

Albany County Fire District #1 Board Meeting Minutes March 20, 2024

This meeting was held as a hybrid meeting with in-person attendance as well as through Zoom.
(*Formal action taken by the Board is indicated via italics.*)

1. Call to Order: Meeting was called to order at 5:30 pm at Central North, a hybrid meeting of in-person and virtual attendance via Google Meet. Board members present were Luke Hawkins, Matt Burkhart and Brett Wadsworth.
2. Approval of Agenda: *Chairman Hawkins motioned to approve the agenda as amended. Add in 7.f. Bookkeeper, Add is 7.g. Credit Cards, 8.d. Image Trend, and move Financial Management Policy Draft from 7.d. to 8.e. The motion was seconded by Treasurer Wadsworth. The vote was unanimous.*
3. Public Comment: No comment from the public.
4. Present for Approval, the Board Meeting Minutes from the February 21, 2024: *Chairman Hawkins motioned to approve the minutes as presented. The motion was seconded by Treasurer Wadsworth for discussion. Treasurer Wadsworth added a comment to the end of 6.i., "and desired outcome. An active, forward-leaning Chair is essential. We didn't run for these positions to simply sit on our hands. Without the District Board there is no District. Of course, without VFD's & firefighters we can do nothing." The minutes were approved as amended and the vote was unanimous.*
5. Reports --- Outside Agencies/Guests:
 - a. LFD – No one present.
 - b. EMA – Training for PR334 When Disaster Strikes. Hazard mitigation plan update first meeting is on 4/11. Waiting on radio grants. Welcome to the new comms specialist, Scott is a retired chief with 32 in fire from Wisconsin.
 - c. LARC – No one present.
 - d. County Fire Warden – The county has acquired new FEPP truck 5602, currently stationed at Central South, and is being used as a backfill for their Type 6 which is out of service. He would like present for consideration to keep it at North. It is available for use by any department when their vehicles are full; jump on it, fight fire, come home, clean it up. It does still need some stuff on it. It is good for initial attack, not dispatch. The pump works and it drives well. We have received the invoice from Casper Dispatch, which is something sent annually, it is more of a polite ask for contribution to the center in the amount of \$1,000; He will pay this for the county. The agreement between the Medicine Bow FS and the County for prescribed burns was approved by the County Commissioners last night. This is an addendum to the AOP, and it can compensate us for our help on their prescribed burns. We went through a "tryout" period last year and we got the job. They saw the benefit and budgeted money to pay us. The budget is not gigantic, it is \$7500. He will prioritize paying people who are working first and deprioritize paying equipment. Because if we charge for all the equipment, we will work for 10 minutes, and the Forest Service will look at that and say it wasn't worth it to budget money for this. May have to look at a compromise with a greatly reduced engine rate, or district involvement in paying. Anything on

Medicine Bow is fair game and they can order us for. This is ONLY on this forest; this is NOT for dispatch. We cannot do prescribed fire on a dispatch resource order as there is NO mechanism in place for the Forest Service to pay us, this is through the AOP and Stafford Act. Please attend the paperwork class on Saturday night, all are welcome. Attending IC team meetings and there are taskbooks changes on the horizon, with more on the ground trainings for taskbooks, and a deemphasis no class time. Going to expect field training.

- e. Training Coordinator: Reminder about wildland weekend EMA training this weekend. Upcoming April 6 there will be wildland radio communication training. Also, a heavy rescue training with Curtis Extrication on April 20, bunker gear required. CVVFD and WYCO RT 130 on April 27th. EV Safety Course online training.
- f. Marla set up an ACFD1 wildland division in her system. Every department has its own people, but for the division they needed a space for that. Thank you to Chad for letting the district borrow his new type 6. It's a really good truck and would be great to store it at north for the summer. Also, can be used as a loaner if another district truck goes down. Already had fires in Laramie County. Between Laramie County and Mason Lane, we had two months off. We have already been in NE and currently WYCO is in TX on severity. Yoder has two trucks in MN. As for the Medicine Bow prescribed fire budget, we need to come up with the best use of the \$7500. Last year we did it for free, this year we have \$7500. Wildland classes are this weekend. Possibility we might have access to a dozer in Encampment, someone working on a Viper contract. PODs meeting with Forest Service was invaluable. Looking at fighting fire more and more with computers, setting up lines, amazing piece of technology, up and running in June. Attended the AOP meeting in Casper. Red cards are out to some people. Would like Chief's to check fire shelters and how old they are. Central had quite a few that were out of date, and we might have to start thinking about replacing them, they are about \$500/piece. He needs a list of what you have, what needs replaced, and a timeline on replacement. Unfortunately, no one has a big surplus of them sitting around.
- g. Peer Support – People are using the EAP program; it is for spouses and children of first responders as well. Information can be found online on website. It is confidential and an EAP letter is sent out within 24 hours of receiving the request. Auxilium is holding Peer Support training in Colorado, add in dates. We have funding to send ACFD1 members to this training. It will be held at Louisville Fire Station 1. Encourage any firefighter who wants to join, it's helping our brothers and sisters in fire service.
- h. Board member reports –
 - i. Chairman Hawkins - Neglected to put on the agenda and amend the agenda. The reasons for job descriptions were not communicated well. Their intent was to help attract the right people, guide training, offer liability for both parties, assist with retention, provide a clear understanding of expectations, and help gauge performance. Meetings

with Chief Johnson, legal, coordinators, peer support, LARC, Scott with EMA, County Fire Warden, rural fire chiefs, shad cooper, County Commissioners, County Treasurer, County Assessor, Dr. Waters, Wyoming State Fire Marshall, AFG grant, Jackson County fire chief Benson. Was in Casper with Fire Chiefs Association Advisory Committee. Worked on 2023 reflections, answered questions about peer support, bathrooms. Would like OSHA information, links and videos, on the website, along with legislative bill information. The board will need to take some time to go through the ones in effect July 1, 2024. Volunteer EMS and SAR 24 hour leave time for responding and for training for state employees. Not of them have the details of the how to, they have only just been passed at this point.

- ii. Brett – Finding bookkeepers and doing the books.
- iii. Matt – Working on admin for google site and active alert. Working with District Coordinator Farber on mailing to all taxpayers regarding topics.

6. Financial Report:

- a. Bills to be paid – Received a \$100,000 check for tenders to add into account on the tender line. *Chairman Hawkins motioned to accept the March Financial Report as presented. Motion was seconded by Secretary Burkhart. The vote was unanimous.*
- b. PA's –
 - i. *Chairman Hawkins motioned to approve TSVFD wildland PPE request in the amount of \$8642.63 (VFA Grant 50 dept/50 aux match with department reimbursed 50% from grant) (PA 230) and WYCO Engine 4 equipment in the amount of \$1383.84 (VFA Grant 50 dept/50 aux match with department reimbursed 50% from grant) (PA 231). Motion was seconded by Treasurer Wadsworth. The vote was unanimous.*
 - ii. *Chairman Hawkins motioned to approve VVFD SCBA equipment in the amount of \$1000. Motion was seconded by Secretary Burkhart. The vote was unanimous with Treasurer Wadsworth abstaining. PA 232 Repair the cooling system on their new Tender 3, one they just purchased for \$5000 to replace the CAT tender. The radiator needed to be replaced and they are hoping to get help from district, since we just sold those tenders, to get the coolant leak fixed and get operational. The work being done by Nicole, labor is free, just need the parts. Treasurer Wadsworth will abstain but working on the Financial Management Policy to capture decisions by prior boards about what district can/will allow payment on. The district would pay for maintenance on tenders with 2000 gal or more, this one is 1800 gal, but VVFD has gained the district some time. He suggests instead of paying for maintenance, the district helps with acquisitions costs. Chairman Hawkins motioned to approve VVFD repair of cooling system on the new tender in the amount of \$2800, 100% district funds. The motion was seconded by Secretary Burkhart for purposes of discussion. What is the district's role in paying for tender*

maintenance, if yes, what is the plan for tenders, minimum sizes, who has them etc. The vote was unanimous with Treasurer Wadsworth abstaining and he suggested helping with initial acquisition costs pending final review of this policy. PA 233

7. Action Items:

- a. Present for Approval, Fire Pay Intent Draft – Treasurer Wadsworth voted and approved at last meeting for 75% but there was a request for something on paper. This puts it in black and white, but also states that if we have another Mullen Fire all bets are off. *Chairman Hawkins motioned to approve the document as presented. Motion was seconded by Secretary Burkhardt for discussion. Secretary Burkhardt wants to make it very clear that this is a loan, and it comes from district reserves regarding taxpayer dollars. Clean up the language so that it is very clear. Until funds received from state any funds are paid from district resources. The vote was unanimous.*
- b. Present for Approval, Safe Streets Initiative – Albany County is applying for grant for a study and has asked us to jointly sign and endorse it. *Chairman Hawkins motioned that he signs the document. The motion was seconded by Treasurer Wadsworth for purposes of discussion. This is a template letter that had us listed as a partner? There are a lot of things outside the scope of what we are interested in; things about increased access to multi modal transportation, better access for community services, some things more relevant to ACSD than to ACFD1. This is a template letter that went out with organizations and our name in there already. No this was not discussed with County Planning before, and Chairman Hawkins does not know why it went out that way. Amend pending legal approval and there is no financial expense associated with this, they are looking for support only. The vote was unanimous.*
- c. Present for Approval, Vehicle, Apparatus and WARM coverage draft policy – Received great feedback. *Chairman Hawkins motioned to add this to the existing Vehicle operations Policy that we currently have. The motion was seconded by Treasurer Wadsworth for purposes of discussion. Does not replace Vehicle Operations Policy, it adds to it. We are looking for insurance algorithm, how do we do figure out coverage repair for building damage, 3 RFP's for body damage on vehicles. Add Section 3 from draft to existing policy. Report, verbal or written notice, to district coordinator within 72 hours based on feedback and within 5 normal business. Scratch out majority of draft, add section 3, timelines, minors in/on apparatus open houses, etc., building loss flow chart, add vehicle ops flowchart, and also the WARM screen shots. Put in supporting documentation as an attachment. Do not add 8. Simplify seven with a simple waiver. Like to see reported to the board or their designee. not the district coordinator. Add nine belongs somewhere other than here; put in personnel behaviors or whatever. Motion amended to add section 3 with 72-hour notification to district board or designee, submit to WARM within 5 normal business days, add nine as well, section seven is not added but will create a general waiver, and add attachment*

or appendix for building loss/vehicle loss flowchart example from WARM. The vote was unanimous.

