



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: April 14, 2017

The following meetings are scheduled for the week of **April 15th – April 21st**

Tuesday, April 18th

6:00 p.m. City Council Pre-Meeting, Agenda Attached

- Swimming Pool Discussion – Public Works Director Wilde *
- Gurley Bridge Update – Development Services Director Hamilton *
- Overtime Parking Fines Discussion *
- Administrative Services Pre-Budget Review
- Review April 18th Agenda
- Executive Session
- City Hall – 3rd Floor Conference Room
- Dinner Served at 5:30 p.m.

7:00 p.m. City Council Meeting

- City Hall - Council Chambers

Friday, April 21st

1:00 p.m. Gillette College Honors Convocation

- Gillette College Tech Center

Saturday, April 22nd

8:00 a.m. NEWY Meeting

- 3rd Floor Conference Room

1. Attached please find a **memorandum** regarding **information requested by Council Members** dated **April 12, 2017** provided by **Gillette College Vice President Dr. Mark Englert**. *
2. Attached please find a **memorandum** regarding **Revisions to Wyoming Liquor Law Statutes** dated **April 13, 2017** provided by **City Attorney Davidson**.
3. Attached please find an **update** regarding the **Gillette Madison Pipeline Project** dated **April 13, 2017** provided by **Utilities Project Manager Jensen**. *
4. Attached please find the **City of Gillette Development Summary** dated **First Quarter 2017** provided by **Planning Manager Cole**.
5. Attached please find **Snow Event Report #16** dated **April 9, 2017** provided by **Public Works Director Wilde**.
6. Attached please find a **letter** regarding the **Campbell County Multi-Hazard Mitigation Plan** dated **April 7, 2017** provided by **Campbell County Emergency Management Coordinator David King**.
7. Attached please find a **news release** regarding **Wyoming Cost of Living Index for the Fourth Quarter of 2016** provided by the **Wyoming Department of Administration & Information**.

8. Attached please find the **agenda** for the **Gillette, Wright, Campbell County Fire Protection Joint Powers Board of Directors Meeting** dated **April 12, 2017** and **meeting minutes** dated **March 8, 2017** provided by the **Campbell County Fire Department**.
9. Attached please find a **flyer** regarding **HDR Barbeque Cook Off Benefit** on **April 27, 2017** from **11:00 a.m. – 2:00 p.m.** provided by **HDR Engineering**.

* Item previously discussed by Council

JCN/adw



CITY OF GILLETTE

Administrative Services Department
City Clerk Division

Karlene Abelseth, City Clerk/Print Shop
P.O. Box 3003, Gillette, Wyoming 82717-3003
Phone (307) 686-5210 Fax (307) 686-4810
www.gillettewy.gov

Pre-Meeting – 6:00 p.m.
City Hall – 3rd Floor Conference Room
Tuesday, April 18, 2017
Dinner Served at 5:30 p.m.

Pre-Meeting Topic(s):

- Swimming Pool Discussion* – Public Works Director Wilde
- Gurley Bridge Update* – Development Services Director Hamilton
- Overtime Parking Fines Discussion*
- Administrative Services Pre-Budget Review
- Review April 18th Agenda
- Executive Session

* Item previously discussed by Council

MEMORANDUM

TO: GILLETTE CITY COUNCIL
FROM: MARK ENGLERT
SUBJECT: ADDITIONAL INFORMATION
DATE: APRIL 12, 2017

Thank you so much for the opportunity to discuss our funding issues the other night. I appreciate your support of our community college and your thoughtful questions. Below you will find information that addresses your requests from the meeting. Please let me know if there is additional information needed.

I. Total local deficit (BOCHES reduction) (\$690,000)
II. Total additional revenues from tuition increase(net) \$91,000

III. Intercollegiate Men's and Women's Soccer

a. Budget

Revenues

Total Tuition (42 students)	\$179,400
Total Housing	\$121,600
Total State appropriation	\$91,200
Total Gross Revenue	\$392,200

Expenses

Total Scholarships(2 teams)	\$145,600
Total salary and benefits (2)	\$94,000
Total Operating (2)	\$149,506
Total Gross Expenditures	\$389,106

Program Net Revenue	\$3,094
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CITY OF GILLETTE

City Attorney
P.O. Box 3003 • Gillette, Wyoming 82717-3003
Phone (307) 686-5290
www.gillettewy.gov

MEMORANDUM

TO: J. Carter Napier, City Administrator 
FROM: Pat Davidson, City Attorney 
RE: Revisions to Wyoming Liquor Law Statutes
DATE: April 13, 2017

During the most recent meeting of the Wyoming Legislature, the Wyoming Senate undertook the task of drafting legislation that ultimately changed how liquor licenses are dealt with in the State of Wyoming. The Wyoming State Legislature passed, and the Governor signed, SF0011, SF0013, SF0014, SF0045 and SF0155. Combined, these revisions provided six (6) fundamental changes to Wyoming law: (1) altered the licensing process through the State; (2) amended how the State could revoke a liquor license; (3) effectively stopped the “parking” of liquor licenses not being used; (4) materially increased the role of the local licensing authority in regulating liquor licenses and establishments; (5) removed the long standing concept of “dispensing rooms” associated with retail liquor licenses; and (6) removed certain conditions previously used to control the type of activities associated with a license (standards for issuance, who may hold a license, hours of operations, etc.) These changes to the Wyoming Statutes become effective July 1, 2017.

While the Gillette City Code (Chapter 3) does provide some basic regulation for such things as operating hours, by no means does the current code address all of the additional regulations previously maintained by the State. Without substantial revisions to the Gillette City Code, we will see material changes in how license holders conduct their business, particularly in dealing with minors in establishments, and the overall use of the licenses.

The most striking change to the Wyoming Statutes is with regard to “dispensing rooms”. As you will recall, these were the physical location within a building in which alcoholic and malt beverages were dispensed in an establishment. As a central focus of the license, it determined how operations occurred, determined where minors could and could not be and during what hours, it set the standards for the storage of alcohol, and formed the basis for regulating sales. The changes to the Statute now make an entire establishment a “licensed building” and in certain circumstances such as a club license, the entire property both inside and outside of a building.

Initially, this does not seem problematic. For example, if we look to a traditional bar the transition from a “dispensing room” to a “licensed building” has minimal impacts. Examples would be the Montgomery, the Center Bar, and Good Times. However, a substantial number of the businesses in Gillette, who most patrons would consider a restaurant, hold a retail liquor license and will likely be impacted. Establishments such as Applebee’s, Old Chicago, and Humphrey’s now become “bars” in the traditional sense for purposes of regulating their operations. The balance we must strike is with regard to minors in these establishments and regulating operations uniformly.

Timing, of course, could not be worse. Re-writing an entire Chapter of the City Code is not an easy undertaking. Doing so during "budget time" and with a looming deadline of July 1, 2017 it becomes even more difficult. However, after reviewing the legislation, the presentation currently being circulated by the Wyoming Liquor Division, and our internal discussions with the City Clerks, there remains few alternatives.

In re-writing Chapter 3 we can focus on several items. First, those aspects of operations which we have currently in place, such as TIPS training, hours of operations, keg registration, plans of operations and administrative fees will all remain. Bottom line is that they work, and all establishments know and understand these features of our Code. Second, this provides an opportunity for the Council to define, with certainty, what they want and need for conditions in granting, suspending, and revoking licenses. This should limit some of the questions and concerns raised, most recently, on how to address several retail licenses and their renewals. Lastly, as substantial control has been granted to municipalities, this provides an opportunity for the City Council to determine, what aspects in liquor license operations they wish to see, and how to promote responsible development through the use of liquor licenses for existing and future businesses in the Community.



Angela Williams <angelaw@gillettewy.gov>

Weekly GMPP Update

1 message

Levi Jensen <levij@gillettewy.gov>

Thu, Apr 13, 2017 at 8:08 AM

To: Carter Napier <CarterN@gillettewy.gov>, Kendall Glover <KendallG@gillettewy.gov>, Angela Williams <angelaw@gillettewy.gov>

Carter,

Below is an update on the GMPP project for the week of 4/10/17:

- Contract 2a - Layne is now drilling a 14-3/4" hole down towards the Madison. The loss zone that they have been working at 2,256' on still exists, but extending the borehole deeper will allow them to collect more information for additional ways to seal the loss zone.
- Contract 2b - Bid opening last week with Hot Iron submitting the low bid. Bid award is expected on April 18th.
- Contract 4b,c,d,f - No new activity.
- Contract 4e - Garney continues pressure testing.
- Contract 5 - RSCI working on punchlist and change order items.
- Contract 8 - Still waiting on Highway 51 permit from WYDOT. Verbal agreement on easement received from WYODAK, but waiting on paperwork.

Thanks!

Levi

LEVI JENSEN, P.E. | UTILITIES PROJECT MANAGER

City of Gillette | Utilities Department

P.O. Box 3003 | Gillette, WY 82717

P: (307) 686-5262 | F: (307) 686-6564

levij@gillettewy.gov | www.gillettewy.gov*Service with P.R.I.D.E.*

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City of Gillette Development Summary

First Quarter 2017

January 1 – March 31



New Apartment Complex – 2625 Ledoux Ave (Lakeway & Hwy 50)

City of Gillette
Development Services Department
Planning Division
201 East 5th Street
Gillette, WY 82717

307-686-5281

www.gillettewy.gov
Cityplan@gillettewy.gov



New Sonic Restaurant – 2309 South Douglas Hwy

Commercial Project Horizon

New Commercial Construction Permits 2017 Year-to-Date and Comparison with Yearly Totals 2011 – 2016

2017 – Year-To-Date Permits: 6	2017 – Year-To-Date Valuation: \$1,542,500
Entire Year - 2016: 12	Valuation: \$28,705,078
Entire Year - 2015: 29	Valuation: \$78,254,824
Entire Year - 2014: 23	Valuation: \$82,610,443
Entire Year - 2013: 27	Valuation: \$30,643,901
Entire Year - 2012: 30	Valuation: \$23,813,746
Entire Year - 2011: 25	Valuation: \$23,272,779

Commercial Additions and Alterations* 2016 Year-to-Date and Comparison with Yearly Totals 2011 – 2015

2017 – Year-To-Date Permits: 15	2017 – Year-To-Date Valuation: \$472,000
Entire Year – 2016: 52	Valuation: \$11,725,119
Entire Year – 2015: 67	Valuation: \$41,655,772
Entire Year – 2014: 90	Valuation: \$24,505,678
Entire Year – 2013: 58	Valuation: \$10,323,461
Entire Year – 2012: 78	Valuation: \$22,591,121
Entire Year – 2011: 66	Valuation: \$14,327,599

*Does not include Commercial Re-Roof Projects.

Major Building Projects (Active)

Project	Status
Thunder Basin High School (expand CCHS So. Campus)	Under Construction
New Apartment Complex – 2625 Ledoux Ave (Lakeway & Hwy 50)	Under Construction
Thunder Basin High School – Track, Field & Stadium	Under Construction
Sonic Restaurant – 2309 South Douglas Hwy	Under Construction

Active Utility Account Comparison End of First Quarter Comparison of Active Utility Accounts by Service Type 2012 through 2017

Utility Service Type	End of First Quarter					
	2012	2013	2014	2015	2016	2017
Electric						
Residential	12,504	12,630	12,746	12,931	13,194	13,103
Commercial	2,201	2,246	2,274	2,328	2,516	2,611
<i>Subtotal</i>	14,705	14,876	15,020	15,259	15,710	15,714
Water						
Residential	8,258	8,402	8,508	8,714	8,771	8,653
Commercial	1,410	1,471	1,481	1,521	1,612	1,665
<i>Subtotal</i>	9,668	9,873	9,989	10,235	10,383	10,318
Sewer						
Residential	9,785	9,927	10,046	10,264	10,557	10,358
Commercial	1,200	1,246	1,253	1,286	1,307	1,316
<i>Subtotal</i>	10,985	11,173	11,299	11,550	11,864	11,674
Trash						
Residential	9,994	10,109	10,205	10,517	10,399	9,905
Commercial	364	384	394	396	407	374
<i>Subtotal</i>	10,358	10,493	10,599	10,913	10,806	10,279
Yard Waste	1,640	1,784	1,848	1,952	2,070	2,064
Recycle	3,070	3,083	3,044	3,007	2,980	819
Active Customers						
Residential	13,071	13,157	13,267	13,460	13,794	13,864
Commercial	2,563	2,641	2,666	2,730	2,933	2,987
TOTAL	15,634	15,798	15,933	16,190	16,727	16,851

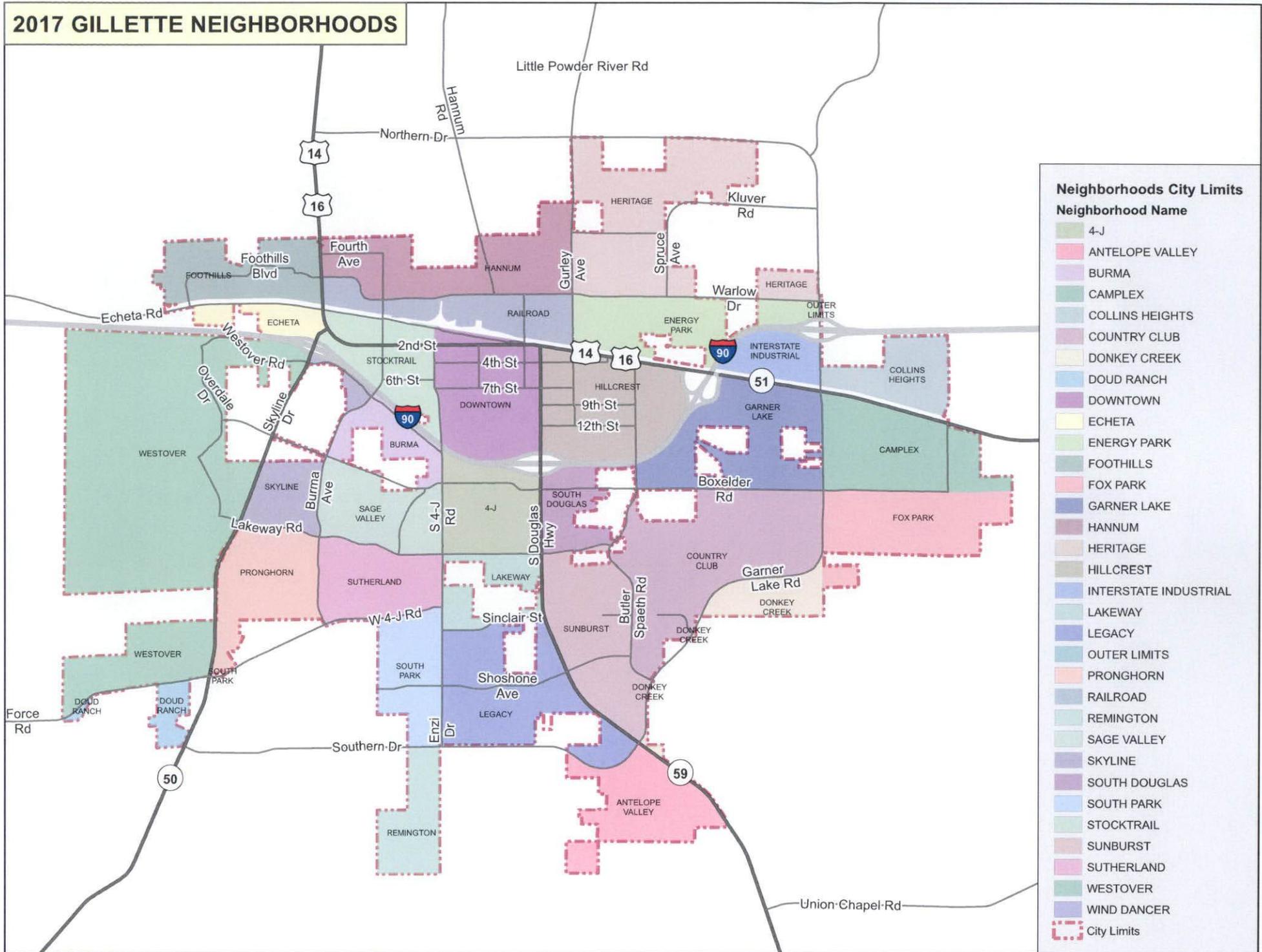
Source: City of Gillette Customer Service Division

Housing Horizon
New Housing Units Permitted by Type and Neighborhood
 January 1 – March 31, 2017

NEIGHBORHOODS (See Map)	Units Permitted This Year					Total Known Units		
	SFD	SFA	MH	MF	Year to Date	Single Family Units	All Other Units	Total All Units
4-J						649	332	981
ANTELOPE VALLEY						13		13
BURMA								
CAMPLEX								
COLLINS HEIGHTS						178		178
COUNTRY CLUB						301	121	422
DONKEY CREEK								
DOUD RANCH						105		105
DOWNTOWN						792	358	1,150
ECHETA						140		140
ENERGY PARK								
FOOTHILLS						757	341	1,098
FOX PARK						430		430
GARNER LAKE						52		52
HANNUM						235	123	358
HERITAGE			2		2	1,214	300	1,514
HILLCREST						984	539	1,523
INTERSTATE INDUSTRIAL						101		101
LAKEWAY						9		9
LEGACY	1				1	468	138	606
OUTER LIMITS								
PRONGHORN						161	173	334
RAILROAD						319	106	425
REMINGTON						224	216	440
SAGE VALLEY						652	15	667
SKYLINE						3		3
SOUTH DOUGLAS						9	141	150
SOUTH PARK						300	335	635
STOCKTRAIL						195	261	456
SUNBURST	1				1	560	1	561
SUTHERLAND						548	97	645
WESTOVER						887	92	979
WIND DANCER								
TOTAL For Year	2		2		4	10,286	3,689	13,975
% For Year	50%		50%		100%			

SFD = Single Family Detached // SFA = Single Family Attached (up to 3 units) // MH = Manufactured/Mobile Home // MF = Multi-Family (>= 4 units)

2017 GILLETTE NEIGHBORHOODS



Neighborhoods City Limits

- Neighborhood Name**
- 4-J
 - ANTELOPE VALLEY
 - BURMA
 - CAMPLEX
 - COLLINS HEIGHTS
 - COUNTRY CLUB
 - DONKEY CREEK
 - DOUD RANCH
 - DOWNTOWN
 - ECHETA
 - ENERGY PARK
 - FOOTHILLS
 - FOX PARK
 - GARNER LAKE
 - HANNUM
 - HERITAGE
 - HILLCREST
 - INTERSTATE INDUSTRIAL
 - LAKEWAY
 - LEGACY
 - OUTER LIMITS
 - PRONGHORN
 - RAILROAD
 - REMINGTON
 - SAGE VALLEY
 - SKYLINE
 - SOUTH DOUGLAS
 - SOUTH PARK
 - STOCKTRAIL
 - SUNBURST
 - SUTHERLAND
 - WESTOVER
 - WIND DANCER
- City Limits**

Valuation: The total valuation for all new housing permits issued year-to-date (2017) is **\$1,058,982**.

