

**Minutes of the Regular Meeting of the Board of Directors of the
Sunshine Fire Protection District
March 8, 2016**

Call to Order

- The meeting was held at Fire Station #1, 311 County Rd 83, Boulder, CO 80302.
- The meeting was called to order at 7:33 PM and quorum was established.

Attendance

Board Members Present: Deirdre Damron, Sam Mishkin, Jim Peacock, Alan Kirton,
Gene Fischer

Others Present: Deputy Chief Henry Ballard, Fire Marshal Bruce Honeyman, Michael Schmitt,
Pavel Bouska

Approval of Minutes

- Minutes from the February Board meeting were reviewed. The meeting date was corrected.
- **Motion:** To approve February's Board Meeting Minutes as amended. Motion was seconded and carried unanimously.

Treasurer's Report

- Treasurer's Report was reviewed
- **Motion:** To approve Treasurer's Report. Motion was seconded and carried unanimously.
- After the February Board meeting Sam Mishkin investigated the amount of money that SFPD would save by paying off the lease on 4532 and he determined that paying off the lease would result in a savings of \$4,147.89. After some discussion the decision was made to move forward with paying off the lease.
- **Motion:** To pay off the remaining money owed on the 4532 lease which is \$38,135.44. Motion was seconded and carried unanimously.
- Audit exemption has been received.
- A question had been raised in the previous board meetings on how the accounting of the SCBA grant award (Colorado Firefighter Safety and Disease Prevention Grant) from the state of Colorado should be handled. This question came up because the purchase of the SCBA was handled by the state and at no point was SFPD given any funds nor did it receive an invoice. It was determined that the correct way to handle the grant is to carry it as a grant award and disbursement of funds equal to the cost of the SCBA.

Fire Chief's Report

- 6 Calls Total, 1 in District:
 - 4 Medical calls Lower Sunshine, Boulder Rural FPD's District
 - 1 Motor Vehicle Accident, Boulder Canyon, Four Mile FPD's District
 - 1 False Fire Alarm, Sunshine's District
- Joint training with Four Mile FPD.

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Other Business:

- Bruce Honeyman discussed meetings that were held with the Four Mile FPD regarding SFPD working closer with Four Mile.
 - Eric Bader and Bruce Honeyman met with Chief Gibson of the Four Mile FPD. Chief Gibson would like to pursue a merger between the Four Mile FPD and Sunshine FPD. In the long term this is deemed to be desirable because of the difficulties in maintaining multiple small fire protection districts.
 - In a separate meeting Bruce Honeyman also met with the Assistant Chief of Four Mile FPD, Cash House, to strategize about joint response and developing a new auto mutual aid agreement.
- In February's Board Meeting, Bruce Honeyman had discussed Michael Schmitt as a possible internal candidate for the position of Fire Chief when the current Fire Chief, Eric Bader, is due to step down. Michael Schmitt was present at the board meeting and the Board and Michael Schmitt had a chance to discuss the position of Fire Chief.
- **Motion:** To approve Michael Schmitt as the Sunshine FPD Fire Chief effective April 12, 2016. Motion was seconded and carried unanimously..
- Bruce Honeyman stated that he will be moving to Salt Lake City sometime in midsummer. He expects to be in Salt Lake City for several years but then intends to move back to the District. This will create a vacancy for the Fire Marshal's position. One of the primary responsibilities of the Fire Marshal is the handling of the site plan reviews which requires someone with fire code experience and firefighting experience in order to deal with issues such as access roads and availability of water. There was a discussion of covering this vacancy with Regina Daly who is currently the Fire Marshall for Four Mile FPD. Further discussion was tabled for subsequent meetings.
- Board term limits were discussed. Deirdre Damron, Gene Fischer, Sam Mishkin and Jim Peacock's terms expire in 2016. Alan Kirton's term expires in 2018. It was discussed that this is somewhat of an anomaly because the terms should be staggered such that four terms do not expire in a single year. Notices will have to be sent to the community regarding whether anyone wants to run for these positions and if so we will need to hold elections. In regards to term limits, a person can only hold a board member position for two consecutive four year terms.
- Pavel Bouska discussed a project to provide water proofing and drainage around the west wall of Station 1. Station 1 had significantly water damage during the September 2013 rains. It also had water intrusion during rains in May 2015. Pavel met with BJ Urbiztondo of BioTerra Constructors about possible solutions to the drainage problem. BioTerra submitted a proposal to excavate the exterior wall of Station 1 from the SW corner to the NW corner, waterproof the wall and install a foundation drain. The proposal also included an outfall line for the downspout at the SW corner of the building. After some discussion the Board approved moving forward with the project.
- **Motion:** To approve the expenditure of \$5600 to perform waterproofing and drainage on Station 1 per proposal provided by BioTerra Constructors. Motion was seconded and carried unanimously.

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- Alan Kirton discussed the adoption of a procurement policy for SFPD. Some federal grants, FEMA in particular, require that the awarded jurisdiction have a procurement policy in place. SFPD has been awarded a FEMA HMGP grant for generators which requires that SFPD have a procurement policy in place. SFPD is bound by Colorado laws for Special Districts and some of these laws pertain to procurement. A proposed procurement policy, based somewhat on the procurement policy that has been adopted by the Four Mile FPD, was reviewed.
- **Motion:** To adopt the Sunshine FPD Procurement Policy as reviewed. Motion was seconded and carried unanimously.

Adjournment

- With no further business, the meeting was adjourned at 9:17 PM.

Attachments

- Sunshine FPD Procurement Policy and BioTerra Station 1 Drainage proposal are attached.

Attest: 

Alan Kirton, Secretary

PRODUCTS AND SERVICES PROCUREMENT POLICY OF THE SUNSHINE FIRE PROTECTION DISTRICT

The following shall be the policy of the Sunshine Fire Protection District ("the District") with respect to products and services procurement:

Products costing less than \$10,000, services costing less than \$25,000 and construction projects costing less than \$25,000 may be purchased without benefit of competition. **Exception:** Where the procurement is in support of a grant award then the stipulations of the grant award will be followed.

Products costing more than \$10,000, services costing more than \$25,000 and construction projects costing more than \$25,000 shall be purchased using a documented quote process. **Exception:** Where the procurement is in support of a grant award then the stipulations of the grant award will be followed.

The District shall comply with all applicable federal, state, and local laws, regulations, and guidelines. By way of example, as a Colorado Special District, the District is required to comply with the applicable Colorado statutes throughout the procurement and contracting process. A listing of such statutes is provided below:
Sec. 32-1-103(15), C.R.S. – Definition of Publication
Sec. 32-1-1001(d) (I) (II), C.R.S. – Publish Notice for Bids
Sec. 32-1-1801 to Sec. 32-1-1806, C.R.S. – Integrated Project Delivery
Sec. 24-91-103, C.R.S. – Retainage
Sec. 24-91-103.6, C.R.S. – Appropriation of Funds
Sec. 38-26-106, C.R.S. – Bonding
Sec. 38-26-107, C.R.S. – Final Settlement

All other things being equal, the District shall accept the lowest bid. If, however, the District should reasonably conclude that the lowest bid is not the best bid, it may accept that bid which it reasonably concludes is the best bid. Factors which the District shall consider in making the decision which bid to accept shall include, but not be limited to, contractor integrity, compliance with public policy, record of past performance, financial and technical resources, past experience, and whether each bidder has a history of completing projects and/or furnishing materials and equipment on a timely and competent basis.

Small businesses, minority firms, women's business enterprises, and labor surplus area firms shall be given preference in accordance with the requirements of the law, all other circumstances being equal.

The District shall verify that bidders are not debarred from participation in state and federal programs.

Proposal

BioTerra Constructors, Inc.

1068 Marble Court
Boulder, CO 80303
303-579-3569

Date: March 8, 2016

Client: Sunshine Fire Protection District
c/o/ Pavel Bouska
1453 CR 83
Boulder, CO 80304

Project: Station 1 Drainage Improvements

Item No.	Description	Cost
1	Install exterior drainage improvements at exterior side of west wall of station as discussed with Client. Excavate exterior of wall from southwest corner to northwest corner to below elevation of interior floor. Install subdrain with gravel pack and daylight at north side of building. Place gravel against wall of building during backfill to within approx. 1.5 feet of final grade, and fill remainder with native soil. Prior to gravel backfill, wash wall and apply foundation sealer purchased from Home Depot. Leave all excess soil on site at location adjacent to work area. No repair or relocation of existing utilities, electric lines, gas lines or other unidentified underground facilities is included in project scope.	\$ 5,500.00
2	Install 4" SDR 35 downspout outfall line from southwest corner of building and daylight pipe near northwest corner.	\$ 100.00
	Total Cost	\$ 5,600.00

Proposed cost valid for 14 days after date of this estimate.

Project cost estimate has been prepared based upon scope of work and conditions observed or assumed as discussed with owner prior to preparation of this estimate. Design changes or actual field conditions different from those observed or assumed may result in changes in project cost.

BioTerra Constructors shall obtain utility location for public utilities from Utility Notification Center of Colorado. Client shall provide BioTerra with locations of all private utilities in work area prior to BioTerra's commencement of work on-site. BioTerra assumes no responsibility for damage to private utilities not previously identified by Client.

Prepared by: _____
BJ Urbiztondo

Accepted by: _____
signature

Date: _____

printed name