

CLVFD
BUSINESS MEETING
MINUTES
JANUARY 7, 2016

Call To Order:

- The meeting was called to order at 1810 hours by Chief, Marian Kelly.

Attendance:

- There were 13 CLVFD members in attendance, and two visitors (Brenden Hill, Mike Biló)

Previous Meeting's Minutes:

- A motion was made by Jim Kubichek and seconded by Jody Sandquist to approve the minutes from the December 3, 2015, meeting. The motion was approved.

Personnel

- Two potential new members were introduced at the meeting. Brenden Hill, a firefighter/paramedic with 20 years of experience who works for the City of Thornton stated that he is willing/able to contribute his days off to helping CLVFD. Mike Biló is retiring from South Metro Fire Department as a paramedic with 30 years of experience. Mike has been working on securing alternative revenue sources for South Metro and expressed a willingness to help CLVFD, along with his EMS experience, in this area. Mike will be transitioning to full-time Crystal Lakes' residence over the next two years. Both Brenden and Mike were greeted and encouraged to pursue CLVFD membership.

Grants/Equipment

- Jim Kubichek announced that both the FEMA and State grant requests were due the week of January 11-16. CLVFD PEE through both grants.
- Jim Kubichek announced that the VSR grant 50/50—the old CSFS grant—request is due in January. The maximum award is \$10,000. CLVFD will be asking for a port-a-tank, wildland jackets, and wildland firefighter air filters.
- The new diesel cans are full and stored in the station work room.
- Support 1 is difficult to start. Members discussed the issue and possible methods to help start Support 1 in cold weather.
- Monthly apparatus check assignments will be made during January's first training.

Communications

- Chief Kelly announced the possibility of holding "Ready-Set-Go" seminars on the mountain. The program requires 20 attendees.
- Adam Bowlin stated he's still looking to buy new batteries for department radios. There's no new news on a possible grant to help with this item. He will continue to work through "Radio Dave."

Training

- Jim Kubichek
 - Jim announced he's trying to arrange ice rescue training in coordination with RFLVFD. Possible dates are February 6th or the first week of March. It depends on Poudre Canyon VFD instructor, Tony Falbo's, availability.
 - Jim is working to schedule a Saturday training, and would like to include RFLVFD. Topics would include water delivery and an evacuation exercise.
 - The January trainings will deal with structure fire orientation and strategies.
 - Jim has been in contact with Mark Quick, with the State of Colorado, regarding VEIS training. More information forthcoming.
- Mark Rode
 - RFLVFD medical training is the 4th Tuesday of each month at the RFL Fire Barn. Sessions will be presented by PVH staff beginning at 6 pm. An early "hands on" session will be held at 5 pm. All members are invited to attend. Members discussed the possibility of having RFL Rescue 1 present for a future training so members could familiarize themselves with the unit.

Safety

- Jody Sandquist
 - Jody emphasized the importance of dressing appropriately for cold weather: Layering clothing, ice tracks for shoes, PPE-- especially gloves—and keep your water from freezing.
 - Jody issued a general warning to department members that when responding to Red Feather Lakes, do not use Hiawatha Highway unless it is necessary. Instead, use CR74E and go "around" to reach RFL.

CL Fires

- We need somebody to monitor snacks used in the apparatus. Shirla Race volunteered.

Member Input

- Jim Kubichek mentioned that we need to pre-plan for moving out of the station prior to the remodel construction beginning in the Spring. Shirla Race mentioned that we probably need a couple of workdays to inventory and discard old PPE, including removing old patches. Include discarding old, unused radios. February might be a good month to attack the project. We possibly could donate old bunker gear to a shelter.
- Jody Sandquist
 - We probably need to incorporate AARs into and SOP. Meeting call-ins for off-site members was also discussed.
 - 72-hour food packs were available for free under the "Food for Patriots" program. There's a \$9.95 shipping charge for each order.
- Adam Bowlin announced that the new Association fuel tank(s) should be installed by the end of January. It looks like the new tanks will operate with a card access system. The cost of the cards will determine if and how many cards the Department might want to purchase.

- Pete Visser mentioned that the Department website lists the business meeting as being held at 6:30 pm. Marian will check to correct to 6 pm.
- Mike Schrodt mentioned that maybe a good article for the Wapiti Bugle would be to encourage property owners to keep their driveways plowed to facilitate emergency access, and to inform 911, when requesting emergency services, of limited access, when applicable.
- Shirla Race asked if the downstairs station office phone notes to call 911 in case of emergency. She said the phone's dial tone is not "normal." Marian said she would check it out.

Probationary Members

- Brenden Hill and Mike Bilo were approved as probationary members of the Department.

Adjournment

- Adam Bowlin made a motion that was seconded by Jody Sandquist to adjourn the meeting at 1948. The motion was approved.

Respectfully Submitted:
Doug Race
Admin/Secretary

**Crystal Lakes Fire Department Members
Administrative Meeting
February 4, 2016**

1. Call to order
 - The meeting was called to order by Chief Kelly at 1811 hrs.
 - There were 14 department members in attendance. Mark Weeks attended by phone.
2. Minutes from previous meeting
 - Shirla Race moved and Kate Kelly seconded to approve the minutes from the January 7, 2016, meeting, as amended. The motion passed unanimously.
3. General
 - There was a short discussion on limiting items collected for the annual rummage sale.
4. Personnel
 - Doug Race, Secretary/Admin Officer, now has access code to the secure/personnel safe. There was discussion to consider changing the safe's code and to limit access to 3 officers in total.
5. Equipment
 - Adam - The siren on Engine 2 is not working. Adam has traced the wiring and has not found the issue yet. It might just be worn out.
 - Jim – The horn on Support 1 does not work—at least it only works intermittently.
 - Adam - Some cross links on the tire chains for Tender 1 need repair. We might get by with links/and/or new cross link chains this year, but a new set of chains should be purchased for Tender 1.
 - Mike – There are still starting issues with Support 1. Members were asked to check the power supply breaker. It has a tendency to trip. The engine block heater will also have to be repaired.
 - Members were requested to send their equipment “wish list” to Mark Rode by the end of the month (February). Mark will assemble a list and present it for prioritization.
6. Communications
 - Adam - We have new radio batteries. The new lithium/ion batteries are lighter and last longer than the old batteries most of our radios now have. Adam has batteries for both SDR and FF radios.
7. Training
 - Jim Kubichek
 - February trainings will involve a presentation by Jody covering safety issues and SLICE/RS briefings.
 - Poudre Canyon VFD is offering ice rescue training on Sunday, March 6. There is some question whether the training will cover both running and still water rescue.
 - Brenden Hill will present a reading smoke briefing for the first training in March. The second training in March will feature a presentation by PVREA on live and high wire hazards. Other mountain departments will be invited.
 - Marian - Be sure to designate trainings SDRs should attend.

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- Jim - Please close bathroom doors in the station. (Shirla) Outside doors need checking, too, along with lights.
- Jim - A Crystal Station work log has been established. Please document your volunteer hours at the station. Thanks to Alex for cleaning up the office.

8. Safety

- Jim - **Omaha** is the radio message to "drop everything" and retreat to a safe area. **Hurry-Hurry** is the message to clear transmissions and await instructions.
- Jody - Offered the following: Take care of yourself. Stay healthy. If you're sick and not feeling well, stay home and recover as soon as possible. Dress warmly.

