



Crystal Lakes Fire Protection District

237 Blackfoot Rd Red Feather Lakes, CO 80545

clvfd.org

Board of Directors

Regular Meeting
February 20, 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, and Director Tamla Blunt
Board Members Absent: Director Todd Cook (excused)
- III **Quorum:** Yes
- IV **District Members Present:** Chief Mike Clark and Alex Alexander
- V **Approval of Agenda:** Robin Lauric moved to add Pension Board to New Business for the purpose of setting the Pension Board Meeting schedule for the year. Susan Vance seconded. Discussion: None.

Motion to add Pension Board to New Business for the purpose of setting the Pension Board Meeting schedule for the year passed unanimously.

No additional changes were brought forth. Agenda stands approved as amended.

- VI **Approval of Minutes:**
Regular Meeting Minutes, January 16, 2025

Robin Lauric moved to approve the version sent to Board members regarding the Treasurer's Report referencing the two options to repay the bond, to correct the date in the DEO section to read "2025," and to clarify the wording in Document/Electronic Storage. Susan Vance seconded. Discussion: Robin asked

Tamla for clarification regarding "accessibility portion" as related to Document/Electronic Storage. It was agreed that the word "records" might be more accurate as Marian has been managing website accessibility.

Motion to approve the version sent to Board members regarding the Treasurer's Report referencing the two options to repay the bond, to correct the date in the DEO section to read "2025," and to clarify the wording in Document/Electronic Storage passed unanimously.

VII Consent Agenda: No objections brought forth. The consent agenda stands approved.

The following were approved under the consent agenda

Special Meeting Minutes, January 13, 2025 (correction of 2024 to 2025)

Special Meeting Agenda, January 13, 2025 (correction of 2024 to 2025)

Regular Meeting Agenda January 16, 2025 (correction of 2024 to 2025)

VIII Officer Reports:

a. President's Report: President Lauric expressed appreciation for the time and dedication that members of the Board have contributed behind the scenes. Robin encouraged Board Members to read "Amazing Growth," an article in the February issue of *SDA News*, which highlights the time and dedication that the founders of the Colorado Special District Association contributed behind the scenes over the past 50 years.

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

The Board and Chief inquired about several line items that were entered into the wrong ledger line item. Suggestions were made to move these expenses to the appropriate budget lines. Treasurer DeMint will work with Pinnacle on the general line-item descriptors (i.e., equipment) and to ensure alignment with the general ledger line descriptors/entries for accuracy.

Treasurer Tom DeMint moved to transfer \$30,000 from the FNBO Operational Reserves account to a new Operational Reserves account with Colorado Trust. Tamla Blunt seconded. Discussion: Of the \$36,800 in the District's FNBO Operational Account, \$6,800 will remain to ensure quick access. Since the bank account does not pay interest, DeMint advised the board that the Colorado Trust pays interest tied to the Federal Reserve Prime rate and is a benefit to the District's operational reserves.

Motion to transfer \$30,000 from the FNBO Operational Reserves account to a new Operational Reserves account with Colorado Trust.

Treasurer Tom DeMint communicated with legal counsel regarding the mill levy tax reimbursement.

IX Chief's Report: Chief Mike Clark provided his monthly report to the Board. The full report has been uploaded as a supporting document.

X **Committee Reports:**

a. **Website Committee**

The internal UX audit (visual design, content, performance, user engagement, and accessibility) has been completed. The committee reviewed and discussed the audit suggestions and is currently making improvements to the website. There will continue to be updates to the website, so please check in and provide your feedback.

Streamline 2025 Plans: The new service plans for Streamline (website) were presented to the Board. The current plan the District uses at a cost of \$90/month will be discontinued and the basic plan will be \$145/month. It was mentioned that the Website Committee favors the Community Pro Plan as it offers services which will help support the direction of the Department. The cost of Pro Plan is \$175/month. The Board discussed the services and costs of the various plans. Robin Lauric moved to select the Community Pro Plan offered by Streamline. Susan Vance seconded. Discussion: Tamla asked if this plan supports Domain Name Server (DNS) and .gov domains. It was mentioned that Streamline does indeed support DNS. Tom asked if this plan will be ADA compliant and Robin said that one of the biggest benefits of Streamline is that it offers ADA/WCAG assistance.

Motion for the District to select the Community Pro Plan offered by Streamline passed unanimously.

