



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 *sw Acrylic*
RE: General Information
DATE: June 15, 2018

The following meetings are scheduled for the week of **June 16–22, 2018**

Tuesday, June 19th

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

- WYDOT State Transportation Improvement Plan Presentation – Laura Dalles
- Budget Amendment Review – Finance Director Henderson
- Review June 19th 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

Thursday, June 21st

12:00 p.m. – 2:00 p.m. Council of Community Services Open House

- Council of Community Services, 114 S. 4-J Road

Friday, June 22nd

5:30 p.m. Avenues of Art Reception

- Gillette College Tech Center

Friday, June 22nd – Saturday June 23rd

Donkey Creek Festival

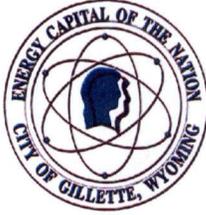
- Gillette College

1. Attached please find a **memorandum** regarding the **201 W 4th Street** and **402 Warren Ave** rezone request dated **June 15, 2018** provided by **Utilities Director and Acting Development Services Director Cole**.
2. Attached please find a **memorandum** regarding **Police Staffing Proposal** dated **June 14, 2018** provided by **Police Chief Hloucal**.
3. Attached please find a **memorandum** in response to **City Council's request** regarding information for the **Country Club Island Annexation existing water wells and plant investment fees** dated **June 14, 2018** provided by **Utilities Director and Acting Development Services Director Cole**.
4. Attached please find a **letter** regarding a **pedestrian safety issue near the Campbell County Rockpile Museum** dated **June 8, 2018** provided by the **Wyoming Department of Transportation**.
5. Attached please find the **agenda** for the **Gillette, Wright, Campbell County Fire Protection Joint Powers Board** dated **June 13, 2018** and **meeting minutes** dated **May 9, 2018** provided by the **Campbell County Fire Department**.
6. Attached please find **current sales tax information** provided by **Finance Director Henderson**.

7. Attached please find an **invitation** to the **Avenues of Art Reception** on **June 22, 2018** at **5:30 p.m.** at the **Gillette College Technical Education Center** provided by **The Mayor's Art Council**.
8. Attached please find **information** regarding the **Donkey Creek Festival** on **June 22-23, 2018** provided by **Community and Governmental Relations Manager Toscana**.
9. Attached please find a **flyer** for the **City of Gillette Employee / Board Summer Picnic** on **July 19, 2018** at **5:30 p.m.** at **Dalbey Park – Edwards Shelter** provided by the **Special Events Committee**.
10. Attached please find a **thank you card** from an **Adult 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, June 19, 2018
Dinner Served at 5:30 p.m.**

Pre-Meeting Topic(s):

- WYDOT State Transportation Improvement Plan Presentation – Laura Dalles
- Budget Amendment Review – Finance Director Henderson
- Review June 19th Council Agenda
- Executive Session

*Item previously discussed by Council



CITY OF GILLETTE

Development Services

201 E. 5th Street • Gillette, Wyoming 82716
Phone 307.686.5265 • Fax 307.686.0952
www.gillettewy.gov

MEMO

TO: Mayor and City Council
THRU: Patrick Davison, City Administrator
FROM: Michael H. Cole, PE *Michael H. Cole*
Utilities Director and Acting Development Services Director
COPY: City Planning Staff
DATE: June 15, 2018
RE: **201 W 4TH STREET AND 402 WARREN AVE REZONE REQUEST**
18.012Z-ZONING MAP AMENDMENT-Lot 1&2, Block 5, Third Addition
Ordinance 2nd Reading
Staff Recommendations

Based on recent testimony from surrounding property owners and based on research performed by the City Planning Division, City Staff offers the following recommendation for the above referenced item that will be considered by the City Council during their June 19, 2018 Meeting.

City Staff recommends the Ordinance to Rezone 201 W 4th Street and 402 Warren Ave from R-2 to C-2 be denied at this time for the following reasons:

1. The subject area does not appear to be "contiguous and adjacent" to the existing C-2 Zoning District. Section 4.b.(2) of the City Zoning Ordinance states:

"... district boundary lines are intended to be lot lines; the centerline of streets, alleys, channelized waterways, or similar rights-of-way; the centerline of blocks; section or township lines. . ."

When using the centerline of streets and existing lot lines, the platted lots within the proposed area requested to be rezoned are not contiguous and adjacent to private lots within the existing C-2 Zoning District. Without this contiguity, the proposed C-2 Zoning District does not meet the minimum district size of 20 acres.

2. The allowed uses within the C-2 Zoning District will likely conflict with the residential uses within Block 5 of the Third Addition. For example, within the C-2 Zoning District, the following uses are allowed:

- | | |
|------------------------------------|------------------------|
| a. | |
| b. Auto supply store / Tire Repair | g. Pawn Shop |
| c. Bowling Alley | h. Pet Shop |
| d. Cigar and tobacco store | i. Tavern or Lounge |
| e. Gasoline Filling Station | j. Theater |
| f. Package Liquor Store | k. Other, similar uses |

3. The allowed building density of the proposed C-2 Zoning District does not meet the characteristics and design parameters of the existing residential dwelling units on Block 5 of the Third Addition. Below is a table that compares building set-backs, maximum height, parking and open space requirements for zone lots in the C-2, Central Business District and R-2, Single and Two Family Residential District.

Zone Lot Design Parameter	R-2 Single/Two-Family District	C-2 Central Business District
<i>Residential Uses Allowed?</i>	Yes	Yes, for Mixed Use
<i>Commercial Uses Allowed?</i>	No	Yes
<i>Minimum Zone Lot Area</i>	6,000 sf	None
<i>Minimum Width of Zone Lot</i>	50'	None
<i>Front Yard Set-Back</i>	20' / 15' on corner lots	None
<i>Side Yard Set-Back</i>	5'	None
<i>Rear Yard Set-Back</i>	20' or 20%, smaller of two	None
<i>Required Open Space</i>	50% for single family	None
<i>Maximum Height of Bldgs</i>	35'	No maximum height
<i>Parking</i>	2 spaces per residence	Off-street parking (not required)

4. There is a history of City Staff not recommending similar rezone requests for similar commercial uses (professional office space) in the downtown residential district(s) in this area.

For these reasons, City Staff recommends the City Council “not approve” the Ordinance on 2nd Reading during the June 19 City Council Meeting. Additionally, City Staff recommends the City Council send this case “back” to the City Planning Commission for further review and study.

The City Planning Staff has discussed these concerns with the applicant and expressed our recommendation to “not approve” this zoning change request during a meeting on Thursday, June 14, 2018 at 11 am at City Hall. We have also discussed our intention to evaluate a new “transitional” zoning district that could potentially meet the applicant’s goal of developing professional office space on his property at 201 W 4th Street and 402 Warren Ave.

City Staff looks forward to working with the City Planning Commission to develop a new “transitional” zoning district overlay to allow some limited commercial use, like professional office space, in the downtown residential zoning district(s) within a tight radius of the existing central business district. In other words, City Staff will work with the Planning Commission to develop recommendations to consider a zoning district overlay that will maintain the downtown residential character, including adherence to the zone-lot design parameters, for underlying residential zoning districts, that are within 150 ft to 500 ft (+/-) of the existing C-2 Central Business District, while allowing for some very limited commercial use, like professional office space.

It will likely take several weeks, possibly a few months, to work with the City Planning Commission on this item. City Staff looks forward to providing an update to the City Council later this fall.

**GILLETTE POLICE DEPARTMENT
MEMORANDUM**

TO: Pat Davidson, City Administrator *SM Activ*
FROM: Jim Hloucal, Chief of Police
SUBJECT: Police Staffing Proposal
DATE: 6-14-2018
CC:

Pat,

As you know, it takes approximately ten months for the Police Department to recruit, hire, and train an officer to be functional in their position. Although we have made significant progress in the last year getting our staffing up, we currently still have one vacant position and seven officers in training. Most of these officers will have completed their training by early fall of 2018.

