

**Carbon County Fire Protection District Regular Meeting
January 4, 2024
Saratoga Community Center**

1. Call to order / Roll Call:

- a. Vice President Jim Piche called the meeting to order at 06:30PM.
- b. Secretary / Treasurer Courtney Ney.
- c. Director Pat Waliser.
- d. Director Cory Nuhn.

Other guests present:

- e. Interim Chief John Rutherford.
- f. Attorney Megan Goetz.
- g. Commissioner Sue Jones.
- h. Commissioner Garrett Irene.
- i. Robert Maddox Medicine Bow Fire Chief.
- j. Frank.

2. Additions/Corrections to the Agenda:

- *Motion to approve Agenda made by Director Waliser and second by Director Nuhn. motion passed unanimously.*

3. Introduction of Guests/Presentations:

- No public comment.

4. Approval of Previous Meeting Minutes:

Meeting minutes from December 7, 2023. A motion was made by Director Nuhn to approve the December 7th meeting minutes. The motion was second by Director Waliser – motion passed with all voting yes.

5. Correspondence:

- Judy Hammel from Bridge Street Bargains called Chief Rutherford and asked how the district will work. Bridge Street Bargains has and wants to continue to support emergency services. The questions were answered and cleared up some confusion.
- Discussion with Tyler Sims and taxes increasing. Commissioner Jones noted that 78.2% goes to schools. The Fire District tax increase was outlined by the County Assessor prior to being approved by the voters and did not increase from the original projections. Tax increases are partly due to property sales being much higher than historical values for Carbon County.

- Discussion: Sue Jones advised the tax discussion is coming up soon and there will be hardships. WAM is talking about issues and the future for municipalities.

6. Treasurers Report:

- Monthly Bill sheet and approval – Checks were signed that were approved at the December 7, 2023 meeting.
- December 8 through December 31, 2023 bills sheet total is \$6175.18. Motion to accept and approve made by board member Nuhn and seconded by Director Waliser. Motion passed unanimously.

7. Attorney Report:

- Attorney Goetz and Attorney Davis are working on the 812 E. Murray Street building purchase. It is on track and should be ready for presentation at the next meeting during confidential discussion as per state statutes.

8. Interim Chief Report:

- Chief Rutherford advised Mid-Winter fire school and meetings are this weekend.
- Ordered and received tables in anticipation of the communications training.
- Wyolink training is scheduled and happening on January 13th at the Murray Street building. There was discussion about the complexities of the trunked and conventional radio systems. 8.6 million is requested out of the general fund for Wyolink by the Wy. DOT.

9. Old Business:

- Talked about document repository and where documents should be stored. On the advice of counsel, we should file budget documents, agendas, and meeting minutes at office and with the County Clerk for transparency.
- A calendar reminder came up from Attorney Goetz regarding the state required financial audit. Chief Rutherford emailed the Fire District accountant and asked if we complied. The answer from Kasandra Ramsey was: "It was my understanding that since the gross receipts were under 1 million for 22/23, there was not a need for an audit. We did the proof of cash since gross receipts were under \$500,000. There will need to be an audit for 23/24 though."

10. New Business:

- *Mission Statement Approval. Motion by Board member Nuhn second by Waliser. Approved unanimously.*
- *Approve purchase of Internet, Computer and Printer for Ryan Park Station. Discussion of what is available with Ryan Park. AT&T and satellite are the options. Vice President Piche advised the board will need computers. There was discussion about what the county may have available. Possible wipe the existing computer and give it to the district. Tabled. The board agrees computers are in their future and need to be considered. Rawlins Division will need to be microwaved from Murray St.*

11. Board Discussion:

- Status of the agreement to take over county assets. There was a long discussion between the board and the Medicine Bow members about how the contracts will work with municipalities. Concerns about how much it would cost them to have the district provide the service or if the district will contract to the municipality to provide the service for the district. Commissioner Jones has concerns about the fees the district would charge using the assessed valuation estimations being too low to be feasible. Warden Rutherford stated the discussion is moot. The district is not offering to provide fire protection to everyone. Possibly the discussion should be happening in a work session. Attorney Goetz recommended the discussions should be in executive.
- Future Employees. Vice President Piche wants the board to consider the timeline of when they want to take on employees. Legal advised the board can approve the position and allow the district chief to hire the position. A trainer's position could be employed.

Courtney said the hiring process takes time and is a consideration.

Board member Waliser said he understands the need but does not want to get too far ahead. Possibly just a trainer for now.

Vice President Piche said a person could do double duty and do some equipment checks and training. He would like to see it in February or March.

Board member Nuhn thinks a job description should be generated and go from there.

- Insurance on Equipment.

Vice President Piche has spent two weeks working on insurance for equipment. There is equipment that needs to be removed from the assets list. The Counties list and the Fire Wardens list do not match. Piche advised adopting a guideline of what equipment should be at what stations. There may be a question about liability insurance due to the age of the units. He feels we have too much equipment.

Board member Waliser wants to keep all the equipment they have in Saratoga. The question is which departments will contract to the district and how those agreements will look. The insurance may be a little steep until we get organized and know our direction is.

Question from Medicine Bow: What happens to the equipment the district may not want? Vice President Piche advised that governmental courtesy is the easiest and give them to the departments that want them. Surplus items may be sold.

Discussion of contract documents for municipalities. Saratoga has had discussions as well as Elk Mountain. Meeting night schedules conflict. Vice President Piche has spoken to the Chief of Rock Creek and answered questions about operations and the community center. Medicine Bow questioned how the contract with them will look. Vice President Piche informed them it will be similar with some minor changes.

12. Executive Session:

- No executive session was held.

13. Any Further Business / Good of the order:

- *Fuel Cards are in the works.*
- *Thanks to the county for fixing the garage heater at Murray ST.*

14. Adjourn:

- Next meeting: Thursday, January 18, 2023, 6:30 pm
 - Location: Saratoga Community Center
 - Motion to adjourn made by board member Ney and Seconded by Waliser.
Approved at 08:35