



Gillette, Wright, Campbell County Fire
Protection Joint Powers
Board of Directors
December 12, 2012 Business Meeting

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GWCCFPJPB Meeting
Pre-meeting at 5:30 p.m., Meeting at 6:00 p.m.
December 12, 2012
Gillette, Wyoming
Gillette, Wright, Campbell County
Joint Powers Fire Board of Directors
Business Meeting
December 12, 2012 - Attendance

ATTENDANCE

Board Members:

_____ Chuck Dobkins	_____ Chris Knapp
_____ Scott Rankin	_____ Buddy Cater
_____ Frank Latta	_____ Kevin VanDyke
_____ Ron Holmes	

INVITED STAFF MEMBERS:

_____ Chief Don Huber	_____ Donna Lhotak-Crippen
_____	_____
_____	_____
_____	_____

INVITED GUESTS:

_____ Joe Hallock (Stevens, Edwards, Hallock, Carpenter, & Phillips, P.C.)
_____ Micky Shober (County Commissioner & Liaison to the Fire Board)
_____ Everett Boss (City Council & Liaison to the Fire Board)



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

CALL TO ORDER/INTRODUCTIONS/ADDITIONS & DELETIONS
December 12, 2012

1. CALL TO ORDER

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

2. WELCOME AND INTRODUCTIONS

Guests:

3. BUSINESS ADDITIONS AND DELETIONS:



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
Board Meeting Minutes
December 12 2012 - Discussion/Approval

4. PUBLIC COMMENTS

5. CONSENT AGENDA:

5.1 Consent Agenda Approval Items 🐾:

5.1.1 Regular Board Meeting Minutes

JOINT POWERS FIRE BOARD OF
DIRECTORS' MEETING MINUTES
November 14, 2012

ATTENDANCE: Buddy Cater, Chris Knapp, Kevin VanDyke, Ron Holmes, Chuck Dobkins, and Scott Rankin.

STAFF and GUESTS: Joe Hallock (Stevens, Edwards, Hallock, & Carpenter), Gillette City Council Liaison Everett Boss, Campbell County Commissioner Liaison Micky Shober, Chief Don Huber, Donna Lhotak-Crippen, Chief Mike Ratcliff, Captain JR Fox, Kate Eischeid, and Bryan Borgialli.

PRE-MEETING

A Pre-meeting session convened at 1730 hours and extended until 1800 hours. No decisions were made during this time.

1.0 CALL TO ORDER

Board Chair, Buddy Cater called the meeting to order at 1800 hours at Fire Station One's Community Room in Gillette, Wyoming.

2.0 WELCOME AND INTRODUCTIONS

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

3.0 ADDITIONS AND DELETIONS

There were no additions or deletions.

4.0 PUBLIC COMMENTS

5.1 APPROVE CONSENT AGENDA



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 Board Meeting Minutes
 December 12 2012 - Discussion/Approval

☞ **Motion** Kevin Van Dyke moved, seconded by Scott Rankin, to approve the Consent Agenda consisting of the following:

- October 10, 2012 Fire Board Meeting Minutes
- October 20, 2012 Special Board Meeting Minutes
- Monthly Expenditures totaling \$93,580.19
- 103.02 Leave Selection Policy
- July through September Journal Entries

Frank Latta	absent	Scott Rankin	yes
Buddy Cater	yes	Kevin VanDyke	yes
Ron Holmes	yes	Chris Knapp	yes
Chuck Dobkins	yes		

The motion carried.

6.1 MANUAL CHECKS

☞ **Motion** Kevin VanDyke moved, seconded by Chuck Dobkins, to approve payment of the Manual Checks totaling \$96,990.97.

Frank Latta	absent	Scott Rankin	yes
Buddy Cater	yes	Kevin VanDyke	yes
Ron Holmes	yes	Chris Knapp	yes
Chuck Dobkins	yes		

The motion carried.

6.2 BOARD MEMBER EXPENDITURE(S)

☞ **Motion** Chuck Dobkins moved, seconded by Chris Knapp, to approve payment of the Home Depot invoice in the amount of \$302.28.

Frank Latta	absent	Scott Rankin	yes
Buddy Cater	yes	Kevin VanDyke	abstained
Ron Holmes	yes	Chris Knapp	yes
Chuck Dobkins	yes		

The motion carried.

☞ **Motion** Chuck Dobkins moved, seconded by Ron Holmes, to approve payment of the Rocky Mountain Business Equipment invoice in the amount of \$83.94.

Frank Latta	absent	Scott Rankin	yes
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Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
Board Meeting Minutes
December 12 2012 - Discussion/Approval

Buddy Cater	yes	Kevin VanDyke	abstained
Ron Holmes	yes	Chris Knapp	yes
Chuck Dobkins	yes		

The motion carried.

7.1.1 through 7.1.2 FINANCIAL REVIEW

Donna Crippen mentions that the bank accounts over at First Interstate Bank have finally been closed.

7.2.1 CHIEF OFFICERS MEETING

Chief Huber stated that the date should be October 16th not November.

7.2.2 CALL REVIEWS

Chairman Cater stated that all Fire Stations respond to medical calls and we should not stop going to them.

There was a comment that said we go to a lot of calls on Fire Alarms that end up being canceled. It was stated to track the calls by address and by Alarm Company.

7.2.4 SHOP MAINTENANCE UPDATE - PRESENTED BY CHIEF RATCLIFF

- Maintaining good records in Firehouse of all repairs performed.
- All backlogged PMs have been completed and trigger points have been entered to assure timely tracking and completion.
- Have reevaluated all vendors for price shopping; buying more in town at cheaper rates.
- The new lifts have made a huge difference to properly inspect vehicles and have significantly reduced repair times.

Chairman Cater wanted to thank everyone in the shop for doing a really good job.

7.3 CALENDAR OF EVENTS

Kevin VanDyke wanted to remind everyone that it is board elections next Board meeting.

Chairman Cater stated that when we get a date for the Banquet that everyone should attend to show support.

Budget Workshop was added to calendar on February 2nd.

8.1 BOARD ACTION ITEMS



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
Board Meeting Minutes
December 12 2012 - Discussion/Approval

☞ **Motion** Scott Rankin moved, seconded by Ron Holmes, to approve the 2011-2012 Financial Report as presented.

Frank Latta	absent	Scott Rankin	yes
Buddy Cater	yes	Kevin VanDyke	yes
Ron Holmes	yes	Chris Knapp	yes
Chuck Dobkins	yes		

The motion carried.

8.2 BOARD ACTION ITEMS

☞ **Motion** Kevin VanDyke moved, seconded by Chuck Dobkins, to approve the list of items as Surplus Property.

Frank Latta	absent	Scott Rankin	yes
Buddy Cater	yes	Kevin VanDyke	yes
Ron Holmes	yes	Chris Knapp	yes
Chuck Dobkins	yes		

The motion carried.

RECESS

☞ **Motion** Kevin VanDyke moved, seconded by Scott Ranking, to recess the meeting at 1903 hours.

Frank Latta	absent	Scott Rankin	yes
Buddy Cater	yes	Kevin VanDyke	yes
Ron Holmes	yes	Chris Knapp	yes
Chuck Dobkins	yes		

The motion carried.

☞ **Motion** moved Kevin VanDyke, seconded by Chuck Dobkins, to come out of recess at 1911 hours.

Frank Latta	absent	Scott Rankin	yes
Buddy Cater	yes	Kevin VanDyke	yes
Ron Holmes	yes	Chris Knapp	yes
Chuck Dobkins	yes		

The motion carried.

9.1 EXECUTIVE SESSION

☞ **Motion** at 1912 hours Scott Rankin moved, seconded by Chuck Dobkins, to proceed with the meeting in Executive Session for the purpose of discussing 9.2 Personnel Issues, and 9.3 Litigation Matters.

