

**LA PLATA COUNTY  
POSITION DESCRIPTION  
VOLUNTEER – FIRE CODE BOARD OF APPEALS**

**Strategic Plan Alignment:** Sustainable Development and Organizational Excellence

**Purpose:** To hear and decide appeals from the decision of any administrative officer or agency based upon or made in the course of the administration or enforcement of the provisions of the La Plata County Fire Code.

**Duties:**

a) To hear appeals brought by any person aggrieved by his or her inability to obtain a Fire Code Permit, building code permit, or land use permit because of a decision of any administrative officer or agency based upon or made in the course of the administration or enforcement of the provisions of the La Plata County Fire Code.

b) To hear and decide requests for variances and special exceptions.

*Full Ordinance creating the Fire Code Board of Appeals can be found in the La Plata County Code: La Plata County, CO: New Ordinances, NO.O-2010-01, Chapter 34, Section 103.*

**Qualifications:**

1. Must be a resident of La Plata County and shall have reached the age of 18 on the effective day of appointment.
2. The Board will consist of five (5) members and when possible shall consist of:
  - a) a design professional
  - b) a fire protection engineering professional
  - c) an industrial safety professional
  - d) a general contractor
  - e) a general industry or business representative

**Personal Commitments:**

1. To attend all meetings of the Fire Code Board of Appeals unless previously excused by the Chair;
2. To follow the direction and formal guidance of the Board of County Commissioners;
3. To be well informed and prepared to discuss the proposed issues and business at scheduled meetings, including having read all materials relevant to the topic at hand prior to the meetings;
4. To fully participate in meetings of the Fire Code Board of Appeals;
5. To avoid any conflicts of interest or circumstances which would create a perception of impropriety;
6. To observe local, state and federal laws, particularly open meetings and open records laws;

7. To cooperatively work with and respect the opinions of other Fire Code Board of Appeals members;
8. To treat all constituents and staff members with honor, dignity and respect;
9. To avoid the acceptance of any gifts or favors related to one's service in this position;
10. To conduct myself in accordance with the Fire Code Board of Appeals' adopted rules of procedure;
11. To honor and comply with the La Plata County Code of Ethics Policy (attached);
12. To attend at least one Boards and Commissions volunteer orientation during the duration of my appointment.

I understand and agree to abide by these personal commitments and understand that I serve at the pleasure of the La Plata County Board of County Commissioners.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_