

ACFD1 Board Meeting Minutes

September 16, 2026

Present: Chairperson Matt Burkhart, Secretary Jon Essley, Treasurer James Jackson

1. Meeting called to order at 17:31 (5:31)
2. Executive meeting was
3. Approval of agenda
 - a. Agenda for 9-16-2026 with modifications was approved unanimously
4. Public comments
 - a. If department chiefs are interested in reestablishing or redeveloping a support program contact the Laramie Fire District's Chaplin
5. August 19, 2026 regular board meeting minutes with corrections approved unanimously
6. Reports – Outside Agencies/Guests
 - a. Laramie Fire Department
 - i. No one in attendance, however the Chair offered appreciation for the invitation to be involved in the 9-11 ceremony and events last weekend, and to thank volunteers and people from the district who participated in the 9-11 events
 - b. County Emergency Management
 - i. The second round of BK radios are going to be arriving any day
 - ii. There are some radios available and are labeled
 - iii. 2026 SHSP grant application has been submitted, waiting to hear back
 - iv. The THIRA meeting is September 23, 2026, at 9:00 am
 - v. The OPS Chief for ACFD#1 will attend the THIRA meeting along with Miller and Essley
 - c. LARC – dispatch, nothing to report, but asked if there were any questions
 - i. There were a few questions regarding the 4-system code. The OPS Chief will further clarification on the process for changing the system code.
 - d. Albany County Fire Warden
 - i. Fire Warden was not in attendance, however an ACFD#1 member reported that he talked to the Fire Warden who mentioned that fires were calming down
7. ACFD1 Reports
 - a. Operations Chief Report
 - i. Vedauwoo tender arrived September 16, 2026
 - ii. Central's tender will be here soon, graphics are currently being done
 - iii. Centennial's new tender and Big Laramie's used tender should be available late or early winter delivery
 - iv. On September 21, 2026 the OPS Chief will conduct and Image Trend training at

Central South at 18:00 (6:00 pm), training will also be in Centennial 18:30 (6:30)

- v. Centennial is working on a fall time extraction certification class. Utilizing the drill grounds the OPS Chief is working with Laramie Fire Department and the State Fire Marshal's Office to get the training scheduled and posted to ACFD#1 website

8. Chiefs' Report – Chiefs did not meet

9. Department Reports

a. Tie Siding

- i. 12 regular, and 2 reserve members
- ii. VFA grant has been fully reimbursed
- iii. PA's have been submitted for a command pickup and a type 6
- iv. 3 fire calls, no missed calls, and no deplanements
- v. All vehicles are all fully mission capable
- vi. Base station up and operational as of September 15, 2026

b. Centennial

- i. No change in roster, 3 back from deployment with 1 still out
- ii. The only non-operational truck is Unit 12 and batteries are expected this weekend

c. Big Laramie

- i. 15 firefighters and 1 associate
- ii. No new PAs,
- iii. Washer and dryer ordered, waiting for them to arrive
- iv. Specifications for RFPs were submitted
- v. Tender expected this month
- vi. Keeping PA for PPE open until someone has a supply of PPEs
- vii. 6 calls in August 2026, no calls missed, and no deployed, all but units are ready to serve
- viii. Brush 12 currently at Laramie Diesel and Auto to check why oi is in coolant

d. Central

- i. 23 fire fighters, 5 probation, 4 recruits, and 4 reserves
- ii. 12 calls
- iii. Type 3 and rescue units are not in service
- v. Will receive radios tonight
- vi. Have a RFP for Type 6

e. Vedauwoo

- i. 15 firefighters, 2 are new recruits
- ii. 114 calls
- iii. PAs – cistern, LMTV, tractor, and building for tractor
- iv. All vehicles in service, tender 3 will be available for donation as of today
- v. What is status of insurance settlement from the Gabrielson fire?

- A. OPS Chief reports he is waiting for one more receipt and then it will be finalized
- vi. Is there an update on submitted RFPs?
 - A. OPS Chief answers that the information will be later in the meeting
- vii. Treasurer Jackson asked for clarification on reimbursement request for generator being purchased with impact funds
 - A. Vedauwoo will get back with the needed information

f. WYCO

- i. Roster has not changed
- ii. 1 call
- iii. All equipment is up and running
- iv. Firefighters back from dispatch in Texas
- v. When Chief Tully returns from vacation, specifications for a type 3 will be submitted
- vi. One radio has been received for the new command truck and Outback is currently working on decals and graphics and WYCO still needs to sign contract

g. Wildland Coordinator

- i. Called to fire in Centennial
- ii. Busy with the Moonshine Fire;
 - A. The OPS Chief went out with coordination duties
 - B. Fire changes to BLM fire
 - C. Fire Warden called FSA
- iii. One person helping with dozer in Texas
- iv. A reminder to chiefs that I-9s are to be completed before being dispatched

h. EMS

- i. The EMS application was mistakenly archived as inactive and will have to be resubmitted

9. Finance

a. Treasurer reported on income, expenditures, balances, bill to be paid and department reimbursements