Comparison: New Housing Units Permitted Through First Quarter 2011 – 2017

First Quarter By Year	New Housing Permits Issued Through 1st Quarter
2017	4
2016	14
2015	35
2014	22
2013	25
2012	47
2011	58

**Final Certificate of Occupancy Issued
Year-to-Date and Comparison with Yearly Totals 2011 – 2017**

Year	Final Certificates of Occupancy Issued
2017 – Year-to-Date	9 (Compared to 20, through 1st Quarter 2016)
Entire Year – 2016	60
Entire Year – 2015	138
Entire Year – 2014	151
Entire Year – 2013	140
Entire Year – 2012	188
Entire Year – 2011	303

Note: The Final Certificate Occupancy means that the building is approved for permanent occupancy.

**Residential Additions and Alterations*
Year-to-Date and Comparison with Yearly Totals 2011 – 2017**

Year	Number of Permits	Valuation
2017 – Year-to-Date	39	\$1,091,000
Entire Year – 2016	134	\$2,359,860
Entire Year – 2015	134	\$2,970,439
Entire Year – 2014	103	\$1,886,018
Entire Year – 2013	105	\$2,391,665
Entire Year – 2012	91	\$1,505,932
Entire Year – 2011	80	\$1,701,568

*Does not include Residential Re-Roof Projects.

**Single Family Real Estate Summary - Total Active Residential Listings per Zip Code
End of First Quarter 2017 as of 4/3/2017 @ 4:15 pm**

Price Range		82716	82718	Combined Total
\$ 0.00	\$ 99,999.99	17	7	24
\$ 100,000.00	\$ 199,999.99	78	75	153
\$ 200,000.00	\$ 299,999.99	46	77	123
\$ 300,000.00	\$ 399,999.99	9	38	47
\$ 400,000.00	\$ 499,999.99	0	8	8
\$ 500,000.00	\$ 599,999.99	2	4	6
OVER	\$ 600,000.00	1	4	5
TOTAL		171	153	366

Source: Campbell County Board of Realtors and the Multiple Listing Service (MLS)

Rental Vacancy Rates

The vacancy rate for apartments/rental units has *decreased* from **26.5%** in the fourth quarter of 2016, to **23.4%** in the first quarter of 2017. When compared to the same time last year, the vacancy rate for apartments/rental units has *increased* from **12.0%** in the first quarter of 2016, to **23.4%** in the first quarter of 2017. The apartment/rental unit sample size surveyed during the first quarter of 2017 makes up about 55% of all known apartment/rental units within the City of Gillette. Based on this, over **700** apartment/rental units are currently available within the City of Gillette.

The vacancy rate for mobile home units/lots within Mobile Home Parks has *increased* from **15.9%** in the fourth quarter of 2016, to **16.1%** in the first quarter of 2017. When compared to the same time last year, the vacancy rate for mobile home units/lots within Mobile Home Parks has *increased* from **9.9%** in the first quarter of 2016, to **16.1%** in the first quarter of 2017. The sample size surveyed during the first quarter of 2017 makes up about 50% of all known mobile home units/lots within Mobile Home Parks within the City of Gillette. Based on this, over **450** mobile home rental units/lots are currently available within the City of Gillette.

Rental Vacancy Rate by Quarter 2011 – 2017 by Percent Vacant

Apartments and Other Buildings	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Average for Year
2011	6.3	6.3	8.5	8.9	7.5%
2012	8.2	7.5	7.5	9.2	8.1%
2013	12.5	9.1	4.9	4.5	7.7%
2014	4.4	1.3	0.7	1.3	1.9%
2015	3.7	5.9	8.2	9.3	6.8%
2016	12.0	22.4	26.0	26.5	21.7%
2017	23.4				23.4%
Manufactured and Mobile Home Parks					
2011	8.3	8.3	7.5	7.5	7.9%
2012	7.5	8.4	8.4	7.9	8.0%
2013	7.9	6.6	7.5	6.4	7.0%
2014	6.4	6.3	5.5	4.8	5.7%
2015	9.2	9.1	9.6	9.1	9.3%
2016	9.9	22.6	15.7	15.9	16.0%
2017	16.1				16.1%

Sample Size 1st Qtr 2017: apartments/other residential rental buildings = 1,677; manufactured/mobile homes in parks = 1,431 units. Apartments/rental units sample size makes up approximately 55% of all known units. Manufactured/mobile home sample size makes up approximately 50% of all known units.

The **combined, average rental vacancy rate** for all rental stock surveyed in the City of Gillette at the end of the first quarter of 2017 is **20.0%**.



City of Gillette
Planning Division
201 East 5th Street
Gillette, WY 82717

307-686-5281
www.gillettewy.gov
Cityplan@gillettewy.gov

Snow Event Report #16

Event Start Date: 4/9/2017 Event Start Time: 7:00 p.m.
Event End Date: 4/10/2017 Event End Time: 12:00 p.m.
Duration of Event: 17 Hours Streets First Responder: Leonard Taylor

Storm Event Overview:

Streets Division on-call person was called out by P.D. due to accumulating snowfall and slick roads. The Night Crew was called in at 7:00 p.m. to assist as road conditions were becoming snow packed and drifted. The Night Crew plowed priority streets and trouble areas until 7:00 a.m. The snowfall had ended and the priority areas were staying clear.

It should be mentioned that due to the warmer temperatures the plow crews were having good results with only limited ice slicer amounts and some brine, scoria was not needed during this event.

Day Crew took over at 7:00 a.m. working in subdivisions and touching up slushy trouble spots. Daytime temperatures rose quickly and the roads began melting off. The Snow Event was ended at 12:00 p.m.

Number of Pieces of Equipment Used:

Snow Plows:	<u>8</u>	Blades:	<u>0</u>
1-Tons:	<u>3</u>	Snow Blowers:	<u>0</u>
Loaders:	<u>1</u>	Liquid Truck:	<u>0</u>

Amount of Material Used:

Ice Slicer lbs:	<u>51,542</u>
Scoria lbs:	<u>0</u>
Liquid Gallons:	<u>700</u>

Number of Miles Plowed During Event: 1,428

Personnel:

Night Crew--- Leonard Taylor, Lonnie Meidinger TJ Bruce, Shane Prentice, Jeremy Hagen, Josh Wright, Billy Little

Day Crew--- Leo Rodell, Dale Harter, Mike McFarlane, Nick Scherry, Toby Fiske, Mark Webb and Rocky Crist

Volunteer plow Drivers: None

Contractor Work Effort:

N/A

Subdivision Activities:

Plowed and sanded trouble areas and most streets.

Parks Division Activities:

Plowed City parking lots, facilities bike paths and sidewalks.

Environmental Conditions Present:

Snow: 2" Drifting: Yes Rain: N/A Low Temp: 27 Wind: 6-36 mph

Equipment Issues:

None

Incidents:

None

Complaints / Concerns:

None

Items of Interest:

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

TOTALS:	\$79,748.95	\$121,998.14	\$123,251.55	\$0.00	\$324,998.64		



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 100 Snow Plow
- 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 1,392 miles during this event.

Police Report:

Crashes: 1
Crashes w/Injuries: 0
Citations: 1
Personal Property Damage: \$1,000
City Property Damage: \$1,500

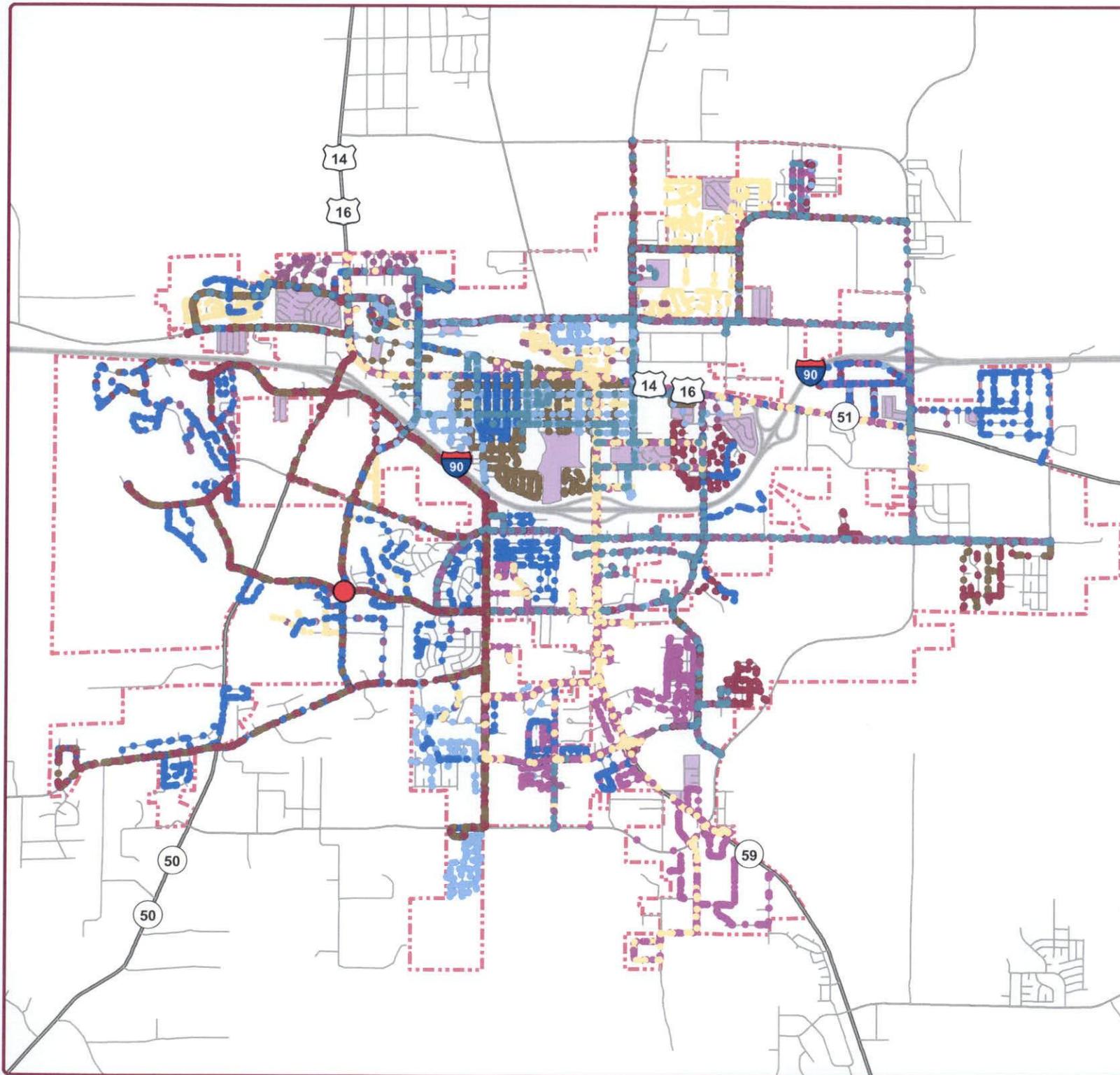
THE INFORMATION ON THIS DRAWING WAS OBTAINED FROM RECORD AND DESIGN DRAWINGS. THE CITY OF GILLETTE MAKES NO GUARANTEE REGARDING THE ACCURACY OF THIS DRAWING OR THE INFORMATION CONTAINED THEREIN.



Y:\GIS Work\Public Works\Public Works\Admin\Snow\Followup\2016-17\Streets\WorkFolder\SnowPlows.mxd
0 2,500 5,000
Feet

Snowplow AVL
Snow Event Sixteen
4/09/2017 07:00 pm to
4/10/2017 12:00 am
April 10, 2017

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





CITY OF GILLETTE

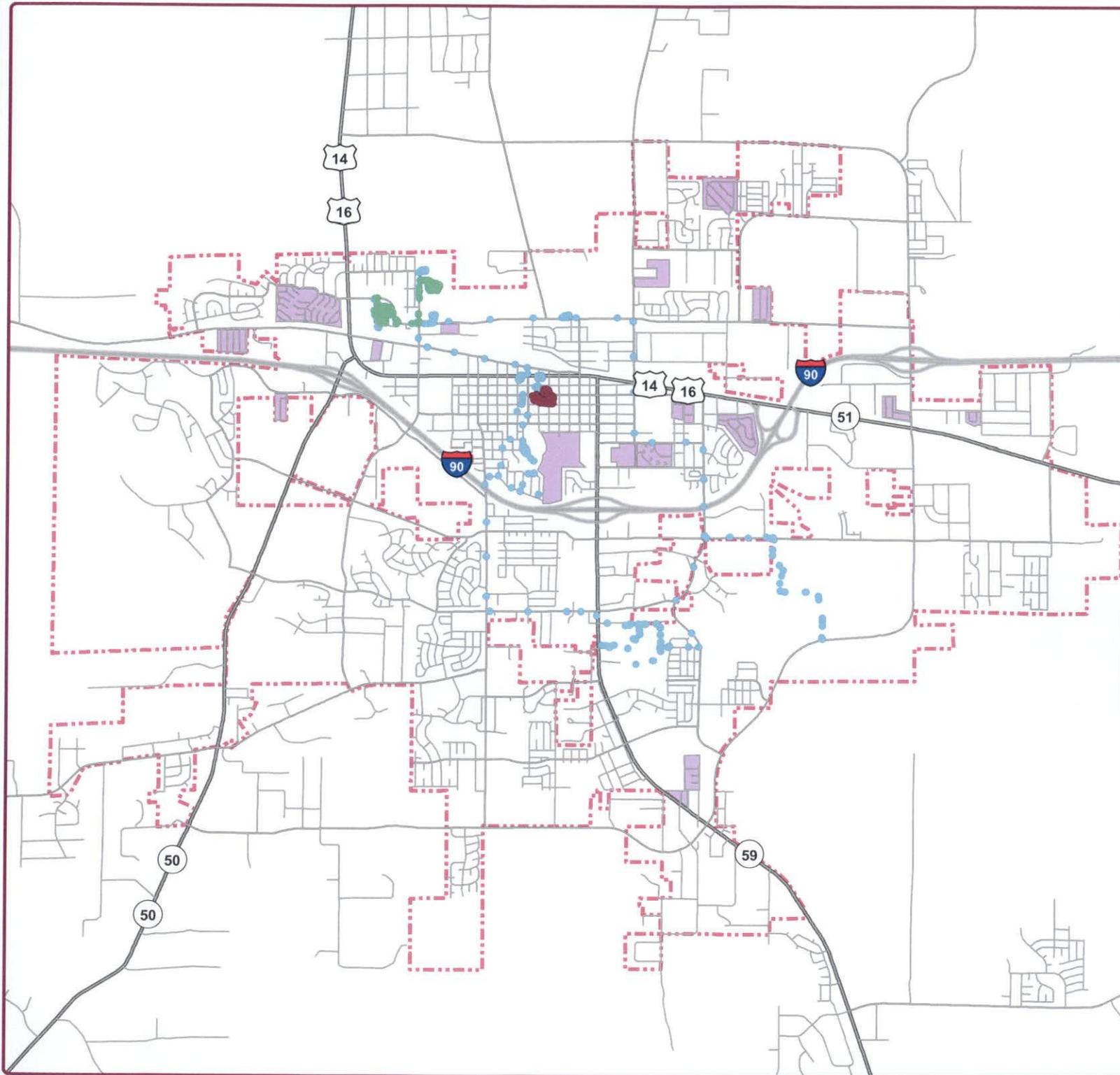
GIS Division
P.O. Box 3003
Gillette, Wyoming 82717-3003
Phone (307) 686-5364
www.gillettewy.gov

Legend

One Tons

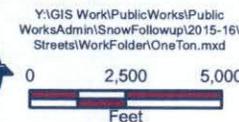
Unit # & Description

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



According to the AVL system, our one ton trucks drove a total of 36 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.



One Ton AVL

Snow Event Sixteen
4/09/2017 07:00 pm to
4/10/2017 12:00 am

April 10, 2017

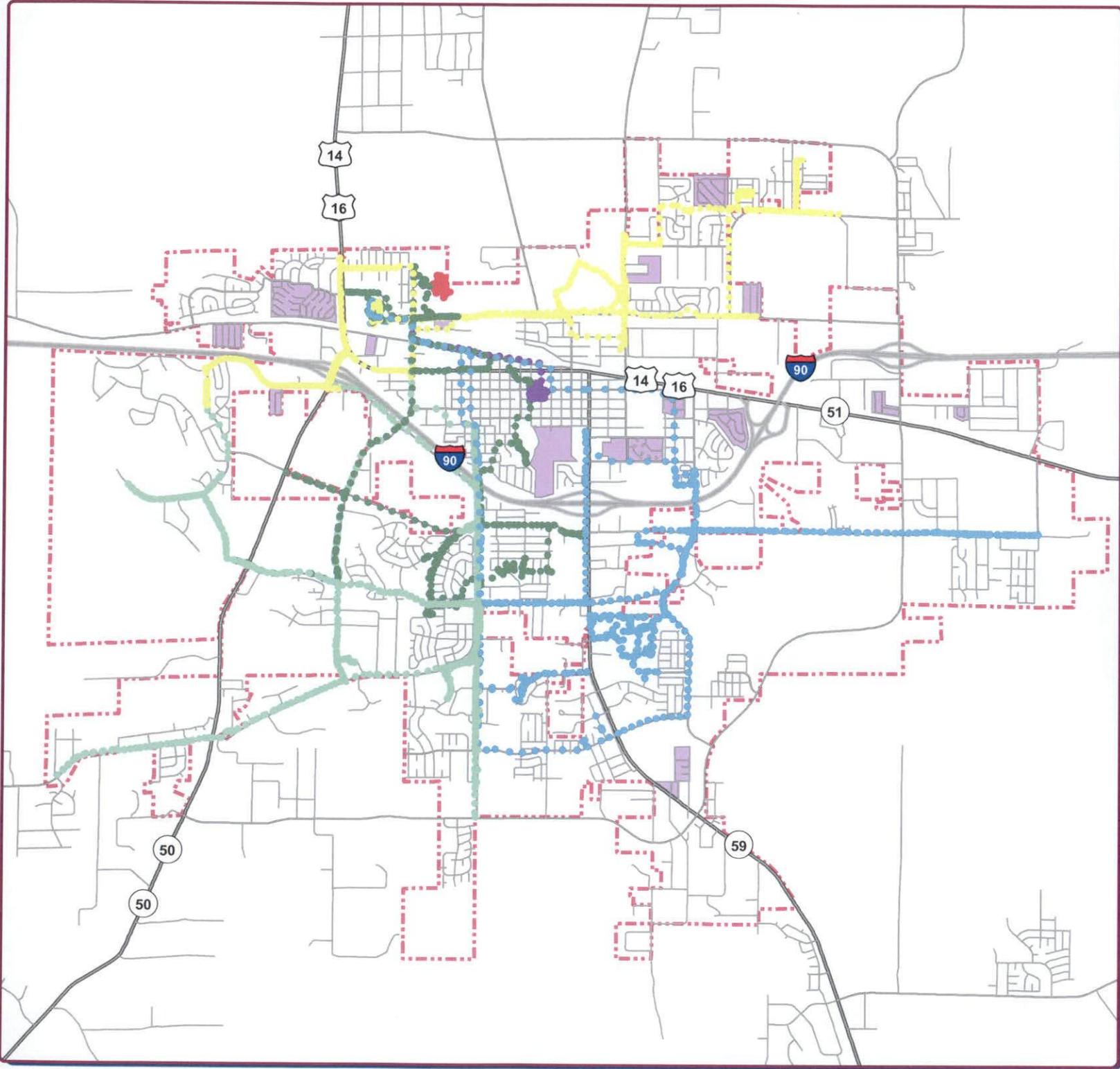
Service With P.R.I.D.E.

