

AGENDA

GREEN MOUNTAIN FALLS/CHIPITA PARK FIRE PROTECTION DISTRICT

MEETING OF THE BOARD OF DIRECTORS JULY 14, 2022

Call to Order

Present:

Absent:

- I. Approval of June 9, 2022 Minutes
 - a. Motion to Approve

- II. Treasurer Report for July 2022 and Reading of the Monthly Bills & Cash Transfer
 - a. Bills were submitted in the amount of \$_____, Transfer of \$_____
 - b. Additions, subtractions or corrections
 - c. Motion to approve

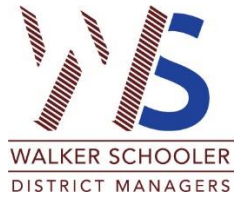
- III. Presentation of Audit – Stockman Kast
 - a. Motion to approve

- IV. Equipment Report

- V. Upcoming Purchases - Updates
 - a. Generator(s) for Apparatus Bay door.
 - b. Street Lighting

- VI. Old Business
 - a. Discuss and Approve Contingent Firefighters as to whether they will be Employees or under Contract – Motion to Approve
 - b. Discuss and Approve Contingent Firefighter Pay – Motion to Approve

- VII. New Business
 - a. Approval of new Personnel Manual – Motion to Approve
- VIII. Fire Station Bond Comments:
- VIII. Other Business
 - a. November Election Items
 - b. FAMLI Information
- X. Adjournment



MINUTES
GREEN MOUNTAIN FALLS/CHIPITA PARK
FIRE PROTECTION DISTRICT

MEETING OF THE BOARD OF DIRECTORS
JUNE 9, 2022

Meeting was called to order by Bowman at 6:51p.m.

Present: Bowman, Florence, Grassa, Walsh, Fuller

Also Present: Molly Gist, Walker Schooler

Absent:

- I. Approval of May 12, 2022 Minutes
Motion to approve by Walsh, seconded by Grassa. Motion carried unanimously.

- II. Treasurer's Report and Reading of the Monthly Bills & Cash Transfer for June 2022
 - a. Bills were submitted in the amount of \$13,716.13. Need to transfer \$13,500 to checking.
 - b. Additions, subtractions or corrections - None
Motion to approve Treasurer's Report and bills made by Fuller, seconded by Grassa. Motion carried unanimously.

- III. Equipment Report
 - a. None

- IV. Upcoming purchases
 - a. Generator(s) for Apparatus Bay door – Rich did not receive a return call from Generac. Will need to hire an electrician. Rich is waiting to hear from Lindsey Electric who is a local distributor of generators.
 - b. Street Lighting – Two 50-watt lights can be ordered for \$896.00 each. Florence moved to purchase one light to see what it is like. Motion was seconded by Grassa. Motion carried unanimously.

V. Old Business:

- a. Update on employee to help Chief Murphy – The person who was going to be hired cannot do it now. Murphy is back to looking at five potential people to split up the position.
- b. Issues with Comcast/Xfinity bills – This is an ongoing issue with the timing and payment of the bills. There is a possibility that we can change billing cycles. Gary is working on this.
- c. Set up Autopay for Bills – This will be accomplished.
- d. Unemployment Check – We should be getting back \$13,400.00.
- e. Audit – The audit is being done June 20-25 and will be presented at the July 14 meeting.

VI. New Business:

- a. Gary informed the Board that a bar will be opening in Bust. We were asked to comment on it being there and we responded that it is OK.
- b. Credit Card Rewards Program – Gary said we have 100,000 reward points. He is asking for cash back but does not know how much it will be.

VII. Fire Station Bond Comments:

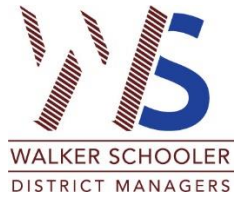
- a. The Bond payment in the amount of \$61,490 is due June 19, 2022.

VIII. Other Business:

- a. Insurance Renewal – the deductible was increased to \$2,400 which will save nearly \$2,000.00 a year.
- b. 860 went to Pagosa Springs. The radio was not working when it returned so it has been fixed and it now has a license plate.
- c. 861 can get an appraisal and then get licensed.
- d. Cascade Fire is still investigating how to resolve their issues with people responding to calls.

Being no further business, Walsh moved to adjourn the Meeting at 7:25 p.m. Florence seconded the Motion. Motion carried unanimously.

Dana Fuller, Secretary



Green Mountain Falls & Chapita Park Fire Protec District

07/11/22

Balance Sheet

Accrual Basis

As of June 30, 2022

	Jun 30, 22
ASSETS	
Current Assets	
Checking/Savings	
BOTSJ - Checking 3979	24,156.09
BOTSJ - Capital Equipment 2761	248,446.83
BOTSJ - Emergency Operatrn 2745	72,640.77
BOTSJ - Holding - 9526	138,257.46
BOTSJ - Bond Repayment 2532	292,107.14
Total Checking/Savings	775,608.29
Accounts Receivable	
Property Tax Receivable - EPC	126,890.87
Property Tax Receivable - TC	9,757.52
Total Accounts Receivable	136,648.39
Total Current Assets	912,256.68
Fixed Assets	
Land - Fire Station	914,256.37
Property & Equipment	
Accum Deprec - Buildings	-58,069.36
Land	201,449.99
Buildings	3,397,061.39
Equipment	204,871.90
Equipment Acquired	14,805.48
Accum Deprec - Equipment	-176,632.00
Furniture	16,670.47
Vehicles	408,693.00
Vehicles Acquired	37,609.00
Accum Deprec - Vehicles	-352,928.00
Accum Amort - Bond Costs	-6,719.00
Total Property & Equipment	3,686,812.87
Total Fixed Assets	4,601,069.24
TOTAL ASSETS	5,513,325.92
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	4,809.46
Total Accounts Payable	4,809.46
Other Current Liabilities	
Payroll Liabilities	2,510.51
Deferred Property Tax - EPC	126,890.87
Deferred Property Tax - TC	9,757.52
Total Other Current Liabilities	139,158.90
Total Current Liabilities	143,968.36
Long Term Liabilities	
Bond Payable	3,072,216.23
Total Long Term Liabilities	3,072,216.23
Total Liabilities	3,216,184.59