To ensure continued adequate staffing, provide appropriate levels of service, and to avoid finding ourselves in the position of being severely short staffed again, I am requesting authorization to hire police officer positions above our currently authorized staffing level.

We have one officer who will be retiring in September of 2018. We also have two officers who are in the guard and will be deployed for approximately ten months beginning in April of 2019. Along with the current vacancy we are trying to fill, these known absences will impact our operations.

We are currently in the process of testing and hiring for the vacant position. My proposal is to immediately recruit and hire for the known retirement in September so that we can get ahead on the time it takes for training that position prior to it becoming vacant.

Additionally, I would like to immediately hire and begin training two additional positions to assist with staffing while our two officers are deployed with the military for nearly a year.

These three positions, that are above our current approved staffing levels, would then be eliminated through routine attrition over the next year to year and a half. The first position would be eliminated when the officer retires in September of 2018. We are also anticipating a retirement at the end of 2019 which would account for one of the two hired to provide staffing during the military deployment. The third position would be eliminated through attrition as appropriate depending on timing and how the position becomes vacant.

As you have experienced, we typically have unexpected turnover each year. I do not anticipate any difficulty in eliminating these positions through attrition. Additionally, as we have typically

experienced unexpected turn over, I believe a budget amendment would likely not be necessary to accommodate hiring these three positions above the staffing levels approved in the budget. We would evaluate the budget during the final budget amendment process to determine if any adjustment would be needed. From previous experience and due to the vacancies and overlaps, I am confident any adjustment, if any at all, would be minimal to accommodate this staffing plan.

Hiring these positions now, in anticipation of retirements and extended absences, allows us to complete the hiring and training of officers and continue to provide adequate shift strength for appropriate service levels.

Please let me know if you have any questions or would like additional information to support this proposal.

Respectfully,

A handwritten signature in blue ink, appearing to read "Jim Hloucal", written over a horizontal line.

Jim Hloucal
Chief of Police



CITY OF GILLETTE

Development Services

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Phone 307.686.5265 • Fax 307.686.0952
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MEMO

TO: Mayor and City Council
THRU: Patrick Davison, City Administrator
FROM: Michael H. Cole, PE *Michael H. Cole*
Utilities Director and Acting Development Services Director
COPY: City Planning Staff
DATE: June 14, 2018
RE: 18.006AP-ANNEXATION PLAT-Country Club Island Annexation
Requested Information from June 5th City Council Meeting

During the June 5th City Council meeting, members of the City Council asked City Staff to provide additional information on existing water wells and plant investment fees. City Staff was also asked to summarize taxes and charges for utilities as a result of annexation into the City of Gillette.

PRIVATE WATER WELLS

Recent annexations allowed for the continued use of existing, private water wells. In particular, one of the Annexation Report(s) for the separate 2016/17 Country Club Lake Annexation Area states the following:

It is our understanding that your property is currently served by a private well. You do not need to connect to the City water system at this time. You can continue to use your private well for domestic water purposes until such a time it fails.

Based on recent testimony expressed by Landowners for the above referenced Annexation, City Staff recommends we amend the Annexation Reports to include this provision to allow Landowners to continue to use their private water well for domestic water purposes until such time the resident desires to connect to the existing city water system or at the time of well failure. No change is necessary to amend the Annexation Ordinance.

WATER PLANT INVESTMENT FEES

The City Council has the authority to waive Plant Investment Fees (PIFs) for both water and sewer connections. The current Plant Investment Fee for Water Service for a 1" water meter is \$1,287.50 per connection. The current Plant Investment Fee for Sewer Service for a 1" water meter is \$2,000.

Based on recent testimony expressed by Landowners for the above referenced Annexation, City Staff recommends we amend the Annexation Reports to include a provision to "waive" the Water Plant Investment Fee, up to \$1,287.50 per property, for a period not to exceed 2 years following the Annexation Effective Date. No change is necessary to amend the Annexation Ordinance.

SOLID WASTE COLLECTION

The City’s current rate for an individual rollout container is \$17.76/month for residential use. All residential customers are required to receive City solid waste service. Commercial customers, like churches and businesses, have the option to hire a private hauler for trash service. Commercial customers are not required to use the City’s solid waste service.

ELECTRIC SERVICE

A typical monthly bill for electric service from the City is \$87.75 per month for residential customers using 750 kilowatt-hours per month. By comparison, a typical monthly bill for electric service from PRE-Corp is \$86.16 per month for residential customers with a similar consumption of 750 kilowatt-hours per month. PRE-Corp’s rates, with an effective date of January 2017, were used for this comparison.

CITY WATER & SEWER SERVICE

A typical monthly bill for water service from the City is \$53.90/month for residential customers with a 1” water meter using 12,000 gallons per month.

A typical monthly bill for sewer service from the City is \$21.66/month for residential customers with a 1” water meter using 4,000 gallons per month during the winter months of December, January and February.

PROPERTY TAXES

The Campbell County Assessor provided the following property tax information based on 2017 Property Tax Assessments.

	ADDRESS	LANDOWNER	PROPOSED ZONING	ASSESSED VALUE	CURRENT TAXES	TAXES AFTER ANNEXATION	ANNUAL TAX INCREASE
1	1159 Country Club Road	Jeffery and Cynthia Luth	R-2	\$ 15,507.00	922.14	\$ 984.35	\$ 62.21
2	1183 Country Club Road	Leroy and Judy Cummings	R-2	8,262.00	312.91	334.02	21.11
3	1197 Country Club Road	Leroy and Judy Cummings	R-2	427.00	25.39	27.10	1.71
4	1110 Country Club Road	Marlene Fetty	R-2	3,230.00	192.08	205.04	12.96
5	1110 Country Club Road	Marlene Fetty	R-2	1,329.00	79.03	84.36	5.33
6	1170 Country Club Road	Bible Baptist Church	R-2	-	-	-	-
7	2500 7Bar7 Drive	Deborah Hagen	R-S	27,467.00	1,633.35	1,743.55	110.20
8	2550 7Bar7 Drive	Deborah Hagen	R-S	63,917.00	3,800.89	4,057.32	256.43
9	1226 Country Club Road	Velma Wright	A	50,302.00	2,991.26	3,193.07	201.81
1	1251 E Boxelder Road	McCann Enterprises	A	1,186.00	70.53	75.29	4.76
0							
1	1285 E Boxelder Road	Rodney J, William R, Ronald E and David G Wright	A	2,850.00	169.48	180.91	11.43
1				\$ 174,477.00	\$ 10,197.06	\$ 10,885.01	\$ 687.95

SUMMARY OF RECOMMENDATIONS (2ND ORDINANCE READING – JUNE 19, 2018)

1. City Staff recommends the Annexation Reports be amended to include a provision to allow Landowners to continue to use their private water well for domestic water purposes until such time the resident desires to connect to the existing city water system or at the time of well failure.
2. City Staff recommends the Annexation Reports be amended to include a provision to “waive” the Water Portion of the Plant Investment Fee, up to \$1,287.50 per property, for a period not to exceed 2 years following the Annexation Effective Date. If a resident in this annexation

area chooses to connect after the 2-year period, Water Plant Investment Fees will be required to be paid by the resident at the time of connection.



Matthew H. Mead
Governor

WYOMING Department of Transportation

"Providing a safe, high quality, and efficient transportation system"

10 East Brundage Lane, Sheridan, Wyoming 82801



William T. Panos
Director

June 8, 2018

John M. Daly
President, Rockpile Museum Board of Directors
900 West Second Street
Gillette, WY 82716

Dear Mr. Daly,

Thank you for bringing to our attention the pedestrian safety issue near the Campbell County Rockpile Museum located at 900 W. 2nd Street in Gillette. We have made an initial site visit and have engaged with our Traffic Studies section from Cheyenne. They will soon be undertaking a study of this area. The study will gather a number of items, including the number of pedestrians crossing at this location and the number of gaps in the vehicular stream that are of adequate length to permit pedestrians to cross the highway.

