



## Wellington Fire Protection District REGULAR BOARD MEETING AGENDA

The **Regular Board Meeting** of the Wellington Fire Protection District will be called to at **4:00 pm** on **July 19, 2023**. The meeting will be held at **Station 16** located at 8130 3<sup>rd</sup> St, Wellington, CO 80549. 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

- ISO Public Protection Classification Letters

### 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.

### Guests or Presentations

### Consent Agenda

- Regular Board Meeting Minutes for June 21, 2023
- Special Board Meeting Minutes for July 12, 2023

### Chief's Report

### District Business

1. **Monthly Financial Report**
  - i. **Balance Sheet**
  - ii. **Reconciled Cash Balances**
  - iii. **Profit & Loss Report**
  - iv. **Income & Expense by Month**
  - v. **Monthly Disbursements**
  - vi. **Twelve-Month Cash Flow Report**



## Wellington Fire Protection District

2. Discussion/Possible Action: Reschedule Board Retreat and Book Facilitator
3. Discussion/Possible Action: Selecting New Accounting Firm
4. Discussion/Possible Action: Appoint Interim Fire Chief with Consulting Agreement
5. Discussion/Possible Action: Modification to Fire Marshal Services Agreement
6. Discussion/Possible Action: Organizational Plan
7. Discussion/Possible Action: Job Descriptions
8. Discussion/Possible Action: Revised WFPD Employee Handbook
9. Discussion/Possible Action: WFPD Board of Director Bylaws
10. Discussion Item – Wildland Deployments

### Other

### Calendar Items

Special Meeting – Wednesday, July 26, 2023, Station 16 @ 5:00 PM  
Next Regular Board Meeting – August 16, 2023, Station 16 @ 4:00 PM

### Adjournment

## Zoom Meeting Information

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

Join Zoom Meeting

<https://us02web.zoom.us/j/89297175834?pwd=aCt0Z1FNaXhvODN2cUNsbWVlYll0Zz09>





1000 Bishops Gate Blv. Ste 300  
Mt. Laurel, NJ 08054-5404

t1.800.444.4554 Opt.2  
f1.800.777.3929

June 26, 2023

Ms. LINDA HOFFMAN, County Executive  
Wellington FPD FPSA  
P.O. BOX 1190  
FORT COLLINS, Colorado, 80522

RE: Wellington Fpd Fpsa, Larimer County, Colorado  
Public Protection Classification: 03  
Effective Date: October 01, 2023

Dear Ms. LINDA HOFFMAN,

We wish to thank you and Chief Michael Patterson for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.

If you would like to know more about your community's PPC classification, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below.

ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC information as part of their decision-making when deciding what business to write, coverage's to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it charges its policyholders. The way an insurer uses ISO's information on public fire protection may depend on several things – the company's fire-loss experience, ratemaking methodology, underwriting guidelines, and its marketing strategy.

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently graded as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9."
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B."

- Communities graded with single “9” or “8B” classifications will remain intact.
- Properties over 5 road miles from a recognized fire station would receive a class 10.

PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO appreciates the high level of cooperation extended by local officials during the entire PPC survey process. The community protection baseline information gathered by ISO is an essential foundation upon which determination of the relative level of fire protection is made using the Fire Suppression Rating Schedule.

The classification is a direct result of the information gathered, and is dependent on the resource levels devoted to fire protection in existence at the time of survey. Material changes in those resources that occur after the survey is completed may affect the classification. Although ISO maintains a pro-active process to keep baseline information as current as possible, in the event of changes please call us at 1-800-444-4554, option 2 to expedite the update activity.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties. The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

If you have any questions about your classification, please let us know.

Sincerely,

*Alex Shubert*

Alex Shubert  
Manager -National Processing Center

cc: Mr. MIKE BEAN, Superintendent, WELLINGTON WATER  
Ms. Amy Huff, Manager, Fort Collins 911  
Chief Michael Patterson, Chief, WELLINGTON FIRE DEPARTMENT



1000 Bishops Gate Blv. Ste 300  
Mt. Laurel, NJ 08054-5404

t1.800.444.4554 Opt.2  
f1.800.777.3929

June 26, 2023

Ms. LINDA HOFFMAN, County Executive  
WELLINGTON FPD FDS  
P.O. BOX 1190  
FORT COLLINS, Colorado, 80522

RE: Wellington Fpd Fds, Larimer County, Colorado  
Public Protection Classification: 04/10  
Effective Date: October 01, 2023

Dear Ms. LINDA HOFFMAN,

We wish to thank you and Chief Michael Patterson for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.

If you would like to know more about your community's PPC classification, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below.

ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC information as part of their decision-making when deciding what business to write, coverage's to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it charges its policyholders. The way an insurer uses ISO's information on public fire protection may depend on several things – the company's fire-loss experience, ratemaking methodology, underwriting guidelines, and its marketing strategy.

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently graded as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9."
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B."

- Communities graded with single “9” or “8B” classifications will remain intact.
- Properties over 5 road miles from a recognized fire station would receive a class 10.

PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO appreciates the high level of cooperation extended by local officials during the entire PPC survey process. The community protection baseline information gathered by ISO is an essential foundation upon which determination of the relative level of fire protection is made using the Fire Suppression Rating Schedule.

The classification is a direct result of the information gathered, and is dependent on the resource levels devoted to fire protection in existence at the time of survey. Material changes in those resources that occur after the survey is completed may affect the classification. Although ISO maintains a pro-active process to keep baseline information as current as possible, in the event of changes please call us at 1-800-444-4554, option 2 to expedite the update activity.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties. The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

If you have any questions about your classification, please let us know.

Sincerely,

*Alex Shubert*

Alex Shubert  
Manager -National Processing Center

cc: Mr. MIKE BEAN, Superintendent, WELLINGTON WATER  
Ms. Amy Huff, Manager, Fort Collins 911  
Chief Michael Patterson, Chief, WELLINGTON FIRE DEPARTMENT



## Wellington Fire Protection District REGULAR BOARD MEETING MINUTES

The **Regular Board Meeting** of the Wellington Fire Protection District was called to order at approximately **4:14 pm** on **June 21, 2023**, at **Station 16** located at 8130 3<sup>rd</sup> St, Wellington, CO 80549.

### **Pledge of Allegiance**

**Roll Call** - *DIRECTORS PRESENT – HUNTER, MEYERS, BOLLINGER, GAITER, PIERSON.*

**Additions/Deletions to the Agenda** – *Director GAITER requested to condense agenda down: Number 7 addressed in 5; Number 9 addressed in 3; and Number 10 addressed in 4.*

**Conflicts of Interest** - *NONE*

**Correspondence** – *NONE*

### **Executive Session**

*Executive session pursuant to Sec. 24-6-402(4)(b), C.R.S, for purposes of conferring with the District’s legal counsel and receiving legal advice on specific legal questions related to a recent personnel matter.*

**Possible Action:** *Possible Board action based upon Executive Session.*

*M/S GAITER/BOLLINGER to adjourn regular board meeting and go into executive session at 4:18PM. Voice votes unanimous; motion approved.*

*Adjourn from executive session and return to regular board meeting at 4:56PM.*

**Public Comment** – *NONE*

**Guests or Presentations** - *NONE*

### **Consent Agenda**

- **Regular Board Meeting Minutes for May 10, 2023**
- **Special Board Meeting Minutes for May 24, 2023**

*M/S GAITER/ HUNTER to accept the consent agenda. Voice votes unanimous; motion approved.*

### **Chief’s Report**

*Chief Patterson shared the following:*





### Wellington Fire Protection District

- *Congratulations to LT Schneeberger, LT Delfs, FE Netik, FE Kelly, FE Soucek, FF Claussen, FF Loveridge, for successfully completing various DFPC certifications and FF Sykes for successfully completing the PFA DO Academy. Great Job!*
- *Auditors from Haynie & JVG continue work on 2022 financial audit.*
- *Held Wildfire Preparedness Open House at Station 17, Saturday May 13<sup>th</sup>. Thank you to the crews for cleaning & prepping station and to LETA, Larimer Co OEM, and LCSO ES for attending.*
- *Active Shooter initial training delivered. Equipment deployed to apparatus. Full-scale exercise with LCSO June 27 & July 11.*
- *Front-line apparatus rotating through PFA Fleet for repairs*
- *Almost completed annual inspection & flow test on all SCBA packs & regulators*
- *Call numbers for May 2023 vs 2022, YTD. 2023 vs 2022, and May staffing information*
- *Thank everyone who stepped up to assist with covering during my vacation.*
- *Thanks to LT Delfs for learning how to do payroll processing with JVG*
- *Congratulation and well wishes to CA Pettit to PRPA, FE Netik & LT Birnie to FRFR*

**District Business** – *Gabe Buldra from JVG presented the financial report and answered questions.*

#### 1. Monthly Financial Report

- Balance Sheet**
- Reconciled Cash Balances**
- Profit & Loss Report**
- Income & Expense by Month**
- Monthly Disbursements**
- Twelve-Month Cash Flow Report**

*M/S GAITER / HUNTER to ACCEPT the Monthly Financial Report as presented. Voice votes unanimous; motion approved.*

#### 2. Election of Board Officers –

- *GAITER: Nominates BOLLINGER for President*
- *MEYERS: Nominates PIERSON for President*
  - o *Roll Call Vote Requested by Director Gaiter*
    - *Hunter – Yes*
    - *Bollinger – Yes*
    - *Meyers – No*
    - *Gaiter - Yes*
- *Director BOLLINGER elected as President.*



### **Wellington Fire Protection District**

- *GAITER: Nominates HUNTER for Vice President; No other nomination; HUNTER Elected*
- *MEYERS: Nominates GAITER for Treasurer; No other nominations; GAITER Elected*
- *PIERSON: Nominates MEYERS for Secretary; MEYERS Declines*
  - o *Board discusses history of Fire Chief preparing meeting packets and taking minutes. No Board member was elected as Secretary.*

*Director Bollinger took over as chair of the meeting from Director Pierson.*

#### **3. Discussion/Possible Action: Organizational Plan**

*Director Gaiter introduced the item, and Directors discussed Evans Fire Protection District as it compares to WFPD.*

*Motion Gaiter to accept organizational chart as presented. No second*

*Directors continued to discuss Evans operational structure compared to WFPD.*

*Public Comments allowed:*

*Brian Mason, Tyler Netik, Lisa Chollet, Kendra Barrett all provided public comment.*

*M/S GAITER/ HUNTER to hold off on all staffing positions including 40-hour Staff Captain position until it can be discussed at July meeting with JVG's numbers. Voice votes 4-1 in favor; motion approved.*

*Director Bollinger introduced rank, pay, and grade discussion on qualifications for all ranks.*

*Public comment was allowed on item 5 out of order by Chair.*

*Lisa Chollet provided public comments.*

*M/S BOLLINGER/GAITER to discuss job descriptions included in Board packet.*

*Director Bollinger dropped the motion and opened the item for Board discussion job. The board discussed job descriptions included in the packet.*

*Director Bollinger tabled further discussion to July meeting.*

#### **4. Discussion/Possible Action: Revised WFPD Employee Handbook**

*Director Gaiter introduced proposed changes included in the packet and the directors discussed.*

*M/S GAITER/ PIERSON to add the proposed Whistle Blower Policy, Board Contact, and Formal Problem-Solving sections to the Employee Handbook as presented.*



### **Wellington Fire Protection District**

*MEYERS/GAITER requested adding word “entire” into the Section 2.D between “before the Board of Directors”. Voice votes unanimous; motion approved.*

*Director Gaiter introduced proposed vacation, holiday, and sick leave change document. Directors discussed item.*

*M/S GAITER / HUNTER to refer the proposed vacation, holiday, and sick leave change document to JVG for review of numbers. Voice votes unanimous; motion approved.*

*Director Gaiter introduced the proposed 5% pay increase table. Directors discussed.*

*M/S GAITER / HUNTER to refer the proposed vacation, holiday, and sick leave change document to JVG for review of numbers. Voice votes unanimous; motion approved.*

#### **5. Discussion/Possible Action: WFPD Board of Director Bylaws**

*M/S GAITER /MEYERS to APPROVE revising section 4.1 to hold Regular Meetings on the third Wednesday of each month. Voice votes unanimous; motion approved.*

*President Bollinger called for a brief break in the meeting at 1937 hours.  
The meeting resumed at 1941 hours.*

*M/S GAITER /PIERSON to REMOVE section 4.2.1.8. as it does not apply to our District. Voice votes unanimous; motion approved.*

*M/S GAITER /MEYERS to ADD two items to the list of agenda items in section 5.3 – Employee Recognition and Committee Reports. Voice votes unanimous; motion approved.*

*M/S GAITER /HUNTER to ADD to section 6.12 “The Treasurer shall work with financial consultants before financial statements are included in the board packet.” Voice votes unanimous; motion approved.*

*M/S GAITER /BOLLINGER to INCLUDE in section 6.12 “There shall be a permanent Finance Committee composed of the Treasurer, one (1) community member appointed by each board member and three (3) current employees of the Fire District.” Voice votes 3-2 in favor; motion approved.*

*M/S HUNTER/GAITER to REVISE section 6.7.7 to read “Excessive absenteeism. A Director who fails to attend three consecutive regular meetings is automatically disqualified to serve as a Director, unless approval of absence is entered in the minutes. Approved absences include mental or physical disability, or illness. Director absences must be identified in the official meeting minutes*



## Wellington Fire Protection District

*and must state whether the absence was excused or unexcused.” Voice votes unanimous; motion approved.*

**6. Discussion/Possible Action: Resolution 2023-02 Amending Resolution 2022-05 Adopting Meet and Confer Process**

*M/S GAITER / BOLLINGER to APPROVE Resolution 2023-02 as presented. Voice votes unanimous; motion approved.*

**7. Discussion Item: Adding an agenda item to Regular Board Meeting agenda to allow staff to address the Board with concerns.**

*This item was combined with and discussed under Item 3*

**8. Discussion Item: Forming a Merit Board that meets quarterly.**

*This item was discussed briefly, and it was decided that it would be done by an Employee Committee and not the Board.*

**9. Discussion Item: 40-hour Staff Captain position and rank, grade, pay for Firefighters.**

*This item was combined with and discussed under Item 5*

**10. Discussion Item: Board looking into pay and benefits.**

*This item was combined with and discussed under Item 4*

**11. Discussion item: Who acts as Fire Chief when the Fire Chief is out of town.**

*This item was discussed with no formal action taken by the Board.*

**12. Discussion item: Deputy Fire Marshal resignation**

*Chief Patterson shared the plan to utilize the existing relationship with Fire Marshal Services, LLC in the interim until a more formal decision is made on filling this vacancy.*

### Other

- **Deputy Fire Marshal Pettit farewell address to District**

*Deputy Fire Marshal Pettit provided a farewell address to the district.*

*Director Gaiter wishes to discuss wildland deployment in the July meeting.*

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



Station 17  
106 W County Road 66  
Fort Collins, CO 80524

## Wellington Fire Protection District

### Calendar Items

- July 22<sup>nd</sup> work session @ 0900 at Station 16.

**Next Board Meeting — July 19, 2023, at Station 16 @ 4pm.**

**Adjournment** – M/S BOLLINGER/HUNTER to *ADJOURN the meeting at approximately 8:38 PM. Voice votes unanimous; motion approved.*



## Wellington Fire Protection District SPECIAL BOARD MEETING MINUTES

A **Special Board Meeting** of the Wellington Fire Protection District was called to order at approximately **5:00 PM** on **Wednesday, July 12, 2023**, at **Station 16** located at 8130 3<sup>rd</sup> St, Wellington, CO 80549.

### **Pledge of Allegiance**

**Roll Call** - *DIRECTORS PRESENT – MEYERS, GAITER, PIERSON, BOLLINGER*  
*DIRECTORS ABSENT – HUNTER. On vacation per President Bollinger.*

*M/S PIERSON/GAITER Approve absence as excused. Voice votes unanimous; motion approved.*

### **Additions/Deletions to the Agenda**

*Director Gaiter requests adding discussion about hiring an administrative assistant to the agenda.*

**Conflicts of Interest** - *NONE*

**Correspondence** – *NONE*

### **Public Comment**

Any member 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.

*Lisa Chollet, Sue Reed, Dawn Peacock provided public comment.*

**Guests or Presentations** - *NONE*

### **District Business**

#### **1. Discussion/Possible Action: Board Retreat Facilitator’s Contract Proposal**

*Director Gaiter introduced the discussion of hiring a facilitator for the Board Retreat. The Board discussed and cancelled the Board Retreat scheduled for July 22, 2023.*

#### **2. Discussion/Possible Action: Fire Chief Hiring Process and Establishing a Hiring Committee.**

*The Board discussed the information provided by legal counsel regarding the process to be followed for hiring a fire chief.*

*M/S GAITER/PIERSON to establish a hiring committee to oversee the fire chief hiring process consisting of the five Board Members and 4 current employees. Voice votes unanimous; motion approved.*



## Wellington Fire Protection District

*The hiring committee members met and established the detailed job description, job posting announcement, requirements for applicants, and deadline for submittal of applications. The committee determined that the Interim Fire Chief posing would begin on July 13, 2023.*

*The committee scheduled a Special Meeting for July 26, 2023 @ 5:00 PM at Station 16 to review application submittals, finalize the selection process and time frame for reaching a final decision.*

### **3. Discussion Item: Hiring an Administrative Assistant**

*Director Gaiter introduced a discussion on hiring an administrative assistant. The Board and staff discussed options of hiring from a temp agency, Employers Counsel, and posting for a direct hiring. Staff shared that all 3 are options.*

*M/S GAITER/PIERSON to hire an administrative assistant. Voice votes unanimous; motion approved.*

#### **Other**

*Director Pierson inquired about the possibility Chief Patterson extending his employment past his resignation date of July 22<sup>nd</sup> and accounting firm James Vincent Group (JVG) possibly extending their separation date past July 31, 2023. Director Bollinger indicated that he would contact JVG in the morning to inquire.*

*Director Pierson discussed the possibility of Board members conducting exit interviews with employees who have left or are leaving employment with the District. He shared that he was willing to do this and share the information with other Board members.*

#### **Calendar Items**

**Next Board Meeting – Regular Board Meeting – July 19, 2023, at Station 16 @ 4:00 PM**

**Special Board Meeting – July 26, 2023, at Station 16 @ 5:00 PM**

#### **Adjournment**

*M/S GAITER/MEYERS to ADJOURN the meeting at approximately 6:15 PM. Voice votes unanimous; motion approved.*



# Wellington Fire Protection District

## Monthly Financial Report

### Monthly Financial Report – June 2023

Attached are the following for your information and review:

1. Balance Sheet as of June 30, 2023.
2. Summary of reconciled cash balances on June 30, 2023.
3. Income Statement of Revenues and Expenditures for June 2023, including budget to actual and year-to-date balances.
4. Fixed assets additions and disposals for FY 23.
5. June 2023 Check Detail Report.
6. 12-Month Cash Flow.

### Key points:

- Revenue for the month of June is \$307,898, which is under budget by \$972.
  - Tax Revenue is over budget by \$382, which is driven by collection for the month.
  - Non Tax Levy Revenue is under budget by \$1,354.
- Expenses for the month of June are \$309,777, which is \$6,686 under budget.
  - Personnel Expenses are over budget by \$3,595 driven by overtime costs.
  - Vehicles & Equipment Expenses are under budget by \$7,566, driven by lower vehicle maintenance costs than anticipated.
- YTD Revenues are \$2,232,557, which are over budget by \$64,414.
  - Tax Revenue is over budget by \$25,773, driven by YTD collection.
  - Non Tax Levy Revenue is over budget by \$38,641, driven by Service Fee Revenues, Impact Fees, and Workers Compensation annual audit adjustment.
- YTD Expenses are \$1,323,834, which are under budget by \$111,204.
  - Personnel Expenses are under budget by \$34,289.
  - Vehicles & Equipment are under budget by \$37,175.
  - Travel & Training are under budget by \$13,939.

Please contact the Finance Director for any questions or concerns regarding this report.



**Wellington Fire Protection District**  
**Balance Sheet Prev Year Comparison**  
**As of June 30, 2023**

	Jun 30, 23	Jun 30, 22	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
Checking/Savings			
<b>CASH-CAPITAL FUND</b>			
107.400 · Town Impact Fees-PW-3768	51,112.71	86,941.44	-35,828.73
107.500 · County Impact Fees-PW-3818	32,239.26	22,004.14	10,235.12
107.600 · FNBO Town Impact Fees - 9432	200,000.00	200,000.00	0.00
<b>Total CASH-CAPITAL FUND</b>	283,351.97	308,945.58	-25,593.61
<b>CASH - GENERAL FUND</b>			
107.000 · Operating - Points West - 5485	131,023.97	250,011.53	-118,987.56
107.200 · Money Market - Points West 3800	801,974.00	624,935.52	177,038.48
<b>Total CASH - GENERAL FUND</b>	932,997.97	874,947.05	58,050.92
<b>Total Checking/Savings</b>	1,216,349.94	1,183,892.63	32,457.31
<b>Other Current Assets</b>			
<b>OTHER CURRENT ASSETS</b>			
120.000 · Property Tax Receivable	3,049,725.40	3,034,451.00	15,274.40
<b>Total OTHER CURRENT ASSETS</b>	3,049,725.40	3,034,451.00	15,274.40
1-140.0 · Prepaid Expense	37,868.33	28,554.00	9,314.33
1270 · Net Pension Asset	565,608.00	565,608.00	0.00
1275 · Deferred Outflows - Pension	1,048,031.00	1,048,031.00	0.00
<b>Total Other Current Assets</b>	4,701,232.73	4,676,644.00	24,588.73
<b>Total Current Assets</b>	5,917,582.67	5,860,536.63	57,046.04
<b>Other Assets</b>			
<b>FIXED ASSETS</b>			
150.100 · Land	729,490.00	729,490.00	0.00
150.200 · Buildings and Improvements	2,841,483.00	2,841,483.00	0.00
150.300 · Fire Equipment	3,066,072.00	3,066,072.00	0.00
150.900 · Accumulated Depreciation	-3,550,744.00	-3,084,612.00	-466,132.00
<b>Total FIXED ASSETS</b>	3,086,301.00	3,552,433.00	-466,132.00
<b>Total Other Assets</b>	3,086,301.00	3,552,433.00	-466,132.00
<b>TOTAL ASSETS</b>	<b>9,003,883.67</b>	<b>9,412,969.63</b>	<b>-409,085.96</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable			
<b>ACCOUNTS PAYABLE</b>	46,328.28	56,385.94	-10,057.66
<b>Total Accounts Payable</b>	46,328.28	56,385.94	-10,057.66
Credit Cards			
2201 · Vectra Bank Colorado	727.06	0.00	727.06
<b>Total Credit Cards</b>	727.06	0.00	727.06
<b>Other Current Liabilities</b>			
Payroll Liabilities			
2100 · Payroll Liabilities	27,599.11	68,343.26	-40,744.15
2101 · FIT Payable	7,226.49	14.00	7,212.49
2105 · 457 Plan Payable	0.00	86.59	-86.59
2110 · Colorado Withholding	0.00	1.00	-1.00
2120 · Colorado Unemployment	2,505.35	1,818.72	686.63
2130 · FPPA Employer Share	0.00	667.77	-667.77
2160 · Health And Dental (Pre-Tax)	-134.45	-21,354.47	21,220.02
2170 · End Leave Payout	60,535.99	92,316.44	-31,780.45
Payroll Liabilities - Other	0.00	24,352.66	-24,352.66
<b>Total Payroll Liabilities</b>	97,732.49	166,245.97	-68,513.48
2022 · FNBO - Line Of Credit	0.00	455,027.00	-455,027.00
2023 · SH of Colorado - Hwy 1	72,924.00	142,424.00	-69,500.00
2024 · Larimer Cty Impact Fees for Hwy	386,280.00	386,280.00	0.00

**Wellington Fire Protection District**  
**Balance Sheet Prev Year Comparison**  
**As of June 30, 2023**

	Jun 30, 23	Jun 30, 22	\$ Change
2111 · Direct Deposit Liabilities	0.00	-48,262.24	48,262.24
220.100 · Deferred Property Tax Revenue	3,032,626.76	3,034,451.00	-1,824.24
2250 · Accrued Interest Payable	2,353.46	6,981.00	-4,627.54
2270 · Net Pension Liab	873,465.00	873,465.00	0.00
2275 · Deferred Inflows - Pension	1,464,399.00	1,464,399.00	0.00
<b>Total Other Current Liabilities</b>	<b>5,929,780.71</b>	<b>6,481,010.73</b>	<b>-551,230.02</b>
<b>Total Current Liabilities</b>	<b>5,976,836.05</b>	<b>6,537,396.67</b>	<b>-560,560.62</b>
<b>Long Term Liabilities</b>			
8.24700 · Loan Payable			
2350 · Bunker Gear Loan	44,764.69	66,207.23	-21,442.54
2360 · Station Alerting System Loan	47,546.25	70,158.62	-22,612.37
2370 · Fire Truck Refurb	36,689.79	72,158.06	-35,468.27
<b>Total 8.24700 · Loan Payable</b>	<b>129,000.73</b>	<b>208,523.91</b>	<b>-79,523.18</b>
<b>Total Long Term Liabilities</b>	<b>129,000.73</b>	<b>208,523.91</b>	<b>-79,523.18</b>
<b>Total Liabilities</b>	<b>6,105,836.78</b>	<b>6,745,920.58</b>	<b>-640,083.80</b>
<b>Equity</b>			
<b>EQUITY</b>			
300.050 · Reserved Cont.	42,360.00	42,360.00	0.00
300.100 · Fund Balance - Undesignated	1,314,455.00	1,314,455.00	0.00
300.150 · Reserved For Capital Outlay	1,316,815.00	1,316,815.00	0.00
300.200 · Fund Balance - Restricted	1,398,769.00	1,398,769.00	0.00
300.300 · Investment in Fixed Assets	2,883,430.00	2,883,430.00	0.00
<b>Total EQUITY</b>	<b>6,955,829.00</b>	<b>6,955,829.00</b>	<b>0.00</b>
1.399.9 · RETAINED EARNINGS	-4,966,705.33	-4,951,418.74	-15,286.59
Net Income	908,923.22	662,638.79	246,284.43
<b>Total Equity</b>	<b>2,898,046.89</b>	<b>2,667,049.05</b>	<b>230,997.84</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>9,003,883.67</b>	<b>9,412,969.63</b>	<b>-409,085.96</b>

**Wellington Fire Protection District**  
**Summary of Reconciled Cash Balances**  
 Period Ending 06/30/23

	<b>Points West Operating - 5485  6/30/2023</b>	<b>Points West Money Market - 3800  6/30/2023</b>	<b>Points West Town Impact Fees - 3768  6/30/2023</b>	<b>Points West County Impact Fees - 3818  6/30/2023</b>	<b>FNBO Town Impact Fees - 9432  6/30/2023</b>
<b>Beginning Balance</b>	129,590.55	803,888.51	51,088.08	32,223.72	200,000.00
<b>Cleared Transactions</b>					
<b>Checks and Payments</b>	(283,065.95)	(300,000.00)			
<b>Deposits and Credits</b>	304,080.00	298,085.49	24.63	15.54	
<b>Total Cleared Transactions</b>	21,014.05	(1,914.51)	24.63	15.54	-
<b>Cleared Balance</b>	<b>150,604.60</b>	<b>801,974.00</b>	<b>51,112.71</b>	<b>32,239.26</b>	<b>200,000.00</b>
<b>Uncleared Transactions</b>					
<b>Checks and Payments</b>	(19,580.63)		-	-	-
<b>Deposits and Credits</b>		-		-	-
<b>Total Uncleared Transactions</b>	(19,580.63)	-	-	-	-
<b>Register Balance as of 06/30/23</b>	<b>131,023.97</b>	<b>801,974.00</b>	<b>51,112.71</b>	<b>32,239.26</b>	<b>200,000.00</b>

**Wellington Fire Protection District**  
**Profit & Loss Budget Performance**  
**June 2023**

	Jun 23	Budget	\$ Over Budget	Jan - Jun 23	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>Tax Levy Revenue</b>	303,817.66	303,435.85	381.81	2,161,315.73	2,135,543.20	25,772.53	3,262,815.01
<b>Non Tax Levy Revenue</b>	4,080.00	5,434.00	-1,354.00	71,241.18	32,600.00	38,641.18	215,200.00
<b>Total Income</b>	307,897.66	308,869.85	-972.19	2,232,556.91	2,168,143.20	64,413.71	3,478,015.01
<b>Gross Profit</b>	307,897.66	308,869.85	-972.19	2,232,556.91	2,168,143.20	64,413.71	3,478,015.01
<b>Expense</b>							
<b>Personnel Costs</b>	258,085.85	254,491.00	3,594.85	1,098,454.70	1,132,744.00	-34,289.30	2,359,636.00
<b>Buildings &amp; Land</b>	3,611.86	6,034.00	-2,422.14	29,695.05	36,196.00	-6,500.95	72,400.00
<b>Vehicles &amp; Equipment</b>	2,370.63	9,937.00	-7,566.37	22,449.64	59,625.00	-37,175.36	119,247.00
<b>Communication &amp; IT</b>	9,280.72	4,509.00	4,771.72	23,619.21	27,063.00	-3,443.79	54,117.00
<b>Travel &amp; Training &amp; Oper Supp</b>	1,725.00	3,857.00	-2,132.00	13,077.53	27,017.00	-13,939.47	65,182.00
<b>Managerial Expenses</b>	34,703.04	36,484.00	-1,780.96	135,576.52	145,476.00	-9,899.48	254,165.00
<b>Fire Prevention</b>	0.00	318.00	-318.00	961.04	1,915.00	-953.96	3,823.00
<b>Capital Outlay</b>	0.00	833.00	-833.00	0.00	5,002.00	-5,002.00	10,000.00
<b>Contingencies</b>	0.00	0.00	0.00	0.00	0.00	0.00	154,873.00
<b>Total Expense</b>	309,777.10	316,463.00	-6,685.90	1,323,833.69	1,435,038.00	-111,204.31	3,093,443.00
<b>Net Ordinary Income</b>	-1,879.44	-7,593.15	5,713.71	908,723.22	733,105.20	175,618.02	384,572.01
<b>Net Income</b>	<b>-1,879.44</b>	<b>-7,593.15</b>	<b>5,713.71</b>	<b>908,723.22</b>	<b>733,105.20</b>	<b>175,618.02</b>	<b>384,572.01</b>

**Wellington Fire Protection District**  
**Profit & Loss Budget Performance**  
**June 2023**

	Jun 23	Budget	\$ Over Budget	Jan - Jun 23	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>Tax Levy Revenue</b>							
4010 · PROPERTY TAXES	284,597.49	286,386.85	-1,789.36	2,049,075.20	2,040,562.20	8,513.00	3,062,694.01
4013 · Tax Rebate Payment	0.00	-1,189.00	1,189.00	0.00	-7,135.00	7,135.00	-14,269.00
4011 · DELQ TAX & INTEREST	1,190.20			2,814.52			
4012 · SPECIFIC OWNERSHIP	18,029.97	18,238.00	-208.03	109,426.01	102,116.00	7,310.01	214,390.00
<b>Total Tax Levy Revenue</b>	<b>303,817.66</b>	<b>303,435.85</b>	<b>381.81</b>	<b>2,161,315.73</b>	<b>2,135,543.20</b>	<b>25,772.53</b>	<b>3,262,815.01</b>
<b>Non Tax Levy Revenue</b>							
4014 · WILDLAND FIREFIGHTING	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00
4015 · IMPACT FEES	0.00			32,145.43			
4016 · SERVICE FEES	3,995.00	1,167.00	2,828.00	22,994.00	7,002.00	15,992.00	14,000.00
4017 · MISCELLANEOUS	85.00	417.00	-332.00	15,481.75	2,498.00	12,983.75	5,000.00
4018 · DONATIONS	0.00	2,083.00	-2,083.00	620.00	12,502.00	-11,882.00	25,000.00
4019 · GRANTS	0.00	1,767.00	-1,767.00	0.00	10,598.00	-10,598.00	21,200.00
<b>Total Non Tax Levy Revenue</b>	<b>4,080.00</b>	<b>5,434.00</b>	<b>-1,354.00</b>	<b>71,241.18</b>	<b>32,600.00</b>	<b>38,641.18</b>	<b>215,200.00</b>
<b>Total Income</b>	<b>307,897.66</b>	<b>308,869.85</b>	<b>-972.19</b>	<b>2,232,556.91</b>	<b>2,168,143.20</b>	<b>64,413.71</b>	<b>3,478,015.01</b>
<b>Gross Profit</b>	<b>307,897.66</b>	<b>308,869.85</b>	<b>-972.19</b>	<b>2,232,556.91</b>	<b>2,168,143.20</b>	<b>64,413.71</b>	<b>3,478,015.01</b>
<b>Expense</b>							
<b>Personnel Costs</b>							
5010 · Salaries and Wages	171,631.09	177,562.00	-5,930.91	756,143.34	786,675.00	-30,531.66	1,577,416.00
5030 · Overtime	19,540.21	12,100.00	7,440.21	91,348.35	52,600.00	38,748.35	105,000.00
5020 · Wildland Salaries	0.00	0.00	0.00	0.00	0.00	0.00	90,000.00
5025 · District Board Compensation	500.00	1,000.00	-500.00	3,400.00	6,000.00	-2,600.00	12,000.00
5040 · Vacation Pay/Sick Pay	15,704.47	2,300.00	13,404.47	16,983.65	9,800.00	7,183.65	20,000.00
5060 · Volunteer & Reserve Pay	300.00	598.00	-298.00	1,650.00	3,588.00	-1,938.00	7,176.00
5110 · Employer Taxes	5,177.74	5,500.00	-322.26	19,443.65	24,000.00	-4,556.35	47,807.00
5120 · Workers Compensation	4,833.00	5,002.00	-169.00	38,997.00	30,009.00	8,988.00	60,021.00
5210 · Health, Dental & Visions Ins	12,696.12	16,100.00	-3,403.88	55,287.74	69,600.00	-14,312.26	139,400.00
5220 · Other Employee Benefits	798.40	4,300.00	-3,501.60	990.70	18,800.00	-17,809.30	37,499.00
5230 · FPPA Expense	22,314.63	23,500.00	-1,185.37	94,522.34	102,000.00	-7,477.66	203,487.00
5240 · 457 Expense	3,809.30	5,600.00	-1,790.70	16,150.21	24,100.00	-7,949.79	48,684.00
5260 · Uniform Expense	573.75	750.00	-176.25	2,838.11	4,500.00	-1,661.89	9,000.00
5270 · Awards & Recognition	207.14	179.00	28.14	699.61	1,072.00	-372.39	2,146.00
<b>Total Personnel Costs</b>	<b>258,085.85</b>	<b>254,491.00</b>	<b>3,594.85</b>	<b>1,098,454.70</b>	<b>1,132,744.00</b>	<b>-34,289.30</b>	<b>2,359,636.00</b>

**Wellington Fire Protection District**  
**Profit & Loss Budget Performance**  
**June 2023**

	Jun 23	Budget	\$ Over Budget	Jan - Jun 23	YTD Budget	\$ Over Budget	Annual Budget
<b>Buildings &amp; Land</b>							
6010 · Utilities	3,073.49	3,950.00	-876.51	25,078.15	23,700.00	1,378.15	47,400.00
6020 · Station Supplies	305.13	417.00	-111.87	1,616.25	2,498.00	-881.75	5,000.00
6030 · Building Repairs & Maintenance	233.24	1,667.00	-1,433.76	3,000.65	9,998.00	-6,997.35	20,000.00
<b>Total Buildings &amp; Land</b>	<b>3,611.86</b>	<b>6,034.00</b>	<b>-2,422.14</b>	<b>29,695.05</b>	<b>36,196.00</b>	<b>-6,500.95</b>	<b>72,400.00</b>
<b>Vehicles &amp; Equipment</b>							
6110 · Firefighting Equipment	52.89	500.00	-447.11	830.31	3,000.00	-2,169.69	6,000.00
6120 · Fuel Expense	1,605.17	2,250.00	-644.83	8,243.90	13,500.00	-5,256.10	27,000.00
6130 · EMS Supplies	0.00	500.00	-500.00	1,725.05	3,000.00	-1,274.95	6,000.00
6140 · Vehicles Repairs & Maintenance	347.32	5,418.00	-5,070.68	3,055.02	32,514.00	-29,458.98	65,022.00
6150 · EMS & Firefighting Equip Maint	365.25	417.00	-51.75	1,766.68	2,498.00	-731.32	5,000.00
6160 · Small Equipment	0.00	19.00	-19.00	0.00	111.00	-111.00	225.00
6170 · PPE	0.00	833.00	-833.00	6,828.68	5,002.00	1,826.68	10,000.00
<b>Total Vehicles &amp; Equipment</b>	<b>2,370.63</b>	<b>9,937.00</b>	<b>-7,566.37</b>	<b>22,449.64</b>	<b>59,625.00</b>	<b>-37,175.36</b>	<b>119,247.00</b>
<b>Communication &amp; IT</b>							
6210 · I.T. Expenses	6,249.58	2,971.00	3,278.58	16,570.94	17,828.00	-1,257.06	35,654.00
6220 · Radio Maintenance	0.00	208.00	-208.00	1,261.43	1,252.00	9.43	2,500.00
6230 · Dispatch	3,031.14	1,205.00	1,826.14	5,786.84	7,233.00	-1,446.16	14,463.00
6240 · Computer Equip & Maintenance	0.00	125.00	-125.00	0.00	750.00	-750.00	1,500.00
<b>Total Communication &amp; IT</b>	<b>9,280.72</b>	<b>4,509.00</b>	<b>4,771.72</b>	<b>23,619.21</b>	<b>27,063.00</b>	<b>-3,443.79</b>	<b>54,117.00</b>
<b>Travel &amp; Training &amp; Oper Supp</b>							
6310 · Health & Safety	1,500.00	2,333.00	-833.00	7,500.00	14,002.00	-6,502.00	28,000.00
6320 · Wildland Travel Expenses	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00
6330 · Training & Seminars	225.00	925.00	-700.00	5,377.38	9,425.00	-4,047.62	15,000.00
6340 · Medical Training	0.00	557.00	-557.00	176.28	3,342.00	-3,165.72	6,682.00
6350 · Firefighter Rehab	0.00	42.00	-42.00	23.87	248.00	-224.13	500.00
<b>Total Travel &amp; Training &amp; Oper Supp</b>	<b>1,725.00</b>	<b>3,857.00</b>	<b>-2,132.00</b>	<b>13,077.53</b>	<b>27,017.00</b>	<b>-13,939.47</b>	<b>65,182.00</b>
<b>Managerial Expenses</b>							
7010 · Office Supplies	0.00	158.00	-158.00	342.72	942.00	-599.28	1,890.00
7015 · Postage & Printing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7020 · Accounting & Finance	13,000.00	15,000.00	-2,000.00	42,000.00	44,000.00	-2,000.00	90,000.00
7025 · Legal Expenses	104.00	833.00	-729.00	557.70	5,002.00	-4,444.30	10,000.00

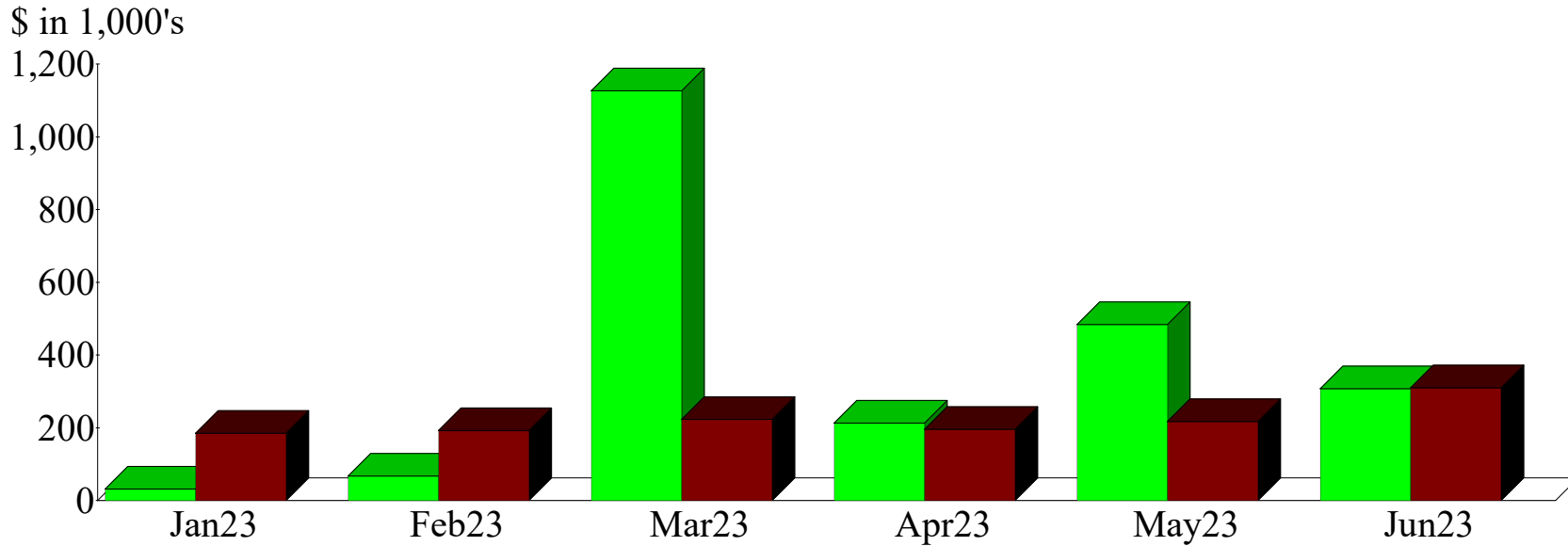
**Wellington Fire Protection District**  
**Profit & Loss Budget Performance**  
**June 2023**

