

Crystal Lakes Fire Protection District

(970) 881-3521

Board of Directors

Minutes for January 17, 2019
Wapiti Center– 7:00 P.M.

Call To Order: President Defibaugh called the meeting to order at 7:05 pm

In Attendance: Dan Defibaugh, Jan Sawyer, Shirla Race, Don Hass, Jim Kubichek,
Mark Rode

Absent: None

District Members in attendance: Anne and Steve Dirmeyer

Approval of Agenda: Jan Sawyer moved to approve the agenda as amended. Don Hass seconded. Motion passed unanimously.

Approval of Minutes of Previous Meeting: November 15, 2018

Don Hass made a motion to approve the minutes of November 15, 2018 as corrected. Jan Sawyer seconded the motion. The motion was passed unanimously.

President's Report: None

Secretary's Report: None

Treasurer's Report:

Treasurer Race presented the 2018 End-Of-Year report. Nothing remarkable was noted.

The January, 2019 report was made. Nothing remarkable was noted.

The 2019 budget documents have been sent to the State.

The previously noted auditor charge discrepancy has been resolved.

Jim Kubichek checked the monthly receipts.

Jan Sawyer made a motion to accept the treasurer's report. Don Hass seconded. Passed Unanimously.

Fire Department Report: Chief Rode presented the written monthly fire department report. Highlights included:

-7 incidents since last report

-Training schedules from Red Feather and Crystal Lakes have been combined and members from each department encouraged to attend the other's training.

-Current and recently submitted grants were noted. The government shutdown has delayed progress of the FEMA/AFG and Homeland Security grants.

-A list of department goals for 2019 was noted.

-A summary of 2018 calls, service, personnel and events was noted.

UNFINISHED BUSINESS

Update on Warning Siren Operational Transfer to CLVFD

The warning siren system is up and running and is located at the fire station. Bi-weekly testing is conducted by fire department personnel.

NEW BUSINESS

Discuss Treasurer position alternatives

Chief Rode introduces some alternatives to consider. One person from the department has expressed interest in learning. A two-person system is being explored with duties/responsibilities split between two people. Exploration of possible alternatives is ongoing.

SIC: The Service Improvement Committee was disbanded when the station remodeling project was completed. Doug Race expressed the desire to reactivate the SIC to explore the possible combining of the RF/CL fire departments and/or establishing a fire authority. A motion was made by Jim Kubichek to Authorize the reinstatement of the Service Improvement Committee (SIC) for the purpose of exploring cooperative arrangements between the Red Feather and Crystal Lakes Fire Protection Districts. Don Hass seconded the motion. It passed unanimously.

Resolution to Designate Meeting location and time

Resolution 2019-01 was adopted designating the official meeting time and location of the Board of Director Meetings for the Crystal Lakes Fire Protection District.

Appoint Designated Election Official:

A motion was made by Jan Sawyer and seconded by Jim Kubichek to appoint Doug Race the Designated Election Official (DEO) for 2019. The motion passed unanimously.

As the Board Desires:

Special District Election Cycle Changes:

The Colorado State Legislature has decreed that all Special Districts will hold elections on odd-years rather than even years. This will result in the following changes:

2020 elections for 2 positions will be for 3-year terms

2022 elections for 3 positions will be for 3-year terms

Following the 2020 and 2022 elections the terms for directors shall return to 4 years.

Gallagher Amendment:

It has been found that the Gallagher Amendment may be in conflict with the TABOR Amendment. Special Districts are allowed to increase mill levy and taxes. It was noted that the Crystal Lakes Fire Protection District is exempt from the Gallagher Amendment.

Comments by Attending Public: None

Set or confirm next Board meeting date and location: February 21, 2019 at Base Camp.

Adjournment: The meeting was adjourned at 8:19. The FPPA meeting was held immediately following the board meeting.

Submitted by
Jim Kubichek, Secretary

Approved by: _____ Jim Kubichek, Secretary

Crystal Lakes Fire Protection District

(970) 881-3521

Board of Directors

Minutes for February 21, 2019
Wapiti Center– 7:00 P.M.

Call To Order: The meeting was called to order by President Dan Defibaugh

In Attendance: Jan Sawyer, Shirla Race, Don Hass, Jim Kubichek, Mark Rode, Dan Defibaugh (via phone)

Absent: none

District Members in attendance: None

Approval of Agenda: Shirl Race moved to accept the agenda and the motion was seconded by Don Hass. Passed unanimously

Approval of Minutes of Previous Meeting: January 17, 2019

Shirla Race moved to accept the minutes of the January 17 meeting. The motion was seconded by Don Hass. Passed unanimously.

President's Report: President Defibaugh thanked everyone for their efforts on the Engine 2 sale.

Secretary's Report: None

Treasurer's Report: Treasurer Race presented the written monthly treasure's report. Nothing remarkable was noted. Engine 2's sale resulted in \$28,000, of which \$2,800 was paid for commission. The net proceeds from the sale was \$25,200. Currently there is \$47,000 in the capital reserve fund.

Fire Department Report: Chief Rode presented the monthly Department report.

There have been 2 incidents in 2019 ytd, both medical.

The department participated in a joint Ice Rescue training with Red Feather.

Brush 1 now has a foam system installed.

The department is still awaiting word on our four outstanding grant applications.

UNFINISHED BUSINESS

Service Improvement Committee (SIC): Red Feather has been approached about some form of cooperation. The Red Feather chief did not forward the request to their board. So far there appears to be more interest in combining departments than forming a fire authority by Red Feather at this time.

