

# Crystal Lakes Fire Protection District

(970)881-3521

## Board of Directors

Minutes for January 19, 2012  
Wapiti Center– 7:00 P.M.

**Meeting was called to order at 7:04 pm**

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

**Absent: (excused)** Sherry Alexander

**District Members in attendance:** 4

**Agenda:** Dan moved to accept the agenda as amended. Shirla seconded the motion which passed unanimously.

**Approval of Minutes of Previous Meeting(s):** Dan moved to accept the November 17, 2011 Board minutes as corrected. Shirla seconded the motion which passed unanimously

**President's Report:** Ray gave the Designated Election Official oath to Ardie Yowell. Don presented a resolution: Whereas pursuant to 1-1-111(2), C.R.S., the Board of Directors of the Crystal Lakes Fire Protection District, Larimer County, Colorado is the Board of Directors authorized to designate a election official to exercise the statutory authority of the Board in conducting an election; and whereas pursuant to 1-5-208, C.R.S; the Board of Directors authorizes the Designated Election Official to cancel the election upon certain conditions; and now therefore be it resolved by the Board of Directors of the Crystal Lakes Fire Protection District, Larimer County, Colorado has named Ardyce Yowell, as the Designated Election Official for the regular special district election scheduled for the 8<sup>th</sup> day of May, 2012. Shirla moved to adopt the resolution. Dan seconded the motion which passed unanimously.

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

**Treasurer's Report:** Shirla Race passed out copies of end of the year treasurer's report including income and expenses thru December 31. She also provided a copy of the checks issued. Shirla requested permission to pay Colorado State Forrest Services for the District portion of training expenses in order to get grant funds in return. She will need two Board Member signatures. She presented the final CLVFD 2012 Budget. She provided the 2012 to date financial report that included donations. Dan moved to approve the Treasurer's Report. Don seconded the motion which passed unanimously.

**DEO Report:** Ardie Yowell reported that she and Jeanette attended DEO training in Longmont January 5. The training was provided by Richard Lyons, the CLFPD District's attorney. The CLFPD District Contact form, the special District Transparency

Notice, and the CLFPD Map has been electronically filed and/or posted on the District website. The Call for Nominations has been submitted to the Coloradoan, and will be published on February 9, 2012. Self nomination forms are now available from Ardie and must be returned to her by March 2, 2012. Ray reported that Sherry Alexander informed him she will not seek another term on the Board. Don Hass will be running because he was appointed in 2011. Ray is running for one more term.

**Fire Department Report:** Fire Chief Marian Kelly presented the December Fire Department Report. They are attached to these minutes. She reported the Crystal Lakes Fire Department officer election results in January because the December meeting was cancelled; Fire Chief – Marian Kelly, Assistant Chief – Michael Schrodt, Assistant Chief – Shirla Race, Training Officer – Doug Race, Traffic Control Officer – Kate Kelly, and Secretary – Helen Bowlin. Jodean Sandquist will remain the Safety Officer at the request of Fire Chief, Marian Kelly. Dan moved to appoint Marian Kelly as the Crystal Lakes Volunteer Fire Department Fire Chief and accept the department slate of officers. Don seconded the motion which passed unanimously.

**Firewise:** Marian advised that Jody Sandquist reported the Crystal Lakes Road & Recreation Association has updated the Emergency Action Plan Information for a Dam Evacuation Plan. There will be two training classes scheduled for CLVFD personnel with Doug Race Training Officer's help on evacuations.

**Grants:** Marian reported that requests have been submitted to the Colorado State Forrest Service for monies. She has provided a report on the grants status in her Fire Department Report.

**SIC Report:** Doug Race reported that the committee continues with its fact finding efforts. The SIC committee will work with the Crystal Lakes CWPP team to provide a Firewise seminar for homeowners and property owners and chain saw training. They will conduct reviews on the CWPP Urban Interface inspections for properties. SIC will be conducting a brainstorming meeting in March 22, 2012 6pm and all CLVFD personnel are encouraged to attend.

### **UNFINISHED BUSINESS**

Shirla reported that she contacted PINNACOL about the notice the District received concerning medical providers for Workman's Comp. They advised her that CLVFPD personnel should have options for medical providers and she has established options for Concentra and Poudre Valley Hospital.

### **NEW BUSINESS**

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

Ray reported that Jerry Ward, the District agent from VFIS, has provided the District with the insurance invoices and policy copies. The invoices were given to Shirla and the policy to Don to file with the District documents.

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

Jeanette Williams requested the CLFPD Board decide annual reports responsibility. There are three documents that need to be filed annually; the Transparency Notice, the District Contact form (annual and as Board information changes), and the Map Notification Letter. It was decided this will be the District Secretary's responsibility. Jeanette will work with Don to establish this procedure and filing policy.

**Set or confirm next Board meeting date:** February 16, 2012 at 7pm.

**Adjournment:** Dan moved to adjourn the meeting at 7:44pm. Shirla seconded the motion which passed unanimously.

Submitted by  
Don Hass  
Secretary

# Crystal Lakes Fire Protection District

(970)881-3521

## Board of Directors

Minutes for February 16, 2012  
Wapiti Center– 7:00 P.M.

**Meeting was called to order at 7:02 pm**

**In Attendance:** Dan Defibaugh, Shirla Race, Don Hass, Ray Williams and Sherry Alexander.

**Absent: (excused)** Marian Kelly, Fire Chief

**District Members in attendance:** 9

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

**Approval of Minutes of Previous Meeting(s):** Dan moved to accept the January 17, 2012 Board minutes as corrected. Shirla seconded the motion which passed unanimously

**President's Report:** No formal report. Ray reported that Jerry Ward, the District agent from VFIS, was to attend this meeting but not able to do so.