	Jun 23	Budget	\$ Over Budget	Jan - Jun 23	YTD Budget	\$ Over Budget	Annual Budget
<b>7030 · Professional Fees</b>	0.00	625.00	-625.00	6,161.98	3,750.00	2,411.98	7,500.00
<b>7040 · Leases</b>	0.00	167.00	-167.00	401.12	998.00	-596.88	2,000.00
<b>7050 · Fees/Dues/Subscriptions</b>	279.05	153.00	126.05	6,741.77	8,037.00	-1,295.23	8,960.00
<b>7060 · Payroll Processing Fees</b>	636.99	650.00	-13.01	4,182.59	3,900.00	282.59	7,800.00
<b>7070 · County Treasurer Fees</b>	5,692.00	1,900.00	3,792.00	40,979.66	38,576.00	2,403.66	66,256.00
<b>7080 · Bank Service Charges</b>	0.00	23.00	-23.00	16.00	144.00	-128.00	282.00
<b>7100 · Insurance Expenses</b>	14,991.00	16,500.00	-1,509.00	14,991.00	16,500.00	-1,509.00	33,000.00
<b>7110 · District Board Expenses</b>	0.00	208.00	-208.00	35.00	1,252.00	-1,217.00	2,500.00
<b>7120 · Elections Costs</b>	0.00	0.00	0.00	10,726.60	14,000.00	-3,273.40	14,000.00
<b>7130 · Grant Expenses</b>	0.00	267.00	-267.00	0.00	1,598.00	-1,598.00	3,200.00
<b>7140 · Interest Expense</b>	0.00	0.00	0.00	8,440.38	6,777.00	1,663.38	6,777.00
<b>Total Managerial Expenses</b>	<b>34,703.04</b>	<b>36,484.00</b>	<b>-1,780.96</b>	<b>135,576.52</b>	<b>145,476.00</b>	<b>-9,899.48</b>	<b>254,165.00</b>
<b>Fire Prevention</b>							
<b>6401 · Public Education</b>	0.00	83.00	-83.00	0.00	502.00	-502.00	1,000.00
<b>6402 · Supplies-Enforcement</b>	0.00	235.00	-235.00	961.04	1,413.00	-451.96	2,823.00
<b>Total Fire Prevention</b>	<b>0.00</b>	<b>318.00</b>	<b>-318.00</b>	<b>961.04</b>	<b>1,915.00</b>	<b>-953.96</b>	<b>3,823.00</b>
<b>Capital Outlay</b>							
<b>7945 · C/O - Communicaiton Equipment</b>	0.00	833.00	-833.00	0.00	5,002.00	-5,002.00	10,000.00
<b>Total Capital Outlay</b>	<b>0.00</b>	<b>833.00</b>	<b>-833.00</b>	<b>0.00</b>	<b>5,002.00</b>	<b>-5,002.00</b>	<b>10,000.00</b>
<b>Contingencies</b>							
<b>8002 · Contingencies (Funding Reserve)</b>	0.00	0.00	0.00	0.00	0.00	0.00	48,997.00
<b>8003 · Volunteer Pension Contribution</b>	0.00	0.00	0.00	0.00	0.00	0.00	105,876.00
<b>Total Contingencies</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>154,873.00</b>
<b>Total Expense</b>	<b>309,777.10</b>	<b>316,463.00</b>	<b>-6,685.90</b>	<b>1,323,833.69</b>	<b>1,435,038.00</b>	<b>-111,204.31</b>	<b>3,093,443.00</b>
<b>Net Ordinary Income</b>	<b>-1,879.44</b>	<b>-7,593.15</b>	<b>5,713.71</b>	<b>908,723.22</b>	<b>733,105.20</b>	<b>175,618.02</b>	<b>384,572.01</b>
<b>Net Income</b>	<b>-1,879.44</b>	<b>-7,593.15</b>	<b>5,713.71</b>	<b>908,723.22</b>	<b>733,105.20</b>	<b>175,618.02</b>	<b>384,572.01</b>



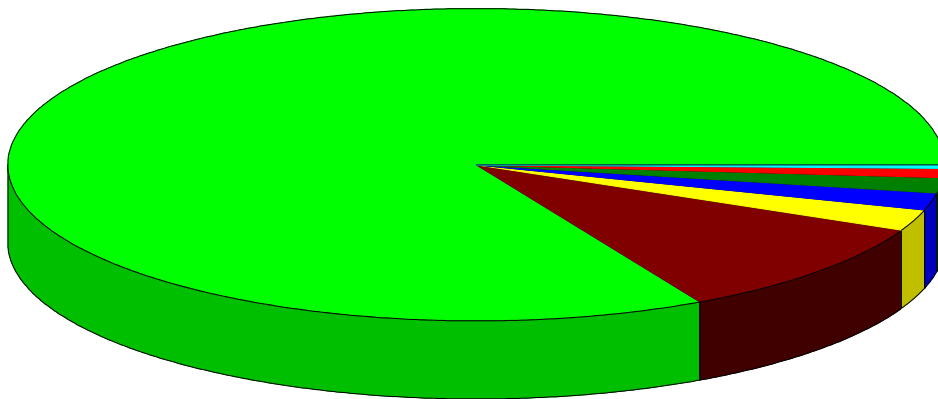


### Income and Expense by Month January through June 2023



### Expense Summary January through June 2023

Personnel Costs	82.98%
Managerial Expenses	10.24
Buildings & Land	2.24
Communication & IT	1.78
Vehicles & Equipment	1.70
Travel & Training & Oper Supp	0.99
Fire Prevention	0.07
<b>Total</b>	<b>\$1,323,833.69</b>



By Account

## Wellington Fire Protection District Monthly Disbursements As of June 30, 2023

Type	Date	Num	Name	Memo	Clr	Split	Debit	Credit	Balance
<b>CASH-CAPITAL FUND</b>									
<b>107.400 · Town Impact Fees-PW-3768</b>									
Deposit	06/17/2023			Interest	X	4011 · DEL...	24.63		51,112.71
Total 107.400 · Town Impact Fees-PW-3768							24.63	0.00	51,112.71
<b>107.500 · County Impact Fees-PW-3818</b>									
Deposit	06/15/2023			Interest	X	4011 · DEL...	15.54		32,239.26
Total 107.500 · County Impact Fees-PW-3818							15.54	0.00	32,239.26
<b>107.600 · FNBO Town Impact Fees - 9432</b>									
Total 107.600 · FNBO Town Impact Fees - 9432									200,000.00
Total CASH-CAPITAL FUND							40.17	0.00	283,351.97
<b>CASH - GENERAL FUND</b>									
<b>107.000 · Operating - Points West - 5485</b>									
Deposit	06/01/2023			Deposit	X	-SPLIT-	275.00		132,849.12
Bill Pmt -Check	06/01/2023	N/A	Standard Insurance Company	# 00167757001_05.23	X	ACCOUNTS...		1,016.51	133,124.12
Transfer	06/01/2023			Funds Transfer	X	107.200 · M...	300,000.00		432,107.61
Check	06/02/2023	EFT...	Family Support Registry	Confirm #782138	X	2100 · Payr...		85.84	432,021.77
General Journal	06/02/2023	2022...		PPE 5.27.23	X	-SPLIT-		45,243.46	386,778.31
General Journal	06/02/2023	2022...		PPE 5.27.23	X	107.000 · O...			375,408.23
Check	06/02/2023	EFT...	Fire And Police Pension	PPE 05.27.23	X	-SPLIT-		17,840.59	357,567.64
Check	06/02/2023	EFT	Intuit	monthly fee for QBs	X	6210 · I.T. E...		20.00	357,547.64
General Journal	06/05/2023	2022...		BILL 06/05/23 Payables Funding	X	1072 · Bill.c...		1,832.32	355,715.32
Bill Pmt -Check	06/08/2023	N/A	Poudre Valley REA	# 8894001	X	ACCOUNTS...		197.21	355,518.11
Check	06/08/2023	EFT	Bill.com	Bill.com Monthly Fee	X	6210 · I.T. E...		228.52	355,289.59
Check	06/09/2023	EFT	Microsoft	Z524WCTLUJRB	X	7050 · Fees...		1,650.00	353,639.59
Bill Pmt -Check	06/11/2023	N/A	Lumen/Century Link	# 9705680642866_05.23	X	ACCOUNTS...		173.87	353,465.72
Bill Pmt -Check	06/12/2023	N/A	Pinnacol Assurance	# 21299904	X	ACCOUNTS...		4,833.00	348,632.72
Bill Pmt -Check	06/13/2023	N/A	BankCard Center	# 74768004800XSZ2P6	X	ACCOUNTS...		2,825.46	345,807.26
Check	06/13/2023	EFT	Microsoft		X	7050 · Fees...		3,168.00	342,639.26
Bill Pmt -Check	06/15/2023	N/A	Northern Colorado Water Assoc.	# 408.10_05.23	X	ACCOUNTS...		39.00	342,600.26
Bill Pmt -Check	06/15/2023	N/A	Northern Colorado Water Assoc.	# 410.13_05.23	X	ACCOUNTS...		51.45	342,548.81
Bill Pmt -Check	06/15/2023	N/A	Northern Colorado Water Assoc.	# 409.11_05.23	X	ACCOUNTS...		39.00	342,509.81
Bill Pmt -Check	06/15/2023	N/A	AFLAC	# 914029	X	ACCOUNTS...		261.14	342,248.67
Bill Pmt -Check	06/15/2023	N/A	Northern Colorado Water Assoc.	# 173.01_05.23	X	ACCOUNTS...		63.89	342,184.78
General Journal	06/16/2023	2022...		PPE 06.10.2023	X	-SPLIT-		47,829.39	294,355.39
General Journal	06/16/2023	2022...		PPE 06.10.2023	X	107.000 · O...		12,741.65	281,613.74
Check	06/16/2023	EFT...	Family Support Registry	Confirm #785642	X	2100 · Payr...		85.84	281,527.90
Bill Pmt -Check	06/20/2023	N/A	Town of Wellington	# 1628.01_05.23	X	ACCOUNTS...		78.20	281,449.70
Bill Pmt -Check	06/20/2023	N/A	Republic Services	# 0642-000555755	X	ACCOUNTS...		196.26	281,253.44
Check	06/20/2023	EFT	Paylocity	39@ \$10.45 + base rate \$228.88...	X	7060 · Payr...		636.99	280,616.45
Deposit	06/21/2023			Deposit	X	-SPLIT-	3,420.00		284,036.45
Bill Pmt -Check	06/22/2023	Auto ...	Black Hills Energy	# 7868 3317 16_05.23	X	ACCOUNTS...		165.39	283,871.06
Bill Pmt -Check	06/23/2023	ACH	Anthem Blue Cross & Blue Shi...	# 048119869491	X	ACCOUNTS...		13,061.02	270,810.04
General Journal	06/23/2023	2022...		BILL 06/23/23 Payables Funding	X	1072 · Bill.c...		7,521.00	263,289.04
Check	06/26/2023	EFT...	Fire And Police Pension	PPE 06.10.2023	X	-SPLIT-		17,327.61	245,961.43
Bill Pmt -Check	06/27/2023	ACH	Xcel Energy	# 831146638	X	ACCOUNTS...		782.34	245,179.09
General Journal	06/28/2023	2022...		BILL 06/28/23 Payables Funding	X	1072 · Bill.c...		9,537.27	235,641.82
Deposit	06/30/2023			Deposit	X	-SPLIT-	385.00		236,026.82
General Journal	06/30/2023	2022...		PPE 06.24.2023	X	-SPLIT-		50,058.27	185,968.55

## Wellington Fire Protection District Monthly Disbursements As of June 30, 2023

Type	Date	Num	Name	Memo	Clr	Split	Debit	Credit	Balance
General Journal	06/30/2023	2022...		PPE 06.24.2023	X	107.000 · O...		14,260.06	171,708.49
Check	06/30/2023	EFT...	Family Support Registry	Confirm #789385	X	2100 · Payr...		85.84	171,622.65
Check	06/30/2023	EFT...	Rocky Mountain Reserve	HSA June 2023		-SPLIT-		2,611.11	169,011.54
Check	06/30/2023	EFT...	Fire And Police Pension	PPE 06.24.2023		-SPLIT-		16,750.77	152,260.77
Bill Pmt -Check	06/30/2023	Auto ...	Rocky Mountain Reserve	# 614433	X	ACCOUNTS...		221.50	152,039.27
General Journal	06/30/2023	2022...		BILL 06/30/23 Payables Funding	X	1072 · Bill.c...		1,214.36	150,824.91
Total 107.000 · Operating - Points West - 5485							304,080.00	286,104.21	150,824.91
<b>107.200 · Money Market - Points West 3800</b>									803,888.51
Transfer	06/01/2023			Funds Transfer	X	107.000 · O...		300,000.00	503,888.51
General Journal	06/09/2023	2022...		May 2023 Property Tax	X	4011 · DEL...	296,935.46		800,823.97
Deposit	06/15/2023			Interest	X	4011 · DEL...	1,150.03		801,974.00
Total 107.200 · Money Market - Points West 3800							298,085.49	300,000.00	801,974.00
<b>108.000 · Operating - 1st National Bank</b>									43,237.71
Total 108.000 · Operating - 1st National Bank									43,237.71
Total CASH - GENERAL FUND							602,165.49	586,104.21	996,036.62
<b>1072 · Bill.com Money Out Clearing</b>									0.00
Bill Pmt -Check	06/05/2023	Bill.c...	Wellington Professional Firefig...	https://app02.us.bill.com/BillPay?...		ACCOUNTS...		332.32	-332.32
Bill Pmt -Check	06/05/2023	Bill.c...	Mr. Jason Meyers	https://app02.us.bill.com/BillPay?...		ACCOUNTS...		100.00	-432.32
Bill Pmt -Check	06/05/2023	Bill.c...	Western States Fire Protectio...	https://app02.us.bill.com/BillPay?...		ACCOUNTS...		880.00	-1,312.32
Bill Pmt -Check	06/05/2023	Bill.c...	Colorado Division of Fire Prev...	https://app02.us.bill.com/BillPay?...		ACCOUNTS...		20.00	-1,332.32
Bill Pmt -Check	06/05/2023	Bill.c...	Christine Gaiter	https://app02.us.bill.com/BillPay?...		ACCOUNTS...		200.00	-1,532.32
Bill Pmt -Check	06/05/2023	Bill.c...	Ken Pettit	https://app02.us.bill.com/BillPay?...		ACCOUNTS...		100.00	-1,632.32
Bill Pmt -Check	06/05/2023	Bill.c...	Steve Sarno	https://app02.us.bill.com/BillPay?...		ACCOUNTS...		100.00	-1,732.32
Bill Pmt -Check	06/05/2023	Bill.c...	David Pierson	https://app02.us.bill.com/BillPay?...		ACCOUNTS...		100.00	-1,832.32
General Journal	06/05/2023	2022...		BILL 06/05/23 Payables Funding		107.000 · O...	1,832.32		0.00
Bill Pmt -Check	06/23/2023	Bill.c...	First Responder Trauma Coun...	https://app02.us.bill.com/BillPay?...		ACCOUNTS...		1,500.00	-1,500.00
Bill Pmt -Check	06/23/2023	Bill.c...	James Vincent Group*	https://app02.us.bill.com/BillPay?...		ACCOUNTS...		5,000.00	-6,500.00
Bill Pmt -Check	06/23/2023	Bill.c...	ICC-	https://app02.us.bill.com/BillPay?...		ACCOUNTS...		1,021.00	-7,521.00
General Journal	06/23/2023	2022...		BILL 06/23/23 Payables Funding		107.000 · O...	7,521.00		0.00
Bill Pmt -Check	06/28/2023	Bill.c...	ADT Commercial	https://app02.us.bill.com/BillPay?...		ACCOUNTS...		166.10	-166.10
Bill Pmt -Check	06/28/2023	Bill.c...	Haynie & Company	https://app02.us.bill.com/BillPay?...		ACCOUNTS...		8,000.00	-8,166.10
Bill Pmt -Check	06/28/2023	Bill.c...	Safeware	https://app02.us.bill.com/BillPay?...		ACCOUNTS...		253.25	-8,419.35
Bill Pmt -Check	06/28/2023	Bill.c...	Wellington Professional Firefig...	https://app02.us.bill.com/BillPay?...		ACCOUNTS...		332.32	-8,751.67
Bill Pmt -Check	06/28/2023	Bill.c...	Lyons Gaddis	https://app02.us.bill.com/BillPay?...		ACCOUNTS...		104.00	-8,855.67
Bill Pmt -Check	06/28/2023	Bill.c...	Safeware	https://app02.us.bill.com/BillPay?...		ACCOUNTS...		112.00	-8,967.67
Bill Pmt -Check	06/28/2023	Bill.c...	Lumen/Century Link	https://app02.us.bill.com/BillPay?...		ACCOUNTS...		569.60	-9,537.27
General Journal	06/28/2023	2022...		BILL 06/28/23 Payables Funding		107.000 · O...	9,537.27		0.00
Bill Pmt -Check	06/30/2023	Bill.c...	John Alexander Hunter	https://app02.us.bill.com/BillPay?...		ACCOUNTS...		100.00	-100.00
Bill Pmt -Check	06/30/2023	Bill.c...	ICC-	https://app02.us.bill.com/BillPay?...		ACCOUNTS...		97.50	-197.50
Bill Pmt -Check	06/30/2023	Bill.c...	Larimer County Fleet Services	https://app02.us.bill.com/BillPay?...		ACCOUNTS...		166.80	-364.30
Bill Pmt -Check	06/30/2023	Bill.c...	O'Reilly Auto	https://app02.us.bill.com/BillPay?...		ACCOUNTS...		298.92	-663.22
Bill Pmt -Check	06/30/2023	Bill.c...	iHeartMedia	https://app02.us.bill.com/BillPay?...		ACCOUNTS...		551.14	-1,214.36
General Journal	06/30/2023	2022...		BILL 06/30/23 Payables Funding		107.000 · O...	1,214.36		0.00
Total 1072 · Bill.com Money Out Clearing							20,104.95	20,104.95	0.00
<b>TOTAL</b>							<b>622,310.61</b>	<b>606,209.16</b>	<b>1,279,388.59</b>

# Wellington Fire Protection District



Fiscal Year  
Begins: Jan-23

## Twelve-Month Cash Flow

Wellington Fire Protection District

	Beginning	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Monthly Average	Overview
<b>Cash Summary</b>															
<b>Cash on Hand</b> (beginning of month)	137,942	137,942	(9,649)	21,863	733,743	652,341	916,937	932,998	1,618,875	1,454,883	1,316,808	1,135,466	958,405	822,551	
<b>Cash Available</b> (on hand + receipts, before cash out)	137,942	169,791	207,103	1,191,997	911,851	1,136,447	1,219,102	1,860,005	1,669,227	1,531,152	1,350,124	1,173,063	1,160,998	1,131,738	
<b>Cash Position</b> (end of month)	137,942	(9,649)	21,863	733,743	652,341	916,937	932,998	1,618,875	1,454,883	1,316,808	1,135,466	958,405	53,932	815,550	
<b>Cash Receipts</b>															
Tax Levy Revenue		17,111	66,752	1,091,451	176,676	469,358	296,935	921,573	44,918	70,835	27,882	32,163	47,159	271,901	
Non-Tax Levy Revenue		14,737	0	3,682	1,432	14,749	5,230	5,434	5,434	5,434	5,434	5,434	155,434	18,536	
Line of Credit		0	150,000	75,000	0	0	0	0	0	0	0	0	0	18,750	
<b>Total Cash Receipts</b>		<b>31,849</b>	<b>216,752</b>	<b>1,170,133</b>	<b>178,108</b>	<b>484,106</b>	<b>302,165</b>	<b>927,007</b>	<b>50,352</b>	<b>76,269</b>	<b>33,316</b>	<b>37,597</b>	<b>202,593</b>	<b>309,187</b>	
<b>Cash Paid Out</b>															
Disbursements		179,440	185,240	232,099	259,510	219,511	286,104	241,130	214,344	214,344	214,658	214,658	559,271	251,692	
Repayment of LOC, Property Taxes and Impact Fees		0	0	226,156	0	0	0	0	0	0	0	0	547,795	64,496	
<b>Total Cash Paid Out</b>		<b>179,440</b>	<b>185,240</b>	<b>458,254</b>	<b>259,510</b>	<b>219,511</b>	<b>286,104</b>	<b>241,130</b>	<b>214,344</b>	<b>214,344</b>	<b>214,658</b>	<b>214,658</b>	<b>1,107,066</b>	<b>316,188</b>	
		(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Budget)	(Budget)	(Budget)	(Budget)	(Budget)	(Budget)	

PROPOSAL FOR:  
WELLINGTON FIRE PROTECTION DISTRICT



Submitted by:  
Comprehensive Risk Planning Associates, LLC  
Samuel Walters, Ph.D.  
CEO/Principal Consultant  
2050 Eaton St.  
Edgewater, CO 80214  
(303) 507-9853  
[swalters@comprehensiveplanners.com](mailto:swalters@comprehensiveplanners.com)

District Board of Directors Planning Retreat-July 22, 2023  
Submitted by Samuel Walters, Ph.D.  
CEO/Principal Consultant  
Comprehensive Risk Planning Associates, LLC

## **Executive Summary**

The following training center assessment proposal was prepared for Christine Gaiter, Treasurer of the Wellington Fire Protection District Board of Directors,. The proposal covers the basic scope of work to be provided by Comprehensive Risk Planning Associates, LLC (CPRA) and the owner and primary consultant Dr. Samuel Walters. This proposal and fee schedule agreement includes only the facilitation services provided for the District Board of Directors' Planning Retreat to be held on July 22, 2023.

## **Professional Qualifications: Comprehensive Risk Planning Associates, LLC (CRPA)**

Comprehensive Risk Planning Associates, LLC is the name of a public safety consulting service that has existed since 2006. The owner and principal consultant is Dr. Samuel Walters. Dr. Walters is a public safety professional with over 30 years of public and occupational safety experience. He has worked in all aspects of public safety including the fire service, law enforcement, EMS, and emergency management with a history of successful planning and leadership for public safety agencies.

Dr. Walters has served in several positions within the fire service ranging from Firefighter to career Fire Chief. He has participated in multiple levels of planning, administration, and operations of Fire Service and EMS agencies. Currently, Dr. Walters serves in the role of Subject Matter Expert in several areas including all phases of Emergency Agency Organization and Operations.

Dr. Walters has a Ph.D. in Public Policy and Administration, specializing in Homeland Security Policy and Coordination, a Master of Science in Executive Fire Service Leadership, and a Bachelor of Science in Education. A full professional resume for Dr. Walters has previously been provided to Director Gaiter.

## **Scope of Work**

In order to properly act in the role of facilitator, Dr. Walters will be conducting basic background research on the Fire District's current operations as well as an examination into historical information that is pertinent to current district operations. Additional information requested (if available) for this review includes the following:

- A current organizational chart
- District Budgets for the years 2022 and 2023\*
- List of physical assets including real property owned by the District\*
- Current Fire District Operating Procedures
- A full apparatus inventory (including year of acquisition for this equipment)\*

- Overall inventory of Firefighter Safety Equipment (turnout gear, SCBA, tools, etc.) with an estimate on age of the equipment\*
  - Last ISO assessment if available
  - A list of any grant funding that has been received by the District in past years
- \*Denotes documents already provided

Dr. Walters will work directly with a Board Representative to construct an agenda for the retreat and provide this document to the District Board of Directors one week prior to July 22, 2023. At that time any additional planning topics sought by the Board Members will be added to the agenda.

On July 22, 2023, Dr. Walters will serve as Facilitator for the planning retreat in Wellington, Colorado. The duration of the retreat will be determined prior to July 22. All topics contained in the planning process will receive the necessary time for discussion. In the role of Facilitator, Dr. Walters will provide guidance and structure to keep the discussions on topic for all planning needs determined by the Board of Directors.

Provision of needed materials for the retreat will be determined with a Board representative and Dr. Walters prior to the retreat day.

### **Fee Schedule**

Dr. Walters will provide the services of Facilitator for the flat fee of **\$1500.00** USD for the day of the Planning Retreat. This includes all preparation by Dr. Walters prior to the day of the retreat. A payment in the amount of \$750.00 will be required prior to the retreat and the balance of \$750.00 will be paid at the end of the retreat. Any additional services above those provided on July 22, 2023 or listed in this agreement will be negotiated.

Thank you.

Respectfully Submitted,  
Samuel Walters, PhD

**WELLING FIRE PROTECTION DISTRICT**

**PROPOSAL TO PROVIDE  
PROFESSIONAL SERVICES**

---



**Crady, Puca & Assoc**  
*Certified Public Accountants & Consultants*



July 13, 2023

Board of Directors  
Welling Fire Protection District  
8130 3<sup>rd</sup> Street  
Wellington, CO 80549

Dear Board of Directors:

Enclosed is our proposal to provide professional services for Welling Fire Protection District (the District). We appreciate the opportunity to be your consultants and look forward to establishing a long-term relationship with the District.

Crady, Puca and Associates is a women-owned firm focused on meeting the needs of local governments and nonprofits. One of our goals is to provide a successful client relationship based upon the quality of the professionals within our firm and the responsiveness of those professionals. Let me assure you that this is one of the key strengths you will find with Crady, Puca & Associates.

Obviously, there are many quality accounting firms which are capable of serving the District. I believe one of the key strengths that distinguishes Crady, Puca & Associates is that we are a local firm that provides a team consisting of seasoned professionals. In addition, both professionals have backgrounds in public accounting as well as internal accounting. This allows us to bring a well-balanced approach to our general accounting services. In addition, we focus on serving clientele in the local governmental and nonprofit sectors, which allows us to maintain our expertise in those areas.

We always strive to provide our clients with concise, effective communications. Accordingly, to the fullest extent possible, we attempt to make our proposal documents focused on the key elements of a client's needs and our ability to meet those needs. If we may provide any additional information beyond the condensed contents of our proposal, please let us know.

Sincerely,

*Debbie Crady*

DEBBIE CRADY, CPA  
CRADY, PUCA & ASSOCIATES

# CONTENTS

---

	Page
Firm Background .....	1
Background of Key Personnel .....	2
Training, Experience and Credentials .....	3
Firm References .....	4
Services and Fee Estimate .....	5
Peer Review Report .....	Appendix A

## FIRM BACKGROUND

---

Crady, Puca & Associates was formed with the focus of meeting the needs of small to medium-sized organizations including local governments and nonprofit entities. The firm was organized with the idea of providing auditing, accounting, tax and management services to these sectors.

In our accounting services area, our expertise includes the following services:

- Accounting software consultation and setup
- Monthly and quarterly financial statement preparation
- Accounts receivable and payable data entry
- Balance sheet account reconciliations
- Cash flow analysis and forecasting
- Budgeting
- Audit preparation

Crady, Puca & Associates is a women-owned, Denver area-based CPA firm (the Firm). The Firm is authorized to practice in the State of Colorado as a general partnership under License No. 13131, issued by the State Board of Accountancy. The Firm has two professional staff, both of whom are partners.

Our goal as a Firm is to provide the best service possible, both from a technical standpoint and a relationship standpoint. In this regard, we are committed to serving and partnering with our clients by returning phone calls promptly and always being available to answer questions. We pride ourselves in our ability to work effectively with nonprofits and governments and have focused our practice on serving them.

All key personnel are properly licensed as Certified Public Accountants in Colorado and are members of the American Institute of Certified Public Accountants (AICPA) and Colorado Society of Certified Public Accountants (CSCPA). The Firm also has memberships in the Government Finance Officers Association (GFOA) and the Special District Association (SDA).

Crady, Puca and Associates has received its independent peer review and the reviewers concluded that the Firm meets the quality control standards set by the AICPA. This indicates that our firm was found to have met or exceeded the high professional standards set by the AICPA regarding firm policies, procedures and work performed for our clients. A copy of our 2020 peer review is included in Appendix A.

## BACKGROUND OF KEY PERSONNEL

---

It is our plan that Debbie Crady will lead the accounting engagement and Laura Puca will assist as needed. A brief description of the qualifications and experience of our team follows:

**Debbie Crady, CPA, partner**, has over 30 years of extensive experience in audit, accounting and business consulting in a variety of industries. Her areas of expertise include financial audits of nonprofits and local governments with an emphasis in special districts including metropolitan, fire and water districts. She also has experience in the preparation of Forms 990 and 990-T. Additionally, she is currently providing consulting and accounting services to a fire district. Debbie's experience also includes serving as a controller for a multi-company corporation where she was responsible for all aspects of accounting to include financial statement preparation, financial statement review, consolidations, implementation of internal control policies and procedures, budget preparation and management of the accounting department. Debbie also served as the Treasurer on the board of a small nonprofit organization. Debbie is a member of the American Institute of Certified Public Accountants (AICPA), the Colorado Society of Certified Public Accountants (CSCPA), and the Government Finance Officers Association (GFOA). She is a graduate of the University of Colorado with a Bachelor of Science in Accounting.

Debbie's computer experience includes Microsoft Office (all versions), Quickbooks Pro and Quickbooks Online, Adobe Acrobat, and other audit software.

**Laura M. Puca, CPA, partner**, has over 30 years of accounting experience, most of which have been in public accounting. She has diverse audit and accounting experience in a variety of industries, primarily in not-for-profit organizations including foundations and associations, units of local governments including special districts such as metropolitan, fire and water districts and private businesses. Laura's experience includes all phases of audit fieldwork, internal control assessment, accounting services, and preparation of Forms 990 and 990-T. In addition, she has three years of practical experience serving as a director of finance for a local multi-million dollar foundation. Laura currently resides on the board of a metropolitan district in Elbert County. Laura is a member of the AICPA, CSCPA, and Special District Association. She is a graduate of the University of Virginia, with a Bachelor of Science in Accounting and a Master of Science in Accounting with a tax concentration. She is a Virginia native and has been a Colorado resident since 1997.

Laura's computer experience includes Microsoft Office (all versions), Quickbooks Pro, Premier-Nonprofit and Online, Blackbaud's Raiser's Edge, Adobe Acrobat, and other audit software.

As noted above, both partners have extensive auditing and accounting experience and have worked with several fire and other special districts in the past. This prior experience as well as continuing professional education has provided us with the necessary skills to provide audit services to the District.

## TRAINING, EXPERIENCE & CREDENTIALS

---

### Training

In an effort to continually maintain the professional competence of our Firm, our partners complete a minimum of forty hours of Continuing Professional Education (CPE) each year. CPE courses include study programs in areas such as auditing and accounting, taxation, advisory services and ethics. Although a number of general courses may be chosen, we elect to complete formal educational programs that assist in developing our expertise primarily in nonprofit and governmental entities.

In addition to CPE, we subscribe to monthly accounting and auditing updates, which provide us with an in-depth analysis of new accounting standards and other developments in governmental and nonprofit accounting. Our membership in professional organizations listed above also assists the Firm in keeping abreast of local laws and regulations that pertain to financial reporting as noted in the Colorado Revised Statutes.

### Related Experience

Our recent experience includes (but is not limited to) the following:

#### ***Current Accounting and Consulting Services:***

- Strasburg Fire Protection District
- Morgan Adams Foundation
- Phamaly Theatre Company
- RMAG Foundation

#### ***Audits of Governmental Entities:***

- Strasburg Fire Protection District No. 8 (2013 to 2020)
- Bear Creek Water and Sanitation District (2014 to present)
- Snake River Water District (2010 to present)
- Green Mountain Water and Sanitation District (2019 to present)
- Bancroft Water and Sanitation District (2022 to present)
- Broadlands Metropolitan District No. 2 (2013 to present)
- Red Leaf Metropolitan District No. 2 (2014 to present)
- Vintage Reserve Metropolitan District (2013 to present)
- Catamount Metropolitan District (2015 to present)
- Village East Metropolitan District No. 3 (2017 to present)
- Village at Dry Creek Metropolitan District No. 2 (2018 to present)
- Heritage Ridge Metropolitan District (2018 to present)
- Winter Farm Metropolitan District No. 2 (2018 to present)

## SERVICES AND FEE ESTIMATE

---

We propose to provide general accounting services as described below for the District beginning after July 31, 2023.

These general accounting services will include the following duties:

- Assisting District staff with account coding, etc., when needed
- Preparing monthly bank reconciliations
- Preparing monthly reconciliations of all other balance sheet accounts
- Preparing monthly financial statements
- Preparing other reports as requested by the District's management or board of directors
- Attending monthly board meetings
- Assisting in the annual budget preparation
- Assisting the annual audit process including preparation of the annual financial statements
- Assist or prepare the annual form 1096 and 1099 reporting

Our fee estimate for the general accounting services engagement is as follows:

Monthly accounting services*	\$2,000 - \$1,800 per month
Budgeting assistance	\$2,000 per year
Annual audit services	\$6,000 per year
Travel	Actual mileage at the IRS rate

\*Includes attendance at one board meeting per month. Additional trips to the District offices will be billed at \$25 per hour for travel time.

The total range for services is estimated to be \$30,000 to \$32,000 per year plus mileage.

The fee range is provided with the assumption that more hours will be required in the beginning in order for our Firm to gain an understanding of the District and its needs. Once the process is developed and working, we expect that the fees will be able to be reduced. This fee is also based upon the assumption that services such as cash receipts and disbursements data entry will be provided by an in-house bookkeeper. If additional time is required to assist with bookkeeping functions such as invoice data entry, running of checks, etc., these hours will be billed at our bookkeeping rate of \$90 per hour. If additional time is needed for grant applications, census reporting, etc., these hours will be billed at our controller rate of \$120 per hour.

---

**REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL**

January 20, 2021

To the Members of  
Crady, Puca & Associates  
and the Peer Review Committee of the Colorado Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Crady, Puca & Associates (the firm) in effect for the year ended April 30, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

**Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

**Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

## Required Selections and Considerations

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

## Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Crady, Puca & Associates in effect for the year ended April 30, 2020 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Crady, Puca & Associates has received a peer review rating of *pass*.

*Watson Coon Ryan, LLC*

Watson Coon Ryan, LLC



PROPOSAL FOR ACCOUNTING SERVICES FOR:



**WELLINGTON FIRE PROTECTION DISTRICT**

OFFERED BY:

*DMC* AUDITING AND CONSULTING, LLC

DMITRIY CHERNYAK, CPA

720-422-1352

[dmcauditingandconsulting@gmail.com](mailto:dmcauditingandconsulting@gmail.com)

145 Bristlecone Circle, Bailey, CO 80421

P.O. Box 791, Bailey, CO 80421

DATE: June 30, 2023

<b>SUBJECT</b>	<b>PAGE</b>
Transmittal Letter	1
Firm Information and Qualifications	2
Firm Partner and Staff That Will Perform the Work	3
Services to be Provided	3-4
Our Approach	4
Licensed To Practice in the State of Colorado	5
Engagement Fees	5
References	5
Similar Clients and Engagements	5
Previous Governmental Audit/Accounting Experience	5-6
Contact Information	6

Wellington Fire Protection District  
8130 Third Street  
Wellington, Colorado 80549

Dear Christine Gaiter and Board of Directors:

DMC Auditing and Consulting, LLC is pleased to respond to your request for a proposal to provide accounting and consulting services for the Wellington Fire Protection District (the District). As requested, the accounting services will include bank reconciliation, monthly reports, annual budgeting, audit preparation, pay allocation/raises and financial reporting to the Finance Committee and Board of Directors. Our goal is to perform the audit services, communicate effectively, and establish an audit/client relationship with the District's Board of Education, management, and staff.

We want to assist the District's Board of Directors and Finance Committee with preparing and maintaining the accounting records and compiling the annual budget with the direction of the Board of Directors and the Finance Committee. The professionals at DMC Auditing and Consulting, LLC understand the importance of a quality accounting service at a fair price.

DMC Auditing and Consulting, LLC is a professional CPA firm. Dmitriy Chernyak, Firm Partner, and David Gallagher, Consulting Manager, are licensed CPAs in the State of Colorado. Our firm is a member of the AICPA, Colorado Society of CPAs, and the Government Audit Quality Center (GAQC). The firm partner and staff have over 30 years of performing accounting and audit services for local governments in the State of Colorado. We have vast experience in preparing budgets and managing accounting records for quasi-governmental entities such as the District.

We believe that our firm is large enough to provide the necessary high-quality audit services and financial statement preparation. However, we are small enough to recognize the District's needs and provide that one-on-one attention. We pride ourselves on providing strong communication and keeping our clients informed of our progress as well as any issues we discover. We are a young firm but with a lot of experience in providing accounting and audit services for local governments and quasi-governments.

DMC Auditing and Consulting, LLC is fully independent from the District and all of its component units in all matters, whether in fact or in appearance. Our firm does not have a relationship, whether personal or professional, with the District or Charter School, any of its component units, or personnel.

We are interested in working with the District to provide the requested accounting services for the District's Board of Directors and Finance Committee.

Dmitriy Chernyak, CPA  
Firm Partner

## FIRM INFORMATION AND QUALIFICATIONS

DMC Auditing and Consulting, LLC is a Colorado CPA firm established in 2017 that specializes in providing quality accounting and consulting services to local governments, quasi-governments, and not-for-profit organizations in the State of Colorado. Our firm separates itself from the larger firms by bringing local government expertise and experience to our clients by focusing on establishing a trusted relationship with the board of directors and staff to provide the best possible service. We aim to provide clients with professional accounting, consulting, and auditing services while establishing effective communication, efficient processes, and professional guidance to generate a positive experience for our clients. We are uniquely able to stay up to date with developments in the local government, not-for-profit industries, and assist with technical issues throughout the year.

Our firm Partner/Owner, Dmitriy Chernyak, CPA, and Manager, David Gallagher, are Colorado-licensed CPAs and professionals with expertise in local government accounting, consulting, and auditing. Collectively, we have over 30 years of audit and accounting and audit experience with local governments in the State of Colorado, including special districts, cities, counties, school districts, charter schools, and other local governments. Our staff have expert knowledge of general accounting as well as the constantly changing GAAP, GASB, GAAS, Yellow Book, Uniform Guidance, and certain IRS requirements to provide our clients with comprehensive and knowledgeable services. We are members of the national AICPA, GAQC, and Colorado Society of CPAs.

In addition, our partner and staff have worked for many years in a local government with a fire department in a finance director role. This uniquely separates our firm from other accounting firms and offers a higher level of understanding of the unique issues in quasi-governments such as the Wellington Fire Protection District.

In addition, Dmitriy and David were lead auditors of many quasi-governments including various districts, cities, counties, school districts, and charter schools. We have a great understanding of the District's accounting transactions, types of revenues and resources, and types of expenditures.

We are experts in proper budgeting for local / quasi-governments and making sure the operating / ongoing costs, debt service, and capital purchases are managed properly.

We will dedicate our partner, manager, and staff to perform the accounting services on a regular basis to meet the District's needs and meet the necessary deadlines and requirements set by the Board of Directors, Finance Committee, and state statutes.

Our firm will perform the work that is reviewed by the manager and/or partner and communicated to District's Board of Directors and Finance Committee.

### FIRM PARTNER AND STAFF THAT WILL PERFORM THE WORK

**Dmitriy Chernyak, Firm Partner/Owner**, is a CPA licensed in the State of Colorado and has performed audits of various school districts, local governments, and not-for-profit organizations in the State of Colorado for over 16 years. In addition, Dmitriy has over six years of experience working in an upper management/finance director role at local governments and understands the financial, administrative, and political complexities of local governments and not-for-profit organizations. Dmitriy has vast experience and expertise in accounting principles generally accepted in the United State of America, financial statement preparation, GASB implementation, implementation and evaluation of internal controls, single audits, and compliance with federal and state requirements. Dmitriy graduated from the University of Colorado at Denver in 2007 with two degrees: a Bachelor of Science in Accounting and a Bachelor of Science in Finance.

**David J. Gallagher, Manager**, is a CPA licensed in the State of Colorado and has been performing auditing and accounting for various types of local governments and not-for-profit organizations in the State of Colorado for over five years. Similarly, David brings significant local government and not-for-profit accounting experience. David also is highly experienced in accounting principles generally accepted in the United State of America, financial statement preparation, GASB/FASB implementation, implementation and evaluation of internal controls, single audits, and compliance with federal and state requirements. David graduated from the University of Colorado at Denver in 2013 with a Master of Science in Accounting.

**Nicholas Bozzo, Staff Consultant**, has five years of accounting experience in local government and the private sector. Nicholas has proven that he is a quick learner and has the ability to grasp and understand complex accounting concepts and work efficiently. Nicholas graduated with a Bachelor of Science in Accounting from Bemidji State University in 2017 with a 3.9 GPA.

### SERVICES TO BE PROVIDED

DMC Auditing and Consulting, LLC, will perform accounting services as requested by the District's Treasurer, Christine Gaiter, including bank reconciliations, monthly reports, budgeting, and reviewing the accuracy of pay raise calculations determined by the District's decision-makers. In addition, we will perform the following services:

- Accounting and Bookkeeping
  - Use District's QuickBooks Desktop system to manage accounting records and general ledger in accordance with GAAP
  - Perform bank reconciliations and reconcile transactions to bank statement monthly
  - Prepare monthly financial reports for the Board of Directors meeting
  - Prepare financial records for year-end and annual audit

- Annual Budget
  - Prepare the annual budget under the guidance of the Finance Committee and Board of Directors
  - Present the budget to the Board of Directors and Finance Committee for review and approval
  - Review the accuracy of pay raise calculations provided by the District decision-makers

#### Communications with Client

We will communicate with the Board of Directors at meetings and throughout the year as necessary. Any significant issues we encounter will be discussed with the Board of Directors and Finance Committee.

#### **OUR APPROACH**

The firm is available and committed to providing the requested accounting services established by the District. We will work with the Board of Directors and Finance Committee to perform these services and meet the timelines set by the District.

Information will be provided electronically. We understand that certain documents are easier to provide as hard copies (in-person). If necessary, we will arrange a time to be on-site.

To gain an understanding of District's current financial position, we will obtain the existing budget and access the accounting records and audits. Upon award and agreement, we will perform a review of the current and prior year accounting records and budget, compare the actual revenues and expenditures to the approved budget year-to-date, examine the bank statements and investments, and create a plan to manage the District's deliverables and timelines to provide the requested services for the District.

We will work with the District's Finance Committee, Board of Directors, and designees to obtain the necessary information and guidance to compile and prepare the budget documents that will be presented to the decision-makers and elected officials.

We will reconcile bank accounts to the accounting records monthly and potentially evaluate other accounts for reconciliation and accuracy based on the available information from the District.

For the annual audit, our firm will review the accounting records to comply them with accounting principles generally accepted in the United States of America (GAAP) and GASB. In addition, we will assist in the preparation of the schedules and supporting documentation for the audit. This will create a smooth audit process for the organization and the audit firm.

We will use our extensive knowledge of local and quasi-governments, such as the District, to make the audit process as smooth as possible with positive results.

Our procedures will be performed mostly remotely. The partner and manager will be available for the Board of Directors, Finance Committee, and those affiliated with organization regularly. Work performed by firm staff will be reviewed through our internal review process.

**LICENSED TO PRACTICE IN THE STATE OF COLORADO**

The firm of DMC Auditing and Consulting, LLC and the partner and manager listed in this proposal are licensed to practice public accounting in the State of Colorado.

**ENGAGEMENT FEES**

Fees for providing accounting and consulting services for one year will be \$50,000, which will include all the services mentioned in this proposal. However, additions to the scope of services will be negotiated separately with the Board of Directors.

