



Crystal Lakes Fire Protection District

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

Board of Directors

Regular Meeting

November 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, and Director Tamla Blunt. Treasurer Tom DeMint attended via Zoom.
Board Members Absent: Director Todd Cook was excused.
- III **Quorum:** Yes
- IV **District Members Present:** Chief Mike Clark attended via Zoom.
- V **Approval of Agenda:**
Robin Lauric moved to table Document/Electronic Storage Update, Records Management & Retention Update, Administrative Assistant for Records Retention Update, and Washing of Apparatus Update until January 2026. Tom DeMint seconded. Discussion: None.

Motion to table Document/Electronic Storage Update, Records Management & Retention Update, Administrative Assistant for Records Retention Update, and Washing of Apparatus Update until January 2026, passed: four in favor and one absent.

No further changes were brought forth; Agenda stands approved as modified.

- VI Consent Agenda:** Hearing no objections, Robin Lauric moved to adopt the Consent Agenda.

Motion to approve the Consent Agenda passed, in the absence of any objections.

The following were approved under the Consent Agenda:

Regular Meeting Minutes, October 16, 2025.

Study Session Minutes, October 29, 2025.

VII Procedural Motions:

President Lauric moved to change the location and start time of the December 11th Regular Meeting of CLFPD Board of Directors from 4:00 pm to 4:30 pm, and from the Crystal Lakes Community Basecamp to the District Fire Station, 237 Blackfoot Rd, Red Feather Lakes, CO 80545. Susan Vance seconded. Discussion: The 2026 Public Budget Hearing notice was delayed being posted in the Coloradoan, so the Hearing will need to take place during the Board's December 11th Regular Meeting to meet statutory requirements. The Budget presentation is better suited to the technology at the Station, so the location would move back to the Station. The Board Meeting will begin at 4:30 pm to ensure time for retiring members recognition, and the 2026 Public Budget Hearing will begin at 6:30pm.

Motion to change the location and start time of the December 11th Regular Meeting of CLFPD Board of Directors from 4:00pm to 4:30pm and from the Crystal Lakes Community Basecamp to the District Fire Station, 237 Blackfoot Rd, Red Feather Lakes, CO 80545 passed: four in favor and one absent.

VIII Officer Reports:

a. President's Report: President Lauric shared a 'Thanksgiving Message' with the Board. Robin shared how a meaningful and sincere "thank you" has the power to not just brighten someone's day, but to also encourage and support. She thanked the Board members for their thoughtful decision-making, and hours of service this year. Robin shared that behind every meeting and hard choice, there was a genuine desire to support the District's volunteer first responders and to protect and serve the community. President Lauric encouraged everyone to reach out to those who have supported them in their work this year, especially family members and friends, by giving some sincere appreciation.

b. Treasurer's Report: Treasurer Tom DeMint presented the monthly budget as provided by Pinnacle. To note; Tom worked with Pinnacle to further clarify the general ledger wording.

Treasurer DeMint presented and reviewed an updated 2026 Proposed Budget with the Board. The updated 2026 Proposed Budget included suggestions that were agreed upon at the October 29th Study Session. The Board went through the updated 2026 Proposed Budget and fine-tuned a few additional line-items. The Board also discussed increasing the Chief's

stipend. The exact amount will be determined by the Board after the description and evaluation of the Chief position is finalized at the beginning of the new year. Tom suggested adding a line of \$3000 for membership to Air Med helicopter membership for the Department's First Responders and Auxiliary Volunteers. The Board agreed with the updates.

IX Chief's Report: Chief Clark provided his report to the Board. The full report has been uploaded as a supporting document. Of note; A utility trailer has been donated to the Fire District by the Colpitts family. The trailer is currently parked in front of the storage container.

The Chief proposed to transfer the full responsibility of maintaining, operating, and activating the community sirens used for emergency evacuation notices (dam break or wildfire) back to the Crystal Lakes Road and Recreation Association (CLRRA). The Chief shared that the sirens were originally purchased and are owned and maintained by CLRRA. Over time, some responsibilities shifted to the Fire Department. However, since CLRRA owns the system, centralizing and consolidating all siren responsibilities streamlines operations, endures sustainability, and prevents confusion in the community about who manages the sirens. With daily staffing, CLRRA has easier access, which supports more consistent testing, maintenance, and manual activation of the sirens. The Chief also explained that using Fire Department Members to manually activate the sirens has the potential to pull them away from critical direct emergency response efforts. Since the Fire District does not own the system, making any upgrades such as moving to a remote system could prove very challenging with significant investment required. The CLRRA Board is in support of this transfer and will work with the Fire Department to create guidelines for the operation, maintenance, and activation of the sirens.