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Legend

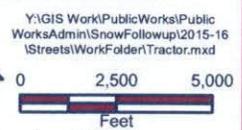
Tractors & Others

Unit # & Description

- Unit 76 Tractor JD
- Unit 161 Tractor JD
- Unit 162 Tractor Tool Cat
- Unit 199 Skidsteer
- Unit 89 Tractor Belos
- Unit 193 Loader

According to the AVL system, our tractors drove a total of 136 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.



Tractor AVL
Snow Event Sixteen
4/09/2017 07:00 pm to
4/10/2017 12:00 am
April 10, 2017

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

Police Department

2016/2017 Weather Event Crash Report XVI

IR#	Date/Time	Location	Injury	Property Damage	Citation	Cause
7294	04/09/17 - 1910	Burma Ave / Lakeway Road	None	Private - <\$1,000 City- <\$1,500	Yes	Vehicle was southbound on Burma Ave. and slid off the roadway and struck a street light.

April 9th, 2017 7:00 p.m. to April 10th, 2017 12:00 p.m.

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

U.S. Department of Homeland Security
Region VIII
Denver Federal Center, Building 710
P.O. Box 25267
Denver, CO 80225-0267



FEMA

R8-Mitigation

April 7, 2017

County Commissioners
Campbell County
500 South Gillette Avenue
Gillette, Wyoming 82716

Dear County Commissioners:

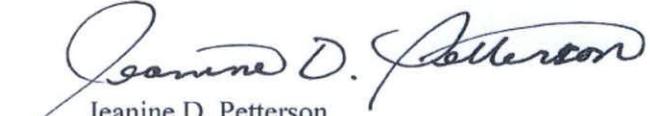
We are pleased to announce the approval of the Campbell County Multi-Hazard Mitigation Plan as meeting the requirements of the Stafford Act and Title 44 Code of Federal Regulations §201.6 for a local hazard mitigation plan. The plan approval extends to the following participating jurisdictions that have adopted the plan: Campbell County, the City of Gillette, and the Town of Wright.

The approved jurisdictions are eligible for FEMA Hazard Mitigation Assistance grant programs. All requests for funding will be evaluated individually according to the specific eligibility and other requirements of the particular programs under which the application is submitted.

This plan is approved through April 6, 2022. A local jurisdiction must revise its plan and resubmit it for approval within five years to continue to be eligible for mitigation project grant funding. We have provided recommendations for the next plan update on the enclosed Plan Review Tool.

We wish to thank the jurisdictions for participating in the planning process and commend their continued commitment to reducing future disaster losses. Please contact Melinda Gibson, State Hazard Mitigation Officer, Wyoming Office of Homeland Security at melinda.gibson@wyo.gov or (307) 777-4914 with any questions on the plan approval or mitigation grant programs.

Sincerely,


Jeanine D. Petterson
Mitigation Division Director

Enclosure
cc: Melinda Gibson, State Hazard Mitigation Officer

LOCAL MITIGATION PLAN REVIEW TOOL

The *Local Mitigation Plan Review Tool* demonstrates how the Local Mitigation Plan meets the regulation in 44 CFR §201.6 and offers States and FEMA Mitigation Planners an opportunity to provide feedback to the community.

- The Multi-jurisdiction Summary Sheet should be used to document contact information for each jurisdiction and if each met the requirements of the Plan, if a multi-jurisdictional plan.
- The Regulation Checklist provides a summary of FEMA’s evaluation of whether the Plan has addressed all requirements.
- The Plan Assessment identifies the plan’s strengths as well as documents areas for future improvement.

The FEMA Mitigation Planner must reference this *Local Mitigation Plan Review Guide* when completing the *Local Mitigation Plan Review Tool*.

Jurisdiction: Campbell County, WY	Title of Plan: Multi-Hazard Mitigation Plan	Date of Plan: August 2016
Local Point of Contact: David King	Address: 500 South Gillette Ave., Suite 1100 Gillette, WY 82716	
Title: Emergency Management and Homeland Security Coordinator		
Agency: Campbell County		
Phone Number: 307-686-7477	E-Mail: Dak41@ccgov.net	

State Reviewer: Melinda Gibson	Title: State Hazard Mitigation Officer	Date: August 17, 2017
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FEMA Reviewer: Margaret Doherty	Title: Community Planner	Date: 11/17/2016
Date Received in FEMA Region VIII	August 17, 2016	
Plan Not Approved		
Plan Approvable Pending Adoption	November 18, 2016	
Plan Approved	April 7, 2017	

**SECTION 1:
MULTI-JURISDICTION SUMMARY SHEET**

MULTI-JURISDICTION SUMMARY SHEET									
#	Jurisdiction Name	Jurisdiction Type	Jurisdiction Contact	Email	Requirements Met (Y/N)				
					A. Planning Process	B. HIRA	C. Mitigation Strategy	D. Update Rqtms.	E. Adoption Resolution
1	Campbell	County	David King	dak41@ccgov.net	Y	Y	Y	Y	Y
2	Gillette	City	Geno Pallazarri	genop@gillettewy.gov	Y	Y	Y	Y	Y
3	Wright	Town	Ralph Kingan	Wrightwyoming.com	Y	Y	Y	Y	Y
4									
5									
6									
7									
8									
9									
10									

**SECTION 2:
REGULATION CHECKLIST**

REGULATION CHECKLIST		Location in Plan (section and/or page number)	Met	Not Met
Regulation (44 CFR 201.6 Local Mitigation Plans)				
ELEMENT A. PLANNING PROCESS				
A1. Does the Plan document the planning process, including how it was prepared and who was involved in the process for each jurisdiction? (Requirement §201.6(c)(1))	Pages 1-2, D-13-14, D-28-29, D-33, D-37-38, and D-53	X		
A2. Does the Plan document an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, agencies that have the authority to regulate development as well as other interests to be involved in the planning process? (Requirement §201.6(b)(2))	Pages 2-3	X		
A3. Does the Plan document how the public was involved in the planning process during the drafting stage? (Requirement §201.6(b)(1))	Pages 2-3 and Appendix D	X		
A4. Does the Plan describe the review and incorporation of existing plans, studies, reports, and technical information? (Requirement §201.6(b)(3))	Pages 2-5	X		
A5. Is there discussion of how the communities will continue public participation in the plan maintenance process? (Requirement §201.6(c)(4)(iii))	Pages 5-3	X		
A6. Is there a description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a 5-year cycle)? (Requirement §201.6(c)(4)(i))	Chapter 5	X		
ELEMENT A: REQUIRED REVISIONS				
ELEMENT B. HAZARD IDENTIFICATION AND RISK ASSESSMENT				
B1. Does the Plan include a description of the type, location, and extent of all natural hazards that can affect each jurisdiction(s)? (Requirement §201.6(c)(2)(i))	Chapter 3	X		
B2. Does the Plan include information on previous occurrences of hazard events and on the probability of future hazard events for each jurisdiction? (Requirement §201.6(c)(2)(i))	Chapter 3	X		
B3. Is there a description of each identified hazard's impact on the community as well as an overall summary of the community's vulnerability for each jurisdiction? (Requirement §201.6(c)(2)(ii))	Chapter 3	X		
B4. Does the Plan address NFIP insured structures within the jurisdiction that have been repetitively damaged by floods? (Requirement §201.6(c)(2)(ii))	Page 3-57	X		

REGULATION CHECKLIST		Location in Plan (section and/or page number)	Met	Not Met
Regulation (44 CFR 201.6 Local Mitigation Plans)				
<u>ELEMENT B: REQUIRED REVISIONS</u>				
<u>ELEMENT C. MITIGATION STRATEGY</u>				
C1. Does the plan document each jurisdiction’s existing authorities, policies, programs and resources and its ability to expand on and improve these existing policies and programs? (Requirement §201.6(c)(3))	Pages 4-12	X		
C2. Does the Plan address each jurisdiction’s participation in the NFIP and continued compliance with NFIP requirements, as appropriate? (Requirement §201.6(c)(3)(ii))	Page 3-49 and 3-58	X		
C3. Does the Plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards? (Requirement §201.6(c)(3)(i))	Pages 4-3 – 4-10	X		
C4. Does the Plan identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure? (Requirement §201.6(c)(3)(ii))	4-2—4-10	X		
C5. Does the Plan contain an action plan that describes how the actions identified will be prioritized (including cost benefit review), implemented, and administered by each jurisdiction? (Requirement §201.6(c)(3)(iv)); (Requirement §201.6(c)(3)(iii))	Pages 4-1, and 2	X		
C6. Does the Plan describe a process by which local governments will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate? (Requirement §201.6(c)(4)(ii))	Page 5-2	X		
<u>ELEMENT C: REQUIRED REVISIONS</u>				
<u>ELEMENT D. PLAN REVIEW, EVALUATION, AND IMPLEMENTATION</u> (applicable to plan updates only)				
D1. Was the plan revised to reflect changes in development? (Requirement §201.6(d)(3))	Pages 1-7—1-12, Chapter 4	X		
D2. Was the plan revised to reflect progress in local mitigation efforts? (Requirement §201.6(d)(3))	Chapter 4 and Appendix E	X		
D3. Was the plan revised to reflect changes in priorities? (Requirement §201.6(d)(3))	Page 3-9, 3-30, and Chapter 4	X		
<u>ELEMENT D: REQUIRED REVISIONS</u>				

REGULATION CHECKLIST		Location in Plan (section and/or page number)	Met	Not Met
Regulation (44 CFR 201.6 Local Mitigation Plans)				
ELEMENT E. PLAN ADOPTION				
E1. Does the Plan include documentation that the plan has been formally adopted by the governing body of the jurisdiction requesting approval? (Requirement §201.6(c)(5))				NA
E2. For multi-jurisdictional plans, has each jurisdiction requesting approval of the plan documented formal plan adoption? (Requirement §201.6(c)(5))			X	
<u>ELEMENT E: REQUIRED REVISIONS</u>				
ELEMENT F. ADDITIONAL STATE REQUIREMENTS (OPTIONAL FOR STATE REVIEWERS ONLY; NOT TO BE COMPLETED BY FEMA)				
F1.				
F2.				
<u>ELEMENT F: REQUIRED REVISIONS</u>				

SECTION 3:**PLAN ASSESSMENT****A. Plan Strengths and Opportunities for Improvement**

This section describes the strengths of the plan document and includes recommendations for how the plan could be improved as part of the next plan update.

Element A: Planning Process

The planning process was thoughtful, included a good use of social media, and resulted in 195 survey responses. Table 2-1: Existing Local Plans is very informative; many local plans include elements of natural resource protection. Unfortunately the comment box for the Community Wildfire Protection Plan is blank; this is an important plan to link to the mitigation plan. As part of the next update, discuss whether the CWPP was updated and how the two plans could be integrated.

Element B: Hazard Identification and Risk Assessment

The risk assessment is well done, particularly the interspersed local observations that are included with the quantitative data from well-recognized sources. Also, it is great to see a local plan follow the State plan, such as Wind being a separate hazard; this helps the SHMO update the State plan more efficiently. As part of the next plan update, consider the impacts of climate change, such as number of days below freezing as well as the impacts of a transient mineral resource worker population that may not be familiar with Wyoming's high wind events and live in mobile homes that are more vulnerable. Additionally, the plan should summarize each jurisdiction's vulnerability to each identified hazard.

Element C: Mitigation Strategy

As part of the next plan update, each NFIP participating jurisdiction should describe how they will continue to comply with the NFIP requirements, such as public outreach to property owners within the floodplain regarding flood insurance and flood mitigation techniques. The floodplain administrator is often the primary source for this information. Consider using the NFIP Worksheet, included in Appendix A of the Local Mitigation Planning Handbook. Additionally, the mitigation actions are vague. We encourage the jurisdictions that participate in these plans to utilize the process to further develop their high priority actions to get them closer to a developed application, such that they can take advantage of FEMA's project funding programs.

Element D: Plan Review, Evaluation, and Implementation

The discussion of development trends is well done, particularly the bullets from the planning team members. As part of the next plan update, if development growth occurs as the plan predicts, the plan should get more specific as to the vulnerabilities and mitigation actions of the City and Town.

B. Resources for Implementing Your Approved Plan

- The EPA recently released guidance on how to mitigate natural disasters specifically for water and wastewater utilities. For more information, visit:
<https://www.epa.gov/waterutilityresponse/hazard-mitigation-natural-disasters>.

- The EPA Office of Sustainable Communities sometimes offers grants to support activities that improve the quality of development and protect human health and the environment. When these grants are offered, they will always be announced on www.grants.gov.
- The Community Rating System may be an option for communities wishing to reduce flood insurance premiums through advanced floodplain management. For more information, visit <https://www.fema.gov/national-flood-insurance-program-community-rating-system>.
- Each year, FEMA partners with the States on training courses designed to help communities be more successful in their applications for grants, including the Unified Hazard Mitigation Grant Assistance Application Development Course and the Benefit Cost Analysis (BCA) course. Contact your State Hazard Mitigation Officer for course offering schedules.
- The Western States Wildland Urban Interface Grant may be used to apply for financial assistance towards hazardous fuels and educational projects within the four goals of: improved prevention, reduction of hazardous fuels, restoration of fire-adapted ecosystems, and promotion of community assistance. Visit <http://forestry.alaska.gov/fire/cwpp/wuigrants.htm> for more information.
- The US Department of Agriculture's Rural Development Programs can sometimes be leveraged to fund mitigation in rural communities. Visit <https://www.rd.usda.gov/> for more information.
- FEMA has three documents that may help as you continue to integrate hazard mitigation planning into local plans, ordinances, and codes:
 - [Plan Integration: Linking Local Planning Efforts](#)
 - [Integrating Hazard Mitigation Into Local Planning: Case Studies and Tools for Community Officials](#)
 - [FEMA Region X Integrating the Local Natural Hazard Mitigation Plan into a Community's Comprehensive Plan](#)



Wyoming Department of Administration & Information

Matthew H. Mead, Governor | Dean Fausser, Director



ECONOMIC ANALYSIS DIVISION

FOR IMMEDIATE RELEASE

April 12, 2017

Contact: Amy Bittner, Senior Economist

Wyoming Cost of Living Index for the Fourth Quarter of 2016

CHEYENNE – The State of Wyoming, Economic Analysis Division reported that Wyoming experienced an increase in annual (**All Items**) inflation, 0.6%, from the fourth quarter of 2015 to the fourth quarter of 2016. Inflation is measured over six consumer categories in the Wyoming Cost of Living Index (WCLI). Statewide annual inflation rates by consumer category for the fourth quarter of 2016: Transportation (4.5%), Medical (3.7%), Apparel (3.2%), Food (1.4%), Housing (-1.2%), and Recreation & Personal Care (-1.5%). Prices for gasoline were up over the year contributing to the increase in annual transportation inflation for the state, the first annual increase since the fourth quarter of 2013.

Inflation rates are also available for five regions in the State. For the fourth quarter of 2016, the Southeast region recorded the highest annual increase (3.1%) followed by the Northwest (1.9%). The other three regions reported negative inflation over the year period, Southwest (-0.5%), Northeast (-1.2%), and Central (-1.3%). Almost all of Wyoming's industrial sectors experienced employment declines over the year. The mineral extraction industry experienced the heaviest employment losses over the year due to low commodity prices and decreased production. Areas of the state that have mineral dominant economies experienced deflation over the period. The regions of the state that recorded positive inflation over the year have little or no mineral activities.

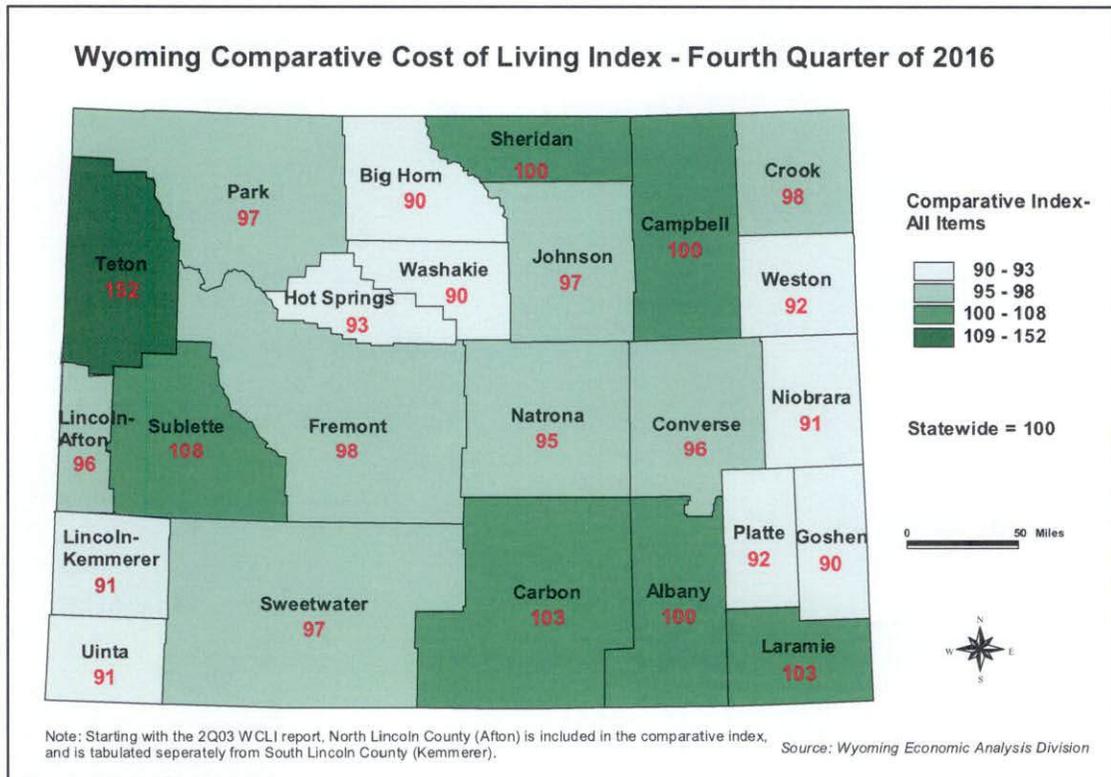
The Wyoming Cost of Living Index (WCLI) consists of two parts, **Inflation**, which measures year-over-year change (annual) and the **Comparative Cost of Living Index** which compares each county's cost of living in one period (not over time) to the statewide average. The inflation figures for the fourth quarter of 2016 represent the percent change in the price level of a standard basket of selected consumer items priced in the fourth quarter of 2016, compared with the price level of the same goods recorded one year ago (fourth quarter of 2015). The Comparative Cost of Living Index represents each county's price level compared to the statewide average (100) during a single time period, in this case, the fourth quarter of 2016.

