

**Crystal Lakes Fire Department
Business Meeting Minutes
January 3, 2019**

- Call to order:
 - The meeting was called to order by Chief, Mark Rode, at 1801 hrs.
 - Minutes from previous meeting (December)
 - A motion was made to approve the minutes from the previous meeting, as submitted. (Kubichek/K. Kelly) The motion was approved.

- Attendance:
 - There were 16 members in attendance. Assistant Chief, Mark Weeks, attended by phone.

- Personnel:
 - Chief Rode expressed thanks to all the EMRs for their work on scene. Reporting EMTs will continue to work on getting EMRs involved in scene response and patient assessments and care.
 - Chief Rode re-emphasized to all members that they should never enter a scene alone.
 - Assistant Chief, Marian Kelly, presented Evan Rau his department coat.
 - Responses: Evan Rau questioned how scene ICs should be established if two EMRs respond to an incident. Members then discussed IC establishment and EMR relationships with responding EMTs.
 - Beaver Meadows First Aid Station: Members discussed manning the newly established Beaver Meadows first aid station and activities related to the overwhelming crowds the tubing hills have experienced recently. Manning EMRs were interested in liabilities, insurances, response scenarios, refusals, and LZ locations.

- Equipment:
 - No discussion

- Communications:
 - No discussion

- Training:
 - Chief Rode announced that if any member is interested in department operations to let the officers know. Efforts will be made to feed interest areas. The treasurer/bookkeeping position was emphasized, since Shirla has announced she will be leaving that position at the end of her term on the CLFPD Board. Steve Dirmeyer stated that he would be interested in taking the treasurer's job if he is not re-elected to the Crystal Lakes Road and Recreation Board of Directors.
 - February Trainings: Apparatus teams will present their vehicles to the other department members.
 - Training Officer, Jim Kubichek, passed around the training schedule/calendar he has developed. Some co-department trainings will need to be coordinated with RFL.

- Fire on the Plains and local mini-academy information was announced.
- There will be a table-top evacuation briefing in March, with a scenario response exercise planned for June.

- Safety:
 - Safety Officer, Jody Sandquist, announced to members that, with cold weather upon us, it is important to layer clothing when responding to an incident. The group then discussed hypothermia, which onsets at 95 degrees, and discussed hypothermia symptoms and treatments. As always, members were reminded to keep hydrated and to eat regular meals.
 - Traction supplements for footwear was re-emphasized, as was covering exposed areas when outside (face, hands, neck, ears, etc.)

- Member Input:
 - Firefighter
 - None

 - SDR
 - None
 - Community
 - None
 - CL F.I.R.E.S.
 - None

- Miscellaneous
 - Grants: Jim updated members on all the grants he has submitted, the status of each, and which grants he anticipates submitting in the near future. Of interest were the environmental report requirements the department had to submit to continue the acquisition of the back-up generator the department was awarded by the Homeland Security grant. Jim will also assist RFL with applying for a state grant to purchase a new RFL ambulance.
 - Steve Dirmeyer announced that a member of Larimer County Staff wrote up a burn plan for the Slash Depot slash pile. Each burn has to be approved individually. Weather and ground conditions have to be met, and the piles have to be burned during the week.
 - Goals: Members were requested to submit at least one goal for 2019 before leaving the meeting.

- Public comments
 - None

- Adjournment
 - A motion was made to adjourn the meeting at 1909 hrs. (M. Kelly/S. Race) The motion was approved.

The next CLVFD business meeting will be held February 7th, at 1800 hrs, in the Wapiti room.

Respectfully Submitted:

