

# 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: July 13, 2018

The following meetings are scheduled for the week of **July 14 – July 20, 2018**

### Tuesday, July 17<sup>th</sup>

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

- Advanced Carbon Products Innovation Center Discussion
- eBay Auction Update – City Clerk Abelseth
- Big Iron Auction Results – Fleet Manager Williamson
- Review July 17<sup>th</sup> Council Agenda
- Executive Session
- City Hall – 3<sup>rd</sup> Floor Conference Room
- Dinner Served at 5:30 p.m.

#### 7:00 p.m. City Council Meeting

- City Hall – Council Chambers

### Thursday, July 19<sup>th</sup>

#### 5:30 p.m. City of Gillette Employee / Citizen Advisory Board Annual Picnic

- Dalbey Park, Edwards Shelter

1. City Administrator Davidson will be Out of the Office July 14 - 15, 2018. Public Works Director Wilde will be Acting City Administrator in his absence.
2. City Administrator Davidson will be Out of the Office July 20 - 22, 2018. Finance Director Henderson will be Acting City Administrator in his absence.
3. Attached please find a letter regarding Political Signage dated July 12, 2018 provided by City Clerk Abelseth.
4. Attached please find a memorandum regarding Additional Concrete Paving Replacement on 4<sup>th</sup> Street with Gurley Ave. Project dated July 12, 2018 provided by Acting Development Services Director Cole.
5. Attached please find a memorandum regarding Grazing Agreement at City Water Tank Site dated July 13, 2018 provided by Utilities Director Cole.
6. Attached please find current information regarding Water and Electrical Use provided by Utilities Director Cole.
7. Attached please find a Current Engineering Division Project Status Report provided by Acting Development Services Director Cole.
8. Attached please find the agenda for the Gillette, Wright, Campbell County Fire Protection Joint Powers Board Meeting dated July 11, 2018 and meeting minutes dated June 13, 2018 provided by the Campbell County Fire Department.
9. Attached please find a flyer for the City of Gillette Employee/Board Summer Picnic on July 19<sup>th</sup> at 5:30 p.m. at Edwards Shelter at Dalbey Park provided by the Special Events Committee.



# 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](http://www.gillettewy.gov)

**Pre-Meeting – 6:00 p.m.  
City Hall – 3rd Floor Conference Room  
Tuesday, July 17, 2018  
Dinner Served at 5:30 p.m.**

## Pre-Meeting Topic(s):

- Advanced Carbon Products Innovation Center Discussion
- eBay Auction Update – City Clerk Abelseth
- Big Iron Auction Results – Fleet Manager Williamson
- Review July 17th Council Agenda
- Executive Session



# 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](http://www.gillettewy.gov)

July 12, 2018

Dear Candidate:

Thank you for your interest in serving in public office—we recognize the extensive time and effort required to run a campaign! The City of Gillette wants to help make at least part of the process a bit less daunting: the rest of this letter outlines the existing regulations related to the placement of political signage on public property.

According to Wyoming state law, the placement of political or campaign materials on public property is a misdemeanor, punishable by a fine up to \$1,000 and a jail term of up to 6 months or both. In addition, City Code section 14-29(b)(9) prohibits the placement of signs on public lands, highways or roads without the permission of the City Council and provides a punishment by fine of up to \$750. Public property includes City parks, City utility poles, State highway rights-of-way, City street rights-of-way and, in some areas, fencing installed by the City.

As a general guideline for City streets, candidates should utilize a 10' setback from the back of the curb and a 25' setback at any controlled access area intersection. State highway rights-of-way are generally identified by existing fence lines and public improvements (such as utility equipment) along highways. Any conflicts can be avoided by placing signs away from intersection corners.

A number of exceptions to the noted setbacks do exist and many are in areas that are popular for political advertisement:

- **4-J Road from 8th Street south to Lakeway** has a dedicated public right-of-way that extends from the roadway to the fence line on the west side, and from the roadway edge to the alleyway on the eastside. In addition, it is important to note in this area that the PVC fence along 4-J and Lakeway is public property and should be avoided.
- **On the west side of Highway 59**, the right-of-way extends several feet to the west side of the bicycle path, and in one section to the fence line. Additionally, please note that the right-of-way may not be consistent in all areas, and may change suddenly along a given street or highway.

It is the City's intent to remain reasonable and impartial in its handling of signage issues. If a sign is placed in violation of the statutory requirements, the City will attempt to contact the candidate in question to request that the sign be removed or relocated. If no effort is taken to remove or relocate the sign within 48 hours, the City will take steps to have the sign removed by City personnel. All signs collected by the City in this manner will be retained at City Hall and may be collected by candidates at any time during the election season. After Election Day, all unclaimed signage will be disposed of.

For any candidates with questions about sign placement, the Planning Department is available at 307-686-5281 to assist in the determination of the right-of-way areas along any streets or highways in the City. While the City will work with all candidates on questions of this nature, it is ultimately the responsibility of the candidate to see that the placement of signs on public property is avoided.

Sincerely,

Karlene Abelseth, City Clerk



# CITY OF GILLETTE

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

## MEMORANDUM

**TO:** Patrick Davidson, City Administrator 

**FROM:** Michael H. Cole, PE, Acting Development Services Director 

**COPY:** Steven Peterson, PE, Capital Projects Coordinator  
Todd Merchen, PE/PG, Sr. Civil Engineer

**DATE:** July 12, 2018

**RE:** Additional Concrete Paving Replacement on 4<sup>th</sup> Street with Gurley Ave. Project

The Gurley Avenue Deck Rehabilitation Project includes 499 SY (square yards) of removal of worn and broken concrete paving in the 4<sup>th</sup> Street and Gurley Avenue intersection to be replaced with new concrete pavement. This replacement includes broken concrete panels east of the intersection extending to existing undamaged concrete paving.

Approximately 105 lineal feet or 338 SY of older, but sound, concrete paving was to be left in place east of this area. The balance of the 4<sup>th</sup> Street paving which was in very poor condition, is to be replaced with new asphalt paving with the 2018 Water Replacement Project. Please see attached figure for reference.

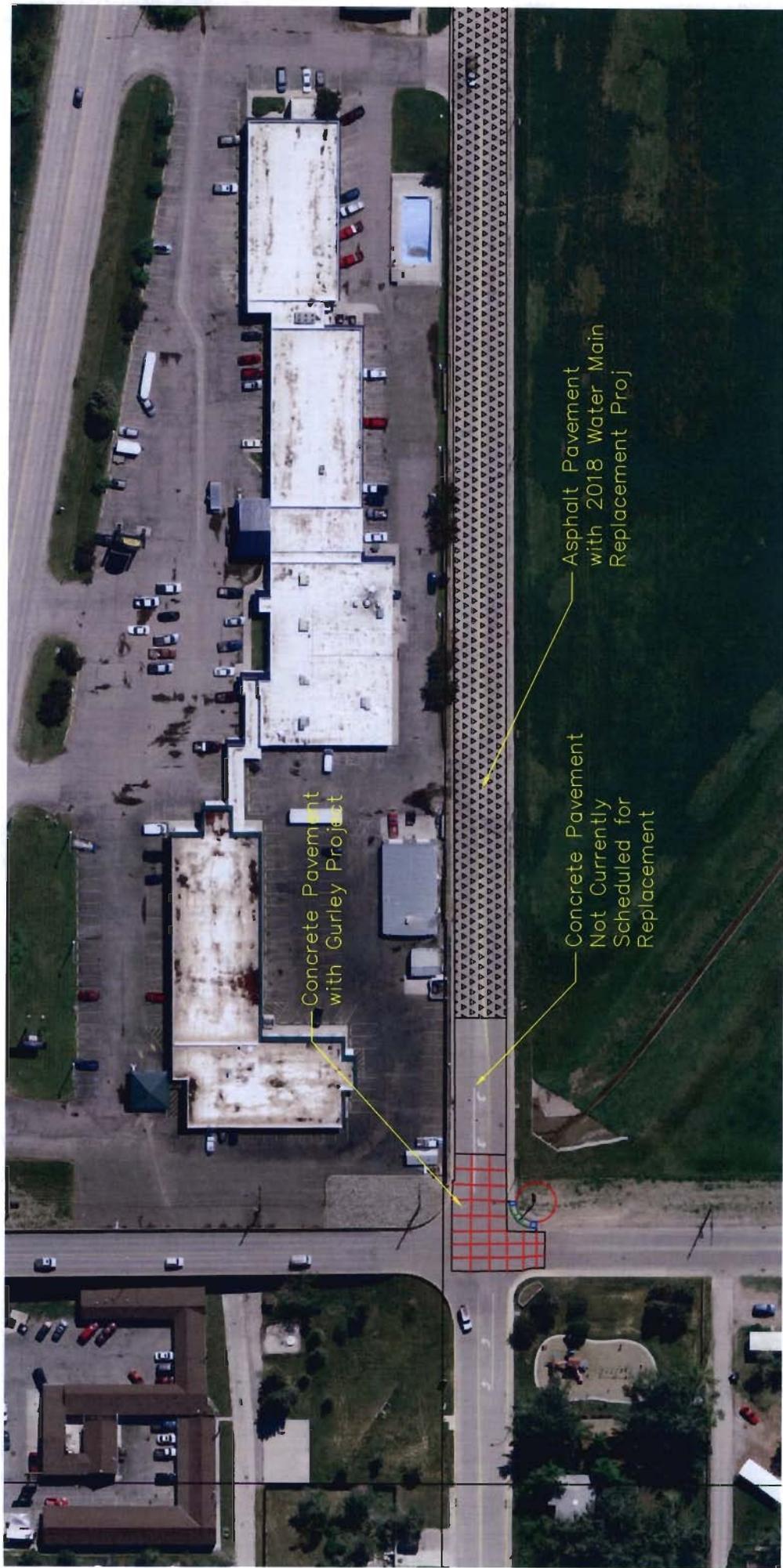
It was suggested during the Council tour of the Gurley Overpass on Tuesday, July 10 that the older pavement should also be replaced since all the pavement on either side will be new.

