



Crystal Lakes Fire Protection District

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

Board of Directors

Special Meeting
April 26, 2024
Crystal Lakes Fire Station
5:00pm

Minutes

Purpose: This Special Meeting was scheduled for the purpose of information, discussion, and decisions on amending the 2024 budget, appointment of a board vacancy, CORA policy, and abbreviated 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), Tamla Blunt (Director), and Todd Cook (Director) via Zoom. **Directors Absent:** None
- III **Quorum:** Yes
- IV **District Members Present:** Finn Lauric and Anne Dirmeyer (via Zoom).
- V **Approval of Agenda:** The order of the agenda was modified to accommodate Anne attending via Zoom. There were no objections. The agenda stands approved.
- VI **Order of Business:**
 - a. **Appointment of Board Vacancy:**

Robin Lauric moved to appoint Tom DeMint to the vacancy on the Board. Tamla Blunt seconded. Discussion: Tom will step into the position of Treasurer and his term will end in May 2025. Robin would like to fully seat Tom prior to the May 16th Regular Board Meeting. The motion was carried out by a Board vote.

***Motion** to appoint Tom DeMint to the vacancy on the Board passed unanimously.*

Action: Robin will contact Tom and will arrange to administer the Oath and Appointment Notice as soon as possible.

b. CORA Policy:

The Board reviewed and discussed the proposed policy draft. A few changes were agreed upon, most notably regarding official custodian and fees. In addition, website language and the format for a District form for records request was discussed. The Board agreed to have legal counsel review the policy draft, website language, and form.

Action: Tamla will create a records request form and send it to Robin. Robin will send the drafts to legal counsel.

c. Abbreviated Strategic Plan:

The abbreviated strategic plan was not available for the Board to discuss. The Board discussed the importance of the plan as it relates to the upcoming Mill Levy initiative.

Action: Tamla will check with Evan as to when the Board can expect this.

d. Amending the 2024 Budget:

Anne Dirmeyer attended via Zoom. Anne shared with the Board the steps involved with amending the budget. She mentioned that Proposition HH is the reason the budget should be amended. The Board discussed the pros and cons of amending the 2024 budget. Potential short-fall line items currently in the budget were also discussed; specifically Starlink and Pinnacle services were not originally budget for as they were new services for the District, legal expenses increasing due to compliance updating with outdated Bylaws and policies, an increase in election expenses as the Board has moved to put a mill levy initiative on the ballot, and electrical improvements and septic pumping for building repair and maintenance.

Todd Cook moved to amend the 2024 Approved Budget to reflect an increase in the budgeted amount for the following line items: Building Repairs and Upgrades by \$5,000, Contract Services Payments by \$15,000, Election by \$2,500, Legal by \$2,500, and Utilities by \$5,000. Susan Vance seconded. Discussion: Pinnacle should be provided with the minutes showing the motion to amend the budget accordingly. Anne mentioned that the District laptop has information that could help with amending the budget, such as a three year budget history and a draft resolution.

Motion to amend the 2024 Approved Budget to reflect an increase in the budgeted amount of the following line items: Building Repairs and Upgrades

by \$5,000, Contract Services Payments by \$15,000, Election by \$2,500, Legal by \$2,500, and Utilities by \$5,000 passed unanimously.

Tamla Blunt moved to amend the previous motion to *have Pinnacle complete the 2024 amended budget with a cap not exceeding \$200 for the service to reflect a total cap not to exceed \$650*. Robin Lauric seconded.
Discussion: None.

Motion *to amend the previous motion to have Pinnacle complete the 2024 amended budget with a cap not exceeding \$200 for the service to reflect a total cap not to exceed \$650 passed unanimously.*

Action: Robin will contact Pinnacle to proceed with the Board's motions.

VII Next Meeting:

The next Regular Meeting of CLFPD Board of Directors will be on May 16, 2024, at 6:00 pm at the District Fire Station, 237 Blackfoot Rd, Red Feather Lakes, CO 80545.

VIII Adjournment: Upon completion of the agenda the Chair adjourned the meeting at 6:43 PM.