

Station 16
8130 3rd Street
Wellington, CO 80549



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

Wellington Fire Protection District

REGULAR BOARD MEETING AGENDA

The **Regular Board Meeting** of the Wellington Fire Protection District on **January 5th, 2024**. The meeting will be held at **Station 16** located at 8130 3rd St, Wellington, CO 80549 **at 5PM** Please contact our administrative office for any attendance accommodations. **Zoom Meeting information is listed below.**

Pledge of Allegiance

Roll Call

Additions/Deletions to the Agenda

Conflicts of Interest

Correspondence

– Pettit email

Chief's Report

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.

Employee Recognition

Consent Agenda

December Board minutes

Notice of meeting posting location

Schedule of regular meetings for 2024

Guests or Presentations

Monthly financial report – David Green

District Business

1. Discussion/possible action - Budget Resolution
2. Discussion/possible action - Mill Levy Resolution
3. Discussion/possible action – Job Descriptions
4. Discussion/possible action - Work Session Consultant

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5. Discussion/possible action - Grant Writer Proposal
6. Discussion/possible action - Employee Handbook Time Off
7. Discussion/possible action - Rubric for Chief Review
8. Discussion/possible action - Fundraisers
9. Discussion/possible action - Forensic Audit
10. Discussion/possible action - PFA training facility
11. Discussion/possible action - Basic Air Operations S-270
12. Discussion/possible action - Phone services

Other

Adjournment

Zoom Meeting Information

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

Topic: Wellington Fire Protection District's Zoom Meeting

Time: Nov 15th, 2023 05:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/7848079463>

Meeting ID: 784 807 9463

One tap mobile

+17209289299,,7848079463# US (Denver)

+13017158592,,7848079463# US (Washington DC)---

Dial by your location

- +1 720 928 9299 US (Denver)

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Wellington Fire Protection District

- +1 301 715 8592 US (Washington DC)

Meeting ID: 784 807 9463

Find your local number: <https://us02web.zoom.us/j/kukYHs6Ch>



Wellington Fire Protection District

REGULAR BOARD MEETING MINUTES

December 13, 2023 meeting brought to order at 17:59

Pledge of Allegiance

Roll Call – Directors present - Gaiter, Hunter, Standing (Zoom), Lopez, Bollinger.
Directors Absent - None

Additions/Deletions to the Agenda – Nov 15th meeting minutes

Conflicts of Interest - None

Correspondence – None

Chief's Report

Volunteer Pension payment will be made in Dec. Quality Inn into compliance and off of fire watch. At least 2 person staff at Station 17 with Engine 17. Sold staff vehicle. Proceeds to upgrade front line engine lighting, brow lights. Job descriptions for line staff being revised, will present at Jan meeting. PTO and vacation accruals need to be revised, will be brought to Jan meeting. Meeting with FNBO rep for line of credit. Obtaining quotes for Chief hiring firm.

Public Comment

Steve Sarno and Michael Patterson gave public comment.

Employee Recognition

Daniel DeWitt hired as full time line staff. Dylan Benson hired. Swearing in at Jan meeting in front of the board and badge pinning. Promotional recognition on shift.

Consent Agenda

Motion to accept the minutes from Sept, Oct, and Nov 2023.
M/S Gaiter/Bollinger – All Ayes. Motion passes.

Guests or Presentations

October monthly financial report – David Green

District Business

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- 1. Auditor Engagement Letter**
Motion to accept the Auditor Engagement Letter, M/S Gaiter/Lopez.
All Ayes. Motion passes.
- 2. Fund balance Policy – discussion**
- 3. Payroll Firm proposal – discussion**
- 4. Fire Chief Hiring Committee – discussion**
- 5. Change Jan regular board meeting date –**
Motion to change the Jan regular board meeting to Jan. 19, 2024 at
5pm, M/S Gaiter/Bollinger. All Ayes. Motion passes.

Other

Dir. Standing had questions about vacation time.

Adjournment at 18:54 motioned by Dir. Lopez

**WELLINGTON FIRE PROTECTION DISTRICT DISTRICT
2024 BUDGET
GENERAL FUND
MILL LEVY
ASSESSED VALUATION**

	2022 Actual	2023 Budget	2023 estimated	2024 Budget	Percent Change
INCOME					
TAX REVENUES					
4010 Larimer County Tax	3,032,860	3,062,704	3,062,704	3,806,885	24%
Tax Rebate Payment	-	(14,269)	(14,269)	(14,399)	1%
4011 Delq Tax & Interest	3,435	-	2,413	-	0%
4012 Specific Ownership Tax	215,413	214,390	225,918	215,000	0%
Total Tax Revenues	<u>3,251,709</u>	<u>3,262,825</u>	<u>3,276,766</u>	<u>4,007,486</u>	
Non-Tax Levy Revenue					
Wildland Firefighting	-	150,000	-	60,000	-60%
4016 Service Fees	77,625	14,000	28,913	30,000	114%
4017 Miscellaneous	36,312	5,000	21,884	5,000	0%
400 Equipment Sold	480	-	-	-	
4018 Donations	25,070	25,000	30,744	25,000	0%
4020 Interest income	-	-	17,957	7,000	
4019 Grants	29,850	21,200	-	-	-100%
Proceeds from issuance of debt	-	-	-	250,000	
Total Non-Tax Levy Revenues	<u>169,337</u>	<u>215,200</u>	<u>99,498</u>	<u>377,000</u>	
Total INCOME	<u>3,421,046</u>	<u>3,478,025</u>	<u>3,376,264</u>	<u>4,384,486</u>	
EXPENSES					
PERSONNEL COSTS					
WAGE EXPENDITURE					
5010 Salaries and Wages	1,736,906	1,577,416	1,577,416	1,759,958	12%
5020 Wildland Salaries	-	90,000	-	45,000	-50%
5025 District Board Compensation	8,300	12,000	5,760	9,000	-25%
5030 Overtime	145,680	105,000	200,011	159,000	51%
5040 Vacation Pay/Sick Pay	3,969	20,000	38,104	-	-100%
5060 Vol/Reserves	3,600	7,176	2,100	-	-100%
Total Wage Expenditure	<u>1,898,455</u>	<u>1,811,592</u>	<u>1,823,391</u>	<u>1,972,958</u>	
EMPLOYER TAXES					
5110 Employer Taxes	41,602	47,807	41,740	57,839	
Total Employer Taxes	<u>41,602</u>	<u>47,807</u>	<u>41,740</u>	<u>57,839</u>	
EMPLOYEE BENEFITS					
5120 Workers Compensation	67,880	60,021	65,648	74,000	23%
5210 Health, Dental & Vision Insurance	165,230	139,400	107,489	156,340	12%
5220 Other Employee Benefits	533	37,499	4,472	-	-100%

