



Crystal Lakes Fire Protection District

237 Blackfoot Rd Red Feather Lakes, CO 80545

clvfd.org

Board of Directors

Regular Meeting
March 21, 2024
Crystal Lakes Fire Station
6:00 pm – 8:00 pm

Minutes

Purpose: The District's business is conducted in public meetings of the Board of Directors.

- I **Call to Order:** The meeting was called to order by Chair Robin Lauric at 6:00 pm.
- II **Board Members Present:** Robin Lauric (Chair/President), Anne Dirmeyer (Treasurer), Susan Vance (Secretary), Todd Cook (Director), Tamla Blunt (Director), and Chief Evan Rau (ex-officio)
Board Members Absent: None
- III **Quorum:** Yes
- IV **District Members Present:** Shirla Race, Doug Race (Assistant Chief), Steve Dirmeyer, Melanie Nelson, Alex Alexander, Sherry Alexander, Mike Clark (Assistant Chief), and Karen Smith
- V **Approval of Agenda:** No changes brought forth. The agenda stands approved.
- VI **Consent Agenda:** Anne Dirmeyer requested March 6th Special Meeting Minutes be removed from the consent agenda for additional editing. Todd Cook made a motion to approve the consent agenda. Anne Dirmeyer seconded.

The following was approved under the consent agenda

Minutes from Regular Meeting February 15, 2024
Minutes from Special Meeting February 25, 2024
Minutes from Study Session February 25, 2024
Website Items postponed to next Regular Meeting
SDA Monthly Topics postponed indefinitely

Motion to approve the Consent Agenda passed unanimously.

VII Officer Reports:

a. President's Report:

President Lauric shared that the Board continues to work successfully in accomplishing many important tasks that support the mission of the District. She attributes this to the commitment to norms previously set by the Board, notably treating others with dignity and respect. The commitment to these norms allows the team to engage in healthy and rigorous discussion with candor which is fundamental to the deliberative process and in making timely decisions.

Robin gave an update regarding the motion to move forward with Pinnacle. There are a few last-minute requests that are being addressed in finalizing the contract. Pinnacle has been very accommodating. Shirla Race (past Treasurer) has offered to assist the Board with the transition of treasurer. Four members of the Board and Shirla attended an on-boarding meeting with Pinnacle earlier in the week.

Members of the CLRRRA Board and the CLFPD Board will meet to discuss the first responder snowplowing request. Meeting to be set.

President Lauric recognized the following people for their support to the CLFPD Board.

On behalf of the current and previous CLFPD Board I want to extend a heartfelt Thank You to Anne Dirmeyer for serving as Board Treasurer, and for sharing her unyielding commitment and dedication to our Fire Protection District community with her talents and her heart. Her attention to detail, sheer determination to take on challenges, and her commitment to fairness were truly an asset to the members of the CLFPD Board.

On behalf of the previous CLFPD Board I want to extend a heartfelt Thank You to Melanie Nelson for serving as a CLFPD Recording Secretary. Her commitment and dedication to serving our Fire Protection District community with her talents and her heart are much appreciated.

On behalf of the current and previous CLFPD Boards I want to extend a sincere Thank You to Steve Dirmeyer for attending countless CLFPD Board meetings and participating in a respectful and helpful advisory manner, including moving the apparatus when the meetings were held in the bay.

b. Treasurer's Report:

Treasurer Anne Dirmeyer shared the monthly budget along with the 2023 Year End Totals.

Treasurer Dirmeyer presented the Board with Resolution 2024-002 RESOLUTION/ORDINANCE FOR EXEMPTION FROM AUDIT. The Chair read the Resolution to the Board. The Treasurer presented the Board with the Audit Exempt Application.

Susan Vance moved to approve Resolution 2024-002 RESOLUTION/ORDINANCE FOR EXEMPTION FROM AUDIT and to accept the Audit Exempt Application for the fiscal year ending December 31, 2023. Tamla Blunt seconded. Discussion: None.

Motion to approve Resolution 2024-002 RESOLUTION/ORDINANCE FOR EXEMPTION FROM AUDIT and to accept the Audit Exempt Application for the fiscal year ending December 31, 2023, passed unanimously.

