

CLVFD BUSINESS MEETING  
FEB. 3, 2017

The meeting was called to order by Chief Mark Rode at 6:05 pm.

Jim K. moved that the minutes be approved as written. Jody S seconded the motion, which passed.

Jim K. passed the truck maintenance sign-up and check lists around. All trucks were assigned.

PERSONNEL Marian Kelly reported on the backordered jackets. Kathy V received hers. Marian also thanked the members of the department for the gifts she received at the annual Christmas Dinner.

Jody Randal and Steve Dirmeyer expressed interest in becoming firefighters. Mark R and Jim K will meet with them to discuss this option.

Jim K suggested that PVH ambulance personnel and Larimer Dispatchers be invited to the open house for the finished station.

Marian K will send the Pictometry maps login to Mark R and Shirla R. so they can look at them for future use.

Steve and Ann Dirmeyer are donating \$4938 to the fire department for purchase of equipment to set up the new station office. They have arranged to make the donation through CL FIRES. Many thanks were extended for their generosity.

Kathy V put together a Powerpoint recap of the department's 2016 statistics. Jim K presented this very informative and interesting report. It will be posted on the department web site.

Kathy V has obtained a web mail account where all run sheets can be sent. She has revised the run sheet form and incident report form also. She will email instructions for their use to all members of the department. The email address is [clvfdrunreports@gmail.com](mailto:clvfdrunreports@gmail.com). The subject line should be the incident number or date. The policy on archiving these and other documents needs to be established.

Kathy V has created a spreadsheet to keep track of all the hours volunteered by department members that are not currently being recorded as meetings, trainings, or incidents. This spreadsheet is on the website and each member should enter their hours as they occur.

EQUIPMENT Pete V. has the metal cut and ready for installation into Brush 2. It was decided that a Glacier View Firefighter who has bid on the job would be hired to do the welding. Pete will arrange this.

A building walkthrough and work day needs to be established in preparation for the April 1<sup>st</sup> start date for revamping the station.

Shirla reported that the tender will be taken down to be fixed when the weather permits the safe removal of the tire chains. There has been too much bad weather to accomplish it yet.

Harold A has obtained the software to reprogram the truck radios. Jim K reported that Squad's radio resets itself when snow plowing becomes difficult. Pete V expressed an interest in learning to program radios, and will work with Harold on this.

COMMUNICATIONS Jim K reported that FEMA is moving their grant application dates up, so decisions on applications must be made soon.

The repeater antenna will be moved to the station during the remodel. Harold A will take our request for an antenna tower to the ACC committee for approval. The height of the antenna will be determined after Harold has discussed option with Radio Dave, Doug R, and the ACC committee.

TRAINING Jim K reported that the First Aid training will be the 9<sup>th</sup> from 2 to 5pm in the Wapiti Room. Marian will email the Med. Run sheet to those taking this training prior to the 9<sup>th</sup>. Marian also suggested that a joint training with Red Feather on their ambulance equipment is needed. The second training for the month will be a SLICERS review.

A training on SCBAs and the fire stick equipment is needed prior to the station remodel, as the compressor will be unavailable during the station remodel.

It was decided that trainings will be held starting at 2pm instead of 6pm through March.

SAFETY Jody S suggested that everyone do a self check on map and cross reference reading. She also reminded to everyone that they should wear non-slip devices like Yaktrax or Stableicers on their shoes during incidents.

CL FIRES Jody S reported that another check has arrived from King Soopers in the amount of \$291.50. This is a great fundraiser and we should encourage the use of the King Soopers card. Approximately \$1100 was received during 2016.

MISCELLANEOUS A check is being issued to obtain building permits for the station remodel. The construction start date is April 1<sup>st</sup>.

Shirla Race moved the meeting be adjourned at 8:24 pm. Jody Sandquist seconded the motion, which passed.

Respectfully submitted by  
Kate Kelly for Administrator Doug Race

**Crystal Lakes Fire Department  
Member Business Meeting Notes  
March 2, 2017**

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- Call to order

The meeting was called to order by Chief, Mark Rode at 1805.

- Attendance

There were 14 members in attendance.

- Minutes from previous meeting

The minutes from the previous meeting were approved as corrected. (Jody S/M Kelly)

- Personnel

Marian distributed hats and tee shirts from the Bowlins as a thank you to those who helped them move. She also handed out department jackets to members that did not receive them at the annual recognition dinner.

Mark Rode announced that Steve and Ann Dirmeyer, and Jody Randol have all agreed to train to be firefighters.

Jim added his congratulations to the new trainees, and then noted that we now are in need of recruiting some new SDRs.

