



Crystal Lakes Fire Protection District

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

Board of Directors

Regular Meeting
March 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, Treasurer Tom DeMint, Director Tamla Blunt (Acting Secretary), Director Todd Cook via Zoom and Secretary Susan Vance via Zoom
Board Members Absent: None
- III **Quorum:** Yes
- IV **District Members Present:** Chief Mike Clark, Doug Race and Alex Alexander (arrived 7:21 pm).
- V **Approval of Agenda:** Robin Lauric requested adding Bylaws Update to Unfinished Business. Hearing no objections, Agenda stands approved as amended.
- VI **Approval of Minutes:**
No changes brought forth. Regular Meeting Minutes February 20, 2025, and Special Meeting Minutes March 14, 2025, stand approved.

VII **Officer Reports:**

a. Treasurer's Report: Treasurer Tom DeMint presented current financials as provided by Pinnacle. Tom shared the interest earned in the Colorado Trust account.

Tom presented Resolution 2025-003 - Resolution/Ordinance for Exemption from Audit to the board and shared the Audit Exempt Application. Robin Lauric moved to adopt Resolution 2025-003 - Resolution/Ordinance for Exemption from Audit and to accept the Audit Exempt Application for the fiscal year ending December 31, 2024. Todd Cook seconded. Discussion: A numbering typo was identified and corrected on the Resolution.

***Motion** to adopt Resolution 2025-003 - Resolution/Ordinance for Exemption from Audit and to accept the Audit Exempt Application for the fiscal year ending December 31, 2024, passed unanimously.*

***Action:** Board Members will sign the Audit Exempt Application via DocuSign sent by Pinnacle.*

***Action:** Tom will provide Pinnacle with Resolution 2025-003 for filing.*

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

IX **Committee Reports:**

a. Website Committee

The next meeting will be held on April 5th. Feel free to email Robin, Marian, or Barb with any website questions or ideas.

X **Unfinished Business:**

a. Pinnacle Contract

The contract is currently in negotiations between Lyons Gaddis (legal counsel) and Pinnacle.

Action: Robin will update the Board when the contract is signed.

b. Document/Electronic Storage Update

Tamla shared that a one-year annual renewal subscription for Microsoft 365 with five (5) users has been purchased.

Action: Tamla will email the Board the information needed to set this up.

c. Domain change (.gov) Update

The Board discussed that Board emails would be the first step in moving to a .gov

Action: Tamla will check on the process for emails to be transferred to the .gov domain. Tamla will also register the name with a DNS.

d. CISA Physical Security:

Robin Lauric moved to table CISA Physical Security until contacted by Tim Maestas. Tamla Blunt seconded. Discussion: None

***Motion** to table CISA Physical Security until contacted by Tim Maestas passed unanimously.*

e. Board Election Process/DEO

DEO Doug Race reported that after May 6th the forms and announcement will be sent to DOLA to cancel the election.

f. Administrative Support

Robin asked who on the Board would like to take the lead on this matter. At the request of the Board, Robin reviewed that at the last Board Meeting duties of the GVM Administrative Support employee were shared (these can be viewed in the past minutes) and Board Members and the Chief agreed to compose a list of administrative support needs for the District and Department. It was mentioned that from these lists, priorities would be identified and a job description written. Tom has a list that he is ready to share. Robin suggested that the Board and Chief generate lists for the next meeting. The Minutes from last month can provide insight regarding the duties of the GVM admin support.

Action: Board Members and Chief will bring lists to the next Regular Board Meeting.

g. Pension Board Meeting Dates

Action: Chief Mike Clark will email the dates of the year's Pension Board Meetings to Chair Lauric to post.

h. Bylaws update

Legal counsel had some additional suggestions on the latest Bylaw review. These suggestions include separating policies from Bylaws for the purpose of updating, adding budget clarification, and some minor editing/revising.

Action: Robin will clean up the document and send it to Board Members for review.

XI New Business: None

XII As the Board Desires:

In lieu of clarifying misinformation on social media regarding the CL airstrip, the

Board revisited the discussion that occurred at the joint meeting of the CL Boards. It was agreed that CLFPD has not expressed interest in purchasing the airstrip.

XIII Public Comment:

Alex Alexander asked for clarification regarding the use and purpose of Squad One (1). The Chief clarified that Squad One (1) is currently used for the Chief to respond to emergencies.

It was mentioned that firefighters who attend training, such as Fire on the Plains, and use their own vehicles should apply for mileage reimbursement. Tom DeMint moved to amend a previous motion from 05-16-24 to increase the mileage reimbursement rate from \$.25 per mile for CLVFD personnel to the current IRS standard business rate of \$.67 per mile. Susan Vance seconded. Discussion: This is for volunteers of the CLVFD.

Motion to amend a previous motion from 05-16-24 to increase the mileage reimbursement rate from \$.25 per mile for CLVFD personnel to the current IRS standard business rate of \$.67 per mile. Passed unanimously with one recusal.

Alex Alexander mentioned that some modifications have been made at the Station and reimbursement was needed for the Station Master, Jay Smith.

Action: Tom DeMint will meet with Jay to finalize the actions needed to set Jay up with a District credit card.

Alex also informed the Board that vehicles have been updated with air and power disconnects. Alex was thanked by the Board for his work.

Doug Race has the FPPA bylaws binder and will hand it over to Chief Clark.

XIV Announcements: None

XV Next Meeting:

Robin Lauric moved to change the date of the next Regular Board Meeting to April 24th, 2025. Susan Vance seconded. Discussion: It was mentioned that the scheduled date of April 17th was Holy Thursday.

Motion to change the date of the next Regular Board Meeting to April 24th, 2025, passed unanimously.

The next Regular Meeting of CLFPD Board of Directors will be held at 6:00 pm on April 24, 2025, at the District Fire Station, 237 Blackfoot Rd Red Feather Lakes, CO 80545.

XVI Adjournment: The meeting was adjourned by Chair Robin Lauric at 7:37 pm.

Attested by:

Susan W. Vance

Date: 05-24-25