

**Minutes of the Regular Meeting of the Board of Directors of the
Sunshine Fire Protection District
April 13, 2021**

Call to Order

The meeting was held virtually via Zoom.

The meeting was called to order at 7:32 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

There were no minutes to review. The March meeting minutes will be reviewed in the May board meeting.

Treasurer's Report

- Treasurer's report was reviewed.
- There was a question about the amount of funding in the 4076 · Grants SFPD account. Alan Kirton will check the amount of the grant received from CSD Pool Safety Grant which is the only fire department grant that we have received this year.

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

Fire Chief's Report – Review of Attached Report

- Fire Marshal Bruce Honeyman has informed the Chief that he wishes to retire from his position in April 2022 after over 20 years serving as Fire Marshal. The Chief has recommended that during the interim period, two firefighters, Michael Johnson and Paul Hourihan take on the role of Deputy Fire Marshal. This will facilitate knowledge transfer and provide two resources to cover this role. In April 2022 Mike Johnson will become Fire Marshal and Paul Hourihan will continue as Deputy Fire Marshal.

MOTION: To approve the Chief's recommendation to appoint Mike Johnson and Paul Hourihan as Deputy Fire Marshals immediately and Mike Johnson to become Fire Marshal in April 2022 was seconded and carried unanimously..

- The Chief has created several groups of firefighters to focus on various operational aspects of the fire department with the goal of spreading out the responsibility and helping with knowledge transfer. The groups include:
 - SFPD Truck & Equipment Group – Manages, delegates and oversees all aspects of equipment care.
 - SFPD Water & Supply Group – Ultimate supervision by Chiefs and Marshals, but will be in charge of organizing inspection, repair and creation of water sources.
 - SFPD Station & Building Management Group – In charge of maintaining, cleaning and organizing repairs of stations.

- SFPD Communications Group - In charge of repair, programming and compliance of department handheld & mobile radios and pagers.
- SFPD Firefighter Social Group – to promote social activities among firefighters. Too many don't know each other well.

Other Business

- Michael and Hortenzia AbiEzzi (6313 Sunshine Canyon Dr.) have submitted a petition for inclusion into the Sunshine Fire Protection District. A publication was put into the Daily Camera stating that the determination of the petition for inclusion will be made during the April 13th board meeting. The Board reviewed the petition for inclusion and made the determination to approve the petition and to pass a resolution approving the inclusion of the property:
MOTION: To approve the Petition for Inclusion submitted by Michael and Hortenzia AbiEzzi for their property located at 6313 Sunshine Canyon Dr. was seconded and carried unanimously.
RESOLUTION: To approve the Inclusion of the Property owned by Michael and Hortenzia AbiEzzi, known by street and number as 6313 Sunshine Canyon Drive. Boulder CO 80302, into the Sunshine Fire Protection District immediately upon its exclusion from Four Mile Fire Protection District's jurisdiction was seconded and carried unanimously.
- The 2020 Audit Exemption has been submitted to the state.
- CR 83 Community Fire Cistern update:
 - RFP has been completed and has been sent to 3 excavation contractors; Coal Creek Excavation, Left Hand Excavation and Harold's Excavation. Due date for the proposals is April 16th.
 - The Building and Grading Permits were issued by BOCO on April 5th.
 - The order has been placed with Darco Inc. for purchase of the 20,000 gallon cistern. Delivery date is tentatively been set for June 17th. The plan will be to start the tank excavation at the end of May.
- Rosenbauer had previously notified us that the expected Freightliner chassis delivery date was July of 2021. However, on 3/25 Rosenbauer sent an email informing us that, due to a chip shortage, Freightliner shut down their production line for the SD series trucks on 3/22 and expected the line to stay shut down through the end of June. Obviously that will affect the delivery date for the chassis to Rosenbauer and our engine delivery which was supposed to happen in Sept.
- On April 8th Garage Door Systems adjusted the west door at Station 2 to fix the alignment problem. They also replaced a bracket which had gotten bent when the west door was pushed in by the wind and they adjusted and lubed the other doors. Garage Door Systems will be getting us a quote to fix the broken window on the east door, install new bottom seals and to install stiffeners on all the garage door panels to help prevent wind damage. We (SFPF volunteers) will also be installing an additional set of jamb brackets to provide better anchoring for the rails that support the doors.
- Boulder Tree Service has completed the shaded fuel break along the private driveway at 3701 Sunshine Canyon. Colorado Forest Service has been contacted to certify the completed project so that we can submit for the grant reimbursement. Alan Kirton will be meeting with Ben Pfohl of the CSFS to review the mitigation work and to get certification that the project is complete. That will allow SFPD to submit a grant reimbursement request. Total project cost was \$45,888 and grant reimbursement will be \$22,944.
- Abby Silver and Alan Kirton met with Nathan Nelson at a proposed cistern site at 382 Whispering Pines. Nathan gave tentative approval for a cistern to be located on that property pending SFPD determining the location and access requirements.

