

Crystal Lakes Fire Protection District

(970) 881-3521

Board of Directors

Minutes for January 21, 2016
Community Center– 7:00 P.M.

Call To Order: The meeting was called to order by President Dan Defibaugh at 7:23 pm

In Attendance: Dan Defibaugh, Jan Sawyer, Shirla Race, Don Hass, Jim Kubichek, Marian Kelly (Chief), Doug Race (SIC)

Absent: None

District Members in attendance: Mark Rode, Jason MacGregor

Approval of Agenda: Shirla Race made the motion to accept the agenda with the addition of adding DEO action to new business. Motion was seconded by Jan Sawyer. Motion passed unanimously.

Approval of Minutes of Previous Meeting: December 17, 2015

Shirla Race made the motion to accept the minutes of December 17, 2015 as submitted. Dan Defibaugh seconded. The motion passed unanimously.

President's Report: No Report

Secretary's Report: No Report

Treasurer's Report: Shirla Race summarized the 2015 budget. \$20,000 was moved from checking into the Reserve Fund. The District has \$104,000 to begin the 2016 year. County election expenses were double the projected cost due to two mailings instead of one for the bond issue election. She reported on the 2016 to-date activity and noted that the District received \$2,000 in donations to-date for 2016.

Once mill levy monies are received from the Larimer County, they will be separated into separate accounts- operation and station remodeling. A separate account will be opened to hold the station remodeling funds.

Budget Messages have been prepared for and sent to DOLA (Colorado Department of Local Affairs) ; 2016 Budget, Resolution to Adopt, 3-year Budget History, Financials Page, 2016 Approved Budget, and the 2016 Mill Levy Certification. Certification is pending from GKB. Information is being prepared for a full audit. Jan Sawyer made a motion to approve the Treasurer's Report and Don Hass seconded. The motion passed unanimously.

Fire Department Report: Chief Kelly submitted the written report. It was noted that we had one new member since the last report and a volunteer to act as an advisor for administrative medical issues. It is planned that the department will ask the Crystal Lakes Water and Sewer Association to rent its entire building facility to act as a materials and truck storage location during station remodeling.

Grants: Jim Kubichek reported that in addition to the two grants applied for mentioned previously, that a third grant application has been made for the VFG (Volunteer Firefighter Grant) through the Division of Fire Prevention and Safety. This grant request is for approximately \$7000 for the purchase of additional portable water tanks, portable water pump, additional wildland firefighter protective clothing and equipment, and a laptop computer to be used for fire department training.

Service Improvement Committee: No Report

CLVFD Station Remodel Progress: Doug Race and Dan Defibaugh reported that the Architecture/Engineering Committee is moving forward in the selection process but that the selection of a firm has not yet been determined. Six firms were given RFQs (Request for Qualifications), identical informational materials and invited to a mandatory on-site meeting. Three firms attended. Two firms submitted proposals. Additional information will be sought to assist in the decision making process. Mark Rode reported on the Architecture/Engineering Committee's progress. He reported that the next step in the selection process is to request RFPs (Request for Proposal) and to check references of the two interested firms to further assist in making a selection.

UNFINISHED BUSINESS

NEW BUSINESS

CLRRA Dues: Doug Race reported that in October, 2015, the Board received notice from HMI that the District owed CLRRA annual dues of \$425. The District has never been billed or paid CLRRA dues in the past. Doug examined CLRRA and CLFPD Board minutes and documents for an agreement that the District was not a member of CLRRA. None were found. The CLFPD Counsel determined that since we are property owners we are subject to CLRRA dues. Doug attended a CLRRA meeting to appeal all fines and fees. The CLRRA forgave all previous fines and fees related to the 2015/16 dues assessment. We are therefore subject to \$425 in CLRRA dues for 2015/16 and will be subject to yearly dues and assessments going forward.

Jim Kubichek made the following motion; “CLFPD recognizes that it is a property owner in the Crystal Lakes Subdivision, with all rights, privileges, and responsibilities therein, and is subject to dues and assessments levied by CLRRA.” Jan Sawyer seconded the motion. The motion passed. Shirla Race opposed the motion.

Designated Election Official Actions: Doug Race, Designated Election Official (DEO) reported that May 3, 2016 is the Fire District Board member election. If there are not more candidates for director seats than those that need to be filled, then, by March 1, 2016 an intent to cancel elections notice will be filed. Self-nomination forms were distributed to Jan Sawyer and Jim Kubichek, whose terms end in 2016.

As the Board Desires: Shirla Race and Don Hass noted that they will be absent from the February meeting.

Comments by Attending Public: None

Set or confirm next Board meeting date: Thursday, February 18, 2016 at 7:00 pm in the Community Center.

Adjournment: The meeting was adjourned at 8:40 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

January 21, 2016
Fire Department Report

1. Department Activity since the last board meeting
 - business meetings – 1
 - department trainings – 2 (includes 1 EMS training with RFLVFD)
 - medical – 1

2. Community communications – We're holding steady at 290 people on the district's email contact list.

3. Personnel – We have one new member, who joined in January. He's on the mountain part-time and is a paramedic with a professional fire department down in town. Mark Rode will be determining how he can use his medical training through Red Feather when he responds to calls for us. In addition, Michael Bilo of South Metro Fire has offered his assistance with training and with advice on EMS issues. He's not on the mountain enough at the moment to join us as a firefighter, but is happy to help out where he can.

4. Station Remodel Logistics – The department will be asking the Water & Sewer Association Board at their February Board Meeting if we can rent all or part of the Water & Sewer Building during the remodel. If approved, this would give us a safe and heated place to park some of the fire trucks (so we can store them with water in them), and a place to store the equipment that will have to be removed from the station.

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 18, 2016
Community Center– 7:00 P.M.**

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

In Attendance: Dan Defibaugh, Jan Sawyer, Jim Kubichek, Marian Kelly

Absent: Excused: Shirla Race, Don Hass

District Members in attendance: Mark Rode, Jason McGregor

Approval of Agenda: Jan Sawyer moved to accept the agenda. Jim Kubichek seconded. Motion passed unanimously.

Approval of Minutes of Previous Meeting: Jan Sawyer made the motion to accept the January 21, 2016 minutes. Dan Defibaugh seconded. Motion passed unanimously.

President's Report: No report.

Secretary's Report: Jim noted that he will be absent for the next board meeting. Another board member present will need to record minutes.

Treasurer's Report: Shirla Race was absent. Jim Kubichek presented the monthly Treasurer's report. Jim Kubichek moved to accept the monthly report. Jan Sawyer seconded. The motion passed unanimously.

Fire Department Report: Chief Kelly presented the written department report. She noted that two committees have been formed. One to review the Standard Operating Guidelines and one to compile a list of desired and needed equipment for the department to assist in budget considerations.

Grants: Jim Kubichek reported that requests from two of the three battery manufactures contacted for contributions to the department have been unfavorable and we are still waiting response from the third. An additional grant request will be submitted to the FM Global Fire Prevention Grant Program for a laptop, projector, and speakers to be used for department community education efforts.

