

Resolution 2025-3

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 Colorado 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 Indian Hills Fire Protection District has entered into an Intergovernmental Agreement (IGA) with the Foothills Fire Protection District to provide fire protection and prevention services; and

WHEREAS, The Indian Hills Board of Directors desires to appoint an external Fire Marshal 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 the Foothills Fire Marshal as the Indian Hills Fire Protection District Fire Marshal.
2. The fire prevention and investigative services provided by Foothills Fire Marshal are outlined and described within the joint Intergovernmental Agreement between the two Districts.
3. The Indian Hills Fire Chief is responsible for supervising and directing the appointed District Fire Marshal. The Fire Marshal is responsible for the duties and functions indicated within Enclosure 1 to this resolution.

Indian Hills Fire Protection District
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Indian Hills, Colorado 80454
Phone: 303-697-4568
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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.