

**Minutes of the Regular Meeting of the Board of Directors of the
Sunshine Fire Protection District
December 13th, 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 7:30 PM and quorum was established.

Attendance

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

Board Members Absent: None

Others Present: Deputy Chief Henry Ballard

Approval of Minutes

- Minutes from the November Board meeting were reviewed.
- **Motion:** To approve Board Minutes. 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.
- 2017 Budget was reviewed.
- **Motion:** To approve 2017 Budget. Motion was seconded and carried unanimously.

Fire Chief's Report

Fire Chief's report was reviewed. The report is attached to the minutes.

Other Business:

- On Dec. 12th, 2016 Sunshine FPD received the observation report from the CO Dept. of Homeland Security and Emergency Management monitoring visit that was performed on Oct. 25th, 2016. The report contained four observations which required a Sunshine FPD corrective action plan. The Board discussed the possible corrective actions that Sunshine FPD would perform. The pages from the report containing the four observations have been attached to the minutes.
- Alan Kirton took the action to write a response document to the report for review in the next board meeting. Sunshine FPD's response must be submitted to DHSEM by Jan. 12th, 2017.

Adjournment

- With no further business, the meeting was adjourned at 8:31 PM.

Attest: 

Alan Kirton, Secretary



Sunshine Fire Protection District
311 County Rd 83
Boulder, CO 80302
www.sunshine-fpd.org

Chief's Report, Board Meeting 12/13/2016

1. Latest batch of handheld radios purchased through a grant have been put in service.
2. Burn piles are planned to be burned this winter, about 100 by the Four Mile mitigation crew and the rest by SFPD firefighters, as available, with possible support from BCSO wildland crew.
3. Garage doors at station 2 need to be aligned, currently wind blows right through cooling down station, wasting heat.
4. Internet will be installed in January at station 2, via dish network between stations.

Calls

Due to Credentialing issues that are being worked on, no calls will be included in this Chief Report, they can either be provided in the next few days or latest with the January 2017 Chief Report

Attachment 2: Summary of Guidance Observations

Observations related to required guidance require your organization's response. Responses can be given as either an observation resolution, or a corrective action plan. An observation resolution outlines an action that has already been taken to address the guidance observation, and must include supporting documentation illustrating the implementation of the corrective action. A corrective action plan states the corrective action that will be taken in the future, the estimated date of completion of said action, and the individual responsible for owning the action. NOTE: The Subrecipient Monitoring Team will follow up on the implementation of the corrective action plan at a future point in time, if a corrective action plan is provided.

Please note this response in the "Subrecipient's Response & Corrective Action Plan."

Note: During our on-site monitoring visit, we provided initial results during our exit meeting based on the documentation reviewed and interviews conducted. Since that time, it is possible that observations below were made during the final review of documentation that were not discussed during the exit meeting.

Guidance Observation #1	
Area of Review:	Accounting – Cost Centers
Applicable Programs:	All Programs
Observations:	In the interviews conducted with the grant manager during the site visit, it was noted that the QuickBooks accounting system utilized by the District is not configured to track expenditures at the project level.
Compliance Requirement:	44 CFR 18.20 (b) (2) Grantees and subgrantees must maintain records which adequately identify the source and application of funds provided for financially-assisted activities. These records must contain information pertaining to grant or subgrant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income.
Risks:	Lack of proper financial and internal control over classification of expenditures may inadvertently expose the District to omitted, duplicative, or erroneous reimbursement requests.
Recommendations:	The District should establish separate cost centers within their current accounting system for each project. It would also be beneficial to establish a written policy as a reminder to do this for future grants.
Subrecipient's Response & Corrective Action Plan:	INSTRUCTIONS: Please provide one of the following in your response: (1) A corrective action plan that identifies the action to be taken, an owner of the corrective action plan, and a forecasted implementation date (2) Confirmation that the corrective action has already been taken and supporting documentation to verify the implementation of the action



Guidance Observation #2	
Area of Review:	Expenditures – Segregation of Funding Sources
Applicable Programs:	All Programs
Observations:	Per our interviews conducted with the grant manager during the site visit and our review of the supporting documentation, it was noted that the District has not established separate revenue accounts to separate DHSEM grant fund income from other sources of income. While the grant manager is aware of which expenses are paid with DHSEM funds (DHSEM funds were only used to pay three expenses plus salaries and wages) the expenses were not reflected in the general ledger.
Compliance Requirement:	44 CFR 18.20 (b) (2) Grantees and subgrantees must maintain records which adequately identify the source and application of funds provided for financially-assisted activities. These records must contain information pertaining to grant or subgrant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income.
Risks:	Failure to properly segregate funds could lead to incorrect reporting and co-mingling of Federal awards and general funds.
Recommendations:	It is recommended that the District establish separate revenue accounts for each grant and/or project that would distinguish DHSEM funding from other sources of income.
Subrecipient's Response & Corrective Action Plan:	INSTRUCTIONS: Please provide one of the following in your response: (1) A corrective action plan that identifies the action to be taken, an owner of the corrective action plan, and a forecasted implementation date (2) Confirmation that the corrective action has already been taken and supporting documentation to verify the implementation of the action



Guidance Observation #3	
Area of Review:	Equipment & Inventory – Property Records
Applicable Programs:	HMGP
Observations:	While the District has not yet been invoiced for equipment purchases, two generators will be purchased with HMGP funding in the near future. Given the nature of these purchases, it was noted that the District has not yet established property records that contain the appropriate data points as required by Federal regulation.
Compliance Requirement:	44 CFR 13.32 (d) (1) Property records must be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property
Risks:	Failure to maintain property records generates legal risk for the District, and can lead to deobligation of funding. Additionally, failure to include the required data points in the inventory list or property records could lead to improper asset disposition and reimbursement of the Federal Awarding Agency, and could also lead to the theft, loss, or damage of the asset.
Recommendations:	After the District is invoiced for the generators purchased with HMGP funding, the District should create property records which include all of the pieces of information required by 44 CFR. Any equipment purchased with DHSEM funding through future grants should be added to the property records as well.
Subrecipient's Response & Corrective Action Plan:	INSTRUCTIONS: Please provide one of the following in your response: (1) A corrective action plan that identifies the action to be taken, an owner of the corrective action plan, and a forecasted implementation date (2) Confirmation that the corrective action has already been taken and supporting documentation to verify the implementation of the action



Guidance Observation #4	
Area of Review:	Records Retention – Policies & Procedures
Applicable Programs:	All Programs
Observations:	Per our interview with the grant manger during the site visit, it was noted that the District does not have a document outlining the records retention policy. While the District’s unofficial procedure is to never delete grant documentation, this policy is not currently documented.
Compliance Requirement:	44 CFR 13.42(b) (1) Except as otherwise provided, records must be retained for three years from the starting date specified in paragraph (c) of this section. Please See Attachment 4 – Exhibit A for more information on the records retention requirements for grant documentation.
Risks:	Personnel not aware of record retention policies for grants could dispose of records needed for future audits or reviews, leading to potential deobligations or questioned costs.
Recommendations:	It is recommended that the District implement records retention policies in accordance with 44 CFR, and communicate these requirements to all personnel handling grant documentation.
Subrecipient’s Response & Corrective Action Plan:	INSTRUCTIONS: Please provide one of the following in your response: (1) A corrective action plan that identifies the action to be taken, an owner of the corrective action plan, and a forecasted implementation date (2) Confirmation that the corrective action has already been taken and supporting documentation to verify the implementation of the action