**REFERENCES**

- Eaton School District – Eaton, CO (Luke Gonzales – 970-590-2221)
- Huerfano County, Colorado – Walsenburg, CO (Kim Trujillo – 719-738-3000 x210)
- Stargate Charter School – Thornton, CO (Lynne Allen – 303-475-4205)
- Swanhorst and Company, LLC – Denver, CO (Wendy Swanhorst – 303-638-3495)

**SIMILAR CLIENT NEGAGEMENTS**

- Eaton School District – Eaton, CO – 2016-2021 audit accounting and consulting
- Huerfano County – Walsenburg, CO – FY 2022 audit accounting and consulting
- Stargate Charter School – Thornton, CO – 2016-2022 audit accounting and consulting

**PREVIOUS GOVERNMENTAL ACCOUNTING/AUDITING EXPERIENCE (AUDIT ENGAGEMENTS)**

<i>CLIENT NAME / SERVICE TYPE (YEARS)</i>	<i>LOCATION</i>
<b>City and County Governments</b>	
<i>City of Cañon City* (2012-2016)</i>	Cañon City, CO
<i>City of Wheat Ridge* (2009-2016)</i>	Wheat Ridge, CO
<i>City of Lakewood* (2009-2016)</i>	Lakewood, CO
<i>City of Fountain* (2009-2016)</i>	Fountain, CO
<i>City of Woodland Park* (2009-2016)</i>	Woodland Park, CO
<i>Town of Superior* (2009-2016)</i>	Superior, CO
<i>Adams County* (2009-2012)</i>	Brighton, CO
<i>Clear Creek County* (2009-2016)</i>	Georgetown, CO
<i>Englewood Housing Authority* (2009-2016)</i>	Englewood, CO
<i>Pueblo Library District* (2009-2016)</i>	Pueblo, CO
<b>School Districts</b>	
<i>Eaton School District (Weld County SD RE-2) (2022)</i>	Eaton, CO
<i>Thompson School District* (2011-2016)</i>	Loveland, CO
<i>Boulder Valley School District* (2009-2014)</i>	Boulder, CO
<i>Eagle School District* (2011-2016)</i>	Eagle, CO
<i>Morgan County School District* (2009-2016)</i>	Fort Morgan, CO

**Charter Schools**

<i>Stargate Charter School (2017-2022) (Consulting)</i>	Thornton, CO
<i>Community Leadership Academy* (2009-2016)</i>	Commerce City, CO
<i>Chavez-Huerta Preparatory Academy* (2009-2016)</i>	Pueblo, CO
<i>Ricardo Flores Magón Academy* (2009-2016)</i>	Denver, CO
<i>DCS Montessori Charter School* (2009-2016)</i>	Pine, CO
<i>Cesar Chavez Academy* (2009-2016)</i>	Denver, CO
<i>Challenge to Excellence Charter School* (2009-2016)</i>	Parker, CO
<i>Parker Core Knowledge Charter School* (2009-2016)</i>	Parker, CO

\*Audited with prior firm

**CONTACT INFORMATION**

Should our firm be selected, we would be honored to perform accounting and consulting services for the Wellington Fire Protection District.

We are looking forward to hearing from you. Our contact information is as follows:

**Dmitriy Chernyak, CPA**

Partner / Owner

DMC Auditing and Consulting, LLC

Phone: 720-422-1352

Email: [dmcauditingandconsulting@gmail.com](mailto:dmcauditingandconsulting@gmail.com)

Mailing Address: P.O. Box 791, Bailey, CO 80421



# **Proposal for Professional Accounting Services**

**Green & Associates, LLC**  
123 North College Ave, Suite 215  
Fort Collins, CO 80524  
720-839-6458

**Green & Associates LLC**

Certified Public Accountants & Business Consultants

## **TABLE OF CONTENTS**

- ❑ About the Firm
- ❑ Quality Control
- ❑ Commitment to Service
- ❑ Fee Schedule

# Green & Associates LLC

Certified Public Accountants & Business Consultants

July 6, 2023

**Dear Wellington Fire Protection District:**

We appreciate the opportunity to propose our accounting and budgeting services for Wellington Fire Protection District. We can deliver accounting and budgeting services to you in a quality and timely manner. We understand the work to be performed, and are confident that our firm and its staff possess the necessary skills and qualifications in order to provide you with services in the highest quality, and timeliest manner possible. We have the staff and resources to meet the deadlines of your organization.

Green & Associates, LLC was founded on the idea of offering quality accounting and auditing services at a reasonable price while providing service above and beyond most firms. We believe in immediately returning client inquiries and are available for questions throughout the year. We are committed to meeting your timelines and being responsive to your priorities.

We work with your team to minimize the disruption during the accounting process. This is accomplished through prior planning, open communication, and consistency from year to year of the team. The consistency of the team greatly reduces the amount of time you spend updating new staff on the nature of your entity while the clear communication reduces the time responding to requests for documentation and will expedite the entire process. We are confident that we can offer your organization the highest level of client care.

We can commit to you that our firm's approach to client service will continue to surpass your expectations for years to come. Our qualifications and credentials are presented in the attached proposal for your convenience. We are confident that the services our firm can provide the Wellington Fire Protection District. will demonstrate that we are highly qualified. We are committed to resolving issues promptly, responding to requests immediately and meeting with you regularly. Please call me regarding any questions that you may have. I look forward to hearing from you and hope that Green & Associates, LLC can be of service to you.

Sincerely,



David Green, CPA  
Managing Member  
720-839-6458

123 N College Ave, Suite 215  
Fort Collins, CO 80524

Green & Associates • LLC

PHONE (720) 839-6458  
www.GreenCPAfirm.com

### ***About the Firm***

Green & Associates, LLC is located in Fort Collins, CO and was established with the primary focus to be in providing accounting and taxation services to not for profits and governmental clients. The firm consists of two CPA's and one general accountant. The firm was founded by David Green, CPA who has a strong background in accounting, auditing and taxation.

The firm is a member of the Colorado Society of Certified Public Accountants, the AICPA and the Special Districts Association of Colorado in order to remain current on the areas affecting special districts. Based on the skill level and experience of the staff in place we are confident that we can provide Wellington Fire Protection District with the services requested in the timeframe they are desired.

### ***Quality Control***

The firm is committed to the highest level of competency and requires each professional to undergo a minimum of 40 hours of continuing education in audit and accounting annually with at least 24 of those hours in the area of governmental accounting during the reporting period. All professionals associated with the firm are members of the Colorado Society of CPA's and the AICPA. The firm and all professional staff are properly licensed by the Colorado State Board of Accountancy to practice within the state of Colorado.

The firm participates in the AICPA peer review program. During the most recent inspection dated January 13, 2023 the firm received the highest rating possible, a rating of "Pass." The firm carries professional liability insurance which exceeds the amounts required by the Colorado State Board of Accountancy.

### ***Commitment to Service***

The top priority at Green & Associates, LLC, is to provide our clients with the highest level of service and to help them identify and solve the problems facing their organization, enabling them meet or exceed their objectives. This is accomplished through a strict adherence to deadlines and by maintaining clear and open lines of communication to continue to meet the needs of our clients even as their business changes. In the course of carrying out an engagement we generate insights and develop information which results in improved controls and greater efficiencies leading to a higher level of financial reporting for our clients.

### ***Similar Clients***

We work with a variety of governmental and non-profit organizations which gives us a broad prospective of circumstances districts of varying types are facing. Currently we work with the following fire districts in an audit capacity. Boulder Mountain Fire Protection District, Briggsdale Fire Protection District, Coal Creek Canyon Fire Protection District, Grand Lake Fire Protection District, Lake City Fire Protection District, Lefthand Fire Protection District, and Strasburg Fire Protection District.

### ***Services and Fee Schedule***

We will assist you with various accounting functions, including consultation on recordkeeping, recording of transactions, salary and benefit analysis and periodic adjustments, among others. On a monthly basis we will reconcile all bank accounts and perform monthly closing functions. We will provide you with financial information generated from your accounting software including a profit and loss statement and balance sheet. These will be presented on a cash basis but will not be compiled and are intended to be for management use only.

On a monthly basis the financial statements will be generated and all accounts reconciled. Once the financial statements are completed, we will be available to review them with employees of the organization or the Board of Directors as needed. On an annual basis we will work with the finance committee or other group as designated by the District to prepare the annual budget, and assist in the preparation for the annual audit. We will also be available for other projects that may arise during the month.

### **Optional Services**

During our initial inquiry regarding the desired services, it was discussed that the District may begin preparing checks and entering invoices internally. Based on this discussion we are providing a quote for these services separately in the event the District may desire to retain these services. We will record into your accounting software the accounting transactions for the Organization including accounts payable, revenues, and payroll prepared by a 3<sup>rd</sup> party. We will record the invoices and prepare the checks for all vendors. We will submit these to you for the appropriate signatures and approvals. You will need to review all checks prior to signing them and notify us promptly of any errors.

Our fees are based on the expected time spent on the engagements and are estimated based on our staff's previous experience in the industry, as well as the estimates that were provided by the Organization. Our goal is to help you control your costs and to establish high quality financial reporting in the most efficient manner possible. Our fees for this are outlined below.

Based on our staff's previous experience with similar engagements our proposed fees are \$2,000 for monthly reconciliation of the accounting records, preparation of monthly financial statements and general consultation throughout the month. The accounts payable services as outlined under optional services above may be provided for \$1,000 - \$1,500 per month depending on how often it is required to enter invoices, prepare checks and be on-site at the District. Budget and audit preparation can be provided at a rate of \$200 per hour, which is discounted from our standard hourly rate. This includes the services of the accountant, as well as services of the CPA to provide additional support as needed. These fees are estimated based on preliminary discussions with the District Treasurer and the scope of work outlined in those discussions. If there is further information required or clarification needed, please feel free to reach out to us.

## Consultation Agreement

This agreement, entered into between Wellington Fire Protection District and Bob Olme for the purposes of providing consultation to the district and more specifically the Fire Chief during the transition into the position.

Services include:

- Initial meeting (In Person) to discuss with the Fire Chief all areas of interest to ensure successful transition and operation of the fire department.
- 24/7 phone call availability to consultant to assist when needed in information sharing.
- Additional in-person meetings as needed to aid as requested.

The cost of services is to be paid by the district and are as follows:

- |   |                           |
|---|---------------------------|
| ○ Travel time                             | \$ 50.00 per hour         |
| ○ In-person meeting/hour                  | \$100.00 per hour         |
| ○ Phone charges (per 12 calls or 2 hours) | \$ 100.00 per description |

It is understood that this assignment is anticipated to be temporary, however, circumstances could lead to longer contractual commitments. In either case the not to exceed amount is agreed to be Three Thousand (\$3000.00) dollars without prior approval by the Board of Directors to exceed this amount.

It is understood that the services provided may lead to recommendations for action by the Board, however the Board reserves the right to govern the district as they wish without regard to any recommendations brought forth through consultation.

Entered into this \_\_\_\_\_ day of July, 2023 between:

\_\_\_\_\_  
Board President  
Wellington FPD

\_\_\_\_\_  
Bob Olme  
Olme Consulting

## AGREEMENT FOR SERVICES

**1. PARTIES.** The parties to this Agreement are the Wellington Fire Protection District ("District") and Fire Marshal Services LLC ("Contractor").

**2. RECITALS AND PURPOSE.** District is a Title 32 special district. Contractor desires to provide certain professional services to District as an independent contractor. Section 8-40-202(2), C.R.S., establishes a rebuttable presumption that any person engaged to perform services for an employer is an employee, and expressly authorizes a written agreement to rebut such presumption by containing an appropriate disclaimer. The purpose of this Agreement is to set forth the terms and conditions of the Contractor's provision of said services and to establish the relationship between the parties, and accordingly, the parties covenant and agree to the following.

**3. SCOPE OF SERVICES.** Contractor shall provide those services as are described and set forth in the attached **EXHIBIT A** which is incorporated by this reference ("Services").

**4. CONSIDERATION.** In consideration of the provision of Services described herein, District agrees to pay Contractor an hourly rate of \$75.00 (seventy-five dollars) for services rendered. Contractor shall periodically bill the District for services rendered during the applicable billing period, but no more frequently than monthly, utilizing an itemized statement showing the number of hours, or fractions thereof (no less than increments of 1/10<sup>th</sup> of an hour) for that billing period.

**5. LEGAL RELATIONSHIP OF PARTIES.** For all purposes, Contractor is an independent contractor of District and not an employee. **This Agreement shall not be deemed to create any partnership or joint venture or other enterprise between the parties or any employer-employee relationship and is executed, in part, to rebut the presumptions set forth in Sec. 8-40-202(2), C.R.S. Contractor shall be responsible for obtaining Contractor's own workers' compensation, medical, health, unemployment and other insurance and coverage as Contractor deems necessary or as may be required by law. Contractor is required to make appropriate filings with federal, state, and local taxing authorities to include income tax, social security, Medicare and other payments.** No federal or state withholdings shall be made by District on any compensation paid to Contractor and for services rendered under this Agreement. All compensation paid will be reported by the District at the end of each fiscal year utilizing IRS Form 1099.

**6. WARRANTIES, REPRESENTATIONS, AND STANDARD OF CONDUCT.** Contractor warrants and represents that:

**6.1** The Services provided shall be in an acceptable workmanlike and professional manner and in conformity with all applicable federal, state, county, and local municipal or regulatory statutes, ordinances, codes, directives, rules and regulations, and with the applicable standards of the industry;

**6.2** Contractor has the complete power and authority to enter into this Agreement, to grant and assign the rights granted and assigned under this Agreement, and to perform its obligations hereunder; and

**6.3** Contractor has the requisite training, background and experience and technical knowledge and skills to perform the Services in a thorough and professional manner, consistent with applicable industry standards;

**7. ALTERNATIVE DISPUTE RESOLUTION.** In the event of any dispute or claim arising under or related to this Agreement, the parties shall use their best efforts to settle such dispute or

claim through good faith negotiations with each other. If such dispute or claim is not settled through negotiations within 30 days after the earliest date on which one party notifies the other party in writing of its desire to attempt to resolve such dispute or claim through negotiations, then the parties agree to attempt in good faith to settle such dispute or claim by mediation conducted under the auspices of the Judicial Arbiter Group (JAG) of Denver, Colorado or, if JAG is no longer in existence, or if the parties agree otherwise, then under the auspices of a recognized established mediation service within the State of Colorado. Such mediation shall be conducted within 60 days following either party's written request therefore. If such dispute or claim is not settled through mediation, then either party may initiate a civil action in the local District Court of Larimer County.

**9. INDEMNIFICATION.** Contractor will indemnify and hold harmless the District, and its officers, directors, employees, and agents, (collectively, the "Indemnified Parties") from and against any and all claims, damages, losses, liabilities, expenses and costs, including, without limitation, reasonable attorneys' fees and court costs, for:

**9.1** Any action or suit brought by a third party against the Indemnified Parties arising out of or relating to the Services that Contractor provides; and

**9.2** Any action or suit that is based upon, or arises out of, any negligent act or omission or intentional misconduct of Contractor and that results in bodily injury, sickness, disease or death, or damage to or destruction of property, of any party.

**10. TERM AND TERMINATION.** This Agreement shall commence upon execution and shall terminate December 31, 2023, unless sooner terminated for any non-discriminatory reason, or no reason at all by providing ten (10) days written notice, or immediately for cause. Neither party will be liable to the other for any compensation or reimbursement resulting from termination of this Agreement in accordance with its terms. The foregoing notwithstanding, the District shall have the right to recover damages in the event the District terminates this Agreement for cause. If notice of non-renewal is not provided at least thirty (30) days prior to the termination date, then this Agreement shall automatically renew for successive one (1) year terms until terminated pursuant to the terms of this paragraph 10.

**11. NO ASSIGNMENT.** The rights, duties and obligations of this Agreement are personal, and shall not be delegated or assigned by Contractor to any third party.

**12. UNLAWFUL EMPLOYEES, CONTRACTORS AND SUBCONTRACTORS.** Contractor certifies that it shall not knowingly employ or contract with an illegal alien to perform work under this Agreement. Contractor further certifies that its shall not knowingly contract with a subcontractor that (a) knowingly employs or contracts with an illegal alien to perform work under this Agreement or (b) fails to certify to the Contractor that the subcontractor will not knowingly employ or contract with an illegal alien to perform work under this Agreement.

**12.1 VERIFICATION REGARDING ILLEGAL ALIENS.** Contractor has verified or attempted to verify through participation in either the Federal E-Verify Program or the Colorado Department of Labor and Employment Verification Program, or any future verification programs authorized by either the federal government or the Colorado Department of Labor, that Contractor does not employ any illegal aliens.

**12.2 LIMITATION REGARDING VERIFICATION PROGRAMS.** Contractor shall not use either the Federal E-Verify Program or the Colorado Department of Labor and Employment Verification Program procedures to undertake pre-employment screening of job applicants while performing this Agreement.



**12.3 DUTY TO TERMINATE A SUBCONTRACT; EXCEPTIONS.** If Contractor obtains actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien, the Contractor shall:

**12.3.1** Notify the subcontractor and the District within three days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and,

**12.3.2** Terminate the subcontract with the subcontractor if, within three days of receiving notice that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien, the subcontractor does not stop employing or contracting with the illegal alien. The Contractor shall not terminate the contract with the subcontractor if during the three days, the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

**12.4 DUTY TO COMPLY WITH STATE INVESTIGATION.** Contractor shall comply with any reasonable request of the Colorado Department of Labor and Employment made in the course of an investigation pursuant to Section 8-17.5-102(5), C.R.S.

**12.5 DAMAGES FOR BREACH OF CONTRACT.** In addition to any other legal or equitable remedy the District may be entitled to for a breach of this Agreement, if the District terminates this Agreement, in whole or in part, due to Contractor's breach of the obligations set forth in this paragraph 12, Contractor shall be liable for actual and consequential damages to the District.

**13. TABOR.** All financial obligations of the District under this Agreement are contingent upon annual appropriation, budgeting, and availability of specific funds to discharge such obligations. Nothing in this Agreement shall be deemed to create a debt or multiple fiscal year financial obligation of the District, a pledge of the credit of the District, or a collection or payment guarantee by the District.

**14. NOTICES.** Any notice required or permitted by this Agreement shall be in writing and shall be deemed to have been sufficiently given for all purposes if sent by certified or registered mail, postage and fees prepaid, addressed to the party to whom such notice is intended to be given at the address set forth below or otherwise provided by either party in writing. Such notice shall be deemed to have been given when deposited in the U.S. Mail.

Wellington Fire Protection District  
Attn: Fire Chief  
8130 3<sup>rd</sup> Street  
Wellington, CO 80549

Contractor:

Fire Marshal Services LLC

**15. INSURANCE.** The Contractor shall provide and maintain during the performance of this Agreement the insurance described below, which insurance shall be placed with a company or companies authorized to do business in the State of Colorado. Prior to commencement of the services, the Contractor shall furnish and deliver to the District proof that the following insurance shall be in force and effect for the duration of the Project.

**15.1 General Liability:** General Liability Insurance on an occurrence basis with minimum limits of \$1,000,000.

**15.2 Automobile Liability:** Automobile liability insurance, covering the use, operation and maintenance of any automobiles, trucks, trailers or other vehicle owned, hired, or used but non-owned by the Contractor, providing bodily injury, including death, and property damage coverage. Minimum limits of liability provided by this coverage shall be a Combined Single Limit of \$1,000,000.

**15.3 Workers' Compensation and Employee Liability:** Workers compensation insurance, at statutory limits covering contractors and Employee Liability with minimum limits of \$1,000,000.

**16. NO THIRD-PARTY BENEFICIARIES.** None of the terms, conditions or covenants set forth in this Agreement shall give or allow any claim, benefit or right of action by any third person not a party to this Agreement. Any person other than the parties to this Agreement who or which receive services or benefits under this Agreement shall be only an incidental beneficiary.

**17. GOVERNING LAW AND VENUE.** This Agreement shall be governed by the laws of the State of Colorado. Venue for any legal proceeding arising from or related to this Agreement shall be proper only in Larimer County, Colorado.

**18. GOVERNMENTAL IMMUNITY.** It is the intention of the parties that this Agreement shall not be construed as a contractual waiver, express or implied, of any immunities or defenses provided by the Colorado Governmental Immunity Act, Section 24-10-101 and following, Colorado Revised Statutes, or any other applicable law.

**19. ATTORNEYS' FEES.** For any dispute arising from or related to this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs whether or not legal proceedings are instituted.

**20. INTEGRATION AND AMENDMENT.** This Agreement represents the entire agreement between the parties and there are no oral or collateral agreements or understandings. This Agreement may be amended only by an instrument in writing signed by the parties.

**21. SEVERABILITY.** If any provision of this Agreement is deemed unenforceable or void by a court of competent jurisdiction, such provision shall be deemed severable and the remainder of this Agreement shall continue in full force and effect.

**22. COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

[Signature Page Follows]

DATED: \_\_\_\_\_, 20\_\_\_\_ \_\_\_\_\_  
Contractor

DATED: \_\_\_\_\_, 20\_\_\_\_ **WELLINGTON FIRE PROTECTION DISTRICT**  
By: \_\_\_\_\_  
Title: \_\_\_\_\_

STATE OF COLORADO                    )  
  ) ss.  
COUNTY OF \_\_\_\_\_                )

The foregoing Agreement for Service was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ as Contractor.

Witness my hand and official seal.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**EXHIBIT A**  
(Description of Services)

Meet the following standards/qualifications;

**1. NFPA 1031**

**Standard for**

**Professional Qualifications for Fire Inspector and Plan Examiner**

**2. NFPA 1037**

**Standard for**

**Professional Qualifications for Fire Marshal**

Task Assigned;

Assume the responsibilities as the Districts "Fire Marshal" to include the following; however, the following may not be all inclusive to the duties or responsibilities of the Fire Marshal:

Issue Permits to include; Special Hazard Permits, Marijuana Establishment or Business Operational Permits and Operational Permits

Attended "Technical Review Committee" meetings

Attend other meetings as required by the Fire Chief to accomplish the mission of the Fire Prevention Bureau

Conduct business, commercial and industrial annual inspections within 365 days of the previous year's annual inspection

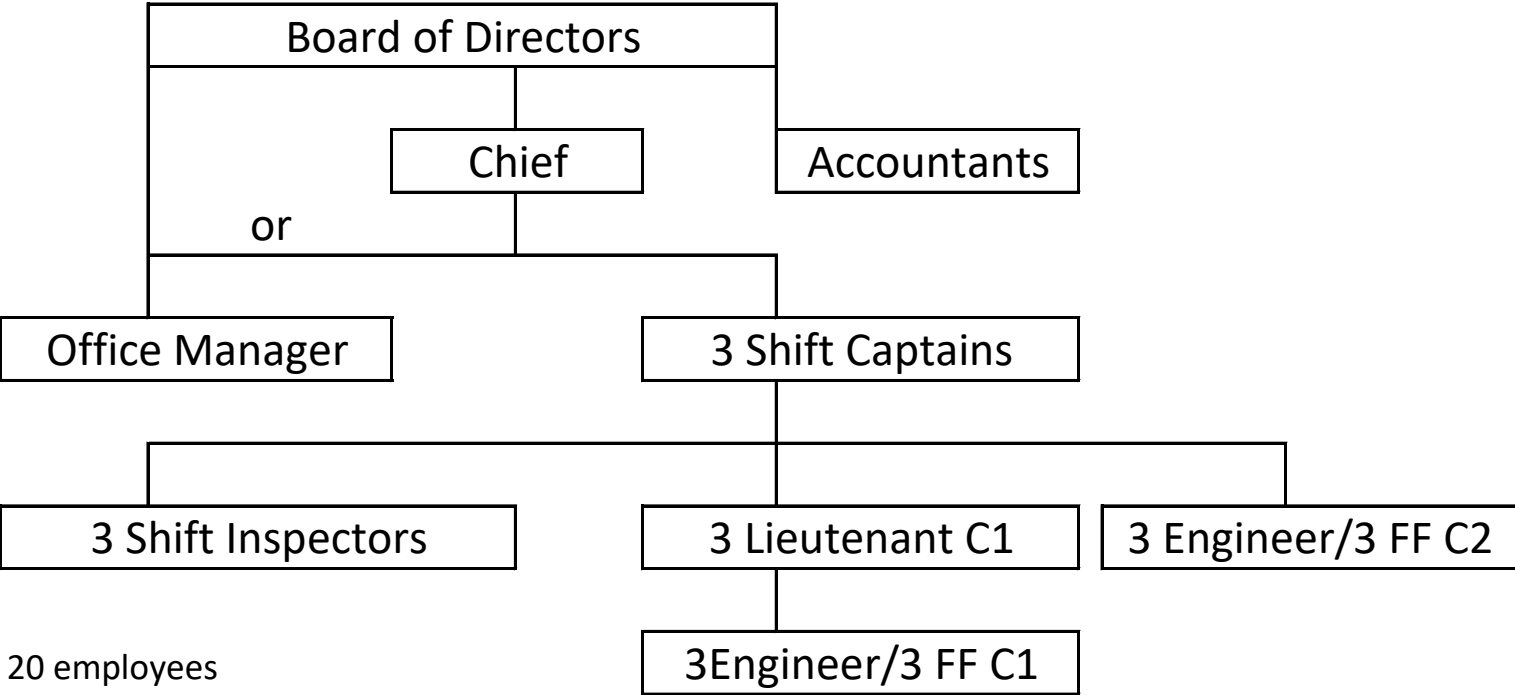
Conduct all plan reviews

Maintain records of all inspections, permits, communication to constituents (customers)

**Keep** the Fire Chief informed through communication directly and/or his/her representative

Initiate the adoption of the most recent edition of the IFC within the Town of Wellington and Larimer County

# Organizational Chart



20 employees

6 line staff per shift

2 Admin

Shift Inspectors are any of the line staff

**Current**

FY2023 Budget Average Rate	22.37
Average Rate	21.75
Increase	-2.8%

	<i>People</i>			<i>Annual Wage</i>			<i>Wages</i>	
	<u>1</u>	<u>2</u>	<u>3</u>	<u>year 1</u>	<u>year 2</u>	<u>year 3</u>	<u>Total</u>	<u>Budget</u>
Firefighter	5	0	1	53,560.00	55,620.00	59,740.00	\$ 353,173.57	
Engineer	2	2	2	59,740.00	63,860.00	63,860.00	\$ 404,261.57	
Lieutenant	0	4	2	78,000.00	78,000.00	78,000.00	\$ 504,626.09	
Shift Captain	0		0	-	-	-	\$ -	
Fire Chief				302,700.00			\$ 302,700.00	
Subtotal Wages							\$ 1,564,761.22	\$ 1,577,416.00
Overtime				105,000.00			\$ 102,078.95	\$ 105,000.00
Wildland Salaries							\$ 90,000.00	\$ 90,000.00
Board Compensation							\$ 12,000.00	\$ 12,000.00
Vol/Reserves							\$ 7,176.00	\$ 7,176.00
Vacation/Sick Pay							\$ 20,000.00	\$ 20,000.00
Total							\$ 1,796,016.17	\$ 1,811,592.00

Fringe Rate	30.20%
Fully Burened Costs	\$ 2,338,413.05
FY23 Budget	\$ 2,348,489.68
Difference	\$ (10,076.63)

**Proposed high end of admin salary**

FY2023 Budget Average Rate	22.37
Average Rate	22.04
Increase	-1.5%

	<i>People</i>			<i>Annual Wage</i>			<b>Total</b>	<b>Budget</b>
	<u>1</u>	<u>2</u>	<u>3</u>	<u>1</u>	<u>2</u>	<u>3</u>		
Firefighter	5	0	1	53,560.00	55,620.00	59,740.00	\$ 353,173.57	
Engineer	2	2	2	59,740.00	63,860.00	63,860.00	\$ 404,261.57	
Lieutenant	0	3	0	78,000.00	78,000.00	78,000.00	\$ 252,313.04	
Shift Captain	2	1	0	81,900.00	85,995.00	90,294.75	\$ 269,344.17	
Admin Staff				220,000.00			\$ 220,000.00	
				-			\$ -	
Subtotal Wages							\$ 1,499,092.35	\$ 1,577,416.00
Overtime				105,000.00			\$ 103,456.48	\$ 105,000.00
Wildland Salaries							\$ 90,000.00	\$ 90,000.00
Board Compensation							\$ 12,000.00	\$ 12,000.00
Vol/Reserves							\$ 7,176.00	\$ 7,176.00
Vacation/Sick Pay							\$ 20,000.00	\$ 20,000.00
Total							\$ 1,731,724.82	\$ 1,811,592.00

Fringe Rate	30.20%
Fully Burened Costs	\$ 2,254,705.72
FY23 Budget	\$ 2,348,489.68 AP
Subtotal Difference	\$ (93,783.96) \$ (12,000.00)
Savings	\$ (105,783.96)

**Proposed low end admin salary**

FY2023 Budget Average Rate	22.37
Average Rate	22.04
Increase	-1.5%

	<b>7% raise</b>						<b>Total</b>	<b>Budget</b>
	<i>People</i>			<i>Annual Wage</i>				
	<u>1</u>	<u>2</u>	<u>3</u>	<u>1</u>	<u>2</u>	<u>3</u>		
Firefighter	5	0	1	53,560.00	55,620.00	59,740.00	\$ 353,173.57	
Engineer	2	2	2	59,740.00	63,860.00	63,860.00	\$ 404,261.57	
Lieutenant	0	3	0	78,000.00	78,000.00	78,000.00	\$ 252,313.04	
Shift Captain	2	1	0	81,900.00	85,995.00	90,294.75	\$ 269,344.17	
Admin				180,000.00			\$ 180,000.00	
							\$ -	
Subtotal Wages							\$ 1,459,092.35	\$ 1,577,416.00
Overtime				105,000.00			\$ 103,456.48	\$ 105,000.00
Wildland Salaries							\$ 90,000.00	\$ 90,000.00
Board Compensation							\$ 12,000.00	\$ 12,000.00
Vol/Reserves							\$ 7,176.00	\$ 7,176.00
Vacation/Sick Pay							\$ 20,000.00	\$ 20,000.00
Total							\$ 1,691,724.82	\$ 1,811,592.00

Fringe Rate	30.20%
Fully Burened Costs	\$ 2,202,625.72
FY23 Budget	\$ 2,348,489.68 AP
Subtotal Difference	\$ (145,863.96) \$ (12,000.00)
Savings	\$ (157,863.96)



**5% raise with high end salary for Admin**

FY2023 Budget Average Rate	22.37
Average Rate	23.33
Increase	4.3%

	People			5% raise Annual Wage			Total	Budget
	<u>1</u>	<u>2</u>	<u>3</u>	<u>1</u>	<u>2</u>	<u>3</u>		
Firefighter	5	0	1	56,238.00	59,049.90	62,002.40	\$ 370,050.93	
Engineer	2	2	2	65,102.51	68,357.64	71,775.52	\$ 442,595.20	
Lieutenant	0	3	0	75,364.30	79,132.51	83,089.14	\$ 255,976.48	
Shift Captain	2	1	0	87,243.60	90,100.00	91,605.78	\$ 285,294.02	
Admin				220,000.00			\$ 220,000.00	
							\$ -	
Subtotal Wages							\$ 1,573,916.63	\$ 1,577,416.00
Overtime				105,000.00			\$ 109,508.47	\$ 105,000.00
Wildland Salaries							\$ 90,000.00	\$ 90,000.00
Board Compensation							\$ 12,000.00	\$ 12,000.00
Vol/Reserves							\$ 7,176.00	\$ 7,176.00
Vacation/Sick Pay							\$ 20,000.00	\$ 20,000.00
Total							\$ 1,812,601.09	\$ 1,811,592.00

Fringe Rate	30.20%
Fully Burened Costs	\$ 2,360,006.62
FY23 Budget	\$ 2,348,489.68 AP
Subtotal Difference	\$ 11,516.94 \$ (12,000.00)
Savings	\$ (483.06)

**5% raise with low end admin salary**

FY2023 Budget Average Rate	22.37
Average Rate	23.33
Increase	4.3%

	People			5% raise Annual Wage			Total	Budget
	<u>1</u>	<u>2</u>	<u>3</u>	<u>1</u>	<u>2</u>	<u>3</u>		
Firefighter	5	0	1	56,238.00	59,049.90	62,002.40	\$ 370,050.93	
Engineer	2	2	2	65,102.51	68,357.64	71,775.52	\$ 442,595.20	
Lieutenant	0	3	0	75,364.30	79,132.51	83,089.14	\$ 255,976.48	
Shift Captain	2	1	0	87,243.60	90,100.00	91,605.78	\$ 285,294.02	
Admin				180,000.00			\$ 180,000.00	
							\$ -	
Subtotal Wages							\$ 1,533,916.63	\$ 1,577,416.00
Overtime				105,000.00			\$ 109,508.47	\$ 105,000.00
Wildland Salaries							\$ 90,000.00	\$ 90,000.00
Board Compensation							\$ 12,000.00	\$ 12,000.00
Vol/Reserves							\$ 7,176.00	\$ 7,176.00
Vacation/Sick Pay							\$ 20,000.00	\$ 20,000.00
Total							\$ 1,772,601.09	\$ 1,811,592.00

Fringe Rate	30.20%
Fully Burened Costs	\$ 2,307,926.62
FY23 Budget	\$ 2,348,489.68 AP
Subtotal Difference	\$ (40,563.06) \$ (12,000.00)
Savings	\$ (52,563.06)

# Wellington Fire Protection District

## Official Job Description

### FIREFIGHTER- EMT

Position Status: Full-time

Reports to: Company Officer

Supervises: None

Compensation: \$17.88/hr. – \$22.18/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 an initial drug screening (post offer).

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

## **LICENCES AND CERTIFICATIONS PER GRADE**

### **GRADE 3**

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**

Completion of Firefighter task book

Completion of Support Apparatus Driver task book

One year at rank in good standing having received monthly performance evaluations administered by company officer and has shown proficiency in all aspects of job description.

### **GRADE 1**

Colorado State IFSAC/ ProBoard Firefighter 2

Colorado State IFSAC/ ProBoard Driver Operator Utility

## **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.

# Wellington Fire Protection District

## Official Job Description

### FIRE ENGINEER

Position Status: Full-time

Reports to: Company Officer

Supervises: None, except as Acting Officer

Compensation: \$20.74/hr. – \$22.18/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, s/he it's responsible for ensuring the safety, response readiness, and operating reliability of all firefighting apparatus and equipment assigned to their station.

S/he Is 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 3 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 3**

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\*

2 years as a Career Firefighter

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

Completion of WFPD Support Apparatus task book.

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

Successful completion of PFA or WFPD equivalent Engineer Academy

#### **GRADE 2**

One year at rank in good standing having received monthly performance evaluations administered by company officer and has shown proficiency in all aspects of job description.



## **GRADE 1**

Colorado State IFSAC/ ProBoard Firefighter 2

Colorado State IFSAC/ ProBoard Driver Operator Utility

Colorado State IFSAC/ ProBoard Driver Operator Pumper

## **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.

# Wellington Fire Protection District

## Official Job Description

### Lieutenant

Position Status: Full-time, Non-Exempt

Reports to: Shift Captain

Supervises: Firefighters, Fire Engineers

Compensation: \$27.08/hr

#### GENERAL DESCRIPTION

Under limited direction, the Company Officer 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.

- All duties and responsibilities, and maintains all requirements as described in Firefighter job description.
- Perform all duties and responsibilities and maintain requirements as described in the Fire Engineer job description.
- May serve as a Lieutenant in any division assigned.
- 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.
- 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 opportunity 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 /Punctuation**- 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.

## **EDUCATION and/or EXPERIENCE**

- Associate degree or 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.

## **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 3 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.

## **LICENCES AND CERTIFICATIONS PER GRADE**

### **GRADE 3**

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\*

4 years as a Career Firefighter

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

Completion of WFPD Support Apparatus task book.

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

Completion of WFPD Officer task book

Successful completion of PFA or WFPD equivalent Officer Academy

### **GRADE 2**

One year at rank in good standing having received monthly performance evaluations administered by Shift Captain and has shown proficiency in all aspects of job description.

### **GRADE 1**

Colorado State IFSAC/ ProBoard Firefighter 2

Colorado State IFSAC/ ProBoard Instructor 1

Colorado State IFSAC/ ProBoard Officer1

Blue Card Incident Management completion



## **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.

# 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: \$28.42/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 monthly 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 and perform other activities as directed.
- All duties and responsibilities, and maintains all requirements as described in Firefighter job description.
- Perform all duties and responsibilities and maintain requirements as described in the Fire Engineer job description.
- 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 inter burning structures, perform search and rescue services, complete salvage and overhaul operations.
- Recommend an 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 opportunity 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 /Punctuation**- 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**

- Must be a grade one Lieutenant with at least 2 years' experience as a Company Officer.**
- Associate degree or 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 3**

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

State of Colorado EMT-B or higher

AHA CPR Provider

NIMS 100, 200, 700 & 800

NWCG or equivalent S130, S190\*

Colorado State IFSAC/ ProBoard Firefighter 1

Colorado State IFSAC/ ProBoard Hazmat Awareness & Operations

Colorado State IFSAC/ ProBoard Firefighter 2

Colorado State IFSAC/ ProBoard Fire Instructor 1

Colorado State IFSAC/ ProBoard Fire Officer 1

Blue Card Incident Management completion

### **GRADE 2**

One year at rank in good standing having received monthly performance evaluations administered by Fire Chief and has shown proficiency in all aspects of job description.

### **GRADE 1**

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.

# Wellington Fire Protection District



## Task Book for the Position of Firefighter

Updated October 2022

---

**TASK BOOK ASSIGNED TO:**

\_\_\_\_\_

INDIVIDUALS NAME, EMPLOYEE NUMBER, ASSIGNMENT

**TASK BOOK INITIATED BY:**

\_\_\_\_\_

LIEUTENANT, TRAINING DIVISION

**PURPOSE OF TASK BOOK:**

\_\_\_\_\_

EMPLOYEE DEVELOPMENT

\_\_\_\_\_

DATE TASK BOOK INITIATED

The material in this task book defines the performance expected of the position for which it is developed. This task book is approved for use as an employee development guidebook.

VERIFICATION OF COMPLETED TASK BOOK

FOR THE POSITION OF

**Firefighter**

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are complete with signatures. I also verify that

---

(Print Employee's Name)

Has performed as a trainee and should therefore be considered for certification in this position.

---

EVALUATOR'S SIGNATURE AND DATE

---

EVALUATOR'S PRINTED NAME AND TITLE

**AGENCY CERTIFICATION:**

I certify that the above individual has met all requirements for qualification in this position and that such qualification has been issued.

---

TRAINING DIVISION SIGNATURE AND  
DATE

WELLINGTON FIRE PROTECTION DISTRICT  
EMPLOYEE DEVELOPMENT PROGRAM

I. PERFORMANCE BASED SYSTEM

The Wellington Fire Protection District Employee Development Program is a "performance based" system. This system is one in which the primary criteria for qualification is individual performance as observed by an evaluator using approved standards. The Employee Development Program utilizes Position Task Books as the primary tool for observing and evaluating performance. They contain the "approved standards" in the form of tasks, which have been established by industry standards. Position Task Books have been developed for designated positions within the Wellington Fire Protection District. A Firefighter Position Task Book lists the performance requirements (tasks) for the specific position in a format that allows a Fire Fighter to be evaluated against written guidelines.

**IMPORTANT NOTE:** Position task books are designed with a specific focus on a position, and therefore contain a narrower set of skills and knowledge than may be necessary to be successful in that position. As a result, each position task book includes a *presumption* that the probationary Firefighter has the requisite knowledge of the position subordinate to the task book being initiated. For example, the individual who initiates a Firefighter Position Task Book must have the knowledge, skills expected to hold a Fire 1 certification.

II. USE OF THE POSITION TASK BOOK

The position task book will be used as skills development and evaluation for all probationary firefighters.

III. TIME FRAME FOR COMPLETING THE POSITION TASK BOOK

Completion of the position task book is required within 12 months of opening. Final determination of the position task book completion time frame lies with the Training Division.

IV. RESPONSIBILITIES

**NOTE:** The list below contains a brief summary of the responsibilities for the various participants in the Career Development Program. For complete details, refer to the Career Development Guide.

