



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: Patrick G. Davidson, City Administrator
RE: General Information
DATE: December 15, 2017

The following meetings are scheduled for the week of **December 16th – December 22nd**

Saturday, December 16th

11:00 a.m. Wreaths Across America Ceremony
• Lasting Legacy Park

Monday, December 18th

5:30 p.m. Legislative Dinner
• City Hall – 3rd Floor Conference Room

Tuesday, December 19th

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

- Introduction of New Citizen Advisory Board Members
 - Board of Examiners
 - Public Works / Utilities Advisory Committee
 - Parks & Beautification Board
- Audit Review – Finance Director Henderson
- Wastewater Facility Upgrades Update – Utilities Director Cole
- Fire Department Vehicle Purchase Discussion *- City Administrator Davidson
- Emergency Operations Plan Discussion
- Review December 19th 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

Wednesday, December 20th

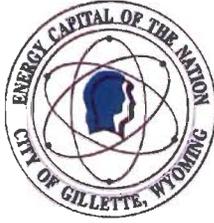
12:00 p.m. GALI Leadership Luncheon
• 2nd Floor Community Room

1. Attached please find a **letter** regarding **Consideration for Appointment as City Judge** dated **December 7, 2017** provided by **R. Douglas Dumbrill**.
2. Attached please find a **letter** regarding **Consideration for Appointment as City Judge** dated **December 7, 2017** provided by **Lisa Finkey**.
3. Attached please find a **letter** regarding **Wreaths Across America** dated **December 14, 2017** provided by **U.S. Senator Michael B. Enzi**.

4. Attached please find a **letter** regarding **Wreaths Across America** dated **December 16, 2017** provided by **U.S. Senator John Barasso, M.D.**
5. Attached please find a **letter** regarding **Approval of Updated Joint Emergency Operations Plan** dated **November 28, 2017** provided by **CCEMA Coordinator David King.**
6. Attached please find a **letter** regarding **Consideration for Designation of Official Newspaper** dated **December 7, 2017** provided by **Gillette News Record Editor and Publisher Ann Kennedy Turner.**
7. Attached please find a **letter** regarding **2018 City of Gillette Newspaper of Record** dated **December 11, 2017** provided by **Communications Manager Palazzari.**
8. Attached please find **information** regarding **Gurley Overpass Closure – December 19th** dated **December 14, 2017** provided by **Communications Manager Palazzari.**
9. Attached please find the **agenda** for the **Gillette, Wright, Campbell County Fire Protection Joint Powers Board** dated **December 13, 2017** and **meeting minutes** dated **November 15, 2017** provided by the **Campbell County Fire Department.**
10. Attached please find a **thank you card** from the **Senior Center.**
11. Attached please find a **thank you card** from a **DWI Court Graduate.**

* Item previously discussed by Council

PGD/adw



CITY OF GILLETTE

Finance Department - City Clerk Division
Karlene Abelseth, City Clerk
201 E. 5th Street • Gillette, Wyoming 82716
Phone 307.686.5210 • Fax 307.686.4810
www.gillettewy.gov

**Pre-Meeting – 6:00 p.m.
City Hall – 3rd Floor Conference Room
Tuesday, December 19, 2017
Dinner Served at 5:30 p.m.**

Pre-Meeting Topic(s):

- Introduction of New Citizen Advisory Board Members
 - Board of Examiners
 - Public Works / Utilities Advisory Committee
 - Parks & Beautification Board
- Audit Review – Finance Director Henderson
- Wastewater Facility Upgrades Update – Utilities Director Cole
- Fire Department Vehicle Purchase Discussion* - City Administrator Davidson
- Emergency Operations Plan Discussion
- Review December 19th Agenda
- Executive Session

*Item previously discussed by Council



CITY OF GILLETTE

Administration - Municipal Court
Glenda Brown, Court Clerk / Judicial Manager
201 E. 5th Street • Gillette, Wyoming 82716
307.686.5254 • Glenda@gillettewy.gov
www.gillettewy.gov

December 7, 2017

The Honorable Louise Carter-King
City Hall
P.O. Box 3003
Gillette, WY 82717

Councilman Billy Montgomery
4105 Teepee Street
Gillette, WY 82718

Councilman Tim Carsrud
1304 Providence Lane
Gillette, WY 82716

Councilman Shay Lundvall
4604 Spur Court
Gillette, WY 82718

Councilman Robin Kuntz
809 Rodeo
Gillette, WY 82716

Councilman Dan Barks
1800 Carrington Avenue
Gillette, WY 82718

Dear Mayor and Council:

I would appreciate your consideration for appointment as City Judge for 2018. I have enjoyed this opportunity to serve the City and I am grateful for the confidence you have placed in me in past years of this service.

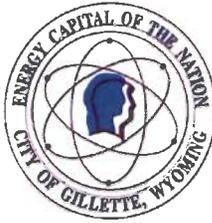
Yours very truly,

R. Douglas Dumbrill

RDD:gb

Pamela L. Boger, Administrative Services Director

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



CITY OF GILLETTE

Administration - Municipal Court
Glenda Brown, Court Clerk / Judicial Manager
201 E. 5th Street • Gillette, Wyoming 82716
307.686.5254 • Glenda@gillettewy.gov
www.gillettewy.gov

December 7, 2017

The Honorable Louise Carter-King
City Hall
P.O. Box 3003
Gillette, WY 82717

Councilman Billy Montgomery
4105 Teepee Street
Gillette, WY 82718

Councilman Tim Carsrud
1304 Providence Lane
Gillette, WY 82716

Councilman Shay Lundvall
4604 Spur Court
Gillette, WY 82718

Councilman Robin Kuntz
809 Rodeo
Gillette, WY 82716

Councilman Dan Barks
1800 Carrington Avenue
Gillette, WY 82718

Dear Mayor and Council:

I would appreciate your consideration for appointment as City Judge for 2018. I have enjoyed this opportunity to serve the City and I am grateful for the confidence you have placed in me this past year.

Yours very truly,

Lisa Finkey

LF:gb

Pamela L. Boger, Administrative Services Director

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

MICHAEL B. ENZI
WYOMING



United States Senate

WASHINGTON, DC 20510

December 14, 2017

Dear Friends:

Diana and I are so pleased to hear that you are holding Wreaths Across America events in Campbell County. These efforts made by volunteers like you to honor and remember service members, veterans, and our fallen heroes means a great deal to us.

As you place a ceremonial wreath to honor each of our nation's armed forces, you are providing a well-deserved expression of our thanks for the American way of life they have helped to preserve and protect. Each sacrifice they have made on our behalf through the years has helped to ensure that the blessings of freedom and liberty they fought to defend would continue to be guaranteed for us and for every new generation of Americans. That is why they are and will always be our greatest heroes. We owe each of them a great debt we will never be able to repay. We owe them our appreciation for their sacrifices and that is why this tribute to our fallen heroes is so fitting.

Diana joins in sending our best wishes to everyone who has come to be a part of these special ceremonies. The old adage still rings true – freedom isn't free, but our nation has always been the land of the free because we have always been the home of the brave.

Sincerely,

A handwritten signature in cursive script that reads "Mike Enzi".

Michael B. Enzi
United States Senator

MBE:dkk

JOHN BARRASSO, M.D.
WYOMING



UNITED STATES SENATE
WASHINGTON, D.C. 20510

December 16, 2017

Maj Toni Brown
Civil Air Patrol
Powder River Composite Squadron
PO Box 704
Gillette, WY 82717-0704

Dear Friends,

Greetings as you gather for the Wreaths Across America ceremony in Gillette. It is terrific that you have joined together to honor our nation's fallen heroes.

These wreaths are humble reminders of the great sacrifices of the men and women of our armed forces. We gather to remember all they have done for our country. We recognize the crucial role they played in protecting our nation, our freedom and our values. While we honor these brave men and women, we are teaching our next generation the significance of courage, integrity and patriotism.

Bobbi joins me in sending our best wishes. It is our pleasure to join you in remembering and honoring these great Americans.

With warm regards,

A handwritten signature in blue ink, appearing to read 'John Barrasso', with a large, stylized flourish at the end.

John Barrasso, M.D.
United States Senator

**OFFICE**

500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 686-7477 Office
(307) 687-6325 FAX
(307) 689-7477 Cell

COORDINATOR

David King

**Emergency Management
Agency**

dak41@ccgov.net

To: Mayor of Gillette, Gillette City Council

From: David King, CCEMA Coordinator

Re: Approval of Updated Joint Emergency Operations Plan

Date: November 28th, 2017

The Wyoming Office of Homeland Security requires the Emergency Operations Plan (EOP) for Campbell County, the City of Gillette and Town of Wright to be re-approved every two years. Although it has been slightly longer than two years since it was last presented for your approval, this plan now includes updates reflecting changes made in October's release of the Third Edition of the National Incident Management System (NIMS) and CCEMA is asking your approval.

This latest version of our EOP restructures the Policy and Management processes which will be utilized in times of major emergencies or disasters within our jurisdictions. Based upon the lessons learned in the full-scale exercise conducted in Gillette with the Wyoming National Guard, event management and control moves under a Unified Command Structure composed of the Sheriff, Chief of Police, Fire Chief, City and County Administrators (or their designees) while the Emergency Council is now composed of only the Chairman of the County Commissioners and Mayors of Wright and Gillette (or their designees), and that body will be in a more appropriate policy role.

