

Crystal Lakes Fire Protection District

(970) 881-3521

Board of Directors

Minutes for January 18, 2018
Wapiti Center– 7:00 P.M.

Call To Order: The meeting was called to order by president Defibaugh at 7:06 pm.

In Attendance: Dan Defibaugh, Shirla Race, Don Hass, Jim Kubichek,

Absent: Jan Sawyer (excused), Mark Rode (excused)

District Members in attendance: Doug Race

Approval of Agenda: Shirla Race moved to approve the agenda and Don Hass seconded the motion. The motion passed unanimously.

Approval of Minutes of Previous Meeting: November 16, 2017

Shirla Race made a motion to approve the minutes of November 16, 2017. Dan Defibaugh seconded the motion. The motion passed unanimously.

President's Report: No Report

Secretary's Report:

A PowerPoint presentation by department member Kathy Visser highlighted department accomplishments of 2017.

Doug Race completed and posted the Annual Transparency Notice which was approved by the board.

Treasurer's Report: Treasurer Race presented the end-of-year 2017 financial report for the department and the station remodel bond. Nothing remarkable was noted. There are still outstanding construction bills at this time.

Treasurer Race presented the final 2018 Budget which has been distributed to the county. She also presented the January 2018 monthly report.

Jim Kubichek made a motion to accept all financial reports preselected and Don Haas seconded the motion. The motion passed unanimously.

Treasurer Race noted that the auditors made a recommendation to adopt a modified cash accounting system. The board discussed the pros and cons of this system and decide to keep the present accounting system in place.

Fire Department Report: Doug Race, the department's Administrative Officer presented the written Chief's report. There were 4 incidents since the last report. 2017 service hours by members was noted. There were 1,417 hours of training, 2,185 non-training hours and 360 hours of incident response recorded for a total of 3,962 fire department volunteer hours dedicated to the community. This averages out to 76 hours per week or 2 FTE. At a \$27 value per volunteer hour, that totals \$106,974 of value to our community in 2017.

Grants: For the 2017 FEMA/AFG grant year, the department has submitted applications for a new Wildland Urban Interface engine and new 800MHz portable radios.

UNFINISHED BUSINESS

CLVFD Station Remodel Progress Report: The department has established in-house maintenance procedures.

NEW BUSINESS

A resolution, 2018-01, to designate the meeting place and time for the CLFPD Board meetings and the official posting place for meeting agendas was presented. Shirla Race made a motion to approve the resolution and Dan Defibaugh seconded the motion. The motion passed unanimously.

**Crystal Lakes Fire Protection District
Resolution 2018-01**

“Be it resolved that the meeting place for the Crystal Lakes Fire Protect District Board of Directors meeting shall be the Wapiti Center at Base Camp at 300 Tami Road, Red Feather Lakes, Colorado.”

“Be it further resolved that the meeting time for the Crystal Lakes Board of Directors meeting shall be at 7:00 PM on the third Thursday of each month.”

“And, be it further resolved that the agenda for each meeting shall be posted 24 hours in advance of each meeting at the following locations:

Crystal Lakes Volunteer Fire Station
Two mail sheds on Wapiti Drive
Outside the Wapiti Center
Mail shed on 73C near Neosho Trail
Beaver Meadows Office 100 Marmot Dr.

A motion was made by Jim Kubichek and seconded by Don Hass to name Doug Race as the district’s Designated Election Official. The motion passed unanimously.

As the Board Desires: None

Comments by Attending Public: None

Set or confirm next Board meeting date and location: Thursday, February 16, 2018
at 7:00 pm in the Wapiti Center.

Adjournment: Shirla Race moved to adjourn the meeting and Jim Kubichek seconded the motion. The meeting was adjourned at 8:36 pm.

