



Crystal Lakes Fire Protection District

237 Blackfoot Rd Red Feather Lakes, CO 80545

clvfd.org

Board of Directors

Regular Meeting
January 15, 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, Treasurer Tom DeMint, and Director Tamla Blunt.
Board Members Absent: Director Todd Cook was excused.
- III **Quorum:** Yes
- IV **District Members Present:** Chief Mike Clark (arrived at 6:10 pm), Karen Smith, Susan Dalke, Kathy Durica, DiAnn Cummings, and Tim Cummings.
- V **Approval of Agenda:** No changes were brought forth, agenda stands approved.
- VI **Approval of Minutes:**
No changes were brought forth, Regular Meeting Minutes for December 11, 2025, stand approved. President Lauric's recognition speeches for Marian Kelly and Alex Alexander can be found uploaded with the December minutes on the District's website.
- VII **Special Orders:**
Resolution 2026-001 – Designating the District's Meeting Place, Time, and Location to Post.

Tamla Blunt moved to adopt Resolution 2026-001- Designating the District's Meeting Place, Time, and Location to Post. Susan Vance seconded. No further discussion.

Motion to adopt Resolution 2026-001- Designating the District's Meeting Place, Time, and Location to Post passed with four (4) ayes and one (1) abstention.

VIII **Officer Reports:**

a. President's Report: President Lauric wished everyone good health, prosperity, and much happiness in the New Year.

President Lauric spoke about confidentiality and data privacy. In summary, she reminded everyone about the collective responsibility all members of the District have in maintaining confidentiality of all District and Department records. She mentioned that this includes, but is not limited to personal medical details, phone numbers, physical addresses, lot and filing data, information obtained from property assessments or elections, and email addresses. She also mentioned that email addresses, once collected, are classified as official District records, and their use or disclosure is strictly regulated. Collecting, sharing, or distributing email addresses without explicit approval from the Board or Chief is inappropriate and, in most cases, unlawful. All members have a duty to promptly report any suspected misuse of confidential information to the Chief or a member of the Board.

President Lauric's full *Confidentiality and Data Privacy Statement* can be found uploaded with these minutes.

President Lauric submitted the *CLFPD 2026 Boundary Letter* [C.R.S. § 32-1-306](#) with the Colorado Department of Local Government, Larimer County Clerk and Recorder, and Larimer County Assessor. There were no changes to the District boundaries.

The Board confirmed the information on the *CLFPD 2026 Transparency Notice* [C.R.S. § 32-1-809](#). If a Designated Election Official (DEO) is needed this year, a resolution will be brought forward at the time. The Chief will be added as primary contact for the District once an official CLVFD phone number is established. This will ensure a reachable number is provided by the District.

Action: Robin will file the *CLFPD 2026 Transparency Notice* with DLG and post to the District website.

In Director Cook's absence, Director Blunt will attend to his duties of compliance, Treasurer DeMint will attend to his Finance Committee duties, and President Lauric will assist with his Strategic Plan Committee duties if needed.

b. Treasurer's Report: Treasurer Tom DeMint reported that the District is currently in transition between financial consultants, and a comprehensive monthly budget will be available once the District is under CRS. Tom presented fund balance statements and detailed account transactions. Notable expenditures included a \$20,000 payment to FPPA and disbursements of \$59,285 and \$9,000 for the acquisition of a new Command vehicle. Tom

mentioned that the General Fund account will be properly titled "Capital Reserve" upon completion of the CRS transition. Property taxes totaled just over \$6,200.

- IX Chief's Report:** Chief Clark provided his report to the Board. The full report has been uploaded as a supporting document. Of note, there has not been any further details from Larimer County regarding the Wildfire Resiliency Code (WRC) questions/concerns submitted. The Chief mentioned that the questions and concerns previously submitted by both the CLFPD District and the CLVFD Chief were well received and being carefully considered as the County evaluates its next steps. The Chief believes more information will be provided at their next meeting. The Board agreed to wait for more information before reaching out to legal counsel and signing the proposed contract agreement with Larimer County.

The Chief was asked about the proposed housing of a RFLFPD ambulance at the CLFPD Station. Specific questions included financial commitments (insurance, maintenance, fuel, etc.), comparable equipment/technology, and housing of the District's current apparatus. The Chief and the RFLVFD Chief are currently discussing and sorting out these specifics. The intent is for the ambulance to be housed at the CLFPD Station, but it will belong to RFLFPD.

