



SOUTH METRO FIRE RESCUE
Special Board of Directors' Meeting
March 18, 2024
9195 East Mineral Avenue, Centennial, CO

I. SPECIAL BOARD MEETING – 6:00 P.M. – Board Room

A. MEETING CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. APPROVAL OF THE AGENDA

E. CONFLICT OF INTEREST DISCLOSURE

F. PUBLIC COMMENT

Public Conduct at Meetings. Comments by members of the public shall be made only during the "Public Comment" portion of the meeting or a specified "Public Hearing," and shall be limited to three minutes per individual and five minutes per group spokesperson unless additional opportunity is given at the Board's discretion. Each member of the public wishing to speak shall identify themselves by name, address, and agenda item, if any, to be addressed. Disorderly conduct, harassment, or obstruction of or interference with meetings by physical action, verbal utterance, nuisance or any other means are prohibited. Such conduct may result in removal of person(s) responsible for such behavior from the meeting, a request for assistance from law enforcement, and criminal charges filed against such person(s).

G. ACTION ITEM

1. Public Hearing: Order by Board of Directors of the South Metro Fire Rescue Fire Protection District for Exclusion of Real Property (Trig and Jacqueline Vanderhoef)

H. DISCUSSION/POTENTIAL ACTION ITEMS

With a two-thirds (2/3) vote of the board members in attendance, the board has the discretion to amend the Agenda to move any Discussion/Potential Action Item to an Action Item.

1. Fire Chief Selection Process - Albee
 - A. Facilitator Introduction – Dan Petersen
2. Culture Survey – Albee

I. INFORMATION ITEMS

J. NEXT MEETING(S)

Regular Board of Directors' Meeting to be held on April 1, 2024, 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

Special Board of Directors' Meeting to be held on April 15, 2024, 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

K. ADJOURNMENT

BOARD OF DIRECTORS AGENDA ITEM

STAFF REPORT



Meeting Date: 3/18/2024

Agenda Item Type: Action Item

Agenda Item: Order by Board of Directors of the South Metro Fire Rescue Fire Protection District for Exclusion of Real Property (Trig and Jacqueline Vanderhoef) – Public Hearing

Submitted By: Mike Dell’Orfano, Chief Government Affairs Officer

Approved: Bob Baker, Fire Chief

SUMMARY:

A Petition for Exclusion has been received for the property located at 24306 E. Canyon Dr., Aurora, CO. A public hearing will be conducted along with the Board’s determination of whether to grant exclusion.

BACKGROUND:

This parcel is one of 13 homes in the City of Aurora that may be requesting to exclude from the District. The general area, east of E470 and south of Smoky Hill Rd., used to be in the Parker Fire Protection District boundaries and much of it has since been annexed into the City of Aurora. SMFR has been excluding parcels from our District over the past several years, as we discover parcels that were missed during annexation. The Vanderhoef property is located at 24306 E. Canyon Dr. and includes a single-family home. The property owners have submitted the attached Petition for Exclusion and the public hearing has been property noticed. This property is capable of being served by Aurora Fire Rescue.

FINANCIAL IMPACT:

The anticipated revenue loss, based on a 2023 assessed value of \$51,523, is approximately \$477. Exclusion fees have been waived in accordance with policy.

STRATEGIC INITIATIVE:

The exclusion of this property aligns with the philosophy that properties should be accurately taxed and, when allowed by law and deemed appropriate, properties should be excluded when there is an overlap with another service provider that does not require SMFR to be the primary provider.

RECOMMENDED ACTION/MOTION:

Recommended motion:

MOTION: I move to approve the Order by Board of Directors of the South Metro Fire Rescue Fire Protection District for Exclusion of Real Property (Trig and Jacqueline Vanderhoef).

ALTERNATIVE OPTIONS:

If the board, after considering all of the factors set forth in Section 32-1-501, C.R.S., determines that the property described in the petition should not be excluded from the special district, it shall order that the petition be denied.

ATTACHMENTS:

Order by Board of Directors of the South Metro Fire Rescue Fire Protection District for Exclusion of Real Property (Trig and Jacqueline Vanderhoef)

Petition for Exclusion of Land (Trig)

Petition for Exclusion of Land (Jacqueline)

Proof of Publication

Arapahoe County Parcel Information, Taxing Authorities, Map

**ORDER BY BOARD OF DIRECTORS OF THE
SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT
FOR EXCLUSION OF REAL PROPERTY
(TRIG AND JACQUELINE VANDERHOEF)**

WHEREAS, there was filed with the Board of Directors of the South Metro Fire Rescue Fire Protection District (the “District”) a duly acknowledged Petition, a copy of which is attached hereto as Exhibit A and incorporated herein by this reference, signed by Trig and Jacqueline Vanderhoef, one hundred percent (100%) of the fee owners of the real property described in the Petition, requesting that the Board of Directors exclude such property from the District; and

WHEREAS, such Petition was heard at a public meeting of the Board of Directors of the District on March 18, 2024, at the hour of 6:00 p.m. at 9195 E. Mineral Avenue, Centennial, Colorado, after publication of notice of the filing of such Petition, the place, time and date of such meeting, the name and address of the Petitioner, and a general description of the property to be excluded, in the *Douglas County News-Press, Golden Transcript, and Aurora Sentinel* on March 7, 2024, copies of which proofs of publication are attached hereto as Exhibit B and incorporated herein by this reference; and

WHEREAS, no written objection to the exclusion was filed by any person; and

WHEREAS, the Board of Directors, having reviewed such Petition and all relevant information related thereto, hereby determines that:

A. The exclusion of such property will be in the best interests of all of the following: (i) the property itself; (ii) the District; and (iii) the counties in which the District is located;

B. The relative costs and benefits to such property justify exclusion from the District’s services;

C. The ability of the District to provide economical and sufficient service to both the property to be excluded and all of the properties within the District’s boundaries will not be adversely affected;

D. The District will be able to provide services at a reasonable cost, but the costs that would be imposed by other entities in the surrounding area to provide similar services are also reasonable;

E. There will be no effect from either granting or denying the Petition on employment and other economic conditions in the District and surrounding area;

F. There will be no economic impact on the region, District, surrounding area, or State as a whole if the Petition is granted or denied;

G. There are economically feasible alternative services available from other entities in the surrounding area; and

H. The additional cost to be levied on other property within the District as a consequence of the exclusion is nominal.

WHEREAS, it is deemed to be in the best interest of the District and the Petitioner that such property be excluded from the District.