Submitted by
Jim Kubichek
Secretary

Approved by: _____ Jim Kubichek, Secretary

Crystal Lakes Fire Protection District
Business Meeting Minutes
March 15, 2018
DRAFT

1. Call to order
 - The meeting was called to order by President, Dan Defibaugh at 1915 hrs.
2. Board Members in Attendance
 - Members Present
 - President, Dan Defibaugh; Vice-President, Jan Sawyer (by phone); Treasurer, Shirla Race; Secretary Protempore, Doug Race; Chief, Mark Rode
 - Members Absent
 - Secretary, Jim Kubichek; Member-at-Large, Don Hass
3. District Members in Attendance
 - none
4. Approval of Agenda
 - A motion was made to approve the agenda for the March meeting. (Jan/Shirla) The motion was approved.
5. Approval of Minutes from Previous Meeting (January – February Meeting Canceled)
 - A motion was made to approve the minutes from the January meeting. (The February meeting was canceled due to weather.) (Jan/Shirla) The motion was approved.
6. President's Report
 - none
7. Secretary's Report
 - A motion was made to appoint Doug Race as secretary protempore for the meeting. (Dan/Jan) Discussion: Documents to close out the 2018 election cycle require the signature of the Board's secretary. The deadline to submit the documents will lapse before the next scheduled Board meeting. The motion was approved.
8. Treasurer's Report
 - Treasurer, Shirla Race, submitted a written, regular report. Insurances and workers compensation have been paid. Revenues are coming in. We are awaiting arrival of some orders that have been placed.
 - Bond account update: The balance in the Colorado Trust Bond account—our station remodel construction account—was transferred to the First National Bond account. Payment for the final construction invoice has been transferred to Phipps Construction, minus the construction retainage of about 7,800.00. The retainage will be held until all items on the construction punch list have been remedied.

- Fund raising expenses: Address license plates have been ordered, but have yet to arrive.
 - A motion was made to accept the treasurer's report. (Dan/Jan) The motion was approved.
9. Fire Department Report
- CLVFD Chief, Mark Rode submitted a written report. The report incorporated the months of January and February.
 - EMS training: EMS trainings will likely be consolidated to one meeting per month at Glacier View VFD, instead of trainings being held at the five mountain departments individually.
 - Trainings: Several department members attended an ice rescue training class presented by Poudre Canyon VFD. Glacier View VFD hosted the classroom portion of the class, and Crystal Lakes VFD hosted the practical portion of the class. Several members assisted with the practical and several SDRs provided warm drinks and snacks for attendees. Overall, the event was a huge success.
 - USFS controlled (prescribed) burns: CLVFD members have provided containment support for the prescribed burns currently underway in the Creedmore and Lost Lakes areas. Red Feather has assisted also. CLVFD has provided about 81 hrs of support for the current burns. Chief Rode will be discussing future participation and support activities with the burn administrators.
10. Unfinished Business
- Station Remodel Progress Report
 - Construction Storage Container Emptied: The construction storage container has been emptied and will be returned to the vendor. The department will schedule a "stash or trash" workday to clear the station of the miscellaneous items that remain.
 - Punch List Items: Several construction punch list items still remain. Conversations with Phipps have determined that the items probably won't be addressed until later this spring.
 - Grants: Jim Kubichek has submitted four grants that, combined, request bunker gear, radios, a station generator, and a WUI apparatus. Chief Rode led a discussion regarding the coming 800 radio frequency change-over and unit acquisition.
 - Insurance: The issue of liability insurance arose during the ice rescue training practical CLVFD hosted recently. The Road and Recreation Association (R&R) is requesting coverage under CLFPD insurance liability coverage for trainings involving outside agencies/departments. The Water and Sewer (W&S) Association has made the request also. As a result of the ice rescue training, this year is covered. The group discussed insurance issues and coverage ramifications going forward. The association presidents and/or representatives will be invited to a CLFPD meeting to discuss the matter(s).
 - R&R Use Agreement: R&R is requesting a signed, formal agreement with CLFPD that indemnifies the Associations from any activities conducted by CLVFD on R&R and/or W&S property. Again, R&R and W&S will be invited to a CLFPD board meeting to

- discuss the matters.
 - Revised Rules and Regulations: Department members met several times to review and revise the Department's rules and regulations. The new document is currently out for department member review, and will be submitted for a vote of approval at the next business meeting. The document will then be presented at the April Board meeting.
 - Non-Training Volunteer Hours: Well over 800 non-training department members' volunteer hours have stacked up year-to-date. "Little things" continue to be cleared up at the station.
 - Report from Designated Elections Officer
 - Resolution 2018-003—Cancellation of Election: Designated Election Officer, Doug Race, presented Resolution 2018-003 to the Board to certify cancellation of the May 8th, 2018 election. A motion was made to accept and adopt Resolution 2018-003. (Dan/Shirla) The motion was approved.
11. New Business
- Request to use Station
 - CLFIRES submitted a request to use CLVFD Station for its annual rummage sale and annual meeting. A motion was made to grant both requests. (Shirla/Jan) The motion was approved.
 - As the Board Desires
 - Jan will miss the April meeting.
 - Set Next Meeting Date
 - The next Crystal Lakes Fire Protection District Meeting will be held April 19th, at 7 pm, in the Wapiti Room
 - Adjournment
 - A motion was made to adjourn the meeting at 2000 hrs. (Shirla/Jan) The motion was approved.