4:04 PM

Green Mountain Falls & Chapita Park Fire Protec District

07/11/22

Balance Sheet

Accrual Basis

As of June 30, 2022

	<u>Jun 30, 22</u>
Equity	
Opening Balance Equity	1,524,271.25
Unrestricted Net Assets	559,690.41
Net Income	213,179.67
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Total Equity	2,297,141.33
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TOTAL LIABILITIES & EQUITY	5,513,325.92
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Green Mountain Falls & Chapita Park Fire Protec District

Profit & Loss Budget vs. Actual

January through June 2022

	TOTAL				
	Jun 22	Jan - Jun 22	Budget	\$ Over Budget	% of Budget
Income					
Property Tax - O&M EPC	21,790.94	203,679.92	278,597.00	-74,917.08	73.11%
Spec Ownership Tax - O&M EPC	2,255.97	13,728.38	19,502.00	-5,773.62	70.4%
Prior Year Tax - O&M EPC	0.00	1.41			
Delinquent Interest - O&M EPC	45.70	54.53			
Tax Abatement - O&M EPC	0.00	-390.78			
Interest Abatment - O&M EPC	0.00	-19.54			
Property Tax - O&M TC	765.07	9,393.02	15,154.00	-5,760.98	61.98%
Spec Ownership Tax - O&M TC	126.41	702.43	1,061.00	-358.57	66.21%
Delinquent Interest - O&M TC	0.24	19.79			
State Senior/Vet Fund - O&M TC	0.00	432.76			
Property Tax - Debt EPC	15,117.60	141,304.21	193,278.00	-51,973.79	73.11%
Spec Ownership Tax - Debt EPC	1,565.09	9,524.14	13,529.00	-4,004.86	70.4%
Prior Year Tax - Debt EPC	0.00	0.98			
Delinquent Interest - Debt EPC	31.70	37.83			
Tax Abatement - Debt EPC	0.00	-271.11			
Interest Abatement - Debt EPC	0.00	-13.55			
Property Tax - Debt TC	530.78	6,516.46	10,513.00	-3,996.54	61.99%
Spec Ownership Tax - Debt TC	87.70	539.07	736.00	-196.93	73.24%
Delinquent Tax	0.17	0.17			
State Senior/Vet Fund - Debt TC	0.00	300.23			
Interest Income	24.27	44.35	120.00	-75.65	36.96%
Miscellaneous Income	775.00	775.00			
Total Income	43,116.64	386,359.70	532,490.00	-146,130.30	72.56%
Gross Profit	43,116.64	386,359.70	532,490.00	-146,130.30	72.56%
Expense					
Administrative Expenses					
Contract Labor	0.00	1,452.50			
Audit	0.00	0.00	12,000.00	-12,000.00	0.0%
Bank Fees	0.00	6.00			
CPA Fees	0.00	0.00	2,000.00	-2,000.00	0.0%
Director Fees	250.00	1,400.00	3,000.00	-1,600.00	46.67%
Insurance - Volunteer Firefight	-1,754.10	5,259.90	12,000.00	-6,740.10	43.83%
Insurance - Workers Comp	542.00	1,603.00	9,400.00	-7,797.00	17.05%
Legal Fees	0.00	0.00	3,000.00	-3,000.00	0.0%
Management & Accounting	0.00	6,250.00	16,000.00	-9,750.00	39.06%
Retirement Fund Contribution	164.03	26,716.78	27,500.00	-783.22	97.15%
Payroll Expenses	793.31	2,933.56	5,000.00	-2,066.44	58.67%
Salaries - Fire Chief	4,840.25	29,041.50	61,510.00	-32,468.50	47.21%
Salaries - Secretary	0.00	0.00	24,000.00	-24,000.00	0.0%
Contingent Firefighter	1,256.25	1,256.25	20,000.00	-18,743.75	6.28%
Supplies & Expenses	888.12	5,986.59	30,000.00	-24,013.41	19.96%
Total Administrative Expenses	6,979.86	81,906.08	225,410.00	-143,503.92	36.34%
Bond Interest Payment	24,772.20	49,827.28	95,021.00	-45,193.72	52.44%

