

**LA VETA FIRE PROTECTION DISTRICT**

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

February 12, 2026 @ 6:00pm

Present: Directors Schmidt, Shrout, Lard, Gripka (entered at 6:02pm), and Valdez were in attendance.

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

Guests: No guests were in attendance.

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

**Minutes**

- Minutes from January 8, 2026: Motion to approve the minutes made by Shrout. Seconded by Valdez. Director Gripka, absent. Motion Carried.
- Summary from January 12, 2026: Valdez noticed her name was missing from the list of Directors present for the workshop. Motion to approve the summary with correction made by Shrout. Seconded by Valdez. Motion carried.

**Public Forum**

- None

**Guests, Correspondence, and Presenters**

- We received a donation of \$500 made by Swinchoski Family. We will send a thank you letter.

**Treasurer's Report**

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

**Fire Chief Report (report attached)**

- 

**EMT Director's Report (report attached)**

- 

**Administrator's Report (report attached)**

- Audit and/or Review. Passarelli will contact the CPA for a price on the review for 2025.

\*MSA = Moved, Seconded and Approved (unanimously unless otherwise indicated)

## **Old Business**

- New Department Job Descriptions: Motion to approve the job descriptions for Deputy Fire Chief and Battalion Chief as presented made by Shrout. Seconded by Gripka. Motion carried.
  - We will set a Workshop for March 2, 2026 at 6:00pm to go over the Fire Chief Job description. Also, if we have time we will do an SOPs review.
- Kitchen Project: The cabinets have been ordered. The fridge, microwave, sink and faucet were purchased by the QRT and they are in the room. We have contracted with Wood Revolutions for the cabinets.
- DFPC Grant: Grant was completed. We put in for TICs.

## **New Business**

- IaR vs Response Master: Jameson requested we turn off the paging on IaR and just use Response Master. We will keep IaR for messaging for now until we find something else or decide to keep it.
- EMS Policies: Motion to accept the following EMS policies: Ambulance Decommissioning Policy, Communications Equipment Policy, Complaint Management Policy, Continuous Quality Improvement (CQI)/Quality Assurance (QA) Program Policy, Ambulance Minimum Equipment List Policy, Mandatory Incident Reporting Policy, Patient Records and Records Retention Policy, Patient Rights and Safety Policy, Permanent Closure Procedures Policy, Personnel Records Policy, Provider Credential Verification Policy, Role Qualifications and Responsibilities, Training and Orientation Policy, Preventative Maintenance Policy, and Verbal and Written Patient Care Reports Policy, as mandated by the State of Colorado and presented to the board, made by Shrout, Seconded by Valdez. Motion carried.

**Executive Session** – not needed.

\* **MSA**: The meeting adjourned at 7:09pm



Keri Lard, Secretary

## 2025 Actuals vs. Budget

JANUARY			TOTAL 2026		
Actuals	Budget	Variance	JAN Actuals	Budget	% of Budget Remaining
<b>Revenue</b>					
1,184	16,013	-14,829	1,184	192,161	0.6%
83	42		83	500	16.6%
0	17		0	200	
0	3		0	30	
0	0		0	0	0.0%
61	0		0	730	0.0%
1,330	1,667		1,330	20,000	6.7%
2,597	17,741	-15,144	2,597	212,891	1.2%
<b>Total Revenue from Huerfano County</b>					
3	4		3	50	6.0%
119	83		119	1,000	
101	250		101	3,000	
100	83		100	1,000	
115	79		115	950	
10	8		10	100	
0	0				
448	508	-60	448	6,100	7.3%
0	0		0		
1,000	125		1,000	1,500	66.7%
1,000	125	875	1,000	1,500	66.7%
0	0				0.0%
12,500				150,000	
0	0				
0	0				
17,416	19,167		17,416	230,000	7.6%
-9,437	-7,500		-9,437	-90,000	10.5%
0	0				0.0%
0	0				
5	0			60	0.0%
0	0				
0	0				
7,979	10,005	-2,026	7,979	120,060	6.6%
0	0				
125	0			1,500	
0	0				
292	0			3,500	0.0%
1,892	0		1,892		-1,892
0	0				0
0	0				0
1,892	417		1,892	5,000	37.8%
0	0				
0	0				
0	0				
0	0				
0	0				
0	42		0	500	0.0%
0					500

