



Crystal Lakes Fire Protection District

237 Blackfoot Rd Red Feather Lakes, CO 80545

clvfd.org

Board of Directors

Regular Meeting
September 25, 2025
Crystal Lakes Fire Station
6:00 pm – 8:00 pm

Minutes

Purpose: The District's business was conducted in a 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 (on Zoom), Director Tamla Blunt, and Director Todd Cook.
Board Members Absent: None
- III **Quorum:** Yes
- IV **District Members Present:** Chief Mike Clark
- V **Approval of Agenda:** No changes brought forth, agenda stands approved.
- VI **Approval of Minutes:**
No changes were brought forth, Regular Meeting Minutes, July 17, 2025, stand approved.
No changes brought forth, Special Meeting Minutes, August 25, 2025, stand approved.
- VII **Officer Reports:**
 - a. **President's Report:** President Robin Lauric expressed appreciation to the Special District Association of Colorado Team and Board for hosting an informative and inspirational Annual Conference and thanked the directors for attending. Robin stated that the goal of these conferences is to enhance the effectiveness of the Board. In addition to statutory requirements and

finances, a repeated theme at the conference was how leaders value employees/volunteers. As our District's most valued asset, Robin mentioned the importance of recognizing volunteers through various Board efforts such as the recent SDR Appreciation event (President Lauric submitted her Appreciation Speech to be included with the minutes), August 18th CLVFD Recognition Day (flyer submitted to be included with the minutes), and Nacho Average Fire Department event. Board members were asked to keep their Board notebooks updated, to include the upcoming bylaws, and to include the District Organizational Chart recognized by the Chief.

- b. **Treasurer's Report:** Treasurer Tom DeMint presented the monthly budget as provided by Pinnacle. Treasurer DeMint said that the ownership tax will come in significantly lower than was estimated. Also, regarding the monthly budget, donations are down. The monthly budget revenues exceeded expenditures.

Treasurer DeMint presented the 2026 Proposed Budget, §29-1-105, C.R.S. along with a written narrative that can be found as a supporting document to these minutes.

The Board agreed to have a Study Session on the 2026 Proposed budget on October 29, 2025, at 1:00 PM at the CL Fire Station.

The Board agreed to hold the Public Budget Hearing at the Regular Board Meeting on November 20, 2025.

- VIII Chief's Report:** Chief Mike Clark presented his monthly report to the Board. The full report has been uploaded as a supporting document. Of note: The Fire Department has recruited twelve new members. The Chief is continuing to search for a command vehicle.

- IX Committee Reports:**

- a. **Finance Committee** – The committee has not scheduled a meeting.
- b. **Website Committee** – The committee continues to work on updating website information and ADA compliance.
- c. **Strategic Plan Committee** – The committee has not scheduled a meeting.

- X Unfinished Business:** (tabled or unresolved, listed in priority)

- a. **Bylaws Update**

President Robin Lauric moved to adopt the 2025 Crystal Lakes Fire Protection District Bylaws as amended by legal counsel, Susan Vance seconded.
Discussion: None.

Motion to adopt the 2025 Crystal Lakes Fire Protection District Bylaws as amended by legal counsel passed unanimously.

Action: Robin will provide the Board with final copies of the new 2025 Bylaws as well as a final copy for official signing at the next Board meeting.

President Lauric proposed an ad-hoc committee to address updating District Policies including firearms, harassment, discrimination, and fire bans. She recommended the committee include the Chief or someone from the

Department appointed by the Chief and a Board member. Robin and Mike agreed to work on District Policy.

Tamla and Tom are planning to work on the Chief Description & Review Process.

- b. Document/Electronic Storage Update** - Tamla revised the electronic storage name and shared access with the Board,
- c. Domain change (.gov) Update** - Tamla will proceed with IONOS and register the name. The Chief will assist where needed.
- d. Records Management & Retention** - The Board discussed the State Archive Schedule and agreed to hold a motion to adopt the State Archive Schedule Resolution at the next Board meeting.
- e. Administrative Assistant for Records Retention Update** - The Board is waiting for employment information from legal counsel regarding hiring a temporary employee for organizing and managing District and Department records.

XI **New Business:**

a. 2025 SDA Conference Review – Board members shared their experiences with some of the sessions they attended and the quality of the keynote speakers. Some sessions attended by Board members were topics of finance, administration/leadership, AI and technology, and more.

Todd highlighted a particularly informative session on scams, noting the usefulness of a test provided during the presentation; he will distribute this resource to fellow Board members.

Robin recapped information from a session on the Four Rs of Comprehensive Financial Planning - Renew, Replace, Rehabilitate Reserve. She highlighted the importance of organizational-wide efforts aligning capital reserves with corresponding capital reserve targets and long-term infrastructure needs. Robin also emphasized mental health support for first responders and shared a link to Colorado PATH4EMS (<https://www.path4ems.org/>), an organization dedicated to ensuring EMS providers have reliable access to essential resources and supports for maintaining their physical and emotional wellbeing.

Susan attended a session on Navigating the Hiring Process that would be helpful for when Fire Department and Board positions need to be filled. She also attended Turning feedback into action that discussed communicating with the community to understand their needs and create dialogs.

Tom said that it was great to meet with other board members throughout the state as well as some of the agencies and vendors that provided goods and services to special districts such as ours. The classes were excellent. I enjoyed the session on budget preparation. Learning that public budgeting is not an exact science and that the process is benefitted by flexibility of the board. And it was great to see our board and friends I have made throughout my years in (this) business. The keynotes were excellent.

Tamla attended some of the same sessions as others, including cybersecurity and AI. The session from Streamline on phishing was very informative and the hackers are getting better at making emails and texts seem legit. I also attended a session on navigating multigenerational workforces and working with different generations. This was very interesting, especially the definitions of the different generations and the sub-generations.

Recognition of CLVFD Members – The Board will officially recognize the service of retiring PIO Officer Marian Kelly and past Firefighter Alex Alexander at the December 18th Regular Meeting. Tom will arrange for the gifts and Robin will take the lead on the set-up.

Action - Tamla and Robin will write welcome cards for the new department members on behalf of the Board.

XII As the Board Desires: None

XIII Public Comment: None

XIV Announcements: None

XV Next Meeting:

The next Regular Meeting of CLFPD Board of Directors will be held at 6 pm on October 16, 2025, at the District Fire Station, 237 Blackfoot Rd Red Feather Lakes, CO 80545.

A Study Session on the Budget will be held on Wednesday October 29, 2025, at 1:00 pm at the District Fire Station, 237 Blackfoot Rd Red Feather Lakes, CO 80545.

A Pension Board Meeting will be held immediately following the Regular Board Meeting on December 18th.

XVI Adjournment: The meeting was adjourned by Chair Robin Lauric at 8:00 pm.

Attested by:

Susan W. Vance

10-16-25