Doug race

CLVFD

Secretary Admin Officer

**Crystal Lakes Fire Department
Business Meeting Minutes
February 7, 2019**

1. Call to order
 - The meeting was called to order at 1800 hrs by Chief, Mark Rode.
2. Minutes from previous meeting (January, 2019)
 - A motion was made to approve the minutes from the previous meeting, as submitted. (Alexander/Rau) The motion was approved.
3. Attendance
 - There were 15 Department members in attendance.
4. Personnel
 - Chief Rode issued a reminder to probationary members that the S130 and S190 courses need to be completed before a probationary member will be brought to full membership in the Department. There are no official department re-certification requirements, however, all members were encouraged to visit S130 and S190 sections for review. Course CDs and thumb drives are available.
 - Vaccinations: Chief Rode addressed the five vaccinations/tests that Department members are strongly encouraged to keep up-to-date. The five are: TB (Annually) Flu (Annually) Hepatitis B (20 yrs, virtually a one-time) DPT (10 years) MMR (one-time). The Department will cover the cost of the vaccinations/tests if a member's insurance does not.
5. Equipment
 - Engine 2: A department in North Carolina has expressed interest in purchasing Engine 2. A purchase price of \$28,000 has been agreed upon, pending an inspection by two of the North Carolina department's members. Doug Race and Alex will take Engine 2 down to Front Range Apparatus for the inspection on February 12th. The North Carolina department will present a cashier's check to complete the purchase, if all terms and conditions are agreeable.
 - Emergency Sirens: One of the Crystal Lakes emergency sirens is not working. A new radio for that siren will need to be purchased (by the Road and Recreation Board). Assistant Chief, Marian Kelly, discussed possible siren protocols for sounding various alarms. She will generate a document and email members for review.
 - Brush 1: Brush 1 was taken to Fort Collins to have a foam eductor installed and to get a front end alignment. An 8-10 day turnaround is expected.
 - Shore power installed on B1: With auxiliary/shore power installed on Brush 1, by consensus, the group agreed to have the same installed on Brush 2.
 - Squad 1: By consensus, the group agreed to have the exhaust on Squad 1 modified so it can utilize the station's in-house vent system. Also, Squad 1 needs an 800 radio.
 - AED batteries check: Jim Kubichek reminded members to make sure all batteries in the AED units are inserted correctly so the unit does not improperly report that it needs batteries.

- Cascade Compressor: Alex reminded members to leave the cascade compressor in stand-by mode, and to not turn the compressor off.
 - Saws-all: A cordless saws-all is now on board Engine 1. Alex will wire in the saw's charging system.
 - Pump B1: Alex announced that the pump on Brush 1 is fixed.
6. Communications
- Five-Year Plan: The Department/District five-year plan needs to be updated. Chief Rode explained the importance of maintaining a relevant five year plan. Any members interested in assisting with updating the current plan should contact Doug Race.
 - Radios: Assistant Chief, Marian Kelly, has written up protocols for use of the Department's pack set radios. Members were asked to review the document and comment as warranted.
7. Training
- Fire On The Plains: FOTP will be held in September, 2019, in LaJunta, CO. Members were asked to consider four members to attend.
 - Exterior Attack Academy: The exterior attack academy that was held at Glacier View VFD last year will be held again this year, possibly at Red Feather Lakes. Dates and times are still being arranged.
 - Trainings: Training Officer, Jim Kubichek, announced upcoming training dates and activities: Department vehicle inventories, presented by each of vehicles' inspection team; SCBA training; Beaver Meadows and Crystal Lakes base camp inspections on March 14th; PVREA joint RFL/CL high line presentation later in Spring.
 - Ice Training/Practical: Joint RFL/CL ice rescue training practicals will be held at 0900 in RFL on February 9th. All members are invited/encouraged to attend.
 - SOP for Backing Apparatus: Jim and Shirla will develop standardized signals and procedures for backing Department apparatus.
8. Safety
- Safety Officer, Jody Sandquist discussed the following: The dangers of being too hot in responding gear or even personal clothing. She reminded members to be aware of overheating—even in winter—and to keep drinking water.
9. Member Input
- Firefighter
 - No comments
 - SDR
 - No comments
 - Community
 - No comments
10. C.L.F.I.R.E.S.
- Jody Sandquist reminded members of the upcoming C.L.F.I.R.E.S. membership drive, and announced that the King Soopers and Amazon reward programs are on-going.
 - LifeLine Registrations: Marie Rode will assume membership application monitoring and the resulting Department reimbursements.
 - Shed/Storage: Steve Dirmeyer and Alex submitted a written report that detailed the research they had conducted regarding the storage structure the Department will install for C.L.F.I.R.E.S. In short, a 40 foot storage container placed behind (north of) the station is the only viable option.

Steve and member Brad Chiodo said they would paint and trim the container to match station colors. After discussion, the group consensus was to proceed with procuring and installing the 40 foot container.

11. Miscellaneous
 - Grants: Jim announced that the FEMA grant for seven sets of bunker gear is awaiting award, as is the Homeland Security grant that approved the Department's acquisition of a back-up generator for the station. He then reviewed several other grant applications he has been working on.
 - 9 Health Fair: This year's 9 Health Fair will be held on April 27th (Sat) at the Chapel in the Pines. Volunteer information is forthcoming.
 - Jim announced that the first sets of FEMA grant-funded turnout gear (separate from the DHS grant) should arrive within two weeks
12. Public comments
 - No comments
13. Adjournment
 - A motion was made to adjourn the meeting at 1906 hours. (Alexander/Kubichek) The motion was approved.

