

**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: January 26, 2026 TIME: 6:30 p.m.  
PLACE: Evans Fire Station 2, 2100 37th Street, Evans, Colorado 80620  
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. Swearing in of new firefighter
2. Recognition of Issue Committee
3. 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!
4. Consent Agenda
  - a. Financial Report
  - b. Minutes of previous meeting
5. Review & Consider Resolution 2026-01 Approving Meeting Dates & Posting Locations
6. Review & Consider Job Descriptions
7. Public Hearing: 2026 Budget Revision
8. Discussion: Fire Chief Annual Review
9. Presentation: Wildfire Resiliency Code
10. Review & Consider SCBA Purchase
11. Review & Consider Declaration of Surplus Property
12. Evans Local 4537 Report
13. Fire Prevention Bureau Report
14. Administration Report
15. Legal Counsel Update
16. Director's Reports
17. New Business
18. Adjournment

Next regular meeting is scheduled for February 23, 2026 at 6:30 p.m.

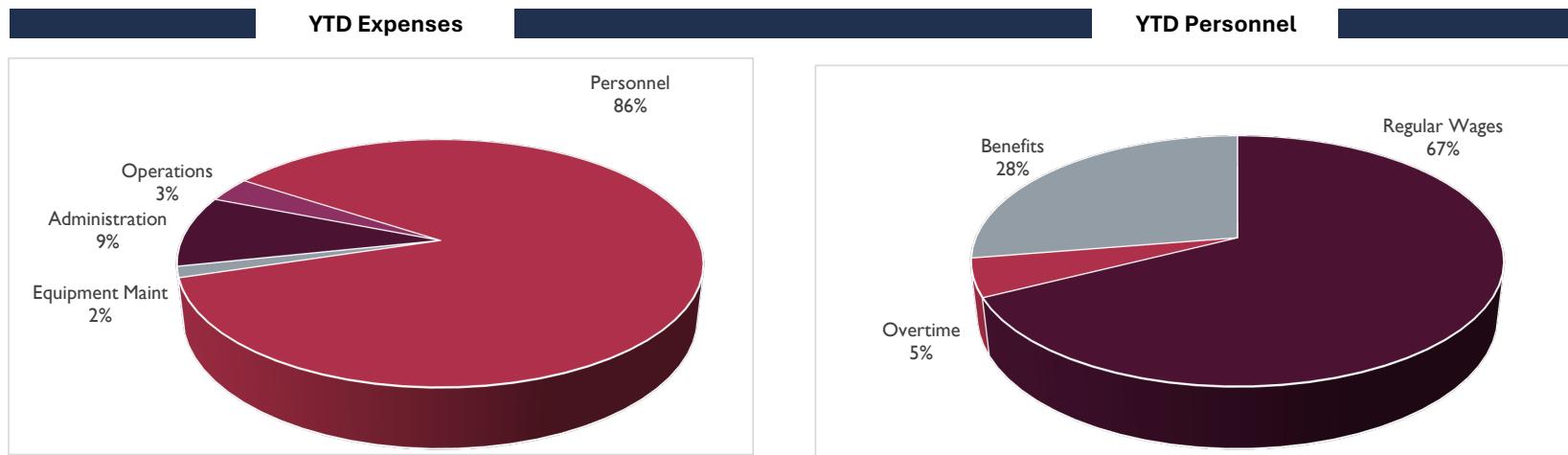
## 2025 Unaudited Year-End Financial Report

*unaudited expenses and revenues for Fiscal Year 2025*

REVENUES					
General Revenue		Impact Fees			
Budget	Revenue Collected YTD	Overage Collected			
\$ 4,193,696	\$ 4,276,111	\$ 82,415			
*does not include Impact Fees					
COLOTRUST		Sweep Account			
Account Balance		YTD Fees Paid			
\$ 6,255,634		\$ 704			
YTD Income Earned		\$ 10,427			
YTD Income Earned					
\$ 264,455					
EXPENDITURES					
Administration		Operations			
Budget	Expense YTD	Remaining Budget			
\$ 432,602	\$ 422,896	\$ 9,706			
		2.24%			
Personnel		Equipment Maint			
Combined Total	Combined YTD	Combined remaining			
\$ 3,835,891	\$ 3,900,203	\$ (64,312)			
		101.68%			
Remaining Budget					
\$ 8,692					
5.51%					
Remaining Budget					
\$ 14,920					
18.71%					

<b>TOTAL AVAILABLE FUNDS</b>	<b>COLOTRUST</b>	<b>FNBO Operating</b>	<b>FNBO Impact Fees</b>
Unappropriated*	\$ 3,740,185		
AMP		\$ 322,784	
Capital	\$ 2,515,449	\$ -	\$ 632,038
Operating Fund		\$ 1,472,929	
<b>TOTALS</b>	<b>\$ 6,255,634</b>	<b>\$ 1,795,713</b>	<b>\$ 632,038</b>
			<b>\$ 8,683,386</b>

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



**EVANS FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS - REGULAR MEETING  
NOVEMBER 17, 2025**

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 November 17, 2025, at Evans Fire Station 2, 2100 37th Street, Evans, Colorado, 80620.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Directors Present:

Mary Achziger, President  
Marty Schanwolf, Secretary  
Tim Naylor, Director

Directors Absent:

David James, Vice President  
Tricia Watson, Treasurer

Also Present:

Joe DeSalvo, Fire Chief  
Sharon Bowles, Business Manager  
Greg Becker, Fire Marshal  
Morgan Hill, Evans Local 4537  
Emily Powell, Attorney

**AMENDMENTS TO AGENDA**

Chief DeSalvo noted that the individuals to be recognized in Item 3: Election Results & Recognition are not in attendance yet and requested that item be accommodated when they arrive. He further requested tabling Item 5: Wildfire Resiliency Code until January when the full Board could be in attendance.

Director Schanwolf moved to approve the agenda as amended. 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.

**PUBLIC HEARING: 2026 BUDGET**

Director Naylor moved to open a public hearing on the 2026 budget. Director Schanwolf seconded. Motion passed unanimously.

Attorney Powell certified 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.

Ms. Bowles presented the proposed 2026 budget.

Director Schanwolf moved to close the public hearing. Director Naylor seconded. Motion passed unanimously.

Director Schanwolf moved to adopt Resolution 2025-10 approving the 2025 budget. Director Naylor seconded. Motion passed unanimously.

#### **EVANS LOCAL 4537 REPORT**

Union President Morgan Hill reported items pertaining to the Union during the past month.

#### **FIRE PREVENTION BUREAU REPORT**

Fire Marshal Becker reviewed items the Fire Prevention Bureau worked on in the previous month.

#### **ADMINISTRATION REPORT**

- Recognition of Attorney John Miller for passing the State Bar
- Dispatch
- EMS
- Training
- Apparatus
- Community Outreach
- Current Staffing
- Around the Firehouse

#### **LEGAL COUNSEL UPDATE**

Attorney Powell discussed matters legal counsel assisted on during the previous month.

#### **DIRECTOR'S REPORTS**

Director Achziger opened discussion on working with City Council in a more cooperative manner and perhaps having a joint meeting with them.

#### **NEW BUSINESS**

No new business

#### **ADJOURNMENT**

Director Schanwolf moved to adjourn. Director Naylor 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 26<sup>th</sup> day of January, 2026.

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Martin Schanwolf, Secretary

**RESOLUTION  
BOARD OF DIRECTORS  
EVANS FIRE PROTECTION DISTRICT**

**A RESOLUTION: 1) APPROVING THE REGULAR BOARD OF DIRECTORS MEETING SCHEDULE FOR CALENDAR YEAR 2026; AND 2) DESIGNATING POSTING LOCATIONS FOR NOTICES OF REGULAR AND SPECIAL MEETINGS**

**WHEREAS**, the Evans Fire Protection District ("*District*") is a political subdivision of the State of Colorado, organized pursuant to C.R.S. § 32-1-101, *et seq.* ("*Special District Act*");

**WHEREAS**, pursuant to C.R.S. § 32-1-903, the District is required to meet regularly at a time and in a location to be designated by the Board of Directors ("*Board*"). In addition to its regular meetings, the Board also is authorized pursuant to C.R.S. § 32-1-903 to schedule special meetings as often as the needs of the District require, upon notice to each Director of the date, time, and location of such meeting, and of the purpose for which it is called. Regular and special meetings of the Board may be held in a physical location or may be held telephonically, electronically, or by other means that do not include physical presence;

**WHEREAS**, pursuant to C.R.S. § 24-6-402(2)(c), the District is required to designate annually at the Board's first regular meeting of each calendar year the public place for posting notices of the District's regular and special Board meetings at least 24 hours prior to each meeting. The District may designate a public website as the place at which notices of the District's regular and special Board meetings will be posted at least 24 hours prior to such meeting;

**WHEREAS**, pursuant to C.R.S. § 32-1-903, the notice of all meetings of the Board that are held telephonically, electronically, or by other means not including physical presence must include the method or procedure, including the conference number or link, by which members of the public can attend the meeting;

**WHEREAS**, the Board believes it is in the best interests of the District and the citizens it serves that:

- a) the Board be authorized to conduct its regular and special meetings either (i) at a physical location, (ii) at a physical location with telephonic or electronic attendance availability, or (iii) entirely telephonically or electronically, as the business needs and best interests of the District demand; and
- b) the District post notices of regular and special Board meetings online on the District's website, and, to the extent practicable, link the online Board meeting notices on social media platforms the District may utilize now or in the future, if any.

**NOW, THEREFORE**, be it resolved by the Board of Directors of the Evans Fire Protection District that:

1. Regular Board meetings for the calendar year 2026 shall be held on the following dates at 6:30 p.m. at a location to be determined by the Board and specified in the applicable meeting notice.

January 26, 2026  
February 23, 2026  
March 23, 2026  
April 27, 2026  
May 18, 2026  
June 22, 2026

July 27, 2026  
August 24, 2026  
September 28, 2026  
October 26, 2026  
November 16, 2026

Special meetings of the Board shall be held as often as the needs of the District require, upon notice to each Director. The location of such regular and special meetings may include (i) physical location, (ii) a physical location with telephonic or electronic attendance availability, or (iii) an entirely telephonic or electronic location, as the business needs and best interests of the District demand.

2. Notices for meetings that will be held telephonically, electronically, or by other means not including physical presence shall include the method or procedure, including the conference number or link, by which members of the public can attend the meeting.