For the fourth quarter of 2016, the Comparative Cost of Living Index ranked Teton (152) as the county with the highest **All Items** value, which means that the cost of living in Teton County was estimated 52% higher than the statewide average in the quarter. Sublette County ranked second in the **All Items** Comparative Cost of Living Index (108).

The **Housing** category carries the largest weight in a consumer's budget and typically drives the overall Comparative Cost of Living Index values. Comparative Cost of Living Index data were also produced by consumer category for every county. Counties with **Housing** category index values above the statewide average in the fourth quarter of 2016 included Teton (195), Sublette (109), Laramie (108), and Carbon (104).

Counties with lower **All Items** Comparative Cost of Living Index values in the fourth quarter of 2016 included Big Horn (90), Goshen (90), and Washakie (90). These counties have small, rural populations and typically show lower **All Items** Comparative Cost of Living Index values.

Comparative Cost of Living Index values for all counties in Wyoming are listed in Table 1 on page 4. Movement in ranking from a previous survey does not indicate that the price level has increased or decreased in a particular county. Instead, these values reflect relative price levels in each county, *at the time of data collection*, compared with the statewide average of 100.



Survey Methodology

The WCLI is produced biannually, the second quarter and fourth quarter. Price data are collected in twenty-eight cities and towns in Wyoming and the data are used to build a Comparative Cost of Living Index by county and to estimate overall inflation rates for Wyoming and the five designated regions of the State. A map of the twenty-eight cities where price data were collected is on page 5.

Communities across the State are included in the WCLI based on the following criteria: First, the largest city or town in each county is priced; additionally, prices are collected in any city or town with populations greater than 5,000 or in cases of a city or town having at least 80% of a county's largest community's population. In counties where only one community was priced, those prices were used to represent the entire county. In counties where two communities were surveyed, a population weighted average of the prices for the two communities was used for the entire county. Also, starting with the second quarter of 2003 WCLI report, Afton, in Lincoln County, was added as a sampling point through legislative action in 2003. Kemmerer is still priced. Afton and Kemmerer report separate Comparative Cost of Living Index numbers. Beginning with the second quarter of 2004, Afton, has been included in the inflation calculations.

The 140 consumer items surveyed were aggregated into six categories, which were then weighted using item weights from the U.S. Bureau of Labor Statistics (BLS), Consumer Price Index (CPI-U), reflective of their overall importance in the average consumer's budget. These categories, and their respective weight components, include Housing (49.0%), Transportation (15.3%), Food (14.0%), Recreation & Personal Care (9.5%), Medical (8.4%), and Apparel (3.9%).

The data were weighted by population to more accurately represent the price changes experienced by the majority of consumers in Wyoming, which showed an overall, statewide inflation rate of 0.6% in the fourth quarter of 2016. Nationally, the inflation rate from December 2015 to December 2016 was 2.1% (CPI-U), as reported by the BLS in the Consumer Price Index.

The Division wishes to extend its sincere appreciation to all of the businesses and individuals whose cooperation and assistance made this survey possible.

**Table 1 - Wyoming Comparative Cost of Living Index - 4Q16
(Statewide Average = 100)**

COUNTY	Index Number by Category:							Recreation & Personal Care
	All Items	Food	Housing	Apparel	Transportation	Medical		
Teton	152	118	195	127	105	100	108	
Sublette	108	110	109	116	105	103	113	
Laramie	103	101	108	99	98	96	96	
Carbon	103	97	104	104	99	116	95	
Albany	100	103	99	112	98	95	102	
Sheridan	100	108	97	107	101	96	102	
Campbell	100	100	98	98	100	103	106	
Crook	98	109	90	102	103	105	110	
Fremont	98	95	97	93	99	115	96	
Sweetwater	97	93	97	87	102	103	102	
Johnson	97	103	93	111	101	94	105	
Park	97	102	91	106	102	104	101	
Lincoln-Afton	96	95	92	105	104	91	109	
Converse	96	101	91	85	98	106	101	
Natrona	95	97	94	96	99	92	99	
Hot Springs	93	104	84	96	102	103	101	
Weston	92	96	84	96	104	100	102	
Platte	92	98	83	108	102	101	98	
Uinta	91	91	87	86	100	107	92	
Lincoln-Kemmerer	91	89	86	86	104	94	102	
Niobrara	91	100	82	104	99	95	98	
Washakie	90	104	80	99	101	94	100	
Goshen	90	100	80	109	98	107	94	
Big Horn	90	108	78	106	102	97	96	

Starting with the 2Q03 Comparative Index, Lincoln-Afton was included.

Table 2 - Annual Inflation Rates by Category

QUARTER:	Inflation Rate by Category (Statewide Average):						
	All Items	Food	Housing	Apparel	Transportation	Medical	Recreation & Personal Care
WEIGHTS:	100.0	14.0	49.0	3.9	15.3	8.4	9.5
4Q10	2.9	4.2	2.1	1.0	5.0	5.4	0.7
2Q11	4.5	6.9	2.2	5.4	11.5	5.4	-0.8
4Q11	3.9	7.0	3.1	5.4	5.1	5.8	-0.4
2Q12	2.4	2.6	3.4	2.3	0.3	3.1	0.7
4Q12	2.1	1.3	3.1	4.5	-1.0	3.9	0.6
2Q13	3.1	1.6	4.0	5.4	1.8	4.3	1.1
4Q13	2.9	0.4	3.6	2.9	3.3	4.9	0.7
2Q14	2.7	3.0	3.9	7.8	-2.1	4.2	1.1
4Q14	1.1	4.1	3.7	3.7	-11.5	4.7	0.9
2Q15	0.9	1.7	1.9	2.5	-4.4	4.7	0.0
4Q15	0.5	2.2	-0.3	5.9	-1.4	5.0	-0.5
2Q16	-0.6	0.1	-0.6	-2.0	-2.7	4.3	-1.6
4Q16	0.6	1.4	-1.2	3.2	4.5	3.7	-1.5

Note: Item weights may not add to 100 due to rounding.

Note: The 2Q99 inflation calculations mark the first time the WCLI used all 23 counties to calculate the inflation rates.

Previously, only 15 counties were used. Starting with the 2Q04 report, the inflation numbers include Lincoln-Afton.

Table 3 - Annual Inflation Rates by Region

QUARTER:	U.S. CPI*	Statewide All Items	Inflation Rate By Region (All Items):				
			Southeast	Southwest	Central	Northeast	Northwest
4Q10	1.5	2.9	3.2	2.1	3.4	1.7	3.8
2Q11	3.6	4.5	5.0	3.6	4.7	4.5	4.5
4Q11	3.0	3.9	4.1	3.3	4.8	2.7	4.2
2Q12	1.7	2.4	2.0	2.8	2.5	1.5	3.8
4Q12	1.7	2.1	3.4	1.6	1.8	0.3	2.1
2Q13	1.8	3.1	4.5	2.8	4.1	0.3	2.3
4Q13	1.5	2.9	3.4	1.9	2.9	2.7	3.0
2Q14	2.1	2.7	3.2	0.8	2.8	3.8	2.7
4Q14	0.8	1.1	0.3	-0.9	3.1	1.9	0.8
2Q15	0.1	0.9	0.8	-1.1	0.7	2.4	2.3
4Q15	0.7	0.5	1.1	1.1	-2.1	0.9	2.7
2Q16	1.0	-0.6	1.0	-0.1	-3.2	-2.2	2.2
4Q16	2.1	0.6	3.1	-0.5	-1.3	-1.2	1.9

Note: The 2Q99 inflation calculations mark the first time the WCLI used all 23 counties to calculate the inflation rates.

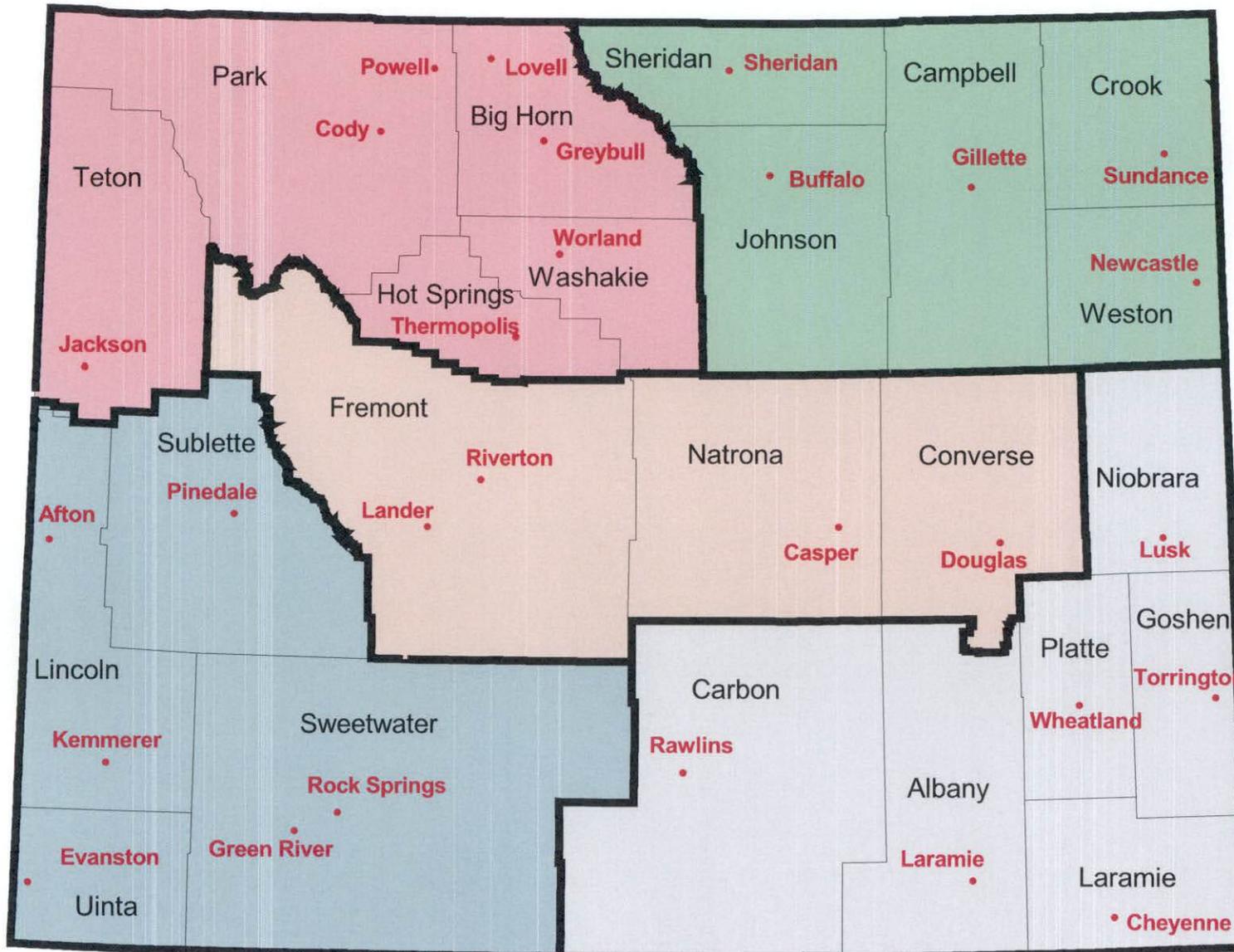
Previously, only 15 counties were used. Starting with the 2Q04 report, the inflation numbers include Lincoln-Afton.

* 4th Quarter represents the December to December and 2nd Quarter represents the June to June percent change in the US CPI-U.

Regional Composition for Inflation Estimate:

- Southeast: Albany, Carbon, Goshen, Laramie, Niobrara, and Platte counties.
- Southwest: Lincoln-Kemmerer, Lincoln-Afton, Sublette, Sweetwater, and Uinta counties.
- Central: Converse, Fremont, and Natrona counties.
- Northeast: Campbell, Crook, Johnson, Sheridan, and Weston counties.
- Northwest: Big Horn, Hot Springs, Park, Teton, and Washakie counties.

Surveyed Communities and WCLI Regions



WCLI Regions

- Southeast: Albany, Carbon, Goshen, Laramie, Niobrara, and Platte
- Southwest: Lincoln (Kemmerer), Lincoln (Afton), Sublette, Sweetwater, and Uinta
- Central: Converse, Fremont, and Natrona
- Northeast: Campbell, Crook, Johnson, Sheridan, and Weston
- Northwest: Big Horn, Hot Springs, Park, Teton, and Washakie



Note: Starting with the 2Q03 WCLI report, North Lincoln County (Afton) is included in the comparative index, and is tabulated separately from South Lincoln County (Kemmerer).

**WYOMING COST OF LIVING INDEX - TABLE 4
AVERAGE RENTAL RATES - 4Q16 & 4Q15**

County	APARTMENT (1)			MOBILE HOME LOT (2)			HOUSE (3)			MOBILE HOME (4)		
	4Q16	4Q15	Percent Change	4Q16	4Q15	Percent Change	4Q16	4Q15	Percent Change	4Q16	4Q15	Percent Change
Albany	\$655	\$644	1.7%	\$333	\$312	6.8%	\$971	\$931	4.4%	\$806	\$740	9.0%
Big Horn	\$483	\$475	1.7%	\$180	\$170	5.4%	\$572	\$611	-6.4%	\$493	\$447	10.2%
Campbell	\$650	\$753	-13.7%	\$455	\$449	1.3%	\$968	\$1,161	-16.6%	\$807	\$905	-10.8%
Carbon	\$800	\$800	0.0%	\$329	\$321	2.7%	\$1,008	\$1,029	-2.0%	\$874	\$913	-4.2%
Converse	\$608	\$775	-21.6%	\$201	\$201	0.0%	\$872	\$1,037	-15.9%	\$727	\$808	-10.1%
Crook	\$628	\$591	6.3%	NA	NA	NA	\$715	\$663	7.9%	NA	NA	NA
Fremont	\$673	\$667	0.8%	\$201	\$198	1.6%	\$889	\$899	-1.1%	\$696	\$709	-1.9%
Goshen	\$559	\$548	2.0%	\$170	\$177	-3.8%	\$666	\$589	13.0%	\$459	NA	NA
Hot Springs	\$541	\$546	-0.9%	\$206	\$212	-2.5%	\$654	\$679	-3.7%	\$589	NA	NA
Johnson	\$596	\$642	-7.2%	NA	\$309	NA	\$968	\$1,028	-5.8%	\$598	\$571	4.8%
Laramie	\$787	\$793	-0.7%	\$411	\$394	4.4%	\$1,129	\$1,121	0.7%	\$848	\$826	2.6%
Lincoln (Kemmerer)	\$474	\$498	-4.7%	\$417	\$409	1.8%	\$666	\$670	-0.6%	\$735	\$735	0.0%
Lincoln (Afton)	\$528	\$500	5.6%	NA	NA	NA	\$864	\$793	9.0%	NA	NA	NA
Natrona	\$660	\$788	-16.2%	\$314	\$349	-10.3%	\$970	\$1,094	-11.3%	\$613	\$611	0.3%
Niobrara	\$593	\$617	-3.9%	NA	NA	NA	\$675	\$653	3.4%	NA	NA	NA
Park	\$587	\$576	1.9%	\$301	\$256	17.7%	\$855	\$869	-1.6%	\$685	\$714	-4.1%
Platte	\$599	\$579	3.5%	NA	\$152	NA	\$696	\$645	7.8%	NA	\$465	NA
Sheridan	\$680	\$669	1.7%	\$321	\$325	-1.2%	\$1,020	\$996	2.4%	\$517	\$567	-8.7%
Sublette	\$827	\$818	1.1%	NA	NA	NA	\$1,090	\$1,100	-0.9%	NA	NA	NA
Sweetwater	\$644	\$680	-5.3%	\$403	\$390	3.1%	\$917	\$1,022	-10.3%	\$781	\$841	-7.1%
Teton	\$1,829	\$1,654	10.6%	\$481	\$430	11.9%	\$2,331	\$2,146	8.6%	\$1,008	\$958	5.2%
Uinta	\$602	\$601	0.2%	\$281	\$269	4.7%	\$812	\$871	-6.7%	\$668	\$658	1.7%
Washakie	\$473	\$494	-4.2%	NA	NA	NA	\$685	\$697	-1.7%	NA	NA	NA
Weston	\$594	\$578	2.8%	\$158	\$159	-0.7%	\$654	\$671	-2.7%	\$569	\$518	10.0%
Southeast	\$730	\$729	0.1%	\$354	\$340	4.1%	\$1,020	\$1,000	2.0%	\$794	\$763	4.0%
Southwest	\$625	\$641	-2.6%	\$355	\$345	2.9%	\$878	\$937	-6.2%	\$698	\$707	-1.3%
Central	\$658	\$751	-12.3%	\$269	\$289	-7.1%	\$936	\$1,030	-9.2%	\$649	\$660	-1.7%
Northeast	\$649	\$695	-6.6%	\$353	\$358	-1.6%	\$943	\$1,031	-8.5%	\$665	\$726	-8.4%
Northwest	\$927	\$871	6.3%	\$319	\$286	11.7%	\$1,221	\$1,181	3.5%	\$726	\$712	2.0%
Statewide Average	\$708	\$733	-3.4%	\$330	\$325	1.4%	\$991	\$1,026	-3.5%	\$713	\$717	-0.5%

Regions:

Southeast: Albany, Carbon, Goshen, Laramie, Niobrara, Platte

Southwest: Lincoln (Afton), Lincoln (Kemmerer), Sublette, Sweetwater, Uinta

Central: Converse, Fremont, Natrona

Northeast: Campbell, Crook, Johnson, Sheridan, Weston

Northwest: Big Horn, Hot Springs, Park, Teton, Washakie

(1) - Two-bedroom, unfurnished, excluding gas and electric.

(2) - Single-wide, including water.

(3) - Two or three-bedroom, single family, excluding gas and electric.

(4) - Two or three-bedroom, including lot rent.

Note: The regional averages are weighted by population within the region.

(NA) - There were too few observations to report the data.



