



CITY OF GILLETTE

Administration

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

MEMORANDUM

TO: Mayor and Members of the City Council
FROM: Patrick G. Davidson, City Administrator
RE: General Information
DATE: August 14, 2020

The following meetings are scheduled for the week of **August 15-21, 2020**

Tuesday, August 18th

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

- Track Trails Presentation – Parks and Beautification Board
- Quarterly Updates
 - Cam-Plex – General Manager Jeff Esposito
 - Energy Capital Economic Development – Phil Christopherson
- Review August 18, 2020 Council Agenda
- City Hall – 2nd Floor Community Room
- Dinner Served at 5:30 p.m

7:00 p.m. City Council Meeting

City Hall – Council Chambers

1. **City Administrator Davidson** will be **Out of the Office August 21**, **Development Services Director Muzzarelli** will serve as **Acting City Administrator** in his absence.
2. Attached please find a **news release** regarding **Health Orders Extended, Outdoor Gathering Limits Eased** dated **August 12, 2020** provided by the **Office of Governor Mark Gordon**.
3. Attached please find a **news release** regarding **Citizen Advisory Board Openings** dated **August 10, 2020** provided by **Communications Manager Palazzari**.
4. Attached please find a **news release** regarding **Street Closures** dated **August 13, 2020** provided by **Communications Manager Palazzari**.
5. Attached please find a **news release** regarding **Final Weeks of the Summer Parks Photo Contest** dated **August 13, 2020** provided by **Communications Manager Palazzari**.
6. Attached please find a **news release** regarding **Primary Election Night Coverage on GPA-TV** dated **August 14, 2020** provided by **Communications Manager Palazzari**.
7. Attached please find a **Weekly Pothole Update** dated **August 14, 2020** provided by **Development Services Director Muzzarelli**.
8. Attached please find **Covid-19 Updates for Elected Officials** dated **August 12, 2020** provided by **Wyoming Workforce Services**.

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Responsibility Integrity Dedication

9. Attached please find the **agenda** for the **Parks and Beautification Board** dated **August 13, 2020** and **meeting minutes** dated **July 9, 2020** provided by **Public Works Director Wilde**
10. Attached please find the **agenda** for the **Campbell County Public Land Board** dated **August 13, 2020** and **meeting minutes** dated **July 9, 2020** provided by **Cam-Plex**.
11. Attached please find the **agenda** for the **Campbell County Joint Powers Fire Board** dated **August 12, 2020** and **meeting minutes** dated **July 8, 2020** provided by **Campbell County Fire Department**.

PGD/adw



CITY OF GILLETTE

Finance Department - City Clerk Division
Cindy Staskiewicz, City Clerk
201 E. 5th Street • Gillette, Wyoming 82716
Phone 307.686.5210 • Fax 307.686.4081
clerk@gillettewy.gov

**Pre-Meeting – 6:00 p.m.
City Hall – 2nd Floor Community Room
Tuesday, August 18, 2020
Dinner Served at 5:30 p.m.**

Pre-Meeting Topic(s):

- Track Trails Presentation – Parks and Beautification Board
- Quarterly Updates
 - Cam-Plex – General Manager Jeff Esposito
 - Energy Capital Economic Development – Phil Christopherson
- Review August 18th Council Agenda

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Health Orders Extended, Outdoor Gathering Limits Eased

Governor of Wyoming sent this bulletin at 08/12/2020 10:34 AM MDT



Having trouble viewing this email? [View it as a Web page.](#)

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FOR IMMEDIATE RELEASE

August 12, 2020

CONTACT: Michael Pearlman, Communications Director

Michael.Pearlman@wyo.gov

Health Orders Extended, Outdoor Gathering Limits Eased

CHEYENNE, Wyo. – Governor Mark Gordon has announced that updated public health orders will ease restrictions on the size of permitted outdoor gatherings beginning August 16.

Public Health Order No. 2 has been updated to allow outdoor gatherings of no more than 50% of venue capacity, with a maximum of 1,000 people as long as social distancing and increased sanitization measures are in place. Indoor gatherings in a confined space remain limited to 50 persons without restrictions and 250 persons if social distancing and sanitization measures are incorporated.

“We are seeing promising trends but we want to continue to exercise caution as schools around the state prepare for reopening,” Governor Gordon said. “We have seen outdoor events occur safely this summer and we want to ensure that schools are able to host spectators for their outdoor activities this fall.”

The public health restrictions that apply to restaurants, bars, gyms and performance spaces will remain in place through August 31. Faith-based gatherings such as church services and funeral homes will continue to be permitted to operate without restrictions, with

appropriate social distancing encouraged. Public Health Order No. 1 includes a requirement that students wear face coverings in schools in situations where 6 feet of separation cannot be maintained. Specific exemptions are listed in the order.

Over the past 14 days, Wyoming has averaged 30 lab-confirmed cases of COVID-19 per day, with 412 new cases confirmed since July 29. From July 12-26, Wyoming averaged 37 lab-confirmed cases of COVID-19 per day with 523 lab-confirmed cases reported.

The Wyoming Department of Health and the Governor continue to strongly recommend the use of face coverings in public settings where it is not possible or reasonable to stay physically apart. On Wyoming's COVID-19 dashboard the categories of number of new cases and new hospitalizations continue to be rated, "Concerning."

The updated orders are attached and can be found on the state's [COVID-19 website](#).

--END--

- [Tenth Continuation of Statewide Order #1.pdf](#)
- [Tenth Continuation of Statewide Order #3.pdf](#)
- [Tenth Continuation of Statewide Order #2.pdf](#)



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News

Citizen Advisory Board Openings

Board of Examiners

Post Date: 08/10/2020 3:30 PM

The City of Gillette has a partial term opening on the Board of Examiners. Applications can be picked up in the Administration Office at City Hall at 201 E. 5th St. or by [clicking here](#). Applications are due by 4:00 p.m. on Friday, August 28th.

Board of Examiners

One (1) Partial Term – Expiring 12/31/2020

Determines acceptable methods and materials in construction in the appeal process, review Contractor & Individual Trade License application packages (which include required documents, complaints received) and either approve or deny New and Renewal licensing as indicated by the guidelines in the City of Gillette Chapter 5 Building Ordinances. The board meets the second Tuesday of the month at 12:30 in the Community Conference Room, located on the 2nd Floor of City Hall. All members serve a three-year term.

Applicants will be notified after the application deadline of their confirmed scheduled interview time.

If you have any questions, please contact City Administration at (307) 686-5203

[Return to full list >>](#)

News

Street Closures - 8/13/20

3rd Street ~ 4th Street ~ 6th Street ~ 7th Street ~ Green Avenue ~ Kendrick Avenue ~ Carey Avenue ~ Brooks Avenue ~ Miller Avenue ~ Bundy Avenue ~ Warren Avenue

Post Date: 08/13/2020 4:00 PM



Street Closure Map

The City of Gillette announces the following road and lane closures:

3rd Street and Green Avenue

3rd Street will be closed from Highway 59 to Gurley Avenue from August 17th through September 17th. Green Avenue will be closed at the intersection of 3rd Street. The reason for this closure is for installation of a new water main as part of the 2020 Water Main Replacement Project funded by Penny Power.

4th Street and Green Avenue - Extension

4th Street will be closed from Highway 59 to Gurley Avenue from June 15th through August 17th. Green Avenue will be closed at the intersection of 4th Street. The reason for this closure is for installation of a new water main as part of the 2020 Water Main Replacement Project funded by Penny Power.

7th Street and Green Avenue

7th Street will be closed from Highway 59 to Gurley Avenue from July 15th through August 15th. Green Avenue will be closed at the intersection of 7th Street. The reason for this closure is for installation of a new water main as part of the 2020 Water Main Replacement Project funded by Penny Power.

6th Street, Kendrick Avenue, Carey Avenue, Brooks Avenue and Miller Avenue - Extension

6th Street will be closed from Kendrick Avenue to Miller Avenue from May 20th through August 21st. Osborne Avenue and Emerson Avenue intersections will be open with hard surfacing. The reason for this closure is for street repairs associated with the 2020 Pavement Management Schedule project funded by Penny Power.

Bundy Avenue - Extension

Bundy Avenue will be closed from Lincoln Street to Longmont Street from July 23rd through August 21st. The reason for this closure is for street repairs associated with the 2020 Pavement Management Schedule project funded by Penny Power.

Warren Avenue

Warren Avenue will be closed from 10th Street south to the end of the road from August 17th through September 11th. The reason for this closure is for street repairs associated with the 2020 Pavement Management Schedule project funded by Penny Power.

EVENTS

3rd Street Plaza and Gillette Avenue

3rd Street Plaza and Gillette Avenue between 2nd Street and 4th Street will be closed on August 30th from 8 a.m. to 5 p.m. for the Bikes, Trikes, and Tikes Bicycle Awareness Event.

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

Final Weeks of the Summer Parks Photo Contest

You could win \$75 in Gold Bucks

Post Date: 08/13/2020 4:30 PM

We are having a Summer Parks Photo Contest

Send in your best photos taken of the grounds of a park in the City of Gillette between July 1st, 2020 & September 7th, 2020 and you could win \$75 in Gold Bucks.

Photo Contest Rules

1. Rules

1. Entries must be submitted by the original photographer. Your submission of the photo is your guarantee that you are the author and copyright holder of the photo.
2. Residents and non-residents are encouraged to submit photos.
3. All photos must be taken of the grounds of a park in the City of Gillette between July 1st, 2020 & September 7th, 2020. All photos must depict parks within the City of Gillette.
4. All photos must be submitted to the city by September 10th, 2020.
5. Each photographer may submit up to ten photographs to the competition. Each photo submitted must be included on the entry form.
6. Photographs submitted with a watermark will not be considered.
7. Photos should accurately reflect the subject matter and scene as it appeared. Photos should not be digitally altered beyond standard optimization (removal of dust, cropping, reasonable adjustments to exposure, color and contrast, etc.)
8. Anyone 17 years of age or younger must have parent or guardian sign the entry form.
9. Any photos that include images of people must be accompanied by written waiver by those that are included in the photo.
10. The City is not responsible for lost entries.
11. The undersigned photographer shall defend, indemnify and hold harmless, the City of Gillette from and against any action, suit, claim, damages, liability, costs and expenses (including reasonable attorneys' fees) arising out of or related to the use of the photo(s) by the City of Gillette.
12. Submission of photographs, as part of the contest, includes a license to the City to make unlimited and exclusive use of the photograph for the purposes set forth in the Contest Entry Form. The original photographer shall retain all authorship and copyright ownership in the photographs, and may continue to use the photographs, images, and any copies thereof, solely for personal use.
13. At the City of Gillette's discretion, credit for the photograph may be included in publications.
14. Photo Criteria
 1. At the discretion of the photographer.
 2. Photos that are of low resolution or quality may not be considered when selecting winners.
 3. All entries should be submitted attached to the entry form found on the City website.