9. Member Input

- Firefighter
 - Jim – We need to identify hazardous locations from both a location and an occupant perspective.
 - Mark R – Can anything be done to clear up hazards community-wide? Discussion followed.
 - Jody – A possible future Bugle article could remind property owners to keep access routes open for responders.
 - There was a general discussion regarding "traction" agents for vehicles and traffic areas. Marian will investigate.
- SDR
 - No further comments.
- Community
 - Jim - The Beaver Meadows pond hockey tournament will be held Feb 5, 6, and 7. FYI. There was a short discussion on venue access and possible responses.
 - Adam – The Associations' fuel tank(s) should arrive Feb 5. Looks like a PIN and log system will be used, with a unique number for each user. A discussion followed regarding fuel log/record keeping and the number of PINS that will be issued to the department and how and by whom they will be used.

10. CL F.I.R.E.S.

- Jeanette will notify RFL that CL will not be holding its Arts & Crafts fair this year due to the station remodel. Mark W asked if we just couldn't use the W&S building. Jeanette reminded everyone that this will be a construction area with very restricted access. There are safety issues, also. Jeanette will make sure vendors understand this will be a one-year thing.

11. Miscellaneous

- Marian still needs run sheets from Fox Acres fire.
- Mark Rode, Jim Kubichek, and Kate Kelly have agreed to review the department's Rules and Regulations and Standard Operating Guidelines. Members were encouraged to provide revision feedback/input by the end of the month (February). Marian will send out an email reminder.
- The memorial service for Barbara Livingston will be held March 13th at 1 pm. Jody stated it will be a small service and small attendance by the Department would be appropriate. Marian said that anyone who wants to go certainly can.
- Ray – A Substantial donation to the Community fund was made, with a significant portion designated for CLVFD. The funds have been deposited. The Department will hold discussions on how best to utilize the funds at future meetings.

12. Public comments

13. Adjournment

- A motion was made by Kate Kelly, seconded by Jeanette Williams, to adjourn the meeting at 1908 hrs. The motion passed unanimously.

Respectfully Submitted
Doug Race
Secy/Admin

**Crystal Lakes Fire Department
Member Business Meeting Minutes
March 3, 2016**

1. Call to order

The meeting was called to order by Chief, Marian Kelly, at 1800 hrs.
14 Department members were in attendance. Mark Weeks attended by phone

2. Minutes from previous meeting

Jody moved and Kate seconded for approval of the February 4, 2016, meeting minutes.
The motion passed.

3. Personnel

Marian announced that the Department is looking for a volunteer to coordinate the logistics associated with the station's remodel project—moving and storing things.

4. Equipment

Marian announced that PFA has made their extractor/washer available so the Department can begin to clean members' bunker gear. Gloves can and should also to be cleaned. Jim Kubichek will take the first three sets down on March 7th.

Harold Alexander gave an update on how the Brush2 pump installation is going. Some parts need to be replaced. Good progress is being made. He estimates that 2-4 hrs work remain.

Jim Kubichek announced that pump on Brush 1 stopped during the Lost Lake response. Mark Weeks stated that he felt it is a carburetor issue. Mark was asked if he would rebuild it this summer. We will hold on till then.

Marian announced that Support 1 and Tender 1 do not have rear chains right now. Pete Visser is researching purchasing options, and also will get a spare tire for Support 1. There was discussion regarding the best type of chains to purchase.

Marian advised caution when responding on calls, especially if the apparatus are not rully chained.

Jim announced that the Crystal Lakes street locator map is now in all apparatus. Additionally, the on board binders will be organized. There was discussion about on board repair tools, i.e., a tire iron, channel locks, etc. Members were asked to verify what's on board already during this month's maintenance check.

Alex announced that choice towing helped change Support 1s tire on scene during the March 4 response. There was consensus to send a thank you card and \$25.00 gift cards to the two Choice employees.

Alex announced that the radio in Brush 1 resets when the siren is run. He speculates that a larger wire needs to be run from the battery to the radio. Also, the siren on Engine 2 is still inoperable. The horn on Tender 1 is also acting up.

5. **Communications**

Marian announced several "radio reminders": The repeater does not work down at RFL. Move to channel 5 when in that area. Radio coverage is spotty outside CL, in general. Be ready to switch channel 5 to communicate. Do not use "Crystal Base" when calling in, as Crystal Base is the Base Camp main office identifier. Use "Crystal Station".

Pete Led a discussion on how to determine county road numbers. Some are not listed on the map(s).

Kathy Visser asked why there is no WiFi at the station. Discussion ensued. Hopefully WiFi will be installed with remodel.

6. **Training**

Jim announced;

- There will be a training—probably a SLICERS review—at RFL on March 5th at 9 am. We are invited.
- Poudre Canyon will host ice rescue certification training on March 6th from 9-5. There is a \$25.00 fee. Location TBA. Jim gave out a web site so those interested could practice required knots.
- The training on March 10th will be reading smoke and exterior attack. Brenden Hill will conduct the briefing. The March 24th training will feature PVREA high line power safety. Jim suggested that SDRs attend both dates.
- Wildland reviews will begin in April. Review S130 and S190 if you have not done so in the past two years.
- Absences: Jim will send missed material when possible to excused members.
- Jason MacGregor asked if there was going to be any ice rescue training for Crystal Lakes. Jim said he'd check for open dates. A Tuesday afternoon is a possibility.

7. **Safety**

Jody announced:

- Members need to be alert and on the lookout for ice hazards. Chinook winds warm the land and ice. Shorelines could be thin. Remember that if a pet breaks through the ice, we will respond. If wildlife fall through, contact CDW. Jim noted that north and east shorelines melt first.
- Jody reiterated that Hepatitis B immunization is required for all members. The Department will pay for the series. Check with Shirla for a schedule and funds. Members were reminded to to get a "tighter" if needed. A Tetanus vaccination is also required every 5-7 yrs. Additionally, members should get a shingles and pneumonia vaccinations and/or required boosters. Check with physician if you have questions.
- Debriefing for difficult recent responses is available. Check with any officer. The Department is contracted with a counselor. If anything is bothering you, take advantage of this resource.
- Lost Lake Fire: Ignition was from either a campfire or ammunition spark.
- Please drive safely

8. Member Input

-- Firefighter

No additional comments

-- SDR

No additional comments

-- Community

Doug Race announced that contractor RFPs for the station remodel project are now available. There have been 3 responses so far. A mandatory site visit meeting for contractors wishing to submit a bid for work on the project will be held on March 3rd, at 1 pm at the station.

Marian announced that she will have an EMS DVD available from the trauma class she and Kate attended in February. There is a lot of good information included. Medical reports should be as detailed as possible, this is especially important for medical responses. Among other things it is important to note what you do—did it work—and if not, what did you do next?. Confidentiality still applies. Kate stated that in an emergency situation, no matter what, do CPR if appropriate. Don't give up.

9. CL F.I.R.E.S.

Marian relayed that CLFIRES held quarterly meeting and that the group is getting ready for a busy summer.

Mark Weeks requested that "we" remember what we will not take for the rummage sale: Electronics and large furniture, especially.

10. Miscellaneous

By consensus, it has been decided that the \$10,000 donation that has been earmarked for the Department by the CL Community Fund, will be used to help build the additional storage area to the station as part of the remodel project. We will help fund raise for a separate, CLFIRES storage structure later.

Alex asked about the cement mixer where the gas tank used to be. It belongs to R&R, as does the old barbeque parked in the same area.

11. Public comments

None

12. Adjournment

Kate Kelly moved and Tracie Bowlin seconded a motion to adjourn the meeting 1917. The motion passed.

Respectfully Submitted:
Doug Race
CLFPD Secretary/Admin

Crystal Lakes Fire Department
Business Meeting Minutes
April 7, 2016

1. Call to order

The meeting was called to order by Chief, Marian Kelly at 1810.

2. Attendance

There were 13 Department members in attendance. Mark Weeks attended by phone

3. Approval of Minutes from Previous Meeting(s)

A motion was made by Jim Kubichek, seconded by Adam Bowlin, to approve the minutes from the February 4th, 2016, meeting. The motion passed. A motion was made by Kate Kelly, seconded by Shirla Race, to approve the minutes from the March 3rd, 2016 meeting. The motion passed.

