

**EVANS FIRE PROTECTION DISTRICT**  
**2100 37th Street**  
**Evans, Colorado 80620**  
**(970) 339-3920**

NOTICE OF REGULAR MEETING AND AGENDA

*Agenda is preliminary and subject to change by majority vote of the Board at the meeting.*

*Individuals requiring special accommodation to attend and/or participate in this meeting please advise the ADA Compliance Officer (970- 339-3920) of their specific need(s) 48 before the meeting.*

DATE: February 26, 2024                      TIME: 6:30 p.m.  
PLACE: Evans Fire Station 2, 2100 37th Street, Evans, Colorado 80620  
To attend by phone: 301-715-8592; Meeting ID: 292 753 9756;  
Passcode: 6599178

**Opening of Meeting**

- Call to order
- Pledge of Allegiance
- Roll Call
- Amendments to Agenda

**Meeting Items**

1. Public Comment
  - a. If you wish to address the Board of Directors, this is the time set on the agenda for you to do so. When you are recognized please state your name and address. Your comments will be limited to three (3) minutes. The Board may not respond to your comments this evening, rather they may take your comments and suggestions under advisement and your questions may be directed to the appropriate staff person for follow-up. Thank you!
2. Consent Agenda
  - a. Financial Reports
  - b. Minutes of previous meeting
3. Review and Consider Resolution 2024-02 Supplemental 2024 Budget
4. Review & Consider Updated Board of Director Bylaws
5. Discussion: Fire Chief Annual Review
6. Administration Report
7. Legal Counsel Update
8. Director's Reports
9. New Business
10. Adjournment

Next regular meeting is scheduled for February 26, 2024 at 6:30 p.m.

# 2024 Financial Update

unaudited expenses and revenues through January 31, 2024

REVENUES						
General Revenue			Impact Fees			
Budget	Revenue Collected YTD	to be collected	Budget	Fees Collected YTD	to be collected	
\$ 4,588,484	\$ 50,500	\$ 4,537,984	\$ 250,000	\$ -	\$ 250,000	
*does not include Impact Fees		98.90%	YTD Interest Earned	\$ 704.17	100.00%	

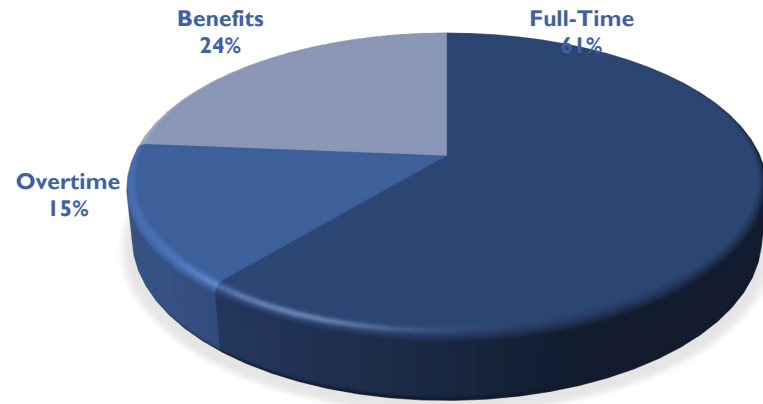
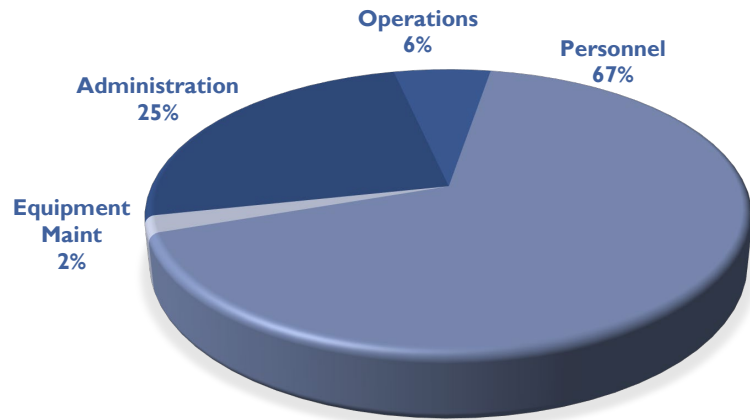
EXPENDITURES					
Administration			Operations		
Budget	Expense YTD	Remaining Budget	Budget	Expense YTD	Remaining Budget
\$ 332,100	\$ 84,448	\$ 247,652	\$ 149,623	\$ 20,902	\$ 128,721
		74.57%			86.03%
Personnel			Equipment Maint		
Combined Total	Combined YTD	Combined remaining	Budget	Expense YTD	Remaining Budget
\$ 3,470,553	\$ 228,033	\$ 3,242,520	\$ 76,195	\$ 6,567	\$ 69,628
		93.43%			91.38%

January 2024 expenses in excess of \$1,000		
Atmos Energy		\$ 1,120
Colorado Special Districts Property & Lia	2024 workers comp	\$ 43,904
Colorado Special Districts Property & Lia	2024 P&L	\$ 33,080
Fire Dept Training Net	Netzel Carmichael FDTN class	\$ 3,000
Fire Dept Training Net	Hill FDTN class	\$ 1,500
Kinsco	new hire uniforms	\$ 1,371
Seawestern Fire Fighting Equipment	PDC	\$ 1,333
SHRM	Bowles SHRM annual conference	\$ 1,795
Special District Association	annual membership	\$ 1,238
Training	Sattler ropes that rescue	\$ 1,500
UL	ladder testing	\$ 2,169

