

Crystal Lakes Fire Protection District

(970) 881-3521

Board of Directors

**Draft Minutes for January 19, 2017
Wapiti Center– 7:00 P.M.**

Call To Order The meeting was called to order by president Defibaugh at 7:15

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

Absent: none

District Members in attendance: Doug Race

Approval of Agenda: Jan Sawyer move to accept the agenda. The motion was seconded by Don Hass. The motion passed unanimously.

Approval of Minutes of Previous Meeting, December 15, 2016

Dan Defibaugh moved to approve the minutes of December 15,, 2016. The motion was seconded by Jan Sawyer. The motion passed unanimously.

President's Report: President Defibaugh stated his happiness that the station remodeling efforts were moving in the right direction. He stated that the district had good people in the right positions. He noted he will be absent from the February meeting.

Secretary's Report:

Annual Transparency Notice: The 2017 transparency notice has been filed by Doug Race. Reasons to hold an executive session were reviewed with the Board.

A presentation was made to the board summarizing the department's activities for 2016,

Treasurer's Report: Treasurer Race distributed three (3) packets consisting of:

- a) 2016 Year End report: She reported that the report was normal and unremarkable with any exceptions due to the 2016 remodeling expenses.
- b) 2017 Operating Final Budget: The 2017 operation budget is \$338,598 of which grants are projected to contribute \$211,000.
- c) Monthly 2017 Budget Report: Normal and unremarkable.

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

Fire Department Report: Chief Rode presented his oral report of the past month's activities, noting there were 6 calls of which 4 were medical, 1 smoke report, and 1 powerline-related. He also noted that the January business and officers meetings had to be cancelled due to the weather as was the first training of January.

Grants: Shirila Race reported that all reimbursement monies for the grants of 2016 have been received. Mark Rode reported that the department is participating with the other mountain departments on a grant which would obtain 4 new AEDs. This is a 50% grant and if successful, the cost to the district would be approximately \$3000.

UNFINISHED BUSINESS

CLVFD Station Remodel Progress Report: Mark Rode reported that the latest meeting with the Architects and Contractor related to clarification and re-evaluation of the plans to reach a final plan/design within the available budget. Some adjustments were made. We are currently waiting on the net cost of the final plan. The stated cost at this time, prior to the adjustments discussed is \$664,000.

NEW BUSINESS

Resolution designating the meeting location and the posting location for notice of district meetings: A resolution was presented (2017-1) designating the meeting location and the posting location for notice of District Meetings.

“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 to approve the resolution was made by Jan Sawyer and seconded by Don Hass.

The motion passed unanimously.

As the Board Desires: Doug Race stated that 10 firefighters qualified the year’s credit towards the pension.

Comments by Attending Public: None

Set or confirm next Board meeting date and location: February 16, 2017, 7:00 pm in the Wapiti Center.

Adjournment: The meeting was adjourned at 8:35.

Submitted by
Jim Kubichek
Secretary

Approved by: _____ Jim Kubichek, Secretary

Crystal Lakes Fire Protection District

(970) 881-3521

Board of Directors

**Minutes for February 16, 2017
Wapiti Center– 7:00 P.M.**

Call To Order: The meeting was called to order by Vice President Jan Sawyer at 7:00

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

Absent: Dan Defibaugh- Excused

District Members in attendance: Steve and Anne Dirmeyer

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

Approval of Minutes of Previous Meeting: January 19, 2017

A variety of typographic errors were noted. Don Hass made a motion to accept the corrected draft minutes and Shirla Race seconded. The motion passed unanimously.

President's Report: No Report

Secretary's Report: Jim noted that he will be absent for the March meeting.

Treasurer's Report: Shirla Race presented the written monthly treasurer's report. She noted that insurance payments for the entire year for the district were made in February. She also noted that the \$44,000 state grant was for the previous fiscal year but that the reimbursement was paid this year. Lastly she noted that for the Bond; \$3499.56 was paid for permit fees to the county and \$1920.80 was paid to the architects for remodeling plan changes. Jim Kubichek moved to accept the February treasurer's report which was seconded by Don Hass. The motion passed unanimously.

Fire Department Report: Chief Rode presented the written report and noted the highlights which included the addition of three new firefighters (transferred from their roles as SDRs to firefighters), upcoming ice rescue training in Poudre Canyon district, and participation with other mountain departments in a state grant for new AEDs.

Grants: No Report

UNFINISHED BUSINESS

CLVFD Station Remodel Progress Report: Mark Rode reported that the request for permits has been submitted to the county. April 1 is still the date to begin internal station demolition.

NEW BUSINESS

As the Board Desires: None

Comments by Attending Public: None

Set or confirm next Board meeting date and location: Thursday, March 16, 2017

Adjournment: Don Hass moved to adjourn the meeting and Shirla Race seconded. The motion passed unanimously. The meeting was adjourned at 7:32.