Service Improvement Committee: No Report

UNFINISHED BUSINESS

CLVFD Station Remodel Progress: Mark Rode reported on the efforts of the Architecture and Engineering Selection Committee for the fire station remodel. The committee was comprised of the following district members: Mark Rode, Harold Alexander, Harold Gile, Marian Kelly, and Dan Defibaugh. Two firms submitted proposals. The committee recommended the Belford Watkins Group for the fire station remodel project. The Board wishes to thank the committee for their time and diligent research and deliberation resulting in their recommendation.

Executive Session Called: At 7:20, Dan Defibaugh moved and Jan Sawyer seconded to move to closed Executive Session to discuss details of the A&E selection committee's recommendation and the contract with the Belford Watkins Group. Motion was unanimous. At 7:25 the Executive Session was ended.

NEW BUSINESS

Selection of the Architecture and Engineering Firm for Fire Station Remodel

Project:

Jan Sawyer moved to accept the Architecture and Engineering Selection Committee's Recommendation to retain Belford Watkins Group for the Fire Station Remodel Project. Jim Kubichek seconded the motion. The motion passed, two yes votes and one abstention (Dan D.).

As the Board Desires: None

Comments by Attending Public: None

Set or confirm next Board meeting date: Thursday, March 17, 2016 at 7:00 pm in the
Community Center

Adjournment: Jim Kubichek moved to adjourn the meeting. Jan Sawyer seconded. The
meeting was adjourned at 7:30.

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 17, 2016
Fire Department Report

1. Department Activity since the last board meeting
 - business meetings – 1
 - department trainings – 3 (includes 1 EMS training and 1 fire training with RFLVFD)
 - medical – 1
 - community member assistance – 1
 - structure fire (mutual aid to RFLVFD) – 1
2. Community communications – We’re holding steady at 290 people on the district’s email contact list.
3. Rules & Regs Committee – The department is establishing a committee to review our Rules & Regulations and Standard Operating Guidelines to update them to match current procedures and make any necessary updates. The Rules & Regs will be brought to the board for approval.
4. “Wishlist” Committee – The department is establishing a committee to collect our “wishlist” of equipment we need to buy, replace, or begin saving up for. This list will be revisited and revised each year, with the items on it prioritized to act as a guideline for future budgeting recommendations to the board.

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 17, 2016
Wapiti Room – 7:00 P.M.**

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

In Attendance: Dan Defibaugh, Jan Sawyer, Shirla Race, Marian Kelly

Absent: Excused: Jim Kubichek, Don Hass

District Members in attendance: Mark Rode, Doug Race, Jason McGregor

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

Approval of Minutes of Previous Meeting: Jan Sawyer moved to accept the February 18, 2016 minutes as presented. Shirla Race seconded. Motion passed unanimously.

President's Report: No report.

Secretary's Report: No report.

Treasurer's Report:

– Shirla Race presented the monthly financials and March register to-date. Noted items were: the annual payment of insurance was made in January; also, our Worker's Comp charges have increased this year and will end up going slightly over-budget as a result. In addition, Shirla noted that, with each tax payment from the state, she had to separate out the bond income, the interest, and the collection fees. Jan Sawyer moved to accept the monthly treasurer's report as presented. Dan Defibaugh seconded. The motion passed unanimously.

- Shirla reported that the audit exemption paperwork was done and would need to be signed by board members after the meeting.
- Shirla stated that an additional account had been opened in Colorado Trust for bond proceeds.

Fire Department Report:

- Chief Kelly presented the written department report.
- Jan Sawyer requested an update on the slash pile the Association had requested a Burn Permit for. Chief Kelly reported that the pile had been inspected and did not meet district requirements. A suggestion had been made that the department could possibly burn the pile as a training exercise, but the pile's inaccessible location and close proximity to standing trees made that impossible. The Association has been informed that they will need to bring this pile into compliance with district requirements before a Burn Permit can be issued.

Grants: No report.

Service Improvement Committee: No Report

UNFINISHED BUSINESS

CLVFD Station Remodel Progress:

Doug Race gave the following updates:

- The building committee has met twice with Belford Watkins Group, the Architectural and Engineering firm chosen to undertake this project. The first meeting was introductory and the second was a design parameters meeting. During the second meeting, it was determined that the draft station designs would require a significant overhaul in order to bring the building into compliance with the Americans with Disabilities Act. This will necessitate moving the meeting/training area down to the ground floor, as we are unable to afford the additional cost of building a ramp or installing an elevator. Belford Watkins has already shown Doug Race a draft revised design.

- Doug reported on the steps undertaken to hire a General Contractor. Nine contractors responded to our advertisements and requested an information package. Six

of them attended the mandatory site visit held on March 15th. Of those six, four either own property in Crystal Lakes or have ties to the community. Final documents/proposals are due March 25th, with the selection planned during the last week of March.

– Both Belford Watkins and the contractors who attended the March 15th meeting anticipate a probable construction start date of mid-July, with the possibility of some excavation to be done prior to that date.

– Doug Race reminded board members that we need to be prepared for several upcoming surveys and tests (soils, hazardous materials, etc) that will need to be done in advance of construction. There will also be permitting, etc, to be completed.

– Belford Watkins has forwarded to Doug a copy of Poudre Fire Authority's checklist for station use during a remodel for the building committee to work with while organizing the clearing of the station for the remodel.

NEW BUSINESS

Director Elections Report:

DEO Doug Race reported that the board election has been cancelled. The number of people who filed paperwork to run for the board matched the number of positions open on the board, so no election is needed. All appropriate notifications have been made.

Note Resolution for Crystal Lakes Fire Protection District:

Doug Race presented several documents that require board approval in order to secure the building loan through Colorado Bank and Trust. Those documents must be submitted to the attorney's office by Tuesday the 22nd in order for the loan to close on time, and include:

– Note Resolution for a 13-year loan of \$800,000 at 3.02% interest. Several of the initial payments of the loan will come in near \$60,000 per year, and the maximum payment in any year will be around \$75,000, with the result that all payments will be less than the \$80,000 per year that was projected.

– Loan papers.

– Omnibus certificate – By signing this document, the board acknowledges that the district is committed to paying back the loan amount under any circumstances that may arise.

- Federal tax form 8038-6
- Corporate Certificate of Compliance
- Proof of delivery of the Corporate Certificate of Compliance

Discussion related to R&R user fee assessment for access to fuel tanks:

The board discussed an email notification from the Road & Recreation Board, which stated that R&R would be charging the fire district a \$500 annual fee to purchase fuel from the Association. This fee would take effect June 1, 2016.

– Shirla Race stated that, in going over past financial records, she calculated that the district's purchase of fuel over the last several years averaged \$1176 per year. For two or three of those years, gas was between four and five dollars a gallon. Last year's fuel use totaled \$750. Given these numbers, the Road & Recreation Association's surcharge would increase the district's fuel costs by approximately one-third to one-half.

