



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: May 11, 2018

The following meetings are scheduled for the week of **May 12 – 18, 2018**

Monday, May 14th

- 4:00 p.m. – 6:00 p.m. Meet & Greet for Cam-Plex General Manager**
- Cam-Plex – Heritage Center

Tuesday, May 15th

- 6:00 p.m. City Council Pre-Meeting, Agenda Attached**
- Introduction of Jeff Esposito, New Cam-Plex General Manager
 - City Pool 2018 Season Pre-Brief * – Water Services Manager Monahan
 - Fiber Grant Update* – Utilities Director Cole
 - Property Abatement Discussion – Development Services Director VonEye
 - Review May 15th Council 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, May 16th

- 12:00 p.m. Wyoming Peace Officer Memorial**
- Council Chambers followed by Luncheon in the 2nd Floor Community Room
- 4:00 p.m. Wyoming Integrated Test Center Dedication Ceremony**
- Dry Fork Station
- 5:30 p.m. – 7:30 p.m. Wyoming Integrated Test Center Welcome Reception**
- Cam-Plex Plaza

Thursday, May 17th

- 12:30 p.m. and 5:30 p.m. Sports Tourism Marketing Presentation**
- Gillette College – Pronghorn Center
- 3:00 p.m. Jon Hardy Memorial**
- City Hall – Gillette Police Department
- 4:00 p.m. Adult Drug Court Graduation**
- Campbell County Courthouse – Courtroom C

1. Attached please find a memorandum regarding **Power Fund Debt Information** dated **May 11, 2018** provided by **Finance Director Henderson**.
2. Attached please find **current sales tax information** provided by **Finance Director Henderson**.
3. Attached please find **information** regarding the **Coal Country Trash-A-Thon** provided by **Keep Gillette Beautiful**.

4. Attached please find an **invitation** to a **Meet & Greet for Cam-Plex General Manager Jeff Esposito** on **May 14, 2018** from **4:00 p.m. – 6:00 p.m.** at the **Cam-Plex Heritage Center** provided by **Cam-Plex**.
5. Attached please find **information** regarding the **Wyoming Peace Officer Memorial** on **May 16, 2018** at **12:00 p.m.** in the **City Hall Council Chambers** provided by **Police Chief Hloucal**.
6. Attached please find an **invitation** to the **Dedication Ceremony** for the **Wyoming Integrated Test Center** on **May 16, 2018** at **4:00 p.m.** at **Dry Fork Station** provided by **Basin Electric Power Cooperative**.
7. Attached please find an **invitation** to a **Welcome Reception** for the **Wyoming Integrated Test Center** on **May 16, 2018** from **5:30 p.m. – 7:30 p.m.** at the **Cam-Plex Plaza** provided by **Communications Manager Palazzari**.
8. Attached please find a **flyer** regarding the **John Hardy Memorial** on **May 17, 2018** at **3:00 p.m.** at the **Gillette Police Department** provided by **Police Chief Hloucal**.
9. Attached please find a **flyer** for the **Campbell County Adult DWI Courts Graduation Ceremony** on **May 17, 2018** at **4:00 p.m.** at the **Campbell County Courthouse Courtroom C** provided by **Campbell County Adult Treatment Court**.
10. Attached please find the **agenda** for the **Gillette, Wright, Campbell County Fire Protection Joint Powers Board of Directors** dated **May 9, 2018** and **meeting minutes** dated **April 11, 2018** provided by the **Campbell County Fire Department**.
11. Attached please find a **thank you letter** from **Brad Schofield**.
12. Attached please find a **thank you card** from **Campbell County Senior Center Director Ann Rossi**.
13. Attached please find a **thank you card** from **AVA Community Art Center**.
14. Attached please find a **thank you card** from a **Drug 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, May 15, 2018
Dinner Served at 5:30 p.m.

Pre-Meeting Topic(s):

- Introduction of Jeff Esposito, New Cam-Plex General Manager
- City Pool 2018 Season Pre-Brief* – Water Services Manager Monahan
- Fiber Grant Update* - Utilities Director Cole
- Property Abatement Discussion – Development Services Director VonEye
- Review May 15th Council Agenda
- Executive Session

*Item previously discussed by Council



CITY OF GILLETTE

Finance Division

201 E. 5th Street • Gillette, Wyoming 82716

Phone 307.686.5208

www.gillettewy.gov

MEMORANDUM

TO: Mayor and City Council
Patrick Davidson, City Administrator

FROM: Michelle Henderson, Finance Director

DATE: May 11, 2018

SUBJECT: Power Fund Debt Information

During the City Council Budget Workshop on May 8th, Mayor Carter-King and Councilman Barks had questions regarding the status of the Power Fund's debt. Following is a synopsis of each of the current debt instruments:

- **WYGEN III**

- Issued \$75,715,000 in bonds in July, 2010
- 30-year term, final payment scheduled for 2040
- 4.4% interest
- Approximate annual P&I payment net of BABs subsidy - \$4.6M
- Debt issued to purchase WYGEN III facility; to fund a Debt Service Reserve Fund and a Working Capital Fund; to enhance transmission lines; and to pay for the cost of the bond issuance and the underwriter's fees

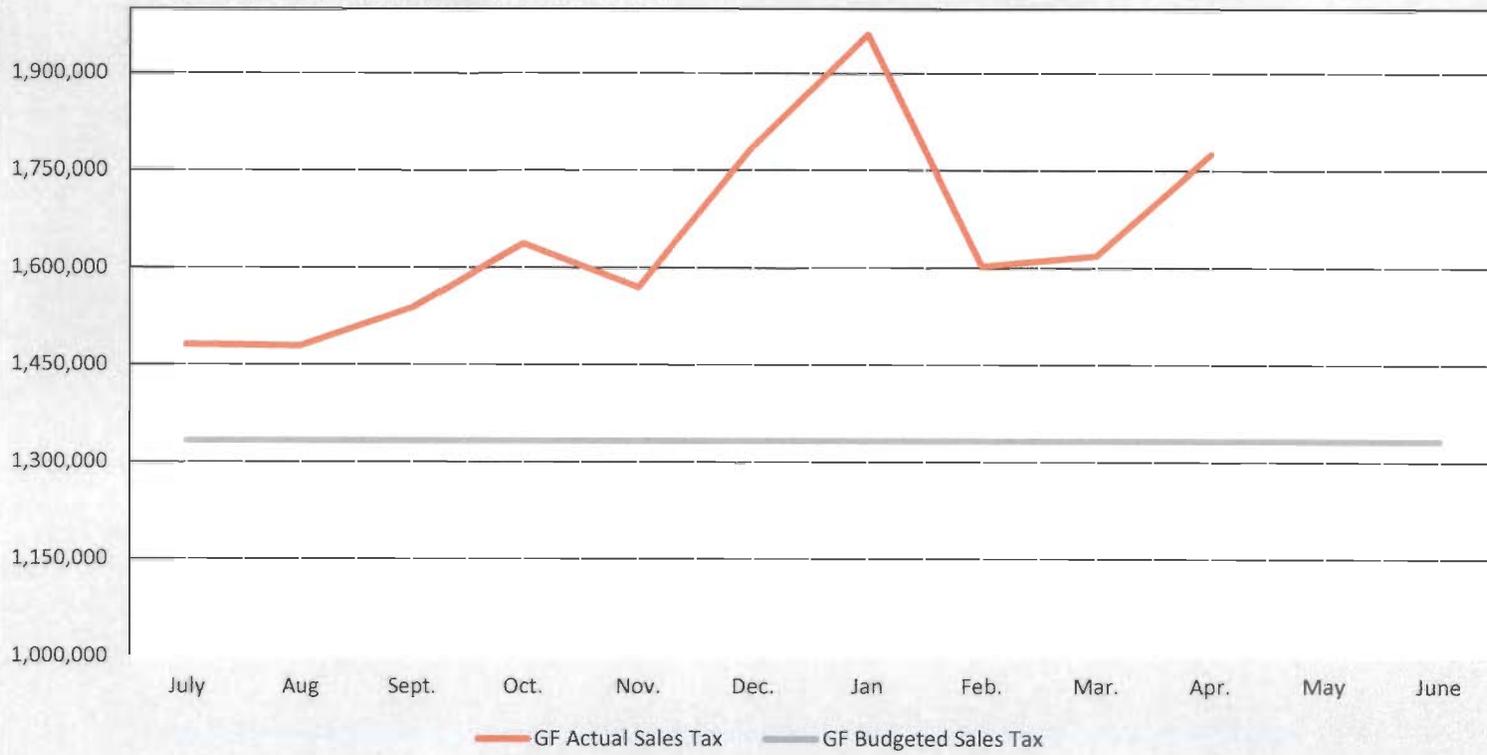
- **CTII**

- Issued \$27,329,460 in bonds in August, 2014
- 20-year term, final payment scheduled for 2034
- 3.75% interest
- Approximate annual P&I payment - \$1.9M
- Debt issued to purchase CTII; to fund a Debt Service Reserve Fund and a Working Capital Fund; to perform the CTII SAIC study; and to pay for the cost of the bond issuance and the underwriter's fees

