

LA VETA FIRE PROTECTION DISTRICT

La Veta Fire Station
100 Birch St
La Veta, Colorado
SUMMARY
Job Descriptions Workshop
January 12, 2026 @ 6:00pm

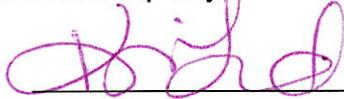
Present: Directors Schmidt, Shrout, Gripka, Valdez, and Lard were in attendance.
Staff: EMS Director Dave Mower, and Administrative Assistant Tressan Passarelli were in attendance.
Guests: None.

Call to Order

New Business (attached to this summary)

- Job Descriptions: Schmidt read each line out loud and the members at the workshop adjusted and corrected as needed. A lot of discussion was made on every point that someone had questions about. Passarelli adjusted each one of the descriptions as we went through them. Then printed and emailed the adjusted descriptions that the workshop came up with. These descriptions will be presented to the board at the February meeting.

The workshop adjourned at 7:29pm



Keri Lard, Secretary

Job Description – Deputy Fire Chief

La Veta Fire Protection District

POSITION TITLE: DEPUTY FIRE CHIEF

SUPERVISED BY: Fire Chief

POSITION DESCRIPTION:

This position is responsible for the direction of the routine and emergency activities of the personnel of the Fire Department. **This is a full time position within the Department.** Work involves the direction of firefighting and rescue activities as well as the conduct of activities to comply with departmental policies, procedures, and special instructions of the Fire Chief. In addition, the work involves frequent public relations activities. A Deputy Fire Chief exercises considerable independence in the performance of duties and receives general guidance from the Fire Chief. The Deputy Fire Chief assumes all responsibilities in the absence of the Fire Chief and maintains the goals and philosophy of the Fire Chief. The Deputy Fire Chief must possess the necessary management skills to supervise all department personnel and be able to maintain discreet or secure information.

MINIMUM QUALIFICATIONS:

1. Possess and maintain, at a minimum, Colorado State or National Registry Emergency Medical Technician – Paramedic certificate.
2. Possess and maintain LVFPD recognized Fire Officer 2 certification or the ability to obtain within one year.
3. Possess and maintain NWCG Strike Team Leader (STEN/STCR) and Incident Commander, Type 4 (ICT4), including appropriate work capacity test.
4. Possess and maintain, at a minimum, Commercial Driver's License, Class B, with Air Brake and Tanker endorsement.
5. Possess and maintain Colorado State Hazardous Materials Operations/ Technician Level Qualification.
6. Must pass in-depth background check, which includes fingerprinting
7. Must be physically able to fulfill the duties and responsibilities and pass a physical examination

Job Description – Deputy Fire Chief

La Veta Fire Protection District

Must be willing to work all shifts, weekends, holidays as required

8. Suitable experience may substitute for specific qualifications at the discretion of the Fire Chief.

PREFERRED QUALIFICATIONS:

1. Colorado State or National Registry Emergency Medical Technician – Paramedic.
2. Fire Officer 3 certification.
3. NWCG Task Force Leader (TFLD)
4. State of Colorado Hazardous Materials Technician Qualification.

DUTIES AND RESPONSIBILITIES:

1. Respond to fires and emergency medical calls.
2. Administers and provides operational control over District fire prevention, arson investigation, communications, equipment maintenance, emergency medical services, training, personnel, and budgetary related activities as directed by the Fire Chief.
3. Oversees fire fighting and rescue operations of fire department personnel during an assigned shift or incident.
4. Responds to fire alarms, determines what equipment and apparatus are necessary, makes decisions as to the best method of extinguishing fires, and directs activities of firefighters until they are relieved of command by the Fire Chief.
5. Conducts personal inspections, maintains discipline, and effects or recommends disciplinary actions.
6. Is responsible for the evaluation of all employees or the delegation of such.
7. Inspect fire stations, equipment, and apparatus, and makes recommendations or directs corrective actions to bring items in question into compliance with established standards.
8. Performs other related duties as assigned or as the situation dictates within the scope of this classification.
9. Works closely with and maintains constant communication with the Fire Chief.

Job Description – Deputy Fire Chief

La Veta Fire Protection District

10. Position is subject to hazards. Working in limited visibility, proximity to electrical currents, and moving mechanical parts and equipment, exposure to infectious diseases, hazardous chemicals, fumes, odors, mist, dust, gases or poor ventilation. Position is subject to all environmental conditions indoors and outdoors. Position is required to wear self-contained breathing apparatus to complete portions of the job essential functions.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to read, analyze and interpret documents such as professional journals, technical procedures, operating and maintenance instructions, and internal department correspondence.
2. Ability to write detailed reports, and business correspondence.
3. Ability to speak effectively before groups of peers, civic organizations, and the general public.
4. Ability to calculate figures and amounts such as percentages, areas, volumes, and ability to apply basic concepts of algebra and geometry.
5. Ability to make sound judgments under stressful conditions.
6. Ability to interpret and apply training and skills to practical situations through instructions given in written, oral, diagram or other forms.