- d. Present for Approval, Financial Management Draft Policy – moved to 8.e.
- e. Present for Approval, Bookkeeper – Search for replacement, contacted 6 local organizations, met with 4, only 2 submitted LOI's. The interview committee held interviews, evaluated on a matrix which was forwarded to the board.
Candidates were Cindy Delaney with SVAR or Michael Schmitt. The interview committee recommends Cindy Delaney for bookkeeping services. Thank you, Brett, for doing all of that. This will double the amount; however, Mr. Schmitt was even higher. Going with Cindy Delaney gives us a partnership with two CPAs, with both having experience with governmental agencies. We were not seeking CPAs; we were seeking bookkeeping services and credit card management. Going to have to budget somehow and keep a more conservative approach going forward. Treasurer Wadsworth recommends engaging with SVAR and contracting with Organized Calculations for fire pay this season. Teri is willing to provide training/mentoring to get up to speed, that not's free either. Also suggests considering that her time spent on fire pay is paid from fire pay line on the spreadsheet. That is being built by 10% that is being held on apparatus to offset district expenses for Michele and Teri on fire pay. Does this firm change anything with the audit? With two they will both back each other up to provide control and put us in good stead for annual audit. Hourly rate is \$85/hour.
Treasurer Wadsworth motioned the Board to select SVAR LLC for bookkeeping financial management, credit card management. The motion was seconded by Chairmans Hawkins. The software will continue to be QuickBooks online. The vote was unanimous. Treasurer Wadsworth motioned to contract with Organized Calculations as to complete training and fire pay processing as required for this fire season, paid out of the fire pay line for fire pay time. Motion was seconded by Chairman Hawkins. The board has not gone into contract negotiations with Organized Calculations yet but has an anticipated end date of the end of December 2024. The vote was unanimous. With this we are doubling the hourly rate so there will need to be some gatekeeping to prevent emails and phone calls from everyone in the district to the bookkeeper. Will need to restrict the number of directs to her. Department treasurers need to be able to engage, at this point, department treasurers are the conduit to the bookkeeper. Treasurer's, please try to consolidate email, make it efficient to reduce our time on this. Or Chain of Command would be treasurers go through District Treasurer and he can engage with the bookkeeper. Send questions to Treasurer Wadsworth, District Coordinator Farber or Michele. Michele will share a spreadsheet regarding MASA, retirement, worker comp and PA's. Also, we were using Teri's QuickBooks at a discounted rate, so that is a cost as well. OC can release data to SVAR to import into their QBO. Teri, thank you for all of your years of service.
- f. Present for Approval, Credit Cards - FIB is less than optimum for user ease and flexibility. Teri looked into Chase credit card. Each card can have a logo so it

can't be confused with other cards, and also the department name and individual name. However, we have to have individual name, if you don't and there is fraud Chase will not take on the liability, so we have to have names on the cards. Is the bookkeeper going to manage, who's going to turn off and on? *Treasurer Wadsworth motioned to move to Chase credit cards in the approximate same amount with increased credit limits and abandon First Interstate Bank. The motion was seconded by Secretary Burkhart for discussion. If person specific, then every engine boss or single resource will use a credit card. Consider moving cards for every engine boss and control them, not active except when dispatching out and utilize Wildland Coordinator Turner's record keeping for engine bosses within the district. The vote was unanimous.*

8. Board Topics:

- a. Present for Discussion, Bathroom RFP Update – Any actions on contracts? VVFD design sent to them, and Assistant Chief Green said yes. Ready to start from contract signing. CVVFD architect called and completed measurements, not far behind VVFD. TSVFD, needs additional contact but they are snowed in to retake measurements will be awhile. Ben has contact info.
- b. Present for Discussion, Strategic Plan – There was good discussion at last work session. Would like to send out an online survey, with the intent to capture as many people in the district on SWOT as possible. Jasmine created an online survey, with two components, to get info from firefighters. Board will try to get out to departments in May and present results of the surveys. A Strategic Plan will help ensure we are properly serving the taxpayers and so a similar survey will be sent out for taxpayers. Could include a QR code with newsletter to take the survey. These will be two independent surveys. Both are anonymous. And they would like each individual member to fill it out themselves to capture as much unfiltered information as possible. Jasmine will add what do you see the board's role in the management of the district. Compile information and get together in May to analyze trends, extrapolate information to goals, mission, vision, and values. The results will be available in their entirety. This is a stakeholder survey not just a taxpayer survey. Will be open April 1 through April 30 with a work session May 1st. Jasmine will send the initial email with survey but wants someone else to send the reminder emails.
- c. Present for Discussion, EMS Agreement Status – Have a meeting with Dr. Waters tomorrow. Align Providers of WY would like to formalize a contract, and on our end, we want to reduce agreement costs. Thus, an EMS Coordinator position and the need to advertise. Chairman Hawkins is in favor of it being a paid position but doesn't know what that number looks like. Discussion regarding EMS in the district. With the agreement there is a cost. The agreement cost goes down if we have an inside person to handle some of the workload. We have to figure out a plan to increase sustainable revenue, especially with possible new regulations and revenue loss. Needs to take steps to move in a direction to increase sustainable revenue and cover firefighter and EMT liability. Maybe some out there are interested in helping out. We also don't know what align

providers are going to provide. To start with a volunteer position, if interested please submit a letter of interest to the Board.

- d. Present for Discussion, Image Trend – Onboarding date is April 9th, and we will coordinate with Monica and Joyce to do this. ER is not being shut down on March 31st. The wildland module that WSF paid for threatened to shut down March 31st. The rest of it up through at least through June for the state. March 31st is from the State Forestry module. Jerod Delay is working on exactly how to move forward with it. ER could be extended for wildland module. *Chairman Hawkins motioned to onboard Image Trend April 9, 2024. Secretary Burkhart seconded for purposes of discussion. The vote was unanimous.*
 - e. Present for Discussion, Financial Management Policy Draft – Purpose is to capture all of the things approved by previous boards but not in the current policy; items that are only in minutes as far as spending. Treasurer Wadsworth will clean it up then send it out for review.
9. Chiefs Report – They did not meet.
10. Department Reports:
- a. BLVFD - 16 members, Jerry Soukup retired after 12 years, they responded to 8 calls last month, medicals, they didn't get paged for Hwy 130 accident even though they are on the border with CVVFD.
 - b. WYCO – Thanked Treasurer Wadsworth for engaging chiefs on financial policy, 14 members, spring training, 3 engine boss trainees with Neal Bowers getting close, Randy is Heavy Equipment Boss in TX on severity, and they had a short dispatch for WYCO to NE, and the last snowstorm impeded getting to a call on 230.
 - c. TSVFD – 9 active, 1 medical, 1 trainee, 1 pa, three MVA's, one wildfire, planning their RT130 on May 11, and they still have a lot of snow at the station.
 - d. Central – 8 probational, 15 members, 3 recruits, 110 calls year to date, 32 calls this month, leadership change, Jason Holloway was elected Central Chief effective 2 weeks ago, Dylan is on leave of absence but will come back as an engineer, AC12 and AC14 are in the shop, AC12 back next week, and AC14 is done and needs to be picked up, and they are working with VVFD on response calls during the day, will be less now, and also will call BLVFD.
 - e. VVFD – 22 members, have a waiting list to get on VVFD as they don't have enough PPE and gear to outfit more people, 11 full, 7 probational, 73 calls and 80% increase, mutual aid with LCFD10 and Central, the LMTV is getting electrical work done and Brush 5 is getting pump package sealing done, Central and VVFD have two new combi tools, battery powered, in service ready to go on rescue, and looking to use VFA grant money to purchase a topper and slide out bed for full extrication and medical assist on Support 6.
 - f. CVVFD – No change in membership, should be getting complete current prices on type 3, assume there will be a 6% increase from last bids, and this was calculated into PA request, RT130 the end of April.
11. New Business – Please get budget submissions before April 1st for the year. Work sessions scheduled May 1 for budgets. June has to be the approval month. Talk to

grant writer about new fire shelters, EMS coordinator, SCBA's. Chief Isborn asked if there is a benefit to possibly adding two more board members to the board to make a 5-person board. They have talked about it, but never said yay or nay, and the revenue or asset question always comes up. Board will check with assessor. Please watch The OSHA video, we will be affected, this is nationwide. It's not something we can pretend doesn't apply to us. The impact on CVVFD and their three stations and fleet will be \$10-20 million. As for input back to OSHA, please be very specific by line number and section when commenting.

12. *Chairman Hawkins motioned to adjourn the meeting at 8:24 pm. The motion was seconded by Treasurer Wadsworth. The vote was unanimous. Next work session April 5, 2024; next board meeting April 17, 2024.*

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant



AMENDED MEETING AGENDA

March 20, 2024, 5:30 pm

Location: Albany County Fire District 1 Central North

4387 North 3rd St, Laramie, WY 82072

Hybrid/Virtual: Google Meet

Video call link: <https://meet.google.com/oyi-emzh-pch>

Or dial: (US) +1 267-404-3843 PIN: 537 401 105#

1. **CALL TO ORDER**
2. **APPROVAL** of Agenda
3. Public Comment
4. Present for **APPROVAL**, the Board Meeting Minutes from February 21, 2024

Documents: [ACFD1 Draft February Board Meeting Minutes](#)

5. Reports --- Outside Agencies/Guests
 - a. Laramie Fire Department
 - b. County Emergency Services
 - c. Dispatch, LARC
 - d. County Fire Warden
 - e. ACFD1 Coordinators
 - f. ACFD1 Peer Support Team
6. Financial Report
 - a. Bills to be paid
 - b. Present for **DISCUSSION** and **APPROVAL**, PA Approvals

Documents: [ACFD1 March 2024 Financials](#)

7. Action Items – to be voted on
 - a. Present for **APPROVAL**, Fire Pay Intent Draft

Documents: [Draft Fire Pay Intent](#)

- b. Present for **APPROVAL**, Safe Streets Initiative

Documents: [Template Albany County Safe Streets Letter of Support](#)

- c. Present for **APPROVAL**, Vehicles, Apparatus and WARM coverage Draft

policy Documents: [ACFD1 WARM coverage & claims](#)

- d. Present for **APPROVAL**, Financial Management Policy Draft (moved to Board Topics)

Documents: [Draft Financial Mgmt Policy](#)

- e. Present for **APPROVAL**, Image Trend onboarding date 4/9/23 (moved to Board Topics)

- f. Present for **APPROVAL**, Bookkeeper (added)

- g. Present for **APPROVAL**, Credit Cards (added)

8. Board Topics

- a. Present for **DISCUSSION**, Bathroom RFP Updates - Action on contracts
- b. Present for **DISCUSSION**, Strategic Plan
- c. Present for **DISCUSSION**, EMS Agreement status
- d. Present for **DISCUSSION**, Image Trend (added)
- e. Present for **DISCUSSION**, Financial Management Policy Draft (added)

9. Chiefs Report

10. Department Reports: BL, WYCO, TS, Central, VVFD, CVV

11. New Business

12. **ADJOURN**; next work session April 5, 2024, next board meeting April 24, 2024