Applying prices from the Gurley Avenue project, we estimate the cost to replace the additional concrete paving will be at least \$40,700. Prices for some bid items were estimated. Actual bid prices will need to be requested from S&S and will likely increase the estimate.

The additional concrete paving replacement could be performed this fall toward the end of our Gurley Avenue Bridge Deck Project without delaying the opening of the Gurley Overpass. However, removal and replacement of new concrete in this area will impact the reopening of 4<sup>th</sup> Street, east of the Gurley intersection.

Staff recommends keeping the original concrete in place. However, staff is available to secure a formal price proposal from S&S, if the City Council desires to remove this section.

Thank you.



Concrete Pavement  
with Gurley Project

Asphalt Pavement  
with 2018 Water Main  
Replacement Proj

Concrete Pavement  
Not Currently  
Scheduled for  
Replacement



# CITY OF GILLETTE

## Utilities Department

611 N. Exchange Ave. • Gillette, Wyoming 82716  
Phone 307.686.5262 • Fax 307.686.6564  
www.gillettewy.gov

### MEMO

**TO:** Patrick Davidson, City Administrator 

**FROM:** Michael H. Cole, PE, Utilities Director 

**COPY:** Anthony Reyes, City Attorney  
Diane Monahan, Water Manager

**DATE:** July 13, 2018

**RE:** **General Information – Grazing Agreement at City Water Tank Site**

During the July 17 City Council meeting, the City Council will consider a Grazing Agreement with Shawn Dorr for the City's Hidden Valley Z1R5 Water Tank Site. Action will be considered as part of the Consent Agenda.

Shawn Dorr owns property adjacent to the City's water tank in southwest Gillette. Mr. Dorr is requesting permission to graze goats within the City property at this tank site. City Staff supports this request as it will reduce cost to mow and spray for noxious weeds. The water tank site is located near the Doud Ranch residential subdivision. If we receive noise complaints from the surrounding property owners, we will ask Mr. Dorr to discontinue grazing operations. The attached map shows the limits of the grazing agreement area. Staff recommends approval.

Please feel free to contact Mike Cole if you have any questions.

# City Property for Goat Grazing

## Legal Description

Southeast Quarter of Section Six  
Township 49 North Range 72 West

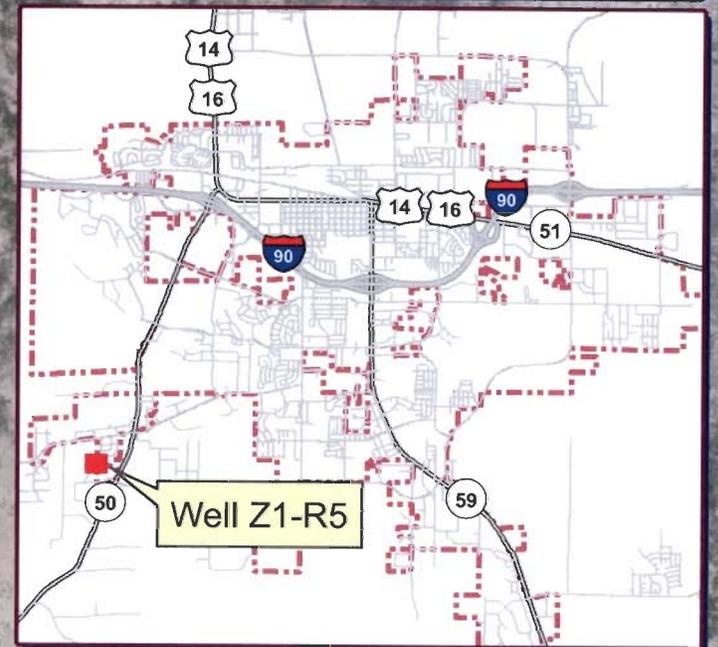
Area: 0.03 ac  
Perimeter: 196.61 ft

Size of Enclosed Area  
Perimeter: 1,450  
Acres: 3

Area: 0.02 ac  
Perimeter: 147.90 ft



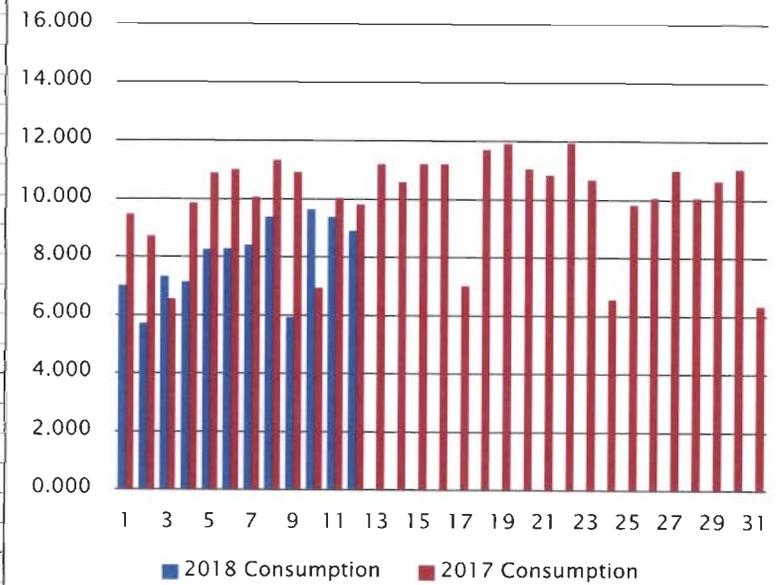
**CITY OF GILLETTE**  
GIS Division  
P.O. Box 3003  
Gillette, Wyoming 82717-3003  
Phone (307) 686-5364  
[www.gillettewy.gov](http://www.gillettewy.gov)  
Y:\GIS Work\Utilities\Water\Maps\GoatLeasing.mxd



## Water Daily Peaks

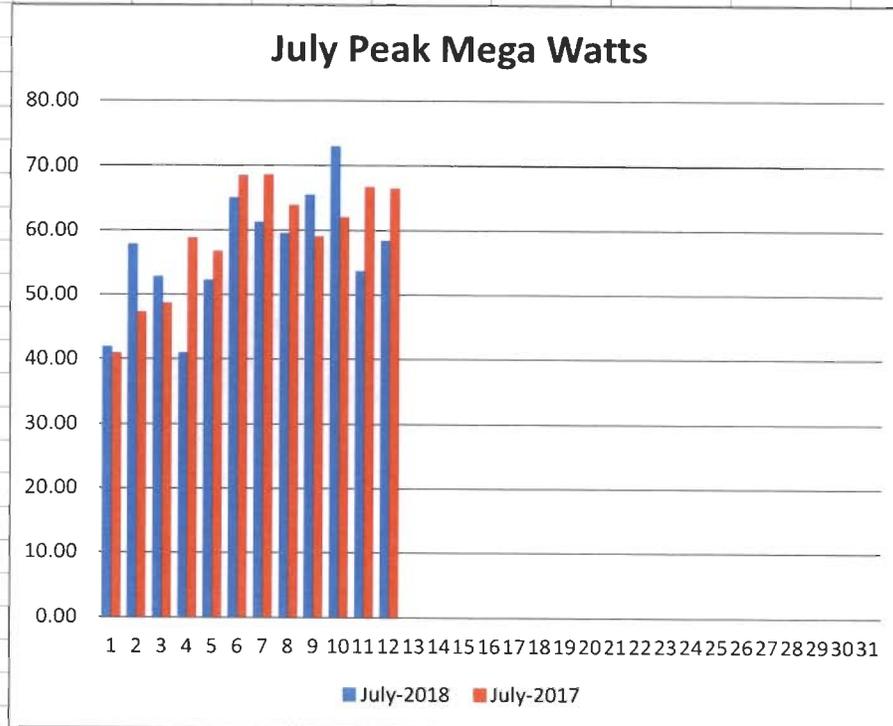
July 2018	Water Storage (Mgal)	Water Storage Loss/Gain	Water Production (MGD)	July 2018 Water Use	Consumption per Capita pop = 30947	July 2017 Water Use
1	19.780	0.300	7.314	7.014	223.303	9.481
2	19.776	-0.003	5.693	5.696	181.338	8.720
3	19.508	-0.269	7.058	7.327	233.277	6.557
4	19.431	-0.079	7.063	7.142	227.381	9.862
5	19.218	-0.215	8.056	8.271	263.307	10.891
6	19.257	0.012	8.304	8.292	263.999	11.002
7	19.186	-0.074	8.341	8.415	267.885	10.070
8	19.308	0.121	9.510	9.389	298.923	11.331
9	20.231	0.880	6.796	5.916	188.334	10.919
10	18.759	-1.469	8.184	9.653	307.318	6.942
11	19.447	0.670	10.052	9.382	298.692	10.048
12	19.437	-0.011	8.898	8.909	283.637	9.825
13	0.000	0.000	0.000	0.000	0.000	11.197
14	0.000	0.000	0.000	0.000	0.000	10.576
15	0.000	0.000	0.000	0.000	0.000	11.214
16	0.000	0.000	0.000	0.000	0.000	11.208
17	0.000	0.000	0.000	0.000	0.000	7.017
18	0.000	0.000	0.000	0.000	0.000	11.686
19	0.000	0.000	0.000	0.000	0.000	11.891
20	0.000	0.000	0.000	0.000	0.000	11.049
21	0.000	0.000	0.000	0.000	0.000	10.825
22	0.000	0.000	0.000	0.000	0.000	11.920
23	0.000	0.000	0.000	0.000	0.000	10.684
24	0.000	0.000	0.000	0.000	0.000	6.564
25	0.000	0.000	0.000	0.000	0.000	9.834
26	0.000	0.000	0.000	0.000	0.000	10.072
27	0.000	0.000	0.000	0.000	0.000	11.011
28	0.000	0.000	0.000	0.000	0.000	10.071
29	0.000	0.000	0.000	0.000	0.000	10.648
30	0.000	0.000	0.000	0.000	0.000	11.043
31	0.000	0.000	0.000	0.000	0.000	6.346
Min	18.759	-1.469	5.693	5.696	181.338	6.346
Max	20.231	0.880	10.052	9.653	307.318	11.920
Avg	19.445	0.396	7.939	7.951	253.116	10.016
Total		-0.139	95.269	95.408	3037.394	310.502

