



# Crystal Lakes Fire Protection District

237 Blackfoot Rd Red Feather Lakes, CO 80545  
www.clvfd.org



## Board of Directors

Study Session  
January 13, 2024  
Crystal Lakes Fire Station  
9:00am – 5:00pm

### Minutes

**Purpose:** This Study Session was scheduled for information and discussion pertaining to some of the Board's responsibilities of finance, governance, and compliance for the 2024 calendar year.

- I **Call to Order:** The meeting was called to order by President Robin Lauric at 10:50 am. (The meeting was delayed due to inclement weather.)
- II **Directors in Attendance:** Robin Lauric (President), Anne Dirmeyer (Treasurer), and Susan Vance (Secretary).  
**Directors Absent:** None
- III **District Members in Attendance:** Doug Race,
- IV **Establish Session Structure:** Assign Roles (timekeeper (Anne Dirmeyer), note taker (Susan Vance), discussion lead (Robin Lauric)).
- V **New Business:**

#### a. Finance

Mill Levy: Information and Discussion

The Board viewed the one-hour SDA Mill Levy Session from the SDA 2023 Annual Conference. The session was presented by Magellan and outlined five important steps to ensure community support when putting a mill levy request on the November ballot.

CLVFD Assistant Chief, Doug Race, presented the Board with the action plan implemented in 2015 when he was instrumental in obtaining the mill levy bond for the construction of the current Fire Station.

The Board acknowledged the monumental task that Doug Race achieved and recognized the intense level of involvement that would be required in order to be successful with a mill levy ballot initiative in 2024.

The Board agreed that the legitimacy for any amount of mill levy initiative must be paramount to the District's Service Plan and Mission Statement, especially the underlining theme of safety. There must be clear and straightforward evidence of the absolute financial need of the Department.

The Board discussed the current state of the operations budget and looked at the increasing needs of the Department to stay relevant with software, Streamline (website), and Star-Link. In addition, the Board looked at inflationary burdens such as the rising cost of fuel, utilities, and insurance. The need to increase pension funding was also mentioned. The discussion continued with the Board considering projected costs of maintaining and replacing the Department's ageing apparatus, firefighting gear, and other capital improvement needs. Many of these assets were noted to be critical to the safety of our first responders and the community.

The Board reviewed a list sent by the Chief outlining the Department's five-year strategic goals. Among these goals included the purchase of a drone, a UTV, and a second sub-station for training. There was also some discussion by those present about the potential value to services by acquiring a second tender. The Board noted the significant financial need to fulfill these goals.

Discussion ended with the Board acknowledging the legitimacy of a 2024 mill levy initiative and the acknowledgment of this monumental task. The need for a committee was discussed, reiterating the "all-hands-on-deck" commitment that would be vital for participation by both the Board and Department members. It was further suggested that the Board bring this to the attention of the Department at a future Business meeting.

## **b. Governance**

### New Director Appointment(s): Information and Discussion

There are currently five candidates for the two Director positions. The Board has received letters of intent and bullet points and/or resumes from each candidate. The Board will hold separate Meet and Greets at the Fire Station for each candidate where identical questions will be asked.

The Board brainstormed a list of skills and qualities that are valued and would enhance the current Board's efficiency and effectiveness. The board generated a series of questions created to capitalize on these skills/qualities which would be asked during the upcoming Meet and Greets.

- Tell us about a successful project you were involved with. What made the project a success? What were some of the challenges and how did you overcome them?
- What interests you about serving on the Fire Board and what skills will you bring to our team?
- Tell us about a time you experienced conflict and how you were able to resolve it.
- We meet monthly, preferably in person, we have occasional special meetings, and it's not unusual for us to also have study sessions. Sometimes there are other time commitments too, such as education, fund raising, and community events. Talk with us about your availability and how you see this fitting into your schedule.

The Board agreed on the following days/times for the Meet and Greets.

Sun. Jan 21<sup>st</sup> 10am, 11am  
 Tue. Jan 23<sup>rd</sup> 1pm, 2pm, 3pm  
 Wed. Jan 24<sup>th</sup> 1pm, 2pm, 3pm  
 Sat. Jan 27<sup>th</sup> 10am, 11am, 12pm, 1pm

The Board plans to finalize the appointment by **February 8th**. The first official Board of Directors' Meeting with our newly appointed Director will be held **February 15th**.

Robin Lauric will send a letter to each candidate based on the above-mentioned discussion and Susan Vance will schedule the Meet and Greets.

Due to the strong qualifications of each of the candidates, the Board discussed asking the remainder of the candidates if they would like to be on a standing list for future appointments/elections.

#### Board Norms, Bylaws and Policies: Information and Discussion

There are a few changes in the Board Bylaws that require immediate attention. These changes pertain mostly to meeting places, time and postings of agendas.

The task of updating all the Bylaws was felt to be monumental, so the Board will work to prioritize sections of the current bylaws for review. The first section will be Board positions.

(Norms and Policies were tabled for a future study session.)

### **c. Compliance**

#### Special District Association Filings & Postings: Information and Discussion

(Tabled for a future Study Session.)

Website: Discussion

The Board discussion included uploading of past and present agendas/minutes, transparency notice, election and pension board information, requirements, and suggestions of the SDA.

There has been difficulty arranging the time for in-house training. The Board has looming mandatory deadlines and sees the need to reach out directly to Streamline for the necessary training on managing the Board portion of the website.

SDA Manual Guide as Discussion Topics: Discussion

(Tabled for a future Study Session.)

**d. Other**

Recognition of Resigned Board Members:

(Tabled for a future Study Session.)

Board Notebook:

(Tabled for a future Study Session.)

Letterhead: (phone number, fax, website)

(Tabled for a future Study Session.)

**VI Next Meeting:**

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

**VII Adjournment:** The meeting was adjourned at 5:00 pm by President Robin Lauric.

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

Submitted By: Susan Vance

Date: 01-14-24