Albany County Fire District 1

Balance Sheet

As of February 29, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
ACFD Checking (4405)	258,541.05
ACFD Fire Pay (5695)	164,523.29
ACFD Impact Funds (2557)	1,356,525.52
ACFD MM (5691)	305,088.42
BLVFD Checking (6315)	127,118.69
Central Checking (9271)	108,553.60
Coordinators (7265)	6,645.74
CVVFD Checking (6309)	135,144.38
TSVFD Checking (6311)	15,680.05
VVFD Checking (6085)	25,566.86
Wyco Checking (0609)	69,757.77
Total Bank Accounts	\$2,573,145.37
Accounts Receivable	
Accounts Receivable	-9,683.65
Total Accounts Receivable	\$ -9,683.65
Other Current Assets	
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$2,563,461.72
TOTAL ASSETS	\$2,563,461.72
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	6,361.00
Total Accounts Payable	\$6,361.00
Other Current Liabilities	
2110 Direct Deposit Liabilities	0.00
Payroll Liabilities	1,857.00
Total Other Current Liabilities	\$1,857.00
Total Current Liabilities	\$8,218.00
Total Liabilities	\$8,218.00
Equity	
Opening Balance Equity	100,242.22
Retained Earnings	819,091.53
Net Income	1,635,909.97
Total Equity	\$2,555,243.72
TOTAL LIABILITIES AND EQUITY	\$2,563,461.72

Albany County Fire District 1

Budget vs. Actuals: FY24 P&L

July 2023 - February 2024

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
Billable Expense Income	1,668.42		
R-1 Property Taxes and Assessments			
R-1.1 Tax Levy	596,191.50	750,000.00	79.49 %
Total R-1 Property Taxes and Assessments	596,191.50	750,000.00	79.49 %
R-2 Revenues from Other Governments			
R-2.4 Federal Fire Pay	653,307.54		
R-2.4.1 Personnel	0.00	260,000.00	0.00 %
R-2.4.2 Equipment	-481.65	390,000.00	-0.12 %
Total R-2.4 Federal Fire Pay	652,825.89	650,000.00	100.43 %
Total R-2 Revenues from Other Governments	652,825.89	650,000.00	100.43 %
R-3 Operating Revenue			
R-3.1 Customer Charges			
R-3.1.1 Fire Recovery	10,097.40	40,000.00	25.24 %
Total R-3.1 Customer Charges	10,097.40	40,000.00	25.24 %
Total R-3 Operating Revenue	10,097.40	40,000.00	25.24 %
R-4 Grants		0.00	
R-4.2 Federal Grants - State Agencies		40,000.00	
ARPA - Bathrooms		280,000.00	
ARPA - Bld Warriors	7,534.64	180,000.00	4.19 %
Total R-4.2 Federal Grants - State Agencies	7,534.64	500,000.00	1.51 %
R-4.3 State Agencies Grants	2,562.00		
EMS Grant		12,000.00	
Total R-4.3 State Agencies Grants	2,562.00	12,000.00	21.35 %
Total R-4 Grants	10,096.64	512,000.00	1.97 %
R-5 Miscellaneous	4,008.79		
R-5.1 Interest	13,109.90	220.00	5,959.05 %
R-5.2 Other	469.00		
R-5.2.2 Sales of Equipment	7,500.00	1,000.00	750.00 %
R-5.2.3 Donations	5,361.76		
Total R-5.2 Other	13,330.76	1,000.00	1,333.08 %
Total R-5 Miscellaneous	30,449.45	1,220.00	2,495.86 %
R-6.1 Impact Funds	1,347,975.56		
Uncategorized Income	14.42		
Total Income	\$2,649,319.28	\$1,953,220.00	135.64 %
GROSS PROFIT	\$2,649,319.28	\$1,953,220.00	135.64 %
Expenses			
A Capital Outlay Budget			
E-01 Capital Outlay			
E-1.1 Real Property			
E-1.1.1 New Stations/Upgrades	29,045.07	318,000.00	9.13 %

Albany County Fire District 1

Budget vs. Actuals: FY24 P&L

July 2023 - February 2024

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Total E-1.1 Real Property	29,045.07	318,000.00	9.13 %
E-1.2 Vehicles	27,110.00	30,000.00	90.37 %
E-1.6 Radio Replacements	7,595.58		
Total E-01 Capital Outlay	63,750.65	348,000.00	18.32 %
Total A Capital Outlay Budget	63,750.65	348,000.00	18.32 %
B Administration			
E-02 Personnel Services			
E-2.1 District Administrator	12,277.46	21,000.00	58.46 %
E-2.4 Grant Writer		1,500.00	
E-2.7 Coordinators	23,616.72	40,000.00	59.04 %
E-2.8 Human Resources	2,000.00	15,000.00	13.33 %
Total E-02 Personnel Services	37,894.18	77,500.00	48.90 %
E-03 Board Expenses		1,600.00	
E-3.1 Travel	395.80	1,200.00	32.98 %
E-3.6 Contingency Items		3,600.00	
E-3.7 Office Expenses	487.18	4,500.00	10.83 %
E-3.7.1 Dues & Subscriptions	2,279.67	1,750.00	130.27 %
E-3.7.2 Meeting Legal Ads	561.09	2,500.00	22.44 %
E-3.7.3 P.O. Box Rental	179.20		
Total E-3.7 Office Expenses	3,507.14	8,750.00	40.08 %
Total E-03 Board Expenses	3,902.94	15,150.00	25.76 %
E-04 Contractual Services			
E-4.1 Legal	16,883.86	30,000.00	56.28 %
E-4.2 Accounting/Auditing			
E-4.2a Bookkeeping	14,847.00	20,000.00	74.24 %
E-4.2b Auditing	9,500.00	10,000.00	95.00 %
Total E-4.2 Accounting/Auditing	24,347.00	30,000.00	81.16 %
E-4.3 Other		1,000.00	
E-4.5 Prof. Services	18,792.37	181,500.00	10.35 %
E-4.6 City of Laramie (LFD)	120,000.00	120,000.00	100.00 %
Total E-04 Contractual Services	180,023.23	362,500.00	49.66 %
E-05 Other (Admin)	49.20		
E-5.1 Office Supplies	1,071.23	8,150.00	13.14 %
E-5.4 Registrations	60.00		
E-5.6 Bank Service Charges	580.65	100.00	580.65 %
Total E-05 Other (Admin)	1,761.08	8,250.00	21.35 %
Total B Administration	223,581.43	463,400.00	48.25 %
C Operations			
E-07 Personnel Services		0.00	
E-7.1 Wages - Operations	2,825.62		
E-7.1a Wages - Federal Fires	263,993.27	240,000.00	110.00 %

Albany County Fire District 1

Budget vs. Actuals: FY24 P&L

July 2023 - February 2024

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
E-7.1c Travel Vouchers	16,262.18	20,000.00	81.31 %
Total E-7.1 Wages - Operations	283,081.07	260,000.00	108.88 %
E-7.5 Federal Fire POV	657.98	7,500.00	8.77 %
Total E-07 Personnel Services	283,739.05	267,500.00	106.07 %
E-08 Travel	5,311.35		
E-8.1 Mileage	98.25		
E-8.3 Fuel	25,128.94	56,180.00	44.73 %
E-8.3a Fuel for Disbatches	8,966.44	4,000.00	224.16 %
Total E-8.3 Fuel	34,095.38	60,180.00	56.66 %
E-8.4 Per Diem (non-training)	253.34		
Total E-08 Travel	39,758.32	60,180.00	66.07 %
E-09 Operating Supplies	3,393.19		
E-9.1 PPE	8,972.49	90,000.00	9.97 %
E-9.2 Equipment	78,218.72	119,240.00	65.60 %
E-9.3 Supplies - General	5,858.93	5,500.00	106.53 %
Total E-09 Operating Supplies	96,443.33	214,740.00	44.91 %
E-10 Program Services			
E-10.1 Training	11,034.13	27,270.00	40.46 %
E-10.2 Recruitment & Retention	1,459.00	1,600.00	91.19 %
E-10.4 Emergency Reporting			
E-10.4.1 ESO/Image Trend	1,318.40	5,000.00	26.37 %
E-10.4.2 Fluent IMS/Active 911	1,413.68	2,000.00	70.68 %
Total E-10.4 Emergency Reporting	2,732.08	7,000.00	39.03 %
Total E-10 Program Services	15,225.21	35,870.00	42.45 %
E-11 Contractual Arrangements	100.00		
E-11.1 Rent/Lease Expense	18,169.14	26,900.00	67.54 %
Total E-11 Contractual Arrangements	18,269.14	26,900.00	67.92 %
E-12 Other Operations	258.73		
E-12.1 Station Maintenance	15,011.97	35,200.00	42.65 %
E-12.1a Snow Removal		4,500.00	
E-12.1b Security	241.50	500.00	48.30 %
Total E-12.1 Station Maintenance	15,253.47	40,200.00	37.94 %
E-12.2 Vehicle Maintenance	51,298.04	76,320.00	67.21 %
E-12.2a Tenders Maint	-7,719.85	25,000.00	-30.88 %
E-12.2b Maint on Disbatched Engines	908.21	500.00	181.64 %
Total E-12.2 Vehicle Maintenance	44,486.40	101,820.00	43.69 %
E-12.4 Utilities			
E-12.41 Phone/Internet	6,582.00	8,453.00	77.87 %
E-12.42 Propane/Heating	20,544.77	58,160.00	35.32 %
E-12.43 Power	9,076.81	16,100.00	56.38 %
E-12.44 Trash/Disposal	2,048.51	2,550.00	80.33 %

Albany County Fire District 1

Budget vs. Actuals: FY24 P&L

July 2023 - February 2024

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
E-12.45 Water/Sewer	666.70		
Total E-12.4 Utilities	38,918.79	85,263.00	45.65 %
Total E-12 Other Operations	98,917.39	227,283.00	43.52 %
Total C Operations	552,352.44	832,473.00	66.35 %
D Indirect Costs			
E-14 Insurance			
E-14.1 Liability - LGLP	2,761.00	6,000.00	46.02 %
E-14.2 Buildings & Vehicles - WARM	28,494.24	28,779.00	99.01 %
E-14.4 Other	361.74		
E-14.5 Fire Suppression Acct	10,168.79	9,394.00	108.25 %
E-14.6 Surety Bond	1,040.00	1,100.00	94.55 %
E-14.7 MASA Insurance	8,569.00	13,000.00	65.92 %
Total E-14 Insurance	51,394.77	58,273.00	88.20 %
E-15 Indirect Payroll Costs			
E-15.1 FICA Taxes	88,904.58	38,700.00	229.73 %
E-15.2 Worker's Comp	19,789.54	29,400.00	67.31 %
E-15.4 Retirement	6,225.00	10,000.00	62.25 %
Total E-15 Indirect Payroll Costs	114,919.12	78,100.00	147.14 %
Total D Indirect Costs	166,313.89	136,373.00	121.96 %
Purchases	7,589.69		
Total Expenses	\$1,013,588.10	\$1,780,246.00	56.94 %
NET OPERATING INCOME	\$1,635,731.18	\$172,974.00	945.65 %
Other Expenses			
99998 Ask the Client	-178.79		
Total Other Expenses	\$ -178.79	\$0.00	0.00%
NET OTHER INCOME	\$178.79	\$0.00	0.00%
NET INCOME	\$1,635,909.97	\$172,974.00	945.75 %

