

Minutes
Laramie County Fire Authority
Board of Directors' Meeting
February 15, 2022

The meeting was called to order at 7:00 p.m. at 5800 N College Drive with members present as follows: President Steve Price, Vice President Kevin Brookshire, Secretary/Treasurer Angi Moffett via Zoom, Brenda Hammock, and Cliff Smith. Also present: Fire Chief Jason Caughey, Deputy Chief Manuel Muzquiz, Division Chief Paul Krix, Division Chief Joshua Kourajian, Division Chief Cooper McCullar, Captain Rusty Dunham, Josh Van Vlack, and Business Manager Jordyn Little. Guests include; Brittany Wilson

- I. Brittany Wilson with MHP, the auditing firm, gave a review of this year's audit and gave Laramie County Fire District #2 a clean pass. A motion to accept the audit report as presented was made by Brenda Hammock and seconded by Angi Moffett. The vote was unanimous.
- II. Minutes of the January meeting were read and voted on. Brenda Hammock moved to approve the minutes as presented and was seconded by Cliff Smith. The vote was unanimous.
- III. Jordyn Little presented the Treasurer's Report. Angi Moffett made a motion to approve the attached treasurer's report and was seconded by Brenda Hammock. The vote was unanimous.
- IV. Division Reports:
 - a. Chief Jason Caughey reported on the Chief's report:
 - i. LCFA currently hold over 1.4 million dollars in the bank and an outstanding debt of about 1.4 million as well.
 - ii. Chief Caughey gave thanks to members of all level of the organization for the good work they are doing.
 - iii. Chief Caughey shared a diagram showing how all of the pieces of our membership fit together like gears.
 - iv. All paid staff members worked together to create an annual report highlighting the biggest events of the prior year in each division. Report booklets were handed out to each board member.
 - v. Chief Caughey announced that Matt Fry was offered the Seasonal Wildland Engine Boss position starting March 1st, 2022. He also announced that Cortland Barker was offered the second Seasonal Wildland Firefighter position.
 - vi. Deputy Chief Manny Muzquiz and Division Chief Cooper McCullar have been working hard on the station and apparatus rebranding.
 - vii. The first round of SAFER grant awards will be announced in May or June of this year. LCFA is currently waiting to hear on the grant requested.
 - b. Deputy Chief Manny Muzquiz reported on the Operation's report:
 - i. Deputy Chief requested to hire for the Operations Chief position. The position would be funded 50/50 through the General Operations fund and the Wildland account. Salary breakdowns were provided for the board members. This position will be salaried with benefits and the total cost would be \$80,143.00

per year. A job posting with requirements was also provided to the board members. This job posting will be internal first and applications will be accepted until March 15, 2022.

- ii. Deputy Chief Muzquiz, Amanda Creathbaum, and Jordyn worked hard on a 50/50 SLIB grant to fund SCBAs. SLIB board will be meeting on June 2, 2022 to choose first round awards. SLIB match funds will come from 5th Penny funds.
 - iii. Deputy Chief Muzquiz also applied for a COVID grant through the county commissioners for \$354,000 for life pack monitors, AED, Lucas devices, and 100 sets of turn out gear. The commissioners met last week but tabled the issue until further notice.
 - iv. The current AED purchases have been made with donation money. Sun Core Energy donated \$2000, Tall Grass Energy donated \$2000, Sampson Energy donated \$2500, Kaiser Francis donated \$1000, and finally EOG donated \$2000. Thank you to our energy partners!
 - v. Deputy Chief Muzquiz gave an overview of the missing person call this month.
- c. Division Chief Josh Kourajian reported on the resident program:
- i. Resident academy finished and the two new crew members are ready to go.
 - ii. Three residents are enrolled in EMT class
 - iii. Central High School will be touring Station 71 on March 24th, 2022 for a field trip.
 - iv. Three residents were recently hired; Bruno Roma and Ellie Calvert both begin their position with Wyoming Air National Guard. Cortland Barker will begin his new position with LCFA Wildland team in June.
 - v. Training remains a priority and there were a lot of hours this month with Resident Academy. Lieutenant Caeden Quist to present training report.
 - vi. All members have received new LCFA polos.
 - vii. Leadership Journey is still in full swing with Division Chief Paul Krix currently teaching at Station 72.
 - viii. Last month Division Chief Kourajian put on a training hours competition with winners from each battalion and platoon.
 - ix. Overall the residents stayed very busy during the month of January.
- d. Lieutenant Caeden Quist reported on Training:
- i. January training consisted of 68 members; 13 resident, 49 volunteer, and 6 paid staff totaling 169 hours of training.
 - ii. Division Chief Paul Krix has created a mutual aid training schedule with LCFD1. The first Friday of the month will be engine company training and the third Friday of the month will be company officer training.
 - iii. Wildland Academy took place. Captain Rusty Dunham to report.
 - iv. UC Health, Life Line, will be putting on Saturday training for the month of February.
 - v. Joint Lateral Academy will begin in April.
 - vi. The training division is working to create a Driver Operator class to standardize the training offered.
 - vii. County Wide Command Officer weekend is also in the works.

