

Crystal Lakes Fire Protection District

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

**Board Meeting
January 21, 2010**

President Ray Williams called the meeting to order at 7:01

Board members in attendants: Ray Williams, Jim Ekberg, Gary Wiegel, Ed Miller, and Sherry Alexander

Department members in attendance: Fighters, Chief Marian Kelly, Doug and Shirla Race, Doug Blunt, Harold Alexander, and Jody Sandquist.

Responding auxiliary, Jim and Jane Tiffin, Jeanette Williams, Herb and Sharon Cooper, Kate Kelly, and Curt Livingston.

27 Visitors in attendance.

Approval of Agenda: Ed moved to approve the agenda as amended, Gary Sec. motion passed unanimously.

Approval of minutes of previous meetings: Jim moved the minutes be approved as E-mailed. Motion died for lack of a second, Minutes to be approved as corrected next meeting.

Richard Lyons was at our meeting consulting us on how the special district should operate.

Jerry Ward of VFIS insurance made a brief presentation of our insurance with proposal book and will answer any questions at a later date.

Gary moved to accept recommended changes in our insurance payment frequency. Sec. by Ed, passed four to one, Sherry opposed.

Approval of Bills and Appropriations: Gary moved to approve reports for November and December. Sec. by Ed, motion passed unanimously.

Presidents' report: Sherry moved to appoint Marian Kelly as fire department chief, Sec. by Ed, motion past unanimously.

Secretary's Report: no report

Treasurer's Report: Sherry moved the line item for Fire Chief Expenses be changed to Election expenses. Sec. by Gary, passed unanimously.

Sherry moved that \$40,000.00 of carry over money from previous years be placed in a savings account at Colorado Trust. Sec. by Ed, passed unanimously

Fire Department Report: No calls, 2 business meetings, 3 trainings, 6 new members since October, and 6 certified first responders.

Engine 3 is being stripped of useable equipment in preparation for sale. Sherry moved that the board create two line items in the budget: a revenue line called "Fire Department Fund Raising Income" and an expense line called "Designated Funds for Fire Department Purchases" –the expense line to be used at

the sole discretion of the department, by vote of its members, for fundraising and community events, Purchasing the items and equipment for which the funds were raised, and department recognition and incentive awards. Sec by Ray, passed unanimously.

Firewise: Ongoing community activities, Forest Service is doing mitigation continuous, Sirens all work.

Grants: Kate reported receiving one FEMA grant and two have been submitted. Ed moved that Kate should continue working on grants for the district. Sec. by Sherry, passed unanimously

New Business: Jim Tiffin presented a power point report on the coming election. Jim Ekberg moved that we have a walk-in election with notice and information being put in the Bugle about mail in ballots, and in the Coloradoan to meet the legal requirements. Sec. by Sherry passed unanimously.

DEO Report: Jeanette presented information she had gathered about the election and requirements that had been completed, asking the board to decide where we would hold the election. Ed moved that we use the Wapiti center as the polling place, Sec by Gary, passed unanimously. The election will be Tuesday May 4, 2010.

Jim Moved that the district pay \$75 to \$100 dollars for the training of the DEO. Sec by Sherry, Passed unanimously.

Sherry moved that Shirla Race be allowed to act as book keeper to the district Treasurer. Sec by Ray, Passed unanimously.

Sherry moved that all communication between Board/Fire Dept members be channeled through Ray Williams/ President and brought up at a following Board Meeting. Sec by Ray, Motion defeated two to three. Ray and Sherry voting for the motion.

Jim moved to rescind the motion passed during the November meeting regarding all requests between the board and the fire department be made between the president of the board and the chief of the fire department. Sec by Gary, passed three to two. Jim, Gary, and Ed voting for the motion.

Sherry moved that all directives from the board to the department go through the president "chain of command" to the Chief. Sec by Ray, Passed unanimously

Sherry moved that board meeting announcements and agenda be posted at the fire barn, the wapiti center, Beaver Meadows, and the three mail box locations. Sec by Ed, Passed unanimously.

The next meeting will be at the Wapiti Center, February 18 at 7:00 PM

Gary moved to adopt an attached three part resolution. Sec. by Ed, passed 3 to 2. Jim, Gary, and Ed voting for the resolution.

Ed moved to adjourn the Meeting. Sec by Sherry, meeting adjourned at 10:21 PM

Jim Ekberg, Secretary

Crystal Lakes Volunteer Fire Department

237 Blackfoot Rd, Red Feather Lakes, CO 80545
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January 21, 2010

Fire Department Report

→ Department Activity since last board meeting with a quorum (ie. activity since November board meeting):

- no calls
- 2 business meetings
- 3 trainings (including Traffic Control Safety w/Patrick Love of PFA)

→ Three new members have joined the fire department this month. That makes six new members since October and brings our department total to 32 – 15 firefighters, 13 responding auxiliary, who provide logistics support (including traffic control) for firefighters during emergencies, and 4 supporting auxiliary, who assist w/fundraising and department activities.

→ Report on the December department vote for officers:

- Marian Kelly, chief (vote was unanimous)
- John Lang, first assistant chief
- Doug Blunt, second assistant chief
- Herb Cooper, head of the auxiliary
- Helen Bowlin, department secretary

→ Report on the status of Crystal Lakes First Responders.

We began discussions regarding first responders with Red Feather in early 2008, when several members of this department who are now first responders were becoming regular attendees at Red Feather EMS Trainings. At that time, Red Feather was planning to set up First Responder training for their members and planned to include us if that came to fruition. Also at that time, I checked on whether having first responder training would increase department liability and discovered that first responders would be covered under the Good Samaritan Act and the expanded coverage given by the Colorado Legislature in Senate Bill 09-013. In April of 2008, Kate Kelly submitted a FEMA Grant application on behalf of the Crystal Lakes fire department. This Grant included requests for money to buy AEDs and to pay for First Responder training. That grant was approved by FEMA in December 2008, at which time they awarded us \$7851 for the purpose of buying AEDs (of which we now have three, two purchased with grant money and one donated by the Community Fund) and training first responders (of which we now have six). Red Feather was unable to provide the training we had discussed, but MedEvac stepped in to provide the training and donate much of the time of their trainers. The department spent \$6953 of the grant on AEDs, partial expenses for First Responder training, and equipment for the first responders.

I began speaking with Steve Robinson, Red Feather Chief, about how our first responders would work with Red Feather's Emergency Medical Response back in late October. He directed me to Cris Meeks, head of their EMT program at the time, and Timi Burdette, who took over the EMT program this year. I spoke with Cris as soon as our first responders had completed their training in November, and met with Cris and Timi in late November. They indicated they needed to clarify matters with their medical advisor and got back with me in late December to say they had some answers and wanted to meet after

the holidays. Yesterday, Assistant Chief Doug Blunt and I met with Steve, Cris and Timi to finalize how our First Responders would be working with the Red Feather EMTs.

A document in the form of a letter outlining the results of this meeting has been distributed to the board. This letter was sent to Steve Robinson the evening of January 20, 2010 to verify that it matched his understanding of our discussion. He responded via email January 21 to indicate that it was accurate

→ I would like to reiterate the department's request, made in November, that the Board arrange for disposal of Engine 3, which is structurally unsound and unfit for response to a fire. In the November Board meeting, I believe the members of this board requested the insurance agent to remove all but the most basic insurance from this truck. If the training officer concurs, it will be stripped at the end of training on Thursday the 28th.

→ Incident Reporting accuracy and standards continue to be emphasized to responding personnel during training and on scenes in a coordinated effort to ensure completeness and accuracy in department records and NFIRS reporting. This is a critical requirement in Grant applications, and I'm proud to say that thanks to the efforts of Jeanette Williams, who with Ray attended a very lengthy and boring class in how to use the NFIRS system, Crystal Lakes is in full compliance with national reporting requirements for the first time.

→ Regarding the effort to update the department rules and regulations, previously known as the bylaws: The committee that first met in May to begin revamping the old bylaws is still at work. Efforts have been interrupted by members' time-commitments elsewhere, such as first responder training, but the new bylaws are coming along. They should be available for department consideration soon, and will be presented to the board after approval by the department.

→ It is the understanding of some members of this department that, when Mr. Lyons was last at one of our board meetings, he indicated it might be legally unwise for the department to have a fundraising bank account separate from the district budget. I have therefore been asked to request that the board create two line items in the budget – a revenue line called “Fire Department Fund Raising Income” and an expense line called “Designated Funds for Fire Department Purchases” the expense line to be used at the sole discretion of the department, by vote of its members, for fundraising and community events, purchasing the items and equipment for which the funds were raised, and department recognition and incentive awards.

Respectfully submitted,

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Volunteer Fire Department

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

February 18, 2010
Fire Department Report

→ Department Activity since last board meeting:

- 2 medical call
- 1 business meeting
- 3 trainings (including Ice Rescue w/Red Feather Lakes Vol. Fire Dept.)

→ Everyone with access to the fire station is being reminded to leave everything in the station as they find it. This is a matter of department and community safety.

→ Engine 3 is stripped of all useable equipment, drained of water, and parked in the unheated bay of the fire station. I respectfully request that this board take the necessary actions to dispose of Engine 3.

→ The department needs board approval to hire a master electrician to inspect the wiring at the fire station and make any necessary repairs. The wiring has been done by a number of individuals over the years, is haphazard in places and may be dangerous.

→ Dry hydrants -- A year ago, then-chief Ken May approached the Crystal Lakes Water and Sewer Board about putting in some dry hydrants. Dry hydrants give the fire department access to water in the winter by running a pipe in under the ice line. It's my understanding that the Water & Sewer Board took the request under advisement and asked for additional information. I respectfully request that this board pursue the matter of putting in dry hydrants – at a minimum at the reservoir, and preferably in other locations where they can be installed in areas accessible to our fire apparatus. I believe Lyle Koller was advising Ken May in this matter and may be available to similarly advise the board.

