

**CLEAR CREEK FIRE AUTHORITY
BOARD OF DIRECTORS
681 County Rd. 308, Dumont
6:00 P.M. March 18, 2026**

1. 6:00 P.M. – Call to Order
2. Approval of Agenda
3. Public Comment/Unscheduled Appearances
4. Approval of Minutes for March 18, 2026, Board Meeting.
5. Approval of Bills:
 - a. Bills through March 31, 2026
 - b. Bills through April 30, 2026.
6. Approval of the Financial Reports:
 - a. April 1, 2026, Financials
 - b. May 1, 2026 Financials
7. New Business
 - a. PTO Policy
 - b. Assistant Fire Chief FLSA status Change
 - c. Comp Time Payout Request
8. Old Business
 - a. Verizon cell tower update
9. **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 instructing negotiators regarding an intergovernmental agreement (IGA) request from the Clear Creek Board of County Commissioners (BOCC).**

Executive Sessions pursuant to Section 24-6-402(4)(f) C.R.S. Personnel matters, regarding Fire Chief Jeremy Jones.
10. Report from Fire Chief
11. Report from Board Chairman
12. Announcements
13. Adjournment

[Join Zoom Meeting](https://us02web.zoom.us/j/84016723096?pwd=BnVOKZVXY947QnFyVR9Gz0dB7Kcyfl.)

<https://us02web.zoom.us/j/84016723096?pwd=BnVOKZVXY947QnFyVR9Gz0dB7Kcyfl.>

Meeting chat link

<https://us02web.zoom.us/launch/jc/84016723096>

Meeting ID: 840 1672 3096

Passcode: 084490

One tap mobile

+17193594580,,84016723096#,,, *084490# US

+16699009128,,84016723096#,,, *084490# US (San Jose)

Join by SIP

• 84016723096@zoomcrc.com

Join instructions

https://us02web.zoom.us/meetings/84016723096/invitations?signature=43cFiTrpW3tj4wKwL_K6g-69M8tkz0H90ClyvitGLpg

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

CLEAR CREEK FIRE AUTHORITY
MINUTES
6:00 February 18, 2026
Station 1 - Dumont

I. Call to Order

The Meeting was called to order by Jon Jennings at 6:10 p.m.

Attending:

Board of Directors:

Jon Jennings	Chairman
John Curtis	Idaho Springs Representative
Mike Anderson	Idaho Springs Representative
George Marlin	ESD Representative
Mark Reynolds	Georgetown Representative
Wendy Koch	Empire Representative
Chris Frey	Silver Plume Representative

Absent:

Others in attendance:	Jeremy Jones	Fire Chief
	Daniel Babeon	Asst. Chief
	Dan Noell	Captain
	Maria Flecksing	Administrative Assistant
	Rich Barrows	Georgetown Selectman
	Randy Horning	Empire Alternate Board Member

II. Approval of Agenda

Jon Jennings made a motion to approve the agenda, and Chris Frey seconded. The agenda was approved via a unanimous vote.

III. Public Comment

Rich Barrows wanted to thank the department members for working hard to keep the public safe. He further expressed appreciation for the efforts to measure the thickness of the ice of Georgetown Lake.

IV. Approval of Minutes

George Marlin moved to approve the January 21, 2026, minutes. Wendy Koch seconded the Motion, and the Motion was approved unanimously.

V. Approval of Bills & Financial Report

The January 2026 Check Detail and Financial Report were reviewed by Chief Jones. Wendy Koch moved to approve the January Check Detail as presented. Chris Frey seconded the Motion, and the Motion was approved unanimously. Wendy Koch moved to approve the January Financial Report as presented. Chris Frey seconded the Motion, and the Motion was approved unanimously.

VI. Old Business

- a. **Resolution 2026-03:** Resolution repealing and adopting a fee schedule for the 2024 edition of the International Fire Code. (Second Read). The public hearing was opened at 6:10 by Jon Jennings. There was no public comment, and the hearing closed at 6:15. George Marlin moved to approve resolution 2026-03 without change. Chris Frey seconded the motion, and it was passed unanimously.
- b. Kelly Babeon’s request for PTO payout beyond 400 hours was formally considered by the board. The request did not comply with the 2017 PTO policy and was declined by the board. A letter of decision was drafted and signed by Jon Jennings.
- c. **Personnel Manual Update** – The development committee has completed its first meeting and is working on the new personnel manual template provided by legal counsel. The drug policy, along with the PTO policy, is also being reviewed for updates as part of this process.
- d. **2026 Procurement Policy:** The revised policy was presented to the board for discussion. Chris Frey made a motion to approve the policy as presented. John Curtis seconded the motion, and it passed in a unanimous vote.
- e. **Verizon Cell Tower:** The latest monthly rate offer was countered, and there should be a final rate determined by the March meeting.

VII. New Business

- a. **New Board Member Appointment Process:** The board decided to request that Nancy Santagata be invited to the March board meeting for Formal appointment as one of the county's three at-large board members.
- b. Executive Session pursuant to Section 24-6-402(e) (I) C.R.S Determining positions relative to matters that may be subject to negotiations; developing a strategy for negotiations; and instructing negotiators. This session was deemed unnecessary by the board and the Chief.
- c. Consideration of the employment contract between Jeremy Jones and Clear Creek Fire Authority. The employment contract was discussed, and no amendments were proposed. Mark Reynolds made a motion to accept the Contract between Jeremy Jones and the Clear Creek Fire Authority Board of Directors as presented. The motion was seconded by Chris Frey, and it was passed unanimously.

VIII. Report from Fire Chief

IX. Report from the Board Chairman

X. Announcements.

XI. Adjournment.

The meeting of the Fire Authority Board of Directors was adjourned at 7:13 p.m.

The next regular scheduled meeting is March 18, 2026, at 6:00 pm at Station 1 in Dumont.

Chairman

CLEAR CREEK FIRE AUTHORITY
CHECK DETAIL
MARCH 2026

12:01 PM
04/17/2026

Num	Date	Name	Account	Paid Amount
	03/03/2026	QUICKBOOKS Payroll Service	11110 · Evergreen National Bank	
		QUICKBOOKS Payroll Service	21199 · Direct Deposit Liabilities	-42,091.46
				<u>-42,091.46</u>
	03/06/2026	QUICKBOOKS Payroll Service	11110 · Evergreen National Bank	
		QUICKBOOKS Payroll Service	21199 · Direct Deposit Liabilities	-6,005.01
				<u>-6,005.01</u>
	03/13/2026	QUICKBOOKS Payroll Service	11110 · Evergreen National Bank	
			54000 · Payroll & Benefits Expense	-1.75
				<u>-1.75</u>
	03/17/2026	QUICKBOOKS Payroll Service	11110 · Evergreen National Bank	
		QUICKBOOKS Payroll Service	21199 · Direct Deposit Liabilities	-35,605.40
				<u>-35,605.40</u>
	03/17/2026	QUICKBOOKS Payroll Service	11110 · Evergreen National Bank	
		QUICKBOOKS Payroll Service	21199 · Direct Deposit Liabilities	-2,564.36
				<u>-2,564.36</u>
	03/31/2026	QUICKBOOKS Payroll Service	11110 · Evergreen National Bank	
		QUICKBOOKS Payroll Service	21199 · Direct Deposit Liabilities	-40,239.05
				<u>-40,239.05</u>
ACH	03/30/2026	XCEL ENERGY	11110 · Evergreen National Bank	
		300 - ESD:St 1 - DMFD	51070 · Utilities - Gas / Electric	-799.68
		500 - Idaho Springs:St 2 - ISFD	51070 · Utilities - Gas / Electric	-564.66
		600 - Silver Plume:St 8 SPFD	51070 · Utilities - Gas / Electric	-182.54
		400 - Georgetown:St 4 - GTFD	51070 · Utilities - Gas / Electric	-794.55
		300 - ESD:St 6 - Floyd Hill	51070 · Utilities - Gas / Electric	-166.19
		200 - Empire:St 3 - EMFD (New)	51070 · Utilities - Gas / Electric	-67.45
				<u>-2,575.07</u>
Auto deduct	03/17/2026	CCOERA	11110 · Evergreen National Bank	
			21075 · 401(a) Contribution	-228.48
			21075 · 401(a) Contribution	-152.32
				<u>-380.80</u>