Frank Latta	absent	Scott Rankin	yes
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Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
Board Meeting Minutes
December 12 2012 - Discussion/Approval

Buddy Cater	yes	Kevin VanDyke	yes
Ron Holmes	yes	Chris Knapp	yes
Chuck Dobkins	yes		

The motion carried.

➤ **Motion** at 2012 hours Scott Rankin moved, seconded by Kevin VanDyke, to come out of Executive Session.

Frank Latta	absent	Scott Rankin	yes
Buddy Cater	yes	Kevin VanDyke	yes
Ron Holmes	yes	Chris Knapp	yes
Chuck Dobkins	yes		

The motion carried.

9.2 RECONVENE MEETING

➤ **Motion** at 2012 hours Chuck Dobkins moved, seconded by Kevin VanDyke, to reconvene regular meeting.

Frank Latta	absent	Scott Rankin	yes
Buddy Cater	yes	Kevin VanDyke	yes
Ron Holmes	yes	Chris Knapp	yes
Chuck Dobkins	yes		

The motion carried.

7.2.5 CONCRETE

Chief Huber stated that he will get a letter together for the funding entities explaining the circumstances on the concrete and a time line.

11. ADJOURNMENT

➤ **Motion** at 2015 hours Scott Rankin moved, seconded by Chuck Dobkins, to adjourn the meeting.

Frank Latta	absent	Scott Rankin	yes
Buddy Cater	yes	Kevin VanDyke	yes
Ron Holmes	yes	Chris Knapp	yes
Chuck Dobkins	yes		

The motion carried.

Respectfully Submitted,



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
Board Meeting Minutes
December 12 2012 - Discussion/Approval

Chairman Sherwin (Buddy) Cater

Attest: Donna Lhotak-Crippen



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
Consent Agenda Approval
December 12, 2012 - Discussion/Approval

5.1.2 Monthly Expenditures

**CAMPBELL COUNTY FIRE DEPARTMENT
CHECK RUN DECEMBER 2012**

ALSCO	\$389.01	
AMERICAN WELDING & GAS, INC.	\$106.63	
BEARS DRY CLEANERS	\$242.80	
BIG D OIL COMPANY	\$895.48	
BIGHORN DESIGN	\$15.00	
BIGHORN HYDRAULICS	\$407.74	
BRESNAN COMMUNICATIONS	\$190.77	
BW INSURANCE AGENCY, INC.	\$95,161.00	INSURANCE PREMIUMS
CAMPBELL CO COMMISSIONER	\$6,252.40	FUEL
CARQUEST AUTO PARTS STORES	\$17.14	
CCMH WALK IN CLINIC	\$1,701.00	MEDICAL PHYSICALS
CENTURY LINK	\$981.09	
CHOPHOUSE RESTAURANT	\$242.93	
CHRIS SUPPLY CO INC	\$149.04	
CRUM ELECTRIC SUPPLY CO.	\$335.45	
DAVIS, MICHAEL L	\$348.65	
DIVISION OF CRIMINAL INVESTIGATIONS	\$741.00	
DONALD HUBER	\$13.73	
DRIVE TRAIN INDUSTRIES INC	\$191.06	
FARMER BROTHERS	\$323.90	
FASTENAL COMPANY	\$5.53	
GRAINGER	\$73.68	
HOMAX OIL SALES INC	\$238.61	
L N CURTIS & SONS	\$32,671.00	RESCUE TOOLS
NORCO INC	\$13,581.39	THERMAL IMAGER, SUPPLIES
POWDER RIVER ENERGY CORPORATION	\$1,527.18	UTILITIES
RECORD SUPPLY	\$32.09	
SKAGGS-PUBLIC SAFETY UNIFORMS	\$559.95	
SOURCE GAS	\$2,374.44	UTILITIES
TEMPERATURE TECHNOLOGY	\$239.20	
VERIZON WIRELESS	\$394.54	
WHITE'S FRONTIER MOTORS	\$70.09	
WINGFOOT	\$213.50	
TOTAL (EXCLUDING HOME DEPOT)	\$160,687.02	

5.2 Consent Agenda Items to be considered individually:



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
APPROVAL OF EXPENDITURES
December 12, 2012 - Discussion/Approval

6. EXPENDITURE APPROVAL

6.1 Approval of Manual Checks

List of Manual Checks:

CC HBTA DENTAL INSURANCE	\$1,965.00	Dental Insurance
CC HBTA HEALTH INSURANCE	\$32,075.00	Health Insurance
CAMPBELL CO EMP LIFE	\$1,082.44	Life Insurance
CC HBTA VISION INSURANCE	\$204.44	Vision Insurance
WYOMING RETIREMENT SYSTEM	\$3,729.86	Retirement
WYOMING RETIREMENT SYSTEM	\$25,062.99	Retirement
MURPHY, BRIAN	\$438.35	Flex Reimbursement
ORCHARD TRUST	\$2,080.00	Deferred Compensation
RIGSBY, DOUG	\$108.55	Flex Reimbursement
ERIC ACTON	\$683.32	Flex Reimbursement
DAN GRACE	\$389.00	Flex Reimbursement
ORCHARD TRUST	\$1,960.00	Deferred Compensation
PETERSON, MICHAEL	\$515.37	Flex Reimbursement
RATCLIFF, MICHAEL	\$484.00	Flex Reimbursement
	<hr/>	
	\$70,778.32	



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
BOARD MEMBER EXPENDITURE APPROVAL
December 12, 2012 - Information/Discussion

6.2 Board Member Expenditure Approval:

Home Depot

\$313.75



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
BOARD REVIEW/FYI ITEMS
December 12, 2012 - Information/Discussion

7. BOARD REVIEW/FYI ITEMS

7.1 Financial and Policy Review

7.1.1 Cash Position

Campbell County Joint Powers Fire Board

Cash Balance

as of 11/30/12

Beginning Balance as of 11/1/2012	\$813,295.66
Revenues:	
AMFTC Fees	\$75.00
BW Insurance - Refund on Policy Change	\$1,454.00
Stevens Edwards Hallock- Refund	\$362.86
State of Wyoming - Oil Creek Fire Reimbursement	\$8,220.15
First Interstate Bank- Close Grant Account	\$100.00
Campbell County- 1st qtr Capital reimbursement	\$10,295.45
Interest Income	\$84.04
Total Revenues	<u>\$20,591.50</u>
Balance before Disbursements	\$833,887.16
Disbursements:	
Accounts Payable Approved at Board Meetings Check #48983-49082	\$93,891.41
Manual Checks	\$70,778.32
Payroll	\$153,452.86
Total Disbursements	<u>\$318,122.59</u>
Ending Balance as of 11/30/2012	\$515,764.57



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 BOARD REVIEW/FYI ITEMS
 December 12, 2012 - Information/Discussion

7.1.2 FY 2012-2013 November Budget vs. Actual Statements

CAMPBELL COUNTY FIRE DEPT
 Operating and Suppression Budget Vs
 Actual To Date
 As of 11/30/2012

