ACFD1 Board Meeting Minutes
October 21, 2026

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

1.Call to Order: 17:36 (5:30 pm)
2. Executive Session: 15:30 – 17.10 (3:30 – 5:10)
3. Approval of the Agenda
   a. Change Agenda item 10.c from no bid to 3 bids
   b. Change Agenda 10.g. to: job description, discussion and action
   c. Add WYCO as 10.b. Command Vehicle disposal
   d. Motion to approve the agenda as amended and corrected was approved unanimously
4. Public Comments
   a. None
5. Approval of Board Meeting Minutes
   a. Change 10.c from October 23 to October 21
   b. Motion to approve September 16, 2026, Draft meeting minutes with correction, was passed unanimously
6. Reports: Outside Agencies/Guests
   a. Laramie Fire Department
      No one in attendance
   b. County EMA
      i. SHSP Grants – waiting on Motorolas which are being programmed, have not received anything back from 2026's application
      ii. THIRA is completed. Handouts were provided
      iii. Evacuation Management for law enforcement, fire and EMS coming into Laramie. Larimer County Undersheriff will provide training on February 22nd and 23rd 2027 in Casper. All Chiefs and anyone who may be in Command is encouraged to attend
      iv. Training – ICS 300 and 400 in Casper October 27th through the 29th and November 17th and 18th
      v. Will be out of the office October 26, through the 30th, can be reached by phone
   c. LARC
      i. Nothing to report
   d. Albany County Fire Warden
      i. Fire billing continues
      ii. State Forestry has divided into two divisions – the fire warden explained the changes and how they will affect ACFD1

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e. Wildland Coordinator

i. Albany County Fire District is moving forward with a suppression module – seven to ten dedicated firefighters will be part of the module

ii. Will still support the district with getting engines out

f. ACFD1 Reports

i, Operations Chief's Report

A. Patches are available for those who have ordered them

B. A new roster system is available, Ops Chief and Admin Asst. will populate the form with the rosters that have been previously sent to the Ops Chief and Admin Assistant. Those who have not sent in a roster, please do so. After it is populated the Chiefs will be responsible for keeping it updated. Ops Chief explained what information needs to be entered

C. Ops Chief attended The First Responders and Post Crash Care focus group which focused on injuries and where they happen

D. Central's tender wire transfer was approved and is ready to be shipped

E. Centennial's tender will be outfitted the same as Central's and should be delivered next week

F. Albany County Airport donated several items – the donation needs to be Ratified. The donations can be used for training as they have expired dates

G. Several hoses were donated by Mountain View

ii. Chiefs Report – did not meet

iii. Department Reports

A. Centennial

2. Request for PPE with Impact Funds is progressing

3. Had some fires in the last month

4. All equipment is in service

B. Big Laramie

1. 15 firefighters, 1 associate

2. Status of authorized requests: obtaining quotes for backup generator, new washer and dryer have been ordered, Specifications were provided for reissuing RFP for Type 6

3. New command vehicle specifications were provided for issuing RFP

4. BLVFD would like to resume pursuing station upgrades

5. Some PPE has been acquired, will continue to purchase PPE as it becomes available

6. No deployments, 10 calls in September – none missed, All apparatuses in service,

7. Outstanding issues – Engine 2: rebuild engine cover seal, Brush 12:

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coolant issues have been resolved

C. Central
   i. 24 active members, 13 probationary, about 6 or 7 recruits
   ii. Requests: two for impact funds - one for command and rescue truck, the other is equipment for the command and rescue truck
   iii. Decision on Type 6 is to go with HIME
   iv. 31 calls last month, all equipment in service except for a Type 3, which is waiting on a warranty repair
   v. The board Secretary asked for Central to track calls to MM 300 to 302 in order to put up signage. EMA said they could pull the information

D. Vedauwoo
   i. 134 calls for the year, 3 full members and 10 probationary, will continue recruitment
   ii. PAs will be discussed later in meeting
   iii. All equipment in service except for the structure truck- asking anyone in the District if they would like it, if not will be for sale
   iv. Discussion on amount of money allocated or approved of certain requests
   v. Would like an attorney to look at a warranty for work done on a tender
   vi. Ops Chief has completed the settlement with the Gabrielson Fire
   vii. Discussion concerning Impact Funds
   viii. Concerns of private information in emails

E. WYCO
   i. 20 active members, 4 non-firefighter members, 1 new member, still trying to recruit new members
   ii. No deployments, no missed calls
   iii. All equipment is in service
   iv. Need to get WYCO 4 and 15 license plates
   v. The Department is going to sell WYCO 11 command truck
   vi. PA for Mark 3 pump

F. Tie Siding
   i. 13 members, one trainee, no deployments, one fire call, medical assistance, no missed calls
   ii. All equipment is in service
   iii. Issues – aging volunteer force, one firefighter missed RT130

G. Wildland Fire Coordinator
   i. Working on fire billing and different things with the Ops Chief

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ii. Chasing campfires
iii. Working with BLM for different training opportunities

H. EMS
i. From the Chair – the Board has a new contract with Align Providers for medical direction; this is a requirement to allow ACFD1 to perform EMS however, a provider license, training, record keeping process, protocols, and a few other things need to be accomplished before service can be provided
ii. Todd Miller provided a list of requirements that he is working on to help complete the process
iii. The Ops Chief stated his appreciation for everything Todd has accomplished through out of this process

7. Financial
a. Treasurer reported on income, expenditures, balances, bills to be paid and department reimbursements
b. The Board now has direct deposit with Albany County, which will help speed up transactions
c. Ops Chief reported that there are three individuals that need to turn in paperwork
d. The Chair requested department chiefs submit treasurer's report along with monthly reports
e. Motion to approve the financial report as read was passed unanimously

