



Crystal Lakes Fire Protection District

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



Board of Directors

Regular Meeting
February 15, 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), Anne Dirmeyer (Treasurer), Susan Vance (Secretary), Tamla Blunt (Director), Todd Cook (Director), and Fire Chief Evan Rau (ex-officio)
Board Members Absent: None
- III **Quorum:** Yes
- IV **District Members Present:** Doug Race, Bobbie Hill, Mike Clark, Alex Alexander, Karen Smith, and Steve Dirmeyer
- V **Approval of Agenda:** Tamla Blunt noted a correction needed to the date of the next Regular Board Meeting. Anne Dirmeyer made a motion to approve the agenda as amended. Susan Vance seconded. No discussion. Approved unanimously.
- VI **Welcome New Board Members:**
Tamla Blunt and Todd Cook both took their Oath of Affirmation and signed a Notice of Appointment. The Affirmations, Notice of Appointments, and bond documents were turned over to the DEO, Doug Race, to file and post accordingly. President Lauric welcomed both Tamla and Todd to the Board and shared a brief bio on each.

All newly appointed Directors, including Susan Vance, were given a District Challenge Coin as appreciation for their volunteerism and dedication to the Crystal Lakes Fire Protection District.

VII Approval of Minutes:

The unedited minutes were inadvertently attached for Board approval. A motion was made by Robin Lauric to table the approval of the minutes from the Regular Meeting January 18th, Special Meeting February 2nd, and Study Session February 2nd. Susan Vance seconded. Discussion: The Secretary will locate the edited versions for Board approval.

Motion to table the approval of the minutes passed unanimously.

VIII Officer Reports:

a. President's Report

President Robin Lauric thanked Anne and Susan for their dedication and service in going above and beyond over the past 2 months. Robin stated that the Board had been highly engaged in filling vacancies, budget work, ensuring compliance with state statutes, website training, bylaws, and pulling together resources for Board Notebooks to ensure decisions are focused on the mission and founded in due diligence. Robin stated that it was a great time to join the Board as the Board is currently defining and establishing the parameters from which the Board will work as a team to accomplish the tasks set forth by the state and defined by the District's mission. President Lauric ended by citing how lucky we are to serve our District members and help provide the health and safety services they need by supporting an incredibly talented, committed, and compassionate Fire Department.

b. Treasurer's Report

Treasurer Anne Dirmeyer reviewed the monthly budget and provided an update on the need for an amended 2024 budget. She stated that insurance coverage is currently \$10,000.00 for all board members combined which satisfies requirements.

Susan Vance made a motion to accept the Treasurer's Report. There was no second. The motion died.

IX Chief's Report: Chief Rau provided his report to the Board. The full report can be found as an attachment. Of note, three incidents since the last Board meeting.

X Committee Reports:

a. Five Year Strategic Plan

Chief Rau gave a brief update on the Strategic Plan. He mentioned that the focus would be on goals and objectives. The plan is to have a finalized document to present to the Department Officers by February 28th and then to the Board by March 21st.

XI Unfinished Business:

a. Bylaws/Policy

The Board read through the amended wording of Section 7 a-c. There was agreement on the amended wording for sub-section a and c, followed by

lengthy discussion regarding sub-section b, term limits for Board Directors. The Board discussed a Study Session for the purpose of discussion on Section 7b and for discussion on the remainder of Section 7.

Susan Vance made a motion to hold a Study Session to address Section 7 of the Bylaws. Tamla Blunt seconded.

Discussion: The Board agreed on Sunday, February 25, 2024, at 10:00 am.

Motion to hold a Study Session to address Section 7 of the Bylaws on Sunday, February 25, 2024, at 10:00am passed unanimously.

It was suggested by the Special District Association and the District's lawyer that the Board have a policy regarding an active volunteer sitting on the Board.

Anne Dirmeyer made a motion to table the policy discussion of an active volunteer sitting on the Board for the Study Session on Sunday, February 25th. Robin Lauric seconded.

Discussion: This should give the District lawyer some time to get back with the Board regarding specific language.