This EOP also reaffirms our commitment to being "NIMS Compliant," which is a requirement for receiving federal homeland security grant funding. For the first time, the EOP also spells out the various levels of training which NIMS says is necessary for those involved in responding to emergencies and disasters.

And, for the first time this EOP describes the Local Emergency Planning Committee and its specific role in hazardous materials response planning, as well as how we use it in an all-hazards planning function.

Two months ago Campbell County Emergency Management began a focused effort on bringing our Emergency Support Functions (ESF's) alive, working with our local public and private sectors to better define each of the ESF's, and drafting ESF descriptions for the plan which are realistic and achievable. Only the ESF-1, Transportation portion has been completed in time for this version of the EOP, but the rest will be addressed in the coming year and CCEMA will be back before you with those updates to the plan as appropriate.

The efforts being put forth on these ESF revisions are significant and timely, as a target of early September 2018 has been established for conducting a half-day activation of the Campbell County Emergency Operations Center for a full-scale exercise. Please be advised, the appropriate elected officials and agency heads along with the ESF's will be asked to participate in that exercise as if the EOC were addressing a major emergency within our community.

A number of preparatory training classes, tabletop exercises and learning opportunities are being scheduled for the months leading up to the EOC activation and I hope you will be able to take advantage of the opportunity to learn and participate.

Gillette News Record

Mail: P.O. Box 3006, Gillette, WY 82717-3006 * 307-682-9306, Ext. 203 * e-mail: aturner@gillettenewsrecord.net

Dec. 7, 2017

Patrick Davidson, City Administrator
City of Gillette, 201 East Fifth Street
Gillette, WY 82716

Dear Mr. Davidson and City Council Members:

Please accept this bid from the News Record for the City of Gillette's public notices for 2018 at \$7.50 per column inch.

We meet all qualifications for consideration as your official newspaper, including our circulation and rate:

* **Statutory requirements:** Daily newspapers are required by law to charge no more than their lowest published rate. At \$7.50 a column inch, our rate to you is below the \$9 we typically charge our most frequent advertisers, and is less than we charge others for public notices.

* **Circulation:** Our circulation averages 7,000 a day in print and digital forms — well above the minimum required by law. That makes the News Record the most visible medium in Gillette by a huge margin. Your per-piece cost is roughly .00107 cents per inch per reader.

* **Added Value:** The rate also guarantees you two added advantages:

✓ While the law requires cities to publish public notices in print, we also publish them in our online product. We have done that for years — for free — because we believe public notices should get the widest possible exposure.

✓ We also upload Gillette's public notices every day to two websites, WYOPUBLICNOTICES.COM and PUBLICNOTICEADS.COM/WY, which features all public notices published in Wyoming Press Association newspapers in either pdf or text form. That way, people from across the state (or the nation, for that matter) can access those notices to look for bids that are being solicited, or to see a public hearing notice on an sensitive topic, or to look for foreclosures, or to compare budgets — or whatever they would see in each newspaper each day.

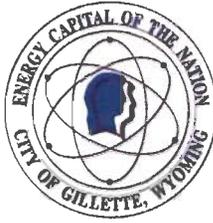
We offer that service for free.

I would be happy to answer any questions that might arise.

Sincerely,



Ann Kennedy Turner
Editor and Publisher
Gillette News Record



CITY OF GILLETTE

Administration

201 E. 5th Street • Gillette, Wyoming 82716
Phone 307.686.5203 • Fax 307.686.1593
www.gillettewy.gov

MEMORANDUM

Date: December 11, 2017

To: Patrick Davidson, City Administrator

From: Geno Palazzari, Communications Manager

Re: 2018 City of Gillette Newspaper of Record

On November 8th, 2017, City Administration sent a letter to the Gillette News Record requesting confirmation that their publication met all the State requirements to be considered as the Newspaper of Record for the City of Gillette by December 8th, 2017. The Gillette News Record submitted their credentials to City Administration on December 8th. This item will be considered at the January 2nd, 2018 Regular Meeting of the Gillette City Council.

For a newspaper to be considered as the City's official newspaper it must have been "regularly issued at least once each week for a period of fifty-two (52) consecutive weeks prior to the date of the first publication of such notice or advertisement, has a paid circulation of at least five hundred (500) and each page is not less than ten (10) inches by fourteen (14) inches in size." The Gillette News Record meets these requirements.

The News Record has submitted a bid to publish City of Gillette public notices at \$7.50 per column inch. This is a \$0.25 increase over 2017. In 2016, the price per column inch was \$6.75.

Gurley Overpass Closure - December 19th

Overpass will be close from 7:30 a.m. - 3:30 p.m.

The Gurley Overpass will be closed on December 19th from 7:30 a.m. - 3:30 p.m. The reason for the closure is to allow for the drilling of test cores in the bridge deck.

Post Date: 12/14/2017 11:30 AM

The Gurley Overpass will be closed on December 19th from 7:30 a.m. - 3:30 p.m. The reason for the closure is to allow for the drilling of test cores in the deck to determine the extent of the delamination and refine quantities for the deck repair and epoxy overlay project to be undertaken next construction season. The areas where cores were removed will be refilled as part of the process.

For more information, contact [Communications Manager Geno Palazzari](#) at (307) 686-5393.



Gillette, Wright, Campbell County Fire
Protection Joint Powers
Board of Directors
December 13, 2017 Business Meeting
Station 1, Community Room

Table of Contents

1. CALL TO ORDER	3
2. PLEDGE OF ALLEGIANCE	3
3. WELCOME AND INTRODUCTIONS.....	3
4. AGENDA APPROVAL	3
4.1 BUSINESS ADDITIONS AND DELETIONS	3
4.2 APPROVE THE AGENDA ☞	3
4.3 APPROVE THE AMENDED AGENDA (IF NEEDED) ☞.....	3
5. PUBLIC COMMENTS.....	3
6. CONSENT AGENDA APPROVAL ITEMS ☞:.....	4
6.1 REGULAR BOARD MEETING MINUTES	4
6.2 MONTHLY EXPENDITURES	13
7. EXPENDITURE APPROVAL.....	14
7.1 APPROVAL OF MANUAL CHECKS ☞	14
8. BOARD REVIEW/FYI ITEMS	15
8.1 FINANCIAL AND POLICY REVIEW	15
8.1.1 Cash Position.....	15
8.1.2 FY 2017-2018 Budget vs. Actual Statements	16
8.2 ADMINISTRATIVE ITEMS: CHIEF SHANK	22
8.2.1 Call Reviews	22
8.2.2 Training Report	26
8.2.3 Facilities Update/General Information	28
9. BOARD ACTION ITEMS.....	29
9.1 PROPOSED 2018 HOLIDAY CALENDAR ☞	29
9.2 PROPOSED 2018 FIRE BOARD MEETING SCHEDULE ☞	30
10. EXECUTIVE SESSION ☞:.....	36
10.1 MATTERS POSING THREAT TO SECURITY OF PUBLIC OR PRIVATE PROPERTY, OR THREAT TO PUBLIC ACCESS	36
10.2 APPOINTMENT, EMPLOYMENT, OR DISMISSAL OF PUBLIC OFFICER, EMPLOYEE, OR PROFESSIONAL PERSON	36
10.3 LITIGATION MATTERS.....	36
10.4 NATIONAL SECURITY MATTERS	36
10.5 REAL ESTATE PURCHASES.....	36
10.6 ATTORNEY CLIENT PRIVILEGED INFORMATION	36
11.0 EXECUTIVE SESSION MINUTES APPROVAL ☞	36
12.0 ADJOURNMENT ☞	36

Note: ☞ Signifies a Decision Item

GWCCFPJPB Meeting
Meeting at 5:30 p.m.
December 13, 2017
Gillette, Wright, Campbell County
Joint Powers Fire Board of Directors
Business Meeting
December 13, 2017 - Attendance

ATTENDANCE

Board Members:

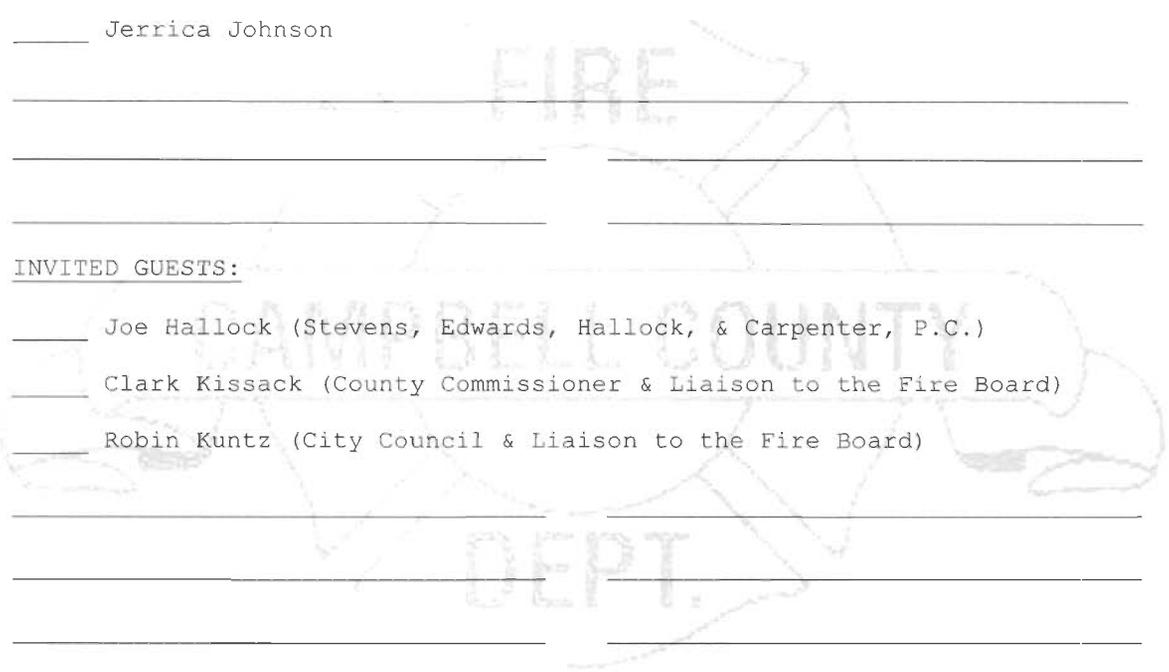
- | | |
|-----------------------|----------------------|
| _____ Cory Bryngelson | _____ Steve Crichton |
| _____ Chuck Davis | _____ Damon Hart |
| _____ Ryan Gross | _____ Del Shelstad |
| _____ Ron Holmes | |