Num	Date	Name	Account	Paid Amount
Auto Deduct	03/03/2026	FPPA	11110 · Evergreen National Bank	
			21060 · FPPA D&D	-2,178.29
			21055 · FPPA Pension	-6,534.85
			21055 · FPPA Pension	-5,990.31
				<u>-14,703.45</u>
Auto Deduct	03/13/2026	FPPA	11110 · Evergreen National Bank	
			21060 · FPPA D&D	-2,178.29
			21055 · FPPA Pension	-6,534.85
			21055 · FPPA Pension	-5,990.31
				<u>-14,703.45</u>
Auto Deduct	03/13/2026	CCOERA	11110 · Evergreen National Bank	
			21075 · 401(a) Contribution	-228.48
			21075 · 401(a) Contribution	-152.32
				<u>-380.80</u>
Auto Deduct	03/13/2026	CCOERA	11110 · Evergreen National Bank	
			21000 · Payroll Liabilities	-76.16
				<u>-76.16</u>
Auto Deduct	03/17/2026	CCOERA	11110 · Evergreen National Bank	
			21000 · Payroll Liabilities	-76.16
				<u>-76.16</u>
Auto Deduct	03/17/2026	FPPA	11110 · Evergreen National Bank	
			21060 · FPPA D&D	-2,120.80
			21055 · FPPA Pension	-6,362.39
			21055 · FPPA Pension	-5,832.22
				<u>-14,315.41</u>
DD	03/16/2026	CARLA BOUCHER	11110 · Evergreen National Bank	
Feb	03/01/2026	300 - ESD:St 1 - DMFD	51015 · Station Supplies and Cleaning	-210.00
				<u>-210.00</u>
Debit	03/03/2026	XCEL ENERGY	11110 · Evergreen National Bank	
		300 - ESD:St 1 - DMFD	51070 · Utilities - Gas / Electric	-959.98
		500 - Idaho Springs:St 2 - ISFD	51070 · Utilities - Gas / Electric	-858.89
		600 - Silver Plume:St 8 SPFD	51070 · Utilities - Gas / Electric	-234.91
		400 - Georgetown:St 4 - GTFD	51070 · Utilities - Gas / Electric	-951.93
		300 - ESD:St 6 - Floyd Hill	51070 · Utilities - Gas / Electric	-214.63
		300 - ESD:St 7 SMFD (New)	51070 · Utilities - Gas / Electric	-19.33
		200 - Empire:St 3 - EMFD (New)	51070 · Utilities - Gas / Electric	-79.51
				<u>-3,319.18</u>

Num	Date	Name	Account	Paid Amount
Debit	03/04/2026	RISING GRAPHICS & PRINTING	11110 · Evergreen National Bank 51030 · Printing & Copying	-415.00 <u>-415.00</u>
Debit	03/09/2026	TOWN OF GEORGETOWN	11110 · Evergreen National Bank 51080 · Water/Sewer Exp.	-1,325.12 <u>-1,325.12</u>
Debit	03/11/2026	MICROSOFT 365 BUSINESS	11110 · Evergreen National Bank 51060 · Software Programs	-286.00 <u>-286.00</u>
Debit	03/11/2026	NFPA	11110 · Evergreen National Bank 64020 · Code Books Exp.	-608.88 <u>-608.88</u>
Debit	03/16/2026	INTERNATIONAL CODE COUNCIL	11110 · Evergreen National Bank 64020 · Code Books Exp.	-255.00 <u>-255.00</u>
E-pay	03/05/2026	EVERGREEN NATIONAL BANK	11110 · Evergreen National Bank 21005 · Federal Withholding 21010 · Social Security 21010 · Social Security 21015 · Medicare 21015 · Medicare	-6,130.62 -372.04 -372.04 -876.62 -876.62 <u>-8,627.94</u>
E-pay	03/05/2026	EVERGREEN NATIONAL BANK	11110 · Evergreen National Bank 21005 · Federal Withholding 21010 · Social Security 21010 · Social Security 21015 · Medicare 21015 · Medicare	-217.96 -440.20 -440.20 -102.95 -102.95 <u>-1,304.26</u>
E-pay	03/05/2026	COLORADO DEPARTMENT OF REVENUE	11110 · Evergreen National Bank 21020 · CO Withholding	-4,434.22 <u>-4,434.22</u>

Num	Date	Name	Account	Paid Amount
E-pay	03/10/2026	EVERGREEN NATIONAL BANK	11110 · Evergreen National Bank	
			21005 · Federal Withholding	-5,889.62
			21010 · Social Security	-214.63
			21010 · Social Security	-214.63
			21015 · Medicare	-839.87
			21015 · Medicare	-839.87
				<u>-7,998.62</u>
E-pay	03/16/2026	EVERGREEN NATIONAL BANK	11110 · Evergreen National Bank	
			21005 · Federal Withholding	-5,982.62
			21010 · Social Security	-2,310.65
			21010 · Social Security	-2,310.65
			21015 · Medicare	-855.81
			21015 · Medicare	-855.81
				<u>-12,315.54</u>
E-pay	03/31/2026	EVERGREEN NATIONAL BANK	11110 · Evergreen National Bank	
			21005 · Federal Withholding	-5,953.62
			21010 · Social Security	-372.03
			21010 · Social Security	-372.03
			21015 · Medicare	-840.87
			21015 · Medicare	-840.87
				<u>-8,379.42</u>
15034	03/06/2026	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
				<u>-28,794.08</u>
15035	03/06/2026	AMAZON	11110 · Evergreen National Bank	
HP9T	01/28/2026	300 - ESD:St 1 - Apparatus:ATV - 2630	63020 · Appartus Repair and Maint.	-303.05
NDGX	02/02/2026		52010 · Office Equipment	-1,377.49
PMC4	02/09/2026		60010 · Operating Supplies	-313.84
P1WY	02/23/2026		51015 · Station Supplies and Cleaning	-414.98
K1RY	02/25/2026		51020 · Office Supplies	-64.09
NK9Y	03/02/2026		51020 · Office Supplies	-40.98
LTNN	03/05/2026		51015 · Station Supplies and Cleaning	-309.14
				<u>-2,823.57</u>

Num	Date	Name	Account	Paid Amount
15036	03/06/2026	CCC ROAD & BRIDGE	11110 · Evergreen National Bank	
Feb	03/01/2026	300 - ESD:St 7 Apparatus:E7 - 3570	63010 · Fuel - Gas/Oil/diesel	-745.68
		500 - Idaho Springs:St 2 - Apparatus:Pu	63010 · Fuel - Gas/Oil/diesel	-7.94
		400 - Georgetown:St 4 - Apparatus:R4	63010 · Fuel - Gas/Oil/diesel	-292.70
		300 - ESD:St 1 - Apparatus:E1 - 3501	63010 · Fuel - Gas/Oil/diesel	-164.53
		300 - ESD:St 1 - Apparatus:CH2 - 3022	63010 · Fuel - Gas/Oil/diesel	-215.43
		300 - ESD:St 1 - Apparatus:CH1 - 3610	63010 · Fuel - Gas/Oil/diesel	-185.13
		300 - ESD:St 1 - Apparatus:E10 - 3510	63010 · Fuel - Gas/Oil/diesel	-94.54
		300 - ESD:St 1 - Apparatus:F22 - 3611	63010 · Fuel - Gas/Oil/diesel	-124.84
		300 - ESD:St 1 - Apparatus:E11 - 3511	63010 · Fuel - Gas/Oil/diesel	-610.24
				<u>-2,441.03</u>
15037	03/06/2026	CENTURYLINK	11110 · Evergreen National Bank	
Feb	02/25/2026	300 - ESD:St 1 - DMFD	51040 · Telephone Expense	-410.48
				<u>-410.48</u>
15038	03/06/2026	CITY OF IDAHO SPRINGS	11110 · Evergreen National Bank	
March	02/26/2026	500 - Idaho Springs:St 2 - ISFD	51080 · Water/Sewer Exp.	-277.72
	03/01/2026	500 - Idaho Springs:St 2 - ISFD	51080 · Water/Sewer Exp.	-348.88
				<u>-626.60</u>
15039	03/06/2026	CONCENTRA	11110 · Evergreen National Bank	
18947584	02/23/2026		60005 · Drug Testing Expense	-76.00
				<u>-76.00</u>
15040	03/06/2026	ST MARY'S WATER & SANITATION DI	11110 · Evergreen National Bank	
4428	03/01/2026	300 - ESD:St 7 SMFD (New)	51080 · Water/Sewer Exp.	-220.00
				<u>-220.00</u>
15041	03/06/2026	TIMBERLINE DISPOSAL LLC	11110 · Evergreen National Bank	
5935146V324	12/01/2025	400 - Georgetown:St 4 - GTFD	51065 · Trash Disposal	-56.67
		300 - ESD:St 1 - DMFD	51065 · Trash Disposal	-146.80
6000963V324	03/01/2026	400 - Georgetown:St 4 - GTFD	51065 · Trash Disposal	-61.77
		300 - ESD:St 1 - DMFD	51065 · Trash Disposal	-160.01
				<u>-425.25</u>
15042	03/06/2026	TOWN OF SILVER PLUME.	11110 · Evergreen National Bank	
Feb	03/31/2026	600 - Silver Plume:St 8 SPFD	51080 · Water/Sewer Exp.	-122.00
				<u>-122.00</u>