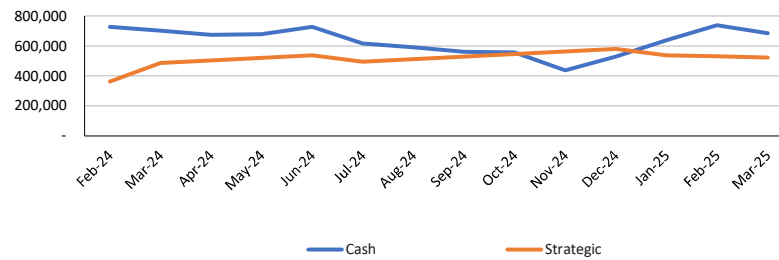
ACFD#1 Cash Flow Projection

		Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	
Accounts & Revenue	Starting Cash Balance as of the 1st															
	0	Impact Funds (Restricted)	1,186,014	1,356,526	1,525,024	1,693,522	1,862,020	2,030,518	2,199,016	2,367,514	2,536,012	2,704,510	2,873,008	3,041,506	3,210,004	3,378,502
	1	ACFD 1 Operational Acct	296,043	258,541	239,416	210,634	215,695	264,130	153,600	127,887	96,758	43,287	77,357	170,083	296,044	257,532
	2	ACFD1 Fire Pay Acct	177,342	164,523	159,458	159,458	159,458	159,458	159,458	159,458	159,458	54,860	54,860	54,860	177,343	177,343
	3	ACFD 1 MM Acct	304,665	305,088	303,761	303,761	303,761	303,761	303,761	303,761	303,761	303,761	303,761	303,761	303,610	303,576
	4	Receipts														
	5	Albany County Mil Levy	30,656	17,052	15,186	48,851	92,552	24,965	18,648	13,355	41,840	80,177	137,547	214,202	30,656	17,052
	6	Federal Fire Receipts	40,752	-	-	-	-	-	-	-	-	-	-	-	-	-
	7	Reimbursements	4,973	10,005	-	-	-	-	-	-	-	-	-	-	-	-
	8	Hauled water														
9	Total Cash:	854,431	755,210	717,821	722,703	771,466	752,314	635,467	604,461	601,817	482,085	573,525	742,906	807,653	755,503	
Variable Expenses	10	Fire Pay Payroll Tax	1,475	1,028	-	-	-	-	-	-	-	-	-	-	-	-
	11	Fire Pay Payroll Wages	7,019	4,037	-	-	-	-	-	-	-	-	-	-	-	-
	12	Hotel/Truck Funds Paid	45,035	-	-	-	-	-	-	-	-	-	-	-	-	-
	13	Workers Comp	1,038	608	1,038	1,038	1,038	1,038	1,038	1,038	1,038	1,038	1,038	1,038	1,038	1,038
	14	Workers Comp (Fire Pay)	-	489	226	-	-	-	-	-	-	1,417	-	-	-	-
	15	LFD Contract	-	-	-	-	-	60,000	-	-	-	-	-	60,000	23,636	25,734
	16	MASA Insurance	874	912	988	988	988	988	988	988	988	988	988	988	1,007	1,011
	17	ACFD Portion of PA's	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	18	LGLP (Liability)	-	-	-	-	-	2,761	-	-	-	-	-	-	-	-
	19	Surety Bonds	-	-	-	-	-	-	-	-	-	-	-	940	-	-
	20	WARM Insurance	-	-	-	-	-	28,494	-	-	-	-	-	-	-	-
	21	Fire Suppression	10,169	-	-	-	-	-	-	-	-	-	-	-	-	-
	22	Fire Recovery Xfer	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	23	Grant Expenses	9,920	1,970	-	-	-	-	-	-	-	-	-	-	-	-
	24	PA Expenses	-	1,208	-	-	-	-	-	-	-	-	-	-	-	-
25	Tender Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Regular Expenses	26	Board Expenses	743	524	303	303	303	303	303	303	303	303	303	303	743	303
	27	Legal Fees	4,036	3,363	3,592	3,677	3,849	3,967	4,085	4,203	4,321	5,022	5,285	5,122	5,227	5,386
	28	Bookkeeping	1,699	1,699	1,699	1,699	1,699	1,699	1,699	1,699	1,699	1,618	1,599	1,642	1,632	1,624
	29	Human Resources	-	2,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,167	1,205
	30	ESO/Imagetrend	165	-	165	165	165	165	165	165	165	165	165	165	165	165
	31	Active 911	-	-	127	89	246	250	254	258	262	268	278	313	345	366
	32	Payroll (Wages & Taxes)	5,556	5,556	5,556	5,556	5,556	5,556	5,556	5,556	5,556	5,556	5,556	5,556	5,556	5,556
	33	Wyoming Retirement	863	863	863	863	863	863	863	863	863	863	863	863	807	863
	34	CPA Services	9,500	-	-	-	-	-	-	-	-	-	-	-	-	-
	35	Laramie Boomerang	42	19	113	113	113	113	113	113	113	128	131	123	42	126
	36	Coords Budget Dist	833	833	833	833	833	833	833	833	833	278	150	445	373	322
	37	BLVFD Budget Dist	5,106	5,106	5,106	5,106	5,106	5,106	5,106	5,106	5,106	5,106	5,106	5,106	5,106	5,106
	38	CVVFD Budget Dist	5,259	5,259	5,259	5,259	5,259	5,259	5,259	5,259	5,259	5,259	5,259	5,259	5,259	5,259
	39	Central Budget Dist	10,868	10,868	10,868	10,868	10,868	10,868	10,868	10,868	10,868	10,868	10,868	10,868	10,868	10,868
	40	TSVFD Budget Dist	1,506	1,506	1,506	1,506	1,506	1,506	1,506	1,506	1,506	1,506	1,506	1,506	1,506	1,506
	41	VVFD Budget Dist	2,946	2,946	2,946	2,946	2,946	2,946	2,946	2,946	2,946	2,946	2,946	2,946	2,946	2,946
	42	Wyco Budget Dist	1,779	1,779	1,779	1,779	1,779	1,779	1,779	1,779	1,779	1,779	1,779	1,779	1,779	1,779
	43	Total Expenses:	126,433	52,575	43,968	43,789	44,118	135,495	44,361	44,483	44,605	46,107	44,820	105,964	69,202	71,164
44																
45	Total Cash Less Expenses:	727,999	702,636	673,853	678,914	727,349	616,819	591,106	559,977	557,212	435,978	528,704	636,942	738,451	684,338	
46																

Strategic Items & Truck Funds

47	Strategic Items:															
48	<i>ACFD Portion of PA's</i>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
49		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
50	Fire Pay & POV Outstanding LFD Eng Replacement Monthly accum. of:	\$2,500	62,337	64,837	67,337	69,837	72,337	74,837	77,337	79,837	82,337	84,837	87,337	89,837	92,337	94,837
51	Strategic Obj B Monthly accum. of:	\$0	\$30,659	\$30,659	\$30,659	\$30,659	\$30,659	\$30,659	\$30,659	\$30,659	\$30,659	\$30,659	\$30,659	\$30,659	\$30,659	\$30,659
52	Strategic Obj C Monthly accum. of:	\$1,461	\$13,150	\$14,611	\$16,072	\$17,533	\$18,994	\$20,455	\$21,916	\$23,377	\$24,838	\$26,299	\$27,761	\$29,222	\$30,683	\$32,144
53	Grant Writer	\$125	\$1,000	\$1,125	\$1,250	\$1,375	\$1,500	\$1,625	\$1,750	\$1,875	\$2,000	\$2,125	\$2,250	\$2,375	\$2,500	\$2,625
54	HR Position	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
55	LFD Contract Monthly accum. of:	\$10,000	20,000	30,000	40,000	50,000	60,000	10,000	20,000	30,000	40,000	50,000	60,000	10,000	(3,636)	(19,371)
56	Tender Repair & Replace Monthly accum. Of:	\$2,083	74,406	181,739	184,072	186,405	188,738	191,071	193,404	195,737	198,070	200,403	202,736	205,069	207,402	209,735
57	Capital Improvement	\$417	37,580	37,997	38,414	38,831	39,248	39,665	40,082	40,499	40,916	41,333	41,750	42,167	42,584	43,001
58	Contingency	\$300	29,816	30,116	30,416	30,716	31,016	31,316	31,616	31,916	32,216	32,516	32,816	33,116	33,416	33,716
59	Department Truck Funds															
60	BLVFD Truck CY 2021	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
61	CY 2022	5,682	5,682	5,682	5,682	5,682	5,682	5,682	5,682	5,682	5,682	5,682	5,682	5,682	5,682	5,682
62	CY 2023	7,043	7,043	7,043	7,043	7,043	7,043	7,043	7,043	7,043	7,043	7,043	7,043	7,043	7,043	7,043
63	CVVFD Truck CY 2021	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
64	CY 2022	11,684	11,684	11,684	11,684	11,684	11,684	11,684	11,684	11,684	11,684	11,684	11,684	11,684	11,684	11,684
65	CY 2023	10,516	10,516	10,516	10,516	10,516	10,516	10,516	10,516	10,516	10,516	10,516	10,516	10,516	10,516	10,516
66	Central Truck CY 2021	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
67	CY 2022	1,891	1,891	1,891	1,891	1,891	1,891	1,891	1,891	1,891	1,891	1,891	1,891	1,891	1,891	1,891
68	CY 2023	17,379	17,379	17,379	17,379	17,379	17,379	17,379	17,379	17,379	17,379	17,379	17,379	17,379	17,379	17,379
69	TSVFD Truck CY 2021	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
70	CY 2022	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
71	CY 2023	186	186	186	186	186	186	186	186	186	186	186	186	186	186	186
72	VVFD Truck CY 2021	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
73	CY 2022	4,246	4,246	4,246	4,246	4,246	4,246	4,246	4,246	4,246	4,246	4,246	4,246	4,246	4,246	4,246
74	CY 2023	7,283	7,283	7,283	7,283	7,283	7,283	7,283	7,283	7,283	7,283	7,283	7,283	7,283	7,283	7,283
75	WyCo Truck CY 2021	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
76	CY 2022	4,122	4,122	4,122	4,122	4,122	4,122	4,122	4,122	4,122	4,122	4,122	4,122	4,122	4,122	4,122
77	CY 2023	24,159	24,159	24,159	24,159	24,159	24,159	24,159	24,159	24,159	24,159	24,159	24,159	24,159	24,159	24,159
78	Total Strategic:	363,139	485,276	502,412	519,548	536,684	493,820	510,956	528,092	545,228	562,364	579,500	536,636	530,136	521,538	
79																
80	Non-obligated funds:	364,859	217,360	171,441	159,366	190,665	122,999	80,150	31,885	11,984	(126,387)	(50,796)	100,306	208,315	162,800	

Total Cash Remain vs.Strategic Items



ACFD#1 Pre-Approval Request Summary
March 2024

TSVFD.....\$8,642.63 Dept Funds (50% Grant, 50% Auxiliary)

1. Wildland PPE – \$8642.63 Dept/grant Funds (PA-_____)

VVFD \$1,000.00 Dept Funds, \$2,800.00 ACFD Funds

1. SCBA Equipment, inspection & servicing - \$1,000.00 Dept Funds (PA-_____)
2. Repair of cooling system on Tender - \$2,800.00 ACFD Funds (PA-_____)

Wyco.....\$1,383.84 Dept Funds (50% Grant, 50% Dept)

1. Engine 4 Equipment - \$1,383.84 Dept/grant Funds (PA-_____)

Pre-Approval Expenditure Request Form

VFD Name: TIE SIDING VFD

Project/Item Requesting: WILDLAND PPE, LIST ATTACHED

Submission Date: 03/04/2024

Contact Person: CHIEF ESSLEY, LT MILLER

Project Description/Details: e.i. What needs does this purchase fill? Why should the Board approve this purchase? Who/what are the benefits of this purchase?