4. Personnel

Adam Bowlin announced that he and wife, Tracie, are leaving the Department to pursue opportunities in the Dallas, Texas, area. Everyone expressed their appreciation to Adam and Tracie for their contributions to the Department and wished them well.

Chief Kelly announced that Jim Kubichek is putting together a Department tee shirt order, including the newly-approved probationary shirts. Members should email Jim with sizes. Mark Rode and Jim are/will be looking into designs and supply outlets for new Department hats.

5. Equipment

Chief Kelly and Jim Kubichek formally announced the order for the \$77,000 State Firefighters grant the Department received will consist of 18 high pressure 30-minute SCBA tanks, six backpack frames with quick connectors, masks, and a high pressure compressor. Dec. 1st is the deadline for purchase with Jan 1st for invoice submittal. District Treasurer, Shirla Race, stated she may have to submit an amended District budget since \$77,000 is twice the budget figure she submitted to DOLA and Larimer County.

Chief Kelly announced that Mark Rode will send out to all members for prioritization the list of equipment purchases members submitted earlier. Members are to prioritize their top 10 choices and report them to Mark.

Adam Bowlin, on behalf of the Department, thanked Harold Alexander for replacing the siren on Engine 2. It works, now. Chains need to be ordered for Tender 1. Chains for the other apparatus need to be checked, also. Mike Schrodt will help evaluate. Pete Visser has already been doing related purchase searches.

Jim Kubichek, Mark Rode, and Chief Kelly gave an update on the status of the Department acquiring extrication tools from Louisville FD. The Louisville Chief would like to deal directly with the CLVFD Chief. Marian is continuing attempts to contact him.

6. Communications

Adam Bowlin suggested/asked that since he is leaving, that Harold Alexander (Alex) assume Adam's duties as communications officer. Adam is getting Alex up to speed. Other notes: The horn on Tender 1 is controlled by a switch on the dash. The radio in Brush 1 still needs to be rewired.

Chief Kelly thanked members who responded to the April 4th confusing set of calls. She offered a general reminder that all cell phone calls on the Mountain originate from Chickasaw tower and that's what shows up on 900s monitor. It's not necessarily the incident location.

Pete Visser asked how the Department handles undesignated calls. Chief Kelly, along with comments from several members, stated it's best to check the address/location of the call. Check local maps. It may or may not be in our area. Listen to and communicate on the radio. At times you'll have to use your best judgement.

Mark Rode commented that the three call incident(s) on April 4th emphasize(s) the need for clear communication and information exchange between members and also 900. Confirm and verify if you have any questions at all.

Adam Bowlin announced that the emergency siren at Little Lone Pine Lake is down again. Repair parts are on order. This siren has been a constant problem. It is hoped the new parts will replace those that continually fail.

7. Training

Training Officer, Jim Kubichek, announced that RFLVFD will host a water delivery practice/training on Saturday, April 9th beginning at 9 am. Lunch will be served. Several members stated they would attend.

April announced trainings included Wildland/WUI Review Pt. 2 on the 14th, and a Wildland/WUI wrap-up, including an emergency action/evacuation briefing from Safety Officer, Jody Sandquist, on the 28th. Jody invited the HMI/Crystal Lakes staff to attend the briefing on May 12th.

8. Safety

Safety Officer, Jody Sandquist, reminded members of the hazardous ice conditions that still exist on Crystal Lakes' lakes and ponds. She also reminded members to refill their water bottles and check their wildland gear.

9. Member Input

-- Firefighter.- Jim Kubichek asked when our seasonal members will be arriving. General comments determined several expected arrival dates for various members. All members were reminded to use the time off calendar and mark anytime members are off the mountain for eight hours or more.

-- SDR.-. Chief Kelly encouraged SDRs to attend FF training whenever possible.

-- Community
No comments.

10. CL F.I.R.E.S. – Kate Kelly announced that the rummage sale is still on. Jeanette Williams will be doing *Wapiti Bugle* article(s). Kate will post to *Nextdoor*. The Bowlins are donating items they are not taking with them on their move. Jim Kubichek asked if the Department was set on use of the Water and Sewer building during the upcoming construction period. Shirla Race stated that use of the building is not a firm deal, but will be arranged as needed. We will have to pull the squad out to make some room for rummage sale items.
11. Miscellaneous

Jody Sandquist announced that the King Soopers rewards card threshold (\$5,000) has been reached. It now starts over. As a result of reaching the threshold, the Department received a check for \$318.00. There was a short discussion regarding how to use and recharge the rewards card.

Jim Kubichek reminded members of the ongoing Amazon and Yankee Candle fund raising programs.

Doug Race announced the following:–

- Station remodel update. Contractors' RFPs are due April 8th. The owner selection committee will meet Monday the 12th to evaluate submitted proposals and, hopefully, make a selection. Members discussed several remodel/construction issues including clearing out the station, excavation issues, using the Associations' dump trailer to remove discarded items, and developing a tagging system to identify keep/no keep items. Pete Visser suggested setting a due date to keep required logistics issues from slipping. There was extensive discussion regarding clearing out the station and related rummage sale logistics.
- New fuel tank – The Crystal Lakes Water and Sewer Association has agreed to join CLFPD in purchasing and installing a 500 gallon (250 gasoline/250 diesel) tank to service the Department and CLWSA. The tank most likely will be placed near the "old" location. More information will be released as decisions are made.
- First Responder Sunday – Chapel in the Pines is hosting a First Responder Sunday service on May 1st. All first responders that serve the mountain communities are invited. There will be special recognitions offered.

- Wellington FD will host a fundraiser community/square dance on April 8th at the Wellington main station. Proceeds will support the Wellington FD community education trailer.

12. Public comments
No public comments

13. Adjournment
Adam Bowlin made a motion, seconded by Jim Kubichek, to adjourn the meeting at 1945. The motioned passed.

The next CLVFD business meeting will be held Thursday, May 5th, 2016, at 6 pm in the Crystal Lakes Wapiti Room.

Respectfully Submitted:
Doug Race
Secretary/Admin

Crystal Lakes Fire Department
Member Business Meeting
May 5, 2016

1. Call to order

The meeting was called to order at 1807 by Chief, Marian Kelly.

2. Attendance

There were 13 members in attendance.

3. Minutes from previous meeting

A motion was made by Jody Sandquist, seconded by Shirla Race, to approve the April 7, 2016 minutes, as submitted. The motion was approved.

4. Personnel

Marian – Mark Weeks and Chuck Glanz have returned for the summer.

5. Equipment

- Mark Rode asked members to prioritize purchases from the list he emailed members earlier.
- Mark Weeks announced that he bought a motor boat motor for the boat currently in the station's east bays. This is an ongoing project to develop water rescue capabilities, initially on Crystal Lake.
- Brush 2 is scheduled for annual maintenance at Beck's Auto on May 9th. A discussion was held regarding Brush 2 electrical repairs. Brush 1 still has radio/siren issues that Harold Alexander says he can fix.
- Members were asked that, if apparatus issues arise, to please make a note so the issue can be addressed before it poses a hazard during a response.
- Mark Weeks said he will check for an appointment at Front Range Apparatus to get the "F5" code on the Tender 1 control panel fixed.

6. Communications

- Harold Alexander stated that the Department needs to buy some pagers. He was instructed to do some research and let District Treasurer, Shirla Race, know what he will be purchasing.
- Marian Kelly announced that Larimer County Emergency Services (LCES) now has a portable repeater in a trailer for big events to help radio communications on scene.
- Mark Rode asked if we are still moving our radio antennae and repeater to the station. The answer is that the move is included in the station remodel project.
- Marian Kelly announced that the Killpecker Tower that presumably will improve radio communications will not be up and running until next year (2017).