IT IS THEREFORE ORDERED that such Petition be granted as to the real property described herein, and that the boundaries of the District shall be altered by the exclusion of the real property described herein; and that the District Court of Douglas County, Colorado, in which Court an Order was entered establishing this District, be requested to enter an Order that such real property be excluded from the District.

I certify that the foregoing Order was unanimously passed at a meeting of the Board of Directors of the South Metro Fire Rescue Fire Protection District, duly called and held on March 18, 2024, at the hour of 6:00 p.m., and that the undersigned is the duly acting and authorized Chairman of the District.

SOUTH METRO FIRE RESCUE FIRE
PROTECTION DISTRICT

By: _____
James Albee, Chairman

ATTEST:

Sue Roche, Secretary

EXHIBIT A TO BOARD ORDER OF EXCLUSION
(Petition for Exclusion)

PETITION FOR EXCLUSION OF LAND

IN THE MATTER OF SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT

TO THE BOARD OF DIRECTORS OF THE DISTRICT:

The undersigned Petitioner, being the fee owner of one hundred percent (100%) of the real property hereinafter described ("Property"), hereby prays that such Property be excluded from the South Metro Fire Rescue Fire Protection District, as provided by law, and for cause, states that:

1. Assent to the exclusion of such Property from the District is hereby given by the undersigned, who is the fee owner of such Property.
2. Petitioner understands that there shall be no withdrawal from this Petition after publication of notice by the Board, without the consent of the Board.
3. The exclusion of such Property from the District shall be subject to any statutory condition of exclusion, as well as all terms and conditions established by the Board and accepted by Petitioner.
4. This Petition is accompanied by a deposit of \$ _____, to be applied toward all costs of the exclusion proceedings, as required by statute.
5. The Property is accurately described as follows:
See Exhibit A attached hereto and incorporated herein by this reference.
6. It is in the best interests of the Property that the Property be excluded from the District.
7. It is in the best interests of the District that the Property be excluded from the District.
8. It is in the best interests of the county or counties within which the District is located that the Property be excluded from the District.
9. The relative costs and benefits to the Property justify the exclusion.
10. The District will still be able to provide economical and sufficient service to all of the properties within the District's boundaries following exclusion of the Property.

11. The District is able to provide services at a reasonable cost, but that there are other special districts in the area of the Property which can provide similar services at a reasonable cost.

12. Neither granting nor denying the Petition will have any effect on employment and other economic conditions in the District and surrounding area.

13. Neither granting nor denying the Petition will have any economic impact on the region, the District, the surrounding area, or the state as a whole.

14. There is economically feasible alternative service available from another special district in the area of the Property.

15. The additional cost to be levied on other property within the District if exclusion is granted will be negligible.

WHEREFORE, Petitioner prays that the Board of Directors of the District:

A. Set a public meeting for hearing on this Petition and publish notice thereof in accordance with Section 32-1-501(2), C.R.S.

B. Order this Petition be granted in accordance with Section 32-1-501(4)(a)(I), C.R.S.

PETITIONER:

By: Trix VanDerhoef
Name: TRIX VANDERHOEF
Title: _____

STATE OF COLORADO)
) ss.
COUNTY OF Archuleta)

The foregoing instrument was acknowledged before me this 25th day of January, 2024 by Trix VanDerhoef as Petitioner of South metro Fire rescue.

Witness my hand and official seal.

My commission expires: September 27, 2025

ALEX RENNER
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20214038064
MY COMMISSION EXPIRES SEPTEMBER 27, 2025

[Signature]
Notary Public

PETITION FOR EXCLUSION OF LAND

IN THE MATTER OF SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT

TO THE BOARD OF DIRECTORS OF THE DISTRICT:

The undersigned Petitioner, being the fee owner of one hundred percent (100%) of the real property hereinafter described ("Property"), hereby prays that such Property be excluded from the South Metro Fire Rescue Fire Protection District, as provided by law, and for cause, states that:

1. Assent to the exclusion of such Property from the District is hereby given by the undersigned, who is the fee owner of such Property.
2. Petitioner understands that there shall be no withdrawal from this Petition after publication of notice by the Board, without the consent of the Board.
3. The exclusion of such Property from the District shall be subject to any statutory condition of exclusion, as well as all terms and conditions established by the Board and accepted by Petitioner.
4. This Petition is accompanied by a deposit of \$ _____, to be applied toward all costs of the exclusion proceedings, as required by statute.
5. The Property is accurately described as follows:

See Exhibit A attached hereto and incorporated herein by this reference.
6. It is in the best interests of the Property that the Property be excluded from the District.
7. It is in the best interests of the District that the Property be excluded from the District.
8. It is in the best interests of the county or counties within which the District is located that the Property be excluded from the District.
9. The relative costs and benefits to the Property justify the exclusion.
10. The District will still be able to provide economical and sufficient service to all of the properties within the District's boundaries following exclusion of the Property.
11. The District is able to provide services at a reasonable cost, but that there are other special districts in the area of the Property which can provide similar services at a reasonable cost.
12. Neither granting nor denying the Petition will have any effect on employment and other economic conditions in the District and surrounding area.
13. Neither granting nor denying the Petition will have any economic impact on the region, the District, the surrounding area, or the state as a whole.
14. There is economically feasible alternative service available from another special district in the area of the Property.
15. The additional cost to be levied on other property within the District if exclusion is granted will be negligible.

WHEREFORE, Petitioner prays that the Board of Directors of the District:

- A. Set a public meeting for hearing on this Petition and publish notice thereof in

EXHIBIT A

(Legal Description of Property to be Excluded)

Lot 5, Block 1, Timber Ridge Subdivision Filing No. 1,
City of Aurora, County of Arapahoe, State of Colorado

EXHIBIT B TO BOARD ORDER OF EXCLUSION

(Proof of Publication)

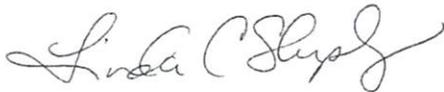
Colorado Community Media
750 W. Hampden Ave. Suite 225
Englewood, CO 80110

South Metro Fire Rescue FPD (ccfwu)**
c/o Collins Cole Flynn Winn Ulmer
165 Union Boulevard, Suite 785
Lakewood CO 80228

AFFIDAVIT OF PUBLICATION

State of Colorado }
County of Douglas } ss

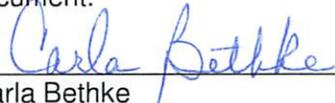
This Affidavit of Publication for the Douglas County News Press, a weekly newspaper, printed and published for the County of Douglas, State of Colorado, hereby certifies that the attached legal notice was published in said newspaper once in each week, for 1 successive week(s), the last of which publication was made 3/7/2024, and that copies of each number of said paper in which said Public Notice was published were delivered by carriers or transmitted by mail to each of the subscribers of said paper, according to their accustomed mode of business in this office.