Submitted by
Jim Kubichek
Secretary

Approved by: _____ Jim Kubichek, Secretary

Crystal Lakes Volunteer Fire Department

237 Blackfoot Rd, Red Feather Lakes, CO 80545
(970) 881-3521

February 16, 2017
Fire Department Report

1. Department Activity since the last board meeting
 - business meetings – 1
 - department trainings – 2 (includes 1 EMS training with RFLVFD)
 - Incidents (3 YTD)
 - 1- MVA with medical call on CR73C
 - 1- Medical call, 6th filing
 - 1- Investigated possible downed power line
2. Community communications – There are 367 people on the district's email contact list.
3. Personnel - 3 SDRs have began conversion to firefighters (Jody, Steve, Ann)
4. Station Remodel – Request for Permits submitted to Larimer Count, still on track for April 1st start (interior demo)
5. Ice Rescue Training – March 5th, a number of department members will be joining Poudre Canyon's ice rescue training, some for their first time and others to get a refresher in using the equipment.
6. Joint mountain grant submitted to State for new AEDs (Livermore, Glacier View, Red Feather and CLVFD). Livermore is lead on grant submission.

Respectfully submitted,

Mark Rode
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970) 881-3521

Board of Directors

**Minutes for March 16, 2017
Wapiti Center– 7:00 P.M.**

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

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

Absent: None

District Members in attendance: Doug Race, Steve and Anne Dirmeyer, Jody Randol

Approval of Agenda: Shirla Race moved to accept the agenda as presented. Jan Sawyer seconded. The motion passed unanimously.

Approval of Minutes of Previous Meeting February 16, 2017

Jan Sawyer moved to accept the minutes for February 16, 2017 as presented. Don Hass seconded the motion. The motion passed unanimously.

President's Report: Due to family issues, President Defibaugh stated that he may be absent from board meetings in the future. He will attempt to call in if absent.

Secretary's Report: None

Treasurer's Report: Treasurer Race submitted the written Treasurer's report for the month. Nothing remarkable was noted. She informed the board that there will be full audits required for FY 2016 and 2017. Don Hass made a motion to accept the Treasurer's report. Jan Sawyer seconded. The motion passed unanimously.

Fire Department Report: Chief Rode presented the written monthly report. He noted the following points:

- The station remodel interior demolition has been delayed again until April;
- Several trainings have been held with Poudre Canyon;
- The AED grant has begun the review process;
- The “old” SCBA fill components (Compressor, fill station, and storage tanks) have been donated to Poudre Canyon Volunteer Fire District. As soon as our new compressor and fill station are installed in the remodeled station, we will also donate our SCBA packs and air bottles to them;
- 310 volunteer hours have been logged by department members outside of training since the first of the year. It was noted by Jan Sawyer that volunteer hours are currently valued at \$23/hour.

Grants: No report

UNFINISHED BUSINESS

CLVFD Station Remodel Progress Report:

Mark Rode informed the board of a delay in beginning the interior demolition by 10 days. Permits have been applied and paid for. The final maximum price of the construction phase will be \$663,547.00. There will be some additional “Bid Alternate” costs which are yet to be determined.

NEW BUSINESS

Approval of Guaranteed Maximum Price Contract- Board President Dan Defibaugh signed the Guaranteed Maximum Price Amendment.

Comments by Attending Public: None

Set or confirm next Board meeting date and location: April 20, 2017 at the Wapiti Center.

Adjournment: A motion was made by Jan Sawyer and seconded by Don Hass to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 7:35.

Submitted by
Jim Kubichek
Secretary

Approved by: _____ Jim Kubichek, Secretary

Crystal Lakes Volunteer Fire Department

237 Blackfoot Rd, Red Feather Lakes, CO 80545
(970) 881-3521

March 16, 2017
Fire Department Report

1. Department Activity since the last board meeting
 - business meetings – 1
 - department trainings – 2 (includes 1 EMS training with RFLVFD)
 - Incidents (2 in March, 5 YTD)
 - 1- Downed power line
 - 1- MVA roll-over, no injury
2. Community communications – There are 367 people on the district's email contact list.
3. Personnel - 3 SDRs conversion to firefighting training continued (Jody, Steve, Ann)
4. Station Remodel – Request for Permits submitted to Larimer County. April 1st start (interior demo) now moved to April 10th due to architect and General Contractor date conflicts.
5. Ice Rescue Training – Classroom instruction completed for 5 members, ice practical upcoming, hopefully this week.
6. Joint mountain grant submitted to State for new AEDs (Livermore, Glacier View, Red Feather and CLVFD). Livermore is lead on grant submission. In-Person Board review of grant submission Tuesday 3/21 in Loveland.
7. SCBA compressor, fill station, tank cascade, and SCBA packs/tanks donated to Poudre Canyon VFD. PCVFD to pick up compressor and fill station this weekend. We will keep SCBAs until station remodel completed and we can set-up new units.
8. 310 non-training hours documented YTD (I.E., vehicle maintenance, additional work, station remodel, etc...)

Respectfully submitted,

Mark Rode
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970) 881-3521

Board of Directors

Minutes for April 20, 2017

Wapiti Center– 7:00 P.M.

*Prior to the board meeting, a short ground breaking ceremony was held at the fire station in honor of the initiation of station remodel activities. All department and board members, family and fire district patrons were invited to help kick off this project we have anticipated for so long. Individuals instrumental in this effort were recognized.

Call To Order: President Defibaugh called the meeting to order at 7:17 PM

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

Absent: Don Hass, Mark Rode

District Members in attendance: Ray Williams, Jody Randol, Steve Dirmeyer, Anne Dirmeyer, Doug Race

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

Approval of Minutes of Previous Meeting March 18, 2017

Jan Sawyer made a motion to accept the minutes of March 18. Shirla Race seconded. The motion passed unanimously.

President's Report: No report

Secretary's Report: The upcoming Regional SDA Conference in Windsor was announced.

