



## AGENDA

### CRESCENT FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

**REGULAR MEETING  
HELD  
MONDAY, SEPTEMBER 14, 2020  
AT 5:00 P.M.**

Due to the current public health emergency resulting from COVID-19, the public may access and participate in the public meeting by participating online via Zoom -details to join the meeting will be on both the Crescent City Fire & Rescue Facebook page as well as the Crescent Fire Protection District website ([www.cfpd.crescentcity.org](http://www.cfpd.crescentcity.org)). Submit comments via [ccfire@crescentcity.org](mailto:ccfire@crescentcity.org); or submit a written comment by filing it with the Administrative Assistant at 255 W Washington Blvd, Crescent City, California 95531 prior to 5:00 pm, September 14, 2020. If you require a special accommodation, please contact Administrative Assistant, Vanessa Duncan at 464-2421.

#### **1. ROLL CALL**

- 1.1 CALL TO ORDER**
- 1.2 FLAG SALUTE**

#### **2. PUBLIC PARTICIPATION**

*Any member of the audience is invited to address the Board on any matter that is within the jurisdiction of the Crescent Fire Protection District. Comments of public interest or on matters appearing on the agenda are accepted. Note, however, that the Board is not able to undertake extended discussion or act on non-agendized items. Such items can be referred to staff for appropriate action, which may include placement on a future agenda. All comments shall be directed toward the entire Board. After receiving recognition from the Chairman, please state your name and city or county residency for the record. Public comment is limited to three (3) minutes. The public is additionally allotted three minutes each in which to speak on any item on the agenda prior to any action taken by the Board.*

#### **3. CONSENT AGENDA**

- 3.1 APPROVE MINUTES OF THE REGULAR MEETING OF AUGUST 10, 2020.**

**3.2** APPROVAL OF WARRANT CLAIMS FOR PERIOD COVERED AUGUST 2020.

**3.3** RESPONSES OCCURRED BETWEEN: 08/01 – 08/31/2020

**4. NEW BUSINESS**

*Take action as necessary and appropriate.*

**4.1** REVIEW AND DISCUSS SECOND AMENDMENT TO OPTION AND TOWER AND GROUND SPACE LEASE FROM U.S. CELLULAR.

**5. OLD BUSINESS**

*Take action as necessary and appropriate.*

*NO OLD BUSINESS AT THIS TIME.*

**6. CHIEFS REPORT**

*Take action as necessary and appropriate.*

UPDATE ON CURRENT MATTERS AND THOSE IN PROGRESS.

**6.1** LETTER OF INTEREST FROM BATTALION CHIEF, JOE GREGORIO.

**6.2** POTENTIAL VENDOR CHANGE FOR NATURAL GAS.

**7. BOARD COMMENTS**

THIS AGENDA ITEM ALLOWS BOARD MEMBERS THE OPPORTUNITY TO DISCUSS ITEMS OF GENERAL INTEREST, PROVIDE A REFERENCE OR OTHER RESOURCE TO STAFF, ASK FOR CLARIFICATION OR REQUEST STAFF TO REPORT TO THE BOARD ON A CERTAIN MATTER.

**8. ADJOURNMENT**

ADJOURN TO THE NEXT REGULARLY SCHEDULED MEETING ON MONDAY, OCTOBER 12, 2020 AT 5:00 PM.

**POSTED:**

09/11/2020

/s/ Vanessa Duncan

Administrative Assistant

*Notice Regarding Americans with Disabilities Act: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact the Administrative Assistant's office at (707)464-2421. Notification 48 hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting [28 CFR 35.102-35.104 ADA Title II]*

*For TTYDD use for speech and hearing impaired, please dial 711. A full agenda packet may be reviewed at Crescent City Fire & Rescue, 255 W Washington Blvd, during business hours, 8:30 a.m. 12:00 p.m., or on-line at [www.cfpd.crescentcity.org](http://www.cfpd.crescentcity.org)*



