

Albany County Fire District #1 Amended Meeting Minutes June 16, 2021

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

1. Call to Order: Meeting was called to order at 5:00 pm. Board members present were Luke Hawkins, Art Sigel and Brett Wadsworth.
2. Minutes of May 19, 2021, Board Meeting: Under 6e should be “communicate” instead of “community” and for paragraph 4, the Board would like to strike the last sentence. *Treasurer Wadsworth moved to approve the minutes as amended. Motion was seconded by Secretary Sigel and approved unanimously. Secretary Sigel moved to approve the work session minutes from May 11, 2021, as amended. Motion was seconded by Chairman Hawkins and approved unanimously.*
3. Public Comments: No comments from the public.
4. Financial Report: Administrative Assistant, Bookkeeper and Attorney pay do not need to be itemized out and can be passed as part of the Treasurer’s report. Teri Jo needs budget numbers. There is 2.9% increase of property insurance premiums. Future expenses of \$38,544.30 will be added to the financial report. *Secretary Sigel moved to approve the financial report as discussed. Motion was seconded by Chairman Hawkins and approved unanimously.*
5. Outside Agencies/Guest Reports:
 - a. LFD – Working on the new drill grounds, if any personnel or Chiefs want to look at it, please contact Chief Johnson. Central has not responded or had a delayed response and no acknowledgement of page or radio traffic. Chief Johnson’s officers on call need to know for incident and resource management. He would at least like an acknowledgement of the page.
 - b. EMA – Mullen Fire recovery process (mitigation money) through FEMA was approved. Hope to start saw classes in the fall. There will be an application for homeowners, they will need to start a project worksheet and they have until 2023 to complete it, turn it in, and get refunded a certain percentage. A radio will be placed in the EOC next week.
 - c. LARC – Has been a slight delay in the new software.
 - d. County Fire Warden – All of Mullen will come from the State in one lump sum. The Board will convene a special public meeting to approve fire pay for Mullen once we receive those funds.
6. Board Topics:
 - a. Fire Pay - Treasurer Wadsworth suggests beginning to set aside 5% of the 10% truck funds that are held every year going forward to build on the fire pay account. He also suggested that when funds from Mullen come in, instead of retaining 50%, the Board only retains 45%, and continues to do that going forward, reducing by 5% each year to eventually get all of the truck funds back to the departments and not have to retain any at the District level.
 - b. Amend FY21 Budget – *Secretary Sigel moved to approve the amended FY21 Budget. Motion was seconded by Chairman Hawkins and approved unanimously.*

- c. FY22 Draft Budget Proposal – The Board should hear the middle of July if we received any of the 5th cent funds proposed at \$20,000. Need to move forward either way. The Board approved \$27,000 of the CVVFD Bathroom project, ½ of the project. Total income for the year for the FY22 budget is \$611,000.
- d. Utility Pre-Approval for Departments – Departments have requested the Suburban Propane bills go them; however, these are often over the \$500 limit. Utilities can run over the \$500 limit as well. Teri Jo will write something for the Board to review regarding the utilities, fuel and propane bills going to the departments for their payment of these of these, even if over \$500. For the CVVFD bathroom we need a second bid.
- e. Committee Report on Fire Pay – Scott presented the committee recommendations to the Board. The committee suggests if we receive a windfall that some or all those monies be put into a “Paid Incident Fund” account. There should be actual consequences and accountability for firefighters not turning in paperwork in a timely manner. Recommended funding a part-time person at \$2000 as a line item on the budget. Committee suggest a mandatory refresher paperwork class to be eligible to dispatch. Chief’s do not want one more thing to have to do. The Board does not want to do operational issues/personnel management, this belongs to the departments. But there needs to be some sort of “teeth” available for when problems that arise. Chairman Hawkins would like to hear back from the Chief’s regarding the draft.
- f. Non-District Personnel on District Apparatus First Draft Policy – *Treasurer Wadsworth moved to accept the policy as presented. Motion was seconded by Chairman Hawkins and approved unanimously.*
- g. ACFD1 Wildland Dispatch Manager – Tom Kern was nominated and is happy to do it again this year. They Chiefs agree with this appointment. *Treasurer Wadsworth moved to allow up to four engines to dispatch out, changing the old policy from three to four trucks that can go on the board, with the remainder of the policy to stay in place. Motion was seconded by Chairman Hawkins and approved unanimously.*
- h. CDL Discussion – There are training costs associated with getting a CDL. The three written tests that everyone must take before getting their CLP each have a cost. If LFD does our driving test, there’s most likely no cost associated with that testing. It’s possible the Hauled Water Program could help with this, as there are currently no costs with the Hauled Water Program.
- i. SLIB Discussion – SLIB applications are due in September. Top priorities would be CVVFD and VVFD bathroom/water. SLIB’s guidance is capital infrastructure; water and sewer for the stations fall under infrastructure.
- j. Rail Tie Wind Project Update – County Commissioners decided not to vote but gave it 30-45 days, they have until July 16th. July 6th is the pre-trial for industrial siting. Have unmitigated lists from TSVFD, VVFD, BLVFD, and Central. Chairman Hawkins would like someone from the departments to be there, it does not have to be the Chief.
- k. VVFD Land Status – No report
- l. Central South Status – Trucks are stationed there and can respond now. Needs work on the approaches, fill and compaction; need a good road base down right now. Needs the floor painted and will be preparing for sheetrock, hanging the doors and looking into

flooring options. Sheetrock will be 50% at \$4,000 instead of \$8,000. Cabinetry has been donated. Looking at \$200-300/interior door and \$1,000/fire rated bay doors (x2).