**WELLINGTON FIRE PROTECTION DISTRICT DISTRICT
2024 BUDGET
GENERAL FUND
MILL LEVY
ASSESSED VALUATION**

5230	FPPA	201,746	203,487	160,070	263,135	29%
5240	457 Expense	32,173	48,684	27,012	-	-100%
5260	Uniform Expense	3,231	9,000	4,118	-	-100%
5270	Employee Appreciation	2,672	2,146	404	2,650	23%
	Total Employee Benefits	473,465	500,237	369,215	496,125	
	Total Personnel Costs	2,413,522	2,359,636	2,234,345	2,526,921	
BUILDINGS & LAND						
6010	Utilities	50,629	47,400	42,522	53,000	12%
6020	Station Supplies	-	5,000	2,705	5,000	0%
6030	Building Repairs & Maintenance	9,636	20,000	3,829	20,000	0%
	Total BUILDINGS & LAND	60,265	72,400	49,056	78,000	
EQUIPMENT AND SUPPLIES						
6110	Equipment and Supplies	2,888	6,000	4,220	85,225	1320%
6120	Fuel Expenses	29,277	27,000	15,042	28,000	4%
6130	EMS Supplies	1,861	6,000	2,275	-	-100%
6140	Repairs and Maintenance - Equipment	30,207	65,022	16,729	80,000	23%
6150	EMS & Firefighting Equipment Maintenan	-	5,000	2,278	-	-100%
6160	Small Equipment	158	225	-	-	-100%
6170	PPE	-	10,000	8,194	-	-100%
	TOTAL EQUIPMENT AND SUPPLIES	64,391	119,247	48,739	193,225	
COMMUNICATIONS/IT						
6210	IT services and supplies	185	37,154	30,949	27,500	-26%
6220	Radio Maintenance	-	2,500	1,513	2,500	0%
6230	Dispatch	-	14,463	8,948	14,500	0%
	Total COMMUNICATIONS/IT	185	54,117	41,411	44,500	
TRAVEL, TRAINING & OPERATIONAL SUPPORT						
6310	Health & Safety	30,769	28,000	26,947	28,500	2%
6320	Wildland Travel Expenses	745	15,000	-	15,000	0%
6330	Training & Seminars	15,537	15,000	5,224	57,000	280%
6340	Medical Training	1,304	6,682	212	-	-100%
6350	Firefighter Rehab	212	500	243	-	-100%
	Total TRAVEL, TRAINING & OPERATIO	48,567	65,182	32,626	100,500	
MANAGERIAL EXPENSES						
7010	Office Supplies	2,015	1,890	2,264	2,000	6%
7020	Accounting/Finance	99,570	90,000	83,656	60,000	-33%
7025	Legal Expenses	7,188	10,000	4,546	10,000	0%
7030	Professional Fees	2,506	7,500	9,487	104,525	1294%
7040	Leases	39,874	2,000	-	-	-100%
7050	Fees/Dues/Subscriptions	18,635	8,960	9,613	9,500	6%

WELLINGTON FIRE PROTECTION DISTRICT DISTRICT
2024 BUDGET
GENERAL FUND
MILL LEVY
ASSESSED VALUATION

7060 Payroll Processing Fees	-	7,800	8,671	8,500	9%
7070 County Treasurer Fees	60,690	65,256	61,254	74,338	14%
7080 Bank Service Charge	(2,184)	282	178	300	6%
7100 Insurance	59,469	33,000	18,600	44,300	34%
7110 District Board Expenses	989	2,500	970	5,000	100%
7120 Election Costs	13,826	14,000	10,727	-	-100%
7130 Grant Expenses	-	3,200	-	-	-100%
Total MANAGERIAL EXPENSES	302,578	246,388	209,965	318,463	
Contingencies					
6336 Contingencies	-	48,997	-	80,000	63%
8003 Volunteer Pension Contribution	105,876	105,876	105,876	105,876	0%
Total Contingencies	105,876	154,873	105,876	185,876	
Fire Prevention					
6401 Public Education	488	1,000	-	1,000	0%
6402 Supplies-Enforcement/Investigate	4,762	2,823	1,153	3,000	6%
Total Fire Prevention	5,250	3,823	1,153	4,000	
Capital Outlay					
7945 Capital Outlay	-	10,000	-	40,000	300%
Total Capital Outlay	-	10,000	-	40,000	
Debt Service					
9015 Debt Service (Bunker Gear)	-	23,359	23,359	23,359	0%
9020 Debt Service (Station Alerting Upgrade)	-	24,987	24,987	24,987	0%
9025 Debt Service (Fire Truck Refurb)	-	37,953	37,953	37,953	0%
9030 Debt Service (Impact Fees)	-	69,000	-	-	-100%
9035 Highway 1 Land Purchase: Impact Fees	-	69,500	-	-	-100%
9040 LOC Principal and interest	107,595	300,000	250,000	260,000	-13%
Total Debt Service	107,595	524,799	336,299	346,299	
Total EXPENSES	3,108,229	3,610,465	3,059,469	3,837,784	6%
Transfer from (to) Impact Fee Fund	(279,406)	132,440	-	-	
Transfers to reserves / (Reserves used)	33,411	-	316,795	546,702	

WELLINGTON FIRE PROTECTION DISTRICT
2024 Budget
Impact Fee Fund

	2022 Actual	2023 Budget	2023 estimated	2024 Budget	Change
INCOME					
TAX REVENUES					
4015 Impact Fees	38,184	146,224	40,000	40,000	(106,224)
Total INCOME	38,184	146,224	40,000	40,000	(106,224)
EXPENSES					
Non capital expenditures	39,731				
Debt Service	69,500	69,500	69,500	69,500	-
Total EXPENSES	109,231	69,500	69,500	69,500	-
Transfer in	279,406				
Gross Fund Balance/Profit	(71,047)	76,724	(29,500)	(29,500)	(106,224)



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A COMBINED RESOLUTION CONCERNING THE ADOPTION OF A BUDGET AND APPROPRIATION OF FUNDS FOR FISCAL YEAR 2024 RESOLUTION 2024-01

A. A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING THE BUDGET FOR THE WELLINGTON FIRE PROTECTION DISTRICT FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2024 AND ENDING ON THE LAST DAY OF DECEMBER 2024.

WHEREAS, the Board of Directors (“Board”) of the Wellington Fire Protection District (“District”) has appointed the District’s Fire Chief to prepare and submit a proposed budget to said governing body at the proper time; and

WHEREAS, the District’s Fire Chief and the Secretary/Treasurer submitted a proposed budget to this governing body on September 27, 2023, for its consideration; and

WHEREAS, upon due and proper notice, published in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on October 18, 2023 and interested taxpayers were given the opportunity to file or register any objections to said proposed budget; and

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues or planned to be expended from reserves so that the budgets remain in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WELLINGTON FIRE PROTECTION DISTRICT:

Section 1. That the 2024 Budget as submitted and summarized by fund is approved and adopted as the budget of the Wellington Fire Protection District for the 2024 fiscal year.

Section 2. That the 2024 Budget hereby approved and adopted shall be signed by the President and Secretary and made a part of the public records of the District.

B. A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS, IN THE AMOUNTS AND FOR THE PURPOSES SET FORTH BELOW FOR THE WELLINGTON FIRE PROTECTION DISTRICT FOR THE 2024 BUDGET YEAR.

WHEREAS, the Board of Directors (“Board”) of the Wellington Fire Protection District (“District”) has adopted the District’s annual budget in accordance with the Local Government Budget Law; and

WHEREAS, the Board has made provision therein for revenues in an amount equal to, or greater than, the total proposed expenditures as set forth in said budget; and

WHEREAS, it is not only required by law, but also necessary, to appropriate the revenues and reserves provided in the budgets to and for the purposes described below, so as not to impair the operations of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WELLINGTON FIRE PROTECTION DISTRICT:

That the following sums are hereby appropriated from the revenue of each Fund to each Fund, for the purposes stated:

General Fund:		\$ 3,837,784
Impact Fee Fund	:	\$ 69,500

ADOPTED AND APPROVED this 5th day of January 2024.

WELLINGTON FIRE PROTECTION DISTRICT

By: _____
President

ATTEST:

Secretary



Wellington Fire Protection District

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RESOLUTION TO SET MILL LEVIES RESOLUTION NO. 2024-002

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2024 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE WELLINGTON FIRE PROTECTION DISTRICT, FOR THE 2024 BUDGET YEAR.

WHEREAS, on January 5, 2024 the Board of Directors of the Wellington Fire Protection District adopted the District's annual budget in accordance with the Local Government Budget Law;

WHEREAS, the amount of money necessary to balance the District's budget for the General Fund is \$3,806,885.

WHEREAS, the valuation for assessment for the District as recently certified by the County Assessor(s) is \$252,613,497;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WELLINGTON FIRE PROTECTION DISTRICT:

Section 1. That, for the purpose of meeting all general operating expenses of the District during the District's 2024 budget year, there is hereby levied a tax of 15.070 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the previous year (taxyear).