NEW BUSINESS

As the Board Desires:

President Dan Defibaugh reluctantly informed the board of directors that he will no longer be able to serve as he is no longer a property owner in the district and is ineligible to serve. The action will officially take place at the March board meeting.

Comments by Attending Public: None

Set or confirm next Board meeting date and location: March 21, 2019 in the Community Center

Adjournment: Don Hass made a motion to adjourn the meeting which was seconded by Jim Kubichek. The meeting was adjourned at 7:58 PM

Submitted by
Jim Kubichek, Secretary

Approved by: _____ Jim Kubichek, Secretary

Crystal Lakes Volunteer Fire Department

237 Blackfoot Rd, Red Feather Lakes, CO 80545
(970) 881-3521

February 21, 2019
Fire Department Report

1. Department Activity since the last board meeting (January 2019)

- business meetings – 2
- department trainings – 2, + 2 x EMS Trainings at Glacier View
- Incidents (2 since last report), 2 incidents YTD 2019
 - #1 – MEDICAL – possible stroke
 - #2 – MEDICAL – Slip on ice at Beaver Meadows, possible concussion

2. PERSONNEL:

- No significant changes from last meeting

3. TRAINING:

- No significant update.

4. GRANTS:

- FEMA grant applied for additional 7 sets of bunker gear. \$22,300 is grant amount, we contribute \$1,063. Response hopeful for end of April.

- Homeland Security grant – submitted, 2 dual band radios. Grant amount \$6500. Response date unknown.....Homeland will only pay up to 5K.....We will have to contribute \$1500.

- Division of Fire Prevention grant submitted. It is a 100% grant. Total grant request is for \$6736 for 38 pairs of new gloves (2 per firefighter), 38 particulate hoods (two per FF), and 7 new SCBA faceplates/masks for 7 new members. Possible we may have to contribute up to \$300. Expected response sometime late March.

- Volunteer Fire Assistance (VFA) grant – submitted, 6 new wildland fire shelters for new members and 2 dual band radios. Grant amount up to \$8800 (50/50 grant). Response expected late March.

- AFG grant will come up in the fall (Oct-Dec). Once it is announced we will have 30 days to submit. Current plan is to apply for a brush truck this year but have no other items in mind at this time. Each year a priority list is published and it may or may not be similar to this year's. Grants are usually for approx 90%.

Additionally, Jim is helping RFLVFD with a grant request for a wildland gear and gas detectors

5. OTHER:

- Eng 2 has been sold to fire dept from NC.....Sale price was \$28K.....Commission to Brindlee was \$ 2800.....Net proceeds to CLVFD is \$25,200.....

Next month add in status of SIC dept combine

6. NON-TRAINING HOURS OF SERVICE YTD: 167 hrs

Respectfully submitted,

Mark Rode
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970) 881-3521

Board of Directors

Minutes for March 21, 2019

Wapiti Center– 7:00 P.M.

Call To Order: The meeting was called to order by President Dan Defibaugh at 7:05 PM.

In Attendance: Dan Defibaugh, Jan Sawyer (via phone), Shirla Race, Don Hass, Jim Kubichek, Mark Rode

Absent: None

District Members in attendance: Duane and Lala Jacoby, Steve and Anne Dirmeyer, Doug Race

Approval of Agenda: Don moved to accept the agenda. Shirla seconded. The motion passed unanimously.

Approval of Minutes of Previous Meeting: February 21, 2019

Shirla Race moved to approve the minutes of February 21, 2019 and was seconded by Don Hass. The motion passed unanimously.

President's Report: Dan Defibaugh expressed regrets at having to resign his position on the board due to no longer owning property in the district. The board thanked Dan for all of his years of service and leadership to the district and noted that he will be greatly missed.

Secretary's Report: The secretary noted that he will not be present at the April board meeting.

Treasurer's Report:

Treasurer Race presented the monthly treasurer's report. Nothing notable was reported. Paperwork has been submitted for the audit exemption for 2019. The PVREA solar garden agreement with the district is working out well. The monthly receipts were checked by Don Hass. Jim Kubichek made a motion to accept the treasurer's report. The motion was seconded by Don Hass. The motion passed unanimously.

Fire Department Report:

Chief Rode presented the monthly department report. Highlights included noting that firefighter Evan Rau has completed his EMT training and certification.

The district has yet to receive word on any of the outstanding grant applications.

Firefighters from the district, along with RF successfully ignited and monitored the Slash Depot burn. Approximately 72 person hours were spent monitoring the burn. There have been 307 non-training hours of service year-to-date.

UNFINISHED BUSINESS**NEW BUSINESS**

Resignation: President Dan Defibaugh submitted his resignation from the Board of Directors. This became necessary because President Defibaugh is no longer a property owner in the district. The members of the Board thanked President Defibaugh for his 10 years of leadership and support for the District and Department. He will be greatly missed.

As the Board Desires: None

Comments by Attending Public: None

Set or confirm next Board meeting date and location: Thursday, April 18, 2019 at 7:00.

Adjournment: The Board of Directors meeting was adjourned at 7:40

The Pension Board meeting was held directly following the CLFPD Board Meeting.

Submitted by
Jim Kubichek, Secretary

Approved by: _____ Jim Kubichek, Secretary

Crystal Lakes Volunteer Fire Department

237 Blackfoot Rd, Red Feather Lakes, CO 80545
(970) 881-3521

March 21, 2019

Fire Department Report

1. **Department Activity since the last board meeting** (February 2019)

- business meetings – 2
- department trainings – 1, + 1 x EMS Trainings at Glacier View (1 training and 1 EMS cancelled due to snow)
- Incidents (2 since last report), 4 incidents YTD 2019
 - #3 – MEDICAL – possible stroke
 - #4 – MEDICAL – Smoke alarm activated, no fire

2. **PERSONNEL:**

- Jann Barron and Brad Chiodo voted from Probationary to Full Time Members with all requisite training completed.

