



# Crystal Lakes Fire Protection District

237 Blackfoot Rd. Red Feather Lakes, CO 80545  
970.881.2679 fax 970.881.3521

## Board of Directors

Meeting Minutes  
November 16, 2023  
6:00 PM  
Crystal Lakes Fire Station

**Call to Order Time:** The meeting was called to order at 6:00 pm by President Hass

**Attendance:** Don Hass, Jody Randol, Anne Dirmeyer, Jim Kubichek and Robin Lauric

**Absent:** Evan Rau, Anne Dirmeyer arrived at 7:00pm

**District Members in Attendance:** Harold Alexander, Doug Race and Melanie Nelson, Recording Secretary

**Agenda Approval:** Under unfinished business add North 40 Alliance and Survey for the SDA. Move Asset Management from new business to unfinished business. Move the Holiday Recognition Dinner to end of the meeting. Remove Robin from Website status. Move resignation to the end of the meeting, not new business. Jody made a motion to accept the agenda with amendments. Jim seconded. The motion passed unanimously.

**Approval of minutes from October 19, 2023, Board Meeting:** Jim made a motion to approve the minutes from the October 19<sup>th</sup> meeting as amended. Jody seconded. The motion passed unanimously.

Jim made a motion to accept the September 21, 2023, minutes as amended. Robin seconded. The motion passed unanimously.

**Comments by Attending Public:** None

**Presidents Report:** Don Hass - None

**Secretary's Report:** Jim Kubichek - None

**Treasurer's Report:** Anne Dirmeyer - The treasurer's report for October 2023 was presented to the board for review. Jody made a motion to accept the report as submitted. Jim seconded. The motion passed unanimously.

**Fire Department report:** Chief Evan Rau - Chief Rau's written report was presented to the board for review. The full report is found at the end of the regular minutes.

Harold Alexander added that he has rewired Tender and Engine so that the power for the new valve controllers do not come on until the pump is engaged.

## UNFINISHED BUSINESS

**North 40 Alliance:** Jody – Patrice will be making a presentation to the CLRRRA board regarding the North 40 Alliance and shared some of her handouts in advance of her presentation with the board. These handouts included information on the Crystal Lake Hub, a map of Larimer Connects community hubs and a handout for the food pantry. Marian Kelly was given kudos for her communication to the community.

**SDA Survey:** Each board member received an email from the SDA that included a survey regarding proposition HH not passing. The board does not need to fill out the survey.

**As the Board Desires:** None.

**Asset Management:** Robin distributed a draft copy of the asset management spreadsheet that she has been working on. This can be used as a tool for short- and long-range budget planning and is a small piece of an entire asset management plan. Upon completion of this spreadsheet, it will be turned over to the department to maintain it with the suggestion that it be reviewed annually. This is a valuable tool for the board as they have a duty to prudently budget and make sound financial decisions for the taxpayers. The board agreed that Robin should update the Chief regarding Asset Management.

**Board Appointment Process:** Jody – Discussion was held regarding dates for interviewing the two candidates for the opening on the board to fill Jim Kubichek’s position.

**Update on letters (Emails) sent to CLRRRA, CLVFD Department, etc.:** Jody forwarded the Board’s letter to the CLRRRA board and manager regarding consideration of priority road plowing for first responders and has not received any response.

**AIMS Grant as presented by Patrice Diem:** Jody – Discussion was held regarding Patrice’s AIMS grant presentation from last month’s board meeting. She had wanted to present it formally to the board even though the grant would not be submitted this year. Her request to use the fire district’s SAM number was declined. The board will revisit her request in the spring when the grant is eligible to be submitted again. A work session will be scheduled in January to discuss board policy on the use of our SAM number.

Jim Kubichek stated that he would remove his name from the account if it is used outside of the department.

**HH Update on not passing:** Anne - We will be getting the budget numbers from the assessor by December 10<sup>th</sup>. We will have until December 15<sup>th</sup> to fill out what the county needs to finalize the numbers. Anne may still have to make an amendment to the budget and if so, she will ask the SDA or DOLA how to process an amended budget.

**Mill Retention:** Jody -- The bond is scheduled to be paid off at the end of 2024. If our request to maintain the same mill levy fails, we are back to a 5 mill levy and we will go two years before the next vote. We are currently operating on 5 mills. Mill retention will be discussed in detail at the Study Session to be scheduled in January.

Robin made a motion to rescind a motion she made at the September 2023, board meeting to reactivate the Services Improvement Committee (SIC) for the purpose of developing and delivering a program to accomplish the retention of the mill levy which will be included on the November 2024 ballot. Jody seconded the motion. The motion passed unanimously.

Robin made a motion to create a Mill Retention Committee for the purpose of delivering a program to accomplish the retention of the mill levy which may be included on the November 2024 ballot. Jody seconded the motion. Motion passed unanimously.

**Strategic Plan and the role of the SIC:** Doug Race reported that progress has been made but the plan has not been finalized yet. Doug is working on the narrative. Robin, Mike Clark, and Jody are on the committee, but members of the department have not been included yet. Doug will talk to members about this at the next business meeting.

**Holiday Recognition Dinner:** Dec. 12, 2023 @ 5:00 PM with setup at 3:30-4:00 PM

Plans are on track for the Holiday Recognition Dinner. The Board discussed having a member speak at the Holiday Dinner. Jody will speak on the Board's behalf.

