



# Crystal Lakes Fire Protection District

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

## Board of Directors

Regular Meeting 4:30 pm  
Public Hearing – 2026 Proposed Budget 6:30 pm

December 11, 2025  
Crystal Lakes Fire Station

### Minutes

**Purpose:** The District's business was conducted in this public meeting of the Board of Directors. A Public Hearing of the 2026 Proposed Budget was held for the purpose of public input.

**I Call to Order:** Chair Robin Lauric called the meeting to order at 4:30 pm.

**II Board Members Present:** President/Chair Robin Lauric, Secretary Susan Vance, Treasurer Tom DeMint, Director Todd Cook, and Director Tamla Blunt.  
**Board Members Absent:** None

**III Quorum:** Yes

**IV District Members Present:** Chief Mike Clark

Attending from 4:30 to 6:30 pm: Karen Smith. Attending from 5:20 to 6:30 pm: Jay Smith, Barb Batt, Jim Kubichek, Doug Race, Shirla Race, Brad Chiodo, Bill Perry, Kathy Durica, Susan Rau, Jody Sandquist, Kate Kelly, Marian Kelly, Sue Gessert, John Gessert, Milo David, Marilyn David, Craig Mawle, Heidi Ewing, Corey Ewing, DiAnn Cummings, Tim Cummings, Paul Riester, Alex Alexander, and Sherry Alexander.

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

**VI Approval of Minutes:**  
No changes were brought forth, Regular Meeting Minutes, November 20, 2025, stand approved.

**VII Officer Reports:**  
**a. President's Report:** None

**b. Treasurer's Report:** Treasurer Tom DeMint presented the monthly budget as provided by Pinnacle. Tom mentioned that additional invoices are pending.

**VIII Chief's Report:** Chief Clark provided his report to the Board. The full report has been uploaded as a supporting document. Additional highlights ... The new Emergency Response Vehicle (ERV) is being outfitted with equipment. All the Department's fire extinguishers have been updated. Implementation of First Due will be on 12-16-25. Chief Clark encouraged everyone to get signed up on Pulse Point. Tom DeMint mentioned that if you can do CPR then you can sign up to be notified if there is a medical emergency needing CPR near you. Pulse Point also has the locations of AEDs in our area. The Annual Dinner is set for January 7, 2026, at the Community Center (Basecamp) at 5:00 pm. The Department Facebook page is up and running.

**IX Committee Reports:**

**a. Finance Committee:** Nothing to report at this time.

**b. Website Committee:** Accessibility Officer Tamla Blunt will manage website ADA document compliance through Streamline's DocAccess.

**c. Strategic Plan Committee:** Nothing to report at this time.

**X Unfinished Business:**

**a. Wildfire Resiliency Code (WRC):** Chief Clark will submit questions on behalf of the Board to the county. It was agreed that before the Board signs an agreement, legal counsel should review. President Lauric suggested a call with the Chief and legal counsel prior to the Chief's next WRC meeting. President Lauric requested to be included in this call.

**Action:** Robin will arrange a phone call with the Chief and legal counsel on the WRC.

**b. DocAccess:** President Lauric signed the DocACCESS Service Agreement prior to December 12<sup>th</sup> and was therefore able to get the lower rate of \$50 per month, \$600 for the entire year of 2026.

**c. Bylaws/Policy:**

Chief Description & Review Process update: Nothing new at this time.

Policies Update: Nothing new at this time.

**e. District Logo Update:** PIO Barb Batt is working on the Board's logo updates.

**f. Domain change (.gov) Update:** It was suggested that the Board look at whether more licenses were needed. No decision was made. This will be further discussed at the January Board meeting.

**Action:** Tamla will create a chart to show all the programs/software involved in supporting the District's technology usage to ensure all software purchases and fees are necessary.

