

Burns Town Council  
September 9, 2019

The Burns Town Council met in regular session on September 9, 2019. Members present were Mayor Jim Clark, Council Members Dennis Bastian, Jeff Appleman, Craig McPhie, and Judy Johnstone. Also present was Town Clerk Toni McNamar, Town Maintenance Ted Kellner and Darius Mandel, Jeff Bartels, Jolene Matz, Jenny Michard, Cassandra Morris, Micah Thomas, and Seth Wilson all with Burns EMS. Bob Hansen, Commissioner Heath, Jeannie West with Laramie County EMA, Kassi Moloney with AMR, Robert Gaskins with LC sheriff's Department, Scott Cowley with AVI, Victoria Smithey from the Pine Bluffs Post, Vernon Testerman, and Ralph Bartels.

Mayor Jim Clark called the meeting to order and the Pledge of Allegiance was performed. Members present were informed the meeting was being recorded.

**Consent Agenda:**

Council Member Johnstone moved to approve the consent agenda consisting of August 12<sup>th</sup> and August 26<sup>th</sup> Council Meeting minutes, Town Treasurers report, and the town and utility vouchers. Council Member Bastian seconded this motion. Motion carried.

**Agenda Requests:**

Brad Morrison from Burns High School had asked to be on the agenda but was not present.

**Policy and Procedures:**

The Council was presented with several new policy and procedures for the town to use in the future.

The Council was presented with policy regarding Records Retention. Council Member Johnstone moved to adopt the Policy on Records Retention. Council Member Bastian seconded this motion. Motion carried.

The council was presented with a policy regarding two users on all secured town computers. Council Member Johnstone moved to adopt this policy. Council Member Bastian seconded this motion. Motion carried.

The Council was presented with a policy regarding town hard drive back up copies. Council Member Johnstone moved to adopt this policy. Council Member Bastian seconded this motion. Motion carried.

The council was presented with a policy regarding temporary rent adjustment due tenants- no fault of Tenant. Council Member Johnstone moved to adopt this policy. Council Member Bastian seconded this motion. Motion carried.

The Council was presented with a policy regarding the Governing body comparing bank statements to financial records. Council Member Johnstone moved to adopt this policy. Council Member McPhie seconded this motion. Motion carried.

### **Building Permit:**

The Council was presented with a building permit for 140 N Main Street for a 40 ft x 52ft carport/home; the permit had been approved by town Fire Marshall Harvey Humphrey. Board member Bastian moved to approve the building permit for 140 N Main Street. Council Member McPhie seconded this motion. Mayor Clark reported that he has no problem with approving the build permit but he does not feel we can approve until sewer issue has been resolved. Mayor Clark explained that the sewer line Les Heywood is proposing cannot be maintained by the town. Council Member Bastian withdrew his motion, the sewer issue needs to be resolved before we can approve building permit. Council Member Johnstone moved to table building permit until next meeting. Council Member Appleman seconded this motion. Motion carried.

Ted Kellner asked the council to look at what has been done in the past; we have always required the developer to put everything in. The presidency is there require him to put in a manhole and lines.

### **Ambulance Report:**

Jeff Bartels reported there was a total of 14 calls and no responses from Burns EMS. Jeff reported that part of this is that on August 22<sup>nd</sup> – August 24<sup>th</sup> Mayor Clark had put the ambulance services out of service due to non compliance to SOP's. On August 24<sup>th</sup> at 6 pm the ambulance services was running again. Jeff reported that they done a football standby on Friday and has additional football standbys on Sept 20<sup>th</sup>, October 4<sup>th</sup>, 18<sup>th</sup>, and 25<sup>th</sup>.

Jeff Bartels reported on September 24<sup>th</sup> there will be the first EMS Panning and Coordinating meeting, all towns having trouble with coverage.

Judy Johnstone and Jim Clark had attended a meeting with LGLP regarding EMTs responding POV. Jeff Bartels reported that he understands the concern regarding responding POV, but he cannot get two people at the station to respond with the ambulance in a reasonable amount of time and the SOP's state that the ambulance must have two people to leave the station.

Jeff Bartels is planning on working with other agencies to rewrite the SOPs. Council member Johnstone told Jeff that he needs to get LGLP involved in writing these.

Jolene Matz reported that there is no limits to liability the EMT s are responsible for their own liability. Mayor Clark reported that he will attend the ambulance meeting on Thursday night to discuss this further.

Council Member Bastian reported that he had spoke with Mark Anderson regarding liability insurance. Responders insurance may have a rider added to their policy to help with this. Council Member Bastian feels this would be an expense for the town. .

