

**Carbon County Fire Protection District
Regular Meeting
January 18, 2024
Platte Valley Community Center, Saratoga, WY**

President Homer Beach called the meeting to order in the Platte Valley Community Center at 6:30 p.m. Members present were Homer Beach, Jim Piche, Cory Nuhn, Pat Waliser, and Courtney Ney remotely via Zoom. Also, present were County Fire Warden/Interim District Chief John Rutherford, Medicine Bow Fire Department members Robert Maddox and Frank Fisher, and Carbon County Commission Chairwoman Sue Jones. Carbon County Fire Protection (CCFPD) attorney Megan Goetz was present remotely via Zoom. Absent was CCFPD Administrative Assistant Tara Williams.

Additions/Correction to the Agenda:

There were no additions or corrections to the agenda. **Jim Piche moved to approve the agenda as presented. Pat Waliser provided the second. Motion carried.**

Minutes:

Cory Nuhn moved to approve the minutes from the last meeting. Pat Waliser made the second. Motion carried.

Introduction of Guests/Presentations:

President Beach welcomed Medicine Bow Fire Department members Robert Maddox and Frank Fisher and Commission Chairwoman Jones to the meeting. He asked if any had any comments. All advised they did not have any questions or comments at this time.

Treasurer's Report:

Secretary/Treasurer Courtney Ney presented the Treasurer's report to the Board, which included the December financials and the current bills from December 28, 2023, to January 18, 2024. She advised there was \$1,344,772.02 total in the checking accounts.

Vice President Jim Piche asked if the County Treasurer had made the tax transfer to the district yet. Secretary/Treasurer Ney stated the transfer was made on January 10, 2024, in the amount of \$318,146.60. She advised the tax transfers from the county are usually made around the 10th of the month. Vice President Piche stated he had asked County Treasurer Lindsey West what the total tax distribution to the CCFPD was for 2023 and it was \$1,723,048.45.

Secretary/Treasurer Ney presented the bills in the amount of \$7,084.63, which includes December 28, 2023, payroll. **Jim Piche moved to pay the bills and Mr. Waliser provided the second to the motion. Motion carried.**

Vice President Piche ask about the status of placing funds with Wyoming CLASS investment pool. Warden Rutherford advised there was still some paperwork for the Secretary/Treasurer to sign and that would be done this evening. He would stop by Ms. Ney's home to have her sign the documents.

Warden Rutherford noted the bills had the renewal of the post office box for the CCFPD for a year in the amount of \$264.00. He stated the post office box would no longer be needed when the move is made into the Murray Street building in Rawlins, but he did not want it to lapse before that time.

Attorney Report:

Megan Goetz advised she had no report at this time and several items will be addressed in an Executive Session.

Interim Chief Report:

Interim Chief John Rutherford stated he had reported to the County Commissioners at their meeting yesterday. He stated the commissioners are very appreciative of the work the CCFPD board and staff are putting into the process of taking over fire services for the county. He advised he had been plowing a lot of snow around the Murray Street office building in Rawlins.

He has also started a training class for firefighters in Baggs. There are six individuals in this class. He said the Baggs Fire Department is in dire need of equipment such as portable radios. Their radios are currently unable to operate WyoLink. Interim Chief Rutherford said he will get them grant information to try to get funding to update a few of their equipment needs.

He reported the office chairs were in and he would try to get them put together soon. Board members Cory Nuhn and Pat Waliser offered their assistance if needed.

Old Business:

Vice President Piche reported that Matt Webster, County IT Director, had offered to donate five laptops the district. The board was very appreciative and a thank you note will be sent to Matt.

New Business:

Vice President Piche stated he had checked on the cost of having the snowplowing at the Murray Street building contracted to a local snow removal contractor. The price would be \$135 each time. Interim Chief Rutherford stated he had plowed five times thus far.

Vice President Piche reported he had obtained bids for a snowplow for use on a department pickup. He stated they could use either the one-ton Dodge in Rawlins or the half ton Ford in Hanna for a plow pickup.

The bids were as follows:

Rawlins Automotive – Meyers Plow 8-5 with wing \$11,145.00.

Ameritech, Casper – Western Plows 9-6 MVP Plus \$11,699.00 installed.

There was discussion as to the need for a 9-foot plow, but it was determined this would be the best one to use on the one-ton Dodge.

Secretary/Treasurer Ney asked if the purchase of a plow was in the budget. Interim Chief Rutherford replied that it was not, and the budget will need to be amended later to adjust for the many changes in revenue and expenditures from the original budget.

Mr. Nuhn moved to purchase the Western Plows 9-6MVP from Ameritech to be used on the one-ton Dodge pickup. Mr. Piche seconded the motion. Motion carried.

Vice President Piche suggested the board pay Interim Chief Rutherford for the use of his skid steer with the snow removal, as he had been using it the last few weeks. The board agreed to pay Interim Chief Rutherford for the skid steer time.

In other business Vice President Piche reported he had talked to the WARM property insurance representative. He advised WARM only insures the assets/equipment and LGLP is the insurance coverage for liability. As the buildings and equipment transfer from the County to the CCFPD the changes in insurance coverage from one entity to another will be addressed at that time.

Interim Chief Rutherford asked the board if he could purchase Workforce Hub as a time tracking software for his employees. It works on a cellphone capturing work hours in real time as well as managing time off, shifts, etc.

The cost is a one-time setup fee of \$200 and \$5 per person with a minimum of five people per month – total \$25/month. **Jim Piche moved to authorize the purchase and use of Workforce Hub for the district employees. Mr. Waliser gave second. Motion carried.**

Board Discussion:

Ms. Goetz reported that she will meet with Ashley Davis, County Attorney, to discuss the acquisition process for the equipment and properties. Clerk Gwynn Bartlett had met with John Rutherford, and they provided an accurate list of all properties and equipment. There are title questions on some of the properties that will need to be addressed as this process proceeds.

Interim Chief Rutherford has a job description for a district trainer. He advised that in researching the salary range for this position the average wage was \$27.13 to \$30.14/hour. The board will continue to move forward on filling the trainer position.

Jim Piche moved for the Board to enter into executive session pursuant to Wyoming Statute 16-4-405(a)(vii). Cory Nuhn made the second. Motion carried. Time: 7:24 p.m.

Mr. Piche moved to exit executive session noting no action was taken and that the minutes from the executive session be approved and sealed. Mr. Nuhn made the second. Motion carried. Time: 8:18 p.m.

Further Business/Good of the Order:

President Beach asked if he could get a computer and internet setup at the Ryan Park Fire Station. Mr. Waliser stated he would assist Mr. Beach in this task.

Adjourn:

No further business came before the Board. **Mr. Waliser moved to adjourn the meeting at 8:26 p.m. and Cory Nuhn seconded. Motion carried.**

Minutes taken by Sue Jones.