

Crystal Lakes Fire Protection District

(970)881-3521

Board of Directors

Minutes for January 16, 2014
Wapiti Center– 7:00 P.M.

Meeting was called to order at 7:00 pm

In Attendance: Dan Defibaugh, Jan Sawyer, Ray Williams, Don Hass, Shirla Race, Marian Kelly Fire Chief and Jeanette Williams Recording Secretary

Excused:

District Members in attendance: Doug Race

Agenda: Dan moved to approve the agenda. Shirla seconded the motion which passed unanimously.

Approval of Minutes of Previous Meeting(s): Shirla moved to approve the October 17, 2013 minutes as written. Don seconded the motion which passed with two abstentions, Dan and Jan were excused. The November 21, 2013 Board meeting was cancelled due to weather. Jan moved to approve the December 19, 2013 minutes as written. Dan seconded the motion with one abstentions; Don was excused.

President's Report: Ray reported he asked Dudley Locke to contact Shirla because she had questions. Shirla reported that he was able to answer her questions in regards to the premium increases. Jan asked if Shirla was able to resolve the concerns about late insurance premium notices. Shirla is reviewing why the insurance premium notices are late at the end of each year.

Secretary's Report: No report.

Treasurer's Report: Shirla passed out copies of the year end 2013 financial reports. She included a correction to 2013 budget to match a March entry between checkbook and expense. She provided a report of the January payments to date and District financial report. Shirla received the 2013 Larimer County tax report and it matches the 2013 CLFPD Financial reports. Jan moved to approve the Treasurer's report as presented. Dan seconded the motion which passed unanimously. Shirla has completed the annual reports to be provided the state. She will prepare the paper work to request an exemption from audit from the District's CPA.

Fire Department Report: Marian reviewed her written report. There were a total of 61 CLVFD incidents in 2013. Marian, Ray, Jody and members of the CLR&RA met to discuss the CLFPD Policy & Criteria for Instating a Fire Ban. She reported that there were some changes in verbiage. She indicated that the CLR&RA needs to implement a fine policy. Shirla moved to accept the revised CLFPD Policy & Criteria for Instating a

Fire Ban as submitted on January 16, 2014. Dan seconded the motion which passed unanimously. Marian sent the Board a draft letter to the Larimer County Commissioners to express the support of the Crystal Lakes mountain community to improve North CR 73C for review. The Board made some recommendations. She will get more information on who should sign the letter and will provide a revised copy to the Board. Marian offered to send a CLVFD letter to strongly advise the owners in Elk Ridge to use the CLVFD address signs. Marian continues to make progress on a community education program for evacuation and fire wise which will include information for local businesses. She is contacting presenters and looking at dates during the spring and early summer.

CWPP/Firewise: No report.

Grants: No report.

SIC Report: Doug Race is looking at purchasing key bobs with the CLVFD slogan for community handouts. Next SIC meeting is scheduled for February 7, 2014 at 6pm.

UNFINISHED BUSINESS

NEW BUSINESS

Ray requested a motion to appoint the Designated Election Official for the 2014 CLFPD Special Election. Shirla moved to appoint Jeanette Williams as DEO for the 2014 Special District elections and give her the authority to cancel the 2014 CLFPD Special Election if appropriate. Dan seconded the motion which passed unanimously. Ray administered the oath of office for the DEO. The CLVFD President and Secretary signed the resolution for 2014 to appoint the DEO and authorize the DEO to cancel the election.

Jeanette provided a written status on the election activities for 2014. She provided self nomination forms and financial reporting forms to Board members if they are considering running for this election. Board Members up for re-election are: Shirla Race, Dan Defibaugh, and Don Hass.

She requested a motion to designate the six posting places for 2014 District Board agenda. Jan moved to approve the six current posting places for CLVFD Board meeting agendas. Dan seconded the motion, which passed unanimously.

As the Board Desires:

Comments by Attending Public: Doug commended Marian's Wapiti Bugle Article, is excellent. Doug reported on a fire apparatus available for sale, it will be discussed and considered by the CLVFD. Jeanette reported this Board, the CLVFD Department, CL FIRES members and Crystal Lakes' community members raised almost \$ 5,100 in 2013. The Department still has about \$ 8,000 to use as they need. Written requests should be sent through Marian Kelly as Fire Chief on behalf of the CLVFD to CL FIRES.

Set or confirm next Board meeting date: The next Board meeting will be February 20, 2014 at 7 pm.

Adjournment: Don moved to adjourn the meeting at 8:03 pm. Jan seconded the motion which passed unanimously.

Submitted by

Jeanette Williams

Recording Secretary

Approved by: _____ Secretary

Crystal Lakes Volunteer Fire Department

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

January 16, 2014
Fire Department Report

1. Department Activity since the last board meeting
 - 1 business meeting
 - 1 department training (other trainings cancelled due to holidays)
 - medical calls – 3

2. Fire Ban Policy – Ray, Shirla, and I met with Jody Sandquist, CLA Manager, Jerry Valko, CLRRRA Board Member, and Herb Hanlen, Chair of the CLRRRA Policy and Documents Committee to discuss establishing an agreement with CLRRRA regarding fire bans. They will produce a draft revision to the Association Open Fire Policy to address Association support of district bans. They've requested a clarification in the last paragraph of the district fire ban policy, which will need to be approved by the board, if it is acceptable.

3. Evacuation/NCR 73C – A letter to the county commissioners regarding making North County Road 73C northeast of Crystal Lakes into a proper and safe evacuation route has been drafted. Once this letter is approved by the district, I will take it to other entities in Crystal Lakes and Red Feather Lakes to encourage broad participation in the effort.

4. Elkridge Ranches address signs – Given the large size of the lots in the Elkridge Ranches area, and the difficulty of determining which lot is which, I recommend that the fire district make an official recommendation to the president of the Elk Ridge property owner association to encourage the purchase and posting of address signs by owners.