– Shirla reported on her investigation of the cost of putting in our own fuel tank. Per her discussion with Team Petroleum, a 500-gallon tank with two compartments (one for gasoline and one for diesel) plus the costs of installing power and a pump meter would run approximately \$4,000. Given the R&R's \$500 annual surcharge, this tank would pay for itself in eight years, and it has a 20-year lifespan. The tank would need to be set back into the hillside opposite the station (either where the old gas tank sat or between the station and the Water & Sewer building) and a concrete pad poured for it to sit on. This could most easily be undertaken when we have heavy equipment on site and concrete pouring for the station going on.

– Jan Sawyer asked what safety precautions would need to be taken care of and whether the tank would pass (and continue to pass) inspection. Shirla reported that it is a double-walled tank that meets current safety requirements (if installed as noted). Doug stated that, after the initial inspection, it would need no further inspection, as the state does not inspect tanks under 1000 gallons.

– Doug stated that there was a possibility that the Water & Sewer Association would be interested in sharing ownership of such a tank with the district. This would help not only with the cost, but in ensuring that the fuel in the tank is used up at a fast enough rate that it would not go bad.

– It was noted that the surcharge from Road & Rec is intended to help defray their costs for the installation of their new tank, and that the fire district offered to assist with that cost when it was incurred. The district's offer was not accepted by Road & Rec.

- Chief Kelly noted that, setting aside the financial considerations, having a district-owned fuel tank would make the department truly independent and allow for more efficient operations.
- Shirla Race moved that, in the best interests of the district’s functionality, the district purchase a fuel tank for the department. Jan seconded the motion, which passed unanimously.
- Shirla Race requested and received board permission to speak with the Water & Sewer board at their meeting on the 19th to determine if they wished to take part in the purchase and operation of the fuel tank.

As the Board Desires: None

Comments by Attending Public: None

Set or confirm next Board meeting date: Thursday, April 21, 2016 at 7:00 pm in the Wapiti Room

Adjournment: Shirla Race moved to adjourn the meeting. Jan Sawyer seconded. The meeting was adjourned at 8:24 pm.

Meeting Reconvened by Dan Defibaugh at 8:50 pm (after the Pension Board meeting) in order to facilitate the signing of the necessary documents for the station remodel (presented by Doug Race under New Business: Note Resolution).

- Dan Defibaugh appointed Jan Sawyer as Assistant Secretary.
- Jan Sawyer moved to approve the resolution on the note to fund the fire station remodel project and related documents. Shirla seconded the motion, which passed, Dan Defibaugh, Jan Sawyer, and Shirla Race voting to approve the motion, Jim Kubichek and Don Hass being absent.

Adjournment: Jan Sawyer moved to adjourn the meeting. Shirla Race seconded. The meeting was adjourned at 8:54 pm.

Submitted by
Marian Kelly

Temporary Recording Secretary

Approved by: _____ Jim Kubichek, Secretary

Crystal Lakes Volunteer Fire Department

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

March 17, 2016
Fire Department Report

1. Department Activity since the last board meeting
 - business meetings – 1
 - department trainings – 3 (includes 1 EMS training with RFLVFD)
 - medical – 1
 - medical (mutual aid to RFLVFD) – 1
 - community member assistance – 1
 - grass/wildland fire (mutual aid to RFLVFD) – 1
 - MVA medical (mutual aid to RFLVFD) – 1
 - search and rescue (lost hikers) – 1
 - burning without permit (campfire) – 1

2. Community communications – We have 292 people on the district's email contact list.

3. Community Fund donation – The Community Fund has received a large donation and are looking into using part of it to assist us in funding the building of the additional bay on the back of the fire station. The exact amount of their donation to the district will be finalized in May. Our heartfelt thanks to the Community Fund and their generous (and anonymous) donor.

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 21, 2016
Wapiti Center– 7:00 P.M.**

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

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

Absent: None

District Members in attendance: Harold Alexander

Approval of Agenda: Dan Defibaugh made the motion to accept the agenda. Motion was seconded by Jim Kubichek. Motion passed unanimously.

Approval of Minutes of Previous Meeting: March 17, 2016

Shirla Race made the motion to approve the minutes of March 17, 2016. Motion was seconded by Dan Defibaugh. The motion passed unanimously.

President's Report: No report

Secretary's Report: No report

Treasurer's Report: Shirla Race presented the printed monthly financial reports, current as of 4/20/16. Nothing unusual was noted. She explained to the board the bond accounts for the station remodeling and bond expenditures (p. 3). Accounts were opened at Colorado Trust for funds from underwriter "Bank of Colorado". Also, a new account in 1st National Bank was opened and \$100,000 was transferred from the Bank of Colorado account. The district currently has a total of two accounts at 1st National Bank and two accounts at the Bank of Colorado. To date, \$39,226.97 has been spent out of the

\$800,000 for the station remodel project. Due to the recent grant awards to the CLVFD totaling over \$77,000, an amended budget may have to be filed.

Fire Department Report: Chief Kelly submitted the written Chief's Report, summarizing the call volume and type and the schedule for the summer educational workshops to be held this year in the Wapiti Center due to station remodeling. Additionally, this year's Memorial Day rummage sale may have to be cancelled due to the station remodeling preparation efforts. Chief Kelly also discussed mutual aid response agreements to non-fire incidents.

Grants: Jim Kubichek reported to the board the awarding of a grant from the state Division of Fire Protection and Safety in the amount of \$77,705.00 for the replacement of the SCBA packs, masks, and tanks and upgrading to a new high pressure air compressor and fill station. There are four additional grants out for wildland fire equipment, educational technology and structure firefighting protective gear.

Service Improvement Committee: No report

UNFINISHED BUSINESS

CLVFD Station Remodel Progress Report: Doug Race began the report by handing out the latest station remodel concept plans and the scores from the work of the Owner Committee. He then reviewed the selection criteria and scoring matrix. Based on the criteria developed, GH Phipps was selected by the Owner Committee as the general contractor. There will be a meeting on May 2 at 10:00 am to meet with Belford Watkins Group and GH Phipps to begin the formal process. The station remodel concept plans were discussed. Note items were the locating of a training room on the first floor that will be ADA compliant, allowing for public meetings in the space. Also it was noted that the asbestos survey came back clean. Final site surveying will be conducted in the near future.

Fuel Tank Update: Shirla Race reported on the efforts to obtain a department fuel tank. She noted that at the March 19th Water and Sewer board meeting a motion was made to go in with the department for the purchase and installation of a 500 gallon spilt fuel tank.

The cost will be split 50:50. The pad and electrical connections will be the responsibility of the department and the Water and Sewer Association.

NEW BUSINESS

Board Action to select Fire Station Remodel General Contractor: Jan Sawyer moved to accept the Owner Committee's recommendation to hire GH Phipps as General Contractor for the Crystal Lakes Fire Station Remodel, pending contract finalization. Don Hass seconded the motion. The motion passed unanimously.

Discussion regarding compliance with CRS Part 302 of Article 5, Title 29: Shirla Race related to the board that she had discussed the requirements of this legislation with SDA and DORA. It was stated that departments such as ours that are completely volunteer and not associated with professional/career departments are exempt from the requirements of this legislation.