#### A. The District

- 1) Establish and implement the Career Development Program.
- 2) Maintain the program to meet current District needs

#### B. The Training Division

- 1) Issue Position Task Books to document task performance
- 2) Explain to the employee the purposes and processes of the Position Task Book as well as the employees' responsibilities
- 3) Confirm Position Task Book completion
- 4) Determine certification per District requirements
- 5) Conduct a closeout interview with the employee and the evaluator assuring that documentation is proper and complete
- 6) Issue proof of certification

#### C. The Evaluator (Lieutenant, Engineer)

- 1) Be qualified and proficient in the position being evaluated
- 2) Meet with the individual and determine past experience, current qualifications, and desired objectives and goals
- 3) Review tasks with the individual
- 4) Explain to the individual the evaluation procedures that will be utilized and which objectives may be attained
- 5) Identify tasks to be performed during the evaluation process
- 6) Initialize and date the tasks completed and evaluated
- 7) Complete the evaluation record found at the end of each Position Task Book
- 8) Sign the verification statement inside the front cover of the Position Task Book when all tasks have been completed and initialed

#### D. The Individual (Task Book Holder)

- 1) Review and understand the instructions in the Position Task Book
- 2) Identify desired personal objectives and goals

- 3) Proficiently complete all tasks for an assigned position
- 4) Assure the evaluation record is complete
- 5) Notify the Training Division when the Position Task Book is completed
- 6) Maintain a copy of the completed Position Task Book in the individuals training file
- 7) Track all training by category and timeframe and record completed training into reporting software . Also enter training for individuals associated with each individual task or category
- 8) Obtain Red Card Certification

V. PREREQUISITE RECOMMENDATIONS

A. The Firefighter Position Task Book requires the foundational knowledge, skills, and abilities of the following:

- 1) Fire 1 Academy
- 2) Hazmat Awareness/ Operation
- 3) EMT/B

Required Reading List

1. STANDARD OPERATING GUIDELINES AND OPERATIONAL DIRECTIVES

Date Completed \_\_\_\_\_ Evaluator Signature \_\_\_\_\_

2.WELLINGTON FIRE EMPLOYEE HANDBOOK

Date Completed \_\_\_\_\_ Evaluator Signature \_\_\_\_\_

3.EXTREME OWNERSHIP

Date Completed \_\_\_\_\_ Evaluator Signature \_\_\_\_\_

Recommended Reading

1.PRIDE AND OWNERSHIP

Date Completed \_\_\_\_\_ Evaluator Signature \_\_\_\_\_

2.SAFEIY AND SURVIVAL ON THE FIREGROUND

Date Completed \_\_\_\_\_ Evaluator Signature \_\_\_\_\_

## Qualification Record

Position: Firefighter

Position Performance Task	Code	Trainee Initial and date	Evaluator Initial with employee number and date
<p style="text-align: center;"><b>Seat Assignments</b></p> <p>___ Responsibilities of 4th seat FF</p> <p>___ Responsibilities of 3<sup>rd</sup> seat FF</p> <p>___ Responsibilities of Engineer</p> <p>___ Responsibilities of Officer</p>	D		
<p style="text-align: center;"><b>Nozzle Operations</b></p> <p>___ Operation of a fog nozzle</p> <p>___ Operation of a high-rise combination nozzle</p> <p>___ Operation of a smooth bore nozzle</p> <p>___ Familiarization with piercing and cellar nozzles</p>	D MP		
<p style="text-align: center;"><b>Hose Loads</b></p> <p>___ Load preconnected cross-lay</p> <p>___ Load rear preconnected lines</p> <p>___ Load 2 ½ inch loads forward and reverse lay</p> <p>___ Load 5-inch Large Diameter Hose</p> <p>___ Load pre connected hose bundle</p> <p>___ Load front bumper line</p> <p>___ Load forestry pack</p>	MP		

- \* **CODE:** O= task may be performed in any situation (classroom, simulation, daily job, etc.)  
 I =task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)  
 D = Can be completed by discussion  
 M P = Completion must include manipulative performance

## Qualification Record

Position: Firefighter

Position Performance Task	Code	Trainee Initial and date	Evaluator Initial with employee number and date
<p style="text-align: center;"><b>Hose Evolutions</b></p> <p>___ 1 ¾ preconnect (w/ SCBA) shoulder load, straight pull, split pull</p> <p>___ Supply an FDC with two 2 ½ inch lines</p> <p>___ Make a Standpipe connection</p> <p>___ Operate 2 ½ inch handline</p> <p>___ Describe procedure to replace damaged hose</p> <p><b>*Skills Sheet</b></p>	<p>MP</p> <p>D</p>		
<p style="text-align: center;"><b>Forestry Hose Deployment</b></p> <p>___ Forestry hose stretch from bumper tray</p> <p>___ Forestry hose stretch from hose pack</p> <p>___ Extend a forestry line</p> <p>___ Advance forestry line from gated wye</p> <p>___ Progressive hose lay</p> <p>___ Demonstrate mobile attack</p>	<p>MP</p>		
<p style="text-align: center;"><b>Master Stream Operations</b></p> <p>___ Setup and operate single line master stream appliance</p> <p>___ Setup and operate multiple line master stream appliance</p> <p>___ Operate deck gun master stream</p>	<p>MP</p>		

- \* CODE:** O= task may be performed in any situation (classroom, simulation, daily job, etc.)  
 I = task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)  
 D = Can be completed by discussion  
 M P = Completion must include manipulative performance



## Qualification Record

Position: Firefighter

Position Performance Task	Code	Trainee Initial and date	Evaluator Initial with employee number and date
<p style="text-align: center;"><b>Ladder Carries and Raises</b></p> <p>__ Attic ladder raise into attic access</p> <p>__ Carry and raise straight ladder (one person)</p> <p>__ Carry raise and place roof ladder (one and two person)</p> <p>__ Carry and raise 24ft extension ladder (one and two person)</p> <p>__ Climbing ladders, leg lock and working on ladder w/ tools</p> <p>__ Discuss procedures for ladder bailout maneuvers</p> <p><b>*Skills Sheet</b></p>	<p>MP</p> <p>D</p>		
<p style="text-align: center;"><b>Ropes and Knots</b></p> <p>__ Basic knot parts, types of ropes and rope materials</p> <p>__ Tie a bowline on a coil</p> <p>__ Tie an in-line bowline on a coil</p> <p>__ Tie a munter hitch</p> <p>__ Tie a double fisherman knot (prusik knot)</p> <p>__ Tie a water knot</p> <p>__ Rig a ladder for hoisting</p> <p>__ Rig a saw for hoisting</p> <p>__ Rig a long tool for hoisting</p> <p>__ Rig a hose for hoisting (dry and wet)</p> <p><b>*Skill Sheets</b></p>	<p>MP</p> <p>D</p>		
<p style="text-align: center;"><b>SCBA/ PPE</b></p> <p>__ Donning SCBA (over the head/ or over shoulder method)</p> <p>__ Demonstrate Buddy breathing</p> <p>__ Proper PPE care and maintenance</p> <p>__ Presentation on SCBA pack (construction and functions)</p>	<p>MP</p> <p>D</p>		

**\* CODE:** O= task may be performed in any situation (classroom, simulation, daily job, etc.)  
 I = task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)  
 D = Can be completed by discussion  
 M P = Completion must include manipulative performance

## Qualification Record

Position: Firefighter

Position Performance Task	Code	Trainee Initial and date	Evaluator Initial with employee number and date
<p style="text-align: center;"><b>SCBA/ PPE Continued</b></p> <p>___ Low air Emergency Procedure</p> <p>___ Decontamination procedures</p> <p>___ PPE inspection forms</p> <p><b>*Skills Sheet</b></p>	<p>MP</p> <p>D</p>		
<p style="text-align: center;"><b>Forcible Entry</b></p> <p>___ Demonstrate forcing outward swinging door</p> <p>___ Demonstrate forcing inward swinging door</p> <p>___ Demonstrate breaking locks</p> <p>___ Discuss/Demonstrate breaking glass and tempered glass</p> <p>___ Discuss/ Demonstrate opening/ forcing windows</p> <p>___ Discuss/ Demonstrate methods of forcing roll up doors</p> <p>___ Discuss/ Demonstrate methods of forcing security bars</p>	<p>MP</p> <p>D</p>		
<p style="text-align: center;"><b>Rescue</b></p> <p>___ Discuss/ Demonstrate search and rescue methods</p> <p>___ Demonstrate use of the TIC for search and rescue</p> <p>___ Demonstrate orienting to victim</p> <p>___ Demonstrate victim handling and drag</p> <p>___ Discuss sheltering in place and secondary egress</p> <p>___ Demonstrate Firefighter as victim (converting pack)</p> <p>___ Demonstrate securing victim to a stokes basket</p> <p>___ Demonstrate unconscious victim removal from upper floor</p> <p>___ Demonstrate rescuing conscious victim from upper floor</p>	<p>MP</p> <p>D</p>		

- \* CODE:** O= task may be performed in any situation (classroom, simulation, daily job, etc.)  
 I =task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)  
 D = Can be completed by discussion  
 M P = Completion must include manipulative performance

## Qualification Record

Position: Firefighter

Position Performance Task	Code	Trainee Initial and date	Evaluator Initial with employee number and date
<p style="text-align: center;"><b>Ventilation</b></p> <p>___ Discuss/ Demonstrate Positive and negative ventilation</p> <p>___ Discuss/ Demonstrate hydraulic ventilation with a hose line</p> <p>___ Discuss ventilation techniques for below-grade, ground level and upper story fire conditions</p> <p>___ Discuss/ Demonstrate vent techniques for high-pitch, and flat roofs</p> <p>___ Discuss anti-ventilation and flow path control related to vent</p> <p><b>*Skill Sheet</b></p>	MP D		
<p style="text-align: center;"><b>Salvage</b></p> <p>___ Discuss usage of floor runners</p> <p>___ Demonstrate folding salvage covers (two person)</p> <p>___ Demonstrate spreading salvage covers (one and two person)</p> <p>___ Demonstrate making a water chute (two person)</p> <p>___ Demonstrate making a catch all</p> <p>___ Discuss/ Demonstrate methods to stop sprinkler flow</p>	MP D		
<p style="text-align: center;"><b>Overhaul</b></p> <p>___ Discuss overhaul objectives</p> <p>___ Discuss common paths of fire travel</p> <p>___ Discuss/ Demonstrate ceiling overhaul techniques</p> <p>___ Discuss/ Demonstrate wall overhaul techniques</p> <p>___ Demonstrate use of TIC for overhaul</p>	MP D		
<p style="text-align: center;"><b>Extinguisher</b></p> <p>___ Discuss/ Demonstrate uses and techniques for all types of extinguishers carried</p> <p>___ Put on an extinguisher demonstration</p> <p>___ Discuss classes of fire/ extinguisher rating</p> <p>___ Demonstrate ability to refill and charge water can</p>	O MP D		
<p style="text-align: center;"><b>Miscellaneous</b></p> <p>___ Discuss/ Demonstrate the use of the 4-gas monitor</p> <p>___ Discuss use and purpose of the accountability tag system</p>	MP D		

\* **CODE:** O= task may be performed in any situation (classroom, simulation, daily job, etc.)

I = task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)

D = Can be completed by discussion

M P = Completion must include manipulative performance

## Qualification Record

Position: Firefighter

Position Performance Task	Code	Trainee Initial and date	Evaluator Initial with employee number and date
<p style="text-align: center;"><b>Navigation/ Response Aids</b></p> <p>___ Locate the map book and explain the system            ___ Explain Larimer County addressing (odds vs evens)            ___ Demonstrate using the map book            ___ Review station response district and closest unit dispatch</p>	MP D		
<p style="text-align: center;"><b>Radio</b></p> <p>___ Review radio procedures and channel designations            ___ Review mayday procedures pertaining to radio use            ___ Review batterie charging and maintenance            ___ Demonstrate knowledge and operation of BK radio</p>	MP D		
<p style="text-align: center;"><b>Computer Systems</b></p> <p>___ Review internet and social media policies            ___ Log on to the computer network            ___ Demonstrate basic navigation of reporting software            ___ Demonstrate saving and locating files on various systems</p>	MP D		
<p style="text-align: center;"><b>Records Managing System/ Report Entry</b></p> <p>___ Demonstrate logging into reporting software            ___ Demonstrate entering an acceptable Patient Care Report            ___ Demonstrate entering an acceptable Training Report            ___ Demonstrate running a training report for re-certification            ___ Demonstrate accessing calendars</p>	D		
<p style="text-align: center;"><b>Email Systems</b></p> <p>___ Log on to department email            ___ Demonstrate knowledge of email policies/ procedures            ___ Demonstrate ability to find and respond to emails</p>	D		
<p style="text-align: center;"><b>EMS Daily Check</b></p> <p>___ Demonstrate logging into reporting software            ___ Perform a day 1 EMS equipment check            ___ Explain out of date medication and equipment procedures            ___ Explain/ Discuss replacement of equipment and medication on scene from responding ambulance</p>	MP D		

- \* **CODE:** O= task may be performed in any situation (classroom, simulation, daily job, etc.)  
 I = task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)  
 D = Can be completed by discussion  
 M P = Completion must include manipulative performance

## Qualification Record

Position: Firefighter

Position Performance Task	Code	Trainee Initial and date	Evaluator Initial with employee number and date
<p style="text-align: center;"><b>UCH Ambulance Familiarization</b></p> <p>___ Explain basic ambulance function            ___ Demonstrate ability to remove and load cot            ___ Demonstrate/ Discuss layout of ambulance and location of supplies (i.e., backboard scoop stretcher stair chair)</p>	MP D		
<p style="text-align: center;"><b>General Station Duties</b></p> <p>___ Review telephone answering procedures            ___ Review station cleaning duties (calendar)            ___ Review expectations, assignment, protocols            ___ Physical fitness equipment and workout procedures            ___ Review supply ordering procedures            ___ Review Firefighter shift change expectations            ___ Fire station security            ___ Discuss time management principles            ___ Discuss problem solving and conflict resolution principles</p>	D		
<p style="text-align: center;"><b>Air Compressor</b></p> <p>___ Discuss/ Demonstrate operating compressor            ___ Demonstrate filling SCBA cylinder            ___ Discuss OOS procedures on compressor            ___ Discuss OOS SCBA cylinder procedures            ___ Watch Baur Fill Station Overview video (target solutions)</p>	MP D		
<p style="text-align: center;"><b>Hose Maintenance</b></p> <p>___ Demonstrate proper hose washing            ___ Demonstrate placing wet hose on drying rack            ___ Discuss taking hose out of service            ___ Discuss/ Demonstrate performing annual hose testing</p>	MP D		

- \* **CODE:** O= task may be performed in any situation (classroom, simulation, daily job, etc.)  
 I =task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)  
 D = Can be completed by discussion  
 M P = Completion must include manipulative performance

## Qualification Record

Position: Firefighter

Position Performance Task	Code	Trainee Initial and date	Evaluator Initial with employee number and date
---------------------------	------	-----------------------------	---

<p style="text-align: center;">RIT/RIC</p> <p><input type="checkbox"/> Describe and Demonstrate NUCAN/ LUNAR Emergency Procedures</p> <p><input type="checkbox"/> MAYDAY radio operations</p> <p><input type="checkbox"/> Exiting a Hazardous Environment</p> <p><input type="checkbox"/> Self-Packaging</p> <p><input type="checkbox"/> RIT/ RIC Operations</p> <p><input type="checkbox"/> RIT Pack familiarization</p> <p><input type="checkbox"/> Firefighter Packaging</p> <p><input type="checkbox"/> Downed Firefighter CPR</p> <p><input type="checkbox"/> Firefighter bailout</p>	MP D		
<p style="text-align: center;">Bureau (Schedule with Bureau for hands on)</p> <p><input type="checkbox"/> Knox Box operations</p> <p><input type="checkbox"/> Elevator operations</p> <p><input type="checkbox"/> Fire Alarm Panels</p> <p><input type="checkbox"/> Fire Sprinkler Systems</p>	MP		
<p style="text-align: center;">Wildland</p> <p><input type="checkbox"/> Complete S-30 / S-190 course</p> <p><input type="checkbox"/> Complete Field Day (annually available)</p>	MP		
<p style="text-align: center;">Ice Rescue</p> <p><input type="checkbox"/> Complete Ice Rescue Training</p> <p><input type="checkbox"/> Participate in annual ICE Rescue Training</p>	MP		
<p style="text-align: center;">Aircraft and Landing Zones</p> <p><input type="checkbox"/> Discuss/ Demonstrate communicating with Aircraft</p> <p><input type="checkbox"/> Discuss/ Demonstrate establishing a L Z</p> <p><input type="checkbox"/> Discuss/ Demonstrate landing helicopter</p>	D MP		

- \* **CODE:** O= task may be performed in any situation (classroom, simulation, daily job, etc.)  
 I = task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)  
 D = Can be completed by discussion  
 M P = Completion must include manipulative performance

## Qualification Record

Position: Firefighter

Position Performance Task	Code	Trainee Initial and date	Evaluator Initial with employee number and date
---------------------------	------	-----------------------------	---

<p style="text-align: center;"><b>Research/ Presentation</b></p> <p>___ Firefighter will get subject approved by Officer and will research and create a presentation on that subject</p> <p>___ Present to crew (must include manipulative performance by crew)</p>	MP		
<p style="text-align: center;"><b>Building Construction</b></p> <p>___ Create a presentation on building construction, include relevant district buildings and fire considerations (i.e.. attack, vent special considerations and safety challenges</p>	MP		
<p style="text-align: center;"><b>General Apparatus</b></p> <p>___ Perform apparatus inventory</p> <p>___ Review use of equipment repair and reporting</p> <p>___ Shadow Engineer apparatus check</p>	MP D		
<p style="text-align: center;"><b>Fueling Procedure</b></p> <p>___ Operate fuel card system</p> <p>___ Discuss/ Demonstrate fueling procedures</p> <p>___ Discuss/ Demonstrate logging fueling</p> <p>___ Discuss? Demonstrate fueling apparatus and equipment with proper fuel.</p> <p>___ Discuss department minimums for fuel levels</p>	MP D		
<p style="text-align: center;"><b>Vehicle Shoreline</b></p> <p>___ Locate and inspect shoreline cord</p> <p>___ Identify what is energized by shoreline</p> <p>___ Explain when the shoreline should be plugged in</p>	MP D		

- \* **CODE:** O= task may be performed in any situation (classroom, simulation, daily job, etc.)  
 I = task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)  
 D = Can be completed by discussion  
 M P = Completion must include manipulative performance

## Qualification Record

Position: Firefighter

Position Performance Task	Code	Trainee Initial and date	Evaluator Initial with employee number and date
---------------------------	------	-----------------------------	---

### Apparatus Objectives

It is the intent and desire of the Wellington Fire Protection District Training Division that all the above tasks are complete and signed off with employee showing proficiency in all areas of responsibility before moving on to this portion of the task book. If there are any questions as to what this looks like don't hesitate to reach out to the Training Division for direction.

<p style="text-align: center;"><b>Engine 16</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Perform daily apparatus check</li> <li><input type="checkbox"/> Perform weekly apparatus check</li> <li><input type="checkbox"/> Perform apparatus inventory check</li> <li><input type="checkbox"/> Know location of all equipment on apparatus</li> <li><input type="checkbox"/> Demonstrate use of all equipment on apparatus</li> <li><input type="checkbox"/> Demonstrate filling the water on the apparatus</li> </ul>	MP		
<p style="text-align: center;"><b>Engine17</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Perform daily apparatus check</li> <li><input type="checkbox"/> Perform weekly apparatus check</li> <li><input type="checkbox"/> Perform apparatus inventory check</li> <li><input type="checkbox"/> Know location of all equipment on apparatus</li> <li><input type="checkbox"/> Demonstrate use of all equipment on apparatus</li> <li><input type="checkbox"/> Demonstrate filling the water on the apparatus</li> </ul>	MP		
<p style="text-align: center;"><b>Engine 173</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Perform daily apparatus check</li> <li><input type="checkbox"/> Perform weekly apparatus check</li> <li><input type="checkbox"/> Perform apparatus inventory check</li> <li><input type="checkbox"/> Know location of all equipment on apparatus</li> <li><input type="checkbox"/> Demonstrate use of all equipment on apparatus</li> <li><input type="checkbox"/> Demonstrate filling the water on the apparatus</li> </ul>	MP		
<p style="text-align: center;"><b>Engine 166</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Perform daily apparatus check</li> <li><input type="checkbox"/> Perform weekly apparatus check</li> <li><input type="checkbox"/> Perform apparatus inventory check</li> <li><input type="checkbox"/> Know location of all equipment on apparatus</li> <li><input type="checkbox"/> Demonstrate use of all equipment on apparatus</li> <li><input type="checkbox"/> Demonstrate filling the water on the apparatus</li> </ul>	MP		

- \* **CODE:** O= task may be performed in any situation (classroom, simulation, daily job, etc.)  
 I =task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)  
 D = Can be completed by discussion  
 M P = Completion must include manipulative performance



## Qualification Record

Position: Firefighter

Position Performance Task	Code	Trainee Initial and date	Evaluator Initial with employee number and date
---------------------------	------	-----------------------------	---

<p style="text-align: center;">Engine 176</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Perform daily apparatus check</li> <li><input type="checkbox"/> Perform weekly apparatus check</li> <li><input type="checkbox"/> Perform apparatus inventory check</li> <li><input type="checkbox"/> Know location of all equipment on apparatus</li> <li><input type="checkbox"/> Demonstrate use of all equipment on apparatus</li> <li><input type="checkbox"/> Demonstrate filling the water on the apparatus</li> </ul>	MP		
<p style="text-align: center;">RAM 16</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Perform daily apparatus check</li> <li><input type="checkbox"/> Perform weekly apparatus check</li> <li><input type="checkbox"/> Perform apparatus inventory check</li> <li><input type="checkbox"/> Know location of all equipment on apparatus</li> <li><input type="checkbox"/> Demonstrate use of all equipment on apparatus</li> </ul>	MP		
<p style="text-align: center;">Tender 16</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Perform daily apparatus check</li> <li><input type="checkbox"/> Perform weekly apparatus check</li> <li><input type="checkbox"/> Perform apparatus inventory check</li> <li><input type="checkbox"/> Know location of all equipment on apparatus</li> <li><input type="checkbox"/> Demonstrate use of all equipment on apparatus</li> <li><input type="checkbox"/> Demonstrate filling the water on the apparatus</li> </ul>	MP		
<p style="text-align: center;">Reserve Engine</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Perform daily apparatus check</li> <li><input type="checkbox"/> Perform weekly apparatus check</li> <li><input type="checkbox"/> Perform apparatus inventory check</li> <li><input type="checkbox"/> Know location of all equipment on apparatus</li> <li><input type="checkbox"/> Demonstrate use of all equipment on apparatus</li> <li><input type="checkbox"/> Demonstrate filling the water on the apparatus</li> </ul>	MP		

- \* **CODE:** O= task may be performed in any situation (classroom, simulation, daily job, etc.)  
 I =task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)  
 D = Can be completed by discussion  
 M P = Completion must include manipulative performance

# Performance Standard Skill Sheet

## Quick Attack

2.5" or 5" Supply / 1.75" Attack

## Hydrant Position

NFPA 1001 2002 Edition 6.3.2

Firefighter \_\_\_\_\_

Date \_\_\_\_\_

Evaluator \_\_\_\_\_

Attempt # \_\_\_\_\_

Performance Rating on this Skill: \_\_\_\_\_ Pass \_\_\_\_\_ Fail

(Any major (Pass/ Fail) or more than one minor failure (Y/N) constitutes a failure on the skill)

Allotted Time for Skill: 3:30

All Personnel to start belted in assigned seats with no helmet and using headset. Time starts when apparatus is spotted on the hydrant and parking brake is engaged.

Did the Firefighter:

- |  |            |
|--|------------|
| 1. Repeat the order  | Y/ N       |
| 2. Look both ways before dismounting apparatus   | Pass/ Fail |
| 3. Get the necessary equipment, properly wrap the hydrant and signal the Engineer to "GO"                    | Pass/ Fail |
| 4. Flush the hydrant, connect the proper hydrant connection and fully open hydrant when signaled by Engineer | Pass/ Fail |
| 5. Walk the line back to the engine, removing any kinks and report back to officer for next assignment       | Pass/ Fail |
| 6. Prepare to serve as I.R.I.C or back up nozzle FF  | Y/ N       |
| 7. Complete task in time allotted  | Pass/ Fail |

# Performance Standard Skill Sheet

## Quick Attack

2.5" or 5" Supply / 1.75" Attack

## Nozzle Position

NFPA 1001 2002 Edition 6.3.2

Firefighter \_\_\_\_\_

Date \_\_\_\_\_

Evaluator \_\_\_\_\_

Attempt # \_\_\_\_\_

Performance Rating on this Skill: \_\_\_\_\_ Pass \_\_\_\_\_ Fail

(Any major (Pass/ Fail) or more than one minor failure (Y/N) constitutes a failure on the skill)

Allotted Time for Skill: 2:30

All Personnel to start belted in assigned seats with no helmet and using headset. Time starts when apparatus is spotted and parking brake is engaged.

Did the Firefighter:

- |  |            |
|--|------------|
| 1. Repeat the order  | Y/ N       |
| 2. Look both ways before dismounting apparatus   | Pass/ Fail |
| 3. Select the proper hose line, deploy line properly and efficiently,<br>And completely clear the hose bed         | Pass/ Fail |
| 4. Take the nozzle and appropriately flake the hose to the point<br>of entry, eliminate kinks and signal for water | Pass/ Fail |
| 5. Bleed the nozzle for at least 20 seconds and don SCBA mask  | Pass/ Fail |
| 6. Communicate to Officer that you are ready for entry and go on air   | Y/ N       |
| 7. Complete task in time allotted  | Pass/ Fail |

# Performance Standard Skill Sheet

## Self- Contained Breathing Apparatus

### Donning: Seat-Mounted Method

NFPA 1001 2002 Edition 5.3.1

Firefighter \_\_\_\_\_

Date \_\_\_\_\_

Evaluator \_\_\_\_\_

Attempt # \_\_\_\_\_

Performance Rating on this Skill: \_\_\_\_\_ Pass \_\_\_\_\_ Fail

(Any major (Pass/ Fail) or more than one minor failure (Y/N) constitutes a failure on the skill)

Allotted Time for Skill: 1:30

Firefighter will start on the apparatus in assigned seat with seatbelt secured and headset on. Drill is complete when the Firefighter is on the ground next to the apparatus and "Fire Ready" (full turnouts and on air).

Did the Firefighter:

- |  |            |
|--|------------|
| 1. Properly don full PPE   | Pass/ Fail |
| 2. Ensures cylinder is not locked in position and frees the SCBA from seat bracket                                   | Y/ N       |
| 3. Fasten buckle and adjust straps   | Y/ N       |
| 4. Look both ways before dismounting apparatus<br>Adjust straps for proper fit after dismounting                     | Pass/ Fail |
| 5. Open cylinder valve fully. User should hear and feel Vibralert<br>(no air should be flowing)                      | Pass/ Fail |
| 6. Properly don and secure SCBA mask, check facepiece for seal, secure Nomex hood around facepiece (no skin showing) | Pass/ Fail |
| 7. Put on helmet and connect regulator to mask   | Pass/ Fail |
| 8. Put on gloves, clap, and hold hands in the air  | Y/ N       |
| 9. Complete tasks in time allotted   | Pass/ Fail |

# Performance Standard Skill Sheet

## Vertical Vent

### Lead/ Safety Position

NFPA 1001 2002 Edition 5.3.12

Firefighter \_\_\_\_\_

Date \_\_\_\_\_

Evaluator \_\_\_\_\_

Attempt # \_\_\_\_\_

Performance Rating on this Skill: \_\_\_\_\_ Pass \_\_\_\_\_ Fail

(Any major (Pass/ Fail) or more than one minor failure (Y/N) constitutes a failure on the skill).

Did the Firefighter:

- |   |            |
|---|------------|
| 1. Organize and collect proper equipment (long tool, TIC)   | Pass/ Fail |
| 2. Identify conditions while approaching structure that will Assist in locating seat of fire.   | Y/N        |
| 3. Don SCBA mask and go on air  | Pass/ Fail |
| 4. Check to make sure saw position FF is read to ascend ladder  | Pass/ Fail |
| 5. Access the roof safely (proper ladder and tool carrying technique)   | Pass/ Fail |
| 6. Survey and sound the roof. Verbalize identifiable hazardous conditions (bubbles or melted tar, discolored shingles, smoke and /or flames from vent or roof openings, sagging of the roof). | Pass/ Fail |
| 7. Select most suitable location to ventilate based on fire location, Highest point, exposures and safety concerns.   | Pass/ Fail |
| 8. Move to selected vent location sounding and utilizing rafter and Peak for stability while on roof  | Pass/ Fail |
| 9. Stand upwind from location of cut, holding saw FF (if needed) for safety   | Pass/ Fail |

Continued



10. Radio before punching through roof after cut has been made to ensure attack is ready for vent. Pass/ Fail
11. Remove roof material from cut and punch through ceiling material With long tool. Y/ N
12. Safely exit roof after task is complete, radio command to let them know all roof operations are complete and give a par count Pass/ Fail

# Performance Standard Skill Sheet

## Vertical Vent

### Saw Position

NFPA 1001 2002 Edition 5.3.12

Firefighter \_\_\_\_\_

Date \_\_\_\_\_

Evaluator \_\_\_\_\_

Attempt # \_\_\_\_\_

Performance Rating on this Skill: \_\_\_\_\_ Pass \_\_\_\_\_ Fail

(Any major (Pass/ Fail) or more than one minor failure (Y/N) constitutes a failure on the skill).

Did the Firefighter:

- |   |            |
|---|------------|
| 1. Repeat orders  | Y/ N       |
| 2. Organize and collect equipment (start saw on the ground)   | Pass/ Fail |
| 3. Don SCBA mask and go on air  | Pass/ Fail |
| 4. Check to make sure probe position FF is read to ascend ladder  | Pass/ Fail |
| 5. Access the roof safely (proper ladder and tool carrying technique<br>saw chain brake on with saw idling)   | Pass/ Fail |
| 6. Follow Probe FF to where the hole is going to be cut   | Pass/ Fail |
| 7. Perform cuts in a safe manner with correct technique (adequate<br>size, correct sequence, overlapping cuts, working towards egress,<br>not cutting through rafters). | Pass/ Fail |
| 8. Kill saw once cuts are complete  | Y/ N       |
| 9. Safely exit roof after task is complete  | Pass/ Fail |

# Performance Standard Skill Sheet

## Ground Ladders

### 2- Firefighter 24' Extension Ladder

NFPA 1001 2002 Edition 5.3.6

Firefighter \_\_\_\_\_

Date \_\_\_\_\_

Evaluator \_\_\_\_\_

Attempt # \_\_\_\_\_

Performance Rating on this Skill: \_\_\_\_\_ Pass \_\_\_\_\_ Fail

(Any major (Pass/ Fail) or more than one minor failure (Y/N) constitutes a failure on the skill)

Allotted Time for Skill: 1:30

Firefighter will start on the apparatus in assigned seat with seatbelt secured and headset on. Firefighter being evaluated will perform function at the ladder butt. Time will stop when it is verbalized that ladder is suitable for climbing.

Did the Firefighter:

- |  |            |
|--|------------|
| 1. Repeat orders   | Y/ N       |
| 2. Look both ways before dismounting apparatus   | Pass/ Fail |
| 3. Removes roof ladder and places it away from the exhaust   | Y/ N       |
| 4. Give command to "Shoulder the Ladder" Crew properly carries ladder to recruits designated spot  | Y/ N       |
| 5. Verify and verbalize checking for overhead obstructions   | Pass/ Fail |
| 6. Verbalize spotting for a raise ladder (beam raise or bed raise acceptable and should be space and obstruction dependent).<br>In one continuous movement heel the ladder, grab either the beam or rungs and assist in raising ladder. Rotate ladder to be fly out. | Y/ N       |
| 7. Both firefighter foot the ladder with the right foot and the ladder is extended to the proper height using the hand-over-hand method  | Y/ N       |
| 8. Verify and verbalize the "dawgs are locked" and assist in placing ladder  | Pass/ Fail |

Continued





- |  |            |
|--|------------|
| 9. Check for proper climbing angle and fly extension | Y/ N       |
| 10. Verbalize that ladder is suitable for climbing   | Y/ N       |
| 11. Complete task in time allotted                   | Pass/ Fail |

# Performance Standard Skill Sheet

## Ground Ladders

### 1- Firefighter 24' Extension Ladder

NFPA 1001 2002 Edition 5.3.6

Firefighter \_\_\_\_\_

Date \_\_\_\_\_

Evaluator \_\_\_\_\_

Attempt # \_\_\_\_\_

Performance Rating on this Skill: \_\_\_\_\_ Pass \_\_\_\_\_ Fail

(Any major (Pass/ Fail) or more than one minor failure (Y/N) constitutes a failure on the skill)

Allotted Time for Skill: 1:30

Firefighter will start in full PPE with SCBA, no mask, next to 24' extension ladder placed on the ground. Time will start when firefighter touches the ladder and will stop when it is verbalized that ladder is suitable for climbing.

Did the Firefighter:

- |  |            |
|--|------------|
| 1. Repeat orders   | Y/ N       |
| 2. Safely get ladder off the ground to desired carry location (suitcase, low shoulder, high shoulder).   | Y/ N       |
| 3. Carry ladder safely and at balance point to determined location   | Y/ N       |
| 4. Verify and verbalize checking for overhead obstructions   | Pass/ Fail |
| 5. Proceed to the building, spike the lower beam to the ground and use momentum to assist raising the ladder to vertical position.<br>Rotate the ladder into a fly in position | Y/ N       |
| 6. Stabilize ladder with foot, knee, and elbows and extend the ladder to desired height using the hand-over-hand method  | Y/ N       |
| 7. Verify and verbalize the "dawgs are locked" and place ladder  | Pass/ Fail |
| 8. Rotate ladder to fly out position   | Y/ N       |

Continued



- |  |            |
|--|------------|
| 9. Check for proper climbing angle and fly extension | Y/ N       |
| 10. Verbalize that ladder is suitable for climbing   | Y/ N       |
| 11. Complete task in time allotted                   | Pass/ Fail |

# Performance Standard Skill Sheet

## Ropes and Knots

NFPA 1001 2002 Edition

Firefighter \_\_\_\_\_

Date \_\_\_\_\_

Evaluator \_\_\_\_\_

Attempt # \_\_\_\_\_

Performance Rating on this Skill: \_\_\_\_\_ Pass \_\_\_\_\_ Fail

(Any major (Pass/ Fail) or more than one minor failure (Y/N) constitutes a failure on the skill)

Allotted Time for Skill: See individual times per skill

Firefighter will wear structural fire gloves. All applicable knots must have a safety knot.

Did the Firefighter:

- |  |            |
|--|------------|
| 1. Properly tie a <b>Bowline</b> (20 seconds)                                      | Pass/ Fail |
| 2. Properly tie a <b>Bowline</b> around an object (30 seconds)                     | Pass/ Fail |
| 3. Properly tie a <b>Clove Hitch</b> around an object (20 seconds)                 | Pass/ Fail |
| 4. Properly tie a <b>Square Knot</b> (20 seconds)                                  | Pass/ Fail |
| 5. Properly tie a Becket Bend (20 seconds)   | Pass/ Fail |
| 6. Properly tie a <b>Figure Eight</b> on a Bight (20 seconds)                      | Pass/ Fail |
| 7. Properly tie a <b>Figure Eight</b> Follow Through around an object (45 seconds) | Pass/ Fail |
| 8. Properly tie off a pike pole for hoisting (45 seconds)                          | Pass/ Fail |
| 9. Properly tie off an axe for hoisting (45 seconds)                               | Pass/ Fail |
| 10. Properly tie off an uncharged hose line for hoisting (60 seconds)              | Pass/ Fail |
| 11. Properly tie off a chainsaw for hoisting (45 seconds)                          | Pass/ Fail |

# Performance Standard Skill Sheet

## Condo Lay

### Supply Position

NFPA 1001 2002 Edition 6.3.2

Firefighter \_\_\_\_\_

Date \_\_\_\_\_

Evaluator \_\_\_\_\_

Attempt # \_\_\_\_\_

Performance Rating on this Skill: \_\_\_\_\_ Pass \_\_\_\_\_ Fail

(Any major (Pass/ Fail) or more than one minor failure (Y/N) constitutes a failure on the skill)

Allotted Time for Skill: 3:00

All Personnel to start belted in assigned seats with no helmet and using headset. Time starts when apparatus is spotted, and parking brake is engaged. Time stops when candidate goes on air.

Did the Firefighter:

- |  |            |
|--|------------|
| 1. Repeat the order  | Y/ N       |
| 2. Look both ways before dismounting apparatus   | Pass/ Fail |
| 3. Wait for nozzle position FF to shoulder 1 ¾ hose and pull first 100' of 2 ½ supply then pull additional hose in 100' dead loads.<br>(Engineer will disconnect hose line and reconnect to discharge) | Y/ N       |
| 4. Ensure gated WYE is closed and call for water   | Pass/ Fail |
| 5. Communicate with nozzle FF ensuring they are ready for water charge the 1 ¾ line and follow the line to point of entry, eliminating all kinks in attack line kinks                                  | Pass/ Fail |
| 6. Meet FF partner at point of entry and don SCBA mask   | Y/ N       |
| 7. Determine the Company Officer and/ or FF partner are ready for Entry. Connect regulator and prepare for entry   | Y/ N       |
| 7. Complete task in time allotted  | Pass/ Fail |

# Performance Standard Skill Sheet

## Condo Lay

### Nozzle Position

NFPA 1001 2002 Edition 6.3.2

Firefighter \_\_\_\_\_

Date \_\_\_\_\_

Evaluator \_\_\_\_\_

Attempt # \_\_\_\_\_

Performance Rating on this Skill: \_\_\_\_\_ Pass \_\_\_\_\_ Fail

(Any major (Pass/ Fail) or more than one minor failure (Y/N) constitutes a failure on the skill)

Allotted Time for Skill: 3:00

All Personnel to start belted in assigned seats with no helmet and using headset. Time starts when apparatus is spotted, and parking brake is engaged. Time stops when candidate goes on air.

Did the Firefighter:

- |   |            |
|---|------------|
| 1. Repeat the order   | Y/ N       |
| 2. Look both ways before dismounting apparatus  | Pass/ Fail |
| 3. Shoulder 1 ¾ hose and pull first 100' of 2 ½ supply then wait for supply position to begin pulling supply load.<br>(Engineer will disconnect hose line and reconnect to discharge) | Y/ N       |
| 4. Spot appropriately to drop 100' supply load and flake out 1 ¾ line to point of entry   | Pass/ Fail |
| 5. Communicate with supply FF ensuring they you are ready for water. Follow the line to point of entry, eliminating all kinks in attack line kinks                                    | Pass/ Fail |
| 6. Bleed line and allow for engineer to set pressure  | Y/ N       |
| 7. Meet FF partner at point of entry and don SCBA mask  | Y/ N       |
| 8. Determine the Company Officer and/ or FF partner are ready for Entry. Connect regulator and prepare for entry  | Y/ N       |
| 9. Complete task in time allotted   | Pass/ Fail |

# Wellington Fire Protection District



## Task Book for Support Apparatus Driver

Updated October 2022

**TASK BOOK ASSIGNED TO:**

\_\_\_\_\_

INDIVIDUALS NAME, EMPLOYEE NUMBER, ASSIGNMENT

**TASK BOOK INITIATED BY:**

\_\_\_\_\_

LIEUTENANT, TRAINING DIVISION

**PURPOSE OF TASKBOOK**

\_\_\_\_\_

EMPLOYEE DEVELOPMENT

\_\_\_\_\_

DATE TASK BOOK INITIATED

The material in this task book defines the performance expected of the position for which it is developed. This task book is approved for use as an employee development guidebook.

VERIFICATION OF COMPLETED TASK BOOK

FOR

**Support Apparatus Driver**

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are complete with signatures. I also verify that

---

(Print Employee's Name)

Has performed as a trainee and should therefore be considered for certification in this position.

---

EVALUATOR'S SIGNATURE AND DATE

---

EVALUATOR'S PRINTED NAME AND TITLE

**AGENCY CERTIFICATION:**

I certify that the above individual has met all requirements for qualification in this task book  
and that such qualification has been issued.

---

TRAINING DIVISION SIGNATURE AND DATE



WELLINGTON FIRE PROTECTION DISTRICT  
EMPLOYEE DEVELOPMENT PROGRAM

I. PERFORMANCE BASED SYSTEM

The Wellington Fire Protection District Employee Development Program is a "performance based" system. This system is one in which the primary criteria for qualification is individual performance as observed by an evaluator using approved standards. The Employee Development Program utilizes Position Task Books as the primary tool for observing and evaluating performance. They contain the "approved standards" in the form of tasks, which have been established by industry standards. Position Task Books have been developed for designated positions within the Wellington Fire Protection District. A Support Apparatus Driver Task Book lists the performance requirements (tasks) for the specific position in a format that allows a Fire Fighter to be evaluated against written guidelines.

**IMPORTANT NOTE:** Position task books are designed with a specific focus on a position, and therefore contain a narrower set of skills and knowledge than may be necessary to be successful in that position. As a result, each position task book includes a *presumption* that the Firefighter has the requisite knowledge of the position subordinate to the task book being initiated. For example, the individual who initiates a Support Apparatus Task Book must have the knowledge, skills expected in the Firefighter Task Book.

II. USE OF THE POSITION TASK BOOK

The position task book will be used as skills development and evaluation for all firefighters moving into a roll that requires them to drive department apparatus,

III. TIME FRAME FOR COMPLETING THE POSITION TASK BOOK

Completion of the position task book is required within 12 months of opening. Final determination of the position task book completion time frame lies with the Training Division.

IV. RESPONSIBILITIES

**NOTE:** The list below contains a brief summary of the responsibilities for the various participants in the Career Development Program. For complete details, refer to the Career Development Guide.

#### A. The District

- 1) Establish and implement the Career Development Program.
- 2) Maintain the program to meet current District needs

#### B. The Training Division

- 1) Issue Position Task Books to document task performance
- 2) Explain to the employee the purposes and processes of the Position Task Book as well as the employees' responsibilities
- 3) Confirm Position Task Book completion
- 4) Determine certification per District requirements
- 5) Conduct a closeout interview with the employee and the evaluator assuring that documentation is proper and complete
- 6) Issue proof of certification

#### C. The Evaluator (Lieutenant, Engineer)

- 1) Be qualified and proficient in the position being evaluated
- 2) Meet with the individual and determine past experience, current qualifications, and desired objectives and goals
- 3) Review tasks with the individual
- 4) Explain to the individual the evaluation procedures that will be utilized, and which objectives may be attained
- 5) Identify tasks to be performed during the evaluation process
- 6) Initialize and date the tasks completed and evaluated
- 7) Complete the evaluation record found at the end of each Position Task Book
- 8) Sign the verification statement inside the front cover of the Position Task Book when all tasks have been completed and initialed

#### D. The Individual (Task Book Holder)

- 1) Review and understand the instructions in the Position Task Book
- 2) Identify desired personal objectives and goals

- 3) Proficiently complete all tasks for an assigned position
- 4) Assure the evaluation record is complete
- 5) Notify the Training Division when the Position Task Book is completed
- 6) Maintain a copy of the completed Position Task Book in the individuals training file
- 7) Track all training by category and timeframe and record completed training into Emergency Reporting. Also enter training for individuals associated with each individual task or category

#### V. PREREQUISITE RECOMMENDATIONS

A. The Support Apparatus Driver Task Book requires the foundational knowledge, skills, and abilities of the following:

- 1) Firefighter Task Book

#### VI. Driving Log

Included in this task book is a driving log in which the task book holder is required to log a minimum of 5 hours not to exceed 8 hours of non-emergent driving. This can be performed in any apparatus but requires a minimum of 2 hours in the type 1 engine. Ultimate decision of driving hours lies with firefighter's company officer.

## Qualification Record

Position: Support Apparatus Driver

Position Performance Task	Code	Trainee Initial and date	Evaluator Initial with employee number and date
Demonstrate knowledge of shift change operation <ul style="list-style-type: none"> <li>• Taking over the apparatus</li> <li>• OOS apparatus</li> <li>• OOS equipment</li> <li>• Apparatus washing</li> <li>• Pump Wet/ Dry</li> </ul>	D		
Demonstrate knowledge and understanding of apparatus reporting software <ul style="list-style-type: none"> <li>• Logging apparatus check</li> <li>• Apparatus check calendar (daily, weekly, monthly).</li> <li>• Creating a work order</li> <li>• Logging fuel</li> </ul>	D MP		
Demonstrate adequate knowledge and understanding of district mapping. <ul style="list-style-type: none"> <li>• Map book</li> <li>• Addressing</li> <li>• MDT</li> <li>• Major routes of travel</li> <li>• I-25 mile markers (exit numbers)</li> <li>• Hospital Location</li> </ul>	D MP		
Demonstrate adequate knowledge of accident reporting <ul style="list-style-type: none"> <li>• Go through the policy and procedure</li> </ul>	D		

- \* **CODE:** O= task may be performed in any situation (classroom, simulation, daily job, etc.)  
 I =task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)  
 D =Can be completed by discussion  
 M P = Completion must include manipulative performance

## Qualification Record

Position: Support Apparatus Driver

Position Performance Task	Code	Trainee Initial and date	Evaluator Initial with employee number and date
---------------------------	------	-----------------------------	--

<p style="text-align: center;"><b>Engine 16</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Perform daily apparatus check</li> <li><input type="checkbox"/> Perform weekly apparatus check</li> <li><input type="checkbox"/> Perform apparatus inventory check</li> <li><input type="checkbox"/> Know location of all equipment on apparatus</li> <li><input type="checkbox"/> Demonstrate use of all equipment on apparatus</li> <li><input type="checkbox"/> Demonstrate filling the water on the apparatus</li> </ul>	MP		
<p style="text-align: center;"><b>Engine17</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Perform daily apparatus check</li> <li><input type="checkbox"/> Perform weekly apparatus check</li> <li><input type="checkbox"/> Perform apparatus inventory check</li> <li><input type="checkbox"/> Know location of all equipment on apparatus</li> <li><input type="checkbox"/> Demonstrate use of all equipment on apparatus</li> <li><input type="checkbox"/> Demonstrate filling the water on the apparatus</li> </ul>	MP		
<p style="text-align: center;"><b>Engine 173</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Perform daily apparatus check</li> <li><input type="checkbox"/> Perform weekly apparatus check</li> <li><input type="checkbox"/> Perform apparatus inventory check</li> <li><input type="checkbox"/> Know location of all equipment on apparatus</li> <li><input type="checkbox"/> Demonstrate use of all equipment on apparatus</li> <li><input type="checkbox"/> Demonstrate filling the water on the apparatus</li> </ul>	MP		
<p style="text-align: center;"><b>Engine 166</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Perform daily apparatus check</li> <li><input type="checkbox"/> Perform weekly apparatus check</li> <li><input type="checkbox"/> Perform apparatus inventory check</li> <li><input type="checkbox"/> Know location of all equipment on apparatus</li> <li><input type="checkbox"/> Demonstrate use of all equipment on apparatus</li> <li><input type="checkbox"/> Demonstrate filling the water on the apparatus</li> </ul>	MP		

\* **CODE:** O= task may be performed in any situation (classroom, simulation, daily job, etc.)

