

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: September 21, 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. Public Comment
 - a. If you wish to address the Board of Directors, this is the time set on the agenda for you to do so. When you are recognized please state your name and address. Your comments will be limited to three (3) minutes. The Board may not respond to your comments this evening, rather they may take your comments and suggestions under advisement, and your questions may be directed to the appropriate staff person for follow-up. Thank you!
2. Consent Agenda
 - a. Financial Report
 - b. Minutes of previous meeting
3. Discussion: Establishing 115 Trust
4. Discussion: 2027 Draft Budget
5. Discussion: Cybersecurity Assessment
6. Evans Local 4537 Report
7. Fire Prevention Bureau Report
8. Administration Report
9. Legal Counsel Update
10. Director's Reports
11. New Business
12. Adjournment

Next regular meeting is scheduled for October 26, 2026 at 6:30 p.m.

**EVANS FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS - REGULAR MEETING
August 24, 2026**

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 August 24, 2026, at Evans Fire Station 2, 2100 37th Street, Evans, Colorado, 80620.

PLEDGE OF ALLEGIANCE

ROLL CALL

Directors Present:

Mary Achziger, President
David James, Vice President
Marty Schanwolf, Secretary
Tim Naylor, Director (by phone at 6:51pm)
Tricia Watson, Treasurer

Also Present:

Joe DeSalvo, Fire Chief
Sharon Bowles, Administrative Director
Heather Covalt, Operations and Finance Asst
Emily Powell, Attorney
John Miller, Attorney

Directors Absent:

None

SWEARING IN CEREMONY

Firefighter Dawson was sworn into service.

Director Schanwolf moved to suspend the meeting following the swearing in ceremony. Director Watson seconded. Motion passed unanimously.

Director James moved to resume the meeting. Director Watson seconded. Motion passed unanimously.

AMENDMENTS TO AGENDA

No amendments requested. Director Schanwolf moved to approve the agenda as presented. Director James seconded. Motion passed unanimously.

PUBLIC COMMENT

No public in attendance.

CONSENT AGENDA

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

PUBLIC HEARING: BUDGET REVISION

Director Watson moved to enter into public hearing. Director James seconded. Motion passed unanimously.

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

Ms. Bowles presented a supplemental budget for 2026. This includes funding for a damaged pump, additional PPE needs, SCBA equipment repairs, additional staff vehicle needs, updated HR software, and additional hiring expenses incurred.

Director Watson moved to approve Resolution 2026-06 Adopting s Supplemental Budget for Fiscal Year 2026 as presented. Director James seconded. Motion passed unanimously.

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

REVIEW AND CONSIDER: RESOULTION 2026-07 TOWER FINANICNG PACKAGE

Ms. Bowles reviewed the tower financing documents and Resolution 2026-07 with the Board, review was also completed by legal counsel. Director Schanwolf moved to approve Resolution 2026-07 approving the financing of the new tower as presented by Ms. Bowles. Director Watson seconded. Motion passed unanimously.

DISCUSSION: ESTABLISHING 115 TRUST

Ms. Bowles reviewed that the District would like to add the 115 Trust as a benefit for employees. She reviewed the options for both employee and employer contributions. The Board would like more information and options on the 115 Trust in regard to District contributions at the September meeting.

REVIEW AND CONSIDER: AMENDED SEPTEMBER MEETING DATE

Ms. Bowles and President Achziger along with Attorney Powell will all be absent for the original September meeting date. Proposed new meeting date is September 21, 2026. Director James moved to approve the change to the September meeting date. Director Schanwolf seconded. Motion passed unanimously.

DISCUSSION: 2027 BUDGET PLANNING

Ms. Bowles reviewed the skill base pay tables and firefighter steps in the district. She also reviewed the pay differences between the current salary for the fire chief and deputy chief in regard to neighboring departments. Both positions need increases based on the market study to be considered fairly compensated for the job. Director Watson moved to approve such wage adjustments as are necessary for the Fire Chief, Deputy Chief, and Administrative Director to achieve 50% pay equity based on the presented market study, with those increases being paid out effective next payroll. The Board will address additional market adjustments in the upcoming budget. Director James seconded. Motion passed unanimously. Ms. Bowles reviewed the remainder of her budget planning presentation.

FIRE PREVENTION BUREAU REPORT

Captain Diebel reviewed items of note that the FPB has been working on.

