

CITY OF GILLETTE

Administration
P.O. Box 3003 • Gillette, Wyoming 82717-3003
Phone (307) 686-5203
www.gillettewy.gov

MEMORANDUM

TO: Mayor and Members of the City Council
FROM: J. Carter Napier, City Administrator *JCN*
RE: General Information
DATE: February 10, 2017

The following meetings are scheduled for the week of **February 11th – February 17th:**

Tuesday, February 14th

6:00 p.m. City Council Work Session, Agenda Attached

- Self-Performance Resolution Discussion* – Development Services Director Hamilton
- Tiered Utility Rates Scenario Discussion* – Utilities Director Glover
- Snow Removal Application Demonstration – GIS Manager Mayfield
- Fire Station 3 Debrief & Transition of Old Fire Station 3 Discussion*
- Liquor License Discussion – Chief Hloucal
- Annexation Discussion – Director Hamilton*
- Review February 21st Agenda
- Executive Session
- City Hall – 2nd Floor Community Room
- Dinner Served at 5:30 p.m.

1. Please note the following change to **General Information**: Items that have previously been discussed by **City Council** will be marked with a red asterisk at the request of **Councilman Lundvall**.
2. Attached please find a **memorandum** regarding **Consulting Fees Paid in Calendar Year 2015 and 2016** dated **February 8, 2017** provided by **Development Services Director Hamilton**. *
3. Attached please find **City Council Special Meeting minutes** containing information regarding **Self-Performance Debrief** dated **January 31, 2017**. *
4. Attached please find **information from a presentation on Self Performance Debrief** provided by **Development Services Director Hamilton**. *
5. Attached please find **Current Sales Tax Information** provided by **Finance Director Pitlick**. *
6. Attached please find **Budget Letters** sent to the **Boys & Girls Club of Campbell County** dated **May 18, 2016** and **July 18, 2016** provided by **City Administrator Napier**. *
7. Attached please find a **letter** regarding **Utility Bills** dated **February 3, 2017** provided by **RT Cox**.
8. Attached please find **Snow Event Report #10** provided by **Public Works Director Wilde**.
9. Attached please find **Snow Event Report #11** provided by **Public Works Director Wilde**.
10. Attached please find **information** regarding **University of Wyoming Trustees Education Initiative** on **February 13, 2017 at 7:00 p.m.** provided by **Gillette College**.

11. Attached please find the **agenda** for the **Board of Examiners Meeting** dated **February 14, 2017** and **meeting minutes** dated **January 10, 2017** provided by **Chief Building Official Rogers**.
12. Attached please find the **Agenda** for the **Campbell County Public Land Board Meeting** dated **February 9, 2017** and **meeting minutes** dated **January 17, 2017** provided by **Campbell County Public Land Board**.
13. Attached please find the **agenda** for the **Gillette, Wright, Campbell County Fire Protection Joint Powers Board Meeting** dated **February 15, 2017** and **meeting minutes** **January 11, 2016 (2017?)** provided by **Campbell County Fire Department**.
14. Attached please find **information** regarding **Energy Capital Economic Development 2017 Annual Event and Advanced Carbon Products Conference** on **April 6-7, 2017** at the **Gillette College Pronghorn Center** provided by **Energy Capital Economic Development**.
15. Attached please find a **thank you card** from **Phyllis Napier**.
16. Attached please find **thank you cards** from the **Senior Center**.

JCN/adw

	Work Session Tuesday, February 14, 2017 Meeting: 6:00 p.m. Second Floor Community Room

Dinner served at **5:30 p.m.** in the Second Floor Community Room

Agenda Topics:

- Self-Performance Resolution Discussion* – Development Services Director Hamilton
- Tiered Utility Rates Scenario Discussion* – Utilities Director Glover
- Snow Removal Application Demonstration – GIS Manager Mayfield
- Fire Station 3 Debrief & Transition of Old Fire Station 3 Discussion*
- Liquor License Discussion – Chief Hloucal
- Casper Liquor License Resolution Discussion* – City Attorney Davidson
- Annexation Discussion* – Director Hamilton
- Review February 21st Agenda
- Executive Session

* Item previously discussed by Council

Upcoming Work Session Topics:

February 28

- Quarterly Updates
 - Energy Capital Economic Development
 - Campbell County Fire Department
 - Cam-Plex
 - Gillette Main Street
 - Gillette Convention & Visitor's Bureau
 - Solar Eclipse Funding Request
- Review March 7th Agenda
- Executive Session

March 14

- Revised Yard Waste Program Discussion*
- Purchasing Discussion w/ Contractors
- Country Club Golf Course Lease Amendment Discussion*
- Review March 21st Agenda
- Executive Session

March 23

- City/County Budget Meeting – Fire/Land 5:30 p.m. George Amos Building

March 28

- NLC Service Line Warranty Program*
- Administration Pre-Budget Presentation
- Finance Pre-Budget Presentation
- Review April 4th Agenda
- Executive Session

April 11

- Agency Funding Requests*
- Madison Construction & Operational Update*
- Review April 18th Agenda
- Executive Session

April 25 – Budget Workshop #1

- Capital Improvement Projects Review*
- Review May 2nd Agenda
- Executive Session

May 8 – Budget Workshop #2

- Department Requests

May 9 – Budget Workshop #3

- Department Requests
- Review May 16th Agenda
- Executive Session

May 23 – (Tentative)

May 30

- Review June 6th Agenda
- Executive Session

Upcoming Council Pre-Meeting Topics

February 21

- Leased Parking Discussion
- Customer Service Billing Update*
- Administrative Services Budget Discussion
- Review February 21st Agenda
- Executive Session

March 7

- Annual Report (Draft)
- Public Works Budget Review
- Design Standards & Construction Update*
- Water Ordinance Discussion Amend 17-21*
- Review March 7th Agenda
- Executive Session

March 21

- Mowing Agreement for College Discussion*
- Police Department Budget Review
- Review March 21st Agenda
- Executive Session

April 4

- Citizen Survey*
- Dawson Geophysical Seismographic Testing*
- Review April 4th Agenda
- Executive Session

April 18

- Review April 18th Agenda
- Executive Session
- 6:30 Reception for CCHS Champions

May 2

- Review May 2nd Agenda
- Executive Session

May 16

- Review May 16th Agenda
- Executive Session

Upcoming Activities

- February 18 Gillette Main Street Ice Fest
- February 25 – NEWY Meeting

City/County/Town of Wright Meetings **February 22 – 5:30 p.m. (2nd Floor Community Room)**

- Legislative Issues*
- Budget Calendar*
- Consensus Funding Discussion*

New Agenda Items for February 21, 2017

1. **ITEM TABLED UNTIL FEBRUARY 21, 2017:** Council Consideration of a Resolution Authorizing the Use of Professional Services for Construction Administration Services when the Project has Utilized Professional Services for the Design of the Project.

(Unfinished Business – Other)

2. Council Consideration of a Resolution Approving and Authorizing the Final Plat for the Eagle Ridge Subdivision Located in Campbell County, Wyoming, Subject to all Planning Requirements. (Tentative)

(New Business – Minute Action)

3. A Public Hearing to Consider the Renewal of Retail, Restaurant, Bar & Grill, Winery, Winery Satellite, Microbrewery, Special Malt Beverage, Resort and Limited Liquor Licenses and Permits for the Liquor Licensing Period of April 1, 2017 to March 31, 2018.

(Public Hearings and Considerations)

4. Council Consideration for the Renewal of Retail, Restaurant, Bar & Grill, Winery, Winery Satellite, Microbrewery, Special Malt Beverage, Resort and Limited Liquor Licenses and Permits for the 2017/2018 Liquor Licensing Period.

(Public Hearings and Considerations)



CITY OF GILLETTE

Engineering & Development Services
Engineering Division
P.O. Box 3003 • Gillette, Wyoming 82717-3003
Phone 307.686.5265
www.gillettewy.gov

MEMORANDUM

TO: J. Carter Napier, City Administrator
Mayor and City Council *JCN*

FROM: Dustin Hamilton, P.E., Development Services Director

DATE: February 8, 2017

RE: Consulting Fees Paid in Calendar Year 2015 and 2016

As a follow-up to the questions received at the January 31, 2017 City Council Work Session regarding the City Self-Performed Construction Administration Services, please find attached a Summary of Consultant Fees Paid by the City of Gillette in calendar years 2015 and 2016. The summary includes all Engineering and Architectural Consulting Fees associated with projects funded by various accounts (i.e. General Fund, Optional 1% Sales Tax, Grants/Loans, etc.).

The summary includes fees paid to consultants working on the Madison Pipeline project and the Regional Water Extension Projects in addition to traditional City infrastructure and building projects. The Summary is a "snap-shot" in time during those two specific calendar years and does not necessarily reflect full contract values, only fees for services rendered and paid for in 2015 and 2016.

The fees are associated with direct contracts with the City, not contracts where a firm may have worked on a project through a "sub-consultant" contract/agreement with the "prime" consultant.

If you have additional questions, please let me know.

**Summary of Consultant Fees Paid
Calendar Years 2015 & 2016**

Engineering Consultant Design	\$ 2,718,730.31
Engineering Consultant CA/Tesing	\$ 10,425,143.08
Architectural Consultant Fees	\$ 2,118,529.50
Other Consulting Project Fees	\$ 40,863.58
Grand Total Consulting Fees Paid	\$ 15,303,266.47

Madison Pipeline/Regional Ext.	\$ 8,061,328.92
Total Less Madison/Reg. Ext. Projects	\$ 7,241,937.55

Consultant Breakdown	Fees Paid
AT Architecture	\$ 253,521.48
BKS	\$ 5,923.22
Bruce Engineering	\$ 227,946.00
Burns & McDonnell	\$ 7,347,186.27
CEI	\$ 213,343.62
CTA	\$ 194,737.43
Dale Buckingham Architects	\$ 54,747.07
DOWL	\$ 1,664,418.16
Doyle Surveying	\$ 2,500.00
ECS	\$ 77,750.61
HDR	\$ 1,389,965.05
KLJ	\$ 464,363.40
MOA	\$ 1,183,432.67
Morrison Maierle	\$ 778,000.14
Noel Griffith Architects	\$ 34,139.92
PCA	\$ 873,463.78
Pertan	\$ 89,555.00
Schutz Foss Architects	\$ 355,401.18
Steiner-Thuesen	\$ 8,029.65
Strata	\$ 73,340.25
WYDOT	\$ 8,425.32
Y Environmental	\$ 3,076.25
Grand Total	\$ 15,303,266.47

A Special Meeting of the City Council was held on Tuesday the 31st day of January 2017.

Present were Councilmen Barks, Carsrud, Kuntz, Lundvall (arrived at 6:40 p.m.), McGrath, Montgomery, and Mayor Carter-King; Administrator Napier; Attorney Davidson; Directors Boger, Glover, Hamilton, Pitlick, and Wilde; Managers Palazzari and Davidsmeier; and City Clerk Abelseth.

Warm Up Items

Due to icy road conditions, Mayor Carter-King suggested the use of scoria. After some discussion, there was a consensus of the Council to move forward.

Review February 7th Agenda

The group reviewed the upcoming agenda items.

Self-Performance Debrief

Director Hamilton began by giving an update regarding his department's budget, anticipated staffing levels, and performance metrics for 2003, 2010, and 2016. He then gave a report on construction administration projects for FY17 and provided staff's recommendations. Charlene Murdock, Chamber of Commerce Executive Director, spoke on behalf of the NEWCA Board and offered comments regarding the report. After some discussion, Council supported staff's recommendations.

Utility Rate Setting Discussion

Administrator Napier provided information regarding the utility rate adjustment history and what the projection is through FY22. Staff recommendation is to only increase wastewater rates 6%. For an average household, the increase would be approximately, \$1.65. The Council was in support of the recommendation.

Executive Session

Due to time constraints, the Executive Session was moved to February 7, 2017.

Adjournment

There being no further business to come before the Council, the meeting adjourned at 8:32 p.m. An audio recording of this meeting is available in the City Clerk's Office.

(S E A L)

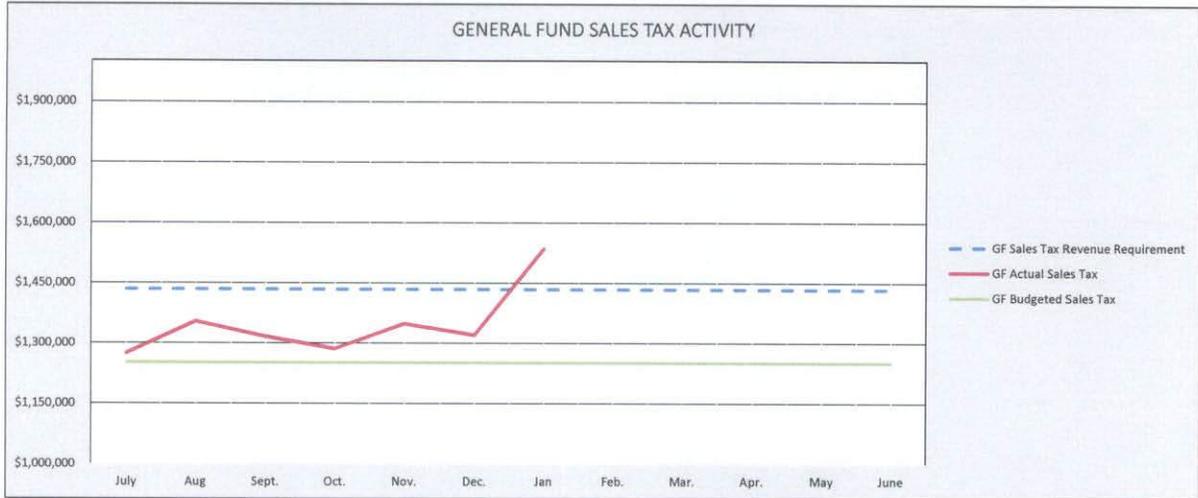
ATTEST:

Karlene Abelseth, City Clerk
Publish date: February 8, 2017

Louise Carter-King, Mayor

CITY STAFF RECOMMENDATIONS

- FIND THE APPROPRIATE BALANCE – ENSURE CITY STAFF HAS RESOURCES AVAILABLE TO COVER ALL TASKS/FUNCTIONS (I.E. ACCEPTABLE RESPONSE TIME FOR CITIZEN ISSUES, PERMITTING, ETC.)
- BASED UPON FORECASTED CITY STAFFING LEVELS – LIMIT CITY PERFORMED CA TO IN-HOUSE DESIGNED PROJECTS (WORKS BETTER CONTRACTUALLY) - SMALLER PROJECTS AS DONE IN FY17 CONSTRUCTION SEASON
- CONTINUE TO CONTRACT SURVEY AND MATERIALS TESTING FOR ALL PROJECTS
- CURRENT IN-HOUSE DESIGNED PROJECTS (LARGE PATCHES/PATHWAYS/DONKEY CREEK FESTIVAL IMPROVEMENTS/CONCRETE PANEL REPLACEMENTS/PRAIRIE BLOSSOM CHANNEL REPAIR/BUTLER SPAETH – DONKEY CREEK BRIDGE DECK SEALANT)
- CONTRACT CA FOR CONSULTANT DESIGNED PROJECTS INCLUDING: 2016 PMS "B", 2017 PMS "A", INTERSTATE INDUSTRIAL PARK LID AND STREETS, WATER AND SEWER MAIN REPLACEMENTS, AND GURLEY OVERPASS BARRIER REPAIRS (IF PROCEEDING TO CONSTRUCTION UPON COMPLETION OF STUDY/DESIGN)



	YTD	ANNUALIZED	BURN RATE
General Fund Budgeted Application of Unassigned Cash	\$ 1,285,970	\$ 2,204,520	11.47%
General Fund Actual Application of Unassigned Cash	\$607,581	\$ 1,041,567	5.42%

FY '17 BEGINNING RESERVES:	
Unassigned	\$ 3,635,591
Designated	\$ 5,499,765
120 Day Res.	\$ 10,087,567
	<u>\$ 19,222,923</u>

Designated:

Animal Control	\$80,745
State Forfeiture	\$77,028
Demolition Fund	\$26,281
Cash In Lieu Pkld	\$314,543
Cash In Lieu Drng	\$247,116
Mayor's Art Council	\$172,812
Little League Revenues	\$4,582
Keep America Beautiful	\$8,687
Insurance Reimbursement	\$479,168
Aquatic Park	\$5,499,765
TOTAL DESIGNATED	<u>\$6,910,728</u>

Animal Control: Outside donations. Funds are being utilized when appropriate.

State Forfeitures: Restricted for use in narcotic investigation related expenses. Funds being utilized when appropriate.

Demolition Fund: Unspent \$\$\$. No known stipulations.

Cash in Lieu of Parkland: Consists of funds paid by developers who have opted to contribute cash vs. develop a park/pathway in the area being developed.

Cash in Lieu of Drainage: Consists of funds paid by developers who have opted to contribute cash vs. building stormwater drainages.

Mayor's Art Council: \$2,526.27 from donations; remainder carryover funds contributed by General Fund.

Little League Revenues: Revenue from Little League organization to offset City's expense for repairs/maintenance

Keep America Beautiful: Consists of funds contributed by the County and transfers from 1% less expenses incurred for the program.

Insurance Reimbursement: Insurance proceeds for tree damage during Atlas snow event. Being used to replace trees but not restricted to this use.

Aquatic Park: Excess General Funds designated by Council to go toward development of an Aquatic Park in Sports Complex land area.

1% SALES/USE TAX REVENUE							
MONTH	2015 Actual	2016 Actual	2016 Budget	2017 Actual	Amended 2017 Budget	Original 2017 Budget	YTD BUDGET
July	\$2,193,961	\$1,482,243	\$1,666,667	\$1,046,345	\$1,041,667	\$1,183,333	
Aug	\$2,047,500	\$1,727,561	\$1,666,667	\$1,113,358	\$1,041,667	\$1,183,333	
Sept.	\$2,319,150	\$1,670,260	\$1,666,667	\$1,081,911	\$1,041,667	\$1,183,333	
Oct.	\$2,133,732	\$1,518,716	\$1,666,667	\$1,058,280	\$1,041,667	\$1,183,333	
Nov.	\$2,224,851	\$1,631,941	\$1,666,667	\$1,104,988	\$1,041,667	\$1,183,333	
Dec.	\$1,956,419	\$1,553,096	\$1,666,667	\$1,080,392	\$1,041,667	\$1,183,333	
Jan	\$2,059,551	\$1,397,081	\$1,666,667	\$1,258,085	\$1,041,667	\$1,183,333	
Feb.	\$2,131,287	\$1,339,636	\$1,666,667		\$1,041,667	\$1,183,333	
Mar.	\$1,888,193	\$1,187,296	\$1,666,667		\$1,041,667	\$1,183,333	
Apr.	\$1,873,713	\$1,090,995	\$1,666,667		\$1,041,667	\$1,183,333	
May	\$1,853,014	\$1,056,446	\$1,666,667		\$1,041,667	\$1,183,333	
June	\$1,662,976	\$1,007,449	\$1,666,667		\$1,041,667	\$1,183,333	
	\$24,344,347	\$16,662,720	\$20,000,000	\$7,743,359	\$12,500,000		\$7,291,667
GENERAL FUND SALES/USE TAX							
MONTH	2015 Actual	2016 Actual	2016 Budget	2017 Actual	Amended 2017 Budget	Original 2017 Budget	YTD BUDGET
July	\$2,683,648	\$1,808,457	\$2,083,333	\$1,273,304	\$1,250,000	\$1,450,000	
Aug	\$2,503,543	\$2,110,093	\$2,083,333	\$1,353,201	\$1,250,000	\$1,450,000	
Sept.	\$2,835,751	\$2,037,999	\$2,083,333	\$1,315,286	\$1,250,000	\$1,450,000	
Oct.	\$2,606,081	\$1,852,973	\$2,083,333	\$1,285,022	\$1,250,000	\$1,450,000	
Nov.	\$2,724,609	\$1,995,137	\$2,083,333	\$1,347,493	\$1,250,000	\$1,450,000	
Dec.	\$2,392,974	\$1,900,213	\$2,083,333	\$1,319,289	\$1,250,000	\$1,450,000	
Jan	\$2,518,115	\$1,707,093	\$2,083,333	\$1,534,795	\$1,250,000	\$1,450,000	
Feb.	\$2,608,989	\$1,638,389	\$2,083,333		\$1,250,000	\$1,450,000	
Mar.	\$2,311,830	\$1,450,422	\$2,083,333		\$1,250,000	\$1,450,000	
Apr.	\$2,294,055	\$1,332,759	\$2,083,333		\$1,250,000	\$1,450,000	
May	\$2,270,969	\$1,289,068	\$2,083,333		\$1,250,000	\$1,450,000	
June	\$2,034,346	\$1,227,387	\$2,083,333		\$1,250,000	\$1,450,000	
	\$29,784,910	\$20,349,991	\$25,000,000	\$9,428,389	\$15,000,000		\$8,750,000
TOTAL SALES/USE TAX							
MONTH	2015 Actual	2016 Actual	2016 Budget	2017 Actual	Amended 2017 Budget	Original 2017 Budget	YTD BUDGET
July	\$4,877,609	\$3,290,700	\$3,750,000	\$2,319,649	\$2,291,667	\$2,633,333	
Aug	\$4,551,043	\$3,837,654	\$3,750,000	\$2,466,559	\$2,291,667	\$2,633,333	
Sept.	\$5,154,901	\$3,708,259	\$3,750,000	\$2,397,197	\$2,291,667	\$2,633,333	
Oct.	\$4,739,813	\$3,371,689	\$3,750,000	\$2,343,302	\$2,291,667	\$2,633,333	
Nov.	\$4,949,460	\$3,627,078	\$3,750,000	\$2,452,481	\$2,291,667	\$2,633,333	
Dec.	\$4,349,393	\$3,453,309	\$3,750,000	\$2,399,681	\$2,291,667	\$2,633,333	
Jan	\$4,577,666	\$3,104,174	\$3,750,000	\$2,792,880	\$2,291,667	\$2,633,333	
Feb.	\$4,740,276	\$2,978,025	\$3,750,000	\$0	\$2,291,667	\$2,633,333	
Mar.	\$4,200,023	\$2,637,718	\$3,750,000	\$0	\$2,291,667	\$2,633,333	
Apr.	\$4,167,768	\$2,423,754	\$3,750,000	\$0	\$2,291,667	\$2,633,333	
May	\$4,123,983	\$2,345,514	\$3,750,000	\$0	\$2,291,667	\$2,633,333	
June	\$3,697,322	\$2,234,836	\$3,750,000	\$0	\$2,291,667	\$2,633,333	
	\$54,129,257	\$37,012,710	\$45,000,000	\$17,171,748	\$27,500,000		\$16,041,667
GF Sales Tax Monthly Rev. Requirement							
July	\$1,433,710	\$1,433,710					
Aug	\$1,433,710	\$2,867,420					
Sept.	\$1,433,710	\$4,301,130					
Oct.	\$1,433,710	\$5,734,840					
Nov.	\$1,433,710	\$7,168,550					
Dec.	\$1,433,710	\$8,602,260					
Jan	\$1,433,710	\$10,035,970					
Feb.	\$1,433,710	\$11,469,680					
Mar.	\$1,433,710	\$12,903,390					
Apr.	\$1,433,710	\$14,337,100					
May	\$1,433,710	\$15,770,810					
June	\$1,433,710	\$17,204,520					



CITY OF GILLETTE

Finance
P.O. Box 3003 • Gillette, Wyoming 82717-3003
Phone (307) 686-5208
www.gillettewy.gov

May 18, 2016

- Provisional Approval Letter

Boys & Girls Club of Campbell County
Attn: LJ Smith
410 Lakeside Drive
Gillette, WY 82716

Dear LJ:

The Gillette City Council has considered your funding request in the amount of \$72,000 and has provisionally recommended that \$67,000 be included in the City's fiscal year 2016/2017 annual budget scheduled to be adopted on June 21, 2016. This amount is based on anticipated sales tax revenue of \$16 million for fiscal year 2016/2017. This projected revenue amount will be monitored closely throughout the year and your funding amount may be adjusted accordingly. Please be aware that it will be necessary for your agency to engage in a contract for services with the City which will define the terms related to receiving this One Percent funding. We will contact you after the budget is adopted with details on executing this contract.