→ Needs list:

- bunker gear for half the firefighters. Bunker boots for all firefighters, helmets for most.
- wildland gear for half the firefighters. Wildland boots for at least four firefighters.
- safety vests for all auxiliary and all firefighters. Also need stop/slow signs and flags.
- Self-Contained Breathing Apparatus – need to hire an instructor. Also need more fiberglass bottles, masks, and bags for masks. Need to plumb in a fresh air line.
- Foam – need to fix the foam system on Engine 2 and retrofit our other apparatus to use foam.
- FIT-5s – want to purchase 2 or 3, at a cost of approximately \$1500 each.
- Structure Engine – must be a four-wheel drive vehicle capable of carrying at least 500 gallons of water and pumping at least 1000 gallons a minute

→ Presentation of 2008 and 2009 Incident Reporting spreadsheets and information about how the department responds to calls and the role of the responding auxiliary.

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Volunteer Fire Department

237 Blackfoot Rd, Red Feather Lakes, CO 80545
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March 18, 2010
Fire Department Report

→ Department Activity since last board meeting:

- 1 medical call
- 1 business meeting
- 3 trainings (including EMS training w/Red Feather Lakes Vol. Fire Dept. EMTs)

→ Last month, this board voted to dispose of Engine 3. I respectfully request an update on the status of this effort.

→ The master electrician hired last month to inspect the wiring at the fire station states that the wiring looks good and no repair is needed at this time.

→ Clarification of the use of the office space at the fire station. This space is used by all department members for training and meeting facilities.

→ Larimer County Emergency Services is revising the Larimer County Wildfire Preparedness Plan, which will set procedures for how the responsibility for fighting large wildfires is transferred from fire districts to Larimer County. They expect to have a draft document ready for the review of district boards within the next few months.

→ Presentation of information about how the department responds to calls and the role of the responding auxiliary, correcting misinformation disseminated at the February board meeting.

- Auxiliary right to vote was already established at the time I joined the department seven years ago. Department Bylaws from 2007 state: "Any member successfully passing the probationary period, who cannot actively engage in fighting fires but who can assist in a variety of other tasks, is considered an auxiliary member and has full voting rights." No change to the bylaws has been made since 2007, therefore documentary evidence shows that auxiliary have had the right to vote in elections for officers since *at least* 2007.

- Training available to responding auxiliary in 2009 totaled 20 hours. Average training hours attended by responding auxiliary members was 24.75 hours. Responding auxiliary have trained in pump operations, filling and replacing airpack bottles, traffic control, evacuation, ice rescue, first aid, cpr/aed, and medical first response, as well as joining firefighters in a variety of structure and wildland fire trainings.

- Response to emergency calls puts responding auxiliary on the front lines of emergency response. They are first to the scene (defined as the area the fire department needs to control in order to respond to the emergency) and the last to leave it. They risk their safety while handling traffic control, where they could be harmed by inattentive or belligerent drivers, local area wildlife, and weather conditions. They are training to replace firefighters in engine operations, freeing them up to move to the other end of the hose, and are also trained to handle ice rescue, first aid/cpr/aed, and area evacuation. In 2009, the smallest number of calls responded to by responding auxiliary was 4 (the same as for firefighters), and the largest was 21 (25 was the highest number of calls attended by a firefighter).

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District Board Meeting Minutes

April 15, 2010

Folder: "2010CLFPDB"; File: "AprilMinapproved"

Herb Cooper; 04/16/2010

President Ray Williams called the **meeting to order** at 7:01 p.m., April 15, 2010

Attending Board Members: Sherry Alexander, Dan Defibaugh, Herb Cooper, Shirla Race and Ray Williams.

Attending District members: (Approximately 20)

Attending Fire Department Officers: Jody Sandquist (Safety Officer), Marian Kelley (Fire Chief), Doug Blunt (2nd Assistant Chief) and Harold Alexander (Training Officer)

Acceptance of Agenda: Suggestion – Modify the agenda by adding a report about "slash" and fire pits to the proposed agenda. Sherry Alexander moved to accept the agenda as modified. Dan Defibaugh seconded the motion that passed unanimously.

Approval Of Minutes: Ray Williams suggested how and when March's minutes will be presented and approved. The March (DRAFT) minutes were not approved at this meeting. They will be

E-mailed to the Board members before the April meeting so they have a chance to correct the minutes before the next meeting. The Board members will be given a date for returning their corrections before the meeting. Herb will send out a corrected draft. Board members can read the corrected draft before the meeting.

Bills and Appropriations:

(1) Shirla Race passed out copies of our monthly financial and check register reports for April.

(2) We received checks for the Granite Ridge Fire (CSU). They have been deposited in the bank. Marian gave Shirla our employee appropriations for the fire. Shirla has not written those checks yet (employee checks for about \$500.) Those checks come out under line item listed as "contract services." The rest of the money for the Granite Ridge Fire is for the use of the department's fire engine.

(3) Shirla received copies of Gary Wiegel's checks paying for the sheriff department's services at our January and February meetings. Shirla issued a check to Gary clearing those fees off the books.

(4) Shirla has two checks to be double signed (These checks need second signatures.) The first check, for over \$1000, is for the VFIS accident and sickness insurance

(5) The Second check to pay the bill for equipment vehicle lease/purchase totaling \$23,688.40.

These checks are the only outstanding bills CLFPD has at this time.

(6) We are still receiving bills from our legal council for his services. We have exceeded our \$1000.00 expenses for this year by \$772.00. However, we still have

about \$2000.00 over and above what our election expenses are going to be so we can transfer money from that to the legal expenses.

(7) The check, payment for \$23,688.40 is for our annual vehicle lease/purchase payment. We are done with our vehicle lease for this year (2010).

Dan Defibaugh moved to accept the treasurer's **Bills and Appropriations Report**. Shirla Race seconded the motion, which passed unanimously.

Question: Could the money we used to reimburse Gary be taken out of the unused election money? **Answer:** Yes because the money came out of "contract services." The Sheriff's department was contracted for the deputy's services. We could use the unused money left from our election expenses. Our treasurer could make that change with the Board's approval.

MOTION: Use of the remaining election funds to reimburse Gary Wiegel made by Dan Defibaugh, seconded by Sherry Alexander. The motion passed unanimously.

President's Report:

- (1) Ray requested Board members stay after the Board meeting is adjourned to sign papers for the bank so we all can sign for checks..
- (2) Our Fire District By-Laws and our Crystal Lakes Volunteer Fire Department By-Laws have been in abeyance for some time. We will take any recommendations, suggestions; you have in way of terminology to clarify these By-Laws.

DISCUSSION: New CLVFD By-Laws are in the process of being written for volunteer approval. The approved By Laws will then be presented to our Fire Protection District Board for review. (Note: Marian Kelly talks about the Bylaws in her Fire Department Report.)

- (3) We need to put together a plan for a mill levy increase. We have been at 5 mills for 15 years. Red Feather Fire District has put together a plan that has helped them get a 12.11 mill levy passed. We need some assistance with increasing our mill levy. Steve Robinson, Red Feather Lakes, is willing to help us with this. Later, we can get an attorney to help us with a plan to increase our mill levy as needed.

DISCUSSION: It's time we made a concerted effort to put together a plan to replace our current firehouse and get a serviceable, safe site, along with an increased mill levy. It is "untenable" trying to build a joint use facility because of mixing two kinds of money. .

Doug Race passed out copies of the fire department project work sheet showing priorities for a new building, determining if combining a community building with the fire department is feasible. Functionally, the community building does not have some features the fire department needs.

The Board can review the plan for a new building before it is released to the public. Doug volunteered to head up this project.

Question: What is the time frame for getting this issue passed?

Answer: Certainly, not before next November (election). We need to do some groundwork before informing the community.

Question: Which comes first, asking for an increased mill levy or building a new fire station and then asking for an increased mill levy?

Answer: We need to sit down and have a special meeting with Steve Robinson and see how they went about it.

DISCUSSION: With the boards and the bond issues Sherry Alexander has been involved with, the people have to know what they are going to get. If we are going to propose a new building we need to have a plan so people know what they are going to get (Including blue prints) before we ask for an increased mill levy.

We need to develop a long-range plan with time and cost estimates. We can always cut back on our estimates of the mill levy increases. Information about Poudre Canyon's mill levy increases: How did they go about getting approval for their mill levy increase? They have not implemented the entire mill levy increase all at once.

A mill levy is a "Tabor" issue so we will need a lawyer. A lawyer must finalize the plan before it is presented to the public.

President's report continues:

- (4) We have a conflict in our District Boundaries. The existing Crystal Lakes Fire Protection District map (in the Fire Barn) shows boundaries that are not the true boundaries. The map's boundaries overlap into forest service land. We need to finalize our Fire District's boundaries. The forest service does not care what our boundaries are. However, a developer found that parts of his proposed development are in both our Crystal Fire Lakes' District and Red Feather Fire district. His property is closer to the Red Feather Fire Station than our Crystal Lake Station.

Recommendation: However the boundaries are finally defined, we should not increase our district beyond what we can reasonably respond. Some of the map area shows Red Feather can get there first, and it would take us a lot longer to get there. We might be cutting out potential tax revenue, but we will not be putting ourselves in a position of guaranteeing we can respond to a call when we know we can't.

Persons in both the forest service office and County Assessor's Office did not think changing boundaries would affect our taxes under present circumstances.

Secretary's Report: Herb is working on the minutes and has no report. Gary Wiegel has returned the tapes from the February meeting so that Herb can begin reviewing those tapes for re-doing the February minutes. Approved copies of March minutes will be available at our May meeting.

Treasurer's Report:

Shirla discussed several issues with a CPA, David Dunn. (1) Possibly amending our budget. (2) Also clarification of what and how to do the carry over of our \$40,000 and (3) how we combine our Auxiliary funds with the rest of the district funds.

CPA's suggestion: With our \$40,000 going over to Colorado Trust, and that being "restricted funds" for major capital improvements (1) a new fire barn and/or (2) a new fire engine -- We can make a motion to restrict those funds and put it in the budget as "restricted major capital improvement funds." We do not need to specify which half is going to building or (whatever percentage) is going to equipment. We leave it in a bulk sum and use it, as we need it. On our budget items, where it says "beginning fund balance," we would have two lines (1) Would be carry over from our regular

checking account, which would be a beginning fund balance and (2) The Colorado Trust beginning fund balance, would be listed as “restricted funds.”