5. Community meetings
 - I've contacted Linda Masterson to arrange for her to speak in Crystal Lakes about preplanning for evacuation and the insurance issues involved with losing your home to a wildfire. She has indicated her willingness to speak and we have set a tentative date for her presentation of Saturday, June 28th at 1:00 pm. I have offered to reimburse her for her mileage, and we are still discussing her speaking fee.
 - I'm working on establishing proposed dates for the district-held fire mitigation and evacuation trainings. It looks like they'll be spread throughout May, June and July, and additional dates can be added if there is sufficient interest.

Respectfully submitted,

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970)881-3521

Board of Directors

Minutes for February 20, 2014
Wapiti Center– 7:00 P.M.

Meeting was called to order at 7:00 pm by Dan Defibaugh, Vice-President

In Attendance: Dan Defibaugh, Jan Sawyer, Don Hass, Shirla Race, and Marian Kelly
Fire Chief

Excused: Ray and Jeanette Williams excused

District Members in attendance: Doug Race

Agenda: Jan moved to approve the agenda. Don seconded the motion which passed unanimously.

Approval of Minutes of Previous Meeting(s): January 16, 2014 minutes will be approved at the next meeting.

President's Report: No Report

Secretary's Report: No Report.

Treasurer's Report: Shirla passed out copies of the January financial reports. She provided her report on expenses. Reported that the propane bill is exceedingly high because she paid four months worth of bills and she also paid Red Feather for the annual emergency services. Jan moved to approve the Treasurer's report as presented. Don seconded the motion which passed unanimously.

Fire Department Report: Marian reviewed her written report. She reported the CLVFD officers for 2013 are: Herself as Fire Chief, Assistant Fire Chiefs, Shirla Race, Mark Weeks, and Adam Bowlin. CLR&RA Board had their first meeting on the Fire Ban policy. She was able to obtain most signatures on the letter to Larimer County Commissioners in regards to improvements CR 73C. She obtained Dan Defibaugh's signature as Vice-President.

CWPP/Firewise: No report.

Grants: Doug reported a grant application for community evacuation has been submitted; it will require a 40 or 50% match.

SIC Report: Doug Race reported that Ray Williams is resigning from the SIC committee effective immediately. He reported Patty and Don Watkins have provided a

conceptual drawing of a remodeled fire station for review. The committee continues to complete the draft of the CLVFD 5 Year Plan.

UNFINISHED BUSINESS

NEW BUSINESS

Dan requested a motion to appoint the CLVFD Fire Chief. Shirla moved to appoint Marian Kelly as the CLVFD Fire Chief for 2014. Jan seconded the motion which passed unanimously.

Dan requested a motion to conduct a Polling Place Election and to name the location. Shirla moved to conduct a polling place election for the Crystal Lakes Fire Protection District Board of Directors on May 6, 2014 at Crystal Lakes in the Wapiti Room, 300 Tami Rd, Red Feather Lakes, CO 80545. Don seconded the motion which passed unanimously.

As the Board Desires: Shirla thanked everyone for attending the meeting.

Comments by Attending Public: Doug is working on the CLVFD training schedule that will include training with Red Feather Lakes Volunteer Fire Department

Set or confirm next Board meeting date: The next Board meeting will be March 20, 2014 at 7 pm. There will be a FPPA meeting following.

Adjournment: Don moved to adjourn the meeting at 7:29 pm. Jan seconded the motion which passed unanimously.

Submitted by

Jeanette Williams

Recording Secretary

Approved by: _____ Secretary

Crystal Lakes Volunteer Fire Department

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

February 16, 2014
Fire Department Report

1. Department Activity since the last board meeting
 - 1 business meeting
 - 2 department trainings
 - medical calls - 2

2. Fire Ban Policy - The CLRRA Policy and Documents Committee has presented the revised Association policy on open fires to the CLRRA Board, which had its first reading. The second reading will be at their March meeting.

3. Evacuation/NCR 73C - The letter to the county commissioners regarding making North County Road 73C northeast of Crystal Lakes into a proper and safe evacuation route has been signed by the Crystal Lakes Association Boards, Red Feather Lakes Fire District Board and POA, and a number of businesses in Crystal Lakes and Red Feather Lakes. The broad participation in this effort is encouraging.

4. Community Education events - The following dates have been established for our education and outreach events:
 - Saturday, May 3 - 3:00 pm - Wapiti Room - Fire Mitigation in the Home Ignition Zone
 - Saturday, June 7 - 3:00 pm - Fire Station - Evacuation: How and When to Get Out
 - Saturday, June 28 - 1:00 pm - Fire Station - Get Wildfire Smart About Insurance - Linda Masterson
 - Saturday, July 12 - 3:00 pm - Fire Station - Fire Mitigation in the Home Ignition Zone
 - Saturday, July 26th - 3:00 pm - Fire Station - Evacuation: How and When to Get Out

In addition, we'll have flyers and mitigation guidelines and anything else I can think of available at all the other community events we have a presence at this summer.

Respectfully submitted,

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970)881-3521

Board of Directors

Minutes for March 20, 2014
Wapiti Center– 7:00 P.M.

Meeting was called to order at 7:02 pm by Ray Williams, President

Ray requested a moment of silence in memory of Lyle Koller, a former Fire Department member.

In Attendance: Ray Williams, Dan Defibaugh, Jan Sawyer, Don Hass, Shirla Race, Marian Kelly Fire Chief, and Jeanette Williams Recording Secretary

Excused:

District Members in attendance: Doug Race and Mike and Sue Aden

Agenda: Don moved to approve the agenda. Dan seconded the motion which passed unanimously.

Approval of Minutes of Previous Meeting(s): Dan moved to approve the January 16, 2014 minutes was written. Jan seconded the motion which passed unanimously. Jan moved to table the February 20, 2014 until the April meeting. Dan seconded the motion which passed unanimously.

President's Report: Ray reported the receipt of a letter from the Glacier View Fire Protection Board president to meet to discuss a mutual aid agreement between Crystal Lakes and Glacier View fire departments. Marian indicated that there had been efforts to meet with Glacier View in the past. The Board discussed concerns in regards to possible compensation requests. Ray agreed to contact William Smith, President of the GVFPD Board.

