

Special Meeting
Carbon County Fire Protection District
December 28, 2022 @ 3 p.m.
Saratoga Fire Department Building, 210 E. Spring Street, Saratoga,
Wyoming

Organizational Meeting of the Carbon County Fire Protection District

AGENDA

1. Oath of Office of elected directors of the Carbon County Fire Protection District.
2. Motion to call meeting to order, elect a temporary president and a temporary secretary.
3. Call meeting to order by temporary president.
4. Roll call by temporary secretary. Declaration of a quorum [majority of directors constitutes a quorum].
5. Election of officers for Board:
 - A. President (who then assumes position and conducts rest of meeting);
 - B. Secretary (who then assumes position and takes minutes of rest of meeting);
 - C Vice President;
 - D. Treasurer.
6. Secretary: Enter compliance with W.S.16-4-404 re notice of special meeting.
7. President: direct that copies of oaths of office taken by the elected trustees/directors be made a part of the minutes of this meeting and copies transmitted to the Carbon County Clerk.
8. Approve certificate with names, addresses and terms of the current directors of the board and direct that certificate be filed with the Carbon County Clerk and County Commissioners prior to April, 2023, as required by statute.
9. Correspondence.
10. Items from the Public.

11. Designate:

- A. Regular meeting dates, times, and place;
- B. Official newspaper;
- C. Attorney (interim);
- D. Official physical office of District;
- E. Official mailing address for District;
- F. Official telephone number for District;
- G. Person responsible for complying with public records requests;
- H. Approve that District secure a federal tax id number.

12. Discussion/action re: Whether to file documents with Carbon County Clerk's Office per W.S. 16-12-303 regarding special districts or approve filing notice with Carbon County Clerk's Office stating where public documents required of special districts are maintained or both for some designated period of time.

13. 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.

14. 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.

16. Adjourn.