Crystal Lakes Fire Protection District

(970) 881-3521

Board of Directors

Minutes for April 19, 2018
Wapiti Center– 7:00 P.M.

Call To Order: The meeting was called to order by President Dan Defibaugh at 6:53 pm

In Attendance: Dan Defibaugh, Shirla Race, Don Hass, Jim Kubichek, Mark Rode

Absent: Jan Sawyer (excused)

District Members in attendance: Doug Race, Harold Alexander, Steve Dirmeyer, Mark Weeks (via phone)

Approval of Agenda: Shira Race moved to accept the agenda. Don Hass seconded. The motion passed unanimously.

Approval of Minutes of Previous Meeting: March 15, 2018

Shirla Race moved to accept the minutes of March 15, 2018. The motion was seconded by Dan Defibaugh. The motion passed unanimously.

President's Report: No Report

Secretary's Report: No Report

Treasurer's Report: Shirla Race presented the written district's monthly report. She indicated that insurance and workmen's comp insurance costs have increased more than was anticipated. No other remarkable items were noted. Jim Kubichek moved to accept the monthly treasurer's report. Don Hass seconded the motion. The motion passed unanimously.

Fire Department Report: Chief Mark Rode presented the written monthly report.

Noted items: There were no incidents since the last report. Area EMS training has been consolidated and now is held at the Glacier View Station on the second Thursday night of the month. The department received news that the FEMA AFG grant request for a new WUI engine did not make it to panel (was denied). New Rules and Regulations were completed by the committee and the department members voted to accept. There were 473 non-training volunteer hours YTD.

UNFINISHED BUSINESS

CLVFD Station Remodel Progress Report: There have been issues with the exterior lighting for the station. This has been communicated to the contractor.

NEW BUSINESS

Approval of Revised Department Rules and Regulations: Jim Kubichek made a motion to accept the revised Rules and Regulations for the department. Dan Defibaugh seconded the motion. The motion passed unanimously.

Discussion related to the ability to phone conference at meetings: Due to changes with the Road and Recreation Association, the conference phone currently used will be unavailable soon. The department has purchased a conference device that will work with a cell phone.

Discussion related to Engine 2 issues: Chief Rode presented a PowerPoint presentation that outlined current issues with the 1988 Engine 2 related to the pump. Dan Defibaugh made a motion to authorize the department to move forward to explore the purchase of a replacement engine and initiate the purchase. The motion was seconded by Don Hass. The motion passed unanimously.

As the Board Desires: None

Comments by Attending Public: Steve Dirmeyer, acting as a Road and Recreation board member initiated a discussion related to burning of slash this year at the Slash Depot Location. No action was taken at this time.

Set or confirm next Board meeting date and location: The next board meeting will be held at the Wapiti Center on Thursday, May 17 and 7:00 pm.

Adjournment: Don Hass made a motion to adjourn the meeting and Shirla Race seconded. The motion passed unanimously

Submitted by
Jim Kubichek
Secretary

Approved by: _____ Jim Kubichek, Secretary

Crystal Lakes Fire Protection District

(970) 881-3521

Board of Directors

Minutes for May 17, 2018
Wapiti Center– 7:00 P.M.

Call To Order: Prior to the beginning of the meeting, the board members were invited to tour the new (used) engine. Following the tour, the meeting was called to order by President Dan Defibaugh at 7:13 pm.

In Attendance: Dan Defibaugh, Jan Sawyer, Shirla Race, Don Hass, Jim Kubichek, Mark Rode

Absent: None

District Members in attendance: Harold Alexander, Doug Race

Approval of Agenda: Jan Sawyer moved to accept the amended agenda. Don Hass seconded. The motion passed unanimously.

Approval of Minutes of Previous Meeting: April 19, 2018

Shirla Race moved to approve the minutes as corrected. Don Hass seconded the motion. The motion passed unanimously.

