

**Minutes of the Regular Meeting of the Board of Directors of the  
Sunshine Fire Protection District  
May 10, 2022**

Call to Order

The meeting was held

The meeting was called to order at 7:50 PM and a quorum was established.

Attendance

Board Members Present: Alan Kirton, Jean Gatza, Cathy Shoenfeld, Dan Fischer, Dick Smith. John Bauer

Board Members Absent:

Others Present: Chief Michael Schmitt

Appointment of Officers

- Dan Fischer volunteered to remain as treasurer.
- Dan Fischer nominated Jean Gatza for Chair of the Board, seconded by Dick Smith, motion carried unanimously.
- Jean Gatza nominated Dick Smith as Secretary, seconded by Dan Fischer, motion carried unanimously.
- Alan committed to remaining active with the district regarding CWPP and pressurized hydrant project, among other projects.

Approval of Minutes

- Minutes from the April Board meeting were reviewed.  
MOTION: To approve Board Minutes as amended. Motion was seconded and carried unanimously, J. Gatza abstaining.

Treasurer's Report

- Treasurer's report was reviewed.  
MOTION: To approve Treasurer's Report. Motion was seconded and carried unanimously.  
Discussion included:
  - Board reviewed the checks, credit card charges, profit & loss budget vs actual and balance sheet.
  - Key items: final payment to Rosenbauer for the new engine; movement from First internet bank to give more cushion to the checking account; sale of 4502; new engine purchase higher than in estimates due to inspection expenses; total \$506K for new engine
  - Question was raised about what to include for fixed assets on the balance sheet regarding the new engine, does the total include all the equipment? Follow up action needed on submitting a total value of the truck to the insurance company. Alan will follow up with Henry and Michael to confirm the equipment that will be carried on the truck. Michael will follow up with insurance company.
  - Discussion of over-budget for engine but won't need the lease so that budget item will not be needed.

- Board members requested a spreadsheet out-lining all P&L categories – Alan will send it around with the location on google drive.
- Balance sheet – a question was raised about depreciating the engines over time. Would need to develop a schedule and framework for depreciation. Note to include this in a future board discussion.
- Follow up explanation of equity funds for the board at next meeting was requested.

MOTION: to approve the treasurer’s report was made, seconded and carried unanimously.

### Other Business

- Community Event – Date selected JUNE 18 later afternoon, 3-6 p.m. with purpose as community gathering, celebration and welcome of the engine.
- Topics for info other than new engine include: fire extinguisher training, CWPP, Checklist for evacuations, wall mural art project, info for new residents, community directory/communications sign-ups
- Board members discussed ideas for drawing people to the event including fire extinguisher training (perhaps Steve Waltman would participate), ability to recharge extinguishers, CWPP info and Q&A opportunity; raffle for ride up to gold hill in new truck.
- Planning should include: ensuring there are name tags, introductions to/for new residents. Pamphlets and info for all and perhaps packets for new residents.
- Include introductions to fire-fighters, expression of thanks for their commitment.

### Fire Chief’s Report – see attached

- New truck update, truck is delivered but supply chain issues and we are still waiting for a few items to put the truck into service.
- Training – all fire-fighters are completing their drive task book; 10 new fire-fighters since 2021 so it is a lot of work to get done. Deadline is June.
- Question about cost per new fire-fighter. Approx \$3000K if fully certified. Approx \$600 if wildland certified. Structure gear gets pricey. Amount of training is substantial. Pump training 10-14 hours.
- Rosenbauer training – presentation about general safety and hands-on training Saturday, May 14 from 9-4.
- There are a few minor issues on the truck that the technician will address. Mobile mechanic will come back on another date.
- County AMA agreement – is currently a hand-shake agreement. This will need to be signed by chair, chief and lawyer. With this as multi-agency agreement, some involve atty and others don’t. Neighbor districts use the same atty we do. Discussion of how this agreement might affect call volume for our district. Even with the agreement there is still the ability to stand-down so the chief thinks this will not substantially affect our number of volumes.
- Amazon Smiles – SFPD not 501c3; Michael will check with Sugarloaf – they may have a separate fund-raising group. Perhaps we can explore setting up a non-profit status for

the district to be able to fund-raise this way. There may be other grants that could be obtained.