### July Water Use (MGD)



## Electrical Daily Peaks

July	MW - 2018	MW - 2017
1	41.91	40.91
2	57.86	47.27
3	52.85	48.71
4	40.97	58.85
5	52.29	56.76
6	65.12	68.55
7	61.32	68.69
8	59.60	64.00
9	65.56	59.13
10	72.93	62.11
11	53.71	66.79
12	58.42	66.53
13	0.00	0.00
14	0.00	0.00
15	0.00	0.00
16	0.00	0.00
17	0.00	0.00
18	0.00	0.00
19	0.00	0.00
20	0.00	0.00
21	0.00	0.00
22	0.00	0.00
23	0.00	0.00
24	0.00	0.00
25	0.00	0.00
26	0.00	0.00
27	0.00	0.00
28	0.00	0.00
29	0.00	0.00
30	0.00	0.00
31	0.00	0.00
<b>Min</b>	40.97	40.91
<b>Max</b>	72.93	68.69
<b>Avg</b>	56.88	59.02



# ENGINEERING DIVISION PROJECT STATUS REPORT

PROJECT NAME & NUMBER	PMS 2018 Schedule A 18EN02	PMS 2018 Schedule B 18EN03	Alley PMS 2018 18EN01	Gurley Overpass Deck Rehabilitation 18EN15
PROJECT MANAGER	Todd Merchen	Josh Richardson	Jade Butler	Todd Merchen
ENGINEER	Morrison Maierle	KLJ	PCA Engineering	Structural Dynamics
CONTRACTOR	Van Ewing Construction	Simon Contractors	Hot Iron	S&S Builders
CONSTRUCTION START DATE	May 24, 2018	May 7, 2018	May 7, 2018	May 29, 2018
PROPOSED END DATE	August 10, 2018	August 7, 2018	July 15, 2018	September 13, 2018
PERCENT COMPLETE	55%	46%	85%	32%
BID PRICE	\$579,117.34	\$1,163,402.85	\$334,644.58	\$913,121.20
CURRENT PROJECT HIGHLIGHTS	Phase II and Phase III paving is complete. Will start demo on Phase IV week of July 6, 2018. Project on schedule.	TBD	Water and Sewer portion of project is complete. Contractor is currently installing the new concrete surface. Once concrete is completed asphalt patches and transitions will be the last phase of the project.	S&S Builders completing hand removals of south deck this week. First silica fume placement week of July 16. Fourth Street intersection paving later week of July 6
PROJECT DESCRIPTION	Reconstruction of Camel Drive with new concrete paving.	Rehabilitation of pavement (overlay), curb & gutter, and sidewalk in 4-J subdivision, Gillette Ave., Wagonhammer, Timothy Street and Timothy Court. Includes new fire hydrants and fittings.	Reconstruction of the alley from Rohan Ave. to Stocktrail Ave. along West 10th Street. Project will include a new sewer line and water line.	Project will include placement of a new silica fume concrete overlay to be followed by a high friction epoxy overlay. The concrete paving at the intersection of 4th St. and Gurley Ave. will also be replaced.

# ENGINEERING DIVISION PROJECT STATUS REPORT

PROJECT NAME & NUMBER	Winland Industrial Park Backflow Installation 18EN16	Winland Industrial Park Water & Sewer Improvements 16EN41	2018 Sanitary Sewer Main Replacement 18EN06	2018 Water Main Replacement 18EN05
PROJECT MANAGER	Bonnie Hochhalter	Bonnie Hochhalter	Steve Peterson	Steve Peterson
ENGINEER	In-House	Dowl	DOWL	HDR Engineering
CONTRACTOR	Long's Plumbing	TBD	TBD	COP of Wyoming, LLC
CONSTRUCTION START DATE	June 2018	September 2018	TBD	May 14, 2018
PROPOSED END DATE	July 2018	November 2018	TBD	August 30, 2018
PERCENT COMPLETE	100%	0%	0%	30%
BID PRICE	\$22,445.00	TBD	TBD	\$1,294,693.00
CURRENT PROJECT HIGHLIGHTS	Long's Plumbing is preparing the final paperwork for payment.	The City had obtained the signed easement from Joy Global headquarters in Milwaukee and the WYDOT ROW permit. The project will bid August 1, 2108.	This project is on indefinite hold until permanent easements can be obtained.	Water Main installation on 4th Street complete. Pavement Prep has started on 4th Street. Water Main installation along Hwy 14/16 has started at Butler-Spaeth.
PROJECT DESCRIPTION	All back flow devices have been installed for the individual lots in the Winland Industrial Park.	Installing individual water meters to each lot, sanitary sewer improvements/repairs, and minor street repairs.	This project will replace approximately 500 LF of 12" sanitary sewer main between University Road and Potter Ave. Included with this project will be slope stabilization in the areas disturbed by construction of the new sanitary sewer.	Includes approx. 4,200 LF of water main, approx. 130 LF of bored casing and carrier pipe; fire hydrants; reconstruction of paved areas; and removal and replacement of misc. concrete items along Hwy 14-16 from Butler Spaeth to Gurley Ave., and 4th St. from Stanley to Gurley Ave.

# ENGINEERING DIVISION PROJECT STATUS REPORT

PROJECT NAME & NUMBER	Large Asphalt Patch Spring 2018 17EN24	Dalbey Irrigation Project 18PK04	Dalbey Park to College Pathway Ph. I & II 16EN48	Dalbey Park to ECSC Pathway 16EN04
PROJECT MANAGER	Todd Merchen	Jade Butler	Josh Richardson	Josh Richardson
ENGINEER	In-House	Wayne Eckas, P.E.	HDR Engineering	Dowl
CONTRACTOR	Simon Contractors	G&G Landscaping	TBD	S&S Builders
CONSTRUCTION START DATE	April 30, 2018	July 9, 2018	TBD	September 25, 2017
PROPOSED END DATE	May 21, 2018 (Council Acceptance 6/19/18)	October 20, 2018	TBD	June 13, 2018
PERCENT COMPLETE	100%	0%	0%	100%
BID PRICE	\$78,822.00 (awarded amount)	\$482,024.00	TBD	\$369,779.79
CURRENT PROJECT HIGHLIGHTS	Simon received final completion May 22, 2018. Project was completed for \$75,980.00, \$2,842.00 under the awarded project amount.	Project will start after Little League season concludes, and be completed this fall.	Includes a boardwalk tying to the existing weir in Dalbey Park, tying to the existing pathways and lowering the pathway under the Highway 59 bridge.	Project had a winter shutdown.
PROJECT DESCRIPTION	Large asphalt patches on J Cross Ave. in RC Ranch, and on 3rd St. west of Gillette Ave.	New irrigation system for all six softball fields and two t-ball fields at Dalbey Park.	This pathway starts at the Highway 59 bridge and travels adjacent to Donkey Creek at College Park Court, including a bridge across Donkey Creek.	Will install 2,736 linear feet of 8' wide concrete pathway, including installing a 140 foot bridge over Donkey Creek.

# ENGINEERING DIVISION PROJECT STATUS REPORT

PROJECT NAME & NUMBER	Madison Water Load Out Facility and Pine Ridge Tank Drain - 18EN10	Interstate Industrial Park LID 15EN47	Boxelder Road Enhancements- Emerson to Hwy 59 - 16EN16	Highway 50 - Lakeway Rd to Southern Dr. 16EN39
PROJECT MANAGER	Steve Peterson	Luke Antonich	Josh Richardson	Bonnie Hochhalter
ENGINEER	Morrison Maierle	Dowl	PCA Engineering	WYDOT
CONTRACTOR	Hot Iron, Inc.	DRM, Inc.	Powder River Construction	TBD
CONSTRUCTION START DATE	August 13, 2018	April 2, 2018	July 17, 2017	Spring 2019
PROPOSED END DATE	October 8, 2018	January 4, 2019	June 1, 2018	TBD
PERCENT COMPLETE	0%	27%	100%	0%
BID PRICE	\$258,230.57	\$3,739,673.57	\$1,406,197.83	TBD
CURRENT PROJECT HIGHLIGHTS	This project is anticipated to start 8/13/18.	Water main installation complete on Conestoga - services have been connected and are serving Conestoga customers. 2nd St. water main installation progressing west from Garner Lake Road. Water services and fire hydrant connections are being installed as installation progresses.	With cost savings during construction, landscaping has been added. A drain was also added in the apartment house parking lot. Presently the project had a winter shutdown.	Negotiating with WYDOT for additional ROW they need and the necessary utility easements the City will need.
PROJECT DESCRIPTION	This project will install a new water load-out facility with a building, grading, 2" water service to the building, and electrical conduit to the building at the existing Madison Pump Station. There will also be a new 18" drain line ran from the Pine Ridge Tank to the outlet structure north of the Tank.	Installation of new 12" water main to provide fire flows to an industrial district on 2nd St., Conestoga Dr., Commerce Dr., and Industrial Park Dr. Includes reconstruction of 2nd St. and Conestoga Dr. pavement sections.	Improvements include grading, base, edge drain, curb & gutter, pathway, concrete pavement, storm sewer, pavement marking, light and a traffic signal.	WYDOT project to widen and improve HWY 50 from Lakeway Road to Southern Drive.

