

# Crystal Lakes Fire Protection District

(970)881-3521

## Board of Directors

Minutes for February 21, 2013  
Wapiti Center– 7:00 P.M.

**Meeting was called to order at 7:00 pm**

**In Attendance:** Dan Defibaugh, Don Hass, Shirla Race, Ray Williams, and Marian Kelly

**Excused:** Jan Sawyer

**District Members in attendance:** Doug Race

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

**Approval of Minutes of Previous Meeting(s):** Dan moved to approve the January 17, 2013 Board minutes as written. Shirla seconded the motion which passed unanimously.

**President's Report:** No Report

**Secretary's Report:** No Report.

**Treasurer's Report:** Shirla passed out copies of the monthly breakdown which indicates District's income and expenses to date. She provided a list of checks written. She reported the receipt of \$ 1400 in donations for the Herb Cooper Memorial Fund. Dan moved to approve the Treasurer's Report as submitted. Don seconded the motion which passed unanimously. Records are ready to provide to the District's CPA to complete the audit exemption requirements for the IRS.

**Fire Department Report:** Marian provided her written report for February 14, 2013. She reported the Crystal Lakes Volunteer Fire Department has completed the research and assignment of Landing Zones and backups. She has a copy of the Mutual Aid Agreement from Poudre Valley Fire Authority and recommends some changes. She will clarify the signature requirements. She reported on the Crystal Lakes Road and Recreation Association's (CLR&RA) efforts to obtain funds to help finance the widening of Tami Bridge. The CLR&RA requested CLVFD input in regards to benefits in an emergency situation. Marian will draft a response and both Ray and Marian will sign. She requested the Board's approval to allow the use of the Fire Station, in the event it is needed, for the Greenbelt Management Committee (GMC). On May 4, 2013, the GMC is planning a Fire Safety event and the selection of property owners for the WUI grant. The GMC is also requesting the use of the Crystal Lakes Water & Sewer Association building. The Board was in agreement, weather permitting, and reached consensus.

**CWPP/Firewise:** No report.

**Grants:** No report.

**SIC Report:** Doug reported there was a committee meeting tonight with eight task items identified by the committee. The next meeting will be March 21, 2013. He hopes to have the Fire Department participate in some way for the May 4<sup>th</sup> Fire Safety activity.

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

**As the Board Desires:** Ray provided the board with the copies of the email from Dudley Locke in regards to a premium increase quote and requested a motion to ratify the Board's email agreement on the premium increase for the District's insurance coverage. Dan moved to accept the insurance premium for the increase in coverage on CLVFD vehicles as provided by VFIS. Don seconded the motion which passed unanimously.

The Board discussed the use of the Crystal Lakes Air Strip for an emergency landing zone. The CLVFD has determined alternatives as provided by Marian in her Fire Department report.

**Comments by Attending Public:** None

**Set or confirm next Board meeting date:** The next Board meeting will be March 21, 2013 at 7 pm.

**Adjournment:** Dan moved to adjourn the meeting at 7:38 pm. Don seconded the motion which passed unanimously.

Submitted by  
Jeanette Williams  
Recording Secretary

Approved by: \_\_\_\_\_ Secretary

# Crystal Lakes Fire Protection District

(970)881-3521

## Board of Directors

Minutes for March 21, 2013  
Wapiti Center– 7:00 P.M.

**Meeting was called to order at 7:05 pm**

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

**Excused: None**

**District Members in attendance:** Doug Race and Don Watkins

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

**Approval of Minutes of Previous Meeting(s):** Dan moved to approve the February 21, 2013 Board minutes as submitted. Shirla seconded the motion which passed unanimously.

**President's Report:** Don Watkins reported on the Shaded Fuel Break project. There have been four mailings to property owners with good participation. There have been some adjustments on the Shaded Fuel Break boundaries established with the Forest Service. The final informational meeting will be April 13, 2013 for property owners in the Wapiti Room. The Colorado State Forest Service will administer the project and funds. Logging is schedule to begin July 15, 2013 and will finish in a couple of months. When the funds are needed and where the funds should be sent will be advised later.