7. Training

- The first training in May will be an emergency evacuation briefing refresher. All members are requested to attend.
- After some discussion, it was decided that the second May training will include a hands-on response drill to practice evacuation procedures.

- Marian Kelly announced that the USFS is sponsoring medical helicopter ground training on May 11th, from 12-230 at Christman Air Field, on La Porte Ave. Mark Weeks and Shirla Race said they plan to attend.
- Mark Rode announced the wildland refresher briefing that will be hosted by Poudre Canyon VFD on May 15th. The all-day session will be held at PCVFD Station 2. Mark said he and Mark Weeks plan to attend, and offered transportation for other interested members.
- There was general discussion regarding the work capacity pack test currently scheduled for June 4th. It might be advisable to move the date to a weekday to avoid weekend traffic on Ottawa Way.

8. Safety

- Safety Officer, Jody Sandquist, reiterated that speed limits in Crystal Lakes are non-negotiable. Insurance will not cover excessive speed.
- Kathy Visser related an incident where she was splashed by a passing car responding to an incident. She was upset the driver did nothing to acknowledge her or maneuver for a safer pass.
- Jody announced the following:
 - Moose cows have calved, and mother moose are very protective of their young. She admonished all members to be cautious around moose—especially the cows—and to advise others, as well.
 - All members should check their fresh water supplies and refill and/or replace the water they carry.
 - All members should inventory their PPE pockets: Streamline contents, and remind yourself of what you have and where you put it.
- Mark Weeks asked about washing PPE. All agreed we need to arrange for more cleanings. Brendon Hill stated he can take gear any time to his station, and to just let him know what is needed.

9. Member Input

- Firefighter.
- No comments
- SDR.-
- No comments

10. CL F.I.R.E.S.

- Jody Sandquist announced that the C.L.F.I.R.E.S. board meeting is coming up.

11. Miscellaneous

- Marian announced the following information she learned at the Larimer County all Hazard Meeting:
 - Parameters for providing a PIO at an incident. (County will provide one if requested.) Jody has contact info for PIO training. She will forward this information to Jim.
 - Good size-ups needed for incidents. Big question is how in danger are structures? Identify lat/long and who is IC.
 - Air support for incidents. We also need to identify officers as authorized signees to request assistance, "turn over" and "accept"

incidents.

- LCES is undergoing reduced staff issues. Responses will probably be somewhat limited, compared to previous years.
- There is no set communication plan, yet. The County is working on establishing something permanent. Killpecker tower won't be operational until next year (2017).
- PFA and Loveland have haz/mat teams available if needed.

12. Community

- May 7th Firewise Celebration at GVMVFD 11 am-2 pm : Mark Weeks and Joe Jackson will take Brush 1 to the event. Pete Visser and Kate Kelly will man an information table. Everyone else: please be available to respond.
- Mark Rode announced that the News 9 Health Fair will be held at Chapel in the Pines on May 7th from 7 am to 11 am.
- The annual Crystal Lakes flag ceremony conducted by the Department will be held May 28th. Interested members should meet at the Wapiti Room at 830 for the 9 am ceremony.
 - Jody Sandquist announced that all the evacuation packets have been updated and that we will use them in upcoming training. She also stated that the CWPP tables 8 & 9 are missing (the CL pages). She will check documents and folders.
- Marian Kelley announced the dates for this summer's workshops, which are - Mitigation, Insurance, and Evacuation.
- There was general discussion on clearing out the station to begin the remodel process. It was decided to meet on Monday, the 9th, at 10 am to start the process.
- Shirla Race announced that Front Range Apparatus will do pump testing. Shirla will check on making arrangements. Mark Weeks mentioned that the "F5" control panel issue should be checked at the same time.

13. Public comments

No comments.

14. Adjournment

A motion was made by Kate Kelly, seconded by Mark Weeks, to adjourn the meeting at 1928. The motion was approved.

The next CLVFD business meeting will be held on June 2nd, 2016, at 6 pm, in the Wapiti Room.

Respectfully submitted:

Doug Race
CLVFD
Sec/Admin

Crystal Lakes Fire Department
Member Business Meeting
June 2, 2016

1. Call to order

The meeting was called to order by Chief, Marian Kelly, at 1804.

2. Attendance

There were 19 members in attendance at the meeting. Brendon/Bobby Hill attended by phone.

3. Minutes from previous meeting

Shirla Race made a motion that was seconded by Mike Schrodt to approve the minutes from the May 5th Business Meeting. The motion was approved.

4. Personnel

Chief Kelly announced that Jason MacGregor has resigned from the Department.

Chief Kelly announced that Sharron Cooper is applying to be an SDR. Sharron is a returning member but will need to satisfy the usual probationary procedures.

5. Equipment

Jim Kubichek announced that the Department has been awarded a grant for wildland PPE. He asked that members let him know if they need wildland pants or shirts. Wildland jackets are available also. He will also be ordering wildland draft hoses, two, 500 gallon port-a-tanks, a high pressure pump, and a laptop computer.

Mark Weeks requested funding to purchase wildland hose packs. District treasurer, Shirla Race, confirmed that funds were available and authorized \$2,500 for the packs and related gated wyes and nozzles.

Harold Alexander (Alex) was asked about getting better or at least more microphones for the department radios. Jim Kubichek stated that he had found something that might work. He will let Alex know what he found.

Jim Kubichek and Chief Kelly led a discussion about member hepatitis B inoculations and testing.

6. Communications

Alex led a discussion regarding Brush 1 radio issues. He has purchased wire to fix the reset problem. Repairs will require tracing out the electrical system.

7. Training

Jim Kubichek:

- Asked opinions on moving Tuesday voluntary trainings from the afternoon to morning, which might avoid storms. After general discussion, members' consensus was stay at 2-4.
- Asked if June 23rd training (structure response scenario) could be moved to June 30th. Members' consensus was to move the training to the 30th and leave the 23rd open. The related optional Tuesday training will be moved to

the 28th.

- Announced that there will be information forthcoming on first aid and CPR re-certification classes. Members signed information sheets to indicate availability and required re-certification needs.

8. Safety

Jody Sandquist:

- Announced that mosquitos are out. Take precautions. Use DEEP repellent.
- Advised members to use the highest level of sunscreen they can. Check various products.
- Advised members to check their fresh water and snacks supplies. She handed out new snacks to members present.
- Advised members to be careful of rattlesnakes in RFL area, and to be on the lookout for snakes in our area, which have been reported.

9. Member Input

-- Firefighter -

Brendon/Bobby Hill reminded members that we can't discuss issues regarding calls and reiterated that we need to be vague with details outside our circles. "Friends" should be directed to contact the Larimer County Sheriffs' Office if they want incident details. Discussion followed that identified what information members can and can't divulge.

Mark Rode stated that responders don't identify an IC well, especially on medical calls, and that we need to do a better job of following ICS. He suggested we practice on our small calls so it becomes second nature on our larger calls. Responders can help by asking: "Who is IC?" Members discussed routing communications through the IC and having the IC designate assignments. Brendon/Bobby stated that when designating an IC, a command location needs to be included in the designation.

-- SDR

No comments

Community

Association meetings will be held June 11th and July 23rd. Be aware we will need to move apparatus and possibly make other arrangements as well.

Mark Rode asked if help was needed to set up for the community education sessions the Department will present this summer. Chief Kelly stated help is always appreciated, but no special effort is necessary.

