

**DRAFT DRAFT DRAFT Albany County Fire District #1 Regular Meeting Minutes DRAFT DRAFT DRAFT**  
**DRAFT DRAFT DRAFT 17 July 2024 DRAFT DRAFT DRAFT**  
Minutes prepared by Matt Burkhart, Secretary

Regular Meeting held at 1730 at Central North (4387 North 3rd St, Laramie).

Board members present: Chairperson Luke Hawkins (LH), Treasurer Brett Wadsworth (BW) *virtual*, Secretary Matt Burkhart (MB) *virtual*.

--- Start **DRAFT Regular Meeting Minutes** ---

NOTE: The announced Executive Session prior to the Regular Meeting was cancelled.

**3: 17:30 Call to open Regular Meeting (LH)**

**4: Approval of Agenda**

Motion to approve agenda as presented.

Moved: Chair Hawkins

Second: Secretary Burkhart

Discussion and amendments: Note there may be public comment for 9A, VVFD vehicle donation.

Votes: Yes (Chair Hawkins, Secretary Burkhart), No (None), Abstain (None).

**Motion Passes**

**5: Public Comment**

Public comment called by Chair Hawkins. No Public Comment.

**6: Approval of ACFD1 19 June 2024 Regular Meeting Minutes**

Motion to approve minutes as presented.

Moved: Chair Hawkins

Second: Secretary Burkhart

Discussion: None.

Votes: Yes (Chair Hawkins, Secretary Burkhart), No (None), Abstain (None).

**Motion Passes**

**7: Outside agency reports**

**7A: LFD:** No report

**7B: EMA:** First Responder Youth Camp went well. Well attended and good support from ACFD1 and other County agencies. Recognition of ACFD1 VVFD Harry Whitlock for the EMS help. Activities included fire, bear trapping with LE/WYGF, sandbox exercises, patient exams, and litter carries.

**7C: LARC:** No report.

**7D: AC Fire Warden:** No report.

**7E: ACFD1 Wildland Coordinator:** Sean moved around in response to fires (Douglas, Centennial, etc.). Wind and temp could have made incidents much worse. Weber Creek fire discussed. Relationships with USFS and LFD continue to strengthen. There is a CVVFD single resource on Dispatch along with Centennial/WYCO doing Severity/IA in CA. Crew swap would be ideal so the unit can stay on assignment. Preparedness Level (PL) was discussed, this is high nationwide. FF get your Redcard qualifications to Sean.

**7F: Peer Support:** No report. Noted that formal funding ends as of end of July 2024.

## **8: Financial Report:**

(July Report given by Chair Hawkins)

Treasurer Wadsworth notes that all bank and credit card statements were reviewed and accurate. Everything was paid on-time with no late fees. Everything to date has been reviewed by bookkeepers.

Motion to approve report as presented.

Moved: Chair Hawkins

Second: Secretary Burkhart

Discussion: Reimbursements to Treasurer Wadsworth were reasonable and accurate. These expenses were for meeting materials, copies of RFP submissions and other items. The Board CC will now be used for these things.

Votes: Yes (Chair Hawkins, Secretary Burkhart), No (None), Abstain (None).

## **Motion Passes**

### **8B: PA Requests:**

**VVFD:** PA1, Fire package for Ved Brush #6. \$8000 based on quotes received. PA2, tires for Ved Tender #3 (small tender) at \$4200. Both from Department funds. Total to approve is \$12,200 all is VVFD funds.

Move to approve: Chair Hawkins.

Second: Secretary Burkhart.

Discussion: Clarify VVFD T3 is a smaller tender, not covered by ACFD1 Tender policy.

Votes: Yes (Chair Hawkins, Treasurer Wadsworth), No (None), Abstain (Secretary Burkhart).

### **PA-244 for Fire Package and PA-245 for T3 tires.**

**Central VFD:** Construction of classroom at South Station per bid received. \$32,000 of Department funds.

Discussion: This needs to go through the RFP process and the request to issue an RFP with a spending cap needs to be approved by Board. MB to reach out to Central regarding RFP process. No approval was motioned or made.

## **Action Items:**

### **9A: VVFD Command Vehicle Donation.**

VVFD presented the desire to accept donation of a 2014 Ford Expedition from their Auxiliary and a local property owner. This has had a safety inspection, maintenance and is ready to go. It is an additional vehicle and there is space to store it at VVFD. This was discussed at June meeting and brought back as an agenda item for approval.

Motion to accept donation.

Move to approve: Chair Hawkins

Second: Secretary Burkhart.

Discussion: Some VVFD trucks moving to ACFD1 North Station which makes room for new command. The previous command has been turned into a light rescue. This unit will be for FF at VVFD main station to use. Fuel and insurance will be paid by VVFD/Dist.

Votes: Yes (Chair Hawkins, Secretary Burkhart), No (None), Abstain (None).

## **Motion Passes**

### **9B: Centennial Type 3 RFP Award.**

RFP process for CVVFD Type 3 was reviewed. RFP opened on 4 June and closed on 17 June 2024. Four responses were received. The Committee was: Matt Burkhart (ACFD1); Sean Davis, David Wright, Hunter Wright (CVVFD). The scoring was: IKON Stock Unit (\$586,379) = 107.5pts , IKON Demo Unit (\$636,678) = 94.5pts, IKON Special Order Unit (\$712,821) = 91.5pts, Sea Western KME-RR (\$675,588) = 79.5 pts. This is paid for from Rock River windfarm impact funds. The Committee recommends awarding the IKON Stock unit (\$586,379) as the most reasonable, responsible and responsive bid.