# ENGINEERING DIVISION PROJECT STATUS REPORT

PROJECT NAME & NUMBER	Boxelder-Garner Lake Rd Traffic Signal 18EN12	4-J Pathway Repairs 18EN18	Stonepile Drainage Repairs 18EN19	
PROJECT MANAGER	Steve Peterson	Steve Peterson	Todd Merchen	
ENGINEER	Morrison Maierle	Inberg-Miller Engineers	In-House	
CONTRACTOR	Wyoming Earthmoving Corporation (WEC)	#REF!	GW Construction	
CONSTRUCTION START DATE	TBD	Tentative July 23, 2018	July 2018	
PROPOSED END DATE	TBD	Tentative August 31, 2018	Fall 2018	
PERCENT COMPLETE	0%	0%	0%	
BID PRICE	TBD	\$150,014.60	\$76,067.42	
CURRENT PROJECT HIGHLIGHTS	This project is scheduled to start in the spring of 2019.	Project will be bid on 6/5/18 and awarded 6/19/18.	Contract awarded June 5, 2018. Complete contract paperwork. No approved schedule at this time.	
PROJECT DESCRIPTION	This is a WYDOT project to install a new traffic signal at the intersection of Boxelder and Garner Lake.	This project is to rebuild 755 LF of the 4J Pathway including approximately 840 SY of 4" AC Pavement and 6" Base, importing 22 CY of sand, installing an area inlet and 24 LF of 15" storm drain piping.	Repair portions of the low flow channel between Butler Spaeth and El Camino	



Gillette, Wright, Campbell County Fire  
Protection Joint Powers  
Board of Directors  
JULY 11, 2018 Business Meeting  
Station 1, Community Room

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Note:  Signifies a Decision Item

GWCCFPJPB Meeting  
Meeting at 5:30 p.m.  
July 11, 2018  
Gillette, Wright, Campbell County  
Fire Protection Joint Powers Board of Directors  
Business Meeting  
JULY 11, 2018 - Attendance

**ATTENDANCE**

Board Members:

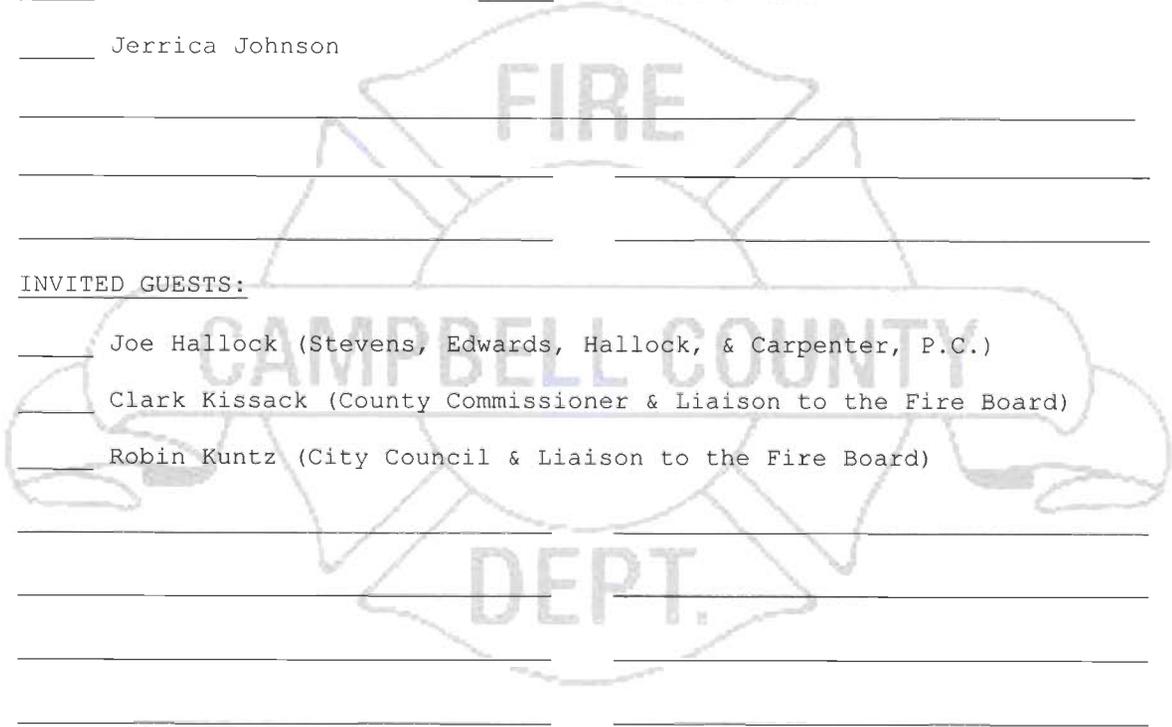
- |                       |                      |
|-----------------------|----------------------|
| _____ Cory Bryngelson | _____ Steve Crichton |
| _____ Chuck Davis     | _____ Damon Hart     |
| _____ Ryan Gross      | _____ Del Shelstad   |
| _____ Ron Holmes      |                      |

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  
JULY 11, 2018

## 1. CALL TO ORDER

The Meeting was called to order at \_\_\_\_\_ hours  
by \_\_\_\_\_.

## 2. PLEDGE OF ALLEGIANCE

## 3. WELCOME AND INTRODUCTIONS

Guests:

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## 4. AGENDA APPROVAL

### 4.1 Business Additions and Deletions

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### 4.2 Approve the Agenda 🌀

### 4.3 Approve the Amended Agenda (if needed) 🌀

## 5. PUBLIC COMMENTS



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**6. CONSENT AGENDA APPROVAL ITEMS**

**6.1 Regular Board Meeting Minutes**

County Joint Powers Fire  
 Board of Directors  
 Business Meeting Minutes  
 July 11, 2018

JOINT POWERS FIRE BOARD OF  
 DIRECTORS' MEETING MINUTES  
 June 13, 2018

**ATTENDANCE:** Ryan Gross, Damon Hart, Del Shelstad, Cory Bryngelson, Chuck Davis, and Ron Holmes. Steve Crichton joined the meeting a little late.

**STAFF and GUESTS:** Chief William Shank, Comptroller Juli Pierce, Administrative Assistant Jerrica Johnson, Commissioner Clark Kissack, 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 Member comment after Board Action Items and prior to executive session.

**4.2 AGENDA APPROVAL**

**Motion** Ron Holmes moved, seconded by Chuck Davis, to approve the meeting agenda as amended.

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

The motion carried.

**5.0 PUBLIC COMMENT**

Bryan Borgialli on behalf of the United Fire Fighters of Campbell County Political Action Committee and as a citizen of Campbell County had some questions for the Campbell County Fire Board. With elections and campaign season about to be in full swing, Borgialli would like to know where the Fire Board stands with campaign type activities. United Firefighters of Campbell County would like to participate in activities. If this will not be allowed this year he asked how this will be enforced across the board so that it is equal opportunity. Ryan Gross stated the Board would have to review policy and get back to him on this matter. Cory Bryngelson asked what the group would like to do. Bryan Borgialli responded that they are looking for people to support the Fire Department. They



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would like to have handouts such as bags for kids at the parade. Noting information will not be pointed at one side or the other as far as political candidates go. They would like to have a presence on the 4th of July at the pancake feed and activities. They will not be on duty but volunteering time. They will not be campaigning for any individual. Del Shelstad asked if the Board would get a copy of everything that would be handed out. The goal is to educate the public and what they get for services out of the Firefighters. Ryan Gross said the Board will get back to him on this.

### 6.1 APPROVE CONSENT AGENDA

☛ **Motion** Chuck Davis moved, seconded by Del Shelstad, 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 \$128,067.26.

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

The motion carried.

### 8.1.1 FY CASH POSITION

Chief reported that we have slowed spending. The only spending being done is salaries, benefits, occasional items that must have for building supplies. Juli has done an outstanding job preparing the budget amendment. Chief gave extra thanks to her for all her hard work. All the staff has been very cooperative and upfront with spending.

### 8.2.1 CALL REVIEW

Chief Shank reported for the month of May call load increased significantly to 206 calls. There were two major structure fires. One at Camel Towing on Dogwood Ave and the other 19 miles south on Hwy 50 a shop that burned down. Both happened on Memorial Day weekend. Another significant call was a rig accident south of Wright. The crews from Wright prepared a low angle rescue rigging and lowered the man down the pipe ramp. Crews did outstanding job. There was a major traffic accident on Hwy 387 the same day as the rig accident. Motor vehicle accident on Highlight Rd. Crews and EMS worked on a full cardiac victim which would did not fit into the compression device. Our crew provided compressions on scene, in the ambulance and in the ER. Chief was happy to report the lady is what he considers a "True Save" she is out of hospital functioning normally with no neurological impairment.

Mr. Shelstad had questions on call reporting and the breakdown of them. After discussion it was determined the request has already been accomplished in the report that is currently submitted. Calls are coded per type of call and it is broke down by battalion. Del was also concerned about call reporting in our press release. Del requests us to either be more descriptive or not descriptive at all. There was conversation about how to handle this. Chief believes we need to add more information and be more descriptive. The Board had asked Chief to speak with Police and



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Sheriff Department about what they do. Those Departments assign one individual to meet with the press every morning. Both Departments release what the press requests. Chief does not believe it is in Department best interest to discontinue press release as Mr. Shelstad agreed.

### **8.2.2 TRAINING REPORT**

#### **Training Cadre/Recruit Academy**

The Recruit Academy is in its 18<sup>th</sup> 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. The Academy is on schedule to be completed June 27<sup>th</sup>.

#### **May Training Highlights**

Lieutenant George White completed the two one-week courses at the National Fire Academy for 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 will be June 18<sup>th</sup> 1900 Hrs. at 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 9<sup>th</sup>.

Seasonal Firefighters will begin two-week of mandatory training on June 12<sup>th</sup>. We have 9 seasonal this year 6 of those who are returning.

