



Crystal Lakes Fire Protection District

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

Board of Directors

Regular Meeting

May 21, 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 **Welcome New Board Member:** Jim Jackson has been fully seated. Jim owns a home in Pearl Creek and previously owned a home in Crystal Lakes. He has experience in executive leadership, as well as vast experience serving on boards. His board experience has strengthened his understanding of organizational oversight, strategic planning, and the importance of transparent and accountable governance.
- III **Board Members Present:** President/Chair Robin Lauric, Secretary Susan Vance, Director Tamla Blun, Treasurer Tom DeMint, and Director Jim Jackson.
Board Members Absent: None
- IV **Quorum:** Yes
- V **District Members Present:** Todd Cook (Acting Fire Chief), Bill Perry, DiAnn Cummings, Tim Cummings, Corey Ewing, Jay Smith, and Karen Smith. (Chief Clark excused absence).
Guests Present: Josh Roberts (Larimer County Office of Emergency Management), and Daniel Bowker (Coalition for the Poudre River Watershed) who did a presentation from 6:06 to 6:50 pm, and John Chmil (District's Legal Counsel from Lyons & Gaddis) who did a presentation from 7:00 to 7:40 pm.
- VI **Approval of Agenda:** No changes were brought forth; agenda stands approved.

VII Special Guests:

a. Community Resiliency/Community Wildfire Defense Grant (CWDG)

Josh and Daniel gave a short presentation on the mitigation efforts in and around the Crystal Lakes Fire Protection District, including the Black Diamond Project which is the area west of the CLFPD and is intended to provide two big fuel breaks between U.S. Forest Service land and the District (300,000 acres). They also highlighted several projects of the CWDG (Community Wildfire Defense Grant) in Crystal Lakes including the 200-acre mitigation on the west side of the community. The 9.7-million-dollar grant is being shared between Crystal Lakes, Glacier View, Poudre Canyon, and Cherokee Meadows as each of these communities had an updated CWPP (Community Wildfire Protection Plan). Josh shared that a Home Ignition Zone Mitigation Assistance Program (HIZ MAP) will be underway by June 1st and will enable property owners to apply for financial assistance (up to \$4000) for mitigation if they have had an HIZ Assessment by their local fire department/HIZ ambassadors on their property. Josh mentioned that if the CLVFD HIZ Ambassadors were in need of any support including equipment and training to please reach out to him.

The CWDG advisory committee includes representatives from each of the four communities, including CLVFD Chief Mike Clark, CLFPD President Robin Lauric, and CWPP Leads Kelli Sponberg and Rachel Owenby.

For more information, please go to:

Link: [Coalition for the Poudre River Watershed-Red Feather Lakes Area Wildfire Defense Project](#)

b. Board Oversight

John Chmil attended the meeting via Zoom. John clarified the Board's oversight responsibilities as related to the position description of the Fire Chief. By statute, the Board is tasked with governance and providing emergency response services to property owners and visitors within the Fire District boundaries. It is the Board's responsibility to hire/appoint a Fire Chief to the day-to-day operation of the Fire Department. The Board still has oversight expectations.

It was noted that volunteer fire districts vary with formal to less robust Chief descriptions. The best practice is to have clear expectations of where the Chief is responsible for day-to-day operations and reports to the Board Department in the monthly report. The review/evaluation process can be either formal or goal oriented and should include periodic check-ins. The Chief should keep the Board apprised of the matters of the District and this is usually done in the monthly Chief's report and Board meetings. This is not to say that everything falls into this category, however. The Board should stay away from directing the day-to-day operation of the Fire Department.

John said that he would be happy to look at the position description/review and provide feedback to the Board.

VIII Approval of Minutes:

No changes to the Regular Meeting Minutes for April 16, 2026, were brought forth. The Regular Meeting Minutes for April 16, 2026, stand approved.

No changes to the Special Meeting Minutes for May 4, 2026, were brought forth. The Special Meeting Minutes for May 4, 2026, stand approved.