Section 3. That the District's Secretary is hereby authorized and directed to certify to the County Commissioners of Larimer County, Colorado, the mill levies for the District as hereinabove determined and set, and to execute such form or forms as may be required by the County Commissioners for such purposes; provided, however, that in the event that the final notice of assessed valuation will cause an adjustment to such mill levy in order to raise the amounts stated to balance the District's budget, the District's Budget Officer is authorized to make such adjustment based upon the final assessed valuations received from the County Assessor. In no event shall such adjustments result in any unauthorized non-voter approved increase in the mill levy.

[signature page to follow]

ADOPTED: __January 5, 2024

WELLINGTON FIRE PROTECTION DISTRICT

President

ATTEST:

Secretary

Wellington Fire Protection District

Official Job Description

SHIFT CAPTAIN

Position Status: Full-time, Non-Exempt

Reports to: Fire Chief

Supervises: Firefighters, Fire Engineers, Lieutenants

Compensation: \$30.94/hr. - \$32.48/hr.

GENERAL DESCRIPTION

Under limited direction, the Fire Captain supervises and directs the activities of a single fire company in routine duties and on emergency scenes; Acts as the incident commander or incident safety officer at the scene of emergencies; Enforces rules and regulations and monitors emergency communications; Provides training to department personnel; utilizes various tools and power equipment and rescue operations. At the scene of a fire, medical, or other emergencies, an employee of this class is responsible for effectively controlling and mitigating the situation until relieved of command by a qualified officer, if need arises. An employee in this class may be assigned as an officer to any Fire Rescue unit, station, or of a position of equal rank.

PRIMARY DUTIES – Other related duties and responsibilities may be assigned.

- Will be ultimately responsible for all crew scheduling, call backs, and mandatory staffing.
- Responsible for all mandatory shift trainings and major emphasis trainings.
- Responsible for all certification and recertification of shift employees.
- Responsible for crew and station assignments.
- Responsible for delegating special projects or committee assignments.
- Will act as Fire Chief in their absence.
- Performs all duties and responsibilities and maintains requirements as described in the Lieutenant job description.
- May serve as a Captain in any division assigned.
- Coordinate assigned program activities across shift, to include but not limited to fire prevention, training, community outreach, and emergency services.
- Maybe assigned to a 56-hour or 40-hour work schedule.
- Plan, coordinate, assign, direct, and participate in fire suppression, emergency medical service, hazardous material response, rescue, fire prevention, and inspection activities at an assigned station on an assigned shift; ensure all assigned activities are carried out effectively, efficiently, and in accordance to department guidelines and policies.

- Train, motivate, and evaluate assigned personnel in all aspects of their position; provide and coordinate staff training, work with employees to correct deficiencies; enforce department policies and procedures and recommend disciplinary action, as necessary.
- Respond to alarms involving fire, medical, hazardous materials, and rescue work; assume incident command, assess risk, identify incident priorities, develop, and implement a strategy with appropriate tactics; Determine preliminary cause of origin at fire scenes; Preserve evidence.
- Direct and perform firefighting duties; place fire hose, set ladders, operate fire streams, ventilate, and enter burning structures, perform search and rescue services, complete salvage and overhaul operations.
- Recommend and assist in the development and implementation of goals, objectives, policies, and priorities.
- Supervise and evaluate effectiveness of assigned Lieutenant.
- Manage and participate in various department programs or projects as assigned.
- Direct and participate in fire station building and grounds maintenance; Direct and participate in the cleaning of quarters, equipment, and apparatus.
- Prepare and maintain a variety of different records and reports; Ensure timely completion of incident reports, training reports, and maintenance checks/logs.
- Participate in fire prevention inspection and public education activities; Coordinate public relations activities and interact with various community groups.
- Provide staff assistance to assigned Shift Captain; Participate in the development and implementation of emergency plans; Prepare and present staff reports as appropriate and necessary.
- Attend and participate in professional group meetings; stay on top of new trends and innovations in the fire service.
- Recommend corrective measures for fire hazards or safety violations to building owners.
- Identify opportunities for improving service delivery methods and procedures; identify resource needs; write and submit proposals for new equipment or modification of existing equipment to appropriate management staff; Implement improvements.
- Requisition and approved purchases within delegated authority. Address complaints and resolve problems; Build and maintain professional working relationships with personnel, outside agency partners, and the public.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.

SUPERVISORY COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- **Visionary Leadership**- Inspire respect and trust; Provide vision and inspiration to peers and subordinates.
- **Change Management**- Develop workable implementation plans; communicate changes effectively; prepare and support those affected by the change; Monitor transition and evaluate results.
- **Delegation**- Delegate work assignments; Match the responsibility to the person; give authority to work independently; Set expectations and monitor delegated activities.
- **Leadership**- Exhibit confidence in self and others; inspire and motivate others to perform well; effectively influence actions and opinions of others; except feedback from others; give appropriate recognition to others.
- **Managing People**- Include staff in planning, decision making, facilities and process improvement; take responsibility for subordinates activities; make self-available two staff; provide regular performance feedback; develop subordinates skills and encourage growth; solicit and apply customer feedback (internal and external); foster quality focus and others; continually work to improve supervisory skills.
- **Diversity**- Demonstrate knowledge of EO policy; show respect and sensitivity for cultural differences; educate others on the value of diversity; promote A harassment free environment; build a diverse workforce.
- **Ethics**- Treat people with respect; keep commitments; inspire the trust of others; work with integrity and ethically; uphold organizational values.
- **Organizational Support**- Follow policies and procedures; Complete administrative tasks correctly and on time; support organizational goals and values; Benefit organization through outside activities; support affirmation action and respect diversity.
- **Strategic Thinking**-Develop strategies and achieve organizational goals; Understand organizational strengths and weaknesses; adapt strategy to change conditions.
- **Judgment**- Display willingness to make decisions; Exhibit sound and accurate judgment; support and explain reasoning for decisions; Include appropriate people in decision making process; Make timely decisions.
- **Motivation**- Demonstrate persistence and overcome obstacles; measure self against standard of excellence; take calculated risk to accomplish goals.
- **Planning/ Organizing** - Prioritize and plan work activities; Use time efficiently; plan for additional resources; Set goals and objectives semi; organize or schedule other people on their tasks; develop realistic action plans.
- **Professionalism**- Approach others in a tactful manner; react well under pressure; Treat others with respect and consideration regardless of their status or position; except responsibility for own actions; follow through on commitments.

- **Quality**- Demonstrate accuracy and thoroughness; Look for ways to improve and promote quality; Apply feedback to improve performance; Monitor own work to ensure quality.
- **Safety and Security**- Observe safety and security procedures; Determine appropriate action beyond guidelines; report potentially unsafe conditions; Use equipment and materials properly.
- **Adaptability**-Adapt to changes in the work environment; Manage competing demands; Change approach or method to best fit situation; able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality**- Consistently at work on time; Ensure work responsibilities are covered when absent; arrive at meetings and appointments on time.
- **Dependability**-Follow instructions, respond to management direction; take responsibility for own actions; Keep commitments; complete tasks on time or notifies appropriate person with an alternate plan.
- **Initiative**- Undertake self-development activities; Seek increased responsibilities; Take independent action and calculated risk; look for and take advantage of opportunities; ask for and offer help when needed.
- **Innovation**- Display original thinking and creativity; Meet challenges with resourcefulness; Generate suggestions for improving work; Develop innovative approaches and ideas; Present ideas and information in a manner that gets others attention.

QUALIFICATIONS

Shall possess a high school diploma or GED and preferably at least sixty credit hours of undergraduate study from an accredited institution of higher education.

Shall successfully pass any District/Division required written and/ or oral examinations prior to employment.

Shall successfully pass a District/ Division physical agility test prior to employment.

Ability to communicate both verbally and in writing; Ability to understand and follow verbal and written instructions.

Ability to establish and maintain working relationships with employees, volunteers and management.

Ability to effectively perform prolonged strenuous work under adverse emergency conditions involving physical and mental stress.

Ability to learn and efficiently operate firefighting equipment.

Ability to think clearly and use independent judgment in routine and non-routine situations which may occur.

Excellent physical condition and the ability to pass a physical examination and initial drug screening (post offer).

