

**Carbon County Fire Protection District
Regular Meeting Thursday, March 16, 2023. 6:30 PM
Saratoga Community Center**

MEETING MINUTES

- 1. Call to order / Roll Call – called to order at 18:32**
 - 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
- 2. Additions/Corrections to the Agenda – Jim made motion to accept agenda with said changes of executive session additions – Pat 2nd – motion passed.**
- 3. Introduction of Guests/Presentations**
 - Public Comment – Jim attended the Commissioner meeting last week, discussed office location and went furniture shopping.
 - Discussion about possible new office location on Murray St.
 - Introduction of Guests - no guests
- 4. Approval of Previous Meeting Minutes**
 - a) Meeting minutes from March 2, 2023 Jim Piche made a motion to approve minutes as written – Cory 2nd – motion passed.
- 5. Correspondence**
 - a. Invite to CC Courthouse Grand Re-Opening Fri May 12th @ 11:00 am – presented
- 6. Attorney Report**
 - Volunteer Handbook – new employee paperwork and signing a document that states the transfer from County Fire to CCFPD. Prepare for ordinance process to make sure it fits for the CCFPD.
 - Update on other Matters – Draft of personnel policy, consistent with the counties policy. County adopted in 2005 and its worked so far, but need to verify its written to fit for the district.
 - As a board we have to designate who is going to handle and be in charge of the day to day operations.
 - Standard operating procedures – changes to the history section, would need to adopt the personnel policy first to be attached to the Standard Operating Procedures. Some basic changes need to be made in ref to District Chief and Division Chief, assistant chief etc.
 - Info on WARM (Wyoming Association of Risk Management) & WYOSTAR – a state run program for our funding.
- 7. Treasurers Report**
 - Treasurer Financial Report – Jim made a motion to approve report and pay the bills – Cory 2nd – motion passed.
 - Approval of Bills – Sign Checks
 - Debit Card has Arrived – Courtney has the Debit card.

8. Fire Warden Report

- Warden Rutherford - ISO evaluation is complete. Discussion about ISO rating.
- There are a lot of trainings coming up
- Started the onboarding process with ESO
- Design of new Badge – asking for the departments input and asking the volunteers to help design.
- Job description was emailed to the board members – Changes that state that they are allowed to get trained for dispatch.
- Discussion about Wyoming Fire Chief Association and an available board position.

9. Old Business

- Email Addresses for Board and Domain Name – Can finish now that we have Debit Card – Courtney will work on this with Cindy to get everything finalized and get everyone access to their NEW email addresses.
- Board Training – update – John sent an email for some online education that we can do whenever.
- Discussion of hiring CCFPD Assistant – wages, benefits, job duties – motion to approve job descriptions – Office manager job needs to be hired first and they need to report to the District Chief. John, Jim, Courtney & Gwynn to sit down and go over a benefit package to present to the board by the next meeting. John will talk to the Commissioners Attorney about the person that the employee will report to.

10. New Business

- Interviews for CCFPD Attorneys – next interview with Pat on April 6th at our next regular meeting.
- Discuss meeting schedule and location – keep two meetings a month thru June and keep the same location & time.

11. Board Discussion – Jim will not be present at the next meeting.

12. Executive Session @ 6:45

- “Motion to enter executive session to discuss and consider the appointment of a professional person or firm to provide legal services to the CCFPD and other matters deemed confidential by law” – Courtney made the motion, Pat 2nd – motion passed. At 18:47
- “Motion to exit executive session noting no action was taken”. – made by Jim Piche – 2nd by Pat Waliser – motion passed.
- Motion to approve and seal minutes from session – made by Jim Piche – 2nd by Cory – motion passed.

13. Any Further Business / Good of the order – board discussion about the interview

14. Adjourn – meeting adjourned at 21:26 motion made by Pat – 2nd by Cory – motion passed.

- Next meeting: April 6th, 2023 @ 18:30 Hours. Location: Saratoga Community Center