The Chief was also asked about the community event schedule, specifically the schedule for the 4th of July. Members of CLFIRES were present at the meeting and updated the Board on anticipated dates for all summer activities. Susan Dalke shared some of the challenges regarding the 4th of July events and the reasons for the proposed date change. She mentioned that CLFIRES will be sending a survey to the community for input on the summer activities and dates.

X Committee Reports:
a. Finance Committee

Capital Reserve Policy: Treasurer Tom DeMint presented the Board with a Capital Reserve Policy draft. The Board discussed the importance of establishing a policy to prioritize capital reserve funds for long term budget planning of apparatus and infrastructure. Robin encouraged the Board to adopt a more robust strategy for building capital reserve funds. She proposed establishing a dedicated budget allocation, either as a fixed percentage of annual revenue or as a specific dollar amount to consistently strengthen the capital reserves, rather than relying solely on unspent budget funds.

Tom suggested having a line item dedicated to the Capital Reserve and a Fund Balance for the 2027 Budget. The Board will revisit this at the next meeting.

Mill Levy Public Service Announcement (PSA): Tom presented the Board with a public service announcement regarding the mill levy decrease for 2026 (Tabor compliant). This announcement would be sent to property owners through Constant Contact and posted on the website. The Board agreed.

Action: Tom will send the PSA to Robin. Robin will put the PSA on District letterhead, post it on the District website, and forward it to the PIO (and Chief) to send out through Constant Contact.

b. Website Committee

Streamline/CivicPlus: Robin shared that CivicPlus has acquired Streamline. CivicPlus will have the same mission with more resources. The District website will remain on Streamline with the same Streamline team. A seamless transition is expected and there should not be any changes to the website or its use. Doc Access should also remain the same. Tamla, Accessibility Officer, will report to the Board on website ADA compliance as needed.

c. Strategic Plan Committee

No report

XI Unfinished Business:

a. Accounting/Bookkeeping Services Update

Treasurer Tom DeMint updated the Board on the contractual discussion and transition process moving services from Pinnacle to Community Resource Services (CRS). Tom presented the Community Resource Services contract (reviewed by District legal counsel) to the Board. The systems used by CRS should result in more timely payouts for Department members and valued vendors. The cost of services will increase, but the elimination of additional charges for outside services, such as bill.com, required by Pinnacle will bring the overall costs for accounting and bookkeeping services within the budget allocation.

Tamla Blunt moved for the Crystal Lakes Fire Protection District to enter into a contract with Community Resource Services (CRS) for accounting and bookkeeping services and to authorize President Lauric to sign the contract on behalf of the District. Tom DeMint Seconded. No further discussion.

Motion for the Crystal Lakes Fire Protection District to enter into a contract with Community Resource Services (CRS) for accounting and bookkeeping services and authorize President Lauric to sign the contract on behalf of the District passed four (4) ayes and one (1) abstention.

b. Bylaws

Chief Description & Review Process Update: Tom presented a draft of the Fire Chief's job description to the Board for review. Robin suggested shortening some requirements and emphasizing leadership qualities. The Board agreed to review the draft and be prepared to discuss it at the next meeting.

Chief's stipend: The Board agreed to discuss the Chief's stipend after the job description and evaluation process are finalized. It was suggested to establish an evaluation process that is well-defined, includes continuous feedback,

and dialogue. Tom noted that the Board has the option to approve the stipend retroactively, given the delay in establishing the position's description and evaluation process.

Policies update: Robin and Mike are working on this.

c. Domain/email change (.gov) Update

Tamla is available to assist with Office 365 login. She distributed a flow chart regarding software applications currently being used by the District.

Tamla is still looking into if IONOS will support .gov email addresses for Board members. The Board also discussed providing "clvfd" email addresses for Department members in place of them using their personal email. There may be a few Department members, such as the Chief and PIO, who will need a .gov. Tamla will investigate possible discounts for multiple licenses needed to support the District and Department email needs.

