

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

**Jan. 12, 2021**

Call to Order

The meeting was held by conference call.

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

Attendance

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

Board Members Absent:

Others Present:

Approval of Minutes

- Minutes from the December Board meeting were reviewed.

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

Treasurer's Report

- Treasurer's report was reviewed. D. Fischer provided an overview of the financial reports, and budget key items.
- Key transactions were for contract payments and reimbursement for firefighting, engine purchase payment, and election expenses.
- Profit & Loss key items include: legal expenses over what was budgeted, expected; donations over anticipated
- Balance Sheet: need to find another place to invest funds that are being held for payment of capital equipment. These are difficult to find. Need to research the FDIC limitations on accounts. D. Fischer will research.

MOTION: to approve the Treasurer's Report was seconded and carried unanimously.

Fire Chief's Report – Review of report

1. New Firefighter: Josh Shoenfeld has completed the interview, integrity interview and background check and has joined the department as an active firefighter. We are conducting additional interviews in coming weeks with other prospective firefighters.

2. We are continuing to purchase new supplies and equipment for new firefighters. So far we have equipped each with bunker gear that we have accumulated and retrieved prior, and pagers. Some more wildland gear will be purchased in coming weeks.

3. Most SFPD firefighters opted for the vaccination.

Other Business

- List of Project To Do List: invest reserve cash; investigate leasing options for purchase of new fire engine; water projects; CWPP projects; grants
- Suggestions to put out a request to the community for volunteers to help with grant-writing and other tasks. A. Kirton will craft a request message.

Adjourned at 8:20 PM

**Attest:**



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Jean Gatza, Board Secretary

**Board Meeting January 12<sup>th</sup>, 2021, 7:30 PM**

Virtual Meeting – Conference Call

Meeting will be via conference call: Dial in number: 1-425-436-6336, Access code: 560583

**Agenda**

**Review/Approve Minutes**

**Review/Approve Treasurer's Report**

**Review Chief's Report**

**Other Business**

1. Discuss year end financials or do it as part of Treasurer's Report
2. We need to drive more CWPP projects. Are there any board members who are willing to help out with defining and managing CWPP projects?
3. We are missing out on grant opportunities because of a lack of available resources to write the grants. Are there any board members willing to help out in generating grant applications?
4. Other business?



Sunshine Fire Protection District  
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### Chief Report, Board Meeting 01/12/2021

1. **New Firefighter:** Josh Shoenfeld has completed the interview, integrity interview and background check and has joined the department as an active firefighter. We are conducting additional interviews in coming weeks with other prospective firefighters.
2. We are continuing to purchase new supplies and equipment for new firefighters. So far we have equipped each with bunker gear that we have accumulated and retrieved prior, and pagers. Some more wildland gear will be purchased in coming weeks.
3. Most SFPD firefighters opted for the vaccination.

## Calls

<u>Incident</u>	<u>Units</u>	<u>Problem</u>	<u>Response Date</u>
<a href="#">BCFD201208-012764</a>		FICONR-Controlled Burn	12/8/2020 10:15
<a href="#">BCFD201212-012919</a>		FICONR-Controlled Burn	12/12/2020 15:16
<a href="#">BCFD201213-012938</a>		FICONR-Controlled Burn	12/13/2020 8:13
<a href="#">BCFD201214-012991</a>	1910, 1917, 1950, 4364, A19, ESU2	RETECR-Rescue No Amb Access	12/14/2020 17:17
<a href="#">BCFD201216-013055</a>		INACCR-Injury or Rollover	12/16/2020 13:07