- i. Fire pay will be discussed during actions items
- ii. Financial report approved unanimously

b. Impact Funds

- i. There are no deposits from the county for impact funds
- ii. No new PA's, Treasurer had a question about a specific PA which was answered
- iii. Discussion was held to determine which checks to send out and which to hold
- iv. A motion was made to withhold one of the monthly rent checks for the 3 months of the months that the building was not usable, and pay 2 months; OPS Chief will discuss the payment with the landowner

- A. Motion was approved unanimously
- v. Secretary made a statement about all the original allotments made for the departments were based loosely on 2025 prices. Since then, all prices have increased. The board needs to re-visit the original allotments and make adjustments to the allocations
- vi. The statement was acknowledged

10. Action Items

- a. Outstanding Firefighter Dispatch Fire Pay Disbursement
 - ii. Council was asked to clarify whether the board can use other funds available to use as fire pay
 - iii. Motion to pay firefighters for July and August 90 percent and any remaining to come from the Fire District's reserve account
 - A. Discussion on different areas to draw money for firefighters
 - B. Public Comment – It would better for firefighters' tax wise to not hold the money back one or two months
 - C. It was suggested that the interest from Impact Funds could also be used
 - iv. Motion carries, passed with 2 ayes and 1 nay
 - A. NOTED: The Treasurer would like the Chair and the Secretary to sign the Checks
 - v. Motion: As of September 16, 2026, and moving forward where any person dispatching will be paid 75 percent of total amount due
 - A. Counsel suggests making changes to policy regarding fire pay
 - B. OPS Chier requested a date stamp on the motion (added to above motion)
 - C. Motion passes unanimously
- b. Firefighter Dispatch Agreement/Policy
 - i. The Chairman presented a need to take the time to review and make changes to policies and agreements so that firefighters get paid in a timely manner
 - ii. Discussion
 - A. The Treasurer suggested an in-depth audit for the year 2024 with an outside accountant
 - B. What process(es) to be reviewed and specific items to review
 - iii. Public Comment
 - A. Comments were made concerning: 2024 and 2025 no or little paperwork, no paper trails, knowing how the process works, shutting down for 45 or 90 days will not solve the issues we are trying to correct
 - iv. Board discussion continued
 - A. Concerns: Individuals are going on dispatch without tuning in an I-9, credit cards used while on dispatch, the Board needs to develop a policy covering the

use of credit cards, a work session is needed to re-group and work out the details of new policies and procedures

- v. Motion was made to do an audit from an outside agency which covers January 1, 2024, to September 16, 2026, to track all fire pay and vehicle pay and continue to dispatch as the firefighters have been, with the understanding that everyone needs to work diligently to correct actions that were talked about at this meeting
- vi. Motion passed unanimously, the Treasurer will set the audit up
- vii. Chair read the 2024 Fire Pay Intent of which is being used currently
- viii. Chair read the updated policy
- ix. Motion to approve the fire pay policy as read and barring small grammatical corrections, that is adopted and posted to the ACFD1 website was approved unanimously
- c. Medical Direction Aligned Providers of WY Contract
 - i. Tabled until October 23, 2026, meeting
- d. Impact Fund Expenditures and RFP consideration and/or acceptance
 - i. Central Type 6 – first bid went out in a bulk RFP for four separate units, but all of under a two-week timeline to get a single bid on that Type 6 for the specifications; OPS Chief recommends this RFP should go out as soon as possible
 - A. Motion to send the RFP for Central Type 6 out with two-week timeline with specifications Central provided; allocation increase of \$50,000.00 was passed unanimously
 - ii. Tie Siding Type 6 -Motion to accept the bid as recommended acknowledging the additional cost of \$40,000.00 passed with two ayes and one abstain
 - iii. Tie Siding command truck- did not receive a bid; motion to reopen bid for two-weeks passed with two ayes, and one abstain
 - iv. Vedauwoo Cistern – motion to table for additional discussion was passed unanimously
 - v. Vedauwoo tractor – motion to re-open bid for two weeks ensuring that it states new or use and sending it to specific vendors was passed unanimously
 - vi. Building (real property) RFPs – still with legal counsel
- e. Impact Fund Expenditures – Extra-Duty pay OPS Chief
 - i. Motion to pay extra duty pay of 47 hours in the amount of \$39.06/hour was approved unanimously; It is noted that the Board will break the hours out for next month and insure they are paid from their respective funds
- f. Big Laramie donation – Motion to accept a donation, a reimbursement, from Friends of Big Laramie, \$465.66 for Burger Bash mailers; check to be accepted and deposited into Big Laramie's account pass with two ayes and one abstain
- g. Todd Miller (EMS) - Motion to designate Todd Miller District Representative for the

purpose of submitting EMS application with the State and liaising with the line providers of Wyoming to ensure implementation of the contract was approved unanimously

h. Hauled Water Program (from work session0

A. Discussion on the following:

1. Structure fees
2. Cisterns (types, volumes, locations)
3. CDLs for tenders
4. External review of District resources (apparatus, water, stations)

12. New Business

A. Work session: September 30, 2026, at 17:30 (5:30 pm), location TBD

13. Motion to adjourn passed unanimously at 21:05 (9:05)