



## REGULAR MEETING AGENDA

City of Black Hawk City Council  
211 Church Street, Black Hawk, CO  
October 12, 2016

**EAGLESmart Ribbon Cutting Ceremony**  
**137 Clear Creek Street**  
**2:00 p.m.**

### RINGING OF THE BELL:

1. CALL TO ORDER
2. ROLL CALL & PLEDGE OF ALLEGIANCE:
3. ADENDA CHANGES:
4. CONFLICTS OF INTEREST: (Council disclosures are on file w/City Clerk & Sec. of State)
5. PUBLIC COMMENT: *Please limit comments to 5 minutes*
6. APPROVAL OF MINUTES: September 28, 2016
7. PUBLIC HEARINGS
  - A. CB25, An Ordinance Approving Certain City of Black Hawk Fire Department Standard Operating Guidelines
  - B. CB26, An Ordinance Adopting the Lexipol Policy Manual System as the City of Black Hawk Police Manual
8. ACTION ITEMS:
  - A. Resolution 75-2016, A Resolution Awarding the Bid and Approving the Contract Between the City of Black Hawk and Arapahoe Roofing for the City Hall and Hidden Valley Water Treatment Plant Roof Replacement Project in an Amount Not to Exceed \$167,413
9. CITY MANAGER REPORTS:
10. CITY ATTORNEY:
11. EXECUTIVE SESSION:
12. ADJOURNMENT:

### MISSION STATEMENT

The mission of the City of Black Hawk is to progressively provide cost effective programs and services of the highest quality to the community.



**City of Black Hawk  
City Council**

**September 28, 2016**

**MEETING MINUTES**

Craig Pleva, General Manager of the Monarch Casino, rang the bell.

1. **CALL TO ORDER:** The regular meeting of the City Council was called to order on Wednesday, September 28, 2016, at 3:00 p.m. by Mayor Spellman.

2. **ROLL CALL:** Present were: Mayor Spellman, Aldermen Armbright, Bennett, Johnson, Midcap, Moates, and Torres.

Staff present: City Attorney Hoffmann, City Manager Lewis, Police Chief Cole, City Clerk/Administrative Services Director Greiner, Finance Director Hillis, Public Works Director Isbester, and Fire Chief Taylor.

**PLEDGE OF ALLEGIANCE:** Mayor Spellman led the meeting in the recitation of the Pledge of Allegiance.

3. **AGENDA CHANGES:** City Clerk Greiner said the agenda had been revised to add Council Bill 24 to the Public Hearings.

4. **CONFLICTS OF INTEREST:** City Attorney Hoffmann asked Council to declare any Conflicts of Interest on any issue appearing on the agenda this afternoon other than those previous disclosures and conflicts that have already been disclosed and are on file with the City Clerk and Secretary of State. There were no conflicts noted from City Council.

City Attorney Hoffmann asked the audience if there were any objections to any member of Council voting on any issue on the agenda this afternoon. The audience had no objections.

5. **PUBLIC COMMENTS:** City Clerk Greiner confirmed that no one had signed up to speak.

6. **APPROVAL OF MINUTES** September 14, 2016.

**MOTION TO APPROVE**

Alderman Johnson **MOVED** and was **SECONDED** by Alderman Armbright to approve the Minutes as presented.

**MOTION PASSED**

There was no discussion and the motion passed unanimously.

7. PUBLIC HEARINGS:

**A. CB23-2016, An Ordinance Approving an Intergovernmental Agreement Between the City of Black Hawk and the City and County of Denver**

Mayor Spellman read the title and opened the public hearing.

Fire Chief Taylor felt it was in the best interest of the City to seek outside technical assistance for the pending Monarch parking garage structure implosion. He said he reached out to Denver Fire Chief Tade who has agreed to assist the City with technical consultation.

PUBLIC HEARING:

Mayor Spellman declared a Public Hearing on CB23, An Ordinance Approving an Intergovernmental Agreement Between the City of Black Hawk and the City and County of Denver open and invited anyone wanting to address the Board either “for” or “against” the proposed ordinance to come forward.

No one came forward to speak and Mayor Spellman declared the Public Hearing closed.

**MOTION TO APPROVE**

Alderman Bennett **MOVED** and was **SECONDED** by Alderman Torres to Approve CB23, An Ordinance Approving an Intergovernmental Agreement Between the City of Black Hawk and the City and County of Denver.

**MOTION PASSED**

There was no discussion and the motion **PASSED** unanimously.

**B. CB24-2016, An Ordinance Stating the Intent of the City of Black Hawk to Acquire Certain Properties for Open Space and Recreational Purposes Within the Meaning of C.R.S. § 38-6-101, and C.R.S. § 31-25-201**

Mayor Spellman read the title and opened the public hearing.

City Attorney Hoffmann introduced this item and said this Ordinance would authorize the City to obtain two additional pieces in the Maryland Mountain area in order to complete the trail and open space system.

**PUBLIC HEARING:**

Mayor Spellman declared a Public Hearing on CB24, An Ordinance Stating the Intent of the City of Black Hawk to Acquire Certain Properties for Open Space and Recreational Purposes Within the Meaning of C.R.S. § 38-6-101, and C.R.S. § 31-25-201 open and invited anyone wanting to address the Board either “for” or “against” the proposed ordinance to come forward.

No one came forward to speak and Mayor Spellman declared the Public Hearing closed.

**MOTION TO APPROVE**

Alderman Torres **MOVED** and was **SECONDED** by Alderman Midcap to Approve CB24, An Ordinance Stating the Intent of the City of Black Hawk to Acquire Certain Properties for Open Space and Recreational Purposes Within the Meaning of C.R.S. § 38-6-101, and C.R.S. § 31-25-201.

**MOTION PASSED**

There was no discussion and the motion **PASSED** unanimously.

**8. ACTION ITEMS:**

**A. Resolution 70-2016, A Resolution Adopting NFPA 1582 – The Standard on a Comprehensive Occupational Medical Program for Fire Departments**

Mayor Spellman read the title.

Fire Chief Taylor introduced this item and said since his arrival in 2012 he has been tasked with getting City of Black Hawk firefighters through national standard physicals and to move forward with a comprehensive medical program. He said this is the last step of that project. The details were included in the packet.

Mayor Spellman included Action Item 8B under this discussion and umbrella motion.

Fire Chief Taylor said under Resolution 71-2016, the job descriptions were revised to reflect the new NFPA 1582 standards.

