

**Minutes of the Regular Meeting of the Board of Directors of the
Sunshine Fire Protection District
February 9, 2021**

Call to Order

The meeting was held virtually via Zoom.

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

Attendance

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

Board Members Absent: Jean Gatza

Others Present: Chief Michael Schmitt, Deputy Chief Henry Ballard

Approval of Minutes

- Minutes from the January Board meeting were reviewed, no issues were found.

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

Treasurer's Report

- Treasurer's report was reviewed.
- There was discussion regarding the effect of payroll and payroll liabilities.
- There was discussion about one item which was a reimbursement to a firefighter. The account for the reimbursement expense may need to be Fire Fighting Expense vs. Contract Services.

MOTION: To approve January Treasurer's Report was seconded and carried unanimously

Fire Chief's Report – Review of Attached Report

- As discussed in the Chief's Report, the district has received a loaner truck from the State for 4541. This truck has been added to the district's CSD Pool insurance and 4541 has been removed since it will not be returned to the district.
- The modifications to 4535 to make it more functional for the district have been completed. The decision was been made to park the truck in Station 1. A contamination pad has been purchased to protect the carpet where it will be parked. Chief Schmitt stated that there will be sufficient room in Station 1 to hold board meetings post COVID. If need be the engine can be moved out of the station for board and/or community meetings.
- Most firefighters have opted to get the Covid-19 vaccination. Two new firefighters will be included in the next list of State sponsored first responder vaccinations. That will conclude SFPD's Covid-19 vaccination efforts for the first Covid-19 strain.

Other Business

- Mike AbiEzzi (6313 Sunshine Canyon) contacted Alan Kirton regarding including his property in Sunshine FPD. His property is currently in the Four Mile FPD. Alan provided Mike with a document that petitions the FMFPD to exclude his property from their district. Assuming

FMFPD approves the petition then he will need to file a petition for inclusion of his property into SFPD. It was noted that Mike's property is off of 85J. SFPD and FMFPD have been in conversation with Boulder County to get that road improved so it meets Boulder County's multimodal transportation standard. Also, Mike had contacted the board in August 2019 regarding going through this process. At that time the SFPD Board passed a resolution stating its intent to include the property at 6313 Sunshine Canyon into SFPD once the property was excluded from the FMFPD.

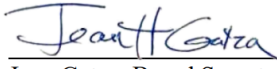
- CR 83 Community Fire Cistern update
 - The Limited Impact Special Use Review Determination Letter specified that a Building Permit and Grading Permit would be required to do the cistern installation. Both permits require a contractor to be specified. The Grading Permit also requires that a Professional Engineer review and stamp the grading plan. Arrangements have been made with a local contractor, Chinook Construction and PE, Davis Inspection Services, to take on those roles with the assumption that most of the actual project administration work will still be performed by SFPD in order to save money for the district. Billing will be done on a T&M basis.
 - The combined Building Permit and Grading Permit applications were submitted on 2/5/2021. A copy of the permit application is on the Google Drive at <https://drive.google.com/file/d/1BPe14b-ytvvjX82wLO-c34m5oGJ84bP9/view?usp=sharing> .
 - It is unknown how long the permitting process will take in COVID time. Even in the best of times it is typically several months. We will not order the tank until the permits are in hand. Lead time on the tank is 8 – 10 weeks. We are still looking to complete the installation this summer.
 - Next steps are to put together an RFP for the excavation and installation of the tank and get formal bids.
- An additional Zoom account has been established for use by the SFPD Board. Monthly subscription cost is \$14.99. The account is registered under chairman@sunshine-fpd.org . The account can be shared if other board members need to host a call.
- The annual CWPP Committee Planning Meeting has been set up for 2/23/2021 from 6:30PM – 8:00PM. It will be held via Zoom call. A meeting notice should be going out to the community this weekend.
- The west garage door at Station 2 was damaged by wind. There is also a broken window on the east garage door.
 - The root cause of the west door failure was that the lag bolts which attached the garage door track to the wall were too short. Essentially, they anchored the track to an interior trim piece that was only held on by finish nails.

- Emergency repairs were done by firefighters as soon as the damage was discovered which was likely several days after the damage actually occurred.
- Dan Fischer and Alan Kirton replaced the interior trim and installed new lag bolts that were long enough to engage the 2x6 framing on each side of the door. Longer lag bolts were also installed on several of the torsion spring mounting brackets as they were also only fastened to interior trim boards which were pulling away from the wall.
- Next step is to hire a garage door company to re-align the west door and fix the broken window in the east door. After that is completed then additional jamb brackets will be installed on all three doors to provide greater wind resistance.
- Rosenbauer Engine purchase status:
 - The engine build is proceeding. As mentioned in the Chief's Report, paint codes have been supplied to the manufacturer for the chassis build.
 - SFPD has an outstanding task to specify internal cabinet configurations so they can be part of the body build. This entails figuring out what equipment the truck is going to carry and in which cabinets the equipment will be stored. Also whatever items we want added to facilitate equipment storage and access, e.g. pull out trays for heavier items.
- A grant application was submitted to CSD Pool for their Safety and Loss Prevention grant program. The application was for a matching grant to cover 50% of the cost associated with the purchase of hand held radios (\$3109). The grant application was approved. We still have \$1866 left in our grant allocation funding and we will be receiving an additional allocation in March of 2021. Once we get that allocation we will apply for an additional grant to use that money.
- We still have an outstanding payroll/travel expense/equipment reimbursement of ~\$45,000 for a deployment which happened in late Sept. 2019 on the Cameron Peak Fire. We need to follow up to understand what's happening with that reimbursement.
- There was a discussion about the mail thefts that have been reported in Sunshine and Four Mile Canyons. It was generally agreed that this issue is being discussed in various group forums so it's probably not necessary that we send a notice to the community. However, it may be worth mentioning in the Spring Newsletter.
- The above also led to discussion about what else can be done to better secure the stations. There was talk regarding having surveillance cameras installed at Station 2. This item will be discussed in the next board meeting.
- In a related discussion, there was a question about the amount of insurance coverage we had for the station contents. We believe this was increase in the last renewal but will verify that the stations have the correct content coverage amount.