Then, under expenditures, and – all the way down – under capital improvement funds, it would be “major capital improvements restricted funds.” We won’t have to specify which fund, until we use them. The reason we want them “restricted funds,” is so when we apply for grants – either for a fire barn or for equipment – we are eligible for grants. (Unspecified) Monies left in an account -- not showing they are restricted (could be used for other things – not shown as “restricted”) – CLFPD can be denied the grant. The other part, in terms of incorporating the Auxiliary into the District funds, as the Board did early last fall, there are complications doing this.

Mr. Dunn does think we should have two separate funds – two separate checking accounts – that we currently have. The funds should be separate, avoiding mixing public tax funds with non-taxable funds. If these funds were mixed the Board would have to oversee every auxiliary fund raising event. The Auxiliary can present an annual statement to the Board each year about the funds they have raised, what they have spent them for – This will suffice (satisfy) any legal, or budgetary item (issues) that would come into question.

DISCUSSION: Previously, the lawyer said we needed to put Auxiliary funds into the District Budget. He said we needed to do it that way. According to the lawyer --We cannot have separate accounts.

Sherry Alexander, “right, now, as treasurer for that account, I would be happy to have that report for Board. Right now, we are doing as Mr. Dunn suggested. We do not need to do a yearly audit by doing it this way. We are creating a “paper trail” by doing it this way.

We do not have enough funds (Auxiliary) to require doing it the other way.”

DISCUSSION: How we can legally move Auxiliary money in and out of itemized accounts and track the flow of those funds? -- Based upon a conversation with a CPA, Dave Dunn. He suggested a one-time procedure, a written report, documenting the transfer of carry-over funds. Wait until fiscal year 2011 and at that time do a one-time report providing a legal paper-work trail, separating our Auxiliary’s finances from our District’s finances. By doing this, we would not require an audit, listing individual items, as would be needed for individual motions modifying this year’s existing budget, accounting for each transaction.

We cannot have an “in and out” fund like we talked about at our last Board meeting.

Question: Should we not use our Fire Department credit card for purchases like the new refrigerator?

Answer: Do not use a Fire Department credit card for things that are going to be reimbursed by the Auxiliary. Write a check with our Department’s checkbook for line items budgeted as “designated donations.” Using existing budgeted “designated donations,” the Auxiliary could write a check specifically for the refrigerator. That check would come in under “revenue” as a “designated donation.” In our expenses’ column we have a line item for “designated fund donation expenditure.”

DISCUSSION:

Question: Do we need guidelines to avoid 'tax free' problems for donations?

Answer: We already issue letters to donors qualifying their contributions as donations for a tax deduction when they contribute to our CLVFD fund raising account. Also, in the past, when funds have come into a fund-raising account, the donor also gets a letter for the "tax-exempt," non-profit (listed as) "fund raising account." This (process) actually decreases our District's tax liability by keeping a separate "fund raising account."

Suggestion: Wait until the fall budget. Do a one-time amendment on next year's budget.

MOTION: Sherry moved that (1) This motion supercedes any previous budget motion and (2) We make a one-time budget change, making the changes in the budget, at the end of the year to be reflected in the 2011 budget (the current line items remain the same).

Dan Defibaugh seconded the motion, which passed unanimously without any discussion.

Question: Can we make more money on the \$40,000 by transferring it to a savings account? **Answer:** No, the interest is too low.

Question: Does the existing checking account have a monthly service fee? **Answer:** We have no service fee.

DISCUSSION: Have rules that this carry over money not be spent on drinks or parties. No slush fund!

Chief Kelly: We will make a By-Law, or a rule and regulation, by formalizing that department members' vote on how the money is spent.

Fire Chief's Report: The Chief, Marian Kelly, Handed out a written report

See pages 6 & 7 for a copy of the Fire Chief's report.

(Secretary's note: The following notes, even if the subject is repeated in Chief Kelly's written report on pages 6 & 7, are included because these notes include discussions generated by Marian's verbal report. The discussion is not repeated in the Chief's written report.)

- (1) We have two safety issues. One -- chunks of snow and ice falling off the fire station roof and striking people going in and out of doors at the front of the building. Second issue -- formation of ice in front of the doors from roof-snowmelt.

DISCUSSION: Gutters and snow-breaks -- Install 'snow breaks' on the roof.

Suggestion: Install snow breaks on the roof and also install electric heat strips along the bottoms of the doors to prevent them freezing shut.

We have \$4500.00 "capital improvement funds" in the budget to use for these problems.

DISCUSSION: Install thermostatic strips to keep ice from forming, keep gutters free and doors from freezing shut.

Suggestion: Get contractor guarantee on installations.

Ray volunteered to check on these options. (Gutters, snow-breaks and heat strips)

Information: Our CLVFD's web page can be used for accessing personal e-mails. An E-mail address; districtboard@clvfd.org, can be used to write to the Board. Some one needs to check this mail address for any messages.

Marian can set up this site for member use.

- (2) Recently resigned Board members turned in their equipment. Chief Kelly thinks there is one piece of equipment, a pager that is out and should be returned.

Fire Wise: No report

Grants: No report

Unfinished Business: None

New Business:

Jeanette Williams, R&R Policy and Document Chair, requested the CLFPD advise her about the Policy & Document's revised Fire Pit and slash burning document. Jerry Valco, Crystal Lakes Road and Recreation Board Member, and Policy and Document Committee member, assisted by reviewing definitions of slash and the resulting issues for safety enforcement.

DISCUSSION: A lengthy and enthusiastic discussion about slash, legal/safe fires and reporting fires ensued.

Final business:

Jody Sandquist reported on water outages/frozen pipes.

Ray Williams announced our next CLFPB meeting: May 20, 2010 at 7: p. m.

Dan Defibaugh moved to adjourn, Second by Shirla Race.

Unanimous vote to adjourn (9:10 p.m.)

Minutes submitted by

Herb Cooper, CLFPDB Secretary

A copy of the Fire Chiefs report is attached as follows on pages 6 & 7.

Crystal Lakes Volunteer Fire Department

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

April 15, 2010
Fire Department Report

→ Department Activity since last board meeting:

- 4 medical calls
- 1 business meeting
- 2 department trainings
- 1 training with Red Feather (EMS)
- 2 off-site trainings (EMS trainings with Poudre Valley Hospital)

→ First Responders – Having been given permission at the March board meeting to do so, I have sent a letter to Dr. Janice Weixelman regarding our need for a physician advisor for the first responders. I have not yet received a reply and will pursue the matter.

→ Station Safety – The department has requested I contact the board regarding some alterations that need to be done to the fire station. We need to modify the roof to add something to break up snow before or as it slides off. We also need gutters or some other way to prevent runoff from freezing in front of the bay doors or running under the doors into the station. I would like to request that the board arrange to have gutters and snow-brakes installed for the safety of the department members.

→ Equipment – The department has supplied all department members with neoprene gloves for warmth and safety during ice rescue and winter operations. We have also ordered and received safety vests that meet NFPA standards.

→ SOGs – With the assistance of the officers and members of the department, I have started revamping the Standard Operating Guidelines of the department to reflect how we currently handle emergency calls. This will be an on-going, and most likely lengthy, process.

→ Bylaws – The Bylaws Committee will reconvene later this month or early next month to finalize an updated version of the Bylaws to present to the department. Once department members have had an opportunity to comment and a version of the document is approved by the membership, we will be presenting it to the Board for their approval. I assume at that point the Board will be taking up the question of what to rename the document.

→ Radio Communications – I would like to request that the board look into what costs would be associated with the Fire District arranging to have a private radio channel. If not now, then perhaps when the switch to narrow band comes in 2012 and more channels become available.

Currently, the fire department uses a public frequency for intra-department radio traffic. Anyone who has taken their radio to town knows it's the same frequency used by the fast food drive-throughs. This has sometimes caused problems, when people on walkies or the well-drillers in Wyoming are using the channel during an emergency. Often these people are unable to pick up our traffic, which makes it impossible to ask them to clear the line. As a matter of safety, and to better our communications, it makes sense to try to obtain a private channel. It may also be worth looking into whether or not the Crystal Lakes Associations would want to share such a channel to defray the costs. Association workers have the

same problems with public use of the frequency as the fire department, and unlike the public, they know to clear the line when the department is handling an emergency.

→ Fuel – The fire department currently buys its diesel from the Crystal Lakes Road & Recreation Association. This saves money and ensures that the fuel does not have an opportunity to get old or lose effectiveness. Our first-out vehicles are diesel, and it is now the fuel we use most often, which means the gas in our storage tank is getting old. Also, there are repairs that need to be made to the gas storage tank. Under the circumstances, it seems a more than reasonable to begin buying our gas from the Association as well. If the board approves this idea, a member of the board will need to request the Road & Recreation Board to expand this service to include gasoline as well as diesel.

Respectfully submitted,

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District Board Meeting Minutes

May 20, 2010

May 20, 2010 minutes:
File: "May2010minutes"

Ray Williams called the meeting called to order at 7:10 p.m.

In Attendance: Sherry Alexander; Herb Cooper; Dan Defibaugh; Marian Kelly; Shirla Race and Ray Williams

Absent: No absences

District Members in attendance: 13

Additions to and Approval of Agenda: Ray Williams moved Steve Robinson's presentation up from the President's Report to the first of this meeting as follows. Red Feather Fire Chief, Steve Robinson stated Red Feather has a total mil levy of 12.1 after two-step increases from their original mil levy. The first step was a 1.9 increase and then a 4.1 mil levy increase for the second step. Also, they had 12 years to prepare for their mil levy increase. Red Feather Fire Department has a history of successfully putting out large structure fires, and a 25-year history of management stability. Another selling point for increasing their mil levy was that Red Feather improved their ISO status to a 'Town Class 7' rating. Red Feather helped sell their mil levy increase based upon community usage of the conference room facility in their new \$300,000 'medium price range' fire station. Steve estimates we need about three years of records documentation to get an improved ISO-190, Town Class rating. Steve estimates, based upon about a 700 home count in Red Feather – the average savings from their improved ISO-190 rating was from 10 to 30% per home.

