

**Minutes of the Regular Meeting of the Board of Directors of the  
Sunshine Fire Protection District  
March 14, 2023**

Call to Order

The meeting was held at Station 1.

The meeting was called to order at 7:32 PM and a quorum was established.

Attendance

Board Members Present: Jean Gatzka, Cathy Shoenfeld, Dan Fischer, Dick Smith, John Bauer

Others Present: Chief Michael Schmitt, Pat Noyes, Eric Bader

Approval of Minutes

- Minutes from the February Board meeting were reviewed.  
Dan noted a change: Keep the items purchased in separate spreadsheet. Will add that to the Feb minutes.

MOTION: To approve Board Minutes as amended. Motion was seconded and carried unanimously.

Review/Approve Treasurer's Report

- Checking: Starting to get property tax income. Global med charge was for training class. legal expense was for how to handle the payroll. Wildlife mitigation was for hazardous tree removal. Annual membership dues were paid to SDA. \$1.3K for grant preparation for regional radio application that was approved in Dec.
- Credit Card: Doors and locks for Station 2 were purchased. Annual license for QuickBooks software.
- P&L: Capital Equipment budget is good. Lots of expense for non-capital equipment. The Board needs to keep an eye on that. Need to create a grant writing services line item in the budget and will need to budget for that in the future.
- Update on fraud incident. Fraudulent attempts were made to access Wells Fargo and First Internet accounts. Dan was able to resolve this and make appropriate changes to account securities in terms of changing passwords, authorization, and to conduct continuous monitoring. The Board thanks Josh King for his help in resolving the fraud.

MOTION: To approve Treasure's report. Motion was seconded and carried unanimously.

Chief's Report

- 4505 is going into the shop next week. All items on the punch list are under warranty. Expected down time is 1 week.
- Board member Special District training. The Chief recommend that a member of the board take that training. The training is in regard to board member personal responsibility and liability. There also may be a handbook that we can download and distribute.
- The SFPD logo should be trademarked. Michael Johnson has volunteered to trademark our logo pro bono. Someone is making SFPD patches and selling them on line. There will be a fee to do the trademark and it will take 1-2 years to go through the process.

- The doors and locks for Station 2 have arrived. The contractor has been scheduled to install them.
- Don Dick left 15 % of his trust to the district. The Chief wants to make a commemorative plaque for Don and is looking for suggestions on what to put on plaque. Maybe gratitude from SFPD and the community.
- The Chief wants to train all firefighters on using Polygons. So that whoever shows up for a call can call it in to the County. These are predetermined area perimeters. They are aligned with the predicted water & fire flow directions. Every district has 1 or more of them. They are used for evacuation warnings so don't have to give street names. SFPD is in polygon 45A. They use the tablets in the trucks to determine where they are and in what polygon.
- The Chief asked about the status of setting up a 501c3. It has yet to be followed up. Jean and Kathy will check with Allison Shetter to see if she is willing to set that up. It would be used for organizations who want to make donations but need a 501c3 to be able to do that. Boulder Mountain has one setup. We can use them for guidance.
- Wish list confusion. Need to have it as a stand-alone list to let community members know what is needed and then what was purchased.

#### Other Business

- Election cancellation  
We need to pass a resolution cancelling the election and to publish and file the results to the appropriate venues.

MOTION: A motion was made to pass resolution 2023-01 to cancel the 2023 election and declare the 3 self-nominated candidates (Richard Smith, Daniel Fischer, and Pat Noyes) as elected members to the SFPD Board. The motion was unanimously approved.

- Firefighter Appreciation Dinner – Starts at 5:30 Wednesday March 15. All board members are welcome and encouraged to attend. Emily Gebhart has done a great job organizing that.
- Contract Firefighter Program, changes to procedures, status  
Thanks to everyone for quick response after e-mail information Jean sent on Feb. 26 about changes to the program (i.e. contracting for invoicing, monthly payroll). In the meantime, Chief, Dan and Jean met with PJ Tillman who we have contracted with to do the billing. She helped answer many questions and gave us advice on setting up our system. She suggested a new look at our rates and what we need to submit for Cost-of-Living adjustments. Jean suggested that we consider a motion about the change from paying when we receive funds to a monthly payroll, as advised by our attorney. It was also recommended that we don't wait to do the payments. PJ Tillman will be handling the payroll for any of the contractor Firefighters that want to be paid that way. MOTION: A motion was made to change from paying the contract Firefighters when we receive funds to a monthly payroll. The motion was seconded and passed unanimously. Dan found information regarding what a Cost-of-Living adjustment should be for our locality. This is needed to finalize the pay rates for the contract Firefighters. The amount will be 28.9% above the national average. That number is for the City of Boulder. We had been using a factor of 1.4. A question was raised whether we need to add the Federal unemployment tax at well.

