

RESOLUTION  
BOARD OF DIRECTORS  
EVANS FIRE PROTECTION DISTRICT

**A RESOLUTION AMENDING THE PART-TIME FIREFIGHTER PROGRAM**

**WHEREAS**, the Evans Fire Protection District ("**District**") is a political subdivision of the State of Colorado organized pursuant to C.R.S. § 32-1-101, *et seq.* to provide fire suppression, fire prevention and public education, emergency rescue, hazardous materials, and emergency medical services (collectively, "**Emergency Services**") to the citizens and property within its jurisdiction, and to individuals passing through its jurisdiction;

**WHEREAS**, the District Board of Directors ("**Board**") determined that it will promote the District's efficient and cost-effective delivery of Emergency Services to the citizens it serves to establish a Part-Time Firefighter Program;

**WHEREAS**, the District's current Part-Time Firefighter Program was established pursuant to Board Resolution 2012-3 ("**2012 Resolution**"). As the result of changes in the District's staffing needs occurring subsequent to the adoption of the 2012 Resolution, the Board desires to amend the Part-Time Firefighter Program as set forth in this Resolution; and

**WHEREAS**, the Board intends for this Resolution to supersede and replace the 2012 Resolution with respect to establishment of the District's Part-Time Firefighter Program, and for the 2012 Resolution to be rescinded for all purposes.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE EVANS FIRE PROTECTION DISTRICT, WELD COUNTY, COLORADO:**

1. The Part-Time Firefighter Program is amended as set forth in this Resolution. Individuals participating in the Part-Time Firefighter Program as part-time firefighters are referred to herein as "Part-Time Firefighters".

2. The Part-Time Firefighter Job Description attached to this Resolution as Exhibit A is hereby approved as the District's Part-Time Firefighter Job Description, and shall supersede and replace any Part-Time Firefighter Job Description(s) previously adopted by the Board.

3. The Fire Chief is authorized to hire such number of qualified individuals to work as Part-Time Firefighters as may be necessary to meet the District's Emergency Services, operational, and business needs; provided, that the total number of Part-Time Firefighters shall be limited as necessary so that the total expenses related to such Part-Time Firefighters, including, without limitation, wages and benefits, do not exceed the amount(s) approved annually for the Part-Time Firefighter Program pursuant to the District's adopted budget and any supplements thereto. The number of Part-Time Firefighters may increase or decrease over time to meet the District's Emergency Services, operational, and business needs.

4. The Fire Chief may, in his/her discretion, establish an eligibility list of individuals qualified to work as a Part-Time Firefighter. The number of individuals maintained on the eligibility list may, in the Fire Chief's discretion, increase or decrease over time to meet the District's Emergency Services, operational, and business needs. The Fire Chief may, in his/her

discretion, continue, terminate, or suspend for such period of time as will serve the best interests of the District, any Part-Time Firefighter eligibility list in existence as of the date of this Resolution.

5. All Part-Time Firefighters are subject to the Emergency Services, operational, and business needs of the District and are not guaranteed any work in a given work period.

6. Part-Time Firefighters shall be non-exempt employees within the meaning of the Fair Labor Standards Act ("**FLSA**"). For purposes of calculating and paying overtime, the District's work period for Part-Time Firefighters is 28 days.

7. Part-Time Firefighters are eligible to receive only the following benefits: (a) uniform allowance; (b) workers' compensation insurance; and, (c) unemployment compensation insurance.


8. Part-Time Firefighters are prohibited from working more than 1599 hours in a calendar year.

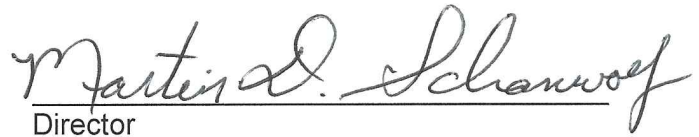
9. Part-Time Firefighters are prohibited from working overtime unless expressly authorized or directed to do so by the Fire Chief or his/her Designee.

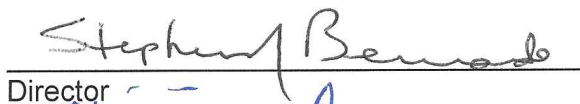
10. The Board may modify or eliminate the Part-Time Firefighter Program at any time in its sole discretion.

