

# ESTES VALLEY FIRE PROTECTION DISTRICT

## Agenda Statement- August 14, 2024

### Agenda Item #4

**Agenda Title:**

Approval of Agenda

**Submitted by:**

Ryan Bross, President

**Background Information:**

N/A

**Attachments:**

Agenda

Minutes

Report

Resolution

Contract

Map

Letter

Other

**Board Action Needed:**

A motion to (approve, deny, modify) the Agenda for the August 14, 2024 board meeting.

**Ryan Bross**                      Yes    No

**Brian Tseng**                      Yes    No

**Mike Lewelling**                      Yes    No

**Dave Hamrick**                      Yes    No

**Chris Buser**                      Yes    No

# ESTES VALLEY FIRE PROTECTION DISTRICT BOARD MEETING

August 14, 2024  
Wednesday, 4:30 PM

## AGENDA

1. CALL TO ORDER- President Ryan Bross
2. PLEDGE OF ALLEGIANCE- Assistant Chief Capo
3. ROLL CALL- Erika Goetz
4. APPROVAL OF AGENDA
5. CONFLICT OF INTEREST DISCLOSURES
6. PUBLIC COMMENT \* Public comment is limited to 5 minutes per person.
7. APPROVAL OF MINUTES: meeting minutes from 7/31/2024
8. Presentations – None
9. REPORTS
  - a. Chief's Report
  - b. Volunteer Captain Report
10. OLD BUSINESS
  - a. Strategic Plan (Placeholder no update)
11. POLICY UPDATES
12. NEW BUSINESS
  - a. Review Fire Chief Job Description
  - b. Next Steps for Recruitment of New Fire Chief
13. BOARD COMMENT

NEXT REGULARLY SCHEDULED MEETING: August 28th
14. ADJOURNMENT

The Mission of the Estes Valley Fire Protection District is to provide the citizens of and visitors to the Estes Valley with superior fire prevention, fire protection and emergency services in a safe and efficient manner.”

“The Mission of the Board of Directors of the Estes Valley Fire Protection District is to establish policy, goals, strategies and financial leadership that are the foundation for the long-term sustainability of the District.”

# ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement- August 14, 2024

## Agenda Item #7

**Agenda Title:**

Approval of Minutes

**Submitted by:**

Dave Hamrick, Secretary

**Background Information:**

N/A

**Attachments:**

\_\_\_\_ Agenda

X  Minutes

\_\_\_\_ Report

\_\_\_\_ Resolution

\_\_\_\_ Contract

\_\_\_\_ Map

\_\_\_\_ Letter

\_\_\_\_ Other

**Board Action Needed:**

A motion to (approve, deny, modify) the minutes from the 7/31/24 board meeting at the 8/14/24 board meeting.

**Ryan Bross**                      Yes    No

**Brian Tseng**                      Yes    No

**Mike Lewelling**                      Yes    No

**Dave Hamrick**                      Yes    No

**Chris Buser**                      Yes    No

# RECORD OF PROCEEDINGS

---

## Meeting Minutes of the Estes Valley Fire Protection District

July 31, 2024 4:30 p.m.

Dannels Fire Station, 901 N. St. Vrain Ave., Estes Park, CO 80517

**Board:** Dave Hamrick, Brian Tseng, Ryan Bross, Mike Lewelling, Chris Buser

**Staff:** Asst. Chief Jon Landkamer; Asst. Chief Paul Capo; Chief of Staff Erika Goetz, Lt. Stacy Sutherland, Marinda Baxter

**Also Attending:** Captain Justin Kearney, Lt. Ron Bruchwalski, Lt. Nathen Meulener, Brian Schaffer, Mark Igel, Mercedes Collins, Heidi Salow, Michael Barnthouse, Kelly Brenner, Talia Filsinger, Dylan Wallace, Doug Klink, Katie Stiner, Lindsey Sutherland, Patti Brown, Mike Kearney, Aracely Thomas, Tom Hannah, Aspen Eye, ipad guest

**Absent:** Mike Lewelling

**President Ryan Bross called the meeting to order at 4:30 p.m.**

**Assistant Chief Capo led the Pledge of Allegiance**

**Erika Goetz performed roll call – Mike Lewelling absent excused**

### APPROVAL OF AGENDA

Moved by Dave Hamrick and seconded by Chris Buser to approve the agenda moving board comment to after public comment, followed by executive session. Motion carried unanimously.

