

**LA VETA FIRE PROTECTION DISTRICT**

**La Veta Fire Station  
100 Birch St  
La Veta, Colorado  
MINUTES**

October 9, 2025 @ 6:00pm

Present: Directors Schmidt, Gripka and Valdez were in attendance. Director Shrout attended via Zoom. Director Lard was absent.

Staff: EMS Director Dave Mower, Fire Chief Ron Jameson, and Administrative Assistant Tressan Passarelli were in attendance.

Guests: Cindy Jameson was in attendance.

**Call to Order – Pledge - Roll Call**

**Minutes**

- Minutes from September 11, 2025: Motion to approve the minutes made by Shrout. Seconded by Valdez. Shrout, Schmidt & Valdez voted aye. Gripka abstained. Motion Carried.

**Public Forum**

- None

**Guests, Correspondence, and Presenters**

- None

**Treasurer's Report (attached)**

- Treasurer's Report read by Schmidt. Motion to accept Treasurer's Report as read made by Valdez. Seconded by Shrout. Motion carried.

**Fire Chief Report (attached)**

- Jameson: Auxiliary is asking if the board will help pitch in for the Christmas Party for the volunteers this year. Motion to put in \$2,000.00 for the volunteer Christmas Party made by Valdez. Seconded by Gripka. Roll call vote. Schmidt, yes. Shrout, yes. Gripka, yes. Valdez, yes. Lard, absent. Motion carried.
- Jameson: I have attached 2 new job descriptions for the board to think about. Schmidt: We will look at these and put them on the agenda for next month. Can you do a chain of command for us to look at? Jameson: yes, I can get that done. This will make a more cohesive department. Mower: This will pull us together to make us one department. Every officer will need to be an EMT and a Firefighter. This way they can work both sides in the department to make it one. Jameson: We are trying to improve the standards of this department.

## EMT Director's Report (attached)

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## Administrator's Report (attached)

- NM Medicaid: Passarelli: We have a PT that is on NM Medicaid. We have to apply to be a provider for NM Medicaid. The process is extensive, and we have to apply for a code from the state. Schmidt: I think we should have Passarelli look into it and see what needs to be done.

## Old Business

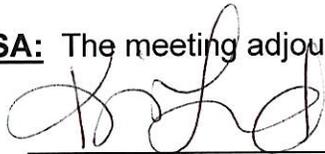
- Ballot Question: C. Jameson: I brought the pamphlet from One Vision that went out to all the property owners. Those have all gone out. Ballots will go out on the 10<sup>th</sup> through the 17<sup>th</sup>. I will put a notice of election in the window. Everything is going as planned. It's all mail in ballots.
- Kitchen: Schmidt: The electric needs just 1 adjustment for the stove and hood. I spoke with Chambers and he will go in and sign the building permit. The dry wall needs to be finished so the electrical can be finished. Chambers stated he would feel comfortable with Dearmin doing it. He will also contact the dry wall guys in Pueblo to see how much they will charge. He will get back to me with a cost. Then we can start looking for cabinets. We would like a couple of locking cabinets and then the rest is whatever the auxiliary wants.

## New Business

- Budget Draft: Budget Draft was presented, read aloud and attached hereto. We will adjust the Emergency fund to the expenses. Motion to accept budget draft for 2026 made by Valdez. Seconded by Gripka. Motion carried.

**Executive Session** – not needed.

\* **MSA:** The meeting adjourned at 7:44 pm



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Keri Lard, Secretary







## Savings, Reserves and Loans

	Balance					Int Rate
	June	July	August	September	△	
70-715-5 Checking (FNBT)	92,330	109,409	77,468	71,607	(5,861)	0.10%
Petty cash	100	100	100	100	100	
<b>Colotrust Reserve Accounts</b>						
8001 General (Operations)	74,586	74,863	75,142	75,409	267	4.37%
8002 Cap Reserve (Stipends)	29,997	30,109	30,220	30,328	108	4.37%
8003 Cap Reserve (Primary)	34,511	34,639	34,768	34,891	123	4.37%
8005 Cap Reserve (Organizational)	2,982	2,993	3,004	3,015	11	4.37%
8006 Cap Reserve (Legal)	35,850	35,983	36,117	36,245	128	4.37%
Operating Accounts Total	167,016	184,372	152,710	147,116	(5,594)	
Capital Reserve Accounts Total	103,340	103,724	104,109	104,479	370	
<b>Total Funds</b>	270,356	288,096	256,819	251,595	(5,224)	

