

Carbon County Fire Protection District
Regular Meeting Thursday, March 2, 2023. 6:30 PM
Saratoga Community Center
MEETING MINUTES

- 1. Call to order / Roll Call – called to order at 18:32**
 - 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
 - f. Also Present – Cindy Loose, Sue Jones, John Rutherford, Cathy MacPherson
- 2. Additions/Corrections to the Agenda – none – motion to approve the agenda made by Jim Piche – second Pat – motion passed.**
- 3. Introduction of Guests/Presentations**
 - Public Comment – none
 - Introduction of Guests – none
- 4. Approval of Previous Meeting Minutes**
 - a) Meeting minutes from February 16, 2023 – Jim made a motion to approve the previous meeting minutes – Pat 2nd – Motion passed.
- 5. Correspondence – none**
- 6. Attorney Report**
 - Volunteer Handbook – modeled from current volunteer handbook – draft #1
 - Late Expression of Interest Letter - Letter from Philip Wolfe – submitted application to board for board to consider. Pursue interviews with the two entities we chose and move on from there with other applicants if the board chooses.
 - Update on other Matters – LGLP status on insurance – received in yesterday's mail due to storm. They are going to approve based on bylaws and minutes. Ins should be issued soon and we will be billed.
 - Dept. of Audit – we need to get our account set up with them so we can load necessary documents and filings that they require. Courtney & Cathy will work on this. Formatting the Budget and getting that started and submitted. Gather budgets from volunteer fire departments to help assemble our district budget. May 23rd & 24th Budget hearings with the Commissioners.
 - Draft questions for Attorney Interviews – board discussion on interview format and questions.
- 7. Treasurers Report**
 - Treasurer Financial Report – motion to approve the treasurers report and pay current bills made by Pat – 2nd by Cory – motion passed
 - Current bills = \$100 from Hofmann & Ramsey
 - Bank Accounts Set up at RNB State Bank – checking account and Money Market

- Deposit made to RNB State Bank. ½ of the money moved to Money Market.
- Paperwork for Homer to sign to be added as a signer to the Bank Account
- Debit card being mailed to the PO Box for the Fire District

8. Fire Warden Report

- Warden Rutherford – State pays for emergency reporting for the entire state. ESO is more user friendly. Asked Commissioners for \$\$\$ to purchase the ESO software that includes the training module and how that will help with the transition from CC Fire Dept. to CC Fire District.
- Radio Project continues to move forward – the current Commissioners will likely allow us to use the County Radio Network System.
- Grant Money (\$48K) for Wyoming Portable Systems
- Grant ½ & ½ Grant \$5k to purchase pagers and chargers going to Saratoga that'll work for Saratoga & Elk Mtn.
- Job description for Admin Assistant – emailed to Homer and Courtney
- Guest Speaker but will wait until better weather and better roads.

9. Old Business

- Email Addresses for Board and Domain Name – Cindy Loose – we need to set up a domain or shortening the current domain and then set up our email addresses - \$6 a month per email address. \$20 a year for new domain names – extend the domain name terms so the bill gets paid. GoDaddy is the domain – google is the email addresses. Emails will be a monthly bill to pay.
 - Cory Motion to approve new domain CarbonWYFPD.com as new domain and set up email up to 10 email addresses – 2nd by Jim – motion passed
 - Firstinitial.lastname@carbonWYFPD.com
 - Cindy & Courtney will work on getting this all set up.
- Board Training – update, weather and timing, will table until next meeting and so forth.
- Interviews postponed – schedule new date – scheduled for next Regular meeting on March 16th weather permitting.

10. New Business

- Resolution 2023-04 Approve lease with Carbon County for office space in the Carbon Building – Courthouse Annex. – Jim made a motion to approve the Resolution for Lease Agreement as written – Cory 2nd – motion passed.
- Discussion on hiring CCFPD Assistant – wages, benefits, job duties etc. – Motion to table to next meeting made by Pat – 2nd by Cory – motion passed.

11. Board Discussion - none

12. Executive Session

- “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 –

- a. Homer is unable to attend the Commissioners meeting on Tuesday, March 7th – Jim & Courtney will attend at 10:45 am in Rawlins

14. Adjourn – motion made by Jim to Adjourn at 19:52 – motion passed.

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