OPERATING AND SUPPRESSION REVENUES

Interest Earned	\$84.04	\$300.00	\$473.77	(\$173.77)	-57.92%
Training Center Donations	\$0.00	\$4,000.00	\$75.00	\$3,925.00	98.13%
CCFD Apparel Revenue	\$0.00	\$4,000.00	\$0.00	\$4,000.00	100.00%
Travel Reimbursement	\$0.00	\$3,000.00	\$1,000.00	\$2,000.00	66.67%
State of Wyoming: CM2	\$0.00	\$20,000.00	\$0.00	\$20,000.00	100.00%
Burlington Northern	\$0.00	\$15,000.00	\$0.00	\$15,000.00	100.00%
Volunteer Fire Assistance Grant Revenue	\$0.00	\$10,000.00	\$0.00	\$10,000.00	100.00%
Campbell County Appropriation	\$0.00	\$3,425,803.00	\$856,450.75	\$2,569,352.25	75.00%
City of Gillette Appropriation	\$0.00	\$867,292.00	\$216,823.00	\$650,469.00	75.00%
Town of Wright	\$0.00	\$43,365.00	\$10,841.25	\$32,523.75	75.00%
Unanticipated Grant Revenue	\$0.00	\$30,000.00	\$5,103.16	\$24,896.84	82.99%
Miscellaneous Income	\$362.86	\$15,000.00	\$2,614.36	\$12,385.64	82.57%
Insurance Repair Reimbursements	\$0.00	\$50,000.00	\$0.00	\$50,000.00	100.00%
BLM Rural Fire Assistance Revenue	\$0.00	\$20,000.00	\$0.00	\$20,000.00	100.00%
Community Involvement Revenue	\$0.00	\$10,000.00	\$0.00	\$10,000.00	100.00%
RRT Response Reimb Revenue	\$0.00	\$20,000.00	\$4,019.35	\$15,980.65	79.90%
Training Center Rental Fees	\$75.00	\$5,200.00	\$450.00	\$4,750.00	91.35%
Emergency Response Reimbursement	\$8,220.15	\$0.00	\$12,899.89	(\$12,899.89)	0.00%
Event Coverage Revenue	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
Cash Carry Over	\$0.00	\$512,597.00	\$0.00	\$512,597.00	100.00%
Catastrophic Suppression	\$0.00	\$100,000.00	\$0.00	\$100,000.00	100.00%
Total Operating and Suppression Revenues	\$8,742.05	\$5,160,557.00	\$1,110,750.53	\$4,049,806.47	78.48%

OPERATING EXPENDITURES

Salaries	\$156,482.49	\$1,802,889.00	\$703,423.56	\$1,099,465.44	60.98%
Administrative Overtime	\$0.00	\$2,793.00	\$146.37	\$2,646.63	94.76%
Event Coverage Overtime	\$0.00	\$5,000.00	\$214.35	\$4,785.65	95.71%
Maintenance Overtime	\$0.00	\$5,434.00	\$3,160.11	\$2,273.89	41.85%
Suppression Overtime	\$8,448.12	\$192,743.00	\$83,299.33	\$109,443.67	56.78%
Shift Coverage OT	\$1,828.99	\$15,037.00	\$5,450.42	\$9,586.58	63.75%
Training Overtime	\$733.97	\$10,229.00	\$1,071.25	\$9,157.75	89.53%
Part-time Temporary	(\$23,401.50)	\$66,565.00	\$41,212.75	\$25,352.25	38.09%



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 BOARD REVIEW/FYI ITEMS
 December 12, 2012 - Information/Discussion

	Current Period	Budgeted Amount	YTD	Amount Left	Percentage Left
Board Expenses - JPFB	\$159.84	\$3,000.00	\$529.93	\$2,470.07	82.34%
Board Expenses - Chief Officers	\$0.00	\$1,000.00	\$306.72	\$693.28	69.33%
Legal Counsel	\$4,652.75	\$40,000.00	\$16,090.75	\$23,909.25	59.77%
Computer Contract Fees	\$129.00	\$47,000.00	\$11,056.05	\$35,943.95	76.48%
Other Professional Services	\$0.00	\$82,000.00	\$42,000.00	\$40,000.00	48.78%
Periodicals - Administration	\$0.00	\$800.00	\$206.00	\$594.00	74.25%
Periodicals - Sta 9	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
Periodicals - Training	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
Periodicals - Haz Mat	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
Periodicals - Inspections /Code Manuals	\$0.00	\$1,110.00	\$855.00	\$255.00	22.97%
Periodicals - Investigations	\$0.00	\$110.00	\$0.00	\$110.00	100.00%
Association Fees - Administration	\$0.00	\$1,600.00	\$394.00	\$1,206.00	75.38%
Association Fees - Rural	\$0.00	\$1,400.00	\$0.00	\$1,400.00	100.00%
Association Fees - Training	\$0.00	\$355.00	\$229.00	\$126.00	35.49%
Association Fees - Pub Ed	\$0.00	\$205.00	\$0.00	\$205.00	100.00%
Association Fees - Inspections	\$125.00	\$825.00	\$175.00	\$650.00	78.79%
Association Fees - Investigations	\$0.00	\$825.00	\$0.00	\$825.00	100.00%
Credit Card and Bank Fees	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
Criminal Background Checks	\$0.00	\$2,000.00	\$1,755.00	\$245.00	12.25%
EAP Program	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
Medical Physicals	\$3,088.00	\$58,000.00	\$12,588.00	\$45,412.00	78.30%
Wellness Program	\$0.00	\$6,000.00	\$0.00	\$6,000.00	100.00%
Legal Notices	\$0.00	\$3,000.00	\$2,497.99	\$502.01	16.73%
Postage and Freight	\$122.50	\$5,000.00	\$471.25	\$4,528.75	90.58%
Office Equipment Maintenance	\$0.00	\$500.00	\$300.28	\$199.72	39.94%
Cleaning Supplies	\$47.29	\$8,000.00	\$1,909.29	\$6,090.71	76.13%
Office Supplies - Administration	\$202.53	\$26,500.00	\$7,735.82	\$18,764.18	70.81%
Office Supplies - Sta 9	\$0.00	\$2,000.00	\$138.65	\$1,861.35	93.07%
Office Supplies - Training	\$0.00	\$1,500.00	\$107.71	\$1,392.29	92.82%
Supplies - Training Audio Visual	\$0.00	\$5,000.00	\$202.57	\$4,797.43	95.95%
Supplies - Pub Ed	\$0.00	\$16,500.00	\$7,109.87	\$9,390.13	56.91%
Supplies - Inspection	\$0.00	\$4,500.00	\$0.00	\$4,500.00	100.00%
Supplies - Safety	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
Supplies - AMFTC Classroom Expenses	\$137.07	\$2,500.00	\$1,080.24	\$1,419.76	56.79%
Firefighter Recognition	\$0.00	\$19,000.00	\$0.00	\$19,000.00	100.00%
Photography	\$0.00	\$1,000.00	\$808.78	\$191.22	19.12%
Clothing Allowance	\$354.19	\$8,000.00	\$1,854.43	\$6,145.57	76.82%
Housing Allowance - J Rech	\$500.00	\$6,000.00	\$2,500.00	\$3,500.00	58.33%
Reimbursable Travel - Training	\$2,210.90	\$3,000.00	\$2,210.90	\$789.10	26.30%



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 BOARD REVIEW/FYI ITEMS
 December 12, 2012 - Information/Discussion

