

# Crystal Lakes Fire Protection District

(970)881-3521

## Board of Directors

Minutes For October 20, 2011  
Wapiti Center– 7:00 P.M.

**Meeting was called to order at 7:01 pm**

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

**Absent: (excused) None**

**District Members in attendance: 9**

**Agenda:** Sherry moved to accept the agenda as presented. Shirla seconded the motion which passed unanimously.

**Approval of Minutes of Previous Meeting(s):** Shirla requested September minutes be corrected on page two, statement about the transfer of funds from capital funds change “will” to “might”. Shirla moved to accept the corrected September 15, 2011 Board minutes. Sherry seconded the motion which passed unanimously

**President’s Report:** Ray reported Dennis Morrison, Supervisor Larimer County is still working on mile marker signs on CR 73C. He has referred project to the engineer’s office to determine impacts for property addresses on CR 73C.

He reported that both the CLR&RA and CLW&SA have approved the use of an outboard motor on Panhandle Lake for water rescues and department training. The Boards suggested the department post signs to indicate training sessions. Ray will take responsibility for purchasing two signs saying something like “CLVFD Water Rescue Training in Progress”.

The CLR&RA is interested in purchasing the Crystal Lakes Air Strip. Ray has been researching Tract A as a possible site for a new station and wants to ensure site is not considered wetlands. He reported working with Matt Montgomery, from the Army Corps of Engineers. Matt indicated that the west end of the Air Strip would not be considered wetlands and will provide a letter with this result. Ray will also check with the EPA once he gets the letter. Shirla expressed concerns about the site; Tract A might be wetlands, the cost could be prohibitive to improve the site for construction, and the site may not be appropriate for a landing zone.

Ray reported his request to use the CLR&RA radio tower for the CLVFD was approved. Jody Sandquist, Manager and the CLR&RA Board did not have objections.

He reported meeting with Doug BJORLO with Larimer County to tour the BioChar slash burning operations in Crystal Lakes, the slash pile Gary Weixelman is proposing, and to talk with the office at Beaver Meadows to ensure they were aware of the CLFPD slash burning ban.

Gary Weixelman addressed the Board to request a special waiver of the CLFPD slash burning ban. Several Board members stated concerns and reasons to not waive the slash burning ban. The Board agreed to consider Mr. Weixelman's request at this time and to review the request at a later date when conditions have improved. Sherry suggested Mr. Weixelman submit his slash burning waiver request in writing to the CLFPD Board. The Board requested the status of Mr. Weixelman's project with BioChar. He stated he is in negotiations with BioChar and working on insurance coverage.

**Secretary's Report:** No formal report.

**Treasurer's Report:** Shirla Race passed out copies of September treasurer's report including income and expenses. She also provided a copy of the checks issued. She reported a correction on the September Treasurer's monthly financials report for line item Contract Service Payments and corrected for October. She reviewed the proposed 2012 budget to be reviewed by Board members. She added the notation to the Revenue under Grants to indicate grants are 50/50. She will post the budget in the required places, place an ad in the Ft Collins Coloradoan newspaper and provide a copy for the CLVFD webpage. Sherry requested Board members get copies also. Dan moved to accept September treasurer's report. Sherry seconded the motion which passed unanimously. Sherry expressed appreciation on behalf of the Board for all of Shirla's hard work.

**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 on seven items: 1. Incidents; 2. FEMA Grant status; 3. Request for a modified leave of absence for the next three months after knee surgery the first week of November. The Board agreed and authorized; 4. Report on Dry Hydrant installation by Doug Race and Harold Alexander in coordination with Rick Crewdson, the CLR&RA and Bryon Fessler from Fishing Board; 5. The Board approved Marian's request to send the CLFPD slash burn ban reminder letter to property owners who had slash burns in the past; 6. Received request from Poudre Canyon Fire District requesting mutual aid agreements. There are concerns about equipment and personnel resource availability. Marian will develop agreement; 7. Marian reported merger with RFVFD will not happen at this time. Both parties are interested and will look at in the future. Both departments agree to work together and support each other.

