

## Albany County Fire District Meeting Minutes December 16, 2020

This meeting was held as a hybrid meeting with in-person attendance for Board Members, Board Staff, Chiefs and others, as well as through Zoom because of COVID.

(Please note: Central's North Station internet connection stopped working at approximately 7:05pm and was restored at approximately 7:20 pm)

Meeting was called to order at 5:02 pm. Board members present were Art Sigel, Joe Witt and Jon Essley.

Chairman Sigel moved to approve the November board meeting minutes as presented. Motion was seconded by Secretary Essley and approved unanimously.

No public comment.

Secretary Essley moved to approve the financial report as presented. Motion was seconded by Chairman Sigel and approved unanimously.

WSF Beetle Grant – The contractor was hire but currently no mor work has been done on the infestation. ACFD#1 will continue to hold the money.

Profit & Loss by Department Forms – The expenses on the form and the total expenses at the bottom do not match. Teri Jo will look into it.

EMA – Blake still has emergency response guides available. Michele will pick them up and anyone needing them can contact her. EMA would like to be included in 'I Am Responding' that Central started. Michele to contact Dylan and get information for Blake.

LARC – ER guru is out, and no work will be done over the holidays.

County Fire Warden – Fifteen fires have gone to final approval and will have payment issued, there are 13 more in audit and 10 complete.

Fire Pay – The District will conclude payment of the first 50% to volunteers on all fires. The final 50% was also paid for Cabin, Clemons, Reno and Brandel. Travel vouchers to be paid.

Board Transition, Elections, Management Transition – 2/3 of the board will be turning over. Brett and Luke need to take oaths and Boards attorney can help coordinate that. At the January board meeting they will be elected officials and election officers will happen. Until that time Secretary Essley and Treasurer Witt will retain authority for check writing until the signature cards can be completed. The Board is reviewing a draft audit for FY 19/20 and this is a good time for new board members to read and understand the comments we receive from the auditors. Chairman Sigel will not be a candidate for the Chairman office again.

VVFD Land Line Dispute – There has been a complaint by a neighbor of VVFD with concerns regarding overlap of the fire department on their property. Coffey has been commissioned to complete a survey and is working on signing that exhibit. Will have to meet in Executive Session with Board, attorney and Coffey on how to resolve the complaint. Attorney is also looking into the Title Insurance.

2021 Board Meeting Schedule – Chairman Sigel moved to approve the 2021 Board Meeting Schedule as presented. Motion was seconded by Secretary Essley and approved unanimously.

Strategic Projects – Each department should prepare to make a presentation at the next board meeting of their most desired strategic projects they would like to be considered. The Chief's met and identified seven different areas that exist in all the departments and they feel they will have some good material with to inform the District next month. Chairman Sigel wants to make sure that each department has the opportunity to speak to their needs.

Central Station Project Cost Overrun – The installation fees by two of the utility suppliers are slipped by the engineering and contractor costs but needed to be paid. The biggest being the water hookup and the second being the electrical installation. Aggregate total of overruns is \$12,689.05. Chairman proposed the Board pay this overrun out of the prior approval of District funds to Central to finish the station. Chairman Sigel moved to use ACFD funds from PA261 to pay for the \$12,689.05 overrun on the Central Station Project, this leaves \$12,310.95 of ACFD funds in PA261 for finishing of Central Station. Motion was seconded by Secretary Essley and approved unanimously.

Chief's Report – Shawn will take organizing in the future. Firefighters are tier 2 for COVID vaccine. Dylan has research Fire Rescue 1 Academy for ongoing training within the District because of state canceled classes. The quote for up to 40 people is a one time set up fee of \$100 and annual payment of \$3800. This is an online academy with full access to courses and online training, including structure training and EMS training. Brett suggested Dylan explore the demo mode and find out if wildland fire training is also available. Concerns have been expressed that there isn't enough training being accomplished in the District. The last several years the District has had an open-ended training budget with no limits on spending, and we have yet to exhaust the budget of \$20,000. With the new budget, training is paid for by each Department, not the District. Thus, there may be a cap on individual departments ability to commit to training opportunities since this expense now competes with every other budget item. Budgets should not be a controlling factor in training, and we need to think about how to address this under the budget circumstances. Historically the District had a training committee but because of in-fighting it was closed out. We need targets for recruitment and training.

