

Wyoming Fire Chiefs' Association  
Meeting Minutes  
April 6, 2019  
Wyoming Fire Academy

**Call to order:** President Kocher call the meeting to order at 9:00 AM.

**Roll call:** Board members present were President Chris Kocher – Worland, 1st Vice President Byron Mathews – Cheyenne, and Secretary/Treasurer Gene Diedtrich – Newcastle. Thirty-four members were present.

**Minutes of last meeting:** President Kocher asked for the approval of the minutes as sent out for the January 11, 2019 meeting.

**Motion #1:** Jeff Kehl motions to approve the last meeting minutes.

Second: Jim Wamsley

Motion Carries.

**Treasurers Report:** Treasurer, Gene Diedtrich reported the following for the dates of January 1, 2019 through March 31, 2019. Beginning cash \$37,307.63, Deposits of \$70,856.92, Expenses of \$65,215.79, leaving an ending balance of \$42,948.76. A total restricted amount of \$26,861.67, which leaves an unrestricted balance of \$16,087.09

**Motion #2:** Donny Munger motions to approve the Treasurer's report.

Second: Mike Bournazian

Motion Carries.

**Association Bills:** Gene Diedtrich reported that there were no bills at this time.

**Presentations:**

**Community Risk Reduction Statewide Approach:** Bryon Mathews talked about why community risk reduction is important. We need to move forward with Community Risk Reduction statewide. The access to statewide data has increased with the use of Emergency Reporting. We urge everyone who is not yet using Emergency reporting to contact Mark Young and he will get you the credentials to get on Emergency reporting. We have staff to send to you to train you on emergency reporting. We now have the tools to help you identify and reduce the risks. Mark Norford is the State Fire Marshal's Office Public Educator & Community Risk Manager/Fire Inspector. He is here to help you with your Fire Prevention and Community Risk Reduction Programs. We can provide resources to help you enhance the programs that you have or start a program. Messages will start coming out of Cheyenne. Start sharing your success with Mark Norford so they can be share with the state. They will be a conference on May 29<sup>th</sup> thru June 1<sup>st</sup> in Casper and during the conference, there will be a training on how to create an occupancy and inspections. On Saturday, there will be a two-hour block on Community Risk Reduction. Please try to attend. Check out these two websites: Vision 20/20 - [www.strategicfire.org](http://www.strategicfire.org) & Washington Association of Fire Marshals – [www.homesafetyvisit.org](http://www.homesafetyvisit.org). Mark Norford's contact information; email: [mark.norford@wyo.gov](mailto:mark.norford@wyo.gov), phone: 307-777-8772.

**Department of Audit, Public Funds Division:** Mary Ann Schwalbendorf went over the budget procedure. It starts in the early spring around May of June by drawing up a proposed budget, do your advertisement and put it on the proper form which can be obtained from [publicfunding@wyo.gov](mailto:publicfunding@wyo.gov). and email it to them. They will read through the budget narrative and make sure the numbers add up and send it back. Then you hold a public adoption meeting to finalize the budget. Once finalized and no changes have been made you fill out the form again and email it back in. If during the year it looks like you are going to go over your budget even one dollar you need to send in an amendment before you spend it. Go

into your final budget change what needs to be changed. Have it in no later than June 1<sup>st</sup> but earlier would be better. Adoption meetings have to be no later than the third Thursday in July.

The F-32 is a Federal form that is for what has happened in the fiscal year that has just closed which is July 1, 2018 through June 30, 2019. The F-32 must be in by September 30<sup>th</sup> it reflects your revenue in, expenditures made and money left. If you are over \$1,000,000.00 you will need to have a CPA audit which are due by December 31<sup>st</sup>. If  $\frac{3}{4}$  through the year you know you are going to be over that million dollar mark call a CPA. If you are between \$500,000.00 & \$1,000,000.00 you will need a CPA review. If you are between \$100,000.00 & \$500,000.00 you will need to do a self-audit, internal control and proof of cash which needs to be done by an outside organization. If you are between \$25,000.00 & \$100,000.00 you need a proof of cash which need to be done by an outside organization. If you are under \$25,000.00 you just need to send a F-32 form. If you receive \$750,000.00 or more in Federal funds you will need an A133 CPA audit. Fill out your F-32 form online it is required. If you have any question what so ever please call us or email your question to [doa-pfd-web@wyo.gov](mailto:doa-pfd-web@wyo.gov). When dealing with budget checks and balances are important have your boards involved, have policies and procedures, review bank statements, and credit card statements. Gene will be emailing out the power point presentation for you to look at.

