

# **DRAFT DRAFT Albany County Fire District #1 Regular Meeting Minutes 21 August 2024 DRAFT DRAFT**

Minutes prepared by Matt Burkhart, Secretary

Approved on September 2024

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

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

**--- 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**

Change to the Agenda requested by LH, amend to show no executive session.

Change to the agenda requested by BW, amend to include on #6 ratification of 12 June 2024 Budget Hearing Minutes

Motion to approve agenda as amended.

Moved: Chair Hawkins

Second: Treasurer Wadsworth

Discussion and amendments: None.

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

### **Motion Passes**

## **5: Public Comment**

Public comment called by Chair Hawkins. No Public Comment.

## **6: Approval of ACFD1 17 July 2024 Regular Meeting Minutes**

Motion to approve minutes as presented.

Moved: Secretary Burkhart

Second: Chair Hawkins

Discussion: None.

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

### **Motion Passes**

## **6A: Approval of ACFD1 12 June 2024 Budget Hearing Minutes**

Motion to approve minutes as presented.

Moved: Chair Hawkins

Second: Treasurer Wadsworth

Discussion: Need to add the final budget amounts as sent to the County prior to posting (BW to send). LH requests amendment of text in minutes to clarify that the intent of forming Central was to reduce the District's burden on LFD and the associated LFD/COL contract. CH amended motion to state this.

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

### **Motion Passes**

## **7: Outside agency reports**

### **7A: LFD: No report**

**7B: EMA:** EMA & BLVFD are working on a hazmat identification. BLVFD could represent ACFD1 in these discussions as Board needs to be aware of what the District is doing. This study is a FEMA grant pre-req. There are ACFD1 Meeting Minutes 19 June 2024

2 BLVFD members. Kate had previously invited everybody. This is related to WY RERT Region 3. ACFD1 should email Kate naming the formal District rep(s). Minutes from these meetings will be sent to the Board by EMA or reps.

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

**7D: AC Fire Warden:** No report. Noted thanks to BJ Clark for assistance on Owen Creek and recognition of District assistance on Goshen County fire. ACFD1 and North Fire combined for a strike team.

**7E: ACFD1 Wildland Coordinator:** Eric, Randy and Dennis are back from assignments. Currently nothing is out and Centennial is on the board. A 3<sup>rd</sup> FF is needed to staff WYCO and get them back on the board. Partnership with North Fire is working well. TSVFD managed a single tree lightning stroke on Boulder Ridge foothills. Good correspondence with landowner. Was a ¾ mile hike in, assisted by landowner UTV. Big Laramie worked the Garrett fire tying in with BJ Clark.

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

**8: Financial Report:**

We are transitioning to new credit cards. The old cards will be turned off in 30 days. Cards are available tonight. Paperwork for all persons dispatching must be current and incoming paperwork should go to Cindy at Organized Calculations.

PAs are approved for very specific uses and funding sources. They cannot be changed or “shared” with other Departments or objectives. Make certain that you have a valid PA before purchasing. Pending PAs are just that, pending additional information, and not to be spent against.

There was an error of \$8287.88 due to the State paying the District twice on an AFG grant for VVFD. The extra amount of \$8287.88 will be deducted from VVFD and sent back to the State. VVFD Chief Isborn agrees with this.

Motion to pay this from the District Operating account with a transfer from the VVFD account.

Moved: Treasurer Wadsworth

Second: Chair Hawkins

Discussion: VVFD noticed this and tracked it down as a clerical error.

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

Chiefs reports each month are critical for ensuring proper reporting to Wyoming Worker’s Comp and MASA. The numbers are based on the previous month’s number of FF.

Members not on a Department cannot dispatch. All FF dispatching on trucks must be District FF in good standing. This is a Policy from 2021 that may need to be updated. All FF must have valid redcards and be reporting to a District Department Chief. BW will work on a draft policy for this.

Reminder to all Departments and FF that Teri and Michelle ARE NOT District employees and CANNOT not answer questions about District Policies.

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. Treasurer Wadsworth presented the financial report and reviewed the District and Impact Fund balances. We need to add the fire names to the paperwork and District is aiming to get FF 100% in the near term.

Motion to approve report as presented.

Moved: Treasurer Wadsworth

Second: Chair Hawkins

Discussion: None.

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

### **Motion Passes**

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

**VVFD:** Ratification of Emergency PA for Brush 6 tires of \$2012.65 from Department funds. This was already pre-approved per policy.

Move to approve: Chair Hawkins.

Second: Treasurer Wadsworth.

Discussion: None.

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

### **Motion Passes**

**VVFD:** Two PAs this month, one for E2 and one for Brush 6 (corrected title to be for extrication tools) both from Department funds. E2 steering repair is \$2930.77 from District funds. The other PA is to cover extrication tools purchased as a piggyback on the unspent amount from the Central extrication tool PA. This cannot be done as the public needs to have the opportunity to comment on the spending of public funds. The PA was on-hold for fact finding. It was noted the bookkeeper said VVFD could spend against the Central PA. Bookkeeper was in error and the previous discussion about policy was referenced. Ultimately, this is a "make-up" PA to spend funds that were already spent. This MUST NOT happen in the future as it prevents the Board's fiduciary duty to the public taxpayers.