Secretary's Report: No Report.

Treasurer's Report: Shirla passed out copies of her written financial report. She provided her report on expenses. She reported that we have begun to receive tax revenue checks from Larimer County. She is working on the CLFPD exemption from audit papers which will be filed with the IRS. Dan moved to approve the Treasurer's report as presented. Don seconded the motion which passed unanimously.

Fire Department Report: Marian reviewed her written report.

CWPP/Firewise: Marian reported that she and Jody Sandquist are updating the Crystal Lakes' CWPP/Firewise program.

Grants: Marian reported that the Crystal Lakes Road and Recreation Association is working on a grant that requires a letter from the CLFPD Board. Marian has agreed to write that letter.

SIC Report: The committee continues to work on the CLVFD five year plan.

UNFINISHED BUSINESS

NEW BUSINESS

2014 Special District Election Report: Jeanette reported that as DEO she was able to cancel the 2014 election. She will be publishing the Election Cancellation Notice in the Coloradoan and post the notice in the District's official posting places. The final requirement will be for the elected officers to take the oath of office in May.

As the Board Desires: Shirla asked to be excused from the April Board meeting. Jan requested to be excused from the April and May meetings due to possible business obligations. She is not sure of exact dates, but will confirm.

Comments by Attending Public:

Set or confirm next Board meeting date: The next Board meeting will be April 17, 2014 at 7 pm.

Adjournment: Shirla moved to adjourn the meeting at 7:49 pm. Dan seconded the motion which passed unanimously.

Submitted by

Don Hass

Secretary

Approved by: _____ Secretary

Crystal Lakes Volunteer Fire Department

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

March 17, 2014
Fire Department Report

1. Department Activity since the last board meeting
 - business meeting – 1
 - department trainings – 2
 - fire alarm/false alarm – 1
 - injury MVA – 1 (mutual aid to Red Feather Lakes VFD)
2. Fire Ban Policy – The CLRRA Board has approved their new Open Fire Policy, which includes support of all fire bans placed by agencies with authority over the area.
3. Medical Response – Firefighter Lorraine Fratelli has received her EMT certification. In order to use it and fill in some personnel gaps with Red Feather Lakes VFD, she has joined RFLVFD as a part-time member. This will allow Lorraine to use her EMT training, and Red Feather to send an ambulance to meet Lorraine on-scene, even if they do not have an EMT to send with it.
4. Potential Reorganization of Mountain Fire Departments – I've been approached by Red Feather Fire Chief Cris Meeks to ask that we begin considering whether it might be possible to either combine Crystal Lakes and Red Feather fire departments or bring them in under the umbrella of a Fire Authority. This would help both departments to serve our combined mountain community by spreading out resources and personnel. There are pros and cons, both to reorganizing and for the different methods it might be done (joining vs creating a fire authority), and this idea is only in the germinal phase, but I think it's worth beginning to consider.

Respectfully submitted,

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970)881-3521

Board of Directors

**Minutes for April 17, 2014
Wapiti Center– 7:00 P.M.**

Meeting was cancelled due to weather by Ray Williams, President

Submitted by

Don Hass

Secretary

Approved by: _____ Secretary

Crystal Lakes Fire Protection District

(970)881-3521

Board of Directors

Minutes for May 15, 2014
Wapiti Center– 7:00 P.M.

Meeting was called to order at 7:08 pm by Ray Williams, President

Board Members Oath of Office: Ray administered Board Member Oath of Office to Shirla Race and Don Hass. Dan Defibaugh was not at the meeting and will be administered the oath of office at a later date.

In Attendance: Ray Williams, Don Hass, Shirla Race, Marian Kelly Fire Chief, and Jeanette Williams Recording Secretary

Excused: Jan Sawyer

District Members in attendance: Doug Race and Mark Weeks

Agenda: Shirla moved to approve the agenda. Don seconded the motion which passed unanimously.

Approval of Minutes of Previous Meeting(s): Shirla moved to approve the February 20, 2014 minutes as corrected. Don seconded the motion which passed unanimously. Shirla moved to approve the March 20, 2014 minutes as written. Don seconded the motion which passed unanimously.

President's Report: No Report.

Secretary's Report: No Report. Don Hass commented on the April 21, 2014 joint meeting with the Glacier View Board and Fire Department. Ray, Don, Dan, Jody Sandquist, and Marian attended. He was impressed with the Department and its equipment. He felt it was a very productive meeting and hopes the effort to cooperate moves forward.

Treasurer's Report: Shirla passed out copies of her April 2014 written financial report. She provided her report on expenses for May 2014. The radio order included an extra radio. The Department recommended it be kept. It will over extend the Communication budget line item and further expenses will not be allowed. Don moved to approve the Treasurer's report as presented. Ray seconded the motion which passed unanimously. Shirla asked the Board to consider a possible replacement of the laptop she uses next year. It is having problems booting up.

Fire Department Report: Marian reviewed her written report. Marion reported on the first workshops on her property owner fire mitigation series. The next one, on evacuation, will be June 7, 2014 at 3pm at the Fire Station. Ray commended Marian and

he felt she did a great job. She presented the Board with contact information for another option for an insurance provider. This will be researched further. The Board agreed to consider the negotiations Marian will be having with Joanne Rupert for Critical Incident Counseling.

CWPP/Firewise: Marian reported that she and Jody Sandquist are updating the Crystal Lakes' CWPP/Firewise program.

Grants: No Report

SIC Report: No Report

UNFINISHED BUSINESS

NEW BUSINESS

As the Board Desires:

Comments by Attending Public:

Set or confirm next Board meeting date: The next Board meeting will be June 19, 2014 at 7 pm.

Adjournment: Don moved to adjourn the meeting at 7:48 pm. Shirla seconded the motion which passed unanimously.