On behalf of the Gillette City Council, I would like to express our gratitude for your organization's continued efforts to respond to the needs of our community. As a recipient of Optional One Percent Sales Tax funds, we hope you will take every opportunity to express appreciation to the voters of Campbell County for supporting this tax which has enabled the City to make this contribution to your organization.

Sincerely,

J Carter Napier
City Administrator

Cc: Finance Office

Productivity Service With P.R.I.D.E. Enthusiasm
Responsibility Integrity Dedication



CITY OF GILLETTE

Finance
P.O. Box 3003 • Gillette, Wyoming 82717-3003
Phone (307) 686-5208
www.gillettewy.gov

July 18, 2016

Post Budget Approval Letter

Boys & Girls Club of Campbell County
Attn: LJ Smith
410 Lakeside Drive
Gillette, WY 82716

Dear LJ:

On June 21st, 2016, the Gillette City Council formally adopted the City's fiscal year 2016/2017 annual budget. The approved budget document included an allocation to Boys & Girls Club in the amount of \$67,000 with the expectation that the total amount paid out to outside agencies does not exceed 5% of the 1% sales tax revenues (the source of this funding) received by the City during the fiscal year. As you are probably well aware, the current economic downturn has hit Gillette/Campbell County particularly hard and has had a dramatic negative effect on sales tax collections. The City has already seen significant erosion in our sales tax revenues from the estimates used during the budgetary process.

In order to ensure the City does not exceed the imposed spending of 1% funds and given the uncertainty of these revenues, the City will distribute your allocated amount on a quarterly basis as adjusted to reflect any changes in actual 1% sales tax receipts as compared to the budgeted amount. This would mean that should actual receipts come in 10% below budget for the quarter then your allocated amount for that period would be reduced accordingly. Unless we see a strong rebound in our economy, it is very likely that you will not receive the full budgeted allocation for the year. We appreciate the difficulties not having a stable revenue stream may cause for your operation but feel this is a necessary step we must take at this time.

It will not be necessary for your agency to submit a letter or invoice requesting your funds instead the payments will be distributed quarterly by our Finance Office. We anticipate that the first quarter payments will be sent out by November 2nd. Please stop by the Finance Office to sign your contract at your earliest convenience.

Sincerely,

J Carter Napier
City Administrator

Cc: Finance Office

Productivity Service With P.R.I.D.E. Enthusiasm
Responsibility Integrity Dedication

February 3, 2017

City Council

Re: utility bills

Dear Council:

Would you PLEASE stop increasing utility bills? I have clients who come to me wondering why their City bill is \$400 or \$500 per month. They have no ability to budget for such painful hits. What do they do?

I have a four-plex with two empty units. I pay the electrical and water bill for the laundry room; \$120 per month. Whenever a tenant leaves I get a \$15 billing fee, plus a partial-month minimum demand fee, plus a high kwh fee. The empty units are billed for a monthly electrical demand charge and electrical usage for 400kwh which is high, and then \$27 per month per unit for sewer, when there is no one in the unit. \$120 per month per unit total, for just enough heat to keep the pipes from freezing. \$27 for sewer?

My office electrical bill is \$455 for January. Are you kidding me?

I guess the city hired consultants who said these increases are necessary and appropriate. I cannot imagine what these bills are doing to people less fortunate than I.

Very truly yours,



RT Cox

Snow Event Report #10

Event Start Date:	<u>1/31/2017</u>	Event Start Time:	<u>7:00 a.m.</u>
Event End Date:	<u>2/3/2017</u>	Event End Time:	<u>1:00 a.m.</u>
Duration of Event:	<u>66 Hours</u>	Streets First Responder:	<u>Day Crew</u>

Storm Event Overview:

Streets Division started this event on 1/31/2017 at 7:00 a.m. in response to rapidly accumulating snowfall. Both day and night crews handled the initial response until 11:00 a.m. when the night crew was sent home. The day crew spent the day plowing and putting down ice slice on priority streets and trouble areas. Due to wet roads the snowfall quickly became packed and very slick. Snowfall was steady through the early morning and daytime hours making it necessary for plow teams to repeat runs through priority areas.

The night crew took over at 7:00 p.m. and continued addressing priority and trouble areas. The snowfall continued through the night and into the morning.

Day crew began work at 7:00 a.m. 2/1/2017 continuing with snow and some drifting in priority areas. Night crew worked through the night plowing priority areas and trouble spots. A pattern of repeating snow squalls continued through the next twenty-four hours making it necessary for crews to work and re-work areas as well as causing numerous slick areas where snow would cover up the scoria or ice slice that was put down. Snowfall tapered off by around 3:00 p.m. on 2/2/2017 and day crew was able to begin work in subdivisions. Night crew took over at 7:00 p.m. and finished up subdivisions and trouble spots by 1:00 a.m. on 2/3/2017 and the event was ended.

Number of Pieces of Equipment Used:

Snow Plows:	<u>10</u>	Blades:	<u>0</u>
1-Tons:	<u>5</u>	Snow Blowers:	<u>0</u>
Loaders:	<u>3</u>	Liquid Truck:	<u>0</u>

Amount of Material Used:

Ice Slicer lbs:	<u>259,266</u>
Scoria lbs:	<u>57,238</u>
Liquid Gallons:	<u>0</u>

Number of Miles Plowed During Event: 4,601

Personnel:

Night Crew--- Leo Rodell, Dale Harter, Leonard Taylor, Mike McFarlane, Nick Scherry, Toby Fiske, Billy Little, Mark Webb

Day Crew--- Lonnie Meidinger TJ Bruce, Shane Prentice, Jeremy Hagen, Dale Warren, Josh Wright, Rocky Crist

Volunteer Drivers: Lynn Morrison, Drew Dobitz, Brian Hartle

Contractor Work Effort:

N/A

Subdivision Activities:

Plowed one pass through subdivision streets and put down material in slick intersections and trouble spots.

Parks Division Activities:

Parks crew assisted in clearing school zones and crossings, opened City facilities and cleared pathways during and after the event.

Environmental Conditions Present:

Snow: 8" Drifting: Yes Rain: N/A Low Temp: -13 Wind: 21

Equipment Issues:

Cold temperatures caused ice slice and scoria to freeze into chunks that were clogging sander chutes. Windshield wipers quit working on Unit 99 and a chain broke on the spreader in unit 40.

Incidents:

One snow plow slid into the rear end of a flatbed truck that was stopped for a red light at Warlow and Gurley. The flatbed truck received minor damage and the snow plow was bent but still useable. Nobody was injured in the accident. The plow truck driver was cited for "Speed too Fast for Conditions".

Complaints / Concerns:

Various calls about slick roads especially at the beginning of the event when pavement was wet underneath the snow.

Items of Interest:

During this weather event the Gillette Police Department investigated 25 vehicle crashes. Fourteen of those crashes occurred on a City of Gillette maintained roadway and were influenced by weather conditions.

Public Works received direction from Council during the work session on January 31st, to increase the use of scoria, in the form of traction control, along with our snow fighting efforts. Crews used a mix of scoria and ice slicer in appropriate areas, and will continue this practice, adjusting to the nature of the storm.

Gillette Police Department 2016/2017 Weather Event Crash Report X

IR#	Date/Time	Location	Injury	Property Damage	Citation	Cause
2098	01/31/2017 - 0730	Skyline Dr. / Westover Rd.	None	Private - <\$1,000	Yes	Vehicle was northbound on Skyline Dr. approaching the intersection. Vehicle slid on the snow/ice and collided with another vehicle in the intersection.
2111	01/31/2017 - 1114	Hwy. 59 / Country Club Rd.	Poss	Private - <\$1,000	Yes	Vehicles were northbound on Hwy 59 when one slid on the snow/ice and collided with the other.
2113	01/31/2017 - 1142	Gurley Ave. / Warlow Dr.	None	Private - <\$1,000	Yes	Vehicle traveling south on Gurley Ave approaching the intersection slid on the snow/ice while slowing and collided with the rear of another vehicle.
2116	01/31/2017 - 1245	400 Block Boxelder Rd.	None	Private - <\$1,000	No	Vehicles were eastbound on Boxelder when one slid on the snow/ice and struck the rear of the other as it attempted to turn into Plains Tire.
2117	01/31/2017 - 1247	5900 Block Mohan Rd.	None	Private - <\$1,000	Yes	Vehicle was southbound on Mohan and slid on the snow/ice and collided with a tractor - trailer combination.
2129	01/31/2017 - 1525	4-J Rd. / Lakeway Rd.	None	Private - <\$1,000	Yes	Vehicle was northbound on 4-J Rd. and slid on the snow/ice while braking and collided with a stopped school bus.
2139	01/31/2017 - 1704	Ross Ave. / 5th St.	None	Private - <\$1,000	No	Vehicle began sliding on the snow/ice while stopped on the roadway, due to the steep decline. It slid down the hill and collided with another vehicle stopped in the roadway.
2143	01/31/2017 - 1704	Enzi Dr. / Sinclair St.	None	Private - <\$1,000	No	Vehicle slid on the snow/ice while braking and collided with another vehicle stopped in front of it. Two other vehicles slid on the snow/ice and struck the other vehicles involved in the crash.
2146	01/31/2017 - 1741	Enzi Dr. / Sinclair St.	None	Private - <\$10,000	Yes	Vehicle slid on the snow/ice while braking and collided with another vehicle stopped due to the previously listed crash.
2170	02/01/2017 - 0827	4-J Rd. / Lakeway Rd.	None	Private - <\$1,000	Yes	Vehicle slid on the snow/ice and entered the intersection against a red signal and collided with another vehicle.
2209	02/01/2017 - 1522	4-J Rd. / Knollwood Dr.	None	Private - >\$1,000	No	Vehicle slid on the snow/ice and struck a stop sign at the intersection.
2216	02/01/2017 - 1710	4-J Rd. / Lakeway Rd.	None	Private - <\$1,000	No	Vehicle slid on the snow/ice and struck another vehicle stopped in traffic.
2249	02/02/2017 - 0739	300 Block West Warlow	None	Private - <\$1,000	Yes	Vehicle was eastbound on Warlow Dr. and slid on the snow/ice, lost control of her vehicle and collided with an oncoming vehicle.
2258	02/02/2017 - 0739	Hwy. 59 / Boxelder Rd.	None	Private - <\$13,000	Yes	Vehicle traveling north on Hwy. 59 slid on the snow/ice and struck the rear of another vehicle.

January 31st, 2017 7:00 a.m. to February 3rd, 2017 1:00 a.m.

During this weather event the Gillette Police Department investigated twenty-five vehicle crashes. Fourteen of those crashes occurred on a City of Gillette maintained roadway and were influenced by weather conditions.



CITY OF GILLETTE

GIS Division
P.O. Box 3003
Gillette, Wyoming 82717-3003
Phone (307) 686-5364
www.gillettewy.gov

Legend

Large Snow Plows

Unit # & Description

- Unit 25 Snow Plow
- Unit 28 Snow Plow
- Unit 31 Snow Plow
- Unit 40 Snow Plow
- Unit 44 Snow Plow
- Unit 99 Snow Plow
- Unit 100 Snow Plow
- Unit 149 Flush Truck
- Unit 157 Snow Plow
- Unit 160203 Snow Plow
- Unit 160204 Snow Plow
- Reported Crashes

According to the AVL system, our snowplows drove a total of 4,289 miles during this event.

Police Report:

Crashes: 14
Crashes w/Injuries: 0
Citations: 9
Personal Property Damage: \$35,000
City Property Damage: \$0

THE INFORMATION ON THIS DRAWING WAS OBTAINED FROM RECORD AND DESIGN DRAWINGS. THE CITY OF GILLETTE MAKES NO GUARANTEE REGARDING THE ACCURACY OF THIS DRAWING OR THE INFORMATION CONTAINED THEREIN.

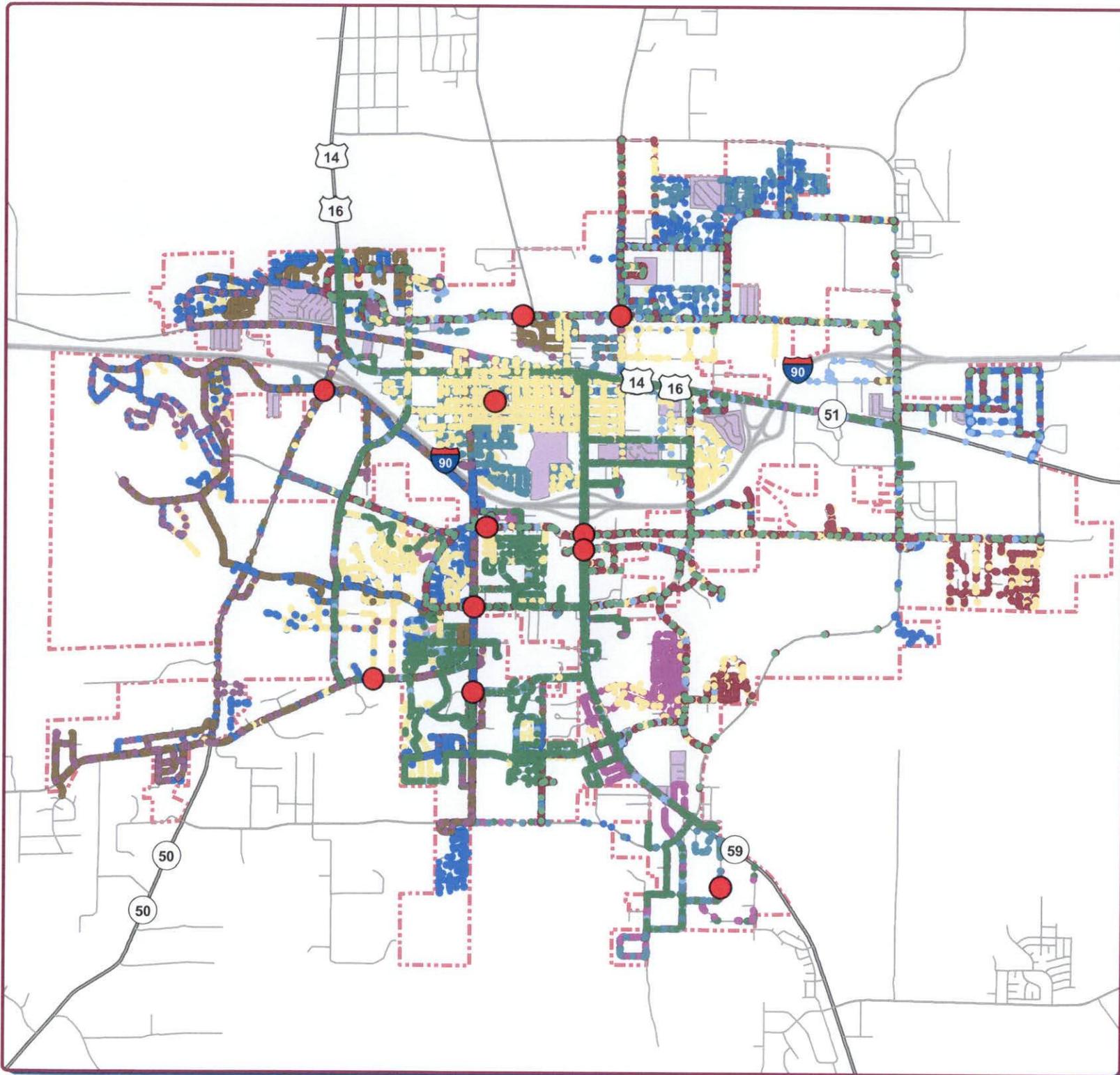


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0 2,500 5,000
Feet

Snowplow AVL
Snow Event Ten
1/31/2017 07:00 am to
2/03/2017 01:00 am
February 03, 2017

Productivity **Service With P.R.I.D.E.** Enthusiasm
Responsibility Integrity Dedication





CITY OF GILLETTE

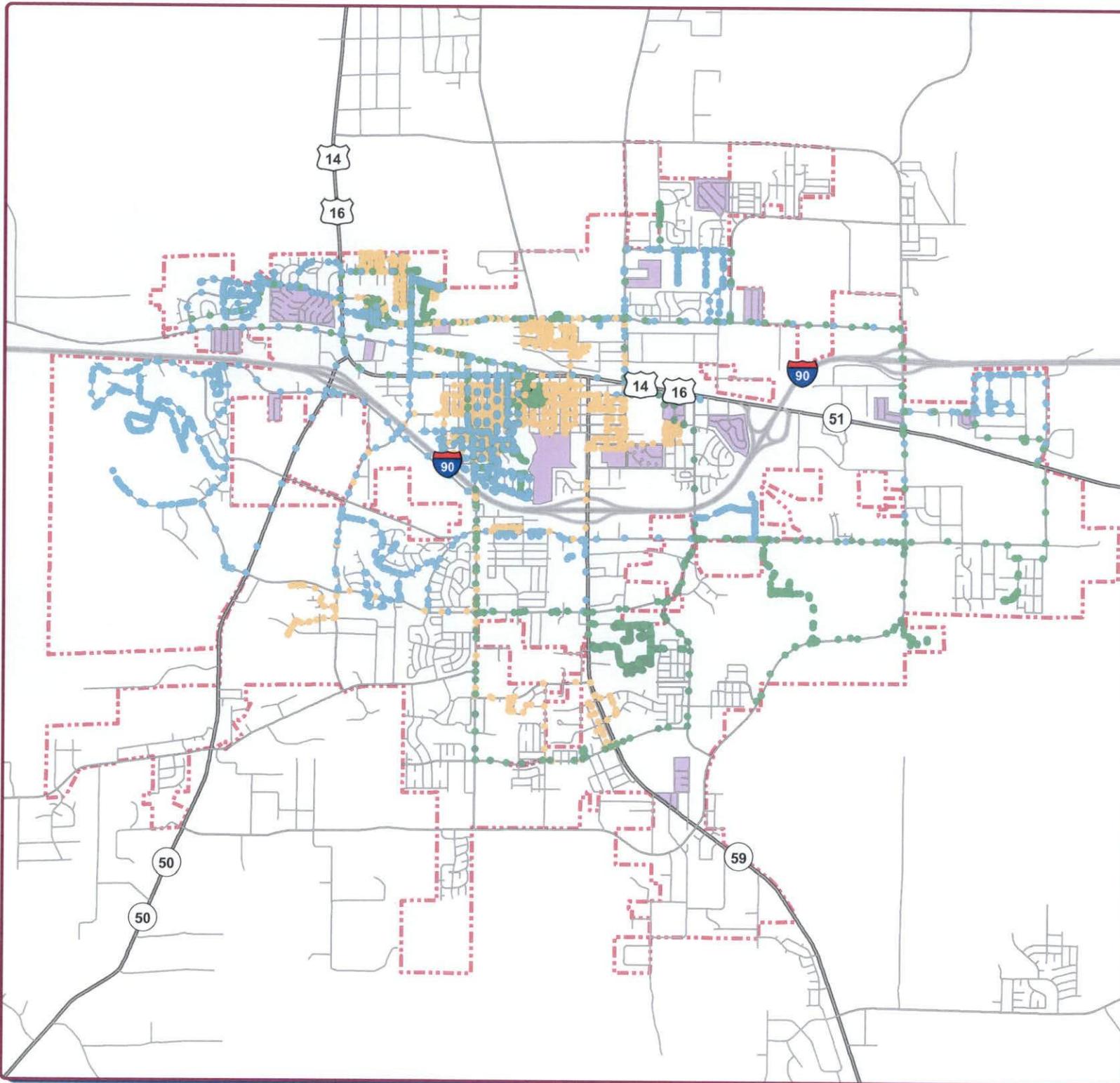
GIS Division
P.O. Box 3003
Gillette, Wyoming 82717-3003
Phone (307) 686-5364
www.gillettewy.gov

Legend

One Tons

Unit # & Description

- Unit 168 One Ton Streets
- Unit 1 One Ton Parks
- Unit 163 One Ton Parks
- Unit 184 One Ton Parks
- Unit 171 One Ton



According to the AVL system,
our one ton trucks drove a total
of 312 miles during this event.