Gillette, Wright, Campbell County Fire
 Protection Joint Powers
 Board of Directors
 April 12, 2017 Business Meeting

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Note: ⚡ Signifies a Decision Item

GWCCFPJPB Meeting
Meeting at 6:00 p.m.
April 12, 2017
Gillette, Wright, Campbell County
Joint Powers Fire Board of Directors
Business Meeting
April 12, 2017 - Attendance

ATTENDANCE

Board Members:

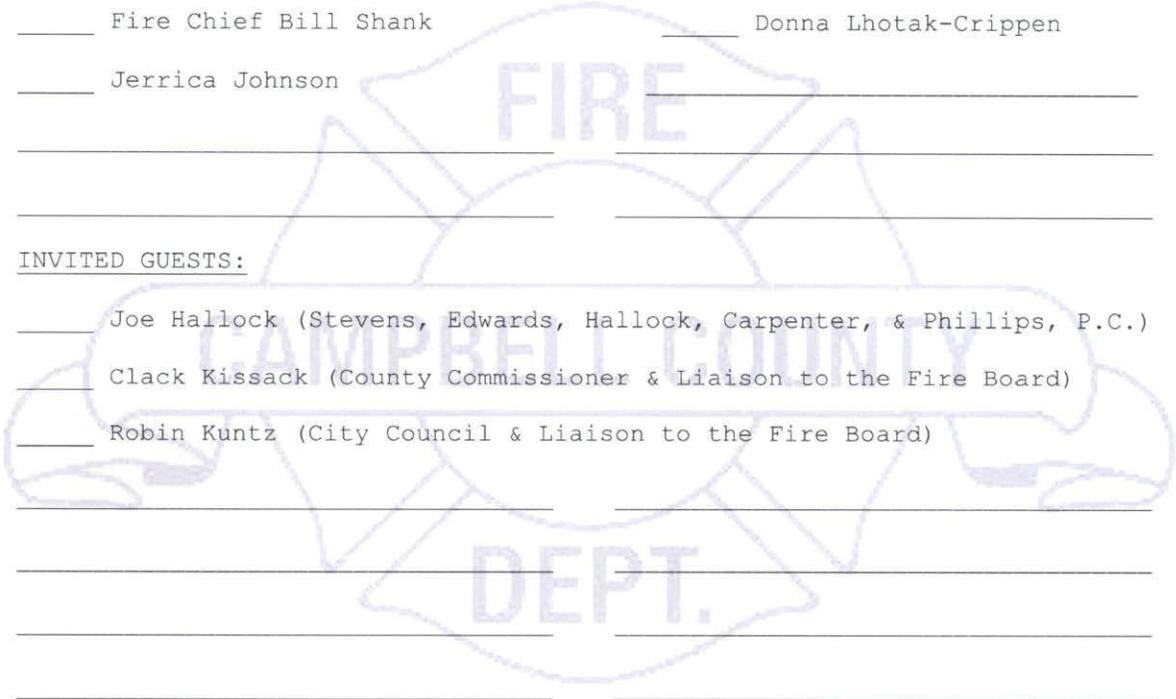
- | | |
|-----------------------|-------------------|
| _____ Cory Bryngelson | _____ Ryan Gross |
| _____ Lisa Finkey | _____ Damon Hart |
| _____ Ron Holmes | _____ Chuck Davis |
| _____ Mike Shober | |

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
April 12, 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
March 8, 2016

ATTENDANCE: Chuck Davis, Ryan Gross, Ron Holmes, Lisa Finkey, Damon Hart, Mike Shober, and Cory Bryngelson.

STAFF and GUESTS: Chief William Shank, Donna Lhotak-Crippen, Legal Counsel Joe Hallock, City Liaison Councilman Robin Kuntz and County Liaison Commissioner Clark Kissack

1.0 CALL TO ORDER

Board Chairman, Cory Bryngelson called the meeting to order at 1800 hours at the Campbell County Fire Department Station 1 in Gillette, Wyoming.

2.0 WELCOME AND INTRODUCTIONS

Chairman Bryngelson 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 Mike Shober, to approve the meeting agenda as presented.

Cory Bryngelson	yes	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
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APPROVAL OF EXPENDITURES
April 12, 2017 - Discussion/Approval

4. PUBLIC COMMENTS

Chairman Bryngelson shared a letter written by Lori Jones.

Cory,

As you know, I have been working part time since October 2016. I truly enjoy this opportunity as it has opened my eyes to a world I had never been a part of. Like most of the community, I thought I knew what the purpose of the fire department was. I trusted they would be there should my family ever need them. When I read articles in the paper I believed the fire department would always rise above the current fray.

The Campbell County Fire Department motto is printed and posted in the station. In case you cannot quote it, it reads: To provide Excellence in all Interactions through Professionalism. To be honest, the first time I read it I thought it was a lofty goal. Whenever I pass it or read it, I stand a little taller and try a little harder. My family has been on the receiving end of three emergency calls during the last six months. In fact, on February 22 the call was for me. I suffered a medical emergency and needed help exiting my home. I want you and the Board to know that the motto is not just a bunch of words or a lofty goal. It really is a way of life for all of the employees. I feel it is important that the Board receives feedback from the public. Please share with the Board that all of their efforts in support of the Campbell County Fire Department is time well spent. Your employees serve you well and you should take great pride in their performance. Thank you for all you do in support of our great fire department. And should you get a chance, thank them for all of their great work in every situation.

Sincerely, Lori Jones

5.1 APPROVE CONSENT AGENDA

☛ **Motion** Chuck Davis moved, seconded by Lisa Finkey to approve the Consent Agenda as amended.

Cory Bryngelson was marked absent should have been "yes" on 8.1 and 11.0

Cory Bryngelson	yes	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** Lisa Finkey moved, seconded by Mike Shober, to approve payment of the Manual Checks totaling \$87,957.90

Cory Bryngelson	yes	Damon Hart	yes
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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 nothing outstanding with the cash position. We did get \$14,000 for vehicle replacement on 2009 Freightliner that we purchased from Road & Bridge. We had to put money into it to get it on the road. That money was taken out of vehicle replacement.

7.1.2 FY 2016-2017 BUDGET VS ACTUAL

7.1.3 FY 2017-2018 BUDGET REVIEW

Chairman Bryngelson stated that we are in the middle of budget session right now and we have been through it several times. We have had several meetings with the City of Gillette and the County to discuss where we are and what kind of cuts we need. Some of the Commissioners would like to see the budget cut in the 7% or 12 % range. Some of them are more comfortable with 7% because of the amount the Department cut last year which was 13 %. The City is more reluctant to come up with a number due to the fact their funding comes from sales tax and they do not have their numbers yet. City is paying more now than they have in past, since the changes to percentages. They are going to pay an additional \$242,000.00 dollars even with our 7% cut. With that being said, Chairman Bryngelson wanted to pass along the appreciation of funding entities for all hard work that has been put into the process. If there is anything else that can be done to do it but if not send forward our best budget.

Capital better be dire need. We have vehicle replacement fund that will be prioritized. City nor County will not be putting into the fund this year.

We have our budget at the 7% Donna Crippen stated and we have taken out all association fees and periodicals. Mr. Napier requested we add back to the Build Maintenance account, Donna stated so we moved it back \$100,000.00 since they thought we had cut it too low.

Top three on Capital that will be requested are:

- Station 9 Extrication Tools. These tools have already been refurbished previously. Because they operate independently without a lot of back up Chief Shank feels that is a number one priority for this year.
- Rope Rescue Equipment. We have found a number of our rescue ropes that we have no idea when they were placed in service or how many time they have been used. We have had to pull those ropes from service. We are requesting \$15000 to replace ropes.



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•Crack Seal is something we feel needs to be addressed before water can get into the concrete. We would like to continue to seal the concrete to extend its longevity. This is a minimal amount being requested.

Ryan gross mentioned normally we would have requested nozzles and hoses. Chief Shank stated we feel we have an adequate supply for this year. Chief mentioned that the individuals that are responsible for accounts and equipment did a considerable amount of work maintaining the budget we currently have.

Chief presented a list of maintenance items that were found when stations were evaluated by the Facilities Manager from the County and also Captain Borgialli. There is a break down by station and also a breakdown by priority. The items listed for Station 9 includes a lot of items that will be taken care of with the current project of stabilizing the building. Top priorities are items that will only get worse with time and need addressed. Concrete at station 7 is a tripping hazard Chairman Bryngelson suggested to look in our current budget to see if it could be addressed. Station 2 & 4 items we are doing what need to do to keep doors open and safe for staff. Only the in-town stations were on the list because the outlying stations they did not get too.

Fleet request for next fiscal year. We would like to replace a command unit we requested last year and did not get it. E9, E12 and E13 are all aging and need replaced. Chief Shank stated this would be the perfect time to look again at a model that we could use and order all three at once. To get an accurate cost we would need to go out to bid. We are in process of designing a truck that will fit inside Station 12 and 13. These would all be Tender Pumper combined. Chairman Bryngelson asked the Chief what the upcoming years look like as far as need for vehicle replacement. Chief Shank stated that next year 1- 2 command vehicles and then a ladder truck. Chief Shank Stated that we are looking at different applications for ladder truck with straight ladder, single axel that will meet the needs of community such as college dorm areas and apartment complexes that have gone up lately. After the next couple years, the request goes down substantially. We are in a couple big years due replacing the apparatus that is 20-25 years old. Ryan Gross expressed his support in the plan and for purchasing three at a time is a great idea for a long-term plan.

Chief would like the Board to entertain the idea of forming a special fund similar to one Cam-plex has. Cam-plex is allowed to put money from special events into the fund. Chief believes we have an opportunity to create a fund like this and put funds from the SEAT base or large campaign fires, into a fund. We are interested in purchasing a 10,000-gallon poly tank from Broadus MT. We could charge up to \$150 per day for use of that tank. That would be a way to generate a little revenue for our operations. Mike Shoher thinks it is a great idea anything we can do to offset cost or generate income.

7.1.4 PERSONAL ACCOUNTABILITY SYSTEM

Chief Fox is trying to condense policies and procedures that we currently have and also combine several into one policy that has similar. Chief Fox and Captain Kate Eischeid recently went to a training class on policies and procedures in the fire service. They are looking at 10 operational



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and 10 administrative policies that tend to get fire departments into trouble with litigation. Chief Fox believes these policies would keep us out of getting anyone seriously injured or killed. Hopefully prevent accident or injury. Streamlined policy.

7.1.5 2in/2out Rapid Intervention

7.1.6 Mayday

7.1.7 High Rise / Hotel Fire

7.1.8 Residential Structure Fire

7.1.9 Safe Driving

7.1.10 Apparatus Driver Operator

7.1.11 Fitness Center

7.2.1 CALL REVIEW

Chief Shank said we had 126 calls in February no significant fires to speak of. Numbers are down slightly from January.

7.2.2 TRAINING REPORT

Training Cadre met in February and is going to establish a list of subject matter experts that can sign off the various portions of the practical skills requirements for state certification. Recruit academy documentation and instructors for upcoming classes was discussed. Discussion was held regarding upcoming changes to live fire training procedures and requirements, Next cadre meeting is March 28th at 1830hrs,

February Training Highlights

EMR Course is completed. Testing was February 25th and all students passed.

Hazmat Technician recertification training was held Feb 16th & 17th Recruit academy began Feb 1st with 11 new recruits. Academy is held each Wednesday night at 1900-2200hrs and will continue through June 21st.

March Training

Special Operations Training – Tank Cars, will be held on Monday March 6th.

There was going to be several CCFD members attend Respond Wyoming Conference in Riverton but it was cancelled.

Firefighter Rigsby and Olson will be attending a Confined Space training at the Texas A&M Fire & Emergency Service Training in College Station TX.

Firefighter Abelmann will be attending the Tank Car Specialist course in Pueblo CO.

Classes/Hours: February 1, 2017 thru February 28, 2017 a total of 97 training sessions have been conducted for a total of 1708 man hours.

7.2.3 FACILITY UPDATES



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Chief Shank stated Station 9 project is ongoing. Chief Shank along with Chief Fox receive daily progress reports from the contractor. According to the reports project is going slower than originally thought due to different clay density that is causing production of injection of the material into the soil to slow down. Last Chief Shank heard it was to be completed around the first of April but with recent setbacks he anticipates that will be pushed back. Pine Tree bid opening was held on the 22nd of February they had 8 contractors submit bids. Public Works staff is moving forward with the recommendation to have GW Construction awarded the project. They are proposing a wood frame structure on a monolithic thickened edge floor foundation. This project will go before the Commissioners on March 21st for final approval in the amount of \$118,000 and some change.

GENERAL DISCUSSION ITEMS

Chief reported that we had 10 applications for the 10 Seasonal Positions so we are possibly opening that back up. We had 15 but several have been picked up by BLM in the last month. Interviews will be held the 25th of March.

Some members from Crook County zone 12 stopped by the station interested in the old Tender 9. They were wondering if the Board would allow a direct sell to Crook County. After discussion, it was decided they can submit a bid to Evan at the City and generally the City Council approves bids.

One of our current command units is in rough shape and not meeting the needs of Department. Chief Shank is entertaining the idea of bringing back an old pick up. The command unit is a Tahoe that had previously been worked on. It is not heavy duty enough for wildland season. The Departments goal will be to phase out the Tahoe's and to be replaced with a ¾ ton or 1 ton pickup trucks in the future.

7.3 CALENDAR OF UPCOMING EVENTS

Donna Crippen mentioned the Fire Department Banquet is this Saturday March 11th. We will also be meeting with the funding entities March 23rd at 5pm at GAMB in the Cottonwood Room.

The Rockpile Museum has approached us about an exhibit they will be bringing in. This will be a display of photographs from a photographer who is a student at Black Hills State University. This student has taken photos of firefighters during training activities. They would like to take some photos from Station 1 to also have with their exhibit. The exhibit will open April 10th and run for 6 weeks.

8.1 BOARD ACTION ITEMS

☛ **Motion** Ryan Gross moved, seconded by Lisa Finkey to approve surplus equipment as presented.

Asset# 23779 Computer
Asset# 23781 Computer
Asset # 23280 Computer
Asset # 23853 Computer
Asset# 23780 Computer



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- Asset #23857 Computer
- Asset# 23782 Computer
- Asset # 21693 Computer
- Asset# 22037 Computer
- Asset# 23854 Computer
- Asset# 23856 Computer
- Asset# 23855 Computer
- (9) Computers – no tags
- (2) Scanners no tags
- (3) Laptops no tags

Cory Bryngelson	yes	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** Mike Shober moved, seconded by Ron Holmes to adopt budget for 2017-2018 fiscal year to be forwarded to the funding entities.

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

The motion carried.

RECESS

☛ **Motion** Lisa Finkey moved, seconded by Ryan Gross to recess meeting at 1919 hours.

Cory Bryngelson	yes	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 Lisa Finkey to reconvene meeting at 1926 hours.

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

The motion carried.

9.0 EXECUTIVE SESSION

☛ **Motion** Ron Holmes moved, seconded by Chuck Davis to move into executive session at 1926 hours for personnel and litigation matters.

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

The motion carried.

☛ **Motion** Chuck Davis moved, seconded by Mike Shober to come out of executive session at 1944 hours.

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

The motion carried.

☛ **Motion** Damon Hart moved, seconded by Lisa Finkey to reconvene meeting at 1944 hours.

Cory Bryngelson	yes	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

☛ **Motion** Chuck Davis moved, seconded by Ron Holmes to approve February 15, 2017 Executive Minutes as amended.

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

11.0 ADJOURNMENT

☛ **Motion** Ryan Gross moved seconded by Mike Shober to adjourn meeting at 1945 hours.

Cory Bryngelson	yes	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



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5.1.2 Monthly Expenditures

**Campbell County Fire Department
Check Run April 2017**

(Will be submitted at Board Meeting)



5.1.3 Safe Driving Policy

PURPOSE:

To establish the driving practice and specific responsibilities for the safe operation of all Fire Department vehicles.

SCOPE:

This procedure applies to all Campbell County Fire Department (CCFD) personnel and equipment.

POLICY:

- A. Definitions:
 - a. EMERGENT RESPONSE – the use of warning lights and/or audible warning devices (sirens) during a response.
 - b. NON EMERGENT RESPONSE – the nonuse of warning lights and audible warning devices (sirens) during a response.
- B. Responsibilities:
 - a. All CCFD vehicles shall be operated in compliance with Wyoming Statute (31-5-106 *authorized emergency vehicles*) and Campbell County Fire Department policies and procedures. Wyoming Statute 31-5-106 provides specific legal exceptions to regular traffic regulations which apply to CCFD vehicles only when responding to an emergency incident. EMERGENT response does not absolve the driver of any responsibility to drive with due regard for public safety.
 - b. It is the responsibility of the driver of each CCFD vehicle, to operate the vehicle in a safe and prudent manner at all times. The company officer or other member in charge of the vehicle is responsible for the safety of all vehicle operations and managing compliance of this policy. All CCFD members have a duty and an obligation to immediately bring any apparent safe driving violations to the attention of the driver, the officer in charge of the apparatus, or Command Officer.
 - c. All CCFD members are required to ride only in seats provided with seat belts and are required to use seat belts at all times when the apparatus is in motion. The Company Officer or other member in charge will confirm that persons are on-board, properly attired, with seat belts on, before the vehicle is permitted to move. Riding on tailboards or other exposed positions is not permitted on any vehicle.
 - d. Exceptions:

Wildland: An exception to the requirement to ride in the regular seats and utilize seatbelts is when working from the designated exterior area on Type 4 or Type 6 wildland apparatus during fire attack.



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- e. Medical: CCFD medical personnel, when attending to patients in a CCFD (or other medical transport) vehicle, shall exercise reasonable and prudent precautions regarding passenger safety in a moving vehicle, but, by the nature of their work, are not expected or required to conform to all passenger safety requirements within this policy.

C. Emergency Response

- a. CCFD vehicles shall be operated in a manner that provides for the safety of all persons and property safe arrival shall not be compromised in the interest of speed, and careless or reckless driving at any time is prohibited.
- b. Prompt, Safe Response Shall Be Attained By:
 - i. Quickly mounting apparatus with protective equipment donned (as required).
 - ii. All personnel on board, seated and seat belts on.
 - iii. Station doors fully open and compartment doors closed.
 - iv. Driving defensively and professionally at a speed appropriate for conditions.
 - v. Knowing the destination and the best and safest route prior to entering the main road.
 - vi. Using warning devices to move around traffic and to request the right-of-way in a safe and predictable manner.
 - vii. Headlights turned on.
- c. Specific Rules for EMERGENT Response:
 - i. EMERGENT response is authorized for emergency incidents which pose an imminent threat to life or property.
 - ii. EMERGENT response is authorized for the Command Unit, first and second due apparatus and Rescue apparatus. Additional responding units will respond NON EMERGENT unless directed by the Incident Commander to respond EMERGENT.
 - iii. Responding EMERGENT is most safely done with a minimum of two personnel in the cab of CCFD vehicles. Should a member need to respond "solo", they are to respond NON EMERGENT unless advised to respond EMERGENT by the Incident Commander.
 - iv. Tenders and support units respond NON EMERGENT unless directed by the Incident Commander to respond EMERGENT.
 - v. When responding EMERGENT, warning lights must be on or sirens must be sounded to warn drivers of other vehicles, as required by the Wyoming Statutes W.S. 31-5-928 and 31-5-952. If the sirens are to be used, then the warning lights must be activated also.