3. All notices of regular or special Board meetings shall be posted on the District's website at least 24 hours prior to each meeting at the following location: [www.evansfiredistrict.org](http://www.evansfiredistrict.org)

To the extent practicable, (a) such notices shall be searchable by type of meeting, date of meeting, time of meeting, agenda contents, and any other category deemed appropriate by the Board, and (b) a link to the notices will also be posted on at least one of the social media platforms utilized by the District, if any.

4. In the event a meeting notice cannot be posted online due to internet service disruption, website unavailability, or other reason, the District designates the following location for physically posting a notice:

Evans Fire Station 2  
2100 37<sup>th</sup> Street  
Evans, CO 80620

5. This Resolution supersedes and replaces all Resolutions previously adopted by the Board related to the schedule or location of regular or special Board meetings, or the posting of notices thereof, which Resolutions are hereby rescinded and rendered null and void for all purposes.

ADOPTED this 26<sup>th</sup> day of January, 2026.

BY THE BOARD OF DIRECTORS  
EVANS FIRE PROTECTION DISTRICT

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Director

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Director

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Director

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Director

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Director

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

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**DATE:** January 26, 2026

**SUBJECT:** Review & Consider Approval of Job Descriptions for New Positions

**PRESENTED BY:** Sharon Bowles, Business Manager

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**AGENDA ITEM DESCRIPTION:**

A comprehensive staffing plan is presented to provide clear direction on the recognized needs of the District.

Following are job descriptions for the positions approved in the 2027 budget for a part-time administrative assistant, edits to the Business Manager position, and a promotional position for Lieutenants.

The importance of creating a Battalion Chief position to support the Fire Chief in the management of the District has become apparent. A job description for this position is included.

Additionally, staff is presenting the job description for designated Engineers.

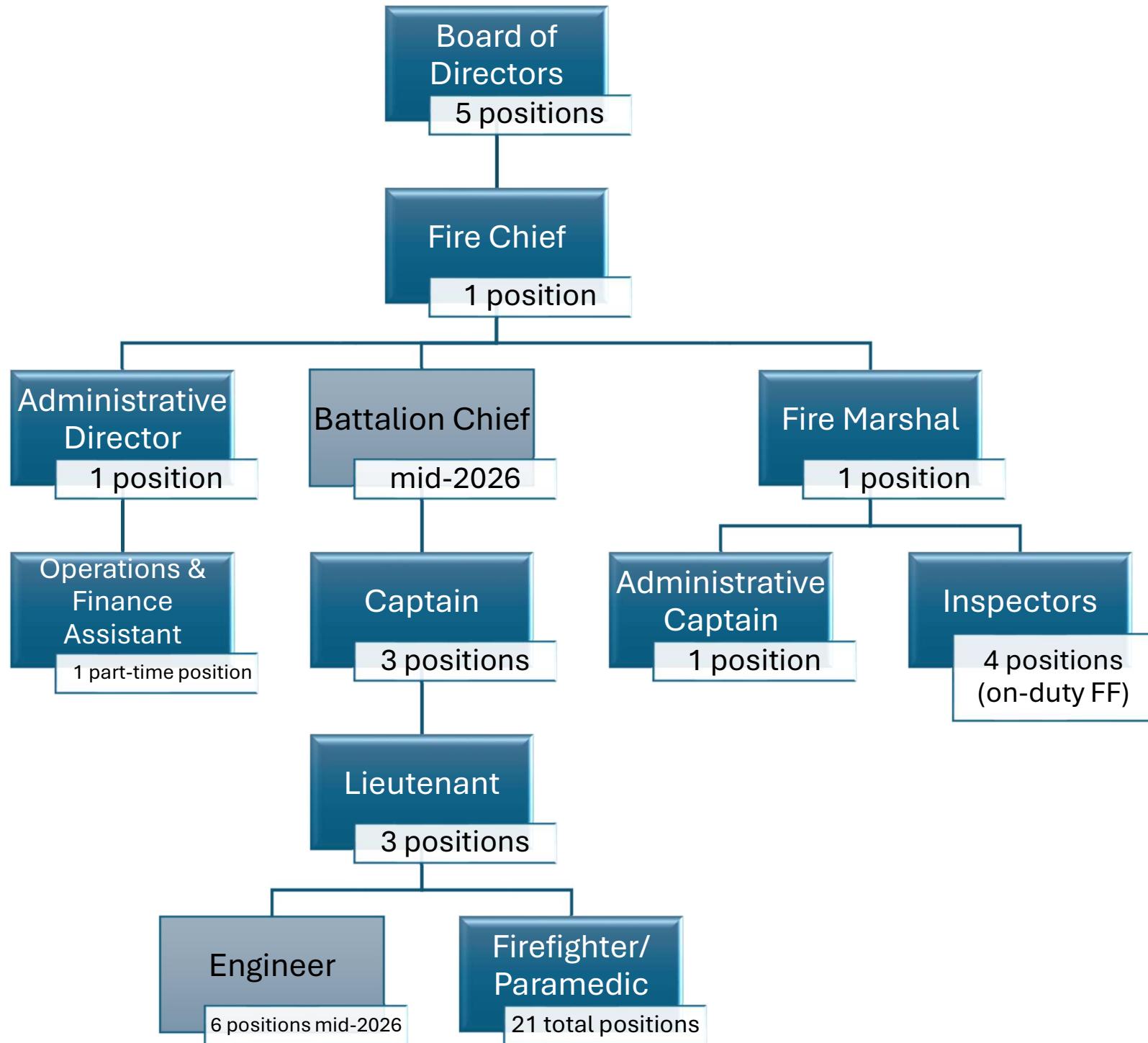
Staff is presenting the Battalion Chief and Engineer positions to the Board for approval now, but intends to hold on filling the position until confidence in the budget is high.

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**STAFF RECOMMENDATION:**

Staff recommends approval of the job descriptions as presented.

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## EVANS FIRE PROTECTION DISTRICT JOB DESCRIPTION

**POSITION TITLE:** OPERATIONS AND FINANCE ASSISTANT

**REPORTS TO:** ADMINISTRATIVE DIRECTOR

**FLSA STATUS:** NON-EXEMPT

**EMPLOYMENT STATUS:** PART-TIME; AT WILL

This job description is established by the Board of Directors ("Board") of the Evans Fire Protection District ("District") to outline the basic requirements, duties, and general responsibilities of the Operations and Finance Assistant. This position is "at-will", which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of federal and state law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason.

Except as defined in this Job Description, all terms shall have the meaning defined in the Member Handbook.

### **SUMMARY**

The Operations and Finance Assistant provides administrative support on a wide variety of clerical and financial projects and programs while supporting the Administrative Director in the efficient operation of the administrative services of the District. The Operations and Finance Assistant's primary duty is support of work directly related to the general business operations of the District, including finance, accounting, budgeting, auditing, and purchasing; employee benefits; public relations; and legal and regulatory compliance. The Operations and Finance Assistant provides administrative support and record keeping for the District Board of Directors and Volunteer Firefighter Pension Fund Board of Trustees. Under general direction provides clerical and administrative assistance to the Fire Chief, Fire Marshal, and other staff as needed.

Along with the Board, Fire Chief, and Administrative Director, the Operations and Finance Assistant will assure the District's relevance to the community, the accomplishment of the District's mission and vision, and the accountability of the District to its diverse constituents.

The Operations and Finance Assistant shall not be required to respond to, or specifically supervise, emergency operations (including fire, rescue, hazardous materials, or EMS) while performing the administrative duties set forth herein. Any compensation paid to the Operations and Finance Assistant shall be in consideration for his/her administrative, non-

firefighting duties, and shall not be in consideration for performing any firefighting or other emergency services, including rescue, hazardous materials, or EMS. As such, it is a purely non-sworn, non-emergency operations administrative position.

The Operations and Finance Assistant shall be responsible for non-emergency administrative operations of the District as detailed herein.

### **DIRECTION & SUPERVISION**

This is a non-supervisory position which typically works with minimal supervision within pre-established parameters and has some discretion to modify work priorities as they deem necessary.

### **ESSENTIAL FUNCTIONS**

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

#### *Administrative Tasks:*

- Provides administrative support in assigned area of responsibility, including ordering office supplies, processing incoming and outgoing mail, coordinating logistics, and maintaining policy and procedure manuals, and/or other related documents.
- Performs administrative functions including typing, filing, compiling and entering inventory, data processing, and other general clerical duties.
- Maintains personnel training and certification records.
- Assists with coordination of hiring processes to include posting jobs, performing background & reference checks, and scheduling interviews.
- Assists staff with preparing applications and researching available grants.
- Assists with management of District website and social media channels.

#### *Finance:*

- Processes payroll, investigates and resolves payroll discrepancies;
- Processes all bi-weekly, monthly, and quarterly payroll liabilities and any related reports or submissions.
- Prepares and sends invoices.
- Manages accounts receivable; ensures accuracy in posting to G/L.
- Manages accounts payable; ensures budget compliance.
- Prepares monthly and quarterly finance reports.

- Reconciles all credit card charges and receipts, ensures accurate documentation and record-keeping.
- Reconciles all accounts, resolving any discrepancies.

*Board Support:*

- Provides administrative support to the District's Board of Directors and Volunteer Pension Board of Trustees, as needed.
- Coordinates the annual calendar of all Board meetings and activities.
- Maintains the Board contact list and committee assignment list.
- Files requisite Board & District documents.
- Prepares Board of Director & Pension Board of Trustees agendas, informational packages, and staff reports; ensures distribution on a timely basis for review prior to meetings and satisfies all legal requirements.
- Attends Board of Director & Pension Board of Trustees meetings; completes, distributes, and archives meeting minutes.
- Ensures board events are carried out in an appropriate and timely manner. Includes arranging for facilities and catering, issuing information and/or invitations, and coordinating participants.
- Makes travel and other arrangements for Directors, Chief, or staff when attending conferences & trainings.

**Knowledge, Skills, and Abilities:**

Knowledge of general office practices and procedures.

Knowledge of basic mathematics, spelling, grammar, punctuation, and vocabulary.

Knowledge of office management principles, methods, and procedures.

Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.

Knowledge of creating reports which includes combining and presenting data from multiple sources in an organized format.

Skill in the use of standard office equipment, computer equipment and software including word processing, spreadsheets, and database management; Excel, PowerPoint, MS Word, and Publisher, Adobe and financial management system.

