

**Carbon County Fire Protection District**  
**Regular Meeting**  
**Minutes**  
**April 18, 2024**  
**Platte Valley Community Center, Saratoga, WY.**

*President Homer Beach called to order the Carbon County Fire Protection District meeting on the 18th of April, 2024, at 6:32 pm. At the Platte Valley Community Center. CCFPD Administrative Assistant Tara Williams performed the roll call. The board members present were President Homer Beach, Vice President Jim Piche, Secretary/Treasurer Courtney Ney, Director Cory Nuhn, and Director Pat Waliser. Also in attendance were Carbon County Fire Warden/Interim CCFPD Chief John Rutherford, Carbon County Commission Chairwoman Sue Jones, CCFPD Administrative Assistant Tara Williams, Carbon County Fire Hanna Division Chief Mark Kostovny, Carbon County Fire Hanna Division Safety Officer Dona Pipher, and Carbon County Fire Rawlins Division Lieutenant Katherine Robinson. CCFPD Attorney Megan Goetz attended via Zoom.*

**Additions/Corrections to the Agenda:**

*The agenda for tonight's meeting did not include any additions or corrections. **Vice President Jim Piche moved to approve the agenda as presented, and Director Cory Nuhn provided the second. The motion passed.***

**Introduction of Guests/Presentations:**

*President Beach welcomed Carbon County Fire Rawlins Division Lieutenant Katherine Robinson, Carbon County Fire Hanna Division Chief Mark Kostovny, Carbon County Fire Hanna Division Safety Officer Donna Pipher, and Carbon County Commission Chairwoman Sue Jones. He asked if any of them had comments for the board, and Lieutenant Kat Robinson stated that she did. She explained that she is the person who does the payroll and reports for Rawlins County Fire and wanted to know what her role will be once CCFPD goes live. President Homer Beach, Vice President Jim Piche, and Carbon County Fire Warden/CCFPD Interim Chief John Rutherford all took part in explaining that*

*everything will continue as it is currently, except the payroll, run reports, training rosters, and training certificates will now be sent to CCFPD Administrative Assistant Tara Williams instead of Carbon County Human Resource Director Ahsley Jolly.*

*There were no further questions for the board.*

**Approval of Previous Meeting Minutes:**

***Director Cory Nuhn motioned to approve the April 4, 2024 meeting minutes. Director Pat Waliser provided the second, and the motion passed.***

**Correspondence:**

*Director Cory Nuhn shared his conversation with an Encampment councilman, who said they would like to turn over all fire protection services to the Carbon County Fire Protection District. Riverside will be a separate issue since they currently pay Encampment to provide fire protection services for the residents there. Director Nuhn will contact Riverside regarding the situation and share it with us as soon as he knows more.*

*Carbon County Fire Warden/Interim CCFPD Chief John Rutherford added that he had a conversation with the Fire Chief of Medicine Bow, and he indicated that they want to keep everything regarding their fire department the same. They like it the way it is now. Interim CCFPD Chief Rutherford will visit with the Medicine Bow Town Council members to see if they're on the same page as the Medicine Bow Fire Department and report back. He also added that he will apply this process when dealing with Baggs and their Fire Department.*

*CCFPD Administrative Assistant Tara Williams updated the board on the status of the CCFPD website and stated the goal of having it online as soon as next week.*

**Treasurer's Report:**

*Secretary/Treasurer Courtney Ney presented the Treasurer's report to the Board, starting with March 2024 financials, including a breakdown of each*

account. The RNB checking account has \$210771.85; the ICS account has \$424,246.88; the money market account has \$25,470.42. The Wyoming Class account has \$1,000,915.87. The total assets are \$1,661,405.02. **Vice President Jim Piche motioned to approve the treasurer's report. Director Cory Nuhn provided the second, and the motion passed.**

Secretary/Treasurer Ney ended her report by presenting the Bills Sheet for April 5 – 18, 2024, totaling \$2,014.80. **Vice President Jim Piche motioned to approve the monthly bills of \$2,014.80. Director Cory Nuhn provided the second and the motion passed.**

### **Attorney Report:**

CCFPD Attorney Megan Goetz stated that she would give her report during the Executive Session.

### **Interim Chief report:**

CCFPD Interim Chief John Rutherford shared with the board that he has been working on the budget with the assistance of the accountant and the County treasurer to estimate the income for budgeting. He plans to have a draft available to present at the next board meeting. He will be working closely with CCFPD Vice President Jim Piche on the facilities portion since he has vast knowledge in that area.

He also will keep the board informed on the progress of his continued work on The Collaborative Wildfire Risk Reduction Program Grant that he shared with the board at the last meeting.

CCFPD Interim Chief John Rutherford also shared that he spoke with the County Commissioners regarding the Carbon County Fire Warden position. No decision has been made, but he did share some information with Carbon County Clerk Gwynn Bartlett, including a job description.

He updated the board on the status of the water tender truck he removed from the Sinclair Fire Station. It is currently being reequipped at the Rawlins Carbon County Fire Department Station and will be moved to the Rock Creek Fire Station once it is ready.

He went on to describe the lengthy process of obtaining the district's universal identification number and how it will aid in applying for federal grants.

The Interim Chief asked CCFPD Administrative Assistant Tara Williams to update the board on the new data management software known as Image Trend Elite.

*CCFPD Administrative Assistant Tara Williams informed the board that she was able to go live with entering county fire run reports to the new system on Tuesday, April 16, 2024. Interim Chief Rutherford added that a huge benefit of the new software is being able to add training. Interim Chief Rutherford then explained plans to implement changes to the Sweetwater agreement to improve emergency service response times.*

**Old Business:**

*There was not any old business that was discussed.*

**New Business:**

*There was not any new business that was discussed.*

**Board Discussion:**

*Secretary/Treasurer Courtney Ney brought up the summer schedule and the possibility of moving the board meeting days to Monday evening to better accommodate the board members's summer plans. After some discussion, President Homer Beach tabled the discussion to the next meeting so that the board members could check their schedules.*

**Executive Session:**

*Secretary/Treasurer Courtney Ney motioned for the Board to enter into executive session pursuant to Wyoming Statute §16-4-405(a)(vii). Vice President Jim Piche provided the second. The motion passed. Time: 7:15 p.m.*

*Vice President Piche moved to exit the executive session at 8:18 p.m.*

*Vice President Piche then moved to approve and seal the executive session minutes. Director Waliser provided the second, and the motion passed.*

**Any Further Business/Good of the Order:**

*No further business was noted.*

**Adjourn:**

*Director Pat Waliser motioned to adjourn the meeting at 8:16 pm.*

*Director Cory Nuhn provided a second. Motion passed.*

**The next meeting is Thursday, May 2, 2024, at 6:30 pm at the Platte Valley Community Center in Saratoga, Wyoming.**