



Crystal Lakes Fire Protection District

237 Blackfoot Rd Red Feather Lakes, CO 80545

clvfd.org

Board of Directors

Regular Meeting
June 19, 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 6:14 pm.
(Meeting was delayed due to a CLVFD call.)
- II **Board Members Present:** President/Chair Robin Lauric, Secretary Susan Vance (on Zoom), Treasurer Tom DeMint, Director Tamla Blunt (as acting secretary), and Director Todd Cook
Board Members Absent: None
- III **Quorum:** Yes
- IV **District Members Present:** Chief Mike Clark, Doug Race, Shirla Race, Mark Weeks, and Amelia Vann
- V **Approval of Agenda:** No changes were brought forth. Agenda stands approved.
- VI **Approval of Minutes:**
Regular Meeting Minutes, May15, 2025: No changes brought forth, Regular Meeting Minutes, May15, 2025 stand approved.
Study Session Minutes, May 28, 2025: No changes brought forth, Study Session Minutes, May 28, 2025, stand approved.
- VII **Recognition of Retired First Responder, Doug Race:**
On behalf of the Board, President Lauric Robin recognized Doug Race's remarkable contributions to the Crystal Lakes Fire Protection District and to the District Board of Directors over his many years of service. She mentioned that Doug has been one of the District's greatest assets and was instrumental in the remodel of the current station. Much gratitude was given to Doug for his

dedication, compassion, and commitment. Treasurer Tom DeMint presented Doug with an engraved golden fire axe on behalf of the Board of Directors.

VIII **Officer Reports:**

- a. President's Report:** President Lauric congratulated all newly elected Board members and shared that they are fully seated. She thanked the Board for their continued volunteer service to faithfully perform the duties of Director while serving the interests of the District as fiduciaries. She mentioned that Board Notebooks will be updated at next month's meeting and that many of the documents in the notebook help guide and support the successful efforts of the Board. Robin specifically addressed the importance of motions and reviewed the protocols. Robin attended the SDA Regional Workshop along with Tom and Todd. The Workshop provided some foundational legal review and updates, as well as risk management and safety reminders. SDA 2025 Board Manuals were procured for all Board members.
- b. Treasurer's Report:** Treasurer Tom DeMint presented current financials as provided by Pinnacle.

HB24-1219 was passed by the State Legislature. It is health insurance for Fire Fighters (this includes volunteers). It covers heart problems, cancer, etc. Tom mentioned that it is the best presumptive program in the United States. What the insurer needs from CLVFD is a list of our Fire Fighters and how long they have been with CLVFD. This includes active and retired Fire Fighters.

Tom will get with Pinnacle to create a quicker process for reimbursement for volunteers' hours.

Robin asked if there was a line item specifically for ADA website compliance and mentioned it would be interesting to document this data.

Action: Tamla said that she will get the new Streamline Community Pro Plan information and costs to Tom.

IX **Election of New Officers:**

President Lauric addressed the election of officers (President, Treasurer, and Secretary). The Board opted for an open election in lieu of a closed ballot. The President referenced the descriptions/duties in the Bylaws of each position.

Susan Vance moved to nominate and elect Robin Lauric for President/Chair. Tamla Blunt seconded. Discussion: Robin inquired if Tamla or Tom would be interested in the position. Neither were interested at this time. Robin accepted the nomination.

Motion to nominate and elect Robin Lauric for the President/Chair passed unanimously.

Tamla Blunt moved to nominate and elect Tom DeMint for Treasurer. Susan Vance seconded. Discussion: Tom accepted the nomination.

Motion to nominate and elect Tom DeMint for Treasurer passed unanimously.

Todd Cook moved to nominate and elect Susan Vance for Secretary. Tamla Blunt seconded. Discussion: Susan accepted the nomination.

Motion to nominate and elect Susan Vance for Secretary passed unanimously.

X 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 Department welcomed a new member.

President Lauric inquired about the Department's HIZ (Home Ignition Zone) Assessment program. She mentioned seeing a grant offered by the Crystal Lakes Open Space Conservancy Group to encourage property owners to sign up for a CLVFD HIZ Assessment. The Chief mentioned that there are currently three HIZ ambassadors for this program. The Chief has opened this up for the Auxiliary to be involved but they need to be trained.

XI Committee Reports:

a. Website Committee

As of July 1st, requirements for full ADA website compliance will take effect. The District website is currently compliant, thanks to PIO Marian Kelly. To date the District has paid \$91 (13 pages) to remediate a few documents that could not be remediated "in house." Robin mentioned Streamline's new Doc Access program that is proposed to be more economically efficient for District's with multiple documents as well as having a quicker "turn-around" time. She also mentioned that the District signed up for a free trial of this program. Robin, Marian, and Barb will be meeting after the Fourth of July events to review additional website changes including how to transition compliance work before Marian retires and the new tools available with the Community Pro Plan. It was mentioned that Accessibility Officer, Tamla Blunt, should join the website committee.

