

**Carbon County Fire Protection District
Regular Meeting Thursday, May 18, 2023. 6:30 PM
Saratoga Community Center**

MEETING MINUTES

- 1. Call to order / Roll Call – meeting called to order at 18:30**
 - 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
 - f. Also present – Warden Rutherford and Attorney Megan Goetz
- 2. Additions/Corrections to the Agenda** – motion to approve Agenda made by Jim – 2nd by Pat – motion passed.
- 3. Introduction of Guests/Presentations**
 - Public Comment – none
 - Introduction of Guests – none
- 4. Approval of Previous Meeting Minutes**
 - a) Meeting minutes from May 4, 2023. – motion made to approve minutes made by Cory – 2nd b Jim – Motion passed.
- 5. Correspondence**
 - a. Present Correspondence
 - i. Grant Writing Class held on Tuesday – Courtney Attended
- 6. Treasurers Report**
 - a. Treasurer Financial Report – motion to approve Treasures report made by Jim – 2nd by Cory – motion passed.
 - b. Approval of Bills
 - i. Hofmann & Ramsey – \$86 approved
- 7. Attorney Report**
 - Update on legal matters – Memos in the Blue folders –
 - Discussion of meeting dates and Budget hearings and deadlines.
 - Ordinances vs Resolutions – technicality based on operations of a fire district.
- 8. Fire Warden Report**
 - Warden Rutherford – Budget discussion – challenges with the reserve accounts creating a surplus and the maximums allowed in certain line items under reserve accounts.
 - Review Proposed Budget and board discussion
 - Motion to approve Proposed Budget as written made by Jim – 2nd by Cory – motion passed.
 - Discussion for adopting the final budget and a date to post publications by.
 - June 19th – Public Budget Hearing at 6:15 pm
 - Board Training Dates – Tuesday May 30th with Ashley Mayfield Davis

- Rawlins Training – 4 – 7 pm on Tuesday May 30th.
- July 8th – tentative with Chiefs from other districts – weekday might work better for board members. Postpone until later in the summer.

9. Old Business

- Email Addresses for Board – meet with Cindy to finalize.
- Board Training – see above
- Discussion of Office Location at the Old Interim Justice Center
 - Murry St. Proposal
 - Site view of the Murry St. building on May 12th after the Court House Grand Reopening.

10. New Business

- Review Resumes for Assistant Job – received 3 complete applications – enter into executive session to discuss further.
- Discuss New meeting date and review Advertising for change – meeting moved to Mondays starting in June – 1st and 3rd Mondays thru the summer.
 - June 5th and June 19th – Finalize Budget on June 19th and Megan will take care of publications for the Public for Budget hearing and canceling July 3rd meeting.
 - July 3rd and July 17th – motion to cancel July 3rd meeting due to holiday weekend conflict – motion made by Cory – 2nd by Pat – motion passed.
 - August 7th and 21st

11. Board Discussion

- a. Contracts and mutual aid agreements with municipalities, something we need to start working on.
- b. County has an agreement with Hanna, Baggs has a contract to provide fire protection to the County, same goes for Medicine Bow.
- c. Mutual aid agreement with the City of Rawlins
- d. Annual Operating Plan – agreement between all the Counties.
- e. Megan is working on documents to present to the board as we start working on contracts or mutual aid agreements with municipalities.
- f. Sue Jones – getting personnel on board with coming changes and work on getting them more involved in the agreements, especially the county fire personnel.
- g. Form committee that does Discussion with the different municipalities

12. Executive Session – enter at 20:10

- “I hereby move for the CCFPD Board to enter into executive session to discuss the selection or purchase of a specific piece of real estate by the District pursuant to Wyoming Statue 16-4-405(a)(vii) and to consider the potential employment of applicants for the administrative assistant position pursuant to Wyoming Statue

16-4-405(a)(ii). Invited and present are Warden Rutherford and Attorney Megan Overmann Goetz.

- “Motion to exit executive session and seal the minutes noting no action was taken” motion made by Pat – 2nd by Cory - motion to exit executive session noting no action was taken passed.

13. Any Further Business / Good of the order

- a. A motion to authorize legal counsel to negotiate with the County for acquisition of real property – Jim made the motion – Cory 2nd – motion passed.

14. Adjourn – Cory made the motion to adjourn – Jim 2nd – motion passed – Adjourned at 20:52

- Next meeting: Moved to Mondays in June. Monday June 5, 2023 @ 18:30 Hours.
 - Location: Saratoga Community Center