Pursuing A WYOMING STATE FORESTRY VFA GRANT, PURCHASING WILDLAND FIRE APPARAL + PPE, INCLUDING "YELLOW + GREEN'S", FIRE SHELTERS, LINE PACKS, HELMETS. SPECIFIC ITEMS LIST IS ATTACHED (WITH VFA GRANT COPY).

IN ACCORDANCE WITH VFA GRANT TERMS, 100% PAYMENT "UP FRONT" WITH THEN 50% GRANT REIMBURSEMENT AND 50% AUXILIARY REIMBURSEMENT. ULTIMATE DEPARTMENT COST EXPECTED TO BE ZERO.

TSVFD IS RECRUITING NEW MEMBERS, WILL NEED TO EQUIP THEM. ALSO WILL USE SOME ITEMS TO REPLACE WORN/NON-USABLE

Payment Breakdown: Total Cost: 8,642.63

Who is spending monies:

Is there a need for a bridge loan*
from ACFD1?

NO

ACFD1:

VFD: SEE ABOVE

Amount:

Grant: 50%, Aux 50%

*The verbiage "bridge loan" is used as a common practice within the District and is not meant to imply or denote any other legal meaning.

When do you plan to
spend the money? Put
amounts next to the
months expected monies
to go out.

JAN

MAY

SEP

FEB

JUN

OCT

MAR

JUL

NOV

APR

AUG

DEC

X

X

Contract #: 236790**Entry Date:** 1/22/2024 1:20:04 PM**Department:** Wyoming Office of State Lands & Investments,
Forestry DivisionWYOMING ATTORNEY
GENERAL'S OFFICE**Agency Contact:** Fallbeck, Christopher

FEB 14 2024

Phone: 3077778017**Other Agency Contact:**Tyler M. Renner
APPROVED AS TO FORM**Client Comments:** This grant agreement is from already
approved contract #235647.**Contractor/Vendor Name:** Tie Siding Volunteer Fire Department**Contract Title:** 2024 VFA Grant Agreement**Contract Type:** Grant Agreement - Federal**Contract Amount:** 10000.0000**Contract Effective Date:****Contract Expiration Date:** 5/31/2024 12:00:00 AM**Status:** AG Approved as to Form**RETURN VIA:** Ink Signature - Pick-up**Assigned Attorney:** Tyler Renner

**GRANT AGREEMENT BETWEEN THE STATE OF WYOMING,
OFFICE OF STATE LANDS AND INVESTMENTS, FORESTRY DIVISION
AND
TIE SIDING VOLUNTEER FIRE DEPARTMENT**

1. **Parties.** The parties to this Grant Agreement (Agreement) are the State of Wyoming, Office of State Lands and Investments, Forestry Division (Agency), whose address is: 5500 Bishop Boulevard, Cheyenne, WY 82002, and Tie Siding Volunteer Fire Department (Grantee), whose address is: 494 Boulder Ridge Road, Tie Siding WY 82084.
2. **Purpose of Agreement.** The purpose of this Agreement is to set forth the terms and conditions by which the Agency shall provide funding to the Grantee for the Volunteer Fire Assistance Grant.
3. **Term of Agreement.** This Agreement is effective when all parties have executed it (Effective Date). The Performance Period of the Agreement is from January 1, 2024 through May 31, 2024. All services shall be completed during the Performance Period. There is no right or expectation of renewal, and any renewal will be determined at the discretion of the Agency.
4. **Payment.**
 - A. The Agency agrees to pay the Grantee for the services described in Section 5 below. Total payment under this Agreement shall not exceed ten thousand dollars (\$10,000.00). Payment shall be made within forty-five (45) days after submission of invoice pursuant to Wyo. Stat. § 16-6-602. Grantee shall submit invoices in sufficient detail to ensure that payments may be made in conformance with this Agreement.
 - B. No payment shall be made for work performed outside the Performance Period of this Agreement. Should the Grantee fail to perform in a manner consistent with the terms and conditions set forth in this Agreement, payment under this Agreement may be withheld until such time as the Grantee performs its duties and responsibilities to the satisfaction of Agency.
 - C. Except as otherwise provided in this Agreement, the Grantee shall pay all costs and expenses, including travel, incurred by Grantee or on its behalf in connection with Grantee's performance and compliance with all of Grantee's obligations under this Agreement.
5. **Responsibilities of Grantee.** The Grantee agrees to:
 - A. Follow Volunteer Fire Assistance Grants Standard Operating Procedures, as described electronically at the following internet site: <https://drive.google.com/file/d/0BxgGvgRMOUrUdHN5SnglYlktM2c/view>, which is incorporated into this Agreement by this reference.
 - B. Receive and disburse funds from the Agency's Volunteer Fire Assistance Grant.

- C. Act in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 (as may, from time to time, be hereafter amended), which may be found electronically at the following internet site: ecfr.gov, and which are incorporated into this Agreement by this reference.
- D. Perform the following duties for the Agency:
 - (i) Establish separate accounting records for CFDA# 10.664, Project Code VFA, for ten thousand dollars (\$10,000.00).
 - (ii) Purchase only approved items unless written justification is submitted to and approved by the Agency.
 - (iii) Maintain records in accordance with established bookkeeping principles for general federal program files for three (3) years, and all agreements for services for ten (10) years beyond the life of the grant and this Agreement. All physical and electronic records will be transferred to Agency Headquarters in the event of termination of this Agreement.
 - (iv) Provide documentation of required fifty percent (50%) match.
 - (v) Cooperate with the Agency in providing monitoring practices.
 - (vi) Submit invoices, cancelled checks or payment vouchers to the Agency as proof of purchases.
 - (vii) Include receipts and disbursements in annual audits and provide electronic copies of the audit to the Agency.
- E. No later than thirty (30) days following the expiration of this Agreement, the Grantee shall provide a full accounting of all funds expended, and shall include all invoices and receipts showing the amount and nature of expenditures.

6. **Responsibilities of the Agency.** The Agency agrees to:

- A. Pay Grantee in accordance with Section 4 of this Agreement.
- B. Cooperate with the Grantee, including, but not limited to, providing copies of the payment vouchers to the Grantee.
- C. Consult with the Grantee on all technical issues.
 - (i) Issue all required grant forms that Grantee requests.

7. **Special Provisions.**

- A. **Assumption of Risk.** The Grantee shall assume the risk of any loss of state or federal funding, either administrative or program dollars, due to the Grantee's failure to comply with state or federal requirements. The Agency shall notify the Grantee of any state or federal determination of noncompliance.
- B. **Environmental Policy Acts.** Grantee agrees all activities under this Agreement will comply with the Clean Air Act, the Clean Water Act, the National Environmental Policy Act, and other related provisions of federal environmental protection laws, rules or regulations.
- C. **Human Trafficking.** As required by 22 U.S.C. § 7104(g) and 2 CFR Part 175, this Agreement may be terminated without penalty if a private entity that receives funds under this Agreement:
- (i) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (ii) Procures a commercial sex act during the period of time that the award is in effect; or
 - (iii) Uses forced labor in the performance of the award or subawards under the award.
- D. **Kickbacks.** Grantee certifies and warrants that no gratuities, kickbacks, or contingency fees were paid in connection with this Agreement, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Agreement. If Grantee breaches or violates this warranty, Agency may, at its discretion, terminate this Agreement without liability to Agency, or deduct from the agreed upon price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.
- E. **Limitations on Lobbying Activities.** By signing this Agreement, Grantee certifies and agrees that, in accordance with P.L. 101-121, payments made from a federal grant shall not be utilized by Grantee or its subcontractors in connection with lobbying member(s) of Congress, or any federal agency in connection with the award of a federal grant, contract, cooperative agreement, or loan.
- F. **Monitoring Activities.** Agency shall have the right to monitor all activities related to this Agreement that are performed by Grantee or its subcontractors. This shall include, but not be limited to, the right to make site inspections at any time and with reasonable notice; to bring experts and consultants on site to examine or evaluate completed work or work in progress; to examine the books, ledgers, documents, papers, and records pertinent to this Agreement; and to observe personnel in every phase of performance of Agreement related work.
- G. **Nondiscrimination.** The Grantee shall comply with the Civil Rights Act of 1964,

the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105, *et seq.*), the Americans with Disabilities Act (ADA), 42 U.S.C. § 12101, *et seq.*, and the Age Discrimination Act of 1975 and any properly promulgated rules and regulations thereto and shall not discriminate against any individual on the grounds of age, sex, color, race, religion, national origin, or disability in connection with the performance under this Agreement.