THE INFORMATION ON THIS DRAWING WAS OBTAINED FROM
RECORD AND DESIGN DRAWINGS. THE CITY OF GILLETTE MAKES NO
GUARANTEE REGARDING THE ACCURACY OF THIS DRAWING OR
THE INFORMATION CONTAINED THEREIN.



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WorksAdmin\SnowFollowup\2015-16\
Streets\WorkFolder\OneTon.mxd



One Ton AVL

Snow Event Ten

1/31/2017 07:00 am to

2/03/2017 01:00 am

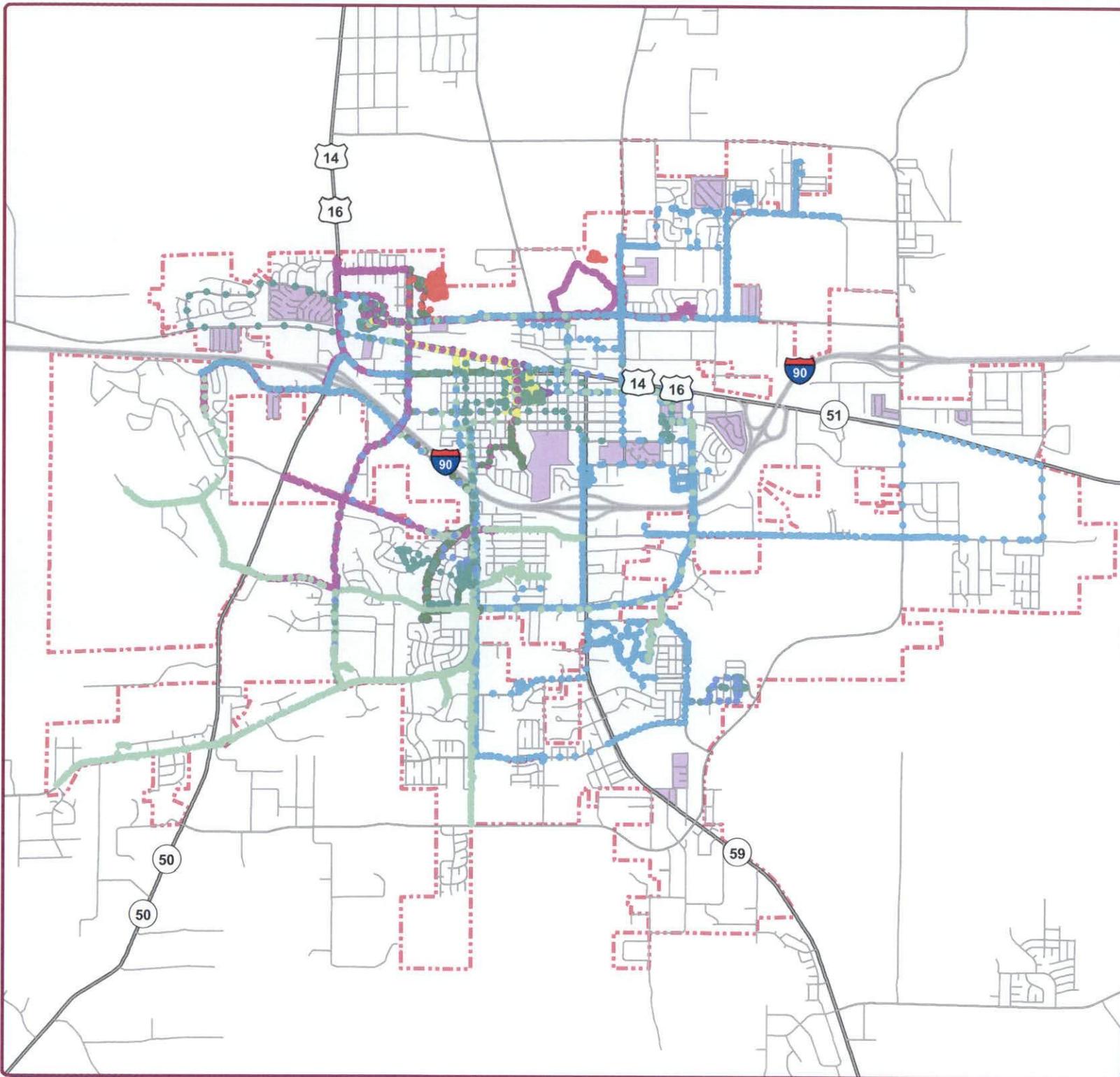
February 03, 2017

Productivity **Service With P.R.I.D.E.** Enthusiasm
Responsibility Integrity Dedication



CITY OF GILLETTE

GIS Division
P.O. Box 3003
Gillette, Wyoming 82717-3003
Phone (307) 686-5364
www.gillettewy.gov



Legend

Tractors & Others

Unit # & Description

- Unit 29
- Unit 13 Wheel Loader
- Unit 76 Tractor JD
- Unit 96 Wheel Loader
- Unit 161 Tractor JD
- Unit 162 Tractor Tool Cat
- Unit 199 Skidsteer
- Unit 89 Tractor Belos
- Unit 54 Tractor JD
- Unit 193 Loader

According to the AVL system,
our tractors drove a total
of 482 miles during this event.

THE INFORMATION ON THIS DRAWING WAS OBTAINED FROM RECORD AND DESIGN DRAWINGS. THE CITY OF GILLETTE MAKES NO GUARANTEE REGARDING THE ACCURACY OF THIS DRAWING OR THE INFORMATION CONTAINED THEREIN.



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Tractor AVL

Snow Event Ten

1/31/2017 07:00 am to

2/03/2017 01:00 am

February 03, 2017

Service With P.R.I.D.E.

Productivity Responsibility Integrity Dedication Enthusiasm

Snow Event Report #11

Event Start Date: 2/7/2017 Event Start Time: 7:30 p.m.
Event End Date: 2/8/2017 Event End Time: 5:30 a.m.
Duration of Event: 10 Hours Streets First Responder: Night Crew

Storm Event Overview:

Streets Division started this event on 2/7/2017 at 7:30 p.m. in response to accumulating snowfall. Night Crew plowed and put down material on priority streets and trouble areas. Snowfall was sporadic through the nighttime hours making it necessary for plow teams to repeat runs through priority areas.

The night crew completed their runs through priority and trouble areas by 5:30 a.m. Due to the small amount of snow accumulation crews did not plow all subdivision streets. Day shift handled slick areas that developed in subdivisions and priority areas after the event was ended.

Note: No tractors or one ton trucks were used during this event, only one loader to fill the sanders was used.

Number of Pieces of Equipment Used:

Snow Plows:	<u>8</u>	Blades:	<u>0</u>	Ice Slicer lbs:	<u>40,984</u>
1-Tons:	<u>0</u>	Snow Blowers:	<u>0</u>	Scoria lbs:	<u>35,712</u>
Loaders:	<u>1</u>	Liquid Truck:	<u>0</u>	Liquid Gallons:	<u>0</u>

Amount of Material Used:

Number of Miles Plowed During Event: 749

Personnel:

Night Crew--- Lonnie Meidinger, TJ Bruce, Shane Prentice, Jeremy Hagen, Dale Warren, Josh Wright, Rocky Crist

Contractor Work Effort:

N/A

Subdivision Activities:

Plowed and applied material to some trouble areas as needed.

Parks Division Activities:

Parks Crew assisted in clearing school zones and crossings, opened City facilities and cleared pathways during and after the event.

Environmental Conditions Present:

Snow: 1.5 Drifting: Ye Rain: N/A Low Temp: -7 Wind: 3-15 mph
" s

Equipment Issues:

None

Incidents:

None

Complaints / Concerns:

None

Items of Interest:

The Gillette Police Department received no reports of vehicle crashes during this weather event.

**Gillette Police Department
2016/2017 Weather Event Crash Report XI**

IR#	Date/Time	Location	Injury	Property Damage	Citation	Cause
-	-	-	-	-	-	-

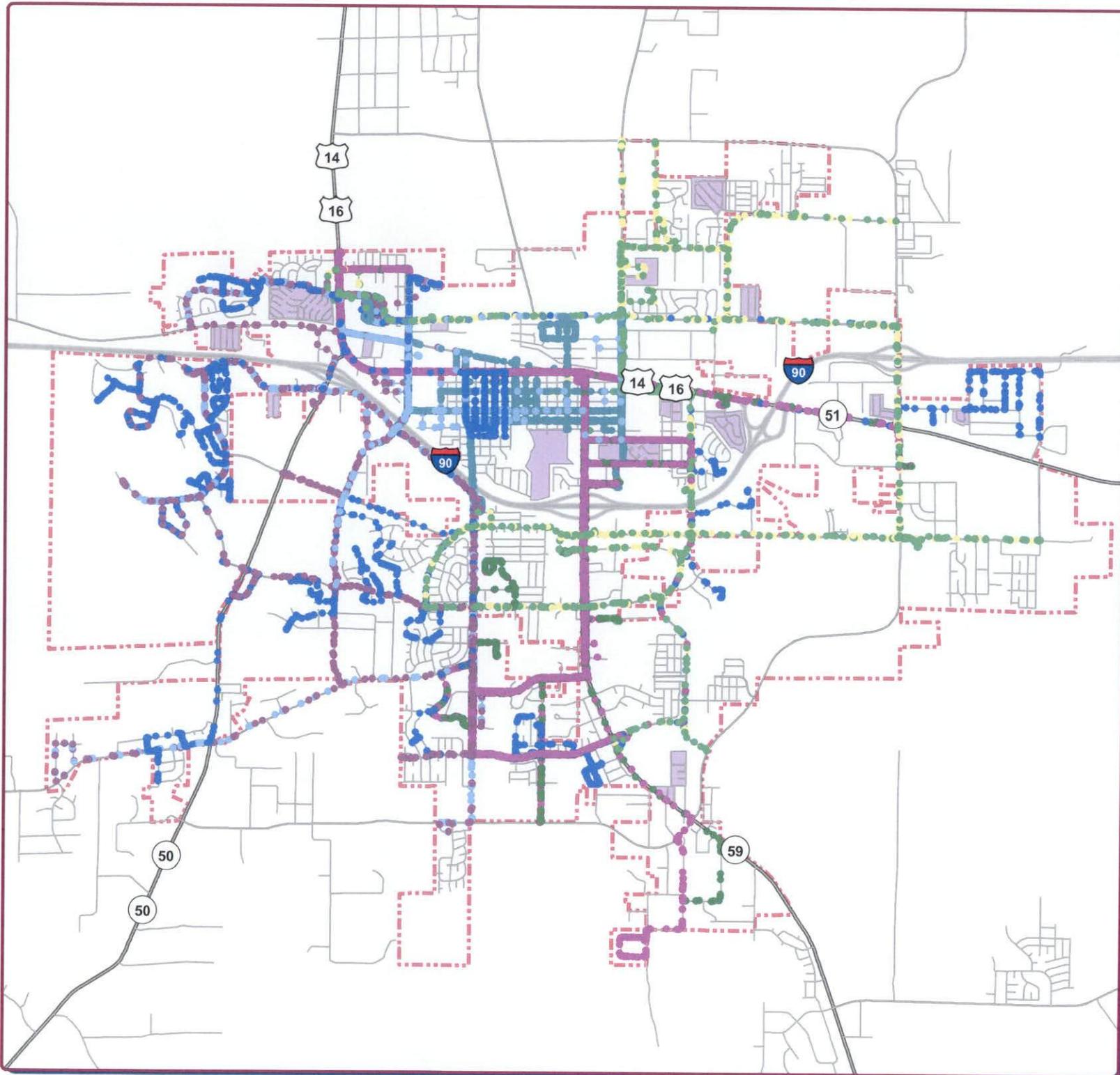
February 7th, 2017 7:30 p.m. to February 8th, 2017 5:30 a.m.

The Gillette Police Department received no reports of vehicle crashes during this weather event.



CITY OF GILLETTE

GIS Division
P.O. Box 3003
Gillette, Wyoming 82717-3003
Phone (307) 686-5364
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Legend

Large Snow Plows

Unit # & Description

- Unit 25 Snow Plow
- Unit 28 Snow Plow
- Unit 40 Snow Plow
- Unit 44 Snow Plow
- Unit 99 Snow Plow
- Unit 157 Snow Plow
- Unit 160203 Snow Plow
- Unit 160204 Snow Plow

According to the AVL system, our snowplows drove a total of 749 miles during this event.

Police Report:

Crashes: 0
 Crashes w/Injuries: 0
 Citations: 0
 Personal Property Damage: \$0,00
 City Property Damage: \$0

THE INFORMATION ON THIS DRAWING WAS OBTAINED FROM RECORD AND DESIGN DRAWINGS. THE CITY OF GILLETTE MAKES NO GUARANTEE REGARDING THE ACCURACY OF THIS DRAWING OR THE INFORMATION CONTAINED THEREIN.



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Snowplow AVL
Snow Event Eleven
 2/07/2017 07:30 pm to
 2/08/2017 05:30 am
 February 08, 2017

Productivity **Service With P.R.I.D.E.** Enthusiasm
 Responsibility Integrity Dedication



Angela Williams <angelaw@gillettewy.gov>

Fwd: February 13 - University of Wyoming Trustees Education Initiative

1 message

ADMN ADMN <admngillettewy.gov>
To: Angela Williams <angelaw@gillettewy.gov>

Wed, Feb 8, 2017 at 4:35 PM

For G.I.

----- Forwarded message -----

From: **Nolan, Ramona** <rnolan@sheridan.edu>
Date: Wed, Feb 8, 2017 at 3:14 PM
Subject: February 13 - University of Wyoming Trustees Education Initiative
To:

The University of Wyoming (UW) Trustees Education Initiative (TEI) invites Wyomingites to participate in a series of Town Hall Meetings to gather stakeholder perspectives on the UW College of Education and its educator preparation programs in service of Wyoming's pre-school through high school students.

Students, parents, guardians, teachers, principals, superintendents, elected officials including school board members, the business community and all community members are encouraged to attend. Reservations are not required. For more information, please contact Rebecca Watts at rwatts3@uwyo.edu or 307-766-5461.

Representatives will be in Gillette on Monday, February 13 at 7 p.m. The meeting will be located at Gillette College, Main 120.

Please see attached flyer for additional information.

The vision of the University of Wyoming Trustees Education Initiative (TEI) is to elevate the College of Education to the status of a preeminent college in professional educator preparation. The TEI Governing Board will receive recommendations from a TEI National Advisory Board and work groups comprised of Wyoming students, parents, educators, school leaders, state officials, and university faculty.

Ramona Nolan
Administrative Coordinator to Dr. Mark Englert, Vice President/CEO

and Heidi Gross, Executive Director to Gillette College Foundation

Gillette College

300 W Sinclair

Gillette, WY 82718

(307) 686-0254, Ext. 1319



CITY OF GILLETTE

Development Services Department
Building Inspection Division
P.O. Box 3003 • Gillette, Wyoming 82717-3003
Phone 307.686.5260
www.gillettewy.gov

MEMORANDUM

TO: Board of Examiners – Jaye Drake, Chairman; Vice-Chairman, Dean Thompson; John Alt, Chad Renken, Weston Scott, Dale Phipps, Scott Heibult, Todd Newlin, and Chris Weight.

CC: Administration
Carter Napier, City Administrator
Patrick Davidson, City Attorney
Dustin Hamilton, P.E., Development Services Director
Jim Brown, Deputy Building Official
Kim King, Administrative Assistant

FROM: Ken Rogers, Chief Building Official

SUBJECT: Board of Examiners Regular Meeting – February 14, 2017

DATE: February 9, 2017

The Regular Meeting is scheduled for 12:30 p.m. on Tuesday, February 14, 2017 at City Hall, in the Community Conference Room, 2nd Floor. Lunch will be served at 12:00 p.m.

Enclosed please find the Meeting Agenda and Packet.

If you have questions or concerns prior to the meeting, please contact me.

Thank you.

Agenda

BOARD OF EXAMINERS REGULAR MEETING

February 14, 2017
12:00 p.m. to 2:00 p.m.
City of Gillette – City Hall
2nd Floor
Community Conference Room

Call to Order	Jaye Drake, Chairman
Approval of Minutes	Regular Meeting of January 10, 2017
Unfinished Business	
New Business	Board Member Training – Spring Session <ul style="list-style-type: none">• March 8, 2017 from 5:30 – 8:30 p.m.• March 9, 2017 from 1:00 – 4:00 p.m.
Approval of Contractor License Applications	Review of Individual Contractor <ul style="list-style-type: none">➤ Alliance Electric, LLC and Individual Trade Licenses for Master Electrician and Journeyman Electrician Individual Trade License Applications Contractor License Applications (Class A, B, C, D, F and R)
Announcements	The next Regular Meeting will be on Tuesday, March 14, 2017.
Adjournment	

BOARD OF EXAMINERS
MEETING MINUTES

Regular

January 10, 2017

12:30 p.m.

Board Members present: Chairman Scott Heibult, Vice Chairman Jaye Drake, John Alt, Chad Renken, Weston Scott, Dale Phipps, Dean Thompson, Todd Newlin, and Chris Weight.

Staff Members present: Dustin Hamilton, Development Services Director; Ken Rogers, Chief Building Official; Jim Brown, Deputy Building Official; Kim King, Administrative Assistant.

Scott Heibult, Chairman, called the meeting to order.

Approval of Minutes

Chairman Heibult called for approval of the December 13, 2016, Regular Meeting Minutes. It was moved by Dean Thompson, seconded by John Alt to approve said Minutes. Roll was called on the motion with the following results. Board Members voting aye: Alt, Renken, Scott, Phipps, Thompson, Newlin, Weight, Vice Chairman Drake and Chairman Heibult. Motion carried.

Chairman Heibult asked the new Board Members Newlin and Weight to introduce themselves.

Unfinished Business

There was none.

New Business

Chairman Heibult stated the next item on the agenda was the election of Board Officers. Dean Thompson made a motion to nominate Jaye Drake for Chairman, seconded by John Alt. There being no further nominations, roll was called on the motion with the following results. Board Members voting aye: Phipps, Thompson, Newlin, Weight, Alt, Renken, Scott, and Chairman Heibult. Vice Chairman Drake abstained. Motion carried.

Chairman Drake asked for nominations for Vice Chairman. John Alt made a motion to nominate Dean Thompson for Vice Chairman, seconded by Scott Heibult. There being no further nominations, roll was called on the motion with the following results. Board Members voting aye: Newlin, Weight, Alt, Renken, Scott, Phipps, Heibult, and Chairman Drake. Board Member Thompson abstained. Motion carried.

Individual Trade License Applications

The Board reviewed the following Individual Trade License Applications:

ALCON, ROBERT of CHEYENNE, WY • MASTER GAS PIPEFITTER, AC MECHANICAL INC Lic# 2089
BROWN, NICHOLAS of GILLETTE, WY • APPRENTICE HVAC TECH, JOE'S PLUMBING & HEATING INC Lic# 2081
BROWN, NICHOLAS of GILLETTE, WY • APPRENTICE PLUMBER, JOE'S PLUMBING & HEATING INC Lic# 2082
BRYNER, ROY of DOUGLAS, WY • JOURNEYMAN ELECTRICIAN, H & H ELECTRIC LLC Lic# 1505
COOL, TREVOR of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, R & G ELECTRIC INC Lic# 2078
DURST, BRIAN of DOUGLAS, WY • JOURNEYMAN ELECTRICIAN, H & H ELECTRIC LLC Lic# 1507
EDWARDS, ANDREW of GILLETTE, WY • MASTER ELECTRICIAN, TJ ELECTRIC LLC Lic# 2822
HANSEN, DAVID L of GILLETTE, WY • MASTER ELECTRICIAN, MCM GENERAL CONTRACTORS INC Lic# 1591
HILL, CHRISTOPHER of DOUGLAS, WY • MASTER ELECTRICIAN, H & H ELECTRIC LLC Lic# 1503
HOLDEN, TONY of GILLETTE, WY • MASTER ELECTRICIAN, TJ ELECTRIC LLC Lic# 1943
LAROCHÉ, DENNIS of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, TUCKER ELECTRIC INC Lic# 2814
LORENZEN, DUANE of GILLETTE, WY • MASTER ELECTRICIAN, PROELECTRIC INC Lic# 2245
MADSEN, DOUG of OGDEN, UT • MASTER HVAC TECH, CFM HEATING & A/C INC Lic# 1501
MARTIN, CHRIS of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, ALL ELECTRIC LLC Lic# 1567
PARRISH, BOB of DOUGLAS, WY • JOURNEYMAN ELECTRICIAN, H & H ELECTRIC LLC Lic# 1506
SALMON, EUGENE of GILLETTE, WY • APPRENTICE HVAC TECH, POWDER RIVER HEATING & AIR CONDITIONING Lic# 1824
WESTERMAYER, JOEL of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, TUCKER ELECTRIC INC Lic# 2006
ZOFCIN, MICHAEL of CHEYENNE, WY • MASTER HVAC TECH, AC MECHANICAL INC Lic# 2069
ZOFCIN, MICHAEL of CHEYENNE, WY • MASTER REFRIGERATION TECH, AC MECHANICAL INC Lic# 2070

It was moved by Vice Chairman Thompson, seconded by Chris Weight, to approve the above Individual Trade License Applications. Roll was called on the motion with the following results. Board Members voting aye: Renken, Scott, Phipps, Heibult, Newlin, Weight, Alt, Vice Chairman Thompson, and Chairman Drake. Motion carried.

