

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: March 25, 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 Report
 - b. Minutes of previous meeting
3. Review & Consider Updated Board of Director Bylaws
4. Administration Report
5. Legal Counsel Update
6. Director's Reports
7. New Business
8. Executive Session
 - a. pursuant to C.R.S. § 24-6-402(4)(f) to discuss personnel matters related to the Fire Chief's performance evaluation
9. Adjournment

Next regular meeting is scheduled for April 22, 2024 at 6:30 p.m.

2024 Financial Update

unaudited expenses and revenues through February 29, 2024

REVENUES						
General Revenue			Impact Fees			
Budget	Revenue Collected YTD	to be collected	Budget	Fees Collected YTD	to be collected	
\$ 4,588,484	\$ 93,981	\$ 4,494,503	\$ 250,000	\$ -	\$ 250,000	
*does not include Impact Fees		97.95%	YTD Interest Earned	\$ 1,438.33	100.00%	

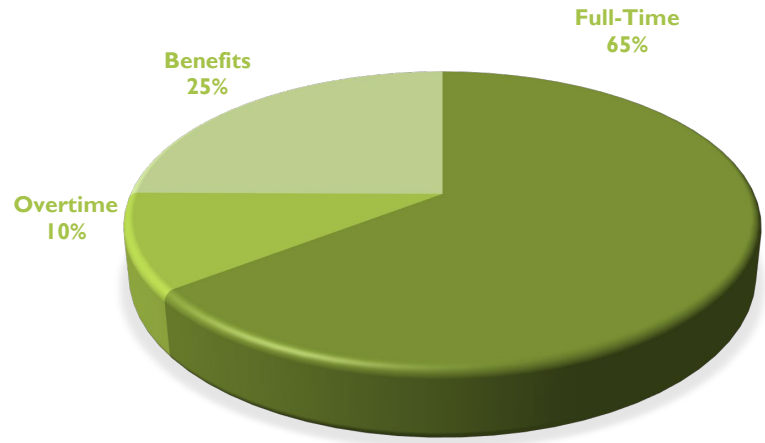
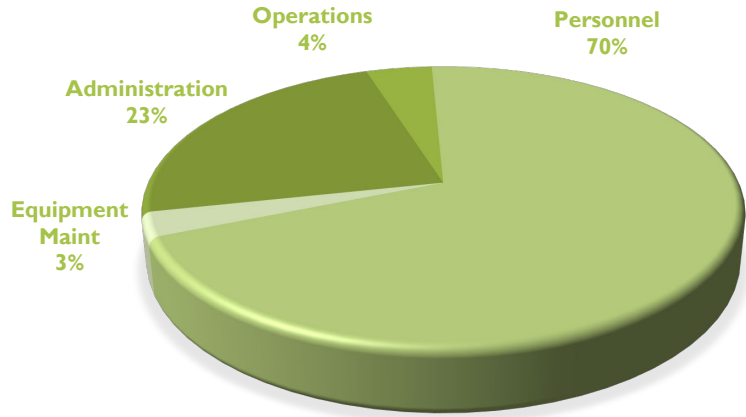
EXPENDITURES					
Administration			Operations		
Budget	Expense YTD	Remaining Budget	Budget	Expense YTD	Remaining Budget
\$ 342,100	\$ 157,757	\$ 184,343	\$ 149,623	\$ 28,395	\$ 121,228
		53.89%			81.02%
Personnel			Equipment Maint		
Combined Total	Combined YTD	Combined remaining	Budget	Expense YTD	Remaining Budget
\$ 3,470,553	\$ 469,366	\$ 3,001,187	\$ 76,195	\$ 18,910	\$ 57,285
		86.48%			75.18%

February 2024 expenses in excess of \$1,000		
Atmos Energy		\$ 1,509.92
City of Greeley	Becker PPE	\$ 3,500.00
Colorado Special Districts Property & Lia	2023 workers comp audit	\$ 1,362.00
Colorado Special Districts Property & Lia	Target Solutions	\$ 1,233.50
GenTech (Rocky Mtn Power Generation)	annual generator service	\$ 1,418.55
Mile High Ace Hardware	electric equip - GRANT REIMBURSEMENT	\$ 7,107.76
Mountain View Fire Protection	2403	\$ 5,522.02
PS Trax	annual subscription	\$ 2,139.29
Supply Cache	hose	\$ 2,560.35
Wex	fuel	\$ 1,172.03

