

**Minutes of the April 2024 Board of Directors Meeting
Crystal Park Metropolitan District**

Jim Terbush called the meeting to order at 1800, 3 April 2024.

Attendance:

Directors present: Jim Terbush
Marlene Henderson
Twana Denton (via phone)
Eric Julian

Absent: Paul Welsch

Guests: Steve Rose (FD Chief's representative)

Approval of previous minutes: March minutes were unavailable; will be reviewed/approved at the May board meeting.

Treasurer's Report: Marlene presented the March 2024 report; summary below.

GENERAL FUNDS AND RESERVES

| | March 1, 2024 | | | March 29, 2024 |
|--------------------------|-------------------|-------------|------------|----------------|
| | Beginning Balance | Additions | Deductions | Ending Balance |
| Checking Account | \$123,741.38 | \$16,618.08 | \$446.86 | \$139,912.60 |
| Emergency Reserve | \$20,000.00 | \$0.00 | \$0.00 | \$20,000.00 |
| Volunteer Reserve* | \$2,005.47 | \$821.00 | \$0.00 | \$2,826.47 |
| General Fund (available) | | | | \$117,086.13 |

Marlene moved to approve the report as presented. Eric seconded. Approved.

Fire Chief's Report: Steve Rose commented on the following department events/concerns.

The FD had one call in March - smoke investigation in Manitou Springs – unfounded.

During the recent extreme snow event, Chief Leander was in contact with the Pikes Peak Regional Office of Emergency Management (PPROEM), requesting assistance and the declaration of a state of emergency (SOE) for Crystal Park. Whether the SOE was officially declared is uncertain. Crystal Park received no direct support from outside agencies. The FD had no emergency calls related to or impacted by the snow.

The FD is planning an After-Action Review (AAR) for the week of 8 April, in the HOA office, to discuss the department's/county's response to the extreme snow event. A representative from PPROEM will attend, as well as invitees from the HOA board/committees/management and the Metro board.

Tender 960 was moved up to MSFD for a day to support an interdepartmental training event.

The department is looking into a potential grant to support the purchase of new SCBA gear compatible with MSFD's new SCBA equipment.

The BBQ/smoker located outside the station is available for anyone interested to claim/relocate.

The HOA board is considering a 1-year trial agreement with the Colorado State Forest Service (CSFS) to have CSFS personnel evaluate wildfire mitigation compliance for new-home construction. (Info only)

Twana provided an update regarding the replacement of the department's outgoing medical director. Dr. Sean Keenan will serve as the Medical Director for CFPD and MSFD emergency medical services (EMS), and he will be meeting with both departments' EMS personnel in the near future.

Correspondence: Marlene commented regarding a letter the department received from an individual collector who was requesting a CFPD patch. A patch was available and sent as requested. There was discussion as to whether the department should honor such requests and whether more patches should be purchased.

Unfinished Business:

CPMD/County Fire Code: No update. (OPEN)

Lake Pump: An electrician is scheduled to complete the electrical connection within the week. The next steps will involve work on the cistern and installation of the pump. (OPEN)

Audit Exemption: The accountant completed the exemption application, it was submitted to the State, and receipt was confirmed. There was discussion about an increased effort to keep the fixed assets list current as assets are acquired/disposed of during the year, vs. waiting until the application is due again. (OPEN pending final approval of application)

Forestry (wildfire prevention/protection) Grant: An announcement regarding award/denial has not been received, and there is no public/press indication that anyone has been notified regarding the grant. (INFO)

960 Repairs: No update. (OPEN)

Routine Apparatus Maintenance Plan: Twana prepared a spreadsheet to project routine maintenance needs for each apparatus. She contacted a mobile repair/maintenance company and will be meeting with a representative in the near future to review the apparatus maintenance needs. She is planning to get estimates for maintenance services from at least two (2) companies. (OPEN)

CFPD/Metro Website: Marlene reported that Park resident and HOA board member, Bill Rempelos, who designed the new HOA website, has agreed to look at the current site and decide whether he can help. (OPEN)

Snowplowing: With the need for the department and specifically EMTs to be able to respond as promptly as possible, there was discussion about the recent snow event and the HOA's priorities for plowing roads. There has been discussion with the HOA Roads and Facilities Manager, but no definitive

resolution of the department's concerns. More discussion is anticipated during the upcoming AAR.
(OPEN)

New Business:

2024 Community Firewise Meeting: Twana announced the planned date will be Saturday, 4 May. Ideas for topics/speakers are needed, STAT. (OPEN)

Exterior Station Repairs: Twana has scheduled a company to come to the station in about two (2) weeks to provide an estimate for repairs to sheet metal damage and bay door seals. She will also ask about repair/replacement of gutters. (OPEN)

Next Meeting: 1800, 1 May 2024

Adjournment: *Eric moved to adjourn; Jim seconded. Adjourned at 1900.*

Eric L. Julian

Prepared by: Eric Julian