

Crystal Lakes Fire Protection District

(970)881-3521

Board of Directors

Minutes For July 21, 2011
Wapiti Center– 7:00 P.M.

Meeting was called to order at 7:01pm

In Attendance: Sherry Alexander, Dan Defibaugh, Shirla Race, Ray Williams and Fire Chief Marian Kelly

Absent: (excused) None

District Members in attendance: 3

Agenda: Sherry moved to accept the amended agenda. Dan seconded the motion which passed unanimously.

Approval of Minutes of Previous Meeting(s): Shirla moved to accept the January 21, 2011 minutes with corrections. Dan seconded the motion which passed unanimously. Sherry move to accept the February 17, 2011 minutes as corrected. Shirla seconded the motion which passed unanimously. Dan moved to accept the March 17, 2011 minutes as corrected. Sherry seconded the motion which passed unanimously. Shirla moved to accept the April 21, 2011 minutes as corrected. Dan seconded the motion which passed unanimously. The Board was provided minutes for October, November, and December 2010 and June 16, 2011 for review. All Board members were asked to be prepared at the August meeting to approve the revised minutes.

President's Report: Don Hass, a property owner in Pearl Creek Estates Beaver Meadows, has been working with Larimer County to obtain a waiver from the county's regulations to install 2500 gallon cistern instead of a 3000 gallon cistern. Larimer County indicated that the CLFPD Board must approve a waiver. Mr. Hass has requested approval and a written letter from the CLFPD Board of his request for waiver from Larimer County's requirement. Dan Defibaugh moved to grant Mr. Hass requests for CLFPD Board approval of a waiver for the Larimer County requirement to install 3000 gallon cistern and allow Mr. Hass install a 2500 gallon cistern. Sherry seconded the motion which passed unanimously. Ray will have Jeanette draft a letter to Larimer County.

Secretary's Report: No formal report.

Treasurer's Report: Shirla Race passed out copies of July treasurer's report including income and expenses. She also provided a copy of the checks issued. John Lang's memorial donations currently equal \$ 1,925. Shirla reported that she would like to begin reviewing the 2012 CLFPD Budget in September. The Board discussed line item

expenses and how committee expenses may be financed. Dan moved to accept July treasurer's report. Sherry seconded and motion passed unanimously.

Fire Department Report: Marian Kelly provided copies of the Fire Department Report to all Board members. Her report is attached to these minutes. She reported the cost of the road sign "Slash Burns Prohibited" at \$147.80 plus tax. The cost will be itemized under the line item for Fire Fighting Supplies and Expenses. Marian requested and the Board approved to give the Department the ability to sell equipment that is unused and no longer needed.

Firewise: No Report

Grants: Marian provided an update in the Fire Department Report

UNFINISHED BUSINESS

NEW BUSINESS

As the Board Desires: Doug Race requested that the CLFPD Board make a request to CL FIRES on behalf of the Service Improvement Committee for \$450 to finance an engineering study of the Fire Station. The purpose of the engineering study will be to determine the structural integrity of the Fire Station. The Board discussed the request and Sherry reported that CL FIRES has designated funds for the CLFPD and the CLVFD. Marian reported, as Fire Chief, she is in favor of determining the condition of the Fire Station. Sherry moved to have the CLFPD Board submit a written request to CL FIRES for \$450 for an engineering study for the Fire Station. Dan seconded and the motion passed unanimously. Doug agreed to draft the letter and Ray will format the letter on the District letterhead.

The Board discussed the policy for creating committees and recommended that the SIC develop and provide a mission statement or charter. The SIC was recognized by the Board at its June 16, 2011 meeting.

Comments by Attending Public: Mark Weeks presented a letter to the CLFPD Board requesting approval for a waiver of Larimer County's Rural Land Use Center requirement for a residential fire sprinklers system for his property 296 Elk Ridge Road, Red Feather Lakes, CO. Shirla suggested the Board establish guidelines and create a policy for granting waivers of Larimer County requirements. Shirla moved to approve the CLFPD Board's decision to grant Mark Weeks a waiver of Larimer County's requirement for sprinklers. Dan seconded the motion which passed unanimously. Ray agreed to draft a letter to Larimer County and send to Mark Weeks.

Don Hass introduced himself and expressed his interest in becoming a CLFPD Board member. He shared some personal information and work experience. He has been a property owner in Beaver Meadows for 5 years, lives in Loveland, and has 42 years of experience in the banking industry. He is a member of the Crystal Lakes Water and Sewer Association. He is willing to assume the position of Secretary. Shirla moved to approve the appointment of Don Hass to the CLFPD Board as Secretary to replace Herb Cooper. Dan seconded the motion which passed unanimously. Don will be sworn in at the next Board meeting August 18, 2011.

Set or confirm next Board meeting date: August 18, 2011

Adjournment: Dan Defibaugh moved to adjourn the meeting at 8:44 pm. Sherry seconded, the motion passed unanimously.

Submitted by
Jeanette Williams
Temporary Recording Secretary

Crystal Lakes Volunteer Fire Department

237 Blackfoot Rd, Red Feather Lakes, CO 80545
(970) 881-3521

July 20, 2011
Fire Department Report

1. Department Activity last board meeting:
 - 1 business meeting
 - 3 department trainings (includes 1 training for 4th of July demonstration)
 - 4 medical calls
 - 2 smoke/fire reports (1 tracked to slash pile, 1 turned out to be a campfire in an approved pit)

2. Report on FEMA Grant –
 - Repeater Tower & Private Frequency
 - Dave Rowe of Larimer County is arranging to get us the radio frequency.
 - Bids have been received from the companies to which RFPs were sent.
 - We are waiting for advice from Dave Rowe regarding the viability of these bids before making our decision. I will forward his recommendation, along with all proposals, to the board as soon as I receive it.
 - We will be sending out RFPs to several more companies for the construction of the tower, as we received only one bid for that project, and the cost is not within our budget.
 - Training – A tentative class schedule has been forwarded to department members.
 - Extension – Kate Kelly has requested an extension for completion of activities required by the grant. So far, we have not heard back from FEMA regarding the extension.

3. Personnel – Doug Blunt has requested to step down as Assistant Chief, as his health will not permit him to rejoin the department as an active member until March of 2012. Shirla Race has been appointed to fill out the remainder of Doug's term as Assistant Chief. Our thanks to her for taking on this new responsibility.

4. Slash burn prohibition – As requested by the Board, I have checked with Larimer County regarding how this effect open burn permit requests, and what the regulations would be regarding posting signs stating that slash burns are prohibited.
 - Per Doug Bjorlo, who handles Open Burn Permits for Larimer County, he will deny any permits requested by persons in our district and inform them that slash burns are not permitted in Crystal Lakes fire district. He will give them contact information for the fire chief if they need further information.
 - Per Larimer County Road & Bridge, we may place a sign about the burn prohibition on the same post as the "entering district" sign, so long as it is the same color and size as the existing sign. They have no restrictions or regulations on the wording used.

5. Sale of unneeded equipment – The department has some unused equipment that we would like board permission to sell at a fair market price. This equipment includes a couple of hose reels for rubber fire hose and a hose reel for hydraulic-powered extrication tools and the equipment that goes with it. The hose reels are not needed on any of our vehicles and we do not have the facilities to use the extrication equipment.

Respectfully submitted,

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department