

Albany County Fire District #1 Board Meeting Minutes April 20, 2016

Meeting was called to order at 5:15 pm by Chairman Sigel. Board members present were Art Sigel, George French and Joe Witt.

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 pay VVFD PPE at a 75/25 split. Motion was seconded by Treasurer Witt and approved unanimously. Chairman Sigel moved to approve the financial report with above change. Motion was seconded by Treasurer Witt and approved unanimously. In May we will have a budget revision meeting and a special notice will need to be published.

LFD – Cy has received the radios for the District and EMA. It has been noted that some of the radios are either missing or stolen. Cy is now requiring that the District do an audit of our portable radios before we go any further. Cy needs the radio alias and serial numbers sent to him this month. Cy will not begin assigning the new radios until he has all of the portable radio information requested from every fire department in the district. The District then needs to implement a policy along with some form of tracking system for the radios.

Chief Johnson – Mountain States passed the council last night and the use of the hydrant was approved. The City is going to work to make sure Casper dispatch is contacted first and that Casper is requesting the City go before they are paged out. If it is unknown or structures are threatened the City will still go. The District will continue to respond as they have in the past. George is in favor of LFD's algorithm wording. Art and Joe are in favor of not changing the protocol. ACFD was struck from the algorithm language.

Training Group Report – The fire school held February 19-21, 2016 in Laramie saved the district \$13,000 and they would like to continue next year with a budget to pay the instructors. EVOG is this weekend and the Saw Class May 14-15. Wyo Fire has been canceled. June 4th there will be a wildland training at Scott's house. The training group would like to request they be notified if you are doing a training in the district that involves more than just your home department. They would also like to standardize RT 130 across the district so it can be taught in house. Chairman Sigel moved to approve \$1900 to send 3 BLVFD firefighters to training in Cody. Motion was seconded by Treasurer Witt and approved unanimously. Chairman Sigel moved to approve \$804.96 to send 1 LLVFD firefighter to attend S-230 Crew Boss training in Riverton. Motion was seconded by Treasurer Witt and approved unanimously. Chairman Sigel moved to approve \$355.00, which was amended to \$664.96 to include mileage for 1 LLVFD firefighter to attend S231 Engine Boss training in Riverton. Motion was seconded by Treasurer Witt and approved unanimously. Chairman Sigel moved to approve reimbursement to Jamie French for food for the HazMat Class in the amount of \$198.26. Motion was seconded by Treasurer Witt and approved unanimously. Chairman Sigel moved to approve \$150 for lunch for the EVOG course. Motion was seconded by Treasurer Witt and approved unanimously. Chairman Sigel moved to approve \$420 for lunch for the Saw Class. Motion was seconded by Treasurer Witt and approved unanimously.

Scott – The Annual Operating Plan (AOP) changed the eight-hour reciprocal timeframe to the end of the first burn period. This means the reciprocal time period will now end at midnight. If the District has a fire, we have until the end of the day to bring in the feds at no cost to us, however, we could also be engaged longer for free. Chairman Sigel moved to sign the Annual Operating Plan as presented. Motion was seconded by Treasurer Witt and approved unanimously.

Auditor Issues – The auditors pulled certain expenses and we were required to provide backup documentation. Make sure you keep your backup data for purchases. Each department is responsible for their own receipts. Keep receipts for one year and then turn into ACFD at the end of the year to archive.

New Subdivision Requests – Many requests are for small 40-acre parcels on unimproved private roads, where the roads could be shut down at any time. The current law requires they put in cisterns. The Board would take thoughts/comments whether there should be more people in the District involved in these decisions. This is another area where a District Chief could review the requests, since most fall the Central District.

Tire Update – The tires on four trucks from the highest priority list were replaced for a total cost of \$23,885.54. Maintenance picked two more from the 2nd priority list and that estimate is \$6573.00. At this time there is \$6114 left in the budget. Treasurer Witt moved to increase the tire budget for the maintenance committee by \$2000. Motion was seconded by Chairman Sigel and approved unanimously. Jon will get a report for the budget meeting with our 2019 goal.