**MOTION TO APPROVE**

Alderman Armbright **MOVED** and was **SECONDED** by Alderman Johnson to approve Resolution 70-2016, A Resolution Adopting NFPA 1582 – The Standard on a Comprehensive Occupational Medical Program for Fire Departments and Resolution 71-2016, A Resolution Approving the Revised Job Descriptions for the City of Black Hawk Fire Department Associated with the City’s Adoption of NFPA 1582.

**MOTION PASSED**

There was no discussion and the motion **PASSED** unanimously.

**B. Resolution 71-2016, A Resolution Approving the Revised Job Descriptions for the City of Black Hawk Fire Department Associated with the City’s Adoption of NFPA 1582**

See above.

**C. Resolution 72-2016, A Resolution Approving the 2016 Gilpin County Hazard Mitigation Plan**

Mayor Spellman read the title.

Fire Chief Taylor explained the plan. He said the City was previously part of a DRCOG generic plan, but in order for the community to be eligible for federal grants FEMA said the City had to have a local plan in place. Chief Taylor said it was a joint effort with Clear Creek and Gilpin Counties and all the municipalities within. He said the final step is to have local authorities adopt the plan.

Alderman Midcap had a question regarding the Chase Gulch Dam and wondered, since it is listed as a high-hazard, if the City or the Colorado Division of Water Resources could conduct an evaluation of the dam and establish what the hazard truly is? The last time it was inspected was July 2015. Chief Taylor replied yes, they could ask.

**MOTION TO APPROVE**

Alderman Bennett **MOVED** and was **SECONDED** by Alderman Johnson to approve Resolution 72-2016, A Resolution Approving the 2016 Gilpin County Hazard Mitigation Plan.

**MOTION PASSED**

There was no discussion and the motion **PASSED** unanimously.

**D. Resolution 73-2016, A Resolution Conditionally Approving an Amendment to the Certificate of Appropriateness for the Monarch Hotel Tower Located at 488 Main Street**

Mayor Spellman read the title.

Vince Harris of Baseline Engineering introduced this item. He said this was an amendment to a previously approved Certificate of Appropriateness for the exterior façade of the existing casino building. He said louvers and vent pipes would be installed to the northern façade that faces the creek to provide an exhaust opening for the emergency generator that is being moved from the existing garage due to its demolition. He said this would be the permanent location of the generator. Staff recommends approval with two conditions as listed on the resolution.

**MOTION TO APPROVE**

Alderman Bennett **MOVED** and was **SECONDED** by Alderman Armbright to approve Resolution 73-2016, A Resolution Conditionally Approving an Amendment to the Certificate of Appropriateness for the Monarch Hotel Tower Located at 488 Main Street.

**MOTION PASSED**

There was no discussion and the motion **PASSED** unanimously.

**E. Resolution 74-2016, A Resolution Conditionally Approving an Amendment to the Certificate of Appropriateness for the Monarch Casino Parking Garage to Address the North Retaining Wall**

Mayor Spellman read the title.

Vince Harris with Baseline Engineering introduced this item. He said this was an amendment to a previously approved Certificate of Appropriateness for the parking garage; the amendment is for the 100-foot long retaining wall on the eastern end of the project facing north. He said the existing material of masonry blocks is not appropriate, so Monarch now plans to apply stone veneer in keeping with the City's Design Guidelines. Staff recommends approval with two conditions as listed on the resolution.

City Attorney Hoffmann suggested adding this amendment to Monarch's Site Development Plan and listing it as another condition of approval.

**MOTION TO APPROVE**

Alderman Moates **MOVED** and was **SECONDED** by Alderman Armbright to approve Resolution 74-2016, A Resolution Conditionally Approving an Amendment to the Certificate of Appropriateness for the Monarch Casino Parking Garage to Address the North Retaining Wall and adding an additional condition of approval to incorporate this into their Site Development Plan.

**MOTION PASSED**

There was no discussion and the motion **PASSED** unanimously.

**9. CITY MANAGER REPORTS:**

City Manager Lewis had nothing to report.

**10. CITY ATTORNEY:**

City Attorney Hoffmann had nothing to report.

**11. EXECUTIVE SESSION:** City Attorney Hoffmann recommended item number 2 for Executive Session for specific legal issues related to intergovernmental agreements, pending legislation, and pending litigation.

**MOTION TO  
ADJOURN INTO  
EXECUTIVE  
SESSION**

Alderman Bennett **MOVED** and was **SECONDED** by Alderman Johnson to adjourn into Executive Session at 3:25 p.m. to hold a conference with the City's attorney to receive legal advice on specific legal questions, pursuant to C.R.S. § 24-6-402(4)(b).

**MOTION PASSED**

There was no discussion and the motion **PASSED** unanimously.

**MOTION TO  
ADJOURN**

Alderman Bennett **MOVED** and was **SECONDED** by Alderman Moates to adjourn the Executive Session at 4:50 p.m.

**MOTION PASSED**

There was no discussion and the motion **PASSED** unanimously.

**12. ADJOURNMENT:**

Mayor Spellman declared the Regular Meeting of the City Council closed at 4:50 p.m.

---

Melissa A. Greiner  
City Clerk

---

David D. Spellman  
Mayor

**COUNCIL BILL 25**  
**ORDINANCE 2016-25**  
**AN ORDINANCE APPROVING**  
**CERTAIN CITY OF BLACK**  
**HAWK FIRE DEPARTMENT**  
**STANDARD OPERATING**  
**GUIDELINES**

STATE OF COLORADO  
COUNTY OF GILPIN  
CITY OF BLACK HAWK

COUNCIL BILL NUMBER: CB25

ORDINANCE NUMBER: 2016-25

**TITLE: AN ORDINANCE APPROVING CERTAIN CITY OF BLACK HAWK  
FIRE DEPARTMENT STANDARD OPERATING GUIDELINES**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BLACK HAWK,  
GILPIN COUNTY:

Section 1. In accordance with Section 2-178 of the Black Hawk Municipal Code, the City Council hereby approves the attached City of Black Hawk Fire Department Standard Operating Guidelines, and directs that they be incorporated into the Fire Department's Comprehensive Standard Operating Guidelines.

Section 2. Safety Clause. The Board of Aldermen hereby finds, determines, and declares that this Ordinance is promulgated under the general police power of the City of Black Hawk, that it is promulgated for the health, safety, and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Board of Aldermen further determines that the Ordinance bears a rational relation to the proper legislative object sought to be attained.

Section 3. Severability. If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 4. Effective Date. The City Clerk is directed to post the Ordinance as required by the Charter. This Ordinance shall become effective upon posting by the City Clerk.

READ, PASSED AND ORDERED POSTED this 12<sup>th</sup> day of October, 2016.