2. Categories

1. General
2. Nature & Wildlife

3. Selection Process

1. A panel of judges consisting of:
 1. Mayor of Gillette
 2. One person from the Gillette City Council
 3. Two members from the Parks and Beautification Board

-
4. As available: one or two current or former Art Educators
 5. One person from the Mayor's Art Council
 6. Judges will be included as available
2. People's Choice
 1. Online voting on Facebook from public to determine winner in each category
 3. City of Gillette Communications Manager will administer the photo contest and will present all photos to the panel of judges without any identification that may suggest the name or identity of the person who took the photo.

4. Awards/Prizes/Places

1. In each category winners will receive:
 1. 1st: \$75 Gold Certificates
 2. 2nd: \$50 Gold Certificates
2. Those who may be unable to use Gold Certificates (ex. visitors to Gillette, WY) may request a gift debit card equivalent be awarded instead.

[Photo Contest Entry Form](#)

[List of City Parks](#)

[Return to full list >>](#)

News

Watch Primary Election Night Coverage on GPA-TV Live Coverage Begins at 8:00 p.m. on GPA Cable Channel 192

Post Date: 08/14/2020 9:00 AM

Gillette Public Access Television will again be bringing you live Primary Election Night Coverage from the GPA-TV Studio and Campbell County Courthouse. Coverage will begin at 8:00 p.m. on August 18th on GPA Cable Channel 192 and streaming online at www.gillettewy.gov/gpa.

Former Wyoming legislators Tom Lubnau, Gregg Blikre and Norine Kasperik will join Geno Palazzari in the studio with analysis of local and state races. Erik Bergquist will be reporting on location from the Campbell County Courthouse with the latest on election returns and results. GPA-TV would like to thank the City of Gillette and Campbell County Government for helping to make this coverage possible.

GPA-TV has archived several candidate forums to help inform local voters. They can be viewed, on-demand on [GPA-TV's website](#). You can find information on the upcoming elections on the web pages for the [Campbell County Elections Office](#) and the [Wyoming Secretary of State](#).

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

[Return to full list >>](#)

**WEEKLY POTHOLE UPDATE
AUGUST 14, 2020**

Address	Business	Current Status and Open Date	Recent Action		Next Step If No Action on Part of Owner
2610 S Douglas Hwy	Powder Basin Shopping Center	Open (Open on December 19, 2019)	Sent Final Notice of Violation, August 13, 2020	Required to correct violation by September 11, 2020	Notice and Order for Abatement
2126 S Douglas Hwy	Papa Murphy's Pizza	Open (Open on May, 28 2020)	Call on August 7, 2020 to confirm commitment to make repairs.	Committed by letter to make repairs prior to the end of August 2020	Final Notice of Violation by August 31, 2020
2107 S Douglas Hwy	Las Margaritas	Closed (Open on June 11, 2020)	Owner Made Repairs		None
2150 S Douglas Hwy	Hobby Lobby	Open (Open on June 23, 2020)	Contractor provided temporary fix	Waiting on contractor for plan on long term fix. Expected to learn plan week of August 17th.	Final Notice of Violation by August 19, 2020
2001 S Douglas Hwy	W.M. Grace Property, North of Dairy Queen	Open (Open on August 5, 2020)	Sent initial letter on August 7, 2020	Waiting on owner to call within 10 days of receipt of letter to provide a plan of action	Final Notice of Violation by August 26, 2020
2005 S Douglas Hwy	Office Depot	Open (Open on August 5, 2020)	Sent letter on August 7, 2020	Waiting on owner to call within 10 days of receipt of letter to provide a plan of action	Final Notice of Violation by August 26, 2020



Angela Williams <angelaw@gillettewy.gov>

Amended: Aug. 12 COVID-19 updates for elected officials from the Wyoming Department of Workforce Services

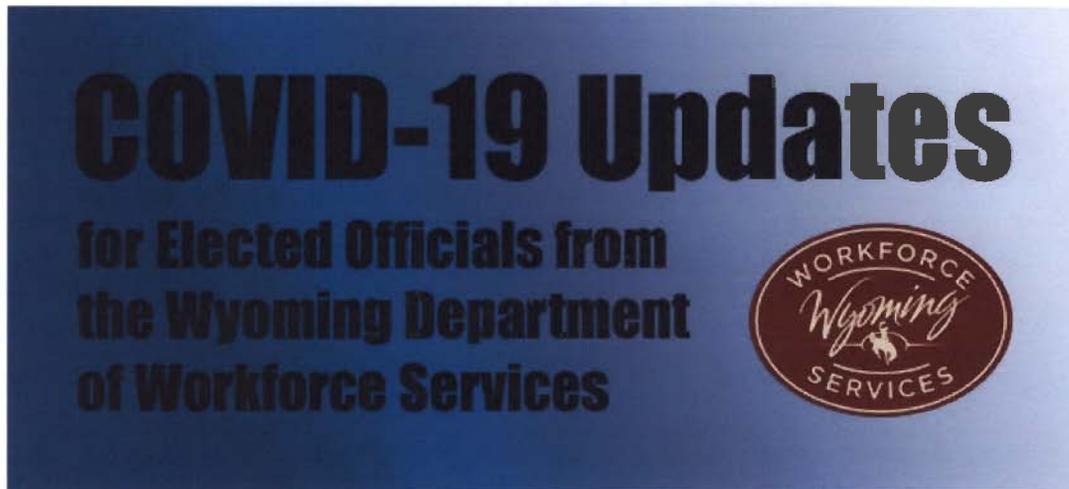
1 message

Wyoming Department of Workforce Services <Wy.dws@public.govdelivery.com>

Wed, Aug 12, 2020 at 4:40 PM

Reply-To: Wy.dws@public.govdelivery.com

To: angelaw@gillettewy.gov



Wednesday, Aug. 12, 2020

Dear Wyoming Elected Officials,

Last weekend, President Donald Trump issued an Executive Order that included, in part, providing \$400 per week to eligible unemployment claimants, in addition to their regular weekly benefit amount.

The Wyoming Department of Workforce Services (DWS) is expecting to receive guidance this week from the Department of Labor on how to properly implement this program and the various funding options that are available for states. We will be working closely with the Wyoming Office of Homeland Security to provide the Governor with the relevant information he needs to appropriately respond on behalf of Wyoming citizens.

Working to reduce workplace fatalities

In the News

Job searches required for Unemployment Insurance

8/11/2020 -- Due to the COVID-19 pandemic, the work search requirement for many Unemployment Insurance claimants was suspended temporarily. But now that businesses are opening again, the Department of Workforce Services (DWS) reminds Unemployment Insurance (UI) claimants that a minimum of two work searches must be completed each week in order to continue receiving UI benefits.

[See the release here >>](#)

DWS places the highest priority on workplace safety. Motor vehicle accidents, followed by contact with an object and falls from heights are the leading causes of workplace deaths in Wyoming.

State Occupational Epidemiologist Meredith Towle has released the Department's annual analysis on workplace fatalities in the state. The report, [Work-Related Fatal Injuries in Wyoming, 2012-2018](#), provides in-depth details on work-related injury fatalities in Wyoming since 2012.

This report provides summaries of workplace deaths by industry, county and other factors, and suggests numerous strategies to help prevent future occurrences.

Unemployment claimants must resume job searches

During the height of the COVID-19 pandemic, many Unemployment Insurance (UI) claimants were exempt from the usual UI requirement to be registered for work in the [WyomingAtWork.com](#) job search platform, and to complete a minimum of two work searches per week.

As businesses have begun to reopen, however, most claimants must be registered in [WyomingAtWork.com](#) and complete those job searches in order to receive continuing UI benefit payments.

There are many employers seeking employees at this time. Our Workforce Centers stand ready to help match job seekers with employers to help reopen our fine state's businesses.

For a list of Workforce Centers in Wyoming, please visit our [Employment & Training web page](#).

We're in this together,

Robin Sessions Cooley
Director
Wyoming Department of
Workforce Services

DWS announces new Internship Grant program

7/29/20 – DWS is offering grants to businesses through the Workforce Development Training Fund (WDTF) to support internship opportunities for up to \$12,480 per intern. [See the release here >>](#)

Resources

[Frequently Asked Questions](#)

[Virtual Town Hall Series](#)

[COVID-19-related Workforce Information](#)

[UI Dashboard](#)

[Wyoming Department of Health COVID-19 Information](#)

[Contact your local Workforce Center](#)

[Department of Labor resources](#)

[DWS COVID-19 News Archive](#)

Visit the DWS COVID-19 Resources Page at
WyomingWorkforce.org/COVID19-Resources



**CITY OF GILLETTE
PARKS AND BEAUTIFICATION BOARD
AGENDA
AUGUST 13, 2020 – 5:30 P.M.
PUBLIC WORKS CONFERENCE ROOM – CITY WEST**

Members:

**Mike Castellanos - Chairperson
Wes Johnson - Vice-Chairperson
Cathrine Gallilee
Angi Klamm
Justin Lay
Megan McManamen
Robin Voigt**

- I. MEETING CALLED TO ORDER**
- II. APPROVAL OF MINUTES**
 - A. July 9, 2020
- III. PUBLIC COMMENT**
- IV. NEW BUSINESS**
 - A. Five Year Parks Master Plan
 - B. Lion Winland Park
- V. OLD BUSINESS**
 - A. Landscape Beautification Awards for July
- VI. STAFF REPORT**
 - A. Track Trails to Council Pre-Meeting – August 18th
 - B. Public Works Projects
- VII. CHAIRPERSON'S / BOARD REPORT**

None
- VIII. ADJOURNMENT**



CITY OF GILLETTE

Parks and Beautification Board
611 N. Exchange Ave. • Gillette, Wyoming 82716
Phone 307.686.5320
www.gillettesy.gov

CITY OF GILLETTE PARKS AND BEAUTIFICATION BOARD MINUTES JULY 9, 2020 5:30 P.M.

PUBLIC WORKS CONFERENCE ROOM – CITY WEST

MEMBERS:

	PRESENT	
	(YES)	(NO)
Justin Lay, Chairperson	(X)	()
Megan McManamen, Vice-Chairperson	(X)	()
Mike Castellanos	(X)	()
Cathrine Gallilee	(X)	()
Wes Johnson	(X)	()
Angi Klamm	()	(X)
Robin Voigt	(X)	()
Meeting Quorum:	(X)	()

STAFF:

Sawley Wilde, Public Works Director
Janie Kuntz, Parks Manager
Troy Tyrrell, Interim Streets Manager
Kim Klein, Senior Administrative Assistant

I. CALL MEETING TO ORDER

Chairperson Lay called the meeting to order at 5:30 p.m.