Steve recommends that we engage different facility user groups to help design a 'Five year plan,' (for a Town Class 8 rating) to help us prioritize our usage and equipment requirements.

Discussion: An election cost for a mil levy increase is about \$3,000.

MOTION: Ray Williams moved we form an ad-hock committee to develop a five-year-plan (including a mil levy increase). Dan seconded the motion, which passed unanimously.

Doug Race agreed to chair the ad-hock, mil-levy increase committee. Names for select committee members to be submitted to Ray or Doug.

Approval of minutes of Previous Meetings: No minutes approved.

Discussion: The Secretary should send copies of draft minutes to Board members at least a week in advance of the next Board meeting. Members have five days to respond for suggested minute corrections.

Board members agreed to read copies of minutes and get their corrections back to Herb within one week.

Approval of Bills and Appropriations: Moved into Treasurer's Report

President's Report: No report.

Secretary's Report: The Board members agreed to read the March, April and May copies of the minutes before the next meeting.

Treasurer's Report:

(Approval of Bills and Appropriations)

Shirla stated:

- (1) The District has no outstanding Bills
- (2) Checks have been issued to Chuck Glance and Ken May for their help with the Granite Ridge fire.
- (3) We received a dividend of \$56 from our insurance company.
- (4) We received a donation of \$190.29
- (5) We have spent \$1174 on contract services
- (6) The \$799 for our new refrigerator came out of the line item marked "Designated Donation."

Shirla stated we had \$5482 in monthly expenses and another \$337.99 more in legal expenses, but we still have \$3754.18 in unused election expenses. We are on track for the year with our expenses.

Fire Department Report: (One page, attached)

Dr. Weixelman will work with us as long as we keep our certification(s).

Firewise: Jody; Evacuation routes are sent out to new owners.

Grants: No report

Unfinished Business

By-Laws and Regulations: Board members have copies of our proposed, revised, by-laws for discussion at a work session. (Old by-laws, 10 pages. New by-laws, 4 pages.) Special meeting for by-laws set for June 8th at 7: p.m.

New Business

Gutters on Fire Barn: Ray called for three bid estimates. Ray only received a response from one company. At Ray's request, Jim Tiffin met with the bidder to review his proposal. Jim, in turn, explained the drawing, the materials and the total cost, \$3137.50, for the proposal submitted at our regular Board meeting.

Motion by Sherry Alexander: We specify the work for \$3137.50, and its completion deadline, September 30th. Dan Defibaugh seconded the motion, which passed unanimously.

Helen Bowlin (Craft Fair): Crafters will use the Water & Sewer Building this year. They have permission to use the Fire Station in case they have an overflow of craft spaces in the Water & Sewer building.

Mil Levy Increase: (Steve's presentation at the start of this meeting)

CLFPD Boundary: Ray explained our existing fire department response boundaries by use of a map.

Discussion: We reviewed the legal and taxable boundaries for our CLVFD and CLFPD

Comments by Board Members and Attending Public:

Discussion: about the sale of Fire truck, Engine 3, for scrap. Dan Defibaugh made the motion to sell Engine 3 for scrap. Shirla Race seconded the motion, which passed unanimously.

Report:

Jody Sandquist reported on an underground water leak into a broken (speculation) Fire Station sewer pipe. Ground water leaks into the broken sewer pipe. This water is draining into the up-flow digester. Dan Defibaugh knows a contractor who has a camera that may fit into the pipe for locating the break/leak.

Set or confirm next Board meeting date for June 17th at 7:00 p.m.

Dan Defibaugh moved to adjourn the meeting. Herb Cooper seconded the motion, which passed unanimously.

Adjournment: The meeting was adjourned at 9: p.m.

Minutes Submitted by
Herb Cooper
CLFPDB Secretary

Crystal Lakes Volunteer Fire Department

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

May 20, 2010
Fire Department Report

1. Department Activity since last board meeting:

- 3 medical calls
- 1 business meeting
- 2 department trainings
- 1 training with Red Feather (EMS)

2. First Responders – Update: Dr. Janice Weixelman has agreed to become our physician advisor for the first responders. She will not be charging for her services. I am working on getting the necessary paperwork in place. As far as I can tell, since no money will be changing hands, we will not need to enter into a contract. All we will need, for the Department of Fire Safety, is her statement in writing that she is acting as our physician advisor. Also, if we can work out a few logistical concerns, she will most likely approve our using oxygen.

3. SOGs – Update: With the assistance of the officers of the department, a new set of guidelines for initial emergency response have been laid out. This will be presented to the department members within the week.

4. Bylaws – Update: The Bylaws Committee has not reconvened yet, but will do so within the next two weeks. After the revised bylaws are presented to, and approved by, the members of the department, they will be presented to the board.

5. Grants – Kate Kelly is working on a FEMA Assistance to Firefighters Grant that closes later this month. We will be asking for funds to buy communications equipment, including narrow band radios, radios with headphones built into the fire apparatus, a repeater system, and a private frequency for department use.

6. Raffle – Members of the department will be taking a class, preparatory to getting a raffle license from the state. A quilt having been donated to the department by the Mountain Meadows Quilting Group, we've decided to explore our options regarding getting a raffle license, so we can make the best fund-raising use of the donation.

7. Road & Recreation Annual Meeting – As fire chief, I've been requested to give a 3-5 minute talk at the Road & Rec Annual Meeting. The requested subject is fire safety.

Respectfully submitted,

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District Board Meeting Minutes

June 17, 2010

CLFPD Board of Directors Meeting

June 17, 2010

The meeting was called to order at 7: P.M.

In Attendance: Sherry Alexander, Herb Cooper, Marian Kelly, Shirla Race and Ray Williams

Absent: Dan Defibaugh (Excused)

District Members in Attendance: 10

Additions to and Approval of Agenda: Purchase of blue Fire Department shirts was added to the agenda. Sherry Alexander moved to approve the agenda as modified. Shirla Race seconded the motion, which passed unanimously.

Approval of Minutes of Previous Meeting: Sherry Alexander moved we approve the April minutes as corrected; Shirla Race seconded the motion, which passed unanimously. Shirla Race moved we approve the May minutes. Seconded by Sherry Alexander, which passed unanimously.

President's Report: None

Secretary's Report: None

Treasurer's Report: Our current month's expenses are \$5,396.39. We have \$339 in donations. Our year to date building repair account is \$584, but we received a donation for the new refrigerator of \$799. This brings our 'building up-grade' account balance to \$1,383. (\$339. + 799.)

The bill for the sewer line repair is pending.

Shirla is negotiating with the lawyer over a double billing. She is waiting for the attorney to resubmit his May bill.

Sherry Alexander moved to approve the report. Herb Cooper seconded the motion, which passed unanimously.

Fire Department: (Written report attached) Marian Kelly also made the following verbal report in addition to her written report. Question: Since our bylaws are included in the District bylaws – do we need to change the name of our new bylaws to 'regulations'? Answer: We do not have to change the name of the CLVFD by-laws since they will become a part of our District Board Bylaws.

The CLVFD received congratulations. We have no accidents in the first quarter of 2010. Also, we have a plaque for no accidents in 2009. Bonner Peak Land Association sent a letter of thanks for the people we sent to help them with their fire.

Discussion: Chief Kelly has a directive stating, all fire department e-mails, direct communications between Board members, must be kept. Marian asked for a ruling for which e-mails must be kept.

Discussion:

- (1) Saved e-mails versus security issues of who is on or off the mountain.
- (2) E-mails between elected officials – is Marian a ‘quasi’ elected official? Does this mean she is considered a District Board Officer?
- (3) We need to review previous Board directives about this e-mail issue. We need to think about this and discuss in our next Board meeting.

Firewise: Jody reports the siren-test was held on the day of the R&R annual meeting. All the sirens are working.

We have changes and contradictions due to how Larimer County’s lot-addressing processes works different than how our process works. In Crystal Lakes all vacant lots, in the original plat of Crystal Lakes, have assigned addresses. However, Larimer County addressing does not give a lot an address until a building permit has been issued for that lot; consequently, we have contradicting and/or duplicate lot numbers with Larimer County’s lot number assignments.

Our ‘Cross-Reference’ directory needs to be correlated with the County so that Fire-Wise has the same addresses as Larimer County for each lot. Jody is working with Larimer County to resolve these differences

Jim Tiffin reports, we have not heard back from Garmin about making map corrections for our area in their system. Jim is following up with Garmin about their corrections

Grants: No report

UNFINISHED BUSINESS

Bylaws and Regulations

First Reading of Amended District Bylaws has been sent out. Discussion about corrections followed. Shirla Race made a motion to accept draft Bylaws as corrected. Sherry Alexander seconded the motion, which passed unanimously.

Gutter installation Report: The gutters are installed for the contract price. Discussion: Workers left loose screws on the ground that could damage vehicle tires. Doug Blunt used a magnet to pick up those screws in front of the fire station.

Sewer Line Replacement Report: The sewer line is old, unknown condition, so we had the whole sewer line replaced. There were multiple breaks in the old line. During the excavation of the old sewer line the phone line was broken. The phone service technician will test the line on Monday. It will be determined who pays for the repair. We may swap our old fire engine for the repair work cost (\$1200) with the excavator.

NEW BUSINESS

Helen Bowlin will purchase matching blue-denim fire department shirts. We will pass around an order-sheet so we can get new shirts.

We need to spend last year's fund raising money since we are getting new funds for this year. We have a grant for 'department-personnel' functions.

Discussion: Shall we make a new line item for 'personnel recognition and retention'?

We do not have a grant yet for 'Personnel Recruitment and Retention,' which we are hoping to get

Does this money come from District-Funds or from 'fund-raising'?

As the Board Desires – 0

Comments by attending public –

Set or Confirm next Board meeting date: July 15, 2010

Adjournment: The meeting was adjourned at 8: p. m.

