

**Official Minutes
Of the
Carbon County Fire Protection District (CCFPD)
Regular Meeting
October 19, 2023
at the
Platte Valley Community Center
210 W. Elm Street
Saratoga, WY 82331**

President Homer Beach called the meeting to order at 6:30PM. Members present were President Homer Beach, Vice President Jim Piche, Member Cory Nuhn. Also present was Fire Warden John Rutherford and County Commissioner Sue Jones. Present virtually were Secretary/Treasurer Courtney Ney and Megan Overmann Goetz, attorney for the CCFPD Board of Directors. Absent was Member Pat Waliser and Administrative Assistant Tara Williams.

Additions/Corrections to The Agenda:

There were no additions or corrections to the agenda. **Jim Piche made a motion to accept the agenda as presented. Cory Nuhn provided the second. Motion carried.**

Introductions of Guests/Presentations:

President Beach introduced Tonya Jaure, who is designing the CCFPD's website. He asked Ms. Jaure to present her ideas for the website design.

Ms. Jaure presented the Board with a project brief outlining some of the essential items she thought were needed for the website. She said it consisted of six pages – Home, About Us, Staff Directory, Gallery, Forms, and Contact Us.

There was discussion from those present as to the items needed in these six areas. Mr. Piche stated he wanted to make sure the agendas, meeting minutes, meeting date/time, by-laws, and financial information were posted. Mr. Nuhn said he liked the idea of a photo gallery of the district's volunteers and their activities. Ms. Goetz stated it may be a good idea to have links to other entities such as the other fire departments in the county. Warden Rutherford suggested there also be a place to obtain burn permit forms as well as providing information on controlled burns and the process associated with those.

Ms. Jaure stated she would add these items to the website. She presented a mock-up of the website that she had prepared. The Board and others present liked her ideas. It was the consensus of the Board members present to have Ms. Jaure meet with Warden Rutherford and Administrative Assistant Tara Williams and begin to enter the information of the CCFPD into the website. They will enter the information and return it to the Board regularly for review of the product as they work through the process.

Mr. Piche asked Ms. Jaure about payment for her services. Ms. Goetz advised that she would write up a contract for services as well as consultant fees with Ms. Jaure for her and the Board to approve.

Minutes:

Cory Nuhn made a motion to approve the minutes of the last meeting. Mr. Piche made the second. Motion carried.

Correspondence:

Mr. Piche advised that he had attended the County Commission meeting on October 17th in Medicine Bow and reported to them the CCFPD would be paying off early the money the County Commission had given

them to start operations. The County Commissioners were very pleased with the progress made by the CCFPD thus far.

Mr. Nuhn reported he had talked to a member of the Encampment Town Council. He said this member expressed interest in paying the CCFPD a fee to have them provide fire service to the Town of Encampment. A discussion will be had with the full Council in the future.

President Beach said he had received a question from a citizen regarding how the CCFPD would operate and how the tax dollars are spent. He said he explained to this individual the process and what has been accomplished thus far in getting the district operational.

Treasurer's Report:

Secretary/Treasurer Courtney Ney reported the tax funds for the CCFPD have been deposited in the bank. She stated the funds were in an ICS account at RNB State Bank and were fully insured. She reported that Amanda Reed with RNB State Bank is working on setting up online banking access for the CCFPD with varying levels of security for those needing to access the accounts. She will follow up with that information at the next meeting.

Attorney's Report:

Megan Overmann Goetz informed the Board she had gotten the draft of the updated purchase offer for the Murray Street building to President Beach and Vice President Piche for their review. They will get back with her in the next day or so with any changes.

She stated she had an updated equipment list. She stated the simplest way to handle the transfer of property from the County to the CCFPD was to have deeds for real estate, title transfers for the vehicles, and a general bill of sale for all other property.

She stated she will work with Tara Williams on format for minutes, agendas, and other meeting processes. She also said that Ms. Williams had begun a draft of a fiscal policy for the CCFPD, which was very good. She said she will go through it and make necessary additions or changes to the document, which will be presented to the Board for adoption.

Mr. Piche reported he had talked to the County Clerk Gwynn Bartlett and County Treasurer Lindsey West regarding a budget amendment for the CCFPD's budget showing the extra tax moneys as well as the increased downpayment on the purchase of the Murray Street building. He said Clerk Bartlett advised amending the budget now, but Treasurer West advised that the Board could wait, as the funding will probably change again later in the year. Ms. Goetz stated the Board could probably wait a bit longer before amending the budget, thus showing all the changes.

Interim Chief's Report:

Warden John Rutherford reported that he had finished several maintenance projects around the Murray Street building. He had removed all the parking blocks, which would make snow removal much easier. He winterized the sprinkler system as well.

He stated he had talked to Terry Weickum about new signs for the building. He said Mr. Weickum advised the old signs could be re-used, which will save considerable money. He also can do the CCFPD patch in house.

Mr. Piche made a motion to authorize the purchase of the signs from Terry Weickum, staying within the \$600 range. Mr. Nuhn seconded the motion. Motion carried.

Old Business:

No old business came before the Board.

New Business:

Mr. Piche informed the Board he had talked to RNB State Bank, Bank of Commerce, and County Treasurer Lindsey West about various investment options for the CCFPD funds. He stated the ICS funds the money is in now do not provide any interest but are insured.

He advised that Bank of Commerce would provide a money market CD at a rate of 3.65%. RNB State Bank also had a CD, either liquid or nonliquid, at a rate of 4.83%.

He said Treasurer West recommended Wyoming Class <https://wyomingclass.com/>, which is a Wyoming based government pool. The County is currently making 5.3% on their investments. She told him it was simple, and the money could be taken out without penalty at any time. Mr. Piche told the Board he thought Wyoming Class may be the best option for the money. The Board will decide on the final investment options once a fiscal policy has been adopted and is in place in November.

Adjourn:

No further business came before the board and **Mr. Piche motioned to adjourn and Mr. Nuhn seconded. Motion carried.** Meeting adjourned at 7:57PM.

Minutes recorded and submitted by Sue Jones in the absence of Ms. Williams and virtual participation by Secretary/Treasurer Ney.