Num	Date	Name	Account	Paid Amount
15043	03/09/2026	HOME DEPOT	11110 · Evergreen National Bank 22010 · Home Depot CC	-3,113.75 <u>-3,113.75</u>
15044	03/10/2026	COLORADO DEPARTMENT OF REVENUE	11110 · Evergreen National Bank 21090 · Wage Garnishments	-224.88 <u>-224.88</u>
15045		MISPRINT		VOID
15046	03/16/2026	VFIS	11110 · Evergreen National Bank	
303618133	03/02/2026		52510 · Liability/Apparatus Insurance	-7,421.00
303612133	03/02/2026		52520 · Building & Property Insurance	-9,049.00 <u>-16,470.00</u>
15047	03/12/2026	AIRGAS, LLC	11110 · Evergreen National Bank	
5523169305	02/28/2026		63020 · Appartus Repair and Maint.	-104.48 <u>-104.48</u>
15048	03/12/2026	CO DIVISION OF FIRE PREVENTION	11110 · Evergreen National Bank	
26-97542	03/10/2026		60065 · Fire Ops Training Exp.	-35.00 <u>-35.00</u>
15049	03/12/2026	CONCENTRA	11110 · Evergreen National Bank	
18965479	03/05/2026		60005 · Drug Testing Expense	-76.00 <u>-76.00</u>
15050	03/12/2026	FERRELLGAS	11110 · Evergreen National Bank	
5009989553	02/25/2026	300 - ESD:St 7 SMFD (New)	51070 · Utilities - Gas / Electric	-1,889.27 <u>-1,889.27</u>
15051	03/12/2026	L.N. CURTIS & SONS	11110 · Evergreen National Bank	
1045187	03/04/2026		60075 · Rescue Equipment	-886.79 <u>-886.79</u>
15052	03/12/2026	PRIMO BRANDS	11110 · Evergreen National Bank	
184.96	02/26/2026	200 - Empire:St 3 - EMFD (New)	51080 · Water/Sewer Exp.	-184.96 <u>-184.96</u>
15053	03/12/2026	ULINE	11110 · Evergreen National Bank	
204711799	02/26/2026		64020 · Code Books Exp.	-228.60 <u>-228.60</u>

Num	Date	Name	Account	Paid Amount
15054	03/13/2026	COLORADO H.S. SKI LEAGUE	11110 · Evergreen National Bank	
	03/13/2026		47005 · Permit Fees	-100.00
				<u>-100.00</u>
15055	03/18/2026	Babeon, Daniel T.	11110 · Evergreen National Bank	-2,880.80
		Paycheck		<u>-2,880.80</u>
15056	03/16/2026	Collins, Cole, Flynn, Winn & Ulmer, P	11110 · Evergreen National Bank	
8664	03/16/2026		57010 · Legal Fees	-2,405.00
				<u>-2,405.00</u>
15057	03/17/2026	DAN BABEON	11110 · Evergreen National Bank	
IAFC Conf.	03/17/2026	Perdiem	60065 · Fire Ops Training Exp.	-295.00
				<u>-295.00</u>
15058	03/17/2026	JEREMY T JONES	11110 · Evergreen National Bank	
IAFC Conf	03/17/2026	Reimbursement - Training	60065 · Fire Ops Training Exp.	-295.00
			60065 · Fire Ops Training Exp.	-1,334.10
				<u>-1,629.10</u>
15059	03/17/2026	MES	11110 · Evergreen National Bank	
2443978	02/18/2026		60045 · SCBA Equipment R & M	-175.40
				<u>-175.40</u>
15060	03/18/2026	Fire Marshal Services, LLC	11110 · Evergreen National Bank	
128	03/18/2026		57070 · General Consulting Exp.	-600.00
127	03/18/2026		57070 · General Consulting Exp.	-600.00
136	03/18/2026		57070 · General Consulting Exp.	-200.00
				<u>-1,400.00</u>
15061	03/20/2026	CORE ELECTRIC CO.	11110 · Evergreen National Bank	
March	03/19/2026	300 - ESD:St 6 - Floyd Hill	51070 · Utilities - Gas / Electric	-128.46
				<u>-128.46</u>
15062	03/20/2026	XCEL ENERGY	11110 · Evergreen National Bank	
969612054	03/18/2026	300 - ESD:St 9 - YGFD	51070 · Utilities - Gas / Electric	-17.63
		300 - ESD:St 7 SMFD (New)	51070 · Utilities - Gas / Electric	-21.11
				<u>-38.74</u>

Num	Date	Name	Account	Paid Amount
15063	03/23/2026	AMAZON	11110 · Evergreen National Bank	
VVFL	03/09/2026		52020 · Computer Repair/Maint.	-480.65
V4RQ	03/09/2026		51020 · Office Supplies	-35.13
JLYV	03/10/2026		63020 · Appartus Repair and Maint.	-785.42
LPGF	03/10/2026		60040 · Water Rescue Exp.	-53.96
M4XG	03/14/2026		63020 · Appartus Repair and Maint.	-1,511.72
QVXT	03/16/2026		51050 · Stations Repair & Maint	-629.99
D1CX	03/17/2026		63020 · Appartus Repair and Maint.	-458.83
617C	03/17/2026		60075 · Rescue Equipment	-160.31
XR6Y	03/21/2026		51020 · Office Supplies	-44.54
				<u>-4,160.55</u>
15064	03/23/2026	DENVER CROWD, Ltd	11110 · Evergreen National Bank	
4738	03/21/2026		51060 · Software Programs	-206.04
				<u>-206.04</u>
15065	03/23/2026	L.N. CURTIS & SONS	11110 · Evergreen National Bank	
1048985	03/23/2026		60075 · Rescue Equipment	-1,254.00
				<u>-1,254.00</u>
15066	03/24/2026	AT & T	11110 · Evergreen National Bank	
03192026	03/11/2026		51045 · Cell Phone Expense	-44.69
			51045 · Cell Phone Expense	-49.75
			51045 · Cell Phone Expense	-44.69
			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	-44.74
				<u>-396.95</u>
15067	03/24/2026	CO DIVISION OF FIRE PREVENTION	11110 · Evergreen National Bank	
26-97880	03/24/2026		60065 · Fire Ops Training Exp.	-35.00
				<u>-35.00</u>
15068	03/24/2026	L.N. CURTIS & SONS	11110 · Evergreen National Bank	
1049604	03/18/2026		60075 · Rescue Equipment	-2,359.79
				<u>-2,359.79</u>

Num	Date	Name	Account	Paid Amount
15069	03/25/2026	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
				<u>-28,794.08</u>
15070	03/30/2026	L.N. CURTIS & SONS	11110 · Evergreen National Bank	
1052380	03/26/2026		60075 · Rescue Equipment	-1,090.24
				<u>-1,090.24</u>
			TOTAL	-329,699.40

CLEAR CREEK FIRE AUTHORITY
CHECK DETAIL
APRIL 2026

11:31 AM

05/07/2026

Num	Date	Name	Account	Paid Amount
	04/02/2026	QUICKBOOKS Payroll Service	11110 · Evergreen National Bank 54000 · Payroll & Benefits Expense	-1.75 <hr/> -1.75
	04/02/2026	QUICKBOOKS Payroll Service QUICKBOOKS Payroll Service	11110 · Evergreen National Bank 21199 · Direct Deposit Liabilities	-5,990.18 <hr/> -5,990.18
	04/14/2026	QUICKBOOKS Payroll Service QUICKBOOKS Payroll Service	11110 · Evergreen National Bank 21199 · Direct Deposit Liabilities	-30,690.56 <hr/> -30,690.56
	04/28/2026	QUICKBOOKS Payroll Service QUICKBOOKS Payroll Service	11110 · Evergreen National Bank 21199 · Direct Deposit Liabilities	-40,247.98 <hr/> -40,247.98
	04/29/2026	QUICKBOOKS Payroll Service	11110 · Evergreen National Bank 54000 · Payroll & Benefits Expense	-1.75 <hr/> -1.75
DD April	04/30/2026 04/28/2026	CARLA BOUCHER	11110 · Evergreen National Bank 51015 · Station Supplies and Cleaning	-210.00 <hr/> -210.00
ACH	04/28/2026	COLORADO STATE TREASURER	11110 · Evergreen National Bank 21025 · State Unemployment (SUTA)	-817.02 <hr/> -817.02
ACH	04/28/2026	XCEL ENERGY	11110 · Evergreen National Bank	
		300 - ESD:St 1 - DMFD	51070 · Utilities - Gas / Electric	-570.99
		500 - Idaho Springs:St 2 - ISFD	51070 · Utilities - Gas / Electric	-404.65
		600 - Silver Plume:St 8 SPFD	51070 · Utilities - Gas / Electric	-117.61
		400 - Georgetown:St 4 - GTFD	51070 · Utilities - Gas / Electric	-576.82
		300 - ESD:St 9 - YGFD	51070 · Utilities - Gas / Electric	-16.93
		300 - ESD:St 6 - Floyd Hill	51070 · Utilities - Gas / Electric	-123.76
		300 - ESD:St 7 SMFD (New)	51070 · Utilities - Gas / Electric	-16.24
		200 - Empire:St 3 - EMFD (New)	51070 · Utilities - Gas / Electric	-61.92 <hr/> -1,888.92

Num	Date	Name	Account	Paid Amount
Auto Deduct	04/01/2026	CCOERA	11110 · Evergreen National Bank	
			21075 · 401(a) Contribution	-228.48
			21075 · 401(a) Contribution	-152.32
				<u>-380.80</u>
Auto Deduct	04/01/2026	CCOERA	11110 · Evergreen National Bank	
			21000 · Payroll Liabilities	-76.16
				<u>-76.16</u>
Auto Deduct	04/01/2026	FPPA	11110 · Evergreen National Bank	
			21060 · FPPA D&D	-2,178.29
			21055 · FPPA Pension	-6,238.84
			21055 · FPPA Pension	-5,718.96
				<u>-14,136.09</u>
Auto Deduct	04/16/2026	FPPA	11110 · Evergreen National Bank	
			21060 · FPPA D&D	-2,090.41
			21055 · FPPA Pension	-5,975.20
			21055 · FPPA Pension	-5,477.30
				<u>-13,542.91</u>
Auto Deduct	04/16/2026	CCOERA	11110 · Evergreen National Bank	
			21075 · 401(a) Contribution	-228.48
			21075 · 401(a) Contribution	-152.32
				<u>-380.80</u>
Auto Deduct	04/16/2026	CCOERA	11110 · Evergreen National Bank	
			21000 · Payroll Liabilities	-76.16
				<u>-76.16</u>
DD	04/03/2026	CARLA BOUCHER	11110 · Evergreen National Bank	
March	04/02/2026		51015 · Station Supplies and Cleaning	-288.75
				<u>-288.75</u>
Debit	04/01/2026	LATHEM	11110 · Evergreen National Bank	
			54035 · Payroll Processing Fees	-40.00
				<u>-40.00</u>
Debit	04/01/2026	GOOGLE, LLC	11110 · Evergreen National Bank	
			51010 · Internet/Cable Expenses	-30.35
				<u>-30.35</u>