Ability to pass an approved background examination (post offer.)

ABILITY TO:

Oversee and participate in firefighting and emergency response activities.

Supervise, direct, and coordinate the work of all lower-level staff.

Interpret and explain department policies and procedures.

Analyze emergency situations and develop appropriate courses of action.

Respond to requests and inquiries from the general public.

Inspect, maintain, and repair equipment, station buildings, and grounds.

Prepare and present public information and educational programs.

Communicate clearly and concisely, both orally and in writing.

Work varied shifts, on weekends, or during holidays.

Establish and maintain effective working relationships within the department and outside agencies.

KNOWLEDGE OF:

Operational characteristics, services, and activities of a fire suppression and prevention program.

Modern and complex principles and practices of firefighting.

Methods and techniques of basic life support and rescue.

Hazardous materials and chemical spills response techniques.

Procedures and equipment used in firefighting and emergency response activities.

Geography and street layout of the district and surrounding mutual aid districts.

Operations, maintenance, and basic repair of various fire apparatus and equipment.

Principles of budget preparation and control.

Principles of supervision, training, and performance evaluations.

Pertinent federal, state, and local laws, codes, and regulations.

REASONING AND MATHMATIC SKILLS:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentage and to draw and interpret bar graphs.

COMPUTER AND COMMUNICATIONS SKILLS:

To perform this job successfully, an individual should have knowledge of Excel spreadsheet software and Ms. word or Word Processing software. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

EDUCATION and/or EXPERIENCE

- 60 credit hours from an accredited institution of higher education.
- 5 years of Fire Service experience in good standing and with increasing responsibilities.
- A combination of education and experience may be considered where appropriate.

GRADE 2

Meet all of the qualifications of a Grade 1 Lieutenant

Successfully complete the Captain's promotional or lateral hire evaluation

GRADE 1

One year at rank in good standing.

NIMS 300 and 400

Desirable: 1403 Live Fire Instructor

****Within one year of obtaining the rank of Captain Grade 1, candidate must obtain one or more of the following certifications to retain Grade:***

Colorado State IFSAC/ ProBoard Fire Officer 2

Colorado State IFSAC/ ProBoard Fire Instructor 2

Colorado State IFSAC/ ProBoard Safety Officer

ESSENTIAL PHYSICAL SKILLS

Must be able to wear all assigned personal protective equipment and perform related emergency scene duties effectively and efficiently.

Must be able to frequently lift and carry heavy weights (45 lbs. or more), Climb, walk, run, drive vehicles, crawl, stoop, push, jump, grasp and manipulate small objects, maintain balance on variable footing, and use other emergency and firefighting equipment as required.

Must possess good vision and hearing.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Must be able to pass a NWCG Arduous Pack test annually.

Wellington Fire Protection District

Official Job Description

FIRE ENGINEER

Position Status: Full-time

Reports to: Company Officer

Supervises: None

Compensation: \$22.81/hr. – \$24.40/hr.

GENERAL DESCRIPTION

This position entails extensive maintenance duties including but not limited to daily preventative maintenance on various apparatus and equipment. Operating under the supervision of the Fire Chief, the Engineer is responsible for ensuring the safety, response readiness, and operating reliability of all firefighting apparatus and equipment assigned to their station.

Responsible for safely driving and operating firefighting apparatus en route 2 and on the scene of different types of emergencies. Perform firefighting, rescue and basic life supports procedures in a generally safe and efficient manner and in accordance with all local and state protocols, administrative procedures, rules and regulations. Work in the treatment of the sick and injured, specific rescue operations, combating extinguishing and preventing fires. Work in emergency conditions that may involve extreme danger and exertion under hazardous conditions (flames, smoke, hazardous materials, cramped conditions, charged or oxygen deficient atmospheres, down power lines, gas leaks, victims with severe injuries and death, in inclement weather ---among others).

ESSENTIAL JOB FUNCTIONS

- a. Respond to and operate assigned apparatus at alarms of fire or other emergencies in accordance with established policies and procedures.
- b. Provide inspection of department apparatus and equipment to ensure reliable and safe operations.
- c. Maintenance and testing of hose, ladders, rescue equipment, fire pumps, miscellaneous hand tools, etc.
- d. Provide firefighting, rescue, and basic life support as necessary at emergency scenes.
- e. Assist in the removal of victims from dangerous situations.
- f. Use hose, nozzles and other appliances to create and direct effective fire streams; Raise, climb and effectively work from ladders; Use fire extinguishers, forcible entry tools, ropes, lights, access, saws, extrication tools, and other equipment safely and in accordance with established policies and procedures.

- g. Participate in the exchange of information between off-going and on-coming shifts and in crew meetings as necessary.
- h. Prepare complete and accurate records/reports related to emergency operations, emergency medical care, vehicle operations, fire prevention, and other required documentation provided during the operational period.
- i. Maintain familiarity with maps, response areas, occupancies, target hazards and related road networks within the district and general knowledge of those areas within mutual aid response agreements.
- j. Participate in all assigned trainings, meetings, and events.
- k. Participate in fire company inspections, pre-fire planning, public education and fire investigation duties as necessary.
- l. Assist with various projects and programs as assigned.
- m. Communicate effectively among assigned personnel, other district employees and volunteers, employees of other agencies and governments, and the general public in a manner necessitated by the position and the circumstances.
- n. Required to maintain health, fitness and successfully meet all department physical capability testing required on an annual basis.
- o. Performs all duties and responsibilities, and maintains all requirements as described in firefighter job description.
- p. Perform other job-related duties consistent with assigned division responsibilities and the mission of the Wellington Fire Protection District.

MINIMUM QUALIFICATIONS

Shall possess a high school diploma or GED and preferably at least sixty credit hours of undergraduate study from an accredited institution of higher education.

Shall successfully pass any District/Division required written and/ or oral examinations prior to employment.

Shall successfully pass a District/ Division physical agility test prior to employment.

Knowledge of prehospital patient care for basic life support.

Knowledge of fire suppression and prevention methods, procedures and techniques.

Ability to communicate both verbally and in writing; Ability to understand and follow verbal and written instructions.

Ability to establish and maintain working relationships with employees, volunteers and management.

Ability to effectively perform prolonged strenuous work under adverse emergency conditions involving physical and mental stress.

Ability to learn and efficiently operate firefighting equipment.

Ability to think clearly and use independent judgment in routine and non-routine situations which may occur.

Excellent physical condition and the ability to pass a physical examination and initial drug screening (post offer).

Ability to pass an approved background examination (post offer.)

ACTING IN CAPACITY

Any employee who meets the standard of a Grade 2 Engineer and has been checked off by a Shift Captain shall be considered an Acting Engineer and is eligible to fill vacancies and act in a long-term capacity should the need arise.

LICENCES AND CERTIFICATIONS PER GRADE

GRADE 2

All qualifications of a WFPD Grade 1 Firefighter and:

2 years as a Career Firefighter

1 year as a Wellington Firefighter (unless a lateral Engineer hire)

Completion of WFPD Support Apparatus task book (unless a lateral hire; then 1 year to complete).

Completion of WFPD Engineer task book (unless a lateral hire; then 1 year to complete)

Successful completion of WFPD, PFA or equivalent Engineer Academy

Colorado State IFSAC/ ProBoard Driver Operator Pumper

GRADE 1

One year at rank in good standing.

ESSENTIAL PHYSICAL SKILLS

Must be able to wear all assigned personal protective equipment and perform related emergency scene duties effectively and efficiently.

Must be able to frequently lift and carry heavy weights (45 lbs. or more), Climb, walk, run, drive vehicles, crawl, stoop, push, jump, grasp and manipulate small objects, maintain balance on variable footing, and use other emergency and firefighting equipment as required.

Must pass medical screening.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Must be able to pass NWCG Arduous Pack test annually.

Wellington Fire Protection District

Official Job Description

FIREFIGHTER- EMT

Position Status: Full-time

Reports to: Company Officer

Supervises: None

Compensation: \$19.67/hr. – \$21.27/hr.