\_\_\_\_\_  
David D. Spellman, Mayor

ATTEST:

\_\_\_\_\_  
Melissa a. Greiner, City Clerk

**CITY OF BLACK HAWK**  
**REQUEST FOR COUNCIL ACTION**

---

**SUBJECT:** An Ordinance adopting certain City of Black Hawk Fire Department Standard Operating Guidelines

**RECOMMENDATION:** Staff recommends the following motion to the Mayor and Board of Aldermen:

**MOTION TO APPROVE (or deny, etc.)** Ordinance Number 2016-25, an ordinance approving certain City of Black Hawk Fire Department Standard Operating Guidelines

**SUMMARY AND BACKGROUND OF SUBJECT MATTER:** On a yearly basis the fire department adds additional guidelines for department operations. Included in the packet are new or updated SOPs regarding Health and Fitness (updated to reflect NFPA 1582 adoption), Respiratory Protection Program (brings current practiced into a formal document), and Fire Chaplaincy Policy.

**AGENDA DATE:** October 12, 2016

**WORKSHOP DATE:** N/A

**FUNDING SOURCE:** Established Fire Department Budget

**DEPARTMENT DIRECTOR APPROVAL:**  Yes  No

**STAFF PERSON RESPONSIBLE:** Don Taylor, Fire Chief

**DOCUMENTS ATTACHED:** Yes

**RECORD:**  Yes  No

**CITY ATTORNEY REVIEW:**  Yes  N/A

**SUBMITTED BY:**

**REVIEWED BY:**



---

Don Taylor, Fire Chief

---

Jack D. Lewis, City Manager

## **400.13 HEALTH AND FITNESS PROGRAM**

### **Purpose:**

To establish a health and fitness program for the Black Hawk Fire Department. It is intended to provide members of the department options to acquire a healthy lifestyle which will enable them to perform their essential job duties to their optimal performance.

### **Scope:**

All operational personnel with firefighting duties shall successfully complete an annual NFPA 1582 compliant physical with a designated approved facility.

This physical includes treadmill, hearing, vision, strength, flexibility, and cardiovascular tests. BMI (body mass index) exams to include accurate body weight and body mass measurements will be administered. Also, the program requires health, behavioral and nutrition forms to be completed. All of this information is confidential between the member, facility administering the annual physicals, and the designated fire department physician.

Fit for Duty – all operational personnel with firefighting duties shall successfully complete the treadmill test at a minimum of 12 METs in addition to complying with the NFPA 1582 standard. If a member's initial score is between 8 and 11.9 METs they will be required to retest in 90 days. During that 90 day time period they will be assigned to one of the Department's PEER Fitness coordinators to develop a fitness plan for successful completion of the test. If the member still is not able to meet the 12 METs requirement then they will be evaluated for continued employment. If a member's initial score is below 8 METs they will be placed on alternate duty for 30 days. A PEER Fitness coordinator will be assigned to them to assist in successful completion of the test at the end of the 30 day time period. If a member fails to achieve a minimum of 8 METs after 30 days, or fails to achieve the minimum 12 METs after a total of 90 days, it will be ground for evaluation of continued employment.

The Black Hawk Fire Department has PEER Fitness coordinators who can provide each member of the department advice on personalized exercise and nutritional programs that they can do both on shift and off shift.

This program will assist members of the department to obtain healthy fitness and nutritional levels.

## **400.14 RESPIRATORY PROTECTION PROGRAM**

### **Intent**

This policy establishes policies and procedures that follow the intent of the following standards:

- NFPA 1404 *Fire Service Respiratory Protection Training*
- NFPA 1500 *Standard on Fire Department Occupational Safety and Health*
- NFPA 1852 *Selection, Care, and Maintenance of Open Circuit Self Contained Breathing Apparatus (SCBA)*
- NFPA 1981 *Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services*
- NFPA 1989 *Breathing Air Quality for Emergency Services Respiratory Protection*
- CFR 29 1910.134 *Respiratory Protection Standard*

It is the department's policy to maintain comprehensive occupational safety and health programs based upon sound engineering, education, and enforcement. This document establishes departmental policy, responsibilities, and the requirements for the protection of firefighters whose job requires the use of respiratory protection. This document will also provide assistance to the firefighters in the use and care of respiratory protection.

### **Scope**

These policies and procedures apply to all fire department personnel who perform firefighting and rescue duties in an immediate dangerous to life and health (IDLH) atmosphere and to those personnel whose responsibility it is to select, maintain, and repair air respiratory and monitoring equipment.

### **INTRODUCTION**

The department's assigned Respiratory Protection Program Administrator is appointed by the Fire Chief. The Program Administrator shall develop written detailed instructions covering each of the basic elements in this program and shall evaluate and make recommendations to the Fire Chief.

The Program Administrator shall appoint Respiratory Fit Test Technicians who shall administer the fit test portion of this program. Respiratory Fit Test Technicians shall evaluate and make recommendations to the Program Administrator on issues relative to the respiratory fit test program.

The Program Administrator shall defer to a vendor and appoint a staff member who shall coordinate SCBA maintenance, repair, and testing elements of this program. The SCBA Coordinator shall report to the Program Administrator and shall evaluate and make recommendations on issues relative to SCBA maintenance, repair, and testing elements of this program.

The Program Administrator shall appoint an Air Monitoring and Fill Station Coordinator who shall coordinate the air monitoring and air fill maintenance, repair, and testing elements of this program. The Air Monitoring and Fill Station Coordinator shall evaluate and make recommendations to the Program Administrator on those issues relative to air monitors and air supply equipment.

## **STANDARD OPERATING GUIDELINES**

Department Standard Operating Guidelines and Standards to be referenced and adopted as part of this Respiratory Protection Program include:

- Air Management
- Respiratory Fit Testing
- SCBA Cleaning
- SCBA Maintenance and Flow Testing
- SCBA Compressor Maintenance and Testing
- Custody and Handling of SCBA Following Injury or Fatality
- Individual Air Management Program Standards

Adopted in reference shall be the manufacturer's documentation including:

- MSA Operating & Maintenance Instructions for SCBA, regulators, and facepieces.
- MSA Operating and Maintenance Instructions for Technical Rescue escape and supplied air systems.
- SCBA Air Compressor Operating and Maintenance Instructions
- MSA Operating and Maintenance Instructions for Air Monitors

Required Forms:

- SCBA Cylinder Fill Log
- SCBA Damaged / OOS Tags
- Medical Evaluation Questionnaire
- Physician's Respiratory Clearance Form

## **TRAINING**

Firefighters wearing respiratory protection shall be trained in proper use, cleaning and maintenance. No firefighter shall wear respiratory protection unless training has been successfully completed. Firefighters shall be trained to a minimum of Fire Fighter I level.