### **Committee Reports:**

**Nomination and Election of Officers:** Gene Diedtrich asked if there were any nominations. There were none.

**Motion #3:** Craig Haslam motioned to keep the current board members.

Second: Jim Wamsley

Motion carries.

**Missouri Valley Division, IAFC:** Craig Haslam reported that Byron Mathews and Greg Hoggat from Cheyenne Fire and Rescue gave a great presentation and the 2021 Conference will be at the Cheyenne Little America in early June of 2021. This year the Conference is June 26 – 28 in Grand Junction, Co. Jim Wamsley is standing for election for International Fire Chief's Board of Directors. Recruitment and Retention Coordinator Certification Courses are coming up in different place around the United States. There is help with expenses. If interested contact Craig Haslam. Every other state has a state conference. President Kocher stated that the Chief's grant could help pay for volunteers to attend a conference but could not pay for speaker's. The idea of a conference needs to be explored.

**Motion #4:** Jim Hoggat motioned to put together a committee to bring results back to WFCFA.

Second: Mike Bournazian

Committee: Byron Mathews - Chairman, Greg Hoggat, Rusty Dunham, Craig Haslam, Jim Wamsley, Ryan Wells.

Motion carries.

**Special District Association:** Craig Haslam stated that there are 27 types of special districts and 670 special district in the state of Wyoming. There is only 29 special district in the association. The association is growing. When it comes to the budget reporting there are 17 special fire district that are not complete in there reporting and 1 that is not compliant. Information will be sent out to them to help them get into compliance. We must help each other stay in compliance with the Department of Audit, Public Funds Division. Craig will send out the information on where to send the dues to join the Special Districts Association.

**Wyoming Council on Fire Prevention and Electrical Safety:** Dan Johnson reported that there were no appeals.

IAFC-VCOS: No Report

**Motion #5:** Scott Hannum motioned to volunteer Aaron Zent be the representative to IAFC-VCOS if Ron Smith cannot continue. Aaron Zent accept.

Second: Craig Haslam

Motion carries.

National Volunteer Fire Council: Eric Quinney stated that the fall meeting in 2021 would be held for the first time in Wyoming in Jackson on October 13<sup>th</sup> – 15<sup>th</sup>. The membership in Wyoming has gone from 35 to 718. He would like to get the membership up to 1000 members. There are many good things going on at the national level. If you are not a member come join us. Rusty Dunham works with wildland, standards and codes. If you have any questions on anything contact Rusty or Eric. You can get “Make me a Firefighter” posters and information on the website.

NFPA: Mark Young reported that Nick Hudson would be transitioning into being the NFPA representative.

Wyoming Fallen Firefighter Memorial: Mark Young stated that the Fallen Firefighter Memorial is May 11<sup>th</sup> at 1:30 PM at the Wyoming Fire Academy. If anyone has Honor Guard or Pipes and Drum resources to please contact Mark Young or Scott Kitchner. We are blessed that we are not adding any names to the wall this year. Please come and help us honor the ones who have fallen.

WYO-Link Update: Chris Kocher read a statement from Mark Harshman. A presentation will be on May 15<sup>th</sup> with the idea being presented that local agencies should pay for the backbone of Wyoming false bills. President Kocher will have Gene send out the statement from Mark Harshman.

WFCALegislative: Jeff Kehl reported on some of the House Bills and Senate Files that were being watched.

House Bill 35 is Worker’s compensation-air ambulance. This bill says that worker’s compensation will not pay more than double of the amount Medicaid pays for air ambulance. The patient pays the rest. Died in committee

House Bill 49 is Reversion of fund-emergency fire suppression account. This relates to state lands; providing that unexpended, unobligated general funds appropriated to the division of forestry shall revert to the emergency fire suppression account at the end of a biennium. Passed

House Bill 161 is an Emergency telephone service; requiring designation of a statewide 911 coordinator; specifying duties of the statewide 911 coordinator; and providing for an effective date. Passed

House Bill 202 is a Pension accounts; increasing the members contribution paid to the volunteer firefighter and EMT pension account; authorizing an additional pension payment to members as specific; directing insurance premiums to the account as specified; and providing for an effective date. Died in committee