- Calls – county got hacked in Feb. and we weren't able to generate call data. Michael sent call data in a separate spreadsheet. Board should review the data to know what is happening. If there are issues that arise, the chief will alert the board by email.

#### Other Business

- Discussion about concern about people in the canyon who appear to be unhoused, or people sleeping in vehicles in the area. Questions about what happens when the sheriff is called, non-emergency line. The Sheriff will come but there isn't much that can be done unless there is trespassing or a campfire or other illegal activity.
- Certified copies of the petitions for inclusion have been received. File with the County is the remaining step. Need to issue public disclosure documents by the end of the year. Need to file with DOLA by the end of the year.
- Communications – discussion of e-mail lists, purposes, options; importance of sending community messages BCC.
- Joint CWPP update with other districts. Alan signed the agreement. Abby and Alan will be working with the other districts to develop the plan. Will need to discuss having another board member liaison with CWPP.
- OTHER to-do items – log in to DOLA and provide the updated director lists. File the oaths of office.
- Alan has revegetated at the new cistern site and requested water on that about 1 time per week to get it established, approx. 6 weeks.

Adjourned at 9:59 PM

Attest: Richard Smith  
Richard Smith, Secretary

## **Board Meeting May 10<sup>th</sup>, 2022, 7:30 PM**

Meeting in person at Station 1

**Note: Any board members that are interested can meet the Chief at Station 2 at 7:00 to get a tour of 4505 (the new engine).**

### **Agenda**

**Review/Approve Minutes**

**Review/Approve Treasurer's Report**

**Review Chief's Report**

### **Other Business**

1. Oaths of office for Jean Gatza and John Bauer were dropped off at the Boulder County Clerk on May 5<sup>th</sup>. Based on their protocol, the documents will be recorded within one business day. We can safely assume that the oaths have been recorded by the meeting date so both Jean and John are "official" board members.
2. New Board Officers need to be appointed. Depending on appointments both the Chair and the Secretary positions may be open.
3. Discuss and confirm the date and time for the community event to show the new engine to the community. Also discuss other activities to be included in that event.
4. Petitions for the inclusion of 6311 Sunshine Canyon and 390 Gold Run were filed with the Boulder County District Court Clerk on May 4<sup>th</sup> by Alan Kirton. Once certified copies of the court order are sent back to the district then they will need to be filed with the Boulder County Clerk and the Assessor's Office. By year end a new district map will need to be filed with DOLA. A Public Disclosure Document with an updated map will also need to be filed with the Boulder County Clerk. Alan Kirton has agreed to work with whomever the board appoints to go over the process of producing and filing those documents. This is a year-end activity.
5. *This item is a carryover from the April Board Meeting.* 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 [chair@sunshine-fpd.org](mailto:chair@sunshine-fpd.org) for sending these emails. It might 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. Paul Denison of Four Mile FPD sent an agreement to Alan Kirton regarding the creation of the joint Community Wildfire Protection Plan between Four Mile FPD, Sugarloaf FPD, Gold Hill SFPD and Sunshine FPD. In the April board meeting the board had agreed to proceed with the joint CWPP document and approved expenditures up to \$5000 to produce the document. The agreement provided by Paul capped the maximum cost at \$1,706.25 for each of the districts. Alan Kirton signed the agreement on behalf of SFPD. Abby Silver and Alan Kirton are the two representatives from SFPD that will be working with Four Mile on the creation of the joint CWPP document. Signed agreement is attached.
7. Any other business?



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### Chief Report - Board Meeting 05/10/2022

1. **New Truck Update:** Truck has been received, but supply chain issues are causing the truck to be taken into service for another few weeks.
2. **New Truck Training:** We will have Rosenbauer representative visiting on Saturday that will provide an all day training for safe operation of 4505.
3. **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 I
4. **Amazon Smile:** I will try to get an answer from Sugarloaf on how they were able to sign up with Amazon as a non-profit.

## Calls

Please refer to the “2022 01-05 Calls” PDF that will be sent along with this report.