

LA VETA FIRE PROTECTION DISTRICT

La Veta Fire Station
100 Birch St
La Veta, Colorado
SUMMARY
Job Descriptions Workshop

March 2, 2026 @ 6:00pm

Present: Directors Schmidt, Gripka, Valdez, and Lard were in attendance.

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

Guests: None.

Call to Order

New Business (attached to this summary)

- Chief Job Description: The old Chief Job Description was sent around along with a copy of the current Deputy Chief Job Description. Schmidt read the description line for line and suggestions were made. Schmidt: With the chain of command we did, the Deputy has the EMS job, but the Chief would have a say on the overall department. Jameson: I think that's the direction we were trying to go to. The Chief as the administrator and then everyone else has specific roles. Mower: So, we put the Fire Chief is responsible for the overall management and direction of the department. Schmidt: We need to put in the management of the volunteers also. We should change "this position" to "the Fire Chief". I also suggest we take out departmental to department. Passarelli did real time adjustments to the document. They asked if Passarelli can put the amended description into the same format that the new jobs are in and email the updated version for the meeting.
- SOPs Review: Schmidt did some adjustments and will send the SOPs around for everyone else to add their suggestions.

The workshop adjourned at 7:54pm



Keri Lard, Secretary

Job Description – Fire Chief

La Veta Fire Protection District

POSITION TITLE: FIRE CHIEF

SUPERVISED BY: LVFPD Board of Directors

POSITION DESCRIPTION:

The Fire Chief is responsible for overall management and direction of the memberships, facilities, equipment, activities, and training of the Fire Department and its volunteer officers and staff to ensure that loss of life and property and injury relating to fire, accidents, natural disaster are prevented or minimized within the La Veta Fire Protection District (LVFPD). The Chief reports to and serves at the pleasure of the La Veta Fire Protection District Board of Directors (Board). The 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.
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 in a timely manner.
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.

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.
8. Must be a member of the district in good standing.

Job Description – Fire Chief

La Veta Fire Protection District

EXPECTED CONTINUOUS LEADERSHIP TRAINING:

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

DUTIES AND RESPONSIBILITIES:

1. The Fire Chief is responsible for the on-going operations of the LVFPD's Fire Department.
2. Develops, implements, and evaluates firefighting and accident response policies and procedures.
3. assists the Board in developing long and short-term planning relating to department programs and activities including equipment acquisition, operation, maintenance, and replacement.
4. The Chief identifies potential funding and grant resources and assists in the creation of grant requests and presentations.
5. serves as the department board liaison with various stakeholders including the LVFPD Auxiliary, the community, firefighting and other professional agencies and groups, casualty insurers, etc.
6. Ensures that operations, activities, programs, and policies are in alignment with applicable Federal and state standards, professional oversight organizations, etc.
7. The Chief recruits potential volunteer staff; presents applications and recommends to the Board volunteer members and officers.
8. develops, evaluates, coordinates, and attend and participates in the delivery of initial and continuing orientation and all professional training for volunteer staff and officers.
9. assists in determining and acquiring necessary operational, safety, and communications equipment and supplies for staff.

Job Description – Fire Chief

La Veta Fire Protection District

10. The Chief oversees appropriate disciplinary actions when warranted and presents recommendations to the Board.
11. The Chief serves as incident commander, when required, at fire and accident events.
12. Develops, executes, and evaluates strategies, tactics, techniques, equipment and staff deployment at fire, accident, and other emergency events; ensures the safety of staff and equipment during event operations; coordinates with recovery organizations as is appropriate; conducts fire/accident investigations; makes initial determinations regarding causes; may request additional resources for investigations as facts indicate; releases fire/accident scene to appropriate party; and, prepares various incident reports as required.
13. The Chief inspects facilities, apparatus, equipment, and supplies, directs the servicing, repair, replacement of facilities, apparatus, equipment, and supplies, as necessary. This also includes cooperates with the Town of La Veta and Cuchara to ensure hydrants and water supplies meet necessary safety and performance standards.
14. The Chief performs administrative tasks that support the mission of the Fire Department. Attends monthly Board meetings; provides status, activity, and project reports; directs department outreach activities; prepares and presents fire education programs to community groups; develops and executes pre-planning activities for district businesses and public accommodations; prepares documentation of Fire Department activities for professional and regulatory groups.
15. The Chief may perform firefighting duties as required. (See LVFPD Firefighter position description).
16. The Chief may perform emergency medical services if qualified.

Job Description – Fire Chief

La Veta Fire Protection District

KNOWLEDGE, SKILLS AND ABILITIES:

1. Experience in the principles and practices of public administration and management including policy development, program management, project planning, budget administration, human resources practices.
2. Ability to read, analyze and interpret documents such as professional journals, technical procedures, operating and maintenance instructions, and internal department correspondence.
3. Ability to create and deliver effective oral and written communications to a variety of individuals and group audiences including political, professional, technical, and citizen groups.
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 apply sound research, analytical, and/or problem-solving techniques relating to complex and technical issues.
6. Ability to apply the principles of effective time and stress management while directing emergency operations and performing critical tasks in hectic, dangerous, threatening situations.
7. Required personal characteristics include a high standard of honesty, ethical conduct, cultural and public awareness and sensitivity, fair and respectful treatment toward staff and the public, well developed work ethic.

Physical Demands:

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.

Approved by: _____ Date:

Job Description – Fire Chief
La Veta Fire Protection District

Certification:

This document is an accurate and complete reflection of the position's assignment.

Department Head/Board President's Name (Print):

Department Head/Board President's Signature:

Date: _____

Employee/Volunteer Name (Print):

Employee/Volunteer Signature:

Date: _____

February 2026

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