## **CRESCENT FIRE PROTECTION DISTRICT**

255 W. WASHINGTON BLVD. CRESCENT CITY, CA 95531  
office: 707- 464-2421

### **MINUTES OF THE CRESCENT FIRE PROTECTION DISTRICT BOARD OF DIRECTORS**

**REGULAR MEETING HELD  
MONDAY, AUGUST 10, 2020  
AT 5:00 P.M.**

**DIRECTORS PRESENT:**

Chairman Jim Nelson  
Vice Chairman Dave Short  
Director Jim Erler  
Director Rick Kelley  
Director Allen Winogradov – left meeting at 5:18PM

**ABSENT:**

**OTHERS PRESENT:**

Vanessa Duncan, Clerk of the Board  
Bill Gillespie, Fire Chief  
Doug Dove, Bartle Wells Associates  
Abigail Seaman, Bartle Wells Associates  
Colette Metz, Planwest Partners, INC.  
Robin Gerrity, TBWBH  
Nancy Diamond, Law offices of Nancy Diamond  
Eric Wier, City Manager

**ROLL CALL:**

Chairman Nelson called the meeting to order at 5:07 PM. The Pledge of Allegiance was led by Vice Chair Short.

**PUBLIC PARTICIPATION**

*No public comment at this time.*

**APPROVE MINUTES OF THE REGULAR MEETING OF JULY 2020.**

On a motion by Vice Chair Short, seconded by Director Erler, motion carried unanimously 5/0; the Board of Directors adopted the special meeting minutes of July 29, 2020.

### **APPROVAL OF WARRANT CLAIMS FOR PERIOD COVERING JULY 2020.**

On a motion by Director Erler, seconded by Vice Chair Short, motion carried unanimously 5/0; the Board of Directors approved the warrant claims for period covering July 2020.

### **RESPONSES OCCURRED DURING JULY 2020.**

Chief Gillespie reports there was a total of 219 calls in July and it was a record-breaking month. Chairman Nelson questions the increase in trash fire; Chief Gillespie notes that the up rise in transient activity has caused an increase of trash fires in our community.

### **PUBLIC HEARING**

#### **4.1 CONDUCT A PUBLIC HEARING FOR THE 2020-2021 FINAL FISCAL BUDGET.**

##### **RECOMMENDATION**

1. Receive staff report
2. Open the Public Hearing
3. Take public comment
4. Close Public Hearing
5. Board Discussion
6. Consider and adopt Resolution No. 20-003; RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT FIRE PROTECTION DISTRICT ADOPTING THE 2020-2021 FINAL FISCAL BUDGET

Chief Gillespie notes that the District is looking at a proposed budget of \$563,330.75. The District's revenue is predicted to outweigh the expenditures by \$58,968.25. One of the reasons why the expenditures have decreased is because the City now pays 50% of the permeant positions. He also notes that after FY 20/21 the District will have an annual revenue loss of \$110,000 as a result of the 2006 benefit assessment coming to an end. The District is looking to have a revenue of \$622,299.00 and an expenditure of \$563,330.75. Director Kelley questions how long the District will be able to move forward with the current reserve; Chief Gillespie explains the District has until approximately 2023-2024 until the District will run out of reserves.

On a motion by Director Erler, seconded by Vice Chair Short, motion carried unanimously 5/0; the Board of Directors adopts Resolution No. 20-003; RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT FIRE PROTECTION DISTRICT ADOPTING THE 2020-2021 FINAL FISCAL BUDGET.

#### **PASSED AND ADOPTED** by the Board Members of the **CRESCENT FIRE PROTECTION DISTRICT**

This 10th day of AUGUST 2020, by the following polled vote:

YES: 4, Chairman Nelson, Vice Chair Short, Director Kelley, Director Erler

NOES: 0

ABSENT: 1, Director Winogradov

## **NEW BUSINESS**

**5.1 RECEIVE BENEFIT ASSESSMENT REPORT, CONSIDER AND ADOPT RESOLUTION NO. 20-004, AND WAIVE FULL READING, READ BY TITLE ONLY AND INTRODUCE ORDINANCE NO. 20-001; AN ORDINANCE OF THE CRESCENT FIRE PROTECTION DISTRICT LEVYING A FIRE SUPPRESSION ASSESSMENT, BEGINNING IN FISCAL YEAR 2021/22.**