Building Loans					Payments		
	Note holder	Rate	Term	Ending	Balance	PI	Frequency
	San Isabel Electric Ass'n (REDG)	0.00%	10 yr	2026	27,500	2,500	Monthly
	Fowler State Bank (1)	3.75%	25 yr	2040	429,616	38,041	Annual

next interest eval 10/2025

## La Veta Fire Protection District Transaction Detail By Account

September 2025

	Date	Name	Amount
<b>600 · Administration - Fixed Costs</b>			
<b>601 · Salary - Emp &amp; Directors</b>			
	09/02/2025	QuickBooks Payroll Service	1.75
	09/05/2025	Tressan R Passarelli	1,795.00
	09/11/2025	Tucker Shrout	100.00
	09/11/2025	Keri Lard	100.00
			<u>1,996.75</u>
Total 601 · Salary - Emp & Directors			
<b>602 · Administrative Expense</b>			
	09/05/2025	Hostgator	10.49
	09/08/2025	Adobe Acrobat	39.98
	09/11/2025	Emergency Solutions, Inc.	150.00
	09/15/2025	The Trophy Shop Inc.	137.15
	09/15/2025	Fire Science Nutrition	80.98
	09/15/2025	Special District Assoc. of Colorado	175.00
	09/22/2025	Wal Mart	36.30
	09/22/2025	Quick Books - Intuit Payroll	77.00
			<u>706.90</u>
Total 602 · Administrative Expense			
<b>603 · Insurance</b>			
		<b>Work Comp</b>	<b>13.40</b>
Total 603 · Insurance			
<b>604 · Professional &amp; Legal Services</b>			
	09/30/2025	1Vision	1,209.39
			<u>1,209.39</u>
Total Election Expense			
Total 604 · Professional & Legal Services			
<b>606 · Utilities &amp; Phones</b>			
<b>606.1 · La Veta Station</b>			
	09/11/2025	Town of La Veta	85.00
	09/11/2025	Mountain Disposal	55.00
	09/15/2025	San Isabel Electric	336.76
			<u>476.76</u>
Total 606.1 · La Veta Station			
<b>606.2 · Cuchara Station</b>			
	09/11/2025	Cucharas Sanitation & Water District	110.00
	09/15/2025	San Isabel Electric	61.23
			<u>171.23</u>
Total 606.2 · Cuchara Station			
<b>606.3 · Other Utilities</b>			
	09/15/2025	San Isabel Electric	38.00
			<u>38.00</u>
Total 606.3 · Other Utilities			
Total 606 · Utilities & Phones			
<b>607 · Treasurer's Fees</b>			
	09/10/2025		193.39
			<u>193.39</u>
Total 607 · Treasurer's Fees			
<b>609 · New Station Loans</b>			
<b>609.3 · New Stn. - SIEA REDLG Principal</b>			

