

Crystal Lakes Fire Protection District

(970)881-3521

Board of Directors

Minutes For January 21, 2011
Wapiti Center– 7:00 P.M.

In Attendance: Herb Cooper, Dan Defibaugh, Shirla Race, Ray Williams and Marian Kelly

Absent: (excused) Sherry Alexander

District Members in attendance: 10

Agenda: Herb Cooper moved to accept the amended agenda. Dan Defibaugh seconded the motion, which passed unanimously.

Approval of Minutes of Previous Meeting(s): The January 21, 2011 minutes were reviewed; additions and corrections were made. Dan Defibaugh moved to accept the minutes as corrected. Shirla Race seconded the motion, which passed unanimously.

President's Report: Ray Williams reported that both the Crystal Lakes Road & Recreation and Water & Sewer Assoc Boards have signed an agreement contracting BioChar to start the slash disposal process. However, BioChar has not signed the contract as of this date. The District could also do a standard slash burn in addition to the BioChar process. Ray is still trying to get costs for suppression insurance to protect the District when conducting a standard slash burn. The District has not found any available containment insurance. Discussion: a slash burn without containment cost insurance is not advisable.

Secretary's Report: Herb Cooper reported the tape recorder is broken. The District needs a new one for recording the monthly meetings.

Treasurer's Report: Shirla Race handed out a six month to-date financial report, the 2010 year end Monthly Financial Report, as well as a report on checks written. Shirla provided 2010 year end summaries; revenue totaled \$ 117,908 and expenses totaled \$ 86,976. A motion to accept the Treasurer's Report was made by Dan Defibaugh. The motion was seconded by Herb Cooper, which passed unanimously.

Fire Department Report: Marian Kelly provided copies of her Fire Department Report to all Board members. Report is attached to these minutes. She also reported additional information about First Responders use of oxygen by First Responders; purchase or lease from Air-Gas options for oxygen bottles and regulators; and difference options for filling the oxygen bottles. Marian recommended the Department purchase bottles and fill them internally. Dan Defibaugh moved to choose the oxygen bottle lease option. Shirla Race seconded the motion, which passed unanimously. Marian requested the CLFPD Board change the gutter drains so they don't discharge into the driveway in front of the Fire Station for safety reasons.

Firewise: No report

Grants: Kate Kelly reports that the Department has received a 50/50 Forest Service grants for \$1,550 and a \$ 30,000 5% matching FEMA grant. (1) to purchase narrow band radios with headphone for all four Department trucks, (2) to purchase a repeater antenna and housing, (3) to secure an assigned Fire Department frequency, and license. (4) to purchase narrow band, hand-held radios for personnel, (5) for training and certification for CLVFD Firefighters and other district Firefighter neighboring Crystal Lakes. Kate reported that since we have these grant, we now need Board Members to take over the paper work and installation on jobs for getting the antenna and equipment installed to the required environmental, FEMA, CLFPD and Crystal Lakes R&RA ACC standards. Discussion: Harold Alexander will handle the installation of the antenna/antenna tower and equipment. Doug Race will do the appropriate training. Kate is going to modify the grant for training from the original proposal because the FEMA approval is not feasible as originally proposed. The CLVFD has one year, until January 2012 to complete the work necessary to comply with these grants.

UNFINISHED BUSINESS

Fire Station Architectural Concepts: Don and Patty Watkins presented their “Architects-on-call” slide show demonstrating their background and capabilities for designing of Fire Stations. They also do “cost-modeling”.

Discussion regarding Attorney selection: Board members will provide attorney information for a possible selection of a new Attorney for the District.

Discussion of Capitol Reserve Funds: Shirla Race moved to require a Board motion to spend any of the Capitol Reserve Funds. The motion was seconded by Herb Cooper, which passed unanimously.

NEW BUSINESS

New Adhoc Committee member: Doug Race reported Patty Watkins has joined the Adhoc Committee for a new mill levy and a potential new fire station.

As the Board Desires: No discussion

Comments by Attending Public: No Discussion

Set or confirm next Board meeting date: February 17, 2011 at 7pm

Adjournment: Herb Cooper moved to adjourn the meeting at 7:59 pm. Shirla Race seconded, the motion passed unanimously.

Submitted by
Herb Cooper
Secretary CLFPD

(Note: Reformatted to a Word Document, CLFPD Letterhead added, Agenda title changed to Minutes and revisions made by temporary Recording Secretary Jeanette Williams, authorized by the CLFPD Board members June 2, 1011)

Crystal Lakes Volunteer Fire Department

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

January 19, 2011
Fire Department Report

1. Department Activity since last board meeting:

- 1 business meeting
- 1 department training
- 2 medical calls

2. Department Rules & Regulations – The department Rules & Regulations document was approved by unanimous vote of department members at the January business meeting. The department respectfully requests board approval of this document and its provisions.

3. Department Election of Officers – Having forgotten to do so last month, I am now requesting board approval department election results, specifically that of Marian Kelly as Fire Chief.

4. Report on Engine 3 – No update. Alan Sagert is still working with Deputy Earl Fawcett to complete the VIN Verification paperwork.

5. Building Repair – The gutters installed last year are working well to keep ice from forming on the concrete apron in front of the station. Unfortunately, since they guide runoff toward the front of the building, we're still getting an ice rink in front of the station and I've been informed our runoff is impacting the Water & Sewer Building as well. We need to look into getting gutter extensions that will guide the runoff toward the back of the building.

6. Update on First Responder Use of Oxygen – Difficulties in getting oxygen tanks and regulators that can be switched out with Red Feather Lakes Fire Department's tanks and regulators has delayed equipping ourselves with oxygen. We are unable to buy or rent the proper tank/regulator combination and have therefore decided to change direction. We will be buying and filling our own tanks, rather than going through Red Feather. We will buy several portable D-size tanks and two larger tanks we can create a fill station with. I've spoken with our physician advisor and with Timi Burdette, head of Red Feather's EMT program, regarding this decision, and they are supportive of it.

Respectfully submitted,

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970)881-3521

Board of Directors

Minutes For February 17, 2011
Wapiti Center- 7:00 P.M.

In Attendance: Sherry Alexander, Herb Cooper, Dan Defibaugh, Shirla Race, Ray Williams and Fire Chief Marian Kelly

Absent: 0

District Members in attendance: Five

Agenda: Ray added discussion of selection of attorney. Herb Cooper moved to accept the amended agenda. Sherry Alexander seconded the motion, which passed unanimously.

Approval of Minutes of Previous Meeting(s): The January 21, 2011 minutes were reviewed; additions and corrections were made. Dan Defibaugh moved to accept the minutes as corrected. Sherry Alexander seconded the motion, which passed unanimously.

President's Report: Ray Williams reviewed the CLFPD 2010 financial report. Discussion/Clarifications: Does the "Firefighting Capital Outlay" line item include the purchase of Firefighter Bunker gear? Bunker Gear is a tangible item and cannot be amortized. Bunker Gear does not qualify as a capital expense.

Secretary's Report: Herb Cooper is taking the green records file home for updating. He will see how the new digital recorder works tonight after the meeting.

Treasurer's Report: Shirla Race reported that David Dunn, the CLFPD CPA, has the required paperwork for the 2010 exemption from audit. A record of all budgetary items has been sent to the State. Shirla handed out the financial report for January and a report on the February check register. Shirla is working to tract \$115.00 she cannot account for to date. There are sufficient funds to cover expenses. The CLFPD has a monthly statement showing how the district's deposit is being used in the Colorado State Trust Fund. A motion to accept the Treasurer's Report was made and seconded, motion passed unanimously.

Fire Department Report: Marian Kelly provided copies of her Fire Department Report to all Board members. Report is attached to these minutes. She also reported additional information about First Responders use of oxygen; advantages and disadvantages of joining the Colorado State Chiefs' Association at \$125; and the rates the CLVFD will be reimbursed for department equipment used at a fire in this district.

