

Station 16  
8130 3<sup>rd</sup> Street  
Wellington, CO 80549



Station 17  
108 E County Road 66  
Fort Collins, CO 80524

## Wellington Fire Protection District SPECIAL BOARD MEETING AGENDA

The **Special Board Meeting** of the Wellington Fire Protection District will be called to order at **7:00 pm** on **May 24, 2024**. The meeting will be held on Zoom. **Zoom Meeting information is listed below.**

### Roll Call

### Public Comment

Any property owner, business owner, or resident of the District that would like to comment on items not listed on the agenda may be restricted to a 3-minute limit per person.

### District Business

1. **Chief Job Description**
2. **Executive Session to negotiate Fire Chief Contract, CRS. 24-6-402(4)(e)**

### Adjournment

## Zoom Meeting Information

Wellington Fire Protection District is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/87628852491?pwd=d0ZFRDJrZ2liemp1SG5yOFJtcmRBZz09>

Meeting ID: 876 2885 2491

Passcode: 292290

One tap mobile

+17209289299,,87628852491#,,,,\*292290# US (Denver)

+13017158592,,87628852491#,,,,\*292290# US (Washington DC)

Dial by your location

+1 720 928 9299 US (Denver)

+1 301 715 8592 US (Washington DC)

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## Wellington Fire Protection District

Passcode: 292290

Find your local number: <https://us02web.zoom.us/j/kdnkPZFlqR>

## WELLINGTON FIRE PROTECTION DISTRICT JOB DESCRIPTION

**POSITION TITLE:** Fire Chief  
**FLSA STATUS:** FLSA Exempt  
**EMPLOYMENT STATUS:** At-Will  
**EFFECTIVE DATE:** 2024  
**REPORTS TO:** Board of Directors

This Job Description is established by the Board of Directors of the Wellington Fire Protection District to outline the basic powers, duties and general responsibilities of the Fire Chief position. This position is "at-will", which means the employee may terminate employment with the District without prior notice at any time for any or no reason; similarly, the District may terminate the employee's employment at any time for any or no reason, subject to the requirements of federal and state law.

The headings in this Job Description are for reference only and shall not affect its interpretation. Unless expressly defined in this Job Description, all terms shall have the meaning defined in the Member Handbook, as amended from time to time by the Board in its sole discretion.

### **POSITION SUMMARY:**

The Fire Chief serves as the District's Chief Executive Officer. The Fire Chief is responsible for implementing the written or oral rules, policies, practices, or procedures established by the Board, and carrying out the duties imposed by Federal, State or local laws, rules, regulations, codes, standards or ordinances, including but not limited to, the duties imposed by the Colorado Special District Act, C.R.S. §32-1-1002, applicable medical protocols, and the applicable Fire Code(s) and Nationally Recognized Standards. The Fire Chief is responsible for all aspects of the day-to-day administration, operation and finances of the District, including, but not limited to the development, implementation, supervision, and evaluation of fire suppression, fire prevention and education, emergency rescue, hazardous materials, ambulance and emergency medical services provided by the District directly or through a third-party provider.

Nothing in this Job Description shall be deemed an irrevocable delegation of any express or implied power or authority of the Board. The Board expressly reserves to itself all express and implied powers or authority vested in it by applicable law.

### **ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed.*

Serves as the Chief Executive Officer and Commander in Chief of the District under the general supervision of the Board, responsible for all aspects of the day-to-day administration, operation, fire prevention and finances of the District, directly or as delegated to subordinate staff. He/she serves as

the District's primary contact with the City of Evans, including management of intergovernmental contracts and procedures with the City.

Develops such rules and procedures, and issues such orders and directives, as may be necessary to implement and enforce the rules established by the Board and imposed by law to advance the vision, mission, goals, and objectives and provide efficient and effective services. The rules, procedures, orders, and directives shall be consistent with laws, the Member Handbook, and all other directives established by the Board.

Manages, supervises, and directs the activities of assigned staff and functions. Hires, disciplines, terminates, or advances employees. Schedules employees, assigns work, and monitors progress; guides, trains, and develops employees in the accomplishment of their duties and professional growth; writes and conducts evaluations.

Within the budget approved by the Board and within limits established by the Board, responsible for the purchase, sale, upgrade, usage, maintenance and security of District equipment, apparatus, facilities, and other real and personal property.

Assesses local needs and develops and/or updates the strategic plans for the future of the District and the community. Monitors District operations and customer service to ensure quality control; conducts studies; identifies and resolves deficiencies; prepares and presents periodic and special staff reports on departmental issues and projects. Remains current on issues and trends relative to the District and service delivery responsibilities.

Commands fire ground and emergency operations of the District, in accordance with District command procedures of multiple unit and multiple agency incidents, at his/her discretion. Takes the role of incident commander or as the District's representative to the Emergency Operations center during major incidents.

Develops and implements, where necessary or appropriate, intergovernmental agreements with other agencies.

