

**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: April 22, 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 Paid Parental Leave and Updated PTO Policy
4. Review & Consider Land Sale
5. Administration Report
6. Legal Counsel Update
7. Director's Reports
8. New Business
9. Adjournment

Next regular meeting is scheduled for May 20, 2024 at 6:30 p.m.

# 2024 Financial Update

unaudited expenses and revenues through March 31, 2024

REVENUES						
General Revenue			Impact Fees			
Budget	Revenue Collected YTD	to be collected	Budget	Fees Collected YTD	to be collected	
\$ 4,588,484	\$ 1,164,638	\$ 3,423,846	\$ 250,000	\$ -	\$ 250,000	
*does not include Impact Fees		74.62%	YTD Interest Earned	\$ 2,224.03	100.00%	

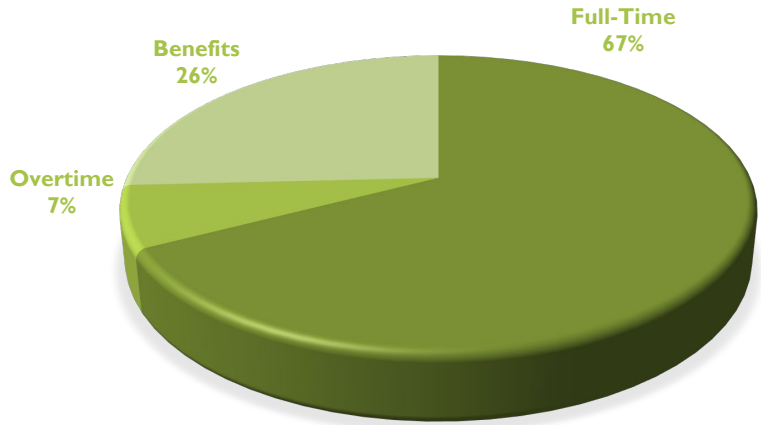
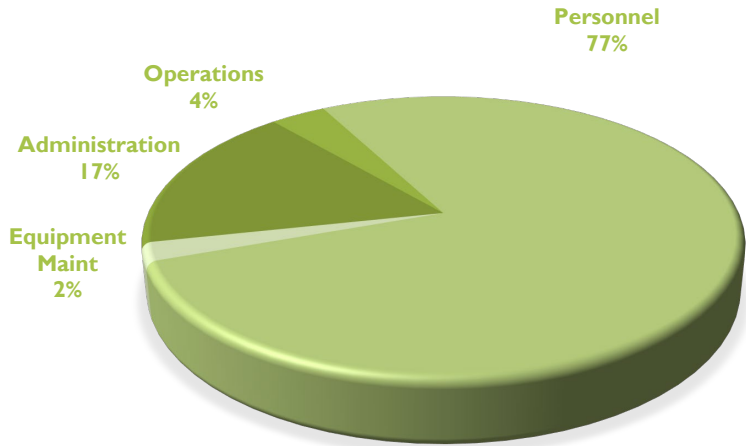
EXPENDITURES					
Administration			Operations		
Budget	Expense YTD	Remaining Budget	Budget	Expense YTD	Remaining Budget
\$ 342,100	\$ 183,529	\$ 158,571	\$ 149,623	\$ 38,298	\$ 111,325
		46.35%			74.40%
Personnel			Equipment Maint		
Combined Total	Combined YTD	Combined remaining	Budget	Expense YTD	Remaining Budget
\$ 3,470,553	\$ 836,188	\$ 2,634,365	\$ 76,195	\$ 22,834	\$ 53,361
		75.91%			70.03%

March 2024 expenses in excess of \$1,000			
Ireland Stapleton Pryor & Pascoe PC	non-retainer	\$	1,100.50
John Cutler & Assoc	audit bill I	\$	5,000.00
LN Curtis & Sons	annual compressor maint	\$	2,085.00
MES-Municipal Emergency Srvc	PPE	\$	2,812.11
Rogue Fitness	gym equipment	\$	1,042.14
Synthetic Turf Intl Group	turf for gym	\$	1,941.45

<b>TOTAL AVAILABLE FUNDS</b>	<b>COLOTRUST</b>	<b>First Ntl Bank</b>	<b>Impact Fees Acct</b>	
Unappropriated*	\$ 3,403,925			
AMP		\$ 247,894		
Capital	\$ 2,357,128	\$ 157,128	\$ 640,532	
Operating Fund		\$ 1,179,737		
<b>TOTALS</b>	<b>\$ 5,761,053</b>	<b>\$ 1,584,759</b>	<b>\$ 640,532</b>	<b>\$ 7,986,345</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  
MARCH 25, 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 March 25, 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 (*joined via phone at 6:38 p.m.*)  
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 Watson moved to approve the agenda as presented. Director Naylor seconded. Motion passed unanimously.

