

**CLEAR CREEK FIRE AUTHORITY
MINUTES MARCH 9, 2011**

The Clear Creek Fire Authority met in regular session on March 9, 2011 at Station 1 in Dumont. The meeting was called to order at 1830. The following were in attendance:

BOARD OF DIRECTORS

Lee Behrens	Georgetown Representative
Wendy Koch	Empire Representative
Sean Arkley	Silver Plume Representative
Craig Abrahamson	Georgetown Representative
Tim Vogel	ESD Representative
Gene Day	Idaho Springs Representative
Joan Drury	ESD Representative

Absent

John Curtis	Idaho Springs Representative
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Others in Attendance

Bob Cole	CCFA Attorney
Kelly Babeon	Fire Chief
Mark Abrahamson	Deputy Chief
Brian Oppenheimer	Lieutenant
Joleen Swanson	

GENE DAY MADE A MOTION TO APPROVE THE AGENDA – The motion was seconded and carried unanimously.

CRAIG ABRAHAMSON MADE A MOTION TO APPROVE THE MINUTES OF FEBRUARY 9, 2011 – The motion was seconded and carried with one abstention.

CRAIG ABRAHAMSON MADE A MOTION TO APPROVE THE BILLS AND CHECK DETAIL OF MARCH 9, 2011 – The motion was seconded and carried unanimously.

CRAIG ABRAHAMSON MADE A MOTION TO ACCEPT THE FINANCIAL REPORT FOR FEBRUARY 28, 2011 – The motion was seconded and carried unanimously.

CCFA BOARD DUTIES AND RESPONSIBILITIES – Tim Vogel explained that the attached Duties and Responsibilities of Board of Directors document was taken directly from the IGA. He reminded the Board that John Curtis and Gene Day wanted to adopt this document last fall but Tim had asked for more time for the Board to look it over. He stated this was discussed at great length in February and everyone agreed review it and send Tim their comments. Tim stated that John Curtis was the only person to comment on the document.

Lee Behrens suggested that the Board should have a more active role in the hiring and firing of all paid personnel. Lee expressed his concern that the Board should be finishing all employee job descriptions before putting together the Board's job description.

Joan Drury stated that she thinks that the Board's responsibility is to hire the Chief and the Assistant Chief. She stated that the Fire Chief should hire his office personnel and Fire/Code Inspector and he should be responsible for their evaluations. Joan stated these employees could be fired by the Chief and the personnel manual provides an appeals process if necessary.

Craig Abrahamson stated that we have a budget process that outlines personnel expenditures. He stated that he has no interest in the hiring and firing of personnel below the executive level.

CRAIG ABRAHAMSON MADE A MOTION TO APPROVE RESOLUTION 2011-02, A RESOLUTION ADOPTING DUTIES AND RESPONSIBILITIES OF BOARD OF DIRECTORS – The motion was seconded and carried unanimously.

Tim Vogel asked that this document be distributed to the volunteers along with a discussion on what it means.

ATTORNEY'S REPORT – Bob Cole informed the Board that the Chief meets with a worker's comp. doctor on a monthly basis and he was cleared on March 1st to continue working any administrative duties under his job description 4-6 hours a day 3 days a week. Bob stated that the medical reports are clearing the Chief to return to duty as Fire Chief other than the physical activities and call responses. He recommends that Tim Vogel, the Chief and the Deputy Chief meet to discuss everything to be covered for the time that the Chief isn't here.

Kelly stated he has spoken at length with the Pinnacol representative and he is starting out at 3 hours a day 3 days a week. He stated that he will communicate with Pinnacol as his hours increase to the maximum allowed. Kelly informed the Board that he is working on job description updates for Fire Chief, Fire Inspector, Admin Assistant, and Records Technician. He stated that he is also working on the Capital Replacement plan and he hopes to have a draft of these documents for the Board's review at the next meeting.

2011 MEMBER CONTRIBUTIONS – Mark Abrahamson informed the Board that the delay in this process was due to the difficulty in redefining Exhibit A. He stated that he needed to have discussion with the Chief before he could move forward. Mark stated that he understands what we are going to do for Exhibit A and he can probably have that done by Monday.