3. **TRAINING:**

- 1 Combined SCBA obstacle course training with RFLVFD

4. **GRANTS:**

- **FEMA grant** applied for additional 7 sets of bunker gear. \$22,300 is grant amount, we contribute \$1,063. Response hopeful for end of April.
- **Homeland Security grant** – submitted, 2 dual band radios. Grant amount \$6500. Response date unknown.....Homeland will only pay up to 5K.....We will have to contribute \$1500.
- **Division of Fire Prevention grant** submitted. It is a 100% grant. Total grant request is for \$6736 for 38 pairs of new gloves (2 per firefighter), 38 particulate hoods (two per FF), and 7 new SCBA faceplates/masks for 7 new members. Possible we may have to contribute up to \$300. Expected response sometime late March.
- **Volunteer Fire Assistance (VFA) grant** – submitted, 6 new wildland fire shelters for new members and 2 dual band radios. Grant amount up to \$8800 (50/50 grant). Response expected late March.
- **AFG grant** will come up in the fall (Oct-Dec). Once it is announced we will have 30 days to submit. Current plan is to apply for a brush truck this year but have no other items in mind at this time. Each year a priority list is published and it may or may not be similar to this year's. Grants are usually for approx 90%.

5. **OTHER:**

- SIC Committee to research feasibility to combine CLVFD and RFLVFD – Meeting set with Chief of newly formed Front Range Fire District to discuss items related to combining depts, but cancelled due to snow storm. Will re-schedule.
- Successfully ignited and monitored Slash Depot Burn. Approx 72 Person hours spent monitoring Burn.

6. **NON-TRAINING HOURS OF SERVICE YTD:** 307 hrs

Respectfully submitted,

Mark Rode
Fire Chief
Crystal Lakes Volunteer Fire Department

**Crystal Lakes Fire Protection
District
Board Meeting Minutes
April 18, 2019**

- Call to order
The meeting was called to order by Board President, Jan Sawyer, at 7:00 pm.
- Attendance

The meeting was attended by President-appointee, Jan Sawyer; Vice-President-appointee, Don Hass; Treasurer, Shirla Race; Outgoing President, Dan Defibaugh (by phone); and Guest Secretary, Doug Race.

- District Members in Attendance

Steve and Anne Dirmeyer

- Approval of Agenda

A motion was made to approve the meeting agenda, as amended. (S. Race/Haas)
The motion was approved.

- Approval of Minutes of Previous Meeting (March, 2019)

A motion was made to approve the previous meeting's minutes, as submitted. (Haas/S. Race) The motion was approved.

- President's Report

Jan Sawyer will assume the CLFPD Board Presidency, effective the current meeting. Additionally, Representative-at-large, Don Haas, will assume the office of Vice President. Newly appointed member, Duane Jacoby, will assume the Representative-at-large position. The oath of office will be administered to all new officers at the next board meeting.

- Secretary's Report

No report

- Treasurer's Report

Treasurer, Shirla Race, submitted a written report that summarized District revenues and expenses to date. Board members discussed several items, including the Firehouse Subs grant figures accrued from 2018, current checks written, tax revenues, and District bond payment activity.

District audit exempt material has been submitted to the state. There is no word from the state on results yet.

After some protracted issues, the District has established a current signature list for the District checking account.

A motion was made to to approve the Treasurer's report. (Haas/Sawyer) The motion was approved.

- Fire Department Report

Chief, Mark Rode, submitted a written report that detailed the Department's activities within the last month. Items included announcing that firefighter, Evan Rau, is now a fully certified EMT, a review of the Department's March training programs, a review of grants the Department has received and/or is awaiting award notices on, and an explanation of additional summer services UCH will be providing to the mountain communities.

Chief Rode also noted that donated non-training hours of service by Department members is averaging more than 100 hrs/mo.

- Unfinished Business
- None

- New Business

A motion was made to appoint Doug Race as Secretary pro-temp for the current meeting. (S. Race/Haas) The motion was approved.

- As the Board Desires

No report

- Comments by Attending Public

Doug Race announced that a flag and flag pole have ordered for the Fire Station. Plans are to have the pole installed before Memorial Day.

Steve Dirmeyer announced that the Department has purchased a storage container, utilizing C.L.F.I.R.E.S. funds, and that it will be delivered in early May.

- Next Meeting Date

The next meeting of the Crystal Lakes Fire Protection Board will be held on Thursday, May 16, at 7:00 pm in one of the Base Camp meeting rooms..

- Adjournment

A motion was made to adjourn the meeting at 7:35 pm. (S. Race/Haas). The motion was approved.

Crystal Lakes Fire Protection District
Board of Directors
(970) 881-3521

Minutes for May 16, 2019
Wapiti Center– 7:00 P.M.

Call To Order: The meeting was called to order at 7:00 PM by President Jan Sawyer

In Attendance: Jan Sawyer, Don Hass, Shirla Race, Jim Kubichek, Duane Jacoby

Absent: Mark Rode

District Members in attendance: Lala Jacoby, Anne and Steve Dirmeyer, Doug Race

Approval of Agenda: Don Hass made a motion to approve the agenda and was seconded by Shirla Race. The motion passed unanimously.

Approval of Minutes of Previous Meeting: April 18, 2019

Shirla Race made a motion to approve the minutes of April 18, 2019 which was seconded by Don Hass. The motion passed unanimously.