- Boulder County Commissioners Town Hall – Thursday, March 16 at 5:30. – everyone is encouraged to attend. They will be coming with a presentation and then will take questions.
- CWPP update, Meeting March 21 via Zoom - all are encouraged to attend
- Exploration of Long-Range Options

Jean indicated that she would like to have a 10-yr strategic plan. There are a lot of questions about what we could do. Alan has a capital plan and an analysis had been done on purchasing 4505. Chief mentioned Boulder County requirement for dual band radios by certain date. Bunker gear needs to be replaced from time to time. The gear expires after 10 yrs. These are on-going expenses. 4501 is 20 yrs old this year. We need to consider replacing it and to research what other issues that need to be addressed. What are the options, the priorities, and then need to decide how to proceed. Should define the limits of a plan and include thoughts on where the District community will be in the foreseeable future. Perhaps we could invite Alan Kirton to give a presentation on past strategic plans. Pat Noyes has volunteered to lead the committee.

MOTION: A motion was made that we form a strategic planning committee. The motion was seconded and approved.

MOTION: A motion was made to move the SFPD Board Meeting permanently to 6:30 pm. The motion was seconded and approved.

- Website update: Eric Bader designed and hosts the web site. There is no cost to the district. There is a need for the web site to be more dynamic. There is a company (StreamLine) whose business is to setup web sites for Special Districts. They make sure the sites are compliant with rules and accessibility. It would be a better way to keep the community informed. However, there is a monthly fee of about \$100. Comments from Board members questioned whether the return would be worth that level of expenditure. The Chief mentioned that Michael AbiEzzi has experience in that area and might be interested in helping update and hosting the website.
- John proposed that we establish 2 committee chairs, one for fundraising and a second for community events. He proposed that these chairs would report to the Board and that the process be formalized by the Board. This would require defining what the roles would be for those Chairs. Each chair would then setup their own committee. Board members will consider how to define the roles of these positions and discuss the topic further at the next Board meeting.

The meeting was adjourned at 9:50 PM

**Attest:** Richard Smith  
Richard Smith, Secretary

Attachments: Chief's Report, Resolution 2023-01, Don Dick Revocable Trust.

## Agenda

### **Review/Approve Minutes**

### **Review/Approve Treasurer's Report**

- Update on fraud incident. Huge gratitude to Dan for all your work to resolve this and make changes. We recognize this has been a huge lift and on-going hassle to change passwords, authorization, and continuous monitoring. THANK YOU

### **Review Chief's Report**

- Michael mentioned to me that he has information for us on Board Member training offered through the special district association. I think this will be good for us.
- Other items

### **Other Business**

- Election cancellation
  - We will need to pass the resolution cancelling the election and then publish and file the results to the appropriate venues. See attached for draft resolution (I'll bring a final to the meeting).
- FF Appreciation – 5:30 Wednesday March 15. All board members are welcome and encouraged to attend.
- Contract FF Program, changes to procedures, status
  - Thanks to everyone for quick response after e-mail information I sent on Feb. 26 about changes to the program (i.e. contracting for invoicing, monthly payroll). In the meantime, Chief, Dan and I met with PJ Tillman who we have contracted with to do the billing. She helped answer many questions and gave us advice on setting up our system. I think we should consider a motion about the change from paying when we receive funds to a monthly payroll as advised by our attorney.
  - We need to confirm a Cost of Living Adjustment. Dan found information on this and will share it at the meeting to confirm. This is needed to finalize the pay rates for the FFs.
- Boulder County Commissioners Town Hall – Thursday, March 16 – everyone encouraged to attend (yay – 3 nights in a row at Station 1)
- CWPP update, Meeting March 21 Zoom - all encouraged to attend
- Exploration of Options for Chief/FF Benefits, Pension Plan, Stipend, Salary
  - We started the discussion of the pension fund last year and did not take action. Based on recent discussions around exploring options to make the chief position more sustainable than a volunteer position, I would like the board to discuss if there is support and volunteers to work doing some research on this and what that might include. It seems many of us don't have a sense of what other depts do or what our options might include and it would be good to have more information. If there is



interest, I suggest a subcommittee and welcome your thoughts and energy

- Ending the COVID Declaration of Emergency – Anticipated by the Biden Administration and Gov. Polis for Early May. We will need a resolution as well.
- Anything else?