- e. Wildland Coordinator Rusty Dunham reported on the Wildland Team:
 - i. Southeastern Wyoming Wildland Academy was successful. There were over 50 students in the class.
 - ii. RT130 Wildland refreshers have been taking place. Mental Health has been a large priority.
 - iii. Apparatuses are not on the board.
 - iv. WL743 is getting its gear box fixed and maintenance required for the upcoming season.
 - v. WL741 is getting engine issues fixed later this week.
 - vi. National Preparedness is at a level 1.
 - vii. New Wildland hires include Matt Fry and Cortland Barker.
 - viii. All fire billing is up to date.
 - f. Josh Van Vlack reported on Operations:
 - i. Attendance has been up, including trainings and back fills.
 - ii. Significant calls this month were a missing person, a fatal semi crash, and large fire at Y Cross Ranch.
 - iii. Communication equipment has been purchased using the Workforce services Grant funds.
 - iv. VFA grant purchases are up to date.
 - g. Division Chief Cooper McCullar reported on the Engineering, Community Risk Reduction Program and Support Services Division:
 - i. Truck maintenance has been steady, especially with Engine 721. Special thanks to Ty Presgrove for helping with mechanical issues.
 - ii. Ladder testing at Station 72 with Diversified Inspections took place last week. Tower 721 did not pass.
 - iii. Division Chief Cooper McCullar and Support Services are finishing up getting ready for banquet. 180 members are expected at the banquet this year.
 - iv. May 24 – 26, 2022 Division Chief McCullar and Josh Van Vlack will be headed to Chicago for a station design conference.
 - v. A few garage doors are in the process of being fixed.
- V. Old Business
- WyoStar Account; Jordyn Little recommends that the account will remain open to hold 6th Penny funds. The Wyostar account needs a name change. Brenda Hammock made a motion to approve the name change and Angi Moffett seconded the motion. The vote was unanimous.
- VI. New Business
- a. SAFER School: Fabio DaSilva – motion made by Cliff Smith, seconded by Brenda Hammock. The vote was unanimous.
 - b. SAFER missed work: Kristi Ruben – motion made by Brenda Hammock, seconded by Angi Moffett. The vote was unanimous.
 - c. Annual Report: handed out
 - d. New Hire Posting of Operations Chief: motion made by Brenda Hammock, seconded by Kevin Brookshire. The vote was unanimous.
 - e. First Interstate Bank money movement to WSB and closure of account: motion made by Brenda Hammock, seconded by Cliff Smith.

- f. Money movement of \$200,000 from WSB Savings to WSB Checking; motion made by Brenda Hammock, seconded by Kevin Brookshire. The Vote was unanimous.
- VII. Adjournment
- a. Steve Price adjourned the meeting at 8:59 p.m.

Submitted by:

Angela Moffett, Secretary/Treasurer

Date

Steve Price, President

Date