TOTAL AVAILABLE FUNDS	COLOTRUST	First Ntl Bank	Impact Fees Acct	
Unappropriated*	\$ 3,376,602			
AMP		\$ 247,894		
Capital	\$ 2,357,913	\$ 157,913	\$ 639,747	
Operating Fund		\$ 514,541		
TOTALS	\$ 5,734,515	\$ 920,349	\$ 639,747	\$ 7,294,610

*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
FEBRUARY 26, 2024**

A regular meeting of the Board of Directors of the Evans Fire Protection District was called to order by Chairperson Achziger at 6:30 p.m. on February 26, 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

Director Naylor moved to approve the agenda as presented. Director James seconded. Motion passed unanimously.

PUBLIC COMMENT

No public present.

CONSENT AGENDA

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

REVIEW & CONSIDER RESOLUTION 2024-02 SUPPLEMENTAL 2024 BUDGET

Ms. Bowles reviewed changes in revenue realized with the final assessed value, necessary expenditures in the General Fund for Insurance and Respiratory Protection, and necessary expenditures from the Asset Management Fund. These expenditures were not reasonably foreseen when the 2024 budget was adopted.

Director Watson moved to open a public hearing on the 2024 supplemental budget. Director James seconded. Motion passed unanimously.

Attorney Powell noted for the record that notice of the budget hearing had been duly posted, no public was present, and no comments had been received from the public on the proposed budget.

Director Schanwolf moved to adopt Resolution 2024-02 approving the 2024 supplemental budget. Director Naylor seconded. Motion passed unanimously.

Director James moved to close the public hearing. Director Watson seconded. Motion passed unanimously.

REVIEW & CONSIDER UPDATED BOARD OF DIRECTOR BYLAWS

Following discussion, the Board agreed to review the bylaws individually with discussion to take place at the April meeting.

DISCUSSION: FIRE CHIEF ANNUAL REVIEW

Following discussion, the Board directed Ms. Bowles to complete a 360 survey amongst the line-staff for the Director's use in evaluating Chief DeSalvo's performance over the preceding year. An executive session will be scheduled for the March meeting for the Board to meet with Chief DeSalvo to discuss.

ADMINISTRATION REPORT

- Dispatch
- EMS contract
- Chevron/PDC property
- 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 and provided an update on the current legislative session.

DIRECTOR'S REPORTS

No Director reports.

NEW BUSINESS

No new business.

ADJOURNMENT

Director James moved to adjourn. Director Watson seconded. Motion passed unanimously. Meeting adjourned at 7:30 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 25th day of March 2024.

Martin Schanwolf, Secretary

ADMINISTRATIVE REPORT



Dispatch

- The alarm templates have been fully completed for 2nd and 3rd alarms for the major calls (ie. Structure fires, vegetation fires, traffic accidents requiring extrication, etc.)
- There is a new numbering system that will be implemented that helps to identify apparatus types better than just the 4-digit system in place now. We opted to change to match with surrounding organizations. Evans will be in the 600s. (i.e. Engine 603 instead of 2403, Ladder 601 instead of 2417) That system will be in place sometime in the beginning of May.

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.

Chevron/PDC

- The Chevron project is on hold for now while they look at some new technology to do the re-entry into the well. They anticipate early summer to begin work instead of spring.

Training Grounds Property

- The training grounds property has been surveyed and recorded with Weld County. This was needed regardless of the training building project so we would have an actual map that is clear and accurate. We will work with the City of Evans on what the future holds for that area.

Grants

- The District has been awarded a \$2,500 grant from the Special District Association Firefighter Heart Fitness Grant program. This grant is awarded to provide a basic level of heart health testing, as well as various cancer screening or early detection programs for firefighters. This grant offsets some of the cost of our annual physicals.
- Firefighter Riba, Health & Fitness Program Manager, will be submitting a grant application for fitness equipment. The Special District Association Safety and Loss Prevention Grant Program is designed to reimburse up to 50% of the cost of purchases that help reduce the risk of a loss, improve the safety of facilities, or protect our district's assets or employees.
- Firefighter Netzel, Small Tools Program Manager, has submitted a grant application through Regional Air Quality Council and Ace Hardware. The District has been awarded \$6,000 towards the purchase of electric small tools to replace current gas-powered tools.