**Secretary's Report:** No Report.

**Treasurer's Report:** Shirla passed out copies of the monthly breakdown which indicates District's income and expenses to date. She provided a list of checks written. Don moved to approve the Treasurer's Report as presented. Jan seconded the motion which passed unanimously.

**Fire Department Report:** Marian provided her written report for March 21, 2013. She reported the CLVFD intent to purchase a 1999 Ford XLT with appropriate insurance. The Board unanimously approved the purchase of this utility vehicle not to exceed \$ 15,000 via phone calls with the agreement to ratify by motion at this meeting.

**CWPP/Firewise:** No report.

**Grants:** The Department is working on Forest Service grants.

**SIC Report:** Doug reported there was a committee meeting tonight working on action items. The next meeting will be April 18, 2013.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**Purchase of CLVFD Utility Vehicle:** The Board discussed the purchase of a utility vehicle. Jan moved to approve the purchase of the 1999 Ford XLT utility vehicle for \$ 13,464.37 and the vehicle be added to the Department insurance coverage for \$ 15,000. The Board was in consensus to have this purchase paid out of the Capital Reserve Fund. Don seconded the motion which passed unanimously. Shirla requested and the Board verbally approved to move funds from the Capital Reserve Fund.

**As the Board Desires:** The Board signed the papers needed for exemption from audit.

**Comments by Attending Public:** None

**Set or confirm next Board meeting date:** The next Board meeting will be April 18, 2013 at 7 pm.

**Adjournment:** Dan moved to adjourn the meeting at 7:34 pm. Don seconded the motion which passed unanimously.

Submitted by  
Jeanette Williams  
Recording Secretary

Approved by: \_\_\_\_\_ Secretary

# **Crystal Lakes Fire Protection District**

(970)881-3521

## **Board of Directors**

**Minutes for April 18, 2013  
Wapiti Center– 7:00 P.M.**

**Meeting was cancelled due to weather by President Ray Williams**

Submitted by  
Jeanette Williams  
Recording Secretary

Approved by: \_\_\_\_\_ Secretary

# Crystal Lakes Fire Protection District

(970)881-3521

## Board of Directors

Minutes for May 16, 2013  
Wapiti Center– 7:00 P.M.

**Meeting was called to order at 7:00 pm**

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

**Excused: None**

**District Members in attendance:** Doug Race and Mark Weeks

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

**Approval of Minutes of Previous Meeting(s):** Dan moved to approve the March 21, 2013 Board minutes as submitted. Shirla seconded the motion which passed unanimously.

**President's Report:** Ray requested all Board members to review an article in the SDA News magazine May 2013 Why Fire Protection Districts and Fire Departments Should Have Unified Coexistence. The Board discussed present policies and practices. The Board is in agreement that the Crystal Lakes Fire Protection District (CLFPD) and the Crystal Lakes Volunteer Fire Department (CLVFD) have a unified co-existence. The CLFPD currently adheres to many of the practices proposed in the article and is ahead of the game.

**Secretary's Report:** No formal report.

**Treasurer's Report:** Shirla passed out copies of the monthly breakdown which indicates District's income and expenses to date thru April because the April meeting was cancelled due to weather. She provided a list of checks written. One expense items did not print because it was in red, it will be corrected on the next report. Don moved to approve the Treasurer's Report as presented. Jan seconded the motion which passed unanimously.

**Fire Department Report:** Marian will submit her written report for May 16, 2013. She will email to everyone. She reported with regret that she received resignations from Doug Blunt and Jane and Jim Tiffin. Their past service is appreciated. Doug Race reported on an engine oil leak into Catawba Pond during a training exercise with the tender. The Department reported the incident to the proper authorities and Crystal Lakes Association Board members. The CLFPD Board acknowledged the quick actions to correct the issue and the great efforts to handle it appropriately. The Support Utility

Vehicle (SUV) has been outfitted, supplied and ready for service. It has been decided to hold off on painting or changing the color of the SUV.