- Equipment

Alex and Pete announced that Engine 2 modifications have been completed. The extrication equip is mounted. They also installed work lights in Engine 2s back bay. Additionally, a cone spike, a new suction hose cradle, and a storage shelf in one of the bays were installed on Tender 1, and new power relays have been installed on Brush 1. Brush 1 also got new grab bars and two carrier bins/cages. Additionally, the hose reel has been relocated and the trash pump is mounted in rear bed of Brush 1. Brush 1 also now has new tire chains.

Jim and Pete asked about installing wheels on the trash pump. Jim said he'd check with Mark Weeks to see what ideas he had. Pete will check some options also. Still need to do: Rearrange the top racks on Engine 2 to better store the ladders, and pre-connect and draft hoses.

Alex replaced the nozzle on unleaded gas pump. He will tighten it up to stem current leaks.

Jim asked that when refueling the apparatus, that members use the fuel in the portable gas/diesel containers first.

- Communications

Alex led a discussion about the base station radio and what we want/need to do with it during the station remodel project. Discussion regarding the new repeater tower ensued. Alex concluded with a listing of the new digital radios' capabilities and related new problems. There will be learning curves.

- Training

Jim announced the following dates for various trainings:

- Ice Rescue Training on 3/5. Still waiting for confirmation from PCVFD.
- CLVFD training on 3/3: SCBAs, Use of "hot" stick (high voltage wand).
- CLVFD training on 3/9: RFL ambulance orientation.
- CLVFD April trainings will be WUI. Jim is coordinating with RFL for a Saturday class with LCES from 9-noon. (Date to be confirmed) Another wildland refresher will be offered May 21 with PCVFD.
- The training calendar will be distributed to all members. Jim is looking for feedback/comments.

- Safety

Jody recognized the department's response to the recent MVA rollover. She had some comments and observations: Some folks wandered around in middle of the road. Members need to be careful on scene and remember where they are in relation to passing vehicles. In short, be careful.

Pete mentioned that we took the driver's word that she was the single occupant of the vehicle and that information such as number of occupants needs to be independently confirmed.

Jody reminded members to use the buddy system and look after each other. She also reminded members to remember to bring layers of clothing to stay warm on scene, and to call for someone to bring your gear if need be.

Pete observed that it would be a good idea to train on "small" and "simple" issues and items such as apparatus features and instrument locations, just to keep members from fumbling around on scene.

Marian announced that our med run sheet will be sent out for members' review. The sheet will also be reviewed with Red Feather's sheet when we review the RFL ambulance.

Jim mentioned that we need larger crampons for structure boots on Engine 2.

- Member Input

Pete said he would investigate the possibility of installing RV anti-freeze in the brush truck tanks to eliminate the need to drain them when we vacate the station for the remodel.

-- Firefighter --

No comments

-- SDR --

No comments

Community

No comments

- CL F.I.R.E.S.

Jody announced that the 2016 Amazon Smiles program and the King Soopers cards netted \$1,286 for the department. She and Marian encouraged members to continue taking advantage of these two programs that benefit the department.

- Miscellaneous

No comments

- Public Comments

No comments

- Adjournment

A motion was made and approved to adjourn the meeting at 1925. (Kathy/Jody R)

Respectfully Submitted:

Doug Race

CLVFD

Secretary/Admin Officer

**Crystal Lakes Fire Department**  
**Member Business Meeting Minutes**  
**April 6, 2017**

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1. Call to order

The meeting was called to order at 1802 by Chief, Mark Rode.

2. Attendance

The meeting was attended by 15 Department members.

3. Minutes from previous meeting

A motion made to approve the minutes from the previous meeting as submitted was approved. (Kubichek/Jody Randol)

4. Personnel

- There were not any personnel issues discussed.

5. Equipment

- Construction: Mark briefed attendees on the latest information regarding the station remodel project: The projected start date for construction is April 10<sup>th</sup>. A department workday to complete building clean-up is scheduled for April 7<sup>th</sup>. A chain link perimeter fence with access gates will be installed to secure the construction site. Inter-locking padlocks will provide required access. Construction is scheduled to continue through Sept 1<sup>st</sup>.
- Pete Visser and Harold Alexander (Alex) reviewed remaining apparatus issues that still need to be addressed. Two priorities are the PTO switch on Engine 2 and leaks from Tender 1. Alex will check the PTO switch. Shirla Race will schedule Tender 1 for repairs.
- Jim Kubichek will schedule Brush 1, Brush 2 and Squad 1 for their annual service.