The next CLVFD Business Meeting will be held on Thursday, March, 7th, 2019, at 1800 hrs in the Wapiti Room.

Respectfully Submitted:

Doug Race
CLVFD
Secretary/Admin Officer

Crystal Lakes Fire Department
Business Meeting Minutes
May 2, 2019

- Call to order
 - Chief, Mark Rode, called the meeting to order at 1808 hrs.

- Minutes from previous meeting (April, 2018)
 - Minutes from the previous meeting were tabled to the next meeting

- Attendance
 - John Parker and Darlene Killpatrick made a presentation regarding the North 40 Alliance, an organization that fills in information gaps between Larimer County Emergency Management and Incident Command during emergency incidents. The group also provides event and post event assistance coordination. Their immediate goal is to establish an information "center", called a hub, in Crystal Lakes.
 - There were 19 members in attendance at the meeting. Assistant Chief, Mark Weeks, attended by phone.

- Personnel
 - No topics.

- Equipment
 - Remove Vehicle Chains: Vehicle chains will be removed sometime in mid-May.
 - Tender 1 may have a powertrain/software issue. Assistant Chief, Mark Weeks, will follow up.

- Communications
 - Pagers: Problems with department pagers continue. Tom Bongiovanni has reprogrammed and/or replaced member's pagers, but problems persist. Chief Rode explained some of the issues involved and announced that it is possible to re-aligning our pagers with the settings the county uses to send out pages. Chief Rode also mentioned that the PulsePoint smartphone app can be an effective notification source.

- Training
 - The switch to the 0900 start time will begin with the first training date in June. (13th)
 - First May Training: Finish up the wildland refresher.
 - Second May Training: Emergency evacuation tabletop.
 - First June Training: Practical exercise (dam breach). Members were requested to bring street cross references if they have one.
 - Burn Trailer: The burn trailer must be reserved in the Fall. As a result, there are no spots available this year. Training Officer, Jim Kubichek, will endeavor to get the department set up for next year.

- Safety
 - Chief Rode reminded members to be especially careful when dealing with incidents in areas where vehicular traffic is present. Members need to wear reflective vests and use illumination, to never turn their backs on approaching traffic, and to watch speed limits both when reporting to the station and during incident response.
 - Safety Officer, Jody Sandquist, stated that members shouldn't wear their traffic vests when responding to a fire. Nylon vests melt.
 - Road Safety: Repair and dust abatement work on CR73C is due, and members were reminded this causes slick conditions during snow melt season.
 - Members were reminded to hydrate, hydrate, hydrate, and to check and make sure they have plenty of snacks on hand.
 - Moose are calving. Members were reminded to be careful around cows and their calves and to keep an eye on pets.

- Member Input
 - Firefighter
 - No input.

 - SDR
 - No input.

 - Community
 - No input

- CL F.I.R.E.S.
 - Jody: Rewards cards now are used to participate in the King Soopers community reimbursement program. All members need to do is designate C.L.F.I.R.E.S. as the benefiting agency. Also, the Red Feather Trading Post is now a rewards supporter (Thank you, Marie Rode).
 - The flag pole that was purchased with C.L.F.I.R.E.S. funds will be delivered the week of May 6th. Installation will follow shortly thereafter.
 - Rummage Sale: The annual rummage sale will be held on Sunday, May 26th. Members are requested to report to the station at 0700 for set up. This is an all hands event. The sale runs from 0900-1500. Clean-up will follow immediately afterward, with a follow-up on Monday, if necessary. Additionally, members were asked to sign up to help receive and price donated items on the May 11th and May 18th collection days. The group discussed items that won't be accepted. Alex has made new, updated, signs. He also has made a photo cutout board.
 - The storage container that was purchased with C.L.F.I.R.E.S. funds is tentatively set to be delivered on May 10th, weather permitting. The old storage shed that the container will replace will probably be torn down.

- Miscellaneous
 - Chief Rode reviewed the schedule for May 25th: 0900: Flag raising at Base Camp, 0930: Breakfast sponsored by CLRRRA, 1030: Flag raising at Crystal Station, 1045-1130: Group pictures and Firehouse Sub pictures, 1130: Set up for rummage sale.