II. APPROVAL OF MINUTES

Mr. Johnson made a motion to accept the minutes from the June 25, 2020 meeting. Seconded by Ms. Gallilee. All members voted Aye. Motion passed.

III. PUBLIC COMMENT

None

IV. NEW BUSINESS

A. Elections

Mr. Lay nominated Mr. Castellanos for Chairperson. Seconded by Ms. Voigt. All members voted Aye. Motion passed. Ms. Gallilee nominated Mr. Johnson for Vice-Chairperson. Seconded by Mr. Lay. All members voted Aye. Motion passed.

V. OLD BUSINESS

A. 4th of July Parade Recap

Mr. Tyrrell, Interim Streets Manager discussed the parade with the Board. There was a good turnout for the parade, and there was hardly any trash on the street after the parade.

B. Landscape Beautification Award for June

A motion was made by Mr. Johnson to give the Most Beautiful award for June to College Townhomes. Seconded by Ms. Voigt. All members voted Aye. Motion passed. A motion was made by Mr. Johnson to give the Go Green award for June to Maverik. Seconded by Ms. Voigt. All members voted Aye. Motion passed. It was discussed to have the recipients go before Council – discussion will continue.

VI. STAFF REPORT

Mr. Wilde advised the Board that he would like them to come before Council at the end of the summer to talk about the Track Trails Program. It was proposed that the Board make a video with Geno's help to show at the Council meeting, and possibly on "For the Good of The Community" segment as well. It was also mentioned to consider inviting the evening Rotary group to see if they want to attend, as they donated half of the money for the program.

Mr. Wilde told the Board that the new signs are up at ECSC.

Ms. Kuntz shared with the Board that Walmart donated bulbs to the City. Ms. Klein will get a thank you card for the Board to sign at the next meeting.

Mr. Wilde told the Board that the high school softball season will run from March 8th to May 20th, and that the 1st championship game will be played at ECSC.

VII. CHAIRPERSON'S / BOARD REPORT

It was suggested by the Board that if City employees see landscaping (commercial or residential) around town that looks great, to let Mr. Wilde or Ms. Klein know so pictures can be taken and forwarded to the Board.

VIII. ADJOURNMENT

This meeting was adjourned at 6:30 p.m.

RESPECTFULLY SUBMITTED,

Sawley Wilde, Public Works Director
SW/kk



Campbell County Public Land Board Meeting

Agenda

DATE: Thursday, August 13, 2020

TIME: 6:30 PM

AGENDA

1. CALL TO ORDER/ATTENDANCE
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES
 - A. July 9, 2020 CCPLB Board Meeting (**ATTACHMENT "A"**)
 - B. July 9, 2020 Executive Session Meeting
4. CONSENT AGENDA
 - A. Approval of Warrants (**ATTACHMENT "B"**)
5. CITIZEN INPUT
6. CONSTRUCTION REPORT/UPDATE
 - A. CMAR Report
 - B. Major Hail Claim
7. BOARD PROCESS
 - A. Renewal Process of Lease Agreements
8. OPERATIONS REPORT/UPDATE
 - A. Items ED Jeff Esposito and team will discuss:
 - i. Executive Director Report (**ATTACHMENT "C"**)
 - a. Events – Janell
 - b. Operations – Will
 - c. Finance – ReNae
9. MATTERS FOR NOTING
 - A. Correspondence:
 - i. None
 - B. Board Calendar
 - i. **Upcoming Board Meetings**
 - a. September 10, 2020 at 6:30 PM (Workshop begins at 6 PM)
 - b. October 8, 2020 at 6:30 PM (Workshop begins at 6 PM)
 - ii. **Other Meetings/Events**
 - a. None
10. ADJOURNMENT



CALL TO ORDER

Campbell County Public Land Board Meeting was held on July 9, 2020, at CAM-PLEX. The meeting began at 6:30 PM. Meeting was presided over by Chairman Don Hamm.

ATTENDEES

MEMBERS PRESENT: Don Hamm, Robert Quintana, Heidi Gross, Skyler Pownall, Charlene Camblin, Troy Allee, Darin Edmonds

LEGAL COUNSEL: Frank Stevens

STAFF: Jeff Esposito, ReNae Keuck, Janell Paris, Heather Kuhrt, Pam Altenberg, Keith Howard

GUESTS: Trevor Larson *Van Ewing*, Nathan McLeland *City Council Liaison*, Alex Taylor *Gillette News Record*, Kim Fry *Campbell County 4-H*, Meghan Davies *Campbell County 4-H*, Amanda Langley *Campbell County 4-H*, Keith & Blanca Fare *Citizens*, Randy Greer *307 Horse Racing*

1. APPROVAL OF CCPLB AGENDA

A. To approve the July 9, 2020 agenda as presented

Motion: To approve the agenda as presented

Moved: Mr. Quintana

Second: Ms. Gross

Vote: Motion passed unanimously.

2. APPROVAL OF MINUTES

A. To approve the June 11, 2020, CCPLB Meeting Minutes

Motion: To approve June 11, 2020 Board Meeting minutes as presented

Moved: Mr. Quintana

Second: Ms. Camblin

Vote: Motion passed unanimously.

3. CONSENT AGENDA; APPROVAL OF WARRANTS

The Warrants for the July 9, 2020 meeting were reviewed.

- June 2020 Accounts Payable Voucher Numbers 49845 – 49933 (General Fund/Special Events) in the amount of \$821,599.13

- June 2020 Manual Purchase Order Numbers 10495 – 10514 in the amount of \$93,729.16

- June 2020 Payroll Warrants in the amount of \$94,457.49 for the period of 5/17 – 6/20/2020

DISCUSSION: None

Motion: To approve the warrants as presented

Moved: Ms. Gross

Second: Mr. Edmonds

Vote: Motion passed unanimously.

4. CITIZEN INPUT

DISCUSSION:

- Mr. Randy Greer with 307 Horse Racing came to the Board looking for a 5-year exclusivity agreement for Horse Racing at CAM-PLEX. Mr. Greer is also looking to keep renewing this exclusivity into the future. 307 Horse Racing has contracted with CAM-PLEX to bring sixteen live day-races throughout May of 2021 as well as have practice time throughout April 2021. This will bring over 500 head of horses for the live races and 200 for the training session. This will provide a large economic impact as they will be staying in Gillette and Campbell County for about 90 days. 307 Horse Racing is also trying to provide accompanying events to host in the evenings after the races are complete; these include chuckwagon races, Indian relay races, chariot races, and wild horse races. In 2019, horse racing has brought 62 million dollars to Wyoming and 500 additional jobs.

Motion: To grant 307 Horse Racing exclusive access to run flat track horse racing at CAM-PLEX for 5 years, pending approval from the Wyoming Gaming Commission.

Moved: Mr. Quintana

Second: Mr. Allee

Vote: Motion passed unanimously.

- Ms. Kim Fry with the Campbell County 4-H Extension Office presented to the Board an opportunity to build on the CCPLB annual leased land, Clover Corrals. They would like to build a year-round greenhouse on property. The Board directed them to finalize some plans and come back with that information.
- Keith & Blanca Fare described the instance from the Sunday, August 11, 2019 PGI performance, where a rocket went through their roof causing extensive damage to their home. Insurance was notified and adjustors came from both sides. The Fare's have taken it upon themselves to take out a construction loan to fix the damages as things were not progressing. Currently they are back in their home but have not received funds from PGI to cover the damages. They are asking the Board for support and to help make PGI accountable.

Motion: To go into executive session at the end of the meeting to talk about actions CCPLB can take.

Moved: Mr. Quintana

Second: Ms. Camblin

Vote: Motion passed unanimously.

5. CONSTRUCTION REPORT/UPDATE

A. Monthly construction update from Trevor Larson, *Van Ewing Construction*:

DISCUSSION: The remodel construction is nearing completion as they are closing in on final details. Carpet is being installed tomorrow in the South Lobby. The balcony and lobby lounge glass are going up. All LED lighting has been installed, and final painting scuffs are being touched up. Everything is running on track, planned to finish on July 29th.

B. Hail damage update from Trevor Larson, *Van Ewing Construction*:

DISCUSSION: Van Ewing Construction has started repairs on the ticket & check-in shacks as well as the metal panels on the Windmill restrooms & Jockey Building. The bid opening was on June 18th for the majority of the packages. Mr. Larson is going through and comparing bids. Within the next week he plans to release contracts to winning bidders. Since Mr. Kevin Couch was previously on the Hail Claim Committee, Mr. Allee has volunteered to fill his position going forward.

6. BOARD PROCESS

A. Approval of the 2020 Campbell County Fair Contract

DISCUSSION: CAM-PLEX was unsure of how the Campbell County Fair would be impacted by COVID-19 restrictions. The proposed contract is the same template as previous years, the minimum payment was the only change. The Fair has decided to cut a few events, resulting in less work for CAM-PLEX, which is why the original flat rate of \$32,580 was reduced to \$28,000. Mr. Esposito will sign the final document after returned with the Fair Board approval.

Motion: To approve the Campbell County Fair contract as presented.

Moved: Ms. Camblin

Second: Mr. Allee

Vote: Motion passed unanimously.

7. OPERATIONS REPORT/UPDATE

A. General Managers Report:

- i. Mr. Esposito reported that during the Wyoming State Republican Convention a letter was given to staff to preserve any videotaping. We were hired to record the convention by our customer. A copy of the letter was sent to Attorney Frank Stevens and forwarded to the Wyoming Republican Party, stating we maintain a copy but do not release anything unless subpoenaed by court order.

County17 put out an article about the funds granted from the local Convention and Visitors Bureau. The article stated that the CVB had provided \$55,000 towards events at CAM-PLEX. CVB Executive Director, Jessica Seders, stated it was an error and has been corrected that \$11,500 was the actual amount received indirectly. PGI received \$10,000 and \$1,500 went towards the Wyoming State Games Pickleball Tournament.