Num	Date	Name	Account	Paid Amount
Debit	04/02/2026	ADOBE	11110 · Evergreen National Bank 51035 · Subscriptions	-119.88 <u>-119.88</u>
Debit	04/03/2026	ZOOM	11110 · Evergreen National Bank 51035 · Subscriptions	-168.78 <u>-168.78</u>
Debit	04/14/2026	POLAR GAS 300 - ESD:St 6 - Floyd Hill	11110 · Evergreen National Bank 51070 · Utilities - Gas / Electric	-407.04 <u>-407.04</u>
Debit	04/15/2026	MICROSOFT 365 BUSINESS	11110 · Evergreen National Bank 51060 · Software Programs	-286.00 <u>-286.00</u>
Debit	04/21/2026	PINNACOL ASSURANCE	11110 · Evergreen National Bank 52505 · Worker's Comp.	-3,502.00 <u>-3,502.00</u>
Debit	04/24/2026	INTUIT INC.	11110 · Evergreen National Bank 54035 · Payroll Processing Fees	-78.50 <u>-78.50</u>
Debit	04/27/2026	American Heart Assoc.	11110 · Evergreen National Bank 60065 · Fire Ops Training Exp.	-1,083.39 <u>-1,083.39</u>
E-pay	04/01/2026	EVERGREEN NATIONAL BANK	11110 · Evergreen National Bank 21005 · Federal Withholding 21010 · Social Security 21010 · Social Security 21015 · Medicare 21015 · Medicare	-307.96 -446.40 -446.40 -104.40 -104.40 <u>-1,409.56</u>
E-pay	04/01/2026	COLORADO DEPARTMENT OF REVENUE	11110 · Evergreen National Bank 21020 · CO Withholding	-4,369.22 <u>-4,369.22</u>

Num	Date	Name	Account	Paid Amount
E-pay	04/15/2026	EVERGREEN NATIONAL BANK	11110 · Evergreen National Bank	
			21005 · Federal Withholding	-5,740.62
			21010 · Social Security	-372.03
			21010 · Social Security	-372.03
			21015 · Medicare	-809.01
			21015 · Medicare	-809.02
				<u>-8,102.71</u>
E-pay	04/27/2026	EVERGREEN NATIONAL BANK	11110 · Evergreen National Bank	
			21005 · Federal Withholding	-458.00
			21010 · Social Security	-214.63
			21015 · Medicare	-50.20
				<u>-722.83</u>
E-pay	04/27/2026	EVERGREEN NATIONAL BANK	11110 · Evergreen National Bank	
			21005 · Federal Withholding	-5,499.62
			21010 · Social Security	-157.40
			21015 · Medicare	-790.91
				<u>-6,447.93</u>
15071	04/03/2026	CO DIVISION OF FIRE PREVENTION AND	11110 · Evergreen National Bank	
26-98023	03/31/2026		60065 · Fire Ops Training Exp.	-35.00
				<u>-35.00</u>
15072	04/01/2026	CCC ROAD & BRIDGE	11110 · Evergreen National Bank	
March	04/01/2026	300 - ESD:St 7 Apparatus:E7 - 3570	63010 · Fuel - Gas/Oil/diesel	-859.60
		300 - ESD:St 1 - Apparatus:R22 - 2022	63010 · Fuel - Gas/Oil/diesel	-50.92
		400 - Georgetown:St 4 - Apparatus:R4 - 3026	63010 · Fuel - Gas/Oil/diesel	-525.92
		300 - ESD:St 1 - Apparatus:E1 - 3501	63010 · Fuel - Gas/Oil/diesel	-155.10
		300 - ESD:St 1 - Apparatus:CH2 - 3022	63010 · Fuel - Gas/Oil/diesel	-162.70
		300 - ESD:St 1 - Apparatus:CH1 - 3610	63010 · Fuel - Gas/Oil/diesel	-235.79
		300 - ESD:St 1 - Apparatus:E10 - 3510	63010 · Fuel - Gas/Oil/diesel	-102.59
		300 - ESD:St 1 - Apparatus:F22 - 3611	63010 · Fuel - Gas/Oil/diesel	-232.52
		300 - ESD:St 1 - Apparatus:E11 - 3511	63010 · Fuel - Gas/Oil/diesel	-852.50
				<u>-3,177.64</u>
15073		MISPRINT		VOID
15074	04/01/2026	ST MARY'S WATER & SANITATION DISTR	11110 · Evergreen National Bank	
4772	04/01/2026	300 - ESD:St 7 SMFD (New)	51080 · Water/Sewer Exp.	-220.00
				<u>-220.00</u>

Num	Date	Name	Account	Paid Amount
15075	04/03/2026	ALPINE EARTHWORKS	11110 · Evergreen National Bank	
6834	04/03/2026		51050 · Stations Repair & Maint	-674.11
				<u>-674.11</u>
15076	04/03/2026	CENTURYLINK	11110 · Evergreen National Bank	
March	03/25/2026	300 - ESD:St 1 - DMFD	51040 · Telephone Expense	-410.48
				<u>-410.48</u>
15077	04/03/2026	PEAK DIGITAL OFFICE SOLUTIONS	11110 · Evergreen National Bank	
74243	04/01/2026		52015 · Office Equip. Repair/Maint.	-100.00
			52015 · Office Equip. Repair/Maint.	-128.89
			52015 · Office Equip. Repair/Maint.	-100.00
			52015 · Office Equip. Repair/Maint.	-68.84
				<u>-397.73</u>
15078	04/03/2026	COLORADO DEPARTMENT OF REVENUE	11110 · Evergreen National Bank	
			21090 · Wage Garnishments	-224.88
				<u>-224.88</u>
15079	04/03/2026	COLORADO DEPARTMENT OF REVENUE	11110 · Evergreen National Bank	
			21090 · Wage Garnishments	-21.18
				<u>-21.18</u>
15080		MISPRINT		VOID
15081		MISPRINT		VOID
15082	04/15/2026	Flecksing, Maria M Paycheck	11110 · Evergreen National Bank	
				-1,751.45
				<u>-1,751.45</u>
15083	04/15/2026	Jones, Jeremy T. Paycheck	11110 · Evergreen National Bank	
				-3,628.24
				<u>-3,628.24</u>
15084	04/15/2026	Babeon, Kelly D. Paycheck	11110 · Evergreen National Bank	
				-2,564.35
				<u>-2,564.35</u>
15085	04/15/2026	CO DIVISION OF FIRE PREVENTION AND	11110 · Evergreen National Bank	
26-98188	04/07/2026		60065 · Fire Ops Training Exp.	-70.00
26-98366	04/14/2026		60065 · Fire Ops Training Exp.	-70.00
				<u>-140.00</u>

Num	Date	Name	Account	Paid Amount
15086	04/15/2026	Collins, Cole, Flynn, Winn & Ulmer, PLLC	11110 · Evergreen National Bank	
8769	04/08/2026		57010 · Legal Fees	-3,945.00
				<u>-3,945.00</u>
15087	04/15/2026	EAST SLOPE EXCAVATING	11110 · Evergreen National Bank	
41326	04/13/2026	300 - ESD:St 1 - DMFD	78035 · Building Improvement Exp.	-6,574.00
				<u>-6,574.00</u>
15088	04/15/2026	FERRELLGAS	11110 · Evergreen National Bank	
RN11340337	03/26/2026	300 - ESD:St 9 - YGFD	51070 · Utilities - Gas / Electric	-12.00
				<u>-12.00</u>
15089	04/15/2026	PRIMO BRANDS	11110 · Evergreen National Bank	
1726	03/31/2026		51080 · Water/Sewer Exp.	-184.37
				<u>-184.37</u>
15090	04/15/2026	TIMBERLINE DISPOSAL LLC	11110 · Evergreen National Bank	
6022985V324	04/01/2026	400 - Georgetown:St 4 - GTFD	51065 · Trash Disposal	-61.77
		300 - ESD:St 1 - DMFD	51065 · Trash Disposal	-160.01
				<u>-221.78</u>
15091	04/15/2026	TOWN OF SILVER PLUME.	11110 · Evergreen National Bank	
March	03/31/2026	600 - Silver Plume:St 8 SPFD	51080 · Water/Sewer Exp.	-121.06
				<u>-121.06</u>
15092	04/15/2026	HOME DEPOT	11110 · Evergreen National Bank	
			22010 · Home Depot CC	-192.88
				<u>-192.88</u>
15093	04/15/2026	AIRGAS, LLC	11110 · Evergreen National Bank	
55223846138	03/31/2026		63020 · Appartus Repair and Maint.	-104.48
				<u>-104.48</u>
15094	04/15/2026	JEFFCOM 911	11110 · Evergreen National Bank	
CCFA - 2026-	04/01/2026		61015 · Dispatch Fee	-15,388.00
				<u>-15,388.00</u>