- Secretary/Admin Officer, Doug Race, updated members on the progress the 5-year Strategic Plan committee has made.
- Chief Rode announced the schedule of summer community seminar topics. An effort will be made to include RFL in some some fashion.
- Capacity Pack Test: A work capacity pack test for wildland red cards will be held on Tuesday, May 21st, in RFL. All members are invited.
- External Academy: The department is going to support the exterior attack academy that will be held in RFL in September as opposed to supporting the Fire on the Plains Academy that is being held on the same weekend in La Junta.
- Jim Kubichek reviewed recent grant awards the department has received.
- Chief Rode announced that the department web page needs to be updated. Any member interested in helping with that project should let him know.
- Backup Generator: Chief Rode announced that the back-up generator that the department was awarded via a FEMA grant has seen several delays. He will be attending a bid process meeting on May 4th. Delivery of the generator could be anywhere between June 30th and November of this year.
- The 911 phone, which had been malfunctioning, has been replaced.
- Chief Rode reminded members to report to the CLRRRA office to have their ID card pictures taken before all members' cards expire on June 30th of this year.
- - Public comments
 - No comments
 - Adjournment
 - A motion was made to adjourn the meeting at 2005 hrs. (S. Race/Kubichek)
The motion was approved.

The next CLVFD business meeting will be held on Thursday, June 6th, at 1800 hrs, in a Base Camp meeting room.

Respectfully Submitted:

Doug Race
CLVFD
Secretary/Admin Officer

Crystal Lakes Fire Department
Business Meeting Minutes
June 6, 2019

- Call to order
 - The meeting was called to order at 1800 hrs by Chief, Mark Rode.
- Minutes from previous meeting (May, 2019)
 - A motion was made to approve the minutes from the previous meeting, as submitted. (S. Dirmeyer/Alexander) The motion was approved.
- Attendance
 - There were 25 members in attendance.
- Personnel
 - Attendance Document: Chief Rode reviewed the department's "Activity Attendance Requirements" document that had been developed by the department officers during a separate meeting. The document identifies expected member compliance with certain performance, attendance, and training standards and participation in community-based events. The review included an introduction of a member "report card" that will inform members of their status with regard to those standards on a quarterly basis. Traffic Control Officer, Kate Kelly addressed training, incident responses, and participation in community events for SDRs.
- Equipment
 - There still seem to be occasional inconsistencies in the paging system used to alert members to incident responses. This issue will continue to be monitored.
 - "Radio Dave" will be scheduled to re-program the department's radios.
 - New LED emergency lights for POVs are available.
- Training
 - Beginning June 13th, department trainings will be scheduled for 0900 hrs. (from 1300 hrs)
 - The wildland fire work capacity test (pack test) date is still TBA.
 - External Academy: Members who wish to attend the external attack academy that will be held at RFLVFD in September will need to commit to both weekends the academy will be held.
 - Optional Trainings: Chief Rode explained the concept of the additional trainings the department holds during the summer months. By consensus, members agreed that the trainings will be scheduled for Mondays at 0900, beginning on June 10th.
 - Lifeline will host a training/orientation on their new helicopter in RFL at 1000 hrs on June 15th. All members are invited to attend.

- Tender I Issues: The power issues that plagued Tender I have been resolved. Members were encouraged to report issues with any apparatus to an officer so they can be dealt with in a timely manner.
- New Structure Gloves/Hoods: The department is ordering structure gloves that are flexible and breathable structure hoods.
- Flag Pole: Decisions on what light to purchase to illuminate the station's new flag pole were made.
- W&S Radios: The department will give four VHF radios to the Water and Sewer staff.
- Training Officer, Jim Kubichek, announced June trainings.
- Back-Up Generator Grant: The ongoing back-up generator saga continues. The awards are still being reviewed. Chief Rode, who has been shepherding the project, thinks the department has complied with all required data submissions, which includes a full station back-up. We are still looking for a pre-November first install date.
- Storage Container Work Day: A station/department workday is scheduled for June 12th, at 0900, to prepare the department storage container for painting.

- Safety
 - Safety Officer, Jody Sandquist announced the following:
 - June 13th boots on ground evacuation exercise.
 - It's getting warm. Make sure you have fresh water in your packs.
 - Remember that the speed limit is 20 mph. Watch your speed, bumps/trenches, and beware of wildlife and critters on the roads, and ticks on your person
 - It's warm in the day, but cool at night. Use sunscreen and dress appropriately.
 - Jim Kubichek warned members to watch out for loose gravel on the roads. It sprays and is bad for traction.

- Member Input
 - Firefighter
 - No additional comments
 - SDR
 - Community
 - No additional comments
 - No comments

- C.L.F.I.R.E.S.
 - Jody Sandquist, announced that the rummage sale generated \$3,131.69 in sales. Boot donations totaled a separate \$1,000.00. The overall total for the event was \$4,131.69. Chief Rode thanked all members for their support and participation.