Green Mountain Falls & Chapita Park Fire Protec District

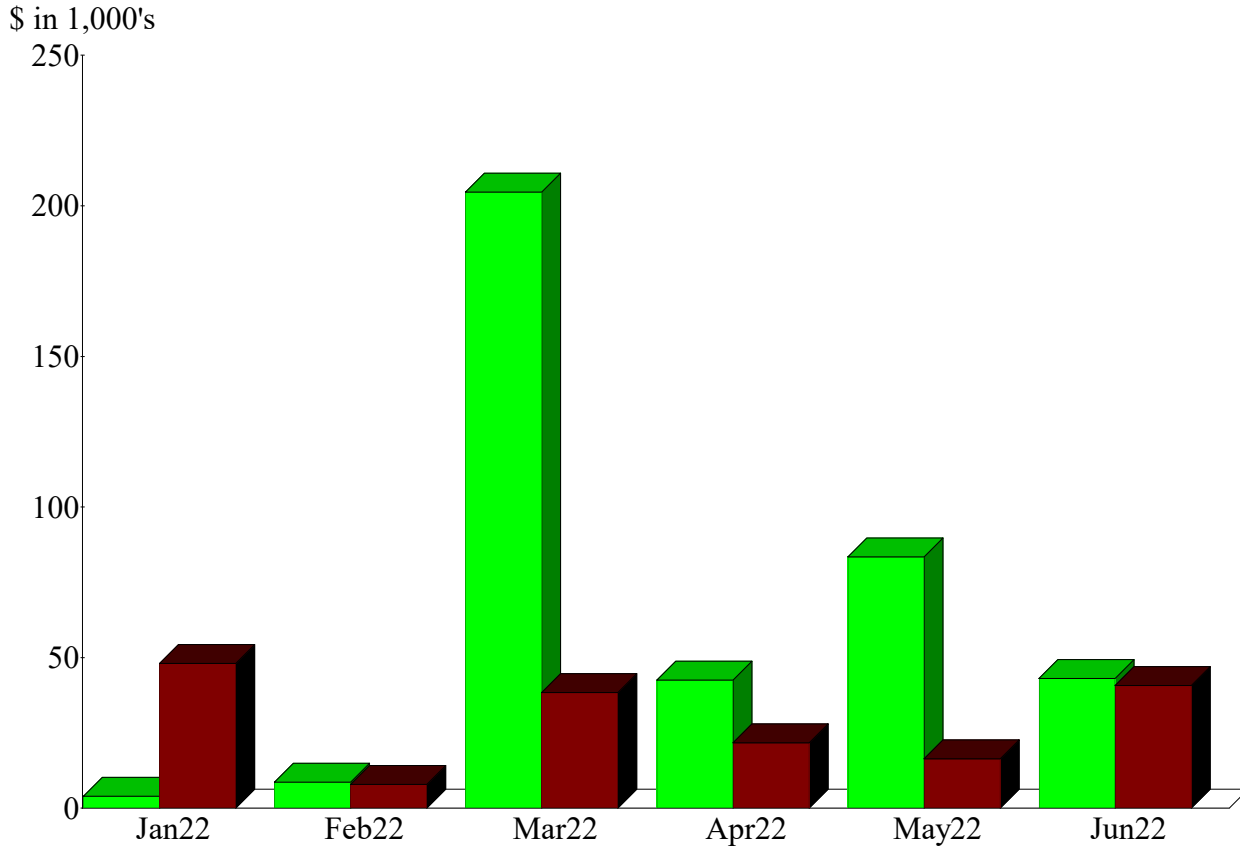
Profit & Loss Budget vs. Actual

January through June 2022

	TOTAL				
	Jun 22	Jan - Jun 22	Budget	\$ Over Budget	% of Budget
Miscellaneous	0.00	0.00	5,000.00	-5,000.00	0.0%
Fire Department's Budgets					
Training Office Salary	0.00	0.00	500.00	-500.00	0.0%
Communications-Capital Outlay	0.00	0.00	3,000.00	-3,000.00	0.0%
Communications-Dispatch	0.00	375.00	12,000.00	-11,625.00	3.13%
Communications-Supplies & Exp.	134.95	12,456.47	5,000.00	7,456.47	249.13%
Firefighting-Capital Outlay	0.00	0.00	8,000.00	-8,000.00	0.0%
Firefighting-Supplies & Exp's	1,527.65	4,014.14	10,000.00	-5,985.86	40.14%
Medical Services-Supplies & Exp	0.00	1,177.58	3,000.00	-1,822.42	39.25%
Radio User Fees	0.00	0.00	12,000.00	-12,000.00	0.0%
Supplies & Expenses-Trucks, ...	3,131.51	8,684.80			
Traning Classes	0.00	0.00	500.00	-500.00	0.0%
Total Fire Department's Budgets	4,794.11	26,707.99	54,000.00	-27,292.01	49.46%
Stations & Buildings					
Capital Improvements	0.00	0.00	7,000.00	-7,000.00	0.0%
Snow Removal	0.00	970.00			
Supplies & Expenses	2,202.94	7,089.48	15,000.00	-7,910.52	47.26%
Utilities	1,395.91	1,025.13	15,000.00	-13,974.87	6.83%
Total Stations & Buildings	3,598.85	9,084.61	37,000.00	-27,915.39	24.55%
Treasurer Fees					
Teller County - Debt	15.93	195.75	315.00	-119.25	62.14%
Teller County - O&M	22.96	282.14	455.00	-172.86	62.01%
El Paso County - Debt	227.24	2,120.15	2,899.00	-778.85	73.13%
El Paso County - O&M	327.55	3,056.03	4,179.00	-1,122.97	73.13%
Total Treasurer Fees	593.68	5,654.07	7,848.00	-2,193.93	72.05%
Total Expense	40,738.70	173,180.03	424,279.00	-251,098.97	40.82%
Net Income	<u>2,377.94</u>	<u>213,179.67</u>	<u>108,211.00</u>	<u>104,968.67</u>	<u>197.0%</u>

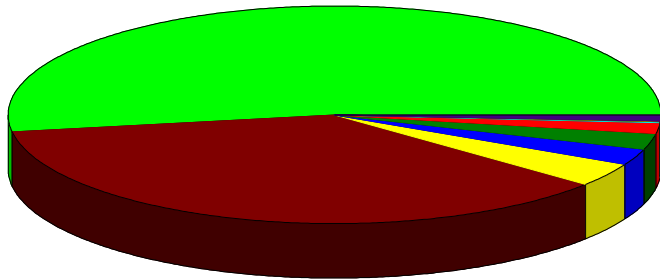
Income and Expense by Month
January through June 2022