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 03/14/2023

1. **4505:** Will go back to shop next week to get a punch list taken care of. Expected time is 1 week.
2. **Board Member Special District Training:** Recommend a member of the board to take a look at what training may be required for board members. A number of districts have started making some a requirement.
3. **SFPD Logo Trademark:** Our logo occasionally gets found at different places online. I have asked Michael Johnson to take steps to trademark our logo. There will be a fee associated with it and the process will take 1-2 years. He will do the work pro bono.
4. **Station 2 Doors:** Doors and locks have arrived. The contractor is 3 weeks out to do the work.
5. **Don Dick:** Paperwork from his trust has been received, and both Dan and I have requested a report.
6. **Don Dick:** We had previously talked about a commemorative plaque with Don's name for his time as a firefighter and board member of the department. I need suggestions of what to have written on it, and its size.
7. **Polygons:** We are going to train all firefighters on the use of Polygons in Boulder County. We are changing the structure where we used to just have Officer level members call in for an evacuation. This was the standard across the County, and some are still using that. We find that with the likelihood of non-Officer members showing up that it warrants and update of the procedure. We will have 2 firefighters confirm a polygon with each other before calling dispatch to evacuate an area or region, and we will still have a single officer being able to call it in. This is one reason why we needed tablets in our engines and already have two, in 4532 and 4505.
8. **501c3:** Do we have a plan to continue the progress on this? Any help I can find for us? We keep missing opportunities and this should be a priority.
9. **Wishlist:** Some of the items from the wishlist have been purchased. Would like clarification as I received confusing messaging.

# Calls

Phone P/U	Problem	Incident Number
1/19/2023 07:10:46 AM	FICONR-Controlled Burn	BCFD230119-000751
1/21/2023 10:26:22 AM	FICONR-Controlled Burn	BCFD230121-000835
1/22/2023 08:28:33 AM	FICONR-Controlled Burn	BCFD230122-000865
1/27/2023 05:00:07 PM	FICAMR-Illeg/Unattend Campfire	BCFD230127-001089
2/16/2023 07:07:11 AM	FICONR-Controlled Burn	BCFD230216-001872
2/18/2023 06:10:48 PM	UNACCR-Unknown Injury Accident	BCFD230218-001980
1/15/2023 03:03:32 PM	UNACCR-Unknown Injury Accident	BCFD230115-000601
1/18/2023 09:55:54 AM	FICONR-Controlled Burn	BCFD230118-000720
1/18/2023 12:01:28 PM	FICONR-Controlled Burn	BCFD230118-000725
1/18/2023 06:37:08 PM	FIWILR-Wildland/Grass Fire	BCFD230118-000740
1/19/2023 09:12:09 AM	FICONR-Controlled Burn	BCFD230119-000755
1/20/2023 02:43:50 PM	FIALRSR-Residential Fire Alarm	BCFD230120-000806
1/23/2023 10:30:43 AM	FIASSR-Fire Assist	BCFD230123-000927
1/23/2023 01:44:44 PM	EMSR-Medical Call	BCFD230123-000941
1/29/2023 07:35:31 AM	FIALRSR-Residential Fire Alarm	BCFD230129-001148
2/14/2023 04:30:13 PM	FIASSR-Fire Assist	BCFD230214-001800
2/17/2023 03:15:48 PM	zChest Pain (AE/EE)	BCFD230217-001940
2/20/2023 11:52:26 AM	FINONR-Fire Non Structure	BCFD230220-002047
3/1/2023 01:41:03 PM	zFall (AN/EN)	BCFD230301-002393
3/8/2023 05:45:56 PM	zBleeding (AE/EE)	BCFD230308-002662
3/8/2023 10:15:23 PM	FICAMR-Illeg/Unattend Campfire	BCFD230308-002669
3/9/2023 08:41:01 PM	FICAMR-Illeg/Unattend Campfire	BCFD230309-002706
3/10/2023 01:11:10 AM	zSick (AE/EE)	BCFD230310-002710
3/11/2023 04:37:00 PM	RELOSR-Rescue Lost Party	BCFD230311-002772
1/15/2023 09:09:16 AM	FICONR-Controlled Burn	BCFD230115-000586