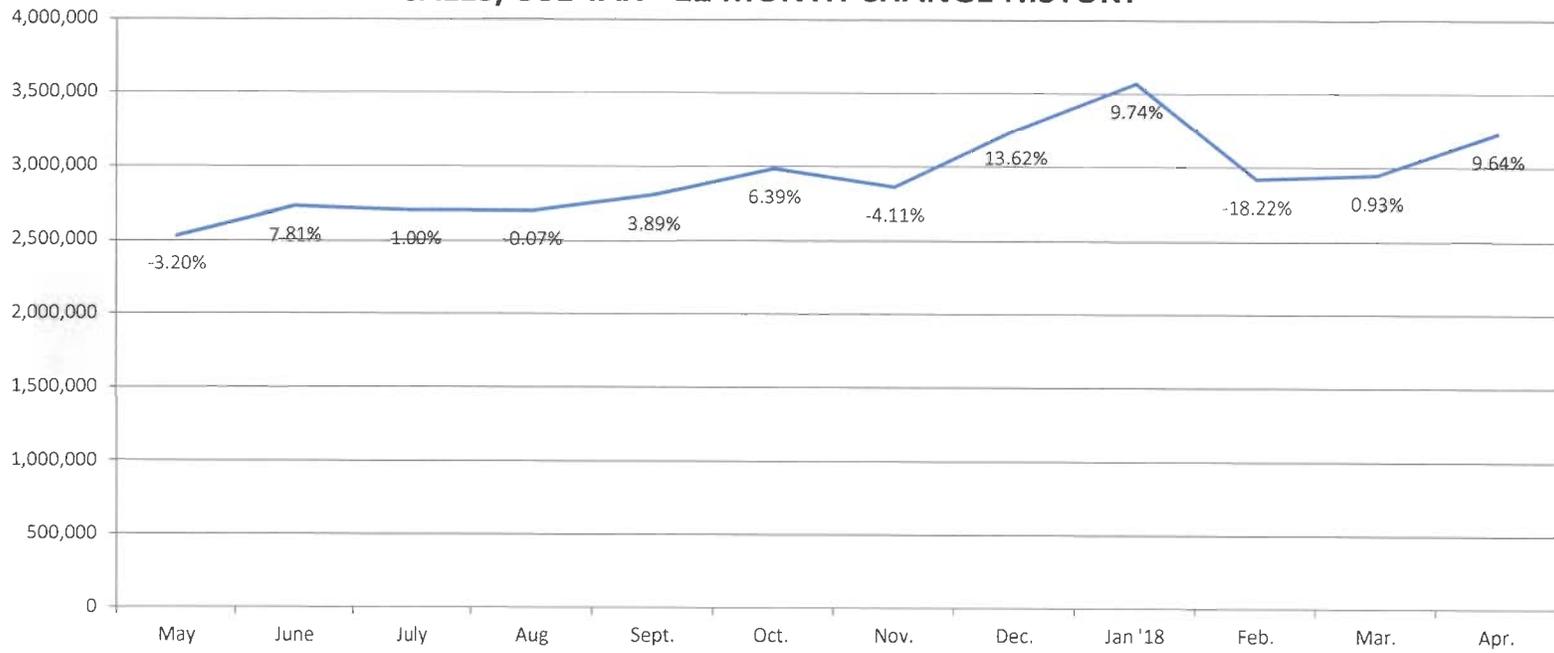
- **Southern Industrial Annexation**

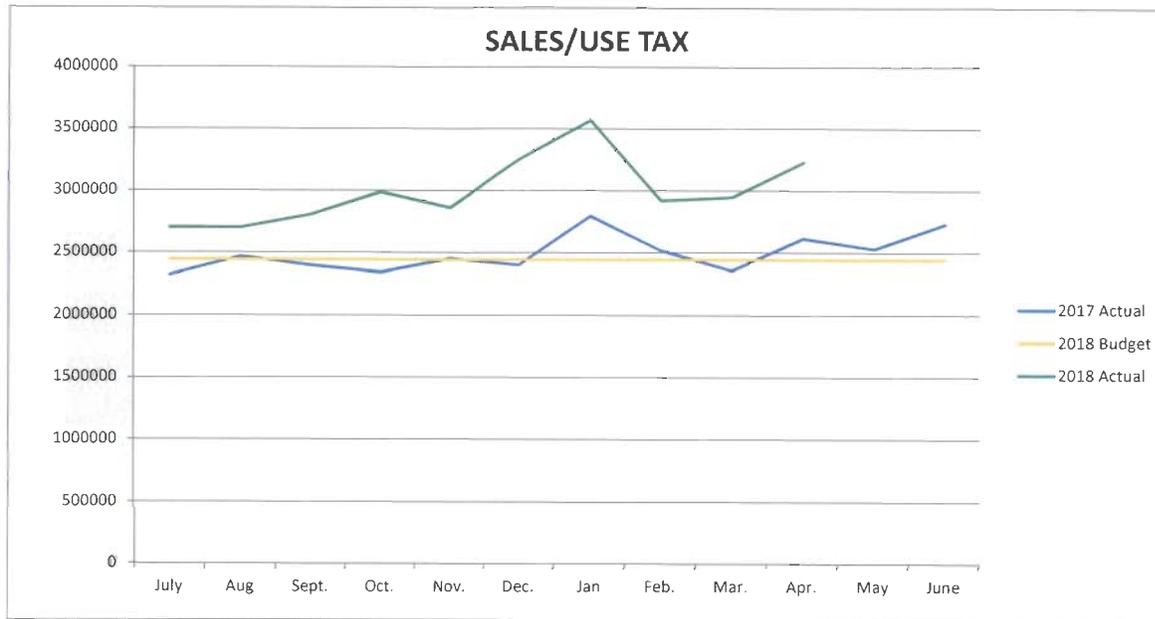
- Secured Community Readiness and Special Assistance Loan from the Wyoming Business Council's Business Ready Community Grant & Loan Program for amount of \$2,645,046 in September, 2016
- 20-year term, final payment scheduled for 2036
- 1.0% interest
- Approximate annual P&I payment - \$153,550
- Debt issued to provide redundant, stable and increased power to the Southern Industrial Addition

GENERAL FUND SALES TAX ACTIVITY-FY 2017/18



SALES/USE TAX - 12 MONTH CHANGE HISTORY





	FY 2017 ACTUAL	FY 2018 ACTUAL	% CHANGE
July	\$2,319,649	\$2,700,990	16.44%
Aug	\$2,466,559	\$2,698,981	9.42%
Sept.	\$2,397,197	\$2,803,899	16.97%
Oct.	\$2,343,302	\$2,983,133	27.30%
Nov.	\$2,452,481	\$2,860,598	16.64%
Dec.	\$2,399,681	\$3,250,348	35.45%
Jan	\$2,792,880	\$3,567,080	27.72%
Feb.	\$2,516,411	\$2,917,094	15.92%
Mar.	\$2,356,508	\$2,944,255	24.94%
Apr.	\$2,614,276	\$3,228,177	23.48%
May	\$2,530,592	\$0	-100.00%
June	\$2,728,281	\$0	-100.00%
TOTAL	\$29,917,817	\$29,954,555	0.12%

FY17 YTD	\$24,658,944	21.48%
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YEAR TO DATE SALES TAX RECEIPTS (April):

FY 2016	FY 2017	FY 2018
\$32,432,360	\$24,658,944	\$29,954,555

YTD BUDGET
\$24,416,667

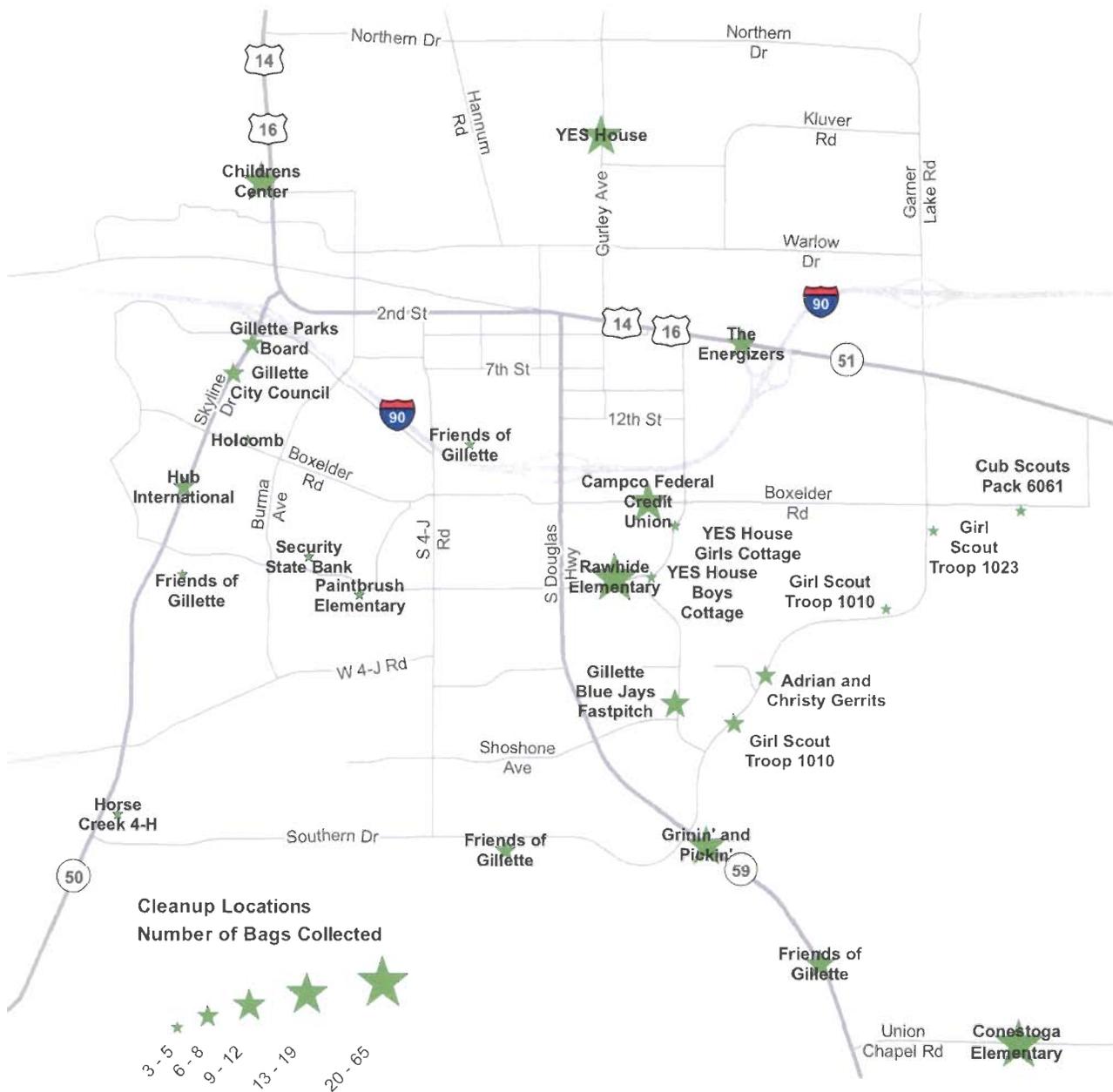
% Over/(Under) Budget: 22.68%



COAL COUNTRY Trash-a-thon

On Saturday May 5th, Youth Groups, Civic Organizations, Families and Businesses all showed up on a sunny morning to help pick up litter across Gillette as part of the 2018 Coal Country Trash-a-thon. The combined efforts of nearly 200 volunteers removed more than 300 bags of trash from 17 miles of roadway in and around Gillette.