## 2025 Actuals vs. Budget

	JANUARY			TOTAL 2026		
	Actuals	Budget	Variance	Actuals	Budget	% of Budget Remaining
<b>Total Revenue</b>	13,916	41,338	-27,421	13,916	496,051	2.8%
<b>Expense</b>	0	0	0			
600 · Administration Costs	0	0	0			
601 · Salary - Employees	1,665	2,200	535	1,665	26,400	6.3%
601.1 Director Stipend	200	500		200	6,000	
602 · Administrative Expense	1,458	1,458	0		17,500	
602.1 · Administrative Fuel	0	0	0			
602 · Administrative Expense - Office	1,980	0	0	1,980		
602.3 Administrative Expense-Training	499			499		
<b>Total 602 - Administrative Expense</b>	1,980	1,458	-521	1,980	17,500	11.3%
603 · Insurance	26,202	2,958	-23,244	26,202	35,500	73.8%
604 · Professional & Legal Services	520	833	313	520	10,000	5.2%
605 · Stations, Bldgs & Grounds	1,667	1,667	0		20,000	0.0%
606 · Utilities & Phones	0	0	0			
606.1 · La Veta Station	2,111	1,458	653	2,111	17,500	12.1%
606.2 · Cuchara Station	486	417	69	486	5,000	9.7%
606.3 · Other Utilities	37	42	-5	37	500	7.4%
606 · Utilities	0	0	0			0.0%
<b>Total 606 · Utilities &amp; Phones</b>	2,634	1,917	-717	2,634	23,000	11.5%
607 · County Treasurer's Fees	38	542	504	38	6,500	0.6%
<b>Total 607 · County Treasurer's Fees</b>	38	542	504	38	6,500	0.6%
609 · New Station Loans	0	0	0			
609.1/2 · New Station Loans - Other	5,670	5,670	0		68,041	0.0%
609.3 · New Stn. - SIEA REDLG Principal	2,500	2,500	0	2,500	30,000	8.3%
<b>Total 609 · New Station Loans</b>	2,500	8,170	5,670	2,500	98,041	2.6%
610 · Communications	92	92	0		1,100	0.0%
611 - District Administrator	0	0	0			0.0%
612 - Payroll incl Bank Service charges	40	8	-32	40	100	40.0%
600 · Administration - Fixed Costs - Reserve	1,226	1,226	0		14,717	0.0%
<b>Total 600 · Administration Expenses</b>	36,278	21,572	-14,706	36,278	258,858	14.0%
<b>620 · Fire Department</b>	0	0	0			0.0%
621 · Fed/State Fire Expense	0	0	0			
622 · Salaries	1,000	1,200	200	1,000	14,400	6.9%
622.2 · Fire Chief Salary	0	0	0			
622 · Salaries - Other	1,000	1,200	200	1,000	14,400	6.9%
<b>Total 622 · Salaries</b>	1,000	1,200	200	1,000	14,400	6.9%
623 · Incentives/Salaries	1,083	1,083	0		13,000	0.0%
624 · Equipment	88	83	-5	88	1,000	8.8%
624.1 · Fuel	1,661	833	-828	1,661	10,000	16.6%
624.2 · Equip Repairs	-514	167	681	-514	2,000	-25.7%
624.3 - PPE	181	417	236	181	5,000	3.6%
624 · Equipment - Other	1,416	1,500	84	1,416	18,000	7.9%
<b>Total 624 · Equipment</b>	833	833	0		10,000	0.0%
625 · Training	42	42	0		500	0.0%
626 · Public Education	0	0	0			
628.1 SCBAs	133	133	0		1,600	0.0%
628.2 Pumps						

