

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

- 1. Call to order / Roll Call – called to order 18:32**
  - a. President Homer Beach – present
  - b. Vice President Jim Piche - absent with notice
  - c. Secretary / Treasurer Courtney Ney – present
  - d. Pat Waliser – present
  - e. Cory Nuhn – present
- 2. Additions/Corrections to the Agenda** – Matt Webster wants to Add IT Discussion into new business – Pat made a motion to approve agenda as amended – Cory 2<sup>nd</sup> – approved.
- 3. Introduction of Guests/Presentations**
  - Public Comment – NONE
  - Introduction of Guests – Sue Jones and IT Director Matt Webster
- 4. Approval of Previous Meeting Minutes**
  - a) Meeting minutes from March 16, 2023 – Pat made a motion to approve the minutes – Cory 2<sup>nd</sup> – motion approved.
- 5. Correspondence**
  - a. Present Correspondence - NONE
- 6. Attorney Report**
  - Direction from Board Re – Personnel Handbook – Simplify?
    - Better off to have more than we need to start
  - Volunteer Handbook (Ordinance 2023-04 action item for 4/20/2023)
    - Discussion about additions and other documents that need to be approved with the ordinance.
  - Standard Operation Procedures (Ordinance 2023-05 – action item for 4/20/2023)
    - Made some changes to the definitions and language.
    - Volunteer vs Employee discussion and terminology
    - Reporting process needed to be more in line with the volunteer handbook.
  - Dept. of Audit and Budget Input
    - Meet with Courtney at Lunch – walked thru how to get the Budget submitted thru the Dept of Audit.
    - First filing needs to be done by June 1<sup>st</sup> – 6 weeks out.
    - Working on a TO DO list with matters that need to be addressed with deadlines.
  - Update on other Matters – Schedule for Budget adoption and timeline to accomplish that discussion. only 3 meeting until we need to have our budget approved. Courtney needs to file current budget with the Dept of Audit. Ask John to help compile the budget. Ask Lindsey about future funding amounts and dates so we can incorporate those numbers into the proposed budget.

## **7. Treasurers Report**

- Treasurer Financial Report – same as last time.
- Approval of Bills – Sign Checks – Bills approved
  - Hofmann & Ramsey \$86.63 for accounting services
  - Bill for Domain & Email Addresses – clarify with Cindy

## **8. Fire Warden Report**

- Warden Rutherford – Fire Chiefs Association meeting – attended. No input from the departments on a design for the CCFPD patch.
- Firework permits are starting to come thru – If Carbon County is the authority then does the district take over that enforcement as well.
- Still working on permits for the communication system
- Find time to get with Gwynn to set up Benefit package

## **9. Old Business**

- Email Addresses for Board – make sure each member has logged in and record each members new email address – Cindy will contact Courtney to finish getting that set up.
- Board Training – Table until weather gets better and still have the option to do online. UW Extension – Board training – Online and can do anytime.
- Discussion of hiring CCFPD Assistant – wages, benefits, job duties – who they will report to - find time to sit down with Gwynn to set up benefit package.
  - Job duties are detailed and extensive
  - Wages are in line with job duties
- Discussion of CCFPD Chief Job Description – Cory made a motion to approve Job Description as written – Pat 2<sup>nd</sup> – Approved.

## **10. New Business**

- Interviews for CCFPD Attorney – not present
- IT Director – Matt Webster
  - Discussion with commissioners – separate agency therefore County IT wouldn't be our IT support.
  - Internet – Email – Phones – Computers – we will need to consider this infrastructure in the future.
  - Help ensure the transition goes as smooth as possible and is available as a resource to consider.
  - IT option at the Interim Justice Center being the possible new location for the CCFPD.

## **11. Board Discussion.**

- a. Discussion with Sue about a lease/purchase agreement with the County Commissioners to purchase the Interim Justice Center and use the building for CCFPD.

## **12. Executive Session – No executive session**

- “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”.
- “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. Discussion on hiring of a CCFPD Attorney – table until the next meeting.

**14. Adjourn** – Cory made a motion to adjourn the meeting – Courtney 2<sup>nd</sup> – motion approved - meeting adjourned at 20:15

- Next meeting: April 20<sup>th</sup>, 2023 @ 18:30 Hours. Location: Saratoga Community Center