As the Board Desires: Jim Kubichek reported that the Crystal Lakes Road and Recreation Association has donated 20 blue upholstered steel chairs to the department. They are currently being stored in the Water and Sewer building.

Comments by Attending Public: none

Set or confirm next Board meeting date and location: May 19, 2016 at 7:00 in the Wapiti Center. Jan Sawyer noted that she will be absent from that meeting.

Adjournment: Jan Sawyer made the motion to adjourn that was seconded by Shirla Race. The meeting was adjourned at 8:21.

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, 2016
Fire Department Report

1. Department Activity since the last board meeting
 - business meetings – 1
 - department trainings – 3 (includes 1 EMS training with RFLVFD)
 - medical – 2
 - community member assistance – 1
 - compactor fire – 1
 - false alarm/prank 911 call – 1

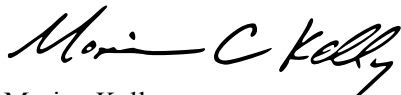
2. Community outreach & education – The dates have been established for this summer's workshops. We will be holding educational workshops in the Wapiti Room as follows:

Saturday, June 4th – Fire Mitigation in the Home Ignition Zone
Sunday, June 26th – Evacuation: How and When to Get Out
Sunday, July 10th – Get Wildfire Smart About Insurance
Saturday, July 30th – Evacuation: How and When to Get Out
Sunday, August 14th – Fire Mitigation in the Home Ignition Zone

All workshops will begin at 1:00 pm. We've already started to get the word out, with a Bugle article and a post to our group email list, and will also send out postcards, as in previous years.

3. Rummage sale – Due to the difficulties inherent in getting the station cleared for the remodel, we're having to cancel the department rummage sale this year. We just don't have the manpower to take in and donations and prepare for the sale while simultaneously packing up the station. We'll figure out how to store the donations we've already taken in and plan to have the sale next year.
4. Glacier View Wildfire Community Preparedness Day – We've been asked to take part in Glacier View's celebration on May 7th of their becoming officially a Firewise Community. We'll be sending a truck and some firefighters to this celebration.

Respectfully submitted,



Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970) 881-3521

Board of Directors

**Approved Minutes for May 19, 2016
Wapiti Center– 7:00 P.M.**

Call To Order: President Dan Defibaugh called the meeting to order at 7:05 pm.

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

Absent: None

District Members in attendance: Jody Randol

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

Approval of Minutes of Previous Meeting: Shirla Race moved to approve the minutes of April 21, 2016. The motion was seconded by Jan Sawyer. The motion passed unanimously.

President's Report: No Report

Secretary's Report: No Report

Treasurer's Report: Treasurer Race presented the Board with the written monthly treasurer's report. Nothing remarkable was noted. She discussed the financials to date, the bond account, cleared checks, and bond account checks cleared (\$46, 410.69 spent of the \$800,000 bond). Jan Sawyer moved to accept the Treasurer's report. The motion was seconded by Don Hass. The report was approved unanimously.

Fire Department Report: Chief Kelly submitted the monthly written report and summarized the highlights. Work continues on preparations for the station remodel efforts. She noted that Larimer County Hazards Mitigation Plan has received final approval from FEMA. A resolution from our board will be needed to fully participate in the project.

Due to a county request, she asked that the board authorize officers of the department to be able to transfer responsibility of an incident. Jan Sawyer moved that The District authorize all officers of the Crystal Lakes Volunteer Fire Department to hand over or accept responsibility of an incident to/from Larimer County Emergency Services. The motion was seconded by Jim Kubichek. The motion passed unanimously.

Grants: Jim Kubichek reported an adjustment to the SCBA grant resulting in a reduction of tanks from 18 to 12. The department will evaluate the need in the future to obtain additional SCBA tanks.

UNFINISHED BUSINESS

CLVFD Station Remodel Progress Report: Doug Race reported that the station remodeling process is waiting for contracts to be signed and return to start work.

NEW BUSINESS

Crystal Lakes Road and Recreation Membership issues:

-Voting procedures: Discussion was held related to the need, appropriateness, and procedures for voting in Road and Recreation Association votes. Action was tabled until a future meeting.

-Membership Badge designation procedures: It was decided that a letter would be sent to the Crystal Lakes Road and Recreation Association assigning membership badges to Don Hass and Mark Rode for the 2016-17 fiscal year.

Oath of Office: President Defibaugh administered the oath of office to Jan Sawyer and Jim Kubichek for additional 4 year terms.

As the Board Desires: None

Comments by Attending Public: None

Set or confirm next Board meeting date and location: June 16, 2016 at 7:00pm in the Wapiti Center.

Adjournment: Jan Sawyer moved to adjourn the meeting and Don Hass seconded. The meeting was adjourned at 8:22 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

May 19, 2016
Fire Department Report

1. Department Activity since the last board meeting
 - business meetings – 1
 - department trainings – 3 (includes 1 EMS training with RFLVFD)
 - medical – 1
 - MVA/medical – 1

2. Delegation of incidents to Larimer County Emergency Services – The officers of the department wish to request a board decision regarding who has the authority to hand over an incident to Larimer County Emergency Services or accept responsibility for it back from them. We would ask that all officers of the department officially have this authority. We also wished to make sure the board was aware of the fact that, even with delegation, there may be costs attendant on a large incident that will have to be borne by the district.

3. Regarding delegation to Larimer County Emergency Services – At the Larimer County All-Hazards meeting, held on April 28th, we were informed that LCES is short-handed again this year. They wished to notify everyone that, depending on their staffing and any other incidents taking place at the same time, they may not be able to take delegation of any given incident and/or may have to return that incident to the responsibility of local agencies earlier than they would have in the past. This may result in more costs for the local agencies, if fires are returned before mop-up is complete, etc, requiring the assistance of other agencies outside the initial mutual aid period.

4. Station remodel preparation progress – Department members are meeting every Monday to work at the station, sorting and packing equipment and determining what will be kept and what is no longer needed.

5. Larimer County Hazard Mitigation Plan – The plan has been approved by FEMA pending adoption by all the agencies taking part. I'll get the link to the complete plan to the board as soon as I receive it from the county. We will need to get a resolution drafted, approved, and sent to the county no later than August 10th.

Respectfully submitted,

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970) 881-3521

Board of Directors

Draft Minutes for June 16, 2016
Wapiti Center– 7:00 P.M.

Call To Order: The meeting was called to order by president Dan Defibaugh at 7:16 pm. The meeting was delayed due to a smoke report in the district that required the attention of three board members.

In Attendance: Dan Defibaugh, Shirla Race, Jim Kubichek, Mark Rode (presenting the Chief's report), Doug Race

Absent: Jan Sawyer, excused and Don Hass, excused

District Members in attendance: None

Approval of Agenda: Dan Defibaugh made a motion to accept the agenda as presented with Shirla Race providing the second. The motion passed unanimously.