GENERAL DESCRIPTION

Perform firefighting, rescue and basic life support procedures in a generally safe and effective manner and in accordance with all local and state protocols, administrative procedures, rules and regulations. Work in the treatment of the sick and injured, specific rescue operations, combating extinguishment, and preventing fires, and operating and maintaining department apparatus, equipment and facilities. Work in emergency conditions that may involve extreme danger and exertion under hazardous conditions (flames, smoke, hazardous materials, cramped conditions, charged or oxygen deficient atmospheres, downed power lines, gas leaks, victims with severe injury or death, and inclement weather --- among others).

ESSENTIAL JOB FUNCTIONS

- a. Respond to alarms of fire or other emergencies and provide firefighting, rescue and basic life support as necessary at emergency scenes.
- b. Assist in the removal of victims from dangerous situations.
- c. Use hoses, nozzles and other appliances to create and direct effective fire streams; raise, climb and effectively work from ladders; use fire extinguishers, forcible entry tools, ropes, lights, axes, saws, extrication tools, and other equipment safely and in accordance with established policies and procedures.
- d. Check all personal gear, assigned vehicles, equipment and tools to ensure safe and effective operations.
- e. Participate in the exchange of information between off-going and oncoming shifts and in crew meetings as necessary.
- f. Prepare complete and accurate records/ reports related to emergency operations, emergency medical care, vehicle operations, fire prevention, and other required documentation provided during the operational period.
- g. Operate engines, trucks, and rescue units safely, efficiently in accordance with established policies and procedures.

- h. maintain familiarity with maps, response areas, occupancies, target hazards and related road networks within the district and general knowledge of those areas within mutual aid response agreements.
- i. Participate in all assigned trainings, meetings, and events.
- j. Perform various apparatus, equipment and facilities maintenance duties.
- k. Participate in fire company inspections, pre- fire planning, public education and fire investigation duties as necessary.
- l. Assist with various projects and programs as assigned.
- m. Communicate effectively among assigned personnel, other district employees, employees of other agencies and governments, and the general public in a manner necessitated by the position and circumstance.
- n. Required to maintain health, fitness and successfully meet all department physical capability testing requirements on an annual basis.
- o. Perform other job-related duties consistent with assigned division responsibilities and the mission of the Wellington Fire Protection District.

MINIMUM QUALIFICATIONS

Shall possess a high school diploma or GED and preferably at least sixty credit hours of undergraduate study from an accredited institution of higher education.

Shall successfully pass any District/Division required written and/ or oral examinations prior to employment.

Shall successfully pass a District/ Division physical agility test prior to employment.

Ability to communicate both verbally and in writing; Ability to understand and follow verbal and written instructions.

Ability to establish and maintain working relationships with employees, volunteers and management.

Ability to effectively perform prolonged strenuous work under adverse emergency conditions involving physical and mental stress.

Ability to learn and efficiently operate firefighting equipment.

Ability to think clearly and use independent judgment in routine and non-routine situations which may occur.

Excellent physical condition and the ability to pass a physical examination and initial drug screening (post offer).

Ability to pass an approved background examination (post offer.)

LICENCES AND CERTIFICATIONS PER GRADE

Probationary

A valid state of Colorado driver's license or district accepted alternative.

State of Colorado EMT-B or higher

AHA CPR Provider

Colorado State IFSAC/ ProBoard Firefighter 1

Colorado State IFSAC/ ProBoard Hazmat Awareness & Operations

NIMS 100, 200, 700 & 800

NWCG or equivalent S130, S190

GRADE 2

One year at rank in good standing

Completion of WFPD Firefighter task book

Completion of WFPD Support Apparatus Driver task book

Colorado State IFSAC/ ProBoard Firefighter 2

GRADE 1

Colorado State IFSAC/ ProBoard Driver Operator Utility

*Must obtain Colorado State IFSAC/ ProBoard Driver Operator Pumper within one year of becoming Grade 1

ESSENTIAL PHYSICAL SKILLS

Must be able to wear all assigned personal protective equipment and perform related emergency scene duties effectively and efficiently.

Must be able to frequently lift and carry heavy weights (45 lbs. or more), Climb, walk, run, drive vehicles, crawl, stoop, push, jump, grasp and manipulate small objects, maintain balance on variable footing, and use other emergency and firefighting equipment as required.

Must possess good vision and hearing.

Must be able to pass NWCG Arduous pack test annually.

Wellington Fire Protection District

Official Job Description

Lieutenant

Position Status: Full-time, Non-Exempt

Reports to: Shift Captain

Supervises: Firefighters, Fire Engineers

Compensation: \$27.20/hr - \$29.46/hr.

GENERAL DESCRIPTION

Under limited direction, the Lieutenant supervises and directs the activities of a single fire company in routine duties and on emergency scenes; Acts as the incident commander or incident safety officer at the scene of emergencies; Enforces rules and regulations and monitors emergency communications; Provides training to department personnel; utilizes various tools and power equipment and rescue operations. At the scene of a fire, medical, or other emergencies, an employee of this class is responsible for effectively controlling and mitigating the situation until relieved of command by a qualified officer, if need arises. An employee in this class may be assigned as an officer to any Fire Rescue unit, station, or of a position of equal rank.

PRIMARY DUTIES – Other related duties and responsibilities may be assigned.

- Plan, coordinate, assign, direct, and participate in fire suppression, emergency medical service, hazardous material response, rescue, fire prevention, and inspection activities at an assigned station on an assigned shift; ensure all assigned activities are carried out effectively, efficiently, and in accordance to department guidelines and policies.
- Train, motivate, and evaluate assigned personnel in all aspects of their position; provide and coordinate staff training, work with employees to correct deficiencies; enforce department policies and procedures and recommend disciplinary action, as necessary.
- Respond to alarms involving fire, medical, hazardous materials, and rescue work; assume incident command, assess risk, identify incident priorities, develop, and implement a strategy with appropriate tactics; Determine preliminary cause of origin at fire scenes; Preserve evidence.
- Direct and perform firefighting duties; place fire hose, set ladders, operate fire streams, ventilate, and enter burning structures, perform search and rescue services, complete salvage and overhaul operations.
- May serve as a Lieutenant in any division assigned.
- Maybe assigned to a 56-hour or 40-hour work schedule.

- Recommend and assist in the development and implementation of goals, objectives, policies, and priorities.
- Manage and participate in various department programs or projects as assigned.
- Direct and participate in fire station building and grounds maintenance; Direct and participate in the cleaning of quarters, equipment, and apparatus.
- Prepare and maintain a variety of different records and reports; Ensure timely completion of incident reports, training reports, and maintenance checks/logs.
- Participate in fire prevention inspection and public education activities; Coordinate public relations activities and interact with various community groups.
- Provide staff assistance to assigned Shift Captain; Participate in the development and implementation of emergency plans; Prepare and present staff reports as appropriate and necessary.
- Attend and participate in professional group meetings; stay on top of new trends and innovations in the fire service.
- Recommend corrective measures for fire hazards or safety violations to building owners.
- Identify opportunities for improving service delivery methods and procedures; identify resource needs; write and submit proposals for new equipment or modification of existing equipment to appropriate management staff; Implement improvements.
- Requisition and approved purchases within delegated authority. Address complaints and resolve problems; Build and maintain professional working relationships with personnel, outside agency partners, and the public.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.

SUPERVISORY COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- **Visionary Leadership**- Inspire respect and trust; Provide vision and inspiration to peers and subordinates.
- **Change Management**- Develop workable implementation plans; communicate changes effectively; prepare and support those affected by the change; Monitor transition and evaluate results.
- **Delegation**- Delegate work assignments; Match the responsibility to the person; give authority to work independently; Set expectations and monitor delegated activities.
- **Leadership**- Exhibit confidence in self and others; inspire and motivate others to perform well; effectively influence actions and opinions of others; except feedback from others; give appropriate recognition to others.
- **Managing People**- Include staff in planning, decision making, facilities and process improvement; take responsibility for subordinate's activities; make self-available to staff;

provide regular performance feedback; develop subordinates skills and encourage growth; solicit and apply customer feedback (internal and external); foster quality focus and others; continually work to improve supervisory skills.