## La Veta Fire Protection District Transaction Detail By Account

September 2025

	<u>Date</u>	<u>Name</u>	<u>Amount</u>
	09/15/2025	San Isabel Electric - REDLG	2,500.00
Total 609.3 · New Stn. - SIEA REDLG Principal			2,500.00
Total 609 · New Station Loans			2,500.00
Total 600 · Administration - Fixed Costs			7,305.82
<b>620 · Fire Department</b>			
<b>621 · Expenses</b>			
	09/11/2025	Pro Com	38.00
Total 621 · Expenses			38.00
<b>622 · Salaries</b>			
<b>622.2 · Fire Chief Salary</b>			
	09/05/2025	Ronald C Jameson	1,000.00
Total 622.2 · Fire Chief Salary			1,000.00
Total 622 · Salaries			1,000.00
<b>624 · Equipment</b>			
<b>624.2 · Equip Repairs</b>			
	09/11/2025	Complete Wireless Technologies	900.00
Total 624.2 · Equip Repairs			900.00
Total 624 · Equipment			900.00
<b>625 · Training</b>			
	09/15/2025	Colorado State Fire Chiefs	1,485.00
Total 625 · Training			1,485.00
Total 620 · Fire Department			3,423.00
<b>630 · EMS Department</b>			
<b>631 · EMS Expense</b>			
<b>631.2 · EMS Other Medical Expenses</b>			
	09/11/2025	Airgas USA LLC	230.05
Total 631.2 · EMS Other Medical Expenses			230.05
<b>631 · EMS Expense - Other</b>			
	09/11/2025	John Deere Financial	23.98
Total 631 · EMS Expense - Other			23.98
Total 631 · EMS Expense			254.03
<b>632 · EMS Director Salary</b>			
	09/05/2025	David E. Mower	1,000.00
Total 632 · EMS Director Salary			1,000.00
<b>633 · EMS Incentives/Salaries</b>			
<b>633.1 · EMS Incentives/Shifts</b>			
Total 633 · EMS Incentives/Salaries			3,417.54
Total 630 · EMS Department			4,671.57
<b>TOTAL</b>			<b>15,400.39</b>

## La Veta Fire Protection District

### Check Detail

September 2025

Date	Name	Account	Original Amount
09/03/2025	Leroy Neal Ottis, JR	621 · Expenses	-7,137.70
09/08/2025	QuickBooks Payroll Service	2110 · Direct Deposit Liabilities	-5,300.71
09/15/2025	San Isabel Electric - REDLG	609.3 · New Stn. - SIEA REDLG Principal	-2,500.00
09/15/2025	Colorado State Fire Chiefs	625 · Training	-1,485.00
09/30/2025	1Vision	Profession Fees	-1,209.39
09/11/2025	Complete Wireless Technologies	624.2 · Equip Repairs	-900.00
09/15/2025	San Isabel Electric	<b>606 - Utilities</b>	<b>-435.99</b>
	606.3 · Other Utilities	-38.00	
	606.2 · Cuchara Station	-61.23	
	606.1 · La Veta Station	-336.76	
09/11/2025	Airgas USA LLC	631.2 · EMS Other Medical Expenses	-230.05
09/15/2025	Special District Assoc. of Colorado	602 · Administrative Expense	-175.00
09/11/2025	Emergency Solutions, Inc.	<b>602 - Administrative Expense</b>	<b>-150.00</b>
09/15/2025	The Trophy Shop Inc.	602 · Administrative Expense	-137.15
09/11/2025	Cucharas Sanitation & Water District	606.2 · Cuchara Station	-110.00
09/11/2025	Tucker Shrout	601 · Salary - Emp & Directors	-100.00
09/11/2025	Keri Lard	601 · Salary - Emp & Directors	-100.00
09/11/2025	Town of La Veta	606.1 · La Veta Station	-85.00
09/15/2025	Fire Science Nutrition	602 · Administrative Expense	-80.98
09/22/2025	Quick Books - Intuit Payroll	602 · Administrative Expense	-77.00
09/11/2025	Mountain Disposal	606.1 · La Veta Station	-55.00
09/08/2025	Adobe Acrobat	602 · Administrative Expense	-39.98
09/11/2025	Pro Com	621 · Expenses	-38.00
09/22/2025	Wal Mart	602 · Administrative Expense	-36.30
09/11/2025	John Deere Financial	631 · EMS Expense	-23.98
09/05/2025	Hostgator	602 · Administrative Expense	-10.49
09/02/2025	QuickBooks Payroll Service	601 · Salary - Emp & Directors	-1.75