ADMINISTRATION REPORT

- Dispatch
- EMS
- ALS
- ESO
- Current Staffing
- Around the Firehouse
- Sales Tax Revenue Update

LEGAL COUNSEL UPDATE

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

DIRECTOR'S REPORTS

No directors reports.

NEW BUSINESS

No new business.

EXECUTIVE SESSION

Director Schanwolf moved to enter executive session pursuant to C.R.S. 24-6-402(b) & (e) to discuss matters subject to negotiations regarding potential City development.

Board entered executive session with Chief DeSalvo and Attorney Powell at 8:22 p.m.

Director Watson moved to close executive session. Director James seconded. Motion passed unanimously.

Board returned to open session at 8:41 p.m.

POSSIBLE ACTION ON ANY ITEM DISCUSSED IN EXECUTIVE SESSION

No action taken.

ADJOURNMENT

Director Watson moved to adjourn. Director James seconded. Motion passed unanimously. Meeting adjourned at 8:42 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 21st day of September, 2026.

Mary Achziger, President

Martin Schanwolf, Secretary

Evans Fire Protection District

Staff Report

DATE: September 21, 2026
SUBJECT: Review & Consider: 115 Trust District Contributions
PRESENTED BY: Sharon Bowles, Administrative Director

AGENDA ITEM DESCRIPTION:

As was discussed at the August meeting, following are scenarios for District support of employee 115 trusts. These are suggestions, any other number of possible scenarios could be considered. Funds to contribute could be pulled from 2027 revenues or from reserves.

1. Seed funds. The District could choose to contribute one-time only amount to establish each employee's account. Create Time of Service groups for service as of January 1, 2027.
 - a. Total Cost \$61,000.
 - i. 20+ years \$5,000
 - ii. 15-19 years \$4,000
 - iii. 10-14 years \$3,000
 - iv. 5-9 years \$2,000
 - v. New hire to 4 years \$1,000
 - b. Total Cost \$21,000
 - i. \$100 per year of service
 - c. Total Cost \$72,000
 - i. \$1,000 for every 3 years of service
2. Sick Time.
 - a. Set a maximum limit on sick time accrual. Example: set limit at 12 weeks or 12 sets of Sick time. Currently, four employees exceed this limit.
 - i. Any hours above this amount at year-end are converted to hourly rate to be deposited in 115. Total payout today to bring them down to the limit = \$95,500.
 - ii. Employees can choose to convert Sick time (above the set amount) to their hourly wage in dollars at a 2:1 rate for deposit in their 115. Total converted payout today to bring them down to the limit at 2:1 = \$47,800
 - b. All sick time upon retirement date is deposited at hourly rate. Amount would vary.

3. Longevity.

- a. Contribute a set percentage or dollar amount after XX years of service. Example, 3% of current pay after every 3 years of service, or \$1,000 every 3 years of service.

STAFF RECOMMENDATION:

Staff requests input on District contributions to 115 Trust plans.

Evans Fire Protection District Staff Report

DATE: September 21, 2026
SUBJECT: Discussion: 2027 Draft Budget
PRESENTED BY: Sharon Bowles, Administrative Director

AGENDA ITEM DESCRIPTION:

A draft long-range plan has been prepared based on the following assumptions:

Revenue

1. Property Tax Revenue – calculated from preliminary Assessed Values provided by Weld County Assessor. See below for further details on revenue limit per HB24B-1001.
2. Sales Tax Revenue – calculated at 3% increase from estimated 2026 total Sales Tax Revenue. The total 2026 Sales Tax Revenue will not be known until February 2027.
3. Interest Earned – estimated to be lower than previous years, due to a downward trend in interest rates.

Expenditure

1. Personnel Wages & Benefits
 - a. Medical insurance premiums will see an increase of 10% to 13%.
 - b. See below for further details on wage scenarios.
2. Administration costs are increased due to higher Property & Liability coverage (to cover the new Tower) and increased Workers Comp coverage (high claims and increased staff).
3. Supplies & Services overall are less than 2026, due to the establishment of the ALS/Paramedic program in 2026, however there are some other significant increases to individual lines due to outfitting additional staff.
4. Tower Financing Payments – 2027 will be the first year of payments due on the Tower Lease Purchase.
5. Capital Improvement Plan contribution – calculated as the total of Impact Fees Collected *plus* Interest Earned *minus* Tower Payment.