6. Communications

- Alex has scheduled a meeting with RFLVFD to go over their radio/communications for mutual interest, capabilities, and inventory.
- Steve Dirmeyer announced that the Association wants our repeater moved out of the closet it's in now. They will house it downstairs. Alex volunteered to coordinate the move with notice to members who are available to help.
- Alex announced that we will need to purchase an 800 mgh antennae/base station. Larimer County is moving in that direction and we will need the 800 station to comply with their requirements. Jim stated that "Radio Dave" with Larimer County told him that grants may be available to help with the station's purchase.
- Alex announced that the radio antennae will need to be removed off the station and moved to his house for the duration of the remodel project.

7. Training

- Mark announced that in the future, outside trainings should be scheduled through the District Treasurer.
- Jim reviewed upcoming RFL training dates:

- April 8<sup>th</sup>: Wildland refresher at RFL, at 9 am. Members will meet at CL Station at 8:30 am.
- April 13<sup>th</sup>: Training moved to Glacier View VFD for structure attack and techniques for small/rural departments, 7-9pm.
- April 27<sup>th</sup>: Local WUI issues review, 2-4 pm.

## 8. Safety

- Jody Sandquist reiterated the following:
  - Need to watch out for slick roads, especially at Ottawa and the end of the air strip runway. Jim mentioned that maybe the Association could post a "dangerous corner" sign there.
  - Members need to be on the lookout for wildlife.
  - Accountability tags: Make sure you've got yours, and use them.
  - Safety at the station construction site: Take care, be aware. Possibly re-evaluate in June to see what arrangements are working.

## 9. Member Input

- Steve mentioned that on the last call, he and Anne Dirmeyer were not listed on the report from Larimer Co. (900). Marian Kelly explained that the run reports submitted by members take precedent over the County report when recording member responses to our calls.
- Kate Kelly stated that it would be helpful if members could get confirmation that run reports make it to the department email account. Kathy Visser reminded members to check the site after you send it. There was general discussion on the email account and how to use it.

-- Firefighter --

- A question was asked if there would be a fine levied for the Beaver Meadows illegal slash burn last month. Marian said she would ask the County as a follow-up.

-- SDR -

- No comments

--Community -

- No comments

## 10. CL F.I.R.E.S.

- Jody S announced that their annual membership drive is underway. Suggestions were made to post the program on Next Door, The View from CL, and the Department web page.

## 11. Miscellaneous

- Shirla: Miramonte (medical services) has increased its fees considerably for medical visits. Please use a clinic (King Soopers, Walmart) if possible. Concentra clinic may also be a possibility. Shirla will check into setting up an account at King Soopers for Department members and will check into other options.

12. Public Comments

- No Comments

13. Adjournment

- A motion was made and approved to adjourn the meeting at 1922.  
(Kate/Jody R)

Respectfully Submitted:

Doug Race  
Secretary/Admin Officer

**Crystal Lakes Fire Department**  
**Member Business Meeting Minutes**  
**May 4, 2017**

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1. Call to order

The meeting was called to order at 1807 by Chief, Mark Rode.

2. Attendance

The meeting was attended by 11 Department members.

3. Minutes from previous meeting

A motion made to approve the minutes from the previous meeting as submitted. (Kubichek/Jody Randol) The motion was approved.

4. Personnel

- Mark announced the schedule for upcoming events. He also encouraged members to promote recruiting efforts for the department.
- Doug Race has passed all required EMT tests. He now is a certified EMT.

5. Equipment

- Brush 1, Brush 2, and Squad 1 are all scheduled for routine maintenance at Becks during the month of May. Members were asked to help Jim shuttle the apparatus, as needed
- The chains and snow plow blade have been taken off Squad 1.
- Engine 2 will be scheduled for repairs to its pump actuator this month. Mark will coordinate.

6. Communications

- No comments

7. Training

- Jim Kubichek announced that Poudre Canyon VFD will hold its wildland review on Saturday, May 20<sup>th</sup>, from 9 am to 5 pm. This is a good program and is worth any member's effort to attend.
- Jim reviewed the upcoming CLVFD May training schedule, announced June topics, and referenced the upcoming 4<sup>th</sup> of July activities the department traditionally runs and supports.

8. Safety

- Jody Sandquist reiterated the following:
  - Members need to set up their wildland gear. Remember to replenish fresh water, snacks, and cotton clothing.
  - Jody also reminded members that the season for wildlife activity is upon us. Members need to remember protocols when dealing with deer, elk, antelope, bears, and all other animals natural to the Crystal Lakes area.

9. Member Input

- Mark announced that the Association office is ready to make badges for CLVFD members. Mark will verify final arrangements, including a backdrop. Members are requested to wear a department tee shirt when having their badge picture taken.
  - Firefighter –
- No comments.
  - SDR -
- No comments

10. Community

- The group discussed posting signs for the summer seminar subjects— property mitigation, evacuation information, and insurance issues.
- It was mentioned that the CWPP book needs to be updated.