<a href="#">BCFD201219-013148</a>	2301, 4566, FM2, GH3, SS2	FIALRSR-Residential Fire Alarm	12/19/2020 17:22
<a href="#">BCFD201220-013166</a>	4321, 4322, A5, AMRD, BM1	zStroke (AE/EE)	12/20/2020 10:00
<a href="#">BCFD201220-013175</a>	2242, 2301, 2332, 2360, 4331, 4361, 4501, 4561, 4563, 4566, 4602, 4662, 6531, A7, AMRB, BCFDO3, BM1, BR2, FM2 4603, 4654, 4661,	FIWILR- Wildland/Grass Fire	12/20/2020 13:33
<a href="#">BCFD201221-013198</a>	4662, A1, AMRB, BM1, BR3, SS3	zConvulsions/Seizure (AE/EE)	12/21/2020 10:41
<a href="#">BCFD201221-013218</a>	4532, 5331, 5363, GH2, IP1	FIASSR-Fire Assist	12/21/2020 17:07
<a href="#">BCFD201225-013331</a>		FICONR-Controlled Burn	12/25/2020 14:08
<a href="#">BCFD201226-013366</a>		FICONR-Controlled Burn	12/26/2020 16:57
<a href="#">BCFD201227-013395</a>	AMRC, FM2, GH2, SS2	EMSR-Medical Call	12/27/2020 12:13
<a href="#">BCFD201228-013437</a>	4562, 4601, 4602, 4661, 4665, FM3, SS3	FIALRSR-Residential Fire Alarm	12/28/2020 18:25
<a href="#">BCFD210101-000007</a>	2301, FM2, SS2	FIASSR-Fire Assist	1/1/2021 9:01
<a href="#">BCFD210101-000025</a>		FICONR-Controlled Burn	1/1/2021 15:23

<a href="#"><u>BCFD210102-000065</u></a>	4501, 4566, 5404, 5461, A4, AMRA, GH1, GH2, SS1 2301, 3121, 3124, 4301,	INACCR-Injury or Rollover	1/2/2021 16:07
<a href="#"><u>BCFD210102-000071</u></a>	4302, 4361, 4366, AMRD, BES3, BM3, BR1 2301, 4321, 4361, 4366,	FISTR-Structure Fire	1/2/2021 22:00
<a href="#"><u>BCFD210106-000186</u></a>	4501, 4566, 4662, A9, AMRD, BM1, BR1, SS3 4602, 4603, 4661, 4662,	INACCR-Injury or Rollover	1/6/2021 8:37
<a href="#"><u>BCFD210106-000207</u></a>	5621, 5624, A17, AMRB, FM1, NED2 3121, 3124, 4301, 4361, 4367,	UNACCR-Unknown Injury Accident	1/6/2021 16:50
<a href="#"><u>BCFD210108-000266</u></a>	4566, A28, AMRD, BES3, BM1, BR3, SS2	FISTR-Structure Fire	1/8/2021 20:10
<a href="#"><u>BCFD210110-000311</u></a>		FICONR-Controlled Burn	1/10/2021 8:10

## Notes on Year End Financials

1. Most of the QuickBooks account changes discussed in the December board meeting have been implemented. P&L account changes included:
  - 4010 · Water Supply Improvements was renamed to 4010 · Water Supply Donations for clarity
  - 6120 - Election Expense account was added to capture election related expenses. The expense shown in the P&L is BOCO's charge for carrying SFPD ballot issue in the November election
  - 6742 · Transfer to Cistern Fund was added to capture the transfer of water supply donations to the cistern fund at year end.
  - 6560 · Payroll Expenses was added as part of adding payroll services to QuickBooks and issuing paychecks. This account contains the net amounts of the paychecks plus all the employee and employer withholding taxes and unemployment insurance.
2. Balance Sheet account changes included:
  - 2530 · CWPP Reserves was changed from type Current Liability to Equity. The account number was also changed to 3030 to align it with the other Equity accounts
  - The fixed asset accounts for the fire apparatus were updated to make it clearer which truck belonged to each account. An account was added for the new brush truck.
    - 1230 · 4501 - Type 1 Fire Engine
    - 1240 · 4502 - Type 3 Pumper Truck
    - 1260 · 4532 - Type 6 Brush Truck
    - 1280 · 4535 - Type 6 Brush Truck
  - There was a new account added to QuickBooks when payroll was added and paychecks were issued. 2100 Payroll Liabilities is a Current Liabilities account which captures all the future payroll taxes that the district needs to pay based on paychecks that have been written. The account contains a total of \$16,542 which needs to be paid to the government before the end of January.
3. YE contributions to reserve funds:
  - Capital Reserve contribution was \$30,804. This is lower than past years as a result of a couple of factors. First, there was an \$18k capital purchase of a brush truck from the city. Second, we have a number of Contract Fire Protection Services reimbursements that we did not receive by YE. The total amount of reimbursements that we are still expecting from 2020 deployments is in excess of \$30k.
  - CWPP Reserve contribution was \$30,362.77.
  - Cistern Fund contribution was 27,818. We had \$30k in water supply donations and \$2182 in water supply improvement expenses.

