



Crystal Lakes Fire Protection District

237 Blackfoot Rd Red Feather Lakes, CO 80545
clvfd.org



Board of Directors

Regular Meeting
April 18, 2024
Crystal Lakes Fire Station
6:00 pm – 8:00 pm

Minutes

Purpose: The District's business is conducted in public meetings 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:** Robin Lauric (Chair/President), Susan Vance (Secretary), Todd Cook (Director), Tamla Blunt (Director), and Fire Chief Evan Rau (ex-officio)

Board Members Absent: None

III **Quorum:** Yes

IV **District Members Present:** Alex Alexander and Assistant Chief Mike Clark

V **Approval of Agenda:** Changes were brought forth to add Strategic Plan under Committee Reports and to add Bylaws, Section 7 to Unfinished Business. Susan Vance moved to approve the amended agenda as noted. Tamla Blunt seconded. Discussion: None.

Motion to approve the amended agenda as noted passed unanimously.

VI **Consent Agenda:** Susan Vance moved to approve the Consent Agenda. Todd Cook seconded.

The following were approved under the consent agenda

Regular Meeting March 21, 2024

Special Meeting March 25, 2024

Special Meeting April 14, 2024

Motion to approve the Consent Agenda passed unanimously.

VII **Officer Reports:**

a. President's Report: Robin Lauric thanked the Board for their work with transitioning to Pinnacle, working on bylaws and policies, and filling the Board vacancy. She reminded the Board to register for The SDA Regional Conference on June 14th in Eaton, CO as there is always a wealth of information presented. She mentioned that the \$40 registration fee is reimbursable. She also noted that The SDA Annual Conference will be the second week of September and there is a new SDA workshop specifically for DEOs on May 22nd. After speaking with Ann Terry about quorums and emails, Robin shared that it is recommended that Board group emails should always be sent as "bcc," and that Board Members should never respond "reply all." Board group emails are permitted for disseminating information and for logistics, such as calling meetings and setting dates and times. She also mentioned that e-votes are not permitted.

b. Treasurer's Report:

The Monthly Budget was prepared by Pinnacle. The budget was not presented 'as complete' due to information still transitioning. President Lauric and temp Treasurer, Shirla Race, are working to complete the transition. Pinnacle will attend our May Regular Board Meeting. There was some discussion about how receipts/invoices from the department might be coded to ensure that they are properly categorized, especially on specific firefighting equipment and vehicle maintenance/repairs. This will be addressed after the Treasurer's vacancy position is filled. The Board agreed for Pinnacle to have direct email access to vendors. The Board discussed amending the budget as presented last month by Treasurer Dirmeyer. It was mentioned that Proposition HH was the reason the 2024 budget needed to be amended.

Tamla Blunt moved to have Pinnacle complete the 2024 amended budget with a cap not exceeding \$200 for the service. Todd Cook seconded. Discussion: If needed, Anne Dirmeyer will be available to assist with guiding the Board and Pinnacle to complete this task.

***Motion** to have Pinnacle complete the 2024 amended budget with a cap not exceeding \$200 for the service passed unanimously.*

c. Secretary's Report: Susan recently received the paperwork to sign-on as a temp administrator of the District's credit cards. She will postpone signing-on as a new Treasurer is imminent and would be the administrator.

VIII Chief's Report: Chief Rau provided his report to the Board. The full report can be found as an attachment. Of note, the evacuation training that is scheduled for August is specifically for a dam failure scenario. There was some discussion regarding the CWPP Responsibilities of the CLFPD. The Chief mentioned that the CWPP was a living document, and the implementation was to be accomplished

over a course of time with some flexibility. Robin urged the Board to read the CWPP document, especially the Responsibilities Table.