### **New Hire Training**

Initial training is to be provided upon hiring. No firefighter is to use respiratory protection unless fit testing and training have been successfully completed. Firefighters shall be trained to a minimum of Fire Fighter I level.

### **Annual Training**

On-going training and fit testing shall be provided to all firefighters within the department.

### **SCBA**

At a minimum, the following topics are to be covered in the SCBA Training:

1. Why the SCBA is necessary, how improper fit, usage, or maintenance can compromise the protective effect of the respiratory equipment.
2. What the limitations and capabilities of the SCBA are.
3. How to use the SCBA effectively in emergency situations, including in situations where the SCBA malfunctions.
4. Instruction on recognizing medical signs and symptoms that may limit or prevent the effective use of the SCBA.
5. How to inspect, don and doff, use, and check the seal of the SCBA mask.
6. Procedures for maintenance and storage of the SCBA.
7. The general requirements of the Respiratory Protection Program.

### **SCBA FILL STATION TRAINING**

SCBA cylinders shall only be filled by firefighters who have completed fill station training. Refresher training will be provided annually or as needed or if equipment changes.

At a minimum the following topics are to be covered in the fill station training:

1. Procedures for inspecting the SCBA cylinder for damage.
2. Information to ensure that the cylinder has the proper hydrostatic test date.
3. Information to ensure that composite cylinders older than 15 years are not refilled and removed from service.

4. Procedures for safely operating the fill station.
5. Information on the consequences of cylinder failure.
6. Information on breathing air quality requirements.
7. The manufacturer's instructions for the fill station.
8. Record keeping requirements.

## **RESPIRATOR FITTING AND SEAL CHECK**

### **Inspection before Use**

When using an SCBA, each firefighter shall select and wear the correct facepiece as determined by the initial and annual fit testing. A firefighter shall not wear respiratory protection unless the proper size facepiece is available and the equipment is in proper working condition according to the manufacturer's specifications.

### **Effective Seal Required**

An effective face-to-facepiece seal is extremely important when using respiratory protective equipment. Minor leakage can allow contaminants to enter the facepiece, even with a positive pressure SCBA. Any outward leakage will increase the rate of air consumption, reducing the time available for use and safe exit. The facepiece must seal tightly against the skin, without penetration or interference by any protective clothing or other equipment.

Nothing can be between the sealing surface of the mask and the face of the wearer, including but not limited to: eyeglasses, protective hoods, beards or other facial hair.

Firefighters shall perform a seal check prior to every SCBA use. SCBA's shall only be worn when an adequate seal is achieved.

Department will provide a spectacle kits to any personnel needing to wear eyeglasses while utilizing the SCBA facepiece.

### **User Seal Check Procedures**

Firefighters using an SCBA are to perform a user seal check to ensure that an adequate seal is achieved each time the facepiece is put on.

#### **Negative Pressure Check**

Close off the inlet opening by covering with the palm of the hand, inhale gently so that the facepiece collapses slightly, and hold the breath for ten seconds. The test can also be performed by covering the inlet opening using a thin latex glove. If the facepiece remains in its slightly collapsed condition and no inward leakage of air is detected, the tightness of the facepiece is considered satisfactory.

## **INSPECTION, STORAGE, MAINTENANCE AND SUPPLY**

### **Inspection and Maintenance**

All SCBA's and spare cylinders shall be inspected after each use and during daily apparatus equipment checks.

All SCBA's exposed to a hazardous environment or extreme heat shall be removed from service until it is inspected by the department's certified technician.

SCBA units determined to be unfit for use shall be taken Out Of Service (OOS) and tagged with a description of the particular defect, date, time, personnel's fire #, SCBA location, and other pertinent information. The appropriate supervisor shall be notified, entry of deficiency made in PS Trax, and an ALERT sent.

All department SCBA units and components shall be inspected and flow tested annually by a MSA SCBA Certified Technician in accordance with the manufacturer's instructions.

In the event replacement or repair of SCBA components is necessary, it shall be performed according to the manufacturer's instructions and only by a department MSA Certified Technician or the manufacturer's service facility. All repairs shall be done in strict compliance set by the manufacturer using only proper tools, parts, equipment, and procedures as specified by the manufacturer.

After repair or rebuild, the SCBA unit or component shall be inspected and tested in accordance with the manufacturer's instructions prior to placing the unit or component back in service.

Firefighters shall take care not to subject SCBA units to unnecessary abuse due to neglect or carelessness. Caution must be exercised to protect the facepiece section of the mask from being scratched or damaged.

SCBA cylinders shall be hydrostatically tested within the three (3) to five (5) year time period specified by the manufacturer and type of cylinder. Composite cylinders shall be removed from service no later than 15 years from the first hydrostatic test date.

Handling and custody of an SCBA that is removed from service due to a serious injury or fatality of the wearer shall be removed from service and secured.

When a firefighter dies or is seriously injured in the line of duty, all of their personal protective clothing and SCBA immediately become part of the post-incident investigation. The gear including the SCBA and facepiece must be isolated, bagged, and tagged as evidence and a chain-of-custody established and documented.

## **Cleaning Procedures**

Manufacturer's recommendations and procedures shall be used when cleaning harnesses, back frames, bottles, and facepieces, including disinfection.

## **Storage**

All units shall be stored so that they are protected against direct sunlight, dust accumulation, severe temperature changes, excessive moisture, fumes, and damaging chemicals. Care is to be taken so that the means of storage does not distort or damage the rubber or elastomeric components.

## **BREATHING AIR COMPRESSOR SUPPLY**

### **Air Supply**

Breathing air samples shall be taken quarterly and submitted to an accredited laboratory for analysis as required by NFPA 1989 5.1.1

Prior to, and replacement of air purification filters, a breathing air sample shall be taken and submitted for analysis. The "prior" sample shall be taken 1 week prior to filter replacement. Air compressors may remain in service while awaiting these tests results.

A breathing air sample shall be taken after any event including, but not limited to, alterations, maintenance, repairs, or relocation of any system or part. Passing test results shall be received prior to returning the breathing air compressor to service.

As required by NFPA 1989 5.7.2.1 compressed breathing air shall meet the following quality requirements as determined by an accredited laboratory with posted quality assurance signage at the compressor site and shall read: "THIS BREATHING AIR HAS BEEN TESTED TO THE REQUIREMENTS OF NFPA 1989, 2013 EDITION."

