

**Carbon County Fire Protection District  
Regular Meeting, Monday, August 7, 2023. 6:30 PM  
Saratoga Community Center**

**MEETING MINUTES**

**1. Call to order / Roll Call – 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

Other guests present:

- f. Warden John Rutherford
- g. Assistant Tara Williams
- h. Attorney Jodi Shea filling in remotely for Megan.

**2. Additions/Corrections to the Agenda**

**3. Introduction of Guests/Presentations**

- Public Comment (limit 5 min)

**4. Approval of Previous Meeting Minutes**

- a) Meeting Minutes from July 17<sup>th</sup> – approved with the corrections of signature card authorization under treasurer’s report.

**5. Correspondence**

- a. Present Correspondence - Homer has a phone call from Hanna about contracts, Jim had a conversation with the treasurer, she needs the copies of the bond insurance so Courtney can work on getting those to her.
- b. Cindy Loose – domain and web hosting bills presented to the board and if we continue using the original website and web hosting or go without a website until the new one is built and launched.
  - i. Motion made by Pat to let the original domain go down without renewal – 2<sup>nd</sup> by Cory – motion passed.

**6. Treasurers Report**

- a. Treasurer Financial Report – Courtney presented the financial report.
  - i. Pat made a motion to request an additional \$25k from the commissioners. Jim 2<sup>nd</sup> - motion passed.

1. Our assistant Tara will draft the letter and Jim will sign it for the commissioners – motion made by Cory – 2<sup>nd</sup> by Pat – motioned passed.
- b. Approval of Bills
  - i. Hofmann & Ramsey
  - ii. Bobbi Herman
- c. Motion made to add a signature signer (Jim Piche) to the bank account at RNB made by Cory – 2<sup>nd</sup> by Pat – motion passed.
- d. Motion made to order additional debit card for use by John Rutherford from RNB made by Jim – 2<sup>nd</sup> by Courtney – motion passed.

## **7. Attorney Report**

- Update on legal matters – Jodi filling in for Megan remotely.
  - Discussed some items regarding Johns role and contracts with the County. We will have more information when Megan returns.

## **8. Fire Warden Report**

- Warden Rutherford
- Description of equipment and/or purchases made for new office  
I hereby motion to ratify and approve the expenditures described and made by Warden Rutherford on behalf of the District made by Jim – 2<sup>nd</sup> by Courtney – motioned passed.
- John asked the board to approve a new permanent address of 812 E. Murry St. Suite C, Rawlins, WY 82301 – PO Box 1320 – Rawlins, WY 82301. – motion made by Pat to change permanent address – Cory 2<sup>nd</sup> – motion passed.
- Pension agreement was signed by the President and Treasurer.
- Call to the County Assessor – assessor needed a letter to from the Board to request the 3 MILS. – motion was made to ratify the request for the 3 MIL levy by Jim – 2<sup>nd</sup> by Pat – Motion passed.
- John Ordered Uniform Patches
- Discussion about IJC – layout, offices, signs, keys for PO Boxes etc.

## **9. Old Business**

- Email Addresses for Board and Admin. Assistant – will set up Tara’s email ASAP.
- Website; proposals; discussion of Request for Proposal / Bids – 2 bids for the website. Input from Mark Cox on proposals and pros and cons of each bid.
  - Motion made to pursue Tonya Jaure’s web design proposal with the added changes to maintenance agreement – 2<sup>nd</sup> by Pat – motion passed.
- Status of purchase agreement for IJC - discussed during Attorney report.

## **10. New Business**

- Personnel announcements and introduction

## **11. Board Discussion**

- Agreement between Sheriff and District on garage use – need an MOU as official paperwork put in place from the start – MOU will last for 12 months and renew every year so the board can review every year. Jim will work with Attorney on MOU to put in place.
- Start conversation of operation of Search & Rescue between Sheriff and District – sheriff has funding for S&R and pays the bills, physical cost of insuring S&R equipment and ensuring those things are inventoried for reimbursement. Issue an MOU for operation of S&R with the district, invite the Sheriff back to the next board meeting for discussion regarding MOU.
- Status of agreement to take over county assets – table until next meeting.
- Status of shared employment agreement with the county – table until next meeting.

## **12. Executive Session - none**

## **13. Any Further Business / Good of the order**

- a. Discussion with accountant about invoices and categories for bills

## **14. Adjourn**

- Next meeting: August 21, 2023, 6:30pm
  - Location: Saratoga Community Center