Mr. Esposito explained the funding for the rest of the renovation project. The \$135,274.44 Energy Hall Kitchen upgrade was not a part of the original project. We have been able to absorb some of that cost, bringing the balance down to \$118,487.35. The remainder can be covered by unspent capital funds from the 2019/2020 fiscal year budget. Part of that capital was for a roofing project totaling \$78,000 that will now be partially paid by insurance proceeds from the hailstorm, providing up to \$50,000. Also, from the capital budget was a remainder of \$65,992.67 from the completed asphalt repair project that budgeted \$400,000. Mr. Esposito is requesting the remaining funds of \$115,992.67 be moved from capital improvements to the renovation project. Additionally, \$60,000 was budgeted in the current fiscal year for new chairs for Energy Hall; however, the existing banquet chairs match the room very well and will be used instead. This \$60,000 will offset any remaining costs for the kitchen remodel as well as finish the ceiling in the Fair Office for \$4,759.56, paint the Administrative Office for \$8,134.63, and the audio/video package for the Energy Hall Conference Room for \$15,000. These funds may still be reduced if CMAR funds are available at the end of the project. After these projects have been covered the remaining of the \$60,000 will be used for any extra projects that may come up after the hail damage claim. The Board is agreeable, and a request will be made to the City and County to request these funds be transferred.

a. Events – Janell

Director of Sales & Marketing, Ms. Janell Paris, reported the marketing team has set sales goals for the upcoming year. Each person's goals vary with their segment focus. The Marketing Department has

also been taking advantage of free trainings offered through our booking software, Ungerboeck. Each week they go over their sales leads and new opportunities, as what our competing facilities are booking. The first theater show will be September 11, 2020. It is a rental event called "Beatles vs. Stones: A Musical Showdown". There will be limited seats to comply with the current COVID-19 restrictions. Mr. Pownall asked if CAM-PLEX was looking into any E-Sports events, as this is a new trend. Ms. Paris said that Sales Manager, Keith Howard has researched various companies.

b. Operations – Will

Executive Director, Jeff Esposito, reported in Director of Operations, Will Hastrieter's, absence that CAM-PLEX has cleaned all stalls except for about 250. Mr. Hastrieter has been working with the Wyoming Honor Conservation Camp & Wyoming Boot Camp out of Newcastle, Wyoming to assist in stall cleaning. The Operations Department has also been very efficient on cutting unnecessary overtime.

c. Finance – ReNae

Director of Finance, Ms. ReNae Keuck, reported the City and County have approved the 2020/2021 Budget. There were a few adjustments made and the Board has received copies of the final documents. Ms. Keuck did not include the Quarterly Summary Report for June 30, 2020 due to the end of the fiscal year. She will provide the Board with the report next month after all year-end adjustments are made. Mr. Pownall asked about the status of our CD's. Ms. Keuck stated 2 of the CD's had matured and were reinvested. The 2019/2020 fiscal year cash carryover amount will be unclear until the year-end is closed.

8. MATTERS FOR NOTING

A. Correspondence: None

B. Board Calendar:

- i. Upcoming Board Meetings:
 - a. August 13, 2020, at 6:30 PM (Workshop begins at 6 PM)
 - b. September 10, 2020, at 6:30 PM (Workshop begins at 6 PM)
- ii. Other meetings/events: None

EXECUTIVE SESSION

The Board broke for executive session at 8:10pm. Executive Session adjourned at 8:25 pm and no action was taken.

Upon reopening the regular meeting Chairman Don Hamm, with the concurrence of the board, directed Executive Director, Jeff Esposito to prepare a letter of support, on behalf of the CAM-PLEX, for the Pronghorn Industrial Park project proposed by the Campbell County Commissioners.

ADJOURNMENT

Meeting adjourned at 8:30 pm.

MINUTES PREPARED BY

Heather Kuhrt, July 10, 2020

MINUTES APPROVED BY

SECRETARY:

[Campbell County Public Land Board] _____ (Signature & Date)



ATTACHMENT B

CCPLB MEMBERS WILL BE E-MAILED

WARRANTS

FOR THIS MONTH'S

APPROVAL

PRIOR TO MEETING.

Your Ideas. Our Expertise. Endless Event Possibilities!

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CAM-PLEX MANAGEMENT REPORT

August 2020

EVENTS

- We are seeing interest to book events from several market segments. COVID-19 precautions and sponsor dollars continue to be the deciding factors. There is not much movement from national groups yet, which is understandable based on the complexity of routing a show through multiple states with varying health orders. Add to that, rehearsals in some areas are not allowed. In short, I don't predict the entertainment industry will rebound. It will slowly recover over the next 1-2 years. We made plans to stream live events. We are focusing on state association business. We are doing everything possible to help local events recover. Campbell County Public Health has been very responsive and understanding of the differences between different types of events. They continue to evaluate events on a case by case basis instead of issuing a blanked rule which is very good for our event producers.

RENOVATION

- The project is just about finished. Some of the last items include some handrails in the theater. All of Energy Hall's operable wall panels are installed. It's really down to just some odds and ends.

HUMAN RESOURCES

- We created a telework policy. We have one employee working two days a week from her home in Spearfish. We will evaluate the program's success after 60-days. We see this as a recruitment and retention tool, and an option worth exploring.

FACILITIES

- Now that we are past the County Fair, we are focusing our energy to making things look new. This is an initiative identified in the 2019-2021 Strategic Plan. The work includes painting, cleaning, organizing outdoor storage areas, etc.

FINANCIAL & PRODUCTIVITY

- I am again including our COVID financial plan for your reference. It is an overview of how we will remain on budget if COVID-19 related event cancellations were to continue. It's not a blueprint, but it's a good road map. We will adjust as needed. All numbers are approximate.
 - The upcoming budget assumes we earn approximately \$600,000 in event revenue.
 - We are not rehiring four positions to save \$300,000 in salary/benefit costs annually.

- We are not rehiring part-time positions saving the salary and overtime for \$138,000 in savings.
- There is no full-time overtime, currently budgeted at \$73,000.
- This brings the necessary event revenue to \$89,000 which is achievable.
- We will continue to closely monitor and respond to the financial outlook.

Thank you.



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Gillette, Wright, Campbell County
Fire Protection Joint Powers Board of Directors
AUGUST 12, 2020
5:30 p.m.
Station 1 Community Room

ATTENDANCE

Board Members:

_____ Chris Beltz- Chairman	_____ Bruce Brown
_____ Joe Case- Vice-Chair	_____ Jason Hawk
_____ Bill Sims -Sec/Tres	_____ Jeff Boardman
_____ Trent Jones	

INVITED STAFF MEMBERS:

_____ Fire Chief Jeff Bender	_____ Director of Finance Juli Pierce
_____ Deputy Chief JR Fox	_____ Jerrica Sprague/Geneva Wickham
_____	_____
_____	_____
_____	_____

INVITED GUESTS:

_____ Joe Hallock (Stevens, Edwards, Hallock, & Carpenter, P.C.)
_____ DG Reardon (County Commissioner & Liaison to the Fire Board)



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
CALL TO ORDER/INTRODUCTIONS/ADDITIONS & DELETIONS
AUGUST 12, 2020

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



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
CALL TO ORDER/INTRODUCTIONS/ADDITIONS & DELETIONS
AUGUST 12, 2020

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
 AUGUST 12, 2020 - Discussion/Approval

6. CONSENT AGENDA APPROVAL ITEMS

6.1 Regular Board Meeting Minutes

JOINT POWERS FIRE BOARD
 MEETING MINUTES
 July 8, 2020

ATTENDANCE: Bill Sims, Joe Case, Trent Jones, Chris Beltz, Jason Hawk, Bruce Brown
 Absent: Jeff Boardman

STAFF and GUESTS: Chief Bender, Comptroller Juli Pierce, Admin Assistant Geneva Wickham, Attorney Joe Hallock, Chief JR Fox, Chief Bryan Borgialli, Captain Doug Rigsby, Chief Dale Izatt, Commissioner Chairman DG Reardon, Sam Clikeman

1.0 CALL TO ORDER

Board Vice Chairman Joe Case called the meeting to order at 1732 hours at the Campbell County Fire Department Station One in Gillette, Wyoming.

3.0 WELCOME AND INTRODUCTIONS

Vice Chairman Case introduced the attendees who are listed above under the heading "Staff and Guests."

4.1 BUSINESS ADDITIONS AND DELETIONS

4.2 AGENDA APPROVAL

Motion Chris Beltz moved, seconded by Jason Hawk, to approve the meeting agenda as presented.

Chris Beltz	yes	Bruce Brown	yes
Bill Sims	yes	Trent Jones	yes
Joe Case	yes	Jeff Boardman	absent
Jason Hawk	yes		

The motion carried.

5.0 PUBLIC COMMENT

Commissioner DG Reardon spoke to the Fire Department and Fire Fighters working hard to keep the 4th of July celebration safe and going despite the dry conditions.

6.0 APPROVE CONSENT AGENDA

Motion Trent Jones moved, seconded by Bill Sims, to approve the Consent Agenda.

Chris Beltz	yes	Bruce Brown	yes
Bill Sims	yes	Trent Jones	yes
Joe Case	yes	Jeff Boardman	absent
Jason Hawk	yes		

The motion carried.



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 PUBLIC COMMENTS/CONSENT AGENDA/MINUTES
 AUGUST 12, 2020 - Discussion/Approval

7.1 MANUAL CHECKS

☛ Motion Chris Beltz moved, seconded by Trent Jones, to approve payment of the Manual Checks totaling \$622,963.28.

Chris Beltz	yes	Bruce Brown	yes
Bill Sims	yes	Trent Jones	yes
Joe Case	yes	Jeff Boardman	absent
Jason Hawk	yes		

The motion carried.

8.1.1 FY CASH POSITION

Comptroller Pierce said we continue to do well on cash balance as of 6/30 not 6/3. It looks like we end the year with \$912,048.16; however, part of that is for insurance payments to be carried over for hail damage repair equaling \$288,645. We are still processing end of year payments and grant receivables, and we should end the year with a little under 8% totaling around \$450,000.

Fire Vehicle Depreciation account with unencumbered funds: \$4,381,310.07

Facility Maintenance account: \$50,646.07

Equipment Replacement: \$502,521.74

I will finalize June interest when we receive it from the City of Gillette. We also have received reimbursement for the Engine 5 payment from the City.

8.1.2 BUDGET VS ACTUAL

Comptroller Pierce said we currently have 11.24% left. We still have some expenses coming in and once those are paid, we will be left with that rough 8%. I have made some adjustments (action item) to clean up some of those negative amounts where we are over in budget line items. Such as over time, board expenses, wellness, janitorial, utilities. Covid19 expenses totaled \$10,885 and we are submitting those to the county for a 75% reimbursement.

8.1.3 FY POLICY REVIEW

First reading:

Shift Trade Policy- We haven't had a lot of guidance for shift trades, it is our job to make sure whatever shift is leaving the Station for an emergency will be standard, all the same levels of excellence within the fiscal year. With this policy, it defines when the trades must be fulfilled and what happens if the trade is not executed: IE- someone trades and then the person who accepted the trade is sick, the original person gets charged the sick time.

Overtime Administration and Maintenance Personnel- This is a policy covering our administrative hourly employees and the shop personnel... total of 4 personnel, Jerrica, Geneva, Dan G and Chris K. This is to help with the need to flex time when there is no ability to do so due to the demands of the work week. IE- Board week for admin assistance covering Board meetings. This is copied from the County policy book and adapted to the Fire Department.

Overtime Operations Personnel- Chief Fox mentioned this policy is not any different than what we had before, except it has been specified for Operations Personnel only as opposed to all staff, Administrative and Maintenance staff were removed from this and created their own.