INVITED STAFF MEMBERS:

- | | |
|-----------------------------|------------------------|
| _____ Fire Chief Bill Shank | _____ Captain Ryan Fox |
| _____ Jerrica Johnson | |

INVITED GUESTS:

- | |
|---|
| _____ Joe Hallock (Stevens, Edwards, Hallock, & Carpenter, P.C.) |
| _____ Clark 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
December 13, 2017

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. WELCOME AND INTRODUCTIONS

Guests:

4. AGENDA APPROVAL

4.1 Business Additions and Deletions

4.2 Approve the Agenda 🌀

4.3 Approve the Amended Agenda (if needed) 🌀

5. PUBLIC COMMENTS



6. CONSENT AGENDA APPROVAL ITEMS &:

6.1 Regular Board Meeting Minutes

JOINT POWERS FIRE BOARD OF
 DIRECTORS' MEETING MINUTES

November 15, 2017

ATTENDANCE: Chuck Davis, Ryan Gross, Steve Crichton, Ron Holmes, Damon Hart, Cory Bryngelson and Del Shelstad.

STAFF and GUESTS: Chief William Shank, Jerrica Johnson, Chief JR, County Liaison Commissioner Clark Kissack and City Fleet Manager Jim Williamson.

1.0 CALL TO ORDER

Board Chairman, Ryan Gross called the meeting to order at 1730 hours at the Campbell County Fire Department Station One in Gillette, Wyoming.

3.0 WELCOME AND INTRODUCTIONS

Chairman Gross introduced the attendees who are listed above under the heading "Staff and Guests." Ryan Gross welcomes new Board Member Del Shelstad.

4.1 BUSINESS ADDITIONS AND DELETIONS

9.2 Apparatus Replacement added to the Agenda.

4.2 AGENDA APPROVAL

☛ **Motion** Steve Crichton moved, seconded by Ron Holmes, to approve the meeting agenda as amended.

Cory Bryngelson	yes	Ron Holmes	yes
Chuck Davis	yes	Steve Crichton	yes
Ryan Gross	yes	Del Shelstad	yes
Damon Hart	yes		

The motion carried.

6.1 APPROVE CONSENT AGENDA

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

Cory Bryngelson	yes	Ron Holmes	yes
Chuck Davis	yes	Steve Crichton	yes



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 PUBLIC COMMENTS/CONSENT AGENDA/MINUTES
 December 13, 2017 - Discussion/Approval

Ryan Gross	yes	Del Shelstad	yes
Damon Hart	yes		

The motion carried.

7.1 MANUAL CHECKS

➤ **Motion** Cory Bryngelson moved, seconded by Chuck Davis, to approve payment of the Manual Checks totaling \$179,873.18.

Cory Bryngelson	yes	Ron Holmes	yes
Chuck Davis	yes	Steve Crichton	yes
Ryan Gross	yes	Del Shelstad	yes
Damon Hart	yes		

The motion carried.

8.1.1 FY CASH POSITION

Ryan Gross mentioned it may be wise to talk to the City and County about paying us our Quarterly Operating early due to current cash balance.

8.1.2 BUDGET VS ACTUAL

Chief stated in reviewing our Budget we are right on track to where we need to be watching it closely and feels we are on track.

8.1.3 FIRE BOARD ORIENTATION GUIDELINES

Ryan Gross stated Fire Board Orientation Guidelines are included from last month. There have been no changes informational only. Chief stated in addition to having Captain Ryan Fox and Jerrica Johnson filling in as interim comptroller both are doing a phenomenal job.

8.2.1 CALL REVIEW

Chief Shank stated there were 193 calls in October that is up 23 calls from September. There were no major structure fires. One lengthy call was a crude oil tanker roll over on Hwy 450 and Regional Response Team was activated for the call. Chief Fox stated everything went well with the call.

8.2.2 TRAINING REPORT

Chief Shank reported it has been another busy month for Training. Working on the 2018 Training schedule, 2018 Recruit Academy and finalizing 2017 Academy. The 2017 recruits will be finished as of Jan 1 of 2018. Chief Smith has acquired some structures for burning to use as Training. Chief did inform the Board that when doing these live fire training on structures there is no internal fire attack. We will be making plans for the burns as weather permits.

November Training

Annual Emergency Vehicle Operator Refresher training will be held on November 2nd.



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
PUBLIC COMMENTS/CONSENT AGENDA/MINUTES
December 13, 2017 - Discussion/Approval

Hazardous Materials Operations will be November 3-5th for probationary members that need to complete it.

Apparatus Operator Training November 7th

Firefighter 2 Training will be conducted each Wed night beginning November 8th through the 29th currently 17 members are signed up.

The National Fire Academy course, Preparing for Initial Company Operations will be held on November 17th & 18th.

Chief Shank, Chief Williams, Captain Stark and Firefighter Millard attended the Volunteer & Combination Officer Section – Symposium in the Sun on November 9-12th in Florida. There was a number of great training opportunities. Strategies brought back to implement here at CCFD. Chief Shank met with Howard Cross excellent speaker/ instructor and would like to bring him to the Department to do a Team Building Class.

Captain Ryan Fox attended the National Fire Academy (Executive Fire Officer Program) this was his third year of a four-year program.

Upcoming Training

The National Fire Academy Course Managing Initial Company Operations will be conducted on Dec 15th & 16th.

Elected Official Fire Academy is December 9th this is open to the General public.

8.2.3 FACILITIES UPDATE/GENERAL INFORMATION

Station 3

Scheduled for Floor repair the week of December 4th the station will be closed while they tear old floor out and replace with new floor. This project is covered at no cost to the Fire Department.

Station 9

The north and west side of concrete repairs are complete. They have turned all apparatus around so operating out of the West side they are tearing out concrete on east and south side. Some of the concrete on south side has already been repaired. A lot of the interior work is completed, and they are on final stages of interior and Firefighter Sims has reported that it is looking good. One of the discouraging reports is that some of the repairs to the drywall they used caulking rather than tape and drywall mud and there is some separating that has happened may be an indicator that the building may still be moving. No additional reports from Brian Shippy at Consolidated Engineering who is engineer responsible for project. Still some investigation with Surge problem that has caused problems with circuit boards want to identify problem before making



some repairs. Chief Shank will follow up with electricians and let the Board know what is reported to him.

Pine Tree Junction

Complete and nothing to report. Apparatus inside and they are happy down there.

Rescue 1

Had some Fuel pump problems that consequently damaged engine and we made decision to let our in-house mechanics make the repairs. It has taken more time that anticipated due to waiting on parts and some electronics. Fire Fighter Jake Millard is only available on Fridays and he is our ford mechanic we have been relying on him to keep the cost down. Chief stated we saved about \$8000 by doing the repairs in house. Waiting for some programming to be done.

8.3 CALENDAR OF UPCOMING EVENTS

Chief Shank next Board meeting will be held at Station 1 on December 13th beginning at 5:30 pm.

9.1 PINE TREE JUNCTION FIRE STATION LEASE

☛ **Motion** Steve Crichton moved, seconded by Damon Hart, to approve the Pine Tree Junction Lease subject to Attorney Joe Hallock review.

Cory Bryngelson	yes	Ron Holmes	yes
Chuck Davis	yes	Steve Crichton	yes
Ryan Gross	yes	Del Shelstad	yes
Damon Hart	yes		

The motion carried.

9.2 APPARATUS REPLACEMENT

☛ **Motion** Steve Crichton moved, seconded by Chuck Davis, to approve the purchase of three new apparatus.

Cory Bryngelson	yes	Ron Holmes	yes
Chuck Davis	yes	Steve Crichton	yes
Ryan Gross	yes	Del Shelstad	yes
Damon Hart	yes		

The motion carried.

12.0 ADJOURNMENT

☛ **Motion** Cory Bryngelson moved, seconded by Steve Crichton to adjourn meeting at 1923 hours.



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
PUBLIC COMMENTS/CONSENT AGENDA/MINUTES
December 13, 2017 - Discussion/Approval

Cory Bryngelson	yes	Ron Holmes	yes
Chuck Davis	yes	Steve Crichton	yes
Ryan Gross	yes	Del Shelstad	yes
Damon Hart	yes		

The motion carried.

