



Crystal Lakes Fire Protection District

237 Blackfoot Rd Red Feather Lakes, CO 80545

clvfd.org

Board of Directors

Regular Meeting
July 18, 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 6:00pm.
- II **Board Members Present:** President/Chair Robin Lauric, Treasurer Tom DeMint, Secretary Susan Vance, Director Tamla Blunt, and Director Todd Cook
Board Members Absent: None
- III **Quorum:** Yes
- IV **District Members Present:** Chief Mike Clark, Assistant Chief Doug Race, and Alex Alexander
- V **Approval of Agenda:** Changes were brought forth to remove Peer Support Training presented by Karen Withey-Smith, and add SDA Conference, Website Committee, and NSDC Support Request under New Business. No objections to the amended agenda were made. Amended agenda stands approved.
- VI **Approval of Minutes:** Regular Meeting Minutes June 20, 2024. No corrections. Minutes stand approved.
- VII **Officer Reports:**
 - a. **President's Report**

President Robin Lauric thanked the department and the volunteers for their dedication and time with the community events this past month, especially for the 4th of July. She shared that many property owners voiced their appreciation of the department during these events. Robin attended a North 40 meeting with Chief Clark and Patrice Diem. Posting public NOCO

information outside the Station was one outcome from the meeting. In addition, President Lauric was invited as a District stakeholder to attend a "Larimer on the Move" session concerning the roads in Larimer County. Robin noted that 73C to Creedmore Lakes and 67J are difficult and costly roads for our apparatus, Department Members, and as evacuation routes for our community (to include 80C). There is an interactive link that she will share with the Board and Department for their input in hopes that these roads will be highlighted for the county to address. President Lauric reminded the Board and appointed officials to use District email for all District communications and to always "Bcc" Board members in communications. Robin concluded with a special thank you to PIO Marian Kelly for her phenomenal work in the remediation of District and Department documents for legal ADA compliance on the website.

b. Treasurer's Report

Treasurer Tom DeMint presented the budget report prepared by Pinnacle. Tom highlighted some community donations including the Fill-the-Boot donations of \$616 from the 4th of July and red address sign donations of \$75. Tom noted that the budget reflects a \$5000 payment to Red Feather Lakes Fire District for the Department's EMS partnership. He mentioned that he has worked with Pinnacle to tighten up the line-item names to make the budget as clear as possible, to eliminate the use of credit cards for ongoing payments and has been seeking clarification with Pinnacle regarding the pay off of the bond at the end of the year. Treasurer DeMint also updated the Board on account changes made to reflect the new Treasurer.

The Board discussed their concern with the lag time regarding the budget report for monthly meetings as Pinnacle presents a monthly budget report that is about two months in arrears. The Board would like to at least see a statement of pending invoices along with the report. The Board also discussed their concern with the lag time regarding paying some vendors. The Board agreed to have Treasurer DeMint independently approve invoices upon receiving them through bill.com in hopes of closing this lag. However, it was mentioned that Pinnacle releases funds at the end of the month, so this may not remediate the concern.

Action: Tom will discuss these concerns with Irene and Matt, Pinnacle.

The amended budget is complete. The Board agreed to upload the amended budget, along with the past years' budgets on the website. These will have to be sent to Streamline for ADA remediation as they consist of complex remediation tables.

Action: Robin will send the budgets to Streamline for remediation.

The Treasurer referred to an email from SDA concerning bills 50 and 108 and asked Board Members to look into these legislative pieces as they have the potential to negatively affect the budget process. He proposed that the Board discuss this at the next Regular Meeting.

It was mentioned that Pinnacle had requested meeting with the Treasurer and the President to begin 2025 budget discussions. Since the Chief and Officers will also need time to work on the Department budget, this meeting will be scheduled soon. Given the unknown mill levy outcome and pending legislation, the possibility of several budget scenarios may be needed.

VIII Chief's Report: Chief Clark provided his report to the Board. The full report can be found as an attachment. Of note, Chief Clark is looking into an agreement mentioned at the Mountain Chief's Meeting that requires Board attention.

The Board discussed having access to a Department calendar, primarily for event planning. There is a calendar posted on the website under "Staff" that the Chief will look into sharing. It was suggested that the new owners of Beaver Meadows and their staff be personally invited to some of the community classes such as Stop The Bleed and Bystander CPR/AEDs.

Chief Clark mentioned that the Department had a call to Lost Lake which caused a little concern with communication due to some dead spots. He mentioned that a satellite set-up could be helpful. The possibility of a Starlink "mini" was discussed. Chief Clark will explore options.

IX Committee Reports:

a. Mill Levy Committee

Doug Race, DEO and Mill Levy Committee Chair, reported that two community presentations have been held with a total of 9 property owners in attendance. Board and Department Members were also in attendance. The feedback on the Mill Levy Power Point has been very favorable, thanks to Tamla, Susan, and Robin. The Board expressed concern about the low turnout at the community presentations and made suggestions to the committee for getting the word out in advance of the third and final presentation, emphasizing the change in time from the mailer. The third community presentation will be held on Saturday, August 17th at 10:00am at the Fire Station with a breakfast theme. Doug mentioned that the Mill Levy Committee is registered through the Secretary of State and can accept donations and fund activities. To date \$300 has been donated and there is one invoice to pay.