President's Report: No Report

Secretary's Report: No Report

Treasurer's Report: Treasurer Race distributed the monthly report. Page one showed the disbursement of funds to purchase the replacement engine; a 2008 International 4X4 Ferrara Pumper Engine, \$65,000 in April and \$65,000 in May for a total of \$130,000. Funds were drawn from the Capital Improvements Reserve Fund. The engine is paid in full.

A technical error was discovered in the training expenses and was corrected.

The Colorado Trust Bond Account has been closed as payment to the contractor has been made with the exception of the approximately \$7,800 retention which will be kept until the completion of the punch list.

Jan Sawyer moved to accept the Treasure's report as corrected. The motion was seconded by Jim Kubichek. The motion passed unanimously.

Auditor Report:

There were no concerns noted by the auditors in a recent meeting. The auditors will present their report at the June board meeting.

Fire Department Report:

Chief Rode presented the monthly department report. Highlights included the addition of three new probationary members (2 firefighters and 1 SDR). There have been 612 hours of non-training service to date. Chief Rode announced the acquisition of a 2008 International 4X4 Ferrara Engine/pumper to replace the 1988 International 4X4 pumper.

UNFINISHED BUSINESS

CLVFD Station Remodel Progress Report:

Doug Race reported that the punch list for the remodeled station is still outstanding/incomplete.

NEW BUSINESS

Swear In Board Members: Board members Dan Defibaugh, Shirla Race, and Don Hass were sworn in for another term.

Ratify action taken via email to purchase Engine 1:

Shirla Race submitted the following motion: Pursuant to the April Board meeting decision to explore the purchase of a replacement engine and to initiate the purchase, the board ratifies its decision taken via electronic media to purchase the engine. The motion was seconded by Jim Kubichek. The motion passed unanimously.

Discussion related to Road and Recreation Board Request for Indemnification and Hold Harmless Agreement:

Discussion was held related to a draft Indemnification and Hold Harmless agreement submitted to the District by the Crystal Lakes Road and Recreation Association Board. Jan Sawyer made a motion: As the Crystal Lakes Fire Protection District (CLFPD) is considered a governmental entity under Larimer County, the State of Colorado, and Federal statutes, and having been advised by our attorneys, the CLFPD had determined that it is inappropriate to agree to any Indemnification and Hold Harmless agreement as the CLFPD is covered by the Colorado Governmental Immunity Act (CGIA) CRS 24-10-101, et seq. and its own liability coverage. Dan Defibaugh seconded the motion. The motion passed unanimously.

As the Board Desires:

Shirla Race communicated to the Board an opportunity offered by PVREA made to not-for-profit entities to participate in a solar garden. Discussion was held and it appears that this opportunity could save the district energy costs. Dan Defibaugh made a motion to take advantage of the PVREA offer to participate in the solar garden program to obtain clean, renewable energy from 23 solar panels at cost of \$81.65 per month. The motion was seconded by Don Hass. The motion passed unanimously.

Comments by Attending Public: None

Set or confirm next Board meeting date and location: June 21, 2018 at 7:00 in the Wapiti Center.

Adjournment: Dan Defibaugh moved to adjourn the meeting. Don Hass seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:00 pm.

Submitted by
Jim Kubichek
Secretary

Approved by: _____ Jim Kubichek, Secretary

Crystal Lakes Fire Protection District

(970) 881-3521

Board of Directors

Minutes for June 21, 2018
Wapiti Center– 7:00 P.M.

Call To Order: The meeting was called to order at 7:05 by president Defibaugh.

In Attendance: Dan Defibaugh, Shirla Race, Don Hass, Jim Kubichek, Mark Rode

Absent: Jan Sawyer (excused)

District Members in attendance: Doug Race, Steve Dirmeyer

Approval of Agenda: Don Hass moved to approve the agenda. The motion was seconded by Shirla Race. The motion passed unanimously.

Approval of Minutes of Previous Meeting: May 17, 2018

Shirla Race moved to approve the meeting minutes of May 17, 2018. The motion was seconded by Don Hass. The motion passed unanimously.

President's Report: No Report

Secretary's Report: No Report

Treasurer's Report: Shirla Race presented the monthly financial report. She noted that the report was unremarkable. She did note that Engine 2 repairs were \$12, 870. The sale of Engine 2 is being explored with several brokers.

Auditor Report: The auditors were unable to attend the meeting and will present their report at the July board meeting.