- Miscellaneous
 - Henceforth, the station bathrooms will be unisex.
 - The 5-Year Strategic Plan committee has met several times and will suspend meetings until after the summer fire season.
 - SIC Update: The SIC committee has yet to meet regarding operations consolidation with RFL.

- Update Department Website
 - Anyone interested in helping update the department's website, please check with Assistant Chief, Marian Kelly.
- Incident Reporting: Assistant Chief, Marian Kelly, gave an update on the status of the department's incident reports.
- July Business Meeting: The July business meeting will be held on Wednesday, July 3rd, to avoid the Fourth of July holiday on Thursday. (Regular time and location)

- Public comments
 - None

- Adjournment
 - A motion was made to adjourn the meeting at 1944 hrs. (K. Kelly/Alexander) The motion was approved.

The next CLVFD business meeting will be held on Wednesday, July 3rd, at 1800 hrs, in the Community Center.

Respectfully Submitted:

Doug Race
CLVFD
Secretary/Admin Officer

Crystal Lakes Fire Department
Business Meeting Minutes
July 3, 2019

1. Call to order
 - The meeting was called to order by Chief, Mark Rode at 1800 hrs.
2. Minutes from previous meeting (June 10, 2018)
 - A motion was made to approve the minutes from the previous meeting, as submitted. (Alexander/Kubichek) The motion was approved.
3. Attendance
 - The meeting was attended by 24 members and one guest from RFLVFD/Thornton FD.
4. Personnel
 - No comments
5. Equipment
 - Siren Color: The group discussed whether to paint the siren mounted in front of the station's flag pole red or "department blue". The consensus was to paint the siren red.
 - Station Parking Spaces: The group discussed repositioning/restriping the parking spaces on the west end of the station to protect the flag pole and still maintain the required handicapped space.
6. Communications
 - Radio Traffic: Chief Rode announced that, in general, members are doing much better confirming communications during incidents. He encouraged all members to continue to work on issuing clear requests/instructions and repeats back to the initiator.
7. Training
 - Apparatus Back-up Signals: Department officers conducted a discussion that emphasized the importance of using the correct five hand signals to direct members when backing up apparatus. Spotters, which are required, need to make sure they are visible to drivers. Drivers were directed to stop backing up if they cannot see their spotter, and spotters were directed to re-position themselves to remain visible to drivers.
 - Length of Trainings: Henceforth, the length of trainings will be limited to 2.5-3 hrs during the summer months. This applies to both Thursday and "extra" Monday trainings.
 - External Attack Academy: Training Officer, Jim Kubichek, will be contacting members who might be interested in attending the external attack academy that will be held in September at RFL. Participating departments are limited to sending five members each.
8. Safety
 - Window Breaking and Seatbelt Cutting Tool: Safety Officer, Jody Sandquist, conducted a discussion on how to use the window breaking and seatbelt cutting tool most members carry. She also suggested that members carry one on their personal key rings.
9. Member Input
 - Firefighter
 - No Comments

SDR

- No Comments

Community

- No Comments

10. C.L.F.I.R.E.S.

- Fun Day – July 7th – and Related Activities
 - Assistant Chief, Mark Weeks and Jody Sandquist led a discussion that outlined the four-day schedule that encompasses Fourth of July Weekend activities in Crystal Lakes and Red Feather Lakes. Member involvement ranged from washing and decorating department apparatus to participating in parades and helping direct the “Fun Day” activities, to post activity clean-up and supply storage in the new storage container.

11. Miscellaneous

- Incident Reporting: The slowest element of the department’s incident reporting process is participating apparatus run sheets. Assistant Chief, Marian Kelly, clarified required reports for members who remain in stand-by status at the station during an incident—they are covered in the station’s report. One run sheet is required for each participating apparatus, as is one run sheet required for each participating POV. All reports and run sheets need to be submitted to the CL Reports email. Marian also reviewed the color codes she uses on the incident report spread sheet.

12. Public comments

- None
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13. Adjournment

- A motion was made to adjourn the meeting at 1926 hours. (D Race/Alexander)
The motion was approved.

The next CLVFD business meeting will be held on Thursday, August 1st, in the Crystal Lakes Community Center, at 1800 hrs.