Num	Date	Name	Account	Paid Amount
15095	04/16/2026	AMAZON	11110 · Evergreen National Bank	
4RXK	03/20/2026		51020 · Office Supplies	-47.49
66YF	03/23/2026		51015 · Station Supplies and Cleaning	-207.77
QYXN	03/23/2026		63020 · Appartus Repair and Maint.	-100.25
VLXC	03/24/2026		51015 · Station Supplies and Cleaning	-15.42
YNMN	03/24/2026		51050 · Stations Repair & Maint	-340.20
1DXN	03/25/2026		60040 · Water Rescue Exp.	-198.00
JHNV	03/30/2026		51050 · Stations Repair & Maint	-149.99
L3TK	04/03/2026		60035 · Fire Ops Equipment R & M	-69.80
3DN4	04/04/2026		60070 · Wildfire Equipment	-438.07
TTV3	04/06/2026		60070 · Wildfire Equipment	-1,000.83
KW1V	04/08/2026		63020 · Appartus Repair and Maint.	-91.45
N197	04/09/2026		63020 · Appartus Repair and Maint.	-385.33
MFK4	04/09/2026		60025 · Small Equipment Purchases	-129.51
GXDC	04/14/2026		60070 · Wildfire Equipment	-43.20
				<u>-3,217.31</u>
15096	04/24/2026	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
				<u>-28,794.08</u>
15097	04/24/2026	CORE ELECTRIC CO.	11110 · Evergreen National Bank	
April	04/22/2026	300 - ESD:St 6 - Floyd Hill	51070 · Utilities - Gas / Electric	-109.10
				<u>-109.10</u>
15098	04/24/2026	DENVER CROWD, Ltd	11110 · Evergreen National Bank	
4819	05/21/2026		51060 · Software Programs	-206.04
				<u>-206.04</u>
15099	04/24/2026	KELLY BABEON	11110 · Evergreen National Bank	
Wildland Conti	04/15/2026	Perdiem	60065 · Fire Ops Training Exp.	-323.44
				<u>-323.44</u>
15100	04/24/2026	NAPA AUTO PARTS	11110 · Evergreen National Bank	
138366	03/31/2026	300 - ESD:St 1 - Apparatus:B4 - 2004	63020 · Appartus Repair and Maint.	-133.19
				<u>-133.19</u>

Num	Date	Name	Account	Paid Amount
15101	04/28/2026	AT & T	11110 · Evergreen National Bank	
	04/11/2026		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	-44.74
				<u>-400.07</u>
15102	04/28/2026	CADEN VOGT	11110 · Evergreen National Bank	
Boots	04/28/2026	Boots	60015 · Personal Protection Equipment	-139.88
				<u>-139.88</u>
15103	04/28/2026	Collins, Cole, Flynn, Winn & Ulmer, PLLC	11110 · Evergreen National Bank	
8560	02/11/2026		57010 · Legal Fees	-6,809.50
				<u>-6,809.50</u>
15104	04/28/2026	TERRY FOREMAN	11110 · Evergreen National Bank	
Boots 26'	04/28/2026	Boots	60015 · Personal Protection Equipment	-150.00
				<u>-150.00</u>
			TOTAL	-215,769.26

04/1/2026

2026 Budget Summary

REVENUE:			January - November	Approved Budget	Variance
	40000	Intergovernmental Revenue	\$ 602,439.50	\$ 2,408,290.00	1805850.5
	42000	Investment Interest Income	\$ 19,278.99	\$ 120,000.00	100721.01
	43000	Contract Services Income	\$ -	\$ -	0
	44000	Charitable Donations	\$ 2,025.00	\$ -	-2025
	45020	Fire Response Fees	\$ -	\$ -	0
	45030	Cooperative Resource	\$ 88,368.98	\$ -	-88368.98
	46000	Grant Income	\$ -	\$ 75,000.00	75000
	47005	Permit Fees	\$ 5,694.00	\$ 25,000.00	19306
	47015	Plan Review Fees	\$ 1,828.00	\$ 500.00	-1328
	48000	Reimbursement Income	\$ 4,593.00	\$ -	
	48025	Station Rent	\$ 2,250.00	\$ 27,000.00	24750
	49000	Miscellaneous Income	\$ -	\$ -	0
TOTAL REVENUE			\$ 850,515.44	\$ 2,655,790.00	1805274.56

EXPENDITURES:					
	51000	Station Overhead	\$ 36,511.43	\$ 141,000.00	104488.57
	52000	Office Equipment/Computer Expense	\$ 2,094.13	\$ 7,500.00	5405.87
	52500	Insurance Expense	\$ 56,165.00	\$ 122,210.00	66045
	53000	Board of Director's Expense	\$ -	\$ 750.00	750
	54000	Payroll & Benefit Expenses	\$ 631,137.11	\$ 2,429,940.00	1798802.89
	56000	Pension Expense	\$ 276.94	\$ 40,000.00	39723.06
	57000	Professional Service Expense	\$ 3,929.00	\$ 17,500.00	13571
	58000	Banking Fees	\$ -	\$ 100.00	100
		Total Overhead	\$ 733,765.67	\$ 2,759,000.00	2025234.33
	60000	Fire Operations Expense	\$ 40,318.66	\$ 163,185.00	122866.34
	62000	Volunteer Benefits	\$ 5,135.59	\$ 10,000.00	4864.41
	63000	Apparatus Expenses	\$ 17,209.20	\$ 104,500.00	87290.8
	64000	Fire Prevention Activities	\$ 1,441.66	\$ 2,000.00	558.34
		Total Operations	\$ 64,105.11	\$ 279,685.00	215579.89
	78000	Capital Expenditures	\$ 19,819.00	\$ 145,000.00	125181
		Total Expenditures	\$ 817,689.78	\$ 3,183,685.00	2365995.22

TOTAL EXPENDITURES	\$ 817,689.78	\$ 3,183,685.00	2365995.22
TOTAL OPERATING INCOME (LOSS)	\$ 817,689.78	\$ 2,655,790.00	\$3,473,479.78

REVENUE:			January - November	Approved Budget	Variance
40000 Intergovernmental Revenue					
	40010	Idaho Springs Contribution	\$ 99,068.75	\$ 396,275.00	297206.25
	40020	Georgetown Contribution	\$ 82,667.50	\$ 330,670.00	248002.5
	40030	Empire Contribution	\$ 12,683.75	\$ 50,735.00	38051.25
	40040	Silver Plume Contribution	\$ 10,152.50	\$ 40,610.00	30457.5
	40050	ESD Contribution	\$ 397,867.00	\$ 1,590,000.00	1192133
Total Intergovernmental Revenue			\$ 602,439.50	\$ 2,408,290.00	1805850.5
	42000	Investment Interest Income	\$ 19,278.99	\$ 120,000.00	100721.01
	43000	Contract Services Income	\$ -	\$ -	0
	44000	Charitable Donations	\$ 2,025.00	\$ -	-2025
	45020	Fire Response Fees	\$ -	\$ -	0
	45030	Cooperative Resource	\$ 88,368.98	\$ -	-88368.98

