



Evans Fire Protection District

2019 BUDGET

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BOARD OF DIRECTORS

MARY ACHZIGER
President
Seated through 2020

DAVID JAMES
Vice-President
Seated through 2020

TRICIA WATSON
Treasurer
Seated through 2022

STEVE BERNARDO
Secretary
Seated through 2022

MARTY SCHANWOLF
Director
Seated through 2022





DISTRICT STAFF

Ron Pristera – Fire Chief

Lance Homann – Administrative Captain

A-Shift - Captain Jay Deibel

Travis Guthrie

Ben Netzel

John Udick

Shawn Walker

B-Shift - Captain Brian Lee

Colton Adams

Brad Krehbiel

Jimmy McAllister

Josh Weber

C-Shift - Captain Ryan Fuller

Joe DeSalvo

Brian Igli

Ryan Nemmers

KC Skidmore

Sharon Bowles – Business Manager

Part-Time Firefighters

Brandon Belfiore

Jefferson Clow

Cody Ganz

Ben Krapes

Dan Masters

Kenny Najera

Emery Otto

Dalton Riba

Tony Riofrio

Jeremy Rozokat

Volunteer Firefighter

Greg Mueller

BUDGET MESSAGE

Greetings,

The 2019 budget for the District is laid out in detail on the following pages. The budget is the result of a modified zero-base approach. Program managers were asked to submit their requests based on an assessment and inventory of needs, not as a reflection of last year's request. This process helped the administrative team understand the various projects of the program managers and budget appropriately to meet their goals.

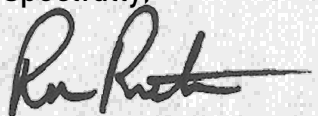
Again, personnel and benefit costs were built from a zero base with all benefits costs confirmed with renewal documents for 2019. The result is a detailed accounting of the District's staff and benefit costs that support the attached budget request.

The major highlights of the 2019 budget include:

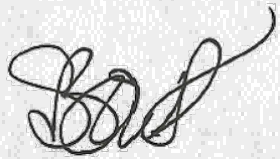
- A significant increase in tax revenue resulting from the boost in activity at the Synergy oil & gas well site.
- Adjustments to the full-time firefighter overtime budget to accommodate the reworked staffing policy to ensure two company staffing.
- A wage adjustment to the step-based pay table for full time firefighters.
- The District continues to absorb the premiums of the full-time firefighters accidental death and disability insurance provided through the Colorado FPPA.

Finally, a word about the real strength of our District- it's members. It would be impossible for the District to accomplish what it does without our firefighters. They are actively engaged in nearly every aspect of our operations, and their contributions are why we can operate as efficiently as we do.

Respectfully,



Ron Pristera
Fire Chief



Sharon Bowles
Business Manager

BUDGET OVERVIEW

This 2019 Budget Book has been prepared to allow the District Board of Directors, citizens, and staff to clearly understand the finances of the District. This document is designed to answer the majority of questions related to the budget from a policy maker and citizen perspective. Budget direction is provided from the Board of Directors and the Financial Policies.

The District is primarily funded with revenue generated by Property Tax, which is assessed at 15.5 mills. There are multiple property types defined by Weld County – the residential and oil & gas properties have the biggest impact on the District's revenue. In 2019, the assessed value on oil & gas properties is estimated to increase by 3,000% due to the new Synergy site within District boundaries. Residential property values, however, have also increased as new construction in the District has steadily continued.

The net result of these changes is an 82% increase in revenue for the District. The preliminary assessed value (provided by Weld County for the purposes of budgeting) is estimated at a total of \$246,134,980, which results in \$3,815,092 in revenue. Due to this significant increase, and the uncertainty of the continuation of oil & gas revenue at this level, District staff will pursue investment options for the increased revenue.

In light of the future revenue uncertainty resulting from the Gallagher/TABOR amendment conflict, part of this increased revenue will be used to accelerate the implementation of asset management and facility maintenance projects to prepare for the possibility that revenue will fall in 2020 and 2021.

