

Carbon County Fire Protection District
Regular Meeting
Minutes
May 2, 2024
Platte Valley Community Center, Saratoga, WY.

1. Call to order / Roll Call

President Homer Beach called the meeting to order at 6:30 pm.

CCFPD Administrative Assistant Tara Williams performed the roll call. President Homer Beach, Vice President Jim Piche, Director Cory Nuhn, and Director Pat Waliser were all present. Secretary/Treasurer Courty Ney was absent.

Also in attendance were Carbon County Commission Chairwoman Sue Jones, CCFPD Interim Fire Chief John Rutherford, CCFPD Attorney Megan Goetz, Administrative Assistant Tara Williams, and Website Designer Tonja Jaure.

2. Additions/Corrections to the Agenda:

After consideration of the Agenda, Vice President Piche motioned to add Website Designer Tonja Jaure to the correspondence section of the Agenda and to add a potential consideration under item 13 of a draft contract to present to the municipalities and towns for negotiation. Director Waliser seconded the motion. After an opportunity for discussion, the motion to amend the agenda as stated was unanimously approved.

3. Introduction of Guests/Presentations:

President Beach thanked Commission Chairwoman Sue Jones and Web Designer Tonja Jaure for attending the evening meeting.

4. Approval of Previous Meeting Minutes:

After consideration of the draft Meeting Minutes from the regular meeting of the District on April 18, 2024, Vice President Piche motioned to approve the minutes of April 18, 2024. Director Nuhn seconded the motion. Upon a call for discussion, Attorney Goetz noted that she provided a report during the Attorney Report as to an update of the continued discussions with the County regarding the acquisition of real estate for purposes of future District Operations. This information needed to be corrected and added to the Minutes. Vice President Piche motioned to amend his motion to so reflect, which amendment was seconded by Director Nuhn. After an opportunity for additional discussion, the amended motion was approved unanimously.

5. Correspondence:

Website Designer Jaure provided an update to the Board on the redesign and functionality of the District website. Ms. Jaure highlighted issues with the calendar, security, and search functionality, which she was continuing to address to maximize the effectiveness for the District, the public, and general users.

No other correspondence was received.

6. Treasurer's Report:

Due to Secretary/Treasurer Ney's illness and absence, the Board did not receive a regular Treasurer's Report. However, the itemized list of bills for the respective time period was prepared and read to the Board by Director Waliser. Director Waliser motioned to authorize, approve, and pay the bills in the sum total amount of \$3,014.88. Director Nuhn seconded the motion. After an opportunity for discussion, the motion carried unanimously.

7. Attorney Report:

Attorney Goetz provided updates and the current status on multiple matters she and the District have been working on:

- (1) Update on negotiations of purchase of real estate for operations:
Attorney Goetz described the District's ongoing efforts over the past six to eight months with Carbon County to purchase unused county/government property for the District's use and future operations. Attorney Goetz reported that final negotiations needed to be first discussed with the Board in executive session at the meeting, but it was anticipated that there might be possible action relating to entering into a contract to purchase and acquire certain real property by the Board.*
- (2) Update on the drafting of contract for presentation with municipalities:
Attorney Goetz updated the Board that she has been working on drafting a draft contract for mutual aid and services between the District and the various stakeholders, towns, and municipalities. Attorney Goetz reported that the Board needed to review and discuss the most recent draft in the executive session and potentially consider taking action to approve it for dissemination and negotiation with the stakeholders, towns, and municipalities.*
- (3) Update on acquisition of other real and personal property from the County:
Attorney Goetz reported that she continues to work with the Deputy County Attorney to identify other County real and personal property that the County intended to transfer and/or assign to the District. The real property includes stations, departments, land, etc. The personal property includes equipment, vehicles, PPE, radios, and other items necessary for fire protection and suppression.*
- (4) Legislation and Volunteer Firefighter benefits:*

Attorney Goetz reported that she is preparing a comprehensive summary of relevant legislation that was passed this previous session, which the District needs to be aware of and consider implementation. Attorney Goetz intends to share this with the District at the next regular meeting.