	46000	Grant Income	\$ -	\$ 75,000.00	75000
	47005	Permit Fees	\$ 5,694.00	\$ 25,000.00	19306
	47015	Plan Review Fees	\$ 1,828.00	\$ 500.00	-1328
	48000	Reimbursement income - other	\$ 4,593.00	\$ -	
	48025	Station Rent	\$ 2,250.00	\$ 27,000.00	24750
	49000	Miscellaneous Income	\$ -	\$ -	0
Total Misc Income			\$ 124,037.97	\$ 247,500.00	123462.03
TOTAL REVENUE			\$850,515.44	\$ 2,655,790.00	1805274.56
			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	\$ 753.31	\$ 5,500.00	4746.69
	51015	Supplies & Cleaning	\$ 1,539.12	\$ 5,000.00	3460.88
	51020	Office Supplies	\$ 327.96	\$ 1,000.00	672.04
	51025	Postage & Delivery	\$ 77.22	\$ 450.00	372.78
	51030	Printing & Copying	\$ 415.00	\$ 500.00	85
	51035	Subscriptions	\$ 7,890.28	\$ 15,000.00	7109.72
	51040	Telephone Expense	\$ 410.48	\$ 4,950.00	4539.52
	51045	Cell Phone Expense	\$ 824.59	\$ 4,500.00	3675.41
	51050	Repair & Maintenance	\$ 4,645.23	\$ 40,000.00	35354.77
	51060	Software Programs	\$ 1,727.35	\$ 5,000.00	3272.65
	51065	Trash Disposal	\$ 672.03	\$ 2,500.00	1827.97
	51070	Utilities - Gas & Electric	\$ 11,893.68	\$ 36,000.00	24106.32
	51080	Water & Sewer	\$ 4,135.18	\$ 18,000.00	13864.82
Total 51000 Station Overhead			\$ 36,511.43	\$ 141,000.00	104488.57
52000 Office Equipment/Computer Expense					
	52010	Computer Equipment Expense	\$ 1,613.48	\$ 5,000.00	3386.52
	52015	Equipment Lease/Maintenance/Repairs	\$ -	\$ 2,000.00	2000
	52020	Computer Repair/Maintenance	\$ 480.65	\$ 500.00	19.35
Total 52000 Office Equipment/Computer Expense			\$ 2,094.13	\$ 7,500.00	5405.87
52500 Insurance Expense					
	52505	Worker's Comp	\$ 14,017.00	\$ 40,000.00	25983
	52510	Liability/Apparatus Insurance	\$ 10,757.00	\$ 29,685.00	18928
	52515	Accident & Disability Insurance	\$ 10,757.00	\$ 10,760.00	3
	52520	Building & Property Insurance	\$ 20,634.00	\$ 41,265.00	20631
	52525	General Insurance Expense	\$ -	\$ 500.00	500
Total 52500 Insurance Expense			\$ 56,165.00	\$ 122,210.00	66045
53000 Board of Director's Expense					
	53030	Meeting/Retreat Expense	\$ -	\$ 150.00	150
	53040	Misc. Board Expense	\$ -	\$ 500.00	500
	53045	Ads & Legal Notifications	\$ -	\$ 100.00	100
Total 53000 Board of Director's Expense			\$ -	\$ 750.00	750
54000 Payroll & Benefit Expenses					
	54010	Salaries & Wages	\$ 442,538.47	\$ 1,685,600.00	1243061.53
	54025	Employer Payroll Taxes	\$ 19,253.32	\$ 54,655.00	35401.68
	54030	Employee Benefit Expenses	\$ 145,221.82	\$ 586,685.00	441463.18
	54035	Payroll Processing Expense	\$ 163.50	\$ 500.00	336.5
	54040	Shift Stipend	\$ 17,440.00	\$ 85,000.00	67560
	54045	Officer Stipend	\$ 6,520.00	\$ 17,500.00	10980
	54050	Contract Labor	\$ -	\$ -	0
Total 54000 Payroll & Benefit Expenses			\$ 631,137.11	\$ 2,429,940.00	1798802.89
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	\$ 2,529.00	\$ 4,000.00	1471
	57030	Auditing Expense	\$ -	\$ 13,500.00	13500
	57070	General Consulting Fees	\$ 1,400.00	\$ -	-1400
Total 57000 Professional Service Expense			\$ 3,929.00	\$ 17,500.00	13571
58000 Banking Fees			\$ -	\$ 100.00	100
TOTAL OVERHEAD EXPENSES			\$ 733,765.67	\$ 2,759,000.00	\$ -
			January -	Apprvd	Variance
			November	Budget	
Operation Expenditures					
60000 Fire Operations Expense					
	60005	Drug Testing Expense	\$ 152.00	\$ 2,000.00	1848
	60010	Operating Supplies	\$ 794.00	\$ 5,000.00	4206
	60015	Personal Protection Equipment	\$ 1,173.58	\$ 25,000.00	23826.42
	60025	Small Equipment Purchases	\$ -	\$ 1,000.00	1000
	60035	Fire Ops Equipment R&M	\$ 2,209.49	\$ 3,000.00	790.51
	60040	Water Rescue Expense	\$ 53.96	\$ 2,500.00	2446.04
	60045	SCBA Equipment R&M	\$ 4,795.40	\$ 20,000.00	15204.6
	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	\$ 8,355.06	\$ 25,000.00	16644.94
	60070	Wildfire Equipment	\$ -	\$ 3,000.00	3000
	60075	Rescue Equipment	\$ 5,870.56	\$ 7,500.00	1629.44
	60080	Hazmat Equipment & Maint.	\$ -	\$ 3,500.00	3500
	60085	Fire Operations Tools	\$ -	\$ 1,000.00	1000
	60095	CBI Reports	\$ 141.46	\$ 2,000.00	1858.54
	61000	Cooperative Resources	\$ -	\$ -	0
	61015	Dispatch Fee	\$ 15,388.00	\$ 59,935.00	44547
Total 60000 Fire Operations Expense			\$ 40,318.66	\$ 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	\$ 10,005.87	\$ 42,000.00	31994.13
	63015	Bulk Lubricants	\$ -	\$ 2,500.00	2500
	63020	Apparatus Repair & Maint.	\$ 7,203.33	\$ 60,000.00	52796.67
Total 63000 Apparatus Expenses			\$ 17,209.20	\$ 104,500.00	87290.8
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			\$ 64,105.11	\$ 279,685.00	215579.89
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	\$ 19,819.00	\$ 100,000.00	80181
Total 78000 Capital Expenditures			\$ 19,819.00	\$ 145,000.00	125181
TOTAL EXPENDITURES			\$ 817,689.78	\$ 3,183,685.00	2365995.22
TOTAL OPERATING INCOME (LOSS)			\$ 817,689.78	\$ 2,655,790.00	1838100.22

05/1/2026

2026 Budget Summary

REVENUE:		January - November	Approved Budget	Variance	
	40000	Intergovernmental Revenue	\$ 1,010,459.00	\$ 2,408,290.00	1397831
	42000	Investment Interest Income	\$ 29,859.00	\$ 120,000.00	90141
	43000	Contract Services Income	\$ -	\$ -	0
	44000	Charitable Donations	\$ 2,025.00	\$ -	-2025
	45020	Fire Response Fees	\$ -	\$ -	0
	45030	Cooperative Resource	\$ 88,368.98	\$ -	-88368.98
	46000	Grant Income	\$ -	\$ 75,000.00	75000
	47005	Permit Fees	\$ 5,694.00	\$ 25,000.00	19306
	47015	Plan Review Fees	\$ 1,828.00	\$ 500.00	-1328
	48000	Reimbursement Income	\$ 4,593.00	\$ -	
	48025	Station Rent	\$ 5,850.00	\$ 27,000.00	21150
	49000	Miscellaneous Income	\$ 4,076.00	\$ -	-4076
TOTAL REVENUE			\$ 1,295,046.96	\$ 2,655,790.00	1360743.04

EXPENDITURES:					
	51000	Station Overhead	\$ 42,271.15	\$ 141,000.00	98728.85
	52000	Office Equipment/Computer Expense	\$ 2,491.86	\$ 7,500.00	5008.14
	52500	Insurance Expense	\$ 61,502.00	\$ 122,210.00	60708
	53000	Board of Director's Expense	\$ -	\$ 750.00	750
	54000	Payroll & Benefit Expenses	\$ 795,383.57	\$ 2,429,940.00	1634556.43
	56000	Pension Expense	\$ 276.94	\$ 40,000.00	39723.06
	57000	Professional Service Expense	\$ 14,683.50	\$ 17,500.00	2816.5
	58000	Banking Fees	\$ -	\$ 100.00	100
		Total Overhead	\$ 931,015.58	\$ 2,759,000.00	1827984.42
	60000	Fire Operations Expense	\$ 59,906.87	\$ 163,185.00	103278.13
	62000	Volunteer Benefits	\$ 5,135.59	\$ 10,000.00	4864.41
	63000	Apparatus Expenses	\$ 18,293.89	\$ 104,500.00	86206.11
	64000	Fire Prevention Activities	\$ 1,441.66	\$ 2,000.00	558.34
		Total Operations	\$ 84,778.01	\$ 279,685.00	194906.99
	78000	Capital Expenditures	\$ 26,393.00	\$ 145,000.00	118607
		Total Expenditures	\$ 1,042,186.59	\$ 3,183,685.00	2141498.41

TOTAL EXPENDITURES \$ 1,042,186.59 \$ 3,183,685.00 2141498.41

TOTAL OPERATING INCOME (LOSS) \$ 1,042,186.59 \$ 2,655,790.00 \$3,697,976.59

REVENUE:		January - November	Approved Budget	Variance	
40000 Intergovernmental Revenue					
	40010	Idaho Springs Contribution	\$ 99,068.75	\$ 396,275.00	297206.25
	40020	Georgetown Contribution	\$ 82,667.50	\$ 330,670.00	248002.5
	40030	Empire Contribution	\$ 12,683.75	\$ 50,735.00	38051.25
	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		\$ 1,010,459.00	\$ 2,408,290.00	1397831	
	42000	Investment Interest Income	\$ 29,859.00	\$ 120,000.00	90141
	43000	Contract Services Income	\$ -	\$ -	0
	44000	Charitable Donations	\$ 2,025.00	\$ -	-2025
	45020	Fire Response Fees	\$ -	\$ -	0
	45030	Cooperative Resource	\$ 88,368.98	\$ -	-88368.98