Approval of Minutes of Previous Meeting: May 19, 2016

Shirla Race made a motion to accept the minutes of the meeting of May 19, 2016. The motion was seconded by Dan Defibaugh. The motion passed unanimously.

President's Report: No Report

Secretary's Report: The letter designating Don Hass and Mark Rode as Crystal Lakes Road and Recreation Association designees for membership badges was delivered to the office and was accepted. Mark Rode is in possession of the first membership badge.

Treasurer's Report: The monthly treasurer's report was presented by Shirla Race and was noted as accurate as of 6/15/16. It was also noted that the firefighter pension contribution has been paid for the year. Nothing remarkable was noted on the report.

Jim Kubichek made a motion to accept the monthly treasurer's report. The motion was seconded by Dan Defibaugh. The motion passed unanimously.

The treasurer noted that work has begun to develop the proposed 2017 budget by the end of August. The budget proposal is due September. There was discussion regarding the future direction of District financial services related to daily operations, budget, and accounting/audits for October/November.

Resolution to adopt 2016 Supplemental Budget: Due to changes in revenue owing to the receipt of grants to the district, a supplemental budget was required. Dan Defibaugh made the motion to approve the Resolution for Supplemental Budget and Appropriation for 2016 (resolution 2016-3). Jim Kubichek seconded the motion and it passed unanimously.

The treasurer noted that she will be absent from the October and November board meetings and is making arrangements for financial matters to be handled in her absence.

Fire Department Report: Mark Rode distributed and presented the Chief's report. A resolution (resolution 2016-2) was presented to adopt the Larimer County Multi-Jurisdictional Hazard Mitigation Plan. The motion to approve the resolution was made by Jim Kubichek and seconded by Shirla Race. The motion passed unanimously. The resolution will be delivered to the county.

A motion was made by Jim Kubichek and seconded by Shirla Race to Approve the Larimer county Mutual Aid Agreement for Disaster-Emergency Mutual Aid and Disaster-Emergency Funding Assistance. The motion was approved unanimously. The signed document will be delivered to the county.

Grants: Jim Kubichek reported that the district received a VFA (Volunteer Firefighter Assistance) grant. The grant is a 50/50 award. The department has been approved for purchases of wildland gear and equipment totaling \$6989 which the department will be reimbursed 50%.

UNFINISHED BUSINESS

CLVFD Station Remodel Progress Report: Doug Race reported of a recent meeting between the architect/engineers and the general contractor. The permitting process will be handled by

Belford/Watkins. Some initial tests/evaluations upcoming are: rainwater dispersal and geotechnical reports.

Ground-breaking is now scheduled for August. Belford/Watkins is to deliver final plans for the station by September at which time Phipps Construction will deliver cost estimates.

Other discussion centered on the fuel station for the department and the Crystal Lakes Water and Sewer Association. Efforts to put the fuel station in place are underway.

NEW BUSINESS

As the Board Desires: Nothing

Comments by Attending Public: None

Set or confirm next Board meeting date and location: July 21, 2016. 7:00 Wapiti Center.

Adjournment: Shirla Race made a motion to adjourn the meeting that was seconded by Jim Kubichek. The meeting was adjourned at 8:39 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

June 16, 2016
Fire Department Report

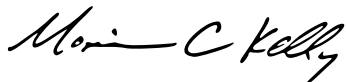
1. Department Activity since the last board meeting
 - business meetings – 1
 - department trainings – 4 (includes 1 EMS training and 1 fire training with RFLVFD), plus several optional/informal trainings held throughout the month
 - medical – 1
 - MVA/medical – 1
 - Stage/standby medical – 1 (law enforcement request)
 - Mutual aid/standby – 1 (for RFLVFD smoke/campfire call)
 - Unsafe campfire – 1

2. Station remodel preparation progress – Department members are meeting for two to three hours every Monday to work at the station, sorting and packing equipment and determining what will be kept and what is no longer needed. We are making excellent progress. A storage container has been placed next to the Water & Sewer building, and we have begun moving non-necessary items into the container. Three refrigerators and several shelving units (all for department water and snacks) have been moved into the Water & Sewer Building. Two trailer-loads of trash have been disposed of, and two trailer-loads of metal recycling will be taken down soon.

3. Larimer County Hazard Mitigation Plan – The plan has been approved by FEMA, pending adoption by all the agencies taking part. A resolution approving the plan must be approved and sent to the county no later than August 10th. The paperwork for this resolution has been drafted by the department and reviewed by the district attorney, and is being presented to the board tonight.

4. Larimer County Mutual Aid Agreement – Larimer County has authored an additional mutual aid agreement to take effect between governmental and non-governmental agencies. Our district is one of the governmental agencies, and the non-governmental agencies involved would include things like schools, volunteer fire departments without district status, hospitals, etc. This agreement does not supercede any existing mutual aid agreement, the county wildfire plan, or any of our other agreements. It's purely designed to provide broad coverage through mutual aid agreements across the county and across agencies. The agreement is being presented to the board for approval tonight.

Respectfully submitted,



Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970) 881-3521

Board of Directors

**Draft Minutes for July 21, 2016
Wapiti Center– 7:00 P.M.**

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

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

Absent: None

District Members in attendance: Susan and Mike Aden

Approval of Agenda: The agenda was moved by Jan Sawyer and seconded by Shirla Race. The motion passed unanimously.

Approval of Minutes of Previous Meeting: June 16, 2016

Dan Defibaugh move to accept the minutes of June 16, 2016. The motion was seconded by Shirla Race. The motion passed unanimously.

President's Report: Comments were made on positive effects of the CLVFD.

Secretary's Report: Jim Kubichek noted he would be absent for the August Meeting. Marian Kelly will take the minutes.

Treasurer's Report: Shirla Race proved the written accountability report. Nothing remarkable was noted. Mark Rode ask for the number of medical calls for Red Feather Lakes VFD accounting for year-to-date and 2015 totals.

The first bond interest payment was made totalling \$4496.44. To dayte, \$52, 935.06 of the \$800,000 in bond funds have been spent so far in the station remodeling effort.

Don Hass made the motion to accept the Treasurer's report and Jan Sawyer seconded. The motion passed unanimously.

Fire Department Report: Chief Kelly presented the written department report and made oral comments highlighting the month's 18 calls.

Grants: Jim Kubichek reported that a decision was made to purchase the high pressure compressor from Bauer through Centennial in Denver for \$42,500. This will be purchased from the Colorado Division of Fire Prevention and Safety Grant and approximately \$3000 of district funds. The department also was awarded \$1,095 by FM Global Insurance to fund the purchase of a laptop and projector for the purpose of community education efforts. Presentation of the check to the department will be made by a representative from FM Global on August 3.

UNFINISHED BUSINESS

CLVFD Station Remodel Progress Report: The Perc tests have been completed at the station site. The fuel tank pad has been poured using department labor. The fuel tank will be delivered shortly and once set the electrician will be acquired to perform the required, certified work.

NEW BUSINESS

As the Board Desires: Jim reminded the members of the upcoming SDA conference in September.

