

**CLEAR CREEK FIRE AUTHORITY
BOARD OF DIRECTORS
681 County Rd. 308, Dumont
6:00 P.M. August 13, 2026**

1. 6:00 P.M. – Call to Order
2. Approval of Agenda
3. Public Comment/Unscheduled Appearances
4. Approval of Minutes for July 15, 2026, Board Meeting
5. Approval of Bills:
 - a. Bills through August 1, 2026
6. Approval of the Financial Reports:
 - a. August 1, 2026, Financials
7. New Business
 - a. Fire Chief Transition
 - b. Assistant Fire Chief of Operations Position
 - c. Assistant Fire Chief of Administration and Prevention Position
 - d. Resolution 2026-04 A RESOLUTION AMENDING THE APPEAL PROCEDURES UNDER THE 2024 EDITION OF THE INTERNATIONAL *FIRE CODE*
8. Old Business
 - a. Operational Agreement Between CCFA and CCEMS
9. Report from Fire Chief
10. Report From Assistant Fire Chief
11. Report from Board Chairman
12. Announcements
13. Adjournment

[CCFA Board is inviting you to a scheduled Zoom meeting.](#)

[Topic: My Meeting](#)

[Time: Aug 13, 2026 06:00 PM Mountain Time \(US and Canada\)](#)

[Join Zoom Meeting](#)

<https://us02web.zoom.us/j/89097889013>

Meeting chat link

<https://us02web.zoom.us/jc/89097889013>

View meeting insights

<https://us02web.zoom.us/jc/89097889013/insights>

Meeting ID: 890 9788 9013

One tap mobile

[+17193594580,89097889013# US](tel:+17193594580?text=89097889013)

[+13462487799,89097889013# US \(Houston\)](tel:+13462487799?text=89097889013)

Join by SIP

[• 89097889013@zoomcrc.com](mailto:89097889013@zoomcrc.com)

Join instructions

<https://us02web.zoom.us/jc/89097889013/invitations?signature=r-hJgOApSJ-n4fzlDJj202mt8S93hhjSHW-tMj0Jiqs>

Individuals with disabilities may request assistance by contacting Clear Creek Fire Authority at (303) 567-4342 at least 24 hours in advance to ensure appropriate arrangements can be made.

CLEAR CREEK FIRE AUTHORITY

MINUTES

6:00 July 15, 2026

Station 1 - Dumont

I. Call to Order

The Meeting was called to order by Jon Jennings at 6:02 p.m.

Attending:

Board of Directors:

Jon Jennings	Chairman
Chris Frey	Silver Plume Representative
George Marlin	ESD Representative
Jodie Hartman Ball	ESD Representative
Randy Horning	Empire Representative
Nancy Santagata	ESD District 1
Mike Anderson	Idaho Springs Representative
John Curtis	Idaho Springs Representative
Mark Reynolds	Georgetown Representative

Absent:

Mike Anderson	Idaho Springs Representative
---------------	------------------------------

Others in attendance:	Jeremy Jones	Fire Chief
	Daniel Babeon	Asst. Chief
	Rich Barrows	Georgetown Selectman
	Carol Ann Fortune	ESD Alternate

II. Approval of Agenda

George Marlin made a motion to approve the agenda, and Randy Horning seconded. The agenda was approved via a unanimous vote.

III. Public Comment

No Public Comment

IV. Approval of Minutes

Randy Horning moved to approve the May 20, 2026, minutes with two corrections. Jodi Hartman Ball seconded the Motion, and the Motion was approved unanimously.

V. Approval of Bills & Financial Report

The May 2026 Check Detail and Financial Report were reviewed by Chief Jones. Randy Horning moved to approve the May Check Detail as presented. George Marlin seconded the Motion, and the Motion was approved unanimously. Jodi Hartman Ball moved to approve the February Financial Report as presented. Randy Horning seconded the Motion, and the Motion was approved unanimously.

VI. New Business

a. Operational Agreement Between CCFA and CCEMS

Chief Jones requested permission to work directly with EMS Director Crowley to develop a new joint operating agreement. The board provided verbal approval to move forward.

b. Lease Agreement between CCFA and CCEMS for Georgetown Fire Station

Chief Jones provided a copy of the 2012 station use agreement for the Georgetown Fire Station and requested to work with EMS Director Crowley to develop a revised station use agreement. The Board provided verbal approval to move forward.

c. Staffing Agreement between CCFA and CCEMS for Ambulance drivers

Chief Jones requested authorization to work with EMS Director Crowley to develop an agreement to provide ambulance drivers as needed. He explained that doing so currently creates a short-staffing issue during the EMS transport and return. The Board provided verbal approval to move forward.

d. Employee Compensation Time Report

Director Marlin had requested an accounting for all paid staff's current compensation time accruals. Chief Jones provided an accounting of compensation time for all employees, along with an explanation of why they had accrued compensation time.

e. Social Media Plan

Chief Babeon informed the board that the agency Facebook page had been established with the assistance of Director Santagata. He outlined that the Shift Captains would assist with sharing information moving forward, but it would not be in real time during incidents. The Board suggested developing an agreement with the Sheriff's Office to have their PIO assist with this project along with helping provide real-time posting capability during incidents.

f. CCFA Annual Report

Chief Jones informed the Board that the data issues with the department's records management software had been fixed by the vendor. He will be working to finish the 2025 agency report. The Board discussed having the report meeting at the Dumont station.

VII. Old Business

Verizon Cell Tower Update

Verizon has decided not to install a generator at the site and is revising the project drawings that will serve as the exhibit for the revised lease agreement.

VIII. Executive Session pursuant to Section 24-6-402(4)(e) C.R.S. Determining positions relative to matters that may be subject to negotiations; developing a strategy for negotiations; and instruction negotiators regarding an intergovernmental agreement (IGA) request from the Clear Creek Board of County Commissioners (BOCC).

Executive Session pursuant to Section 24-6-402(4)(b) C.R.S. For the Board of Directors to confer with the Attorney for the purpose of receiving legal advice on specific questions pertaining to potential liability and risk exposure arising from an April 8, 2026 emergency response.

Jon Jennings requested that the executive sessions be tabled at this time. These sessions will be moved to future meetings as needed

IX. Report from Fire Chief

Chief Jones provided an update on the grass fire in Idaho Springs and informed the Board of the television

news story that focused on the current fire risk and stage 2 fire restrictions.

X. Report From Assistant Fire Chief

Chief Babeon provided an update on the department's move to COTACK as the agency mapping platform. He provided an update on the current Alpine Rescue joint training program and invited the Board to attend the next training session on Sunday, July 19th. The current status of the department's mitigation program was reviewed along with the level of need being expressed by the community.

IX. Report from the Board Chairman

X. Announcements.

XI. Adjournment.

The meeting of the Fire Authority Board of Directors was adjourned at 8:46 p.m.

The next regularly scheduled meeting is on August 13 at 6:00 pm at Station 1 in Dumont.