For the Douglas County News-Press

State of Colorado }
County of Arapahoe } ss

The above Affidavit and Certificate of Publication was subscribed and sworn to before me by the above named Linda Shapley, publisher of said newspaper, who is personally known to me to be the identical person in the above certificate on 3/7/2024. Linda Shapley has verified to me that she has adopted an electronic signature to function as her signature on this document.



Carla Bethke
Notary Public
My commission ends April 11, 2026

CARLA BETHKE
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20004025550
MY COMMISSION EXPIRES APRIL 11, 2026

Public Notice

NOTICE OF OPEN MEETING FOR HEARING ON PETITION FOR EXCLUSION OF REAL PROPERTY FROM THE SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT

NOTICE IS HEREBY GIVEN to all interested persons that a Petition for Exclusion of real property has been filed with the Board of Directors of the South Metro Fire Rescue Fire Protection District. The Board of Directors has fixed Monday, the 18th day of March, 2024, at the hour of 6:00 p.m., at 9195 E. Mineral Avenue, Centennial, Colorado, as the date, time and place of an open meeting at which such Petition shall be heard.

The name and address of the Petitioner is:
Trig and Jacqueline Vanderhoef
24306 E. Canyon Drive
Aurora, CO 80016

The property to be excluded from the District is generally described as follows:
Lot 5, Block 1, Timber Ridge Subdivision Filing No. 1, City of Aurora, County of Arapahoe, State of Colorado

All interested parties may appear at such hearing to show cause in writing why such Petition should not be granted.

BY ORDER OF THE BOARD OF DIRECTORS
OF THE SOUTH METRO FIRE RESCUE FIRE
PROTECTION DISTRICT.

SOUTH METRO FIRE RESCUE FIRE
PROTECTION DISTRICT

Legal Notice No. 946875
First Publication: March 7, 2024
Last Publication: March 7, 2024
Publisher: Douglas County News-Press

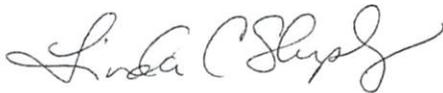
Colorado Community Media
750 W. Hampden Ave. Suite 225
Englewood, CO 80110

South Metro Fire Rescue FPD (ccfw)**
c/o Collins Cole Flynn Winn Ulmer
165 Union Boulevard, Suite 785
Lakewood CO 80228

AFFIDAVIT OF PUBLICATION

State of Colorado }
County of Jefferson } ss

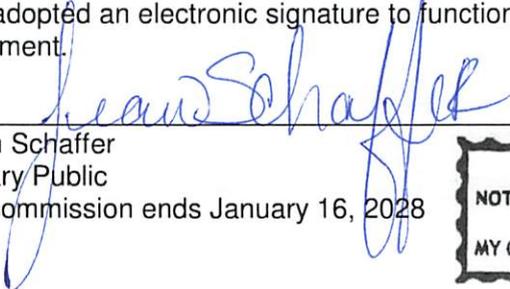
This Affidavit of Publication for the Golden Transcript, a weekly newspaper, printed and published for the County of Jefferson, State of Colorado, hereby certifies that the attached legal notice was published in said newspaper once in each week, for 1 successive week(s), the last of which publication was made 3/7/2024, and that copies of each number of said paper in which said Public Notice was published were delivered by carriers or transmitted by mail to each of the subscribers of said paper, according to their accustomed mode of business in this office.



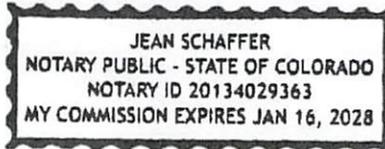
For the Golden Transcript

State of Colorado }
County of Jefferson } ss

The above Affidavit and Certificate of Publication was subscribed and sworn to before me by the above named Linda Shapley, publisher of said newspaper, who is personally known to me to be the identical person in the above certificate on 3/7/2024. Linda Shapley has verified to me that she has adopted an electronic signature to function as her signature on this document.



Jean Schaffer
Notary Public
My commission ends January 16, 2028



Public Notice

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The property to be excluded from the District is generally described as follows:
Lot 5, Block 1, Timber Ridge Subdivision Filing No. 1, City of Aurora, County of Arapahoe, State of Colorado

All interested parties may appear at such hearing to show cause in writing why such Petition should not be granted.

BY ORDER OF THE BOARD OF DIRECTORS OF THE SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT.

SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT

Legal Notice No. 418149
First Publication: March 7, 2024
Last Publication: March 7, 2024
Publisher: Golden Transcript

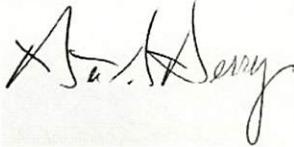
SENTINEL
PROOF OF PUBLICATION

STATE OF COLORADO
COUNTY OF ARAPAHOE }ss.

I DAVID PERRY, do solemnly swear that I am the PUBLISHER of the SENTINEL; that the same is a weekly newspaper published in the Counties of Arapahoe, Adams, and Denver, State of Colorado and has a general circulation therein; that said newspaper has been published continuously and uninterruptedly in said Counties of Arapahoe, Adams and Denver for a period of more than fifty-two consecutive weeks prior to the first publication of the annexed legal notice or advertisement; that said newspaper has been admitted to the United States mails as second-class matter under the provisions of the Act of March 30, 1923, entitled "Legal Notices and Advertisements," or any amendments thereof, and that said newspaper is a weekly newspaper duly qualified for publishing legal notices and advertisements within the meaning of the laws of the State of Colorado.