Pursuant to a new IGA, 2018 marked the first year that the City of Evans collected and forwarded Fire Impact Fees on new developments in the City. The use of these funds is strictly outlined in State statutes to capital improvements; therefore, a separate account was established to clearly track the collection and expenditures of Fire Impact Fees. While the collection and use of these funds is clearly defined the forecasting of new developments is inexact. Due to the unpredictability of this revenue stream we have conservatively estimated a \$50,000 annual contribution to the Capital Improvement Plan from Fire Impact Fees.



EVANS FIRE DISTRICT

Proudly Serving the
City of
Evans Colorado

EVANS
FIRE DIST.

SERVICE AREAS

The Evans Fire Protection District provides emergency response services for fires, medical emergencies, rescues, hazardous materials releases, and natural & man-made disasters within the District. The District boundaries include all portions of the City of Evans except for a small area of the City south of the South Platte River which is in the LaSalle Fire Protection District. It also provides training and limited fire prevention and emergency management services.

Each shift has one captain and four full-time firefighters. With the support of 10 part-time firefighters and 1 volunteer firefighter we have set a goal of staffing two companies at all times.

Emergency Response Operations – Includes direct 24/7 emergency response to fires, medical emergencies, rescues, natural disasters, hazardous conditions and citizen requests for assistance. This service area includes full-time firefighters and officers, part-time firefighters, and volunteer firefighters. Emergency response is provided primarily from Station 2 at 2100 37th Street. This station is staffed 24 hours a day, seven days a week. Fire Station 1 located at 3918 Denver Street is not staffed and serves as a storage facility.

Fire Prevention – Includes fire protection and related regulatory services. These include inspection of commercial buildings for new business licenses and new and renewed liquor licenses, plan review and construction inspections of new buildings, fire investigation, and public education. Much of this work is in cooperation with the City building and code enforcement personnel in Community Development. This unit is staffed by the Fire Chief, and three firefighter/inspectors.

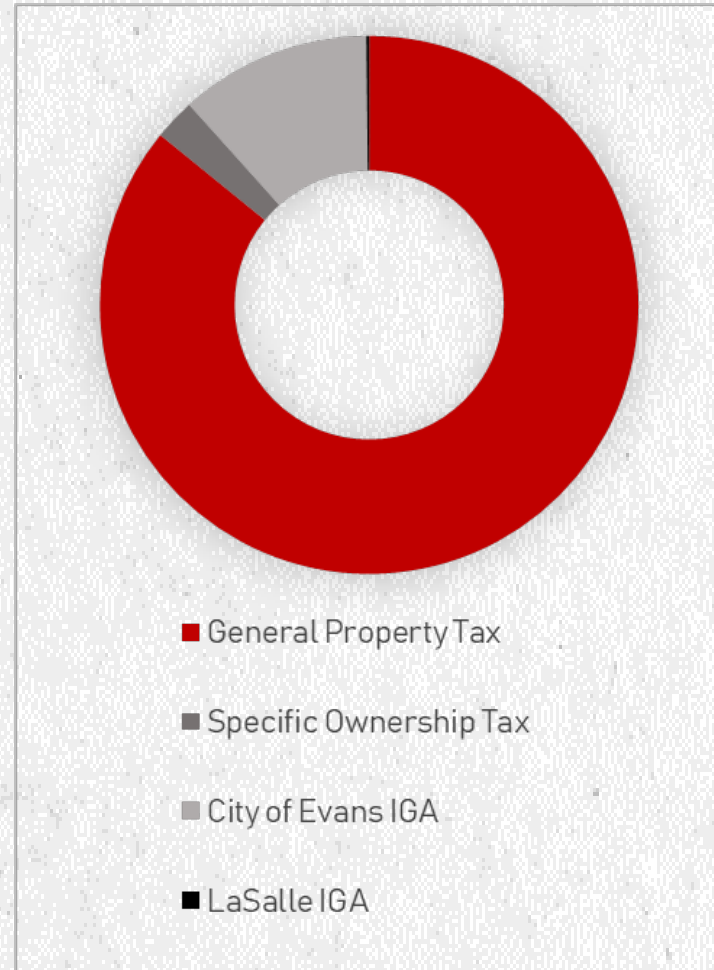
Administration – Includes all administrative support for emergency operations, fire prevention, and emergency management. Current staffing includes the Fire Chief, Administrative Captain, and Business Manager. Functions include general administration, planning, budget administration, human resources, information management, emergency management, and support for the Fire District Board of Directors and Volunteer Pension Fund Board of Trustees.