Chairman

CLEAR CREEK FIRE AUTHORITY
CHECK DETAIL
JULY 2026

2:28 PM

08/07/2026

Num	Date	Name	Account	Paid Amount
	07/01/2026	QUICKBOOKS Payroll Service	11110 · Evergreen National Bank	
		QUICKBOOKS Payroll Service	21199 · Direct Deposit Liabilities	-38,526.31
				-38,526.31
	07/03/2026	QUICKBOOKS Payroll Service	11110 · Evergreen National Bank	
		QUICKBOOKS Payroll Service	21199 · Direct Deposit Liabilities	-5,958.29
				-5,958.29
	07/03/2026	QUICKBOOKS Payroll Service	11110 · Evergreen National Bank	
		QUICKBOOKS Payroll Service	21199 · Direct Deposit Liabilities	-934.44
				-934.44
	07/07/2026	QUICKBOOKS Payroll Service	11110 · Evergreen National Bank	
		QUICKBOOKS Payroll Service	21199 · Direct Deposit Liabilities	-42,016.12
				-42,016.12
	07/10/2026	QUICKBOOKS Payroll Service	11110 · Evergreen National Bank	
			54000 · Payroll & Benefits Expense	-1.75
				-1.75
June	07/13/2026	CARLA BOUCHER	11110 · Evergreen National Bank	
	06/30/2026	300 - ESD:St 1 - Apparatus	51015 · Station Supplies and Cleaning	-210.00
				-210.00
	07/21/2026	QUICKBOOKS Payroll Service	11110 · Evergreen National Bank	
		QUICKBOOKS Payroll Service	21199 · Direct Deposit Liabilities	-42,419.77
				-42,419.77
	07/29/2026	QUICKBOOKS Payroll Service	11110 · Evergreen National Bank	
		QUICKBOOKS Payroll Service	21199 · Direct Deposit Liabilities	-934.44
				-934.44
ACH	07/24/2026	COLORADO STATE TREASURER	11110 · Evergreen National Bank	
			21025 · State Unemployment (SUTA)	-867.84
				-867.84

Num	Date	Name	Account	Paid Amount
Auto Deduct	07/06/2026	PINNACOL ASSURANCE	11110 · Evergreen National Bank	3,502.00
				-3,502.00
Auto Deduct	07/10/2026	CCOERA	11110 · Evergreen National Bank	
			21075 · 401(a) Contribution	-228.48
			21075 · 401(a) Contribution	-152.32
				-380.80
Auto Deduct	07/10/2026	CCOERA	11110 · Evergreen National Bank	
			21000 · Payroll Liabilities	-76.16
				-76.16
Auto Deduct	07/13/2026	FPPA	11110 · Evergreen National Bank	
			21060 · FPPA D&D	-2,147.22
			21055 · FPPA Pension	-6,145.65
			21055 · FPPA Pension	-5,633.54
				-13,926.41
Auto Deduct	07/24/2026	CCOERA	11110 · Evergreen National Bank	
			21075 · 401(a) Contribution	-228.48
			21075 · 401(a) Contribution	-152.32
				-380.80
Auto Deduct	07/24/2026	CCOERA	11110 · Evergreen National Bank	
			21000 · Payroll Liabilities	-76.16
				-76.16
Auto Deduct	07/24/2026	FPPA	11110 · Evergreen National Bank	
			21060 · FPPA D&D	-2,089.33
			21055 · FPPA Pension	-5,971.98
			21055 · FPPA Pension	-5,474.34
				-13,535.65
Debit	07/06/2026	OHD, LLP	11110 · Evergreen National Bank	
			60045 · SCBA Equipment R & M	-1,070.00
				-1,070.00
Debit	07/07/2026	TOWN OF GEORGETOWN	11110 · Evergreen National Bank	
		400 - Georgetown:St 4 - GTFD	51080 · Water/Sewer Exp.	-420.99
				-420.99

Num	Date	Name	Account	Paid Amount
Debit	07/10/2026	MICROSOFT 365 BUSINESS	11110 · Evergreen National Bank	
			51060 · Software Programs	-286.00
				<u>-286.00</u>
Debit	07/29/2026	ROAD TRAFFIC SIGNS	11110 · Evergreen National Bank	
		300 - ESD:St 1 - DMFD	51050 · Stations Repair & Maint	-60.88
				<u>-60.88</u>
Debit	07/29/2026	HARKEN	11110 · Evergreen National Bank	
			60040 · Water Rescue Exp.	-889.88
				<u>-889.88</u>
E-pay	07/01/2026	EVERGREEN NATIONAL BANK	11110 · Evergreen National Bank	
			21005 · Federal Withholding	-21,886.00
			21015 · Medicare	-930.12
			21015 · Medicare	-930.12
				<u>-23,746.24</u>
E-pay	07/01/2026	EVERGREEN NATIONAL BANK	11110 · Evergreen National Bank	
			21005 · Federal Withholding	-279.96
			21010 · Social Security	-499.72
			21010 · Social Security	-499.72
			21015 · Medicare	-119.77
			21015 · Medicare	-119.77
				<u>-1,518.94</u>
E-pay	07/01/2026	COLORADO DEPARTMENT OF REVENUE	11110 · Evergreen National Bank	
			21020 · CO Withholding	-4,578.00
				<u>-4,578.00</u>
E-pay	07/06/2026	EVERGREEN NATIONAL BANK	11110 · Evergreen National Bank	
			21005 · Federal Withholding	-6,099.62
			21010 · Social Security	-551.57
			21010 · Social Security	-551.57
			21015 · Medicare	-871.59
			21015 · Medicare	-871.60
				<u>-8,945.95</u>

Num	Date	Name	Account	Paid Amount
E-pay	07/23/2026	EVERGREEN NATIONAL BANK	11110 · Evergreen National Bank	
			21005 · Federal Withholding	-6,136.62
			21010 · Social Security	-620.12
			21010 · Social Security	-620.12
			21015 · Medicare	-878.14
			21015 · Medicare	-878.14
				-9,133.14
E-pay	07/29/2026	EVERGREEN NATIONAL BANK	11110 · Evergreen National Bank	
			21010 · Social Security	-64.48
			21010 · Social Security	-64.48
			21015 · Medicare	-15.08
			21015 · Medicare	-15.08
				-159.12
15156	07/07/2026	CENTRAL CC SANITATION DISTRICT	11110 · Evergreen National Bank	
22506	07/07/2026	300 - ESD:St 1 - DMFD	51080 · Water/Sewer Exp.	-536.30
				-536.30
15157	07/07/2026	CENTURYLINK	11110 · Evergreen National Bank	
June	06/25/2026	300 - ESD:St 1 - DMFD	51040 · Telephone Expense	-409.83
				-409.83
15158	07/07/2026	CONCENTRA	11110 · Evergreen National Bank	
19207981	06/24/2026		60005 · Drug Testing Expense	-93.00
				-93.00
15159	07/07/2026	PEAK DIGITAL OFFICE SOLUTIONS	11110 · Evergreen National Bank	
75004	07/01/2026		52015 · Office Equip. Repair/Maint.	-100.00
			52015 · Office Equip. Repair/Maint.	-149.47
				-249.47
15160	07/07/2026	POLAR GAS	11110 · Evergreen National Bank	
	06/30/2026	200 - Empire:St 3 - EMFD (New)	51070 · Utilities - Gas / Electric	-288.19
				-288.19