That the annexed legal notice or advertisement was published in the regular and entire issue of every number of said weekly newspaper for the period 1 of consecutive insertions; and that the first publication of said notice was in the issue of said newspaper dated March 7 A.D. 2024 and that the last publication of said notice was in the issue of said newspaper dated March 7 A.D. 2024.

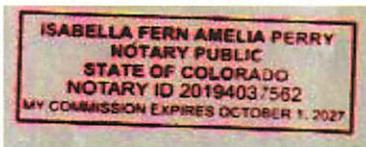
I witness whereof I have hereunto set my hand this 7th day of March A.D. 2024.



Subscribed and sworn to before me, a notary public in the County of Arapahoe, State of Colorado, this 7th day of March A.D. 2024.



Notary Public



NOTICE OF OPEN MEETING FOR
HEARING ON PETITION
FOR EXCLUSION OF REAL PROPERTY
FROM THE SOUTH METRO FIRE
RESCUE FIRE PROTECTION DISTRICT

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BY ORDER OF THE
BOARD OF DIRECTORS OF THE
SOUTH METRO FIRE
RESCUE FIRE
PROTECTION DISTRICT,
SOUTH METRO FIRE
RESCUE FIRE
PROTECTION DISTRICT

Publication: March 7, 2024
Sentinel

PIN: 035085139
AIN: 2071-31-1-09-005
Situs Address: 24306 E Canyon Dr
Situs City: Aurora

Full Owner List: Vanderhoef Trig Vanderhoef
 Jacqueline
Ownership Type: Joint Tenancy
Owner Address: 24306 E Canyon Dr
City/State/Zip: Aurora, CO 80016-4413

Neighborhood: Timber Ridge/Whispering Pines
Neighborhood Code: 2297.00
Acreage: 0.1990
Land Use: Traditional
Legal Desc: Lot 5 Blk 1 Timber Ridge Sub Filing No 1 Ex M/R's

Notifications!

	Total	Building	Land
2023 Appraised Value	824,000	674,000	150,000
2023 Assessed Value	51,523	41,473	10,050
		2023 Mill Levy:	84.268

<i>Sale</i>	Book Page	Date	Price	Type
	D908 8836	08-26-2019	600,000	
	D607 4270	06-30-2016	537,319	
	D401 8227	02-28-2014	4,150,000	

<i>Building</i>	Building	Attributes	Recorded
	1	Quality Grade	Good
		Improvement Type	Traditional
		Bedrooms	2.00
		Bathrooms	3.00
		Architectural	1 Story/Ranch
		Heat Method	Forced Air Unit
		Cool Method	Central Air
		Year Built	2016
		Roof	Asphalt/Composition Shingle Roof
		Fireplaces	1.00
		Exterior Wall	Wood Siding
		Construction Type	D - Wood or Steel Studs Frame

<i>Area</i>	Building	Description	SqFt
	1	Basement Total	1844
		Basement Finish	1259
		Patio slab or Terrace	737
		Attached Garage	630
		First Floor	1844
		Covered Porch	250
		Covered Porch	60
		Bldg Total Area:	1844

<i>Land Line</i>	Units	Land Use
	1.0000 LT	Single Family Residential

Note: Land Line data above corresponds to the initial appraised value and does not reflect subsequent appeal related adjustments, if any.

* Not all parcels have available photos / sketches.

In some cases a sketch may be difficult to read. Please contact the Assessors Office for assistance. Measurements taken from the exterior of the building.

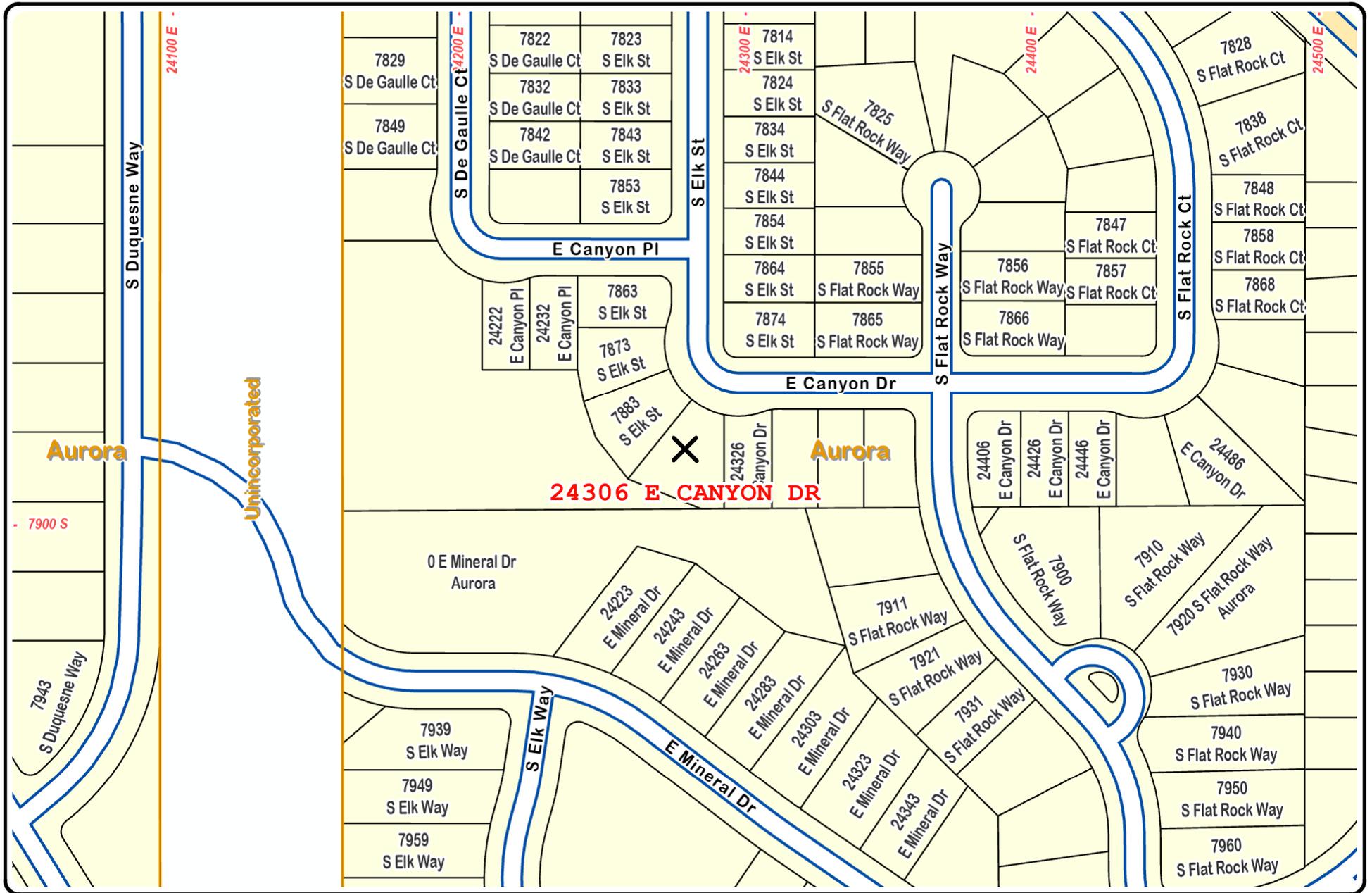
The Arapahoe County Assessors Office does not warranty the accuracy of any sketch, nor assumes any responsibility or liability to any user.

