

# **Crystal Lakes Fire Protection District**

(970)881-3521

## **Board of Directors**

**Minutes for January 15, 2015  
Wapiti Center– 7:00 P.M.**

**Meeting was called to order at 7:12 pm by Ray Williams, President**

**In Attendance:** Dan Defibaugh, Don Hass, Shirla Race, Jan Sawyer, Ray Williams, Marian Kelly, Fire Chief, and Jeanette Williams Recording Secretary

**Excused:**

**District Members in attendance:** Doug Race, Mark Rode and Jim Kubichek

**Approval of Agenda:** Jan moved to approve the agenda as presented. Don seconded the motion which passed unanimously.

**Approval of Minutes of Previous Meeting(s):** Don moved to approve the December 18, 2014 minutes. Jan seconded the motion which passed unanimously.

**President's Report:** Ray announced his decision to retire from the CLFPD Board. He has received agreement from Jamie Baisley to accept a position on the Board. Jim Kubichek has agreed to accept the position of Recording Secretary on a temporary basis until the Board finds someone to accept that position. At the February 19, 2015 Board meeting, Jamie may be appointed by motion and the Board will elect Board members to fill vacant Board officer positions.

**Secretary's Report:** Jeanette reported the following annual state regulatory documents have been sent to the required agencies: the CLFPD 2015 Transparency Notice, the CLFPD Boundary Letter, and the 2015 Public Disclosure Letter. Kyna Glover from our attorney's office provided instructions and submitted the Disclosure letter to Larimer County on behalf of the District.

**Treasurer's Report:** Shirla passed out copies of her January 2015 written financial report. Shirla provided the most current 2014 year-to-date financial report and the 2015 CLFPD budget. She provided her report on monthly expenses to date with checks issued. Shirla reported she sent the CLFPD 2015 Budget to the appropriate state agencies. Jan moved to approve the Treasurer's Report as submitted. Don seconded the motion which passed unanimously.

**Fire Department Report:** Marian reviewed her written report with Department responses, training and activities. She advised the Board of joint training opportunities with area departments and the CLFPD personnel are invited to attend. She is encouraged with the number

of interested CLFPD members. Most of the training she will be attending is held on Thursdays. The CLVFD has agreed to change their scheduled business meetings and training sessions from Thursdays to Wednesdays thru May 2015. Marian will not be able to attend the CLFPD Board meetings on the third Thursday of each month and asked to be excused. She will check to see if someone will represent the Department.

**CWPP/Fire wise:** No Report

**Grants:** Kate Kelly, Adam Bowlin and Jim Kubichek have been working on a Colorado state grant to be submitted in January. This will be for SCBA and bunker gear.

**SIC Report:** Doug reported on the SIC meeting of January 15, 2015. The committee is making progress on completing a final draft of the CLVFD Five Year Plan. Doug contacted Larimer County to determine the requirements needed to propose a mill levy ballot measure for 2015. He also contacted our attorney's office and spoke with Blair Dickhoner. He will be glad to help with the election/ballot process. The SIC committee is proposing the District consider obtaining a bond to finance the remodeling construction of the Fire Station and a mill levy increase to provide much needed revenue for the District. The Board agreed to this approach and asked Doug to represent the District in the process. Jan moved to appoint Doug Race as the District's representative to work with Blair Dickhoner on the CLFPD 2015 Bond and Mill Levy Increase Ballot initiative. Don seconded the motion which passed unanimously.

### **UNFINISHED BUSINESS**

**Insurance Coverage:** Shirla reported that she has received the final ESIP insurance policy portfolio and worked with Mark Carlson to complete the District's insurance coverage effective January 19, 2015. VFIS has been advised of the District's decision to change providers. She will continue to review and determine what may change with the District's accident and sickness insurance coverage. That policy is due for renewal in April of this year.

### **NEW BUSINESS**

**As the Board Desires:**

**Comments by Attending Public:** Doug advised the Board of the frozen water pipe problems in the Fire Station. There may be some expenses submitted to the District for CLR&RA employee work hours to fix the problem. Doug and Adam Bowlin have put in time on behalf of the CLVFD but some of the hours were provided by Adam as a CLR&RA employee.

**Set or confirm next Board meeting date:** The next Board meeting will be February 19, 2015 at 7 pm.

**Adjournment:** Dan moved to adjourn the meeting at 7:53 pm. Shirla seconded the motion which passed unanimously.

Submitted by

Jeanette Williams  
Recording Secretary

Approved by: \_\_\_\_\_ Don Hass, Secretary

# Crystal Lakes Volunteer Fire Department

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

January 15, 2015  
Fire Department Report

1. Department Activity since the last board meeting
  - business meetings – 1
  - department trainings – 1
  - medical calls – 2
  - stranded motorists – 2
  
2. Community communications – There are currently 115 people signed up on the district's email contact list.
  
3. Joint Crystal Lakes FPD-Red Feather Lakes FPD Committee – I have informed Red Feather Chief Meeks that we have several people from the department and board interested in meeting to discuss this matter. She will inform me when she's in a position to schedule a meeting.
  
4. Mountain Chiefs' meeting – The quarterly meeting of the chiefs of our neighboring mountain fire departments was December 22nd at the Crystal Lakes station. We discussed the staffing situation in the mountain departments and each department head agreed to send the others a list of the resources we have available to respond for mutual aid. We talked briefly about establishing mutual aid response levels, but determined it would be simpler and more useful for each department to know what the others are capable of responding, and to call for needed resources on a case by case basis.
  
5. Upcoming Training –
  - We have several people signed up for the EMR and Wilderness Medicine courses being held at Beaver Meadows.
  - We have two people signed up for the EMT class being offered on the mountain. These people will be driving to Red Feather or Glacier View's stations to attend the classes.
  - We have four people signed up to attend National Fire Academy classes in Grand Junction in early February
  
6. Meeting schedule – Due to the schedule for the EMT courses, I will be missing a number of department trainings through May. As I would also miss the business and officers' meetings, the officers have decided (with the approval of the department members) to move the business and officers' meetings to the first Wednesday of the month during this period. The times and location of the meetings will remain the same.

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 19, 2015  
Wapiti Center– 7:00 P.M.**

**Meeting was called to order at 7:102 pm by Ray Williams, President**

**In Attendance:** Dan Defibaugh, Shirla Race, Jan Sawyer, Ray Williams, and Jeanette Williams  
Recording Secretary

**Excused:** Don Hass and Marian Kelly, Fire Chief

**District Members in attendance:** Doug Race, Mark Rode and Jim Kubichek

**Approval of Agenda:** Jan moved to approve the agenda as written. Shirla seconded the motion which passed unanimously.

**Approval of Minutes of Previous Meeting(s):** Dan moved to approve the January 15, 2015 minutes as written. Jan seconded the motion which passed unanimously.

**President's Report:** Ray requested a motion be made to approve the Crystal Lakes Fire Protection District's (CLFPD) official meeting and notice posting locations: Wapiti Center, the three Crystal Lakes mail sheds, the Fire Station and the Beaver Meadows office. Shirla moved to continue using the six CLVFD official meeting and notice posting locations. Jan seconded the motion which passed unanimously.

**Secretary's Report:** No Report

**Treasurer's Report:** Shirla passed out copies of her February 2015 written financial report. She provided her report on monthly expenses to date with checks issued. Shirla highlighted some points about legal expenses and election expenses that may need to be updated. Some Larimer County taxes have been received and the reporting form has changed. Dan moved to approve the Treasurer's Report as submitted. Jan seconded the motion which passed unanimously. She indicated DOLA reports have been submitted and the District records have been provided to the CPA.

**Fire Department Report:** Jan read Marian's written report with Department responses, training and activities.

**CWPP/Fire wise:** No Report

**Grants:** Jim Kubichek provided update on grant activities. The Colorado Firefighter state grant applications will be reviewed this month to be awarded in March. Kate Kelly, Adam Bowlin and Jim submitted two grant requests for SCBA and bunker gear.

