



Crystal Lakes Fire Protection District

237 Blackfoot Rd Red Feather Lakes, CO 80545
clvfd.org

Board of Directors

Special Meeting
April 14, 2024
Crystal Lakes Fire Station
5:00 pm

MINUTES

Purpose: This Special Meeting is scheduled for the purpose of information, discussion, and decisions of current Bylaws and Policy, current Vacancy Appointment, and the Department Strategic Plan.

I **Call to Order:** The meeting was called to order by Chair Robin Lauric at 5:00 pm.

II **Directors Present:** Robin Lauric (Chair/President), Susan Vance (Secretary), Todd Cook (Director) via Zoom, and Tamla Blunt (Director).
Directors Absent: None

III **Quorum:** Yes

IV **District Members Present:** None

V **Approval of Agenda:** No changes brought forth. The agenda stands approved.

VI **Order of Business:**

a. Bylaws/Policy

Bylaws Section 7 - Robin shared the suggestions from SDA on the Designated Election Official (DEO) portion of Section 7 of the Bylaws, most notably to ease restrictions with legal contact and to require a deputy DEO. It was mentioned that the DEO does not have to reside within the District and can be shared with a neighboring District. The DEO can be a Board member but cannot have any personal involvement in the outcome of an election. A few changes were made to the bylaws to reflect the agreed discussion of the Board. The

amended Section 7 of the Bylaws is ready to be sent to legal and then for final approval by the Board.

Active Volunteers Serving on the Board – The Board discussed possible concerns and legal issues regarding volunteer members simultaneously serving on the Department and Board. Due to the potential for conflict of interest and interfering with the chain of command, it is not generally recommended. However, it was recognized that a small district may need to allow this from time to time. The Board discussed various parameters to include in a policy allowing a member to serve simultaneously that Robin will send to legal counsel to ensure validity. The Board will have final approval. Email and Texts - Susan shared a District Email/Text Policy draft. Board members discussed the draft. The Board discussed that this policy will be for both Board and Department members using District email. It was noted that in addition to the draft policy presented, the Board needed a separate policy regarding the use of electronic communication and the Open Meetings act.

Tamla will bring this to the Board for approval.

Open Records - Tamla will present this at the Board meeting on April 18, 2024.

Pension – Todd shared what he learned from Doug Race regarding the organization of our current Pension Board and other Fire Pension Boards in Colorado. The Board discussed some possible changes to the organization of the CLFPD Pension Board. Todd will draft a write-up for approval of the Board.

- b. Vacancy Appointment:** The Board discussed that there were three interested property owners in the current vacant Board position. Due to the interest, the Board did not see a need to advertise the position and will seek to appoint as soon as possible. Individual Board members will reach out to those interested to arrange a 'Meet and Greet Interview' to be held within the next week or two. The Board desires to finalize the appointment by April 30th. The first Regular Board Meeting for the newly appointed member will be May 16th.
- c. District/Department Strategic Plan:** The Board discussed the Five-Year Strategic Plan previously presented by the Chief at the Regular March 21st Meeting. The Board once again recognized the hard work that had been put into the development of the Plan and was appreciative of all the effort.

The Board agreed that the Strategic Plan should align with the mission and vision of the District. It was stated that supporting the vision of the District is an important part of the Board's work as it requires managing funds, obtaining resources, assessing risks as well as maintaining community trust and adhering to the District's Service Plan. For these reasons, the Board believes it is essential that they agree with the overall direction set forth by the Strategic Plan, mainly the goals.

In its current form the Board viewed the number of goals, objectives, and tasks as ambitious and often too complex. This led to concerns regarding

department volunteers being spread too thin, the plans achievability, and to the confusion the document presents to the public.

The Board recognized several solid goals throughout the document and for the reasons discussed, would like the committee to consider prioritizing these goals. Notably goals that support: fire suppression, recruitment/retention, software upgrades, and community risk reduction.

In addition, the Board would like to have more information and future conversations with the Chief pertaining to the District medical improvement goals suggested in the plan.

The Board looks forward to a prioritized and pared down version of the Five Year Strategic Plan.

VII Next Meeting:

The next Regular Meeting of CLFPD Board of Directors will be on April 18, 2024, at 6:00 pm at the District Fire Station, 237 Blackfoot Rd, Red Feather Lakes, CO 80545.

VIII Adjournment: The meeting was adjourned at 7:35 pm by Chair Robin Lauric.

Submitted By:

Date: 04-15-24