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- vi. Emergency vehicle drivers must never assume that other drivers will understand and comply correctly with emergency response requests. Emergency vehicle drivers must make every possible effort to make their presence and intended actions known (i.e. use of turn signals) to other drivers and must drive professionally and defensively to be prepared for the unexpected inappropriate actions of others.
- vii. CCFD vehicles responding emergent and traveling over the posted speed limit incur an additional liability to the safety of others, as speed limits are designed for passenger vehicles and not heavy, difficult to handle fire apparatus. For this reason, CCFD vehicles that exceed the maximum lawful speed limits shall do so only so long as the driver does not endanger life or property. All drivers of authorized emergency vehicles have a duty to drive with due regard for the safety of all persons.
- viii. Under less favorable conditions, the posted speed limit is the absolute maximum permissible. Less favorable conditions include but are not limited to heavy traffic, limited visibility, road under construction, poor road surface (washboard, potholes, wet, icy or snow covered, etc).
- ix. When emergency vehicles must use oncoming traffic lanes to approach controlled intersections, (traffic light or stop sign) they must account for all traffic lanes before proceeding through the intersection at a speed allowing for subsequent stops. This includes occasions when the emergency vehicle has green traffic lights.
- x. When approaching a negative right-of-way intersection (red light, stop sign) that is visibly occupied or when there is traffic approaching the intersection, the emergency vehicle shall come to a complete stop and may proceed only when the driver can account for traffic in all lanes yielding the right-of-way to the emergency vehicle.
- xi. A NON EMERGENT response is required on wildland fires, unless the Incident Command Officer directs an EMERGENT response. If life or structures are threatened, then an emergent response is authorized for all units dispatched.
- xii. The officer in charge of each unit is authorized at any time to modify their response mode, using their discretion and based upon additional or more accurate information, or other determining factors.
- xiii. During an EMERGENT response, fire vehicles should avoid passing other emergency vehicles. If passing is necessary, permission must be obtained through radio communications.

D. Driving Apparatus On Scene of an Incident:

- a. The unique hazards of driving on or adjacent to the fire/rescue ground requires the driver to use extreme caution and to be alert and prepared to react to the unexpected.



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- b. Drivers must consider the dangers their moving vehicle poses to fire ground personnel and spectators who may be preoccupied with the emergency, and who may inadvertently step in front of or behind a moving vehicle.
 - c. When stopped at the scene of an incident, vehicles should be placed to protect personnel who may be working in the roadway and warning lights shall be used to make approaching traffic aware of the incident. At night, vehicle mounted floodlights and any other lighting available may be used to illuminate the scene. Headlights of apparatus positioned against traffic shall be turned off to avoid "blinding" oncoming drivers. Parking lights of the apparatus should remain on. Spotlights may be used on traffic cones to direct traffic around the scene.
 - d. If it is not necessary to park vehicles in or near traffic lanes, the vehicle should be pulled off the road to parking lots, curbs, etc., whenever possible.
- E. All personnel are encouraged to reduce the chances for damage and/or injury by establishing safe driving/operating habits. These habits include but are not limited to:
- a. Qualified drivers will be the only personnel authorized to move the apparatus.
 - b. Perform "360 degree walk around check" of apparatus prior to moving vehicle; items to check include closed compartments, securely mounted equipment, obstructions blocking vehicle movement, etc.
 - c. Maintain adequate traffic cushion while driving to ensure readiness at all times; 20-30 feet cushion when stopped in traffic, avenue of exit when in traffic, etc.
- F. Backing The Apparatus:
- a. Drivers shall avoid backing whenever possible. Where backing is unavoidable, a single spotter shall be used whenever reasonable. If no spotter is available, the driver shall dismount and walk completely around apparatus to determine if obstructions are present before backing; then back to the visible side (left side), if possible. Vehicles with unobstructed clear vision through the rear window (staff cars, pickup trucks, etc.) may back utilizing the mirrors and rear window.
 - b. When backing into the station a spotter will be used when available. The apparatus driver will back the apparatus in far enough for the Plymovent to be attached to the apparatus exhaust. The apparatus will come to a complete stop while the Plymovent is being attached. The crewmember that attached the Plymovent moves to the rear of the apparatus to become the spotter. It is at the discretion of the apparatus driver as to which side of the apparatus the spotter is on while backing. If the spotter is to stand on the driver's side, the apparatus is to be placed in neutral with the parking brake set while the spotter walks around to the driver's side. If the apparatus driver loses sight of the spotter, while backing, the apparatus must come to a complete stop.



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G. Non-Emergency and Routine Traffic Driving:

- a. When enroute NON EMERGENT to a scene or when utilizing CCFD vehicles on non-call related events, the vehicles shall be operated in compliance with Wyoming Statutes and CCFD policies and procedures.
- b. The use of headlights is required.

H. Personally Owned Vehicles (POV):

- a. POV response is permitted if you must drive past the scene or if the scene is closer than a station.
- b. CCFD members that drive POV to the scene or when enroute to a station for the response to a call, must follow all traffic laws in accordance with Wyoming State statutes.
- c. The use of 4 way flashers while enroute to a scene or station is prohibited.
- d. The use of warning lights and sirens is prohibited on personally owned vehicles.
- e. When arriving POV, legally park away from the scene to allow for emergency vehicle access.
- f. If responding POV you must have appropriate PPE with you.



5.1.4 Fitness Center Policy

PURPOSE:

The purpose of this policy is to define the appropriate and authorized use of the Fitness Center located at Fire Stations One, Three and Nine.

SCOPE:

This policy applies to all members of the Campbell County Fire Department, career and volunteer.

POLICY:

A. DEFINITIONS:

- a. Department Members are defined as career personnel, volunteer members, Fire board members, and cadets.

B. The Fitness Center is for use by department members only and the following rules apply:

- a. The Fitness Centers at stations One, Three and Nine shall be open for use between the hours of 0500-2200 hours every day for all members. Any use of these Fitness Centers before or after hours shall be prohibited.
- b. Only CCFD members are allowed to use the Fitness Centers.
- c. Cadets under eighteen (18) years of age are not allowed in the Fitness Center unless accompanied by two adults.
- d. On-duty (career & volunteer) personnel have priority use of fitness equipment at stations One, Three and Nine.
- e. After use ensure equipment is returned to appropriate locations for use by others and cleaned as necessary.
1.
 - f. Volunteer members who workout at stations one, three or nine can be paid for a maximum of three (3) hours in a seven (7) day period workout in the Fitness Centers. If members choose to be paid they are required to respond to calls during that time.
 - g. Personnel on-duty shall wear their department issued blue CCFD t-shirt and shorts or sweat pants. No other shirt (tank top, cut-off) shall be allowed and the shorts or sweat pants will have CCFD logo on them.



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- h. Facility users who are not on-duty shall be permitted to wear a t-shirt, shorts/sweat pants of their choice as long as they do not have offensive pictures or language on them. No sleeveless shirts are permitted.
- i. If any member has to respond to a call while participating in physical fitness activity, they are permitted to respond but must wear their CCFD issued bunker pants at a minimum.
- j. Athletic tennis shoes shall be the only approved foot attire to be used during participation in fitness activities. Station boots, bunker boots, sandals, flip flops etc. are not permitted. No bare feet allowed.



5.1.5 Personal Accountability System Policy

PURPOSE:

This policy identifies a system of incident site firefighter accountability. The purpose is to account for all firefighters that are present at an incident. The Immediately Dangerous to Life and Health (IDLH) environment will be defined as any area that requires an SCBA or in which a firefighter is at risk of becoming lost, trapped, or injured by the environment or structure. The IDLH environment are to include the collapse zone, the interior of a structure and any area in between. This would include entering a structure reported to be on fire, operating in close proximity to the structure during exterior operations, confined space or trench rescue, etc.

SCOPE:

All firefighters shall follow this guideline daily. The PAS (Personal Accountability System) shall be used under the direction of the Incident Commander (IC) of any emergency that has the potential of placing employees in hazardous environments.

POLICY:

A. Passport Equipment

- a. The PASSPORT system equipment includes a PASSPORT Board, a 2" x 4" plastic card with the company's ID etched on it. The PASSPORT Board should contain PASSPORT Tags. The PASSPORT tag of all personnel presently assigned to that company who will operate on the incident.
- b. Each firefighter will be issued 3 individual nametags. These will be affixed to Velcro strips on the underside of their helmet. Spare blank PASSPORT nametags will be provided to the IC for personnel on the incident who arrive without their issued tags.
- c. The Company Officer will be responsible for ensuring that the PASSPORT always reflects only currently assigned personnel. When entering an IDLH environment with a partial crew (i.e., engineer remains at the engine to pump lines), the Company Officer will turn the names of those assigned to their apparatus and remaining at the apparatus upside down on the PASSPORT board.
- d. A secondary PASSPORT Board with all assigned personnel will remain on the dash at all times, personnel that are will not enter the IDLH environment will be placed on the board upside down (i.e. Engineer, Support Firefighters). This secondary PASSPORT Board will serve as a back-up in the event the primary board becomes lost, destroyed, or inaccessible on the incident.



B. Passport Implementation- The Incident

- a. The objective of the PASSPORT system is always to have the crew PASSPORTS with the IC, Division Officer, or Accountability Officer and they be accurate, reflecting only those members entering the IDLH environment. Only the tags of the personnel assigned to the apparatus will be present, tags of personnel not on the incident or assigned to the apparatus shall be removed from the boards and apparatus.

- C. **For single company incidents**, the PASSPORT remains on the apparatus dash if the company arrives prior to the IC. The IC will assume Accountability Officer responsibilities upon arrival. If the company arrives after the IC, the Company Officer will provide the PASSPORT board to the IC in person.

D. **For multi-company incidents**, these procedures apply:

- The officer of a crew must give his passport to the IC, Division Officer, or Accountability Officer.
- As the incident escalates, and Group / Division Officers and / or Accountability Officers are assigned, all PASSPORTS will be delivered to these officers prior to entry into the IDLH environment.
- Group / Division Supervisors will manage PASSPORTS only if they are not entering the hazard zone (i.e., defensive operation).
- Where the Group / Division Officer is operating within the IDLH environment, PASSPORTS must remain outside the zone with a designated Accountability Officer, e.g. the IC.
- Command must remain aware at all times of the location and status of companies assigned to the incident by maintaining a command worksheet and / or status board. It is not necessary for command to track individuals, only crews. The location and status of companies will be updated when making assignments and when calling for a Personal Accountability Report (PAR).

E. Entry Control

- a. PASSPORTS will remain with the designated Accountability Officer. Upon entry, crews will turn in their PASSPORT. Upon exit, the crew must retrieve their PASSPORTS.
- b. Crews should always exit through the point of entry if possible. If they cannot, the crew exiting at a different location must immediately notify their Group/Division Officer and /or Accountability Officer. The PASSPORT must be retrieved prior to a new assignment, including if reporting to Medical Rehab or Staging.

F. Tactical Benchmarks



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- a. Several accountability benchmarks are included in tactical operations. The Personnel Accountability Report (PAR) involves a roll call of personnel assigned. For the Company Officer, a PAR is a confirmation that members assigned to their crew are accounted for. For the Division/Group Officer, a PAR is an accounting for all crewmembers of all companies assigned to their Division or Group.
- b. Example: "Division Bravo, Engine 3, I have PAR" (all members accounted for).
"Command, Division Bravo has PAR with Chief 2, Engine 3, Engine 1, and Rescue 1."
- c. A PAR will be required for the following situations:
 - Any report of a missing or trapped firefighter – Mayday event (IC initiates a PAR of all crews on the scene)
 - Any change from offensive to defensive mode (IC initiates a PAR of all crews on the scene)
 - Any sudden hazardous event at the incident - flash over, back draft, collapse, etc. (a PAR is initiated by IC)
 - At a report of fire or incident under control a final PAR is initiated by the IC.
- G. **Accountability officers** At incidents with a critical need for Accountability Officers to assist Group/Division Officers, command may choose to split up a company and distribute the crewmembers to different Groups/Divisions to act as Accountability Officers.
- H. **Terminating the Accountability System** Upon termination and release from the incident, Company Officers and crewmembers will ensure that the PASSPORT is returned to the dash of their apparatus and that the PASSPORT is accurate.
- I. **Summary of Accountability Responsibilities** Companies will not be assigned unless their PASSPORTS accurately reflect the current personnel assigned to the apparatus.
- J. **FIREFIGHTER** - Responsible for staying with their crew at all times and ensuring that their nametag is on the PASSPORT.
- K. **COMPANY OFFICER** - Responsible for keeping their crew intact at all time and that the PASSPORT is current and accurate. The PASSPORT must reflect only those personnel entering the hazard zone. The PASSPORT must be turned in to the IC, Division Officer, or Accountability Officer.
- L. **GROUP/DIVISION OFFICER** - Responsible for accounting for all crews in their assigned Group/Division, maintaining an awareness of their exact location, and maintaining accurate PASSPORTS of those crews in the IDLH environment.



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- a. In those situations, where the Group/Division Officer must enter the IDLH environment, PASSPORTS will continue to be managed by the IC or a designated Accountability Officer for their Group/Division.
- M. **ACCOUNTABILITY OFFICER** - Is responsible for working with the assigned Group/Division Officer and to manage all accountability for that Group/Division. The Accountability Officer must maintain close coordination with other Accountability Officers and Command.
- N. **COMMAND** - Responsible for tracking the location and status of all crews. The IC must advise assigned crews of where to locate Group/Division or Accountability Officers.



5.1.6 Rapid Intervention Crew and 2-in/2-out Policy

PURPOSE:

This procedure shall establish a process for the deployment and operations of personnel when functioning as a member of the Rapid Intervention Crew (RIC) or 2-in/2-out crew.

SCOPE:

This procedure applies to all Campbell County Fire Department (CCFD) firefighting personnel.

POLICY:

A. 2-in/2-out:

- a. In accordance with OSHA 29 CFR 1910.134(g)(4), CCFD shall maintain a safe practice of 2-in/2-out structural firefighting and operations in Immediately Dangerous to Life and Health (IDLH) atmospheres.
- b. The 2-in/2-out procedures shall be implemented during any operation within an IDLH atmosphere. No operations in an IDLH atmosphere shall commence until 2-in/2-out is implemented, unless:
 - i. There is a **known** life-hazard situation where immediate action could prevent the loss of life.

*Note: Any such actions taken in accordance with this exception provision should be thoroughly investigated by the fire department with a written report submitted to the Fire Chief (NFPA 1500).

- c. Interior firefighters must work in crews of at least two. Voice and visual contact must be maintained between the interior crew at all times while inside the structure. Due to the potential for mechanical or reception failure, radio contact between the interior crew is not acceptable for replacing the visual or voice contact requirement.
- d. The 2-out crew will assume the role of the Rapid Intervention Crew until the Incident Commander (IC) assigns an incoming crew to take over as RIC. The 2 firefighters designated as the 2-out will be in full turn-outs and maintain the ability to don an SCBA and enter with undo delay.

B. Rapid Intervention Crew (RIC):



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- a. The RIC is generally a company specifically dedicated to locate and assist firefighters who are in need of immediate assistance and remove them from harm, if possible.
- b. The RIC should consist of at least two firefighters. These firefighters must be SCBA qualified and be in turn-outs with SCBAs on and ready to enter the IDLH with undo delay at the IC's request to enter the IDLH for firefighter rescue.
- c. The regulations do not require a RIC for each two-person interior firefighting team. Several two-person teams or crews may be in the interior with a single rescue team outside the IDLH.
 - i. Additional RIC stand-by teams must be added if:
 1. The incident escalates.
 2. Rapid rescue becomes infeasible.
 3. The incident is in a high-rise structure, large area facility, or other areas with multiple IDLH atmospheres. A crew should be considered for each remote access point on any large facility.
- d. The IC will appoint a team leader after establishing the RIC. The RIC leader reports directly to the IC throughout the incident, until deployed.
 - i. Refer to the Mayday Procedure for further information on RIC deployments.

C. RIC Responsibilities:

- a. Immediately after being established the RIC leader will perform his own incident evaluation/size-up. The purpose of this is to assess the following:
 - i. Construction type of the building.
 - ii. Building size (large structures may require more than one RIC).
 - iii. Structural integrity.
 - iv. Access/egress points.
- b. Upon completion of his evaluation, the RIC leader may make recommendations to the IC concerning deployment of the RIC (i.e. laddering the building, the need of more than one team...).
- c. The RIC Leader will establish a RIC Staging area for their crew. The crew will then organize the appropriate equipment necessary to affect a rescue of a firefighter. The equipment chosen shall be influenced by the type of building construction, but a minimum should consist of the following:



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- i. A complete RIC SCBA bag.
- ii. Lifeline
- iii. Forcible entry tools.
- iv. Appropriate lighting.
- v. Portable radio.
- vi. Small hand tools (pliers, wire cutters...).

*Note: these are only suggestions for the minimum equipment that will be needed and should not be a limiting factor in selecting the equipment for use.

- d. When deployed, the members of the RIC are to operate as a unit and report directly to the team leader. The assignment of the RIC is to locate, rescue and remove firefighters, using any means necessary.
- e. As appropriate, the IC shall assign personnel to assist the RIC with the rescue effort. The IC shall also provide personnel to establish a second RIC when the original RIC has been deployed.



5.1.7 Apparatus Driver Operator Policy

PURPOSE:

To establish a training procedure for the driver/operator of Campbell County Fire Department (CCFD) vehicles.

SCOPE:

This procedure applies to all Campbell County Fire Department personnel and equipment.

PROCEDURE:

- A. CCFD members wishing to drive/operate the larger apparatus (i.e. Engines, Ladder Truck, Brush Truck, Squad, Tenders, Hazmat, RRT, Super Tenders) must have a valid/current Class A or Class B CDL driver's license with the proper endorsements. A valid/current Class C or Class Z driver's license is required to drive/operate the Grass Trucks and Fleet vehicles.
 - a. CCFD members that have a Class A or B CDL permit are allowed to drive/operate the apparatus if a CCFD member that has a current Class A or B CDL is in the Officer's seat.
- B. CCFD members must complete an apparatus sign off sheet, for the specific apparatus, prior to operating CCFD vehicles. Personnel qualified to sign off shall be defined by the CCFD Training Cadre.
- C. A copy of the sign off sheets will be kept at the members assigned station and the original shall be kept on file at Station 1. Qualified personnel as defined by the Training Cadre.
 - a. CCFD members must prove competency on an annual basis with apparatus they are signed off to drive/operate. Documented use on scenes or training evolutions will show competency.
 - b. CCFD members that have an ADO certification have preference to drive/operate apparatus over those that do not have an ADO certification.
- D. CCFD members who drive/operate Department vehicles must take the initial Emergency Vehicle Operators (EVO) classroom and driving test and must complete an EVO refresher annually.



