



Crystal Lakes Fire Protection District

237 Blackfoot Rd Red Feather Lakes, CO 80545

clvfd.org

Board of Directors

Regular Meeting
October 16, 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, Director Tamla Blunt, and Director Todd Cook.
Board Members Absent: None
- III **Quorum:** Yes
- IV **District Members Present:** None. Chief Mike Clark was excused.
- V **Approval of Agenda:** No changes were brought forth, agenda stands approved.
- VI **Approval of Minutes:**
No changes were brought forth, Regular Meeting Minutes, September 25, 2025, stand approved.
- VII **Officer Reports:**
 - a. **President's Report:** President Lauric informed the Board that an action review and the Public Budget Hearing will take place at the next Board Meeting.
 - b. **Treasurer's Report:** Treasurer Tom DeMint presented the monthly budget as provided by Pinnacle.
A recommendation was made to provide the community with an explanation of the 2026 mill levy reduction. Also, the current amount of property taxes received this year is 98.19%.

Action: Treasurer DeMint will prepare this information.

It was mentioned that the statutory deadline to adopt the 2026 Proposed Budget is December 15th, which falls before the originally scheduled December 18th Regular Board Meeting. The Board considered two options: either holding a Special Session before December 18th or rescheduling the Regular Board Meeting to December 11th. The Board discussed starting the meeting at 4:00 pm to avoid conflict with the Department's Business Meeting, which is set for 6:00 pm on December 11th. Additionally, relocating the Board Meeting to Basecamp—the same location as the Department's Business Meeting—was proposed to facilitate Department Members' attendance for the recognition of retiring personnel.

Robin Lauric moved for the December 18th Regular Board meeting to be moved to December 11, from 4:00 pm to 5:30 pm at Basecamp. Tamla Blunt seconded. Discussion: No further discussion.

***Motion** for the December 18th Regular Board meeting to be moved to December 11, from 4:00 pm to 5:30 pm at Basecamp passed unanimously.*

Action: Robin will confirm the availability of Basecamp.

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

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. Their next meeting is on Oct 20th. On the committee's agenda is discussing the transition of web management to the new PIO, Barb Batt.
- c. **Strategic Plan Committee** - The committee had no updates to present at this time. The Board deliberated on the importance of soliciting input from Fire Department Members and maintaining the Board's engagement, given that the Strategic Plan aligns with the District's Vision. It was proposed that a capital asset plan be incorporated into the Strategic Plan to facilitate effective communication between the Fire Department's asset planning and the Board's long-term strategic budgeting.

X Unfinished Business:

- a. **Bylaws** - The Bylaws were signed by the Board. In addition to existing District Policies that are being reviewed, it was mentioned that the District have a spending/purchasing policy as well as an investment policy.

Action: Treasurer DeMint will work on these.

Chief Description & Review Process update – Tamla and Tom did not have anything to share regarding the Chief Description & Review Process. They have received the outline of the South Metro presentation regarding the hiring of a new Chief and are aware of the online conference presentation available on the SDA website.

Organizational Chart – Board members received the Organizational Chart as approved by Chief Clark.

Tamla Blunt moved to approve the 2025 Organizational Chart for the Crystal Lakes Fire Protection District. Todd Cook seconded. Discussion: None.

***Motion** to approve the 2025 Organizational Chart for the Crystal Lakes Fire Protection District passed unanimously.*

- b. Document/Electronic Storage** - Tamla sent Board members the username and login information for the Office 365 account. Some Board members have had difficulties with logging in. It was suggested to have a demonstration at the October 29th Study Session.

Action: Tamla will conduct a login demonstration at the Study Session.

- c. Domain change (.gov) Update** - Tamla got the .gov domain registered with "Total Up Time." It is not with IONOS because they do not service .gov domains. Total Up Time is \$276 a year to host the domain name. Tamla has been in touch with Streamline but would like to have Chief Mike Clark help with making the decision to go with Streamline or switch over to Total Up Time and to work with IONOS with this change. It was suggested that Tamla contact other Fire Districts who are .gov to see how they made this switch (such as Glacier View) or an I.T. person such as Eric with PFA.

