



Crystal Lakes Fire Protection District

237 Blackfoot Rd Red Feather Lakes, CO 80545

clvfd.org

Board of Directors

Regular Meeting
January 16, 2025
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, Treasurer Tom DeMint, Director Tamla Blunt, and Director Todd Cook via Zoom
Board Members Absent: None

III **Quorum:** Yes

IV **District Members Present:** Chief Mike Clark, Alex Alexander, and Doug Race
Guests: Jason Woolard from Pinnacle Consulting Group via Zoom

V **Approval of Agenda:** No changes brought forth. Agenda stands approved.

VI **Approval of Minutes:**
Special Meeting Minutes, January 13, 2025. Grammatical corrections and word clarification were suggested by Robin Lauric. These were read aloud to the Board. Tamla Blunt moved to approve the January 13, 2025, Special Board Meeting Minutes as amended and read. Todd Cook seconded. Discussion: None

***Motion** to approve the January 13, 2025, Special Board Meeting Minutes as amended and read passed unanimously.*

VII **District Bookkeeping Services/Pinnacle Consulting Group**
Jason Woolard from Pinnacle Consulting Group (PCG) discussed with the Board the rationale for the 2025 service cost increase. Jason explained that the most significant cost increase was related to the underestimated hours required to service the District, primarily regarding invoices and accounts payable.

The Board shared some concerns with manager turnover, communication, and questioned why the current contract ending fiscal year March 2025 was under review. Jason acknowledged the Board's concerns and noted that Pinnacle had mistaken the CLFPD contract for a calendar year ending December 2024, not a fiscal contract ending March 2025. He stated that Pinnacle would honor the March 2025 contract agreement. The Board agreed to adjust the future 2025 contract to a calendar year. Additional discussion with Jason included hourly rates vs contract service rates and if all services in the proposed contract were relevant to the District such as 1099s.

Pinnacle will send a revised contract for accounting services commencing March 19, 2025, through December 31, 2025. The Board will consider the revised contract for approval at the Regular Board Meeting in February.

The Board discussed possible internal cost-reduction strategies.

VIII Special Orders:

a. Resolution 2025-001

Robin presented Resolution 2025-001 - Designating the location for the District's Meeting Place, Time, and Posting Notice. Susan Vance moved to adopt Resolution 2025-001, Designating the location for the District's Meeting Place, Time, and Posting Notice. Tom DeMint seconded. No discussion.

***Motion** to adopt Resolution 2025-001, Designating the location for the District's Meeting Place, Time, and Posting Notice passed unanimously.*

a. Resolution 2025-002

Robin presented Resolution 2025-002 - Appointment of the 2025 District Election Official, Setting the Election for May 6, 2025, and Cancelling the Election. Tom DeMint moved to adopt Resolution 2025-002, Appointment of the 2025 District Election Official, Setting the Election for May 6, 2025, and Cancelling the Election. Tamla Blunt seconded. Discussion: Tamla Blunt asked why this election was to be held at a polling location vs mail-in. This election is being held as a polling place election due to no additional issues being on the ballot.

***Motion** to adopt Resolution 2025-002, Appointment of the 2025 District Election Official, Setting the Election for May 6, 2025, and Cancelling the Election passed unanimously.*

IX Officer Reports:

a. President's Report: President Robin Lauric attended the SDA Annual Business Meeting. Highlights of the SDA Annual Meeting included a statement that the DOJ is working on ADA website compliance for all states (CLFPD is ahead of the game as is Colorado due to previous legislation), and that the SDA will emphasize cyber security this year as it has become more critical due to criminal focus on Special Districts. Robin Lauric, along with Tamla Blunt and Marian Kelly, attended a Streamline Zoom which highlighted new website packaging fees for 2025. The particulars will be presented at the February Board meeting for discussion. Robin also attended a Lyons & Gaddis Election

Information session with DEO Doug Race. Robin Lauric has filed the boundary map letter, and the transparency notice with state agencies.

- b. Treasurer's Report:** Treasurer Tom DeMint presented the monthly budget as provided by Pinnacle.