TOTAL AVAILABLE FUNDS	COLOTRUST	First Ntl Bank	Impact Fees Acct	
Unappropriated*	\$ 3,350,862			
AMP		\$ 247,894		
Capital	\$ 2,358,648	\$ 158,648	\$ 639,012	
Operating Fund		\$ 800,275		
<b>TOTALS</b>	<b>\$ 5,709,510</b>	<b>\$ 1,206,817</b>	<b>\$ 639,012</b>	<b>\$ 7,555,339</b>

\*Includes Board required Operating Reserve per financial policies, which exceeds TABOR reserve requirement

**YTD Expenses**                      **YTD Personnel**



**EVANS FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS - REGULAR MEETING  
JANUARY 22, 2024**

A regular meeting of the Board of Directors of the Evans Fire Protection District was called to order by Chairperson Achziger at 6:34 p.m. on January 22, 2024, at Evans Fire Station 2, 2100 37th Street, Evans, Colorado, 80620.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Directors Present:

Mary Achziger, President  
David James, Vice President  
Tricia Watson, Treasurer  
Marty Schanwolf, Secretary  
Tim Naylor, Director

Also Present:

Joe DeSalvo, Fire Chief  
Sharon Bowles, Business Manager  
Emily Powell, Attorney

**AMENDMENTS TO AGENDA**

Chief DeSalvo requested to remove agenda item 1 – Recognition of Retired Firefighters because both retirees were ill and unable to attend. Director James moved to approve the agenda as presented. Director Watson seconded. Motion passed unanimously.

**SWEARING IN OF FIRE MARSHAL BECKER AND FIREFIGHTER MALONE**

President Achziger administered the oath of office to Fire Marshal Becker and Firefighter Malone.

Director James moved to recess the meeting to greet the new Fire Marshal and Firefighter. Director Watson seconded. Motion passed unanimously. Meeting recessed at 6:46 p.m.

Director Naylor moved to resume the meeting. Director Schanwolf seconded. Motion passed unanimously. Meeting resumed at 7:03 p.m.

**CONSENT AGENDA**

Director Schanwolf moved to approve the consent agenda. Director James seconded. Motion passed unanimously.

**REVIEW AND CONSIDER RESOLUTION 2024-01 ESTABLISHING MEETING DATES AND POSTING LOCATIONS**

The Board reviewed Resolution 2024-01 Establishing Meeting Dates and Posting Locations for the coming year. Director Watson moved to approve Resolution 2024-01 as presented. Director Naylor seconded.

### **REVIEW & CONSIDER PARENTAL LEAVE POLICY**

Ms. Bowles presented information gathered by Captain John Udick on potential parental leave policies the Board may wish to consider. Per Board direction, staff will work with legal counsel to develop a draft policy for future consideration.

### **ADMINISTRATION REPORT**

- Auto/Mutual Aid
- EMS continuing education
- Impact Fee Study
- Final Assessed Value
- Audit
- Benefit Update
- Training Tower
- Colorado Accessibility Standards for Websites
- Current Staffing
- Around the Firehouse
- Fire Prevention Bureau Updates
- Fire Prevention & PR News

### **LEGAL COUNSEL UPDATE**

Attorney Powell noted items Legal Counsel assisted with during the previous month.

### **DIRECTOR'S REPORTS**

No Director reports.

### **NEW BUSINESS**

No new business.

### **ADJOURNMENT**

Director James moved to adjourn. Director Naylor seconded. Motion passed unanimously. Meeting adjourned at 7:50 p.m.

These are the true and correct minutes of the meeting held on the date above; they were approved by the Board on this 26<sup>th</sup> day of February 2024.

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Martin Schanwolf, Secretary

CERTIFIED RECORD  
OF  
PROCEEDINGS RELATING TO  
**EVANS FIRE PROTECTION DISTRICT**  
WELD COUNTY, COLORADO  
THE HEARING ON THE SUPPLEMENTAL BUDGET REGARDING  
THE APPROPRIATION OF MONEYS TO AND THE EXPENDITURE  
OF MONEYS FROM THE GENERAL FUND  
FOR FISCAL YEAR  
2024

STATE OF COLORADO )  
 ) ss.  
COUNTY OF WELD )

The Board of Directors ("**Board**") of the Evans Fire Protection District ("**District**"), Weld County, Colorado, held a regular meeting and public hearing at Evans Fire Station 2, 2100 37th Street, Evans, Colorado 80620, on Monday, February 26, 2024 at the hour of 6:30 p.m. concerning a proposed Supplemental 2024 Budget.

The following members of the Board of Directors were present:

- President: Mary Achziger
- Vice President: David James
- Treasurer: Tricia Watson
- Secretary: Marty Schanwolf
- Director: Tim Naylor

Also present was District legal counsel, Emily Powell.

President Achziger reported that, prior to the meeting and public hearing, each Director was notified of the date, time, and place of the meeting and the purpose for which it was called. She further reported that a Notice of the public hearing on the proposed Supplemental 2024 Budget was published in the Greeley Tribune on Saturday, February 24, 2024. Notice of the public hearing also was duly posted. Thereupon, Director \_\_\_\_\_ introduced and moved for the adoption of the following Resolution:

**RESOLUTION 2024-02**

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET REGARDING THE APPROPRIATION OF MONEYS TO AND THE EXPENDITURE OF MONEYS FROM THE GENERAL FUND; FOR THE EVANS FIRE PROTECTION DISTRICT, WELD COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2024 AND ENDING ON THE LAST DAY OF DECEMBER 2024.