**CWPP/Firewise:** No report.

**Grants:** The Department has received Forest Service grants for \$1200 for wild land fire equipment.

**SIC Report:** Doug reported there was a committee meeting tonight working on action items. The committee will be working toward a building construction ballot issue for May 2014. The method has not been decided on. The ballot issue could be either a mill levy or bonds. Presentations will be made to the public to get input. He urged everyone to look at the Crystal Lakes map with cabins and incident types noted by color. The next meeting will be June 20, 2013.

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

**As the Board Desires:** Jan reported she represented the CLFPD at the Special District Association (SDA) joint meeting with governmental agencies from around Colorado. It was held on April 22 at the Pullman building in Loveland. She met Ann Terry, SDA Executive Director and representatives from many Special Districts. She brought information about a May 30 meeting on water, water use and drought. On June 25, the SDA will conduct training for Special District Board members in Fort Collins. She gave Marian a card from a person from the City of Evans who brokers used fire equipment. Shirla recommended the Board authorize the \$25 expense and allow for available Board members to attend the SDA training session. Don and Jan will notify Shirla if they are available to attend.

#### **Comments by Attending Public:**

Marian shared recent email exchange experiences. Mark Weeks (representing the CLVFD) and the Board support her decision to refer issues to them. The Board is in agreement that it is their policy and responsibility to hear and consider any Fire District member's issues at any regularly scheduled Board meeting. A letter will be drafted to notify the party of the Board's policy and sent to all Board members to review.

Mark reported on conducting research on an IR or heat gun. This equipment would be useful to determine possible fire within a wall. There are several price options and a potential shared expense option.

Marian reported that Darlene from the Red Feather Lakes Library has offered to help the CLVFD hold a Community Education event for Crystal Lakes. She has the resources for experts and financial support to offer fire safety and evacuation information to communities around Red Feather. Mark and Doug will be working with her on a presentation and a time frame.

**Set or confirm next Board meeting date:** The next Board meeting will be June 20, 2013 at 7 pm. Pension Board meeting to follow.

**Adjournment:** Dan moved to adjourn the meeting at 7:40 pm. Don seconded the motion which passed unanimously.

Submitted by  
Jeanette Williams  
Recording Secretary

Approved by: \_\_\_\_\_ Secretary



# Crystal Lakes Fire Protection District

(970)881-3521

## Board of Directors

Minutes for June 20, 2013  
Wapiti Center– 7:00 P.M.

**Meeting was called to order at 7:05 pm**

**In Attendance:** Dan Defibaugh, Don Hass, Shirla Race, Jan Sawyer and Ray Williams.

**Excused:** Marian Kelly, Fire Chief

**District Members in attendance:** Harold Alexander, Joe Jackson, Doug Race, Patti Watkins and Mark Weeks

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

**Approval of Minutes of Previous Meeting(s):** Jan moved to approve the May 16, 2013 Board minutes as submitted. Don seconded the motion which passed unanimously.

**President's Report:** Ray Williams introduced Michael Persichitte, Vice President from George K. Baum & Company. Michael provided a presentation to the Crystal Lake Fire Protection District (CLFPD) Board, District members and members of the Service Improvement Committee (SIC) on financing options for construction and operational expenses. The CLVFD obtained lease-option financing for equipment from this company in 2002. He explained the services available to Special Districts to help plan an election to obtain financing for construction and/or operational expenses. The Board, district, and SIC members had the opportunity to ask questions. Michael indicated this company has an 85% overall success rate of voter approval of ballot measures. He will provide some examples of ballot measure initiatives. Everyone appreciated this information very much.

**Secretary's Report:** No Report.

**Treasurer's Report:** Shirla passed out copies of the monthly breakdown which indicates District's income and expenses to date. She provided a list of checks written. Don moved to approve the Treasurer's Report as presented. Jan seconded the motion which passed unanimously.

