

Crystal Lakes Fire Protection District

(970)881-3521

Board of Directors

Minutes For August 18, 2011
Wapiti Center– 7:00 P.M.

Meeting was called to order at 7:03pm

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

Absent: (excused) None

District Members in attendance: 4

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

Approval of Minutes of Previous Meeting(s): Dan moved to accept the October 21, 2010, the November 18, 2010, December 16, 2010, June 16, 2011, and July 21, 2011 Board minutes. Shirla seconded the motion which passed unanimously

President's Report: Ray administered the Crystal Lakes Fire Protection District Board of Director Oath of Office to Donald G. Hass.

Secretary's Report: No formal report.

Treasurer's Report: Shirla Race passed out copies of August treasurer's report including income and expenses. She also provided a copy of the checks issued. She passed out the first draft of the 2012 budget to be reviewed by Board members and to be discussed at the September meeting. The Board discussed possible equipment purchases and expense monies. The Board also discussed grant revenue and expenses when revenue may be reported in one year and the expense reported in the next year or vice versa. There will be a new expense line item for Service Improvement in 2012. Sherry asked if the expense line item for elections for 2012 was sufficient. Jeanette Williams, DEO for 2010 indicated she felt it was sufficient. Dan moved to accept July treasurer's report. Sherry seconded the motion which 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. Marian and Harold Alexander had reviewed several bids for radio and headset systems. She requested the Board give her the authority to select the appropriate option and contractor. Marian is considering Collins Communications. Ray suggested the Board make a motion based on Marian's recommendations. Sherry moved to have the Board give Fire Chief Marian Kelly the authority to select a company of her choosing for radio and headset systems

from the communications portion of the FEMA grant funds after reviewing the three other bids received. Dan seconded the motion which passed unanimously.

Marian reported her concerns about the potential cost to construct the repeater tower based on the two bids (\$40,000 or \$25,000) received which do not fit within the District's current budget. David Rowe with Larimer County has indicated the County has committed to donating a significant portion of the radio communications and repeater tower equipment. With the remaining portion of the FEMA grant money, additional required equipment could be purchased. She suggested an alternative would be to have the department personnel construct the tower based on Harold Alexander's research similar to HAM Radio equipment. The Board discussed this option. Marian will check with Dave Rowe about the possible need to obtain a building permit for construction of a radio tower.

For the training part of the FEMA grant, she reported that Doug Race has finalized the class training schedule and FEMA has approved the date extension and training change for Fire Fighter 1 to Wildland Fire Class Specialist training.

Marian asked to have the Board again consider DSL options for the Fire Station; the District could obtain its own or assist the Crystal Lakes Associations with increasing the signal at basecamp. The Board discussed possible cost and security concerns. Shirla provided some costs associated with service from Century Link Business high speed internet. Century Link could provide 1.5MG speed for \$30 per month which includes a router, modem, and one license MacAfee security for the 1st year for business service, plus some installation charges. After one year, the cost would be \$50 per month. Having a DSL line dedicated to the Fire Station has to potential to help with conducting Board members; Department business and training; and NFIRS data entry. The Board decided to table the discussion until the September 15, 2011 meeting.

Marian reported that the Fire Lane signs in front of the Crystal Lakes office need to be replaced. She suggested signs that are bigger, more colorful and state No Parking or something like that. She suggested the Board consider sharing the expense of signs with the Crystal Lakes Road and Recreation Association. Marian will continue to investigate cost and requirements.

Marian expressed appreciation to a company called Epocs through Mike Snyder for donating time and materials to construct a hosebed for Engine 2. Mark Weeks and Harold Alexander have installed it on the truck. She requests that the CLFPD Board minutes reflect this acknowledgement and appreciation for Epocs' donation.

Firewise: No Report

Grants: Included in Fire Chief's report. Marian noted that equipment is being purchased with funds from the Fire Service Grant.