Income
Expense



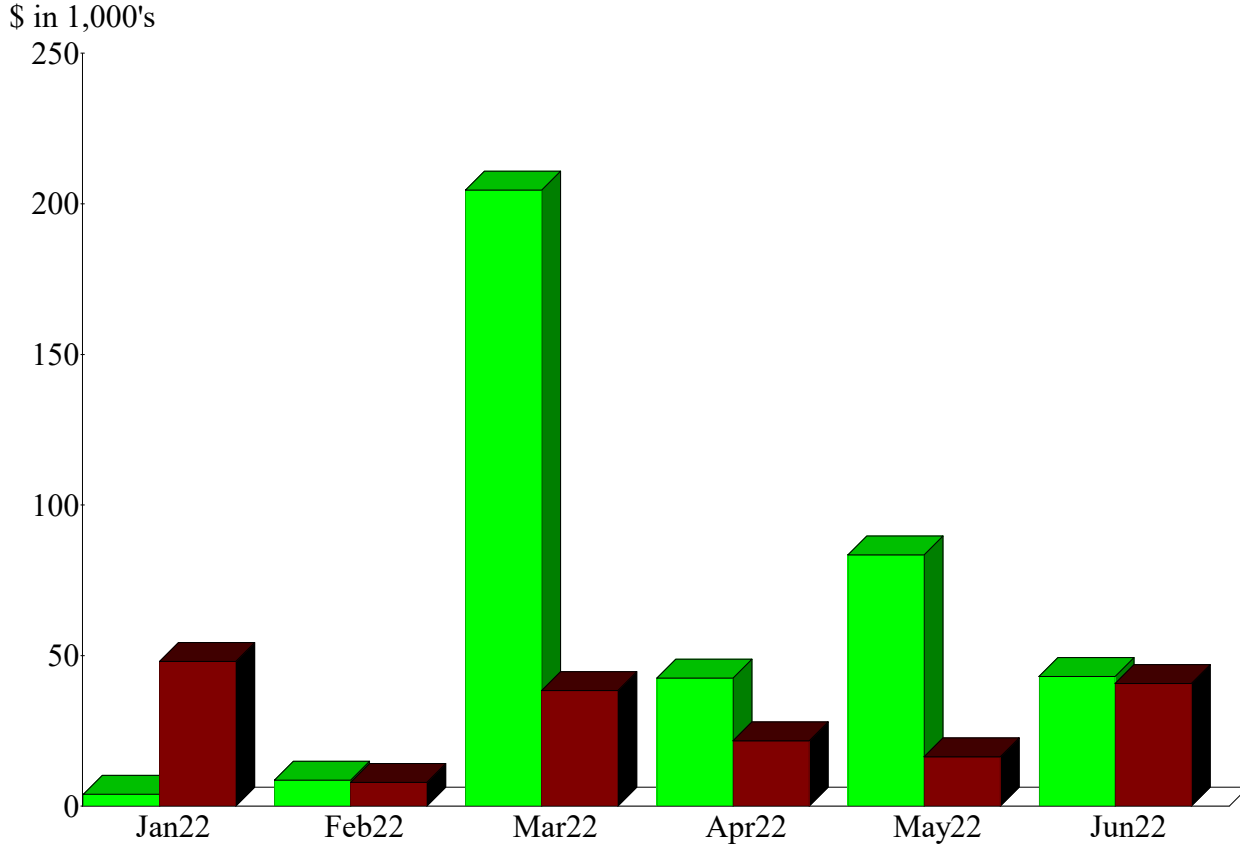
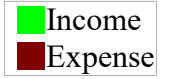
Income Summary
January through June 2022

Property Tax - O&M EPC	52.69%
Property Tax - Debt EPC	36.55
Spec Ownership Tax - O&M EPC	3.55
Spec Ownership Tax - Debt EPC	2.46
Property Tax - O&M TC	2.43
Property Tax - Debt TC	1.69
Miscellaneous Income	0.20
Spec Ownership Tax - O&M TC	0.18
Spec Ownership Tax - Debt TC	0.14
State Senior/Vet Fund - O&M TC	0.11
Other	\$-235.69
Sub-Total	\$386,359.70



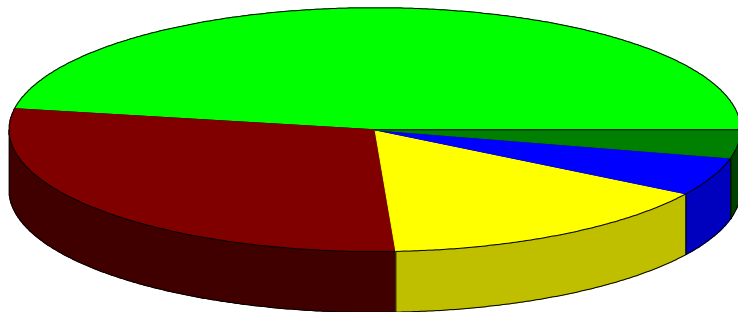
By Account

Income and Expense by Month
January through June 2022



Expense Summary
January through June 2022

Administrative Expenses	47.30%
Bond Interest Payment	28.77
Fire Department's Budgets	15.42
Stations & Buildings	5.25
Treasurer Fees	3.26
Total	\$173,180.03