Respectfully Submitted,

Ryan Gross- Chairman

Attest: Ryan Fox - Captain

Apparatus Replacement Priorities for 2018

Presented November 15, 2017
William R Shank, EFO
Fire Chief

JR Fox, MPA, EFO
Division Chief of Operations

Bryan Borgialli, MO
Fire Captain

Executive Summary

Campbell County Fire Department (CCFD) is in a unique position with regards to fire protection. Because of significant travel distances to neighboring communities with fire departments that can be called on to provide additional apparatus and personnel, CCFD must be self-sufficient for long periods of time. Additionally, the fire protection agencies available for mutual aid responses are 100% volunteer organizations. This presents another issue with regards to the availability of their personnel and their ability to staff a piece of fire apparatus to respond to a call for mutual aid. It is currently estimated that it will take a minimum of 1.5 hours for additional firefighters and equipment to respond to Gillette or surrounding areas if needed. This is the primary justification for requesting the replacement of Engines 9, 12 and 13.

Not all apparatus applications are interchangeable. The needs of CCFD's outlying stations are significantly different from those for the stations located in the City of Gillette. In the outlying areas, water must be carried to the scene of a fire. This is accomplished by the use of large capacity tenders capable of carrying 2,000 gallons or more. In the city, hydrants are generally available so the need to transport water is reduced (but not eliminated). The need for all-wheel-drive apparatus is a necessity in the outlying areas where apparatus that rarely leaves paved or maintained roads do not routinely need all-wheel-drive capabilities. These basic needs should be considered when purchasing apparatus for specific stations and applications.



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
PUBLIC COMMENTS/CONSENT AGENDA/MINUTES
December 13, 2017 - Discussion/Approval

The capability to carry enough firefighters to a fire scene varies with location. Outlying stations have different needs than stations located in close proximity to the City of Gillette. Outlying stations traditionally have fewer members assigned to their locations. The exception is Station 9 in Wright. While they are considered an outlying station, Station 9 members protect the Town of Wright and surrounding area. Station 9 also currently has a strong membership base that requires apparatus assigned to the station have similar capabilities including the capacity to transport more firefighters to fire scenes. Stations with more members need larger cabs so they can transport members to fire scenes. This requires a commercial chassis with an extended cab or a custom chassis with more riding positions for members. Commercial chassis are traditionally longer by nature. A custom chassis can often be designed to meet specific length and height requirements but are more expensive (but not excessive considering the overall cost of the apparatus).

In an attempt to reduce the overall number of apparatus operated by CCFD, the plan is to purchase apparatus with multiple applications when possible. This option will require the purchase of Tender/Pumper applications. Tender/Pumpers combine the features of a structural engine and the ability to carry additional water to the scene of a fire. Tender/Pumper applications are larger platforms due to the addition of a larger water tank capacities of 2,000 or more gallons. This requires apparatus drivers to be more experienced when responding due to the additional size, water capacity, and the overall weight of the apparatus.

The option to rotate apparatus amongst various stations should also be considered as a means of extending the service life of our apparatus. Future apparatus purchases will consider this factor. This will require planning and development of multiple apparatus specifications meeting a variety of needs for specific locations within CCFD. We must also address standardization of apparatus for specific applications. The ability to rotate apparatus will require the standardization of several apparatus applications. This will reduce overall maintenance costs, down time when repairs are required, and the need to stock a multitude of parts for several different types of apparatus from various apparatus manufactures. Rotating apparatus will effectively extend the service life of apparatus thereby reducing the need to replace a viable apparatus that can be moved to a slower station.

Overall costs for each type of apparatus vary considerably. The estimated cost of a Class A Engine built on a custom chassis is currently \$600,000 to \$700,000 depending on the respective manufacturer. The same engine built on a commercial chassis with an extended cab is slightly less but is relatively insignificant considering the overall cost of the apparatus. The option to include all-wheel-drive capabilities will increase costs depending on the chassis manufacture. The cost is primarily based on whether or not the chassis manufacturer offers a standard all-wheel drive model or if it is an add-on designed on individual needs. If the option is an add-on feature, this creates a problem as this equipment not as durable.

The overall cost of a Tender/Pumper application is nearly the same if it is built on a custom chassis or commercial chassis with the extended cab feature. Current estimates are in the \$500,000 to \$600,000 range, again depending the manufacture. A Tender/Pumper built on a single cab commercial chassis is estimated to run \$450,000 to \$550,000. All-wheel capabilities understandably will add additional costs. A third option to be considered is a Type 3 Engine that is smaller and carries 1,000 gallons of water. This application can be specified to meet all requirements of a Class A Engine and a Type 3 Wildland Engine



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
PUBLIC COMMENTS/CONSENT AGENDA/MINUTES
December 13, 2017 - Discussion/Approval

capable of providing structural protection in addition to possessing the capability of fighting wildland fires on flatter areas. ***Current estimates*** are in the \$350,000 to \$450,000 range depending on manufacturer.

In an attempt to reduce overall apparatus numbers, have the capability to rotate apparatus between stations, and obtain apparatus with multiple capabilities, the above options are included for review. The purchase prices shown are ***ESTIMATES and only ESTIMATES***. A concrete purchase price can only be obtained by entering into a contract with an apparatus manufacturer where a final apparatus specification will be agreed upon by CCFD and the manufacturer due to the overall cost of engineering the final product and any necessary modification necessary to meet the needs of CCFD.

The replacement of Engine 9, Engine 12, and Engine 13 are the top priorities for the upcoming budget cycle. HAZ-MAT 1 and Truck 1 are two additional pieces of apparatus that deserve significant consideration.

Engine 9 is a 1993 Becker Class A Pumper. This engine was scheduled for replacement in the 2016-2017 budget year. Due to a significant downturn in the local economy, the replacement of this engine was delayed. The age of the apparatus is a genuine concern for the Department Leadership as the reliability of this engine is always in question. This engine does not answer enough calls for service to meet the mileage requirement for replacement. Engine 9 is in need of replacement because the back-up must come from Gillette or surrounding stations. It is a minimum of 45 minutes before a back-up engine can arrive to support firefighting operations. There are a number of additional other factors to consider if the purchase of a replacement is delayed as follows:

1. The apparatus manufacturer is no longer in business therefore finding replacement parts will be challenging in the future.
2. The engine has reached its service life and has been fully depreciated when referencing the current apparatus replacement formula and program.
3. Engine 9 experienced a mechanical failure during the most recent structure fire it responded to as the primary pumping apparatus. The mechanical failure did not affect firefighting operations at that time, but there are no guarantees the next mechanical failure will not.
4. With the amount of equipment required to be carried on a Class A engine, the apparatus is becoming overloaded which may become an issue in the future.
5. Low call volume and high participation of current members.

Options for replacement:

1. Purchase a new Class A Engine at an estimated cost of 500k.
2. Move our current Engine 5 to Wright where it will be very good replacement for Engine 9. Engine 5 is a Class A Engine with approximately 21,000 miles. This will allow the organization to continue to explore ways to move apparatus to slower stations so they can accumulate additional mileage and meet the existing Apparatus Replacement formula. Engine 5 and Engine 9 are both four-wheel drive applications so apparatus will meet the existing requirements for all wheel applications. Engine 5 has an extended cab with 5 riding positions available. This will also benefit our staff in Wright as they have strong membership numbers at this time and need the additional space provided by an extended cab.



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
PUBLIC COMMENTS/CONSENT AGENDA/MINUTES
December 13, 2017 - Discussion/Approval

3. Replace it with a Tender/Pumper that may be rotated to slower stations as needed. This application does not meet the primary needs of Wright.
4. Leave the current apparatus in place knowing it has reached its service life, and maintenance will continue to increase.
5. Engine 5 will need to be replaced and will remain at Fire Station One where it will be used on a more regular basis by our Full and Part-time staff.

Engine 12 is a 1992 Class A Engine manufactured by Smeal Fire Apparatus. This engine was scheduled for replacement in the 2016-2017 budget year. Due to a significant downturn in the local economy, the replacement of this engine was delayed. The age of the apparatus is a genuine concern for the Department Leadership. This engine does not answer enough calls for service to meet the mileage requirement for replacement because additional apparatus must come from Gillette and surrounding stations. It is a minimum of 20-30 minutes before a back-up engine can arrive to support firefighting operations. There are a number of other factors to consider if the purchase of a replacement is delayed:

1. The age of the apparatus is an issue and maintenance cost may escalate in future.
2. Replacement parts for the chassis are available but parts to the pump and controls will become harder to locate as the apparatus continues to age.
3. We are severely limited by the dimensions of the current fire station in Rozet. This makes it difficult to use a commercial chassis with an extended cab and still meet the tank size requirement. A single commercial cab application will fit the station dimensions but limit the number of firefighters able to ride on the apparatus to two (which is not enough to carry out interior firefighting operations). It will also limit the ability to rotate the apparatus to other stations needing the additional riding positions for firefighters.
4. A custom chassis can be designed to fit the current dimensions but comes at a much higher cost.
5. The overall length of the apparatus becomes a safety issue when backing into the existing station. Station damage is a concern along with the ability to move safely around the apparatus when in quarters.
6. Very low call volume and moderate participation.