Although some parcels may have multiple buildings and photos, at this time our system is limited to 1 sketch and 1 photo per parcel number. Sorry for any inconvenience.

[New Search](#)

2023 Tax Levies for Taxing Authority 0211

Code	Taxing Authority	Levy
0501	Cherry Crk School Dist 5	47.5670000000
2998	Arapahoe County	11.2060000000
2999	Developmental Disability	01.0000000000
3001	City Of Aurora	08.4070000000
4026	Arapahoe Library District	05.4130000000
4100	Smfr Fire Protection District	09.2500000000
4131	Cherry Creek Basin Auth	00.4250000000
4528	Regional Transportation	00.0000000000
4712	Urban Drainage & Flood	00.9000000000
4713	Urbn Drnge&Fld (S Platte)	00.1000000000
4744	W. Arap. Conservation Dis	00.0000000000
	Total:	84.2680000000



24306 E CANYON DR

Aurora

Aurora

Unincorporated



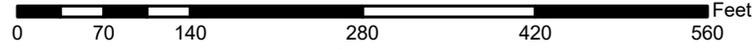
ARAPAHOE COUNTY MAKES NO REPRESENTATION OR WARRANTY AS TO THE ACCURACY OF THIS MAP OR THE DATA THAT IT DISPLAYS. ARAPAHOE COUNTY ASSUMES NO RESPONSIBILITY OR LIABILITY TO ANY USER. THIS MAP IS NOT A LEGAL DOCUMENT. IT IS INTENDED TO SERVE AS AN AID IN GRAPHIC REPRESENTATION ONLY.

Map Generated On: 3/11/2024

Generated by Arapahoe County's ArapaMAP



Map Location



Not to scale

Fire Chief Selection Process Board Update & Discussion 03/18/2024



What does the board want in the next Fire Chief

Job Description	Leadership Competencies
<p>March 18th board meeting: Draft version v2 includes comments/feedback received from most board members since March 4th meeting</p>	<p>Job description is a prerequisite</p> <p>“FYI” tool/process</p> <ul style="list-style-type: none">• 38 competencies, Board determines N most important• Same tool used to get input from L2086, command staff, staff, etc.• Dan Petersen – Present 3/18• Process starts 4/15

Fire Chief Selection Process

Board Update & Discussion 03/18/2024



“What” phase – Initial timeline of meetings and activities, target 6/30 finish

	Target	Mar 4	Mar 18	Apr 1	Apr 15	May 6
Job Description	4/1	X	X	X		
Compensation Package	6/30		X			X
Draft Employment Agreement	6/30					
Leadership Competencies	6/30					
High level review						
Facilitator introduction, setup			X			
Board starts FYI process					X	
Board continues FYI process						X
Other groups do FYI process					X	X

Fire Chief Selection Process Board Update & Discussion 03/18/2024



Compensation Package

Base Salary

Comparison Group	Average	Range
Big 4	\$286k	\$219k - \$354k
Metro 5	\$226k	\$197k - \$264k

- “Big 4”: Orange County (CA), UFA (UT), Tualitin (OR), Sac Metro (CA)
- “Metro 5”: West Metro, Aurora, Colorado Springs, Denver, Poudre

Additional Compensation

- Standard employee benefits in accordance with District Policies
- Pay Differentials: Currently 11% total – 5% Masters, 4% EFO, 2% CFO
- Retirement, RHS, 457, Health and Dental Insurance, Life and Disability Insurance, Uniforms, Vacation, Holiday Pay, Sick Days, leave carry over, Vehicle

Dan Petersen, BIO

[LinkedIn](#)

Dan began his fire service career in 1979 in Southern Oregon. During a 37-year career in Oregon, he advanced through almost every rank in a city fire agency and a private fire agency before being appointed the Fire Chief / CEO of a regional fire district where he served for six years. In 2017 he was recruited to take the role of Fire Chief / CEO for Unified Fire Authority (UFA) serving over 450,000 residents in 15 separate municipalities in Greater Salt Lake Utah after a very public meltdown of the agency's top leadership. Dan led the 700-member fire agency for five years before retiring in 2022.



In April of 2022, Dan began consulting independently and with AP Triton, LLC on a part-time basis. Dan's passion revolves around assisting local governments in navigating new opportunities and addressing complex issues, ensuring that both the community and the entity involved chart the optimal course for their fire and rescue services. Additionally, Dan offers executive coaching for Chief Fire Officers, empowering them to excel in their roles.

Dan's experience has afforded him the exceptional opportunity to collaborate closely with fire agencies, city leadership, local and state elected officials, and community stakeholders. His approach centers on fostering collaboration among diverse groups, aiming to work together in discovering solutions that benefit both the community and service providers alike.

Dan has presented leadership topics for Fire Chiefs and District Directors in California, Colorado, Edmonton, Idaho, Missouri, Montana, Oregon, Utah, and Virginia. Since 2017, Dan has served on the faculty of the IAFC Fire Service Executive Development Institute, sharing insights into the tumultuous events surrounding the Unified Fire Authority's crisis in 2016. Moreover, he has facilitated discussions among Chief Fire Officers, delving into the intricacies of assuming and thriving in the Fire Chief role. Dan's guidance extends to identifying the essential leadership competencies necessary for effective performance in this pivotal position.