Respectfully Submitted:

Doug Race
CLVFD
Secretary/Admin Officer

Crystal Lakes Fire Department
Business Meeting Notes
August 1, 2019

1. Call to order
 - The meeting was called to order by Chief, Mark Rode, at 1804 hrs.
2. Minutes from previous meeting (July 3, 2018)
 - A motion was made to approve the minutes from the previous meeting, as submitted. (Alexander/T Bongiovanni) The motion was approved.
3. Attendance
 - The meeting was attended by 19 members
4. Personnel
 - Jody and Judy Randol, and Courtenay and Fred Guthrie have officially resigned from the department. All equipment has been returned.
 - The department is in need of Special Duty Responders (SDRs). Assistant Chief, Marian Kelly, will follow up.
 - Establishing an IC: Department members are doing a better job of establishing an on-scene IC. Chief Rode encouraged members to continue efforts to establish an on-scene IC. Help is available to members if they are unsure of correct procedures. Usually, IC designation will default to the most senior member on scene if no IC has been established otherwise. CL station contact can prod IC establishment. Also:
 - Normally the IC does not request helicopter response independently. Responding EMTs/Paramedics will issue a request through the IC. The IC will generally determine LZ location.
 - Exterior Academy: The department has four confirmed members who will attend the exterior academy in September. The department has a fifth spot still open. Interested members should notify an officer know if they would like to attend.
5. Equipment
 - Support I needs two new batteries. Assistant Chief, Mark Weeks, will follow up.
 - Squad I: The Squad I driver side rear tire needs to be patched/repared. It also needs fire extinguisher. Chief Rode will follow up.
 - Department members extended their thanks to Brad Chiodo and Jann Barron for painting the siren in front of the flag pole, and the parking space stripes on the west end of the station. Brad and Jan have also agreed to paint the parking guide stripes inside the station.
 - Brush 2: Brush 2 has new pump plumbing, and is back in service. Thank you Tom Bongiovanni and Harold Alexander.
 - Brush 1: The foam system on Brush 1 is problematic. Assistant Chief, Mark Weeks, and others, will follow up.
 - The group discussed conducting seasonal shake downs for each apparatus.
 - The dry hydrants need to be blown out.
 - The Larimer County pictometry program is still being worked on.

- The station's 800 antennae is getting repaired. A smaller one is in service for now.
 - The group discussed creating a project board to track vehicle repairs.
6. Communications
- 800 Radios: With the recent resignations, some 800 radios are available to members who do not have one. They will be distributed as needed. After a short discussion, it was decided that the new dual band radios will be given to Chief, Rode, and Assistant Chief, Weeks, when he is in district.
7. Training
- The department will now hold physical warm-ups prior to strenuous activity and/or all trainings.
 - It was reiterated to let the training leader lead the training without distraction. Trainings will focus on basic operations to help increase members' confidence in on-scene operations.
 - A training that covered Base Camp buildings and maintenance areas was held in July. Some issues were found and reported to the management company. The management company representative stated a commitment to implement corrections if she's given a report.
8. Safety
- Chief Rode for Safety Officer, Jody Sandquist: Members were reminded of issues surround lightening and the upcoming rut season for moose, elk, and deer.
9. Member Input
- Firefighter
 - No comments
 - SDR
 - No comments
 - Community
 - No comments
10. C.L.F.I.R.E.S.
- After a short discussion, members agreed to donate \$500.00 to Firehouse Subs from our CLFIRE funds, in consideration of the grant Firehouse Subs awarded to the department last year.
 - Jeanette Williams for Jody Sandquist: Thanks to everyone for all the family play day help and for moving supplies and equipment to the new storage container.
 - The CLFIRES annual meeting will be held on Saturday, Aug. 17th, at 1300 in the community center.
 - CLFIRES is looking for volunteers. One board opening is coming. Anne Dirmeyer is the new treasurer.
11. Miscellaneous
- Budget talks still need to be held. Members should let an officer know if they have a request or idea for reaming 2019 funds expenses. The budget for 2020 is being formulated and will need to be presented in October.
 - AAR for MVA Incident:
 - The response situation was undetermined by the page. There was some confusion which contributed to the irritability of the patient, who was inebriated. Members were reminded to avoid being overanxious on scene and to await direction.

