

**Carbon County Fire Protection District
Regular Meeting, Thursday, September 7, 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*

Other guests present:

- f. Assistant Tara Williams - present*
- g. Commissioner Sue Jones - present*

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 21, 2023. - Motion to approve meeting minutes from August 21, 2023, made by Jim, - 2nd by Pat. - Motion passed.*

5. Correspondence

- a Present Correspondence – Jim attended the Commissioners' meeting on Tuesday the 5th and gave them an update on getting our office set up and our employee on board with tasks. Discussion about some of the things covered in the attorney report so we can approve documents and MOUs at our next meeting.*

6. Treasurer's Report

- a. Treasurer Financial Report – Courtney updated the Board on the financials*
- b. Approval of Bills-*
 - i. Hofman & Ramsey - Approved*

ii. Pence and MacMillan LLC – ***approved.***

c. Update on Budget

- i. Budget Publication Notice is due to the Department of Audit on September 29, 2023 (Normally due on Sept. 30, but it falls on a Saturday this year). – ***Discuss with the accountant to ensure this gets done and what the board needs to complete.***

7. Attorney Report

- ***Megan submitted a confidential report to the Board before the meeting, and there were no other items to report on.***

8. Fire Warden Report

- Warden Rutherford – ***not present and no current updates.***

9. Old Business

- ***Website*** – discussion with Tonya about what we want the website to do/feature and critical things we need to be able to do on/with the website. ***-John has been working with Tonay to get started on the final proposal.***
- Conversation regarding the need for training on Microsoft 365 (Excel, Word, etc.) for Assistant & John Rutherford – ***currently, the Higher Ed isn't offering anything, but maybe LCCC does, and Tara will look into what it costs and what it covers.***

10. New Business

- Start a conversation about putting together a committee for negotiating with the municipalities. – ***Jim discussed options about Levels of Response so that there are some standard operating guidelines to prevent every apparatus from responding to every call and wasting resources.***
 - Lease Agreement
 - Pay the Mil Levy, and CCFPD agrees to provide fire protection
 - Customized Agreement per Municipality – ***Every Municipality will get the same offer, but we'll start negotiations once we get a final list of equipment and the assets that CCFPD will acquire from the county.***

- *Homer discussed the option of forming a committee for negotiations. Two Board members and John deal with the City Council of each Municipality.*
- *We need to finalize the asset list from the County - we need to fine-tune the equipment list and see what we want to keep and use.*
- *There are 7 municipalities that we need to have discussions with, and some of them we'll have to revisit multiple times. This process will be very time-consuming. - Committee members decided to table discussion until the next meeting. Homer, John, and Jim will talk to Megan to discuss further. - Motion made by Pat, - 2nd by Cory. - Motion passed.*

11. Board Discussion

- Building and Grounds moved a large conference table out of the Murry St. building and gave it to the Old Pen. Our lease agreement stated that all items in the building shall remain there.

12. Executive Session - *none.*

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

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

15. Adjourn

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