**PUBLIC COMMENT**

No public present.

**CONSENT AGENDA**

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

**REVIEW & CONSIDER UPDATED BOARD OF DIRECTOR BYLAWS**

Attorney Powell noted some of the changes that made updating the bylaws necessary. Director Watson moved to adopt the revised bylaws as presented. Director Naylor seconded. Motion passed unanimously.

**ADMINISTRATION REPORT**

- Dispatch
- EMS contract
- Chevron/PDC property
- Training Grounds property
- Grants
- Cyber Security Audit
- Summer High School Internship Program
- 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.

### **EXECUTIVE SESSION**

Director Schanwolf moved to enter Executive Session pursuant to C.R.S. § 24-6-402(4)(f) to discuss personnel matters related to the Fire Chief's performance evaluation. Director Naylor seconded. Attorney Powell certified for the record the Executive Session would be recorded. The Board went into Executive Session at 7:21 p.m.

Director Naylor moved to come out of executive session. Director Watson seconded. Motion passed unanimously. The Board came out of Executive Session at 8:24 p.m.

Director Watson moved to approve a salary increase for Chief DeSalvo in line with the recent staff pay increase of 8%. This increase will be effective with the first pay following his employment anniversary date. Director Schanwolf seconded. Motion passed unanimously.

### **ADJOURNMENT**

Director Schanwolf moved to adjourn. Director Naylor seconded. Motion passed unanimously. Meeting adjourned at 8:28 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 22<sup>nd</sup> day of April 2024.

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Martin Schanwolf, Secretary

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# **Evans Fire Protection District Staff Report**

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**DATE:** April 22, 2024  
**SUBJECT:** Review & Consider Paid Parental Leave and Updated PTO Policy  
**PRESENTED BY:** Sharon Bowles, Business Manager

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**AGENDA ITEM DESCRIPTION:**

At the regular January Board meeting, the Directors instructed staff to move forward on developing a Paid Parental Leave Policy. A draft of that policy follows for review.

Additionally, staff has determined the need to address low PTO balances of newer employees. All new hires are provided with pro-rated Holiday time and a balance of Sick time equal to one set or one week of administrative schedule. However, we have had several instances of firefighters running out of PTO due to extenuating circumstances. A draft update to the existing PTO policy follows.

Both policy updates are being brought to the attention of the Board due to the impact on District finances and liabilities.

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**STAFF RECOMMENDATION:**

Staff requests input on the policies presented.

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**Evans Fire Protection District  
Administrative Policy  
Paid Parental Leave**

**Scope:** The purpose of this policy is to support the well-being of our employees during the growth of their family, whether through birth, adoption, or fostering; and to facilitate a healthy return to duty in their established position.

**Eligibility**

To be eligible for parental leave an employee must have completed 12 months of full-time service with EFPD.

The employee must also meet one of the following criteria:

- Have given birth to a child; or
- Be a spouse or committed partner of someone who has given birth to a child; or
- Have adopted a child who is 17 years old or younger. The adoption of a new spouse's child is excluded from this policy.

**Conditions of Paid Parental Leave**

Upon learning of their own gestational condition, an employee will notify their immediate supervisor as soon as practicable and will provide HR with a written statement from their personal physician stating the employee's ability to remain on full duty or outlining any necessary work restrictions.

Upon learning of a partner's gestational condition or an impending adoption or fostering of a child, an employee will notify their immediate supervisor of the approximate time leave will be required.

An employee is not required to exhaust other paid leave such as sick or vacation time to be eligible for paid parental leave. Employees will not accrue sick or vacation time while on paid parental leave.

While an employee is on paid parental leave EFPD will continue all benefits, including the employee's health insurance, on the same terms as if the employee was not on leave.

Parental leave will be counted as time worked for purposes of the employee's seniority and level of benefits that are based on the employee's total years of service.

Unused time under this policy is not paid out at the time of separation from employment.

