



# Crystal Lakes Fire Protection District

237 Blackfoot Rd Red Feather Lakes, CO 80545

www.clvfd.org



## Board of Directors

Study Session

February 2, 2024

Crystal Lakes Fire Station

10:30am – 4:00pm

### Minutes

**Purpose:** This Study Session was scheduled to complete the information and discussion pertaining to agenda items from the Study Session held on January 13, 2024.

**I Call to Order:** The meeting was called to order by President Robin Lauric at 10:27 am.

**II Directors in Attendance:** Robin Lauric (President), Anne Dirmeyer (Treasurer), and Susan Vance (Secretary).

**Directors Absent:** None

**III District Members in Attendance:** None

**IV Establish Session Structure:** Assign Roles (timekeeper(s), note taker(s), discussion lead(s))

**V Order of Business:**

**a. Ann Terry, CEO Special Districts Association of Colorado**

The Board held a Zoom call with Ann Terry, CEO SDA. Questions and discussions with Ann pertained to minutes, basic policy/bylaws writing guidelines, website document clarification, and community relations.

**b. Governance**

Norms – As a result of a lively brainstorm session, the Board created a list of norms which define and clarify how the Board works successfully as a team to support the collaborative atmosphere that is essential to effective decision making. Next step is to define the core values which along with the norms and mission of the District will create the solid foundation from which they will operate.

Bylaws Section 7. Directors, Officers, and Personnel – The Board worked through Section 7 by thoroughly dissecting and discussing, and then referencing state statute as pertained to each sub-section. The Board plans to continue this work

on each section of the Bylaws followed with any actions to amend in accordance with the bylaws and public meeting statutes.

Policy – Tabled for future discussion.

### **c. Compliance**

Special District Association (SDA) Filings & Postings – The Board discussed various filings and postings as noted in the bylaws, a general email from Lyons & Gaddis, and in the SDA Manual. The board divided several of these tasks for the purpose of researching and fact-gathering.

Website - The Board discussed the completed tasks of uploading past and present agendas, minutes, and transparency notice. It was suggested to update election information (elections occur in 2025), pension board information. There was discussion about making the website more user friendly, and helping the public to better understand what a fire district is.

SDA Manual Guide as Discussion Topics - Tabled for future discussion.

### **d. Other**

Recognition of Resigned Board Members - Tabled for future discussion.

Board Notebook - The Board discussed what might go into the reference notebooks for Board members.

New Board Members – The Board discussed ideas for welcoming new members. Ideas included cards, challenge coins, and website announcement. Reminder, new photos will be taken at the next Regular Meeting.

Letterhead - Board discussed new letterhead ideas.

## **VI Next Meeting:**

The next Regular Meeting of CLFPD Board of Directors will be on February 15, 2024, at 6:00pm at the District Fire Station, 237 Blackfoot Rd Red Feather Lakes, CO 80545

## **VII Adjournment:** The meeting was adjourned at 5:00 pm by President Robin Lauric.

***This was a Study Session at which information was presented and discussed, but no official action was taken by the Board.***