1/25/2023 02:18:23 PM	FIINFR-Fire Information	BCFD230125-001021
2/5/2023 09:09:15 AM	FIINFR-Fire Information	BCFD230205-001432
2/16/2023 10:28:39 AM	FIINFR-Fire Information	BCFD230216-001888
2/20/2023 01:27:31 AM	FIASSR-Fire Assist	BCFD230220-002025
2/24/2023 09:45:14 AM	FIINFR-Fire Information	BCFD230224-002198
3/11/2023 05:08:23 AM	INACCR-Injury or Rollover	BCFD230311-002742
3/12/2023 09:20:55 AM	FICONR-Controlled Burn	BCFD230312-002801
1/12/2023 11:36:19 AM	zFall (AE/EE)	BCFD230112-000470
1/12/2023 08:00:42 PM	zStroke (AE/EE)	BCFD230112-000493
1/15/2023 07:56:19 AM	EMSR-Medical Call	BCFD230115-000585
1/17/2023 06:52:46 PM	FIALRSR-Residential Fire Alarm	BCFD230117-000699
1/26/2023 07:23:51 AM	zCardiac/Resp Arrest (AE/EE)	BCFD230126-001040
2/15/2023 09:44:22 AM	FICONR-Controlled Burn	BCFD230215-001838
2/15/2023 06:11:06 PM	UNACCR-Unknown Injury Accident	BCFD230215-001858
3/1/2023 01:46:39 PM	UNACCR-Unknown Injury Accident	BCFD230301-002394
3/7/2023 01:46:38 PM	FIALRSR-Residential Fire Alarm	BCFD230307-002605

**CANCELLATION OF ELECTION and  
DECLARATION DEEMING CANDIDATES ELECTED  
BOARD OF DIRECTORS RESOLUTION**

§1-13.5-513, C.R.S.

Sunshine Fire Protection District,  
Boulder COUNTY, COLORADO

WHEREAS, the Board of Directors of the District is authorized to cancel the election by resolution and declare candidates elected at the close of business on the sixty-third day before the election to be conducted on May 2, 2023; and

WHEREAS, the Board of Directors has duly certified that there were not more candidates for director than offices to be filled, including candidates filing affidavits of intent to be write-in candidates,

Now, THEREFORE, pursuant to 1-13.5-513, C.R.S., the Board HEREBY cancels the regular election to be conducted on the 2nd day of May, 2023 by formal resolution and

THE BOARD DECLARES THE FOLLOWING CANDIDATES ELECTED FOR THE FOLLOWING TERMS OF OFFICE:

Daniel P. Fischer	6320 Sunshine Canyon Dr., Boulder, CO 80302	4 years, until May 2027
Richard L. Smith	4350 Sunshine Canyon Dr., Boulder, CO 80302	4 years, until May 2027
Pat Noyes	1566 County Rd.83, Boulder, CO 80302	4 years, until May 2027

Signed by: \_\_\_\_\_ (Board Chair's signature) \_\_\_\_\_ (Date)

Contact Person for the District: \_\_John Bauer, DEO\_\_

Telephone Number of the District: \_\_303-786-7731\_\_

Address of the District: 311 County Road 83, Boulder, CO 80302



February 18, 2023

Sunshine Fire Protection District  
311 County Road 83  
Boulder, CO 80302

**Re: The Donald Edward Dick Revocable Trust**

Dear Beneficiary:

I regret to inform you that Donald Edward Dick has passed away on January 15, 2023. Mr. Dick named you as a beneficiary of his trust.

The Colorado Uniform Trust Code provides that when a revocable trust becomes irrevocable by reason of the death of the Settlor, the Trustee must give notice of the fact to each beneficiary of the trust and to the heirs of the Settlor.

This notice pertains to the following:

The Settlor of the Donald Edward Dick Revocable Trust was Donald Edward Dick. Upon his death on January 15, 2023 the trust became irrevocable. The original trustee of the trust was Donald Edward Dick and the current acting trustee is now Leigh Teichman, Align Fiduciary Services, LLC.

The trust was executed on June 28, 2018, the principal place of business for the administration of the trust is: PO Box 150, Lafayette, CO 80026 and the phone number is 303-717-7195 for all matters relating to the trust.

As beneficiary of the trust, you have the right to request portions of the trust that describe or affect your interests from me as trustee. In the interest of transparency and efficiency, a description of your interest is:

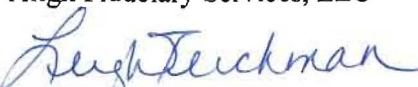
Sunshine Fire Protection District	Boulder, Colorado	15%
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You also have the right to a trustee's report at least annually and upon termination of the trust. This report includes information concerning trust property, liabilities, receipts, and disbursements, as well as a listing of trust assets and, if feasible, their respective market values.

I will proceed with administering the trust expeditiously and provide necessary reports, as described above. Please contact me at [leigh@alignfiduciary.com](mailto:leigh@alignfiduciary.com) or 303-717-7195 with any questions or concerns.

Very truly yours,

Align Fiduciary Services, LLC

  
Leigh Teichman