**District Webpages and Board legal responsibilities:** The new website was discussed. With deadlines approaching it would be a good idea to have at least two board members trained with access to update and post to the webpage. Jody and Robin volunteered to help with posting. Robin will reach out to Evan to let him know.

**Possible Work Session:** A board Study Session has been set for January 13<sup>th</sup>.

**Resignation:** Jim Kubichek resigned from his position on the board as he is looking forward to enjoying retirement. Jody made a motion to appoint Susan Vance as a director of the board to fulfill the unexpired portion of Jim Kubichek's term. Don seconded. The motion passed unanimously.

#### **NEW BUSINESS**

**Black Diamond Project:** Jody – The Black Diamond Project was presented in conjunction with the CWPP. There are intricate pieces that could be wonderful for our community working together on a common goal. Jody recommended listening to the recorded session if you missed the live presentation.

**Set and confirm next Board meeting date and location:** December 14, 2023, at the CLVFD Station.

**Adjournment:** Jody made a motion to adjourn. Anne seconded. The motion passed unanimously. The meeting was adjourned at 9:24 pm.

Respectfully submitted,

Melanie Nelson, Recording Secretary

The Crystal Lakes Fire Protection District Board meeting is held the third Thursday of each month at 6:00 PM at the fire station.

#### **Mission Statement**

*To provide prompt and efficient fire suppression and emergency response services; to promote safety and fire prevention through outreach and community engagement; and to improve our capabilities to ensure the safety and resiliency of our mountain community.*

# Crystal Lakes Volunteer Fire Department

237 Blackfoot Rd, Red Feather Lakes, CO 80545

(970) 881-3521



November 16, 2023

Fire Department Report

## 1. Department Activity since the last board meeting

- Business meetings: one regularly scheduled
- Officer meetings: one regularly scheduled
- NW Larimer County Fire Chiefs ZOOM call: First Wednesday of the month via zoom. Quarterly in-person. I was in attendance this month
- Monthly meeting with NLCERA medical directors (UCHealth): No one represented CLVFD at this meeting this month.
- Emergency Responders Roundtable: No meeting this month
- Greenbelt Management Committee meetings: Monthly on 2<sup>nd</sup> Thursday at 19:00. I was unable to attend this meeting this month, but have opened a conversation about its scheduled day/time.

Incidents – 2 since last CLFPD meeting.

- 057: 10/26/23: Medical on Okmulgee Circle
- 058: 11/15/23: Illegal burn at Beaver Meadows

## 2. PERSONNEL:

- SDRs, Pam and Jim Liebl, resigned from the department, citing too little availability.
- Nominations for Officer positions took place at last month's Business meeting on 10/26/23.
- Elections for Officer positions will take place at the last scheduled Business meeting of the year, 11/28.

## 3. TRAINING:

Department trainings:

- November's training was SCBAs. During this training, firefighters practiced breathing through an SCBA, as well as donning and doffing the SCBA pack. FFs and SDRs practiced changing and filling air bottles.
- December training is Radios.

Outside trainings:

- EMS conference: Colorado Pediatric Emergency and Trauma Conference
  - Karen and Anne attended this trauma conference in Aurora

2023 Training schedule in place with RFLVFD:

<b>Month</b>	<b>Topic</b>
JANUARY	Scene Size-Up, ICS,
FEBRUARY	Apparatus Rodeo (separate)
MARCH	Ice Rescue
APRIL	Wildland 1
MAY	Structure 1
JUNE	Wildland 2
JULY	Structure 2
AUGUST	Low-Angle Rescue
SEPTEMBER	Cumulative scenario
OCTOBER	Extrication
NOVEMBER	SCBA
DECEMBER	Radios (Combined Training = Mock Incidents)

**4. GRANTS:**

- PPE grant/group buy through DFPC. Delivery dates for the gear are unknown, but contractors have been contacting Jim and me regarding sizing and fitting for turnout gear and boots.

**5. COMMUNITY**

CL FIRES and CLVFD are planning next year's events.

- We have been discussing combining the Safety Day and Open House events into a single event, but have not made a decision about that.
- CL FIRES and CLVFD decided to not hold the Open House during the Poker Run due to the Poker Run's pairing of alcohol consumption and driving.

**6. EQUIPMENT**

- Tender 1 scheduled to go to Trans West for routine maintenance. Did not happen in October.
- Squad 1 and Brush 1 both have had their inverters removed and a float charger installed.
- Squad 2 is back in service and running very well, according to Jim. CLVFD is planning to purchase a new power unit for the plow before end of year.
- We are purchasing a few additional items with 2023 budget. These include, at minimum:
  - 2nd water/ice rescue reach pole and attachments
  - New tires for rear of B2 (fronts replaced recently)
  - Lightweight reel hose for B1

- Auxiliary lighting for Squad1
- Battery-powered jumpstart pack capable of starting all apparatus.
- Regular jumper cables for Squad1
- One additional Kenwood portable radio
- Chainsaw chaps (3 sets)
- Safety glasses for ALL members

## **7. EVENTS**

- Holiday Party is 12/12/23 at 17:00 in the Community Room at Base Camp. Department members, Board Directors, and their plus-ones are invited.
- No events this month

## **8. OTHER:**

CLRRRA Greenbelt Management Committee

- No updates this month

CL Open Space Conservancy (OSC)

- No updates this month

Respectfully submitted,

Evan Rau

Fire Chief

Crystal Lakes Volunteer Fire Department