



# Crystal Lakes Fire Protection District

237 Blackfoot Rd Red Feather Lakes, CO 80545

www.clvfd.org



## Board of Directors

Study Session

February 25, 2024

Crystal Lakes Fire Station

10:10 am – 2:00 pm

### Minutes

**Purpose:** The purpose of this Study Session was to complete the information and discussion on agenda items from the Regular Meeting held on February 15, 2024.

- I **Call to Order:** The meeting was called to order by Chair Robin Lauric at 10:02am.
- II **Directors in Attendance:** Robin Lauric (President/Chair), Anne Dirmeyer (Treasurer), Susan Vance (Secretary), Tamla Blunt (Director), and Todd Cook (Director) via Zoom.  
**Directors Absent:** None
- III **District Members in Attendance:** None
- IV **Order of Business:**

#### a. Governance

Bylaws Section 7. Directors, Officers, and Personnel. - The Board continued their work on Section 7 by thoroughly discussing and referring to state statute for each sub-section. There was much discussion regarding section b, director term limits. Todd mentioned departments such as Hill Rose and Wiggins having problems getting people to run for Board positions and how they eliminated term limits through an official district ballot vote. *Article 18, Section 11 of the Colorado Constitution* was referenced, and the Board noted the need for some clarifying language in the bylaws regarding term limits to satisfy section b.

The Board discussed the need for more specific language for sections pertaining to the duties of directors and chief, as well as for contacting legal counsel and accounting services. The Board discussed adding Recording Secretary, Acting Officers, Committees, Designated Election Official and Pension Board Officer/Board to the bylaws. Clarifying language was discussed and noted throughout the document.

Robin will send a draft of proposed amendments to the Board. The draft will then be sent to Ann Terry at SDA for additional feedback. The Board will finish the amended work on Section 7 of the Bylaws together. The remainder of the Bylaw Sections will be worked on in small advisory committees.

Policy - A policy to address active volunteers also serving on the Board was suggested by SDA and the District's attorney. This policy is needed due to the burden of conflict of interest, especially related to chain of command and operations, on any individual as well as the Board itself. Robin will work with the District's attorney to assist with the language needed for this policy and advise the Board.

A District policy for open records is also needed. Tamla will investigate this and advise the Board.

The Board's use of email and text messages is another policy that needs to be addressed. Susan will look into this and advise the Board.

## **b. Compliance**

Website – The Board discussed the history of Streamline as the District's website platform. It was highlighted that our website is how we reach the members of the District, tell our story, and how we maintain transparency. There are a few additional posts that the Board needs to address regarding Board information. Directors will address these as follows: elections (Susan), pension board (Todd), what a special district is (Robin) and the District "About" page (Tamla). All directors will look over the Board webpages in order to advise the Board on any changes, updates, clarifications, etc. that might be needed.

Transparency Notice – The Board reviewed and discussed the District's Transparency Notice(s). Discussion included who should be the District's contact person, how the notice(s) should be filed, the use of the DOLA/DLG e-portal, the need for an email address for the Designated Election Official (DEO), and the importance of complying with these regulations.

## **c. Other**

Bookkeeper – The Board discussed the possibility of hiring a bookkeeper for the District. The Board established that there is a need for this service and further discussed budget constraints and possibilities. The Board looked over a few bookkeeping/accounting service profiles. Each of these providers have worked with Special Districts. The Board discussed specific services that would be needed, including monthly reports and financial compliance with state filings/postings. Tamla will reach out to these companies, as well as the District accountant to inquire about specific services and costs. Anne will reach out to the Red Feather Lakes Fire District Board Treasurer to inquire about their bookkeeper.

**V Next Meeting:**

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

**VI Adjournment:** The meeting was adjourned at 2:00pm by Chair Robin Lauric.

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

Attested by:

*Susan W. Vance*

Date: 03-21-24