g) ACFD1 EMS Coordinator (Angie Mitchell)-
- i) State EMS office updates, the EMS supervisor and licensing have both resigned, EMS director is EMT Basic, this could change. Both job descriptions preferred EMS, but not required, WYEMSA involved with this Dr. Waters and Sarah McClure, who is the primary med director in the state. If anyone needs recertification this year Angie can help but they need to start early.
 - ii) Need to make sure documentation for any calls is correct, Angie is working on creating a documentation training. This will be an 8 part class.
 - iii) Dr. Waters would like to speak with board and Angie to discuss work session for EMS. Change a few dates for EMR to allow people to get caught up, final date will be April 26th for final test and practical date. For EMR or above. EMT class starts August 25th will be posted on Laramie city page. Will also put a link to this on ACFD1 website.
 - iv) IMH has decided they will not need the assistance of LFD to do transfers after Sept. 1. Talk to elected officials about what that potentially means for EMS in the city and the county. 1 paramedic has retired and 1 may not come back to work, this change will reduce paramedics in county to 3. We should know the outcome of that by the end of March. IMH currently has one ambulance, plan is to purchase 3. They will only be doing transfers out of IMH not responding to calls in the city or county.
- 6) Financial Report
- a) Present for **DISCUSSION** and **APPROVAL**, Financial Report and Bills to be paid
 - i) Current funds \$4.36 million, \$2.8 million designated for impact funds
 - ii) BLVFD 110,000

- iii) Central 128,000
 - iv) Centennial 83,000
 - v) TSVFD 19,000
 - vi) VVFD 33,000
 - vii) Wyco- \$41,000
 - viii) Expenses \$75,900 \$67,000 of that was for the contract with LFD
 - ix) Bills \$1900 for United States Treasurer and 1 credit card bill
 - x) Nothing unusual to report
 - xi) Secretary Essley made a motion to approve the financial report as presented
 - xii) Motion seconded by Chair Burkhart
 - xiii) No discussion
 - xiv) Financial report approved, vote was unanimous
- b) Present for **DISCUSSION** and **APPROVAL**, Department Disbursements
- i) Table until next month, these were changed last year, would like everyone to be aware of that for budget hearing
- c) Present for **DISCUSSION** and **APPROVAL**, PA Approvals
- (1) Central \$2500 Fire shelters,
 - (a) Chair Burkhart made a motion to approve
 - (b) Secretary Essley seconded the motion
 - (c) Fire shelters do have an expiration, it is 10 years, these will be brand new. Will be stored in apparatus for deployment trucks, they do come with carry case.
 - (d) PA approved unanimously. PA #C25-101
 - (2) VVFD \$2500 for RIT packs
 - (a) Secretary Essley made a motion to approve
 - (b) Treasurer Jackson seconded the motion
 - (c) Discussion- this is not for an extra RIT pack, VVFD does not currently have one. The pack contains SCBA bottle, mask, pressure reducer, high pressure charging wand, extra webbing, rope with carabiner. VVFD has 4 fully Qualified FF1, and they have 1 fire officer. Will do RIT training with John

Bates from Fire Marshall's office at Cheyenne. SCBA bottle, bail out line and drag harness expire.

(d) PA approved unanimously PA #VV25-101

7) Action Items – to be voted on

a) Present for APPROVAL, Wildland Dispatch Truck Pay Disbursement Allocation (*tabled at 19 Feb 2025 meeting*)

- i) Discussed as a way to compensate engine bosses and crew members as a way to encourage engine bosses and other members to dispatch on trucks that are non-department trucks. Some were in favor, some were not in favor. Some were in favor of just engine boss getting paid. 15% of truck pay to engine boss Department, remainder of that less 10% to district would go back to dept that dispatched the truck, could be used as an incentive for any department which does not have an engine boss and to fill the crew. Department supplying the apparatus would have to approve any engine boss who would be taking apparatus and go through training on that apparatus. All of this was discussed at work session. Fire Warden would pay 7% to department if truck is staffed by County Firefighters, under county engines 5601 and 5602.
- ii) Motion that truck disbursement policy be amended such that a department that has an apparatus that is staffed by an engine boss from a different department. 15% of truck pay will go to whichever department that the engine boss is from, 10% will go to District, remainder is to go to department that supplied the Apparatus.
- iii) Secretary Essley seconded for discussion- staffing firefighters was not brought up in the motion, we do not want to discourage departments from putting trucks on the board or taking members of other departments. This is just a starting point, the board would like to see if the district can get more engines out from more departments and build up engines bosses as well as getting more trainees on apparatus. Does not apply to EFSA local fires, hosting department gets to apply for that entirely.
- iv) Motion approved, vote was unanimous

b) Present for **APPROVAL**, Interim Tender Purchase (non-impact funds based on feedback from 5 Mar work session)

- i) Would be a tender from secondary market, purchased from district tender fund, not impact funds. Currently available \$190,000, there is a need for at least 1, maybe 2 tenders. Any new unit purchased from the impact funds will be about 3 years out. Tender committee will come up with specs, the board will send out a notice that while they will be taking bids, the board reserves the right to purchase a tender that meets the necessary specification from secondary market. Discussed some possibilities for tenders currently available on the secondary market. \$140,000 would be acceptable for the right vehicles, put a cap on that for

\$150,000. The District has not put a tender on the board in about 8 years, this could be very lucrative. Past board put a prohibition on sending tenders out due to wanting them for structure fires in the county.

