

Minutes of the Regular Meeting of the Board of Directors of the Sunshine Fire Protection District

July 11, 2023

The meeting was held at Station 1.

Call to Order

The meeting was called to order at 6:30 PM and a quorum was established.

Attendance

Board Members Present: Jean Gatza, Dan Fischer, John Bauer, Pat Noyes

Absent: Dick Smith (Excused), Chief Michael Schmitt

Others Present: Assistant Chief, Henry Ballard

Approval of Minutes

- Minutes from the May Board meeting were reviewed.

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

Financial Reports

- Dan reviewed the financial reports through June
- Discussion - *Unbudgeted Expenses*
 - Need a process for prioritizing unapproved and emergency purchases. That could be applicable to specific categories for purchases.
 - Michael purchased a subscription for the IAMResponding App that allows us to see who is responding to area calls and helps to coordinate resources.
 - The \$860 purchase was unanticipated, was not budgeted and was not reviewed and approved by the board. Group agreed that this was a significant expense that should have had board approval.
 - We need a spending policy to put a limit on expenses that have not been reviewed and approved by the board.
 - Pat - offered that there is a Purchase Order Request option in Quickbooks. That might be one way to formalize requests
 - Pat - purchase restriction for anything more than \$200?
 - Henry - suggested that purchases for fuel and emergency truck repairs be exempted.

- Dan will put together a proposed policy and process for review by the board before the next meeting.
- Training sessions food costs are high - need to plan and budget for an amount per meeting. Work with volunteers to get estimates and budget for 2024.
 - Separate actual costs for training from food expenses for training sessions. Henry noted that training costs go up and down based on specific individuals taking classes either locally or in Salida.
- Need to resolve Michael's reimbursement for personal vehicle refueling - that is not legal and could be a problem in an audit. Jean will have a discussion with Michael about options and policy and review at August meeting
- PPE expense will hit in 2025 - all must be replaced at the same time. Being addressed in the strategic plan
- Dan moved that we should give Stephanie O'Hearne access to Quickbooks by making her officially Deputy Treasurer. Checked with insurance regarding adding an employee no issue.

MOTION: to make Stephanie O'Hearne Deputy Treasurer. Seconded and carried unanimously.

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

Chief's Report

- 4501 had a collision with a parked car during the July 4 parade. Significant damage to car - not to truck.
- Chief's report attached

Other Business

- Strategic Plan update - Pat Noyes, Committee Chair
 - Group had a good meeting on July 27.
 - Responsibilities were divided up and assigned: Financial Priorities, Service Priorities, Organization Structure and Staffing, Apparatus.
 - Working on ideas on how to engage the community in the process. Plan to have a table set up at the Community Fest in September to show and tell the committee's progress and to build awareness in the community.
 - Meetings will continue to be held the first Tuesday of each month. August 1 is the next meeting and will be a planning and work session.
- Communications Director Role
 - John Bauer to take on the position
 - John circulated a document on the position's roles and responsibilities (attached). A motion was made and accepted to approve the motion
 - John to work with Pat regarding new household information and master list.
- *Communications Policy* for the district was updated by John. Jean to circulate for board review before the next meeting
- Fundraising Chair position

- Still trying to finalize this leadership position. Yetta Lee is still considering taking the role
- Conclusion of district State of Emergency Declaration
 - It is necessary for the district to formally end the Covid State of Emergency that was imposed in 2020 in order to qualify for some funding.
 - Jean to put together a document that can be formally approved by the board and become part of the public record.
- 2024 Budget
 - A committee to draft the 2023 budget should be formed by September
 - Dan to lead the committee and kick-off at the August board meeting
 - It was noted that a 2023 ballot measure could significantly reduce 2024 revenues; budget committee needs to plan two levels of budget in the event that the ballot measure passes

The meeting was adjourned at 8:11 PM

Attest:

John R. Bauer, Board Member, substituting for Richard Smith, Secretary

Attachments: Chief report, Communications Director Roles and Responsibilities

Filed by: Richard Smith
Richard Smith, secretary



Sunshine Fire Protection District
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www.sunshine-fpd.org

Chief Report - Board Meeting 07/11/2023

1. **CPR Class:** We have scheduled the first CPR class. It was filled up by lunch the next day and others are put on a waiting list.
2. **4545:** Installations have been completed on the truck. We are only waiting for booster reel hose that has been ordered and should arrive in the next two weeks.
3. **Gold Hill 4th of July Accident:** A fender bender occurred before the parade, while 4501 was driving down Main Street in Gold Hill. Insurance has been informed and steps are taken to take care of it.