- Member input: Members were encouraged to mention things they feel need to be addressed. Member response time was great. Those on scene waited for vehicle stabilization and action determinates. Overall patient treatment—extrication and post treatment—was good.
- Assistant Chief, Weeks, led a discussion on how to handle inebriated/difficult people/patients.
- Response to calls: Deployment decisions default to the most senior member present, usually. The group discussed deployment issues, apparatus requirements, and on scene and/or lead-in duties.
- Harold Alexander's daughter is developing new on-line run and incident report forms. Assistant Chief, Kelly, is coordinating form design efforts. Incident reports are pretty-much caught up.
- Saturday, August 10th ATV, ice cream social, and concert: The last stop for the ATV event is at CL station. The ice cream social and awards presentation will be held at CL station. The Saturday schedule was announced and discussed.
- The department will have a table at the Labor Day craft fair.
- The memorial service for Joan Rosecrans, a charter member of the department when it was formed in 1995, will be at 10 am on Wednesday, August 6th, at Morningstar Church. Attending members should wear their blue department dress shirts.
- The department's December party is set for the 13th.
- Jim Kubichek reminded members to pick up their new nomex hoods and new structure gloves.
- Sharon Cooper asked if the issues surrounding the Crystal Lakes landing runway will effect our primary LZ? The general response was that whatever becomes of the runway, the department will always have access to use it as it an an LZ.

12. Public comments

- No comments.

13. Adjournment

- A motion was made to adjourn the meeting at 1918 hrs. (Alexander/Kubichek) The motion was approved.

The next CLVFD business meeting will be held on Thursday, September 5th, and 1899 hrs, in the Community Center.

Respectfully Submitted:

Doug Race
CLVFD
Secretary/Admin Officer

**Crystal Lakes Fire Department
Business Meeting Minutes
September 5, 2019**

1. Call to order
 - The meeting was called to order by Assistant Chief, Mark Weeks, at 1802 hrs.
2. Minutes from previous meeting (August 2019)
 - A motion was made to approve the minutes from the previous meeting, as submitted. (Alexander/Chiodo) The motion was approved.
3. Attendance
 - The meeting was attend by 13 department members.
4. Personnel
 - The department officers, as a group, apologized to Rich and Jeanne Rowe for not conducting an election to approve their full department membership "on schedule." A confirmation election will be held at end of the meeting.
 - Jody Sandquist has resigned as Safety Officer. Jim Kubichek has been appointed to fulfill the remaining months of Jody's term. Evan Rau has been appointed to fulfill the remaining months of Jim's term as Training Officer. Jody will remain on the department as an SDR.
 - Mark Weeks reminded all members that a Crystal IC needs to be declared during/for Crystal calls. Recently, an RFL IC was declared during a Crystal call.
 - Marks Weeks thanked all members who were on standby during the recent illegal fire call.
5. Equipment
 - A new emergency 911 phone has been installed at the west entrance to CL Station. Callers are automatically connected to 911 when they pick up the receiver.
 - Alex introduced new head phones that will be installed on Engine 1, Tender 1, Brush 1, and Brush 2. The new headsets will provide communication on the 800 radio frequencies.
6. Communications
 - Mark Weeks explained the new paging system Larimer County is now using. Phone text notification is now included, if the member's number is listed on the department roster given to dispatch (900). Weeks also explained "high" and "low" priority notifications/pages.
7. Training
 - The Larimer County Sheriffs' department is preparing to offer 200 level educational classes. Suggested class offerings should be submitted to a department officer.

- Janice Weixelman will be offering a wilderness first aid/EMT class offerings in November. Registration information will be forthcoming.
 - An EMT/EMR meeting (EMS) will be scheduled prior to RFL business meetings (3rd Tues) at 1700. The first meeting will be held September 17th.
 - Department trainings will revert to 1 pm beginning in October. Upcoming subjects will include a review of LZ procedures, and TIC operation for mop-up, search and rescue, and exterior attack.
 - Evan Rau was introduced at the department Training Officer. Evan read a statement outlining his goals and the direction he wants trainings to take.
8. Safety
- Jody Sandquist asked all members to get their flu shots, and the shingles vaccination when it becomes available. The issue of including SDRs for reimbursement when they get inoculations/vaccinations was discussed.
 - As a point of interest Jody issued a quick sand warning. (You cannot drown in quick sand—thigh-high sinking only.) She also discussed self-extrication from quick sand.
 - Jody thanked everybody for their support and cooperation while she was Safety Officer. Department members, as a group, thanked Jody for her concern for the health of department members, her on-scene safety reminders, and her tireless support of the department for over 20 years.
 - Jim Kubichek, in his new roll as Safety Officer, reminded members to check their POVs, and to winterize them now.
9. Member Input
- Firefighter
- No comments.
- SDR
- Kate Kelly: Colder weather is on the way. Dress appropriately.
 - Kate will follow up with Marian to publish an SDR recruiting article.
- Community
- No comments.
10. C.L.F.I.R.E.S.
- No comments.
11. Miscellaneous
- The department officers and the district treasurer have been meeting to work out figures for the district's 2020 budget.
 - Jim Kubichek reminded members to keep the department time off tracker up to date.
 - Shirla Race reminded members to dress for cooler weather before responding to calls—especially for calls late at night or in early morning hours.
 - The department Christmas Party is scheduled for December 14th at Fox Acres.