- **Diversity**- Demonstrate knowledge of EO policy; show respect and sensitivity for cultural differences; educate others on the value of diversity; promote A harassment free environment; build a diverse workforce.
- **Ethics**- Treat people with respect; keep commitments; inspire the trust of others; work with integrity and ethically; uphold organizational values.
- **Organizational Support**- Follow policies and procedures; Complete administrative tasks correctly and on time; support organizational goals and values; Benefit organization through outside activities; support affirmation action and respect diversity.
- **Strategic Thinking**-Develop strategies and achieve organizational goals; Understand organizational strengths and weaknesses; adapt strategy to change conditions.
- **Judgment**- Display willingness to make decisions; Exhibit sound and accurate judgment; support and explain reasoning for decisions; Include appropriate people in decision making process; Make timely decisions.
- **Motivation**- Demonstrate persistence and overcome obstacles; measure self against standard of excellence; take calculated risk to accomplish goals.
- **Planning/ Organizing** - Prioritize and plan work activities; Use time efficiently; plan for additional resources; Set goals and objectives semi; organize or schedule other people on their tasks; develop realistic action plans.
- **Professionalism**- Approach others in a tactful manner; react well under pressure; Treat others with respect and consideration regardless of their status or position; except responsibility for own actions; follow through on commitments.
- **Quality**- Demonstrate accuracy and thoroughness; Look for ways to improve and promote quality; Apply feedback to improve performance; Monitor own work to ensure quality.
- **Safety and Security**- Observe safety and security procedures; Determine appropriate action beyond guidelines; report potentially unsafe conditions; Use equipment and materials properly.
- **Adaptability**-Adapt to changes in the work environment; Manage competing demands; Change approach or method to best fit situation; able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality**- Consistently at work on time; Ensure work responsibilities are covered when absent; arrive at meetings and appointments on time.
- **Dependability**-Follow instructions, respond to management direction; take responsibility for own actions; Keep commitments; complete tasks on time or notifies appropriate person with an alternate plan.

- **Initiative**- Undertake self-development activities; Seek increased responsibilities; Take independent action and calculated risk; look for and take advantage of opportunities; ask for and offer help when needed.
- **Innovation**- Display original thinking and creativity; Meet challenges with resourcefulness; Generate suggestions for improving work; Develop innovative approaches and ideas; Present ideas and information in a manner that gets others attention.

QUALIFICATIONS

Shall possess a high school diploma or GED and preferably at least sixty credit hours of undergraduate study from an accredited institution of higher education.

Shall successfully pass any District/Division required written and/ or oral examinations prior to employment.

Shall successfully pass a District/ Division physical agility test prior to employment.

Ability to communicate both verbally and in writing; Ability to understand and follow verbal and written instructions.

Ability to establish and maintain working relationships with employees, volunteers and management.

Ability to effectively perform prolonged strenuous work under adverse emergency conditions involving physical and mental stress.

Ability to learn and efficiently operate firefighting equipment.

Ability to think clearly and use independent judgment in routine and non-routine situations which may occur.

Excellent physical condition and the ability to pass a physical examination an initial drug screening (post offer).

Ability to pass an approved background examination (post offer.)

KNOWLEDGE OF:

Operational characteristics, services, and activities of a fire suppression and prevention program.

Modern and complex principles and practices of firefighting.

Methods and techniques of basic life support and rescue.

Hazardous materials and chemical spills response techniques.

Procedures and equipment used in firefighting and emergency response activities.

Geography and street layout of the district and surrounding mutual aid districts.

Operations, maintenance, and basic repair of various fire apparatus and equipment.

Principles of budget preparation and control.

Principles of supervision, training, and performance evaluations.

Pertinent federal, state, and local laws, codes, and regulations.

ABILITY TO:

Oversee and participate in firefighting and emergency response activities.

Supervise, direct, and coordinate the work of all lower-level staff.

Interpret and explain department policies and procedures.

Analyze emergency situations and develop appropriate courses of action.

Respond to requests and inquiries from the general public.

Inspect, maintain, and repair equipment, station buildings, and grounds.

Prepare and present public information and educational programs.

Communicate clearly and concisely, both orally and in writing.

Work varied shifts, on weekends, or during holidays.

Establish and maintain effective working relationships within the department and outside agencies.

REASONING AND MATHMATIC SKILLS:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentage and to draw and interpret bar graphs.

COMPUTER AND COMMUNICATIONS SKILLS:

To perform this job successfully, an individual should have knowledge of Excel spreadsheet software and Ms. word or Word Processing software. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

ACTING IN CAPACITY

Any employee who meets the standard of a Grade 2 Lieutenant and has been checked off by a Shift Captain shall be considered an Acting Officer and is eligible to fill vacancies and act in a long-term capacity should the need arise.

EDUCATION and/or EXPERIENCE

- 60 credit hours from an accredited institution of higher education.
- 4 years of Fire Service experience in good standing and with increasing responsibilities.
- A combination of education and experience may be considered where appropriate.

LICENCES AND CERTIFICATIONS PER GRADE

GRADE 2

All qualifications of a WFPD Grade 1 Firefighter and:

Colorado State IFSAC/ ProBoard Instructor 1

4 years as a Career Firefighter

3 years as a Wellington Firefighter (unless a lateral Lieutenant hire)

Completion of WFPD Officer task book

Completion of WFPD, or approved Officer Academy

GRADE 1

One year at rank in good standing

Colorado State IFSAC/ ProBoard Officer1

Blue Card Hazard Zone Management

ESSENTIAL PHYSICAL SKILLS

Must be able to wear all assigned personal protective equipment and perform related emergency scene duties effectively and efficiently.

Must be able to frequently lift and carry heavy weights (45 lbs. or more), Climb, walk, run, drive vehicles, crawl, stoop, push, jump, grasp and manipulate small objects, maintain balance on variable footing, and use other emergency and firefighting equipment as required.

Must possess good vision and hearing.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Must be able to pass a NWCG Arduous Pack test annually.

From: [Jacob Saulsbery](#)
To: [Jane Lopez](#)
Cc: [Christine Gaiter](#); [David Cropp](#)
Subject: Re: Letter for packet Fwd: Assistance with Grants
Date: Friday, December 22, 2023 4:11:16 PM

Copy that.

Get [Outlook for iOS](#)

From: Jane Lopez <jlopez@wfpd.org>
Sent: Friday, December 22, 2023 9:54:05 AM
To: Jacob Saulsbery <jsaulsbery@wfpd.org>
Cc: Christine Gaiter <cgaiter@wfpd.org>
Subject: Letter for packet Fwd: Assistance with Grants

Thanks for including this letter in the upcoming meeting packet!

Jane
Sent from my iPhone

Begin forwarded message:

From: Aubrie Radford [REDACTED]
Date: December 21, 2023 at 1:53:09 PM MST
To: Jane Lopez <jlopez@wfpd.org>
Subject: **Re: Assistance with Grants**

Hello Jane,

Thank you for reaching out. Yes, I would be interested in assisting WFPD with grant writing.

I have taken coursework in grant writing and have substantial grant writing experience. Prior to my current role, I helped secure \$100,000 in funding for a local non-profit. Currently, I work at Colorado State University's Prevention Research Center where I serve as the Center Manager. and work with my team to write grant proposals. In my tenure at CSU, I have helped secure \$955,000 in grant funding for our Center and statewide partners, and we have several pending or planned applications that could result in another \$3,000,000 in funding come summer. Our work focuses on behavioral health and prevention science, so any grant writing I do for WFPD would need to include input from the WFPD board and leadership to provide historical and industry knowledge necessary for a grant application. Also, I would need to collaborate closely with the board and leadership to determine the aims of this grant proposal, budget needs, and more.

I would charge \$60 per hour. Grant writing for state or federal grants are more

involved than foundation grants. I would approximate 50-60 hours of time needed for state or federal grants and 20 hours needed for foundation grants, although this may vary based on grant application needs.