**g. The following items have been tabled until Jan 2026:**

Document/Electronic Storage Update

Records Management & Retention  
Administrative Assistant for Records Retention Update  
Washing of Apparatus Update

## **XI Recognition of Retiring Fire Department Members, Marian Kelly & Alex Alexander**

On behalf of the District Board, President Lauric acknowledged the outstanding contributions that Marian Kelly and Alex (Harold) Alexander have made to The Crystal Lakes Fire Protection District. The Board was pleased to honor and celebrate the retirements of these two exceptional department volunteers. Robin emphasized that their dedication and selfless service had left a lasting impact on the community and noted that the large turnout reflected the community's heartfelt appreciation for all that Marian and Alex had accomplished. Following President Lauric's acknowledgements, the Board presented Marian and Alex with engraved fire axes.

President Lauric's full acknowledgements can be found uploaded as attachments.

### **Public Comment:**

District members who spoke of the contributions of Marian Kelly include: Kathy Durica who stated that CL FIRES will purchase a brick in honor of Marian and her service years to CLVFD. Doug Race reminisced on how Marian literally saved the Department years ago when she was the Chief. Jody Sandquist said that Marian helped to hold the Department together, adding that she has been incredible. Tamla Blunt said that her husband, Doug, who was on the Department years ago, had nothing but good things to say about Marian.

District members who spoke of the contributions of Alex Alexander include: Kathy Durica who announced that CL FIRES will purchase a brick in honor of Alex and his service years to years CLVFD. Marian Kelly said from the time she became Chief, Alex was instrumental in keeping all the vehicles working and the fire barn in shape as well as helping the Department move in a forward direction. Doug Race shared that, over the years, Department members sometimes faced extremely difficult situations, sometimes involving death, and there wasn't an established support system to help manage these emotional hardships. Doug recalled that Alex's years of experience as a First Responder, combined with his genuine compassion, enabled Alex to offer invaluable support to his fellow Department members—including Doug himself, who remains deeply grateful for Alex's unwavering help. Susan Rau said that Alex was always available with a smile to assist CL FIRES whether flipping burgers, playing Santa, or assisting with the Duck Race. Tom DeMint added that Alex was also one of the biggest customers at the Annual Rummage Sale. Sherry Alexander recalled how selfless Alex was with his time in the community and reminisced about a bear encounter that she once had at their cabin that brought CLVFD members to her rescue. Jim Kubichek said that he has never known a person such as Alex that had so much

generosity and compassion. Tom DeMint said that Alex is a gentleman and a gentle man.

President Lauric expressed how proud she was to be working with such an incredible group of people who are so dedicated to ensuring the safety of the community. The stories and tributes shared during the recognition beautifully illustrated the true family spirit of the Crystal Lakes Fire Protection District.

**At 5:45 pm the Board meeting recessed for a recognition socialization.**

**At 6:30 pm the Board reconvened. All District Board Members and the Chief were present, and a quorum was confirmed.**

## **XII Public Hearing for the 2026 Proposed Budget:**

**Call to Order & Declaration of a Public Hearing:** The Public Hearing for the 2026 Proposed Budget was called to order by Chair Robin Lauric at 6:35 pm. The Chair stated that the purpose of the Hearing was to receive input from community members on the Crystal Lakes Fire Protection District's 2026 Proposed Budget. Robin expressed thanks to Treasurer Tom DeMint, the Fire Chief, and members of the Board for working diligently to prepare and present the budget. The Chair recognized that The Notice for this Public Hearing was published in the *Coloradoan* and posted on the District website, and that the Board will take into consideration all input and then act on the 2026 Proposed Budget. Chair Lauric reviewed the format and the guidelines, including that all participants follow the District Conduct Policy and adhere to the Norms of the Board with respect. The Chair reminded all participants that comments from the public will be after the Treasurer's presentation and that the comments made during the Hearing would be part of public record.

**Treasurer's Presentation:** Treasurer Tom DeMint shared a power point summarizing the 2026 Proposed Budget. Highlights included information on taxpayer reimbursement through lowering the mill levy to 5.492 in 2026 and returning to 8 mills in 2027. Treasurer DeMint also spoke on funding for building capital reserves, improving response, firefighter safety, and communications. In addition, Treasurer DeMint shared the anticipated revenue, expenditure increases and decreases of the District, Tabor mandates, and fund balances of operational and capital reserves.

**Public Comments:** The Chair opened the Hearing to public comment. There was no oral or written public comment submitted.