Motion to award to IKON for the Stock unit pending ACFD1 legal approval of the purchase contract.

Move to approve: Chair Hawkins

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Second: Secretary Burkhart.

Discussion: Direct ACFD1 legal to develop contract with IKON.

Votes: Yes (Chair Hawkins, Secretary Burkhart), No (None), Abstain (None).

#### **Motion Passes**

#### **9C: On Duty Injury and Near Miss Policy**

Legal has completed review of Policy with no changes. (*Delay in approval at following meetings was to allow full legal review*)

Motion to approve as previously presented.

Move to approve: Chair Hawkins

Second: Secretary Burkhart.

Discussion: None.

Votes: Yes (Chair Hawkins, Secretary Burkhart), No (None), Abstain (None).

#### **Motion Passes**

#### **9D: Distribution of FY24 Residual Funds.**

Table until August 2024 Board Meeting due to Treasurer Wadsworth being virtual and nature of the connection.

#### **Board Topics / Discussion Items**

##### **10A: Chief's Report and Deadlines**

Uniform Chief's report to be used moving forward. Reasonable deadlines should be followed. This helps with grants and ISO so accurate numbers are necessary.

##### **10B: North Station Use and Management.**

North Station is now an ACFD1 resource. Lease is being paid from RR impact fund interest. This was discussed at the Chief's meeting and is available for all Depts to stage vehicles for response. VVFD will Place a Type 6 and a Type 1 engine there. The Chief's saw need for a Tender there in the future. BLVFD and CVVFD may stage trucks there in the future. Central trucks were moved to South Station. A check out and log for the County FW Type 6 (5602) is needed so it is ready to go and not abused. Need to determine who is responsible. Apparatus is now at Central South. The North Tender could come from the CAT tender sale funds. What size is appropriate? Can VVFD move the 1800gal tender here and put 3000 at VVFD Main Station? Need a work session topic for this.

Noted that \$100k is the cost of a used 3000gal tender. Stated that Central is not responding from North Station. Chair stated that vehicle swaps and response proposals shall be made to the Board prior to implementing. Chief Isborn will propose a lighting upgrade at August Board Meeting. Chair Hawkins asked for the Chiefs to designate a responsible party/custodian for the North Station.

##### **10C: Paging changes due to North Station changes**

Given new use of North Station (NS) are paging changes needed? All FF/Depts with apparatus at NS might be paged to calls in north part of ACFD1 AOR. Old paging system was working well but now there are difficulties and inconsistencies. Is this a LARC/software issue? LARC may be confused with the VVFD/Central relationship. VVFD is no longer providing 5-5 help to Central. Request that LARC make the second page to the closest department(s) after no response of enroute by first due Department. This was stressed as necessary by all present.

##### **10E: EMS Contract Update.**

Contact with Align Providers for Medical Direction was signed by LH. Jim Waters will be the Doctor assigned to ACFD1. Thank you, Luke. This requires an ACFD1 EMS coordinator. Angie Mitchele is interested. Move forward to develop contract given budget approval of \$12k/year for position. Angie works for LFD, is very experienced in EMS, was WY EMS Coordinator of the Year. Chief Isborn mentioned Angie is highly qualified.

**Reports:**

**11: Chief's Report:** Chief's met and discussed use of North Station and changes and problems with the paging matrix/system.

**12A: VVFD:** Full report submitted. 17 FF. 2 PAs. 152 calls to date this year. 100% response.

**12B: CVVFD:** No major changes in FF status/numbers. Fire last Saturday went well, better than it could have been if we were more seasonal. Generator is in progress – needed if power is out to open doors and supply station. Type 3 was approved. New tires purchased for Engine 9 using WYSF shop. All apparatus at 100%. Working on a crew swap for AZ incident. (Noted that 5602 needs some work with blower motor and hose reel motor).

**12C: BLVFD:** No changes in FF status/numbers, have 17. PPE washer install is ongoing with waterlines and water heater. Drop tank “pumpkin” received and other fold-a-tank sent back to VVFD. BL32 graphics are done – staged at Wildhorse. One FF is on Dispatch. 12 calls with 100% response. Wyoming Apparatus will work on Tender and Structure valves and scene lighting. Burger Bash is at Woods Landing on 20 July. Raffle is for a Henry rifle.

**12D: WYCO:** No Report.

**12E: TSVFD:** 9 FF. 2 Prob/trainees needing RT130. All PAs completed. There were two wildland incidents and 5 MVAs. 100% response to incidents. Bathroom blueprints are done and septic discussion is underway – possible C/O. BW is working this.

**12F: Central:** No report.

**13: New Business:**

13A: Email accounts for Departments need work. Passwords not working. MB to review.

13B: Campaign sign rules – no signs on public property. ACFD1 Legal to draft letter to all Depts as reminder. This also applies to Dept. social media pages.

13C: Tie Siding is not getting pages for MVAs. Noted the last couple on UW287 were not paged out TS but TS responded when incident location announced on radio page.

13D: VVFD is may build a Type 1 helicopter landing zone/pad using private (donated) funds. This needs to be approved by Board prior. Unknown if WYDOT and landowner issues with driveway will impact this.

**14: Upcoming Meetings and Adjournment**

6 August 2024 is a work session. Topics are Tenders, North Station and Strategic Plan and will occur at ACFD1 North at 1730.

Motion to adjourn.

Moved: Chair Hawkins

Second: Secretary Burkhart

Votes: Yes (Chair Hawkins, Secretary Burkhart), No (None), Abstain (None).

**Motion passes**

**19:22 Adjourn the meeting (length 1hr 52min)**

--- End **DRAFT** Minutes --