(5) *Other:*

None

8. Interim Chief Report:

Interim Chief Rutherford directed the board to the budget draft prepared for consideration. Interim Chief Rutherford explained and reviewed his process for developing a draft budget. working with the County Assessor and Treasurer to develop a realistic estimation for the three mills. He explained that the expenditure numbers are reasonably solid and based on past numbers from the County buildings and grounds and past numbers from the previous fire warden's budget. Chief Rutherford requested feedback on the draft budget, considering estimated revenue and expenses. He further noted that the draft budget excluded savings and investment accounts. Chief Rutherford further reported that a budget amendment was necessary to account for fire grants, employee insurance and budget concerns with overtime and multiple employees. Chief Rutherford will be meeting with the District's accountant to discuss the budget, as she has some recommendations for a budget admentment but wants to start that process closer to the end of the fiscal year.

Interim Chief Rutherford reported to the Board his discussions with the Sweetwater County planning manager/ County Fire Warden, Jim Zimmerman, about entering into a contract with the district. Fire Warden Zimmerman requests that the district send him a draft of what is being proposed. Chief Rutherford and Attorney Goetz are working on reviewing and drafting that proposed contract.

Interim Chief Rutherford shared the quote he received from AT&T for internet service for two buildings in Rawlins, one in Hanna and one in Rock Creek. After a brief discussion, the Board directed Interim Chief Rutherford to request AT&T provide a contract for internet service to the Rawlins, Hanna, and Rock Creek locations for the Board to consider and review.

Interim Chief Rutherford reported that Tara Williams had submitted a letter of resignation as Administrative Assistant for the District. He further reported that the position vacancy had been posted and advised he was currently receiving applications which he intended to review and hire to fill the vacancy as soon as possible..

9. Old Business:

Regular Meeting Dates for the summer months for the District Board. The Board considered whether scheduling required moving the regular 1st and third Wednesday meetings to different days of the week during the summer months. After receiving comments and input from the Board members, no action was taken to change the meeting dates during the summer months at this time.

Continued negotiations and discussions for the acquisition of real and personal property for District operations. No further discussion occurred beyond what was already discussed and reported by Attorney Goetz,

10. New Business:

- a. *The Board discussed the need to apply specifically for a Property tax exemption for real property owned and /or occupied. Vice President Piche Motioned to authorize President Beach to sign the Tax exemption forms. Director Nuhn provided the second, and the motion carried.*

The Board discussed the annual operating plan with the District's federal partners. Vice President Piche motioned for President Beach to approve the plan with the respective federal partners, and Director Waliser seconded the motion. After an opportunity for discussion, the motion was unanimously approved.

11. Board Discussion:

No further Board discussion was had.

12. Executive Session:

Vice President Piche moved for the Board to enter into executive session pursuant to Wyoming statute §16-4-405(a)(vii) at 19:32. Director Waliser seconded the motion. Seeing no discussion, the motion unanimously carried and the Board entered into executive session.

Vice President Piche moved to exit the executive session, noting no action was taken and that the minutes from the executive session be approved and sealed. Director Waliser seconded the motion. Seeing no discussion, the motion unanimously carried. Time:20:05.

13. Any Further Business/Good of the Order:

Following the existing Executive Session, the Board considered and took the following action:

