

**Resolution 2019-2**  
**Indian Hills Fire Protection District**

**A RESOLUTION APPOINTING A FIRE MARSHAL FOR THE INDIAN HILLS FIRE PROTECTION DISTRICT.**

**WHEREAS,** The Indian Hills Fire Protection District provides fire protection services to part of the unincorporated limits of the County of Jefferson; and

**WHEREAS,** The Colorado Revised Statutes provide authority to Fire Protection Districts to adopt and enforce fire codes as indicated within CRS 32-1-1002 (2016); and

**WHEREAS,** The Indian Hills fire Protection District has adopted the International Fire Code (2018 Edition) and the International Wildland-Urban Interface Code (2018 Edition); and

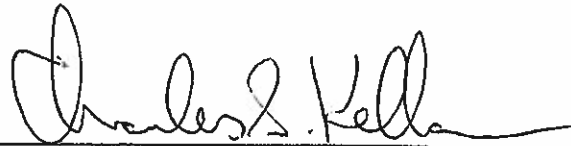
**WHEREAS,** The Board of Directors desires to appoint a member of the Indian Hills Fire Department as the District Fire Marshal.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE INDIAN HILLS FIRE PROTECTION DISTRICT THAT:**

1. The Indian Hills Fire Protection District Board of Directors appoints Randy Rudloff as the District Fire Marshal.
2. The District Fire Chief is responsible for supervising and directing the District Fire Marshal. The Fire Marshal is responsible for the duties and functions indicated in Enclosure 1 to this resolution.
3. The Indian Hills Fire Protection District Board may update or modify the duties described within Enclosure 1 as required for the needs of the District.

ADPOTED AND APPROVED this 27<sup>th</sup> day of February 2019.

**Indian Hills Fire Protection District**

By:   
Charles S. Kellar, President

A motion to adopt the foregoing Resolution was duly moved by Director Pettit and seconded by Director Vigil, put to a vote and carried upon the following vote:

Those Voting AYE:

Director Kellar  
Director Vigil  
Director Pettit  
\_\_\_\_\_  
\_\_\_\_\_

Those Voting NAY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thereupon the presiding officer declared the motion carried and the Resolution duly passes and adopted.

ATTEST:

  
Paul Pettit, Secretary

Encl:

1. Fire Marshal Duties and Responsibilities



## **Indian Hills Fire Protection District Fire Marshal Duties**

1. **Purpose:** The purpose of this document is to outline the duties and expectations of the Indian Hills Fire Protection District Fire Marshal.
2. **Authority:** The IHFPD Board of Directors (BOD) through guidance and coordination with the District Fire Chief is the authoritative body responsible for establishing these duties and providing oversight to their implementation.
3. **District Fire Marshal Duties & Responsibilities**
  - a. Work with the Fire Chief to evaluate District Fire Prevention operations and strategies; and proactively develop and implement short term and long-term initiatives to improve and enhance fire prevention within the District.
  - b. Work independently in managing Fire Prevention operations, including daily activities, strategic initiatives, prevention material acquisition, community education, personnel and quality assurance.
  - c. Conducts activities to ensure the enforcement of Fire Codes (Residential and Wildland Interface) adopted by the Indian Hills Board of Directors.
  - d. Regularly provides leadership, direction and communication to Fire prevention personnel regarding District initiatives, fire prevention services and operations, and the resolution of Fire Prevention issues and concerns.
  - e. Manages the delivery of correction notices to building owners for violations of codes and follow-up inspections to ensure corrections are performed.
  - f. Addresses the public's concerns regarding public safety issues.
  - g. Coordinate and consults with Jefferson County for building plans, permits and zoning.
  - h. Assists where needed in firefighter training.
  - i. Prepares special reports and performs special assignments for the community as directed.

- j. Attends internal and external meetings as required.
- k. Other duties as assigned.
- l. Must have and maintain a current Colorado Driver's License.
- m. Must be a self-starter, reliable and demonstrate initiative.
- n. Must be able to maintain confidentiality of District business.
- o. Exercises good judgment and sound decisions.
- p. Maintains a professional manner at all times.