

Station 16
8130 3rd Street
Wellington, CO 80549



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

Wellington Fire Protection District SPECIAL BOARD MEETING AGENDA

A **Special Board Meeting** of the Wellington Fire Protection District will be called to order at **5:00 PM** on **Wednesday, July 12, 2023**. The meeting will be held at **Station 16** located at 8130 3rd 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

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.

Guests or Presentations

District Business

1. Discussion/Possible Action: Board Retreat Facilitator's Contract Proposal
2. Discussion/Possible Action: Fire Chief Hiring Process and Establishing a Hiring Committee

Other

Calendar Items

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

Adjournment

Zoom Meeting Information

Station 16
8130 3rd Street
Wellington, CO 80549



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

Wellington Fire Protection District

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

Join Zoom Meeting

<https://us02web.zoom.us/j/82141865159?pwd=ekp1eEw1MnlteDI1K2Q3MIQrNm5zdz09>

Meeting ID: 821 4186 5159

Passcode: 125884

One tap mobile

+17209289299,,82141865159#,,,,*125884# US (Denver)

+13017158592,,82141865159#,,,,*125884# US (Washington DC)

Dial by your location

- +1 720 928 9299 US (Denver)
- +1 301 715 8592 US (Washington DC)

Meeting ID: 821 4186 5159

Passcode: 125884

Find your local number: <https://us02web.zoom.us/j/82141865159>

Posted to www.wfpd.org and at 8130 3rd St, Wellington, CO 80549 by Michael Patterson on 7/10/23 @ 10:15 AM

PROPOSAL FOR:
WELLINGTON FIRE PROTECTION DISTRICT



Submitted by:
Comprehensive Risk Planning Associates, LLC
Samuel Walters, Ph.D.
CEO/Principal Consultant
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Edgewater, CO 80214
(303) 507-9853
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

Wellington Fire Protection District

Official Job Description

Interim Fire Chief

FLSA Status: Exempt

Reports To: Board of Directors

Salary Range: TBD

SUMMARY

The Interim Fire Chief is the Chief Executive Officer of the Fire Department, appointed by and responsible to the District Board for the effective, efficient and legal conduct of the fire district and its employees.

The Interim Fire Chief is an "at-will" position which will be modified only to the extent expressly stated in a written employment agreement, and only for as long as the written employment agreement is in effect. The Interim Fire Chief is a Full-Time employee who is FLSA exempt, unless otherwise provided for in a separate employment agreement. The Fire Chief reports to and operates under the direction and supervision of the Board.

The Interim Fire Chief is the Chief Executive Officer of the organization, and is responsible for providing executive-level leadership, planning, evaluation, and implementation of the daily administration, operations, and finances of the department, as well as those items specifically imposed by federal, state or local entities, including but not limited to, the duties imposed by the Colorado Special District Act, C.R.S. §32-1-1002.

Additionally, the Interim Fire Chief oversees the procurement and management of all District assets and personnel. The Interim Fire Chief is responsible for the safety, training, and job performance of all District personnel, and is realized through a combination of direct and delegated tasks to other subordinate officers as appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assume full management responsibility for all Fire District services and activities including fire suppression, fire prevention, fire investigation, fire protection and measure, emergency medical services, disaster preparedness, hazardous materials response, and related programs, services, and operations.
- Manage the development and implementation of goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
- Establish, within District policy, appropriate service, and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; and allocate resources accordingly.
- Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.

- Plan, direct, and coordinate, through subordinate level staff, the Fire District's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; and meet with key staff to identify and resolve problems.
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; and implement discipline and termination procedures.
- Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures; and implement budgetary adjustments as appropriate and necessary.
- Oversee and control the purchasing, maintenance, and inventory of all fire related equipment, vehicles, and property including fire apparatus and related equipment; oversee the preparation and specifications for the purchase of fire and emergency service apparatus.
- Conduct a variety of organizational studies, investigations, and operational studies; review and recommend modifications to codes, regulations, and ordinances pertaining to the fire services and activities.
- Provide advice and consultation to the Board of Directors on District operations and policies.
- Participate in community relations including public and media relations.
- Prepare and present staff reports and other necessary correspondence.
- Represent the Fire District to other departments, elected officials, citizen groups, boards, commissions, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
- Perform related duties as required.