Contractor License Applications

The Board reviewed the following Contractor License Applications (Class A, B, C, D, F and R):

AC MECHANICAL INC of CHEYENNE, WY • MICHAEL ZOFCIN, MECHANICAL
AC MECHANICAL INC of CHEYENNE, WY • ROBERT ALCON, PLUMBING
AC MECHANICAL INC of CHEYENNE, WY • ROBERT ALCON, GAS PIPEFITTER
ALL STAR CONSTRUCTION INC of RAPID CITY, SD • SEAN SAILOR, GENERAL CONTRACTOR
BRYAN CONSTRUCTION INC of COLORADO SPRINGS, CO • SCOTT BRYAN, GENERAL CONTRACTOR
CFM HEATING & A/C INC of OGDEN, UT • DOUG MADSEN, MECHANICAL
CROELL INC of SUNDANCE, WY • BRYSON GAMBREL, EXCAVATION & GRADING
CROELL INC of SUNDANCE, WY • BRYSON GAMBREL, NONSTRUCTURAL CONCRETE
CUSTOM CONTRACTING LLC of GILLETTE, WY • JAY JOHNSON, RESIDENTIAL CONTRACTOR
DICK ANDERSON CONSTRUCTION INC of SHERIDAN, WY • LEONARD STROBBE, GENERAL CONTRACTOR
FIRST CALL COMMUNICATIONS of CASPER, WY • CASEY ALLISON, LOW VOLTAGE
H & H ELECTRIC LLC of DOUGLAS, WY • CHRIS HILL, ELECTRICAL
HORST ACOUSTICAL CO INC of RAPID CITY, SD • BRIAN HORST, MISCELLANEOUS
KEYHOLE TECHNOLOGIES LLC of MILLS, WY • BRAD CUNDY, MISCELLANEOUS
MARK BUCHANAN EXCAVATING LLC of GILLETTE, WY • MARK BUCHANAN, EXCAVATION & GRADING
MARK BUCHANAN EXCAVATING LLC of GILLETTE, WY • MARK BUCHANAN, WATER & SEWER PIPELAYER
MASTER PROTECTION LP of FT MYERS, FL • JIM CLAUSEN, SPRINKLER SYSTEMS
MBC EXTERIORS LLC of GILLETTE, WY • ARMANDO MARTINEZ AGUILAR, WIND SIDING GUTTER GARAGE DOOR
MCM GENERAL CONTRACTORS INC of GILLETTE, WY • MIKE MARTINSON, EXCAVATION & GRADING
MCM GENERAL CONTRACTORS INC of GILLETTE, WY • DAVE HANSEN, ELECTRICAL
MINING ELECTRICAL SERVICES LLC of GILLETTE, WY • RONALD JACOBSON, ELECTRICAL

PARAMOUNT CONSTRUCTION INC of CASPER, WY • WILLIAM GURKIN, GENERAL CONTRACTOR
RAPID FIRE PROTECTION INC of RAPID CITY, SD • MATTHEW HAMMON, FIRE ALARM SYSTEMS
RJM ENERGY SERVICES INC of GILLETTE, WY • RANDY MILLER, NONSTRUCTURAL CONCRETE
RJM ENERGY SERVICES INC of GILLETTE, WY • RANDY MILLER, EXCAVATION & GRADING
SJ LOUIS CONSTRUCTION INC of ROCKVILLE, MN • JAMES SCHUELLER, WATER & SEWER PIPELAYER
SOLAR SOUND CORP of RAPID CITY, SD • PAUL WEBER, LIMITED VOLTAGE
SOLAR SOUND CORP of RAPID CITY, SD • PAUL WEBER, SIGNAGE
TIM LEWIS CONSTRUCTION LLC of GILLETTE, WY • TIM LEWIS, BUILDING CONTRACTOR
TJ ELECTRIC LLC of GILLETTE, WY • TONY HOLDEN, ELECTRICAL
TRI-CITY EXCAVATION INC of MOORCROFT, WY • BILL DEWEY, EXCAVATION & GRADING
TRI-CITY EXCAVATION INC of MOORCROFT, WY • BILL DEWEY, WATER & SEWER PIPELAYER
VAN EWING CONSTRUCTION of GILLETTE, WY • JAKE EWING, GENERAL CONTRACTOR
WYOMING RED ROCK LANDSCAPING of GILLETTE, WY • ROBIN KUNTZ, LANDSCAPING & FENCING

It was moved by Dale Phipps, seconded by Chris Weight, to approve the above Contractor License Applications. Roll was called on the motion with the following results. Board Members voting aye: Scott, Phipps, Heibult, Newlin, Weight, Alt, Renken, Vice Chairman Thompson, and Chairman Drake. Motion carried.

Announcements

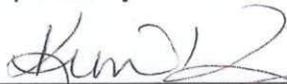
Ken Rogers informed the Board that he and Jim Brown had both written citations to unlicensed Contractors. Ken stated there are more and more people coming to the attention of the Building Inspection Division. They are either working without a license or working outside of the scope of the license they hold. The Board was pleased to learn the City was dealing with the problem.

The next regularly scheduled meeting will be Tuesday, February 14, 2017.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 12:48 p.m.

Prepared by:



Kim King, Administrative Assistant
Building Inspection Division

SPRING BOARD TRAINING

2017 Spring Session hosted by City of Gillette

MARCH 8TH · 5:30-8:30PM

MARCH 9TH · 1:00-4:00PM

**2ND FLOOR COMMUNITY ROOM
CITY HALL
201 EAST 5TH STREET
GILLETTE, WY**

“BOARDS THAT MAKE A DIFFERENCE”

THIS TRAINING IS FOR:
APPOINTED BOARD MEMBERS
NON-PROFIT BOARD MEMBERS
ORGANIZATIONAL DIRECTORS

To Register and For More Information, Please Contact:
City Administration at (307) 686-5203 or
Email Angela at angelaw@gillettewy.gov
County Commissioners Office at 682-7283 or
Email Sandra at sdb01@ccgov.net



City of Gillette
Board of Examiners
Meeting of February 14, 2017

Individual Review ~ Contractor License Application for:
ALLIANCE ELECTRIC, LLC

Applicant: Alliance Electric, LLC
Gillette, WY
Master of Record: Paul DePonzi

Application Type: Class D – Electrical Contractor
Master Electrician – Paul DePonzi
Journeyman Electrician – Marcus Eastlund

Application Status: Complete with one (1) flag

Applicant submitted complete application with one (1) flag.

Applicant was found working without the appropriate license and permits.

ADMINISTRATIVE USE ONLY
 Board of Examiners Action
 Approved Denied
 at ____ / ____ / ____ Meeting

 License # _____



CITY OF GILLETTE
BUILDING INSPECTION DIVISION
 P.O. Box 3003, Gillette, WY 82717
 201 E. Fifth Street, 2nd Floor
 Telephone: (307) 686-5260
www.gillette.wy.gov

CONTRACTOR LICENSE APPLICATION (NEW)

See instructions for details and additional information. Please complete each field, insert N/A if not applicable.
Incomplete applications will be returned

DATE OF APPLICATION: 1 / 13 / 17

TYPE OF APPLICATION: (select one)

- New
- New (License has been expired for over 30 days)

APPLICANT INFORMATION

Please remember to contact Building Inspection in writing with any address changes during the year.

Business Name: Alliance Electric, LLC
 Mailing Address: 610 N Warehouse Rd City Casper State WY Zip Code 82401
 Office Telephone: (307) 315-6055 Fax Number: 888-881-4579
 Master of Record: Paul DePonzi Phone Number: (307) 258-8553
 Email Address: info@allianceelectricllc.com

CLASS OF LICENSE (Select one): Please note that a separate application is required for each license applied for.

Class D Vocational Contractors

- Electrical
- Gas Pipefitter
- HVAC Mechanical
- Plumbing

Class F Fire Suppression Contractors

- Chemical Fire Suppression
- Fire Alarm
- Sprinkler (Fire/Standpipe)

Building Contractors** (General Contractors)

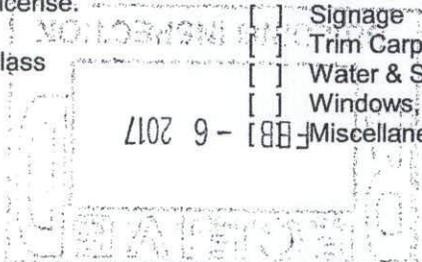
- Class A-General Contractor*
- Class B-Building Contractor*
- Class R-Residential Contractor*

** May **not** perform any Class D, Class F, Class C Water & Sewer or Class C Electrical category work without holding appropriate license.

Class C Specialty Contractors (Sub-Contractors)

- Concrete - Structural (Type 1)
- Concrete - Non-Structural (Type 2)
- Drywall & Plaster
- Elevator
- Excavating, Grading, Snow Removal & Demolition
- Framing - Stick Built Structure
- Insulation
- Landscaping, Sprinkler Systems, Tree Trimming & Fencing
- Limited Technician
- Low Voltage Technician
- Manufactured Housing (Type 1)
- Masonry - Structural (Type 1)
- Masonry - Veneer (Type 2)
- Roofing - General
- Roofing - Shingle
- Signage
- Trim Carpentry, Painting & Flooring
- Water & Sewer Pipe Layer
- Windows, Siding, Gutters & Garage Doors
- Miscellaneous (specify): _____

*May perform all Class C categories except Class C Water & Sewer or Class C Electrical.



ADMINISTRATIVE USE ONLY
 Board of Examiners Action
 Approved Denied
 at ___/___/___ Meeting
 License # _____



CITY OF GILLETTE
BUILDING INSPECTION DIVISION
 P.O. Box 3003, Gillette, WY 82717
 201 E. Fifth Street, 2nd Floor
 Telephone: (307) 686-5260
www.gillettewy.gov

INDIVIDUAL TRADE LICENSE APPLICATION (NEW)

See instructions for details and additional information. Please complete each field, insert N/A if not applicable.
Incomplete applications will be returned

DATE OF APPLICATION: 1 / 13 / 17

Please note that a separate application is required for each license applied for.

TRADE AND CLASS OF LICENSE (select one):
 Plumber Master Journeyman Apprentice
 Plumber - Residential Fire Suppression System Installer Master Journeyman
 Electrician Master Journeyman
 HVAC Mechanical Master Journeyman Apprentice
 Refrigeration Tech Master Journeyman Apprentice
 Gas Pipefitter Master Journeyman Apprentice

APPLICANT INFORMATION

Applicant Name: Paul DePonzi
 Mailing Address: 610 N Warehouse Rd City Casper State WY Zip Code 82401
 Home Telephone: (307) 258-8553 Personal Cellular: (307) 258-8553
 Work Telephone: (307) 315-6055 Work Cellular: (307) 258-8553

EMPLOYER INFORMATION

Employer Name: Alliance Electric, LLC
 Mailing Address: * 610 N Warehouse Rd City Casper State WY Zip Code 82401
 Office Telephone: (307) 315-6055

* Individual License will be mailed to Employer Address

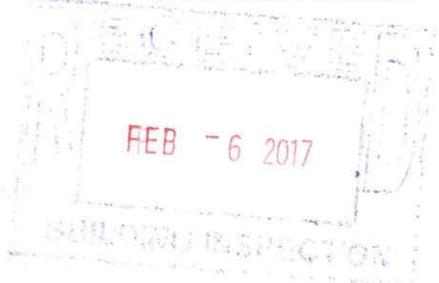
STATUS QUESTIONS

Please answer each of the following questions:		YES	NO
1.	Has applicant been previously licensed with the City of Gillette? If "Yes", please list date(s) and type(s) of license(s).		X
2.	Has applicant had any vocational license denied, fined, suspended, or revoked in the past year? (For the purpose of this question, having failed an examination does not constitute "denied"). Attach copies of relevant paperwork if needed.		X

STATE LICENSE - ELECTRICIANS ONLY:

Please read the following, fill-in blanks, initial that you have read and understand the content.

I have enclosed a copy of my current Wyoming State electrical license, license # _____, showing an expiration date of _____.



ADMINISTRATIVE USE ONLY Board of Examiners Action <input type="checkbox"/> Approved <input type="checkbox"/> Denied at ____ / ____ / ____ Meeting License # _____
--



CITY OF GILLETTE
BUILDING INSPECTION DIVISION
 P.O. Box 3003, Gillette, WY 82717
 201 E. Fifth Street, 2nd Floor
 Telephone: (307) 686-5260
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INDIVIDUAL TRADE LICENSE APPLICATION (NEW)

See instructions for details and additional information. Please complete each field, insert N/A if not applicable.
Incomplete applications will be returned

DATE OF APPLICATION: 1 / 13 / 17

Please note that a separate application is required for each license applied for.

TRADE AND CLASS OF LICENSE (select one):

Plumber Master Journeyman Apprentice
 Plumber - Residential Fire Suppression System Installer
 Electrician Master Journeyman

HVAC Mechanical Master Journeyman Apprentice
 Refrigeration Tech Master Journeyman Apprentice
 Master Journeyman
 Gas Pipefitter Master Journeyman Apprentice

APPLICANT INFORMATION

Applicant Name: Marcus Eastlund
 Mailing Address: 610 N Warehouse Rd City Casper State WY Zip Code 82401
 Home Telephone: (307) 259-2771 Personal Cellular: (307) 259-2771
 Work Telephone: (307) 315-6055 Work Cellular: (307) 259-2771

EMPLOYER INFORMATION

Employer Name: Alliance Electric, LLC
 Mailing Address: * 610 N Warehouse Rd City Casper State WY Zip Code 82401
 Office Telephone: (307) 315-6055

* Individual License will be mailed to Employer Address

STATUS QUESTIONS

Please answer each of the following questions:		YES	NO
1.	Has applicant been previously licensed with the City of Gillette? If "Yes", please list date(s) and type(s) of license(s).		X
2.	Has applicant had any vocational license denied, fined, suspended, or revoked in the past year? (For the purpose of this question, having failed an examination does not constitute "denied"). Attach copies of relevant paperwork if needed.		X

STATE LICENSE - ELECTRICIANS ONLY:

Please read the following, fill-in blanks, initial that you have read and understand the content.

I have enclosed a copy of my current Wyoming State electrical license, license # _____, showing an expiration date of _____.



FOR REVIEW INDIVIDUAL LICENSE APPLICATIONS

FEBRUARY 14, 2017

1	BERTSCH, BRANDON of NEWCASTLE, WY • JOURNEYMAN ELECTRICIAN, 21 ELECTRIC LLC Lic# 2156
2	COOK, CHARLES of UPTON, WY • APPRENTICE GAS PIPEFITTER, LG PLUMBING LLC Lic# 3124
3	COOK, CHARLES of UPTON, WY • APPRENTICE PLUMBER, LG PLUMBING LLC Lic# 3125
4	DOW, BRAD of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, PROELECTRIC INC Lic# 2211
5	DOWDY, JEFF of GILLETTE, WY • MASTER PLUMBER, LONG'S PLUMBING & HEATING INC Lic# 1534
6	GOOD, KAYLOR of MOORCROFT, WY • JOURNEYMAN ELECTRICIAN, GOOD ELECTRIC INC Lic# 3123
7	GOOD, RICK of MOORCROFT, WY • MASTER ELECTRICIAN, GOOD ELECTRIC INC Lic# 3122
8	HENDRICKSON, RED of GILLETTE, WY • MASTER ELECTRICIAN, DELTA WYE INC Lic# 1480
9	KELLER, JOHN C of NEWCASTLE, WY • MASTER ELECTRICIAN, JOHN'S ELECTRIC Lic# 1483
10	LIGGETT, JOSH of NEWCASTLE, WY • MASTER ELECTRICIAN, 21 ELECTRIC LLC Lic# 3114
11	MASSIE, CLAY of MOORCROFT, WY • RES FIRE SUP SYS INSTALLER-MAS, CLEARWATER X-SPURTS INC Lic# 2811
12	MCCONNELL, DENNIS of GILLETTE, WY • MASTER ELECTRICIAN, BLAIR ELECTRIC SERVICE CO Lic# 1586
13	PIMENTEL, PAUL of GILLETTE, WY • APPRENTICE HVAC TECH, POWDER RIVER HEATING & AIR CONDITIONING Lic# 3118
14	PURVIANCE, JASON of NEWCASTLE, WY • JOURNEYMAN ELECTRICIAN, 21 ELECTRIC LLC Lic# 3115
15	RENKEN, BRYAN of GILLETTE, WY • MASTER HVAC TECH, RENKEN PLUMBING LLC Lic# 2657
16	RENKEN, RYAN of GILLETTE, WY • APPRENTICE GAS PIPEFITTER, RENKEN PLUMBING LLC Lic# 1790
17	RENKEN, RYAN of GILLETTE, WY • APPRENTICE PLUMBER, RENKEN PLUMBING LLC Lic# 1791
18	SHIPLEY, SHANE of GILLETTE, WY • JOURNEYMAN GAS PIPEFITTER, LONG'S PLUMBING & HEATING INC Lic# 1850
19	SHIPLEY, SHANE of GILLETTE, WY • JOURNEYMAN PLUMBER, LONG'S PLUMBING & HEATING INC Lic# 1851

**FOR REVIEW CONTRACTOR LICENSE APPLICATIONS
FEBRUARY 14, 2017**

1	21 ELECTRIC LLC of NEWCASTLE, WY • JOSH LIGGETT, ELECTRICAL
2	30 GIG TECHNOLOGIES of GILLETTE, WY • WILLIAM HENSHAW, LOW VOLTAGE
3	ASSOCIATED MATERIALS LLC of CUYAHOGA FALLS, OH • CHAD M. DIETZ, WIND SIDING GUTTER GARAGE DOOR
4	BLACK CAT CONSTRUCTION of GILLETTE, WY • JEFF SORCH, WATER & SEWER PIPELAYER
5	BLACK CAT CONSTRUCTION of GILLETTE, WY • JEFF SORCH, NONSTRUCTURAL CONCRETE
6	BLACK CAT CONSTRUCTION of GILLETTE, WY • JEFF SORCH, EXCAVATION & GRADING
7	BLAIR ELECTRIC SERVICE CO of GILLETTE, WY • DENNIS MCCONNELL, ELECTRICAL
8	BOSS ENTERPRISES INC of GILLETTE, WY • EMERY WALKER, EXCAVATION & GRADING
9	BRIAN MAXFIELD CONSTRUCTION of GILLETTE, WY • BRIAN MAXFIELD, RESIDENTIAL CONTRACTOR
10	CLEARY BUILDING CORPORATION of VERONA, WI • DON HERRON, RESIDENTIAL CONTRACTOR
11	CWB CONSTRUCTION of NEWCASTLE, WY • DONNY JENEROU, WIND SIDING GUTTER GARAGE DOOR
12	DELTA WYE INC of GILLETTE, WY • RED HENDRICKSON, ELECTRICAL
13	DREAMS CARPORTS & BUILDINGS of OREM, UT • MARCO DOMINGUEZ, MISCELLANEOUS
14	EBERLEIN PAINTING of GILLETTE, WY • TIM DENNIS, TRIM CARPENTRY PAINT FLOORING
15	ELKHORN EXTERIORS of ROZET, WY • JAMES KIEWEL, RESIDENTIAL CONTRACTOR
16	ELKHORN EXTERIORS of ROZET, WY • JAMES KIEWEL, WATER & SEWER PIPELAYER
17	G & R CONTROLS INC of SIOUX FALLS, SD • TRAVIS MCKINSTRY, LOW VOLTAGE
18	GOOD ELECTRIC INC of MOORCROFT, WY • RICK GOOD, ELECTRICAL
19	GOOD NUZ FLOORING of GILLETTE, WY • JACOB NUZUM, TRIM CARPENTRY PAINT FLOORING
20	HEART OF THE WEST LLC of GILLETTE, WY • MARISSA DEEGAN, LANDSCAPING & FENCING
21	HOSPITALITY BUILDERS INC of RAPID CITY, SD • DONALD HAMBECK, GENERAL CONTRACTOR
22	J & M DRYWALL of GILLETTE, WY • MAYRA MACIAS, TRIM CARPENTRY PAINT FLOORING
23	JBD INC of SHERIDAN, WY • JIM BEDE, TRIM CARPENTRY PAINT FLOORING
24	JLC SIGNS & GRAPHIC WORKS of GILLETTE, WY • LINDA BEANE, SIGNAGE
25	JOHN'S ELECTRIC of NEWCASTLE, WY • JOHN KELLER, ELECTRICAL
26	KENNY GILBERTSON CONSTRUCTION of GILLETTE, WY • KENNY GILBERTSON, FRAMING
27	KONE INC of MOLINE, IL • DONALD STOCKMAR, ELEVATOR

FOR REVIEW CONTRACTOR LICENSE APPLICATIONS**FEBRUARY 14, 2017**

28	MENDOZAS SIDING of GILLETTE, WY • SANTIAGO MENDOZA, WIND SIDING GUTTER GARAGE DOOR
29	MICHAEL'S CONSTRUCTION INC of GILLETTE, WY • MIKE JORGENSEN, GENERAL CONTRACTOR
30	NATIONWIDE BUILDERS & CONTRACT of COLORADO SPRINGS, CO • MARK KIMBALL, WIND SIDING GUTTER GARAGE DOOR
31	NORTHERN UNDERGROUND LLC of SHERIDAN, WY • MARCUS SCHOENFELDER, EXCAVATION & GRADING
32	NORTHERN UNDERGROUND LLC of SHERIDAN, WY • MARCUS SCHOENFELDER, WATER & SEWER PIPELAYER
33	OUTBACK CONSTRUCTION INC of MISSOULA, MT • TANNER COCHRELL, GENERAL CONTRACTOR
34	PIERCE FLOORING of BILLINGS, MT • MEG ERLNBUSH, TRIM CARPENTRY PAINT FLOORING
35	RELIABLE FLOORING of GILLETTE, WY • JENNIFER RAKSTAD, TRIM CARPENTRY PAINT FLOORING
36	RENKEN PLUMBING LLC of GILLETTE, WY • BRYAN RENKEN, GAS PIPEFITTER
37	RITE-WAY CERAMIC TILE of GILLETTE, WY • SCOTT BENJAMIN, TRIM CARPENTRY PAINT FLOORING
38	ROCKY MOUNTAIN MOBILE HOME INC of GILLETTE, WY • RENAE CROWLEY, MANUFACTURED HOME INSTALLATION
39	STRAND'S LAWN CARE of GILLETTE, WY • ETHAN STRAND, LANDSCAPING & FENCING
40	SWI LLC of POWELL, WY • MARK OLSON, LANDSCAPING & FENCING
41	SWI LLC of POWELL, WY • MARK OLSON, LOW VOLTAGE
42	TERRELL FLOOR COVERING of GILLETTE, WY • MIKE TERRELL, TRIM CARPENTRY PAINT FLOORING
43	TROYER BUILT CONSTRUCTION LLC of MOORCROFT, WY • WILBUR TROYER, RESIDENTIAL CONTRACTOR
44	TROYER BUILT CONSTRUCTION LLC of MOORCROFT, WY • WILBUR TROYER, WATER & SEWER PIPELAYER
45	TUTT CONSTRUCTION INC of BILLINGS, MT • JEFF TUTT, MISCELLANEOUS
46	WESTERN PARTITIONS INC of TIGARD, OR • DONALD EASTER, TRIM CARPENTRY PAINT FLOORING
47	WYO SERVICES LLC of UPTON, WY • JANE MATERI, LANDSCAPING & FENCING
48	WYOMING INTERNET INC of GILLETTE, WY • DAVID GERWE, LOW VOLTAGE
49	WYOMING ROOFING & SUPPLY II, LLC of SHERIDAN, WY • RYAN GREGORY, GENERAL ROOFING



CAMPBELL COUNTY PUBLIC LAND BOARD

MEETING AGENDA

February 9, 2017 – 6:30 P.M.