RESIDENCY PROGRAM – Bob Cole explained the changes to the attached Residency Firefighter Policy draft and the Drug-Free Work Place Policy draft.

CRAIG ABRAHAMSON MADE A MOTION TO APPROVE THE UPDATED CLEAR CREEK FIRE AUTHORITY RESIDENT FIREFIGHTER POLICY AS PRESENTED TONIGHT WITH A REVISION TO BE INSERTED BY STAFF UNDER POLICIES AND PROCEDURES TO REFER TO THE DRUG AND ALCOHOL POLICY AND THE PET POLICY – The motion was seconded and carried unanimously.

CRAIG ABRAHAMSON MADE A MOTION TO ADOPT THE REVISED CLEAR CREEK FIRE AUTHORITY DRUG-FREE WORK POLICY AS PRESENTED TONIGHT – The motion was seconded and carried unanimously.

SERVICE AND FACILITIES AGREEMENT WITH CLEAR CREEK AMBULANCE – Bob Cole stated that the 2001 Agreement with the Clear Creek Ambulance does not specifically require compliance with policies and procedures. He stated that it does require that they keep the facilities clean and in a professional condition. Bob recommended asking the Ambulance to agree in writing to comply with CCFA's policies that you are enforcing on your members.

CRAIG ABRAHAMSON MADE A MOTION TO DIRECT THE ATTORNEY TO DRAFT AN AMENDMENT TO THE STATION 4 SERVICE AND FACILITIES AGREEMENT WITH THE CLEAR CREEK AMBULANCE – The motion was seconded and carried unanimously.

SPENDING APPROVAL FOR UPGRADES TO LADDER 2 – Mark Abrahamson distributed and explained the attached quote to install automatic chains for \$2,200 and foam system for \$11,300. He stated that while Ladder 2 is down getting serviced he would like to have the automatic chains and the foam system installed. Mark estimated that the truck would be back within 30 days.

LEE BEHRENS MADE A MOTION TO APPROVE THESE TWO QUOTES, ONE FOR \$2,330.00 (INCLUDES THE UPGRADE FOR \$130.00) AND THE OTHER ONE FOR 11,300.00 – The motion was seconded and carried unanimously.

SPENDING APPROVAL FOR PURCHASE OF PERSONAL PROTECTION EQUIPMENT – Mark Abrahamson asked for approval to purchase \$30,000 worth of bunker gear, which would be about 15 sets. Mark stated the price of manufacturing is going up and if we make a commitment to do this right now we get a 5% savings. He stated that we have \$40,000 budgeted for bunker gear this year.

CRAIG ABRAHAMSON MADE A MOTION TO AUTHORIZE THE EXPENDITURE OF APPROXIMATELY \$30,000 ON 15 SETS OF NEW TURNOUT GEAR – The motion was seconded and carried unanimously.

DEPUTY CHIEF'S REPORT – Mark Abrahamson informed the Board that we are still incredibly busy. He stated that the few missed calls we have had have not been serious emergencies. Mark informed the Board of the recent fire on Wall Street in Idaho Springs.

CRAIG ABRAHAMSON MADE A MOTION TO ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF A PERSONNEL MATTER PURSUANT TO SECTION 24-6-402(4)(b), C.R.S.. THE PERSONNEL ISSUE WILL BE TO DISCUSS CHIEF BABEON'S ANNUAL REVIEW - The motion was seconded and carried unanimously.

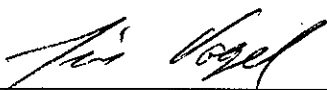
The regular meeting reconvened at 8:15 p.m.

Tim Vogel stated that he would compile the results for the Chief's evaluation and after doing so he will sit down with Kelly and discuss his performance evaluation with him.

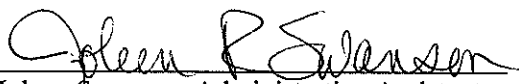
The Board agreed that if they needed Bob Cole to attend next month's meeting they would let him know with appropriate notice.

CRAIG ABRAHAMSON MADE A MOTION TO ADJOURN – The motion was seconded and carried unanimously.

MEETING ADJOURNED TO APRIL 13, 2011



Tim Vogel, Chairman



Joleen Swanson, Administrative Assistant