XII Unfinished Business: (tabled or unresolved, listed in priority)

a. Document/Electronic Storage Update Tamla had nothing new to report.

b. Domain change (.gov) Update

Tamla had nothing new to report.

c. Bylaws

Robin sent the most recent updated Bylaws from the Study Session and additional Director input to the Board and inquired what the Board would like to do for the next steps. The Board agreed to have the chief description modified in the Bylaws and a separate job description with a review process for the position of chief. The Board will review the proposed Bylaws, minus the chief description, prior to the next meeting and be prepared to vote.

Action: Robin will modify the fire chief description in the Bylaws.

Action: Tom and Tamla will work on the job description and review process for the chief position.

d. SDR Recognition Update

Susan Vance shared some details of the proposed event. Susan mentioned that the committee would like approval from the Board to spend up to but not over \$1000. This would be for the purchase of awards and refreshments at the recognition event. The Chief mentioned that he had already approved this expense. The Board agreed that no motion was needed.

XIII New Business:

a. First Responder Trauma Counselor (FRTC)

The FRTC Behavioral Health Agreement was presented and discussed by the Board. Tom DeMint moved to approve the agreement and authorize Fire Chief Mike Clark to execute the First Responders Trauma Counselors (FRTC) contract on behalf of CLVFD. Tamla Blunt seconded. No further discussion.

***Motion** to approve and authorize Fire Chief Mike Clark to execute the First Responders Trauma Counselors (FRTC) contract on behalf of CLVFD passed unanimously.*

b. 2025 SDA Annual Conference

Robin shared that this year the Special District Association will celebrate fifty (50) years of supporting community-based Government in Colorado. The Conference will be held September 16th – 18th in Keystone and registration will start in July. Room availability is filling up. More information on the Conference is available in the SDA magazine or on-line. Robin mentioned possible grant money available for this conference. Board members interested in attending included Tom, Susan, Robin, Todd, and Tamla. Chief Clark will consider attending.

Action: Tom DeMint will reserve rooms.

c. September Regular Board Meeting Possible Date Conflict

The September 18th Regular Board Meeting conflicts with the SDA Conference. Susan Vance moved to reschedule the September 18th Regular Board Meeting to September 25th. Todd Cook seconded. No discussion.

***Motion** to reschedule the September 18th Regular Board Meeting to September 25th passed unanimously.*

Action: Robin will update the notification of Board meetings on the website.

d. CL FIRES/CLVFD Fun Day

There was a request from CL FIRES for Board members' help with the fourth of July events. Board members should expect an electronic signup with dates and activities.

In lieu of the fourth of July activity where kids enjoy riding on District apparatus, President Lauric presented the Board with a *Ride-Along and Release Waiver* as prepared by Lyons Gaddis.

Robin Lauric moved to adopt the *Ride-Along and Release Waiver* as District policy. Todd Cook seconded. Discussion: The Board discussed that the waiver should be used for non-emergency rides/transportation by non-Department/Board members before riding on any apparatus. The waivers will be managed by the Department.

Motion to adopt the *Ride-Along and Release Waiver* as District policy passed unanimously.

e. Strategic Plan

Due to the current District Strategic Plan coming to an end in 2025, Robin Lauric moved to establish a Strategic Plan Committee. Tamla Blunt seconded. Discussion: Hopefully forming the Strategic Plan Committee in June will allow the committee the time needed to meet and work at a reasonable pace. It was asked if the goals of the previous plan had been achieved? Previous goals will be reviewed by the committee. Chief Clark, Tom DeMint, and Todd Cook agreed to serve on the committee.

Motion to establish a Strategic Plan Committee passed unanimously.

f. Volunteer First Responders' Day:

CLFPD Volunteer First Responders' Day is August 18th. The Board discussed several ideas for the Nacho Average First Responders event. The event is a thank you from the Board to the Department. The goal is to provide a fun and relaxing event for the Department members and their families.

Action: Tamla and Susan will take the lead this year.

g. Board Photos

Due to time, Robin Lauric moved to table Board Photos. Tom DeMint seconded. Discussion: None.

Motion to table Board Photos passed unanimously.

XIV As the Board Desires:

Tamla shared her appreciation for the sympathy card for the passing of her father.

Susan expressed gratitude to Robin as well as some members of the mountain community for their concern and care during her recent medical event.

XV Public Comment: None

XVI Announcements: None

XVII Next Meeting:

The next Regular Meeting of CLFPD Board of Directors will be held at 6:00 pm on July 17, 2025, at the District Fire Station, 237 Blackfoot Rd, Red Feather Lakes, CO 80545.

XVIII Adjournment: The meeting was adjourned by Chair Robin Lauric at 8:48 pm.

Attested by:

Susan W. Vance

07-17-25