Pension Board Meeting to Follow-

Crystal Lakes Volunteer Fire Department

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

June 17, 2010
Fire Department Report

1. Department Activity since last board meeting:
 - 1 business meeting
 - 2 department trainings
2. Bylaws – Update: The Bylaws Committee is scheduled to meet next week to complete work on the updated bylaws. After the revised bylaws are presented to, and approved by, the members of the department, they will be presented to the board.
3. Engine 3 – Update: We're required to have a title in order to sell the vehicle for scrap. We have been unable to find a title in the files and are taking steps to get a new one.
4. SCBAs – We had the SCBAs tested this week, the inspector certified six airpacks and condemned four bottles. The airpacks won't need to be tested again until 2013. We also have a number of bottles too far out of date to test, which we will need to dispose of.
5. Equipment – Members of the department are in the process of striping the backs of the vehicles to meet NFPA requirements.
6. Personnel – Two new members joined the department at the June business meeting. Ron and Ardie Yowell have not yet decided whether they will be firefighters or responding auxiliary.
7. Email – A resolution passed by the board before the election stated that all fire department emails are district communications and must be kept. I would like some guidance on exactly what emails are to be considered department or district business and what can be deleted.

Respectfully submitted,

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970)881-3521

Board of Directors

AGENDA FOR July 15, 2010

Wapiti Center

The meeting was called to order at 7:03 p.m.

In Attendance: Ray Williams, Sherry Alexander, Herb Cooper, Dan Defibaugh, Marian Kelly and Shirla Race

Absent: 0

District Members in attendance: 10

Additions to and Approval of Agenda: None. Sherry Alexander moved to approve the agenda. Herb Cooper seconded the motion, which passed unanimously.

Approval of Minutes of Previous Meeting: Sherry moved to approve the June Minutes. Herb seconded the motion, which passed unanimously.

President's Report: No report. Ray has items to be brought up under "New Business."

Secretary's Report: Herb passed out copies of the March and April minutes. He requests that Board Members review the revised and corrected March minutes. If you approve of the minutes, we will need a formal motion for your approval of these March Minutes.

Treasurer's Report: Shirla passed out copies of her monthly written reports. She reports issuing large checks for Bunker Gear, our third quarter insurance, and a check for fire fighting supplies. We have received a bill for the sewer line excavation.

Dan Defibaugh Moved to approve the Report. Sherry Alexander seconded the motion, which passed unanimously.

Doug Blunt turned in a \$490.82 check to the Auxiliary Treasurer for the sale of 1100 pounds of aluminum cans. The treasurer has entered this check into our Fund-Raising-Treasurer, account.

Fire Department Report: Chief Kelly passed out copies of the CLVFD's activity report. Included: her report about our verbal agreement to use the Landing Zone (L.Z.), - and that the CLFPD Board continue to pursue a written agreement for the L.Z- if the Board thinks a written agreement is necessary. She requests a copy of our 'Mutual Aid Agreement' with the Red Feather Lakes volunteer Fire Department for review of our commitments. Is this agreement between Departments or is it a Board Document? Chief Kelly also passed out copies of Larimer County's updated 'Wildfire Preparedness Plan' (our mutual aid agreement with the county) and asked for Board approval for her to sign the Plan.

Dan Defibaugh moved to give Marian approval to sign the plan. Herb Cooper seconded the motion, which passed unanimously.

Firewise: No report

Grants: No Report

UNFINISHED BUSINESS

Jane and Jim Tiffin will be on leave of absence for three months.

Marian Kelly will be on vacation from October 8th until October 18th.

Members of the Board are agreeable to having a sign-out log for persons accessing our corporate records.

Dan Defibaugh moved to rescind the resolution made by the previous Board in November concerning all our department e-mails being kept by the Fire Department (versus submitted to the state?). Herb Cooper seconded the motion, which passed unanimously.

Discussion: (1) Maintain a reasonable level of transparency for our e-mails as public record. (2) Storage of magnetic tapes? Resolution for consideration: "We resolve to destroy any magnetic-tapes/storage material used to transcribe meeting minutes after the meeting minutes are approved." Suggestion, keep the tapes for (at least) 3 months, even with a hard copy of the approved minutes. Ray moved that we keep tapes for six months before they are re-used. Dan Defibaugh seconded the motion, which passed unanimously.

By-Laws and Regulations: The Board heard the Second reading of our Amended District By-Laws. Sherry Alexander made a motion to approve the By-laws. Dan Defibaugh seconded the motion, which passed unanimously. **Discussion:** How to separate the functions and funds raised by Fund-raising, Auxiliary, and Special-Duty-Responders in the CLVFD department board bylaws for accounting and liability purposes. We need to set up an organization that is independent of our CLVFD and CLFPD Board for fund raising activities. **QUESTION:** If 'Special Responders' can participate in fund raising, can our CLVFD auxiliary-fundraisers be 'Special Responders'?

We need to take the ‘auxiliary-fun-raising’ category out of our bylaws so that fund-raising personnel are not, liability wise, lumped with ‘Responding-members’ of the fire department (in our bylaws).

Currently, we have three people who are classified as supporting fire department members. These people also volunteer for fund raising. They are also categorized as supporting auxiliary under our present bylaws/written policy.

NEW BUSINESS

Fire District Boundary: (Larimer County Wildland Fire Preparedness Plan) The boundaries on the map are not the correct service-plan boundaries. We need a motion to make our service-plan map boundaries correct before our acceptance into the Wildland Fire Preparedness Plan. Dan moved to accept the map boundaries as defined in the service plan. Shirla Race seconded the motion, which passed unanimously.

Information on Engine #3: The County’s Automobile Motor Vehicle Registration Office does not accept the Sheriff Department paper work for our legal title of Engine #3. We are working to get the title for resale of Engine #3. In addition, now we have to wait to get this vehicle inspected by the Colorado State Patrol in August. We need to search our paper work and find the title that Joan Rosecrans passed on to us when she retired. We even need a title before we can scrap Engine #3.

As the Board Desire: (1) Doug Blunt will be on medical leave. Marian Kelly will be on vacation in October; however, John Lang will be available to fill in for Marian Kelly. (2)

Do we want to make a new and separate record/log for work done on our Fire Station? – No – the records already exist as invoices and checks/check numbers in our other department files. DOLA and Larimer County already get copies of all our transactions.

Comments by Attending Public: Thanks to our July 4th volunteers. The ‘kids’ had a lot of fun!

Set or confirm next Board meeting date: August 19, 2010

Adjournment: 8:45 p.m.

Submitted by

Herb Cooper

Secretary CLFPD

Crystal Lakes Volunteer Fire Department

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

July 15, 2010

Fire Department Report

1. Department Activity since last board meeting:

- 1 business meeting
- 2 department trainings
- 3 medical calls
- 2 smoke/fire reports with no emergency found (1 mutual aid at Red Feather's request)
- 1 report of an "explosion" – no fire or evidence of explosion found

2. Equipment

- Vehicles have now been striped to meet NFPA requirements.
- Tender 1 is experiencing problems with the air brakes. We are in the process of getting that fixed, but will need to take it to be repaired before we can put it back in service.

3. Landing Zone – We currently have a verbal agreement with Carlan Hanks, who owns the airstrip. It has been suggested that we ought to have a written agreement that touches on liability.

4. Mutual Aid Agreements

- Red Feather Lakes Volunteer Fire Department – I've been asked by members of our department to look into the exact wording of our mutual aid agreement with Red Feather Lakes VFD.
- Larimer County Wildfire Preparedness Plan – Larimer County is updating their mutual aid agreement with all fire departments and fire protection districts in the county. This document needs to be signed by the chief and returned.

5. Personnel

- Cameron Sagert, who joined the department recently as a firefighter, is taking a job out of our district, and will most likely be unable to remain with the department.
- Three members of the department, two responding and one firefighter, will be on leaves of absence for three months: Jim and Jane Tiffin, and Doug Blunt.
- I will be on vacation from October 8th through the 18th.

6. Email – Following up on last month's questions regarding a resolution passed by the board before the election stating that all fire department emails are district communications and must be kept. This discussion was tabled last month until this month's meeting.

7. Audio tapes from previous meetings – I have the recordings made of the October 26, 2009 meeting, which I was given to make copies of. I would like to hand them into board keeping.

8. Bylaws – Update: The Bylaws Committee had revised bylaws ready for department approval, but the officers were informed by Doug & Shirla Race that there may be considerations we haven't taken into account regarding the organization of the department. The officers are requesting direction from the board before proceeding further with the department Bylaws.

Respectfully submitted,

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department

CLFPD Board
File: "August 2010"

(970)881-3521

Board of Directors

AGENDA FOR 08/19/2010

Wapiti Center– 7:00 P.M.

Meeting called to order at 7: p. m.

In Attendance: Sherry Alexander, Herb Cooper, Marian Kelly, Shirla Race and Ray Williams

Absent: Dan Defibaugh (excused)

District Members in attendance: 4

Additions to and Approval of Agenda: as follows. Under 'New Business': (1) Ownership of tables for when we divide our volunteer department. (2) Use of the new 'Bunker Room' versus the Rummage sale for fund raising. (3) The equipment and operating pressure the County uses for flushing debris out our culverts.

Shirla Race moved to accept the agenda. Sherry Alexander seconded the motion, which passed unanimously.

Approval of Minutes of Previous Meeting(s): Herb asked to review corrections, specific items, in the July minutes. Sherry Alexander moved to accept the minutes. Shirla Race seconded the motion, which passed unanimously

President's Report: Ray Williams passed out copies of the service plan map to help explain the adjusted boundaries for our service plan. We, the Board, accept the adjusted map for our service plan. Ray will notify Diane Webber, the Larimer County Sheriff's Office Communications manager, that this map has the accepted boundaries for our service plan agreement.

Secretary's Report: Herb Cooper reported his changes to the July minutes according to the corrections returned by the Board Members. Also, that he has passed out copies of the March minutes for Board review and approval.

Treasurer's Report: Shirla Race reports we paid \$6,000 for our pension fund. She also issued checks for another \$882.77 for our monthly expenses.

Sherry Alexander moved to accept the Treasurer's report. Herb Cooper seconded the motion, which passed unanimously.