	Current Period	Budgeted Amount	YTD	Amount Left	Percentage Left
Staff Development - Administration	\$0.00	\$6,000.00	\$832.09	\$5,167.91	86.13%
Staff Development - Training	\$8,522.29	\$65,000.00	\$17,079.16	\$47,920.84	73.72%
Community Investment	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
Cadet Program	\$0.00	\$5,000.00	\$100.42	\$4,899.58	97.99%
Recruit Academy	\$0.00	\$6,915.00	\$0.00	\$6,915.00	100.00%
Honor Guard	\$0.00	\$1,500.00	\$78.73	\$1,421.27	94.75%
Utilities - Administration	\$0.00	\$73,500.00	\$21,484.06	\$52,015.94	70.77%
Utilities - Sta 2	\$0.00	\$7,140.00	\$3,975.49	\$3,164.51	44.32%
Utilities - Sta 3	\$0.00	\$6,510.00	\$1,362.30	\$5,147.70	79.07%
Utilities - Sta 4	\$0.00	\$5,200.00	\$1,847.92	\$3,352.08	64.46%
Utilities - Sta 7	\$0.00	\$5,200.00	\$3,771.99	\$1,428.01	27.46%
Utilities - Sta 9	\$0.00	\$16,000.00	\$4,328.24	\$11,671.76	72.95%
Utilities - Sta 10	\$80.82	\$5,460.00	\$306.81	\$5,153.19	94.38%
Utilities - Sta 11	\$120.98	\$4,830.00	\$485.50	\$4,344.50	89.95%
Utilities - Sta 12	\$18.77	\$3,570.00	\$1,177.04	\$2,392.96	67.03%
Utilities - Sta 13	\$0.00	\$6,300.00	\$813.87	\$5,486.13	87.08%
Utilities - Rural	\$853.86	\$22,050.00	\$1,859.17	\$20,190.83	91.57%
Utilities - AMFTC	\$0.00	\$8,610.00	\$2,846.73	\$5,763.27	66.94%
Utilities - Shop	\$0.00	\$20,700.00	\$4,024.85	\$16,675.15	80.56%
Garbage Collection - Sta 10	\$0.00	\$500.00	\$103.37	\$396.63	79.33%
Garbage Collection - Sta 11	\$0.00	\$450.00	\$162.00	\$288.00	64.00%
Garbage Collection - Sta 12	\$0.00	\$450.00	\$157.72	\$292.28	64.95%
Telephone Expense - Administration	\$0.00	\$25,000.00	\$7,663.99	\$17,336.01	69.34%
Telephone Expense - Sta 2	\$0.00	\$1,200.00	\$453.99	\$746.01	62.17%
Telephone Expense - Sta 3	\$0.00	\$1,200.00	\$453.89	\$746.11	62.18%
Telephone Expense - Sta 4	\$0.00	\$1,200.00	\$468.57	\$731.43	60.95%
Telephone Expense - Sta 7	\$0.00	\$2,100.00	\$606.40	\$1,493.60	71.12%
Telephone Expense - Sta 9	\$0.00	\$3,500.00	\$1,497.31	\$2,002.69	57.22%
Telephone Expense - Sta 10	\$0.00	\$1,900.00	\$632.31	\$1,267.69	66.72%
Telephone Expense - Sta 11	\$0.00	\$1,450.00	\$472.49	\$977.51	67.41%
Telephone Expense - Sta 12	\$0.00	\$1,450.00	\$723.29	\$726.71	50.12%
Telephone Expense - Sta 13	\$0.00	\$1,450.00	\$723.29	\$726.71	50.12%
Telephone Expense - AMFTC	\$0.00	\$650.00	\$199.14	\$450.86	69.36%
Mobile Phones	\$0.00	\$6,600.00	\$1,596.83	\$5,003.17	75.81%
Building Maintenance - Sta 1	\$1,038.98	\$52,500.00	\$9,267.61	\$43,232.39	82.35%
Building Maintenance - Rural	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
Building Maintenance - AMFTC	\$0.00	\$4,000.00	\$763.12	\$3,236.88	80.92%
Building Maintenance - Shop	\$0.00	\$500.00	\$239.40	\$260.60	52.12%
Grounds Maintenance - AMFTC	\$0.00	\$500.00	\$0.00	\$500.00	100.00%



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Training Center Repairs	\$0.00	\$9,200.00	\$0.00	\$9,200.00	100.00%
Janitorial Services - AMFTC	\$43.86	\$8,000.00	\$273.48	\$7,726.52	96.58%
Janitorial Services - Shop Coveralls	\$0.00	\$3,900.00	\$1,301.60	\$2,598.40	66.63%
Station Building Supplies-Sta 1	\$0.00	\$1,200.00	\$0.00	\$1,200.00	100.00%
Station Building Supplies - Sta 2	\$0.00	\$1,200.00	\$57.96	\$1,142.04	95.17%
Station Building Supplies - Sta 3	\$0.00	\$1,200.00	\$0.00	\$1,200.00	100.00%
Station Building Supplies - Sta 4	\$0.00	\$1,200.00	\$0.00	\$1,200.00	100.00%
Station Building Supplies - Sta 7	\$0.00	\$1,200.00	\$93.01	\$1,106.99	92.25%
Station Building Supplies Sta 9	\$0.00	\$3,250.00	\$228.32	\$3,021.68	92.98%
Station Building Supplies - Sta 10	\$0.00	\$1,200.00	\$576.01	\$623.99	52.00%
Station Building Supplies - Sta 11	\$0.00	\$1,200.00	\$310.00	\$890.00	74.17%
Station Building Supplies - Sta 12	\$0.00	\$1,200.00	\$780.00	\$420.00	35.00%
Station Building Supplies - Sta 13	\$0.00	\$1,200.00	\$0.00	\$1,200.00	100.00%
Vendor Account Expenses	\$0.00	\$4,000.00	\$0.00	\$4,000.00	100.00%
BLM Rural Fire Assistance Expenditures	\$0.00	\$22,000.00	\$0.00	\$22,000.00	100.00%
Emergency Response Expenditure	\$8,220.15	\$0.00	\$12,899.89	(\$12,899.89)	0.00%
Community Involvement Expenditure	\$0.00	\$10,000.00	\$0.00	\$10,000.00	100.00%
Personal Protective Gear	\$0.00	\$83,400.00	\$337.36	\$83,062.64	99.60%
Full Time Employees Uniforms	\$470.49	\$30,000.00	\$913.32	\$29,086.68	96.96%
Volunteer Uniforms	\$0.00	\$25,000.00	\$0.00	\$25,000.00	100.00%
Operating Supplies - Medical	\$0.00	\$7,300.00	\$858.01	\$6,441.99	88.25%
Operating Supplies - Wildland	\$973.00	\$17,000.00	\$5,481.97	\$11,518.03	67.75%
Operating Supplies - Haz Mat	\$0.00	\$8,200.00	\$1,438.14	\$6,761.86	82.46%
Operating Supplies - Shop	\$0.00	\$5,000.00	\$3,009.34	\$1,990.66	39.81%
Operating Supplies - Flags	\$1,114.56	\$3,000.00	\$1,114.56	\$1,885.44	62.85%
Operating Supplies - Investigations	\$0.00	\$1,000.00	\$79.00	\$921.00	92.10%
Lab Processing - Investigations	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
Shop Tools	\$0.00	\$5,000.00	\$1,587.16	\$3,412.84	68.26%
Bunker Gear Maintenance	\$0.00	\$12,000.00	\$153.25	\$11,846.75	98.72%
Ladder - Aerial Apparatus Testing	\$0.00	\$3,800.00	\$1,676.18	\$2,123.82	55.89%
Medical Equip Testing and Maint	\$0.00	\$2,000.00	\$50.46	\$1,949.54	97.48%
Radio Maintenance	\$933.62	\$13,000.00	\$1,895.67	\$11,104.33	85.42%
SCBA Maintenance	\$49.35	\$13,200.00	\$49.35	\$13,150.65	99.63%
Tax Expenditures	\$5,249.66	\$170,943.00	\$59,353.59	\$111,589.41	65.28%
Benefit Expenditures	\$53,051.04	\$682,558.00	\$275,227.88	\$407,330.12	59.68%
Flex	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
Insurance / General Liability	(\$1,454.00)	\$192,000.00	\$114,614.00	\$77,386.00	40.31%
Total Operating Expenditures	\$226,888.42	\$4,190,556.00	\$1,521,474.82	\$2,669,081.18	63.69%