Dan has held executive offices for the Oregon Fire Chiefs Association, Oregon Fire Instructors Association, Rogue Valley Fire Chiefs Association, and the Rogue Interagency Training Association. Dan enjoys the honor of life membership with the Oregon Fire Chiefs Association, Oregon Fire Instructors Association, and the Rogue Fire Training Association.

Dan holds a Master's in Management from Southern Oregon State University, a Bachelor of Science in Fire Administration from Western Oregon State University, and an Associate of Science in Fire Science from Rogue Community College. Dan is a graduate of the National Fire Academy Executive Fire Officer Program.

Dan is originally from the Chicagoland area and a big fan of the Chicago Cubs and Blackhawks. He and his wife Jenni have been married since 1984 and have two children: one serving as a nurse in Portland, Oregon and the other as a firefighter in Colorado Springs, Colorado.

JOB DESCRIPTION



TITLE:	Fire Chief
REPORTS TO:	Board of Directors
DIVISION:	Executive
FLSA CLASSIFICATION:	Exempt

GENERAL POSITION SUMMARY

The Fire Chief is responsible for providing administrative leadership to the department and performing executive level activities related to fire prevention, fire education, and emergency response. The Fire Chief oversees and directs through the Executive Team all services, activities, and operations of the District in a manner consistent with Board policy and legislative mandates. The Fire Chief performs long range, strategic planning efforts to ensure the safety, health, and wellbeing of individuals and protection of property within the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(The following statements are illustrative of the duties and responsibilities of the position and do not list every duty that may be required of the employee for this position. The District retains the right to change the duties and responsibilities of the position at any time without notice.)*

The Fire Chief is responsible for all duties and responsibilities, as outlined for a Fire Chief in state statutes and other relevant laws, the South Metro Fire Rescue Fire Protection District Service Plan, and the South Metro Fire Rescue Board of Directors' Bylaws. This includes direct oversight of all fire suppression, emergency medical services, and other rescue and hazardous emergency response; adopting and enforcing laws and resolutions pertaining to fire prevention, inspection of buildings, and investigation of all fires to determine the cause; and oversight of all uniformed personnel and staff support functions necessary to meet the District's obligations.

Board Interface

1. Works with the Board of Directors to develop the District's Strategic Plan to meet current and future community needs; leads the implementation of established District strategy consistent with the vision, mission, and overall direction of the Board of Directors.

2. Serves as the primary point of communications to the Board of Directors; advises the Board on complex and significant organizational matters; attends regular and special Board meetings; provides Board with information, data, and reports on plans, proposals, alternatives, and recommendations; develops agenda items to provide the Board with information to make decisions or provide strategic direction, as appropriate.

Organizational Strategic Management

3. Plans, implements, and directs all operations of the District; formulates departmental operating policy in alignment with the Board of Directors' policy, legislative mandates, and community needs.
4. Oversees and directs, through the Executive Team, the development of short-term and long-term planning programs, including goals and objectives, budget funding levels, staffing and resource requirements, and priorities; delegates authority and responsibility to meet established goals and objectives.

Service Delivery to the Community

5. Oversees the development, implementation, and administration of all District programs and services, including business operations, training and professional development, prevention programs, fire protection response, emergency medical services, safety, and emergency management programs.
6. Monitors dynamic external factors to assess District's opportunities and threats; plans for long-range district growth in developing communities; evaluates community needs; forecasts and identifies strategies for addressing future needs; recommends and implements modification of departmental operations to meet new or changing needs.
7. Meets with citizen groups regarding the activities of the District; presents, explains, justifies, promotes, and defends various programs and priorities.
8. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources; initiates, coordinates, and enforces systems, policies, and procedures.

Financials

9. Oversees the development of the departmental budget; reviews recommendations for staff and equipment; recommends budget priorities; presents and justifies program and budget recommendations for Board of Directors' approval; assures the District meets all fiscal obligations and operates within available revenue and the District's long-term financial plan.

Policies and Procedures

10. Reviews and ensures all District policies, procedures, and standard operating guidelines comply with federal, state, and local laws and regulations.

Intergovernmental Cooperation

11. Actively coordinates with contiguous fire departments fostering positive relationships and collaboration; develops mutual assistance programs, where appropriate.
12. Participates in metro, state, and national professional fire organizations; represents the District to the legislature, special interest groups, and appropriate officers of local, state, and federal government; promotes District successes and needs; shares information and data, influences initiatives; participates in finding impactful solutions to challenging situations.
13. Works cooperatively with other Fire departments and Districts to evaluate future growth opportunities that best service the customers of the District; presents potential consolidation or unification of other Fire departments to the Board for consideration; manages any future consolidations and unifications with other departments.

Employee Leadership

14. Promotes harmonious and effective working relationships with and between the Board of Directors, employees, intergovernmental agencies, and members of the public/community groups.
15. Maintains connectivity with Local 2086 through the Meet and Confer process, employment contract negotiations, and disciplinary process; develops and enhances effective working relationships with the Local, providing opportunities to collaborate both internally and within the community.
16. Establishes positive organizational culture; models organizational values; creates a welcoming culture of belonging, inclusivity, accountability, candor, and transparency; builds and strengthens relationships with all members of the organization.
17. Provides organizational leadership by inspiring, empowering, and motivating personnel; promotes open communication lines throughout the organization without fear of retribution; demonstrates humility and models a commitment to organizational values; upholds the highest level of integrity in actions of self and others.
18. Directly supervises Deputy Chiefs, Chief Government Affairs Officer; and the Assistant to the Chief; takes necessary actions to ensure proper personnel administration is

practiced by all levels of supervision throughout the District, including, but not limited to, the selection and training of employees; providing comprehensive training and professional development; evaluating employee performance; providing effective coaching and mentoring; identifying and resolving problems; and taking corrective measures, including appropriate disciplinary actions.

19. Maintains a safe and healthy working environment by establishing and enforcing safe work practices, adhering to legal requirements.
20. Provides oversight of and direction to various employee board and committee meetings ensuring employee interests are considered.
21. Oversees the direct dissemination of information related to the District and may act as the primary spokesperson for the District, as needed, or delegates such authority as appropriate; ensures communication of special directives, instructions, notices, administrative memoranda, and other forms of communication are effectively disseminated to District members.