Meets with the Board to assist in policy determinations and obtains policy directions. Represents the District in meetings with professional organizations, other public agencies, and the public. Develops and maintains positive, effective working relationships with District members, Board members, other Emergency Services agencies, other governmental agencies and the community.

Serves as the District Budget Officer responsible for developing a proposed budget for timely submission to the Board each year and ensuring that District revenues and expenditures are within the amounts established by the budgets approved by the Board. Determines levels of staff, equipment and other resources needed to effectively and efficiently provide District services.

Be reasonably accessible 24 hours a day, seven days a week, except when on vacation or other leave.

Reviews and acts upon complaints and inquiries from the public or other agencies. Advises citizens, property owners, contractors and others on questions relating to District rules, policies and procedures.

Performs other duties assigned by the Board.

**MINIMUM EDUCATION AND EXPERIENCE:**

Possess High school diploma

Completion of Bachelor's degree from an accredited institution in fire science, public administration, management, business, political science, or other related field is preferred.

Fifteen years of increasingly responsible command and management experience responsible for managing multiple fire companies, fire stations, and functions. Experience in managing one or more emergency service disciplines in addition to fire operations including, training, fire prevention, emergency management, and EMS.

Equivalent combinations of experience, education, and training may be considered.

**MINIMUM LICENSING/CERTIFICATION REQUIREMENTS:**

Possess, or acquire within the first four years of hire, and maintain, Center for Public Safety Excellence, Commission on Professional Credentialing, the Chief Fire Officer (CFO) credential.

Possess or obtain within 6 months of hire, and maintain required NIMS 100, 200, 300, 400, 700, and 800 certificates.

Possess or ability to possess CPR certification.

Possess or ability to possess a valid State of Colorado driver's license within 60 days of residency, with an acceptable driving record and insurable by the District's insurance carrier.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of and the ability to plan, organize, direct, and evaluate administration, fire protection, fire suppression, EMS, emergency management, technical rescue, fire prevention, code compliance, public education, training, and hazardous materials response.

Knowledge of federal, state, and local statutes, ordinances, procedures, and safety/regulating guidelines from fire service-related organization.

Knowledge of identifying and securing grants or alternative funding.

Strong knowledge and ability in utilizing the National Incident Management System with multi-company and multi-discipline incidents.

Strong knowledge and ability to apply state-of-the-art firefighting, rescue, EMS, and natural and man-made disasters strategy and tactics.

Knowledge of the general principles and practices of public administration, including human resource management, supervision, organizational development, and budgeting.

Skill in directing and managing all activities and operations.

Skill in determining levels of staff, equipment, and other resources needed to effectively and efficiently provide departmental services and programs.

Skill in developing, implementing, and evaluating policies and procedures to achieve District missions, goals, and objectives.

Skill in researching, evaluating, and using new methods and techniques for operational improvement.

Skill in establishing and maintaining effective working relationships with others, including the City, District Board, employees, boards and commissions, other agencies and the general public.

Skill in the safe and lawful operation of a motor vehicle.

Skill in grant writing, evaluation, and administration.

Ability to manage and maintain personnel, operating, and capital budgets.

Ability to effectively assess community, City, or District needs and strategically plan for the future of the District.

Ability to facilitate change and provide leadership to a diverse group of firefighters.

Ability to work independently with very little direction.

Ability to demonstrate a high degree of ethics, integrity, and discretion.

Ability to monitor District operations and customer service to ensure quality control, identifying and resolving deficiencies.

Ability to effectively represent the District in meetings with professional organizations, other public agencies, and the general public.

Ability to mentor, motivate, coach, supervise, and train employees.

Ability to respond with tact, composure, and courtesy when dealing with difficult situations. Ability to deal constructively with conflict, develop consensus, and facilitate change.

Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Ability to listen well and communicate effectively verbally and in writing with various audiences.

Ability to research, develop, and lead formal and informal presentations and discussions with diverse groups.

Ability to interpret, understand, and comply with complex statutes, ordinances, regulations, standards, and laws.

Ability to analyze and evaluate information accurately, and to express ideas clearly when providing oral and written reports or recommendations on administrative, financial, and technical issues.

Ability to use standard office equipment, computer equipment and software including word processing, data base management, spreadsheet applications, and electronic mail.

**PHYSICAL AND MENTAL REQUIREMENTS:**

Climbing, balancing, stooping, bending, kneeling, crouching, crawling, reaching, standing, walking, running, sitting, pushing, pulling, lifting, grasping, pinching, feeling, talking, hearing, seeing, repetitive motions, and demonstrating manual dexterity.

Lift and/or exert up to 50 pounds of force occasionally, and/or 20 to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Required to remain calm during stressful and possibly life-threatening situations.

**WORK ENVIRONMENT:**

Work is generally performed in an office environment. However, may be exposed to smoke and fumes inhalation including potentially toxic substances, blood, and contagious diseases. May work outdoors, in heights, in confined spaces, in extreme heat, fire, noise, and weather conditions, and hazardous conditions.

Required to occasionally perform hazardous tasks involving strenuous exertion during firefighting, rescue, and emergency situations.