Photo Policy: There was an inquiry regarding the District's legal obligation regarding the use of photos for the website as well as for other uses. President Lauric shared some thoughts from legal regarding the use of photos. Chief Clark shared some additional concerns with photo usage. It was proposed that the Board consider an official photos policy. The Board was in agreement.

Action: Robin will draft a photo policy with the advice from legal counsel and Mike will contribute to this policy.

XI **Unfinished Business:**

a. **Pinnacle Contract**

The Board discussed the proposed 2025 contract from Pinnacle. The Board looked over the Scope of Services and discussed some areas where clarification was needed before entering into the contract. The proposed contract has been sent to Lyons and Gaddis for legal review.

Action: Robin will contact Jason Woolard, Pinnacle, with the Board's clarifying questions.

b. **Document/Electronic Storage Update**

With the recent approval of the District's .gov, Tamla will proceed with getting the District set up with Microsoft Office 365. Robin mentioned that Eric Nelson with Poudre Fire Authority (PFA) has offered support with IT if needed.

Action: Tamla will proceed with getting the District set up with Microsoft 365.

c. Domain change (.gov) Update

Tamla informed the Board that the District has secured the .gov domain, "crystallakesfireco.gov." The "co" was required by the .gov agency to clearly identify the District. This is consistent with many fire districts in Colorado and the United States. Tamla updated the Board with a list of steps needed to finalize the domain change. The Board discussed that the process should not be rushed to ensure everything runs smoothly.

Action: Tamla will continue to work toward the completion of the steps and keep the Board informed.

The Board discussed aspects of changing district emails, specifically Board members. Chief Clark will check with how to proceed with IONOS on the .gov domain. The Board discussed whether or not the District's community email would need to change with Streamline or with using .gov. It was stated that the email the District uses is reliable and is "industry standard" and at this time does not pose any reason for change.

It was mentioned that the domain currently used by the District will expire this year and should be maintained by the District. Chief Clark will look into this.

Action: Mike will check with IONOS regarding .gov emails.

Action: Tamla will check with Streamline to see if they offer email with .gov.

Action: Mike will renew the current domain name of the District.

d. CISA Update

There has been no response from Tim Maestas (through CISA) regarding the physical security inspection.

e. Board Election Process/DEO

The "Call for Nomination" election notice was posted in *The Coloradoan* and on the District website on the "Serve the Board" page. The nomination forms have also been made available on the "Serve the Board" page. Deputy DEO, Marian Kelly, will be assisting DEO Doug Race with any questions and to assist with nomination forms. The Board agreed to additionally post notice of the upcoming election using District email.

Action: Robin will send Marian a brief write-up about the election to be sent out on the Board's behalf.

XII New Business:

a. Virtual Meetings

The Board discussed the feasibility of hosting virtual meetings along with inperson meetings. The Board agreed that it currently does not have the resources to provide this option. The Board does not have the equipment or any paid staff to set up and effectively monitor the technology during the meeting. The Board always welcomes the public to attend the meetings in person and provides minutes on the website for the public.

b. Administrative Support

The Board discussed the increase in demands of some Board positions along with the increase in cost with book-keeping and the benefits a paid administrative support person might bring to the District (including possible

overall cost reduction). Aspects of the Glacier View Fire (GVF) part-time administrative position were discussed. Currently GVF administrative support personnel completes basic bookkeeping, organizes invoices, insurance, helps to organize and maintain records, website updates, and much more (possibly increasing duties in the future). It was suggested that Board members and the Chief compile a list of duties that could be assigned to a paid administrative support person to discuss at a future meeting.

c. Pension Board

Since all members of the CLFPD Board and two (2) members from CLVFD make up the Pension Board, it was requested that Pension Board Meeting dates for the year 2025 be set. Traditionally, Pension Board Meetings have been held every three to four months following the Regular CLFPD Board Meeting. These meetings are open to the public and Department members are encouraged to attend.

Action: Chief Mike Clark will take the lead in setting Pension Board meeting dates.

XIII As the Board Desires

Todd Cook filed his Conflict-of-Interest letter with the Secretary of State for his simultaneous service, with support from legal.

XIV Public Comment: None

XV Announcements:

Chief Clark inquired about insurance forms for Fire Fighters regarding beneficiary information. Treasurer DeMint said beneficiary information would be through FPPA and can be completed through the staff portal.

XVI Next Meeting:

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

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

XVII Adjournment: Upon agreement by the Board for the completion of the agenda items, the meeting was adjourned by Chair Robin Lauric at 9:23 pm.

Attested by:

Susan W. Vance

Date: March 20, 2025