WHEREAS, the Board, after complying with notice and other statutory requirements, duly adopted a budget for fiscal year 2024;

WHEREAS, after adopting the 2024 budget and making appropriations thereunder, the District received the Final Certification of Valuation by Weld County Assessor for General Property Tax Revenues in the amount of \$2,245,368. The Board deemed it necessary to recognize the significant revenue reduction of \$106,254;

WHEREAS, after adopting the 2024 budget and making appropriations thereunder, a donation of \$15,000 was received from PDC Energy in late 2023 for necessary items related to response at energy sites. The District deemed it necessary to purchase additional items to meet this need, requiring an expenditure of \$9,200 from Respiratory Protection. Due to complications with the vendor this project is still on-going. Expenditures will be recognized in 2024.

WHEREAS, the 2024 Workers Compensation coverage increased over the budgeted amount. An additional expenditure of \$10,000 is necessary.

WHEREAS, the District Board authorized administrative staff to prepare and submit a proposed Supplemental 2024 Budget reflecting the additional appropriations to and expenditures from the General Fund, as set forth above;

WHEREAS, a proposed Supplemental 2024 Budget has been submitted to the District Board for its consideration. A copy of the Supplemental 2024 Budget is attached to this Record of Proceedings;

WHEREAS, due and proper notice, published and posted in accordance with the law, advised the public that (1) the proposed Supplemental 2024 Budget was available for inspection by the public at a designated public office; (2) a public hearing would be held on Monday, February 26, 2024; and (3) interested electors could comment on or file or register objections to the proposed Supplemental 2024 Budget any time before the public hearing; and

WHEREAS, a public hearing was held on Monday, February 26, 2024, and interested electors were given the opportunity to comment on, or file or register any objections to, the attached proposed Supplemental 2024 Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE EVANS FIRE PROTECTION DISTRICT, WELD COUNTY, COLORADO:

Section 1. **Reduction in Assessed Value** Reduction in Moneys Appropriated to the General Fund. The Board hereby authorizes and approves the reduction in appropriated revenues in 2024 of \$106,254;

Section 2. **Equipment Maintenance** Expenditure of Moneys from the General Fund. The Board hereby authorizes and approves additional expenditures in 2024 of \$9,200 from Respiratory Protection for items related to energy site protection.

Section 3. **Workers Compensation Coverage** Expenditure of Moneys from the General Fund The Board hereby authorizes and approves the expenditure in 2024 of \$10,000 from Insurance.

Section 3. **Purposes of Supplemental 2024 Budget Could Not Have Been Reasonably Foreseen.** At the time the Board adopted the 2024 Budget in the fall of 2023, it could not have reasonably foreseen a) the reduction in revenues for 2024 or b) the expenses set forth in Sections 2 and 3 above.

Section 4. **Adoption of Supplemental Budget for 2024.** The Board hereby adopts the Supplemental 2024 Budget in the form attached to this Record of Proceedings.

The foregoing Resolution was seconded by Director\_\_\_\_\_.

ADOPTED AND APPROVED this 26<sup>th</sup> day of February 2024.

\_\_\_\_\_  
Mary Achziger, President

ATTEST:

\_\_\_\_\_  
Martin Schanwolf, Secretary



STATE OF COLORADO            )  
  ) ss.  
COUNTY OF WELD                )

I, Martin Schanwolf, Secretary of the Evans Fire Protection District, Weld County, Colorado, do hereby certify that the foregoing pages numbered 1 through 3, inclusive, constitute a true and accurate copy of the record of proceedings of the District Board, adopted at a regular meeting of the Board at Evans Fire Station 2, 2100 37th Street, Evans, Colorado 80620, on Monday, the 26<sup>th</sup> day of February 2024, at the hour of 6:30 p.m., as recorded in the official record of proceedings, insofar as said proceedings relate to the Supplemental 2024 Budget; that said proceedings were duly had and taken; that the meeting was duly held; and that the persons were present at the meeting as therein shown.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 26<sup>th</sup> day of February, 2024.

