



Crystal Lakes Fire Protection District

237 Blackfoot Rd Red Feather Lakes, CO 80545

clvfd.org

Board of Directors

Regular Meeting
July 17, 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, Director Tamla Blunt, and Director Todd Cook
Board Members Absent: None

- III **Quorum:** Yes

- IV **District Members Present:** Karen Withey-Smith
District Members Absent: Chief Mike Clark

- V **Approval of Agenda:** Robin Lauric requested adding Records Management and Retention to New Business. Hearing no objections, Agenda stands approved as amended.

- VI **Approval of Minutes:**
No changes brought forth, Regular Meeting Minutes June 19, 2025, stand approved.

- VII **Officer Reports:**
 - a. **President's Report:** President Lauric reviewed the importance of the Board's work on Norms. She stated that the most effective boards are intentional about defining, communicating, and reinforcing their norms.

Robin mentioned that norms provide the architecture that shapes the interaction, decision making, and leadership of the Board. They are the shared expectations that guide Board conduct and support effective governance. She stated that norms help define how Board members interact with one another and management, how meetings are conducted, how conflicts are addressed and resolved, how expectations are set for preparation, participation, and follow-through. Norms enhance the Board's relationship with stakeholders and the community and set the tone for how we uphold the Crystal Lakes Fire Protection District Mission.

To ensure emails are reaching all Board Members, President Lauric will be requesting a "read receipt" with her correspondence. Please acknowledge the request.

- b. Treasurer's Report:** Treasurer Tom DeMint presented current financials as provided by Pinnacle.

Robin requested that the Board commit to a policy to appropriate funds specifically to Capital Reserves as promised during the 2024 mill levy initiative. The Board discussed whether a policy to commit a designated percentage of the District's income or a specific dollar amount would be best. The Board discussed the nature of the District's accounts and some pending capital budget expenditures, specifically the UTV, replacement of Support, and drone.

Action: Treasurer DeMint will talk with Matt Sorenson, Pinnacle, about the best way to fulfill the Board's request.

The Board further discussed appropriating these funds to the Capital Reserves Colorado Trust account.

Action: Tom will work with legal counsel to prepare the proper resolution for this policy and present it to the Board.

- VIII Chief's Report:** Chief Mike Clark emailed his report to the Board. The full report has been uploaded as a supporting document.

IX Committee Reports:

- a. Finance Committee (standing)**

Treasurer Tom DeMint will request a meeting in August/September.

- b. Website Committee (ad hoc)**

The committee continues to work on ADA compliance and updating the website.

- c. Strategic Plan Committee (ad hoc)**

A brief history of the previous Strategic Plan Committee was shared. A hard copy of the 2020-2024 Strategic Plan, notes (FSRS/ISO), and survey questions for Department Members can be made available if the newly formed committee would like to review (ask Robin). The Strategic Plan Committee, Tom DeMint, Todd Cook, and Chief Mike Clark will keep the Board informed of next steps.

X Unfinished Business:

a. Document/Electronic Storage Update

Tamla provided login information for the District's electronic storage.

b. Domain change (.gov) Update

Tamla needs administrative privileges from Chief Clark to get into IONOS and add the .gov domain. District email will be the first .gov change and then the website.

c. Bylaws

The Board discussed a few edits to the Bylaws, including adding Custodian of Records to the Secretary, adding that the President/Chair can appoint a Chair in their absence, and clarification on Conflict of interest.

Robin Lauric moved to adopt the revised Crystal Lakes Fire Protection District Board Bylaws pending approval by legal counsel. Tamla Blunt seconded. No further discussion.

***Motion** to adopt the revised Crystal Lakes Fire Protection District Board Bylaws pending approval by legal counsel passed unanimously.*

Action: Robin will forward the Bylaws to legal counsel for final approval.

Tom has revised some of the previous Board's job description for the position of chief.

Action: Tom and Tamla will meet to continue working on the description and review process.

d. SDR Recognition Update

Susan shared that the event starts at 6:30 pm. Susan and Marian will be setting up at 5:00 pm, and everyone is welcome to help. Robin has prepared a few words recognizing the SDRs' years of dedication and commitment to the District on behalf of the Board. She is prepared to share these words at the event, unless another Board member would like to do so.

