

# ESTES VALLEY FIRE PROTECTION DISTRICT

## Agenda Statement - February 2, 2026

### Agenda Item #4

**Agenda Title:**

Approval of Agenda

**Submitted by:**

Sandra Smith, President

**Background Information:**

N/A

**Attachments:**

Agenda

Minutes

Report

Resolution

Contract

Map

Letter

Other

**Board Action Needed:**

A motion to (approve, deny, or modify) the Agenda for the February 2, 2026 board meeting.

**Sandra Smith**            Yes    No

**Scott Dorman**            Yes    No

**Ryan Leahy**              Yes    No

**Jeff Robbins**              Yes    No

**Jon Smith**                Yes    No

**ESTES VALLEY FIRE PROTECTION DISTRICT  
SPECIAL BOARD MEETING – ZOOM ONLY**

February 2, 2026  
Monday, 3:00 PM

AGENDA

1. CALL TO ORDER – President Sandi Smith
2. PLEDGE OF ALLEGIANCE- Chief Jones
3. ROLL CALL- Marinda Baxter
4. APPROVAL OF AGENDA
5. PUBLIC COMMENT \* Public comments are limited to 2 minutes per person.
6. APPROVAL OF MINUTES - n/a
7. ITEMS OF BUSINESS
  - a. Discussion/Action re Administrative assessment and structure of administrative division
  - b. Discussion/Action re Administrative Job Descriptions
  - c. Discussion/Action re Administrative Pay scale
  - d. Discussion/Action re Waiver of Policy 202
  - e. Discussion/Action re Resolution 2026-03 Appointment of an Interim Fire Chief and Approving an Employment Agreement
8. REPORTS – n/a
9. UNFINISHED OR OLD BUSINESS
10. NEW BUSINESS -- Sandra Smith to call for board members to state any new business.
11. ANNOUNCEMENTS
  - a. NEXT REGULARLY SCHEDULED MEETING: Monday, February 23, 2026, at 3:00 p.m. for a work session and 4:30 p.m. for the regularly scheduled meeting
12. ADJOURNMENT

The Mission of the Estes Valley Fire Protection District is to provide the citizens of and visitors to the Estes Valley with superior fire prevention, fire protection and emergency services in a safe and efficient manner.”

“The Mission of the Board of Directors of the Estes Valley Fire Protection District is to establish policy, goals, strategies and financial leadership that are the foundation for the long-term sustainability of the District.”

# ESTES VALLEY FIRE PROTECTION DISTRICT

## Agenda Statement – February 2, 2026

### Agenda Item # 7a

**Agenda Title:**

Discussion/Action re Administrative Assessment and Structure

**Submitted by:**

Warren Jones, Interim Fire Chief

**Background Information:**

Attached staff report

**Attachments:**

Agenda

Minutes

Report

Resolution

Contract

Map

Letter

Other

**Board Action Needed:**

Motion to approve the administrative and business services reorganization consisting of two full-time and potential part-time positions as described in the staff report.

**Sandra Smith**                      Yes    No

**Scott Dorman**                      Yes    No

**Ryan Leahy**                        Yes    No

**Jeff Robbins**                        Yes    No

**Jon Smith**                         Yes    No

## Staff Report

To: Estes Valley Fire Protection District Board of Directors  
Fr: Warren Jones, Interim Fire Chief  
Re: Administrative services reorganization and request to approve new job descriptions and salary ranges.  
Date: February 2, 2026

### Summary

On January 19, 2026, the Board authorized me to proceed with a reorganization of our administrative and business services based on the administrative assessment conducted by Community Resource Services in December 2025.

This staU' report contains action requests in four areas as described below for Agenda Items 7 a, b, c and d.

### Background

In mid-October 2025 our Chief of StaU' resigned unexpectedly. This caused a major disruption in our administrative and business services. Since then, the District's remaining administrative employee (Marinda Baxter) has been providing administrative services and administrative support to the fire chief, operations, prevention and the board. The board directed that we do not fill the vacated position until we assessed our administrative operations. The board also directed that a reorganization be analyzed and that the Chief of StaU' (Division Chief) position be removed.

In December 2025 we contracted with Community Resources Services to conduct an administrative audit. They completed on-site interviews in mid-December and submitted their report in early January. They predicted that without improvement in our administrative staU'ing that we will face operational inefficiencies, burnout and further turnover, risk of non-compliance, board governance strain and leadership capacity erosion. This report was discussed at the January 19, 2026, board meeting and is the basis of the four actions requested below. The requested actions are within the context of a larger district reorganization plan discussed on January 19. In developing these actions, I consulted with the Town of Estes Park, the Estes Valley Recreation and Parks District, the Estes Valley Library District and our human resources consultant CPS HR.

### Actions Requested

#### Agenda Item 7 a: Administrative reorganization

**Requested action:** *Approve replacing the current administrative positions of Administrative Assistant and Chief of StaU' with an Administrative Specialist and Executive Assistant to the Fire Chief, with both positions reporting directly to the Fire Chief.*

This request is to establish two full-time administrative positions reporting directly to the Fire Chief. The two positions would be **Executive Assistant to the Fire Chief** and **Administrative Specialist**. The Executive Assistant to the Fire Chief will focus primarily on our business services and board support. The Administrative Specialist will focus primarily on administrative support for our Operations and Training Division as well as more general administrative services to the district.

This proposed organization generally tracks Staffing Scenario 1 suggested in the CRS report. Neither will be a supervisory position, and both will report directly to the Fire Chief. Both will be non-exempt positions. There will not be a free-standing administrative unit. The Executive Assistant to the Fire Chief position has a higher level of responsibility in board support, finance and human resource functions and cooperation with contractors. While it does provide functional guidance to the Administrative Specialist it does not supervise this position. The job descriptions in Action Item 7 b require that each position assist the other when necessary so some level of cross training will be needed. The public safety agency we work with most closely, the Estes Park Police Department, has a similar position of Executive Assistant to the Police Chief to our recommended Executive Assistant to the Fire Chief. As described in Action item 7 c, if approved by the Board, the pay ranges will use our current pay ranges for Administrative Specialist I and II.