Firewise: No report

Grants: Kate Kelly is continuing to work on grants.

UNFINISHED BUSINESS

Crystal Lake Fire Protection District Maps: Ray Williams reported and the Board discussed the new, updated District Map showing the airstrip, fire station and Crystal Lakes Association Office.

Discussion regarding Attorney selection: Board members provided attorney billing practices, price schedules and other qualified attorney names for review

NEW BUSINESS

Survivor Benefits: Doug Race reported that as of Sept 8, 2008 – the CLVFD Firefighters have Survivor Benefits for qualified members. One member of the District qualifies for \$8,112, including retroactive benefits. Doug will notify CLVFD members when they qualify for the benefits so they can apply for/request their benefits.

As the Board Desires: No discussion

Comments by Attending Public: No Discussion

Set or confirm next Board meeting date: March 17, 2011 at 7pm

Adjournment: A motion was made and seconded to adjourn the meeting. The motion passed unanimously.

Submitted by
Herb Cooper
Secretary CLFPD

(Note: Reformatted to a Word Document, CLFPD Letterhead added, Agenda title changed to Minutes and revisions made by temporary Recording Secretary Jeanette Williams, authorized by the CLFPD Board members June 2, 1011)

Crystal Lakes Volunteer Fire Department

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

February 17, 2011
Fire Department Report

1. Department Activity since last board meeting:

- 1 business meeting
- 2 department trainings
- 1 EMS training with Red Feather Lakes VFD
- 1 medical call
- 1 MVA, non-injury

2. Report on Engine 3 – No new information.

3. Update on First Responder Use of Oxygen – Contrary to what we were informed when we started this process, Airgas *does* have “Walkabout” cylinders we can rent. These are the same kind of oxygen cylinders Red Feather Lakes VFD uses, and we will be able to switch them out with RFLVFD when they’re empty, so will not need to pay to have them filled. Airgas does not keep track of serial numbers and are only concerned with getting back the same number they rent to us. This program will cost us approximately \$438 per year for rental of six oxygen cylinders. If the exchange program with RFLVFD works out as planned, there will be no additional charges.

4. Colorado State Fire Chiefs’ Association – We’ve received membership paperwork for this organization. As far as I know, we have not been a member before. CSFCA appears to be primarily focused on legislative issues and education at the district level. We regularly receive email notifications from them regarding legislative issues affecting fire departments and have access to the large amount of information posted on their website.

5. CSFS Cooperator Resource Rate Form (CRRF) – The CRRF establishes the rates at which our district will be reimbursed if any of our fire apparatus is used at a Forest Service-run fire. Putting our apparatus on the CRRF does not require us to send it to a fire out of our district, but the agreement does allow us to be paid if we do respond a vehicle to a Forest Service fire. Our current CRRF agreement expires in April of this year. The replacement CRRF will be good for three years. I’ve used the standard rates to fill out the agreement – using any other rates requires negotiation with the Forest Service, and the standard rates were arrived at with the input of many fire departments in Colorado.

6. RFP for Repeater Tower, etc – I’ve drafted a Request for Proposals (ie – quotes) for the repeater tower and radio frequency covered by our FEMA grant. As required by the grant, we will be sending this to three businesses in the area that handle this kind of work – Collins Communications, Advanced Wireless, and AvTech. I will need to speak with Radio Dave at Larimer County to verify what exactly we need and have permission to use before I can complete the RFP. With the board’s approval, I will complete and send this out before the end of the month.

Respectfully submitted,

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970)881-3521

Board of Directors

Minutes For March 17, 2011
Wapiti Center– 7:00 P.M.

In Attendance: Sherry Alexander, Herb Cooper, Dan Defibaugh, Shirla Race, Ray Williams, and Marian Kelly

Absent: 0

District Members in attendance: 4

Additions to and Approval of Agenda: Dan Defibaugh moved to approve the agenda. Sherry Alexander seconded the motion, which passed unanimously.

Approval of Minutes of Previous Meeting: Shirla Race moved to approve the corrected minutes. Dan Defibaugh seconded the motion, which passed unanimously.

President's Report: The Fire Station's sewer line is frozen so the restrooms' water is turned off and an out-of-order sign is on the doors. The District will not hire the plumbers to come back a second time to thaw the sewer line. The District will wait for the line to thaw out. All the toilet flush valves will be replaced.

Secretary's Report: Since we have changed from analog tape records to a digital recording format, we will keep the digital recordings for six months.

Treasurer's Report: Shirla reported: (1) David Dunn, CPA, paper work for CLFPD's "exemption from audit" report is here. This means that the District audit process is complete for this year. (2) Shirla passed out copies of the CLFPD checks written. (3) the CLFPD has received and paid the propane bill. (4) CLFPD has received about \$1000 from the County to date.

Sherry Alexander moved to allow CL FIRES to use the 237 Blackfoot Road address and the upstairs office in the Fire Department at no cost. This is a clarification of the November 18, 2010 motion. (The CL FIRES Nonprofit Corporation records will be at 237 Blackfoot). Dan Defibaugh seconded the motion, which passed unanimously.

Herb Cooper moved to accept the Treasurer's Report. Dan Defibaugh seconded the motion, which passed unanimously.

Sherry Alexander also moved to transfer the existing fund balance from the Crystal Lakes Fire Protection District Fund Raising checking account to the CL FIRES checking account as soon as possible. Dan Defibaugh seconded the motion, which passed unanimously. This is a clarification of the November 18, 2010 motion.

Fire Department Report: Marian Kelly passed out copies of her Fire Department report. The following reports are her verbal, detailed explanations from her Chief's

Report: (1) Alan Sagert has requested a bill of sale for the fire truck. Shirla Race will create a bill of sale showing the exchange of the truck for Alan's work replacing the broken sewer line. Shirla will give the bill to Marian to hold in the office for Alan to pick up. Both parties for the sale/exchange of this truck must sign the paper work. Shirla Race will sign for the District. (2) The CLVFD will be assigned its own frequency (for up to 100 department radios). (3) Alex has changed the combination door locks on the Fire Station doors. (If the batteries in the lock fail, department members have keys for the doors.)

Firewise: Biochar is getting the required burn permits so Biochar can proceed with its slash-pile removal process.

Grants: No further discussion.

UNFINISHED BUSINESS

Discussion regarding Attorneys: Ray Williams asked for more information about, "What lawyers are available to the CLFPD Board?" DISCUSSION: (1) A \$315 per hour billing rate is too much. (2) How does the billing rate submitted by Collins, Cockrell and Cole compare to the rate from Dino Ross? How do these rates compare to the billing rates submitted by our present attorney, Dick Lyons? Final decision for contracting with a lawyer is deferred to a later date.

NEW BUSINESS

(1) Discussion of ideas for a new building for the CLVFD. (2) Dan Defibaugh contacted an attorney, Jim Abrams, who is interested in working for us. He will come to the CLFPD Board meeting next month. (3) The paper work for the CL FIRES Nonprofit Corporation has been submitted to Charles Tucker, the Corporation attorney.

As the Board Desires: Shirla Race asked for and received permission to expend the \$295 fee for an Arson Investigation class.

Comments by Attending Public: None

Set or confirm next Board meeting date: April 21, 2011

Adjournment: 8:36 P.M.

Pension Board Meeting to follow the June 16, 2011 meeting.

Submitted by
Herb Cooper
Secretary CLFPD

(Note: Reformatted to a Word Document, CLFPD Letterhead added, Agenda title changed to Minutes and revisions made by temporary Recording Secretary Jeanette Williams, authorized by the CLFPD Board members June 2, 1011)

Crystal Lakes Volunteer Fire Department

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

March 17, 2011
Fire Department Report

1. Department Activity since last board meeting:

- 1 business meeting
- 2 department trainings
- 1 EMS training with Red Feather Lakes VFD
- 1 medical call
- 1 smoke report

2. Report on Engine 3 – No new information.

3. Mutual Aid agreement with Red Feather VFD – I've been working with Chief Steve Robinson and Assistant Chief Cris Meeks to update our mutual aid agreement with Red Feather. We're working on an auto-aid agreement for structure fires that would automatically call out both departments for a structure fire in either district. This agreement will help both departments respond quickly to emergencies, with the most appropriate personnel and equipment for the incident.