Once this information has been gathered and the study is completed, we can start to brainstorm possible solutions to this problem. We will collaborate with you, Campbell County and City of Gillette officials to discuss solutions that are appropriate for this location on the WYDOT highway system.

Regards,

Michelle M. Edwards, PE, PTOE
WYDOT District 4 Traffic Engineer

cc: Matt Carlson, WYDOT Highway Safety Program
Rick Newton, Wyoming Transportation Commissioner – District 4
Chairman Mark Christensen, Campbell County Commissioners
Director Charlotte Terry, Campbell County HR/Risk
Mayor Louise Carter-King, City of Gillette
Gregg Fredrick, WYDOT Chief Engineer
Mark Gillett, WYDOT Assistant Chief Engineer of Operations
Scott Taylor, WYDOT District 4 Engineer
Joel Meena, WYDOT State Traffic Engineer



Gillette, Wright, Campbell County Fire
Protection Joint Powers
Board of Directors
JUNE 13, 2018 Business Meeting
Station 1, Community Room

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Note: ⚡ Signifies a Decision Item

GWCCFPJPB Meeting
Meeting at 5:30 p.m.
JUNE 13, 2018
Gillette, Wright, Campbell County
Fire Protection Joint Powers Board of Directors
Business Meeting
JUNE 13, 2018 - Attendance

ATTENDANCE

Board Members:

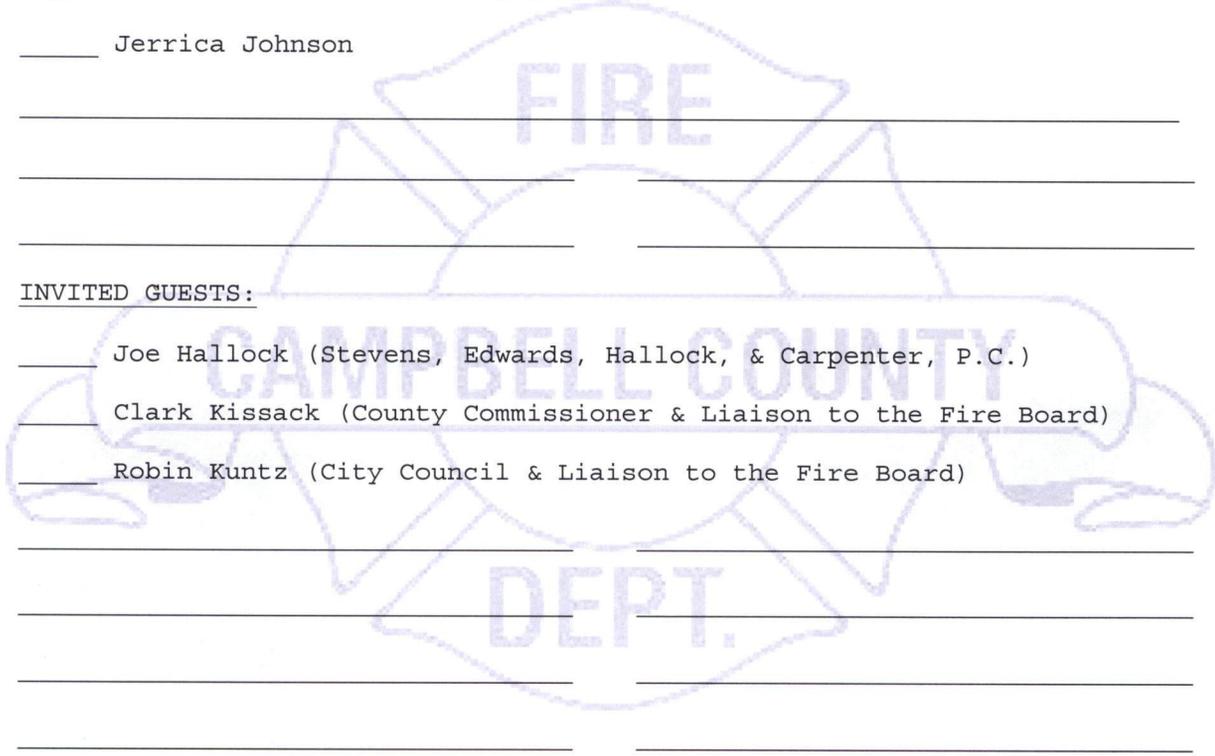
_____ Cory Bryngelson	_____ Steve Crichton
_____ Chuck Davis	_____ Damon Hart
_____ Ryan Gross	_____ Del Shelstad
_____ Ron Holmes	

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
JUNE 13, 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
 JUNE 13, 2018 - Discussion/Approval

6. CONSENT AGENDA APPROVAL ITEMS

6.1 Regular Board Meeting Minutes

JOINT POWERS FIRE BOARD OF
 DIRECTORS' MEETING MINUTES
 May 9, 2018

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

STAFF and GUESTS: Chief William Shank, Administrative Assistant Jerrica Johnson, Legal Counsel Joe Hallock, Commissioner Micky Shober, City Councilman Robin Kuntz, 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."

4.1 BUSINESS ADDITIONS AND DELETIONS

Board Review Items and Board Action Items will be switched for this meeting and 9.3 will be added Surplus Grass Trucks

4.2 AGENDA APPROVAL

Motion Steve Crichton moved, seconded by Chuck Davis, to approve the meeting agenda as amended.

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

The motion carried.

5.0 PUBLIC COMMENT

6.1 APPROVE CONSENT AGENDA

Motion Cory Bryngelson moved, seconded by Damon Hart, to approve the Consent Agenda as presented.

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



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 PUBLIC COMMENTS/CONSENT AGENDA/MINUTES
 JUNE 13, 2018 - Discussion/Approval

The motion carried.

7.1 MANUAL CHECKS

☛ **Motion** Cory Bryngelson moved, seconded by Chuck Davis, to approve payment of the Manual Checks totaling \$143,261.85.

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

The motion carried.

9.1 SUPPLEMENTAL REQUEST

☛ **Motion** Del Shelstad moved, seconded by Steve Crichton, to approve the Supplemental Request in the amount of \$115,346.48.

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

The motion carried.

9.2 2018/2019 BUDGET PROPOSAL

☛ **Motion** Damon Hart moved, seconded by Steve Crichton, to approve the 2018/2019 budget approval upon review of Comptroller Juli Pierce.

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

The motion carried.

9.3 SURPLUS GRASS TRUCKS

☛ **Motion** Steve Crichton moved, seconded by Del Shelstad, to the sale of 3 surplus grass trucks at the City online auction.

Cory Bryngelson	yes	Ron Holmes	absent
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
JUNE 13, 2018 - Discussion/Approval

8.1.1 FY CASH POSITION

8.1.2 BUDGET VS ACTUAL

Chief Shank Reported the same line items that are trending down continue to trend down. We have put a hold on all spending apart from salaries and the things that we must spend. As it looks now chief believes we will be able to make budget with the Supplemental Budget Request. All On Call pay stops as of May 10, 2018

8.2.1 CALL REVIEW

Chief Shank reported for the month of April 146 calls. Nothing stands out as being a major call. Board request Annual Run of Apparatus Report.

8.2.2 TRAINING REPORT

Training Cadre/Recruit Academy

The 2018 Recruit Academy is in its 13th week. We have not lost any members as of to date and still experiencing near perfect attendance. All recruits have finished online training two months ahead of schedule. So, they are a very motivated group.

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.

Jake Millard and Austin Tarno attending the Northern Wyoming Wildland Fire School in Buffalo April 11-15th this training was paid by a Grant.

May Training

Chief Fox, Izatt and Julie Pierce attending FLSA

Dispatch Training for upcoming Wildland Season will be offered to duty shifts, admin staff and any part time members interested in staffing Fire Dispatch

Officer Training will be May 31st 1900 Hrs. at AMFTC Wildland Size Up and Tactical Considerations.

