

**Sunshine FPD**  
**Strategic Planning Committee and Board Work Session**  
**Tuesday, June 27, 2023**  
**7:00 pm**

**AGENDA**

- Introductions
- Process Overview and Timeline (See attached)
- Role of the Strategic Planning Committee
- History and Background Information (See attached)
- Identify Focus Teams and Participants
- Community Engagement
- Other Business

# Attachment 1

## SFPD Strategic Planning Process

April 27, 2023

### **Purpose and Approach**

The Sunshine Fire Protection District Board is initiating a strategic planning process to document current conditions, consider trends and future needs, and guide the direction and priorities of the District. It is the Board's desire to develop a roadmap for the District that reflects the values of the Sunshine community and considers the unique challenges and opportunities faced by the District.

The Board will lead the development of the Strategic Plan and engage the community through a transparent planning process and outreach activities.

#### *Strategic Planning Committee*

A Strategic Planning Committee will be appointed by the Board and will include Board members, firefighters, and community members. The Committee will consist of 5-7 members representing a range of expertise. The role of the Committee is to lead the planning process, identify Focus Teams and provide direction for the Focus Teams, develop a written plan for consideration by the community and the Board.

#### *Focus Teams*

Focus Teams will be established to support the Committee and focus on specific topic areas, such as financial priorities, service priorities, and organizational structure. These teams will report findings to the Committee and will vary in duration and number depending on need.

#### *Community Engagement*

In addition to the Committee and the Focus Teams, the community will be engaged throughout the planning process. This will include plan-focused activities in conjunction with community events such as the Community Fest, surveys, and community meetings. It is important to engage the community early to identify community values and priorities that will guide the vision, principles, and goals for the plan.

### **Plan Development**

The following outlines the general steps to developing the plan.

1. The Board will approve the process to be used for developing the Strategic Plan.
2. The development of the Strategic Plan will consider the history of Sunshine, current conditions, and future trends. Historic and current information will be compiled at the start of the process and provided to the Strategic Planning Committee as context for the planning process. Additional information will be provided as needed.
3. The Board will appoint a Strategic Planning Committee. It is anticipated that the initial appointments will include two Board members, a firefighter, and two community members, providing an opportunity to appoint up to two additional members.
4. The Board and Committee will conduct community engagement to determine community values and future vision.

5. The Committee will review the SFPD mission, develop a vision based on community values, identify guiding principles for the District, and determine strategic goals, objectives, and performance measures.
6. The Committee will establish Focus Teams to analyze strategic initiatives and recommend priorities that reflect the community values, guiding principles, and strategic goals. The number and focus of the Focus Teams will be determined by the Committee based on subject areas and expertise needed to address the various plan elements. For example, the Committee could form a Focus Team that is financially-focused to look at financial resources and capital investments. Another Team might focus on organizational structure, staffing, and interagency coordination. The Committee will determine the best approach based on the interest and expertise of community members to serve on the Teams.
7. The Board and Committee will continue to engage the community through newsletter articles, email updates, community meetings, presentations at community functions, and other activities as determined by the Committee.
8. The Committee will review the recommendations of the Focus Teams and develop a draft Strategic Plan.
9. The Committee will deliver a recommended plan to the Board. The Board will solicit input from the community on the recommended plan. Based on Board and community review, the Board will accept or refer the Plan back to Committee for changes. Once the Board is satisfied that the Strategic Plan represents the strategic vision and values of the Sunshine community, they will formally adopt the plan.

### **Proposed Elements of the Strategic Plan**

The following outline includes the proposed elements of the Strategic Plan. This outline is intended to guide the Committee in developing the plan and may be adapted by the Committee based on findings and recommendations.