Currently, there is a RFA available with the Colorado Department of Public Health and Environment that may be a good fit for WFPD. https://www.ruralhealthinfo.org/funding/1710?utm_source=rhibub_alert&utm_medium=email&utm_campaign=weekly121823

Let me know if you all are interested in discussing this opportunity further. I am available to meet in person or via Zoom.

Best,
Aubrie Radford



On Thu, Dec 21, 2023 at 10:36 AM Jane Lopez <jlopez@wfpd.org> wrote:

Good Day Ms. Radford:

I understand you might be available to help with some grant writing on behalf of WFPD?

I would like to hear more about your background and your rates.

Feel free to email me or I would be happy to visit in person or on the phone at your convenience.

Many Thanks!

Kind regards,

Jane Lopez
Board Director
Wellington Fire Protection District
970-217-4101

Comparisons

Vacation	0-2 Years	Weeks	3-5 yrs	Weeks	6-10 year:	Weeks	11-15 yea	Weeks	15+ years	Weeks	20+ years
Wellington Line	96		2								
Wellington Admin	96	2.4	96	2.4	96	2.4	96	2.4	96	2.4	
Arvada	96	2	96	2	192	4	240	5	288	6	336
Berthoud Line Staff	72	1.5	96	2	120	2.5	168	3.5	240	5	
Berthoud Admin Staf	40	1	80	2	120	3	240	6	280	7	
Grand Lake											
Platte Valley FF	96	2	144	3	192	4	240	5	288	6	
Platte Valley Officer	120	2.5	160	3.33333	200	4.16667	240	5	280	5.83333	
Windsor	108	2.25	144	3	180	3.75	216	4.5	252	5.25	288
Loveland	112.5	2.34375	134.4	2.8	168	3.5	201.6	4.2	235.2	4.9	
Eaton	144	3	192	4	216	4.5	240	5	240	5	
Evans	144	3	168	3.5	216	4.5	240	5	288	6	
West Metro	96	2	144	3	240	5	288	6	288	6	336
PFA	120.12	2.5025	144.04	3.00083	191.88	3.9975	216.06	4.50125	239.98	4.99958	263.9
Average	103.125	2.19202	133.203	2.83618	177.657	3.77618	218.805	4.6751	251.265	5.36524	

Holiday	Line	Weeks	Admin	Weeks
Wellington	80	1.66667	72	1.8
Berthoud	96	2	88	2.2
Platte Valley FF	80	1.66667	80	2
Windsor	72	1.5	72	1.8
Loveland	124	2.58333	124	3.1
Eaton	0	0	0	0
Evans	132	2.75	132	3.3
PFA	80	1.66667	80	2
Average	83	1.72917	81	2.025

Sick	Line	Weeks	Admin	Weeks
Wellington	48	1	96	2.4
Berthoud	120	2.5	120	3
Platte Val	80	1.66667	80	2
Windsor	72	1.5	72	1.8
Loveland	124	2.58333	124	3.1
Eaton	0	0	0	0
Evans	132	2.75	132	3.3
PFA	80	1.66667	80	2
Average	82	1.70833	88	2.2

Time Off

Vacation	0-2 years	3-5 years	6-10 years	11-15 years	15+ years
Vacation Line Staff	96 hrs (2 wks)	120 hrs (2.5 wks)	168 hrs (3.5 wks)	216 hrs (4.5 wks)	240 hrs (5 wks)
Cap (hrs)	144	180	252	324	360
Carryover (hrs)	120	150	210	270	300
Vacation Admin	80 hrs (2wks)	100 hrs (2.5 wks)	140 hrs (3.5 wks)	180 hrs (4.5 wks)	200 hrs (5 wks)
Cap (hrs)	120	150	210	270	300
Carryover (hrs)	100	125	175	225	250

	Line	Admin
Holiday	96 hrs (2 wks)	80 (2 wks)
Personal Time Off	96 hrs (2 wks)	80 (2 wks)

From: [Erika Hampton Pettit](#)
To: [Christine Gaiter](#); [Rick Bollinger](#); [Jane Lopez](#); [Sara Standing](#); [John Alexander Hunter](#)
Subject: Safety Concerns
Date: Monday, December 18, 2023 5:19:32 PM

I am writing this to pass on concerns that have been expressed to me by current and former WFPD employees. They are in no particular order. I will NOT tell you who spoke to me about any of these because there is a strong fear of retaliation.

Most recently, concerns were brought up about an email David Cropp sent to all FTE on December 6. I will attach a screenshot of the email.

- "Some of the firefighters are very scared, very unhappy, worried about safety for the community as well as them."
- Is this a production to make citizens think station 17 is always staffed?
- Eng 18 should be made as whole as possible.....will you be running an engine that is not fully equipped?
- Delayed response time by leaving the "whole" engine at 17 and having to go get it "tout suite"
- Implications of lying to dispatch about which engine is actually responding
- The internal struggle of not going into a working fire (because 2 people cannot run an engine alone) when lives could be in danger. The possible long term effects a decision like this could have are a huge concern.

These are other things I have heard about that are not related to that email

- Cropp has told at least one other employee that Lt. Evans is no longer allowed to proctor because he fails people when they don't do a good job.
- Cropp is making decisions that will benefit him if he returns to online duty, not thinking of the department as a whole
- Hazing is happening. I don't have specifics but that can't be good for retention.
- Lessening the minimum requirements for employment at WFPD has been mentioned repeatedly as a safety concern for the community and the firefighters.
- Staffing station 17 with only 2 people.

When I asked if people have talked to their union representative, I have been told, unanimously, that Shane Elder is the absolute last person they will talk to. He is unhelpful and untrustworthy. I have also asked people if they have talked to the interim chief. They believe that he doesn't have their best interest in mind. He has been heard saying, since before he became acting or interim, "I don't want the job," and "I don't know what I'm doing." This may be part of why they don't have faith in him. When I say what about the board, the response is mixed. Speaking publicly comes with a chance of retaliation (from other employees), or the risk of disappointment. Some have said you guys have blindly put all of you trust in David Cropp and Shane Elder, that it would be pointless to talk to you.

Thank you for reading.
Ericka Pettit

P.S.

Please make sure Director Standing received this. Her email isn't on the website.



Wellington Fire Protection District

SUBJECT:

Notice of Meeting Location and Calendar

EXECUTIVE SUMMARY:

Open Meeting Law requires the board by motion at the first meeting to designate the 24-hour posting location for the agenda.

Notice of Meetings Posting Location.

The notice of a meeting and the agenda can be handled in a single posting, 24 hours before a meeting. It must include the date, time, and location of the meeting, as well as specific agenda information. Section 32-1-905(3), C.R.S. also requires that the posted notice include the proposed action for meetings when, among other things, the board intends to file a plan for the adjustment of debt under bankruptcy law or to make a final determination to issue or refund general obligations of indebtedness.

The district has discretion in choosing which location(s) to designate as the official posting place for the notice and agenda. Due to recent revisions to the Open Meetings Law, notice for meetings may be provided electronically and meetings can be held remotely if access to the remote meeting is made publicly available.

Note - Changes to the Title 32 notice provisions, special districts are no longer required to post meeting notices at three (3) places plus the County(ies) Clerk and Recorder's office. As a result, the District adopted through Resolution to use the District's official website and electronic posting as the designated posting location and in the event that the website is unavailable for posting, the physical location for posting has been designated as 8130 3rd St, Wellington, CO 80549.

RECOMMENDED MOTION:

"I motion to adopt the District's official website as the official designated notice of meeting location for 2024; (optional) and, approve the presented calendar for the 2024 Regular Board of Directors and Volunteer Pension board meetings."