11. CL F.I.R.E.S.

- Jody S announced that CLFIRES will meet May 24<sup>th</sup>. July 4<sup>th</sup> plans will be the prime topic.
- Members are reminded and encouraged to use King Soopers and Amazon Smiles cards when making purchases.
- CLFIRES is always in need of new members. Department members were reminded of the services CLFIRES provides and that no fire department experience is necessary to become a member of CLFIRES.

12. Miscellaneous

- Members were reminded that department apparatus will have to be moved from the Water and Sewer building on May 26<sup>th</sup> to accommodate the annual Water and Sewer Association meeting.
- The “thank you” banner that will be posted on the station remodel perimeter fence will be picked up and hung next week.

13. Public Comments

- No Comments

14. Adjournment

- A motion was made and approved to adjourn the meeting at 1930. (J Randol/P Visser)

Respectfully Submitted:

Doug Race  
Secretary/Admin Officer

**Crystal Lakes Fire Department**  
**Business Meeting Notes**  
**August 3, 2017**

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1. Call to order
  - The meeting was called to order at 1804 hrs by Chief, Mark Rode.
2. Attendance
  - The meeting was attended by 13 members.
3. Minutes from previous meeting
  - A motion was made to accept the minutes from the July 7, 2017 meeting, as submitted. The motion was approved. (Jo Randol/P Visser)
4. Personnel
  - The PPE jackets that were ordered have arrived and will be distributed.
  - Members were asked to sign cards for Mary Duncan, Ray Williams, and Shirla Race.
5. Equipment
  - Apparatus: Jim Kubichek announced that the Department was not awarded funding for the grant to purchase a new WUI/brush truck. Jim said he felt the next Department need would be to plan replacing Engine 2.
  - Grant money will fund getting 4 more wildland hose packs.
  - Brush 2 tires to be installed 8/5
  - Engine 2 switch: Northside Towing is still trying to procure the correct pump switch for Engine 2. Members were assured that the current switch will work, but that care must be exercised when engaging the pump.
  - Apparatus exhaust: Harold Alexander (Alex) discussed exhaust modifications that will have to be made to install flanges that will utilize the station's new exhaust system.
  - The new antenna for the east end of the station is in. Alex has assembled it and has discussed installation with the station construction superintendent.
  - Alex is beginning construction on a new desk for the station's downstairs office.
  - Members discussed the station's general construction status and coming developments. The new date for completion is mid-September, with substantial completion August 31<sup>st</sup>. Jim Kubichek asked if Sept 14<sup>th</sup> is a legitimate for an SCBA training date. The consensus was that there are too many variables at this time to be certain. The group discussed air sources and line installation for both the new SCBA compressor, and the new station line compressor.
  - Alex announced that the battery back-up for the repeater, the p.a. amp, and speakers for the two bays have all been ordered and have arrived. The speakers will have to be tested to see if they will need to be upgraded.
  - Brush 1 plumbing conversion: Alex will check with Larimer County maintenance to see if they will make plumbing modifications to Brush 1 that will include a CAF system. Pete Visser asked if a muffler could be installed on Brush 1's pump. It's really loud.
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- Jim Kubichek stated that Brush 2 needs to be replaced on a priority basis. The USFS and State sometimes will park a Type 3 engine at a local, rural station for mutual use. He will check the possibilities.
- The group discussed radio headphone issues and Brush 1 radio peculiarities.

#### 6. Communications

- Pete Visser has been working with Alex to learn how to program radios and pagers. Pete is now in charge of pagers.
- The EMS frequency is terrible right now. Alex thinks there are some atmospheric issues. The firenet frequency seems to be a better option, for now, at least. Members discussed radio interference issues in general, and suggested sending a letter to Larimer County listing the various radio issues rural areas are facing. Mark Rode said he might be able to get other chiefs to sign on.
- Old light bars: Alex would like to put LED light bars Engine 2, Brush 1 and Brush 2, and LED lights for the rear of Engine 2. Members discussed putting LEDs on all apparatus, as this was a 2017 budget item. The group also discussed procuring LED lights for Department member POVs. Alex would like to replace all of those old lights, also. This will be a budget discussion item when that meeting is held.

#### 7. Training

- CLVFD and RFLVFD will hold a combined extrication training on Saturday, Aug 5<sup>th</sup>. Mark Rode announced that his firefighter friend from Louisville will be on hand to help provide tool usage instruction. Jim Kubichek outlined the day's program, which will include a barbeque lunch for attendees.
- Upcoming trainings: On August 10<sup>th</sup> at 0900, Mark Weeks will make a presentation covering RV fires. Glacier View VFD will host a PVREA demonstration, also on the 10<sup>th</sup>, at 1900. Six members said they will attend the Glacier view event. August 24<sup>th</sup> will feature a hybrid scenario and in-line drafting for Engine 2.

