



Crystal Lakes Fire Protection District

237 Blackfoot Rd Red Feather Lakes, CO 80545

clvfd.org

Board of Directors

Regular Meeting
Public Hearing - 2025 Proposed Budget

November 21, 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. A Public Hearing of the 2025 Proposed Budget was also held for the purpose of public input.

- I **Call to Order:** The meeting was called to order by Chair Robin Lauric at 6:00 pm.
- II **Board Members Present:** President/Chair Robin Lauric, Secretary Susan Vance, Director Tamla Blunt, Director Todd Cook, and Treasurer Tom DeMint
Board Members Absent: None
- III **Quorum:** Yes
- IV **District Members Present:** Chief Mike Clark, Alex Alexander, Assistant Chief/DEO Doug Race, Jay Smith, and Mark Julian
- V **Approval of Agenda:** Robin Lauric suggested tabling the By Laws due to the Public Hearing. All Board Members agreed. No other changes were brought forth. Agenda stands approved as modified.

VI Consent Agenda: Consent Agenda items were presented. No changes/objections were brought forth. The Consent Agenda stands approved.

The following were approved under the consent agenda.

Special Meeting Minutes November 1, 2024

Study Session Minutes November 1, 2024

Moving the December Regular Board Meeting to December 12, 2024

VII Public Hearing for the 2025 Proposed Budget:

Call to Order & Declaration of the Public Hearing: The Public Hearing for the 2025 Proposed Budget was called to order by Chair Robin Lauric at 6:02 pm. The Chair stated that the purpose of the Hearing was to receive input from community members on the Crystal Lakes Fire Protection District's 2025 Proposed Budget. The Chair recognized that The Notice for this Public Hearing was published in the Coloradoan and posted on the District website, and that the Board will take into consideration all input and then take action on the 2025 Proposed Budget at the Regular Board Meeting held on December 12, 2024. Chair Lauric reviewed the format and the guidelines, including that all participants follow the District Conduct Policy and adhere to the Norms of the Board. The Chair reminded all participants that comments made during the hearing would be part of public record.

Treasurer's 2025 Proposed Budget Presentation: Treasurer Tom DeMint shared a power point summarizing the 2025 budget and highlighted where, through much careful consideration, increases in program funding would be possible due to the mill levy passing. These increases could be noticed in communications (to include radios), an increase in department personnel and Chief stipends, Red Feather Lakes EMT support, and the purchase/replacement of equipment (to include a UTV & updated drone) as well as vehicle apparatus. In addition, Treasurer DeMint pointed out the funding now available to build capital reserves.

Public Comment: The Chair opened the Hearing to public comment.

Property owner Mark Julian: Mr. Julian shared his thoughts about the budget, inquired about the formula for calculating personnel stipends, and inquired about communication supplies funding. In addition, he had suggestions regarding some line-item wording and questions about the usage of the term "fund balance." He also asked about the publication of audits and why budget actuals were not on the website. The Board provided answers to his questions.

There were no other community members with input.

Adjournment of Public Hearing & Date of Board Action: Chair Lauric Thanked all participants and stated that the Board would continue to receive comments

(written or oral) until the Board makes its final decision of the 2025 Budget at the next Regular Board Meeting on December 12th.

The Budget Hearing was adjourned by Chair Robin Lauric at 6:37 pm.

VIII Officer Reports:

a. President's Report:

President Lauric read and submitted her report as follows:

With Thanksgiving just around the corner, it is the perfect time of year to reflect upon and be grateful for the dedication, hard-work, support, and kindness, that we are given by our families, friends, colleagues, and community.

Accordingly, I'd like to express appreciation for every single contribution made by each and every person with the Crystal Lakes Fire Protection District Mill Levy Ballot Measure. As many of you may already know, the Mill Levy Measure, 6F, passed with 84% of the vote in favor. (An actual account of 999 to 185).

By passing this measure, the community voiced their overwhelming support for the District. They have entrusted us with a great responsibility. A responsibility that is taken seriously and for which we are grateful. The District will remain steadfast in its mission to provide the best possible services at all levels to all who enjoy our piece of the mountain. The community's generosity will have a profound and lasting impact, and we are thankful for their support.

The Mill Levy Initiative was a major undertaking and was successful by the efforts of many working individually and in concert as a team. So, to all of you who showed support by engaging in the discussions, creating/giving/attending presentations, getting information out on the website/flyers, posting signs, talking with community members and neighbors, and even speaking up on social media. Thank you!

And for his unwavering commitment to the District and his ever-ready-battery perseverance, a very deep and heartfelt Thank you to Doug Race and his committee (Shirla, Susan, Tamla). Through thick and thin, their work in championing the mill levy cause and election process was something!

It is my pleasure and honor to say ... Thank You! Thank you to the community, thank you to the Board, thank you to the Chief, and thank you to the volunteer first responders!

b. Treasurer's Report:

Treasurer Tom DeMint presented the monthly budget report as prepared by Pinnacle. Treasurer DeMint also updated the Board on the District's account balances. The Treasurer further shared that the bond payoff amount will be paid in full next week. Tom mentioned that the annual contribution to FPPA for pension was \$20,000.