- H. **No Finder's Fees:** No finder's fee, employment agency fee, or other such fee related to the procurement of this Agreement, shall be paid by either party.
- I. **Publicity.** Any publicity given to the projects, programs, or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices in whatever form, prepared by or for the Grantee and related to the services and work to be performed under this Agreement, shall identify the Agency as the sponsoring agency and shall not be released without prior written approval of Agency.
- J. **Suspension and Debarment.** By signing this Agreement, Grantee certifies that neither it nor its principals/agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction or from receiving federal financial or nonfinancial assistance, nor are any of the participants involved in the execution of this Agreement suspended, debarred, or voluntarily excluded by any federal department or agency in accordance with Executive Order 12549 (Debarment and Suspension), 44 CFR Part 17, or 2 CFR Part 180, or are on the debarred, or otherwise ineligible, vendors lists maintained by the federal government. Further, Grantee agrees to notify Agency by certified mail should it or any of its principals/agents become ineligible for payment, debarred, suspended, or voluntarily excluded from receiving federal funds during the term of this Agreement.
- K. **Administration of Federal Funds.** Grantee agrees its use of the funds awarded herein is subject to the Uniform Administrative Requirements of 2 C.F.R. Part 200, any additional requirements set forth by the federal funding agency; all applicable regulations published in the Code of Federal Regulations; and other program guidance as provided to it by Agency.
- L. **Copyright License and Patent Rights.** Grantee acknowledges that federal grantor, the State of Wyoming, and Agency reserve a royalty-free, nonexclusive, unlimited, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for federal and state government purposes: (1) the copyright in any work developed under this Agreement; and (2) any rights of copyright to which Grantee purchases ownership using funds awarded under this Agreement. Grantee must consult with Agency regarding any patent rights that arise from, or are purchased with, funds awarded under this Agreement.
- M. **Federal Audit Requirements.** Grantee agrees that if it expends an aggregate amount of seven hundred fifty thousand dollars (\$750,000.00) or more in federal funds during its fiscal year, it must undergo an organization-wide financial and

compliance single audit. Grantee agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and Audit Requirements of 2 C.F.R. Part 200, Subpart F. If findings are made which cover any part of this Agreement, Grantee shall provide one (1) copy of the audit report to Agency and require the release of the audit report by its auditor be held until adjusting entries are disclosed and made to Agency's records.

- N. **Non-Supplanting Certification.** Grantee hereby affirms that federal grant funds shall be used to supplement existing funds, and shall not replace (supplant) funds that have been appropriated for the same purpose. Grantee should be able to document that any reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds under this Agreement.
- O. **Program Income.** Grantee shall not deposit grant funds in an interest bearing account without prior approval of Agency. Any income attributable to the grant funds distributed under this Agreement must be used to increase the scope of the program or returned to Agency.

8. **General Provisions.**

- A. **Amendments.** Any changes, modifications, revisions, or amendments to this Agreement which are mutually agreed upon by the parties to this Agreement shall be incorporated by written instrument, executed by all parties to this Agreement.
- B. **Applicable Law, Rules of Construction, and Venue.** The construction, interpretation, and enforcement of this Agreement shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms "hereof," "hereunder," "herein," and words of similar import, are intended to refer to this Agreement as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this Agreement and the parties. The venue shall be the First Judicial District, Laramie County, Wyoming.
- C. **Assignment Prohibited and Agreement Shall Not be Used as Collateral.** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Agreement without the prior written consent of the other party. The Grantee shall not use this Agreement, or any portion thereof, for collateral for any financial obligation without the prior written permission of the Agency.
- D. **Audit and Access to Records.** The Agency and its representatives shall have access to any books, documents, papers, electronic data, and records of the Grantee which are pertinent to this Agreement.
- E. **Availability of Funds.** Each payment obligation of the Agency is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation and which may be limited for any reason including, but not limited to, congressional, legislative, gubernatorial, or administrative action. If funds are not allocated and available for continued performance of the

Agreement, the Agreement may be terminated by the Agency at the end of the period for which the funds are available. The Agency shall notify the Grantee at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to the Agency in the event this provision is exercised, and the Agency shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section.

- F. Award of Related Agreements.** The Agency may award supplemental or successor agreements for work related to this Agreement or may award agreements to other grantees for work related to this Agreement. The Grantee shall cooperate fully with other grantees and the Agency in all such cases.
- G. Compliance with Laws.** The Grantee shall keep informed of and comply with all applicable federal, state, and local laws and regulations, and all federal grant requirements and executive orders in the performance of this Agreement.
- H. Confidentiality of Information.** Except when disclosure is required by the Wyoming Public Records Act or court order, all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Grantee in the performance of this Agreement shall be kept confidential by the Grantee unless written permission is granted by the Agency for its release. If and when Grantee receives a request for information subject to this Agreement, Grantee shall notify Agency within ten (10) days of such request and shall not release such information to a third party unless directed to do so by Agency.
- I. Entirety of Agreement.** This Agreement, consisting of ten (10) pages; the Volunteer Fire Assistance Grants Standard Operating Procedures, consisting of four (4) pages; and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200, represent the entire and integrated Agreement between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral. In the event of a conflict or inconsistency between the language of this Agreement and the language of any attachment or document incorporated by reference, the language of this Agreement shall control.
- J. Ethics.** Grantee shall keep informed of and comply with the Wyoming Ethics and Disclosure Act (Wyo. Stat. § 9-13-101, *et seq.*) and any and all ethical standards governing Grantee's profession.
- K. Extensions.** Nothing in this Agreement shall be interpreted or deemed to create an expectation that this Agreement will be extended beyond the term described herein.
- L. Force Majeure.** Neither party shall be liable for failure to perform under this Agreement if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe

weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.

- M. **Indemnification.** Each party to this Agreement shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend, or indemnify the other.
- N. **Independent Contractor.** The Grantee shall function as an independent contractor for the purposes of this Agreement and shall not be considered an employee of the State of Wyoming for any purpose. Consistent with the express terms of this Agreement, the Grantee shall be free from control or direction over the details of the performance of services under this Agreement. The Grantee shall assume sole responsibility for any debts or liabilities that may be incurred by the Grantee in fulfilling the terms of this Agreement and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Agreement. Nothing in this Agreement shall be interpreted as authorizing the Grantee or its agents or employees to act as an agent or representative for or on behalf of the State of Wyoming or the Agency or to incur any obligation of any kind on behalf of the State of Wyoming or the Agency. The Grantee agrees that no health or hospitalization benefits, workers' compensation, unemployment insurance, or similar benefits available to State of Wyoming employees will inure to the benefit of the Grantee or the Grantee's agents or employees as a result of this Agreement.
- O. **Notices.** All notices arising out of, or from, the provisions of this Agreement shall be in writing either by regular mail or delivery in person at the addresses provided under this Agreement.
- P. **Ownership and Return of Documents and Information.** Agency is the official custodian and owns all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Grantee in the performance of this Agreement. Upon termination of services, for any reason, Grantee agrees to return all such original and derivative information and documents to the Agency in a useable format. In the case of electronic transmission, such transmission shall be secured. The return of information by any other means shall be by a parcel service that utilizes tracking numbers.
- Q. **Prior Approval.** This Agreement shall not be binding upon either party, and the Wyoming State Auditor shall not draw warrants for payment, until this Agreement has been fully executed, approved as to form by the Office of the Attorney General, filed with and approved by A&I Procurement, and approved by the Governor of the State of Wyoming, or his designee, if required by Wyo. Stat. § 9-2-3204(b)(iv).
- R. **Severability.** Should any portion of this Agreement be judicially determined to be illegal or unenforceable, the remainder of the Agreement shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.

- S. Sovereign Immunity and Limitations.** Pursuant to Wyo. Stat. § 1-39-104(a), the State of Wyoming and Agency expressly reserve sovereign immunity by entering into this Agreement and the Grantee expressly reserves governmental immunity. Each of them specifically retains all immunities and defenses available to them as sovereign or governmental entities pursuant to Wyo. Stat. § 1-39-101, *et seq.*, and all other applicable law. The parties acknowledge that the State of Wyoming has sovereign immunity and only the Wyoming Legislature has the power to waive sovereign immunity. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Agreement shall not be strictly construed, either against or for either party, except that any ambiguity as to immunity shall be construed in favor of immunity.
- T. Taxes.** The Grantee shall pay all taxes and other such amounts required by federal, state, and local law, including, but not limited to, federal and social security taxes, workers' compensation, unemployment insurance, and sales taxes.
- U. Termination of Agreement.** This Agreement may be terminated, without cause, by the Agency upon thirty (30) days written notice. This Agreement may be terminated by the Agency immediately for cause if the Grantee fails to perform in accordance with the terms of this Agreement.
- V. Third-Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties, and obligations contained in this Agreement shall operate only between the parties to this Agreement and shall inure solely to the benefit of the parties to this Agreement. The provisions of this Agreement are intended only to assist the parties in determining and performing their obligations under this Agreement.
- W. Time is of the Essence.** Time is of the essence in all provisions of this Agreement.
- X. Titles Not Controlling.** Titles of sections and subsections are for reference only and shall not be used to construe the language in this Agreement.
- Y. Waiver.** The waiver of any breach of any term or condition in this Agreement shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.
- Z. Wyoming Preference.** Unless otherwise provided in this Agreement, the Grantee shall provide and pay for all labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for the proper execution and completion of the work, whether temporary or permanent. The Grantee shall comply with all resident and other preference requirements, including, but not limited to, those applicable to labor, materials, and subgrantees.

AA. Counterparts. This Agreement may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same Agreement. Delivery by the Grantee of an originally signed counterpart of this Agreement by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the Agency.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK

9. **Signatures.** The parties to this Agreement, either personally or through their duly authorized representatives, have executed this Agreement on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Agreement.

The Effective Date of this Agreement is the date of the signature last affixed to this page.

AGENCY:

**STATE OF WYOMING, OFFICE OF STATE LANDS AND INVESTMENTS,
FORESTRY DIVISION**

Kelly Norris, State Forester

Date

GRANTEE:

TIE SIDING VOLUNTEER FIRE DEPARTMENT

Jon Essley, Chief
TODD MILGEM, LIEUTENANT/TREASURER
BY DIRECTION OF CHIEF ESSLEY

02/27/2024
Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM

Tyler M. Renner, Supervising Attorney General
#236790

02-14-2024
Date

County	VFA FFY2023 Project Breakdown Spreadsheet		Contact	Phone Number	Department	
Albany, WY			Todd Miller, 406-595-0463, LT/ Treasurer		Tie Siding VFD, 494 Boulder Ridge Road, Tie Siding, WY 82084	
Project Category (must select one)	Description	Quantity	Cost (each)	Total	Grand Total	Grant Amount (50% of Grand Total)
Equipment	Tecasafe plus 5.8oz, Shirts, sizes vary	6	\$149.95	\$899.70	899.70	0.00 supply cache
Equipment	Tecasafe Plus- Green, Trousers, sizes vary	6	\$189.95	\$1,139.70	1,139.70	0.00 supply cache
Equipment	Wildland fire shelters	8	\$599.95	\$4,799.60	4,799.60	0.00 supply cache
Equipment	Wildland line gear/pack (True North Fireball Gen2)	4	\$199.95	\$799.80	799.80	0.00 supply cache
Equipment	Tecasafe Plus 7oz, Brush Jacket, sizes vary	2	\$359.95	\$719.90	719.90	0.00 supply cache
Equipment	Coaxsher RP-1 radio harness	3	\$44.95	\$134.85	134.85	0.00 supply cache
Equipment	Bullard Wildland Helmet, full brim	3	\$66.36	\$199.08	199.08	
Equipment	Pumpkin-style drop tank, 1500gal, w/ est shipping	1	\$1,500.00	\$1,500.00	1,500.00	field fire
Equipment	Gated Y, 1-1/2 NH	2	\$362.95	\$725.90	725.90	supply cache
Equipment	Gated Y, 1in NH	4	\$359.95	\$1,439.80	1,439.80	supply cache
Equipment	Reducer, 1-1/2 to 1	4	\$42.95	\$171.80	171.80	supply cache
Equipment	Reducer, 1 to 3/4	8	\$27.95	\$223.60	223.60	supply cache
Training						
Organizing						
Prevention						
Total				\$12,753.73	12,753.73	0.00