**SIC Report:** Doug reported on the SIC meeting of February 19, 2015. The committee is making progress on completing a final draft of the CLVFD Five Year Strategic Plan. Michael Persichitte a consultant from George K Baum & Company attended the SIC meeting and will be working with SIC to determine the approach needed for a mill levy ballot initiative in November 2015. Doug will begin community education efforts with focus groups in March. This presentation will share the potential mill levy increase, the benefits of remodeling the fire station versus building a new station and the Department's efforts to increase emergency medical services and to increase water sources. He shared slides, posters and designs used for community presentations. SIC is recommending a 4 mill levy increase; CLFPD mill levy would potentially change from 5 to 9. Michael commended the SIC committee's work on this effort.

### **UNFINISHED BUSINESS**

**Insurance Coverage:** Shirla reported that she has accepted the District's insurance coverage with ESIP effective January 19, 2015. She reviewed the Provident Medical Insurance policy provided by Mark Carlson and the current policy with VFIS for the District's accident and sickness insurance coverage. She provided a summary of the coverage and benefits of Provident. She recommends CLFPD change medical insurance coverage because of the increased benefits with Provident and she indicated there will be a minimal increase in premium. Jan moved to authorize Shirla Race as CLFPD Treasurer to switch from VFIS to Provident for the CLFPD health and accident insurance prior to April 19, 2015. Dan seconded the motion which passed unanimously. Shirla advised the new insurance does not include personal/individual insurance coverage and the District has not had this previously.

### **NEW BUSINESS**

**As the Board Desires:** Ray requested the Board appoint a new Recording Secretary which Jim Kubichek has agreed to take. Shirla moved to appoint Jim Kubichek as Recording Secretary. Jan seconded the motion which passed unanimously.

### **Comments by Attending Public:**

**Set or confirm next Board meeting date:** The next Board meeting will be March 19, 2015 at 7 pm.

**Resignation of Ray Williams form CLFPD:** Ray emphases he is retiring after almost sixteen years and not resigning. He shared his pride and personal feelings about the cooperation and work ethics of this Board. He sincerely thanks the Board and the Fire Department for all of their hard work and support of Crystal Lakes. He wishes everyone continued success. He presented the Board and the Department with a gift of a Fire wall plaque. Dan moved to regretfully accept Ray's retirement with appreciation. Jan seconded the motion which passed unanimously.

**Appoint New Board Member:** Postponed until next Board meeting.

**Election of Board Officers:** Dan Vice President asked the Board to nominated and elect a new Board President and Vice President. Shirla nominated Dan Defibaugh as President and Jan seconded the motion. Dan nominated Jan Sawyer as Vice President and Shirla seconded the motion. Hearing no other nominations, nominations were closed. Shirla moved to accept nominations. Dan seconded the motion which passed unanimously. Dan declared the Board officers elected by unanimous consent. Jeanette agreed to provide an updated Board roster and to update the appropriate regulatory forms. Jeanette will send copies of all documents to the District's attorney's office.

**Adjournment:** Shirla moved to adjourn the meeting at 8:26 pm. Jan seconded the motion which passed unanimously.

Submitted by  
Jeanette Williams  
Recording Secretary

Approved by: \_\_\_\_\_ Don Hass, Secretary

DRAFT



# Crystal Lakes Volunteer Fire Department

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

February 19, 2015  
Fire Department Report

1. Department Activity since the last board meeting
  - business meetings – 1
  - department trainings – 2
  - medical calls – 2
  
2. Community communications – There are currently 116 people signed up on the district's email contact list.
  
3. Joint Crystal Lakes FPD-Red Feather Lakes FPD Committee and Red Feather Lakes VFD staffing – I have been informed by Red Feather Chief Meeks that she will be retiring near the end of April. Red Feather is currently very short-handed, but are working on their staffing issues. Due in part to her retirement, the Red Feather Lakes VFD fire board wishes to put any question of the creation of a fire authority or other umbrella entity on hold. I will keep you informed as I hear more.
  
4. Department Meeting Schedule – The change to the department meeting schedule that I reported at the last board meeting will not be taking place. There was an error in getting our and Red Feather Lakes VFD's members signed up for the EMT courses, which resulted in our not being able to take that training at this time. All department meetings will continue on their original Thursday-evening schedule
  
5. Summer Education Series – I'm working on lining up the dates for the mitigation and evacuation workshops, and hope to include the insurance workshop again this year. My proposed dates (taking into account other large activities on the mountain) are: Saturday May 30, Sunday June 14, Saturday June 27, Saturday July 11, Saturday July 25, Sunday August 9, Sunday August 23. Please let me know if you see any conflicts with these dates.
  
6. Road & Recreation Association Fire Policy changes – As the Board is aware, I have been discussing the proposed changes to the Road & Recreation Association fire policy via email with the head of the R&R Policy and Documents Committee and the president of the Board. The primary change of concern to the fire department is the switch from five-day fire permits to month-long permits. While I am not convinced this is a safe change to make, it is an improvement on the year-long permits originally proposed. I will be closely monitoring the weather and fire conditions, and how this new permitting process works, as we go into summer.

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 19, 2015  
Wapiti Center– 7:00 P.M.**

**Meeting was called to order at 7:02 pm by Dan Defibaugh, President**

**In Attendance:** Dan Defibaugh, Shirla Race, Jan Sawyer, Don Hass, and Marian Kelly, Fire Chief

**Excused:** Jim Kubichek

**District Members in attendance:** Doug Race, Mark Rode, Adam Bowlin, Patti and Don Watkins, Jeanette and Ray Williams and Kate Kelly

**Approval of Agenda:** Don moved to approve the agenda as amended to add request Board members to sign CLFPD tax audit exemption request form. Jan seconded the motion which passed unanimously.

**Approval of Minutes of Previous Meeting(s):** Jan moved to approve the February 19, 2015 minutes as written. Shirla seconded the motion which passed unanimously.

**President's Report:** Dan recognized Ray and Jeanette Williams for their contributions and the CLFPD and CLVFD. Dan presented them with flowers, a plaque and a dinner gift certificate, which was obtained by Jan for the occasion. Everyone was invited to enjoy cake with them. Ray and Jeanette expressed sincere appreciation.

**Secretary's Report:** No Report

**Treasurer's Report:** Shirla passed out copies of her March 2015 written financial report. She provided her report on monthly expenses to date with checks issued. Shirla highlighted some points about training expenses and indicated the money was well spent. Some Larimer County taxes have been received but expenses exceed revenue at this. This is not an issue because of cash balance in the checking account is intended to cover the expenses. Jan moved to approve the Treasurer's Report as submitted. Don seconded the motion which passed unanimously. She requested all Board members sign the tax audit exemption form the District CPA provided.

**Fire Department Report:** Marian provided her written report with Department responses, training and activities. She and Doug Race will be presenting the Community information meetings and have scheduled the dates. She will be working with Jan Sawyer to design and print a post card to be mailed with the meeting information.

**CWPP/Fire wise:** No Report

**Grants:** No Report. Still waiting for an update from the grants submitted.

**SIC Report:** Doug reported on the SIC meeting of March 19, 2015. Doug provided an overview of the focus group results and was encourage with the participation and input from property owners. Only one of the eight individuals invited was not able to attend and all of the remaining seven attended at least one of the meetings. The community presentation will be Monday May 25, 2015. The SIC committee is preparing a power point presentation and designing a tri-fold brochure.

### **UNFINISHED BUSINESS**

**Insurance Coverage:** Shirla reported the insurance portfolio and policy from EIS is complete and in effect. She is finalizing the accident insurance with Provident. The current policy with VFIS has been terminated.

### **NEW BUSINESS**

**As the Board Desires:** Board members and community members are encouraged to search for and invite someone to join this Board.

**Comments by Attending Public:** Ray Williams presented Dan with the Districts copy of Roberts Rule of Orders. A tradition that started when Ray received the copy from Harold Alexander when he became president.

**Set or confirm next Board meeting date:** The next Board meeting will be April 16, 2015 at 7 pm.

**Adjournment:** Shirla moved to adjourn the meeting at 7:45 pm. Jan seconded the motion which passed unanimously.

Submitted by

Jeanette Williams for Jim Kubichek

Recording Secretary

Approved by: \_\_\_\_\_ Don Hass, Secretary

# Crystal Lakes Volunteer Fire Department

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

March 19, 2015  
Fire Department Report

1. Department Activity since the last board meeting
  - business meetings - 1
  - department trainings - 2
  - medical calls - 1
  
2. Community communications - There are currently 119 people signed up on the district's email contact list, and we are beginning to send out semi-regular informational emails.
  