Don Hass made a motion to accept the treasurer's report. Jim Kubichek seconded. The motion passed unanimously.

Fire Department Report: Chief Rode presented the written report for the last 30 days and noted the following:

- There has been a significant increase in incidents since the last report;
- Current local moisture levels are better than most other areas of the state;
- There have been four out-of-district training opportunities that firefighters have taken advantage of;
- There are \$50,000 of grant requests outstanding;
- Non-training volunteer hours total over 1013 to date.

UNFINISHED BUSINESS

CLVFD Station Remodel Progress Report: No Report

NEW BUSINESS

As the Board Desires:

Shirla Race reported that the application has been submitted and accepted by PVREA for the participation in the community solar garden. The district will utilize 23 solar panels beginning in July.

It was reported that the community education classes presented by the department have been well attended, especially the “Stop the Bleed”, Chainsaw Safety, and Evacuation classes. This year the classes are being held at the station.

Comments by Attending Public: None

Set or confirm next Board meeting date and location: July 19, 2018 at 7:00 PM in the Wapiti Center of Base Camp.

Adjournment: Shirla Race made a motion to adjourn the meeting. Jim Kubichek seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:45 PM.

Submitted by
Jim Kubichek, Secretary

Approved by: _____ Jim Kubichek, Secretary

Crystal Lakes Fire Protection District

(970) 881-3521

Board of Directors

Minutes for July 19, 2018
Wapiti Center– 7:00 P.M.

Call To Order: The meeting was called to order at 7:05 by president Defibaugh.

In Attendance: Dan Defibaugh, Shirla Race, Don Hass, Jan Sawyer, Jim Kubichek,
Mark Rode

Absent: None

District Members in attendance: Anne Dirmeyer, Steve Dirmeyer

Approval of Agenda: Shirla Race made a motion to approve the agenda. Jan Sawyer seconded. The motion passed unanimously.

Approval of Minutes of Previous Meeting: June 21, 2018

Don Hass made a motion to approve the minutes from June 21, 2018. The motion was seconded by Jan Sawyer. The motion passed unanimously.

President's Report: No Report

Secretary's Report: No Report

Treasurer's Report:

Treasurer Race presented the written monthly report. Nothing remarkable was noted on the report. Jim Kubichek made a motion to accept the July Treasurer's report. The motion was seconded by Jan Sawyer. The motion passed unanimously.

Auditor Report: Tyra Litzau, ACM auditor presented the 2017 audit. She presented the board with the Audit Warp, Financial Statements and Supplementary Information. The audit was required due to the passage of the bond issue for the remodeling of the station. The audit provides reasonable assurance about the financial condition of the District and that the financials are free from misstatements.

Primary areas of focus and findings:

- Revenue Recognition: The District's major sources of revenues are property taxes levied in Larimer County.
- Capital Assets and Depreciation: The District completed the improvements on its fire station during the year and had a large increase in capital assets.
- Long Term Liabilities: The District currently has one general obligation bond outstanding totaling \$690,000.
- Pension Reporting: The District has a volunteer firefighter's pension plan that is administered by FPPA. Currently the District's firefighter pension plan is more than fully funded.
- No going concerns were noted during the audit.
- Evaluation of Estimates: Estimates were determined to be reasonable and free from bias.

One recommendation by the auditors related to segregation of duties. Due to the volunteer nature of the District, many of the critical accounting duties have been combined and assigned to the Treasurer. The Treasurer performs all of the accounting functions of the District, including being an authorized signor on all bank accounts and overseeing all cash functions of the District. The District should find ways to segregate duties to serve as a check and balance and to maintain the best control system possible.

Fire Department Report: Chief Rode presented the monthly fire department report.

Highlights of the report included:

- 12 incidents since the last report;
- 3 new members (2 SDRs and 1 firefighter)
- 1 probationary SDR requested to become a firefighter
- The Glacier View Exterior fire academy was attended by 4 new members.

-Grants: The Homeland Security grant for the station generator has been approved but funds will not be available until late fall.

-The Independence Day celebration activities were a big success.

-Volunteer non-training hours to date are over 1,300 hours.

UNFINISHED BUSINESS

CLVFD Station Remodel Progress Report:

The station warrantee walkthrough will be held August 11th. To date, items to be corrected include a crack in the exterior concrete, an issue with the west bay heater system, and an electrical issue with the west bay lights.