#### 8. Safety

- Jody Sandquist listed the following safety items:
  - Weather safety: Remember the 30-30 rule for lightening.
  - Be especially careful when driving in fog.
  - Tics are still out. Keep checking your arms, legs, head, and clothing after you've been outside.
  - Keep checking your speed when responding.
  - Be careful of wildlife and cattle on the roads—especially on 74E.

#### 9. Member Input

- Firefighter
  - Mark Weeks announced that he is now a Lifeline membership representative. The Department will now have its own membership code and will start receiving the \$10 rebate for new members that heretofore has been going to RFL.

- Mark Weeks asked about putting the Department name, and ultimately, firefighters' names, on the back of bunker gear jackets. He will follow-up.
  - Jim Kubichek asked about a washer/dryer for the new station. The group discussed possible issues, uses, and configurations. Current plans include stacking a washer and dryer in the new station utility room between the two bays.
  - SDR
    - No Input
  - Community
    - No Input
10. C.L.F.I.R.E.S.
- C.L.F.I.R.E.S. will hold its annual meeting on August 13<sup>th</sup> at 1300 hrs.
  - The yard sale will be held on the 19<sup>th</sup> in the lower Base Camp parking lot. All available members are asked to help as much as they can. Members will meet near the station at 0900 on the 18<sup>th</sup> to set up and accept donated items for sale.
11. Miscellaneous
- Jim Kubichek asked members if there was any interest in ordering Department sweatshirts. He will check for an order.
  - Doug Race read from a certificate he made that announced the District's and Department's intent to dedicate the new station to Ray Williams.
  - Sharon Cooper and Jody and Judy Randol have yet to receive their red light vehicle stickers. Marian will follow-up—again.
12. Public comments
- None
13. Adjournment
- A motion was made to adjourn the meeting at 1948 hrs. The motion was approved. (Alex/P Visser)

The next membership business meeting will be held on September 7, 2017, at 1800 hrs in the Wapiti Room.

Respectfully Submitted:

Doug Race  
Secretary/Admin Officer

CLVFD Business Meeting 9/7/17

Present: Mark R, Mark W, Marian K, Kate K, Alex A, Jody S, Steve D, Sharon C, Shirla R, Marilyn D & Milo D, Kathy V, Pete V, Jim K, Jeanette W

Call to order 18:05

Minutes of previous meeting: Kate move to accept as submitted, Shirla seconded the motion. Motion passed unanimously.

Vehicles: Squad will be serviced for stalling and heater core. Mark W will develop spreadsheet to better track service history. Continue inspection for each vehicle not necessarily service each year.

Budget: Increase training budget. Sending more FF to Fire on the Plains. Expenses with burn trailer.

Christmas party is Dec. 16 at Fox Acres

Training times: Summer time of 9:00 has worked well. Continue through October. November will start trainings at 1:00. Goal will be to hold trainings at the station in the east bay (pulling apparatus out). Training for Sept. 14 will be cancelled.

Station Move-In: Station is ready but there are a few issues delaying move in (floor coating). Requests for items to fix/alter should be sent in email to Mark R rather than verbal request. A list will be prioritized and acted upon. A small working group will be formed to develop a prioritized action list for move-in. A discussion occurred related to the need for tracking inventory and control. Move-in planning group volunteers= Pete V, Jim K, Shirla R, Doug R, Mark W, Mark R. & Alex A. Team will make recommendations as to procedures, schedule, and items needed for purchase. First meeting will be Friday, Sept. 8, 9:30 at the station. Goal is to develop a list of things to do.

CL FIRES appreciation dinner Sept. 22. 5:00 in Community Center. Trucks will be washed also.

Station Dedication & Grand Opening- Sat. Sept. 23. 1-4. Open house (1-2), Dedication & Flag raising (2-2:45), Open house (3-4). A slide program will be developed to show station remodel process. Send email with ideas for dedication to Mark R. Dress is Department t-shirts, short or long sleeve. Working group to work out details of dedication: Jeanette W, Milo D, Marilyn D, Jody S, Sharon C.

Mark W & Doug R will be at IV training for two days this week and next week.

CLFIRES: Yard sale revenue \$1,294 with \$208 in expenses. As of Aug 15, Amazon Smile \$98. Fun Day expenses were \$2,937 with revenue of \$3,491. Memorial Day (2018) will be the next Rummage Sale. Mark W set up account with LifeLine (AirMed) so we get \$10 per new subscriber.

SAFETY: Be aware of smoke from fires. Respiratory threat. Get flu / Pneumonia shots. Get winter PPE ready and refresh water supplies in vehicles. For vaccinations, go to local provider rather than MiraMont and turn in bill to Shirla. Topic for discussion and action- establishing IC for all incidents.

