



# Crystal Lakes Fire Protection District

237 Blackfoot Rd Red Feather Lakes, CO 80545

clvfd.org

## Board of Directors

Regular Meeting

May 16, 2024

Crystal Lakes Fire Station

6:00 pm – 8:00 pm

### Minutes

**Purpose:** The District's business was conducted in this public meeting of the Board of Directors.

**I Call to Order:** The meeting was called to order by Chair Robin Lauric at 5:59 pm.

**II Welcome New Board Member:** Tom DeMint took the Oath of Affirmation and signed a Notice of Appointment on May 1<sup>st</sup> and is fully seated. Tom will serve as the District Treasurer and his appointment term will end May 2025. President Lauric welcomed Tom to the Board and shared a brief bio.

Tom was given a District Challenge Coin as appreciation for his volunteerism and dedication to the Crystal Lakes Fire Protection District.

**III Board Members Present:** Robin Lauric (Chair/President), Susan Vance (Secretary), Tom DeMint (Treasurer), Tamla Blunt (Director), and Todd Cook (Director)

**Board Members Absent:** None

**IV Quorum:** Yes

**V District Members Present:** Chief Evan Rau, Assistant Chief Mike Clark, Assistant Chief Doug Race, Shirla Race, and Alex Alexander

**Guests:** Irene Buenavista from Pinnacle Consulting Group

**VI Approval of Agenda:** No changes brought forth. The agenda stands approved.

**VII Consent Agenda:** Robin Lauric moved to approve the Consent Agenda. Tamla Blunt seconded.

## **The following were approved under the consent agenda**

Regular Meeting March 21, 2024

Special Meeting March 25, 2024

Special Meeting April 14, 2024

**Motion** to approve the Consent Agenda passed unanimously.

### **VIII Officer Reports:**

#### **a. President's Report:**

President Lauric welcomed Irene Buenavista from Pinnacle Consulting Group (PCG). Irene and PCG will be preparing the budget reports for the Board. Robin mentioned that there is still work being done to transition the District's bookkeeping and accounting to PCG. She stated that the Crystal Lakes Fire Protection District has benefited from some dedicated and detail-oriented Treasurers over the years and because of them CLFPD has always been proud of their financial records. The duties of the volunteer District Treasurer have continued to expand as the state and District's needs grow and evolve, and the Board recognized that it was necessary for the District to enlist some assistance with the bookkeeping.

Robin shared information from two zoom meetings. The first of which was the Colorado Wildfire Resiliency Code Board. This Board came about in May of last year as a result of SB23-166 and falls under the Colorado Division of Fire Prevention and Control. Their mission is to ensure community safety from, and more resiliency to, wildfires. They plan to accomplish this with the adoption of codes and standards with newly constructed structures in identified high risk areas referred to as the Wildland Urban Interface. The second meeting, *Leveraging Your New ADA Dashboard* was presented by the District's website platform, Streamline. Robin shared that the session reiterated the work that needs to be done to be in compliance with state legislation.

Robin encouraged the Board to attend the SDA Regional Workshop in Eaton on June 14<sup>th</sup>.

#### **b. Treasurer's Report:**

Irene Buenavista from Pinnacle Consulting Group presented the monthly general fund activity and shared a few different formats for the monthly report. The Board agreed to the utilization of rounding for these reports but reserves the right to request actual figures in the future. The Board requested the word "other" as a line item term to be defined and clarified throughout the budget report. Irene suggested that she work with the Treasurer to clarify the line items terms, that she would email a ledger which could help with this, and that further recoding could be adjusted as the Board proceeds.

**Action** Tom will work with Irene to clarify line item terms.

**Action** Tom will create a menu to define line item coding and may enlist Shirla and the Chief with this task.

In addition to the monthly activity report, Irene discussed the other services Pinnacle is providing including monthly payables, reconciliations, annual financials, and next year's audit exemption. Irene mentioned that toward the end of each month, the Board will receive a collection of invoices and have 48 hours to review prior to Treasurer approval. After Treasurer approval, payments will be initiated by Pinnacle.

Clarification was sought on whether the mill levy rate "split" was being applied on all county deposits and if the COLO Trust transfer to the capital reserves account had been done. Irene confirmed that Pinnacle, Matt, has access to make the transfer and that the "split" will show when they provide the payables.

Irene requested that the process of reimbursements be refined by streamlining all invoices and reimbursements through Tom. The Board discussed creating a Reimbursement Form specific to CLFPD using the generic form sent by Summer. At Irene's request, the Board engaged in discussion clarifying what would be considered for reimbursement. The Board had a lengthy discussion on milage reimbursement and considered actual fuel cost, wear and tear on personal vehicles, and supporting training opportunities. The Board recognized the IRS standard milage rate of \$.14 per mile as a minimum standard.

