

Carbon County Fire Protection District
Regular Meeting Tuesday, January 31, 2023. 6:30 PM
Saratoga Community Center
MEETING MINUTES

- 1. Call to order / Roll Call - called to order at 18:34 and Courtney Ney called roll with only Pat being Tardy**
 - a. Chairman Homer Beach
 - b. Vice Chairman Jim Piche
 - c. Secretary / Treasurer Courtney Ney
 - d. Pat Waliser – present at 18:54
 - e. Cory Nuhn
 - f. Also present – Sue Jones – Gwynn Bartlett – Cathy MacPherson – Warden Rutherford -
- 2. Additions/Corrections to the Agenda - Jim moved to approve agenda and Cory 2nd – Passed**
- 3. Introduction of Guests/Presentations**
 - a. Chris Tirpak – Evan Trotter – Robert Maddox all from Medicine Bow - Medicine Bow Firefighters present and hope to make a good working relationship.
- 4. Approval of Previous Meeting Minutes**
 - a) Meeting minutes from January 19, 2023 – motion to approve minutes made by Jim Piche and 2nd by Cory – motion passed.
- 5. Correspondence – Warden Rutherford reported no correspondence – purchased recorder to help record and document meetings.**
- 6. Attorney Report.**
 - Draft Bylaws – Review – perform first reading, changes can still be made and when finalized we need to file with the County Clerk.
 - Voucher Forms – Review – Courtney presented voucher used by a different board. We may use a voucher for expenses and another voucher to reimburse board members such as travel expenses, training and/or meeting expenses. Board members cannot be compensated but can be reimbursed.
 - Present Expression of Interest Letter for new Attorney – Cathy presented letter that was sent out via various outlets. Carbon County Bar association has a meeting tomorrow where it will also be discussed. Bar Commissioner was asked to post the letter as well. Discussion to post in the newspaper and board decided not to. End Date of Feb 14th before our next meeting. When the letters come into Warden Rutherford or Cathy they will forward along to the board. Cathy will have a checklist for us to use to score the potential candidates. We will need to interview all candidates and do so in the same manner for each candidate, we will need to have some specific questions and can discuss conducting interviews in March so we can utilize new attorney before Cathy retires the end of March.
 - Dept of Audit Checklist – statutory deadlines. We need to start soon, with an outline and who is responsible for getting them done. Budget hearing requirements are the most important. Deadlines are important.

- LGLP Liability Insurance – most efficient way to acquire coverage if something were to happen. Officer and Directors liability. We need to become a part of the pool for now. Expansive policy and good coverage – cheapest coverage, They provide good support services thru risk assessment and trainings. LGLP has good support services. We need to authorize Cathy to work with Homer and Warden Rutherford to finish the application so at the next meeting we can approve it. Pat makes a motion that Cathy meet with Homer and John to review and fill out the LGLP application – Cory 2nd – motion passed. (expect a \$500 fee for our first year).
- Depository Letters Soliciting Designation – letter from bank documenting their interest rates – and security for our funds. 3 letters prepared for Local banks (Bank of the West, RNB State Bank, Bank of Commerce) In some cases Edward Jones can hold funds as well.
- Jim made a motion to start that depository process to get those letters out – Pat 2nd – motion passed. Discussion about how to Avoid mismanaging public funds.
- At the next meeting Cathy will have a draft volunteer handbook and guidelines to review, can take several meetings to finalize. Use same format and change to fit with the district.

7. Treasurers Report

- W9 & tax exempt status – Courtney working on the tax exempt status.
- Treasurer Financial Report – Courtney Ney reported we have 0 monies

8. Fire Warden Report

- Warden Rutherford – no new business will discuss points during old business discussion.

