

**Carbon County Fire Protection District**  
**Regular Meeting January 19, 2022. 6:30 PM**  
**Saratoga Community Center**  
**MEETING MINUTES**

1. Meeting was Called to order at 18:31 by President Homer Beach – Courtney Ney conducted Roll Call
  - a. President Homer Beach - present
  - b. Vice President Jim Piche - present
  - c. Secretary / Treasurer Courtney Ney- present
  - d. Pat Waliser - present
  - e. Cory Nuhn – present
  - f. Also Present – Warden Rutherford, Cathy MacPherson (Attorney), Cindy Lewis, BLM Firefighters, Medicine Bow Rep.
2. Jim Piche made a motion to approve the Agenda – Cory 2<sup>nd</sup> – motion passed
3. Jim Piche made a motion to approve meeting minutes from Dec 28<sup>th</sup> meeting – Courtney 2<sup>nd</sup> – motion passed.
4. Correspondence – was decided to wait until new business to discuss any correspondence
5. Attorney Report.
  - Draft Bylaws. – Cathy presented a draft of the board bylaws and volunteer handbook. Homework to the board to review bylaws and have a 2<sup>nd</sup> discussion at the next meeting. Pat addressed the issue of board members also being employees. It was discussed that you can't be an employee and the boss therefore board members cannot be paid. Volunteers fall under a different category.
  - Draft Voucher Form – present by Cathy, Courtney mentioned having another option from another board that we can use and will present that at the next meeting.
  - Depository – banks that are interesting in holding our funds must submit a statement of investment policy to the board before the board decides what bank / banks we want to work with.
  - Special district checklist – there are specific times throughout the year that certain documents have to be submitted. Ex – we will want to build our budget by April. We also need to register with the State Dept of Audit to record and submit these documents. We discussed setting special reserves within our budget and there being a process in doing that.
6. Treasurers Report
  - Received the Employer Identification Number from the IRS – Courtney presented the EIN to the board and has copies saved.
  - Treasurer Financial Report – Courtney reported that we currently have no monies
7. Fire Warden Report

- Warden Rutherford – allocated office space has been designated on the 3<sup>rd</sup> floor of the Carbon building for fire district use.
- IT dept set up a free laptop for the board to use
- All files are saved and copied on the laptop

#### 8. Old Business

- Cindy Lewis discussed shortening our domain and creating email addresses for each board member. Each email address will cost \$6 a month.
- Domain name right now is CarbonCountyFireDistrict.com
- Discuss a new domain that's not already taken to shorten
- Designate someone to pay the bill every year to make sure we always have access to those email addresses

#### 9. New Business

- Attorney for district – Jim Piche spoke to Ashley Mayfield Davis about her interest in serving as the Attorney for the board. She is no longer the county attorney but is still doing to Commissioners work. We would need approval from the current county attorney before we moved forward pursuing her as an option for the fire board attorney.
- Cathy is our attorney thru the end of march when she will officially retire.
- Pat talked to Rob – previous deputy sheriff and he expressed interest in serving as the attorney for the board. The attorney for the Albany County fire protection district may also be interested. Cathy addressed that we need to send out an “Expression of Interest” letter to interested attorneys. Cathy will get this put together and advertise for the position.
- Jim Piche made a motion for Cathy to send out an Expression of Interest letter for a new Fire District Attorney – Pat 2<sup>nd</sup> – motion passed.
- Interim Funding for district – Treasurer West proposed that we should have funding by Jan 2024.
- Board Discussion to go to Commissioners and ask for funding the pay bills that the board already has (ex. Cindy Loose – Website and domain fees, Cathy and Attorney fees etc.) If we could get a proposal to present by the next commissioner meeting the first week of Feb. then we might have some temp. funds.
- Budget – John Rutherford is going to send out current budget to help us build a realistic budget and request to the commissioners.
- Courtney made a motion to put together a request to ask the commissioners for 100K of temp funds with a temp budget / list of expenses. – Jim 2<sup>nd</sup> – motion passed.
- Agreements with Municipalities – once we establish our bylaws then we can start working with the municipalities. John & Cathy are going to work on a template to present to each municipality. The board discussed that we don't want any custom agreements and we want to keep everything as straight forward as we can. There are 7 municipalities currently in CC. Baggs and Medicine Bow currently have contracts with Carbon County in place.

- 10.** Executive Session – No executive session this time. It was discussed that at some point we need to go into executive session so Cathy can walk us thru the process.
- 11.** Any Further Business / Good of the order
  - Guests from the BLM were present and able to offer and help with training and such to the board. Discussed being team players and hope to communicate to utilize all of the assets they have for trainings and such.
  - Training is the Key to success
  - Medicine Bow representative there to also echo what the BLM said about help and communication.
- 12.** Discussion to move the next meeting for an attendance conflict – was moved and 2<sup>nd</sup> that the next meeting be moved to Tuesday, Jan 31<sup>st</sup> at the same time and place.
- 13.** Adjourn – meeting adjourned at 20:35