A huge THANK YOU to everyone that worked to keep Gillette "Clean and Green"! Thanks also go out to all of our sponsors including the City of Gillette, Campbell County, and Home Depot.



MEET & GREET



Jeff Esposito, General Manager



MONDAY, MAY 14, 2018
HERITAGE CENTER LOBBY
4 - 6 PM

Wyoming Peace Officer Memorial



May 16, 2018

12:00 p.m.

City Hall Council Chambers

Luncheon following ceremony in City Hall Community Meeting Room



You're invited to the
dedication ceremony for the

Wyoming Integrated Test Center

May 16, 2018

4:00 p.m. - 5:00 p.m.

Basin Electric Power Cooperative

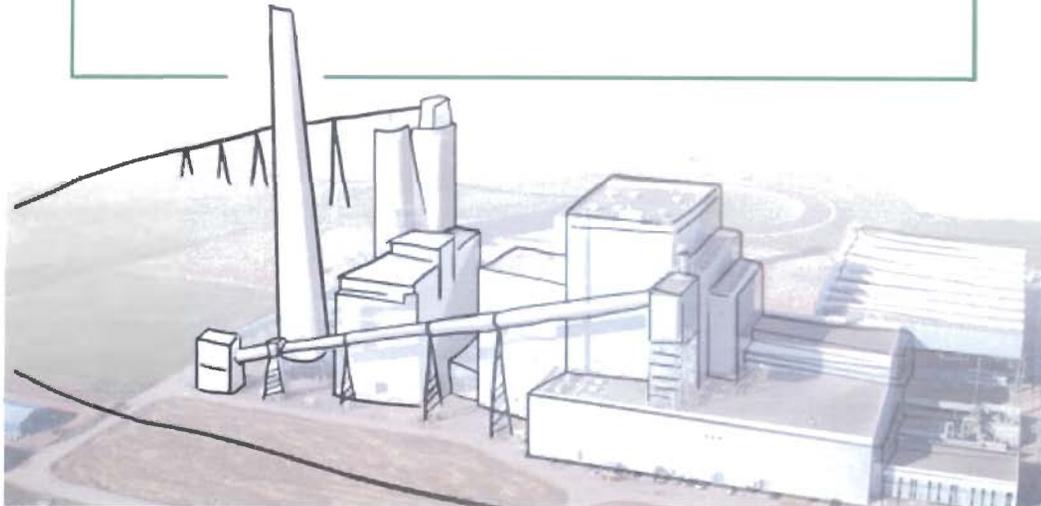
Dry Fork Station

12460 North Highway 59

Gillette, Wyoming 82716

Dedication ceremony followed by brief
remarks from ITC partners. Press will be invited.
Light refreshments will be served.

RSVP required to attend due to security. Please RSVP before
May 15, 2018 to Kristin Walker at info@wyomingitc.org



Wyoming Integrated Test Center Dedication Ceremony

May 16, 2018

4:00 p.m. - 5 p.m.

Basin Electric Power Cooperative

Dry Fork Station

Gillette, Wyoming

[Click Here to RSVP](#)



You're Invited!

WELCOME RECEPTION

Join us in welcoming tenants of the
Wyoming Integrated Test Center
to Gillette.

Wednesday, May 16

5:30 to 7:30 p.m.

CAM-PLEX Plaza

1635 Reata Drive

This networking reception will include
members from JCOAL and the NRG COSIA
Carbon XPRIZE contestants.

Hosted By

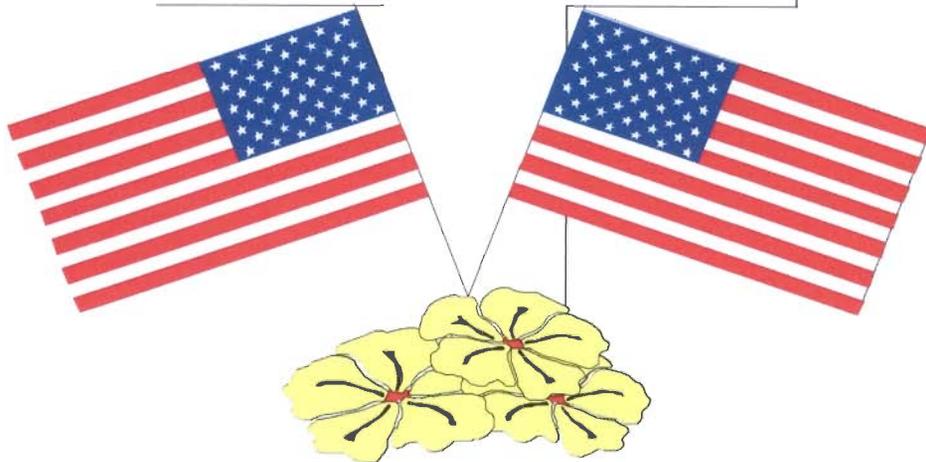


MEMORIAL

*It is with special pride & honor that we
pay tribute to the officer
of our Police Department
who gave his life while serving
the City of Gillette.*

*May his heroic deed
never be forgotten.*

Jon Hardy



**May 17, 2018 - 3:00 p.m.
Gillette Police Department
PLEASE JOIN US**

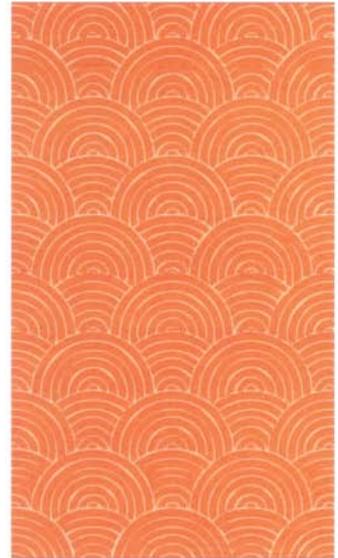


Campbell County Adult DWI Courts Graduation Ceremony

May 17, 2018
4:00 p.m.

Courtroom C

2 Graduates from the DWI Program will be
honored





Gillette, Wright, Campbell County Fire
Protection Joint Powers
Board of Directors
May 9, 2018 Business Meeting
Station 1, Community Room

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Note: ☞ Signifies a Decision Item

GWCCFPJPB Meeting
Meeting at 5:30 p.m.
May 9, 2018
Gillette, Wright, Campbell County
Fire Protection Joint Powers Board of Directors
Business Meeting
May 9, 2018 - 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	_____ Comptroller Juli Pierce
_____ 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
May 9, 2018

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



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
PUBLIC COMMENTS/CONSENT AGENDA/MINUTES
May 9, 2018 - Discussion/Approval

6. CONSENT AGENDA APPROVAL ITEMS &:

6.1 Regular Board Meeting Minutes

JOINT POWERS FIRE BOARD OF
DIRECTORS' MEETING MINUTES

April 11, 2018

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

STAFF and GUESTS: Chief William Shank, Comptroller Juli Pierce, Administrative Assistant Jerrica Johnson, Legal Counsel Joe Hallock, Commissioner Clark Kissack, Captain Kate Eischeid and Wendy Legerski Rockpile Museum.

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."

4.1 BUSINESS ADDITIONS AND DELETIONS

9.4 will be added Bunker Gear to be surplussed and 9.5 the Rockpile Museum MOU.

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.

5.0 PUBLIC COMMENT



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
PUBLIC COMMENTS/CONSENT AGENDA/MINUTES
May 9, 2018 - Discussion/Approval

6.1 APPROVE CONSENT AGENDA

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

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

The motion carried.

7.1 MANUAL CHECKS

☛ **Motion** Cory Bryngelson moved, seconded by Del Shelstad, to approve payment of the Manual Checks totaling \$115,611.91.

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

Juli shared that she has changed report to show a break down of deposits. She also reported that we have received full 4th Quarter Operating.

8.1.2 BUDGET VS ACTUAL

Chief reported that the accounts that have been discussed the last couple months are still trending down. We are doing everything we can to get part time coverage in. We will be getting a contract signed to help cover two members who will be out on paternity leave. Both members are on the same shift. The Board expenses we are a little over in that account. Part time wages we are over by \$3012,72. Juli has broke out the Part Time on-call pay. It gives the Board an actual account to what was paid out of On Call Pay previously this was taken out of Salaries. Chief Shank said that as far as amending the budget Juli had been advised by Shelly Edwards with the County to wait till as close to the end of Fiscal year as possible before doing an amendment. Chairman Gross requested we submit something prior to May meeting because funding entities will need time to review and ask questions. Juli reported we have requested that unless it is necessary no more spending be done at this time.



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
PUBLIC COMMENTS/CONSENT AGENDA/MINUTES
May 9, 2018 - Discussion/Approval

8.1.3 JOURNAL ENTRIES

Board had questions and Juli advised they were quarterly journal entries.

8.2.1 CALL REVIEW

Chief Shank reported for the month of March there were 158 calls. The structure fire on Watsabaugh was a barricaded individual who started a bedroom on fire. There was also a tank battery fire down near Wright. We were inundated with calls and the news spread to a full gambit of stories. Chief said we learned a valuable lesson on that call. The company man had reassured Chief that there was no chance of explosion and that proved to be false. 3 of 7 tanks had exploded a few hours onto the call.

8.2.2 TRAINING REPORT

The 2018 Recruit Academy has had perfect attendance this year.