Cyber Security Audit

- Firefighter Igli, IT Program Manager, is working on a cyber-security audit. The District has received a Special District Association Pool scholarship for a Cyber Assessment. This is a highly recommended first step toward preventing, managing, and mitigating cyberattacks for public entities. This

process culminates in a final report that can be used in risk management and cyber insurance coverage considerations. When the Pool receives a final report showing no cybersecurity areas of concern, we can expect our Cyber sublimit to increase to \$1million for one year. There are additional requirements to keep the sublimit past the first year. More information will be shared as we move through this process.

Summer High School Internship Program

- Captain Riofrio is investigating the possibility of hosting a Weld District 6 high school student in a firefighter internship over the summer. This is a paid internship that would create an opportunity for a high school student that will be a senior in the fall to train alongside our crews throughout the summer for 150 total hours. More information on this will be shared as details are worked out.

Current Staffing

- 23 total staff members
 - 17 full-time active shift firefighters
 - 1 firefighter on family/medical leave of absence.
 - 4 full-time administrative staff
 - Fire Marshal position shared with PV & LaSalle
 - 1 part-time firefighter

Around the Firehouse

- Firefighter Riba has been chosen by the admin staff to receive the VFW's annual Americanism award. This award will be presented to him on April 21st at 1430hrs at the Evans VFW. Anyone is welcome to attend.
- Firefighter DeWitt is currently working on a training plan for initial and continuing training for shift personnel to get approval from the medical director to be able to administer IOs (essentially an advanced IV skill). Firefighter Malone has been conducting the training due to his experience and skills.



Evans Fire Protection District

Fire Prevention Bureau Updates: March 2024

Fire Inspections:

- **Shift Inspector** – The open Shift Inspector/ Investigator position has been filled. We are excited to have Amanda Badar join the team.
- **Fire Inspector Quarterly Training** – We will have our 1st Tri-Fire District Fire Investigator / Inspector Training in late April 2024. We will be going over how to conduct a fire inspection utilizing our new template and follow up on the status of everyone's fire inspector certification exams.
- **Fire Inspection Template** – We are finalizing the development of a Fire Inspection Template for the Tri-Fire District Fire Inspectors that will be utilized when they conduct fire inspections.
- **Fire Inspector I & II Exam Prep Class** – We conducted a Fire Inspector Exam prep class for the new Tri-Fire District Inspectors on March 12th at the Platte Valley Fire Station. All of the new inspectors have the resources to prepare for their ICC certification exams.
- **Oil & Gas Facility Fire Inspection Training** - We conducted an Oil & Gas Fire Inspection Training for regional fire inspectors on March 11th at an Occidental Petroleum Facility in Greeley. The training was attended by fire inspectors from around the region.
- **ICC Conference** – Fire Inspectors attended the recent ICC Conference held in Loveland, CO. This is phenomenal local training that provides essential CEUs for the group to maintain their required certifications.

Fire Investigations:

- **Fire Investigator Quarterly Training** – We will have our 1st Tri-Fire District Fire Investigator / Inspector Training in late April 2024. Todd Hedglin, the DFPC Branch Chief for Fire Investigations, will be presenting on available resources and training available to our districts at no cost from the state.
- **Investigation Report Template** - Developing a template for fire investigation reports that will be utilized by investigators and officers in the Tri-Fire District areas.
- **ICC Conference** – Fire Investigators attended the recent ICC Conference held in Loveland, CO. This is phenomenal local training that provides essential CEUs for the group to maintain their required certifications.

Fire Prevention/PR News:

- No pertinent news at this time.

Projects that are currently in various stages of the review process:

- **Solstice (Peakview) Subdivision (SW of 65th Ave & 37th St.)** – 1100 +/- dwelling units and 20 acres of commercial between 65th 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 37th 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 & 31st 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 47th Ave & 37th 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 3rd & 4th Quarter of 2024 and in 2027.
- **Landmark Self Storage (3800 blk of 35th 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 37th 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 37th St. & 35th 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 23rd Ave.)** - Proposal to build and approx 40,000ft² +/- 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 37th St.)** - Proposed tenant finish of an existing building to relocate their operations. Construction plans have been reviewed and approved by the Fire District.
- **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.
- **Prairie Heights Middle School (3737 65th Avenue)** – Proposal for a new green house.

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 23rd 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 37th 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 42nd 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.
- **Centennial Elementary School (1400 37th 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.