3. Armed Forces Benefit Association (AFBA) - I've been contacted by a representative of the AFBA regarding the life insurance coverage they are now extending to first responders. All fire and medical responders, including our SDRs, can now get coverage through the AFBA and they are also offering a free \$5,000 policy to all department members between the ages of 18 and 60. Paulette Wheeler, the representative who contacted me, would like to arrange to meet with interested department members and sign them up for the free policy and any additional paid policies they would like to purchase.
  
5. Summer Education Series - The workshop dates for this summer are as follows:

Sunday, May 31 - Fire Mitigation  
Sunday, June 14 - Evacuation  
Saturday, June 27 - Fire Insurance  
Saturday, July 11 - Fire Mitigation  
Saturday, July 25 - Evacuation  
Sunday, August 9 - Fire Mitigation  
Sunday, August 23 - Fire Insurance

Doug Race has agreed to run the Fire Insurance workshops (much thanks!) and I'll be doing the others. We haven't decided on times yet, but as soon as we get that finalized, we'll start coming up with the text for the postcards to be sent out. I'd like to send out larger postcards this year, which will increase the cost somewhat. I think it's worth the additional cost to send out something that's more visible and has room on it not only for the class information but for an encouragement to join our emailing list.

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 23, 2015  
Wapiti Center– 5:30 P.M.**

**Meeting was called to order at 5:30 pm by Dan Defibaugh, President**

**In Attendance:** Dan Defibaugh, Shirla Race, Jan Sawyer (Phone), Jim Kubichek ,  
and Marian Kelly, Fire Chief

**Excused:** Don Hass

**District Members in attendance:** Doug Race

**Approval of Agenda:** Shirla moved to approve the agenda for the special meeting. Jan seconded the motion which passed unanimously.

**Approval of Minutes of Previous Meeting(s):** Tabled

**President's Report:** No Report

**Secretary's Report:** No Report

**Treasurer's Report:** No Report

**Fire Department Report:** Written report submitted. No verbal report.

**CWPP/Fire wise:** No Report

**Grants:** No Report.

**SIC Report:** No Report

**UNFINISHED BUSINESS**

## **NEW BUSINESS**

**Appointment of Board Member:** Shirla made the motion to appoint Jim Kubichek as Secretary of the Crystal Lakes Fire Protection District until the end of the existing term. The motion was seconded by Jan. Motion passed unanimously.

**Administering the oath of office to the new board secretary:** Dan administered the oath of office to Jim as the new board secretary.

**Voting on proposals submitted by the GKB Company:** There was discussion related to the costs related to the agreements. Jan made a motion to enter into the Underwriter Engagement agreement and the Public Policy Services Engagement Agreement with George K. Baum & Company (GKB). Shirla seconded the motion. The motion passed unanimously. Following the vote board members present signed the agreement.

**Vote to approve wording change to fire district fire ban policy:** Marian requested changing the wording in the district policy related to implementing fire bans to: “The Fire Chief, or an officer designated by the chief, may instate a Fire Ban if three of the Resource Tools have reached or exceeded the threshold for Fire Ban, or if two of the resources have reached the threshold for Fire Ban and Two are in the Monitor Closer range.” Change in policy is underlined. The term “will” is changed to “may”. Jan made a motion to accept the change to the wording on the fire ban policy from “will” to “may”. Shirla seconded. Motion passed unanimously.

**Set or confirm next Board Meeting date:** May 21, 7:00 in Wapiti Room.

**Posting of minutes and agendas:** Jim has agreed to post meeting agendas a week prior to the next meeting at the following locations: Outside Wapiti room, Fire Department, mail sheds, and the Beaver Meadows office.

**Web Page Updating:** Jim agreed to send PDF updates (approved minutes) as needed to the Department Website Webmaster: [webmaster@CLVFD.org](mailto:webmaster@CLVFD.org)

**Adjournment:** Jan made the motion to adjourn and it was seconded by Shirla. The meeting was adjourned at 5:52 pm.

Submitted by  
Jim Kubichek  
Secretary

Approved by: \_\_\_\_\_ Jim Kubichek, Secretary

# Crystal Lakes Volunteer Fire Department

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

April 23, 2015  
Fire Department Report

1. Department Activity since the last board meeting
  - business meetings – 1
  - department trainings – 2
  - medical calls – 3
  - mutual aid to Red Feather Lakes VFD – 1
  
2. Community communications – There are currently 170 people signed up on the district’s email contact list, and we are sending out semi-regular informational emails.
  
3. Mutual aid – Due to the short-staffing currently experienced by Red Feather Lakes VFD, the officers of Crystal Lakes and Red Feather Lakes fire departments have agreed upon a temporarily expanded mutual aid response between our departments in addition to the official mutual and auto-aid agreements already in place. Crystal Lakes personnel will respond on “stand by” to the Crystal Lakes station for all non-medical calls in Red Feather, so they can be prepared to roll immediately if assistance is requested. Red Feather Lakes personnel will do the same for Crystal Lakes calls (and will continue responding auto-aid for medical calls, as per our long-standing agreements).
  
4. Summer Education Series – The postcards letting property owners know about the education opportunities we’re offering this summer are in the works. I have also arranged to have a representative from the Larmier Emergency Telephone Authority (LETA) come to both Evacuation Workshops to talk about reverse 911 and the LETA system. They will also have a table at the Arts & Crafts Fair in September.
  
5. District Fire Ban Policy – I would like to make the following change to the fire district’s fire ban policy to give the district a bit more flexibility in responding to conditions:
  - Original: “The Fire Chief, or an officer designated by the chief, will instate a Fire Ban if **three** of the Resource Tools have reached or exceeded the threshold for Fire Ban, or if **two** of the resources have reached the threshold for Fire Ban and **two** are in the Monitor Closer range.”
  - Revision (with proposed change underlined): “The Fire Chief, or an officer designated by the chief, may instate a Fire Ban if **three** of the Resource Tools have reached or exceeded the threshold for Fire Ban, or if **two** of the resources have reached the threshold for Fire Ban and **two** are in the Monitor Closer range.”

Respectfully submitted,

Marian Kelly  
Fire Chief  
Crystal Lakes Volunteer Fire Department



# **Crystal Lakes Fire Protection District**

(970)881-3521

## **Board of Directors**

**Draft Minutes for May 21, 2015  
Wapiti Center– 7:00 P.M.**

**Call To Order** at 7:02 by President Dan Defibaugh

**In Attendance:** Dan Defibaugh, Jan Sawyer, Don Hass, Shirla Race, Jim Kubichek,  
Chief Marian Kelly

### **Absent**

**District Members in attendance:** Doug Race

**Approval of Agenda:** The following items were added to the agenda: CL Fires Request, Crystal Lakes Water and Sewer request, Action request on District 5-Year plan. Approval of amended agenda was moved by Jan and seconded by Don. Agenda was unanimously approved.

### **Approval of Minutes of Previous Meeting(s)**

**March 19, 2015:** A misspelling was removed from the Fire Department report. Shirla moved to approve March 19<sup>th</sup> minutes as amended. Seconded by Jan. Minutes as corrected were unanimously approved.

**April 23, 2015:** Jan moved to approve April 23 minutes. Shirla seconded. Minutes were unanimously approved.

**President's Report:** Dan stated his pleasure with projects and activities progress. Dan will check that all required forms have been filed with the state.

**Secretary's Report:** We are attempting to solve Don's email bounce-back issue. A reminder to not use Jan's former City of Loveland email address.

**Treasurer's Report:** Shirla submitted the statement of financials as of 5/21 with the April and May checks to date. She noted that the Administrative Services category is a little over due to post cards for the summer seminars and mailing expenses (~-\$100). As of April, the District has completed payments for, have titles to, and are the sole owners of Engine 2 and Tender 1. Don moved to accept the Treasurer's report and Jan seconded the motion. The motion passed unanimously. Shirla informed the board that she will be attending a seminar on legal issues in Fort Collins has scheduled a meeting with the CPA next month to discuss issues related to the bond issue.