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

**Treasurer's Report:** Shirla Race passed out copies of monthly reports including income and expenses to date. She also provided a copy of the checks issued. All the expenses have been reported and the CLVFD portions paid for grants. She expects FEMA to get reimbursements within the next couple weeks. She has received the invoice for the emergency medical service mutual aid contract from Red Feather Lakes Volunteer Fire Department. She filed the 2012 budget information with Larimer County and with the State. She is preparing the paper work for the CLFPD exemption status to be sent to the District's CPA. She has submitted membership payment to the Special District Association. Sherry moved to approve the Treasurer's Report. Dan seconded the motion which passed unanimously.

**DEO Report:** Ardie Yowell reported that the CLFPD Election call for nominations notice was published in the Fort Collins "Coloradoan" on February 9, 2012. She has two self-nomination forms from Board candidates and is expecting one more. March 6, 2012 is the deadline to submit self-nomination forms. The District may cancel the election if the number of candidates is the same as the positions available.

**Fire Department Report:** Fire Chief Marian Kelly provided written January Fire Department Report. Ray read the report. One item needs a determination or discussion by the Board. Doug reported that the snowplow has been used to plow CLVFD property

and the airstrip for a landing zone. There may be an issue in regards to the plowing Fire Department personnel driveways which was offered earlier. After much discussion, the Board agreed to keep the policy as it stands. Doug reported that five of the six scheduled training classes offered by the CSFS have been completed, the training has been well attended and twenty-two departments have participated. The last class will be in April.

**Firewise:** No formal report..

**Grants:** No formal report.

**SIC Report:** Doug Race reported that the committee did not meet this month. The committee intends to be more visible in the community with publicity and seminars. There will be a combined SIC meeting and department training March 22, 2012 6pm. All CLVFD personnel are encouraged to attend.

### **UNFINISHED BUSINESS**

### **NEW BUSINESS**

**As the Board Desires:**

Shirla reported that PINNACOL is becoming a public for-profit insurance company. She will continue to research and monitor this change to determine how it might impact the CLFPD insurance coverage and rates. She will also research workman's comp insurance rates for other providers

**Comments by Attending Public**

Carlan Hanks requested written documentation from the CLFPD insurance provider to relieve him of any liability when the CLVFD uses his property during training or emergency incidents. Ray agreed to contact Jerry Ward to obtain the information.

Gary Weixelman requested the CLVFD Board remove its ban on slash pile burning. Steve Koeckeritz spoke in favor of lifting the ban also. He had documents and reports from Larimer County representatives supporting slash pile burning. After much discussion, the Board agreed to get Marian Kelly's input on this issue and get back to Gary and Steve. Gary asked that this issue be addressed as soon as possible.

**Set or confirm next Board meeting date:** March 15, 2012 at 7pm.

**Adjournment:** Shirla moved to adjourn the meeting at 8:54 pm. Don seconded the motion which passed unanimously.

Submitted by  
Don Hass  
Secretary

# Crystal Lakes Volunteer Fire Department

237 Blackfoot Rd, Red Feather Lakes, CO 80545  
(970) 881-3521

February 14, 2012  
Fire Department Report

1. Department Activity since last board meeting
  - 1 business meeting
  - 2 department trainings
  - 2 Wildland classes
  - 2 carbon monoxide alarms
  - 1 medical call
  - 1 MVA/Mutual Aid call (RFLVFD MVA for which they requested CLVFD assistance)
  
2. Report on FEMA Grant – Receipts are coming in and repayment requests have been made for expenditures already made. Collins Communications is having some trouble getting the headsets for the truck radios in. They'll keep working on that.
  
3. Personnel – We have received the resignations of two department members: Thomas & Renee Patterson have retired from the department, which thanks them for their years of service.
  
4. Snowplow – Several department members have been trained in using the new snowplow and have been using it to plow the airstrip. A question has arisen in regard to plowing department members driveways. It strikes several officers of the department that this might raise liability issues, either for accidental damage to the property being plowed or to the snowplow or Squad 1. We're requesting input from the board regarding this potential liability issue and how we should proceed in order to mitigate that issue.

Respectfully submitted,

Marian Kelly  
Fire Chief  
Crystal Lakes Volunteer Fire Department

# **Crystal Lakes Fire Protection District**

(970)881-3521

## **Board of Directors**

**Minutes for Special Board Meeting  
March 3, 2012  
Wapiti Center– 4:00 P.M.**

**Meeting was called to order at 4:05 pm**

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

**Absent: (excused)**

**District Members in attendance: 11**

### **NEW BUSINESS**

#### **Crystal Lakes Fire Protection District Fire Ban and Slash Burning Policy**

Marian Kelly, Fire Chief presented the CLFPD Burn Permit Policy to the Board members. She stated this policy would be used if the current fire ban was removed. She summarized the major points of the policy and stated this would apply to all property owners if the CLR&RA changes its policies for slash burning. She provided an example of the scientific data from the Wildland Fire Assessment System, which she reviews to determine when to establish a fire ban.

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

The community members were invited to provide comments in regards to removing the CLFPD slash burning ban and the CLFPD Burn Permit Policy.

Four community members spoke against removing the slash burning ban and two community members spoke in favor of removing the slash burning ban.

#### **Board Member Comments**

Ray requested comments from the Board on the CLFPD Burn Permit Policy presented by Marian. The board members offered suggestions for changes regarding the start time, the size of the slash piles, instructions about calling for assistance, clearance around slash pile, property owner's responsibility and other modifications. Sherry moved to accept the CLFPD Burn Permit Policy with modifications. The motion was seconded by Dan. The motion passed by a majority, four votes in favor and one vote against.

Copies of the CLFPD Burn Permit Policy will be provided.