GENERAL FUND SUMMARY

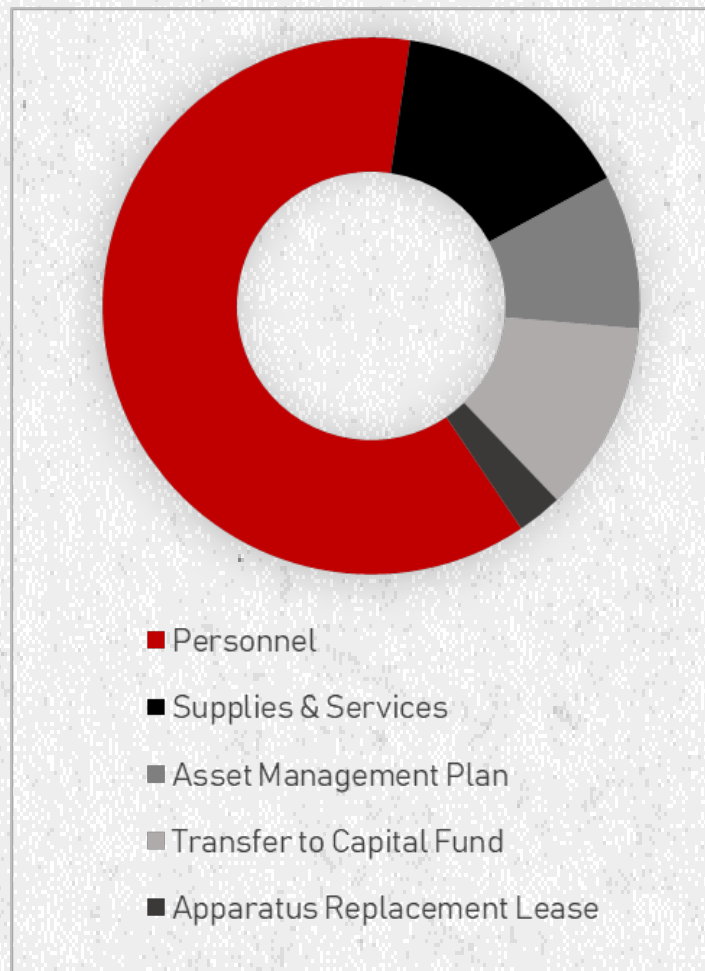
Revenues

The revenues received by the District are comprised of the property tax from the 15.5 mills approved by the District electors, payment for emergency services by the City of Evans under the provisions of the Service Plan and Emergency Services IGA, specific ownership tax and revenue from the LaSalle Fire District IGA.

The IGA contribution from the City will be paid in four equal payments made in each quarter. The property tax revenue is received from the Weld County Assessor throughout the year with the majority collected in the first six months.



Revenue Source	Amount	% of Total
General Property Tax	\$ 3,815,092	85.88%
Specific Ownership Tax	110,000	2.48%
City of Evans IGA	509,704	11.47%
LaSalle IGA	7,594	0.17%
TOTAL	\$ 4,442,391	100%



Expenditures

Operating Expenditures – Overall total expenditures are \$3,237,220. A large portion of this figure is the increased oil & gas revenues that will be placed in an investment account.

Personnel: Operations personnel represents the single largest investment. This includes the salary and benefits of full-time employees, overtime for full-time employees, acting officer pay, part-time employee wages, volunteer pension, and volunteer firefighter stipends. This also includes Board member stipends.