UNFINISHED BUSINESS

NEW BUSINESS

SIC Engineering Report: Doug Race reported that the engineers report on August 2, 2011 determine the Crystal Lakes Fire Station to be structurally sound for what was

inspected. The SIC will meet in October and will continue to analyze the report and review the two options to be considered; to construct a new fire station or remodel the existing building. CL FIRES approved a grant of \$450 to pay for the engineer's analysis and inspection of the Fire Station. The SIC's priorities will always be: 1) the protection and safety of the CLVFD personnel and 2) the protection of the tax payers investments i.e. the CLVFD equipment. The next report for SIC will be to provide a report to the District Board about where the efforts are and why.

Doug reported on the purpose going forward and structure of the SIC. Doug provided the Service Improvement Committee's charter for review of the Board. The committee wishes to retain its adhoc status and has approved the charter. One of the original committee members has resigned and Harold Alexander has joined the committee.

As the Board Desires:

Sherry asked the Board to recognized Harold Alexander's position as the Fire Department purchasing agent for equipment and building repair person. She requested the Board approve and authorize Harold to continue using the Department's credit card. Shirla commented that the credit card bill provides appropriate record keeping and is billed to the CLVFD. The Board had no objection.

Comments by Attending Public: Ray accepted Harold Alexander's resignation from the Fire Department with regret. He presented Harold Alexander with an appreciation letter which included a \$100 gift certificate to a business of his choice and a special recognition certificate.

Doug Race, Training Officer, reported at the recent joint training with Red Feather Lakes, three Crystal Lakes Firefighters qualified for a limited duty red card for the physical test of the Forest Service Wildland Fire training. There were six department CLVFD personnel participating in the training. The Department will acquire three pieces of equipment to improve pumping and delivery of water while increasing safety and fire protection.

Set or confirm next Board meeting date: September 15, 2011 at 7pm. Pension Board meeting to follow.

Adjournment: Sherry moved to adjourn the meeting at 8:31 pm. Dan seconded the motion which passed unanimously.

Submitted by
Don Hass
Secretary

Crystal Lakes Volunteer Fire Department

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

August 17, 2011
Fire Department Report

1. Department Activity last board meeting:
 - 1 business meeting
 - 4 department trainings (includes EMS training & joint all-day training with Red Feather)
 - 2 medical calls

2. Report on FEMA Grant –
 - Repeater Tower & Private Frequency
 - Dave Rowe of Larimer County is arranging to get us the radio frequency.
 - Bids for the truck radios and headset system have been reviewed. At the recommendation of Dave Rowe, Harold Alexander and I have decided CLVFD ought to go with the bid from Collins Communications for wireless headsets. All bids are available for board members to review.
 - Additional bids have been received for the construction of the tower. These are now being reviewed and are available for board members to review at their pleasure.
 - Training – The class schedule has been forwarded to nearby departments.
 - Extension – FEMA has approved our request for an extension and the request to switch funding from Firefighter 1 training to the wildland class schedule arranged by Doug Race.

3. DSL – I have been asked to re-raise the question of providing DSL at the station, including whether we prefer to do so by getting our own DSL line, or by assisting Crystal Lakes Associations in boosting the wireless signal at Basecamp so it will reach the station.

4. Fire Lane Signs – I would like to see new, hopefully more effective, fire lane signs posted in front of the office area. Vehicles frequently stop there while occupants use the restrooms or dash into the office, and the current sign is not sufficient to get their attention. This narrows the road in front of Basecamp to one lane or less, making it impossible for emergency vehicles to get through. We need at least two signs, one on each side of the road, and they need to be worded more specifically (no stopping or standing, violators will be fined). I have spoken with the Association manager, who is open to such a change. Would the fire district share the cost of such signs?

5. Equipment Donation – At the request of Crystal Lakes property owner, Mike Snyder, Epocs has donated their materials and time to construct a hosebed for Engine 2. This equipment will make it easier for us to use Engine 2 and respond quickly to incidents. The fire department wishes to thank Epocs for this donation, and will be sending department t-shirts and hats as a token of our appreciation.

Respectfully submitted,

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department