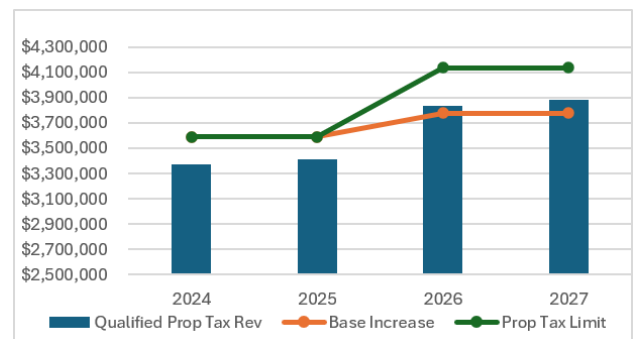
HB24B-1001 Property Tax Limit

1. This bill established a limit on the amount of revenue a Special District can collect from Qualified Property Tax. No specific methodology for calculating revenues per the statute is provided. The 5.25% limit in § 29-1-1701 et seq, Colorado Revised Statutes, does not give the Department of Local Affairs or any State agency or office the authority to calculate, administer, or enforce this new limit.
2. Working with guidance from our legal counsel, the Department of Local Affairs, and Legislative Council Staff, the following methodology was used to calculate the District's revenue limit.
 - a. Determine highest revenue year from a previous assessment cycle (2025).
 - b. Calculate Qualified Property Tax Revenue for that year. Qualified Property Tax is determined by excluding these categories from the Total Assessed Value:
 - i. New construction
 - ii. Increased value attributed to a change in law for a property tax classification
 - iii. Annexations/inclusions
 - iv. Expiration of TIF in previous year
 - v. Previously exempt property
 - vi. Total producing mines or lands or leaseholds producing oil & gas
 - vii. Previously omitted property
 - viii. Taxes abated and refunded
 - c. Once the Qualified Property Tax is determined, multiply that amount by the Mill Levy. This gives us the Qualified Property Tax Revenue for a given year.
 - d. Determine the Carryover amount. This is the difference between the revenue collected and the limit (5.25% per year or 10.5% per assessment cycle).
 - e. Determine Base Increase. This is the Base year plus 5.25%.
 - f. Property Tax Limit *equals* Base Increase *plus* Carryover from previous cycle.

	A	B	C	D
budget year	Qualified Property Tax Revenue	Carryover = 10.5% of BASE	Base Increase = BASE + 5.25%	Qualified Property Tax Limit = Base Increase + Carryover
2024	\$3,370,159		\$3,588,521	\$3,588,521
2025 - BASE	\$3,409,521	\$358,000	\$3,588,521	\$3,588,521
2026	\$3,832,079		\$3,776,918	\$4,134,918
2027	\$3,883,101	\$407,726	\$3,776,918	\$4,134,918

Carryover calculated from 2025	Base Increase for 2026 & 2027	Qualified Property Tax Limit
\$ 358,000	+	\$ 3,776,918
		= \$ 4,134,918

As can be seen from these calculations, we are below the limit for Qualified Property Tax Revenue.



Personnel

For 2027, as was previously discussed, we are dropping Step 0 of the Firefighter Skill Based Pay tables. Additionally, Engineer and Lieutenant are included as separate steps. With the changes that have been made to wages over previous years, line staff is well within market range. The Long Range Plan that follows includes a 5% wage increase. Should the Board wish to consider a larger increase, a 6% wage adjustment will increase the Personnel expenditure by approximately \$40,000. An adjustment of 8% increases the Personnel expenditure by approximately \$100,000.

FF	\$	79,109	\$	87,020	\$	95,721	\$	105,295
3%	\$	81,482	\$	89,631	\$	98,593	\$	108,453
5%	\$	83,064	\$	91,371	\$	100,508	\$	110,559
6%	\$	83,855	\$	92,241	\$	101,465	\$	111,612
8%	\$	85,438	\$	93,982	\$	103,379	\$	113,718

Eng	\$	115,824
3%	\$	119,299
5%	\$	121,615
6%	\$	122,774
8%	\$	125,090

LT	\$	121,089
3%	\$	124,721
5%	\$	127,143
6%	\$	128,354
8%	\$	130,776

Capt	\$	138,673
3%	\$	142,833
5%	\$	145,607
6%	\$	146,993
8%	\$	149,767

BC	\$	151,200	<i>no positions in 2027</i>
3%	\$	155,736	
5%	\$	158,760	
6%	\$	160,272	
8%	\$	163,296	

Dep Chief	\$	173,081
	\$	178,621

Chief	\$	195,175
	\$	203,480

STAFF RECOMMENDATION:

Staff requests input on the 2027 budget. Specifically, Personnel Wages and Capital Improvement Plan contribution.