Operations Supplies and Services: Includes supplies and services that support day-to-day operations,

Asset Management Plan: In 2019, staff will focus on major projects in building maintenance and personal protective equipment.

Capital Improvement Plan: The fire apparatus ordered in 2018 is expected to be delivered and paid for in spring 2019. Facility Maintenance is the only major Capital Improvement project planned in 2019.

Expenditure	Amount	% of Total
Personnel	\$ 1,999,563	61.77%
Supplies & Services	477,900	14.76%
Asset Management Plan	300,000	9.27%
Transfer to Capital Fund	372,120	11.50%
Apparatus Replacement Lease	87,637	2.71%
TOTAL	\$ 3,237,220	100%

GENERAL FUND LONG RANGE PLAN

	2017 Audited Actuals	2018 Annualized Actuals	2019 BUDGET	2020 Projected	2021 Projected	2022 Projected	2023 Projected	2024 Projected
Beginning Fund Balance	895,382	955,968	1,126,099	1,231,270	1,303,370	1,365,087	1,416,690	1,548,065
Revenues:								
General Property Tax	1,776,483	2,091,351	3,815,092	2,122,721	2,154,562	2,186,881	2,219,684	2,252,979
Specific Ownership Tax	137,880	106,405	110,000	110,000	110,000	110,000	110,000	110,000
City of Evans IGA	479,713	493,011	509,704	515,698	521,763	527,899	534,107	540,388
LaSalle IGA	6,063	7,446	7,594	7,746	7,901	8,059	8,221	8,385
Grants	500,000	-	-	-	-	-	-	-
Miscellaneous	8,276	-	-	-	-	-	-	-
Total revenues	2,908,414	2,698,213	4,442,391	2,756,166	2,794,226	2,832,839	2,872,011	2,911,752
Expenditures:								
Personnel	1,752,760	1,928,162	1,999,563	1,998,755	2,038,730	2,079,504	2,121,094	2,163,516
Supplies & Services	364,892	345,162	477,900	437,679	442,056	446,476	450,941	455,451
Transfer to Asset Management	25,000	35,000	300,000	25,000	25,000	25,000	25,000	25,000
Transfer to Capital Fund	618,168	134,846	372,120	137,808	139,711	141,642	143,601	145,588
Apparatus Replacement Lease	87,009	84,912	87,637	84,824	87,013	88,613	-	-
Total Expenditures	2,847,828	2,528,082	3,237,220	2,684,066	2,732,510	2,781,236	2,740,636	2,789,554
Excess Revenue Over (under) Expenditures	60,586	170,131	1,205,171	72,100	61,717	51,603	131,375	122,198
Ending Fund Balance	955,968	1,126,099	2,331,270	1,303,370	1,365,087	1,416,690	1,548,065	1,670,263
Transfer to Investment Account			1,100,000					
Operating Reserve - 3 Months*	535,663	577,081	628,116	615,358	626,446	637,745	649,259	660,992
Unappropriated Funds	420,305	549,018	603,154	688,012	738,640	778,945	898,806	1,009,271

CAPITAL IMPROVEMENT PLAN

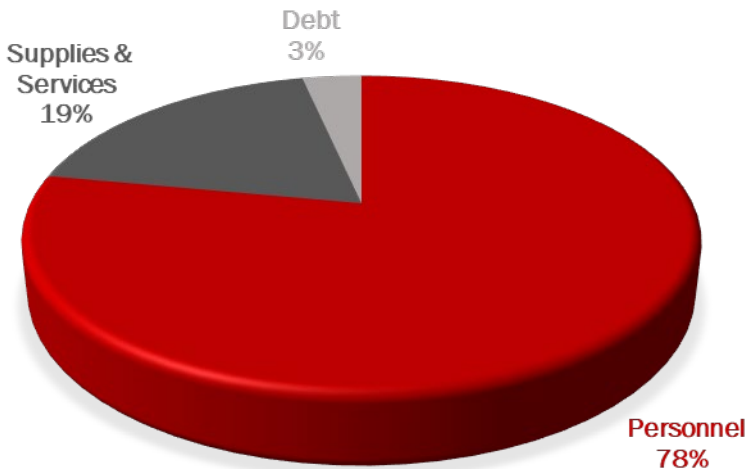
This fund is for the long-term replacement of major fire apparatus, equipment, and facilities. The contribution to the capital fund in 2019 is 5% of total revenue and the Fire Impact Fees collected by the City of Evans, conservatively estimated at \$50,000. Partial payment on the fire apparatus that was ordered in 2018 will be made before year end, with delivery and final payment scheduled for early 2019. Following that purchase, no apparatus will be replaced for at least five years. All future years are projected at a 5% contribution of forecasted revenue.