- Mark Weeks stated that PFA is/will be expanding maintenance for outside departments, starting with Windsor. We may, eventually, go to them for seasonal, scheduled apparatus maintenance.
- The group thanked Jim Kubichek for laundering everybody's PPE after the RFL fire.
- Jann Barron asked, that, with reduced staffing during the month of September, should the usual EMR response areas/procedures be suspended? After discussion, it was agreed each call will bring its own situation, and that open communications will be the key.
- Mark Weeks discussed a recent call at the Pot Belly that initially appeared to be a simple issue, but that evolved into much more. Moral of the story: Keep your options open and don't forget to keep looking at the "big picture."

12. Public comments

- None.

13. Adjournment

- A motion was made to adjourn the meeting at 1919 hrs. (K Kelly/Alexander)
The motion was approved.

The next CLVFD business meeting will be held on Thursday, October 3rd, at 1800 hrs. in the Crystal Lakes Community Center.

Respectfully Submitted,
Doug Race
Secretary/Admin Officer

**Crystal Lakes Fire Department
Business Meeting Minutes
December 5, 2019**

1. Call to order
 - The meeting was called to order at 1807 by Chief, Mark Rode.
2. Minutes from previous meeting
 - Tabled to next meeting.
3. Attendance
 - There were 17 members in attendance.
4. Personnel
 - Chief Mark announced sign-ups for station cleaning and vehicle checks. The vehicle checks will now be on a six-month rotation. Chief Mark invited SDRs to join in, if they are interested.
 - Chief Mark announced the schedule for the upcoming annual dinner that will be held December 14th at Fox Acres.
5. Equipment
 - Station Generator: We are still awaiting EPA review/approval of the proposed location of the generator that was approved earlier this year.
 - Tablets: The department is going to purchase two tablets to assist in mapping scene locations and scene management. Several programs are under consideration.
 - E1 Drain: Members were cautioned to not open the master valve on E1 (it drains the entire tank). Open valves ¼ turn on the panel to empty the pump/plumbing. (Alex)
6. Training
 - Training Officer, Evan Rau, announced changes to the department's training schedule and format. Topics will parallel with RF and will require changing some training days from the department's traditional schedule. Each dept will have one training each month, followed by a combined training on a Saturday.
 - As a result of the new training schedule, department business meetings will now be held on the 4th Thursday of each month.
 - Brendon Hill asked SDRs to please respond to RFL MVAs, structure fires, and wildland fires—any significant event—if they can, to help with scene and traffic control.
 - December 26th training is canceled. Training on December 12th will be for Larimer County's radio Dave to reprogram the department's radios.
 - Paging system: 900 is now sending out text messages along with emergency pages.
7. Safety
 - Safety Officer, Jim Kubichek, encouraged members to make up an emergency kit to keep in their POVs. He also advised members to wear

traction/stabilizers on their boots during the winter months. Power outages are not infrequent. Members should have adequate water, batteries, and food on hand for extended occurrences. Also, make sure lights on Christmas trees are monitored.

- High winds can cause dangerous issues. Members were reminded to be careful during wind storms, and to always be alert for issues such as downed power lines, downed trees, snow drifts, etc.

8. Member Input
Firefighter

- No additional comments

SDR

- Traffic Officer, Kate Kelly, reminded SDRs to dress warmly and to be prepared for wind.

Community

- No comments

9. C.L.F.I.R.E.S.

- No comments

10. Miscellaneous

- Chief Mark announced that the department SOGs will be updated in the coming year. CL and RF will be paralleling their SOGs wherever possible. Anyone interested is welcome to help pull the documents together.
- Five-year plan: The department's five-year plan will be revisited and hopefully completed this winter.
- Grants: Jim Kubichek announced that there are no new grant projects at this time. He listed what projects might be in the relatively near future.

11. Public comments

- No comments

12. Adjournment

- A motion was made to adjourn the meeting at 1912 hrs. (Kate/Marian) The motion was approved.

The next Crystal Lakes VFD business meeting will be held Thursday, January 23rd, 2020, in the Crystal Lakes Community Center, at 1800hrs.

Respectfully Submitted:

Doug Race
Secretary/Admin Officer