Comments by Attending Public: None

Set or confirm next Board meeting date and location: Thursday, August 18th, 2016 at 7:00 in the Wapti Center.

Adjournment: A page was received at the end of the meeting requiring the department members on the board to leave, effectively adjourning the meeting.

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

July 21, 2016
Fire Department Report

1. Department Activity since the last board meeting
 - business meetings –
 - department trainings – 3 (includes 1 EMS training with RFLVFD), plus several optional/informal trainings held throughout the month
 - medical – 6
 - MVA/medical – 1
 - smoke report – 3
 - mutual aid/standby (for RFLVFD) – 2
 - mutual aid/staging for RFLVFD medical – 1
 - mutual aid for Poudre Canyon structure fire – 1
 - illegal slash burn – 1
 - wildland fire – 2
 - fire (near but not involving structure) – 1

2. Community communications – Following a recent surge (perhaps generated by the postcards), we now have 352 people on the district's email contact list. I'm also regularly using Nextdoor for community communications as things come up, and as people ask questions on that site about fires, their causes, etc.

3. Station remodel preparation progress – We have the station as much packed up as we can at this time, as we're limited in what we can move out by the need to keep it operational and certain things available. Everything else is packed into the storage container. We will be taking down the dark-brown shed on the end of fire station ourselves, and that project is partly completed.

4. Fire conditions – Fire conditions in the area have ameliorated somewhat since the beginning of the month, the recent slight cooling in temperature and occasional rainstorm helping to bring us back down from high fire danger. Looking forward, the forecast is for warmer-than-usual temperatures, but the likelihood of afternoon rain increases.

Respectfully submitted,

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970) 881-3521

Board of Directors

Minutes for August 18, 2016

Wapiti Center– 7:00 P.M.

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

In Attendance: Dan Defibaugh, Jan Sawyer, Shirla Race, Don Hass, Marian Kelly, Mark Rode

Absent: Jim Kubichek

District Members in attendance: Doug Race, Jody Randol

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

Approval of Minutes of Previous Meeting: July 21, 2016

Shirla Race move to accept the minutes of July 21, 2016. The motion was seconded by Jan Sawyer. The motion passed unanimously.

President's Report: None.

Secretary's Report: None, due to Jim Kubichek's absence.

Treasurer's Report: Shirla Race presented the written treasurer's monthly report. She made note of the district receiving a \$15,000 donation from the Community Fund for building remodeling expenses, which should be spent during the current fiscal year. The district has also received a partial payment for the VFA grant in the amount of \$1195.00. The only unusual expense was \$4733 in building repairs, which includes \$4200 for PPE lockers which will be used during the remodel and moved into the new station.

Jan Sawyer made the motion to accept the Treasurer's report and Don Hass seconded. The motion passed unanimously.

Shirla also presented a 2017 proforma budget for board member review. This preliminary budget included figures based on department member input and the current year's income figures from the county. She will have more solid numbers by the next meeting. There was a lengthy discussion regarding the district's inability to create a designated savings account for equipment (as it is not a depreciable expense) and the possibility of making necessary large equipment purchases at the end of the calendar year with whatever money is still remaining in the budget at that time.

Fire Department Report: Chief Kelly presented the written department report and made oral comments highlighting the month's calls and the re-approval of the NLCERA agreement with PFA.

Grants: Shirla Race reported in the Treasurer's Report that some money had been received from VFA. The department is still making grant purchases and will be expecting additional reimbursement funds by the end of the year.

UNFINISHED BUSINESS

CLVFD Station Remodel Progress Report: Doug Race reported on the following results of a number of phone calls and meetings with the architect and general contractor:

- The ground-breaking has been pushed off to October, or may possibly have to wait until spring. Getting permits has been delayed by difficulties in finalizing the plans (partly due to the unexpected soil compaction test results) and the general contractor is concerned about both the fact that his subs are not committed yet to the work due to the delay and the other work they have coming up and about the possibility of construction delays due to winter weather. We'll know more soon.
- The final drawings from the architect are expected August 26th.
- The soils test showed that the compaction is not sufficient to build the training/meeting room without shoring up the ground where it is to be built. The final figures for the cost of stabilizing the soil are expected August 26th.
- Doug has run into three issues in getting permits from the county and is in the process of straightening out the paperwork: 1. The county is unable to find the original building

permit for the station. 2. The county is stating that the station is not currently built within the 50' setbacks required in the 11th filing. 3. The county shows that the fire district owns both the fire station and the Water & Sewer building.

-- The new fuel station has been installed. There is still a delay as we wait for an electrician to get it hooked up with explosion-proof fittings.

NEW BUSINESS

As the Board Desires: Doug reported that the FPPA funds and application will be submitted tomorrow to request our annual matching funds.

Comments by Attending Public: None

Set or confirm next Board meeting date and location: Thursday, September 15th, 2016 at 7:00 in the Wapiti Center. Pension Board meeting to follow.

Adjournment: Don Hass made a motion to adjourn, Shirla Race seconding. The motion passed unanimously and the meeting was adjourned at 7:42 pm.

Submitted by
Marian Kelly
Temporary Recording Secretary

Approved by: _____
Jim Kubichek, Secretary

Crystal Lakes Volunteer Fire Department

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

August 18, 2016
Fire Department Report

1. Department Activity since the last board meeting
 - business meetings – 1
 - department trainings – 3 (includes 1 EMS training with RFLVFD), plus several optional/informal trainings held throughout the month
 - medical – 2
 - lost hiker – 1
 - smoke report – 1
2. Community communications – We now have 365 people on the district's email contact list.
3. Northern Colorado Emergency Response Area (NLCERA) agreement – I have recently signed a renewal of the agreement with PFA that makes us a part of the NLCERA and allows PFA to handle the area contract for ambulance response. There is no change to this agreement from last year.

Respectfully submitted,

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970) 881-3521

Board of Directors

Draft Minutes for September 15, 2016
Wapiti Center– 7:00 P.M.

Call To Order: President Defibaugh called the meeting to order at 7:08.

In Attendance: Dan Defibaugh, Jan Sawyer, Shirla Race, Jim Kubichek, Don Hass,
Chief Marian Kelly, Doug Race

Absent: Mark Rode (excused)

District Members in attendance: Steve and Anne Dirmeyer

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

Approval of Minutes of Previous Meeting, August 18, 2016

Jan Sawyer made a motion to approve the minutes for the August 18 meeting. Don Hass seconded. The motion passed unanimously. Marian Kelly was thanked for taking the minutes during the secretary's absence.

President's Report: No Report

Secretary's Report: No Report

Treasurer's Report: Treasurer Shirla Race presented the monthly treasurer's report. She noted that the monthly financials are on track with the budget. She also noted that for the Station Construction expenses that there was little activity due to the delay in the start of the project. So far, \$71,329 has been spent of the \$800,000 approved for the project. Don made a motion to accept the treasurer's report with Jan Sawyer seconding. The motion passed unanimously.

