

Gateway-Unawep Fire Department Board Minutes for March 28th 2017

Meeting called to order @ 6:32 pm

- February minutes accepted as presented.
- No bills, appropriations or hearings.
- Chiefs Report was accepted as submitted.
- Treasurers Report
Payroll - \$42,337.87
Fire Department - \$4,608.03
Fire Protection District - \$60,132.22
Those numbers will change by \$10,000 as that money needs to be moved from the District Fund to the Payroll account.
Waiting on matching funds reimbursements from the purchase of the new Tacoma Truck.
- Fred is still working on registering the Tacoma. The last time he was there to register it they were backed up 4-5 hours.

o Unfinished Business

- New board members
Paperwork was distributed and signed by members.
Amber Lowrance – Treasurer
Joe Tyson – Board Member
Eilene Gouch made motion to accept Amber Lowrance as Treasurer and Joe Tyson as a Board Member. John Fuller seconded motion. Everyone voted in favor.
Fred reviewed the General Board processes and discussed HIPPA requirements with the new board members. He indicated when we would go to an Executive Session and noted that no decisions can be made in Executive Sessions.
- Fred indicated he signed the Mutual Aid Agreement with Lands End and Paradox. Same agreement as we have had in the past. There was no board approval needed for this.
- Fred stated that he was trying to meet with the Fire Chief to go over his evaluation but they have not been able to get their schedules to match up.
- Spring Dynamite Shoot
Most of the supplies look good.
Fred had to order some additional stakes for the targets.
John Fuller indicated he would cut up the needed pop cans for making the dynamite targets.
All Star Copy is now out of business. Fred was able to get their mailing list to send out flyers.
Fred indicated we needed people for both mornings, Friday and Saturday.
Setup is April 28th @ 7am.
Event setup is April 29th @ 6:30am.

New Business

- Chanae Gallup has volunteered to coordinate the volunteer/staff appreciation BBQ. It will be the first Saturday after the Dynamite Shoot.
Fred will cook chicken and ribs for the event.
Lisa will get with Chanae and help get the event together.
Lisa will also work on notifying everyone that has helped the fire department at any time in the past.

Lisa is also putting together the live music for the event.

Lisa is going to put together a letter to be mailed out and Fred send it out mid April.

The BBQ is May 6th.

- Joe Tyson asked for some clarification on board procedures.
Fred discussed the decision-making process.
The board is not allowed to make any "Motion" decisions outside of a public meeting.
Motions cannot be done via emails.
You cannot make any policy decisions, regulation changes or spend any funds outside of the meeting. Unless the decision was already discussed at a meeting and voted on at that time.
With the final results waiting on further information.
- Audit Exemption
We did not exceed \$750,000 so we do not need to have a 3rd party audit of our books.
We all have to agree as a board to sign off on an audit exemption.
Fred read the resolution to the attendees.
Joe Tyson made a motion to accept the resolution.
Eilene seconded the motion.
Joe Tyson asked if the \$750,000 was a total of the money received and spent? Fred indicated no. It is the total of the money received or total of the money spent.
All were in favor and motion passed.
New board members did not need to sign the exemption.
- Intellacorp Services
Intellacorp provides legal documents for fire and police departments.
They can supply us employment, procedure and other documents that we are currently creating ourselves and then paying our law firm to review.
Chief Barnett would like to use their service for our documentation needs and save some money by not using the law firm so much.
They charge \$600 a year and we don't have to renew if we don't need their services next year.
Joe Tyson made a motion to subscribe for a year. Amber Lowrance seconded the motion. All were in favor and it passed.
- The board discussed publishing the monthly Board Minutes to the GUSD web site. It was agreed that we should do it and Fred suggested we send the minutes to the web master one week after they had been put in writing and submitted to the board for review. Then if no one indicated there was an issue with the minutes, they would be posted on the web site.
There was a motion to have the minutes sent to the web master from the Secretary after 1 week in a PDF format.
Lisa Eakle made the motion.
Eilene Gouch seconded.
Motion was passed.
- Approval of the updates to the standard operating procedure was discussed.
The only changes were to add the new job description for Lieutenant / EMT. (see attached)
The Chief needed it approved in time to get the position posted before the County/State deadline.
Lisa Eakle made a motion to accept.
Joe Tyson seconded the motion.
All were in favor and the motion passed.
- Public Input

Ray Gouch – The brush pump can be replaced for \$1,500 whereas fixing it would be \$1,400. He recommended that it should be replaced. The Chief has approved the replacement and they are moving forward. Pump should ship April 5th. Ray will be out of commission and the Chief will need some help reassembling the unit.

- Fred thanked Lisa Eakle for her many years of service. Everyone noted that she will be missed.
- Eilene Gouch made a motion to close the meeting.
- John Fuller Seconded.
- All were in favor and the meeting adjourned @ 8:07pm.

