Crystal Lakes Fire Protection District

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

Board of Directors

Study Session
July 1, 2026
Crystal Lakes Fire Station
2:00 pm – 4:00 pm

Minutes

Purpose: This Study Session was scheduled to present and discuss information pertaining to Board Unfinished Business.

I **Call to Order:** Chair Robin Lauric called the meeting to order at 2:57 pm.

II **Board Members Present:** President/Chair Robin Lauric, Secretary Susan Vance, Treasurer Tom DeMint, Director Tamla Blunt, and Director Jim Jackson.
Board Members Absent: None

III **Quorum:** Yes

IV **District Members Present:** Chief Mike Clark.

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

VI **Order of Business:**

a. **Fire Chief Description & Review Process**
The Board reviewed drafts of the Fire Chief Position Description and the Essential Duties and Responsibilities. Members offered recommendations and identified two items under *Minimum Qualifications* and *Confirmation and Appointment* for which Board members will provide suggestions at the next Board Meeting. The Board will further discuss these two items and may consider approval for the Fire Chief Position Description and Essential Duties and Responsibilities at the next Regular Board Meeting. Robin presented the Board with a Fire Chief Review Process based on goal setting. The Board discussed this and various approaches to a Fire Chief review. Jim will prepare a proposal reflecting a shared-goal format for consideration at the next Regular Board Meeting.

b. Policy – Fire Ban/Restriction

Chief Clark shared the recent acquisition of additional fire-restriction signage for use throughout the District. The Board discussed further fire restriction communication measures to consider before the holiday weekend, including adding a banner to the website, coordinating messaging with CLRRA, and encouraging the County to post notice along 74E. The Chief's updated Fire Ban Policy was shared. Board members will review both the existing and proposed policies, provide any recommended revisions, and be prepared to consider approval of an updated policy at the next Regular Board Meeting.

c. Email move to .gov

The Board will aim for July 16th as the transition date for adopting .gov as the District's primary email address.

VII Next Meeting:

The next Regular Meeting of CLFPD Board of Directors will be held at 6:00 pm on July 16, 2026, at the District Fire Station, 237 Blackfoot Rd Red Feather Lakes, CO 80545.

VIII Adjournment: The meeting was adjourned by Chair Robin Lauric at 5:30 pm.

This was a Study Session at which information was presented and discussed, but no official action was taken by the Board.

Submitted by: Susan W. Vance Dated: 07-16-26