Informational:

Certification Pay Procedure- Part of the compensation study was creating a certification pay procedure, this is trying to encourage progression through the organization. You get compensation for reaching each track, incentivizing the next track for progression.

Suppression Employee Evaluation- This is a specific fire fighter tool to evaluate all our suppression staff with very specific language for fire personnel. County HR was open to letting the Fire Department to use their own tool to evaluate.

8.2.1 CALL REVIEW

Chief Bender said the obvious thing we see at this time of year is the uptake in fires, going along with wildland season. We noticed a surge in calls after people being released from lockdown of Covid. We were assisting on a



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
PUBLIC COMMENTS/CONSENT AGENDA/MINUTES
AUGUST 12, 2020 - Discussion/Approval

Johnson County incident; we want to make sure we are sending our people to incidences with good command to make sure everyone goes home safe.

Chief Fox presented a dispatch log and data for June 24th for the three incidents that were dispatched and what our response time was. Board member Hawk asked that a narrative be created for each time we are stacked with calls to help support the needs for staffing.

Some upgrades to ERS will allow us to pull reports much easier to get the data to show our staffing needs.

8.2.2 TRAINING REPORT

June 2020

June Training Highlights

During June, 54 training classes were held. 1579 hours of training were recorded with 455 participants.

Department wide training for the month of June focused on wildland strategies and tactics to include apparatus inventory and progressive hose lays.

During June S-130, S-190, and L-180 was offered for seasonal employees, recruit firefighters and outside agency personnel. 20 people attended these weekend classes.

From June 8th through June 19th the seasonal employee Critical 80 training was conducted. This is required training each year of seasonal employees on all facets of wildland firefighting to include CPR, incident command, apparatus use, and defensive driving.

2020 Recruit Academy

The training division concluded the 2020 recruit academy in June with eight personnel completing it. In June, live fire training was conducted to complete the State of Wyoming practical skills evaluations. The live fire training consisted of three burn rooms, vehicle fires, and dumpster fires.

Certifications Issued

State of Wyoming Firefighter 1

- Ry Muzzarelli
- Alex Gunn
- William Johnson
- Brendan Trujillo
- Jeff Bothelo

State of Wyoming Apparatus Driver Operator – Pumper

- Michael McReynolds

State of Wyoming Fire Instructor 1

- Louis Martell

8.2.3 FACILITY UPDATE/ GENERAL INFORMATION

We did have some hail damage on buildings and apparatus from the last hailstorm, we are hoping to have the adjusters out soon and getting the damage repaired quickly. With this season, Chief Bender has a real appreciation for our rural firefighters, they know the land and really help with calls and make a huge difference. There is a partial burn ban that went into effect last night (July 7th). We also had trucks in Big Iron Auction- and we made over \$51,000 on those and that money will be going into that apparatus replacement account. We received a homeland security grant for \$36,000 as well. We will be putting our full time and part time fire fighters through a training for our new Engine 5. We were part of a training at the Airport and will look at making improvements. Mike McReynolds will be stepping up from the part time ranks to a full-time station position. The recruitment period has opened and will close September 28th. Based on budget and resources available, we have been approved to open a Captain position to help with supporting the training BC and also be a support/supervision for seasonal hires every year- encourage more support and training to make them more usable and have them come back yearly. We also updated our organization chart, adding the position of Deputy Chief of Operations in place of one of our Division Chiefs also the Comptroller position was renamed by the County to Director of Finance.



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 PUBLIC COMMENTS/CONSENT AGENDA/MINUTES
 AUGUST 12, 2020 - Discussion/Approval

9.0 BOARD ACTION ITEMS

9.1 Surplus Hose

• Motion Bills Sims moved, seconded by Chris Beltz, to approve the Fire Department to surplus hoses.

Chris Beltz	yes	Bruce Brown	yes
Bill Sims	yes	Trent Jones	yes
Joe Case	yes	Jeff Boardman	absent
Jason Hawk	yes		

The motion carried.

9.2 Board Elections

Nomination of Chairman of the Fire Board:

Bill Sims nominated Chris Beltz as Chairman; Chris Beltz accepted the nomination.

Bruce Brown nominated Joe Case as Chairman: Joe Case accepted the nomination.

Votes in consideration of Chairman are as follows

Jeff Boardman	absent
Chris Beltz	Chris Beltz
Joe Case	Joe Case
Jason Hawk	Chris Beltz
Trent Jones	Chris Beltz
Bill Sims	Chris Beltz
Bruce Brown	Joe Case

Chris Beltz was elected as Chairman. The motion carried.

Nomination of Vice Chairman of the Fire Board:

Jason Hawk nominated Joe Case; Joe Case accepted the nomination.

Votes in consideration of Joe Case are as follows

Jeff Boardman	absent
Chris Beltz	Joe Case
Joe Case	Joe Case
Jason Hawk	Joe Case
Trent Jones	Joe Case
Bill Sims	Joe Case
Bruce Brown	Joe Case

Joe Case was elected as Vice- Chairman. The motion carried.

Nomination of Secretary/Treasurer of the Fire Board:

Joe Case nominated Bill Sims; Bill Sims accepted the nomination.

Votes in consideration of Bill Sims are as follows

Jeff Boardman	absent
Chris Beltz	Bill Sims
Joe Case	Bill Sims
Jason Hawk	Bill Sims
Trent Jones	Bill Sims
Bill Sims	Bill Sims
Bruce Brown	Bill Sims

The motion carried.



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
PUBLIC COMMENTS/CONSENT AGENDA/MINUTES
AUGUST 12, 2020 - Discussion/Approval

9.3 Add new Board Member to account

☛ Motion Jason Hawk moved, seconded by Trent Jones, to approve Bruce Brown and Chris Beltz to be added to the bank account at FNB.

Chris Beltz	yes	Bruce Brown	yes
Bill Sims	yes	Trent Jones	yes
Joe Case	yes	Jeff Boardman	absent
Jason Hawk	yes		

The motion carried.

9.4 2019-2020 Budget transfers (see attached)

☛ Motion Bruce Brown moved, seconded by Bill Sims, to approve the budget transfers for 2019-2020.

Chris Beltz	yes	Bruce Brown	yes
Bill Sims	yes	Trent Jones	yes
Joe Case	yes	Jeff Boardman	absent
Jason Hawk	yes		

The motion carried.

9.5 2020-2021 Final Budget

☛ Motion Bruce Brown moved, seconded by Trent Jones, to approve the final budget for 2020-2021.

Chris Beltz	yes	Bruce Brown	yes
Bill Sims	yes	Trent Jones	yes
Joe Case	yes	Jeff Boardman	absent
Jason Hawk	yes		

The motion carried.

9.6 Remove Cory Bryngelson from the bank account.

☛ Motion Jason Hawk moved, seconded by Trent Jones, to approve the removal of former board member Cory Bryngelson from the bank account.

Chris Beltz	yes	Bruce Brown	yes
Bill Sims	yes	Trent Jones	yes
Joe Case	yes	Jeff Boardman	absent
Jason Hawk	yes		

The motion carried.

12.0 ADJOURNMENT

☛ Motion Jason Hawk moved, seconded by Trent Jones to adjourn meeting at 1934 hours.

Chris Beltz	yes	Bruce Brown	yes
Bill Sims	yes	Trent Jones	yes
Joe Case	yes	Jeff Boardman	absent
Jason Hawk	yes		

The motion carried.

Respectfully Submitted,

Chairman Chris Beltz

Attest: Juli Pierce



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
APPROVAL OF EXPENDITURES
AUGUST 12, 2020 - Discussion/Approval

6.2 Monthly Expenditures

Campbell County Fire Department
Check Run **MONTH/YEAR**

(Will be submitted at the Board Meeting)



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
APPROVAL OF EXPENDITURES
AUGUST 12, 2020 - Discussion/Approval

7. EXPENDITURE APPROVAL

7.1 Approval of Manual Checks

MANUAL CHECKS:

IRS	WDL000004133	\$18,033.96
IRS	WDL000004135	\$1,223.85
IRS	WDL000004141	\$19,558.07
IRS	WDL000004143	\$49.09
IRS	WDL000000000	\$3,687.93
WYOMING STATE FORESTRY	59024	\$99,431.77
CAMPBELL CO TREASURER	59066	\$3,212.83
CENTURY LINK	59067	\$15.96
ORCHARD TRUST	59068	\$1,713.00
SANDER ORENT	59069	\$140.00
PURCHASE POWER	59070	\$500.00
STITCH LLC	59071	\$97.12
VERIZON WIRELESS	59072	\$790.27
WYOMING CHILD SUPPORT ENFORCEMENT	59073	\$839.70
NCPERS GROUP LIFE INS.	59074	\$128.00

\$149,421.55



8. BOARD REVIEW/FYI ITEMS

8.1 Financial and Policy Review

Procedures:

PPE and Uniform Procedure

8.1.1 Cash Position

As of 07/31/2020

Beginning Balance as of 07/01/2020		<u><u>\$912,048.16</u></u>
Revenues:		
Misc: Income		\$9,800.61
VFIS - Insurance Claim (Eng 5)	\$6,362.90	
Pacific Steel - Recycle	\$37.00	
STATE OF WYOMING - RERT Responses	\$3,260.71	
Dr. Sander Orent- Voided Check	\$140.00	
Rental Fees		\$6,368.85
USDA - Stn 9 Rental \$6600-\$231.15 (cc fees)	\$6,368.85	
Capital & Operating Funds		\$1,576,119.83
CC TREASURER	\$913,980.97	
CITY OF GILLETTE	\$630,557.68	
Town of Wright	\$31,491.48	
Town of Wright	\$89.70	
Interest	\$158.22	\$158.22
	Total Revenue	<u><u>\$1,592,447.51</u></u>
	Balance before Disbursements	<u><u>\$2,504,495.67</u></u>
Disbursements:		
Accounts Payable Approved at 07/08/2020 Board Meeting		\$125,581.08
Manual Checks		\$149,421.55
Payroll		\$193,774.92
Total Disbursements		<u><u>\$468,777.55</u></u>
Ending Balance as of 07/31/20		<u><u>\$2,035,718.12</u></u>



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
BOARD REVIEW/FYI ITEMS
AUGUST 12, 2020 - Information/Review