- a. Approval and Authorization of the Purchase of Real Property with Carbon County, 812 E. Murray Street, Rawlins, WY. The Board engaged in a significant discussion regarding the opportunity, terms, and potential to purchase 812 E. Murray Street, specifically the Interim Justice Facility, for its operations. Multiple Board members discussed the benefits that would come with such an acquisition. Public comment from Chairman Sue Jones supported the acquisition. Interim Chief Rutherford further described the benefits and positive feedback he had received and saw for the district's locating its operations and centrality at this location. The Board further discussed the price and terms of the acquisition and how it benefited all taxpayers. After significant debate and discussion, Vice President Piche moved to approve and authorize the District to enter into the Agreement for Purchase of Real Property with Carbon County, 812 E Murray Street, Rawlins, WY. Director Pat Waliser seconded the motion. After additional discussion, the motion unanimously passed.*
- b. Approval and Authorization of the Agreement for the Purchase of Personal Property with Carbon County, 812 E Murray Street, Rawlins, WY. The Board engaged in a significant discussion regarding certain personal property currently located in and at 812 E. Murray Street and the proposed agreement for sale, transfer, and retention with the County. Vice President Piche moved to approve and authorize the District to enter into an Agreement for Purchase of Personal Property in or at 812 E Murray Street, Rawlins, WY. Director Waliser seconded the motion. After additional discussion, the motion unanimously passed.*
- c. Approval and Authorization of the resolution to use RNB State Bank in Rawlins, WY, as the escrow agent for the previously considered Agreements. The Board discussed the need for an escrow agent to fulfill the duties and payments as called for with the purchase of 812 E. Murray Street. After considerable discussion of any options available for an escrow agent and associated fees, Vice President Piche moved to approve and authorize the Resolution to use RNB State Bank as the escrow agent for the previously considered Agreements. Director Walsier seconded the motion. After additional discussion and questions, the motion was unanimously passed.*
- d. Approving and Authorizing the Resolution to authorize and approve Director Pat Waliser, together with consultation with the Districts counsel, to enter, execute, and bind the district for purchase and acquisition of real and personal property located at or in 812 E Murray Street, Rawlins, WY, Including but not limited to executing a Promissory note, Mortgage, bill of sale, escrow instructions, Lease agreement between Carbon County Fire District and carbon county commissioners, and fulfill the intent of the Agreement for Purchase of Real Property and Agreement for purchase of personal property with Carbon County. The Board considers the need to authorize a member of the Board of the District with full authority and consent to authorize documents at the closing of 812 E. Murray Street. Vice President Piche moved to approve and authorize the Resolution to Authorize and approve Director Pat Waliser, together with*

consultation with the District's counsel, to enter, execute, and bind the district for purchase and acquisition of real and personal property located at or in 812 E Murray Street, Rawlins, WY, Including but not limited to executing a Promissory Note, Mortgage, Bill of Sale, Escrow Instructions, Lease Agreement between Carbon County Fire District and Carbon County Commissioners, and fulfill the intent of the Agreement for Purchase of Real Property and Agreement for Purchase of Personal Property with Carbon County. Director Nuhn seconded the motion. After calling for discussion, the motion unanimously carried.

- e. Approval and Authorization of the action to authorize the District to issue payment in the amount of \$250,000.00 from the district general fund as the initial payment for the purchase and acquisition of 812 E Murray Street, Rawlins, WY, together with any and all other costs assessed and/or associated with closing and finalizing the transaction and/or escrow fees assessed. After discussion and consideration, Vice President Piche moved to approve and authorize Treasurer Courtney Ney or another District Board member to issue payment in the amount of \$250,000.00 from the district general fund as the initial payment for the purchase and acquisition of 812 E Murray Street, Rawlins, WY, together with any and all other costs assessed and/or associated with closing and finalizing the transaction and/or escrow fees assessed. Director Waliser seconded the motion. After discussion, the motion unanimously passed.*
- f. Consideration of draft contract to discuss and present with stakeholders, towns and municipalities. The Board considered the last version/draft of the proposed contract to discuss with stakeholders, towns, and municipalities. After additional discussion, Vice President Piche moved to authorize the District and/or its legal counsel to present a draft form of a contract with stakeholders, towns, and municipalities for discussion and negotiation. Director Waliser seconded the motion. After additional discussion, the motion was unanimously carried.*

14. Adjourn:

Vice President Piche motioned to adjourn the meeting at approximately 20:30. Director Waliser seconded the motion, It was unanimously carried.

The next meeting is Thursday, May 16, 2024, at 6:30 pm at the Platte Valley Community Center in Saratoga, Wyoming.