

Albany County Fire District #1 Budget Hearing Meeting Minutes

12 June 2024

Approved on 21 August 2024

Minutes prepared by Matt Burkhart, Secretary

Budget Hearing Meeting held on Wednesday 12 June 2024 at 1730 at Central North (4387 North 3rd St, Laramie). Board members present: Chairperson Luke Hawkins (LH), Treasurer Brett Wadsworth (BW), Secretary Matt Burkhart (MB).

--- Start Minutes ---

1530 Budget Hearing called to order by Chair Hawkins (LH)

Explanation of budget hearing purpose and sole purpose of meeting to pass the ACFD1 FY25 budget. Present direction that the budget hearing is to be largely lead by Treasurer Wadsworth (BW)

1531 Public Comment opened by LH

No members of the public were present. This may be due to the Cherokee Park Fire involving numerous ACFD1 resources.

1533 Public Comment closed by LH

1533 General open budget discussion by Board

Review comments made during last work-session on 6/5/24.

Need to ensure responses for taxpayers; this is ACFD1's fiduciary responsibility.

Money and equipment does not provide the response, FF do. How to ensure personnel are available by funding recruitment and retention. Need to change funding model to reflect cost of services/responses the VFDs provide. More responses cost more across the board, esp in fuel and maintenance. Does the max of four wildland engines dispatched out affect local response and income to departments? Departments dispatch to make ends meet.

LFD Contract is to ensure gaps are filled. The intent of forming Central was to reduce the District's burden on LFD and the associated LFD/COL contract. This LFD contract is two-times previous costs and funding needs to be ensured for this each year.

Does a change in District budgeting come with additional requirements such as uniform training and Department Bylaws? All departments need to have heat/lights/fuel – is this paid by ACFD1 and/or equitable for all Departments?

Discuss and propose a funding model based on services provided. Value basic single service at \$18k. Consider \$30k for additional basic services (wildland, traffic, med assist), \$60k for all-hazard (full-service) of wildland, structure, MVA, EMS). Duration of the year that services are provided would matter: all-year versus closed or limited service in winter. Some Department distributions would go up (TS, VVFD, CVVFD, BL) and some would go down (Central, WYCO) Central would take a significant cut. If there is a "high" call volume this means more fuel. Propose: \$60K/year for high-call full-service Depts, \$55k/y low-call, full-service, \$30k/y full-year, basic-service, and \$20k part-year, basic-service.

1903 Recess/break called by LH

1906 Return from recess/break by LH

What about ACFD1 positions/employees? What is the value of Adim Assistant? All Depts and Board see the need for this part-time role and need to fund to attract folks. \$22-26k/year. Need a job description.

1939 Public comment reopened by LH (*public arrived, maybe returning from Cherokee Park Incident*)

ACFD1 takes public comments: Some paid positions could be volunteer. Open to funding Depts. based on level of service. Grant writer position is essential and has documented success in Departments. Departments must report all incidents and responses. Admin assistant is helpful and needs paid, other coordinators too, but not as paid personnel. Budget for attorney but try to control spending. Depts need to watch what they work on that would increase legal fees. Ensure legal fees are assessed to the project funding source (ACFD1, Dept, grant, impact, etc.) 10% truck fund retention by ACFD1 is ok. Ensure FF get paid as soon as possible (esp expenses) following dispatches.

1950 Public comment closed by LH

1951 Motion to open special meeting for purposes of passing FY2025 ACFD1 budget.

Moved: Treasurer Wadsworth

Second: Chair Hawkins

Discussion: Must pass the budget tonight based on State [WY] and board member schedules. Needs to go to [Albany County] County Commissioners for approval. Was there enough input and adequate public comment to move forward? Must take work-session comments into consideration. Consider deferring contentious items (like hiring) until later.

Votes: Yes (Chair Hawkins, Treasurer Wadsworth), No (Secretary Burkhart), Abstain (None).

Motion Passes.

1957 Work session open

Discussion of budget by ACFD1. A spreadsheet was presented by Treasurer Wadsworth which was worked on interactively during the Board's discussions to track funding allocations and total expenses.

ACFD1 can amend the budget if necessary.

HR is \$6k/year if on contract per hour is possible. Need Admin Assistance as a paid part-timer position. Include range in advertisement. EMS coordination has value and fund at \$12k/year with contract. How to fund Building Warriors after July ARPA grant expiration? ACFD1 to fund some/limited FF sessions following chain of command for approval at ~\$22k/y.