Treasurer's Report: Shirla Race presented the written treasurer's report and noted that there was nothing remarkable in the written report. She did note that the Insurance and Bonds entry was in arrears due to higher costs than budgeted (\$2000-3000). Shirla reported that the auditors recommend filing for the 2016 full audit.

Fire Department Report: Jim Kubichek presented the monthly Chief's report to the board.

Grants:

UNFINISHED BUSINESS

CLVFD Station Remodel Progress Report: Doug Race reported on the station remodeling progress. He mentioned that upcoming actions will involve the plumbing and electrical components and that the extension of the front of the station will begin soon.

NEW BUSINESS

Executive Session: At 7:50, Jim Kubichek made the motion to go into Executive Session to consider the ballot for the Crystal Lakes Road and Recreation Board of Director Candidates and to cast the District's ballot for the same. The motion was seconded by Shirla Race. The motion passed unanimously. At 8:07 Shirla Race. The motion passed unanimously.

As the Board Desires:

Shirla Race reminded the board of the switch to odd-years for the Special District Elections and that this will need to be planned for.

Comments by Attending Public:

It was announced that there has been and will continue to be prescribed burns by the USFS north and east of the District along 73C (north) as environmental conditions allow.

Dan Defibaugh thanked Ray and Jeanette Williams, Don and Patti Watkins, and Doug Race for their work to bring the fire station remodel efforts to fruition.

Set or confirm next Board meeting date and location: May 18, 2017 at 7:00.

Adjournment: Jan Sawyer made a motion to adjourn the meeting. Jim Kubichek seconded the motion. The motion passed unanimously. The meeting adjourned at 8:10.

Submitted by
Jim Kubichek
Secretary

Approved by: _____ Jim Kubichek, Secretary

Crystal Lakes Volunteer Fire Department

237 Blackfoot Rd, Red Feather Lakes, CO 80545
(970) 881-3521

April 20, 2017
Fire Department Report

1. Department Activity since the last board meeting
 - business meetings – 1
 - department trainings – 2 (includes 1 EMS training with RFLVFD)
 - Incidents (2 since last report, 7 YTD)
 - 1 – Illegal slash burn at Beaver Meadows Resport
 - 1- Requested Support of controlled burn by US Forestry Service on Creedmore lakes area. CLVFD Provided Brush truck and 2 x 2 man crews to man 10 hr shift.
2. Community communications – There are 367 people on the district's email contact list.
3. Personnel - No new mews
4. Station Remodel – Station remodel started April 10th..Yeaaaaaa!!!
5. Joint mountain training at Glacier View completed, including Red Feather Poudre, and Livermore.
6. Joint mountain grant submitted to State for new AEDs (Livermore, Glacier View, Red Feather and CLVFD). Livermore is lead on grant submission. Completed in-person board review. State review scheduled first week in May.
7. 416 non-training hours documented YTD (I.E., vehicle maintenance, additional work, station remodel, etc...)

Respectfully submitted,

Mark Rode
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970) 881-3521

Board of Directors

Draft Minutes for June 15, 2017
Wapiti Center– 7:00 P.M.

* **Note-** Prior to the meeting the Board met at 7:00 at the Fire Station to observe the progress on the remodeling effort.

Call to Order: The meeting was called to order by President Defibaugh at 7:27/

In Attendance: Dan Defibaugh, Jan Sawyer, Jim Kubichek, Mark Rode

Absent: Shirla Race (excused), Don Hass (excused)

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

Approval of Agenda: Jan Sawyer made a motion to accept the agenda and the motion was seconded by Jim Kubichek. The motion passed unanimously.

Approval of Minutes of Previous Meeting:

*Note: The previous meeting of May 18th was cancelled due to a severe winter storm. Dan Defibaugh made a motion to approve the minutes of the April 20 meeting. The motion was seconded by Jan Sawyer. The motion passed unanimously.

President's Report: No Report

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Secretary's Report: No Report

Treasurer's Report: The Treasurer's report was prepared by Treasurer Shirla Race. Doug Race presented the monthly treasurer's report due to the absence of Shirla. A written report was distributed. The report was unremarkable. Jan Sawyer made a motion

to accept the monthly treasurer's report and the motion was seconded by Jim Kubichek. The motion passed unanimously.

Fire Department Report:

Chief Rode presented the written monthly department report. He noted that there were 5 incidents since the last report in April. The station remodel is on track for a September 1 completion. The project is so far \$38,000 over projected budget. Two additional members, Doug Race and Mark Weeks, have recently passed the National EMT Exams. Three members attended a structure fire training (Fire on the Plains) in Hugo sponsored by the State Division of Fire Prevention. Department members have documented 645 non-training volunteer hours so far this year.

Grants:

Chief Rode noted progress on the AED grant and predicted that we should know if we received the award by mid-July.

Jim Kubichek updated the board on the VFA (wildland) Grant Award which is a 50% grant. The total request in the grant was for \$3815 of which the department will be reimbursed for half (\$1907.50). He also announced that the department has received a FEMA AFG award for \$9,000 for the purchase of a thermal imaging camera (TIC). He also noted that the FEMA vehicle grant request is still pending.

UNFINISHED BUSINESS

CLVFD Station Remodel Progress Report:

Mark Rode noted that update meetings are being held to update the district on remodeling progress and any issues that arise. Remodeling efforts are on track for a project completion date of September 1st.