Options for Replacement

1. The plan was to replace Engine 12 with a Tender/Pumper apparatus which would meet all Class A Engine requirements and carry 3,000 gallons of water to the scene of a structure fire at a substantial cost.
2. Replace the current apparatus with a smaller apparatus that will meet all requirements including structural and wildland applications. Replacement would be with a Type 3 Engine that would carry 1,000 gallons of water and all necessary equipment for structural firefighting. The Type 3 Engine would also have wildland capabilities for structural protection and fire attack capabilities in some locations.
3. A Tender/Pumper platform has very limited usability in wildland settings.
4. This application will also meet the needs at Fire Station 13. If twin apparatus were purchased, they could be rotated between stations to ensure maximum service life.
5. No replacement of existing apparatus.



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
PUBLIC COMMENTS/CONSENT AGENDA/MINUTES
December 13, 2017 - Discussion/Approval

Engine 13 is a 1992 Class A Engine manufactured by Smeal Fire Apparatus. This engine was scheduled for replacement in the 2016-2017 budget year. Due to a significant downturn in the local economy, the replacement of this engine was delayed. The age of the apparatus is a genuine concern for the Department Leadership. This engine does not answer enough calls for service to meet the mileage requirement for replacement, but the apparatus is in need of replacement because additional apparatus must come from Gillette and surrounding stations. It is a minimum of 30 minutes before a back-up engine can arrive to support firefighting operations. There are a number of other factors to consider if the purchase of a replacement is delayed:

1. The age of the apparatus is an issue, and maintenance cost may escalate in the future.
2. Replacement parts for the chassis are available, but parts for the pump and controls will become harder to locate as the apparatus ages.
3. We are severely limited by the dimensions of the current fire station in Freedom Hills. This makes it difficult to use a commercial chassis with an extended cab and still meet the tank size requirements. A single commercial cab application will fit the station dimensions but limit the number of firefighters able to ride on the apparatus to two (which is not enough to carry out interior firefighting operations). It will also limit the ability to rotate the apparatus to other stations needing the additional riding positions for firefighters.
4. The overall length of the apparatus becomes a safety issue when backing into the existing station. Station damage is a concern along with the ability to move safely around the apparatus when in quarters.
5. The Tender/Pumper application is ideal for structural firefighting but has very limited usability in wildland settings.
6. Very low call volume and moderate participation.

Options for Replacement

1. This plan is to replace Engine 13 with a Tender/Pumper apparatus which would meet all Class A Engine requirements and carry 3,000 gallons of water to the scene of a structure fire at a substantial cost.
2. Replace the current apparatus with a smaller apparatus that will meet all requirements (has structural and wildland applications). Replacement is a Type 3 Engine that would carry 1,000 gallons of water and all necessary equipment for structural firefighting. The Type 3 Engine would also have wildland capabilities for structural protection and fire attack capabilities in some locations.
3. This application will also meet the needs at Fire Station 12. If twin apparatus were purchased, they could be rotated between stations to ensure maximum service life.
4. No replacement of existing apparatus



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
APPROVAL OF EXPENDITURES
December 13, 2017 - Discussion/Approval

6.2 Monthly Expenditures

Campbell County Fire Department Check Run November 2017

(Will be submitted at the Board Meeting)



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
APPROVAL OF EXPENDITURES
December 13, 2017 - Discussion/Approval

7. EXPENDITURE APPROVAL

7.1 Approval of Manual Checks

CAMPBELL COUNTY TREASURER	\$1,765.67	Payroll Deduction
ORCHARD TRUST	\$1,685.00	Deferred Compensation
SMITH, RONALD	\$198.33	Payroll Deduction
WYOMING CHILD SUPPORT ENFORCEMENT	\$582.63	Payroll Deduction
	<hr/>	
	\$4,231.63	



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
BOARD REVIEW/FYI ITEMS
December 13, 2017 - Information/Review

8. BOARD REVIEW/FYI ITEMS

8.1 Financial and Policy Review

8.1.1 Cash Position

Beginning Balance as of 11/01/17	\$586,706.11
Revenues:	
BLM - Seatbase Reimbursement	\$620.00
BLM - Seatbase Reimbursement	\$1,038.50
BLM - Seatbase Reimbursement	\$868.00
BLM - Seatbase Reimbursement	\$294.50
Amanda Larson - AMFTC Use Fee	\$75.00
Hayley Conrad - AMFTC Use Fee	\$150.00
Bomgaars - Account Credit	\$15.99
Interest Revenue	\$39.71
Total Revenues	<u>\$3,101.70</u>
Balance before Disbursements	\$589,807.81
Disbursements:	
Accounts Payable Approved at Board Meetings Check #560008-560085	\$113,564.34
Manual Checks	\$4,231.63
Payroll	\$251,838.12
Total Disbursements	\$369,634.09
Ending Balance as of 11/30/17	\$220,173.72



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 BOARD REVIEW/FYI ITEMS
 December 13, 2017 - Information/Review

8.1.2 FY 2017-2018 Budget vs. Actual Statements

CAMPBELL COUNTY FIRE DEPT

Operating and Suppression Budget Vs Actual To Date

As Of 11/30/2017

	Current Period	Budgeted Amount	YTD	Amount Left	Percentage Left
OPERATING AND SUPPRESSION REVENUES					
Interest Earned	\$232.95	\$600.00	\$232.95	\$367.05	61.18%
Training Center Donations	\$20.00	\$0.00	\$20.00	(\$20.00)	0.00%
CCFD Apparel Revenue	\$0.00	\$4,000.00	\$0.00	\$4,000.00	100.00%
Travel Reimbursement	(\$1,486.30)	\$3,000.00	(\$1,486.30)	\$4,486.30	149.54%
State of Wyoming: CM2	\$0.00	\$10,000.00	\$0.00	\$10,000.00	100.00%
Burlington Northern	\$1,905.51	\$5,000.00	\$1,905.51	\$3,094.49	61.89%
Campbell County Appropriation	\$1,648,303.50	\$3,296,607.00	\$1,648,303.50	\$1,648,303.50	50.00%
City of Gillette Appropriation	\$558,747.00	\$1,117,494.00	\$558,747.00	\$558,747.00	50.00%
Town of Wright	\$27,937.50	\$55,875.00	\$27,937.50	\$27,937.50	50.00%
Unanticipated Grant Revenue	\$5,354.00	\$10,000.00	\$5,354.00	\$4,646.00	46.46%
Miscellaneous Income	\$91.23	\$5,000.00	\$91.23	\$4,908.77	98.18%
Insurance Repair Reimbursements	\$3,317.04	\$50,000.00	\$3,317.04	\$46,682.96	93.37%
BLM Rural Fire Assistance Revenue	\$0.00	\$20,000.00	\$0.00	\$20,000.00	100.00%
RRT Response Reimb Revenue	\$0.00	\$20,000.00	\$0.00	\$20,000.00	100.00%
Training Center Rental Fees	\$1,575.00	\$9,200.00	\$1,575.00	\$7,625.00	82.88%
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%
Catastrophic Suppression	\$0.00	\$100,000.00	\$0.00	\$100,000.00	100.00%
Total Operating and Suppression Revenues	\$2,245,997.43	\$4,713,776.00	\$2,245,997.43	\$2,467,778.57	52.35%



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 BOARD REVIEW/FYI ITEMS
 December 13, 2017 - Information/Review

OPERATING EXPENDITURES

	Current Period	Budgeted Amount	YTD	Amount Left	Percentage Left
Salaries	\$808,254.63	\$1,626,242.00	\$808,254.63	\$817,987.37	50.30%
Administrative Overtime	\$227.61	\$0.00	\$227.61	(\$227.61)	0.00%
Event Coverage Overtime	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
Maintenance Overtime	\$1,793.92	\$5,000.00	\$1,793.92	\$3,206.08	64.12%
Suppression Overtime	\$70,594.03	\$150,000.00	\$70,594.03	\$79,405.97	52.94%
Project/Meeting Overtime	\$164.39	\$3,000.00	\$164.39	\$2,835.61	94.52%
Shift Coverage OT	\$21,946.29	\$30,000.00	\$21,946.29	\$8,053.71	26.85%
Training Overtime	\$184.66	\$4,000.00	\$184.66	\$3,815.34	95.38%
Part-time Temporary	\$50,772.24	\$80,000.00	\$50,772.24	\$29,227.76	36.54%
Board Expenses - JPFB	\$830.70	\$1,500.00	\$830.70	\$669.30	44.62%
Board Expenses - Chief Officers	\$100.00	\$750.00	\$100.00	\$650.00	86.67%
Legal Counsel	\$10,120.00	\$35,000.00	\$10,120.00	\$24,880.00	71.09%
Computer Contract Fees	\$17,863.72	\$40,000.00	\$17,863.72	\$22,136.28	55.34%
Other Professional Services	\$3,161.30	\$22,000.00	\$3,161.30	\$18,838.70	85.63%
Dispatch Fees	\$30,000.00	\$60,000.00	\$30,000.00	\$30,000.00	50.00%
Periodicals - Haz Mat	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
Periodicals - Inspections /Code Manuals	\$0.00	\$1,332.00	\$0.00	\$1,332.00	100.00%
Criminal Background Checks	\$975.00	\$2,400.00	\$975.00	\$1,425.00	59.38%
Medical Physicals	\$5,593.00	\$40,000.00	\$5,593.00	\$34,407.00	86.02%
Legal Notices	\$560.00	\$1,500.00	\$560.00	\$940.00	62.67%
Postage and Freight	\$349.24	\$3,000.00	\$349.24	\$2,650.76	88.36%
Cleaning Supplies	\$1,170.54	\$7,500.00	\$1,170.54	\$6,329.46	84.39%
Office Supplies - STA 1	\$6,357.54	\$21,500.00	\$6,357.54	\$15,142.46	70.43%
Supplies - Training Audio Visual	\$308.00	\$3,000.00	\$308.00	\$2,692.00	89.73%
Supplies - Inspection	\$135.00	\$2,000.00	\$135.00	\$1,865.00	93.25%