IX Officer Reports:

a. President's Report: President Lauric thanked the Board for their work with the Board vacancy appointment process. She mentioned that it was a good time to familiarize ourselves with the Board Norms, By-laws, and best practices with communications. Robin also mentioned that the indicators are still pointing to a very challenging year for wildfires and thus for our Department Volunteers. She closed by saying, 'Stay vigilant and if you see something, say something!'

b. Treasurer's Report:

Treasurer Tom DeMint presented the monthly budget and financials as prepared by CRS.

Tom DeMint said the District is in good financial position. The District is at 90% of budget at this time with the CRS account as we get on board, but this will transition down each month.

Robin inquired about the District's current process for seeking and applying for grants. She has noticed several grants that are currently open with applications due by June 22nd. She mentioned that in the past, Jim Kubichek, a CLFPD Board Member and CLVFD Member served as the District's grant expert and kept the Board informed. Tom said that currently, there are no grants available for which the District would qualify.

X Chief's Report:

Chief Clark was absent. No Chief's Report.

Chief Clark appointed Firefighter Todd Cook as the Acting Chief in his stead.

XI Committee Reports:

a. Finance Committee: Tom said committee will meet later this summer, prior to Board budget discussions.

b. Website Committee: 'About the District' page has been updated and relocated.

c. Strategic Plan Committee: Tom asked Jim Jackson to be on the Strategic Planning Committee. They will meet soon and will provide the Board with a timeline.

- d. Records Management & Retention Committee:** The committee continues to sort through the first years' records. They may need to purchase an additional file cabinet to store records being retained that have been previously stored in numerous banker boxes.

XII Unfinished Business:

a. Fire Chief Description & Review Process

The Board agreed to move the Fire Chief Description and Review Process to a Study Session.

Action: Robin will reach out to Chief Clark for dates that he would be available and forward those to the Board.

b. Policy

The Board agreed to add Fire Ban/Restriction Policy to the Study Session.

c. Domain/email change (.gov) Update

.gov email is available for Board Members. Tamla will send the Board directions on setting this up. It was suggested and agreed by the Board to add a tutorial to the Study Session, to set up and move all Board Members to official .gov emails at the same time.

d. Med 2/Memorandum of Understanding (MOU)

The Board discussed service and insurance regarding RFLFPD Med 2. There remains some clarification needed by the Chief. It was suggested that the District may need to maintain some level of insurance with Med 2. The Board agreed to include Med 2 on the District's insurance. The Board agreed to add this discussion to the Study Session.

Action: Tom will add Med 2 to the District's insurance.

XIII New Business:

a. Senate Bill 26-184, Firefighter Cancer Benefits & Workers' Compensation

Jim presented the Board with a letter to send to Governor Polis on behalf of the District asking for a veto on Senate Bill 26-184. Although the initial work behind the bill was well intentioned and beneficial to firefighters, the final bill consisted of missteps and burdensome financial consequences for fire departments across the state. Tom DeMint made a motion for President Lauric to sign and send the letter to Governor Jerod Polis and the Special District Association to veto Senate Bill 26-184 on behalf of the District. Susan Vance seconded. No further discussion.

Motion for President Robin Lauric to sign and send the letter to Governor Jerod Polis and the Special District Association to veto Senate Bill 26-184 on behalf of the District passed unanimously.

XIV As the Board Desires:

Chair Lauric mentioned that there will be an Action Review at the June Board Meeting.

XV Public Comment:

Tim Cummings inquired about the process of getting iPads from Josh Roberts for the purpose of Home Ignition Zone assessments. It was suggested that CLVFD Auxiliary Member, Heidi Ewing, reach out for these.

XVI Announcements: None

XVII Next Meeting:

The next Regular Meeting of CLFPD Board of Directors will be held at 6:00 pm on June 18, 2026, at the District Fire Station, 237 Blackfoot Rd, Red Feather Lakes, CO 80545. There will be an Action Review. Board members should also bring their Board notebooks.

The next Pension Board Meeting of the CLFPD will be held immediately following CLFPD Regular Board Meeting on June 18, 2026.

XVIII Adjournment: The meeting was adjourned by Chair Robin Lauric at 8:23 pm.

Attested by:

Susan W. Vance

Date: 06-18-26