	2017 Actual	2018 Budget Revision	2019 Projected	2020 Projected	2021 Projected	2022 Projected	2023 Projected	2024 Projected
Beginning Fund Balance	-	456,348	347,619	354,435	543,326	736,384	933,734	1,110,504
Revenues:								
BEGINNING Transfer In	403,176							
Transfer In	118,168	134,846	372,120	138,891	143,058	147,350	151,770	156,323
Impact Fees	526,636	48,121	50,000	50,000	50,000	50,000	50,000	50,000
Grants	500,000	-	-	-	-	-	-	-
quint payment								45,000
Budget Revisions	-	-	-	-	-	-	-	-
New Balance	1,547,980	639,315	769,739	543,326	736,384	933,734	1,135,504	1,361,828
Expenditures:								
apparatus	-	219,696	265,304	-	-	-	-	350,000
light vehicle	-	42,000		-	-	-	-	-
SCBA	-			-	-	-	-	-
building maint	7,995	30,000	150,000	-	-	-	25,000	25,000
Station Renovation	1,083,637							
Total Expenditures	1,091,632	291,696	415,304	-	-	-	25,000	375,000
Ending Fund Balance	456,348	347,619	354,435	543,326	736,384	933,734	1,110,504	986,828

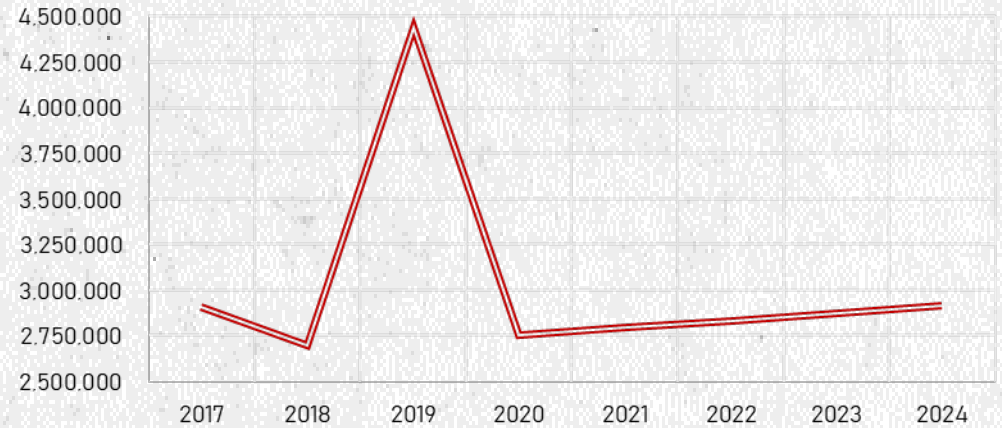
ATTACHMENT A: REVENUE & EXPENSE TRENDS

The District is expecting a significant increase in 2019 revenues collected from Oil & Gas property taxes. Due to the volatile nature of this industry we are not predicting this level of revenue to continue. Rather, we have forecasted future years at 1.5% increase over the 2017 revenues. This is a conservative forecast that will allow the District to maintain service levels.