Shirla Race requests that the Board Members look at the first draft budget for next year so we can discuss our 2011 budget at our October 2010 meeting. If we do not separate the "Fund Raising" account Shirla will have to add one or two line items to the proposed budget. Sherry Alexander pointed out that a regularly scheduled meeting of December 16, 2010 does not meet the budget deadline requirement for approval before December 15, 2010; therefore we must do our October review so we can approve the budget at our November meeting.

Shirla will be on vacation in September. Shirla will give Sherry Alexander her key so that Sherry can write checks to pay our expenses in Shirla's absence. We will have no Treasurer's report in September.

Miscellaneous: We have a copy of attorney, Dino Ross's service contract for his charges, but we do not have a copy of attorney, Dick Lyon's service contract for comparison.

Discussion & Question: (1) Will Mr. Ross separate his charges for our election expenses from our legal expenses? (2) Collins, Cockerel and Cole is the name of another legal firm that we can investigate for another Board attorney. (3) We have not found the required VIN number for Engine #3 so we can trade Engine #3 with Allen Sagert for his work excavating and repairing our sewer line. We have asked Deputy Faucet for his help locating the VIN verification paper work so we can complete the trade of services for equipment with Allen Sagert. Allen Sagert wants to pick up the truck; however, we will not release it to him until we have the required paper work/VIN number.

Fire Department Report (1) Someone has placed two picnic tables at the end of the airstrip in the Landing Zone (2) Discussion of the how we will get our oxygen tanks filled by Red Feather Fire Department once we are set up to use oxygen. (3) Dr. Weixelman will send a letter to the Division of Fire Department Safety that she is our physician advisor for the use of medical oxygen.

(4) We have a new room set up for our radio equipment. Next, we need more room, and a file cabinet, for our Department Records. After a year these records can be moved upstairs for our district records. (5) Discussion: About our fire department using our fire equipment and personnel to flush out the culverts for Crystal Lake property owners who request this service. Jody reports about 20 requests to date for this service. (6) CLVFD is invited to join the Longmont Fire Department's "Muster" activities, but Marian Kelly reports we cannot afford to do this. (7) We have received a certificate for no injuries against our Workers Compensation insurance policy. (8) Marian Kelly offered to distribute copies of a letter of the Loveland Fire District's, questions and concerns about both our departments' Mutual Aid agreements with the County. Marian Kelly thinks this is not a timely issue since we have already signed our agreement with the County.

Firewise: No report

Grants: No report

UNFINISHED BUSINESS: (None)

NEW BUSINESS

As the Board Desires:

(1) Discussion: What are the Board Member thoughts about using the new bunker room for next years Rummage Sale? (2) Discussion: Who owns the white tables – and – who is permitted to use these tables? General agreement: regardless of who has legal ownership of the tables, we should only let them out to members of the Fire Department. This must be determined when the new department bylaws/regulations for splitting the Department into Responders and 'Friends of the Fire Department' (proposed name for fund raising) takes place. (3) Reminder: Board members need to have their responses to next years proposed budget ready for discussion in time for our October meeting.

Department By-Laws and Regulations: Work on hold until CLVFD and District Board, legal and audit, issues are resolved

Comments by Attending Public: (1) The Community Fund is asking for bake sale items for the Labor Day activities. In addition to the bake sale items, the Community Fund will be selling hot coffee and burritos. (2) The Fire Department will be selling water and soft drinks as well as logos at the Labor Day event. (3) Jody reports we have a new Emergency Action Plan for Crystal Lakes. (4) Allen Sagert has a 'tub-grinder' that we can hire for shredding material in the Slash Pile. We want to shred the slash material rather than close the slash pile until we can burn it. The slash pile will be closed temporarily for the shredding operations.

Set or confirm next Board meeting date: September 16, 2010.

Adjournment: Shirla Race moved to adjourn the meeting. Herb Cooper seconded the motion, which passed unanimously.

Pension Board Meeting to Follow our October 21st Board Meeting

Submitted by

Herb Cooper

Secretary CLFPD

Crystal Lakes Volunteer Fire Department

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

August 17, 2010
Fire Department Report

1. Department Activity since last board meeting:

- 1 business meeting
- 2 department trainings
- 1 EMS training with Red Feather
- 3 medical calls
- 2 smoke/fire reports with no emergency found
- 1 smoke report that led us to an unauthorized slash burn
- 1 false alarm

2. Landing Zone – John Lang and Mike Schrodt improved the “parking” area for ambulances and equipment on the airstrip.

3. First Responders – Our agreement with Janice Weixelman is finalized – she will act as our physician advisor and is approving our use of oxygen. I am in the process of getting that set up through Red Feather Vol. Fire Dept, who are willing to assist us in getting our oxygen tanks refilled as they’re used.

4. Fire Station – The new department office area and equipment room downstairs are coming along nicely, thanks largely to Harold Alexander’s efforts. We now have a computer and radio downstairs, which should make communications during calls more effective. We are working on transferring equipment from the upstairs room downstairs, disposing of items in a poor or dangerous condition as we go.

4. Culverts – A community service project has been suggested regarding using our fire equipment to clear out driveway culverts in the Association. There may be many property owners who are unable to clean out their own culverts, and this could be either a free service or one for which the fire department charges. The department officers are requesting direction from the board about whether this is something we want to undertake, and whether there are liability issues involved that must be considered.

Respectfully submitted,

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department

File: "septminutes"

(970)881-3521

Board of Directors

MINUTES FOR 09/16/2010

In Attendance Ray Williams, Sherry Alexander, Herb Cooper and Dan Defibaugh

Absent: Shirla Race (excused)

District Members in attendance: 6

Additions to and Approval of Agenda: Sherry Alexander added a proposal to the agenda for office cleaning services. Sherry Alexander moved to accept the modified agenda and Dan Defibaugh seconded the motion, which passed unanimously.

Approval of Minutes of Previous Meeting(s): Sherry Alexander moved to accept the August minutes and Dan Defibaugh seconded the motion, which passed unanimously.

President's Report: No report.

Secretary's Report: Herb Cooper reported the completion of a separate listing of past months' motions to be filed in a "Motion Notebook."

Treasurer's Report: No report. Shirla Race was excused. Sherry Alexander did review and explain next year's proposed budget. Shirla will review the proposed budget with us as needed during our October meeting.

Fire Department Report: Marian Kelly passed out copies of the Fire Department chief's report.

Firewise: Jody Sandquist requested that Crystal Lake residents, and visitors, not drive their vehicles on the dry grasses (off road).

Grants: No report.

UNFINISHED BUSINESS: None

NEW BUSINESS

As the Board Desires:

New Web Service: Ray Williams reported that the new proposed web site would cost \$60.00 per month with the new web service provider, Bryon Fessler. Marian will work with Bryon to get the service we specify. Ray asked for Board approval of this fee for our new web service. Ray Williams moved to approve this service/fee. Dan Defibaugh seconded the motion, which passed unanimously.

Office cleaning services: Sherry Alexander asked for Board approval for an additional \$10.00 per month increase to the existing cleaning service provider that will clean the upstairs and downstairs radio room in the Fire Station Building. Sherry moved to approve the motion. Dan Defibaugh seconded the motion, which passed unanimously.

Internet Access: George Deaton and Harold Alexander are working to extend the Crystal Lakes Association's Internet signal to reach the fire station, so fire department members can access the Internet from the fire station.

Comments by Attending Public: None

Set or confirm next Board meeting date: October 21, 2010

Adjournment: Herb Cooper moved to adjourn. Dan Defibaugh seconded the motion, which passed unanimously.

Minutes submitted by
Herb Cooper
Secretary, CLFPD Board

Crystal Lakes Volunteer Fire Department

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

September 16, 2010
Fire Department Report

1. Department Activity since last board meeting:

- 1 business meeting
- 2 department trainings
- 4 medical calls
- 3 smoke/fire reports for unsafe campfires (large fire, unattended fire, fire during fire ban)
- 1 smoke report traced to fire in fireplace
- 1 emergency call for carbon monoxide warning in house

2. Report on Larimer Fire Council Meeting – LFC Meeting was Thursday, September 9th at the Loveland Fire Training Center.

- Fire chiefs were updated on the Larimer County Open Burn Permit system and training courses various departments and/or the Forest Service would be running in the near future.
- Larimer County Emergency Services reported that the Forest Service is now charging for mutual aid activities for any incident more than two miles from Forest Service boundaries.
- Regarding the Larimer County Wildfire Preparedness Plan (mutual aid agreement) – Livermore and Loveland fire departments have had difficulty in making a smooth hand-off of responsibilities to Larimer County Emergency Services, resulting in monetary charges to the originating departments. LCES is working on clearing up these problems so local fire departments do not end up responsible for large firefighting expenses). They are asking responding fire departments to issue clear and accurate fire size-up reports to 900 and specifically request the assistance of LCES if there appears to be any chance they will be needed (or if the fire appears likely to cross jurisdictional boundaries). Hand-off of a fire can happen at any time – LCES will act as a mutual aid agency until or unless asked to take over a fire – but having them on-scene makes it easier to effect a hand-off if it is required.

3. Report on fire bans/restrictions

- Crystal Lakes Road & Recreation Association posted a fire ban on September 7th at the recommendation of the fire chief and safety officer. The question of how long to maintain this fire ban will be taken up at this Saturday's board meeting. Unless we get a surprise rainfall tonight or tomorrow, I will be recommending that the Association keep its fire ban in place. Conditions are still very dry and our fire danger level is wavering between very high and extreme.
- Larimer County posted fire restrictions on September 14th. Open fires, including smoking outside, are forbidden, but contained fires are still permitted. Larimer County defines contained fires as "those in camp stoves and grills using gas or pressurized liquid or those in permanently constructed, stationary, metal or masonry fireplaces such as those fireplaces located in campgrounds and masonry or metal fire pits."

Respectfully submitted,

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970)881-3521

Board of Directors

Minutes For October 21, 2010
Wapiti Center– 7:00 P.M.

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

Absent: (excused) 0

District Members in attendance: 8

Agenda: Add Doug Race's "prescription meds" report to agenda. Sherry Alexander moved to accept the amended agenda. Shirla Race seconded the motion, which passed unanimously.