### CONFLICT OF INTEREST

None

### PUBLIC COMMENT

Justin Kearney - I'll start. Good evening. I'm Justin. I think most of you guys know me. Had some comments. We had a staff with a volunteer meeting a couple weeks ago. Unfortunately, we got the new guy. Not unfortunately, I appreciate his time there, but I felt that the time that the board members could step up and present to us what happened with Chief Lasky to the membership. Not having a work representative there that has been on the board more than eight days was disappointing to me. I wrote some notes down that I took at that. I questioned that the fire district, staff, and volunteers do everything that we could do to make Chief Lasky successful. Comments were made that the board was reminded several times to do his evaluations that never got done until his 90-day evaluation. So, I feel like, with those comments from the membership and from paid staff, did we do everything we could do for Chief Lasky? 90 days is not a very long time to have a Chief here when we've just gone through, what was it a year ago at this time. I feel, I don't know, it sucks right, like our membership has been through a lot in the last year. My closing comments, I'll get to that in just a second. I want the best for the fire district, right? Probably 17 years here as Captain. I've put in a lot of time and energy, and I want to see us be successful moving forward and I feel like bringing in a new chief, whether there's an interim chief, whether obviously there's going to be an interim chief. But if we bring in an inside Chief, which I hear there's some possibilities of doing down the road or an external chief. You guys as support, you have to give them the tools to be successful. They need leadership from the board, from the president of the board. That's your job, right? So, I feel like going forward, I hope that we're not doing this again in six months, whether it's an internal chief or an external chief. We need leadership from the board and that's the whole board. I'm not just looking at you Ryan. I commend the members of the district. We've got a lot of people here. We have a lot of people at the volunteer meeting because it's shook up again, right? So, I commend these guys for showing up, doing the job. We've had a busy week this last week with some mutual aid. I'm sure you guys all know about it. So, I'm proud of you guys for stepping up in a terrible time, in my opinion, with not having a Fire Chief. We have good leaders within our department and that needs to keep going up in my opinion. I was not impressed that we didn't have a board representative at that meeting. Those are my comments and thanks for letting me speak.

Mike Kearney - That's my son. You know, I was on the board a while back before your board. We also went outside the district at that time and hired Wolf. And as far as I know, that went very well for a decent period of time before things just kind of fell off the wheel. Look at it however you want, but that's the way I do. Your board picked somebody that was about as world renowned as you could get in Estes Park. And obviously the wheels fell off of that for whatever reason. I don't really care what the reason is, it doesn't matter now. It isn't going to help our fire department. I think this time, as a board, you should seriously consider, and I brought this up last time when I came, when you were looking for a chief at that time. That we need to look internally. I think we went outside; we've spent I don't know how much it cost us when we did it, but it was an amount of money. It consumed a lot of time. And it didn't end up as well as obviously any of us would've hoped. And the same with your board. You went and spent a lot of money just like we did. So, I think this time, and I stated last time that I felt that the best person for this job is here. He's already here. He's been here and he's sitting at the end of the table. And that's exactly what I said last time. The last chief? I have no idea what happened. I don't really think...I really don't want to know. I don't think it's over with now. It's water under the bridge. We need to move forward. I think there's a little uproar within the fire department over it. I think there should be. There's some worry, of course. Just like when Wolf was here, there was some uproar in the fire department and there was worry. That's your man sitting right down there at the end of the table. I said that last time and I mean it again this time. That's all I have to say is that I think this time you should look internally to

## RECORD OF PROCEEDINGS

---

someone the volunteers know, someone who volunteers trust and whose demonstrated he's a born leader. That's all I have. Thank you.

Jami Lasky - OK, well. I'm going to follow up on that. I'm not supposed to be here. My husband is not happy with me right now being here, so I'm letting you know that. You are probably correct, but I was told in January face-to-face with this man over here that he did not want the job as Fire Chief because he'd never been a Fire Chief. He's never done budgeting. He's never done a lot of things. I'm not taking anything away from him. He's world renowned as well, from what I what I understand. I understand that he's very good at what he does, training. Until there are some changes made here internally, and I am not talking about the firefighters because our firefighters here are unbelievable They give everything they've got They work jobs and still make it to all the calls that they possibly can and they protect this community The community deserves better than what they're getting right now and there has to be some accountability, not just with the board, but internally as well. That's with the paid staff. That's really all I'm going to say and I'm going to excuse myself from the rest of it, because the rest of it is garbage. Just letting you know. So good night. Thank you.