## 2025 Actuals vs. Budget

JANUARY			TOTAL 2026		
Actuals	Budget	Variance	JAN Actuals	Budget	% of Budget Remaining
	83			1,000	
	283			3,400	
	292			3,500	
0	792	792	0	9,500	0.0%
75	0		75		100.0%
2,491	5,450	2,959	2,491	65,400	3.8%
	0				
	0				
154	83		154	1,000	15.4%
623	667		623	8,000	7.8%
777	1,500	723	777	18,000	4.3%
1,000	1,200	200	1,000	14,400	6.9%
2,465	3,333	868	2,465	40,000	6.2%
469	833	-364	469	10,000	4.7%
603	333	-269	603	4,000	15.1%
	0				
293	260	-43	293	3,000	9.8%
1,750	2,250	500	1,750	27,000	6.5%
	83			1,000	0.0%
2,043	2,583	540	2,043	31,000	6.6%
	0		-2,773		
400	417	17	400	5,000	8.0%
400	417	17	2,373	5,000	0.0%
	25			300	0.0%
7,757	10,225	2,468	4,984	122,700	4.1%
	0				
0	417	417		5,000	5.000
	0			0	0
	0				
	0				
	0				
	0				
	0				
0	417	417	0	5,000	0.0%
46,525	37,663	8,862	43,753	451,958	9.7%
-32,609	0	-32,609	-29,837		
	0				
	0				
	0		0		
	0		0		
-32,609	0	-32,609	-29,837		

## Deposit Detail

Date	Name	Account	Amount
01/31/2026		320.1 · Checking Interest	2.70
01/31/2026		320.9 · ColoTrust - Organizational Fund	9.94
01/14/2026		371 · Gross EMS Charges	50.00
01/19/2026		371 · Gross EMS Charges	84.48
01/31/2026		320.6 · ColoTrust - Capital Reserve Int	99.87
01/31/2026		320.5 · Colo Trust - Operating Interest	100.89
01/31/2026		320.7 · ColoTrust-Primary Cap.Reserve	114.89
01/31/2026		320.10 · ColoTrust - Legal Exp. Int	119.38
01/14/2026		1499 · Undeposited Funds	164.04
01/14/2026		1499 · Undeposited Funds	173.46
01/14/2026		371 · Gross EMS Charges	200.00
01/21/2026		<b>371 - Gross EMS Charges</b>	<b>365.00</b>
01/19/2026		<b>DLG Grant</b>	<b>392.00</b>
01/30/2026		1499 · Undeposited Funds	410.16
01/30/2026		1499 · Undeposited Funds	490.00
01/07/2026		624.3 · Personnel Protective Equipment	514.13
01/19/2026		1499 · Undeposited Funds	516.61
01/22/2026		<b>1499 - Undeposited Funds</b>	<b>817.76</b>
01/12/2026		330 · Donations	1,000.00
01/30/2026		383 · HCFMLD Grant	1,500.00
01/30/2026		<b>1499 - Undeposited Funds</b>	<b>2,031.42</b>
01/12/2026		<b>Taxes</b>	<b>2,559.01</b>
	311 · Current Property Tax		-1,184.35
	312.1 · Current Tax Interest		-82.87
	313 · Specific Ownership Taxes		-1,329.81
	607 · Treasurer's Fees		38.02

