

Minutes
Laramie County Fire Authority
Board of Directors Meeting
May 9, 2022

The meeting was called to order at 7:02 p.m. at 5800 N College Drive with members present as follows: President Steve Price, Vice President Kevin Brookshire, Sec/Treasurer Angi Moffett, Brenda Hammock, and Cliff Smith. Also present: Fire Chief Jason Caughey, Division Chief Paul Krix, Division Chief Joshua Kourajian, Josh Van Vlack, and Business Manager Jordyn Little.

- I. Executive Session Called to Order at 7:03pm.
- II. Regular Board Meeting resumed at 7:35pm.
- III. Minutes from the April meeting were read and voted on. Brenda Hammock moved to approve the minutes as presented and was seconded by Kevin Brookshire. The vote was unanimous.
- IV. 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.
- V. Division Reports:
 - a. Chief Jason Caughey reported on the Chief's report:
 - i. LCFA continues to have members participate at a continuously growing rate. Thank you to our volunteers!
 - ii. Chief Caughey gave an overview of the Bell Lane Fire. The Bell Lane turned into a 72-hour event. Every mutual aid partner in town helped on the fire. Other partnerships help with heavy machinery too. This was a giant team event.
 - iii. There will be a meeting with the Sheriff's office in regards to the gentleman whose property was the main event of the Bell Lane Fire.
 - iv. Jordyn, Chief Muzquiz, and Chief Caughey have been working on the 2022-2023 fiscal budget. Final numbers are still not out.
 - v. LCFA will continue to focus on growth as Cheyenne expands. We have approximately 32 months before we are going to need a bond for the new Station 75. Six penny tax will begin to come in to help cover this expense. Chief Caughey asked the board to do research into the type and size of the bond that will be most fiscally responsible for the district.
 - vi. Josh Van Vlack will begin his full-time position later this month.
 - vii. Chief Caughey gave an overview of the potential Mechanic position beginning in July. The position is budgeted at \$60,000 with benefits.
 - viii. 2017 SAFER Grant it up to date.
 - ix. 2020 AFG regional grant is for vehicle mounted repeater and cell boosters is submitted.
 - x. 2021 SAFER Grant for 6 firefighters, recruiting and prevention programs, and fire prevention displays is still open with no news.

- b. Chief Jason Caughey reported on the Deputy Chief's report:
 - i. Josh Van Vlack was selected to be the new Division Chief of Operations, he will begin full time on May 16th, 2022.
 - ii. Battalion Chief of Station 71 will be posted this week. This position was formerly held by Bill Thomas who retired earlier this year. Thank you to Bill Thomas for his years of service.
 - iii. The preliminary budget for fiscal year 2022-2023 is complete but the district will not have accurate anticipated numbers until after June 1, 2022.
 - iv. Deputy Chief Manny Muzquiz applied for SHSP (Homeland Security) Grant in the amount of \$249,500 toward the purchase of technical rope rescue PPE and equipment.
 - v. Chief Muzquiz also applied for Plains All American Pipeline Grant to fund eight thermal imagers.
 - vi. Chief Muzquiz also applied for Firehouse Subs Grant to fund gas monitors.
 - vii. The Drone Team is currently working on a grant through Union Pacific.
- c. Division Chief Josh Van Vlack reported on the Operation's report:
 - i. There have been 84 calls since last month's meeting, a decrease of 16%.
 - ii. 71% of calls were medical calls.
 - iii. Significant calls include the Bell Lane Fire, and a mutual aid structure fire with LCFD1.
 - iv. Spring and Summer bring about staffing challenges. LCFA will strive to overcome this with everyone doing their part to ensure good coverage.
- d. Division Chief Josh Kourajian reported on the resident program:
 - i. Residents in EMT-B have testing May 13, 2022.
 - ii. LCFA was represented at LCCC career fair.
 - iii. Six new residents have been hired with a tentative start date of June 6, 2022.
 - iv. Five current residents will be finishing the Resident Program in May; Barker, Wood, Walker, Mendoza, and Hindman.
 - v. Training hours continue to be a priority.
- e. Division Chief Paul Krix reported on Training:
 - i. April training had 60 members comprised of 10 residents, 38 volunteers, and 5 paid staff. In addition, there were 7 LCFD1 fire fighters.
 - ii. Total training for the month totaled 195.25 hours.
 - iii. Mutual Aid Training with LCFD1 to continue.
 - iv. May's Membership training will be wide area search, map gridding and intel gathering. Laramie County EMA will be presenting the training.
 - v. Laramie County Rescue Weekend will take place May 12-14 and cover high angle, low angle, and grain bin rescues.
 - vi. County Wide Live Fire training will occur June 6, 2022.
 - vii. Driver/Operator academy meeting to take place May 26, 2022.
- f. Wildland Coordinator Rusty Dunham's report was briefed by Josh Van Vlack:
 - i. WL741 is currently on assignment in Texas with a crew of Dunham, Fry, and Brueck. As of Friday, the crew has assisted on 18 fires.
 - ii. WL743 will be ready to go out soon.
 - iii. National preparedness Level 2.
 - iv. Predictive services have a fire season outlook into August.

- g. Fire Chief Jason Caughey reported on Special Operations:
 - i. Fleet has been operating with no major issues. Thank you to Ty Presgrove for all the mechanical help.
 - ii. Station 77's bathroom will be replumbed to prevent pipes from freezing again.
 - iii. 2022 Safe Kids Day was a success. Thank you to Kristi and Andrew Ruben, Mike and Frannie Phelps, and Emily McCullar.
 - iv. Super Day is coming up on June 25th from 10am – 4pm at Lions Park in Cheyenne. Josh Van Vlack and Frannie Phelps will be leading this event.
 - v. Second Quarter Family Dinner is in the works for the second week in June.
 - vi. No new major developments.
- VI. Old Business
 - a. WyoStar Account; signature cards signed
 - b. SAFER Rules: will be decided if additional money is awarded for 2023-2027.
- VII. New Business
 - a. Money Movement: Wire Transfer \$100,000 from WY State Bank to WSB General Fund. Motion made by Angi Moffett, seconded by Brenda Hammock, vote was unanimous.
 - b. Bank Pledge Release: signed.
 - c. First Interstate Credit Card: Angi Moffett will ensure closure.
 - d. Elections: Angi Moffett gave a brief overview of the November board election.
 - e. Executive Session: Pay raises determined and annual employee evaluations requested to be reviewed by the Board of Directors.
- VIII. Adjournment
 - a. Steve Price adjourned the meeting at 9:21 p.m.

Submitted by:

Angela Moffett, Sec/Treasurer

Date

Steve Price, President

Date