**Fire Department Report:** Chief Kelly submitted a written report to the board. In oral remarks she summarized calls and trainings to date. There are currently 207 residents signed up for the Department emails. Efforts will be made during the summer to increase the size of the email list. Chief Kelly also thanked Jan & Duane Sawyer for all the work done on the postcards for the summer seminar series. Background checks are in the process of being undertake for all current and future Department members.

**Firewise:** No report

**Grants:** Jim informed the board that the department was not successful in receiving the Colorado State Firefighter Safety and Disease Prevention Grant that was awarded in April. A small grant from Globe, Inc. for four sets of PPE was withdrawn due to changes in eligibility. There is still a FEMA grant outstanding for PPE which is scheduled to be awarded in December. Chief Marian informed the Board of a possible matching grant for Wildland/WUI equipment and will pass it on for possible application.

**Service Improvement Committee:** Doug Race reported that final draft of the District's 5-Year Plan is ready for review and comment by the Board with the goal for it to be approved at the June meeting. This has been an extensive effort that has been four years in the making. Doug thanked Jeanette Williams for her extensive effort on the document. A copy of the Plan will be distributed via email to the Board to be reviewed prior to the June meeting. Doug handed out "talking points" sheets and the handout for the upcoming community meeting related to the Station Remodel bond issue.

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

**Water and Sewer Request:** The Board approved the Crystal Lakes Water and Sewer request (presented by Doug Race) for the use of four Department megaphones for use during tours of the Lower Lone Pine Dam & Reservoir on Saturday, May 23<sup>rd</sup>.

**CL Fires Request:** Dan presented a request from CL Fires President Jeanette Williams for Board support of a Go Fund Me funding campaign to construct an outbuilding (20x30) for storage of items related to fundraising activities. Jim moved that the District Board support CL Fires in their fund raising campaign for the construction of a storage building. Seconded by Don. Motion passed unanimously.

**As the Board Desires-**

**Comments by Attending Public-**

**Set or confirm next Board meeting date:** June 18, 2015. 7:00 PM. Several members indicated they will be absent from the June meeting. Efforts to obtain proxies will be conducted to allow for possible approval of District 5-Year Plan.

**Updating Board information on web page:** Marian noted that corrections have been submitted.

**Adjournment:** Motion made to adjourn by Jan and seconded by Shirla. Motion passed unanimously.

**\*Note:** Immediately following the meeting Doug Race presented the media presentation for the Fire Station Remodel bond issue effort.

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

Submitted by

Jim Kubichek, Board Secretary

Approved by: \_\_\_\_\_ Jim Kubichek, Secretary

# Crystal Lakes Volunteer Fire Department

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

May 21, 2015  
Fire Department Report

1. Department Activity since the last board meeting
  - business meetings – 1
  - department trainings – 4 (includes EMS training with RFLVFD and the Wildland Refresher hosted by Poudre Canyon VFD)
  - medical calls – 1
  - mutual aid to Red Feather Lakes VFD – 1
  
2. Community communications – There are currently 206 people signed up on the district's email contact list, and we are sending out semi-regular informational emails. We've seen an increase in the list sign-ups due to the informational postcard recently sent out and hope to get more people signed up at various department events this summer.
  
3. Summer Education Series – The postcards letting property owners know about the educational opportunities we're offering this summer have gone out. The first workshop is Fire Mitigation in the Home Ignition Zone on Sunday, May 31st.
  
4. Background checks – We've nearly completed implementation of a program to do background checks on new recruits to the fire department. This is something we've been working on for the last year to bring us in line with the standard procedures of most departments, volunteer as well as professional. Once we have the process finalized, we will also run the background checks on all current members of the department, to bring everyone up to the same standards. The checks we're running will be a driving record check and a criminal background check.

Respectfully submitted,

Marian Kelly  
Fire Chief  
Crystal Lakes Volunteer Fire Department

# **Crystal Lakes Fire Protection District**

(970)881-3521

## **Board of Directors**

**Minutes for June 24th, 2015**

**Wapiti Center– 7:00 P.M.**

**Call To Order:** President Defibaugh called the meeting to order at 6:59 pm

**In Attendance:** Dan Defibaugh, Janet Sawyer, Jim Kubichek, Shirla Race, Don Hass, Marian Kelly (Chief)

**Absent:** None

**District Members in attendance:** Doug Race

**Approval of Agenda:** Jan moved and Don seconded that the agenda be approved as amended. Motion passed unanimously.

**Approval of Minutes of Previous Meeting: May 21, 2015:**

Shirla moved and Jan seconded to approve the minutes of the May 2015 meeting. Motion passed unanimously.

**President's Report:** Don reported that there was active email communication regarding the bond issue since the last meeting.

**Secretary's Report:** Jim will be absent from the July 16 board meeting. He has arranged for Shirla to get the key for the Wapiti Room and will give her the Secretary notebook and recorder.

**Treasurer's Report:** Shirla passed out copies of the account up through June. She stated that the property tax payments are coming in now. Expenses for June were \$1,975.95. Jan moved to accept the treasurer's report and Dan seconded. Motion passed unanimously.

**Fire Department Report:** Chief Kelly distributed the written report. Noteworthy was that Red Feather FPD is considering an increase in medical services payments. Discussion followed regarding possible contract language attention and researching what Red Feather's cost per call is as we have supplied an EMT and the cost of their training. Current cost per call is \$145.00.

**Firewise:** No Report

**Grants:** No news on Wildland Fire 50/50 grant yet.

**Service Improvement Committee:** See Unfinished Business

## **UNFINISHED BUSINESS**

**Fire Station Bond Issue Report:** Bond counsel representation is separate from the two separate Counsels we currently employ currently (General and Bond Administration). Due to our decision to seek a bond for funding the station reconstruction, a separate Counsel for the Bond is required as the current Counsels are not able to provide needed services with the county and state. This Counsel will also run the Bond finance and administration. The basic fee for the bonding attorney service is \$3,500.00, and upon passage of the bond issue, an additional \$11,000.00 for the management over the life of the bond. Our General Counsel will also be involved in this process at their hourly rate. Additionally, upon passage of the passage of the bond, GKB will be paid \$10,000.00 (1.25% of bond amount) for their public policy efforts

## **NEW BUSINESS**

**Approval of Fire District 5-Year Plan:** Jan moved to adopt the Crystal Lakes Fire Protection District 5-Year Plan. The motion passed unanimously.

**Authorization to notify Larimer County of intent to ask for bond:** Jim moved to authorize Doug Race to serve as the Designated Election Official (DEO) for Crystal Lakes Fire Protection District Board for 2015 calendar year. Don seconded the motion. The motion passed unanimously.

**Fees associated with Bond issue/election:**

Bond issue costs known to date include:

\$ 3,500.00 to Bond Counsel for Basic Fee

\$11,000.00 to Bond Counsel when bond issue passes

\$10,000.00 to GKB upon passage of bond for public policy efforts

TOTAL: \$24,500.00+ when passed

TOTAL: \$ 3,500.00+ if bond issue is not successful

Unknown costs at this time include:

-Cost to county for election/ballot costs

-General Counsel fees

-Misc. costs to publicize election effort

Questions remain regarding what costs can be paid from bond issue funds and what costs must be paid from District funds. Shirla will clarify at next meeting.

**Select/Confirm Bond Counsel:** Jim moved to select Kutak, et al, as Bond Counsel as recommended by both our General Counsel and GKB, for the November 2015 General Election. Motion was seconded by Shirla. Motion passed unanimously.

**As the Board Desires:**

Jan notified the board she has accepted a new special events position with the city of Fort Collins.



**Comments by Attending Public:**

Doug Race recognized Mark Weeks, Assistant Chief, and Jim Kubichek for efforts in repair of Brush1.

