

**Carbon County Fire Protection District  
Regular Meeting, Thursday, September 21, 2023. 6:30 PM  
Saratoga Community Center**

**Minutes**

**1. Call to order / Roll Call --- 1832**

- a. President Homer Beach --**present for the beginning of the meeting**
- b. Vice President Jim Piche --**present**
- c. Secretary / Treasurer Courtney Ney --**absent**
- d. Pat Waliser -- **present**
- e. Cory Nuhn --**present**
- f.
- g. **Other guests present:**
- h. Warden John Rutherford -- **present**
- i. Attorney Megan Goetz --**absent**
- j. Commissioner Sue Jones--**present**
- k. Admin. Assistant Tara Williams --**present**

**2. Additions/Corrections to the Agenda -none. Motion to approve additions/corrections to this agenda made by Pat, 2<sup>nd</sup> by Cory. Motion passed.**

**3. Introduction of Guests/Presentations**

- Public Comment (limit 5 min) -**none**

**4. Approval of Previous Meeting Minutes**

- Meeting minutes from September 7, 2023. --**Motion to approve meeting minutes from September 7, 2023, made by Pat, 2<sup>nd</sup> by Cory. Motion passed.**

**5. Correspondence**

- a. Present Correspondence --**Homer attended the Commissioners' meeting on Tuesday the 19<sup>th</sup> and gave them an update about our discussions & plans regarding the municipalities and the status of our website. He received news that the County Treasurer will deposit money into our account.  
--Homer also spoke with Courtney about getting with the County Treasurer and providing her with a letter permitting the Treasurer's office to deposit funds into the CCFPD checking account at RNB.**

**6. Treasurers Report**

- a. Treasurer Financial Report – **Courtney was not present**
- b. Approval of Bills
  - i. Hofmann & Ramsey
  - ii. Pence & MacMillan LLC
  - iii. Other? **Spectrum bill – Motion to approve by Cory, 2<sup>nd</sup> by Pat. Motion 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). – **Tara informed the Board that Courtney would meet up with her on the way home to sign the Notice so that it could be turned into the accounts tomorrow.**

#### **7. Attorney Report**

- Update on legal matters – **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
- Description of equipment and/or purchases made for new office –
  - **Mailboxes at the building now have keys.**
  - **Received permission to repair pumper in Rawlins for \$8,000.00**
  - **Communication system is being worked on**
  - **The District's EIN is done.**

#### **9. Old Business**

- Lease agreement for IJC with County –**Continued discussion regarding what portion of the 812 E. Murray St. building is being leased by CCFPD.**
- Website – discussion with Tonya about what we want the website to do/feature and critical things we need to be able to do with/on the website. – **Tonya could not attend this meeting but is working on our website.**
- There was a conversation regarding the need of training on Microsoft 365(Excel. Word, etc.) for Admin Assistant & John Rutherford – **Tara shared the options and fees for Excel training offered by The Higher Ed and WWCC. Motion to approve the training to be started in January 2024, made by Cory, Pat 2<sup>nd</sup>, Motion passed.**
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#### **10. New Business**

- **Amendment needed to receive funds from County Treasurer**
- Letter drafted for Courtney to email to Lindsey permitting the Carbon County Treasurer's Office to deposit funds into the Fire District's checking account at RNB.
- Start a conversation about repaying the County. -- **Amendment needed to reimburse County for funds borrowed**
- Personnel announcements and introduction
- Start a conversation about the operation of Search & Rescue between the Sheriff and District. –**Tabled**
- Status of the agreement to take over county assets.
- Start a conversation about putting together a committee for negotiating with municipalities. –**Tabled**
- 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). –**In process.**

**11. Board Discussion**

Agreement between Sheriff and District on garage use.

- Status of the agreement to take over county assets.
- Status of shared employee agreement with the county

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

**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. -- none.**

**15. Adjourn -Pat 1<sup>st</sup>, Cory 2<sup>nd</sup>, Approved.**

- Next meeting: Thursday, October 5, 2023, 6:30 pm
  - Location: Saratoga Community Center