**Leave Available**

An employee may request up to 24 weeks of paid parental leave after giving birth to a child for the purposes of recovering from childbirth, re-attaining physical fitness for duty, family bonding, and overall wellness.

Non-birthing employees may request up to 12 weeks of paid parental leave after a partner gives birth to a child. In extenuating circumstances, a non-birthing employee may be granted additional time at the Fire Chief's discretion.

An employee that adopts or fosters a child may request up to 24 weeks of paid parental leave for family bonding and wellness.

No employee will be granted more than 24 weeks of paid parental leave in any 24-month period. The 24-month period will begin on the first day of parental leave.

### **Gestational Condition**

Any employee with a gestational condition will be permitted to continue normal working duties until otherwise advised by their physician.

If an employee is unable to meet their regularly assigned duties due to their gestational condition they may request modified duty per the employee handbook.

If an employee's gestational condition requires them to be out of work prior to giving birth and they are medically unable to perform modified duty, or choose not to work modified duty, the employee will be required to use accrued leave banks or short-term disability until childbirth or they may choose to commence parental leave under this Policy. Commencing parental leave prior to birth does not extend the amount of leave.

### **Return to Duty**

Any employee that takes parental leave must follow the established Return to Duty policy before returning to active duty.

After giving birth, an employee may request to return to Modified Duty until clearance for a full Return to Duty is obtained from their personal physician.

At the conclusion of parental leave an employee must be eligible for hire per the currently adopted job description for their assigned position. Prior to taking parental leave employees are responsible for reviewing the status of all certifications and planning accordingly for any certifications that may expire during their leave. All certifications required per the currently adopted job description must be in good standing prior to Return to Duty. Any employee that allows required certifications to expire while on leave must meet with the Fire Chief to determine an appropriate timeline to reacquire the necessary certifications.

An employee that fails to Return to Duty following their parental leave will be considered voluntarily resigned.

The District will comply with applicable law for accommodations for nursing mothers. Specifically:

- A private and secure place to perform lactation functions, that is not a bathroom and that is shielded from public view and free from intrusion from coworkers and the public. All bedrooms used by line-employees are equipped with a lock to ensure privacy.
- The nursing employee will be given reasonable breaks throughout the day to ensure the hygiene and physical needs of lactation functions are met, for a period of up to two years following birth.
- For line-employees, in the instance where pumping is necessary while on-duty, the OIC may place the employee's assigned unit Out Of Service, as needed, to meet this requirement.

Additionally, the following accommodations shall be provided:

- A "dorm room" size refrigerator shall be provided by the District for use by the nursing employee to provide a discrete, private, and sanitary place for storage of expressed milk that is separate from food storage.



### **DRAFT language to be added to current Scheduling and Staffing Policy**

- Captains will monitor the PTO balance spreadsheet, updated each pay week by HR. If any employee's collective PTO balance (Sick, Vacation, and Holiday) falls below 72 hours the Captain will meet with the employee to discuss any future needs for PTO.
- If an employee requires time off for health reasons but has no time collectively remaining in their Sick, Vacation, and Holiday banks they may go negative to 48 total hours of PTO for shift employees, 40 total hours of PTO for administrative employees. If additional time is needed, a shift-employee may take 48 additional hours of unpaid time, administrative employees may take 40 additional hours of unpaid time. After two sets/weeks of negative/unpaid PTO a meeting must be scheduled with the employee's direct supervisor and the Fire Chief to determine the employee's ability to return to duty.
  - An employee may only hold a negative PTO balance once per calendar year (after the balance is repaid they may not go negative again).
  - On January 1<sup>st</sup>, any employee with a negative PTO balance may repay their outstanding balance with newly allotted Holiday time.

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# ***Evans Fire Protection District Staff Report***

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**DATE:** April 22, 2024  
**SUBJECT:** Review & Consider Land Sale  
**PRESENTED BY:** Joe DeSalvo, Fire Chief

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**AGENDA ITEM DESCRIPTION:**