While not specially addressed in this proposal, I ask that we be allowed to use one or more part-time positions for special administrative needs and projects.

I mentioned at past board meetings that I was considering moving my office and one of our administrative positions over to our other office with Support and Prevention to improve administrative efficiency. However, because of the need for cross training and cross support between the two administrative positions, and my need to interact closely with both positions, I, and both administrative positions will stay at Station 1 for the remainder of the interim chief period.

#### **Agenda Item 7 b: Administrative job descriptions**

**Action requested:** *Delete all job descriptions in 700 policies for administration and replace with new Policy 704 Administrative Specialist and Policy 705 Executive Assistant to the Fire Chief and*

The full job descriptions are attached. We developed these in collaboration with our current administrative assistant and our two division chiefs. They have been reviewed and approved by our human resource consultant CPS HR. The General Statement of Duties for each is shown below. If approved, our job description 700 policies will now include only two administrative positions, rather than the current three.

#### **EXECUTIVE ASSISTANT TO THE FIRE CHIEF**

Performs a wide variety of senior-level executive, administrative and governance support services for the Fire Chief of the District. Handles highly confidential matters, makes administrative determinations and exercises independent judgment within established

laws, policies, Fire Chief and Board Direction. Works independently with minimum of direction. Acts as the recording secretary and performs related support duties for the Fire Board and Pension Board, prepares for and attends Fire Board and Pension Board meetings. Interact frequently with volunteers, staff, board, vendors and the public. Requires broad knowledge of District operations, goals, programs, and policies as well as demonstrating a high level of experience, competence, discretion, and technical skill. Serves as liaison to and coordinates with human resources and financial contractors. This position serves as the district's primary administrative contact for Board support, human resources coordination, financial administration and coordination, records management, and regulatory compliance. Assist as necessary with administrative duties of Administrative Specialist.

### **ADMINISTRATIVE SPECIALIST**

Performs a wide variety of routine and specialized administrative support duties primarily in support of the Operations and Training Division. Handles limited confidential information related to assigned duties and performs work in accordance with established procedures, policies, and direction. Works independently with minimum of direction. Interacts frequently with volunteers, staff, vendors and the public. Requires broad knowledge of District operations, goals, programs, and policies as well as demonstrating a high level of experience, competence, discretion, and technical skill. Coordinates with and assists as necessary with administrative tasks of Executive Assistant to the Fire Chief. Works under the general direction of the Fire Chief and functional oversight of the Executive Assistant to the Fire Chief. Provides administrative support as assigned in coordination with the Executive Assistant to the Fire Chief.

### **Agenda Item 7 c: Administrative positions salary structure.**

***Action requested:*** Amend Policy 180 to delete the current five salary ranges for administration and replace them with the proposed ranges of Administrative Specialist and Executive Assistant to the Fire Chief.

In developing this proposal, I recommend staying within our current salary ranges in Policy 180. In this policy we have five levels of administrative positions. As shown on the attached Policy 180 these include two levels of Administrative Assistant, two levels of Specialist and one level of Manager. As shown below, I propose using the administrative pay ranges of the current Specialist I and II. Both positions are above the duties and capabilities of Assistant and below Manager. If approved, this action would amend Policy 180 by substituting the administrative pay ranges below with the ranges in the policy now. If these new administrative pay ranges are approved and both positions start at Step 1, the total annual salary cost will be \$157,497 this year. This is well less than the \$210,604 budgeted for the two current administrative positions in the 2026 budget.

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Administrative Specialist	\$71,052	\$73,894	\$76,850	\$79,924	\$83,120
Executive Assistant to the Fire Chief	\$86,445	\$89,903	\$93,499	\$97,239	\$101,129
Total	\$157,497	\$163,797	\$170,349	\$177,163	\$184,249

**Agenda Item 7 d: Waiver of Policy 202 requirement for internal/external recruitment.**

**Requested action:** *Waive the requirement of external and internal recruitment in Policy 202 (attached) for both positions and allow the Fire Chief to determine the use of internal only or internal/external recruitment.*

Similar to the recruitment process for the recruitment for the Operations and Training Division Chief before implementing an internal/external recruitment, I would like to attempt an internal recruitment for one or both positions depending on the availability of qualified internal candidates.



# ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

STANDARD OPERATING POLICY	
Subject: Employee Payroll, Salary Ranges, and Pension	Number: 180
Category: General	Effective Date: 01/01/2023
Subcategory:	Latest Revision Date: 11/30/2022
Approved By: Board of Directors	Latest Reviewed Date:

## Purpose of this Policy

To define staff payroll, salary ranges and pension plans.

## Policy

### *Employee Payroll*

- The EVFPD payroll system is administered using an outsourced payroll services company under the direction of the EVFPD Fire Chief through an annual agreement.
- The EVFPD Board of Directors shall approve in its annual budget all adjustments for the salaries and benefits offered for the paid employees of the District.
- The terms and conditions of employment for the paid staff are prescribed in the EVFPD Personnel Policy Manual or any existing individual employment agreements which may be renewed or amended from time to time.
- In the event of a conflict between the provisions of the EVFPD Personnel Policy Manual and the individualized employment agreement, the provisions of the individualized employment agreement shall control.
- Each position will have a job description in this manual that indicates the appropriate FLSA classification. New employees will default to start at Step 1. A new employee may be placed into a higher step if justification is documented and approved by the Fire Chief.
- Step increases include both a cost-of-living adjustments (COLA) and incorporated merit increases. It is the intention that every employee will advance one step on the pay period following the anniversary of them entering the step system. All step increases are subject to funding appropriations in the budgeting process.
- Any position who achieves Step 6 or above will receive only a COLA adjustment using 2.70% per step. This is based on the 5-year average of the Denver-Boulder-Greeley Consumer Price Index (CPI) and may be adjusted through policy adoption or the budgeting process. All increases are subject to funding appropriations in the budgeting process.

