

**RED FEATHER LAKES FIRE PROTECTION DISTRICT**  
**BOARD MEETING – rflvfd.org**  
**TUESDAY NOVEMBER 11, 2025, AT 6 PM HYBRID MEETING**  
**MINUTES**

**Meeting Called to Order:** 6:02

**Roll Call/Introductions: Present:** Dan Defibaugh, President; Darla Moxon, Vice-President; Caryn Hughes, Treasurer; Brenda Lewis, Director; Nancy Kay, Secretary

**Present:** Gerry Wagner, President of the Firehouse Supporters (501c3); Michael Bichler, RFLFPD Web Master & IT & Fire Fighter

**Review/Approve of Minutes:**

Caryn made a motion to approve the Minutes of October 14,2025, Brenda 2<sup>nd</sup>, all approved

**Financial Report:**

Caryn went over the Financial Report with us.

In our checking account we have \$203,168.48 and, in our savings, we have \$298,023.19, for a total of \$501,191.65.

Our income for October was \$5,653.64; from taxes and Interest earned.

Our expenses for October were Administration \$9,546.03 for fees, utilities, volunteer incentives and board expenses.

Our Operating expenses were \$1,674.12 for vehicles and communications.

No Capital Outlay this month.

Our total expenses for October were \$11,220.15. Our Net Income was negative \$5,566.51.

Caryn said she will ACH the \$37,000.00 to FPPA near the end of November. At that time she will also transfer \$252,300.00 from our Colo Trust account to our checking account, because our new ambulance is supposed to arrive sometime in December 2025. The ambulance cost \$317,900.00, we made a down payment of \$65,600.00 in July, in December we will owe \$252,300.00 for the final payment of the ambulance. But, we will have to pay for transportation to bring it to RFL Colorado.

Nancy made a motion to accept the Treasurer's report as received, Darla 2<sup>nd</sup>, all approved.

**Chief's Report:**

RFLFPD Fire Chief Brenden (Bobby) Hill is working and will try to call in to the meeting, but Gerry has the information to share with us.

This month's training was SCBA (Self Contained Breathing Apparatus). The training involves the Fire Fighters crawling and exercising with the mask connected to the Oxygen bottle and having to experience controlled air flow. As Gerry said, when you are in a fire and your adrenalin is pumping, you can go through a bottle that holds 30 minutes of oxygen in 20 minutes, or 15 minutes, depending on how hard you are breathing.

We had 8 calls in October, 7 medical and 1 fire.

Saturday morning 11/8 while we were on a medical call, the wind blew down the telephone line across Firehouse Lane (from the library's side to between the Fire Station and the POA's small building, where the ambulances access the helipad). Gerry called Larimer County Dispatch to ask them to call it in to CenturyLink, they were told it would be fixed within 24 hours. So, Monday morning Gerry called CenturyLink, and he was told Wednesday, luckily Gerry has the number of the guy who works up here. He was working in Drake but said he would be up about noon to fix it.

The Fire Department's Christmas party at the POA will be Saturday Dec. 13 at 5pm. Bring a wrapped Christmas gift of about \$10.00.

### **Supporter's Report:**

Gerry reported what the Supporter's did in October.

We started the month at \$107,636.79 and brought in donations of \$1825.00 and through PayPal \$114.95. Our expenses were, the Supporter's paid to install a truck radio for \$451.00; WIX \$21.35 for the website. Gerry bought more reflective numbers and property address signs for \$1,353.15, 25 signs and 500 numbers (packs of 50).

We brought in \$1939.95 and we spent \$1825.50, so we ended the month at \$107,751.24.

Because of the Fire Department's budget, the Supporters will be outfitting the new ambulance. Bobby, Katie Thorne (EMS Officer) and Gerry, all think it will be close to \$30-\$40 thousand.

John Grose, on the Supporter's Board of Directors, got the addresses of constituents of RFLFPD and Gerry is writing the end of the year letter, asking for donations.

### **OLD BUSINESS**

#### **Fire Station – doors**

Caryn said 2 of the 4 doors are in the small POA building ready to be painted, these doors Caryn thinks are for the ambulance bay. Caryn is afraid if he doesn't install them before 12/6 (craft fair), she asked Gerry if the fire fighters could move the doors somewhere into the fire station.

#### **Adopt a policy for Public Records**

Michael Bichler is finishing up the graphics for the Public Records Request with the RFL badge/emblem.

Michael fixed the graphics on the Public Records Request, it looks great! Michael will post this on our website.

Caryn made a motion to adopt the Public Records Request form that Michael completed and post it to our website, Darla 2<sup>nd</sup>, all approved.

#### **2026 Budget**

Caryn and Bobby met and worked on the budget two weeks ago. She sent the budget out to us about a week ago. Caryn needs to reach out to the Insurance company to get the quote to insure the new ambulance and add that amount to the budget. Also, Workman's Comp. since we have more volunteers, we may have to bump that up.

Caryn talked to Ethan our representative for AirMed Care. He said that many organizations cover their employees/volunteers with this insurance, it will cost \$75.00 per household for us. Caryn said our renewal date is June 2026, as it stands now, both Darla and Brenda would like to be included but don't want to wait until June. Caryn thinks we can have it start January of 2026. Then we will have to get the applications filled out to turn in soon.

Nancy will put the "Notice of Budget" in the North Forty News for Friday November 28 publication. Once Caryn receives the final County Assessor's "Certification of Valuation" she can update the income and the Capital Reserve Fund and have the budget ready to post on the bulletin board in front of the RFL Fire Station for December 1, 2025 for public inspection.

## **NEW BUSINESS**

### **State Matching Grant for FPPA**

Nancy applied for the State Matching grant and sent screen shots of the application out to all along with the Minutes & agenda. The amount we can receive from the state is \$6,078.00. I will let you all know when I hear back from them.

Caryn will pay FPPA the \$37,000.00 at the end of November.

## **OPEN BOARD DISCUSSION**

### **Public Comment (limit to 3 minutes)**

Caryn mentioned the phishing email she caught that Nancy did not and had sent to Caryn. As Caryn said, we just must keep a sharp eye open at these emails.

Michael Bichler has been working with Streamline, to switch our websites to be .gov sometime in the next year or two. It will cost an additional \$125.00 annually for the .gov domain. Bluehost our email host said they can still work our emails with the .gov and Streamline our website host can switch our website over and can link our current website rflvfd.org to the future rflvfd.gov, so anyone in the future going to our .org website will automatically be linked to our .gov website. We will have to register this. This came from the SDA Conference, Caryn attended Streamline's workshop, they presented it as one of a number of safe moves for our websites. Michael says it comes with better Firewalls and servers. Michael says he hasn't heard any negative remarks about this, other than it will wipe out all our old saved emails and then we will have to update with all the organizations we communicate with.

Nancy made a motion that we begin the roll-over of our .org to .gov website and email throughout the year 2026, for \$125.00 annually for the .gov domain. Caryn will add \$125.00 to the 2026 budget to line item #3640, increasing it from \$1600.00 to \$1725.00. Michael will start the paperwork, and we will continue to discuss this going forward. Caryn 2<sup>nd</sup> the motion, all approved.

## **MEETING ADJOURNED**

Nancy made a motion to adjourn the meeting at 7:23, Brenda 2<sup>nd</sup> the motion, all approved.