I =task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)

D =Can be completed by discussion

M P = Completion must include manipulative performance

## Qualification Record

Position: Support Apparatus Driver

Position Performance Task	Code	Trainee Initial and date	Evaluator Initial with employee number and date
---------------------------	------	-----------------------------	--

<p style="text-align: center;"><b>Engine 176</b></p> <p>___ Perform daily apparatus check            ___ Perform weekly apparatus check            ___ Perform apparatus inventory check            ___ Know location of all equipment on apparatus            ___ Demonstrate use of all equipment on apparatus            ___ Demonstrate filling the water on the apparatus</p>	MP		
<p style="text-align: center;"><b>RAM 16</b></p> <p>___ Perform daily apparatus check            ___ Perform weekly apparatus check            ___ Perform apparatus inventory check            ___ Know location of all equipment on apparatus            ___ Demonstrate use of all equipment on apparatus</p>	MP		
<p style="text-align: center;"><b>Tender 16</b></p> <p>___ Perform daily apparatus check            ___ Perform weekly apparatus check            ___ Perform apparatus inventory check            ___ Know location of all equipment on apparatus            ___ Demonstrate use of all equipment on apparatus            ___ Demonstrate filling the water on the apparatus</p>	MP		
<p style="text-align: center;"><b>Reserve Engine</b></p> <p>___ Perform daily apparatus check            ___ Perform weekly apparatus check            ___ Perform apparatus inventory check            ___ Know location of all equipment on apparatus            ___ Demonstrate use of all equipment on apparatus            ___ Demonstrate filling the water on the apparatus</p>	MP		
<p style="text-align: center;"><b>Tender 17</b></p> <p>___ Familiarization</p>	MP		

- \* **CODE:** O= task may be performed in any situation (classroom, simulation, daily job, etc.)  
 I =task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)  
 D =Can be completed by discussion  
 M P =Completion must include manipulative performance

## Qualification Record

Position: Support Apparatus Driver

Position Performance Task	Code	Trainee Initial and date	Evaluator Initial with employee number and date
Demonstrate knowledge and understanding of safe driving techniques  <input type="checkbox"/> Routine driving <input type="checkbox"/> Emergent driving <input type="checkbox"/> Hazardous road conditions	D MP		
Demonstrate knowledge and understanding of apparatus placement on;  <input type="checkbox"/> Wildfires <input type="checkbox"/> Structure fires (support tender) <input type="checkbox"/> Staging	D MP		
Demonstrate adequate knowledge and understanding of hoses and appliances (on every department apparatus)  <input type="checkbox"/> E16 <input type="checkbox"/> E17 <input type="checkbox"/> E166 <input type="checkbox"/> E176 <input type="checkbox"/> E173 <input type="checkbox"/> Tender16	D MP		

- \* **CODE:** O= task may be performed in any situation (classroom, simulation, daily job, etc.)  
 I =task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)  
 D =Can be completed by discussion  
 M P = Completion must include manipulative performance

## Qualification Record

Position: Support Apparatus Driver

Position Performance Task	Code	Trainee Initial and date	Evaluator Initial with employee number and date
Demonstrate adequate knowledge and understanding of <b>basic</b> pumping operations (shuttle, nursing, drafting, tank re-fill)  <input type="checkbox"/> E166 <input type="checkbox"/> E176 <input type="checkbox"/> E173 <input type="checkbox"/> Tender16	MP		
Demonstrate knowledge and understanding of winterization procedures <input type="checkbox"/> Drains <input type="checkbox"/> Air pressure on brush rigs <input type="checkbox"/> Exercising all valves <input type="checkbox"/> Presentation on winterization procedures	D MP		
Demonstrate ability to safely perform driving skills (this section will accompany the driving log as well as discussion).  <input type="checkbox"/> Identify capabilities and limitations of the apparatus (turning radius, loads, stopping distances, road conditions). <input type="checkbox"/> Knowledge of load limits (bridges, road surfaces, culverts, approach angles etc.).  <input type="checkbox"/> Proper braking and cornering (paved vs. gravel)  <input type="checkbox"/> Proper use of wheel chocks  <input type="checkbox"/> Backing procedures	D MP		

- \* **CODE:** O= task may be performed in any situation (classroom, simulation, daily job, etc.)  
 I =task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)  
 D =Can be completed by discussion  
 M P = Completion must include manipulative performance



## Qualification Record

Position: Support Apparatus Driver

Position Performance Task	Code	Trainee Initial and date	Evaluator Initial with employee number and date
---------------------------	------	-----------------------------	--

Railroads/ School Zones ___ Discuss/ Demonstrate Railroad crossings ___ Discuss/ Demonstrate School Zone driving (emergent/ non emergent)			
Completion of required driving time per Driving Log  Officer must have signed off on driving log and candidate has shown proficiency in driving	MP		
Successful completion of DOU practical cone course  * State of Colorado DOU JPR's	MP		
Successful completion of DOU practical over the road test	MP		

- \* **CODE:** O= task may be performed in any situation (classroom, simulation, daily job, etc.)  
 I =task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)  
 D=Can be completed by discussion  
 M P = Completion must include manipulative performance



## Qualification Record

Position: Support Apparatus Driver

Position Performance Task	Code	Trainee Initial and date	Evaluator Initial with employee number and date
---------------------------	------	-----------------------------	--

### Emergent Driving

It is the intent and desire of the Wellington Fire Protection District Training Division that all the above tasks are complete and signed off with employee showing proficiency in all areas of responsibility before moving on to this portion of the task book. If there are any questions as to what this looks like don't hesitate to reach out to the Training Division for direction. The task book holder will be required to drive for three shift and for the shift to count the task book holder must drive emergent at least once in that shift. If the crew is responding to a fire the Engineer on the engine will take over driving ultimate decision of emergent driving lies with company officer.

Target Solution Training (under Fleet Program) 4 hrs.  ___ Emergency Vehicle Operations ___ Driver Safety Orientation for Emergency Vehicle Operations ___ Dangers of Speeding for Emergency Vehicle Operators ___ Intersection Safety for Emergency Vehicle Operators	MP		
Completion of 3 Shifts driving (must include 1 Emergent drive per shift)  ___ Shift 1 _____ Date ___ Shift 2 _____ Date ___ Shift 3 _____ Date	I MP		

- \* **CODE:** O= task may be performed in any situation (classroom, simulation, daily job, etc.)  
 I =task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)  
 D=Can be completed by discussion  
 M P = Completion must include manipulative performance

# Wellington Fire Protection District



## Task Book for the Position of **ENGINEER**

Updated January 2020

**TASK BOOK ASSIGNED TO:**

---

INDIVIDUALS NAME, EMPLOYEE NUMBER, ASSIGNMENT

**TASK BOOK INITIATED BY:**

---

LIEUTENANT, TRAINING DIVISION

**PURPOSE OF TASK BOOK:**

---

EMPLOYEE DEVELOPMENT OR PRE AIC

---

DATE TASK BOOK INITIATED

The material in this task book defines the performance expected of the position for which it is developed. This task book is approved for use as an employee development guidebook.

VERIFICATION OF COMPLETED TASK BOOK

FOR THE POSITION OF

**ENGINEER**

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are complete with signatures. I also verify that

---

(Print Employee's Name)

Has performed as a trainee and should therefore be considered for certification in this position.

---

EVALUATOR'S SIGNATURE AND DATE

---

EVALUATOR'S PRINTED NAME AND TITLE

**AGENCY CERTIFICATION:**

I certify that the above individual has met all requirements for qualification in this position and  
that such qualification has been issued.

---

TRAINING DIVISION SIGNATURE AND  
DATE

WELLINGTON FIRE PROTECTION DISTRICT  
EMPLOYEE DEVELOPMENT PROGRAM

I. PERFORMANCE BASED SYSTEM

The Wellington Fire Protection District Employee Development Program is a "performance based" system. This system is one in which the primary criteria for qualification is individual performance as observed by an evaluator using approved standards. The Employee Development Program utilizes Position Task Books as the primary tool for observing and evaluating performance. They contain the "approved standards" in the form of tasks, which have been established by industry standards. Position Task Books have been developed for designated positions within the Wellington Fire Protection District. An Engineer Position Task Book lists the performance requirements (tasks) for the specific position in a format that allows a Fire Fighter to be evaluated against written guidelines.

**IMPORTANT NOTE:** Position task books are designed with a specific focus on a position, and therefore contain a narrower set of skills and knowledge than may be necessary to be successful in that position. As a result, each position task book includes a *presumption* that the probationary Engineer has the requisite knowledge of the position subordinate to the task book being initiated. For example, the individual who initiates an Engineer Position Task Book must have the knowledge, skills, and abilities contained in the Firefighter Position Task Book to successfully complete the Engineer Position Tasks.

II. USE OF THE POSITION TASK BOOK

The position task book will be used as a pre requisite to driving apparatus EMERGENT or being considered for an AIC D/O position.

III. TIME FRAME FOR COMPLETING THE POSITION TASK BOOK

Completion of the position task book is required within 12 months of opening. An extension may be granted of an additional 6 months at the directive of the Training Division. Final determination of the position task book completion time frame lies with the Training Chief.

IV. RESPONSIBILITIES

NOTE: The list below contains a brief summary of the responsibilities for the various participants in the Career Development Program. For complete details, refer to the Career Development Guide.

A. The District

- 1) Establish and implement the Career Development Program.
- 2) Maintain the program to meet current District needs

B. The Training Division

- 1) Issue Position Task Books to document task performance
- 2) Explain to the employee the purposes and processes of the Position Task Book as well as the employees responsibilities
- 3) Confirm Position Task Book completion
- 4) Determine certification per District requirements
- 5) Conduct a closeout interview with the employee and the evaluator assuring that documentation is proper and complete
- 6) Issue proof of certification

C. The Evaluator (Lieutenant, Engineer)

- 1) Be qualified and proficient in the position being evaluated
- 2) Meet with the individual and determine past experience, current qualifications, and desired objectives and goals
- 3) Review tasks with the individual
- 4) Explain to the individual the evaluation procedures that will be utilized and which objectives may be attained
- 5) Identify tasks to be performed during the evaluation process
- 6) Initialize and date the tasks completed and evaluated
- 7) Complete the evaluation record found at the end of each Position Task Book
- 8) Sign the verification statement inside the front cover of the Position Task Book when all tasks have been completed and initialed

D. The Individual (Task Book Holder)

- 1) Review and understand the instructions in the Position Task Book
- 2) Identify desired personal objectives and goals

- 3) Proficiently complete all tasks for an assigned position
- 4) Assure the evaluation record is complete
- 5) Notify the Training Division when the Position Task Book is completed
- 6) Maintain a copy of the completed Position Task Book in the individuals training file
- 7) Track all training by category and timeframe and record completed training into Emergency Reporting. Also enter training for individuals associated with each individual task or category

#### V. PREREQUISITE RECOMMENDATIONS

A. The Engineer Position Task Book requires the foundational knowledge, skills, and abilities of the following:

- 1) Firefighter Task Book
- 2) Support Apparatus Task Book
- 3) Preferred 2 years of full time service with WFPD





## QUALIFICATION RECORD

**POSITION: ENGINEER**

POSITION PERFORMANCE TASK	CODE	TRAINEE Initial & Date upon Completion of task	Evaluator Initial with employee number & <b>date</b>
---------------------------	------	--	--

<p>1. Demonstrates an understanding of the WFPD Career Development Program task book</p> <ul style="list-style-type: none"> <li>• Purpose</li> <li>• Use of Career Development Guide                             <ul style="list-style-type: none"> <li>• Performance based system</li> <li>• Important terms</li> <li>• Task book use</li> <li>• Task book issuance</li> <li>• Prerequisite recommendations</li> <li>• Task book design</li> <li>• Comments and recommendations</li> </ul> </li> </ul>	<p><b>O</b> <b>D</b></p>		
<p>2. Demonstrates an understanding of the responsibilities of the following person(s) regarding the Employee Development Program:</p> <ul style="list-style-type: none"> <li>• District</li> <li>• Training Division</li> <li>• Evaluator</li> </ul>	<p><b>O</b> <b>D</b></p>		
<p>3. Demonstrates an understanding of the Engineer Position Task Book</p> <ul style="list-style-type: none"> <li>• Headings/Sub-headings</li> <li>• Code(s) column</li> <li>• Trainee column</li> <li>• Evaluator column</li> <li>• Time frames for completion</li> <li>• Initials and signatures</li> <li>• Verification of qualifications</li> </ul>	<p><b>O</b> <b>D</b></p>		

- \* **CODE: O** =task can be completed in any situation (classroom, simulation, daily job, etc.)  
**I** = task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)  
**D** = Can be completed by discussion  
**M P** = Completion must include manipulative performance

## QUALIFICATION RECORD

**POSITION: ENGINEER**

POSITION PERFORMANCE TASK	CODE	TRAINEE Initial & Date upon Completion of task	Evaluator Initial with employee number & date
---------------------------	------	--	---

<p>4. Demonstrates an understanding of the job description for Fire Engineer</p> <ul style="list-style-type: none"> <li>• Job Summary</li> <li>• Characteristics</li> <li>• Essential functions</li> <li>• Minimum qualifications</li> <li>• Physical requirements</li> <li>• License</li> <li>• Certification</li> <li>• Health exposure</li> </ul>	<p><b>O</b> <b>D</b></p>		
<p>5. Demonstrates an understanding of the required Driver's Licenses/Certificates</p> <ul style="list-style-type: none"> <li>• Notification process</li> <li>• Medical evaluation</li> <li>• Required License</li> </ul>	<p><b>O</b> <b>D</b></p>		
<p>6. Explains the vehicle accident reporting process</p> <ul style="list-style-type: none"> <li>• Scope</li> <li>• Forms</li> <li>• Definitions</li> <li>• Policy</li> <li>• Notifications</li> <li>• Documentation filing</li> </ul>	<p><b>O</b> <b>D</b></p>		

\* **CODE: O** =task can be completed in any situation (classroom, simulation, daily job, etc.)

**I**= task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)

**D**= Can be completed by discussion

**M P**= Completion must include manipulative performance

# QUALIFICATION RECORD

**POSITION: ENGINEER**

POSITION PERFORMANCE TASK	CODE	TRAINEE Initial & Date upon Completion of task	Evaluator Initial with employee number & date
---------------------------	------	--	---

<p>7. Explains the various fuel types used by WFPD and fueling locations</p> <ul style="list-style-type: none"> <li>• Fuel types</li> <li>• Stations with fuel</li> <li>• Fuel key</li> <li>• Fueling while traveling</li> <li>• Minimum levels</li> </ul>	<p>O D</p>		
<p>8. Demonstrates an understanding of the use of map books, including</p> <ul style="list-style-type: none"> <li>• District map books</li> <li>• Active 911</li> <li>• Wall maps</li> <li>• GPS Units</li> <li>• Hospital locations</li> </ul>	<p>O MP</p>		
<p>9. Demonstrates a working knowledge of the radio communication systems used by the District</p> <ul style="list-style-type: none"> <li>• Mobile radios</li> <li>• Portable radios</li> <li>• Clear text</li> <li>• Repairs</li> <li>• Battery management</li> <li>• Headset</li> </ul>	<p>O MP</p>		

\* **CODE: O** =task can be completed in any situation (classroom, simulation, daily job, etc.)

**I**= task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)

**D**= Can be completed by discussion

**M P** = Completion must include manipulative performance

## QUALIFICATION RECORD

**POSITION: ENGINEER**

POSITION PERFORMANCE TASK	CODE	TRAINEE Initial & Date upon Completion of task	Evaluator Initial with employee number & date
---------------------------	------	--	---

<p>10. Demonstrates a working knowledge of MDT</p> <ul style="list-style-type: none"> <li>• Codes</li> <li>• Receiving messages</li> <li>• Sending messages</li> <li>• Interpreting alarm notifications</li> <li>• Placing OOS</li> <li>• Training Delay</li> </ul>	<p>O MP</p>		
<p>11. Explains the procedures for multi-casualty incident operations as it pertains to Engineer</p> <ul style="list-style-type: none"> <li>• Definitions</li> <li>• Responsibilities</li> <li>• Assignments</li> <li>• ICS</li> <li>• Safety</li> </ul>	<p>O D</p>		
<p>12. Explains the procedures for wildland fire fighting operations as it pertains to Engineer</p> <ul style="list-style-type: none"> <li>• Definitions</li> <li>• Responsibilities</li> <li>• Assignments</li> <li>• <b>ICS</b></li> <li>• Safety</li> </ul>	<p>O D</p>		

\* **CODE: O** =task can be completed in any situation (classroom, simulation, daily job, etc.)

**I** = task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)

**D** = Can be completed by discussion

**M P** = Completion must include manipulative performance

## QUALIFICATION RECORD

**POSITION: ENGINEER**

POSITION PERFORMANCE TASK	CODE	TRAINEE Initial & Date upon Completion of task	Evaluator Initial with employee number & date
---------------------------	------	--	---

<p>13. Explains the procedure for hazardous materials incident as it pertains to Engineer</p> <ul style="list-style-type: none"> <li>• Definitions</li> <li>• Responsibilities</li> <li>• Assignments</li> <li>• ICS</li> <li>• Safety</li> </ul>	<p>0 D</p>		
---	----------------	--	--

**DRIVING**

<p>14. Demonstrates an understanding of "Driver Safety"</p> <ul style="list-style-type: none"> <li>• Vehicle control and Right-of-Way</li> <li>• Basic procedures</li> <li>• Seat belt use</li> <li>• Wheel chocks</li> </ul>	<p>0 D</p>		
<p>15. Demonstrates an ability to position emergency apparatus in the most advantageous locations at emergency scenes</p> <ul style="list-style-type: none"> <li>• Fire attack</li> <li>• Truck operations</li> <li>• Structural protection</li> <li>• Wildland fires</li> <li>• Automobile accidents</li> <li>• Automobile fires</li> <li>• Hazardous materials incidents</li> <li>• Sprinklered building responses</li> </ul>	<p>0 D</p>		

\* **CODE: 0** =task can be completed in any situation (classroom, simulation, daily job, etc.)

**I**= task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)

**D**= Can be completed by discussion

**M P** = Completion must include manipulative performance

## QUALIFICATION RECORD

**POSITION: ENGINEER**

POSITION PERFORMANCE TASK	CODE	<b>TRAINEE</b> Initial & Date upon Completion of task	Evaluator Initial with employee number & <b>date</b>
---------------------------	------	---	--

16. Demonstrates an understanding of the following elements of emergency driving <ul style="list-style-type: none"> <li>• Warning devices</li> <li>• Intersections</li> <li>• Overtaking apparatus</li> <li>• Response speeds</li> </ul>	0 <b>MP</b>		
17. Demonstrates an ability to drive emergency vehicles in non-emergency situations <ul style="list-style-type: none"> <li>• Right-of-Way</li> <li>• Proper lane travel</li> <li>• Double turn lane</li> </ul>	<b>MP</b>		
18. Demonstrates an understanding of the safety aspects of driving emergency apparatus in various types of weather conditions <ul style="list-style-type: none"> <li>• Rain</li> <li>• Snow</li> <li>• Sleet</li> <li>• Icy Roads</li> <li>• Fog</li> <li>• Nighttime</li> </ul>	0 <b>MP</b>		

\* **CODE: O** =task can be completed in any situation (classroom, simulation, daily job, etc.)

**I** = task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)

**D** = Can be completed by discussion

**M P** = Completion must include manipulative performance

## QUALIFICATION RECORD

**POSITION: ENGINEER**

POSITION PERFORMANCE TASK	CODE	TRAINEE Initial & Date upon Completion of task	Evaluator Initial with employee number & date
---------------------------	------	--	---

<p>19. Demonstrate the concepts of off road driving</p> <ul style="list-style-type: none"> <li>• Angles of approach and departure</li> <li>• Surface conditions</li> <li>• Proper gears</li> <li>• Proper speeds</li> <li>• <b>Side hill</b></li> </ul>	<b>MP</b>		
<p>20. Demonstrates an understanding of the following defensive driving concepts</p> <ul style="list-style-type: none"> <li>• Accident avoidance</li> <li>• Braking distances</li> <li>• Reaction time</li> <li>• Visual lead time</li> <li>• Following distances</li> </ul>	0		
<p>21. Demonstrates an understanding of federal, state, and local laws and statutes governing the operation of emergency vehicles</p> <ul style="list-style-type: none"> <li>• Colorado Vehicle Code</li> <li>• Dept. of Transportation</li> <li>• NFPA 1002 Driver/Operator Professional Qualifications</li> </ul>	0 <b>D</b>		

\* **CODE: O** =task can be completed in any situation (classroom, simulation, daily job, etc.)

**I** = task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)

**D** = Can be completed by discussion

**M P** = Completion must include manipulative performance



## QUALIFICATION RECORD

**POSITION: ENGINEER**

POSITION PERFORMANCE TASK	CODE	TRAINEE Initial & Date upon Completion of task	Evaluator Initial with employee number & date
---------------------------	------	--	---

<p>22. Demonstrates an ability to research and apply vehicle code rules/regulations governing the operation of emergency vehicles</p> <ul style="list-style-type: none"> <li>• Vehicle licensing</li> <li>• Driver's license</li> <li>• Rules of the road</li> <li>• Accidents and accident reporting</li> <li>• Size, weight and load</li> <li>• Safety regulations</li> <li>• Transport of hazardous materials</li> <li>• Transport of inhalation hazards</li> <li>• Transport of radioactive materials</li> <li>• Transport of flammable and combustible liquids</li> </ul>	<p>O D</p>		
--	----------------	--	--

### **APPARATUS**

<p>3. Demonstrates an understanding of the various types of emergency vehicles used in the district, including Type 1 and 3 engines, and water tenders</p> <ul style="list-style-type: none"> <li>• Specifications</li> <li>• Inventory • Fuel</li> <li>• Use/function</li> <li>• Staffing</li> <li>• Capacities</li> <li>• Safety considerations</li> </ul>	<p>O D</p>		
--	----------------	--	--

\* **CODE: O** =task can be completed in any situation (classroom, simulation, daily job, etc.)

**I** = task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)

**D** = Can be completed by discussion

**M P** = Completion must include manipulative performance

## QUALIFICATION RECORD

### POSITION: ENGINEER

POSITION PERFORMANCE TASK	CODE	TRAINEE Initial & Date upon Completion of task	Evaluator Initial with employee number & date
---------------------------	------	--	---

24. Demonstrates an understanding of gasoline and diesel engines <ul style="list-style-type: none"> <li>• Ignition system</li> <li>• Shutdown procedures</li> <li>• Emergency shut off</li> </ul>	O D		
25. Demonstrates an understanding of the readiness requirements for emergency apparatus <ul style="list-style-type: none"> <li>• In-service</li> <li>• Out-of-service</li> <li>• Inspections</li> <li>• Reserve apparatus</li> </ul>	O D		
26. Type 1 Engine <ul style="list-style-type: none"> <li>• DMV Pre-trip inspection (include cab tilt)</li> <li>• All gauges in the cab</li> <li>• Code 3 warning systems</li> <li>• Emergency lighting</li> <li>• Brake systems</li> <li>• Main pump</li> <li>• Booster pump</li> <li>• Generator and/or adjunct Equipment (Maintenance &amp; Use)</li> <li>• Fluid checks and maintenance procedures</li> <li>• Foam operations, Class "A" and Class "B" (include master stream)</li> <li>• Changeover/Tank to hydrant</li> <li>• Hookup side suction</li> </ul> <i>continued on next page...</i>	O MP		

\* **CODE: O** =task can be completed in any situation (classroom, simulation, daily job, etc.)

**I**= task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)

**D**= Can be completed by discussion

**M P** = **Completion** must include manipulative performance

## QUALIFICATION RECORD

**POSITION: ENGINEER**

POSITION PERFORMANCE TASK	CODE	TRAINEE Initial & Date upon Completion of task	Evaluator Initial with employee number & date
---------------------------	------	--	---

<ul style="list-style-type: none"> <li>• Portable monitor operation</li> <li>• Engineers role in a progressive hose lay</li> <li>• Master stream operation               <ul style="list-style-type: none"> <li>• Pressure relief valve and pressure governor operations</li> </ul> </li> <li>• Pump &amp; Roll and stationary</li> <li>• Pump panel gauges and controls</li> <li>• Identify all discharges/suctions</li> <li>• Weekly inspection</li> </ul>			
<p>27. Type 3 Engine</p> <ul style="list-style-type: none"> <li>• DMV Pre-trip inspection (include cab tilt)               <ul style="list-style-type: none"> <li>• All gauges in the cab</li> <li>• Code 3 warning systems</li> <li>• Emergency lighting</li> <li>• Brake systems                   <ul style="list-style-type: none"> <li>◦ Main pump</li> </ul> </li> </ul> </li> <li>• Generator and/or adjunct equipment (Maintenance &amp; Use)               <ul style="list-style-type: none"> <li>• Fluid checks and maintenance</li> </ul> </li> </ul> <p>Procedures</p> <ul style="list-style-type: none"> <li>• Engage &amp; disengage 4 wheel drive</li> <li>• Gear selection</li> <li>• Pressure relief valve and pressure governor operations</li> <li>• Pump &amp; Roll and stationary</li> <li>• Pump panel gauges and controls</li> <li>• Identify all discharges/suctions</li> <li>• Weekly inspection</li> </ul>	<p>0 MP</p>		

\* **CODE: O** =task can be completed in any situation (classroom, simulation, daily job, etc.)

**I** = task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)

**D** = Can be completed by discussion

**M P** = Completion must include manipulative performance

## QUALIFICATION RECORD

**POSITION: ENGINEER**

POSITION PERFORMANCE TASK	CODE	TRAINEE Initial & Date upon Completion of task	Evaluator Initial with employee number & date
---------------------------	------	--	---

### APPARATUS MAINTENANCE

<p>28. Demonstrates an ability to perform apparatus preventive maintenance inspections</p> <ul style="list-style-type: none"> <li>• Accessing computer files</li> <li>• Performing the inspection</li> <li>• Daily checks</li> <li>• Weekly checks</li> <li>• Notification of repairs needed</li> </ul>	<p>O MP</p>		
<p>29. Demonstrates an understanding of obtaining a repair or replacement of apparatus</p> <ul style="list-style-type: none"> <li>• Scheduled services</li> <li>• Station level repairs</li> <li>• Mobile repairs</li> <li>• Emergency repairs</li> <li>• Emergency/off-hours towing</li> <li>• Flat tire service</li> <li>• BC/Dispatch notification</li> <li>• On-call mechanic</li> <li>• Inventory</li> <li>• Repairs</li> <li>• Apparatus status TRI-TEC</li> </ul>	<p>O D</p>		

\* **CODE: O** =task can be completed in any situation (classroom, simulation, daily job, etc.)

**I**= task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)

**D**= Can be completed by discussion

**M P**= Completion must include manipulative performance

## QUALIFICATION RECORD

**POSITION: ENGINEER**

POSITION PERFORMANCE TASK	CODE	TRAINEE Initial & Date upon Completion of task	Evaluator Initial with employee number & date
---------------------------	------	--	---

<p>30. Demonstrates an understanding of various types of fire service pumps</p> <ul style="list-style-type: none"> <li>• Centrifugal</li> <li>• Single stage</li> <li>• Multi-stage</li> <li>• Midship</li> <li>• PTO</li> <li>• Positive displacement</li> <li>• Rotary gear</li> <li>• Rotary vane</li> </ul>	<p>O D</p>		
<p>31. Demonstrates a working knowledge of pressure relief valve &amp; pressure governor</p> <ul style="list-style-type: none"> <li>• Theory of operation</li> <li>• Waterous</li> <li>• Hale</li> <li>• Settings and controls</li> <li>• Activation</li> <li>• Options for use</li> <li>• Troubleshooting</li> <li>• Cleaning strainers</li> </ul>	<p>O MP</p>		

\* CODE: O =task can be completed in any situation (classroom, simulation, daily job, etc.)

I= task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)

D= Can be completed by discussion

M P = Completion must include manipulative performance

## QUALIFICATION RECORD

**POSITION: ENGINEER**

POSITION PERFORMANCE TASK	CODE	TRAINEE Initial & Date upon Completion of task	Evaluator Initial with employee number & date
---------------------------	------	--	---

<p>32. Demonstrates an ability to maintain/analyze and troubleshoot pumping conditions and operations</p> <ul style="list-style-type: none"> <li>• Monitor gauges</li> <li>• Pressure settings</li> <li>• <b>RPM's</b></li> <li>• Operating from apparatus tank</li> <li>• Operating from hydrant</li> <li>• Operating from a draft</li> <li>• Operating in relay</li> <li>• Foam operations</li> </ul>	<p>0 MP</p>		
---	-----------------	--	--

### **APPARATUS OPERATION**

<p>33. Demonstrates an ability to set up and complete pumping operations using the following tools/equipment</p> <ul style="list-style-type: none"> <li>• Handline</li> <li>• Standpipe systems</li> <li>• Sprinkler systems</li> <li>• Master stream appliances</li> <li>• Foam eductor</li> </ul>	<p>0 MP</p>		
<p>34. Demonstrates an ability to evaluate pumping requirements</p> <ul style="list-style-type: none"> <li>• Water supply limitations</li> <li>• Pressure limitations</li> <li>• Required pressures</li> </ul>	<p>0 MP</p>		

\* **CODE: 0** = task can be completed in any situation (classroom, simulation, daily job, etc.)

**I** = task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)

**D** = Can be completed by discussion

**M P** = Completion must include manipulative performance

## QUALIFICATION RECORD

**POSITION: ENGINEER**

POSITION PERFORMANCE TASK	CODE	TRAINEE Initial & Date upon Completion of task	Evaluator Initial with employee number & date
---------------------------	------	--	---

<p>35. Demonstrates an understanding of various water sources used for fire service operations</p> <ul style="list-style-type: none"> <li>• Dynamic sources</li> <li>• Static sources</li> <li>• Hydrant systems (types)</li> </ul>	<p>O D</p>		
<p>36. Demonstrates an understanding of relay pumping operations</p> <ul style="list-style-type: none"> <li>• Relay apparatus and equipment</li> <li>• Operational considerations</li> <li>• Types of relay pumping operations</li> <li>• Maximum distance relay method</li> <li>• Constant pressure relay method</li> <li>• Putting a relay into operation</li> <li>• Operating the relay</li> <li>• Shutting down the relay</li> </ul>	<p>O MP</p>		
<p>37. Demonstrates an understanding of water shuttle operations</p> <ul style="list-style-type: none"> <li>• Apparatus</li> <li>• Setting up a water shuttle</li> <li>• Dump sites</li> <li>• Fill locations</li> <li>• Selecting the travel route</li> <li>• Make necessary notifications regarding fire flow based on turnaround times</li> <li>• Positioning apparatus</li> <li>• Dump site operations</li> <li>• Shutting down the dump site</li> </ul>	<p>O</p>		

\* **CODE: O** =task can be completed in any situation (classroom, simulation, daily job, etc.)

**I** = task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)

**D** = Can be completed by discussion

**M P** = Completion must include manipulative performance

## QUALIFICATION RECORD

**POSITION: ENGINEER**

POSITION PERFORMANCE TASK	CODE	TRAINEE Initial & Date upon Completion of task	Evaluator Initial with employee number & date
---------------------------	------	--	---

38. Demonstrates an understanding of foam practices <ul style="list-style-type: none"> <li>• Principles of foam</li> <li>• Foam concentrates</li> <li>• Portable foam application devices</li> <li>• Foam application techniques</li> </ul>	<b>O</b>		
39. Demonstrates an understanding of the various hose loads and applications <ul style="list-style-type: none"> <li>• Types</li> <li>• Pre-connect</li> <li>• Supply lines</li> <li>• High rise packs</li> <li>• Front bumper line</li> </ul>	<b>O D</b>		
40. Demonstrates a knowledge of hose testing <ul style="list-style-type: none"> <li>• Purpose</li> <li>• Frequency</li> <li>• Tools/equipment</li> <li>• Pressures</li> <li>• Failure replacement</li> </ul>	<b>O MP</b>		

\* **CODE: O =task can be completed in any situation (classroom, simulation, daily job, etc.)**

I = task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)

D= Can be completed by discussion

M P = Completion must include manipulative performance



## QUALIFICATION RECORD

**POSITION: ENGINEER**

POSITION PERFORMANCE TASK	CODE	TRAINEE Initial & Date upon Completion of task	Evaluator Initial with employee number & date
---------------------------	------	--	---

### SPECIAL APPARATUS

<p>41. Water Tender</p> <ul style="list-style-type: none"> <li>• DMV pre-trip inspection</li> <li>• All gauges in the cab</li> <li>• Code 3 warning systems</li> <li>• Emergency lighting</li> <li>• Brake systems</li> <li>• Main pump</li> <li>• Generator and/or adjunct equipment (Maintenance &amp; Use)                             <ul style="list-style-type: none"> <li>• Fluid checks and maintenance procedures</li> </ul> </li> <li>• Foam operations</li> <li>• Portable pumps</li> <li>• Water tank</li> <li>• Pump panel gauges and controls</li> <li>• Identify all discharges/suctions                             <ul style="list-style-type: none"> <li>• Monthly inspection</li> </ul> </li> <li>• Describe 4 wheel drive operations including axle locks, power dividers and differential locks.</li> </ul>	<p>0 MP</p>		
--	-----------------	--	--

### FIRE PROTECTION SYSTEMS

<p>42. Demonstrates a working knowledge of automatic sprinkler systems as it pertains to an engineer</p> <ul style="list-style-type: none"> <li>• Components</li> <li>• Supplying</li> <li>• Pressures</li> </ul>	<p>0 MP</p>		
---	-----------------	--	--

\* **CODE: 0 =task can be completed in any situation (classroom, simulation, daily job, etc.)**

I = task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)

D= Can be completed by discussion

M P = Completion must include manipulative performance

## QUALIFICATION RECORD

### POSITION: ENGINEER

POSITION PERFORMANCE TASK	CODE	TRAINEE Initial & Date upon Completion of task	Evaluator Initial with employee number & date
---------------------------	------	--	---

43. Demonstrates a working knowledge of standpipe systems <ul style="list-style-type: none"> <li>• Types of systems</li> <li>• Components</li> <li>• Supply sources</li> <li>• Pressure</li> <li>• Yard systems</li> </ul>	0 D		
--	--------	--	--

### HYDRAULICS

44. Demonstrates an understanding of the characteristics of water <ul style="list-style-type: none"> <li>• Principles of water pressure and velocity</li> <li>• Friction loss principles</li> </ul>	0 D		
45. Demonstrates an understanding of fire hose nozzles and flow rates <ul style="list-style-type: none"> <li>• Fire hose nozzles</li> <li>• Selecting nozzles</li> <li>• Nozzle pressures and reaction</li> </ul>	0 D		
46. Demonstrates an understanding of theoretical pressure calculations <ul style="list-style-type: none"> <li>• Total pressure loss</li> <li>• Friction loss</li> <li>• Elevation pressure loss</li> <li>• Hose layout applications</li> <li>• Pump discharge pressure</li> </ul>	0 D		

\* **CODE: O** =task can be completed in any situation (classroom, simulation, daily job, etc.)

**I** = task must be performed on an incident (fire, rescue, vehicle accident wildland fire, etc.)

**D** = Can be completed by discussion

**M P** = Completion must include manipulative performance

# QUALIFICATION RECORD

**POSITION: ENGINEER**

POSITION PERFORMANCE TASK	CODE	TRAINEE Initial & Date upon Completion of task	Evaluator Initial with employee number & date
47. Demonstrates an understanding of fire ground hydraulic calculations <ul style="list-style-type: none"> <li>• Pump charts</li> <li>• Hand method</li> </ul>	0 D		

# PERFORMANCE ASSESSMENTS

## INSTRUCTIONS

The Engineer Position Task Book requires, at minimum, 7 performance evaluations to be completed in addition to the sign off assessments contained in the above qualification record. As well as being signed off on pump scenarios in WFPD pump binder. The performance assessment forms that follow are for the documentation of performance. These assessments may be made on incidents, simulation in classroom, or in daily duties depending on what the particular performance assessment indicates. In most cases, if the individual is adequately prepared, this assessment process should be sufficient in determining a trainee's ability to be successful in the corresponding evaluation. If additional training is needed, individuals should communicate this to their company officers prior to the start of the evaluation process.

### COMPLETE THESE ITEMS AT THE START OF THE PERFORMANCE ASSESSMENT PERIOD

**Trainee Name, Employee No. and Assignment:** List the name and employee number of the trainee and the current position of assignment.

**Evaluator's Name and Title:** List the name and title of the evaluator.

### COMPLETE THESE ITEMS AT THE END OF THE PERFORMANCE ASSESSMENT PERIOD

**Numbered Check boxes: Place** a check in the appropriate checkbox for the specific objectives completed.

**Recommendation:** Check as appropriate and/or make comments regarding the future needs for the development of this trainee.

**Comments:** Provide comments identifying any future needs for the development of this trainee.

**Date:** List the date the evaluation is being conducted.

**Evaluator's Initials:** Initial here to authenticate your recommendations and to allow for comparison with initials in the Qualifications Record.

# PERFORMANCE ASSESSMENTS

**Trainee Name:** \_\_\_\_\_ **Badge#:** \_\_\_\_\_

**Trainee Position:** \_\_\_\_\_

**Evaluator's Name:** \_\_\_\_\_ **Badge#:** \_\_\_\_\_

**Evaluator's Title:** \_\_\_\_\_

## #1 Driving Evaluation

Objectives: Demonstrate the ability to:

1. Pre-Driving
2. Starting
3. Acceleration
4. Braking
5. Eye Movements
6. Intersections
7. Following Distance
8. Lane Changes
9. Predictive Driving
10. Code 3 Equipment Operation
11. Backing
12. While Transporting
13. Placement at Incidents

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.

The tasks initiated and dated by me have been performed under my supervision and in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.

\_\_\_\_\_ **The individual** has successfully performed all tasks for the position and should be considered for certification.

\_\_\_\_\_ **The individual** was not able to complete certain tasks or additional guidance is required.

\_\_\_\_\_ Not all tasks were evaluated and additional assignment is needed to complete the evaluation.

\_\_\_\_\_ **The individual** is severely deficient in the performance of this task book and must complete further training.

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

\_\_\_\_\_

\_\_\_\_\_

Date: ..... Evaluator's Initials \_\_\_\_\_

# PERFORMANCE ASSESSMENTS

Trainee Name: \_\_\_\_\_ Badge#: \_\_\_\_\_

Trainee Position: \_\_\_\_\_

Evaluator's Name: \_\_\_\_\_ Badge#: \_\_\_\_\_

Evaluator's Title: \_\_\_\_\_

## #2 Type 1 Apparatus

Objectives: Demonstrate the ability to:

1. Obtain a patent water supply
2. Set up supply line to other apparatus
3. Establish proper pressures for pumping operations
4. Troubleshoot problems that may arise
5. Use safe procedures
6. Complete all tasks assigned safely
7. Communicates effectively with crew members

1.
2.
3.
4.
5.
6.
7.

The tasks initiated and dated by me have been performed under my supervision and in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.

\_\_\_\_\_ The individual has successfully performed all tasks for the position and should be considered for certification.

\_\_\_\_\_ The individual was not able to complete certain tasks or additional guidance is required.

\_\_\_\_\_ Not all tasks were evaluated and additional assignment is needed to complete the evaluation.

\_\_\_\_\_ The individual is severely deficient in the performance of this task book and must complete further training.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: ..... Evaluator's Initials \_\_\_\_\_

# PERFORMANCE ASSESSMENTS

**Trainee Name:** \_\_\_\_\_ **Badge#:** \_\_\_\_\_

**Trainee Position:** \_\_\_\_\_

**Evaluator's Name:** ..... **Badge#:** \_\_\_\_\_

**Evaluator's Title:** \_\_\_\_\_

## #3 Type III Apparatus

Objectives: Demonstrate the ability to:

1. Mobile attack
2. Supply a progressive hose lay
3. Set up for bump and run
4. Set up for anchor and hold
5. Communicates effectively with crew members

1.
2.
3.
4.
5.

The tasks initiated and dated by me have been performed under my supervision and in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.

\_\_\_\_\_ The individual has successfully performed all tasks for the position and should be considered for certification.

\_\_\_\_\_ The individual was not able to complete certain tasks or additional guidance is required.

\_\_\_\_\_ Not all tasks were evaluated and additional assignment is needed to complete the evaluation.

\_\_\_\_\_ The individual is severely deficient in the performance of this task book and must complete further training.

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Evaluator's Initials \_\_\_\_\_

# PERFORMANCE ASSESSMENTS

Trainee Name: \_\_\_\_\_

Badge#: \_\_\_\_\_

Trainee Position: \_\_\_\_\_

Evaluator's Name: \_\_\_\_\_ Badge#: \_\_\_\_\_

Evaluator's Title: \_\_\_\_\_

## #4 Off Road Driving Evaluation

Objectives: Demonstrate/Describe the following:

1. 4wd theory
2. Ascending and descending steep inclines
3. Approach and departure angles
4. Side hill operation
5. Proper tire pressure
6. Proper braking methods
7. Weight transfer issues
8. Spotting techniques and hand signals
9. Emergency responses

1.
2.
3.
4.
5.
6.
7.
8.
9.

The tasks initiated and dated by me have been performed under my supervision and in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.

\_\_\_\_\_ The individual has successfully performed all tasks for the position and should be considered for certification.

\_\_\_\_\_ The individual was not able to complete certain tasks or additional guidance is required.

\_\_\_\_\_ Not all tasks were evaluated and additional assignment is needed to complete the evaluation.

\_\_\_\_\_ The individual is severely deficient in the performance of this task book and must complete further training.

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: ..... Evaluator's Initials \_\_\_\_\_



# PERFORMANCE ASSESSMENTS

Trainee Name: \_\_\_\_\_ Badge#: \_\_\_\_\_

Trainee Position: \_\_\_\_\_

Evaluator's Name: \_\_\_\_\_ Badge#: \_\_\_\_\_

Evaluator's Title: \_\_\_\_\_

## #6 Driving Evaluation

Objectives: Demonstrate the ability to:

1. Pre-Driving
2. Starting
3. Acceleration
4. Braking
5. Eye Movements
6. Intersections
7. Following Distance
8. Lane Changes
9. Predictive Driving
10. Code 3 Equipment Operation
11. Backing
12. While Transporting
13. Placement at Incidents

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.

The tasks initiated and dated by me have been performed under my supervision and in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.

\_\_\_\_\_ The individual has successfully performed all tasks for the position and should be considered for certification.

\_\_\_\_\_ The individual was not able to complete certain tasks or additional guidance is required.

\_\_\_\_\_ Not all tasks were evaluated and additional assignment is needed to complete the evaluation.

\_\_\_\_\_ The individual is severely deficient in the performance of this task book and must complete further training.

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

Date: ..... Evaluator's Initials \_\_\_\_\_

# PERFORMANCE ASSESSMENTS

Trainee Name: \_\_\_\_\_ Badge#: \_\_\_\_\_

Trainee Position: \_\_\_\_\_

Evaluator's Name: \_\_\_\_\_ Badge#: \_\_\_\_\_

Evaluator's Title: \_\_\_\_\_

## #7 Multi Company Drill

Objectives: Demonstrate the ability to:

1) Perform attack pumping evolution (initial attack)

- a) Safely and appropriately spot apparatus
- b) Establish hose line(s) with tank water to objective
- c) Obtain continuous water supply
- d) Confirm a continuous water supply through communication with supply engineer, IC and/or attack crew
- e) Establish correct pump pressures for operations
- f) Set discharge relief valve or pump governor
- g) Troubleshoot problems that may arise
- h) Complete all tasks assigned safely
- i) Communicate effectively with crew members

- a.
- b.
- c.
- d.
- e.
- f.
- g.
- h.
- i.