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## ESTES VALLEY FIRE PROTECTION DISTRICT

### PREVENT PREPARE PERFORM

#### *Operations & Training*

<i>Position</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>
Firefighter	\$60,000	\$62,400	\$64,896	\$67,492	\$70,192
Lieutenant	\$72,999	\$75,919	\$78,956	\$82,114	\$85,399
Captain	\$88,815	\$92,367	\$96,062	\$99,904	\$103,901
Battalion Chief	\$108,057	\$112,379	\$116,874	\$121,549	\$126,411

- Annual steps up to Step 5 and rank increases from Step 5 to Step 1 are 4.00%
- Step increases for Step 6 or higher in the same grade are defined above

#### *Support Services & Prevention*

<i>Position</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>
Assistant I	\$48,000	\$49,920	\$51,917	\$53,993	\$56,153
Assistant II	\$58,399	\$60,735	\$63,165	\$65,691	\$68,319
Specialist I	\$71,052	\$73,894	\$76,850	\$79,924	\$83,120
Specialist II	\$86,445	\$89,903	\$93,499	\$97,239	\$101,129
Manager	\$105,174	\$109,381	\$113,756	\$118,306	\$123,039

- Annual steps up to Step 5 and rank increases from Step 5 to Step 1 are 4.00%
- Step increases for Step 6 or higher in the same grade are defined above

#### *Administration*

<i>Position</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>
Assistant I	\$48,000	\$49,920	\$51,917	\$53,993	\$56,153
Assistant II	\$58,399	\$60,735	\$63,165	\$65,691	\$68,319
Specialist I	\$71,052	\$73,894	\$76,850	\$79,924	\$83,120
Specialist II	\$86,445	\$89,903	\$93,499	\$97,239	\$101,129
Manager	\$105,174	\$109,381	\$113,756	\$118,306	\$123,039

- Annual steps up to Step 5 and rank increases from Step 5 to Step 1 are 4.00%
- Step increases for Step 6 or higher in the same grade are defined above

#### *Leadership*

<i>Position</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>
Division Chief	\$130,203	\$134,109	\$138,133	\$142,277	\$146,545
Fire Chief	\$150,941	\$155,470	\$160,134	\$164,938	\$169,886

- Annual steps up to Step 5 and rank increases from Step 5 to Step 1 are 3.00%
- Step increases for Step 6 or higher in the same grade are defined above

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## **ESTES VALLEY FIRE PROTECTION DISTRICT**

**PREVENT PREPARE PERFORM**

### *Employee Pensions*

1. Fire and Police Pension Association (“FPPA”) Plan:

The FPPA Plan is available for current staff on this plan and all new full-time and part-time uniformed employees of the EVFPD. This is a Defined Benefit Matching Plan with contributions defined by FPPA Plan Documents.

Additionally, uniformed employees and the EVFPD participate in the FPPA Death and Disability Plan with contributions defined by FPPA Plan Documents. The defined benefits are described in the plan document.

2. Public Employees’ Retirement Association (“PERA”) Plan:

This plan is available to current employees already enrolled in the plan and all new full-time and part-time, non-uniformed employees as an alternative to FPPA. The EVFPD shall make all required employer matching contributions as defined in PERA Plan Documents.

### *Employee Retirement Investment Accounts*

1. FPPA 457 Plan:

This is a deferred compensation plan with employee contributions paid through FPPA. Contributions are voluntary.

### **References**

- None



**ESTES VALLEY FIRE PROTECTION DISTRICT**  
**PREVENT PREPARE PERFORM**

<b>STANDARD OPERATING POLICY</b>	
Subject: Employment Recruitment, Selection, and Responsibilities	Number: 202
Category: Administrative	Effective Date: 07/22/2020
Subcategory:	Latest Revision Date:
Approved By: Board of Directors	Latest Reviewed Date:

**Purpose of this Policy**

To ensure the District follows all applicable local, state, and federal guidelines for hiring and operates a professional and ethical organization.

**Policy**

*Equal Employment Opportunity*

The Estes Valley Fire Protection District is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, sexual preference, military status or disabilities.

*Recruitment, Selection, and Responsibilities*

Candidates for job vacancies will be recruited both internally and externally. Consideration shall be given for promotion from within the Estes Valley Fire Protection District ranks, but not to the exclusion of qualified outside applicants. Meaningful, equitable, and realistic job requirements shall be established for recruiting, with provision for appropriate testing procedures.

*Scope of Policies – Duty to Obey Orders*

These policies are published for the general guidance of all employees of the District and are not intended to cover every specific act or duty. In addition to these policies, it is the duty of each employee to comply with the written and oral lawful orders and instructions of his or her superiors. Compliance with these policies, and the orders and instructions of superior officers, is essential for proper conduct and discipline.

*Employee’s Responsibility to Know and Understand all Policies*

All employees and volunteers of the District are responsible for knowing, understanding, and complying with these policies and shall comply therewith. All employees are required to sign a *Receipt and Acknowledgement Form*. If an employee has any questions or concerns about any rule, regulation, or policy of the District, the employee/volunteer should ask his or her superior officer for

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## **ESTES VALLEY FIRE PROTECTION DISTRICT**

### **PREVENT PREPARE PERFORM**

clarification before taking any action that could be deemed a violation of the rule, regulation, or policy in question.

#### *Employee's/Volunteer's Responsibility to Use Good Judgment*

An effort has been made to have these policies cover, (either in a specific or general way) as many of the responsibilities, obligations, duties, and general conduct of the District employees/volunteers as possible. Wherever a rule or regulation applies, it shall be followed. However, there will be times when there is not a rule, regulation, policy, or procedure which directly covers a situation encountered by an employee/volunteer. When there is no rule, regulation, policy, or procedure to guide the employee's/volunteer's conduct, the employee/volunteer should inquire of his or her superior officer regarding how to proceed, if time permits. If time does not permit asking his or her superior officer, the employee/volunteer shall use good judgment (i.e. "do what is right and do it the right way"). To fulfill the goals and purposes of the District as set forth above, and to assure performance of the employee's/volunteer's responsibilities, each employee/volunteer must comply with the provisions of these policies and demonstrate good judgment at all times.

#### *Background/Driving checks*

All employees (and volunteers) are required to pass a criminal background check and driving history check prior to job appointment. The cost of such checks will be paid by the District.