	46000	Grant Income	\$ -	\$ 75,000.00	75000
	47005	Permit Fees	\$ 5,694.00	\$ 25,000.00	19306
	47015	Plan Review Fees	\$ 1,828.00	\$ 500.00	-1328
	48000	Reimbursement income - other	\$ 4,593.00	\$ -	
	48025	Station Rent	\$ 5,850.00	\$ 27,000.00	21150
	49000	Miscellaneous Income	\$ 4,076.00	\$ -	-4076
Total Misc Income			\$ 142,293.98	\$ 247,500.00	105206.02
TOTAL REVENUE			\$1,295,046.96	\$ 2,655,790.00	1360743.04
			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	\$ 905.28	\$ 5,500.00	4594.72
	51015	Supplies & Cleaning	\$ 2,481.04	\$ 5,000.00	2518.96
	51020	Office Supplies	\$ 375.45	\$ 1,000.00	624.55
	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	\$ 1,231.44	\$ 4,950.00	3718.56
	51045	Cell Phone Expense	\$ 1,103.04	\$ 4,500.00	3396.96
	51050	Repair & Maintenance	\$ 4,645.23	\$ 40,000.00	35354.77
	51060	Software Programs	\$ 2,013.35	\$ 5,000.00	2986.65
	51065	Trash Disposal	\$ 893.81	\$ 2,500.00	1606.19
	51070	Utilities - Gas & Electric	\$ 14,310.74	\$ 36,000.00	21689.26
	51080	Water & Sewer	\$ 4,440.61	\$ 18,000.00	13559.39
Total 51000 Station Overhead			\$ 42,271.15	\$ 141,000.00	98728.85
52000 Office Equipment/Computer Expense					
	52010	Computer Equipment Expense	\$ 1,613.48	\$ 5,000.00	3386.52
	52015	Equipment Lease/Maintenance/Repairs	\$ 397.73	\$ 2,000.00	1602.27
	52020	Computer Repair/Maintenance	\$ 480.65	\$ 500.00	19.35
Total 52000 Office Equipment/Computer Expense			\$ 2,491.86	\$ 7,500.00	5008.14
52500 Insurance Expense					
	52505	Worker's Comp	\$ 17,519.00	\$ 40,000.00	22481
	52510	Liability/Apparatus Insurance	\$ 12,592.00	\$ 29,685.00	17093
	52515	Accident & Disability Insurance	\$ 10,757.00	\$ 10,760.00	3
	52520	Building & Property Insurance	\$ 20,634.00	\$ 41,265.00	20631
	52525	General Insurance Expense	\$ -	\$ 500.00	500
Total 52500 Insurance Expense			\$ 61,502.00	\$ 122,210.00	60708
53000 Board of Director's Expense					
	53030	Meeting/Retreat Expense	\$ -	\$ 150.00	150
	53040	Misc. Board Expense	\$ -	\$ 500.00	500
	53045	Ads & Legal Notifications	\$ -	\$ 100.00	100
Total 53000 Board of Director's Expense			\$ -	\$ 750.00	750
54000 Payroll & Benefit Expenses					
	54010	Salaries & Wages	\$ 556,339.55	\$ 1,685,600.00	1129260.45
	54025	Employer Payroll Taxes	\$ 22,033.95	\$ 54,655.00	32621.05
	54030	Employee Benefit Expenses	\$ 185,608.07	\$ 586,685.00	401076.93
	54035	Payroll Processing Expense	\$ 242.00	\$ 500.00	258
	54040	Shift Stipend	\$ 23,240.00	\$ 85,000.00	61760
	54045	Officer Stipend	\$ 7,920.00	\$ 17,500.00	9580
	54050	Contract Labor	\$ -	\$ -	0
Total 54000 Payroll & Benefit Expenses			\$ 795,383.57	\$ 2,429,940.00	1634556.43
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	\$ 13,283.50	\$ 4,000.00	-9283.5
	57030	Auditing Expense	\$ -	\$ 13,500.00	13500
	57070	General Consulting Fees	\$ 1,400.00	\$ -	-1400
Total 57000 Professional Service Expense			\$ 14,683.50	\$ 17,500.00	2816.5
58000 Banking Fees			\$ -	\$ 100.00	100
TOTAL OVERHEAD EXPENSES			\$ 931,015.58	\$ 2,759,000.00	\$ -
			January -	Apprvved	Variance
			November	Budget	
Operation Expenditures					
60000 Fire Operations Expense					
	60005	Drug Testing Expense	\$ 152.00	\$ 2,000.00	1848
	60010	Operating Supplies	\$ 794.00	\$ 5,000.00	4206
	60015	Personal Protection Equipment	\$ 1,463.43	\$ 25,000.00	23536.57
	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	\$ 251.96	\$ 2,500.00	2248.04
	60045	SCBA Equipment R&M	\$ 4,795.40	\$ 20,000.00	15204.6
	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	\$ 9,901.89	\$ 25,000.00	15098.11
	60070	Wildfire Equipment	\$ 1,966.22	\$ 3,000.00	1033.78
	60075	Rescue Equipment	\$ 5,870.56	\$ 7,500.00	1629.44
	60080	Hazmat Equipment & Maint.	\$ -	\$ 3,500.00	3500
	60085	Fire Operations Tools	\$ -	\$ 1,000.00	1000
	60095	CBI Reports	\$ 141.46	\$ 2,000.00	1858.54
	61000	Cooperative Resources	\$ -	\$ -	0
	61015	Dispatch Fee	\$ 30,776.00	\$ 59,935.00	29159
Total 60000 Fire Operations Expense			\$ 59,906.87	\$ 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	\$ 10,005.87	\$ 42,000.00	31994.13
	63015	Bulk Lubricants	\$ -	\$ 2,500.00	2500
	63020	Apparatus Repair & Maint.	\$ 8,288.02	\$ 60,000.00	51711.98
Total 63000 Apparatus Expenses			\$ 18,293.89	\$ 104,500.00	86206.11
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			\$ 84,778.01	\$ 279,685.00	194906.99
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	\$ 26,393.00	\$ 100,000.00	73607
Total 78000 Capital Expenditures			\$ 26,393.00	\$ 145,000.00	118607
TOTAL EXPENDITURES			\$ 1,042,186.59	\$ 3,183,685.00	2141498.41
TOTAL OPERATING INCOME (LOSS)			\$ 1,042,186.59	\$ 2,655,790.00	1613603.41

PTO AND SICK LEAVE POLICY

The various forms of paid and unpaid leave time available to Authority employees and the circumstances under which it may be used are described below. The Authority's leave policies shall be interpreted in a manner consistent with the Healthy Families and Workplaces Act, ("HFWA"). Any future amendments to the HFWA shall be automatically deemed incorporated into this PTO and Sick Leave Policy ("Policy") to the extent applicable.

4.10 **Definitions.** As used in this Policy, the following terms shall have the following meanings:

4.11 **Family Member.** As defined in the HFWA, which states:

- a. A person who is related by blood, marriage, civil union, or adoption;
- b. A child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee when the employee was a minor; or
- c. A person for whom the employee is responsible for providing or arranging health- or safety-related care.

4.12 **Full-Time.** Employees who are normally scheduled to work an average of no less than thirty-two (32) hours per week.

4.13 **Part-Time.** Employees who are normally scheduled to work an average of less than thirty-two (32) hours per week.

Commented [IL1]: It is fine to establish this as the threshold. Just keep in mind that the Authority still has to comply with benefits laws (the ACA establishes full time as 30 hours per week/130 per month).

4.14 **Public Health Emergency.** As defined in the HFWA, which states:

- a. An act of bioterrorism, a pandemic influenza, or an epidemic caused by a novel and highly fatal infectious agent, for which: (i) an emergency is declared by a federal, state, or local public health agency; or (ii) a disaster emergency is declared by the governor; or
- b. A highly infectious illness or agent with epidemic or pandemic potential for which a disaster emergency is declared by the governor.

4.15 **Regular Employment.** Employees are considered to be employed in a "regular position" if the position is identified and funded in the annual budget and the position is expected to be for a duration longer than a temporary employee. The use of the term "regular" employee is not intended to imply that the employee is hired pursuant to a contract of employment or to otherwise modify the at-will employment relationship of any Authority employee.

4.16 **Temporary Employment.** Employees who are hired for positions known to be of limited duration are designated as temporary employees. A position is considered to be temporary if it is reasonably expected at the time the position is filled that the position will terminate within a period of months, even though the precise termination date may not be known. Notwithstanding the expected duration of temporary assignments, nothing herein is intended to imply that the employee is hired pursuant to a contract for a definite term or to otherwise modify the at will employment relationship of any

Authority employee.

4.20 **Paid Time Off (PTO).** All full-time regular employees are eligible to accrue and use PTO starting on the first day of employment. Part-time and temporary employees are not eligible to accrue PTO. PTO may be used for any reason.

PTO is paid at the employee's base pay rate at the time the PTO is used. PTO does not include overtime for any special forms of compensation such as incentives, bonuses, or shift differentials.

Commented [IL2]: Revise as applicable to the Authority.

Subject to applicable law, no PTO will be accrued while an employee is on any type of paid or unpaid leave. PTO shall not be used in advance of its accrual.

Commented [IL3]: Jeremy to confirm.

4.21 **Amount.** Regular full-time employees accrue PTO per pay period as follows:

Years Completed:	PTO Hours Per Pay Period:	Maximum Accrual Cap:
0-5	4.62 hours	240 hours
6-10	6.15 hours	320 hours
10+	7.69 hours	400 hours

4.22 **Maximum Accumulation of PTO.** Unused, accrued PTO will carry over from year-to-year, subject to the maximum accrual caps set forth above in Section 4.21. Once an employee reaches the maximum accrual cap based on years of service, PTO will cease to accrue. The employee will begin to accrue PTO again after PTO is used and thus reduces the employee's accrued PTO balance below the maximum accrual cap. Hours that were not accrued when an employee's accruals were at the maximum accrual cap will be forfeited.

4.23 **Opportunity for Leave; No Waiving of PTO.** Every employee shall be afforded the opportunity to take PTO as staffing and workload of the Authority allow. No employee shall be permitted to waive PTO for the purpose of receiving extra compensation.