**Fire Department Report:** Marian emailed her written report for June 20, 2013 to all Board members. Mark Weeks presented the Fire Department Report

**CWPP/Firewise:** No report.

**Grants:** No report

**SIC Report:** Doug reported there was a committee meeting tonight. The Committee continues to work on action items and CLVFD activities schedule this summer. The next meeting will be July 18, 2013.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**As the Board Desires:**

**Comments by Attending Public:** Jeanette Williams from CL FIRES requested written permission from the District Board to hold the October 12, 2013 Oktoberfest in the Fire Station. Special event permit applications to the CO Department of Revenue Liquor Enforcement Division involve strict guidelines and policies. The application must include written permission from the owner of the facility and a floor plan drawing showing where liquor will be served. The Board will consider this request and give an answer at the next CLFPD Board meeting.

**Set or confirm next Board meeting date:** The next Board meeting will be July 18, 2013 at 7 pm.

Pension Board Meeting was postponed until July 18, 2013 to follow the Board Meeting.

**Adjournment:** Jan moved to adjourn the meeting at 8:19 pm. Don seconded the motion which passed unanimously.

Submitted by  
Jeanette Williams  
Recording Secretary

Approved by: \_\_\_\_\_ Secretary

# Crystal Lakes Fire Protection District

(970)881-3521

## Board of Directors

Minutes for July 18, 2013  
Wapiti Center– 7:00 P.M.

**Meeting was called to order at 7:01pm**

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

**Excused:** Jan Sawyer

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

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

**Approval of Minutes of Previous Meeting(s):** Dan moved to approve the June 20, 2013 Board minutes as submitted. Shirla seconded the motion which passed unanimously.

**President's Report:** Ray Williams reported on an email from Bryon Fessler in regards to the District's policy on establishing fire bans. Ray expressed appreciation to Marian for a very professional and informative response to him.

**Secretary's Report:** No Report.

**Treasurer's Report:** Shirla passed out copies of the monthly breakdown which indicates District's income and expenses to date. She indicated the expense for the SUV does not print because of the red color font. She recorded the VFIS insurance claim check received for two wild land fire hoses lost during the Red Feather Lakes incident in December. She provided a list of checks written. Don moved to approve the Treasurer's Report as presented. Dan seconded the motion which passed unanimously. Shirla requested Board members to review and consider 2014 District budget items.

**Fire Department Report:** Marian provided her written report for July 18, 2013 to all Board members. Marian asked the Board consider the disposal of unusable Department radios. The options for disposing of the radios are being investigated. Marian indicated the Department is in the process of identifying safe zones in the event of the closure of 73C. It is critical that the emergency plan for Crystal Lakes requires evacuations well before 73C or other routes are closed. The CLVFD and the Red Feather Lakes Library have combined efforts to present an Evacuation Information community meeting on August 3, 2013 from 10am until 12pm at the Fire Station. Marian presented a badge from John Murphy, a past property owner and Department member. Marian, after

looking at improved conditions, is considering lifting the fire ban in Crystal Lakes. She suggested the District Board establish a fire ban policy in coordination with the Crystal Lakes Road & Recreation Association. The Board will review her proposal and consider adopting a policy she will draft.

**CWPP/Firewise:** No report.

**Grants:** No report

**SIC Report:** Doug reported there was a committee meeting tonight. The Committee continues to work on action items and CLVFD activities schedule this summer. . Steve Robinson from Red Feather Lakes presented recommendations to the committee to help with their efforts and suggested this committee, the Board and the Department work toward developing a Management Plan. The next meeting will be August 23, 2013.

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

#### **As the Board Desires:**

**Comments by Attending Public:** Doug Race requested the Board and the CLVFD consider providing a service to property owners to help with certification of fire mitigation and defensible space compliance. He explained that many property owners are facing insurance policy coverage denials in wild land urban interface areas like Crystal Lakes. Insurance companies have asked for the local fire departments to inspect properties for mitigation compliance. The CLVFD does not have the training nor the policies and procedures in place to offer this service at this time. The Board will check possible liabilities and consider this suggestion.

Jeanette Williams from CL FIRES requested written permission from the District Board to hold the October 12, 2013 Oktoberfest in the Fire Station. Special event permit applications to the CO Department of Revenue Liquor Enforcement Division involve strict guidelines and policies. The application must include written permission from the owner of the facility and a floor plan drawing showing where liquor will be served. Dan moved to approve the request for written permission to use the Fire Station for the Oktoberfest event. Dan seconded the motion which passed unanimously.