Anne will send the documents to DOLA via the U.S. Postal Service.

Treasurer Dirmeyer suggested transferring an amount of \$70,000 from year-end operations to the capital reserves account.

Robin Lauric moved to transfer \$70,000 from the year-end operations account to the capital reserve account. Tamla Blunt seconded. Discussion: It was mentioned that the Board will be considering writing financial policy to establish regular financial actions and decisions such as this.

Motion to transfer \$70,000 from the year-end operations account to the capital reserve account passed unanimously.

The Board discussed the use of bill.com, a service used by Pinnacle Consulting Group to assist with payables. The bill.com service would be directly set up with the District and would remain with the District in the event the District elects to cancel services with Pinnacle. This is an added expense that the Board would like to investigate further before committing to. It was mentioned that this decision would need to be addressed soon, so payments would not to be interrupted. Susan suggested a meeting with Amanda Castle, Pinnacle Consulting, via Zoom to discuss. Tamla will do some fact gathering regarding bill.com and other possible services like InBank. The Board agreed to meet Monday, March 25th if that afforded Tamla with sufficient time to gather the information.

Treasurer's Report was received for filing.

VIII Chief's Report: Chief Rau provided his report to the Board. The full report can be found as an attachment. Of note, Chief Rau submitted a letter of support for a mitigation grant for the CL Greenbelt Committee in the area of Mobile Way. The Board recognizes the Chief's good judgement with decisions to support important endeavors such as this.

The Board discussed the distinction between endorsing ideas/grants and endorsing operations that are outside of the Department's control. Of concern would be liability, financial obligations, and breeching community trust. The Board requested to be kept well-informed of endeavors that would be given an endorsement of the CLFPD.

IX Committee Reports:

a. Strategic Plan Committee

Chief Rau shared the District's Five-Year Strategic Plan. The Board discussed the document with the Chiefs and made some recommendations. It was acknowledged that the time and thought put into the plan was impressive. Highlights of the plan included: quarterly updates, progress monitoring, District medical improvement goals and increasing water capabilities goals. Some concerns included: year format, achievable recruitment goals and overly committed community event goals. It was suggested to eventually make this plan (perhaps just the goals) in an easily readable format available on the website for the community. The Board recognizes that The Strategic Plan is instrumental to the vision of the District and necessitates financial commitment. The Board would like to discuss the plan and the approving of the plan at a Special Meeting.

X Unfinished Business: (tabled or unresolved, listed in priority)

a. Bylaws/Policy

Robin Lauric made a motion to address Active Department Volunteers Serving on the Board in a Special Meeting on April 14th. Susan Vance Seconded. Discussion: It was suggested to add Open Records & Email Policies, Bylaws, the upcoming Vacancy Appointment, Approval of March 6th Meeting Minutes, and discussion on the Strategic Plan. The suggested time was 5:00 pm.

***Motion** to address Active Department Volunteers Serving on the Board in a Special Meeting on April 14th passed unanimously.*

b. Recognition of Resigned Board Members

An idea of having a large recognition wall plaque that would officially and historically acknowledge all previous CLFPD Board members for their contributions to the Fire District was shared by Robin. She also suggested initiating a CLFPD Alumni Club. The Alumni Club would be independent of the Board and organized similar to a college booster's club. The talents and skills of the alumni are a valuable resource that could be called upon to help with a wide variety of District needs. The Board liked the ideas. Robin will pursue this.

c. Roberts Rules - Acknowledging Reports

The Board discussed the article *Don't vote to accept, adopt, approve or receive reports*, by Ann Macfarlane/Jurassic Parliament and agreed with the suggestions regarding actions on reports. Of note treasurer, officer, and committee reports will no longer be voted for approval. Instead, minutes will state "received for filing." Auditor's reports, bills, and motions will continue to be voted on for approval.

XI New Business:

a. Mill Levy Initiative

Robin Lauric made a motion for the Board to move forward with putting a mill levy request on the November ballot. Tamla Blunt seconded.