ADOPTED AND APPROVED this 22nd day of September, 2014.

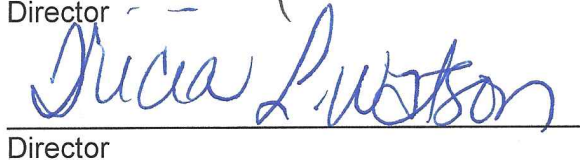
BOARD OF DIRECTORS  
EVANS FIRE PROTECTION DISTRICT

  
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## EXHIBIT A

### EVANS FIRE PROTECTION DISTRICT JOB DESCRIPTION

**POSITION TITLE:** PART-TIME FIREFIGHTER

**SUPERVISOR:** FIRE CHIEF

**FLSA STATUS:** NON-EXEMPT

**EMPLOYMENT STATUS:** PART TIME; AT-WILL

**WORK HOURS:** AS SCHEDULED DURING 28 DAY WORK PERIOD

This job description is established by the Board of Directors ("Board") of the Evans Fire Protection District ("District") to outline the basic requirements, duties, and general responsibilities of the Part-Time Firefighter. This position is "at-will", which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of federal and state law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason.

Except as defined in this Job Description, all terms shall have the meaning defined in the Member Handbook.

**SUMMARY:**

"Part-Time Firefighter(s)" means firefighters who participate in the Part-Time Firefighter Program and who work regularly scheduled shifts as a part-time firefighter.

Under supervision, performs a wide variety of technical and specialized duties in the provision of fire protection and emergency services, as well as protecting life and/or property from the dangers of fire, medical emergency, accident, natural disaster, etc., using a variety of firefighting and emergency procedures, techniques, and equipment.

All Part-Time Firefighters are subject to the District's emergency services, operational and business needs, and its financial resources. The Part-Time Firefighter is not guaranteed work in any given work period.

Part-Time Firefighters are prohibited from working more than 1599 hours in a calendar year. Part-Time Firefighters are eligible to receive only the following benefits: (a) uniform allowance; (b) workers compensation insurance; and, (c) unemployment compensation insurance. Part-Time Firefighters are prohibited from working overtime unless expressly authorized or directed to do so by the Fire Chief or his/her designee.

**SUPERVISORY AUTHORITY:**

None.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

The following are an overview of the primary duties and general responsibilities for this position and shall not be considered an all-inclusive list:

1. Responds to calls for fire and rescue services including structure fires, wildland fires, rescues, medical emergencies, hazardous materials releases, natural and manmade disasters and similar emergency situations.
2. Performs strenuous activities involving fire ground operations and a variety of technical and manual labor duties necessary to locate, control and extinguish fires, including: catching fire hydrants; connecting hoses and nozzles; laying in supply and attack hoses; using visual, sensory and judgmental criteria to locate fire sources; playing fire streams, including water, chemical, and/or portable extinguishers, on fire sources; carrying, positioning and raising ground ladders; and using a variety of handheld and powered tools, including axes, pike poles, saws, etc., necessary to locate doors, windows and vents.
3. Performs forcible entry operations to gain access into structures using a variety of tools.

4. Performs salvage operations to prevent damage to property not involved in fire and/or emergency situations, including the placement of covers, removing property from danger, removing water, smoke, and heat from structures, etc.
5. Performs tasks to extricate individuals safely from wrecked vehicles, structures, earth cave-ins, etc., using a variety of tools/equipment, including saws, jacks, pry bars, etc.
6. Performs search and rescue operations to locate and remove individuals and victims from fire and emergency situations.
7. Provides emergency first aid to victims of fire and other emergencies; assists paramedic(s) in applying medical/first aid procedures.
8. Assists in response to non-emergency citizen and community service calls in accordance with District policies and procedures.
9. Assists in maintenance of equipment, apparatus, and fire stations in need of repairs; performs variety of preventative minor maintenance activities; cleans assigned fire station quarters, apparatus rooms, etc.
10. Assists in inspections and annual hydrant maintenance.
11. Assists in fire prevention inspections and related fire code enforcement activities in accordance with District policies and procedures.
12. Maintains current standards and certifications as required by the District in hazardous material handling, emergency medical procedures, and fire/rescue techniques.
13. Assists in public education and services as needed including representing the District at community events and meetings.
14. Participates in training and safety classes and drills to maintain and increase firefighting and emergency procedures, techniques and responses.
15. Participates in hazardous material response and prevention programs.
16. Maintains knowledge of relevant federal, state and local laws, and the District's General Operating Guidelines, Member Handbook, organizational chart and chain of command.
17. Follows orders and directions of all supervisors.
18. Obtains and maintains a sound knowledge of the District's geography and structures within the District.
19. Responsible for the care and maintenance of fire stations, grounds, fire apparatus and other vehicles and equipment used in the performance of duties.
20. Maintains, cleans, services, inspects, and loads firefighting and/or emergency equipment, tools, etc., on apparatus and vehicles.
21. Consistently promotes a professional image of the District at all times.
22. Works a varying schedule and/or shift.
23. May prepare District reports.
24. May serve as a driver/operator for any apparatus or vehicle after being deemed qualified by the Fire Chief or his/her designee.