In addition, air quality must meet the requirement listed below:

1. Oxygen – not less than 19.5% and not greater than 23.5% by volume.
2. Carbon Monoxide – not greater than 5.0 ppm by volume.
3. Carbon Dioxide – not greater than 1000 ppm by volume.
4. Condensed Oil and Particulate Content – not greater than 2.0 mg/m<sup>3</sup> at 22 degrees C (72 degrees F) and 760 mm (30 in.) of Hg.
5. Water Concentration – not greater than 24 ppm by volume.
6. Non-Methane VOC's – not greater than 25 ppm methane equivalents.
7. Odor – no pronounced or unusual odor.
8. Nitrogen – not less than 75% and not greater than 81% by volume.

Department oil lubricated compressors shall be equipped with a carbon monoxide (CO) monitor that will shut down the compressor if CO levels exceed 5.0 ppm. The CO monitor shall be calibrated in accordance with the manufacturer's instructions.

Department oil lubricated compressors shall be equipped with a low oil level sensor, low oil pressure sensor, or both, that will shut down the compressor if limits drop below those specified by the manufacturer.

As required by NFPA 1989 7.3.1, breathing air compressors shall be operated not less than 30 minutes each week, resulting in two (2) condensate drain cycles.

NOTE: Firefighters shall complete the SCBA Cylinder Fill Log whenever a SCBA cylinder is filled or topped off.

### **Air Monitors**

All air monitor batteries shall be charged as needed or at a minimum perform a bump test (calibrate) once a month.

All air monitors shall be inspected and calibrated monthly or as needed if exposed to strong gas concentration environments. Calibration may include a bump test or a full calibration as needed using certified calibration gases.

## **000.7 MEDICAL EVALUATION**

A medical evaluation to determine the firefighter's ability to wear an SCBA will be provided prior to fit testing or use of an SCBA, Only firefighters that are medically able to wear an SCBA will be allowed to do so.

### **Medical Evaluation Questionnaire**

The Program Administrator will provide firefighters with the department's Medical Evaluation Questionnaire prior to the annual fit test.

### **Annual Medical Evaluation**

The department will provide annual medical evaluations to determine the ability to wear an SCBA. This will be accomplished through Colorado State University's (CSU) firefighter fitness testing program and the City's designated physician.

A follow-up medical examination may be provided and/or required for an employee whose initial medical evaluation demonstrates a need. The follow-up medical examination may include any medical tests, consultations, or diagnostic procedures that the City physician deems necessary to make a final determination.

Upon the findings of the medical examination, the City physician may find it necessary to make a referral to the firefighter's personal physician.

The City physician will provide the Program Administrator and the firefighter with a written recommendation regarding the firefighter's clearance or non-clearance to wear an SCBA.

Only the following information will be provided to the Program Administrator:

- A statement on the firefighter's ability to wear an SCBA.
- The need for a follow-up medical evaluation or physician referral if necessary.
- A statement the firefighter has been provided with a copy of the recommendation (Physicians Respiratory Clearance Form).
- Upon request, the firefighter will have the opportunity to consult with the City physician about their medical evaluation.

Additional medical evaluations or personal physician referrals may be provided and/or required to firefighters under the following circumstances:

- The firefighter reports signs and/or symptoms related to their ability to wear and use an SCBA, such as shortness of breath, dizziness, claustrophobia, chest pains, or wheezing.
- The City physician informs the Fire Chief that the firefighter needs to be reevaluated.
- Information from this program, including observations made during fit testing and program evaluation, indicates a need for re-evaluation.

All examinations and questionnaires are to remain confidential between the firefighter and the City physician. The City physician will keep all medical records and completed questionnaires as part of the patient record. The physician will provide firefighters access to their personal medical record. Access means the right and opportunity to examine and copy records.

Should any firefighter fail to receive a Physician's Respiratory clearance, the firefighter will be referred to the Fire Chief for restricted or alternative duty consideration.

## **RECORD KEEPING**

The Program Administrator will oversee all record-keeping and shall conduct annual inventory and audit of records, reports, and documents. The Program Administrator shall recommend changes in the record keeping system as needed.

The assigned Respiratory Fit Test Coordinator will maintain complete fit test records. Each firefighter will receive a copy of their fit test record.

The assigned MSA Certified Coordinator shall maintain completed SCBA unit and component records for all equipment inventories, maintenance, repairs, and testing completed.

The assigned Air Monitor and Supply Technician shall maintain completed air monitor and air compressor records for all equipment inventory, maintenance, repair, calibration, and testing completed.

All records for initial and on-going training included in this Respiratory Protection Program shall be maintained by the department's training division.

The Fire Chief will maintain the Physician's Respiratory Clearance form and Respiratory Medical Evaluation Questionnaire.

Each firefighter shall receive a copy of their annual fit test results.

### **Types of Respiratory Protection Records**

<b>Type of Record:</b>	<b>Keep Records For:</b>
SCBA Maintenance/Repair Records.....	Life of Equipment + 1 year
Compressor Maintenance/Repairs.....	Life of Equipment + 1 year
Air Quality Tests.....	5 years
Fit Test.....	1 year
Medical Evaluation.....	Length of Employment+30 yrs.
Cylinder Fill Log.....	1 year
Air Monitor Calibration.....	1 year
Air Monitor Repair Records.....	Life of Equipment + 1 year

## **PROGRAM EVALUATION**

### **Evaluation Requirements**

The effectiveness of the Respiratory Protection Program shall be evaluated annually by the department and corrective actions taken to ensure the Respiratory Protection Program is properly implemented. The department will regularly consult with firefighters to assess their views on the effectiveness of the program and to identify any problems.

The evaluation will ensure:

1. The procedures for purchasing approved equipment are in place.
2. All firefighters are being properly fitted with respiratory protection.
3. All firefighters are properly trained.
4. The proper equipment, cleaning, inspection, testing, and maintenance procedures are implemented.
5. The required records are being kept.
6. Changes are implemented to correct deficiencies.

### **Program Monitoring**

Periodic monitoring of the respiratory protection program is necessary to ensure that all firefighters are adequately protected. Random inspections shall be made by department officers to ensure that the provisions of the program are being properly implemented.

## **000.10 APPENDIX**

### **Appendix A: Documents**

- NFPA Standards
- OSHA Respiratory Program Standards
- Department Related SOG's
- Manufacturer's Operating and Maintenance Manuals

### **Appendix B: Forms**

- SCBA Fill Log
- SCBA Out of Service Tag
- Medical Evaluation Questionnaire

# PHYSICIAN'S RESPIRATORY CLEARANCE FORM

\_\_\_\_\_  
Firefighter's Name

\_\_\_\_\_  
Date

## COMMENTS

\_\_\_\_\_ Based on the Pulmonary Function Test/Spirometry and medical questionnaire, this employee has clearance to work as a firefighter with a Self-Contained Breathing Apparatus (SCBA).