Submitted by

Don Hass

Secretary

Approved by: _____ Secretary

Crystal Lakes Volunteer Fire Department

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

May 15, 2014
Fire Department Report

1. Department Activity since the last board meeting
 - business meetings – 2
 - department trainings – 6 (includes 2 EMS trainings with Red Feather Lakes VFD)
 - fire calls – 1 (downed powerline)

2. Summer Education Series – Postcards have gone out to all property owners, informing them of the workshops being held by the department this summer on mitigation, evacuation, and insurance. Many thanks to Jan Sawyer for designing the postcard and to CL F.I.R.E.S. for the grant to print and mail them. The first fire mitigation workshop was held near the beginning of this month. We had 22 attendees and the workshop went well. The next workshop will be June 7th.

3. Insurance – I recently spoke with the insurance broker for the Associations, Steve Ferguson of T. Charles Wilson, who also does a lot of work for fire districts. He offered to speak to the Board about the variety of insurance options open to the district, some of which he believes are better and more robust than the insurance offered by VFIS.

4. Critical Incident Counseling – Members of the department had a training with Joanne Rupert of Emergency Responder Trauma Counselors. She offers a variety of service plans, one of which I believe the district should look into joining. While we will hopefully have few events that push members of the department to the point they need counseling, I believe it is much better for everyone's health to have options available to those who need it, so they will not hesitate to ask for help.

Respectfully submitted,

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970)881-3521

Board of Directors

Minutes for June 19, 2014
Wapiti Center– 7:00 P.M.

Meeting was called to order at 7:02 pm by Ray Williams, President

In Attendance: Ray Williams, Don Hass, Shirla Race, Jan Sawyer, Marian Kelly Fire Chief, and Jeanette Williams Recording Secretary

Excused: Dan Defibaugh

District Members in attendance: Joe Jackson, Doug Race and Mark Weeks

Agenda: Jan moved to approve the agenda as written. Shirla seconded the motion which passed unanimously.

Approval of Minutes of Previous Meeting(s): Shirla moved to approve the May 15, 2014 minutes as corrected. Ray recommended under the Secretary's Report to add Don Hass' name to statement. Don seconded the motion which passed unanimously. Jan abstained because she was absent.

President's Report: Ray reported that Dan Defibaugh was doing well after his accident and he expressed his sincere appreciation of the CLVFD's response and help.

Secretary's Report: No Report.

Treasurer's Report: Shirla passed out copies of her June 2014 written financial report. She provided her report on monthly expenses to date with checks issued. She noted the \$200 donation for the Lyle Koller Memorial which the CLVFD has not made a decision for the use as yet. She reported the District is on track for expenses this year. Don moved to approve the Treasurer's Report as submitted. Jan seconded the motion which passes unanimously.

Fire Department Report: Marian reviewed her written report. She reported the Summer Education Series is going well. The next workshop on insurance will be June 28, 2014. Linda Masterson is moving out of state and will not be available. Department Personnel will be presenting the information. She reviewed her efforts to establish some form of Critical Incident Counseling. She provided copies of Joanne Rupert's proposal of a letter of agreement. This is still in progress. Marian would like permission to establish a group email for important and possibly critical CLVFD information to property owners. This could also be used by the Service Improvement Committee (SIC) for notices. She suggests this be an as-needed email communications. She will provide more details later. Marian needs to make a couple corrections to her report and will send the revision for permanent records.

CWPP/Firewise: No Report.

Grants: No Report

SIC Report: Doug reported on the pamphlet/handouts Patti Watkins created and the conceptual design presentation memorial weekend. The survey the SIC committee developed was positive overall with 45 responses. This information will be very helpful to support CLVFD improvements and considerations. This presentation will be provided to CLVFD personnel at the next training.

UNFINISHED BUSINESS

Shirla reported that she is still researching possible insurance options. She is doing a side by side comparison between the District's current policy and coverage and other plans.

NEW BUSINESS

As the Board Desires: Jeanette Williams reported on activities planned for the CLVFD 4th of July Parade and Family Fun Day. Everyone is encouraged to help. The CLVFD is planning a parade around N & S Ottawa Way.

Comments by Attending Public: Mark Weeks researched grills to be used by Crystal Lakes as a community. It is suggested that the Crystal Lakes Recreation Committee, the Crystal Lakes Community Fund and the Crystal Lakes Volunteer Fire Department thru CL FIRES make contributions towards the purchase. The cost is approximately \$ 4,500.

Mark Weeks suggested the CLVFD request a grant from CL FIRES to purchase traffic cones for the Department.

Set or confirm next Board meeting date: The next Board meeting will be July 17, 2014 at 7 pm.

Adjournment: Shirla moved to adjourn the meeting at 7:49 pm. Dan seconded the motion which passed unanimously.

Submitted by

Jeanette Williams

Recording Secretary

Approved by: _____ Don Hass, Secretary

Crystal Lakes Volunteer Fire Department

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

June 18, 2014
Fire Department Report

1. Department Activity since the last board meeting
 - business meetings – 1
 - department trainings – 3 (includes 1 EMS trainings with Red Feather Lakes VFD)
 - medical calls – 4
2. Summer Education Series – The first evacuation seminar was held earlier this month. We had approximately twenty attendees and the workshop went well. The next workshop will be June 28th.
3. Critical Incident Counseling – I spoke with Joanne Rupert of Emergency Responder Trauma Counselors about our questions after reviewing her proposal last month. She said that fewer, longer trainings during the year makes sense to her, and that there would be no changes made to the agreement unless there was a consistent, valid reason to change it (ie if we needed her services as a trauma counselor regularly). She adjusted the agreement to make that clear (copies attached to this report).
4. Community communications – I would like to explore setting up a group email the fire department and district can use to communicate with property owners. This group email could be used to inform property owners of upcoming events, on-going emergencies, fire conditions, fire bans, meetings, etc. We'd have to create a group and let property owners know how they could sign up to receive messages. Something like Constant Contact would cost \$20 per month (non-profits receive a 20-30% discount for prepaying 6 months or a year).