ITEM #	AGENDA ITEM (CCPLB Governing Policies Manual Number or By-Laws)				
	<i>NOTES IN GREEN – Guidance for the handling of the item.</i>				
1.	CALL TO ORDER/ATTENDANCE (2.5.10)				
2.	APPROVAL OF AGENDA (2.3.3)				
3.	APPROVAL OF MINUTES (2.3.3) for the A. January 14, 2017 Board meeting (ATTACHMENT "A")				
4.	CONSENT AGENDA (2.3.4). A. APPROVAL OF WARRANTS (ATTACHMENT "B")				
5.	CITIZEN INPUT (2.2.1)				
6.	MONITORING GENERAL MANAGER PERFORMANCE (4.4) A. MANAGEMENT PARAMETERS MONITORING (ATTACHMENT "C")				
	AGENDA ITEM #	POLICY #	TITLE	DUE DATE	DATE SUBMITTED
	i.	3.1	Interactions with Constituents (Annual Report)	February	2/3/17
	<i>"MOTION: that the Board approve that the General Manager's monitoring report on Policy #3.1, Interactions with Constituents (Annual Report) and Policy #3.3, Financial Condition & Activities-Internal (Quarterly Report)" conveys (a) interpretations of the policy that are reasonable, and (b) that the data reasonably substantiates compliance with the Management Parameters policy provisions, consistent with the General Manager's interpretations."</i>				
	B. ENDS MONITORING:				
	AGENDA ITEM #	POLICY #	TITLE	DUE DATE	DATE SUBMITTED
i.	1.1	Residents Enjoy Year-Round Array of Events (Annual Report)	February	2/3/17	
<i>"MOTION: that the Board approve that the General Manager's monitoring report on Ends Policy #1.2, Residents Enjoy Year-Round Array of Events, conveys (a) interpretations of the policy that are reasonable, and (b) that the data reasonably substantiates achievement of the Ends policy provisions, consistent with the General Manager's interpretations."</i>					



CAMPBELL COUNTY PUBLIC LAND BOARD

MEETING AGENDA

February 9, 2017 – 6:30 P.M.

ITEM #	AGENDA ITEM (CCPLB Governing Policies Manual Number or By-Laws) <i>NOTES IN GREEN – Guidance for the handling of the item.</i>
7.	BOARD PROCESS A. APPROVAL OF PROPOSED BY-LAWS CHANGES (ATTACHMENT "D") <i>"MOTION: that the Board approve the proposed By-Laws as presented."</i> B. APPROVAL OF CAM-PLEX RENTAL RATES <i>"MOTION: that the Board approve the current CAM-PLEX rental rates for the next fiscal year."</i> C. REVIEW OF PROPOSED FY 2017/2018 BUDGET D. SPECIAL EVENT FUND/OPERATIONS TRUST FUND PROPOSED CHANGES <i>"MOTION: that the Board approve Special Event Fund/Operations Trust Fund proposed changes as presented."</i> E. VEHICLE REPLACEMENT OVERVIEW F. SPECIAL EVENTS FUND PROPOSED USE DISCUSSION G. FOLLOW UP ITEMS FROM PREVIOUS MEETING (2.3.3) i. Visual Communications Strategy Report ii. Website Proposal H. CONTRACTING/PURCHASING DECISIONS (2.2.7): (no actions to be taken at this meeting)
8.	OPERATIONS REPORT/UPDATE (3.8.1.C) A. Items GM Foster will discuss: i. CAM-PLEX Metrics Report ii. NHSFR Update
9.	MATTERS FOR NOTING: A. MAJOR CORRESPONDENCE: (None) B. BOARD CALENDAR: (ATTACHMENT "E")



CAMPBELL COUNTY PUBLIC LAND BOARD

MEETING AGENDA

February 9, 2017 – 6:30 P.M.

ITEM #	AGENDA ITEM (CCPLB Governing Policies Manual Number or By-Laws) <i>NOTES IN GREEN – Guidance for the handling of the item.</i>
	<p>i. Upcoming Board Meetings:</p> <ul style="list-style-type: none"> a. Discussion for possible budget review meeting date. b. March 9, 2017 at 6:30 p.m. (Quarterly Commissioner's Meeting at 6:00 p.m.) c. April 6, 2017 at 6:30 p.m. (Workshop at 6:00 p.m.) <p>ii. Other meetings/events: (none)</p> <p>C. SUMMARY OF FOLLOW-UP ITEMS: (items from this meeting to be followed up at the next meeting)</p>
10.	<p>BOARD MEETING EVALUATION (2.1.8) - Board members will share observations/opinions as to:</p> <ul style="list-style-type: none"> • what worked really well at this meeting? • what we could have done to make it more productive?
12.	<p>ADJOURNMENT</p>

ATTACHMENT A
Campbell County Public Land Board (CCPLB)

Attachment(s)-(none)

Meeting Minutes
January 17, 2017

Board Members	Staff
Present: Mary Silvernell, Marilyn Mackey, Don Hamm, Duane Evenson, Skyler Pownall, Peter Reno, Shawn Lesmeister	Present: Paul Foster, Mark Smith, Kathy Ashton
Legal Counsel	Guests
Present: Frank Stevens	Present: Matt Avery <i>County Liaison</i> ; Dale Buckingham & Levi Van Buggenum representing <i>Arete Design Group</i>

ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
1.	Call to Order/Attendance The meeting was called to order at 6:30 PM MDT on January 17, 2017, by Vice-Chair Mary Silvernell.		
2.	Approval of Agenda The January 17, 2017 agenda was reviewed.	Mr. Evenson made a motion to approve the January 17, 2017 agenda. Mrs. Mackey seconded the motion and it passed unanimously.	
3.	Approval of Minutes The December 15, 2016 CCPLB meeting minutes were reviewed. On page 3 of 6 under the 4 th bullet change wording 11 lines down from \$2 billion to \$2 million.	Mr. Evenson made a motion to approve the revised December 15, 2016 meeting minutes as presented. Mr. Pownall seconded the motion and it passed unanimously.	
4.	Consent Agenda A. Approval of Warrants: The Warrants for the January 17, 2017 meeting were reviewed. - December 2016 Accounts Payable Voucher Numbers 45874-45962 (General Fund/Special Events) in the amount of \$38,300.09. - December 2016 Manual Purchase Order Numbers 9475-9493 in the amount of \$300,769.80. - December 2016 Payroll Warrants in the amount of \$156,741.99 for the period of 11/20/2016-12/17/2016.	Mr. Evenson made a motion to approve the January 17, 2017 warrants as presented. Mr. Pownall seconded the motion and it passed unanimously.	
5.	Citizen Input None		

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
6.	Monitoring General Manager Performance	<p>A. The Board discussed the General Manager's Management Parameters Monitoring reports:</p> <ul style="list-style-type: none"> • Policy 3.5 Financial Planning & Budgeting: <ul style="list-style-type: none"> ○ Mr. Foster described any changes from the previous document were made in red. 	<p>A. Mrs. Mackey made a motion to approve that the General Manager's monitoring report on Policy 3.5 Financial Planning & Budgeting (Mid-Year update) conveys (a) interpretations of the policy that are reasonable, and (b) that the data reasonably substantiates compliance with the Management Parameters policy provisions, consistent with the General Manager's interpretations. Mr. Hamm seconded the motion and it passed unanimously.</p>	
7.	Board Process	<p>A. Architect Dale Buckingham distributed information from the completed Design Phase of Energy Hall and the Heritage Center Theater to the group. Mr. Buckingham expressed his appreciation to work on this project that involved not only his staff but a steering committee and staff members. Because of their firm's personnel changes and our funding issues, the decision was made to split the project into two phases: Phase I Energy Hall, Phase II Heritage Center Theater. Once these projects receive future approval, codes will need to be verified. Highlights from the two-phase project were as follows:</p> <ul style="list-style-type: none"> • In both phases, internal renovations are most of the project. External renovations would involve changing the current skylights in the Heritage Center and south lobby along with updating the entrances to both buildings. The signage change also shown would be inexpensive. • Phase I-Energy Hall: As per the direction of the steering committee, the interior would be totally renovated to be more suited for banquet and meeting space. The north & south walls currently are uninsulated and would have to be insulated before any texture could be applied. Many of acoustical treatments would not only address sound issues, but would add warmth and be an inviting space. LED strip lights are high quality that change intensity and colors. There would be separate controls for each of the modules. Options would include having a large stage, 		

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
		<p>a lot of technology, and a lot of lighting. The carpet pros & cons were discussed. Because of highly stain-resistant fibers, low pile, and acoustics, carpet was the flooring choice. Flooring contractor would be required to have extras and the replacement tiles would need to be stored. Maintenance equipment is included in the projected budget for this upgrade.</p> <ul style="list-style-type: none"> • Phase II-Heritage Center Theater: Interior updates include the new chandeliers, increased restroom spaces, minor renovations in all dressing rooms, and changes in the auditorium including lighting and color changes. Features in the galleria would draw patrons to the other entrance. Chandelier concerns were discussed. The proposed chandeliers strands are fiber optic strands that would not wear out or become obsolete. Even if the top lighting equipment failed, it could be replaced by another manufacturer. • Mr. Buckingham discussed the summary sheet in detail with the group. The biggest project cost is electrical and the custom-made chandeliers. The electrical engineer said the cost could possibly be lowered. All project lighting are energy saving LED lights with 10 years+ life expectancy. \$200,000 and was cut from their May figures. The project may get better rates because of the current economy, but Mr. Buckingham recommends keeping the 10% fees listed. He also cautioned this summary is not a shopping list. It is a cost estimate from the architect. The shelf life for these numbers may or may not go down. In the past, the average inflation rate has been 3-4% per year. <p>B. The Governance Committee met and reviewed the CCPLB By-Laws and brought forth some recommended changes.</p> <ul style="list-style-type: none"> • The Board needs two weeks to review this document before being voted on. Highlighted changes made were in red. • The Board discussed more wording changes at the meeting including defining quorum requirements, correcting two section 15's and changing Roman numerals to numbers. Per Mr. Stevens the By-Laws can be structured however the Board decides. 		<p>B. Mr. Foster will make the requested By-Law changes and distribute them prior to the February Board meeting. By-Law approval will take place at the February meeting.</p>

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
		<p>C. A proposed annual workplan was reviewed.</p> <ul style="list-style-type: none"> The Chair explained the plan to the other Board members. The Governance Committee will meet prior to these document reviews. <p>D. The Board/Staff Planning Meeting agenda was discussed.</p> <ul style="list-style-type: none"> Mr. Foster will remove items #2, #3. Item #4 will change to Review Strategic Plan-simplified version, #5 will be a combination of departments and include a historical report of 2016, #6 will include pricing model for the industry. Do others add fees on top of the facility fees? Include local venues fees, too. #7 will include a prioritized list for rodeo capital, #8 will include what we would like to prioritize funds to be used for, #9 leave and #10 update. The agenda will include if the NHSRA agrees to 5-year NHSFR contract information and website proposal. The Board may need to look for more funding options as in the Rec Mill; however, that grant currently funds heavily in the AIE program. <p>E. Proposed changes to the Special Event Fund and Operations Trust Fund were discussed.</p> <ul style="list-style-type: none"> The original Operations Reserve Fund was created when funding from both the City & County were not an issue and plenty of oil & gas revenue was coming in. This account had a significant increase due to the Landers contributions as well. This account also increases yearly due to the funds gained from the Special Events Account. It has taken approximately 23 years to reach a little over \$5 million in this account. The Operation Reserve Fund states \$10 million must be reached before any reserves can be used. After much discussion to keep current amount or to change it, the Board agreed to change the language and reduce to \$5 million. With this proposal, the Board could decide yearly what the funds are used for like capital projects, operations, rodeo, etc. The funds would still require approval on the dollar amount from both funding entities, but not for the specific projects. After much discussion to keep the Operations Reserve Fund and on the Special Event Fund, Mr. Stevens suggested amending both. 	<p>Mr. Evenson made a motion to approve the proposed annual workplan as presented. Mr. Pownall seconded the motion and it passed unanimously.</p>	<p>D. Paul will send out this agenda the middle of next week.</p> <p>Homework for Board members to review this agenda and add any items prior to next week.</p> <p>E. Mr. Stevens, Mr. Pownall, Mr. Hamm, Mrs. Mackey, and CAM-PLEX Comptroller, ReNae Keuck, agreed to get together for wording changes for the Special Event Fund and Operations Trust Fund before February 1st.</p>

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
		<p>F. Follow up items from the previous meeting:</p> <ul style="list-style-type: none"> i. NHSFR Capital Priority List <ul style="list-style-type: none"> o A more detailed list will be in place for the February 1st meeting. ii. Personnel Cost Savings <ul style="list-style-type: none"> o Paul went over attachment H with the Board. The savings projected were higher than the September estimate. <p>G. There was no contracting or purchasing decisions at this meeting.</p>		
8.	Operation Report/Update	<p>A. GM Paul Foster discussed the following items:</p> <ul style="list-style-type: none"> i. VCS On-Site Meeting: <ul style="list-style-type: none"> o Staff met with the consultants on their all-day visit. The discussion was about updates facility wide and targeting the Wyoming Center only. The information will be provided for the February 1st meeting as well as the website discussion. Mr. Foster will also provide the data to show what the revenue stream with advertising would entail. ii. Board Picture: <ul style="list-style-type: none"> o Board members will do a group photo on February 9th before the pre-meeting. iii. NHSFR Mid-Winter Meetings: <ul style="list-style-type: none"> o Paul Foster, Mark Smith, and Greg Rook, leave Monday night. Mr. Rook has been tying up loose ends to use the college barn for the NHSFR. Mrs. Silvernell will join the group at the big meeting on Thursday, January 26, 2017, regarding our proposal. iv. CAM-PLEX Credit Card: <ul style="list-style-type: none"> o Several credit card companies were researched including local banks. Using a cash back card is recommended vs. airline mileage card. Local banks only have points and do not offer cash back. Board supports going to a national company: Capitol One Spark Business. 		<p>Ai. Mr. Foster will provide VCS & website information for the February 1st meeting.</p> <p>Aii. Board members will take group photo 2/9/17.</p>

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
9.	Matters for Noting Board Meeting	<p>A. Major Correspondence (none)</p> <p>B. Board Calendar:</p> <p> ia. The CCPLB/Staff Planning Meeting will be February 1, 2017 at 5:00 p.m. Mr. Evenson will be absent for this meeting.</p> <p> ib. The February CCPLB Meeting will be at 6:30 p.m. on February 9, 2017 with the pre-meeting workshop at 6:00 p.m. Board members will take group photo.</p> <p> ic. The March CCPLB Meeting will be at 6:30 p.m. on March 9, 2017 with the pre-meeting workshop at 6:00 p.m.</p> <p>C. Summary of Follow-Up Items: Actions to be taken noted.</p>		
10.	Evaluation			
11.	Executive Session	A. Personnel Issue.	Mrs. Mackey made a motion to move into executive session to discuss personnel. Mr. Hamm seconded the motion and it passed unanimously.	
12.	Adjournment	Executive Session and regular meeting was adjourned at 9:25 PM MDT		

Respectfully submitted,

Don Hamm, Secretary



ATTACHMENT B

CCPLB MEMBERS WILL BE E-MAILED

WARRANTS

FOR THIS MONTH'S

APPROVAL

PRIOR TO MEETING.

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Campbell County Public Land Board

MONITORING REPORT

TO: Campbell County Public Land Board Members

FROM: Paul Foster, CAM-PLEX General Manager



RE: Annual Monitoring Report on **Policy 3.1: Interactions with Constituents**

DATE: February 3, 2017

I hereby present my monitoring report on your Management Parameters Policy 3.1 "Interactions with Constituents," in accordance with the monitoring schedule set forth in Board Policy. I certify that the information contained in this report is true as of February 3, 2017.

A handwritten signature in blue ink, appearing to read "Paul Foster", is written over a horizontal line.

SIGNED:

ANY CHANGES SINCE THE LAST SUBMITTAL OF THIS REPORT HAVE BEEN PRINTED IN RED FOR YOUR CONVENIENCE.

BROADEST POLICY PROVISION: With respect to interactions with customers (attendees, vendors, those renting facilities, etc.) and other constituents, the General Manager will not cause or allow conditions or procedures that are unfair, unsafe, untimely, unresponsive, or undignified.

GENERAL MANAGER INTERPRETATION: I submit that the Board has comprehensively interpreted this policy's provisions regarding intrusiveness by addressing privacy issues in provision #1.

I interpret "unfair" and "undignified" conditions to be those representing inconsistency in the organization's provision of services, thus favoring some customers over others, and/or those that would cause embarrassment, or are generally inconsistent with a culture of providing a friendly and respectful customer experience.

Regarding "untimely" and "unresponsive," certain aspects are addressed in provisions #2 and #3 below. In addition, I interpret this as meaning that programs, activities and meetings are to be provided as scheduled, and inquiries, applications, registrations, etc., are to be addressed and/or responded to within commonly accepted timeframes (e.g. one business day for telephone messages, two days for email inquiries, etc.).

Finally, "unsafe" conditions are those that would risk jeopardy to the physical safety of customers at our facilities or our sponsored events and functions. This includes providing

effective crowd security at events, ensuring facility safety (e.g. safe layouts, snow/ice removal, etc.) and, at our major national events, at which we are to ensure that emergency protocols are arranged in conjunction with relevant public safety authorities.

REPORT: Our buildings are physically maintained in way to not cause any undue risk of injury. We document thoroughly any injuries that occur during our events. These report forms are reviewed and filed for future reference per organizational policy. When organizing events, logistical considerations always have safety as an utmost concern. There have been no injuries or accidents involving customers at events that have proceeded past our incident report form during this reporting period.

Regarding dignified treatment, I'm proud to report that according to our recent 2016 Customer Service survey results, we have a 99% positive response rating. Fourteen (14) responses were received that indicated a small level of un-satisfaction with their overall experience at CAM-PLEX. Each response was discussed and evaluated for information that would reflect relevancy and systematic concerns we can address. In addition, I have significantly changed the Customer survey to reflect customer satisfaction. I will be reporting this data monthly to the board. I therefore report COMPLIANCE.

My interpretations and reporting data on interactions with constituents are presented with the provisions listed below.

POLICY PROVISION #1: The General Manager will not collect, review, transmit, store or destroy consumer data without protecting against improper access to that information.

GENERAL MANAGER INTERPRETATION: Information/data collected from customers or event organizers must be available only to appropriate staff as needed, and are to be stored, shared and, when appropriate, destroyed, in a manner that ensures documents/data are not accessed by or circulated to any parties other than those with relevant staff duties.

REPORT: Electronic and hardcopy files are stored in a manner compliant with standard practices and applicable public record laws and statutes. Electronic files, including scanned copies of hard paper forms, are only accessible to key staff members on protected network drives. Other than as required in our Records Retention Policy, documents no longer needed that contain member or customer data are shredded on site after the required 7 year storage requirement. Older electronic records are stored and archived on secure servers with approved access by staff members for historical data purposes.

Customers periodically inquire about the safety of their credit card data (to avoid identity theft or fraud). We assure them we do not have or access their data, with online transactions handled by a third-party "online payment services" provider. This service provider continually enhances e-commerce security features such as "two-factor authentication," which requires customers to enter additional security information including a password, making third-party scams rare. While I don't have the personal expertise to explain this fully, our credit card vendors assure us that we are compliant for small business e-commerce. There is no indication of any violation of this policy provision. I report COMPLIANCE.

POLICY PROVISION #2: The General Manager will not operate without clearly conveying to customers what may be expected from the services offered.

GENERAL MANAGER INTERPRETATION: I interpret “customers” as outlined in the “broadest provision statement”. (attendees, vendors, those renting facilities, etc.). It is my responsibility to ensure that CAM-PLEX employees convey to customers an accurate portrayal of facility capabilities, programs, events, products, services and benefits we provide, including relevant schedules and timeframes, and provide clear responses to any questions asked about such events. Quite simply, by ensuring that customer expectations of the quality and types of services we provide are accurate, we can best meet and exceed them, in turn fostering high customer satisfaction.

REPORT: All program brochures, registration forms, website pages, social media content, advertisements, etc., accurately describe program content, expected outcomes, dates, times, fees and/or any special conditions that may be applicable. **In the past year, there have been no customer complaints about misrepresentation of any of our products, services, programs or benefits.** I report COMPLIANCE.

POLICY PROVISION #3: The General Manager will not operate without having in place an efficient process to track and address concerns raised by customers.

GENERAL MANAGER INTERPRETATION: My interpretation of providing an “efficient process to track and address concerns” is that customers who communicate to staff that they do not feel they have been fairly or adequately treated by staff are to have a means of redress. This is to include initial response within one business day for complaints received by telephone and e-mail, or three business days for complaints received via mail. These response times are

REPORT: We utilize phone, email and social media platforms as a way for people to voice their concerns. **Our new Customer Satisfaction Survey is sent out to each event organizer shortly after their event. If we receive no response after two weeks, then we send a follow-up email. The new process is much more simple and done completely electronic. I will monitor response rates to ensure they are within industry standards. There are only 10 questions with an opportunity to add any additional suggestions. I investigate and respond to any credible complaint related to CAM-PLEX.** In addition to the survey, we have a suggestion box in the theater, we allow customers to use phone, email and social media to raise their concerns and discuss unsatisfactory experiences. I have been responsive to all inquiries raised by customers. I believe the minimal amount of complaints received demonstrate reasonable performance. I report COMPLIANCE.