NEW BUSINESS

As the Board Desires: No items were discussed.

Comments by Attending Public: No items were raised.

Set or confirm next Board meeting date and location: Thursday, August 16, 2018 at 7:00 pm in the Wapiti Center of Base Camp.

Adjournment: Shirla Race made a motion to adjourn the meeting. The motion was seconded by Don Hass. The motion passed unanimously. The meeting was adjourned at 8:20 pm

Submitted by
Jim Kubichek
Secretary

Approved by: _____ Jim Kubichek, Secretary

Crystal Lakes Fire Protection District

(970) 881-3521

Board of Directors

**Minutes for August 16, 2018
Wapiti Center– 7:00 P.M.**

Call To Order: President Defibaugh called the meeting to order at 7:00 PM

In Attendance: Dan Defibaugh, Shirla Race, Don Hass, Jim Kubichek, Jan Sawyer
(attending via phone conference)

Absent: None

District Members in attendance: Harold Alexander, Steve Dirmeyer, Anne Dirmeyer,
Doug Race

Approval of Agenda: Shirla Race moved to approve the agenda. Don Hass seconded.
The motion passed unanimously.

Approval of Minutes of Previous Meeting: July 19, 2018

Don Hass move to approve of the minutes of July 19, 2018. Jan Sawyer seconded the
motion. The motion passed unanimously.

President's Report: None

Secretary's Report: None

Treasurer's Report:

Treasurer Race submitted the written monthly financial report. Nothing remarkable was
noted except the vehicle repair budget has been overspent by \$5,778, much of which
went towards repairs and alterations of Engine 1. Don Hass moved to accept the monthly
Treasurer's report. Jim Kubichek seconded. There were four aye, no nay and one
abstention. The motion passed.

Fire Department Report: Chief Rode presented the written monthly Department report. There were 6 incidents since the last report. The department has gained one new member. There have been in excess of 1,403 hours of non-training volunteer service to date.

The department made a request to the Board for the separation of duties of the Treasurer resulting in having another party review the bank statements for reasonableness. Financial records are available to the public. This request is made to protect the District and the Treasurer and in no way reflects on the competence of or confidence in the Treasurer but simply to move closer to the auditor's recent recommendations to the District. Discussion ensued and will continue discussion at the September Board meeting. Chief Rode will submit options to the board for complying with the auditor's recommendation.

UNFINISHED BUSINESS

CLVFD Station Remodel Progress Report: Warrantee meeting

Administrative Officer, Doug Race presented a report on the warrantee walk through that occurred recently with the contractor and department members Harold Alexander, Steve Dirmeyer, Doug Race, and Chief Rode. Items noted were; west bay light circuit tripping, exterior crack on concrete apron, and west bay radiant heat noise. Items listed will be addressed by the contractor.

NEW BUSINESS

Additional Credit Card: Jan Sawyer made a motion to allow Treasurer Race to contact company for an additional card for the Chief. The motion was seconded by Jim Kubichek. The motion passed unanimously/

Print/Video Release Request for Grant Application: After Jim Kubichek presented the requirement from an upcoming grant application for a release for publicity, the Board approved the grant application terms as presented.

As the Board Desires: None

Comments by Attending Public: None

Set or confirm next Board meeting date and location: Thursday, September 20 at 7:00 pm.

Adjournment: Don Hass made a motion to adjourn the meeting. The motion was seconded by Jan Sawyer. The motion passed unanimously. The meeting was adjourned at 8:10 pm.

Submitted by
Jim Kubichek, Secretary

Approved by: _____ Jim Kubichek, Secretary

Crystal Lakes Fire Protection District

(970) 881-3521

Board of Directors

Minutes for September 20, 2018

Fire Station (due to water issues)– 7:00 P.M.

Call To Order: The meeting was called to order at 7:04 by Vice President Sawyer at 7:04.

In Attendance: Jan Sawyer, Shirla Race, Don Hass, Jim Kubichek, Mark Rode

Absent: Dan Defibaugh (excused)

District Members in attendance: Susan and Mike Aden, Doug Race

Approval of Agenda: Shirla Race moved to approve the agenda. The motion was seconded by Don Hass. The motion passed unanimously.

Approval of Minutes of Previous Meeting: August 16, 2018

Don Hass moved to approve the minutes from the previous meeting of August 16, 2018. Shirla Race seconded the motion. The motion passed unanimously.