Respectfully submitted,

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970)881-3521

Board of Directors

**Minutes for July 17, 2014
Wapiti Center– 7:00 P.M.**

Meeting was called to order at 7:00 pm by Ray Williams, President

In Attendance: Dan Defibaugh, Don Hass, Shirla Race, Jan Sawyer, Ray Williams, Marian Kelly Fire Chief, and Jeanette Williams Recording Secretary

Excused:

District Members in attendance: Doug Race, Mark Rode, Sue and Mike Aden

Approval of Agenda: Shirla moved to approve the agenda as written. Dan seconded the motion which passed unanimously.

Approval of Minutes of Previous Meeting(s): Jan moved to approve the June 19, 2014 minutes as corrected. Don seconded the motion which passed unanimously. Dan abstained because he was absent.

President's Report: Ray reported that he talked with Larimer County Sheriff Smith about the Fire Department and District concerns in regards to the "Rainbow" group near Creedmore Lakes on CR 73C. Sheriff Smith informed him of all the efforts by the Sheriff's Department and other agencies to a close watch on the group and to be available for incidents. Marian added an update by Deputy Fawcett to conduct a roust of their compound.

Secretary's Report: No Report.

Treasurer's Report: Shirla passed out copies of her July 2014 written financial report. She provided her report on monthly expenses to date with checks issued. She will make a payment for the FPP contribution from the Department due in August. The Department vehicles are due for maintenance and some repairs. Don moved to approve the Treasurer's Report as submitted. Dan seconded the motion which passed unanimously.

Fire Department Report: Marian reviewed her written report. She talked with Joanne Rupert for more clarification about an "extreme emergency" event. Shirla indicated this would be added to the budget as a contract service expense. Jan moved the District give Marian the permission to sign a contract with Joanne Ruper for Emergency Responder Trauma Counseling for the Department as needed. Don seconded the motion which passed unanimously. Marian has established an account with Constant Contact for a group email. She is sending notices for property owners to sign up on list. She reported the CLR&RA is having discussions about

establishing and burning slash piles. She will continue to monitor to make sure they stay within the County and Department size limitations. Marian and Shirla reported they have conducted fire mitigation inspections for property owners. It has been well received. Marian reported on the CLR&RA contracting with Colorado Youth Corp for fire mitigation. CLR&RA, CLW&SA have committed funds and they applied for a grant with was denied.

CWPP/Firewise: No Report.

Grants: No Report

SIC Report: Doug indicated no report at this time.

UNFINISHED BUSINESS

Shirla reported that she is still researching possible insurance options. This project is in progress.

NEW BUSINESS

As the Board Desires: Jeanette Williams reported she was contacted to have the CLVFD and CL FIRES consider a contribution to the Colorado Youth Corp fire mitigation project for CLR&RA. She requested a written letter from Cheryl Poage about the details for grant funds from CL FIRES, CLVFD and CLFPD. Details will be needed about the actual amount needed and what area will be included in the mitigation. Ray will be talking with Cheryl Poage to confirm the area around the Fire Station is included. Marian indicated it would be sufficient to remove the dead trees and slash; there doesn't seem to be trees that need to be marked for removal around the Fire Station. Shirla discussed options for reporting this expense on the budget. Doug indicated that CLW&SA has committed to the pay the expense for the slash and log removal for the project. Ray will ask Cheryl Poage who will be in charge. Shirla moved to approve a \$ 200 contribution from the CLFPD Grant Expense Budget line item to the CLR&RA for the Critical Infrastructure Fire Mitigation project with written confirmation of the Fire Station property inclusion and completion commitment. Jan seconded the motion which passed unanimously.

Ray asked the Board to consider a contribution to a RFLVFD member who passed away. After much discussion, it was agreed to have the CLVFD consider a contribution through CL FIRES.

Comments by Attending Public: Doug suggested the Board consider the CLVFD dry hydrant expenses after the completion of the Lower Lone Pine Dam and the dredging project for Little Lone Pine Lake.

Set or confirm next Board meeting date: The next Board meeting will be August 21, 2014 at 7 pm.

Adjournment: Dan moved to adjourn the meeting at 7:48 pm. Don seconded the motion which passed unanimously.

Submitted by
Jeanette Williams
Recording Secretary

Approved by: _____ Don Hass, Secretary

Crystal Lakes Fire Protection District

(970)881-3521

Board of Directors

**Minutes for August 21, 2014
Wapiti Center– 7:00 P.M.**

Meeting was called to order at 7:03 pm by Ray Williams, President

In Attendance: Dan Defibaugh, Don Hass, Shirla Race, Ray Williams, Jody Sandquist, Interim Fire Chief, and Jeanette Williams Recording Secretary

Excused: Jan Sawyer

District Members in attendance: Mark Weeks

Approval of Agenda: Dan moved to approve the agenda as written. Don seconded the motion which passed unanimously.

Approval of Minutes of Previous Meeting(s): Dan moved to approve the July 17, 2014 minutes as corrected, misspelled Creedmore Lakes and add CR73C. Shirla seconded the motion which passed unanimously.

President's Report: Ray reported that the Board received a request from Marian Kelly, Fire Chief to approve her leave of absence until the first CLVFD Business meeting in November and the installation of Jody Sandquist as Interim Fire Chief. Dan made the motion to grant Marian's request for a temporary leave of absence and to appoint Jody Sandquist as interim Fire Chief. Don seconded the motion which passed unanimously.

Secretary's Report: Don remarked about the informative articles in the Special District Association (SDA) magazine that all CLFPD Board members receive. The magazine had an article about agency mergers. Shirla noted the SDA Conference in September at Keystone will have a breakout session about agency mergers and Red Feather Lake is planning on sending someone.