2) Perform supply pumping evolution

- a) Safely and appropriately spot apparatus
- b) Obtain a continuous water supply
- c) Set up supply line to supply attack apparatus or to supply fire department connection
- d) Confirm a continuous water supply through communication with attack engineer
- e) Establish correct pump pressures for operations
- f) Set discharge relief valve or pump governor
- g) Troubleshoot problems that may arise
- h) Complete all tasks assigned safely
- i) Communicate effectively with crew member

- a.
- b.
- c.
- d.
- e.
- f.
- g.
- h.
- i.

# PERFORMANCE ASSESSMENTS

<p>3) <u>Perform truck operation evolution {rescue}</u></p> <ul style="list-style-type: none"> <li>a) Safely spot, stabilize and set up for aerial operations</li> <li>b) Operate aerial ladder around obstacles and to designated objective</li> <li>c) Complete all tasks assigned safely</li> <li>d) Communicate effectively with crew members</li> </ul>	<p>a. <input type="checkbox"/></p> <p>b. <input type="checkbox"/></p> <p>c. <input type="checkbox"/></p>
<p>4) <u>Perform truck operation evolution (water tower)}</u></p> <ul style="list-style-type: none"> <li>a) Safely spot, stabilize and set up for elevated stream operations</li> <li>b) Perform water flow operations               <ul style="list-style-type: none"> <li>i) Obtain a continuous water supply</li> <li>ii) Establish correct pump pressures for operations</li> <li>iii) Operate nozzle controls                   <ul style="list-style-type: none"> <li>(1) From the engineers panel</li> <li>(2) From ladder tip staffed with firefighter</li> </ul> </li> </ul> </li> <li>c) Troubleshoot problems that may arise</li> <li>d) Complete all tasks assigned safely</li> <li>e) Communicate effectively with crew members</li> </ul>	<p>d. <input type="checkbox"/></p> <p>a. <input type="checkbox"/></p> <p>b. <input type="checkbox"/></p> <p>c. <input type="checkbox"/></p> <p>d. <input type="checkbox"/></p> <p>e. <input type="checkbox"/></p>

The trainee has performed the tasks under the supervision of the evaluator and the evaluator attests, by signature below, that he/she has assessed the performance of the trainee. The evaluator makes the following recommendation for the trainee:

\_\_\_\_\_ The individual has successfully performed all tasks for the position and should be considered for certification.

\_\_\_\_\_ The individual was not able to complete all tasks and additional assignment is required (see comments).

\_\_\_\_\_ The individual was not evaluated on all tasks and additional assignment is needed to complete the evaluation (see comments).

~~-----~~ The individual is deficient in the performance of the tasks and must complete further training (see comments).

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Evaluator's Signature: \_\_\_\_\_

VERIFICATION OF COMPLETED TASK BOOK

FOR THE POSITION OF

**ENGINEER**

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are complete with signatures. I also verify that

---

(Print Employee's Name)

Has performed as a trainee and should therefore be considered for certification in this position.

---

EVALUATOR'S SIGNATURE AND DATE

---

EVALUATOR'S PRINTED NAME AND TITLE

**AGENCY CERTIFICATION:**

I certify that the above individual has met all requirements for qualification in this position and  
that such qualification has been issued.

---

TRAINING DIV SIGNATURE AND DATE

# Wellington Fire Protection District

## Officer Mentor Program



Training Copy

# Wellington Fire Protection District

## Company Officer Development Program

### Contents

Program description, requirements, and expectations

Company Officer Job Description

Company Officer Expectations

Program check sheet and student material {added as completed}

Fire Officer 1 JPR's

Reference material

Personnel Handbook

Operational Directives {added as completed}

## Wellington Fire Protection District

### Company Officer Mentor Program

#### Introduction

*"Once we commit to becoming leaders, our focus is no longer ourselves. Fire leaders assume the serious responsibility of putting others into harm's way and for making decisions that profoundly affect citizens, communities, and natural resources. leadership is a tough choice. leaders choose to sacrifice their own needs for those of their teams and organizations. They routinely face situations and make decisions that others criticize and second-guess. leaders take risks and face challenges every day. So why do we choose to lead? We lead because leading is where we make a difference. Fire leaders bring order to chaos, improve our people's lives, and strengthen our organizations. leading enables us to leave a legacy for the leaders of the future so that they can take our places well prepared for the road ahead. These are the rewards of leadership. Their effects will be seen and felt long after our careers end."* .  
*Fireleadership.gov*

#### The Mission

The mission of the Company Officer Mentor Program is;

- To equip the Officer or Officer candidate with the tools, knowledge, and skills to successfully perform the job of Company Officer.
- To assist the Officer or Officer candidate in completing the requirements for Fire Officer 1 certification.
- To provide a platform for self-guided study in professional development.
- To provide a formal avenue for discussion and learning with an assigned mentor.
- To prepare the Officer or Officer candidate for promotion to the position or progression within it.

#### Program Goals

The goals of this program are;

- To provide training information and increase knowledge on the roles and responsibilities for current and future Officers.
- To provide guidance and assistance in completing the Fire Officer 1 certification process.
- To provide current Officers with the opportunity to further develop their management skills.
- To assist in improving and developing written and oral communication skills.
- To assist in improving time management skills.

## The Process

- A candidate for the program must show a genuine interest and desire to promote to the position of Company Officer.
- Must meet minimum requirements for entry into the program (Grade V FF with associated years of service)
- Submit a letter of interest to the Training BC for review and approval.
- Due to the high level of responsibility and the amount of information required in this program, the *minimum* time for completion will be 6 months from date of BC approval but no more than 1 year.
- The Officer or candidate will complete all JPR's required for Fire Officer 1, submit documentation to the State for review, and complete the written test for certification.
- A candidate must complete (2) 48-hour check shifts supervising all station and engine company operations while under the guidance of a mentor.
- Officer or candidate must complete a 4-hour shift with dispatch.
- Officer or candidate will successfully complete a Mentor Program Exit Interview conducted by a selected panel.
- All completed documentation along with a letter of recommendation from the Mentor must be submitted to the Training BC for final approval.
- A certificate of completion for the program will be issued to the Officer or candidate.
- Candidates will be eligible for AIC duties.

## Self-Study Reference Material

- NFPA Standard for Fire Officer Professional Qualifications
- NFPA 1021IFSTA Fire and Emergency Services Company Officer
- Wellington Fire Protection District Employee Handbook
- Department SOG's and Directives
- Company Officer Job Description
- Company Officer expectations

## Task Book Requirements

Included in the Mentor Program book is an Officer specific task book section with 13 categories to be completed. Within each category there are several items in which are critical to the job function and knowledge for a Company Officer. For each of the first 10 categories, you will complete a 3-5-page paper discussing each bulleted topic, it's importance to the position, and your personal interpretation of the topic as related to Department SOG's and your style of leadership. Once a paper for a given category is complete, you will submit an electronic copy to your Mentor for review and schedule a time to meet and discuss the topics covered. Once the Mentor is confident that a good basic understanding and appropriate interpretation of each topic has been reached, you will be signed off for that category and can move on to the next. Discussion, questions, and other feedback in both directions are encouraged throughout the process, and don't have to only be during scheduled meeting/discussion times.



The final 3 categories in the task book will be scenario and practical application based and do not require a paper to be written.

**As part of participating in the Officer Mentor Program and understanding the additional time required to complete, you will recognize that all normal duties, crew training, projects, response, and daily responsibilities are expected to continue and take precedence. Please manage your time appropriately.**

*"We are what we repeatedly do. Excellence then, is not an act, but a habit"*  
*-Aristotle*

# Wellington Fire Protection District

## Official Job Description

### Company Officer (Lieutenant)

FLSA Status: Non-Exempt

Reports To: Battalion Chief

#### **SUMMARY**

Under limited direction, the Company Officer 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; assists Battalion Chief as needed; utilizes various tools and power equipment in rescue operations. At the scene of a fire, medical, or other emergency, an employee of this class is responsible for effectively controlling and mitigating the situation until relieved of command by a superior 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 materials 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 according to department guidelines and policies.
- Train, motivate, and evaluate assigned personnel in all aspects of their positions; provide and coordinate staff training; work with employees to correct deficiencies; enforce departmental 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 and origin at fire scenes; preserve evidence.
- Direct and perform firefighting duties; place fire hoses, set ladders, operate fire streams, ventilate and enter burning structures, perform search and rescue services, and complete salvage and overhaul operations.
- Recommend and assist in the development and implementation of goals, objectives, policies and priorities.
- Manage and participate in various departmental programs or projects as assigned.
- Direct and participate in fire station buildings 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 inspections and public education activities; coordinate public relations activities and interact with various community groups.
- Provide staff assistance to assigned Battalion Chief; 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
- Recommends corrective measures for fire hazards or safety violations to building owners.
- Identify opportunities for improving service delivery methods and procedures; identify resource needs; writes and submits proposals for new equipment or modification of existing equipment to appropriate management staff; implements improvements.
- Requisitions and approves 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** - Inspires respect and trust; Provides vision and inspiration to peers and subordinates.
- **Change Management** - Develops workable implementation plans; Communicates changes effectively; Prepares and supports those affected by change; Monitors transition and evaluates results.
- **Delegation** - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities.
- **Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- **Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Continually works to improve supervisory skills.
- **Diversity**- Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; Builds a diverse workforce.

- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Strategic Thinking** - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Adapts strategy to changing conditions.
- **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Motivation** - Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality**- Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Adaptability-Adapts** to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Initiative** - Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**QUALIFICATIONS** - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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 spill response techniques.  
Procedures and equipment used in firefighting and emergency response activities.  
Geography and street layout of the Town and surrounding areas.  
Operations, maintenance, and basic repair of various fire apparatus and equipment.  
Principles of budget preparation and control.  
Principles of supervision, training, and performance evaluation.  
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 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 building, 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.

**EDUCATION AND/OR EXPERIENCE**

- 60 credit hours or equivalent university program certificate
- Successful completion of and including Grade V Firefighter requirements
- 7 years of Fire Service experience in good standing and with increasing responsibility
- An equivalent combination of education and experience may be considered where appropriate

**REASONING AND MATHEMATICAL 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 percent 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.

#### **REQUIRED CERTIFICATES AND LICENSES**

- Valid Colorado Driver's License
- Valid Colorado EMT-B certificate
- Valid Fire 1 certificate
- Valid Hazardous Materials Operations certificate
- Valid 130/190 Red Card
- Successful completion of the Officer Mentor Program

#### **RECOMENDED CERTIFICATES AND LICENSES**

- Valid Firefighter 2 certificate
- Valid Fire Instructor 1 certificate
- Valid Fire Officer 1 certificate
- Blue Card Incident Commander

**OTHER QUALIFICATIONS** -- The physical demands and environmental characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Must be able to work a shift schedule, weekends, holidays and in adverse conditions.
- Physical Demands - Primary functions may require maintaining physical condition necessary for heavy, moderate or light lifting; bending, stooping, kneeling, crawling; walking, standing or sitting for prolonged periods of time; operating fire suppression equipment and apparatus.
- Work Environment - While performing the duties of this Job, the employee is frequently exposed to hazards of emergency driving; work at heights on ladders; work in, with and around water; exposure to heat, noise, dust, grease, toxic materials, inclement weather, blood, airborne pathogens and communicable diseases; work in confined spaces; extended working hours; and emergency firefighting environments.

## Company Officer Expectations

Honor

Integrity

Family

Forward

The intent of the following is simply designed to establish some basic expectations for the Company Officer and their respective crew. It is not designed to micro-manage, rather to ensure that we are all on the same page as a leadership team. These expectations can and should also be applicable to your crews as well so please share this information with them. It is important to note that this may not be an all-inclusive list and I ask for your patience as we all move forward together. I am excited about having the opportunity to work with you all and can't wait to see all the great things we're going to accomplish.

My top two goals for every shift are;

- 1) Everyone goes home safe at the end of their tour and;
- 2) To impart knowledge and provide the necessary support and resources for everyone to become the best firefighter, driver operator, or officer that they can be. As leaders, we are all obligated to assist our team in this pursuit of excellence and to pass our experience on to a new generation of firefighters that will one day replace us.

### *Expectations*

- D Have expectations for your crew members, make them known, and promote accountability. Know what they expect of you.
- All SOG's and Code of Conduct will be followed. (ongoing development)
- D Do your job, lead by example
- D Always strive to do the right thing.
- D Train, train, train. I expect some sort of company level training to occur every day. You are your crew's training officer, it's up to you to make sure they're prepared.
- D Each individual should be responsible for tracking their certifications to maintain currency. Follow up with your personnel and assist them as needed.
- Effective, honest, and tactful communication is something that I promote and expect from you as an officer.
- D Accountability is a key to success. Take ownership of your actions, inactions, decisions and those of your crew members. I will hold you accountable as I expect the same from you of me.
- Treat others with respect and courtesy.
- If you are unsure about an assignment or duty, please ask.
- Maintain a positive working attitude.

- D Complete all incident reports prior to the end of each 24-hour period (day 1 and 2).
- D Make decisions.
- D Immediately report any on the job injury or accident.
- D Don't be afraid to call for assistance anytime you think you might need it.
- D PT daily- as a crew, manage per YOUR ability; I expect an ability to perform 100% at any time during/after PT (drill training can double)
- D Cell phones around the station are acceptable as long as they don't cause disruption to daily activities. Shall not be used while on or responding to calls, or out in the viewing public other than for official department operations.
- D Solve problems at the lowest level possible. If you bring me a problem, come prepared with potential solutions.
- D Don't let issues (even seemingly small ones) go unaddressed. These become much more difficult to solve if allowed to build up.
- D No malicious gossip. Don't be a part of the problem, offer solutions instead.
- Use common sense... if it would look bad on the front page of the paper, then don't do it or say it!
- D Tampering with the PPE or uniforms of others will not be tolerated, period.
- D Always be a student of fire and EMS
- D Know your people and take care of them.
- D Tell me if I'm doing anything that irritates you.
- Communicate your personal and company level goals to me so I can help you achieve them.
- D If you will be away from the station for an extended period of time, keep me informed.
- It is inevitable that mistakes will be made (myself included!) ... it's our job to help each other learn from them.
- D Last and certainly not least, have fun! This is the greatest job in the world and we owe it to ourselves to enjoy it along the way.
- If you have any questions, issues, or need/want help with anything please don't hesitate to contact me. Duty phone # 970-222-1265



# Wellington Fire Protection District

## Company Officer Development

### 1. Personnel Management

- Team based management
- Values
- Ethics
- Accountability
- Relationship with the company
- Lead from any seat
- Decision making

Shift Captain \_\_\_\_\_ Date \_\_\_\_\_

### 2. Workforce Issues

- Demographics
- Diversity
- Positive work environment
- Dispute resolution

Shift Captain \_\_\_\_\_ Date \_\_\_\_\_

### 3. Legal Issues

- Law and fire service management
- Federal statutes
- Sexual Harassment
- Drug use
- Accident investigations
- Equal opportunity employment
- ADA
- Legal counsel

Shift Captain \_\_\_\_\_ Date \_\_\_\_\_

### 4. Performance Appraisals

- Need for appraisals
- Techniques
- Common errors
- Preparation for appraisals
- Conducting appraisals

Shift Captain \_\_\_\_\_ Date \_\_\_\_\_

### 5. Discipline

- Actions
- Progressive Discipline
- Proceedings

Shift Captain \_\_\_\_\_

Date \_\_\_\_\_

**58. Human Resources Work Session (8 Hours)**

Human Resources Director

\_\_\_\_\_ Date \_\_\_\_\_

**5C. Fire Chief Work Session (4 Hours)**

Fire Chief \_\_\_\_\_

Date \_\_\_\_\_

**6. Health and Safety**

- Approaches to safety
- Occupational Safety and Health Administration
- Fire service health and safety
- Employee assistance/Peer Support
- Violence in the workplace
- Infectious disease control

Shift Captain \_\_\_\_\_

Date \_\_\_\_\_

**7. Training and Development**

- Training (single and multi-company)
- Adult learning
- Educational objectives (class planning/implementations)
- Training records and certification tracking
- Training safety
- Coaching

Shift Captain \_\_\_\_\_

Date \_\_\_\_\_

**8. Productivity and Performance**

- Increasing productivity
- Performance management
- Motivation
- Incentives

Shift Captain \_\_\_\_\_

Date \_\_\_\_\_

**9. Fire Officer Responsibilities**

- Fire prevention
- Code enforcement
- Fire and life safety education
- Pre-fire plans
- Loss reduction activities
- Equipment maintenance
- Computers
- Report writing

Daily in-box  
Understanding of department SOG's/Directives  
Understanding of Personnel Handbook

**98. Fire and Life Safety Bureau Work Session (8 Hours)**

Bureau Captain \_\_\_\_\_ Date \_\_\_\_\_

Shift Captain \_\_\_\_\_ Date \_\_\_\_\_

**10. Finance and Budgeting**

General budgeting  
Budget/purchase requests

**108. Finance/Business Director Work Session (4 Hours)**

Finance/Business Director \_\_\_\_\_ Date \_\_\_\_\_

Shift Captain \_\_\_\_\_ Date \_\_\_\_\_

**11. All Hazard Management**

Vehicle extrication  
Wildland  
Hazmat  
Low angle rescue  
Water rescue  
Ice rescue  
Confined space rescue  
Trench rescue

Shift Captain \_\_\_\_\_ Date \_\_\_\_\_

**12. Strategy and Tactics**

Responding to emergencies  
Management of resources  
Command and Control  
Building construction  
Scene size up  
Offensive operations  
Defensive operations  
Maydays  
Reset operations  
Engine company operations  
Support/truck company operations  
Line deployment  
Call based response types  
Mass casualty incidents

Scenarios and table tops  
EMS calls

Shift Captain \_\_\_\_\_ Date, \_\_\_\_\_

**128. Battalion Chief Work Session (8 Hours)**

Battalion Chief \_\_\_\_\_ Date \_\_\_\_\_

**13. Promotional Processes**

Professional Cultural Paradigm  
Assessment centers  
Interviews

Fire Chief \_\_\_\_\_ Date. \_\_\_\_\_

**PFA Acting Captains Academy**      **Date Completed:** \_\_\_\_\_

Shift Captain .....

**Dispatch Work Session (4 Hours)**      **Date Completed:** \_\_\_\_\_

Dispatch Supervisor \_\_\_\_\_

**Mentor Program Interview**      **Date Passed:** \_\_\_\_\_

Shift Captain Print \_\_\_\_\_

Shift Captain Signature \_\_\_\_\_

**Final Sign Off**

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

Company Officer (Print name) \_\_\_\_\_

Company Officer (Signature) \_\_\_\_\_

Shift Captain (Print) \_\_\_\_\_

Shift Captain (Signature) \_\_\_\_\_

Fire Chief (Signature) \_\_\_\_\_



# EMPLOYEE HANDBOOK

Effective: xxxx, 2023

Replaces: August 10, 2022 version

Deleted: May 10

Deleted: June 21



**IMPORTANT NOTICE**

**THE WELLINGTON FIRE PROTECTION (WFPD) EMPLOYEE HANDBOOK (“HANDBOOK”) CONTAINS IMPORTANT INFORMATION THAT IS APPLICABLE TO ALL WFPD EMPLOYEES, INCLUDING ORGANIZATION-WIDE POLICIES, WORK RULES AND GUIDELINES, BENEFITS, AND OTHER INFORMATION ABOUT WORKING AT [EMPLOYER]. THE HANDBOOK INCLUDES ALL THE APPENDICES ATTACHED TO IT. THE HANDBOOK IS DESIGNED TO ACQUAINT EMPLOYEES WITH WFPD AND PROVIDE SOME INFORMATION ABOUT WORKING HERE. THE HANDBOOK IS NOT ALL INCLUSIVE BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF WFPD’S GUIDELINES AND OUR EXPECTATIONS REGARDING YOUR CONDUCT. ALL WFPD EMPLOYEES SHOULD BE FAMILIAR WITH THE CONTENTS OF THE HANDBOOK AS WELL AS ALL UPDATES AND/OR MODIFICATIONS TO THE HANDBOOK THAT ARE ISSUED BY WFPD.**

**THIS EDITION SUPERSEDES AND REPLACES ALL PREVIOUSLY ISSUED EDITIONS AND ANY INCONSISTENT PRIOR PRACTICES, ORAL OR WRITTEN REPRESENTATIONS OR STATEMENTS (INCLUDING POLICY STATEMENTS) ISSUED PRIOR TO THIS HANDBOOK. NO ORAL STATEMENTS OR OTHER REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THE HANDBOOK.**

**EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT, WFPD RESERVES THE RIGHT TO REVISE, DELETE OR ADD TO ANY OR ALL THE INFORMATION CONTAINED IN THIS HANDBOOK, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS OR OTHER PROGRAMS AT WFPD. THESE CHANGES MAY OCCUR, AT ANY TIME, WITH OR WITHOUT NOTICE. AMENDMENTS TO THIS HANDBOOK WILL BE DISTRIBUTED TO ALL [EMPLOYER] EMPLOYEES.**

**THE INFORMATION IN THIS HANDBOOK IMPOSES NO LEGALLY ENFORCEABLE OBLIGATIONS ON WFPD.**

**ALL EMPLOYEES AT WFPD ARE AT-WILL. NEITHER THE EMPLOYEE NOR WFPD IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. EITHER THE EMPLOYEE OR WFPD HAS THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT NOTICE, FOR ANY REASON OR NO REASON, WITHOUT ANY PROCEDURE OR FORMALITY.**

**THE LANGUAGE USED IN THIS HANDBOOK, AND THE POLICIES, RULES AND GUIDELINES HEREIN ARE NOT A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED; NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION. NO REPRESENTATIVE OF WFPD, OTHER THAN THE CEO HAS THE AUTHORITY TO ENTER INTO SUCH AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND ANY SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE CEO AND EMPLOYEE.**

**AN EMPLOYEE HANDBOOK CANNOT ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE WFPD EMPLOYEE HANDBOOK, EMPLOYEES WHO HAVE QUESTIONS SHOULD TALK WITH THEIR DIRECTOR, MANAGER, SUPERVISOR OR FOREMAN OR WITH A REPRESENTATIVE OF THE WFPD HUMAN RESOURCES DEPARTMENT.**

**VIOLATION OF ANY WFPD POLICY, PROCEDURE, RULES OR OTHER GUIDELINES, CONSTITUTES GROUNDS FOR TERMINATION OR OTHER DISCIPLINARY ACTION AT WFPD’S SOLE DISCRETION.**

## TABLE OF CONTENTS

Wellington Fire Protection District Employee Handbook Cover Page.....	1
Important Notice.....	2
<b>Section 1 - EMPLOYMENT SERVICE POLICIES .....</b>	<b>7</b>
A.-----Equal Employment/Service Opportunity.....	7
B.-----ADA and Religious Accommodation.....	7
C.-----Sexual Harassment Prohibited.....	8
D.-----No Apparent Authority.....	8
E.-----Procedure for Reporting Illegal Harassment or Discrimination.....	9
1.-----Mandatory Reporting.....	9
2.-----Confidentiality.....	9
3.-----Investigation.....	9
4.-----Resolution.....	9
5.-----Retaliation.....	9
F.-----No Absolute Right of Work Stoppage or Slowdown.....	9
G.-----Personal Records.....	10
H.-----Terminating Your Employment.....	10
1.-----Notice.....	10
2.-----Return of District Property.....	10
3.-----Final Pay.....	10
I.-----Hiring, Appointment and Promotion of Members.....	10
1.-----Eligibility.....	11
2.-----Fire Chief's Authority.....	11
3.-----Limitations on Hiring or Promotion of Close Relatives.....	11
4.-----No Right to Former Position.....	11
J.-----Reference Inquiries.....	11
K.-----Workplace Anti-Violence Policy.....	12
L.-----Communication Systems.....	13
1.-----General.....	13
2.-----Software and Copyright.....	13
3.-----Access Codes.....	14
4.-----Personal Use of District's Communications Systems.....	14
5.-----Prohibited Use.....	14
6.-----No Expectation of Privacy.....	14
7.-----Unauthorized Use.....	15
8.-----Telephones/Cell Phones/Mobile Devices.....	15
M.-----No Sexual Activity.....	15
N.-----Ability to Perform Duties after Illness, Injury or Leave of Absence.....	15
O.-----Confidentiality of Protected Health Information.....	15
P.-----Date Disposal Policy.....	16
Q.-----Whistle Blower Policy.....	16
<b>Section 2 - COMMAND STRUCTURE AND SCOPE.....</b>	<b>17</b>
A.-----Chain of Command.....	17
B.-----Orders by Supervisors.....	17
C.-----Behavior toward Officers.....	17
D.-----Board Contact.....	17

Deleted: April 12



**Section 3 - MEMBER CONDUCT..... 18**

A.-----Illegal Drug/Alcohol Free Workplace and Testing Policy..... 18  
 B.-----Right to Conduct Reasonable Searches..... 18  
     1.-----Search of Property..... 18  
 C.-----Duty to Read E-Mails or Other Communications..... 18  
 D.-----Solicitations..... 18  
 E.-----Use of District Apparatus and Personal Vehicles..... 19  
     1.-----Valid Driver's License..... 19  
     2.-----Insurance..... 19  
     3.-----Accidents..... 19  
     4.-----Traffic Violations..... 19  
     5.-----Ride Along Program..... 19  
     6.-----Lawful Driving and Parking..... 19  
     7.-----Inspection of District Vehicles and Apparatus..... 19  
     8.-----No Unauthorized Passengers/Riders..... 20  
     9.-----No Unauthorized Use..... 20  
 F.-----Personal Appearance and Dress Code..... 20  
     1.-----Hair..... 20  
     2.-----Uniforms and Clothing..... 20  
 G.-----Tobacco and Tobacco Products..... 21  
 H.-----Care and Use of District Property - Theft of Member Property..... 21  
 I.-----Confidentiality and Conflicts of Interest..... 21  
 J.-----Personal Gain Prohibited..... 21  
 K.-----Attendance and Punctuality..... 22  
 L.-----Ethical Conduct..... 22  
 M.-----Use of Cellular Telephones (Cell Phones)..... 22  
 N.-----Blogging, Letters to the Editor and Other Forms of Public Expressions of Opinion..... 22  
 O.-----Social Media Policy..... 23  
 P.-----Public Relations/Press Releases..... 25

**Section 4 - EMPLOYEE CLASSIFICATION, COMPENSATION & WORK SCHEDULES ..... 27**

A.-----Exempt and Non-Exempt FLSA Classifications..... 27  
 B.-----Work Schedules..... 27  
 C.-----Recording Work Hours - Falsification of Time Records Prohibited..... 27  
 D.-----Payroll Procedures..... 27  
     1.-----Pay Days..... 28  
     2.-----Payroll Deductions..... 28  
 E.-----Overtime..... 28  
     1.-----Working Unscheduled Hours..... 28  
     2.-----Overtime Pay for Non-Exempt Employees..... 29  
 F.-----Recall of Off-Duty Employees..... 29

**Section 5 - BENEFITS..... 30**

A.-----Member Benefits..... 30  
     1.-----Expense Reimbursement..... 30  
         a.-----Accountable Plan Policy..... 30  
         b.-----Travel Reimbursement..... 30

Deleted: April 12

2.-----	Leaves .....	30
a.-----	Bereavement Leave.....	30
b.-----	Jury Duty and Witness Leave .....	31
c.-----	Administrative Leave.....	31
d.-----	Voting Leave.....	31
e.-----	Worker's Compensation Insurance .....	31
f.-----	Leave of Absence.....	32
g.-----	Military Leaves of Absence.....	32
B.-----	Employee Benefits.....	33
1.-----	Family and Medical Leaves of Absence - No Eligible Employees.....	33
2.-----	Non-FMLA Medical Leave of Absence.....	33
3.-----	Vacations .....	33
4.-----	Personal Time Off (PTO) Leave.....	34
5.-----	Holidays .....	35
6.-----	Health, Dental, Vision and Long-Term Death and Disability Insurance. ....	35
7.-----	Retirement Benefits. ....	36
8.-----	Educational and Training Assistance.....	36
9.-----	Obtaining and Retaining State Certifications.....	36
10.-----	Mandatory Meetings, Conferences and Training.....	36
11.-----	Voluntary Meetings, Conferences and Training.....	37
12.-----	Travel Time.....	37
a.-----	Commute Time .....	37
b.-----	Travel While Working or to Attend a Mandatory Meeting, Conference or Training.....	37
c.-----	Travel to Attend a Voluntary Meeting, Conference or Training .....	37
<b>Section 6 - CORRECTIVE ACTIONS.....</b>		<b>38</b>
A.-----	Corrective Actions Are Not Discipline and Are Not Progressive.....	38
B.-----	Corrective Actions. ....	38
C.-----	Corrective Actions by the Fire Chief.....	38
<b>Section 7 - DISCIPLINE AND TERMINATION .....</b>		<b>39</b>
<b>Section 8 - DISPUTE RESOLUTION PROCEDURES.....</b>		<b>40</b>
A.-----	Scope.....	40
B.-----	Informal Problem Resolution.....	40
<u>C.-----</u>	<u>Formal Problem Solving.....</u>	<u>40</u>
<b>Section 9 – CODE OF ETHICS &amp; CONDUCT.....</b>		<b>41</b>
<b>Section 10 - DEFINITIONS AND GENERAL STATEMENTS .....</b>		<b>43</b>
A.-----	Definitions.....	43
B.-----	The District's Goals and Purposes.....	46
C.-----	Your Duty to Know and Comply with All Rules and to Use Good Judgment .....	46
D.-----	SOGs.....	46
E.-----	Emergency Suspension of Rules.....	46
F.-----	Amendments.....	46
G.-----	Safety Policy .....	46
H.-----	The Board's Reservation of Power and Authority.....	47

MEMBER ACKNOWLEDGMENT ..... 48  
ACKNOWLEDGEMENT OF RECEIPT ..... 49

Deleted: April 12

# Section 1

## EMPLOYMENT SERVICE POLICIES

### A. Equal Employment/Opportunity/Unlawful Harassment

The District prohibits unlawful discrimination and provides equal employment and service opportunities to all applicants and employees without regard to race (including traits historically associated with race, such as hair texture and length, protective hairstyles)<sup>1</sup>, color, religion, creed, national origin, ancestry, gender, military status, age 40 and over, disability, sexual orientation, gender identity, gender expression, genetic information, or membership or other status in any other group protected by applicable law. This policy applies to all terms and conditions of employment/service, including but not limited to hiring/appointment, transfer, promotion, demotion, termination, lay-off, leaves of absence, compensation and training. Every effort shall be made to ensure that all employment decisions, programs and personnel actions are administered in conformity with the principle of equal employment opportunity. Employees are responsible for supporting these objectives and implementing this policy. Employees must assist in promoting a workplace environment free of illegal harassment or discrimination.

### B. Americans with Disabilities Act (ADA) and Religious Accommodation

The District will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the District or cause a direct threat to health or safety. The District will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on the District. Employees needing such accommodation are instructed to contact their Fire Chief, or Chief's designee immediately.

#### **Pregnancy, Childbirth and Related Medical Conditions.**

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy or the physical recovery from childbirth. If an employee requests an accommodation, the District will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of their position. A reasonable accommodation will be provided unless it imposes an undue hardship on the District's business operations.

The District may require that an employee provide a note from their health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the Fire Chief, or Chief's designee.

The District will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that

is unnecessary for the employee to perform the essential functions of the job.

**EEO Harassment**

The Organization strives to maintain a work environment free of unlawful harassment. Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Prohibited behavior may include but is not limited to the following:

- Written form such as cartoons, e-mails, posters, drawings, or photographs.
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault, or blocking an individual's movements.

This policy applies to all employees including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

**C. Sexual Harassment Prohibited.**

All employees are expected to conduct themselves in a professional and businesslike manner at all times.

The District prohibits sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of employment.
2. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
4. Conduct that may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:
  - a. Written form, such as cartoons, posters, calendars, notes, letters, e-mails.
  - b. Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates.
  - c. Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

**D. No Apparent Authority.**

Regardless of title or position, no District member, including but not limited to Officers and Fire Chief, or Chief's designees, and no District Director has the authority (express, actual, apparent or implied) to unlawfully harass or discriminate against a member or any other person. This policy applies while on the job or during any District-related activity.

Deleted: April 12

**E. Procedure for Reporting Illegal Harassment or Discrimination.**

**1. Mandatory Reporting.**

Employees must report immediately any unlawful harassment or discrimination to which you are subjected or which you observe. The chain of command shall not be followed. Instead, employees must report the incident directly to Fire Chief. If the report involves the Fire Chief, you must report the harassment or discrimination to the Board President. If the report involves the Board President, the employee must report the harassment or discrimination to the EEO Coordinator. If the report concerns sexual harassment, the employee may request that a person of the same gender be provided to receive your report. The District prohibits any member from subjecting you to retaliatory action for reporting illegal harassment or discrimination.

**2. Confidentiality.**

Information concerning a complaint of illegal harassment or discrimination will be treated as confidentially as practicable under the specific circumstances.

**3. Investigation.**

Once a report of harassment or discrimination is made, the District will investigate and take corrective action.

**4. Resolution.**

After the facts have been determined, the complaining party and the accused will be advised of the results of the investigation. If the investigation substantiates the complaint, corrective action will be taken, up to and including termination of employment.

**5. Retaliation.**

An employee shall not be retaliated against for reporting illegal harassment or discrimination, or for cooperating with or participating in any investigation of illegal harassment or discrimination. Employees must immediately report retaliation in the same manner as a complaint of illegal harassment or discrimination in accordance with Section 2(E)(1), above.

**F. No Absolute Right of Work Stoppage or Slowdown.**

The lack of fire services results in loss and devastation. Your commitment to public service and professional ethics requires you to carry out assignments as directed. For these reasons, and in accordance with applicable law, you do not have the absolute right to engage in any work stoppage or slowdown; nor do you have the absolute right to refuse to work for any reason. You may be subject to discipline for engaging in, or attempting to engage in, such conduct to the extent your conduct is not authorized by applicable law.

**G. Personnel and Confidential Records.**

The District keeps a personnel file as a record of your employment. If you want to look at the District's personnel file or discuss it with someone, contact the Fire Chief, or Chief's designee.

You may review the personnel file in the presence of the Fire Chief, or Chief's designee at a time established by the Fire Chief, or Chief's designee. No material may be removed from a personnel file; provided, however, that authorized personnel may access and organize records in the personnel file in the performance of their duties. This rule does not prohibit the disclosure of information in the personnel file when legally required. You may request a copy of the District's personnel file in writing. Copying costs permitted by applicable law will apply.

You are responsible for immediately notifying the District's administrative offices of any change in address, telephone number, work status, marital status, or military status, change of the name or telephone number of the person to be notified in case of emergency, any change in driver's license status, and any change in insurance records. You also are responsible for providing the District with records concerning any licenses or certificates required for the performance of your job, and any documents showing that education or training required for the position has been completed.

**H. Terminating Your Employment.**

1. **Notice.**  
You may terminate your employment at any time without prior notice to the District.
2. **Return of District Property - Failure to Return Reduces Final Pay.**  
You must return all District property on or before the last day of work.
3. **Final Pay.**  
Final pay will be processed in accordance with the District's normal payroll procedures.

**I. Hiring, Appointment and Promotion of Members.**

1. **Eligibility.**

State law prohibits a District Director from also being a District employee. Accordingly, you must resign your employment upon being elected to a Director position. In addition, a Director is not eligible to apply for employment with the District. A Director must resign their position prior to applying for employment with the District.

The Board has determined that the "incompatibility of offices" doctrine prohibits a District Director from also being an active volunteer. Accordingly, an active volunteer must resign from the applicable District program upon being elected to a Director position.

The FLSA prohibits an employee from volunteering the same services to the District without being compensated. As a result, the District does not permit an employee also to serve as a volunteer where the volunteered services would be substantially the same as the employee's duties. A District volunteer must cease such volunteer activities if they are hired as a District employee where their duties as an employee would be substantially the same as their volunteered services.

Subject to the foregoing paragraphs, the District appoints, hires and promotes from within when it is in the best interests of the District and its citizens to do so. All qualified, active District members are potential candidates for appointment, hire or promotion to any new or vacant position.

2. **Fire Chief's Authority.**

The Fire Chief is solely responsible for appointing, hiring and promoting individuals for all paid, volunteer, below the rank of Fire Chief, and all administrative positions, subject to this Handbook and applicable law.

Employees are expected to meet the training and certification requirements, along with other duties and responsibilities, as set forth in the District's job description for the position.

Failure to meet the training and/or certification requirements within the specified time may result in demotion or termination as appropriate in the Fire Chief's sole discretion.

3. **Limitations on Hiring or Promotion of Close Relatives.**

For purposes of this section, "close relative" is defined as individuals with natural or stepfamily relationships equal to or closer than first cousin, including all descendants of the individual's grandparents, an individual's spouse and anyone descended from that spouse's grandparents.

The District may limit selection of employees to positions in cases where such selection would otherwise result in close relatives serving in supervisor/subordinate positions where:

- a. One would directly or indirectly exercise supervisory, appointment, dismissal or disciplinary authority over the other;
- b. One would audit, verify, receive, or be entrusted with money received or handled by the other in the course of employment; or,
- c. One would have access to the other's confidential information, including payroll and personnel records.

When District employees become related and their working relationship falls within this policy, one employee may be required to transfer to another available position or to resign. If neither employee voluntarily transfers or resigns, the Chief may terminate or transfer one of the two members, in their discretion.

4. **No Right to Former Position.**

If you are hired or promoted to a different position, but you fail to satisfactorily perform the duties of the new position, or no longer desire to do so, you are not guaranteed an alternative position, and may be terminated.

**J. Reference Inquiries.**

The District does not furnish open letters of recommendation or provide letters of reference addressed to "Whom it may Concern." In response to inquiries about you from prospective employers/volunteer organizations, the District



will give only dates of employment/volunteer service and position(s) held. The District will not answer specific questions or give references regarding former members. If employees receive a call inquiring about a former employee, please refer the caller to the Fire Chief, or Chief's designee. Only the Fire Chief, or Chief's designee have the authority to respond to such inquiries. This restriction includes recommendations on social media sites.

**K. Workplace Anti-Violence Policy.**

The District's goal is to maintain a workplace free from intimidation, threats and violence. This includes, but is not limited to, physically, psychologically or emotionally intimidating or threatening behavior, physical or verbal mistreatment or injury, vandalism, sabotage, use of weapons, openly carrying weapons onto the District Premises or during any District duty or activity, or any other act that in the District's opinion is inappropriate in the workplace.

The use of District property, including but not limited to the District's communications systems, in a physically, psychologically or emotionally threatening, intimidating or violent manner is prohibited. All employees are prohibited from bringing a weapon onto District Premises or possessing a weapon while performing any District duty or activity, except for the following individuals:

1. Employees required to store, carry and/or use a weapon in performing their District duties;
2. Law enforcement officials;
3. An individual authorized under Colorado law to carry a concealed weapon in a public place. Under current Colorado law, the District cannot prohibit someone possessing a valid permit from carrying a concealed weapon in the public portions of the District's facilities; however, as your employer, the District can and does prohibit you from carrying or storing a concealed weapon in any non-public portion of the District Premises. Further, you are hereby notified that carrying, storage or use of a concealed weapon in the performance of any District duty or activity is expressly prohibited and not within the scope of your employment. If you carry, store or use a concealed weapon while performing a District duty or activity, you do so without District authority and will be individually responsible for such actions. If you intend to store or carry a concealed weapon in a public portion of the District Premises, you must provide the Fire Chief, or Chief's designee with a copy of a valid state permit before taking such action.

For purposes of this policy, a "weapon" shall include firearms of any type, whether loaded or unloaded, or any other object or substance designed, or which the possessor intends to use, to inflict psychological or emotional harm, bodily injury or death upon another individual. The term "weapon" includes knives, except knives with a blade less than 3 inches in length that members routinely carry to assist them in performing their duties, unless a knife is brought onto the District Premises with the intent to cause psychological or emotional harm, bodily injury or death.

If you believe you have been subjected to workplace violence, you have witnessed workplace violence, or you know an individual who has engaged in workplace violence, you must immediately report it to the Fire

Chief, or Chief's designee using the reporting procedure set forth in Section 2(E). If there is an immediate threat to your health/safety, or the health or safety of another member or other individual, or to District

property, you must immediately call 911. The District will investigate all reports of workplace violence and take such action as it deems appropriate. If you engage in workplace violence, you may be subjected to discipline, up to and including immediate termination. The District also may report any incident of workplace violence to the appropriate law enforcement agency.

Retaliation against a member for making or participating in the investigation of a complaint of workplace Violence is prohibited.

**L. Communications Systems.**

**1. General.**

The District's computer network, access to Internet, e-mail, and voice mail systems are business tools intended for employees to use in performing their job duties. Therefore, all documents and files are the property of the District. All information regarding access to the District's communications systems, such as user identifications, modem phone numbers, modem access codes, and passwords, is confidential and may not be disclosed to third parties.

All computer files, documents, and software created or stored on the District's computer systems are subject to review and inspection at any time. Employees should not assume that any such information is confidential, including e-mail either sent or received. You are on notice that none of the data or information is confidential, including e-mail and voice mail. Communications systems items, such as laptops, may be removed from the District Premises only with prior approval from the Fire Chief, or Chief's designee.

Computer equipment should not be removed from the District premises without written approval from the Fire Chief, or Chief's designee. Upon separation of employment, all communication tools should be returned to the District.

**2. Software and Copyright.**

The District fully supports copyright laws. Employees may not copy or use any software, images, music, or other intellectual property (such as books or videos) unless the employee has the legal right to do so. Employees must comply with all licenses regulating the use of any software and may not disseminate or copy any such software without authorization. Employees may not use unauthorized copies of software on personal computers housed in District facilities. By using the District's communications systems, you assume the following responsibilities:

- a. Only software authorized or purchased by the District shall be used on a district computer.
- b. Do not duplicate or reproduce District or vendor software and software manuals.
- c. District software must not to be altered in any manner, including but not limited to, decompiling, disassembling, cross-compiling, reverse engineering or drafting derivative works.
- d. Computer software or documentation must not be removed from the District Premises without prior approval from the Fire Chief, or Chief's designee.
- e. Upon termination of employment/services, all computer software and manuals must be returned to the District.

Tampering with computer hardware or violating any of the preceding provisions is prohibited and may result in disciplinary action up to and including termination.

3. **Access Codes.**

The District utilizes systems by which members receive/send messages through e-mail and voice mail. Access codes must be kept on file with the Fire Chief, or Chief's designee at all times so the District can access any messages left on or transmitted over the communications systems at any time. You are on notice that such messages are not confidential, and the Fire Chief, or Chief's designee may access them at any time.

4. **Personal Use of District's Communications Systems.**

The District permits reasonable, responsible use of the communications systems for personal purposes. You are prohibited from placing a personal long-distance telephone call, or otherwise using the District's communications systems, in a manner that results in any fee, charge or assessment without the prior approval of the Fire Chief, or Chief's designee, and immediate reimbursement to the District of any fee, charge or assessment incurred. Abuse of this privilege will not be tolerated<sup>2</sup>.

Some employees need to access information through the Internet in order to do their job. Use of the Internet is for business purposes during the time employees are working. Personal use of the Internet should not be on business time, but rather before or after work or during breaks or lunch period.