Action: Tom will provide Tamla with contact information for Eric, and Tamla will work with Eric on making the switch to the .gov domain.

- d. Records Management & Retention** - Robin mentioned that *Resolution 2025-004* is the first step towards organizing and retaining the records of the District.

Robin Lauric moved to adopt *Resolution 2025-004 State Archive Schedule*. Susan Vance seconded. Discussion: No further discussion.

***Motion** to adopt Resolution 2025-004 State Archive Schedule passed unanimously.*

Robin stated that, upon receiving guidance from the State, a significant amount of volunteer time will be required to manually organize District records. This process will involve reviewing all existing files to determine which materials can be shredded, which must be retained, and which should eventually be scanned and archived digitally.

- e. Administrative Assistant for Records Retention Update** - The Board discussed two options for hiring an administrative assistance to assist with record retention: either as a part-time employee or as an independent contractor. Hiring this position as an independent contractor was favored by the Board.
- f. Recognition of CLVFD Members** - Reminder that the Board will officially recognize retiring personnel, PIO Marian Kelly, and Firefighter Alex Alexander at the December 11th Regular Board Meeting.

XI **New Business:**

- a. **District Logo** - President Lauric suggested making a few changes to the District logo before printing cards and decals. The Board discussed the changes to include adding the full phrase "Protection District" at the bottom of the emblem and removing the trees on the sides and adding Fire (hat/axe) and EMS symbols in their places.

Robin Lauric moved to update the District logo to include the words "Protection District" and to remove the trees on the sides and add Fire and EMS symbols in their places. Susan Vance seconded. Discussion: No further discussion.

Motion to update the District logo to include the words "Protection District" and to remove the trees on the sides and add Fire and EMS symbols in their places passed unanimously.

- b. **Washing of apparatus** - The Board addressed concerns regarding road treatment residue accumulating on reflective materials and lights of the apparatus, which presents safety risks to volunteers and the community. Additional topics discussed included maintenance challenges, public perception, and district pride associated with the apparatus' condition. The Board emphasized that maintaining apparatus quality is essential for safety and service within the District. Possible complications with current water usage under the augmentation plan were noted. The Board reached consensus on the necessity of both short- and long-term solutions, discussing outreach to the Crystal Lakes Water and Sewer Association (CLWSA) as a long-term measure, and possible short-term strategies that can be best addressed by the Chief.

Action - Tom will speak with CLWSA about water usage, seeking a long-term solution. Todd will talk with the Chief about a short-term washing solution.

- XII **As the Board Desires:** Tamla said that the District would benefit from having a license for Abode Creative Cloud so documents can be converted from Adobe to Word format. This would also help with creating fillable forms and items to post on the website.

Tamla Blunt moved for the purchase of a license for Adobe Creative Cloud for the District at the cost of \$300 a year. Todd Cook seconded. Discussion: No further discussion.

Motion for the purchase of a license for Adobe Creative Cloud for the District at the cost of \$300 a year. Passed unanimously.

Susan requested a current FD Roster with names, radio call signs, and phone numbers.

Action: Robin will forward the Board members a copy of the newest FD roster.

Tom said that the \$20,000 pension contribution has been sent to FPPA, and he will send the Actuary Report to DOLA (via FPPA).

XIII Public Comment: None

XIV Announcements: None

XV Next Meeting:

A Study Session on the 2026 Budget will be held at 1:00 pm on October 29, 2025, at the District Fire Station, 237 Blackfoot Rd, Red Feather Lakes, CO 80545.

The next Regular Meeting of CLFPD Board of Directors will be held at 6 pm on November 20, 2025, at the District Fire Station, 237 Blackfoot Rd, Red Feather Lakes, CO 80545. This will also be the Budget presentation and Public Hearing.

A Pension Board Meeting will be held immediately following CLFPD Regular Board Meetings on December 11th.

XVI Adjournment: The meeting was adjourned by Chair Robin Lauric at 7:55 pm.

Attested by 

Date: 11-20-25