Oath of Office, contact info & picture The oath of office for at large member Duane Jacoby was administered by President Sawyer.

President's Report: No Report

Secretary's Report: The Secretary noted that Doug Race filed the updated Transparency Notice with the updated list of board members.

Treasurer's Report: Treasurer Race distributed the monthly Treasure's report and noted that nothing was remarkable on this month's report. She announced that fire department member Anne Dirmeyer is assisting the district treasurer.

Jim Kubichek made a motion to accept the Treasurer's report which was seconded by Don Hass. The motion passed unanimously.

Fire Department Report: Jim Kubichek distributed the Fire Chief's report and noted the following:

Since the last meeting there have been three incidents. The seasonal members are returning. The department is still waiting to hear from the 2018 FEMA AFG grant request. The other approved grants; Homeland Security, Division of Fire Prevention and Safety, and the VFA grants are being completed by ordering the approved items. The Annual CLFIRES Rummage Sale will be held on Sunday, May 26. The department will raise the flags at Basecamp on Saturday, May 25 at 9:00 am. A new 35 foot flag pole has been installed at the fire station thanks to a grant from CLFIRES and the inaugural flag raising will also be held on May 25th. The community safety seminars presented by the department are beginning with a Chainsaw Safety and Stop The Bleed classes planned for Saturday, May 25th during the rummage sale. Non-training hours to date are 520 (average > 100 hrs/month).

UNFINISHED BUSINESS

None

NEW BUSINESS

As the Board Desires: Possible dates for the Winter Recognition Dinner is Saturday, December 7th or Friday, December 13.

Comments by Attending Public: None

Set or confirm next Board meeting date and location: June 20, 2019 at 7:00 in the Community Center.

Adjournment: The meeting was adjourned at 7:43

Submitted by

Jim Kubichek, Secretary

Approved by: _____ Jim Kubichek, Secretary

Crystal Lakes Volunteer Fire Department

237 Blackfoot Rd, Red Feather Lakes, CO 80545
(970) 881-3521

May 16, 2019

Fire Department Report

1. Department Activity since the last board meeting (April 2019)

- Business meetings – 1
- Department trainings – 2, + 1 x EMS Trainings at Glacier View
- Incidents (3 since last report), 8 incidents YTD 2019
 - #6– CO detector issue, no problem
 - #7 – CL Slash pile re-ignited after tractor manipulation
 - #8 – Male delusional, possible stroke

2. PERSONNEL:

- Seasonal members starting to return (Mark Weeks, Milo and Marilyn David)

3. TRAINING:

- Nothing significant

4. GRANTS:

- FEMA grant applied for additional 7 sets of bunker gear. \$22,300 is grant amount, we contribute \$1,063.

Response hopeful for end of May

- Homeland Security grant – submitted, 2 dual band radios. Grant amount \$6500. Homeland will only pay up to 5K. We have been granted tentative AWARD for this grant!!!

- Division of Fire Prevention grant submitted. It is a 100% grant. Total grant request is for \$6736 for
 - 38 pairs of new gloves (2 per firefighter),
 - 38 particulate hoods (two per FF), and
 - 7 new SCBA faceplates/masks for 7 new members.

We have been AWARDED this grant!!!.....However, grant is less than requested:

- 4 SCBA masks (vs 7 requested),
- 21 particulate hoods (vs 38 requested), and
- 28 pairs of gloves vs (38 requested).....Revised grant total = \$4,392

- Volunteer Fire Assistance (VFA) grant – submitted, 6 new wildland fire shelters for new members and 2 dual band radios. Grant amount up to \$8800 (50/50 grant). We have been awarded this Grant!!!

- AFG grant will come up in the fall (Oct-Dec). Once it is announced we will have 30 days to submit. Current plan is to apply for a brush truck this year but have no other items in mind at this time. Each year a priority list is published and it may or may not be similar to this year's. Grants are usually for approx 90%.

5. OTHER:

- Annual CLFires Rummage sale planned for Sunday 5/26
- Annual flag raising put on by CLVFD at Basecamp planned for Saturday 5/25
- New 35' flag pole received and to be installed prior to Memorial day. Will have inaugural flag raising Saturday 5/25.
- Chainsaw Safety and Stop the Bleed community education classes planned for Saturday 5/25 during rummage sale

6. NON-TRAINING HOURS OF SERVICE YTD: 520 hrs (avg > 100 hrs/month)

Respectfully submitted,

Mark Rode

Fire Chief

Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District
Board of Directors
(970) 881-3521

Minutes for June 20, 2019
Base Camp– 7:00 P.M.

Call To Order: The meeting was called to order by President Jan Sawyer at 7:04 pm

In Attendance: Jan Sawyer, Don Hass, Shirla Race, Jim Kubichek

Absent: Duane Jacoby- excused

District Members in attendance: Steve and Anne Dirmeyer, Pat and Judy Smith, Dan and Roberta Defibaugh.

Approval of Agenda: Don Hass made a motion to approve the agenda as amended. The motion was seconded by Shirla Race. Motion passed unanimously.

Approval of Minutes of Previous Meeting: May 16, 2019

Shirla Race moved to approve the minutes of May 16 as amended. Don Hass seconded. Motion passed unanimously.

President's Report: No Report

Secretary's Report: No Report

Treasurer's Report:

Treasurer Shirla Race presented and distributed the monthly report. The report was unremarkable. It was noted that there was Bond Issue interest payment of \$9,285,66. Jim Kubichek moved to accept the Treasure's report as submitted. The motion was seconded by Don Hass. The motion passed unanimously.

Fire Department Report: Chief Rode presented the monthly department report.