2019 OPERATING EXPENSES



REVENUE TRENDS



Year	Operating Revenue	Personnel	Supplies & Services	Debt
2017	2,908,414	1,752,757	375,332	87,009
2018	2,698,213	1,928,162	415,532	84,912
2019	4,442,391	1,999,563	477,900	87,637
2020	2,756,166	1,998,755	437,679	84,824
2021	2,794,226	2,038,730	442,056	87,013
2022	2,832,839	2,079,504	446,476	88,613
2023	2,872,011	2,121,094	450,941	-
2024	2,911,752	2,163,516	455,451	-

ATTACHMENT B: PERSONNEL POSITIONS

The authorized positions reflected here allow for two-company staffing, with five firefighters on duty, without over staffing, using the new scheduling system implemented in late 2018.

Authorized Positions	2019 Pay Range	2017	2018	2019	2020	2021	2022
Fire Chief	\$105,289	1	1	1	1	1	1
Fire Captain	\$65,805-\$79,627	4	4	4	4	4	4
Full-Time Firefighter	\$44,378-\$59,431	11	12	12	12	12	12
Part-Time Firefighter	\$11.25 - \$14/hr	18	12	10	10	10	10
Business Manager	\$45,000-\$55,000	1	1	1	1	1	1
Total Employees		35	30	28	28	28	28



ATTACHMENT C: PERSONNEL EXPENDITURES

Firefighters will continue to follow the skill based pay plan, which was developed to encourage and support professional development. To support the District goal of two-company staffing an additional overtime budget (Staffing Overtime) has been included to accommodate full-time firefighter overtime.

Personnel	2017	2018	2019	2020	2021	2022	2023
Full-Time Salary	\$ 1,069,292	\$ 1,213,752	\$ 1,248,086	\$ 1,234,333	\$ 1,259,651	\$ 1,285,474	\$ 1,311,814
Full-Time Benefits	409,535	457,604	472,466	484,676	497,132	509,836	522,795
Training Overtime	11,851	14,000	16,000	16,000	16,000	16,000	16,000
Acting Officer Pay	16,342	16,000	20,000	20,000	20,000	20,000	20,000
Other Overtime	13,916	10,000	12,000	12,000	12,000	12,000	12,000
Staffing Overtime	-	-	25,000	25,000	25,000	25,000	25,000
Part-Time Wages & Taxes	136,876	118,745	107,950	110,109	112,311	114,557	116,849
Volunteer Stipend	1,250	1,425	1,425	-	-	-	-
Volunteer Pension	88,000	88,000	88,000	88,000	88,000	88,000	88,000
Board Stipend	5,696	8,636	8,636	8,636	8,636	8,636	8,636
Total Wages & Benefits	\$1,752,757	\$1,928,162	\$1,999,563	\$ 1,998,755	\$ 2,038,730	\$ 2,079,504	\$ 2,121,094

Captain

Step	0	1	2	3	4+
Wages	\$ 65,805	\$ 70,412	\$ 75,020	\$ 79,627	1%-5% bonus

Full-Time Firefighter

Step	0	1	2	3	4	5	6+
Wages	\$ 44,378	\$ 47,385	\$ 50,393	\$ 53,400	\$ 57,269	\$ 59,431	1%-5% bonus

Part-Time Firefighter

Step	1	2	3	4	5
Hourly	\$11.25	\$12.25	\$13.00	\$13.50	\$14.00

ATTACHMENT D: VOLUNTEER FIREFIGHTER PROGRAM

The purpose of the volunteer firefighter program is to provide supplemental on-duty staffing. At the time the 2018 budget was prepared the District has one active volunteer firefighter. There are no plans to recruit volunteers in the future. To be eligible for the quarterly stipend, during the preceding quarter, a volunteer firefighter must have met all membership shift hours and training requirements.