Campbell County Public Land Board

MONITORING REPORT

TO: Campbell County Public Land Board Members

FROM: Paul Foster, CAM-PLEX General Manager



RE: Annual Monitoring Report on **Policy 1.1: Campbell County Residents Enjoy a Year-Round Array of Different Events of Interest**

DATE: February 3, 2017

I hereby present my monitoring report on your Management Parameters Policy 1.1 "Campbell County Residents Enjoy a Year-Round Array of Different Events of Interest," in accordance with the monitoring schedule set forth in Board Policy. I certify that the information contained in this report is true for the year ended December 31, 2016.

A handwritten signature in blue ink, appearing to read "Paul Foster", is written over a light blue horizontal line.

SIGNED:

ANY CHANGES SINCE THE LAST SUBMITTAL OF THIS REPORT HAVE BEEN PRINTED IN RED FOR YOUR CONVENIENCE.

BROADEST POLICY PROVISION: Campbell County Residents Enjoy a Year-Round Array of Different Events of Interest

GENERAL MANAGER INTERPRETATION: "Array of different events of interest" include but are not limited to theater shows and productions, cultural celebrations, RV rallies, training or business meetings, equine events and community performances. While we will actively explore any such activities that would be anticipated to be well-received by our community, particular emphasis in the next few years will be to develop popular entertainment events and other programming with beneficial content or educational value. Deeper interpretation is addressed in the Board's policy provisions outlined below.

REPORT: CAM-PLEX hosts a wide variety of year-round events and works closely with event organizers and promoters to ensure a diverse offering. **This year, I have had to reduce what we offer in the theater due to budget restrictions. CAM-PLEX continues to actively host several community/participatory events annually to give our community programming options. I have identified specific tactics/action steps that support compliance with this specific Ends Policy. Currently, we are creating a public relations campaign, attending more trade shows/event**

recruitment conferences, developing custom advertising plans for events and developing specific CAM-PLEX brand initiatives to increase our exposure and array of events.

My interpretations and reporting data on providing a year-round array of different events of interest are presented with the provisions listed below.

POLICY PROVISION A: People enjoy diverse educational and cultural entertainment experiences.

- i. **People of all ages attend and participate in CAM-PLEX events**
- ii. **People enjoy regional and national events and attractions not otherwise available in Northeast Wyoming**

GENERAL MANAGER INTERPRETATION: Efforts to bring educational and diverse cultural entertainment to CAM-PLEX need to focus on people of all demographics. Our goal is to offer community members opportunities for an event experience that seems impossible given the size and rural location of CAM-PLEX. CAM-PLEX will direct our work to apply this Ends Policy to the recruitment, negotiation and booking of events. It is my responsibility to ensure that we are capable of delivering on the type, duration, scheduling, and the diversity of events that fit our local community, target markets, and current demographics. Ability to secure large national events is also critical to the success of compliance. Priority will be made to find and schedule events that are not available anywhere else in our geographic region.

REPORT: All relevant 2016 CAM-PLEX event data was presented in our Board/Staff planning meeting on February 1, 2107. A few highlights from the past year include hosting the National High School Finals Rodeo, two CAM-PLEX Garage sales, a large RV rally, equine events, multiple trade shows and conventions, the Broadway sensation Annie, 9 Arts in Education events, 30 school district events, and the popular New Years' Eve Buck N Ball event just to name a few. Annual attendance numbers are down from 2015. Continually striving to add new events is happening as we have open capacities. CAM-PLEX is committed to securing events that fulfill this Ends Policy. A majority of our work in the Operational Plan is directed at elevating and improving our event experiences. I report COMPLIANCE.

POLICY PROVISION B: There is a balance of local and national usage

- i. **There is a venue at which the community's cultural heritage is celebrated**

GENERAL MANAGER INTERPRETATION: My interpretation of "balance of local and national usage" is not that they are equal, but that consideration is given to the specific benefits of hosting each event type at CAM-PLEX. It is my job to analyze events and forecast trends to get an acceptable balance of local and national events. In addition, it is necessary to preserve and

maintain community cultural heritage and support local events, artists and celebrations. Consideration of these multiple factors is necessary for the correct balance to be attained.

REPORT: All relevant 2016 CAM-PLEX event data was presented in our Board/Staff planning meeting on February 1, 2017. CAM-PLEX offers a good balance of national, regional and local events. A small sample of national/regional events include: Rocky Mountain Nationals Wrestling Tournament, Wrangler Team Roping, Family Campers RV Rally, Christian Motorcycle Rally and National High School Finals Rodeo. There are many great local events at CAM-PLEX. Horse Racing returned this year which had over 1,000 people attend. We also have events like Winter Fest, Taste of Home, and the CAM-PLEX Garage sale that add value and benefit to the community. We reduced the number of popular events this year because of budget reductions, but still had two great concerts, Hairball and Lee Brice. We are also maintaining our cultural identity with events like the Powder River Symphony, Campbell County Fair, Heritage Center Art Gallery, Quinceaneras and other religious gatherings. Events where we are able to have a mix of participation from community members and event attendees such as NHSFR are rare, but desirable. We are concentrating our search efforts to find similar events and will focus on identifying and recruiting National events that have a local interest component. I report COMPLIANCE.

CAMPBELL COUNTY PUBLIC LAND BOARD BY-LAWS

Revised – February 9, 2017

SECTION 1 - CAMPBELL COUNTY PUBLIC LAND BOARD MEETINGS:

1. The Campbell County Public Land Board ("the Board") regularly scheduled meeting will be the second Thursday of each calendar month beginning at 6:30 p.m. At regular meetings, any business may be transacted which pertains to the duties of the Campbell County Public Land Board.
2. Special meetings may be called at any time by the Campbell County Public Land Board Secretary upon the request of the Chairman (herein after referred to as the "Board Chair"), or by any two members of the Board. Action at special meetings will be limited to items related to the purpose or purposes for which the meeting was called.
3. All meetings of the Campbell County Public Land Board are open to the public and media except for executive sessions during those meetings.

SECTION 2 - CAMPBELL COUNTY PUBLIC LAND BOARD ORGANIZATIONAL MEETING:

1. The Campbell County Public Land Board will organize annually by the election of officers from its membership at the regular meeting in May of each year. New officers shall take office in June.
2. The officers of the Campbell County Public Land Board will consist of a Board Chair, Vice-Chair, Secretary, and Treasurer.
3. Election will be by voice vote unless a secret ballot is requested by any Campbell County Public Land Board member. Nominations will be made from the floor. A nominee must receive a majority vote of all Board members for election to office. Should no nominee receive a majority vote, the election will proceed until a member is elected.
4. A Board member may be removed from an elected officer position by affirmative vote of the majority of all Board members, whenever, in their judgment, the interests of the Campbell County Public Land Board would be best served by such removal.
5. At the regular May meeting, the Campbell County Public Land Board will retain an attorney and law firm, and designate the official depositories and the official newspaper for the subsequent fiscal year.

SECTION 3 - WHEN A LEGAL BOARD:

1. The Board and its members thereof are a legally constituted Campbell County Public Land Board only when in session. No individual member of the Campbell County Public Land Board may presume to speak for the Campbell County Public Land Board until proper and legal action has been taken in the matter under discussion in a legally constituted meeting thereof.

SECTION 4 - BOARD MEMBER AUTHORITY:

1. Because all powers of the Campbell County Public Land Board lie in its action as a group, individual Campbell County Public Land Board members exercise their authority over CAM- PLEX operations and affairs only as they vote to take action at a legal meeting of the Campbell County Public Land Board. A Campbell County Public Land Board member will not use his or her position on the Campbell County Public Land Board for personal profit or gain.

SECTION 5 - QUORUM AND VOTING:

1. A quorum will be no less than four (4) members of the Campbell County Public Land Board. At a meeting at which quorum is established, a majority vote of those present and eligible to vote shall prevail as an act of the Campbell County Public Land Board. In the absence of a quorum, the only official action that the Campbell County Public Land Board may take is to adjourn the meeting to another time or date.

SECTION 6 - RULES OF ORDER:

1. The Campbell County Public Land Board believes that it can meet as a body and proceed best with its deliberations in an atmosphere of free exchange of information and opinion unhampered by formal rules of order which are usually designed for the management of large groups or organizations. The Campbell County Public Land Board will not consider itself to be bound by the rules of parliamentary procedure, though Robert's Rules of Order (latest edition) may be invoked by the Board Chair or by majority vote of the Board.
2. All Board Members shall abide by the "Board Members' Code of Conduct", as noted in the Campbell County Public Land Board Governing Policies Manual, Policy 2.5.

SECTION 7 - BOARD OFFICERS:

1. **Duties of the Board Chair:** The Board Chair of the Campbell County Public Land Board will: preside at all Campbell County Public Land Board meetings at which he or she is present; co-sign with either the Secretary or Treasurer all warrants and checks drawn on Campbell County Public Land Board and/or CAM-PLEX account(s); and assure that the Campbell County Public Land Board fulfills its governance duties as prescribed by law, these Bylaws, and the Board's governing policies then in-effect.
2. **Duties of the Vice-Chair:** The Vice-Chair will perform the duties of the Board Chair in the event of the Board Chair's resignation, absence, disability, or refusal to act. If neither the Board Chair nor Vice-Chair is present, as per Section 8.4, the Secretary, then the Treasurer would assume the duties of the Chair.
3. **Duties of the Secretary:** The Secretary has the responsibility to:
 - a. Co-sign with the Chairman all warrants unless the Treasurer's signature is affixed.
 - b. Keep, or cause to be kept, the minutes of the meetings of the Campbell County Public Land Board and a calendar of all matters referred to committees and others

- and report action, or non-action, on the same at each regular meeting.
- c. Ensure that the governing documents of the Campbell County Public Land Board (Bylaws, Governing Policies, etc.) are maintained.
 - d. In the event of the Secretary's resignation, absence, disability, or refusal to act, the Board Chair can assign a temporary Secretary until an election can be held at the next regular meeting.
4. **Duties of the Treasurer:** The Treasurer is the legal custodian of the Campbell County Public Land Board and CAM-PLEX funds, the day-to-day management of which shall be delegated to the General Manager, under the authority of the Board. The Treasurer will:
- a. Cause an account to be kept of the receipts and expenditures of Campbell County Public Land Board and CAM-PLEX.
 - b. Co-sign with the Chairman all warrants unless the Secretary's signature is affixed.
 - c. Have custody of Campbell County Public Land Board and CAM-PLEX money, and pay it out on order of the Campbell County Public Land Board, countersigned by the Board Chair.
 - d. Render, or cause to be rendered, a financial statement at any time required by the Campbell County Public Land Board and at the close of each fiscal year.
 - e. Be responsible for the requirement for bonding in such sum as determined by the Campbell County Public Land Board.
 - f. In the event of the Treasurer's resignation, absence, disability, or refusal to act, the Board Chair can assign a temporary Treasurer until an election can be held at the next regular meeting.

SECTION 8 - BOARD and BOARD OFFICER VACANCIES:

1. Board Member Vacancy-When a vacancy occurs on the Campbell County Public Land Board, the Campbell County Public Land Board may recommend a person to fill the vacancy to the Campbell County Commissioners or the City of Gillette, the agency from which the representative is appointed, at which time the regular appointing process will take place. The appointee will serve the unexpired term of the person they are replacing.
2. Board Officer Vacancy-When a Board Officer vacancy occurs in the positions of Vice-Chair, Secretary or Treasurer, the vacant position will be filled at the next regular meeting of the Campbell County Public Land Board, following the election procedure provided in Section 2.3. The newly elected officer(s) shall fill that officer position until the next regular officer elections, as outlined in Section 2.1.
3. Chair Vacancy-If a permanent vacancy occurs in the office of Chair, as stated in Section 2.2, the Vice Chair will assume and fulfill all duties of the Chair, until the next regularly scheduled Board elections occur, as per Section 2.1-2.4. If the Vice-Chair declines to serve as Chair, an election to fill the Chair vacancy will be held at the next regular meeting of the Campbell County Public Land Board.

4. For the purposes of a temporary filling of the Chair position, the order shall be:
 - A. Vice-Chair
 - B. Secretary
 - C. Treasurer
5. A special meeting may be called by the Chair in order to fill a vacant Officer position.

SECTION 9 - BOARD MEETING ATTENDANCE:

1. Board members are expected to attend Board meetings. If a Board member misses three consecutive regular meetings, or four regularly scheduled meetings in a calendar year, the appointing body will be notified.

SECTION 10 - BOARD COMMITTEES:

1. The Campbell County Public Land Board may authorize the establishment of committees. The resolution establishing such Board Committees shall state the purpose, composition guidelines, timeline and authority of each committee. The designation and appointment of any such Board Committee and the delegation thereto of authority shall not relieve the Board or any individual Board member of any responsibility imposed upon it, him, or her by law.

SECTION 11 - EXECUTIVE SESSIONS:

1. Executive sessions may be convened by the Campbell County Public Land Board at the call of the Board Chair, or upon motion and approval of the majority of the Campbell County Public Land Board members present. Executive sessions may be held for any purpose provided by W.S. §16-4-405 (as may be amended from time to time).
2. The only persons who may attend executive sessions are Campbell County Public Land Board members and any other individuals so designated or invited by the Board.
3. The general purpose of the executivesession shall be stated by the Board Chair or in the motion for executive session by any Board member and as such shall be duly recorded in the minutes of the meeting.
4. Minutes shall be maintained of any executive session. Except for those parts of minutes of an executive session reflecting a members' objection to the executive session as being in violation of this act, minutes and proceedings of executive sessions shall be confidential and produced only in response to a valid court order.
5. Any executive action as defined by W.S. §16-4-4 04 arising from executive session shall be taken at a public meeting following the session; however, no action from executive session is required.
6. Campbell County Public Land Board members and others attending an executive session are bound not to publicly disclose the nature or content of the matters discussed at the executive session. This does not apply to formal motions or action which may take place in the public

meeting following an executive session.

SECTION 12 - DUTIES OF THE CAMPBELL COUNTY PUBLIC LAND BOARD

1. The properties, affairs, activities and concerns of CAM-PLEX shall be governed by and managed under the authority of the Campbell County Public Land Board, which will act in carrying out the interests of the people of Campbell County and the City of Gillette in accordance with the Joint Powers Agreement.
2. The Campbell County Public Land Board has those powers that are expressly granted to it by the legislature, the Joint Powers Agreement signed by the City of Gillette and Campbell County Commissioners, and also those powers which may be reasonably implied. Within these constraints, the Campbell County Public Land Board shall adopt and maintain governing policies addressing:
 - a. The Board's collective and individual functions and responsibilities, including but not limited to its agenda planning, fiduciary responsibilities and budget planning. Code of Conduct, and representative role on behalf of the people of Campbell County and the City of Gillette.
 - b. The strategic vision and objectives defining the organizational mission, impacts and results CAM-PLEX is to produce for the people of Campbell County and the City of Gillette
 - c. The Board's delegation of authority to the General Manager, and methods to systematically evaluate and appraise the General Manager's job performance.
 - d. The parameters of authority within which the General Manager and his/her staff are to operate.

SECTION 13 - ADMINISTRATION:

1. The General Manager of CAM-PLEX shall be appointed by and responsible to the Campbell County Public Land Board. The General Manager shall be the direct executive representative in the management of CAM-PLEX. The General Manager shall be given the necessary authority and be held responsible for the management and administration of CAM-PLEX in all its activities and departments subject to applicable statutes and regulations and to such governing policies as may be adopted and such orders as may be issued by the Campbell County Public Land Board.
2. The General Manager shall, consistent with the Board's governing policies, manage CAM-PLEX's financial activities, promulgate and issue rules and regulations and shall prescribe such procedures and techniques for the management and operation of CAM-PLEX, as necessary to fully meet and maintain these rules.

SECTION 14 - COMMUNITY USE OF CAM-PLEX FACILITIES:

1. **General Philosophy and Rules:** The Campbell County Public Land Board recognizes the fact that CAM-PLEX belongs to the general public and that the facilities are needed to help meet

the cultural, entertainment, and recreational needs of Campbell County and the City of Gillette. The Campbell County Public Land Board realizes that they are entrusted with the proper use of these facilities, and are responsible for the financial investment and operation of the same.

SECTION 15 - PUBLIC RECORDS:

Pursuant to W.S. §14-4-201, et seq., public records of the Campbell County Public Land Board are open to inspection and copying under the following procedures:

1. A request to inspect and/or copy public records must be made in writing to the General Manager or his designated representative identifying:
 - A. The specific public records sought.
 - B. The name, address, and phone number of the person requesting the public records.
2. The party requesting the public records will be notified in writing within 10 days of the receipt of the request if the records are available, and if so, the time or times when the records will be made available.
3. The public records will only be made available during the regular officer hours of CAM-PLEX.
4. The custodian of the records or a designated representative has the right to be present at all times during inspection and copying of any public records.
5. A reasonable charge will be made for all copies requested as follows:

50 copies or less	\$1.00 per page
50 copies or more	\$1.50 per page plus \$15.00 per hour for copying

All fees must be paid at the time the services are rendered.

Nothing in this policy shall limit or otherwise restrict the powers of the Campbell County Public Land Board with respect to public records as granted in said statute.

SECTION 16 - AMENDMENTS:

1. These Bylaws may be amended by two thirds (2/3) of the entire Board present at any regular meeting.
2. Notice of possible amendment must be sent to all Board members a minimum of two (2) weeks prior to vote.
3. Amendments become effective upon passage.

March 2017

March 2017							April 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 26	27	28	Mar 1	2	3	4
5	6	7	8	9 6:00pm Quarterly meeting w/Commissioners; 6:30 CCPLB Board Meeting (Board)	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	Apr 1

April 2017

April 2017						
Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017						
Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 26	27	28	29	30	31	Apr 1
2	3	4	5	6	7	8
9	10	11	12	13 6:00pm CCPLB Workshop; 6:30 CCPLB Board Meeting (Board Room) - Kathy	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	May 1	2	3	4	5	6



Gillette, Wright, Campbell County Fire
Protection Joint Powers
Board of Directors
February 15, 2017 Business Meeting

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Note: ⚡ Signifies a Decision Item

GWCCFPJPB Meeting
Pre-meeting at 5:45 p.m., Meeting at 6:00 p.m.
February 15, 2017
Gillette, Wright, Campbell County
Joint Powers Fire Board of Directors
Business Meeting
February 15, 2017 - Attendance

ATTENDANCE

Board Members:

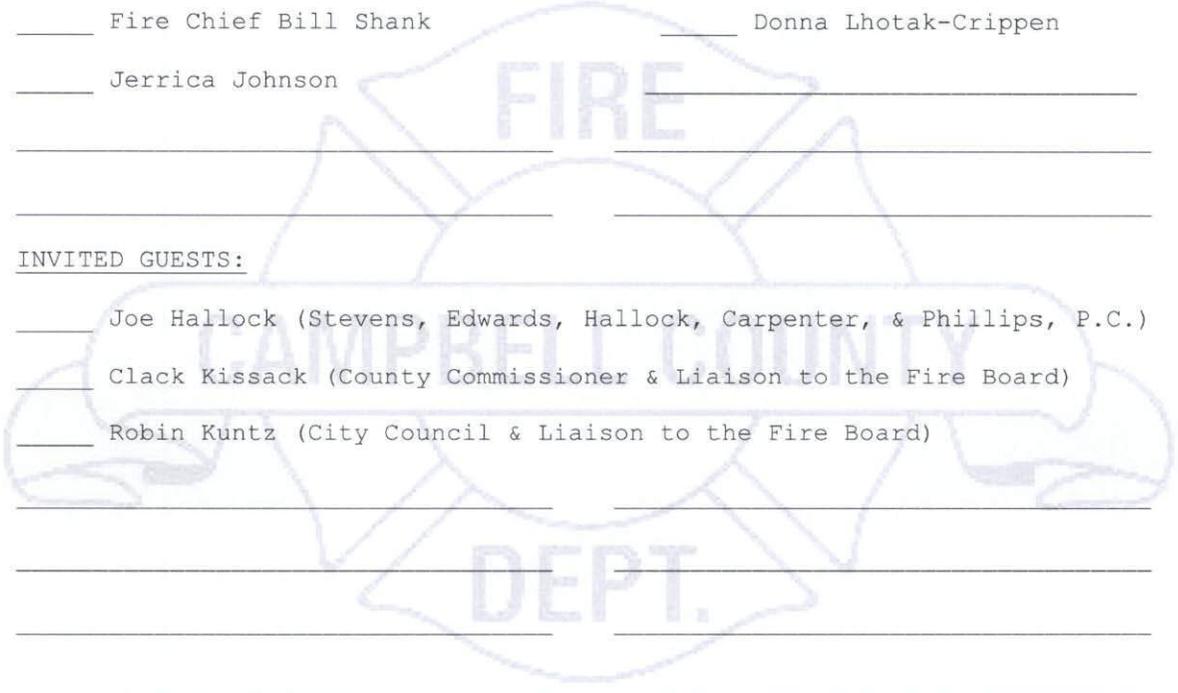
_____ Cory Bryngelson	_____ Ryan Gross
_____ Lisa Finkey	_____ Damon Hart
_____ Ron Holmes	_____ Chuck Davis
_____ Mike Shober	

INVITED STAFF MEMBERS:

_____ Fire Chief Bill Shank	_____ Donna Lhotak-Crippen
_____ Jerrica Johnson	_____
_____	_____
_____	_____

INVITED GUESTS:

_____ Joe Hallock (Stevens, Edwards, Hallock, Carpenter, & Phillips, P.C.)
_____ Clack Kissack (County Commissioner & Liaison to the Fire Board)
_____ Robin Kuntz (City Council & Liaison to the Fire Board)





Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
CALL TO ORDER/INTRODUCTIONS/ADDITIONS & DELETIONS
February 15, 2017

1. CALL TO ORDER

The Meeting was called to order at _____ hours
by _____.

