

Carbon County Fire Protection District
Regular Meeting Thursday, April 20, 2023. 6:30 PM
Saratoga Community Center
MEETING MINUTES

- 1. Call to order / Roll Call – called to order at 18:32 by President Homer Beach**
 - 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 – motion to approve the agenda as written made by Jim Piche – 2nd by Pat Waliser – motion passed**
- 3. Introduction of Guests/Presentations – Sue Jones, John Rutherford and Cathy MacPherson & Ney Brothers**
 - Public Comment – no public comment
- 4. Approval of Previous Meeting Minutes**
 - a) Meeting minutes from April 6, 2023. – motion to approve previous meeting minutes made by Jim Piche – 2nd by Cory – motion passed.
- 5. Correspondence**
 - a. Present Correspondence - bank statements and more to add under new business.
- 6. Attorney Report**
 - Update on other Matters – waiting on Bill from LGLP for Liability Ins. Working with Ashley for Contract with John as CCFPD Chief.
 - Transition Plan – list of tasks to be completed as well as list of completed tasks. Designate a start date for the new attorney that we choose and Cathy will meet to make the transition go smoothly.
 - 6:45 – Executive Session to Interview Attorney Candidate
 - Motion to Enter executive session for the purpose of considering the appointment of a professional person / firm to provide legal services for the District and to receive and/or consider any information classified as confidential by law” made by Jim Piche – 2nd by Courtney – Motioned passed.
 - Motion to exit executive session noting no action was taken – made by Jim Piche – 2nd by Pat – motion passed
 - Motion to approve and seal the minutes from session made with first motion.
- 7. Treasurers Report**
 - Treasurer Financial Report
 - Approval of Bills – Sign Checks
 - Bill for Domain & Email Addresses
 - Bank Reconciliation reports

8. Fire Warden Report

- Warden Rutherford – board budget is done – what we had for the last budget but for the whole year. Ready to turn into Gwynn.
- Nothing new for the Patch.
- Ordered some basic t shirts so the board can have t shirts.

9. Old Business

- Email Addresses for Board – make sure each member has logged in and record each members new email address – get with Cindy to finalize that.
- Board Training – Homer completed the UW Board Training course.
 - CCHEC is offering a Grant Writing class in May.
 - Waiting until weather cooperates more to get someone here as a guest speaker.
- Discussion of Office Location at the Old Interim Justice Center on Murry St.
 - 10850 sq ft building – county bought and remodeled into 3 sections, you can't go from one section to the next. There are 3 different fiber optic systems along with phone systems and such.
 - 2022 – 2023 = \$2100 a month in utilities.
 - Would give us a lot of room to grow and room for training.
 - Could contract out the garage to the sheriff's office for secured storage.
 - Lease additional office space out – work with commissioners on a lease / purchase option to secure the bldg.
 - Pick a time to go look at it as a group – May 12th after court house grand re opening

10. New Business

- Discuss Benefit package, after meeting with Benefit consultant – worked thru the options and pros and cons.
 - Could offer a health stipend or insuring just the individual and then they have the option to pay for their dependents
 - Motion to Advertise for the Assistant Position – 2nd by Jim – motion passed.
- Meeting Schedule and Dates for Summer 2023 – move meetings to 1st and 3rd Mondays starting in June. Will post the public notice.
- Ordinance 2023-04 - Volunteer Handbook (First Reading) – motion to approve on first reading with changes – made by Jim – Cory 2nd – motion passed.
- Ordinance 2023-05 - Standard Operating Procedures (First Reading) – motion to approve on first reading with changes – made by Courtney – 2nd by Jim – motion passed.
- Ordinance 2023-06 – Personnel Manuel (First Reading) – motion to approve on 1st reading with changes made by Pat – 2nd by Pay – motion passed
- Appointment of Contract – Attorney for District – Courtney made a motion that we hire Megan from Laramie as our new CCFPD Attorney – 2nd by Pat – motion passed.

11. Board Discussion

12. Executive Session – no additional executive session

- “Motion to enter executive session for the purpose of considering appointment of a professional person / firm to provide legal services for the District and to receive and/or consider any information classified as 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

14. Adjourn – motion and 2nd to adjourn – motion passed – 20:36

- Next meeting: May 4th, 2023 @ 18:30 Hours. Location: Saratoga Community Center