4.24 **Payment of PTO Upon Separation of Employment.** Upon separation of employment from the Authority for any reason, an individual who worked for the Authority for at least one (1) continuous year shall be paid their regular hourly rate for all PTO accrued and not used as of the last date of the employment. Individuals who worked for the Authority for less than one (1) continuous year shall not receive payout of accrued PTO upon separation of employment.

To avoid any confusion, employees are advised that the Authority is not subject to the Colorado Wage Act and its prohibition against "use it or lose it" or "lost

upon termination” vacation/PTO leave policies, because the Authority is a political subdivision and public corporation of the State of Colorado.

- 4.25 **PTO Requests.** When an employee is aware of the need to use PTO in advance (for example, a vacation or a scheduled doctor’s appointment), a request for PTO shall be submitted at least two (2) weeks in advance to the [TITLE], when possible. The request shall include the date(s) and duration of the absence, if known. While a reasonable effort will be made to accommodate the employee’s requested dates for PTO, such dates are not guaranteed. In cases of conflicting PTO requests, the [TITLE] shall determine priority.

When an employee is not aware of the need to use PTO in advance, the employee must directly notify [TITLE] of his or her absence and the expected duration of the absence, if known, as soon as practicable and if practicable, before the start of the employee’s shift. Examples of situations in which an employee might not be aware of the need to use PTO in advance include, without limitation, an illness, injury, or health condition of the employee or a family member; obtaining medical care for the employee or a family member; or obtaining health care or legal/victim services related to the employee being a victim of domestic abuse, sexual assault, or criminal harassment.

- 4.26 **Effect of Holidays on PTO.** When an Authority holiday falls during an employee’s use of PTO, such holiday shall not be charged as PTO leave.

- 4.30 **Sick Leave.** All part-time and temporary employees are eligible to accrue and use sick leave starting on the first day of employment. Regular full-time employees are not eligible to accrue sick leave.

Commented [IL4]: Sick leave is required by the Healthy Families and Workplaces Act. You don’t need to provide sick leave to regular full-time employees as long as they accrue PTO at a minimum rate of 1 hour for every 30 hours worked.

- 4.31 **Sick Leave Accrual.** Part-time and temporary employees accrue sick leave at the rate of one (1) hour for every thirty (30) hours worked, up to the maximum accrual cap of forty-eight (48) hours per year.

- 4.32. **Maximum Sick Leave Accrual.** Eligible employees may accrue a maximum of forty-eight (48) hours of sick leave per year. Unused, accrued sick leave will carry over from year-to-year, subject to the maximum accrual cap of forty-eight (48) hours. Once an employee reaches forty-eight (48) hours of sick leave, sick leave will cease to accrue. No employee shall be permitted to use more than forty-eight (48) hours of sick leave per year. Sick leave shall not be used in advance of its accrual.

- 4.33 **Use of Sick Leave.** Sick leave may be used only in the following circumstances:

- a. When an employee:
 - i. Has a mental or physical illness, injury, or health condition that prevents the employee from working;
 - ii. Needs to obtain preventative medical care or needs to obtain a medical diagnosis, care, or treatment, of any mental or physical illness, injury, or health condition;
 - iii. Needs to care for a family member who has a mental or physical illness,

- injury, or health condition, or who needs the sort of care listed in category (a)(i);
 - iv. Needs to grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member;
 - v. Needs to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the closure of the family member's school or place of care;
 - vi. Needs to evacuate the employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the need to evacuate the employee's residence.
- b. When an employee or the employee's family member has been a victim of domestic abuse, sexual assault, or criminal harassment, and the leave is used to:
- i. Obtain medical attention for the employee or the employee's family member to recover from a mental or physical illness, injury, or health condition caused by the domestic abuse, sexual assault, or harassment;
 - ii. Obtain services from a victim services organization;
 - iii. Obtain mental health or other counseling;
 - iv. Seek relocation due to the domestic abuse, sexual assault, or harassment; or
 - v. Seek legal services relating to or resulting from the domestic abuse, sexual assault, or harassment.
- c. Due to a public health emergency, a public official has ordered the closure of:
- i. The employee's place of business; or
 - ii. The school or place of care of the employee's child, requiring the employee be absent from work to care for the child.

4.34 Sick Leave Requests. When an employee is aware of the need to use sick leave in advance (for example, a scheduled doctor's appointment), a request for sick leave shall be submitted at least two (2) weeks in advance to the [TITLE], when possible. The request shall include the date(s) and duration of the absence, if known.

When an employee is not aware of the need to use sick leave in advance, the employee must directly notify [TITLE] of his or her absence and the expected duration of the absence, if known, as soon as practicable and if practicable, before the start of the employee's shift. Examples of situations in which an employee might not be aware of the need to use sick leave in advance include, without limitation, an illness, injury, or health condition of the employee or a family member; or obtaining medical care for the employee or a family member.

4.35 No Payment of Sick Leave Upon Separation of Employment. Upon separation

of employment from the Authority, an employee's unused sick leave time will not be paid to the employee.

- 4.40 **Public Health Emergency Leave.** If a public health emergency is declared, the Authority will supplement each employee's PTO or sick leave accruals (as applicable) as necessary to ensure that each full-time employee may take at least eighty (80) hours of paid leave and each part-time employee may take the greater of either the amount of time the employee is scheduled to work in a fourteen (14) day period, or the amount of time the employee actually works on average in a fourteen (14) day period. An employee's unused, accrued PTO or sick leave (as applicable) will be counted towards such supplemental public health emergency leave.

Commented [IL5]: This is required by the Healthy Families and Workplaces Act.

For example, if a full-time employee has forty (40) hours of unused, accrued PTO on the date a public health emergency is declared, the Authority will provide that employee with an additional forty (40) hours of public health emergency leave. In contrast, if a full-time employee has 100 hours of unused, accrued PTO on the date a public health emergency is declared, the Authority will provide no supplemental public health emergency leave.

4.41 **Use of Public Health Emergency Leave.** Public health emergency leave may be used only for the following purposes:

- a. For the employee to:
 - i. Self-isolate when diagnosed with a communicable illness that is the cause of a public health emergency;
 - ii. Self-isolate when experiencing symptoms of a communicable illness that is the cause of a public health emergency;
 - iii. Seek medical care, diagnosis, or treatment when experiencing symptoms of a communicable illness that is the cause of the public health emergency; or
 - iv. Seek preventative care concerning a communicable illness that is the cause of the public health emergency.
- b. For the employee to care for a family member who:
 - i. Is self-isolating when diagnosed with a communicable illness that is the cause of a public health emergency;
 - ii. Is self-isolating when experiencing symptoms of a communicable illness that is the cause of a public health emergency; or
 - iii. Needs medical care, diagnosis or treatment when experiencing symptoms of a communicable illness that is the cause of the public health emergency.
- c. If the employee or the employee's family member's presence on the job or in the community would jeopardize the health of others because of exposure to the communicable illness or because of symptoms of the communicable illness,

regardless of whether the employee or the employee's family member has been diagnosed with such illness;

- d. To care for a child or other family member when the childcare provider is unavailable or if the school or place of care is closed due to the public health emergency (even if remote instruction is being provided); or
- e. If the employee is unable to work because of a health condition that may increase susceptibility to the communicable illness that is the cause of the public health emergency.

Employees may use public health emergency leave until four (4) weeks after the official termination or suspension of the emergency. Employees are eligible to receive supplemental public health emergency leave once during the entirety of a public health emergency, even if the emergency is extended, restated, or prolonged.

4.42 Approval and Scheduling of Public Health Emergency Leave. When the need to use public health emergency leave is foreseeable, employees are to notify their [TITLE] as soon as practicable of the need to use it.

4.43 No Payment of Public Health Emergency Leave upon Separation of Employment. Upon separation of employment from the Authority for any reason, an employee's unused, supplemental public health emergency leave time will not be paid to the employee.

CLEAR CREEK FIRE AUTHORITY

ASSISTANT FIRE CHIEF JOB DESCRIPTION

JOB TITLE: Assistant Fire Chief

REPORTS TO: Fire Chief

APPROVED BY: CCFA Board of Directors

APPROVED: _____

POSITION SUMMARY:

Under the supervision of the Fire Chief (“Chief”), the Assistant Fire Chief 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 is a full-time, salaried, exempt position. The Assistant Fire Chief may be required to work outside of regular hours.

ESSENTIAL DUTIES: *In addition to the duties imposed by the Fire Chief from time to time, the primary duties and general responsibilities of the Assistant Fire Chief 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.
- Respond to incidents as the situation dictates, including supervising on-scene membership and managing joint response with outside agencies. Observe the operation and performance of subordinates and recommend 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 Chief, 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 Chief 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 Chief 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 Chief 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 Chief.
- Serve as acting Fire Chief when the Chief is absent or unavailable.
- Maintain a physical presence at CCFA for the proper performance of duties and supervision of membership.
- Perform other duties and/or tasks assigned by the 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; 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 IAAI FIT certification; if the appointed Assistant Fire Chief does not hold a IAAI FIT certification at the time of appointment, the Assistant Fire Chief must obtain such certification within 24 Months.
- 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.

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 100 pounds 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 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 position. I accept the position of Assistant Fire Chief 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