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5.1.8 January through March Journal Entries

Account	Description	Debit	Credit
86,387			
	1/13/2017		
79-01-6720-1500	Training Center Repairs	\$104.30	
79-01-6750-1500	Janitorial Services - AMFTC CORRECT CODING		\$104.30
86,506			
	1/27/2017		
79-01-7020-1600	Operating Supplies - Haz Mat		\$3,463.00
79-02-7207-1700	RRT Response Reimbursement Expenditures CORRECT CODING	\$3,463.00	
87,036			
	2/22/2017		
79-01-6020-0000	Salaries		\$49.17
79-01-6020-0000	Salaries		\$317.00
79-01-6020-0000	Salaries		\$50.78
79-01-6020-0000	Salaries		\$165.82
79-01-6020-0000	Salaries		\$113.56
79-01-6020-0000	Salaries		\$143.72
79-01-6020-0000	Salaries		\$232.75
79-01-6020-0000	Salaries		\$145.08
79-01-6020-0000	Salaries		\$109.80
79-01-6020-0000	Salaries		\$279.00
79-01-6020-0000	Salaries		\$197.13
79-01-6020-0000	Salaries		\$444.60
79-01-6020-0000	Salaries		\$91.38
79-03-8065-3000	RRT Grant 15-GPD-RR1-RR-HRT15 Expense CORRECT CODING	\$2,339.79	
87,206			
	3/7/2017		
79-01-7020-0000	Operating Supplies - Medical	\$599.95	
79-01-7131-0000	Medical Equip Testing and Maint CORRECT CODING		\$599.95
87,207			
	3/7/2017		
79-01-6300-1800	Periodicals - Pub Ed		\$175.00
79-01-6305-1800	Association Fees - Pub Ed CORRECT CODING	\$175.00	



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87,208		3/7/2017		
79-01-6035-0000	Suppression Overtime		\$95.10	
79-02-7210-1700	Project Fires			\$95.10
	CORRECT CODING			
87,495		3/17/2017		
79-00-1900-0000	Suspense		\$7,615.00	
79-00-2126-0000	HEALTH SAVINGS ACCOUNT			\$4,665.00
79-01-7545-0000	Benefit Expenditures			\$200.00
79-01-7545-0000	Benefit Expenditures			\$2,750.00
	CORRECT CODING			
87,496		3/17/2017		
79-00-2103-0000	Accrued FICA		\$1,540.68	
79-01-7540-0000	Tax Expenditures			\$1,540.68
	CORRECT CODING			
87,497		3/17/2017		
79-00-2104-0000	Accrued Medicare		\$5,301.67	
79-01-7540-0000	Tax Expenditures			\$5,301.67
	CORRECT CODING			
87,498		3/17/2017		
79-00-2130-0000	Accrued Employee Retirement		\$13,868.14	
79-00-2131-0000	Accrued Firefighter Retirement			\$16,703.16
79-01-7545-0000	Benefit Expenditures		\$0.02	
79-02-7555-1700	Part Time Retirement		\$2,835.00	
	CORRECT CODING			
87,499		3/17/2017		
79-00-2130-0000	Accrued Employee Retirement			\$294.86
79-01-7545-0000	Benefit Expenditures		\$294.86	
	CORRECT CODING			
87,500		3/17/2017		
79-00-2111-0000	Accrued Health Insurance		\$343.75	
79-00-2112-0000	Accrued Dental Insurance			\$32.50
79-00-2113-0000	Accrued Vision Premiums			\$29.55
79-00-2114-0000	Accrued Life Insurance		\$25.97	



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79-00-2132-0000	Deferred Compensation		\$800.00
79-01-7545-0000	Benefit Expenditures	\$800.00	
79-01-7545-0000	Benefit Expenditures		\$307.67
	CORRECT CODING		
87,513		3/21/2017	
79-01-6020-0000	Salaries	\$2,339.79	
79-01-6038-0000	Training Overtime		\$2,339.79
	CORRECT CODING		
87,542		3/22/2017	
79-01-6038-0000	Training Overtime		\$295.08
79-01-6520-1500	Staff Development - Training	\$295.08	
	CORRECT CODING		
87,609		3/30/2017	
79-01-7010-0000	Full Time Employees Uniforms		\$8,837.11
79-01-7020-1400	Operating Supplies - Wildland	\$8,837.11	
	CORRECT CODING		
87,610		3/30/2017	
79-01-6035-0000	Suppression Overtime	\$3,821.16	
79-03-8065-3000	RRT Grant 15-GPD-RR1-RR-HRT15 Expense		\$3,821.16
	CORRECT CODING		



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6. EXPENDITURE APPROVAL

6.1 Approval of Manual Checks

Manual Checks:

HEALTH SMART BENEFIT SOLUTIO	\$32.00	Life Insurance
HEALTH SMART BENEFIT SOLUTIO	\$112.00	Life Insurance
WYOMING RETIREMENT SYSTEM	\$1,395.00	Retirement
WYOMING RETIREMENT SYSTEM	\$25,154.83	Retirement
WYOMING RETIREMENT SYSTEM	\$3,959.00	Retirement
CAMPBELL CO EMP LIFE	\$1,123.96	Life Insurance
CC HBTA VISION INSURANCE	\$297.86	Vision Insurance
CC HBTA HEALTH INSURANCE	\$39,075.00	Health Insurance
CC HBTA DENTAL INSURANCE	\$2,325.00	Dental Insurance
CC HBTA HEALTH INSURANCE	\$1,765.67	Payroll Deduction
FIRST NATIONAL BANK	\$650.00	Payroll Deduction
ORCHARD TRUST	\$2,140.00	Deferred Compensation
WYOMING CHILD SUPPORT ENFORC	\$276.92	Payroll Deduction
CC HBTA HEALTH INSURANCE	\$1,765.67	Payroll Deduction
CC HBTA HEALTH INSURANCE	\$1,765.67	Payroll Deduction
ORCHARD TRUST	\$2,140.00	Deferred Compensation
WYOMING CHILD SUPPORT ENFORC	\$276.92	Payroll Deduction
	<hr/>	
	\$84,255.50	



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7. BOARD REVIEW/FYI ITEMS

7.1 Financial and Policy Review

7.1.1 Cash Position

Beginning Balance as of 3/1/2017	\$652,575.21
Revenues:	
Brittany Holzer - AFMTC Use Fee	\$75.00
Heritage Village - AMFTC Use Fee	\$75.00
Brenda Vonsik - Pension Reimbursement	\$180.00
Charles Butler - Pension Reimbursement	\$180.00
VFIS- Legal Reimbursement	\$1,050.00
First Assembly- AMFTC Use Fee	\$50.00
Brimmer- AMFTC Use Fee	\$50.00
Wilbur Smith - AMFTC Use Fee	\$75.00
New Recovery - AMFTC Use Fee	\$100.00
Rockpile Museum- Cookbooks	\$100.00
Joy Global - AMFTC Use Fee	\$150.00
Order of eastern star - Donation	\$100.00
Ava - Fallen Firefighter	\$150.00
Interest Revenue	\$27.60
Total Revenues	<u>\$2,362.60</u>
Balance before Disbursements	\$654,937.81
Disbursements:	
Accounts Payable Approved at Board Meetings Check #55273-55340	\$99,417.50
Manual Checks	\$84,255.50
Payroll	\$189,076.20
Total Disbursements	<u>\$372,749.20</u>
Ending Balance as of 3/31/2017	\$282,188.61



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7.1.2 FY 2016-2017 Budget vs. Actual Statements

CAMPBELL COUNTY FIRE DEPT

Operating and Suppression Budget Vs Actual to Date

As of 3/31/2017

	Current Period	Budgeted Amount	YTD	Amount Left	Percentage Left
OPERATING AND SUPPRESSION REVENUES					
Interest Earned	\$281.78	\$600.00	\$281.78	\$318.22	53.04%
Training Center Donations	\$465.00	\$4,000.00	\$465.00	\$3,535.00	88.38%
CCFD Apparel Revenue	\$421.00	\$4,000.00	\$421.00	\$3,579.00	89.48%
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%
Volunteer Fire Assistance Grant Revenue	\$3,999.00	\$0.00	\$3,999.00	(\$3,999.00)	0.00%
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	\$16,129.74	\$50,000.00	\$16,129.74	\$33,870.26	67.74%
BLM Rural Fire Assistance Revenue	\$0.00	\$20,000.00	\$0.00	\$20,000.00	100.00%
RRT Response Reimb Revenue	\$13,738.75	\$0.00	\$13,738.75	(\$13,738.75)	0.00%
Training Center Rental Fees	\$4,665.00	\$5,200.00	\$4,665.00	\$535.00	10.29%
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%
Shop Repair Reimbursements	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%



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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	\$3,358,261.37	\$5,062,649.00	\$3,358,261.37	\$1,704,387.63	33.67%

OPERATING EXPENDITURES

Salaries	\$1,448,576.35	\$1,783,087.00	\$1,448,576.35	\$334,510.65	18.76%
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	\$89,429.49	\$150,000.00	\$89,429.49	\$60,570.51	40.38%
Project/Meeting Overtime	\$1,250.32	\$5,000.00	\$1,250.32	\$3,749.68	74.99%
Shift Coverage OT	\$7,517.79	\$20,000.00	\$7,517.79	\$12,482.21	62.41%
Training Overtime	\$1,278.36	\$4,000.00	\$1,278.36	\$2,721.64	68.04%
Part-time Temporary	\$48,197.00	\$45,000.00	\$48,197.00	(\$3,197.00)	-7.10%
Board Expenses - JPFB	\$1,775.93	\$3,000.00	\$1,775.93	\$1,224.07	40.80%
Board Expenses - Chief Officers	\$766.06	\$1,300.00	\$766.06	\$533.94	41.07%
Legal Counsel	\$15,219.43	\$35,000.00	\$15,219.43	\$19,780.57	56.52%
Computer Contract Fees	\$42,029.98	\$40,000.00	\$42,029.98	(\$2,029.98)	-5.08%
Other Professional Services	\$4,631.39	\$22,000.00	\$4,631.39	\$17,368.61	78.95%
Dispatch Fees	\$45,000.00	\$60,000.00	\$45,000.00	\$15,000.00	25.00%
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	\$887.79	\$1,600.00	\$887.79	\$712.21	44.51%
Association Fees - Training	\$234.00	\$355.00	\$234.00	\$121.00	34.09%
Association Fees - Pub Ed	\$175.00	\$205.00	\$175.00	\$30.00	14.63%
Association Fees - Inspections	\$190.00	\$735.00	\$190.00	\$545.00	74.15%
Association Fees - Investigations	\$0.00	\$825.00	\$0.00	\$825.00	100.00%
Criminal Background Checks	\$546.00	\$2,400.00	\$546.00	\$1,854.00	77.25%



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EAP Program	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
Medical Physicals	\$28,641.50	\$40,000.00	\$28,641.50	\$11,358.50	28.40%
Wellness Program	\$1,105.35	\$2,500.00	\$1,105.35	\$1,394.65	55.79%
Legal Notices	\$1,040.86	\$3,000.00	\$1,040.86	\$1,959.14	65.31%
Postage and Freight	\$839.55	\$3,500.00	\$839.55	\$2,660.45	76.01%
Cleaning Supplies	\$4,075.14	\$7,500.00	\$4,075.14	\$3,424.86	45.67%
Office Supplies - STA 1	\$13,787.98	\$21,500.00	\$13,787.98	\$7,712.02	35.87%
Office Supplies - Training	\$537.93	\$750.00	\$537.93	\$212.07	28.28%
Supplies - Training Audio Visual	\$1,612.01	\$3,500.00	\$1,612.01	\$1,887.99	53.94%
Supplies - Pub Ed	\$9,064.85	\$15,000.00	\$9,064.85	\$5,935.15	39.57%
Supplies - Inspection	\$122.30	\$3,500.00	\$122.30	\$3,377.70	96.51%
Supplies - AMFTC Classroom Expenses	\$110.12	\$2,000.00	\$110.12	\$1,889.88	94.49%
Firefighter Recognition	\$1,017.18	\$15,000.00	\$1,017.18	\$13,982.82	93.22%
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	\$1,547.40	\$2,500.00	\$1,547.40	\$952.60	38.10%
Staff Development - Training	\$28,019.69	\$60,000.00	\$28,019.69	\$31,980.31	53.30%
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	\$3,287.29	\$6,915.00	\$3,287.29	\$3,627.71	52.46%
Honor Guard	\$224.47	\$1,500.00	\$224.47	\$1,275.53	85.04%
Utilities - STA 1	\$47,740.26	\$70,000.00	\$47,740.26	\$22,259.74	31.80%
Utilities - Sta 2	\$3,546.24	\$7,140.00	\$3,546.24	\$3,593.76	50.33%
Utilities - Sta 3	\$4,275.11	\$5,500.00	\$4,275.11	\$1,224.89	22.27%
Utilities - Sta 4	\$2,943.88	\$5,200.00	\$2,943.88	\$2,256.12	43.39%
Utilities - Sta 7	\$6,398.55	\$10,000.00	\$6,398.55	\$3,601.45	36.02%
Utilities - Sta 9	\$11,307.73	\$16,000.00	\$11,307.73	\$4,692.27	29.33%
Utilities - Sta 10	\$2,297.77	\$4,500.00	\$2,297.77	\$2,202.23	48.94%
Utilities - Sta 11	\$1,821.69	\$4,000.00	\$1,821.69	\$2,178.31	54.46%



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Utilities - Sta 12	\$1,514.70	\$3,570.00	\$1,514.70	\$2,055.30	57.57%
Utilities - Sta 13	\$2,853.52	\$4,600.00	\$2,853.52	\$1,746.48	37.97%
Utilities - Rural	\$9,932.84	\$22,050.00	\$9,932.84	\$12,117.16	54.95%
Utilities - AMFTC	\$4,507.76	\$7,000.00	\$4,507.76	\$2,492.24	35.60%
Utilities - Shop	\$9,835.96	\$15,000.00	\$9,835.96	\$5,164.04	34.43%
Garbage Collection - Sta 11	\$422.99	\$500.00	\$422.99	\$77.01	15.40%
Garbage Collection - Sta 12	\$370.35	\$500.00	\$370.35	\$129.65	25.93%
Telephone Expense - STA 1	\$11,450.75	\$21,000.00	\$11,450.75	\$9,549.25	45.47%
Telephone Expense - Sta 2	\$741.92	\$1,115.00	\$741.92	\$373.08	33.46%
Telephone Expense - Sta 3	\$896.89	\$1,115.00	\$896.89	\$218.11	19.56%
Telephone Expense - Sta 4	\$741.92	\$1,115.00	\$741.92	\$373.08	33.46%
Telephone Expense - Sta 7	\$1,379.69	\$2,500.00	\$1,379.69	\$1,120.31	44.81%
Telephone Expense - Sta 9	\$1,860.07	\$3,500.00	\$1,860.07	\$1,639.93	46.86%
Telephone Expense - Sta 11	\$780.07	\$1,115.00	\$780.07	\$334.93	30.04%
Telephone Expense - Sta 12	\$741.92	\$1,115.00	\$741.92	\$373.08	33.46%
Telephone Expense - Sta 13	\$741.92	\$1,115.00	\$741.92	\$373.08	33.46%
Mobile Phones	\$4,226.88	\$5,000.00	\$4,226.88	\$773.12	15.46%
Building Maintenance	\$61,650.48	\$160,000.00	\$61,650.48	\$98,349.52	61.47%
Training Center Repairs	\$1,409.15	\$9,200.00	\$1,409.15	\$7,790.85	84.68%
Janitorial Services - Shop Coveralls	\$1,870.36	\$2,900.00	\$1,870.36	\$1,029.64	35.51%
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%
Station Building Supplies - Sta 13	\$175.65	\$500.00	\$175.65	\$324.35	64.87%



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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	\$1,253.85	\$83,400.00	\$1,253.85	\$82,146.15	98.50%
Full Time Employees Uniforms	\$12,681.97	\$23,400.00	\$12,681.97	\$10,718.03	45.80%
Part-Time Uniforms	\$3,993.35	\$25,000.00	\$3,993.35	\$21,006.65	84.03%
Operating Supplies - Medical	\$1,660.76	\$8,000.00	\$1,660.76	\$6,339.24	79.24%
Operating Supplies - Wildland	\$13,816.10	\$17,000.00	\$13,816.10	\$3,183.90	18.73%
Operating Supplies - Haz Mat	\$200.74	\$7,000.00	\$200.74	\$6,799.26	97.13%
Operating Supplies - Shop	\$4,479.55	\$5,000.00	\$4,479.55	\$520.45	10.41%
Operating Supplies - Flags	\$988.00	\$1,000.00	\$988.00	\$12.00	1.20%
Operating Supplies - Investigations	\$188.15	\$1,000.00	\$188.15	\$811.85	81.19%
Lab Processing - Investigations	\$705.00	\$1,000.00	\$705.00	\$295.00	29.50%
Shop Tools	\$3,571.26	\$5,000.00	\$3,571.26	\$1,428.74	28.58%
Bunker Gear Maintenance	\$3,038.31	\$6,000.00	\$3,038.31	\$2,961.69	49.36%
Ladder - Aerial Apparatus Testing	\$2,820.75	\$5,000.00	\$2,820.75	\$2,179.25	43.59%
Radio Maintenance	\$2,690.29	\$13,000.00	\$2,690.29	\$10,309.71	79.31%
SCBA Maintenance	\$11,171.65	\$13,775.00	\$11,171.65	\$2,603.35	18.90%
Equipment Maintenance	\$2,117.00	\$15,000.00	\$2,117.00	\$12,883.00	85.89%
Clothing Allowance	\$1,787.78	\$5,400.00	\$1,787.78	\$3,612.22	66.89%
Tax Expenditures	\$142,765.44	\$149,235.00	\$142,765.44	\$6,469.56	4.34%
Benefit Expenditures	\$615,296.81	\$851,218.00	\$615,296.81	\$235,921.19	27.72%
Flex	\$0.00	\$4,900.00	\$0.00	\$4,900.00	100.00%
Insurance / General Liability	\$172,180.00	\$225,000.00	\$172,180.00	\$52,820.00	23.48%
Total Operating Expenditures	\$3,004,061.19	\$4,261,660.00	\$3,004,061.19	\$1,257,598.81	29.51%
SUPPRESSION EXPENDITURES					
Part Time Certification & Training	\$10,702.57	\$15,000.00	\$10,702.57	\$4,297.43	28.65%
Gasoline/Fuel	\$39,318.08	\$75,000.00	\$39,318.08	\$35,681.92	47.58%
Vehicle Maintenance	\$74,778.29	\$110,000.00	\$74,778.29	\$35,221.71	32.02%



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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	\$91,366.48	\$160,000.00	\$91,366.48	\$68,633.52	42.90%
Part Time Pay	\$148,786.93	\$250,000.00	\$148,786.93	\$101,213.07	40.49%
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	\$5,895.00	\$15,000.00	\$5,895.00	\$9,105.00	60.70%
Total Suppression Expenditures	\$395,438.53	\$806,500.00	\$395,438.53	\$411,061.47	50.97%
CAPITAL EXPENDITURES					
Communications Equipment	\$11,000.00	\$0.00	\$11,000.00	(\$11,000.00)	0.00%
RRT Grant 15-GPD-RR1-RR-HRT15 Expense	\$3,210.85	\$0.00	\$3,210.85	(\$3,210.85)	0.00%
RRT Grant 14-GPD-RR1-RR-HRT14 Expense	\$25,771.16	\$0.00	\$25,771.16	(\$25,771.16)	0.00%
Total Capital Expenditures	\$39,982.01	\$0.00	\$39,982.01	(\$39,982.01)	0.00%
FIRE STATION EXPENDITURES					
Furniture, Fixtures and Equipment	\$52,086.83	\$0.00	\$52,086.83	(\$52,086.83)	0.00%
Total Fire Station Expenditures	\$52,086.83	\$0.00	\$52,086.83	(\$52,086.83)	0.00%
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%



7.1.3 Commercial Structural Fire

I. PURPOSE:

To outline operational guidelines for emergency incidents at Commercial structures so that safe and effective emergency operations are the result. The incident commander has a great deal of latitude to assign companies based on unique situations and staffing levels.