Training Cadre

Training Cadre continues to work on the 2018 Academy as well as revising several of the CCFD Benchmark Skills and Providing ongoing training.

March Training Highlights

Logan Tomer completed CMC Rope Rescue Technician 1 & 2 course in Las Vegas NV.

The Hazmat Operations course was held for the new recruit academy on March 9-11th

An Emergency Vehicle Operations course will be held on March 9th and 10th

Chief Izatt attending the Staff and Command Conference in Maryland on March 12-16.

Officer Training was held on March 29th – Incident Size up and Command

Wayce Waller and Austin Winters attended SWAT medic training with the Gillette PD

April Training

CCFD will be hosting the Heavy Equipment Boss course on April 3-4th. BLM personnel from Casper will be instructing this Course. This is open state and region wide.

CCFD members will be attending EMS University in April. This is a continuing Education Opportunity.



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
PUBLIC COMMENTS/CONSENT AGENDA/MINUTES
May 9, 2018 - Discussion/Approval

Jake Millard and Austin Tarno will be attending the Northern Wyoming Wildland Fire School in Buffalo April 11-15th.

The S-130 and S-190 basic Wildland Firefighter Training will be held April 27-29th. This is for new recruits and any seasonal hires that need to complete the training, this is the classroom portion and the field day will be held on June 9th.

Other Upcoming Training

Dispatch Training for the upcoming wildland season will be offered to the Duty Shifts, admin staff and any part time members interested in staffing Fire Dispatch.

Officer Training – May 31st @1900hrs-AMFTC Wildland Size Up and Tactical Considerations.

Seasonal Firefighters will begin two weeks of training on June 11th.

Elected Officials was schedules April 7th. Ryan Gross was the only one who signed up. We will reschedule for the first part of June.

8.2.3 FACILITIES UPDATE/GENERAL INFORMATION

Station 9

Is repaired and there has been no issues.

Type 3 Specs

Type 3 specs should be completed and ready to be reviewed by the Board by the end of next week. Hope to get in paper and published for 30 days and go out for bid around the first part of June. Packet will be just like the type 6 packets.

Started Class A Engine Specs. Specs should be ready first of July.

Chief presented level 2 refurbishment packet the total is \$683,779.00. It does not include transportation cost. Chief said it would be approximately \$100,000 for a loaner ladder truck. Chairman Gross asked us to investigate if there is another Wyoming Dept that has a truck available for us to borrow.

Cory and Ryan both want us to figure out what it would take to last another 5 years. Ours is due this year for 5-year testing. Cory thanked us and mentioned the great job we do taking care of our equipment.

8.2.4 Calendar of Events

Wednesday April 25th is Commissioners Quarterly Meeting.



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
PUBLIC COMMENTS/CONSENT AGENDA/MINUTES
May 9, 2018 - Discussion/Approval

9.1 BUDGET APPROVAL FOR 2018-2019

☛ **Motion Del Shelstad** moved, seconded by **Steve Crichton**, to approve the District Five Annual Operating Plan.

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 DISPATCH AGREEMENT

☛ **Motion Ron Holmes** moved, seconded by **Chuck Davis**, to approve the Emergency 911 Dispatch Agreement between the Campbell County Sheriff Department and the Campbell County Fire Department.

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

The motion carried.

9.3 VISIONARY CONTRACT UPDATE

After discussion it was decided more information will be worked out on contract.

9.4 SURPLUS BUNKER GEAR

☛ **Motion Cory Bryngelson** moved, seconded by **Chuck Davis**, to approve the surplus list of Bunker Gear expired inventory.

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

The motion carried.



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 PUBLIC COMMENTS/CONSENT AGENDA/MINUTES
 May 9, 2018 - Discussion/Approval

9.5 ROCKPILE MUSEUM MOU

☛ **Motion** Cory Bryngelson moved, seconded by Del Shelstad, to approve Campbell County Rockpile Museum Property Use Agreement.

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

The motion carried.

RECESS

☛ **Motion** Steve Crichton moved, seconded by Cory Bryngelson, to recess meeting at 1916 hours.

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

The motion carried.

RECONVENE

☛ **Motion** moved, seconded by, to reconvene meeting for Executive Session at 2000 hours.

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

The motion carried.

11.0 EXECUTIVE SESSION MINUTES APPROVAL

☛ **Motion** Ron Holmes moved, seconded by Del Shelstad, to approve executive session minutes from the April 11, 2018 meeting.



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
PUBLIC COMMENTS/CONSENT AGENDA/MINUTES
May 9, 2018 - Discussion/Approval

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

The motion carried.

12.0 ADJOURNMENT

☛ Motion Steve Crichton moved, seconded by Ron Holmes to adjourn meeting at 2002 hours.

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,

Chairman Ryan Gross

Attest: Juli Pierce



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
APPROVAL OF EXPENDITURES
May 9, 2018 - Discussion/Approval

6.2 Monthly Expenditures

Campbell County Fire Department Check Run April, 2018

(Will be submitted at the Board Meeting)



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
APPROVAL OF EXPENDITURES
May 9, 2018 - Discussion/Approval

7. EXPENDITURE APPROVAL

7.1 Approval of Manual Checks

MANUAL CHECKS:

AMERIGAS-GILLETTE	\$3,595.51
VERIZON WIRELESS	\$676.64
POWDER RIVER ENERGY CORPORATION	\$2,224.20
CAMPBELL CO EMP LIFE	\$1,222.34
CAMPBELL CO TREASURER	\$2,171.50
CAMPBELL CO TREASURER	\$2,171.50
CC HBTA DENTAL INSURANCE	\$2,350.00
CC HBTA HEALTH INSURANCE	\$42,880.00
CC HBTA VISION INSURANCE	\$384.87
DALE IZATT	\$748.00
FIRST NATIONAL BANK	\$650.00
HEALTH SMART BENEFIT SOLUTIONS INC	\$80.00
IRS	\$11,046.94
IRS	\$3,561.24
IRS	\$11,940.73
IRS	\$4,066.50
ORCHARD TRUST	\$1,728.00
ORCHARD TRUST	\$1,728.00
WYOMING CHILD SUPPORT ENFORCEMENT	\$582.63
WYOMING CHILD SUPPORT ENFORCEMENT	\$582.63
WYOMING DEPARTMENT OF WORKFORCE SERVICES	\$18,422.58
WYOMING RETIREMENT SYSTEM	\$25,450.70
WYOMING RETIREMENT SYSTEM	\$1,798.20
WYOMING RETIREMENT SYSTEM	\$1,954.14
WYOMING RETIREMENT SYSTEM	\$1,245.00
	<hr/>
	\$143,261.85



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
BOARD REVIEW/FYI ITEMS
May 9, 2018 - Information/Review

8. BOARD REVIEW/FYI ITEMS

8.1 Financial and Policy Review

8.1.1 Cash Position

**Campbell County Joint Powers Fire Board
Cash Balance
as of 04/30/2018**

Beginning Balance as of 3/31/2018		\$948,984.99
	Revenues:	
Misc: Income		\$4,055.78
	John Pafford	\$55.89
	Austin Winters	\$55.89
	Glatfelter/VFIS	\$2,187.50
	Glatfelter/VFIS	\$244.50
	Wyoming Fire Chiefs Assoc	\$1,512.00
Rental Fees		\$600.00
	Erryn Morrison	\$75.00
	Buckskin Mining Co	\$300.00
	Alexis Manning	\$75.00
	Alma Marquez	\$150.00
RRT Reimbursement		\$2,044.22
	Brenntag	\$2,044.22
Capital		\$311.23
	Town of Wright	\$311.23



Gillette, Wright, Campbell County Fire Protection
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Interest			\$63.72
	FNB	\$63.72	
	Total Revenue		\$7,074.95
	Balance before Disbursements		\$956,059.94
Disbursements:			
Accounts Payable Approved at Board Meetings	ck 56492-568		\$87,005.84
Manual Checks			\$143,261.85
Payroll			\$136,280.64
Total Disbursements			\$366,548.33
Ending Balance as of 4/30/2018			\$589,511.61



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8.1.2 FY 2017-2018 Budget vs. Actual Statements

CAMPBELL COUNTY FIRE DEPT

Operating and Suppression Budget Vs Actual To Date

As Of 4/30/2018

	Current Period	Budgeted Amount	YTD	Amount Left	Percentage Left
OPERATING AND SUPPRESSION REVENUES					
Interest Earned	525.13	600	525.13	74.87	12.48
Training Center Donations	520	0	520	-520	0
CCFD Apparel Revenue	0	4,000.00	0	4,000.00	100
Travel Reimbursement	1,275.11	3,000.00	1,275.11	1,724.89	57.5
State of Wyoming: CM2	0	10,000.00	0	10,000.00	100
Burlington Northern	1,905.51	5,000.00	1,905.51	3,094.49	61.89
Campbell County Appropriation	3,296,607.00	3,296,607.00	3,296,607.00	0	0
City of Gillette Appropriation	1,117,494.00	1,117,494.00	1,117,494.00	0	0
Town of Wright	55,875.00	55,875.00	55,875.00	0	0
Insurance Reimb-Legal Costs	10,154.50	0	10,154.50	-10,154.50	0
Unanticipated Grant Revenue	7,559.17	10,000.00	7,559.17	2,440.83	24.41
Miscellaneous Income	508.51	5,000.00	508.51	4,491.49	89.83
Insurance Repair Reimbursements	3,317.04	50,000.00	3,317.04	46,682.96	93.37
BLM Rural Fire Assistance Revenue	0	20,000.00	0	20,000.00	100
RRT Response Reimb Revenue	10,373.02	20,000.00	10,373.02	9,626.98	48.14
Safer Recruitment Grant Revenue	1,512.00	0	1,512.00	-1,512.00	0
Training Center Rental Fees	4,916.01	9,200.00	4,916.01	4,283.99	46.57
Event Coverage Revenue	0	5,000.00	0	5,000.00	100
Shop Repair Reimbursements	0	2,000.00	0	2,000.00	100



