



Crystal Lakes Fire Protection District

237 Blackfoot Rd Red Feather Lakes, CO 80545
clvfd.org

Board of Directors

Regular Meeting
August 15, 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:** President/Chair Robin Lauric, Secretary Susan Vance, Director Tamla Blunt, Director Todd Cook, and Treasurer Tom DeMint attended via Zoom.
Board Members Absent: None
- III **Quorum:** Yes
- IV **District Members Present:** Chief Mike Clark, Assistant Chief/DEO Doug Race, Alex Alexander, Jim Kubichek, Micaela Myers, and Jody Sandquist.
- V **Approval of Agenda:** No changes were brought forth. Agenda stands approved.
- VI **Approval of Minutes:** Regular Meeting Minutes of July 18, 2024, no changes brought forth. Minutes stand approved.
- VII **CL FIRES Presentation:**
Jody Sandquist, Micaela Myers, and Jim Kubichek presented the Board with an overview of CL FIRES. CL Fires is a 501c3 tax exempt, non-profit organization. They started in 2011 and provide funding through fund raising events and donations to the CLVFD as well as to a few other organizations through mini grants. Funding requests are brought to the CL FIRES Board for approval. Approved requests have included firefighting gear, apparatus parts, SDR safety signs, a refrigerator, Department snacks, office furniture upgrades, first responder personnel recognition, and much more. The CL FIRES website is up and running and their governing documents will be posted soon. It was announced that Micaela

Myers will be stepping into the position of CL FIRES President as Jody Sandquist will be retiring.

VIII **Officer Reports:**

- a. **President's Report:** President Lauric attended a leadership webinar, *Building Your Board*. She was delighted that the webinar highlighted the strengths and collaborative spirit of the current Board members. Robin also reported that several members of the Board, Department, and CL FIRES worked on physical organizational improvements to the upstairs office space, and that the Board of Directors have plans to further this work by organizing District documents.

President Lauric read U.S. *Proclamation 5226 – “National Volunteer Firefighters Recognition Day”* to the Board. This Proclamation was designated by Congress and signed by President Ronald Reagan in 1984 to recognize the valuable contributions made by volunteer firefighters. In honor of the Crystal Lakes Fire Protection Volunteers Robin prompted the Board to discuss officially designating August 18th in perpetuity as *Crystal Lakes Volunteer First Responder Recognition Day* through a resolution. Board members shared their support and gratitude for the Department Volunteers and were in agreement of a resolution.

Tamla Blunt moved for a resolution recognizing August 18th in perpetuity as *Crystal Lakes Volunteer First Responders Recognition Day*. Susan Vance Seconded. Discussion: There was no further discussion.

Motion for a resolution recognizing August 18th in perpetuity as *Crystal Lakes Volunteer First Responders Recognition Day* passed unanimously.

Action: Robin will write the Resolution and present it to the Board.

Action: Robin will write a letter to the Department and Community announcing the Resolution.

- b. **Treasurer's Report:** Treasurer Tom DeMint presented the monthly budget report as prepared by Pinnacle. Tom has worked with Pinnacle to prepare a report that reflects a close in the gap between expenditures and real time. Treasurer DeMint also updated the Board on the District's account balances and shared several methods that will be used to expedite some vendor payments. The Treasurer further shared that the bond payoff amount of \$91,000 will be paid in full in December 2024. Paying this amount early will result in interest savings for property owners of approximately \$48,000, which will be handled by the county. The Board reviewed the credit card holders and agreed to add a credit card for the Station Master.

Action: Tom will add a credit card for the Station Master.

IX Chief's Report: Chief Clark provided his report to the Board. The full report can be found as an attachment. Of note, Chief Clark mentioned that the District remains in a fire ban under the county even though the risk rating for our area has been lowered. Members of the Department have done some evening patrolling to help educate property owners with compliance. It was mentioned that the graphics enhanced his reports, and it was suggested that Mike save the graphics as images to ensure ADA website compliance. Todd requested information regarding the number of community members that attend the Fire Department events.

