



Crystal Lakes Fire Protection District

237 Blackfoot Rd Red Feather Lakes, CO 80545
crystallakesfireco.gov

Board of Directors

Regular Meeting

April 16, 2026

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:** Chair Robin Lauric called the meeting to order at 6:00 pm.
- II **Board Members Present:** President/Chair Robin Lauric, Secretary Susan Vance, and Director Tamla Blunt. Treasurer Tom DeMint attended via Zoom.
Board Members Absent: None
- III **Quorum:** Yes
- IV **District Members Present:** Roger DeWitt
- V **Approval of Agenda:** No changes were brought forth; agenda stands approved.
- VI **Approval of Minutes:**
The Board approved wording changes to clarify the Treasurer's Report. The Regular Meeting Minutes for March 19, 2026, stand approved as amended.
- VII **Officer Reports:**
 - a. **President's Report:** President Robin Lauric mentioned that registration is open for the 2026 Special District Association (SDA) Regional Workshops. Topics for this year include minutes, open meetings, conflict of interest, public records, and a legislative review. SDA manuals may also be available at the workshop. Robin encouraged Board members to go to the SDA website to check dates, locations, and to register. There is a \$40 fee, refundable by the District.

Robin shared that House Bill 2766, *Special District Fairness and Accessibility Act*, passed the US House Committee. This legislation was written for special districts to be recognized by the federal government as local governments

and ensure eligibility to receive federal financial assistance and qualify for specific grant programs. The Bill is pending further action by the US House of Representatives.

Robin stated that community wildfire resiliency is one of the fastest growing and critical topics in the country. She shared that she attended the Colorado Wildfire Resiliency Code Board Peer Exchange via Zoom. Present were Colorado districts and departments, as well as other involved agencies. Their mission is to ensure safer and resilient communities to wildfire through the adoption of statewide codes and standards based upon best practices to hardening structures and creating defensible spaces in the WUI. The Cooperative Agreement the Board signed last month with Larimer County addresses much of the enforcement of this legislation. Wildfire Partners presented their work with the community in and around the Boulder area. It was mentioned that fire districts throughout Boulder County engage at varying levels and mainly act as key partners in community efforts.

President Lauric mentioned that many agencies have been utilizing GIS mapping, especially to identify the boundaries of the wildland urban interface/intermix (WUI). She shared that the map the District files with the state and posts on the website could use an update and inquired if any GIS mapping technology was available to the District for updating the boundary map.

Susan volunteered to investigate GIS maps for the District.

- b. Treasurer's Report:** Treasurer Tom DeMint presented the monthly budget and financials as prepared by CRS. Tom reported that the bill-paying process has become timelier with CRS. Tom also addressed a few ledger items that were high in the 'Percent of Budget' column.

VIII Chief's Report: Chief Clark provided his report to the Board. The full report has been uploaded as a supporting document.

Of Note: At the Board's request, the Memorandum of Understanding (MOU) between CLVFD and RFLVFD for Med 2 was sent to the District's Attorney, John Chmil. Chief Clark shared that John Chmil mentioned that he is also the legal advisor for RFLFPD and proposed he work jointly with the two departments concerning the MOU. The Chief and Board agreed that the MOU is of mutual interest and utilizing John in this capacity was agreed upon.

The Chief also reported on the progress of the HIZ program. Three new HIZ ambassadors are in the onboarding process. He stated that HIZ ambassadors are not using apparatus to travel to sites because the apparatus must remain available for calls and using them for site visits would add unnecessary wear and tear.

The Board commented that looking professional would be of importance when conducting HIZ assessments and suggested upfitting ambassadors' personal vehicles with District insignia, like magnetic District logos. The Board inquired if HIZ Ambassadors would receive compensation for wear and tear on their vehicles. It was suggested to have a separate budget line-item for all HIZ expenses.

IX Committee Reports:

- a. Finance Committee:** Tom said the committee will meet later this summer, prior to Board budget discussions.
- b. Website Committee:** The committee will update Board information to reflect the new Director and a few tweaks to the content and location of 'About the District' are in the works.
- c. Strategic Plan Committee:** Tom has been away and will start work on this when he returns. Robin requested the Strategic Plan include a plan for apparatus replacement, apparatus acquisition, and infrastructure improvements (Capital Improvement Plan). She stated that this would align the direction of the District with the Board's financial responsibilities and long-term strategic oversight, including building capital reserves.
- d. Records Management & Retention Committee:** The committee met twice to discuss and prepare the strategy for compliance with the State Archive Schedule. A meeting is scheduled for next week when the committee will start handling the documents. All meeting dates and times are tracked in a spreadsheet to document the meeting compensation. Please be aware that there will be banker boxes in the office throughout the process.