Doug Klink - I also was a member of the board in the past and the president of the board. I also spoke to you before. And I'm here to say basically the same thing, except that things are different this time. You have an internal candidate that you didn't have last time. You went through the process; we went through the process. It's absolutely stunning how many people apply for a job that they are completely unqualified for. And it's absolutely stunning how few really, really good people float to the top of. We had 70 resumes come in. Twenty of them were worth looking at. Ten of them were kind of hard to get down to that and honestly, David Wolf probably, you know, there were a couple of good candidates and then we chose him. But it wasn't like there's some star out there someplace that's going to apply. Internal is a great way to go at this time for a lot of reasons. You have the options; you have the support of I think a lot of firefighters. You know, it's just a lot shorter process. It gets us all back on track faster. So, I would just like to highly recommend that the board seriously consider just go internal moving forward.

Aracely Thomas - Can I say something? My name is Aracely, and I don't want people to see me as C.T.'s wife. I'm coming here as a community member and I have known a lot of you, like Brian. I'm going to echo what Justin said. I'm a former board member. The board had 35 members for a big organization in town. When my husband told me what happened last week, I was a little bit of, you know, disappointed in the board. And this is just for the board. Because I would say the lack of caring and commitment was evident. I know that you guys are going to be held higher than maybe for the community, right, because we chose you to be. I just ask for you to care for these guys. They're the ones out there doing the job. They're the ones bringing the fire department name higher. And I just ask you to, like. Mr. Kearney said here, just forget about the past and move forward. Just be wise in the decisions that you're going to make and give for them, work for them, care for them. They work super hard. Brian Tseng knows a little bit of the history that me and my husband went through last year. Many people don't know he suffered a lot for each one of you, even the board. I just ask please care, just please take care of them. We have a great internal candidate here. Just do not disappoint the community, nor any of the members. That's all I ask. Thank you.

### **BOARD COMMENT**

With the unexpected resignation of Chief Richard Lasky, the Board of Directors wants to thank the volunteers and staff for their steadfast and professional dedication to our mission of providing residents and guests with superior fire protection, fire prevention, and emergency services. It's unfortunate to lose anyone, and we appreciate Chief Lasky's contributions and wish he and Jami the best in their next chapter. The Board will discuss interim- and long-term plans. In the meantime, the guests and residents of the District continue to be well-served. Through the end of June, the District is now protected by 47 volunteer firefighters, an all-time high in our history since being formed in 2010. They have responded to 334 calls, an almost 30% increase year-over-year. The District has expanded our Public Information and Wildland Fire education programming. In August we'll start our annual Fire Academy, an intensive 12-week training program not only for our own internal volunteers but also sought out and attended by our mutual aid agencies as well. We've successfully secured grant funding for much needed fire mitigation efforts. Thank you for your support of our staff and volunteers during this transition, and be sure to thank them for what they do.

### **EXECUTIVE SESSION**

Motion by Chris Buser, seconded by Dave Hamrick to move that we go into an executive session pursuant to Section 24-6-402(4)(b) C.R.S. for purposes of consulting with our attorney on personnel matters including resignation of fire chief and appointing an interim. Motion carried.

Exit regular session at 4:47pm

Enter executive session 4:42pm

Motion by Dave Hamrick, seconded by Chris Buser to exit executive session. Motion carried unanimously. Exit executive session 5:36pm

Reenter regular session 5:40pm

# RECORD OF PROCEEDINGS

---

Brian Tseng to reach out to Prothman to ask questions of process if we wish to utilize them again.

## **APPROVAL OF MINUTES**

Moved by Ryan Bross and seconded by Dave Hamrick to approve the meeting minutes from the 6/26/24 board meeting as written. Motion carried unanimously.

## **PRESENTATIONS**

None

## **REPORTS**

### **Administrative Division:**

Family Dinner on Aug 6<sup>th</sup> – RSVP to Lt Bruchwalski

SDA Conf. Sept 10-12<sup>th</sup> in Keystone Any board members interested in attending?