**Adjournment:** Sherry moved to adjourn the meeting at 6:03 pm. Dan seconded the motion which passed unanimously.

Submitted by  
Don Hass  
Secretary



# Crystal Lakes Fire Protection District

(970)881-3521

## Board of Directors

Minutes for March 15, 2012  
Wapiti Center– 7:00 P.M.

**Meeting was called to order at 7:02 pm**

**In Attendance:** Dan Defibaugh, Shirla Race, Ray Williams, Sherry Alexander and Marian Kelly, Fire Chief.

**Absent: (excused)** Don Hass,

**District Members in attendance:** 3

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

**Approval of Minutes of Previous Meeting(s):** Dan moved to accept the February 16, 2012 Board minutes as amended. Shirla seconded the motion which passed unanimously. Dan moved to accept the March 3, 2012 Special Board minutes as corrected. Shirla seconded the motion which passed unanimously.

**President's Report:** Ray reported that Jerry Ward, the District agent from VFIS, was to attend this meeting but not able to do so. Ray reported about a discussion with Don Hass about minutes. Don had expressed to him his concern about being able to participate in Board meetings and the difficulty in taking notes for meeting minutes. Ray indicated to Don he would approach the Board with a suggestion to create the position of Recording Secretary. Jeanette Williams is willing to assume that position if the Board agrees. Shirla moved to appoint Jeanette to the position of Recording Secretary for the CLFPD Board. Sherry seconded the motion which passed unanimously.

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

**Treasurer's Report:** Shirla Race passed out copies of monthly reports including income and expenses to date. She also provided a copy of the checks issued. All the expenses have been reported and the CLVFD portions paid for grants. She has received some FEMA more reimbursements within the next couple weeks. Dan moved to approve the Treasurer's Report. Sherry seconded the motion which passed unanimously.

**DEO Report:** Ardie Yowell reported the District will cancel the election when the number of candidates was the same as the positions available as of March 6, 2012. The new Board members will be officially elected as of May 8, 2012. They will be given their oath of office during the May CLVFD Board meeting. She indicated that the new Board member Jan Sawyer will try to attend the April Board meeting.

**Fire Department Report:** Fire Chief Marian Kelly provided a written February Fire Department Report. After discussion and review of the CLFPD Burn Policy, Sherry moved to approve the Policy with revisions. Dan seconded the motion, which passed unanimously. Marian reported there have been three property owners requesting approval of burn permits.

**Firewise:** No formal report.

**Grants:** Part of the Fire Department Report.

**SIC Report:** Doug Race reported that the committee will meet March 22 and invite all department personnel. The committee will provide opportunities to be more visible in the community with publicity and seminars.

### **UNFINISHED BUSINESS**

### **NEW BUSINESS**

**As the Board Desires:**

Shirla reported that PINNACOL is becoming a public for-profit insurance company. She will continue to research and monitor this change to determine how it might impact the CLFPD insurance coverage and rates. She will also research workman's comp insurance rates for other providers

**Comments by Attending Public**

Jeanette Williams present the draft copy of the CL FIRES Financial Report. The board provided suggestions for improvements. Marian agreed it would be beneficial to present the report at the next CLVFD Business Meeting.

**Set or confirm next Board meeting date:** April 19, 2012 at 7pm.

**Adjournment:** Shirla moved to adjourn the meeting at 8:38 pm. Dan seconded the motion which passed unanimously.

Submitted by  
Jeanette Williams  
Recording Secretary

Approved by: \_\_Don Hass\_\_\_\_\_ Secretary

# Crystal Lakes Volunteer Fire Department

237 Blackfoot Rd, Red Feather Lakes, CO 80545  
(970) 881-3521

March 14, 2012  
Fire Department Report

## 1. Department Activity since last board meeting

- 1 business meeting
- 1 department training (CPR)
- 1 EMS training with Red Feather Lakes VFD
- 1 traffic control call (two semis blocking NCR 73C)
- 1 mutual aid call (RFLVFD chimney fire for which they requested CLVFD assistance)

2. Report on FEMA Grant – FEMA has granted our request to extend the grant deadline until the end of April and to expand the scope of the communications equipment expenses that will be reimbursed (to use funds originally earmarked for the repeater tower).

Receipts are coming in and repayment requests have been made for expenditures already made. Collins Communications has received the radio equipment ordered and will be installing radios and pump panel headsets during the next week or two.

We are still waiting for the availability of our Larimer County volunteers to install the repeater antenna in the Association tower, but in the meantime, the repeater has been hooked to the fire station antenna and is working well. Department members have been issued radios with updated programming, although we have not switched over to using the new frequency yet. Until all department members receive the reprogrammed radios, we will continue to use Channel 5 for inter-department communications.

3. Other grants – We've submitted an application for a 50/50 Forest Service grant for wildland firefighting equipment.

4. Burn Permit Update – The revised burn permit regulations still require final board approval. Once that is received, the property owners who have requested open burn permits through Larimer County will be contacted.

5. Fire Conditions – Although snow totals in February were impressive, this winter has been unusually dry and windy, and these conditions are reflected in the fire danger level and 1000-hour fuel moisture statistics. (The moisture from the February snows appears to have mostly run off or been stripped away by the wind.) With the exception of the temperature (which has also been higher than usual), conditions in the district are equal to or worse than what we usually see mid-summer. Relative humidities have consistently been below 15%; the 1000-hour fuel moistures haven't gotten above 11-15% all winter and plummeted into the under-10% range a few days ago; and the fire danger level went up to "high" a week ago and has been "very high" for the last four days. If this *were* summer, I would be recommending the Road & Recreation Association put a fire ban in place. Hopefully spring and summer will bring precipitation levels significantly higher than usual.

## 6. CLA slash piles update –

– When I spoke with James Gaspard of Biochar on February 24, he assured me the Biochar kilns would continue operating at the Association-owned slash piles until the work was completed. However, he called on Monday, March 12th to say they would be pulling out effective immediately. Something in relation to his investors and Larimer County requirements changed in the first part of March and he will be unable to complete the work.

