

## Meeting Minutes Oct. 16 2024

1. **CALL TO ORDER:** Meeting was called to order at 1730. Hybrid meeting of in-person and virtual attendance was held. Board members present were Chair Luke Hawkins, Secretary Matt Burkhart, and Treasurer Brett Wadsworth
2. **APPROVAL** of Agenda: Chairman Hawkins motioned to approve the agenda, motion seconded by secretary Burkhart. Vote was unanimous
3. Public Comment
  - a. Daughters of the American Revolution, Laramie chapter brought treats to take back to stations in appreciation of District Volunteer Firefighters
4. Present for **APPROVAL**, the Board Meeting Minutes from September 18, 2024: Chairman Hawkins motioned to approve, motion was seconded by Secretary Burkhart.
  - a. Discussion: First part of meeting minutes were recorded by Treasurer Wadsworth, Secretary Burkhart wanted to verify they were correct.
  - b. Minutes correct as presented

Motion approved, 1 abstain BW, 2 approve MB, LH

5. Reports --- Outside Agencies/Guests
  - a. Laramie Fire Department- not present
  - b. County Emergency Management- thanked Chief Esley and Secretary Burkhart for attending the planning meeting today. Working with Flaming Tree on Community Wildfire protection plan doing update for community sections. Sent out community evacuation plans to a lot of departments, if departments have any changes or updates to get those back to EMA. Also sent out an email about rail car class that LFD is willing to host.
  - c. Dispatch LARC-not present
  - d. County Fire Warden- not present
  - e. ACFD1 Coordinators - Wildland
    - i. Sean Davis- everyone back from Elk Fire, single resource going to Elk Fire on Fri, transitioning to RM Team 1 10-12 days
    - ii. Two District personnel have not received wages for Pleasant Valley
    - iii. Luke-everyone made back pushed really hard first shift, 32 hrs. Lots of good training, structure prep, some firefighters first time, 2 engines from acfd, dozer and 3 goshen county engines. Good for building relationships with Forest service. containment 27-28
  - f. ACFD1 Peer Support Team
    - i. People still reaching out, winding down to end of year.
6. EMS coordinator

- a. [ems@albanycountyfd1.com](mailto:ems@albanycountyfd1.com) to contact ems coordinator, Angine Mitchell. All EMS Coord contact info sent to chief's ACFD1 emails.

## 7. Financial Report

- a. Bills to be paid
- b. Wyco engine damage 509 for cv shaft repair district received funds, motion to approve, LH seconded, no discussion, all in favor.
  - i. Secretary Wadsworth made motion to approve, seconded by Chair Hawkins, 3 votes in favor MB LH BW
- c. Centennial type 3 august 23, sean is getting check, he has auxiliary check, asked about transfer instead of check. 100k from CVVFD Auxiliary, 136,379 is the difference 36,379 transferred from CVVFD account..
  - i. BW made motion to transfer funds from CVVFD to cover \$36,379 to impact funds, then 100k from CVVFD Auxiliary will also be deposited in impact funds seconded by Secretary Burkhart. 3 votes in Favor MB LH BW
  - ii. Department accounts
    - 1. Big Laramie-\$99,986.26
    - 2. Centennial-\$126,673.06
    - 3. Tie Siding \$14,714.44
    - 4. Central \$124,460
    - 5. Vedauwoo \$22,369.05
    - 6. WYCO \$\$64,834
  - iii. Total cash \$3,479,581 up due to transfer of funds for type 3
  - iv. LH made motion to approve Treasurer's Report; MB second
    - 1. Discussion:winding down year, peer support bills being paid thanks to those using funds, grant funds coming to an end on Dec 31, approved \$15000 of district funds to help continue peer support
    - 2. All in favor, MB LH BW none opposed, no abstains
- d. Present for **DISCUSSION** and **APPROVAL**, PA Approvals
  - i. BLVFD
    - 1. BLVFD PA 4 new tires for BL30 1200 dept funds, approved PA# 253
    - 2. BLVFD PA headsets for engine 2 \$1400 dept funds PA #254
      - a. Lh made motion to approve, BW second, no discussion.
      - b. Two approve LH, BW, none opposed 1 abstain MB
  - ii. Central
    - 1. Central classroom 34,900 dept funds Chairman Hawkins motion for approval Secretary Burkhart seconded for discussion
      - a. Discussion: Treasurer Wadsworth has concerns about whether central has the funds to cover this project and

operational costs, and if the classroom is necessary. Chief Holloway assures that they have the funds and that the classroom will be used for training where there are not contaminants from bunker gear. Treasurer Wadsworth wants to know if it will be up to code, Chief said yes.

