

**Minutes of the Regular Meeting of the Board of Directors of the  
Sunshine Fire Protection District  
April 10, 2018**

Call to Order

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

The meeting was called to order at 7:35 PM and quorum was established.

Attendance

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

Board Members Absent: Jim Peacock

Others Present: Deputy Fire Chief Henry Ballard

Approval of Minutes

- Minutes from the March Board meeting were reviewed, and minor revisions were suggested.  
MOTION: To approve Board Minutes as amended. Motion was seconded and carried unanimously.

Treasurer's Report

The Treasurer's Report was reviewed.

- Audit exemption was filed.
- Tax revenue is at 65,000 – almost half of anticipated annual revenues.
- Items are on-budget or under-budget.
- Treasurer walked through expenses. Treasurer will look into ensuring Contract Fire Protection expenses and revenues are accurate and will correct payments.
- We may see increased expenses for quarterly fees for payroll for district firefighters who serve on fires and get paid. When the truck goes out, it 'makes money' for the district. This is an inevitable expense but one that could be considered a 'training expense'. Board can revisit if this increases. An option is to go back to using 10-99s and not paying through a payroll service.  
MOTION: To approve the treasurer's report was made, seconded, and carried unanimously.

Fire Chief's Report

- Group discussed the request to purchase new barrier hoods for bunker gear that meet the 2018 requirements. Questions were raised about life cycle of similar bunker gear equipment procured within the past 3 years and the number of sets of equipment needed. It was suggested that the number of sets to be purchased should be confirmed with the Chief. The board tabled the discussion until the number of sets of bunker gear that are currently in use can be determined. The intention is to approve purchase of that number.
- Chief suggested inviting a few individuals from other districts to the next meeting to answer questions about implementation of the fire code. Discussion included adjusting adoption language to address issues; relationship of district adoption of code and county jurisdiction; if other districts are doing recreational permits, reviewing burn permits; additional exploration of issues around code implementation.

It was suggested that the group talk continue to discuss ways to approach code implementation issues and allow sufficient time to prepare to adequately scope and address all the relevant issues. Proposed next steps: A. Kirton, J. Gatza, and H. Ballard will meet informally with M. Schmitt to scope issues and questions. It was suggested that this would be to prepare for a focused discussion with the full board that would include experts from other districts and the gentleman who heads the fire code review committee.

- The Chief provided information on the process for authorization of board members to delegate authority to the county in emergencies as was requested at the last meeting.

MOTION: to authorize board members to delegate authority to the county in the case where SFPD operations (Chief, Deputy Chief, Marshal and Officers) are not available. This would happen in a case when an emergency escalates, and county help is needed. The purpose is to have more people with delegated authority in case it is needed. Motion was seconded and approved unanimously.

#### Other Business

- Board discussed moving forward to invest funds to open two 12-month CDs, with First Internet Bank, Fisher, IN to gain interest on the funds in the capital reserve fund since these funds are not anticipated to be needed in the next year. G. Fischer checked with the attorney to ensure this is allowed.

MOTION: a motion to invest capital reserve funds in two 12 month CDs totaling \$250K with First Internet Bank (\$150,000 and \$100,000) passed unanimously.

- CWPP Project Summary was reviewed. A. Kirton provided more detail on the list of projects. Once the board approves the list of projects, the opportunities will be communicated to residents in the district.

MOTION: to approve the 2018 CWPP project summary and plan for projects in 2018. Motion was seconded and passed unanimously.

- A. Kirton provided a summary of non-discretionary expenses for the purpose of determining the appropriate amount for a reserve fund. Recommend changing retained earnings to emergency reserve. If we make a large lease expense we would need to add back in the lease amount. This would give us a year of operating expenses. S. Mishkin will discuss this proposal with our accounting firm.
- Board will discuss capital replacement fund at next meeting.

Adjourned at 9:09 PM

**Attest:**



Jean Gatza, Secretary \_\_\_\_\_



Sunshine Fire Protection District  
311 County Rd 83  
Boulder, CO 80302  
[www.sunshine-fpd.org](http://www.sunshine-fpd.org)

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### Chief Report, Board Meeting 04/10/2018

1. We would like to purchase new barrier hoods for our bunker gear that meet the 2018 edition of NFPA 1971. In this case the improvement is that particulates and carcinogens are more effectively blocked from passing through the gear and accessing the skin. Our old hoods are now out of date. We need 25, quote is below.
2. I would like to invite Boulder Rural Chief Webb and Four Mile Chief Gibson to the next board meeting in May to answer any questions the board has about the fire code, its benefits, our rights and duties, etc.
3. An example of a local delegation of authority that we need to have more than just the two Chief's to be able to sign is included in this report as well. This was discussed at the last board meeting.
4. One new firefighter, Mike Abiezzi, to attend wildland academy (\$130/190). Our wildland refresher is this Saturday, April 14.
5. New lock installed in station 2, same combination.