NEW BUSINESS

As the Board Desires: None

Comments by Attending Public: None

Set or confirm next Board meeting date and location: July 20th in the Wapiti Center.

Adjournment: A motion for adjournment was made by Jan Sawyer and seconded by Jim Kubichek. The meeting was adjourned at 8:05.

Submitted by
Jim Kubichek
Secretary

Approved by: _____ Jim Kubichek, Secretary

Crystal Lakes Volunteer Fire Department

237 Blackfoot Rd, Red Feather Lakes, CO 80545
(970) 881-3521

June 15, 2017

Fire Department Report

1. Department Activity since the last board meeting (April 2017)
 - business meetings – 2
 - department trainings – 4 (includes 2 EMS trainings with RFLVFD)
 - Incidents (5 since last report, 12 YTD)
 - 8 – Pt fell in home, cut back of head, transport by RFLVFD/PVH
 - 9 – Pt fell on downed logs, bad laceration on leg, transport by RFLVFD/PVH
 - 10 - Late night lift assist for elderly patient, no transport
 - 11- Late night lift assist for elderly patient, no transport
 - 12 - Vehicle rollover on 73C, very minor injuries, refusal, no transport.
2. Community communications – There are 367 people on the district’s email contact list.
3. Personnel - No new news
4. Station Remodel – Station remodel going very strong and still on track for Sept 1 completion.

\$20,253	Redo Mezzanine for training
\$1,958	Rebuild mechanical mezzanine
\$695	footing
\$355	Demo Gyp to stud
\$1,972	Steel Bollards
\$2,870	Dormers North Side
\$1,595	Texture
\$2,551	Roofing North Side
\$745	Plumbing FWH1 & HB1
\$425	Mech Base Board add in RR's
\$2,073	Electrical Changes
\$9,085	Cement for add parking on west side
\$(875)	Tile (scope removal)
\$(1,594)	pex change from copper
\$(1,889)	change feed from copper to aluminum
\$(1,587)	MC vs conduit
\$(582)	delete fixtures and motion sensor
\$38,050	Net add to date

5. Training:

- 2 members (Doug & Mark W) have completed EMT training and passed the National exam. Doug has completed the Colorado certification and is performing as an EMT for RFLVFD, and Mark W is in process of completing the CO certification.
- 3 members (Jim, Pete, and Mark R) participated in 3 day State structure fire training in Hugo, CO (outside of Limon). Training include burn trailer, inside attack, inside fire rescue, and roof tactics

6. Grants:

- Joint mountain grant submitted to State for new AEDs (Livermore, Glacier View, Red Feather and CLVFD). Livermore is lead on grant submission. Completed in-person board review, and state review. Decision slated for mid-July.
- VFA (Wildland) Grant has been approved and funded. This is a 50% grant award. The total approved request was for \$3815 which makes our liability \$1907.50. The grant approval includes the following:

- 4 wildand hose packs 4@ \$50
- 4 100 ft. 1 1/2 inch hose 4 @ \$200
- 4 100 ft 1" hose 4 @ \$150
- 4 wildand nozzles 4@ \$10
- 1 pk, wildland hose bands @ \$125
- 4 gated "Y" 4@ \$125
- 20 new design wildland gloves @ \$20
- 2 Garmin MAP64ST GPS hand @ \$375
- 2 Garmin LM 6 vehicle GPS @ \$200

- CLVFD has been awarded a FEMA grant of \$9,000 for the purchase of a Thermal Imaging Camera. Depending on the final model purchased, it may cost us approx \$500 additional.

7. Non-training hours: 649 hours documented YTD (I.E., vehicle maintenance, additional work, station remodel, etc...)

- Participated in Glacier View Forewise community event

Respectfully submitted,

Mark Rode
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970) 881-3521

Board of Directors

**Minutes for July 20, 2017
Wapiti Center– 7:00 P.M.**

Call To Order: The meeting was called to order at 7:02 by president Defibaugh.

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

Absent: None

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

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

Approval of Minutes of Previous Meeting: June 15, 2017

Shirla Race made a motion to accept the minutes of the meeting on June 15, 2017. Jan
Sawyer seconded the motion. The motion passed unanimously.

President's Report: No Report

Secretary's Report: No Report

Treasurer's Report: Shirla Race presented the monthly treasurer's report. The written
report was distributed. Nothing remarkable was reported on the monthly operating
expenses. The bond issue revenues and expenses were reviewed. Current monies
remaining for the station remodel is approximately \$507,000. Jim Kubichek made a
motion to accept the treasurer's report. The motion was seconded by Don Hass. The
motion passed unanimously.

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

Highlights included:

- 7 incidents since the last meeting. : 3 fire/smoke and 4 medical
- The station remodel is currently approximately \$38,000 over budget.
- The department was the recipient of a grant for new AEDs for the district
- There have been over 900 non-training volunteer hours so far this year
- The department participated in Red Feather's 4th of July parade and fireworks protection
- The CL Family Fun Day was a great success.

Grants: No report.

UNFINISHED BUSINESS

CLVFD Station Remodel Progress Report: This information was covered in the Chief's Report

NEW BUSINESS

As the Board Desires:

- The Winter Awards Dinner date were proposed: December 9 or 16th.
- The 2018 budgeting process will begin after August 1. The proposed budget will be to the board in October and will be submitted to the county in November.
- Work is proceeding on the 2017 and 2017 full audits.
- The SDA meeting will be held on September 13-15 this year
- There was a discussion related to department fire arms policy given the increase in violence against first responders nation wide. It was decided to leave in place the current no firearms policy. This policy will be regularly reviewed.