\_\_\_\_\_ Based on the Pulmonary Function Test/Spirometry and medical questionnaire, this employee does not have clearance to work as a firefighter with a Self-Contained Breathing Apparatus (SCBA).

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date





**CONFIDENTIAL**

**City of Black Hawk**  
**RESPIRATORY MEDICAL EVALUATION QUESTIONNAIRE**  
REF: Sec. 1910.134: OSHA Respirator Medical Questionnaire (Mandatory)

**The following information must be provided by every individual who has been selected to use any type of respirator (please print).**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: Male / Female

Height: \_\_\_\_\_ ft. \_\_\_\_\_ in. Weight: \_\_\_\_\_ lbs.

**Check the type of respirator you will use (you can check more than one category):**

- N, P, or Disposable Respirator
- Other type (for example, half or full facepiece type, PAPR, supplied air SCBA).

**Do you have any of the following which could affect respirator fit?**

- 1+ day Growth
- Mustache
- Facial Scar
- Dentures Absent
- Glasses
- None

Comments: \_\_\_\_\_

**Have you worn a respiratory before? (Check one):**

- Yes
  - No
- What type: \_\_\_\_\_

**The following questions must be answered by every individual who has selected to use any type of respirator (please circle yes or no).**

1. Do you currently smoke tobacco, or smoked tobacco in the past month...Yes/No
2. Have you ever had any of the following conditions?  
Seizures.....Yes/No  
Diabetes.....Yes/No  
Allergic Reactions resulting in difficulty breathing?.....Yes/No  
Claustrophobia.....Yes/No
3. Do you have a history of pulmonary or lung problems?.....Yes/No  
(If Yes, please identify the medical issue)  
\_\_\_\_\_
4. Are you currently having any lung or pulmonary symptoms?.....Yes/No  
(If Yes, please identify the symptom)  
\_\_\_\_\_
5. Have you ever had any cardiovascular or heart problems?.....Yes/No  
(If Yes, please identify the medical issue)  
\_\_\_\_\_
6. Do you currently take medication for any of the following problems?  
Breathing or lung problems.....Yes/No  
Heart Trouble.....Yes/No  
Blood Pressure.....Yes/No  
Seizures.....Yes/No
7. If you have used a respirator, have you ever had any of the following issues?  
Eye Irritation.....Yes/No  
Skin allergies or rashes.....Yes/No  
Anxiety.....Yes/No  
General weakness or fatigue.....Yes/No  
Any other issues.....Yes/No  
Other issue: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Elevator: \_\_\_\_\_

Date: \_\_\_\_\_

**FORM TO BE GIVEN TO THE FIRE CHIEF TO BE MAINTAINED IN A SECURED LOCATION:**

**CONFIDENTIAL**

## **600.14 Fire Chaplaincy Program Policy and Procedure**

EFFECTIVE DATE:

### **PURPOSE**

The Black Hawk Fire Department's Chaplaincy Program is designed to provide access to a Fire Chaplain for all City personnel and family members, volunteers, retirees, and members of the community, regardless of their religious affiliation. This Program is overseen by a non-denominational Chaplain.

### **POLICY**

The Black Hawk Fire Department Chaplain will offer emotional, spiritual and other emergency-related needs to all City personnel, volunteers, retirees, their families, and members of the community while maintaining strict confidentiality.

### **PROCEDURE**

#### **A. FIRE CHAPLAIN RESPONSIBILITIES**

##### **FIRE CHAPLAIN**

The Fire Chaplain may be called upon to attend various employee functions, including funerals and weddings, and at times, they may be called upon to care for community victims and/or families impacted by fire or other emergencies. The Fire Chaplain may provide assistance in the personal matters of City employees, such as marital relationships, alcohol/substance abuse matters, etc. They may also assist in handling critical incident situations.

The Fire Chaplain may be asked to attend various training classes, including critical incident defusing and/or debriefing classes and Line-of-Duty Death classes.

The appearance and actions of the Fire Chaplain reflect the image of the City and fire department; therefore, they will adhere to all City and department policies, procedures, and Core Values.

In the event a Fire Chaplain is injured while performing assigned duties, he/she will be covered by the City's Workers' Compensation insurance for medical treatment and medical billing, in accordance with all applicable laws related to City of Black Hawk's workers compensation program.

#### **CITY OF BLACK HAWK RESPONSIBILITIES**

The City will provide the Fire Chaplain with all the uniforms, identification, and equipment, as outlined in the "Chaplain Provisions" section of these guidelines, needed to fulfill their duties.

## ACTIVATION GUIDELINES

1. **Special Events:** Requests must be submitted to the Fire Chief either in writing or via e-mail for events such as funerals, promotions, graduations, and other special area events deemed relevant by the Fire Chief. The written documentation requirement, however, should not interfere with an immediate need. With the exception of funerals, the written request should be submitted a month prior to the date of the function.
2. **Emergencies:** the City's communication center has the Chaplain's phone number and will contact them in the event their services are required.

*Note:* the Chaplain's contact information is **not** to be distributed to the general public for the initial call.

### a. On-Duty Situation:

- i. **Employee** – When City employees need emotional assistance in dealing with emergency situations and/or personal matters they would like to discuss with the Fire Chaplain.
- ii. **Public** – When an emergency in the field arises (Company Officer and crew members feel the consoling of the patient and/or family is beyond their capabilities), the Company Officer may inquire if the family or patient would like the services of the Fire Chaplain to assist them with emotional, spiritual, or other emergency-related needs.

### b. Off-Duty Situation

- i. **Employee** – If a City employee is seeking confidential counseling and would like to speak with the Fire Chaplain, the employee may make the request by:
  - Contacting either the communication center or the Chief. The employee will then be placed in contact with the Fire Chaplain as soon as possible and in a confidential manner.
  - Contacting the Fire Chaplain directly.

## CONSTITUTIONAL GUIDELINES

The Chaplaincy program must operate under the following constitutional guidelines:

1. The Chaplaincy Program will operate in a non-denominational setting, as stated in the case of *Lemon vs Kurtzman*, 403 U.S. 602 (1971).
2. To be compliant, the Program must adhere to the following guidelines:

- a. The Program must reflect a clearly secular legislative purpose.
- b. The primary effect of the Program must neither advance nor inhibit religion.
- c. The Program must not result in the “excessive entanglement” of government with religion.