5. **Prohibited Use.**

You must not use the District's communications systems for any inappropriate or illegal activity. You must not use the District's communications systems to engage in inappropriate activities or illegal harassment, discrimination, or retaliation, including but not limited to, accessing the internet through the District's computer system for the purpose of accessing sexually oriented, pornographic, racial or similarly inappropriate websites, or sending, receiving, or otherwise disseminating sexually oriented or racial materials or information.

The District prohibits the display, transmittal, or downloading of material that is in violation of District guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time.

6. **No Expectation of Privacy.**

You have no reasonable expectation of privacy in any District property, including the District's communications systems. The District has the right and may monitor at any time your use of the District's communications systems, including but not limited to e-mail and voice mail, and your access of internet websites, and information and data created, stored, sent or received through the District's communications systems. Pursuant to C.R.S. § 24-72-203, you are advised that e-mails, texting or instant messaging to/from you may be deemed a public record and subject to disclosure under the Colorado Public (Open) Records Act.

**7. Unauthorized Use.**

Employees may not attempt to gain access to another employee's personal file of e-mail messages or send a message under someone else's name without the latter's express permission. Employees are strictly prohibited from using the District communication systems in ways that management deems to be inappropriate. If you have any question whether your behavior would constitute unauthorized use, contact your Fire Chief, or Chief's designee before engaging in such conduct.

**8. Telephones/Cell Phones/Mobile Devices.**

Employee work hours are valuable and should be used for business. Excessive personal phone calls can significantly disrupt business operations. Employees should use their break or lunch period for personal phone calls.

Confidential information should not be discussed on a cell phone or mobile device. Phones and mobile devices with cameras should not be used in a way that violates other District guidelines such as, but not limited to, EEO/Sexual Harassment and Confidential Information.

For safety reasons, employees should avoid the use of cell phones and mobile devices to make calls while driving. Employees must park whenever they need to use a cell phone. Generally, stopping on the shoulder of the road is not acceptable. Employees are prohibited from using a cell phone or other device to text while operating a motor vehicle. Texting is permitted only where the vehicle is at rest in a shoulder lane or lawfully parked. The District telephone lines should not be used for personal long-distance calls.

**M. No Sexual Activity.**

You are prohibited from engaging in sexual activity while on the District Premises or while performing any District duty or activity, regardless whether the sexual activity is consensual.

**N. Ability to Perform Duties after Illness, Injury or Leave of Absence.**

If you have been on leave as a result of illness, injury or otherwise, the Fire Chief, or Chief's designee, in their discretion, may require you to obtain a physician's certification that you may return to work and may require you to complete a fitness for duty examination to determine your ability to perform the essential functions of your position with or without reasonable accommodation. You also may be required to undergo a skills assessment and/or refresher or recertification training to establish your ability to perform the essential functions of your position with or without reasonable accommodation.

**O. Confidentiality of Protected Health Information.**

As a provider of health care services, the District is a "covered entity" under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). You must comply with all District rules and applicable law securing the confidentiality of protected health information.

**P. Data Disposal Policy.**

During the course of your employment, the District will collect certain information that is classified as “personal identifying information,” or PII, under applicable laws. Such information may include, but is not limited to:

- Your first and last name or initials;
- Username(s) and password(s);
- Social security number;
- Driver license or other identification card number;
- Medical documentation;
- Biometric data;
- And more.

The District may keep these records in paper and/or electronic format.

When such documentation is no longer needed, pursuant to records retention requirements and best practices, the Company will either (a) destroy the records or (b) arrange for their destruction, e.g. by shredding, erasing, or otherwise modifying the personal identifying information in such a manner as to render it unreadable or indecipherable through any means.

Q. Whistle Blower Policy

The District wants to maintain the highest standards of conduct and ethics. As representatives of the District, all employees must practice honesty and integrity in fulfilling their responsibilities and must comply with all applicable laws and regulations. In order to achieve this goal, the District asks for the cooperation from all employees in notifying them of any suspected fraudulent or dishonest use or misuses of resources or property or any violation of any applicable law or regulation by any staff, board member, consultant, volunteer, or client.

If an employee reasonably believes that some policy, practice, or activity of the organization is in violation of law, or if funds or property are being used inappropriately a written complaint should be filed by that employee with the Fire Chief. If the complaint involves the Fire Chief, the employee must report violation to the Board President. If the complaint involves the Board President, the employee must report the violation to the EEO Coordinator. Reports will be investigated and kept confidential to the extent possible, consistent with the need to conduct an investigation. The District will not retaliate against an employee who in good faith makes any reports under this policy.

Formatted: Indent: Left: 0.13"  
Formatted: Indent: Left: 1"  
Formatted: Indent: Left: 0.81"

Deleted: April 12

## Section 2

# COMMAND STRUCTURE AND SCOPE

**A. Chain of Command.**

You must honor the chain of command. The chain of command is described in the organizational chart, which the District may amend at any time in its sole discretion. An Officer shall have supervisory authority within their delineated areas of responsibility. If the Fire Chief is absent from an incident, the command shall fall to the next ranking Officer on the incident. Nothing in this Handbook is intended to prevent you from belonging to, or holding rank in, any trade or fraternal organization; however, your rank, office or position in a trade or fraternal organization shall not be recognized by the District or any of its members while performing their District duties and responsibilities.

**B. Orders by Supervisors.**

You must comply with a supervisor's lawful orders. If you are ordered to perform an act you reasonably believe is illegal, you must immediately advise the supervisor issuing the order before acting. If a supervisor's order is contrary to any order previously given by another supervisor, you must notify the supervisor who issued the conflicting order and abide by the decision of that supervisor on how to proceed.

**C. Behavior toward Officers.**

Officers, including those in an acting Officer capacity, are to be accorded the respect due their position. You should address Officers by their rank or position designation.

**D. Board Contact.**

All issues you wish to bring to the Board's attention must be processed through the chain of command [or your Local President](#). [The Local President may bring any matter before the entire Board of Directors](#). You may exercise your rights as a citizen to comment on matters of public concern during the public comment portion of a Board meeting.

**Deleted:** You must not contact any Board member directly on any District matter relating in any manner to your District employment; with the exception of Section 2, E, 1

**Deleted:** April 12

## Section 3

# MEMBER CONDUCT

### A. **Illegal Drug/Alcohol Free Workplace and Testing Policy.**

The District is committed to a safe, healthy, and productive work environment for all employees, free from the effects of illegal or non-prescribed drugs and alcoholic beverages. Use of drugs and alcohol alters employee judgment resulting in increased safety risks, employee injuries, and faulty decision making. Therefore, the possession, use, sale of controlled substances or alcohol on District premises or during District time is prohibited. This includes working after the apparent use of marijuana, regardless of marijuana's legal status. Furthermore, working after the use of alcohol, a controlled substance or abuse of any other substance is prohibited.

Testing is an important element in the District's efforts to ensure a safe and productive work environment. The District has issued a separate statement for this testing program. Please refer to this separate statement, the Fire Chief, or Chief's Designee if you have specific questions.

### B. **Right to Conduct Reasonable Searches.**

#### 1. **Search of Property.**

Employees have no reasonable expectation of privacy in any property and spaces on the District Premises or under the District's control, including any information or data received, sent, generated or stored on the District's communications system. Employees will be issued passwords for use on the computer and network systems; however, administrative passwords may be used to gain access and inspect the contents of any District computer or account. These administrative passwords shall not be blocked in any manner by means of codes, passwords, encryption or otherwise.

An employee's refusal to submit to, or interference with, a search may result in immediate termination. The District also may contact appropriate law enforcement authorities if it has reasonable suspicion to believe an employee may have an illegal item or substance on the District Premises.

### C. **Duty to Read E-Mails or Other Communications.**

All memoranda, directives, bulletins and announcements will be e-mailed to you in accordance with the (SOGs). You must read and understand all District communications.

### D. **Solicitations.**

Solicitations and distribution of literature for any purpose are prohibited on the District Premises or while on duty, unless approved in advance by the Fire Chief, or Chief's designee, or except as otherwise authorized by applicable law. No member shall be compelled to contribute money to any political party, club, union or association.

**E. Use of District Apparatus and Personal Vehicles.**

If you operate, or may operate, District Apparatus, or a personal vehicle in the performance of District activities/duties, you must follow the procedures outlined in the relevant (SOGs) and obey the following rules:

**1. Valid Driver's License.**

A valid Colorado driver's license with an acceptable driving record is a condition of employment and continued employment with the District. On or before January 31<sup>st</sup> of each year, you must submit a copy of your valid Colorado driver's license to the Fire Chief, or Chief's designee, and your Department of Motor Vehicles driving record.

**2. Insurance.**

You must be insurable by the District's insurance carrier. You must maintain insurance on any personal vehicle used in performing any District duty/activity.

**3. Accidents.**

All accidents involving District Apparatus, or your personal vehicle in the performance of District activities/duties, no matter how minor, must be reported immediately to the Fire Chief, or Chief's designee. A written report must be forwarded to the Fire Chief within 24 hours.

**4. Traffic Violations.**

All citations for moving violations and any driver's license revocation, confiscation or suspension must be reported immediately to the Fire Chief, regardless whether the citation occurred while you were on the job or engaged in District business or occurred off the job on personal time. Violation of this policy may result in disciplinary action, up to and including termination.

**5. Ride Along Program.**

Prospective applicants, media personnel, or other members of the public may participate in the District's Ride Along Program and ride on the District's Apparatus to calls and daily activities. Ride-alongs shall be conducted in accordance with the (SOGs).

**6. Lawful Driving and Parking.**

You must strictly observe existing traffic regulations at all times, except when responding to an emergency. You must comply with the District's (SOGs) relating to operating District Apparatus emergent or non-emergent.

**7. Inspection of District Vehicles and Apparatus.**

You must comply with the District's (SOGs) relating to the inspection of District Apparatus.



8. **No Unauthorized Passengers/Riders.**

Spouses, significant others, children, and other individuals may only be permitted to ride on District Apparatus if: (a) prior written approval of the officer in charge is obtained and (b) the individual (or in the case of a minor, the minor's parent or guardian) signs a release form provided by the District.

9. **No Unauthorized Use.**

District Apparatus are for official work-related activities and to respond to emergencies, training and meetings, and shall not be used for personal business unless the Fire Chief grants permission for such use.

**F. Personal Appearance and Dress Code.**

1. **Hair.**

Members are required to keep hair clean and well-groomed at all times. The hair must either be trimmed short or kept bound close to the head, so no hair is exposed or interferes with equipment or otherwise jeopardizes the safety of a line-member when wearing full bunker gear. Facial hair shall not interfere with the proper function of respiratory equipment. A line-member shall advise the Fire Chief, or Chief's designee of a material change in facial hair and submit to a fit test in accordance with the District's (SOGs).

The District believes an employee's dress and grooming should be appropriate to the work situation. Radical departures from what the District considers conventional dress or personal grooming are not permitted regardless of the nature of the job performed.

**General guidelines are as follows:**

- a. Office employees are expected to dress in business casual attire.
- b. Hair should be clean and neatly trimmed. Unnatural colors are not tolerated.
- c. Sideburns, moustaches, and beards should be neatly trimmed. Eccentric styles of facial hair are not permitted.
- d. Revealing clothing will not be tolerated.
- e. Perfume, cologne, or after-shave should be used sparingly.
- f. If employees report for work improperly dressed or groomed in the District's opinion, their Fire Chief, or Chief's designee may instruct them to return home to change clothes.

2. **Uniforms and Clothing.**

While on duty, you must wear appropriate uniforms and clothing. Line-members must comply with the District's (SOG) for uniforms and clothing. No buttons, emblems or insignia shall be worn except as specified in the (SOG), unless approved by the Fire Chief, or Chief's designee.

**G. Tobacco and Tobacco Products.**

The use of tobacco products or e-cigarettes by any person is prohibited while on duty and/or when conducting official District business (i.e., during calls, inspections, trainings, public education, etc.). Please see Tobacco Policy S-222 for more details.

**H. Care and Use of District Property - Theft of Member Property.**

You are responsible for reasonable care of District property. District property must be used only for District business, in an appropriate manner, and in accordance with all applicable District rules. District equipment, facilities and tools must not be used for any personal purpose, except with the Fire Chief's prior permission.

An employee stealing District property or another member's property, or who abuses, misuses, damages, or destroys District property or another member's property, shall be subject to discipline, up to and including immediate termination. Lost, stolen or damaged property must be reported immediately to your Fire Chief, or Chief's designee.

You must return all District property, including uniform items and District identification materials and badges, immediately when your employment/volunteerism ends. District property that is not returned, and that has not been reported as lost or stolen before your employment ends, will be considered stolen and reported to appropriate law enforcement agencies.

You are responsible for your personal property while at work. The District is not responsible for any loss or damage to your vehicle or other personal property.

**I. Confidentiality and Conflicts of Interest.**

Employees of the District will have access to confidential information of the District and our clients. Except as required by applicable law, you must not release to anyone outside the District any confidential information including, without limitation: any information about a member of the public or a District member (medical or otherwise); competitive bid data; local, regional or national security information; and any other information that might be used to the detriment of the District, its members or the public. This non-disclosure prohibition applies both during and after an employee's employment. Any copying, reproducing, or distributing of confidential information in any manner must be authorized by management. Confidential information remains the property of the employer and must be returned to the District upon separation or at any time upon demand.

Wellington Fire Protection District requires that employees protect District information and avoid outside activities or relationships, which do or could adversely influence their decisions or actions on the job.

If employees have any question whether a situation is a conflict of interest, employees should discuss the matter with the Fire Chief, or Chief's designee. If it remains unresolved, the Fire Chief will refer the matter to the Board of Directors for a final determination.

**J. Personal Gain Prohibited.**

Employees must not demand from any person(s) pay or other reward for services rendered as a District member. In addition, you must not accept any gift or gratuity having a value in excess of \$25.00, unless it is reported to the Fire Chief. You are prohibited from using your employment with/service to the District for personal gain.

Deleted: April 12

**K. Attendance and Punctuality**

All employees are expected to be on time and punctual for showing up to work. In addition, regular attendance is considered an essential function and is necessary for the efficient operation of the business. You must report for duty at the prescribed hour. If you fail to report for duty at the prescribed hour without first notifying your Fire Chief, or Chief's designee of the expected late arrival or absence, you will be subject to corrective or disciplinary action. If you report late for duty (*i.e.*, more than ten minutes after the start of duty) or are absent, you must provide a written explanation for the tardiness or absence to your Fire Chief, or Chief's designee.

Failure to call in when absent for **three** consecutive days will result in termination.

**L. Ethical Conduct.**

You must uphold the standards of the emergency services profession. Please refer to Code of Ethics & Conduct for more details.

**M. Use of Cellular Telephones (Cell Phones).**

During work hours or while engaged in any District duty/activity, you must limit the use of cell phones to necessary personal matters. Regardless whether it is for a personal purpose or for District business, while engaged in any District duty/activity, you must:

1. Not use the cell phone to send or receive calls, text messaging or other similar forms of manual data entry or transmission while driving an emergency apparatus. You may use a hands-free device while driving any other type of District vehicle, or while driving a personal vehicle in the performance of a District duty/activity, to send or receive messages, but you are prohibited from text messaging or other similar forms of manual data entry or transmission even with a hands-free device.
2. Be considerate of other people while using the cell phone, including but not limited to:
  - a. avoiding use of the cell phone in the presence of other people whenever possible;
  - b. keeping the call as short as possible;
  - c. not discussing confidential information during the call that could be overheard or intercepted by another person;
  - d. not speaking in a loud voice or otherwise disturbing other people; and,
  - e. using appropriate language.

**N. Blogging, Letters to the Editor and Other Forms of Public Expressions of Opinion.**

Whether you choose to create or participate in a blog, wiki or other form of online publishing or discussion, send a letter to the editor, or engage in any other form of public expression of personal opinion (collectively, "public expressions of opinion") is your own decision; however, you must be careful not to violate any District rule, or other applicable law. In addition, you are prohibited from:

1. Conducting activities related to public expressions of opinion using the District's communications systems (including its computers) or during work;
2. Representing any opinion or statement as the policy or view of the District, or its Directors, Officers and members;
3. We request that you be respectful of the Organization, our employees, our customers, our partners and affiliates, and others or,
4. Criticizing the District, or its Directors, Officers or members instead of using the dispute resolution procedures contained in this Handbook.

Nothing in this section is intended to restrict or limit in any manner whatsoever your constitutional or common law right to comment upon matters of public concern, to the extent protected by, and consistent with, applicable law.

**O. Social Media Policy.**

The District has established a number of rules and obligations that all employees must follow when posting or sending District-related content using social media, and when taking or using photographs or videos of District-related activities. The policy is designed to protect the employee and the District from liability or adverse consequences that can result from use of social media. In addition to the social media procedure, employees should also remain in compliance with the procedure regarding computer, Internet and email use.

1. Official District Social Media Content. There can be no official District social media sites or pages unless they are developed or authorized by the Public Information Officer (PIO) and/or the Fire Chief. Any sites or pages existing without prior authorization will be subject to review and may be amended or removed and persons responsible subject to disciplinary action. To ensure the District complies with the limitations of the Fair Campaign Practices Act, no postings regarding any ballot issue, ballot question, candidate for public office, or other issue that is or may be the subject of an election, shall be made to the District's social media pages or sites without first obtaining the approval of the PIO, who will review such proposed postings and obtain the advice of the District's legal counsel as needed.

2. Reposting of Social Media Posts, Press Releases and Website Information Prepared by the District is Encouraged. Sharing Wellington Fire news, events or promoting the mission, vision and values through social media tools is a valuable way of staying connected to our community. Employees are encouraged to repost and share information with their family and friends that is available to the public such as: news releases, social media posts, etc. The best way to share District information is to share our posts from the original source. Under no circumstances shall an employee share information that is not part of the public record, i.e., employee or patient information or any other information that may be deemed private or protected.

3. Incidents – Limitations on Taking and Using Photographs and Videos. Employees are not permitted to take photographs or videos, whether by handheld camera, camcorder, cell phone, helmet cam or otherwise, while on the scene of an incident unless cleared by the supervising officer. Any photos or videos taken shall be for the sole purpose of sharing with the PIO or to be used in incident reports or other reports related to District business. Any photograph or video taken while at an incident is the property of the District, subject

Deleted: April 12

to the Colorado Open Records Act (CORA), and is not the personal property of the employee taking the photograph or video, whether or not the photograph or video is taken using District or personal equipment. Any photograph or video taken on the scene of an emergency incident must be routed to the PIO. After which point, the photo(s)/video(s) shall be removed from the camera. In accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and District guidelines, no photos or videos should be taken of patients or victims during an emergency. Any media, external or personal requests for photos/videos related to incidents or District activities must be routed through the PIO.

4. Non-Incident, District Activities – Limitations on Taking and Using Photographs and Videos. Employees are permitted to take photographs or videos of events or other District activities when it is necessary for the employee’s job/position, the employee was cleared to perform the task by a higher ranking officer, or the employee obtained prior authorization from the appropriate division chief, PIO, or, in their absence, from the Fire Chief. Any photograph or video taken while performing any District duty or activity is the property of the District and is not the personal property of the employee taking the photograph or video, whether or not the photograph or video is taken using District or personal equipment. Photos used for external purposes (public presentations, conferences, etc.) shall be routed through the PIO.

5. Permission to Use or Store Photographs or Videos of District-Related Activities Required. If an employee wishes to externally share, use or store photos from a work-related activity, response, incident or event; the employee must first send them to the PIO so that they can be reviewed for appropriateness, archived and potentially uploaded onto Wellington Fire’s social media accounts. This shall provide employees with the opportunity to share photos or videos with friends/family straight from the Wellington Fire Protection District’s social media post or page. Personal use includes, without limitation: showing or sending a photograph/video to any person; displaying a photograph/video in any area that may be viewed by the public; storing a photograph/video on a personal device or computer; posting a photograph/video using social media; or otherwise exhibiting or displaying a photograph/video in a manner that is inconsistent with this policy.

6. Postings about Emergency, Fire, Medical or Rescue Responses. Employees shall not post any comments, photos or video about any emergency, fire, medical or rescue response or incident, or the citizens involved, without prior approval of the PIO, or, in their absence, from the Fire Chief. Postings relating to responses, incidents or citizens must be approved by the PIO so that they can be properly reviewed to ensure appropriateness and compliance with legal privacy standards, such as HIPAA. Medical information and records are extremely confidential and should never be posted using social media, even if the disclosure is to describe the District or any of its employees in a positive light.

7. No Offensive Disruptive or Threatening Posts. Social media posts that relate to Wellington Fire shall not create an offensive, disruptive or threatening message. Among those that are considered offensive and disruptive are any postings that contain pornographic or sexually explicit images, videos or text, racial slurs, gender specific comments, or any other comments that offensively address someone’s age, gender, sexual orientation, religious or political belief, race, ethnicity, national origin or disability.

8. Social Media Posts Must Be Respectful and Professional. Employees are expected to ensure their use of social media does not harm the image of Wellington Fire, its employees, customers or themselves. Employees shall respect the privacy of coworkers when using social media and not post personal information about others. Employees shall be respectful and professional to other District employees, Board members, volunteers, competitors, patients, other fire districts and customers. Any information shared via social media may become widely known or disseminated, and as such, may be subject to corrective or disciplinary action.

9. Limitations of Free Speech Rights of Public Employees. This procedure serves to protect the rights of this organization, its employees and the public the District is sworn to protect. Employees are advised that their speech, directly or by means of social media, either on or off duty, which has a connection to their professional duties and responsibilities as an employee of the District, may not be protected speech under the First

Amendment. As a basic concept of constitutional law, a public employee may comment on a matter of public concern; however, airing personal workplace grievances does not raise a matter of public concern. Specifically, speech that impairs or impedes the performance of the District, undermines discipline and harmony among co-workers, or negatively affects the public perception of the District may result in corrective or disciplinary action, up to and including termination.

10. Personal Views Are Not the Position of the District. If an employee identifies themselves as a Wellington Fire employee when using social media, the employee must clearly state that they are sharing their views as an individual, not as a representative of Wellington Fire.

11. Fair Campaign Practices Act Limitations. To avoid violating the provisions of the Fair Campaign Practices Act, if a District employee chooses to use social media to express personal opinions or comments regarding any ballot issue, ballot question, candidate for public office or other issue that is or may be the subject of an election, they must do so only during personal time, not during work hours, and without using District computers, email addresses, equipment or facilities.

12. Limitations on the Use of the District's Logo and Name. Unless an employee first receives authorization from the PIO, or, in their absence, from the Fire Chief the employee shall not use any form of the Wellington Fire logo on personal online sites or when using social media, and they shall not use the District's name to promote or endorse any product, cause, political party or candidate.

13. Immediately Report Any Media Inquiries About Social Media Posts. If any member of the media contacts a District employee about posts made using social media that relate to the District, that employee shall direct the member of the media to the PIO, or, in their absence, the Fire Chief.

Violations of this SOP may result in corrective or disciplinary action, up to an including termination of employment.

**P. Public Relations/Press Releases.**

The District encourages persons to visit District Premises. Visitors or strangers who enter District Premises should be approached respectfully and their business ascertained. Visitors may not roam District Premises without supervision. Visits are to be pre-approved, if possible, by the Officer in charge of the station that is to receive the visit. Visits by a group of more than five persons shall be pre-approved by the appropriate Officer. Visits must not interfere with emergency response or unduly burden other District operations.

Release of District information and documents is the responsibility of the Fire Chief, or Chief's designee. At the scene of an emergency or after an incident, it is the responsibility of the Public Information Officer ("PIO") to supply appropriate information as the media requests it. Reasonable courtesy must be extended. Names of individuals involved in incidents and medical reports shall not be released.

Outside requests to photograph station activities or personnel not engaged in emergencies by members of the press shall be at the discretion of the Fire Chief, or Chief's designee. Formal feature-type activities must be cleared through the Fire Chief.

The Fire Chief must approve the release or publication of all written materials (such as incident reports) or requests from TV or radio stations for interviews, which relate to the District's administration, rules or general operations.

Any fires or incidents deemed "under investigation" by the Sheriff's Department or District investigators will be identified as such and requests from the press for comment will be referred to the Fire Chief or Sheriff.

## Section 4

# EMPLOYEE CLASSIFICATION, COMPENSATION & WORK SCHEDULES

### A. Exempt and Non-Exempt FLSA Classifications.

Your FLSA classification as an exempt or non-exempt employee is stated within your job description. If you change positions during your employment as a result of promotion, transfer, or otherwise, the FLSA classification will be stated within the job description for your new position. You must direct any questions regarding your employment classification or exemption status to the Fire Chief, or Chief's designee.

"Exempt employees" are exempt from minimum wage and overtime requirements. "Nonexempt employees" are required to be paid a minimum wage and are eligible to receive overtime pay for all hours worked in excess of 40 hours in a given work week or in the District's designated work period, as is applicable. The Fire Chief may, in their discretion, designate certain groups of non-exempt employees and/or certain types of overtime earned as Comp Time. (See Section 5(F), below).

### B. Work Schedules.

Administrative employees' normal work hours are from 8:00 a.m. to 4:00 p.m., Monday through Friday. Nonexempt administrative employees normally receive one unpaid hour allowed for lunch and two paid ten-minute breaks each day. Line employees work the schedules established by the Fire Chief, or Chief's designee. All work schedules are subject to change at any time in the sole discretion of the Fire Chief, or Chief's designee to meet the District's needs.

Full-time shift-based employees typically work a 48-hour shift beginning at 7:00 am on a given day and continuing for 2 (two) consecutive days ending at 7:00 am. Part-time shift-based employees work a 24-hour shift from 7:00 am one day to 7:00 am the following day.

### C. Recording Work Hours - Falsification of Time Records Prohibited.

All actual hours worked and leave time taken shall be recorded accurately by each non-exempt employee, in a manner as outlined in district policy, and reported to the Fire Chief, or Chief's designee, or Chief's designees shall verify all hours reported. If an employee separately tracks their time worked through personal electronic, manual, or other means, and the employee believes there is a discrepancy between their personal records and their official time records, the employee must immediately report this information to the Fire Chief, or Chief's designee. Reports of discrepancies will be investigated. If it is determined that the employee's official time records incorrectly reflect their time worked, the employee's pay will be adjusted accordingly.

An employee is prohibited from completing the time record of another employee. Falsification of a time record will not be tolerated.

### D. Payroll Procedures.

For the purpose of payroll, timesheets will be due at the end of each pay period. Please see the payroll schedule for exact dates of when pay periods end, timesheets are due, and pay days.



1. **Pay Days.**

All employees are paid every other Friday. If the regular payday falls on a holiday, payroll deposits will be made on the previous business day. You are responsible for immediately bringing any concern regarding a paycheck to the attention of the Personnel Services Director. For the employees' convenience, we offer the option of having their paycheck automatically deposited to their bank account.

2. **Payroll Deductions.**

a. The District is required by law to make certain deductions from your paycheck, including deductions for Federal, State and local taxes, as well as Social Security or FPPA pension contributions. Other deductions can only be made at your specific request and agreement. Payroll deductions also may be made from non-exempt employee pay pursuant to a separate written agreement with the District for the replacement cost of lost, destroyed or unreturned District property or as otherwise provided in this Handbook.

b. Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a weekly basis. The District is committed to complying with salary basis requirements which allows properly authorized deductions.

An exempt employee's pay may be subject to deductions for absences from work of one or more full days for personal reasons other than sickness or disability; if the deduction is made in accordance with the District's disability benefit plan and sick leave policies; to offset amounts you receive as jury or witness fees, or for military pay; for a fine for violating a major safety rule; or for suspensions without pay of one or more full days for violations of a major safety rule, the District's anti-discrimination/anti-harassment policies, and/or the District's workplace antiviolenace policy. You will only be paid a prorated amount of your salary for the initial or last week of employment if you do not work the entire week.

c. The District prohibits improper deductions from a non-exempt employee's pay or the salary of an exempt employee. If you believe an improper deduction has been made from your salary or pay, you must immediately report it to the Fire Chief, or Chief's designee. Reports of improper deductions will be promptly investigated. If it is determined an improper deduction has occurred, the employee will be reimbursed for any improper deduction made and the District will give assurances that it will not happen again.

**E. Overtime.**

1. **Working Unscheduled Hours.**

You are expected to work scheduled and unscheduled hours as necessary to meet the District's emergency services needs and maintain the District's efficient and effective administration and operation. The fact that you are asked or required to work additional hours does not mean such hours are automatically overtime.

All non-exempt employees are prohibited from working unscheduled hours, unless documented as the following: a) the Fire Chief, or Chief's designee orders or asks you to work the unscheduled hours; or, b) you ask and receive prior approval from your Fire Chief, or Chief's designee to work the unscheduled hours.

2. **Overtime Pay for Non-Exempt Employees.**

A non-exempt administrative employee will be paid overtime at 1.5 times your regular hourly rate of pay for all hours worked in excess of 40 hours in a workweek. Nonexempt line- employees will be paid overtime at 1.5 times their regular hourly rate of pay for all hours worked in excess of 106 hours in a 14-day pay period. Wage replacement benefits, such as vacation leave and holiday leave, are not counted as hours worked for purposes of determining scheduled overtime pay. Only hours worked are included in this calculation.

F. **Recall of Off-Duty Employees.**

The Fire Chief, or Chief's designee, in their discretion, may recall any or all available District employees to meet the District's service needs. You will be notified by the Crew Sense program, Employees on pre-approved vacation or who are off duty due to sickness and/or injury are exempted from recall. A recalled non-exempt employee does not automatically receive overtime pay for being recalled, but may be entitled to overtime pay, depending upon the total hours actually worked in the applicable work week or work period.

## Section 5

### BENEFITS

**NOTICE:** Except for benefits required by applicable law, the Board has the right to modify, add to or eliminate any benefit contained in this Handbook, including this Section 6, subject to compliance with any requirements of applicable law.

#### A. Member Benefits.

The following benefits are available to all eligible members.

##### 1. Expense Reimbursement.

###### a. Accountable Plan Policy.

All expense reimbursements and allowances must comply with three requirements:

- i. There must be a connection between the expenditure and the District's business;
- ii. You must substantiate every expense (*i.e.*, you must verify the date, time, place, amount and business purpose of all expenses). Receipts are required unless the reimbursement is made on a *per diem* basis; and
- iii. Excess reimbursements, *per diems*, advances or allowances must be returned to the District within a reasonable period of time.

Each quarter of a calendar year the District will issue a notice requiring you to return all excess reimbursements, allowances, *per diems* and advances within 120 calendar days of the issuance of the notice. You must comply with the quarterly notices issued by the District.

###### b. Travel Reimbursement.

The District may reimburse you for approved and necessary travel in your private vehicle on District business at a rate determined by the Fire Chief, or Chief's designee. Excess mileage advances, allowances or reimbursements must be returned to the District in accordance with the accountable plan policy stated above. You must submit an expense report to the administrative staff by the end of the month for which reimbursement is sought.

##### 2. Leaves

###### a. Bereavement Leave.

You will be granted up to 48 hours off from work in the event of the death of your spouse, children, parents, grandparents or siblings, or the children, parents, grandparents or siblings of your spouse or nephews, nieces, aunts, uncles, brothers-in-law, sisters-in-law, daughters-in-law and sons-in-law. The leave will be with pay for full-time employees. The District may, in the Fire Chief's sole discretion, grant full-time employees additional leave with pay. Requests for bereavement leave shall be made to the Fire Chief, or Chief's designee.

b. **Jury Duty and Witness Leave.**

You will be granted leave for jury duty. Employees will be granted leave with pay for the first three days. Jury duty beyond three days is without pay from the District for nonexempt employees. However, beginning with the fourth day and thereafter, the juror is paid \$50.00 per day by the State of Colorado for state district or county courts. You must submit a copy of the Summons to Serve to your Fire Chief, or Chief's designee as soon as it is received. In addition, proof of jury service must be submitted to your Fire Chief, or Chief's designee after jury duty is completed. You must return to work immediately when dismissed from jury duty or when the jury is not in session during your usual work hours.

If you are subpoenaed to produce documents, provide deposition testimony or appear in court or arbitration on a District-related matter, you will be granted the leave necessary to comply with the subpoena. For employees, the leave will be with pay. Actual time worked in preparing for, and providing witness testimony, or producing required documents, while on witness leave on a District-related matter will be treated as time actually worked for purposes of calculating overtime. A non-exempt employee must receive prior approval from the Fire Chief, or Chief's designee before performing such work, and must record all such work on a District official time sheet, which must be reviewed and approved by the Fire Chief, or Chief's designee.

If you are subpoenaed to produce documents, provide deposition testimony or appear in court or arbitration on a non-District matter, you will be granted the leave necessary to comply with the subpoena. An employee will be granted leave without pay, unless the Fire Chief approves use of accrued leave in advance; provided, however, an exempt employee shall be paid their normal salary in any workweek in which they perform work for the District. You must furnish a copy of the subpoena to your Fire Chief, or Chief's designee. You must return to work immediately upon being released from a witness subpoena.

c. **Administrative Leave.**

A Chief Officer may, in their discretion, immediately place an employee on administrative leave for any reason. While on administrative leave, you must not participate in any District duties, responses, activities, or training. The administrative leave will be with pay for employees, unless the Fire Chief determines the leave will be unpaid.

d. **Voting Leave.**

The District believes voting is an important responsibility we all assume as citizens and the District encourages. Under most circumstances, it is possible for a member to vote either before or after work, via mail in ballot or early voting. If it is necessary, however, for you to arrive late or leave work early in order to vote in an election, you must make arrangements with your Fire Chief, or Chief's designee no later than the day before the election.

e. **Workers' Compensation Insurance.**

The District provides Workers' Compensation Insurance to all members. If you are injured, infected or become ill while performing work for, or activities on behalf of, the District, you must report the

injury or illness to your Fire Chief, or Chief's designee as soon as they are able, and report in writing within 10 days after the injury. Failure to follow

this procedure may jeopardize your right to workers' compensation benefits. Questions regarding workers' compensation insurance claims should be directed to the Fire Chief, or Chief's designee.

The District has prepared the statutorily required list of treating physicians who are the District's designated providers and will provide this list to a member who is injured at work, and to any other member upon request. The District will provide the list within 7 business days of when the District has notice of the injury. If an emergency prevents the District from providing this list to you within that time, the list will be provided as soon as the emergency ceases.

To assist in selecting a provider, you may request disclosure of ownership interest and employment relationships from any of the designated providers. A form is available in the District's administrative office to assist you in obtaining the information. A copy of any such request must be submitted to the District in writing. You may submit a one-time notice to change the treating physician by choosing another name from the list, provided that the notice to change is submitted within 90 days after the date of injury, but before you reach Maximum Medical Improvement. A form is available in the District's administrative office. Nothing in this paragraph prohibits you from submitting a written request to change physicians pursuant to C.R.S. 8-43-404(5)(A)(VI).

f. **Leave of Absence.**

You may request a leave of absence for a period not to exceed six months. Leaves of absence shall be determined by the Fire Chief on a case-by-case basis. Requests for leaves of absence must be submitted in writing to the Fire Chief at least 14 business days or in case of an emergency before the start of the requested leave. All District property must be returned to the District before the leave begins. You are not guaranteed a job upon returning from a leave of absence. The Fire Chief will determine if you will be reinstated to your former position or another position based upon such factors as the availability of a position, the District's financial status, your standing at the time you took the leave, your prior length of employment, the length of leave taken, and other factors. The Fire Chief also will consider if you must meet any specific training or other requirements as a condition of reinstatement.

g. **Military Leaves of Absence.**

You will be granted a leave of absence for military duty and training in accordance with applicable law. If you are called to active military duty or to reserve or National Guard training, or if you volunteer for the same, the District asks that you submit copies of the military orders to your Fire Chief, or Chief's designee as soon as practicable. Your eligibility for reinstatement after your military duty or training will be determined in accordance with applicable law. Military leaves of absence for employees will be with pay for the first 15 days in a calendar year. Employee's pay will be offset by the amount of military pay they receives for the same days for which paid leave was provided.

The District may deny leave where the employee's leave may endanger a person's health or safety or result in a halt of service or production.

## 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 hours per pay period. This is the equivalent of **96** hours per calendar year.

An employee may carryover up to **240** hours of vacation leave from the year to year. Once an employee reaches this ceiling, the employee ceases to earn or accrue any additional vacation pay. If the employee later uses enough vacation pay to fall below their ceiling, the employee begins to earn and accrue vacation pay again from that date forward until again reaching the ceiling. Accordingly, employees are encouraged to use all vacation pay soon after it accrues in order to avoid reaching the ceiling on vacation pay.

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 1<sup>st</sup> of each calendar year.

Full-time Exempt employees will receive **96** hours of PTO each year. **96** hours will be available on January 1<sup>st</sup> of each calendar year.

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 24<sup>th</sup> (Christmas Eve)
- December 25<sup>th</sup> (Christmas Day)
- Floating Day - (birthday, etc.)

Full-time line employees (Non-Exempt) will receive **80** hours of Holiday Leave each year. **40** hours will be available on January 1<sup>st</sup> and July 1<sup>st</sup> of each calendar year until December 31, 2023. Full-time line employees (Non-exempt) will receive 80 hours of Holiday Leave each year accrued at 3.077 hours per pay period starting January 1, 2024.

When a designated holiday falls on a Sunday, the following Monday shall be observed. When a designated holiday falls on a Saturday, the preceding Friday shall be observed.

Holiday leave is not available to be carried over to the next year.

6. **Health, Dental, Vision and Long-Term Death and Disability Insurance.**

The District currently offers health, dental, vision and long-term life and disability insurance for eligible full-time employees. Copies of the plans may be obtained from the District's administrative office. The District Board has the right to change the nature and scope of the insurance plans, or to discontinue any of the insurance plans, including altering the amount of premium paid by the employer, at any time in accordance with applicable law.

Deleted: April 12



Deleted: April 12

7. **Retirement Benefits.**

Retirement benefits are provided to eligible full-time line-employees pursuant to state law. The plans are administered by the Fire and Police Pension Association (FPPA). Plan benefits are subject to FPPA's rules.

Specific details on the retirement plans are available on FPPA's website. Part-time employees do not participate in retirement plans. Wellington Fire also offers a 457 plan through FPPA and Fidelity Advisor Fund monitored by Pension Management Associates in Colorado Springs.

8. **Educational and Training Assistance.**

Full-time line-employees who wish to attend work-related school may do so strictly on a voluntary basis, subject to the following:

- a. You must submit a training request form, which must be signed by the Fire Chief and the Training Officer in advance of beginning the training.
- b. If your shift begins the morning preceding the day you will be going to school, you may leave work only with the approval of the Officer in charge.
- c. You will be required to report for duty on the day following the last day of school if you are scheduled for that day.
- d. School expenses will be paid by the District only if funds are available and the expenses are approved in advance by the Fire Chief, or Chief's designee.

9. **Obtaining and Retaining State Certifications.**

If you are required to hold a state certification(s) as a requirement of your position, such as a Colorado EMT certification, you will not be compensated for the time you spend obtaining the continuing education necessary to maintain such certifications. The fact that you voluntarily choose to attend a continuing education course provided/sponsored by the District during your off-duty hours does not entitle you to compensation for attending the continuing education course.

10. **Mandatory Meetings, Conferences and Training.**

In general, your attendance at a meeting, conference or training will be considered mandatory, and you will be compensated for such attendance, if:

- a. You attend the meeting, conference or training during your regular work hours; or,
- b. Your attendance is required by the District;

The time you actually spend in a mandatory meeting, conference or training will be treated as actual hours worked and compensated; time spent completing homework assigned by the instructor and which you are required to complete also will be treated as actual hours worked and compensated.

Voluntary study time and other time spent before or after the meeting, conference or training will not be treated as actual hours worked and will not be compensated. This rule applies regardless of the location, day, time or duration of the mandatory meeting, conference or training.

11. **Voluntary Meetings, Conferences and Training.**

The time you spend in a meeting, conference or training that is not required by the District, and which you attend for your own personal interests or benefit, will not be treated as actual hours worked and will not be compensated, regardless whether the District voluntarily chooses to pay or reimburse you for all or a portion of the meeting, conference or training, or related materials.

12. **Travel Time.**

a. **Commute Time**

You will not be paid for normal home-to-work and work-to-home travel, even when you are required to report to work at a location away from the District's offices or stations.

b. **Travel While Working or to Attend A Mandatory Meeting, Conference or Training.**

You will be paid for all travel time incurred in the course of performing your duties or in attending a mandatory meeting, conference or training, regardless where or when the travel occurs (excluding commute time discussed above). If you will be taking public transportation (i.e., bus, train or airplane), the travel time to and from the bus or train station, or airport, will be treated as commute time. All time spent on the public transportation will be considered actual hours worked and compensated.

c. **Travel to Attend a Voluntary Meeting, Conference or Training**

You will not be paid for travel time incurred in attending a voluntary meeting, conference or training, regardless (i) where or when the travel occurs; (ii) whether the District provides/sponsors the training; or, (ii) whether the District voluntarily chooses to pay or reimburse you for all or a portion of the meeting, conference or training, or related materials.

## SECTION 6

### CORRECTIVE ACTIONS

**A. Corrective Actions Are Not Discipline and Are Not Progressive.**

Corrective actions are not discipline. A corrective action is intended to notify you of conduct that is not in conformance with the District's rules or applicable law, or otherwise is inappropriate or deficient, so you can promptly take appropriate action to ensure the conduct does not occur again.

The District does not have a progressive or step-corrective action or discipline policy. The District will impose the corrective action it deems appropriate under the specific facts and circumstances. Probation and/or an action plan may be imposed as part of a corrective action. In imposing a corrective action, the District may consider any prior corrective or disciplinary action imposed against you. While a corrective action is not a disciplinary action, it can form the basis for a disciplinary action. The District has no obligation to take corrective action before taking disciplinary action, up to and including termination.

**B. Corrective Actions.**

A corrective action may be imposed at any time by the Fire Chief, or Chief's designee. You will be given a copy of the corrective action. You must meet and discuss the corrective action with the Fire Chief, or Chief's designee and acknowledge in writing that you discussed the corrective action with the Fire Chief, or Chief's designee. The corrective action and your acknowledgement will be placed in your personnel file.

The Fire Chief, or Chief's designee may impose any reasonable duty or condition on you that is reasonably designed to correct the deficient or inappropriate conduct, including, but not limited to, prohibiting you from engaging in the misconduct again, probation and/or an action plan. The Fire Chief, or Chief's designee cannot impose any form of discipline as part of a corrective action.

You may have the Fire Chief, or Chief's designee review a corrective action. You must submit a written request for such a review to the Fire Chief, or Chief's designee within seven calendar days of receiving the corrective action. The Fire Chief's decision on the corrective action is final.

**C. Corrective Actions by the Fire Chief.**

The Fire Chief may issue a corrective action at any time, using the procedures in Section 7(B) above. The Fire Chief's corrective action cannot be appealed to the Board.

## SECTION 7

### DISCIPLINE AND TERMINATION

**A. Discipline.**

Occasionally performance or other behavior falls short of District standards and/or expectations. When this occurs, management takes action, which, in its opinion, is appropriate.

Disciplinary actions can range from an informal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not establish a precedent in other circumstances.

## SECTION 8

### DISPUTE RESOLUTION PROCEDURES

#### A. Scope.

This Section does not apply to any aspect of any corrective action, disciplinary action or termination of employment, or any personnel decision relating to payroll, appointment, hiring, promotion, or performance reviews, or any action a member perceives as illegal discrimination, harassment, or retaliation. Such matters should be addressed in accordance with the policies and procedures, if available, outlined in the relevant portions of this Handbook.