Station 3 Security - Board nominated Michele Turner as the designated contact for DCI.

AC Central - There are no longer split rims on AC20. Chad has been working with dispatch to get changes made to call AC Central to every fire in the donut. We need to write up a response protocol and send to board members and chiefs.

CVVFD - Chairman Sigel moved to approve the purchase of a new air compressor at a 50/50 split for a total cost of \$1500. Motion was seconded by Treasurer Witt and approved unanimously. Project code – PA10053. Chairman Sigel moved to approve CVVFD's expenditure of \$600 to repair Unit 10. Motion was seconded by Treasurer Witt and approved unanimously. Project code – PA10054

BLVVFD - BL8 and Engine 2 have new tires. They will get some Class A foam from CVVFD.

LLVFD - They were approved to switch internet providers. Treasurer Witt moved to approve up to \$450 for the purchase of a new desktop computer at 100%. Motion was seconded by Chairman Sigel and approved unanimously. Project code – PA10055. Treasurer Witt moved to approve \$1300 to put donated EMS equipment into service at 100%. Motion was seconded by Chairman Sigel and approved unanimously. Project code – PA10056. Art requested a letter be written addressing the life safety issue regarding calls where lives may be in danger. LVVFD Engine 5 does not run, and permission was granted to sell it. A member of their department

responded to a call but was told he could not drive AC27. This is part of the managerial vacuum we have around the Central District. There is need to be qualified and trained to operate the truck, no matter what license they hold. Currently the right hand seat goes to the highest qualified. In that seat you are in the officer in charge of that engine and then the other responding firefighters fall in as they may. This could be resolved quickly if there was a chief for the Central District.

TSVFD - Chairman Sigel moved to approve \$500 to purchase an above ground cistern with TSVFD friends to pay the other \$500. Motion was seconded by Treasurer Witt and approved unanimously. Project code – PA10057

VVFD - Chairman Sigel moved to approve \$1000 plus shipping for the purchase of Class B foam. Motion was seconded by Treasurer Witt and approved unanimously. Project code – PA10058
Chairman Sigel moved to approve \$300 for PPE from Wyoming State Forestry at a 75/25, ACFD#1 to pay \$225 and VVFD to pay \$75. Motion was seconded by Treasurer Witt and approved unanimously. Project code – PA10059

Maintenance - The mechanic is taking oil samples to send in and he will need reimbursed.

New Business:

Emergency Fire Suppression Account –There is a cost on the first fire to activate the fire suppression account which is about \$8500. This is a handshake between county and district, whoever has the fire pays that full amount. Scott will work on updating for the District.

Wild Horse Ranch - BLVFD and CVVFD response time is more than 45 minutes to be on a fire there. If residents want to improve their fire protection, we can evolve in that direction.

Financial report for March expenditures was approved and paid at \$33,084.17 because our regular board meeting was canceled due to inclement weather.

Expenditures approved by the board totaling up to \$11,788.18 to include \$1900 for 3 BLVFD firefighter trainings, \$804.96 for 1 LLVFD firefighter training, \$664.96 for 1 LLVFD firefighter training, \$198.26 for reimbursement for training food, \$150 for EVOC lunch; \$420 for Saw Class lunch, \$2000 for maintenance committee tire budget, \$750 of CVVFD funds to purchase air compressor and \$750 for ACFD1's purchase of CVVFD air compressor, \$600 of CVVFD funds to repair Unit 10, up to \$450 for LVVFD to purchase desktop computer, \$1300 for LVVFD to put donated EMS equipment in service, \$500 for TSVFD above ground cistern, \$1000 plus shipping for VVFD to purchase Class B foam, and \$75 of VVFD funds to purchase PPE and \$225 for ACFD1's purchase of VVFD PPE.

Meeting adjourned 8:37

Respectfully Submitted,

Michele Turner, AVFD#1 Administrative Assistant