

**Minutes of the Regular Meeting of the Board of Directors of the Sunshine Fire Protection  
District  
April 11, 2023**

Call to Order

The meeting was held at Station 1.

The meeting was called to order at 6:33 PM and a quorum was established.

Attendance

Board Members Present: Jean Gatza, Cathy Shoenfeld, Dan Fischer, John Bauer

Others Present: Deputy Chief Henry Ballard, Fire Marshall Michael Johnson, Pat Noyes (via teleconference), Stephanie Nuzzi, Nicole Esplin

Approval of Minutes

- Minutes from the March Board meeting were reviewed and approved.

Review/Approve Financial Report

Dan Fischer reviewed March financials

- Audit will not be completed until after tax season. Auditor will include depreciation on our capital assets
- MOTION: Motion to approve financials approved unanimously

Stepanie Nuzzi will be assisting Dan using Quickbooks to handle payroll for firefighters

- Quickbooks payroll function desktop version no longer supported after May 31. Need to convert to online version. As a nonprofit the annual foundation cost is \$75 annually vs. small business fee of \$85 x 12 months. This is another good reason to have a non-profit designation

Non-Profit Formation

Cathy provided update on the establishment of the nonprofit *Sunshine Fire Fighter Foundation*.

- Foundation to support education, training, firefighting.
- Need to complete the establishment of 501 3-c nonprofit status with separate board.
- Cathy suggested setting up the Foundation bank account with ANB Bank vs. Wells Fargo to keep the two organizations clearly separate.
- Application has been submitted to IRS.
- Articles filed with CO state.
- Next steps - secure non-profit status. Have tax ID number, but not yet clearly tax exempt. Cathy trying to resolve.

## Chief's Report

- Michael Johnson will submit two SFPD Logo's for trademark registration that will protect us from illegal usage of the marks for T-shirts or other commercial usage. Cost to be approximately \$200.
- Commemorative plaque names and rationale. Need a process for nominating and selecting those names. John suggested that nominees be reviewed and approved by Board resolution. Detailed info could be sourced from the community and posted on the SFPD website with brief recap on plaque.
  - Dan - asked whether there should there be a separate plaque honoring all past Chiefs back to 1969. There was general consensus that a second plaque was a good idea, but no resolution was put forth.
  - John agreed to take charge of the process that will lead to the two plaques. He will speak with the Chief about next steps.
  - Discussion about submitting a story to The Daily Camera once names and rationale are finalized.

## **Other Business**

### **Cistern Plan**

Michael Johnson reviewed progress on the cistern plan. A meeting was held in January to review current plan and opportunities. Information was gathered and shared on the current plan, alternate plans, views. Paul Hourihan is working with Michael Johnson on the proposal. Water supply and cistern plan was promised by February but delayed. Michael said a proposed plan for discussion could be submitted to Board before next meeting in May

### **CWPP Meeting Review**

Project plan was sent to Board before meeting. Is Whispering Pines cistern the next priority? What about the fire hydrant on CR 83?

The Board noted the obvious overlap of efforts by Michael Johnson's team and the CWPP. The Board recommended that both teams meet and reach consensus before reaching a recommendation for the Board. The Board agreed that the presentation should be delayed until then.

CWPP Project plan reviewed and approved by Board.

### **Chairpersons for Fundraising and Special Events Committees.**

John Bauer briefly reviewed his resolution for creating two standing committees for Fundraising and Special Events to be led by chairpersons approved by the Board. The positions would both start in June and continue for a period of one year.

Jean suggested Linda Molenue and Jen Lansky as possible leaders for fundraising. The fundraising team would need to put together a 2024 proposal by October or November to be included in the 2024 budget.

The resolution as numbered #2023-02; Dan moved, Kathy seconded, approved unanimously.

### **Strategic Plan Committee**

Pat Noyes shared an outline for the Strategic Plan. Next steps will be to recruit volunteers for the team with an outreach to our community. Pat will chair the committee. She needs to finalize the number of persons on committee and subcommittees; recommended 5-9 persons for main committee. (Initial outline attached.) Plan timeframe? Possibly by end of calendar year. Pat to submit deliverables timetable to Board.

### **Firefighter Appreciation Event**

Firefighter appreciation event on March 15 went well; 12-15 firefighters attended. Food prepared by the community and the gift cards were very much appreciated.

**Commissioner's event** on March 16 also went well, with approximately 40 members of the community attending.

### **Grant Writing**

Our grant writing volunteer, Nicole Esplin, also attended meeting. Her first grant proposal for \$20K, for five sets of bunker gear, was not approved, but she will be submitting for two additional grants by the end of the year.