4. Report on FEMA Grant –

- Repeater Tower & Private Frequency – On March 2nd, Doug Race, Harold Alexander, Kate Kelly, and I met with "Radio Dave" Rowe and Larry, another employee of the Larimer County Information Technology Division. Dave has offered to assist us in obtaining our new repeater tower & radio frequency by doing the following:

- Determine the best location and height of the tower.
- Review our Request for Bid letters to ensure we're asking for the right equipment.
- Review the Bids we receive.
- Get our radio frequency from the FCC. This would mean the frequency would

technically belong to Larimer County. They have done this before for other fire departments. It will make the process easier and cheaper. We do not anticipate any difficulties getting reimbursed for this under the grant, and don't foresee any future problems associated with the frequency belonging to Larimer County. However, if any difficulty arises, the frequency can be transferred from Larimer County to CLVFD with minimal cost and difficulty.

- Training – Doug Race and Kate Kelly have ascertained that the Firefighter I class specified in the original grant will not be feasible for our department. They have further determined that, if we submit an amendment to the grant, we should be able to transfer the training monies granted for the Firefighter I class to wildland fire training. Doug is working with Boyd Lebeda of the Colorado State Forest Service to design a class schedule, and after that is determined, Kate will write the grant amendment and also request an extension to allow some classes to take place after January 1, 2012.

Respectfully submitted,

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970)881-3521

Board of Directors

Minutes For April 21, 2011
Wapiti Center– 7:00 P.M.

In Attendance: Sherry Alexander, Herb Cooper, Dan Defibaugh, and Shirla Race

Absent: (excused): Ray Williams and Fire Chief Marian Kelly

District Members in attendance: Five

Non District Members attending: Insurance Rep – Jerry Ward and Lawyer – Bob Alman

Agenda: Herb Cooper moved to accept the agenda. Shirla Race seconded the motion which passed unanimously.

Approval of Minutes of Previous Meeting(s): The corrected March minutes were read for approval. Shirla Race moved to accept the minutes as corrected. Dan Defibaugh seconded the motion, which passed unanimously.

President’s Report: Sherry Alexander, CLFPD Board Vice President, introduced Jerry Ward the Insurance Representative for the Earl McFarland Insurance Agency, Inc. Jerry Ward passed out copies of the “Accident and Sickness Coverage” to the CLFPD Board so he could explain detail of our insurance coverage and answer any questions.

Secretary’s Report: No formal report.

Treasurer’s Report: Shirla Race passed out copies of (1) CLFPD’s expenditures to date for this year and copies of April checks. (2) County funds are coming in. (3) Next month: the most expensive, high end, bills will be due so Shirla will ask the help of another Board member to co-sign the checks for these expensive items. (4) Information: The State of Colorado has accepted the CLFPD “exemption from audit” application. (5) Shirla will not be here in May, but will give her reports for the Board to Sherry Alexander. A motion to accept the Treasurer’s Report was made and seconded, which passed unanimously.

Fire Department Report: Marian Kelly provided copies of the Fire Department Report to all Board members. Report is attached to these minutes.

Doug Race, CLVFD Training Officer reported the following: He has a list of classes that are available to Department members under the department Grant funding for Wild Land fires. Doug will continue to coordinate applications for these Wild Lane Fire classes. Doug Race is now a certified chainsaw operator, after taking the District Class. The department has goggles and chaps as required for use with the chainsaw.

Firewise: Jody Sandquist, the CLVFD Safety Officer reported on the slash pile. Crystal Lakes Road & Recreation Assoc, along with BioChar’s on-site-manager is looking for

the possibility of a new slash pile site. When a new site is found, the Assoc will clean up the old site (which may be under new ownership). The new site will have a security fence; have an employee monitor a controlled access on Fridays, Saturdays, Sundays and Mondays; and have a set use fee.

Discussion: (1) BioChar would like to depend on CLVFD for backup for controlling a fire at the present slash burn process. (2) Schedules and plans for slash pile use are being discussed. (3) Crystal Lakes Road & Recreation Assoc does not want to be in the slash pile burn business. (4) The fine for illegal slash dumping is \$ 1,000. (5) Slash pile burning information can be found in the Wapiti Bugle and in Jody's Manager emails.

Grants: No report

UNFINISHED BUSINESS

Discussion regarding Attorney selection: Bob Alman, an associate of Jim Abrams handed out copies of his credential and answered Board questions. Their law firm does have 501(c) (3) experience. Their rates are \$250 per hour for a lawyer and \$150 per hour for paralegal services.

NEW BUSINESS

As the Board Desires: Doug Race reported that the CLVFD has sites proposed for new "dry hydrants". The sites are: Lake View Park, Beaver Meadows Pond, Lake Erie, and Catawba Pond.

Comments by Attending Public: Doug Race wants to provide a costs estimate at the Water & Sewer Annual Meeting for installing a dry hydrant on Water and Sewer Property. Jody asked if the CLFPD or the CLVFD have presentations for either the Crystal Lakes Water & Sewer Assoc or the Crystal Lakes Road & Recreation Assoc annual meetings. She also stated the CLR&RA fire pit specifications are compatible with the current Larimer County fire restrictions.

Set or confirm next Board meeting date: May 16, 2011

Adjournment: Dan Defibaugh moved to adjourn the meeting at 8:42 pm. Shirla Race seconded, the motion passed unanimously.

Submitted by
Herb Cooper
Secretary CLFPD

(Note: Reformatted to a Word Document, CLFPD Letterhead added, Agenda title changed to Minutes and revisions made by temporary Recording Secretary Jeanette Williams, authorized by the CLFPD Board members June 2, 1011)

Crystal Lakes Volunteer Fire Department

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

April 20, 2011
Fire Department Report

1. Department Activity since last board meeting:

- 1 business meeting
- 1 department training (& 1 training canceled due to weather)
- 1 fire call – smoldering power pole
- 1 medical call

2. Report on Engine 3 – Alan Sagert has been informed that the Bill of Sale he requested is available for pick-up at the Crystal Lakes Associations office, but has not yet stopped by to get it.

3. Report on FEMA Grant –

– Repeater Tower & Private Frequency – After much work, including both on-the-ground communications testing and signal mapping done by Dave Rowe of Larimer County Emergency Services, we have ascertained that the best location for a repeater tower will be the fire station. This location is not perfect, but reaches most parts of our district and does not present the logistical issues a stand-alone site would. We now have the appropriate information to generate requests for bids, which we'll send to three or four nearby communications companies. Dave Rowe will assist with drafting the request for bid and we have a list of companies in Northern Colorado and Wyoming to send this to. Dave Rowe, Harold Alexander, Doug & Shirla Race, Jody Sandquist, and Kate Kelly have been of invaluable assistance in the process of determining the best site.

– Training – Doug Race is working with Boyd Lebeda of the Colorado State Forest Service to design a class schedule.

4. Fire Investigation Class – Shirla Race and I have completed the Fire/Arson Investigator Academy class run by the Public Agency Training Council. This is an introduction to fire investigation, rather than a certification course, and it gave us a lot of useful information which will assist us in protecting the area of origin, and hopeful the cause, of the fire for the county investigators.

Respectfully submitted,

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970)881-3521

Board of Directors

**Minutes for May 19, 2011
Wapiti Center– 7:00 P.M.**

Meeting Cancelled per CLFPD President Ray Williams, due to inclement weather.