Certification Level	Amount
Colorado Firefighter 1	\$50 Basic Stipend
Colorado or National Registry EMT-B	Add \$10
Colorado Firefighter 2	Add \$10
Colorado Hazardous Materials Technician	Add \$10
Evans Driver Operator	Add \$10
Colorado Fire Instructor 1	Add \$10
Evans Command Officer	Add \$40

Experience	Amount
0-1 Years	0
1-3 years	Add \$10
3-5 Years	Add \$20
5-10 Years	Add \$40
10-15 Years	Add \$60
15-20 Years	Add \$80
Over 20 Years	Add \$100

ATTACHMENT E: SUPPLIES & SERVICES

This Supplies & Services budget is the collective work of each Program Manager setting goals for the coming year. Each Program has a well-thought-out budget that will maintain or enhance existing equipment, as necessary. Items of note are:

- Financial Services; treasurer fees paid to the Weld County Assessor are a percentage of revenue collected.
- Professional Services; Chief Staff is exploring the services of a consultant to evaluate the efficiency of District administration.
- Building Maintenance; major building maintenance projects have been accommodated in the Capital Improvement Plan.
- Hose & Appliances; the Program Manager will be replacing all aging supply line hose.
- Election; the next regular election will be held in 2020.

	2018 Annualized Actuals	2019 Budget
Administration		
Election	4,551	0
Financial Services	40,091	70,000
Human Resources	5,341	6,000
Insurance	51,111	70,000
IT Services	7,549	7,500
Legal Services	24,760	25,000
Memberships	2,319	2,500
Office Supplies	1,016	1,250
Print & Publish	713	800
Professional Services	32,871	84,500
Utilities	26,673	29,000
Equipment Maintenance		
Air Supply	5,091	5,300
Building Maintenance	4,470	5,250
Hose & Appliances	1,332	9,000
PPE Maintenance	8,080	10,750
Radio Maintenance	2,240	2,900
HazMat Supplies	2,479	1,900
Small Tools	5,815	5,500
Vehicle Maintenance	27,299	30,000
Water Rescue	4,459	6,000
Operations		
Captain's Discretionary Fund	719	1,000
Chief's Discretionary Fund	8,348	10,000
Clothing	16,180	16,000
Consumables	3,048	3,500
Fire Prevention	3,891	4,750
Food	2,998	3,000
Fuel	9,998	10,000
Health & Fitness	12,264	14,000
Medical	7,510	7,500
Professional Development	4,517	10,000
Training	17,428	25,000

ATTACHMENT F: BUDGET RESOLUTION

A RESOLUTION SUMMARIZING REVENUES AND EXPENDITURES FOR EACH FUND, ADOPTING A BUDGET FOR THE YEAR 2019, LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2019 TO HELP DEFRAY THE COSTS OF GOVERNMENT, AND APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS IN THE AMOUNTS AND FOR THE PURPOSES SET FORTH HEREIN FOR THE EVANS FIRE PROTECTION DISTRICT, WELD COUNTY, COLORADO, FOR THE 2019 FISCAL YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2019, AND ENDING ON THE LAST DAY OF DECEMBER 2019.

WHEREAS, the District Board authorized its administrative staff and consultants to prepare and submit a proposed Budget for fiscal year 2019; and

WHEREAS, a proposed Budget for fiscal year 2019 ("*2019 Budget*") has been submitted to the District Board for its consideration. A copy of the proposed 2019 Budget is attached to this Record of Proceedings; and

WHEREAS, upon due and proper notice, published in accordance with the law, the proposed 2019 Budget was available for inspection by the public at a designated public office; and

WHEREAS, a public hearing was held Monday, October 22, 2018, and interested electors were given the opportunity to comment on or to file or register any objections to the attached proposed 2019 Budget.

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

Section 1. Appropriation of 2019 Budget Revenues. That the estimated revenues for each fund as more specifically identified in the attached 2019 Budget are approved and appropriated.

Section 2. Approval of 2019 Budget Expenditures. That the estimated expenditures for each fund as more specifically identified in the attached 2019 Budget are accepted and approved.

Section 3. Adoption of Budget for 2019. That the attached 2019 Budget as submitted is approved and adopted as the District's budget for fiscal year 2019.

Section 4. Adoption of Mill Levy. That the mill levy necessary to generate the revenues set forth in the 2019 Budget, and as previously approved by the voters within the District's jurisdiction, is hereby adopted.