### Calls

<u>Incident</u>	<u>Units</u>	<u>Problem</u>	<u>City</u>	<u>Response Date</u>
<a href="#">BCFD180314-002544</a>	4321, 4532, 4561, 4563, 4603, A15, AMRA, BM1, BR1, SS3	EMSR-Medical Call	FOURMILE U	3/14/2018 15:19
<a href="#">BCFD180314-002556</a>	3122, 3151, 4501, 4561, 4602, 4662, 5522, A24, AMRA, BES1, FM2, SL1, SS1	UNACCR-Unknown Injury Accident	FOURMILE U	3/14/2018 20:26

<a href="#">BCFD180316-002641</a>	2301, 4321, 4366, 4532, 4565, 4603, 4662, A23, AMRA, BM1, BR3, FM2, SS1, SS3	EMSR-Medical Call	FOURMILE U	3/16/2018 19:25
<a href="#">BCFD180317-002654</a>	4602, 4661, A2, A25, AMRB, BCFDO2, BES1, FM3	FIWILR-Wildland/Grass Fire	FOURMILE U	3/17/2018 6:40
<a href="#">BCFD180318-002735</a>	4603, 4662	FIASSR-Fire Assist	FOURMILE U	3/18/2018 16:48
<a href="#">BCFD180318-002739</a>	2301, 3121, 3125, 3151, 4101, 4162, 4301, 4302, 4341, 4343, 4364, 4366, 4561, A18, AMRD, BES3, BM3, BR1, EMSV1, LH3	FISTR-Structure Fire	BOULDER HEIGHTS U	3/18/2018 17:21
<a href="#">BCFD180319-002756</a>		FIWILR-Wildland/Grass Fire	FOURMILE U	3/19/2018 2:20
<a href="#">BCFD180325-003062</a>	2301, 4366, 4502, 4561, 4565, 4566, A25, AMRD, BM1, BR2, SS2	UNACCR-Unknown Injury Accident	BOULDER COUNTY	3/25/2018 4:20
<a href="#">BCFD180325-003102</a>	4641, 4661, FM1	FINONR-Fire Non Structure	FOURMILE U	3/25/2018 15:49
<a href="#">BCFD180330-003278</a>	4321	FIASSR-Fire Assist	PINEBROOK HILLS U	3/30/2018 7:58
<a href="#">BCFD180330-003293</a>	4652, A8	EMSR-Medical Call	FOURMILE U	3/30/2018 12:36
<a href="#">BCFD180331-003353</a>	A27, AMRB, FM2	EMSR-Medical Call	FOURMILE U	3/31/2018 23:49
<a href="#">BCFD180403-003421</a>	5404, 5462, 5463, A29, AMRA, GH1	EMSR-Medical Call	GOLDHILL	4/3/2018 6:16
<a href="#">BCFD180403-003426</a>	4562, 4602, 4661, 4662, A4, AMRC, FM2	EMSR-Medical Call	FOURMILE U	4/3/2018 8:34

# **CASCO INDUSTRIES, INC.**

**P.O. BOX 1738**

**ARVADA, CO 80002**

**303-424-1911**

**1-800-627-2159**

## **QUOTATION**

April 2, 2018

To: Sunshine FPD

Attn: Deputy Chief Henry Ballard

E-Mail [deputy-chief@sunshine-fpd.org](mailto:deputy-chief@sunshine-fpd.org)

Delivery: 3 Weeks After Receipt of Order

F.O.B. Shipping Point

Terms: Net 30 Day or Purchasing Card

Price Good for 90 Days from the date

Submitted by: Jerry Gussenbauer

1. PGI Cobra Particulate Barrier Hoods, Gold Color  
Model 3979471-Long Complete Coverage Hoods \$83.00ea.  
Model 3979471-Short Critical Coverage Chest Hoods \$77.25ea.