The Board expressed concern as to whether property owners were getting the information needed to be informed about the November ballot proposal. They offered the committee a myriad of suggestions to get snippets out via "Notes from the Fire Station," the HOA "View," posted signs at community places such as the mailboxes, trash depot, Beaver Meadows, community committee meetings and social events. Doug mentioned that these would be plans for after the August 17th community presentation. Doug also mentioned that sometime in September after the County Clerk assigns the initiative number, the committee would further the message with such things as stickers and signs that could be worn and put on vehicles. Additional suggestions were shared with the committee including: a sign-in sheet at the community meetings, an email avenue for questions with questions/answers posted on the Mill Levy webpage, a QR code established as a direct link to

the Mill Levy webpage and used on all communication, and the Power Point available on the webpage. The Board expressed their continued availability for assistance with the Mill Levy initiative and requested all Mill Levy communication be Bcc'd to all Members of the Board.

Action: The Power Point will be narrated by Tom and uploaded to the District website after the August 17th Community Meeting.

Action: Mike will set up an email address similar to "2024milllevy@clvfd.org" for Tamla.

Action: Tamla will field questions via email and post to the website.

Action: Robin will continue to add Mill Levy information to the website.

X **Unfinished Business:**

a. **ADA Website Compliance**

Marian, Tamla, and Robin have made progress toward the remediation of District and Department documents to satisfy the legal ADA website compliance. Currently, the website is 97% compliant! Much of the work has been shouldered by Marian. There are currently 20 pages which require an outside source to remediate. The District continues to use Streamline for this service at a cost of \$7.00 per page.

The Board discussed long-term electronic document storage.

Action: Tamla will look into electronic storage options for District and Department documents.

b. **Bylaws Section 8, Chief Duties**

Todd shared with the Board a broad range of information he researched regarding chief duties and qualifications. The Board engaged in a lengthy discussion about the information presented; recognizing current duties/qualifications of the chief, identifying some duties/qualifications that would not be pertinent to the District/Department, and acknowledging the need for some updates. It was mentioned that the Department Rules and Regulations would be a helpful resource as they also contain some of the chief's duties and qualifications. There was a suggestion that the Bylaw work already completed by the Board on the chief's position description along with the information presented, be revisited by the Board when the Department presents the updated Rules and Regulations to the Board for approval. Chief Clark stated that the draft Rules and Regulations should be ready for Board approval by the end of the month. The Board agreed to revisit this.

Action: Robin will resend the updated Bylaw work completed on the chief's description.

Action: Chief Clark will send the Board the updated Rules and Regulations.

c. **Board Action Review**

Action necessary to further the work of the Board will be captured in the minutes. Periodically these Actions will be reviewed and updated. The following past Actions were revisited and updated.

May 16th Regular Board Meeting:

Action: Tom will work with Irene to clarify line-item terms. **Update:** Tom has worked with Matt Sorenson, Pinnacle, to clarify several line-item terms that the Board requested, specifically “other” throughout the budget and is actively addressing additional clarifications with Matt.

Action: Tom will create a menu to define line-item coding and may enlist Sirla and the Chief with this task. **Update:** Tom is currently working on this with Pinnacle.

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. **Update:** Tom is working on reimbursement guidelines. Tamla and Todd are working on a form, but Pinnacle has yet to send a reimbursement form to use as a guide.

Follow-up Action: Robin will request the form from Pinnacle via Irene to be sent directly to Tamla.

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

Action: The remaining Bylaws to be updated were delegated as follows:

Section 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

Update: Todd has provided the Board with information to review and discuss.

Follow-up Action: At the August Regular Board Meeting, the Board will schedule a Study Session in September to share, present, and discuss information on the delegated sections of the Bylaws.

XI **New Business:**

a. **SDA Conference**

All Board members will be in attendance. Tom, Todd, Susan, and Robin will be attending the conference in person. Tamla has elected to give the electronic attendance a try. Tom will make the necessary reservations.

b. **Website Committee**

If anyone (District, Department, or Community) has website development skills and is interested in being a part of a committee focused on creating a more intuitive, navigable, and visually relevant website for the community please contact Robin. Robin will be checking in with the Chief for his ideas and then Robin and Marian will work on the website as time permits.

c. NSDC Support

The Board discussed the National Special District Coalition's (NSDC) request of support of the Special District Association of Colorado membership to help move an important piece of legislation, Special District Grant Accessibility Act – HR 7525/S.4673, forward. If approved this legislation would make it possible for special districts to access essential funding and other services that have not always been available, such as during the COVID pandemic.

Susan Vance moved for the President to complete the form on behalf of the CLFPD Board in support of the Special District Grant Accessibility Act – HR 7525/S.4673. Tom DeMint Seconded. No further discussion.

***Motion** for the President to complete the form on behalf of the CLFPD Board in support of the Special District Grant Accessibility Act – HR 7525/S.4673 passed unanimously.*

XII As the Board Desires:

a. District Mountain Emblem

Previous discussion to edit the Mountain Emblem of the District to read "DIST" in lieu of "DEPT" was discussed. The Mountain Emblem would be used for District-wide purposes, while the Department would maintain the sole usage of the highly recognized and trusted Maltese Cross. It was discussed that the two symbols used together would signify the strong unity of the District and the Department. This Mountain Emblem change would not be retroactive but used going forward.

Tamla Blunt moved to officially edit the Mountain Emblem to read "DIST" in place of "DEPT." Susan Vance seconded. No further discussion.

***Motion** to officially edit the Mountain Emblem to read "DIST" in place of "DEPT" passed unanimously.*

XIII Public Comment: Pension Board Officer, Doug Race, presented the signed Plan Affiliation Agreement for FPPA.

XIV Announcements: None

XV Next Meeting: The next Regular Meeting of CLFPD Board of Directors will be held August 15, 2024, at 6:00pm at the District Fire Station, 237 Blackfoot Rd, Red Feather Lakes, CO 80545.

XVI Adjournment: At 8:00pm the Board agreed to continue the meeting in order to complete the agenda items. Upon completion of the agenda, the Chair adjourned the meeting at 9:23pm.