2017 Budget: Treasurer Race presented the preliminary 2017 budget based on preliminary figures supplied by Larimer County. Treasurer Race will be out of state until December and will send the budget to the Board for approval. She will also post the 2017 budget in the newspaper. A motion to accept the 2017 budget will be acted on at the October Board meeting to ensure the approval by the deadline.

Treasurer Race also requested the ability to do electronic banking. Jan Sawyer moved to set up electronic banking on the District's checking account at 1st National Bank and Don Hass seconded. The motion passed unanimously. Treasurer Race noted that forms will need to be signed to update the individuals that are approved to take action.

Fire Department Report: Chief Kelly presented the department's written report. She highlighted that we now have 367 emails on the department email newsletter list. She noted that three members of the department participated in the Starwood fire. Also noted that there will be a joint training with Red Feather Volunteer Fire Department to exercise water delivery and firefighter cooperation for structure fires in September.

Grants: Jim Kubichek reported that most items have been purchased for the Colorado firefighter safety grant and the Colorado rural firefighter grant. He also noted that both the FEMA and Colorado rural firefighter grants have moved up their application calendar by nearly two months.

UNFINISHED BUSINESS

CLVFD Station Remodel Progress Report: Doug Race reported that the progress on the station remodel project has been disappointing. Part of the issue is the proposed back bay and ADA compliant classroom. Initially it was thought that both could be accomplished within the budget. However, initial estimates by the contractor were \$240,000 over budget due to the affects of the Front Range building boom, soil compaction issues, cost increases since the bond issue passage, and lack of subcontractors willing to bid for the work. The plan now is to go back to the original concept with no back bay and no ADA compliant classroom. It appears that no ground breaking will be possible until May, 2017 at the earliest. He noted that the "Brown Palace" has been demolished. He also noted that due to the delay in construction, that no alternative locations for the apparatus will be required. Doug also noted that the cooperation between the District and

the Crystal Lakes Road and Recreation Association and the Crystal Lakes Water and Sewer Association has been good. To ensure transparency and to keep the District patrons up to date with the station remodeling efforts, Chief Kelly sent out an email and posted an update on the web site regarding the delay. The Board expressed their thanks to Doug Race for his work and perseverance in overseeing and shepherding the process.

Fuel Tank: Shirla Race reported that the fuel tank should be operational as soon as the electricity is connected and fuel is delivered.

NEW BUSINESS

As the Board Desires:

On September 2, 2016 the CLVFD received a donation from the Louisville Fire Department a full set of extrication tools. This was accomplished largely through the efforts of assistant chief Mark Rode and other department members.

Shirla Race contacted Fox Acres to confirm a date for the annual winter holiday celebration and recognition dinner. The date of Saturday, December 3 was set.

Comments by Attending Public: None

Set or confirm next Board meeting date and location: Thursday, October 20, 2016.

Adjournment: Shirla Race moved to adjourn the meeting and Jan Sawyer seconded. The meeting was adjourned at 8:15

Approved by: _____
Jim Kubichek, Secretary

Crystal Lakes Volunteer Fire Department

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

September 15, 2016
Fire Department Report

1. Department Activity since the last board meeting
 - business meetings – 1
 - department trainings – 4 (includes 1 EMS training with RFLVFD and 1 joint fire training with Red Feather, hosted by Crystal), plus several optional/informal trainings held throughout the month
 - medical – 2
 - wildland fire (mutual aid to Livermore) – 1
 - smoke report – 1
 - hazardous gas alarm (propane) – 1
2. Community communications – We now have 367 people on the district's email contact list.
3. Starwood Fire – The department sent a brush truck and two firefighters to assist Livermore with first attack on the Starwood Fire, which began on Sept 4th and ultimately burned 304 acres. The fire went from four acres to nearly 200 within the first three hours, but was holding at approximately 300 acres at the time our firefighters left late that night.
4. Joint Fire Training with Red Feather Lakes – This last Saturday, we held a joint training with Red Feather Lakes VFD, working through a simulated structure fire scenario in Crystal Lakes. Members of both departments responded jointly to the scene of the “fire,” and set up attack lines, water supply lines, and traffic control operations. This kind of training exercise is excellent preparation for working together on emergency calls and is something we plan to do regularly.

Respectfully submitted,

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970) 881-3521

Board of Directors

**Draft Minutes for October 20, 2016
Wapiti Center– 7:00 P.M.**

Call To Order: The meeting was called to order by president Defibaugh at 7:18

In Attendance: Dan Defibaugh, Don Hass, Jan Sawyer (phone), Shirla Race (phone), Marian Kelly, Mark Rode, Jim Kubichek

Absent: Doug Race

District Members in attendance: Steve and Anne Dimeyer, Harold Alexander

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

Approval of Minutes of Previous Meeting, September 15, 2016

Don Hass made the motion to accept the September 15th minutes which was seconded by Jan Sawyer. The motion passed unanimously.

President's Report: No Report

Secretary's Report: No Report

Treasurer's Report: Treasurer presented the monthly Treasurer's report and noted that it was unremarkable. Jim Kubichek made a motion to accept the monthly report and the motion was seconded by Don Hass. The motion passed unanimously.

Treasurer Race presented the proposed 2017 CLFPD budget. Jan Sawyer made a motion to accept the proposed 2017 budget for the CLFPD. The motion was seconded by Jim Kubichek. The motion passed unanimously.

Fire Department Report: Chief Kelly summarized the written Department report. Highlights included a summary of department activity, the retirement of Chuck Glanz from the department after 10 years of service, operational fuel tanks, and the donation to the department by the Louisville Fire Department of a complete set of extrication tools (valued at approximately \$25,000).

Grants: Jim Kubichek summarized the State VFA wildland grant request for additional wildland hose packs, new design wildland gloves, GPS units, and cisterns for water supply in remote areas of the district. The district should hear if the grant request was successful sometime in the first quarter of 2017,

UNFINISHED BUSINESS

CLVFD Station Remodel Progress Report: Mark Rode reported on the current situation. He noted that the progress has been slow and that talks are ongoing with the contractor to determine how savings can be accomplished in an attempt to bring the project in on budget. The ADA compliant training room and the additional bay have been eliminated from the plans due to cost overruns. There was discussion about a cut off date for talks with the contractor if costs cannot be kept within the budget and a search for a new contractor and rebidding the project.

NEW BUSINESS

As the Board Desires: The District Holiday event will be held December 3 beginning at 5:30 at Fox Acres.

Comments by Attending Public: None

Set or confirm next Board meeting date and location: Thursday, November 17th at 7:00 pm in the Wapiti Center.

Adjournment: Shirla Race moved to adjourn the meeting and Jan Sawyer seconded. The meeting was adjourned at 8:25 pm.

Approved by: _____
Jim Kubichek, Secretary

Crystal Lakes Volunteer Fire Department

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

October 20 15, 2016
Fire Department Report

1. Department Activity since the last board meeting
 - business meetings – 1
 - department trainings – 4 (includes 1 EMS training with RFLVFD and 1 joint extrication training with Red Feather, hosted by Crystal), plus several optional/informal trainings held throughout the month
 - ATV accident/medical – 1

2. Personnel changes –
 - Chuck Glanz has retired from the department after ten years. We'll miss him and his dedication tremendously.
 - Mark Weeks has left for the season, and we expect seasonal members Milo and Marilyn David to leave sometime next month. We look forward to having them back in the spring.