Skill in customer service and interpersonal skills.

Skill in communicating effectively to exchange information.

Skill in coordinating diverse activities to ensure completion of projects and work assignments.

Skill in collecting, compiling, evaluating, and analyzing information from a variety of sources.

Skill in drawing conclusions and developing solutions to operational or service problems.

Skill in organizing, prioritizing, and managing multiple and competing tasks.

Ability to read, write, speak and understand the English language.

Ability to read, analyze, and interpret documents such as operating instructions, procedure manuals, reports, and legal documents.

Ability to take meeting minutes on complex topics and summarize in a clear and concise manner.

Ability to speak effectively with Chief staff, Board of Directors, and firefighters.

Ability to organize, plan, prioritize, and execute tasks in an efficient manner without sacrificing quality and accuracy.

Ability to interpret, understand, and comply with complex statutes, ordinances, regulations, standards, and laws.

Ability to follow written and oral instructions.

Ability to organize workload to attain maximum productivity.

Ability to work under pressure and time constraints while handling changing priorities/deadlines to complete assigned tasks.

Ability to communicate clearly and concisely both verbally (in person and on the phone) and in written form (written documents and e-mail).

Ability to effectively communicate, establish relationships, and interact with the public, elected officials, department heads, and co-workers in a professional, tactful, and caring manner.

Ability to create and maintain accurate and quality records.

Ability to establish and maintain effective working relationships with co-workers within a small office setting.

Ability to handle confidential information with diplomacy and discretion.

Ability to work independently without supervision.

Ability to exercise independent judgment and decision making.

Ability to concentrate and accomplish tasks, despite numerous interruptions.

Ability to learn new software programs specifically designed for the fire service.

Ability to develop, implement, and utilize records management systems, including filing documents and records.

Ability to positively interact with citizens to solve problems in a tactful and caring manner.

Ability to use standard office equipment, computer equipment, and software including word processing, database management, spreadsheet applications, internet, electronic mail, incident record programs, telephone, and audio-visual equipment.

**Minimum Education and Experience:**

- Possess a high school diploma or G.E.D.
- Three years progressively responsible experience as an administrative assistant in general business or finance field.

- Proficiency with Microsoft Office (Word, PowerPoint, Publisher and Excel),

**Preferred**

- Experience with Colorado Title 32 Special District or knowledge of applicable Title 32 laws and regulations.
- Post-secondary education and/or experience in general business, accounting, finance, or related field.
- Knowledge of web editing and information technology systems and troubleshooting.
- Proficiency with Adobe and Quickbooks.

**Licensing/Certification Requirements:**

None

**Physical and Mental Requirements:**

This position requires the ability to sit for extended periods, and occasional pushing, pulling, pinching, gripping, reaching overhead, reaching away from body, and repetitive motions. Standing, walking, kneeling, stooping, bending, lifting 25 lbs. on a regular basis, and squatting also may be required as necessary to perform the duties of the position. The employee is required to exercise visual concentration for extended periods of time. The employee is required to focus attention on tasks without losing concentration or becoming distracted by surrounding activities and interruptions. This position requires the ability to read, write, speak, and understand the English language at a level adequate to perform the job. Work will involve periods of high mental and/or emotional stress.

**Work Environment:**

Position involves sedentary administrative work in an office setting housed in an active fire station with frequent interruptions due to emergency calls and operational needs of firefighters and command staff. Must be able to work occasional evenings and weekends, as needed.

Date Adopted: January 2026

## EVANS FIRE PROTECTION DISTRICT JOB DESCRIPTION

**POSITION TITLE: ADMINISTRATIVE DIRECTOR**

**REPORTS TO: FIRE CHIEF**

**FLSA STATUS: EXEMPT**

**EMPLOYMENT STATUS: FULL TIME; AT WILL**

This job description is established by the Board of Directors ("Board") of the Evans Fire Protection District ("District") to outline the basic requirements, duties, and general responsibilities of the Administrative Director. This position is "at-will", which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of federal and state law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason.

Except as defined in this Job Description, all terms shall have the meaning defined in the Member Handbook.

### **SUMMARY**

The Administrative Director serves in a key leadership role for EFPD by overseeing the District's administrative and financial functions, developing and administering policies and procedures, and proactively managing the District's fiscal interests. The Administrative Director's primary duty is in the performance of work directly related to the general business operations of the District, including finance, accounting, budgeting, auditing, and purchasing; personnel management; human resources; employee benefits; public relations; and legal and regulatory compliance. The Administrative Director oversees and manages the District's administrative office and operations, including providing support to the Fire Chief, Chief Officers, and Firefighters. The Administrative Director oversees administrative support and record keeping for the District Board of Directors and Volunteer Firefighter Pension Fund Board of Trustees.

The Administrative Director, in partnership with the Board, is responsible for the success of the District. Together, the Board, Fire Chief, and Administrative Director assure the District's relevance to the community, the accomplishment of the District's mission and vision, and the accountability of the District to its diverse constituents.

The Board of Directors delegates responsibility for management and day-to-day operations to the Administrative Director, and she/he has the authority to fulfill these responsibilities, in accordance with the direction and policies established by the Board. The Administrative Director provides direction and enabling to the Board as it conducts its governance functions.

The Administrative Director shall not be required to respond to, or specifically supervise, emergency operations (including fire, rescue, hazardous materials, or EMS) while performing the administrative duties set forth herein. Any compensation paid to the Administrative Director shall be in consideration for his/her administrative, non-firefighting duties, and shall not be in consideration for performing any firefighting or other emergency services, including rescue,

hazardous materials, or EMS. As such, it is a purely non-fire, non-emergency operations administrative position.

The Administrative Director shall be responsible for all non-emergency administrative operations of the District as detailed herein.

### **DIRECTION & SUPERVISION**

The Administrative Director exercises discretion and independent judgment within the delineated duties and typically works with minimal supervision within pre-established parameters and has broad discretion to modify his/her work priorities as he/she deems necessary.

The Administrative Director oversees non-sworn administrative personnel.

### **ESSENTIAL FUNCTIONS**

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class:

#### *General*

This is a high-stress position based on full responsibility for District operations. Oversees detailed, complex concepts and problems, balances multiple tasks simultaneously, and makes rapid decisions regarding administrative issues.

Exercises strong analytical and problem-solving skills, including the ability to collect, integrate, analyze, and use data and information, and compare and evaluate possible actions or courses of conduct based upon such analysis.

Works with the Chief and District legal counsel on confidential personnel documents, election issues, District contracts, miscellaneous agreements, litigation and negotiation items, and other District records.

Successfully completes special office project assignments, as required, involving a high degree of administrative skills and the ability to make decisions based upon a working knowledge of District policies and procedures.

Functions as advisor to the Fire Chief and senior leadership of the organization on matters of internal, public, and financial policies.

Plans and implements programs. Establishes strong and appropriate relationships with Board and staff. Develops constructive relationships with executive colleagues, outside agencies, organizations, and individuals.

Plans and meets deadlines. Maintains a flexible work schedule to meet the demands of executive management. Hours may be long and irregular.

Conveys a professional and positive image and attitude regarding the District. Demonstrates commitment to continued professional growth and development.

Develops, monitors, and implements intergovernmental agreements with various governmental entities.

Compiles and maintains complex and extensive records. Prepares documents that are unique to the District, including routine and special reports as requested by the Board or the Fire Chief.

Maintains confidential data and information for Fire Chief, Staff, and Board of Directors.

Establishes and maintains cooperative working relationships among District employees, Board members, and with the public.

Attends educational/training classes, courses, or seminars on job-related topics as may be necessary to continue education on topics of relevance to District operations.

Analyzes problems, identifies, and evaluates alternative solutions, recommends a course of action, and implements executive staff or Board decisions in support of goals.

Acts as primary liaison to various outside legal counsel; oversees contract administration and development.

Represents the District to community groups and public forums as required.

Performs other tasks as may be requested by the Fire Chief or Board of Directors.

Maintains and approves schedules, approves vacation time and any other requested time off of assigned personnel in accordance with District policy and procedures.

Performs annual employee evaluations of assigned personnel in accordance with District policy and procedures.

Trains, evaluates and develops assigned subordinates.

*Administrative*

Provides general oversight of all District activities, manages the day-to-day operations, and assures a smooth functioning, efficient organization.

Monitors payroll expenses in relation to the District's budget and staff compliance with work and scheduling policies.

Compiles information and prepares reports as needed.

Oversees administrative tasks including time sheet and scheduling preparation, ordering office supplies, processing incoming and outgoing mail, coordinating logistics, and maintaining policy and procedure manuals, and/or other related documents.

Attends administrative staff and other meetings; may represent the Fire Chief at both internal and external meetings.

Maintains the District's management information systems with support from IT as needed.

Responsible for timely response to Open Records Requests in compliance with the Colorado Public (Open) Records Act.

*HR*

Oversees the functioning of the District's Human Resources functions, including compensation, benefits administration, and disciplinary processes.

Handles materials and information of a highly sensitive and confidential nature requiring the exercise of independent judgment, personal initiative, and confidentiality.

Recommends staffing and financing to the Fire Chief and Board of Directors. Recruits personnel, negotiates professional contracts, and sees that appropriate salary structures are developed and maintained.

Coordinates new/open position job postings, schedules interviews, coordinates candidate screening appointments, and completes candidate reference checks. Conducts new employee orientation.

Advises members on employee relations issues including performance problems, employee misconduct, dispute resolution, corrective/disciplinary action procedures, FMLA, ADA, Workers' Compensation, EEO, and other employment related issues.

Advises and counsels management and employees on personnel matters, work related problems, employee benefits, and policies and procedures.

Assists management and employees in understanding and complying with District HR policies and programs; provides policy interpretation to ensure consistency of administration.

Maintains an environment that recruits, retains, and supports quality staff. Develops and manages processes for selecting, developing, motivating, and evaluating staff. Serves as the primary point of contact during the hiring and onboarding of new employees.

Manages and serves as the custodian of personnel records. Collects and stores required information from District personnel in compliance with federal and state laws.

Oversees administration of the District's employee benefits and acts as liaison between District personnel and its employee benefit contractors.

Responsible for renewal of all insurance policies, including medical, dental, life, health, property, and general liability. Reviews policies for accuracy and maintains files.

*Finance*

Manages and controls the finance, investment, debt management, and financial reporting systems for the District.