REVISED TOTAL \$8,642.63

[Signature]

Todd Miller, Lieutenant/Treasurer
TIE SIDING, WY VFD

VFD Name: Vedauwoo Volunteer Fire Department

Project/Item Requesting: Purchase of SCBA Equipment, Inspection, & Servicing

Submission Date: March 4, 2024

Contact Person: Harry Whitlock, John Ysebaert, Matt Isborn

*Project Description/Details: e.i. What needs does this purchase fill? Why should the Board approve this purchase?
Who/what are the benefits of this purchase?*

VVFD is purchasing maintenance services and supplies for Self-Contained Breathing Apparatus (SCBA) owned by the department, as well as purchase of a new tank and two new masks. The department has seven SCBA packs and 12 bottles. The NFPA standard is that composite bottles are good for 15 years and require hydro testing every 5 years. Most of the department bottles were overdue for testing and several were beyond the 15 year service life. The SCBA packs require an annual flow test, which is done routinely in February each year. Packs do not have a service life as long as they can pass flow testing and parts are available is inspection and servicing of SCBA equipment. Services will be provided by Dalmation Fire Equipment, and will be the source for new equipment. Cleaning and testing of equipment purchased from the company is inspected and tested at no charge. Estimated cost for purchase of the additional tank is \$170 and \$200 per mask. Testing will include "Hydro-Testing" and "Flow Testing" for the masks and tanks. The cost is estimated to be \$30 for Flow and \$80 for Hydro for each new SCBA tank and mask. Estimated total is \$900, but we are requesting \$1000 to cover any unexpected charges associated with the servicing of SCBA. These services are needed to ensure firefighter safety during fire responses and comply with NFPA standards.

Payment Breakdown:	Total Cost:	<u>\$1,000.00</u>	Who is spending monies:
Is there a need for a bridge loan* from ACFD1?	<u>No</u>	ACFD1:	<u></u>
Amount:	<u></u>	VFD:	<u>XX</u>
		Grant:	<u></u>

*The verbiage "bridge loan" is used as a common practice within the District and is not meant to imply or denote any other legal meaning.

When do you plan to spend the money? Put amounts next to the months expected monies to go out.	JAN	<u></u>	MAY	<u></u>	SEP	<u></u>
	FEB	<u></u>	JUN	<u></u>	OCT	<u></u>
	MAR	<u>\$1,000.00</u>	JUL	<u></u>	NOV	<u></u>
	APR	<u></u>	AUG	<u></u>	DEC	<u></u>

VFD Name: Vedauwoo Volunteer Fire Department

Project/Item Requesting: Repair of Cooling System on Vedauwoo Tender

Submission Date: March 9, 2024

Contact Person: Matt Isborn, Nicole Porter

*Project Description/Details: e.i. What needs does this purchase fill? Why should the Board approve this purchase?
Who/what are the benefits of this purchase?*

Vedauwoo VFD Tender #3 has a leaking radiator. This leak is severe enough that it is an operational risk because it could fail while responding to an incident. Such an event would negatively impact the department's ability to suppress a fire. The condition of the radiator was evaluated by at least three department members who are knowledgeable about engines. All determined that the radiator needs replaced. The estimated cost for a new radiator, plus filling with coolant and changing filters will be approximately \$2800. The department requests that the district provide the funds for this repair. The justification for this request is that the department solved the critical problem of the lack of a functioning tender with its own funds. The severely leaking, non-functional Cat tender left the department with no means to provide bulk water at incidents or haul water to county-wide incidents. The used tender purchased for only \$5000 from LCFD #10 immediately solved the bulk and hauled water issues for the department AND the district. Since the hauled water program is a district mission, payment by the district for the radiator repair would assist the department in recouping the funds it spent to obtain the tender. In addition, the department coordinated with a auctioneer for the sale of all three Cat tenders belonging to the district. The efforts of the members of the department to coordinate the tender sale is worth the cost of the radiator replacement. Perhaps the most important reason for the district to support this request is readiness. The department's responses are double compared to a year ago and having adequate water for multiple types of incidents is critical. In addition to the hauled water program and water requirements at structure and MVAs, the wildfire season is starting early this year. Having a fully operational tender is critically important to meet the district and department wildland fire

Payment Breakdown:	Total Cost:	<u>\$2,800.00</u>	Who is spending monies:
Is there a need for a bridge loan* from ACFD1?	<u>No</u>	ACFD1:	<u>\$2,800.00</u>
Amount:	<u></u>	VFD:	<u></u>
	<u></u>	Grant:	<u></u>

*The verbiage "bridge loan" is used as a common practice within the District and is not meant to imply or denote any other legal meaning.

When do you plan to spend the money? Put amounts next to the months expected monies to go out.	JAN	<u></u>	MAY	<u></u>	SEP	<u></u>
	FEB	<u></u>	JUN	<u></u>	OCT	<u></u>
	MAR	<u>\$2,800.00</u>	JUL	<u></u>	NOV	<u></u>
	APR	<u></u>	AUG	<u></u>	DEC	<u></u>

Pre-Approval Expenditure Request Form

VFD Name:

WYCO

Project/Item Requesting:

Engine 4 equipment

Submission Date:

March 6, 2024

Contact Person:

James Rinehart

Project Description/Details: e.i. What needs does this purchase fill? Why should the Board approve this purchase? Who/what are the benefits of this purchase?

Items to finish out E4 to our needs. This we will submit through the State VFA grant for hopefully a 50% cost share.

Payment Breakdown: Total Cost: \$1,383.84

Who is spending monies:

Is there a need for a bridge loan

ACFD1: \$0.00

from ACFD1? NO

VFD: \$1,383.84

Amount:

Grant: \$691.92

*The verbiage "bridge loan" is used as a common practice within the District and is not meant to imply or denote any other legal meaning.

When do you plan to
spend the money? Put
amounts next to the
months expected monies
to go out.

JAN

MAY

SEP

FEB

JUN

OCT

MAR

JUL

NOV

APR

AUG

DEC

\$1,383.84

Quote#	QUO152445
Date	02/08/2024
Exp. Date	03/09/2024

Bill To:

WYCO Volunteer Fire
Department
3987 STATE HIGHWAY 230
LARAMIE WY 82070-8522
United States

Ship To:

WYCO Volunteer Fire Department
3987 STATE HIGHWAY 230
LARAMIE WY 82070-8522
United States

Harrington Equipment

ID	Name	Ordered By	Sales Rep	Shipping Method
380047	WYCO Volunteer Fire Department	Randy Pafford	David Diianni	FedEx Ground

#	Item Name	Description	Quantity	Unit Price	Amount
1	HTLLS-60NHLH	Harrington Low Level Strainer w/ 6" NH Female Long Handle Swivel w/ 1.5" NH Siphon Jet	1	699.99	699.99
2	TFT-MST-4NJ	Task Force Tips 4 Stacked Tips 2.5"NH 1-3/8 1-1/2 1-3/4 and 2 Tips	1	551.59	551.59
3	HNHG-60	Harrington 6" NH Swivel Gasket	4	7.59	30.36

ACCEPTANCE OF QUOTATION

The above prices, specifications, and conditions are satisfactory and are hereby accepted.
Freight charges are estimated at the time of quote. Applicable freight costs will apply at time of shipment.

Quotation is valid until Mar 09,2024

Signature: _____ Date: _____

Subtotal:	1,281.94
Discount:	0.00
Tax Total:	76.91
Freight:	24.99
Total:	1,383.84

ALBANY COUNTY FIRE DISTRICT #1

2024 Fire Pay Intent

This statement is to convey the intent of the ACFD1 Board for payment of both individual and engine fire pay for the 2024 fire season.

Dispatching ACFD1 engines and crews to Federal Fires is important to the District. It provides practical experience for our crews and returns funds back to the District which greatly contributes to supporting the departments. However, it is important to remember that until the funds for the fire are received from the State, any payments to individuals are being paid from District resources. Essentially any such payment is being made at the cost of reducing the District's ability to respond to possible local fires. All fire pay is made at the discretion of the ACFD1 Board, subject to financial constraints. *There is no requirement for payment to occur until the appropriate funds from the State are received. This includes both individual Firefighter pay and Engine pay.*

However, depending entirely on the judgement of the Board, and upon receipt of all supporting materials from the engine boss as detailed in the *Fire Paperwork for Billable Fires Policy*, ACFD1 intends to initially pay 75% of the amount due to each individual ACFD1 firefighter who were part of the crew who dispatched. Provided the paperwork is received by the ACFD1 Agent in sufficient time (generally one week prior to the next District meeting), that initial payment of 75% will be paid following that meeting. The remaining 25% shall be paid after receipt of 100% of the fire pay from the Albany County Treasurer. The District has no control over the timing of receipt of these funds once paperwork is submitted.

Engine pay will only be paid after all firefighters have received 100% of their earned fire pay for the 2024 season. The intent is to pay 75% of engine pay for 2024 at that time. The remaining 25% will be paid with half after the 2025 fire season and the remainder after the 2026 fire season.

The above intent is subject to changes at any time should financial circumstances warrant.

Example A.

An Engine & crew return to Albany County on July 7, 2024 following a successful dispatch to a Federal fire in Arizona. The Engine Boss submits all required & correct paperwork to the ACFD1 Administrative Assistant by close of business on July 9, 2024. The District monthly meeting is July 17th. The crew for this engine can anticipate that approval for the initial 75% of their firefighter pay will be made at the District meeting with payment being received by each individual within 1 – 2 weeks. The remaining 25% of firefighter pay will be approved and paid after the District receives funds for the fire from the Albany County Treasurer. Normally these funds are received within 45-60 days.

Example B.

An Engine & crew return to Albany County on July 7, 2024 following a successful dispatch to a Federal fire in Arizona. The Engine Boss finally submits all required & correct paperwork to the ACFD1 Administrative Assistant by close of business on July 11, 2024. The District monthly meeting is July 17th. In order for payment to occur, all paperwork must be received 7 days prior to the District meeting.

