



Crystal Lakes Fire Protection District

237 Blackfoot Rd Red Feather Lakes, CO 80545

clvfd.org

Board of Directors

Regular Meeting
June 20, 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, Secretary Susan Vance, Treasurer Tom DeMint, Director Tamla Blunt, Director Todd Cook
Board Members Absent: None
- III **Quorum:** Yes
- IV **District Members Present:** Chief Mike Clark, Bobby Hill, Alex Alexander, and Mark Julian
- V **Approval of Agenda:** No changes brought forth. The agenda stands approved.
- VI **Approval of Minutes:**
Regular Meeting May 16, 2024. Todd Cook moved to approve the May 16th minutes, seconded by Susan Vance. No corrections. Minutes stand approved.
Special Meeting May 28, 2024. Tamla Blunt moved to approve the May 28th minutes, seconded by Robin Lauric. No corrections. Minutes stand approved.
- VII **Officer Reports:**
 - a. **President's Report:** President Robin Lauric shared that she along with Tom DeMint and Tamla Blunt attended the SDA Regional Conference in Eaton on June 14th. Legislative updates were provided and a presentation on risk management was given. President Lauric highlighted two bills important to first responders including: HB24-1219, First Responder Employee Health Benefit Trusts, and SB24-089, Firefighter Heart Benefits Trust. Robin mentioned that there was much excitement for the passing of these two bills, both are

currently waiting the Governor's signature. Robin also touched on HB24-1006 and 1024. These bills provide wildfire grant and outreach assistance for the US Forest Service. These bills may indirectly help the District. Of special note President Lauric shared the passing of HB24-1454, Grace Period for Noncompliance Digital Accessibility. This bill gives an extension of immunity from liability for a governmental entity that demonstrates good faith efforts toward compliance or resolution of digital accessibility. Robin mentioned that the District is making really good progress toward ADA website compliance.

President Lauric shared that a thorough presentation on *Risk Management and Safety Culture* was provided by Colorado Special Districts Property and Liability Pool. Districts are advised to review life safety and apparatus protection at least once a year. The review should include personnel, procedures/training, identify and remediate largest exposure, and create a safety culture. Robin mentioned the potential benefit of cameras for building and vehicle protection.

President Lauric spoke with legal counsel regarding mill levy procedures and met with Doug Race (DEO) to discuss this information.

b. Treasurer's Report: Treasurer Tom DeMint dove-tailed with SDA regional information.

Tom DeMint presented the monthly budget. Tom shared the line-item editing changes that he and Matt Sorenson, Pinnacle, adjusted at the Board's request. The Board agreed with the changes.

Robin Lauric moved to approve Tom DeMint as a signatory on all Crystal Lakes Fire Protection District accounts, Todd Cook seconded. Discussion: None.

Motion to approve Tom DeMint as a signatory on all Crystal Lakes Fire Protection District accounts passed unanimously.

Action Robin and Tom will arrange a meeting at FNBO to follow through with adding Tom as a signatory on District accounts.

Robin Lauric moved to approve a credit card for Treasurer Tom DeMint for District expenses, Tamla Blunt seconded. Discussion: A monthly limit similar to the Chief's card of \$4000 was discussed. It was suggested that adjusting credit card limits could be addressed during the next budget process.

Motion to approve a credit card for Treasurer Tom DeMint for District expenses passed unanimously.

Action Robin will work with FNBO to add Tom as a credit card holder associated with the District's account.

Tamla Blunt moved to remove Shirla Race from the Colorado Trust account and add President Lauric, Secretary Vance, and Treasurer DeMint as signatories on the account, Tom DeMint seconded. Discussion: Officers as signatories is in-line with the amending of the Bylaws.

Motion to remove Shirla Race from the Colorado Trust account and add President Lauric, Secretary Vance, and Treasurer DeMint as signatories on the account passed unanimously.

Action Tom will work with Colorado Trust to remove Shirla Race from the account and add Robin and Susan as signatories.

The Board reviewed the amended budget prepared by Pinnacle to reflect the discrepancy of revenue due to the passing of Proposition HH in 2023. The Board discussed line item 1-44020-Grants as it has traditionally appeared under Revenue of the Budget. Several options as to how grant revenue could be more clearly represented were discussed. At this time there is no affirmation of grant monies for 2023, however it was mentioned that there was the possibility of applying for a \$15,000 grant. For transparency, the Board agreed to remove grants as revenue from the regular budget and create a secondary budget solely for grants. It was also mentioned that District legal counsel prepared a resolution for the amending of the budget that exempts the District from public notice due Prop HH and the state making it easier for governmental entities to amend budgets.

Tamla Blunt moved to remove line item 1-44020-Grants from the general operations budget and create a supplemental grant budget as necessary. Robin Lauric seconded. Discussion: It was mentioned that this approach would be more transparent and that by Board motion operational reserves could be used for matching grants.