House Bill 246 is Pension accounts; amending the volunteer firefighter and EMT pension account to provide membership for volunteer search and rescue personnel; providing for contributions to the account; increasing insurance premiums to the account as specified amending membership of the pension account board; making conforming amendments; and providing for an effective date. Passed

House Bill 271 is Collective bargaining for firefighters; modifying definitions; providing for nonbinding arbitration; specifying applicability; and providing for an effective date. Defeated

Senate File 26 is Fire suppression account appropriations. This bill relates to state lands and to appropriate continuing and one-time funds to the emergency fire suppression account with a cap of twenty-five million. Died

Senate File 9 is Audit requirements for special fire and water districts. It will exempt fire protection districts and water and sewer districts from the audit requirements of the Uniform municipal Fiscal Procedure Act. Passed in an Amended form.

Senate File 64 is School Safety and Security. It adds to the duties of the superintendent to consult with the office of Homeland Security, the Attorney General’s office, the State Fire Marshal and the State Construction Department to create a model of school safety and security. Failed

Senate File 88 is a Fireman's Pensions Account Reform Act of 1981; increasing the member contribution rate for the pension account as specified; modifying the calculation of the employer contribution for the pension account; and providing for an effective date. Passed.

This is Jeff's last year with the Legislative committee if anyone would like to shadow Jeff this year let President Kocher know.

WFCA Residential Sprinkler Committee: No Report.

Wyoming Volunteer Fire Pension Fund Report: Jerry Munger reported that the total number of participants is 7,752, the termination number is 3,755, and the number of deaths was 421. Survivor pensions came to 259 with retirees numbering 1,239. Monthly pension totals were \$520,551.75 with the smallest pension being \$44.88 and the largest pension being \$722.08. The total fund balance is \$79,532,242.00 as of January 31, 2019.

Wyoming Fire Academy Training Report: Eric Siwik reported that our busiest class are FFI, FFII, HMA, and HMO. The first quarter had 99 class between the trainers and the Academy with the student numbers at 1316. The trainers spent 45.4 percent of their time teaching classes (1145.5 hours) and 9.7 percent investigating and documenting fires (230 hours). There were 131 state certificates and 72 proboard certificates issued for 203 certificates. At the Academy, last fall the concrete out front was completed and now that winter is over there are a few little fixes to be completed. Planning for the next projects are under way. Landscaping projects are in the works to be done before the Memorial.

Volunteer Firefighter Recruitment and Retention Grant Update: Gene Diedtrich reported that we are behind in spending. We have spent \$371,742.00 and have \$606,268.00 left to spend. The grant expires on 12/2/2020.

### **Section Reports**

Wyoming Firefighters Certification Committee: Aaron Zent stated that Origin and Cause Technician and Fire Investigator certifications for effectiveness, and to make sure they meet the NFA 1033 standard. It is open for comment until the December meeting. We will be working on refresher courses for lapses in certificates more than one year but less than five years for HMT, fire Investigator, O & CT, ISO, FOII, FOIII, PLSO I, II.

Wyoming Association of Fire Marshals: Mark Young stated that the annual conference would be May 29 – June 1, 2019. Bryon Mathews said that it will be at the Ramkota in Casper and there will be great educational opportunities.

Industrial Fire Chief's: Ryan Wells reported that they are trying to bring 1081 certification training up to current standards to the state. We are also working on 1081 prop design. They are going to donate a parts list for a 1081 prop. Contact Ryan wells for more information. They would like to have the first one commissioned in nineteen months. Director Reed has offered to post information on the State Fire Marshal's website and help wherever needed.

### **State Fire Association Reports**

Wyoming State Firemen's Association: Jerry Munger stated that the convention is in Wheatland this year June 12<sup>th</sup> -17<sup>th</sup>. Please come and join us.

Wyoming State Rural Fire Association: Craig Haslam reported the next rural meeting is in December in Cody.

L.A.S.T. Team Update: Mark Young said that there were three level three missions – retired: Centennial, Worland and Cheyenne (Boulder, CO.). One level two – active non LODD: AFB Cheyenne. Randy Vicker memorial service will be May 24<sup>th</sup> at 1:00 PM in Laramie at the St. Paul Newman Center. If you are

attending, bring an emergency apparatus. There will be an honor guard training sometime this fall. We will be doing hunting tag auctions again this year to help with funding.

