

**CLEAR CREEK FIRE AUTHORITY  
BOARD OF DIRECTOR'S MEETING MINUTES  
6:30 p.m., Thursday, March 11, 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
	Tom Hale	Georgetown Representative
	Mike Hillman	Idaho Springs Representative
	Chris Frey	Silver Plume Representative
Others in attendance:	Kelly Babeon	Fire Chief
	Brian Oppenheimer	Assistant Fire Chief
	Donna Gee	Recording Secretary
	Mark Cucinella	Volunteer
	Aaron Fisher	Volunteer

**II. Approval of Agenda**

Chief Babeon requested to add to new business b. Advertise to fill the Fire Marshall position and to old business b. Update on Empire's new Fire Station. Gene Day made a motion to approve the amended March 11, 2015 agenda. Chris Frey seconded the motion and the amended agenda was approved unanimously.

**III. Public Comment/Unscheduled Appearances**

No public comment was made.

Mike Hillman made a motion to accept Tom Hale as a Georgetown Representative to the Clear Creek Fire Authority Board of Directors. Wendy Koch seconded the motion and the acceptance of Tom Hale as Georgetown Representative was approved unanimously. Chairman Mauck welcomed Tom Hale as Georgetown Representative to the Clear Creek Fire Authority Board of Directors.

**IV. Reading & Approval of Minutes**

Gene Day made a motion to approve the February 19, 2015 minutes as presented. Steve Kroll seconded the motion and the minutes were approved unanimously. Tom Hale and Chris Frey abstained due to not being present at the February 19, 2015 meeting.

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

**Bills for Approval/Check Detail**

The Bills for Approval and the Check Detail were reviewed. Comments included: Christopher's Dodge World in the amount of \$3,848.98 was for repairs to the red Dodge; Ferrell Gas is for multiple stations (QuickBooks is not updated); and CCNS, Inc. is a network joined which would allow for grant opportunities for the improvements needed to the dispatch communications system. No additional comments, questions or objections were made. Mark Reynolds made a motion to accept the Bills for Approval/Check Detail as presented. Tom Hale seconded the motion and the reports were approved unanimously.

## **Approval of Bills & Financial Report - Continued**

### **Financial Report**

The Executive Summary of the Financial Report was reviewed as presented. Chief Babeon noted that the report is not showing the ESD money as being received for the 1<sup>st</sup> quarter, but, the money has been received and that the \$23,046.25 is for Legal Fees and will appear on Monday's agenda for approval. Chief Babeon will have the 2012 Authority totals Summary updated. No additional comments, questions or objections were made. Mike Hillman made a motion to accept the Financial Reports as presented. Wendy Koch seconded the motion and the reports were approved unanimously.

## **VI. Old Business**

### **Request for Proposal for Organizational Evaluation**

Proposals were due today, March 11, 2015 at noon. Three bids were received and one rejected due to needing more time. Chief Babeon noted that the proposal received were all distinctive in their pricing. An informational email from Attorney, Bob Cole and bid ranking sheet was distributed to the Board and reviewed accordingly. The remaining timeline is:

- March 16<sup>th</sup> at 6:00 p.m. interviews will be held
- Selected firm will be notified March 17<sup>th</sup>
- Contract will be executed by March 23<sup>rd</sup>
- Contractor will attend Board meeting April 8<sup>th</sup>
- Completion deadline by June 23<sup>rd</sup>

It was requested that the Board take home the score sheets and review over the weekend. Copies of the three proposals to review and rank will be given to the Board members after the meeting. Chief Babeon will submit via email a copy of the complete documentation for the request for proposal and the ranking sheet. All questions and comments should be emailed to Chief Babeon with responses to all Board members and Attorney Bob Cole. Interviews will be scheduled in 45 minute sessions 6:15-6:45, 7:00-7:30 and 7:45-8:15 with 15 minutes work session for Board discussions between each interview. The Board will ask each interviewee for 10 minute introductions and 20 minutes for questions and answers. The award will be made that evening of March 16, 2015 with notification being sent out on March 17, 2015.

### **Update of Empire's new Fire Station**

Chief Babeon met with Tom Peterson who is working on the drawings for the Empire Fire Station and he is projecting that the full set will be ready in 30 days. Chief Babeon is requesting of the Board for approval to move forward with the steps that need to be in place by the end of the summer to proceed with the project (CDOT, access-driveway, septic, Xcel, work with Diamond, the survey, etc.). The preliminary concept drawings have not changed. The budget has not been finalized for the project, but \$600,000 is in capital. After bids are received and an interest rate obtained, a determination needs to be made if this should be lease or a cash purchase. There is money available in savings. Floyd Hill & St. Mary's were lease purchases with some grant money. The trucks were purchased via a lease, after the early pay off of the truck lease purchase, there will be approximately \$1 million remaining. Tom Hale made a motion to proceed with the Empire Station and Chief Babeon proceeding with the early stages of the site preparation (septic, utilities and access) bids. Steve Kroll seconded the motion and it was passed unanimously. Chief Babeon will ask Craig Abrahamson for the structurals by April 3, 2015 or another engineer will need to be selected. Tom Hale suggested utilizing a project manager to free up Chief Babeon's time and pursuing an Energy Impact Grant, which the cycle is in April and if the grant is competitive, utilizing a grant writer. Chief Babeon will follow up on the Energy Impact Grant with Clay Brown.