**Set or confirm next Board meeting date:** The next Board meeting will be August 15, 2013 at 7 pm.

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

Submitted by

Jeanette Williams  
Recording Secretary

Approved by: \_\_\_\_\_ Secretary

# Crystal Lakes Fire Protection District

(970)881-3521

## Board of Directors

Minutes for October 17, 2013  
Wapiti Center– 7:00 P.M.

**Meeting was called to order at 7:05pm**

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

**Excused:** Dan Defibaugh and Jan Sawyer,

**District Members in attendance:**

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

**Approval of Minutes of Previous Meeting(s):** Shirla moved to approve the September 19, 2013 Board minutes as written. Don seconded the motion which passed unanimously.

**President's Report:** No report

**Secretary's Report:** No report.

**Treasurer's Report:** Shirla passed out copies of a partial monthly financial report which indicates District's income and expenses to date. She will provide the additional financial details with the November report. She reported the District is on track financially for 2013, there are no concerns at this time. She indicated the District will have the ability to transfer funds to the Capital Fund. Shirla requested department budget items at the last CLVFD Business Meeting. She requested approval of the proposed CLFPD 2014 Budget. She will post the proposed budget at the required places and submit a newspaper notice of the CLFPD 2014 Budget Board vote. Don moved to approve the proposed CLFPD 2014 Budget. Ray seconded the motion which passed unanimously.

**Fire Department Report:** Shirla provided Marian's written report in her absence. Marian responded to a medical emergency page. Marian requested that a letter be written to Beaver Meadows to establish a means of communication between the District and coordinators of events. The letter needs to include the request for pre-notification of event dates and times and CLVFD response requirements. The CLVFD has adopted a Firearms Policy. Marian requested the Board make a motion to approve. Shirla moved to approve the Firearms Policy. Don seconded the motion which passed unanimously. Marian is working with the Department officers and personnel to revise the Standard

Operations Guidelines. Marian will be attending a Firefighting Conference in Salt Lake City, UT. Shirla moved to ratify the Board's verbal approval that Marian is authorized to attend the conference and that all expenses are reimbursed by the District Training Budget. Don seconded the motion which passed unanimously. Marian is continuing to format the Fire Ban Policy. The Board discussed and suggested some revisions. Ray will meet with Marian to discuss the suggestions. The Fire Ban Policy will be presented to the Crystal Lakes Road and Recreation Association once it is complete. Mark Weeks and Adam Bowlin will be attending the Colorado Fire Fighters Academy Training.

**CWPP/Firewise:** No report.

**Grants:** No report.

**SIC Report:** The next meeting is scheduled for October 25 at 6pm.

### **UNFINISHED BUSINESS**

**CLVFD Property Inspection Service.** Shirla reported that this is in progress. This will be tabled until the November Board meeting.

### **NEW BUSINESS**

**Christmas Party:** The Board discussed the Christmas Party. They agreed upon the date of December 7, 2013. Ray agreed to get some prices from Beaver Meadows. Shirla offered to prepare the food as an option also. It was agreed to reserve Base Camp right away to make sure it is available for that date.

**Designated Election Official:** Ray will solicit for a volunteer. Jeanette agrees to accept if no one volunteers.

**As the Board Desires:**

**Comments by Attending Public**

**Set or confirm next Board meeting date:** The next Board meeting will be November 21, 2013 at 7 pm.

**Adjournment:** Don moved to adjourn the meeting at 8:13 pm. Shirla seconded the motion which passed unanimously.

Submitted by  
Jeanette Williams  
Recording Secretary

Approved by: \_\_\_\_\_ Secretary

# **Crystal Lakes Fire Protection District**

(970)881-3521

## **Board of Directors**

**Minutes for November 21, 2013  
Wapiti Center– 7:00 P.M.**

**Meeting was cancelled due to weather**

Submitted by  
Jeanette Williams  
Recording Secretary

Approved by: \_\_\_\_\_ Secretary



# Crystal Lakes Fire Protection District

(970)881-3521

## Board of Directors

Minutes for December 19, 2013  
Wapiti Center– 7:00 P.M.