Evans Fire Protection District
General Fund Long Range Financial Plan

CIP = Impact Fees +
Interest Earned - Tower

	2025	2026	2027	2028	2029	2030	2031
	Audited	Estimated	BUDGET	Projected	Projected	Projected	Projected
	Actuals	Year-End					
Beginning Fund Balance	8,457,850	8,711,592	9,998,448	10,576,057	11,159,650	11,529,784	11,894,889
Revenues:							
Property Tax	3,775,286	4,095,830	4,159,888	4,409,482	4,453,576	4,720,791	4,767,999
Specific Ownership Tax	153,068	135,000	135,000	135,000	135,000	135,000	135,000
Sales Tax	-	2,849,848	2,935,343	3,023,404	3,114,106	3,207,529	3,303,755
City of Evans IGA	200,000	200,000	-	-	-	-	-
LaSalle IGA	9,815	-	-	-	-	-	-
Fire Marshal IGA	105,586	69,666	-	-	-	-	-
Interest Earned	274,882	239,319	216,000	216,000	216,000	216,000	216,000
Grants	1,770	4,054	1,800	1,800	1,800	1,800	1,800
Fees Fire Impact	240,133	76,346	35,000	35,000	35,000	35,000	35,000
Fees Fire Prevention	12,640	2,720	4,000	4,000	4,000	4,000	4,000
Transfer from Reserves	461,500	441,891	-	-	-	-	-
Miscellaneous	20,510	23,093	-	-	-	-	-
Total revenues	5,255,192	8,137,768	7,487,032	7,824,685	7,959,482	8,320,120	8,463,554
<i>does not inc Interest or trans</i>							
Expenditures:							
Personnel	3,900,203	5,660,559	5,787,766	6,077,154	6,381,012	6,700,063	7,035,066
Supplies & Services							
Administration	484,915	371,847	431,257	452,820	475,461	499,234	524,196
Equipment Maintenance	64,808	99,470	139,550	146,528	153,854	161,547	169,624
Operations	147,767	406,149	274,849	288,591	303,021	318,172	334,081
Tower Lease-Purchase			162,223	161,138	153,290	145,527	137,763
Asset Management	250,000	25,000	25,000	25,000	25,000	25,000	25,000
Capital Fund	515,016	315,665	88,777	89,862	97,710	105,473	113,237
Total Expenditures	4,933,092	6,850,912	6,909,422	7,241,093	7,589,348	7,955,015	8,338,966
Excess Revenue Over Expenditures	253,742	1,286,856	577,610	583,592	370,135	365,105	124,588
Unappropriated Funds	8,711,592	9,998,448	10,576,057	11,159,650	11,529,784	11,894,889	12,019,477

Evans Fire Protection District
Capital Replacement Fund

	2024 Actual	2025 Actual	2026 Estimated	2027 BUDGET	2028 Projected	2029 Projected	2030 Projected	2031 Projected
<i>Beginning Fund Balance</i>	865,187	2,633,722	2,754,162	1,776,069	2,245,738	3,795,232	4,013,930	4,241,285
Appropriations:								
Annual Contribution from Revenue	180,445	240,133	246,522	88,777	89,862	97,710	105,473	113,237
Held in COLOTRUST Investment Funds	2,387,794	2,293,526	2,623,200	3,330,466	3,496,989	3,671,839	3,855,431	
Held as Impact Fees	573,357	530,314	632,038	207,381	243,381	279,381	315,381	
Financing			650,000	-				
Total Available Capital Funds	3,141,596	3,063,973	4,151,760	3,626,624	3,830,232	4,048,930	4,276,285	4,354,522
Expenditures:								
Contracted Apparatus Reserve - Engine	-	-	-	1,285,886	-	-	-	-
Appratus	-	207,871	1,800,000	-	-	-	-	-
Light Vehicle	-	-	140,000	-	-	-	-	-
SCBA	-	-	345,691	-	-	-	-	-
Training Facility	425,000	-	-	-	-	-	-	
Apparatus Maintenance	33,575	39,986	60,000	50,000	25,000	25,000	25,000	
Station Maintenance	49,299	61,954	30,000	45,000	10,000	10,000	10,000	-
Total Expenditures & Funds Held	507,874	309,811	2,375,691	1,380,886	35,000	35,000	35,000	-
Available Funds	2,633,722	2,754,162	1,776,069	2,245,738	3,795,232	4,013,930	4,241,285	4,354,522
Beginning Balance - Impact Fees:	573,357	530,314	632,038	207,381	243,381	279,381	315,381	351,381
Impact Fees Collected	437,268	189,575	71,343	35,000	35,000	35,000	35,000	35,000
Interest Earned on Impact Fees	8,847	6,616	4,000	1,000	1,000	1,000	1,000	1,000
<u>Impact Fee expenditures</u>	<u>384,750</u>	<u>226,186</u>	<u>500,000</u>					
Available Impact Fees	530,314	632,038	207,381	243,381	279,381	315,381	351,381	387,381
TOTAL AVAILABLE CAPITAL FUND	3,164,036	3,386,200	1,983,450	2,489,119	4,074,613	4,329,311	4,592,666	4,741,903