In Attendance

Absent

District Members in attendance

Additions to and Approval of Agenda

Approval of Minutes of Previous Meeting(s)

President's Report –

Secretary's Report

Treasurer's Report –

Fire Department Report

Firewise

Grants

UNFINISHED BUSINESS

Discussion regarding Attorneys

NEW BUSINESS

As the Board Desires

Comments by Attending Public

Set or confirm next Board meeting date

Adjournment

Please Note: Location for Board Meeting is at the Wapiti Center

Crystal Lakes Fire Protection District

(970)881-3521

Board of Directors

Minutes For June 16, 2011
Wapiti Center– 7:00 P.M.

Meeting was called to order at 7:02pm

In Attendance: Sherry Alexander, Dan Defibaugh, Shirla Race, Ray Williams and Fire Chief Marian Kelly

Absent: (excused) None

District Members in attendance: Ten (10)

Agenda: Shirla moved to accept the agenda. Dan seconded the motion which passed unanimously.

Approval of Minutes of Previous Meeting(s): The revised January, February, March and April minutes were provided to Board members for review. Shirla Race asked that the reported monies in the January 21, 2011 minutes be verified. All Board members were asked to be prepared at the July meeting to approve the revised minutes.

President's Report: Ray accepted Herb Cooper's resignation with regret and expressed appreciation to Herb for all his work as Secretary of the CLFPD Board.

Ray reported that Don Hass, a property owner in Pearl Creek Estates Beaver Meadows, has been working with Larimer County to obtain an exemption from the county regulation to install fire sprinklers in his new home. Larimer County indicated that they would need approval for an exemption from the CLFPD. Mr. Hass has requested approval from the CLFPD Board of his written request for dispensation of the sprinkler requirement to Larimer County. Dan Defibaugh moved to grant a waiver for the Larimer County requirement to install sprinklers. Ray seconded and the motion passed unanimously.

Dan Hass has indicated an interest in being a member of the CLFPD Board.

The Board discussed waiver issues and the Board's position to encourage property owners to have sprinklers to protect the safety of individual homes and the surrounding forest. The Board will discuss a CLFPD policy to follow county requirements unless property owner obtains a waiver.

Ray asked the Board to finalize the discussion about changing the district attorney. After much discussion, the Board decided to retain their current attorney.

Bob Nauroth expressed his regret for the need to resign from the CLVFD and is willing to offer his help.

Secretary's Report: No formal report.

Treasurer's Report: Shirla Race passed out copies of May and June treasurer reports including income and expenses. She also provided a copy of the checks issued. John

Lang's memorial donations currently equal \$ 1,125. Shirla reported that she has received the Larimer County interest correction and that is reflected in the treasurer report. Sherry moved to accept May and June treasurer reports. Dan seconded and motion passed unanimously.

Shirla advised all Board members to begin reviewing the CLVFD Budget. The Board will need to begin preparing the draft for 2012 Annual Budget in September.

Ray reported as part of the Service Improvement Committee, Patty Watkins suggested the cost for a structural analysis by an engineer would be about \$500. Shirla advised because it could be covered by a current line item Building Upgrade and Repair and that cost could be expensed without a motion.

Fire Department Report: Marian Kelly provided copies of the Fire Department Report to all Board members. Her report is attached to these minutes.

The CLVFD has voted to approve the use of their new frequency to the Crystal Association staff and request approval of the CLFPD for this action. Dan moved to approve allowing the Crystal Lake Association staff to share the new frequency. Sherry seconded and motion passed unanimously.

Marian shared her concerns about recent fire disasters, weather conditions and the conditions of the forest in and around Crystal Lakes causing so much slash. She requested the CLFPD Board reconsider its policy about permitting slash burning anywhere in the district. She will make sure the department gets direction from Larimer County about current regulations and will obtain "No Slash Burning" signs. Sherry moved that burning of slash piles on any lot within the CLFPD will be prohibited. Shirla seconded and motion passed unanimously.

Doug Race, CLVFD Training Officer will be working with Boyd Lebeda of the Colorado State Forest Service to design a class schedule.

Firewise: Jody Sandquist, the CLVFD Safety Officer reported on the June CWPP meeting. CLVFD members who attended the meeting were herself, Doug Race, and Jeanette Williams. Don Watkins, Tony Simon, Diana Selby along with department members reviewed the current CWPP plan and possible future efforts. Crystal Lakes was first in Colorado to establish a Firewise/CWPP program.

She reported a lightning strike on the north side of Black Mountain. All department members need to be aware and vigilant tomorrow if a fire develops. Larimer County, Eric Nuson warned of the flood danger building again on the Poudre. Jody advised everyone to be aware of the danger near Crystal Lakes streams because of the high water levels.

Grants: No report

UNFINISHED BUSINESS

Discussion regarding Attorney selection: Resolved as part of the President's Report.

NEW BUSINESS

As the Board Desires: Doug Race reported that the SIC's goal is to improve emergency response and develop programs to that goal. The Service Improvement Committee, SIC, requests that the CLFPD recognize their new committee name.

Comments by Attending Public: Helen Bowlin presented to Michelle Lang the CLVFD shirt signed by department and district members. Michelle and John's family were very touched and appreciative. Helen reported she has had requests for about \$100 worth of shirts from Michelle and John's family and friends.

Jeanette Williams reported that CL FIRES is continuing its efforts to complete the CL FIRES Bylaws and the IRS 1023 Application for tax exemption. The volunteer committee has met to finalize the 4th of July Family Fun Day activities and will continue to sign up volunteers.

Set or confirm next Board meeting date: July 21, 2011

Adjournment: Dan Defibaugh moved to adjourn the meeting at 8:25 pm. Shirla Race seconded, the motion passed unanimously.

Submitted by
Jeanette Williams
Temporary Recording Secretary

Crystal Lakes Volunteer Fire Department

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

June 15, 2011
Fire Department Report

1. Department Activity since April 21st board meeting:
 - 2 business meetings
 - 7 department trainings (includes 2 EMS trainings with Red Feather, and 1 joint fire training with Red Feather)
 - 3 medical calls
 - 1 motor vehicle accident with injuries
 - 1 smoke report (turned out to be slash kiln burn)
 - 1 false alarm (smoke/fire alarm in house triggered by thunderstorm)

2. Report on Engine 3 – Alan Sagert has now signed and picked up the Bill of Sale.

3. Report on FEMA Grant –
 - Repeater Tower & Private Frequency
 - CLFPD has received Crystal Lakes Road & Recreation Board approval of the addition of a repeater tower to the fire station.
 - Dave Rowe of Larimer County is arranging to get us the radio frequency.
 - Request for Proposals/Bids have gone out to five companies and a pre-proposal meeting held to which three of the companies sent representatives. There are currently two RFPs out – one for the repeater tower and one to install radios with pump-panel headsets in four of our apparatus. The deadline for response for both RFPs is end of business June 22nd. Dave Rowe has offered to look at the proposals we receive to advise us on the best one to accept, which recommendation I will forward, along with all proposals, to the board. In the interests of getting work started as soon as possible, I am requesting that a phone or email poll of board members be considered, to accept a proposal before the next board meeting.
 - Training – Doug Race is working with Boyd Lebeda of the Colorado State Forest Service to design a class schedule.

4. Private Frequency – The members of the fire department have voted to offer daily use of the new frequency to the Crystal Lakes Associations staff. This will allow for easy, unbroken communication between the department and the Association staff during emergencies. The department requests board approval for this action.

5. Personnel – As you know, John Lang passed away in early May. His energy and enthusiasm will be greatly missed by all department members.

Mike Schrodtt has been appointed to fill out the remainder of John's term as Assistant Chief. Our thanks to him for taking on this new responsibility.

6. Slash burns – Historically, the Crystal Lakes Road & Recreation Association has prohibited slash burns on private lots. As this is a Road & Recreation Association regulation, it applies only to lots within the Association. Crystal Lakes Fire Protection District covers a larger area, and the burning of slash has been permitted in Elk Ridge, Pearl Creek, Poudre Meadows, and Beaver Meadows according to Larimer County burn regulations.

Recently, pressure has been placed on the R&R Association to allow burning on individual lots. When asked to weigh in as fire chief, I have strongly advocated against this, as I believe it is a dangerous practice that may result in an uncontrolled wildfire. Although I have approved burn permits in the previously mentioned outlying properties (eight over the past two winters), I am not comfortable that our district can confirm that property owners are meeting the level of caution and safety required to reasonably reduce or eliminate the likelihood of a wildfire occurring. To my knowledge, there have been at least two incidents within the past six years – one where the property owner used their slash pile to burn trash, including furniture; and one where the slash burn escaped, but was stopped by CLVFD & the Larimer County Hotshots before it did much damage.

Under the circumstances, I believe that it is now time for the fire district to review its options and determine whether the burning of slash should be permitted anywhere in the district.

Respectfully submitted,

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970)881-3521

Board of Directors

Minutes For July 21, 2011
Wapiti Center– 7:00 P.M.

Meeting was called to order at 7:01pm

In Attendance: Sherry Alexander, Dan Defibaugh, Shirla Race, Ray Williams and Fire Chief Marian Kelly

Absent: (excused) None

District Members in attendance: 3

Agenda: Sherry moved to accept the amended agenda. Dan seconded the motion which passed unanimously.

Approval of Minutes of Previous Meeting(s): Shirla moved to accept the January 21, 2011 minutes with corrections. Dan seconded the motion which passed unanimously. Sherry move to accept the February 17, 2011 minutes as corrected. Shirla seconded the motion which passed unanimously. Dan moved to accept the March 17, 2011 minutes as corrected. Sherry seconded the motion which passed unanimously. Shirla moved to accept the April 21, 2011 minutes as corrected. Dan seconded the motion which passed unanimously. The Board was provided minutes for October, November, and December 2010 and June 16, 2011 for review. All Board members were asked to be prepared at the August meeting to approve the revised minutes.

President's Report: Don Hass, a property owner in Pearl Creek Estates Beaver Meadows, has been working with Larimer County to obtain a waiver from the county's regulations to install 2500 gallon cistern instead of a 3000 gallon cistern. Larimer County indicated that the CLFPD Board must approve a waiver. Mr. Hass has requested approval and a written letter from the CLFPD Board of his request for waiver from Larimer County's requirement. Dan Defibaugh moved to grant Mr. Hass requests for CLFPD Board approval of a waiver for the Larimer County requirement to install 3000 gallon cistern and allow Mr. Hass install a 2500 gallon cistern. Sherry seconded the motion which passed unanimously. Ray will have Jeanette draft a letter to Larimer County.

Secretary's Report: No formal report.

Treasurer's Report: Shirla Race passed out copies of July treasurer's report including income and expenses. She also provided a copy of the checks issued. John Lang's memorial donations currently equal \$ 1,925. Shirla reported that she would like to begin reviewing the 2012 CLFPD Budget in September. The Board discussed line item

expenses and how committee expenses may be financed. Dan moved to accept July treasurer's report. Sherry seconded and motion passed unanimously.

Fire Department Report: Marian Kelly provided copies of the Fire Department Report to all Board members. Her report is attached to these minutes. She reported the cost of the road sign "Slash Burns Prohibited" at \$147.80 plus tax. The cost will be itemized under the line item for Fire Fighting Supplies and Expenses. Marian requested and the Board approved to give the Department the ability to sell equipment that is unused and no longer needed.

Firewise: No Report

Grants: Marian provided an update in the Fire Department Report

UNFINISHED BUSINESS

NEW BUSINESS

As the Board Desires: Doug Race requested that the CLFPD Board make a request to CL FIRES on behalf of the Service Improvement Committee for \$450 to finance an engineering study of the Fire Station. The purpose of the engineering study will be to determine the structural integrity of the Fire Station. The Board discussed the request and Sherry reported that CL FIRES has designated funds for the CLFPD and the CLVFD. Marian reported, as Fire Chief, she is in favor of determining the condition of the Fire Station. Sherry moved to have the CLFPD Board submit a written request to CL FIRES for \$450 for an engineering study for the Fire Station. Dan seconded and the motion passed unanimously. Doug agreed to draft the letter and Ray will format the letter on the District letterhead.

The Board discussed the policy for creating committees and recommended that the SIC develop and provide a mission statement or charter. The SIC was recognized by the Board at its June 16, 2011 meeting.

Comments by Attending Public: Mark Weeks presented a letter to the CLFPD Board requesting approval for a waiver of Larimer County's Rural Land Use Center requirement for a residential fire sprinklers system for his property 296 Elk Ridge Road, Red Feather Lakes, CO. Shirla suggested the Board establish guidelines and create a policy for granting waivers of Larimer County requirements. Shirla moved to approve the CLFPD Board's decision to grant Mark Weeks a waiver of Larimer County's requirement for sprinklers. Dan seconded the motion which passed unanimously. Ray agreed to draft a letter to Larimer County and send to Mark Weeks.

Don Hass introduced himself and expressed his interest in becoming a CLFPD Board member. He shared some personal information and work experience. He has been a property owner in Beaver Meadows for 5 years, lives in Loveland, and has 42 years of experience in the banking industry. He is a member of the Crystal Lakes Water and Sewer Association. He is willing to assume the position of Secretary. Shirla moved to approve the appointment of Don Hass to the CLFPD Board as Secretary to replace Herb Cooper. Dan seconded the motion which passed unanimously. Don will be sworn in at the next Board meeting August 18, 2011.

Set or confirm next Board meeting date: August 18, 2011

Adjournment: Dan Defibaugh moved to adjourn the meeting at 8:44 pm. Sherry seconded, the motion passed unanimously.

Submitted by
Jeanette Williams
Temporary Recording Secretary

Crystal Lakes Volunteer Fire Department

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

July 20, 2011
Fire Department Report

1. Department Activity last board meeting:
 - 1 business meeting
 - 3 department trainings (includes 1 training for 4th of July demonstration)
 - 4 medical calls
 - 2 smoke/fire reports (1 tracked to slash pile, 1 turned out to be a campfire in an approved pit)

2. Report on FEMA Grant –
 - Repeater Tower & Private Frequency
 - Dave Rowe of Larimer County is arranging to get us the radio frequency.
 - Bids have been received from the companies to which RFPs were sent.
 - We are waiting for advice from Dave Rowe regarding the viability of these bids before making our decision. I will forward his recommendation, along with all proposals, to the board as soon as I receive it.
 - We will be sending out RFPs to several more companies for the construction of the tower, as we received only one bid for that project, and the cost is not within our budget.
 - Training – A tentative class schedule has been forwarded to department members.
 - Extension – Kate Kelly has requested an extension for completion of activities required by the grant. So far, we have not heard back from FEMA regarding the extension.

3. Personnel – Doug Blunt has requested to step down as Assistant Chief, as his health will not permit him to rejoin the department as an active member until March of 2012. Shirla Race has been appointed to fill out the remainder of Doug's term as Assistant Chief. Our thanks to her for taking on this new responsibility.

4. Slash burn prohibition – As requested by the Board, I have checked with Larimer County regarding how this effect open burn permit requests, and what the regulations would be regarding posting signs stating that slash burns are prohibited.
 - Per Doug Bjorlo, who handles Open Burn Permits for Larimer County, he will deny any permits requested by persons in our district and inform them that slash burns are not permitted in Crystal Lakes fire district. He will give them contact information for the fire chief if they need further information.
 - Per Larimer County Road & Bridge, we may place a sign about the burn prohibition on the same post as the "entering district" sign, so long as it is the same color and size as the existing sign. They have no restrictions or regulations on the wording used.

5. Sale of unneeded equipment – The department has some unused equipment that we would like board permission to sell at a fair market price. This equipment includes a couple of hose reels for rubber fire hose and a hose reel for hydraulic-powered extrication tools and the equipment that goes with it. The hose reels are not needed on any of our vehicles and we do not have the facilities to use the extrication equipment.