Num	Date	Name	Account	Paid Amount
15161	07/13/2026	CCC ROAD & BRIDGE	11110 · Evergreen National Bank	
June	07/01/2026	300 - ESD:St 7 Apparatus:E7 - 3570	63010 · Fuel - Gas/Oil/diesel	-1,317.56
		500 - Idaho Springs:St 2 - Apparatus:Pum	63010 · Fuel - Gas/Oil/diesel	-25.12
		400 - Georgetown:St 4 - Apparatus:R4 - 3	63010 · Fuel - Gas/Oil/diesel	-779.17
		300 - ESD:St 1 - Apparatus:E1 - 3501	63010 · Fuel - Gas/Oil/diesel	-38.63
		300 - ESD:St 1 - Apparatus:CH2 - 3022	63010 · Fuel - Gas/Oil/diesel	-438.29
		300 - ESD:St 1 - Apparatus:CH1 - 3610	63010 · Fuel - Gas/Oil/diesel	-305.41
		300 - ESD:St 1 - Apparatus:E10 - 3510	63010 · Fuel - Gas/Oil/diesel	-206.44
		300 - ESD:St 1 - Apparatus:F22 - 3611	63010 · Fuel - Gas/Oil/diesel	-199.21
		300 - ESD:St 1 - Apparatus:E11 - 3511	63010 · Fuel - Gas/Oil/diesel	-694.17
		300 - ESD:St 1 - Apparatus:R22 - 2022	63010 · Fuel - Gas/Oil/diesel	-58.07
		500 - Idaho Springs:St 2 - Apparatus:R21	63010 · Fuel - Gas/Oil/diesel	-64.51
		300 - ESD:St 6 - Apparatus:L6 - 3126	63010 · Fuel - Gas/Oil/diesel	-83.22
		400 - Georgetown:St 4 - Apparatus:Plow	63010 · Fuel - Gas/Oil/diesel	-55.74
				-4,265.54
15162	07/13/2026	CO DIVISION OF FIRE PREVENTION AM	11110 · Evergreen National Bank	
26-100724	07/07/2026		60065 · Fire Ops Training Exp.	-35.00
				-35.00
15163	07/13/2026	Collins, Cole, Flynn, Winn & Ulmer, PLLC	11110 · Evergreen National Bank	
June	07/09/2026		57010 · Legal Fees	-2,161.00
				-2,161.00
15164	07/13/2026	FERRELLGAS	11110 · Evergreen National Bank	
5010308112	06/25/2026	300 - ESD:St 9 - YGFD	51070 · Utilities - Gas / Electric	-534.03
		300 - ESD:St 7 SMFD (New)	51070 · Utilities - Gas / Electric	-765.91
				-1,299.94
15165	07/13/2026	JEFFCOM 911	11110 · Evergreen National Bank	
CCFA-2026-3	07/01/2026		61015 · Dispatch Fee	-15,388.00
				-15,388.00
15166	07/13/2026	NAPA AUTO PARTS	11110 · Evergreen National Bank	
141262	06/05/2026		63020 · Appartus Repair and Maint.	-294.82
142577	06/30/2026		63020 · Appartus Repair and Maint.	-19.36
				-314.18

Num	Date	Name	Account	Paid Amount
15167	07/13/2026	TIMBERLINE DISPOSAL LLC	11110 · Evergreen National Bank	
May	07/01/2026	400 - Georgetown:St 4 - GTFD	51065 · Trash Disposal	-62.49
		300 - ESD:St 1 - DMFD	51065 · Trash Disposal	-159.29
July	07/09/2026	400 - Georgetown:St 4 - GTFD	51065 · Trash Disposal	-63.21
		300 - ESD:St 1 - DMFD	51065 · Trash Disposal	-159.29
				-444.28
15168	07/09/2026	COLORADO DEPARTMENT OF REVENUE	11110 · Evergreen National Bank	
			21090 · Wage Garnishments	-89.94
				-89.94
15169		MISPRINT		VOID
15170	07/09/2026	COLORADO DEPARTMENT OF REVENUE	11110 · Evergreen National Bank	
			21090 · Wage Garnishments	-224.88
				-224.88
15171	07/15/2026	AIRGAS, LLC	11110 · Evergreen National Bank	
5525890692	06/30/2026		63020 · Appartus Repair and Maint.	-104.48
				-104.48
15172	07/15/2026	CONCENTRA	11110 · Evergreen National Bank	
19237156	07/09/2026		60005 · Drug Testing Expense	-76.00
				-76.00
15173	07/15/2026	ULINE	11110 · Evergreen National Bank	
51783366	07/15/2026		60080 · Hazmat Equip. and Material	-1,438.73
				-1,438.73
15174	07/15/2026	CEBT - WILLIS OF COLORADO	11110 · Evergreen National Bank	
			21065 · Dental Insurance	-1,029.00
			21050 · Medical Insurance	-4,132.13
			21050 · Medical Insurance	-23,461.90
			21045 · Taxable Group Term Life	-52.05
			21040 · Vision	-119.00
				-28,794.08

Num	Date	Name	Account	Paid Amount
15175	07/29/2026	AT & T	11110 · Evergreen National Bank	
07192026	07/11/2026		51045 · Cell Phone Expense	-44.69
			51045 · Cell Phone Expense	-49.75
			51045 · Cell Phone Expense	-47.81
			51045 · Cell Phone Expense	-46.77
			51010 · Internet/Cable Expenses	-40.54
			51010 · Internet/Cable Expenses	-40.54
			51010 · Internet/Cable Expenses	-40.54
			51045 · Cell Phone Expense	-44.69
			51045 · Cell Phone Expense	-45.59
				<u>-400.92</u>
15176	07/29/2026	CO DIVISION OF FIRE PREVENTION AND	11110 · Evergreen National Bank	
26-101071	07/21/2026		60065 · Fire Ops Training Exp.	-35.00
				<u>-35.00</u>
15178	07/29/2026	CORE ELECTRIC CO.	11110 · Evergreen National Bank	
July	08/11/2026	300 - ESD:St 6 - Floyd Hill	51070 · Utilities - Gas / Electric	-132.89
				<u>-132.89</u>
15179	07/29/2026	DAN NOELL	11110 · Evergreen National Bank	
520301522932	07/23/2026		61000 · Cooperative Resources	-101.00
				<u>-101.00</u>
15180	07/29/2026	DENVER CROWD, Ltd	11110 · Evergreen National Bank	
5063	07/21/2026		51060 · Software Programs	-206.04
				<u>-206.04</u>
15181	07/29/2026	MILE-HI FIRE APARATUS, INC.	11110 · Evergreen National Bank	
6755	07/23/2026		63020 · Appartus Repair and Maint.	-181.35
				<u>-181.35</u>
15182	07/29/2026	TOWN OF SILVER PLUME.	11110 · Evergreen National Bank	
June	07/31/2026	600 - Silver Plume:St 8 SPFD	51080 · Water/Sewer Exp.	-121.50
				<u>-121.50</u>
			TOTAL	271,947.62

8/1/2026

2026 Budget Summary

REVENUE:

			January - November	Approved Budget	Variance
	40000	Intergovernmental Revenue	\$ 1,204,879.00	\$ 2,408,290.00	1203411
	42000	Investment Interest Income	\$ 60,919.17	\$ 120,000.00	59080.83
	43000	Contract Services Income	\$ -	\$ -	0
	44000	Charitable Donations	\$ 2,065.00	\$ -	-2065
	45020	Fire Response Fees	\$ -	\$ -	0
	45030	Cooperative Resource	\$ 88,368.98	\$ -	-88368.98
	46000	Grant Income	\$ 4,400.00	\$ 75,000.00	70600
	47005	Permit Fees	\$ 8,844.00	\$ 25,000.00	16156
	47015	Plan Review Fees	\$ 1,828.00	\$ 500.00	-1328
	48000	Reimbursement Income	\$ 4,673.00	\$ -	
	48025	Station Rent	\$ 10,800.00	\$ 27,000.00	16200
	49000	Miscellaneous Income	\$ 4,081.00	\$ -	-4081
TOTAL REVENUE			\$ 1,370,179.85	\$ 2,655,790.00	1285610.15

EXPENDITURES:

	51000	Station Overhead	\$ 60,716.14	\$ 141,000.00	80283.86
	52000	Office Equipment/Computer Expense	\$ 4,391.32	\$ 7,500.00	3108.68
	52500	Insurance Expense	\$ 96,633.00	\$ 122,210.00	25577
	53000	Board of Director's Expense	\$ 29.52	\$ 750.00	720.48
	54000	Payroll & Benefit Expenses	\$ 1,382,915.75	\$ 2,429,940.00	1047024.25
	56000	Pension Expense	\$ 276.94	\$ 40,000.00	39723.06
	57000	Professional Service Expense	\$ 23,630.50	\$ 17,500.00	-6130.5
	58000	Banking Fees	\$ -	\$ 100.00	100
		Total Overhead	\$ 1,591,946.73	\$ 2,759,000.00	1167053.27
	60000	Fire Operations Expense	\$ 86,581.38	\$ 163,185.00	76603.62
	62000	Volunteer Benefits	\$ 5,135.59	\$ 10,000.00	4864.41
	63000	Apparatus Expenses	\$ 36,705.45	\$ 104,500.00	67794.55
	64000	Fire Prevention Activities	\$ 1,441.66	\$ 2,000.00	558.34
		Total Operations	\$ 129,864.08	\$ 279,685.00	149820.92
	78000	Capital Expenditures	\$ 40,393.00	\$ 145,000.00	104607
		Total Expenditures	\$ 1,762,203.81	\$ 3,183,685.00	1421481.19

TOTAL EXPENDITURES \$ **1,762,203.81** \$ **3,183,685.00** **1421481.19**

TOTAL OPERATING INCOME (LOSS) \$ **1,762,203.81** \$ **2,655,790.00** **\$4,417,993.81**

			January - November	Approved Budget	Variance
<u>REVENUE:</u>					
40000 Intergovernmental Revenue					
	40010	Idaho Springs Contribution	\$ 198,137.50	\$ 396,275.00	198137.5
	40020	Georgetown Contribution	\$ 165,335.00	\$ 330,670.00	165335
	40030	Empire Contribution	\$ 25,367.50	\$ 50,735.00	25367.5
	40040	Silver Plume Contribution	\$ 20,305.00	\$ 40,610.00	20305
	40050	ESD Contribution	\$ 795,734.00	\$ 1,590,000.00	794266
Total Intergovernmental Revenue			\$ 1,204,879.00	\$ 2,408,290.00	1203411
	42000	Investment Interest Income	\$ 60,919.17	\$ 120,000.00	59080.83
	43000	Contract Services Income	\$ -	\$ -	0
	44000	Charitable Donations	\$ 2,065.00	\$ -	-2065
	45020	Fire Response Fees	\$ -	\$ -	0
	45030	Cooperative Resource	\$ 88,368.98	\$ -	-88368.98

	46000	Grant Income	\$ 4,400.00	\$ 75,000.00	70600
	47005	Permit Fees	\$ 8,844.00	\$ 25,000.00	16156
	47015	Plan Review Fees	\$ 1,828.00	\$ 500.00	-1328
	48000	Reimbursement income - other	\$ 4,673.00	\$ -	
	48025	Station Rent	\$ 10,800.00	\$ 27,000.00	16200
	49000	Miscellaneous Income	\$ 4,081.00	\$ -	-4081
Total Misc Income			\$ 185,979.15	\$ 247,500.00	61520.85
TOTAL REVENUE			\$1,370,179.85	\$ 2,655,790.00	1285610.15
			January - November	Approved Budget	Variance
EXPENDITURES:					
Overhead Expenditures					
51000 Station Overhead					
	51005	Dues & Registration Fees	\$ 1,200.00	\$ 2,600.00	1400
	51010	Internet Expenses	\$ 1,410.94	\$ 5,500.00	4089.06
	51015	Supplies & Cleaning	\$ 3,151.71	\$ 5,000.00	1848.29
	51020	Office Supplies	\$ 654.89	\$ 1,000.00	345.11
	51025	Postage & Delivery	\$ 77.22	\$ 450.00	372.78
	51030	Printing & Copying	\$ 415.00	\$ 500.00	85
	51035	Subscriptions	\$ 8,178.94	\$ 15,000.00	6821.06
	51040	Telephone Expense	\$ 2,460.93	\$ 4,950.00	2489.07
	51045	Cell Phone Expense	\$ 1,939.50	\$ 4,500.00	2560.5
	51050	Repair & Maintenance	\$ 6,322.31	\$ 40,000.00	33677.69
	51060	Software Programs	\$ 3,695.51	\$ 5,000.00	1304.49
	51065	Trash Disposal	\$ 1,560.59	\$ 2,500.00	939.41
	51070	Utilities - Gas & Electric	\$ 20,614.31	\$ 36,000.00	15385.69
	51080	Water & Sewer	\$ 9,034.29	\$ 18,000.00	8965.71
Total 51000 Station Overhead			\$ 60,716.14	\$ 141,000.00	80283.86
52000 Office Equipment/Computer Expense					
	52010	Computer Equipment Expense	\$ 3,263.47	\$ 5,000.00	1736.53
	52015	Equipment Lease/Maintenance/Repairs	\$ 647.20	\$ 2,000.00	1352.8
	52020	Computer Repair/Maintenance	\$ 480.65	\$ 500.00	19.35
Total 52000 Office Equipment/Computer Expense			\$ 4,391.32	\$ 7,500.00	3108.68
52500 Insurance Expense					
	52505	Worker's Comp	\$ 34,912.00	\$ 40,000.00	5088
	52510	Liability/Apparatus Insurance	\$ 20,013.00	\$ 29,685.00	9672
	52515	Accident & Disability Insurance	\$ 10,757.00	\$ 10,760.00	3
	52520	Building & Property Insurance	\$ 30,951.00	\$ 41,265.00	10314
	52525	General Insurance Expense	\$ -	\$ 500.00	500
Total 52500 Insurance Expense			\$ 96,633.00	\$ 122,210.00	25577
53000 Board of Director's Expense					
	53030	Meeting/Retreat Expense	\$ -	\$ 150.00	150
	53040	Misc. Board Expense	\$ -	\$ 500.00	500
	53045	Ads & Legal Notifications	\$ 29.52	\$ 100.00	70.48
Total 53000 Board of Director's Expense			\$ 29.52	\$ 750.00	720.48
54000 Payroll & Benefit Expenses					
	54010	Salaries & Wages	\$ 981,647.31	\$ 1,685,600.00	703952.69
	54025	Employer Payroll Taxes	\$ 38,910.53	\$ 54,655.00	15744.47
	54030	Employee Benefit Expenses	\$ 306,973.41	\$ 586,685.00	279711.59
	54035	Payroll Processing Expense	\$ 484.50	\$ 500.00	15.5
	54040	Shift Stipend	\$ 43,520.00	\$ 85,000.00	41480
	54045	Officer Stipend	\$ 11,380.00	\$ 17,500.00	6120
	54050	Contract Labor	\$ -	\$ -	0
Total 54000 Payroll & Benefit Expenses			\$1,382,915.75	\$ 2,429,940.00	1047024.25
56000 Pension Expense					
	56010	Volunteer Pension Expense	\$ 276.94	\$ 40,000.00	39723.06
Total 56000 Pension Expense			\$ 276.94	\$ 40,000.00	39723.06
57000 Professional Service Expense					

