

Carbon County Fire Protection District
Regular Meeting Thursday, May 4, 2023. 6:30 PM
Saratoga Community Center
MEETING MINUTES

1. Call to order / Roll Call

- 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 approve the agenda as written – Courtney 2nd – Motion Passed

3. Introduction of Guests/Presentations

- Public Comment – Comment about property taxes going up due to Fire District and clarifying the information.
- Introduction of Guests – Sue Jones – Cathy MacPherson, John Rutherford & new attorney Megan Goetz.

4. Approval of Previous Meeting Minutes

- a) Meeting minutes from April 6, 2023. – motion to approve minutes made by Cory – 2nd Jim – motion approved.

5. Correspondence

- a. Present Correspondence
 - i. Grant Writing Class – Tuesday May 16th 12 – 1:30 at CCHEC – Courtney plans to attend.

6. Treasurers Report

- a. Treasurer Financial Report
- b. Approval of Bills – Pat made motion to approve and pay bills – Jim 2nd – Motion passed.
 - i. Bill for Domian and Email Addresses
 - ii. LGLP Bill for 2022 – 2023 FY & Bill for 2023 – 2024 FY

7. Attorney Report

- Update on other Matters – special district board member training online – required by at the least the person that handles the finances (Courtney). John will resend the links to the training.
 - Sat May 13th – date for Meeting with other District members and a board training from Ashley Mayfield – tentative
- Budget Meeting – draft Budget message and task list to completing the budget before the deadline.
- Discussion about lease purchase agreement on the Murry St Bldg. for the CCFPD.
- Going live with the district FY 24 (July 2024)
- Discussion about paying the County back for the funding
- Transition Plan – Introduce new Attorney – Cathy is here to help with the transition

8. Fire Warden Report

- Warden Rutherford – brief discussion about fire warden and job duties.
 - Patch Design – nothing new – John Handed out t shirts for Board to wear.
 - Budget – Budget numbers discussion

9. Old Business

- Email Addresses for Board – make sure each member has logged in and record each members new email address – meeting with Cindy
- Board Training – discuss idea of meeting with other District members soon – tentatively next Saturday – May 13th in Rawlins.
- Discussion of Office Location at the Old Interim Justice Center on Murry St.
 - Lease Purchase agreement with the County.
 - New headquarters for CCFPD
 - Make formal offer to the County Commissioners on June 6th during Budget Session hearings after we tour the bldg. on the 12th.

10. New Business

- Ordinance 2023-04 - Volunteer Handbook (2nd Reading) - Jim made motion to approve – Pat 2nd – Motion passed.
- Ordinance 2023-05 - Standard Operating Guidelines (2nd Reading) – Pat made a motion to approve – Jim 2nd – Motion passed.
- Ordinance 2023-06 – Personnel Manuel (2nd Reading) – Jim made a motion to approve – Cory 2nd – motion approved.
- Review Resumes for Assistant Job – Motion to table made by Cory – Pat 2nd – motion passed. Table until we receive more applicants.

11. Board Discussion

12. Executive Session – no 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

- a. Discussion with our new lawyer Megan – attending meetings thru the summer.

14. Adjourn @ 20:34

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