By Account

Green Mountain Falls Chipita Park Fire District

PAYMENT REQUEST

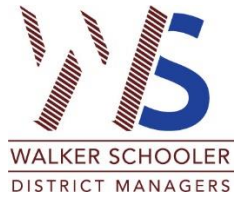
7/14/2022

GENERAL FUND ACCOUNT

Company	Invoice	Date	Amount	Comments
Dana Fuller	60922	6/9/2022	\$ 50.00	
Gary Florence	60922	6/9/2022	\$ 50.00	
Nicole Grassa	60922	6/9/2022	\$ 50.00	
Richard Bowman	60922	6/9/2022	\$ 50.00	
Stephen Walsh	60922	6/9/2022	\$ 50.00	
1st Bankcard Center	52322	5/23/2022	\$ 5,478.87	Paid Online
1st Bankcard Center	62322	6/23/2022	\$ 1,632.62	Paid Online
Black Hills Energy	2402362520	7/8/2022	\$ 71.26	
Bullseye	43325064	6/25/2022	\$ 159.79	
Century Link	7196847758	6/25/2022	\$ 99.14	
Colorado Division of Ffire Prevention & Control	22-53313	6/13/2022	\$ 40.00	
Colorado Springs Utilities	4895014031	6/30/2022	\$ 20.48	
Colorado Springs Utilities	9015963319	6/30/2022	\$ 276.07	
Comcast	849790080280401	6/13/2022	\$ 181.43	
El Paso County	22011013-RI	7/5/2022	\$ 375.00	
First Responder Communications	0522-15	5/31/2022	\$ 160.00	
Flair Data Systems	87072	6/14/2022	\$ 134.95	
Jan-Pro Franchise Development	98683	6/1/2022	\$ 495.00	
Jeff Idelman	70622	7/6/2022	\$ 148.75	
Paul E. Cool	70822	7/8/2022	\$ 285.00	
ROI	18204	6/7/2022	\$ 1,159.00	
Teller County Waste	101130274465	7/3/2022	\$ 67.95	
Walker Schooler District Managers	7115	6/30/2022	\$ 1,250.00	
WEX	0202-00-108388-0	6/30/2022	\$ 328.65	Paid Online
William Blake Johnson	63022	6/30/2022	\$ 1,256.25	
Woodland Hardware & Home	2651254	6/15/2022	\$ 248.70	
TOTAL			\$ 14,118.91	

\$14,118.91

Green Mountain Falls Chipita Park Fire District



**Personnel Manual
Green Mountain Falls/Chipita Park
Fire Protection District**

Definitions

District or Board: The Green Mountain/Chipita Park Fire Protection District (A governmental body)

Department or Volunteers: The Green Mountain/Chipita Park Fire Department (A volunteer 501c3 organization)

**Policy #1
ANTI-DISCRIMINATION**

Policy Statement: The Green Mountain Falls Chipita Park Fire Protection District is an Equal Opportunity/Affirmative Action Employer. The Board will not tolerate discrimination against any employee because of race, color, national origin or ancestry, gender, age religious convictions, disability, or sexual orientation.

The Board has a zero tolerance for any form of unlawful discrimination or harassment. The Board seeks to establish a diverse and inclusive work environment which is free from Unlawful discrimination, or harassment.

It is the responsibility of all employees, officers, to conduct themselves in a manner that fosters inclusion and respect for the individual and maximizes every employee's capability to be productive in their jobs.

Definitions:

Discrimination: Unlawful employment actions based on an employee's race, color, national origin or ancestry, gender, age, religion, disability, or sexual orientation.

Harassment: Acts of intimidation, threats, inappropriate comments, or related actions and behaviors which target an employee as related to the above definition. Which results in a tangible employment action (such as failure to receive a promotion) or are sufficiently severe or pervasive to cause intimidating, hostile, or offensive working environment.

Sexual harassment: Unwelcome sexual advances, request for sexual favors, verbal or physical conduct of a sexual nature, or any other unwelcome verbal or physical conduct based on a person's gender

Employee: Any person paid or unpaid who is a member of the GMFCPVFD, its Board of Directors, or works for the Board of Directors

Complaints: Employees who believe they have been subjected to actions or behaviors which violate the above policy should discuss the incident with the appropriate level of supervision. The supervisor will discuss with the Chief and determine a corrective action. This may include up to and including termination. If the employee finds the action is not satisfactory, he or she may bring the complaint to the District Board for review.

Policy#2 Employee Conduct

Policy Statement: Employees are responsible for meeting reasonable and ethical standards of performance and conduct in their work activity. Chief officers and officers are responsible for providing leadership that creates an opportunity for employees to achieve professional standards of performance and conduct. The Board has the responsibility, to oversee and provide means for advancement of all personnel.

Workplace Violence: The Board has a zero-tolerance policy when it comes to violence in the workplace. Any violence against any member will be prosecuted to the extent the law allows.

Actions which constitute workplace harassment and violence may be one of the following

Acts of intimidation

Threatening or hostile verbal or physical behaviors

Stalking

Physical or verbal abuse

Comments regarding violence

Harassment or assault

Vandalism

Arson

Sabotage

Unlawful possession or use of a weapon in the workplace

All violence in the workplace complaints will be reported to the Chief for action. The Chief will keep the Board apprised of the investigation and actions taken.

Any disposition which is appealed will be brought before the Board at the next available meeting. The Board will review the complaint and announce a final decision within 30 days. The Board's decision will be final.

Drug and Alcohol Policy: No member while on department responses, training, or business will use or be under the influence of alcohol and or drugs. The Chief or officer in charge of any scene or training session may immediately suspend any member suspected of being under the influence of alcohol and or drugs.

Said suspension will be valid until the next business meeting but will not exceed 30 days. Any member upon suspension may request at their expense to be evaluated for such violation. Said test may either be performed by a qualified law enforcement officer in the form of a breathalyzer, or the member will be escorted to Pikes Peak Regional Hospital for a blood test.

At the next business meeting said suspended member will appear and show just cause for violating such policy. The alcohol/drug test may be used in reviewing the suspension. Members at that time may by vote have the suspension become permanent or make other recommendations to the Chief for approval.

Seat Belt Policy: All personnel will wear safety restrains while vehicle is in motion.