– Biochar efforts have reduced the size of the Road & Rec piles by approximately three-quarters and the Water & Sewer pile by one-third to one-half, but there is still a significant amount of slash in these locations.

– Burning of these piles by the Associations would require:

1. Colorado smoke permits covering all piles to be burned (piles are too large to fall under the Larimer County Open Burn Permitting system)
2. Permission from the CLFPD Board for the burn (the board has only approved burning under the Open Burn policy and would have to make an exception for this burn)
3. Hiring a company or entity to conduct the burn that will undertake to cover any damage or suppression costs (unless the Associations choose to cover those risks themselves)
4. A burn plan for the fire(s) covering the ignition plan, projected length of observation time, personnel, equipment, etc. This plan must be approved by CLVFD fire chief and can rely on the CLVFD for emergency response in case of an escape, but not for personnel or equipment for regular coverage of the burn.
5. Appropriate burn conditions as approved the day of the burn by the fire chief – to include current and forecast winds under ten miles per hour and a snow base of one foot **if** fuel moisture levels improve to above 15%. No burns will be permitted if 1000-fuel moistures are under 10%, and a snow base of eighteen inches will be required if 1000-fuels remain under 15% (this is a precaution to help prevent spot fires resulting from sparks landing on extremely dry fuels).
6. In addition, the piles currently present the following concerns:
  - The composition of the Water & Sewer pile is similar to previous slash burns. It should burn fairly well and very hot. It is not easy to walk around the back side of the pile, making access to that area for lighting or observation difficult. Observation will most likely have to be made from the road. There is a trailer near the pile that must be removed prior to burning. This pile cannot be burned at the same time as the Road & Rec pile – heat from the R&R pile would block the only road access to the burn area, making it dangerous for any fire vehicles or personnel to respond down to the W&S pile in case of break-out.
  - A section of the Road & Rec slash pile has been moved away from the usual burn area. This large pile is located partly over the crown of a steep slope and cannot be burned where it is. Not only is it too close to small trees and other fuels, but burning materials could easily roll down the slope and start a fire at the bottom that would threaten nearby forest areas. The area below this pile is steep and difficult to traverse and cannot be sufficiently observed, nor a fire in it controlled safely.
  - The rest of the Road & Rec piles have been substantially reduced in size, most conspicuously by the removal of nearly all of the needled-branches. As these smaller branches with needles are the main point of ignition for most slash burns, the heat of their burning igniting heavier fuels and driving the burn, this will cause some difficulties in burning these piles. Although there is duff (pine needles and light fuels) in these piles, it is heavily mixed with dirt. Pushing the piles together to consolidate the fuels will mix in more dirt. While these piles can be ignited with the use of enough accelerant, the tightly compacted mixture of duff and dirt will not burn efficiently – this is most likely to turn into a lengthy, smoldering burn. (In addition, the foot-plus of required snow will make the ignition more difficult in this case than it is when piles are more three-dimensional with a liberal number of needle-bearing branches.)

Respectfully submitted,

Marian Kelly  
Fire Chief  
Crystal Lakes Volunteer Fire Department

# Crystal Lakes Fire Protection District

(970)881-3521

## Board of Directors

Minutes for April 19, 2012  
Wapiti Center– 7:00 P.M.

**Meeting was called to order at 7:02 pm**

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

**Absent: (excused),**

**District Members in attendance:** Jim and Jane Tiffin, Dwaine and Jan Sawyer, Don and Patti Watkins, and Harold Alexander

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

**Approval of Minutes of Previous Meeting(s):** Sherry moved to accept the March 15, 2012 Board minutes. Dan seconded the motion which passed unanimously

**President's Report:** Ray introduced Jan Sawyer and welcomed her one of the newly elected Board Members which include himself and Don Hass. Ray introduced Jerry Ward, the District's agent from VFIS. Jerry reviewed the District's policy which includes two packets one for property and casualty and the summary of coverage for accident and sickness. He answered questions.

**Secretary's Report:** No formal report. Don appreciated the Board agreeing to have a Record Secretary. He will be able to participate in the meeting.

**Treasurer's Report:** Shirla Race passed out copies of monthly reports including income and expenses to date. She also provided a copy of the checks issued. Shirla reported that most of the grants monies have been received. She reported the vehicle lease expense and indicated that the lease has approximately three years left. Sherry moved to approve the Treasurer's Report. Dan seconded the motion which passed unanimously.

**DEO Report:** No report

**Fire Department Report:** Fire Chief Marian Kelly provided a written Fire Department Report for March. She reported that FEMA has granted an extension for the current grant and have until September to request funds from the previous and current grants. She reported the completion of radio provisions by Collins Communications and installation in the department vehicles. Harold Alexander provided an explanation of the radio communication capabilities. She provided an update for the antenna installation. She reported a status on the current fire condition and the CLR&RA Fire Ban. Marian has

received inquiries and concerns about the difference between the CO Forest Service and CL fire danger levels and discovered the reason for the differences and should now be more accurate. Marian gave a report on the efforts by both the CLVFD and the RFLVFD to document a Mutual Aid Agreement which outlines department support, equipment and personnel, and response policies between the two Departments. This has been presented, discussed and approved with the CLVFD at their business meeting. After discussion and review of the CLFPD Mutual Aid Agreement between the Crystal Lakes Volunteer Fire Department (CLVFD) and the Red Feather Lakes Volunteer Fire Department (RFLVFD), Dan moved to approve the Mutual Aid agreement to be signed by the CLFPD Board Presidents and the CLVFD Fire Chief. Shirla seconded the motion, which passed unanimously. Marian advised the Board's she will be working with Livermore and Poudre Canyon to establish a mutual-aid agreement. Marian requested the Board agree with a proposed "cadet program" for the CLVFD. She has received a request from a young man, who is under 18, to be a member of the Department and they will discuss the possibility at their next business meeting. The Board was in favor of the CLVFD offering this type of program with parental consent. Marian requested the Board approve contributing 50% of the cost new FIRE LANE NO PARKING signs in front of the Crystal Lakes Office with the Crystal Lakes Road and Recreation Association. The discussion included the possibility of a handicapped issue for access to the restrooms. The Board agreed to this expense and contribution.