#### *Re-employment*

For any employee who leaves the District in good standing and returns within three months from the date of termination, the Estes Valley Fire Protection District will restore all longevity credit as it pertains to benefit accrual. This section does not guarantee re-employment.

#### *Employment of Relatives / Anti-Nepotism*

For purposes of this policy, a close relative is anyone of equal or greater relationship than a first cousin, which includes anyone descended from the employee's grandparents. In addition, a close relative includes an employee's spouse, civil union, or domestic partner and anyone descended from that spouse's or partner's grandparents.

#### *Anti-Nepotism*

The District ordinarily will not employ close relatives or intimate acquaintances under circumstances where:



## ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

1. One would directly or indirectly exercise supervisory, appointment, or dismissal authority over the other;
2. One would directly or indirectly have authority over disciplinary action as to the other
3. One would audit, verify, receive, or be entrusted with money received or handled by the other in the course of employment;
4. One would have access to the employer's confidential information, including payroll and personnel records; or
5. One would be employed during a time a close relative was a current member of the Board of the District.

When employees of the District become related and their working relationship is prohibited by this policy, one employee will be required to transfer to another position, provided a position is available, or to resign. If neither affected employee voluntarily transfers or resigns, the District shall terminate or transfer one of the employees, at its discretion.

### *Supervision of Family Member*

The District will not refuse to hire an employee's immediate family member solely because of the family relationship. However, to the extent practicable, the District will make every effort to minimize or eliminate situations where an employee will be placed in a direct supervisory and/or disciplinary role with respect to the employee's immediate family member. If an employee's immediate family member enrolls in a District program over which the employee shall have direct supervision and/or disciplinary responsibilities, the employee shall immediately notify the District Manager Fire Chief. The District reserves the right to re-assign the employee to another equivalent position or take other appropriate action in order to remedy the situation. To the extent the District may not practically remedy the situation, the employee shall be expected to perform the function of his or her job in a professional manner, treating the immediate family member in the same manner as all other program participants, and conducting him or herself in accordance with all of the expectations for proper conduct contained in this Manual.

### References

- None

# ESTES VALLEY FIRE PROTECTION DISTRICT

## Agenda Statement – February 2, 2026

### Agenda Item # 7b

**Agenda Title:**

Discussion/Action re administrative  
Job descriptions

**Submitted by:**

Warren Jones, Interim Fire Chief

**Background Information:**

See attached staff report from 7a.

**Attachments:**

Agenda

Minutes

Report

Resolution

Contract

Map

Letter

Other

**Board Action Needed:**

Motion to delete all administrative job descriptions (Policies 704, 705 and 707) and adopt new job descriptions for Administrative Specialist as Policy 704 and Executive Assistant to the Fire Chief as Policy 705, and to allow the use part-time administrative positions for special administrative needs and projects.

**Sandra Smith**                      Yes    No

**Scott Dorman**                      Yes    No

**Ryan Leahy**                        Yes    No

**Jeff Robbins**                        Yes    No

**Jon Smith**                         Yes    No

## **EXECUTIVE ASSISTANT TO THE FIRE CHIEF**

### **GENERAL STATEMENT OF DUTIES:**

Performs a wide variety of senior-level executive, administrative and governance support services for the Fire Chief of the District. Handles highly confidential matters, makes administrative determinations and exercises independent judgment within established laws, policies, Fire Chief and Board Direction. Works independently with minimum of direction. Acts as the recording secretary and performs related support duties for the Fire Board and Pension Board, prepares for and attends Fire Board and Pension Board meetings. Interact frequently with volunteers, staff, board, vendors and the public. Requires broad knowledge of District operations, goals, programs, and policies as well as demonstrating a high level of experience, competence, discretion, and technical skill. Serves as liaison to and coordinates with human resources and financial contractors. This position serves as the district's primary administrative contact for Board support, human resources coordination, financial administration and coordination, records management, and regulatory compliance. Assist as necessary with administrative duties of Administrative Specialist.

### **SUPERVISION RECEIVED:**

- This position works under the guidance and direction of the Fire Chief.

### **SUPERVISION EXERCISED:**

- None

### **FLSA:**

- This is a non-exempt employee position

### **WORK SCHEDULE:**

- Regular work week is 08:00 to 17:00, Monday to Friday
- Expected to attend Board meetings after hours (one to two per month typical)
- This position has been deemed essential at Chief's discretion during man-made and natural emergencies

### **COMPENSATION:**

- The salary range for this position is \$86,445 to \$101,12 per Policy 180

### **RESIDENCY:**

- Not required.

### **SPECIAL REQUIREMENTS NECESSARY:**

- Valid Colorado Driver's license
- Must be at least 18 years of age

### **EDUCATION:**

- High School diploma or equivalent required.
- Associates degree in business administration, public administration, office administration, or a related field preferred.
- Bachelor's degree in a related field preferred.
- Equivalent combinations of education and experience will be considered.

**MINIMUM REQUIRED JOB SKILLS AND CERTIFICATIONS:**

- Minimum of 10 years of administrative experience with public contact
- Proficient in Microsoft Office Suite
- Ability to type at least 65 words a minute
- Must be detail oriented and possess superior organizational skills
- Willingness and ability to serve the public, staff, and volunteers
- Must possess the skills and capability to receive instruction
- Ability to demonstrate dependability and flexibility in performing job duties
- CPR/AED within 12 months of hire.
- ICS 300 within 12 months of hire

**ADDITIONAL DESIRED JOB SKILLS AND CERTIFICATIONS:**

- Experience using Payroll
- Experience with Bill.com
- Experience with Division of Fire Prevention & Control Wildland Billing
- Familiar with Parliamentary Procedure
- Experience with Colorado Special Districts and DOLA Compliance
- Experience with grant management

**ESSENTIAL FUNCTIONS OF THE JOB:**

The following are essential functions for the job. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities, and activities may change at any time with or without notice.