10. C.L.F.I.R.E.S.

Jeanette Williams:

- Thanked Jody for stepping in during her absence. C.L.F.I.R.E.S. will hold a meeting on June 11th to discuss Fourth of July weekend activities. Mark Weeks will attend to provide department input.
- Distributed a treasurer's report and stated that Susan Weeks is doing a super job. As of March 31st, the fire department \$10,859.00 available. Fund raisers will be less this year due to event postponements.

- Discussed July 3rd food serving and new arrangements for prizes and participation.

Jody:

- Announced that the department received \$275 check from King Soopers because we reached \$5,000 threshold again. She encouraged members to continue to use the King Soopers cards.

11. Miscellaneous

Marian:

- Reminded members of July 4th weekend activities and that all hands will be required on July 3rd activities day.
- RFL fireworks will be on Sat, July 2nd. The department traditionally sends Tender 1 and a brush truck to the event. We'll need four people to assist.
- Announced that the morning parade on July 3rd will commence at 0930. SDRs and community members are invited to participate. The Association parade will assemble at 1130 and start at 1200. There will be candy and treats to distribute, as usual.

Doug Race gave an update on progress on the station remodel project. At present, we are awaiting contract resolution agreements from the general contractor.

Vote on Sharron Cooper: Written ballots were distributed to determine if Sharron Cooper would be accepted as a probationary SDR member. The result of the election was unanimous approval.

12. Public Comments

No comments

13. Adjournment

A motion was made by Mark Weeks, seconded by Kate Kelly, to adjourn the meeting at 1928. The motion was approved.

The next CLVFD business meeting will be held July 7th, at 6 pm, in the Wapiti Room.

Respectfully Submitted:

Doug Race
Secretary/Admin

Crystal Lakes Fire Department
Member Business Meeting
July 7, 2016

1. Call to order

The meeting was called to order by Chief, Marian Kelly, at 1812

2. Attendance

15 members were in attendance.

3. Minutes from previous meeting

A motion was made by Jim Kubichek, seconded by Jeanette Williams, to approve the minutes from the June business meeting, as submitted. The motion was approved.

4. Personnel

Probationary members Pete Visser, Kathy Visser, and Harold Alexander were asked to retire from the meeting so that a confirmation vote on their probationary periods could be taken. The ballot vote, which included two absentee votes, approved all three as full members of the Department. A fourth member, Brendon Hill, was approved in absentia.

Marian requested that members please remember to use the time off calendar to track when they are off the mountain or will be unavailable for more than 24 hours. A general discussion followed regarding the dates seasonal members will be leaving for their fall/winter locations.

5. Equipment

Fuel Tank: Though not required, both CLVFD members and W&S board members have agreed that a concrete pad should be poured to accommodate the new CLVFD/FD fuel tank. After a short discussion, it was decided that the July 12th workday will be dedicated to pouring the pad in the location Mike Shroud has framed and reinforced with rebar. Members will meet at 9 am.

Tender 1: Tender 1 will be taken out of service to get the F5 electronic panel error code, repair the monitor, and to conduct a pump test. The date(s) will be announced via a page.

Air Tanks: Shirla Race announced that the department's SCBA air tanks were certified on July fifth.

6. Communications

Marian: Members were reminded to wait a good five seconds when on "scan" to reply on radio so as not to run over previous broadcasts.

Sharon Cooper: Sharon stated she needs either a new battery pack or a different radio. Sharon was directed to Harold Alexander for a solution.

Mark Rode: Mark announced that EMS North radio channel is not working well. Members should be ready to change to Firenet if requested by 900.

Pete Visser: Pete led a discussion on open mike issues.

7. Training

Jim Kubichek:

- July will be CPR training month. Re-certifications will be held July 14th. Full certification class will be held July 21st. Members signed up for the appropriate class.
- Jim announced the following "additional training" dates:
 - July 12 – Brush truck operations
 - July 16 – Poudre Canyon VFD low angle rescue training
 - July 19 – Hose pulls
 - September 24 – Extracation training with Poudre Fire Authority
 - October – Colorado Firefighters Academy in Pagosa Springs
- More training/practice dates for simultaneously drafting and delivering water from apparatus will be announced.

8. Safety

Jody Sandquist:

- Thanked everyone for recent responses.
- Reminded members to turn headlights off at night when staging
- Reminded members to give ample room for ambulances to maneuver on scene, especially in driveways
- Gave special recognition to member SDRs for their great responses. Marilyn David asked why multiple ambulances plus a helicopter respond to some calls? Marian answered that the helicopter doesn't always transport, for several reasons. The PVH ambulance is the backup for patient transport in life-threatening situations, or if the patient refuses to fly. RFL is the primary transport from scene either to the helicopter LZ or a rendezvous location with the PVH ambulance.
- Warned members that, even though they are not indigenous to the mountain, snakes have been reported on the mountain, although she hasn't seen any personally. Jody stated that snakes can come up in hay bales and things such as slash or rock deliveries, and admonished members to be "on the lookout."

9. Member Input

-- Firefighter -

Mark Weeks announced that all members need to have a new driver's license authorization form submitted. Mark will submit them to the State.

-- SDR –

No comments

Community

Marian announced that a thank you letter and a \$2,500 donation had been received from the family of a recent motorcycle medical response patient.

Mark R forwarded "thank yous" from the family on Mosquito Drive for the Department's recent response.

Shirla announced that boot donations from the July 4th weekend totaled \$678.

Marian thanked everyone for their 4th of July work and responses

10. CL F.I.R.E.S.

Jeanette:

- Thanked everyone for all their help during the July 4th weekend. She singled out Marilyn David, Susan Weeks, and Kathy Visser for special recognition. She made note that Mark R created a special memory for Jody Randal's grandson by taking him on special tour of the station and department apparatus.
- Announced that the July 4th weekend walk and silent auction generated \$1,613.
- Announced that the fire department has \$11,000 plus dollars in CLFIRES funds.
- Stated that CLFIRES is looking at increasing revenue streams. This year's revenues will be down from last year due to events that were not held due to the station remodel project.
- Announced that the CLFIRES board meeting will be held on Saturday, July 9th. There are two openings on the board.
- Discussed various fund raisers.

11. Miscellaneous

Marian: The Water and Sewer Association annual meeting will be held July 23rd at 1 pm in the W&S building. Apparatus will have to be positioned at around 10 am on that day.

Doug Race gave an FPPA update. Doug stated he is going to wait for FPPA to conduct its bi-annual actuarial study before submitting a request to upgrade the District's retirement benefit. This will save the District as much as \$2,000, but does mean action on the upgrade will be delayed until at least March, 2017.

Jeanette asked for help restocking pops and snacks for the firefighters and SDRs. Shirla said she's volunteered in the past, and will continue to do so. All agreed it was best to keep inventories at a minimum for now due to storage difficulties. Members discussed types of snacks they preferred.

12. Public Comments

None

13. Adjournment

A motion was made by Jeanette and seconded by Shirla to adjourn the meeting at 1930. The motion was approved.

Respectfully Submitted
Doug Race
Secretary/Admin

Crystal Lakes Fire Department
Member Business Meeting
August 4, 2016

1. Call to order

The meeting was called to order by Chief, Marian Kelly, at 1805

2. Attendance

There were 20 members and 1 guest in attendance.

3. Minutes from previous meeting

Jim Kubichek made a motion that was seconded by Jody Sandquist to approve the minutes from the July business meeting. The motion was approved.

4. Personnel

Marian Kelly:

- Announced that next month (September) members will vote on whether to make probationary members Marilyn David, Milo David, Jody Randol, and Judy Randol full members of the Department.
- Introduced visiting property owner, Steve Dirmeyer, who was attending the meeting this evening. Steve stated both he and his wife, Anne, would possibly be applying to become probationary members of the Department.