	57010	Legal Fees	\$ 22,230.50	\$ 4,000.00	-18230.5
	57030	Auditing Expense	\$ -	\$ 13,500.00	13500
	57070	General Consulting Fees	\$ 1,400.00	\$ -	-1400
Total 57000 Professional Service Expense			\$ 23,630.50	\$ 17,500.00	-6130.5
58000 Banking Fees			\$ -	\$ 100.00	100
TOTAL OVERHEAD EXPENSES			\$ 1,591,946.73	\$ 2,759,000.00	\$ -
			January - November	Apprvned Budget	Variance
Operation Expenditures					
60000 Fire Operations Expense					
	60005	Drug Testing Expense	\$ 321.00	\$ 2,000.00	1679
	60010	Operating Supplies	\$ 794.00	\$ 5,000.00	4206
	60015	Personal Protection Equipment	\$ 3,409.86	\$ 25,000.00	21590.14
	60025	Small Equipment Purchases	\$ 129.51	\$ 1,000.00	870.49
	60035	Fire Ops Equipment R&M	\$ 2,279.29	\$ 3,000.00	720.71
	60040	Water Rescue Expense	\$ 1,141.84	\$ 2,500.00	1358.16
	60045	SCBA Equipment R&M	\$ 6,536.82	\$ 20,000.00	13463.18
	60050	Extinguishers	\$ -	\$ 750.00	750
	60055	Suppression Equipment	\$ -	\$ 1,000.00	1000
	60060	Uniform Expense	\$ 1,385.15	\$ 1,000.00	-385.15
	60065	Fire Operations Training	\$ 13,426.49	\$ 25,000.00	
	60070	Wildfire Equipment	\$ 2,450.51	\$ 3,000.00	549.49
	60075	Rescue Equipment	\$ 6,821.26	\$ 7,500.00	678.74
	60080	Hazmat Equipment & Maint.	\$ 1,438.73	\$ 3,500.00	2061.27
	60085	Fire Operations Tools		\$ 1,000.00	#VALUE!
	60095	CBI Reports	\$ 282.92	\$ 2,000.00	1717.08
	61000	Cooperative Resources	\$ -	\$ -	0
	61015	Dispatch Fee	\$ 46,164.00	\$ 59,935.00	13771
Total 60000 Fire Operations Expense			\$ 86,581.38	\$ 163,185.00	\$ -
62000 Volunteer Benefits					
	62010	Volunteer Incentives	\$ 5,135.59	\$ 10,000.00	4864.41
Total 62000 Volunteer Benefits			\$ 5,135.59	\$ 10,000.00	4864.41
63000 Apparatus Expenses					
	63010	Fuel - Gas/Oil/Diesel	\$ 22,137.45	\$ 42,000.00	19862.55
	63015	Bulk Lubricants	\$ 1,127.00	\$ 2,500.00	1373
	63020	Apparatus Repair & Maint.	\$ 13,441.00	\$ 60,000.00	46559
Total 63000 Apparatus Expenses			\$ 36,705.45	\$ 104,500.00	67794.55
64000 Fire Prevention Activities					
	64005	Equipment	\$ 349.18	\$ -	-349.18
	64010	Supplies Expense	\$ -	\$ -	0
	64015	Education Materials	\$ -	\$ 500.00	500
	64020	Code Books Expense	\$ 1,092.48	\$ 1,500.00	407.52
Total 64000 Fire Prevention Activities			\$ 1,441.66	\$ 2,000.00	558.34
TOTAL FIRE OPERATIONS EXPENSE			\$ 129,864.08	\$ 279,685.00	149820.92
78000 Capital Expenditures					
	78005	Software Expense	\$ -	\$ -	0
	78010	Hardware Expense	\$ -	\$ 15,000.00	15000
	78015	Tools/Equipment Expense	\$ -	\$ -	0
	78020	Vehicle/Apparatus Cost	\$ -	\$ -	0
	78025	Vehicle/Apparatus Improvement	\$ -	\$ 30,000.00	30000
	78030	Building Purchase/Construction	\$ -	\$ -	0
	78035	Building Improvement Expense	\$ 40,393.00	\$ 100,000.00	59607
Total 78000 Capital Expenditures			\$ 40,393.00	\$ 145,000.00	104607
TOTAL EXPENDITURES			\$ 1,762,203.81	\$ 3,183,685.00	1421481.19
TOTAL OPERATING INCOME (LOSS)			\$ 1,762,203.81	\$ 2,655,790.00	893586.19

66%

CLEAR CREEK FIRE AUTHORITY

ASSISTANT FIRE CHIEF OF OPERATIONS

JOB DESCRIPTION

Formatted: Centered

JOB TITLE: Assistant Fire Chief of Operations

REPORTS TO: ~~Fire Chief~~ CCFA Board of Directors

APPROVED BY: CCFA Board of Directors

APPROVED: 

POSITION SUMMARY:

Under the supervision of the ~~CCFA Board of Directors~~ Fire Chief ("~~BOD~~Chief"), the Assistant Fire Chief of Operations assists in planning, organizing, managing, and directing the day-to-day operations of Clear Creek Fire Authority ("CCFA") emergency services response, including but not limited to, fire suppression, emergency medical and rescue services, wildland fire incidents, hazardous material incidents, and mitigation, fire prevention, and code compliance programs. The primary objective of the position is to assist with systems, procedures, and processes to protect life and property and eliminate undue hazards to the community.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities, and duties may change at any time with or without notice.

The Assistant Fire Chief of Operations is a full-time, salaried, exempt position. The Assistant Fire Chief of Operations may be required to work outside of regular hours.

ESSENTIAL DUTIES: *In addition to the duties imposed by the ~~BOD~~Fire Chief from time to time, the primary duties and general responsibilities of the Assistant Fire Chief of Operations shall include the following, which are an overview of the primary duties and responsibilities for the position and should not be considered an all-inclusive list.*

- Supervise and coordinate the activities of CCFA employees and volunteers ("membership") in the delivery of fire suppression and other emergency services to ensure effective compliance with CCFA policies and procedures and to account for individual qualifications. Ensure that an effective Incident Command System is used and that the most qualified person(s) are assigned to positions in Incident Command and/or Operations at the scene.
- Oversee a full range of fire and emergency services; emergency medical care; special operations including all hazardous material and technical rescue response; community safety awareness; risk mitigation and fire code enforcement; community partnerships; budget; staffing; and strategic planning.
- Supervise fire response, enforcing laws and resolutions pertaining to the prevention of fire, inspection of buildings, and the investigation of all fires to determine the cause.
- Respond to incidents, mitigate, and direct operations as the situation dictates, including supervising on-scene membership and managing joint response with outside agencies. Observe the operation and performance of personnel subordinates and recommend

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: Font: 12 pt

Formatted: Normal, Indent: Left: 0.5", Space After: 0 pt, No bullets or numbering, Tab stops: Not at -1"

Formatted: Normal, Space After: 0 pt, No bullets or numbering, Tab stops: Not at -1"

procedures, equipment, and training required to improve performance and operational effectiveness.

- Ensure CCFA equipment and vehicles are in response-ready mode; in coordination with the Assistant Fire Chief for Administration and Fire Prevention, manage testing, maintenance, and repairs cost-effectively; develop and implement a program to proactively maintain vehicles, equipment, buildings, and premises in a clean, sound, and protected manner.
- Supervise and coordinate CCFA membership recruitment, retention, and training programs; review and implement safe work practices, performance standards, and operating procedures.
- Assist the Assistant Fire Chief for Administration and Fire Prevention in the planning, coordinating, and maintaining progressive, comprehensive programs to prepare membership for response duties, correct performance deficiencies, provide professional development opportunities, and meet industry requirements.
- Assist the Assistant Fire Chief for Administration and Fire Prevention in the formulation and enforcement of CCFA policies, rules, and regulations. Ensure compliance with CCFA policies and procedures, including supervising general membership conduct, overseeing disciplinary matters, facilitating conflicts, and resolving operational issues.
- Oversee and ensure accurate and complete documentation of incident response and trainings.
- Assist the Assistant Fire Chief for Administration and Fire Prevention in developing and operating fire prevention, mitigation, and code compliance programs.
- Coordinate fire investigations and occasionally conduct fire investigations.
- Make sound decisions and oversee compliance with applicable laws and regulations.
- Perform delegated command duties in the absence of the Assistant Fire Chief for Administration and Fire Prevention.
- Serve as acting Assistant Fire Chief for Administration and Fire Prevention when the Assistant Fire Chief for Administration and Fire Prevention is absent or unavailable.
- Coordinate with the Assistant Fire Chief for Administration and Fire Prevention to establish and manage safe work practices, performance standards, and operating procedures.
- Develop and ensure compliance with CCFA rules and regulations, policies, guidelines, and additional directives as established by the BOD; maintain discipline and general conduct of membership in accordance with CCFA policies, procedures, and the Personnel Manual. Facilitate resolution of operational issues and conflicts in accordance with CCFA policy. Coordinate Human Resource issues with CCFA Legal Counsel.
- Develop and maintain an active fire prevention and public education program.
- Maintain a physical presence at CCFA for the proper performance of duties and supervision of membership.

