

Carbon County Fire Protection District
Regular Meeting Thursday, February 16, 2023. 6:30 PM
Saratoga Community Center
MEETING MINUTES

- 1. Call to order / Roll Call – Homer called the meeting to order at 18:35**
 - a. Chairman Homer Beach – present
 - b. Vice Chairman Jim Piche – present
 - c. Secretary / Treasurer Courtney Ney – present
 - d. Pat Waliser – present
 - e. Cory Nuhn – present
- 2. Additions/Corrections to the Agenda-** motion to approve agenda by Jim Piche – 2nd by Pat Waliser – passed.
- 3. Introduction of Guests/Presentations**
 - Public Comment.
 - Introduction of Guests – medicine bow firefighters present – welcome.
 - Jim Piche attended the Rawlins CC Fire meeting – concerns were brought up about procedures.
- 4. Approval of Previous Meeting Minutes**
 - a) Meeting minutes from January 31, 2023. Jim made motion to approve minutes as written – Cory 2nd – motion passed.
- 5. Correspondence** – hard copies of attorney interest letters, Homer reported reading as very boring.
- 6. Attorney Report**
 - Present Expression of Interest Letters from Attorneys – Cathy present each board member a blue packet with a break down and checklist for each Attorney or Law Firm that we got an application from. Interviews would be on their time. Firms with multiple lawyers – we as a board would designate a particular lawyer to represent us – but there is an advantage of having more people that can take care of the district. Tips on ways to review the bills to make sure the district isn't getting over billed. Cathy has composed a list of questions that we can ask if and when we conduct interviews.
 - Discussion & Interviews
 - Board Member Checklists – LGLP applications have been submitted. Office space from the County will be available by the end of March.
 - Update on other Matters – draft of volunteer handbook as well as operating procedures – once we get those done and approved we will be in good shape.
 - LISTS and more LISTS of thing we have done and things we need to do. Cathy will send the list to the board members. Getting the time consuming stuff out of the way to set the framework to make us successful.
- 7. Treasurers Report**
 - W9 for 1099 done – done and will email to board members

- Tax Exempt Certificate done – done and emailed to all board members to be tax exempts on all purchases
- Treasurer Financial Report. 60488.00 designated from County Commissioners
- Depository letters from RNB and BOC – presents to the board to review.

8. Fire Warden Report

- Warden Rutherford – nothing new – all correspondence has been sent to the board members, new PO Box was set up (P.O. Box 1320) thank you to the County Commissioners.

9. PROPOSED BUDGET HEARING – 7 pm – notice of public hearing was duly advertised in the Saratoga Sun Newspaper – motion to recess regular meeting by Cory Nuhn – 2nd by Jim Piche at 19:10 – opened public meeting at 19:11

- a. Courtney read the proposed budget to the board – general revenue of \$60687.00 – public comment from Medicine Bow
- b. Closed public hearing at 19:15 motion made by Cory Nuhn and 2nd by Pat Waliser.
- c. Courtney makes motion to resume normal meeting at 19:16 -2nd by Jim Piche – motion passed.
- d. This is a public hearing only; action will be taken up under New Business.

10. Old Business

- Email Addresses for Board and Domain Name – reach back out to Cindy to see if we can get new email addresses set up and the costs associated with that. Pat will reach out to Cindy to see what the timeline for that looks like and will invite Cindy to the next meeting on March 2nd. Cathy brought up the DropBox option to keep documents in a more secure fashion.
- 2nd reading – Ordinance 2023-01: An ordinance Establishing Bylaws of the Carbon County Fire Protection District – general discussion about suggested changes that were made to the ordinance. Jim made a motion to pass this ordinance with suggested changes on 2nd reading – Cory 2nd – motion passed.
- 2nd reading – Ordinance 2023-02: An ordinance Establishing the Carbon County Fire Protection District Statement of Investment Policy. Jim Piche made a motion to pass ordinance on its 2nd reading – Pat 2nd – motion passed.
- Approval of Carbon County Fire District Voucher Form(s) – table it until we have funds and a final voucher to present to the board.
- Board Training – update – John Rutherford spoke to Ashley has agreed to do it weather and schedules pending a date and time to conduct training. Table until next meeting.

11. New Business

- Resolution 2023-01 Approve Temporary Funding agreement with Carbon County Board of County Commissioners.
 - Motion to Designate representative of Board to attend Commissioners' meeting monthly and report to Commissioners are required by agreement

- Pat made motion to designate the President and/or Vice President to represent the Board at County Commissioners meeting – Cory 2nd – motion passed.
 - John made the comment that if we don't have anything to report then we can make that known before or at the meeting.
 - Jim Piche made motion to approve temporary funding agreement – Pat 2nd – motion passed.
- Resolution 2023-02 Approve Budget for CCFPD – no discussion – Cory made a motion to approve Budget for CCFPD – Pat 2nd – motion passed.
- Resolution 2023-03 Resolution Designating Official Depositories for CCFPD
 - Motion to Determine which of designated depositories to place CCFPD funds – Pat made a motion to accept RNB State Bank & Bank of Commerce as depositories – Jim 2nd – motion passed.
 - Motion to Deposit funds from the Board of County Commissioners into RNB State Bank in the form of a checking account & money market made by Courtney – Cory 2nd – motion passed.
 - Board Member Statutory Conflict of Interest disclosures regarding designated depositories. – Cathy presents disclosure for Board members to sign and keep originals with the meeting minutes.
- Resolution 2023-04 Approve lease with Carbon County for office space in the Carbon Building – Courthouse Annex. – tabled until next meeting when Ashley has the resolution finalized.
- Motion to make an agreement with Accounting Firm Hofmann & Ramsey in Rawlins for our accounting needs – Jim made motion – Cory 2nd – Courtney abstained from voting due to conflict of interest.
- Discussion on hiring CCFPD Assistant – wages, benefits, job duties etc.
 - John discussed that numbers reflected in the budget are for ½ the year – Salary is close to what the County is paying now.
 - We need to decide a benefit package – a job description – a job posting and timeline to hire and interview.
 - John, Courtney & Homer will finalize a benefit package and job duties to prepare a job posting.

12. Board Discussion – no further discussion at time.

13. Executive Session

- “Motion to enter executive session to discuss matters involving personnel, litigation or other matters deemed confidential by law” – Motion made by Pat – Cory 2nd – motion passed.
 - Entered executive session at 20:09
 - Cathy recorded minutes
- “Motion to exit executive session noting no action was taken”.
 - Jim made motion to end executive session at 20:26 – Pat 2nd – motion passed.

- Motion to approve and seal minutes from session.
 - Jim made motion to approve minutes from executive session – Cory 2nd – motion passed.

14. Any Further Business / Good of the order

- a. Pat made a motion to interview Pence & MacMilian Attorneys as well as Schwartz & Bon in the coming weeks. – Cory 2nd – motion passed.

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15. Adjourn – motion to adjourn meeting at 20:30

- Next meeting: March 2, 2023. 18:30 Hours. Location: Saratoga Community Center