Evacuation Training for Panhandle Reservoir: Jody in office Sept. 29 at 11:00 if any department members want to attend.

Adjourn 19:15

Minutes by JK

## CLVFD BUSINESS MEETING

October 5, 2017

The meeting was called to order by Chief Mark Rode at 6:02 pm.

Present – Mark Rode, Marian Kelly, Kate Kelly, Jim Kubichek, Jody Sandquist, Jody Randol, Milo David, Marilyn David, Steve Dirmeyer, Anne Dirmeyer, Harold Alexander, Sharon Cooper, Jeanette Williams

The minutes of the September meeting were approved as corrected by a motion made by Sharon Cooper and seconded by Jeanette Williams.

**MOVE REQUIREMENTS** – Before the meeting, Mark Rode emailed out a spreadsheet that listed the next steps to complete the move back into our remodeled station. He suggested that committees be formed to take on specific move projects. Some projects need only one person. A lot of work has already been accomplished. Notably, the downstairs office desk and shelves were made and installed by Harold (Alex) Alexander. Milo David and Alex have assembled and positioned the upstairs furniture.

**DOORSTEPS** to downstairs office and washroom need to be finished and marked to prevent accidents. Alex agreed to take on this project.

**VEHICLE** exhaust adapters. Mark Rode will make arrangements for Keith to work on fixing Support and we will take the other vehicles to Ken's Muffler. Marian and Kate Kelly volunteered to take vehicles to Ken's Muffler as needed.

**EQUIPMENT ROOM** needs to be configured and equipped with shelves. Equipment in the mobile storage unit needs to be moved into it. Marian Kelly, Kate Kelly, Harold Alexander, Jody Randol, Steve Dirmeyer, and Anne Dirmeyer will work on this task. Planning meeting to be held at 9:30 Sunday, Oct. 7<sup>th</sup> at the station. Mark suggested that some new shelving may be needed and should be purchased.

**OFFICE ROOM** downstairs needs more shelves, a map case, and other equipment. It was decided to call this room the COMM/IC room in the future. Jim Kubichek, Harold Alexander, Pete Visser, and Mark Rode will work on this. Mark Rode requested a white board to keep track of runs, ICs, and personnel, which need not be in the COMM/IC room.

**TRAINING AREAS** need to be established and equipped. Jim Kubichek, Doug Race, Jody Randol, Mark Weeks, and Mark Rode will take care of this.

**WASHROOM** area needs to be configured for CL F.I.R.E.S. and as a work area for repairing equipment and storing parts. Jeanette Williams, Marilyn David, Judy Randol, Jody Sandquist, Anne Dirmeyer, Pete Visser, Sharon Cooper, and Milo David will work on this project with input from Mark Rode.

BATHROOMS need additional storage. Marian Kelly and Kate Kelly will determine what is needed and will purchase and install the necessary storage units.

PARKING bumpers/stops are needed for the east bays and the Support bay. Mark Rode will look for these.

911 PHONE for outside of main entrance will be taken care of by Doug Race. This will be mounted on the outside wall and will only connect to 911.

TELEPHONES Harold Alexander has supplied the department with a used phone with 5 handsets. Marian Kelly will check on getting CenturyLink answering service set up.

ADAPTER for low pressure air tanks. Mark Rode will purchase the \$75 adapter, which will be labeled with large warning stickers to check maximum pressure on tanks before filling.

PARKING PAINT strips for the floor extending out on the aprons will be completed by Doug Race and Mark Rode.

FLAG AND LIGHT will be installed by Harold Alexander, Jim Kubichek, and Mark Rode when flag arrives. Light is here.

The COMPRESSOR for filling SCBA tanks will be moved to the center back of the East Bay by firefighter personnel.

FUEL TANK bollards will be extended by Mark Rode, Jim Kubichek, and Harold Alexander. Electrical line will be dug up before frost sets in, so it can be checked for the permit.

The above steps will forward the moving project a great deal. Mark Rode encouraged everyone to email him as further work needs become apparent. We are making progress, so don't get discouraged.

TRAINING – Jim Kubichek indicated that the October 12<sup>th</sup> training will be dedicated to blowing out the dry hydrants and the 26<sup>th</sup> training will be on using the new Thermal Imaging Camera. Trainings will be held from 9-12 am in October, moving to 1 pm in November. November and December will have only one training per month, which may include installing snow chains and a map exercise. RFL will be blowing out the Fox Acres Hydrants this Saturday, Oct 6<sup>th</sup>.

SAFETY – Jody Sandquist reminded everyone to dress warm for calls and request assistance when needed. Jody, Mark R, Harold Alexander, and Marian met with the Crystal Lakes Staff and went over the evacuation plans for Panhandle Dam emergencies. Jody extended thanks to all who worked on the Summer Workshops.