IX Committee Reports:

a. Mill Levy Committee:

The committee has not met in its entirety but plans to do so next week. A draft of the proposed ballot wording was forwarded by the Mill Levy Committee Chair, Doug Race, and shared with the Board. Tamla shared a timeline of specific state deadlines and some of the committee's plans and will forward this information to the rest of the Board and the Chief. The Board discussed the ballot wording and the timeline. Although the Board recognizes financial need in capital reserves, they are relying on the committee to provide additional evidence as to the financial needs of the Department before deciding on the requested rate of mill levy for the ballot. The Board will not ask the community for more than there is a need. The Board also requested that the committee use standard language regarding the mill levy ballot and all community related communication. It was also mentioned that the 5-Year Strategic Plan should be able to provide some talking points for the community and District.

Tamla Blunt moved to table the wording for the ballot until the Board has more information. Todd Cook seconded. Discussion: None.

***Motion** to table the wording for the ballot until the Board has more information passed unanimously.*

b. Strategic Plan: The Board requested the Strategic Plan Committee prioritize and extrapolate some of the goals/objectives/tasks into a shorter talking points document that could be shared with the community. The Board suggested the committee complete this using the categories of: Fire Suppression, Recruitment/Retention, Technology Improvements, Infrastructure & Apparatus, and Community Risk Reduction; in lieu, of Emergency Response, Training, Infrastructure, Personnel, and Community. Evan said they would work to create a shorter talking points document but wanted to keep the original wording. Robin was concerned about the word "Personnel" as related to the overall goal as it gives the sense that there is a problem on the CLVFD and takes away from the focus to recruit and retain. She was also very concerned with the goal to increase the fire department's community engagement through events as she sees the number of events the CLVFD participates in from Memorial Day to Labor Day as quite extensive. She said she'd much rather see a goal around Community Risk Reduction which could focus on getting more people to the classes already conducted by CLVFD and mitigation goals as identified in the CWPP. The Board agreed to see how a shorter talking points document would be written with the original pillar wording. Todd asked Evan how much time would be needed to create a shorter version and Evan mentioned that the Board could expect to see a shorter version in a week.

X Unfinished Business:

a. Bylaws/Policy

Active Department Volunteers Serving on the Board - Robin presented the feedback from legal counsel on simultaneously serving the Department and the Board. The Board agreed to the suggestions and added them to the Bylaw draft for future approval.

Open Records - Tamla presented a draft on an extended Open Records policy for the Board to review.

Emails/Text - Susan presented a draft policy and an information guide for the use of District email/text messaging. The Board discussed the information and would like more time to look over the information. The Board would like Evan to look over the information and provide feedback as the policy would give guidance to both the Board and Department.

Pension - Todd presented information on pension procedures and Pension Boards for volunteer departments. The Board agreed on some changes to the Pension Board policy. Todd will update his findings to include the roll of the Board Treasurer in working with the Pension Board. Todd suggested that some pension information should be posted on the website.

Bylaws Section 7 - The Board reviewed and agreed to a few suggestions under President and Committees. Section 7 of the Bylaws is ready to be reviewed by legal counsel.

b. Website Items

Open Records: The Board discussed the need for user-friendly language to be posted on the website in addition to the policy.

Election Notice Information: There wasn't any information presented, so the Board agreed to discuss this at the next meeting.

c. Vacancy Appointment

The Board had a Meet and Greet Interview this week with candidate Tom DeMint. Once all candidates have had the opportunity to submit their letters of intent and attend a Meet and Greet Interview, the Board will hold a Special Meeting to discuss the vacancy appointment. The Board plans to make the appointment decision by April 30th with May 16th being the first Regular Meeting for the newly appointed Board Member.

XI New Business: None

XII As the Board Desires: None

XIII Public Comment: None

XIV Announcements: None

XV Next Meeting:

The next Regular Meeting of CLFPD Board of Directors will be on May 16, 2024, at 6:00pm at the District Fire Station, 237 Blackfoot Rd Red Feather Lakes, CO 80545

XVI Adjournment: Upon completion of the agenda, the Chair adjourned the meeting at 8:07 PM.

Submitted by:

Date: 04-20-24