

**Minutes of the Regular Meeting of the Board of Directors of the  
Sunshine Fire Protection District**

**August 15, 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 7:32 PM and quorum was established.

Attendance

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

Board Members Absent: Jean Gatzka

Others Present: Henry Ballard

Approval of Minutes

- Minutes from the July Board meeting were reviewed.  
MOTION: To approve Board 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.
- Gene Fischer asked about whether the CD's have been opened yet. Sam Mishkin is going to provide information to Gene so that he can start the process of getting the CDs opened.

Fire Chief's Report

- Chief's report was reviewed.

Other Business

Alan Kirton provided the following other business items:

- Fire Department Grants
  - SDA Safety and Loss Prevent grant has been submitted for the reflective jackets that were purchased in 2017. Purchase amount for the jackets was \$3067.78 grant award will be \$1533.89.
  - SDA Safety and Loss Prevent grant has been submitted for the barrier hoods that were purchased in May 2018. Purchase amount for the hoods was \$1513.00 and grant award will be \$756.50.
- CWPP Grants
  - Final reimbursement request was submitted for the 2015 WRRG Fuels Reduction Grant. Reimbursement amount was \$7093.75 to cover costs related to 2018 slash pile burn at 4300 SCD and the slash grinding project. \$16,541.04 of the slash grinding project cost was carried over to the 2017 Forest Restoration and Wildfire Risk Mitigation grant awarded to Sunshine FPD for fuels reduction.
  - Closeout documentation was submitted for the 2015 WRRG Fuels Reduction Grant.

- Reimbursement request was submitted for the 2017 Forest Restoration and Wildfire Risk Mitigation grant. Reimbursement amount was \$8,530.52 to cover costs related to slash grinding project and the CSFS charge to mark boundaries and trees for the Fourmile Canyon Creek fuel break project.
- SFPD's System for Award Management (SAM) registration has been renewed and is valid until 7/23/2019.
- A. Kirton suggested the board start working on a board policy document that describes the board's roles and responsibilities. There is currently a Fire Protection District Member Information and Policies document that has been in place for several years. The author(s) are unknown but it is currently at version 2.4 dated 2/23/15. The first 5 pages of that document have been attached as a reference. The document would help define what is within the domain of the board vs. the Chief and other Officers of the district. It could also be a place to record policies such as the procurement policy and records retention policy. IT could capture how CWPP operates. This could be a document that we could provide to new board members (i.e. 3 new board members in 2020). See attached document.

Adjourned at 8:24 PM

Recorded by Alan Kirton

A handwritten signature in blue ink that reads "Jean Gatz". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

**Attest:** \_\_\_\_\_

Jean Gatz, 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 08/14/2018

1. Henry Ballard completed his ITSS assignment

Nothing further to report

## Calls

<a href="#">BCFD180710-007693</a>	4661, FM2	FICAMR-Illeg/Unattend Campfire	BCFD	7/10/2018 17:38
<a href="#">BCFD180715-007905</a>	A14, AMRA, FM2	INACCR-Injury or Rollover	BCFD	7/15/2018 11:31
<a href="#">BCFD180719-008047</a>	4602, 4662, 5463, A6, AMRD	EMSR-Medical Call	BCFD	7/19/2018 9:29
<a href="#">BCFD180719-008060</a>		FIASSR-Fire Assist	BCFD	7/19/2018 13:41
<a href="#">BCFD180723-008245</a>		FIINFR-Fire Information	BCFD	7/23/2018 20:54

<a href="#">BCFD180724-008260</a>		FIINFR-Fire Information	BCFD	7/24/2018 10:24
<a href="#">BCFD180726-008364</a>	2301, 4301, 4501, 4561, 4565, 4566, BM1, BR3, SS2	FIASSR-Fire Assist	BCFD	7/26/2018 23:43
<a href="#">BCFD180727-008386</a>		FISTR-Structure Fire	BCFD	7/27/2018 13:53
<a href="#">BCFD180728-008435</a>	4661, FM2	FICAMR-Illeg/Unattend Campfire	BCFD	7/28/2018 15:46
<a href="#">BCFD180731-008539</a>	2301, 4532, 4562, 4652, A5, AMRC, BR3, SS3	EMSR-Medical Call	BCFD	7/31/2018 11:35
<a href="#">BCFD180731-008567</a>	2301, 4366, 4532, 4566, BM1, BR2, SS2	FINONR-Fire Non Structure	BCFD	7/31/2018 20:14
<a href="#">BCFD180801-008604</a>	A25, AMRA, FM1	EMSR-Medical Call	BCFD	8/1/2018 23:13
<a href="#">BCFD180803-008653</a>	4603, 4662, FM2	FIASSR-Fire Assist	BCFD	8/3/2018 8:57
<a href="#">BCFD180804-008698</a>	1960, 4532, RMR3	RETECR-Rescue No Amb Access	BCFD	8/4/2018 13:01
<a href="#">BCFD180805-008742</a>	2301, A5, AMRD, BR3, SS3	EMSR-Medical Call	BCFD	8/5/2018 13:17
<a href="#">BCFD180806-008767</a>	4652	UNACCR-Unknown Injury Accident	BCFD	8/6/2018 10:04

<a href="#"><u>BCFD180811-009003</u></a>	2301, 4566, A20, AMRB, BM1, BR3, SS3	UNACCR- Unknown Injury Accident	BCFD	8/11/2018 20:44
<a href="#"><u>BCFD180812-009023</u></a>	4661, A3, AMRA, FM2	EMSR- Medical Call	BCFD	8/12/2018 11:39
<a href="#"><u>BCFD180813-009073</u></a>	4602, 4652, A16, AMRB, FM2	EMSR- Medical Call	BCFD	8/13/2018 16:32
<a href="#"><u>BCFD180813-009074</u></a>	2204, 2301, 3163, A19, AMRA, BR2, MVENG4	INACCR- Injury or Rollover	BCFD	8/13/2018 16:56
<a href="#"><u>BCFD180813-009075</u></a>	4602, 4652, A12, AMRC	EMSR- Medical Call	BCFD	8/13/2018 17:11