Businesses that have ongoing fire code compliance issues:

- **No current compliance issues.**



February 2024 Incident Statistics

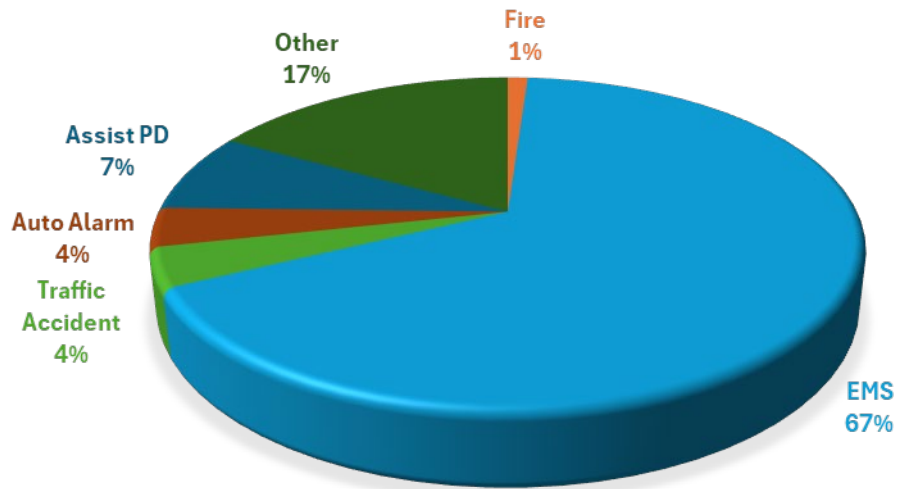
INCIDENT COUNT		
Incident Type	Incidents February 2024	<i>Incidents February 2023</i>
EMS	129	123
FIRE	54	58
TOTAL	183	181

AUTOMATIC & MUTUAL AID		
	2024	2023
Aid Given	0	7
Aid Received	5	5

OVERLAPPING CALLS	
# Overlapping 2024	<i># Overlapping 2023</i>
47 / 25.68%	53 / 29.28%