Wyoming Firefighter Cancer Support Network: Mark Young reported that they are providing some direct support to some firefighters in the state right now.

### **State Agency Reports**

Wyoming State Forestry: Bill Crapser stated that the shift ticket books are coming out soon and the photo contest will be decided at Buffalo Fire School. Half of the department are reporting wildland fires into Emergency reporting which shows that over half of all wildland fires are human caused. It is Smokey Bears 75<sup>th</sup> birthday this year. If you would like him for an event let them know, they have two Smokey's now. They are looking at their fire restriction rules. Governor Gordon and Bill Crapser are working on making May wildland awareness month. The fabrication and maintenance facility is done. If you are having fair labor or liability issue with MOBI payments contact your county attorney.

Fire Marshal's Office: Director Reed stated that we have been approved for the city block improvements at the academy. There are improvements on the inside of the academy. There has been a wall erected in the commons area. This is where the Hall of Fame plaque is going to be hung. The large water heater is going to be removed and a wall is also going to be erected there. A Max Fire Box has been ordered for the academy grounds. Electronic plan reviews have started. Electrical licensing online is up and running. The academy now has a 1 GB internet connection. We are going to put together a Training Advisory Board. Director Reed will be making some phone calls. Mike Bournazian brought to Director Reed's attention the possibility of a Driving Simulator so we have started researching Driving Simulator's. Chief Johnson mentioned Ultrasonic Cleaners to Director Reed so we are also researching them. There has been a meeting of the Hall of Fame committee and they will be making some announcements over the next couple of months. We have been discussing upgrading the memorial at the academy as well as the funding for the upgrades.

Wyoming Office of Homeland Security: Lynn Budd reported THIRA is an important tool to participate in. They are part of a campaign, "See Something Say Something". There are plans starting for long term power outages. We are working with the State Fire Marshal's Office to amend grants to have generators installed correctly. We are Beta testing a training database called First Responders. We are also planning for spring runoff.

Office of Emergency Medical Services: Eric Quinney reported that the replica rules were posted at [emscompact.gov](http://emscompact.gov).

### **Continuing Business:**

2019 SAFER Grant: Writing New Grant: President Kocher stated that they still have full intention to write a new grant. They are in the process of fixing the Duns and Bradstreet number. As soon as that is corrected they will move forward.

Pre Fallen Firefighters Memorial Walk: Scott Hannum reported that the money has been raised and the logo bricks, state seal and the fallen fighter bricks are being placed. Once it is constructed they will send photos. Thank you for your support.

Black Hills Energy – Plugging Gas Lines: Jerry Parker reported that it was a bit of a misunderstanding and they are willing to work with the fire service.

### **New Business:**

Driving Simulator: Mike Bournazian stated that driving simulators are full scale and portable. Utah and Idaho both have one and it is a worthwhile endeavor. Let us support the State Fire Marshal's Office as they look into this.

Fire Service representative off the Board at the Law Enforcement Academy: Bryon Mathews reported that they are considering removing the fire service representative off the Board.

**Motion #6:** Scott Hannum motioned to have Mike Bournazian be on the board at the Law Enforcement Academy to represent the Fire Service.

Second: Jim Wamsley

Motion carries.

Changes in FFI & FFII: Jerry Parker requests to make changes to FFI & FFII to possibly remove coding, investigations and possibly go back to modules. He is asking to form a committee to bring to the certification committee. It was discussed.

**Motion #7:** Craig Haslam motioned to have Jerry Parker form a committee to bring a presentation to the certification committee in December.

Second: Mike Bournazian

Motion carries with 30 yes and 3 no.

Changing Chief's Meeting to Fallen Firefighter Memorial Date: Craig Haslam opened for discussion that the Chief's spring meeting be moved to coincide with the Fallen Firefighter Memorial. It was discussed.

**Motion #8:** Mike Bournazian motioned to start the amendment of the by-laws to have the spring meeting the same date of the Fallen Firefighter Memorial.

Second: Craig Haslam

Motion Carries with 32 yes and 1 no.

Vote to be held at December meeting.

**Meeting Schedule:**

The convention meeting will be on June 12, 2019 at 3:00 PM at the Fire Training Center, 759 E. Cole Street, Wheatland, WY.

The combined Wyoming Rural Fire & Wyoming Fire Chief's meeting will be in Cody, Wyoming on December 4, 2019.

**Adjournment:**

Adjournment was at 1:32 PM.