



Crystal Lakes Fire Protection District

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

Board of Directors

Regular Meeting

August 20, 2026

Crystal Lakes Fire Station

6:00 pm – 8:00 pm

Minutes

Purpose: The District's business was conducted in public meetings 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, Treasurer Tom DeMint, Director Tamla Blunt, Director Jim Jackson, and Secretary Susan Vance attended via Zoom.
Board Members Absent: None
- III **Quorum:** Yes
- IV **District Members Present:** Chief Mike Clark, and First Responders Karen Withey-Smith and Corey Ewing (First Responders Karen and Corey responded to a call at 6:30 pm)
- V **Approval of Agenda:** No changes were brought forth; agenda stands approved.
- VI **Approval of Minutes:**
Secretary Susan Vance requested two revisions to the July 16, 2026, Regular Meeting Minutes to accurately record the voting outcomes as "passed 3-0, with two members absent." The revisions applied to the motions concerning meeting-date conflicts and authorization for Chief Clark to sign the Larimer County Hazard Mitigation Plan. Tamla Blunt moved to approve the two revisions requested by Secretary Vance. Susan Vance seconded the motion. Discussion: No further discussion.

Motion to approve the two revisions requested by Secretary Vance passed unanimously.

Action: Susan will make the edits to the minutes before posting.

VII **Officer Reports:**

- a. President's Report:** As part of the Board's commitment to proactive, accountable governance, President Lauric reported that she is reviewing the District's policies, consistent with the Board's direction following completion of the Bylaws. This essential governance initiative will identify provisions that require revision, policies that may be obsolete, and areas where new policy guidance is warranted. The purpose is to maintain alignment with current Colorado statutes, modernize language, strengthen operational consistency, and incorporate best practices. Over the coming months, President Lauric will present proposed policies and revisions for the Board's consideration. Although the review was initially envisioned as a collaborative effort with the Chief, competing demands have limited his availability; nevertheless, input and assistance from the Chief and all Board members remain welcome and will be sought out throughout the process. Continued commitment to District policy safeguards District personnel, volunteers, Board members, and the taxpayers from fiduciary and legal exposure.

Policy review will remain a standing agenda item, and all policy decisions will be made by individual roll-call vote and recorded in the minutes.

- b. Treasurer's Report:** Treasurer Tom DeMint reviewed the financial statements prepared by CRS with the Board and Chief. He recommended transferring some funds from the General account at FNBO to the Capital Reserves account at COLO Trust. After consulting with CRS to determine the appropriate amount, Tom will present a resolution for Board consideration next month.

Action: Tom will prepare a Resolution for Board consideration next month.

President Lauric requested clarification regarding the District's second Operational Reserve account, which holds \$6,801 at FNBO. The Board reviewed the account's purpose, placement, and rate of return and considered consolidating the funds into the Operational Reserve account at COLO Trust to streamline financial management and secure a more favorable interest rate.

Tamla Blunt moved to authorize Treasurer DeMint to transfer the \$6,801 held in the FNBO Operational Reserve account to the Operational Reserve account at COLO Trust and close the FNBO account. Jim Jackson seconded.
Discussion: No further discussion.

Motion to authorize Treasurer DeMint to transfer the \$6,801 held in the FNBO Operational Reserve account to the Operational Reserve account at COLO Trust and close the FNBO account passed unanimously.

- c. Secretary's Report:** None

VIII Chief's Report: Chief Clark provided his report to the Board. The full report is available as an attachment. Of note: The Department currently has twenty-seven (27) members. Director Tamla Blunt joined the Fire Department as an Auxiliary member and is training to assist with HIZ assessments. President Lauric raised a question regarding whether Director Blunt's service under the Chief's leadership could present a potential conflict of interest. It was discussed to review the Simultaneous Service/Conflict-of-Interest Policy and that Director Blunt should look into filing a conflict-of-interest disclosure statement with the State. Chief Clark and Fire Fighter Ewing are working on a fitness program for the fire fighters plus training for Wildland fire fighting certification (red cards) for some of the Fire Department members. Patrolling for illegal fires has been a success. Most of the violators are in the Deadman Road camping areas (which would affect Crystal Lakes if there was a fire). Inside the Crystal Lakes Fire District, most of the contacts are with people using proper propane fires. The Department has applied for a grant to obtain wildland radios.

Action: The Board will review the Simultaneous Service/Conflict-of-Interest Policy.

Action: Tamla will look into filing a Conflict-of-Interest disclosure statement with the State.

IX Committee Reports:

a. Finance Committee: No report.

b. Website Committee: Robin reported that the SDA video was uploaded to the website. The District's website remains ADA compliant thanks to Civic Plus.

c. Strategic Plan Committee: Tom will connect with Jim to determine availability to work on the District's Strategic Plan.

d. Records Management & Retention Committee: Robin mentioned that a District policy and framework will be established to guide record-retention responsibilities after more progress has been made in archiving existing records. All District leaders are responsible for ensuring that records and documents are preserved, managed, and retained in accordance with the State Archive requirements.

Action: Robin will work with Tom to order a 4-drawer legal file cabinet.

X Unfinished Business:

a. Fire Chief Position Description & Review Process: President Lauric moved for the Board to respectfully direct the Chief to provide the Board with digital copies of the current Rules and Regulations of the Crystal Lakes Fire Department along with any internal policies and related personnel directives within the next seven (7) days. Susan Vance seconded the motion. Discussion: It was mentioned that the District Bylaws are a legal document that assigns the Board the responsibility for approving the Fire Department's Rules and Regulations and subsequent revisions should be presented through an amendment process. Timely access to the most current governing documents is necessary for informed, consistent, and accountable Board oversight. Robin said that the current Rules and Regulations are integral to the Board's progress on the Fire Chief's Review Process because they clarify how CLVFD members provide input, establish

the procedures governing the appointment of a new Chief, and outline the organizational structure. Having access to the Rules and Regulations would help the Board to move forward with the Chief's Position Description and Review Process. Providing the Board with complete and current documents promotes transparency and ensures that Board is properly informed. This transparency protects the Board, the Chief, Personnel, and the District Taxpayers. There was some objection to asking the Chief for the Rules and Regulations in an official manner. It was stated that the request had been made unofficially and in the minutes for months.