Approval of Minutes of Previous Meeting(s): Dan Defibaugh moved to accept the September 19, 2010 Board minutes as corrected. Sherry Alexander seconded the motion, which passed unanimously.

President's Report: Ray Williams reported: (1) The date for the CLVFD Christmas Part will be December 5th. (2) The CLFPD vehicle insurance with VFIS is up to date.

Secretary's Report: Herb Cooper reported he is transcribing the CD recordings of previous Board meeting into a written format.

Treasurer's Report: Shirla Race reported: (1) The CLFPD Board has a policy for checks over \$1,000 which requires two signatures. (2) She received a refund for a service charge on a check written to Verizon by mistake.

Discussion: The Board discussed the requirement for a Designated Donations' line item in the budget and accounting to correspond to the line items for expenditures.

After the Board reviewed the CLFPD 2011 Budget: two additions were suggested as follows; add two line items for Expenditures (1) Grants and (2) Designated Donations.

Dan Defibaugh made the motion to accept the Treasurer's Report.

The motion was seconded by Sherry Alexander, which passed unanimously.

Fire Department Report: Marian Kelly provided copies of her Fire Department Report to all Board members. Report is attached to these minutes. Bob Nauroth and Lon Lang are taking leaves of absence.

Firewise: Jody Sandquist, CLVFD Safety Officer reports Crystal Lakes has a Fire Chief, not a Fire Marshall. Herb Cooper moved that Ray Williams consult with our attorney, Dick Lyons, about having, or needing, a Crystal Lakes Fire Marshall, Shirla Race seconded the motion, which passed unanimously.

Also, Crystal Lakes has missing street signs that will be replaced.

Grants: No Report

UNFINISHED BUSINESS

National Fire Incident Reporting System (NFIRS) – Jeanette Williams reports: (1) The CLVFD is in compliance, with this system. (2) Jeanette wants to attend a free two-day class in Pueblo on NFIRS. She encourages anyone else interested to attend also. Any charges for this class; food, lodging and gas, is covered under our budget line expense of “training”. (3) There are also web-based software providers that charge for web long-on to input NFIRS data. Jeanette will find out what the costs are for this service and report back to the Board about those expenses.

On-line CLFPD Reporting: Jeanette reported the District is equipped for electronic filling with the DLG.

501(c) (3) Organizing Committee Report: Jeanette reported the committee has decided to file non-profit and tax exempt paperwork as a corporation and not an association. The 501 (c) (3) application is on schedule and in process. In the interim and before the “change over” of the CLVFD fund raising activities to the new organization (Name Suggestion “ Friends of the Fire Department”) the new organization will not be able to accept donations on a “tax deductible basis”. The name of this new organization needs to be more community based and not associated with any specific group or VFD. However, no more than two members of the new organization Board will be members of the CLFPD or the CLVFD so they can have the Board and Department’s interest in mind. All members of the CLVFD can be members of the new fund-raising organization.

NEW BUSINESS

As the Board Desires: The CLVFD volunteer will have new denim shirts. (1) CLVFD volunteers need to turn in their service pins at our next department business meeting so these pins can be redistributed/recycled to the volunteers for their correct years of service.

(2) The CLFPD Board wants to consult with its attorney about who is liable for containment and liability costs in the event the slash pile burn causes damages.

Discussion, comments and questions: (a) does the Board get the same answers about liability from its attorney as from its insurance provider? (b) Ray will call the SDA first to be guided by their response to know where to go for legal advice about liability and costs responsibilities for any problems that results from burning the slash pile. What attorney does the Board use for consulting to get a timely answer? Herb Cooper moved that Ray Williams consult our present attorney, Dick Lyons, about who is liable for containment and liability costs. Shirla Race seconded the motion, which passes unanimously.

(3) Harold Alexander wants to know what the CLFPD Board is going to do about internet service as the Fire Station. The Board responded that George Deaton is trying to get a stronger signal for the Crystal Lakes Association office so the Fire Station can access their existing internet service. The Association’s DSL internet network is not secure due to the number of users already on the network. The existing DSL line will not be fast enough due to the amount of traffic already on this network. What expense is the District willing to pay for a secure and adequately fast internet service – and does the District

need it right now? Do our present department's service users, at \$50 per month (\$600 per year) need to get another internet service?

(4) Present web site, minutes as posted, for February and March of this year – were they approved or not? If not approved – should these minutes be posted? These minute to be reviewed – if not acceptable, the Board can change them as needed.

(5) Get collected boot-money and/or checks in the correct account and sent the contributions to the two Boulder volunteer fire departments.

(6) Stop calling our Fire Station the “fire barn”.

(7) Get and sign a card for Mary Duncan

(8) Discussion/clarification: What web site information is available to the public versus what information should be secured/not available? (“ PDF” format or not – for our “incident reports”.)

Doug Race reports: accessing the FPPA website, Department personnel can access the “FPPA” prescription program and use the program; however, this program cannot be used in addition to or in lieu of the individual's personal insurance.

Comments by Attending Public: Discussion about extending improved internet, DSL service, to our Fire Station.

Set or confirm next Board meeting date: November 18, 2010 at 7pm

Adjournment: Sherry Alexander moved to adjourn the meeting at 9:07 pm. Herb Cooper seconded, the motion passed unanimously.

Submitted by
Herb Cooper
Secretary CLFPD

(Note: Reformatted to a Word Document, CLFPD Letterhead added, Agenda title changed to Minutes and revisions made by temporary Recording Secretary Jeanette Williams, authorized by the CLFPD Board members June 2, 1011)

Crystal Lakes Volunteer Fire Department

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

October 20, 2010
Fire Department Report

1. Department Activity since last board meeting:

- 1 business meeting
- 2 department trainings
- 3 medical calls
- 1 false alarm
- 2 smoke reports (one tracked to a fire in a fireplace; one, a smoky haze, possibly coming from the Cow Creek fire)
- 1 fire in approved pit during the fire ban, extinguished by department members
- 1 incident in the lake – those who fell in were recovered and removed from area before department members could arrive

2. Report on fire bans/restrictions

- Crystal Lakes Road & Recreation Association's fire ban has been extended until the next Association Board meeting.
- Larimer County fire restrictions are still in effect. The restrictions are slated to continue until November 1st. Open fires, including smoking outside, are forbidden, but contained fires are still permitted. Larimer County defines contained fires as "those in camp stoves and grills using gas or pressurized liquid or those in permanently constructed, stationary, metal or masonry fireplaces such as those fireplaces located in campgrounds and masonry or metal fire pits."

3. Personnel

- Four members who were on leave have returned: Kate Kelly, Doug Blunt, Jim & Jane Tiffin
- Two members will be going on leave: John Lang and Bob Nauroth

4. Department Rules & Regulations – The dept Rules & Regulations document, previously called the Bylaws, has been sent out to all department members. They will vote on it at the November business meeting, and if it is accepted, it will be brought to the board for their approval at the November board meeting.

5. Slash pile

As chief, I wish to bring up concerns about continuing with the slash burn after this year. The size of the slash pile has more than doubled over last year's burn, and there is every reason to believe it will continue to grow larger every year. This presents an increasing hazard both during the slash burn and throughout the year (all it would take is a lightning strike or a careless match or cigarette). The liability if the burn were to get away from us is huge – our mutual aid agreement with Larimer County states that expenses to contain an escaped prescribed fire (which this is) are the responsibility of the "initiating agency." This may mean Crystal Lakes Fire Protection District, or it would mean Crystal Lakes Road & Recreation Association, which hires the fire department to conduct the burn. I recommend that the fire board take steps to determine who would be held liable and then take that into account when deciding whether the fire department will continue to take part in this burn in future and/or whether or not the fire department can afford to allow the burn to take place at all.

Respectfully submitted,

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970)881-3521

Board of Directors

Minutes For November 18, 2010
Wapiti Center– 7:00 P.M.

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

Absent: (excused) 0

District Members in attendance: 7

Agenda: Add Jeanette Williams and Ardie Yowell's report on the NFIRS class in Pueblo. Harold Alexander asked the Board to stay after the meeting for pictures. Dan Defibaugh moved to accept the amended agenda. Herb Cooper seconded the motion, which passed unanimously.

Approval of Minutes of Previous Meeting(s): Herb Cooper presented the corrected minutes from the October 21, 2010 Board meeting. Dan Defibaugh moved to accept the September 19, 2010 Board minutes as corrected. Sherry Alexander seconded the motion, which passed unanimously.

President's Report: Ray Williams talked with the SDA about the District's liability for burning the CLR&RA's slash pile. The SDA could not help. Ray passed out copies of his faxes from the District's attorney, Dick Lyons. Ray and Marian agreed to sit down and work on the agreement document before Ray asks the District Board and the two CL Association Boards to sign the agreement.

Discussion: (1) The amended/corrected agreement needs to go back to the District attorney after modifications and before the three Boards are asked to sign the agreement. (2) One attendee voiced opinion/question about the uncertainties of lawyer's spin on liability versus 'Criminal Negligence' and/or gross deviation? (3) Marian Kelly thinks she may be the target of any legal actions resulting from the slash burn situation, if the Fire Department does not burn the slash pile but the Association makes an agreement to allow another company to do so; she knows of no alternative under the present circumstances. (5) Suggestions: If the District doesn't have the agreement signed by all three Board – we will not proceed with the burn. (6) Ray Williams will send our amended agreement back to our attorney for his adjustments before submitting this slash burn agreement draft to the Boards.

Secretary's Report: None

Treasurer's Report: Shirla Race corrected her Treasurer's report for the District's current expenditures, year-to-date.

Dan Defibaugh moved to accept the Treasurer's Report.

The motion was seconded by Herb Cooper, which passed unanimously.

Fire Department Report: Marian Kelly provided copies of her Fire Department Report to all Board members. Report is attached to these minutes.

Firewise: No Firewise report. Jody Sandquist, CLVFD Safety Officer reported that the CLW&SA and CLR&RA Boards will be discussing our slash pile situation at their meeting November 20, 2011. The Front Range Found Table team has reported they have about \$200,000 in grants for area beetle mitigation.

