

**Minutes of the Regular Meeting of the Board of Directors of the  
Sunshine Fire Protection District  
April 12, 2022**

**Call to Order**

The meeting was held in person at Station 1.

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

**Attendance**

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

Board Members Absent: Jean Gatzka

Others Present: Deputy Chief Henry Ballard, Eric Bader

**Approval of Minutes**

- Minutes from the March Board meeting were reviewed.

**MOTION:** To approve Board Minutes. 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.

- Board reviewed the checks, credit card charges, P&L Budget vs Actual and Balance Sheet
- The final payment for 4505 was sent to Rosenbauer via wire transfer. The final payment was \$380,688 and the total amount for the engine, including chassis payment, was \$506,896.

**Fire Chief's Report**

- **New Truck Update:** Truck was visited last Friday and some minor issues were noted. These will be addressed before the pre-delivery inspection. Earliest estimate for the truck's delivery is later this week, latest estimate is the week after next as I will be gone next week.
- **4502:** 4502 was sold for \$7,500 to a welder who will put the truck to good use, turning it into a grassland welding truck. Cash was delivered to treasurer, bill of sale was archived. The icing on the cake of SFPD is gone.
- **County Agency AMA Agreement:** County agencies including SFPD have acknowledged the need for a county wide auto and mutual aid agreement. The wildland taskforce was disbanded and it was recognized for a variety of reasons that all agencies in the County need to respond when possible, to larger incidents such as wildfires. Only two versions of the agreement will be printed for the meeting to pass around, please refer to the PDF that was sent along with this Chief Report. Normally the Chief signs 2 or 3 party agreements for mutual or auto aid, because of the number of agencies involved.
- **Wildland Personnel available to SFPD:** Eric has done a lot of legwork to figure out the most feasible way to implement these firefighters into our department. I support it as long as the benefits for the department satisfactorily outweigh the extra work. As far as background checks go we would handle it like we generally do that if the firefighter was checked by the previous agency that we will accept that.

## Other Business

- In the March board meeting there was a discussion about adding four Wildfire Specialists. The four firefighters are ex-JeffCo firefighters who need a sponsoring fire district in order to go out on dispatch. Eric Bader had done considerable research into how that might be accomplished and he attended the board meeting to answer any questions. After considerable discussion the decision was made to sponsor the four fighters.

**MOTION:** To approve adding, at the Fire Chief's discretion, the four JeffCo firefighters as auxiliary employees and signees to Sunshine FPD's Part-Time Contract Employee Agreement in order to facilitate those firefighters being available for All-Hazards Deployment. This is approved on a trial basis for 2022 in order to evaluate the workload vs. benefits to the district.

- In light of the added work load for the Treasurer, Dan Fischer will research whether there are payroll services available that would reduce the workload.
- Sunshine FPD has gotten copies of the court orders for the exclusion of 6311 Sunshine Canyon and 390 Gold Run from Four Mile FPD. Alan Kirton will now file SFPD's court orders to include these properties into SFPD.
- Sunshine Communications is transitioning away from Mailchimp to a distribution list that is maintained in our Google account. We need to be able to reliably send emails from the board to the district. The proposal is that we use the chairman@sunshine-fpd.org for sending these emails. It would also be good to have a separate account to send out general district communications such as CWPP related notices or community events such as chipping notices or the CommunityFEST. For that we could set up an email account named SFPDComm@sunshine-fpd.org for sending emails.
- SFPD has been contacted by Four Mile FPD regarding a joint Community Wildfire Protection Plan between Four Mile FPD, Sugarloaf FPD, Gold Hill SFPD and Sunshine FPD. Chief Schmitt, Abby Silver and Alan Kirton had a Zoom call with Paul Dennison to discuss. Paul is the Fire Crew Supervisor and Wildland Coordinator for FMFPD. There are some paid resources that are available to help with the document and map creation. There are two factors regarding the timing of this. It is expected that within a year there will be a requirement to have a CWPP document that is less than 10 years old in order to get certain mitigation grants. SFPD's CWPP document is 9 years old and the other districts are already over 10 years old. The other factor is that we are finding that wildfire mitigation grants are requiring larger size projects (i.e. 100s not 10s of acres). Having a CWPP document that covers four districts would help in prioritizing and funding projects that were of that size. From a budget and planning standpoint Four Mile FPD was estimating \$5000 per district. The consensus of the board was that they were in agreement with proceeding with the joint CWPP document.

**MOTION:** To approve Sunshine FPD entering into an agreement with Four Mile FPD, Sugarloaf FPD and Gold Hill FPD to produce a joint Community Wildfire Protection Plan document that covers all four districts. The board also approves expenditures of up to \$5000 for the creation of the document.