Adjourned at 8:15 PM

Meeting notes taken by Alan Kirton

Attest:

A handwritten signature in cursive script that reads "Jean H. Gatz". The signature is written in black ink and is positioned above a horizontal line.

Jean Gatz, Board Secretary

Board Meeting February 9th, 2021, 7:30 PM

Virtual Meeting – Zoom Call

<https://zoom.us/j/98057183172?pwd=RWdVRndaS0c4NzFWdFA1ZHF2ZW9CUT09>

Meeting ID: 980 5718 3172

Passcode: 682922

Or Call In

312-626-6799 or 346-248-7799

Agenda

Review/Approve Minutes

Review/Approve Treasurer's Report

Review Chief's Report

Other Business

1. Mike AbiEzzi (6313 Sunshine Canyon) contacted Alan Kirton regarding including his property in Sunshine FPD. His property is currently in the Four Mile FPD. Alan provided Mike with a document that petitions the FMFPD to exclude his property from their district. Assuming FMFPD approves the petition then he will need to file a petition for inclusion of his property into SFPD. As a note, Mike's property is off of 85J. SFPD and FMFPD have been in conversation with Boulder County to get that road improved so it meets Boulder County's multimodal transportation standard. Also, Mike had contacted the board in August 2019 regarding going through this process. At that time the SFPD Board passed a resolution stating its intent to include the property at 6313 Sunshine Canyon into SFPD once the property was excluded from the FMFPD.
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Sunshine Fire Protection District
311 County Rd 83
Boulder, CO 80302
www.sunshine-fpd.org

Chief Report, Board Meeting 02/09/2021

1. We have received a loaner truck from the State for our 4541, which needed multiple repairs in order to stay in service. In a conversation with the State on 02/09 it was decided that 4541 will not return to Sunshine as we are eligible for a new truck and they would rather invest the money needed for the repair into a new truck. While they are getting a truck to build the body for, we will keep the loaner truck.
2. Firefighter Begleiter is currently going through the structure fire academy (enjoying it thoroughly).
3. 4535 is a completed truck now. A contamination pad has been purchased for station 1, where it will be parked. We have a number of new firefighters and even though half of them have only minimal training so far, we have already run into a crowded parking lot for minor calls at station 2, and having a wildland engine (may consider putting a full medical kit in it if we decide it has merit) closer to some of our firefighters that can respond directly from station 1 will help with that.
4. Most firefighters have opted to get the Covid-19 vaccination. I have two more firefighters who will be included in the next list of State sponsored first responder vaccinations. That will conclude SFPD's Covid-19 vaccination efforts for the first Covid-19 strain.
5. New truck. Paint sample was received, firetruck red as requested, and signed and returned to Rosenbauer and the Dealership.

Calls

<u>Incident</u>	<u>Units</u>	<u>Problem</u>	<u>Response Date</u>
BCFD210116-000515		FICONR- Controlled Burn	1/16/2021 10:39
BCFD210119-000633	4532, 4566, 4661, FM2, GH1, SS3	FIODIR- Odor Inv Inside	1/19/2021 19:58

<u>BCFD210122-000738</u>	4662, 4665, A18, AMRB, FM3, SS3	EMSR-Medical Call	1/22/2021 23:21
<u>BCFD210123-000746</u>	2301, 4532, 4566, 4602, A5, AMRB, BR2, SS1	zFall (AE/EE)	1/23/2021 8:10
<u>BCFD210124-000808</u>	2301, 4566, 4567, A22, AMRD, BM1, BR2, SS2	UNACCR-Unknown Injury Accident	1/24/2021 20:43
<u>BCFD210127-000895</u>	4662	FIASSR-Fire Assist	1/27/2021 10:36
<u>BCFD210129-000984</u>	2301, 4561, 4566, 4632, BCFDO1, FM2, SS1	FISMOR-Smoke Report	1/29/2021 14:29
<u>BCFD210205-001225</u>	4602, 4661, 4668, FM2, SS3	FIODOR-Odor Inv Outside	2/5/2021 11:37
<u>BCFD210208-001332</u>	2301, 4566, 4632, 4661, BCFDO3, BM1, BR3, FM2, SS3	FISMOR-Smoke Report	2/8/2021 10:01
<u>BCFD210209-001375</u>	4632, BCFDO3, FM1, SS2	FISMOR-Smoke Report	2/9/2021 12:10