Provides financial and accounting advice, direction, and leadership.

Oversees the fiscal activities of the District including budgeting, reporting, and auditing.

Maintains knowledge of state and federal laws pertaining to governmental accounting; principles, practices, and terminology of auditing, accounting and financial record keeping; research methods and statistical analysis; current office practices and procedures; bonds and lease-purchase financing; Governmental Accounting Standards Board (GASB); and capital financing (lease-purchasing) and municipal bond indebtedness.

Develops and maintains complex financial records for presentation to the Fire Chief and Board of Directors.

Develops and maintains comprehensive financial management policies, procedures and internal controls for accounting, budget, debt, economic resources, operations, investments, and procurement.

Develops and manages the District's annual budget to maintain compliance as required by state law. Files certified copies of annual budgets and mill levy certifications adopted by the Board of Directors with all appropriate governmental agencies. Provides information to all District staff to assist them in conforming to the District's annual budget.

Manages Fund Transfers to ensure that fund balances remain within budget.

Ensures timely processing of all invoices for payment, including printing checks or initiating electronic payments as needed.

Processes funds received by the District.

Manages the District's cash.

Collects and enters relevant information into the District's accounting software to prepare periodic financial reports to assess the District's position relative to its budget.

Oversees the District's payroll process and submittal of all associated reports and liability payments.

Participates as the District's primary representative in the preparation and achievement of the annual audit of the District's financial records.

#### *Board of Directors Support*

Supervises the Executive Secretary to the District Board of Directors and Pension Board of Trustees, ensuring accurate and timely preparation and distribution of agendas and materials related to specific Board meetings.

Directs development of Board agendas, informational packages, and staff reports; tracks agenda items as necessary to maintain Board approvals and responses to previous requests; ensures timely

submittal of Administrative Report, action summaries, resolutions, and various other documents, that may be included in the Board packet.

Completes all filings and notifications required by Colorado law on behalf of the Board and District. Ensures the filing of all legal and regulatory documents and monitors compliance with the relevant laws and regulations.

Assists the Fire Chief and Board of Directors in determining the District's values, mission, vision, and short-and long-term goals.

Maintains communications with the Board of Directors to ensure they are fully informed on the condition of the District and on all crucial factors influencing it.

Identifies problems and opportunities and addresses them; brings those which are appropriate to the Board and/or its committees; and facilitates discussion and deliberation.

Informs the Fire Chief and the Board of Directors and its committees about trends, issues, and activities in order to facilitate policymaking. Recommends policy positions.

Ensures Board events are carried out in an appropriate and timely manner and in compliance with Colorado law. Includes arranging for facilities and catering, issuing information and/or invitations, and coordinating participants.

Serves as the historian and archivist for the Board.

Completes special projects as needed or requested by the Board.

## **QUALIFICATIONS**

Knowledge in the areas of human services, finance, and personnel; oral and written communications; planning and evaluation; and governance is required.

### **Knowledge, Skills, and Abilities:**

Knowledge of governmental accounting, budgeting, and finance.

Knowledge of practices and principles of business management.

Knowledge of practices and principles of human resources management and functions.

Knowledge of public policy development and administration.

Knowledge of generally accepted accounting principles.

Knowledge of various financial software and their applications.

Knowledge of debt management, mill levies, and budget management.

Skill in governmental budgeting and accounting policies and practices.

Skill in computer software applications including spreadsheets and word processing.

Skill in communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Ability to communicate effectively orally and in writing.

Ability to make sound, educated decisions.

Ability to foster cooperative working relationships among staff members and to emphasize positive customer relations.

Knowledge of general office practices and procedures.

Knowledge of basic mathematics, spelling, grammar, punctuation, and vocabulary.

Knowledge of office management principles, methods, and procedures.

Knowledge of basic website editing.

Knowledge of Special District laws, regulations, and legal filing schedules.

Knowledge of District operations, goals, programs, and policy.

Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography, and transcription, designing forms, and other office procedures and other office procedures and terminology.

Knowledge of creating reports which includes combining and presenting data from multiple sources in an organized format.

Knowledge of Chief's responsibilities with regards to the District's programs to provide information and assist staff on sensitive departmental or program issues.

Knowledge of functions, programs, and operations to properly direct inquiries, correspondence, and assignments.

Skill in the use of standard office equipment, computer equipment and software including word processing, spreadsheets, and database management; Excel, PowerPoint, MS Word, and Publisher, Adobe, and financial management system.

Skill in typing and transcribing at a speed necessary for successful job performance.

Skill in customer service and interpersonal skills.

Skill in communicating effectively in order to exchange information and/or provide direction to staff and others.

Skill in coordinating diverse activities to ensure completion of projects and work assignments.

Skill in collecting, compiling, evaluating, and analyzing information from a variety of sources.

Skill in drawing conclusions and developing solutions to operational or service problems.

Skill in organizing, prioritizing, and managing multiple and competing tasks.

Ability to read, analyze and interpret documents such as operating instructions, procedure manuals, reports, and legal documents.

Ability to take meeting minutes on complex topics and summarize in a clear and concise manner.

Ability to organize, plan, prioritize and execute tasks in an efficient manner without sacrificing quality and accuracy.

Ability to organize workload to attain maximum productivity.

Ability to work under pressure and time constraints while handling changing priorities/deadlines to complete assigned tasks.

Ability to communicate clearly and concisely both verbally (in person and on the phone) and in written form (written documents and e-mail).

Ability to effectively communicate and establish relationships with the public, elected officials, department heads and other fire department members.

Ability to create and maintain accurate and quality records.

Ability to establish and maintain effective working relationships with employees within a small office setting with frequent interruptions.

Ability to handle confidential information with diplomacy and discretion.

Ability to work independently without supervision.

Ability to exercise independent judgment and decision making.

Ability to concentrate and accomplish tasks, despite numerous interruptions.

Ability to learn new software programs specifically designed to the fire service.  
Ability to develop, implement, and utilize records management systems, including filing documents and records.

### **Minimum Education and Experience**

Bachelor's Degree in business, management, or public administration; seven years of progressively advanced administrative executive level support experience; competency with Microsoft Office (Word, PowerPoint, Publisher and Excel); word processing, e-mail and Internet.

### **Licensing/Certification Requirements**

Professional in Human Resources certification

Certified Public Finance Officer certification

Membership and continuing participation/education with Government Finance Officers Association and Society for Human Resource Management

### **Physical and Mental Requirements**

This position requires the ability to sit for extended periods, and frequent pushing, pulling, pinching, griping, reaching overhead, reaching away from body, and repetitive motions. Standing, walking, kneeling, stooping, bending, lifting 25 lbs. on a regular basis, and squatting also will be required as necessary to perform the duties of the position. The employee is required to exercise visual concentration for extended periods of time. The employee is required to focus attention on tasks without losing concentration or becoming distracted by surrounding activities and interruptions. This position requires the ability to read, write, speak, and understand the English language at a level adequate to perform the job. Work will involve periods of high mental and/or emotional stress.

### **Work Environment**

Position involves sedentary, administrative work housed in an active fire station with frequent interruptions due to emergency calls and operational needs of firefighters and command staff. Must be able to work evenings and weekends on occasion as needed.

### **Pay Range**

Negotiable. This position is eligible for inclusion in the Colorado Fire and Police Pension System (FPPA) and is entitled to all benefits offered to full-time staff.

Date Adopted: January 2026

## **EVANS FIRE PROTECTION DISTRICT JOB DESCRIPTION**

**POSITION TITLE: FIRE LIEUTENANT**

**SUPERVISOR: AS ASSIGNED**

**FLSA STATUS: NON-EXEMPT**

**EMPLOYMENT STATUS: FULL TIME; AT-WILL**

This job description is established by the Board of Directors ("Board") of the Evans Fire Protection District ("District") to outline the basic requirements, duties, and general responsibilities of the full-time firefighter with the rank of Lieutenant. This position is "at-will", which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of federal and state law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason.

Except as defined in this Job Description, all terms shall have the meaning defined in the Member Handbook.

### **SUMMARY**

Under the direction of assigned supervisor, performs a wide variety of technical and specialized duties in the provision of fire protection and emergency services, including the direct supervision of subordinates as a fire officer with the rank of Lieutenant. Exercises daily supervision of full-time and part-time firefighters during an assigned shift. May be assigned to a shift schedule on a 56-hour week or a special assignment on a 40-hour week. Serves as a member of the District's management team, manages District programs as assigned, and may serve as an acting Fire Captain. Attendance at off-duty meetings and functions may be required.

**ESSENTIAL FUNCTIONS** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

In addition to Essential Functions of the role of Firefighter:

Manages the day-to-day operations of an assigned apparatus on assigned shift, including the implementation of all District policies and procedures.

Performs annual employee evaluations of assigned personnel in accordance with District policy and procedures.

Trains, evaluates, and develops assigned subordinates.

Responds to calls for fire and rescue services including structure fires, wildland fires, rescues, medical emergencies, hazardous material releases, natural and manmade disasters and similar emergency situations.

Assumes the role of initial Incident Commander on fires and emergency incidents in accordance with District policy and procedure. Assumes and performs other Incident Command System positions in accordance with District policy and procedures.

Assumes the role of Company Commander on fires and emergency incidents in accordance with District policy and procedure.

Performs strenuous activities involving fire ground and emergency scene operations.

Responds to non-emergency citizen and community service calls in accordance with District policy and procedure.

Writes various reports, critiques, and correspondence as necessary. Reviews and approves reports and similar written documents of subordinates in accordance with District policy and procedure.

Assists with training activities; interfacing, as necessary, with schools and other appropriate departments and agencies.

Maintains training, operations, and other assigned equipment and facilities.

Assists in coordinating maintenance of equipment, apparatus, and fire stations in need of repairs; performs a variety of preventative minor maintenance activities and supervises personnel assigned to these various assignments.

Maintains current standards and certification in hazardous material handling, emergency medical procedures, and fire/rescue techniques as necessary in accordance with District policy and procedures.

Performs or supervises public education and services as needed including representing the District at community events and meetings.

May be assigned to manage or supervise operations programs including but not limited to program planning, budget preparation, implementation and evaluation, resource tracking, and related recordkeeping.

Performs other duties and functions as assigned by supervising Fire Captain.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of and ability to apply modern methods, techniques, and principals of fire/rescue, environmental, and emergency medical response.

Knowledge of Incident Command procedures and ability to apply ICS in a variety of emergency situations.