	Name	Memo	Amount
<b>600 · Administration - Fixed Costs</b>			
<b>601 · Salary - Emp &amp; Directors</b>			
	Tressan R Passarelli	Direct Deposit	1,665.00
Total 601 · Salary - Emp & Directors			<u>1,665.00</u>
<b>601.1 · .1 Director Stipend</b>			
	Keri Lard	December Board Meeting	100.00
	Tucker Shrout	December Board Meeting	100.00
Total 601.1 · .1 Director Stipend			<u>200.00</u>
<b>602 · Administrative Expense</b>			
<b>602.3 - Admin Training</b>			
	First Responder Grants, LLC	Grant Class	499.00
Total 602.3 - Admin Training			<u>499.00</u>
<b>602 · Administrative Expense - Other</b>			
	Adobe Acrobat		39.98
	Amazon	Office Supplies	114.81
	Hostgator		10.49
	John Deere Financial	Acct. # 11113-41476	70.40
	Valero Fleet	#0496006870125	10.00
	Valero Fleet	Interest	7.94
	Emergency Solutions, Inc.	Customer ID CO-05530	150.00
	US Post Office	Stamps	78.00
	The Computer Kernel	3795	170.00
	Quick Books - Intuit Payroll	Annual Fee	887.00
	Gobin's, Inc.	Copy Machine	348.52
	Valero Fleet	#0496006870125	85.00
	Valero Fleet	Interest	7.49
Total 602 · Administrative Expense - Other			<u>1,979.63</u>
Total 602 · Administrative Expense			<u>2,478.63</u>
<b>603 · Insurance</b>			
	Work Comp	Direct Deposit	12.26
	CO Special Dist. Property & Liab. Pool	P&LC	23,587.00
	Highstreet	Group Life/AD&D	403.00
	Highstreet	Group Accident & Health	2,200.00
Total 603 · Insurance			<u>26,202.26</u>
<b>604 · Professional &amp; Legal Services</b>			
	Collins Cole Flynn Winn & Ulmer, PLLC 8493		520.00
Total 604 · Professional & Legal Services			<u>520.00</u>
<b>606 · Utilities &amp; Phones</b>			
<b>606.1 · La Veta Station</b>			
	La Veta Propane		1,270.29
	Town of La Veta		89.00
	Mountain Disposal		55.00
	San Isabel Electric	3943400	321.42
	Jade Communicaitons	Acct. # 00060485-1	180.60
	Jade Communicaitons	Acct. # 00060485-1	11.52
	Jade Communicaitons	Acct. # 00060485-1	180.60
	Jade Communicaitons	Acct. # 00060485-1	2.48
Total 606.1 · La Veta Station			<u>2,110.91</u>

<b>606.2 · Cuchara Station</b>			
	Cucharas Sanitation & Water District		110.00
	La Veta Propane		138.60
	San Isabel Electric	1706800	134.22
	Jade Communicaitons	Acct. # 00060485-1	Inv. # 10C 63.20
	Jade Communicaitons	Acct. # 00060485-1	Inv. # 10C 39.58
Total 606.2 · Cuchara Station			<u>485.60</u>
<b>606.3 · Other Utilities</b>			
	San Isabel Electric	1587500	37.38
Total 606.3 · Other Utilities			<u>37.38</u>
Total 606 · Utilities & Phones			<u>2,633.89</u>
<b>607 · Treasurer's Fees</b>			
	Deposit		38.02
Total 607 · Treasurer's Fees			<u>38.02</u>
<b>609 · New Station Loans</b>			
<b>609.3 · New Stn. - SIEA REDLG Principal</b>			
	San Isabel Electric - REDLG		2,500.00
Total 609.3 · New Stn. - SIEA REDLG Principal			<u>2,500.00</u>
Total 609 · New Station Loans			<u>2,500.00</u>
Total 600 · Administration - Fixed Costs			<u>36,237.80</u>
<b>620 · Fire Department</b>			
<b>622 · Salaries</b>			
<b>622.2 · Fire Chief Salary</b>			
	Ronald C Jameson	Direct Deposit	1,000.00
Total 622.2 · Fire Chief Salary			<u>1,000.00</u>
Total 622 · Salaries			<u>1,000.00</u>
<b>624 · Equipment</b>			
<b>624.1 · Fuel</b>			
	Valero Fleet	#0496006870125	87.89
Total 624.1 · Fuel			<u>87.89</u>
<b>624.2 · Equip Repairs</b>			
	John Deere Financial	Acct. # 11113-41476	45.94
	DMJ Services Inc.	2006 F550	1,536.86
	O'Reilly Auto Parts	E41	77.96
Total 624.2 · Equip Repairs			<u>1,660.76</u>
<b>624.3 · Personnel Protective Equipment</b>			
	Motisfirerescue.com	Refund	-514.13
Total 624.3 · Personnel Protective Equipment			<u>-514.13</u>
<b>624 · Equipment - Other</b>			
	UniFirst First Aid + Safety	C228221	181.33
Total 624 · Equipment - Other			<u>181.33</u>
Total 624 · Equipment			<u>1,415.85</u>
<b>620 · Fire Department - Other</b>			
	Colorado State Fire Chiefs		75.00
Total 620 · Fire Department - Other			<u>75.00</u>
Total 620 · Fire Department			<u>2,490.85</u>
<b>630 · EMS Department</b>			
<b>631 · EMS Expense</b>			