### RECOMMENDATION

1. Receive staff report and presentation
2. Take public comment
3. Board Discussion
4. Consider and adopt RESOLUTION NO. 20-004; A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT FIRE PROTECTION DISTRICT INITIATING PROCEEDINGS, DECLARING INTENTION TO LEVY ASSESSMENTS, PRELIMINARILY APPROVING ENGINEER'S REPORT, AND PROVIDING FOR NOTICE OF HEARING AND THE MAILING OF ASSESSMENT BALLOTS
5. Review and Waive full reading, read by title only INTRODUCE ORDINANCE NO. 20-001; AN ORDINANCE OF THE CRESCENT FIRE PROTECTION DISTRICT LEVYING A FIRE SUPPRESSION ASSESSMENT, BEGINNING IN FISCAL YEAR 2021/22

Chief Gillespie briefs the Board on the Engineer's Report. Noting that this report is legally required in order to go after a benefit assessment. Colette Metz, with Planwest Partners, explains that the resolution is what initiates the Prop 218, it will initiate proceedings and provide a notice of hearing and the mailing of assessment ballots. If the assessment is passed, the Board would follow up and pass the ordinance after the prop 218 hearing. If the Board is to approve the resolution and the ordinance, Planwest will proceed with mailers and preparing the ballot. Abigail Seaman, with Bartle Wells Associates, proceeds by reporting on the summary of findings, including an anticipated fire revenue shortfall of \$430,00 in 2022. One of the revisions made to the Engineer's Report since the last Board meeting was the removal of vacant parcels. Abigail breaks down the cost per EBU. Residential single-family is considered 1 EBU and will pay \$74, mobile homes are .8 EBU and will pay \$59.20. Commercial/Industrial is considered 1.1 per 2500 sqft and will be charged \$81.40. Chief Gillespie follows up with an introduction of Nancy Diamond, the District's attorney. Eric Wier, City Manager, wants to state his appreciation towards the Board's action taken over the past two years, including adoption of the Master Plan. Nancy Diamond explains to the Board that there will be no action taken until the ordinance takes effect after the second reading in October. The Board will be required to certify the

results of the ballots and if there isn't a major protest, the Board will have the second reading of the ordinance before it will be put into place.

On a motion by Director Erler, seconded by Director Kelley, motion carried unanimously 4/0; the Board of Directors adopts RESOLUTION NO. 20-004 and the introduction of ORDINANCE NO. 20-001; AN ORDINANCE OF THE CRESCENT FIRE PROTECTION DISTRICT LEVYING A FIRE SUPPRESSION ASSESSMENT, BEGINNING IN FISCAL YEAR 2021/22.

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YES: 4, Chairman Nelson, Vice Chair Short, Director Kelley, Director Erler

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**CHIEF'S REPORT**

Chief Gillespie notes that there is a bay door at Washington Station that will need to be fixed. He also reports that the call volume is staying steady into the month of August.

**BOARD COMMENTS**

NO BOARD COMMENTS AT THIS TIME.

**ADJOURNMENT**

The Crescent Fire Protection District Board of Directors adjourned the meeting at 5:40PM to the next regularly scheduled meeting September 14, at 5:00PM.

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Vanessa Duncan, Clerk of the Board  
Crescent Fire Protection District



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Vanessa Duncan, Clerk of the Board  
Crescent Fire Protection District