Other Upcoming Training

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

Seasonal Firefighters will begin two-week training on June 11th

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

8.2.3 FACILITIES UPDATE/GENERAL INFORMATION



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 PUBLIC COMMENTS/CONSENT AGENDA/MINUTES
 JUNE 13, 2018 - Discussion/Approval

Station 1

We have been having issues with the boilers in the station. Powder River Heating has been down here. Waiting to hear some feedback to see if it's a boiler issue or a software issue. We also have a leak in the hallway and we are hoping to be able to fix it ourselves.

Station 9

Brian Shippy the Engineer assigned to Station 9 went down on May 4th. They did testing and are confident that there are no leaks contributing to moisture under the station.

Apparatus Specs

The process has been slow with the elimination of overtime. Rather than having meeting's they are communicating via email and in passing between shifts. Chief has talked to Jim about ordering radios separately, so we can get the Wyolink Discount. After Discussion it was decided to have specs written accordingly and have radios drop shipped directly to the Department.

Type 3 Specification

The Type 3 specs were almost complete and ready to be sent out however we heard from freightliner that we can not get a 2018 chassis. Committee are having to go back through and change all the specifications. We are trying to avoid having to do any change orders as a cost savings measure.

8.2.4 Calendar of Events

Request to add the quarterly meetings along with Countywide and big meetings such as swearing in of staff.

12.0 ADJOURNMENT

☛ **Motion** Damon Hart moved, seconded by Del Shelstad to adjourn meeting at 1837 hours.

Cory Bryngelson	yes	Ron Holmes	absent
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
JUNE 13, 2018 - Discussion/Approval

6.2 Monthly Expenditures

Campbell County Fire Department Check Run May 2018

(Will be submitted at the Board Meeting)



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
APPROVAL OF EXPENDITURES
JUNE 13, 2018 - Discussion/Approval

7. EXPENDITURE APPROVAL

7.1 Approval of Manual Checks

MANUAL CHECKS:

CAMPBELL CO EMP LIFE	\$1,216.34
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
FIRST NATIONAL BANK	\$650.00
HEALTH SMART BENEFIT SOLUTIONS INC	\$80.00
IRS	\$11,096.82
IRS	\$2,971.09
IRS	\$11,794.56
IRS	\$2,532.52
IRS	\$10,628.44
ORCHARD TRUST	\$1,728.00
ORCHARD TRUST	\$1,728.00
ORCHARD TRUST	\$1,678.00
WYOMING CHILD SUPPORT ENFORCEMENT	\$582.63
WYOMING CHILD SUPPORT ENFORCEMENT	\$582.63
WYOMING CHILD SUPPORT ENFORCEMENT	\$582.63
WYOMING RETIREMENT SYSTEM	\$3,668.36
WYOMING RETIREMENT SYSTEM	\$25,344.37
WYOMING RETIREMENT SYSTEM	\$1,245.00
	<hr/>
	\$128,067.26



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
BOARD REVIEW/FYI ITEMS
JUNE 13, 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 05/31/2018**

Beginning Balance as of 4/30/2018			\$589,511.61
	Revenues:		
Misc: Income			\$165.39
	Pacific Steel & Recycling	\$165.39	
Rental Fees			\$300.00
	Nancy Ledezma	\$75.00	
	Denise Zeeck	\$75.00	
	Bonnie Norfolk	\$75.00	
	Rosie Vasquez	\$75.00	
Grants			\$161.00
	RRT 15	\$161.00	
Interest			\$43.68
	FNB	\$43.68	
	Total Revenue		\$670.07
	Balance before Disbursements		\$590,181.68
Disbursements:			
Accounts Payable Approved at Board Meetings	ck 56590-648		\$85,967.50
Manual Checks			\$128,067.26
Payroll			\$177,388.87
Total Disbursements			\$391,423.63
Ending Balance as of 5/31/2018			\$198,758.05



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 BOARD REVIEW/FYI ITEMS
 JUNE 13, 2018 - 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 5/31/2018

	Current Period	Budgeted Amount	YTD	Amount Left	Percentage Left
OPERATING AND SUPPRESSION REVENUES					
Interest Earned	568.81	600	568.81	31.19	5.2
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	673.9	5,000.00	673.9	4,326.10	86.52
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	5,216.01	9,200.00	5,216.01	3,983.99	43.3
Event Coverage Revenue	0	5,000.00	0	5,000.00	100
Shop Repair Reimbursements	0	2,000.00	0	2,000.00	100
Catastrophic Suppression	0	100,000.00	0	100,000.00	100
Total Operating and Suppression Revenues	\$4,513,051.07	\$4,713,776.00	\$4,513,051.07	\$200,724.93	4.26%



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 BOARD REVIEW/FYI ITEMS
 JUNE 13, 2018 - Information/Review

	Current Period	Budgeted Amount	YTD	Amount Left	Percentage Left
OPERATING EXPENDITURES					
Salaries	1,594,325.85	1,626,242.00	1,594,325.85	31,916.15	1.96
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	121,328.21	150,000.00	121,328.21	28,671.79	19.12
Project/Meeting Overtime	3,087.28	3,000.00	3,087.28	-87.28	-2.91
Shift Coverage OT	35,832.84	30,000.00	35,832.84	-5,832.84	-19.44
Training Overtime	4,736.93	4,000.00	4,736.93	-736.93	-18.42
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	21,344.66	35,000.00	21,344.66	13,655.34	39.02
Legal Expenses - Reimbursable	27,194.63	0	27,194.63	-27,194.63	0
Computer Contract Fees	42,265.89	40,000.00	42,265.89	-2,265.89	-5.67
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	28,382.60	40,000.00	28,382.60	11,617.40	29.04
Legal Notices	560	1,500.00	560	940	62.67
Postage and Freight	1,631.44	3,000.00	1,631.44	1,368.56	45.62
Cleaning Supplies	4,148.61	7,500.00	4,148.61	3,351.39	44.69
Office Supplies - STA 1	15,035.80	21,500.00	15,035.80	6,464.20	30.07
Supplies - Training Audio Visual	910.94	3,000.00	910.94	2,089.06	69.64



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 BOARD REVIEW/FYI ITEMS
 JUNE 13, 2018 - Information/Review

	Current Period	Budgeted Amount	YTD	Amount Left	Percentage Left
Supplies - Inspection	1,413.09	2,000.00	1,413.09	586.91	29.35
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	46,845.50	60,000.00	46,845.50	13,154.50	21.92
Community Investment	189.88	500	189.88	310.12	62.02
Cadet Program	368	1,500.00	368	1,132.00	75.47
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	58,601.91	65,000.00	58,601.91	6,398.09	9.84
Utilities - Sta 2	3,829.55	7,140.00	3,829.55	3,310.45	46.37
Utilities - Sta 3	10,442.20	11,000.00	10,442.20	557.8	5.07
Utilities - Sta 4	3,951.00	5,200.00	3,951.00	1,249.00	24.02
Utilities - Sta 7	7,545.18	11,000.00	7,545.18	3,454.82	31.41
Utilities - Sta 9	13,767.88	16,000.00	13,767.88	2,232.12	13.95
Utilities - Sta 10	3,051.60	4,000.00	3,051.60	948.4	23.71
Utilities - Sta 11	3,339.25	3,500.00	3,339.25	160.75	4.59
Utilities - Sta 12	2,164.14	3,200.00	2,164.14	1,035.86	32.37
Utilities - Sta 13	3,764.04	4,600.00	3,764.04	835.96	18.17
Utilities - Rural	13,820.83	15,000.00	13,820.83	1,179.17	7.86
Utilities - AMFTC	5,587.04	7,000.00	5,587.04	1,412.96	20.19
Utilities - Shop	13,399.71	15,000.00	13,399.71	1,600.29	10.67
Garbage Collection - Sta 10	4.75	0	4.75	-4.75	0
Garbage Collection - Sta 11	489.5	550	489.5	60.5	11
Garbage Collection - Sta 12	484.6	550	484.6	65.4	11.89



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 BOARD REVIEW/FYI ITEMS
 JUNE 13, 2018 - Information/Review

