

Draft Minutes 11/19/2025

1. Meeting called to order by Chair Burkhart at
 - a. Chair Burkhart and Treasurer Jackson attended in person, Secretary Essley attended virtually
2. Approval of Agenda
 - a. Motion to approve the agenda made by Treasurer Jackson
 - b. Seconded by Chair Burkhart
 - c. Discussion add ratification of october financial report to item E action items, running social media posts through ops chief, discussion item for use of apparatus, PA for Wyco, PA AED batteries for Central and approval of Sept. minutes
 - d. Approved with 2 yes votes, 1 not present, (lost connection) no nays and no abstains
3. **Public Comment** – Limited to 3 minutes per person, 60 minutes maximum time. Recess 10 min if required. none
4. **Present for Approval**, the board minutes from
 - a. 19 September Regular Board Meeting
 - i. Motion to approve made by Treasurer Jackson
 - ii. Seconded by Chair Burkhart
 - iii. Discussion-none
 - iv. Approved with 2 yes votes, 1 not present (lost connection), no nays and no abstains
 - b. 15 October Regular Board Meeting
 - i. Motion to approve made by Treasurer Jackson
 - ii. Seconded by Chair Burkhart
 - iii. Discussion-none
 - iv. Approved with 2 yes votes, 1 not present (lost connection), no nays and no abstains
5. **Reports** – Outside Agencies/Guests
 - a. Acknowledge Reports received via Email-none
 - b. Laramie Fire Department
 - i. Not present
 - c. County Emergency Management
 - i. SHSP request committee met oct 30 to prioritize requests, have not released list yet, will know by end of Nov. what they will potentially fund.
 - ii. BK radios available, go to wildland coordinator to be deployed as necessary.
 - iii. Ready op virtual eoc workshop on Dec 5th noon-1
 - iv. Guest: Darren Snively from the National Weather Service-

1. weather.gov/cheyenne/fire for fire weather forecasting, hourly and daily forecast.
2. Spot forecast request, can fill out yourself or call weather service, takes about 15 minutes, SAR and hazmat as well as wildland fire.
3. Can sign up to chat on slack contact office or go to website.
4. aws.cheyenne@noaa.gov or darren.v.snively@noaa.gov
5. Phone 307-772-2227

d. Dispatch, LARC

- i. 05tac1 and 05tac2 are law enforcement channels, should not be used for fires. We have a tac channel for fire, not monitored by dispatch. Firetac1 and firetac2 should be used for fire.

e. Albany County Fire Warden

- i. Rural fire meeting 3-5 dec. 4th is the general session. assistant state forester, EFSA rules approved 10 oct. changes will be covered at rural fire meeting, new application process. About 1600 fires in Wyoming this year, 254,000 acres.

f. ACFD1 Operations Chief Report

i. Incident Summaries and Lessons Learned

1. Scott now has cards and a district phone, can get cards from him after the meeting, and the phone number will be added to the website.
2. ELDT state program for Class B CDL is a free state program, anyone interested needs to get a temporary license, 12 hours of driving, take written tests for endorsements, then road test at DMV in Cheyenne.
3. I-80 Fire
 - a. AAR last Sunday at station 3. Agencies involved, all district departments and LFD, EMA, Sheriff, PD, RMP, county fire warden and assistant, road and bridge LARC. 3x3 fire, spread very fast. 60.3 acres, fire contained Monday evening except a 200 bale pile that was on fire. Monitored hay fire Monday night while dozers pulled them down, Wed morning, road and bridge helped dig up hot spots. Filled with water then covered and put more water down. Fire out about 1245 Wed.
 - b. Fire Warden-Never seen a complex burning event in city limits. Power company working simultaneously with fire operations. RMP put up 2 poles.

- c. Assistant-A lot of moving parts, everyone worked together very well. All effort is appreciated.
- d. EMA- Everyone did an amazing job and got it under control quickly. EMA opened a facility for evacuation
- e. Wildland coordinator- A lot of things learned from Mason Lane were applied. Could work on some radio training for tac channels. Good communication. Been growing very well.
- f. Percentage of city/county approximately 95% within city limits.
- g. Ops chief- over 1200 transmissions on 05cat1, long transmissions.
- h. LARC- anyone is welcome to come sit with Dispatch to see what happens and what they are doing. Get in contact with Kim to schedule a time.
- i. 9 people showed up at the shelter, unclear on how many were actually evacuated. Can get statistics about how many people the alert system went to.

ii. LFD discussions

- 1. Able to meet with commander stoneham and Chief Johnson
 - a. There are some trust issues, doesn't come from someone doing something wrong, the issue is a lack of familiarity with firefighters in the district. Would like to rebuild relationships and start working together more and training with LFD at their training grounds. Need rosters from chiefs or training officers. Putting together lists of what is needed for JPRs for Firefighter 1. Talking about doing a barbeque with LFD and District 1 to get to know each other. Identification was a topic of discussion, trying to find a way to identify what qualifications firefighters have. LFD uses colored helmets, very costly for departments, possibility of using different colored cow tags to identify qualifications. Vehicle identification, working on a vehicle numbering system. Will involve everyone renumbering units in the district. Having an issue on MVA response, one of the issues is they don't know what is coming, this is a numbering issue as well, need to bring blocking vehicles. Better communication through meetings with LFD.

