



Crystal Lakes Fire Protection District

237 Blackfoot Rd Red Feather Lakes, CO 80545

clvfd.org

Board of Directors

Regular Meeting
May 15, 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, Director Todd Cook, and Treasurer Tom DeMint
Board Members Absent: Director Tamla Blunt (excused)
- III **Quorum:** Yes
- IV **District Members Present:** Chief Mike Clark and Alex Alexander
- V **Approval of Agenda:** No changes were brought forth. Agenda stands approved.
- VI **Approval of Minutes:**
Regular Meeting Minutes, April 24, 2025. No changes brought forth, Regular Meeting Minutes, April 24, 2025, stand approved.

Regular Meeting Minutes, March 20, 2025. Chair Robin Lauric moved for the proper citation of the Motion on mileage reimbursement be amended to state: "to amend a previous motion from May 16, 2024, 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 motion was for CLVFD members who travel for training and other District/Department business.

Motion for the proper citation of the Motion on mileage reimbursement be amended to state: "to amend a previous motion from May 16, 2024, 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.

Action: Susan will correct the Regular Meeting Minutes from March 20, 2025, to reflect this motion.

VII **Officer Reports:**

a. President's Report: President Lauric attended the *ADA Readiness* webinar hosted by Streamline. She mentioned that the grace period for website ADA compliance will end July 1st, being out of compliance can cost thousands of dollars. She believes the District is in great shape, thanks to PIO Marian Kelly. It was suggested in the webinar that districts consider an accessibility policy which would provide a formal process for submitting concerns regarding the website. Robin said that it was also mentioned in the webinar that links to other websites (such as CL FIRES) could pose a problem if the linked-website is not compliant. Streamline will be looking into this. Items covered in the webinar will be shared with Website Committee members and Accessibility Officer, Tamla Blunt. President Lauric also shared that Streamline is rolling out a product, DocAccess, to assist Special Districts with remediation of pdfs. Cost savings to remediate could be significant and are projected to have a shorter turn around. This will make PDFs more accessible. Robin signed CLFPD up for a Beta test.

President Lauric also attended the *Larimer on the Move* webinar. She mentioned that there are road safety issues in our District and in neighboring districts that Larimer County plans to address, including the paving of 73C which Todd Juergens mentioned had been in the plans since 1998. She encouraged Board and Department members to review the plan and provide input. President Lauric will send an informational email with the website address.

President Lauric Inquired about a motion on February 20, 2025, to move to the Community Pro Plan with Streamline.

Action: Tom DeMint will confirm that the payments reflect the Community Pro Plan.

Robin mentioned that State Farm Agent and Crystal Lakes property owner, Betsy Apadoca, sent information regarding a grant for smaller Fire Districts.

Action: Tom DeMint will look at it to see if the District qualifies and the information will be passed on to First Responder and grant writer Jim Kubichek.

President Lauric reminded the Board that the *SDA Regional Training Workshop* is June 12th in Kersey. The District will reimburse the \$40 fee.

b. Treasurer's Report: Treasurer Tom DeMint presented current financials as provided by Pinnacle. Tom suggested adding Chief Mike Clark as a sole signatory. He mentioned that this would make some purchase and payment transactions less cumbersome, especially with companies like Bec

Automotive who do not take credit cards or are willing to wait for payment through the invoice process. The Board discussed limiting the amount that could be signed for, specifying the account, and to be in-line with the guidelines of the Chief's credit card. The Board also discussed and agreed on establishing oversight parameters. Tom DeMint made a motion to add Fire Chief Mike Clark to the FNBO Checking Account ending in #2021 as a sole signatory for amounts under \$5000 not to exceed \$10,000 in a fiscal month. For amounts above \$5000 and instances where the amount exceeds \$10,000 in a fiscal month, checks will require two signatures from authorized signatories. Susan Vance seconded the motion. Discussion: President Lauric will talk with legal counsel to ensure the Board doesn't open itself up to any issues and is fulfilling its fiduciary duty.

Motion to add Fire Chief Mike Clark to the FNBO Checking Account ending in #2021 as a sole signatory for amounts under \$5000 not to exceed \$10,000 in a fiscal month. For amounts above \$5000 and instances where the amount exceeds \$10,000 in a fiscal month, checks will require two signatures from authorized signatories passed unanimously.

Robin asked for clarification of a few items on the Treasurer's Report, including "other" software subscriptions, an entry in "general" that should be "election", and reimbursement of a retired member. President Lauric mentioned that she has requested an invoice from Lyons-Gaddis to help clarify expenses for the year.

VIII Chief's Report: Chief Mike Clark provided his report to the Board. The full report has been uploaded as a supporting document. Of note, the UTV is in service and has already been used for EMS calls. There is a skid on order for the UTV, although it doesn't look like it will arrive until after July 4th/Fun Day. Chief Clark attended a Hazard Summit. A CLVFD recruitment campaign will be starting at the end of the month.

IX Committee Reports:
a. Website Committee

The Website Committee had nothing new to report.

X Unfinished Business:

a. Document/Electronic Storage Update

Tamla was not present to report on progress.

b. Domain change (.gov) Update

Tamla was not present to report on progress.

c. Bylaws

The Bylaws, Chief Description/Review, and Polices need to be addressed. The Board discussed finishing up the Bylaws at a study session. The date was set for May 28th at 9:00 am, at the Fire Station.

d. Administrative Support

Todd Cook moved to table working on Administrative Support until later this summer. Susan Vance seconded. Discussion: None.

Motion to table working on Administrative Support until later this summer passed unanimously.

e. Pension Board Meeting Dates

Pension Board meetings will immediately follow the Regular Board Meetings on June 19th, September 18th, and December 18th.

Action: Chief Clark will ensure two CLVFD representatives will attend as members and one of those as Chair of the Pension Board.

XI New Business:

a. Board Action Review

Past Actions of the Board were revisited by the Board and updated by the Chair.

b. Department Recognition

Evan Rau participated in *The National EMS Memorial Bike Ride*. The ride was from Boston to DC.

Karen Smith will be heading to Africa in June to help provide healthcare to communities with limited access.

Board Appreciation for Doug Race's retirement will be held at the beginning of the Board's Regular Meeting, June 19th.

The SDR program has been discontinued, and a new structure will be in place for supporting the CLVFD needs. The Board agreed to take some time to recognize the SDRs for their time and dedication to the District. An appreciation recognition event with light snacks and the presentation of a, "*For Years of Dedicated Service and Commitment on Behalf of CLFPD Board*" plaque was agreed upon.

Action: Susan will work with Alex to design and create the plaques. She will also organize the light snacks recognition event.

c. Oaths/Affirmations of newly elected Board of Members

Newly elected Board Members Tom DeMint, Susan Vance, and Todd Cook took their Oaths.

Action: Robin will meet with Tamla Blunt to administer her Oath/Affirmation.

Action: Robin will file all Oaths and Bonds with the state to ensure Board Members are fully seated.

XII As the Board Desires: None

XIII Public Comment: None

XIV Announcements: Robin shared the CLFPD Board of Directors Alumni Plaque made by Alex.

Action: Robin will work on getting name plates made.

XV Next Meeting:

The next Regular Meeting of CLFPD Board of Directors will be held at 6:00 pm on June 19, 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 8:05 pm.

Attested by:

Susan W. Vance

06-19-25