Highlights included:

- 7 incidents since last report
- Reiteration of the department's attendance guidelines
- The reinstatement of "optional" trainings which will be held Mondays at 9:00
- The department is still awaiting word on the 2018 FEMA AFG grant awards
- A new 35' flagpole has been erected at the fire station
- Community education classes continue for the remainder of the summer. Topics include Chainsaw safety, Stop the Bleed, Fire Mitigation, Evacuation, and Home Insurance.
- Department activities for the Independence Day celebration are planned.
- To date, non-training hours of service stand at 971 hours.

UNFINISHED BUSINESS

The board discussed via email, our preference for the vote for the Crystal Lakes Road and Recreation Association's request for a dues increase. The board was in favor of the

increase. Jim Kubichek made a motion to affirm that action taken via email to vote in the positive regarding the CLRRA dues increase. The motion was seconded by Shirla Race. The motion passed unanimously.

NEW BUSINESS

As the Board Desires: The CLFPD board recognized outgoing President Dan Defibaugh for his years of service to the district and presented him with a watch noting his selfless service. The following resolution was adopted:

Comments by Attending Public: None

Set or confirm next Board meeting date and location: July 18, 2019 at 7:00 pm

Adjournment: Shirla Race made a motion for adjournment which was seconded by Don Hass. The motion passed unanimously. The meeting was adjourned at 7:37 pm. A small reception was held following the meeting for outgoing president Dan Defibaugh.

Submitted by

Jim Kubichek, Secretary

Approved by: _____ Jim Kubichek, Secretary

**Resolution 2019-2 Of the
Board of Directors of the Crystal Lakes Fire Protection District**

Whereas, Dan Defibaugh has faithfully served on the Crystal Lakes Fire Protection District (CLFPD) Board of Directors for nine years; and

Whereas, Dan served as Vice President of the CLFPD Board of Directors for several years; and

Whereas, Dan effectively and efficiently performed the duties of President of the CLFPD Board of Directors to the end of his service on the Board; and

Whereas, Dan has been a tremendous supporter of the Crystal Lakes Volunteer Fire Department and its members; and

Whereas, Dan has always been a respected businessman and property owner in Crystal Lakes; and

Whereas, Dan is a trusted and cherished friend of the CLFPD Board and Crystal Lakes Volunteer Fire Department;

Now, Therefore, Be It Resolved that the Crystal Lakes Fire Protection District Board of Directors at their meeting on this date, June 20, 2019, hereby express their deep appreciation, and commend Dan Defibaugh for his exemplary service to the Board and the Crystal Lakes Volunteer Fire Department; and

Be It Further Resolved that this Resolution be entered into the minutes of the CLFPD Board of Directors with a copy presented to Dan Defibaugh as a token of the Board's appreciation.

Signed this 20th Day of June, 2019.

Jan Sawyer, President

Don Haas, Vice President

Jim Kubichek, Secretary

Shirla Race, Treasure

Duane Jacoby, Board Member at Large

Crystal Lakes Volunteer Fire Department

237 Blackfoot Rd, Red Feather Lakes, CO 80545
(970) 881-3521

June 20, 2019

Fire Department Report

1. Department Activity since the last board meeting (April 2019)

- Business meetings – 1
- Department trainings – 2, + 1 x EMS Trainings at Glacier View, 2 x optional trainings
- Incidents (7 since last report), 15 incidents YTD 2019
 - #9 – Female, chest pain
 - #10 – Chimney fire
 - #11 – Male kidney stones
 - #12 – Intoxicated male with headwound
 - #13 – Female, fell down steps, head wound
 - #14 – Male, kidney stones
 - #15 – Intoxicated male with facial laceration

2. PERSONNEL:

- Reiterated CLVFD Attendance guidelines (per Rules & Regs) and instituted quarterly report card:
 1. Complete minimum 36 hours of training (minimum 20 hours under CLVFD))
 2. Respond to a minimum of 30% of calls
 3. Attend a minimum of 50% of Business Meetings

3. TRAINING:

- Started “optional” trainings on Mondays for any interested member. Intended for newer members and members that have difficulty making regularly scheduled trainings. First 2 in June had good attendance.

4. GRANTS:

- **FEMA grant** applied for additional 7 sets of bunker gear. \$22,300 is grant amount, we contribute \$1,063. Still awaiting response.
- **AFG grant** will come up in the fall (Oct-Dec). Once it is announced we will have 30 days to submit. Current plan is to apply for a brush truck this year but have no other items in mind at this time. Each year a priority list is published and it may or may not be similar to this year's. Grants are usually for approx 90%.

5. OTHER:

- Annual CLFires Rummage sale Sunday 5/26. Proceeds include \$3,100 from rummage sale and \$1000 from firefighter boot donations for total of \$4,100.
- Annual flag raising put on by CLVFD at Basecamp Saturday 5/25.
- New 35' flag pole and light installed at CLVFD station. Inaugural flag raising Saturday 5/25.
- Community Education classes given at CLVFD station (additional classes scheduled for remainder of summer):
 - Chainsaw Safety
 - Stop the Bleed
 - Fire Mitigation
- Fourth of July Weekend annual activities planned for Community

6. **NON-TRAINING HOURS OF SERVICE YTD:** 971 hrs YTD (161 hrs/month). Four members with over 100 hrs.

Respectfully submitted,

Mark Rode
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970) 881-3521

Board of Directors

Minutes for August 15, 2019
Base Camp– 7:00 P.M.