Emergency Response

22. Responds to significant emergencies as part of command response or incident management team in a senior advisor role; may make emergency operational decisions under extreme conditions and must ensure District operations are conducted consistent with established standard operating guidelines.

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS *(An equivalent combination of education, training, and experience that demonstrates the ability to perform the duties of the position is qualifying.)*

Bachelor's Degree in Fire Science, Public Administration, Business Administration, or a related field is required. Master's Degree is preferred.

Minimum of ten (10) years progressively responsible experience in the fire service with emergency medical response, with at least five (5) years of experience as a chief officer or executive role in a similarly situated, complex organization.

Maintain valid Colorado driver's license with an acceptable driving record in accordance with the SMFR Driving Records Policy.

Maintain Red Cross CPR for the professional rescuer (or approved equivalent).

Possession of National Fire Academy Executive Fire Officer, Center for Public Safety Excellence (CPSE) Chief Fire Officer Designation, or Completion of Fire Service Executive Development Institute (FSEDI) is desired.

Must live within 5 miles of District boundaries to comply with timely responses to large-scale incidents, other emergencies, and critical events and incidents,

REQUIRED KNOWLEDGE

Demonstrated knowledge of:

Leadership principles and practices applicable to a service-oriented organization.

Management principles and practices necessary to plan, analyze, develop, direct, and evaluate programs, administrative policies, and organizational structures.

Fire department administration theories, practices, and techniques including fiscal management, budget development and administration, financial controls; personnel management; and strategic planning and implementation.

Applicable federal, state, and local laws and regulations as they apply to fire services, emergency medical services, building and fire codes, personnel law, safety regulations, National Fire Protection Association standards, local municipal codes and departmental rules, regulations, and standard operating procedures.

Principles, practices, and techniques of modern fire suppression and prevention; fire and medical incident command; delivery of emergency services; emergency communications systems; management information services as they apply to a fire service; and records management and hazardous materials operations.

Principles of personnel management, including labor relations, training and professional development, performance management, and modern information systems.

Principles and processes necessary to maintain a high level of organizational effectiveness through continuous improvement in a highly traditional and unionized work environment.

Communication principles and strategies.

REQUIRED COMPETENCIES

INSERT COMPETENCIES AFTER IDENTIFIED

SUPERVISION RECEIVED:

Works under the general direction of the Board of Directors.

SUPERVISION EXERCISED:

Provides direct or general supervision to the Deputy Chiefs, Chief Government Affairs Officer, and the Assistant to the Chief.

EQUIPMENT AND SYSTEMS

Requires frequent use of equipment, including personal computer (including various software packages, database, and spreadsheet programs), SMFR vehicles, portable radios, calculators, telephones, copy machines, printers, and other general office equipment.

PHYSICAL DEMANDS

While performing the duties of this job, the Chief is regularly required to perform climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Specific vision abilities required by this job include close and distance vision acuity and the ability to adjust his or her focus, allowing a broad field of vision.

WORK ENVIRONMENT AND GENERAL INFORMATION

The primary duties of this job are performed in a climate-controlled office environment.

The incumbent will occasionally work at emergency scenes and may be exposed to outside weather conditions, smoke, or hazardous materials.

The noise level in the work environment is usually moderate, except during emergency calls when noise levels may be loud.

Revision Date:

Last Revision July 2022

Current Revision March 2024

DRAFT

JOB DESCRIPTION



TITLE:	Fire Chief
REPORTS TO:	Board of Directors
DIVISION:	Executive
FLSA CLASSIFICATION:	Exempt

GENERAL POSITION SUMMARY

The Fire Chief is responsible for providing administrative leadership to the department and performing executive level activities related to fire prevention, fire education, and emergency response. The Fire Chief oversees and directs through the Executive Team all services, activities, and operations of the District in a manner consistent with Board policy and legislative mandates. The Fire Chief performs long range, strategic planning efforts to ensure the safety, health, and wellbeing of individuals and protection of property within the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(The following statements are illustrative of the duties and responsibilities of the position and do not list every duty that may be required of the employee for this position. The District retains the right to change the duties and responsibilities of the position at any time without notice.)*

The Fire Chief is responsible for all duties ~~and responsibilities, as outlined as designated by law~~ for a Fire Chief ~~in state statutes and other relevant laws, the South Metro Fire Rescue Fire Protection District Service Plan, and under 32-1-1002 C.R.S. including the supervision of all fires, enforcing laws and resolutions pertaining to the prevention of fire, inspection of buildings, and the investigation of all fires to determine the cause. The Fire Chief is responsible for duties detailed in~~ the South Metro Fire Rescue Board of Directors' Bylaws. ~~This includes direct oversight of all fire suppression, emergency medical services, and other rescue and hazardous emergency response; adopting and enforcing laws and resolutions pertaining to fire prevention, inspection of buildings, and investigation of all fires to determine the cause; and oversight of all uniformed personnel and staff support functions necessary to meet the District's obligations.~~

Board Interface

1. Works with the Board of Directors to develop the District's Strategic Plan to meet current and future community needs; leads the implementation of established

District strategy consistent with the vision, mission, and overall direction of the Board of Directors.

2. Serves as the primary point of communications to the Board of Directors; advises the Board on complex and significant organizational matters; attends regular and special Board meetings; provides Board with information, data, and reports on plans, proposals, alternatives, and recommendations; develops agenda items to provide the Board with information to make decisions or provide strategic direction, as appropriate.

Organizational Strategic Management

3. Plans, implements, and directs all operations of the District; formulates departmental operating policy in alignment with the Board of Directors' policy, legislative mandates, and community needs.
4. Oversees and directs, through the Executive Team, the development of short-term and long-term planning programs, including goals and objectives, budget funding levels, staffing and resource requirements, and priorities; delegates authority and responsibility to meet established goals and objectives.

Service Delivery to the Community

5. Oversees the development, implementation, and administration of all District programs and services, including business operations, training and professional development, prevention programs, fire protection response, emergency medical services, safety, and emergency management programs.
6. Monitors dynamic external factors to assess District's opportunities and threats; plans for long-range district growth in developing communities; evaluates community needs; ~~forecasts and identifies strategies for addressing future needs;~~ recommends and implements modification of departmental operations to meet new or changing needs; ~~forecasts for future changes.~~
7. Meets with citizen groups regarding the activities of the District; presents, explains, justifies, promotes, and defends various programs and priorities.
8. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources; initiates, coordinates, and enforces systems, policies, and procedures.

