Crystal Lakes Fire Protection District

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

Board of Directors

Regular Meeting
July 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, Director Tamla Blunt, and Director Jim Jackson on Zoom (left the meeting at 7:53 pm).
Board Members Absent: Treasurer Tom DeMint excused.

III **Quorum:** Yes

IV **District Members Present:** Chief Mike Clark and Firefighter/EMT Karen Smith.

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

VI **Approval of Minutes:**
No changes were brought forth to the Regular Meeting Minutes for June 18, 2026; Regular Meeting Minutes for June 18, 2026, stand approved.

No changes were brought forth to the Study Session Minutes for July 1, 2026; Study Session Minutes for July 1, 2026, stand approved.

VII **Special Guests:**

a. **Brad Maggetti**, Larimer County Office of Emergency Management Grant Coordinator, presented the Community Wildfire Defense Grant (CWDG) Crystal Lakes Curbside Slash Pilot Program. This US Forest Service funded pilot program is in partnership with the community's three boards (CLFPD, CLWSA, and CLRRA) and Larimer County to help District residents with removing slash from their properties and reduce wildfire-risk. The goal is for the pilot program to serve as a model for future community-led slash removal efforts.

Registration is limited to the first fifty (50) participants and begins July 20th. Registered property owners will receive instructions regarding acceptable woody material and preparation requirements for the chipping/hauling. Chipping and hauling will take place August 17th – 24th. It was requested by the Chief that slash piles not block right of ways.

Brad asked the CLFPD Board for their additional support of the program by sharing the information with District members and providing at least two Fire District affiliated volunteers to assist with approving the slash piles. The Board was in support of the program and agreed to both requests.

Action: Chief Clark will forward the flyer for distribution through the District's Constant Contact system.

Action: Robin will seek volunteers and forward their contact information to assist with the slash pile approval.

VIII Officer Reports:

a. **President's Report:** President Robin Lauric thanked the District volunteers who helped CL FIRES with the 4th of July events. She especially thanked CL FIRES for organizing all the successful events and for supporting the Department. She stated that the spirit of the extended "fire family" is essential to the success of the district, department and community.

   Robin shared that SDA of Colorado has finalized the Community Education Videos which highlight what Special Districts are. She shared the video, "What is a Fire District?" and proposed the video be posted on the District website on the About Us page. The Board agreed.

   https://sda.s40.preview.yoga/community-education

   Action: Robin will upload the video to the website.

b. **Treasurer's Report:** Treasurer Tom DeMint sent the financial statements to the Board and Chief Clark.

   Civic Plus, formerly Streamline, reached out to President Lauric regarding the renewal of the District website contract. Robin reported that the District's current yearly payment is $1740 for the Pro Plan and that will increase to $3000. If the District signs the contract promptly, Civic Plus will retain the yearly fee of $1740 through July 2027. Tamla Blunt moved to renew the contract with Civic Plus and authorize President Lauric to sign the contract. Susan Vance seconded. No further discussion.

   Motion *to renew the contract with Civic Plus and authorize President Lauric to sign the contract passed 4 – 0, with one member absent.*

c. **Secretary's Report:** None

IX **Chief's Report:** Chief Clark provided his report to the Board. The full report is available as an attachment. Chief Clark said that the drone saves much time and expense by not needing apparatus on some calls. The Fire Department is 100% operational. There were 32 HIZ inspections completed so far in 2026. Fourth of July festivities were a success. Mike thanked the Board for participating.

X **Committee Reports:**

a. **Finance Committee:** Nothing to report.
b. **Website Committee:** Nothing to report.
c. **Strategic Plan Committee:** Nothing to report.
d. **Records Management & Retention Committee:** The full committee has not worked on physical records due to the busy summer events.

Robin updated the Board on email preservation and retention requirements under the State Archives Schedule. She mentioned that electronic mail should be retained according to the retention schedule for the specific type of record it contains.

