



# Crystal Lakes Fire Protection District

237 Blackfoot Rd Red Feather Lakes, CO 80545

clvfd.org

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## Board of Directors

Regular Meeting  
December 12, 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 6:00 pm.

**II Board Members Present:** Chair/President 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 and Alex Alexander

**V Approval of Agenda:** No changes were brought forth. Agenda stands approved.

**VI Approval of Minutes:** Tamla Blunt moved to approve the November 21, 2024, Regular Board Meeting & Public Hearing Minutes. Tom DeMint seconded.  
Discussion: None.

***Motion** to approve the November 21, 2024, Regular Board Meeting & Public Hearing minutes passed unanimously.*

**VII Confirmation of Chief:**

The Department held elections in November and elected Mike Clark as the Chief of the Department. Robin mentioned that this shows a vote of confidence in

Mike as a leader. Tom concurred. Robin Lauric moved to confirm Mike Clark as the Crystal Lakes Fire Protection District Fire Chief for 2025. Tamla Blunt seconded. Discussion: The Board shared their appreciation and confidence in Mike as the Chief and looks forward to working with him in 2025, most notably on the vision of the District.

**Motion** to confirm Mike Clark as the Crystal Lakes Fire Protection District Fire Chief for 2025 passed with four in favor. Todd Cook recused due to Conflict of Interest.

## VIII **Officer Reports:**

**a. President's Report:** President Lauric gave a year-end review of the Board's 2024 accomplishments. The accomplishments included seating three new Board Members, revising the By-laws, revising/writing policies like Open Records, establishing a valued set of Norms, transitioning to an outside accounting service (Pinnacle), working on new ADA website compliance regulations, maintaining compliance with the statute statutes, championing the Mill Levy ballot measure, building and maintaining the governance of the website, recognizing and appreciating our volunteer members, supporting the pension fund, working through the fallout from Proposition HH, supporting CL Fires and the Fire Department with their events, working on the 2025 budget, transitioning with the Fire Department's leadership, attending regional and state conferences and webinars, and much more. Robin conveyed her astonishment and appreciation of all that the Board accomplished in 2024 for the District and invited the Board Members to take a moment to reflect on these individual and collective comprehensive accomplishments.

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

A monthly budget was not available from Pinnacle at this time. This should be received later in the month.

Treasurer Tom DeMint reported that the County will be addressing the bond refund with District taxpayers. He noted that a refund from a bond is unusual, as it is usually included in the mill levy ballot measure to retain the extra funds.

A correction was made to the 2025 Proposed Budget under Contract Services. An amount of \$9,500 was removed from Contract Services line-item "Pinnacle" and applied to "Additional Services" line-item. This amount reflects the Board's acknowledgement of both new contracts and potential increases in existing contract services for the 2025 budget year. Contract services with Pinnacle was to remain \$8,500 (with additional fees paid in 2024 for on-boarding and amending the budget) until contract negotiations in the spring of 2025. The correction was made and agreed to by the Board.

Treasurer DeMint shared that he had very recently received a proposal from Pinnacle reflecting a significant increase of approximately \$10,000. He mentioned that the Board should address these services and District's needs at the January Board meeting. Board members were very surprised with the

rate of increase and requested clarification. It was established that clarification needed to come from Pinnacle. There was Board agreement that a twenty or twenty-five percent increase was somewhat expected, however over one-hundred percent increase was not. The Board agreed to further examine the District's needs, the services currently provided by Pinnacle, and possible solutions at the January Board Meeting.

**Action:** Tom will provide some accounting options for the Board at the January Board Meeting.

**Resolution 2024-007**, *Adoption of Budget & Appropriation of Funds*, was presented by President Lauric. This Resolution addresses the adoption of a budget and appropriation of funds for the fiscal year 2025. Tom DeMint moved to adopt Resolution 2024-007, *Adoption of Budget & Appropriation of Funds*. Tamla Blunt seconded. Discussion: No further discussion.

**Motion** to adopt Resolution 2024-007, *Adoption of Budget & Appropriation of Funds*, passed unanimously.

**Resolution 2024-008**, *Set Milly Levy*, was presented by President Lauric. This Resolution addresses levying general property taxes for the year 2024 to help defray the costs of government for the Crystal Lakes Fire Protection District, for the 2025 budget year. Tom DeMint moved to adopt Resolution 2024-008, *Set Milly Levy*. Susan Vance seconded. Discussion: No further discussion.

**Motion** to adopt Resolution 2024-008, *Set Mill Levy*, passed unanimously.

**IX Chief's Report:** Chief Clark presented his report to the Board. The full report can be found as an attachment. Of special note, the Department welcomes two new firefighters: Todd Cook and Madison Cardenas. The 2025 training calendar has been finalized through a joint effort of the CLVFD Chief, CLVFD Officers, and RFLVFD Chief. The equipment from Support is being inventoried and allocated accordingly. Squad 2 (Suburban) currently has been fitted with the snowplow and the replacement of Squad 2 will be addressed next year.