\_\_\_\_\_  
Martin Schanwolf, Secretary

**Evans Fire Protection District  
General Fund Long Range Financial Plan**

	<b>2022</b> <b>Audited</b> <b>Actuals</b>	<b>2023</b> <i>Annualized</i>	<b>2024</b> <b>BUDGET</b> FINAL AV	<b>2025</b> <b>Projected</b>	<b>2026</b> <b>Projected</b>	<b>2027</b> <b>Projected</b>	<b>2028</b> <b>Projected</b>	<b>2029</b> <b>Projected</b>
Beginning Fund Balance	4,726,091	5,582,422	6,151,219	6,584,395	6,840,665	6,973,741	6,899,625	6,939,415
<b><u>Revenues:</u></b>								
Property Tax								
Residential Properties	2,008,111	1,974,456	2,245,368	2,290,275	2,565,108	2,616,411	2,930,380	2,988,987
Oil & Gas	354,733	595,267	681,936	511,452	383,589	287,692	215,769	161,827
Other Property types	1,012,513	995,762	1,132,276	1,143,599	1,189,343	1,201,236	1,249,286	1,261,778
Specific Ownership Tax	182,745	158,098	125,000	125,000	125,000	125,000	125,000	125,000
City of Evans IGA	543,710	200,000	200,000	200,000	200,000	-	-	-
LaSalle IGA	8,676	8,779	8,850	8,938	9,028	9,118	9,209	9,301
Fire Marshal IGA	-	-	85,000	85,000	-	-	-	-
Interest Earned	59,505	214,718	203,000	206,045	154,534	156,852	159,205	161,593
Grants	1,800	5,299	1,800	1,800	1,800	1,800	1,800	1,800
Fees	4,850	7,700	2,000	2,000	2,000	2,000	2,000	2,000
Miscellaneous	25,359	174,086	-	-	-	-	-	-
<b>Total revenues</b>	<b>4,202,001</b>	<b>4,334,164</b>	<b>4,685,230</b>	<b>4,574,110</b>	<b>4,630,402</b>	<b>4,400,108</b>	<b>4,692,648</b>	<b>4,712,286</b>
<b><u>Expenditures:</u></b>								
Personnel	2,695,357	2,954,786	3,470,554	3,619,610	3,775,637	3,938,967	4,109,947	4,288,942
Supplies & Services	372,523	473,874	581,368	495,286	502,715	510,256	517,910	525,679
Asset Management	25,000	25,000	25,000	25,000	25,000	25,000	25,001	25,002
Capital Fund	173,769	311,707	175,132	177,944	193,973	-	-	-
Apparatus Lease	79,022	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>3,345,671</b>	<b>3,765,367</b>	<b>4,252,054</b>	<b>4,317,840</b>	<b>4,497,325</b>	<b>4,474,223</b>	<b>4,652,858</b>	<b>4,839,622</b>
<b><u>Excess Revenue Over Expenditures</u></b>	<b>856,331</b>	<b>568,797</b>	<b>433,176</b>	<b>256,269</b>	<b>133,076</b>	<b>(74,115)</b>	<b>39,790</b>	<b>(127,336)</b>
<b>Unappropriated Funds</b>	<b>5,582,422</b>	<b>6,151,219</b>	<b>6,584,395</b>	<b>6,840,665</b>	<b>6,973,741</b>	<b>6,899,625</b>	<b>6,939,415</b>	<b>6,812,079</b>

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# *Evans Fire Protection District*

## *Staff Report*

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**DATE:** February 21, 2024  
**SUBJECT:** Review & Consider Revised Board of Director Bylaws  
**PRESENTED BY:** Sharon Bowles, Business Manager

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**AGENDA ITEM DESCRIPTION:**

At a special meeting held on May 8, 2023, legal counsel was asked to review comments and suggested amendments to the current Board bylaws. After reviewing the proposed revisions, Attorney Powell suggested that the Board may benefit from an entirely updated set of Bylaws, which would encompass many areas such as elections laws and meeting posting requirements; remove a lot of the hard dollar figures and replace them with more flexible language like “as permitted by statute;” and reorganize the conflict of interest/ethics in government provisions so that they read a little easier.

In late summer 2023 the Board tabled consideration of revised bylaws to allow for more time for Directors to review the revisions and to allow Attorney Powell to attend the discussion.

The complete bylaws are included as a separate document.

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**STAFF RECOMMENDATION:**

Staff requests input on the revised bylaws.

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# *Evans Fire Protection District Staff Report*

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**DATE:** February 26, 2024  
**SUBJECT:** Review & Consider Fire Chief Annual Performance Review  
**PRESENTED BY:** Sharon Bowles, Business Manager

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**AGENDA ITEM DESCRIPTION:**

Chief DeSalvo is approaching his anniversary date. At this time the Board may wish to conduct an annual performance review. Following are the discussion items currently used for reviews of line staff.

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**STAFF RECOMMENDATION:**

Staff requests guidance on completion of the Fire Chief annual review.

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## Annual Self-Evaluation

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

Anniversary Date: \_\_\_\_\_

The items below are designed to be conversation starters. Discuss each subject together, making notes as you go. Agree on the final product before submitting to Chief for review.

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1. Performance & Accomplishments: When looking back at the past year, what stands out to you? Are you pleased with your performance? What are you doing well? Where would you like to focus more effort to improve?
2. Time Management & Organizational Skills: What additional responsibilities do you have? Do you enjoy this responsibility? How do you monitor new developments or technology in this area? Do you feel you manage your time well? Is too much being asked of you? What do you need to better manage your time and organize your projects?
3. Technical Skills & Knowledge: What are your strengths? Do you seek ways to strengthen your performance & knowledge? Do you routinely demonstrate an understating of the processes and equipment required to perform your duties? Are there areas you feel require improvement in terms of your professional capabilities? Do you have training goals for the coming year?
4. Interpersonal Skills: Do you bring a positive attitude? Do you get along well with co-workers & citizens? Do you communicate clearly and kindly with others? Do you feel your crew works well together? Do you feel comfortable giving feedback to co-workers or captains?
5. Professionalism: Are you punctual? Do you regularly conduct yourself in a professional manner? How is your responsiveness and follow through when asked to take on or assist in a new task? Do you have the ability and confidence to work independently with little or no direction/follow-up?
6. Leadership: How can I help you do your best work? Is there anything I could do to make your job easier or better support you? How do you like to receive feedback? Is there any way I can support you outside of your professional role?