Secretary Burkhart: legal to review contract before construction starts, need to cover that. Chairman Hawkins called for vote, Chair Hawkins and Secretary Burkhart Aye, Treasurer Wadsworth Opposed

- b. Approved pending an agreeable contract, central needs to get approved before spending PA#255
- c. Chairman Hawkins made motion to approve amended to include conditions placed on it by Secretary Burkhart and Treasurer Wadsworth's conditions, district legal needs to review contract with specs and plans, then contract will be signed.
- d. 3 in favor, MB BW LH, none opposed, no abstains with amendment

- 2. Conex \$4,800 dept funds PA Aux will pay ¼ remainder covered by dept. Discussion about location on property. 1 abstain 2 ayes, PA #256

iii. VVFD

- 1. VVFD Maintenance and repair of steering Chairman Hawkins motion to approve Secretary Burkhart second, no discussion,
- 2. All in favor MB BH BW, none opposed, no abstains PA #246

iv. WYCO

- 1. WYCO UTV replacement for old ATV- Chairman Hawkins motion to approve, Secretary Burkhart second  
Discussion- able to do what is needed, able to have people to operate, able to cover maintenance,  
Approved all in favor MB BW LH, none opposed, no abstains PA #257

- e. Outstanding PA discussion (Central extrication equipment PA request ) and PA expectations. PAs have to acknowledge any conditions or expectations made by the board in order to be valid. Chiefs instructed to follow PAs and conditions explicitly

8. Action Items – to be voted on

- a. Present for **APPROVAL**, Hazard Mitigation representatives - Jon Essley, Doug Bower, Dan Kricken

- i. Chairman Hawkins made motion to approve as district representatives, Secretary Burkhart seconded  
Discussion- Secretary Burkhart wants to know if this will require any additional requirement from the district as far as funds or additional meetings. Chief Essley (as an EMA rep) responded no funds, no obligation from the district.  
Chairman Hawkins: are the reps working with other chiefs to make sure hazards are being represented across District?. JE states "Yes"  
Motion carries

b. Present for **APPROVAL**, Communications Specialist - Scott Kugel, EMA

- i. Job duties: Reprogramming radios, working with Bear Com, represent ACFD1 at LARC level as well as with radios, towers. Chairman Hawkins motion to approve Treasurer Wadsworth second

Discussion: Contract cost of \$10,000 annually, where funds would come from? Need to consider, cash flow, strategic items,, the district is setting aside \$4000/ month, the funds can come from there. Scott is currently helping all departments with radios, he also helps Sheriffs department and AC Road and Bridge. Scott would provides direct benefit to the District by supporting this position.

All in favor, motion carries.

c. Present for **APPROVAL**, Member in good standing added EMS

- i. Chairman Hawkins sent draft for member in good standing. Reference to discussion last month for "member in good standing" being consistent with EMS. District EMS providers must meet or exceeds Wyoming OEMS BLS requirements or equivalent (NREMT). Chairman Hawkins motion to approve Treasurer Wadsworth second for discussion.

Discussion-Secretary Burkhart for the criteria put on website. Treasurer Wadsworth will not vote on something that he has not been able to review.hasn't seen.

- ii. Recess to put on website, at 1837
- iii. 1839 back from recess,

Discussion: BLS ONLY, requirement to attend at least 50% of department meetings as well as training, suggest amendment to 50% or 6 meetings per year, required by Wyoming retirement policy. District EMS BLS providers must have EMR or EMT with WY License (OWLS)

Adjustment made to 1 and 3. Attends 50% and 1 or more of the following proposed by MB, added between 1 and 2. BW: currently there are EMTs in county that may not want to join FD. We need to send info out to them to

inform them of requirements. Only include people who want to go through District. EMT background check meets District requirements for all FF/members.  
All approve passes

d. Present for **APPROVAL**, Single District By-Law proposal and timeline

LH 7 different by-laws operating under, 1 set of District by-laws. Each department has their own By-laws, creates confusion and time loss within district, proposal is to create single district by-laws, incorporate as many good points from department by-laws into single district bylaws. LH made motion BW second

Discussion-

Question about timeline to complete this project

Chairman Hawkins asked that Chiefs of each department get info about their departments bylaws sent in 3 weeks, to include most important things to be incorporated to district by laws,

Treasurer Wadsworth agreed that having one set of bylaws for the district is a good idea to create standardization across the district for membership requirements.