Grants: No Report

UNFINISHED BUSINESS

Unfinished Business: None

NEW BUSINESS

As the Board Desires:

501(c) (3) Jeanette Williams reported the organizing committee is still working on the organizations nonprofit corporation and tax exempt status. (1) The selected name for the nonprofit corporation will be Crystal Lakes Fire, Information, Resource, Education and Safety Corporation. The committee has created the aka name/logo "CL FIRES". (2) This committee has established an interim Board of Directors of four that will transition to a five member Board. (3) The organizing committee needs approval by the CLFPD Board to use the Fire Department address for the official corporation mailing address before it obtains the Employee Identification Number or EIN. Then this Board can get their official bank account. (4) The organizing Board has retained an attorney to review the Articles of Incorporation, Bylaws, and the 1023 Tax Exempt Application form from the IRS. (5) The organizing Board has received a request for membership from Dan Defibaugh as the organization's first member. (6) Committees will be created for fund raising events and grant review and applications.

Sherry Alexander moved we approve the use of our Fire Station address at 237 Blackfoot Road as the address for the new CL FIRES address. Shirla Race seconded the motion, which passes unanimously.

Sherry Alexander also moved to transfer the existing Fund Raising accounts information to "CL FIRES" for the purpose of creating a nonprofit organization, leaving a legal paper trail for opening accounts during the transition from our old organization to the new CL FIES organization. Dan Defibaugh seconded the motion, which passed unanimously.

Discussion: (1) The CLVFD needs to make the motion to transfer the existing fund from the Auxiliary Fund Raising account to the 501(c) (3).

NFIRS Training: Jeanette Williams and Ardie Yowell reported the following on their NFIRS training in Pueblo. (1) Many attendees were there to find out about applying for grants. (2) The CLVFD has the ability to publish the department's incident data on the NFIRS website. Janice Weixelman would be able to have access to that web site to ensure complete and accurate medical information. (3) Accuracy and completeness are important to enter the Department incidents into NFIRS. Jeanette and Ardie will be reviewing the incident reports and run sheets for accuracy and completeness. (4) NFIRS

reviews all incident reporting to determine equipment requirements and national traffic and fire safety information.

Comments by Attending Public: None

Set or confirm next Board meeting date: December 16, 2010 at 7pm

Adjournment: Motion was made to adjourn the meeting at 9 pm. Motion was seconded, the motion passed unanimously.

Submitted by
Herb Cooper
Secretary CLFPD

(Note: Reformatted to a Word Document, CLFPD Letterhead added, Agenda title changed to Minutes and revisions made by temporary Recording Secretary Jeanette Williams, authorized by the CLFPD Board members June 2, 1011)

Crystal Lakes Volunteer Fire Department

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

November 18, 2010
Fire Department Report

1. Department Activity since last board meeting:

- 1 business meeting
- 2 department trainings
- 2 EMS trainings – one with Red Feather Lakes VFD. Two First Responders also attended the Northern Colorado Emergency & Trauma Care Symposium.
- 1 medical call

2. Report on fire bans/restrictions

- Crystal Lakes Road & Recreation Association's fire ban was extended until November 20th, when it will be considered again.
- Larimer County fire restrictions have been lifted.

3. Department Rules & Regulations – The dept Rules & Regulations document, previously called the Bylaws, has been approved by the department members. As there are some changes which still need to be made, we will hold off on presenting the new Rules & Regulations to the board for approval until after the amendments have been made and approved. This should happen at the January department business meeting, after which the approved Rules & Regulations will be forwarded to all board members for their consideration.

4. Website & Public Documents – It's my understanding that the following documents should be publicly available: fire board bylaws, fire district budget. If this is correct, could the people who have the most recent computer files of these documents forward them to our webmaster? Also, I feel that the department Rules & Regulations document should also be publicly available, and would like permission to have that posted on the website as well.

5. Equipment – Doug Blunt has arranged to have the tires on Squad 1 replaced. The best deal he could find totals approximately \$730 for all four tires.

6. Slash burn – At the request of the Board President, I have begun work on draft guidelines for burning the slash pile. Once completed, this document will be brought to the membership of the department to ensure we haven't forgotten anything, then submitted to the board for approval.

7. Report on Engine 3 – Alan Sagert is working with Deputy Earl Fawcett to get the VIN verification done so we can hand over the vehicle and title to him. He will contact me if he needs further fire department assistance in this matter.

8. Report on Department Election of Officers – The election will be held at the December department business meeting. Nominations were held at the November business meeting with the following results:

- Chief – Marian Kelly
- Assistant Chief – John Lang
- Assistant Chief – Doug Blunt
- Traffic Control Officer – Kate Kelly
- Secretary – Helen Bowlin

There will be an opportunity at the December meeting for any last minute nominations to be made. If there are none, this slate will become a white ballot as there are no contested races.

Respectfully submitted,

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department

Crystal Lakes Fire Protection District

(970)881-3521

Board of Directors

Minutes For December 16, 2010
Wapiti Center– 7:00 P.M.

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

Absent: (excused) 0

District Members in attendance: 7

Guests: Jerry Ward (Ins Co Name)

Agenda: Sherry Alexander moved to accept the agenda as presented. Dan Defibaugh seconded the motion, which passed unanimously.

Approval of Minutes of Previous Meeting(s): Herb Cooper presented the minutes from the November 18, 2010 Board meeting for corrections, additions and approval. Shirla Race moved to approve the November 18, 2010 Board minutes as corrected. Dan Defibaugh seconded the motion, which passed unanimously.

President's Report: Ray Williams asked Jerry Ward, our insurance agent, to discuss the different elements and costs of our renewal packet for the District's insurance policy. Discussion: (1) Drop the coverage for the Department's GMC – mini Pumper and keep a written record of our transactions to see this vehicle (2) Keep a roster which includes the Special Duty Responders and District Board members. (3) Jerry Ward also presented the different features of our insurance policy. Ray reported that he called Crystal Lakes property owners, Don and Patty Wakins, who want to get involved with our department's activities. As a result of this contact, there is a fifth member on the ad-hoc fire station committee.

Secretary's Report: None

Treasurer's Report: Shirla Race handed out copies of her report and explained individual line item. The District has gone over budget on four line items, but still has enough money to cover expenses. Money has been transferred to the Capital Improvement reserve account. The District has completed its DOLA and SDA transparency requirements by posting the 2011 Transparency Notice in the Fort Collins' Coloradoan paper. Sherry Alexander moved to accept the treasurer's report. Dan Defibaugh seconded the motion, which passed unanimously.

Fire Department Report: Marian Kelly provided copies of her Fire Department Report to all Board members. Report is attached to these minutes. (1) Department election results. (2) Title transfer for Brush 1 from Larimer County to the District. The department needs to make sure all equipment titles are in the CLFPD's name. Sherry Alexander moved to allow Ray Williams to do the paper work to get the title for Brush 1

from Larimer County to the District possession. Shirla Race seconded the motion, which passed unanimously.

Firewise: Jody Sandquist, CLVFD Safety Officer reported that the Front Range Round Table team and CLR&RA Greenbelt Management Committee are working together to apply for grants for equipment. (2) Ten BioChar Kilns will be available for the Associations use to help process the slash pile – at no expense – assuming the Associations sign an contract with BioChar for use of the kilns. will be discussing our slash pile situation at their meeting November 20, 2011. Since these burners do not use open fire/flame – they can be operated independent of fire bans.

Grants: Marian reported that CLVFD has submitted a grant application for communications equipment and wild land fire equipment and training.

UNFINISHED BUSINESS

Unfinished Business: None

NEW BUSINESS

As the Board Desires: (1) The Board has approved the cleaning of the Fire Department office. (2) Does the District have the signed agreements from the Association Boards to be presented to the District’s attorney? The answer was not yet. (3) Sherry Alexander requested if the quotes from the District’s attorney had been received? The answer was no. (3) What are the names the attorneys the Board will review to possibly retain.

Comments by Attending Public: The District needs to put install ‘dry hydrants’ back on Board agenda. Discussion: How does the district move ahead with the dry hydrant project? Does the District need to obtain specification and bids for construction? The answer was yes these are required so that this work can be budgeted. The CLVFD needs other sources for water than the Association large volume fill during the winter when lakes and streams are frozen over.

Set or confirm next Board meeting date: January 20, 2011 at 7pm

Adjournment: Sherry Alexander moved to adjourn the meeting at 8:43 pm. Dan Defibaubh seconded the motion, which passed unanimously.

Submitted by
Herb Cooper
Secretary CLFPD

(Note: Reformatted to a Word Document, CLFPD Letterhead added, Agenda title changed to Minutes and revisions made by temporary Recording Secretary Jeanette Williams, authorized by the CLFPD Board members June 2, 1011)

Crystal Lakes Volunteer Fire Department

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

December 16, 2010
Fire Department Report

1. Department Activity since last board meeting:

- 1 business meeting
- 1 department training
- 1 Christmas party, enjoyed by all – Thank you!

2. Report on Department Election of Officers – The election held at the December department business meeting yielded the following results:

Chief – Marian Kelly
Assistant Chief – John Lang
Assistant Chief – Doug Blunt

The following positions were filled by election of the members and approval of the chief:

Traffic Control Officer – Kate Kelly
Secretary – Helen Bowlin
Training Officer – Doug Race

The following position was filled by appointment of the chief: Safety Officer – Jody Sandquist

3. Department Rules & Regulations – The first reading of proposed changes to the new Rules & Regulations document was made at the December business meeting. If approved at the January business meeting, the Rules & Regulations will be forwarded to all board members for their consideration and approval.

4. Slash Burn Guidelines – Guidelines for burning the slash pile have been completed and forwarded to all board members. These have been approved by the department officers and are the guidelines the department must follow if burning the slash pile.

5. Report on Engine 3 – No update. Alan Sagert still has the vehicle and I have not been contacted by either him or Deputy Earl Fawcett regarding the VIN paperwork.

6. Brush 1 problem – According to Larimer County Property Management, the DMV still shows that Larimer County is the title-holder for this vehicle.

Respectfully submitted,

Marian Kelly
Fire Chief
Crystal Lakes Volunteer Fire Department