Comments by Attending Public: None

Set or confirm next Board meeting date and location: August 17, 2017 at 7:00 in the Wapiti Center.

Adjournment: The motion to adjourn was made by Shirla Race and seconded by Jan Sawyer. The meeting was adjourned at 8:56.

Submitted by
Jim Kubichek
Secretary

Approved by: _____ Jim Kubichek, Secretary

**Please Note: Location for Board Meeting is in the Crystal Lakes
Wapiti Center.**

Crystal Lakes Volunteer Fire Department

237 Blackfoot Rd, Red Feather Lakes, CO 80545
(970) 881-3521

July 20, 2017

Fire Department Report

1. Department Activity since the last board meeting (June 2017)
 - business meetings – 1
 - department trainings – 4 (includes 2 EMS trainings with RFLVFD)
 - Incidents (5 since last report, 12 YTD)
 - 13 - check (pt was ok, cell phone issues)
 - 14 - Small trash fire on Tonkawa
 - 15 - 76 YOF with high blood pressure
 - 16 – Smoke report near Wyoming border, called off
 - 17 – 19 YOF, alcohol poisoning
 - 18 – Smoke report near Shoshoni and Mosquito, could not locate
 - 19 – 70 YOM fell, Parkinson’s complications
2. Community communications – There are 367 people on the district’s email contact list.
3. Personnel - No new news
4. Station Remodel – Station remodel going very strong and still on track for Sept 1 completion.

(No Change from last month)

\$20,253	Redo Mezzanine for training
\$1,958	Rebuild mechanical mezzanine
\$695	footing
\$355	Demo Gyp to stud
\$1,972	Steel Bollards
\$2,870	Dormers North Side
\$1,595	Texture
\$2,551	Roofing North Side
\$745	Plumbing FWH1 & HB1
\$425	Mech Base Board add in RR's
\$2,073	Electrical Changes
\$9,085	Cement for add parking on west side
\$(875)	Tile (scope removal)
\$(1,594)	pex change from copper
\$(1,889)	change feed from copper to aluminum
\$(1,587)	MC vs conduit
\$(582)	delete fixtures and motion sensor
\$38,050	Net add to date

5. Training:

- 3 members attended ropes training with Poudre Canyon
- Joint extrication training planned for August 5th with Red Feather.

6. Grants:

- Joint mountain grant submitted to State for new AEDs (Livermore, Glacier View, Red Feather and CLVFD). Livermore is lead on grant submission. Grant awarded!!!.....CL will get 4 new AEDs, adult pads, pediatric pads, batteries and trainer unit. Grant is 50/50, so CL responsibility = \$2920 (total value = \$5840). Will continue to use old AEDs.
- VFA (Wildland) Grant has been approved and funded. This is a 50% grant award. The total approved request was for \$3815 which makes our liability \$1907.50. The grant approval includes the following:

4 wildand hose packs 4@ \$50
 4 100 ft. 1 1/2 inch hose 4 @ \$200
 4 100 ft 1" hose 4 @ \$150
 4 wildand nozzles 4@ \$10
 1 pk, wildland hose bands @ \$125
 4 gated "Y" 4@ \$125
 20 new design wildland gloves @ \$20
 2 Garmin MAP64ST GPS hand @ \$375
 2 Garmin LM 6 vehicle GPS @ \$200

- CLVFD has been awarded a FEMA grant of \$9,000 for the purchase of a Thermal Imaging Camera. Depending on the final model purchased, it may cost us approx \$500 additional.
- Grant submitted to FEMA for new wildland interface vehicle. No status from FEMA

7. Non-training hours: 901 hours documented YTD (I.E., vehicle maintenance, additional work, station remodel, etc...)

- Participated in Red Feather 4th of July Parade
- Crystal Lakes 4th of July Family Fun Day

Respectfully submitted,

Mark Rode
 Fire Chief
 Crystal Lakes Volunteer Fire Department

**Crystal Lakes Fire Protection District
Meeting Minutes
August 17, 2017**

Call to Order

- The meeting was called to order by President, Dan DeFibaugh, at 7 pm.

Attendance

- In attendance were President, Dan Defibaugh; Vice President, Jan Sawyer by phone; Treasurer, Shirla Race; Member-at-Large, Don Hass; CLVFD Chief, Mark Rode; and seven CLVFD Department members.

Approval of the Agenda

- A motion was made by Shirla Race, seconded by Don Haas, to accept the meeting agenda. The motion was approved.

Approval of the Previous Meeting's Minutes

- Corrections: As the Board Desires – change to SDA “conference.”
- A motion was made by Jan Sawyer, seconded by Don Haas, to accept the July 20, 2017 meeting minutes, as corrected. The motion was approved.

President's Report

- No Report

Secretary's Report

- No Report

Treasurer's Report

- A representative from Anton, Collins, and Mitchell (ACM), the firm performing the full District audit required by the State for the station remodel bond, will attend the September board meeting to present the audit's findings and answer any related questions.
- Treasurer, Shirla Race, advised the board that ACM will probably bill for review expenses in addition to their originally quoted fee. No amount has yet been discussed.
- Treasurer, Shirla Race, reviewed the current financial report and the station remodel bond account.
- Treasurer, Shirla Race, reported that the District had just received its annual FPPA funding wire transfer. She will complete the transaction within the next week.
- A motion was made by Don Haas, seconded by Dan DeFibaugh, to accept the Treasurer's report as presented. The motion was approved, with Jan Sawyer abstaining.