#### B. Informal Problem Resolution.

You must first address the Fire Chief, or Chief's designee or other member with whom you have the dispute and attempt to resolve the dispute directly. Thereafter, you are expected to follow the appropriate chain of command.

C. *Formal Problem Solving:* The member may submit a written dispute to the Fire Chief or to the Board President if the dispute involves the Fire Chief. The member must submit his/her written dispute within five business days of the incident that is the reason for the dispute or as soon as practical upon recognition of a repeated pattern of concerning behavior. The written dispute must be placed in a sealed envelope. If the dispute is being submitted to the Fire Chief, the sealed envelope must be marked "Confidential-Dispute Resolution for the Fire Chief." If the dispute is being submitted to the Board, then the sealed envelope must be marked "Confidential – Dispute Resolution for the Board President." In either case, the sealed envelope must be delivered to the Administrative Office. The written dispute should include the following:

- the date the member has submitted the written dispute;
- the date of the disputed issue or event;
- the member's name;
- a description of the dispute or concerning behavior, providing as much detail as possible, including how, when, and where the issue arose; other parties involved; and a description of the steps the member took to resolve the dispute or concern on an informal basis;
- any other documents or materials supporting the member's position; and
- the relief sought or a proposal for resolution.

If the dispute is submitted to the Fire Chief, he/she will advise the member of his/her receipt of the dispute. The Fire Chief may make such investigation as he/she deems appropriate under the circumstances and issue a written decision as soon as possible. The Fire Chief's decision is the final decision on the dispute, and the member must not attempt to appeal it to the Board.

If the dispute is submitted to the Board President, a two-member committee of the Board will notify the Fire Chief of the dispute and provide the Fire Chief the opportunity to provide a written response. The committee may conduct such investigation as it deems appropriate under the circumstances, and issue written recommendations to the Board as a whole as soon as practicable.

**Formatted:** Justified, Right: 0.01", Space After: 10 pt,  
Line spacing: Multiple 1.04 li

**Formatted:** Font: (Default) Times New Roman, 11.5 pt

**Deleted:** April 12

## SECTION 9

# CODE OF ETHICS & CONDUCT

### A. PURPOSE:

To establish and recognize a professional standard for behavior for all members of the Wellington Fire Protection District (District).

### B. POLICY

#### 1. All Members

Each member is responsible for their decisions and behaviors. Each member will conduct themselves in a professional manner while on and off duty. Upon entering the fire service, members commit to a higher standard of ethics and conduct. Negative actions or behavior from just one member can tarnish the reputation of the entire organization. Conduct should be commendable at all times. Our reputation and performance is reinforced by our conduct. Own your decisions. Be accountable.

The District recognizes the privilege of our positions and has therefore adopted the following Code of Ethics & Conduct:

As a member of the District, I pledge to...

- ❖ Accept responsibility for my actions and for the consequences of my actions.
- ❖ Always conduct myself, on and off duty, in a manner that reflects positively on myself, the District, and the fire service in general.
- ❖ Support the concept of fairness and the value of diverse thoughts and opinions.
- ❖ Be truthful and honest at all times, and report instances of cheating or other dishonest acts that compromise the integrity of the District and the fire service.
- ❖ Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- ❖ Be respectful and conscious of everyone's safety and welfare.
- ❖ Conduct my personal affairs in a manner that does not improperly influence the performance of my duties or bring discredit to my organization.
- ❖ Exercise professionalism, competence, respect, and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- ❖ Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles, and equipment and that these are protected from misuse and theft.



- ❖ Avoid financial investments, outside employment, outside business interests or activities that conflict with, are enhanced by my official position, or have the potential to create the perception of impropriety.
- ❖ Never propose or accept personal rewards, special privileges, benefits, advancement, honors, or gifts that may create a conflict of interest, or the appearance thereof.
- ❖ Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- ❖ Never discriminate on the basis of a protected status as described in the Equal Employment Opportunity/Unlawful Harassment section of this handbook.
- ❖ Never harass, intimidate, or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- ❖ Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor, or embarrass my organization, the fire service, and the public.

## Section 10

### DEFINITIONS AND GENERAL STATEMENTS

#### A. Definitions.

1. **Administrative Employee(s).** A District employee who is not employed directly in fire protection (suppression) activities or emergency medical services.
2. **Administrative Member(s).** District members who are not involved directly in fire protection (suppression) activities or emergency medical services.
3. **Applicable Law.** All federal, state and local constitutional, statutory and common laws, rules, regulations, ordinances, codes and protocols that apply directly or indirectly to the District and/or its Directors, Officers, members, agents or representatives.
4. **Board.** The District's Board of Directors, comprised of five elected officials, which serves as the governing body.
5. **Communications Systems.** The District's communications and messaging systems, including but not limited to, personal desktop and laptop computers, server(s), telephones, handheld electronic devices, electronic storage devices, pagers, facsimiles, cellular telephones, radios, internet, and intranet.
6. **Designee.** A member or other person to whom the Fire Chief has delegated or assigned a specific duty, responsibility or activity.
7. **District.** The Wellington Fire Protection District, a Special District of the State, and a unit of local government.
8. **District Apparatus.** All fire apparatus, vehicles or other motorized machinery capable of movement that the District owns, leases or controls.
9. **District Premises.** All buildings, offices, facilities, grounds, parking lots, places, District Apparatus, and equipment that the District owns, leases or controls.
10. **Emergency.** Any unforeseen event capable of or actually causing property damage, personal injury or loss of life.
11. **Employee(s).** Any individual hired and compensated by the District on either a full-time or part-time basis. The term "employee(s)" includes Part-Time Firefighter/EMT-Bs, or Firefighter/Paramedics unless expressly excluded by use of the term "full-time employee(s)". The term "employee(s)" does not include directors, independent contractors, and volunteers.

12. **FLSA.** The Fair Labor Standards Act, 29 U.S.C. § 201 *et seq.* and the federal regulations interpreting or implementing the FLSA, 29 C.F.R. Part 500 *et seq.*
13. **Fire Chief.** The District's Fire Chief, hired by, serving at the pleasure of, and acting under the direction of, the Board. The Fire Chief is the Chief Executive Officer and Commander in Chief, and is responsible for implementing all District rules, and the effective and efficient operation/administration of all aspects of the District.
14. **Illegal Drug(s).** Any substance that is illegal in the United States under any applicable law, or any substance defined as a controlled substance in C.R.S. §12-22303, *et seq.* and the Controlled Substances Act, 21 U.S.C. §801, *et seq.*, and the federal regulations interpreting and implementing the Controlled Substances Act, which is being possessed, sold or used illegally.
15. **Job Description.** The written standard of minimum qualifications, duties and responsibilities of each member position and rank.
16. **Line-Employee(s).** A District employee who performs fire protection (suppression) activities and/or emergency medical service. The term "line-employee(s)" includes Part-Time Firefighter/EMT/ and Paramedics, unless expressly excluded by use of the term "full-time employee(s)."
17. **Line-Member(s).** A line-employee, or a volunteer who performs fire protection (suppression) activities and/or emergency medical services.
18. **Member(s).** A District employee, or a volunteer or any other individual who voluntarily provides services to the District for charitable, humanitarian or educational purposes without promise or intent of receiving, and who does not receive, compensation as defined by the FLSA.
19. **Officer.** A member who serves as a Lieutenant, Captain, Assistant Fire Chief, Fire Chief, and/or other ranks designated by the Fire Chief, including line- members temporarily acting in such positions.
20. **Part-Time Employee(s).** A District administrative employee who regularly works less than 40 hours each week. A part-time employee is not eligible to receive any fringe benefits other than workers' compensation insurance, and unemployment compensation insurance, if eligible. The term "part-time employee(s)" does not include Part-Time Firefighter/EMT-Bs.
21. **Part-Time Firefighter/EMT/Paramedic.** A shift-based employee who participates as a Part-Time Firefighter/EMT/Paramedic who regularly works less than 40 hours each week. A Part-Time Firefighter/EMT/Paramedic is eligible to receive workers' compensation, unemployment compensation insurance; v a c a t i o n and PTO at a reduced amount.
22. **Full-Time Firefighter/EMT/Paramedic.** A shift-based employee who participates as a Full-Time Firefighter who regularly works 48 hours each week. A full-Time Firefighter is eligible to participate in the Statewide Defined Benefit Program through FPPA, health insurance through a designated plan accepted by the District Board, receive vacation and PTO, workers' compensation, and unemployment compensation insurance.

23. **Posts.** Messages sent through or placed on Social Media websites by users, whether in the form of emails, “status updates”, “wall” messages, tweets, diary entries, instant messages, web log (or “blog”) entries, photographs, videos, *etc.*
24. **Rule(s).** A written or oral rule, policy, practice, or procedure established by the Board, whether or not physically incorporated into this Handbook, or an SOG established by the Fire Chief, or Chief’s designee.
25. **Shall, Must, and May.** “Shall” and “Must” mean mandatory. “May” means permissible.
26. **Social Media.** Websites hosted by individuals or entities on which individuals and entities communicate by posting information, sending emails and/or otherwise sharing data including, but not limited to, all forms of on-line community activities, such as on-line social networks, message boards, conversation pages, photo sharing websites, and chat rooms, Wikis such as Wikipedia and any other site where text can be posted, Facebook, My Space, Friendster, personal blogs (i.e., BlogSpot, CafePress, etc.), Photobucket, Flickr, YouTube, Twitter, Yahoo, Google (including Google Docs, Gmail and other applications). This definition also applies to new forms of communication that may arise in the future.
27. **Standard Operating Guidelines (SOGs).** Written orders issued by the Fire Chief, or Chief’s designee to implement this Handbook or other District rules and to administer the District efficiently and effectively, consistent with the authority granted by the Board and applicable law.
28. **Temporary Employee.** An individual who has been hired for a specific period (such as a summer) on a full-time or part-time basis, not to exceed **1,560 hours** in a calendar year.
29. **Volunteer(s).** An individual who participates in the District’s Volunteer Firefighter Program.
30. **Reserve(s).** An individual that participates in the District’s Reserve Firefighter Program.
31. **Work Period.** The period established by the Board pursuant to the FLSA for the purpose of calculating and paying overtime to non-exempt line-employees. The District’s work period for line-employees is 26 consecutive days.
32. **Workweek.** A period of 7 consecutive 24-hour periods (168 hours) established by the Board pursuant to the FLSA for the purpose of calculating and paying overtime to non-exempt administrative employees. The District’s workweek begins at 12:01 a.m. Sunday and ends at midnight the following Saturday.
33. **You(r).** All District members, except where the context indicates the term is intended to apply to a more limited group, such as employees, or volunteers.

**B. The District's Goals and Purposes.**

The District's goals and purposes are to provide fire prevention, fire suppression, hazardous materials response, rescue, disaster preparedness, ambulance, and emergency medical services to its citizens and property, persons conducting business in or traveling through the District, and areas outside the District through intergovernmental agreements, to the extent allowed by applicable law.

By providing the foregoing services, the District will help preserve human life and prevent human injury, suffering, or discomfort and the destruction of property from fire, medical crisis, hazardous materials incidents, storm, flood or other natural or manmade disasters. This Handbook is intended to implement and promote the District's goals and purposes and shall be applied and interpreted accordingly.

**C. Your Duty to Know and Comply with All Rules and to Use Good Judgment.**

You are responsible for knowing and complying with this Handbook and demonstrating good judgment at all times. If you have a question about a rule, ask your Fire Chief, or Chief's designee for clarification before taking any action that could violate the rule. If a rule applies, it must be followed. If there is no rule, ask your Fire Chief, or Chief's designee how to proceed. If there is not time to ask your Fire Chief, or Chief's designee, you must use good judgment (*i.e.*, "do what is right, and do it the right way."). Do not apply a rule to a situation in a manner that causes another rule or applicable law to be ignored or violated.

**D. SOGs.**

The Fire Chief, or Chief's designee may supplement this Handbook with SOGs. SOGs enable the Fire Chief to efficiently administer the District consistent with the authority granted by the Board and applicable law, and to implement Board rules. If there is a conflict between this Handbook and an SOG, follow this Handbook.

**E. Emergency Suspension of Rules.**

The Board, the Fire Chief, or Chief's designee may suspend or modify any rule to meet the demands of an emergency.

**F. Amendments.**

The Board has the right to adopt, amend or rescind any rule or benefit at any time. Any modification of this Handbook may be made only by formal action of a majority of the Board, reflected in the official records of the Board. No member or agent of the Board is authorized to modify any rule or benefit by agreement, practice, or otherwise. Regardless whether an amendment is physically incorporated into this Handbook, it takes effect immediately upon adoption, unless the Board indicates otherwise.

**G. Safety Policy.**

The District strives to establish and maintain safe working conditions for its members and to protect its members and the general public from injury or property damage. You must exercise good judgment in performing work assignments in a safe manner at all times. If you have a question about the safety of or hazards to members or the public, you must contact your Fire Chief, or Chief's designee immediately. You must report an unsafe practice or condition to your Fire Chief, or Chief's designee immediately.

You must maintain complete familiarity with, and at all times obey, all District safety rules and all applicable laws relating to safety. If you have a question about a safety rule or applicable law, you must contact your Fire Chief, or Chief's designee immediately. You must attend all safety meetings, equipment demonstrations, workshops, and other safety programs required by the District.

If employees are injured on the job, no matter how minor, they must immediately report this fact in writing to the Captain on shift.

If medical treatment for an on-the-job injury is needed, it must be obtained from one of the District's designated physicians. If not, the employee may be responsible for the cost of medical treatment.

**H. The Board's Reservation of Power and Authority.**

Nothing in this Handbook 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. The Board may at any time take any action required or permitted by this Handbook, including but not limited to hiring, terminating, and imposing corrective or disciplinary action against any member.

## MEMBER ACKNOWLEDGMENT

### ACKNOWLEDGEMENT OF RECEIPT OF WFPD EMPLOYEE HANDBOOK

THE WFPD EMPLOYEE HANDBOOK CONTAINS IMPORTANT INFORMATION THAT IS APPLICABLE TO ALL WFPD EMPLOYEES, INCLUDING ORGANIZATION-WIDE POLICIES, WORK RULES AND GUIDELINES, BENEFITS AND OTHER INFORMATION ABOUT WORKING AT WFPD. THIS HANDBOOK INCLUDES ALL THE APPENDICES ATTACHED TO IT.

BY SIGNING THIS ACKNOWLEDGEMENT OF RECEIPT OF WFPD EMPLOYEE HANDBOOK BELOW, I AM SIGNIFYING THAT I ACKNOWLEDGE AND UNDERSTAND THE FOLLOWING:

I HAVE RECEIVED MY COPY OF THE WFPD EMPLOYEE HANDBOOK, AND I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO READ THE ENTIRE CONTENTS OF THE HANDBOOK AND ANY UPDATES AND/OR MODIFICATIONS MADE TO IT. A COPY OF MY SIGNED ACKNOWLEDGEMENT OF RECEIPT OF WFPD EMPLOYEE HANDBOOK WILL BE MAINTAINED IN MY WFPD PERSONNEL FILE.

THIS HANDBOOK IS NOT ALL INCLUSIVE BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF WFPD'S GUIDELINES AND EXPECTATIONS REGARDING MY CONDUCT.

THIS EDITION OF THE WFPD EMPLOYEE HANDBOOK SUPERSEDES AND REPLACES ALL PREVIOUSLY ISSUED EDITIONS AND ANY INCONSISTENT PRIOR PRACTICES, ORAL OR WRITTEN REPRESENTATIONS, OR STATEMENTS (INCLUDING POLICY STATEMENTS) ISSUED PRIOR TO THIS HANDBOOK. NO ORAL STATEMENTS OR OTHER REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THE HANDBOOK.

THE LANGUAGE USED IN THIS WFPD EMPLOYEE HANDBOOK AND THE POLICIES AND RULES HEREIN ARE NOT A CONTRACT OF EMPLOYMENT, EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION. NO REPRESENTATIVE OF WFPD, OTHER THAN THE CEO, HAS THE AUTHORITY TO ENTER SUCH AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND ANY SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE CEO AND THE EMPLOYEE.

THE INFORMATION IN THIS HANDBOOK IMPOSES NO LEGALLY ENFORCEABLE OBLIGATIONS ON WFPD

ALL WFPD EMPLOYEES ARE AT-WILL EMPLOYEES NEITHER THE EMPLOYEE NOR WFPD IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. EITHER THE EMPLOYEE OR WFPD HAS THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT NOTICE, FOR ANY REASON OR NO REASON, WITHOUT ANY PROCEDURE OR FORMALITY.

EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT, WFPD RESERVES THE RIGHT TO REVISE, DELETE OR ADD TO ANY OR ALL OF THE INFORMATION CONTAINED IN THIS HANDBOOK, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS OR OTHER PROGRAMS AT WFPD, WITH OR WITHOUT NOTICE. AMENDMENTS TO THIS WFPD EMPLOYEE HANDBOOK WILL BE DISTRIBUTED TO ALL WFPD EMPLOYEES.





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



Station 17  
106 W. County Road 66  
Fort Collins, CO 80524

## Wellington Fire Protection District Bylaws

1. **LEGAL STATUS.** The Wellington Fire Protection District is a fire protection district organized pursuant to Title 32 of the statutes of the State of Colorado, and as such is a political subdivision of the State of Colorado. It is a special district which provides fire protection, emergency medical, and rescue services as provided by law.
2. **BOARD OF DIRECTORS.** All powers, privileges and duties vested in, or imposed upon the Wellington Fire Protection District (hereinafter referred to as "District") by law shall be exercised and performed by and through the Board of Directors (hereinafter referred to as "Board") whether set forth specifically or impliedly in these bylaws.
3. **OFFICES.** The administrative offices of the District shall be at 8130 Third Street, Wellington CO 80549 unless otherwise designated by the Board. The mailing address shall be PO BOX 10, Wellington CO 80549. The Board shall meet at the District's Meeting/Board Room located at the administrative offices, (hereinafter referred to as "District's Board Room"). The Board, by resolution and as may be provided by law, may from time to time, designate, locate, and relocate its administrative and Board meeting locations as in its judgment, may be necessary to conduct the business of the District.

### 4. MEETINGS.

4.1. **Regular Meetings.** Regular meetings of the Board shall be held on the third Wednesday of each month at 4:00 p.m. at the District's Board Room.

Deleted: second

Deleted: Tuesday

4.2. **Meetings to be Public.** All meetings of the Board, other than executive sessions, shall be open to the public. Upon the affirmative vote of two-thirds of the quorum then present, the Board may hold an executive session only at any regular or special meeting and solely for the purpose of considering any of the following matters, (except that no formal action by way of adoption of any resolution, rule, regulation, or policy position shall occur in executive session):

- 4.2.1.1. the consideration of real and personal property matters;
- 4.2.1.2. conferences with legal counsel for the purposes of receiving legal advice on a specific legal question;
- 4.2.1.3. matters required to be kept confidential by federal or state law;
- 4.2.1.4. details of security arrangements or investigations;
- 4.2.1.5. determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations and instructing negotiators;

4.2.1.6. personnel matters [except if the employee/member who is the subject of the session has requested an open meeting and further excepting any discussions concerning the appointment of a person to fill the office of director or of an elected official, or any personnel policy that does not involve the discussion of matters personal to particular employees/members.];

4.2.1.7. consideration of documents protected by mandatory nondisclosure provisions of the Colorado Open Records Act; or

4.3. Notice of Meetings. These bylaws shall constitute formal notice of regular meetings to Board members and except for special meetings, no other formal notice of regular meetings shall be required to be given to the directors, other than the permanent and temporary postings as required by law.

4.4. Electronic Notice: The District shall be deemed to have given full and timely notice of a public meeting if the District posts the notice, with specific agenda information if available, no less than 24 hours prior to holding the meeting on the District's public website.

4.5. Special Meetings. Special meetings of the Board may be called by any director with approval from the President Notice shall be posted twenty-four hours in advance at the District's designated posting location, (official website). Each director shall be informed of the date, time, and place of the special meeting, together with a statement of the purpose of the special meeting no less than 24 hours in advance of the special meeting.

Telephonic or Electronic Meetings: "Location" means the physical, telephonic, electronic, or other virtual place, or combination of such means, where a meeting can be attended. Special and regular Board meetings can be held in a physical location, or by telephonic or other electronic means. §32-1-903(5), C.R.S.; HB21-1278.

4.5.1. Meetings of the Board that are held telephonically, electronically, or by other means not including physical presence must include the method or procedure, including the conference number or link, by which members of the public can attend the meeting. §32-1-903(3), C.R.S.; HB21-1278.

## 5. CONDUCT OF BUSINESS

5.1. Quorum. All official business of the Board shall be transacted at a regular or special meeting at which a quorum (i.e., three) of the Directors shall be present, except as provided in Section 5.2. Directors are considered present for purposes of determining a quorum if they are either physically in attendance or attending through telephonic or other electronic means; provided,

**Deleted:** discussion of individual members where public disclosure would adversely affect the person or persons involved.

**Formatted:** Font: (Default) +Headings (Calibri Light)

**Formatted:** Normal, Indent: Left: 0.75", No bullets or numbering

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



Station 17  
106 W. County Road 66  
Fort Collins, CO 80524

### Wellington Fire Protection District Bylaws

however, that any Directors attending remotely should provide advance notice of that intent to the Board president and provided that such member must be able to hear all discussion and public comment, if any, on any issue as a condition of voting on such issue.

#### 5.2. Voting Requirements.

5.2.1. Any formal action of the Board shall require the affirmative vote of a majority of the Directors present and voting. When special or emergency circumstances materially affecting the affairs of the District or the health, welfare, and safety of District residents and property owners so dictate, then those Directors available at the time may undertake whatever emergency action is considered necessary and may so instruct the District's employees. Ratification of the action so taken shall be entered on the minutes at the next meeting of the Board.

5.2.2. Votes on motions resolutions, and orders shall be taken by voice vote conducted by the Chair stating, "All in favor, say Aye" and "All opposed, say No" or other similar language at the discretion of the Chair and which shall indicate the manner of responding to the question. Roll call votes may be taken at the request of any director, or at the direction of the Chair. Voting for the election of officers may be conducted by secret ballot at the discretion of the Board.

5.3. Agenda. Order of Business. An agenda for each meeting shall be prepared and posted at least 24 hours prior to the meeting. The business of all regular meetings of the Board shall be transacted, as far as practicable, in the following general order. Minor changes to the order and content of the agenda may be approved by the board without revising these by-laws. Approved revisions to the agenda will be attached to the by-laws as an addendum.

1. Call to Order
2. Roll Call of Board Members
3. Additions/Deletions to Agenda
4. Conflicts of Interest
5. Correspondence
6. Public Comment
7. Guests/Presentations
8. Consent Agenda
  - a. Meeting minutes
9. Chief's Report
10. Employee Recognition
11. Committee Reports
12. District Business
  - a. Monthly Financial Report

- 13. Executive Session
- 14. Other
- 15. Calendar Items
- 16. Adjourn

5.4. Motions, Resolutions, or Orders. Actions of the Board necessary for the governing and management of the affairs of the District, for the execution of the powers vested in the District, and for carrying into effect the provisions of Article 1 of Title 32 C.R.S., as amended, shall be taken by the passage of motions, resolutions, or orders, as may be appropriate. All such formal action shall require the majority vote of the quorum present.

5.5. Electronic Signatures. In the event the signature(s) of one or more members of the Board or appointed signatories are required to execute a written document, contract, note, bond, deed, and/or other official papers of the District, and the appropriate individual(s) is unable to be physically present to sign said documentation, such individual or individuals are authorized to execute the documentation electronically via facsimile or e-mail signature, unless said documentation provides otherwise. Any electronic signature so affixed to a document shall carry the full legal force and effect of any original, handwritten signature. Except as approved herein, this provision of these Bylaws shall not be interpreted as establishing District's consent or authorization to bind District to any transaction by the use of electronic records or electronic means. This provision is made pursuant to Article 71.3 of Title 24, C.R.S., also known as the Uniform Electronic Transactions Act.

5.6. Roberts Rules of Order. Roberts Rules of Order shall be utilized only as a guideline for matters coming before the Board; provided, however, that no action, formal or informal, shall be set aside due to any irregularity or noncompliance with Roberts Rules of Order. The Chair shall make all rulings with respect to procedural issues and shall have a vote on each issue coming before the Board.

## 6. DIRECTORS, OFFICERS AND PERSONNEL

6.1. Directors. The number of directors of the District shall be five (5).

6.2. Director Qualifications. Directors shall be qualified electors of the District as provided by law. To qualify as a Director of a special district, a person must be an "eligible elector" which is defined as a registered voter of Colorado and either:

6.2.1. A resident of the District, or

6.2.2. The owner (or the spouse or civil union partner of the owner) of taxable real or personal property situated in the District.

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



Station 17  
106 W. County Road 66  
Fort Collins, CO 80524

### Wellington Fire Protection District Bylaws

- 6.3. Terms. The term of each Director and elections shall be determined by applicable statutory provisions. The District's electors voted and approved to eliminate term limits in 1998. Even in a district without term limits, incumbents must submit a self-nomination form when their current term expires if they wish to retain their seat on the board.
- 6.4. Bond. At the expense of the District, each Director shall furnish a faithful performance surety bond. The bond may be a blanket bond or adequate insurance policy. Along with the oath or affirmation, an individual, schedule, or blanket surety bond of not less than \$1,000 must be filed for each Director, and \$5,000 for the Treasurer, with the Clerk of the Court and the Division of Local Government, conditioned upon the faithful performance of his/her duties as Director. §32-1-901(2), C.R.S.
- 6.5. Oath of Office. Each member of the Board, before assuming the responsibilities of his office, shall take and subscribe to the oath of office as required by state statute (within 30 days of being elected or appointed). The oath shall be filed with the clerk of the court, the county clerk and recorder, and the Division of Local Government.
- 6.6. Election of Officers. The Board of Directors shall elect from its membership a president who shall also serve as Chair of the board, a vice president, a treasurer, a secretary (who need not be a member of the Board), and such assistant secretaries and assistant treasurers, who shall be the officers of the Board of Directors and of the District, as the Board may determine. The Board may select a secretary who is not a member of the Board. The officers shall be elected by a majority of the Directors voting at the meeting in accordance with the voting procedures set forth in paragraph 5.2. The election of the officers shall be conducted biennially at the first regular meeting of the Board in the month following certification of elections. Each officer so elected shall serve at the pleasure of the Board or for a term which shall expire upon the election of the officer's successor or upon the officer's reelection to that office.
- 6.7. Vacancies. Any vacancy occurring in any officer position on the Board shall be filled for the unexpired term in the same manner as is provided for the election of full-term officers. Any vacancy on the Board shall be filled by appointment within 60 days of the vacancy by the remaining Directors as prescribed by statute, with or without advertisements of the vacancy at the discretion of the Board. All discussion of the selection, and the vote to select, shall be conducted in public session. The person appointed to fill the vacancy on the Board shall serve until the next regular board election. The following events automatically create a vacancy on the board:
- 6.7.1. No one gets elected to the seat (for example, if an election is cancelled due to an insufficient number of candidates and the open seat thus remains empty);
  - 6.7.2. Failure to complete the required oath and bond within 30 days, except for good cause;

- 6.7.3. Written resignation (a resignation by e-mail is sufficient to create a vacancy);
- 6.7.4. Ceasing to be qualified to serve as a director (this is a matter of legal qualification, such as maintaining your voter registration in Colorado and your nexus to the district through residency within the district and/or ownership of taxable property within the district);
- 6.7.5. A felony conviction during board tenure;
- 6.7.6. A valid court order to remove a board member from office or to void an appointment or election;
- 6.7.7. Excessive absenteeism. A Director who fails to attend three consecutive regular meetings is automatically disqualified to serve as a Director, unless approval of absence is entered in the minutes. Approved absences include mental or physical disability, or illness. Director absences must be identified in the official meeting minutes and must state whether the absence was excused or unexcused; and
- 6.7.8.. Board member dies during term.

**Formatted:** Font: Not Italic

**Deleted:** The Special District Act provides that a director’s seat becomes vacant if he or she has an unexcused absence at three consecutive regular meetings, and the board does not grant approval for an additional absence or absences, which approval must be reflected in the minutes of the third board meeting

6.8. Resignation and Recall. Directors may only be removed from office through the recall process as prescribed by state statute. Any Director may resign at any time by giving written notice to the Board, and acceptance of such resignation shall not be necessary to make it effective, unless the notice so provides.

6.9. President and Chair. The president shall be the president of the District and Chair of the Board and shall preside at all meetings. The president shall sign all contracts, deeds, notes, warrants and other instruments on behalf of the District, and discharge such other duties as may be required or authorized.

6.10. Vice President. The vice president shall perform the duties of president and Chair in the absence of the president.

6.11. Secretary. The secretary shall keep or cause to be kept full and accurate records of the District; shall act as secretary at meetings of the Board and record all votes; shall compose a record of the proceedings of the Board in a visual text format that may be transmitted electronically (such as PDF© or Word© format) which shall be an official record of the Board; and shall perform all duties incident to that office. The secretary shall be custodian of the seal of the District and shall have the power to affix such seal to and attest all contracts and instruments authorized to be executed by the Board.

6.12. Treasurer. The treasurer shall keep or cause to be kept strict and accurate accounts of all money received by and disbursed for and on behalf of the District in permanent records. The treasurer shall file with the Clerk of the Court, at the expense of the District, a corporate fidelity bond in an amount determined by the Board of not less than \$5,000 conditioned on the faithful performance of the duties of the office. If a budget or financial committee is established, the

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



Station 17  
106 W. County Road 66  
Fort Collins, CO 80524

### **Wellington Fire Protection District Bylaws**

treasurer shall chair such committees. [The Treasurer shall work with the financial consultants before all financial statements are included in the board packet. There shall be a permanent Finance Committee composed of the Treasurer, one \(1\) community member appointed by each board member, and three \(3\) current employees of the Fire District.](#)

6.13. Additional Duties.

6.13.1. The officers of the Board shall perform such other duties and functions as may from time to time be required by the Board, by the bylaws or rules and regulations of the District, or by special exigencies, which may later be ratified by the Board; provided, however, that no director shall be employed by the District in any capacity.

6.13.2. Within six months of taking the oath of office, Directors are encouraged to engage in and receive certification from FEMA Emergency Management Institute (EMI) for ICS100, ICS200, ICS700, and ICS800 and/or attend a Special District Association hosted new Board Member training session.

6.14. Chief of Department. The Board shall appoint a Chief of the Department, (hereinafter referred to as "Fire Chief") to serve for such term and upon such conditions, including salary, as the Board may establish pursuant to contract. The Fire Chief shall also serve as the Chief Executive Officer of the District and shall have general supervision over the administration of the affairs, employees and business of the District and shall be charged with the hiring and discharging of employees, subject to review by the Board. In addition to all statutorily prescribed duties, the Chief shall perform those duties as may be assigned by the Board and as are set forth in the job description. Job performance will be evaluated by the Board on an annual basis.

6.15. Selection and Tenure of Consultants. The selection of agents, engineers, architects, accountants, special consultants, and attorneys shall be made by the Board and shall be based upon the relative qualifications and capabilities of the applicants and shall not be based on political services or affiliations. Agents and consultants shall serve at the pleasure of the Board. Contracts for professional services may be entered into on such terms and conditions as determined by the Board.

7. Records Management

7.1. The District shall comply with and adopt and maintain policies as necessary for compliance with, applicable records retention, destruction, and disclosure requirements, including the Colorado Open Records Act, State Archives and Public Records law, and various consumer privacy legislation. Unless determined otherwise by the Board of Directors, the Fire Chief is hereby designated as the Official Custodian of Records pursuant to the Open Records Act. In the event there is any question as to whether the District is permitted to comply with an Open Records Act request, the Custodian of Records shall forward such request to the District's legal counsel. Copies of records shall be furnished per the District's Open Record Act Policy and applicable law.



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



Station 17  
106 W. County Road 66  
Fort Collins, CO 80524

## Wellington Fire Protection District Bylaws

### 8. FINANCIAL ADMINISTRATION

8.1. Fiscal Year. The fiscal year of the District shall commence on January 1 and end on December 31 of each year.

8.2. Budget. On or before October 15 of each year, the Fire Chief, as the Board's designated Budget Officer, in conjunction with the Board appointed Budget Committee, if any, shall prepare and submit to the Board a proposed budget for the ensuing fiscal year. Such proposed budget shall set forth the aggregate figures of the budget in such manner as to show the balanced relations between the total proposed expenditures and the total anticipated income or other means of financing the proposed budget for the ensuing fiscal year, as contrasted with the corresponding figures for the last completed fiscal year and the current fiscal year. It shall be supported by explanatory schedules or statements classifying the expenditures contained therein by services, subjects, and funds. The anticipated income of the District shall be classified according to the nature of receipts.

8.3. Notice of Budget. Upon receipt of such proposed budget, the Board shall cause to be published a public notice that the proposed budget is open for inspection by the public at the business office; that the Board will consider the adoption of the proposed budget following a public hearing on a certain date; and that any interested elector may inspect the proposed budget and file or register any objections thereto at any time prior to its final adoption.

8.4. Adoption of Budget. On the day set for consideration of such proposed budget (on or before December 15), the Board shall hold a public hearing to receive any comments on the proposed budget and shall review the proposed budget and revise, alter, increase, or decrease the items as it deems necessary in view of the needs of the District and the probable income of the District. The Board shall thereafter formally adopt the budget setting forth the expenditures to be made in the ensuing fiscal year. The Board shall provide for sufficient revenues to finance budget expenditures through formal adoption of an appropriation of funds to meet budget expectations.

8.5. Appropriation Resolution. At a meeting held no later than December 15 each year (to meet the deadline to certify the mill levy), the Board shall enact a resolution making appropriations for the ensuing fiscal year. The amounts appropriated shall not exceed the amounts established in the adopted budget (including any appropriated reserves).

8.6. Levy and Collection of Taxes. On or before December 15<sup>th</sup> of each year the Board shall pass a resolution setting the mill levy for the District and shall certify to the Board of County Commissioners of the County or Counties in which the District is located the mill levy established

for the ensuing fiscal year.

8.7. Filing of Budget. Within 30 days of adoption of the budget, the Board shall cause a certified copy of such budget to be filed with the Division of Local Government in the Department of Local Affairs.

8.8. Contracts. No Contract to Exceed Appropriation; Contract Authorization.

8.8.1. The Board shall have no authority to enter into any contract, or otherwise bind or obligate the District to any liability for payment of money for any purposes in excess of the amount of such appropriation for that fiscal year, either as to individual line item or the budget as a whole. Any contract, verbal or written, contrary to the terms of this sub-section shall be void ab initio, and no District funds shall be expended in payment of such contracts, except as provided in the following sub-section.

8.8.2. The Board shall approve all contractual obligations of the District. However, the Board may delegate general purchasing authority for routine supplies and expenditures to the Fire Chief through written policy.

8.9. Contingencies. In cases of emergency caused by a natural disaster or some contingency which could not reasonably have been foreseen at the time of the adoption of the budget, the Board may authorize the expenditure of funds in excess of the budget by resolution duly adopted by a two-thirds vote of the entire membership of the Board, as provided by state statute.

8.10. Annual Audit. The Board shall cause an annual audit to be made of all financial affairs of the District through December 31<sup>st</sup> of the prior fiscal year. A copy of the audit report shall be maintained in the District office as a public record for public inspection at all reasonable times. The Treasurer shall forward a copy of the audit report to the State Auditor pursuant to statutory requirements, within thirty days following receipt of the audit.

8.11. Checks. All checks issued on behalf of the District shall be specifically approved by the Board and signed by two authorized signors.

9. DISTRICT SEAL. The seal of the District shall be a circle containing the name of the District and shall be used on all documents and in such manner as seals generally are used by public and private corporations. The Secretary shall have or delegate custody of the seal and shall be responsible for its safe keeping and care.

10. CONFLICT OF INTEREST.

10.1. Disclosure of Conflict of Interest. A potential conflict of interest of any Director shall be disclosed in accordance with State law, particularly Article 18 of Title 24, C.R.S., and Sections 32-

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



Station 17  
106 W. County Road 66  
Fort Collins, CO 80524

### **Wellington Fire Protection District Bylaws**

1-902(3) and 18-8-308, C.R.S. Any Director who is present at a meeting at which is discussed any matter in which that Director has, directly or indirectly, a private pecuniary or property interest shall disclose such interest to the Board. Unless such Director has given prior advance written notice to the Colorado Secretary of State and to the Board, in accordance with all statutory requirements, such Director shall refrain from advocating for or against the matter and shall disqualify himself/herself from voting on such matter. The Board may adopt a separate policy specifically regarding ethical standards and practices.

10.2. Compensation. If the Board consents to and budgets for board compensation, each Director shall receive the maximum compensation authorized by statute. No compensation shall be paid for any meeting at which that director was absent regardless of whether such absence was excused. Directors shall not receive any other compensation as an employee of the District but may be reimbursed for actual expenses incurred as part of their official duties, as provided by state statute.

10.3. Disclosure of Gifts, Property, etc. Any director receiving any money, loan, gift, or property based on their service as a director shall report such money, loan, gift, or property to the Board and as otherwise may be required by law. Directors are permitted to accept gifts of nominal value at a threshold set by the State of Colorado (as of the adoption of these Bylaws, this amount is \$65).

**11. INDEMNIFICATION OF DIRECTORS AND EMPLOYEES.** To the extent provided by law, the District shall defend, hold harmless and indemnify any Director, officer, agent, volunteer, or employee, whether elective or appointive, against any tort or liability, claim or demand, whether groundless or otherwise, arising out of any alleged act or omission occurring during the performance of duty. The District may compromise and settle any such claim or suit and/or pay the amount of any settlement or judgment rendered thereon. The provisions of this Section 11 shall be subject to the provisions of the Colorado Governmental Immunity Act, Sec. 24-10-101, et seq., C.R.S., the Colorado constitution, and any other applicable law. Nothing herein is to be construed as a waiver of any immunity or defense provided by law.

11.1. For the purposes of this Section 11 only, the following definitions shall apply:

11.1.1. "Employee". The term "employee" means a director, officer, employee, or servant (hereinafter collectively referred to as "employee") of the District, whether or not compensated, elected or appointed. The term "employee" specifically excludes any person or organization contracting to perform services or acting for the District as an independent contractor.

11.1.2. "Performance of Duty". The term "performance of duty" shall be interpreted as broadly as possible to include any situation in which a District employee could conceivably be

deemed to be acting within the scope of employment. It shall specifically extend to all employees who are providing service on a voluntary basis or otherwise to any private, corporate, or governmental party other than the District, when doing so with the appropriate consent and authorization from the District. The term "Performance of duty" shall not include any act or omission constituting deliberate and intentional tortious or criminal conduct or malfeasance in office, willful or wanton neglect of duty, or conduct which is otherwise determined to be outside the scope of duty.

**12. BIDDING AND CONTRACTING PROCEDURES.** Except in cases in which the District will receive aid from a government agency, or when the Board determines to utilize integrated project delivery contract as provided below, a notice shall be published for bids on all construction contracts for work or material, or both, involving an expense of \$60,000.00 or more. The District may reject all bids. If it appears that the District can perform the work or secure material for less than the lowest bid, it may proceed to do so. If possible, at least three quotes shall be obtained for construction contracts for work or material, or both, involving an expense less than \$60,000.00. The purchase of professional services, fire equipment, apparatus, and vehicles are not subject to these bidding procedures provided, however, that the Board may adopt specific policies with respect to the purchase of such equipment, apparatus, and vehicles.

12.1. A Notice or Invitation to bid shall be published in a newspaper of general circulation within the District boundaries pursuant to state statute. The Notice will request sealed proposals for the specific project. The specifics of the contract will be stated; where and when the plans and specifications may be examined; and the time and place the sealed proposals will be opened and publicly read.

12.2. The Board always retains the right, in its sole discretion, to reject any or all proposals; determine the proposal and subcontractors that will serve the best interests of the District; and determine the proposal and subcontractors which are most responsible to perform the work.

12.3. The Board may determine that bids must be accompanied by an acceptable bidder's bond, or a certified check payable to the District, in an amount equal to 5% of the bid. If within the time designated in the Notice of Award, the Contract is not executed, and, if required, Payment and Performance Bonds and Certificates of Insurance are not provided, the District shall keep the bid bond as liquidated damages and assess such other damages as the District may determine.

12.4. Payment and Performance Bonds are required for all construction contracts over \$50,000.00; and shall be discretionary with the Board for contracts which are under that amount.

12.5. As an alternative to hiring an architect or engineer to design a project, if the Board determines by resolution that an integrated project delivery ("IPD") contract would represent a timely or

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



Station 17  
106 W. County Road 66  
Fort Collins, CO 80524

### Wellington Fire Protection District Bylaws

cost-effective alternative for a public project, the Board may:

- 12.5.1. Pre-qualify contracting entities by publishing a notice of a "request for qualifications" (RFQ) that may include: a description of project; general budget considerations; specific criteria; evidence of competency/experience and capabilities, evidence of all required registrations/credentials to provide the services; and the criteria for prequalification. If an RFQ is published, then the Board must select and prepare a short list of entities that it considers to be most qualified.
- 12.5.2. A request for proposals (RFP) shall then be sent to those on the short list, or, if no RFQ has been done, then the RFP shall be published/advertised. The RFP may contain: procedures to be followed for submitting proposals; criteria for evaluation of proposals; procedures for making the award; required performance standards; description of the drawings, specs, or other submittals to be provided; relevant budget considerations; proposed schedule; and the stipend, if any, that will be paid to those on the short list who are not selected if an RFQ is utilized.
- 12.5.3. Prequalification is not required, but if an RFQ is published, then the Board must select and prepare a short list of entities that it considers to be most qualified. The Board may then issue the RFP to only those prequalified entities and select the proposal that is in the best interests of the District.
- 12.5.4. Other than the public bid requirement (which the IPD replaces if utilized), all other construction laws are applicable to a district construction project (e.g., performance bonds, notice of final settlement, etc.).

12.6. In either process, five percent (5%) of all pay estimates shall be withheld during the construction in accordance with applicable law.

**13. POWERS OF THE BOARD OF DIRECTORS.** Without restricting the general powers conferred by law, it is hereby expressly declared that the Board shall have the following power and duties:

- 13.1. To determine and designate, except as otherwise provided by law or these bylaws, who shall be authorized to make purchases, negotiate for the purchase of real estate, negotiate leases, and sign receipts, endorsements, checks, releases, and other documents.
- 13.2. To create standing or special committees and to delegate such power and authority thereto as the Board deems necessary and proper for the performance of such committee's functions and obligations, consistent with statutory powers.

14. **MODIFICATION OF BYLAWS.** These bylaws may be altered, amended, or repealed at any regular meeting or at any special meeting of the Board called for that purpose after an initial presentation of the proposal at a prior regular meeting of the Board.

15. **SEVERABILITY.** If any provision of these Bylaws or the application thereof is held invalid, such invalidity shall not affect the provisions or applications of these Bylaws which can be given effect without the invalid provision or application. To this end, the provisions of these Bylaws are deemed severable.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 20xx by the Board of Directors of the Wellington Fire Protection District.

WELLINGTON FIRE PROTECTION DISTRICT

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

Revised 4.12.2023

Deleted: 2022