**Set or confirm next Board meeting date:** July 16, 2015 and 7:00 in the Wapiti Center.

**Adjournment:** Shirla moved to adjourn the meeting. Jan seconded the motion. Motion passed unanimously. Meeting was adjourned at 7:30pm

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

Submitted by

Jim Kubichek, Board Secretary

Approved by: \_\_\_\_\_ Jim Kubichek, Secretary

# Crystal Lakes Volunteer Fire Department

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

June 24, 2015  
Fire Department Report

1. Department Activity since the last board meeting
  - business meetings – 1
  - department trainings – 5 (includes 2 EMS trainings and 1 fire training with RFLVFD)
  - MVA/medical calls – 1
  - mutual aid to Red Feather Lakes VFD – 1
  - smoke report/false alarm – 1
  - illegal slash burns – 2
  
2. Community communications – There are currently 230 people signed up on the district’s email contact list, and we are sending out semi-regular informational emails. We will continue to encourage people to sign up at various department events this summer.
  
3. Summer Education Series – We’ve held two workshops so far, with the next one this Saturday. Attendance has been fairly light so far, but we’re slowly getting the word out and hope to see it increase as the summer goes on.
  
4. Larimer County Hazard Mitigation Plan – The “kick-off” planning meeting will be June 29th. All of the affected entities in the county have been invited. Representatives of the department and the board will be in attendance and will report back as plans are proposed and discussed by this planning group.

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 16, 2015  
Wapiti Center– 7:00 P.M.**

**Meeting was called to order at 7:01 pm by Dan Defibaugh, President**

**In Attendance:** Dan Defibaugh, Shirla Race, Jan Sawyer, and Marian Kelly, Fire Chief

**Excused:** Jim Kubichek and Don Hass

**District Members in attendance:** Jody Sandquist, Jason MacGregor, Jeanette and Ray Williams

**Approval of Agenda:** Shirla moved to approve the agenda as written. Jan seconded the motion which passed unanimously.

**Approval of Minutes of Previous Meeting(s):** Jan moved to approve the minutes from June 24, 2015 as written. Shirla seconded the motion which passed unanimously.

**President's Report:** Dan expressed sincere appreciation for everyone's efforts to make the campaign for the Fire Station Remodel a success.

**Secretary's Report:** No Report

**Treasurer's Report:** Shirla passed out copies of her July 2015 written financial report. She reported the monthly expenses for July were \$ 1,419.52. Jan moved to approve the Treasurer's Report as submitted. Dan seconded the motion which passed unanimously.

**Fire Department Report:** Chief Kelly emailed the written report to all Board members.

**CWPP/Fire wise:** No Report

**Grants:** No Report.

**SIC Report:** The SIC committee is continuing their efforts to educate and inform Crystal Lakes' property owners of the Fire Station Remodel project. Three property owner presentations have been conducted with very positive feedback.

## **UNFINISHED BUSINESS**

**Fire Station Bond Issue Report:** Shirla provided copies of Doug's written report. Michael Persichitte has left the George K Baum firm. Alan Matlosz will be the new contact. Mr. Matlosz assures the Board any fees charged by the George K. Baum firm would be contingent upon passage of the bond.

Tom Peltz will be our contact for the Kutak and Associates firm. Mr. Peltz will work with the Board on audit requirements, ballot composition and help with a TABOR notice or report based on what financing is secured. It may be possible to obtain financing with a local bank which could save some financial charges and change the audit requirements.

Blair Dickhonor, with Lyons and Gaddis, will complete the District's service plan updates and formation documents when the formal bond language is submitted to Larimer County.

Jeanette Williams has agreed to be the chairperson of the Bond Issue Committee. She will work on getting more committee members. The focus of this committee will be to solicit funds to pay for campaign expenses. Jan offered to contribute printing and poster design.

Doug notified DOLA of the District's effort to have a bond ballot issue this November.

## **NEW BUSINESS**

**Fees associated with Bond issue/election:** Tom Peltz and Alan Matlosz assured the Board that any fees assessed would be contingent upon Bond passage. The Kutak and Associates retainer of \$ 3500 would be an expense line item for 2016.

**CL FIRES Larimer County Criminal Justice Services Opportunity:** Jeanette and Ray Williams provided an overview of this Larimer County Community Service Program available to 501(c)(3)'s. This effort offers individuals and supervised work crews for community service projects to complete their sentences. This presentation is to provide information about this community service program. Board members and District members expressed their concerns about safety risks and exposure of private property in Crystal Lakes because of remoteness and limited law enforcement resources. Jeanette reported that informational overviews will be provided to the Crystal Lakes Road and Recreation and Water and Sewer Associations at the next Joint Board meeting.

**As the Board Desires:** None

**Comments by Attending Public:** None

**Set or confirm next Board meeting date:** The next Board meeting will be August 20, 2015 at 7 pm.

**Adjournment:** Shirla moved to adjourn the meeting at 7:55 pm. Jan seconded the motion which passed unanimously.

Submitted by  
Jeanette Williams for Jim Kubichek  
Secretary

# Crystal Lakes Volunteer Fire Department

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

July 16, 2015  
Fire Department Report

1. Department Activity since the last board meeting
  - business meetings – 1
  - department trainings – 3 (includes 1 EMS training with RFLVFD)
  - medical calls – 3
  - mutual aid to Red Feather Lakes VFD – 1
  - smoke report/false alarm – 2
  
2. Community communications – There are currently 245 people signed up on the district's email contact list, and we are sending out semi-regular informational emails. We will continue to encourage people to sign up at various department events this summer.
  
3. Summer Education Series – The workshops are going well and attendance has picked up. So far, we've held two mitigation, one evacuation, and one insurance workshop.
  
4. Department & CL FIRES events – The 4th of July Celebration went very well, with good attendance and much fun had by all. The Department wishes to thank CL FIRES for organizing and working the event, and all members of the department, board, and public who helped out.

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 20, 2015**

**Wapiti Center– 7:00 P.M.**

**Call To Order:** President Defibaugh called the meeting to order at 7:03 pm

**In Attendance:** Dan Defibaugh, Janet Sawyer, Jim Kubichek (by phone), Shirla Race, Don Hass, Marian Kelly (Chief)

**Absent:** None

**District Members in attendance:** Doug Race, Mark Rode

**Approval of Agenda:** Shirla moved and Jan seconded that the agenda be approved as presented. Motion passed unanimously.

### **Approval of Minutes of Previous Meeting: July 16, 2015:**

Jan moved and Shirla seconded to approve the minutes of the July 2015 meeting. Motion passed unanimously, Don abstaining as he was not at that meeting.

**President's Report:** Dan acknowledged all the efforts being made regarding the station improvements and bond issue and thanked those involved.

**Secretary's Report:** None.

**Treasurer's Report:** Shirla passed out copies of the August financial reports. Expenses for the last month totaled \$8294.43, which includes the annual FPPA contribution. Don moved to accept the treasurer's report and Jan seconded. Motion passed unanimously.

**Fire Department Report:** Chief Kelly distributed her written report. Items of note were the County Hazard Mitigation Plan, for which work is ongoing, and additional county efforts (Local Resiliency Development Charrette, Community Unmet Needs Discussion meeting).

**Firewise:** No Report

**Grants:** No Report

**Service Improvement Committee:** See Unfinished Business



## **UNFINISHED BUSINESS**

### **Fire Station Bond Issue Report:**

- Doug Race read the bond resolution and the ballot language that must be approved by the board. Jan moved that we ratify the resolution calling for an election on Nov 3 to place on the ballot the mill levy increase required to fund the remodeling, expansion and equipping of the fire station. Don seconded the motion, which passed unanimously (Dan – yes, Jan – yes, Shirla – yes, Don – yes, Jim – yes).

- Doug explained the Intergovernmental Agreement that he signed on the board's behalf. One of the things that must be done for the election is to validate the registered voter list. Two lists must be generated – one for notifying voters not in the county that they must request a ballot by affidavit, one for TABOR notification to voters that a tax-related issue will be on the ballot. Verifying these lists must be done by Sept 4, and Doug will need some assistance with this.

## **NEW BUSINESS**

**SDA Annual Conference:** Shirla reminded board members that the SDR Annual Conference is in Keystone from 9/23 to 9/25. Board members wishing to attend should let her know. The cost will be \$215 per person plus lodging. Dan and Jan stated they were unable to go, Shirla will talk to Jim about whether he wishes to attend.