LT/EMT 20170328

GENERAL PURPOSE

Performs skilled work in the control, prevention and suppression of fires. Provides skilled medical care within level of proficiency and transports sick or injured persons to medical facilities. Responsible for responding to emergency situations and assisting in the control and resolution of the situation. Drives, operates and performs routine maintenance, on various fire apparatus. Operates and maintains medical equipment. Performs physically hazardous and mentally stressful tasks under adverse conditions. Participates in fire safety inspections; training, fire station and equipment maintenance, public education programs, and other public safety programs or projects as may be assigned.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Fire Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Respond to fires and emergency medical calls.
- Determine the nature and extent of the emergency and provide for response and deployment of adequate resources to properly handle the emergency.
- Provide assistance and administer appropriate basic, or advanced, levels of first aid treatment to ill or injured persons according to Mesa County medical protocols and practices.
- Drive and operate fire apparatus, ambulance, or other specialized department vehicles.
- Rescue victims from fire, vehicles, drowning, accidents and other harmful conditions; performs duties in compliance with all lifesaving policies and procedures as they apply to the Emergency Medical Technician.
- Suppress and extinguish fires; performs duties in compliance with all proper fire equipment and extinguishing procedures; calculate proper fire hose pressures; monitor fire suppression and rescue equipment.
- Operate and maintain various power tools such as, saws, ventilation fans, extrication devices and others.
- Lay hose lines, adjust water and pressure streams, place and climb ladders, ventilate buildings, rescue persons, place salvage covers and perform clean-up operations.
- Access, package, extricate and transport sick and injured patients from a variety of environments, including, but not limited to, burning buildings, wrecked

vehicles, confined spaces, water, wilderness areas, and high and low angle areas.

- Prepare and maintain records and reports regarding fire alarms, emergency medical calls, fire prevention inspection, and public education activities and supplies.
- Perform maintenance and repair as needed on district assets.
- Communicate clearly using portable radios and digital communication devices from emergency scenes.
- Participate in training, drills and classes pertaining to firefighting, emergency medical practices, hazardous materials, special rescue techniques and other continuing education programs.
- Conduct fire safety inspections in public access buildings, interpret and apply appropriate codes, and secure code compliance.

QUALIFICATIONS

- Necessary Knowledge, Skills and Abilities:
- Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment.
- Emergency service operations including both structural and wildland fire suppression, hazardous materials response, emergency medical and associated services.
- Advanced principles of emergency medical service provision, first aid, life support and technical rescue.
- Medical terminology and appropriate utilization.
- Geography and street layout of the fire district area.
- Operational characteristics of fire apparatus and equipment.
- Possess and maintain certification as an EMT and be on protocols with Mesa County standards.
- Obtain or possess and maintain FF-I certification status.
- Maintain physical conditioning necessary to perform efficiently in emergency situations; meet medical and physical agility standards as established.
- Learn the geography of the District, the location of important buildings and the street system.
- Participate in training drills; attend school and classes on firefighting, hydraulics, first aid and emergency medicine, fire equipment, and apparatus, and other classes associated with recognized firefighter and EMT standards.
- Learn and apply technical information pertaining to firefighting.
- Assist in performing protective inspections of structures and businesses in the community for fire hazards and pre-incident surveys for tactical planning.

- Assist in conducting fire-safety education classes.
- Analyze and cope with a variety of emergency situations calmly but effectively and to react quickly to secure accurate and precise information on the location, extent, and nature of fires and emergency aid requests.
- Skill in the principles and techniques of customer relations skills; ability to deal diplomatically with irate, violent or frantic individual's; ability to react quickly and calmly in emergency situations.
- Ability to analytically observe, and objectively and clearly report routine and non-routine, emergency and non-emergency activities.
- Sustain heavy physical labor during periods of intense activity in emergency situations; to work at varying heights above grade.
- Establish and maintain effective working relationships with co-workers, supervisors, and the general public; to work effectively as a team member.
- Service and operate all District equipment and apparatus.
- Perform necessary maintenance, testing and care of fire hoses, trucks, ladders, and auxiliary equipment and apparatus.
- Maintain necessary records and reports, incident forms, and daily shift operation logs, to accommodate needs of the district including computer data entry.

EXPERIENCE/QUALIFICATIONS

- Must pass background check.
- Must be physically able to fulfill the duties and responsibilities and pass an NFPA compliant physical examination.
- Must possess and maintain valid Colorado driver's license.
- Medical Certifications
 - Must possess and maintain valid CPR certification.
 - Must possess and maintain valid NREMT EMT certification.
 - Must possess and maintain valid Colorado certification.
 - Must acquire and maintain "on-protocol" status in Mesa County.
 - Must acquire and maintain IV certification.
 - Must attend and maintain EKG proficiency.
- Firefighting Certifications
 - Must acquire and maintain valid FFI certification.
 - Must acquire and maintain FFII certification
 - Must acquire and maintain Hazardous Materials Operations.
 - Must acquire and maintain Fire Instructor I
 - Must acquire and maintain Fire Officer I
- Wildland Certifications
 - Must acquire and maintain current NWCG FFT2.

- Must acquire and maintain current NIMS/ICS qualifications:
 - 700
 - 100
 - 800
 - 200
 - 300
 - 400
- Must be willing to work shifts, weekends and holidays.

WORKING CONDITIONS

Environmental Conditions:

- Office environment as well as EMS response, rural wildland, and structural firefighting environment. Varied and inconsistent work hours. In addition, this job may involve the following environmental conditions:
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
- The individual occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.
- Hazardous Materials such as, but not limited to; chemicals, blood and other body fluids, etcetera.
- Travel
- A work environment that may include, but not be limited to; disruptive people, imminent danger and threatening situations.

Physical Conditions:

A combination of Sedentary Office Work and Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently and/ up to 20

pounds of force constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

The following physical activities are very or extremely important in accomplishing the job's purpose and are performed on a daily basis: While performing the duties of this job, the employee is required to balance, sit, walk, twist, demonstrate manual dexterity, grasp, talk hear and see. The employee is regularly required to run, push, pull, stand, kneel, stoop, stand reach, crawl, crouch, climb, and perform light and heavy lifting. The employee will be exposed to smoke, heat and a variety of weather conditions that may be, but not limited to hot, wet and cold. The employee is required to stay calm during stressful and possible life threatening situations.