Project To Do List	Status	Work to Do	Work Comp. By
<b>Financial</b>			
Invest Reserve Cash	We have close to \$300k in savings and checking accounts. We need to move \$100k-\$200k of that money into CD or Money Market funds that will draw more interest.	Find banks that will accept government investments. Work with Treasurer and board to determine how much of the cash on hand can be invested. Work with Treasurer to open the account and get the money moved.	Spring 2021
Investigate leasing options for purchase of new fire engine	Some time in late 2021 to early 2022 we will need to pay the balance of the cost for the new engine. We will need close to \$400k to complete the purchase. The Capital Reserve fund has \$472k of which \$120k will have already been spent on the chassis payment for the new engine.	Research companies that do leasing for fire engines. Work with Treasurer/Board to determine how much of a downpayment we want to make and how much to cover with lease. Determine the timelines for obtaining the lease vs when engine will be completed. Move forward with applications, etc.	Fall/Winter 2021
<b>Water Projects</b>			
20k Gallon Cistern at 1462 CR 83	Survey, easement, and Limited Impact Special Use Review completed.	Submit applications for building permit and grading permit. Work with fire department to specify tank fittings. Order tank. Create RFP and distribute to contractors. Evaluate responses and award contract. Project manage the installation. Close out building and grading permits.	Fall 2021
20k Gallon Cistern on Whispering Pines	From previous work, the desired location is 382 Whispering Pines. Property was sold to new owner so we want to see if the new owner will provide an easement for a fire cistern	Work with property owner to get agreement. Have survey done and get easement signed. Develop and submit a Limited Impact Special Use Review application and manage its approval	Fall 2021



Pressurized Hydrant on CR 83 fed from 130k cistern at Station 2	We have done some planning which includes size and layout of pipe and attachment to existing piping in Station 2.	Contact landowner to get agreement to provide easement. Create legal description of area requiring easement, write easement and get it signed by landowner. Work with BOCO Dept of Transportation to make sure we're in compliance with their requirements. Complete design work and create RFP to get bids. Select contractor and project manage the work.	2021/2022
<b>Active CWPP Mitigation Projects</b>			
Shaded Fuel Break at 3701 SCD	There is grant in hand. RFP was done and contractor selected (Boulder Tree Service). Project boundaries and individual trees marked by CSFS. Approximately 30%-50% of the mitigation work has been completed.	Manage the completion of project. Get CSFS certification on the completed project. Work with Treasurer to pay contractor. Close out grant and get reimbursement.	Fall 2021
<b>Grants - Fire Department</b>			
FEMA Assistance to Firefighters Grant	Timeline Application Start Date: January 04, 2021 at 8 a.m. Application Submission Deadline: February 12, 2021 at 5 p.m.	Need to determine whether grant priority areas align with SFPD needs. Based on match we either proceed with grant application or not.	2/12/2021
CSDPool Grant	Money has already been set aside for SFPD by CSD Pool.	Gather receipts for eligible items and complete online application.	Spring 2021
EMTS Provider Grant	Open for Applications - 12/6/2020 Pre-application due 2/8/2021 Grant application deadline 2/15/2021	Need to determine whether grant priority areas align with SFPD needs. Based on match we either proceed with grant application or not.	2/15/2021