

**Carbon County Fire Protection District**  
**Regular Meeting, Thursday, December 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. Director Pat Waliser – present
- e. Director Cory Nuhn – present

**Other guests present:**

- f. Interim Chief John Rutherford – present
- g. Attorney Megan Goetz - present – via Zoom
- h. Commissioner Sue Jones – present
- i. Commissioner Garrett Irene – present
- j. Admin. Assistant Tara Williams – present

**2. Additions/Corrections to the Agenda** – Director Waliser motioned to approve the agenda as presented, which was seconded by Director Nuhn. Following the opportunity for discussion, the motion passed unanimously.

**3. Introduction of Guests/Presentations**

- Public Comment (limit 5 min) –Introduction of New Commissioner Garrett Irene.

**4. Approval of Previous Meeting Minutes**

- Meeting minutes from November 16, 2023, were presented for review and deliberation. Treasurer Nye motioned to approve the Minutes as presented, which was seconded by Vice President Piche. Following the opportunity for discussion, the motion passed unanimously.

**5. Correspondence-** no correspondence to present or read

**6. Treasurers Report**

- a. Monthly Bill sheet and approval
  - i. The monthly bills were itemized and presented to the Board for consideration and approval. The total monthly expenditures totaled \$6467.55. Vice President Piche motioned to approve the monthly bill expenditures in the sum total amount of \$6467.55, which was seconded by Director Nuhn. Following the opportunity for discussion, the motion passed unanimously.
- b. Consideration of Responses to RFP for Investment Management Services. The following responses were received, opened, and considered by the Board:
  - i. RNB Application for Deposit of Public Funds

- ii. BOC Application for Deposit of Public Funds
- iii. WYO Class Application for Deposit of Public Funds

Interim Chief Rutherford noted that two inquiries requesting the text of the RFP were solicited, but the District received no response or follow-up.

## **7. Attorney Report**

- Update on legal matters – Attorney Goetz indicated that she will address legal matters as they present in the meeting in accordance with the agenda.

## **8. Interim Chief Report**

- a. Presentation of information received regarding potential efforts by other citizens in a movement to lower and/or cut property taxes. Significant discussion ensued to address the efforts and movement, the impact and effect such an action would have on the District, and the ability to provide fire protection and suppression services to the District's constituents.
- b. County radios are getting re-programmed – will schedule a training to operate the new radios.
- c. Rural fire meeting was attended and very good
  - i. Discussed new initiative that could affect property taxes and how it could affect special districts and more.
- d. Leftover money in the Rural Budget for new firefighter physicals
- e. Test pages are going out through dispatch
- f. Review Apparatus Placement/Replacement and Amortization Plan
- g. Volunteer Fire Assistance Grant available

## **9. Old Business**

- Discussion of contract template drafts for municipalities
  - Interim Chief Rutherford described a potential template for the District to utilize with various municipalities moving forward. Specifically, the contract agreement between CCFPD and the Town of Elk Mtn Fire Dept. was reviewed and discussed as relevant and a potential good starting draft for future discussions. No action or decision was made or taken on this discussion.
- Consideration of Responses to Request for Proposals/Statements of interest for Investment management services.
  - BOC offered CDs at 4% return for a 12-month lock
  - RNB offered a 4.6% return for a 12-month lock
  - Wyoming Class offered 5 – 5.75% return - no term requirement – money is always available to be withdrawn as necessary.
  - Vice President Piche motioned to authorize District Personnel to Register and take all necessary steps to participate in Wyoming Cooperative Liquid Assets Securities System (CLASS) and fund registration for purposes of investment and district resources, which Director Waliser seconded. The motion passed unanimously following discussion and consideration of the most reasonable and fiscally prudent investment response.

- Following, Vice President Piche motioned to adopt and authorize the District Interim Chief to execute “Resolution Authorizing participation in the Wyoming CLASS on behalf of the District Board, which Director Waliser seconded. Following the opportunity for discussion, the motion passed unanimously
- Consideration / Second reading of the Cash Reserve Policy
  - The proposed Cash Reserve Policy was presented to the Board on second reading. Vice President Piche motioned to approve and adopt the Cash Reserve Policy, which Treasurer Nye seconded. After review and discussion, the motion passed unanimously. Interim Chief Rutherford will assign the policy the respective ordinance number and file accordingly.
- Consideration / Second reading of the Financial Policy & Procedures
  - The proposed Financial Policy & Procedures were presented to the Board on the second reading. Director Nuhn motioned to approve and adopt the Financial Policy & Procedures, which Vice President Piche seconded. After review and discussion, the motion passed unanimously. Interim Chief Rutherford will assign the policy the respective ordinance number and file accordingly.

**10. New Business-** No new business to discuss

**11. Board Discussion** - newly appointed County Commissioner Garrett Irene presented several questions regarding the mechanics of the District and the history of the District formation to the Board. A dialogue ensued. The Board otherwise took no action or decisions due to the questions posed.

**12. Executive Session**

- At approximately 8:15 pm, Vice President Piche motioned for the Board to enter into executive session pursuant to Wyoming Statute §16-4-405(a)(vii), which was seconded by Director Nuhn. The motion passed unanimously.
- Following adjournment from the executive session, at approximately 8:40 pm, Vice President Piche noted that no action was taken and moved to approve and seal minutes from the executive session. Director Nuhn seconded the motion and unanimously passed.

**13. Any Further Business / Good of the order**

- a. 2023 WYO Rural Firefighters Association Annual Meeting – further discussion was tabled until the next regular meeting of the Board.
- b. The Board discussed that its next regular meeting of December 21, 2023 was unnecessary, especially in light of the proximity to the holidays. Director Nuhn motioned to cancel the regularly scheduled meeting of the Board on December 21, 2023, which was seconded by Director Waliser. After discussion, the motion passed unanimously. Attorney Goetz stated she would take steps to publish the cancellation accordingly.

**14. Adjourn**

- Next meeting: Thursday, January 4<sup>th</sup>, 2024 at the PVCC