Financials

9. Oversees the development of the departmental budget; reviews recommendations for staff and equipment; recommends budget priorities; presents and justifies

program and budget recommendations for Board of Directors' approval; assures the District meets all fiscal obligations and operates within available revenue and the District's long-term financial plan.

Policies and Procedures

10. Reviews and ensures all District policies, procedures, and standard operating guidelines ~~comply are in compliance~~ with federal, state, and local laws and regulations.

Intergovernmental Cooperation

11. Actively coordinates with contiguous fire departments fostering positive relationships and collaboration; develops mutual assistance programs, where appropriate.

~~12.~~ Participates in metro, state, and national professional fire organizations; represents the District to the legislature, special interest groups, and appropriate officers of local, state, and federal government; promotes District successes and needs; shares information and data, influences initiatives; participates in finding impactful solutions to challenging situations. ~~solutions to impactful issues.~~

~~12.13.~~ Works cooperatively with other Fire departments and Districts to evaluate future growth opportunities that best service the customers of the District; presents potential consolidation or unification of other Fire departments to the Board for consideration; manages any future consolidations and unifications with other departments.

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Employee Leadership

~~13.14.~~ Promotes harmonious and effective working relationships with and between the Board of Directors, employees, intergovernmental agencies, and members of the public/community groups.

~~14.15.~~ Maintains connectivity with Local 2086 through the Meet and Confer process, employment contract negotiations, and disciplinary process; Negotiates with Local 2086 the collective bargaining agreement; develops and enhances effective working relationships with the Local, providing opportunities to collaborate both internally and within the community.

~~15.16.~~ Establishes positive organizational culture; models organizational values; creates a welcoming culture of belonging, inclusivity, accountability, candor, ~~inclusion~~, and transparency; builds and strengthens relationships with all members of the organization.

~~16.17.~~ Provides organizational leadership by inspiring, empowering, and motivating personnel; promotes open communication lines throughout the organization without fear of retribution; demonstrates humility and models a commitment to organizational values; upholds the highest level of integrity in actions of self and others.

~~17.18.~~ Directly supervises Deputy Chiefs, Chief Government Affairs Officer; and the Assistant to the Chief; takes necessary actions to ensure proper personnel administration is practiced by all levels of supervision throughout the District, including, but not limited to, the selection and training of employees; providing comprehensive training and professional development; evaluating employee performance; providing effective coaching and mentoring; identifying and resolving problems; and taking corrective measures, including appropriate disciplinary actions.

~~18.19.~~ Maintains a safe and healthy working environment by establishing and enforcing organization values safe work practices, adhering to legal requirements.

~~19.20.~~ Provides oversight of and direction to various employee board and committee meetings ensuring employee interests are considered.

~~20.21.~~ ~~Oversees the dissemination of information related to the District and~~ Directs the dissemination of information related to the District and may act as the primary spokesperson for the District, as needed, or delegates such authority as appropriate; ensures communication of special directives, instructions, notices, administrative memoranda, and other forms of communication are effectively disseminated to District members.

Emergency Response

~~21.22.~~ Responds to significant emergencies as part of command response or incident management team in a senior advisor role; may assume any position of command or relieve any officer; may make emergency operational decisions under extreme conditions and must implement and ensure District operations are conducted consistent with established standard operating guidelines.

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS *(An equivalent combination of education, training, and experience that demonstrates the ability to perform the duties of the position is qualifying.)*

Bachelor's Degree in Fire Science, Public Administration, Business Administration, or a related field is required. Master's Degree is preferred.

Minimum of ten (10) years progressively responsible experience in the fire service, with at least five (5) years of experience as a chief officer or executive role in a similarly situated, complex organization.

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Maintain valid Colorado driver's license with an acceptable driving record in accordance with the SMFR Driving Records Policy.

Maintain Red Cross CPR for the professional rescuer (or approved equivalent).

Possession of National Fire Academy Executive Fire Officer ~~and/or~~ Center for Public Safety Excellence (CPSE) Chief Fire Officer Designation or Completion of Fire Service Executive Development Institute (FSEDI) is desired.

Must live within 5 miles of District boundaries for t~~To comply with timely responses to large-scale incidents, and other emergencies, and critical events and, incidents, the incumbent will be required to arrive within 20 minutes to District boundaries during on-call periods.~~

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REQUIRED KNOWLEDGE

Demonstrated knowledge of:

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Management principles and practices necessary to plan, analyze, develop, direct, and evaluate programs, administrative policies, and organizational structures.

Fire department administration theories, practices, and techniques including fiscal management, budget development and administration, financial controls; personnel management; and strategic planning and implementation.

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Principles of personnel management, including labor relations, training and professional development, performance management, and modern information systems.

Principles and processes necessary to maintain a high level of organizational effectiveness through continuous improvement ~~accomplish organizational change~~ in a highly traditional and unionized work environment.

Communication principles and strategies.

REQUIRED COMPETENCIES

INSERT COMPETENCIES AFTER IDENTIFIED

SUPERVISION RECEIVED:

Works under the general direction of the Board of Directors.

SUPERVISION EXERCISED:

Provides direct or general supervision to the Deputy Chiefs, Chief Government Affairs Officer, and the Assistant to the Chief.

EQUIPMENT AND SYSTEMS

Requires frequent use of equipment, including personal computer (including various software packages, database, and spreadsheet programs), SMFR vehicles, portable radios, calculators, telephones, ~~facsimile machines,~~ copy machines, printers, and other general office equipment.

PHYSICAL DEMANDS

While performing the duties of this job, the ~~Chief~~employee is regularly required to perform climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Specific vision abilities required by this job include close and distance vision acuity and the ability to adjust his or her focus, allowing a broad field of vision.

WORK ENVIRONMENT AND GENERAL INFORMATION

The primary duties of this job are performed in a climate-controlled office environment.

The incumbent will occasionally work at emergency scenes and may be exposed to outside weather conditions, ~~and~~ smoke, ~~or hazardous materials.~~

~~To comply with timely responses to large scale incidents, and other emergencies and critical events, incidents, the incumbent will be required to arrive within 20 minutes to District boundaries during on-call periods.~~

The noise level in the work environment is usually moderate, except during emergency calls when noise levels may be loud.

Revision Date:

Last Revision July 2022

Current Revision March 2024