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SUPPRESSION EXPENDITURES					
Volunteer Certification & Training	\$4,098.39	\$18,000.00	\$5,200.39	\$12,799.61	71.11%
Gasoline/Fuel	\$144.12	\$100,000.00	\$49,105.73	\$50,894.27	50.89%
Vehicle Maintenance	\$712.30	\$105,000.00	\$43,226.94	\$61,773.06	58.83%
Insurance Repairs	\$0.00	\$50,000.00	\$0.00	\$50,000.00	100.00%
Saw Maintenance	\$0.00	\$1,000.00	\$24.80	\$975.20	97.52%
Fire Suppression	\$1,517.82	\$202,872.00	\$45,721.46	\$157,150.54	77.46%
Volunteer Pay	\$17,644.03	\$325,129.00	\$101,344.98	\$223,784.02	68.83%
RRT Response Reimbursement Expenditures	\$3,606.53	\$20,000.00	\$4,019.35	\$15,980.65	79.90%
Unanticipated Grant Expenditures	\$0.00	\$30,000.00	\$4,946.53	\$25,053.47	83.51%
Catastrophic Suppression	\$0.00	\$100,000.00	\$0.00	\$100,000.00	100.00%
Volunteer Retirement	\$0.00	\$18,000.00	\$8,300.00	\$9,700.00	53.89%
Total Suppression Expenditures	\$27,723.19	\$970,001.00	\$261,890.18	\$708,110.82	73.00%
Total Operating and Suppression Expenditures	\$254,611.61	\$5,160,557.00	\$1,783,365.00	\$3,377,192.00	65.44%
CAPITAL REVENUE					
BLM Grant Rev	\$0.00	\$15,000.00	\$0.00	\$15,000.00	100.00%
Campbell County Capital	\$10,295.45	\$222,299.00	\$10,295.45	\$212,003.55	95.37%
City of Gillette Capital	\$0.00	\$222,299.00	\$10,295.45	\$212,003.55	95.37%
Town of Wright Capital	\$0.00	\$4,491.00	\$228.67	\$4,262.33	94.91%
RRT Grant 10-GPD-RR1-RR-HRT10	\$115.70	\$175,000.00	\$0.00	\$175,000.00	100.00%
Total Capital Revenues	\$10,411.15	\$639,089.00	\$20,819.57	\$618,269.43	96.74%
CAPITAL EXPENDITURES					
Computer Hardware	\$0.00	\$27,177.00	\$12,162.88	\$15,014.12	55.25%
Miscellaneous Equipment	\$0.00	\$21,818.00	\$10,317.00	\$11,501.00	52.71%
BLM Grant Expenditures - Wildland	\$0.00	\$15,000.00	\$0.00	\$15,000.00	100.00%
Communications Equipment	\$0.00	\$23,000.00	\$0.00	\$23,000.00	100.00%
Nozzle & Appliance Replacement	\$0.00	\$15,000.00	\$0.00	\$15,000.00	100.00%
Hose Replacement	\$0.00	\$13,000.00	\$0.00	\$13,000.00	100.00%
Apparatus Tools & Equipment	\$0.00	\$58,715.00	\$30,705.57	\$28,009.43	47.70%
Rescue Equipment	\$9,289.16	\$62,715.00	\$15,200.24	\$47,514.76	75.76%
Capital - Building Improvements	\$0.00	\$204,750.00	\$12,116.80	\$192,633.20	94.08%
Suppression Equipment and Tools	\$0.00	\$14,915.00	\$0.00	\$14,915.00	100.00%
Chainsaw Replacement	\$0.00	\$8,000.00	\$0.00	\$8,000.00	100.00%



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	Current Period	Budgeted Amount	YTD	Amount Left	Percentage Left
RRT Grant 10-GPD-RR1-RR-HRT10 Expense	\$1,200.00	\$175,000.00	\$1,953.33	\$173,046.67	98.88%
Total Capital Expenditures	\$10,489.16	\$639,090.00	\$82,455.82	\$556,634.18	87.10%
VEHICLE REPLACEMENT REVENUES					
Vehicle Replacement Revenue	\$0.00	\$343,000.00	\$0.00	\$343,000.00	100.00%
Total Vehicle Replacement Revenues	\$0.00	\$343,000.00	\$0.00	\$343,000.00	100.00%
VEHICLE REPLACEMENT EXPENDITURES					
Vehicle Replacement Expenditures	\$0.00	\$343,000.00	\$172,210.26	\$170,789.74	49.79%
Total Vehicle Replacement Expenditures	\$0.00	\$343,000.00	\$172,210.26	\$170,789.74	49.79%



7.1.3 Communication Resolution Process

I. PURPOSE

Campbell County Fire Department (CCFD) is committed to providing an environment which serves all members and employees to the highest degree possible. In order to achieve this, CCFD feels it is essential for you, the member or employee, to be able to express your views. Therefore, as part of our commitment to quality, a Communication Resolution Process Procedure has been introduced whereby you may submit concerns, issues or suggestions. It is not intended that this procedure extends to cover existing policies, grievances, or racial/sexual harassment and discrimination procedures, as these issues are covered by other policies and procedures

SCOPE

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

II. PROCEDURE

Any form of communication will be in writing and signed prior to being submitted to your supervisor.

Step 1: Firefighter must submit the issue, concern or suggestion in writing to their Captain

1. Copies will then be made by the Captain who will send the informational copies to the Chief and to the Board Chairman.
2. The submission will be presented by the Captain to all attending Captains as a group at a regularly scheduled Captain/Lieutenant meeting if time permits. If time does not permit the submission, a special meeting may be called with the consent of the Fire Chief.

Step 2: After discussion and consideration from the Captains

1. The proposed disposition of the submission will be brought to a vote of the attending Captains. A majority vote will determine the outcome of the submission.
 - 1.1 If no disposition of the submission is proposed, then a vote will determine whether or not to pass the complaint to the Chief Officers.
 - 1.2 If a majority decides the submission is without basis or unable to act upon, then all of the Captains present will sign a letter indicating their findings. A narrative will be written addressed to the party originating the submission stating the reason for the decision. Copies of the letter and the narrative will be submitted to the individual making the submission, to the Chief, and to the Board Chairman. A copy will also be maintained in the Comptroller's office.
 - 1.3 If a majority determines the submission to be legitimate and actionable:
 - 1.3.1 The Captains may choose to address the submission, or;
 - 1.3.2 The captains may choose not to address the submission and pass it on to their Chief Officer, according to the Chain of Command, of the person originating the submission with the Captains' recommendation, if any.
 - 1.3.3 In either event, the Captains will prepare a written narrative outlining what if any action was taken by them., and if so what action; or whether action was not taken and why not, and deliver copies of said narrative to the person making the submission, to their Chief Officer, according to the Chain of Command, of the person originating the submission, to the Chief, and to the Board Chairman. A copy will also be maintained in the comptroller's office.



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Step 3: Chief Officer will then present the submission to the body of Chief Officers for consideration

1. The Chief Officers will meet and discuss the submission
 - 1.1 If a majority decides the submission is without basis or unable to act upon, they will so indicate this on the submission, sign the submission, and return copies to the Captains, the originator of the submission, the Fire Chief, and to the Fire Board Chairman. A copy will also be maintained in the Comptroller's office.
 - 1.2 If a majority determines the submission to be legitimate and actionable
 - 1.2.1 The Chief Officers may choose to address the submission, or;
 - 1.2.2 The Chief Officers may choose not to address the submission and pass it on to the Chief with the Chief Officers' recommendation, if any.
 - 1.2.3 In either event, the Chief Officers will prepare a written narrative of whether action was taken by them, and if so what action was taken; or whether action was not taken and why not, and deliver of said narrative to the person who submitted the submission, to the Chief, and to the Board Chairman. A copy will also be maintained in the comptroller's office.

Step 4: Once submitted to the Chief for a determination:

1. The Chief will determine if the submission is legitimate. If he determines that the submission is legitimate, he will deal with the issues raised in the submission, or take it to the Board of Directors. In either event, the Chief will prepare a written narrative of whether action or not; if action was taken, what action was taken; or whether action was not taken and why not. Copies of said narrative will be delivered to the person making the submission, and to the Board Chairman. A copy will also be maintained in the Comptroller's office.



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*CAMPBELL COUNTY FIRE DEPARTMENT
Communication Resolution Process Form*

NOTE: You will be contacted within ten (10) calendar days after the form is received.

Name: _____

Address: _____

Home Phone Number: _____ Cell Phone Number: _____

Details of issue/concern/suggestion (attach appropriate supporting documents):

Solutions that you would consider appropriate or desired outcome:

Submitter Signature _____ Date: _____

If at all possible do you want to keep this confidential Yes No

COMPANY USE

Captain Signature _____ Date: _____

Continued on back



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COMPANY USE

	Resolved	Forwarded on to the next in the chain of Command	Documentation attached	
Step 2: Captain's determination of submission	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Step 3: Chief Officers determination of submission	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Step 4: Fire Chief determination of submission	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Step 5: Fire Board's determination of submission	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Note: Each step must provide all documentation



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7.1.4 Cadet Transition Policy

PURPOSE

This policy defines the procedure for Cadets to become Probationary Firefighters with CCFD.

SCOPE

This policy applies to Cadets 18 years of age that are still enrolled in high school and are in good standing in the Cadet Program.

POLICY

1. In order to qualify for transition Cadets must submit a written recommendation from the Cadet Coordinator to the CCFD Membership Committee.
2. Cadets must have at least 2 years of membership in the Cadet Program and be in good standing to qualify for transition to a Probationary Firefighter.
3. Cadets qualifying for transition will be subject to Policy 100.83, Probationary Membership Criteria and Process, with the following exemptions:
 - a. Will not need to possess GED or Diploma to transition to Probationary Firefighter status. Cadets transitioning to Probationary Firefighters that are still in high school will be required to stay enrolled school and produce a diploma or G.E.D. after completion of the 12th grade. If they are unable to produce a diploma or G.E.D. they will be suspended and/or terminated from the department until they can produce either document.
 - b. Will be eligible for a reduced probationary period if all minimum qualifications are met. The minimum probationary time period would be six months with a maximum of 18 months.
 - c. In lieu of a background check, cadets transitioning will provide 3 references at the time of application and then be subject to a background check on their 21st birthday.
4. Cadets will be allowed to transition to the rank of probationary firefighter on their 18th birthday and participate as a member of the department. They will be required to fulfill all requirements of Policy 100.83 and participate in the next Recruit Academy.



7.1.5 Overtime Policy

PURPOSE:

The purpose of this policy is to define the categories of overtime and the authorizations and documentation procedures required for receiving approved overtime compensation.

SCOPE:

This policy applies to all career full-time and part-time Campbell County Fire Department personnel who are eligible to receive overtime pay.

POLICY:

- A. Definitions:
 - a. Administrative Overtime is any time that used to accomplish administrative type duties/tasks. This includes, but is not limited, to general office work and non-suppression activities.
 - b. Suppression Overtime is any time that is used for the purpose of incident response or in support of incident response.
 - c. Training overtime is time used for the purpose of attending training or conducting training.
 - d. Volunteer interaction overtime is time authorized for career firefighters to attend functions after their normal shift hours through which they specifically interact with volunteer members. Volunteer Interaction Overtime is limited to 4 hours per pay period and must have prior approval from the Division Chief of Operation or their Captain.
- B. Any hours worked in excess of 80 hours will be considered overtime and will be compensated at one and one half times the employee's normal hourly pay rate. Any hours in excess of 80 hours per pay period will fall into one of the pre-defined overtime categories and must be authorized in accordance with this policy.
- C. Although paid time off such as Sick Leave and Vacation Leave will be counted towards the employee's eighty (80) hours, these types of pay are **not** considered "**hours worked**" for the purpose of calculating overtime.
- D. Authorization:
 - a. All overtime must be preauthorized as described below. The only exception for preauthorization is suppression overtime for emergency incidents.
 - b. All employees requesting overtime will complete an "**Overtime Request Form**" prior to incurring the overtime.
 - c. Administrative Overtime must be authorized by the Fire Chief.
 - d. Training Overtime must be authorized by the: Training Chief, and a Division Chief, or the Fire Chief.
- E. Volunteer Interaction Overtime:
 - a. Each career Firefighter, eligible for overtime, is authorized four hours per pay period to attend functions that occur after their normal shift hours. The purpose of this overtime is to ensure interaction of career firefighters with the volunteer members. To qualify there must be two or more volunteers present at the event.



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- b. The functions that are authorized for this category of overtime are: Countywide training, battalion training, station training & apparatus checks, hazardous materials team training, and any special training activities authorized by the Training Chief, a Division Chief or the Fire Chief.
 - c. Each career Firefighter is authorized up to one hour each month to attend Battalion Business Meetings. This is part of the total four hours authorized.
- F. Documentation:
- a. **All** overtime claimed must be clearly documented on the career member's timecard.
 - b. Administrative overtime claimed shall be documented to include the hours claimed, the project or task being worked on.
 - c. Suppression overtime claimed shall be documented to include the hours claimed and the incident or incidents that resulted in the overtime.
 - d. Training overtime shall be documented to include the hours claimed at the training event that was attended or the training that was instructed.
 - e. Volunteer Interaction overtime shall be documented to include the hours claimed and the event attended. Volunteer interaction overtime shall not exceed four hours per pay period.



7.2 Administrative Items: Chief Huber

7.2.1 Chief Officer's Meeting: November 20, 2012

- 1) Safety review- discussed situational awareness.
- 2) Opportunity for the on call night shift command officers to stay at station 1 and mentor new officers.
- 3) Any money donated to the volunteer accounts will be equally divided between battalions and anything donated to station 9 will stay with station 9.
- 4) Social media was discussed and agreed that we cannot control what family members post. Chief Ratcliff is going to re-email the social media policy and officers will discuss with members about receivers perception of postings and how it affects many people differently than the senders intent.
- 5) 2013 the station on call on Monday will also be on call Thursday of that week to maintain a committed crew for coverage.

Budget was talked about and the deadline has been moved up a week.

Discussion on whether bench officers can also serve as line officers. Chief Warne is going to get with Larry and see if there is anything in the bylaws.

Meeting started at 1800 and adjourned at 1945.

Attendees:

BC Case

BC Plessner

Chief Ratcliff

Chief Smith

Chief Warne

.

7.2.2 Call Reviews

COPY OF INCIDENT Type Period Comparisons

Incident Type	11/01/2012 to 11/30/2012	Year to Date	2011	2010
100 Fire, Other	02	7	7	8
111 Building fire	2	25	18	24
1111 Compressor Station - Fixed & Portable	0	0	0	3
1112 Appliance fire - confined to appliance	0	3	2	0
112 Fires in structure other than in a building	0	4	3	2
113 Cooking fire, confined to container	1	10	13	11
1131 Appliance Fire contained to appliance	1	1	0	0
114 Chimney or flue fire, confined to chimney or flue	0	0	1	2
115 Incinerator overload or malfunction, fire	0	1	0	0
116 Fuel burner/boiler malfunction, fire confined	0	0	2	0
118 Trash or rubbish fire, contained	0	3	0	6
120 Fire in mobile prop used as a fixed structure, Other	0	1	2	0
121 Fire in mobile home used as fixed residence	0	8	6	14
122 Fire in motor home, camper, recreational vehicle	0	2	1	3
123 Fire in portable building, fixed location	0	0	1	2
130 Mobile property (vehicle) fire, Other	0	4	0	2
131 Passenger vehicle fire	0	12	16	12
132 Road freight or transport vehicle fire	1	7	5	6
133 Rail vehicle fire	0	2	1	2
134 Water vehicle fire	0	0	0	1
137 Camper or recreational vehicle (RV) fire	0	2	0	2
138 Off-road vehicle or heavy equipment fire	0	3	4	4
140 Natural vegetation fire, Other	0	6	4	4
141 Forest, woods or wildland fire	0	23	22	20
142 Brush or brush-and-grass mixture fire	1	51	46	30
143 Grass fire	6	153	81	73
150 Outside rubbish fire, Other	0	5	7	0
151 Outside rubbish, trash or waste fire	0	7	13	8
152 Garbage dump or sanitary landfill fire	0	4	2	2
153 Construction or demolition landfill fire	0	1	0	0
154 Dumpster or other outside trash receptacle fire	0	9	9	13
155 Outside stationary compactor/compacted trash	0	1	0	0
160 Special outside fire, Other	0	5	1	9
1601 Coal seam Fires	0	1	0	0

Incident Type	11/01/2012 to 11/30/2012	Year to Date	2011	2010
1602 Coal Dust fires along the Railroad	0	1	3	6
1603 Railroad ties on fire	0	1	8	8
161 Outside storage fire	0	3	1	1
162 Outside equipment fire	1	1	5	2
163 Outside gas or vapor combustion explosion	0	0	1	1
170 Cultivated vegetation, crop fire, Other	0	1	0	0
171 Cultivated grain or crop fire	0	2	0	1
200 Overpressure rupture, Explosion, Overheat Other	0	1	0	0
220 Overpressure rupture from air or gas, Other	0	0	1	0
221 Overpressure rupture of air/gas pipe/pipeline	0	0	1	0
251 Excessive heat, scorch burns with no ignition	0	1	3	1
300 Rescue, EMS incident, other	0	3	3	23
311 Medical assist, assist EMS crew	73	819	827	771
321 EMS call, excluding vehicle accident with injury	2	15	21	21
322 Motor vehicle accident with injuries	9	134	113	91
323 Motor vehicle/pedestrian accident (MV Ped)	2	5	8	7
324 Motor Vehicle Accident with no injuries	6	52	89	90
340 Search for lost person, other	0	1	0	0
341 Search for person on land	0	0	1	2
350 Extrication, rescue, Other	0	1	0	2
351 Extrication of victim(s) from building/structure	0	1	0	1
352 Extrication of victim(s) from vehicle	0	2	7	5
353 Removal of victim(s) from stalled elevator	0	1	1	2
354 Trench/below-grade rescue	0	1	1	2
355 Confined Space Rescue	0	0	1	0
360 Water & ice-related rescue, other	0	1	0	0
362 Ice Rescue	0	0	1	0
371 Electrocution or potential electrocution	0	0	1	0
381 Rescue or EMS standby	0	1	3	1
400 Hazardous condition, Other	1	2	3	10
410 Combustible/flammable gas/liquid condition, other	0	4	4	3
411 Gasoline or other flammable liquid spill	0	15	11	18
412 Gas leak (natural gas or LPG)	2	40	38	39
413 Oil or other combustible liquid spill	1	7	14	21
420 Toxic condition, Other	0	0	1	0
421 Chemical hazard (no spill or leak)	0	0	2	1
422 Chemical spill or leak	1	6	8	7

Incident Type	11/01/2012 to 11/30/2012	Year to Date	2011	2010
424 Carbon monoxide incident	3	24	14	15
430 Radioactive condition, Other	0	0	0	1
431 Radiation Leak, Radioactive material	0	1	0	0
440 Electrical wiring/equipment problem, Other	0	4	5	5
441 Heat from short circuit (wiring), defective/worn	0	3	1	1
442 Overheated motor	0	0	2	2
443 Breakdown of light ballast	0	1	2	1
444 Power line down	0	3	1	7
445 Arcing, shorted electrical equipment	0	8	12	12
460 Accident, potential accident, other	0	1	2	2
461 Building or structure weakened or collapsed	0	0	0	2
463 Vehicle accident, general cleanup	4	6	4	2
500 Service Call, other	0	2	3	0
510 Person in distress, Other	1	4	3	2
511 Lock-out	0	1	0	2
520 Water problem, Other	0	0	1	1
522 Water or steam leak	0	0	3	1
531 Smoke or odor removal	0	6	6	7
541 Animal problem	0	0	1	1
542 Animal rescue	0	3	5	1
550 Public service assistance, Other	0	2	4	2
551 Assist police or other governmental agency	1	14	11	20
552 Police matter	0	0	0	2
553 Public service	0	2	9	2
554 Assist invalid	0	2	2	1
555 Defective elevator, no occupants	0	0	3	0
561 Unauthorized burning	1	17	18	13
571 Cover assignment, standby, moveup	0	0	0	2
600 Good intent call, Other	0	9	7	18
611 Dispatched & cancelled en route	1	3	2	22
6111 Dispatched & cancelled en route - Fire	3	47	34	26
6112 Dispatched & cancelled en route - EMS	1	33	34	37
6113 Dispatched & cancelled en route - Hazmat	0	1	3	2
6114 Dispatched & cancelled en route - Alarm	9	60	50	18
6115 Dispatched & cancelled en route - Vehicle	2	15	8	10
6116 Dispatched & cancelled en route - Wildland	0	14	6	10

Incident Type	11/01/2012 to 11/30/2012	Year to Date	2011	2010
621 Wrong location	0	2	0	3
622 No Incident found on arrival at dispatch address	3	64	51	29
631 Authorized controlled burning	2	7	16	3
632 Prescribed fire	0	3	0	0
641 Vicinity alarm (incident in other location)	0	0	0	1
650 Steam, Other gas mistaken for smoke, Other	0	0	0	3
651 Smoke scare, odor of smoke	2	31	40	32
652 Steam, vapor, fog or dust thought to be smoke	0	8	10	11
653 Smoke from barbecue, tar kettle	0	2	2	5
671 HazMat release investigation w/no HazMat	0	31	23	29
700 False alarm or false call, Other	4	26	27	22
710 Malicious, mischievous false call, Other	0	1	3	3
711 Municipal alarm system, malicious false alarm	0	5	3	1
714 Central station, malicious false alarm	0	7	3	7
715 Local alarm system, malicious false alarm	0	0	2	3
730 System malfunction, Other	0	3	3	3
731 Sprinkler activation due to malfunction	0	3	7	1
733 Smoke detector activation due to malfunction	0	14	11	15
734 Heat detector activation due to malfunction	0	2	0	3
735 Alarm system sounded due to malfunction	2	7	17	5
736 CO detector activation due to malfunction	0	6	6	1
740 Unintentional transmission of alarm, Other	0	3	4	9
741 Sprinkler activation, no fire - unintentional	0	4	5	5
743 Smoke detector activation, no fire - unintentional	1	43	24	27
744 Detector activation, no fire - unintentional	1	9	11	14
745 Alarm system activation, no fire - unintentional	4	25	42	24
746 Carbon monoxide detector activation, no CO	1	8	8	5
800 Severe weather or natural disaster, Other	0	0	0	3
813 Wind storm, tornado/hurricane assessment	0	2	4	5
814 Lightning strike (no fire)	0	1	1	2
815 Severe weather or natural disaster standby	0	0	0	4
900 Special type of incident, Other	0	3	5	1
911 Citizen complaint	0	0	1	0
TOTALS	156	2,089	2,033	1,929



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
ADMINISTRATIVE ITEMS/ CHIEF HUBER
December 12, 2012 - Information

7.2.3 Training Report

Training Division Report –November 2012

Training Cadre

The Training Cadre had their monthly meeting on December 3rd. The next scheduled meeting will be January 7th.

Recruit Academy

The Training Cadre continues planning for the upcoming 2013 Recruit Academy that will begin on January 30, 2013. As of this report it is anticipated there will be 35-37 new recruits. New recruits that have completed the interview and physicals are being issued equipment.

National Fire Academy

Kate Eischeid will be attending a one-week fire investigation course at the National Fire Academy in Emmitsburg, Maryland in January 2013.

