



Crystal Lakes Fire Protection District

237 Blackfoot Rd Red Feather Lakes, CO 80545
crystallakesfireco.gov

Board of Directors

Regular Meeting
March 19, 2026
Crystal Lakes Fire Station
6:00 pm – 8:00 pm

Minutes

Purpose: The District's business was conducted in this public meeting of the Board of Directors.

- I **Call to Order:** Chair Robin Lauric called the meeting to order at 6:00 pm.
- II **Board Members Present:** President/Chair Robin Lauric, Secretary Susan Vance, and Director Tamla Blunt. Treasurer Tom DeMint attended via Zoom.
Board Members Absent: Director Todd Cook was excused.
- III **Quorum:** Yes
- IV **District Members Present:** Chief Mike Clark arrived at 6:20 pm due to a RFL medical call.
- V **Approval of Agenda:** No changes were brought forth, agenda stands approved.
- VI **Approval of Minutes:**
The Board approved changes to the wording for clarification in the Treasurer's Report and the Domain/Email .gov Update. The Regular Meeting Minutes for December 11, 2025, were approved as amended.
- VII **Officer Reports:**
 - a. **President's Report:** Robin mentioned that the District has achieved many meaningful accomplishments and emphasized that these successes are often the result of Board member's personal dedication and commitment. She acknowledged that such efforts frequently require sacrificing time with loved ones. Robin emphasized that when a Board member makes the decision to realign their focus, it does not diminish the impact of their individual contributions. Rather, it honors the importance of pursuing a balanced and fulfilling life and underscores the compassion and caring

nature that motivates all members of the District. President Lauric then read a letter of resignation from Crystal Lakes Fire Protection District Board Director Todd Cook.

President Lauric referred the Board to the Bylaws for the process of filling a vacant seat. The Board agreed to post notice of the vacancy through a letter requesting interested parties submit a letter of intent to the President by April 12th. Candidate Meet and Greets will be scheduled at the next Regular Board Meeting.

Action: Robin will write a public notice regarding the Board vacancy and have it posted to the community via Constant Contact.

b. Treasurer's Report:

Treasurer Tom DeMint presented the current financials with a newer format as provided by Community Resource Services (CRS). A separate ledger line has been created for Streamline (website) under Contracted Services. Tom gave the Board a heads-up that the expense associated with Community Resource Services (CRS) will exceed the amount allocated in the budget, primarily due to the costs involved with on-boarding.

Robin reported that due to a misunderstanding with Streamline/CivicPlus, the District will have access to the upgraded website tool plan, Community Pro Plan Plus, at an adjusted rate of \$145. The monthly rate will return to the regular rate of \$175 in July.

Tom DeMint moved to adopt Resolution 2026-002 Resolution for Exemption from Audit and to accept the Audit Exempt Application for the fiscal year ending December 31, 2025. Tamla Blunt seconded. Discussion: Community Resource Services of Colorado (C.R.S.) will send the Audit Exempt Application through DocuSign pending Board approval.

Motion to adopt Resolution 2026-002 Resolution for Exemption from Audit and to accept the Audit Exempt Application for the fiscal year ending December 31, 2025, passed unanimously.

Tom proposed a resolution to open an account with InBank. This change would enable CRS to pay District bills more efficiently, as the current bill.com account charges a monthly fee and slows down the bill payment process. Tamla Blunt moved to adopt Omnibus Resolution 2026-004 Regarding Authorizations to Consultant Crystal Lakes Fire Protection District and Community Resource Services of Colorado, LLC. Susan Vance seconded. No further discussion.

Motion to adopt Omnibus Resolution 2026-004 Regarding Authorizations to Consultant Crystal Lakes Fire Protection District and Community Resource Services of Colorado, LLC passed unanimously.

VIII Chief's Report: Chief Clark provided his report to the Board. The full report has been uploaded as a supporting document. The Chief presented the report using a new format for ADA compliance.

The Chief was asked for an update on the ambulance discussion with RFLVFD. The Board was satisfied with the discussion regarding level of care, hidden costs, and operators. However, it was suggested that the District enter into a Memorandum of Understanding (MOU) outlining these understandings and agreements of use, expectations, insurance, costs, equipment, etc. for the ambulance.

Action: Chief Clark will work with legal counsel to write the MOU.

Auxiliary members are being trained to conduct Home Ignition Zone (HIZ) inspections. HIZ is a Larimer County program. They have an "Ambassador Program" where smaller fire departments do the preliminary assessment with recommendations to the property owner and send the report to the County. It is up to the property owner to follow through. When the work is completed, the property owner notifies the County and if approved, they will get a letter from the County stating that this has been completed and approved. In addition to doing good fire mitigation, this may help the property owner get a lower insurance rate. The Fire District will reimburse the volunteers, and this may come out of its own line item in the budget.

