

Albany County Fire District #1 Board Meeting Minutes May 20, 2020 Zoom Meeting

This meeting was held on the Internet using a service called Zoom due to state regulations restricting the size of gatherings as a result of the COVID-19 pandemic.

Meeting called to order at 4:02pm. Board members present were Art Sigel and Jon Essley.

Chairman Sigel moved the Board to adjourn to Executive Session at 4:02pm to receive legal advice for the hour between 4:00pm and 5:00pm, returning to the regular board meeting at 5:00pm as per Wyoming Statute 16-4-405(a)(i). If the Executive Session is finished before 5:00pm we will take a break and return at 5:00pm for the convenience of everyone else attending the Zoom meeting. Motion was seconded by Secretary Essley and approved unanimously.

At 4:56pm the Board left Executive Session. The Board reconvened the regular business meeting at 5:04 pm.

Chairman Sigel has four corrections he would like made to the April 22, 2020 board meeting minutes. 1) Remove "Action" from the title. 2) Add statements in first paragraph explaining "This meeting was held on the Internet using a service called Zoom due to state regulations restricting the size of gatherings as a result of the Covid-19 pandemic". "No Executive Session was held". 3) 2nd paragraph: Change optic to topic 4) 3rd paragraph: Clarify wording - "Chairman Sigel moved Board approval of the Districts payment of all March 2020 bills in the amount of \$62,472.16. The regularly scheduled March Board Meeting had been cancelled due to the pandemic. Paying our bills was considered by the Board to be a matter of "serious immediate concern", so an email poll of the Board members found unanimous agreement that the bills should be paid as scheduled. The motion was seconded by Jon Essley and approved unanimously." Secretary Essley moved to approve the April 2020 minutes as amended with Chairman Sigel's proposed edits. Motion was seconded by Chairman Sigel and approved unanimously.

No comment from the public.

Teri Jo presented the Financial Report in the absence of Treasurer Witt. Chairman Sigel moved to approve the Financial Report as presented. Motion was seconded by Secretary Essley and approved unanimously. There are new forms, including a pre-approval request form, that have been published to the website, please use these new forms going forward.

ACFD annual revenues are budgeted tax receipts and money from the Hauled Water Program which both total around \$570,000. Revenue from taxes will be short \$26,000 and we will be short \$17,300 from the Hauled Water Program because there are no big subdivisions this year, for a total shortfall on basic revenues of \$43,300. We have income from Wyoming State Forestry to conduct bark beetle mitigation, however, those funds are earmarked for that purpose only. Shawn questioned the tablet subscription with Verizon, as BVLFD doesn't use

them, therefore their subscriptions can be turned off. VVFD and Central use, and CVVFD uses at times. Shawn is interested in how the district wants to cost share, the Board has requested Shawn do a cost analysis and forward to the Board.

County Fire Warden – WSF will not have the smoke busters this year. They have contracted with two single engine air tankers located in Casper that will be available for use when needed. Chad does not believe we would be charged if aircraft is called within the first operational period. Chad is planning aggressive IA. Engines must be self-sufficient for several days, even on smaller, local fires as there will be no camp and they are not to mingle with other engines.

LARC – They are in the process of integrating Emergency Responding into new system, but there are some issues with I Am Responding integration.

Summer Season Readiness

VVFD is not ready, COVID has impacted their ability to train. BLVFD had distance learning for RT 130 and are ready to go. Central is behind as well due to COVID. CVVFD is ready and TSVFD does not dispatch.

Budget Development – will address with Treasurer Witt is present.

Central Station – In progress, building has been ordered, expect excavating and forming for foundations to start the around the end of the first week in June. Spending is under \$800,000 for total project.

Non-tactical volunteers – Issue is lack of tender operators. The Districts policy is stricter, need an addition to policy that non-tactical tender operators do not have to take the work capacity test, as they are simply driving tenders (shuttling water back and forth). Per Eric, there is a qualification WTOP, it requires a CDL and field test of 2 miles with 25-pound pack. It was suggested there be no walk test requirement, just a CLD and RT 130/190 with no refresher. They would have to be on Worker's Compensation, however they would not be eligible for other benefits (retirement, MASA). They would need a fire shelter in case something happens. Board requested a policy statement be drafted and submitted.

Q&A Regarding Financial Reports – Shawn wants to ensure that departments can determine their contribution to the district. However, the financial reports do not represent all the work the firefighters do to make sure operations happen (man hours donated). Would like this to be represented somehow. CVVFD has paper logs that Eric enters into Emergency Reporting. Central tracks in Emergency Reporting. So, man-hours can be tracked in Emergency Reporting.

Three Vehicle Policy – Secretary Essley moved to remove the Three Vehicle Dispatch Policy dated 4/24/19 as it is now obsolete. Motion was seconded by Chairman Sigel and approved unanimously.

Chief's Report – Met via Zoom and discussed non-tactical tenders, potential summer dispatches and who can dispatch.

VVFD – One member retired, VV2 to be back soon and waiting on red cards.

Pump Testing for Departments – Chairman Sigel moved that the District pay \$7647.41 to Fire Truck Certification for pump testing. Motion was seconded by Secretary Essley and approved unanimously.

TSVFD – Open and having an annual training Saturday for seasonal volunteers who are returning this week.

Central – Looking at changing fundraising at Freedom Has A Birthday to maybe a raffle. Potential COVID-19 exposure with everyone who attended the class self-quarantining until there is confirmation. Chairman Sigel moved to approve up to \$15,000 total for SCBA tanks to be paid in two increments of \$7500 each for the SHSP grant. Motion was seconded by Secretary Essley and approved unanimously. CVVFD will need two packs and two bottles for their new engine.

BLVFD – BL15 (new 5 ton) is expected to be delivered in June. VVFD has a 2.5 ton that BLVFD would like to take possession of. Chairman Sigel would like a written proposal to the Board. Fundraiser for their Friends is a mailer in conjunction with a gun raffle.

New Business – Check with WARM regarding windshield replacement. Chairman Sigel moved to pay the Dutton Creek Road fire in the amount of \$1210.00 for hours worked after Initial Attack as per District policy. Motion was seconded by Secretary Essley and approved unanimously.

Expenditures by the Board totaling \$23,8573.41 to include \$7647.41 to Fire Truck Certification for pump testing; up to \$15,000 total for SCBA tanks to be paid in two increments of \$7500 each for the SHSP grant; and \$1210 for hours worked on Dutton Creek Road fire after Initial Attack as per District policy.

Next Meeting is June 17, 2020

Meeting Adjourned at 7:04 pm.

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant