



CITY OF GILLETTE

Administration

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MEMORANDUM

TO: Mayor and Members of the City Council
FROM: Michael Cole, Interim City Administrator
RE: General Information
DATE: July 14, 2023

The following meetings are scheduled for the week of **July 15-21, 2023**

Tuesday, July 18th

6:00 p.m. City Council Meeting, Council Chambers

Friday, July 21st

**5:30 p.m. National High School Finals Rodeo Wyoming Night
Cam-Plex, Morningside Park**

1. Attached please find an **agenda** dated **July 12, 2023** and **meeting minutes** dated **June 2023** for the **Gillette, Wright, Campbell County Fire Protection Joint Powers Board of Directors** provided by the **Campbell County Fire Department**.

MC/adw



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Gillette, Wright, Campbell County
 Fire Protection Joint Powers Board of Directors
 JULY 12, 2023
 5:30 p.m.
 Station 1 Community Room

ATTENDANCE

Board Members:

_____ Bill Sims- Vice-Chair	_____ Tim Carsrud
_____ Jeff Boardman -Sec/Tres	_____ Tricia Simonson
_____ Trent Jones	_____ Nathan McLeland
_____ Travis Cochran	

INVITED STAFF MEMBERS:

_____ Fire Chief Jeff Bender	_____ Deputy Chief JR Fox
_____ Division Chief Ryan Fox	_____ Director of Finance Juli Pierce
_____ Geneva Wickham	

_____	_____
_____	_____
_____	_____

INVITED GUESTS:

_____ Joe Hallock (Stevens, Edwards, Hallock, P.C.)	
_____ Butch Knutson (County Commissioner & Liaison to the Fire Board)	

_____	_____
_____	_____
_____	_____
_____	_____



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
CALL TO ORDER/INTRODUCTIONS/ADDITIONS & DELETIONS
JULY 12, 2023

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
JULY 12, 2023

4.2 Approve the Agenda 🌀

4.3 Approve the Amended Agenda (if needed) 🌀

5. PUBLIC COMMENTS



6. CONSENT AGENDA APPROVAL ITEMS 🚒:

6.1 Regular Board Meeting Minutes

**JOINT POWERS FIREBOARD
 JUNE MEETING MINUTES
 STATION 1 COMMUNITY ROOM**

ATTENDANCE: Chris Beltz, Jeff Boardman, Bill Sims, Trent Jones, Nathan McLeland, Tricia Simonson, Tim Carsrud

ABSENT:

STAFF and GUESTS: Chief Jeff Bender; Director of Finance Juli Pierce; Commissioner Butch Knutson; Fire Marshal Stuart Burnham; Geneva Wickham

Attorney Joe Hallock (via phone call during action items)

1.0 CALL TO ORDER

Chair Chris Beltz called the meeting to order at 1730 hours.

3.0 WELCOME AND INTRODUCTIONS

Chair Chris Beltz introduced the attendees listed above under "Staff and Guests."

4.1 BUSINESS ADDITIONS AND DELETIONS

4.3 AGENDA APPROVAL AS PRESENTED

🚒 Motion Trent Jones moved and seconded by Bill Sims to approve the meeting agenda presented.

Chris Beltz	YES	Nathan McLeland	YES
Bill Sims	YES	Tim Carsrud	YES
Jeff Boardman	YES	Tricia Simonson	YES
Trent Jones	YES		

The motion carried.

5.0 PUBLIC COMMENT

6.0 CONSENT AGENDA

🚒 Motion Tim Carsrud moved and seconded by Bill Sims to amend the consent agenda to read "May Minutes" instead of "April Minutes."

Chris Beltz	YES	Nathan McLeland	YES
Bill Sims	YES	Tim Carsrud	YES
Jeff Boardman	YES	Trisha Simonson	YES
Trent Jones	YES		

The motion carried.

🚒 Motion Bill Sims moved and seconded by Trent Jones to approve the amended consent agenda.

Chris Beltz	YES	Nathan McLeland	YES
Bill Sims	YES	Tim Carsrud	YES
Jeff Boardman	YES	Trisha Simonson	YES
Trent Jones	YES		

The motion carried.



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 PUBLIC COMMENTS/CONSENT AGENDA/MINUTES
 JULY 12, 2023 - Discussion/Approval

7.1 MANUAL CHECKS

☛ Motion Tricia Simonson moved and seconded by Nathan McLeland to approve manual checks for \$80,226.90

Chris Beltz	YES	Nathan McLeland	YES
Bill Sims	YES	Tim Carsrud	YES
Jeff Boardman	YES	Tricia Simonson	YES
Trent Jones	YES		

The motion carried.

8.1 FINANCIAL AND POLICY REVIEW

Director of Finance Juli Pierce presented finance information for the end of May. The ending balance is \$2,366,702.07. Income for May included the rental fees (increased to account for the fees to pay with a card) from the USDA for the rental of Pine Tree Junction Station and Station 9 during the summer. We also received the operating funds from Campbell County.

8.1.1 CASH POSITION

Vehicle Depreciation Account Unencumbered Funds \$3,242,816.01
 Facilities Maintenance Unencumbered Funds \$155,600.33
 Equipment Replacement Unencumbered Funds \$ 417,643.72
 Interest is for two months due to the way the City reports

8.1.2 FY 2020-2021 BUDGET VS ACTUAL

Pierce stated that at this point in the year, the budget should show 91% used, and we are sitting at 82% funds used. That totals around \$616,000 additional fund balance at the end of the year. At the end of June, there will be budget transfers that will happen.
 Pierce noted that there is no new audit information, hopefully in August. This will be our last year being included with the County audit due to the change in the Joint Powers Agreement.

8.2 ADMINISTRATIVE ITEMS: CHIEF BENDER

Chief Bender thanked Chairman Chris Beltz for his time on the Board. He also thanked Chief Izatt for his 25 years of service as he will retire on Friday. Rich Hauber will be inducted into the State Fire Hall of Fame. Stuart Burnham was introduced as the Fire Marshal taking over in September when Eric Acton retires. Truck 1 will arrive at the end of the month with in-service training for the department. Chief Bender and Joe Hallock discussed transferring of a portion of Station 7 land to the Cam-plex.

8.2.1 CALL REVIEW

Chief Bender presented a PowerPoint covering two days of Vigilant Guard training. He stated that we continue to see an uptick in calls from last year.

8.2.2 TRAINING REPORT

Bender noted an increase in training hours that go into the wildland season.

8.2.3 FACILITY UPDATE

Admin drainage: completed except for a few small items. We are still 90k under budget for the project.
 Wash bay: now in service
 Boiler project: completed and on budget.



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 PUBLIC COMMENTS/CONSENT AGENDA/MINUTES
 JULY 12, 2023 - Discussion/Approval

9.0 BOARD ACTION ITEMS

9.1 SURPLUS GEAR

☛ Motion Trent Jones moved, seconded by Tim Carsrud, to approve the list of surplus gear.

Chris Beltz	YES	Nathan McLeland	YES
Bill Sims	YES	Tim Carsrud	YES
Jeff Boardman	YES	Tricia Simonson	YES
Trent Jones	YES		

The motion carried.

9.2 BUDGET 2023-2024

☛ Motion Nathan McLeland moved, seconded by Bill Sims, to approve the budget for 2023-2024 as presented, totaling \$10,378,147.

Chris Beltz	YES	Nathan McLeland	YES
Bill Sims	YES	Tim Carsrud	YES
Jeff Boardman	YES	Tricia Simonson	YES
Trent Jones	YES		

The motion carried.

9.3 MOU WITH CASPER FIRE DEPARTMENT

☛ Motion Tricia Simonson moved, seconded by Trent Jones, to approve the MOU with Casper Fire Department to lease our Ladder truck while theirs is under repair.

Chris Beltz	YES	Nathan McLeland	YES
Bill Sims	YES	Tim Carsrud	YES
Jeff Boardman	YES	Tricia Simonson	YES
Trent Jones	YES		

The motion carried.

9.3 ADMIN DRAINAGE PROJECT CHANGE ORDER

☛ Motion Bill Sims moved, seconded by Trent Jones, to approve the change order for the admin drainage project.

Chris Beltz	YES	Nathan McLeland	YES
Bill Sims	YES	Tim Carsrud	YES
Jeff Boardman	YES	Tricia Simonson	YES
Trent Jones	YES		

The motion carried.

12.1 ADJOURNMENT

☛ Motion Tricia Simonson moved, seconded by Nathan McLeland, to adjourn at 1911 hours

Chris Beltz	YES	Nathan McLeland	YES
Bill Sims	YES	Tim Carsrud	YES
Jeff Boardman	YES	Tricia Simonson	YES
Trent Jones	YES		

The motion carried.

Respectfully Submitted,

 Chair Chris Beltz

 Attest: Juli Pierce