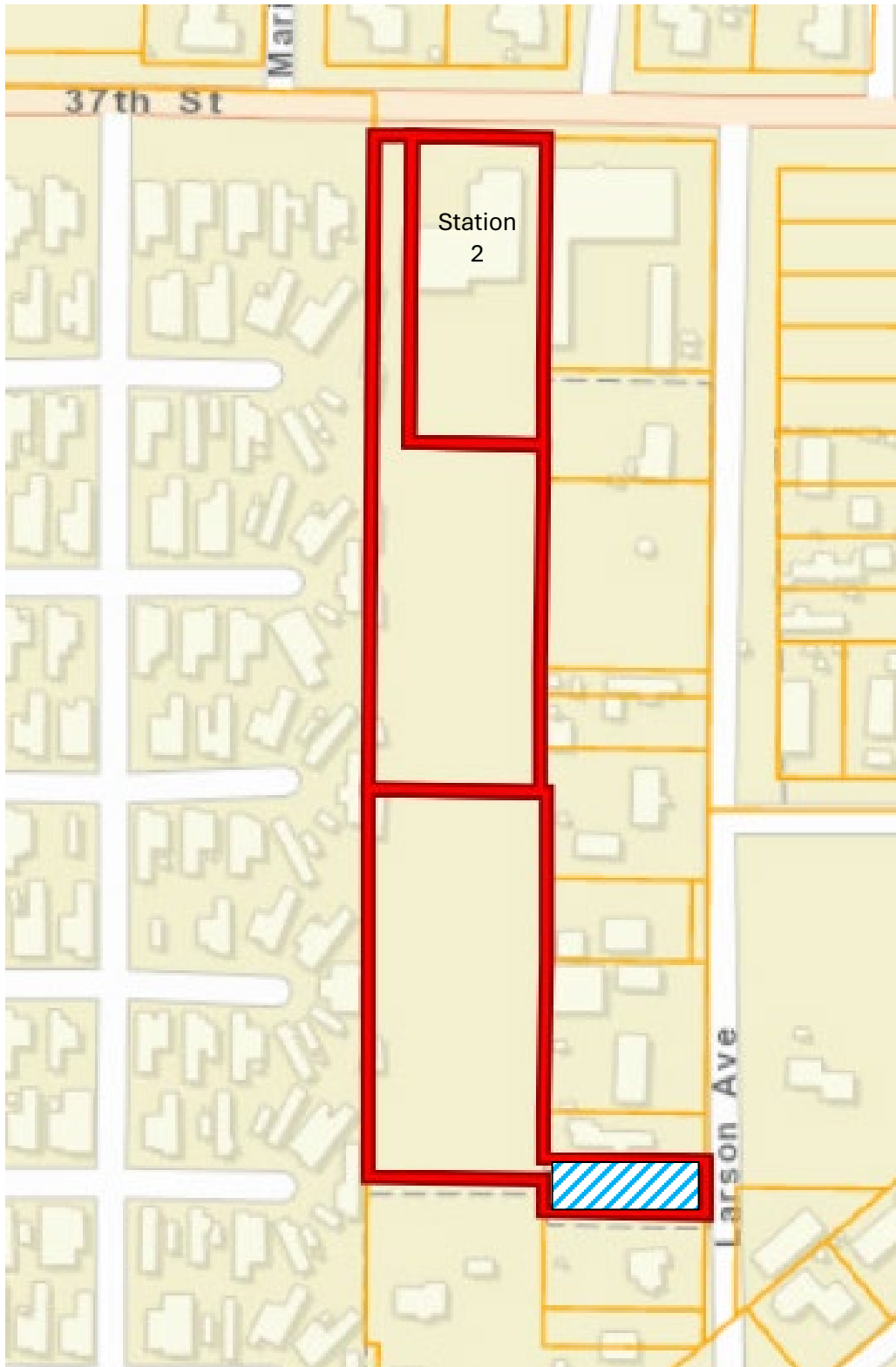
The neighbor to the south of Station 2 has proposed purchasing the small plot of land that extends to Larson Avenue. The parcel in question is shown on the following page in blue stripes.

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**STAFF RECOMMENDATION:**

Staff requests input on selling this section of land.

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# ADMINISTRATIVE REPORT



## Dispatch

- We are continuing to work through the apparatus renumbering. Based on feedback from the captains, we are reevaluating this and may stick with the numbers we currently have.

## EMS

- A draft contract was received from UCH on 4/12. We are working through it with the District's legal counsel to evaluate and amend as necessary to meet the needs of the District.
- The data UCH provided the District for February and March is not accurate. We are working with them to solve this problem to ensure they are meeting the agreed upon response requirements.

## Chevron/PDC

- They anticipate beginning work the week of June 17<sup>th</sup> on the house on Waterman's Landing. There will be more specific information to be shared as they finalize plans.

