

**CLEAR CREEK FIRE AUTHORITY
BOARD OF DIRECTOR'S MEETING MINUTES
6:30 p.m., Thursday, February 19, 2015
Station 1 - Dumont**

I. Call to Order

The meeting was called to order by Chairman, Tim Mauck at 6:30 p.m.

Attending:

Board of Directors:	Tim Mauck	Chairman
	Wendy Koch	Vice Chairman
	Gene Day	Treasurer/Secretary
	Steve Kroll	ESD Representative
	Mark Reynolds	Georgetown Representative
	Mike Hillman	Idaho Springs Representative
Others in attendance:	Kelly Babeon	Fire Chief
	Brian Oppenheimer	Assistant Fire Chief
	Robert Cole	Attorney at Law, Collins Cockrel & Cole

II. Approval of Agenda

Tim Mauck requested to move X. Adjournment to XI. and change X. to Adjourn to Executive Session Pursuant to 24-6-402(4)(b), C.R.S. to Discuss Work Place Matters. Gene Day made a motion to approve the amended February 19, 2015 agenda. Wendy Koch seconded the motion and the amended agenda was approved unanimously.

III. Public Comment/Unscheduled Appearances

No public comment was made.

IV. Reading & Approval of Minutes

Mike Hillman made a motion to approve the February 5, 2015 minutes as presented. Steve Kroll seconded the motion and the minutes were approved unanimously.

V. Old Business

Resolution 2015-03 Resolution Approving a Termination Hearing Policy Pursuant to Section 6-1 of the Clear Creek Fire Authority 2012 Amended and Restated Intergovernmental Agreement

Gene Day made a motion to adopt Resolution 2015-03 Resolution Approving a Termination Hearing Policy Pursuant to Section 6-1 of the Clear Creek Fire Authority 2012 Amended and Restated Intergovernmental Agreement. Mike Hillman seconded the motion and Resolution 2015-03 was approved unanimously.

Evaluation Request for Proposal Document for Organizational Evaluation (Request for Bid-RFP)

Robert Cole reviewed the updated request for proposal document for the organizational evaluation. The Board reviewed the scope of services. Tim Mauck suggested moving B.9 into an add alternative; there should be alternative 1 & 2. There were no objections. It was also requested to add/change/update: critical needs (organization needs, policy, procedures and management assessment), stakeholder interviews to include the public (business owners & residents), assessment of training program, Chief Babeon will make an organizational chart for the exhibit, and questions regarding the RFB process should go to Chief Babeon and the response will copy all bidders.

Evaluation Request for Proposal Document for Organizational Evaluation (Request for Bid-RFP) Continued...

The timeline was reviewed for the process:

- February 25th the RFP will be released
- Questions are due to March 4th
- Response to questions will be delivered by March 6th
- Proposals due on March 11th at noon
- Proposals reviewed in March 11th regular scheduled meeting to three applications
- March 16th interviews will be held
- Selected firm will be notified March 17th
- Contract will be executed by March 23rd
- Contractor will attend Board meeting April 8th
- Completion deadline by June 23rd

Mike Hillman made a motion to move forward with the RFP with the additional changes as discussed and the final approval done by Chief Babeon, Tim Mauck and Attorney Robert Cole. Steve Kroll seconded the motion and the final RFP will be forwarded and approved by Chief Babeon, Tim Mauck and Attorney Robert Cole was approved unanimously.

VI. New Business

No new business was present

II. Report from Assistant Chief Brian Oppenheimer

- Organizing a more consistent training schedule and planning further in advance, which ties in with communication
- Met with other agencies, EMS, Sheriff's Office and dispatch to catch up and address issues and creating a working plan
- Working with volunteers to get more to come in
- Working on outside training sources
- Reviewing SOG's to see what is missing

VIII. Report from Fire Chief Babeon

- Attended the annual AOP meeting with the Sheriff, US Forest Service, State Fire Prevention and Safety and Emergency Management
- Open discussion session with volunteers, 10/12 volunteers attended; update given with training schedules and consistency with communication: Jennifer Burbank is posting flyers for recruiting and Dane Matthew distributing post card flyers at the Recreation Center, Ryan Michaels is helping with organizational planning and doing a mentor program with Dane; 21 people available on the roster to mentor
- Had a group meeting with dispatch and EMS regarding dispatch of medical calls and an additional meeting will be held with Tom Dale; will meet monthly
- Still working to look at the CAD system, why it is not downloading and updating data program, firehouse

Report from Fire Chief Babeon - Continued

- A detailed report with the roster is still to be created, an update included: three resignations have been received and several returning, still working on those not actively volunteering, four applications are in the back ground check process for the shift program and doing an orientation with community volunteer applicants, they will be pulled into training as a separate group from the main group and they will have the opportunity to observe upper level stuff – Tim Mauck requested a report to give a sense of the response of incidents expected by time of day, and by individual and their level to respond and Chief Babeon will make the report a priority
- Mark Cucinella was asked to review the requirements for certifications and trainings in the Physician Advisor agreement with Dr. Vellman. Mark has worked several 12 hour shifts, and utilizes a Fire Authority vehicle; We will be recruiting people from the community to do specific medical response to expand volunteer base and provide the opportunity for fire training, if they are interested
- Chief Babeon is looking at expanding the shift stipend to general membership

IV. Announcements

A retention and recruitment workshop is being held in Estes Park, March 14th and 15th and the cost is reimbursable via a State grant; can send three to four people; Brian Oppenheimer, a volunteer or two and possible a Board member - additional classes will be held throughout the year

No other announcements were made

X. Adjournment to Executive Session Pursuant to 24-6-402(4)(b), C.R.S. to Discuss Work Place Matters.

Tim Mauck made a motion to adjourn the meeting of the Clear Creek Fire Authority Board of Directors into Executive Session pursuant to 24-6-402(4)(b), C.R.S. to receive legal advice on work place matters. Wendy Koch seconded the adjournment and the motion to move to executive session was approved unanimously. Tim Mauck indicated that no written minutes will be kept.

Tim Mauck adjourned executive session at 9:15 p.m. and indicated no written minutes were kept. Robert Cole certified that the discussion in executive session stayed within the bounds of 24-6-402(4)(b), C.R.S. for legal advice on work place matters and the discussion constituted privileged Attorney/Client communication and was appropriately not recorded with written minutes.

XI. Adjournment

Tim Mauck adjourned the meeting of the Fire Authority Board of Directors.

The next regularly scheduled meeting is March 11, 2015 at 6:30 p.m. at the Fire Authority in Dumont.



Tim Mauck –Chairman