<b>631.1 · EMS Medicine Supplies</b>			
	BoundTree Medical	Account #109657	153.99
Total 631.1 · EMS Medicine Supplies			<u>153.99</u>
<b>631.2 · EMS Other Medical Expenses</b>			
	Airgas USA LLC		237.43
	BoundTree Medical	Account #109657	385.25
Total 631.2 · EMS Other Medical Expenses			<u>622.68</u>
Total 631 · EMS Expense			<u>776.67</u>
<b>632 · EMS Director Salary</b>			
	David E. Mower	Direct Deposit	1,000.00
Total 632 · EMS Director Salary			<u>1,000.00</u>
<b>633 · EMS Incentives/Salaries</b>			
<b>633.1 · PR Soc/Med</b>			
	Co. Social/Medicare	Direct Deposit	468.98
Total 633.1 · PR Soc/Med			468.98
<b>633 · EMS Incentives/Salaries - Other</b>			
	David E. Mower	Direct Deposit	300.00
	David E. Mower	Direct Deposit	75.00
	David E. Mower	Direct Deposit	160.00
	Gabriel Vigil	Direct Deposit	75.00
	Gabriel Vigil	Direct Deposit	160.00
	Haley S. Jameson	Direct Deposit	150.00
	Justin S Jameson		300.00
	Justin S Jameson		50.00
	Justin S Jameson		400.00
	Meagan Owens	Direct Deposit	150.00
	Meagan Owens	Direct Deposit	100.00
	Meagan Owens	Direct Deposit	160.00
	Norma Jean Mower	Direct Deposit	225.00
	Norma Jean Mower	Direct Deposit	160.00
Total 633 · EMS Incentives/Salaries - Other			<u>2,465.00</u>
Total 633 · EMS Incentives/Salaries			2,933.98
<b>636 · EMS Equipment</b>			
<b>636.1 · EMS Fuel</b>			
	Valero Fleet	#0496006870125	154.74
	Valero Fleet	#0496006870125	138.20
Total 636.1 · EMS Fuel			<u>292.94</u>
<b>636.2 · EMS Equip Repairs</b>			
	Rocky Mountain Springs & Suspension R1 Repairs		1,749.87
Total 636.2 · EMS Equip Repairs			<u>1,749.87</u>
Total 636 · EMS Equipment			2,042.81
<b>637 · EMS Training</b>			
	Malea Schmidt	Reimb. for EMT Recert App Fee	100.00
	Malea Schmidt	Reimb. for EMT Recert App Fee	25.00
	Jon Puryear EMS CE		240.00
	IDENTOGO	Finger Printing for D Mower	34.50
Total 637 · EMS Training			<u>399.50</u>
Total 630 · EMS Department			<u>7,152.96</u>