Definitions

Commercial buildings are defined as buildings that are utilized for commercial use. This includes but not limited to; office buildings, warehouses, retail box or strip malls, convenience stores, restaurants, industrial facilities.

PPV: Positive pressure ventilation

HVAC: Heating, ventilation, air conditioning

Dry Standpipe: Water must be pumped to the fire department connection

Wet Standpipe: System is connected to domestic water supply, may need to be augmented

FDC: Fire department connection (sprinklers/standpipes)

T-LAS: Targeted-Limited Area Search

RIC: Rapid Intervention Crew

Abandoned refers to a structure that is not being used for any purpose and is not being maintained or preserved for some future use or occupancy. In many cases the building could be classified as a public nuisance awaiting demolition. A building in this condition typically has no value or negligible value.

Vacant refers to a building that is not currently in use, but which could be used in the future. The term "vacant" could apply to a property that is for sale or rent, undergoing renovations, or empty of contents in the period between the departure of one tenant and the arrival of another tenant. A vacant structure has inherent property value, even though it may not contain valuable contents or human occupants.

Unoccupied generally refers to a structure that is not occupied by any persons at the time an incident occurs. An unoccupied building could be used by a business that is temporarily closed (i.e., overnight or for a weekend). The term unoccupied could also apply to a building that is routinely or periodically occupied, but the occupants are not present at the time an incident occurs. A residential structure could be temporarily unoccupied because the residents are at work or on vacation. A building that is temporarily unoccupied has inherent property value as well as valuable contents.

II. SCOPE:

This procedure applies to all CCFD firefighting personnel and all responses to Commercial buildings.



III. PROCEDURES:

Risk statement- The CCFD prioritizes firefighter safety, human life, property and the environment. Risk is determined by a constant evaluation based on the expertise, education, experience, staffing and resources on the scene of the incident.

- Defensive operations should be considered if the structure is deemed to be unsafe, abandoned, or vacant.
- Offensive operations should only be considered when sufficient resources are on scene to conduct offensive operations with a reasonable degree of safety.

1. First in Engine:

- 1.1. Review preplan (if available) while en-route.
- 1.2. Conducts 360 size-up if accessible.
- 1.3. Give standard initial report, assess need for additional resources.
- 1.4. Secure Utilities to the building.
- 1.5. Establish (Pass) Command and identify command post if applicable and designate and announce the "Alpha" side of the building.
- 1.6. Obtain needed keys, maps, phone sets, etc.
- 1.7. Attempt to determine accountability in building.
- 1.8. Relay initial attack plan to next in unit or Command, if established.
- 1.9. Consider ventilation needs, PPV and/or HVAC system.
- 1.10. If building has DRY standpipes then water supply becomes urgent priority.
- 1.11. Determine the fire's location if possible. During offensive operations,



make initial attack and entry nearest to the fire's location.

2. First in Truck Company/Second Due Engine:

- 2.1 For buildings with WET systems, second company in to secure water supply to support fire protection systems and fire attack (FDC).
- 2.2 Initiate rescue operations and primary search using the T-LAS (Targeted-Limited Area Search) approach. No Large Area Searches are permitted.
 - This allows for rescuers to search areas that have the highest probability of rescue like windows, doors, and probable places of refuge.
 - Visual Searches will be conducted in all accessible windows for victims trapped. Windows will only be broken if victims are visible and it will be used to facilitate the rescue.
 - Teams of 2 Rescuers will open and *secure* all doors to allow for self-rescue, but not allow for ventilation or become part of a flow path. The team will conduct a search inside each door in an approximate 10 feet arc pattern. Rescuer 1 will use a pike pole or New York hook and flashlight at ground level to sweep and look for victims, while Rescuer 2 uses a TIC and serves as the anchor to Rescuer 1.
 - If the search reveals something that requires further investigation deeper into the building, the 1st rescuer proceeds to the target on a short tether, while the 2nd rescuer tends the tether and acts as a safety lookout.
 - Once the search is complete the door is closed but not latched to allow for victims to self-rescue if needed.

3. Additional Companies:

- 3.1. Report to assigned staging area.
- 3.2. Establish RIC
- 3.3. Identify evacuation needs, smoke conditions, egress paths if needed, fire extension possibilities.

4. Command Strategic Priorities:

- 4.1. Incident action PLAN, preliminary strategy.
- 4.2. Insure that an adequate water supply is secured.
- 4.3. Request expert assistance (Building Mechanical Engineer, Preplans, etc.).
- 4.4. Ventilation (HVAC, built in systems, or PPV).



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- 4.5. Consider staging, safety officer, logistics (additional resources), communications plan.
- 4.6. Search and rescue, evacuation or protect in place. NO Large Area Searches are permitted. Crews will use the T-LAS tactic for searches.
- 4.7. Establish RIC once adequate resources are available.
- 4.8. Utility companies should be contacted early in the incident.
- 4.9. Secondary Search shall be performed once the structure is deemed safe to enter.
- 4.10. Additional size-up and risk analyses should be performed prior to changing strategies, including any decision to conduct interior overhaul operations.



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7.1.4 Special Project Fund Discussion

Tank
National Dispatch



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7.2 Administrative Items: Chief Shank

7.2.1 Call Reviews

Incident Type	3/1/2017 to 3/31/2017	Year to Date	2016	2015
	2	3	6	0
100 Fire, Other	2	3	3	1
111 Building fire	3	5	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	0	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	1	1	0
130 Mobile property (vehicle) fire, Other	0	0	0	2
131 Passenger vehicle fire	4	5	14	22
132 Road freight or transport vehicle fire	0	1	5	3
133 Rail vehicle fire	0	0	2	0
137 Camper or recreational vehicle (RV) fire	0	1	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	1	61	29



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143 Grass fire	1	2	45	70
150 Outside rubbish fire, Other	0	0	3	4
151 Outside rubbish, trash or waste fire	1	1	6	3
152 Garbage dump or sanitary landfill fire	0	1	1	0
153 Construction or demolition landfill fire	0	0	2	1
154 Dumpster or other outside trash receptacle fire	1	2	13	6
160 Special outside fire, Other	1	2	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	0	2	2	0
300 Rescue, EMS incident, other	0	0	0	1
311 Medical assist, assist EMS crew	83	245	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	3	16	94	103
323 Motor vehicle/pedestrian accident (MV Ped)	0	0	3	5
324 Motor Vehicle Accident with no injuries	2	12	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	1	1	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	0	1	2	2



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410 Combustible/flammable gas/liquid condition, other	0	1	2	3
411 Gasoline or other flammable liquid spill	1	1	5	10
412 Gas leak (natural gas or LPG)	2	7	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	0	2	6	5
424 Carbon monoxide incident	1	7	9	13
440 Electrical wiring/equipment problem, Other	0	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	0	2	8	5
460 Accident, potential accident, Other	0	0	0	1
461 Building or structure weakened or collapsed	0	1	0	1
462 Aircraft standby	0	0	1	0
463 Vehicle accident, general cleanup	0	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	0	1	6	2
542 Animal rescue	0	0	0	2
550 Public service assistance, Other	0	1	4	4
551 Assist police or other governmental agency	1	3	12	17
552 Police matter	0	0	2	0
553 Public service	0	0	4	2
554 Assist invalid	0	0	3	0
555 Defective elevator, no occupants	0	1	0	0



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561 Unauthorized burning	3	4	9	12
600 Good intent call, Other	0	0	23	17
611 Dispatched & cancelled en route	0	0	0	1
6111 Dispatched & cancelled en route - Fire	1	4	27	26
6112 Dispatched & cancelled en route - EMS	5	12	40	48
6113 Dispatched & cancelled en route - Haz Mat	0	0	1	1
6114 Dispatched & cancelled en route - Alarm	10	20	97	121
6115 Dispatched & cancelled en route - Vehicle Accident	0	2	13	20
6116 Dispatched & cancelled en route - Wildland	0	1	21	22
6117 Scratched Response	0	1	7	11
6118 Dispatched & Cancelled en route - Other	1	1	3	1
621 Wrong location	0	0	8	2
622 No Incident found on arrival at dispatch address	1	3	39	39
631 Authorized controlled burning	1	2	17	15
650 Steam, Other gas mistaken for smoke, Other	0	0	1	0
651 Smoke scare, odor of smoke	1	2	39	27
652 Steam, vapor, fog or dust thought to be smoke	0	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	11	43	45
700 False alarm or false call, Other	0	4	9	25
710 Malicious, mischievous false call, Other	2	2	7	4
711 Municipal alarm system, malicious false alarm	0	0	2	0
714 Central station, malicious false alarm	0	1	2	4
721 Bomb scare - no bomb	0	0	0	1
730 System malfunction, Other	0	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	1	6	22	25



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734 Heat detector activation due to malfunction	0	0	2	2
735 Alarm system sounded due to malfunction	1	7	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	2	5	45	29
744 Detector activation, no fire - unintentional	0	3	12	15
745 Alarm system activation, no fire - unintentional	6	17	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,	0	0	1	0
Totals	147	447	1866	1890



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7.2.2 Training Report

Training Division Report –March 2017

Training Cadre

The Training Cadre met on March 28th.

Upcoming training sessions were reviewed

The new documentation for live fire training was reviewed and will be utilized during the first live fire training evolution at the Recruit Academy on March 29th.

The next Cadre meeting is April 25th at 1830hrs

March Training Highlights

Firefighter Rigsby and Olson completed Confined Space training at the Texas A&M Fire & Emergency Service Training Facility in College Station, TX.

Firefighter Abelmann completed the Tank Car Specialist course in Pueblo, CO.

The Pride and Ownership (Rick Lasky) seminar was held with just over 60 attendees, including 6 members from the Billings Fire Department.

Recruit Academy

The 2017 Recruit Academy is in its 8th week. There are currently 11 recruits.

Class is every Wed night from 1900-2200hrs, please feel free to stop by and meet the new members.

April Training

41 members will be attending the EMS University on April 6-8th

5 members will be attending the Northern Wyoming Wildland Fire School in Buffalo

Annual Wildland Refresher Training will be held on April 6th

Captain Borgialli and Firefighter Tomer will be attending Trench Rescue training at the Texas A&M Fire & Emergency Service Training Facility in College Station, TX.

Firefighter Sullivan will be attending the Highway Emergency Response Technician training at the Security and Emergency Response Training Center in Pueblo, Colorado

CCFD will be attending refresher training with the Wyoming Division of Criminal Investigation (DCI) on response to clandestine drug events.

S190/130 Basic Wildland Fire training will be on Apr 28, 29 and 30th

Industrial/Commercial Training

CCFD provided fire safety/fire extinguisher training to the Complex staff on March 28th

CCFD will be providing fire safety/fire extinguisher training to Dry Fork Power Station. This will consist of 5 classes beginning on April 10th. A total of 90 employees will be trained.

Classes/Hours: January 1, 2017 thru March 31st, 2017 a total of 174 training sessions have been conducted for a total of 3052 man hours.



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7.2.3 Facility Update/ General Information

- Station 9 Update
- Alternative Staffing Model



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7.3 Calendar of Upcoming CCFD/Fire Board Events

April 2017

- April 26, 2017: County Commissioner Quarterly Meeting at 6:00 p.m. at Commissioner Chambers

May 2017

- May 10, 2017: Fire Board Meeting at 6:00 p.m. at Station One Community Room.

June 2017

- June 14, 2017: Fire Board Meeting at 6:00 p.m. at Station Nine, 301 Sagebluff Dr., Wright.
- June 13, 2017 City Council quarterly meeting at 6:00 p.m., at the City Council Chambers.

July 2017

- July 12, 2017: Fire Board 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 Meeting at 6:00 p.m. at Station Eleven, 165 Union Chapel Road

September 2017

- September 13, 2017: Fire Board Meeting at 6:00 p.m. at Station One Community Room.

October 2017

- October 11, 2017: Fire Board 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 Meeting at 6:00 p.m. at Station One Community Room.

December 2017

- December 13, 2017: Fire Board Meeting at 6:00 p.m. at Station Twelve, 20 Jack Smith Road.



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8. BOARD ACTION ITEMS

8.1 GIS MOU

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE GILLETTE/WRIGHT/CAMPBELL COUNTY FIRE PROTECTION BOARD
AND
THE CITY OF GILLETTE**

1. **Parties.** This Memorandum of Understanding ("MOU") is made and entered into by and between the Gillette/Wright/Campbell County Fire Protection Board a.k.a. Campbell County Joint Powers Fire Board ("Board"), whose address is 106 Rohan Ave. Gillette, WY 82716, and the City of Gillette, a first-class city, whose address is 201 East 5th Street, Gillette, WY 82716.
2. **Purpose.** The purpose of this MOU is to assist the Board with accurate mapping and routing to emergency calls, through the development of a computer application ("APP"), by the City, to be loaded on the Board's computer tablets. The APP will allow the Board to utilize City Geographic Information Systems ("GIS") data and information, including but not limited to: building type, floor plan, and utility location. The APP will also assist the Board with pre-fire planning.
3. **Term of MOU.** This MOU shall commence upon the day and date last signed and executed by the duly authorized representatives of the parties to this MOU and shall remain in full force and effect until terminated. This MOU may be terminated, without cause, by either party upon thirty (30) days written notice, which notice shall be delivered by hand or by certified mail.
4. **Payment**

No payment shall be made to either party by the other party as a result of this MOU.
5. **Responsibilities of Board**
 - A. **Confidentiality of Information.** Unless otherwise required by law, all records and other information pertinent to this MOU shall be confidential and the custodian of such records shall deny access to those records in accordance with WYO. STAT. §§ 16-4-203(b) and (d).
 - B. **Patent or Copyright Protection.** The Board understands and agrees that certain proprietary matters or techniques regarding the APP may be subject to patent, trademark, copyright, license, or other similar restrictions, and warrants that no use or work to be performed by the Board will violate any such restriction. The Board shall defend and indemnify the City for any violation or alleged violation of such patent, trademark, copyright, license, or other restrictions.
 - C. **Ownership of Documents/Work Product.** The Board understands and agrees that all documents, reports, records, field notes, materials, and data of any kind resulting from performance of this MOU are at all times the property of the City.
 - D. **Release and Waiver.** In exchange for the use of the APP and benefits described above, the Board, does hereby forever release and discharge the City, its elected officials, administrators, officers, directors and employees from any and all claims, causes of actions, rights, demands, debts, damages, grievances, accountings, costs, attorney's fees or liabilities of any kind which the Board may have, had or may be able



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to assert or claim based the use of the APP. Without limiting the generality of the foregoing, this Release applies to any and all Claims regarding:

1. Improper or illegal use of APP information by the Board, its appointed officials, administrators, officers, directors and employees.
2. Incorrect data or information provided by the APP.
3. Internet or server malfunction or outage.

This Agreement does not bar actions or proceedings instituted for the purpose of enforcing the provisions of this Agreement.

6. City

- A. **Confidentiality of Information.** Unless otherwise required by law, all records and other information pertinent to this MOU shall be confidential and the custodian of such records shall deny access to those records in accordance with WYO. STAT. §§ 16-4-203(b) and (d).

7. General Provisions

- A. **Amendments.** Either party may request changes in this MOU. Any changes, modifications, revisions, or amendments to this MOU which are mutually agreed upon by the parties to this MOU shall be incorporated by written instrument, executed and signed by all parties to this MOU.
- B. **Applicable Law.** The construction, interpretation, and enforcement of this MOU shall be governed by the laws of the State of Wyoming. The courts of the State of Wyoming shall have jurisdiction over any action arising out of this MOU and over the parties, and the venue shall be the Sixth Judicial District, Campbell County, Wyoming.
- C. **Entirety of Agreement.** This MOU, consisting of four (4) pages, represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.
- D. **Prior Approval.** This MOU shall not be binding upon either party unless this MOU has been reduced to writing before performance begins as described under the terms of this MOU, and unless this MOU is approved as to form by the Gillette City Attorney.
- E. **Severability.** Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.
- F. **Governmental Immunity.** The Board and City do not waive their governmental immunity by entering into this MOU, and each fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this MOU.
- G. **Third Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this MOU shall not be construed so as to create such status. The rights, duties, and obligations contained in this MOU shall operate only between the parties to this MOU and shall inure solely to the



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benefit of the parties to this MOU. The provisions of this MOU are intended only to assist the parties in determining and performing their obligations under this MOU.

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8. **Signatures.** The parties to this MOU through their duly authorized representatives have executed this MOU on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

The effective date of this MOU is the date of the signature last affixed to this page.

GILLETTE/WRIGHT/CAMPBELL COUNTY FIRE PROTECTION BOARD

Cory Bryngelson Date

CITY OF GILLETTE

Louise Carter-King, Mayor Date

GILLETTE CITY CLERK ATTEST:

Karlene Abelseth Date

GILLETTE CITY ATTORNEY'S OFFICE APPROVAL AS TO FORM

Patrick Davidson, City Attorney Date



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8.2 Surplus Equipment

Surplus Unit#421 2008 Chevrolet Tahoe Vin# 1GNFK03038R148657

Bring back pervious surplus truck to replace Tahoe

2009 Ford F350 Vin# 1FTWW31R79EA12248



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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.

Join us for a barbeque cook-off.

[View In Browser](#)



BBQ Cook-Off



Get a Little Saucy. (for a good cause)

Join the HDR team for a BBQ rib lunch to help fight cancer in our community!

BARBEQUE COOK-OFF *A Benefit for Relay for Life*

Our grills will be hot and so is the competition. Members of our staff will be showcasing their best rib recipes. We need your help to determine who gets bragging rights for the year!

Burgers, brats, sides and desserts will also be served.

All proceeds benefit HDR's Relay for Life team. Suggested \$5 donation per person.

Want to be part of the competition? Let us know by Thursday, April 20. Call 307.228.6007 or email jennifer.toscana@hdrinc.com.



WHEN

Thursday, April 27, 2017

11 a.m. - 2 p.m.

[Add to calendar](#)

WHERE

HDR

601 Metz Drive

Gillette, WY 82718

[Map it](#)