Since the paperwork was not delivered in accordance with this deadline, payment for the first 75% of firefighter pay will typically not be considered until the August 21st meeting with payment being received by each of them within 1 – 2 weeks. The remaining 25% of firefighter pay will be approved and paid after the District receives funds for the fire from the Albany County Treasurer. In this case, funds for the fire will typically be received by the District in time for the final 25% of pay to be considered at the September 18th meeting with payment received by the firefighters within 1 – 2 weeks.

[INSERT LETTERHEAD & REPLACE “TEMPLATE” IN DOC TITLE WITH ORG NAME]

[Date]

Mr. Pete Buttigieg
Office of the Secretary of Transportation
1200 New Jersey Avenue SE
Washington, DC 20590

RE: Funding Opportunity Number: DOT-OST-2024-01

Dear Mr. Buttigieg,

On behalf of the [Organization], I am pleased to provide a letter of commitment as a key partner for the FY24 Safe Streets and Roads for All Funding planning grant proposal from Albany County, Wyoming requesting funds to conduct a “Community Action Plan” to assess the condition and needs of all streets and highways in the county and the City of Laramie.

The proposed planning grant will bring together key stakeholders including Albany County, the City of Laramie, Wyoming Department of Transportation (WYDOT), unincorporated community members, Albany County School District 1, and Albany County Fire Department 1. The resulting Community Action Plan will address serious issues across the county including transportation inefficiencies, the need to increase access to multimodal transportation, create more equity for low-income residents, better connections for community members with community services, repairing damaged routes, and improving response times for emergency services across the county.

As [Title or Representation] of [Organization], I am pleased to commit the resources, focused planning efforts, and collaboration needed to prepare our community for this important project effectively. The vision, strong collaboration, and coordination of Albany County, the City of Laramie, school district, fire district, and WYDOT working together on this planning project will ultimately provide all community members with improved outcomes related to health, safety, quality of life, and environmental stewardship.

I urge you to give full consideration and fund Albany County in their request for this grant opportunity.

Sincerely and respectfully,

[Name]

[Title]

[Organization Name]

ALBANY COUNTY FIRE DISTRICT 1

Vehicle Operations Policy

Approval of Combined Policies: 11/20/2019; Art Sigel, Joe Witt and Jon Essley

Updated: 3/20/2024; Luke Hawkins, Brett Wadsworth, Matt Burkhart

Driver's License Requirements

Approved: 1/18/2012; Jim Noel

Revision: 1/26/2012

Approved: 7/18/2016; Joe Witt, Jon Essley, Art Sigel

Approved: 9/21/2016; Joe Witt, Jon Essley, Art Sigel

01-1-001 DEFINITIONS

Driving Position: means a job which requires operating a vehicle on District Business or operating a District vehicle as part of its range of duties.

Driver's License: means a valid license to drive appropriate for the class of vehicle operated as prescribed by the provisions of US Department of Transportation – Federal Motor Carrier Safety Administration

Acceptable Driving Record: means that the employee has a current, valid Driver's License and no more than three moving violations within the past two years. Any conviction of Driving Under the Influence will result in the immediate suspension of driving privileges to operate any District vehicle or use their personal vehicle for District business.

Change in Status: means that an individual's previously valid driver's license is subsequently expired, refused, cancelled, revoked, suspended, or restricted by the Department of Transportation, Motor Vehicle Division (MVD).

MVD: Means Motor Vehicle Division or Motor Vehicle Department or Department of Motor Vehicles.

01-1-002 Rules and Regulations

All members must have at least a valid Class C Driver's License to operate any District vehicle or use their personal vehicle for District business. All members must also have the appropriate class of license and proper endorsements to drive any vehicle not covered by Class C license. See Federal Regulations as to current Licensing/Endorsement Requirements.

Only authorized persons with a current valid driver's license in their possession, who maintain an acceptable driving record, will be permitted to operate vehicles on District Business or to operate District vehicles.

Each member assigned to operate any Fire Department vehicle or in a position to operate one at any time must have driver's license information on file, in their training record, kept at their department, to include driver's license number, classification and expiration date recorded with their Department. It is each member's responsibility to contact their Department with information upon license renewal.

Prior to promotion or assignment to a position requiring the driving of Fire Department vehicles, Personnel will be required to have at least a valid Class C Driver's License. Any member in a driving position or asked to drive a District vehicle or private vehicle on District business who does not have a current, valid Driver's License will immediately notify his/her Department Chief (the District Board Secretary for the Department Chief) and shall not be permitted to drive. District members are forbidden from driving a vehicle on District business without a current, valid Driver's License.

01-1-003 MEMBERS RESPONSIBILITIES

All current District members in driving positions may have their driving records reviewed annually.

An employee in a driving position is required to:

1. Possess a valid, appropriate driver's license at all times while operating a vehicle on District Business or while operating a District vehicle. (License must be carried on the person, when operating a vehicle.)
2. Comply with any and all restrictions placed on his/her driver's license by MVD at all times while operating a vehicle on District Business or while operating a District vehicle.
3. Maintain an acceptable driving record.
4. Notify his/her Department Chief (the District Board Secretary for the Department Chief) immediately in writing of a change in the status of his/her driver's license or of an Arrest or Conviction of a violation of driving under the influence (DUI)
5. Refrain from operating a vehicle on District Business or a District vehicle without a valid, appropriate driver's license.
6. Refrain from operating a vehicle on District Business or a District vehicle while having consumed alcohol, illegal substances, and/or any substance that would alter his/her ability to operate a motor vehicle, think clearly and rationally, or in any other way alter his/her ability to operate or perform any duty associated with that of a Fire Fighter.

Any member in a non-driving position is required to:

1. Immediately notify his/her Department Chief (the District Board Secretary for the Department Chief) if the employee does not have a valid driver's license or does not have a valid driver's license in his/her possession at the time he/she is requested to operate a vehicle on District Business or operate a District vehicle.
2. Comply with any and all restrictions placed on his/her license by MVD at all times while operating a vehicle on District Business or operating a District vehicle.

Driver's Licensing

Approved: 6/15/2011; Jim Noel

Approved: 7/18/2016; Joe Witt, Jon Essley, Art Sigel

Approved: 9/21/2016; Joe Witt, Jon Essley, Art Sigel

PURPOSE: To provide district personnel with guidelines to ensure safety and compliance with state statute regarding operation of motor vehicles and driver's licensing.

PROCEDURES:

Drivers of district vehicles shall have a valid driver's license. Any personnel who drive district vehicles with a Gross Vehicle Weight Rating over twenty-six thousand (26,000) pounds or vehicles having a tank with a rated capacity of one thousand (1,000) gallons or more shall have a minimum of a valid Class B license with air brake and tanker endorsements.

Equipment Maintenance Policy

Approved: 05/20/2015; Art Sigel, Joe Witt, George French

Preamble: Each Department is equipped with fire fighting vehicles and the necessary equipment to create an effective "emergency apparatus". These emergency apparatus with their essential equipment and our volunteers are what allows Albany County Fire District 1 (ACFD1) to provide fire protection to our community. We refer to these emergency apparatus and essential equipment as LINE equipment.

POLICY: It is the policy of ACFD1 that LINE equipment should be maintained in fully operational condition. Repair delays are to be minimized. Therefore, the operating Department is immediately authorized to commit the funds needed to execute repair.

LIMITATIONS: Fund commitments may not exceed \$5000 without emergency Board approval. Repair does not include: replacement, upgrade, modification, or enhancement.

Vehicle Accident Policy

Approved: 11/20/2019; Art Sigel, Joe Witt, Jon Essley

General:

In the event of a vehicle accident involving a District vehicle, the following shall apply.

While responding to a structure fire or lives are in jeopardy:

1. If no injuries and the District vehicle is safe to operate, the other driver involved in the accident shall be asked to remain at the scene of the accident. Their vehicle license number should be recorded and the District vehicle shall proceed to the paged emergency. Upon completion of the assignment, the District vehicle shall return to the accident scene.
2. If the District vehicle is unable to continue or if there are injuries at the scene of the accident, the vehicle and crew shall remain at the scene and a back-up response shall be requested.

While responding to a wildland fire, with no threatened lives or structures:

1. The vehicle shall remain at the accident scene.

Vehicle Policy on Speed Limits

Approved: 11/20/2019; Art Sigel, Joe Witt, Jon Essley

General:

ACFD1 has a responsibility to the public to operate vehicles safely. Endangering or alarming our fellow citizens needlessly through unnecessary use of lights, sirens or speeds over posted speed limits is not safe nor prudent. This policy is to provide guidance to all District firefighters on appropriate employment of the District vehicles.

The general approach to vehicle operations shall be from a conservative mindset. Causing an accident or vehicle-related injury when responding to a page is a clear indication of inappropriate vehicle operation and will be thoroughly investigated.

Definitions:

Code 1: vehicles may be operated at speeds up to the posted speed limit.

Code 2: vehicles may be operated at speeds up to 10 MPH over the posted speed limit. Emergency lights shall be utilized.

Code 3: vehicles may be operated at speeds up to 10 MPH over the posted speed limit. Emergency lights and siren shall be utilized.

Policy:

1. Within the Laramie City limits, all District vehicles will be limited to a maximum speed of the posted speed limit. Emergency lights may be used during responses for the first dispatched vehicle. Sirens will only be used by the first dispatched vehicle when a human life is at risk. There are no exceptions to the speed limit within the City of Laramie. Follow-on vehicles may utilize emergency lights within the city limit but will not utilize sirens.
2. Outside the city limits for wildland fires, first dispatched District vehicles will generally respond Code 2. Follow-on vehicles may respond Code 2 when it is necessary in the judgement of the Incident Commander or the senior firefighter in the vehicle. Code 3 responses for wildland fires should be rare unless a structure is threatened or lives are at-risk.
3. Outside the city limits for structure fires or when lives are in jeopardy, District vehicles may respond Code 3 when the senior firefighter in the vehicle believes it necessary.
4. All responses shall downgrade to the lowest level necessary when appropriate in the judgement of the senior firefighter in the vehicle or as directed by the Incident Commander.

Action:

Violation of this policy will result in disciplinary action up to potential dismissal from ACFD1.

Accidents

Approved: 3/24/2024; Luke Hawkins, Brett Wadsworth, Matt Burkhart

All accidents involving district vehicles or apparatus, or a personal vehicle used during an emergency call or on district business, no matter how minor, must be reported within 72 hours to the District Board/District Coordinator, or their designee, through the chain of command. A written report and any required district forms must be forwarded to the District Board/District Coordinator or their designee, through the chain of command within seventy-two (72) hours. The District Board/District Coordinator, or their designee, shall investigate the circumstances surrounding the accident. *When apparatus damage occurs requiring a WARM submittance, the attached documentation shall be submitted within 5 normal business days of accident occurrence (M-F except holidays).*

Other

Approved: 3/24/2024; Luke Hawkins, Brett Wadsworth, Matt Burkhart

Sexual activity on district premises, in district vehicles, or while performing any district duty or activity is prohibited, regardless of whether the sexual activity is consensual.