Calls

Incident Number	Problem	Key Details
BCFD230514-005598	zFall (AE/EE)	77 YOM C/B FALL HIT HEAD, ALTERED
BCFD230519-005822	FIODOR-Odor Inv Outside	SMELL OF GAS OUTSIDE RESIDENCE
BCFD230530-006306	RETECR-Rescue No Amb Access	HIKER WITH POSS BROKEN ANKLE
BCFD230527-006197	zUnconscious/Fainting (AE/EE)	82YOF C/B POSS BLOODPRESSURE ISSUE
BCFD230529-006252	FIASSR-Fire Assist	TRAFF CONTROL FOR SEMI
BCFD230529-006268	INACCR-Injury or Rollover	VEH VS CYCLIST

BCFD230531-006337	FIALRSR-Residential Fire Alarm	ALARMING / NO SMOKE/NO FLAMES
BCFD230613-006860	FIWILR-Wildland/Grass Fire	POSS GRASS FIRE / RP SAYS HE SEES FLAMES
BCFD230613-006862	FICONR-Controlled Burn	DONE IN 1 HR
BCFD230705-007796	FICONR-Controlled Burn	BEFORE LUNCH
BCFD230511-005501	FISMOR-Smoke Report	SMALL COLUMN OF WHI SMOKE
BCFD230511-005524	INACCR-Injury or Rollover	WHT SUV VS BARRIER/BLOCKING ROADWAY
BCFD230513-005597	zChest Pain (AE/EE)	57 YOM C/B CHEST PAIN
BCFD230519-005792	FICONR-Controlled Burn	WCWD
BCFD230519-005794	FIASSR-Fire Assist	
BCFD230519-005815	INACCR-Injury or Rollover	TRUCK VS TREE//AIRBAGS
BCFD230612-006851	FISMOR-Smoke Report	10MIN AGO SAW PLUME SMOKE TOP OF 4 MILE CANYON
BCFD230614-006912	zFall (AE/EE)	UNK M C/B BROKEN ANKLE
BCFD230616-006999	REWATR-Water Rescue	15 AGO/KAYAKER SIDEWAYS DOWN RIVER
BCFD230617-007036	FICONR-Controlled Burn	WCWD
BCFD230618-007063	zFall (AE/EE)	68 YOM C/B FELL 10-15FT HEAD INJ
BCFD230618-007079	FIASSR-Fire Assist	TEAM LEADER CALL 516 303-817-6247
BCFD230621-007196	FIASSR-Fire Assist	2ND TONE / CHILD LOCKED IN CAR
BCFD230621-007220	zBack Pain (AN)	40YOF W/ BACK & ABDOM PAIN C/B
BCFD230704-007761	EMSR-Medical Call	F W/ LACERATIONS
BCFD230706-007848	FIALCMR-Commercial Fire Alarm	ZONE 3 - SMOKE UNIT 3B HALL
BCFD230514-005602	FICONR-Controlled Burn	CEREMONIAL BURN UNIL 1300 WCWD
BCFD230516-005687	FIINFR-Fire Information	FIRE DRILL
BCFD230610-006743	INACCR-Injury or Rollover	MC ACCIDENT / SLID OUT / UNK INJ

BCFD230611-006782	FICONR-Controlled Burn	TIL 1500
BCFD230615-006957	zOverdose/Poisoning (AE/EE)	83 YOF C/B REACTING TO MJ EDIBLES
BCFD230621-007198	FICONR-Controlled Burn	UNTIL 1600
BCFD230630-007588	INACCR-Injury or Rollover	SIL SUB CROSSTREK VS BICYLIST- INJ
BCFD230703-007714	EMSR-Medical Call	M HAVING STROKE // 3RD HAND TO RP
BCFD230704-007741	FIINFR-Fire Information	PANCAKE BREAKFAST ON FTAC 9
BCFD230710-007983	FIASSR-Fire Assist	STAGE//LOCK OUT
BCFD230707-007886	UNACCR-Unknown Injury Accident	WHI SD VS TREE?
BCFD230528-006225	FICONR-Controlled Burn	FIRE RING WCWD
BCFD230608-006674	zFall (AN/EN)	55 YOF C/B FELL//LARGE HEMATOMA
BCFD230610-006763	FICONR-Controlled Burn	CAMPFIRE
BCFD230624-007341	FICONR-Controlled Burn	BONFIRE/WCWD
BCFD230627-007438	zSick (AN)	81 Y/O M DIZZY
BCFD230629-007521	UNACCR-Unknown Injury Accident	VEH POSS DROVE OFF RD
BCFD230519-005818	FISUPR-Fire Support (BES)	***FRRD*** FOR POSSIBLE MISSION

Sunshine Fire Protection District
Communications Director
Roles and Responsibilities
DRAFT - July, 2023

The role of the Communications Director shall be to oversee all formal communications for the district and to support general communications that inform and connect its residents.

Responsibilities shall include, but not be limited to, the following:

- Drafts and publishes official announcements for the district as they pertain to board activities and decisions.
- Publishes official announcements in local media regarding required legal notifications of the board and its proceedings including elections, budgets, etc.
- Manages the official SFPD resident lists that support:
 - The Sunshine Directory of resident street addresses, phone numbers and email addresses.
 - The SFPD Board notifications email list
 - The SFPD Fire Chief notifications email list
 - Access to the Sunshine Community Forum
- Registers new Sunshine residents for the official lists and removes residents who leave the district.
- Supports communications by the board chair to the community.
- Supports communications by the fire chief regarding public safety announcements to the community.
- Supports the committee chairs for communications related to special events and fundraising activities.
- Manages content on the official SFPD website.
- Oversees the writing and publication of the Sunshine biannual community newsletter.
- Oversees the annual publication of the Sunshine Resident Directory.
- Monitors the Sunshine Forum content for suitability and compliance with forum rules regarding commercial, political or hateful content.
- Is the official contact person for any media inquiries to the district.