### **Prevention Division:**

- Lt. Shepard has started in her position and has been trained (Stacey and Raina) and is doing HIZ inspections
- Attended EVWC site tour of the Hurni Tree Farm mitigation project
- Very busy with inspections including picking up some WUI/HIZ inspections, thanks to Stacey and auxiliary
- WUI Educator position – FR-WRM grant will be posted internally only
- Working with the Com Dev Director (Steve) on WUI mitigation plans being required for new construction, and BOA update along with Town Attorney Kramer, and CPAW grant for development code rewrite
- Met with new CBO, Dan Wester, about change of occupancy/use for existing occupancies

### **Operations Division:**

2024 – 419

2023 – 358 61 difference

52 FF's – 47 vol. (1 app )

+8 Aux. = **55 Volunteers**

Alexander Mountain Fire

7/29 – Sun 3 app = 11 ff

7/3- - Mon 2 app =7 ff

### **Training Division:**

Currently Structure fire

Eagle Rock Wildland

July FE Advanced

Academy – 23

4-BE

6 Lyons

2- PW

11 - Estes

### **Station & Apparatus:**

- Ladder 71 has damage to the base section of the ladder and parts and timing is being worked out for repairs
- E716 had the turbo replaced
- Annual ground ladder testing has been completed and all passed
- Staff 71 in process, we have the truck and the topper has been installed
- HME/Ahrens Fox Type 6 is locked in with an October delivery at this point, pre-payment has been accomplished to receive the discount

### **Volunteer Captain Report – No update**

**Treasurer's Report** – Reviewed June's 2024 balance sheet(s) including, but not limited to governmental fund and schedule of capital assets, statement of revenues, expenditures, and changes in fund balance for general operations, operating reserve. Moved by Dave Hamrick and seconded by Ryan Bross to approve transactions listed in the Treasurer's report. Motion carried unanimously.

# RECORD OF PROCEEDINGS

---

## **OLD BUSINESS**

**Strategic Plan – no update**

## **POLICY UPDATES**

None.

## **NEW BUSINESS –**

### **Approval of 2023 Audit**

The draft audit had been presented to the board at the 6/26 meeting, but was missing the MD&A. That has now been completed.

Motion by Dave Hamrick, seconded by Chris Buser to approve the 2023 audit. Motion carried unanimously.

### **Resolution 2024-04 to Designate a Fire Chief During Interim Period**

The board acknowledged interest by both assistant chiefs to fill in during this interim period. The board asked each chief about their capacity to fill in. Discussion took place among the board members. It was decided to keep continuity as Chief Capo had filled in during the interim before.

Motion by Ryan Bross, seconded by Brian Tseng to designate Assistant Chief Capo as Interim Fire Chief. Motion carried unanimously.

### **Identify Who Has Authority to Make Changes to Bank Credit Card Authorized Users**

Updated authorization needed for Bank of Colorado to remove Rick Lasky. Erika Goetz and Jon Landkamer remain authorized users.

Motion by Ryan Bross, seconded by Chris Buser to approve Chief of Staff Goetz & Chief Landkamer as authorized users. Motion carried unanimously.

The next board meeting will be on Wednesday, August 14th.

Motion by Ryan Bross, seconded by Dave Hamrick to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:10 p.m.

---

David Hamrick, Secretary

*The Mission of the Estes Valley Fire Protection District is to provide the citizens of and visitors to the Estes Valley with superior fire prevention, fire protection and emergency services in a safe and efficient manner.”*

*“The Mission of the Board of Directors of the Estes Valley Fire Protection District is to establish policy, goals, strategies and financial leadership that are the foundation for the long-term sustainability of the District.”*

# ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement- August 31, 2023

## Agenda Item #12-a

**Agenda Title:**

Fire Chief Job Description

**Submitted by:**

Ryan Bross, President

**Background Information:**

**Attachments:**

Agenda

Minutes

Report

Resolution

Contract

Map

Letter

Other

**Board Action Needed:**

A motion to (approve, deny, modify) the Fire Chief Job Description at the August 14, 2024 meeting.

**Ryan Bross**                      Yes    No

**Brian Tseng**                      Yes    No

**Mike Lewelling**                      Yes    No

**Dave Hamrick**                      Yes    No

**Chris Buser**                      Yes    No





## **ESTES VALLEY FIRE PROTECTION DISTRICT**

**PREVENT PREPARE PERFORM**

### **FIRE CHIEF (1 OF 5)**

#### **GENERAL STATEMENT OF DUTIES:**

The Fire Chief shall have the responsibility for the overall management of the Fire District. This includes but is not limited to: Administration, Support Services, Training, and Operations. They shall be responsible for complete fire prevention, provide response in firefighting as necessary, and shall be answerable to the Board of Directors. This position is required, when appropriate, to respond and take command at emergency scenes.