	Current Period	Budgeted Amount	YTD	Amount Left	Percentage Left
Telephone Expense - STA 1	21,616.38	20,000.00	21,616.38	-1,616.38	-8.08
Telephone Expense - Sta 2	927.4	1,115.00	927.4	187.6	16.83
Telephone Expense - Sta 3	1,379.09	2,500.00	1,379.09	1,120.91	44.84
Telephone Expense - Sta 4	834.66	1,115.00	834.66	280.34	25.14
Telephone Expense - Sta 7	2,868.88	2,500.00	2,868.88	-368.88	-14.76
Telephone Expense - Sta 9	4,888.78	4,000.00	4,888.78	-888.78	-22.22
Telephone Expense - Sta 11	927.4	1,115.00	927.4	187.6	16.83
Telephone Expense - Sta 12	927.4	1,115.00	927.4	187.6	16.83
Telephone Expense - Sta 13	927.4	1,115.00	927.4	187.6	16.83
Mobile Phones	5,124.63	5,000.00	5,124.63	-124.63	-2.49
Building Maintenance	60,622.25	100,000.00	60,622.25	39,377.75	39.38
Training Center Repairs	2,721.30	9,200.00	2,721.30	6,478.70	70.42
Janitorial Services - Shop Coveralls	2,229.96	2,000.00	2,229.96	-229.96	-11.5
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
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



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 BOARD REVIEW/FYI ITEMS
 JUNE 13, 2018 - Information/Review

	Current Period	Budgeted Amount	YTD	Amount Left	Percentage Left
Full Time Employees Uniforms	16,444.04	18,000.00	16,444.04	1,555.96	8.64
Part-Time Uniforms	5,580.13	18,000.00	5,580.13	12,419.87	69
Operating Supplies - Medical	4,227.82	5,000.00	4,227.82	772.18	15.44
Operating Supplies - Wildland	10,994.67	13,759.00	10,994.67	2,764.33	20.09
Operating Supplies - Haz Mat	2,708.62	7,000.00	2,708.62	4,291.38	61.31
Operating Supplies - Shop	3,791.78	5,000.00	3,791.78	1,208.22	24.16
Operating Supplies - Flags	0	1,000.00	0	1,000.00	100
Operating Supplies - Investigations	408.49	500	408.49	91.51	18.3
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	4,655.67	13,000.00	4,655.67	8,344.33	64.19
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	144,743.17	141,735.00	144,743.17	-3,008.17	-2.12
Benefit Expenditures	798,237.92	838,578.00	798,237.92	40,340.08	4.81
Flex	0	14,050.00	0	14,050.00	100
Insurance / General Liability	201,189.00	228,500.00	201,189.00	27,311.00	11.95
Total Operating Expenditures	\$3,568,684.12	\$3,985,276.00	\$3,568,684.12	\$416,591.88	10.45%
SUPPRESSION EXPENDITURES					
Part Time Certification & Training	9,809.96	10,000.00	9,809.96	190.04	1.9
Gasoline/Fuel	55,691.23	60,000.00	55,691.23	4,308.77	7.18
Vehicle Maintenance	98,035.25	105,000.00	98,035.25	6,964.75	6.63
Insurance Repairs	5,575.45	50,000.00	5,575.45	44,424.55	88.85



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 BOARD REVIEW/FYI ITEMS
 JUNE 13, 2018 - Information/Review

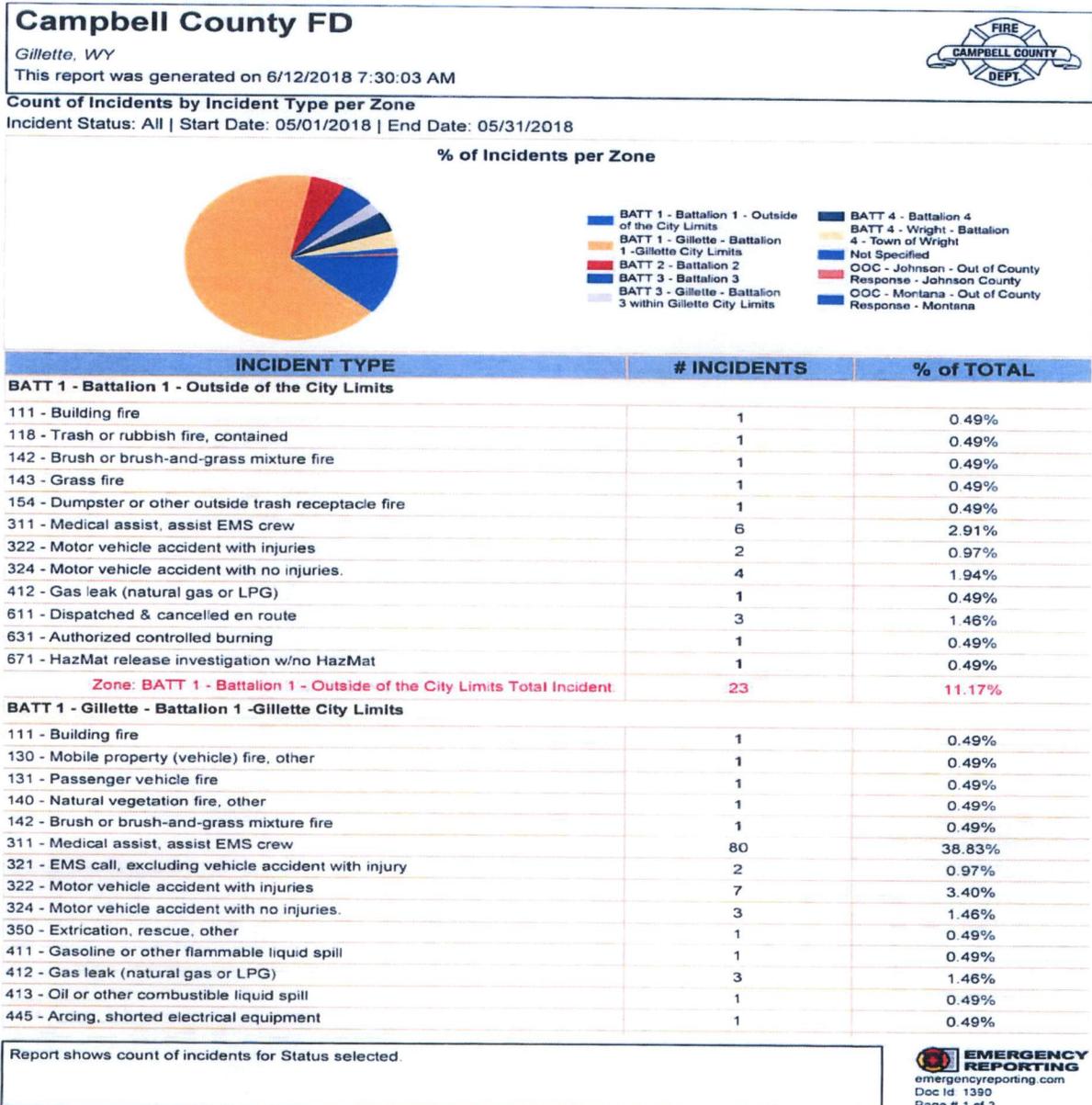
	Current Period	Budgeted Amount	YTD	Amount Left	Percentage Left
Saw Maintenance	0	500	0	500	100
Fire Suppression	71,936.10	160,000.00	71,936.10	88,063.90	55.04
Part-Time On-Call	150,604.92	0	150,604.92	-150,604.92	0
Part Time Pay	243,616.07	200,000.00	243,616.07	-43,616.07	-21.81
Safer Recruitment Grant Expenditures	1,512.00	0	1,512.00	-1,512.00	0
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	\$646,785.15	\$728,500.00	\$646,785.15	\$81,714.85	11.22%
Total Operating and Suppression Expenditures	\$4,215,469.27	\$4,713,776.00	\$4,215,469.27	\$498,306.73	10.57%



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 ADMINISTRATIVE ITEMS
 JUNE 13, 2018 - Information/Discussion