- g. ACFD1 Wildland Coordinator
 - i. Starting meetings this Friday. Will do AAR with firefighters.
 - ii. Have been invited by forest service to help with burn piles this winter.
 - iii. Meeting for wildland division is open to everyone, will be at Central North on 11/21/2025 at 5:30
- h. EMS Coordinator-not present

6. Financial Report

- a. Ratify Oct 15 financial report
 - i. Motion to ratify made by Chair Burkhart
 - ii. Seconded by Treasurer Jackson
 - iii. Discussion-none
 - iv. Vote approved unanimously
- b. Present for Discussion and Approval
 - i. Financial Report and Bill to be paid
 - 1. Checking \$356,940.26
 - 2. Fire Pay \$59,166.56
 - 3. Impact Funds \$4,856,324.65
 - 4. Money Market \$313,240.74
 - 5. BLVFD \$143,640.83
 - 6. Central \$124,485.28
 - 7. CVVFD \$94,218.68
 - 8. TSVFD \$14,245.10
 - 9. VVFD \$63,975.95
 - 10. Wyco \$108,515.95
 - ii. Department Disbursements
 - 1. Central \$6,000
 - 2. BLVFD \$5,000
 - 3. CVVFD \$5,000
 - 4. TSVFD \$1,500
 - 5. Wyco \$2,083.33
 - 6. VVFD \$4,000
 - iii. Financial report
 - 1. Motion to approve financial report made by Secretary Essley
 - 2. Seconded by Chair Burkhart
 - 3. Discussion-none
 - 4. Vote approved unanimously
 - iv. PA approval & discussion
 - 1. Central, AC12 Tires, \$2700 Dept Funds
 - 2. Central, Gas Monitor, \$1500 Dept Fund

3. Central, AED Batteries \$700
 - a. Batteries are for lifepacs, have current pads, only batteries need to be replaced.
4. All Central PAs total of \$4900
 - a. Public Comment
 - b. Approval
 - i. Motion made by Chair Burkhart
 - ii. Seconded Secretary Jackson
 - iii. Discussion-none
 - iv. Vote approved unanimously
5. Centennial, T8 Service (was Emergency PA) \$639.82
6. Centennial, E9 Body Work, NTE \$5000, Dept Funds
 - a. Public Comment
 - b. Approval
 - i. Motion made by Chair Burkhart
 - ii. Seconded Treasurer Jackson
 - iii. Discussion-deductible for insurance claim \$5,000 so department will cover cost
 - iv. Vote approved unanimously
7. Wyco, Starlink \$800
 - a. Public Comment
 - b. Approval
 - i. Motion made by Chair Burkhart
 - ii. Seconded Treasurer Jackson
 - iii. Discussion-prepared to cover service and any overages. Have another internet provider, will not interrupt internet service at station if dispatched. Routine billing on department card.
 - iv. Vote approved unanimously
8. **ACFD1 Ops, Chief Dress Uniforms – all Depts, ACFD1 Funds, NTE \$2000**
 - a. Public Comment-if chiefs change will new uniforms be purchased. Badge is \$170
 - b. Approval
 - i. Motion made by Chair Burkhart to cover cost of chief and assistant chief not to exceed \$4000
 - ii. Seconded Treasurer Jackson
 - iii. Discussion-White shirt, badge, collar brass, black tie, and business cards. For chiefs to go

to formal events. Badges will be uniform but will have department name on them.

- iv. Assistant chiefs should also have uniforms, double budget and order badges and uniforms for them.
- v. Vote approved unanimously

7. **Action Items** – to be voted on

a. Central Sale of AC11

- i. Discussion-potential buyer for AC11 not sure if there was an approval, not sure if they have talked to a broker or gotten quotes to assess value. Mid90s international, \$38,000 sale price, Central has had it since 2018, spent around \$40,000 when it was purchased. Type 4 750 gallons. No other department in the district in need of that apparatus. Would need to send a sealed bid out to make it available to the public. Receive bids then open and award to highest bidder. Normally timeline is at least 7 days.

ii. Public Comment-none

iii. Board Motion, Discussion and Vote

- 1. Motion made by Chair Burkhart to sell AC11 through sealed bid process, with operations chief in charge of process.
- 2. Seconded Treasurer Jackson
- 3. Discussion
- 4. Vote approved unanimously

b. Ops Chief credit card limit increase to \$3000

- i. Discussion-To match admin assistant limit.

ii. Public Comment

iii. Board Motion, Discussion and Vote

- 1. Motion made by Treasurer Jackson
- 2. Seconded Chair Burkhart
- 3. Discussion
- 4. Vote approved unanimously

c. Adoption of formal street address for ACFD1: 4387 North 3rd St

- i. Discussion-postmaster will deliver to this address, there is a mailbox by the street, not secure will need to get a more secure mailbox, mailbox already approved.