Wellington Fire Protection District

8310 3rd St | Wellington, CO 80549 | 970-568-3232 | www.wfpd.org

Regular Board of Directors Meeting

*Pension Board/Regular Meeting

2024 SCHEUDLE OF MEETINGS

The following is a list of the regularly scheduled board meetings of the Wellington Fire Protection District for the 2024 calendar year. Regular Board Meetings are held at Station 16, 8130 3rd St in Wellington, starting at 5:00 p.m. and are on the third Wednesday of each month. Combination Pension/Regular Board meetings are held on the third Wednesday of the third month of each quarter. The Pension meeting will start at 5:00 p.m. with the Regular Board Meeting immediately following.

January 19*	Regular Board Meeting	Station 16
February 21	Regular Board Meeting	Station 16
March 20	Pension Board/Regular Board Meeting	Station 16
April 17	Regular Board Meeting	Station 16
May 15	Regular Board Meeting	Station 16
June 19	Pension Board/Regular Board Meeting	Station 16
July 17	Regular Board Meeting	Station 16
August 21	Regular Board Meeting	Station 16
September 18	Pension Board/Regular Board Meeting	Station 16
October 16	Regular Board Meeting	Station 16
November 20	Regular Board Meeting	Station 16
December 18	Pension Board/Regular Board Meeting	Station 16

*Revised

The designated posting location for WFPD is www.wfpd.org.

B. Employee Benefits.

The following benefits are available only to eligible full-time employees.

1. Family and Medical Leaves of Absence - No Eligible Employees.

As a public entity, the District is a covered employer under the Family Medical Leave Act of 1993 ("FMLA") and must comply with various requirements outlined in the FMLA; however, the District need only provide FMLA leave (*i.e.*, 12 weeks of unpaid leave) to "eligible employees", which the FMLA defines as those employees who have: 1) completed at least one full year of service with the District, 2) have worked a minimum of 1,250 hours in the 12-month period preceding the leave to be eligible for such leave; and 3) are employed at a worksite with 50 or more employees (not including volunteers) within 75-miles of that worksite. Because the District does not employ 50 employees, no employees are eligible for FMLA leave at this time.

2. Non-FMLA Medical Leave of Absence

Leave within First Year of Employment

An employee with a serious medical condition, who is in their first year of employment and in good standing, may request a leave of absence for a self-qualifying medical event. This leave will be considered for employees that need to be out of work for five (5) consecutive days. Employees may take leave up to twelve (12) weeks within their first 12 months of service at Wellington Fire Protection District. Intermittent leave under Non-FMLA is not permitted unless such leave has been approved as a reasonable disability related accommodation pursuant to the Americans with Disabilities Act Amendments Act (ADAAA). Requests for disability related accommodations should be made to the Equal Opportunity, Affirmative Action, and Disability Services Department.

Leave after First Twelve Months of Employment

An employee with a serious medical condition may request a leave of absence for a self-qualifying medical event. Time away from work will generally not exceed twelve (12) weeks in a "rolling" 12-month period. Intermittent leave under Non-FMLA is not permitted unless such leave has been approved as a reasonable disability related accommodation pursuant to the ADAAA. Requests for disability related accommodations should be made to the Equal Opportunity, Affirmative Action, and Disability Services Department.

3. Vacations.

Full-time Non-Exempt employees accrue vacation leave on a per paycheck basis, at the rate of 3.69 hours per pay period. This is the equivalent of **96** hours per calendar year.

Full-time Exempt employees accrue vacation leave on a per paycheck basis, at the rate of ~~3.69~~ **3.1** hours per pay period. This is the equivalent of ~~96~~ **80** hours per calendar year.

An employee's vacation leave balance is capped at 144 hours. Once an employee reaches this ceiling, the employee ceases to earn or accrue any additional vacation ~~pay~~ leave. If the employee later uses enough vacation ~~pay~~ leave to fall below their ceiling, the employee begins to earn and accrue vacation ~~pay~~ leave again from that date forward until again reaching the ceiling. An employee may **only** carryover up to ~~240~~ **120** hours of vacation leave from the year to year.

Accordingly, employees are encouraged to **manage the use of** vacation ~~pay~~ leave in order to ~~soon after it accrues in order to~~ avoid reaching the ceiling on vacation ~~pay~~ leave **and/or losing vacation hours from one year to the next.**

Vacation leave will not be granted in advance of its accrual. The Fire Chief, or Chief's designee must approve all use of vacation leave. A request for vacation leave must be submitted two weeks in advance to the Fire Chief, or Chief's designee. Upon separation of employment, an employee will be paid for accrued but unused vacation leave at their regular rate of hourly pay.

4. **Personal Time Off (PTO) Leave.**

Instead of providing sick leave or personal days, WFPD provides full-time employees with Personal Time Off (PTO), which employees may use for any reason. Obviously, if all time is used as vacation and an illness strikes, nothing will be left to protect your income against unexpected absences. You are urged to use PTO time to ensure a good personal balance between leisure and those unexpected absences that affect us all.

PTO is provided in an amount of hours and with sufficient pay, for all the same purposes, and under all the same conditions as the Healthy Families and Workplace Act (HFWA) and applicable rules. This includes but is not limited to accrual, use, payment, annual carryover of unused accrued leave, notice and documentation requirements, and anti-retaliation and anti-interference rights. Additional HFWA leave will not be provided if an employee uses all of their available PTO for non-HFWA-qualifying reasons (e.g., vacation), except when a public health emergency is declared after usage of PTO, requiring supplemental leave.

~~Full time Non Exempt Employees will receive 48 hours of PTO each year. 48 hours will be available on January 1st of each calendar year.~~

~~Full time Exempt employees will receive 96 hours of PTO each year. 96 hours will be available on January 1st of each calendar year.~~

Full-time Non-Exempt Employees will receive 96 hours of PTO each year. PTO for these employees will be accrued at a rate of 3.69 hours per pay period

Full-time Exempt employees will receive 80 hours of PTO each year. PTO for these employees will be accrued at the rate of 3.1 hours per pay period.

An employee may carryover up to **240** hours of PTO leave from year to year.

Typically, paid time off must be scheduled with and approved by your immediate supervisor. Employees may take PTO in hourly increments. PTO should be scheduled to interfere as little as possible with the normal operation of business and to avoid excessive workloads for other employees during peak periods.

Any employee may use leave earned in the first year, or any PTO earned after the first year immediately if an employee or family member:

- (1) has a mental or physical illness, injury, or health condition that prevents them from working;
- (2) needs preventive medical care, or to get a medical diagnosis, care, or treatment, of any mental or physical illness, injury, or health condition;
- (3) needs to care for a family member who has a mental or physical illness, injury, or health condition, or who needs the sort of care listed in category (2);
- (4) the employee or the employee's family member having been a victim of domestic abuse, sexual assault, or criminal harassment, and needing leave for related medical attention, mental health care or other counseling, victim services (including legal services), or relocation; or
- (5) due to a public health emergency, a public official having closed either (A) the employee's place of business, or (B) the school or place of care of the employee's child, requiring the employee needing to be absent from work to care for the child.

If the reason for the absence is one of the above, employees should notify the Fire Chief or Chief's designee each day at the beginning of the shift when unable come to work. In addition, they must let the manager know when they expect to return to work. In the event of an unplanned absence of four or more consecutive workdays, medical or legal certification is required. This certification should indicate that the employee was unable to work due to one of the reasons listed above and the length of time this restriction lasted.

Because PTO can be accumulated to be used if you are personally sick or injured, the employee will not receive extra pay or extra time off for unused time. If you have any questions, please contact the Fire Chief or Chief's designee.

Additional rules will apply in the case of a public health emergency.

~~WFPD will be restructuring PTO to an accrual based Sick Leave structure to become effective January 1, 2024.~~

5. **Holidays.**

The District recognizes the following designated holidays. Line-employees must work designated holidays as determined by the Fire Chief, or Chief's designee to meet the District's service needs. Administrative employees typically are not required to work on designated holidays:

- January 1 (New Year's Day)
- Last Monday in May (Memorial Day)
- July 4th
- First Monday in September (Labor Day)
- Veterans Day
- Fourth Thursday (Thanksgiving Day)
- Fourth Friday in November
- December 24th (Christmas Eve)