8.2 Administrative Items: Chief Shank

8.2.1 Call Reviews





Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 ADMINISTRATIVE ITEMS
 JUNE 13, 2018 - Information/Discussion

551 - Assist police or other governmental agency	3	1.46%
553 - Public service	1	0.49%
561 - Unauthorized burning	1	0.49%
611 - Dispatched & cancelled en route	9	4.37%
651 - Smoke scare, odor of smoke	1	0.49%
671 - HazMat release investigation w/no HazMat	4	1.94%
730 - System malfunction, other	1	0.49%
733 - Smoke detector activation due to malfunction	2	0.97%
735 - Alarm system sounded due to malfunction	5	2.43%
743 - Smoke detector activation, no fire - unintentional	2	0.97%
744 - Detector activation, no fire - unintentional	1	0.49%
745 - Alarm system activation, no fire - unintentional	3	1.46%
814 - Lightning strike (no fire)	1	0.49%
Zone: BATT 1 - Gillette - Battalion 1 -Gillette City Limits Total Incident:	138	66.99%
BATT 2 - Battalion 2		
311 - Medical assist, assist EMS crew	6	2.91%
322 - Motor vehicle accident with injuries	3	1.46%
622 - No incident found on arrival at dispatch address	1	0.49%
745 - Alarm system activation, no fire - unintentional	1	0.49%
Zone: BATT 2 - Battalion 2 Total Incident:	11	5.34%
BATT 3 - Battalion 3		
200 - Overpressure rupture, explosion, overheat other	1	0.49%
311 - Medical assist, assist EMS crew	6	2.91%
324 - Motor vehicle accident with no injuries.	1	0.49%
611 - Dispatched & cancelled en route	1	0.49%
735 - Alarm system sounded due to malfunction	1	0.49%
Zone: BATT 3 - Battalion 3 Total Incident:	10	4.85%
BATT 3 - Gillette - Battalion 3 within Gillette City Limits		
311 - Medical assist, assist EMS crew	3	1.46%
611 - Dispatched & cancelled en route	2	0.97%
Zone: BATT 3 - Gillette - Battalion 3 within Gillette City Limits Total Incident:	5	2.43%
BATT 4 - Battalion 4		
143 - Grass fire	2	0.97%
311 - Medical assist, assist EMS crew	1	0.49%
322 - Motor vehicle accident with injuries	1	0.49%
351 - Extrication of victim(s) from building/structure	1	0.49%
600 - Good intent call, other	2	0.97%
730 - System malfunction, other	1	0.49%
Zone: BATT 4 - Battalion 4 Total Incident:	8	3.88%
BATT 4 - Wright - Battalion 4 - Town of Wright		
311 - Medical assist, assist EMS crew	2	0.97%
600 - Good intent call, other	2	0.97%
671 - HazMat release investigation w/no HazMat	3	1.46%
Zone: BATT 4 - Wright - Battalion 4 - Town of Wright Total Incident:	7	3.40%

Report shows count of incidents for Status selected.



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 ADMINISTRATIVE ITEMS
 JUNE 13, 2018 - Information/Discussion

INCIDENT TYPE	# INCIDENTS	% of TOTAL
Not Specified		
	2	0.97%
Zone: Not Specified Total Incident:	2	0.97%
OOO - Johnson - Out of County Response - Johnson County		
324 - Motor vehicle accident with no injuries.	1	0.49%
Zone: OOO - Johnson - Out of County Response - Johnson County Total Incident:	1	0.49%
OOO - Montana - Out of County Response - Montana		
611 - Dispatched & cancelled en route	1	0.49%
Zone: OOO - Montana - Out of County Response - Montana Total Incident:	1	0.49%
TOTAL INCIDENTS FOR ALL ZONES:	206	100%

Report shows count of incidents for Status selected.



8.2.2 Training Report

Training Division Report – May 2018

Training Cadre & Recruit Academy

The recruit academy is in its 18th 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). The Academy is on schedule to be completed June 27th. Some of the final state testing may occur in the first week of July due to scheduling of proctors

May Training Highlights

Lieutenant George White completed the two one-week courses at the National Fire Academy for the Managing Officer Program.

Chief Fox, Chief Izatt and Juli completed a three-day FLSA training course.

June 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 – June 18th @ 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 12th



Gillette, Wright, Campbell County Fire Protection

Joint Powers Board of Directors

ADMINISTRATIVE ITEMS

JUNE 13, 2018 - Information/Discussion

8.2.3 Facilities Update/General Information

Report will be presented at the meeting by Chief Shank.



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
ADMINISTRATIVE ITEMS
JUNE 13, 2018 - Information/Discussion

8.2.4 Calendar of Upcoming CCFD/Fire Board Events

June 2018

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

July 2018

- July 5, 2018: Countywide Business Meeting at AMFTC at 7:00 p.m.
- July 11, 2018: Fire Board Meeting at 5:30 p.m. at Station One Community Room.
- July 25, 2018: Quarterly Meeting

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.
- October 24, 2018: Quarterly Meeting

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.



Gillette, Wright, Campbell County Fire Protection

Joint Powers Board of Directors

ADMINISTRATIVE ITEMS

JUNE 13, 2018 - Information/Discussion

8.2.5 Discuss Partnering with Local Businesses

Board Member Del Shelstad will lead a discussion on partnering with local businesses. The goal of this effort is to gain employer support to release their employees during times they are needed at emergency responses.



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 BOARD ACTION ITEMS
 JUNE 13, 2018 - Information/Discussion

9. BOARD ACTION ITEMS

9.1 2017-18 Budget Amendment

	Budgeted Amount	2017-2018 Amended Budget	
OPERATING AND SUPPRESSION REVENUES			
Interest Earned	600	630.29	30.29
Campbell County Appropriation	3,296,607.00	3,381,675.03	85,068.03
City of Gillette Appropriation	1,117,494.00	1,146,330.62	28,836.62
Town of Wright	55,875.00	57,316.83	1,441.83
Insurance Repair Reimbursements	50,000.00	3,317.04	(46,682.96)
BLM Rural Fire Assistance Revenue	20,000.00	-	(20,000.00)
State of Wyoming: CM2	10,000.00	-	(10,000.00)
Unanticipated Grant Revenue	10,000.00	7,559.17	(2,440.83)
RRT Response Reimb Revenue	20,000.00	10,373.02	(9,626.98)
Training Center Rental Fees	9,200.00	6,259.00	(2,941.00)
Training Center Donations	0	520.00	520.00
Burlington Northern	5,000.00	1,906.00	(3,094.00)
Shop Repair Reimbursements	2,000.00	-	(2,000.00)
Miscellaneous Income	5,000.00	674.00	(4,326.00)
Travel Reimb	3,000.00	-	(3,000.00)
Total Operating and Suppression Revenues	\$4,604,776.00	4,616,561.00	11,785.00
OPERATING EXPENDITURES			
Salaries	1,626,242.00	1,750,000.00	123,758.00
Maintenance Overtime	5,000.00	1,989.00	(3,011.00)
Suppression Overtime	150,000.00	124,850.00	(25,150.00)
Project/Meeting Overtime	3,000.00	3,090.00	90.00
Shift Coverage OT	30,000.00	39,600.00	9,600.00
Training Overtime	4,000.00	4,737.00	737.00
Part-Time On-Call	0	150,873.00	150,873.00
Part Time Pay	200,000.00	260,000.00	60,000.00
Part-time Temporary	80,000.00	70,000.00	(10,000.00)
Board Expenses - JPFB	1,500.00	1,727.00	227.00
Board Expenses - Chief Officers	750	290.00	(460.00)
Legal Counsel	35,000.00	27,000.00	(8,000.00)
Legal Expenses - Reimbursable	0	17,041.00	17,041.00
Computer Contract Fees	40,000.00	52,000.00	12,000.00
Other Professional Services	22,000.00	9,500.00	(12,500.00)
Dispatch Fees	60,000.00	60,000.00	-
Periodicals - Haz Mat	1,000.00	828.00	(172.00)
Periodicals - Inspections /Code Manuals	1,332.00	-	(1,332.00)
Association Fees - Administration	0	75.00	75.00
Criminal Background Checks	2,400.00	1,053.00	(1,347.00)
Medical Physicals	40,000.00	30,000.00	(10,000.00)
Legal Notices	1,500.00	1,006.00	(494.00)
Postage and Freight	3,000.00	1,700.00	(1,300.00)