Knowledge of fire behavior, ability to adapt strategies to changing fire or other emergency conditions.

Knowledge and skill in the operation of fire department apparatus and equipment.

Knowledge of training and safety practices and procedures.

Knowledge and ability to direct and perform pre-incident planning.

Knowledge and ability to apply fire code requirements to hazard identification and mitigation.

Knowledge of street layout, special hazards and response districts within the District.

Knowledge and capability to enforce District GOGs and District policies and procedures when appropriate.

Knowledge of and ability to apply District personnel and supervisory policies and procedures including disciplinary procedures.

Skill in public relations and interpersonal communication.

Skill in the safe and lawful operation of a motor vehicle.

Ability to read, write, speak and understand the English language.

Ability to interpret, understand, and comply with complex statutes, ordinances, regulations, standards, and laws.

Ability to direct the actions of fire companies and firefighters in a wide variety of stressful fire and emergency situations.

Ability to follow written and oral instructions.

Ability to maintain composure and decision-making capabilities under extremely stressful situations.

Ability to supervise and coordinate personnel functions.

Ability to interact with subordinates' superiors and co-workers in a professional, tactful and caring manner.

Ability to positively interact with citizens to solve problems in a tactful and caring manner.

Ability to communicate effectively and express ideas clearly both verbally and in writing, including the ability to plan, design, and instruct fire and emergency services related classes.

Ability to use standard office equipment, computer equipment and software including word processing, database management, spreadsheet applications, internet, electronic mail, incident record programs, telephone, radio, pager systems and audio-visual equipment.

Ability to maintain physical fitness and medical standards pursuant to District policies.

Ability to establish and maintain effective working relationships with employees, other agencies, and citizens.

#### **MINIMUM REQUIRED QUALIFICATIONS**

Satisfactory completion of the District's Acting Officers Task Book

High school diploma or GED;

Minimum five (5) years firefighter experience;

Unrestricted Driver's License and insurable by the District's Liability carrier;

Firefighter II Certification;

Hazardous Materials Operations Certification;

State of Colorado or National Registry EMT-B Certification;

ICS 100, 200, 700, and 800;

Other certifications may be required in accordance with District policies;

State of Colorado Fire Officer I or higher certification, within one year of hire;

#### **PREFERRED QUALIFICATIONS**

Associate's degree or higher

Fire Instructor I Certification;

State of Colorado Fire Officer I or higher certification  
Colorado Inspector I certification  
ICS 300 and 400

### **WORKING ENVIRONMENT/PHYSICAL AND MENTAL REQUIREMENTS**

This position requires work in a variety of locations, including living quarters and office areas, outside locations in all weather conditions, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type. Strenuous physical activity under extreme adverse conditions may be required periodically, including working in all weather conditions in extreme temperatures.

This position requires Climbing, balancing, stooping, kneeling, bending, crouching, crawling, reaching, standing, walking, running, sitting, jumping, sliding, pushing, pulling, lifting, pinching, grasping, digging, spraying, feeling, talking, hearing, seeing, reaching overhead, reaching away from body, repetitive motions, and demonstrating manual dexterity.

Work requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Work may result in exposure to contaminated environments, including but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists, and dusts, requiring the proper use of personal protective equipment.

Work may be performed under hazardous and adverse conditions, including but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.

Work may result in exposure to air or blood borne infectious diseases or illnesses, such as Hepatitis A, B, or C, HIV, tuberculosis, smallpox, etc.

Work may result in exposure to high noise levels requiring the wearing of hearing protection.

This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.

This position will involve periods of high physical, mental and/or emotional stress.

Required to perform hazardous tasks requiring strenuous exertion during firefighting, rescue and emergency situations, and training exercises.

The employee is required to remain calm during stressful and possibly life-threatening situations.

The Employee may be subject to Emergency recalls.

Generally works rotating 48-hour shifts averaging five 48-hour shifts per month including weekends and holidays. May also be assigned to a regular 40-hour work week depending upon the needs of the District.

**PAY RANGE**

Current Skill Based Pay as adopted in the annual budget. This position is eligible for inclusion in the Colorado Fire and Police Pension System (FPPA) and is entitled to all benefits offered to full time staff.

ADOPTED: January 2026

DRAFT

## EVANS FIRE PROTECTION DISTRICT JOB DESCRIPTION

**POSITION TITLE:** BATTALION CHIEF  
**REPORTS TO:** FIRE CHIEF  
**FLSA STATUS:** EXEMPT  
**EMPLOYMENT STATUS:** FULL-TIME; AT-WILL

This Job Description is established by the Board of Directors of the Evans Fire Protection District to outline the basic powers, duties, and general responsibilities of the Battalion Chief position. This position is “at-will,” which means the employee may terminate employment with the District without prior notice at any time for any or no reason; similarly, the District may terminate the employee’s employment at any time for any or no reason, subject to the requirements of federal and state law.

The headings in this Job Description are for reference only and shall not affect its interpretation. Unless expressly defined in this Job Description, all terms shall have the meaning defined in the Member Handbook, as amended from time to time by the Board in its sole discretion.

### **SUMMARY**

The Battalion Chief serves as a senior command officer of the Evans Fire Protection District and assists the Fire Chief in the administration, management, and operational readiness of the district.

The Battalion Chief ensures that District policies, procedures, standards, and directives are implemented consistently and effectively across all divisions and operational units.

### **ESSENTIAL FUNCTIONS**

#### *Operations & Emergency Response*

- Assists in the overall management and coordination of fire suppression, emergency medical services, rescue operations, and special operations.
- Serves as an Incident Commander or Command Staff Officer at emergency incidents as assigned.
- Ensures compliance with applicable federal, state, and local laws, regulations, fire codes, medical protocols, and nationally recognized standards.
- Oversees operational readiness of apparatus, equipment, and facilities in coordination with officers and staff.
- Oversees and supports program managers by providing direction, coaching, and accountability to ensure the programs are aligned with the department’s goals and standards

#### *Personnel Management & Supervision*

- Directly supervises company officers and/or division heads as assigned by the Fire Chief.
- Assists with recruitment, hiring, onboarding, training, evaluation, discipline, and retention of personnel.
- Assists with corrective action processes when needed and ensure actions are applied consistently in accordance with policies

#### *Training & Professional Development*

- Assists with coordination and cooperation with mutual aid training.
- Ensures compliance with state certification, continuing education, and credentialing requirements.
- Coordinates live fire training and other trainings, as needed, in cooperation with shift captains

#### *Administrative & Strategic Support*

- Assists the Fire Chief in developing and implementing strategic goals, objectives, and operational plans.
- Participates in budget preparation, expense monitoring, and resource allocation.
- Assists with policy development, revision, and implementation.
- Prepares reports, operational analysis, and recommendations for the Fire Chief as requested.

#### *Community & Interagency Relations*

- Represents the District at meetings, trainings, and public events as directed by the Fire Chief.
- Assists with coordination and cooperation with mutual aid partners, law enforcement agencies, ambulance services, and other governmental entities.
- Supports public education, fire prevention, and community risk reduction initiatives.

#### *Acting Fire Chief*

- Assumes the duties and authority of the Fire Chief during the Fire Chief's absence or as delegated.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of and ability to apply modern methods, techniques, and principles of fire/rescue, environmental, and emergency medical response.

Knowledge of Incident Command procedures and ability to apply and adhere to ICS in a variety of emergency situations.

Knowledge of fire behavior, ability to adapt strategies to changing fire or other emergency conditions.

Knowledge of training and safety practices and procedures.

Knowledge and ability to apply fire code requirements to hazard identification and mitigation.

Knowledge of street layout, special hazards, and response districts within the District.

Knowledge and application of the currently adopted Fire Code.

Knowledge and application of the currently adopted Building Code and related model codes and ordinances related to fire prevention.

Knowledge of Internet and Intranet functions on station computers.

Skill in public relations and interpersonal communication.

Skill in the safe and lawful operation of a motor vehicle.

Ability to read, write, speak, and understand the English language.

Ability to interpret, understand, and comply with complex statutes, ordinances, regulations, standards, and laws.

Ability to follow written and oral instructions.

Ability to maintain composure and decision-making capabilities under extremely stressful situations.

Ability to coordinate Fire Prevention Bureau functions.

Ability to interact with subordinates' superiors and co-workers in a professional, tactful, and caring manner.

Ability to positively interact with citizens to solve problems in a professional, tactful, and caring manner.

Ability to communicate effectively and express ideas clearly both verbally and in writing.

Ability to establish and maintain effective working relationships with employees, other agencies, and citizens.

Ability to resolve conflict with external and internal customers.

Ability to develop and apply understanding of cause and origin fire investigations and ability to apply a basic understanding of law enforcement procedures.

Ability to communicate fire code and standard requirements to internal and external customers.

Ability to communicate effectively in written and in oral form.

Ability to manage and coordinate fire prevention assignments and company responsibilities effectively.

Ability to plan, design, and instruct fire and emergency services related classes.

Ability to use standard office equipment, computer equipment and software including word processing, database management, spreadsheet applications, internet, electronic mail, incident record programs, telephone, radio, pager systems and audio-visual equipment.

Ability to maintain physical fitness and medical standards pursuant to District policies.

**MINIMUM REQUIRED QUALIFICATIONS**

High school diploma or GED

Minimum five (5) years experience as fire captain

Unrestricted Driver's License and insurable by the District's Liability carrier

Fire Instructor I Certification

Firefighter II Certification

Hazardous Materials Operations Certification

State of Colorado or National Registry EMT-B Certification

ICS 100, 200, 700, and 800

State of Colorado Fire Officer I or higher certification, within one year of hire

Other certifications may be required in accordance with District policies

**Preferred Education, Experience and Licensing/Certification Qualifications**

Associate degree or higher

ICS 300 and 400

Blue Card Hazard Zone Certification

State of Colorado Live Fire Training Instructor

**Working Environment/Physical and Mental Requirements**

This is primarily an administrative position, with no firefighting responsibilities and very limited response and on-scene responsibilities. A substantial portion of this position will involve sedentary, administrative work in an office environment. Must be able to work evenings, weekends, and holidays on occasion as needed.

This position requires the ability to sit for extended periods, and frequent pushing, pulling, pinching, griping, reaching overhead, reaching away from body, and repetitive motions.

Standing, walking, kneeling, stooping, bending, lifting 50 lbs., and squatting also will be required as necessary to perform the duties of the position.