## La Veta Fire Protection District Deposit Detail September 2025

Date	Name	Account	Amount
09/30/2025		320.1 · Checking Interest	6.48
09/30/2025		320.9 · ColoTrust - Organizational Fund	10.68
09/29/2025		1499 · Undeposited Funds	100.00
09/30/2025		320.6 · ColoTrust - Capital Reserve Int	107.47
09/11/2025		1499 · Undeposited Funds	109.66
09/30/2025		320.7 · ColoTrust-Primary Cap.Reserve	123.65
09/30/2025		320.10 · ColoTrust - Legal Exp. Int	128.45
09/02/2025		701 - Fuel Tax Refund	142.68
09/19/2025		1499 · Undeposited Funds	196.87
09/30/2025		320.5 · Colo Trust - Operating Interest	267.24
09/22/2025		<b>101 · Huerfano Branch Checking</b>	<b>302.97</b>
	371 · Gross EMS Charges		-25.00
	1499 · Undeposited Funds		-202.97
	1499 · Undeposited Funds		-75.00
09/09/2025		1499 · Undeposited Funds	578.12
09/24/2025		1499 · Undeposited Funds	683.33
09/30/2025		1499 · Undeposited Funds	783.39
09/15/2025		1499 - Undeposited Funds	836.66
09/17/2025		<b>1499 - Undeposited Funds</b>	<b>871.72</b>
09/03/2025		<b>1499 - Undeposited Funds</b>	<b>2,678.36</b>
09/10/2025			<b>7,572.74</b>
	311 · Current Property Tax		-3,637.80
	312.2 · Back Taxes		-0.19
	312.2 · Back Taxes		-2,409.80
	312.3 · Back Tax Interest		-274.39
	312.1 · Current Tax Interest		-124.39
	312.3 · Back Tax Interest		-0.04
	313 · Specific Ownership Taxe		-1,319.52
	607 · Treasurer's Fees		193.39

# Chiefs Report 10-9-2025

## Department meetings

Second Saturday of each month at 8:00 AM.

## Training for the month

Flight for life, report training.

## Truck and equipment

## Grant

Need to be looking for more grants

## Volunteers

No new volunteers

## Fire Calls

1 Mutual aid

1 Auto accident

2 Wild Land

1 Fire

## Burn Permits

1 Burn permits

## County information

## Stations

Station 1 repairs needed on heating system Sam Morningstar is working on it.

## Time and Miles

Hours 56

Miles 109

**La Veta Fire Protection District**  
**EMS Monthly Report**  
**August 2025**  
**Board of Director's Meeting**  
**September 11, 2025**

**Training:** Training for August was held on 9/09/2025. Training consisted of Trauma Emergencies including Splinting and Bandaging. It was instructed by Mark Brunner and Ray Smittle from Cuchara Mtn Resort Ski Patrol. I was informed that the training was very good and informative. \$ EMT's are currently in the process of getting registered and will soon be taking the IV Qualification class through ST. Anthony's Hospital in Denver. Norma and I have been approved as Instructor through St. Anthony's and will teach the skills portion of the class. All Clinicals will be done either on actual calls in the ambulances or in the SPRHD Emergency Department.

**Maintenance:** No maintenance on any ambulances was required in the month of September.

**EMS Grant:** I will be pursuing a CDPHE EMS Grant in 2026 to replace Rescue 2 with a new ambulance. It is a 1999 model and beginning to require maintenance and is rattling a lot overall. I will also be evaluating Rescue 3 for replacement or upgrade Due to the poor suspension in that unit. It is not comfortable or possibly even unsafe to transport patients due to roughness of its ride. It is also difficult to work in due to the way it is arranged and can only transport a single patient. I will report more in the coming months.