### **As the Board Desires:**

Nothing additional.

**Comments by Attending Public:**

None

**Set or confirm next Board meeting date:** September 17, 2015 at 7:00 in the Wapiti Center.

**Adjournment:** Don moved to adjourn the meeting. Jan seconded the motion. Motion passed unanimously. Meeting was adjourned at 8:00pm

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

Submitted by

Marian Kelly, Temporary Secretary

Approved by: \_\_\_\_\_ Jim Kubichek, Secretary

# Crystal Lakes Volunteer Fire Department

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

August 20, 2015  
Fire Department Report

1. Department Activity since the last board meeting
  - business meetings – 1
  - department trainings – 3 (includes 1 EMS training with RFLVFD)
  - medical calls – 2
  - mutual aid to Red Feather Lakes VFD – 3
  - smoke report/false alarm – 2
2. Community communications – There are currently 253 people signed up on the district's email contact list, and we are sending out semi-regular informational emails. We will continue to encourage people to sign up.
3. Summer Education Series – The last of this summer's workshops is this Sunday, on Fire Insurance. Attendance has been very good at all our workshops this summer, and we intend to hold them again next summer.
4. Personnel – This month, we have received the resignation of two of our long-time Special Duty Responders; the Bowlins will be greatly missed. Also this month, two new people have joined the department as SDRs, and three of our firefighters are taking the Emergency Medical Responder class to certify as EMRs.
5. County All-Hazards Mitigation Plan – The next meeting for this project will be this Monday the 24th. I've returned the questionnaires and paperwork they've requested so far. For those who were unable to attend the first of the planning meetings, this is not an entirely new effort; the county has had mitigation plans previously, but this year they're bringing in all the local stakeholding agencies for input.
6. Local Resiliency Development Charrette – This meeting will be held on Tuesday the 25th. This is a planning meeting for which they are requesting input from area stakeholders for developing a resiliency plan for Larimer County. I will not be able to attend this meeting, and am hoping one of the board members is available to do so.
7. Northern Larimer County Emergency Response Area (NLCERA) – Last month, representatives of all the mountain fire districts met with Poudre Fire Authority personnel regarding the NLCERA (the contract by which Poudre Valley Hospital provides ambulance services for areas in and around Fort Collins, including the mountain districts). PFA explained how the contract worked and what mountain department can expect in the way of emergency response from PVH. In the past, this was all done via verbal agreement; now that there is a contract in place, there are requirements PVH must meet and PFA will be verifying that these requirements are fulfilled.
8. Community Unmet Needs Discussions – I've been contacted by Lori Hodges of the Office of Emergency Management about arranging to hold a community discussion about current unmet needs in our area (fire, flood, disaster relief, other). She is holding these meetings throughout the county, and wishes to arrange meetings in Crystal Lakes and Red Feather Lakes. I had a meeting with Red Feather

Fire Chief Gerry Wagner today to discuss whether we should have a joint meeting of our two communities or separate meetings and will be getting back to Lori about this. I'll inform the board once the community meeting date is set.

9. Meeting with the Road & Recreation Board – The department officers are working on setting up a meeting with the members of the Road & Recreation Board in an attempt to create a clear path of communications between our two organizations. We think it would be very appropriate to have fire board members join us in this meeting and will keep you involved in planning 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 September 17, 2015  
Wapiti Center– 7:00 P.M.**

**Call To Order:** The meeting was called to order by President Dan Defibaugh at 7:03 pm

**In Attendance:** Dan Defibaugh, Jan Sawyer, Jim Kubichek, Shirla Race, Chief Marian Kelly

**Absent:** Donald Hass, excused

**District Members in attendance:** Mark Rode, Doug Race, Mark McGee, Susan and Mike Aden

**Approval of Agenda:** Moved by Jan Sawyer and seconded by Shirla Race. Passed unanimously.

**Approval of Minutes of Previous Meeting:**

August 20, 2015 : Shirla Race made the motion to accept the minutes as corrected. Jan Sawyer seconded. The motion passed unanimously.

**President's Report:** President Defibaugh commended the fire Department's efforts at the Beartrap fire on September 3&4.

**Secretary's Report:** No report

**Treasurer's Report:** The monthly report was submitted and discussed. Noteworthy were that three line items on the budget have been exceeded; Administration, EMS Supplies & Training, and Department Training. Shirla reported that the 2016 proposed budget will be presented at the October board meeting and must be voted on at the

November board meeting. To date the Department has taken in just over \$75,000 in revenue and has had about \$70,000 in expenses. She also requested approval to seek a different credit card service as there have been “issues” with the current card issuer. Jan Sawyer made the motion to accept the Treasurer’s Report with Jim Kubichek seconding. The motion passed unanimously.

**Fire Department Report:** Chief Kelly submitted her written report. Highlights noted from the report were; there are now 288 people on the department email list, 6 new SDRs, 3 new EMRs, participation in the Larimer county All Hazards Mitigation Planning, new Larimer county radio tower should be operational by the end of next summer, and a summary of the September 3-4 Beartrap fire. Jan Sawyer commended the department for their efforts on the Beartrap fire.

**Firewise:** No Report

**Grants:** None available at present time

**Service Improvement Committee:** No Report

### **UNFINISHED BUSINESS**

**Fire Station Bond Issue Report:** Doug Race reported that the Tabor notice is ready to be mailed out and delivered to attorneys and delivered to Larimer county. He reported that the Fire District Board is responsible for the printing and mailing costs for the Tabor notices to Fire District households. The question will be noted as 5A on the ballot. Jan Sawyer commended Doug Race and Chief Marian Kelly for the postings on the Nextdoor Crystal Lakes web site related to the bond issue. Jeanette Williams will be the Lead Agent for Crystal Lakes Fire Station Remodel Committee. It was reported that the Labor Day event collected \$983.00 which can be used for campaigning for the bond issue.

## **NEW BUSINESS**

**Board approval to open new bank accounts ( when the time comes) for the 'bond issue'.** Shirla Race requested approval to open new bank accounts when necessary to service the bond issue. Jan Sawyer made the motion to “Authorize the treasurer to open such bank accounts as necessary to service bond monies.” Jim Kubichek seconded the motion. It passed unanimously.

**As the Board Desires:** It was reported that the Fire Department Christmas Party will be held at Fox Acres on Saturday, December 5<sup>th</sup>.

**Comments by Attending Public:** Mark McGee stated that he believed the mil levy for the fire department is too low for effective operation and encouraged the board to increase the levy to effectively operate the department and to build reserves. He suggested considering full time and seasonal staff. The board thanked Mr. McGee for taking the time to attend and share his views.

**Set or confirm next Board meeting date:** October 15, 2015 at 7:00 pm

**Adjournment:** Shirla Race moved to adjourn the meeting and Jan Sawyer seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:26 pm.

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

# Crystal Lakes Volunteer Fire Department

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

September 17, 2015  
Fire Department Report

1. Department Activity since the last board meeting
  - business meetings – 1
  - department trainings – 4 (includes 1 EMS training with RFLVFD and one After Action Review with the agencies that responded to the Beartrap Fire)
  - medical calls – 3
  - ATV accident/medical call – 1
  - mutual aid to Red Feather Lakes VFD – 1
  - wildfires – 1
  
2. Community communications – There are currently 288 people signed up on the district's email contact list, and we are sending out semi-regular informational emails. We will continue to encourage people to sign up.
  
3. Personnel – We've had six new people join the department as SDRs in the last month, and there has been some interest expressed by residents thinking of becoming firefighters. Our three new EMRs are certified and equipped, and we have a department member taking a Public Information Officer course later this month.
  
4. County All-Hazards Mitigation Plan – The next meeting for this project will be September 30th. I'm working on the Mitigation Action Plan documentation that is required for our department to take place in the county plan and be eligible to receive FEMA grants.
  
5. Community Unmet Needs Discussion – This meeting will be held tomorrow (Sept 18th) at 3:00 in the meeting room in the Red Feather Lakes fire station. It's a joint meeting of both our communities and will be led by Lori Hodges of the Office of Emergency Management. The county is looking for input from local communities about the hazards and other needs in their areas that they feel need to be addressed.
  
6. Beartrap Fire – The Beartrap Fire started on 9/2 at approximately 6:45 and was initially paged out to the department as a smoke report stated to be two miles east of Shasta and Mosquito. It took 10-15 minutes to find the source of the smoke, which we did at approximately the same time that additional information was called in to 911 giving the address of the fire. The fire was burning aggressively on a steep south-facing slope in grass and brush, pushing upward from near the end of Beartrap Road toward 73C. We immediately called in additional resources from our mutual aid partners (Red Feather Lakes, Glacier View, Livermore, the forest service, and the county), who responded promptly. Crystal Lakes firefighters began an anchoring and flanking attack from the base of the fire, working up both sides of it, while Red Feather, Glacier View and Livermore performed structure protection on three houses on 73C and ensured the fire did not cross the road. County and Forest Service resources started up the west flank, freeing up all Crystal units to work on the east flank. Control of the fire was delegated to Larimer County at approximately 8:15 (becoming official at 10:30), as the fire had exceeded Crystal's span of control and resources would be needed on an on-going basis that our district could not afford to reimburse. The fire was contained by 10:30 and did not grow after that point, topping out at 18.5 acres. Mutual aid resources, except for forest service and county, stood down at 1:30 am on 9/3. Crystal Lakes firefighters remained on scene throughout the night, monitoring the fire and extinguishing hot spots in conjunction with the remaining resources. Additional county-ordered fire crews came in on the next two days and worked with Crystal Lakes firefighters to mop up the fire, which was declared out at noon Friday (the 4th) and returned to Crystal Lakes VFD's authority. All told, the fire burned 18.5 acres with no structures lost.

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 15, 2015  
Wapiti Center– 7:00 P.M.**

**Call To Order:** The meeting was called to order by president Defibaugh at 6:58.

**In Attendance:** Shirla Race, Dan Defibaugh, Don Hass, Jan Sawyer (via phone), Jim Kubichek and Marin Kelly.

**Absent:** None

**District Members in attendance:** Mark Rode, Doug Race

**Approval of Agenda:** Shirla Race moved and Don Hass seconded the motion to accept the agenda. The agenda was accepted unanimously.

**Approval of Minutes of Previous Meeting:** September 17, 2015

Shirla Race moved and Jan Sawyer seconded a motion to accept the minutes of September 17<sup>th</sup> as submitted. The motion passed unanimously.

**President's Report:** No Report

**Secretary's Report:** Jim Kubichek summarized some of the information he gained at the SDA conference held at the Keystone Resort on September 23-25.

**Treasurer's Report:** Shirla Race presented the monthly budget update noting several line items overdrawn at this time. Even though "Training" was over budget, we have received great value for the cost and it has strengthened the department's capabilities, especially in medical response with the addition of three new Emergency Medical Responders. She stated that we have received most of the county tax monies for the year.

Remaining monies to be expended this year included apparatus servicing and repair and the purchase of new radio batteries.

Shirla presented the first draft of the 2016 budget. She commented that in the proposed budget there is an increase in “Building Repairs and Upgrades” for incidental expenses that will probably be incurred during/after construction/remodeling of the fire station. There is also an increase in funds for EMS and Firefighter training. Several new line items were added to the proposed budget to take into account requirements for handling the bond proceeds from the mill levy increase and Bond Fund Transferring (Building Renovation & Bond Fund). Shirla will post the proposed budget at the usual district posting sites and on the web page. Mark Rode inquired about the increase in “Administrative Services”. Shirla reported that the increase is to meet the requirement of having a full audit done as required by financing the fire station remodeling / bond issue.

**Fire Department Report:** Chief Marian Kelly presented her written report noting call volume and participation in the All County Mitigation Plan. She also reported on the Unmet Needs discussion with the county.

**Firewise:** No report. It was decided that this entry would be deleted as an automatic entry on the agenda.

**Grants:** The following grants are being researched: El Polmar, USDA-Community Facilities Loan and Grant Program , FEMA Assistance to Firefighters, Colorado Dept. of Fire Prevention & Safety. Mark Rode offered to check into additional federal grant opportunities.

**Service Improvement Committee:** NR

### **UNFINISHED BUSINESS**

**Fire Station Bond Issue Report:** Doug Race reported that post cards related to voting on the upcoming bond election were sent out and were funded by the issue committee. He has also taken the opportunity to speak at several community groups regarding the needs of the department as per the remodel and bond vote. Jan Sawyer addressed the Joint W&S and R&R meeting related to the department’s needs and the bond vote. Doug also reported that, unfortunately, properties owned by trusts, partnerships, and some other

arrangements will not receive ballots due to state law. He will notify those owners affected. Upon passage, the next step will be to organize the bid process with the goal of breaking ground by April 1, 2016.

**NEW BUSINESS**

**As the Board Desires:** Doug Race noted that he attended the FPPA Retirement Fund meeting and that there may be some changes as to vesting eligibility in the future, perhaps resulting in a decrease in the minimum number of years required to qualify for the firefighter pension.

**Comments by Attending Public:** None

**Set or confirm next Board meeting date:** Thursday, November 19<sup>th</sup> at 7:00 pm.

**Adjournment:** Don Hass moved and Shirla Race seconded the motion to adjourn. Motion passed unanimously. Meeting was adjourned at 8:09 pm

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

# Crystal Lakes Volunteer Fire Department

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

October 15, 2015  
Fire Department Report

1. Department Activity since the last board meeting
  - business meetings – 1
  - department trainings – 4 (includes 1 EMS training with RFLVFD and 1 CPR training, also with RFLVFD)
  - smoke reports – 1
2. Community communications – There are currently 290 people signed up on the district's email contact list.
3. County All-Hazards Mitigation Plan – The next meeting for this project will be October 20th. I've been working with Shirla and Jim to complete the Mitigation Action Plan documentation that is required for our department to take part in the county plan. They will be attending the meeting, at which our mitigation plans and requests will be reviewed and added to the county plan, as I will be out of town.
4. Community Unmet Needs Discussion – The meeting was held on Sept 18th, and was attended by approximately two dozen residents of Crystal Lakes and Red Feather Lakes. Lori Hodges has since sent out a document recapping the concerns raised and providing answers to questions that she was not able to answer during the meeting.

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 19, 2015**  
**Wapiti Center– 7:00 P.M.**

**Call To Order:** President Dan Defibaugh called the meeting to order at 7:04 pm

**In Attendance:** Dan Defibaugh, Janet Sawyer, Jim Kubichek, Shirla Race, Don Hass,  
Marian Kelly-Chief, Doug Race-SIC

**Absent:** None

**District Members in attendance:** Jeanette and Ray Williams, Harold Alexander, Mark  
and Marie Rode, Jody Sandquist, Dan and Patty Watkins, Duane Sawyer

**Approval of Agenda:** The agenda was moved by Janet Sawyer and seconded by Don  
Hass. The motion passed unanimously.

**Approval of Minutes of Previous Meeting:** October 15, 2015

Don Hass moved and Janet Sawyer seconded the motion to approve the minutes  
of the meeting of October 15, 2015. The motion passed unanimously.

**President's Report:** There was no report.

**Secretary's Report:** There was no report.

**Treasurer's Report:** Treasurer Shirla Race presented the monthly financial report.  
Nothing new or unexpected was noted. There is approximately \$2000 remaining to be  
collected from county taxes. Anticipated expenses before the end of the year include  
propane, fuel, and vehicle repair and maintenance. Jan Sawyer move and Don Hass  
seconded to approve the treasurer's report. The motion passed unanimously.

**Fire Department Report:** Chief Kelly submitted her written report. She noted that the department will be reviewing its rules and regulations and bylaws starting in January.

**Grants:** The FEMA Assistance to Firefighters grant applied for last December was not accepted.

**Service Improvement Committee:** Doug Race distributed copies of the Official Election Results and Certificate of Votes Cast. Doug noted that the bond issue vote was approved by 73.1% of the 604 votes cast. These will be displayed in the district per state requirements.