BLVFD – Chairman Sigel moved to approve the repair of BL31 in that amount of \$1300, 100% BVLFD funds. Motion was seconded by Secretary Essley and approved unanimously. PA267 When bills are paid, we need to make sure the perjury statement is on it because it is public funds.

Chairman Sigel moved to approve BLVFD's purchase of two sets of bunker gear in the amount of \$5,000, 100% BLVFD funds. Motion was seconded by Treasurer Witt and approved unanimously. PA 268

WyCo – No PA is needed for your auxiliary to spend money, as those are not public funds. If you write a check from your department checkbook in the amount of \$500 or more, then you will need a prior approval and PA number. Teri and Bob have signed the bank cards, and they were shipped to James who has signed and shipped them back. Checks cannot be purchased until we have a bank account number, and we have to have the cards to open the bank account to get the bank account number.

Central – Received a phone call about Little Laramie VFD issue. They are interested in purchasing a type 3 WSF owned engine with a radio and extra equipment from Cheyenne. Discussed selling AC20's fire package for \$10,000-\$15,000 and releasing AC20 back to WSF. Cheyenne's type 3 is a Ford 2wd with an F800 chassis and around 60,000 miles with seating for 5, a 500 gpm pump, 500-gallon tank, hose reels on both sides, and it had foam capability, but the foam injection system isn't working and the pump packing will have to be re-done. Considered an urban interface apparatus. Does Central have the early-stage cash outflow to equip the engine and then receiving the later stage cash inflow from selling AC20's fire package. If ordered up on wildland it will make \$46/hour because it is 2wd. Station finishing – the numbers from quotes are higher than expected, they are waiting to see about donations.

The internet connection at Central stopped working at approx. 7:05 pm. Had to go to different media. Teri Jo sent an email and will call however needs to be able to speak.

TSVFD – Closed for the season.

CVVFD – They will host an online FF1 in early January. Garage doors coming in a couple of weeks. CVVFD need to refresh their five-year plan.

Treasurer Witt moved to approve the scanner and office furniture proposal for the new South-Central station that was submitted by the administrative assistant in the total amount of \$800. Motion was seconded by Secretary Essley and approved unanimously. PA 269

VVFD – Problem with heat in building one, however there are no engines in that building. Question regarding the \$143 outstanding reimbursement request, it is coming this month.

Internet connection started working again at approx. 7:20.

New Business – TSVFD has a bill for \$119 every month. This is for the internet hotspot for the department not for the tablets. TSVFD will discontinue this internet hotspot.

EMA and COVID – EMA is looking for help on the COVID 19 taskforce for doing immunizations. There will be a mass location and they would like a couple of EMT's to volunteer in case of

adverse reactions so the nurses giving the immunizations can continue working and not have to stop to handle any medical reactions. They would like an ambulance (not to transport, just to stage) and an EMT to assist. Also looking for a couple of volunteers to handle insurance paperwork. Two-week work window and then off for two weeks. Contact Jon Essley if interested.

Response to Audit – Secretary Essley moved to accept the response to the audit as written. Motion was seconded by Treasurer Witt and approved unanimously. Need to find out about electronic signatures and an electronic perjury statement that can be used by departments. Treasurer Witt moved to approve increase to administrative assistant’s salary. Motion was seconded by Secretary Essley and approved unanimously.

Next meeting – January 20, 2021, most prefer hybrid approach.

Expenditures approved by the Board totaling \$6300 to include: the repair of BL31 in that amount of \$1300, 100% BVLFD funds and BLVFD’s purchase of two sets of bunker gear in the amount of \$5,000, 100% BLVFD funds. Also approved but on a prior PA - use ACFD funds from PA261 to pay for the \$12,689.05 overrun on the Central Station Project, this leaves \$12,310.95 of ACFD funds in PA261 for finishing of Central Station.

Meeting adjourned at 7:30 pm.

Respectfully Submitted,  
Michele Turner, ACFD#1 Administrative Assistant