## **CHAPLAIN PROVISIONS**

- City identification cards
- City e-mail account
- Clothing
  - Chaplain badge and holder
  - Collar pins and name tag
  - Jacket with insignia
  - Bunker coat
  - Structure helmet with Chaplain boiler plate
  - Uniform shirts and pants
  - Uniform belt
  - T-shirts
  - Baseball cap
  - Safety boots
  - Equipment bag
- Other program activities
  - Ride-alongs
  - Station access
  - Affiliation status
- Membership in the Federation of Fire Chaplains
- Membership in the Colorado Fire Chaplains Association
- Training Opportunities
  - Annual chaplain’s conference
  - Advanced training in Critical Incident Management
  - Other trainings as determined by the Fire Chief as appropriate

**COUNCIL BILL 26**  
**ORDINANCE 2016-26**  
**AN ORDINANCE ADOPTING**  
**THE LEXIPOL POLICY**  
**MANUAL SYSTEM AS THE**  
**CITY OF BLACK HAWK**  
**POLICE MANUAL**

**STATE OF COLORADO  
COUNTY OF GILPIN  
CITY OF BLACK HAWK**

**COUNCIL BILL NUMBER: CB26**

**ORDINANCE NUMBER: 2016-26**

**TITLE: AN ORDINANCE ADOPTING THE LEXIPOL POLICY MANUAL SYSTEM AS THE CITY OF BLACK HAWK POLICE MANUAL**

WHEREAS, Section 2-152 of the City of Black Hawk Municipal Code requires that the Police Department be "operated and managed in accordance with such departmental rules and regulations as from time to time be adopted by the Board of Aldermen"; and

WHEREAS, the Board of Aldermen desires to adopt an updated City of Black Hawk Police Manual.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BLACK HAWK, GILPIN COUNTY:

Section 1. The Lexipol Policy Manual System is hereby adopted as the City of Black Hawk Police Manual, in accordance with Section 2-152 of the Black Hawk Municipal Code. Any proposed changes to the City's policies as adopted herein shall be provided to the City Council in advance for consideration prior to any such changes going into effect.

Section 2. All previous versions of the Black Hawk Police Manual are hereby repealed.

Section 3. Safety Clause. The Board of Aldermen hereby finds, determines, and declares that this Ordinance is promulgated under the general police power of the City of Black Hawk, that it is promulgated for the health, safety, and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Board of Aldermen further determines that the Ordinance bears a rational relation to the proper legislative object sought to be attained.

Section 4. Severability. If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 5. Effective Date. The City Clerk is directed to post the Ordinance as required by the Charter. This Ordinance shall become effective upon posting by the City Clerk.

READ, PASSED AND ORDERED POSTED this 12<sup>th</sup> day of October, 2016.

---

David D. Spellman, Mayor

ATTEST:

---

Melissa A. Greiner, City Clerk

## **CITY OF BLACK HAWK REQUEST FOR COUNCIL ACTION**

---

**SUBJECT:** An ordinance adopting the Lexipol Policy Manual System as the primary “policy” source for the Black Hawk Police Department and changing the Board of Aldermen approval process of new and updated police department policies.

**RECOMMENDATION:** Staff recommends the following motion to the Mayor and Board of Aldermen:

**MOTION TO APPROVE** “Council Bill 26, an Ordinance adopting the Lexipol Policy Manual System as the City of Black Hawk Police Manual.”

**SUMMARY AND BACKGROUND OF SUBJECT MATTER:** The Black Hawk Police Department purchased the Lexipol Policy Manual System in early 2016 to replace its existing policy manual. Lexipol provides model policies to police departments across the country and specifically to departments in the State of Colorado. Lexipol provides agencies with suggested “best practices” and “legal policy terminology” needed to keep policies up to date. Lexipol reviews the latest laws (local, state and federal), court rulings and emerging issues, then provides its participating agencies suggested updates to its model policies. Participating agencies then review and modify the policies for adoption in their respective agencies.

The Black Hawk Police Department has reviewed the model policies provided by Lexipol and recommends the adoption of the new Black Hawk Police Department Policy Manual. The Black Hawk Police Department will rely on the Lexipol Policy Manual System as its primary source of establishing policies and updating existing policies within the Department. The Department will provide policy updates and suggested policy modifications to the Board of Aldermen in writing after they are received from Lexipol and reviewed by department staff. The Police Department will then adopt and publish the proposed changes. The Department will use an internet link to its Department web page to publish the Lexipol Policy Manual.

The adoption of this ordinance alters the existing approval process for adopting police department policies by the Board of Aldermen. The Black Hawk Police Department’s policies will no longer require specific Board of Aldermen approval when policies are added or updated. Instead, the department will provide the proposed changes to the Board of Aldermen administratively prior to publishing any changes. The Board of Aldermen will have the opportunity to comment or recommend changes at any time. The new process provides a transparent mechanism for the Board of Aldermen and any citizen to review department policies or make recommendations for changing existing policies within the department.