- m. Work Sessions – Need a work session(s) to look at policies and possible updates, dispatch algorithms, PA's process, CDL's, Fire Pay, EMS, and Budget. Work session was set for Friday, June 18th at 10:00am to look at policies, PA's, wildland dispatch, fire pay and the budget. Another work session in August to look at EMS. The budget needs to be finalized and approved at the July meeting. Department budget info is needed in the same format as last year, by expense category.
 - n. Items left at LVVFD – As a District we should remove our stuff. The owners will eventually build a fence around it.
7. Chief's Report: Discussed SLIB grant priorities and dispatching extra crews. Next, they will look at the dispatching paperwork SOP and possible penalties/consequences.
8. Department Reports:
- a. CVVFD – Engine 14 is fixed; Patrick is working on Engine 1.
 - b. BLVFD – BL8 has a crack in the inline filter, BL15 is having trouble drafting and their ambulance need services. Waiting on the State to fix the aliases with the radios.
 - c. WYCO – They would like a mutual aid agreement with Jackson County, CO. Need Cy to do their pager training. Who's Responding is working. Waiting for new app and CAD integration.
 - d. TSVFD – No updates
 - e. CENTRAL – Park City, UT engine passed the pump testing, the invoice will be forwarded to the Board. They will strip AC27 and switch over to BLVFD.
 - f. PA's – *Treasurer Wadsworth moved to ratify the emergency approval for CVVFD Engine 14 for \$1,000, 100% dept. funds. Motion was seconded by Secretary Sigel and approved unanimously (PA 293). Treasurer Wadsworth move to ratify the emergency approval for Central's type 6 for \$1700, 100% dept. funds. Motion was seconded by Secretary Sigel and approved unanimously (PA 294). Treasurer Wadsworth moved to approve WYCO's purchase of a computer and office supplies for \$1950, 100% dept fund. Motion was seconded by Secretary Sigel and approved unanimously (PA 295). Treasurer Wadsworth moved to approve WYCO's request for fuel for \$750, 100% dept funds. Motion was seconded by Secretary Sigel and approved unanimously (PA 296).* Central was questioned about their end goal for the department regarding the acquisition new 2wd engine. They are trying to get where they can go on the Board and have an engine for whatever they need. Potential wildland should be 4wd, 2wd versus 4wd, 4wd makes more money on federal fires. This engine comes pretty well stocked with equipment and radios. It's a FEPP truck so minimal cost to the District. Central lost several members due to graduation/moving and is actively working on recruiting. *Chairman Sigel moved to approve all PA's on list. Treasurer Wadsworth does not think a type 3 is a good option and would approve all PA's on the list except for #2, which is the type 3. No second, motion dies.* Continued discussion on type 3 acquisition and the only cost associated with it is putting equipment on it and lettering. *Secretary Sigel moved that #2-8 on the submitted PA list be approved. Motion was seconded by Chairman Hawkins. Treasurer Wadsworth was opposed. Motion passes.*
 - i. PA 297 – Central Type 3 Engine, \$10,000; 100% dept funds

- ii. PA 298 – Central Training Shelters, \$1,500; 100% dept funds
 - iii. PA 299 – Central 4 gas calibration station; \$3,000; 100% dept funds
 - iv. PA 300 – Central Mobile BK radio, \$8,000; 100% dept funds
 - v. PA 301 – Central AC-20 replacement (Type 6), \$8,000; 100% dept funds
 - vi. PA 302 – Central Mower/Snowplow, \$3,000; 100% dept funds
 - vii. PA 303 – Central Fire Shelter, \$3,000; 100% dept funds
9. New Business: Gold Prospectors Association of America has a donation they want to give ACFD#1 at their annual gathering near Fox Park and Lake Creek and they would like someone representing the District to receive the check on July 10th at 5pm. Secretary Sigel has all the contact information. Chiefs would like auto pay/distribution for their respective set amounts they get every month. This would be a cost savings to the District. Teri Jo will check with the auditors.
10. Next Meeting: July 21, 2021
11. Adjourn: *Chairman Hawkins moved to adjourn at 8:33pm. Motion was seconded by Secretary Sigel and approved unanimously.*

Expenditures by the Board totaling \$80,444.30 to include future expenses of \$38,544.30 that were added to the financial report; Ratify emergency repair for CVVFD Engine 14, \$1000; 100% dept funds; PA 294 – Ratify emergency repair for Central type 6, \$1700; 100% dept funds; PA 295 – WyCo computer and office supplies, \$1950; 100% dept funds; PA 296 – WyCo Fuel, \$750.00; 100% dept funds; PA 297 – Central Type 3 Engine, \$10,000; 100% dept funds; PA 298 – Central Training Shelters, \$1,500; 100% dept funds; PA 299 – Central 4 gas calibration station, \$3,000; 100% dept funds; PA 300 – Central Mobile BK radio, \$8,000; 100% dept funds; PA 301 – Central AC-20 replacement (Type 6), \$8,000; 100% dept funds; PA 302 – Central Mower/Snowplow, \$3,000; 100% dept funds; PA 303 – Central Fire Shelter, \$3,000; 100% dept funds

Respectfully Submitted,
Michele Turner, ACFD#1 Administrative Assistant