IX Chief's Report: Chief Mike Clark provided his report to the Board. The Chief attended the Fire Chief Conference last month. He said it was worthwhile as he learned a lot from the sessions and participated in valuable networking. Other highlights included discussions of the Alexander and Pearl Fires. The Chief mentioned that Support was sold this week, and that January 9, 2025, is the date for the Department Recognition dinner.

X Unfinished Business:

a. Bylaws Tabled

b. Document/Electronic Storage

Tamla shared research on various programs available for document and electronic storage and determined that Microsoft 365 Business Basic has what would fit the District's needs. Users could include Board members, the Chief, and officers of the Fire Department. This program has good security and is used by SDA.

Action: Tamla will send the Board a fact sheet showing the choices and prices.

c. CLWSA Request for Meeting on CL Airstrip

An informational/discussion Study Session on the CL Airstrip will be hosted by CLWSA on December 17th at 2 PM, location TBA. Several members of the CLFPD Board plan to attend along with members of the CLWSA & CLRRRA Boards. The Study Session will be available via Zoom and open to the public.

Action: Robin will post notice once the location has been determined.

XI New Business:

a. CISA - Cyber/Infrastructure Security

Robin attended the SDA webinar on Cyber Security which was presented by CISA (Cyber and Infrastructure Security Agency), an operational component of the Department of Homeland Security. They work with governmental agencies, including Special Districts, to help mitigate cyber and infrastructure systems. It was mentioned that there are individuals/groups specifically targeting Special Districts, sometimes for money and sometimes for causing havoc. CISA resources and support are free of charge to Special Districts. Robin spoke with the CISA State Regional Coordinator, Charlie Marmon, for clarification of resources that would specifically benefit CLFPD. Charlie mentioned a few things for the District to consider including moving to a .gov (offers technical benefits like blocking spoofing as well as credibility, and searchability), joining MS-ISAC (24 hour security assistance and information specific to state and local governments), utilizing CO SIPA as a clearing and vetting house for vendors, and requesting an assessment of the District's physical facilities for safety and security.

Todd Cook moved to pursue changing CLVFD.org to a .gov domain. Susan Vance seconded. Discussion: It was mentioned that using "vfd" might be something to discuss later.

Motion to pursue changing CLVFD.org to a .gov domain passed unanimously.

Robin Lauric moved to request a physical assessment through CISA to be coordinated with the Chief. Tamla Blunt seconded. Discussion: Susan requested to be involved with the assessment.

Motion to request a physical assessment through CISA to be coordinated with the Chief passed unanimously.

Action: Robin will contact the State Regional Coordinator, Charlie Marmon, to set this up.

b. DEO Appointment for 2025

Doug Race is retiring from CLVFD at the end of the 2024 year and has been serving as the District's DEO. With the upcoming elections of four (4) Board Members in 2025, a DEO needs to be appointed for the 2025 Board elections soon. The Board discussed two options: using a private entity such as Pinnacle or finding another volunteer for this position. SDA DEO training would be available in December if a new volunteer is found. Doug Race volunteered to continue serving as the District's DEO if needed.

Tamla Blunt moved to continue to use Doug Race as DEO through the next Board election or until a replacement is found. Susan Vance seconded.

Discussion: Robin asked Doug if he wanted to continue in this role, or if he felt obligated. She noted that there was the possibility of new requirements for the 2025 elections and that there may be some refresh-training needed.

Doug acknowledged the possibility and that serving as the DEO would a good transition from full retirement.

Motion to continue to use Doug Race as DEO through the next Board election or until a replacement is found passed unanimously.

c. Purchase Request for three (3) Bendix/King VHF radios.

Treasurer Tom DeMint requested the approval of purchasing three (3) Bendix/King VHF radios. These will be used primarily for Command Staff and have the ability to clone with other radios from other departments. Robin Lauric moved for the purchase of three (3) Bendix/King VHF radios. Tamla Blunt seconded. Discussion: No further discussion.

Motion for the purchase of three (3) Bendix/King VHF radios passed unanimously.

d. Board Action Review

The following past Actions of the Board were revisited and updated.

May 16th Regular Board Meeting:

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 (Tom) 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. **Update:** A form has not yet been created and Tamla did not receive a form from Pinnacle before Irene left. **Follow-up Action II:** Robin will contact Amanda at Pinnacle and ask her to send the form directly to Tamla. Tamla and Tom will create a reimbursement form.

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 (as is) on the website. **Follow-up Action:** Tamla will revisit the issue with the records request form.

XII As the Board Desires: None

XIII Public Comment:

Doug Race will file the mill levy election paperwork in the office.

Mark Julian mentioned that the Chief's Reports are not consistently on the website. It was noted by the Board that some of these Reports included tables and graphs that are not ADA compliant, and any member of the public can request a copy through Open Records. Chief Clark will address this with future reports.

XIV Announcements: The Board recognized Alex Alexander for his efforts in selling Support.

XV Next Meeting:

The next Regular Meeting of CLFPD Board of Directors will be held on December 12, 2024, at 6:00pm at the District Fire Station, 237 Blackfoot Rd Red Feather Lakes, CO 80545.

XVI Adjournment: The meeting was adjourned at 8:00 pm by Chair Robin Lauric.

Attested by:

Susan W. Vance

Date: December 20, 2024