SUPERVISION RECEIVED

Works under the general direction of the District Board of Directors.

SUPERVISION EXERCISED

This position is responsible for the supervision of District employees.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and abilities required to perform the necessary functions of this position.

EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS

- Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Fire Chief. A typical way of obtaining the required qualifications is to possess the equivalent of fifteen (15) years of increasingly responsible experience in all phases of fire suppression, prevention and emergency medical services including five years of experience as a chief officer (Battalion, Division, Deputy or Assistant).
- A high school diploma or equivalent is required.
- Completion of major coursework from an accredited college or university in Fire Science, Fire Administration, Business or Public Administration is also required. Bachelor's Degree

- preferred. An equivalent and approved combination of education, training, credentialing and experience providing the requisite knowledge, skills and abilities will be considered.
- Valid Driver's License.

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to management and public groups.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Ability to be an effective leader
- Ability to organize & delegate, tactfully and diplomatically arbitrate conflicts between viewpoints to build consensus.
- Ability to effectively administer the operations of a volunteer fire department
- Ability to effectively communicate verbally and in writing and maintain positive public relations for the fire department, members of the public and the Board of Directors.
- Ability to supervise and participate in the preparation of all necessary reports.
- Knowledge of Fire District Operational Guidelines, policies, procedures and applicable local bylaws, County regulations, Federal acts and standards.
- Knowledge of the NFPA 1001 and 1002 Firefighter Training Standard and OH&S regulations.
- Knowledge and training in Incident Command System (ICS) minimum ICS 200.
- Knowledge of the community and fire protection area.
- Knowledge of computer software applications including word processing, spreadsheets and mail applications.
- Knowledge of the Colorado Fire Code

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to walk.

Work will occasionally involve periods of high physical, mental, or emotional stress.

WORK ENVIRONMENT AND GENERAL INFORMATION

The work environment characteristics described here are representative of those an employee would encounter while performing the essential functions of this job.

Work required of this position is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is occasionally performed in emergency and stressful situations, with the potential for exposure to hazards of all kinds, including but not limited to, temperature extremes, risk of shock or electrocution, vibration, caustic or toxic chemicals, smoke, noxious odors, fumes, solvents, oils, other carcinogens, infectious disease or illness, and other known or unknown hazards.

Must successfully pass background checks including, but not limited to, any one or combination of, as determined appropriate by the Board, a criminal, credit, reference, social media, or driving background checks.

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.



ANNOUNCEMENT | INTERIM FIRE CHIEF OPPORTUNITY



Wellington Fire Protection District is now seeking qualified applicants to lead our organization as the Interim Fire Chief while the Board of Directors searches for our next Fire Chief.

About our organization

Wellington Fire Protection District is a fast-growing, progressive organization providing fire suppression, rescue, extrication, hazardous materials, emergency medical, public education, and risk reduction services to 288 square miles in northern Colorado.

The District's ultimate goal of providing world class-service to the community we serve is at the forefront of all we do via a clear vision of always becoming essential community partners, dynamic emergency services, exceptional people.

The mission of Wellington Fire Protection District is to be a cohesive team of highly-skilled, professional responders exceeding expectations with confidence, compassion and uncompromising safety.

Our Core Values are what guide our actions, on and off duty. These include **courage** to speak up and lead at any level of the organization, **family** (not just our members, but the community we serve), **forward** thinking in ensuring we are constantly striving to provide world-class service to our community.

District Boundaries:

South - North: County Road 58 - Wyoming

East - West: Larimer/Weld County Border - Highway 287

Fire Stations:

Station 16: 8130 3rd Street, Wellington, CO 80549

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



Wellington Fire career firefighters work a 48/96 schedule between three separate shifts, responding out of two fire stations. Reserve personnel are required to work one 24-hour shift per month. WFPD also uses part-time fire personnel to support our service delivery model. In 2022, WFPD personnel responded to over 1,100 calls for service.

Want to learn more?

For more information or to submit your resume for consideration, contact District Board President Richard Bollinger at rbollinger@wfpd.org with "Interim Fire Chief Opportunity" in the subject by noon on Wednesday, July 19th..