Treasurer's Report: Shirla passed out copies of her August 2014 written financial report. She provided her report on monthly expenses to date with checks issued. She pointed out three line item expenses that are in red; administrative, communications, and utilities. She is researching propane providers and comparing prices. She will work with Schrader Propane to see if they might offer the District the option to make average monthly payments. Mark Weeks suggested the District check with CLR&RA to see what propane provider they just contracted with. Mark also suggested the CLFPD/CLVFD determine and review which operating expenses might be covered by grants from CL FIRES. Shirla reminded all Board and Department members to provided recommendations for the 2015 Budget. Don moved to approve the Treasurer's Report

as submitted. Dan seconded the motion which passed unanimously. Shirla had a meeting with Bruce Finder, President RFLFPD Board and Cris Meeks, RFLVFD Fire Chief about the CLVFD EMS agreement with Red Feather for EMS services. Shirla reported the number of RFVFD responses to Crystal Lakes in 2013 was approximately 35 with significant lower numbers this year. They reached a verbal agreement for the amount of \$ 4,500 in 2015 which is an increase to the previous amount of \$ 3,500. They discussed different means to determine the annual amount. Shirla stood by her recommendation the annual amount be determined by EMS mutual aid responses to Crystal Lakes at \$ 175 per call versus depreciation of RFLVD EMS equipment as Bruce recommended. It has been suggested to have a joint meeting between both District Boards and Department to discuss the EMS agreement.

Fire Department Report: Jody reviewed her written report with Department responses, training and summer activities. Jody shared information sent to her from the Poudre Fire Authority about future plans for EMS services in Northern Larimer County. She asked the Board to review the letter and discuss later for possible impacts to the Crystal Lakes Fire Protection District and Volunteer Fire Department for EMS services. She will provide more information she requested about participants.

She provided the Board with information she had received from Lori Hodges via email about disaster mutual aid and a request to participate in Multi-Jurisdictional Hazard Mitigation Plan (HMP). The packet includes a Letter of Intent to Participate form. The Board discussed this. There are two concerns: 1 the Board needs time to review the documents and 2 The Board would like the CLVFD to review and provide input. This may require an opinion from the District's attorney, Dick Lyons about participation requirements. The CLVFD is still working on a written mutual aid agreement with Glacier View Volunteer Fire Department. Jody reminded everyone about the Thin-Air-Marathon in Beaver Meadows and CLVFD may need to respond even though EMS has been contracted with RFLVFD. Jody commended Shirla on her handling of the lost child incident. Shirla recommended a contact with Beaver Meadows to remind them about slash pile burning regulations.

CWPP/Firewise: No Report.

Grants: No Report

SIC Report: Shirla reported for Doug Race. The next SIC meeting will be September 5, 2014 6pm.

UNFINISHED BUSINESS

Shirla reported that she is still trying to get an answer from an adviser from T Charles Wilson for possible insurance options. This project is in progress.

NEW BUSINESS

As the Board Desires: No new business

Comments by Attending Public: Mark Weeks asked about a planning meeting for the Crystal Lakes Annual Arts & Crafts Festival. It was decided that activities can be discussed during the station cleaning and volunteers are always needed. Times will be paged out to the Department.

Set or confirm next Board meeting date: The next Board meeting will be September 18, 2014 at 7 pm. Pension Board meeting to follow.

Adjournment: Dan moved to adjourn the meeting at 8:14 pm. Don seconded the motion which passed unanimously.

Submitted by
Jeanette Williams
Recording Secretary

Approved by: _____ Don Hass, Secretary

Crystal Lakes Fire Protection District

(970)881-3521

Board of Directors

**Minutes for September 18, 2014
Wapiti Center– 7:00 P.M.**

Meeting was called to order at 7:00 pm by Ray Williams, President

In Attendance: Shirla Race, Jan Sawyer, Ray Williams, Jody Sandquist, Interim Fire Chief, and Jeanette Williams Recording Secretary

Excused: Dan Defibaugh and Don Hass

District Members in attendance: Mark Weeks, Doug Race, Sue and Mike Aden

Approval of Agenda: Jan moved to approve the agenda as amended to add propane discussion and about a flag ceremony. Shirla seconded the motion which passed unanimously.

Approval of Minutes of Previous Meeting(s): The approval of the August 21, 2014 minutes was tabled until the October meeting. Corrected copies to remove “three month” in the President’s report will be sent to Board members.

President’s Report: Ray reported on the Special District Association’s (SDA) conference Sept 10th, 11th and 12th in Keystone, CO. Jeanette and Ray attended several breakout sessions and have information on some pertinent subjects for the District and the Department.

Secretary’s Report: No report.

Treasurer’s Report: Shirla passed out copies of her September 2014 written financial report. She provided her report on monthly expenses to date with checks issued. She has a question on fuel invoice from the CLR&RA. She made the Firefighter Pension payment, there were large vehicle parts and service expenses and shared her concern about the propane bill. Shirla noted that all expenses are within the budget limits. Jan moved to approve the Treasurer’s Report as submitted. Ray seconded the motion which passed unanimously.

Fire Department Report: Jody reviewed her written report with Department responses, training and summer activities. She thanked all who helped Doug Race with the dry-hydrant installation at Little Lone Pine Lake. Doug acknowledged participants including himself, Mark Weeks, Harold Alexander, Chuck Glanz, Bryon Fessler and Milo David. He expressed sincere appreciation of the excavator’s (Jason Biggie) volunteer help. Jan asked what the procedure is to express appreciation to the excavator. Doug would like to recommend the CLVFD approve the request a grant from CL FIRES.

Jody also thanked Shirla for her efforts for her assessments of fire mitigation inspections for Crystal Lakes' property owners.

Jody discussed the following documents:

1. She provided the Board with additional information she had received from Lori Hodges via email about disaster mutual aid and a request to participate in Multi-Jurisdictional Hazard Mitigation Plan (HMP). The packet includes a Letter of Intent to Participate form. Mark Weeks talked with Lori Hodges personally at Beaver Meadows and he understands that the CLFPD/CLVFD could not apply for FEMA grants after a major disaster or mitigation unless they sign the Letter of Intent to participate in the HMP. The Board discussed this. The Board still needs time to review the documents and the Board would like the CLVFD to review and provide input. Ray will contact the District's attorney, Dick Lyons about an opinion to participate.
2. Mark indicated there is an IGA for Emergency Management to be signed. The Board will review the IGA and consider signing.
3. Jody provided additional information about the Poudre Fire Authority about future plans for EMS services in Northern Larimer County. The Board will review the letter and discuss later for possible impacts to the Crystal Lakes Fire Protection District and Volunteer Fire Department for EMS services. Shirla had questions about emergency coverage in Crystal Lakes when these units would not be available and would there be a potential cost to CLFPD if they sign this contract.
4. Jody also discussed the 2014 Larimer County Wildfire Preparedness Plan from the Larimer County Sheriff's Office sent to the CLVFD Fire Chief. Jody will compare the 2009 plan to the 2014 plan. Shirla reviewed and did not see any significant differences. Jody cautioned everyone to review for additional charging. The Board will review and will support the Fire Chief's recommendations.
5. The CLVFD has received a draft written mutual aid agreement with Glacier View Fire Protection District. The Board and the CLVFD will review.