Discussion: The Board discussed the current state of the District's mill levy (9: split 5 for operations and 4 for station improvement bond). It was mentioned that the

4mill bond will be paid off early saving approximately \$64,000.00 in interest. Outside of the 4mill bond, the District has not asked for a mill increase since its conception in 1995 and runs off 5mill. The Board discussed some of the financial commitments tied to the Strategic Plan. It was recognized that with medical needs increasing in the district and the current EMT structure putting a strain on Crystal Lakes First Responders, the need to fund the plan's medical goals was critical. In addition, goals to increase the District's water capabilities and to improve software capabilities would add to the financial requirements of the District. It was also mentioned that the capital reserve fund is not positioned to address the state of our ageing apparatus. Without a mill levy retention the District would struggle financially to fulfill its mission and provide the service needs of the community.

It was suggested that if the Board moved forward with a mill levy initiative that a committee be formed to address the retention level amount, wording, timeline, and tasks.

Motion for the Board to move forward with putting a mill levy request on the November ballot passed unanimously.

Tamla Blunt made a motion to form a Mill Levy Committee. Todd Cook seconded. Discussion: It was suggested that Doug Race head the Mill Levy Committee. Susan, Tamla, and Shirla requested to be on the committee. It was suggested that all community communication go through Public Information Officer Marian Kelly and that the committee utilize the talents of all members of the Department and the Board.

Motion to form a Mill Levy Committee passed unanimously.

b. District Email

Todd shared some concerns with the setup and capabilities of some Board email accounts. These concerns along with the additional fees that would be required to upgrade the email capabilities were discussed and the Board agreed the upgrades needed to be addressed. Evan will tackle the concerns and the upgrades for the accounts that require it. He also mentioned that the District will eventually be moving to Google Workspace and these capabilities would be available too.

It was mentioned that we currently use clvfd.org in lieu of clfpd.org in order to keep the cost of multiple domains down. At the Board's request, Evan has added a sixth email for the District Election Official.

Tamla Blunt made a motion to set up archivable in-box email accounts for each Board email as well as the additional admin account prior to the District moving to Google Workspace. Robin Lauric seconded. Discussion: None.

Motion to set up archivable in-box email accounts for each Board email as well as the additional admin account prior to the District moving to Google Workspace passed unanimously.

c. Vacancy Appointment

Discussion moved to Special Meeting on April 14th.

XII As the Board Desires: None.

XIII Public Comment: None.

XIV Announcements:

Treasurer Anne Dirmeyer presented her letter of resignation. She will be moving out of the state. Robin Lauric made a motion to accept the resignation of Treasurer Anne Dirmeyer. Susan Vance seconded. Discussion: Robin Thanked Anne for her service to the CLFPD.

***Motion** to accept the resignation of Treasurer Anne Dirmeyer passed unanimously.*

Todd Cook made a motion to remove Anne Dirmeyer as signator and administrator of the CLFPD bank accounts. Tamla Blunt seconded. Discussion: None.

***Motion** to remove Anne Dirmeyer as signator and administrator of the CLFPD bank account passed unanimously.*

Todd Cook made a motion to authorize Susan Vance as administrator of the CLFPD bank accounts. Tamla Blunt seconded.

Discussion: Anne Dirmeyer will call the credit card company on March 22nd to be removed from the account and to have Susan Vance added as administrator. Susan will take a copy of these minutes (draft is sufficient) indicating the Board motions.

***Motion** to authorize Susan Vance as administrator of the CLFPD bank accounts passed unanimously.*

Shirla Race will hold the keys for temporary access to the District's mailbox, secured files, and the combination to the safe.

XV Next Meeting:

A Special Board Meeting will be held on April 14, 2024, at 5:00 pm at the District Fire Station, 237 Blackfoot Rd, Red Feather Lakes, CO 80545. The purpose of the meeting will be to discuss Bylaws and Policy, Vacancy Appointment, and Strategic Plan.

The next Regular Meeting of CLFPD Board of Directors will be on April 18, 2024, at 6:00 pm at the District Fire Station, 237 Blackfoot Rd, Red Feather Lakes, CO 80545.

XVI Adjournment: Susan made a motion to adjourn the meeting. Tamla seconded. The meeting was adjourned at 9:00 pm by Chair Robin Lauric.

Submitted by:

Susan W. Vance

Date: 03-25-24