Move to approve both PAs: Chair Hawkins.

Second: Secretary Burkhart.

Discussion: \$31k has already been spent on extrication tools. Central's part of this PA issues is separate from the VVFD PA. Reiterated that the District has an obligation to the public to accept comment on the expenditure of public funds.

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

### **Motion Passes**

#### **PA-246 for E2 Steering and PA-247 for Extrication Tools.**

**Big Laramie VFD:** PA for purchase of four (4) AED batteries and pads from Department funds for \$2300.

Move to approve: Chair Hawkins.

Second: Treasurer Wadsworth.

Discussion: None.

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

### **Motion Passes**

#### **PA-248 for AED batteries and pads.**

**WYCO VFD:** PA for purchase of rugged laptop for Department business for a not to exceed cost of \$3229.22 +/- for shipping from Department funds.

Move to approve: Chair Hawkins.

Second: Treasurer Wadsworth.

Discussion: The broadband card and comms is not needed as shown in the quote.

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

### **Motion Passes**

#### **PA-249 for WYCO laptop.**

**8C:** Board reinforces that it is NOT acceptable or allowable to join forces on a PA issued to one Department by another Department without prior approval. The extrication tool PA in question was 414. Departments need to read the PA approval and any notes and discussions as posted in the minutes. The Board discussed how to handle Central's action on the PA without approval. Board had requested additional info that was never presented/returned. An invoice cannot be paid if there is no PA to tie it to. Again, this is back to the fiduciary duty to the taxpayers. These tools were mentioned in the Impact Fund testimony. The extreme result of this mistake could be the Board has to approval all Department expenses. Further discussion will be held when Central submits a PA for this purchase as requested by the Board.

**Action Items:**

**9A: RFP Process Template Approval**

RFP Process Template as developed by legal and previously presented needs to be ratified. The RFP Template is on the website. This needs to guide all District/Department expenditures and property disposals.

Motion to approve RFP template as developed.

Move to approve: Chair Hawkins

Second: Secretary Burkhart.

Discussion: None.

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

**Motion Passes**

**9B: City of Laramie (LFD) Contract Approval**

The COL LFD contract is ready to be signed. Major changes: ACSD1 was changed to ACFD1. Payment is an estimated cost of 19% of the ACFD1 Mill Levy. The contract has a max cost of \$140k and a minimum cost of \$100K based on the levy. There is a social media posting clause (ACFD1 and FF shall not post) and reference to FF acting only per their qualifications and job description as previously passed by ACFD1 Board. COL Legal has approved.

Motion to sign COL LFD contract and authorize payment per contract terms.

Move to approve: Chair Hawkins

Second: Treasurer Wadsworth

Discussion: This is a valuable “insurance” policy given ACFD1 is volunteer and the cost keeps going up but there is direct benefit and cost protection. For ACFD1 to replace the contract would be an estimated seven-figure sum for full-time 24/7 career FF. With the cost based on a % of tax revenue this protects both parties. The taxpayers value this contract.

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

**Motion Passes**

**9C: Letter of Support to County for DOT “Reconnecting Communities and Neighborhoods” grant.**

County provided a template for partners and stakeholders. This is similar to last year's support letter request. It does not obligate ACFD1 funds.

Motion to approve sending using the County's provided template.

Move to approve: Chair Hawkins

Second: Secretary Burkhart.

Discussion: Clarify that this a grant for a study for things such as an additional bridge over I80 to serve our AOR . Navigation would be improved and it ensures ACFD1 has a voice at the table.

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

**Motion Passes**

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

Brought back from being tabled in at July meeting. BW proposes a distribution of the remaining FY24 funds of ACFD1 Meeting Minutes 19 June 2024

\$61890 per current distribution percentages between District and Departments. The District's 35% would go into the LFD E7 engine replacement fund per contract. The remaining \$40228 would be divided among Departments per current distribution percentages.

Move to approve: Treasurer Wadsworth

Second: Chair Hawkins

Discussion: This motion mimics the percentages in the current budget. Could allocate all of it to the bathroom expenses and change orders; countered that this could come from unspent coordinator and employee wage funds. There is also the capital improvement budget line. ACFD1 does have the contingency to cover the bathrooms without using FY24 funds.

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

#### **Motion Passes**

#### **9E: District Tender Plan from August Work Session**

Limited representation for this discussion at the work session. Big tenders (3000-3500 gal) that are 4x4 with pump-and-roll are favored over smaller (<3000gal) tenders. All tenders should be the same if practical to minimize training. Tenders are needed for Centennial (Rock Creek Funds), North Station (Rock Creek Funds) and VVFD (old Cat tender funds). Central has a working tender as does Big Laramie. Centennial would sell their Cat tender when the new one arrives. Perhaps a tactical tender would be good for North Station and first priority. Must show usefulness and value to ISC for Rock Creek. Centennial Type 3 was first big purchase.