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	Current Period	Budgeted Amount	YTD	Amount Left	Percentage Left
Catastrophic Suppression	0	100,000.00	0	100,000.00	100
Total Operating and Suppression Revenues	\$4,512,542.00	\$4,713,776.00	\$4,512,542.00	\$201,234.00	4.27%
OPERATING EXPENDITURES					
Salaries	1,407,482.91	1,626,242.00	1,407,482.91	218,759.09	13.45
Event Coverage Overtime	0	5,000.00	0	5,000.00	100
Maintenance Overtime	1,988.80	5,000.00	1,988.80	3,011.20	60.22
Suppression Overtime	107,422.93	150,000.00	107,422.93	42,577.07	28.39
Project/Meeting Overtime	3,017.32	3,000.00	3,017.32	-17.32	-0.58
Shift Coverage OT	34,243.29	30,000.00	34,243.29	-4,243.29	-14.14
Training Overtime	4,358.69	4,000.00	4,358.69	-358.69	-8.97
Part-time Temporary	50,772.24	80,000.00	50,772.24	29,227.76	36.54
Board Expenses - JPFB	1,726.12	1,500.00	1,726.12	-226.12	-15.08
Board Expenses - Chief Officers	290	750	290	460	61.33
Legal Counsel	29,417.20	35,000.00	29,417.20	5,582.80	15.95
Legal Expenses - Reimbursable	17,234.59	0	17,234.59	-17,234.59	0
Computer Contract Fees	38,493.91	40,000.00	38,493.91	1,506.09	3.77
Other Professional Services	9,444.65	22,000.00	9,444.65	12,555.35	57.07
Dispatch Fees	60,000.00	60,000.00	60,000.00	0	0
Periodicals - Haz Mat	827.3	1,000.00	827.3	172.7	17.27
Periodicals - Inspections /Code Manuals	0	1,332.00	0	1,332.00	100
Association Fees - Administration	75	0	75	-75	0
Criminal Background Checks	1,053.00	2,400.00	1,053.00	1,347.00	56.13
Medical Physicals	26,482.10	40,000.00	26,482.10	13,517.90	33.8



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	Current Period	Budgeted Amount	YTD	Amount Left	Percentage Left
Legal Notices	560	1,500.00	560	940	62.67
Postage and Freight	1,515.44	3,000.00	1,515.44	1,484.56	49.49
Cleaning Supplies	3,335.06	7,500.00	3,335.06	4,164.94	55.53
Office Supplies - STA 1	14,269.16	21,500.00	14,269.16	7,230.84	33.63
Supplies - Training Audio Visual	910.94	3,000.00	910.94	2,089.06	69.64
Supplies - Inspection	1,093.09	2,000.00	1,093.09	906.91	45.35
Supplies - AMFTC Classroom Expenses	1,133.36	1,500.00	1,133.36	366.64	24.44
Firefighter Recognition	8,928.95	15,000.00	8,928.95	6,071.05	40.47
Volunteer Recruitment and Retention	59.96	1,500.00	59.96	1,440.04	96
Reimbursable Travel - Training	2,021.76	3,000.00	2,021.76	978.24	32.61
Staff Development - Training	44,898.78	60,000.00	44,898.78	15,101.22	25.17
Community Investment	189.88	500	189.88	310.12	62.02
Cadet Program	0	1,500.00	0	1,500.00	100
Recruit Academy	1,140.62	6,915.00	1,140.62	5,774.38	83.51
Honor Guard	0	1,000.00	0	1,000.00	100
Utilities - STA 1	54,995.80	65,000.00	54,995.80	10,004.20	15.39
Utilities - Sta 2	3,541.58	7,140.00	3,541.58	3,598.42	50.4
Utilities - Sta 3	9,970.89	11,000.00	9,970.89	1,029.11	9.36
Utilities - Sta 4	3,664.86	5,200.00	3,664.86	1,535.14	29.52
Utilities - Sta 7	7,098.95	11,000.00	7,098.95	3,901.05	35.46
Utilities - Sta 9	12,687.62	16,000.00	12,687.62	3,312.38	20.7
Utilities - Sta 10	2,465.73	4,000.00	2,465.73	1,534.27	38.36
Utilities - Sta 11	3,023.40	3,500.00	3,023.40	476.6	13.62
Utilities - Sta 12	1,908.28	3,200.00	1,908.28	1,291.72	40.37
Utilities - Sta 13	3,214.11	4,600.00	3,214.11	1,385.89	30.13



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	Current Period	Budgeted Amount	YTD	Amount Left	Percentage Left
Utilities - Rural	13,165.99	15,000.00	13,165.99	1,834.01	12.23
Utilities - AMFTC	5,273.15	7,000.00	5,273.15	1,726.85	24.67
Utilities - Shop	12,528.89	15,000.00	12,528.89	2,471.11	16.47
Garbage Collection - Sta 11	440.5	550	440.5	109.5	19.91
Garbage Collection - Sta 12	435.51	550	435.51	114.49	20.82
Telephone Expense - STA 1	19,411.83	20,000.00	19,411.83	588.17	2.94
Telephone Expense - Sta 2	834.66	1,115.00	834.66	280.34	25.14
Telephone Expense - Sta 3	1,205.41	2,500.00	1,205.41	1,294.59	51.78
Telephone Expense - Sta 4	741.92	1,115.00	741.92	373.08	33.46
Telephone Expense - Sta 7	2,450.26	2,500.00	2,450.26	49.74	1.99
Telephone Expense - Sta 9	4,097.36	4,000.00	4,097.36	-97.36	-2.43
Telephone Expense - Sta 11	834.66	1,115.00	834.66	280.34	25.14
Telephone Expense - Sta 12	834.66	1,115.00	834.66	280.34	25.14
Telephone Expense - Sta 13	834.66	1,115.00	834.66	280.34	25.14
Mobile Phones	4,447.99	5,000.00	4,447.99	552.01	11.04
Building Maintenance	54,539.67	100,000.00	54,539.67	45,460.33	45.46
Training Center Repairs	2,127.06	9,200.00	2,127.06	7,072.94	76.88
Janitorial Services - Shop Coveralls	1,915.31	2,000.00	1,915.31	84.69	4.24
Station Building Supplies - Sta 2	0	200	0	200	100
Station Building Supplies - Sta 3	0	200	0	200	100
Station Building Supplies - Sta 4	0	200	0	200	100
Station Building Supplies - Sta 7	0	200	0	200	100
Station Building Supplies Sta 9	0	200	0	200	100
Station Building Supplies - Sta 10	0	200	0	200	100
Station Building Supplies - Sta 11	0	200	0	200	100



Gillette, Wright, Campbell County Fire Protection
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	Current Period	Budgeted Amount	YTD	Amount Left	Percentage Left
Station Building Supplies - Sta 12	0	200	0	200	100
Station Building Supplies - Sta 13	0	200	0	200	100
Vendor Account Expenses	0	4,000.00	0	4,000.00	100
BLM Rural Fire Assistance Expenditures	0	20,000.00	0	20,000.00	100
Volunteer Fire Assistance Grant Expenditure	3,045.18	0	3,045.18	-3,045.18	0
Personal Protective Gear	5,118.73	50,500.00	5,118.73	45,381.27	89.86
Full Time Employees Uniforms	15,428.28	18,000.00	15,428.28	2,571.72	14.29
Part-Time Uniforms	5,335.13	18,000.00	5,335.13	12,664.87	70.36
Operating Supplies - Medical	3,415.39	5,000.00	3,415.39	1,584.61	31.69
Operating Supplies - Wildland	10,994.67	13,759.00	10,994.67	2,764.33	20.09
Operating Supplies - Haz Mat	1,986.62	7,000.00	1,986.62	5,013.38	71.62
Operating Supplies - Shop	3,590.82	5,000.00	3,590.82	1,409.18	28.18
Operating Supplies - Flags	0	1,000.00	0	1,000.00	100
Operating Supplies - Investigations	308.49	500	308.49	191.51	38.3
Shop Tools	4,090.13	5,000.00	4,090.13	909.87	18.2
Bunker Gear Maintenance	2,044.56	6,000.00	2,044.56	3,955.44	65.92
Ladder - Aerial Apparatus Testing	3,252.50	5,000.00	3,252.50	1,747.50	34.95
Radio Maintenance	4,089.17	13,000.00	4,089.17	8,910.83	68.55
SCBA Maintenance	12,672.94	17,700.00	12,672.94	5,027.06	28.4
Equipment Maintenance	6,176.15	15,000.00	6,176.15	8,823.85	58.83
Tax Expenditures	137,517.61	141,735.00	137,517.61	4,217.39	2.98
Benefit Expenditures	713,089.84	838,578.00	713,089.84	125,488.16	14.96
Flex	0	14,050.00	0	14,050.00	100
Insurance / General Liability	183,068.00	228,500.00	183,068.00	45,432.00	19.88
Total Operating Expenditures	\$3,218,301.97	\$3,985,276.00	\$3,218,301.97	\$766,974.03	19.25%



Gillette, Wright, Campbell County Fire Protection
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SUPPRESSION EXPENDITURES

	Current Period	Budgeted Amount	YTD	Amount Left	Percentage Left
Part Time Certification & Training	8,123.77	10,000.00	8,123.77	1,876.23	18.76
Gasoline/Fuel	52,381.67	60,000.00	52,381.67	7,618.33	12.7
Vehicle Maintenance	91,473.33	105,000.00	91,473.33	13,526.67	12.88
Insurance Repairs	5,575.45	50,000.00	5,575.45	44,424.55	88.85
Saw Maintenance	0	500	0	500	100
Fire Suppression	71,805.36	160,000.00	71,805.36	88,194.64	55.12
Part-Time On-Call	140,790.20	0	140,790.20	-140,790.20	0
Part Time Pay	226,481.23	200,000.00	226,481.23	-26,481.23	-13.24
RRT Response Reimbursement Expenditures	0	20,000.00	0	20,000.00	100
Unanticipated Grant Expenditures	2,559.17	10,000.00	2,559.17	7,440.83	74.41
Catastrophic Suppression	0	100,000.00	0	100,000.00	100
Part Time Retirement	7,445.00	13,000.00	7,445.00	5,555.00	42.73
Total Suppression Expenditures	\$606,635.18	\$728,500.00	\$606,635.18	\$121,864.82	16.73%
Total Operating and Suppression Expenditures	\$3,824,937.15	\$4,713,776.00	\$3,824,937.15	\$888,838.85	18.86%