- In the March board meeting a question was raised whether SFPD would be an eligible organization for donations from Amazon Smile. In looking at the eligibility on the Amazon site the first requirement that is listed is that an organization be a 501(c)3 non-profit. SFPD does not meet the requirement of being a 501(c)3.
- In the March meeting and the Spring Newsletter there was discussion about a community event to be held on May 7. The event would give the community a chance to look at the new fire engine and the plan was to also include wildfire awareness training and possibly hands on fire

extinguisher training. It appears that we'll be getting the new engine either near the end of the week of April 18<sup>th</sup> or the beginning of the week of May 2<sup>nd</sup>. The board discussed still holding the meeting on May 7<sup>th</sup> but also realized that it did not give much time for preparation or community notification. The plan will be to communicate with the Chief and Abby Silver, who would be managing the CWPP piece of the meeting, to get their thoughts. May 7<sup>th</sup> was chosen because it is Wildfire Preparedness Day but there is nothing that ties us to that date if we would be better served to hold it later in the month. The advantage of waiting is that the new Board Officers will be in place.

Adjourned at 9:25 PM

Notes Taken by Alan Kirton

### **Board Meeting March 1<sup>st</sup>, 2022, 7:30 PM**

Meeting in person at Station 1

#### **Agenda**

**Review/Approve Minutes**

**Review/Approve Treasurer's Report**

**Review Chief's Report**

#### **Other Business**

1. In the last meeting there was a discussion about adding four Wildfire Specialists. The four firefighters are ex-JeffCo (retired) firefighters who need a sponsoring fire district in order to go out on dispatch. We should try to make a decision in this meeting as to whether we want to do add these firefighters. As we have recently seen, fire season has started and if SFPD is not going to sponsor them then they need to start looking elsewhere for a sponsoring district.
2. We had discussed having a community event on May 7<sup>th</sup> that would combine the introduction of the new engine with wildfire awareness and education. We had also discussed having fire extinguisher hands on training in the event as well and mural painting. By all indications we will be getting the new engine within a week so do we want to go ahead with the event.
3. We have gotten copies of the court orders for the exclusion of 6311 Sunshine Canyon and 390 Gold Run from Four Mile FPD. Alan Kirton will now file the court orders to include these properties into SFPD.
4. A wire transfer for the final payment to Rosenbauer for the purchase of 4505 has been made. The final payment amount was \$380,688 and the total amount for the engine, including chassis payment was \$506,896.
5. Sunshine Communications is transitioning away from Mailchimp to a distribution list that is maintained in our Google account. We need to be able to reliably send emails from the board to the

district. The proposal is that we use the [chairman@sunshine-fpd.org](mailto:chairman@sunshine-fpd.org) for sending these emails. It would also be good to have a separate account to send out general district communications such as CWPP related notices or community events such as chipping notices or the CommunityFEST. For that we could set up an email account named [SFPDComm@sunshine-fpd.org](mailto:SFPDComm@sunshine-fpd.org) for sending emails.

6. We were contacted by Four Mile FPD regarding a joint Community Wildfire Protection Plan between Four Mile FPD, Sugarloaf FPD, Gold Hill SFPD and Sunshine FPD. Chief Schmitt, Abby Silver and Alan Kirton had a Zoom call with Paul Dennison to discuss. Paul is the Fire Crew Supervisor and Wildland Coordinator for FMFPD. There are some paid resources that are available to help with the document and map creation. There are two factors regarding the timing of this. It is expected that within a year there will be a requirement to have a CWPP document that is less than 10 years old in order to get certain mitigation grants. SFPD's CWPP document is 9 years old and the other districts are already over 10 years old. The other factor is that we are finding that wildfire mitigation grants are requiring larger size projects (i.e. 100s not 10s of acres). Having a CWPP document that covers four districts would help in prioritizing and funding projects that were of that size. From a budget and planning standpoint Four Mile FPD was estimating \$5000 per district. Is the board willing to approve this expenditure?
7. Any other business?



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 04/12/2022

1. **New Truck Update:** Truck was visited last Friday and some minor issues were noted. These will be addressed before the pre-delivery inspection. Earliest estimate for the truck's delivery is later this week, latest estimate is the week after next as I will be gone next week.
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4. **Wildland Personnel available to SFPD:** Eric has done a lot of legwork to figure out the most feasible way to implement these firefighters into our department. I support it as long as the benefits for the department satisfactorily outweigh the extra work. As far as background checks go we would handle it like we generally do that if the firefighter was checked by the previous agency that we will accept that.
5. **Amazon Smile:** Do we have a status update on this?
6. **May 7 Event:** Any update on the May 7 event?

## Calls

We are in the process of re-establishing access and all calls from February, March and April will be listed at the meeting in May.