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Certifications as listed in Target Solutions have been reviewed; list is current and accurate.      YES      NO

Evans D/O qualifications are current, firefighter is approved to continue as D/O?      YES      NO

Current Skill Based Pay plan has been reviewed.      YES      NO

Firefighter is approved to move to next step.      YES      NO

OR Bonus: \_\_\_\_\_

Professional Development Plan for coming year:

Include resources needed (classes, training, mentoring, etc), follow-up deadlines, timeline for completion. If necessary, list any areas for improvement and the plan for making those improvements.

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Firefighter signature

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Captain signature

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Chief signature

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Date completed

Review the following items as you begin thinking about your performance over the past year. These items are intended purely as a guide to get you in the right headspace for evaluating the past year before meeting with your captain, they are not intended to be ranked or discussed in-depth individually.

## Five Competencies for Appraisals

**Managing Emotions** - The ability to control unproductive behaviors, manage internal states, impulses, and resources.

1. Shows confidence in own capabilities
2. Constantly strives to improve performance
3. Meets commitments and keeps promises
4. Builds trust through reliability and authenticity
5. Holds themselves accountable for their own actions
6. Acts ethically and can stand scrutiny
7. Will take a tough, principled stand even if it is unpopular
8. Thinks clearly and stays focused under pressure
9. Remains cool in the face of other's anger or aggression
10. Stays composed, positive and unruffled even in trying moments
11. Is prepared to admit their own mistakes
12. Just gets on with things' when angry
13. Challenges unethical actions in others
14. Able to concentrate when feeling anxious
15. Engages in self-talk to manage feelings of anger or anxiety

**Self-Motivation** - The ability to pursue goals with commitment, passion, energy, and emotion.

16. Constantly strives to improve performance
17. Is ready to seize opportunities
18. Is driven to meet objectives and standards
19. Is motivated by hope of success rather than fear of failure
20. Sets challenging goals
21. Kick-starts self into action when needed
22. Mobilizes others through own efforts
23. Bounces back quickly after a set-back
24. Makes personal sacrifices to meet a higher goal
25. Willingly changes the way of doing things when current methods are not working
26. Looks at setbacks objectively
27. Takes calculated risks
28. Able to lift energy level to tackle and complete boring tasks

**Self-Awareness** - The ability to see ourselves with our own eyes and to understand the ways we impact the world we live in.

29. Shows confidence in own capabilities
30. Constantly searches out ways to improve
31. Reflects and learns from experience
32. Is guided by internal belief and value system
33. Quickly realizes when starting to lose temper
34. Is able to articulate feelings and emotions appropriately
35. Is open to feedback
36. Is aware of own strengths and weaknesses
37. Is able to show a sense of humor and laugh at themselves
38. Can tell when own emotions are affecting performance
39. Quickly realizes when thoughts are turning negative
40. Can tell when own mood is changing
41. Knows when becoming defensive

**Emotion Coaching** - The ability to help others develop their emotional capabilities both by direct intervention and example.

42. Freely offers help and assistance to others when appropriate
43. Models respect, helpfulness, honesty and co-operation
44. Paints a positive picture of the future that others buy into
45. Promotes a friendly, open co-operative climate
46. Builds rapport with others
47. Leads by example, is a role model
48. Manages conflict and emotion effectively in work group
49. Encourages enthusiasm in others
50. Raises morale of others and makes them feel good
51. Senses others' emotions and responds accordingly
52. Makes and maintains personal friendships with work colleagues
53. Communicates own feelings to others
54. Believes that the way people feel is as important as getting the job done

**Managing Relationships** - The ability to manage relationships effectively and build networks of relationships.

55. Acts as a spokesperson for others
56. Actively seeks ways of resolving conflict
57. Respects and relates well to others from varying backgrounds
58. Fosters open communication
59. Challenges bias and intolerance
60. Accurately reads key power relationships
61. Offers constructive feedback to enable growth in others
62. Influences others about the way things are done



63. Uses a win-win approach
64. Enables others to trust and confide in them
65. Demonstrates empathy with other's feelings
66. Is skilled at winning people over
67. Understands the forces that shape other's views

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**Quality** – The extent to which an employee's work is completed thoroughly and correctly following established process & procedures. Required paperwork is thorough and neat.

**Productivity/Independence/Reliability** - The extent to which an employee produces a significant volume of work efficiently in a specified period of time. Ability to work independently with little or no direction or follow-up to complete tasks, job assignment.

**Job Knowledge** - The extent to which an employee possesses and demonstrates an understating of the work instructions, processes, equipment, and materials required to perform the job. Employee possesses the practical and technical knowledge required of the job.

**Interpersonal Relationships/Cooperation/Commitment** – The extent to which employee is willing and demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts. Employee accepts and responds to change in a positive manner. Accepts job assignments and additional duties willingly, takes responsibility for own performance and job assignments.

**Judgment & Decision-Making:** Makes thoughtful, well-reasoned decisions; exercises good judgment, resourcefulness and creativity in problem-solving

**Knowledge of Position:** Possesses required skills, knowledge, and abilities to competently perform the job

**Training & Development:** Continually seeks ways to strengthen performance and regularly monitors new developments in field of work

# ADMINISTRATIVE REPORT



## Dispatch

- WCRCC is working with a consultant to study their fee structure. This is in the very beginning stages, and will not affect what we paid in 2024, but what we pay in 2025 will be based on the results of this study.