Respectfully submitted,

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970)881-3521

Board of Directors

**Minutes For August 18, 2011
Wapiti Center– 7:00 P.M.**

Meeting was called to order at 7:03pm

In Attendance: Sherry Alexander, Dan Defibaugh, Shirla Race, Don Hass, Ray Williams and Fire Chief Marian Kelly

Absent: (excused) None

District Members in attendance: 4

Agenda: Sherry moved to accept the amended agenda. Shirla seconded the motion which passed unanimously.

Approval of Minutes of Previous Meeting(s): Dan moved to accept the October 21, 2010, the November 18, 2010, December 16, 2010, June 16, 2011, and July 21, 2011 Board minutes. Shirla seconded the motion which passed unanimously

President's Report: Ray administered the Crystal Lakes Fire Protection District Board of Director Oath of Office to Donald G. Hass.

Secretary's Report: No formal report.

Treasurer's Report: Shirla Race passed out copies of August treasurer's report including income and expenses. She also provided a copy of the checks issued. She passed out the first draft of the 2012 budget to be reviewed by Board members and to be discussed at the September meeting. The Board discussed possible equipment purchases and expense monies. The Board also discussed grant revenue and expenses when revenue may be reported in one year and the expense reported in the next year or vice versa. There will be a new expense line item for Service Improvement in 2012. Sherry asked if the expense line item for elections for 2012 was sufficient. Jeanette Williams, DEO for 2010 indicated she felt it was sufficient. Dan moved to accept July treasurer's report. Sherry seconded the motion which passed unanimously.

Fire Department Report: Marian Kelly provided copies of the Fire Department Report to all Board members. Her report is attached to these minutes. Marian and Harold Alexander had reviewed several bids for radio and headset systems. She requested the Board give her the authority to select the appropriate option and contractor. Marian is considering Collins Communications. Ray suggested the Board make a motion based on Marian's recommendations. Sherry moved to have the Board give Fire Chief Marian Kelly the authority to select a company of her choosing for radio and headset systems

from the communications portion of the FEMA grant funds after reviewing the three other bids received. Dan seconded the motion which passed unanimously.

Marian reported her concerns about the potential cost to construct the repeater tower based on the two bids (\$40,000 or \$25,000) received which do not fit within the District's current budget. David Rowe with Larimer County has indicated the County has committed to donating a significant portion of the radio communications and repeater tower equipment. With the remaining portion of the FEMA grant money, additional required equipment could be purchased. She suggested an alternative would be to have the department personnel construct the tower based on Harold Alexander's research similar to HAM Radio equipment. The Board discussed this option. Marian will check with Dave Rowe about the possible need to obtain a building permit for construction of a radio tower.

For the training part of the FEMA grant, she reported that Doug Race has finalized the class training schedule and FEMA has approved the date extension and training change for Fire Fighter 1 to Wildland Fire Class Specialist training.

Marian asked to have the Board again consider DSL options for the Fire Station; the District could obtain its own or assist the Crystal Lakes Associations with increasing the signal at basecamp. The Board discussed possible cost and security concerns. Shirla provided some costs associated with service from Century Link Business high speed internet. Century Link could provide 1.5MG speed for \$30 per month which includes a router, modem, and one license MacAfee security for the 1st year for business service, plus some installation charges. After one year, the cost would be \$50 per month. Having a DSL line dedicated to the Fire Station has to potential to help with conducting Board members; Department business and training; and NFIRS data entry. The Board decided to table the discussion until the September 15, 2011 meeting.

Marian reported that the Fire Lane signs in front of the Crystal Lakes office need to be replaced. She suggested signs that are bigger, more colorful and state No Parking or something like that. She suggested the Board consider sharing the expense of signs with the Crystal Lakes Road and Recreation Association. Marian will continue to investigate cost and requirements.

Marian expressed appreciation to a company called Epocs through Mike Snyder for donating time and materials to construct a hosebed for Engine 2. Mark Weeks and Harold Alexander have installed it on the truck. She requests that the CLFPD Board minutes reflect this acknowledgement and appreciation for Epocs' donation.

Firewise: No Report

Grants: Included in Fire Chief's report. Marian noted that equipment is being purchased with funds from the Fire Service Grant.

UNFINISHED BUSINESS

NEW BUSINESS

SIC Engineering Report: Doug Race reported that the engineers report on August 2, 2011 determine the Crystal Lakes Fire Station to be structurally sound for what was

inspected. The SIC will meet in October and will continue to analyze the report and review the two options to be considered; to construct a new fire station or remodel the existing building. CL FIRES approved a grant of \$450 to pay for the engineer's analysis and inspection of the Fire Station. The SIC's priorities will always be: 1) the protection and safety of the CLVFD personnel and 2) the protection of the tax payers investments i.e. the CLVFD equipment. The next report for SIC will be to provide a report to the District Board about where the efforts are and why.

Doug reported on the purpose going forward and structure of the SIC. Doug provided the Service Improvement Committee's charter for review of the Board. The committee wishes to retain its adhoc status and has approved the charter. One of the original committee members has resigned and Harold Alexander has joined the committee.

As the Board Desires:

Sherry asked the Board to recognized Harold Alexander's position as the Fire Department purchasing agent for equipment and building repair person. She requested the Board approve and authorize Harold to continue using the Department's credit card. Shirla commented that the credit card bill provides appropriate record keeping and is billed to the CLVFD. The Board had no objection.

Comments by Attending Public: Ray accepted Harold Alexander's resignation from the Fire Department with regret. He presented Harold Alexander with an appreciation letter which included a \$100 gift certificate to a business of his choice and a special recognition certificate.

Doug Race, Training Officer, reported at the recent joint training with Red Feather Lakes, three Crystal Lakes Firefighters qualified for a limited duty red card for the physical test of the Forest Service Wildland Fire training. There were six department CLVFD personnel participating in the training. The Department will acquire three pieces of equipment to improve pumping and delivery of water while increasing safety and fire protection.

Set or confirm next Board meeting date: September 15, 2011 at 7pm. Pension Board meeting to follow.

Adjournment: Sherry moved to adjourn the meeting at 8:31 pm. Dan seconded the motion which passed unanimously.

Submitted by
Don Hass
Secretary

Crystal Lakes Volunteer Fire Department

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

August 17, 2011
Fire Department Report

1. Department Activity last board meeting:
 - 1 business meeting
 - 4 department trainings (includes EMS training & joint all-day training with Red Feather)
 - 2 medical calls

2. Report on FEMA Grant –
 - Repeater Tower & Private Frequency
 - Dave Rowe of Larimer County is arranging to get us the radio frequency.
 - Bids for the truck radios and headset system have been reviewed. At the recommendation of Dave Rowe, Harold Alexander and I have decided CLVFD ought to go with the bid from Collins Communications for wireless headsets. All bids are available for board members to review.
 - Additional bids have been received for the construction of the tower. These are now being reviewed and are available for board members to review at their pleasure.
 - Training – The class schedule has been forwarded to nearby departments.
 - Extension – FEMA has approved our request for an extension and the request to switch funding from Firefighter 1 training to the wildland class schedule arranged by Doug Race.

3. DSL – I have been asked to re-raise the question of providing DSL at the station, including whether we prefer to do so by getting our own DSL line, or by assisting Crystal Lakes Associations in boosting the wireless signal at Basecamp so it will reach the station.

4. Fire Lane Signs – I would like to see new, hopefully more effective, fire lane signs posted in front of the office area. Vehicles frequently stop there while occupants use the restrooms or dash into the office, and the current sign is not sufficient to get their attention. This narrows the road in front of Basecamp to one lane or less, making it impossible for emergency vehicles to get through. We need at least two signs, one on each side of the road, and they need to be worded more specifically (no stopping or standing, violators will be fined). I have spoken with the Association manager, who is open to such a change. Would the fire district share the cost of such signs?

5. Equipment Donation – At the request of Crystal Lakes property owner, Mike Snyder, Epocs has donated their materials and time to construct a hosebed for Engine 2. This equipment will make it easier for us to use Engine 2 and respond quickly to incidents. The fire department wishes to thank Epocs for this donation, and will be sending department t-shirts and hats as a token of our appreciation.

