

## Albany County Fire District #1 Board Meeting Minutes December 15, 2021

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 4:05 pm. Board members present were Luke Hawkins and Brett Wadsworth via Zoom. *Chairman Hawkins moved to adjourn into Executive Session for purposes of receiving legal advice at 4:05 pm. Motion was seconded by Treasurer Wadsworth and approved unanimously.* Chairman Hawkins reconvened the regularly scheduled December Board meeting at 5:00 pm.
2. Minutes of November 17, 2021 Meeting: *Treasurer Wadsworth moved to approve the minutes as presented. Motion was seconded by Chairman Hawkins and approved unanimously. Chairman Hawkins moved to approve the December 6, 2021 and December 9, 2021 Special Board Meeting Minutes. Motion was seconded by Treasurer Wadsworth and approved unanimously. Chairman Hawkins moved to approve the Executive Session minutes. Motion was seconded by Treasurer Wadsworth and approved unanimously.*
3. Comments from the Public: No public comments
4. Financial Report:
  - a. Bills to be Paid: *Chairman Hawkins moved to approve the December Financial Report as presented. Motion was seconded by Treasurer Wadsworth and approved unanimously.*
5. Report – Outside Agencies/Guests:
  - a. Laramie Fire Department - The drill grounds will be finished in February.
  - b. County Emergency Services - No on present.
  - c. Dispatch, LARC – I Am Responding is linked properly but was sidetracked by software issues, the servers need to be fixed. If there are changes to contacts for the Rip and Run Reports, please get those to Steve, as he can update that information anytime.
  - d. County Fire Warden – Attended the Rural Fire Convention and there are significant changes to the Mini Mob this year, to both rates and adjustments of how we document. Engine rates increased significantly, up 12.5%. On engines, the \$3.00 adjustment for foam has now just been included in the rates. UTV's went up to \$250/day. Personnel rates also increased according to the federal published AD rate, we are 25% above the federal AD rate; this didn't happen last year so essentially it is a pay increase for two years.
6. Board Topics:
  - a. Fire Pay – *With the outstanding and majority of fire season over and complete Treasurer Wadsworth moved to pay out all remaining truck pay for 2019 and half for 2020 and the Board will consider 2021 truck pay at the January Meeting, total amount is \$69681. Motion was seconded by Chairman Hawkins and approved unanimously.*
  - b. Bookkeeper contract and discussion for approval – Attorney Goetz explained that the Administrative Assistant is the only employee of ACFD#1. Teri Jo, as the Bookkeeper, is a contractor for professional services through Organized Calculations. It is prudent audit practices to have a contract in place for contractors that outline the scope of duties and what services she subscribes to on behalf of the District. *Chairman Hawkins moved to*

*formally enter into the contract with Organized Calculations. Motion was seconded by Treasurer Wadsworth and approved unanimously.*

- c. Discussion and board vacancy appointment – Candidates were Shawn Sommerfeld, Matt Burkhart and Terri Jones. All candidates had strengths which made this a difficult decision. Chief Sommerfeld is highly motivated, had strong organizational skills, and a boots on the ground fire background. Terri Jones is a former County Commissioner and has County and community knowledge, a political background, and is a private business owner. Matt Burkhart is highly motivated, has boots on the ground experience, is well organized, and has strengths that Terri Jones has as well, with ties at the State level. He was appointed to the WY State Trails council by the Governor and he has political strength and fire motivation. Treasurer Wadsworth echoed these words and stated it was gratifying to receive the letters of interest and sit down and talk about each candidates' thoughts/ideas of moving forward within the District. Appreciation to all who applied and there were great ideas and great discussion from the interview process. That being said, only one candidate can be appointed. *Chairman Hawkins moved to extend an invitation to Matt Burkhart for the vacant ACFD#1 Board position. Motion was seconded by Treasurer Wadsworth. Matt Burkhart is willing to accept the appointment. Motion was approved unanimously.* Treasurer Wadsworth had one comment that he and Matt work together with in the same department at the University of Wyoming and often have meetings together. It will be incumbent of them to abide by the Public Meetings Act, and they will only discuss UW business and leave everything else to a public meeting setting. Matt Burkhart agrees with this statement.
- d. VVFD land status update – Attorney Goetz is still in discussion with the landowner working out the boundary issue and finding an accommodating solution to the landowner. This is not adversarial; they are just looking at land lines.
- e. SLIB Grant, Chief's response for priority – Primary stations have water and working toilets and showers, starting with CVVFD (already in progress), VVFD and TSVFD.
- f. ARPA updates – They are requesting ADA and COVID ('no touch' fixture) complaint bathrooms. This means sensor lights, toilets, etc. Need to work on estimates. Have \$240,000 to spend that the County Commissioners have already approved. Will also need to work on/submit SLIB grant. EAP is moving forward and will run through the County HR Department. UV lights were also approved, and County Commissioners want an estimate for the UV lights that were requested by the departments. Chairman Hawkins needs to submit to Bailey and then move forward. Chief Sommerfeld can assist with this estimate if needed. Other items/projects were discussed with positive influence however they are in non-priority status at the moment, including laundry. Meaning other items were elevated higher in importance at this time, but the requests are still in good standing. The document Chairman Hawkins is referring to is a living document, and ARPA funds go through at least 2023 so the priorities could change. Michele will put together an RFP for the \$240k approved for bathrooms.
- g. Wind Project updates – Chairman Hawkins sent out the emergency response plan to Chief's, Attorney Goetz, and County Fire Warden Dinges with respect to the Rock Creek Wind Project to determine their expectations. County Commissioners have deferred for up to 45 days to make their decision on the application. If approved, the Industrial

Siting Commission could meet the early part of March with construction in late 2022 and 2023, and online in 2024.