### **8.2.3 FACILITIES UPDATE/GENERAL INFORMATION**

#### **Station 9**

Chief met with Kevin King they had a conference call last with the contractor and chemical supplier. Brian Shippy has surveyed the building and has found that building is still moving. Contractor has agreed to full warranty his work and stands behind his work and they are going to resurvey at 6 months and one year. They will then make a plan. If they need additional chemical and injection it will be at no cost to CCFD. What they are waiting to see how much permeation we have in soil. Speculation is that the chemical has not had enough time to cook and fully permeate all the soil underneath.

#### **Engine 12 & 13 Bid Spec Process**

We have sent out 6 spec packs they are due by 5pm on the 29th of June with a Bid Opening on July 2<sup>nd</sup> at 9am. Board will be involved before contract is awarded.

Command Vehicle we are still waiting on some bid information. We received a bid from the company that the City of Gillette uses for police vehicles. It came in at almost \$15,000 per truck. That is for lights, wiring everything. That just came in today and Chief will forward to the Board.

Congratulations to Ryan Fox for graduating 2018 GALI.



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**8.2.4 Calendar of Events**

At Boards request additional dates have been added to the Calendar of Events

**9.1 2017-2018 BUDGET AMENDMENT**

☛ **Motion** Steve Crichton moved, seconded by Cory Bryngelson, to approve the Budget Amendment 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.

**9.2 FITNESS CENTER POLICY**

☛ **Motion** Damon Hart moved, seconded by Del Shelstad, to approve the Fitness Center Policy 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.

**9.3 KNOX BOX POLICY**

☛ **Motion** Steve Crichton moved, seconded by Damon Hart, to approve Knox Box Policy as presented.

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

The motion carried.

**9.4 SCBA POLICY**

☛ **Motion** Del Shelstad moved, seconded by Ron Holmes, to approve the SCBA Policy 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.



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**9.5 UNIFORMS POLICY**

☛ **Motion** Chuck Davis moved, seconded by Ron Holmes, to approve the Uniform Policy 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

The Board recognized and thanked Ron Holmes for his service on the Board for the past 9 years and 30 plus years of service to the Campbell County Fire Department. Ron said it has been a privilege to serve. He has also had the privilege to watch several cadets come up through the ranks in the department. He wanted to tell them all he is very proud of all of them.

**RECESS**

☛ **Motion** Ron Holmes moved, seconded by Del Shelstad to recess meeting at 1859 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,

\_\_\_\_\_  
Gross

\_\_\_\_\_  
Attest: Juli Pierce

Chairman Ryan



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APPROVAL OF EXPENDITURES  
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## 6.2 Monthly Expenditures

### Campbell County Fire Department Check Run June 2018

(Will b e submitted at Board Meeting)



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## 7. EXPENDITURE APPROVAL

### 7.1 Approval of Manual Checks

#### MANUAL CHECKS:

JESSICA SCHULTZ	\$378.00
CAMPBELL CO TREASURER	\$2,171.50
FIRST NATIONAL BANK	\$650.00
WYOMING CHILD SUPPORT ENFORCEMENT	\$582.63
WYOMING RETIREMENT SYSTEM	\$35,068.68
WYOMING RETIREMENT SYSTEM	\$5,502.55
WYOMING RETIREMENT SYSTEM	\$1,245.00
ORCHARD TRUST	\$1,658.00
CC HBTA DENTAL INSURANCE	\$2,200.00
CC HBTA HEALTH INSURANCE	\$41,360.00
CAMPBELL CO EMP LIFE	\$1,097.44
CC HBTA VISION INSURANCE	\$366.52
IRS	\$429.45
IRS	\$325.80
IRS	\$10,972.01
IRS	\$912.34
IRS	\$12,360.64
HEALTH SMART BENEFIT SOLUTIONS	\$96.00
ROCKY MOUNTAIN BUSINESS EQUIPMENT	\$118.00
CAMPBELL COUNTY PUBLIC WORKS	\$154.24
CENTURY LINK	\$273.00
ALSCO	\$54.36
CHEYENNE LIGHT, FUEL & POWER COMPANY dba BLACK HILLS ENERGY	\$966.15
CAMPBELL CO COMMISSIONER	\$3,291.03
CAMPBELL COUNTY MEMORIAL HOSPITAL	\$159.39
CAMPBELL COUNTY PUBLIC WORKS	\$127.89
CAMPBELL CO TREASURER	\$2,171.50
JERRICA JOHNSON	\$21.00
ORCHARD TRUST	\$1,658.00
POWDER RIVER ENERGY CORPORATION	\$1,881.77
MICHAEL THOMAS	\$532.04
VERIZON WIRELESS	\$676.64



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WESTERN WASTE SOLUTIONS INC	\$195.00	
WYOMING CHILD SUPPORT ENFORCEMENT	\$582.63	
WYOMING WATER SOLUTIONS	\$161.00	
Wyoming Dept of Workforce Services	\$18,594.95	
		<hr/>
		\$148,995.15



Gillette, Wright, Campbell County Fire Protection  
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 BOARD REVIEW/FYI ITEMS  
 JULY 11, 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 06/30/18**

<b>Beginning Balance as of 06/01/2018</b>		<b>\$198,758.05</b>
	<b>Revenues:</b>	
<b>Misc. Income</b>		<b>\$766.91</b>
	Campbell County School District	\$253.91
	Joe Case - Pension	\$135.00
	Wyoming Fire Chiefs Association (Jessica Schultz)	\$378.00
<b>Rental Fees</b>		<b>\$805.00</b>
	Jennifer Kwallek	\$75.00
	Open Door Church	\$350.00
	Lisette Diaz	\$80.00
	Heritage Village HOA	\$75.00
	Suzie Kline	\$75.00
	Sara Bridges	\$75.00
	Erica Long	\$75.00
<b>Grants</b>		<b>\$67,303.76</b>
	State of Wyoming	\$1,060.50
	State of Wyoming	\$61,243.26
	State of Wyoming - 2017-2018 VFA	\$5,000.00
<b>Capital &amp; Operating Funds</b>		<b>\$161,690.01</b>
	Campbell County Treasurer - Capital Funding	\$15,405.61
	Campbell County Treasurer - Capital Funding	\$8,402.20
	City of Gillette - Capital Request Ext Tools	\$23,807.81
	Campbell County Treasurer (Add'l Operating Funds)	\$85,068.03
	City of Gillette (Add'l Operating Funds)	\$28,836.62
	Town of Wright - Operating & Capital	\$169.74
<b>Interest</b>		<b>\$18.72</b>
	FNB	\$18.72
	<b>Total Revenue</b>	<b>\$230,584.40</b>



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<b>Balance before Disbursements</b>		<b>\$429,342.45</b>
<b>Disbursements:</b>		
Accounts Payable Approved at Board Meetings	ck 56680-56732	\$111,576.59
Manual Checks		\$148,995.15
Payroll		\$115,192.85
<b>Total Disbursements</b>		<b>\$375,764.59</b>
<b>Ending Balance as of 6/30/2018</b>		<b><u>\$53,577.86</u></b>



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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 6/30/2018**

	Current Period	Budgeted Amount	YTD	Amount Left	Percentage Left
<b>OPERATING AND SUPPRESSION REVENUES</b>					
Interest Earned	587.53	630.29	587.53	42.76	6.78
Training Center Donations	520	520	520	0	0
Burlington Northern	1,905.51	1,906.00	1,905.51	0.49	0.03
Volunteer Fire Assistance Grant Revenue	5,000.00	0	5,000.00	-5,000.00	0
Campbell County Appropriation	3,381,675.03	3,381,675.03	3,381,675.03	0	0
City of Gillette Appropriation	1,146,330.62	1,146,330.62	1,146,330.62	0	0
Town of Wright	55,875.00	57,316.83	55,875.00	1,441.83	2.52
Unanticipated Grant Revenue	7,559.17	7,559.17	7,559.17	0	0
Miscellaneous Income	927.81	674	927.81	-253.81	-37.66
Insurance Repair Reimbursements	3,317.04	3,317.04	3,317.04	0	0
RRT Response Reimb Revenue	2,945.33	10,373.02	2,945.33	7,427.69	71.61
Safer Recruitment Grant Revenue	1,890.00	0	1,890.00	-1,890.00	0
Training Center Rental Fees	6,021.01	6,259.00	6,021.01	237.99	3.8
<b>Total Operating and Suppression Revenues</b>	<b>\$4,614,554.05</b>	<b>\$4,616,561.00</b>	<b>\$4,614,554.05</b>	<b>\$2,006.95</b>	<b>0.04%</b>



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**OPERATING EXPENDITURES**

	Current Period	Budgeted Amount	YTD	Amount Left	Percentage Left
Salaries	1,720,845.66	1,750,000.00	1,720,845.66	29,154.34	1.67
Maintenance Overtime	1,988.80	1,989.00	1,988.80	0.2	0.01
Suppression Overtime	125,027.43	124,850.00	125,027.43	-177.43	-0.14
Project/Meeting Overtime	3,125.32	3,090.00	3,125.32	-35.32	-1.14
Shift Coverage OT	36,334.43	39,600.00	36,334.43	3,265.57	8.25
Training Overtime	4,736.93	4,737.00	4,736.93	0.07	0
Part-time Temporary	62,499.39	70,000.00	62,499.39	7,500.61	10.72
Board Expenses - JPFb	1,726.12	1,727.00	1,726.12	0.88	0.05
Board Expenses - Chief Officers	290	290	290	0	0
Legal Counsel	24,069.66	27,000.00	24,069.66	2,930.34	10.85
Legal Expenses - Reimbursable	17,040.13	17,041.00	17,040.13	0.87	0.01
Computer Contract Fees	45,805.89	52,000.00	45,805.89	6,194.11	11.91
Other Professional Services	9,464.02	9,500.00	9,464.02	35.98	0.38
Dispatch Fees	60,000.00	60,000.00	60,000.00	0	0
Periodicals - Haz Mat	827.3	828	827.3	0.7	0.09
Association Fees - Administration	75	75	75	0	0
Criminal Background Checks	1,053.00	1,053.00	1,053.00	0	0
Medical Physicals	29,060.10	30,000.00	29,060.10	939.9	3.13
Legal Notices	782.96	1,006.00	782.96	223.04	22.17
Postage and Freight	1,631.44	1,700.00	1,631.44	68.56	4.03
Cleaning Supplies	4,148.61	4,175.00	4,148.61	26.39	0.63
Office Supplies - STA 1	15,341.65	15,500.00	15,341.65	158.35	1.02
Supplies - Training Audio Visual	910.94	911	910.94	0.06	0.01
Supplies - Inspection	1,482.05	1,414.00	1,482.05	-68.05	-4.81