The employee is required to exercise visual concentration for extended periods of time. The employee is required to focus attention on tasks without losing concentration or becoming distracted by surrounding activities and interruptions.

This position requires the ability to read, write, speak, and understand the English language at a level adequate to perform the job.

Work will involve periods of high mental and/or emotional stress.

Work may result in exposure to air or blood borne infectious diseases or illnesses, such as Hepatitis A, B, or C, HIV, tuberculosis, smallpox, etc.

The employee is required to remain calm during stressful and possibly life-threatening situations.

The employee may be subject to emergency recalls.

**Pay Range**

Current Skill Based Pay as adopted in annual budget. This position is eligible for inclusion in the Colorado Fire and Police Pension System (FPPA) and is entitled to all benefits offered to full-time staff.

ADOPTED: January 2026

## **EVANS FIRE PROTECTION DISTRICT JOB DESCRIPTION**

**POSITION TITLE:** ENGINEER

**SUPERVISOR:** AS ASSIGNED

**FLSA STATUS:** NON-EXEMPT

**EMPLOYMENT STATUS:** FULL TIME; AT-WILL

This job description is established by the Board of Directors ("Board") of the Evans Fire Protection District ("District") to outline the basic requirements, duties, and general responsibilities of the Full-Time Firefighter with the designation of Engineer. This position is "at-will", which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of federal and state law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason.

Except as defined in this Job Description, all terms shall have the meaning defined in the Member Handbook.

### **SUMMARY**

"Engineers" means firefighter/driver/operators who are employed by the District and who work regularly scheduled 48-hour shifts as a full-time Engineer.

Under the direction of their assigned supervisor, performs a wide variety of technical and specialized duties in the provision of fire protection and emergency services; duties may include supervision of subordinates when assigned as an Acting Officer (as described in the Captains/Lieutenants Job Description). May be assigned to supervise full-time/part-time firefighters in emergency operations, assigned projects, and public relations or events. May be assigned to manage a specific District Program, including purchasing, use and implementation, training, policies and procedures, and budgeting of that specific District Program.

All Engineers are subject to the District's emergency services, operational and business needs, and its financial sources.

### **ESSENTIAL FUNCTIONS**

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. The list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Performs all functions listed in the Firefighter job description, as needed.

Responds to calls for fire and rescue services including structure fires, wildland fires, rescues, medical emergencies, hazardous material releases, natural and manmade disasters and similar emergency situations.

Responds to emergencies, generally driving an assigned fire apparatus under various conditions to transport personnel and equipment to and from emergency scenes, routine inspection tours, training drills, etc. Once on scene, position the apparatus for the appropriate circumstances.

Operates fire pumps, maintaining proper pressure and water flow.

Operates aerial apparatus, ensuring proper ladder placement for roof operations, rescue operations, and defensive operations.

Operates various other types of mobile firefighting equipment including brush trucks and other district vehicles.

An Engineer shall inspect assigned apparatus to ensure the proper and safe operating condition of the vehicle, including radio communications equipment, emergency warning devices, fuel, lubrication, etc.

Responsible for ensuring fuel and DEF are at appropriate levels throughout the shift.

Ensures that assigned apparatus is kept clean and orderly, barring any environmental concerns.

Assists Apparatus Program Manager with monthly apparatus checks, as assigned.

Responsible for initiating necessary steps to correct any deficiencies in operation of fire apparatus. This includes informing the Apparatus Program Manager whenever supplies or repairs are needed. The Engineer shall keep appropriate documentation of apparatus needs and correspondence pertaining to such.

Serves as the primary driver/operator for an assigned frontline apparatus. May be asked to mentor and develop future driver operators. During such activities the Engineer may ride in the Firefighter position to allow potential acting driver/operators to develop skills.

Performs emergency first aid to victims of fire and other emergencies; assists paramedic(s) in applying medical/first aid procedures.

Responds to non-emergency citizen and community service calls in accordance with District policy and procedure.

Assists in maintenance of equipment, apparatus, and fire stations in need of repairs; performs a variety of preventative minor maintenance activities.

Performs inspections and annual hydrant maintenance.

Maintains current standards and certification in hazardous material handling, emergency medical procedures, and fire/rescue techniques as necessary.

Performs public education and services as needed including representing the District at community events and meetings.

Participates in training and safety classes and drills to maintain and increase firefighting and emergency techniques and responses.

Participates in hazardous material response and prevention programs.

Maintains knowledge of relevant federal, state and local laws, and the District's General Operating Guidelines, Policies, Member Handbook, organizational chart and chain of command.

Follows orders and directions of all supervisors.

Obtains and maintains a sound knowledge of the District's geography and structures within the District.

Responsible for the care and maintenance of fire stations, grounds, fire apparatus and other vehicles and equipment used in the performance of duties.

Consistently promotes a professional image of the District at all times.

Works a varying schedule and/or shift.

May prepare District reports.

Performs other duties and functions as assigned.

**Knowledge, Skills, and Abilities:**

Possess and maintains current knowledge of the streets and road systems of the District.

Possess and maintains knowledge of the general physical layout of the District, its boundaries, and mutual aid boundaries.

Possess and maintains knowledge of hydrant locations and mains throughout the District. Thorough knowledge of the Evans Fire pump charts and the ability to apply said knowledge to various scenarios.

Ability to calculate target fire flows.

Ability to competently and safely operate District vehicles, apparatus, and equipment.

Ability to safely position apparatus for operations on fire scenes and traffic accidents.

Knowledge of and ability to apply modern methods, techniques, and principles of fire/rescue, environmental, and emergency medical response.

Knowledge of Incident Command procedures and ability to apply ICS in a variety of emergency situations.

Knowledge of fire behavior, ability to adapt strategies to changing fire conditions.

Knowledge and skill in the operation of fire district apparatus and equipment.

Knowledge of training and safety practices and procedures.

Knowledge and ability to direct and perform pre-incident planning.

Knowledge and ability to apply fire code requirements to hazard identification and mitigation.

Knowledge of street layout, special hazards, and response districts within the District.

Knowledge and capability to enforce District GOGs and District policies and procedures when appropriate.

Skill in public relations and interpersonal communication.

Skill in the safe and lawful operation of a motor vehicle.

Ability to read, write, speak, and understand the English language.

Ability to produce written reports and records.

Ability to interpret, understand, and comply with complex statutes, ordinances, regulations, standards, and laws.

Ability to follow written and oral instructions.

Ability to maintain composure under extremely stressful situations.

Ability to interact with superiors and co-workers in a professional, tactful, and caring manner.

Ability to positively interact with citizens to solve problems in a tactful and caring manner.

Ability to communicate effectively and express ideas clearly both verbally and in writing.

Ability to use standard office equipment, computer equipment and software including word processing, data base management, spreadsheet applications, internet, electronic mail, incident record programs, telephone, radio, pager systems and audio-visual equipment.

Ability to maintain physical fitness standard pursuant to District policy.

Ability to establish and maintain effective working relationships with employees, other agencies, and citizens.

### **MINIMUM REQUIRED QUALIFICATIONS**

High school diploma or GED

State of Colorado Driver's License; insurable by the District's liability carrier

Minimum of three (3) years experience as a full-time EFPD firefighter

State of Colorado unrestricted Driver's License and insurable by the District's Liability carrier

State of Colorado Firefighter II Certification

State of Colorado Hazardous Materials Operations Certification

State of Colorado or National Registry EMT-B Certification

Evans Fire Driver/Operator JPRs for Engine and Aerial

State of Colorado Driver/Operator Pumper within twelve (12) months

State of Colorado Driver/Operator Aerial within eighteen (18) months

### **Preferred Certification Requirements**

State of Colorado D/O Pumper

State of Colorado D/O Aerial

State of Colorado Driver/Operator Proctor

### **Working Environment/Physical Requirements**

Generally, works rotating 48-hour shifts averaging 5 shifts per month including weekends and holidays. May also be assigned to a regular 40-hour work week. Required to perform hazardous tasks requiring strenuous exertion during firefighting, rescue and emergency situations, and training exercises. May be subject to emergency recall.

This position requires work in a variety of locations, including living quarters and office areas, outside locations in all weather conditions, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type.

Strenuous physical activity under extreme adverse conditions may be required periodically.

This position requires Climbing, balancing, stooping, kneeling, bending, crouching, crawling, reaching, standing, walking, running, sitting, jumping, sliding, pushing, pulling, lifting, pinching, grasping, digging, spraying, feeling, talking, hearing, seeing, reaching over head, reaching away from body, repetitive motions, and demonstrating manual dexterity.

Will be required to work in all weather conditions in extreme temperatures.

Work may be performed under hazardous and adverse conditions, including but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.

Work requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Work may result in exposure to contaminated environments, including but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists and dusts, requiring the proper use of personal protective equipment.

Work may result in exposure to air or blood borne infectious diseases or illnesses, such as Hepatitis A, B, or C, HIV, tuberculosis, small pox, etc.

Work may result in exposure to high noise levels requiring the wearing of hearing protection.

This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision;

This position will involve periods of high physical, mental and/or emotional stress.

The employee is required to remain calm during stressful and possibly life-threatening situations.

**Pay Range**

As adopted in annual budget. This position is eligible for inclusion in the Colorado Fire and Police Pension System (FPPA) and is entitled to all benefits offered to full-time staff.

ADOPTED: January 2026

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; THE  
EXPENDITURE OF MONEYS FROM THE ASSET MANAGEMENT PLAN; AND THE  
EXPENDITURE OF MONEYS FROM THE CAPITAL IMPROVEMENT PLAN

FOR FISCAL YEAR  
2026

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, January 26, 2026 at the hour of 6:30 p.m. concerning a proposed 2026 Supplemental 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 2026 Supplemental Budget was published in the Greeley Tribune on Friday, January 23, 2026. Notice of the public hearing also was duly posted. Thereupon, Director \_\_\_\_\_ introduced and moved for the adoption of the following Resolution:

## RESOLUTION 2026-02

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET REGARDING THE APPROPRIATION OF MONEYS TO AND THE EXPENDITURE OF MONEYS FROM THE GENERAL FUND; THE EXPENDITURE OF MONEYS FROM THE ASSET MANAGEMENT PLAN; AND THE EXPENDITURE OF MONEYS FROM THE CAPITAL IMPROVEMENT PLAN FOR THE EVANS FIRE PROTECTION DISTRICT, WELD COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2026 AND ENDING ON THE LAST DAY OF DECEMBER 2026.