President's Report: No Report

Secretary's Report: No Report

Treasurer's Report: Treasurer Race presented the monthly financial report. She noted that the pension payment has been paid for the year. She noted nothing remarkable on the rest of the report. She did inform the board that there has been some billing issues with our fuel supplier and that they are still unresolved. She also informed the board that arrangements are being made with Front Range to broker the sale of Engine 2. Jim made a motion to accept the monthly treasurer's report as submitted. Don Hass seconded the motion. The motion passed unanimously.

Fire Department Report: Chief Rode presented the monthly department report. There have been 6 incidents since the last report for a total of 43 ytd. There was a joint training scenario with Red Feather. Our FEMA/AFG grant request for new 800 radios was denied. A Firehouse Subs Foundation grant was submitted for 10 sets of turnout gear and 10 pairs of structure boots. The CLFIRES Appreciation Dinner was held 9/16/18. There have been 1448 volunteer non-training hours to date. The district Holiday Party will be held 12/8/2018. Firefighter/EMT Brendon (Bobby) Hill has been named Red Feather VFD Assistant Chief and will now be full time Red Feather and part time Crystal Lakes VFD. Chief Rode informed the District Board of discussions with the CLRR Board to take over operational control of the disaster warning sirens. Chief Rode was recognized as an Outstanding EMS member by the Denver Broncos and received a free set of tickets to a Broncos game and participated in the pregame activities.

UNFINISHED BUSINESS

Proposed Action regarding auditor's report: Discussion was held regarding the auditor's report related to separation of the duties of the treasurer. Chief Rode presented several options to consider. Jim Kubichek offered the following motion: "The treasurer will bring monthly invoices to the district board meeting to be reconciled with the monthly register report to be reviewed/approved by a board member. This action is in response to the auditor's recommendation for separation of duties." Don Hass seconded the motion. The motion passed unanimously.

NEW BUSINESS

SAMS Notarized Authorization Letter: Jan Sawyer was appointed President Pro Tem to sign the SAMS authorization letter required for this year. She will get the letter notarized and send.

As the Board Desires: Nothing

Comments by Attending Public: None

Set or confirm next Board meeting date and location: October 18, 2018

Adjournment: Don Hass made a motion to adjourn the meeting. Shirla Race seconded. It passed unanimously. The meeting was adjourned at 8:00. The Pension Board meeting followed.

Submitted by
Jim Kubichek, Secretary

Approved by: _____ Jim Kubichek, Secretary

Crystal Lakes Fire Protection District

(970) 881-3521

Board of Directors

**Minutes for October 18, 2018
Wapiti Center– 7:00 P.M.**

Call To Order: The meeting was called to order by President Dan Defibaugh at 7:01 pm.

In Attendance: Dan Defibaugh, Don Hasss, Shirla Race, Jan Sawyer, Jim Kubichek

Absent: None

District Members in attendance: Steve Dirmeyer, Doug Race

Approval of Agenda: Jan Sawyer moved and Shirla Race seconded to approve the agenda. The motion passed unanimously.

Approval of Minutes of Previous Meeting: September 20, 2018

Shirla Race moved to approve the minutes as corrected. Jan Sawyer seconded the motion.

It was passed unanimously.

President's Report: No Report

Secretary's Report: No Report

Treasurer's Report:

Prior to the beginning of the meeting Jim Kubichek reviewed the Districts invoices per new policy. Shirla Race presented the October Financial Report. The report was reported to be unremarkable. She noted that the pervious issue with the fuel supplier has bee resolved. She also noted that no bill has been received from the Auditor raising concerns regarding paying the bill prior to the end of the 2018 budget year.

Race also presented the Proposed 2019 Budget. Chief Rode explained the Department budget item request process. That data is then passed on to the Treasurer. The Board will vote to accept the 2019 Budget at the November meeting.

Fire Department Report:

Chief Rode presented his written and oral Department report. He informed the board that the EMS trainings are now back on track. There have been 3 incidents since the last meeting with 46 incidents YTD. The Department has gained two new SDRs. Current CLVFD membership stands at 19 firefighters (with 5 new EMRs) and 13 SDRs. For the winter season we have 17 of 19 firefighters and 4 of 13 SDRs. There are just 2 EMTs available to the Crystal Lakes and Red Feather Districts. Voting for new officers will be conducted at the November Business meeting. The District was awarded the Firehouse Subs Safety Foundation grant for 10 new sets of turn out gear and 10 pairs of boots for a total award of \$23,150. A FEMA AFG grant request for 7 sets of turnout gear and SCBA faceplates was submitted. Non-training volunteer hours for the department YTD are 1,524.