**AGENDA DATE:** October 12, 2016

**WORKSHOP DATE:** N/A

**FUNDING SOURCE:** N/A

**DEPARTMENT DIRECTOR APPROVAL:**     Yes     No

**STAFF PERSON RESPONSIBLE:** Chief Stephen Cole

**DOCUMENTS ATTACHED:** None

**RECORD:** [ ] Yes [ x] No

**CITY ATTORNEY REVIEW:** [ X] Yes [ ] N/A

**SUBMITTED BY:**

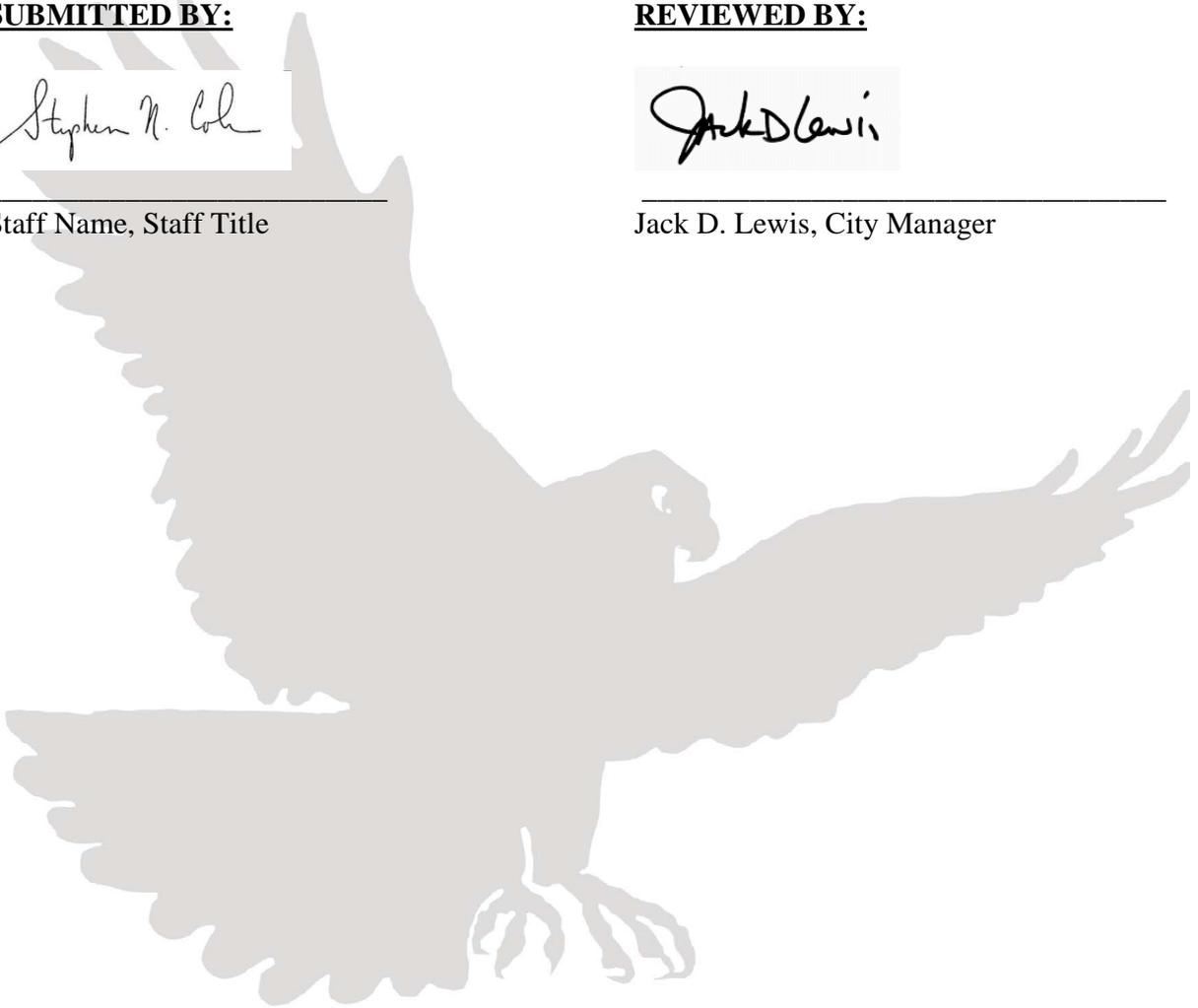


\_\_\_\_\_  
Staff Name, Staff Title

**REVIEWED BY:**



\_\_\_\_\_  
Jack D. Lewis, City Manager



**RESOLUTION 75-2016**  
**A RESOLUTION**  
**AWARDING THE BID AND**  
**APPROVING THE**  
**CONTRACT BETWEEN**  
**THE CITY OF BLACK**  
**HAWK AND ARAPAHOE**  
**ROOFING CITY HALL**  
**AND HIDDEN VALLEY**  
**WATER TREATMENT**  
**PLANT ROOF**  
**REPLACEMENT PROJECT**  
**IN AN AMOUNT NOT TO**  
**EXCEED \$167,413.00**

STATE OF COLORADO  
COUNTY OF GILPIN  
CITY OF BLACK HAWK

Resolution No. 75-2016

**TITLE: A RESOLUTION AWARDING THE BID AND APPROVING THE CONTRACT BETWEEN THE CITY OF BLACK HAWK AND ARAPAHOE ROOFING CITY HALL AND HIDDEN VALLEY WATER TREATMENT PLANT ROOF REPLACEMENT PROJECT IN AN AMOUNT NOT TO EXCEED \$167,413.00**

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BLACK HAWK, COLORADO, THAT:

**Section 1.** The City Council hereby awards the bid and approves the contract between the City of Black Hawk and Arapahoe Roofing for the City Hall and Hidden Valley Water Treatment Plant Roof Replacement Project in the amount not to exceed \$167,413.00, and authorizes the Mayor to execute the same on behalf of the City.

RESOLVED AND PASSED this 12<sup>th</sup> day of October, 2016.

\_\_\_\_\_  
David D. Spellman, Mayor

ATTEST:

\_\_\_\_\_  
Melissa A. Greiner, City Clerk



**CITY OF BLACK HAWK**  
**REQUEST FOR COUNCIL ACTION**

---

**SUBJECT:** Approve Resolution 75-2016, a Resolution awarding the bid for the City Hall and Hidden Valley Water Treatment Plant Roof Replacement project.

**RECOMMENDATION:**

If City Council chooses to approve Resolution 75-2016, the recommended motion is as follows: “Approve Resolution 75-2016, a Resolution awarding the bid and approving the contract between the City of Black Hawk and Arapahoe Roofing for the City Hall and Hidden Valley Water Treatment Plant Roof Replacement Project in the amount not to exceed \$167,413.00.”

**SUMMARY AND BACKGROUND OF SUBJECT MATTER:**

The City Hall roof was installed in 1996 and the Hidden Valley roofs were installed in 1995. All three roofs are starting to fail and need to be replaced. The project was designed by Wiss, Janney, Elstner Associates and advertised for bid in the Weekly Register Call on September 15<sup>th</sup> and September 22<sup>nd</sup> as well as on the City’s website & through the Rocky Mountain E-Purchasing System. Bids were received from five roofing contractors as listed below:

- Arapahoe Roofing                      \$167,413.00
- Alpine Roofing                         \$212,028.00
- Flynn Southwest                       \$249,967.00
- B&M Roofing                            \$259,720.00
- Tecta America                            \$336,705.00

After review of the Bid Proposals, it was determined that **Arapahoe Roofing** was the Lowest Responsible Bidder for the Roof Replacement Project. Therefore staff recommends award of the Contract to Arapahoe Roofing.

**FUNDING SOURCE:**    501-3151-460-45.04 – Repair & Maintenance WTP  
203-0000-502-58-42 Preservation – City Hall

**WORKSHOP DATE:**    October 12, 2016

**ORIGINATED BY:**     Jim Ford

**STAFF PERSON RESPONSIBLE:**                             Jim Ford

**PROJECT COMPLETION DATE:**                             June 1, 2017

**DOCUMENTS ATTACHED:**                                    N/A

**CITY ATTORNEY REVIEW:**     Yes     No     N/A    INITIALS \_\_\_\_\_

**SUBMITTED BY:**

**REVIEWED BY:**

---

Thomas Isbester, Public Works Director

---

Jack D. Lewis, City Manager