

**Clear Creek Fire Authority**  
**MINUTES**  
**6:30 p.m., Wednesday, April 9, 2014**  
**Station 1 - Dumont**

**I. Call to Order**

The meeting was called to order by Vice Chairman, Wendy Koch at 6:38 p.m.

**Attending:**

Board of Directors:	Wendy Koch	Vice Chairman
	Tim Mauck	Treasurer/Secretary
	Mark Reynolds	Georgetown Representative
	Tom Bennhoff	Georgetown Representative
	Tom Hayden	ESD Representative
Others in attendance:	Kelly Babeon	Fire Chief
	Mark Abrahamson	Deputy Chief
	Donna Gee	Minute Taker
	David Taylor	CCFA Volunteer
	Brandon Brauch	Shift Volunteer

**II. Approval of Agenda**

Tom Bennhoff made a motion to approve the April 9, 2014 agenda as presented. Tim Mauck seconded the motion and the agenda was approved unanimously.

**III. Public Comment/Unscheduled Appearances**

No audience comment was presented.

**IV. Reading & Approval of Minutes**

Tom Bennhoff made a motion to approve the March 12, 2014 minutes as presented. Tim Mauck seconded the motion and the minutes were approved unanimously.

**V. Approval of Bills & Financial Report**

**Bills for Approval/Check Detail/Financial Report**

The Bills for Approval as of April 3, 2014, Check Detail dated March 7, through April 3, 2014 and Executive Summary as of March 31, 2014 were reviewed. It was noted that Fire Ops Training Exp. is instructors for the wildfire classes; the two charges for \$374.39 under Arvada Army Navy Surplus are the boots for the red carded wildland firefighters; Frontier Radio Communication in the amount of \$5,632.06 is for radios for wildfire to be installed in Engine 41, Brush 2 and Fire 3; and SSI Rescue Equipment in the amount of \$8,803.82 is equipment for 6 trucks. No additional comments, questions or objections were made. Tim Mauck made a motion to accept the Bills for Approval, Check Detail and Financial Report (Executive Summary) as presented. Tom Bennhoff seconded the motion and the reports were approved unanimously.

Wendy Koch - Yes	Tom Hayden - Yes	Tom Bennhoff - Yes
Tim Mauck - Yes	Mark Reynolds - Yes	

**VI. Old Business**

**a. Station 1 Remodel – Project Progress Draw Request #3**

Chief Babeon distributed a copy of the third draw invoice from MR Construction and the project is on task with 90% completed, and includes retaining for 10%. This invoice has not been paid; thus not included in the bills for approval or the check detail. No questions, comment or objections were made.

Tom Bennhoff made a motion to accept and authorize the third payment to MR Construction. Tom Hayden seconded the motion and the acceptance and payment of the invoice was approved unanimously. Mark Reynolds abstained from the motion.

## Old Business - Continued

### b. Station 3 – Town of Empire Lease for Ground Use

Chief Babeon distributed a copy of the draft lease for Station 3 in Empire, which has been reviewed by Bob Cole, CCFA Attorney and includes his comments. Chief Babeon also asked for authorization to sign the lease. Tom Hayden suggested Chief Babeon be delegated authority to sign and that the board read and respond by email by Monday with comments. Tom Bennhoff added that if an email is not received from a board member by 5:00 pm on Monday, it will be assumed that the document is approved by that member. All agreed. Chief Babeon added that if there is a bond on the system at the grounds, the Fire Authority would probably be expected to have a monthly usage fee for water.

### VII. New Business

No New Business was presented

### VIII. Report from Deputy Chief – Mark Abrahamson

- The wildland drill went great, 86 people attended and 13 agencies and everyone learned a lot.
- Engine 41 had a rocker cam fall off, which has been replaced and the truck is being serviced.
- The next fire academy training is scheduled for Wednesday, April 16<sup>th</sup>.

### IX. Report from Fire Chief – Kelly Babeon

- Chief Babeon indicated there was an issue with CDOT on a 15 car crash. Chief Babeon is going to attend one of their trainings to review procedure.
- Chief Babeon distributed a drawing of the site, with accurate contours for the Empire Fire House. All maintenance on the building will come from the Fire Authority budget. The final request and a solid plan will be on the agenda next month.
- Chief Babeon will be going to KGOAT to talk about potential upcoming flooding. Chief Babeon distributed "How to construct a sandbag emergency levee". Chief Babeon is attending a safety meeting with agencies and towns on what to expect from the Fire Authority with regards to high water & flooding. Bags will be available and sand distributed if needed. Residents will need to bag their own sand. The County Road and Bridge department may be able to help with bagging. Chief Babeon will talk to Tim Allen. The issues are reoccurring in the same areas and the drainages should be changed and/or improved. A plan needs to be made to get people to prepare and be proactive, not reactive. Chief Babeon will try to get more information out to residents, via Firestarter and/or Courant.
- Chief Babeon suggested that he provide the incident report that is provided to the board, out to the towns. All agreed.
- Donna Gee provided the board with a presentation on the updated website. Suggestions included:
  - Beef up the volunteer page. Include expectations, pictures and contacts. Look at the Evergreen site.
  - Add the Fire Authority calendar to the Community Calendar.
  - Chief Babeon indicated that the Communities page needs to be updated. The distance that distance requirement has changed.
  - Add code red information card to home page.
  - Add fire restriction link and alerts on home page (over the 1<sup>st</sup> photo on right).
  - Tom Bennhoff noted that signs being placed at the Georgetown lake will have contact information for the Fire Authority and Sheriff's Office.
  - The banner at the top where it has Communities, Burn Permits, Safety Tips, Training Material and CCFA Kids should be larger.
  - Fix the pictures on the top of the banner to not touch.
  - Add the fire, flood & sandbag information to the website.
  - Add CCART to the Safety Tips link.
  - Add information on what to do in case of a wildfire.
  - Add a blog to the website, but, look at pros & cons. Donna will work with Beth Luther.
- Chief Babeon reported that swift water training will be held in June, including the new people.

**Report from Fire Chief – Kelly Babeon - Continued**

- Two new volunteers will be starting.
- It was suggested that there needs to be more advertising for volunteers, i.e. at the County Road and Bridge. Chief Babeon will create a 1 page ad/flyer.
- Chief Babeon has been working with Facebook and looking at preventing posts from other to ensure that there is no negativity.
- Chief Babeon is still working on the Fire Marshall position.

**X. Announcements**

The board formally thanked Tom Hayden for his service. Thank you Tom Hayden!!

**XI. Adjournment**

The meeting was adjourned at 7:39.

**The next meeting is scheduled for May 14, 2014 at the Fire Authority in Dumont.**

  
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Wendy Koch, Vice Chairman