## ESO

- All testing and trials have been completed and we are scheduled to go live with the program on 5/1 at 0700hrs to replace ERS for our records management.

## Training Grounds

- The RFP for the new training building is being reviewed and we are taking a different approach to this project. The first RFP resulted in one bid, so we are breaking it into three parts which are dirt/concrete work, the purchasing of Conex boxes, and the fabrication/assembly of the building.

## Property Tax Reimbursements

- DOLA has completed the calculation of reimbursements per Senate Bill 22-238 and Senate Bill 23B-001.

LG Name	SB22-238 Reimbursement	SB23B-001 Reimbursement
Evans Fire Protection District	\$221,460	\$278,979

## Current Staffing:

- 23 total staff members
  - 17 full-time active shift firefighters
    - 1 firefighter on Leave of Absence
  - 4 full-time administrative staff
    - Fire Marshal position shared with PV & LaSalle
  - 1 part-time firefighter

## Around the Firehouse

- All District staff have begun to go through our annual physicals which will be completed by May.
- Fire Marshal Becker attended and was also a presenter at the Clean Waterways conference in Cincinnati, OH the week of April 8<sup>th</sup>.
- Sharon is taking a government finance officer class which is a very in-depth class that has multiple tests associated with it that on average takes at least a year to complete. She has passed the first two of seven tests which were said to be the hardest, with a pass rate of less than 50%.
- FFs Rein and Desonier successfully passed their tests for CO State Driver/Operator Pumper certification.
- On March 22<sup>nd</sup>, B-Shift responded mutual aid with Platteville-Gilcrest Fire and several other agencies for a large groundcover fire in the area of Hwy 60 and County Road 46. The fire burned approx. 80 acres but was difficult to access. A total of nine agencies responded including an aircraft from DFPC that made an air drop of water. EFPD responded with a brush truck and command officer.
- On March 28<sup>th</sup>, C-shift responded mutual aid with LaSalle Fire and other agencies for a large ground cover fire in the area of County Road 43 & 40. EFPD responded with an engine and command officer. During this incident, EFPD also assisted with coverage for neighboring agencies which was coordinated by a Battalion Chief from Front Range Fire Rescue.



# Evans Fire Protection District

## Fire Prevention Bureau Updates: April 2024

### Fire Inspections:

- **Fire Inspector Quarterly Training** – We will have our 1<sup>st</sup> Tri-Fire District Fire Investigator / Inspector Training on Tuesday, April 23<sup>rd</sup>. We will be going over how to conduct a Target Hazard Fire Inspection utilizing our new template, assigning the 2024 Target Hazard Fire Inspections, and follow up on the status of everyone's fire inspector certification exams.

### Fire Investigations:

- **Fire Investigator Quarterly Training** – We will have our 1<sup>st</sup> 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** – Presenting and training on the template for fire investigation reports that will be utilized by investigators and officers in the Tri-Fire District areas.
- **CV (Curriculum Vitae) Template** – Presenting the CV template that will be utilized by investigators in the Tri-Fire District areas.

### Fire Prevention/PR News:

- Working with Chevron stakeholders on the upcoming Horii Re-Entry project.
- Provided Big Box Training in conjunction with the Greeley Fire Department at Aims Community College. The training included classroom and a functional exercise and highlighted the importance of proper utilization of Fire Protection Systems in protected buildings. The training was attended by Evans, Platte Valley, Greeley, and Windsor Fire Districts.
- Fire Marshal Becker attended and presented at the Clean Waterways conference in Cincinnati, OH the week of April 8<sup>th</sup>.
- Fire Marshal Becker attended the Energy & Environment Symposium for local government in Rifle, CO the week of April 15<sup>th</sup>.

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

- **Chevron / PDC Energy Oxford 1-16 Pad (WCR 394 & WCR 33)** – New proposed 16 well Oil & Gas pad.
- **Liberty Draw (Approx. 3900 blk of 37<sup>th</sup> Street)** – Proposal for a Pump Station for the Liberty Draw Subdivision.
- **Garden Care Assisted Living (1805 32<sup>nd</sup> Street)** – Modification to the existing Sprinkler System.
- **TriPointe Business Center (3001 8<sup>th</sup> Avenue)** – Modification to the existing Fire Alarm System.
- **Prairie Heights Middle School (3737 65<sup>th</sup> Avenue)** – Proposal for a new green house.
- **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.
- **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.
- **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.