MISCELLANEOUS – Steve Dirmeyer discussed the possibility of both Red Feather and Crystal Lakes departments burning the slash pile in future years. Both pros and cons were discussed.

Jeanette Williams expressed gratitude for the rededication ceremony.

Mark Weeks mentioned the need to take pictures of department members and post them in the station.

Kate Kelly moved the meeting be adjourned at 8:14 pm. Alex Alexander seconded the motion, which passed.

Respectfully submitted by  
Kate Kelly for Doug Race, Administrator

**Crystal Lakes Fire Department  
Business Meeting Minutes  
November 2, 2017**

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1. Call to order
  - The meeting was called to order by Chief, Mark Rode, at 1810hrs.
2. Minutes from previous meeting
  - A motion was made by Jody Sandquist and seconded by Jim Kubichek to approve the minutes from the previous meeting (October). The motion was approved.
3. Attendance
  - There were 13 members in attendance at the meeting. Mark Weeks attended by phone.
4. Personnel
  - Chief, Mark Rode announced that November is the month when nominations for Department offices are made. The Department elects three officers (Chief and two Assistant Chiefs). All other positions are officially appointed, however tradition has held that the membership casts a confirming vote on those positions also. At the conclusion of the nominating process, a motion was made by Jody Randol, seconded by Kate Kelly to close the nominations. The motion was approved.

The resulting slate of officers that will be presented to the membership at the December meeting is as follows: Chief: Mark Rode (Nominated by Kate Kelly, Seconded by Jody Sandquist) Assistant Chiefs: Marian Kelly and Mark Weeks (Nominated by Jody Sandquist, Seconded by Jody Randol) SDR Coordinator, Kate Kelly (Nominated by Jody Sandquist, Seconded by Jody Randol) Training Officer: Jim Kubichek (Nominated by Jody Sandquist, Seconded by Jody Randol) Safety Officer: Jody Sandquist (Nominated by Shirla Race, Seconded by Jim Kubichek) Secretary/Admin Officer: Doug Race (Nominated by Jody Sandquist, Seconded by Kate Kelly)

5. Equipment
  - Generator – There was general discussion on when the Department should by a back-up generator for the station. Since the purchase will come from capital reserves, it really doesn't matter when the purchase is made. After discussing various circuitry, load requirements and installation issues, it was decided to table the issue until spring 2018.
  - PPE – Jim Kubichek led a discussion on the Department's PPE needs and requirements. The consensus was that at least two sets of structure—bunker—gear should be purchased. A set of extrication jackets/ jumpsuits should also be purchased. Motion: A motion was made by Jody Sandquist, seconded by Marian Kelly, to purchase two sets of bunker gear and three sets of extrication PPE. The motion was approved.
  - Helmets – Our structure helmets need to be replaced. Doug and Shirla Race have researched several types and styles. A discussion regarding types, styles, and Department requirements ensued. It was agreed to email to Department members examples of recommended helmets, and to order sample helmets, if possible, for members' review.

- Hose Rack - Mark Rode announced that a purchased hose drying rack was returned as a result of excessive shipping charges. As a result the Department still needs a hose rack.
- Hydraulic Hose.-.Anne Dirmeyer is continuing to work on modifying the hydraulic hose that charges the extrication equipment/tools.
- Saws-all – The group discussed the need to purchase a re-chargeable saws-all. The charging station could possibly be installed on Engine 2.
- Chain Saws – Brendon Hill led a discussion regarding the need to put a quality chain saw and 4-5 chains on each of the Department’s structure response apparatus. The saws should be standardized and include the “easy start” feature. Brendon will forward information to Doug Race, who will continue research and make a purchase recommendation.
- Kit for low angle rescue – Jody Randol inquired about the department’s purchase of a low angle rescue kit. The group responded that the kit still needs to be researched and purchased.
- Battery back-up for station computers and communications – Harold Alexander (“Alex”) announced that the Department needed to purchase an AGM battery to back up the station’s computers and communications. A motion was made by Doug Race, seconded by Jody Randol, to authorize “Alex” to purchase an AGM back up battery for ~\$250. The motion was approved. Alex will consult with Mark Weeks to facilitate the purchase.
- Vacuum switch for Engine 2 - Mark Rode briefed the group on the latest problems with the vacuum switch that engages the pump on Engine 2. The switch still malfunctions intermittently. As a result of this ongoing issue, the possibility of designing a mechanical engagement is being researched. The consensus was that this modification should be pursued. Also, the sirens on Engine 2 are not working. Alex will check on them.
- Brush 1:- Pete Visser took Brush 1 to get its exhaust retro-fitted to accommodate the station’s internal exhaust removal system. The modification is working as installed. Brush 2 will receive its modification shortly.