**Firewise:** No formal report. Marian reported the CO Forrest Service had run out of money. There will be no Forrest Service grants.

**Grants:** Part of the Fire Department Report.

**SIC Report:** No report.

## **UNFINISHED BUSINESS**

## **NEW BUSINESS**

**As the Board Desires:**

### **Comments by Attending Public**

Ray introduced Don Watkins and Patti Watkins. Don gave a report with information from Diana Selby from the CO State Forrest Service, the Greenbelt Management Committee, the Service Improvement Committee and the Crystal Lakes CWPP group to encourage the CLVFD and the CLFPD to participate in a Crystal Lakes community fuel break project within Crystal Lakes. He provided a handout which identified land within Beaver Meadows and Crystal Lakes for fire mitigation, that document is attached to these minutes. Don reported that Bruce Benninghoff has provided a review of work that has been done by the US Forrest Service and identified a potential fire threat and provided a Forrest Service shaded fuel break project proposal for Crystal Lakes to mitigate the threat to the south and southwest. This will be a shaded fuel break project, which includes reducing fire fuels, improving road conditions and providing education for evacuation routes. Don will be meeting with other groups in Crystal Lakes to encourage as many groups in Crystal Lakes as possible be involved with this project as a coalition. Don will

be working on a grant application that offers property owners in Crystal Lakes the opportunity to receive financial assistance. The Board was in agreement with this effort and will continue to review this project to reach a decision.

**Set or confirm next Board meeting date:** May 17, 2012 at 7pm.

**Adjournment:** Don moved to adjourn the meeting at 8:36 pm. Dan seconded the motion which passed unanimously.

Submitted by  
Jeanette Williams  
Recording Secretary

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

# Crystal Lakes Volunteer Fire Department

237 Blackfoot Rd, Red Feather Lakes, CO 80545  
(970) 881-3521

April 18, 2012  
Fire Department Report

## 1. Department Activity since last board meeting

- 1 business meeting
- 2 department trainings
- 1 medical call
- 1 carbon monoxide alarm

2. Report on FEMA Grant – We've asked for and received another extension on the grant, as FEMA has only now informed us there's some difficulty with the closing out of our 2008 grant which is preventing us from requesting the final reimbursement for the 2011 grant. We have until September to get both grants completed and closed, which should be sufficient.

- Collins Communications has installed the radios and pump panel headset.
- The Association tower has been inspected and some repairs need to be made. Harold Alexander will handle those and our Larimer County volunteers will come out to install the antenna and repeater once repairs to the tower are made.

3. Fire Conditions – Due to unusually warm and dry conditions in March, the Road & Recreation Association imposed a fire ban at the recommendation of the fire chief. This ban is in place until the next Road & Recreation Board meeting on April 21st. In addition, Larimer County imposed fire restrictions, which began April 11st and are set to continue until May 15th, unless lifted earlier.

Recent snowfall has been disappointingly lower than forecast. Conditions are still extremely dry, with 1000-hour fuel moistures still under 10% (they increased slightly after the last small snowfall, but dropped back down within a few days).

## 4. Mutual Aid Agreements

-- To date, our mutual aid agreement with RFLVFD has been via a verbal understanding. In the interests of clarity (each department knowing what the other needs under mutual aid conditions), the officers of the two departments have composed a written agreement laying out the conditions and responsibilities for mutual aid response. The RFLVFD chief and fire board have reviewed and signed this agreement, which is now being presented for approval to the CLVFD fire board.

-- If the Red Feather Lakes VFD mutual aid agreement is acceptable, I would like permission to offer a similar agreement to Poudre Canyon and Livermore VFDs. These agreements would not lay out any auto-aid specifications, but merely state that we are mutually willing to respond if requested and if such response would cause no hardship in our own district. Such mutual aid agreements are only a formality. The lack of a written agreement does not mean we could not call on, or be called upon by, any local department in need.

5. Cadets – A young man working at the restaurant this summer has expressed interest in joining the department. He's under the minimum age of 18 laid out in the Rules & Regulations for membership in the department, and the officers are exploring possibilities. If we decided to create a "cadet" system, like Red Feather Lakes VFD had for several years, we would need to verify that we are following smart and legal guidelines for his safety. His membership, if we offered one, would be limited to training and helping out around the station – response to calls is not a possibility. We will be discussion our options at the next Officers' meeting and Business meetings, if the members of the Board are okay with us proceeding.

Respectfully submitted,

Marian Kelly  
Fire Chief  
Crystal Lakes Volunteer Fire Department



# Crystal Lakes Fire Protection District

(970)881-3521

## Board of Directors

Minutes for May 17, 2012  
Wapiti Center– 7:00 P.M.

**Meeting was called to order at 7:03 pm**

**Swear in New Board Members:** Fire Chief Marian Kelly swore in Don Hass, Jan Sawyer and Ray Williams as the newly elected Crystal Lake Fire Protection District Board Members.

**Election of Officers:** These Board Officers will serve for two years. Don moved to elect Ray Williams as president. Jan seconded the motion which passed unanimously. Ray moved to elect Dan Defibaugh as vice-president. Don seconded the motion which passed unanimously. Shirla moved to elect Don Hass as secretary. Dan seconded the motion which passed unanimously. Don moved to elect Shirla as treasurer. Jan seconded the motion which passed unanimously.