Call To Order: The meeting was called to order by President Jan Sawyer at 7:00 PM

In Attendance: Jan Sawyer, Don Hass, Shirla Race, Jim Kubichek, Duane Jacoby, Mark Rode

Absent: None

District Members in attendance: Harold Alexander, Steve Dirmeyer

Approval of Agenda: Don Hass moved to approve the agenda and Shirla Race seconded. The motion passed unanimously.

Approval of Minutes of Previous Meeting: June 20, 2019

Shirla Race moved to approve the minutes of the June 20, 2019 meeting. Don Hass seconded. The motion passed unanimously.

President's Report: None

Secretary's Report: Secretary Kubichek noted for the record that there was no Board meeting held in July. Also, as clarified by Treasurer Race, term limits do not apply to our special district.

Treasurer's Report: Shirla Race presented the monthly financial report. There was nothing noteworthy in the July report. The district pension payment has been wired. Year to date donations have increased from last year. She noted that by the end of August, the district should receive projected 2020 tax receipt projections. She reminded the board that the vote on the budget will be held in November. Shirla noted that she will be absent for the September meeting and will try to attend via phone. Jim Kubichek moved to accept the June and July financial reports as submitted which was seconded by Don Hass. The motion passed unanimously.

Fire Department Report: Chief Rode presented the monthly Fire Department Report for June & July. Highlights include:

- 13 incidents since the May meeting.
- The department lost 6 department members since the May meeting.
- The Homeland Security grant for the station generator is still in progress. Bids have been received.
- The department is still waiting for the results of the 2018 AFG grant request from FEMA.
- The department hosted the R&R Community Poker Run, providing the final stop, ice cream (supplied by the Recreation Committee) and a concert by Harmony Fields sponsored by CLFIRES.
- Non-training hours are 1,357 to date (169 hrs/month)

UNFINISHED BUSINESS

The District winter gathering will be held Saturday, December 14 at 5:00 at the Fox Acres restaurant.

NEW BUSINESS

As the Board Desires: Nothing noted.

Comments by Attending Public: Nothing noted.

Set or confirm next Board meeting date and location: September 19, 2019 at the lower level committee meeting room of Base Camp.

Adjournment: Duane Jacoby made a motion to adjourn which was seconded by Don Hass. The motion passed unanimously. The meeting was adjourned at 7:54 pm

Submitted by
Jim Kubichek, Secretary

Approved by: _____ Jim Kubichek, Secretary

Crystal Lakes Volunteer Fire Department

237 Blackfoot Rd, Red Feather Lakes, CO 80545
(970) 881-3521

August 15, 2019

Fire Department Report

1. Department Activity since the last board meeting (June 2019, no mtg in July)

- Business meetings – 2
- Department trainings – 4, + 2 x EMS Trainings at Glacier View, 4 x optional trainings
- Incidents (13 since last report), 28 incidents YTD 2019
 - #16 – Alarm on CL R&R Fuel Tanks
 - #17 – Dislocated shoulder from assault
 - #18 – Chest pain, possible MI
 - #19 – 2 Car MVA in RFL, CL assist
 - #20 - Chest pain
 - #21 – OD on pain meds from surgery
 - #22 – MVA on Hwy 14, stood down
 - #23 – false smoke alarm
 - #24 – partial amputation of thumb from saw
 - #25 – infant, choking and seizures
 - #26 – fall in driveway, head injury
 - #27 – MVA rollover, intoxicated not injury
 - #28 – difficulty breathing

2. PERSONNEL:

- 1 member (firefighter) left the area (Tommy Bongiovanni)
- 1 member (firefighter) unable to commit to training and incidents due to other work (Jack Dingess)
- 2 members moved out of area (SDRs) (Fred and Courtenay Guthrie)
- 2 members resigned (12 firefighter, 1 SDR (Jody and Judy Randall))

3. TRAINING:

- “Optional” trainings on Mondays for any interested member. Intended for newer members and members that have difficulty making regularly scheduled trainings. Good attendance.

4. GRANTS:

- **FEMA grant** applied for additional 7 sets of bunker gear. \$22,300 is grant amount, we contribute \$1,063. Still awaiting response.
- **AFG grant** will come up in the fall (Oct-Dec). Once it is announced we will have 30 days to submit. Current plan is to apply for a brush truck this year but have no other items in mind at this time. Each year a priority list is published and it may or may not be similar to this year's. Grants are usually for approx 90%.
- **Homeland Security grant** for station backup generator status: Bid release by City of Greeley and 3 responses received. 1 bid looks good. Need to discuss with Homeland.

5. OTHER:

- Hosted Community Poker run finish at the fire station. Ice cream provided by Rec committee. Concert provided by Harmony Fields (Jody Sandquist family).
- CLFIRES storage container put in place next to station and painted by members. Loaded with CLFIRES stuff!

6. NON-TRAINING HOURS OF SERVICE YTD: 1357 hrs YTD (169 hrs/month).

Respectfully submitted,

Mark Rode
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Volunteer Fire Department

237 Blackfoot Rd, Red Feather Lakes, CO 80545
(970) 881-3521

Sept 19, 2019

Fire Department Report

1. Department Activity since the last board meeting (August 2019)

- Business meetings – 1
- Department trainings – 3, + 1 x EMS Trainings at Glacier View, 1 x optional trainings
- Incidents (8 since last report), 36 incidents YTD 2019
 - #29 – Downed wire on Deadman, small fire, stood down
 - #30 – Broken finger
 - #31 – Structure fire, RFL
 - #32 – Severe leg laceration
 - #33 - RFL Medical call, CLVFD stood down
 - #34 – Illegal campfire (unapproved fire pit)
 - #35 – Smoke on Mosquito, legal fire
 - #36 – Wildland fire support on McNey hill (mm10 on CR74E)