The Board agreed with this transfer and requested a public service announcement be sent to members of the Fire District to ensure a clear understanding that the official owner, manager, and authority of the siren system is the CLRRA, not the Fire District.

Action: Chief Clark will work on the public service announcement.

X Committee Reports:

a. Finance Committee – The committee is working on some finance policy to present at a later time to the Board.

b. Website Committee – The committee met to further prepare for the transfer of the website to the new Public Information Officer. The committee recommended the District sign-up for DocAccess to assist with the transfer of duties and the intricacies of making documents ADA compliant. Tamla Blunt moved to sign up for DocAccess at a rate of \$600 a year. Susan Vance seconded. Discussion: No further discussion.

Motion: *to sign-up for DocAccess at a rate of \$600 a year passed: four in favor and one absent.*

- c. **Strategic Plan Committee** – The committee had not met and had nothing to present.

XI **Unfinished Business:**

a. **Bylaws**

Action: Tamla and Tom plan to meet and work on a draft of the Chief Description & Review Process to present to the Board by the January Board meeting.

Action: Chief Clark will send his Rules and Regulations to the Board for approval at the December meeting.

b. **Document/Electronic Storage Update** – Tabled until January meeting.

- c. **Domain change (.gov) Update** – Tamla completed the move to .gov for the District/Department website, www.crystallakesfireco.gov , using www.clvfd.org will redirect to the website. Board email will be next to move to .gov. This is planned for the January Board meeting.

Action: Tamla will write a public service announcement for the new .gov web address and emails using Constant Contact.

d. **Records Management & Retention Update** – Tabled until January meeting.

- e. **Administrative Assistant for Records Retention Update** - Tabled until January meeting.

f. **District Logo Update** – Barb Batts is working on making the changes to the District logo.

- g. **Washing of Apparatus Update** – Tabled until January meeting.

XII **New Business:**

a. **Action Review** – Chair Lauric read through the 2025 Board Actions. Board members shared and discussed progress of their work. Outstanding Actions were noted by Board Members and will be revisited in the new year.

b. **Wildfire Resiliency Code (WRC)** – The Chief and the Board discussed the County Agreement for the Wildfire Resiliency Codes. It was mentioned that the Agreement is a valued effort to work efficiently with the County on the code requirements. However, there are many questions/answers and clarifications needed by both the Chief and the Board before entering into this agreement with Larimer County. Chief Clark will take the lead on compiling questions and items for clarification on behalf of the District and Board and present them to the County prior to Thanksgiving. Legal advice will be sought before the Agreement is signed.

Action: Chief Clark will take the lead on compiling questions and items for clarification on behalf of the District and Board and presenting them to the County.

XIII As the Board Desires:

Robin shared that CL Fires inquired about sharing the cost of a Legacy Brick for retiring department members. The Board will revisit this in January.

XIV Public Comment: None

XV Announcements: None

XVI Accounting/Bookkeeping Services:

Executive Session: President Robin Lauric moved to enter into Executive Session at 8:18 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.](#) Tamla Blunt seconded. Discussion: None.

Motion to enter into Executive Session at 8:18 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: four in favor, and one absent.

The Board returned from the Executive Session at 8:42 pm.

XVII Next Meeting:

The next Regular Meeting of the CLFPD Board of Directors will be held at 4:30 pm on December 11, 2025, at the Crystal Lakes Fire Station, 237 Blackfoot Red Feather Lakes, CO 80545. (The Board meeting will start at 4:30 pm, at 5:20 pm the Board will recognize two retiring Department members, followed by a recess. At 6:30 pm the 2026 Public Budget Hearing will begin, and the Board will resume Board business after the 2026 Public Hearing.)

Tamla Blunt moved to hold the Pension Board meeting immediately following the February 19, 2026, CLFPD Board meeting. Susan Vance seconded. Discussion: No further discussion.

Motion to hold the Pension Board meeting immediately following the February 19, 2026, CLFPD Board meeting passed: four in favor, and one absent.

XVIII Adjournment: The meeting was adjourned by Chair Robin Lauric at 8:47 pm.

Attested by:

Susan W. Vance

Date: 12-11-25