# Local Delegation

## ASSUMPTION OF INCIDENT MANAGEMENT

1. Management for controlling the \_\_\_\_\_ incident in \_\_\_\_\_ County, Latitude, \_\_\_\_\_, longitude, \_\_\_\_\_, is to be assumed by the \_\_\_\_\_ on behalf of the \_\_\_\_\_

2. Assumption of management will become effective at (time) \_\_\_\_\_ (Date) on \_\_\_\_\_, 20\_\_\_\_, and is acceptable to signatory parties. II. RESPONSIBILITIES AND LIMITATIONS

Sheriff or (designee) name approving delegation: \_\_\_\_\_

Jurisdictional representative requesting delegation: \_\_\_\_\_

Assigned Agency Liaisons: \_\_\_\_\_

### 3. Responsibilities for and/or limitations of: (Use back for additional space)

Public Information                      Yes                      No                      Contact: \_\_\_\_\_

Evacuations                                  Yes                      No                      Contact: \_\_\_\_\_

Logistics                                      Yes                      No                      Contact: \_\_\_\_\_

Fire Operations                              Yes                      No                      Contact: \_\_\_\_\_

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## 2018 CWPP Project Summary

### 2018 Active Projects Summary

<b>Active 2018 Projects</b>		<b>Point Person(s)</b>	<b>2018 Est. Project Cost</b>
1.0	Fuels Mitigation - Community Chipping Events	Abby Silver	\$8,000
2.0	Fuels Mitigation – Burn/Chip Slash Piles	Abby Silver Alan Kirton	\$20,000
3.0	Pressurized (Gravity Fed) Wet Hydrant on County Rd. 83	Bruce Honeyman Alan Kirton	\$30,000
4.0	Sign Maintenance Project	Henry Ballard Abby Silver	\$100
5.0	Mine Lane Egress Road Maintenance	Eric Bader	\$1,000
6.0	Hazard Tree Removal Along Emergency Egress Routes	Eric Bader	\$1,000
7.0	Fire Cistern on Whispering Pines	Bruce Honeyman Alan Kirton	\$41,000
8.0	Repair of wet hydrant at Station 1	Eric Bader Henry Ballard	\$1,500
9.0	Shaded Fuel Break across top of Fourmile Creek Drainage	Alan Kirton Abby Silver	\$15,000
10.0	Community Meeting on Cheatgrass	Haydee Kuner Abby Sliver	\$200
11.0	Hazard Tree Removal Along District Roads and Near Powerlines	Alan Kirton Abby Silver	\$5,000
12.0	Financial Incentives to District Residents to Participate in Wildfire Partners	Abby Sliver Alan Kirton	\$10,000
<b>2018 Total Cost</b>			<b>\$132,800</b>
<b>2018 Available Funding</b>			<b>\$144,242</b>

#### **1.0 Fuels Mitigation - Community Chipping Events**

The Community Chipping events continue to be a very successful way to encourage residents to maintain their D-space and fuel breaks. We have held both Spring and Fall chipping events since 2015 with good participation in both.

**Project Details:** Spring and Fall chipping event with an estimated cost of \$4000/event for a total cost of \$8,000 for the two events. Boulder County has been a source of funding for these events with matching grants. Event dates have been set as week of June 4<sup>th</sup>- 8<sup>th</sup> for Spring Chipping and October 22<sup>nd</sup> – 26<sup>th</sup> for Fall Chipping.

**Est. Cost for 2018 - \$8,000**

## 2018 CWPP Project Summary

### **2.0 Fuels Mitigation - Burn Slash Piles**

Mitigation work in the district has resulted in a number of areas that still have slash piles. These slash piles present a ground fuels hazard and the purpose of this project would be to burn as many of these piles as possible. Some piles are from mitigation work performed by SFPD and the remaining are piles created by private landowners. Funding for burning slash piles is covered in the 2015 WRRG grant and the 2018 Forest Restoration and WRRG grant. Lack of burn windows in the 2016/2017 burn season and so far in the 2017/2018 burn season is causing second thoughts on how to proceed. Logical next step is to chip/masticate as many of these piles as possible so that we have fewer piles left to burn. Need planning on next steps.

#### **Project Details: Next Steps**

- 31 properties signed up and 716 slash piles with estimated total cost of \$50/pile, \$35,800 total
- We are considering options, other than burning, for dealing with the piles.
- Abby Silver suggested that we might be able to make use the Chipper/Grinder at the Boulder County Sort Yard. This could be transported to a TBD location in Sunshine and the slash piles could be transported from their current locations to the grinder. The slash would be chipped to create mulch and then transported to a TBD location in Boulder. Abby will investigate the costs including the transport cost of the mulch.
- Another option is to masticate (essentially chew up into finer pieces) the slash in place. There are tracked vehicles with front mounted masticators that can get to most of the areas of containing the slash piles. Eric will be looking into this further. The state is also considering this option for the slash piles located across from Bald Mtn.
- There are areas where the slash piles can be moved to a roadway and can be chipped. Eric will investigate this option. Ted volunteered to contact a contractor he knows who may have appropriate equipment.
- There are also areas where there is no feasible option but to wait for a burn window. In this case we will continue to using burning as the primary option for dealing with these slash piles.