Council Member Johnstone concerned about personal insurance companies knowing the vehicles are being used to respond to emergencies.

Jolene does not feel that the town can tell them how to respond. Mayor Clark reported that the town does not want a law suit and they need to obey the town rules as they are representing the town when responding to these calls. There was continued discussion on POVs going to calls. Mayor Clark told Jeff Bartels that he was responsible for rewriting the SOPs and it was determined that they will bring a rough draft of the SOPs to the next council meeting to present to the Council.

Mayor Clark reported that the ambulance has to respond according to what it's SOPs state, so rewrite the SOPs and bring to the council. Council Member Johnstone would like to see the SOP's require that anyone responding POV must have a letter from the Insurance Company stating that they are aware that the vehicle is responding to calls. This letter will be on file in the town hall.

Council Member Bastian thanked everyone for being on the service.

#### **Sheriff's Department Report:**

Robert Gaskin reported there was nothing to report. After speaking with Toni he will try to get some coverage out here at night. Council Member Bastian reported that there is a lot of crime going on out here.

#### **Maintenance Report:**

Ted Kellner reported that all is going well. Ted reported that he has purchased new water valves for the water truck.

Scott Cowley reported that he was present to discuss valley pan in Second Street and possibly discuss Mag Chloride for future use on town streets.

#### **Utility Board Report:**

Council Member Johnstone reported that we are looking at options to replace garbage can lids.

Council Member Johnstone reported that the utility board supports the town in moving forward with the developmental standards. Jim Clark and Judy Johnstone will speak with the Business Council.

**Mayors Report:**

Mayor Jim Clark reported that when he ran for mayor people promised to attend council meetings, but have not. Mayor Clark reported that he continues to receive complaints regarding Toni not being in the office. Mayor Clark would like the public to know that Toni is not just our town clerk and treasurer, she is in charge of both buildings at the Burns-Plex keeping the locks up and programmed, she is the towns back up water and wastewater operator, she has to keep her training hours up and now that we are short a person has been helping Ted with water sampling and other duties. Our employees also have vacation time that they can take when they want.

Mayor Clark reported that the sidewalk in front of the Hair Affair is being replaced. He has found an individual to do it for \$750.00 and we pay for the concrete.

Mayor Clark reported that Brian Loveland has agreed to operate the motor grader and blade the roads as a contract laborer.

**Council Members reports:**

Judy Johntone had nothing to report.

Council Member McPhie had nothing to report.

Council Member Bastian had nothing to report.

Council Member Appleman had nothing to report.

**Old Business:**

Council Member Johnstone asked the council to review the Personnel Policy and let her know of any changes they would like to see and she will prepare a rough draft to review at the Sept 23<sup>rd</sup> meeting.

The council was also presented with the report from the Audit Department and the responses that we sent back to them.

**Announcements:**

September 16<sup>th</sup> – 17<sup>th</sup> town Hall closed for audit  
September 23<sup>rd</sup> 5:30 pm Council Meeting  
October 14<sup>th</sup> 6 pm Utility meeting  
7 pm council Meeting

At 8:43 Council Member McPhie moved to adjourn. The next meeting will be on September 23, 2019 at 5:30 pm

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Mayor James Clark

Attest:

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Town Clerk Toni McNamar

**Town Mayor and Council**

James F Clark	Mayor	307-630-6305
	<a href="mailto:jclarkburns@outlook.com">jclarkburns@outlook.com</a>	
Judy Johnstone	Mayor Pro tem, Utility Board Representative	307-547-3637
Craig McPhie	Streets and Alleys	307-214-4419
Dennis Bastian	Cemetery Board Ambulance Liaison	307-547-3848
		<a href="mailto:dennis.bastian@draircraft.com">dennis.bastian@draircraft.com</a>
Jeff Appleman	Council Member	307-275-2772
Harvey Humphrey	Fire Marshall	307-547-3545
Heaven Appleman	Youth Coordinator	307-421-1159

**Utility Board Members**

Judy Johnstone	Board President	307-547-3637
Ralph Bartels	Board Member	307-631-5077
Harvey Humphrey	Board Member	307-547-3545
Jeff Appleman	Board Member	307-275-2772
Vernon Testerman	Board Member	307-701-2331

**Town Employees**

Toni McNamar	Clerk/Treasurer	307-547-2206
		307-630-5557
		<a href="mailto:burnswy@hotmail.com">burnswy@hotmail.com</a>
Darius Mandel	Maintenance	307-287-0537
Ted Kellner	Maintenance	307-286-2771

Office Hours Mon – Thurs 7:00 am – 4pm  
Fridays - Closed