Respectfully submitted,

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970)881-3521

Board of Directors

Minutes For September 15, 2011
Wapiti Center– 7:00 P.M.

Meeting was called to order at 7:00pm

In Attendance: Sherry Alexander, Dan Defibaugh, Shirla Race, Don Hass, Ray Williams and Fire Chief Marian Kelly

Absent: (excused) None

District Members in attendance: 7

Agenda: Under New Business, Marian requested to add discussion of a CLVFD and RFVFD merger and Ray requested to add discussion of the sale of the Air Strip. Sherry moved to accept the amended agenda. Dan seconded the motion which passed unanimously.

Approval of Minutes of Previous Meeting(s): Shirla moved to accept the August 18, 2011 Board minutes. Sherry seconded the motion which passed unanimously

President's Report: Ray reported that he went to Larimer County and requested mile markers be installed on CR 73C. The County agreed to look into installing the mile markers and indicated they would look into markers between CR 74E and the end of Crystal Lakes property. Jane Tiffin suggested they should be all the way to CR 180 to help when responding to incidents. Ray said The County Supervisor would not guarantee all the way to CR 180 but may look at extending at a future date.

Mark Weeks asked Ray to request the Crystal Lakes Water and Sewer Association's approval to use a 5HP outboard motor on Panhandle Lake for water rescue and training once per year.

Secretary's Report: No formal report.

Treasurer's Report: Shirla Race passed out copies of September treasurer's report including income and expenses. She also provided a copy of the checks issued.

Jeanette asked about the need to purchase CLVFD jackets for department members who have one year of service. Jeanette agreed to work with Marian to determine who is eligible and who will order them.

The Board discussed Marian Kelly's concern about equipment purchases and communication expenses. Shirla reported the first draft of the 2012 budget will be discussed at the October meeting. The 2012 Budget includes new line items for the Service Improvement Committee, Grant Revenue and Expenses, and the Election

Expense amount has been increased for the 2012 election legal fees. The Board discussed possible equipment purchases and expense monies.

Shirla reported that money was transferred into the Reserve Fund in 2010 and money might be transferred for 2011.

Sherry moved to accept the September treasurer's report and the proposed 2012 CLFPD Budget. Dan seconded the motion which passed unanimously.

Fire Department Report: Marian Kelly provided copies of the Fire Department Report to all Board members. Her report is attached to these minutes which includes department activity, a report on the FEMA Grant activity, and guest wedding request.

Marian reported that there has been a request to use one of CLVFD Fire Trucks for a wedding in Beaver Meadows July 26, 2012. The Board discussed concerns about liability and agreed to a minimum fee of \$100 and the wedding party must sign a waiver, provide the time frame, and agree the CLVFD would not guarantee the use of a fire truck if the department had to respond to an incident. The Fire Truck must be used for pictures only and must not be driven by anyone other than CLVFD personnel.

Firewise: Slash Solutions is now in operation.

Grants: No formal report.

UNFINISHED BUSINESS

NEW BUSINESS

CLFPD Bylaws:

Ray presented the Board with the CLFPD Bylaws which includes several revisions. This will be the first reading of the revised CLFPD Bylaws. The second reading will be at the October 20, 2011 Board meeting.

As the Board Desires:

Marian asked for a discussion of and consideration for a merger between the CLVFD and the RFVFD. She suggested that everyone just think about the possibility and consider what it would involve. There was much discussion. It was assigned to the SIC committee to look at possibility of a merger.

Ray reported that Carlin Hanks attended the Crystal Lakes Road and Recreation Board meeting to advise them his asking price for Air Strip would be \$100,000. Ray said he will research flood plain and wetland impacts in Tract A. There was much discussion.

Sherry requested a discussion by the Board to select a Designated Election Officer for the 2012 Board election. Ray reported that for the 2012 CLFPD Board elections Ardie Yowell has agreed to accept that position.

Comments by Attending Public:

Jeanette Williams reported that CL FIRES will be having a Book Sale October 8 & 9, 2011. Volunteers will be needed to move the book from Ken Bailey's home to the Rummage Sale shed. Marian agreed to page out the request for volunteers and the date.

Set or confirm next Board meeting date: October 20, 2011 at 7pm.

Adjournment: Sherry moved to adjourn the meeting at 8:50 pm. Shirla seconded the motion which passed unanimously.

Submitted by
Don Hass
Secretary

Crystal Lakes Volunteer Fire Department

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

September 14, 2011
Fire Department Report

1. Department Activity last board meeting:

- 1 business meeting
- 3 department trainings (includes EMS training with Red Feather)
- 2 medical calls
- 1 MVA with injuries
- 1 fire call

2. Report on FEMA Grant –

- Repeater Tower & Private Frequency

– The bid from Collins Communications for vehicle headset systems has been accepted. Collins will begin the work after they complete a couple of previously accepted large projects. The delay is acceptable, as we're still waiting to receive our private frequency, which will need to be programmed into the radios.

– Additional bids have been received for the construction of the tower. These are still too high for our budget. Other construction methods are being reviewed. Don & Patty Watkins are assisting with understanding and meeting county permitting requirements for the tower.

– Training – Official agreements with the Forest Service have been signed. The first class will begin at the end of this month.

3. Guest Wedding Request – We have received a request from someone getting married at Beaver Meadows next summer for a fire engine to be part of the ceremony and/or pictures. The wedding will be July 26th and the requester is prepared to make a donation to the department. Is this something the board wishes the department to pursue?

Respectfully submitted,

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970)881-3521

Board of Directors

Minutes For October 20, 2011
Wapiti Center– 7:00 P.M.

Meeting was called to order at 7:01 pm

In Attendance: Sherry Alexander, Dan Defibaugh, Shirla Race, Don Hass, Ray Williams and Fire Chief Marian Kelly

Absent: (excused) None

District Members in attendance: 9

Agenda: Sherry moved to accept the agenda as presented. Shirla seconded the motion which passed unanimously.

Approval of Minutes of Previous Meeting(s): Shirla requested September minutes be corrected on page two, statement about the transfer of funds from capital funds change “will” to “might”. Shirla moved to accept the corrected September 15, 2011 Board minutes. Sherry seconded the motion which passed unanimously

President’s Report: Ray reported Dennis Morrison, Supervisor Larimer County is still working on mile marker signs on CR 73C. He has referred project to the engineer’s office to determine impacts for property addresses on CR 73C.

He reported that both the CLR&RA and CLW&SA have approved the use of an outboard motor on Panhandle Lake for water rescues and department training. The Boards suggested the department post signs to indicate training sessions. Ray will take responsibility for purchasing two signs saying something like “CLVFD Water Rescue Training in Progress”.

The CLR&RA is interested in purchasing the Crystal Lakes Air Strip. Ray has been researching Tract A as a possible site for a new station and wants to ensure site is not considered wetlands. He reported working with Matt Montgomery, from the Army Corps of Engineers. Matt indicated that the west end of the Air Strip would not be considered wetlands and will provide a letter with this result. Ray will also check with the EPA once he gets the letter. Shirla expressed concerns about the site; Tract A might be wetlands, the cost could be prohibitive to improve the site for construction, and the site may not be appropriate for a landing zone.

Ray reported his request to use the CLR&RA radio tower for the CLVFD was approved. Jody Sandquist, Manager and the CLR&RA Board did not have objections.

He reported meeting with Doug BJORLO with Larimer County to tour the BioChar slash burning operations in Crystal Lakes, the slash pile Gary Weixelman is proposing, and to talk with the office at Beaver Meadows to ensure they were aware of the CLFPD slash burning ban.