**X Committee Reports:**

**a. Website Committee**

Streamline is offering a service to assist with ADA website compliance. Tamla, Robin, and Marian will have a conference call with Yenni Herschelman from Streamline for more details, but with Marian's diligent work currently resulting in 99% compliance they do not see this as a necessity at this time. In addition, Streamline is offering a service to assist with online payments. Currently, the District does not utilize online payments. It was mentioned that most online payments would probably be in the form of donations and CL FIRES would more likely utilize this type of service. However, Chief Clark mentioned potential future use of this service for the District and requested more information.

**Action:** Robin will gather more information on the online payment assistance.

The website committee (Robin, Tamla, Marian, and Barb) is looking forward to updating content and photos on the District website. They are requesting current and unique photos showing District volunteers in action.

**XI Unfinished Business:**

**a. Bylaws:** The Board agreed to schedule a study session early in 2025 to address the remaining work on the Bylaws. The exact date will be determined in January.

**b. Document/Electronic Storage:** Tamla shared price comparisons with the Board. The Board noted the storage capacity, security, and price of Office 365.

It was mentioned that SDA uses Office 365, which has also been mentioned by CISA. Tamla noted Business Standard as the best possible choice. Robin Lauric moved for Tamla Blunt to proceed with moving the District to Microsoft Office 365, Business Standard. Tom DeMint seconded. Discussion: All members were asked to provide Tamla with a list of what should be stored in the cloud by the January Board meeting. The list will assist with recognizing the amount of storage required. It was mentioned that whatever the Board decides to do, Constant Contact should not be negatively impacted. Tamla stated that she would get with Marian Kelly to find out more about Constant Contact.

**Motion** for Tamla Blunt to proceed with moving the District to Microsoft 365, Business Standard passed unanimously.

**Action:** Tamla will get in contact with Marian regarding Constant Contact.

**c. CISA:** Robin stated that there was nothing new to report at this time.

**d. DEO Training:** DEO training will be hosted by Lyons & Gaddis on January 7th. The District's cost is \$175 for up to two (2) people to attend, with an additional \$20 per packet. Doug Race, the District's current DEO, has requested to attend.

Robin reminded the Board of the upcoming Board member elections on May 6, 2025, and mentioned legislative requirements and potential changes since the prior elections. Robin Lauric moved to send Doug Race and another District member (if warranted) to the DEO training on January 7, 2025. Todd Cook seconded. Discussion: It was mentioned that this would be a great time to encourage a District member or Volunteer First Responder to learn about the responsibilities of a DEO.

**Motion** to send Doug Race and another District member (if warranted) to the DEO training on January 7, 2025, passed unanimously.

**Action:** Robin will RSVP on behalf of the District.

**XII New Business:**

**a. Simultaneous Service**

The Board read and discussed the Simultaneous Service Policy as written previously this year with legal advisement. With Todd Cook joining the Department as a Firefighter, agreements were made by all Board members to manage ongoing conflicts of interest as addressed in the policy. It was agreed that Todd would recuse himself on all matters pertaining to the Chief and operations that would conflict with the Chain of Command. In addition, it was agreed that any member of the Board could request Todd to recuse himself on any matter pertaining to the Chief and/or operations. The Board expressed support for Todd as a Volunteer Firefighter and was thrilled to have him remain on the Board. It was noted that his expertise and thoroughness were great assets to the Board.

**b. 2025 SDA Annual Business Meeting**

The 2025 SDA Annual Business Meeting will be held on January 10<sup>th</sup> at 9am. Todd Cook moved for President Lauric to attend the SDA Annual Business Meeting as the District's voting member. Tamla Blunt seconded. Discussion: It was noted that two of the SDA Board of Director's up for election have great knowledge of Fire Districts.

***Motion** for President Lauric to attend the SDA Annual Business Meeting as the District's voting member passed unanimously.*

**XIII As the Board Desires:** The District received several donations in honor of Jim Tiffin. In addition, a donation was received in honor of Ruth and Loren Ludwig.

**XIV Public Comment:** Alex Alexander had a question about contracted services in the budget. Tom DeMint provided Alex with an answer.

**XV Announcements:** A Study Session of the CLFPD Board of Directors will be held in conjunction with the CLWSA & CLRRRA Boards for the purpose of information and discussion on the Crystal Lakes Airstrip at 2:00 pm on December 17, 2024, in the Wapiti Room of the CLRRRA Basecamp, 300 Tami Road, Red Feather Lakes, CO 80545. A Zoom link can be obtained through the CLRRRA.

**XVI Next Meeting:** The next Regular Meeting of CLFPD Board of Directors will be held at 6:00 pm on January 16, 2025, at the District Fire Station, 237 Blackfoot Rd Red Feather Lakes, CO 80545.

**XVII Adjournment:** Chair Lauric adjourned the meeting at 7:57 pm.