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	Current Period	Budgeted Amount	YTD	Amount Left	Percentage Left
Supplies - AMFTC Classroom Expenses	1,133.36	1,134.00	1,133.36	0.64	0.06
Firefighter Recognition	8,928.95	8,929.00	8,928.95	0.05	0
Volunteer Recruitment and Retention	59.96	60	59.96	0.04	0.07
Reimbursable Travel - Training	746.65	747	746.65	0.35	0.05
Staff Development - Training	47,625.91	48,000.00	47,625.91	374.09	0.78
Community Investment	189.88	190	189.88	0.12	0.06
Cadet Program	368	368	368	0	0
Recruit Academy	1,140.62	1,141.00	1,140.62	0.38	0.03
Utilities - STA 1	63,004.68	76,385.81	63,004.68	13,381.13	17.52
Utilities - Sta 2	4,121.28	4,477.75	4,121.28	356.47	7.96
Utilities - Sta 3	11,008.82	11,898.02	11,008.82	889.2	7.47
Utilities - Sta 4	4,223.80	4,584.13	4,223.80	360.33	7.86
Utilities - Sta 7	8,062.78	8,750.99	8,062.78	688.21	7.86
Utilities - Sta 9	14,946.99	15,019.51	14,946.99	72.52	0.48
Utilities - Sta 10	3,214.82	3,334.20	3,214.82	119.38	3.58
Utilities - Sta 11	3,510.67	3,642.82	3,510.67	132.15	3.63
Utilities - Sta 12	2,393.24	2,458.58	2,393.24	65.34	2.66
Utilities - Sta 13	4,025.54	4,106.23	4,025.54	80.69	1.97
Utilities - Rural	14,148.86	15,077.27	14,148.86	928.41	6.16
Utilities - AMFTC	5,945.16	6,440.68	5,945.16	495.52	7.69
Utilities - Shop	14,438.77	15,654.36	14,438.77	1,215.59	7.77
Garbage Collection - Sta 11	538.5	587.45	538.5	48.95	8.33
Garbage Collection - Sta 12	533.69	582.2	533.69	48.51	8.33
Telephone Expense - STA 1	22,994.90	27,925.00	22,994.90	4,930.10	17.66
Telephone Expense - Sta 2	927.4	1,115.00	927.4	187.6	16.83
Telephone Expense - Sta 3	1,552.77	1,730.00	1,552.77	177.23	10.25



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	Current Period	Budgeted Amount	YTD	Amount Left	Percentage Left
Telephone Expense - Sta 4	834.66	1,115.00	834.66	280.34	25.14
Telephone Expense - Sta 7	2,898.88	3,210.00	2,898.88	311.12	9.69
Telephone Expense - Sta 9	4,916.78	5,470.00	4,916.78	553.22	10.11
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	5,641.23	6,090.00	5,641.23	448.77	7.37
Building Maintenance	61,328.81	63,000.00	61,328.81	1,671.19	2.65
Training Center Repairs	2,830.02	2,725.00	2,830.02	-105.02	-3.85
Janitorial Services - Shop Coveralls	2,454.71	2,590.00	2,454.71	135.29	5.22
Volunteer Fire Assistance Grant Expenditure	3,045.18	3,046.00	3,045.18	0.82	0.03
Personal Protective Gear	5,118.73	5,120.00	5,118.73	1.27	0.03
Full Time Employees Uniforms	16,519.98	18,000.00	16,519.98	1,480.02	8.22
Part-Time Uniforms	5,716.13	6,000.00	5,716.13	283.87	4.73
Operating Supplies - Medical	4,534.39	4,500.00	4,534.39	-34.39	-0.76
Operating Supplies - Wildland	10,994.67	14,731.00	10,994.67	3,736.33	25.36
Operating Supplies - Haz Mat	2,708.62	3,000.00	2,708.62	291.38	9.71
Operating Supplies - Shop	3,791.78	4,000.00	3,791.78	208.22	5.21
Operating Supplies - Investigations	408.49	310	408.49	-98.49	-31.77
Shop Tools	4,090.13	4,091.00	4,090.13	0.87	0.02
Bunker Gear Maintenance	2,044.56	2,045.00	2,044.56	0.44	0.02
Ladder - Aerial Apparatus Testing	3,252.50	3,253.00	3,252.50	0.5	0.02
Radio Maintenance	4,655.67	4,660.00	4,655.67	4.33	0.09
SCBA Maintenance	12,672.94	12,673.00	12,672.94	0.06	0
Equipment Maintenance	6,176.15	7,415.00	6,176.15	1,238.85	16.71
Tax Expenditures	168,097.08	180,000.00	168,097.08	11,902.92	6.61



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	Current Period	Budgeted Amount	YTD	Amount Left	Percentage Left
Benefit Expenditures	859,727.29	872,857.00	859,727.29	13,129.71	1.5
Insurance / General Liability	201,189.00	201,200.00	201,189.00	11	0.01
<b>Total Operating Expenditures</b>	<b>\$3,806,483.41</b>	<b>\$3,917,271.00</b>	<b>\$3,806,483.41</b>	<b>\$110,787.59</b>	<b>2.83%</b>
<b>SUPPRESSION EXPENDITURES</b>					
Part Time Certification & Training	10,049.96	9,810.00	10,049.96	-239.96	-2.45
Gasoline/Fuel	60,496.58	65,619.00	60,496.58	5,122.42	7.81
Vehicle Maintenance	99,718.20	108,417.00	99,718.20	8,698.80	8.02
Insurance Repairs	5,575.45	5,576.00	5,575.45	0.55	0.01
Fire Suppression	72,096.14	86,500.00	72,096.14	14,403.86	16.65
Part-Time On-Call	150,873.03	150,873.00	150,873.03	-0.03	0
Part Time Pay	252,811.65	260,000.00	252,811.65	7,188.35	2.77
Safer Recruitment Grant Expenditures	1,890.00	0	1,890.00	-1,890.00	0
Unanticipated Grant Expenditures	2,559.17	2,560.00	2,559.17	0.83	0.03
Part Time Retirement	8,555.00	9,935.00	8,555.00	1,380.00	13.89
<b>Total Suppression Expenditures</b>	<b>\$664,625.18</b>	<b>\$699,290.00</b>	<b>\$664,625.18</b>	<b>\$34,664.82</b>	<b>4.96%</b>
<b>Total Operating and Suppression Expenditures</b>	<b>\$4,471,108.59</b>	<b>\$4,616,561.00</b>	<b>\$4,471,108.59</b>	<b>\$145,452.41</b>	<b>3.15%</b>



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## 8.2 Administrative Items: Chief Shank

### 8.2.1 Call Reviews

### Campbell County FD

Gillette, WY

This report was generated on 7/6/2018 8:08:28 AM

Count of Incidents by Incident Type per Zone

Incident Status: All | Start Date: 06/01/2018 | End Date: 06/30/2018

% of Incidents per Zone

- BATT 1 - Battalion 1 - Outside of the City Limits
- BATT 1 - Gillette - Battalion 1 - Gillette City Limits
- BATT 2 - Battalion 2
- BATT 4 - Battalion 4
- BATT 3 - Battalion 3
- BATT 3 - Gillette - Battalion 3 within Gillette City Limits
- BATT 4 - Wright - Battalion 4 - Town of Wright
- Not Specified

INCIDENT TYPE	# INCIDENTS	% of TOTAL
<b>BATT 1 - Battalion 1 - Outside of the City Limits</b>		
143 - Grass fire	2	1.12%
311 - Medical assist, assist EMS crew	5	2.81%
322 - Motor vehicle accident with injuries	1	0.56%
611 - Dispatched & cancelled en route	1	0.56%
631 - Authorized controlled burning	3	1.69%
652 - Steam, vapor, fog or dust thought to be smoke	1	0.56%
745 - Alarm system activation, no fire - unintentional	1	0.56%
813 - Wind storm, tornado/hurricane assessment	4	2.25%
Zone: BATT 1 - Battalion 1 - Outside of the City Limits Total Incident:	18	10.11%
<b>BATT 1 - Gillette - Battalion 1 - Gillette City Limits</b>		
131 - Passenger vehicle fire	2	1.12%
132 - Road freight or transport vehicle fire	1	0.56%
143 - Grass fire	1	0.56%
151 - Outside rubbish, trash or waste fire	1	0.56%
153 - Construction or demolition landfill fire	1	0.56%
162 - Outside equipment fire	1	0.56%
311 - Medical assist, assist EMS crew	70	39.33%
322 - Motor vehicle accident with injuries	5	2.81%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.56%
324 - Motor vehicle accident with no injuries	6	3.37%
400 - Hazardous condition, other	1	0.56%
410 - Combustible/flammable gas/liquid condition, other	1	0.56%
412 - Gas leak (natural gas or LPG)	2	1.12%
440 - Electrical wiring/equipment problem, other	1	0.56%
445 - Arcing, shorted electrical equipment	1	0.56%
531 - Smoke or odor removal	1	0.56%
551 - Assist police or other governmental agency	1	0.56%
553 - Public service	2	1.12%

Report shows count of incidents for Status selected.