UNFINISHED BUSINESS

Update on Warning Siren Operational Transfer to CLVFD

A draft memorandum of understanding to authorize CLVFD to take over operational responsibility of the Siren Early Warning System with the will be presented by the Chief at the Road and Recreation Association Board meeting on October 20.

NEW BUSINESS

As the Board Desires:

The winter dinner will be held on Saturday, December 8 beginning at 5:00.

Comments by Attending Public:

Steve Dirmeyer, R&R board member, reported that the slash piles at the Slash Solutions site will be burned this winter. He informed the board that a person will be required to undergo training for state certification for burning slash.

Set or confirm next Board meeting date and location: November 15, 2018 at the Crystal Lakes Community Center (Note the change in location due to remodeling efforts at Base Camp.

Adjournment: A motion was made to adjourn by Shirla Race and seconded by Don Hass. The motion passed unanimously. The meeting was adjourned at 7:56 pm.

Submitted by
Jim Kubichek, Secretary

Approved by: _____ Jim Kubichek, Secretary

Crystal Lakes Fire Protection District

(970) 881-3521

Board of Directors

Minutes for November 15, 2018
Wapiti Center– 7:00 P.M.

Call To Order: The meeting was called to order at 7:00 pm by president Dan Defibaugh.

In Attendance: Dan Defibaugh, Jan Sawyer ,Don Hass, Shirla Race, Jim Kubichek, Mark Rode

Absent: None

District Members in attendance: None

Approval of Agenda: Shirla Race moved to accept the agenda and was seconded by Don Hass. The motion passed unanimously.

Approval of Minutes of Previous Meeting: October 18, 2018

Jan Sawyer made a motion to accept the minutes as corrected. Don Hass seconded the motion. It passed unanimously.

President's Report: None

Secretary's Report: The secretary reported the digital recorder is nonfunctional and a new one will be obtained.

Treasurer's Report:

Dan Defibaugh reviewed the monthly invoices.

Treasurer Race presented the monthly Treasurer's Report. Nothing on the budget was noted as remarkable with the exception that the auditor's report fee was over budgeted amount. A check will be made to verify discrepancy between expected and actual. Regarding the Bond Account; the loan payment for \$80,534.76 was made which included an additional \$15,000 towards the principle.

The Chief has been included on the District's credit card holders, along with the Treasurer and two Assistant Chiefs.

Jim Kubichek made a motion to accept the Treasurer's report with Jan Sawyer seconding. The motion passed unanimously.

2019 Budget Approval- Jan Sawyer made a motion to accept and approve the 2019 Budget for the Crystal Lakes Fire Protection District as presented. Don Hass seconded. The motion passed unanimously.

Fire Department Report: Chief Rode presented the written monthly Department report.

Highlights include:

- 49 response calls to date
- EMS training issues have been resolved. Training will take place the second Thursday of the month at Glacier View station.

- Officers for the CLVFD for 2019:
 - Chief- Mark Rode
 - Assistant Chiefs- Marian Kelly and Mark Weeks
 - Training Officer- Jim Kubichek
 - Safety Officer- Jody Sandquist
 - Secretary/Administrative Officer- Doug Race
 - Traffic Control Officer- Kate Kelly

- Non-training volunteer hours= 1,748 to date.

UNFINISHED BUSINESS

Update on Warning Siren Operational Transfer to CLVFD

An MOA was signed by the CLVFD and the CLRRA and the CLWSA will sign the agreement soon.

NEW BUSINESS

As the Board Desires:

Jan Sawyer moved to approve Mark Rode as Chief of the CLVFD for 2019. Don Hass seconded. The motion passed unanimously.

Comments by Attending Public: None

Set or confirm next Board meeting date and location: There will be no December Board meeting. The next CLFPD Board meeting will be held at 7:00 on January 17, 2019 which will be followed by an FPPA meeting.

Adjournment: Shirla Race moved to adjourn the meeting. The motion was seconded by Don Hass. The motion passed unanimously. The meeting was adjourned at 7:48 pm.

Submitted by
Jim Kubichek, Secretary

Approved by: _____ Jim Kubichek, Secretary