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

**District Members in attendance:** Duane Sawyer, Mark Weeks, Doug Race, Ardie and Ron Yowell

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

**Approval of Minutes of Previous Meeting(s):** Dan moved to accept the April 19, 2012 Board minutes as corrected. Shirla seconded the motion which passed unanimously

**President's Report:** Ray thanked Ardie Yowell for all her work as the Designated Election Official for the Special District elections in 2012.

**Secretary's Report:** Don reported that the CLFPD Directors' Contact List and Transparency Notice have been filed with the Department of Local Government. The new Board members were effective May 8, 2012. There were no additional candidates for Board positions, so the election was cancelled. The CLVPD Board member information was also updated with the Special District Association.

**Treasurer's Report:** Shirla passed out copies of monthly reports which include the District's income and expenses to date. She also provided a copy of the checks issued. Shirla reported that all expenses are paid to date, except a Collins Communications invoice. The CLVFD is waiting to have some radio repair work done. She explained that revenue is always a month in the rears. Currently two signatures are required for all checks over \$ 1000. She requested the over amount be increased. Dan moved to increase

the amount on checks requiring two signatures to \$ 5000. Don seconded the motion, which passed unanimously. Dan moved to approve the Treasurer's Report. Don seconded the motion which passed unanimously.

**Fire Department Report:** Fire Chief Marian Kelly provided a written Fire Department Report for May 17, 2012. She had an update on the FEMA grant, which includes the completion of preparation of the radio tower and the installation of the repeater. She requested volunteers to help with guy wires on the tower. She reported that Larimer County has updated its fire condition report and has extended fire restrictions from May 15 to June 15. She will continue to review conditions and work with the Crystal Lakes Road and Recreation Association to determine if and when it is necessary to initiate a fire ban. She reported on the Hewlett Gulch fire. She is working to establish a CLVFD Cadet program and has information from Jerry Ward the District's insurance representative. Marian shared documentation from the Four Mile fire about how fast it spread.

**Firewise:** Doug Race reported that he has been working with Patti Watkins and the Greenbelt Management Committee group to have community information seminars for fire mitigation and chain saw operation. This will be Sunday May 27 in the Crystal Lakes Water and Sewer Association building at 10am and 1pm.

**SIC Report:** Doug reported on the chain saw operation training. The next SIC meeting will be June 21 and hopefully Jerry Ward and Don Sandoval from Larimer County will be able to attend. The group continues to work on service improvement and Fire Station options.

**Grants:** Doug Race reported that the training from the FEMA Grant has been completed and he provided a written report to the District. The training was very successful and attended by 20 agencies in northern Colorado with 90 participants. There were 5 agencies from the Crystal Lakes area. There were notices of the training provided through VFIS, CSFS, and email. The Board congratulated Doug on the successful training program.

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

**As the Board Desires:** Ray expressed his appreciation and recognized Sherry Alexander for all her efforts on the CLFPD Board. He indicated he gave her the option to attend this meeting or not.

Ray asked if the CLVFD could help with the Hewlett Fire. Marian indicated CLVFD is actually outside the area of agencies requested to respond. She will check with the agencies we have a mutual aid agreement with about the possibility of jointly providing personnel or equipment if requested.

**Comments by Attending Public – None.**

**Set or confirm next Board meeting date:** June 21, 2012 at 7pm.

Pension Board to Follow.

**Adjournment:** Don moved to adjourn the meeting at 7:48 pm. Jan seconded the motion which passed unanimously.

Submitted by  
Jeanette Williams  
Recording Secretary

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

# Crystal Lakes Volunteer Fire Department

237 Blackfoot Rd, Red Feather Lakes, CO 80545  
(970) 881-3521

May 17, 2012  
Fire Department Report

## 1. Department Activity since last board meeting

- 1 business meeting
- 5 department trainings (includes EMS Training w/Red Feather Lakes VFD & First Aid Training)
- 2 medical calls
- 1 smoke/fire report
- 1 mutual aid call (Red Feather chimney fire)

## 2. Report on FEMA Grant

- The Association tower has been repaired by Harold Alexander and other department volunteers, and our Larimer County volunteers were informed it is ready. We are now waiting for them to install the antenna and repeater.

## 3. Fire Conditions

- The Larimer County fire restrictions, which were originally set from April 11st to May 15th, were extended to June 15th, unless lifted earlier due to a change in conditions. Larimer County restrictions are set by the County Commissioners at the recommendation of the Sheriff and are reviewed at their weekly meetings.

- Recent rainfall has helped somewhat, but conditions are still dry. The recent rain has raised 1000-hour fuel moistures above 10% , but I'm afraid they're not likely to stay there unless we continue to get moisture.

- Hewlett Fire update - As of this morning, the fire is reported to be more than 5,000 acres, growing mostly north and east. It is beginning to approach the southeast corner of the Glacier View subdivision and evacuations have been ordered in the Bonner Peak area. There are nearly 400 firefighters working the fire, along with a number of air tankers and helicopters.

## 4. Personnel

- We have four new department members. Beth McCombs has joined the department as a firefighter. Robert Lusk, who assisted the department last summer, has returned and rejoined the department. Two friends of Roberts, Evan Winsberg and Matt Vlizio, are also joining the department for the summer, all as firefighters. Their energy and enthusiasm is most welcome.

## 5. Cadets

- After discussing the matter, we have made the following determination:

- Cadets between the ages of 15 and 18 will be welcome in the department with the express written permission of their parents
- Cadets will not respond to calls or drive apparatus.
- Cadets may attend trainings, where they will be assigned a mentor for the duration of that training to supervise their activities.
- Cadets may assist at the station as directed by a member of the department.
- Cadets may respond to the station during emergencies to assist there as feasible and listen in on the call.
- Before a cadet is accepted on the department, an officer will meet with the cadet and his/her parents to establish expectations and limitations of service, get parental direction on what duties they are comfortable having the cadet undertake, and to generally make sure everyone is on the same page. Parents will be asked to sign a liability waiver at this time.