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 BOARD REVIEW/FYI ITEMS
 December 13, 2017 - Information/Review

	Current Period	Budgeted Amount	YTD	Amount Left	Percentage Left
Supplies - AMFTC Classroom Expenses	\$570.76	\$1,500.00	\$570.76	\$929.24	61.95%
Firefighter Recognition	\$648.88	\$15,000.00	\$648.88	\$14,351.12	95.67%
Volunteer Recruitment and Retention	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
Reimbursable Travel - Training	\$1,730.13	\$3,000.00	\$1,730.13	\$1,269.87	42.33%
Staff Development - Training	\$13,914.81	\$60,000.00	\$13,914.81	\$46,085.19	76.81%
Community Investment	\$63.90	\$500.00	\$63.90	\$436.10	87.22%
Cadet Program	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
Recruit Academy	\$476.55	\$6,915.00	\$476.55	\$6,438.45	93.11%
Honor Guard	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
Utilities - STA 1	\$19,669.61	\$65,000.00	\$19,669.61	\$45,330.39	69.74%
Utilities - Sta 2	\$1,204.57	\$7,140.00	\$1,204.57	\$5,935.43	83.13%
Utilities - Sta 3	\$3,060.80	\$11,000.00	\$3,060.80	\$7,939.20	72.18%
Utilities - Sta 4	\$1,446.41	\$5,200.00	\$1,446.41	\$3,753.59	72.18%
Utilities - Sta 7	\$3,250.58	\$11,000.00	\$3,250.58	\$7,749.42	70.45%
Utilities - Sta 9	\$4,907.15	\$16,000.00	\$4,907.15	\$11,092.85	69.33%
Utilities - Sta 10	\$643.61	\$4,000.00	\$643.61	\$3,356.39	83.91%
Utilities - Sta 11	\$481.71	\$3,500.00	\$481.71	\$3,018.29	86.24%
Utilities - Sta 12	\$1,031.27	\$3,200.00	\$1,031.27	\$2,168.73	67.77%
Utilities - Sta 13	\$1,062.44	\$4,600.00	\$1,062.44	\$3,537.56	76.90%
Utilities - Rural	\$2,615.19	\$15,000.00	\$2,615.19	\$12,384.81	82.57%
Utilities - AMFTC	\$1,981.98	\$7,000.00	\$1,981.98	\$5,018.02	71.69%
Utilities - Shop	\$4,324.36	\$15,000.00	\$4,324.36	\$10,675.64	71.17%
Garbage Collection - Sta 10	\$0.75	\$0.00	\$0.75	(\$0.75)	0.00%
Garbage Collection - Sta 11	\$190.00	\$550.00	\$190.00	\$360.00	65.46%
Garbage Collection - Sta 12	\$190.06	\$550.00	\$190.06	\$359.94	65.44%
Telephone Expense - STA 1	\$8,785.21	\$20,000.00	\$8,785.21	\$11,214.79	56.07%



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 BOARD REVIEW/FYI ITEMS
 December 13, 2017 - Information/Review

	Current Period	Budgeted Amount	YTD	Amount Left	Percentage Left
Telephone Expense - Sta 2	\$278.22	\$1,115.00	\$278.22	\$836.78	75.05%
Telephone Expense - Sta 3	\$412.43	\$2,500.00	\$412.43	\$2,087.57	83.50%
Telephone Expense - Sta 4	\$278.22	\$1,115.00	\$278.22	\$836.78	75.05%
Telephone Expense - Sta 7	\$1,004.05	\$2,500.00	\$1,004.05	\$1,495.95	59.84%
Telephone Expense - Sta 9	\$1,630.80	\$4,000.00	\$1,630.80	\$2,369.20	59.23%
Telephone Expense - Sta 11	\$278.22	\$1,115.00	\$278.22	\$836.78	75.05%
Telephone Expense - Sta 12	\$278.22	\$1,115.00	\$278.22	\$836.78	75.05%
Telephone Expense - Sta 13	\$278.22	\$1,115.00	\$278.22	\$836.78	75.05%
Mobile Phones	\$1,684.06	\$5,000.00	\$1,684.06	\$3,315.94	66.32%
Building Maintenance	\$23,793.50	\$100,000.00	\$23,793.50	\$76,206.50	76.21%
Training Center Repairs	\$539.16	\$9,200.00	\$539.16	\$8,660.84	94.14%
Janitorial Services - Shop Coveralls	\$959.80	\$2,000.00	\$959.80	\$1,040.20	52.01%
Station Building Supplies - Sta 2	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
Station Building Supplies - Sta 3	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
Station Building Supplies - Sta 4	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
Station Building Supplies - Sta 7	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
Station Building Supplies Sta 9	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
Station Building Supplies - Sta 10	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
Station Building Supplies - Sta 11	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
Station Building Supplies - Sta 12	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
Station Building Supplies - Sta 13	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
Vendor Account Expenses	\$0.00	\$4,000.00	\$0.00	\$4,000.00	100.00%
BLM Rural Fire Assistance Expenditures	\$0.00	\$20,000.00	\$0.00	\$20,000.00	100.00%
Personal Protective Gear	\$3,040.47	\$50,500.00	\$3,040.47	\$47,459.53	93.98%
Full Time Employees Uniforms	\$2,150.54	\$18,000.00	\$2,150.54	\$15,849.46	88.05%
Part-Time Uniforms	\$1,044.56	\$18,000.00	\$1,044.56	\$16,955.44	94.20%



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 BOARD REVIEW/FYI ITEMS
 December 13, 2017 - Information/Review

	Current Period	Budgeted Amount	YTD	Amount Left	Percentage Left
Operating Supplies - Medical	\$769.14	\$5,000.00	\$769.14	\$4,230.86	84.62%
Operating Supplies - Wildland	\$1,825.31	\$13,759.00	\$1,825.31	\$11,933.69	86.73%
Operating Supplies - Haz Mat	\$280.32	\$7,000.00	\$280.32	\$6,719.68	96.00%
Operating Supplies - Shop	\$3,003.29	\$5,000.00	\$3,003.29	\$1,996.71	39.93%
Operating Supplies - Flags	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
Operating Supplies - Investigations	\$104.93	\$500.00	\$104.93	\$395.07	79.01%
Shop Tools	\$3,788.88	\$5,000.00	\$3,788.88	\$1,211.12	24.22%
Bunker Gear Maintenance	\$696.24	\$6,000.00	\$696.24	\$5,303.76	88.40%
Ladder - Aerial Apparatus Testing	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
Radio Maintenance	\$3,023.17	\$13,000.00	\$3,023.17	\$9,976.83	76.75%
SCBA Maintenance	\$75.84	\$17,700.00	\$75.84	\$17,624.16	99.57%
Equipment Maintenance	\$1,250.96	\$15,000.00	\$1,250.96	\$13,749.04	91.66%
Tax Expenditures	\$63,974.08	\$141,735.00	\$63,974.08	\$77,760.92	54.86%
Benefit Expenditures	\$360,675.80	\$838,578.00	\$360,675.80	\$477,902.20	56.99%
Flex	\$0.00	\$14,050.00	\$0.00	\$14,050.00	100.00%
Insurance / General Liability	\$92,510.00	\$228,500.00	\$92,510.00	\$135,990.00	59.51%
Total Operating Expenditures	\$1,673,340.97	\$3,985,276.00	\$1,673,340.97	\$2,311,935.03	58.01%
SUPPRESSION EXPENDITURES					
Part Time Certification & Training	\$2,310.15	\$10,000.00	\$2,310.15	\$7,689.85	76.90%
Gasoline/Fuel	\$31,751.80	\$60,000.00	\$31,751.80	\$28,248.20	47.08%
Vehicle Maintenance	\$72,682.33	\$105,000.00	\$72,682.33	\$32,317.67	30.78%
Insurance Repairs	\$5,575.45	\$50,000.00	\$5,575.45	\$44,424.55	88.85%
Saw Maintenance	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
Fire Suppression	\$47,952.61	\$160,000.00	\$47,952.61	\$112,047.39	70.03%



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 BOARD REVIEW/FYI ITEMS
 December 13, 2017 - Information/Review

	Current Period	Budgeted Amount	YTD	Amount Left	Percentage Left
Part Time Pay	\$119,900.91	\$200,000.00	\$119,900.91	\$80,099.09	40.05%
RRT Response Reimbursement Expenditures	\$0.00	\$20,000.00	\$0.00	\$20,000.00	100.00%
Unanticipated Grant Expenditures	\$354.00	\$10,000.00	\$354.00	\$9,646.00	96.46%
Catastrophic Suppression	\$0.00	\$100,000.00	\$0.00	\$100,000.00	100.00%
Part Time Retirement	\$5,235.00	\$13,000.00	\$5,235.00	\$7,765.00	59.73%
Total Suppression Expenditures	\$285,762.25	\$728,500.00	\$285,762.25	\$442,737.75	60.77%
Total Operating and Suppression Expenditures	\$1,959,103.22	\$4,713,776.00	\$1,959,103.22	\$2,754,672.78	58.44%