Smoking Policy: In keeping with state law no smoking is permitted in public buildings, it is also the policy of the District not to permit smoking in vehicles. Outside tobacco disposal containers are provided.

Chain of Command: It is the responsibility of all members to become familiar with the chain of command

Board Of Directors: District Board members set administrative policy and review final decisions of the Chief to include personnel and policy decisions.

Chief: The Chief oversees all operational decisions impacting the department.

Assistant Chief(s): Serve at the discretion of the Chief.

Captains: Chair committees and make tactical decisions as needed.

Lieutenants: Appointed by the Chief and serve in an administrative capacity.

National Incident Management (NIMS) Guidelines will be used in all department command decisions.

Policy #3 Recruitment and selection

Policy Statement: All employees of the Green Mountain Falls /Chipita Park Fire Department will meet minimum qualifications for membership within the organization.

The Board has the option to conduct background checks on all perspective employees. This may include, but not limited to Drug Screening, Department of Motor Vehicle checks, and criminal background checks.

Chief of the department: employees wishing to hold the position of Chief must meet minimum qualifications of the Volunteer Fire Department By-laws. The Chief will be responsible for operational functions and reports to the District Board. .

The Chief will be responsible that training is provided for the department. The Chief will also ensure all new volunteers are aware of personnel policy and procedures for the department.

Volunteer firefighters: Persons wishing to apply for membership to the department will comply with the constitution and by-laws of the Green Mountain Falls/Chipita Park Volunteer Fire Department.

Volunteer firefighters are considered employees of the District which entitles them to protection under state laws to include, but not limited to; workers compensation, retirement benefits under FPPA, governmental immunity protection.

Volunteers are to adhere to this personnel manual as well as all policies issued by the Board of directors, the constitution and by-laws of the volunteer fire department, and operating procedures issued by the Chief of the department.

Technician full time employee: Employees who have satisfactorily completed the probationary period and works 40 hours per week. Individuals will be considered a full-time compensated employee of the District Board. Employees are hired by the Board following standard hiring procedures.

The probation period for a technician will be a period not to exceed 12 months. This time will be utilized to observe the employees work to determine his or her fitness for the position. Termination during probation may be at the will of the Board. Extension of probation may be extended by written request of the Chief to the District Board. Extension of probation will not exceed 6 months.

Recruitment and selection of technician: The District Board will advertise the position a minimum of 2 weeks. Minimum qualifications will be established for the position. All applications will be submitted to the Chief for review and selection. The Chief will submit selected recommendations to the Board for Final approval.

Pre-Employment Requirements:

Pre-Drug/Alcohol test: A drug test is mandatory. All applicants for a position with the Green Mountain Falls/ Chipita Park Fire Protection District must pass a drug test prior to starting work.

Medical: Selected applicants may be required to take a medical examination prior to starting employment.

Reference and criminal background checks: will be performed prior to starting work.

Notification: The successful candidate(s) will be contacted by the Chief president and made an offer of employment. All offers are a subject to successful completion of required testing and background checks.

Recruitment and selection record retention: All records, material, interview questions/responses will be retained by the District Board for a minimum of two years. If any legal action comes forth records will be retained until such action is resolved.

Retired Members: Retired members are those members who have successfully completed 20 years of service. Retired members may attend all functions of the volunteer fire department.

Active retired members: Members who meet the above requirements and choose to continue to serve as a volunteer. Retired active members may no longer accrue time toward a pension. Retired active members will receive all other benefits, including but not limited to, workers comp, and line of duty death requirements.

District Board Members: District Board members are elected or appointed to the Board. Board members will be responsible for all administrative functions of the department. This will include but not limited to strategic planning, annual budgeting, setting mill levies. The Board is responsible for approving current expenditures within the budget.

Board members operate under the direction of state statutes, local. State and federal l

Policy #4 Discipline

Policy Statement: It is the policy of the District Board to provide a system of discipline which affords an opportunity for the resolution of unsatisfactory performance or conduct. The District Board reserves the right to determine the seriousness of an offense and the appropriate level of discipline.

Types of offenses or grounds for discipline:

- Inappropriate conduct (See Policy #1 Anti-Discrimination, Policy #2 employee conduct)
- Violations of Volunteer Policy and Procedures, and Constitution and By-laws.
- Violations of District Board policy and procedures and personnel manual
- Failure to take corrective action in response to prior discipline or a performance improvement plan.

- Unsatisfactory job performance.

Role of Chief officers and officers:

- Conduct inquiry into allegations and determine level of investigation.
- Determine whether employee actions warrant discipline
- Determine appropriate level of discipline.
- Notify employee in writing of disciplinary action, excluding verbal reprimands.
- Prepare employee improvement plans.

Role of District Board:

- Advise Chief officers and officers of policy and procedures
- Ensure a copy of all actions are maintained in employee's personnel file.
- Function as an appeal Board for employees.
- All Board decisions are final in appeal process.

Disciplinary actions:

- Verbal Reprimand (minor incidents of misconduct and violation of policy may not be appealed to higher authority). Imposed by Captains and above.
- Written Reprimand (failure to take corrective action, Serious policy violations or serious incidents of misconduct.) Imposed by assistant Chief or Chief. May be appealed to Chief.
- Suspension (Serious policy violations or incidents of misconduct, Alcohol, and drug policy.) Suspension may not exceed 30 days. Reinstatement required by membership. Chief officer or District Board will prepare corrective action plan. 12-month probation will be mandatory.
- Demotion (Documented unsatisfactory performance, serious violations of misconduct, failure to complete corrective action plan.) Must be performed by Chief of the department. Subject to Board review
- Termination (Documented unsatisfactory performance, abandonment of position, disciplinary procedures due to violation of policy or procedures, failure to comply with performance plan, at the will of the District Board.) Performed only by the Chief or the District Board. District Board decision is final

Disclosure requirements:

At the conclusion of any discipline process employee must be notified in writing of the following:

1. Violation or incident
2. Required corrective action
3. Consequences of additional violations or incidents
4. Appeal rights and procedure for appeal.