Treasurer Tom DeMint spoke again with the County Treasurer's office regarding the \$98,000.00 in the bond account due to the District paying off the bond early. This amount was to be refunded to property owners by the county. However, the County Treasurer's office will not be taking care of refunding property owners as previously suggested and has offered two different options. The first option would be to add to the upcoming elections a measure for the District to retain the \$98,000.00 (this would require a ballot procedure like the one for the mill levy and cost the District about \$3500). The second option would be to reduce the mill levy in 2026 by an amount to be calculated by the County Treasurer's office and then return to 8 mills in 2027. The consensus of the Board was to return the money to the property owners as promised during the mill levy presentations. With the two options presented, returning the money in the form of temporarily lowering the mill levy in 2026 is preferred.

Action: Tom DeMint will check with legal counsel for details on the second option and will have additional information at the February Board meeting.

Tom DeMint presented the Board with an idea to move Operation Reserves to a higher interest-bearing account with Colorado Trust. The Board is interested in this if the funds are easily accessible when needed.

Action: Tom DeMint will investigate moving Operation Reserves to Colorado Trust and provide a motion at the February meeting if it is possible.

- X **Chief's Report:** Chief Mike Clark provided his report to the Board. The full report will be posted on the website. Training with RFLVFD went exceptionally well and the training schedule will be posted on the website which the Board will have access to.

- XI **Committee Reports:**
 - a. **Website Committee**

The website committee has made some subtle changes to the website and will be conducting an internal UX audit. The audit will assist the committee with making the website more intuitive, as well as improving visual design, content, performance, and user engagement. The website is currently 99% ADA compliant. The committee is seeking updated photos and welcomes constructive suggestions.

- XII **Unfinished Business:**
 - a. **Bylaws Study Session**

The Board agreed to meet on Saturday, February 22nd at 10 am.

- b. **Document/Electronic Storage Update**

Tamla Blunt is still working on it, especially the accessibility of reports.

c. Domain change (.gov) Update

The Board continued discussion on the benefits of moving to a .gov. Chief Clark suggested the domain name, crystallakesfire.gov and the Board agreed to have Tamla Blunt continue to move forward with this.

Action: Tamla will apply for the crystallakesfire.gov domain with the appropriate government entity.

d. CISA Update

Robin Lauric is waiting to hear from Charlie Marmon (CISA) regarding a physical assessment.

e. Simultaneous Service Forms Update

Legal counsel provided a sample disclosure letter for Simultaneous Service. This letter can be used for both filing with the Secretary of State and for the CLFPD Board.

Action: Todd Cook will complete the disclosure letter and file with the Secretary of State.

XIII New Business:

a. DEO

2025 Board Election Process - Doug Race and Robin Lauric attended DEO training hosted by Lyons & Gaddis. They also met, assigned duties as appropriate, and brought Marian Kelly on as the Deputy DEO for when Doug Race is unavailable. There will be four (4) Board positions up for election. Three (3) will be four-year terms, and one (1) will be a two-year term. SelfNomination forms are available for those who wish to be candidates. February 28th is the deadline to return the forms to the DEO/Deputy DEO. Write-in Candidate forms need to be submitted by March 3, 2025. The Board will determine the physical polling place at the February meeting.

Action: Doug will post the Call for Nominations in the *Coloradoan*.

Action: Robin will address Board Elections on the District website (write-up for Serving the Board, ensure that the Call for Nominations, the Nomination and Campaign Finance forms are available on the District website).

b. SDA Membership Renewal

Susan Vance moved to renew the District's SDA membership. Tamla Blunt seconded. Discussion: SDA membership provides the District with valuable resources and support, including legislative briefings.

Motion to renew the District's SDA membership passed unanimously.

Action: Tom DeMint will make the renewal payment before March 1st.

XIV As the Board Desires: None

XV Public Comment: None

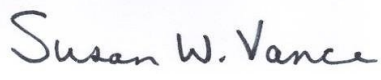
XVI Announcements: Robin mentioned that Susan Vance is working on a spreadsheet solely for Motions. This should make it easy to reference motions of the Board.

XVII Next Meeting:

The next Regular Meeting of CLFPD Board of Directors will be on February 20, 2025, at 6:00 pm at the District Fire Station, 237 Blackfoot Rd Red Feather Lakes, CO 80545.

A Study Session of the CLFPD Board of Directors will be on February 22, 2025, at 10:00 am at the District Fire Station, 237 Blackfoot Rd Red Feather Lakes, CO 80545.

XVIII Adjournment: The meeting was adjourned by Chair Robin Lauric at 8:33 pm.

Attested by: 

Date: February 20, 2025