Fire chiefs brought up concern that this change would take away each departments individuality and autonomy.

Chairman Hawkins assured chiefs that equality for membership was the goal and not taking away department autonomy, part of this is to keep members from switching from department to department due to differing membership requirements in each department bylaws.

Uniform member requirements are needed across the District and FF need to have clear understanding of what they are.

More concerns were raised about timeline, Chairman Hawkins would like to have a draft completed to be voted on by the end of the year.

Proposal (motion) is to move forward to develop a single set of District bylaws; the Board is not approving them at this time. They will be presented for consideration at a future meeting for approval once completed. Motion by Chairman Hawkins second by treasurer Wadsworth

Discussion: Only financial commitment from District would be more time invested from Legal.

All in favor, passes

9. Board Topics

a. Present for **DISCUSSION**, Furthering the Strategic Plan

Chairman Hawkins requested feedback from department members.

Values from this group,

Strategic plan and mission statement are often requested on Grant forms which is the reason behind having these items. Continue to work on the Strategic Plan.

10. Chiefs Report

- a. Chiefs met on Monday. Grants and department coverage areas were discussed, departments responding without stretching departments. No solution, just discussion, possibly changing some response areas. Central being paged to support other departments when it would make sense to page a different department instead. Possibly issue with LARC that central defaults to be paged with extrication calls. LH will look at run card matrix from LARC and can be reviewed at next chief's meeting. How to handle lift assist responses was discussed. Info will be sent to chiefs@albanycountyfd1 mailing list.
11. Department Reports: WYCO, TS, Central, VVFD, CVVFD, BL
- a. WYCO
    - i. WYCO Monitor back in 1 installed, PA was for \$4000 was \$5785 PA 251 dept. Funds approved last month.
    - ii. BW made motion to amend PA to max 5800, LH second Discussion-unforeseen, had to be returned to service, all in favor pass
    - iii. Had extrication training for MVAs and stabilization. Will continue training in June at Triple A Most calls are MVAs LH suggests TIMs training as well. MB asked if there is an MVA curriculum or standard being followed. No, this is in-house training..
    - iv. 1 person was on Elk Fire, is back.
  - b. TSVFD
    - i. Tie Siding-9 current members 2 trainees 2 possible new members, no PAs no deployments 1 call for med assist needs mobile radio, could not get radio from scott. Aging volunteer force is a continuing issue, equipment up and running.
  - c. Central
    - i. Central-351 calls total for year; 27 in October. 33 people. AC12 returned from elk fire, all apparatus is in service Nov 2 training for EVOG
  - d. VVFD
    - i. VVFD- 8 full members 5 probationary 1 associate 205 calls for the year. 1 MVA with EV. Discussion about VV6 damage.
  - e. CVVFD
    - i. CVVFD- new type 3, has contracts to get rid of ambulance \$8,000 on ambulance, need to vote on next month. Bathroom update-all roofing done, sheetrock done, well, trench backfilled except end, stubbed into building concrete repaired, shower is there, waiting for final covet base sink and door install. Need to get septic holding tank pumped
  - f. BLVFD
  - g. No changes to membership, PAs submitted, close out 248 for AEDS 2 people on elk fire, 14 days 6 calls all vehicles ready to respond, WY apparatus was at Station on oct 14 repairs took longer than expected, waiting for module for overhead

lightbar, TS water level indicator, failed needs to be replaced. BL1 water level indicator calibrated, valve for E2 ladder and pump test in spring 2025

12. New Business -

- a. Secretary Burkhart- Credit card set up for Nicole,
  - b. White life pack CR2 AEDs from grant. Grantor asked for feedback need to know pad and battery expiration date on those from all Depts that recieved.
13. **ADJOURN**; Chairman Hawkins motion to adjourn Treasurer Wadsworth second passes adjourn 1059

\*\* Next Work Session November 7, 2024; next Board Meeting November 20, 2024