Tom DeMint moved to reimburse Department personnel at a rate of \$.25 per mile, Todd Cook seconded. Discussion: Milage reimbursement would be for official business. It was suggested that the majority of the milage reimbursement would relate to training and reimbursement come from the training line item.

**Motion** to reimburse Department personnel at a rate of \$.25 per mile passed unanimously.

**Action** Tom will work on developing reimbursement guidelines to be utilized by both Department personnel and the Board.

**Action** Tom and Tamla will utilize the reimbursement form from Pinnacle to develop a CLFPD reimbursement form. The form will address the milage rate, "less the tax," and receipts. This form may appear on the Department web portal.

Irene readdressed the Board's previous motion to amend the budget. She acknowledged that the District was in compliance with the state, and she offered other solutions to formally amending the budget including filing a resolution and in-house informal amending by reallocating line item funds. She also reviewed some of the processes involved with both formal and informal amending.

It was mentioned that the Board had previously motioned to amend the budget due to a discrepancy created by Proposition HH with the result being that the property tax revenue did not reflect the additional \$30,000 in the District budget. This additional revenue was subsequently allocated by the Board in another motion to fund a few short-funded line items, such as contracted services.

The Board engaged in a lengthy discussion of informal and formal budget amending. In addition, the Board discussed the property tax revenue discrepancies due to Proposition HH.

Irene was concerned that the Board would set precedence to amend the budget regularly due to influxes in property tax collection and changing legislation. She suggested waiting until July when property taxes would be filed, and the final property tax would be known. She was assured that the Board would not choose to amend the budget on a regular basis and this was only due to Proposition HH.

The Board discussed Irene's proposal to wait until July to make the final decision to formally amend the budget. It was mentioned that resending the Board's previous motion and waiting until July was just postponing the decision. Clarification of the grant revenue line item was sought. The Board discussed the purpose of this line item and questioned how grant funding was determined as revenue. It was mentioned that this was established to avoid filing a supplemental budget. Grant funding listed as revenue and expense was acknowledged as a "wash."

The Chair asked individual Board members if there was still support for the previous motion to amend the budget, or if waiting for the July Regular Board Meeting to make the decision to amend the budget was preferred. With the majority of the Board expressing their opinion to wait, the Chair presented a motion on their behalf.

Robin Lauric moved to suspend the motion to amend the budget until the July 18<sup>th</sup> Board meeting. Tamla Blunt seconded. Discussion: It was mentioned that publication and a public hearing would be required if the budget was amended.

***Motion*** to suspend the motion to amend the budget until the July 18<sup>th</sup> Board meeting passed 4 to 1.

**IX Chief's Report:** Chief Rau provided his report to the Board. The full report can be found as an attachment. Of note, three firefighters attended Fire on the Plains. CLVFD planned to be present during WUI Day to support mitigation efforts. The Department planned to share mitigation from the perspective of a firefighter and would be available to sign-up property owners for HIZ assessments. The scheduling of community classes has been finalized. Chief Rau was asked when Open House was planned, he indicated that he was not sure that an Open

House at the Fire Station was planned. The Board requested that the Department host an Open House for the community.

Chief Rau mentioned that he was looking at going forward with RMS provider Emergency Solutions as they offered customizable and comprehensive capabilities. He planned to present this formally to the officers.

Chief Rau mentioned that the Department Officers have discussed some apparatus planning and the need to replace Support. Equipment has already been transferred from Support to Squad 1. The Chief mentioned the plan to replace Support with a Toyota 4-Runner as a "people mover" with better fuel economy. The Board requested the Chief prepare an informational presentation of this idea and possible purchase. Chief Rau mentioned he could have that by the June Regular Board Meeting. The Board requested to be informed and included in the discussion of an Apparatus Replacement Plan. The Board sees value in being included as it clarifies the efforts toward planning and preparing an asset management budget and capital reserve funding.

Chief Rau mentioned that there are two air-curtain burners available to us, from Loveland Fire and the Department of Fire Prevention Control. Currently, county regulations need some adjustments for the burners to be used in our area yearround and under current planning will always be operated by state licensed operators.

The Chief was asked about the current state of the CLRRR slash pile and the safety risk it may pose for burning in 2025. Chief Rau stated that Crystal Lakes and Red Feather Departments chose the best way to burn the pile this year which resulted in a little more debris, nonetheless the debris clean-up is always managed by CLRRR. The Chief was in communication with the CLRRR GM to help them find a solution.