*Administrative*

- Operates multi-line phone, email, computer, software, internet systems.
- Provides information to the public.
- Maintains the work unit calendar of events, schedules meeting rooms, trainings, conferences, makes travel arrangement and other events as requested.
- Has primary responsibility for the district's records management system, including emergency reporting databases, statutory filings, and record retention compliance.
- Maintains computerized records system, computerized files and coordinates with IT contractors.
- Manages CORA requests.
- Serves as Designated Election Official or coordinates with contracted DEO.
- Responds to ISO, hazardous material, and records requests
- Supports Board of Directors and Pension Board including agendas, minutes, meeting scheduling, and other materials. Transcription and distribution of meeting records for the EVFPD Board and EVFPD Pension Board.
- Ensures compliance with all special district filing/recording requirements (DOLA)
- Processing incoming and outgoing mail.
- Tracks Intergovernmental Agreements and contracts.
- Maintains all electronic records per records retention process
- Purchase and maintenance of office supplies and office equipment.
- Assists the Fire Chief in the preparation of reports, resolutions, ordinances, statistical data, and other correspondence; and, in the maintenance of files, records, policies, procedures, and other reference material important to the efficient operation of the department.
- Develop applications for district-wide grants and manage large grants, or coordinate with grant contractors.

*General*

- Ability to assume high levels of responsibility within the department
- Positively representing the department to the public
- Knowledge of and ability to work under the National Incident Command System (NIMS)
- Assist in Public Information Officer capacity and maintenance of District website, social media and public relations
- May serve in administrative roles in the Incident Command System.
- Provides direction, coordination, and task assignment to other administrative staff as necessary to ensure continuity of District operations.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, and participating in professional societies

*Human Resources*

- Maintains all department personnel records and files.
- Comply with Federal, State, and local legal requirements.
- On-boarding and off-boarding of all District board members, employees and volunteer members.
- Serves as the District's central administrative liaison for human resources, coordinating with contracted HR providers to ensure compliance with all federal, state, and local employment requirements. In cooperation with human resource contractors, coordinate open enrollment for benefits
- Reconciles benefits accounts by approving billing statements.

*Financial*

- Responsible for managing purchase documents and related purchasing systems
- Maintains financial records in accordance with District policy
- Processes requests for equipment, supplies, and equipment maintenance and repair as necessary
- Responsible for coding invoices and processing of accounts payable, bank deposits, and maintenance of petty cash
- Manages and tracks contracts, vendors and service agreements.
- Manage accounts receivables and donations
- Oversee reconciliation of district credit card statements monthly
- Serves as the District's primary internal administrator for financial operations, coordinating with finance and accounting contractors to support accounting, auditing, actuarial reporting, and budget development. Manage travel and mileage reimbursement requests for staff and Board.
- Responsible for Payroll for Staff and Pension. Maintain time and attendance records
- Assist in the preparation and management of division budgets
- Performs all other duties as assigned

**COMPETENCIES**

1. Ethical Conduct.
2. Stress Management/Composure.
3. Problem Solving/Analysis.
4. Communication Proficiency.
5. Strategic Thinking.
6. Teamwork Orientation.
7. Diversity and Inclusion.
8. Technical Capacity.

**WORK ENVIRONMENT**

While performing the duties of this job, this employee regularly works within an office environment whose duties are primarily performed behind a desk. This position frequently operates a computer, reads and writes, and interacts with others in person, over the phone, and via other devices. They move about within the facility in which their office is located to access file cabinets, documents, office machinery, and other equipment. They also travel within the facility in which their office is located and to locations outside of the facility, to attend meetings, training, events, and other business activities.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, walk, climb, balance, stoop, kneel, crouch, crawl, push, and pull, use hands and fingers to feel, handle, or operate objects, and reach with hands and arms. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 45 pounds.

DRAFT

## **ADMINISTRATIVE SPECIALIST**

### **GENERAL STATEMENT OF DUTIES:**

Performs a wide variety of routine and specialized administrative support duties primarily in support of the Operations and Training Division. Handles limited confidential information related to assigned duties and performs work in accordance with established procedures, policies, and direction. Works independently with minimum of direction. Interacts frequently with volunteers, staff, vendors and the public. Requires broad knowledge of District operations, goals, programs, and policies as well as demonstrating a high level of experience, competence, discretion, and technical skill. Coordinates with and assists as necessary with administrative tasks of Executive Assistant to the Fire Chief. Works under the general direction of the Fire Chief and functional oversight of the Executive Assistant to the Fire Chief. Provides administrative support as assigned in coordination with the Executive Assistant to the Fire Chief.

### **SUPERVISION RECEIVED:**

- This position works under the general direction of the Fire Chief and the functional guidance of the Executive Assistant to the Fire Chief.

### **SUPERVISION EXERCISED:**

- None

### **FLSA:**

- This is a non-exempt employee position

### **WORK SCHEDULE:**

- Regular work week is 08:00 to 17:00, Monday to Friday.
- After hours attendance to support Board and related meeting may be required.

### **RESIDENCY:**

- Not Required

### **COMPENSATION:**

- The salary range for this position is \$71,052 to \$83,120 in accordance with Policy 180.

### **SPECIAL REQUIREMENTS NECESSARY:**

- Valid Colorado Driver's license
- Must be at least 18 years of age

### **EDUCATION:**

- High School diploma or equivalent is required.
- Associates degree in office administration or a related field preferred

### **MINIMUM REQUIRED JOB SKILLS AND CERTIFICATIONS:**

- Proficient in Microsoft Office Suite
- Ability to type at least 65 words a minute
- Must be detail oriented and possess superior organizational skills
- Willingness and ability to serve the public, staff, and volunteers

- Must possess the skills and capability to receive instruction
- Ability to demonstrate dependability and flexibility in performing job duties
- CPR/AED within 12 months of hire.

**ADDITIONAL DESIRED JOB SKILLS AND CERTIFICATIONS:**

- Experience with Bill.com
- Minimum of 2 years of office management or secretarial experience with public contact

**ESSENTIAL FUNCTIONS OF THE JOB:**

The following are essential functions for the job. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.