**Firewise:** No Report

**Grants:** Included in Fire Chief's report.

### **UNFINISHED BUSINESS**

**CLFPD Bylaws:** Ray requested the Board to conduct the second reading of the CLFPD Bylaws. Dan moved to approve the CLFPD Bylaws as corrected. Shirla seconded the motion which passed unanimously.

## **NEW BUSINESS**

**Appoint DEO for 2012 Elections.** Ray requested the Board appoint Ardie Yowell as Designated Election Official. Dan moved to appoint Ardie Yowell as DEO for 2012. Sherry seconded the motion which passed unanimously. Everyone expressed appreciation to Ardie for accepting this position.

### **As the Board Desires:**

Ray announced the date of the annual CLFPD Christmas Party. The date will be Sunday December 4, 2011. The social hour will be 4pm and dinner will be at 5pm. Ray has talked with Carrie Manley about reserving the Restaurant at Crystal Lakes and the price will be approximately \$ 15 per person including hors d'oeuvres. Wine and beer will be available for purchase. Invitation will be sent and guests from RFVFD, Bryon and Sharon Fessler, and Janice Weixelman.

**Comments by Attending Public:** Mark Weeks reported on the success and exceptional testing results of the new turbo draft. A memorial plaque for John Lang will be ordered to place on the new equipment.

Marian acknowledged the exceptional work by Doug Race and Harold Alexander in cooperation with the CLR&RA and Bryon Fessler from the Fishing Board to install dry hydrants. Doug reported this has become important to the CLVFD because of the coordinated efforts and the access available to install the dry hydrants along with the work being done to dredge the lakes. This will save a significant amount of money for the district and allow for the possibility to install three hydrants. Everyone appreciates the work done by the department. There was discussion about who will use the dry hydrants and Marian clarified the intended users; the CLVFD and the CL Associations.

**Set or confirm next Board meeting date:** November 17, 2011 at 7pm. If the Board has a meeting in December, make a note it will be the 15<sup>th</sup>.

**Adjournment:** Shirla moved to adjourn the meeting at 8:19 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

October 18, 2011

Fire Department Report

1. Department Activity last board meeting:

- 1 business meeting
- 3 department trainings (includes EMS training with Red Feather)
- 3 medical calls
- 1 smoke report (slash pile)
- 1 fire call (unsafe fire in "burn barrel")

2. Report on FEMA Grant –

- Repeater Tower & Private Frequency
  - At our request, Collins Communications will hold off on fulfilling their contract to program and install vehicle radios until we've received our private frequency, which is still in the works with the FCC.
  - SIC Committee members Don & Patty Watkins are assisting with understanding and meeting county permitting requirements for the repeater tower and have requested bids from companies they are familiar with.
  - In case the attempt to build a new tower is unsuccessful due to cost or county requirements, Ray Williams is requesting permission from the Crystal Lakes Associations to look into installing the repeater antenna and equipment on the Basecamp tower.
  - Training – Classes will begin this weekend. Members from fire departments all over northern Colorado are attending.

3. Modified leave request – I will be having knee surgery the first week in November. I should only be kept from meetings and trainings for the first one to two weeks, but do not know how long it will be before I can start regularly responding to calls again. I'm requesting permission to go on modified duty for the next three months, increasing my response level as I'm able until I'm back to full duty.

4. Dry Hydrants – The fire department has arranged to piggy-back on the Crystal Lakes Associations' dredging project to install dry hydrants at Catawba Pond and Lakeview Park. The cost to the district will be approximately \$4000. The installation will take place during the last weeks of October and first week of November.

5. Slash burn reminder letter – Ray has distributed a draft letter for your review. The intention is for this letter to be sent to all those in the district who requested open burn permits last year. This should act as a reminder, in addition to the newsletter notifications and road sign, that the burning of slash piles is not permitted. There were three people who requested open burn permits last year who should receive this letter.

Respectfully submitted,

Marian Kelly  
Fire Chief  
Crystal Lakes Volunteer Fire Department