Action: Robin will pick up charcuterie boards and cards for each outgoing SDR and will work with Alex on the engraving.

e. 2025 SDA Annual Conference Registration

Tom will register the Board members who will be attending the Conference. He has secured room reservations for the attending Board members.

f. Volunteer First Responders' Day Update

Tamla and Susan have been working on food and venues for the Nacho Average Fire Department event. (The event is a casual recognition for Department members and their families.) Tamla shared the menus and pricing of both Village Taco and Qdoba. The Board decided that Qdoba would best fit the needs of this year's event, primarily due to pricing. Tamla will order and pick up the food/desserts and Tom will provide drinks. Tamla shared the dates available at Basecamp for the event. The Board discussed other locations and eventually agreed to hold the event at Basecamp (Community Center). Tamla will email the Chief the available dates to see what date works best for Department members. It was suggested that Tamla and Susan look through the storage container as well as the cabinet in the

Station for the decorations for this event. Additional decorations/tablecloths might need to be purchased.

Action: Tamla and Susan will keep the Board updated on the help needed to host the event.

The Board agreed to give out 'First Responder's Survival Kits' this year.

Action: Robin will take the lead on the 'First Responder's Survival Kits' and will add the updated Nacho Average Fire Department invitation.

XI New Business:

a. Board Photos

It was requested that Treasurer DeMint have a photo taken for the website.

b. Board Notebooks

Board Notebooks were updated with the District's Mission Statement, District Norms, District Organizational Chart, Director Roster, and Board Meeting Basics. Once the District Bylaws are complete, they will be added to the Notebooks. Chief Clark will be asked about Department information updates.

The Board Norms are officially referenced in the District Bylaws. Robin Lauric moved to adopt the Crystal Lakes Fire Protection District Board Norms. Todd Cook seconded. Discussion: None.

***Motion** to adopt the Crystal Lakes Fire Protection District Board Norms passed unanimously.*

Chief Clark will be consulted before the District Organizational Chart is approved.

c. Records Management and Retention

President Lauric shared with the Board the procedure for record retention, essentially the District is obligated to maintain all records unless the Board has adopted by Resolution the State Archive Schedule. Robin will send the Records Management Manual for Colorado Special Districts outlining the requirements for the State Archive Schedule to the Board and Chief for review. At the next Regular Meeting of the board, Robin will propose a Resolution adopting the State Archive Schedule in order for the District/Department to move forward with the organization of records.

Action: Board Members will review the Records Management Manual for Colorado Special Districts prior to the next meeting.

Robin proposed hiring someone temporarily to work part-time for the purpose of assisting with the organization and management of District records. It was mentioned that records could possibly be scanned for housing electronically. Tom mentioned that part time would be under 29 hours a week. The Board discussed the need to purchase a new scanner for this. It was proposed that this position could evolve into a part time administrative position.

Action: Robin will consult with legal counsel to see what is needed to hire someone as a part time/temporary employee (contract, IRS form, etc.).

XII As the Board Desires:

Tom shared the fire mitigation work that was being accomplished in the area of Arapahoe/Shoshoni/Mosquito and expressed his appreciation of the Greenbelt Committee.

Robin mentioned that Paul Riester was the new Fire Department Member. It was discussed to give him the welcome card/candy gift.

Action: Robin will put this together on behalf of the Board.

In lieu of the committee and individual work (SDR Recognition, Website Committee, Finance Committee, First Responder Recognition, Bylaws, reviewing the State Archive Requirements Document, reviewing policies) that needs to be accomplished in the next month, Robin proposed to cancel the August 21, 2025, Regular Board Meeting. The Board was in full agreement.

Tamla inquired about the meeting dates of the Pension Board. It was mentioned that the Pension Board may be required to honor the dates set in the current Pension Board Bylaws (1997) until they are amended or updated. Todd will send the Pension Board Bylaws to CLFPD Board.

Action: As Pension Board Secretary, Tamla will provide a draft of the minutes to the Board for approval at the next Pension Board Meeting and a copy of the agenda to be posted.

XIII Public Comment: None

XIV Announcements: None

XV Next Meeting:

The next Regular Meeting of CLFPD Board of Directors will be held at 6:00 pm on September 25, 2025, at the District Fire Station, 237 Blackfoot Rd Red Feather Lakes, CO 80545.

Pension Board Meetings will be held immediately following CLFPD Regular Board Meetings on September 25th and December 18th.

XVI Adjournment: The meeting was adjourned by Chair Robin Lauric at 8:27 pm.

Attested by:

Susan W. Vance

09-25-25