**Meeting was called to order at 7:01 pm**

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

**Excused:** Don Hass,

**District Members in attendance:** Joe Jackson and Doug Race

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

**Approval of Minutes of Previous Meeting(s):** There were no objections for minutes. Because of lack of a majority vote, approval of October 17, 2013 minutes will be tabled until January Board meeting. November Board meeting cancelled due to weather.

**President's Report:** Ray asked the Board if he should invite Dudley Locke to review the VFIS insurance renewal at the January meeting. The Board agreed. Ray, as President approved and signed the Crystal Lakes Fire Protection District's (CLFPD) letter of notification to Department of Local Affairs (DOLA) of no district boundary changes. He reported the Designated Election Official will be appointed and sworn in at the January Board meeting.

**Secretary's Report:** No report.

**Treasurer's Report:** Shirla passed out copies of the November and December financial reports which indicate District's income and expenses to date. She has a concern about not receiving the fourth quarter VFIS insurance premium invoice and the district receives a late notice which could cause a late payment. This is the second year this has been a concern. She has paid the fourth quarter Workmen's Compensation premium. She would like to discuss the VFIS premium increase with Dudley Locke. Larimer County provided the 2014 tax levy amount of \$ 101,986.85. Jan moved to accept the November and December Treasurer's report. Dan seconded the motion which passed unanimously. Dan moved to ratify the Board's verbal approval of the CLFPD 2014 Budget. Jan seconded the motion which passed unanimously.

**Fire Department Report:** Marian's reviewed her written report. There were additional meetings and training. This will be corrected on the written report. Marian requested the Board's approval of the CLFPD Policy & Criteria for Instating a Fire Ban. She agreed to schedule a meeting with the Crystal Lake Road and Recreation Association Board

(CLR&RA) to discuss this policy and suggest the CLR&A create a service agreement with the CLFPD. Jan moved to adopt the CLFPD Policy & Criteria for Instating a Fire Ban with a date of December 19, 2013. Dan seconded the motion which passed unanimously. Marian agreed to contact the CLR&RA Board to schedule a joint meeting. In regards to Forest Service Road (FSR) 502 and Crystal Lakes evacuation options, Marian will draft a letter to the Larimer County Commissioners to express the support of the Crystal Lakes mountain community to improve North CR 73C. She will work with the CLVFD to develop a community education program for evacuation and fire wise which will include information for local businesses. She advised the Board of a potential expense for a dry hydrant at Little Lone Pine Lake when dredging work begins there. CLVFD elections will be held in January because the December meeting was cancelled due to weather. She is still working on a Mutual Aid agreement with Glacier View Meadows VFD. Marian expressed appreciation for the opportunity to attend the NFPA conference. She has several ideas to create workshops and Crystal Lakes' property owner inspection services to help them protect their property. She also proposed looking at the opportunity for small 50/50 grants. Jan suggested increased efforts to notify the community of this effort which could include colorful notices. She is willing to help with this effort. Marian reported that the CSFS will refund the District approximately \$ 314 from the Stephens Grant for the Shaded Fuel Break project. The Board reach consensus to have the Crystal Lakes Greenbelt Committee retain those funds for fire mitigation projects.

**CWPP/Firewise:** No report.

**Grants:** Marian will request grants from the CSFS. Kate is finalizing the FEMA grant request.

**SIC Report:** No report.

### **UNFINISHED BUSINESS**

### **NEW BUSINESS**

**VFIS Insurance.** Ray will make a request to Dudley Locke to review the insurance policy at the January Board meeting.

**As the Board Desires:**

### **Comments by Attending Public**

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

**Adjournment:** Dan moved to adjourn the meeting at 8:07 pm. Jan seconded the motion which passed unanimously.

Submitted by  
Jeanette Williams  
Recording Secretary

Approved by: \_\_\_\_\_ Secretary