

**Carbon County Fire Protection District**  
**Regular Meeting, Monday, August 21, 2023. 6:30 PM**  
**Saratoga Community Center**  
**Meeting Minutes**

**1. Call to order / Roll Call**

- a. President Homer Beach
- b. Vice President Jim Piche
- c. Secretary / Treasurer Courtney Ney
- d. Pat Waliser
- e. Cory Nuhn

Other guests present:

- f. Warden John Rutherford
- g. Attorney Megan Goetz. Absent, Jodi Shea filling in for Megan via phone call.
- h. Commissioner Sue Jones

**2. Additions/Corrections to the Agenda-none.**

**3. Introduction of Guests/Presentations**

- Public Comment (limit 5 min) -none

**4. Approval of Previous Meeting Minutes**

- a) Meeting minutes from August 7, 2023.  
- Motion to approve made by Cory Nuhn, -2<sup>nd</sup> by Jim Piche. Motion approved.

**5. Correspondence**

- a. Present Correspondence -Jim had a conversation with Sheriff Bakken about the MOU for the Murray St. Storage facility/garage.
- b. New Debit Card for John Rutherford came in the mail. He will activate.

**6. Treasurer Report**

- a. Treasurer Financial Report – none. Will do it once a month at the beginning of the month after reconciling bank statements.
- b. Approval of Bills- motion to approve bills made by Jim Piche, 2<sup>nd</sup> by Pat Waliser. Motion approved.
  - i. Pence and MacMillan LLC – approved.
- c. Update on Budget
  - i. Carbon County Commissioners approved \$25,000.00 request – check has been taken to the accountant for deposit.

**7. Attorney Report**

- Update on legal matters – updated the board on the documents that are in the works. (MOU with the Sheriff's Office, Lease Agreement, Employment agreement, etc.)

- Discussion about MOU with the Sheriff's Office and specifics to be detailed on the document,

## **8. Fire Warden Report**

- Warden Rutherford
  - Present District Patch to Commissioner Jones.
- Description of equipment and/or purchases made for new office
  - Ordered stamps for line-item invoices payment documentation.
  - Ordered flags for the new building

## **9. Old Business**

- Email Addresses for Board and Admin. Assistant – still working on Homer Beach's access to email. Tara Williams will send emails to both of his emails until further notice.

## **10. New Business**

- Personnel announcements and introduction
- Website – discussion with Tonya about what we want the website to do/feature and key things we need to be able to do with/on the website.
- Meeting on Sept. 4, 2023, falls on Labor Day – discussion about moving our meetings back to Thursday.  
-Motion to move meetings back to Thursdays starting on Thursday, September 7<sup>th</sup>, 2023. and continuing with the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month – pending attorney schedule and public notice, made by Jim Piche, - 2<sup>nd</sup> by Cory Nuhn. Motion passed.

## **11. Board Discussion**

- Status of agreement to take over county assets. – our attorney is working on that with Ashley Davis and the Commissioners
- Status of shared employee agreement with the county – discussion about another employee and shared employment with the employee.
- Start conversation regarding the need for training on Microsoft 365(Excel, Word, etc.) for Admin Assistant & John Rutherford – look for some continued education for Excel and Microsoft Office trainings.

**12. Executive Session** – none.

**13. Potential Motion(s):** none.

**14. Any Further Business / Good of the order** – none.

## **15. Adjourn**

- Next meeting: Thursday, September 7, 2023, 6:30pm
  - Location: Saratoga Community Center