Fire Department Report

- CLVFD Chief, Mark Rode, reported the following:
 - No new grant information.
 - Review of the Department's activity (written report)
 - Fire restrictions have been lifted in the USFS, Larimer County, and subsequently, the CLFPD.
 - Station Remodel:

- Substantial completion of the project is now projected for September 1-8. There have been some minor delays, but all parties are working through them.
- Department members participated in an extrication joint training with Red Feather VFD on Saturday, August 5th. All went well.
- Department members have contributed over 1,000 hours of volunteer time to various Department and District activities so far this year, outside of training and incident response hours.

Unfinished Business

- Station Remodel Update
 - See Department report

New Business

- As the Board Desires
 - Chief Rode reminded those in attendance of the C.L.F.I.R.E.S. garage sale that will be held August 19th, in the Base Camp lower parking lot.
 - Chief Rode formally announced that, with the concurrence of the board, the new station will be dedicated to the memory of Ray Williams, in recognition of his extended, unconditional support of the District, the Department, and the Crystal Lakes community at large.
 - Doug Race announced that the new station's grand opening is planned for Saturday, September 23rd. Arrangements and activities TBA.

Public Comments

- Department member, Steve Dirmeyer, asked, on behalf of the Crystal Lakes Road and Recreation Association Board (of which he is an elected member), if CLRRA could claim the old station heaters to help remodel the association's maintenance workshop, a project he is directing. The board's consensus was in the affirmative.

Next Board Meeting

- The next meeting of the Crystal Lakes Fire Protection District Board will be held Thursday, September 21, 2017, at 7 pm, in the Wapiti Room.

Adjournment

- A motion was made by Shirla Race, seconded by Jan Sawyer, to adjourn the meeting at 7:26 pm. The motion was approved.

Respectfully submitted, on behalf of CLFPD:

Doug Race

CLVFD Secretary/Admin Officer

Crystal Lakes Fire Protection District

(970) 881-3521

Board of Directors

**Minutes for September 21, 2017
Wapiti Center– 7:00 P.M.**

Call To Order: President Defibaugh called the meeting to order at 7:02.

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

Absent: None

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

Approval of Agenda: Jan Sawyer made a motion to accept the agenda as presented.
Motion was seconded by Don Hass. Motion passed unanimously.

Approval of Minutes of Previous Meeting: August 17, 2017

Shirla Race made a motion to accept the minutes of the August 21, 2017 meeting as corrected. The motion was seconded by Jan Sawyer. The motion passed unanimously.

President's Report: No report

Secretary's Report: The secretary reported on information from the September Road and Recreation Board meeting related to the future of the slash pile at Slash Depot. In the near future the R&R Board may decide that chipping of slash is no longer viable and a return to burning slash may be necessary. The R&R Board also congratulated the CLFPD on the newly completed station remodel and announced the Sept. 23 open house.

A request was made by the Water and Sewer Board for the Department to use the 2,000 gallon cistern on Blackfoot Road as a primary fill location rather than the hydrant near Base Camp.

Treasurer's Report:

Shirla Race presented the monthly Treasurer's Report. Nothing remarkable was noted. Treasurer Race also discussed funds paid to Phipps and remaining punch list work that needed to be completed and the final payment. Jim Kubichek made a motion to accept the monthly Treasurer's Report and the motion was seconded by Jan Sawyer. The motion passed unanimously.

2016 Audit report presentation

No audit presentation was made as there were no representatives from the auditing firm present. The report is not complete at this time. The report is due September 30 to the State. An email of the report will be sent to members for approval. Shirla reminded the Board that another complete audit will be required for 2017.

2018 preliminary budget

The fire department Budget Committee has met several times and have made recommendations to the Treasurer for the 2018 budget. A very preliminary budget was presented. The 2018 budget must be ratified by the board at the November board meeting.

Fire Department Report:

Chief Rode presented the monthly written report. Since last month the department has had 10 additional incidents.

The station has achieved substantial completion. Move in began September 11. All apparatus are now in the remodeled station and no department property remains in the Water and Sewer Building. Thanks for the use of the Water and Sewer Building during the remodeling has been made to the Water and Sewer Board.

The estimated cost overrun from the budgeted amount for the remodeling effort is \$53,700.

Year to date non-training/non-meeting/non-incident hours total 1460 documented.

Director Sawyer pointed out that at the 2017 volunteer rate of \$20.14 per hour, the hours documented represent a monetary value of over \$35,000 to the District.

Grants: Almost all items have been received from the VFA and FEMA grants. Bills will be submitted for reimbursement soon. The AED grant is waiting for state actions to make the funds available.

UNFINISHED BUSINESS

CLVFD Station Remodel Progress Report:

The reopening and dedication for the remodeled station will be held on Saturday, September 23 from 1-4 pm. Refreshments and a light lunch and cake will be served with a program at 2:00. CLFIRES is coordinating the event.

NEW BUSINESS

As the Board Desires:

CLFIRES End-Of-Summer Gathering will be held Friday, September 22 in the Community Center.

The Winter Holiday Recognition gathering will be held Saturday, December 16 at Fox Acres at 5:00.

FPPA has been granted their request to increase the firefighter retirement benefit to \$400/month after 20 years of service (\$200/month after 10 years). Action to accept will take place at the FPPA Board meeting immediately following the CLFPD Board meeting.