Move to adjourn 8:08 PM

Attest: John Bauer, Board Member

*Richard Smith*

Richard Smith, Secretary

Attachments: Chief's Report, Resolution 2023-02





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### Chief Report - Board Meeting 04/11/2023

1. **4505:** Still out of service. The dealership is waiting for a component to get back from warranty repair.
2. **New Truck/Replacement for 4541:** This is the replacement truck for the old 4541. This truck will give us several advantages. It will be our most offroad capable vehicle, an area where we are lacking, and it will be a really good compliment to our existing fleet. There are different discussions floating around to see if we can use this as a winter time structure fire response vehicle as well, since we have a lot of driveways that don't get plowed and access is challenging with our other trucks. I will attach pictures to the email.
3. **SFPD Logo Trademark:** Marshal Johnson can elaborate, but effectively the cost for the two logos that we have is \$500.
4. **Station 2 Doors:** 1 Door has been installed. There was a challenging situation with the contractor who was not skilled enough to perform the work to our standards. Our own people have taken on the project and one door is in and the other one will be installed soon.
5. **Station 1 Thermostat:** A Nest Thermostat has been installed. We can now remotely change the temperature, for a meeting or training for a example, and not have to resort to heating up the station a day or two in advance. This will over time save energy cost as we will leave the station at about 50 degrees most of the time. It also has a feature where it notifies Henry and myself if the temperature drops below a preset threshold. This is particularly important for the truck that is in the station, but obviously for the station itself as well.
6. **501c3:** I was hoping for an update, or offer any help that is needed.
7. **Fire Academy Graduate:** Firefighter Powlison has gone through academy and will graduate April 17. Because I am out of town Marshals Johnson and Hourihan as well as officer Sevian will attend in my place.
8. **Commemorative Plaque:** If anyone could take over this project, that would be great. I do not have time to do the research needed to include the requested information and we do not have a lot of records that would make that easy since much of it got burned. So it is something that a person needs to take on that can take ownership of it getting done right. I do agree that the extra info would be nice to have, I just can't do it.

## Calls

<b>Incident Number</b>	<b>Problem</b>
BCFD230319-003107	FISMOR-Smoke Report
BCFD230327-003415	FICONR-Controlled Burn
BCFD230405-003773	FICONR-Controlled Burn
BCFD230406-003843	FIWILR-Wildland/Grass Fire
BCFD230317-003014	FIASSR-Fire Assist
BCFD230324-003283	FICONR-Controlled Burn
BCFD230407-003864	zBreathing Problem (AE/EE)
BCFD230409-004019	FIWILR-Wildland/Grass Fire
BCFD230315-002923	INACCR-Injury or Rollover
BCFD230404-003739	FICONR-Controlled Burn
BCFD230407-003915	FICONR-Controlled Burn
BCFD230409-003993	FICONR-Controlled Burn
BCFD230327-003427	zSick (AE/EE)

**SFPD Board Resolution 2023-02**  
**Passed April 11, 2023 by the SFPD Board of Directors**

It is hereby resolved that the Sunshine Fire Protection District Board of Directions create two ongoing positions to support the District. The positions shall be filled by volunteers outside the Board and be selected and approved through a majority vote of the Board.

**Special Events Chairperson**

This individual shall recruit, organize and lead a group of volunteers, (a committee), to plan and execute special events within the district for each calendar year. The Special Events Committee shall be responsible for planning a calendar of events for the district throughout the year. The committee shall plan all details for each event, including the event goals, description, date, location, budget and other details. The Chairperson shall meet periodically to review the plan with the SFPD Board and to seek funding for each event. The committee shall recruit additional volunteers to execute each event as needed. The committee will work with the Board to publicize each event through the SFPD website, social media and community forum.

Following each event, the Chairperson shall report on the results of the event including the number of attendees, total expenditures and overall success vis a vis the event goals. Reports shall be made publicly available to the District through the SFPD website.

This position shall be in place for 12 months beginning in June of each year. An announcement for the opening, with this description, shall be made public to the community. Candidates shall self-nominate and be reviewed and selected by the SFPD Board of Directors.

**Fundraising Chairperson**

This individual shall recruit, organize and lead a group of volunteers, (a committee), to manage fundraising efforts within the district. The Fundraising Committee shall set goals for fundraising each year for the district and develop a strategy and plan to achieve that goal. Plans may include a "Go Fund Me" campaign, coordinating fundraising events with the Special Events Committee, developing language and communications for the district through the district's website and forum, and more. The plan should include specific dates and events and goals for each event to achieve the fundraising objectives.

The Fundraising Chair shall present the objectives and plan to the SFPD Board for approval at the beginning of each calendar year so that the funds may be included in the District budget. The Chair shall also prepare and present progress reports throughout the year at regular District Board meetings. Such reports shall be made publicly available to the District through the SFPD website.

This position shall be in place for 12 months beginning in June of each year. An announcement for the opening, with this description, shall be made public to the community. Candidates shall self-nominate and be reviewed and selected by the SFPD Board of Directors.