Budget needs to ensure LFD contract covered and the contractual obligation for LFD apparatus replacement. Vacated coordinator funds available for strategic items: noting bathroom overruns and C/Os that need paid for by Dec 2025.

Grant writer was helpful for WYCO – ACFD1 could hire for \$5k. ACFD1 to assume lease on North Station and pay with impact fund interest for present time.

Central is no longer obligated to pay this and it is an ACFD1 “station” with use to be discussed later. Central has transitioned from the “get started” phase and budget needs to be inline with services provide, responses and other departments.

Revisit the four levels of service proposed. High-volume, full-service \$65k (Central, VVFD) / low-volume, full-service \$60k (BLVFD, CVVFD) / full-year, limited-service \$25k (WYCO) / part-year, limited-service \$18k (TSVFD). This model leaves \$38k uncommitted – can address in FY25.

Need to monitor and capture Department spending. Reports to Image Trend must be required, timely and accurate. Does funding depend on reporting at some point? If so, data is needed. What about number of responses made?

Need to consider strategic items. Fund Strategic Line 'C' "Charlie at \$48k for now.

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Final spreadsheet following discussions:

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ACFD#1 Budget Approved 12 June 2024											
Fiscal Year	2022		2023		2024		2025		2026		
	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	
GROSS TAX REVENUE	\$620,000	\$641,423	\$635,000	\$712,204	\$750,000	\$793,063	\$772,000		\$750,000		
VARIABLE EXPENSES											
Workers Comp	\$10,000	\$20,408	\$9,000	\$19,435	\$15,000	\$9,271	\$10,000				
MASA Ins	\$0	\$9,116	\$12,178	\$11,950	\$13,000	\$12,217	\$12,500				
LGLP	\$5,000	\$5,618	\$5,500	\$5,618	\$6,000	\$2,761	\$5,000				
Surety Bonds	\$1,000	\$1,031	\$1,000	\$1,040	\$1,100	\$1,040	\$1,100				
WARM	\$26,333	\$27,881	-	-	-	-	\$29,000				
Fire Suppression	\$8,000	\$8,000	\$8,500	\$8,752	\$9,394	\$19,363	\$10,000				
VARIABLE TOTAL	\$50,333	\$66,104	\$36,178	\$46,795	\$44,494	\$44,852	\$67,600				
REGULAR EXPENSES											
Board Expenses	\$1,500	\$1,077	\$1,879	\$2,722	\$1,600	\$6,000	\$4,000				
Legal Fees	\$30,000	\$42,497	\$25,330	\$25,249	\$30,000	\$25,672	\$30,000				
Bookkeeping	\$18,000	\$17,982	\$19,070	\$20,201	\$19,000	\$21,083	\$45,000				
Emergency Reporting/ Image I	\$5,000	\$5,080	\$990	\$4,750	\$5,000	\$1,650	\$0				
Who's Responding/911	\$3,000	\$3,290	\$3,251	\$2,304	\$2,000	\$838	\$1,000				
Payroll (Wages & Taxes)	\$22,000	\$22,104	\$22,764	\$33,491	\$63,700	-	-				
Admin Asst	-	-	-	-	-	\$21,931	\$24,000				
Dist. Coord.	-	-	-	-	-	\$18,000	\$0				
Train. Coord.	-	-	-	-	-	\$11,000	-				
Wind. Coord.	-	-	-	-	-	\$11,000	\$0				
HR	-	-	-	-	-	\$7,250	\$6,000				
EMS Coord	-	-	-	-	-	-	\$12,000				
Building Warriors	-	-	-	-	-	-	\$15,000				
HCA	-	-	-	-	-	\$4,289	\$3,534				
EMS Contract	-	-	-	-	-	-	\$12,000				
Wyoming Retirement	\$10,000	\$10,389	\$9,500	\$8,850	\$10,000	\$9,675	\$10,000				
Audit	\$8,500	\$8,900	\$9,200	\$9,200	\$10,000	\$9,500	\$10,000				
Laramie Boomerang	\$1,200	\$1,566	\$2,400	\$1,843	\$2,300	\$771	\$1,000				
Email & Org	\$0	\$0	\$0	\$0	\$4,500	\$4,500	\$4,800				
Coordinator Admin	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0				