5. Equipment

Mark Weeks:

- Announced that a final decision on whether to purchase an external high pressure pump has to be made. Shirla Race asked what the pump would be used for. Members listed reasons. Grant funds are available on a 50/50 match to assist with the purchase. The consensus was to purchase the pump, and the required adapters and hoses.

Mark Rode:

- Displayed an alternate, "holster" style radio harness. He stated that it works great for multiple functions. Members discussed pros and cons of the harness. Members should notify Mark if interested in acquiring one of the harnesses.

Brendon (Bobby) Hill:

- Asked which apparatus have chain saws. He stated that he feels Tender 1 should have a saw on board, in addition to those on board other apparatus, and gave reasons why.

6. Communications

Marian Kelly:

- Announced that ear pieces for department radios are available. Members should see Mark W if they are interested in acquiring one.

7. Training

Jim:

- 8/9 (optional), 10 am to noon: Pumps, foam, and hose lays with Bobby.
- 8/11 Base Camp attack and staging assessment with Larry Maybon, Association Manager. SDR should attend.

- 8/25 Structure scenario, emphasizing hose-pulling practice
- 9/8 WUI simulation involve Tender, Brush, Engine
- 9/10 Training with RFL. Water resource management 8 am report
- 9/22 Apparatus rodeo
- Discussed future training dates, offerings, and possible adjustments
- Discussed revisiting Saturday trainings once a month.

8. Safety

Jody Sandquist:

- Reminded members that the Crystal Lakes speed limit is 20 mph, and that is true regardless of whether or not you are on a response. Additionally, responders must observe the 10 mph speed limit in Base Camp. The Tami Bridge speed limit is 5 MPH. These limits include lead-in activities.
- Introduced a "De-choker" device that can be used to help rescue someone choking. The device comes in three sizes. It is a personal device for now.
- Suggested that members establish a check-in person to call just so someone else on the mountain is aware of their status. This is especially important if you are alone.
- Reminded SDRs to place themselves in safe locations when on scene and to maintain close contact with other responders during incidents.

Doug Race:

- Announced that the "Brown Palace" has being taken down and reminded members to be careful as the area still has sharp objects laying around.

Jeanette Williams:

- Led a discussion regarding tagging/flagging routes to scenes so responding agencies will find locations more easily. She stated that USFS personnel responding to the Pearl Creek fire made the suggestion.

9. Member Input

-- Firefighter --

Pete Visser:

- Suggested that a shelf be installed in Tender 1s bays to help organize and store on board equipment. He also suggested a traffic cone post, similar to the one Engine 2, be installed on Tender 1. Members should submit suggestions to Mark Weeks.

-- SDR --

Milo David

- Requested that chairs other than those purchased for the Wapiti Room be purchased for the Station training room, when it is constructed.

Community

No comments.

10. CL F.I.R.E.S.

Jeanette Williams:

- Announced that C.L.F.I.R.E.S. had a great year.
- Announced that two C.L.F.I.R.E.S. board members leaving: Marilyn David and Ray Williams. Information is being passed out to help recruit new members. To date, Marie Rode has stepped forward. Property owner,

Martin Gotlier has also expressed interest. There was a discussion on how C.L.F.I.R.E.S. should select its officers. The annual membership meeting will be held Sunday, Aug 7, at 1 pm in the Wapiti Room.

11. Miscellaneous

Milo David:

- Announced he may have a possible new member a new, full time resident moving to Crystal Lakes at the end of August.

Jim Kubichek:

- We are listed on national registry for Volunteer Fire Departments and that we should expect more member applications.

Marian Kelly:

- Announced that the AAR for Pearl Creek fire will be held either August 16th or 23rd in RFL before their business meeting. She will forward an email when the meeting is set.

Doug Race:

- Updated members on the fuel pump installation and the station remodel project.
- Led a discussion on whether to include air compressor plumbing in the station remodel project. The consensus of the group was "no."

Jeanette Williams:

- Announced that the Crystal Lakes Community Fund will donate \$15,000 to CLVFD and requested that the Community Fund Board be kept informed on how the funds will be used.

Marian Kelly:

- Conducted the ballot vote on accepting Steve and Anne Dirmeyer as probationary members of the Department. They were approved.

12. Public Comments

No comments

13. Adjournment

A motion was made by Mark Weeks, seconded by Marian Kelly to adjourn the meeting at 1930. The motion was approved.

The next CLVFD business meeting will be combined with a CLVFD-hosted appreciation dinner for C.L.F.I.R.E.S. held Thursday, September 1, 2016, at 6 pm in the Community Center.

Respectfully Submitted:

Doug Race

Sec/Admin Officer

**Crystal Lakes Fire Department
Member Business Meeting
September 1, 2016**

1. Call to order

The meeting was called to order by Assistant Chief, Mark Weeks, at 1730.

2. Attendance

There were 25 members in attendance. Two District Board members, President Dan DeFibaugh, and Vice President Jan Sawyer were also in attendance.

3. Minutes from previous meeting

A motion was made by Shirla Race, seconded by Ray Williams, to approve the minutes from the August 4th Business Meeting. The motion was approved.

4. Personnel

Mark Rode:

- Mark distributed ballots to conduct probation completion and full membership confirmation elections for Milo and Marilyn David, and Jody and Judy Randol. All candidates were confirmed full membership.

Mark Weeks:

- Mark announced that the DMV background checks have been completed, collected, and mailed.

5. Equipment

Mark Weeks:

- Mark announced scheduled activities and support for RFL Fire Days on Saturday, September 3rd.

Pete Visser:

- Pete initiated a discussion regarding shelves for Tender 1. Mark W included a discussion on the high volume pump that just arrived.

6. Communications

Mark Weeks

- Mark announced several dates and events: Sept 4 – Crystal Lakes Craft Fair at CL Base Camp September 7th – 1 pm Officer’s meeting at CL Fire Station September 10th – 9 am RFL water shuttle and deployment training

7. Training

Jim Kubichek:

- Jim initiated a discussion detailing activities that will be included in the September 10th training with RFL, including lunch for those attending.

8. Safety

No report.

9. Member Input

None

-- Firefighter

None

-- SDR

None

Community

None

10. CL F.I.R.E.S.

No report.

11. Miscellaneous

Mark Rode:

- Announced that CLVFD will have no involvement in the Crystal Lakes Crafts Fair on September 4th.

Mark Weeks:

- Announced that CLRRRA has decided that there will be no charge to CL-based organizations for use of the Community Center—that includes the fire department and C.L.F.I.R.E.S.

12. Public Comments

None

13. Adjournment

A motion was made by Jody Sandquist, seconded by Milo David to adjourn the meeting at 1747. The motion was approved.

The next scheduled CLVFD business meeting will be held Thursday, October 6th, at 6 pm in the Wapiti Room.

Respectfully submitted by:

Doug Race
CLVFD
Sec/Admin

Crystal Lakes Fire Department
Member Business Meeting
October 6, 2016

1. Call to order

The meeting was called to order by Chief Marian Kelly at 1811 hours.

2. Attendance

There were 12 members in attendance. Mark Weeks attended via phone.

3. Minutes from previous meeting

MOTION: Jeanette Williams moved to approve the September 1, 2016, Member Business Meeting minutes; Harold Alexander seconded the motion, which was approved unanimously.

4. Personnel

Jim Kubichek:

- Jim asked for contact information for the firefighter who is possibly interested in joining the department. Milo David provided Jim with the information. Jim stated that we need firefighters, “the younger the better.” He added that two or three more firefighters would be great, suggesting that we emphasize interested personnel could “join the fire fighting family, and would have the opportunity to give back to the community.
- Jim also reported that there has been no response back from the earlier inquiry about joining the department, which was somewhat suspicious in nature.

Mark Rode:

- Mark noted that skilled personnel are extremely valuable to the department.