This position performs a variety of administrative, technical, and supervisory work related to basic and advanced technical training programs including: firefighting tactics and strategies, hazardous materials, and EMS. Ensures adherence to safe practices on the fire ground and other emergency incidents. Performs firefighting and EMS life support procedures in accordance with all state protocols, employee policies and standard operating procedures/guidelines. Responds to fires, rescues, medical calls, and hazardous materials incidents and may assume command or operate in a subordinate tactical assignment. The Fire Chief shall remain a member in good standing according to department policies and shall conduct themselves in a way to set an example of what is desired as a member of the Estes Valley Fire Protection District.

#### **SUPERVISION RECEIVED:**

- This position works under the general guidance and direction of the District Board of Directors

#### **SUPERVISION EXERCISED:**

- The Fire Chief directly supervises the Chief of Staff, Division Chief of Support Services, and Division Chief of Operations & Training
- This position exercises supervision of all subordinate officers and firefighters via the chain of command. The Fire Chief shall conduct and/or oversee formal and informal job performance appraisals for all employees and volunteers and provide documentation and feedback to the subordinate. The Fire Chief will handle grievances, disciplinary issues, and conduct of assigned personnel through the chain of command.

#### **FLSA:**

- This is an exempt employee position

#### **WORK SCHEDULE:**

- A typical Administrative week is 08:00 to 17:00, Monday to Friday
- This position may be expected to attend board meetings, department trainings, and other meetings after hours
- This position has been deemed essential during man-made and natural emergencies.

#### **RESIDENCY:**

- Must live within primary response area of the Estes Valley Fire Protection District

Last Edit: December 15, 2022

*Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services*

**901 N. SAINT VRAIN AVE. ESTES PARK CO 80517 970-577-0900 FAX 970-577-0923**



## **ESTES VALLEY FIRE PROTECTION DISTRICT**

**PREVENT PREPARE PERFORM**

### **FIRE CHIEF (2 OF 5)**

#### **MINIMUM REQUIRED JOB SKILLS AND CERTIFICATIONS:**

##### **Education and/or Experience**

- Associate Degree in fire science and/or related field; bachelor's degree preferred
- Experience as an emergency medical technician/firefighter or worked in an integrated fire/EMS department
- Experience in Wildland fire suppression preferred
- Minimum of five (5) years' experience in a supervisory and/or management capacity (Rank of lieutenant or above).
- Experience of working with volunteers (paid-on-call) in a supervisory position.
- Valid driver's license

##### **Skills and Abilities**

- Ability to work effectively, collaboratively, and positively with employees, supervisors, Village/Town/District officials, citizens, etc.
- Ability to maintain a sense of humor and use a positive and supportive approach.
- Ability to plan, gather, and organize learning materials to be used employees, supervisors, Village/Town/District officials and/or the public.
- Ability to work independently, and with a team.
- Ability to maintain confidentiality of materials.
- Ability to work in a hectic, busy, and sometimes stressful environment.
- Ability to be a working team member when needed on the emergency scene.

##### **Language Skills**

- Ability to read and interpret documents such as policies and procedures, federal, state or NFPA regulations, teaching materials-handbooks, manuals, computer manuals.
- Ability to communicate effectively with administrator, employees, officials and the public.

##### **Mathematical Skills**

- Ability to perform basic math skills – add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

##### **Reasoning Skills**

- Ability to interpret a variety of instructions furnished in written, oral, and diagram or schedule form.
- Ability to organize time and resources.
- Ability to work independently and sometimes in a stressful environment.
- Ability to think quickly, maintain self-control and adapt to sometimes extremely aggressive and/or stressful situations.

Last Edit: December 15, 2022

*Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services*

**901 N. SAINT VRAIN AVE. ESTES PARK CO 80517 970-577-0900 FAX 970-577-0923**



## **ESTES VALLEY FIRE PROTECTION DISTRICT**

**PREVENT PREPARE PERFORM**

### **FIRE CHIEF (3 OF 5)**

#### **ESSENTIAL FUNCTIONS OF THE JOB:**

The following are essential functions for the job. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.

#### *Management*

- Develop and implement department policies, procedures, and standard operating guidelines.
- Prepare for board approval a budget; implement and maintain budget per fiscal policy.
- Develop short- and long-range capital improvement, equipment needs and budgets.
- Develop, communicate, and enforce regulations governing the conduct of fire and EMS personnel.
- Prepare and recommend policy changes to the District Board on department issues.
- Review and recommend revisions to fire and life safety codes.
- Develop hiring and promotional guidelines in concert with the District Board.
- Make personnel assignments.
- Develop and implement techniques for rendering quality service within the departments.
- Develop and assist other districts in disaster planning efforts.
- Develop department policies and protocols with the designated hospital medical director.
- Attend all regular board meetings and other meetings as appropriate.