Adjourned at 8:29 PM

Meeting notes taken by Alan Kirton

Attest:



Jean Gatza, Board Secretary

Board Meeting April 13th, 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. Michael and Hortenzia AbiEzzi (6313 Sunshine Canyon Dr) have submitted a petition for inclusion into the Sunshine Fire Protection District. The Board needs to make a determination as whether to approve the petition for inclusion. Four Mile has already passed the resolution to exclude the property. **If the Board approves the petition for inclusion then it needs to pass and sign a resolution to that effect.**
2. The 2020 Audit Exemption has been submitted to the state. Thanks to everyone for getting it signed before the deadline.
3. CR 83 Community Fire Cistern update:
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5. On April 8th Garage Door Systems adjusted the west door at Station 2 to fix the alignment problem. They also replaced a bracket which had gotten bent when the west door was pushed in by the wind and they adjusted and lubed the other doors. Garage Door Systems will be getting us a quote to fix the broken window on the east door and to install stiffeners on all the garage door panels to help prevent wind damage. We (SFPF volunteers) will also be installing an additional set of jamb brackets to provide better anchoring for the rails that support the doors.
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Sunshine Fire Protection District
311 County Rd 83
Boulder, CO 80302
www.sunshine-fpd.org

Chief Report, Board Meeting 04/13/2021

1. **New Fire Marshal(s).** Marshal Honeyman informed me in December 2020 that he wishes to retire from his position in April 2022 after over 20 years serving as Fire Marshal. I have taken a few months to decide on his successor and communicated with Paul Hourihan and Michael Johnson to fill the position. Both Michael and Paul took some time to consider it and thankfully agreed to take on this responsibility. In April 2022 Michael Johnson will become Marshal and Paul Hourihan will become Deputy Fire Marshal. Until then they are both Deputy Fire Marshal's under Marshal Honeyman and will learn the ropes. The position requires an increasing amount of attention that would have been too much for one person to shoulder. Paul and Michael know that the board needs to hire them officially, and perhaps have them take an oath as well (board's choice on oath).
2. **We have implemented different groups to spread out responsibility and to transfer knowledge in the department. Following groups were formed so far (others will come later in the year), each group with a group leader:**
 - SFPD Firefighter Social Group – to promote social activities among firefighters. Too many don't know each other well.
 - SFPD Truck & Equipment Group – Manages, delegates and oversees all aspects of equipment care.
 - SFPD Water & Supply Group – Ultimate supervision by Chiefs and Marshals, but will be in charge of organizing inspection, repair and creation of water sources.
 - SFPD Station & Building Management Group – In charge of maintaining, cleaning and organizing repairs of stations.
 - SFPD Communications Group - In charge of repair, programming and compliance of department handheld & mobile radios and pagers.
3. **Firefighter Begleiter graduated from fire academy and completed his EMT course.**
4. **We are still acquiring more PPE for new firefighters and are waiting for different vendors to drop prices.**
5. **New Truck:** We were informed that due to a semiconductor shortage, Freightliner is not able to manufacture and deliver the chassis on time. We are waiting for an update from Rosenbauer.

Calls

Incident	Units	Problem	Response Date
BCFD210312-002710		FICONR-Controlled Burn	3/12/2021 18:05
BCFD210312-002712	3124, 3162, 4601, 5402, 5461, BCFDO1, GH1	FIWILR-Wildland/Grass Fire	3/12/2021 18:27
BCFD210313-002759		FICONR-Controlled Burn	3/13/2021 13:16
BCFD210313-002767		FICONR-Controlled Burn	3/13/2021 16:10
BCFD210314-002784		FICONR-Controlled Burn	3/14/2021 9:05
BCFD210314-002794	2321, BR2	zConvulsion/Seizure (AE)	3/14/2021 14:30
BCFD210314-002818	5461	FIASSR-Fire Assist	3/14/2021 21:51
BCFD210315-002828		FICONR-Controlled Burn	3/15/2021 7:48
BCFD210316-002873		FICONR-Controlled Burn	3/16/2021 7:45
BCFD210317-002920		FICONR-Controlled Burn	3/17/2021 8:27
BCFD210318-002973		FICONR-Controlled Burn	3/18/2021 8:14
BCFD210318-002977		FICONR-Controlled Burn	3/18/2021 9:05
BCFD210318-002996	4652	FIASSR-Fire Assist	3/18/2021 16:53
BCFD210319-003027		FICONR-Controlled Burn	3/19/2021 10:51
BCFD210319-003032		FICONR-Controlled Burn	3/19/2021 13:07
BCFD210320-003065		FICONR-Controlled Burn	3/20/2021 8:26
BCFD210321-003124		FICONR-Controlled Burn	3/21/2021 10:13
BCFD210322-003160		FICONR-Controlled Burn	3/22/2021 7:57
BCFD210325-003311		FICONR-Controlled Burn	3/25/2021 17:33
BCFD210328-003428	2301, 4532, 4565, 4661, A10, AMRB, FM2, SS3	zFall (AE/EE)	3/28/2021 11:32
BCFD210328-003431	1910, 1950, 3128, 3151, 4532, 4602, 4603, 4661, A10, AMRB, BES1, ESU1, ESU3, FM2, RMR2, SS2	RETECR-Rescue No Amb Access	3/28/2021 12:25
BCFD210330-003520	4501, 4652, 5404, 5461, 5463, A3, A4, AMRB, GH2	zStroke (AE/EE)	3/30/2021 12:42