Evans Fire Protection District
Asset Management Plan

	2024	2025	2026	2027	2028	2029	2030	2031
Beginning Balance	248,781	187,761	322,784	182,556	135,981	135,981	135,981	135,981
Revenues								
Transfer In	25,000	-	25,000	25,000	25,000	25,000	25,000	25,000
Transfer In from Reserves	-	250,000	-	-	-	-	-	-
Grant reimbursement	6,000	-	-	-	-	-	-	-
Balance	279,781	437,761	347,784	207,556	160,981	160,981	160,981	160,981
PPE	36,000	11,825	79,000	57,775	25,000	25,000	25,000	-
Communications	30,000	47,694	36,338	-	-	-	-	-
Equipment	15,110	24,702	19,375	13,800	-	-	-	-
Hose & Appliances	10,910	-	19,250	-	-	-	-	-
Station 2	-	3,882	-	-	-	-	-	-
Training Grounds	-	21,104	11,265	-	-	-	-	-
Knox Boxes	-	5,771	-	-	-	-	-	-
Expenditures	92,020	114,977	165,228	71,575	25,000	25,000	25,000	-
Ending Balance	187,761	322,784	182,556	135,981	135,981	135,981	135,981	160,981

Evans Fire Protection District Staff Report

DATE: September 21, 2026
SUBJECT: Discussion: Cybersecurity Assessment
PRESENTED BY: Sharon Bowles, Administrative Director

AGENDA ITEM DESCRIPTION:

As a benefit of being members of the Colorado Special District Association Property & Liability Pool, we were provided with a free cybersecurity assessment to determine the District's risk to cyber-attacks or data breaches. The complete report is provided as a separate document.

The report is divided into ten assessment topics. The District's security in each area is ranked as Best in Class, Strong, Baseline, or Weaknesses.

1. Security Organization, Personnel Security – *baseline*
In development:
 - a. Formal employee training program on cybersecurity risks
 - b. Retain qualified third-party IT services partner
 - c. Develop & promote cybersecurity policies
2. Vendor Security Management – *weaknesses*
In Progress:
 - a. Coordination with third-party IT service
3. PCI DSS Compliance – *baseline*
4. Encryption-Related Capabilities – *baseline*
5. Technical Compensating/Contributing Controls – *baseline*
6. Application/Systems Development and Maintenance – *baseline*
7. System & Network Operations – *weaknesses*
In Progress:
 - a. Fit all devices with anti-virus software
8. Business Continuity and Disaster Recovery – *baseline*
9. Incident Response Procedures & Functions – *baseline*
10. Privacy – *strong*
 - a. HIPAA Privacy Rule
 - b. open records request procedure
 - c. relationship with legal counsel

STAFF RECOMMENDATION:

No action required.

Evans Local 4537



FIRE PREVENTION BUREAU REPORT



ADMINISTRATION REPORT



EMS

- UC Health compliance reporting for August was 97.4% for emergent calls (less than 8:30) and 98.7% for non-emergent calls (less than 12:00). For comparison and to look at trends, the previous two months are as follows:
 - June – 97.2% & 94.6%
 - July – 95.5% & 95.6%

New Apparatus

- The new ladder truck has been completed, and the apparatus committee conducted the final inspection in Wisconsin on September 1st & 2nd. There were a few items that needed to be fixed, and we are waiting for word on how long until it gets delivered.