2. PERSONNEL:

- No new news

3. TRAINING:

- 4 Members participating in External Structure academy in RFL, 2 weekend course put on by Estes Park Fire Chief
- Joint extrication training with RFLVFD and Glacier View VFD, Medical scenario with 2 vehicles, very successful

4. GRANTS:

- FEMA grant awarded for additional 7 sets of bunker gear. \$22,300 is grant amount, we contribute \$1,063.....Yeaaaaa Jim!
- AFG grant will come up in the fall (Oct-Dec). Once it is announced we will have 30 days to submit. Current plan is to apply for a brush truck this year but have no other items in mind at this time. Each year a priority list is published and it may or may not be similar to this year's. Grants are usually for approx 90%.
- Homeland Security grant for station backup generator status: Bid release by City of Greeley and 3 responses received. Bid awarded to supplier but still waiting for EPA approval.

5. OTHER:

- No new news

6. NON-TRAINING HOURS OF SERVICE YTD: 1534 hrs YTD (191 hrs/month).

Respectfully submitted,

Mark Rode
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970) 881-3521

Board of Directors

Minutes for September 19, 2019
Base Camp– 7:00 P.M.

Call To Order: President Sawyer called the meeting to order at 7:00 PM

In Attendance: Jan Sawyer, Jim Kubichek, Duane Jacoby, Shirla Race (via phone)

Absent: Don Hass, Mark Rode

District Members in attendance: Harold Alexander

Approval of Agenda: Jim Kubichek moved to accept the agenda. The motion was seconded by Shirla Race. The motion passed unanimously.

Approval of Minutes of Previous Meeting: August 15, 2019

Duane Jacoby made a motion to approve the minutes of August 15, 2019. The motion was seconded by Shirla Race. The motion passed unanimously.

President's Report: President Sawyer noted she will be absent from the October meeting.

Secretary's Report: Secretary Kubichek noted he will be absent from the October meeting.

Treasurer's Report: Treasurer Race presented the monthly financial report. Nothing significant or outstanding was noted. She noted that the FPPA (pension) has been paid for the year at \$10,000. Jim Kubichek moved to accept the treasurer's report as submitted. Seconded by Duane Jacoby. Motion passed unanimously.

There was discussion related to the 2020 preliminary budget. The draft budget will be voted on at the October meeting.

Fire Department Report: Jim Kubichek presented the written Chief's report for the month and highlighted the following:

-There have been 8 incidents since the last report with at YTD total of 36.

-4 members of the department attended the External Structure Fire Academy in RFL along with firefighters from Red Feather Lakes, and Glacier View VFDs.

-There was a joint extrication training held with RFL & Glacier View VFDs with two vehicles and medical scenarios.

-The district was awarded a FEMA/AFG grant for 7 complete sets of turnout gear. The grant totaled \$22,300 with the district contributing \$1,062.

-The FEMA Homeland Security grant for the station generator has been approved but we are still awaiting the federal environmental and historic report approval.

- Non-training hours to date total 1,534 ytd.

UNFINISHED BUSINESS

NEW BUSINESS

As the Board Desires:

Board members Jan Sawyer and Duane Jacoby expressed thanks to the fire department personnel for all of their work and dedication to keep our piece of the mountain safe.

Comments by Attending Public: None

Set or confirm next Board meeting date and location: October 17, 2019 at 7:00 at Crystal Lakes Base Camp Lower Level Committee Meeting Room.

Adjournment: Jim Kubichek made a motion for adjournment which was seconded by Duane Jacoby. The motion passed unanimously. The meeting was adjourned at 7:36 PM

Submitted by
Jim Kubichek, Secretary

Approved by: _____ Jim Kubichek, Secretary

Crystal Lakes Fire Protection District

(907-881-3521)

Board of Directors

Minutes for October 17th, 2019

Base Camp- 7:00 P.M.

Call to Order: Vice President Haas called the meeting to order at 7:00 PM.

In Attendance: Don Haas, Shirla Race, Duane Jacoby

Absent: Jan Sawyer, Jim Kubichek

District Members in Attendance: Steve Dirmeyer, Anne Dirmeyer, Harold Alexander

Approval of Agenda: Shirla Race Moved to accept the agenda. Motion seconded by Don Haas. Motion passed unanimously.

Approval of Minutes of Previous Meeting: September 19, 2019

Duane Jacoby made a motion to approve the corrected minutes of September 19, 2019. Motion was seconded by Shirla Race. The motion passed unanimously.

President's Report: none

Secretary's Report: none

Treasurer's Report: Treasurer Race presented the monthly financial report. Nothing outstanding was noted with Department spending consistent for time of year. Don Haas moved to accept the treasurer's report as submitted. Duane Jacoby seconded. Motion passed unanimously. The 'proposed' budget was presented for 2020. Some discussion and clarification followed with 4 board members accepting the 'proposed' budget as presented. Jim Kubichek accepted via email. Treasurer Race will post the 'proposed' budget on the Dept. website

and other legal posting areas as required by state. The 'Legal Notice' will also be posted in the local newspaper as required. Final 2020 budget will be voted on at the November meeting.

Fire Department Report: Written report was presented and discussed by Mark Rode, CLVFD Fire Chief. (report attached) Other discussion items: Safety – seat belt usage mandatory in Dept. vehicles. How AED's function. Recent fire on Delaware Ct.- After investigation, all agencies involved, believe fire started by coals left in driveway, report given to CL R&R for follow-up. S. Elk fire update.

Unfinished Business

Discussion was held regarding the Annual Holiday party, Saturday Dec. 14th 2019. Chief Rode will email all members for menu choice(s) and attendance #'s. Members to email Treasurer Race with information.