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

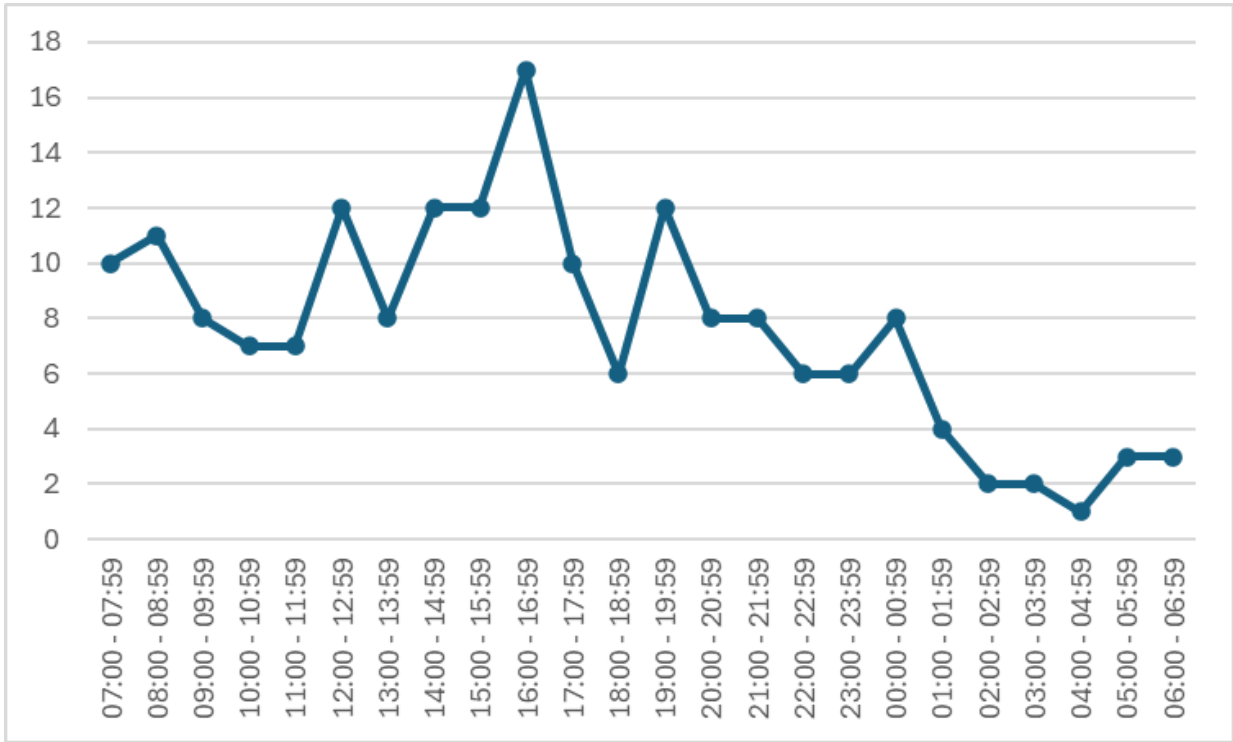
February 2024 Major Incident Types



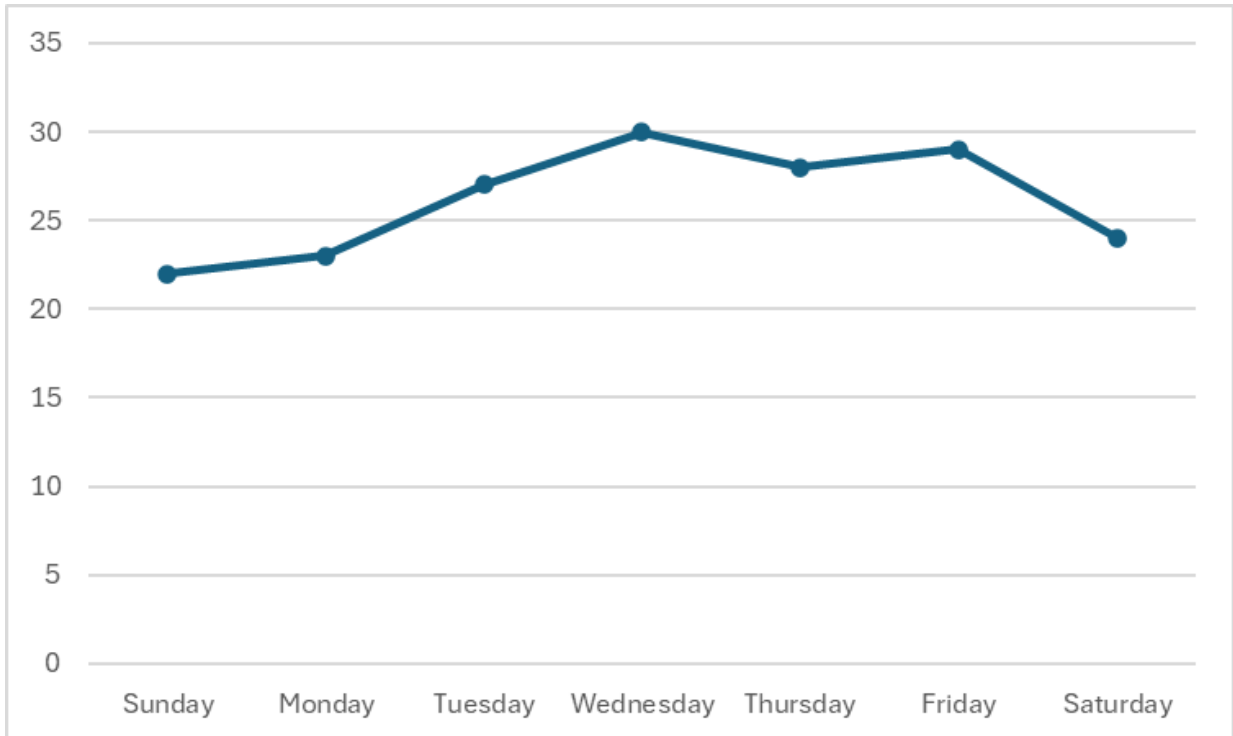
“Other” Incident Types

424 - Carbon monoxide incident	2
443 - Breakdown of light ballast	1
444 - Power line down	1
480 - Attempted burning, illegal action, other	1
542 - Animal rescue	1
554 - Assist invalid	8
561 - Unauthorized burning	3
571 - Cover assignment, standby, moveup	2
611 - Dispatched & cancelled en route	4
622 - No incident found on arrival at dispatch address	7
652 - Steam, vapor, fog or dust thought to be smoke	1

Incidents by Time of Day – February 2024



Incidents by Day of the Week – February 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.