**Personnel & Applications:** No new applications have been received for membership in August.

**EMS Calls:** There were 24 calls for service in September. 8 Patients were transported to SPRHC. 16 PCR's resulted in no transport. (see attached report)

Incident Date Time	Response EMS Response Number (eResponse.04)	Disposition Destination Full Address	Disposition Destination Name Delivered Transferred To (eDisposition.01)	Incident Crew Member Full Name List (eCrew.01)	Incident Crew Member Name Completing This Report (eOther.08)
09/01/2025 17:37:27	250901187	23500 US HWY 160 Walsenburg, CO, 81089	SPANISH PEAKS REGIONAL HEALTH CENTER	David E Mower, Gabriel Vigil, Justin Jameson	Gabriel Vigil
09/03/2025 03:37:26	250903188			Lukas Dearmin, Meagan Owens	Meagan Owens
09/05/2025 16:00:46	250905189	23500 US HWY 160 Walsenburg, CO, 81089	SPANISH PEAKS REGIONAL HEALTH CENTER	Meagan Owens, Gabriel Vigil	Meagan Owens
09/05/2025 19:00:05	250930210			Meagan Owens, Gabriel Vigil	Meagan Owens
09/05/2025 16:00:10	250930209			Meagan Owens, Gabriel Vigil	Meagan Owens
09/06/2025 20:05:54	250907195			Meagan Owens	Meagan Owens
09/06/2025 20:05:54	250907194			Meagan Owens	Meagan Owens
09/06/2025 20:05:54	250906191			Meagan Owens	Meagan Owens
09/06/2025 20:05:54	250906190			Meagan Owens	Meagan Owens
09/06/2025 20:05:54	250906192			Meagan Owens	Meagan Owens
09/06/2025 20:05:54	250906193	23500 US HWY 160 Walsenburg, CO, 81089	SPANISH PEAKS REGIONAL HEALTH CENTER	Malea Schmidt, Norma Mower, David E Mower	David E Mower
09/07/2025 15:09:03	250907196	23500 US HWY 160 Walsenburg, CO, 81089	SPANISH PEAKS REGIONAL HEALTH CENTER	Meagan Owens, David E Mower	David E Mower
09/14/2025 20:22:01	250916198			Meagan Owens, Justin Jameson	Meagan Owens
09/16/2025 17:08:00	250916199	23500 US HWY 160 Walsenburg, CO, 81089	SPANISH PEAKS REGIONAL HEALTH CENTER	Meagan Owens, David E Mower, Norma Mower	Norma Mower
09/17/2025 10:06:13	250917200			Justin Jameson, Meagan Owens	Meagan Owens
09/18/2025 13:31:14	250919202			Meagan Owens, Justin Jameson	Meagan Owens
09/19/2025 12:11:46	250919201			David E Mower, Meagan Owens	Meagan Owens
09/19/2025 21:27:49	250919203	23500 US HWY 160 Walsenburg, CO, 81089	SPANISH PEAKS REGIONAL HEALTH CENTER	Justin Jameson, David E Mower	David E Mower
09/21/2025 11:08:09	250921204	23500 US HWY 160 Walsenburg, CO, 81089	SPANISH PEAKS REGIONAL HEALTH CENTER	Meagan Owens, Gabriel Vigil	Meagan Owens
09/23/2025 22:35:30	250923205			Justin Jameson, Gabriel Vigil, David E Mower	David E Mower
09/26/2025 16:00:15	250930211			Meagan Owens, Gabriel Vigil	Meagan Owens
09/26/2025 17:50:30	250930213			Meagan Owens, Gabriel Vigil	Meagan Owens
09/26/2025 19:00:09	250930212			Meagan Owens, Gabriel Vigil	Meagan Owens
09/26/2025 19:46:39	250926208			Norma Mower, Justin Jameson, David E Mower	Norma Mower

### Report Filters

Incident Date: is between '9/1/2025' and '9/30/2025'  
 Agency Name (Dagency.03): is in 'La Veta Fire Protection District'

# **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:

## Administrator/Administrative Assistant Report

- Office Information/Documentation that you feel I have not done or missed please let me know. If you do it and I have done it, then I get emails stating the information is conflicting.
- Supplies! If we need something, text me or email me or order it on Amazon
- JADE Billing at Station 2
- Supplies for the printer will be here tomorrow. Someone please check the doors for delivery.