IX Committee Reports:

a. Finance Committee:

Capital Reserve Policy: Robin asked the Board to commit to a more robust strategy for building capital reserves by establishing a dedicated budget allocation, either as a percentage of annual revenue or a specified dollar amount in the proposed Capital Reserve Policy, rather than solely relying on unspent budget funds. She suggested the amount be based on a Capital Improvement Plan which determines future asset needs and looks ahead five and ten years. Robin mentioned that forecasting and planning should be an ongoing, cyclical practice that would ensure some flexibility during budget discussions. There was near-consensus to continue the current practice of building the reserves with unspent budget funds.

b. Website Committee: The use of Community Pro Plan was sorted with Streamline/Civic Plus and is currently being used by the PIO.

c. Strategic Plan Committee: Nothing to report.

X **Unfinished Business:**

a. **Bylaws**

Chief Description & Review Process: Robin shared some suggested revisions and edits to the Chief's job description, which was previously presented by Tom. She aligned the description with the Bylaws, reorganized the flow, and attempted to shorten the description. The Board agreed to some of the proposed changes. Robin also introduced an informal Chief lead goal-setting review process aligned with the revised essential job responsibilities. She also touched on a few options regarding the structure of compensation. There was near-consensus to use a different format featuring "SMART goals."

Action: Robin will update the Chief's job description to reflect the Board's consensus.

Action: Tamla will collaborate with Tom to prepare a version of "SMART" goals for the next Board meeting.

Chief's Stipend: Board members will finalize the Chief's job description and review process before addressing an increase to the Chief's stipend.

b. **Domain/email change (.gov) Update**

Tamla will meet with Mike and will have some information at next month's meeting. She may reach out to the CISA (Cyber and Infrastructure Security Agency) Regional Director for assistance/direction.

Action: Tamla will write up a short PSA announcing the District's change to a .gov domain and include a few of the benefits. Eventually the PSA will be sent via Constant Contact.

c. **Records Management & Retention Update**

The District was approved by the Colorado State Archives for the records retention schedule. The committee members for Records Management and Retention are Heidi Ewing (CLVFD Auxiliary), Karen Smith (CLVFD Firefighter/EMS), and Robin Lauric (CLFPD Board). The first meeting will be March 20th. The committee will determine how to best proceed with sorting and organizing all District/Department documents according to the State Archive Schedule to determine the preservation timeline and best practices for each document type.

Tamla Blunt moved to approve compensation of \$50 per meeting for Records Management and Retention committee members, not to exceed \$2400 per year per member. Susan Vance seconded. No further discussion.

Motion to approve compensation of \$50 per meeting for Records Management and Retention committee members, not to exceed \$2400 per year per member passed unanimously.

d. District Logo Update: No updates.

e. Washing of Apparatus Update: The Chief is working on various methods of washing apparatus with the Department.

f. Wildfire Resiliency Code (WRC)

Robin Lauric moved to adopt Resolution 2026-003 A Resolution of the Board of Directors of the Crystal Lakes Fire Protection District to Adopt the Wildfire Resiliency Code and Deferring Enforcement to DFPC and to sign the Cooperative Agreement: Wildfire Resiliency Code Administration and Enforcement as amended by legal counsel. Tamla Blunt seconded. No further discussion.

***Motion** to adopt Resolution 2026-003 A Resolution of the Board of Directors of the Crystal Lakes Fire Protection District to Adopt the Wildfire Resiliency Code and Deferring Enforcement to DFPC and to sign the Cooperative Agreement: Wildfire Resiliency Code Administration and Enforcement as amended by legal counsel passed unanimously.*

Action: Mike will forward the signed Cooperative Agreement noting amended sections 7c and 7f by CLFPD legal counsel to Larimer County.

XI New Business: None

XII As the Board Desires: None

XIII Public Comment: None

XIV Announcements: None

XV Next Meeting:

The next Regular Meeting of CLFPD Board of Directors will be held at 6:00 pm on April 16, 2026, at the District Fire Station, 237 Blackfoot Rd, Red Feather Lakes, CO 80545.

A Pension Board Meeting will be held immediately following CLFPD Regular Board Meeting on June 18, 2026.

XVI Adjournment: The meeting was adjourned by Chair Robin Lauric at 9:57 pm

Attested by:

Susan W. Vance

Dated: 04-16-26