LH directs a committee to form and come up with specs to bring to the Board for an RFP. Matt, Chief Davis, Chief Isborn and a Central rep should be members.

Motion made to create a tender committee.

Moved: Chair Hawkins

Second: Treasurer Wadsworth

Discussion: Committee should determine locations and specs for up to three tenders. Bring the RFP/proposal back to the board.

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

#### **Motion Passes**

#### **9F: WYCO Surplus Pumper WC42 and ATV for Disposal**

WYCO wishes to sell/surplus their WC42 pumper and ATV. No longer needed by the Department. These have good titles. The ATV could bring ~\$1550. These need to be sold by sealed bid following RFP flow chart.

Motion to use sealed bid process to dispose of WC42 and ATV with 100% of proceeds going back to WYCO.

Moved: Secretary Burkhart

Second: Chair Hawkins

Discussion: RFP is on the website. Can use the newspaper or Public Surplus.

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

#### **Motion Passes**

#### **9G: North Station Lighting Proposal**

North Station lighting is dim and a safety concern. VVFD proposes to get the parts and do the work if ACFD1 pays the cost. Estimate is \$673 for LED bulbs. No alterations so landlord should be ok. Concern was voiced about compatibility with existing fixtures and ballasts. Suggest just using new plug in fixtures.

Motion to install new lighting per VVFD recommendation.

Moved: Chair Hawkins

Second: Secretary Burkhart

Discussion: Landlord has to approve. Want to remove when ACFD1 vacates. VVFD should call electrical to verify receptacles can support new fixtures and LEDs work with existing ballasts as ballast bypass might be needed. We should leave old fixtures alone.

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

### **Motion Fails**

Motion to install new plug in shop light style fixtures with no changes to existing with a cap of \$1500.

Moved: Treasurer Wadsworth

Second: Chair Hawkins

Discussion: Impact fund interest could cover this.

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

### **Motion Passes**

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

##### **10A: EMS Contract and Coordinator Update**

Legal has approved contracts for Angie Mitchel as the EMS Coordinator and Aligned Providers Wyoming as Medical Direction. District will provide District EMT names to Angie. A good date will be found for an introductory meeting.

##### **10B: Background Check Update**

DCI will do the fingerprint cards for \$39 each. No fingerprint cards from Central or Centennial yet. There are 31 needing checks for a total of \$1209. DCI needs a check to do the work. 10-15 days to complete.

##### **10C: Strategic Plan Work Session**

Sept 4<sup>th</sup> work session will be to work on the District's Strategic Plan.

##### **10D: Dispatch Firefighter Requirements.**

This follows the discussion from the Financial Report (8). BW will develop a draft policy which includes FF completing all Federal forms (I-9) and being a Department member in good standing.

##### **10E: Department and FF Expectations for Pages and Active Alert**

Active Alert can provide some metrics to show Department and individual FF responses. Not completely accurate due to some still using pagers. FF should use the Active Alert icons to show enroute, not available, arrived, etc. The best data comes from Image Trend and Departments MUST complete a record for each call.

### **Reports:**

#### **11: Chief's Report:**

None

**12A: CVVFD:** Might have new members at next Department meeting. All is operational and 10 is back from OR. Command trailer is back. ACFD1 needs to sign the Type 3 contract. \$450k from impact funds and balance (\$138k) from Centennial Department funds. Working with EMA on an evac plan for the valley. Full report submitted.

**12B: BLVFD:** 100% response to all calls. R192 needs batteries and BL30 needs tires. All other info in full report as submitted.

**12C: WYCO VFD:** No changes in FF status/numbers. T6 is back. Responded to one MVA. Working on WUI and EMA evac plans with County and WSF. Homeowners are learning about Firewise planning. Funding is available for these projects. Fundraiser was a big success at \$70k.

**12D: TSVFD:** No changes. Might have a new landowner join as a FF. Emergency PA for tires was approved. Had a single tree fire which was a three-day event due to remote location. A single resource went to Owen Creek. 100% response for mva, lift assist and fire.

**12E: Central VFD:** 1 new FF and potentially 2 others. Folks went to the Pleasant Valley fire. PA request is needed by Board for extrication tool purchase -- Board requested Central rep to relay this to Central leadership.

**12F: VVFD:** 18 members, 11 full, 4 prob. And 3 assoc. A full report was submitted. All PAs prior to today are done. 180 calls to date which is double 2023. T6 has an engine knock. Using AC Brush 14 while waiting for a clutch pedal replacement. LCFA MOU update desired -- North fire and Carbon MOUs will be similar per Legal.

**13: New Business:**

13A: TSFVD Chief reports non-dispatches to MVAs like the recent car fire. This is a paging issue. Noted that the TSVFD Command vehicle is in-town in case of needs.

**14: Upcoming Meetings and Adjournment**

4 September Strategic Plan Work Session and Sept 18 Regular Meeting all will occur at ACFD1 North at 1730.

Motion to adjourn.

Moved: Chair Hawkins

Second: Treasure Wadsworth

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

**Motion passes**

**19:54 Adjourn the meeting**

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