

Carbon County Fire Protection District
Regular Meeting, Thursday, December 7, 2023. 6:30 PM
Saratoga Community Center

AGENDA

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. Interim Chief John Rutherford
- g. Attorney Megan Goetz
- h. Commissioner Sue Jones
- i. Admin. Assistant Tara Williams

2. Additions/Corrections to the Agenda

3. Introduction of Guests/Presentations

- Public Comment (limit 5 min) -none

4. Approval of Previous Meeting Minutes

- Meeting minutes from November 16, 2023.

5. Correspondence

- a. Present Correspondence

6. Treasurers Report

- a. Treasurer Financial Report
- b. Approval of Treasurer's Report
- c. **Presentation and approval of monthly bills format**
- d. Approval of Bills
 - i. Hofmann & Ramsey
 - ii. Pence & MacMillan LLC
 - iii. Amazon-
- e. Update on Budget
- f. RNB Application for Deposit of Public Funds

7. Attorney Report

- Update on legal matters –
- Update on Website
- Permission for Admin. Assistant and Interim Chief to start employee/volunteer paperwork

8. Interim Chief Report

9. Old Business

- **Update on the Status of Request for Proposals/Statements of interest for investment management services.**

10. New Business

- **Consideration of Independent Contractor Services, Agreement, Website Developer with Thoughtline Digital Designs, LLC (Tonya Jaure). Potential Action to Approve Agreement.**
- Consideration/ First reading of the **Cash Reserve Policy**
- Consideration/ First reading of the **Financial Policy & Procedures**
- **Conference table & chairs – Potential Action to Approve Purchase**

11. Board Discussion

- Tyler Technologies – ERP software for HR, Budget, Payroll, etc. pricing
- Budget Amendment
- Agreement between Sheriff and District on garage use.
- Status of the agreement to take over county assets

12. Executive Session

13. Potential Motion(s):

- I move for the Board to enter into executive session pursuant to Wyoming Statute §16-4-405(a)(vii)."
- "I move to exit executive session noting no action was taken."
- "I move to approve and seal minutes from the executive session."

14. Any Further Business / Good of the order

15. Adjourn

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