#### Businesses that have ongoing fire code compliance issues:

- **No current compliance issues.**





# March 2024 Incident Statistics

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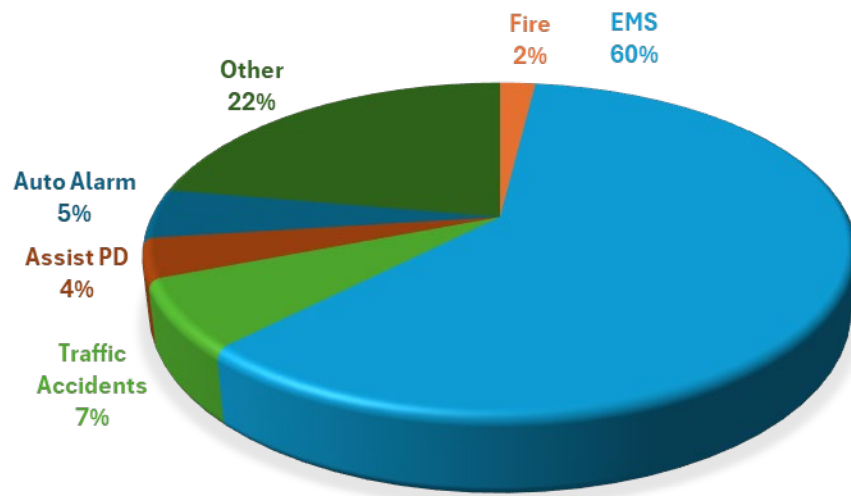
INCIDENT COUNT		
Incident Type	Incidents March 2024	<i>Incidents March 2023</i>
EMS	140	155
FIRE	67	71
<b>TOTAL</b>	<b>207</b>	<b>226</b>

AUTOMATIC & MUTUAL AID		
	March 2024	<i>March 2023</i>
Aid Given	5	2
Aid Received	2	1

OVERLAPPING CALLS	
# Overlapping March 2024	<i># Overlapping March 2023</i>
45 / 21.74%	47 / 20.8%

FIRE PREVENTION ACTIVITY	March	YTD
Fire Inspections – <i>includes annual, construction, re-inspect, and Fire Code Consultation</i>	1	10
Plans Reviewed	8	4
Investigations	0	1
PR Events	1	0