Jody talked with Janice Weixelman about activities in Beaver Meadows. Janice is a member of the RFVFD. Mark encouraged more communications with Beaver Meadows.

Jody attended the Fire Chief's meeting and they discussed all of the documents being considered by the CLFPD.

CWPP/Firewise: Jody and Marian Kelly have been reviewing the Crystal Lakes CWPP documents. This document was approved, in place and does not need revising. Changing the document would involve the review and approval of several agencies. Jody and Marian suggest that services and equipment be updated and new projects be discussed and considered to keep the document and program up to date.

Grants: No Report

SIC Report: Doug reported on the SIC meeting September 5, 2014. Mark Weeks provided direction for improvement projects and activities. There is a lot of work to be done to consider a mill levy ballot measure in November 2015.

UNFINISHED BUSINESS

Insurance Coverage: Shirla reported that she is still trying to get information from Mark Carlson from T Charles Wilson for possible insurance options. This project is in progress.

Propane Company Research: Shirla has been researching options for propane companies and payment plans.

NEW BUSINESS

The Poudre Fire Authority EMS Services and the Multi-Jurisdictional Hazard Mitigation Plan (HMP) were discussed under the Fire Department Report

Flag Ceremony to Retire the Colors: Doug Race suggested that CLVFD personnel have a flag ceremony to retire the colors on Saturday, September 20, 2014. All available firefighters and SDR's please report to the Crystal Lakes office at 11:45 am to lower the Association flags at 12 noon. A page will be sent to advise personnel of the time and to wear their dark t-shirt and hat.

As the Board Desires: No new business

Comments by Attending Public: Jeanette Williams reported Ray received the CLFPD's renewal request for System Award Management (SAM). She understood that Fire Protection Special Districts are required to register in the system even if they do not bid for government contracts. She is researching this requirement.

Set or confirm next Board meeting date: The next Board meeting will be October 16, 2014 at 7 pm.

Adjournment: Shirla moved to adjourn the meeting at 8:32 pm. Jan seconded the motion which passed unanimously.

Submitted by

Jeanette Williams

Recording Secretary

Approved by: _____ Don Hass, Secretary

Crystal Lakes Fire Protection District

(970)881-3521

Board of Directors

**Minutes for October 16 2014
Wapiti Center– 7:00 P.M.**

Meeting was called to order at 7:08 pm by Ray Williams, President

In Attendance: , Dan Defibaugh, Don Hass, Shirla Race, Jan Sawyer, Ray Williams, Jody Sandquist, Interim Fire Chief and Jeanette Williams Recording Secretary

Excused:

District Members in attendance: Doug Race

Approval of Agenda: Dan moved to approve the agenda as presented. Don seconded the motion which passed unanimously.

Approval of Minutes of Previous Meeting(s): Dan moved to approve the August 21, 2014 minutes. Don seconded the motion which passed unanimously. There was one abstention, Jan was excused. Jan moved to approve the September 18, 2014 minutes as presented. Shirla seconded the motion which passed unanimously. There were two abstentions, Dan and Don were excused.

President's Report: No report.

Secretary's Report: No report.

Treasurer's Report: Shirla passed out copies of her October 2014 written financial report. She provided her report on monthly expenses to date with checks issued. Utilities are a little high but overall expenses are in line. Dan moved to approve the Treasurer's Report as submitted. Jan seconded the motion which passed unanimously. Shirla provided the Board with copies of the Proposed CLFPD 2015 Budget based on the August Larimer County property assessments. She made adjustments in 2015 expenses based on the last two months of 2014 and Department equipment requests. After discussion, Don moved to approve the proposed 2015 budget. Dan seconded the motion which passed unanimously.

Fire Department Report: Jody reviewed her written report with Department responses, training and summer activities. She made a correction to where the Fire Academy is being held in Pagosa Springs. She invited Board members to attend the Department training in regards to a possible pandemic. This training will be November 13, 2014 at 6pm. The agreements and IGA's will be discussed under unfinished business.

CWPP/Fire wise: No Report

Grants: No Report, Kate and Marian are working on submitting a CSFS grant application.

SIC Report: Doug reported on the SIC meeting of October 18, 2014. The committee is working on completing a final draft of the CLVFD Fire Year Plan. The committee is seriously considering proposing a ballot measure for 2015.

UNFINISHED BUSINESS

Insurance Coverage: Shirla reported that she was able to meet with Mark Carlson from T Charles Wilson for possible insurance options. She is reviewing two possible proposals from VFIS and T Charles Wilson's (ESIP insurance policy proposal) which are very close in premium costs with a possible increase in some deductibles. There are some advantages with VSIP with free online training and other services.

Propane Company Research: Shirla has been researching options for propane companies and payment plans. She compared Schrader and Americas per gallon prices. She suggested the Board consider staying with the current propane provider. She will continue to monitor Schrader billing and will report back to the Board.

Multi Agency agreements and IGA's:

1. Multi-Jurisdictional Hazard Mitigation Plan (HMP) IGA
2. 2014 Larimer County Disaster Plan IGA
3. Poudre Fire Authority EMS services in Northern Larimer County
4. GVFPD mutual aid agreement.
5. **RFLFD EMS Service Agreement with CLVFD**

Ray did receive an opinion from the District's attorney Blair Dickhoner in regards to the Larimer County Disaster Plan. Ray recommends the Board accept the agreements and sign the appropriate forms in support of the Department's position. The Board discussed these agreements and IGA's. Jody provided feedback from the Department's perspective. Ray signed the appropriate documents as President of the District. Jody agreed to obtain the additional signatures and to provide copies of the signed documents for the CLFPD and the CLVFD permanent records.