8.2 Administrative Items: Chief Shank

8.2.1 Call Reviews

Campbell County FD

Gillette, WY

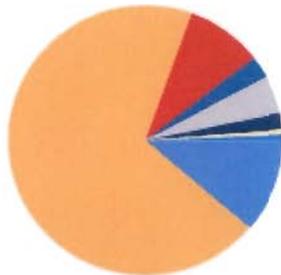
This report was generated on 12/8/2017 11:29:42 AM



Count of Incidents by Incident Type per Zone

Incident Status: Reviewed | Start Date: 11/01/2017 | End Date: 11/30/2017

% of Incidents per Zone



- BATT 1 - Battalion 1 - Outside of the City Limits
- BATT 1 - Gillette - Battalion 1 - Gillette City Limits
- BATT 2 - Battalion 2
- BATT 3 - Battalion 3
- BATT 4 - Battalion 4
- BATT 4 - Wright - Battalion 4 - Town of Wright
- OOC - Converse - Out of County Response - Converse County
- OOC - Johnson - Out of County Response - Johnson County

INCIDENT TYPE	# INCIDENTS	% of TOTAL
---------------	-------------	------------



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

December 13, 2017 - Information/Discussion

BATT 1 - Battalion 1 - Outside of the City Limits		
143 - Grass fire	1	0.65%
311 - Medical assist, assist EMS crew	6	3.92%
322 - Motor vehicle accident with injuries	2	1.31%
324 - Motor vehicle accident with no injuries.	4	2.61%
622 - No incident found on arrival at dispatch address	2	1.31%
631 - Authorized controlled burning	1	0.65%
733 - Smoke detector activation due to malfunction	1	0.65%
Zone: BATT 1 - Battalion 1 - Outside of the City Limits	17	11.11%
Total Incident:		
BATT 1 - Gillette - Battalion 1 -Gillette City Limits		
118 - Trash or rubbish fire, contained	1	0.65%
131 - Passenger vehicle fire	1	0.65%
311 - Medical assist, assist EMS crew	48	31.37%
322 - Motor vehicle accident with injuries	7	4.58%
324 - Motor vehicle accident with no injuries.	6	3.92%
351 - Extrication of victim(s) from building/structure	1	0.65%
411 - Gasoline or other flammable liquid spill	1	0.65%
412 - Gas leak (natural gas or LPG)	1	0.65%
413 - Oil or other combustible liquid spill	1	0.65%
422 - Chemical spill or leak	1	0.65%
440 - Electrical wiring/equipment problem, other	1	0.65%
542 - Animal rescue	2	1.31%
551 - Assist police or other governmental agency	2	1.31%
561 - Unauthorized burning	1	0.65%
600 - Good intent call, other	1	0.65%
611 - Dispatched & cancelled en route	5	3.27%



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

December 13, 2017 - Information/Discussion

650 - Steam, other gas mistaken for smoke, other	1	0.65%
671 - HazMat release investigation w/no HazMat	6	3.92%
700 - False alarm or false call, other	1	0.65%
715 - Local alarm system, malicious false alarm	1	0.65%
733 - Smoke detector activation due to malfunction	3	1.96%
735 - Alarm system sounded due to malfunction	2	1.31%
743 - Smoke detector activation, no fire - unintentional	3	1.96%
745 - Alarm system activation, no fire - unintentional	9	5.88%
Zone: BATT 1 - Gillette - Battalion 1 -Gillette City Limits		
Total Incident:	106	69.28%
BATT 2 - Battalion 2		
132 - Road freight or transport vehicle fire	1	0.65%
324 - Motor vehicle accident with no injuries.	5	3.27%
352 - Extrication of victim(s) from vehicle	1	0.65%
561 - Unauthorized burning	1	0.65%
611 - Dispatched & cancelled en route	4	2.61%
631 - Authorized controlled burning	1	0.65%
735 - Alarm system sounded due to malfunction	1	0.65%
Zone: BATT 2 - Battalion 2 Total Incident:	14	9.15%
BATT 3 - Battalion 3		
311 - Medical assist, assist EMS crew	2	1.31%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.65%
324 - Motor vehicle accident with no injuries.	1	0.65%
Zone: BATT 3 - Battalion 3 Total Incident:	4	2.61%
BATT 4 - Battalion 4		
143 - Grass fire	1	0.65%
311 - Medical assist, assist EMS crew	1	0.65%



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

December 13, 2017 - Information/Discussion

322 - Motor vehicle accident with injuries	2	1.31%
411 - Gasoline or other flammable liquid spill	1	0.65%
600 - Good intent call, other	1	0.65%
622 - No incident found on arrival at dispatch address	1	0.65%
Zone: BATT 4 - Battalion 4 Total Incident:	7	4.58%
BATT 4 - Wright - Battalion 4 - Town of Wright		
311 - Medical assist, assist EMS crew	1	0.65%
611 - Dispatched & cancelled en route	1	0.65%
711 - Municipal alarm system, malicious false alarm	1	0.65%
Zone: BATT 4 - Wright - Battalion 4 - Town of Wright Total Incident:	3	1.96%
OOO - Converse - Out of County Response - Converse County		
143 - Grass fire	1	0.65%
Zone: OOC - Converse - Out of County Response - Converse County Total Incident:	1	0.65%
OOO - Johnson - Out of County Response - Johnson County		
322 - Motor vehicle accident with injuries	1	0.65%
Zone: OOC - Johnson - Out of County Response - Johnson County Total Incident:	1	0.65%
TOTAL INCIDENTS FOR ALL ZONES:	153	100%



8.2.2 Training Report

Training Division Report –November 2017

Training Cadre

The Training Cadre will be working the following: 2018 Training Schedule, the 2018 Recruit Academy. We have one acquired structure available to burn for training. We will be making plans for those training burns as weather permits.

November Training Highlights

Annual Emergency Vehicle Operator Refresher training was held on November 2nd.

Hazardous Materials Operations course was held November 3-5th for the probationary members that need to complete it.

Firefighter 2 training was conducted on each Wed night beginning on November 8th and will continue into December. Currently 17 members are signed up to attend.

The Firefighter 2 propane burn was held on November 9th. AmeriGas donated just over 300 gallons of propane in exchange for a fire extinguisher class Chief Smith conducted for them in September.

Apparatus Operator training was conducted in November with a practical skills day to be conducted in December

The National Fire Academy course, Preparing for Initial Company Operations was held on November 17th & 18th, eight members completed the course

Chief Shank, Chief Williams, Captain Starks and Firefighter Millard attended the Volunteer and Combination Officer Section – Symposium in the Sun on November 9-12th in Clearwater Beach, FL

Captain Fox attended the National Fire Academy (Executive Fire Officer Program) November 6-17th

A third CPR classes was held on November 29th to certify all individuals who are working on EMR/EMT recertification

Chief Smith and LT White attended the Rural Fire Training Committee meeting in Buffalo.



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
ADMINISTRATIVE ITEMS
December 13, 2017 - Information/Discussion

December Training

Ice Rescue Refresher training will be held in December

A full Ice Rescue class will be offered in either December or January, dependent upon ice conditions.

Hazardous Materials Operations Refresher training will be held in December

The Elected/Government Officials Fire Academy will be held on December 9th.

The National Fire Academy Course Decision Making for Initial Company Operations will be conducted on December 15th and 16th

Other Upcoming Training

The 2018 Recruit Academy will begin on January 31, 2018. Classes will be conducted primarily on Wednesday nights from 1900-2200hrs.



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
ADMINISTRATIVE ITEMS
December 13, 2017 - Information/Discussion

8.2.3 Facilities Update/General Information

Report will be presented at the meeting by Chief Shank.



9. BOARD ACTION ITEMS

9.1 Proposed 2018 Holiday Calendar 🍷

2018 Proposed Holiday Calendar

<u>Holiday</u>	<u>Date of Observance</u>
Equality Day	Monday, January 15 th
Presidents Day	Monday, February 19 th
Memorial Day	Monday, May 28 th
Independence Day	Wednesday, July 4 th
Labor Day	Monday, September 3 rd
Columbus Day	Monday, October 8 th
Veterans Day - observed	Monday, November 12 th
Thanksgiving Day	Thursday, November 22 nd
Employee Appreciation Day	Friday, November 23 rd
Christmas Eve	Monday, December 24 th
Christmas Day	Tuesday, December 25 th
New Year's Day, 2019	Tuesday, January 1 st , 2019



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
ADMINISTRATIVE ITEMS
December 13, 2017 - Information/Discussion

9.2 Proposed 2018 Fire Board Meeting Schedule 🐾

January 2018

- January 10: Fire Board Meeting at 5:30 p.m. at Station One Community Room.

February 2018

- February 14, 2018: Fire Board Meeting at 5:30 p.m. at Station One Community Room.

March 2018

- March 14, 2018: Fire Board Meeting at 5:30 p.m. at Station One Community Room.