Comments by Attending Public:

An out of district guest attending the meeting complimented the Board on the professionalism of the board and their actions for the District.

Set or confirm next Board meeting date and location: Thursday, October 19th, 7:00 pm.

Adjournment: Shirla Race made a motion to adjourn and Jan Sawyer seconded. The motion passed unanimously. The meeting was adjourned at 8:04 pm

Submitted by
Jim Kubichek
Secretary

Approved by: _____ Jim Kubichek, Secretary

Crystal Lakes Volunteer Fire Department

237 Blackfoot Rd, Red Feather Lakes, CO 80545
(970) 881-3521

September 21, 2017
Fire Department Report

1. Department Activity since the last board meeting (August 2017)
 - business meetings – 2
 - department trainings – 4 (includes 2 EMS trainings with RFLVFD)
 - Incidents (10 since last report, 39 YTD)
 - 28 - Wildland fire at Glacier View
 - 29 - No incident
 - 30 – smoke report near Deadman tower
 - 31 – Unapproved campfire, hazardous
 - 32 – Unapproved campfire ring, large fire
 - 33 – MVA on 73C with airbags deployed
 - 34 – Blown tire reported as explosion
 - 35 – 18 YOF with multiple seizures
 - 36 – Wildfire in Starwood area
 - 37 - 77 YOF fell off of steep driveway
 - 38 - Report of 13 YOF who cut herself, no Pt
 - 39 - Duplicate report number for #38
2. Community communications – There are 367 people on the district’s email contact list.
3. Personnel - No new news
4. Station Remodel – Achieved “Substantial completion”. Move in started Sept 11th. All vehicles moved onto station. Incident responses now from remodeled station.
5. Training:
 - Normal trainings. Focus on station move-in
6. Grants:
 - Joint mountain grant new AEDs (Livermore, Glacier View, Red Feather and CLVFD) awarded! CL will get 4 new AEDs, adult pads, pediatric pads, batteries and trainer unit. Grant is 50/50, so CL responsibility = \$2920 (total value = \$5840). Will continue to use old AEDs.
 - VFA (Wildland) Grant has been approved and funded. This is a 50% grant. The total approved request was for \$3815 which makes our liability \$1907.50.
 - CLVFD has been awarded a FEMA grant of \$9,000 for the purchase of a Thermal Imaging Camera. Depending on the final model purchased, it may cost us approx \$500 additional.
 - Grant submitted to FEMA for new wildland interface vehicle. No status from FEMA
7. Non-training hours: 1460 hours documented YTD (I.E., vehicle maintenance, additional work, station remodel, etc...)

Respectfully submitted,

Mark Rode
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970) 881-3521

Board of Directors

**Minutes for October 19, 2017
Wapiti Center– 7:00 P.M.**

Call To Order: President Defibaugh called the meeting to order at 7:03

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

Absent: None

District Members in attendance: Steve Dirmeyer

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

Approval of Minutes of Previous Meeting: September 21, 2017

Don Hass made a motion to accept the September 21 minutes as corrected. Jan Sawyer seconded the motion. The motion passed unanimously.

President's Report: No Report

Secretary's Report: Secretary Kubichek noted that the district's SAM registration has been updated. This registration is necessary to apply for grants from FEMA. The newly acquired Thermal Imaging Camera was shown to the board. This was obtained through a 2016 FEMA grant.

Treasurer's Report: Secretary Race presented the monthly 2017 Financial Report. She noted a surplus in Firefighter Supplies but more items are yet to be ordered before the end of the year.

She also presented an updated Proposed 2018 Budget. The board will need to vote to approve the 2018 Budget at the November meeting.

There was discussion by Chief Rode about the possibility of reimbursing responders per call. More research will be done as to feasibility and tax implications. Prior to implementation a written policy must be established and approved. Treasurer Race requested permission to consult with the district's attorney and this action was supported by the board.

The complete audit was compiled prior to the deadline. We are awaiting a hard copy of the audit. When received, it will be shared with the board. Jan Sawyer made a motion to accept the monthly treasurer's report for October and the Proposed 2018 Budget. Dan Defibaugh seconded. The motion passed unanimously.

Fire Department Report:

Chief Rode presented the monthly Chief's Report. Since the last board meeting there have been 5 incidents, including a mutual aid structure fire in Red Feather. Non-training hours now stand at 1,930 hours. The department has donated the old breathing air compressor and SCBAs to the Poudre Canyon Volunteer Fire Department. The AEDs from the joint mountain department grant is awaiting action from the state to purchase the AEDs.

UNFINISHED BUSINESS

CLVFD Station Remodel Progress Report: The station dedication was a great success. A large crowd from the community attended the open house and dedication. Working groups have been established to finish organizing and fitting the station.

NEW BUSINESS

As the Board Desires:

Squad Replacement: Discussion was held related to the possible replacement of the District's Squad apparatus (1991 Suburban). The board is in support of continuing exploration of a replacement.

Comments by Attending Public: None

Set or confirm next Board meeting date and location: November 16, 2017 at 7:00 pm.

Adjournment: Jan Sawyer made a motion to adjourn. It was seconded by Don Hass. The motion passed unanimously. The meeting was adjourned at 8:09 pm.