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611 - Dispatched & cancelled en route	5	2.81%
622 - No incident found on arrival at dispatch address	2	1.12%
650 - Steam, other gas mistaken for smoke, other	1	0.56%
714 - Central station, malicious false alarm	2	1.12%
730 - System malfunction, other	1	0.56%
733 - Smoke detector activation due to malfunction	2	1.12%
735 - Alarm system sounded due to malfunction	4	2.25%
738 - CO detector activation due to malfunction	1	0.56%
743 - Smoke detector activation, no fire - unintentional	2	1.12%
745 - Alarm system activation, no fire - unintentional	3	1.69%
Zone BATT 1 - Gillette - Battalion 1 - Gillette City Limits Total Incident:	122	68.54%
<b>BATT 2 - Battalion 2</b>		
130 - Mobile property (vehicle) fire, other	1	0.56%
132 - Road freight or transport vehicle fire	1	0.56%
140 - Natural vegetation fire, other	1	0.56%
300 - Rescue, EMS incident, other	1	0.56%
311 - Medical assist, assist EMS crew	1	0.56%
322 - Motor vehicle accident with injuries	1	0.56%
611 - Dispatched & cancelled en route	1	0.56%
622 - No incident found on arrival at dispatch address	1	0.56%
740 - Unintentional transmission of alarm, other	1	0.56%
745 - Alarm system activation, no fire - unintentional	1	0.56%
813 - Wind storm, tornado/hurricane assessment	1	0.56%
Zone BATT 2 - Battalion 2 Total Incident:	11	6.18%
<b>BATT 3 - Battalion 3</b>		
151 - Outside rubbish, trash or waste fire	1	0.56%
311 - Medical assist, assist EMS crew	4	2.25%
561 - Unauthorized burning	1	0.56%
745 - Alarm system activation, no fire - unintentional	1	0.56%
Zone BATT 3 - Battalion 3 Total Incident:	7	3.93%
<b>BATT 3 - Gillette - Battalion 3 within Gillette City Limits</b>		
143 - Grass fire	1	0.56%
311 - Medical assist, assist EMS crew	1	0.56%
522 - Water or steam leak	1	0.56%
745 - Alarm system activation, no fire - unintentional	1	0.56%
Zone BATT 3 - Gillette - Battalion 3 within Gillette City Limits Total Incident:	4	2.25%
<b>BATT 4 - Battalion 4</b>		
121 - Fire in mobile home used as fixed residence	1	0.56%
133 - Rail vehicle fire	1	0.56%
143 - Grass fire	3	1.69%
311 - Medical assist, assist EMS crew	2	1.12%
321 - EMS call, excluding vehicle accident with injury	1	0.56%
322 - Motor vehicle accident with injuries	1	0.56%
324 - Motor vehicle accident with no injuries	1	0.56%
350 - Extrication, rescue, other	1	0.56%

Report shows count of incidents for Status selected.



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INCIDENT TYPE	# INCIDENTS	% of TOTAL
Zone: BATT 4 - Battalion 4 Total Incident:	11	6.18%
<b>BATT 4 - Wright - Battalion 4 - Town of Wright</b>		
100 - Fire, other	1	0.56%
311 - Medical assist, assist EMS crew	1	0.56%
611 - Dispatched & cancelled en route	1	0.56%
Zone: BATT 4 - Wright - Battalion 4 - Town of Wright Total Incident:	3	1.69%
<b>Not Specified</b>		
	2	1.12%
Zone: Not Specified Total Incident:	2	1.12%
<b>TOTAL INCIDENTS FOR ALL ZONES:</b>	<b>178</b>	<b>100%</b>

Report shows count of incidents for Status selected.



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## **8.2.2 Training Report**

### **Training Division Report –June 2018**

#### **Training Cadre & Recruit Academy**

The 2018 Recruit Academy is nearing completion. We still have all seven of the original recruits. This is the first academy class that has not lost any recruits.

The recruits will take their State of Wyoming Firefighter 1 written test on the last week of June and will have their practical skills assessment in early July.

The Training Cadre will be working on the training schedule for the remainder of the year and begin preliminary planning for the 2019 Recruit Academy

#### **June Training Highlights**

Annual Wildland Field Day was held on June 9<sup>th</sup>. CCFD staff along with personnel from the BLM participated in the training. Once again, our thanks to Cindy Mader and Ken Viergets for allowing us to utilize the Camp Wildwood area for this training.

Seasonal wildland firefighters completed their initial two-week training session on June 22<sup>nd</sup>. This included the NWCG S-131 Firefighter Type 1 course.

Dispatch training for the upcoming wildland season was conducted for all duty shifts and the admin staff.

Officer Training was held on June 18<sup>th</sup>, the topic was 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. The classroom sessions have been postponed until the new budget year.

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

#### **July Training**

July training will be minimal and will focus on wildland firefighting and wildland apparatus operations.

#### **Other Upcoming Training**

Captain Ryan Fox will be attending his final National Fire Academy Executive Fire Officer course this fall in Emmitsburg, MD



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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**

##### **July 2018**

- 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.



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## **9. BOARD ACTION ITEMS**

**9.1 Election of new Board Officers** 🌀

**9.2 Apparatus bid Award to Super Vac International for Type III Engines** 🌀



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### 9.3 Final Approval of FY 2018-2019 Budget

#### Detailed Operating Budget Worksheet 2018-2019

Account	Description	FY 17-18 BUDGET	FY 18-19 BUDGET		
79-01-5751-0000	Campbell County Appropriation (68.5%)	\$3,296,607	\$3,401,596	\$104,989	3%
79-01-5752-0000	City of Gillette Appropriation (30.00%)	\$1,117,494	\$1,489,750	\$372,256	33%
79-01-5756-0000	Town of Wright (1.5%)	\$55,875	\$74,487	\$18,612	33%
79-01-5220-0000	Interest Earned	\$600	\$700	\$100	
79-01-5250-0000	CCFD Apparel Revenue	\$4,000	\$0	-\$4,000	
79-01-5420-0000	Travel Reimbursement	\$3,000	\$0	-\$3,000	
79-01-5428-0000	State of Wyoming: Forestry	\$10,000	\$0	-\$10,000	
79-01-5725-0000	Burlington Northern	\$5,000	\$5,000	\$0	
79-01-5815-0000	Miscellaneous Income	\$5,000	\$0	-\$5,000	
79-01-5820-0000	Insurance Repair Reimbursements	\$50,000	\$0	-\$50,000	
79-01-5821-0000	BLM Rural Grant Revenue	\$20,000	\$0	-\$20,000	
79-01-5823-0000	Unanticipated Grant Revenue	\$10,000	\$0	-\$10,000	
79-01-5825-0000	Training Center Fees & Donations	\$9,200	\$9,200	\$0	
79-01-5826-0000	Reimbursable RRT Response Revenue	\$20,000	\$0	-\$20,000	
79-01-5998-0000	Cash Carry Over	\$0	\$0	\$0	
79-01-5999-0000	Catastrophic Suppression	\$100,000	\$100,000	\$0	
79-01-5827-0000	Event Coverage Revenue	\$5,000	\$0	-\$5,000	
79-01-5828-0000	Shop Repair Reimbursements	\$2,000	\$0	-\$2,000	
	<b>Total Revenue</b>	<b>\$4,713,776</b>	<b>\$5,080,733</b>	<b>\$366,957</b>	<b>7.78%</b>
79-01-6020-0000	Salaries	\$1,626,242	\$1,754,738	\$128,496	
New	Wellness Program Payments	\$0	\$4,050	\$4,050	
79-01-6030-0000	Administrative Overtime	\$0	\$0	\$0	
79-01-6032-0000	Event Coverage OT	\$5,000	\$0	(\$5,000)	
79-01-6034-0000	Maintenance Overtime	\$5,000	\$5,000	\$0	
79-01-6035-0000	Suppression Overtime	\$150,000	\$80,000	(\$70,000)	
79-01-6036-0000	Project/Meeting Overtime	\$3,000	\$6,000	\$3,000	
79-01-6037-0000	Shift Coverage F/T & P/T	\$30,000	\$100,000	\$70,000	
79-01-6038-0000	Training Overtime	\$4,000	\$6,000	\$2,000	
79-01-6040-0000	Seasonal-Summer Hire	\$80,000	\$90,000	\$10,000	
79-01-6120-0000	Board Expenses - JPFB	\$1,500	\$1,500	\$0	



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79-01-6125-0000	Board Expenses - Chief Officers	\$750	\$750	\$0
79-01-6200-0000	Legal Counsel	\$35,000	\$35,000	\$0
79-01-6220-0000	Computer Contract Fees	\$40,000	\$70,000	\$30,000
79-01-6211-0000	Software: Yearly Fees	\$0	\$15,000	\$15,000
79-01-6250-0000	Other Professional Services	\$22,000	\$5,000	(\$17,000)
79-01-6260-0000	Dispatch Fees	\$60,000	\$60,000	\$0
79-01-6300-0100	Periodicals - Administration	\$0	\$0	\$0
79-01-6300-0900	Periodicals - Sta 9	\$0	\$0	\$0
79-01-6300-1500	Periodicals - Training	\$0	\$0	\$0
79-01-6300-1600	Periodicals - Haz Mat	\$1,000	\$1,000	\$0
79-01-6300-1900	Periodicals - Inspection	\$1,332	\$2,345	\$1,013
79-01-6300-2400	Periodicals - Investigations	\$0	\$0	\$0
79-01-6305-0100	Association Fees - Administration	\$0	\$0	\$0
79-01-6305-1500	Association Fees - Training	\$0	\$0	\$0
79-01-6305-1800	Association Fees - Pub Ed	\$0	\$0	\$0
79-01-6305-1900	Association Fees - Inspections	\$0	\$600	\$600
79-01-6305-2400	Association Fees - Investigations	\$0	\$1,000	\$1,000
79-01-6306-0000	Credit Card and Bank Fees	\$0	\$0	\$0
79-01-6308-0000	Criminal Background Checks	\$2,400	\$2,400	\$0
79-01-6309-0000	EAP Program	\$0	\$0	\$0
79-01-6310-0000	Medical Physicals	\$40,000	\$45,000	\$5,000
79-01-6312-0000	Wellness Program	\$0	\$1,000	\$1,000
79-01-6315-0000	Legal Notices	\$1,500	\$1,500	\$0
79-01-6326-0000	Postage and Freight	\$3,000	\$2,500	(\$500)
79-01-6340-0000	Cleaning Supplies	\$7,500	\$8,000	\$500
79-01-6345-0100	Office Supplies - STA 1	\$21,500	\$21,500	\$0
79-01-6345-0900	Office Supplies - Sta 9	\$0	\$0	\$0
79-01-6345-1500	Office Supplies - Training	\$0	\$0	\$0
79-01-6350-1500	Supplies - Training Audio Visual	\$3,000	\$3,500	\$500
79-01-6350-1800	Supplies - Pub Ed	\$0	\$10,000	\$10,000
79-01-6350-1900	Supplies - Inspection	\$2,000	\$2,000	\$0
79-01-6350-2500	Supplies - Safety	\$0	\$0	\$0
79-01-6351-1500	Supplies - AMFTC Classroom Expenses	\$1,500	\$1,800	\$300
79-01-6360-0000	Firefighter Recognition	\$15,000	\$15,000	\$0
79-01-6360-0100	Recruitment & Retention	\$1,500	\$10,000	\$8,500
79-01-6361-1700	Photography		\$0	\$0
79-01-6510-1599	Reimbursable Travel - Training	\$3,000	\$0	(\$3,000)
79-01-6520-0100	Staff Development - Administration	\$0	\$5,000	\$5,000