635 · EMA Collection Fee - 8.5%

Systems Design

602.58

Total 635 · EMA Collection Fee - 8.5%

602.58

66010 · Bank Service Charges

First National Bank of Trinidad

Incoming wire fees

40.00

Total 66010 · Bank Service Charges

40.00

46,524.19

Savings, Reserves and Loans

	Balance					Int Rate
	October	November	December	January	△	
70-715-5	75,012	54,996	6,696	28,159	21,463	0.10%
Petty cash	100	100	100	100	100	
<b>Colotrust Reserve Accounts</b>						
8001	75,681	75,936	76,190	6,291	(69,899)	3.83%
8002	30,437	30,540	30,642	30,742	100	3.83%
8003	35,017	35,135	35,253	35,368	(29,885)	3.83%
8005	3,025	3,036	3,046	3,056	10	3.83%
8006	36,376	36,498	36,621	36,740	119	3.83%
Operating Accounts Total	150,793	131,032	82,986	34,549	(48,437)	
Capital Reserve Accounts Total	104,855	105,209	135,562	105,905	(29,657)	
<b>Total Funds</b>	255,649	236,241	218,548	140,455	(78,093)	

Building Loans					Payments		
	Note holder	Rate	Term	Ending	Balance	PI	Frequency
	San Isabel Electric Ass'n (REDG)	0.00%	10 yr	2026	20,000	2,500	Monthly
	Fowler State Bank (1)	3.75%	25 yr	2040	429,616	38,041	Annual

7.56%

## Administrator/Administrative Assistant Report

- We received a call on an incident last month at the Library. The caller stated that Haley Jameson and Gabe Vigil needed a commendation. The man stated that they were all very impressed with their demeanor and professionalism. He stated they are a commendable asset to our community!
- It's too late to find an auditor for 2025. We need to look now for one for 2026. However, our CPA offered to do a review. He stated they will do the exemption and then a review. The review is similar to an audit, but less expensive and less paperwork. He stated a full audit is not necessary for our status.
- Contacted Heather at SPARK to see if they can get some added benefits for those who volunteer with us that are over 55yrs old. I am working with her to see what they can do.
- My NERIS training is done. With Response Master, I no longer have to submit incidents to NERIS. Once the volunteer finishes their report in Response Master, it automatically uploads to NERIS. I have checked all the reports for January, and everything is going perfectly.
- February 18<sup>th</sup> and 19<sup>th</sup> I have grant training. I will be taking those classes from home.
- DFPC Grant was submitted. They had some changes this year. We could only apply for 1 item. We could apply for multiples of that 1 item. We applied for 2 TICs.
- Provident is asking for all of our volunteers, board members, staff, and auxiliary to fill out a beneficiary form to be kept on file at the station. They are our Accident and Dismemberment insurance.
- We received a grant from DLG. This is an automatic reimbursement for health on our volunteers from the Heart and Cancer insurance. We received \$392. We also have additional funds for fitness and heart assessments. I am waiting for further info on these.

# Chiefs Report 2-12-2026

## Department meetings

Second Saturday of each month at 8:00 AM.

Cancer screening for all fire department volunteers

## Training for the month

SCBA training

## State chiefs meeting

I attended a meeting in Denver

## Truck and equipment

E-51 is back in service

## Grant

Need to be looking for more grants

## Volunteers

No new

## Fire Calls

See attached report

## Burn Permits

16 permits

## Stations

Station Repairs on heating system still needs a little bet more work on it. Parts are on order

## Time and Miles

Hours 68

Miles 458

**La Veta Fire Protection District**  
**EMS Monthly Report**  
**January 2026**  
**Board of Director's Meeting**  
**February 12, 2026**

**Training:** Training for January was held on January 13<sup>th</sup>. Training consisted of annual coverage of all compliance coverage and new state requirements and rules. I have completed the required American Heart Association Instructor Training for Basic Life Support. We will be having a CPR Class on February 21<sup>st</sup> to bring all of our staff current.

**Maintenance:** Rescue 1 has been repaired and is back in service. In the new State Licensing process preventative maintenance is required to be accomplished annually by a certified mechanic. Brian Jameson provides all of our preventative maintenance and is a certified mechanic. We are required to maintain maintenance records on each ambulance which Brian maintains.