X Committee Reports:
a. Mill Levy Committee

The last Community Informational Meeting will be held Saturday, August 17th at 10:00 am at the Fire Station. There will be a Board Special Meeting following the Community Meeting for a Board vote on Resolution 2024-005. If it passes, the Resolution will officially call for an election on a referred measure regarding the retention and reassignment of the CLFPD mill levy and the appointment of a DEO. Doug expressed special thanks to the District's attorney for his quick response and assistance in preparing the ballot language and Resolution 2024-005. Once Resolution 2024-005 is signed by the Board, the Mill Levy Committee will reorganize themselves following state statute and will no-longer be an advisory committee to the Board. Doug Race mentioned that the Intergovernmental Agreement (IGA) has been submitted to the County Clerk. The "Return Address Library" was received and had about eight discrepancies. This document confirms the streets and boundaries in the District. According to Doug, the "Return Address Library" is also complete. Next step is to confirm an accurate list of eligible voters in the District using lists of property owners from the County Assessor and the County Clerk. This is due by September 26th.

XI Unfinished Business:
a. Bylaw Study Session

The Board agreed to hold a Study Session for the purpose of discussion pertaining to updating the District's Bylaws on Monday, September 30th at 10:00 am. Tamla offered to make smoked turkey green chili.

XII New Business:
a. Department Rules and Regulations

The Board discussed the Department's revised Rules and Regulations and made a few suggestions (ie updating the mission statement). There was an agreement for there to be more "chief discretion" in areas concerning personnel, keeping in mind that recruitment and retention of volunteers often comes with unique circumstances. It was suggested that there should be an alignment of the District Bylaws with the Department Rules and Regulations, especially concerning such things as sexual harassment, the Chief's description, etc. There was discussion around sending the Rules and Regulations to legal for review, especially the sexual harassment and firearm policies.

Action: Chief Clark will take the suggestions into consideration and make some revisions to the Rules and Regulations. Then submit a final copy.

b. Electronic Storage

Tamla said that she will have something to present to the Board at next month's Board Meeting.

c. Volunteer First Responder Appreciation

Robin shared a few possible appreciation ideas with the Board that could be quickly initiated to recognize the contributions of Department Volunteers.

First, a "*Nacho Average Volunteer Fire Department*" appreciation dinner. This event was hosted last year by the Board for all First Responders and their families. Robin mentioned that there was the possibility of having this event at Beaver Meadows. She had inquired with the owner of Beaver Meadows who was interested in supporting the CLVFD and proposed \$15 per person for a nacho/street taco bar at the pavilion with lawn games. The Board discussed the possibility of having about 50 people for a total cost around \$750. Beaver Meadows had September 6th and 8th available between 2pm and 5pm. Tom was in favor of this idea and said that this was a great way to acknowledge the work of our volunteers and is part of our retention efforts. He mentioned that the CLFPD could financially support this and suggested asking CL FIRES for some funding support if needed. Tamla agreed and liked the idea of this being an annual event. The Board along with Chief Clark further discussed the event and settled on September 6th.

Susan Vance moved to go forward with planning the "*Nacho Average Volunteer Fire Department*" appreciation event at Beaver Meadows on Friday September 6th from 2:00 pm to 5:00 pm. Tamla Blunt seconded. Discussion: There was no further discussion.

Motion to go forward with planning the "*Nacho Average Volunteer Fire Department*" appreciation event at Beaver Meadows on Friday September 6th from 2:00 pm to 5:00 pm passed unanimously.

Action: Robin will send out invitations to all Department members.

Action: Robin will make arrangements with Beaver Meadows.

Action: Tom will make payment arrangements with Beaver Meadows.

Robin showed the Board another appreciation idea, "First Responder Survival Kits". These handmade gift bags would have fun and encouraging statements matched with the candy inside the bag. The Board liked the idea.

Action: Robin will put together and deliver the "First Responder Survival Kits".

Robin shared with the Board the idea of a "Favorite Things" binder which was approved by a previous Board. The binder would hold a fun list of Department and Board member's favorite things. Department and Board members can refer to the list when wanting to recognize or show appreciation to another member of the "Fire Family." The Board liked continuing this idea.

Action: Chief Clark will hand these out to Department Members.

Action: Robin will collect these and make them available in the upstairs office.

XIII As the Board Desires: None

XIV Public Comment: Alex Alexander mentioned that Support One was ready to be decommissioned. Chief Clark will meet with Alex and Jay Smith, Station Manager, to discuss the process. The Fire Department will be responsible for looking into advertising the sale of the vehicle with the Board's approval.

XV Announcements: None

XVI Next Meeting:

A Pension Board Meeting will immediately follow tonight's Regular Board Meeting.

The next Regular Meeting of CLFPD Board of Directors will be held on September 19, 2024, at 6:00 pm at the District Fire Station, 237 Blackfoot Rd Red Feather Lakes, CO 80545

XVII Adjournment: The meeting was adjourned at 8:30 pm by Chair Lauric.