To streamline compliance, Robin recommended that District members who use email for District communications create archive folders organized by the specific record types identified in the full State Archives Schedule sent to the Board and Chief on August 4, 2025. All District and Department emails, whether sent from .org or .gov accounts, are subject to state preservation requirements. For example, emails related to Board minutes would be filed in an archive folder labeled "8 Minutes" once the email thread is complete.

She suggested that District members work on organizing their email records over the next six months. During that time, the District will develop an official policy and establish a storage method that allows the Custodian of Records to access retained email records.

XI **Unfinished Business:**

a. **Fire Chief Position Description & Review Process:** Jim presented a draft of Goals Framework and Review Process. The Board discussed this process and will continue discussion at the next meeting.
b. **Policy - Fire Ban/Restriction Policy:** Tabled
c. **Email move to .gov:** Board members acknowledged that they were all set up with the .gov email addresses.

Action: Tamla will provide a list of all the District's new .gov addresses

Action: Robin will update the Board roster, District website, SDA, and DOLA/DLG with the new .gov contacts

Action: Tom will update all financial institutions with the new .gov contacts

d. **Socorro Fire Update:** Chief Clark reported that he replied to Mr. Sands' email. He mentioned that the Fire Department Incident Report is complete and legal counsel will review it.

XII New Business:

a. **Department Recognition/First Responders' Day:**

Robin presented possible dates for the "Nacho Average Fire Department" recognition event (August 21, 23, 26, 27, and 28). Board members agreed with the dates and agreed to reach out to Department volunteers to narrow down the best date. Tamla suggested using a Doodle Poll and volunteered to work with Heidi on this.

Due to the short timeline, Robin volunteered to coordinate the event once the date is confirmed. The Board previously agreed to use Qdoba for catering and Basecamp as the venue.

Robin asked if the Board wanted to assemble "First Responder Survival Kits" this year in recognition of Crystal Lakes Volunteer First Responders' Day on August 18, (Resolution 2024-06). The Board agreed to move forward with the survival kits. Robin requested that Mike provide the Board with a current roster of Fire Department members.

Action: Tamla will work with Heidi to gather feedback on the proposed event dates.

Action: Robin will arrange for the use of Basecamp, contact Qdoba and inform Board members where and when their help is needed for both the "Nacho Average Fire Department" event and the "First Responder Survival Kits."

Action: Mike will provide the Board with a current roster of Fire Department members.

b. **September Regular Board Meeting Date Conflict:**

The September Regular Board Meeting conflicts with the SDA Conference. The Board discussed rescheduling the meeting to Sunday, September 20, at 9:00 am, with a Budget Study Session immediately following. Susan Vance moved to change the September Regular Board Meeting to September 20, beginning at 9:00 am, followed by a Budget Study Session. Tamla Blunt seconded the motion. There was no further discussion.

Motion *to change the September Regular Board Meeting to September 20, beginning at 9:00 am, followed by a Budget Study Session, passed 3–0, with two members absent.*

XIII **As the Board Desires:** None

XIV **Public Comment:** None

XV **Announcements:** Chief Clark shared with the Board the Larimer County Hazard Mitigation Plan, which is a multi-jurisdictional strategy to reduce long-term risks from natural and human-caused hazards, enhancing community resilience and preparedness, with his suggested revisions. Mike said that some of the information is incorrect and he has edited those parts in the plan. Mike will circulate his current draft to the Board before he sends the corrected version to the County. Because Crystal Lakes input is due on or before July 27th, Mike will send his revision to the Board for feedback before that due date. After Board discussion, Robin Lauric moved to authorize Chief Clark to sign and submit the Larimer County Hazard Mitigation Plan document as edited and revised by Chief Clark with the Board's feedback. Susan Vance seconded the motion. No further discussion.

***Motion** to authorize Chief Clark to sign and submit the Larimer County Hazard Mitigation Plan document as edited and revised by Chief Clark with the Board's feedback passed 3-0, with two members absent.*

Action: Mike will provide his edited and revised document to the Board prior to submitting it to Larimer County.

XVI **Next Meeting:**
The next Regular Meeting of CLFPD Board of Directors will be held at 6:00 pm on August 20, 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 December 17, 2026.

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

Attested By: Susan W. Vance August 20, 2026