The application period for second semester NFA courses is open until December 31, 2012

Special Training

Fifteen members (career and volunteer) will be attending the “Art of Reading Smoke” class in Casper on December 11th. This course is sponsored by Casper Fire/EMS Department.

The career shifts have completed training on the new rescue truck and are providing training to volunteers

Volunteer & Combination Officer Symposium

Six members attended the VCOS Symposium in the Sun in November 2012.

Mid Winter Fire School

CCFD will be sending several members to Riverton to attend the Mid Winter Fire School in January. All will be taking courses required for Fire Officer Certification.

Other

January 1, 2012 thru October 31, 2012 a total of 594 training sessions have been conducted for a total of 10,033 man hours.

During the same period:

2011 a total of 627 training sessions were held for a total of 10,153 man hours.



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
CALENDAR OF CCFD/FIRE BOARD EVENTS
December 12, 2012 - Information

7.2.4 Concrete Slab Time-line

Chief Huber will present a time-line on the Concrete Slab Project



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
CALENDAR OF CCFD/FIRE BOARD EVENTS
December 12, 2012 - Information

7.3 Calendar of Upcoming CCFD/Fire Board Events

DECEMBER

- December 12: Fire Board Pre-meeting at 5:30 p.m., and Regular Meeting at 6:00 p.m. at Station One Community Room.

JANUARY 2013

- January 9, 2013: Fire Board Pre-meeting at 5:30 p.m., and Regular Meeting at 6:00 p.m. at Station One Community Room.
- January 14, 2013: Fire Board Meeting with the City Council at 6:00 p.m. at the 2nd Floor Community room in the City Building.

FEBRUARY

- February 2, 2013: Fire Board Workshop; Time and Location TBD

MARCH

- March 9, 2013: Fire Department Banquet; Time and Location TBD



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
BOARD ACTION ITEMS
December 12, 2012 - Discussion/Approval

8. BOARD ACTION ITEMS 🌀:

8.1 Vacation Extension 🌀

The Board will consider extending until June 30, 2013 the deadline for using vacation hours that were accrued in 2012



8.2 Proposed 2013 Holiday Calendar

2013 Approved Holiday Calendar

<u>Holiday</u>	<u>Date of Observance</u>
Equality Day	Monday, January 21 st
Presidents= Day	Monday, February 18 th
Memorial Day	Monday, May 27 th
Independence Day	Thursday July 4 th
Labor Day	Monday, September 4 th
Columbus Day	Monday, October 14 th
Veterans Day	Monday, November 11 th
Thanksgiving Day	Thursday, November 28 th
Employee Appreciation Day	Friday, November 29 th
Christmas Eve (half day – 4 hrs)	Tuesday, December 24 th (Close at noon)
Christmas Day	Wednesday, December 25 th
New Year's Day, 2014	Wednesday, January 1 st , 2014



8.3 Proposed 2013 Holiday Calendar for 24 Hour Personnel 🌀

2013 Holiday Calendar

<u>Holiday</u>	<u>Date of Observance</u>
Equality Day	Monday, January 21 st
Presidents= Day	Monday, February 18 th
Memorial Day	Monday, May 27 th
Independence Day	Thursday July 4 th
Labor Day	Monday, September 4 th
Columbus Day	Monday, October 14 th
Veterans Day	Monday, November 11 th
Thanksgiving Day	Thursday, November 28 th
Employee Appreciation Day	Friday, November 29 th
Christmas Eve (4 hrs)	Tuesday, December 24 th
Christmas Day	Wednesday, December 25 th
New Year's Day, 2014	Wednesday, January 1 st , 2014



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 BOARD ACTION ITEMS
 December 12, 2012 - Discussion/Approval

8.5 Approve Manual Checks

Motion to approve using Manual Check for payments to DCI for Criminal Background Checks



State of Wyoming
 Office of the Attorney General
 Division of Criminal Investigation
 Steven R. Woodson, Director

Matthew H. Mead
 Governor
 Gregory A. Phillips
 Attorney General

November 29, 2012

Dear Accounts Payable:

The Division of Criminal Investigation (DCI) Applicant Tracking System (ATS) Unit has been/is experiencing an increasing volume in the number of fingerprint based background checks with no increase in staffing. Currently, the volume of cards being submitted is pushing the background checks to 5 weeks or more. In order to maintain efficient and acceptable customer service in returning backgrounds to recipients, effective January 1, 2013, DCI will no longer be "billing" for fingerprint background check fees except for State Agencies. All non-criminal justice background checks submitted to DCI must be submitted with a payment included with the fingerprint cards for processing. If the payment is not included, the cards may be rejected.

Other tips for expediting the turnaround of background checks are as follows:

- Ensure Name, Date of Birth and Social Security Number, place of birth (state or country), current country of citizenship and physical identifiers (eye and hair color, height, and weight) are completely filled out. *Cards may be rejected if not filled out properly which will delay your response.*
- The back of the orange fingerprint card needs to be filled out **IN ITS ENTIRETY** (including the waiver and the dissemination information) and **notarized**.
- Use the full name of the company/agency (no acronyms).
- Ensure the payment amount is correct, and is addressed to the Division of Criminal Investigation.
- If submitting large groups of fingerprint cards with one payment, the entire group and payment will be returned if there are discrepancies with individual cards.

For your convenience, attached is the instruction sheet for the procedure to properly complete fingerprint cards.

As unpopular a decision this may seem, it has not come with thorough thought and regard to how it will impact agencies. Thank you in advance for your understanding and willingness to assist our process for better customer service.

Sincerely,

Natalie A. Chrastil, Ph.D.
 Deputy Director Criminal Justice Information Services

208 S. College Drive, Cheyenne, WY 82002-0150
 Administration/Investigation: 307-777-7181 Crime Laboratory: 307-777-7607 Criminal Justice Information: 307-777-7523
 FAX: 307-777-7252



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
BOARD ACTION ITEMS
December 12, 2012 - Discussion/Approval

8.6 Official Mileage Rate

Motion to approve the following mileage rates for 2013 for the Campbell County Fire Department: Business Mileage @ 56.5¢ per mile, and Medical Mileage @ .24¢ per mile.



8.7 Surplus Equipment

Items for surplus (County Auction)

- Excide battery charger- Broken no longer works
- Wilton bench grinder. Broken no longer works
- Milwaukee chop saw. Broken no longer works
- Milwaukee skill saw. Broken no longer works
- 1" Ingersoll rand impact. Broken unable to rebuild and use.
- Black and Decker 9" grinder. Broken unable to use
- CP 3/8 air drill. Broken unable to rebuild
- CP 1/2 impact gun. Broken unable to rebuild
- 4 LG hands free car kits. We no longer use these phones.
- 1 federal signal red 4 light rotating light.
- 2 federal signal red 2 light rotating lights
- A&B spin balancer. Broken and not able to use
- 10 Akron metal nozzles. Broken and no longer in use by CCFD
- 2 bags of auto lite spark plugs for military 6x6 trucks
- Pallet of parts for military 6x6 trucks(on pallet is fuel pumps, clutches, clutch pressure plates, starters, hydra vacs)



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
BOARD ACTION ITEMS
December 12, 2012 - Discussion/Approval

8.8 Election of Fire Board Officers

The Board will conduct election of officer positions as follows:

- Chair
- Vice-chair
- Secretary/Treasurer



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
EXECUTIVE SESSION
December 12, 2012 - Discussion/Approval

9. EXECUTIVE SESSION ⌘:

- 9.1 Matters Posing Threat to Security of Public or Private Property, or Threat to Public Access**
- 9.2 Appointment, Employment, or Dismissal of Public Officer, Employee, or Professional Person**
- 9.3 Litigation Matters**
- 9.4 National Security Matters**
- 9.5 Real Estate Purchases**
- 9.6 Attorney Client Privileged Information**

10.0 ADJOURNMENT ⌘

The meeting was adjourned at _____ hours.