#### 6. Communications

- Pagers - Pete Visser asked if the Department could purchase a few more pagers. Alex will get with Pete. The purchase will have to be made by November 23<sup>rd</sup> to meet the current year’s budget expenses.
- Chargers for radios – Brendon Hill asked if there were any radio charger stations available. He will check with Alex.

#### 7. Training

- Jim Kubichek asked that members email him with training suggestions for the coming year. He also reminded members that trainings will be held at 1 pm beginning in November. Jim also asked members to bring Crystal Lakes maps and address cross-reference sheets to the next training.
- SDRs – Jim Kubichek reminded members to check with him for “how to get there” direction sheets if members need them.
- Jim Kubichek announced that:
  - There will be no training Nov 23<sup>rd</sup> and December 28<sup>th</sup> due to the holidays.
  - Poudre Canyon VFD will hold ice rescue training on Dec 2nd.
  - Radio Dave will attend training on December 14<sup>th</sup> to provide instruction on using the “800” radios.
  - Apparatus maintenance check clipboards are now mounted in the

west and east bays.

- Fuel spills of 25 gallons or more require notification of state agencies. Smaller spills do not require state notification.
- The November 28-29 propane tank training in the Boulder training center is full. A 2018 class is being planned but has not been announced.

#### 8. Safety

- Jody Sandquist announced that:

- The weather is changing, snow is on the way, and that the Department needs to keep an eye on chain requirements.
- Asked if it were possible to equip members with “quick clot” compresses to help stop severe bleeding. The compresses are available on Amazon. Brendon Hill told the group that tourniquets have become the standard for initial treatment of severe bleeding. The consensus was that all members need to carry a tourniquet.
- Sanitizing water is always an issue in the field. A method to explore is to put water-filled plastic bottles in the sun for 48 hrs. “Stay tuned.”

#### 9. Member Input

-- Firefighter

- Doug Race asked that the group discuss Incident Command (IC) situations that involve Crystal Lakes and Red Feather Lakes responses—particularly medical responses. There was general discussion on different scenarios. In short, Crystal Lakes members will serve as IC on scene in Crystal Lakes. However, Red Feather Lakes EMTs will assume responsibility for all medical procedures once the EMTs are on scene. Crystal Lakes members will not be required to document or report on specific procedures initiated by the RFL EMTs.

-- SDR

- No comments
- Community
- No comments

#### 10. CL F.I.R.E.S.

- No comments

#### 11. Miscellaneous

- Shirla Race announced that she has received the actuarial report from the firm that conducted the required audit of District/Department finance and budgetary processes and accounting documentation. The District/Department passed with flying colors, with no recommendations. Mark Rode thanked Shirla for her continued, conscientious efforts.
- Station Remodel:
  - The station identifying sign has been installed on the west end of the station.
  - Pete Visser and Jody Randol put up some cabinets in the restrooms. Additionally, Pete’s wash room remodel plan was accepted.
  - Training area – There was general discussion about the training area (east bay).
  - Tools – Brendon Hill announced that the Department should purchase new pike poles and Z-hooks. He will make some recommendations.
  - Big Screen TVs – Alex led a discussion to replace wall mounted maps with big screen TVs in the downstairs office and in the training

- area/room.
  - Alex stated that the Department needed to purchase a cabinet for the Department's communications equipment.
  - Jody Sandquist asked if the Department had purchased the additional set of PPE lockers as it had planned. The issue was acknowledged and a motion was made by Kate Kelly, seconded by Pete Visser, to purchase one "extra" set of PPE lockers to match those already in use.
  - Station Refrigerator – After a short discussion, this subject was tabled.
  - Sound proof barrier around the station's exhaust blower on mechanical mezzanine – Pete Visser reviewed plans he had developed to construct a sound barrier around the station's internal exhaust fan system. This may be a capital expense. Pete was encouraged to continue to pursue the project.
  - In-truck transmitters for in-station exhaust system – Alex announced that it would be a good idea to install in-truck transmitters that will operate the in-station exhaust system from the apparatus in addition to the existing control panel at the station's main entrance.
  - Christmas Party – Shirla Race announced the dates and times for the Department Christmas party, and the attendance figures she has reported to Fox Acres restaurant, where the party will be held.
12. Public comments
- No comments
13. Adjournment
- A motion was made by Shirla Race, seconded by Mark Weeks, to adjourn the meeting at 2108 hrs.

The next CLVFD business meeting will be held on December 7<sup>th</sup>, at 1800 hrs in the Wapiti Room.

Respectfully submitted:

Doug Race  
Secretary/Admin Officer