#### *Leadership*

- Provide departmental leadership and direction by developing and implementing a department strategic plan.
- Serve as the liaison to all the district the department protects. Attend meetings in the district as directed and/or needed.
- Assist with employee development through proper delegation and participation practices.
- Continually identify opportunities for improving services or efficiencies in operations and service delivery.
- Provide leadership to the district in all practices and procedures of the fire/EMS service.
- Attend and participate in professional groups; stay abreast of new trends and innovations in the field of fire prevention, suppression, and emergency medical services.

#### *Training & Safety*

- Facilitate the integration of training programs as required by state, federal and local practices.
- Identify and coordinate safety-training needs for the department.
- Assist in a risk assessment including implementation of policies, procedures, and practices relating to training and safety matters.
- Investigate worker's compensation claims and accidents within the department.
- Ensure the department is in compliance with OSHA safety, health, NFPA and other state standards.
- Liaison with the school districts, industries, and district interest for all safety issues.

Last Edit: December 15, 2022

*Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services*

**901 N. SAINT VRAIN AVE. ESTES PARK CO 80517 970-577-0900 FAX 970-577-0923**



## **ESTES VALLEY FIRE PROTECTION DISTRICT**

**PREVENT PREPARE PERFORM**

### **FIRE CHIEF (4 OF 5)**

#### *Emergency Situations*

- Oversee and assist incident command during emergency situations.
- Provide experience in command emergency situations.
- Ensure that all facilities, during construction, or damaged by fire or other factors are safe for use, and/or should be destroyed.
- Review emergency incidents with the membership to ensure appropriate procedures were carried out; institute appropriate training to ensure skill level of members.

#### *Supervision*

- Supervise department personnel. Develop an organizational structure.
- Investigate and act with personnel problems while following all department, state and federal regulations.
- Develop and implement personnel policies and procedures.
- Develop and implement recruitment and retention programs for volunteer and employee positions.
- Ensure appropriate performance management and/or discipline to adhere to department as well as federal and/or state policies.

#### *Administrative*

- Makes reports to the District Board.
- Make reports, when appropriate, to other agencies when needed.
- Administer the conducting and administration of all inspections in accordance with all applicable federal, state, and Town/Village/District codes.
- Act as the primary source for media releases for the department.
- Oversee the maintenance of department records; personnel and payroll records; outside contracts; annual reports; etc.
- Prepare financial data for budgets and as requested by the District Board.
- Oversee the purchase of supplies, equipment, clothing, etc. for the department.
- Periodically inspect stations and equipment and ensure any problems are resolved.

#### *Intergovernmental Relations*

- Work with other fire/EMS departments to develop and implement mutual aid.
- Coordinate with other regulatory agencies including local, county, state and federal officials when necessary, on matters involving emergency services.

Last Edit: December 15, 2022

*Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services*

**901 N. SAINT VRAIN AVE. ESTES PARK CO 80517 970-577-0900 FAX 970-577-0923**



## **ESTES VALLEY FIRE PROTECTION DISTRICT**

**PREVENT PREPARE PERFORM**

### **FIRE CHIEF (5 OF 5)**

#### **COMPETENCIES**

1. Ethical Conduct.
2. Stress Management/Composure.
3. Problem Solving/Analysis.
4. Communication Proficiency.
5. Strategic Thinking.
6. Teamwork Orientation.
7. Diversity and Inclusion.
8. Technical Capacity.

#### **WORK ENVIRONMENT**

While performing the duties of this job, this employee regularly works within an office environment whose duties are primarily performed behind a desk. This position frequently operates a computer, reads and writes, and interact with others in person, over the phone, and via other devices. They move about within the facility in which their office is located to access file cabinets, documents, office machinery, and other equipment. They also travel within the facility in which their office is located and to locations outside of the facility, to attend meetings, trainings, events, and other business activities.

While performing the duties of this job, the employee also regularly works in outside weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts, in high, precarious places and is occasionally exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. It is reasonably anticipated that the individual will be exposed to blood-borne pathogens and other infectious materials in the course of duties.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, walk, climb, balance, stoop, kneel, crouch, crawl, smell, push, and pull, use hands and fingers to feel, handle, or operate objects, tools or controls, and reach with hands and arms. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 150 pounds.

Last Edit: December 15, 2022

*Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services*

**901 N. SAINT VRAIN AVE. ESTES PARK CO 80517 970-577-0900 FAX 970-577-0923**