*Clerical*

- Uses multi-line telephone, email, computers and software.
- Provides information to the public
- Maintenance of files, records, policies, procedures, and other reference material of the Operations and Training Division.
- Maintains the work unit calendar of events, schedules meeting rooms, trainings, conferences, makes travel arrangements and other events as requested.
- Assist with development and implementation of training calendar and events.
- Processes incoming and outgoing mail and deliveries.
- Purchase office and administrative supplies.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, and participating in professional societies

*Financial*

- Prepares and processes purchase orders for operations and training equipment and supplies.
- Cooperates with Executive Assistant to the Fire Chief in processing purchases for the Operations and Training Division.
- Cooperates with Executive Assistant to the Fire Chief in managing operations and training contracts.
- Prepares documentation and tracking information related to purchases and expenditures for review and processing by the Executive Assistant to the Fire Chief.

*Operations and Training Support*

- Plans and coordinates special events/functions
- Assist officers in entering and managing incident reports.
- Performs data entry, compilation, and preliminary report preparation related to incident information for review and submission by authorized staff.
- Provides clerical and logistical support for volunteer onboarding and off-boarding processes as directed by the Executive Assistant to the Fire Chief.
- Assists the Operations and Training staff in the preparation of reports, and other correspondence
- Manages uniform and personal equipment purchase system for volunteers.
- Prepares LOSAP and call reimbursement calculations for volunteers for review, approval, and processing by the Executive Assistant to the Fire Chief
- Process mail and deliveries.
- Maintenance of operations and training files and records.
- Other duties as assigned.

## **COMPETENCIES**

1. Ethical Conduct.
2. Stress Management/Composure.
3. Problem Solving/Analysis.
4. Communication Proficiency.
5. Strategic Thinking.
6. Teamwork Orientation.
7. Diversity and Inclusion.
8. Technical Capacity.

## **WORK ENVIRONMENT**

While performing the duties of this job, this employee regularly works within an office environment whose duties are primarily performed behind a desk. This position frequently operates a computer, reads and writes, and interacts with others in person, over the phone, and via other devices. They move about within the facility in which their office is located to access file cabinets, documents, office machinery, and other equipment. They also travel within the facility in which their office is located and to locations outside of the facility, to attend meetings, training, events, and other business activities.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, walk, climb, balance, stoop, kneel, crouch, crawl, push, and pull, use hands and fingers to feel, handle, or operate objects, and reach with hands and arms. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 45 pounds.

# ESTES VALLEY FIRE PROTECTION DISTRICT

## Agenda Statement - February 2, 2026

### Agenda Item # 7c

**Agenda Title:**

Discussion/Action re approval of new administrative pay scales.

**Submitted by:**

Warren Jones, Interim Fire Chief

**Background Information:**

See staff report from 7a

**Attachments:**

Agenda

Minutes

Report

Resolution

Contract

Map

Letter

Other

**Board Action Needed:**

Motion to amend Policy 180 to delete the administrative table of pay scales and replace with the proposed table of pay scales at the February 2, 2026 meeting.

**Sandra Smith**                      Yes    No

**Scott Dorman**                      Yes    No

**Ryan Leahy**                        Yes    No

**Jeff Robbins**                        Yes    No

**Jon Smith**                         Yes    No

# ESTES VALLEY FIRE PROTECTION DISTRICT

## Agenda Statement - February 2, 2026

### Agenda Item # 7d

**Agenda Title:**

Discussion/Action re waiver of Internal/external recruitment for one or both positions

**Submitted by:**

Warren Jones, Interim Fire Chief

**Background Information:**

See staff report from 7a

**Attachments:**

Agenda

Minutes

Report

Resolution

Contract

Map

Letter

Other

**Board Action Needed:**

Motion to waive the requirement of external and internal recruitment in Policy 202 (attached) for both administrative positions and allow the Fire Chief to determine the use of internal only or internal/external recruitment.

**Sandra Smith**                      Yes    No

**Scott Dorman**                      Yes    No

**Ryan Leahy**                        Yes    No

**Jeff Robbins**                        Yes    No

**Jon Smith**                          Yes    No

# ESTES VALLEY FIRE PROTECTION DISTRICT

## Agenda Statement - February 2, 2026

### Agenda Item # 7e

**Agenda Title:**

Discussion/Action re Resolution 2026-03  
and Interim Chief Contract

**Submitted by:**

Warren Jones, Interim Fire Chief

**Background Information:**

Attached contract from attorney.

**Attachments:**

<input type="checkbox"/> Agenda	<input type="checkbox"/> Minutes	<input type="checkbox"/> Report
<input type="checkbox"/> Resolution	<input type="checkbox"/> Contract	<input type="checkbox"/> Map
<input type="checkbox"/> Letter	<input checked="" type="checkbox"/> Other	

**Board Action Needed:**

Motion to (approve, deny, modify) Resolution 2026-03 Appointing an Interim Chief and Approving an Employment Agreement at the February 2, 2026 meeting.

<b>Sandra Smith</b>	Yes	No
<b>Scott Dorman</b>	Yes	No
<b>Ryan Leahy</b>	Yes	No
<b>Jeff Robbins</b>	Yes	No
<b>Jon Smith</b>	Yes	No

**ESTES VALLEY FIRE PROTECTION DISTRICT**

**RESOLUTION NO. 2026-03**

**A RESOLUTION APPOINTING AN INTERIM CHIEF AND APPROVING AN  
EMPLOYMENT AGREEMENT**

**WHEREAS**, the Estes Valley Fire Protection District (“District”) is a quasi-municipal corporation and political subdivision of the State of Colorado and a duly organized and existing special district pursuant to Title 32, Article 1, Colorado Revised Statutes; and

**WHEREAS**, the Board of Directors of the District (“Board”) has the power to appoint and hire employees pursuant to Section 32-1-1001(1)(i) C.R.S.; and

**WHEREAS**, pursuant to Section 4 of the District’s Bylaws, the Board may appoint a temporary, interim Fire Chief who shall serve at the pleasure of the Board in accordance with the Interim Fire Chief job description; and

**WHEREAS**, the District requires the services of an Interim Fire Chief while the District conducts a formal search for a Fire Chief who will act as the District’s Chief Executive Officer and serve at the pleasure of the Board for as long as the Board deems appropriate; and

**WHEREAS**, given the District’s identified need for an Interim Fire Chief to perform those functions identified in the Interim Fire Chief job description, and following a successful period of time as an independent contractor, the Board has determined to appoint Warren Jones as the District’s Interim Fire Chief;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of the District:

1. Appointment of Interim Fire Chief. The Board hereby appoints Warren Jones to the position of Interim Fire Chief, subject to full execution of the Employment Agreement referenced below.