Motion to remove line item 1-44020-Grants from the general operations budget and create a supplemental grants budget as necessary passed unanimously.

Action Robin will inform Irene Buenavista at Pinnacle of the Board's motion for the completion of the amended budget.

Tom DeMint moved to approve President Lauric to sign on behalf of the Board, the budget amending resolution reflecting the motion to remove line item 1-44020-Grants, Tamla Blunt seconded it. Discussion: None.

Motion to approve President Lauric to sign on behalf of the Board, the budget amending resolution reflecting the motion to remove line item 144020-Grants passed unanimously. (Resolution 2024-004)

Tamla Blunt moved to approve President Lauric to sign the resolution on behalf of the Board for the legal exemption from procedural notices. Tom DeMint seconded. Discussion: None.

Motion to approve President Lauric to sign the resolution on behalf of the Board for the legal exemption from procedural notices passed unanimously. (Resolution 2024-003)

It was mentioned that discussions on the 2025 Budget should begin in the next few months. There may need to be a few budget options, especially with the unknown mill levy outcome.

VIII Chief's Report: Chief Mike Clark provided his report to the Board. The full report can be found as an attachment. He was complimented on the new format.

Of note: A valve on Tender broke. The valve will be repaired and will cost a few thousand dollars. A grant through the Colorado Division of Fire Prevention and Control is being looked into by Jim Kubichek. Chief Clark also mentioned the possibility of bringing on a new cadet, Ameila Vann. First responders Karen Smith and Evan Rau attended training on trauma counseling and peer support. They will share what they learned at the Department's meeting. It was asked if they could share some of what they learned with the Board. Todd asked the Chief about the status of the Department's SOGs. The Chief indicated that he would look into it.

IX Committee Reports:

a. Mill Levy Committee – Tamla reported that the mill levy mailers had been printed and mailed. The mailer included a QR code directing to the District website.

The committee was asked to share their vision with regards to the community meetings, advertising/marketing, what help was needed, addressing community questions i.e. 'who can vote' ... The Board suggested that the PIO could help with some of the advertising and possibly use excerpts from the mailer with the corrected dates and the website could be used to disseminate more information. It was asked if a power point presentation had been created for the Department Members on June 27th. A suggestion was made to use the framework of the mailer for the power point with some additional information such as the CLFPD mill levy history, overview of financials as relates to general operating fund and capital improvement reserves, financial numbers showing what we have, what current apparatus is needing and what is need in the future. Robin stated that the power point presentation was an opportunity to ignite the spirit of the initiative. The Board agreed that Treasurer Tom DeMint should be part of the voice at the presentations. Susan asked Chief Clark to send an email out to the Department members letting them know that Board members will attend their next meeting, June 27th, and if they wanted to send questions ahead of time that would be helpful.

X Unfinished Business:

a. ADA Website Compliance

Several Board and District Members attended the Streamline webinar, *PDFs: From Legal Compliance to Hands-On Document Creation*.

President Robin Lauric, ADA Compliance Accessibility Officer/Director Tamla Blunt, and Public Information Officer Marian Kelly met to discuss the approach, procedures, and actions necessary for the District to comply with state requirements. Using the Streamline Dashboard feature, it was mentioned that the District was originally looking at over 270 documents that needed to be remediated by July 1st. Robin, Marian, and Tamla have been working through the remediation procedures of documents on the website and currently the number of documents needing remediation is 166. Documents with charts and tables are extremely difficult to remediate inhouse. At this time, they have estimated about 20 documents that will require external remediation through Streamline at a current rate of \$7 per page.

Todd stated that using links on our website to information provided by a third party could help with our website accessibility.

Tom DeMint moved to approve the Public Information Officer, the Accessibility Officer, and the Board President to use their discretion to determine which documents should be sent to Streamline for remediation and for the District to pay the \$7 per page charge with a cap at \$1000. Todd Cook seconded. Discussion: No additional discussion.

Motion to approve the Public Information Officer, the Accessibility Officer, and the Board President to use their discretion to determine which documents should be sent to Streamline for remediation and for the District to pay the \$7 per page charge with a cap at \$1000 passed unanimously.

XII New Business: None

XIII As the Board Desires:

- a. Todd would like the Board to continue by-law changes at the July meeting.
- b. Robin presented the idea of editing the "DEPT" on the mountain emblem to read "DIST". The mountain emblem would then represent all that the District encompasses (Department, Board, and District) while the Fire Department will solely be represented by the Department's cross.

XIV Public Comment:

Community member Mark Julian had questions for the Board.

XV Announcements: None

XVI Next Meeting: The next Regular Meeting of CLFPD Board of Directors will be on July 18, 2024, at 6:00pm at the District Fire Station, 237 Blackfoot Rd Red Feather Lakes, CO 80545

XVII Adjournment: Upon completion of agenda items, the Chair adjourned the meeting at 8:09 pm.