Policy#5 APPEAL PROCEDURE

Policy Statement: The appeal procedure is available for all employees of the District who have been disciplined under policy #4 of this manual and are dissatisfied with the disciplinary action.

Time limits for appeal: An employee who wishes to appeal disciplinary action to the Chief must submit the appeal in writing within ten working days of the action. The Chief will review and respond to the appeal within five working days. An appeal to the District Board must be submitted within ten working days. The Board will review and respond to the appeal within 30 days of receipt. All Board actions are final.

Peer Reviews: Any Disiplinary procedure beyond verbal reprimand for a volunteer member of the department, may be taken to the membership for review. The membership may uphold the action, dismiss the action, or modify the action to less or more severe punishment. Peer review is final.

Policy #6 Compensation/Salary

Policy Statement: The District Board will establish a salary plan that links position classifications to the local labor market. The Board will make every effort to ensure the full-time employees of the District are provided a competitive level of compensation to attract and retain qualified employees, for the job performed.

Entrance Rate of Pay: The entrance rate of pay will be the minimum of the salary range of the classification for which the applicant is hired. An entrance rate of pay above the minimum may be offered to an applicant whose education and experience is above that of minimum qualifications.

Salary Range Progression: An employee whose performance is satisfactory or better, may be eligible for a salary increase at the completion of the required probation period. The District Board will determine the amount and will be guided by the following.

- The employees starting salary
- The employee's performance
- Local market salary reviews
- The organizations salary budget

Annual Salary Increases: employees may receive annual increases based on performance. An employee whose performance is satisfactory or better may receive increases based on the following.

- Local labor market increases rated on a percentage basis
- Annual minimum 2% increase considering performance
- The organization's salary budget
- The Cost-of-Living Adjustment provided to federal employees

Fair Labor Standards Act: It is the Boards policy to comply with the requirements of the fair labor standards Act.

Policy #7 Work Schedule

Policy statement: The normal work year, beginning January 1 and ending December 31, consist of fifty-two, 40-hour weeks. The designated work week is the normally period from 08:00 hours Monday to 16:30 hours Friday.

All full-time regular employees are scheduled to work 40 hours per work week, excluding designated, paid holidays. Unpaid meal periods are not included in hours worked. A 30-minute meal period is included in the workday.

Flex Time: Many operations allow for flexible scheduling of the employee's workday. The following factors must be considered when approving a flexible work schedule.

- Flex time schedules must be approved by the Chief.
- Flex time schedules will not exceed a 40-hour work week.
- The Chief must keep a log of flex-time hours worked and submit to their supervisor

Flex-time schedules may be approved from time to time to accommodate exceptional circumstances for an employee. This may be granted by the Chief.

Changes in work schedule: The Chief or his designee may change an employee's established work schedule to meet operational requirements of the department. Changes in schedule should not exceed the forty per week work requirement. Changes in work schedule should be announced at least 72 hours prior to implementation.

Overtime: Under Section 207(k) of the Fair Labor Standards Act (FLSA) the overtime threshold for a firefighter is 53 hours. Employees eligible for overtime will be compensated at 1 and 1/2 times the base hourly rate. If the overtime is an official District holiday the hourly rate will be two times the base hourly rate. Overtime should be approved Chief or his designee in advance.

Overtime Refusal: An employee who is required to work overtime and refuses is subject to disciplinary actions, up to and including termination, unless such refusal is protected by law.

Meal Periods and breaks: Employees normal work schedule will include a minimum of a 30-minute, unpaid meal period and one 15-minute paid break every 4 hours worked. After 8 hours worked a second 30-minute meal period is allowed.

- Break and meal periods include all time employee is away from work.
- No additional compensation will be paid in lieu of a missed break. Break periods may not be cumulative to shorten the workday.

Holiday Pay: Employees who are regular full-time employees of the District will receive 8 hours paid time off for each of the following District holidays.

- New Years Day – January 1
- Martin Luther King Jr. Day- 3rd Monday in January
- Presidents Day- 3rd Monday in February
- Memorial Day- last Monday in May
- Independence Day –July 4th
- Labor Day-1st Monday in September
- Veteran’s day-November 11th
- Thanksgiving Day-4th Thursday in November
- Christmas Eve December 24th.
- Christmas Day- December 25th.
- New years Eve Dec December 31st.

In addition to the above an employee who has completed probation may receive one personal day off per year at a time mutually agreeable with the Chief. The employee must provide notification at least 72 hours in advance of the request day off. Personal days not used will be lost on Dec.31st of each year.

Holidays that fall on Saturday will be observed on Friday. Holidays that fall on Sunday will be observed on Monday

Vacation Policy: Regular District employees will accrue paid vacation for years of continuous service according to the following schedule.

Years of Continuous Employment	Hours Accrued Biweekly	Hours Accrued Annually	Annual Entitlement (Days)
0-5 years	3.38	88	11
6 th year	3.69	96	12
7 th year	4.00	104	13
8 th year	4.31	112	14

9 th year	4.62	120	15
10 th year	4.92	128	16
11 th year	5.23	136	17
12 th year	5.54	144	18
13 th year	5.84	152	19
14 th year	6.15	160	20
15 th year +	6.46	168	21

Approval: Vacation time for employees of the department may be approved by the Chief. The Chief's vacation should be approved by the Board. Coverage for the Department must be arranged prior to vacation approval. Vacation may not be used in less than ½ day increments.

Vacation Carry-Over: Vacation carry over into the following year may not exceed the employee's annual entitlement.

Sick leave during vacation: If an employee becomes ill or injured while on vacation, the individual may exchange vacation hours for sick hours. A physician's statement may be required prior to returning to work.

Sick leave: Sick leave may be used for absences caused by illness, injury, temporary disability (including pregnancy), medical exams or medical treatment of the employee or the employee's immediate family.

Physicians Certification: A physician's statement supporting the use of sick leave and the ability to return to work may be required by the Board.

Accrual of sick leave: Regular full-time employees of the District will accrue sick leave at the rate of 8 hours per month for hours worked during the pay period. Pro-rata accrual rate will be based on actual hours worked.

Sick leave may be accrued to a maximum of 960 hours. Sick leave more than 960 hours on January 1st of each year will be Lost. No accrual will exceed 960 hours.

Upon retirement or death the employee or their estate will be paid half of the accrued sick leave more than 480 hours.

Sick Leave for family care: Employees may utilize up to 12 weeks of accrued sick leave per calendar year for the care of an immediate family member. Immediate family member is defined as spouse, parent, guardian, child, brother, sister, grandparents, or grandchild.

**Policy #8
Risk Management**

Policy statement: The Green Mountain Falls/Chipita Park Fire Protection District recognizes that the safety and health of its employee, and the public are of paramount concern in the delivery of fire, medical, and rescue services to the public. Safety will receive first consideration in the design and performance of any job. The safety and health of employees and the public will not be compromised to provide expedient service.

Boards Responsibility: The Board will ensure that an effective safety and health program is developed, implemented, and maintained. Implementation will follow industry standards, federal guidelines, and local policy as required. The Board will ensure all PPE is provided to employees as needed, and ensure training is afforded to all employees in its use.

Chief's Responsibility: The Chief is responsible for developing and implementing a safety and health program. The program will be developed consistent with all safety and health procedures and policies. The Chief is responsible in establishing a safety and health committee chaired by a staff officer. This committee will review all accidents and report to the Chief of findings and recommendations. This information will then be forwarded to the Board.

Assistant Chief: Is responsible to assist in all investigations and work with the safety committee in preparing a report for the Chief. The Assistant Chief will function as the Chief in his absence

Captains: Are responsible for chairing the safety committee and leading in any investigations. They are also responsible for meetings with the safety committee and establishing policy for review as needed.

Fitness for duty: Whenever circumstances indicate that an employee may no longer be able to perform an assigned job-related duty or when safety concerns arise, an employee upon the approval of the Chief or the District Board may be ordered to undergo a fitness for duty examination.

Firefighter Responsibilities: Each firefighter has a role in insuring a safe and healthy workplace. The employee's responsibility includes, but not limited to.

- Being safety conscious
- Following established safety and health guidelines
- Maintaining a valid Colorado driver's license, if required to operate motor vehicle equipment.
- Requesting additional information if assignments are unclear
- Operating all equipment, tools, machinery, and vehicles in accordance with manufactures guidelines, safety practices, and operator training instructions,
- Correctly wearing and using all appropriate PPE
- Immediately reporting to a supervisor any unsafe working conditions.

- Reporting all personal injuries and fill out required reports within 48 hours after injury.

Accident injury reporting: Employees will immediately notify their supervisor of any injury or accident. The supervisor will notify the Chief of the Department. Who will notify a District Board member, law enforcement, or other assistance, as appropriate.

Notification of family members: In the event of employee suffering a severe injury or death the Chief will establish a procedure for notify the nearest family member. The Chief is responsible for maintaining a roster of persons to be contacted in the event of an emergency.

Family training: Each member should train all family members on what to do in case of emergencies and or evacuations. Members may be committed to an emergency and not able to get to their home or school. The District has established an emergency fund to provide financial assistance in the case of evacuations. This is to assist family members and release the volunteer to focus on the job at hand. The department will assist on training if needed.

Policy # 9 Workers Compensation

Policy Statement: In accordance with the state of Colorado Workers Compensation Act, Employees may apply for workers compensation for on-the-job-injuries. The degree of liability and the amount of compensation is determined by the state.

Benefit Period computation: In Computing the maximum benefit period, the following hours will be considered

- Paid holidays during the recovery period.
- Paid leaves
- Unpaid leaves taken when the benefit is a reduced benefit

Restricted Activities: An Employee on injury leave or limited duty assignment will not perform any activities, including other employment, self-employment, sports, hobbies, etc. which may impede recovery from injury. The treating physician will make the appropriate determinations.

Policy # 10 SECURITY POLICY

Policy Statement: The District Board encourages all employees to be diligent in protecting assets of the Board and report any suspicious activity to the Chief, Board, or local Law Enforcement.

Issuance of Fire Department ID cards: new employees of the District will be issued ID cards as soon as practical.

Display and use of Fire Department ID cards: Identification cards will be displayed when employees are acting in an official capacity. ID cards will be presented when requested by an appropriate official.

Improper use of ID cards: Identification Cards are for official business; improper use will result in disciplinary actions to be determined by the Chief of the department.

Use of District Facilities: District facilities may be used by outside agencies for meetings, training, and approved social functions with Board approval. The Chief or his designee will be responsible for any scheduling, opening, and securing the facility.

Criminal Charges: Employees must notify the Chief of any criminal charge against them within 5 working days of such charges. Criminal charges include felony, misdemeanor, public, and petty offenses as defined in the statutes of the United States, State of Colorado, and County of El-Paso. Criminal charges will not include traffic charges which will not affect operation of department vehicles.

Action Following Conviction: The Chief will determine the appropriate action to be taken upon notification of a finding of guilty, a plea of guilty, no contest or a deferred sentence. Discipline may include but not limited to discharge from the department.