Approved by: _____ Date:

Job Description – Battalion Chief

La Veta Fire Protection District

POSITION TITLE: Battalion Chief

SUPERVISED BY: Deputy Chief or above

POSITION DESCRIPTION:

This is professional work in the supervision of and participation in firefighting, emergency medical services, prevention, hazardous material mitigation, investigation, training, and rescue work. Work involves responsibility for the activities in an assigned bureau or of a suppression company on an assigned shift/incident. It also involves the responsibility for the initiation, application, and practice of proper safety rules for oneself and one's crew, for their mutual cooperation in completing work assignments, and for their adherence to departmental regulations, policies, and methods. The work also involves a measure of public relations. A Battalion Chief exercises considerable independence in the performance of duties and receives general guidance from a superior.

MINIMUM QUALIFICATIONS:

- Colorado State Emergency Medical Technician certificate.
- LVFPD recognized Fire Officer 1 certification.
- NWCG Engine (ENGB) qualification and Incident Command Type 4 (ICT4), including appropriate work capacity test.
- Commercial Driver's License, Class B, with Air Brake and Tanker endorsement.
- Must pass in-depth background check, which includes fingerprinting
- Must be physically able to fulfill the duties and responsibilities and pass a physical examination
- Must be willing to work all shifts, weekends, holidays as required
- Suitable experience may substitute for specific qualifications at the discretion of the Fire Chief.

PREFERRED QUALIFICATIONS:

- LVFPD recognized Fire Officer 2 certification.

DUTIES AND RESPONSIBILITIES:

- Performs administrative duties such as calling roll, reporting personnel complements, assigning housekeeping duties and training to subordinates;

Job Description – Battalion Chief

La Veta Fire Protection District

supervises the work and training, oversees the repair and maintenance of equipment, and completes or reads reports and other documents.

- The sound of alarms ensures that personnel are at their posts with seat belts engaged and that the station is secure.
- Consults map enroute for locations of emergencies, radios approach information, and give orders for staffing fire hydrants.
- At emergency scenes determines where to locate equipment, determines whether rescue or evacuation is necessary, dispatches personnel, administers Emergency Medical treatment to ill or injured persons, calls in additional alarms, if warranted, and participates in firefighting activities.
- Implement procedures to evaluate the nature of fires and to determine the possible presence of hazardous materials.
- Briefs superiors upon their arrival as to the particulars of the emergency scenes.
- Monitors the condition of personnel for fatigue, heat exhaustion, and injuries, and makes assignment changes as needed.
- Supervises and participates in salvage and clean up work after the emergencies have been resolved and ensures that measures to secure the scenes are taken.
- Makes estimates of losses and costs of repair of damaged structures, and notifies owners, if possible.
- Returns to the station to prepare for subsequent emergency calls and oversee the cleaning and reconditioning of equipment.
- Completes incident report forms or assigns that reports be completed, forwards and files documentation, enters data into the stations daybook, and briefs the next shift officer.
- Relays information to arson investigators that may assist them in their work and testifies in court cases concerning actions and situations at emergency scenes.
- If engaged in arson investigation activities, responds to fire calls, determines whether they are still or working, seeks out suspicious looking individuals and notes the characteristics of the scenes to determine if arson has been committed.
- Administers training, completes progress reports on probationary employees, participates in the candidate confirmation process, and assists in administering physical agility testing.
- Reviews and Updates Street and hydrant maps and map books.
- Plans, makes appointments, and conducts inspections of buildings within the area of responsibility, checking for hazards, fire code violations, and the physical condition of buildings, including exits, fire escapes, and fire extinguishers.

Job Description – Battalion Chief

La Veta Fire Protection District

- Performs community relations duties such as leading tours of the stations, giving presentations to school and civic groups, and conducting fire drills at schools, hospitals, and other large facilities.
- Performs other related duties as assigned or as the situation dictates within the scope of this classification.
- Communicates clearly using portable radios and digital communication devices from emergency scenes.
- Position is subject to hazards. Working in limited visibility, proximity to electrical currents, and moving mechanical parts and equipment, exposure to infectious diseases, hazardous chemicals, fumes, odors, mist, dust, gases or poor ventilation. Position is subject to all environmental conditions indoors and outdoors. Position is required to wear self-contained breathing apparatus to complete portions of the job essential functions.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to convey to subordinates complete, concise instructions including expectations and time frames.
- Ability to read, analyze and interpret documents such as professional journals, technical procedures, operating and maintenance instructions, and internal department correspondence.
- Ability to evaluate subordinate(s) performance.
- Ability to write detailed reports, and business correspondence.
- Ability to speak effectively before groups of peers, civic organizations, and the general public.
- Ability to calculate figures and amounts such as percentages, areas, volumes, and ability to apply basic concepts of algebra and geometry.
- Ability to make sound judgments under stressful conditions.
- Ability to interpret and apply training and skills to practical situations through instructions given in written, oral, diagram or other forms.

Approved by: _____ Date: