

**Crystal Park Metropolitan District (CPMD)
October 7th, 2020, Board of Directors Meeting**

MINUTES

The meeting was called to order at 6:08 PM by Joan Powers.

DIRECTORS PRESENT:

Twana Denton, Chair
Joan Powers, Treasurer
Jim Terbush, DEO
Marlene Henderson, Secretary
Paul Welsch, Compliance Officer

GUESTS PRESENT:

Chief Leander

Absent:

None

Approval of Minutes:

As there were no corrections to the September minutes, Paul Welsch moved to approve. Joan Powers seconded and the September minutes were approved unanimously.

All approved minutes are posted to the CPMD website:

<http://www.crystalparkvfd.org/metro/minutes.htm>

Monthly Treasurer's Report:

The Treasurer presented the September report to the Board:

1. As of September 30th, our bank account ending balance was \$93,994.65.
 - 1.1. August additions were \$1,949.87 from El Paso County tax income
 - 1.2. Deductions totaled \$105.24 from CSU
2. Reserves are as follows:
 - 2.1. Designated Emergency Reserve: \$15,702.00
 - 2.2. Designated Volunteer Reserve: \$170.03
 - 2.3. Designated Lease Payment for 912: \$7,764.00This brings the General Fund available ending balance to \$70,358.62.
3. Tabor Emergency Fund stands at \$1,370.83

Jim Terbush made a motion to approve and Paul Welsch seconded. All voted in favor and the motion carried.

All approved reports are posted to the CPMD website:

<http://www.crystalparkvfd.org/metro/reports.htm>

Crystal Park Fire Department Monthly Report

1. Chief Leander reported that we had a couple of smoke investigations this past month. He discussed the LDH training and the call on Big Horn Rd
2. ISO is going through a verbal audit with us for insurance rating. We are a 9 and hitting all the requirements. If we can demonstrate moving water, we will get to a rating of 8B
3. Chief also shared that he met with Dr Dewall at an in-person training event at Manitou Fire
4. Membership Update
 - 4.1. 2 new members have joined the dept
 - 4.2. 1 has reengaged and Landon Lee will be coming back
 - 4.3. Roster is being updated

Grants and/or Fundraising Updates

1. The annual "Friends of CPF" will take place this coming Saturday October 10th from 9:00am to 1:00pm. Joan has circulated a sign-up "sheet" via email asking volunteers to commit to two-hour shifts
 - 1.1. Fundraising goal: \$14K

Public Comments/Correspondence

None

Old Business:

1. Lake Pump Project – *no report*
2. Fire Protection Codes (Welsch):
 - 2.1. Paul Welsch shared the Boulder and Glen Wood Springs Fire Codes with the Board. Both have adopted the International Fire Code 2015 edition and have made amendments to suit their individual districts.
 - 2.1.1. The GWS code is less formal; has a section on access roads which may be of interest to CP
 - 2.1.2. The Boulder Fire Dept opted to set up a Fire Code Review Committee and has a more formal code that includes "how to" procedures
 - 2.2. Paul Welsch suggested that we appoint a Fire Code Official who would have a whole host of duties and among them would be setting up a committee with the CP Fire Dept to go through the International Fire Code and identify specifics relevant to CP
3. Update on Firewise (Denton):
 - 3.1. All on track with 80% complete
 - 3.2. Due by November 20th

New Business:

1. Trail Map
 - 1.1. Paul Welsch will reach out to the Forestry Committee to suggest that fire cisterns, landing pads, staging areas for equipment and the fire dept be included on the new Trail Map so that incoming agencies will know where to go in case of an incident
 - 1.2. Welsch discussed lessons learned from the Black Forest fire

2021 Proposed Budget:

1. The Treasurer reviewed the proposed budget for 2021 going over the funds spent in 2020 first and then highlighting the 2021 figures in detail
 - 1.1. Some of the 2020 figures are not complete yet and we are waiting for numbers on equipment liability and workers' comp
 - 1.2. Different budget categories in the 2021 budget were discussed in detail and the Board and Chief Leander provided input into needs and plans for training, supplies and equipment
 - 1.3. Joan Powers suggested that we consider switching auditing firms due to the high cost of our current one; Paul Welsch has a recommendation
 - 1.4. Paul Welsch moved that the Board approved the draft 2021 budget, Jim Terbush seconded and the motion carried.
 - 1.5. The Treasurer discussed the process for approving the new budget

- 1.6. Joan Powers moved that we amend the 2021 proposed budget adding \$600 to the "Other Miscellaneous" category to pay for the cost of updating the trail map as suggested by Paul Welsch. Marlene Henderson seconded and the motion carried.

Compliance (Welsch)

1. The Compliance Officer reviewed the compliance calendar
2. The Treasurer will share everything she has relating to the County that is relevant to include on the compliance calendar

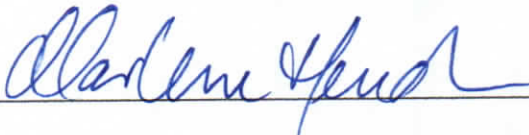
DEO (Terbush)

1. Jim Terbush reported that the appointed Board Members are now listed online
2. The idea of writing a letter to the county explaining that we held no elections but that the elected Chair appointed four new members was discussed and agreed to as the right approach.
 - 2.1. The Chair will write and sign this letter

The meeting adjourned at 7:17 PM.

The next regular meeting will be on Wednesday November 4th at 6:00 PM at the CPFD Station unless a change is noted in the meeting minutes and/or officially posted to the public. The CPFD Station is located at 496 Palmer Trail in Crystal Park, Manitou Springs, CO.

Marlene Henderson, Secretary



**Hard copy of approved minutes with original signature are filed with the CPMD and are available for viewing upon written request.*