## **v II. New Business**

### **Purchase Request – Response Vehicle Replacement for Assistant Chief**

The Fire Authority is short of staff vehicles. Chief Babeon is requesting approval to pursue purchasing another truck and move the red Dodge into a support truck or to the Fire Marshall. The red Dodge has had many repairs and recommending a similar truck to the Chief's vehicle. The cost of the Chief's truck was \$36,000 plus an addition \$6,000 to be outfitted. The Chevy donated from the Sheriff's Office will be utilized for a medical response vehicle. There is money in the capital budget available for the purchase, and has been designated for a vehicle. Tom Hale made a motion to authorize Chief Babeon to purchase a new/used vehicle for the Assistant Fire Chief with the amount not to exceed \$40,000. Mike Hillman seconded the motion and it was approved unanimously.

### **Advertise to Fill the Fire Marshall Position**

Chief Babeon would like to keep Assistant Chief Oppenheimer in his current role and a new Fire Marshall will be needed for code enforcement, plan review and to help with responses and the management of the shift program. The funding is in the budget as this is an established position. No comments, question or objections were made and the Board agreed that Chief Babeon should advertise to fill the Fire Marshall position.

## **VIII. Report from Assistant Chief Brian Oppenheimer**

- An inspection was done on some of the apparatus and the condition of the stations to verify that the equipment was in working order and ready to respond to emergencies.
- Some of the new apparatus is in less than favorable working order. All of the new engines had deferred maintenance (engine issues, emergency lighting, and calibrations of various systems). Three of the new engines were sent to Denver for repairs. The remaining six will be sent for inspections and preventative maintenance. A regular maintenance schedule will be created.
- Some of the new engines were not set up with all of the new equipment for service. Some key volunteers were organized and two of the new engines were partially set up for service. New equipment is being ordered to complete set up.
- The following repairs were made to various stations, Station 1: electrical lighting and garage door repairs; Station 4: electrical and lighting and Station 2: garage door repairs.
- Organizing an effective training program and working with the volunteers; Chief Taylor of Blackhawk Fire Department has offered to supplement instructors for our training program. Having a third party assist in training gives a better rounded education.
- Coordinating a schedule for the remainder of 2015; training matrix for 2015 posted till sometime in April. Part of the training curriculum will include live burns throughout the year, depending on costs. This would involve full day exercises at Blackhawk's fire training facility with instructors. A Wildland fire refresher class and a Wildland red card class will be scheduled in April and Swiftwater class will be scheduled in the near future.
- Chris Gonzalez, a volunteer on the shift program, has been assisting on Friday shifts. He has been very helpful and committed to helping CCFA and the community.
- The Fire Authority has received a blazer from the Sheriff's Office that was rotated out of their fleet. The vehicle will be added to the fleet as a medical response vehicle after it is outfitted with the appropriate lights and controls.

## **IV. Report from Fire Chief Babeon**

- Bob Cole requested to have on the Monday, March 16, 2015 agenda approval to appoint a hearing officer for post termination hearings. That packet is not ready so it can't be on this agenda and it will be listed on the next meeting's agenda. Two requests have been received for the adverse termination.
- A meeting was held on February 26, 2015 with the grievance group. It is down to five people. A letter of response will be sent with agreements made and no additional meetings will be needed.
- Tara Hosick from the Henderson Mine has requested a meeting with Chief Babeon, Assistant Chief Oppenheimer and Chairman Mauck to discuss the status and availability to respond. The meeting is scheduled Wednesday, March 17, 2015 at 3:00 p.m.
- DRCOG – still in progress to recruit shift volunteers.
- A letter and volunteer roster was created for the Board.
- There have been six applications for shift volunteers with two interviews completed and awaiting response to schedule the other four. There have been five community application and one starting next week and one interview. Starting background checks for two new applications. An orientation meeting will be scheduled with two to three meetings.
- Jennifer Burbank will be attending the recruitment program workshop.
- There are several community volunteers active and people helping with recruitment and clerical services.
- Ryan Michels put together a proposal with suggestions to help with business management.
- It was noted that Henderson Mine is 74% of the budget and the Fire Authority is initial response for the surface buildings.
- Chief Babeon reviewed the roster provided to the Board and indicated that the Fire Authority is not meeting industry standards, which is difficult for any rural volunteer Department; a good paid staff would be needed. Hopefully the evaluation will determine a plan of action. Input can be obtained from the stakeholders for the level of services that is expected. A paid staff is not sustainable and needs to be part of the master plan, ESD verses 32 District – options need to be explored.
- A copy of the incident response report was distributed and reviewed. Chief Babeon noted that 50% of calls are medical and the Fire Authority supplements the ambulance; which is why Mark Cucinella is working to enhance our response to medical responses.
- The Fire Authority is currently responding to all calls effectively.

#### V. Announcements

No announcements were made

#### XI. Adjournment

Tim Mauck adjourned the meeting of the Fire Authority Board of Directors at 8:33 p.m.

**The Fire Authority Board of Directors will be meeting Monday, March 16<sup>th</sup> at 6:00 p.m. at the Fire Authority in Dumont to conduct interviews for the Organization Evaluation**

**The next regularly scheduled meeting is April 8, 2015 at 6:30 p.m. at the Fire Authority in Dumont.**




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**Tim Mauck –Chairman**