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: Font: 12 pt

Formatted: Normal, Space After: 0 pt, No bullets or numbering, Tab stops: Not at -1"

- Maintain suitable office hours at CCFA for the proper transaction of official business. This includes being physically present at a CCFA location during normal business hours, unless working remotely, attending an off-site meeting, event, or other CCFA-related activity.
- Maintain a published and transparent calendar to clearly communicate with the CCFA regarding daily activity.
- Regularly attend meetings. This includes attending BOD meetings and other applicable meetings as required by the BOD or necessary to complete the responsibilities and duties of the position.
- Regularly collaborate with the Assistant Fire Chief for Administration and Fire Prevention regarding administrative and operational duties.
- Perform other duties and/or tasks assigned by the BOD Chief.

Formatted: Font: 12 pt

Formatted: Normal, Indent: Left: 0.5", Space After: 0 pt, No bullets or numbering, Tab stops: Not at -1"

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities:

Comprehensive knowledge of the principles and practices of firefighting; comprehensive knowledge of the operation, care, and maintenance of the various types of apparatus and equipment used by CCFA, and the ability to supervise the effective operation, care, and maintenance of such equipment and apparatus; comprehensive knowledge of fire-training practices and techniques; comprehensive knowledge of the rules, regulations, operating guidelines, policies, and procedures of CCFA; ability to react quickly and calmly in emergencies; ability to express ideas clearly and concisely, both orally and in writing, to groups and individuals; ability to plan, supervise, and coordinate the work of subordinates; ability to develop and maintain effective working relationships with CCFA membership, other agencies, other officials, and the general public; good judgment.

Experience/Education:

High school diploma or its equivalent; completion of approved training in fire department operations and administration; extensive experience in firefighting and emergency response work, including supervisory experience at the level of fire captain. Alternative to the foregoing, CCFA will consider equivalent combination of experience and training which provides the required knowledge, skills, and abilities to perform the duties of the position.

Minimum 6 years of relevant fire service and management experience.

Additional Requirements:

- Possession of a valid driver's license issued by the State of Colorado and maintenance of a satisfactory driving record.
- Maintain status of insurable as a driver by CCFA's insurance carrier.
- Maintain the following certifications:
 - CPR;
 - NIMS 100,200,300,400,700,800;
 - Fire Officer I;
 - EMR;
 - Swiftwater II; and
 - NWCG FFI.
- Maintain _____ certification; if the appointed Assistant Fire Chief of Operations does not hold a _____ certification at the time of appointment, the Assistant Fire Chief of Operations must obtain such certification within _____.
- Ability to speak, read, write, and understand the English language at a level adequate to perform the duties of the position.
- Analytical mindset with the ability to interpret data and make informed decisions.
- Problem-solving skills to address technical issues and optimize operations.
- Ability to manage a range of tasks and prioritize responsibilities to meet deadlines.
- Ability to work independently as well as function effectively as a member of a team.
- Ability to work effectively in a fast-paced environment and handle stress.
- Ability to adapt to rapid changes in information, process, direction, or immediate workflow.

Formatted: Underline

Formatted: Underline

Formatted: Underline

PHYSICAL AND MENTAL REQUIREMENTS:

This is a supervisory position that involves reading and reviewing reports, papers, and other documents, as well as writing reports, papers, correspondence, and other documents. This position will require acute mental skills and a lengthy attention span. The ability to communicate clearly and concisely, both in writing and verbally, is essential to this position. Must be able to work under stress, manage multiple tasks concurrently, and handle frequent interruptions. The position also requires field work, which may entail frequent sitting, standing, lifting, carrying, reaching, bending, stooping, twisting, walking, and driving. The position may require serving as Incident Commander and other management positions at emergency incidents and occasionally involve direct emergency incident response activities as a firefighter, medic, or rescue personnel. This position requires sustained physical activities with intense concentration at emergency incident scenes for extended periods. This position requires the ability to reach, maintain balance, smell, see, and hear. This position requires the ability to lift and/or move up to 50 pounds frequently and _____ occasionally.

WORKING CONDITIONS:

Work is primarily performed in an office environment with frequent fieldwork and attendance at off-site meetings. Work is performed indoors and outdoors, in all weather conditions, day and night, in all types of terrain and natural environments. This position has extensive contact with the public and involves exposure to blood, contaminants, and/or communicable diseases, emotional stresses, and death; exposure to hazards such as fire, extreme heat, and smoke; work in and around unstable structures; and contact with exposed electrical hazards, flammable and explosive gases, hazardous and toxic vapors and materials. In the normal course of duties, this position requires entering hazardous incident scenes requiring personal protective equipment, which may include self-contained breathing apparatus; performing strenuous and life-threatening work in noisy, hot, smoky and extremely dangerous environments; operation of heavy tools and equipment designed for technical rescue and mitigation of fire and hazardous situations, including operation of emergency vehicles in emergent situations.

NOTICE:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of requirements, duties, responsibilities, conditions, or hazards. The omission of an essential function of work does not preclude CCFA from assigning duties not listed herein.

ADA COMPLIANCE:

An applicant's or employee's disability will not remove the application from consideration or current employee from his/her job if the applicant or employee is able to perform the essential functions of the job with or without reasonable accommodation unless such accommodation will result in undue hardship for CCFA or pose a safety risk to the applicant, employee, or others.

CCFA complies with the Americans with Disabilities Act. If you require special accommodation in order to apply for this position, please contact the ~~BOD, Fire Chief~~.

AN EQUAL OPPORTUNITY EMPLOYER:

CCFA is an equal opportunity employer, providing equal employment opportunities regardless of race, color, religion, creed, gender, age, national origin, or other legally protected class unless related to a bona fide occupational requirement.

I, _____, have read and understand the requirements of the Assistant Fire Chief of Operations position. I accept the position of Assistant Fire Chief of Operations with Clear Creek Fire Authority and agree to fulfill the requirements of the position. I understand that CCFA may modify this job description at any time, in its sole discretion, and may assign additional duties from time to time. I understand that my employment with CCFA is “at-will” and that my employment with CCFA may be terminated by myself or by CCFA at any time.

