

Albany County Fire District #1 Board Meeting Minutes May 18, 2016

Public meeting was called to order at 4:20 pm by Chairman Sigel.

Board members present were Art Sigel and Joe Witt.

A public meeting was held to approve amendments to the 2015/2016 budget. Chairman Sigel moved to approve the 2015/2016 amended budget. Motion was seconded by Treasurer Witt and approved unanimously.

The Strategic Plan draft goals and measurable outcomes were discussed and put input was taken. Goals and themes fall into three categories: people, equipment, water management. The Board would like to move forward and develop a job description and take applications for those interested in the District Manager position within the Central District. The Strategic Plan will be up for approval tonight by the Board, which will put this action into motion. Aimee suggested making our goals SMART (Specific and Measurable). It was decided to remove the wording 'Actionable Goals' and substitute with either 'Action' or 'Objective'.

The public meeting was adjourned at 5:30 pm.

Meeting was called to order at 5:48 pm by Chairman Sigel.

Board members present were Art Sigel, Joe Witt and George French.

Minutes of the previous meeting were read and discussed. Treasurer Witt moved to approve the minutes. Motion was seconded by Secretary French and approved unanimously.

The financial report was discussed. Chairman Sigel moved to approve the financial report. Motion was seconded by Treasurer Witt and approved unanimously.

Input is needed from the departments regarding the upcoming budget for 2016/2017. Please get a draft in to Teri as soon as possible.

EMA –Flood update – The Laramie River is above action stage and the swift water rescue team through the Sheriff's office can be activated if needed. Last year the County Commissioners set a precedent that they will only be providing sand or sand bags in primary support of protecting critical infrastructure of the county.

Radios –When radios are purchased with grant funds auditors can come at any time to check what we have and where they are located. They can and will go on site and check these radios. If you cannot produce the radio or show that it is lost, stolen, or damaged we can get in trouble for it. If you sign for it you are responsible for it. The Attorney General's office is very diligent about doing these audits and therefore, we need to make sure we are all held accountable. We

must track these radios for five years. Aimee has identified 10 radios for ACFD#1. However, no new radios will be distributed until each department gets their full inventory in to Cy.

LFD – There is proposed language to transition to the district use of hydrants in the new subdivision. We will need to be insured to cover any damages to the system and the City does not want to be responsible for any damages to District equipment. There will need to be standard basic training on how to operate a hydrant.

Dick Clifton – North Fork Owners Association

They would like to look at getting their road maintenance and snow removal equipment into a building and would like to offer a lease opportunity. Michele has been in contact with BLM and referred Dick to them regarding the lease of their lands next to the North Fork Road.

Central – There were some maintenance issues on AC 27 with some items being replaced. The battery isolator was causing an electrical fault and needed to be replaced immediately. The charge was made by CVVFD and CVVFD is seeking a reimbursement for \$348.58 to cover the cost of that. On AC27 the engineer seat is being recovered and rebuilt for free by WyoTech. CVVFD's Engine 3 is in town to cover AC27 while it's out.

CVVFD – Chairman Sigel moved to approve the purchase of a replacement baseline antenna for the Albany County at a cost of \$1500 of CVVFD funds. Motion was seconded Treasurer Witt and approved unanimously. Project code – PA10060

Treasurer Witt moved to approve the purchase of 5 new fire shelters for CVVFD for approximately \$2000 at 100%. Motion was seconded by Secretary French and approved unanimously. Project code – PA10061

Chairman Sigel moved to approve repairs to Centennial Station at an estimated cost of \$2100 with a 50/50 split. Motion was seconded by Treasurer Witt and approved unanimously. Project code – PA10062

Chairman Sigel moved to approve the use of CVVFD Auxiliary grant funds to purchase 5 tires at a total cost of \$525 for CVVFD's red command trailer. Motion was seconded by Treasurer Witt and approved unanimously. Project code – PA10063

Chairman Sigel moved to approve CVVFD's purchase of 5 sets of PPE with their VFA grant funds for a total of \$11,500 at a 50/50 split. Motion was seconded by Treasurer Witt and approved unanimously. Project code – PA10064

BLVFD – They will be replacing a hot water heater with the instant hot water heater out of station 4. May 23rd they will have their RT 130 refresher course at Station 1. June 11th is their pancake supper fundraiser from 4-7. June 11th is also their pack test at 9am at Mason Lane. They will have another pack test on June 13th at 6pm. A vehicle request for station 4 was

submitted, which will be paid for by people at Station 4. They were given the go ahead to move forward. They do not need Board approval until the actual gifting of the vehicle happens.