**Colorado Ground Ambulance Licensing:** I emailed all the Directors with copies of some of the remaining Policies that are required to be in place. My request is that all of these get approved tonight at this meeting. The initial application has been submitted to the CDPHE for approval. I have not heard back on any items yet and I believe it is complete as required. All policies have been completed and will become in effect following BOD approval. Norma and I have worked diligently to get everything completed ASAP. Thanks to Tressan for her assistance in getting the required information for us.

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

**EMS Calls:** There were 14 calls for service in January. 8 Patients were transported to SPRHC. 6 PCR's resulted in no transport due to no ambulance needed or patient refusals. (see attached report)

Shrout / Valdez m/c

Ambulance Decommissioning =

Motion to Accept the following Policies

Communications =

Complaint =

as mandated by the State

Continuous QA-QI =

Minimum Equipment List =

Mandatory Reporting =

Patient Records and Retention =

Patient Rights and Safety =

Permanent Closure Procedures =

Personnel Records =

Provider Credential Verification =

Role Qualifications and Responsibilities =

Training and Orientation =

Vehicle DME Preventative Maintenance =

Verbal and Written Patient Care Report =

# **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 or participation in firefighting, emergency medical services, prevention, hazardous material mitigation, investigation, training, and rescue work. Work involves responsibility for the activities 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 3 certification.
- NWCG Engine (ENGB) qualification and Incident Command Type 4 (ICT4), including appropriate work capacity test or ability to obtain within a year.
- Commercial Driver's License, Class B, with Air Brake and Tanker endorsement or ability to obtain within a year.
- Must pass in-depth background check, which includes fingerprinting.
- Must be physically able to fulfill the duties and responsibilities and pass a bi-annually DOT 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 La Veta Fire Board.

### **EXPECTED CONTINUOUS LEADERSHIP TRAINING:**

- LVFPD recognized Fire Officer 2 certification.

### **DUTIES AND RESPONSIBILITIES:**

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

# **Job Description – Battalion Chief**

## **La Veta Fire Protection District**

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

- 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.
- 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.
- Relays information to arson investigators that may assist them in their work and testifies in court cases concerning actions and situations at emergency scenes.
- Participates in the candidate confirmation process and assists in administering physical agility testing.
- 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.
- 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.

# Job Description – Battalion Chief

## La Veta Fire Protection District

### 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: 02-12-2026

# **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. 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.
2. Possess and maintain LVFPD recognized Fire Officer 3 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 or the ability to obtain within one year.
4. Possess and maintain, at a minimum, Commercial Driver's License, Class B, with Air Brake and Tanker endorsement or ability to obtain within a year.
5. Must pass in-depth background check, which includes fingerprinting.
6. Must be able to pass a DOT physical examination every two years.

# **Job Description – Deputy Fire Chief**

## **La Veta Fire Protection District**

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

7. Suitable experience may substitute for specific qualifications at the discretion of the La Veta Fire Board.

### **EXPECTED CONTINUOUS LEADERSHIP TRAINING:**

1. Colorado State or National Registry Emergency Medical Technician – Paramedic Certificate.
2. Fire Officer 2 certification.
3. NWCG Task Force Leader (TFLD)
4. Possess and maintain Colorado State Hazardous Materials Operations/ Technician Level Qualification.

### **DUTIES AND RESPONSIBILITIES:**

1. Respond to fires and emergency medical calls.
2. Administers and provides operational control over District fire prevention, communications, equipment inventory and maintenance, emergency medical services, training, personnel, and budgetary related activities as required by NERIS.
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 while acting as Incident Command.
5. Conducts personal inspections, maintains discipline, and effects or recommends disciplinary actions.
6. Inspect fire stations, equipment, and apparatus, and makes recommendations or directs corrective actions to bring items in question into compliance with established standards.
7. Performs other related duties as assigned or as the situation dictates within the scope of this classification.

# Job Description – Deputy Fire Chief

## La Veta Fire Protection District

8. Works closely with and maintains constant communication with the Fire Chief.
9. 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: *Michael L. Schmitt* Date: *02-12-2026*

\*ABSENCE: When person is NOT in district or unavailable.