Signature

Name

Date

CLEAR CREEK FIRE AUTHORITY

CLASSIFIED JOB DESCRIPTION

Formatted: Footer distance from edge: 0.24"

JOB TITLE: Assistant Fire Chief for Administration and Prevention Officer

Formatted: Font: 11 pt

REPORTS TO: CCFA Board of Directors Fire Chief DATE APPROVED:

Formatted: Font: 11 pt

APPROVED BY: CCFA Board of Directors REVISED:

Formatted: Font: 11 pt

POSITION SUMMARY:

Formatted: Font: 11 pt

Under the supervision of the Board of Directors ("BOD") Fire Chief, the Assistant Fire Chief for Administration and Prevention assists in planning, organizing, and implementing the operations of CCFA Fire Prevention and Code Enforcement, including, but not limited to, fire code inspections, pre-planning, plan review, fire cause and origin investigation, fire prevention programs, and public education presentation. The Assistant Fire Chief for Administration and Prevention organizes, manages, and directs CCFA administrative services, fire prevention, and code enforcement, including fire code inspections, pre-incident planning, plan review, fire cause-and-origin investigation, fire prevention programs, and public education. The position administers BOD policies, the BOD approved budget, Authority wide records and human resources processes, and governmental and community relationships. This position is hourly and FLSA Non-Exempt. This position has the rank of Assistant Fire Chief Lieutenant.

ESSENTIAL DUTIES: *The following duties are illustrative and are not meant to be all-inclusive:*

Formatted: Font: 11 pt

- Schedule and perform inspections at properties under jurisdiction of the Fire Code to reduce fire risk and ensure compliance with adopted Codes and Standards. Prepare and issue Code violation correction notices to property owners and coordinate re-inspection and compliance.
- Perform Plan Review of submitted applications for construction and protection system installation to ensure compliance with adopted codes and standards; perform field inspection for compliance of permitted applications.
- Maintain Inspection files.
- Develop pre-plan documents for incident response.
- Maintain safe work practices in accordance with performance standards and operating procedures.
- Attend trainings and conferences to enhance skills and knowledge.
- Ensure accurate maintenance and management of all CCFA documentation.
- Appoint, promote/demote, transfer, and terminate career and volunteer members.
- Ensure that accurate and complete documentation of all job activities, including inspections, incident response, and training; administer records systems and retention practices, is performed.
- Assist with the formulation and enforcement of CCFA rules and regulations, Board directives, policies, procedures, and Personnel Manual; coordinate human resources matters with CCFA

Formatted: Not Expanded by / Condensed by

Formatted: List Paragraph, No bullets or numbering, Allow hanging punctuation, Tab stops: Not at 0.57"

Formatted: List Paragraph, No bullets or numbering, Allow hanging punctuation, Tab stops: Not at 0.57"

Formatted: Normal, Allow hanging punctuation, Tab stops: Not at 0.57"

Formatted: Line spacing: Exactly 9 pt

Legal Counsel: facilitate formal personnel matters and conflicts in accordance with policy; and coordinate the documentation and implementation of disciplinary actions authorized by the - maintainBOD: maintain discipline and general conduct of membership in accordance with CCFA policies, procedures, and personnel manual. Facilitate the resolution of operational issues and conflicts in accordance with policy.

- Conducts oral presentations and provides information and training on fire prevention, fire, and life safety issues and related codes and ordinances to citizens, school and other civic groups as part of the Department's public education and public relations programs.
- Plan, provide for, and supervise all activities and function of assigned administrative and fire prevention personnel to ensure effective service delivery and compliance with applicable laws, Board directives, policies, and procedures.
- Prepare and administer annual budget as approved by the BOD and in accordance with all applicable expenditure guidelines, rules, and restrictions adopted by the BOD. Provide sound financial management and seek alternative funding sources.
- Ensure all CCFA equipment and vehicles are in response-ready mode. Provide for testing, maintenance, and repairs. Provide for and manage all CCFA assets, facilities, and leased property in a clean, sound, and protected manner.
- Administer personnel recruitment, retention and training programs, including maintaining a progressive volunteer recruiting and retention program; annually evaluate the performance of personnel and develop a plan for enhancement. Provide recommendations to the BOD for annual personnel merit/service awards.
- Evaluate and monitor all functions of CCFA for efficiency and effectiveness. Develop and manage short and long-term goals, objectives, and plans to manage and improve service provisions.
- Supervise the development and enforcement of regulatory ordinances and codes regarding fire prevention and community risk reduction.
- Ensure accurate maintenance and management of all CCFA documentation.
- Provide for plans review and Code Enforcement in accordance with IGAs and adopted codes.
- Establish, maintain, and encourage open communication with other agencies, jurisdictions, officials, and the public in the community to plan, implement, and manage cooperative working relationships. Serve as the Public Information Officer of the CCFA.
- Maintain suitable office hours at CCFA for the proper transaction of official business. This includes being physically present at a CCFA location during normal business hours, unless working remotely, attending an off-site meeting, event, or other CCFA-related activity.
- Maintain a published and transparent calendar to clearly communicate with the BOD regarding daily activity.
- Regularly attend meetings. This includes attending BOD meetings and other applicable meetings as required by the BOD or necessary to complete the responsibilities and duties of the position.
- Serve as acting Assistant Fire Chief of Operations when the Assistant Fire Chief of Operations is

Formatted: Font: 11 pt

Formatted: List Paragraph, Left, Right: 0", Space Before: 0 pt, No bullets or numbering

Formatted: List Paragraph, Left, Right: 0", Space Before: 0 pt, No bullets or numbering

Formatted: No bullets or numbering

Formatted: No bullets or numbering

Formatted: Font: 11 pt

Formatted: No bullets or numbering

Formatted: No bullets or numbering

Formatted: No bullets or numbering

Formatted: No bullets or numbering

Formatted: No bullets or numbering

Formatted: No bullets or numbering

Formatted: Normal, Left, Right: 0", Space Before: 0 pt, No bullets or numbering

Formatted: Normal, Left, Right: 0", Space Before: 0 pt, No bullets or numbering

Formatted: List Paragraph, No bullets or numbering

Formatted: Line spacing: Exactly 9 pt

absent or unavailable

- Regularly collaborate with the Assistant Fire Chief of Operations regarding administrative and operational duties.

- Perform other duties as assigned by the BOD Chief.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Comprehensive knowledge of the principles and practices of firefighting; comprehensive knowledge of the operation, care and maintenance of the various types of apparatus and equipment used by CCFA, and the ability to supervise the effective operation, care and maintenance of such equipment and apparatus; comprehensive knowledge of fire-training practices and techniques; thorough knowledge of the rules, regulations, operating guidelines, policies and procedures of CCFA; ability to react quickly and calmly in emergency situations; ability to express ideas clearly and concisely, both orally and in writing, to groups and individuals; ability to plan, supervise and coordinate the work of subordinates, and maintain effective working relationships with CCFA Officers and volunteers, other agencies, other officials and the general public; good judgment.

Experience/Education: High school diploma or its equivalent, supplemented by completion of approved training in fire department operations, administration, and extensive experience in firefighting and emergency response work, including supervisory experience at the level of Lieutenant or above; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities to perform the job.

Additional Requirements: Possession of a valid driver's license issued by the State of Colorado.

Certifications: CPR NIMS 100,200,300, 700,800
Fire Suppression System Inspector Fire Inspector I
Experience can be considered in place of certifications

PHYSICAL AND MENTAL REQUIREMENTS:

This is a position requiring completing tasks such as writing and reviewing reports, papers, and other documents. This portion of the job will require acute mental skills and a lengthy attention span. The ability to communicate clearly and concisely, both in writing and verbally, is essential to this position. Must be able to work under stress, manage multiple tasks concurrently, and handle frequent interruptions. The position also requires field work, which may entail frequent lifting and carrying, reaching, bending or stooping, twisting, and driving. The position may occasionally involve direct emergency incident response activities as a firefighter or rescue personnel. This position may require sustained physical activity and intense concentration at emergency incident scenes for long periods.