New Business

As the Board Desires: none

Comments by Attending Public: none

Set or Confirm next Board meeting date and time: November 21st, 2019 at 7:00 PM at Crystal Lakes Base Camp Lower Level Committee Meeting Room.

Adjournment: Duane Jacoby made a motion for adjournment, seconded by Don Haas. The motion passed unanimously. Meeting adjourned at 7:55 PM

Submitted by Shirla Race, Treasurer

Approved by: _____

Crystal Lakes Volunteer Fire Department

237 Blackfoot Rd, Red Feather Lakes, CO 80545
(970) 881-3521

October 17, 2019

Fire Department Report

1. **Department Activity since the last board meeting** (September 2019)

- Business meetings – 1
- Department trainings – 2, + 1 x EMS Trainings at Glacier View,
- Incidents (8 since last report), 44 incidents YTD 2019
 - #37 – water rescue at Dowdy, CPR with fatality
 - #38 – Unattended fire ring spread on Deadman
 - #39 – Elderly female fell (now multiple falls, reported to UCH senior services)
 - #40 – MVA on CR74E, no injuries
 - #41 - Wildland fire in control burn, stood down
 - #42 – 93 YOM non-responsive, CPR with fatality
 - #43 – Wildland fire on Delaware Ct (Owner caused, reported to R&R Board)
 - #44 – 86 YOM possible stroke

2. **PERSONNEL:**

- 1 new SDR (Ken Nickson). Expect his wife to also join soon.

3. **TRAINING:**

- Normal trainings executed. Joint ladder training with RFLVFD.

4. **GRANTS:**

- **FEMA grant** awarded for additional 7 sets of bunker gear. \$22,300 is grant amount, we contribute \$1,063.
- **AFG grant** will come up in the fall (Oct-Dec). Once it is announced we will have 30 days to submit. Current plan is to apply for a brush truck this year but have no other items in mind at this time. Each year a priority list is published and it may or may not be similar to this year's. Grants are usually for approx 90%.
- **Homeland Security grant** for station backup generator status: Bid release by City of Greeley and 3 responses received. Bid awarded to supplier but still waiting for EPA approval.

5. **OTHER:**

- No new news

6. **NON-TRAINING HOURS OF SERVICE YTD:** 1576 hrs YTD (157 hrs/month).

Respectfully submitted,

Mark Rode
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Volunteer Fire Department

237 Blackfoot Rd, Red Feather Lakes, CO 80545
(970) 881-3521

November 21, 2019

Fire Department Report

1. Department Activity since the last board meeting (October 2019)

- Business meetings – 1
- Department trainings – 2, + 1 x EMS Trainings at Glacier View,
- Incidents - 7 since last report, 51 incidents YTD 2019
 - #45 – Smoke report on Crow road, probable morning fog, no fire
 - #46 – Run cancelled, Dispatch record keeping error
 - #47 – Deep head laceration from fall on countertop, intoxicated Pt
 - #48 – Motor Vehicle accident with extrication on Hwy14 (Mutual aid for Poudre Canyon VFD)
 - #49 - Additional bleeding from head lac (see run #47)
 - #50 – 911 hangup (same Pt as #47 & 49)
 - #51 – Reported seizures, probable high anxiety

2. PERSONNEL:

- One member 6 month Leave of Absence (10/25/19 – 4/30/19), Keni Bongiovanni, will return to probationary status upon return
- Officer Elections and Voting for 2020 held in November Business meetings. Only incumbent Officers were nominated by Dept members for their current positions with no challengers. Dept members voting affirmed the current Officers for 2020. Current Officers affirmed for 2020 are:

- CHIEF – Mark Rode
- ASST CHIEFS –
 - i. Marian Kelly
 - ii. Mark Weeks
- TRAINING OFFICER – Evan Rau
- SECRETARY/ADMIN OFFICER – Doug Race
- SAFETY OFFICER – Jim Kubichek
- TRAFFIC CONTROL OFFICER – Kate Kelly

Note: The Chief position must be reviewed and approved by the CLFPD Board. Assistant Chief(s) are positions elected by the Dept. The other Dept Officers are appointed by the Chief with the appointment confirmed by the Dept Members in the November Business Meeting.

3. TRAINING:

- Normal trainings executed. Joint training schedule for 2020 with RFLVFD being developed.

4. GRANTS:

- **FEMA grant** awarded for additional 7 sets of bunker gear. \$22,300 is grant amount, we contribute \$1,063.
- **AFG grant** will come up in the fall (Oct-Dec). Once it is announced we will have 30 days to submit. Current plan is to apply for a brush truck this year but have no other items in mind at this time. Each year a priority list is published and it may or may not be similar to this year's. Grants are usually for approx 90%.
- **Homeland Security grant** for station backup generator status: Bid release by City of Greeley and 3 responses received. Bid awarded to supplier but still waiting for EPA approval.

5. **OTHER:**

- Assisted FBI by filling their SCUBA tanks with our SCBA fill station. FBI were performing dives at Fox Acres

6. **NON-TRAINING HOURS OF SERVICE YTD:** 1800 hrs YTD (163 hrs/month). Note: Detailed tracking of Non-Training Hours will discontinue in 2020. This tracking has been in place for the last 3 years and we have consistently been in the range of 2000 – 2200 hrs for each year. These hours are only used for publicity and not required by any organization. This will be one less administrative task for members/Officers and we will use the range off 2000-2200 hrs going forward for any publicity purposes.

Respectfully submitted,

Mark Rode
Fire Chief
Crystal Lakes Volunteer Fire Department