- District overview
  - History
  - Community facts
    - Population
    - Topography
    - Weather
  - Call load and type
  - SFPD mission and structure
- Vision for the future
  - Community values and guiding principles
- Strategic goals
  - Structure, wildland, EMS, fire prevention/readiness, other
    - Objectives
    - Performance measures
- Strategic initiatives/priorities
  - Capital investments
    - Stations

- Apparatus
    - Water supply
    - Equipment
  - Staffing
    - Recruitment and retention
    - Training
    - Response
  - Operational improvements
    - Communication
    - Technology
  - Financial resource
    - Tax revenues
    - Donations
    - Grants and new sources
  - Interagency cooperation
    - Mutual and automatic aid
    - Training
  - Community engagement
- 3-5 year action plan
    - Priority actions
    - Budget implications

## Proposed Timeline

The following illustrates the proposed timeline for the development of the Strategic Plan. The actual timeline may vary based on the availability and constraints of volunteer community members.

[illegible]

## Attachment 2

### Sunshine FPD History and Background Information

#### Sunshine Fire Protection District History

The Town of Sunshine was incorporated in 1885, and unincorporated by the County in 1975. Initial discussions to form a fire department in Sunshine occurred in 1967. The first board was seated in 1968, and the Service Plan was adopted by Boulder County Commissioners on January 2, 1969. The District had an estimated population of 200, with approximately 60 homes and an assessed value of \$220,000 in 1968.

The Sunshine Fire Protection District (SFPD) covers 4 square miles in Boulder County, including the areas accessed off Sunshine Canyon between mile markers 2.8 and 7, County Road 83, Misty Vale and Whispering Pines.

Station 1 was built in 1969, using building plans developed by community members and constructed by community volunteers. Station 2 was built in 2006, and Station 1 was rebuilt in 2008 after a furnace fire burned down the structure in 2006. Firefighters were able to save the apparatus in Station 1 but equipment and most of the department's records were lost in the fire.

The first fire apparatus was a 1952 6x6 army surplus from the Korean War, an all-wheel drive truck with a 500-gallon tank. Other early apparatus included a surplus fire truck purchased from the City of Boulder, a 1952 Reo and a WWII Willy's Jeep with a small pump and tank on the back.

Former Chief Jim Burch was instrumental in efforts to plan and install cisterns throughout the District to establish a water supply for firefighting. In addition to department cisterns placed along Sunshine Canyon Road and County Road 83, a 120,000 gallon cistern was designed into the foundation Station 2.

The cost for the initial improvements in the 1969 was estimated at \$10,000. In the mid 1980's, the District's annual budget was around \$10,000, growing to \$30,000 by 1998. The 2023 budget is \$179,140.

For more history, go to these SFPD newsletters [SFPD Newsletter 2009 7.pdf \(sunshine-fpd.org\)](http://www.sunshine-fpd.org/newsletter/SFPD_Newsletter_2009_7.pdf) and [http://www.sunshine-fpd.org/newsletter/SFPD Newsletter 2009 2.pdf](http://www.sunshine-fpd.org/newsletter/SFPD_Newsletter_2009_2.pdf).