Action: Mike and Tamla will collaborate to research email transfer options, determine licensing needs for Fire Department members, and coordinate onboarding for the new .gov email system.

d. Records Management & Retention Update

President Robin Lauric sent the *Approval Request Form* along with *Resolution 2026 - 004* to the Colorado State Archives. Upon approval, the District will have the legal authorization by the State Archives and State Auditor to destroy any non-permanent records according to and defined by the state's records retention schedule. As a Special District, federal and state laws govern the records retention schedule of all the District's records. Without an adopted records retention schedule approved by the Colorado State Archives, no records of the District/Department may be destroyed.

Robin mentioned that the next step will be to sort through and organize all the records to determine which records are classified as permanent and which are non-permanent. This should happen before determining the method of preservation for each record. Following state and federal regulations, some records can be scanned, while others will need to be kept in hard copy form. Robin suggested establishing a Records Management Committee to begin this process.

Tamla Blunt moved to form a Records Management and Retention Committee chaired by the Board President. Tom DeMint seconded the motion. Discussion: Robin suggested a committee of two or three members who can stay focused and uphold confidentiality. She also proposed that after all District/Department records have been properly organized, the Custodian of Records take on the role of chairperson for the Records Management and Retention Committee.

Motion to form a Records Management and Retention Committee chaired by the Board President passed with four (4) ayes and one (1) abstention.

To keep the records management process moving, President Lauric assigned Secretary Susan Vance, the Custodian of Record, to be assisted by Director Tamla Blunt to work on and complete the organization of motions, actions, resolutions, and policies both in the *Book of Actions* and electronically.

Due to the extensive and time-consuming commitment involved with organizing the management of the District/Department records, Robin proposed a stipend of \$50 to \$100 per meeting (not to exceed \$2400 a year) for those who assist the Records Management and Retention Committee. This was deemed appropriate by legal counsel. Robin stated that even with a stipend, utilizing a small committee should save the District money in place of hiring an Administrator Assistant for this task. Tom mentioned that there was money allocated in the budget for an Administrator Assistant to assist with records retention. Approval of a stipend of \$50 per meeting for the members of the Record Management and Retention Committee will be discussed at the next meeting.

Chief Clark was concerned with the confidentiality of some Department records and requested to be notified when Department personnel records were organized.

e. Administrative Assistant for Records Retention Update

In place of an Administrative Assistant, The Records Management Committee will work on records retention. (refer to "d. Records Management & Retention Update:") An Administrative Assistant for other duties may be discussed for the District in the future. Utilizing a Records Management Committee with a stipend in place of an Administrative Assistant will potentially save the District money already allocated in the budget.

f. District Logo Update

Robin updated some aspects of the District logo but would like assistance from someone who has graphic arts knowledge.

g. Washing of Apparatus Update

Tom spoke to CLWSA President Jack Goodell who spoke to Manager Susan Dalke and they said that the Department cannot use well water to wash the apparatus. Chief Clark is working with Larimer County on a way to reclaim water.

XII New Business:

a. Department Rules and Regulations Approval

Tom DeMint made a motion to adopt version 2025.1 of *The Crystal Lakes Volunteer Fire Department Rules and Regulations* with the editorial changes

that were discussed with the Chief. Susan Vance seconded. No further discussion.

Motion to adopt version 2025.1 of The Crystal Lakes Volunteer Fire Department Rules and Regulations with the editorial changes that were discussed with the Chief passed four (4) ayes and one (1) abstention.

Action: Chief Clark will provide Board Members with a copy of the final Rules and Regulations.

XIII As the Board Desires: The Chief's new official phone number is 970-215-5269.

XIV Public Comment:

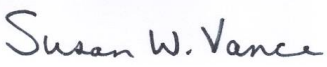
Kathy Durica, CLFIRES Treasurer, requested clarification on donations designated to CLVFD. Treasurer Tom DeMint explained that the District can accept direct donations for CLVFD. However, Tom clarified that he cannot endorse them and forward them back to CLFIRES, as the District and CLFIRES are separate entities. Tom fully supports donations directly to CLFIRES. It was mentioned that the CLFPD website donation link directs users to the CLFIRES' website. The Board expressed their appreciation and support for CLFIRES and their unwavering commitment to the Department through well-organized events. Their efforts are greatly valued and have a meaningful impact on the Department's ability to serve the community.

XVI Next Meeting:

The next Regular Meeting of CLFPD Board of Directors will be held at 6:00 pm on February 19, 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 February 19, 2026.

XVII Adjournment: The meeting was adjourned by Chair Robin Lauric at 9:42 pm.

Attested by: 

DATE: 03-19-26