5. Equipment

Chief Kelly, Jim Kubichek:

- Engine to tank & pump issues: The problem with the Engine leaking has been solved. It is critical to push the valves ALL the way in ALL the time. Some of the apparatus have been relocated to different bays. Both Brush trucks are in the double bay. Squad is in Bay 1, where the Brush truck was previously.
- Chief Kelly noted that when the plow is attached to Squad, we may need to move the room door for access to the back equipment room.
- Jim Kubichek reported that he had picked up a high voltage wand; point it at something and it will show if there is voltage leaking. It has a narrow and wide beam, cost \$300 and is on Engine.
- The compressor fill station has been shipped from Virginia and should arrive next Friday. The bottles came in full.
- The loud speakers are in the back if they are needed.

Mark Weeks:

- The blue hose has been shipped back to Northern. Northern is to come up with a new hose. Discussion followed regarding the various diameters, lengths and types of hose needed and which apparatus those should be stored on. The 4 ½ “ threaded is needed to go on the Red Feather hydrant. The double swivel goes on the cam lock, one on Tender and one on Engine. Mark Weeks will do additional research on the hose with Northern.

6. Communications

Jim Kubichek:

- Jim requested a thank you letter be sent to Keith for hosting the training and providing the vehicle. Jim will send a card and suggested a certificate be prepared. Jeanette Williams will print a certificate; Jody Sandquist will provide a document frame for the certificate.
- Jim also suggested that a letter be sent to the “guys” in Cheyenne thanking them for the sawyer class.

Harold Alexander:

- Radios – digital & analog radios to replace the 1250s. The goal is to have dual band radios for the department officers – 800s and VHF. Alex has fifteen (15) pagers.
- Alex also stated he likes the new run sheets. Discussion followed regarding being able to save the form; it was suggested that you could “Export” rather than simply using “Save As”.

7. Training

Jim Kubichek:

- Jim stated he wanted to change training in October to afternoon trainings because the shorter days make it difficult to work outdoors for the full training period since it is dark by 7:00 p.m. Trainings for October will begin at 1400 hours (2:00 p.m.), the first training will include blowing out the dry hydrants followed by drafting from each hydrant, checking that the connections are tight enough to draft. (Beaver, Catawba, Lower Lone Pine and Little Lone Pine lakes). The October 27th training will include chaining up apparatus.
- November 10, 2016, PVREA will be here to train on electrical safety. Plans for this training are to include Red Feather Lakes and Glacier View Meadows fire departments; beginning at 1800 hours (6:00 p.m.) in the Wapiti Center or the Community Center.
- Poudre Canyon plans to hold Ice Rescue training on Saturday, November 12.
- Jim suggested that the department consider changing our training days. Discussion also followed to restrict the additional trainings to supplemental trainings vs. introductory trainings.

8. Safety

Jody Sandquist:

- Jody reminded all POV drivers to carefully park along any sloped roadways with the vehicle wheels turned so vehicle would roll off roadway if parking brakes fail. Firefighters driving apparatus have been consistently excellent in making sure chocks are placed when apparatus is parked.
- Members were also reminded to thoroughly remove snow from their flashing red lights when responding or serving on an incident for ease of visibility.
- Members should get their flu vaccinations, both pneumonia vaccinations if they have not had those, and check for Hepatitis B titer and tuberculosis protection if they have not checked those inoculations.

9. Member Input

- Firefighters
None
- SDR
It was suggested that SDR members be provided with jumper cables or battery quick chargers.

Jim Kubichek noted that any members who needed a stocking cap should email him.

- Community
Discussion followed regarding whether a recent patient was back on the mountain, and what the condition of access to that patient’s residence was, whether it had been repaired. Several firefighters noted that they felt there was a health risk to enter the residence. Mark Rode will investigate and pursue assistance for that individual.

10. CL F.I.R.E.S.

- Jody Sandquist encouraged all firefighters to utilize their King Soopers Rewards cards, re-loading and using them at the many locations where the cards are honored. The department has earned almost \$900 since the program was initiated last December. This is a simple way to support the department with this fund raiser.
- Jeanette Williams reported on the various methods for fund raising, will talk to Jan Sawyer regarding cards and business support, and will write an article for the VFD newsletter. Jeanette reported that the bottom line is \$12,463.17 to date, and gave her heartfelt thanks to all who helped with the year’s fund raisers.

11. Miscellaneous

Chief Kelly:

- The Christmas Party is scheduled for December 3, 2016, beginning at 5:00 p.m. to 5:30 p.m. She will need a head count.

12. Public Comments

None

13. Adjournment

MOTION: Jeanette Williams moved to adjourn, Pete Visser seconded the motion which was approved unanimously. The CLVFD Business Meeting adjourned at 1950 hours.

The next scheduled CLVFD business meeting will be held Thursday, November 3rd, at 1800 hours (6:00 p.m.) in the Wapiti Room.

Respectfully submitted,
Jody Sandquist
Temporary Recording Secretary

CLVFD BUSINESS MEETING MINUTES
OCTOBER 3, 2016

The meeting was called to order by Chief Marian Kelly at 6:04 pm. Minutes for the September meeting were approved as published by a motion made by Jim Kubichek and seconded by Alex Alexanderson. Motion passed with many thanks to Jody Sandquist for taking them.

PERSONNEL Nominations for officers for the year 2017 were as follows:
Marian Kelly nominated Mark Rode for Chief, Jim Kubichek and many others seconded the nomination.

Mark Rode nominated Marian Kelly for Assistant chief, which was seconded by Kathy Visser.
Jody Sandquist nominated Mark Weeks for Assistant Chief, which was seconded by Jim Kubichek.

Jim Kubichek nominated Doug Race for Administrator, which was seconded by Pete Visser.

Jody Sandquist nominated Kate Kelly for Traffic Control, which was seconded by Jim Kubichek.
Sharon Cooper nominated Jody Randol for Traffic Control, which was seconded by Marian Kelly.

Nominations were closed by a motion made by Pete Visser and seconded by Harold Alexander. Jim Kubichek suggested that every member of the department should shadow an officer to determine if they would be willing to take that position at a later date or to substitute for the officer in case of an absence.

Nominations for the Fire and Police Pension Association board were as follows:

Jim Kubichek nominated Doug Race, which was seconded by Mark Rode.
Pete Visser nominated Mark Rode, which was seconded by Jody Sandquist.
Jim Kubichek moved the nominations be closed, Pete Visser seconded the motion, which passed.

EQUIPMENT Jim Kubichek asked if the department was ready for winter. It was reported that the bay heaters were working, water was shut off and drained. All members were reminded to close bathroom doors. Trucks pumps should be drained after every use to prevent freezing.

Chains will be put on when a significant snow fall is forecast.

The Squad may be leaking coolant and should be checked. The Brush trucks have been moved to the two-bay area and the Squad is now in the larger multibay area.

The new compressor has arrived. Alex reported that 15 new pagers have arrived, so if anyone needs one, they should see him.

The mousetraps have been rebaited, so please don't throw them away. All fire extinguishers have been reinspected and recertified. Many thanks to Alex for working with the inspector.

Everyone should watch the fuel tank level on the tank shared with Water and Sewer and report when it gets low. Please fill out the fuel log when refueling any equipment. The key for the tank is in the office desk.

Thanks were extended to Jim Kubichek for taking care of pest control, Harold Alexander for handling the fire extinguisher check and recertification, and Pete Visser for vehicle maintenance.

Mark Rode reported on the station reconstruction. The contractor has reduced some of the bids by using local contractors. The costs are still high and are being reconsidered. As it stands now, the training room will be upstairs, and there will not be an attached bay in back. We will need to finish the east bay ourselves.