Gary Weixelman addressed the Board to request a special waiver of the CLFPD slash burning ban. Several Board members stated concerns and reasons to not waive the slash burning ban. The Board agreed to consider Mr. Weixelman's request at this time and to review the request at a later date when conditions have improved. Sherry suggested Mr. Weixelman submit his slash burning waiver request in writing to the CLFPD Board. The Board requested the status of Mr. Weixelman's project with BioChar. He stated he is in negotiations with BioChar and working on insurance coverage.

Secretary's Report: No formal report.

Treasurer's Report: Shirla Race passed out copies of September treasurer's report including income and expenses. She also provided a copy of the checks issued. She reported a correction on the September Treasurer's monthly financials report for line item Contract Service Payments and corrected for October. She reviewed the proposed 2012 budget to be reviewed by Board members. She added the notation to the Revenue under Grants to indicate grants are 50/50. She will post the budget in the required places, place an ad in the Ft Collins Coloradoan newspaper and provide a copy for the CLVFD webpage. Sherry requested Board members get copies also. Dan moved to accept September treasurer's report. Sherry seconded the motion which passed unanimously. Sherry expressed appreciation on behalf of the Board for all of Shirla's hard work.

Fire Department Report: Marian Kelly provided copies of the Fire Department Report to all Board members. Her report is attached to these minutes. She reported on seven items: 1. Incidents; 2. FEMA Grant status; 3. Request for a modified leave of absence for the next three months after knee surgery the first week of November. The Board agreed and authorized; 4. Report on Dry Hydrant installation by Doug Race and Harold Alexander in coordination with Rick Crewdson, the CLR&RA and Bryon Fessler from Fishing Board; 5. The Board approved Marian's request to send the CLFPD slash burn ban reminder letter to property owners who had slash burns in the past; 6. Received request from Poudre Canyon Fire District requesting mutual aid agreements. There are concerns about equipment and personnel resource availability. Marian will develop agreement; 7. Marian reported merger with RFVFD will not happen at this time. Both parties are interested and will look at in the future. Both departments agree to work together and support each other.

Firewise: No Report

Grants: Included in Fire Chief's report.

UNFINISHED BUSINESS

CLFPD Bylaws: Ray requested the Board to conduct the second reading of the CLFPD Bylaws. Dan moved to approve the CLFPD Bylaws as corrected. Shirla seconded the motion which passed unanimously.

NEW BUSINESS

Appoint DEO for 2012 Elections. Ray requested the Board appoint Ardie Yowell as Designated Election Official. Dan moved to appoint Ardie Yowell as DEO for 2012. Sherry seconded the motion which passed unanimously. Everyone expressed appreciation to Ardie for accepting this position.

As the Board Desires:

Ray announced the date of the annual CLFPD Christmas Party. The date will be Sunday December 4, 2011. The social hour will be 4pm and dinner will be at 5pm. Ray has talked with Carrie Manley about reserving the Restaurant at Crystal Lakes and the price will be approximately \$ 15 per person including hors d'oeuvres. Wine and beer will be available for purchase. Invitation will be sent and guests from RFVFD, Bryon and Sharon Fessler, and Janice Weixelman.

Comments by Attending Public: Mark Weeks reported on the success and exceptional testing results of the new turbo draft. A memorial plaque for John Lang will be ordered to place on the new equipment.

Marian acknowledged the exceptional work by Doug Race and Harold Alexander in cooperation with the CLR&RA and Bryon Fessler from the Fishing Board to install dry hydrants. Doug reported this has become important to the CLVFD because of the coordinated efforts and the access available to install the dry hydrants along with the work being done to dredge the lakes. This will save a significant amount of money for the district and allow for the possibility to install three hydrants. Everyone appreciates the work done by the department. There was discussion about who will use the dry hydrants and Marian clarified the intended users; the CLVFD and the CL Associations.

Set or confirm next Board meeting date: November 17, 2011 at 7pm. If the Board has a meeting in December, make a note it will be the 15th.

Adjournment: Shirla moved to adjourn the meeting at 8:19 pm. Dan seconded the motion which passed unanimously.

Submitted by
Don Hass
Secretary

Crystal Lakes Volunteer Fire Department

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

October 18, 2011

Fire Department Report

1. Department Activity last board meeting:

- 1 business meeting
- 3 department trainings (includes EMS training with Red Feather)
- 3 medical calls
- 1 smoke report (slash pile)
- 1 fire call (unsafe fire in "burn barrel")

2. Report on FEMA Grant –

- Repeater Tower & Private Frequency
 - At our request, Collins Communications will hold off on fulfilling their contract to program and install vehicle radios until we've received our private frequency, which is still in the works with the FCC.
 - SIC Committee members Don & Patty Watkins are assisting with understanding and meeting county permitting requirements for the repeater tower and have requested bids from companies they are familiar with.
 - In case the attempt to build a new tower is unsuccessful due to cost or county requirements, Ray Williams is requesting permission from the Crystal Lakes Associations to look into installing the repeater antenna and equipment on the Basecamp tower.
 - Training – Classes will begin this weekend. Members from fire departments all over northern Colorado are attending.

3. Modified leave request – I will be having knee surgery the first week in November. I should only be kept from meetings and trainings for the first one to two weeks, but do not know how long it will be before I can start regularly responding to calls again. I'm requesting permission to go on modified duty for the next three months, increasing my response level as I'm able until I'm back to full duty.

4. Dry Hydrants – The fire department has arranged to piggy-back on the Crystal Lakes Associations' dredging project to install dry hydrants at Catawba Pond and Lakeview Park. The cost to the district will be approximately \$4000. The installation will take place during the last weeks of October and first week of November.

5. Slash burn reminder letter – Ray has distributed a draft letter for your review. The intention is for this letter to be sent to all those in the district who requested open burn permits last year. This should act as a reminder, in addition to the newsletter notifications and road sign, that the burning of slash piles is not permitted. There were three people who requested open burn permits last year who should receive this letter.

Respectfully submitted,

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970)881-3521

Board of Directors

**Minutes For November 17, 2011
Wapiti Center– 7:00 P.M.**

Meeting was called to order at 7:00 pm

In Attendance: Sherry Alexander, Dan Defibaugh, Shirla Race, Don Hass and Ray Williams.

Absent: (excused) Fire Chief Marian Kelly

Sherry moved to accept the agenda as presented. Dan seconded the motion which passed unanimously.

Sherry moved to accept the October 20, 2011 Board minutes as presented. Dan seconded the motion which passed unanimously

Dan moved to approve the proposed Crystal Lakes Fire Protection District Budget for 2012 as submitted. Sherry seconded the motion which passed unanimously.

Sherry moved to cancel the December 2011 CLFPD Board meetings. Dan seconded the motion which passed unanimously.

Shirla moved to adjourn the meeting at 8:31 pm. Dan seconded the motion which passed unanimously.

Submitted by
Don Hass
Secretary

Crystal Lakes Volunteer Fire Department

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

November 17, 2011
Fire Department Report

1. Department Activity last board meeting:

- 1 business meeting
- 2 department trainings
- 1 electrical fire (tree on transformer)
- 1 fire alarm

2. Report on FEMA Grant –

- Repeater Tower & Private Frequency
 - Our private frequency has been issued by the FCC. We will be taking the necessary steps to test the frequency and get it programmed into all communications equipment.
 - As no quotes on tower installation have been received in an affordable price range, we will be installing the repeater antenna and equipment on the Basecamp tower. Dave Rowe from Larimer County will visit to ensure that the tower and equipment location are suitable.

3. Dry Hydrants – With the monetary assistance of the Community Fund, we are in the process of installing three dry hydrants. They are already at Catawba Pond and Beaver Lake and we'll attempt to install one at Little Lone Pine Lake when the dredging project restarts in the spring. This will be a substantial step toward having water supplies available in the winter from a wider range of areas.

5. Slash pile/Biochar update – James Gaspard, the owner of Colorado Biochar, has informed me that he expects to complete processing of the Association slash pile and the slash pile belonging to Mr. Weixelman by the end of the year. Once they have completed this effort, according to Mr. Gaspard, they will be moving out of the area.

Respectfully submitted,

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department