

**Minutes of the Regular Meeting of the Board of Directors of the
Sunshine Fire Protection District
December 8, 2020**

Call to Order

The meeting was held virtually by Zoom.

The meeting was called to order at 7:31 PM and quorum was established. See Agenda below.

Attendance

Board Members Present: Alan Kirton, Dan Fischer, Dick Smith, Cathy Shoenfeld

Board Members Absent: Jean Gatza

Others Present: Chief Michael Schmitt

Approval of Minutes

- Minutes from the November Board meeting were reviewed.

MOTION: To approve November Board Meeting Minutes was seconded and carried unanimously.

Treasurer's Report

- Treasurer's report was reviewed.

MOTION: To approve November Treasurers Report was seconded and carried unanimously

Fire Chief's Report – Review of report

- There are currently three engines out of service, 4502, 4532, and 4541. 4541 is currently being serviced by the state to fix multiple issues. 4532 is being serviced to replace the power steering pump and foam controller.
- The new brush truck, 4535, has been put into service by borrowing equipment from some of the other vehicles.
- We are continuing to purchase new supplies and equipment for new firefighters and the new brush truck. Procurement will take well into the next year.

Other Business

- The 2021 budget was reviewed in detail
 - Expense item 6650 - Training and Education had been set at \$5000, which was a reduction from the 2020 budgeted amount because of the anticipated effect of COVID on in person training. Chief Schmitt felt that in person training would be available and pointed out that we have a number of new firefighters who will be taking classes. The budgeted amount was increased to \$7500.
- 2021 Budget was approved as amended. The Board unanimously passed two Resolutions related to the budget. Both Resolutions will be included in the budget package that is sent to the state.

RESOLUTION: To adopt 2021 Budget for the Sunshine Fire Protection District for the calendar year beginning on the first day of January 2021 and ending on the last day of December 2021.

RESOLUTION: Levying General Property Taxes for the Year 2020 to help defray the costs of government for the Sunshine Fire Protection District for the 2021 budget year.

- Proposed QuickBooks and accounting changes were discussed as a means to make the separation between the Fire Department, CWPP and the Cistern Fund clearer in terms of accounting. The decision was made to adopt the majority of the changes in the new fiscal year. One of the suggestions was to fully document what each of the accounts are used for within QuickBooks and also fully document all of the changes and the reasons for making the change.
- SFPD has received approval for the Limited Impact Special Use Review for the Community Fire Cistern at 1462 CR 83. The Letter of Determination specifies that a Building Permit and Grading Permit be obtained before construction can begin. The plan is to start that work in January with the plan being a June installation of the cistern.
- Update on Rosenbauer Timberwolf Purchase was discussed
 - Pre-Construction Notes (PCN) have been approved by SFPD. This is the step that starts the build process, including the chassis order.
 - There were a number of changes that were requested which will result in a cost increase of \$5,558 (~1%). Total cost is now \$492,786 after chassis pre-payment discount.

Adjourned at 8:50 PM

Meeting notes taken by Alan Kirton

Attest:



Jean Gatza, Board Secretary

Board Meeting December 8th, 2020, 7:30 PM

Virtual Meeting - Zoom Meeting

<https://us02web.zoom.us/j/86742787324?pwd=RkVxNFBrZVFVNDZCN3F1b0FSaHRtQT09>

Meeting ID: 867 4278 7324

Passcode: 526465

Call in numbers: 1 346 248 7799 (Houston)
 1 929 205 6099 (New York)
 1 301 715 8592 (Washington D.C)
 1 312 626 6799 (Chicago)

Agenda

Review/Approve Minutes from July Meeting

Review/Approve Treasurer's Report

Review Chief's Report

Other Business

1. 2021 Budget
 - Review 2021 budget proposal
 - Pass motion to approve 2021 budget
2. Review document discussion account changes in QuickBooks for next fiscal year.
3. Community Fire Cistern at 1462 CR 83 updates:
 - The Limited Impact Special Use Review was approved on November 3rd and Letter of Determination was issued on November 16th.
 - Letter of Determination specifies that a Building Permit and Grading Permit will be required to do the installation.
 - Plan is to have everything in place to do the installation in late May or early June 2021.
4. Rosenbauer Timberwolf Purchase
 - Pre-Construction Notes (PCN) have been approved by SFPD. This is the step that starts the build process, including the chassis order.
 - There were a number of changes that were requested which will result in a cost increase of \$5,558 (~1%). Total cost is now \$492,786 after chassis pre-payment discount.
5. Other new business?