WORKING CONDITIONS:

Work is performed indoors and outdoors, day and night, in all weather conditions, across all types of terrain and natural environments. This position has extensive contact with the public and may be exposed to

Formatted: List Paragraph, No bullets or numbering

Formatted: Normal, Left, Right: 0", Space Before: 0 pt, No bullets or numbering

Formatted: Font: 11 pt, Not Expanded by / Condensed by

Formatted: Normal

Formatted: Font: 11 pt, Not Expanded by / Condensed by

Formatted: Font: 11 pt, Not Expanded by / Condensed by

Formatted: Normal, Right: 0", Line spacing: single, Allow hanging punctuation, Tab stops: Not at 0.57"

Formatted: Indent: Left: 0"

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: Indent: Left: 0"

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: Line spacing: Exactly 9 pt

blood, contaminants, and/or communicable diseases, emotional stresses and death; exposure to hazards such as fire, extreme heat and smoke; work in and around unstable structures; may encounter exposed electrical hazards, flammable and explosive gases, hazardous and toxic vapors and materials; in the normal course of duties this position will be required to enter hazardous incident scenes requiring personal protective equipment which may include self-contained breathing apparatus, performing strenuous and life threatening work in noisy, hot, smoky and extremely dangerous environments; requires operation of heavy tools and equipment designed for technical rescue and mitigation of fire and hazardous situations including operation of emergency vehicles in emergent situations.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of requirements, duties, responsibilities, conditions, or hazards. The omission of an essential function of work does not preclude management from assigning duties not listed herein. CCFA may modify this job description at any time based on service needs. Clear Creek Fire Authority is an At-Will employer.

Formatted: Font: 11 pt

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Authority not to discriminate based on race, color, religion, creed, gender, age, national origin, or disability, unless related to a bona fide occupational qualification. The ~~Authority Board~~BOD will consider reasonable accommodations for employment of qualified applicants upon request to the BOD~~Authority Board~~.

I, _____, have read and understand the requirements of the above position description. I accept the position of ~~Fire Chief for~~
Administration and Fire Prevention with Clear Creek Fire Authority and agree to fulfill these requirements. I understand that continued service with the Authority is at will of the Authority, and that I can also resign this position at any time.

Signature

Formatted: Font: 11 pt

Name

Date

Formatted: Font: 11 pt

Formatted: Line spacing: Exactly 9 pt

[*Authority Letterhead*]

August 14, 2026

Kelly Babeon

_____, CO _____

Re: Reassignment to Assistant Fire Chief of Administration and Fire Prevention

Dear Kelly,

At its meeting on August 13, 2026, the Board of Directors (“Board”) of the Clear Creek Fire Authority (“Authority”) approved revisions to the title and job description for the Fire Prevention Officer position.

Effective September 1, 2026, your title will change from Fire Prevention Officer to Assistant Fire Chief of Administration and Fire Prevention. In this position, you will report directly to the Board and have primary responsibility for the Authority’s administrative and fire-prevention functions, as more specifically described in the attached revised job description.

The revised job description sets forth the duties and responsibilities of your new position and supersedes your prior job description as of the effective date. Please review the revised job description and direct any questions to the Board Chair.

Clear Creek Fire Authority

By: _____
Jon Jennings. Board Chair

[*Authority Letterhead*]

August 14, 2026

Daniel Babeon

_____, CO _____

Re: Reassignment to Assistant Fire Chief of Operations

Dear Daniel,

At its meeting on August 13, 2026, the Board of Directors (“Board”) of the Clear Creek Fire Authority (“Authority”) approved revisions to the title and job description for the Assistant Fire Chief position.

Effective September 1, 2026, your title will change from Assistant Fire Chief to Assistant Fire Chief of Operations. In this position, you will report directly to the Board and have primary responsibility for the Authority’s operational functions, as more specifically described in the attached revised job description.

The revised job description sets forth the duties and responsibilities of your new position and supersedes your prior job description as of the effective date. Please review the revised job description and direct any questions to the Board Chair.

Clear Creek Fire Authority

By: _____
Jon Jennings. Board Chair

CLEAR CREEK FIRE AUTHORITY

RESOLUTION NO. 2026-04

A RESOLUTION AMENDING THE APPEAL PROCEDURES UNDER THE 2024 EDITION OF THE *INTERNATIONAL FIRE CODE*

WHEREAS, the Clear Creek Fire Authority (the “Authority”) was established by an Intergovernmental Agreement in 1998, which was renewed and amended numerous times, including most recently the Amended and Restated Intergovernmental Agreement recorded December 10, 2024 (the “IGA”), to provide fire protection services within and beyond Clear Creek County; and

WHEREAS, the Authority is organized pursuant to the provisions of the Colorado Constitution, Article XIV, Section 18(2)(a) and (b) and Section 29-1-203, C.R.S.; and

WHEREAS, pursuant to Paragraph 5 of the IGA, the Authority has all those powers and functions vested in statutory fire protection districts pursuant to Sections 32-1-1001 and 32-1-1002, C.R.S., as may be amended from time to time, except as specifically provided for in the IGA; and

WHEREAS, Sections 32-1-1002(d) and (e), C.R.S., authorize fire protection districts to adopt and enforce fire codes; and

WHEREAS, the Authority previously adopted by reference the 2024 Edition of the *International Fire Code*, as amended (the “Fire Code”), which, together with the Authority’s local amendments thereto, governs the administration and enforcement of the Fire Code, including the procedures for appealing orders, decisions, determinations, and interpretations made in the administration and enforcement of the Fire Code; and

WHEREAS, the Fire Code and the Authority’s local amendments thereto, as previously adopted, provide for an appeal to the Fire Chief of certain orders, decisions, determinations, and interpretations made under the Fire Code; and

WHEREAS, the position of Fire Chief is currently vacant and the Authority has determined that it is in the best interest of the Authority to revise the procedures under the Fire Code to eliminate decisions and appeals to the Fire Chief and to make decisions of the Assistant Chief of Administration and Fire Prevention, as the fire code official, as the final administrative decisions of the Authority under the Fire Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CLEAR CREEK FIRE AUTHORITY AS FOLLOWS:

1. **Designation of Assistant Chief of Administration and Fire Prevention as Fire Code Official.** The Assistant Chief of Administration and Fire Prevention is designated as the “fire code official” for purposes of the Fire Code

2. **Elimination of Appeals to the Fire Chief.** Any provision of the Fire Code and any provision of any prior resolution or local amendment of the Authority that provides for an appeal to or for a decision or determination by the Fire Chief of any order, decision, determination, or interpretation made in the administration or enforcement of the Fire Code is hereby repealed. The Fire Chief shall no longer serve as a decision maker under the Fire Code. Any order, decision, determination, or interpretation made by the fire code official shall constitute the final administrative decision of the Authority on the matter. There shall be no further administrative appeal within the Authority from the decision of the fire code official.

3. **Judicial Appeal.** A person aggrieved by the final decision of the fire code official may seek judicial review of that decision in the District Court in and for Clear Creek County, Colorado, pursuant to Rule 106(a)(4) of the Colorado Rules of Civil Procedure. Such judicial review shall be the sole and exclusive means of further review of the decision.

4. **Conflicting Provisions Superseded.** To the extent any provision of the Fire Code, or any prior resolution or local amendment of the Authority, conflicts with this Resolution, this Resolution shall control, and such conflicting provisions are hereby amended and superseded to the extent of the conflict. All other provisions of the Fire Code and the Authority's local amendments thereto not inconsistent with this Resolution remain in full force and effect.

5. **Severability.** If any part, section, subsection, sentence, clause, or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

6. **Effective Date.** This Resolution shall take effect and be enforced as of its adoption.

Adopted this 13th day of August, 2026.

Clear Creek Fire Authority

By: _____
Jon Jennings, Chair

Attest:
