

**Minutes of the Regular Meeting of the Board of Directors of the
Sunshine Fire Protection District
November 14, 2017**

Call to Order

The meeting was held at Fire Station #1, 311 CR 83, Boulder, CO 80302.

The meeting was called to order at 7:34 PM and quorum was established.

Attendance

Board Members Present: Alan Kirton, Jim Peacock, Sam Mishkin, Jean Gatzka, Gene Fischer

Other Present: Henry Ballard, Chief Michael Schmitt

Nomination of Secretary

- Jean Gatzka volunteered to serve as secretary.
- MOTION: To appoint Jean Gatzka was carried unanimously.

Approval of Minutes

- Minutes from the October Board meeting were reviewed.
- MOTION: To approve Board Minutes. Motion was seconded and carried unanimously.

Treasurer's Report

Treasurer's Report was reviewed.

- Have payroll set up. Checks will be delivered later this week.
- Reviewed reconciliation detail
- Question remaining with polar gas about rate. Next order of business is to look at diesel and gasoline tanks. Sam will set up an account. There was a question about having an authorized list of people to order fuel delivery.
- Matching grant and payment for CWPP discussed.

MOTION: to approve treasurers report. Motion was seconded and carried unanimously.

Budget

Draft budget was reviewed and discussed.

- Revenue adjustment is expected from the county, likely downward.
- \$96,250 2018 Budget; \$40,500 CWPP; totaling \$137,550
- Water Supply – removed because the new expectation is that properties build own cisterns and do not contribute to the fund.
- Grants requirement to show each individual grant as a line item. Because of the outcome of the audit need to show each grant. Question about a set of standard sub-accounts that wouldn't show unless printing report for audit. These are non-sustainable way to do this; each grant requires a new line item. Alan and Sam will determine the way to reorganize and show or roll up

grants and work with Sam to reconcile and report properly. Alan will provide placeholders for anticipated grant revenue for final budget.

- Problem – previous years we did not have 4080 account to show full grant funding. Funding for generators was received from state and federal government. Retroactively we need to move \$3,888 from CWPP reserve fund to capital replacement.
- \$12K donations and contributions – average over past few years.
- CWPP donations should be removed as donations are not expected.
- General expenses are the same as last year as they have not fluctuated very much.
- Grounds and Maintenance – some trenching has been done. When we do the cistern project we will have excess fill.
- Gene will look into options for interest from savings if available to governmental entities.
- Input needed from Alan on Wildland Mitigation Expenses.
- Need something under “other expense” to show CWPP reserve fund transfer. (what happened last year \$32K going to capital reserve that had to be corrected later.) Need mechanism especially as we are using CWPP on big cistern projects. Need to accumulate reserves (shown on balance sheet) to be able to pay for these bigger projects. Determine what of \$18640 is CWPP and what is SFPD.
- Sam will revise budget for next board meeting. Deadline for submittal is Dec. 15.

Chief's Report

- The Fire Chief's Report was reviewed (attached to minutes).
- Should update the roster for insurance; general roster and driver roster. Sam will send the last one to Chief to update.

Other Business

- CWPP project to install Whispering Pines Fire Cistern
 - Jim will look into contact for stainless cisterns.
- CWPP Grant Application – Forest Restoration and Wildfire Risk Mitigation
 - Matching grant would be \$24,340 and awarded next spring potentially.
- Four Mile FPD mill levy increase was passed by voters.
 - May end opportunity to merge.
- Discussed proposal for Boulder Fire Rescue to take over services from Boulder Rural FPD.
- Apparatus Plan and Capital Replacement Budget – chief expects to hold a meeting on this in the coming weeks.

Adjourned at 9:00 PM

Attest: _



Jean Gatza, Secretary



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

Chief's Report, Board Meeting 11/14/2017

1. High visibility jackets for officers have been on order but delivery is delayed due to a manufacturer facility move.
2. State contract for continuous use of 4541 needs to be signed by board this week. I have been in touch with the state for the last year to convince them to provide us with an updated truck sooner than 2021, which is the year when we are scheduled to receive a new engine. This would also influence our decision on the replacement of 4502.
3. New exterior lights installed at station 2. Thanks go to Henry for the installation.
4. We are streamlining the process with Boulder County Land Use for site plan reviews. A letter will be giving to each resident coming to the county's office that outlines the different steps for both Four Mile and Sunshine.
5. Amazon Tax Exempt account. If you need to purchase something for the department, we can do this now through our own Amazon business account. Please send the link of the item to Sam, Henry and myself and one of us will make the purchase with our department cards.
6. Have two potential new firefighters. They will go through the interview and background check process at which point their membership will be announced.
7. 2018 Training Calendar has been completed by Four Mile's and SFPD's training officers and will be published soon.

Calls

Incident	Units	Problem	City	Response Date
BCFD171010-011596	4652	FIASSR-Fire Assist	FOURMILE U	10/10/2017 13:26
BCFD171014-011741		FIINFR-Fire Information	GOLDHILL	10/14/2017 8:51

BCFD171015-011781	4566, 4661, 4662, 4663, A1, AMRA, FM3	EMSR-Medical Call	FOURMILE U	10/15/2017 8:32
BCFD171020-012020	4602, A23, AMRA, FM3	EMSR-Medical Call	FOURMILE U	10/20/2017 19:27
BCFD171020-012023		FIINFR-Fire Information	FOURMILE U	10/20/2017 20:16
BCFD171021-012054	3121, 3122, 4602, 4661, 5562, A2, AMRD, BES3, FM1, SL2	INACCR-Injury or Rollover	FOURMILE U	10/21/2017 14:34
BCFD171021-012065	2301, 4321, 4366, A25, AMRD, BM1, BR2, SS2	EMSR-Medical Call	BOULDER COUNTY	10/21/2017 20:13
BCFD171022-012088	1910, 1960, 2301, 2911, 4321, 4366, 4532, BM1, BR2, EMSV3, FM1, FRRD1, RMR1, SS3	RELOSRR-Rescue Lost Party		10/22/2017 16:59
BCFD171025-012188	4632, 4661, FM2	FIASSR-Fire Assist	BOULDER COUNTY	10/25/2017 13:39
BCFD171101-012449	5462	FIASSR-Fire Assist	GOLDHILL U	11/1/2017 12:35
BCFD171102-012490	2301, 3122, 4501, 4532, 4566, 5404, 5461, A13, AMRA, BES1, BR1, GH1, SS3	UNACCR-Unknown Injury Accident	SUNSHINE U	11/2/2017 16:46
BCFD171107-012648		FICONR-Controlled Burn	BOULDER COUNTY	11/7/2017 7:18
BCFD171107-012666	2301, 4321, 4353, 4361, 4366, 4532, 4602, A10, AMRD, BM1, BR2, SS1	EMSR-Medical Call	BOULDER COUNTY	11/7/2017 12:32
BCFD171108-012692		FICONR-Controlled Burn	BOULDER COUNTY	11/8/2017 6:40
BCFD171112-012821	5404, 5461, A28, AMRC, GH2	EMSR-Medical Call	GOLDHILL	11/12/2017 3:49
BCFD171112-012831		FICONR-Controlled Burn	GOLDHILL	11/12/2017 10:52