**Vehicle Depreciation Account
FY2020**

Balance as of:	6/30/2020
7/1/2019 Wyostar Balance - Fire Vehicle Depreciation Account	4,643,522.89
Town of Wright Contribution to Wyostar Account (includes Hazmat & Command409 contribution)	19,586.00
City of Gillette Contribution to Wyostar Account (includes Hazmat contribution)	850,000.00
Campbell County Contribution to Wyostar Account (includes Hazmat & Command 409 contribution)	969,508.00
Sale of Fire Vehicles	26,234.44
Payment to Fire Department (Final payment for Engines 12 & 13, Pre-payment for Engine 5)	(843,061.00)
Payment to Fire Department (Command Vehicle)	(65,770.12)
Payment to Fire Department (Final payment for Engine 5)	(434,500.00)
FY2020 Interest:	
July 2019	9,956.90
August 2019	11,559.56
September 2019	10,512.71
October 2019	11,225.51
November 2019	7,911.47
December 2019	8,562.01
January 2020	8,730.62
February 2020	7,841.04
March 2020	7,380.42
April 2020	4,660.18
May 2020	2,449.44
June 2020	3,466.84
6/30/2020 Ending Balance	<u>5,259,776.91</u>
Encumbered Funds	
Hazmat Truck - Bid Accepted	<u>(875,000.00)</u>
	<u>(875,000.00)</u>
6/30/2020 Unencumbered Funds	<u><u>4,384,776.91</u></u>



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
BOARD REVIEW/FYI ITEMS
AUGUST 12, 2020 - Information/Review

**CCFD Facilities Maintenance
FY2020**

Balance as of:		6/30/2020
7/1/2019	Wyostar Balance - CCFD Facilities Maintenance Account	-
	Town of Wright Contribution to Wyostar Account	500.00
	City of Gillette Contribution to Wyostar Account	24,750.00
	Campbell County Contribution to Wyostar Account	24,750.00
	Payment to Fire Department	-
	FY2020 Interest:	
	July 2019	30.61
	August 2019	51.80
	September 2019	65.24
	October 2019	86.06
	November 2019	63.66
	December 2019	75.33
	January 2020	76.81
	February 2020	68.98
	March 2020	64.93
	April 2020	41.00
	May 2020	21.65
	June 2020	31.83
6/30/2020	Ending Balance	<u>50,677.90</u>
	Encumbered Funds	0
6/30/2020	Unencumbered Funds	<u><u>50,677.90</u></u>

**CCFD Equipment Replacement
FY2020**

Balance as of:		6/30/2020
7/1/2019	Wyostar Balance - CCFD Equipment Replacement Account	-
	Town of Wright Contribution to Wyostar Account	2,500.00
	City of Gillette Contribution to Wyostar Account	247,500.00
	Campbell County Contribution to Wyostar Account	247,500.00
	Payment to Fire Department	-
	FY2020 Interest:	
	July 2019	152.70
	August 2019	259.01
	September 2019	433.97
	October 2019	642.88
	November 2019	475.52



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 BOARD REVIEW/FYI ITEMS
 AUGUST 12, 2020 - Information/Review

	December 2019	562.69
	January 2020	573.77
	February 2020	655.35
	March 2020	644.27
	April 2020	406.81
	May 2020	214.77
	June 2020	315.78
6/30/2020	Ending Balance	502,837.52
	Encumbered Funds	0
6/30/2020	Unencumbered Funds	502,837.52

8.1.2 3rd and 4th Quarter Journal Entries

1/24/2020			
79-01-7005-0000	Personal Protective Gear	\$58.89	
79-01-7010-0000	Full Time Employees Uniforms		\$58.89
**Fix Coding Error			
1/21/2020			
79-01-5751-0000	Campbell County Appropriation		\$840,080.81
		\$840,080.8	1
79-01-5752-0000	City of Gillette Appropriation	1	
**Fix Coding Error			
2/5/2020			
79-01-5220-0000	Interest Earned		\$8,616.65
79-01-5230-0000	WYOSTAR Interest	\$8,616.65	
79-01-6211-0000	Software Yearly Fees	\$2,388.00	
79-01-6250-0000	Other Professional Services		\$2,388.00
** Post Wyostar Interest & Fix Coding Error			
1/31/2020			
79-01-5815-0000	Miscellaneous Income		\$20,544.01
79-02-7200-1700	Fire Suppression	\$20,544.01	
** Fix coding Error			
1/31/2020			
79-00-2130-0000	Accrued Employee Retirement		\$142.35
79-00-2130-0000	Accrued Employee Retirement		\$153.31
79-01-7545-0000	Benefit Expenditures	\$142.35	
79-01-7545-0000	Benefit Expenditures	\$153.31	



Gillette, Wright, Campbell County Fire Protection
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** Fix Retirement Calculation

1/31/2020

79-00-2121-0000	Accrued Medical Flex - Even		\$27.00
79-00-2123-0000	Accrued Medical Flex - Odd	\$27.00	
79-00-2126-0000	Accrued Health Savings Account	\$22,000.00	
79-00-2130-0000	Accrued Employee Retirement	\$0.01	
79-00-2131-0000	Accrued Firefighter Retirement		\$0.10
79-00-2132-0000	Deferred Compensation	\$380.00	
79-01-7545-0000	Benefit Expenditures		\$0.01
79-01-7545-0000	Benefit Expenditures	\$0.10	
79-01-7545-0000	Benefit Expenditures		\$380.00
79-01-7545-0000	Benefit Expenditures		\$22,000.00

** Fix Coding Error on Yearly Company Benefit share

2/29/2020

79-00-2114-0000	Accrued Life Insurance		\$40.00
79-00-2114-0000	Accrued Life Insurance		\$40.00
79-00-2114-0000	Accrued Life Insurance		\$12.60
79-00-2114-0000	Accrued Life Insurance		\$10.00
79-00-2114-0000	Accrued Life Insurance	\$9.50	
79-01-7545-0000	Benefit Expenditures	\$93.10	

** Fix Life insurance Accrual

2/20/2020

79-00-1151-0000	Cash Account		\$11,509.93
79-00-2102-0000	Accrued Federal Withholding	\$7,939.83	
79-00-2103-0000	Accrued FICA	\$1,392.74	
79-00-2104-0000	Accrued Medicare	\$2,177.36	

** Post FICA Payments

2/27/2020

79-00-1151-0000	Cash Account		\$961.16
79-00-2102-0000	Accrued Federal Withholding	\$251.04	
79-00-2103-0000	Accrued FICA	\$575.54	
79-00-2104-0000	Accrued Medicare	\$134.58	

** Post Fica Payments

2/29/2020

79-00-2132-0000	Deferred Compensation	\$160.00	
79-01-7545-0000	Benefit Expenditures		\$160.00

** Fix Posting Error

2/26/2020



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79-00-1151-0000	Cash Account	\$881.00	
79-01-5815-0000	Miscellaneous Income		\$500.00
79-02-7555-1700	Part Time Retirement		\$180.00
79-02-7555-1700	Part Time Retirement		\$21.00
79-02-7555-1700	Part Time Retirement		\$180.00
** Fix Deposit Entry			
	4/9/2020		
79-03-5751-3000	Campbell County Capital		\$5,525.82
79-03-5752-3000	City of Gillette Capital	\$5,525.82	
** Fix Coding Error			
	4/24/2020		
79-01-5815-0000	Miscellaneous Income		\$2,000.00
79-01-6312-0000	Wellness Program	\$2,000.00	
** Move Revenue posting			
	3/5/2020		
79-00-2102-0000	Accrued Federal Withholding		\$1,414.54
79-00-2102-0000	Accrued Federal Withholding	\$9,126.43	
79-00-2103-0000	Accrued FICA		\$2,403.44
79-00-2103-0000	Accrued FICA	\$1,414.54	
79-00-2104-0000	Accrued Medicare		\$9,126.43
79-00-2104-0000	Accrued Medicare	\$2,403.44	
** Fix coding error			
	4/22/2020		
79-01-6620-0100	Telephone Expense - STA 1		\$468.95
79-01-6620-0300	Telephone Expense - Sta 3	\$468.95	
** Fix Coding Error			
	6/15/2020		
79-01-6345-0100	Office Supplies - STA 1	\$149.00	
79-02-7600-0000	COVID-19 EXPENSES		\$149.00
** Fix Coding Error			
	6/15/2020		
79-02-7200-1700	Fire Suppression		\$95.50
79-02-7600-0000	COVID-19 EXPENSES	\$95.50	
** Fix Coding Error			
	6/15/2020		
79-01-6120-0000	Board Expenses - JPFB	\$17.50	
79-02-7600-0000	COVID-19 EXPENSES		\$17.50



Gillette, Wright, Campbell County Fire Protection
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** Fix Coding Error

6/8/2020

79-01-7020-1600	Operating Supplies - Haz Mat	\$27.00	
79-02-7600-0000	COVID-19 EXPENSES		\$27.00

** Fix Coding Error

6/30/2020

79-00-1151-0000	Cash Account	\$1.00	
79-00-1900-0000	Suspense		\$1.00

** Fix Closure of Grant Acct

6/30/2020

79-00-1530-0000	Accounts Receivable	\$2,955.13	
79-00-1530-0000	Accounts Receivable	\$305.58	
79-01-5823-0000	RRT Response Reimb Revenue		\$2,955.13
79-01-5823-0000	RRT Response Reimb Revenue		\$305.58

** Accrue RERT Response Revenue

6/30/2020

79-00-1530-0000	Accounts Receivable	\$35,196.00	
79-00-1530-0000	Accounts Receivable	\$550.52	
79-00-1530-0000	Accounts Receivable	\$93,060.00	
79-00-1530-0000	Accounts Receivable	\$3,974.00	
79-03-5825-3000	RRT Grant 17-GPD-RR1-HRT17		\$35,196.00
79-03-5826-3000	18-SHSP-RR1-RR-HRT18 Revenue		\$550.52
79-03-5827-3000	19-SHSP-RR1-RR-HRT19 - REVENUE		\$97,034.00

** Accrued Grant Revenue

6/30/2020

			\$288,645.00
79-00-2030-1000	Deferred Revenue		0
		\$288,645.00	
79-01-5820-0000	Insurance Repair Reimbursements	0	

** Deferred Insurance Reimb.

6/30/2020

79-01-6600-0100	Utilities - STA 1	\$27,000.00	
79-01-6600-0100	Utilities - STA 1		\$35,019.19
79-01-6700-0100	Building Maintenance	\$27,000.00	
79-01-6700-0100	Building Maintenance	\$35,019.19	

** Fix coding Error

6/30/2020



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79-00-1530-0000	Accounts Receivable	\$4,354.60	
79-03-5826-3000	18-SHSP-RRI-RR-HRT18 Revenue		\$4,354.60
** Accrue Grant Revenue			
6/30/2020			
79-00-1530-0000	Accounts Receivable	\$14,461.11	
79-00-1530-0000	Accounts Receivable	\$2,109.61	
79-02-7200-1700	Fire Suppression		\$14,461.11
79-02-7200-1700	Fire Suppression		\$2,109.61
** Out of County Fire Billing Accrual			