3. Fuel tanks – Thanks to Shirla's determined efforts, the fuel tanks are now fully installed and have been filled. There were some growing pains, with fixes made by Jim Kubichek, Harold Alexander, and Pete Visser, but we seem to be up and running properly.

4. Extrication tools – Louisville Fire Department recently donated to us a complete set of vehicle extrication tools when they replaced their old tools. Department members have completed training on the use of the new equipment, with the help of Daniel Hunter of Louisville Fire Department and Northside Towing, which provided the training location and a vehicle to practice on in a joint training with Red Feather Lakes VFD.

Respectfully submitted,

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970) 881-3521

Board of Directors

**Approved Minutes for November 17, 2016
Wapiti Center– 7:00 P.M.**

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

In Attendance: Dan Defibaugh, Don Hass, Jim Kubichek, Marian Kelly, Mark Rode

Absent: Shirla Race, Doug Race, and Jan Sawyer. Due to a communications blackout on the mountain, no planned phone call-ins were possible.

District Members in attendance: Steve and Anne Dirmeyer, Harold Alexander

Approval of Agenda: Don Hass moved to accept the agenda and was seconded by Dan Defibaugh. Motion passed unanimously.

Approval of Minutes of Previous Meeting, October 20, 2016

Don Hass moved to accept the October 20 minutes and was seconded by Dan Defibaugh. Motion passed unanimously.

President's Report: No Report

Secretary's Report: A request for a "permanent" key for the Wapiti room was made to the R&R Association office manager who agreed to present the request to the R&R Board.

Treasurer's Report: Shirla Race was absent and due to a communications failure on the mountain, was unable to call in to make an oral report. The written treasurer's report was presented. No action to accept was taken.

Fire Department Report: Chief Kelly presented the written department report. She highlighted a joint training with Red Feather and Glacier View presented by two representatives from PVREA on highline safety. PVREA presented each attending department \$500.

Grants: Jim Kubichek reported that the district has applied for two FEMA grants this year. One request for a thermal imaging camera in the amount of \$9,500. A second request for a new first attack WUI apparatus in the amount of \$205,000. A decision on the grant requests is expected in March.

UNFINISHED BUSINESS

CLVFD Station Remodel Progress Report: Mark Rode presented a written report, noting highlights. He had a meeting with the general contractor and architect/engineers. Currently there is a balance of \$640,000 available from the bond issue budget for the project. The quote for the “base” project is \$663,443. This is a “not to exceed” quote. This results in a \$44,000 shortfall of bond funds for the fire station remodeling project. A training room is not possible in the current project budget. The architects recommended that the district carry \$20,000 for contingency insurance.

Jim Kubichek made a motion to accept the Phipps bid, not to exceed \$663,443, which includes a contingency fund of \$44,000 to be paid from the district Capital Reserve Fund if needed. The motion was seconded by Don Hass. The motion passed unanimously.

Jim Kubichek made a motion to obtain a bid alternate to expand the upstairs space in the station if not included in the current plans. The motion was seconded by Dan Defibaugh. The motion passed unanimously.

Jim Kubichek made a motion to pursue a bid alternate for the upstairs space at a cost not to exceed \$30,000. The motion was seconded by Don Hass. The motion passed unanimously.

NEW BUSINESS

As the Board Desires: There was no additional business.

Comments by Attending Public: There were no comments.

Set or confirm next Board meeting date and location: Thursday, December 15, 2016.
7:00 pm in the Wapiti Room.

Adjournment: A motion was made by Don Hass to adjourn the meeting. It was seconded by Jim Kubichek. The meeting was adjourned at 8:18.

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

November 17, 2016
Fire Department Report

1. Department Activity since the last board meeting
 - business meetings – 1
 - department trainings – 3 (includes 1 EMS training with RFLVFD)
 - medical call – 1
2. Community communications – There are 365 people on the district's email contact list.
3. Training with Poudre Valley REA – Representatives from PVREA came up last week to train us on power line safety. Members of Red Feather Lakes VFD and Glacier View VFD also attended this joint training organized by Training Officer Jim Kubichek. In addition to providing a very informative training, PVREA brought \$500 donation checks for each department.

Respectfully submitted,

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970) 881-3521

Board of Directors

Minutes for December 15, 2016

Wapiti Center– 7:00 P.M.

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

In Attendance: Dan Defibaugh, Don Hass, Marian Kelly, Jan Sawyer (via phone) and Mark Rode and Jim Kubichek (initially; left shortly after meeting began to assist board member stuck in snow).

Absent: Shirla Race, excused

District Members in attendance: Harold Alexander, Steve Dirmeyer

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

Approval of Minutes of Previous Meeting, November 17, 2016

Don Hass made a motion to approve the minutes of December 15, 2016. Dan Defibaugh seconded the motion. The motion passed unanimously.

President's Report: No Report

Secretary's Report: Minutes for this meeting were taken by Marian Kelly (Thank You). The request for a Wapiti Center key to be assigned to the department/district was denied by CLRRRA board. CLRRRA treasurer Bryon Fessler stated that the District/Department will use of the facilities at no charge.

Treasurer's Report: No Report.

Fire Department Report: Chief Kelly submitted the written department report. A request was made by Chief Kelly to approve Mark Rode as the new Chief, effective January 1, 2017. Jan Sawyer moved to accept the slate of officers elected by CLVFD for 2017. Don Hass seconded the motion. The motion passed unanimously.

Grants: No Report.

UNFINISHED BUSINESS

CLVFD Station Remodel Progress Report: No Report

NEW BUSINESS

As the Board Desires: None

Comments by Attending Public: None

Set or confirm next Board meeting date and location: January 19, 2017

Adjournment: The meeting was adjourned at 7:14 due to weather emergency.

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

December 15, 2016
Fire Department Report

1. Department Activity since the last board meeting
 - business meetings – 1
 - department trainings – 2 (includes 1 EMS training with RFLVFD)
 - fire call (possible chimney fire) – 1
 - medical call – 1
 - CO alarm call – 1
2. Community communications – There are 366 people on the district's email contact list.
3. Department Election of Officers – The department members held the election for 2017 officers at the December business meeting. The officers elected were: Chief – Mark Rode, Assistant Chiefs – Marian Kelly and Mark Weeks, Traffic Control Officers – Kate Kelly and Jody Randol (jointly sharing the position), Secretary/Administrator – Doug Race. The chief will appoint the Safety and Training officers at the January business meeting. The department respectfully requests Board approval of the elected chief.
4. Department Election of Pension Board Representatives – At the December business meeting, the department members elected the following representatives from the department to serve on the Pension Board – Doug Race and Mark Rode.
5. Ice Rescue Training – This weekend, 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.

Respectfully submitted,

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department