## EMS

- The new contract with UCH is still being negotiated. We signed an MOU with them on 12/27/23 to move forward with the dynamic staffing model and that we would both work in good faith to finalize a new contract. The actual contract has been in their hands since 12/7/23.
- Data that we have from 1/7 to 2/21 shows that UCH is meeting the response requirements of the MOU and ultimately the contract when that is finalized. The response time requirements are 8 minutes or less 90% of the time for emergent calls and <12 minutes 90% of the time for non-emergent calls. To date, it is around 93% for both call types. We have not received any data from UCH yet.

## Chevron/PDC

- Prior to the merger with Chevron, PDC had identified an oil and gas well that was improperly capped that is directly located under a house in the North Point subdivision. The well is not currently leaking and there is no immanent hazard, but Chevron bought the house and is working on a plan to tear the house down and re-enter the well to properly plug and abandon it. The Fire District is heavily involved with this and will continue to work with Chevron and the City.

## Training Grounds Property

- The training grounds is still listed as part of the City of Evans property and the only map that has been found is not very good quality. We are currently looking at options to have it properly surveyed and recorded for future use as we update the area.

## Current Staffing:

- 23 total staff members
  - 18 full-time shift firefighters
  - 4 full-time administrative staff
    - Fire Marshal position shared with PV & LaSalle
  - 1 part-time firefighter

## Around the Firehouse

- On 12/7, C-Shift responded to a residential structure fire in the 3400 block of Lupton. EFPD received aid from Platte Valley, LaSalle, and Greeley Fire. Upon arrival, crews had a well-involved garage fire with extension into the house. The entire house was severely damaged; there were no injuries to civilians or firefighters. Two pets were also rescued.

- On 12/7, C-shift responded to a construction site for a piece of construction equipment that was on fire. The fire resulted in major damage to the equipment but no injuries. This occurred approximately two hours after the crew had cleared from the structure fire.
- FF Riba is beginning to arrange the schedule for our annual physicals.
- Congrats are in order to the following people:
  - FF Tory DeWitt for completion of her Associate's degree.
  - FF KC Skidmore for obtaining his D/O Pumper certification.
  - FFs DeWitt, Chapman, and Skidmore for completion of an IV class with Greeley FD.

## Fire Prevention Bureau Updates

### Projects that are currently in various stages of the review process.

- **Solstice (Peakview) Subdivision (SW of 65<sup>th</sup> Ave & 37<sup>th</sup> St.)** – 1100 +/- dwelling units and 20 acres of commercial between 65<sup>th</sup> Ave and Two Rivers Pkwy. The final plat has been approved and one of the developers is again looking at the site with the City.
- **Village Park Apts. (1655 37<sup>th</sup> St.)** - New 4 plex townhomes on a vacant lot. Construction plans were initially approved in 2022. The owner of the site has recently begun discussions to revisit the project.
- **Saddleback at Wildhorse (East & South of the current Wildhorse project)** - Proposal of 11 three-story buildings with a clubhouse. Site plan and development agreement have been signed. This project has been tabled by the developer for the time being.
- **Southwest Corner of Hwy 85 & 31<sup>st</sup> St.** - Proposal to construct an automated carwash, McDonalds and a tire store. Site plans were reviewed by the Fire District, the City is making some changes so this project as a whole is temporarily on hold.
- **Freedom Parkway PUD (SE Corner of 47<sup>th</sup> Ave & 37<sup>th</sup> St.)** - Proposal to develop approx. 70 acres of land for use as attached single family as well as light commercial. Site plans are in development, we are awaiting submittal for review.
- **PDC Master Plan (Southeast side of EFPD)** - PDC is developing a master plan for oil wells with some of them being within EFPD jurisdiction. The local area and emergency action plans have been reviewed and approved by the Fire District. They are projecting their portion in the Fire District will be done in the 3<sup>rd</sup> & 4<sup>th</sup> Quarter of 2024 and in 2027.
- **Landmark Self Storage (3800 blk of 35<sup>th</sup> Ave.)** - Proposal to build approximately 350 self-storage units directly south Hunter's Reserve Plaza. Site plan has been reviewed and approved. They are waiting for a signature on the development agreement.
- **Murphy Express (Northwest corner of 37<sup>th</sup> St. & HWY 85)** - Proposal to demolish two buildings on the site and construct a gas station. The site plan has been reviewed, but the developer is working with CDOT before re-submitting plans.
- **Murphy Express (Northwest corner of 37<sup>th</sup> St. & 35<sup>th</sup> Ave.)** - Proposal to construct a gas station on the land adjacent to an existing ATM. The site plan has been reviewed and sent back to the developer.
- **The Mexica Center (Approx. 3500 blk of 23<sup>rd</sup> Ave.)** - Proposal to build and approx 40,000ft<sup>2</sup> +/- building for use as a recreation center as well as a youth center. Project is in the very beginning stages with no timetable for construction.
- **Genesis Baking (1601 37<sup>th</sup> St.)** - Proposed tenant finish of an existing building to relocate their operations. Construction plans have been reviewed and approved by the Fire District.

- **Centennial Elementary School (1400 37<sup>th</sup> St.)** - Proposal to construct an addition to the front entry area for expansion of the office area as well as security upgrades. Construction plan have been approved and they anticipate construction to occur when school is out for the summer. They are also looking at a plan to upgrade the existing fire line for the suppression system.
- **Two Rivers Sand & Gravel (14822 CR-396)** - Proposal to develop a gravel pit on approx. 400 acres of land. The site plan has been reviewed and sent back to the developer.