8.1.3 FY 2020-2021 Budget vs. Actual Statement

Budget Vs Actual - CCFD

CAMPBELL COUNTY FIRE DEPT

8/7/2020
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	Budget	2020	Variance	% LEFT
Appropriations:				
Campbell County Appropriation	3,480,000	913,253	(2,566,747)	(73.76%)
City of Gillette Appropriation	2,400,000	629,830	(1,770,170)	(73.76%)
Town of Wright	120,000	31,491	(88,509)	(73.76%)
Total Appropriations	6,000,000	1,574,574	(4,425,426)	(73.76%)
Fees, Donations & Misc:				
Training Center Rental Fees	4,000	0	(4,000)	(100.00%)
Total Fees, Donations & Misc	4,000	0	(4,000)	(100.00%)
Other Income:				
Interest Earned	1,000	158	(842)	(84.18%)
Miscellaneous Income	0	6,406	6,406	0.00%
Cash Carry Over	132,913	0	(132,913)	(100.00%)
Total Other Income	133,913	6,564	(127,349)	(95.10%)
Total Revenues	6,137,913	1,581,138	(4,556,775)	(74.24%)
Gross Profit	6,137,913	1,581,138	(4,556,775)	(74.24%)
Salary Expenses:				
Salaries	2,288,125	172,109	2,116,016	92.48%
Wellness Incentive Payments	4,500	0	4,500	100.00%
Maintenance Overtime	5,000	830	4,170	83.40%
Suppression Overtime	70,000	12,190	57,810	82.59%
Project/Meeting Overtime	10,000	194	9,806	98.06%



Gillette, Wright, Campbell County Fire Protection
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 BOARD REVIEW/FYI ITEMS
 AUGUST 12, 2020 - Information/Review

Shift Coverage OT	100,000	9,701	90,299	90.30%
Training Overtime	20,000	592	19,408	97.04%
Part-time Temporary (Seasonal)	90,000	27,604	62,396	69.33%
Part Time Pay	175,000	19,356	155,644	88.94%
Total Salary Expenses	2,762,625	242,577	2,520,048	91.22%
Employee Taxes & Benefits:				
Tax Expenditures	203,790	8,423	195,367	95.87%
Benefit Expenditures	1,393,247	103,978	1,289,269	92.54%
Part Time Retirement	12,000	1,256	10,744	89.53%
Total Employee Taxes & Benefits	1,609,037	113,657	1,495,380	92.94%
Other Employee Expenses				
Total Employee Salaries & Benefits	4,371,662	356,234	4,015,428	91.85%
Administration Expenses:				
Board Expenses - JPFb	3,500	0	3,500	100.00%
Legal Counsel	35,000	0	35,000	100.00%
Software Yearly Fees	15,000	998	14,003	93.35%
Computer Contract Fees	80,000	10,000	70,000	87.50%
Other Professional Services	5,000	2,388	2,612	52.24%
Criminal Background Checks	2,400	507	1,893	78.88%
Medical Physicals	35,000	574	34,427	98.36%
Wellness Program	3,500	0	3,500	100.00%
Legal Notices	1,000	0	1,000	100.00%
Postage and Freight	2,500	500	2,000	80.00%
Office Supplies - STA 1	23,000	468	22,532	97.96%
Supplies - Pub Ed	10,000	272	9,728	97.28%
Firefighter Recognition	15,000	0	15,000	100.00%
Volunteer Recruitment and Retention	15,000	129	14,871	99.14%
Staff Development - Administration	6,000	0	6,000	100.00%
Community Investment	1,000	0	1,000	100.00%
Insurance / General Liability	215,000	2,797	212,203	98.70%
Total Administration Expenses	467,900	18,632	449,268	96.02%
Training Expenses:				
Supplies - Training Audio Visual	5,000	152	4,848	96.96%
Supplies - AMFTC Classroom Expenses	8,000	241	7,759	96.99%
Staff Development - Training	60,000	3,763	56,237	93.73%
Recruit Academy	8,000	0	8,000	100.00%
Utilities - AMFTC	7,000	32	6,968	99.54%
Training Center Repairs	6,000	0	6,000	100.00%
Part Time Certification & Training	15,000	0	15,000	100.00%
Total Training Expenses	109,000	4,188	104,812	96.16%



Gillette, Wright, Campbell County Fire Protection
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Maintenance Expenses:

Utilities - Shop	17,000	208	16,792	98.78%
Janitorial Services - Shop Coveralls	2,500	202	2,298	91.90%
Operating Supplies - Shop	7,000	405	6,595	94.21%
Shop Tools	5,000	689	4,311	86.22%
Vehicle Maintenance	130,000	22,923	107,077	82.37%
Total Maintenance Expenses	161,500	24,427	137,073	84.87%

Building & Utility Expenses:

Cleaning Supplies	8,000	0	8,000	100.00%
Utilities - STA 1	70,000	898	69,102	98.72%
Utilities - Sta 2	7,000	31	6,969	99.56%
Utilities - Sta 3	11,000	186	10,814	98.31%
Utilities - Sta 4	5,200	29	5,171	99.43%
Utilities - Sta 7	11,000	66	10,934	99.40%
Utilities - Sta 9	20,000	397	19,603	98.01%
Utilities - Sta 10	4,000	0	4,000	100.00%
Utilities - Sta 11	6,000	0	6,000	100.00%
Utilities - Sta 12	4,000	0	4,000	100.00%
Utilities - Sta 13	5,500	0	5,500	100.00%
Utilities - Rural	20,000	0	20,000	100.00%
Telephone Expense - STA 1	24,000	2,595	21,405	89.19%
Telephone Expense - Sta 3	2,000	308	1,692	84.62%
Telephone Expense - Sta 7	2,000	158	1,842	92.09%
Telephone Expense - Sta 9	5,000	357	4,643	92.87%
Building Maintenance	228,000	90	227,910	99.96%
Total Building & Utility Expenses	432,700	5,116	427,584	98.82%

Suppression & Operations Expenses:

Board Expenses - Chief Officers	750	0	750	100.00%
Dispatch Fees	60,000	15,000	45,000	75.00%
Periodicals - Haz Mat	1,000	0	1,000	100.00%
Periodicals - Inspections /Code Manuals	1,526	0	1,526	100.00%
Association Fees - Inspections	693	0	693	100.00%
Association Fees - Investigations	1,000	0	1,000	100.00%
Supplies - Inspection	2,000	0	2,000	100.00%
Mobile Phones	12,000	790	11,210	93.41%
Personal Protective Gear	85,000	1,205	83,795	98.58%
Full Time Employees Uniforms	30,000	316	29,684	98.95%
Part-Time Uniforms	22,000	0	22,000	100.00%
Operating Supplies - Medical	9,500	22	9,478	99.77%
Operating Supplies - Wildland	18,000	3,665	14,335	79.64%
Operating Supplies - Haz Mat	10,000	0	10,000	100.00%
Operating Supplies - Flags	1,000	0	1,000	100.00%
Operating Supplies - Investigations	750	0	750	100.00%
Lab Processing - Investigations	1,000	0	1,000	100.00%



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 BOARD REVIEW/FYI ITEMS
 AUGUST 12, 2020 - Information/Review

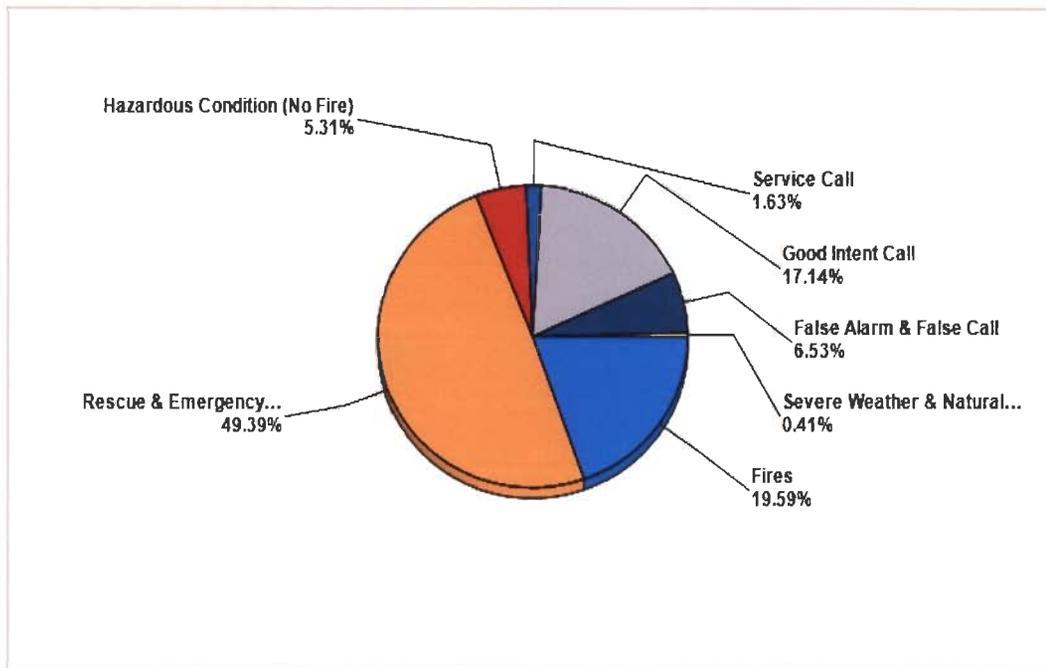
Ladder - Aerial Apparatus Testing	5,000	0	5,000	100.00%
Radio Maintenance	11,000	859	10,141	92.19%
SCBA Maintenance	20,000	0	20,000	100.00%
Equipment Maintenance	25,000	152	24,848	99.39%
Gasoline/Fuel	75,000	3,918	71,082	94.78%
Saw Maintenance	3,500	0	3,500	100.00%
Fire Suppression	100,000	3,828	96,172	96.17%
Project Fires	0	7,258	(7,258)	0.00%
Emergency Fire Suppression Account	99,432	99,432	0	0.00%
Total Suppression & Operations Expenses	595,151	136,445	458,706	77.07%
Other Expenses:				
COVID-19 EXPENSES	0	1,286	(1,286)	0.00%
Total Other Expenses	0	1,286	(1,286)	0.00%
Total Operating Expenses	6,137,913	546,327	5,591,586	91.10%
Net Operating Income	0	1,034,811	1,034,811	0.00%
Grant Revenue:				
Unanticipated Grant Revenue	50,000	0	(50,000)	(100.00%)
STATE FIRE ASSISTANCE GRANT	5,000	0	(5,000)	(100.00%)
Volunteer Fire Assist Grant Revenue	10,000	0	(10,000)	(100.00%)
20-SHSP-RR1-RR-HRT20 (REVENUE)	100,000	0	(100,000)	(100.00%)
STATE FIRE ASSISTANCE GRANT	(5,000)	0	5,000	(100.00%)
Total Grant Revenue	160,000	0	(160,000)	(100.00%)
Grant Expenses:				
Unanticipated Grant Expenditures	(50,000)	0	50,000	(100.00%)
Volunteer Fire Assist Grant-Expense	(10,000)	0	10,000	(100.00%)
20-SHSP-8074-3000 (EXPENSE)	(100,000)	0	100,000	(100.00%)
Total Grant Expenses	(160,000)	0	160,000	(100.00%)
Capital Revenue:				
Campbell County Capital	84,101	728	(83,373)	(99.13%)
City of Gillette Capital	84,101	728	(83,373)	(99.13%)
Town of Wright Capital	1,698	90	(1,608)	(94.72%)
Total Capital Revenue	169,900	1,546	(168,354)	(99.09%)
Capital Expenses:				
Shop Tools & Equipment	(9,900)	0	9,900	(100.00%)
Capital Facilities	(160,000)	0	160,000	(100.00%)
Total Capital Expenses	(169,900)	0	169,900	(100.00%)
Net Income	0	1,036,357	1,036,357	0.00%