Submitted by
Jim Kubichek
Secretary

Approved by: _____ Jim Kubichek, Secretary

Crystal Lakes Volunteer Fire Department

237 Blackfoot Rd, Red Feather Lakes, CO 80545
(970) 881-3521

October 19, 2017

Fire Department Report

1. Department Activity since the last board meeting (September 2017)
 - business meetings – 2
 - department trainings – 4 (includes 2 EMS trainings with RFLVFD)
 - Incidents (5 since last report, 44 YTD)
 - 40 – Vehicle stuck on road (snow), assist
 - 41 – unattended camp fire
 - 42 – Personal fall monitor accidentally set off
 - 43 – Traffic control for truck and trailer blocking road
 - 44 – Structure fire, mutual aid to RFLVFD
2. Community communications – There are 367 people on the district's email contact list.
3. Personnel - Mark Weeks left for Florida
4. Station Remodel – Station dedication a great success. Large crowd from community attended
5. Training:
 - Normal trainings.
6. Grants:
 - Joint mountain grant new AEDs (Livermore, Glacier View, Red Feather and CLVFD) awarded! CL will get 4 new AEDs, adult pads, pediatric pads, batteries and trainer unit. Grant is 50/50, so CL responsibility = \$2920 (total value = \$5840). Will continue to use old AEDs.
 - VFA (Wildland) Grant has been approved and funded. This is a 50% grant. The total approved request was for \$3815 which makes our liability \$1907.50.
 - CLVFD has been awarded a FEMA grant of \$9,000 for the purchase of a Thermal Imaging Camera. Camera used on recent structure fire
 - Grant submitted to FEMA for new wildland interface vehicle. Grant denied.
7. Non-training hours: 1930 hours documented YTD (I.E., vehicle maintenance, additional work, station remodel, etc...)

Respectfully submitted,

Mark Rode
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970) 881-3521

Board of Directors

**Minutes for November 16 2017
Wapiti Center– 7:00 P.M.**

Call To Order: President Defibaugh called the meeting to order at 7:06 PM

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

Absent: Don Hass (excused)

District Members in attendance: Doug Race

Approval of Agenda: A motion was made by Shirla Race to accept the agenda. Jan Sawyer seconded the motion. It passed unanimously.

Approval of Minutes of Previous Meeting: October 19, 2017

Shirla Race made a motion to accept the minutes of October 19, 2017. 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 distributed and presented the monthly report. Budget items are on track for 2017. Jim Kubichek made a motion to accept the November monthly Treasurer's report. Jan Sawyer seconded the motion. The motion passed unanimously.

Treasurer Race distributed the proposed Crystal Lakes Fire Protection District 2018 budget. Jan Sawyer moved to adopt the 2018 Budget and the resolution naming such and Jim Kubichek seconded. The motion passed unanimously.

Fire Department Report:

Chief Rode presented/distributed the monthly department report. There were two medical incidents since the last report. The move-in to the station continues as the fitting out details proceed.

Grants: Jim Kubichek reported that reimbursement checks were received from FEMA for the TIC and from the Colorado State Division of Fire Prevention and Control for the VFA grant. The FEMA AFG grant application period has yet to be announced.

UNFINISHED BUSINESS

CLVFD Station Remodel Progress Report: It was reported that there are several punch list items outstanding and the final bill from the general contractor has yet to be submitted.

NEW BUSINESS

Action related to property transfer for 241 Blackfoot Road (W&S Bldg)

A motion was made by Shirla Race to execute the Quit Claim Deed transferring the property-241 Blackfoot Road to the Crystal Lakes Water and Sewer Association. Jim Kubichek Seconded the motion. The motion passed unanimously. This action was taken due to Larimer County recording errors.

As the Board Desires:

It was decided that, due to the proximity of the December board meeting to the holidays, that it be cancelled. The next CLFPD board meeting will be held January 18, 2018 at 7:00.

Comments by Attending Public: None

Set or confirm next Board meeting date and location: January 18, 2018, 7:00 in the Wapiti Center.

Adjournment: Shirla Race moved to adjourn the meeting. Jim Kubichek Seconded. The motion passed unanimously. The meeting was adjourned at 7:46 PM.

Crystal Lakes Volunteer Fire Department

237 Blackfoot Rd, Red Feather Lakes, CO 80545
(970) 881-3521

November 16, 2017

Fire Department Report

1. Department Activity since the last board meeting (September 2017)
 - business meetings – 2
 - department trainings – 4 (includes 2 EMS trainings with RFLVFD)
 - Incidents (2 since last report, 46 YTD)
 - 45 – Female medical
 - 46 – Female medical (same as #45)
2. Community communications – There are 367 people on the district's email contact list.
3. Personnel - No new news
4. Station Remodel – Continued update (office, equipment room, washroom, equipment mezzanine)
5. Training:
 - Normal trainings.
6. Grants:
 - No new news, preparing for year-end grants.
7. Non-training hours: 2067 hours documented YTD (I.E., vehicle maintenance, additional work, station remodel, etc...)

Respectfully submitted,

Mark Rode
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970) 881-3521

**Board of
Directors**

Notice:

**The Crystal Lakes Fire Protection District Board
of Directors meeting scheduled for
Thursday, December 21 is cancelled.**

**The next meeting of the Crystal Lakes Fire
Protection District Board of Directors will be held
on January 18, 2018 at 7:00 pm in the Crystal
Lakes Base Camp Wapiti Center.**

Merry Christmas

And

Happy Holidays

**From Your Crystal Lakes
Fire Protection District**