WHEREAS, the Board, after complying with notice and other statutory requirements, duly adopted a budget for fiscal year 2026;

WHEREAS, after adopting the 2026 budget and making appropriations thereunder;

- The Board approved the development of an ALS Program and Firefighter/Paramedic positions;
- The Board approved the development of a Battalion Chief and Engineer positions;
- Station upgrades became apparent to accommodate increased staff;
- Following the completion of the annual PPE inspection process an unexpected amount of gear was found to be unserviceable and in need of replacement;
- Hydrostatic testing of SCBA cylinders is necessary;

WHEREAS, the District Board authorized administrative staff to prepare and submit a proposed

2026 Supplemental Budget reflecting the additional appropriation to and expenditures from the General Fund, as set forth above;

WHEREAS, a proposed 2026 Supplemental Budget has been submitted to the District Board for its consideration. A copy of the 2026 Supplemental 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 2026 Supplemental Budget was available for inspection by the public at a designated public office; (2) a public hearing would be held on Monday, January 26, 2026; and (3) interested electors could comment on or file or register objections to the proposed 2026 Supplemental Budget any time before the public hearing; and

WHEREAS, a public hearing was held on Monday, January 26, 2026, and interested electors were given the opportunity to comment on, or file or register any objections to, the attached proposed 2026 Supplemental Budget.

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

Section 1. **Medical Supplies.** Appropriation to and Expenditure of Moneys from the General Fund. The Board hereby authorizes and approves the appropriation to and expenditures of moneys from the 2026 Medical Supplies budget, in the amount of \$225,000 to outfit the newly developed ALS Program.

Section 2. **Personnel.** Appropriation to and Expenditure of Moneys from the General Fund. The Board hereby authorizes and approves the appropriation to and expenditures of moneys from the 2026 Personnel budget in the amount of \$52,650 to compensate Firefighter/Paramedics; in the amount of \$36,855 to compensate Engineers; and in the amount of \$127,386 to compensate a Battalion Chief.

Section 3. **Asset Management.** Expenditure of Moneys from the Asset Management Fund. The Board hereby authorizes and approves the expenditure of moneys from the Asset Management Fund, in the amount of \$6,000 for the necessary hydrostatic testing of SCBA cylinders; and the amount of \$11,000 for the replacement of PPE.

Section 4. **Capital Improvement.** Expenditure of Moneys from the Capital Improvement Fund. The Board hereby authorized and approves the expenditure of moneys from the Capital Improvement Fund, in the amount of \$20,000 to make necessary Station 2 upgrades to accommodate additional staff.

Section 5. **Purposes of 2026 Supplemental Budget Could Not Have Been Reasonably Foreseen.** At the time the Board adopted the 2026 Budget in the fall of 2025, it could not have reasonably foreseen the expenses set forth in Sections 1 through 4 above.

Section 6. **Adoption of Supplemental Budget for 2026.** The Board hereby adopts the 2026 Supplemental 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 January 2026.

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Mary Achziger, President

ATTEST:

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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 37<sup>th</sup> Street, Evans, Colorado 80620, on Monday, the 26<sup>th</sup> day of January 2026, at the hour of 6:30 p.m., as recorded in the official record of proceedings, insofar as said proceedings relate to the 2026 Supplemental 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 January 2026.

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Martin Schanwolf, Secretary

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

	2025 Estimated Year-End	2026 <b>BUDGET</b> <i>rev1 - Jan26</i>	2027 Projected	2028 Projected	2029 Projected	2030 Projected
Beginning Fund Balance	8,457,850	8,711,592	10,575,704	11,999,106	13,432,164	14,723,908
<b>Revenues:</b>						
Property Tax						
Residential Properties	2,260,691	2,606,643	2,632,709	2,764,345	2,791,988	2,819,908
Oil & Gas	348,771	160,723	120,542	90,407	67,805	50,854
Other Property types	1,168,889	1,328,464	1,341,749	1,408,836	1,422,924	1,437,154
Specific Ownership Tax	160,284	135,000	135,000	135,000	135,000	135,000
Sales Tax		3,500,000	3,640,000	3,785,600	3,937,024	4,094,505
City of Evans IGA	200,000	200,000	-	-	-	-
LaSalle IGA	9,815	10,012	10,212	10,416	10,624	10,837
Fire Marshal IGA	101,749	80,000	-	-	-	-
Interest Earned	264,684	255,537	216,000	216,000	216,000	216,000
Grants	4,270	1,800	1,800	1,800	1,800	1,800
Fees Fire Impact	173,262	35,000	35,000	35,000	35,000	35,000
Fees Fire Prevention	12,130	4,000	4,000	4,000	4,000	4,000
Transfer from Reserves	461,500	441,891				
Miscellaneous	20,787	23,093	-	-	-	-
<b>Total revenues</b>	<b>5,186,834</b>	<b>8,782,162</b>	<b>8,137,012</b>	<b>8,451,404</b>	<b>8,622,166</b>	<b>8,805,058</b>
<b>Expenditures:</b>						
Personnel	3,797,882	5,746,760	5,780,562	6,043,790	6,320,180	6,610,389
Supplies & Services						
Administration	486,299	375,603	394,383	414,102	434,807	456,548
Equipment Maintenance	75,743	104,537	109,763	115,251	121,014	127,065
Operations	149,906	419,609	157,402	165,272	173,535	182,212
Asset Management	250,000	25,000	25,000	25,000	25,000	25,000
Capital Fund	173,262	246,542	246,500	254,929	255,886	257,146
<b>Total Expenditures</b>	<b>4,933,092</b>	<b>6,918,050</b>	<b>6,713,610</b>	<b>7,018,345</b>	<b>7,330,423</b>	<b>7,658,359</b>
<b>Excess Revenue Over Expenditures</b>	<b>253,742</b>	<b>1,864,112</b>	<b>1,423,402</b>	<b>1,433,059</b>	<b>1,291,744</b>	<b>1,146,698</b>

**Evans Fire Protection District**  
**Asset Management Plan**

	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>
Beginning Balance	248,781	187,761	322,784	187,174	187,174	187,174
<b>Revenues</b>						
Transfer In	25,000	-	25,000	25,000	25,000	25,000
Transfer In from Reserves	-	250,000	-	-	-	-
Grant reimbursement	6,000	-	-	-	-	-
<b>Balance</b>	<b>279,781</b>	<b>437,761</b>	<b>347,784</b>	<b>212,174</b>	<b>212,174</b>	<b>212,174</b>
<b>PPE</b>	36,000	11,825	55,000	25,000	25,000	25,000
Communications	30,000	47,694	40,610	-	-	-
<b>Equipment</b>	15,110	24,702	30,750	-	-	-
Hose & Appliances	10,910	-	19,250	-	-	-
Station 2	-	3,882	-	-	-	-
Training Grounds	-	21,104	15,000	-	-	-
Knox Boxes	-	5,771	-	-	-	-
<b>Expenditures</b>	<b>92,020</b>	<b>114,977</b>	<b>160,610</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
<b>Ending Balance</b>	<b>187,761</b>	<b>322,784</b>	<b>187,174</b>	<b>187,174</b>	<b>187,174</b>	<b>187,174</b>

**Evans Fire Protection District**

Capital Replacement Fund

	2024 Actual	2025 Actual	2026 BUDGET	2027 Projected	2028 Projected	2029 Projected
<i>Beginning Fund Balance</i>	865,187	2,633,722	2,515,449	(308,148)	136,038	172,038
<b><u>Appropriations:</u></b>						
Annual Contribution from Revenue	180,445	-	-	-	-	-
Held in COLOTRUST Investment Funds	2,387,794	2,293,526	2,623,200	-	-	-
Held as Impact Fees	573,357	530,314	632,038	171,038	207,038	243,038
<b>Total Available Capital Funds</b>	<b>3,141,596</b>	<b>2,823,840</b>	<b>3,255,238</b>	<b>171,038</b>	<b>207,038</b>	<b>243,038</b>
<b><u>Expenditures:</u></b>						
Contracted Apparatus Reserve - Engine	-	-	1,285,886	-	-	-
Contracted Apparatus Reserve - Aerial delivery expected in 2026	-	-	<b>1,800,000</b>	-	-	-
Appratus	-	207,871	-	-	-	-
Light Vehicle	-	-	70,000	-	-	-
SCBA	-	-	350,000	-	-	-
Training Facility	425,000	-	-	-	-	-
Apparatus Maintenance	33,575	39,986	27,500	25,000	25,000	25,000
<b>Station Maintenance</b>	<b>49,299</b>	<b>60,534</b>	<b>30,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Total Expenditures &amp; Funds Held</b>	<b>507,874</b>	<b>308,391</b>	<b>3,563,386</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>
<b>Available Funds</b>	<b>2,633,722</b>	<b>2,515,449</b>	<b>(308,148)</b>	<b>136,038</b>	<b>172,038</b>	<b>208,038</b>

# Evans Fire Protection District

## Fire Prevention Bureau Report: January 2026



### Colorado Wildfire Resiliency Code (CWRC)

**LEGAL ADVISEMENT** (*provided by Evans Fire Protection District's attorney Emily Powell, representing Ireland Stapleton Pryor & Pascoe, PC*):

In 2023, the Colorado Legislature adopted Senate Bill 23-166, which established the Wildfire Resiliency Code Board (“Code Board”), with the directive to adopt a statewide code for structure hardening and wildfire risk reduction in Colorado’s wildland-urban interface areas. As part of this work, the Code Board was tasked with (a) defining what constitutes the “wildland-urban interface”; (b) identifying the areas of Colorado that are within the wildland-urban interface; and (c) adopting the Wildfire Code by July 1, 2025. Both the wildland-urban interface areas and the Wildfire Code must be reviewed and updated by the Code Board every three years.

In 2025, the Colorado Legislature adopted Senate Bill 25-142, and the Division of Fire Prevention and Control adopted regulations, which together provide additional direction on the local adoption and enforcement of the Wildfire Code.