**The following construction projects are in various stages of progress/completion.**

- **Reserve at Crescent Cove (North of existing Crescent Cove Apts.) – 12 buildings with 288 units, along with a dog park, clubhouse and pool.** Civil construction is ongoing, roads, curb and gutter have been installed for the first phase. They are beginning to install the underground fire lines for the apartment fire suppression systems. Plans for all twelve buildings and clubhouse have been reviewed and approved for construction.
- **Starbucks (3341 23<sup>rd</sup> Ave)** - Proposal to build the coffee shop to the south of Big O Tires. The building is under construction and nearing completion.
- **Liberty Draw (Approx. 3900 blk of 37<sup>th</sup> Street)** – A new subdivision to include up to 400 total single family dwellings and townhouses. All infrastructure for the first phase has been completed and multiple single-family houses are under construction or have been completed and are being occupied. Construction on the townhouses has also begun. The next phase has also been approved and signed and they are beginning civil construction.
- **Moffat Glass (Old Great Outdoors RV)** - Relocation of an existing business to this site. The remodel is mostly completed, and they have received approval to occupy the east portion of the building for sales and administration. The west half of the building is nearing completion and final inspections for that portion are forthcoming.
- **NoCo Humane Society (1620 42<sup>nd</sup> St.)** - Larimer County Humane Society assumed operations and has added some modular buildings for office space. They have also submitted plans for a full building fire alarm system. Those plans as well as use of the modulares have been approved and they are continuing operations.

**Businesses that have ongoing fire code compliance issues**

- The Fast Break gas station at 1100 42<sup>nd</sup> has numerous fire and building code violations including an unpermitted addition that they began to construct. The Fire District is working with the City of Evans on enforcement of these issues as well as the terms of their business license.

**Fire Prevention/PR News**

- Fire Marshal Becker has begun working with us and has jumped right in. We are still working on transitioning projects and making sure he gets settled.
- There is an open shift inspector position that we are working on filling.



# January 2024 Incident Statistics

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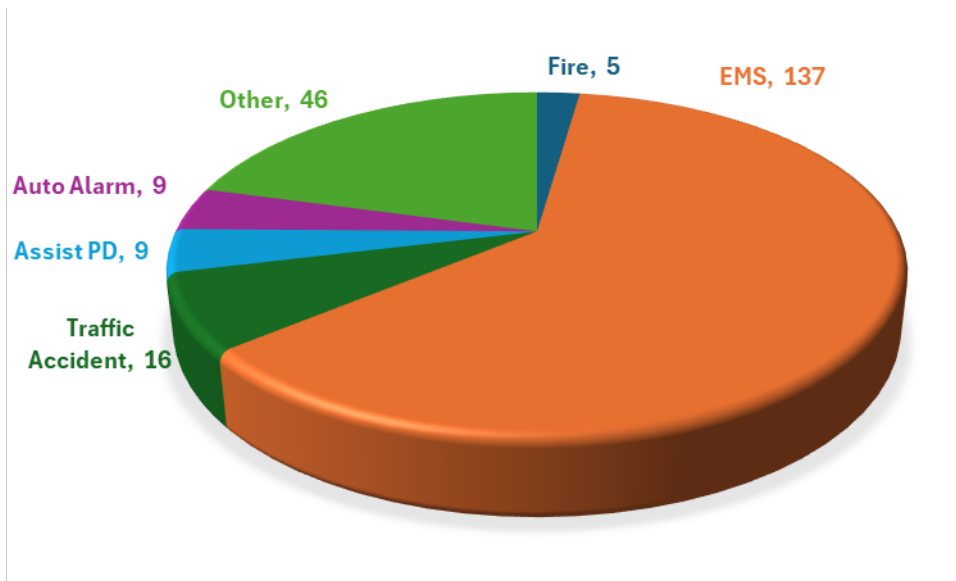
INCIDENT COUNT		
Incident Type	Incidents January 2024	<i>Incidents January 2023</i>
EMS	153	139
FIRE	69	60
<b>TOTAL</b>	<b>222</b>	<b>199</b>

AUTOMATIC & MUTUAL AID		
	2024	2023
Aid Given	7	1
Aid Received	5	5

OVERLAPPING CALLS	
# Overlapping 2024	<i># Overlapping 2023</i>
53 / 23.87%	50 / 25.13%

FIRE PREVENTION ACTIVITY	January	YTD
Fire Inspections – <i>includes annual, construction, re-inspect, and Fire Code Consultation</i>	10	
Plans Reviewed	4	
Investigations	1	
PR Events	0	