8.2 Administrative Items: Chief Shank

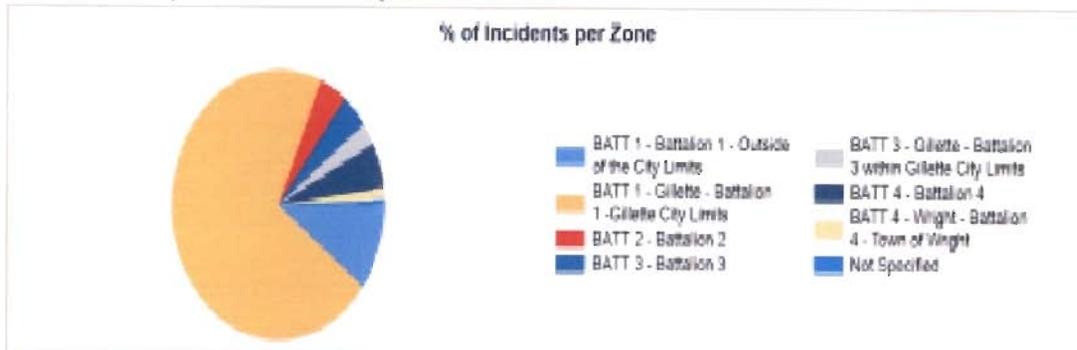
8.2.1 Call Reviews

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Count of Incidents by Incident Type per Zone

Incident Status: All | Start Date: 04/01/2018 | End Date: 04/30/2018



INCIDENT TYPE	# INCIDENTS	% of TOTAL
BATT 1 - Battalion 1 - Outside of the City Limits		
113 - Cooking fire, confined to container	1	0.68%
137 - Camper or recreational vehicle (RV) fire	1	0.68%
151 - Outside rubbish, trash or waste fire	1	0.68%
311 - Medical assist, assist EMD crew	5	4.11%
424 - Carbon monoxide incident	1	0.68%
551 - Assist police or other governmental agency	1	0.68%
611 - Dispatched & cancelled en route	3	2.05%
651 - Smoke scare, odor of smoke	1	0.68%
Zone: BATT 1 - Battalion 1 - Outside of the City Limits Total Incident	15	10.27%
BATT 1 - Gillette - Battalion 1 - Gillette City Limits		
111 - Building fire	1	0.68%
113 - Cooking fire, confined to container	1	0.68%
132 - Road freight or transport vehicle fire	1	0.68%
311 - Medical assist, assist EMD crew	55	37.67%
321 - EMS call, excluding vehicle accident with injury	2	1.37%
322 - Motor vehicle accident with injuries	3	2.05%
324 - Motor vehicle accident with no injuries	1	0.68%
412 - Gas leak (natural gas or LPG)	1	0.68%
422 - Chemical spill or leak	1	0.68%
424 - Carbon monoxide incident	2	1.37%



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745 - Alarm system activation, no fire - unintentional	5	3.42%
Zone: BATT 1 - Gillette - Battalion 1 - Gillette City Limits Total Incident	104	71.23%
BATT 2 - Battalion 2		
143 - Grass fire	1	0.68%
160 - Special outside fire, other	1	0.68%
311 - Medical assist, assist EMS crew	3	2.05%
324 - Motor vehicle accident with no injuries.	1	0.68%
Zone: BATT 2 - Battalion 2 Total Incident	6	4.11%
BATT 3 - Battalion 3		
311 - Medical assist, assist EMS crew	3	2.05%
324 - Motor vehicle accident with no injuries.	1	0.68%
611 - Dispatched & cancelled en route	1	0.68%
631 - Authorized controlled burning	1	0.68%
Zone: BATT 3 - Battalion 3 Total Incident	6	4.11%
BATT 3 - Gillette - Battalion 3 within Gillette City Limits		
311 - Medical assist, assist EMS crew	1	0.68%
322 - Motor vehicle accident with injuries	1	0.68%
324 - Motor vehicle accident with no injuries.	1	0.68%
611 - Dispatched & cancelled en route	1	0.68%
Zone: BATT 3 - Gillette - Battalion 3 within Gillette City Limits Total Incident	4	2.74%
BATT 4 - Battalion 4		
143 - Grass fire	1	0.68%
311 - Medical assist, assist EMS crew	2	1.37%
321 - EMS call, excluding vehicle accident with injury	1	0.68%
322 - Motor vehicle accident with injuries	1	0.68%
324 - Motor vehicle accident with no injuries.	1	0.68%
611 - Dispatched & cancelled en route	1	0.68%
631 - Authorized controlled burning	1	0.68%
Zone: BATT 4 - Battalion 4 Total Incident	8	5.48%
BATT 4 - Wright - Battalion 4 - Town of Wright		
311 - Medical assist, assist EMS crew	2	1.37%
Zone: BATT 4 - Wright - Battalion 4 - Town of Wright Total Incident	2	1.37%
Not Specified		
	1	0.68%
Zone: Not Specified Total Incident	1	0.68%
TOTAL INCIDENTS FOR ALL ZONES:	146	100%



8.2.2 Training Report

Training Division Report –April 2018

Training Cadre & Recruit Academy

The recruit academy is in its 13th week. To date we have not lost any of the recruits and have experienced near perfect attendance from all recruits. All of the recruits have completed their online training requirements (two months ahead of schedule).

April Training Highlights

CCFD hosted the Heavy Equipment Boss course on April 3-4th. BLM personnel from Casper instructed the course. Several CCFD members attended along with personnel from Weston County

CCFD members with medical licenses attended the EMS University held at Cam-Plex. This conference provided required continuing education required to maintain individual licenses.

Jake Millard and Austin Tarno attended the Northern Wyoming Wildland Fire School in Buffalo, completing the S-290 Intermediate Fire Behavior course

The S-190 and S-130 basic Wildland Firefighter training was held on April 27th-29th. This was the classroom portion; the field day will be held on June 9th.

May Training

Chief Fox, Chief Izatt and Juli will be attending FLSA training.

Dispatch training for the upcoming wildland season will be offered to the duty shifts, admin staff and any part-time members interested in staffing Fire Dispatch



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Officer Training – May 31st @ 1900hrs – AMFTC – Wildland Size Up and Tactical Considerations

Several members are participating in a blended officer training program. The program consists of online training along with several classroom sessions.

Special Operations training has been suspended for the remainder of the fiscal year due to budget.

Other Upcoming Training

Annual Wildland Field Day will be held on June 9th. CCFD staff along with personnel from the BLM and possible the Forest Service will be conducting the training.

Seasonal wildland firefighters will begin two weeks of training on June 11th

The Training Division has received a request from Pegasus Energy to conduct fire extinguisher training for 60 employees. We are currently working on dates.



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8.2.3 Facilities Update/General Information

Report will be presented at the meeting by Chief Shank.



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8.2.4 Calendar of Upcoming CCFD/Fire Board Events

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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. BOARD ACTION ITEMS

9.1 Fitness Center Policy

PURPOSE:

The purpose of this policy is to define the appropriate and authorized use of the Fitness Centers.

SCOPE:

This policy applies to all members of the Campbell County Fire Department (CCFD).

POLICY:

A. DEFINITIONS:

- a. Department Members are defined as career personnel, Part-Time 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 shall be open for use between the hours of 0600-2200 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 Equipment and CCFD Properties for fitness activity.
- c. Cadets under eighteen (18) years of age are not allowed in the Fitness Center unless accompanied by two adults.
- d. After use ensure equipment is returned to appropriate locations for use by others and cleaned as necessary.
- e. Part-Time members who work out at stations can be paid for a maximum of three (3) hours in a seven (7) day period. If members choose to be paid, they are required to respond to calls during that time.



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- f. 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.
- g. 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. No form fitting spandex type clothing will be allowed unless properly covered by shorts or t-shirt. All garments must provide appropriate coverage of the body.
- h. 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.
- i. 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. Bunker boots are permitted to be worn while participating in fitness activities when not in the fitness room. No bare feet allowed.



9.2 Knox Boxes

PURPOSE:

- A. Identify Knox Company as the approved key box (Knox Box) vendor within the jurisdiction of the Campbell County Fire Department (CCFD)
- B. Identify the uses of and those having access to the organization's Knox Rapid Access System
- C. To provide a time savings and reduce or eliminate property damage through the use of the Knox Rapid Access System
- D. It is the desire of CCFD, through the requirements of the adopted code and promotion of voluntary installation, to have a Knox Box installed on all industrial and commercial occupancies in which delayed access or entry may adversely affect emergency or other fire department services

SCOPE:

This policy applies to all CCFD personnel.

DEFINITIONS:

- Knox Box – a key box manufactured and sold by Knox Company
- Knox Key – a unique key specifically authorized and provided to CCFD by Knox
- Personal Identification Number (PIN) – a unique number assigned to an individual CCFD member to access a Knox Key
- Key Retention Unit – an electronic device that retains the Knox Key until released by a user having a PIN
- Knox Maintenance Key – a unique key specifically authorized and provided to CCFD by Knox for the maintenance of Key Retention Units
- Knox Rapid Access System – a program following the Knox Company Terms and Conditions of Use, which provides time savings and minimizes property damage. The program consists of Knox Keys retained and used by CCFD and Knox Boxes installed on occupancies within CCFD's jurisdiction.

POLICY:

- A. Occupancy Selection Criteria
 - a. A Knox Box required by the adopted code shall be installed in accordance with the code.
 - b. Where not required by the adopted code, owners of properties having the following conditions should be encouraged to voluntarily install an approved key box.