8.2 Administrative Items: Fire Chief

8.2.1 Call Reviews

MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	48	19.59%
Rescue & Emergency Medical Service	121	49.39%
Hazardous Condition (No Fire)	13	5.31%
Service Call	4	1.63%
Good Intent Call	42	17.14%
False Alarm & False Call	16	6.53%
Severe Weather & Natural Disaster	1	0.41%
TOTAL	245	100%



Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	0.41%
112 - Fires in structure other than in a building	2	0.82%
113 - Cooking fire, confined to container	1	0.41%
118 - Trash or rubbish fire, contained	2	0.82%
121 - Fire in mobile home used as fixed residence	1	0.41%
131 - Passenger vehicle fire	1	0.41%
133 - Rail vehicle fire	1	0.41%
141 - Forest, woods or wildland fire	2	0.82%
142 - Brush or brush-and-grass mixture fire	13	5.31%
143 - Grass fire	20	8.16%



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151 - Outside rubbish, trash or waste fire	2	0.82%
160 - Special outside fire, other	1	0.41%
162 - Outside equipment fire	1	0.41%
311 - Medical assist, assist EMS crew	102	41.63%
321 - EMS call, excluding vehicle accident with injury	1	0.41%
322 - Motor vehicle accident with injuries	6	2.45%
324 - Motor vehicle accident with no injuries.	10	4.08%
331 - Lock-in (if lock out , use 511)	1	0.41%
352 - Extrication of victim(s) from vehicle	1	0.41%
411 - Gasoline or other flammable liquid spill	4	1.63%
412 - Gas leak (natural gas or LPG)	4	1.63%
413 - Oil or other combustible liquid spill	2	0.82%
422 - Chemical spill or leak	1	0.41%
442 - Overheated motor	1	0.41%
443 - Breakdown of light ballast	1	0.41%
551 - Assist police or other governmental agency	2	0.82%
561 - Unauthorized burning	2	0.82%
611 - Dispatched & cancelled en route	17	6.94%
622 - No incident found on arrival at dispatch address	14	5.71%
631 - Authorized controlled burning	1	0.41%
650 - Steam, other gas mistaken for smoke, other	1	0.41%
651 - Smoke scare, odor of smoke	7	2.86%
652 - Steam, vapor, fog or dust thought to be smoke	1	0.41%
671 - HazMat release investigation w/no HazMat	1	0.41%
715 - Local alarm system, malicious false alarm	1	0.41%
733 - Smoke detector activation due to malfunction	1	0.41%
735 - Alarm system sounded due to malfunction	2	0.82%
740 - Unintentional transmission of alarm, other	1	0.41%
743 - Smoke detector activation, no fire - unintentional	3	1.22%
744 - Detector activation, no fire - unintentional	1	0.41%
745 - Alarm system activation, no fire - unintentional	7	2.86%
815 - Severe weather or natural disaster standby	1	0.41%
TOTAL INCIDENTS:	245	100%



8.2.2 Training Report

Training Division Report – July 2020

July Training Highlights

During July 105 training classes were held. 534 hours of training was recorded with 287 participants.

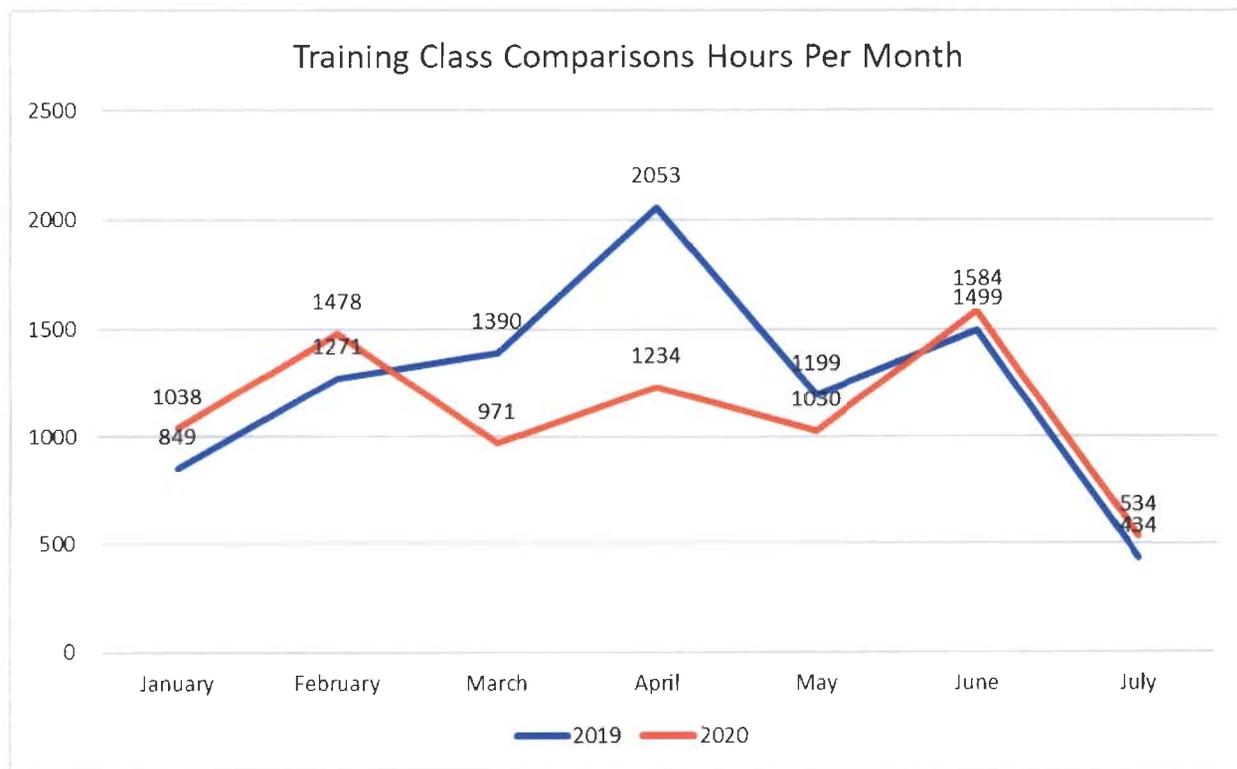
Department wide training for the month of July focused on water supply, tender operations, and relay pumping from static sources.

Station training was scheduled for July in preparations for the annual Benchmark skills assessments in August.

Certifications Issued

State of Wyoming Apparatus Driver Operator – Pumper

- Danielle Brown





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8.2.3 Facilities Update/General Information

Report will be presented at the meeting by Chief Bender.



Gillette, Wright, Campbell County Fire Protection
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ADMINISTRATIVE ITEMS
AUGUST 12, 2020 - Information/Discussion

8.2.4 Calendar of Upcoming CCFD/Fire Board Events

January 2020

- January 8, 2020: Fire Board Meeting at 5:30 p.m. at Station One Community Room.
- January 22, 2020: Quarterly Board Meeting W/County Commissioners at 5:30 p.m. at Commissioners Chambers.
- January 30, 2020: County-Wide Business Meeting - Swearing in Ceremony at 7:00 p.m. at Gillette College Tech Center.

February 2020

- February 10, 2020: Fire Board Budget Workshop at 7:00 a.m. at Station One Volunteer Room.
- February 12, 2020: Fire Board Meeting at 5:30 p.m. at Station One Community Room.

March 2020

- March 11, 2020: Fire Board Meeting at 5:30 p.m. at Station One Community Room.
- March 28, 2020: Awards Banquet at 5:00 p.m. at the Senior Center.

April 2020

- April 8, 2020: Fire Board Meeting at 5:30 p.m. at Station One Community Room.
- April 16, 2020: Budget Presentation to Funding Entities at 6:30 p.m. at GAMB-Cottonwood Room.
- April 22, 2020: Quarterly Board Meeting w/County Commissioners at 5:30 p.m. at Commissioners Chambers.

May 2020

- May 13, 2020: Fire Board Meeting at 5:30 p.m. at Station One Community Room.

June 2020

- June 10, 2020: Fire Board Meeting at 5:30 p.m. at Station One Community Room.



Gillette, Wright, Campbell County Fire Protection
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ADMINISTRATIVE ITEMS
AUGUST 12, 2020 - Information/Discussion

July 2020

- July 8, 2020: Fire Board Meeting at 5:30 p.m. at Station One Community Room.
- July 22, 2020: Quarterly Board Meeting w/County Commissioners at 5:30 p.m. at Commissioners Chambers.

August 2020

- August 12, 2020: Fire Board Meeting at 5:30 p.m. at Station One Community Room.

September 2020

- September 9, 2020: Fire Board Meeting at 5:30 p.m. at Station One Community Room.

- September xx, 2020: Fire Board Fall Workshop

October 2020

- October 14, 2020: Fire Board Meeting at 5:30 p.m. at Station One Community Room.
- October 21, 2020: Quarterly Board Meeting w/County Commissioners at 5:30 p.m. at Commissioners Chambers.

November 2020

- November 11, 2020: Fire Board Meeting at 5:30 p.m. at Station One Community Room.

December 2020

- December 9, 2020: Fire Board Meeting at 5:30 p.m. at Station One Community Room.



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
BOARD ACTION ITEMS
AUGUST 12, 2020 - Information/Discussion

9. BOARD ACTION ITEMS

9.1 Surplus Saws 🌀

Make	Model	SN	County Asset #	Year
Stihl	TS360	133992857	13574	1991
Stihl	TS350AV	113089511	15309	1991
Stihl	036	230452358	13951	1992
Stihl	034AVSUP	119412882	13565	1991
Stihl	036	232828603	13981	1992
Stihl	036	234235301	13557	1992
Cutters Edge	CE735R	7120060		2007

9.2 Overtime Administrative/Maintenance Personnel Policy 🌀

See attached

9.3 Overtime Operations Personnel Policy 🌀

See attached

9.4 Shift Trade Policy 🌀

See attached

9.5 2019-2020 Budget vs. Actual 🌀

See attached



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
EXECUTIVE SESSION/ADJOURNMENT
AUGUST 12, 2020 - 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.