Motion to table the policy discussion of an active volunteer sitting on the Board for the Study Session on Sunday, February 25th passed unanimously.

b. Website

Susan and Robin attended a Streamline webinar on Website Accessibility Training for Colorado Special Districts. Susan shared some of the webinar's 10 steps to achieve and maintain compliance. Reminders for the District to approve a website accessibility policy, designate someone to assist with accessibility issues, create a process for community concerns, enable closed captions on videos, scan the website monthly through Streamline, and check all attachments. Streamline was contacted and they verified that they would assist with some of these tasks. It was noted that Colorado ADA website compliance with HB21-1110 and 8 CCR 1501-11 deadline is July 1, 2024. The Board discussed additional ADA website compliance issues as well as some website needs for the Board pages including elections and pensions.

Robin mentioned that the website is the connection with the community and that there were some items that needed to be addressed. Some of these items have been mentioned by community members. She suggested a website committee act in an advisory capacity to provide feedback and help ensure that the website information was correct and user friendly. Chief Rau has plans to work on the website after the Strategic Plan is completed and does not see the need for an advisory committee at this time.

c. Review Past Tasks

Chair Robin Lauric looked over the past year's minutes to ensure that unfinished business and tasks were addressed. The Chair requested acknowledgment of the following unfinished items:

Maps: Discussion occurred regarding the Board looking into map overlays to identify such things as water sources. Chief Rau said he did not see the need for the Board's continued assistance with maps as this falls under operations.

Recruitment and the Safer Grant: Discussion occurred regarding the Board assisting with recruitment ideas and the Safer Grant. Chief Rau said that the Department was forming a recruitment committee.

Beaver Meadows meeting with the Fire Department: Past Board President Hass had met with the new owners of Beaver Meadows and was going to arrange a meeting with the Department. It was acknowledged that a meeting with the new owners of Beaver Meadows and the Fire Department had taken place.

The Chair acknowledged the closing of these items and asked the Board to report any unfinished business or tasks they happen to come across in past minutes or in performing their Director duties.

d. SDA Monthly Topics

Tamla Blunt made a motion to table SDA Monthly topics until the next regular meeting. Susan Vance seconded.

Discussion: Anne ordered hard copies of the 2023 SDA Manuals for new Board members and mentioned that 2024 will be available in July. SDA 2024 Manuals are also available on the SDA website. New Board members are set-up to access the SDA website.

***Motion** to table SDA Monthly topics until the next regular meeting passed unanimously.*

e. Recognition of Resigned Board Members

Anne Dirmeyer made a motion to table the discussion of recognition of resigned Board members. Robin Lauric seconded.

Discussion: None

***Motion** to table the discussion of recognition of resigned Board members passed unanimously.*

XII New Business:

a. Roberts Rules - Acknowledging Reports

Chair Robin Lauric mentioned that the article, *Don't vote to accept, adopt, approve or receive reports*, strongly suggests that reports, especially treasurer reports be "received for filing" or if of great importance "entered in the minutes" in lieu of being approved through a motion. The Board requested more time to read the article and Anne suggested adding this to the next Study Session.

b. Filing Locations

The Board sought clarification of filings and postings using e-portals with entities such as DOLA/DLG, Clerk of the Court, County Clerk & Recorder, etc. Robin will research the entities and check where the Board needs to have representation.

XIII As the Board Desires: None to discuss.

XIV Public Comment:

Alex Alexander commented on the re-boot procedures for the Station's computer.

Doug Race contacted the District's attorney regarding wording on the ballot if the District moves forward with a mill levy initiative.

XV Announcements: None

XVI Next Meeting:

The next Regular Meeting of CLFPD Board of Directors will be on March 21, 2024, at 6:00 pm at the District Fire Station, 237 Blackfoot Rd Red Feather Lakes, CO 80545

XVII Adjournment: Susan Vance made a motion to adjourn the meeting, Anne Dirmeyer seconded. No discussion. The meeting was adjourned at 8:16 pm by Chair Robin Lauric.

Attested by:

Susan W. Vance

Date: 03-21-24