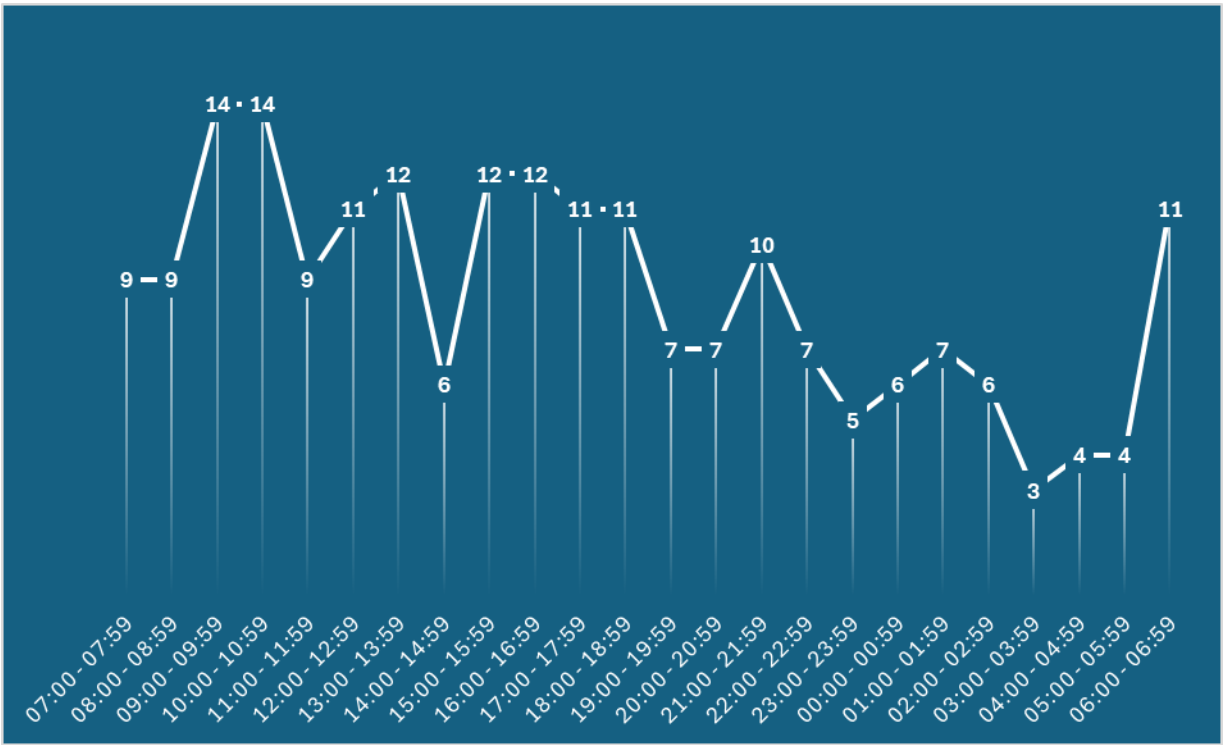
## March 2024 Major Incident Types



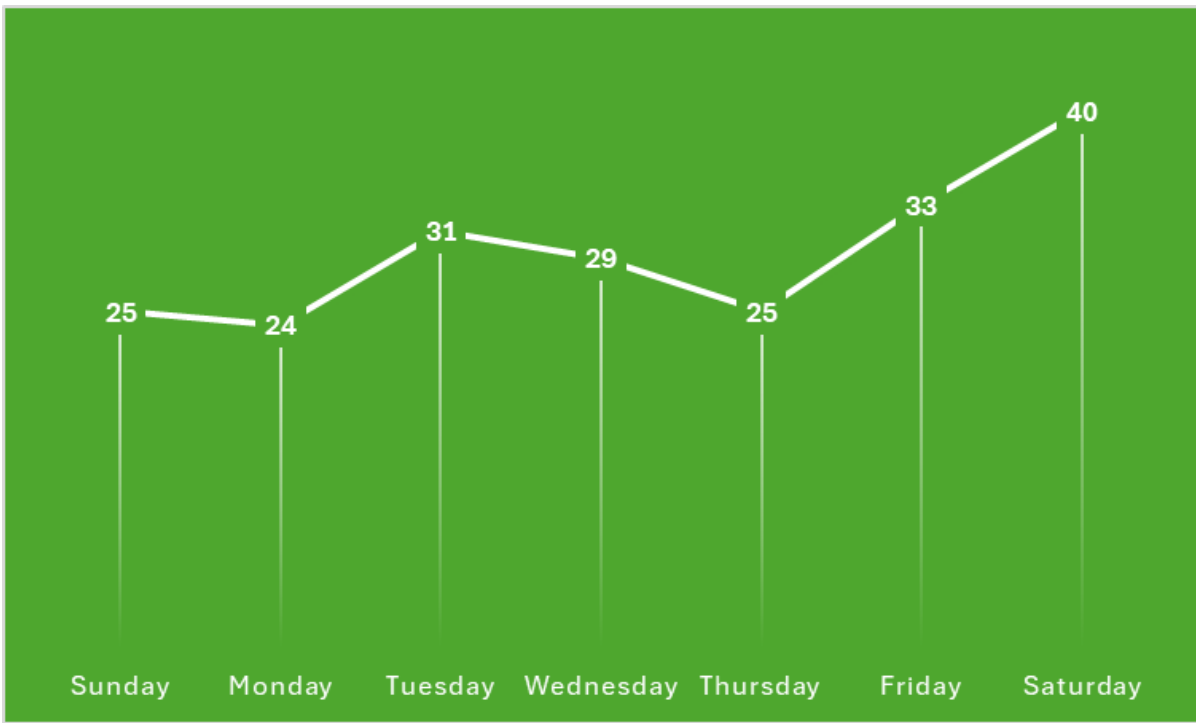
### “Other” Incident Types

351 - Extrication of victim(s) from building/structure	1
424 - Carbon monoxide incident	2
463 - Vehicle accident, general cleanup	1
541 - Animal problem	1
554 - Assist invalid	13
561 - Unauthorized burning	4
571 - Cover assignment, standby, moveup	1
611 - Dispatched & cancelled en route	12
622 - No incident found on arrival at dispatch address	11

Incidents by Time of Day – March 2024



Incidents by Day of the Week – March 2024



## Two-Company Staffing

- In this chart, two company staffing is presented as the number of 24-hour shifts that required Staffing Overtime to maintain two companies. The total percent of shifts that had two companies is represented also.