The Board complemented Evan on his comprehensive report.

## **X Committee Reports:**

**a. Mill Levy Committee** – Doug Race presented the Board with a mill levy justification handout with program expense requests and figures showing the future financial needs of the District.

With the exception of the ambulance service portion, the Board was in agreement with what was proposed. The Board requested more comprehensive information and data on the legitimate need of the proposed acquisition of an ambulance and the direction of EMS and medical services. To move forward with the mill levy, the Board suggested rewording the proposal by clarifying that the ambulance/EMS portion is something being studied but would not be included in the mill levy decision.

The Board discussed the continuity between the 2024 Strategic Plan and the proposed one and the future need for an Apparatus Replacement Plan. These endeavors would assist the Board with future budgeting and capital reserve management.

The Board was impressed with all the work that Doug had prepared.

The Board is waiting for a response from legal counsel regarding how to appropriately fund the needs of the mill levy initiative.

The Board discussed the value of the Department Members' voices and the importance of their participation in the mill levy initiative.

Tamla Blunt moved to go forward with a 4 mill levy retention. Tom DeMint seconded. Discussion: The Board discussed the value of looking at the District's long-range goals, especially being prepared for the replacement of aging apparatus and not creating voter fatigue.

**Motion** to go forward with a 4 mill levy retention passed unanimously.

## XI **Unfinished Business:**

### a. **Bylaws/Policy**

The Board discussed the changes to Section 7 and Open Records Policy as suggested by legal counsel. Apart from the Open Records Policy, the Board decided to approve the amended bylaws in their entirety at a later date. Tamla Blunt moved to accept legal counsel's suggestions on the Open Records Policy as amended. Tom DeMint seconded. Discussion: None.

**Motion** to accept legal counsel's suggestions on the Open Records Policy as amended passed unanimously.

**Action** Tamla will update the records request form and add boxes in lieu of lines. Robin will post the policy on the website.

**Action** The remaining Bylaws to be updated were delegated as follows:  
Sections 1 – 4, Tom  
Section 5, Tamla  
Section 6, Robin  
Section 8, Todd  
Section 9, Susan  
Financial Policies will be drafted by Tom  
Code of Conduct will be crafted by Tamla

### b. **Mill Levy Initiative**

Addressed during Committee Reports.

### a. **Strategic Plan**

No Discussion.

## XII **New Business:**

### a. **SDA & Streamline ADA Website Compliance**

Several Board members attended SDA and Streamline webinars on state legislation and ADA website compliance. The Board engaged in a lengthy discussion regarding the legislation and how to proceed.

For contact purposes, Streamline has requested the District assign an ADA Compliance Accessibility Officer by July 1<sup>st</sup>. Tamla Blunt volunteered to take on this responsibility. Chief Evan Rau will give Tamla full access to the District's website for this purpose. Evan will also contact PIO Marian Kelly about the ADA compliance.

**Action** Chief Rau will give website access to Tamla Blunt and contact PIO Marian Kelly about ADA compliance.

Todd mentioned that although the legislative deadline for complete ADA compliance is July 1<sup>st</sup> 2024, if the District engaged in compliance actions and showed good faith, there may be a grace period for full compliance.

Robin explained the Dashboard feature that Streamline has developed to assist with identifying and fixing ADA issues. She recommended that the District's documents be prioritized for action, and that high priority items be considered for remediation through Streamline for their \$7 per page remediation while low priority items be placed in the accessibility vault, archived, or removed from the website. Archived items can be pulled out for remediation. It was also mentioned that documents removed from the website may need to be physically archived by the Custodian of Records.

**XIII CLRRRA & CLWSA Ballots:** CLFPD received ballots for the upcoming CLRRRA and CLWSA Board elections. Tom DeMint moved that the Board abstain from voting on the CLRRRA and CLWSA elections. Tamla Blunt seconded. Discussion: None.

*Motion to abstain from voting on the CLRRRA and CLWSA Board elections passed unanimously.*

**XIII As the Board Desires:** None

**XIV Public Comment:** None

**XV Announcements:** None

**XVI Next Meeting:** The next Regular Meeting of CLFPD Board of Directors will be on June 20, 2024, at 6:00pm at the District Fire Station, 237 Blackfoot Rd, Red Feather Lakes, CO 80545

**XVII Adjournment:** Upon completion of agenda items, the Chair adjourned the meeting at 10:06 pm. (The Chair periodically checked with the Board regarding the additional time being required for this meeting.)