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79-01-6520-1500	Staff Development - Training	\$60,000	\$60,000	\$0
79-01-6520-0200	Educational Assistance	\$0	\$0	\$0
79-01-6522-0100	Community Investment	\$500	\$500	\$0
79-01-6535-0000	Cadet Program	\$1,500	\$1,500	\$0
79-01-6536-0000	Recruit Academy	\$6,915	\$6,915	\$0
79-01-6540-0000	Honor Guard	\$1,000	\$1,000	\$0
79-01-6600-0100	Utilities - STA 1	\$65,000	\$65,000	\$0
79-01-6600-0200	Utilities - Sta 2	\$7,140	\$7,140	\$0
79-01-6600-0300	Utilities - Sta 3	\$11,000	\$11,000	\$0
79-01-6600-0400	Utilities - Sta 4	\$5,200	\$5,200	\$0
79-01-6600-0700	Utilities - Sta 7	\$11,000	\$11,000	\$0
79-01-6600-0900	Utilities - Sta 9	\$16,000	\$16,000	\$0
79-01-6600-1000	Utilities - Sta 10	\$4,000	\$4,000	\$0
79-01-6600-1100	Utilities - Sta 11	\$3,500	\$4,050	\$550
79-01-6600-1200	Utilities - Sta 12	\$3,200	\$3,750	\$550
79-01-6600-1300	Utilities - Sta 13	\$4,600	\$4,600	\$0
79-01-6600-1400	Utilities - Rural	\$15,000	\$15,000	\$0
79-01-6600-1500	Utilities - AMFTC	\$7,000	\$7,000	\$0
79-01-6600-2000	Utilities - Shop	\$15,000	\$15,000	\$0
79-01-6610-1100	Garbage Collection - Sta 11	\$550	\$0	(\$550)
79-01-6610-1200	Garbage Collection - Sta 12	\$550	\$0	(\$550)
79-01-6620-0100	Telephone Expense - Sta 1	\$20,000	\$21,000	\$1,000
79-01-6620-0200	Telephone Expense - Sta 2	\$1,115	\$1,115	\$0
79-01-6620-0300	Telephone Expense - Sta 3	\$2,500	\$2,000	(\$500)
79-01-6620-0400	Telephone Expense - Sta 4	\$1,115	\$1,115	\$0
79-01-6620-0700	Telephone Expense - Sta 7	\$2,500	\$3,000	\$500
79-01-6620-0900	Telephone Expense - Sta 9	\$4,000	\$4,750	\$750
79-01-6620-1000	Telephone Expense - Sta 10	\$0	\$0	\$0
79-01-6620-1100	Telephone Expense - Sta 11	\$1,115	\$1,115	\$0
79-01-6620-1200	Telephone Expense - Sta 12	\$1,115	\$1,115	\$0
79-01-6620-1300	Telephone Expense - Sta 13	\$1,115	\$1,115	\$0
79-01-6620-1500	Telephone Expense - AMFTC	\$0	\$0	\$0
79-01-6625-0100	Mobile Phones	\$5,000	\$10,000	\$5,000
79-01-6700-0100	Building Maintenance - Stations	\$100,000	\$130,000	\$30,000
79-01-6720-1500	Training Center Repairs	\$9,200	\$9,200	\$0
79-01-6750-1500	Janitorial Services - AMFTC	\$0	\$0	\$0
79-01-6750-2000	Janitorial Services - Shop Coveralls	\$2,000	\$2,225	\$225
79-01-6800-0200	Station Building Supplies - Sta 2	\$200	\$0	(\$200)



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79-01-6800-0300	Station Building Supplies - Sta 3	\$200	\$0	(\$200)	
79-01-6800-0400	Station Building Supplies - Sta 4	\$200	\$0	(\$200)	
79-01-6800-0700	Station Building Supplies - Sta 7	\$200	\$0	(\$200)	
79-01-6800-0900	Station Building Supplies Sta 9	\$200	\$0	(\$200)	
79-01-6800-1000	Station Building Supplies - Sta 10	\$200	\$0	(\$200)	
79-01-6800-1100	Station Building Supplies - Sta 11	\$200	\$0	(\$200)	
79-01-6800-1200	Station Building Supplies - Sta 12	\$200	\$0	(\$200)	
79-01-6800-1300	Station Building Supplies - Sta 13	\$200	\$0	(\$200)	
79-01-6820-0000	CCFD Apparel Expenditure	\$4,000	\$0	(\$4,000)	
79-01-6821-0000	BLM Rural Grant Expenditures	\$20,000	\$0	(\$20,000)	
79-01-6822-0000	Volunteer Fire Asst Grant	\$0	\$0	\$0	
79-01-6823-0000	Emergency Response Expenditure	\$0	\$0	\$0	
79-01-7005-0000	Personal Protective Gear	\$50,500	\$80,000	\$29,500	
79-01-7010-0000	Full Time Employees Uniforms	\$18,000	\$28,000	\$10,000	
79-01-7015-0000	Part Time Uniforms	\$18,000	\$18,000	\$0	
79-01-7020-0000	Operating Supplies - Medical	\$5,000	\$10,000	\$5,000	
79-01-7020-1400	Operating Supplies - Wildland	\$13,759	\$18,000	\$4,241	
79-01-7020-1600	Operating Supplies - Haz Mat	\$7,000	\$10,000	\$3,000	
79-01-7020-2000	Operating Supplies - Shop	\$5,000	\$5,000	\$0	
79-01-7020-2300	Operating Supplies - Flags	\$1,000	\$1,000	\$0	
79-01-7020-2400	Operating Supplies - Investigations	\$500	\$500	\$0	
79-01-7021-2400	Lab Processing - Investigations	\$0	\$1,000	\$1,000	
79-01-7025-2000	Shop Tools	\$5,000	\$5,000	\$0	
79-01-7105-0000	Bunker Gear Maintenance	\$6,000	\$5,000	(\$1,000)	
79-01-7130-0000	Ladder - Aerial Apparatus Testing	\$5,000	\$5,000	\$0	
79-01-7131-0000	Medical Equip Testing and Maintenance	\$0	\$0	\$0	
79-01-7135-0000	Radio Maintenance	\$13,000	\$13,000	\$0	
79-01-7140-0000	SCBA Maintenance	\$17,700	\$25,000	\$7,300	
79-01-7150-0000	Equipment Maintenance	\$15,000	\$18,000	\$3,000	
79-01-6365-0000	Clothing Allowance - Benefit	\$0	\$0	\$0	
79-01-7540-0000	Tax Expenditures	\$141,735	\$183,187	\$41,452	
79-01-7545-0000	Benefit Expenditures	\$838,578	\$879,258	\$40,680	
79-01-7550-0000	Flex	\$14,050	\$700	(\$13,350)	
79-01-7600-0000	Insurance / General Liability	\$228,500	\$215,000	(\$13,500)	
	<b>Total Operating Expenditures</b>	<b>\$3,985,276</b>	<b>\$4,314,233</b>	<b>\$328,957</b>	<b>8.3%</b>



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79-02-6520-1700	Part Time Certification & Training	\$10,000	\$12,500	\$2,500	
79-02-7050-2000	Gasoline/Fuel	\$60,000	\$75,000	\$15,000	
79-02-7150-2000	Vehicle Maintenance	\$105,000	\$120,000	\$15,000	
79-02-7151-2000	Insurance Repairs	\$50,000	\$0	(\$50,000)	
79-02-7155-2000	Saw Maintenance	\$500	\$1,000	\$500	
79-02-7200-1700	Fire Suppression	\$160,000	\$175,000	\$15,000	
79-02-7204-1700	On-Call Pay	\$0	\$0	\$0	
79-02-7205-1700	Part Time Pay	\$200,000	\$275,000	\$75,000	
79-01-7570-0000	Reimbursable RRT Response Expenditure	\$20,000	\$0	(\$20,000)	
79-01-7560-0000	Unanticipated Grant Expenditure	\$10,000	\$0	(\$10,000)	
79-02-7230-1700	Catastrophic Suppression	\$100,000	\$100,000	\$0	
79-02-7555-1700	Part Time Retirement	\$13,000	\$8,000	(\$5,000)	
	Total Suppression	\$728,500	\$766,500	\$38,000	5%
	Total Operating and Suppression	\$4,713,776	\$5,080,733	\$366,957	7.78%



Gillette, Wright, Campbell County Fire Protection  
Joint Powers Board of Directors  
EXECUTIVE SESSION/ADJOURNMENT  
JULY 11, 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.

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