NEW BUSINESS

As the Board Desires: Shirla reported, based on the current District 2014 financial obligations, there may be surplus funds available to transfer into Colorado Trust Savings. After discussion, the Board gave permission for the transfer. Jan moved to give Shirla the authority to transfer surplus funds from the District checking account into the Colorado Trust savings account after assuring there will be adequate working capital. Don seconded the motion which passed unanimously.

Comments by Attending Public: Doug reported the installation of the CLVFD dry hydrant at Lower Lone Pine Lake. The help included Doug Race, Harold Alexander, Jim Kubichek Marcus Krawll and four other workers from the dam construction crew.

Doug requested the Board consider contributing to legal fees for a temporary protective order against a property owner who had altercations with workers on the Little Lone Pine dredging project. The Board discussed this request and asked Doug to research the issues. Ray and Doug will contact the District's attorney for an opinion.

Jeanette requested the Board discuss plans for the Department Christmas Party. She had talked with Helen Bowlen about Christmas gifts and additional denim shirts. Jan will check with her husband Duane about ordering more department screen print t-shirts. Discussion included checking with Beaver Meadows and Fox Acres as location possibilities. Jeanette will research options. The date is Friday December 5, 2014.

Jeanette reported on her research regarding Fire Protection Special Districts' requirement to register in the system even if they do not bid for government contracts but has reservations. She will research how to complete the renewal registration. The email inquiries Ray has received are from vendors offering to complete the Government's System for Award Management (SAM) renewal registration on behalf of the District for a fee. The District's attorney Blair Dickhoner provided an opinion about fee based vendors advised against using them and indicated his office was not familiar with SAM.

Set or confirm next Board meeting date: The next Board meeting will be November 20, 2014 at 7 pm.

Adjournment: Shirla moved to adjourn the meeting at 8:48 pm. Don seconded the motion which passed unanimously.

Submitted by
Jeanette Williams
Recording Secretary

Approved by: _____ Don Hass, Secretary

Crystal Lakes Fire Protection District

(970)881-3521

Board of Directors

**Minutes for November 20, 2014
Wapiti Center– 7:00 P.M.**

Meeting was called to order at 7:04pm by Ray Williams, President

In Attendance: Dan Defibaugh, Don Hass, Shirla Race, Jan Sawyer, Ray Williams, Marian Kelly, Fire Chief, and Jeanette Williams Recording Secretary

Excused:

District Members in attendance: Doug Race, Mark Rode and Jody Sandquist, Interim Fire Chief

Approval of Agenda: Jan moved to approve the agenda as presented. Don seconded the motion which passed unanimously.

Approval of Minutes of Previous Meeting(s): Dan moved to approve the October 16, 2014 minutes as corrected. Jan seconded the motion which passed unanimously. The correct spelling of the insurance provider is ESIP.

President's Report: No report.

Secretary's Report: No report.

Treasurer's Report: Shirla passed out copies of her November 2014 written financial report. She provided her report on monthly expenses to date with checks issued. Dan moved to approve the Treasurer's Report as submitted. Jan seconded the motion which passed unanimously. She reported that the CLFPD Proposed Budget has been published in the Fort Collins Coloradoan. She asked for revisions to the 2015 CLFPD Budget and received none. She requested the Board approve the 2015 CLFPD budget with the contingency of a possible difference in the reported revenue from Larimer County. Dan moved to approved the 2015 CLFPD Budget with the contingency. Don seconded the motion, which passed unanimously.

Fire Department Report: Marian reviewed her written report with Department responses, training and activities. Doug Race request everyone consider establishing a HR (Human Resources) Department position. This is needed for record keeping and personnel support. Marian expressed a special thank you to Jody for her exceptional efforts as Interim Fire Chief.

CWPP/Fire wise: No Report

Grants: Kate, Adam Bowlin and Jim Kubichek have been working on FEMA grant to be submitted in January.

SIC Report: Doug reported on the SIC meeting of November 20, 2014. The committee is working on completing a final draft of the CLVFD Five Year Plan. Patti Watkins has created a project time line that will help keep goals on tract. The committee is looking at possible financial reports to help with financial and fiscal forecasting. The committee will propose a ballot measure for 2015.

UNFINISHED BUSINESS

Insurance Coverage: Shirla reported that she was able to meet with Mark Carlson from T Charles Wilson for possible insurance options. After reviewing two possible proposals from VFIS and T Charles Wilson's (ESIP insurance policy proposal), she recommends the District seriously consider the ESIP plan. The current policy expires in January 2015. Shirla will request proposed policy which the Board can review. She will notify VFIS when it is appropriate to cancel that policy.

Propane Company Research: Shirla will continue to monitor Schrader billing and will report back to the Board of signification spikes in rates. .

Multi Agency agreements and IGA's: Jody provided the Board Recording Secretary with the signed copies of the agreements and IGS's. She also made copies for the CLVFD records.

NEW BUSINESS

As the Board Desires: Dan would like to recommend a means of compensation for the CLVFD Fire Chief. He acknowledges the compliance and regulatory responsibilities well as the complex duties of that position. He also recommended the District consider looking at creating an administration position and responsibilities.

Comments by Attending Public: Jody wished to express her appreciation and admiration of the CLFPD Board. She commended the Board for their commitment, dedication and cooperation with each other and the CLVFD.

Jeanette reported that the SAM renewal registration has been completed

Jeanette reported on the final plans for the Department Christmas Party. The date is Friday December 5, 2014 with the social hour starting at 5:30 and dinner at 6:30.

Set or confirm next Board meeting date: The next Board meeting will be December 18, 2014 at 7 pm. There will be a Pension Board meeting after.

Adjournment: Dan moved to adjourn the meeting at 7:54 pm. Don seconded the motion which passed unanimously.

Submitted by
Jeanette Williams
Recording Secretary

Approved by: _____ Don Hass, Secretary