9. Old Business

- Letter/Budget to Commissioners for Funding – John discussed budgets from other budgets from other districts. Discussed hiring an assistant to make sure our documents are getting filed and done. Full time position costs are in the proposed budget to submit to the commissioners for temporary funding. Cathy discussed increasing Attorney line item because of the cost of Attorneys and what a new one might charge. In the beginning we're going to have a lot of legal expense and hopefully that decreases over time. Discussed other line items on the budget regarding Accounting firm fees, Bond insurance for the Treasurer and one other member for signatures on bank accounts and such. IT services – so far we have no IT services but we will. Postage and Advertising – a good guess. Membership dues to various entities so we can stay tied into those programs and have a say at the table. Office supplies – we have no supplies yet but we will need some when we establish our space. Matt from the County is willing to help with IT services to an extent. Office supplies listed at \$3500 – increase to \$5000 given current cost of basic need items. Other items to add to budget include Travel per category and set which travel rate we're going to abide by. County does .55 a mile. Travel & Board expenses set at \$1500. Gwynn and Sue discussed that if the Commissioners give us money – the county would request monthly /

quarterly updates to see where the money is being spent. They will also discuss if this is money that they want these funds paid back. Gwynn discussed that the amounts listed for an employee is realistic but also projected based on what the employee chooses for benefits. The Benefit package is going to help attract the right employee. Gwynn contacted a friend that is an advisor to help us design our benefit package and get us started. We have to design our benefit package before we can hire an employee.

- Final budget number now \$116k to present to the commissioners. Gwynn discussed the next meeting on Tuesday. Fire District is on the Agenda to present this budget to the commissioners. Ashley is working on the agreement now. Also need to decide how much of this do we need NOW. Cathy discussed using this budget to secure funds until budget time this summer (July). Present the Commissioners with the whole picture thru the end of Fiscal year 2024 and ask for the portion that we need soon to get us thru this fiscal year before budget season. Sue suggested we come to the meeting with what we have now to get started and can revisit later if need be. Gwynn verified that we are on Tuesday the 7th Agenda for the CC meeting. Sue wants to see us succeed and is willing to help. Cory made a motion to go to the CC with the revised budget on Tuesday the 7th – Jim Piche 2nd – motion passed.
- Cathy discussed holding a budget hearing after the Commissioners approve our budget and advertising that meeting. Cathy can help Courtney with the advertisement.
- Email Addresses for Board and Domain Name – waiting for Cindy and can verify after we have funds.
- Attorney for District – already discussed – will add to next Agenda if we get any expression of interest letters.
- Fire Budget from Warden Rutherford – total budget is a work in progress.
- Agreements with Municipalities – discussion if we charge municipalities what they're bringing in from the MIL. Baggs and Medicine bow already have a template that is working great with no complaints thus far. If they are OK with the same deal they have with the County, then we change the names on the contracts and move forward from there. General Discussion occurred.
- First Reading – Ordinance 2023-01: An ordinance Establishing Bylaws of the Carbon County Fire Protection District – Cathy conducted the first reading. Jim made a motion to adopt to ordinance as it. Pat 2nd - John discussed designated geographical designation within the board. The board could establish that current board members become representatives for certain areas within the County. Formally or Informally assign liaisons per area of the County. 4 distinct areas of the County and 1 at large for geographical representation. – motion passed.
- First Reading – Ordinance 2023-02: An ordinance Establishing the Carbon County Fire Protection District Statement of Investment Policy – Cathy reviewed the

ordinance. Jim made the motion to adopt the ordinance on its 1st reading as is – Cory 2nd – no discussion – motion passed.

10. New Business

- Board Training – Ashley says they will offer some board training – discuss with Ashley. 6 hours across 3 different sessions to complete board training. Would likely need to be a separate day other than meetings. Maybe an evening of CC meeting days when Ashley is in town. Maybe some online options or zoom options for the board? John will look into it for the board.
- Guest Speakers from other Fire Boards – when and where and we will have a guest speaker from a current fire district at one of the next meetings.

11. Board Discussion – no further discussion

12. Executive Session – did not enter executive session this meeting

- “Motion to enter executive session to discuss matters involving personnel, litigation or other matters deemed confidential by law”.
- “Motion to exit executive session noting no action was taken”.
- Motion to approve and seal minutes from session.

13. Any Further Business / Good of the order – Thank you to Sue, Gwynn and Cathy for all their hard work. Thank you to the Medicine Bow firefighters for attending. Discussion about moving our meetings around to other municipalities to fit everyone’s schedule and invite the whole county to attend. Get a board member some access to the Fire District Facebook page. Maybe email minutes from meetings to their chief and maybe the agendas so that the line of communication is open.

14. Adjourn meeting at 20:35

- Next meeting Feb 16, 2023. 18:30 Hours. Location: Saratoga Community Center