2. WELCOME AND INTRODUCTIONS

Guests:

3. BUSINESS ADDITIONS AND DELETIONS:

3.1 Approve the agenda

3.1.1 Approve agenda as amended (if needed)



4. PUBLIC COMMENTS

5. CONSENT AGENDA:

5.1 Consent Agenda Approval Items:

5.1.1 Regular Board Meeting Minutes

JOINT POWERS FIRE BOARD OF
 DIRECTORS' MEETING MINUTES
 January 11, 2016

ATTENDANCE: Chuck Davis, Ryan Gross, Ron Holmes, Lisa Finkey, Damon Hart, Mike Shober

STAFF and GUESTS: Chief William Shank, Donna Lhotak-Crippen, Jerrica Johnson, Legal Counsel Joe Hallock and City Liaison Councilman Robin Kuntz.

PRE-MEETING

1.0 CALL TO ORDER

Board Co- Chairman, Lisa Finkey called the meeting to order at 1800 hours at the Campbell County Fire Department Station 1 in Gillette, Wyoming.

2.0 WELCOME AND INTRODUCTIONS

Co- Chairman Finley introduced the attendees who are listed above under the heading "Staff and Guests."

3.0 BUSINESS ADDITIONS AND DELETIONS

3.1. AGENDA APPROVAL

Motion Ryan Gross moved, seconded by Chuck Davis, to approve the meeting agenda as presented.

Cory Bryngelson	absent	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	yes
Lisa Finkey	yes	Mike Shober	yes
Ryan Gross	yes		

The motion carried.



4. PUBLIC COMMENTS

5.1 APPROVE CONSENT AGENDA

☛ **Motion** Chuck Davis moved, seconded by Ron Holmes to approve the Consent Agenda as presented.

- 5.1.1 Regular Board Meeting Minutes
- 5.1.2 Monthly Expenditures \$89,084.10

Cory Bryngelson	absent	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	yes
Lisa Finkey	yes	Mike Shober	yes
Ryan Gross	yes		

The motion carried.

6.1 MANUAL CHECKS

☛ **Motion** Ryan Gross moved, seconded by Ron Holmes, to approve payment of the Manual Checks totaling \$89,084.10

Cory Bryngelson	absent	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	yes
Lisa Finkey	yes	Mike Shober	yes
Ryan Gross	yes		

The motion carried.

7.1.1 CASH POSITION

Donna Crippen stated that we have requested funding and did receive funding from the County today.

7.1.2 FY 2015-2016 BUDGET VS ACTUAL

7.2.1 CALL REVIEW

Chief Shank said it was relatively uneventful month for fires. There was a loss of a single wide mobile home on Hoe Creek, Teeter Fire and chicken Coop fire all animals did get out. Today was a significant day. We had a gas line hit and at same time three medical calls dropped along with a structure fire on Midday Ct. Back up consisted of all Chief Officers one part time firefighter responded. Two calls were left unanswered due to not having manpower. We are not getting help or response from Part Time personnel like we need and would like to see.

7.2.2 TRAINING REPORT



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
APPROVAL OF EXPENDITURES
February 15, 2017 - Discussion/Approval

Chief Shank mentioned the Training Cadre is finalizing the CCFD Benchmark Skills checkoff sheets. They are also working on preparation of the upcoming Recruit Academy beginning February 1st running through the end of June this year. The next Cadre meeting is January 31st.

December EMR continues with 10 students. Class is held Monday and Wednesday nights. These Courses will conclude mid-January. The biennial Harassment Misconduct training with Mike McCall was held the week of Dec 12th. 106 members including several Board members attended. Chief Smith completed Fire Extinguisher/Fire Safety Training for Ballard Petroleum.

January Ice Rescue Refresher Training will be held on January 9th at 1800 hrs. A full Ice Rescue class will be held on January 14th at 0800 hrs. Five members will attend Mid-Winter Fire School. Captain Fox will attend Second year of Fire Officer Program at National Fire Academy. Firefighter Waller will attend an Ice Rescue course to be certified instructor. Captain Borgialli will be attending a course in Fargo ND that is required for NFA Managing Officer Program. Chief Smith will be attending the Wyoming Firefighter Certification Committee meeting in Riverton. Chief Smith has been member for 8 years this is final meeting due to term limits.

7.2.3 FACILTY UPDATE

Chief Shank reported that the Alerting System at Station 3 has been installed. Epoxy floor is complete and after walkthrough there was a complete station repaint. Final walk through next week.

There was a water line break at Station 2. It has been repaired. Initial repair was looking at \$16,000 however the extent of work that ended up being done to parking lot was not as large as originally expected so hopefully cost will be less. No damage done to inside of the Station.

Station 9: Chief Shank reported that Geotech would be doing the boring project today or tomorrow. The project received approval from County Commissioners for additional funding.

Pine Tree update Geotech report is complete plans being updated and bid package should be completed this week.

Station 12 heating unit: something happened to relay station was up to 100 degrees. In process of repairing and unsure of what the bill will be for that.

7.3 CALENDAR OF UPCOMING EVENTS

Donna mentioned February 1st will be quarterly meeting with the County Commissioners. March 11th will be the 2016 Awards Banquet.

The next Board Meeting is scheduled for February 15th at Station 13 located at 1 Canary Rd. Pre-meeting are 5:45 p.m. and Regular Meeting at 6:00 p.m.

8.1 BOARD ACTION ITEMS



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 APPROVAL OF EXPENDITURES
 February 15, 2017 - Discussion/Approval

☛ **Motion Damon Hart** moved, seconded by **Ron Holmes** to designate Gillette News Record as the official newspaper of the Campbell County Fire Department for 2017.

Cory Bryngelson	absent	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	yes
Lisa Finkey	yes	Mike Shober	yes
Ryan Gross	yes		

The motion carried.

8.2 BOARD ACTION ITEMS

☛ **Motion Ron Holmes** moved, seconded by **Mike Shober** to designate First National Bank of Gillette WY to provide banking and credit card services for the Campbell County Fire Department and the Joint Powers Fire Board.

Cory Bryngelson	absent	Damon Hart	yes
Chuck Davis	abstain	Ron Holmes	yes
Lisa Finkey	yes	Mike Shober	yes
Ryan Gross	yes		

The motion carried.

8.3 BOARD ACTION ITEMS

☛ **Motion Ryan Gross** moved, seconded by **Chuck Davis** to approve the mileage rates for 2017 for the Campbell County Fire Department: Business Mileage @ 53.5 cents per mile, and Medical Mileage @.17 cents per mile.

Cory Bryngelson	absent	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	yes
Lisa Finkey	yes	Mike Shober	yes
Ryan Gross	yes		

The motion carried.

RECESS

☛ **Motion Ron Holmes** moved, seconded by **Ryan Gross** to recess meeting at 1822.

Cory Bryngelson	absent	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	yes
Lisa Finkey	yes	Mike Shober	yes
Ryan Gross	yes		

The motion carried.



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
APPROVAL OF EXPENDITURES
February 15, 2017 - Discussion/Approval

☛ **Motion** Ryan Gross moved, seconded by Damon Hart to reconvene meeting at 1827.

Cory Bryngelson	absent	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	yes
Lisa Finkey	yes	Mike Shober	yes
Ryan Gross	yes		

The motion carried.

9.0 EXECUTIVE SESSION

☛ **Motion** Chuck Davis moved, seconded by Ron Holmes to move into executive session at 1828 hours for personnel matters and potential litigation.

Cory Bryngelson	absent	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	yes
Lisa Finkey	yes	Mike Shober	yes
Ryan Gross	yes		

The motion carried.

☛ **Motion** Mike Shober moved, seconded by Ron Holmes to come out of executive session at 1845 hours.

Cory Bryngelson	absent	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	yes
Lisa Finkey	yes	Mike Shober	yes
Ryan Gross	yes		

The motion carried.

☛ **Motion** Ryan Gross moved, seconded by Ron Holmes to reconvene meeting at 1845.

Cory Bryngelson	absent	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	yes
Lisa Finkey	yes	Mike Shober	yes
Ryan Gross	yes		

The motion carried.

10.1 EXECUTIVE MINUTES



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
APPROVAL OF EXPENDITURES
February 15, 2017 - Discussion/Approval

☛ **Motion Ron Holmes** moved, seconded by **Mike Shober** to approve December 14th, 2016 Executive Minutes.

Cory Bryngelson	absent	Damon Hart	abstain
Chuck Davis	yes	Ron Holmes	yes
Lisa Finkey	yes	Mike Shober	yes
Ryan Gross	abstain		

11.0 ADJOURNMENT

☛ **Motion Ryan Gross** moved seconded by **Mike Shober** to adjourn meeting at 1847 hours

Cory Bryngelson	absent	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	yes
Lisa Finkey	yes	Mike Shober	yes
Ryan Gross	yes		

The motion carried.

Respectfully Submitted,

Chairman Cory Bryngelson

Attest: Donna Lhotak-Crippen



6. EXPENDITURE APPROVAL

6.1 Approval of Manual Checks

Manual Checks:

CC HBTA DENTAL INSURANCE	\$2,502.50	Dental Insurance
CAMPBELL CO EMP LIFE	\$1,184.49	Life Insurance
CC HBTA VISION INSURANCE	\$334.71	Vision Insurance
WYOMING DEPT. OF EMPLOYMENT	\$19,489.03	Unemployment Insurance
CC HBTA HEALTH INSURANCE	\$40,102.50	Health Insurance
HEALTH SMART BENEFIT SOLUTIO	\$32.00	Life Insurance
WYOMING RETIREMENT SYSTEM	\$6,012.31	Retirement
CC HBTA HEALTH INSURANCE	\$13,500.00	HAS Payment
HEALTH SMART BENEFIT SOLUTIO	\$112.00	Life Insurance
WYOMING RETIREMENT SYSTEM	\$39,605.21	Retirement
WYOMING RETIREMENT SYSTEM	\$1,350.00	Retirement
CC HBTA HEALTH INSURANCE	\$1,715.67	Payroll Deduction
FIRST NATIONAL BANK	\$600.00	Payroll Deduction
JAMES FOX	\$1,042.24	Flex Reimbursement
Patrick Olson	\$635.10	Flex Reimbursement
ORCHARD TRUST	\$2,325.00	Deferred Compensation
WYOMING CHILD SUPPORT ENFORC	\$276.92	Payroll Deduction
CC HBTA HEALTH INSURANCE	\$50.00	Health Insurance
CC HBTA HEALTH INSURANCE	\$1,765.67	Payroll Deduction
ORCHARD TRUST	\$2,280.00	Deferred Compensation
WYOMING CHILD SUPPORT ENFORC	\$276.92	Payroll Deduction
DIVISION OF CRIMINAL INVESTI	\$39.00	Background Check
	\$135,231.27	



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
BOARD REVIEW/FYI ITEMS
February 15, 2017 - Information/Discussion

7. BOARD REVIEW/FYI ITEMS

7.1 Financial and Policy Review

7.1.1 Cash Position

Beginning Balance as of 11/1/2017	\$365,655.74
Revenues:	
Pension reimbursements	\$3,105.00
Campbell County- 3rd Qtr Operating	\$874,743.25
LeAnn Francis- AMFTC Use Fee	\$75.00
NEWARA- AMFTC Use Fee	\$150.00
Heritage Village- AMFTC Use Fee	\$25.00
Town of Wright- 3rd Qtr Operating	\$11,072.75
City of Gillette - 3rd Qtr Operating	\$220,076.25
Michael Shoer- Apparel reimbursement	\$57.00
Glatfelter Claims- Insurance reimbursement	\$5,433.62
Campbell County School- RERT reimbursement	\$3,463.00
Interest Revenue	\$35.80
Total Revenues	<hr/> \$1,118,236.67
Balance before Disbursements	\$1,483,892.41
Disbursements:	
Accounts Payable Approved at Board Meetings Check #54993-55074	\$97,574.63
Manual Checks	\$135,231.27
Payroll	\$195,906.21
Total Disbursements	<hr/> \$428,712.11
Ending Balance as of 1/31/2017	\$1,055,180.30



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 BOARD REVIEW/FYI ITEMS
 February 15, 2017 - Information/Discussion

7.1.2 FY 2016-2017 Budget vs. Actual Statements

CAMPBELL COUNTY FIRE DEPT
 Operating and Suppression
 Budget Vs Actual to Date
 As of 1/31/2017

	Current Period	Budgeted Amount	YTD	Amount Left	Percentage Left
OPERATING AND SUPPRESSION REVENUES					
Interest Earned	\$197.80	\$600.00	\$197.80	\$402.20	67.03%
Training Center Donations	\$225.00	\$4,000.00	\$225.00	\$3,775.00	94.38%
CCFD Apparel Revenue	\$250.00	\$4,000.00	\$250.00	\$3,750.00	93.75%
Travel Reimbursement	\$641.20	\$3,000.00	\$641.20	\$2,358.80	78.63%
State of Wyoming: CM2	\$0.00	\$20,000.00	\$0.00	\$20,000.00	100.00%
Burlington Northern	\$0.00	\$15,000.00	\$0.00	\$15,000.00	100.00%
Campbell County Appropriation	\$2,624,229.75	\$3,498,973.00	\$2,624,229.75	\$874,743.25	25.00%
City of Gillette Appropriation	\$660,228.75	\$880,305.00	\$660,228.75	\$220,076.25	25.00%
Town of Wright	\$33,218.25	\$44,291.00	\$33,218.25	\$11,072.75	25.00%
Unanticipated Grant Revenue	\$0.00	\$10,000.00	\$0.00	\$10,000.00	100.00%
Miscellaneous Income	\$243.15	\$15,000.00	\$243.15	\$14,756.85	98.38%
Insurance Repair Reimbursements	\$10,696.12	\$50,000.00	\$10,696.12	\$39,303.88	78.61%
BLM Rural Fire Assistance Revenue	\$0.00	\$20,000.00	\$0.00	\$20,000.00	100.00%
RRT Response Reimb Revenue	\$10,275.75	\$0.00	\$10,275.75	(\$10,275.75)	0.00%
Training Center Rental Fees	\$3,340.00	\$5,200.00	\$3,340.00	\$1,860.00	35.77%
Emergency Response Reimbursement	\$0.00	\$20,000.00	\$0.00	\$20,000.00	100.00%
Event Coverage Revenue	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 BOARD REVIEW/FYI ITEMS

February 15, 2017 - Information/Discussion

Shop Repair Reimbursements	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
Cash Carry Over	\$0.00	\$365,280.00	\$0.00	\$365,280.00	100.00%
Catastrophic Suppression	\$0.00	\$100,000.00	\$0.00	\$100,000.00	100.00%
Total Operating and Suppression Revenues	\$3,343,545.77	\$5,062,649.00	\$3,343,545.77	\$1,719,103.23	33.96%

OPERATING EXPENDITURES

Salaries	\$1,224,692.08	\$1,783,087.00	\$1,224,692.08	\$558,394.92	31.32%
Event Coverage Overtime	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
Maintenance Overtime	\$2,254.96	\$2,000.00	\$2,254.96	(\$254.96)	-12.75%
Suppression Overtime	\$70,712.57	\$150,000.00	\$70,712.57	\$79,287.43	52.86%
Project/Meeting Overtime	\$1,113.20	\$5,000.00	\$1,113.20	\$3,886.80	77.74%
Shift Coverage OT	\$4,654.56	\$20,000.00	\$4,654.56	\$15,345.44	76.73%
Training Overtime	\$747.92	\$4,000.00	\$747.92	\$3,252.08	81.30%
Part-time Temporary	\$48,197.00	\$45,000.00	\$48,197.00	(\$3,197.00)	-7.10%
Board Expenses - JPFB	\$1,385.46	\$3,000.00	\$1,385.46	\$1,614.54	53.82%
Board Expenses - Chief Officers	\$546.06	\$1,300.00	\$546.06	\$753.94	58.00%
Legal Counsel	\$10,310.00	\$35,000.00	\$10,310.00	\$24,690.00	70.54%
Computer Contract Fees	\$33,413.76	\$40,000.00	\$33,413.76	\$6,586.24	16.47%
Other Professional Services	\$4,138.35	\$22,000.00	\$4,138.35	\$17,861.65	81.19%
Dispatch Fees	\$30,000.00	\$60,000.00	\$30,000.00	\$30,000.00	50.00%
Periodicals - Training	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
Periodicals - Haz Mat	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
Periodicals - Inspections /Code Manuals	\$19.99	\$1,000.00	\$19.99	\$980.01	98.00%
Periodicals - Investigations	\$50.00	\$110.00	\$50.00	\$60.00	54.55%
Association Fees - Administration	\$837.79	\$1,600.00	\$837.79	\$762.21	47.64%
Association Fees - Training	\$234.00	\$355.00	\$234.00	\$121.00	34.09%
Association Fees - Pub Ed	\$0.00	\$205.00	\$0.00	\$205.00	100.00%
Association Fees - Inspections	\$135.00	\$735.00	\$135.00	\$600.00	81.63%
Association Fees - Investigations	\$0.00	\$825.00	\$0.00	\$825.00	100.00%



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
BOARD REVIEW/FYI ITEMS

February 15, 2017 - Information/Discussion

Criminal Background Checks	\$507.00	\$2,400.00	\$507.00	\$1,893.00	78.88%
EAP Program	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
Medical Physicals	\$14,992.00	\$40,000.00	\$14,992.00	\$25,008.00	62.52%
Wellness Program	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
Legal Notices	\$465.86	\$3,000.00	\$465.86	\$2,534.14	84.47%
Postage and Freight	\$839.55	\$3,500.00	\$839.55	\$2,660.45	76.01%
Cleaning Supplies	\$2,200.96	\$7,500.00	\$2,200.96	\$5,299.04	70.65%
Office Supplies - STA 1	\$10,595.63	\$21,500.00	\$10,595.63	\$10,904.37	50.72%
Office Supplies - Training	\$300.19	\$750.00	\$300.19	\$449.81	59.98%
Supplies - Training Audio Visual	\$1,498.50	\$3,500.00	\$1,498.50	\$2,001.50	57.19%
Supplies - Pub Ed	\$9,064.85	\$15,000.00	\$9,064.85	\$5,935.15	39.57%
Supplies - Inspection	\$0.00	\$3,500.00	\$0.00	\$3,500.00	100.00%
Supplies - AMFTC Classroom Expenses	\$110.12	\$2,000.00	\$110.12	\$1,889.88	94.49%
Firefighter Recognition	\$0.00	\$15,000.00	\$0.00	\$15,000.00	100.00%
Volunteer Recruitment and Retention	\$152.67	\$1,500.00	\$152.67	\$1,347.33	89.82%
Reimbursable Travel - Training	\$1,282.40	\$3,000.00	\$1,282.40	\$1,717.60	57.25%
Staff Development - Administration	\$359.00	\$2,500.00	\$359.00	\$2,141.00	85.64%
Staff Development - Training	\$18,170.30	\$60,000.00	\$18,170.30	\$41,829.70	69.72%
Community Investment	\$152.67	\$500.00	\$152.67	\$347.33	69.47%
Cadet Program	\$62.98	\$3,000.00	\$62.98	\$2,937.02	97.90%
Recruit Academy	\$2,764.80	\$6,915.00	\$2,764.80	\$4,150.20	60.02%
Honor Guard	\$224.47	\$1,500.00	\$224.47	\$1,275.53	85.04%
Utilities - STA 1	\$32,277.60	\$70,000.00	\$32,277.60	\$37,722.40	53.89%
Utilities - Sta 2	\$2,870.72	\$7,140.00	\$2,870.72	\$4,269.28	59.79%
Utilities - Sta 3	\$2,222.23	\$5,500.00	\$2,222.23	\$3,277.77	59.60%
Utilities - Sta 4	\$2,334.54	\$5,200.00	\$2,334.54	\$2,865.46	55.11%
Utilities - Sta 7	\$5,193.86	\$10,000.00	\$5,193.86	\$4,806.14	48.06%
Utilities - Sta 9	\$7,424.15	\$16,000.00	\$7,424.15	\$8,575.85	53.60%
Utilities - Sta 10	\$1,346.47	\$4,500.00	\$1,346.47	\$3,153.53	70.08%



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 BOARD REVIEW/FYI ITEMS

February 15, 2017 - Information/Discussion

Utilities - Sta 11	\$1,148.86	\$4,000.00	\$1,148.86	\$2,851.14	71.28%
Utilities - Sta 12	\$1,141.94	\$3,570.00	\$1,141.94	\$2,428.06	68.01%
Utilities - Sta 13	\$1,853.86	\$4,600.00	\$1,853.86	\$2,746.14	59.70%
Utilities - Rural	\$8,925.37	\$22,050.00	\$8,925.37	\$13,124.63	59.52%
Utilities - AMFTC	\$3,332.96	\$7,000.00	\$3,332.96	\$3,667.04	52.39%
Utilities - Shop	\$6,940.33	\$15,000.00	\$6,940.33	\$8,059.67	53.73%
Garbage Collection - Sta 11	\$328.99	\$500.00	\$328.99	\$171.01	34.20%
Garbage Collection - Sta 12	\$276.37	\$500.00	\$276.37	\$223.63	44.73%
Telephone Expense - STA 1	\$8,773.45	\$21,000.00	\$8,773.45	\$12,226.55	58.22%
Telephone Expense - Sta 2	\$556.44	\$1,115.00	\$556.44	\$558.56	50.10%
Telephone Expense - Sta 3	\$586.44	\$1,115.00	\$586.44	\$528.56	47.40%
Telephone Expense - Sta 4	\$556.44	\$1,115.00	\$556.44	\$558.56	50.10%
Telephone Expense - Sta 7	\$1,164.21	\$2,500.00	\$1,164.21	\$1,335.79	53.43%
Telephone Expense - Sta 9	\$1,646.59	\$3,500.00	\$1,646.59	\$1,853.41	52.96%
Telephone Expense - Sta 11	\$594.59	\$1,115.00	\$594.59	\$520.41	46.67%
Telephone Expense - Sta 12	\$556.44	\$1,115.00	\$556.44	\$558.56	50.10%
Telephone Expense - Sta 13	\$556.44	\$1,115.00	\$556.44	\$558.56	50.10%
Mobile Phones	\$3,339.69	\$5,000.00	\$3,339.69	\$1,660.31	33.21%
Building Maintenance	\$33,424.95	\$160,000.00	\$33,424.95	\$126,575.05	79.11%
Training Center Repairs	\$715.77	\$9,200.00	\$715.77	\$8,484.23	92.22%
Janitorial Services - Shop Coveralls	\$1,307.33	\$2,900.00	\$1,307.33	\$1,592.67	54.92%
Station Building Supplies - Sta 2	\$133.00	\$500.00	\$133.00	\$367.00	73.40%
Station Building Supplies - Sta 3	\$133.00	\$500.00	\$133.00	\$367.00	73.40%
Station Building Supplies - Sta 4	\$133.00	\$500.00	\$133.00	\$367.00	73.40%
Station Building Supplies - Sta 7	\$133.00	\$500.00	\$133.00	\$367.00	73.40%
Station Building Supplies Sta 9	\$133.00	\$1,000.00	\$133.00	\$867.00	86.70%
Station Building Supplies - Sta 10	\$133.00	\$500.00	\$133.00	\$367.00	73.40%
Station Building Supplies - Sta 11	\$133.00	\$500.00	\$133.00	\$367.00	73.40%
Station Building Supplies - Sta 12	\$465.23	\$500.00	\$465.23	\$34.77	6.95%