Jan Sawyer moved to certify and accept the official abstract of votes cast in the station remodel bond election and direct that the certificate of votes cast for and against the ballot issue shall be displayed in the usual posting sites in the district. Jim Kubichek seconded the motion. The motion passed unanimously.

Jan further recognized the years of work by the SIC to make this a reality. Doug also noted that a June 1 date is a more realistic start date than the previously stated date of April 1.

## **UNFINISHED BUSINESS**

### **NEW BUSINESS**

#### **Adoption of 2016 Budget**

Shirla Race distributed the Proposed General Fund Budget for 2016. It was prepared with the assistance of our CPA and with the assumption of the passage of the bond for remodeling the station. The proposed 2016 Budget was published in the Coloradoan and no comments were received. Shirla noted the following regarding the 2016 budget:

Page 1- The Standard budget included monies for grant. Proposed expenses are based on the 5 mil levy for general operating expenses. Extra monies resulting from the full payment of the lease agreement for Tender and Engine will be distributed to Administration, Building Repairs and Upgrades, Communication, EMS Supplies, Training, and Vehicle Repairs line items. Due to the county reporting timing, there will be an adjustment after December 15. Adjustments will show up on Department Personnel line item.

Page 2: Debt Service; reflecting the increase of 4 mils due to the bond election. An additional account will be required to control and account for these monies. Colorado Trust will be used to open the account- sometime in January.

Page 3: Capital Project Fund (\$800K from 4 mil increase from bond vote) - Used to pay the contractors for the remodeling/reconstruction.

Jan Sawyer moved to adopt the 2016 budget as presented. Don seconded the motion. The motion passed unanimously. Shirla will post copies of the budget at the usual posting sites and on the web site.

**As the Board Desires:**

December 5 has been set as the annual Recognition Gathering at Fox Acres.

**Comments by Attending Public:** None

**Set or confirm next Board meeting date:** December 17 at 7:00pm in Wapiti Room.

**Adjournment:** Motion was made by Jim Kubichek and seconded by Shirla Race to adjourn. Motion passed unanimously.

**\*\*\*Following the adjournment of the board meeting there was be a brief celebration of the passing of the fire station remodel bond.**

Submitted by  
Jim Kubichek  
Secretary

Approved by: \_\_\_\_\_ Jim Kubichek, Secretary

# Crystal Lakes Volunteer Fire Department

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

November 19, 2015  
Fire Department Report

1. Department Activity since the last board meeting
  - business meetings – 1
  - department trainings – 4 (includes 1 EMS training with RFLVFD & 1 extrication training with Poudre Canyon)
  - smoke reports – 1
  - medical – 1
  
2. Community communications – There are currently 291 people signed up on the district's email contact list.
  
3. Department Rules & Regulations – The department is in the process of adding or adjusting three of our rules and regulations. We're adding verbage about background checks (which have been established and undertaken), creating an absentee voting policy, and working on a remote meeting attendance policy. As soon as we've finalized these and updated our Rules & Regulations document, we'll bring it to the board for approval.

Respectfully submitted,

Marian Kelly  
Fire Chief  
Crystal Lakes Volunteer Fire Department



# **Crystal Lakes Fire Protection District**

(970) 881-3521

## **Board of Directors**

**Minutes for December 17, 2015**  
**Wapiti Center– 7:00 P.M.**

**Call To Order:** This month's meeting was held in the Crystal Lakes community Center due to construction in the Wapiti Room. The meeting was called to order by President Dan Defibaugh at 7:03.

**In Attendance:** Dan Defibaugh, Shirla Race, Jim Kubichek, Marian Kelly

**Absent:** Janet Sawyer, Don Hass, both excused

**District Members in attendance:** Doug Race (SIC), Mark Rode

**Approval of Agenda:** Motion to accept agenda made by Shirla Race and seconded by Dan Defibaugh. Motion passed unanimously.

**Approval of Minutes of Previous Meeting** November 19, 2015

Motion to accept minutes of November 19, 2015 was made by Shirla Race and seconded by Dan Defibaugh. Motion passed unanimously.

**President's Report:** No Report

**Secretary's Report:** No Report

**Treasurer's Report:** Shirla Race presented the monthly financial report. Shirla noted that the district is projected to come in under budget for the year. A motion to accept the monthly report was made by Jim Kubichek and seconded by Dan Defibaugh. The motion passed unanimously.

The 2016 approved budget has been posted on the Fire District web site.

Shirla recommended to transfer \$15,000 from the district's checking account to the Major Capital Improvement Fund (Reserve Fund). Dan made a motion to transfer \$15,000 to the Major Capital Improvement Reserve fund and Jim seconded the motion. The motion passed unanimously.

There was discussion about a notice from the Crystal Lakes Road and Recreation Association stating the The District owes Road and Rec dues from this year and previous years and also late fees. The District has never been assessed or paid R&R assessments in the past. The Board decided to send the Manager of the CLRR Association a notice that the District is not in agreement with the assessment and is researching documents that support our position.

**Fire Department Report:** Chief Kelly presented the written Chief's report and noted the highlights. We have gained two new members, one SDR and one firefighter for the department. The officers for 2016 were announced: Chief- Marian Kelly, Assistant Chiefs- Adam Bowlin, Mark Weeks, and Mark Rode, Traffic Control Officer- Kate Kelly, Safety Officer- Jody Sandquist, Training Officer- Jim Kubichek, Secretary/Administrator- Doug Race. A motion was made by Jim Kubichek to accept Marian Kelly as Chief. The motion was seconded by Shirla Race. The motion passed unanimously.

**Grants:** Jim Kubichek reported that the Department is currently applying for two grants. The first is a FEMA Assistance to Firefighter Grant. The second is the Colorado Division of Firefighter Safety and Disease Prevention Grant. Self Contained Breathing Apparatus (SCBA), extra tanks and a new compressor and fill station will be requested in both grants. The total application amount is approximately \$90,000 for each grant. Both grants must be submitted by mid-late January. Award notification for the grants are between 3-12 months.

**Service Improvement Committee:** No Report

### **UNFINISHED BUSINESS**

**CLVFD Station Remodel:** Doug Race reported that six architect/engineering firms were contacted regarding the fire station remodeling. Four of the six firms indicated interest. A

meeting was set for December 15 but was cancelled due to severe weather. The meeting has been rescheduled for January 5<sup>th</sup>, 2016. Qualifications are due January 15<sup>th</sup>.

**NEW BUSINESS**

**As the Board Desires:** None

**Comments by Attending Public:** None

**Set or confirm next Board meeting date:** Thursday, January 21 at 7:00 in the Crystal Lakes Wapiti Room.

**Adjournment:** Meeting was adjourned at 9:00

Submitted by  
Jim Kubichek  
Secretary

Approved by: \_\_\_\_\_ Jim Kubichek, Secretary

# Crystal Lakes Volunteer Fire Department

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

December 17, 2015  
Fire Department Report

1. Department Activity since the last board meeting
  - business meetings – 1
  - department trainings – 2 (includes 1 EMS training with RFLVFD)
  - medical – 1
  - stranded vehicle – 1
2. Community communications – There are currently 289 people signed up on the district's email contact list.
3. Department elections – The department members held the election for 2016 officers at the December business meeting. Elected officers are: Chief – Marian Kelly, Assistant Chiefs – Adam Bowlin, Mark Rode, Mark Weeks, Traffic Control Officer – Kate Kelly. Appointed officers are: Safety Officer – Jody Sandquist, Training Officer – Jim Kubichek, Secretary/Administrator – Doug Race. Mark Rode's position will also be Chief in Training, as this will be my last year as fire chief. The department respectfully requests Board approval of the elected chief.
4. Personnel – We've had two more new members join in December and are in discussions with two mountain residents (one part-time and one full-time) who have EMS backgrounds and may be interested in joining us. We will also be looking into what it would take to create a medical program for CLVFD, in order to expand our abilities by incorporating EMTs into our personnel directly, rather than their also having to join Red Feather Lakes VFD to use their more advanced medical training.

Respectfully submitted,

Marian Kelly  
Fire Chief  
Crystal Lakes Volunteer Fire Department