**Est. Cost for 2018/2019 - \$20,000 (assume ~50% completion in 2018)**

### **3.0 Pressurized (Gravity Fed) Wet Hydrant on County Rd. 83**

This project would entail the installation of a pressurized (gravity fed) hydrant on County Rd 83. Location would be ~200' south of the Misty Vale intersection. The hydrant would be fed from the 130,000 gallon cistern located at Station 2. Initial work would entail planning and development of the project scope and cost estimate. Assuming that cost come in close to expectations then project work would proceed. This project was discussed in Section 8.7 Emergency Water Sources of the 2013 SFPD CWPP document and was submitted by Sunshine FPD in the Boulder County Emergency Planning document.

#### **Project Details:**

Engineering work to plan the project

Discussion with Boulder County Transportation on requirements for building a turnout on County Rd 83 and placement of fire hydrant

Get approval from landowner, do site survey and create easement

Put together bid package for the installation of the pipe and hydrant

Go out for bids and award contract



## 2018 CWPP Project Summary

Proceed with project

**Est. Cost for 2018 - \$30,000 (assumes project completion)**

### **4.0 Sign Maintenance Project**

In 2015 there was a CWPP project to repair damaged street number signs and posts that resulted. Through the efforts of a number of volunteers this resulted in a large number of new signs being installed. The sign maintenance project continues that work to replace any damaged signs or posts.

**Project Details:** Purchase materials as needed.

**Est. Cost for 2018 - \$100**

### **5.0 Mine Lane Egress Road Maintenance**

This project is part of the ongoing maintenance of the Mine Lane egress road that goes between Sunshine and Boulder Heights. In the past, the costs have typically been shared between Sunshine FPD and Boulder Mountain FPD

**Project Details:** Repair as needed

**Est. Cost for 2018 - \$1000**

### **6.0 Hazard Tree Removal Along Egress Routes**

Besides state/county roads, there are two other defined egress roads in the district. One is at the top of Sunshine saddle which goes to Mine Lane, Boulder Heights and the Boulder Mountain Fire District. The other is the driveway to the Star House which continues on to Pine Brook Hills and the Boulder Mountain Fire District. Both roads are gated and used for emergency egress only. This project would perform hazard tree removal along these roads to help ensure that there is no blockage on the roads due to wind-blown trees.

**Project Details:**

Inspect and remove hazard trees as required.

**Est. Cost for 2018 - \$1000 (cost needs to be verified)**

### **7.0 Fire Cistern for Whispering Pines**

Whispering Pines does not currently have a dedicated water supply for firefighting. In 2017 there were two locations identified on Whispering Pines. One is near the Sander's residence and the other located close to the Mishkin residence. Quotes have been obtained for a 15,000 gallon fiberglass tank with the necessary fittings for filling, drafting and venting.

**Project Details:**

Work items include:

- Choose the location and get homeowner approval and signed agreement
- Get survey done, execute easement
- Get BOCO Special Use Permit for installation of a community cistern
- Finalize tank specification, get quotes and order tank.
- Create bid package and get bids for the installation
- Choose contractor and proceed with installation

**Est. Cost for 2018 - \$41,000 (assumes project completion)**

## 2018 CWPP Project Summary

### **8.0 Repair of Wet Hydrant at Station 1**

In 2017 the framing and roof over the hydrant valves were replaced. A new valve was identified to be put on the discharge pipe on CR 83. Work to be done includes the purchase of the valve and having it installed on the pipe.

#### **Project Details:**

Valve cost is ~\$750. There are also some issues with the pipe that the valve needs to go on as well a possible need to fabricate a steel support for the valve. Work will begin in late spring/early summer.

**Est. Cost for 2018 - \$1,500**

### **9.0 Shaded Fuel Break Across Upper Portion of Fourmile Canyon Creek Drainage**

This project was defined in the 2018 Forest Restoration and WRRG grant request which was recently awarded to SFPD. The shaded fuel break will be 300' wide by 1600' long (11 acres) and goes across the upper portion of the Fourmile Canyon Creek drainage. The project estimate is \$25,800.