**OTHER FUNCTIONS:**

Performs other duties and functions as assigned by supervisors from time to time.

**QUALIFICATIONS:**

**Education/Experience:**

1. High school diploma or GED.
2. Valid State of Colorado Drivers License and insurable by the District's liability carrier.

**Knowledge, Skills, and Abilities:**

1. Knowledge of and ability to apply modern methods, techniques, and principals of fire/rescue, environmental, and emergency medical response.
2. Knowledge of Incident Command procedures and ability to apply ICS in a variety of emergency situations.
3. Knowledge of fire behavior, ability to adapt strategies to changing fire conditions.
4. Knowledge and skill in the operation of District apparatus and equipment.
5. Knowledge of training and safety practices and procedures.
6. Knowledge of street layout, special hazards and response districts within the District.
7. Knowledge and ability to enforce District General Operating Guidelines and District policies and procedures when appropriate.
8. Skill in public relations and interpersonal communication.
9. Skill in the safe and lawful operation of a motor vehicle.
10. Ability to read, write, speak and understand the English language at a level adequate to perform the job.
11. Ability to produce written reports and records.
12. Ability to follow written and oral instructions.
13. Ability to maintain composure under extremely stressful situations.
14. Ability to interact with superiors and co-workers in a professional, tactful and caring manner.
15. Ability to positively interact with citizens to solve problems in a tactful and caring manner.
16. Ability to communicate effectively and express ideas clearly both verbally and in writing.
17. Ability to use standard office equipment, computer equipment and software including word processing, data base management, spreadsheet applications, internet, electronic mail, incident record programs, telephone, radio, pager systems and audio-visual equipment.
18. Ability to maintain physical fitness standard pursuant to District Standard Operating Guidelines.
19. Ability to establish and maintain effective working relationships with employees, volunteers, other agencies, and citizens.

**Licensing/Certification Requirements:**

1. State of Colorado Firefighter I Certification.
2. State of Colorado Hazardous Materials Operations Certification.
3. State of Colorado EMT-B Certification.

**Working Environment/Physical Requirements:**

This position requires work in a variety of locations, including living quarters and office areas, outside locations in all weather conditions, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type.

1. Strenuous physical activity under extreme adverse conditions may be required periodically.
2. This position requires climbing, balancing, stooping, kneeling, bending, crouching, crawling, reaching, standing, walking, running, sitting, jumping, sliding, pushing, pulling, lifting, pinching, grasping, digging, spraying, feeling, talking, hearing, seeing, reaching over head, reaching away from body, repetitive motions, and demonstrating manual dexterity.
3. Will be required to work in all weather conditions in extreme temperatures.

4. Work may be performed under hazardous and adverse conditions, including but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
5. Work requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
6. Work may result in exposure to contaminated environments, including but not limited to, hazardous materials, smoke, gasses, chemicals, fumes, odors, mists and dusts, requiring the proper use of personal protective equipment.
7. Work may result in exposure to air or blood borne infectious diseases or illnesses, such as Hepatitis A, B, or C, HIV, tuberculosis, small pox, etc.
8. Work may result in exposure to high noise levels requiring the wearing of hearing protection.
9. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision;
10. This position will involve periods of high physical, mental and/or emotional stress.
11. This position requires working minimum 12 hour shifts, including on weekdays, weeknights, weekends, and holidays.