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- i. Any existing or new construction
- ii. Potential for large loss of life or extensive property damage
- iii. An occupancy is not open or in operation 24/7
- iv. The occupancy does not have anyone on site with keys to access all areas of the business after normal business hours
- v. An occupancy's access is restricted or limited in some manner
- vi. An occupancy is complex or confusing

B. Ordering

- a. A Knox Box must be ordered directly from Knox Company through a current Knox Order Form or online order, authorized by the Fire Chief or Fire Marshal.
- b. Ordering instructions are located at the following agencies:
 - i. CCFD Station 1 – Reception, Fire Inspector or Fire Marshal
 - ii. City of Gillette Building Division
 - iii. Campbell County Department of Public Works Building Division
 - iv. Online at www.knoxbox.com

C. Installation Location on the Occupancy

- a. A Knox Box required by the adopted code shall be located in accordance with the code.
- b. Where voluntarily installed, boxes shall be located in accordance with the adopted code.
- c. A database of installation addresses within the jurisdiction shall be maintained by the Fire Marshal. In accordance with Knox Company Terms and Conditions of Use, CCFD shall not provide the installation database to any non-fire department or law enforcement personnel, unless required by law.

D. Personal Identification Number (PIN)

- a. All PINs will be issued by the Fire Marshal, who shall keep a current record of all PINs issued
- b. All CCFD Officers and members at the discretion of the Fire Chief will be issued a PIN to access the Knox Key from Key Retention Units
- c. PINs shall not be shared among CCFD personnel, and security is an individual responsibility
- d. When an individual separates from CCFD, the individual's PIN shall be deactivated immediately by the Fire Marshal

E. Key Storage

- a. All Knox Keys shall be securely stored on CCFD apparatus in the Key Retention Unit



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- b. Knox Keys or Knox Maintenance Keys shall not be issued to any one individual for any reason
- c. An owner/occupant shall not have access to a Knox Key or Knox Maintenance Keys
- d. A master list of Knox Key locations shall be kept by the Fire Chief
- e. Knox Keys and Knox Maintenance Keys that have not been issued shall be kept in a safe located in the Fire Chief's office
- f. If an apparatus is out of service for an extended period of time or has been retired, the Knox Key will be placed in the safe in the Fire Chief's office
- g. The Knox Maintenance Key shall be issued by the Fire Chief as-needed to conduct maintenance on a Key Retention Unit
- h. Any missing Knox Key or Knox Maintenance Key shall be located immediately. The loss of either shall be immediately reported to Knox Company. Measures to replace the key shall include replacement of all lock tumblers in all Knox Boxes and/or Key Retention Units, as applicable, and any other remedy determined by Knox Company.

F. Key Use

- a. Use of a PIN to release a Knox Key from the Key Retention Unit is a signature that the assigned person has accessed a key. The person accessing the Knox Key is responsible for any use of the key while it is free of the Key Retention Unit.
 - i. The Key Retention Unit records key release and attempted release activity, which is auditable. Personnel accessing a key should maintain a personal log of activity to include the date and time, apparatus Key Retention Unit accessed, and purpose.
- b. Knox Keys shall be used to access an occupancy without a warrant under fire, hazardous materials, and/or medical emergency circumstances. Notification shall be made to the business owner at the earliest opportunity.
- c. Knox Keys shall not be used by an occupant at any time for convenience access purposes – NO EXCEPTIONS
- d. Access using the Knox Rapid Access System by law enforcement requires a warrant specific to the Knox Box, verified by the Duty Chief.
- e. Non-emergency access
 - i. Knox Keys may be used for official business during non-emergency situations to update Knox Box contents or to perform Knox Box maintenance. Access to the Knox Box does not entitle the user to access the building without the owner's permission.



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- ii. A Knox Box may have been connected to a building fire or security alarm system. Verify the presence of an alarmed box with the owner to disarm it prior to opening the box.
 - iii. The box contents shall be verified to provide the function intended then placed in the box
 - iv. Any outdated contents shall be removed and destroyed or returned to a corresponding owner who has provided proper identification
 - v. The Knox Box shall be securely locked prior to leaving the site
- G. Condition of System Components
- a. Any Knox component (Key, Maintenance Key, Retention Unit or Box) found to be improperly installed, in need of maintenance, unsecured or damaged shall be immediately reported to the Fire Chief or Fire Marshal



9.3 SCBA

Campbell County Fire Department SOP SCBA

I. PURPOSE:

To ensure the respiratory safety of all firefighters of Campbell County Fire Department while working in Immediately Dangerous to Life and Health (IDLH) Environments or during training sessions.

II. SCOPE:

This SOP applies to all Campbell County Fire Department personnel qualified to don Self Contained Breathing Apparatus (SCBA), to include, but not limited to; structural firefighters, hazmat team members, and firefighter trainees.

III. PROCEDURE:

1. Qualification to don SCBA:
 - a. Medical clearance by CCFD
 - b. Successful annual SCBA donning benchmark skill
 - c. Entry level training provided by CCFD

2. Firefighters of the Campbell County Fire Department are required to use a Self-Contained Breathing Apparatus, including face piece, under these circumstances:
 - a. OSHA 1910.134 d2
 - i. 1910.134(d)(2)(i) – The employers shall provide the following respirators for employee use in IDLH atmospheres:
 - ii. 1910.134(d)(2)(i)(A) – A full facepiece demand SCBA certified by NIOSH for a minimum service life of thirty minutes, or
 - b. While working in an IDLH environment
 - c. While working in an oxygen deficient and/or toxic atmosphere.
 - d. While working in an atmosphere of intense heat, or environments with the potential of extreme heat.
 - e. While performing ventilation operations.
 - f. While operating as a frontline firefighter at a vehicle fire with active fire, intense heat, or emitting toxic gases.



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- g. When working in the presence of hazardous materials that are spilled, leaking or emitting toxic gases that present an inhalation concern, or have an unknown hazard.
 - h. During training that simulates any of the above hazardous conditions.
 - i. At the direction and discretion of the Incident Command (IC), or assigned officer.
3. All personnel qualified to wear the SCBA facepiece shall be fit tested annually using the facepiece(s) currently issued to the member.
4. The SCBA, pack, facepiece and cylinder:
 - a. Shall be tested by a certified technician per manufacturer's recommendations and properly documented. The pack and facepiece shall be tested annually. The cylinders shall be hydrostatically tested to DOT standards.
 - b. Shall be cleaned periodically and after use in IDLH environments
 - c. Only be worn by members who are clean shaven to ensure proper facepiece seal
5. The SCBA compressors located at CCFD facilities and on apparatus:
 - a. Shall have quarterly air quality tests conducted by a certified laboratory and properly documented. This shall be the responsibility of the Captain in charge of SCBA.
 - b. The responsibility of the Captain in charge of Facilities Maintenance to ensure the annual preventative maintenance testing is completed for each station.
 - c. Compressor: annual maintenance/testing shall be completed by a certified technician per manufacturer's recommendations.
 - d. All personnel will receive training for properly filling the SCBA cylinders prior to using the compressors to fill SCBA cylinders.
 - e. Personnel shall receive training on the operation of Squad 7 prior to operating the unit at an incident.
 - f. The Carbon Monoxide sensor for the compressor mounted on Squad 7 shall be calibrated monthly. This shall be the responsibility of the Captain in charge of Hazardous Materials.



9.4 Uniforms

Campbell County Fire Department

Policy

General/Administration

Uniforms

103.04

I. PURPOSE:

This policy defines appropriate and authorized issued garments to be worn by all personnel and shall ensure that members display a neat and professional appearance by establishing uniformity of dress.

II. SCOPE:

This policy applies to full and part-time members while on duty and while representing the Campbell County Fire Department (CCFD) at department related events.

III. POLICY:

All fire department members are responsible for obtaining and maintaining the uniform items required for their assignment. All uniform items shall be maintained in a presentable condition. Faded, worn, damaged, and/or wrinkled clothing is not acceptable. Personnel wearing uniforms that do not meet or display a professional appearance or standard will be asked to correct their appearance. Personnel wearing uniforms that do not meet or display a professional appearance or standard will be asked to correct their appearance.

All off-duty personnel who respond to the scene of an emergency, are expected to make every attempt to don apparel that identifies them as a representative of CCFD.

1. Insignia defined according to rank:
 - a. Badge:
 - i. All Chief Level Officers will have a gold badge with silver rockers.
 - ii. Captains will have a silver badge with gold rockers.
 - iii. Lieutenants, Firefighters, and Fire Inspector will have a silver badge with silver rockers.
 - iv. Top rocker will state member's rank/title, second rocker will state Campbell County, third rocker will state Fire Department. The member's number may be displayed at the bottom of the badge on a fourth rocker.



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- b. Name plates will be the current issued gold or silver with first name or initial with last name. No other insignia will be included on the name plate.
- c. The "Serving Since" addition to the name plate will match the name plate in color. It will display "Serving *4-digit* Year Since". The year displayed will be the member's starting year in the fire service. Service will be defined as being verified years of service with 1 year or less of disruption or leave from service within an organized fire department. Active Military leave is exempt from this provision.
- d. Chief: Gold badge with 5 cross bugles in center seal, gold name plate, and gold collar brass of 5 cross bugles.
- e. Division Chiefs: Gold badge with 4 cross bugles in center seal, gold name plate, and gold collar brass of 4 cross bugles.
- f. Battalions Chiefs and Fire Marshall: Gold badge with 3 cross bugles in center seal, gold name plate, and gold collar brass of 3 cross bugles.
- g. Captains: Silver badge with 2 parallel bugles, silver name plate, and silver collar brass of 2 parallel bugles center seal.
- h. Lieutenants: Silver badge with single bugle, silver name plate, and silver collar brass of a single bugle center seal.
- i. Firefighters and Fire Inspector: Silver badge with fire service center seal, silver name plate, and silver collar brass of apparatus abbreviation.
- j. Additional commendation bars or insignia must be approved by the Fire Chief.