ii. Public Comment-none

iii. Board Motion, Discussion and Vote

- 1. Motion made by Chair Burkhart
- 2. Seconded Treasurer Jackson
- 3. Discussion-none

4. Vote approved unanimously

d. Rural Fire Meeting Attendance: Ops & Wildland NTE \$1000, Dec 3-5

i. Discussion-65th annual 98 per room per night, plan to go wednesday, and Thursday night, cost is 115 per person, includes meals Thurs, per diem rate 68 per day for meals wed and fri

ii. Public Comment-Can they be reimbursed from chief's association? Rural fire board as well the chief's association

iii. Board Motion, Discussion and Vote

1. Motion made by Chair Burkhart

2. Seconded Treasurer Jackson

3. Discussion-none

4. Vote approved unanimously

e. Reaffirm the ops chief is functioning as PIO, any social media posts or other things go through ops chief.

i. Board motion, discussion, and vote

1. Motion made by Chair Burkhart

2. Seconded by Treasurer Jackson

3. Discussion

4. Vote approved unanimously

f. Concluding VVFD Emergency Action and return to service

i. Discussion-Interim chief Bray appointed to guide dept. Ensure apparatus was safe, training was properly conducted and logged, community was involved in the department. Asked to share training records and roster, created 5 person advisory board, have 1 apparatus that is in need of front end work 1 that is in need of repair. Ops chief opinion that the rebuilding efforts have been successful

ii. Public Comment

iii. Board Motion, Discussion and Vote

1. Motion made by Chair Burkhart

2. Seconded Treasurer Jackson

3. Discussion-Interim Chief Bray and Chief Isborn rebuilt department, met all items requested of them by the board and have rebuilt confidence in the dept. Were not the cause of the need to rebuild.

4. Vote approved unanimously

8. Board Topics for Discussion

a. Vehicle Policies and SOGs-ops chief vehicle

i. Insurance Deductibles

1. SOG (?)

- ii. Repairs has some minor body damage that needs to be fixed, have a quote to repair damage.
 - iii. Lettering- would like to add decals to vehicle with ops chief and district website, will need to figure out a call sign for this apparatus.
 - b. Tender RFPs and Tender Committee
 - i. 4 tenders, 2 new 2 used. New units for impact funds need to serve areas for rock creek and rail tie so Centennial and Central
 - c. Central Medium Rescue and Command Vehicle RFPs
 - i. Put together PA to go through RFP process for medium rescue with impact funds.
 - d. MVA SOP
 - i. Topic at last work session will be action item in Dec.
 - ii. MVA and Vehicle fire response. TIMS certification, at least 1 hour class for the job that you are being asked to do.
 - iii. Some discussion in the past about having to have Firefighter 2 for extrication, could be just the extrication segment of fire 2. Create a district 1 certificate for those who have accomplished that with a certified instructor. Vehicle fire, must be certified in SCBA and hose line or fire extinguisher must be deployed. Need to use blocking vehicles on MVAs. First unit on scene take command, give LARC update.
 - e. Fire Pay Procedures and District Pay Processing Expenses
 - f. Standardized District Lien Release / Waiver for contract close outs
 - i. Any third party that comes in to do any work will need to fill this out.
 - g. Donations SOG
 - i. Guidance of what needs to happen with donations either monetary or material. District has to accept donations, public needs opportunity to comment on donations.
 - h. ACFD1 Shoulder Patch Design
 - i. Discussion at work session and action item in December
 - i. Funding for accidents on interstate
 - i. First step ensure that we are maximizing insurance money from all vehicles involved.
 - j. Use of department equipment apparatus is for use of fire suppression and training activities. Remember gear you wear needs to be appropriate for the situation.
9. **Chiefs' Report-Chief's met, a lot was already covered by other topics**
10. **Department Reports**
- a. WYCO 4 probationary members all previous PAs still open, no deployments, I80 fire and Pole Mountain Fire, all equipment in service and

ready, lost bulk of resident responders. Notifying LARC and BLVFD chief when in need of coverage.

- b. TSVFD 13 members last month 1 grass fire 1 MVA and 1 odor call, all equipment in service
- c. CVVFD no change in membership, engine 3 is near completion,
- d. BLVFD 16 members, potential member, no PAs, no deployments, 8 calls in Oct. all apparatus ready to respond. Extrication training with John Bates at LFD Training Facility. Sat Dec 6th probably 0800 hours.
- e. Central VFD 35 calls for the month 3 probationary members added, all apparatus in service
- f. VVFD 118 calls this year, none missed, 13 members 5 full members, 8 probationary members, 2 recruits, 3 associate members, Engine 2 needs about \$6000 in front end repair, Tender has a leak from a liner or head gasket. Need radios, bunker gear.

11. New Business

- a. Work session topic: was supposed to be on the 3rd, Scott and Sean will be gone, move to Dec 10th 1930 at Central South.

12. Adjourn:

13. Motion to adjourn made by MB

14. Second JJ

Approved unanimously at 20:52

**** next work session TBD December '25; next Board Meeting 17 December '25**