

**CLEAR CREEK FIRE AUTHORITY
BOARD OF DIRECTOR'S MEETING MINUTES
6:30 p.m., Thursday, February 5, 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
	Chris Frey	Silver Plume Representative
	Mark Reynolds	Georgetown Representative
	Mike Hillman	Idaho Springs Representative
Others in attendance:	Kelly Babeon	Fire Chief
	Donna Gee	Recording Secretary
	Maria Flecksing	Administrative Assistant
	Robert Cole	Attorney at Law, Collins Cockrel & Cole
	Dan Qualman	DCQ Consulting
	Tim Parker	
	Russ Sanders	

II. Approval of Agenda

Chief Babeon requested to add Fire Chief Updates after Announcements. Chris Frey made a motion to approve the amended February 5, 2015 agenda as presented. Steve Kroll 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

Chris Frey made a motion to approve the January 14, 2015 minutes as presented. Steve Kroll seconded the motion and the minutes were approved unanimously.

Gene Day made a motion to approve the January 28, 2015 work session minutes as presented. Chris Frey seconded the motion and the minutes were approved unanimously.

V. Old Business

a. Discussion of Organization Evaluation Issues and Options

Dan Qualman, retired Fire Chief of South Metro Fire Rescue Authority was introduced and provided his background.

Tim Parker, retired Fire Chief of Louisville Fire Department was introduced and provided his background.

Russ Sanders, former Louisville Fire Chief was introduced and provided his background.

Old Business - Continued

Summary of Issues:

Steve Kroll compiled the sheets from the Board members on important evaluation items and most votes were as follows:

- Organizational structure and functionality review
- Management components
- Staffing and personnel management
- Personnel impacts
- Evaluation of current programs
- Department goals and objectives
- Policies, procedure and rules
- Organization and management
- Strategies for recruiting, training, and maintaining members/employees
- Wage and benefits analysis and recommendations

Chief Babeon indicated that it would be difficult to get an accreditation.

Chief Babeon reviewed the history of the Fire Department, the creation of the ESD and the formation of the Fire Authority and recommended an evaluation for the entire organization. The Board discussed the structure of the Board and some challenges faced.

Dan Qualman stated that a comprehensive assessment would take 24 to 26 weeks and cost \$40,000 to \$60,000. The cost could be adjusted by choosing the most critical point/key issues; the cost could be \$15,000 to \$20,000 for 100 pages.

The organizational priorities will need to be looked and the highest priorities addressed. A SWOT (Strengths/Weaknesses/Opportunities/Treats) analysis was recommended. After the SWOT analysis the critical needs can be address with a 360 assessment; than a plan can be built. All stakeholders should be identified and included. A scope of work was provided to the Board to help identify the highest priorities. The responses are from a GIS Analysis.

Dan Qualman discussed his experience with a combined Fire/EMS department.

Tim Mauck opened the floor for questions:

1. The allegation of a break-off was more of an individual threat, and the Board feels that may not be possible.
2. The evaluation process can be done in phases; the SWOT analysis can be 1 to 3 months, a full evaluation could take up to 1 year, with results along the way.
3. The accreditation process may be beyond the ability of a small fire department. It could be done but, it is a pretty exhausting process. It takes 2 to 3 years for the application process, a great deal of money and it is an on-going process. However, elements of the accreditation can be used for development.
4. With the declining personnel, the process can work parallel with response capability. The evaluation is a start, volunteers need incentive to come and stay. The problem is not recruiting it is sustaining. A good resource for recruiting and sustaining volunteers is the Colorado Fire Chief's website. Engage the public with surveys, newsletters and citizen groups.
5. For the SWOT analysis the Board turnover should be identified as a weakness; look at how members are appointed and review the IGA. The plan for a future revenue source should be identified as a treat; look beyond infrastructure, what will sustain the department. The current revenues support I-70 not just the community. The laws will need to be reviewed to determine if those people can be billed?

6. The next step is to work on the RFP (request for Proposal).

VI. Executive Session pursuant to 24-6-402(4)(b), C.R.S. for a conference with Authority's special legal counsel for purposes of receiving legal advice on specific legal questions regarding human resource management issues.

Tim Mauck made a motion to adjourn to executive session pursuant to 24-6-402(4)(b), C.R.S. for a conference with Authority's special legal counsel for purposes of receiving legal advice on specific legal questions regarding human resource management issues. Gene Day seconded the motion and the adjournment to executive session was passed unanimously.

Robert Cole, general counsel for the Fire Authority, announced that the Board was back in a public meeting and that he was present for the executive session and the discussion was within legal requirements and no written minutes will be kept. Chief Babeon was brought into the meeting after the executive session.

Mike Hillman noted that in the executive session, the actions of the Board of Directors were appropriate and was in compliance within the law and requests that any Director that disagrees to advise? There were no advisements.

Mike Hillman made a motion to authorize Robert Cole and Andy Nathan pursuant to 6-1 of the IGA to establish a mechanism to contest and have reviewed adverse job actions and submit the proposal to the Board at the next regular meeting. Steve Kroll seconded the motion and it was approved unanimously.

VII. Consideration of retention of special counsel for personnel and human resource management issues

Tim Mauck made a motion to retain Andy Nathan as special counsel for personnel and human resource management issues, pursuant to the February 4, 2015 retention agreement provided by Bob Cole. Wendy Koch seconded the motion and it was approved unanimously.

VIII. Announcements

No announcements were made

Fire Chief Updates

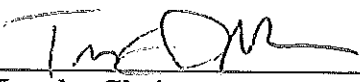
Chief Babeon spoke to the Fire Chiefs in neighboring jurisdictions, including Dillon Fire, Evergreen Fire, Central City Fire, and East Grand Fire and left a message with Black Hawk Fire and Foothills Fire to discuss mutual aid assistance while low on staff. All agreed to provide resources as available. The Fire Marshall has agreed to be the intern Assistant Chief. He will be able to be the shift supervisor. Chief Babeon has contacted DRCOG to join them to access their hiring list. Four volunteers are coming back and Chief Babeon will make some additional calls. A recruiting drive will be held. Training was held last night, three people from the grievance group attended and it was productive. A meeting is scheduled for February 10, 2015 with the grievance group and a meeting on February 18, 2015 with the members who did not participate in the group. Chief Babeon is willing to work with the Board on the evaluation process and will work on some key elements in the accreditation process. The community has to have a strong community volunteer base with the shift program as a supplement.

The Board agreed to proceed with the evaluation with the three ex-Fire Chiefs. Robert Cole will work up an RFB. The scope of work will be discussed at the next regular meeting; Chief Babeon will pull together notes from the Board and the minutes to put together the scope of work to evaluate.

V. Adjournment

Wendy Koch made a motion to adjourn the meeting of the Clear Creek Fire Authority Board of Directors. Mark Reynolds seconded the adjournment and the motion was approved unanimously.

The next regularly scheduled meeting is February 11, 2015 at the Fire Authority in Dumont.



Tom Mauck - Chairman