#### **Project Details:**

Work for 2018 includes:

- Do administrative work necessary to get purchase order from the state
- Discuss project with affected landowners and get permission to proceed with the project
- Meet with Allen Owen to define fuel break project boundaries and mark trees and ladder fuels to be removed
- Get bids from contractors and proceed with project work

**Est. Cost for 2018 - \$15,000 (assume 50% completion)**

### **10.0 Information Meeting on Cheatgrass**

Haydee Kuner handed out a pamphlet regarding Cheatgrass. Cheatgrass is an invasive species introduced from Eurasia, which is becoming a dominant species in the Intermountain West. Cheatgrass presents a significant fire hazard because of its early season growth. It germinates in the fall and by early summer it dies leaving behind thick, continuous dry fuels that can lead to fast moving fires and high flame lengths. Haydee has had conversations with Steve Sauer, Boulder County Weed Control Supervisor, regarding techniques for controlling Cheatgrass. She has suggested setting up a community meeting in Sunshine to help educate residents about the issue regarding Cheatgrass and how it can be controlled.

#### **Project Details:**

Work for 2018 includes:

- Haydee Kuner will work with Steve Sauer to coordinate a community meeting date and time
- Abby Silver will coordinate sending out notices to the community

**Est. Cost for 2018 - \$200 for food/refreshments for the meeting**

### **11.0 Information Pamphlet for Rentals or New Residents**

Living in Sunshine presents new challenges for both new residents and to those people doing either short term or long term rentals in the canyon. Abby Silver suggested a project to create an information

## 2018 CWPP Project Summary

packet that can be provided to people that are unfamiliar with our environment and the dangers presented by wildfire.

### **Project Details:**

Work for 2018 includes:

- Work with the Fire Marshal and Fire Chief to develop the information packet
- Create both a printed pamphlet and PDF file accessible from the Sunshine website
- Distribute the pamphlet to any owners of rental properties in the districts and new residents

**Est. Cost for 2018 - \$200 for printing pamphlets**

### **12.0 Hazardous Tree Removal Along District Roads and Powerlines**

There are a number of dead and dying trees located near district roads and/or power lines. These represent a threat for safe egress along the roads and a threat of wildfire should a tree take down a powerline in a windstorm. This project will provide a financial incentive for the property owner to remove the hazardous trees by providing funding for the removal of the tree. The funding amount will be 90% of the cost of removal which is a similar match amount to those property owners that took part in the shaded fuel break along district roads project. Since SFPD is funding the majority of the project, the district will hire the contractor to do the work and the homeowner will make a donation to the district equal to 10% of the cost of the project.

### **Project Details:**

Work for 2018 includes:

- Finalize the terms and conditions of the project
- Send a notice to the district notifying the residents of this project
- Compile the responses from the residents and work with contractor to verify that the trees do represent a hazard and get estimated cost
- Get License to Enter and Cutting Agreements signed
- At project completion pay contractor and get donation from property owner for homeowner portion of cost

**Est. Cost for 2018 - \$5000 (Assume 10 trees, \$500/tree)**

### **13.0 Wildfire Partners Matching Funds**

The Four Mile Canyon Fire final report clearly stated that the single determining factor in home survivability in the wildfire was the characteristics of the home ignition zone. This project will provide financial incentives for Sunshine residents to work with Boulder County Wildfire Partners to have a wildfire assessment performed and then to follow up with wildfire mitigation work. The project will provide funding to reimburse the homeowner for 50% of the assessment fee which is currently set at \$100. Wildfire Partners is currently offering to pay 50% of the mitigation cost when the homeowner uses a Wildfire Partner's contractor to perform the mitigation work. This project will provide a match of 25% of the mitigation cost so that the homeowner only pays 25% of the mitigation cost. The Wildfire Partners match is currently set at \$2500 maximum and the SFPD match will be set to \$1250 maximum. Thus the maximum amount of reimbursement per homeowner will be set at \$1300. Unlike the Wildfire Partners match, the SFPD match can be used for doing required changes to the resident's home and

## 2018 CWPP Project Summary

hardscape such as adding a gravel barrier around the house, repairing siding or adding screening or flashing. Reimbursement for this work will be for labor and materials up to the \$1250 limit.

### **Project Details:**

Work for 2018 includes:

- Develop terms and conditions for the reimbursement program
- Send a notice to the district notifying the residents of this project
- Sign agreements with those homeowners who are moving forward with the assessment and/or mitigation work
- Reimburse homeowner when assessment and/or work is completed

**Est. Cost for 2018 - \$10,000 (will evaluate this project as it proceeds to determine if more funding is required)**