

**Special Meeting Minutes  
Carbon County Fire Protection District  
December 28, 2022 @3PM  
Saratoga Fire Department Building, Saratoga, Wyoming.**

1. Oath of office of elected directors.
  - Body was sworn in by Catherine MacPherson.  
Pat Waliser, Cory Nuhn, Homer Beach, Courtney Ney, and Jim Piche.
  
2. Motion to call the meeting to order. Elect a temporary president and temporary secretary.
  - Meeting called to order by Catherine MacPherson at 03:10.
  - Pat Waliser made the motion to appoint Homer Beach as temporary president, seconded by Cory Nuhn.
  - All ayes. Motion carried.
  - Jim Piche made a motion to appoint Courtney Ney as temporary secretary.
  - Cory Nuhn seconded motion.
  - All ayes. Motion carried.
  
3. Call meeting to order by temporary president.
  - Meeting called to order by temporary president Homer Beach.
  
4. Roll call by temporary secretary. Declaration of quorum.
  - Temporary secretary Courtney Ney declared a quorum. All members present.
  
5. Election of officers for board.
  - A. President (who then assumes position and conducts rest of meeting).
    - Pat Waliser Made motion to elect Homer Beach as president of the district board.
    - Cory Nuhn seconded the motion.
    - All ayes. Motion carried.

Homer Beach was elected president of the Carbon County Fire Protection District.
  
  - B. Secretary (who then assumes position and takes minutes for rest of meeting).
    - Jim made motion to elect. Courtney Ney.
    - Cory Nuhn made second.
    - All ayes. Motion carried.

Courtney Ney elected as Secretary.

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- C. Vice President;
  - Jim Piche offered to be vice president.
  - Cory seconded.
  - All ayes. Motion carried.
  - Board elected Jim Piche as the vice president.
  
- D. Treasurer.
  - Motion made by Jim Piche to elect Courtney Ney as treasurer.
  - Seconded by Cory Nuhn.
  - All ayes. Motion carried.
  - Board elected Courtney Ney as treasurer.
  
- 6. Secretary: Enter compliance with W.S. 16-4-404 re-notice of special meeting.
  
- 7. Oaths of Office.
  - President Homer Beach directed the oaths of office to be made as part of the meeting minutes and transmitted to the Carbon County Clerk.
  
- 8. Approve certificate with names, addresses, and terms of the current directors of the board.
  - President Homer Beach directed that the certificate be filed with the Carbon County Clerk and county Commissioners prior to April 2023 as required by statute. All members signed the certificate.
  
- 9. Correspondence.
  - The following Paperwork to the State of Wyoming was filed.
    - a. Map.
    - b. legal description.
    - c. Resolution from Commissioners.
  - A Letter from the State of Wyoming Revenue Department was received as approved. The district complies for tax year 2023.
  
- 10. Items from the Public.

No items from the public were presented.

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11. Designate a Regular Meeting Date, Time, and location.

- Motion made by Courtney Ney to conduct meetings at the Saratoga Community Center on the first and third Thursday of every month until March, 2023 and every first Thursday after that. The next meeting will be January 19, 2023. Meetings start at 6:30PM.
- Second by Cory Nuhn.
- All Ayes. Motion carried.

12. Designate an official newspaper.

- Motion made by Jim Piche to have the Saratoga Sun as official publication.
- second by Courtney Ney.
- All Ayes. Motion carried.

13. Designate an interim Attorney.

- Motion made by Jim Piche to appoint Catherine MacPherson as interim attorney.
- Second by Cory Nuhn.
- All ayes. Motion carried.

14. Designate official physical office of district.

- Motion made by Courtney Ney to use the Carbon Building 3<sup>rd</sup> floor, 215 W. Buffalo ST. PO Box 754. Rawlins, WY. 82301. Phone number 307-328-2676.
- Second by Jim Piche.
- All ayes. Motion carried.

15. Responsible person for public records requests.

- Motion made by Cory Nuhn to appoint the secretary (Courtney Ney) as responsible party for public records requests.
- Second by Pat Waliser.
- All ayes. Motion carried.

16. Tax ID number.

- Motion made by Jim Piche to appoint the treasurer (Courtney Ney) the task of obtaining a Federal Employer Identification Number.
- Second by Cory Nuhn.
- All ayes. Motion carried.

17. Discussion: Weather to file documents with Carbon County Clerk's Office.

Board desires to file documents with the County Clerk as per state statute 16-12-303.

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18. Discussion/action on contents of future bylaws (rules and regulations) concerning the proper operation of the district – specifically order of meetings, duties of officers, budget process, etc.

19. Discussion of:

- A. Public meetings act.
- B. Public records act.
- C. Ethics in government Act
- D. Conflict of interest provisions, particularly provision specific to special districts and future disclosures required by statute.
- E. Budget adoption and preparation.
- F. Future designations of Depositories, Accountant, Attorney, etc.
- G. Payment of District expenses pending receipt of tax collections.
- H. Employees of District.
- I. Operations of public entity board.
- J. Ownership of assets.
- K. Compliance with Wyoming constitution prohibiting use of public funds for the benefit of any private person or entity.

20. Discussion: Service agreement with Carbon County to provide interim funding while district is being formed.

- A. Fees for website.
- B. Publications.
- C. Legal fees.
- D. Computer for the Secretary/Treasurer.

21. Adjournment.

- Motion made by Pat Waliser to adjourn.
- Second by Cory Nuhn.
- All ayes. Motion carried; meeting adjourned at 5:30PM.