2. Approval of Employment Agreement. The Board hereby approves the Employment Agreement between the District and Warren Jones in substantially the form attached hereto. The Board authorizes the President, or in her absence, any other director of the District to execute the Employment Agreement on behalf of the District and to take all actions necessary to implement the terms of the Agreement.

3. Severability. If any part, section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

4. Effective Date. This Resolution shall take effect and be enforced immediately upon its approval by the Board.

**APPROVED AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_, 2026 BY THE BOARD OF DIRECTORS OF THE ESTES VALLEY FIRE PROTECTION DISTRICT.**

**ESTES VALLEY FIRE PROTECTION DISTRICT**

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Sandra Smith, President

ATTEST:

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Secretary

## INTERIM FIRE CHIEF EMPLOYMENT AGREEMENT

**THIS EMPLOYMENT AGREEMENT** (“Agreement”) is made as of this 2nd day of February 2026, by and between the **ESTES VALLEY FIRE PROTECTION DISTRICT**, a quasi-municipal corporation and political subdivision of the State of Colorado, (the “District”) and **WARREN JONES**, an individual (the “Employee”).

### RECITALS

**WHEREAS**, the District desires to employ the Employee to provide services as Interim Fire Chief as set forth herein, to establish certain conditions of employment and to set working conditions therefor; and

**WHEREAS**, the Employee desires to accept such employment as Interim Fire Chief.

### AGREEMENT

In consideration of the mutual undertakings contained herein, the District and Employee agree as follows:

1. **Job Responsibilities.** The Employee is employed as Interim Fire Chief of the District to perform the functions and duties described in **Exhibit A**, attached hereto and incorporated herein, which may be amended by the Board of Directors of the District (the “Board”) from time to time as it deems appropriate, and to perform such other duties, functions and obligations as the District may assign employee from time to time. The Employee agrees that he will, at all times, faithfully, industriously, and to the best of his ability, expertise, and talents, perform all of the duties that may be required of and from him pursuant to the express and implicit terms herein to the reasonable satisfaction of the Board. The Employee agrees to devote the amount of time and energy that is reasonably necessary for him to perform his duties.

2. **Term.** Subject to Section 8 herein, the term of the Agreement shall commence on February 1, 2026, and terminate on December 31, 2026, unless sooner terminated as hereinafter provided in Sections 5 and 6. This Agreement may be extended beyond the initial term upon the written agreement of the Parties.

3. **Base Salary.**

a. For the services provided under this Agreement, the Employee will be paid in accordance with **Exhibit B**, less withholdings for state and federal taxes, retirement contributions, insurance and other deductions, as applicable. The Interim Fire Chief

position is exempt under the Fair Labor Standards Act and, as such, the Employee shall not be eligible for overtime compensation.

4. **Benefits.**

a. Personnel Manual/Standard Operating Policy. The Employee shall be entitled to all benefits the District provides to paid employees, as set forth in the District's Standard Operating Policies or any superseding policies and/or manuals, as may be amended from time to time; provided, however, that the Employee must obtain Board approval prior to using vacation time, or any other extended leave. The District's Standard Operating Policies or any superseding policies and/or manuals are incorporated herein by reference. Where the terms of this Agreement conflict with the terms of the District's Standard Operating Policies or any superseding policies and/or manual, this Agreement shall control.

b. Conferences, Seminars and Memberships in Professional Organizations. The District shall pay for registration, travel, lodging and food expenses for the Employee to attend training seminars and conferences as approved in advance by the Board and provided for in the District's budget. Furthermore, the District shall pay for the Employee's membership(s) in appropriate professional organizations as approved in advance by the Board and provided for in the District's budget.

c. Physical and Psychological Exam. The District reserves the right to require physical or psychological examinations of the Employee at the District's expense, in accordance with District policy.

d. Performance Reviews. The Board may conduct performance reviews, and complete written improvement plans for the Employee as may be deemed necessary.

e. Vacation, Sick Leave, Holidays. Employee shall be entitled to paid vacation, sick leave and holidays as set forth in the District Standard Operating Policies or any superseding policies and/or manuals except that Employee may take up to 192 hours of vacation leave during the term of this Agreement. Employee agrees, however, that if he does not use all such vacation leave by the end of the Term of this Agreement, he is not entitled to any payment for unused vacation hours.

f. Chief's Vehicle. The District may provide, at its sole discretion, the Employee with a Chief's vehicle to use for District business/operations subject to the following terms and conditions:

i. Employee agrees to use the Chief's vehicle for work-related duties. Personal use must be incidental, reasonable and in compliance with District policies.

ii. Employee represents that he holds a valid Colorado driver's license and will immediately notify the District of any suspension, revocation, or restriction of his driving privileges.

iii. Employee agrees that while using the Chief's vehicle, he will obey all applicable traffic laws, that he will operate the Chief's vehicle in a safe and responsible manner, and that he will take reasonable care to protect it from damage, theft, or misuse. Employee is responsible for reporting any damages, accidents or other traffic violations while using the Chief's vehicle as provided by District policy.

iv. Employee agrees that he will not permit any unauthorized person to operate the Chief's vehicle.

v. The District will be responsible for all ordinary operating expenses, including insurance, maintenance and fuel for the Chief's vehicle.

vi. Employee will return the Chief's vehicle to the District upon the District's request or upon termination of this Agreement as provided in Sections 5 or 6.