The current Wildfire Code as adopted by the Code Board is available at:

[https://drive.google.com/file/d/1bhSESWE9pei6MMsv52VeGtC\\_WBgD7bVA/view](https://drive.google.com/file/d/1bhSESWE9pei6MMsv52VeGtC_WBgD7bVA/view)

The current wildland-urban interface map is available under “Reference Layers” and “Base Layers” at:

<https://experience.arcgis.com/experience/34c113129c044004bc672ca5493378de/page/Page>

#### 1. Fire District Adoption

**Pursuant to C.R.S. § 24-33.5-1237, all fire districts are required to adopt the Wildfire Code within nine months after the Code Board adopted it.** Because the Code Board adopted the Wildfire Code on July 1, 2025, **the deadline for all fire districts to adopt the Wildfire Code is April 1, 2026.** Once adopted, the fire district must provide a copy of the adopting Resolution to the Code Board by July 31, 2026. By July 31 of every year after that, the fire district must either submit a Resolution adopting an updated Wildfire Code, if it has changed, or a statement that its Wildfire Code has not changed during the prior year.

#### 2. Wildfire Code Enforcement

The fire district may set a date for the Wildfire Code to become enforceable within its jurisdiction that is less than 90 days after the fire district adopts the Wildfire Code; otherwise, it becomes enforceable 90 days from the fire district’s adoption date. The fire district may enforce the Wildfire Code within its jurisdiction directly, by contract with another governmental agency (which would include fire authorities) or private contractor, or by requesting enforcement support from the Colorado Division of Fire Prevention and Control (“DFPC”). If the fire district requests enforcement support from DFPC, then any fees and penalties paid by property owners as part of the Wildfire Code enforcement go to DFPC and not the fire district. At this time, it is unclear when or if DFPC will receive the state funding necessary to hire sufficient employees to perform enforcement for all fire districts that request it.

A fire district’s adopted Wildfire Code applies to: (a) all newly constructed buildings and structures, and significant additions, repairs, and remodels, that are (b) within the wildland-urban interface areas of the fire district’s jurisdiction, and (c) have a Fire Intensity Classification Rating of “Low” or greater; *provided, however*, it does not apply to any thirty-five acre parcel that has only one residential structure on it and does not abut another residential or commercial area.

# Evans Fire Protection District

## Fire Prevention Bureau Report: January 2026

Construction within a “Low” Fire Intensity Classification area must meet Class 1 construction and site-hardening requirements, while construction within a “Moderate” or “High” Fire Intensity Classification area must meet Class 2 construction and site-hardening requirements. The Fire Intensity Classification Ratings also can be seen on the wildland-urban interface map.

### 3. Modifications to the Wildfire Code

Except where a fire district has requested that DFPC enforce the fire district’s Wildfire Code, a fire district may seek Code Board approval to modify the Wildfire Code for use within its own jurisdiction; however, any modifications must either meet or exceed the minimum standards that are in the code board-adopted Wildfire Code. Waivers of Wildfire Code provisions will not be granted.

The Code Board will review the proposed modifications and can approve them, deny them, or approve them with additional changes. Any approved modifications will be subject to an expiration date, and the fire district must seek further approval from the Code Board before the expiration date in order to keep the modification in effect, or the Code Board can independently extend the expiration date. The fire district’s petition for modification must provide the specific code section it wants to modify, the reason for the modification, and the alternative method of compliance being proposed, including a written narrative as to the reason for the request and supporting documents.

In addition to potential modifications of the Wildfire Code, fire districts can also develop local maps depicting the wildland-urban interface areas and Fire Intensity Classifications within their own jurisdictions, provided that such mapping is performed consistently with the Code Board’s standards and includes certain required considerations and elements. Local wildland-urban interface and Fire Intensity Classification maps also must be submitted to the Code Board for approval, and, if approved, must be recorded and made available for the public to see. All locally adopted maps must then be reviewed and updated at least every three years, with all further updates approved by the Code Board.

### 4. Recordkeeping

Every fire district must keep in its records: (a) the Resolution(s) adopting its Wildfire Code(s); (b) any proposed modifications that it submits to, or that are approved by, the Code Board; and (c) any modifications the fire district grants to property owners within its jurisdiction.

***Fire Marshal Becker recommends we adopt the code as presented and will answer any questions the board has at the upcoming meeting.***

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

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**DATE:** January 26, 2026

**SUBJECT:** Review & Consider Fire Chief Annual Review

**PRESENTED BY:** Sharon Bowles, Business Manager

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### **AGENDA ITEM DESCRIPTION:**

Fire Chief DeSalvo is due for his annual review to coincide with his anniversary date of March 28. In previous years, a 360-evaluation has been conducted, gathering input from the entire organization. Following the conclusion of that process, two Directors have met with Chief DeSalvo privately to discuss his performance and the state of the District over the previous year, then shared key points with the full Board in executive session.

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### **STAFF RECOMMENDATION:**

Staff requests feedback on how the Board would like to proceed with Chief DeSalvo's review.

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

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**DATE:** January 26, 2026

**SUBJECT:** Review & Consider SCBA Purchase

**PRESENTED BY:** Morgan Hill, SCBA Program Manager

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### **AGENDA ITEM DESCRIPTION:**

As part of the adopted Capital Improvement Plan, staff has researched the replacement of our SCBA packs. The approved budget of \$350,000 will allow us to purchase enough packs to outfit the front and reserve engine and ladder. The addition of new staff will not have an impact on this replacement plan.

Two supplier bids were obtained. Staff prefers to continue the relationship with Scott due to the familiarity of staff with this equipment and interoperability with current equipment. SCBA bottles have a 15-year service life, which allows our current bottles to be used for five more years.

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### **STAFF RECOMMENDATION:**

Staff recommends approval of the Scott SCBA purchase, as presented.

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

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**DATE:** January 26, 2026

**SUBJECT:** Review & Consider Declaration of Surplus Property

**PRESENTED BY:** Joe DeSalvo, Fire Chief

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### **AGENDA ITEM DESCRIPTION:**

When the station was remodeled in 2017, a new larger generator was installed to maintain service to the station during power outages. The old generator trailer was offered to the City of Evans for their use. They no longer need this generator and so have asked us to reclaim it. As the District also has no need of this generator, staff would like to declare it surplus property to be sold per District policy.

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### **STAFF RECOMMENDATION:**

Staff recommends declaration of the 2004 generator trailer as surplus property to be sold or disposed of per District policy.

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Evans Local 4537



# FIRE PREVENTION BUREAU REPORT



# ADMINISTRATION

# REPORT



## Dispatch

- The Code Red emergency alert system that was taken offline the week of 11/9 has been replaced with a new system called Crisis 24 which functions the same way. For your personal phones, all you need to do is download the new app and if you registered for the old one prior to March 2025, your data will be in there.
- The automatic aid agreement with Greeley Fire is in the process of being updated to remove the boundary that was set up initially. This will allow both agencies to send the closest unit to the more serious calls that require extra resources and will ensure that we get a minimum of four engines and a ladder truck to all structure fires in our district, bringing us closer to the recommendations of our strategic plan.

## EMS

- UC Health compliance reporting for November & December was 90.5% & 87.6% for emergent calls (less than 8:30) and 94.8% & 88.8% for non-emergent calls (less than 12:00) respectively.

## Apparatus

- There is an updated drawing of the new ladder truck available if you would like to look at it.
- 2417 went in for its annual maintenance and other issues were discovered with the emissions system. It is currently being fixed and should be back in service within the next two weeks. These repairs will help extend the life of the apparatus.

## Community Outreach

- A-Shift assisted with delivering Santa Claus to the City of Evans tree lighting on 12/5.

## Current Staffing

- 27 total staff members
  - 19 full-time shift firefighters
    - 1 firefighter out for work-related injury
  - 4 part-time firefighters
  - 4 full-time administrative staff
    - Fire Marshal position shared with PV & LaSalle

## Around the Firehouse

- On 12/7 at approx. 1400hrs, C-Shift with automatic aid from LaSalle, Greeley & Front Range FDs responded to a structure fire in the Tuscany subdivision. Crews arrived on scene of a well involved garage fire which had two vehicles inside as well. The fire was extinguished and due to the actions of the crews on scene, the fire was contained to the garage with only minor smoke damage to the remainder of the house. No firefighters were injured, but one resident was transported to the hospital with significant burn injuries.
- On 12/10 at approx. 2100hrs, B-Shift responded to reports of a structure fire at the Quik Trip. Crews arrived on scene of a large roll-off dumpster on fire, but no structures were threatened. Automatic aid was received from Greeley, LaSalle and Platte Valley FDs. There were no injuries to firefighters or civilians.

- On 1/16 at approx. 1030hrs, B-Shift responded to the area of 31<sup>st</sup> St. & Hwy 85 for a camper trailer on fire. Due to the high winds at the time, mutual aid from Greeley and LaSalle FDs was requested for additional support. The camper was fully engulfed upon our arrival and due to the winds, a vehicle and cargo trailer were also on fire. The fire was extinguished without damage to any other property. There was one minor burn injury to a civilian.
- On 1/19 at approx. 1245hrs, A-shift responded with automatic aid from Greeley, LaSalle and Platte Valley FDs to the area of 31<sup>st</sup> St. & Hwy 85 for a residential structure fire. Crews arrived on scene to smoke coming from a house from a fire in one of the rooms. The fire was quickly extinguished. There was smoke damage to the majority of the house, but the fire itself was contained to one room of the house. There were no injuries to civilians or firefighters, and the cause is currently under investigation.
- On 1/20 at approx. 1200hrs, A-Shift responded with automatic aid from Greeley, LaSalle and Platte Valley FDs to the 3800 block of 28<sup>th</sup> Ave for a possible fire in the basement of a house. Crews arrived on scene and found light smoke in the basement which was caused by a malfunctioning pellet stove. There was no damage to the house and no injuries to firefighters or civilians.
- We have begun the process for our annual physicals with Front Line Health. These will take place in February/March. Firefighter Riba was once again instrumental in setting these up. When we get closer to summertime, we will begin going through the skills assessments at our training facility.
- Firefighter Desonier put together our annual get-together for 2026. Just a reminder that it is February 8<sup>th</sup> at 1130 at the Atlas theater in Greeley.
- Fire Marshal Becker received his certified fire marshal designation. This designation has multiple tests to evaluate all aspects of being a fire marshal and takes multiple years to complete. Congratulations Fire Marshal Becker!
- All three shifts have had numerous ride-alongs from individuals who are interested in joining our organization. The shifts have done a great job at showing them who we are and making them feel welcome.

Due to software upgrades beyond our control, there is no incident reporting available. A summary of 2025 call volume and related details will be available at the February meeting.

## 2025 Two-Company Staffing