X Unfinished Business:

a. Chief Job Description & Review Process:

Robin presented the Board with the updated Fire Chief Job Description as suggested at the last Regular Board Meeting. Robin proposed a few additional changes including renaming the document as a position description vs a job description and reducing the redundancy of community input regarding the Strategic Plan. Robin felt the description remained lengthy and used AI to reduce the description. The Board agreed to use the

AI reduced version going forward. The Board was split on the inclusion of words and phrases associated with the Chief following directives, guidance, and suggestions of the Board. The Chief also expressed concerns with these words/phrases.

Action: The Board will use the AI version going forward and will provide input at the next meeting.

Tamla and Tom did not present "SMART" goals to the Board. Tamla questioned the Board's duty to evaluate the Chief's performance. The Board did not have agreement with the process for evaluation/review.

Tom DeMint moved to set the stipend for the Fire Chief for the year 2026 retroactive from January 2026 to \$1000 per month paid quarterly. Tamla Blunt seconded. No further discussion.

Motion to move to set the stipend for the Fire Chief for the year 2026 retroactive from January 2026 to \$1000 per month paid quarterly passed unanimously.

Tom DeMitt moved that the Board establish the Chief's stipend during the annual budget process. Tamla Blunt seconded. No further discussion.

Motion that the Board establish the Chief's stipend during the annual budget process passed unanimously.

b. Policy:

Due to time constraints, Chair Lauric moved to table the Fire Ban/Restriction Policy until the next meeting. Tamla Blunt seconded. No further discussion.

Motion to table the Fire Restriction Policy until the next meeting passed unanimously.

c. Domain/email change (.gov) Update

No update.

XI New Business:

a. Board Vacancy Process:

President Lauric announced that three highly qualified candidates had submitted letters of intent to fill the Board vacancy: Roger DeWitt, Cheryl Poage, and James (Jim) Jackson. Board members discussed the next steps in the process. Dates for the Meet and Greet interviews were agreed upon, and a Special Meeting was set on May 4th for the Board's final appointment decision. The Board also agreed on a set of interview questions to be asked of each candidate to ensure equitability. These questions would be provided to all candidates in advance. The plan is for the new Board Director to be fully seated prior to the next Regular Board Meeting on May 21st.

Action: Robin will coordinate interview dates with the candidates and notify the Board of each interview. Robin will provide each candidate with the set of questions and will post public notice of all interviews and meetings. Robin will work on updating a Board Notebook for the new Board member.

b. Larimer County Office of Emergency Management (LCOEM):

Robin asked the Board if there was interest in having Josh Roberts (LCOEM) speak at the next Regular Board Meeting regarding some of the county's wildfire resiliency efforts in the community and how the District/Department fits into this. The Board was very interested in this opportunity.

Action: Robin will arrange this with Josh.

The Board was asked if they would like to have a member serve on the county's Community Wildfire Defense Grant (CWDG) Advisory Committee (proposed by Josh Roberts LCOEM). Chief Clark currently serves on the committee, along with a few others from Crystal Lakes. There was agreement for Board participation, and all members indicated an interest. It was agreed that Robin would attend on behalf of the District Board.

XII As the Board Desires: None

XIII Public Comment: Roger DeWitt thanked the Board for the opportunity to attend.

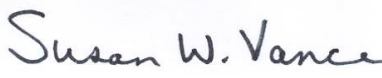
XIV Announcements: None

XV Next Meeting:

The next Regular Meeting of CLFPD Board of Directors will be held at 6:00 pm on May 21, 2026, at the District Fire Station, 237 Blackfoot Rd, Red Feather Lakes, CO 80545.

The next Pension Board Meeting of the CLFPD will be held immediately following CLFPD Regular Board Meeting on June 18, 2026.

XVI Adjournment: The meeting was adjourned by Chair Robin Lauric at 8:21 pm.

Attested by: 

Date: 05-21-26