## 5. **Termination.**

a. **At-Will Employment.** Employee agrees that notwithstanding this Agreement, he serves at the pleasure of the District's Board and his employment may be separated for any reason or no reason. Employee may also choose to separate from the District for any reason or no reason subject to Section 6 of this Agreement.

b. **Termination Without Cause.** The parties may agree at any time to terminate the Employee's employment and this Agreement prior to the expiration of the Term for any reason or for no reason. The parties acknowledge that the Interim Fire Chief position under this Agreement is intended to be temporary, and that the Services will no longer be necessary upon the District's selection, appointment, or hiring of a permanent Fire Chief. The District will provide the Employee with notice of the permanent Fire Chief's start date promptly after it is established. This Agreement shall terminate on a mutually agreed upon date should a permanent Fire Chief be hired prior to the end of the Term of this Agreement, and Employee agrees to cooperate in the transition, including but not limited to, the transfer of duties, engaging in training and otherwise preparing the permanent Fire Chief for service. If the District is unable to hire a permanent Fire Chief prior to the expiration of the Term of this Agreement, Employee agrees to extend this Agreement until such time as the District hires a permanent Fire Chief.

c. **Termination For Cause.** The District may terminate this Agreement and the employment of the Employee for cause upon a vote of a majority of the members of the Board, effective immediately upon written notice to the Employee, with the District's

only obligation being the payment of compensation earned as of the date of termination. Nothing within this Section shall change the at-will nature of Employee's position with the District and Employee agrees that nothing within this Section entitles him to any procedural due process protections. For purposes of this Agreement, "cause" shall be defined as including any of the following acts of the Employee:

i. Any violation of the terms of this Agreement or the District's Standard Operating Policies or operative personnel manual;

ii. Injury or damage to the financial or ethical welfare or public confidence of the District by the Employee's negligence, misconduct, inabilities or inattention to the Employee's duties and responsibilities under this Agreement, including engaging in any activity that the Board determines is in conflict with or is detrimental to the interests of the District.

iii. The employee's failure, in the judgment of the Board, to perform at the standard required of the Interim Fire Chief under the terms of this Agreement; or

iv. Engaging in any of the following specific forms of misconduct while on or off duty: conviction of a felony; embezzlement, theft or destruction of the District's property or funds; the use of any controlled substance during any work activity, or appearing on the District's property or performing services while intoxicated or under the influence of alcohol or drugs not prescribed by a physician or after having abused prescribed medications; conviction or a plea of guilty or nolo contendere to driving while ability impaired or driving under the influence; any illegal use of any controlled substance; illegal gambling on the District's premises; discriminatory behavior toward, or harassment or abuse of, any person, whether or not such harassment and/or abuse is specifically or impliedly prohibited by Federal or State law; dishonesty, including without limitation, falsifying any document prepared in anticipation of, in connection with, or as a result of the Employee's employment by the District, including applications for employment and compensation; and any other act or offense described in the District's Policies which would normally result in the termination of employment of any employee of the District.

6. **Resignation.** The Employee may voluntarily resign his employment with the District upon twelve (12) weeks advance written notice; provided, however, that the District may require the Employee to discontinue his employment sooner than the full twelve (12) weeks in the interest of the District. In the event the District discontinues Employee's employment with the District sooner than twelve (12) weeks following Employee's notice of termination, the District shall be responsible for payment of salary and benefits only until the date employment is discontinued.

7. **Annual Appropriation.** For the term of this Agreement, the District agrees to include in its annual budget prepared by District staff for consideration by the Board,

amounts necessary for payment of all of the financial obligations that may arise under this Agreement; however, the financial obligations of the District contained in this Agreement are subject to annual appropriation by the Board.

8. **Employee's Independent Legal Counsel.** This Agreement has been prepared by the District's legal counsel. Employee understands and agrees that the District's legal counsel does not represent Employee. Employee has been advised by the District to obtain separate legal counsel and employee's personal attorney has had the opportunity to review this Agreement, or Employee has determined, in his sole discretion, not to obtain review of this Agreement by his own legal counsel. In all matters regarding the Employee's employment or the meaning of this Agreement, the District's legal counsel shall represent the interests of the District and the Employee should seek separate legal counsel.

9. **Miscellaneous.**

a. This Agreement constitutes the entire agreement of the parties and a complete merger of prior representations, negotiations and agreements. If any court of competent jurisdiction declares any provision of this Agreement invalid or unenforceable, the remainder of the Agreement shall remain fully enforceable. The court shall also have the authority to reform such unenforceable or void provision, so as to render the provision enforceable.

b. This Agreement shall be governed by the laws of the State of Colorado and any dispute arising hereunder shall be adjudicated in a court of competent jurisdiction located within Colorado. Neither party shall have a right to assign this Agreement, or enforce any other change, deletion, or addition or amendment, except as such assignment, or change, or amendment is agreed to in writing by both parties.

c. This Agreement may be executed in two counterparts, each of which shall be an original, but all of which, together, shall constitute one and the same instrument. The parties consent to the use of electronic signatures and agree that the transaction may be conducted electronically pursuant to the Uniform Electronic Transactions Act, § 24-71.3-101, *et seq.*, C.R.S. The Agreement and any other documents requiring a signature may be signed electronically by either party. The parties agree not to deny the legal effect or enforceability of the Agreement, solely because it is in electronic form or because an electronic record was used in its formation. The parties agree not to object to the admissibility of the Agreement in the form of an electronic record, a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature on the grounds that it is an electronic record or an electronic signature or that it is not in its original form or is not an original.

**IN WITNESS WHEREOF**, the Estes Valley Fire Protection District has caused this Agreement to be signed and executed on its behalf by the President of the Board of

Directors and the Employee has signed and executed this Agreement, both in duplicate, as of the day and year first above written. The parties agree that a signature delivered as a scanned image attached to an e-mail (for example, as a .pdf file) shall have the same force and effect as an original signature.

DISTRICT: ESTES VALLEY FIRE PROTECTION  
DISTRICT

By: \_\_\_\_\_  
Board President

EMPLOYEE: WARREN JONES

By: \_\_\_\_\_  
Warren Jones

**EXHIBIT A**

**Interim Fire Chief  
Job Description**

## **EXHIBIT B**

### **Compensation**

In consideration of the services to be performed pursuant to this Agreement, the District agrees to pay Employee a base salary amount of \$168,000 per year. However, the parties agree that because the District must contribute, as required by the FPPA, to the Interim Chief's Money Purchase Plan at a rate of 11% of his base salary, which totals \$18,480, that the Interim Chief's monthly payment amount will be \$12,500, which amount will be paid in accordance with District Policy. The District agrees to pay into the Interim Chief's Money Purchase Plan the amount of \$1,540 per month.