REGULAR TOTAL	\$99,200	\$112,885	\$94,384	\$108,610	\$158,300	\$153,159	\$178,334				
STRATEGIC ITEMS											
LFD Engine Replace	\$12,000	\$12,000	\$20,000	\$33,169	\$30,000	\$30,000	\$20,000				
Tender R & R.	\$30,000	\$30,000	\$30,000	\$30,004	\$25,000	\$25,000	\$10,000				
Capital Imprvmt	\$44,000	\$43,392	\$5,000	\$5,004	\$5,000	\$5,000	\$5,000				
Contingency	\$4,800	\$4,800	\$3,600	\$3,600	\$3,600	\$3,600	\$5,000				
Coordinator	-	-	\$40,000	\$39,996	-	-	-				
Grantwriter	-	-	-	-	\$1,500	\$1,912	\$5,000				
Human Resources	-	-	-	-	\$12,000	\$0	-				
Strategic Obj. C	-	-	-	-	\$17,532	\$17,532	\$48,000				
North Central							\$36,000				
North Offset							(\$36,000)				
STRATEGIC TOTAL	\$90,800	\$90,192	\$98,600	\$111,773	\$94,632	\$83,044	\$93,000				
ADMIN OVERHEAD	\$240,333	\$269,181	\$229,162	\$267,178	\$297,426	\$281,055	\$338,934				
PERCENT OF REVENUE	38.8%	42.0%	36.1%	37.5%	39.7%	35.4%	43.9%				
OPERATIONAL SUPPORT											
LFD Contract	\$90,000	\$90,000	\$120,000	\$120,000	\$120,000	\$120,000	\$140,000				
REMAINING	\$289,667	\$282,242	\$285,838	\$325,026	\$332,574	\$392,008	\$293,066				
DEPT. DISTRIBUTIONS											
Inflation Adjustment					4%		0.0%				
BLVD	52,200.00		54,810.00		57,002.40	57,002.00	60,000.00				
WARM	0.00		4,007.00		4,274.14	4,274.00	0.00				
Support Offset											
Sub-total	52,200.00	52,200.00	58,817.00	58,812.00	61,276.54	61,276.00	60,000.00				
CVFD	49,704.00		52,189.00		54,276.56	54,277.00	60,000.00				
WARM	0.00		8,617.00		8,833.21	8,833.00	0.00				
Support Offset											
Sub-total	49,704.00	49,704.00	60,806.00	60,804.00	63,109.77	63,110.00	60,000.00				
Central	132,600.00		120,600.00		123,012.00	123,012.00	65,000.00				
WARM	0.00		6,057.00		7,408.50	7,409.00	0.00				
Support Offset						(4,000.00)	0.00				
Sub-total	132,600.00	132,600.00	126,657.00	126,660.00	130,420.50	126,421.00	65,000.00				
TSVFD	15,504.00		16,279.00		16,930.16	16,930.00	18,000.00				
WARM	0.00		958.00		1,139.77	1,140.00	0.00				
Support Offset											
Sub-total	15,504.00	15,504.00	17,237.00	17,232.00	18,069.93	18,070.00	18,000.00				
VVFD	28,200.00		29,610.00		30,794.40	30,794.00	65,000.00				
WARM	0.00		4,099.00		4,559.08	4,559.00	0.00				
Support Offset						4,000.00	0.00				
Sub-total	28,200.00	28,200.00	33,709.00	33,708.00	35,353.48	39,353.00	65,000.00				
WYCD	17,196.00		18,056.00		18,778.24	18,778.00	25,000.00				
WARM	0.00		2,595.00		2,564.48	2,464.00	0.00				
Support Offset											
Sub-total	17,196.00	17,196.00	20,651.00	20,652.00	21,342.72	21,242.00	25,000.00				
	295,404.00	295,404.00	317,877.00	317,868.00	329,572.94	329,472.00	293,000.00				
Uncommitted \$	(5,737.00)	(13,162.00)	(32,039.00)	7,158.00	3,001.06	62,535.78	66.00				



2114 Motion made to approve the ACFD1 FY25 budget spreadsheet as developed by ACFD1 Board tonight.

Moved: Chair Hawkins

Second: Treasurer Wadsworth

Discussion: None.

Votes: Yes (Chair Hawkins, Treasurer Wadsworth, Secretary Burkhart), No (none), Abstain (None).

Motion Passes.

2116 Motion to close the budget hearing and adjourn

Moved: Chair Hawkins

Second: Treasurer Wadsworth

Discussion: None.

Votes: Yes (Chair Hawkins, Treasurer Wadsworth, Secretary Burkhart), No (none), Abstain (None).

Motion Passes.

2117 Budget hearing meeting adjourned.

--- End Minutes ---

APPROVED