8. Impact Funds
a. The Ops Chief reported the items from prior month and what has been approved
b. The report reflects the increase in the Tie Siding Type 6 and the increase to Central
c. Income, expenses and balances were reported

9. PA Approvals and Discussion
a. District Rural Fire Meeting
i. Ops Chief and Wildland Fire Coordinator will attend (December 2nd through the 4th)
ii. Ops Chief gave a summary regarding how important the meeting is to the District
iii. Public comment – the meeting is money well spent
iv. Motion to approve Ops Chief and Wildland Coordinator attend was passed unanimously (not to exceed $,1200)

b. Vedauwoo UAV (drone)
i. Discussion included, cost, training, operator's license, VFA grant, what would need to be accomplished before the purchase and what risks there would be to the District
ii. Motion to apply for a VFA grant as requested in VVFD's PA carries with two ayes and

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one nay

c. Vedauwoo ATV
   i. The request is for a fat tire two-wheel motorcycle to be used to carry equipment to mitigate firefighters moving heavy equipment (ex: hoses) up a steep slope
   ii. No motion from the board to approve this

d. WYCO Mark 3 pump
   i. Purchased with department funds
   ii. Used to increase the capacity in WYCO's response area
   iii. Motion to purchase a Mark 3 pump/with a $3,500 deposit was approved unanimously (PA: WY26-107)

10. Action items
   a. Donation and gift acceptance
      i. Laramie airport donated several expired PPE items which can be used in training
      ii. Motion to ratify the acceptance of the PPE donation from Laramie airport passed unanimously
   b. Donation of UTV to Tie Siding Auxiliary in turn will donate to the fire department
      i. Discussion on equipment that will be needed to add to the UTV
      ii. Motion to approve by the District of the UTV donation through the Auxiliary was approved with two ayes, and one abstain
   c. Renewal for Active Alert
      i. Ops Chief explained Active Alert is an amazing tool for the firefighter because of its functionality
      ii. Motion that the District continue to utilize Active Alert and cover the invoiced amount was approved unanimously
   d. FOIA (Freedom of Information Request)
      i. Tabled until the next board meeting held on November 18, 2026

11. Allocation of Impact Funds for Equipment and Apparatus (Presented by Ops Chief)
   a. Central Type 6 - Scoring Matrix from the RFP was not available at the time of the meeting. There will be a special meeting to decide on the approval
   b. Tie Siding Type 6 has been allocated and purchased, but needs a contract signature
   c. Tie Siding Command Truck has 3 bids; it has been allocated with Impact Funds and has a PA, however the Scoring Matrix needs to be completed.
      i. Scoring Matrix was reported later in the meeting; however, it was decided to get clarification on warranties and delivery dates for all three bids
      ii. Decision to accept a bid was tabled until November 18, 2026, board meeting
   d. Vedauwoo cistern has been allocated with Impact Funds and has a PA
      i. Motion to increase the cistern PA from $140,000 to $185,000.00 to include the excavation cost passed unanimously (PA 101)

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ii. Motion to accept the bid for Clay's Well Service for $168,847.60 for installation of the 30,000-gallon cistern and all the accoutrements for it passed unanimously

e. Vedauwoo tractor had one bid last month, it was decided to extend the RFP, however there were no additional bids
   i. The bid was from Kubota of Cheyenne for $197,840.00
   ii. Motion to accept the bid from Kubota of Cheyenne at $197,840.00
   iii. Motion to issue a PA for the tractor against the Impact Funds for Kubota of Cheyenne was approved unanimously (PA: VV26-104)

f. Central equipment request for rescue vehicle - work through the list with the Ops Chief and narrow it down to what is essential equipment

12. Allocations for apparatus and consideration of RFPs
   a. Big Laramie Type 3 (non-CDL) – those funds are not currently allocated out of Impact Funds and there is no PA
      i. Request meets all bid requirements
      ii. Motion to allocate Impact Funds to Big Laramie $655,000.00 for a Type 3 truck was approved with 2 ayes and one abstain as a member of BLVFD
      iii. Motion to award the bid to Alta with the preferred equipment with 2 ayes and 1 abstain as a member of BLVFD
      iv. Motion to approve PA for $655,000.00 from allocated funds to the bid recipient approved with two ayes and one abstain as a member of BLVFD (BL26-111
13. Impact Fund Expenditures: Extra-duty pay Ops Chief
   a. Motion to approve a one-time extra duty pay for RFP work to Ops Chief in the amount of $390.00 was approved unanimously
14. Ops Chief's Job Description
   a. The Ops Chief is tasked with the development, managing RFPs, procurements and contracts; approving and coordinating purchase requests
      i. PAs are to go through the Ops Chief first, then he will report to the Board
      ii. Ops Chief is to maintain records for personnel, apparatus, equipment and facilities as well as processing and approving new firefighter applications and paperwork
      iii. The Chair will send the job description out to all chiefs
15. Point of Discussion
   a. The ACFD1 Board will combine all its policies into one manual and update as necessary
   b. Update on tenders
      i. District can pay to send someone to inspect the tender and even hire a mechanic to inspect it.
   c. Dispatch account audit is in progress

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d. The District will work on getting Continuing Education for EMS, will need to contract with appropriate instructors
e. CDLs for tenders
    i. The Board will research how the District can take advantage of the CDL exemption and see how they are run

16. Work Session November 4, 2026; Topic: Hauled Water Program; next Regular Board Meeting is November 18, 2026
17. Motion to adjourn approved unanimously 22:07 (10:07 pm)

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