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Cleaning Supplies	7,500.00	4,175.00	(3,325.00)
Office Supplies - STA 1	21,500.00	15,500.00	(6,000.00)
Supplies - Training Audio Visual	3,000.00	911.00	(2,089.00)
Supplies - Inspection	2,000.00	1,414.00	(586.00)
Supplies - AMFTC Classroom Expenses	1,500.00	1,134.00	(366.00)
Firefighter Recognition	15,000.00	8,929.00	(6,071.00)
Volunteer Recruitment and Retention	1,500.00	60.00	(1,440.00)
Reimbursable Travel - Training	3,000.00	747.00	(2,253.00)
Staff Development - Training	60,000.00	48,000.00	(12,000.00)
Community Investment	500	190.00	(310.00)
Cadet Program	1,500.00	368.00	(1,132.00)
Recruit Academy	6,915.00	1,141.00	(5,774.00)
Honor Guard	1,000.00	-	(1,000.00)
Utilities - STA 1	65,000.00	76,385.81	11,385.81
Utilities - Sta 2	7,140.00	4,477.75	(2,662.25)
Utilities - Sta 3	11,000.00	11,898.02	898.02
Utilities - Sta 4	5,200.00	4,584.13	(615.87)
Utilities - Sta 7	11,000.00	8,750.99	(2,249.01)
Utilities - Sta 9	16,000.00	15,019.51	(980.49)
Utilities - Sta 10	4,000.00	3,329.02	(670.98)
Utilities - Sta 11	3,500.00	3,642.82	142.82
Utilities - Sta 12	3,200.00	2,458.58	(741.42)
Utilities - Sta 13	4,600.00	4,106.23	(493.77)
Utilities - Rural	15,000.00	15,077.27	77.27
Utilities - AMFTC	7,000.00	6,440.68	(559.32)
Utilities - Shop	15,000.00	15,654.36	654.36
Garbage Collection - Sta 10	0	5.18	5.18
Garbage Collection - Sta 11	550	587.45	37.45
Garbage Collection - Sta 12	550	582.21	32.21
Telephone Expense - STA 1	20,000.00	27,925.00	7,925.00
Telephone Expense - Sta 2	1,115.00	1,115.00	-
Telephone Expense - Sta 3	2,500.00	1,730.00	(770.00)
Telephone Expense - Sta 4	1,115.00	1,115.00	-
Telephone Expense - Sta 7	2,500.00	3,210.00	710.00
Telephone Expense - Sta 9	4,000.00	5,470.00	1,470.00
Telephone Expense - Sta 11	1,115.00	1,115.00	-
Telephone Expense - Sta 12	1,115.00	1,115.00	-
Telephone Expense - Sta 13	1,115.00	1,115.00	-
Mobile Phones	5,000.00	6,090.00	1,090.00
Building Maintenance	100,000.00	63,000.00	(37,000.00)
Training Center Repairs	9,200.00	2,725.00	(6,475.00)
Janitorial Services - Shop Coveralls	2,000.00	2,590.00	590.00
Station Building Supplies - Sta 2	200	-	(200.00)
Station Building Supplies - Sta 3	200	-	(200.00)
Station Building Supplies - Sta 4	200	-	(200.00)
Station Building Supplies - Sta 7	200	-	(200.00)
Station Building Supplies Sta 9	200	-	(200.00)
Station Building Supplies - Sta 10	200	-	(200.00)



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Station Building Supplies - Sta 11	200	-	(200.00)
Station Building Supplies - Sta 12	200	-	(200.00)
Station Building Supplies - Sta 13	200	-	(200.00)
BLM Rural Fire Assistance Expenditures	20,000.00	-	(20,000.00)
Volunteer Fire Assistance Grant Expenditure	0	3,046.00	3,046.00
Personal Protective Gear	50,500.00	5,120.00	(45,380.00)
Full Time Employees Uniforms	18,000.00	18,000.00	-
Part-Time Uniforms	18,000.00	6,000.00	(12,000.00)
Operating Supplies - Medical	5,000.00	4,500.00	(500.00)
Operating Supplies - Wildland	13,759.00	14,731.00	972.00
Operating Supplies - Haz Mat	7,000.00	3,000.00	(4,000.00)
Operating Supplies - Shop	5,000.00	4,000.00	(1,000.00)
Operating Supplies - Flags	1,000.00	-	(1,000.00)
Operating Supplies - Investigations	500	310.00	(190.00)
Shop Tools	5,000.00	4,091.00	(909.00)
Bunker Gear Maintenance	6,000.00	2,045.00	(3,955.00)
Ladder - Aerial Apparatus Testing	5,000.00	3,253.00	(1,747.00)
Radio Maintenance	13,000.00	4,660.00	(8,340.00)
SCBA Maintenance	17,700.00	12,673.00	(5,027.00)
Equipment Maintenance	15,000.00	7,415.00	(7,585.00)
Tax Expenditures	141,735.00	180,000.00	38,265.00
Benefit Expenditures	838,578.00	872,857.00	34,279.00
Flex	14,050.00	-	(14,050.00)
Insurance / General Liability	228,500.00	201,200.00	(27,300.00)
			-
Total Operating Expenditures	\$4,176,276.00	\$4,328,144.00	151,868.00
SUPPRESSION EXPENDITURES			
			-
Part Time Certification & Training	10,000.00	9,810.00	(190.00)
Gasoline/Fuel	60,000.00	65,619.00	5,619.00
Vehicle Maintenance	105,000.00	108,417.00	3,417.00
Insurance Repairs	50,000.00	5,576.00	(44,424.00)
Saw Maintenance	500	-	(500.00)
Fire Suppression	160,000.00	86,500.00	(73,500.00)
RRT Response Reimbursement Expenditures	20,000.00	-	(20,000.00)
Unanticipated Grant Expenditures	10,000.00	2,560.00	(7,440.00)
Part Time Retirement	13,000.00	9,935.00	(3,065.00)
			-
Total Suppression Expenditures	\$428,500.00	\$288,417.00	(140,083.00)
			-
Total Operating and Suppression Expenditures	\$4,604,776.00	\$4,616,561.00	\$11,785.00



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9.2 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.
- 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.



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- 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.



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9.3 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



9.4 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.



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- f. While operating as a frontline firefighter at a vehicle fire with active fire, intense heat, or emitting toxic gases.
 - 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.



9.5 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.

- ##### 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.



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- 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:
 - i. Current issue T-shirts with current CCFD insignia on left chest and back.



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- 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.
5. Class A Uniform: Formal Dress Uniform



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- 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.
 - 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.



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- 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
 - 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.



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Joint Powers Board of Directors
BOARD ACTION ITEMS
JUNE 13, 2018 - Information/Discussion

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



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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.