**Adjournment of Public Hearing & Date of Board Action:** The Budget Hearing was adjourned by Chair Robin Lauric at 7:05 pm. Board action on the 2026 Proposed Budget was set to follow the Public Hearing on December 11, 2025.

**XIII New Business:**

**a. 2026 Budget Resolution**

*Resolution 2025-005, A Combined Resolution Concerning the Adoption of a Budget and Appropriation of Funds for Fiscal Year 2026 was presented by Treasurer DeMint. Tamla Blunt moved to adopt Resolution 2025-005, A Combined Resolution Concerning the Adoption of a Budget and Appropriation of Funds for Fiscal Year 2026. Susan Vance seconded. No further discussion.*

**Motion** to adopt Resolution 2025-005, A Combined Resolution Concerning the Adoption of a Budget and Appropriation of Funds for Fiscal Year 2026, passed unanimously.

**b. Resolution to Set Mill Levies**

*Resolution 2025-006, A Resolution Levying General Property Taxes for the Year 2025 to Help Defray the Costs of Government for the Crystal Lakes Fire Protection District, for the 2026 Budget Year was presented by Treasurer Tom DeMint. Tamla Blunt moved to adopt Resolution 2025-006, A Resolution Levying General Property Taxes for the Year 2025 to Help Defray the Costs of Government for the Crystal Lakes Fire Protection District, for the 2026 Budget Year. Todd Cook seconded. No further discussion.*

**Motion** to adopt Resolution 2025-006, A Resolution Levying General Property Taxes for the Year 2025 to Help Defray the Costs of Government for the Crystal Lakes Fire Protection District, for the 2026 Budget Year, passed unanimously.

**XIV As the Board Desires:** Todd would like to get the financials earlier in the future but understands how busy it has been this past month. Todd mentioned that one of the Fire Department members drove to Loveland to pick up the donated trailer and should be reimbursed for time and mileage. The Board agreed. Todd asked about FPPA fees and Tom confirmed that the fees were paid. Robin mentioned that the SDA Annual Meeting would be on January 9, 2026. All Board members may attend online, and the Board designated officer would vote on behalf of the District.

**XV Public Comment:** None

**XVI Accounting/Bookkeeping Services:**

**Executive Session:** Director Todd Cook moved to enter into Executive Session at 7:30 pm to discuss matters that may be subject to contract negotiations regarding the District's accounting/bookkeeping services [§24-6-402\(4\)\(e\)\(I\), C.R.S.](#) Tom DeMint seconded. Discussion: None.

**Motion** to enter into Executive Session at 7:30 pm to discuss matters that may be subject to contract negotiations regarding the District's accounting/bookkeeping services §24-6-402(4)(e) (I) C.R.S passed unanimously.

**All members of the Board and the Chief entered into Executive Session at 7:30 pm.**

**All Board members returned from the Executive Session at 7:53 pm.**

Tamla Blunt moved for Treasurer Tom DeMint to enter into contractual discussion on establishing accounting services and other Special District services with Community Resource Services of Colorado (CRS). Susan Vance seconded the motion. Discussion: In addition to entering into contract discussion with CRS, Tom will inquire as to the process of transferring services from Pinnacle to CRS. The timeline for this transition will extend into the first few months of 2026, and at the Treasurer's discretion. Tom will notify Pinnacle and work with them for an amicable and smooth transition. No further discussion.

**Motion** for Treasurer Tom DeMint to enter into contractual discussion on establishing accounting services and other Special District services with Community Resource Services of Colorado (CRS) passed unanimously.

**XVI Announcements:** None

**XVII Next Meeting:**

The next Regular Meeting of CLFPD Board of Directors will be held on January 15, 2026, at 6:00 pm at the District Fire Station, 237 Blackfoot Rd Red Feather Lakes, CO 80545.

A Pension Board Meeting will be held immediately following the CLFPD Regular Board Meeting on February 19, 2026.

**XVIII Adjournment:** The meeting was adjourned by Chair Robin Lauric at 8:10 pm.

Attested by:

*Susan W. Vance*

DATE: 01-15-26