Current Staffing

- 32 total staff members
 - 24 full-time firefighters
 - 3 part-time firefighters
 - 4 full-time administrative staff
 - 1 part-time administrative staff

Around the Firehouse

- Congratulations to FF Netzel & his wife Emily on the birth of their baby boy. Beau Kenneth Netzel was born on September 1st and we are pleased to report that mom and baby are home and doing well.
- On 9/8, C-Shift responded to Greeley Station-2 to assist in providing coverage for their district for a few hours while they were out of service.
- On 9/11, A-Shift participated in an annual ceremony with Evans PD & ATF at Dos Rios Elementary. Students and staff honored local first responders with a flag ceremony.
- A-Shift honored the anniversary of the victims of the September 11th attacks by doing a stair climb at our training facility. They climbed a total of 110 stories to honor the 343 FDNY firefighters.
- On 9/17, A-Shift assisted Greeley Fire with coverage so their crews could attend services for one of their firefighters who passed away off duty.
- On 9/19, EFPD staff will assist the City of Evans for their annual Heritage Days event. We will be there to provide EMS related support as well as support for the fireworks display in the evening.
- On 10/6, the City will host a grand opening for the new police station. Exact time will be announced in the coming dates which staff will share with the Board.
- Diaper drive brought in 708 items from Evans Fire! The school supply drive was very successful and we were able to donate a good amount to the following schools: Dos Rios, Chappelow, Centennial, Anne Heiman. We were glad to see so much community support!

YTD Incidents

Count of Total Incidents

Count of Incidents
1,939

Incident Count By Month (This Year)

Months in Core incident onset date/time	Count of Incidents
01/2026	204
02/2026	214
03/2026	240
04/2026	230
05/2026	212
06/2026	224
07/2026	277
08/2026	229
09/2026	109
Count of Incidents	1,939

Current Incident Count

Count of Incidents

Count of Medical Incid...

Count of Fire Incidents ...

Count of Incidents
109

Count of Exposures 0

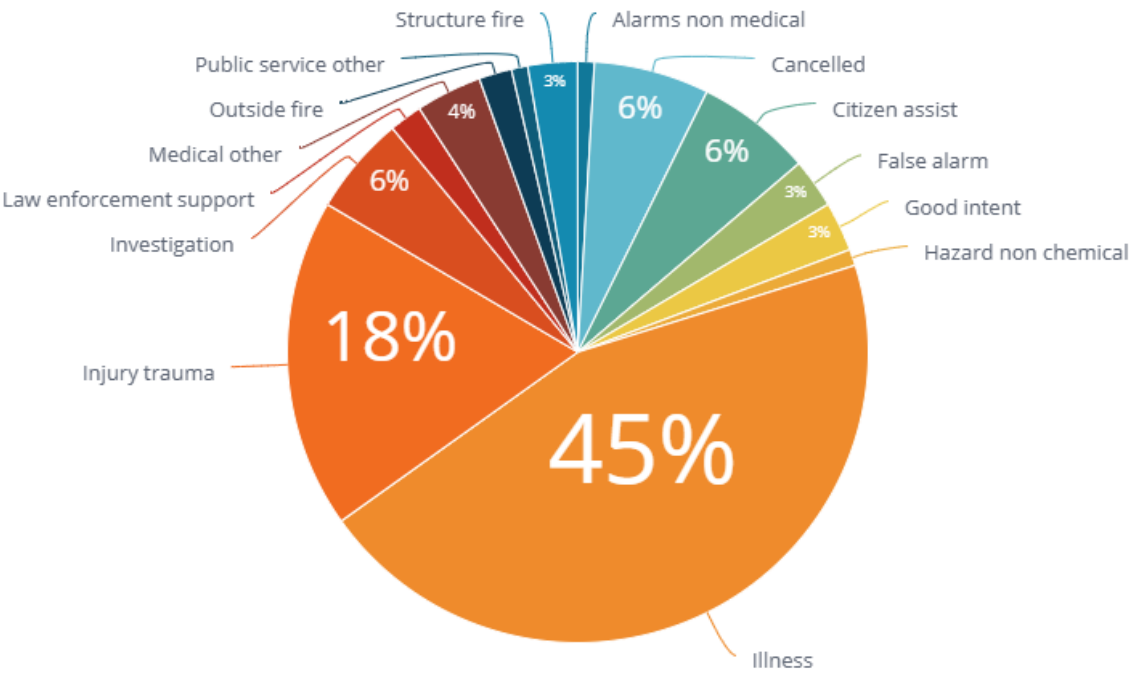
Count of EMS Calls
73

Percent of EMS Calls 66.97%

Count of Fire Calls
5

Percent of Fire Calls 4.59%

Primary Incident Types by Subcategory



Count of Fire Incidents