April 2018

- April 11, 2018: Fire Board Meeting at 5:30 p.m. at Station One Community Room.

May 2018

- May 9, 2018: Fire Board Meeting at 5:30 p.m. at Station One Community Room.

June 2018

- June 13, 2018: Fire Board Meeting at 5:30 p.m. at Station One Community Room.

July 2018

- July 11, 2018: Fire Board Meeting at 5:30 p.m. at Station One Community Room.

August 2018

- August 8, 2018: Fire Board Meeting at 5:30 p.m. at Station One Community Room.

September 2018

- September 12, 2018: Fire Board Meeting at 5:30 p.m. at Station One Community Room.

October 2018

- October 10, 2018: Fire Board Meeting at 5:30 p.m. at Station One Community Room.

November 2018

- November 14, 2018: Fire Board Meeting at 5:30 p.m. at Station One Community Room.

December 2018

- December 12, 2018: Fire Board Meeting at 5:30 p.m. at Station One Community Room.



9.3 Proposed Wildland Discretionary Plan

Wildland Discretionary Compensation Program

Proposal number one uses the previous program's framework but brings the numerical requirements to more attainable levels. It also removes the time limiters in place and will use the discretion of the Fire Chief to establish the fire season annually based on fire activity in the wildland setting regardless of the months in which it occurs.

This program will apply to all salaried "exempt" employees (Division Chiefs) that provide command staff coverage during wildland season. The season will be identified by the Fire Chief and approved by the Joint Powers Fire Board at the October JPFB monthly meeting (if the fire season has "ended"). The Fire Chief will submit a report outlining the level of activity during the fire season and a recommended amount to be considered by the Joint Powers Fire Board. **At their discretion, the Joint Powers Fire Board, may choose to award an amount they deem appropriate for a specific fire season's activity.**

Level One (\$10,000 to be divided among the Division Chiefs. Max of \$5k per individual).
80-110 wildland fires OR 8 wildland fires lasting more than 24 hours that required a command officer to remain on scene

Level Two (\$20,000 available for the Division Chiefs. Max of \$10k per individual).
111-149 wildland OR 12 fires lasting more than 24 hours or 8 fires lasting 48 hours or more

Level Three (\$30,000 available for the Division Chiefs. Max of \$15k per individual)
150 fires OR more than 10 fires lasting 48 hours or 4 fires lasting 100 hours

With the changes made, three years would have met Level One, three years would have met Level Two, and two years would have met Level Three. The inception of the program was in 2006.



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
ADMINISTRATIVE ITEMS
December 13, 2017 - Information/Discussion

9.4 Proposed Legal Services Agreement for 2018

AGREEMENT FOR LEGAL SERVICES

WHEREAS, the Gillette/Wright/Campbell County Fire Protection Joint Powers Board (the ABoard@) is in need of obtaining legal services and representation for the Campbell County Fire Department (the ADepartment@) as such legal services are needed by the Department, and;

WHEREAS, the law firm of Stevens, Edwards, Hallock, & Carpenter, P.C., (the AAttorneys@) is desirous of providing such legal services, and;

WHEREAS, the parties have agreed to enter into an agreement setting forth the terms and conditions of said agreement to provide legal services.

NOW, THEREFORE, pursuant to the Bylaws of the Board, the Attorneys do hereby agree to provide legal advice to the Board, its administrator and staff on an as needed basis.

1. The Attorneys shall provide legal services to the Board as requested by the Board, which services may include:

- A. Attend monthly board meetings.
- B. Act as liaison to other government entities.
- C. Review records release requests.
- D. Work on special projects.
- E. Act as liaison to insurance and defense attorneys in civil litigation.
- F. Represent the Board on civil rights violations.
- G. Participate in the determination of the legality of policies and procedures, and the modifications thereto.
- H. Assist the department with legislation, both State and Federal.
- I. Draft and review contracts and mutual aid agreements.



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
ADMINISTRATIVE ITEMS
December 13, 2017 - Information/Discussion

- J. Compose and respond to correspondence.
- K. Provide in-house training when requested
- L. Respond to questions regarding fire service related issues.
- M. Provide legal assistance and advice on volunteer firefighter issues.
- N. Provide staff assistance of statutes and code interpretations.

The Attorneys hereby agree to provide those services specifically requested by the Board to be provided to the Department. The Attorneys are not responsible for legal services rendered to the Department by the Board, its staff, staff of any of the Department's funding entities, or other legal counsel.

2. Hourly Rates and Costs.

The Attorneys and the Board agree that the hourly fees as listed below will be charged for services rendered pursuant to this Agreement.

Joseph E. Hallock	\$250.00 per hour
Frank Stevens	\$250.00 per hour
Jim Edwards	\$250.00 per hour

The hourly rates will be applied to all time spent representing the Board, including but not limited to telephone conferences, negotiations with other parties and principals, preparation of legal documents, court appearances, preparation and trial, legal research, and consultation with law enforcement and witnesses. The Board agrees to compensate the Attorneys a minimum monthly sum of \$1500.00 for legal fees against which sum the Attorneys will bill for their services at the hourly rates above-mentioned. If the Board utilizes the Attorneys during any month for legal fees which when billed at their normal hourly rate exceed the sum of \$1500.00, the Board agrees to pay the excess amount. If the Board utilizes the Attorneys during any month for legal fees which when billed at their normal hourly rate total \$1500.00 or less, the Board agrees to pay the sum of \$1500.00.

In addition to paying the Attorneys= hourly rates, the Board shall pay all costs incurred or advanced by the Attorneys in representing the Board under and in accordance with this agreement, including but not limited to



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
ADMINISTRATIVE ITEMS
December 13, 2017 - Information/Discussion

photocopying, messenger and delivery service, long distance telephone calls, fees for computerized research services, extraordinary travel (including mileage, parking, airfare, lodging, meals and ground transportation), depositions, court costs, and filing fees. Expenses may include related expenses, including but not limited to expenditures incurred for obtaining medical records and reports, private investigators, credit reports and photographs.

3. Billing.

Invoices for legal services rendered and costs advances shall be issued monthly and are payable upon receipt. The Attorneys shall provide an itemized statement of the date of work, the Attorney performing the work, the time spent and the charge for the hours billed under this agreement.

4. Associate Counsel.

The Attorneys may recommend the retention of associate counsel as necessary. The Attorneys agree that the Board will be consulted prior to the Attorneys retaining co-counsel and any fee arrangement for said counsel shall be approved by the Board prior to retention by the Attorneys.

5. Fee Disputes.

The Board shall first contact the Attorneys with any questions concerning the charges agreed to in this agreement. Any disputed question that remains unresolved shall be set forth in writing by both Attorney and the Board and delivered to each other. If they do not agree on a resolution of the questions, the Board or the Attorney shall have this matter arbitrated by the committee on the resolution of fee disputes in accordance with the rules for resolution of fee disputes in the Supreme Court, State of Wyoming.

6. Withdrawal of Attorneys.

The Attorneys, in their discretion, may withdraw at any time from representation of the Board by providing notice in writing to the Board. The Attorneys may withdraw if the Attorneys determine that the relationship between the Attorneys and the Board is such that the Attorneys can no longer provide effective representation.



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 ADMINISTRATIVE ITEMS
 December 13, 2017 - Information/Discussion

From time to time, conflicts of interest may arise. The Attorneys will notify the Board of such conflicts of interest, and recommend other counsel to address the matters which are the subjects of the conflicts of interest.

7. Termination of Agreement.

This agreement may be terminated at will by either party upon thirty days written notice.

8. Confidentiality.

The parties hereto acknowledge that any waiver of the Attorney/client privilege must be made by an affirmative vote of the Board, and no other person is authorized to make such a waiver of Attorney/client privilege communications.

This Agreement is effective the 1st day of January, 2018.

Gillette/Wright/Campbell County Fire
 Protection Joint Powers Board:

Stevens, Edwards, Hallock,
 & Carpenter, P.C.:

By: _____
 Ryan J. Gross

By: _____
 Joseph E. Hallock

Its: Chairman

Its: Vice-President

DATED _____

DATED _____



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
EXECUTIVE SESSION/ADJOURNMENT
December 13, 2017 - Discussion/Approval

10. EXECUTIVE SESSION 🌀:

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

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

10.3 Litigation Matters

10.4 National Security Matters

10.5 Real Estate Purchases

10.6 Attorney Client Privileged Information

11.0 EXECUTIVE SESSION MINUTES APPROVAL 🌀

Motion to approve Executive Session Minutes (if needed).

12.0 ADJOURNMENT 🌀

The meeting was adjourned at _____ hours.

DEAR Mayor & City Council,
Happy Holidays!!

As We Reflect over the
year - A GREAT Appreciation
for your Support is in
order. - Your Support Assists
with Keeping the Seniors
in their Homes - where they
truly wish to be - By Providing
MEALS, Rides, Activities & In-Home
Services - your Support makes
their wish come TRUE! -
THANK-you!! May your
Holiday wishes come true
as well! - HAVE A Wonderful
Holiday & The BEST to you
All in 2018 -

Wishing you all the beauty
and wonder of the season.

Campbell County
Senior Center BOARD,
Staff, Seniors &
Ann -
(we can't thank-
you enough)

From DWI Court
graduate

Gillette City Council
and
Mayor

THANK you for supporting this
PROGRAM And giving me a
chance to REGAIN A LIFE I
HAD thought I'd lost