2. Outerwear:

- a. Current issued black full zip jackets with current CCFD insignia.
- b. Current issued navy-blue winter coat with current CCFD insignia.
- c. Current issued quarter zip navy-blue job shirt with current CCFD insignia on left chest and back. American flag patch on right shoulder and State of Wyoming EMS patch on left shoulder at member's certified level, if any.
- d. Current issued hooded draw string sweatshirt with current CCFD insignia on left chest and back. NOT to be worn outside of wildland season.
- e. Current issued stocking hat with current CCFD insignia.
- f. Navy blue ball cap with current CCFD insignia.

3. Class C Uniform: Most Casual level of dress

- a. To be worn on weekends and after administrative business hours or at the discretion of the Chiefs or on duty Company Officer and is subject to change.
- b. The following items are the approved standard:



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- i. Current issue T-shirts with current CCFD insignia on left chest and back.
 - All t-shirts will be navy-blue, except Probationary members who will wear red.
 - At the Fire Chief's discretion, "RED (Remember Everyone Deployed) Shirt Fridays" will be red department issued shirts donning the department logo on the garment's left chest.
 - Undershirts are not to extend from underneath short sleeved shirts.
 - ii. Current issued navy-blue duty pant.
 - iii. Black belt with simple black or silver buckle.
 - iv. Black duty footwear with minimum 6-inch rise and safety toe.
4. Class B Uniform: Informal Dress Uniform
- a. To be worn:
 - i. Daily during specified times of the year during administrative business hours and at the discretion of the Chiefs and is subject to change.
 - ii. During public educational events, other public events, dinners, and meetings.
 - b. The following items are the approved standard:
 - i. Current issued collared short or long sleeve full button shirt in the designated color of rank. The shirt will be adorned with the department patch on the left shoulder and the American flag patch on the right shoulder.
 - Chiefs: White shirts
 - Captains: Light Blue
 - Lieutenants, Firefighters, Inspector: Navy Blue
 - ii. The shirt will be adorned with the current assigned member's badge on left breast, name plate centered on right breast, above the pocket, and collar brass centered on each of the front corners of the collar.
 - Collar brass on this uniform is for Officers only
 - iii. Current issued navy-blue duty pant.
 - iv. Black belt with it's original buckle; or CCFD 5 Year Service buckle.
 - v. Black duty footwear with minimum 6-inch rise and safety toe.
 - vi. Long sleeved shirts are not to be worn under short sleeved shirts.



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5. Class A Uniform: Formal Dress Uniform

a. To be worn:

i. Full dress is reserved for special occasions and at the direction of the Chiefs.

b. The following is the approved standard:

i. Current issued collared long sleeve dress shirt in the designated color of rank. The shirt will be adorned with the department patch on the left shoulder and the American flag patch on the right shoulder.

- Chiefs: White shirts.
- Captains: Light Blue.
- Lieutenants, Firefighters, Inspector: Navy Blue.
- Probationary/Recruits: Are not issued these items.

ii. The shirt will have adorned the current assigned member's badge on left breast, name plate/serving since attachment centered on right breast and collar brass centered on each of the front corners of the collar.

iii. Issued navy-blue dress pant.

iv. Black dress belt.

v. Issued navy-blue dress tie.

vi. Issued high gloss dress shoes.

vii. Dress Hat:

- Chief: White bell crown hat with black bill and gold mesh cap strap and gold FD buttons. Bill will have 6 gold leaves. Hat badge will have a round 15/16" gold insignia with 5 crossed bugles.
- Division Chief: White bell crown hat with black bill and gold mesh cap strap and gold FD buttons. Bill will have 4 gold leaves. Hat badge will have a round 15/16" gold insignia with 4 crossed bugles.
- Battalion Chief: White bell crown hat with black bill and gold mesh cap strap and gold FD buttons. Bill will have 2 gold leaves. Hat badge will have a round 15/16" gold insignia with 3 crossed bugles.



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- Captain: Navy-blue bell crown hat with black bill and silver mesh cap strap and silver FD buttons. Hat badge will have a round 15/16" silver insignia with 2 bugles.
- Lieutenant: Navy-blue bell crown hat with black bill and silver mesh cap strap and silver FD buttons. Hat badge will have a round 15/16" silver insignia with 1 bugle.
- Firefighter and Inspector: Navy-blue bell crown hat with black bill and black mesh cap strap and silver FD buttons. Hat badge will have a round 15/16" silver insignia.

viii. Dress Coat:

- Navy-blue double-breasted coat with CCFD patch on left shoulder and the American flag patch on the right shoulder.
 - a. 2 Rows of FD buttons on the front: Chief level are gold and all other levels are silver in color.
 - b. The round collar brass is to be worn on upper most lapel, centered near the point. Only officer levels will wear collar brass.
 - c. Name plate is not to be worn on the coat.
 - d. Each Maltese cross on the left lower sleeve to indicate 5 completed years of service. Years of verified service will coincide with the "Serving Since" plate. Chief level officers will be gold and all other officer levels and firefighters are silver in color.
 - i. Maltese crosses will be issued to members only after they have completed 10 years of service.
 - e. Gold or silver mylar braided striping on both lower sleeves in the number that correlates with the number of bugles for officers. Firefighters and Fire Inspector have no striping.

6. Wildland Season Uniform:

- a. To be worn during specified months of the wildland season as defined by of the Chief Officers and is subject to change.
- b. The following is the approved standard:
 - i. Current issued T-shirts with current CCFD insignia on left chest and back



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- All t-shirt will be navy-blue, with the exception of Probationary members who will wear red.
 - ii. Current issued Nomex wildland pants, green or tan in color.
 - iii. Black or tan belt with appropriate buckles.
 - iv. Footwear standards: every employee will make an effort to meet.
 - Non-Steel Toe.
 - Leather
 - Lug Soled.
 - Minimum 8-inch rise.
 - v. Undershirts are not to extend from underneath short sleeved shirts.
7. Physical Fitness and Sleep attire:
- a. Refer to Fitness Center Policy for authorized attire while using CCFD Fitness Centers.
 - b. Personnel on duty shall wear current issued t-shirt, shorts or sweatpants, and appropriate footwear of choice during the evening and sleep hours.
8. Administrative Members shall wear appropriate business casual attire.
- a. Examples of appropriate business attire include pressed pants, appropriate length skirts, sweaters, blouses, or jackets.
 - b. Jeans, shorts, t-shirts, shirts without collars and footwear such as flip flops and sneakers are not appropriate for business casual attire.
 - c. Employees may dress casual at the discretion of the Comptroller.
9. Apparatus Maintenance Members:
- a. Shall wear current issue CCFD garments.
 - i. Short or long-sleeve button down mechanic shirts adorned with the American flag on the left shoulder sleeve and the department patch on the right shoulder sleeve, last name stitched on the left chest.
 - ii. Approved work pants; jeans, blue pant. All free from holes and excessive wear.
 - iii. Department sweatshirts, zip up jackets, t-shirts, and ball caps with current department logo.
 - iv. No shorts or non-department issued apparel may be worn.
 - b. Shall wear footwear with safety toe.



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- c. When wearing CCFD firefighter uniform while conducting maintenance, uniform must be protected by coveralls.

10. Hair:

- a. While in uniform of all classes, hair shall be neat and clean in appearance. Hair shall be worn so that it doesn't extend below the collar, and so that it doesn't interfere with the performance of the job or the wearing of safety apparatus.

11. Mourning Bands:

- a. The band is to fit tightly around the badge and shall be worn straight across the center of the badge.
- b. The width of the black band should not exceed ½-inch and be solid black in color.
- c. To be worn in the following circumstances:
 - i. Upon the line of duty death of a uniformed member within this department. The mourning band should be worn for a period of thirty days from the date of death on Class A and Class B uniforms.
 - ii. By all members in uniform when attending the funeral or memorial event of only a uniformed member of this department or any other emergency service agency.
 - Not to be worn for family of our members.
 - iii. On the Day of the National Fallen Firefighter Memorial Service if a Class A or B uniform is worn.
 - Historically the first Sunday in October.
 - iv. At the direction of the Fire Chief, when special circumstances dictate that a department display of official mourning is appropriate.



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9.5 2017/2018 Supplemental Request 🌀

Information will be presented at the meeting.

9.6 2018/2019 Budget Proposal 🌀

Information will be presented at the meeting.



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EXECUTIVE SESSION/ADJOURNMENT
May 9, 2018 - 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. EXECUTIVE SESSION MINUTES APPROVAL 🍷

Motion to approve Executive Session Minutes (if needed).

12. ADJOURNMENT 🍷

The meeting was adjourned at _____ hours.

Dear City Clerk,

Please thank the hard workers at the wastewater plant for the wonderful service when getting my Compost. Have not got any for 6 years but this year I did.

They were fantastic and very helpful - now my yard has yet another chance of greening up, and my big garden is happy too!

Please keep doing the great job you all do and you can even copy this and send a copy to the WW plant and the Mayor 

Sometimes I say it on the opinion page but now they say the paper cost too much, for me to say it there - so I will say it here, and hope you post and send it.

Citizens are not very good about telling our officials how much we appreciate what they do each day, but the fat Norwegian sure

appreciates what you all do, and I know fully well that dealing with the public every day is not always a "wonderful experience" so

Thanks again to you, and every one in the chain!

Brad Schofield

Dear Mayor & Council,
Just a small note
of thanks for all that
you do for the Seniors
of Gillette. - The
Seniors appreciate
your support when it
comes to the programs
that keep them in
their Homes.

Thanks for keeping
them in your thoughts
when making those
Tough Decisions -
we can't thank-you
enough !!

It was such a
kind-and-thoughtful,
extra-special thing to do.

Sincerely,
Ann Rossi
& The Seniors !!

City of Dillette -

Thank you for fixing
Ava's three-in-one - our door
now works!

One quick fix was
greatly appreciated.

Again thank you,

We appreciate
your help!
Wendy G.

Many Thanks!
You all are
THE BEST!!!
Carol
Legan

Thank you so
much!
Lobbie
Thank you!
Carol
San William

Thank you so much!
Allison



There is only one way to put
it. Drug Court saved my
life. I will be forever
grateful for the program.
I want to thank everyone that
is a part of the program
from the bottom of my
heart

Darrell Hurkinson