



Crystal Lakes Fire Protection District

237 Blackfoot Rd Red Feather Lakes, CO 80545

clvfd.org

Board of Directors

Special Meeting
March 6, 2024
Crystal Lakes Fire Station
5:00 pm

MINUTES

Purpose: This Special Meeting is scheduled for the purpose of information, discussion, and decision of a District Bookkeeper and discussion of Bylaws Section 7.

I **Call to Order:** The meeting was called to order by Chair Robin Lauric at 5:00 pm.

II **Directors Present:** Robin Lauric (Chair/President), Anne Dirmeyer (Treasurer), Susan Vance (Secretary), Todd Cook (Director) via Zoom, Tamla Blunt (Director), and Chief Evan Rau (ex-officio) via Zoom
Directors Absent: None

III **Quorum:** Yes

IV **District Members Present:** Assistant Chief Doug Race via Zoom

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

VI **Order of Business:**

a. District Bookkeeper:

The Board discussed the advantages and disadvantages of several specific accounting firms and local bookkeepers.

Tamla shared information from Community Resource Service of Colorado (CRS) via Sue Blair, CEO. They have worked with Special Districts and understand the unique characteristics that make up the District. They use Great Plains (Microsoft) software, have an established relationship with InBank, and would be flexible with the District's needs. Tamla shared a rate sheet that showed individual

charges by the hour. Although the Board was impressed with the work CRS could provide, the unknown financial commitment was a concern of the Boards as well as Chief Rau and Assistant Chief Race.

Robin shared information and a proposal from Pinnacle Consulting Group via Amanda Castle, VP of Client Operations. Pinnacle has worked with Special Districts, including several fire districts such as Estes Valley Fire. They would be flexible with the District's needs and, based upon a quick review of the District's financial statements, would offer a contract not to exceed \$8,500 with an additional amount not to exceed \$1,500 for on-boarding and startup costs. The Board felt confident that the services provided would fit the needs of the District and felt comfortable with having a financial commitment.

Tamla did not receive any additional information from Circuit Rider of Colorado to present to the Board.

Tamla shared that she spoke with David Dunn, our current consulting accountant. As an individual accountant, he is not able to assist with the scope of the District's needs.

Anne shared that she spoke with Caryn Hughes, Treasurer of Red Feather Lakes Fire Protection District (RFLFPD). RFLFPD uses Black Mountain Tax and Consulting. Josh Castle is the contact person and is in Fort Collins. His services for RFLFPD are limited. Caryn Hughes travels down the mountain often to conduct district business. Anne reached out directly to Black Mountain Tax and Consulting but had not heard back prior to the meeting. Anne also shared that she spoke with Tammy Marion of Elkhorn Excavating and Check Marks Bookkeeping in Red Feather Highlands.

A new line item will need to be added to the budget for a bookkeeper unless it is a contracted service for which it is already included. The budget would need to be amended for this service. The District's lawyer has assisted with a resolution to amend the budget when the decision is made.

Todd Cook made a motion to proceed with Pinnacle Consulting Group not to exceed \$8,500 annually and not to exceed \$1,500 for on-boarding. Tamla Blunt seconded the motion. Discussion: No further discussion.

Motion to proceed with Pinnacle Consulting Group not to exceed \$8,500 annually and not to exceed \$1,500 for on-boarding passed unanimously.

Action: Robin Lauric will reach out to Pinnacle to request a contract and to schedule an on-boarding meeting before Treasurer Dirmeyer resigns.

b. Bylaws Section 7:

The Board reviewed the draft of the amended Bylaws for Section 7. Although, Pension Board and Delegated Election Official remain a work-in-progress, it was agreed to send the draft to Special District Association CEO, Ann Terry, for feedback.

Todd will run Pension Board questions by Doug Race.

c. Crime Insurance:

Currently the District has \$10,000 in crime insurance. To increase the crime insurance to \$100,000.00 would be an additional \$18.00 annually.

Tamla Blunt made a motion to increase the coverage to \$100,000. Anne Dirmeyer seconded the motion. Discussion: No further discussion.

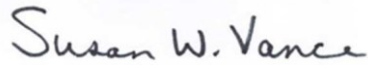
Motion to increase the coverage to \$100,000 passed unanimously.

VII Next Meeting:

The next Regular Meeting of CLFPD Board of Directors will be on March 21, 2024, at 6:00 pm at the District Fire Station, 237 Blackfoot Rd, Red Feather Lakes, CO 80545.

VIII Adjournment: The meeting was adjourned at 6:29 pm by Chair Robin Lauric.

Attested by:

Handwritten signature of Susan W. Vance in blue ink.

Date: 03-21-24