- Two young people working at the restaurant have expressed an interest in joining the department as cadets this summer.

– Jerry Ward with VFIS says that as long as the program is established in a written form with clear laid out responsibilities and limitations, and approved by the board, the program can be added to the “also insured” part of our policy at no additional charge. The only increase to our premium would come if we also added the cadets to our accident and sickness coverage, and even then the number of people covered would be small enough that the cost increase would also be small.

– The cadet program has to be included in the department Rules & Regulations and approved by the board before insurance coverages will take effect. The department will undertake this update. In the meantime, with the board’s permission, we will create all necessary documentation and forms, meet with the prospective cadets and their parents, and set the cadets’ involvement in motion. Should the cadets be ready to go before the final approval of the program materials is approved by the department and board, I would like permission to allow the cadets to attend and observe department meetings and trainings, with no active participation, so as to get them involved before too much of the summer has passed.

Respectfully submitted,

Marian Kelly  
Fire Chief  
Crystal Lakes Volunteer Fire Department

# Crystal Lakes Fire Protection District

(970)881-3521

## Board of Directors

Minutes for September 20, 2012  
Wapiti Center– 7:00 P.M.

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

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

**Excused:** Dan Defibaugh and Shirla Race

**District Members in attendance:** Duane Sawyer, Doug Race, Jane and Jim Tiffin, Ardie and Ron Yowell, and Lorraine Fratelli.

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

**Approval of Minutes of Previous Meeting(s):** Jan moved to accept the August 16, 2012 Board minutes as written. Don seconded the motion which passed unanimously.

**President's Report:** Ray reported that a representative from Senator Mark Udall's office contacted him about attending a meeting in the future. The Senator's office is attempting to attend the board meeting of the responding emergency and fire agencies to express the Senator's appreciation of all their efforts in the High Park Fire.

**Secretary's Report:** No report

**Treasurer's Report:** Doug passed out copies of monthly breakdown provided by Shirla. The report shows the District's income and expenses to date. She also provided a copy of the checks issued. Shirla provided a proposed 2013 budget. Board members were asked to submit any changes and to be prepared to finalize the 2013 budget at the October 19, 2012 Board meeting. Don moved to approve the Treasurer's Report as submitted. Jan seconded the motion which passed unanimously. The Board expressed sincere appreciation to Shirla for all her work as Treasurer.

**Fire Department Report:** Fire Chief Marian Kelly provided a written Fire Department Report for September 20, 2012, copy attached. Marian provided copies of the Ordinance for the Regulation of Open Burning in Unincorporated Larimer County, Colorado which had been updated. The Board agreed with her recommendation to continue with the District revised slash burn regulations for this winter.

**Firewise:** No report.

**Grants:** No report.

**SIC Report:** No report.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**As the Board Desires:** No new business.

**Comments by Attending Public** – Doug reported that the Greenbelt Management Committee had received notification of two grant awards, the Stevens Grant for the Shaded Fuel Break and the AUI/WUI 50/50 grant. Additional information will be forthcoming.

**Set or confirm next Board meeting date:** October 18, 2012 at 7pm.

**Adjournment:** Don moved to adjourn the meeting at 7:50 pm. Jan 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 18, 2012  
Wapiti Center– 7:00 P.M.

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

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

**Excused:** Jan Sawyer

**District Members in attendance:** Doug Race, Joe Jackson, Gary Weixelman, Don and Patty Watkins

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

**Approval of Minutes of Previous Meeting(s):** Ray moved to accept the September 20, 2012 Board minutes as corrected. Don seconded the motion which passed unanimously. Shirla and Dan abstained.

**President's Report:** Ray reported that a representative from Senator Mark Udall's office contacted him to advise they will be unable to attend this meeting and will be at the November 15, 2012 meeting unless notified otherwise.

**Secretary's Report:** No report

**Treasurer's Report:** Shirla passed out copies of monthly breakdown which indicates District's income and expenses to date. She also provided a copy of the checks issued. Shirla presented the proposed 2013 budget. Don moved to approve the Treasurer's Report as submitted. Dan seconded the motion which passed unanimously.

**Fire Department Report:** Fire Chief Marian Kelly provided a written Fire Department Report for October 18, 2012, copy attached. The Board agreed to have Marian work with both the Crystal Lakes Road & Recreation (CLR&RA) and Crystal Lakes Water & Sewer (CLW&SA) Associations to put gravel in front of the fire station.

**CWPP:** No report.

**Grants:** No report.

**SIC Report:** Doug Race reported there will be a SIC meeting Friday October 19, 2013 at 5pm. Jerry Ward will be the committee's guest.



## UNFINISHED BUSINESS

None

## NEW BUSINESS

**Shaded Fuel Break** -Don Watkins presented an overview of the efforts of the CWPP and Greenbelt Management Committee to obtain grants and contracts for fuel reduction options in Crystal Lakes. Bruce Benninghoff, a consulting forester, recommended this shaded fuel break for Crystal Lakes. Diana Selby with the CSFS notified these groups of an \$180,000 Stevens grant award with a 10% or \$18,000 match requirement. There is a second WUI/USFS grant award that will be awarded soon. This grant has a 50% match requirement and is about 16 acres and \$ 10,000 for Crystal Lakes' property owners.