Some welding work needs to be done for a shelf for the tender and other small jobs. Pete Visser will contact Gary Wiegel for a quote. The extrication equipment needs to be placed in the engine. Mark Rode, Jim Kubichek, Pete Visser, and Harold Alexander volunteered to work on the above needs.

COMMUNICATION Jim Kubichek reported that the radio on the Engine was cutting in and out during the last incident. Alex agreed to check it out. Due to the changes planned in the management of the CL Association, Jim Kubichek agreed to help Marian in arranging with the manager, Brenna, to give staff pointers/training on the use of both the radios and the sirens.

TRAINING Jim Kubichek reported that the first training in November would be a presentation by PVREA and should be attended by all CLVFD members. Due to Thanksgiving, there will be no second November training.

SAFETY Jody Sandquist suggested that everyone drive carefully on 73C, as the road work being completed by CDOT has changed the road conditions. Not only is there equipment in the road but the road camber and shoulders are drastically different. Culverts are also enlarged and deeper, and roadside ditches are deeper.

MEMBER INPUT Kate Kelly will be gone from December 12-21, and Judy and Jody Randol will be gone all of December. Everyone is reminded to use the member calendar of our website to report their absences.

COMMUNITY INPUT The CL Homeowners Association is changing management arrangements. If anyone has suggestions regarding future arrangements, they are encouraged to contact either board president.

CL FIRES Jody reported that CL FIRES is looking at their fundraising and membership protocols. If anyone has suggestions, they should contact Jeanette Williams or Jody.

MISCELLANEOUS Jim K reported that he is requesting hose packs, 3 water cisterns, GPS units for the brush trucks, handheld GPS units, and wildland pants on the VFA grant application. This is a 50/50 grant, with our share around \$2500.

Harold Alexander moved that we adjourn at 7:35 pm, Jody Randol seconded the motion, which passed.

Respectfully submitted by
Kate Kelly for Doug Race, Administrator

**Crystal Lakes Fire Department
Member Business Meeting Notes
December 1, 2016**

1. Call to order

The meeting was called to order by Chief, Marian Kelly at 1803.

2. Attendance

There were 11 members in attendance. Mark Weeks attended by phone.

3. Minutes from previous meeting

The minutes from the previous meeting were approved as corrected. P. Visser/Alexander

4. Personnel

- Marian: Joe Jackson is resigning from the department as a result of his accepting an appointment to a position in Washington, D. C. We are all proud of Joe and his accomplishments and wish him well.
 - Elections: Members in attendance approved Sharon Cooper for full department membership by ballot vote.
 - Officers: A change was made to the original 2017 slate of officers. The revised slate reads: Mark Rode Chief, Mark Weeks and Marian Kelly Asst. Chiefs. Designated appointments included Doug Race Administrative Officer, Jody Sandquist Safety Officer, and Kate Kelly and Jody Randol Traffic Control Officers. Kate and Jody will job share the Traffic Control Officer position. The membership approved a motion to accept the 2017 slate of officers by acclamation. K Kelly/S Race. Pete Visser recognized Marian for her years of service as chief of the department.
- New radio numbers: As a result of the election of the 2017 officers, several radio call numbers changed. Mark Rode is now Crystal 1. Marian Kelly is now Crystal 3. Shirla Race is now Crystal 5. Mark Rode will retain the Red Feather RF 21 call sign on medical calls in Crystal Lakes. The changes will take effect Jan 1, 2017.
- FPPA Elections: Doug Race and Mark Rode were nominated to represent the department on the FPPA Board. The membership approved a motion accept the nominations by acclamation. Kubichek/K. Kelly Marian mentioned that the FPPA Board elects its own officers, which it would do at its December meeting, which will follow the December District board meeting.

5. Equipment

- FEMA Grant:
 - Jim Kubichek outlined the two submissions the department has made for FEMA grants. One request is for two thermal imaging cameras, the second is for a quick attack apparatus. Both requests carry a 5% match from the requesting department. Jim and the membership discussed dynamics of developing the submittals and future plans. The membership expressed great appreciation for Jim's work in this area.

- Apparatus Modifications:
 - Pete Visser announced that he, Mark Rode, and Harold Alexander (Alex) met with Gary Weigel and Casey Meadows, individually, and asked them, on behalf of the department, to submit bids to construct modifications to Engine 2, Tender 1, and the two Brush trucks. They also rearranged the bays on Tender 1 for better organization of on board equipment. Steve Dirmeyer led a discussion on how best to modify the pneumatic extracation hoses. He will check into required fittings and check with a shop in Fort Collins to do the work.
- Chains:
 - Jim Kubichek announced that, since the weather has taken a drastic change, chains need to be installed on the department apparatus. Department members will meet Tuesday, December 8th at 10 am to do the installation, which will serve as a training date. Chains on Support 1 will be installed after December 18th ice rescue training that will be held at Poudre Canyon VFD..
 - Fuel procedures for the new fuel tank will be presented at 1 pm on the same day.

6. Communications

- Harold Alexander:
 - Alex reminded everyone that the wireless headphones require a LOUD voice to make them work.

7. Training

- Jim Kubichek announced the following:
 - Members will meet at the station at 2 pm on Dec 8th to chain up the apparatus. Fueling procedures for the new tank will be included.
 - Poudre Canyon will host ice rescue training on Sunday, December 18th from 9am-4pm. Jim asked members to let him know if they want to go.
 - Jim led a discussion regarding possibly holding daytime trainings—possibly at 1 pm—during winter months to help mitigate the frigid conditions and limited day light hours Crystal Lakes experiences that time of year. Jim will check for room and member availability. Mark Rode asked that Red Feather VFD be included in any resulting arrangements and/or schedules.

8. Safety

- Jody Sandquist:
 - Jody reminded members that with cold weather, it is important to remember to layer your clothing and stay hydrated.
 - There was general discussion on the dangers posed by the “improvements” made on CR73C. Marian will request reflectors on dangerous curves. Mark Rode reiterated the need for caution, citing issues with braking, especially.

9. Member Input
 - Jim Kubichek:
 - Jim announced that a locals or department recipe/cookbook might be a project/fund raiser possibility. He's had success with them in other areas and activities.
 - Doug Race
 - Doug announced that we need coolant and washer fluid for the apparatus. Transmission fluid stock also needs to be checked. Shirla Race will restock what's needed when she next goes to Fort Collins.
 - EMT class starts Dec. 5th and will run through the first part of April, 2017. Classes will meet on Monday and Wednesday evenings. There are five remote class locations. Doug will be attending class at the Livermore VFD location.
 - Jim Kubichek:
 - Jim mentioned a Division of Fire Prevention survey that noted that there seems to be interest in using drones for firefighting. Drone training may be on the way.
 - -- Firefighter
 - No comments
 - -- SDR -
 - Kate Kelly
 - Kate announced that SDRs should see her to pick up their new, bright green knit caps.
 - --Community
 - Mark Rode/Doug Race
 - Mark and Doug gave a station remodel update. They reiterated that the original project is still intact. Our wish list items just couldn't be included with the budget we have for construction. Presently, an April 1st start date is anticipated. Members should remember that the bottom line is that we are getting the station that was voted for, and that needs to be communicated to the rest of the community. We are NOT going back out to ask for more money. Members discussed the project overall.
10. CL F.I.R.E.S.
 - Ray and Jeanette send regards. They are recovering from illnesses this month.
11. Miscellaneous
 - The department Christmas party will be held Saturday, December. 3rd at Fox Acres. Activities begin at 5:30 pm. Shirla Race reviewed the menu.
 - Department members agreed to send flowers to Ann Sterling who was recently hospitalized.
12. Public Comments
 - None

13. Adjournment

- Department members approved a motion to adjourn the meeting at 1945. K Kelly/Sandquist.

Respectfully Submitted,

Doug Race
Admin/Secy