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors

BOARD REVIEW/FYI ITEMS

February 15, 2017 - Information/Discussion

Station Building Supplies - Sta 13	\$175.65	\$500.00	\$175.65	\$324.35	64.87%
Vendor Account Expenses	\$107.00	\$4,000.00	\$107.00	\$3,893.00	97.33%
BLM Rural Fire Assistance Expenditures	\$0.00	\$20,000.00	\$0.00	\$20,000.00	100.00%
Personal Protective Gear	\$636.02	\$83,400.00	\$636.02	\$82,763.98	99.24%
Full Time Employees Uniforms	\$5,151.53	\$23,400.00	\$5,151.53	\$18,248.47	77.99%
Part-Time Uniforms	\$916.06	\$25,000.00	\$916.06	\$24,083.94	96.34%
Operating Supplies - Medical	\$470.60	\$8,000.00	\$470.60	\$7,529.40	94.12%
Operating Supplies - Wildland	\$3,580.02	\$17,000.00	\$3,580.02	\$13,419.98	78.94%
Operating Supplies - Haz Mat	\$0.00	\$7,000.00	\$0.00	\$7,000.00	100.00%
Operating Supplies - Shop	\$4,424.41	\$5,000.00	\$4,424.41	\$575.59	11.51%
Operating Supplies - Flags	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
Operating Supplies - Investigations	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
Lab Processing - Investigations	\$705.00	\$1,000.00	\$705.00	\$295.00	29.50%
Shop Tools	\$3,376.31	\$5,000.00	\$3,376.31	\$1,623.69	32.47%
Bunker Gear Maintenance	\$2,644.35	\$6,000.00	\$2,644.35	\$3,355.65	55.93%
Ladder - Aerial Apparatus Testing	\$2,820.75	\$5,000.00	\$2,820.75	\$2,179.25	43.59%
Radio Maintenance	\$1,418.29	\$13,000.00	\$1,418.29	\$11,581.71	89.09%
SCBA Maintenance	\$10,832.42	\$13,775.00	\$10,832.42	\$2,942.58	21.36%
Equipment Maintenance	\$0.00	\$15,000.00	\$0.00	\$15,000.00	100.00%
Clothing Allowance	\$1,387.78	\$5,400.00	\$1,387.78	\$4,012.22	74.30%
Tax Expenditures	\$138,608.53	\$149,235.00	\$138,608.53	\$10,626.47	7.12%
Benefit Expenditures	\$517,821.05	\$851,218.00	\$517,821.05	\$333,396.95	39.17%
Flex	\$0.00	\$4,900.00	\$0.00	\$4,900.00	100.00%
Insurance / General Liability	\$172,000.00	\$225,000.00	\$172,000.00	\$53,000.00	23.56%
Total Operating Expenditures	\$2,494,165.49	\$4,261,660.00	\$2,494,165.49	\$1,767,494.51	41.47%
SUPPRESSION EXPENDITURES					
Part Time Certification & Training	\$7,077.12	\$15,000.00	\$7,077.12	\$7,922.88	52.82%
Gasoline/Fuel	\$30,597.73	\$75,000.00	\$30,597.73	\$44,402.27	59.20%



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors

BOARD REVIEW/FYI ITEMS

February 15, 2017 - Information/Discussion

Vehicle Maintenance	\$80,396.04	\$110,000.00	\$80,396.04	\$29,603.96	26.91%
Insurance Repairs	\$10,852.43	\$50,000.00	\$10,852.43	\$39,147.57	78.30%
Saw Maintenance	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
Fire Suppression	\$75,154.42	\$160,000.00	\$75,154.42	\$84,845.58	53.03%
Part Time Pay	\$110,347.40	\$250,000.00	\$110,347.40	\$139,652.60	55.86%
RRT Response Reimbursement Expenditures	\$13,738.75	\$20,000.00	\$13,738.75	\$6,261.25	31.31%
Unanticipated Grant Expenditures	\$0.00	\$10,000.00	\$0.00	\$10,000.00	100.00%
Catastrophic Suppression	\$0.00	\$100,000.00	\$0.00	\$100,000.00	100.00%
Part Time Retirement	\$1,695.00	\$15,000.00	\$1,695.00	\$13,305.00	88.70%
Total Suppression Expenditures	\$329,858.89	\$806,500.00	\$329,858.89	\$476,641.11	59.10%
Total Operating and Suppression Expenditures	\$2,824,024.38	\$5,068,160.00	\$2,824,024.38	\$2,244,135.62	44.28%
VEHICLE REPLACEMENT REVENUES					
Vehicle Replacement Revenue	\$121,169.00	\$0.00	\$121,169.00	(\$121,169.00)	0.00%
Total Vehicle Replacement Revenues	\$121,169.00	\$0.00	\$121,169.00	(\$121,169.00)	0.00%
VEHICLE REPLACEMENT EXPENDITURES					
Vehicle Replacement Expenditures	\$121,169.00	\$0.00	\$121,169.00	(\$121,169.00)	0.00%
Total Vehicle Replacement Expenditures	\$121,169.00	\$0.00	\$121,169.00	(\$121,169.00)	0.00%



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
ADMINISTRATIVE ITEMS
February 15, 2017 - Information/Discussion

7.2 Administrative Items: Chief Shank

7.2.1 Call Reviews

Incident Type	1/1/17 to 1/31/17	Year to Date	2016	2015
	0	0	6	0
100 Fire, Other	1	1	3	1
111 Building fire	2	2	31	37
112 Fires in structure other than in a building	0	0	2	3
113 Cooking fire, confined to container	0	0	10	4
1131Appliance Fire contained to appliance	0	0	4	1
114 Chimney or flue fire, confined to chimney or flue	0	0	0	1
115 Incinerator overload or malfunction, fire confined	0	0	1	0
116 Fuel burner/boiler malfunction, fire confined	0	0	2	0
118 Trash or rubbish fire, contained	1	1	2	2
121 Fire in mobile home used as fixed residence	0	0	5	3
122 Fire in motor home, camper, recreational vehicle	0	0	0	1
123 Fire in portable building, fixed location	0	0	1	0
130 Mobile property (vehicle) fire, Other	0	0	0	2
131 Passenger vehicle fire	1	1	14	22
132 Road freight or transport vehicle fire	0	0	5	3
133 Rail vehicle fire	0	0	2	0
137 Camper or recreational vehicle (RV) fire	0	0	0	2
140 Natural vegetation fire, Other	0	0	2	1
141 Forest, woods or wildland fire	0	0	32	25
142 Brush or brush-and-grass mixture fire	0	0	61	29
143 Grass fire	0	0	45	70



Gillette, Wright, Campbell County Fire Protection
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February 15, 2017 - Information/Discussion

150 Outside rubbish fire, Other	0	0	3	4
151 Outside rubbish, trash or waste fire	0	0	6	3
152 Garbage dump or sanitary landfill fire	1	1	1	0
153 Construction or demolition landfill fire	0	0	2	1
154 Dumpster or other outside trash receptacle fire	0	0	13	6
160 Special outside fire, Other	1	1	6	2
1601Coal seam Fires	0	0	0	1
1602Coal Dust fires along the Railroad	0	0	3	2
1603Railroad ties on fire	0	0	14	5
161 Outside storage fire	0	0	0	1
162 Outside equipment fire	0	0	3	3
163 Outside gas or vapor combustion explosion	0	0	0	1
171 Cultivated grain or crop fire	0	0	3	4
173 Cultivated trees or nursery stock fire	0	0	0	2
251 Excessive heat, scorch burns with no ignition	1	1	2	0
300 Rescue, EMS incident, other	0	0	0	1
311 Medical assist, assist EMS crew	89	89	712	646
320 Emergency medical service, other	0	0	0	1
321 EMS call, excluding vehicle accident with injury	0	0	0	5
322 Motor vehicle accident with injuries	10	10	94	103
323 Motor vehicle/pedestrian accident (MV Ped)	0	0	3	5
324 Motor Vehicle Accident with no injuries	3	3	39	70
331 Lock-in (if lock out , use 511)	0	0	0	1
341 Search for person on land	0	0	1	0
350 Extrication, rescue, Other	0	0	0	4
352 Extrication of victim(s) from vehicle	0	0	0	1
353 Removal of victim(s) from stalled elevator	0	0	1	1
362 Ice rescue	0	0	0	1
400 Hazardous condition, Other	1	1	2	2



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors

ADMINISTRATIVE ITEMS

February 15, 2017 - Information/Discussion

410 Combustible/flammable gas/liquid condition, other	1	1	2	3
411 Gasoline or other flammable liquid spill	0	0	5	10
412 Gas leak (natural gas or LPG)	5	5	19	29
413 Oil or other combustible liquid spill	0	0	8	5
421 Chemical hazard (no spill or leak)	0	0	0	3
422 Chemical spill or leak	2	2	6	5
424 Carbon monoxide incident	5	5	9	13
440 Electrical wiring/equipment problem, Other	2	2	2	3
441 Heat from short circuit (wiring), defective/worn	0	0	1	0
442 Overheated motor	0	0	1	1
443 Breakdown of light ballast	0	0	0	1
444 Power line down	0	0	1	1
445 Arcing, shorted electrical equipment	1	1	8	5
460 Accident, potential accident, Other	0	0	0	1
461 Building or structure weakened or collapsed	0	0	0	1
462 Aircraft standby	0	0	1	0
463 Vehicle accident, general cleanup	1	1	23	36
481 Attempt to burn	0	0	0	1
510 Person in distress, Other	0	0	1	2
511 Lock-out	0	0	2	0
522 Water or steam leak	0	0	1	2
531 Smoke or odor removal	1	1	6	2
542 Animal rescue	0	0	0	2
550 Public service assistance, Other	1	1	4	4
551 Assist police or other governmental agency	2	2	12	17
552 Police matter	0	0	2	0
553 Public service	0	0	4	2
554 Assist invalid	0	0	3	0
561 Unauthorized burning	0	0	9	12



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
ADMINISTRATIVE ITEMS

February 15, 2017 - Information/Discussion

600 Good intent call, Other	0	0	23	17
611 Dispatched & cancelled en route	0	0	0	1
6111 Dispatched & cancelled en route - Fire	2	2	27	26
6112 Dispatched & cancelled en route - EMS	2	2	40	48
6113 Dispatched & cancelled en route - Haz Mat	0	0	1	1
6114 Dispatched & cancelled en route - Alarm	7	7	97	121
6115 Dispatched & cancelled en route - Vehicle Accident	1	1	13	20
6116 Dispatched & cancelled en route - Wildland	1	1	21	22
6117 Scratched Response	1	1	7	11
6118 Dispatched & Cancelled en route - Other	0	0	3	1
621 Wrong location	0	0	8	2
622 No Incident found on arrival at dispatch address	1	1	39	39
631 Authorized controlled burning	0	0	17	15
650 Steam, Other gas mistaken for smoke, Other	0	0	1	0
651 Smoke scare, odor of smoke	1	1	39	27
652 Steam, vapor, fog or dust thought to be smoke	1	1	4	4
653 Smoke from barbecue, tar kettle	0	0	3	2
661 EMS call, party transported by non-fire agency	0	0	1	0
671 HazMat release investigation w/no HazMat	3	3	43	45
700 False alarm or false call, Other	4	4	9	25
710 Malicious, mischievous false call, Other	0	0	7	4
711 Municipal alarm system, malicious false alarm	0	0	2	0
714 Central station, malicious false alarm	0	0	2	4
721 Bomb scare - no bomb	0	0	0	1
730 System malfunction, Other	2	2	6	12
731 Sprinkler activation due to malfunction	0	0	5	5
732 Extinguishing system activation due to malfunction	0	0	1	0
733 Smoke detector activation due to malfunction	3	3	22	25
734 Heat detector activation due to malfunction	0	0	2	2



Gillette, Wright, Campbell County Fire Protection
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ADMINISTRATIVE ITEMS

February 15, 2017 - Information/Discussion

735 Alarm system sounded due to malfunction	3	3	21	20
736 CO detector activation due to malfunction	0	0	4	8
740 Unintentional transmission of alarm, Other	0	0	4	12
741 Sprinkler activation, no fire - unintentional	0	0	8	4
742 Extinguishing system activation	0	0	0	2
743 Smoke detector activation, no fire - unintentional	1	1	45	29
744 Detector activation, no fire - unintentional	1	1	12	15
745 Alarm system activation, no fire - unintentional	8	8	57	60
746 Carbon monoxide detector activation, no CO	0	0	1	4
800 Severe weather or natural disaster, Other	0	0	2	3
813 Wind storm, tornado/hurricane assessment	0	0	2	1
814 Lightning strike (no fire)	0	0	0	2
815 Severe weather or natural disaster standby	0	0	0	6
900 Special type of incident, Other	0	0	1	0
	174	174	1866	1890



7.2.2 Training Report

Training Division Report –January 2017

Training Cadre

The Training Cadre met on January 31st. The Cadre is working on establishing a list of subject matter experts (SME's) that can sign off the various portions of the practical skills requirements for state certification

The Cadre will be working on course schedules for 2017 to include wildland courses taught by Wyoming State Forestry, USFS and BLM.

The next Cadre meeting is February 28th at 1830hrs

January Training Highlights

The Emergency Medical Responder (EMR) course is completed. Students completed the State of Wyoming written exam and are waiting to complete the practical skill evaluation in February.

Ice Rescue Refresher Training was held on January 9th, 17 members completed the training.

A full Ice Rescue class was held on January 14th, 14 members participated in this training.

5 CCFD members attended classes at the Mid-Winter Fire School in Riverton

Captain Fox completed the Community Risk Reduction course at the National Fire Academy in Emmitsburg, MD

Firefighter Waller completed Ice Rescue Train the Trainer course in Greeley, Colorado. This will bring our instructor cadre for ice rescue up to four.

February Training

Special Operations Training – High Angle Rescue, will be held on Monday, February 6th
Hazmat Technician Refresher training will be held on February 16th and 17th

Several members will be attending the Wyoming Chief Officers Symposium in Casper

Recruit Academy will begin on February 1st at 1900hrs and continue through June 21st.

Classes/Hours: January 1, 2017 thru January 31, 2016 a total of 55 training sessions have been conducted for a total of 783 man hours.



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February 15, 2017 - Information

7.2.3 Facility Update/ General Information



Gillette, Wright, Campbell County Fire Protection
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7.3 Calendar of Upcoming CCFD/Fire Board Events

March 2017

- March 8, 2017: Fire Board Pre-meeting at 5:45 p.m., and Regular Meeting at 6:00 p.m. at Station One Community Room.
- March 11, 2017 Awards Banquet at 6:00 p.m. at the Senior Center
- March 23, 2017 meet with funding entities on budget request

April 2017

- April 12, 2017: Fire Board Pre-meeting at 5:45 p.m., and Regular Meeting at 6:00 p.m. at Station Three, 3 Wenger Drive.
- April 26, 2017: County Commissioner Quarterly Meeting at 6:00 p.m. at Commissioner Chambers

May 2017

- May 10, 2017: Fire Board Pre-meeting at 5:45 p.m., and Regular Meeting at 6:00 p.m. at Station One Community Room.

June 2017

- June 14, 2017: Fire Board Pre-meeting at 5:45 p.m., and Regular Meeting at 6:00 p.m. at Station Nine, 301 Sagebluff Dr., Wright

July 2017

- July 12, 2017: Fire Board Pre-meeting at 5:45 p.m., and Regular Meeting at 6:00 p.m. at Station One Community Room.
- July 26, 2017: County Commissioner Quarterly Meeting at 6:00 p.m. at Commissioner Chambers

August 2017

- August 9, 2017: Fire Board Pre-meeting at 5:45 p.m., and Regular Meeting at 6:00 p.m. at Station Eleven, 165 Union Chapel Road

September 2017

- September 13, 2017: Fire Board Pre-meeting at 5:45 p.m., and Regular Meeting at 6:00 p.m. at Station One Community Room.

October 2017

- October 11, 2017: Fire Board Pre-meeting at 5:45 p.m., and Regular Meeting at 6:00 p.m. at Station Ten, 85 Patrick Henry Rd
- October 25, 2017: County Commissioner Quarterly Meeting at 6:00 p.m. at Commissioner Chambers

November 2017

- November 8, 2017: Fire Board Pre-meeting at 5:45 p.m., and Regular Meeting at 6:00 p.m. at Station One Community Room.



Gillette, Wright, Campbell County Fire Protection
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December 2017

- December 13, 2017: Fire Board Pre-meeting at 5:45 p.m., and Regular Meeting at 6:00 p.m. at Station Twelve, 20 Jack Smith Road.



8. BOARD ACTION ITEMS

8.1 Sick leave Transfer

Motion to approve Sick leave transfers:

80 Hours from FOXJAM to KIRSHA
8.92 Hours from FOXJAM to PAFJOH
24 Hours from MCMKAT to KIRSHA
24 Hours from ABEKEL to KIRSHA
34.51 Hours from DICROB to KIRSHA
38 Hours from ACTERI to KIRSHA
65.44 Hours from DICROB to KIRSHA



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
BOARD ACTION ITEMS
February 15, 2017 - Discussion/Approval

9. EXECUTIVE SESSION 🌀:

9.1 Matters Posing Threat to Security of Public or Private Property, or Threat to Public Access

9.2 Appointment, Employment, or Dismissal of Public Officer, Employee, or Professional Person

9.3 Litigation Matters

9.4 National Security Matters

9.5 Real Estate Purchases

9.6 Attorney Client Privileged Information

10.0 BOARD ACTION ITEM 🌀

10.1 Executive Minutes 🌀

Motion to approve Executive Session Minutes

11.0 ADJOURNMENT 🌀

The meeting was adjourned at _____ hours.



Angela Williams <angelaw@gillettewy.gov>

Fwd: Save the Date for the 2017 Annual Event & Advanced Carbon Products Conference

1 message

ADMN ADMN <admn@gillettewy.gov>
To: Angela Williams <angelaw@gillettewy.gov>

Mon, Feb 6, 2017 at 9:10 AM

For GI

----- Forwarded message -----

From: **Phil Christopherson** <info@energycapital.com>

Date: Mon, Feb 6, 2017 at 9:02 AM

Subject: Save the Date for the 2017 Annual Event & Advanced Carbon Products Conference

To: admn@gillettewy.gov

Our Mission: To stimulate and facilitate a diverse economy through business retention, expansion and recruitment



Visit Our Website



Mark your calendars for April 6th and April 7th!

The 2017 Annual Event is scheduled for Thursday, April 6, 2017 from 5:30 p.m. until 8:00 p.m. at the Gillette College Pronghorn Center. We're excited to be able to host the event at the Pronghorn Center and showcase this beautiful facility. Ticket information, keynote speakers and more event details will be available soon.

If you would like to be a supporter of the Annual Event please contact Mary Melaragno at 307-686-2603 or by email Mary@EnergyCapitalED.com

The NEW Growth Alliance Advanced Carbon Products Conference that was canceled in December has been rescheduled! The conference will be held on Friday, April 7th from 9:00 a.m. until 3:00 p.m. at the Gillette College Pronghorn Center. Keynote speakers include Dr. Robert Godby, University of Wyoming, and Dr. Richard Horner, University of Wyoming.

We hope you're able to join us for both events. This is a great opportunity to learn more about economic development in Campbell County, the region and the state.

3 Proven Ways Anyone Can Become a Better Leader

Building and growing a successful business requires many different elements to come together. You need a great idea, financing, raving customers, passionate employees, and smart money management, just to name a few

[Finish the article..](#)

| Energy Capital Economic Development | 307.686.2603 | info@EnergyCapitalED.com |
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Feb. 6, 2017
Dear Mayor Carter-King, City Council and
Staff;

Thank you so much for the beautiful plant.
Our hearts were touched and our spirits
lifted by your thoughtfulness & kindness.

I am happy to report that all is
well. The cancer was contained well
within the borders of the prostate &
all lymph nodes clear.

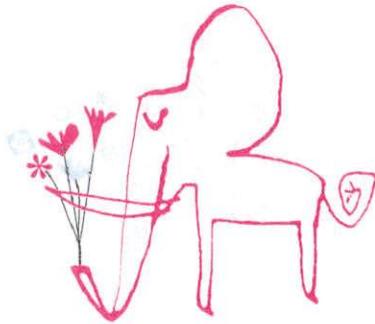
We are so grateful for the love
& prayers sent our way.

Again thank you for thinking
of us.

Butch & Phyllis Napier

Thank
You

Elaine Scroggins
for Anita Ellis
Thank you



Thank you

It really was thoughtful
of you!

We greatly appreciate
your giving a meal to
all sensors -
The Percies

Thank
You

Thanks for the
much appreciated
meal.

Thanks Again
Marian Neugebauer

THANK
YOU
SO
Much

Thank you so very
much for our
Dinner!

Frank Taylor
Carleen Eliason
Betty Beasley
Dennis Choe
Margaret Choe
Cathy & Paul Wood
Marie Martellera



Thank you for
sponsoring our
meal today.

Ronda Nilsen
Carolyn Carfield
Buell + Marlene Jones
Jack Burger
Elvera Dilley
Jim Walport
Lou + Joan Wood
Paul + Ruth
John Black

Thank you!
Camela
Murray

Thanks for the lovely
lunch!

Patricia Rich

Thank you!
Russ Off

Thank you - Mary