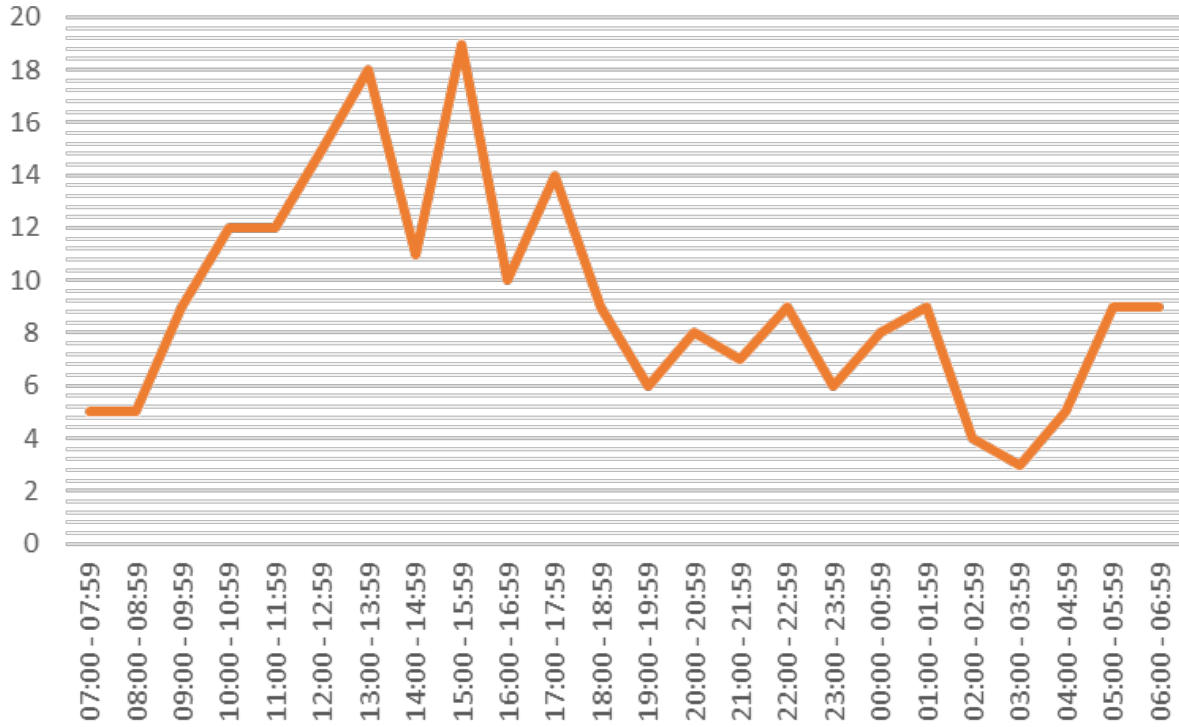
## 2024 Major Incident Types



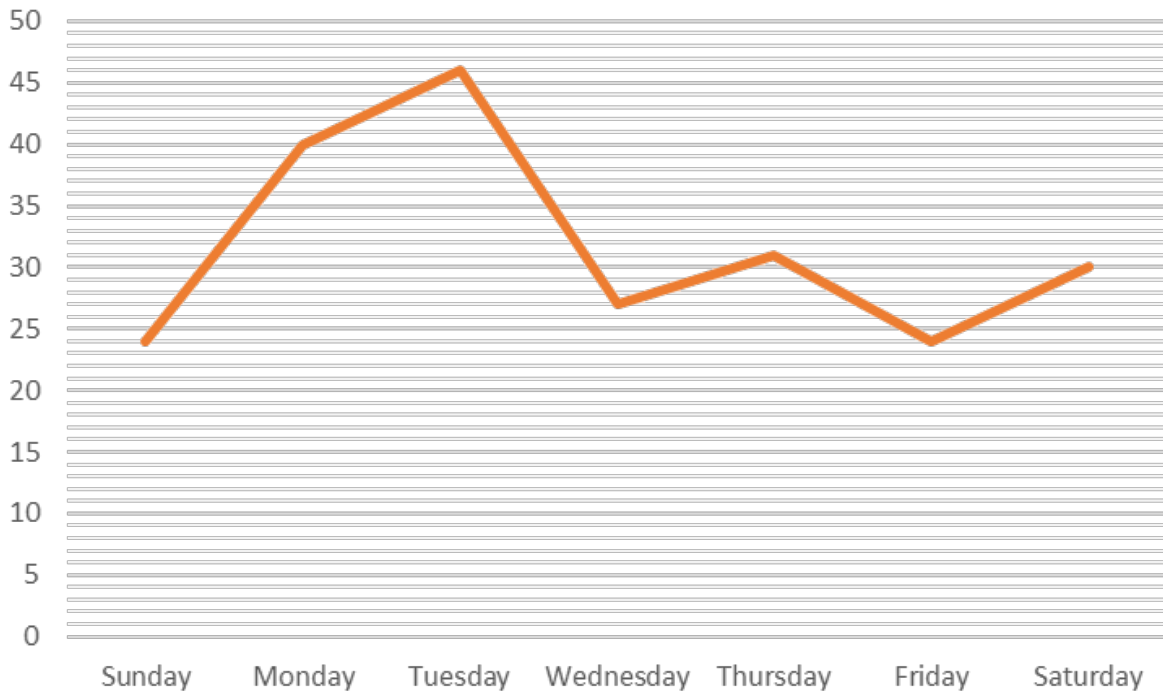
### “Other” Incident Types

251 - Excessive heat, scorch burns with no ignition	1
411 - Gasoline or other flammable liquid spill	2
412 - Gas leak (natural gas or LPG)	1
511 - Lock-out	1
522 - Water or steam leak	5
531 - Smoke or odor removal	1
542 - Animal rescue	2
553 - Public service	2
554 - Assist invalid	7
561 - Unauthorized burning	1
571 - Cover assignment, standby, moveup	1
611 - Dispatched & cancelled en route	10
621 - Wrong location	2
622 - No incident found on arrival at dispatch address	8
653 - Smoke from barbecue, tar kettle	1
700 - False alarm or false call, other	1

Incidents by Time of Day – January 2024



Incidents by Day of the Week – January 2024





## Two-Company Staffing

- In this chart, two company staffing is presented as the number of 24-hour shifts that required PT Coverage or Staffing Overtime to maintain two companies. The total percent of shifts that had two companies is represented also.
- Staffing was low in January due to a Full-time Firefighter vacancy.