LLVFD – On May 4th on I-80 at the 282 there was a semi rollover and there was paging issues. LLVFD was not paged at all and there were at least 3 patients. There was a question about whether or not LLVFD was on ACFD#1 Retirement. Yes, those who have filled out the forms and turned them in to Michele are entered in to the system. A roster would be helpful to check worker's comp and retirement. Workers Comp needs to be checked monthly and the departments need to routinely receive a list to be checked. They are getting an estimate to fix a battery for their newly donated EMS equipment. They are almost ready to transport.

TSVFD – Six of 12 members have had their refresher training and there is still snow on the road.

VVFD –VV3 has a small radiator leak and VV4 has big cracks on windshield. They have a new firefighter with a CDL with Z endorsement. They will actually need an A or B. There was some questions about how the CDL and Z endorsement versus A or B license was resolved several months ago. Snow removal proposal - USAF is getting rid of some front end loaders for snow removal. Brett would like approval to look into purchasing or acquiring one of these machines for snow removal. He would be working with WSF to grab one before they head to Ft. Carson. Board is agreeable to letting Brett explore this.

Maintenance Group –All of priority group 1 is done. Jon submitted a list for next year with a 4% increase for pricing. Split rims are on the priority group 2 list and plans are to have them all replaced by next year.

Training – EVOC training had 18 people attend and everyone passed. Scott's June 4th training has been canceled due to wet conditions. However, they are trying to find another location to hold the training. There is a house in Centennial that is scheduled to be burned on June 18th, with structure training on June 11th. Secretary French moved to approve \$738.50 to send 3 CVVFD firefighters to Riverton for the FF1 practical and test. Motion was seconded by Chairman Sigel and approved unanimously. Thank you to Eric, Chad and Neil for teaching the Saw Class.

Strategic Plan approval – Chairman Sigel moved to approve the Strategic Plan with the word 'actions' substituted for 'actionable goals' wherever it appears. Motion was seconded by Secretary French and approved unanimously.

Radio Update – Chad is waiting on some information from LLVFD. He has 16 radios ready to go out once all of the data is compiled. The radio budget for next year will need to be increased to around \$40,000. The results of the audit that is being conducted will be very specific and at that time we can pinpoint exactly how many radios we actually need.

Station 3 Security – The Board will decide who has access to Station 3 until a Central District Manager can be appointed.

Tenders Dispatch status – Chairman Sigel moved to authorize Secretary French to write a policy which will implement the Board’s intent from the February 2016 Board Meeting with regard to calling out all of the tenders in the district to any fire paged within our district. Motion was seconded by Treasurer Witt and approved unanimously.

New Business:

Strategic Planning process identified the need to have district wide maps available in all of the tenders with all know water sources marked on them. There are several different avenues we can pursue. We can provide hard copy maps and we can also look at electronic versions through free programs and apps. Absolutely have to have hard copy maps and then look at having electronic maps as well. Chairman Sigel moved to approve Secretary French to proceed with the purchase of 9 hard copy books with maps of the district, one for each tender, at a cost of \$700. Motion was seconded by Treasurer Witt and approved unanimously.

Central District Manager – Chairman Sigel moved to begin the process of seeking to engage a manager for the Central District. Motion was seconded by Treasurer Witt and approved unanimously. The Board will come up with a job description and then take applications for the position. This is a volunteer leadership position for the Central District, not a chief position. A resume will need to be included showing the individual’s qualifications. Every volunteer in the district is a candidate.

Chairman Sigel moved that the Maintenance Committee be charged with the mission of carrying out action #14 of the Strategic Plan. Action #14 - A team will be created to study and force rank all rolling stock District wide. Motion was seconded by Secretary French and approved unanimously.

In the language that Dan Johnson gave us - 5b ‘district will maintain liability insurance and name City of Laramie as an additional insured’. We are not sure if we can do this through LGLP. Joe and Michele will look into it.

Meeting adjourned at 8:20pm

Respectfully Submitted,
Michele Turner, Administrative Assistant