- h.* Incident Response and Dispatching – Does dispatch need to do monthly reports? VVFD requests a year end report. LARC can do monthly reports and can do all of the District together with the same information and then break out by individual department. CVVFD and BLVFD automatically receive a report from the import that goes into Emergency Reporting, others should be able to as well. BLVFD could possibly use a year end report, but they do not need a monthly report. Chief's can coordinate with each other.
  - i.* Emergency Reporting – Two options: 1) give individual or a representative access to each department so the District can gather info/data as needed, or 2) move forward with consolidating all departments as one under the district. Chief's do not care as long as they do not lose their data or capabilities. However, the archived information is a hassle to extract back out and when you do it is in text format so you can't enter it back into the system. Currently every department fills out an incident report with their own IR's, the only common denominator on an incident for all the departments is the dispatch run number in CAD. There is value in each department putting their own narrative into the system for each incident versus only having the IC input information, which might not be the best scenario as the departments want to see their own individual information.
  - j.* CDL Status – The proposed implementation date for the new standards is February 7, 2022. The State Fire Marshall's office is going to try to have trainers available to teach the CDL drivers. It would be a State sponsored class, like FF1. Have not seen curriculum/standards from DOT yet but we know there is a requirement of 40 hours of academic training. No drive time requirements out yet from DOT. If you want to get your CDL, do it now, take the test, get your permit and test before February.
7. Chiefs Report: CVVFD and Central working on equipment requests for windmill project. The Chief's think they should only proof the policies and give them a reality check. Michele will send the Mission Statement to the Chief's. There is a Tri-State Grant, which is another reimbursement funding source for wildland fire training. County Fire Warden Dinges is the contact.
8. Department Reports:
- a.* Central – Thank you to all who helped on the structure fire on Welsh Lane. FF1 Academy starting in January. They have a training request. Next month will submit pricing for new tires for AC21. Their new treasurer is Jim Gillum. And there is new flooring in the station.
  - b.* VVFD – VV5 will need tires in the near future as well. Two new CDL drivers and one new member to go through the process. Having communications difficulties through Who's Responding, and they will need to purchase a new computer next month to be able to utilize ER.com.
  - c.* CVVFD – Three EMT's going through test and practicals. No EMT's for the ski area. No well yet.
  - d.* BLVFD – Training request for Mid-Winter Fire School. Lights for the tender are in just waiting on mechanic to install. BL10 has heater/faulty pitman arm issue.

- e. WYCO – Have an opportunity to sell the 2004 Yamaha Apex snowmobile. Currently they do not use it, it was donated to them in 2011. They would like the proceeds from the sale. The money would need to go into the District account and then it would need approval to move into WYCO’s account (not auxiliary). *Treasurer Wadsworth moved to authorize WYCO to move forward with selling their 2004 Yamaha Apex snowmobile in accordance with District policy. Motion was seconded by Chairman Hawkins and approved unanimously.*
  - f. TSVFD – One member in the EMT class. They responded to the barn fire. Chief Essley thinks the road will close after the next snowstorm and he will let dispatch know.
9. PA Approvals: *Chairman Hawkins moved to approve two PA’s submitted. Motion was seconded by Treasurer Wadsworth and approved unanimously.*
- a. *PA323 – VVFD training at Mid-Winter Fire School; \$1200, 100% dept funds*
  - b. *PA 324 – BLVFD training at Mid-Winter Fire School; \$1000, 100% dept funds*
  - c. *Chairman Hawkins moved to approved Centrals training at Mid-Winter Fire School submitted yesterday; \$2700, 100% dept funds PA 325. Motion was seconded by Treasurer Wadsworth and approved unanimously.*
- The District requests that you submit your PA requests one week ahead of time. If the Chief’s know you are going to have a PA, just submit it, this is the easiest way to get your PA’s submitted on time. You can always withdraw it later if need be.
10. New Business: The Chief’s see the policies/sog’s as put out by the District and the Chief’s group would give feedback, this includes new policies. The Board would like feedback, or to be made aware of issues that the Chief’s have with the current policies/sog’s. CVVFD is working on a disciplinary policy, the Board suggests they reach out to other Chiefs. *Chairman Hawkins moved to approve the 2022 Meeting Schedule. Motion was seconded by Treasurer Wadsworth and approved unanimously.* Zoom meetings will continue in 2022. Michele requested permission to invest in a microphone to improve the quality of the Zoom meetings. *Treasurer Wadsworth moved the approval of purchase of microphone and camera, not to exceed \$500.00. Motion was seconded by Chairman Hawkins and approved unanimously.*
11. Next Meeting: January 19, 2022
12. Adjourn: *Chairman Hawkins moved to adjourn at 6:58 pm. Motion was seconded by Treasurer Wadsworth and approved unanimously.*

Expenditures by the Board totaling \$74,581 to include \$69681 in fire truck pay to departments; PA323 – VVFD training at Mid-Winter Fire School; \$1200, 100% dept funds; PA 324 – BLVFD training at Mid-Winter Fire School; \$1000, 100% dept funds; and Centrals training at Mid-Winter Fire School submitted yesterday; \$2700, 100% dept funds PA 325.

Respectfully Submitted,  
Michele Turner, ACFD#1 Administrative Assistant