- ii) Chair Burkhart made a motion to approve up to \$150,000 from tender repair/replacement line be allocated to purchase up to 2 tenders from secondary market, one of them at least 3,000 gallons. Purchase subject to public notice of specs and intent to purchase. The Board will form a tender committee that will recommend to the board the exact tender to be purchased, made up of 1 member of Central, 1 member of VVFD, wildland coordinator Davis, and Nicole Porter. Subject to any legal considerations.
- iii) Need to provide appropriate public notice, if you wish to provide a bid but we reserve the right to purchase something that meets the specifications decided on by the committee.
- iv) Secretary Essley seconded the motion
- v) Discussion- Public notice will go out, if anyone wishes to put in a bid they can however the board reserves the right to purchase something from the secondary market
- vi) Motion approved, vote was Unanimous
- vii) Allocation of funds for near-term purchase of District Tender
- viii) 3000+ gal, automatic transmission, in good repair

8) Board Topics

- a) Present for **DISCUSSION**, District Vehicle Policy
 - i) Storage and Parking of District Vehicles and Apparatus
 - (1) TSVFD brought up the benefit of a faster response, if person on call has to go to another location this could have an effect on response time, in this case they may keep a vehicle at residence. Would need to move apparatus around to accommodate storing at another department. Apparatus at central north or south. Could be helpful to firefighters who dispatch to be able to go home and keep apparatus there before returning to service. Have gotten some complaints about speeding through town, cannot run code through city limits. District apparatus should not be personal use.
- b) Present for **DISCUSSION**, Impact Fund Tenders
 - i) Would like to fill immediate need then move forward with purchase of new tenders through impact funds. There are some that are readily available. Price for new tenders is around \$400,000. Central States does a +1 so they're already spec'd out.

- c) Present for **DISCUSSION**, LARC CAD MAP updates from work session
 - i) Working with Albany County on Map. Want to use boundaries that people recognize. Will get drawn up and send out PDF. Reviewing zoning proposals for areas around Sybille that are covered by Central. Working with state forestry on that as well.
 - d) Present for **DISCUSSION**, Bathroom construction updates
 - i) A bit of a delay with VVFD and TSVFD, contractor had some issues. Considering looking at them 3/13. Flooring is an outstanding item, will not be discussed at final walkthrough. VVFD could find someone to be available 3/13 to do walkthrough with contractor. Completion for VVFD and CVFD at the end of March.
 - e) Present for **DISCUSSION**, North Station Repair Updates
 - f) Present for **DISCUSSION**, Budget Planning (plan for 25% decrease)
 - i) Treasurer Jackson will be reaching out to Treasurers of individual Dept. to discuss budget planning, reduction of \$5.2 million across state \$82-84000 loss for district. Goal is to get as much money to depts. As possible.
 - g) Present for **DISCUSSION**, Impact Fund Update
 - i) The District is receiving some funds for Rail Tie, any pending litigation may have some impact on this. Treasurer Jackson to get this lined out with any approved expenditures.
 - h) Present for **DISCUSSION**, Legislative Update
 - i) Present for Discussion, Social Media
 - i) Depts instructed to review ACFD1 social media policy on website, cooperation with LFD depends on this policy. All members need to make sure we are in compliance with that policy. This has been in effect for a year and a half. Do not take pictures that can be identifiable as a structure or vehicle to anyone that is in Laramie or Albany County. If LFD is there and they've taken command of the scene let them handle it.
 - j) Present for discussion, mutual aid agreement with LCFA
 - i) This is with Legal for review, once they review that the board will look it over, because this is the legal agreement it has to go through the board.
- 9) Chief's Report (a report from the District Chiefs as a group re current status and needs)- Did not meet, no report
- 10) Department Reports:
- a) BLVFD- Received report but Chief Bowers could not attend meeting
 - b) Central VFD- 77 calls, all apparatus in service, no dispatch, no issues, no missed calls

- c) VVFD-50 calls 10 members, no missed calls. Still not responding normally. Status of heating repair that was temporary, only got one bid back quote for \$11,000 from Lyle, Independent \$30,000 advanced comfort in Cheyenne has not responded.
- d) WYCO-not present, dispatching to SD at 1130 3/13 2 members, 1 member from CVVFD 1 from BLVFD.
- e) TSVFD-14 trainees, should get through rt 130 practicals, one more in may, 2 MVAs 1 residential fire, 1 person dispatched to wheatland, 1 missed call. Wildland trucks snowed in. Command vehicle in town for MVAs.
- f) CVVFD- 1 new member, 1 other possibility wants to help with medical, has wilderness medicine. No previous deployments, have one person heading out.

11) New Business -

12) **ADJOURN;**

- a) Chair Burkhart made a motion to adjourn at 19:52,
- b) Secretary Essley seconded
- c) Motion approved, Vote was unanimous

13) ** Next Work Session 2 April 2025; next Board Meeting 23 April 2025 (draft FY2026 Department Budgets due)

14) Set aside work session for EMS if this works with Dr. waters and Angie, Budget moved to May.