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
EXECUTIVE SESSION/ADJOURNMENT
JUNE 13, 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

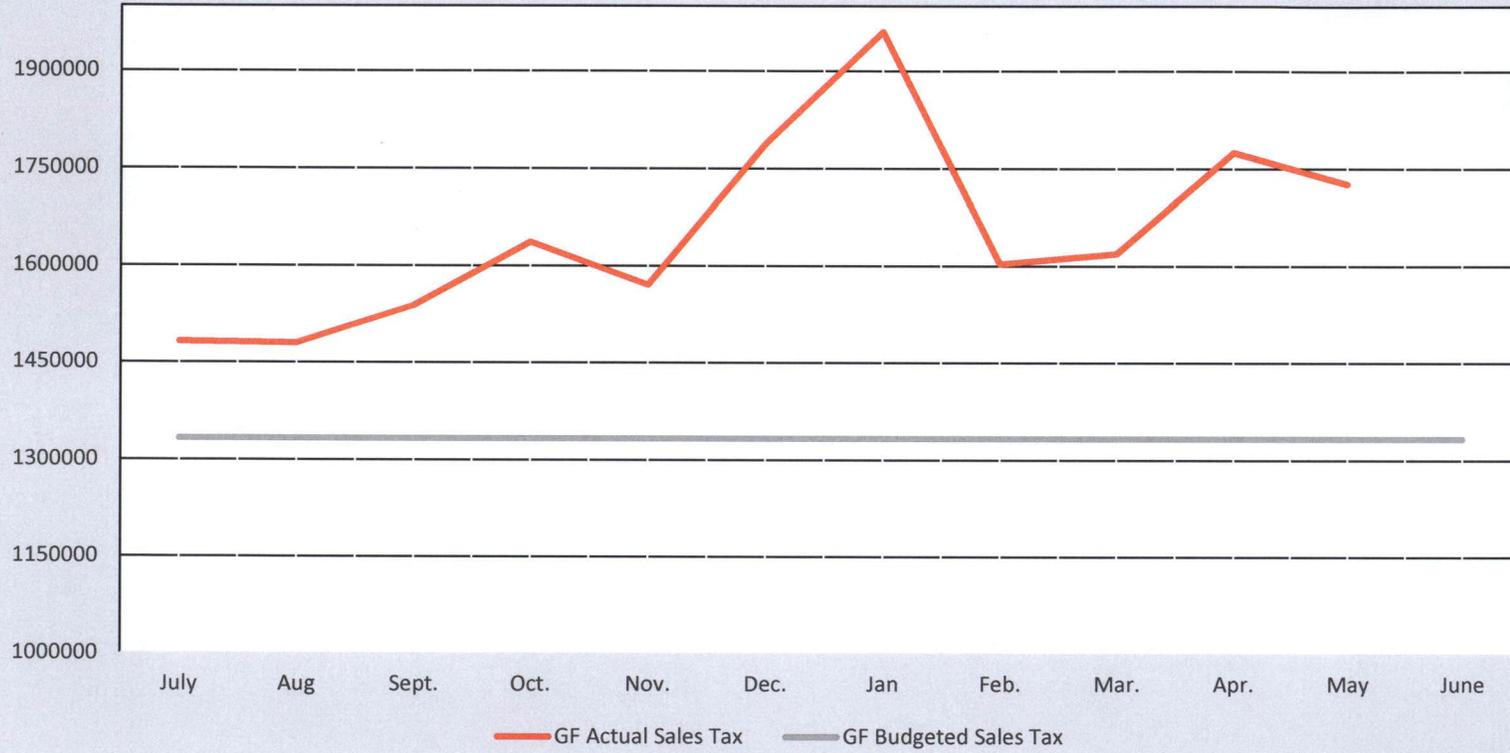
11. EXECUTIVE SESSION MINUTES APPROVAL 🌀

Motion to approve Executive Session Minutes (if needed).

12. ADJOURNMENT 🌀

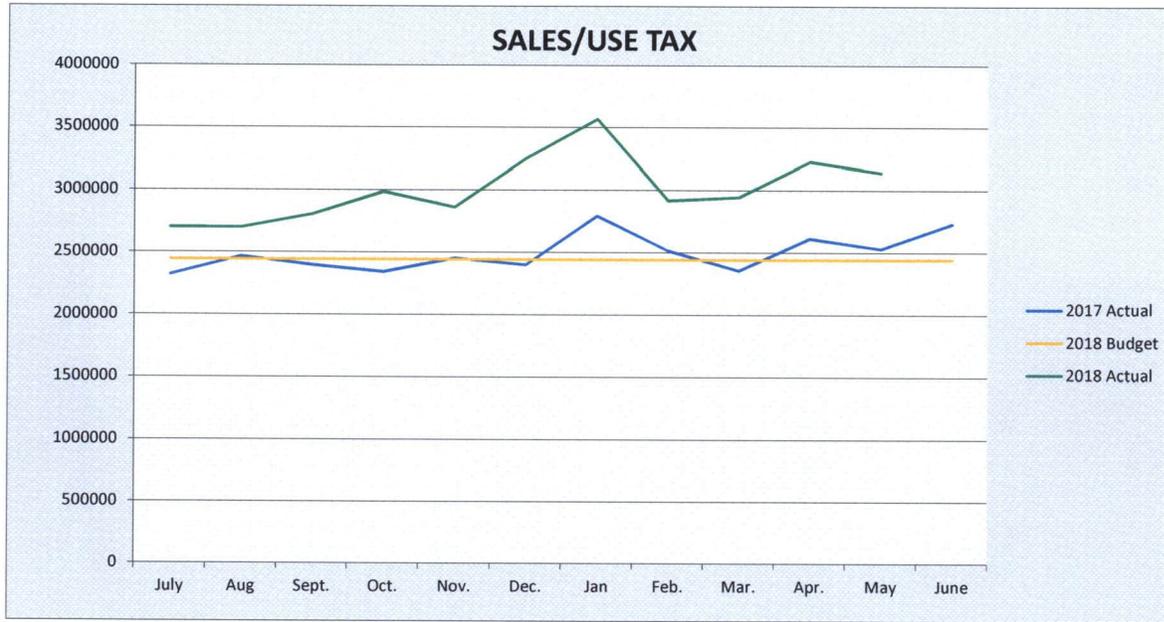
The meeting was adjourned at _____ hours.

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	\$3,139,245	24.05%
June	\$2,728,281	\$0	-100.00%
TOTAL	\$29,917,817	\$33,093,800	10.62%

FY17 YTD \$27,189,536 21.72%

YEAR TO DATE SALES TAX RECEIPTS (May):

FY 2016	FY 2017	FY 2018
\$34,777,874	\$27,189,536	\$33,093,800

YTD BUDGET
\$26,858,333

% Over/(Under) Budget: 23.22%



*The Mayor's Art Council
cordially invites you to the
15th Annual "Avenues of Art"
Reception*

Friday, June 22, 2018

5:30 p.m. - 7:30 p.m.

*Gillette College - Technical Education Center
3251 South 4th Road, Gillette, Wyoming*

*Please join us for an opportunity to view the
selected art sculptures and meet the Artists.*

~ wine and appetizers will be served ~

donkeycreekfestival

gillette, wyoming

June 22 & 23, 2018

[Home](#)[History](#)[LineUp](#)[Sponsors](#)[Events](#)[FAQ/Map](#)[Contact](#)[Get Involved](#)

Event Schedule

Avenues of Art

Gillette College Tech Center

Reception

Friday

5:30 PM - 7:00 PM

Exhibit

Saturday

10:00 AM - 6:30 PM

Laser Tag

Gillette College Tech Center

Friday

6:00 PM - 9:00 PM

Gillette Community Theatre

Duck Regatta

Saturday

9:30 am Contact: Dale Stallman 307-660-9031 for more info

Farmer's Market

Gillette College Tech Center

Saturday

9:00 AM - Noon

Fun on the Go

Gillette College Tech Center Lawn

Saturday

11:00 AM - 4:00 PM

Artist Vendor Registration Form

Vendor List

Art Vendors

Gillette College Tech Center Lawn

Friday

Open between noon - 3:00 PM until 7:00 PM or Later

Saturday

10:00 AM - 6:00 PM or Later

Food Vendor Registration Form

Food Vendors

Gillette College Tech Center Lawn

Friday

Open between noon - 3:00 PM until 8:00 PM or Later

Saturday

10:00 AM - 8:00 PM or Later

Festival Hosted By:



City of Gillette Employee/Board

SUMMER

Picnic

Thursday
July 19th
5:30-7:30

Edwards
Shelter at
Dalbey Park



Fun On the Go
Sno Cones * Food
Family Fun

JOIN US!

Brought to you by your Special Events Committee



I would like to thank The Gillette
City Council and Mayor Carter-King
for the opportunity to make the DUI
Program available for me. This program
has changed my life forever. Thanks
again.

Jan S.