Motion for the Board to respectfully direct the Chief to provide the Board with digital copies of the current Rules and Regulations of the Crystal Lakes Fire Department along with any internal policies and related personnel directives within the next seven (7) days passed with 4 yes and 1no (Tamla Blunt).

Action: Mike will carry out the motion.

- b. Policy - Fire Ban/Restriction Policy:** Chief Clark will send the most current copy of this policy to Board members. If any Board member has feedback, please send it to Chief Clark before September 10th. Mike will review the feedback, make adjustments, and send it to legal counsel for review, and a subsequent resolution for consideration by the Board at the next Regular Board Meeting.

Action: Mike will follow through with the revision, feedback, and seeking legal counsel.

- a. Email Move to .gov Update:** Robin thanked Tamla for getting the .gov emails up and running. Robin shared a public service announcement (PSA) highlighting the reasons the Board moved to .gov emails and a .gov website. She suggested the PSA be sent to the community through the District's Constant Contact. The Board agreed. The Board discussed adding a .gov email address for the District's PIO. The additional cost would be \$200 and the address would be pio@crystallakesfireco.gov. The Board agreed. The Board also discussed having all members of the Department create a separate and uniform email address for all District/Department communications. This would be especially helpful if there was an inquiry resulting in disclosure. Fire Department members should be aware that email is subject to open records requests and should separate personal email from District/Department email.

Action: Tamla will add the pio@crystallakesfireco.gov email address for the PIO, Barb Batt.

Action: Mike will encourage members of the Fire Department to create a separate and uniform email address (clvfd.org) for all department business.

- b. **CWDG Slash Pick Up Pilot Program Update:** Five (5) volunteers representing the CLFPD put in three (3) hours each flagging slash piles for the CWDG chipping program, Contractors were in the process of chipping the slash and hauling the biomass out of the District. Glacier View will be piloting the same program next week.
- c. **Department Recognition Update: Survival Kits** were distributed to all department members earlier this week. The Nacho Average Fire Department event is ready for Sunday.
- d. **September Regular Board Meeting Date Conflict:** Susan Vance moved to change the date for the next Regular Board Meeting to September 20th at 9am followed by a Budget Study Session. Tom DeMint seconded. No further discussion.

Motion to change the date for the next Regular Board Meeting to September 20th at 9am followed by a Budget Study Session passed unanimously.

After additional discussion, a few scheduling conflicts became apparent. Robin Lauric moved to rescind the previous motion and change the September 17th Regular Board Meeting to Monday, October 5, 2026, at 11 am preceded by a Budget Study Session on October 5th at 9:00 am. Susan Vance seconded.

Motion to rescind the previous motion and change the September 17th Regular Board Meeting to Monday, October 5, 2026, at 11 am preceded by a Budget Study Session on October 5th at 9:00 am passed unanimously.

XI New Business:

- a. **Policy:** Robin presented two new policies for Board consideration.

Financial Security & Outbound Funds Verification Policy. This would establish preventative measures within the District to help prevent financial fraud, by setting some internal controls and help protect the District from loss due to cybercrime. Tom mentioned that the District has some insurance for cyber security.

The second policy Robin brought to the Board was an Operations and Capital Reserve Policy. Included in the packet presented was a rationale for the policy, and a Capital Reserve Apparatus Lifespan Projection. This policy establishes a framework and commitment by the Board to budget intentionally for both operational and capital reserves, while being mindful of long-term planning. Tom suggested adjusting the proposed minimum rate of \$40,000 - \$50,000 yearly to a set one mill. Tom calculated that (1) mill would be equivalent to \$45,000 and allows for flexibility in the event of property value fluctuations.

The Board agreed to move ahead with considering these two policies at the next regular Board Meeting. In the meantime, Robin will run them by legal counsel for input.

Action: Robin will forward the two policy proposals to legal counsel.

- b. Crystal Lakes Fire Protection District Bylaws, Section 12. ANNUAL ACKNOWLEDGEMENT AND REVIEW:** Board Members who were present signed the form acknowledging that they have reviewed the District Bylaws.

XII As the Board Desires:

Jim asked how property owners in Pearl Creek could receive information concerning the District. It was suggested they go to the CLFPD website and sign up for the Constant Contact emails.

XIII Public Comment: None

XIV Announcements: Tom shared that Warren Jones has completed his term as Fire Chief in Estes Park. Also, the Larimer County Commissioners will be talking about fire mitigation at their next meeting.

XV Next Meeting:

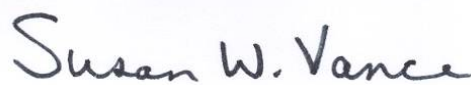
A Budget Study Session of the CLFPD Board will be held at 9:00 am on October 5, 2026, at the District Fire Station, 237 Blackfoot Rd, Red Feather Lakes, CO 80545.

The next Regular Meeting of the CLFPD Board of Directors will be held at 11:00 am on October 5, 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 the CLFPD Regular Board Meeting on December 17, 2026.

XVI Adjournment: The meeting was adjourned by Chair Robin Lauric at 8:42 pm.

Attested By:



Dated: 10-05-26