The CSFS will administer the Stevens grant which includes hiring the contractors and supervising the work. The grant includes 113 acres of reducing fuels to construct the shaded fuel break. This is not clear cut work or a total removal of trees. This fuel break will be on the southwest section of Crystal Lakes; bordering Pearl Creek. The CWPP and GMS are encouraging property owners, the CLFPD, the CLR&RA, the CLW&SA and the Pearl Creek Homeowners' Association to contribute toward the match. The amount requested of each entity is \$ 4,500.

The Board agreed to consider this request and Ray will contact the District's attorney for a legal opinion.

**As the Board Desires:** No new business.

**Comments by Attending Public:**

**Set or confirm next Board meeting date:** November 15, 2012 at 7pm.

**Adjournment:** Dan moved to adjourn the meeting at 8:10 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 November 15, 2012  
Wapiti Center– 7:00 P.M.**

**Meeting was called to order at 7:02 pm**

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

**Excused:** Don Hass and Marian Kelly

**District Members in attendance:** Doug Race, Ken Culler, Don and Patty Watkins

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

**Approval of Minutes of Previous Meeting(s):** Dan moved to accept the October 18, 2012 Board minutes. Shirla seconded the motion which passed unanimously. Jan abstained, because he was excused from the October meeting.

**President's Report:** Ray introduced Pamela Shaddock, a Regional Director from Senator Mark Udall's office in Greeley. She gave a report on the efforts and services offered by her office. She, also, presented a letter of appreciation from Mark Udall to Ray on behalf of the Crystal lakes Volunteer Fire Department and the Crystal Lakes Fire Protection District Board and a copy of the US Senate Resolution of July 16, 2012 honoring all fire departments, first responders, military and emergency personnel in the United States for their heroic efforts fighting forest fires. He husband James accompanied her.

Ray asked Don Watkins to provide an update on the SWPP and the Stevens Grant efforts. At the community meeting in October, there were about 80 property owners and interested parties attending. He reported that attendees from Pearl Creek were interested in participating and contributing. He reported that the Crystal Lakes Road and Recreation Association and the Crystal Lakes Water and Sewer Association are also interested in providing \$ 4,500 each to the Steven Grant matching funds. The Pearl Creek Home Owner Association was not able to commit to matching funds. The CWPP and Greenbelt Management Committee will be working with the property owners and other Pearl Creek HOA board members to obtain some matching funds and/or donations. The Colorado State Forrest Service will be administering all funds for the Steven Grant and will be getting bids early in 2013. The Board expressed appreciation for all of Don Watkins efforts.

Ray asked for discussion on the CLFPD matching funds. Ray requested a letter from Dick Lyons, the CLFPD attorney, which was provided to all Board Members. Shirla

indicated that both the CLFPD attorney, Dick Lyons and a legal representative from the SDA indicated there were no legal issues regarding the District making this kind of contribution. The CWPP will need to provide a letter indicating the benefit to the entire community. Because this is not a legal issue, as it is a community benefit, it would not be an issue for the CLFPD 2013 budget. Shirla moved to fund the community Shaded Fuel Break project with the Stevens Grant at a District level of \$ 4,500. Dan seconded the motion which passed unanimously.

**Secretary's Report:** Jeanette Williams, Recording Secretary, asked Ray to sign the annual CLFPD Map Letter for 2013 to be sent to the Department of Local Government.

**Treasurer's Report:** Shirla passed out copies of the monthly breakdown which indicates District's income and expenses to date. She also provided a copy of the checks issued. After discussion and questions, Shirla reported that she provides an end of year report in January. Dan moved to approve the Treasurer's Report as submitted. Jan seconded the motion which passed unanimously. Shirla reported on the public notice of the CLFPD 2013 proposed budget. She requested a motion to approve the proposed 2013 CLFPD budget which includes a grant expense item for the \$ 4,500 Steven Grant matching funds. Jan moved to approve the 2013 CLFPD Budget as presented. Dan seconded the motion which passed unanimously. Shirla requested discussion of and a motion to be made to transfer \$ 15,000 of surplus funds from the 2013 budget to the Colorado Trust capital improvement fund. Jan moved to approve the transfer of \$ 15,000 from the First National Bank checking account to the Colorado Trust account. Dan seconded the motion which passed unanimously.

**Fire Department Report:** Shirla Race, Assistant Fire Chief, provided a verbal Fire Department Report for November 15, 2012. There were no incidents; three training sessions, one with Red Feather for first responders; and one business meeting. At the CLVFD Business Meeting, the election was held for department Officers in 2013. CLVFD members agreed to conduct a burn permit inspection for a property owner. CLVFD members discussed and were in favor of the CLFPD grant expense of \$ 4,500 for the Stevens Grant matching funds.

**CWPP/Firewise:** No report.

**Grants:** No report. Kate Kelly is looking into information about Colorado state grants and FEMA grants.

**SIC Report:** Doug Race reported there was a meeting this afternoon, Thursday November 15, 2013 at 5pm. This was a follow up of the meeting with Jerry Ward. The committee discussed the possibility of eight action items to move projects forward. The next meeting will be in February.

### **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

**As the Board Desires:** Shirla introduced Ken Culler; he is interested in being a firefighter.

**Comments by Attending Public:** Doug Race, CLVF Training Officer, reported on the success of the Air Link Training attended by the Crystal Lakes' and Red Feather Lakes' department personnel. It was well received and the Air Links' personnel did an outstanding job. They would like to conduct a summer training also. On December 3, 2012, Doug will meet with the Poudre Fire Department to schedule live fire training for other departments in 2013.

**Set or confirm next Board meeting date:** Shirla moved to cancel the December 20, 2012 Board meeting. Dan seconded the motion which passed unanimously. The next Board meeting will be January 17, 2013 at 7 pm.

**Adjournment:** Shirla moved to adjourn the meeting at 8:16 pm. Dan seconded the motion which passed unanimously.

Submitted by  
Jeanette Williams  
Recording Secretary

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