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

Chief Report, Board Meeting 12/08/2020

1. **Engines.** We currently have three engines out of service, for a variety of reasons. First engine to return to service from that group is 4532, ETA this Thursday. The new engine, 4535, has been put in to service immediately after receiving it.
2. We are continuing to purchase new supplies and equipment for new firefighters and the new truck. Procurement will take well into the next year.

Calls

<u>Incident</u>	<u>Units</u>	<u>Problem</u>	<u>City</u>	<u>Response Date</u>
BCFD201110-011862	4301, 4302, 4361, 4561, BM1, BM2	FIALRSR- Residential Fire Alarm	PINEBROOK HILLS U	11/10/2020 17:07
BCFD201111-011879	AMRD, GH2	INACCR-Injury or Rollover	GOLDHILL U	11/11/2020 14:13
BCFD201112-011906	1910, 1950, 4321, 4322, 4353, 4362, A9, AMRC, BM1, ESU1, RMR2	EMSR-Medical Call	PINEBROOK HILLS U	11/12/2020 15:02

BCFD201112-011912	4661, A14, AMRD, FM3, SS2	EMSR-Medical Call	FOURMILE U	11/12/2020 17:19
BCFD201116-012037	4652, FM2, SS1	FIASSR-Fire Assist	FOURMILE U	11/16/2020 13:18
BCFD201119-012142	4561, 4566, 4662, A6, AMRA, FM2, SS2, 2360, 2401, 4301, 4362, 4566, BM1, BR1, SS3, 4566, 5404, 5461, 5463, A2, AMRB, GH2, 2301, 4366, 4501, 4566, BM1, BR3, SS3	EMSR-Medical Call	FOURMILE U	11/19/2020 6:42
BCFD201125-012380	2301, 4501, 4566, 4602, A2, AMRD, BM1, BR3, SS3, 2301, 4362, 4566, 4662, A20, AMRB, BM1, BR1, SS2	FIODOR-Odor Inv Outside	BOULDER COUNTY	11/25/2020 15:19
BCFD201128-012469	2301, 4501, 4566, 4602, A2, AMRD, BM1, BR3, SS3, 2301, 4362, 4566, 4662, A20, AMRB, BM1, BR1, SS2	zFall (AN)	GOLDHILL U	11/28/2020 7:57
BCFD201128-012474	2301, 4501, 4566, 4602, A2, AMRD, BM1, BR3, SS3, 2301, 4362, 4566, 4662, A20, AMRB, BM1, BR1, SS2	FIODOR-Odor Inv Outside	BOULDER COUNTY	11/28/2020 12:15
BCFD201128-012476	2301, 4501, 4566, 4602, A2, AMRD, BM1, BR3, SS3, 2301, 4362, 4566, 4662, A20, AMRB, BM1, BR1, SS2	INACCR-Injury or Rollover	BOULDER COUNTY	11/28/2020 13:02
BCFD201128-012482	2301, 4501, 4566, 4602, A2, AMRD, BM1, BR3, SS3, 2301, 4362, 4566, 4662, A20, AMRB, BM1, BR1, SS2	UNACCR-Unknown Injury Accident	BOULDER COUNTY	11/28/2020 17:00
BCFD201130-012535	2301, 4501, 4566, 4602, A2, AMRD, BM1, BR3, SS3, 2301, 4362, 4566, 4662, A20, AMRB, BM1, BR1, SS2	UNACCR-Unknown Injury Accident	BOULDER COUNTY	11/30/2020 17:25
BCFD201201-012561	4321, 4322, 4362, 4366, A5,	INACCR-Injury or Rollover	BOULDER HEIGHTS U	12/1/2020 13:05

AMRD,
BM2

[BCFD201203-012615](#)
4566,
4654,
5404,
5423,
5461,
A8,
AMRA,
GH1
zStroke (AE/EE) GOLDHILL U 12/3/2020
13:08

[BCFD201207-012757](#)
FIASSR-Fire BOULDER 12/7/2020
Assist COUNTY 19:27