#### Current Mission Statement

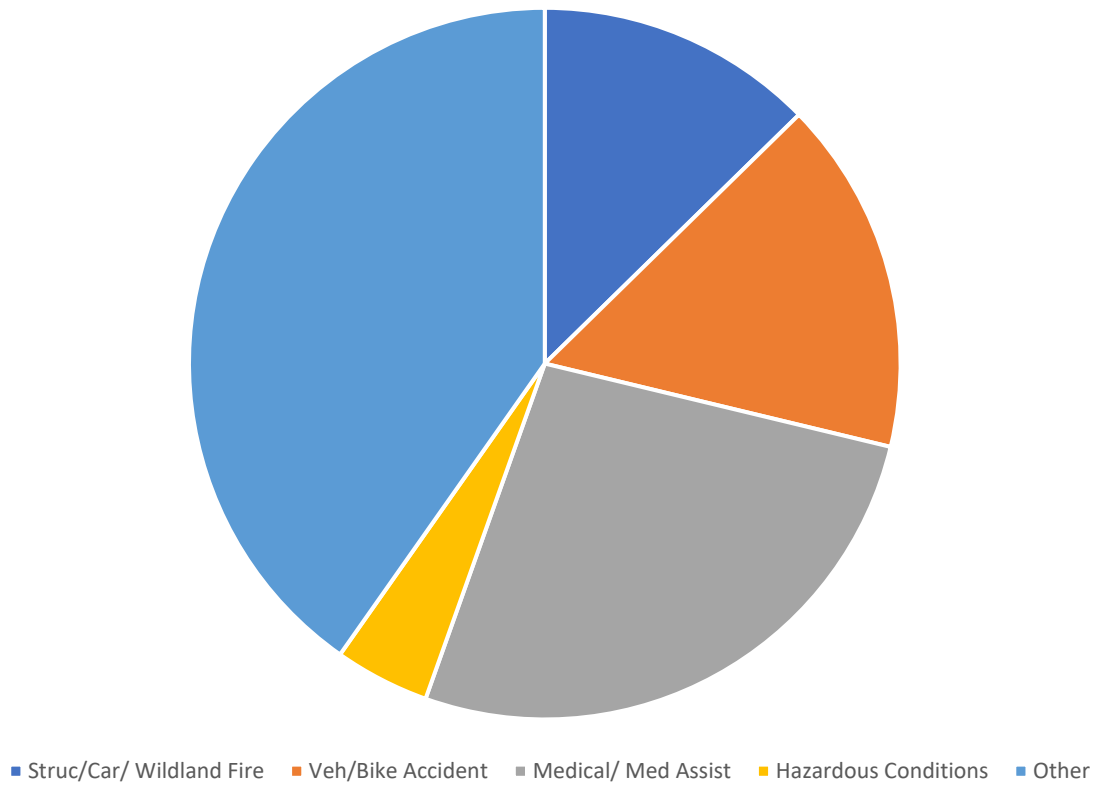
The mission of the Sunshine Fire Protection District shall be the protection, preservation, and well-being of the health safety and property of all persons residing, working, or otherwise within the Sunshine Fire Protection District boundaries. We shall accomplish this mission not only through fire suppression and medical responsiveness but also through fire prevention and education. We shall maintain a high standard of training and education, act and perform in a safe, courteous, and professional manner, strive to create a strong bond with the community and interact professionally with other neighboring departments.

## Call History (2016-2022)

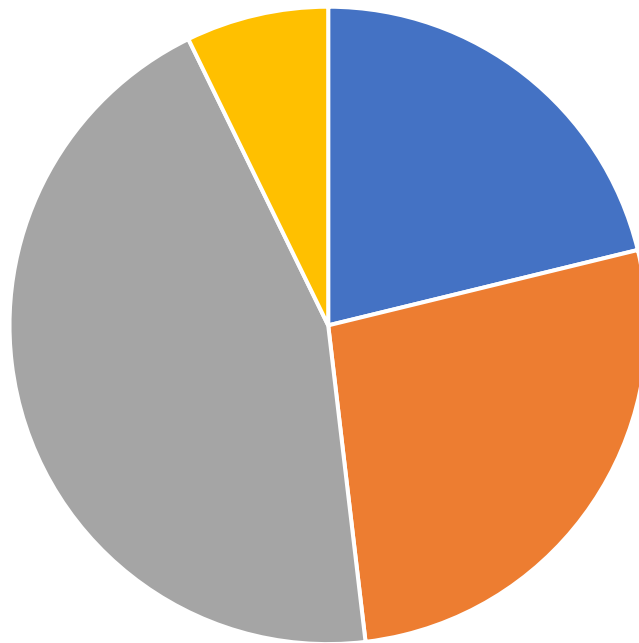
### SSFPD Calls

Year	Struc/Car/ Wildland Fire	Veh/Bike Accident	Medical/ Med Assist	Hazardous Conditions	Other	
2022	8	16	45	2		59
2021	12	12	28	3		47
2020	9	16	26	8		45
2019	5	15	17	4		63
2018	8	18	19	5		30
2017	25	21	17	5		13
2016	18	10	27	2		13
<b>Avg.</b>	<b>12</b>	<b>15</b>	<b>26</b>	<b>4</b>		<b>39</b>

SFPD 7-Yr Call Avg by Type



SFPD 7-Yr Call Avg by Type  
(Excluding Other)



■ Struc/Car/ Wildland Fire ■ Veh/Bike Accident ■ Medical/ Med Assist ■ Hazardous Conditions

## SFPD Call Trends