## CFPD CLAIMS LIST AUGUST FY 20/21

CLAIM ID	CLAIM DATE	VENDOR NAME	CLAIM AMOUNT	ACCOUNT	DESCRIPTION	GRAND TOTAL
310-2443	8/7/20	CHARTER COMMUNICATIONS	\$ 191.00	20120	INTERNET/CABLE WASHINGTON	\$ 191.00
					<b>TOTAL</b>	<b>\$ 191.00</b>
311-2444	8/13/20	DN SOLID WASTE MANAGEMEN	\$ 24.65	20140	BRUSH FEE - JULY	\$ 24.65
311-2445	8/13/20	CURRY EQUIPMENT	\$ 35.00	20170	CHAINSAW REPAIR ON 5172	\$ 35.00
311-2446	8/13/20	PACIFIC POWER & LIGHT CO.	\$ 69.40	20300	POWER - HUMBOLDT	\$ 69.40
					<b>TOTAL</b>	<b>\$ 129.05</b>
312-2447	8/20/20	CRESCENT CITY WATER	\$ 246.44	20302	WATER - WASHINGTON	\$ 246.44
312-2447	8/20/20	CRESCENT CITY WATER	\$ 22.49	20302	WATER - COOPER	\$ 22.49
312-2448	8/20/20	US BANK	\$ 75.24	20140	PADLOCKS FOR WASHINGTON	\$ 75.24
312-2448	8/20/20	US BANK	\$ 40.44	20140	PADLOCKS FOR WASHINGTON	\$ 40.44
312-2449	8/20/20	AMERICAN INDUSTRIAL DOOR,	\$ 1,282.50	20180	EMERGENCY BAY DOOR REPLACEM	\$ 1,282.50
312-2450	8/20/20	CANON FINANCIAL SERVICES	\$ 183.30	20260	COPIER PAYMENT	\$ 183.30
312-2451	8/20/20	COUNTRY MEDIA INC.	\$ 39.32	20240	PUBLIC HEARING NOTICE	\$ 39.32
					<b>TOTAL</b>	<b>\$ 1,889.73</b>
313-2452	8/28/20	CITY OF CRESCENT CITY	\$ 135.97	20173	L.O.F. FOR 5174	\$ 135.97
313-2453	8/28/20	U.S. POSTAL SERVICE	\$ 1,250.00	20220	BRM ACCOUNT	\$ 1,250.00
313-2454	8/28/20	CRESCENT CITY WATER	\$ 62.18	20302	WATER - HUMBOLDT	\$ 62.18
313-2455	8/28/20	PACIFIC POWER & LIGHT CO.	\$ 78.13	20300	POWER - COOPER	\$ 78.13
313-2455	8/28/20	PACIFIC POWER & LIGHT CO.	\$ 704.96	20300	POWER - WASHINGTON	\$ 704.96
313-2456	8/28/20	SUBURBAN PROPANE	\$ 691.90	20301	FILL UP - WASHINGTON STATION	\$ 691.90
313-2458	8/28/20	CHARTER COMMUNICATIONS	\$ 194.12	20120	CABLE/INTERNET WASHINGTON	\$ 194.12
313-2459	8/28/20	RECOLOGY DEL NORTE	\$ 62.74	20140	TRASH FEE - AUGUST	\$ 62.74
					<b>TOTAL</b>	<b>\$ 3,180.00</b>

# CRESCENT FIRE PROTECTION DISTRICT

## Incident Reports By Incident Type, Summary

Page 1 of 1

### CITY CALLS AUGUST 2020

Incident Type	Total Incidents:
111 Building fire	1
113 Cooking fire, confined to container	1
141 Forest, woods or wildland fire	3
151 Outside rubbish, trash or waste fire	5
311 Medical assist, assist EMS crew	41
444 Power line down	1
500 Service Call, other	1
531 Smoke or odor removal	2
553 Public service	3
611 Dispatched & canceled en route	7
651 Smoke scare, odor of smoke	2
735 Alarm system sounded due to malfunction	1
740 Unintentional transmission of alarm, other	1
<b>Total Number of Incidents:</b>	<b>69</b>
<b>Total Number of Incident Types:</b>	<b>13</b>

Print Date: 9/11/2020

# CRESCENT FIRE PROTECTION DISTRICT

## Incident Reports By Incident Type, Summary

Page 1 of 1

### CITY CALLS AUGUST 2020

Incident Type	Total Incidents:
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444 Power line down	1
500 Service Call, other	1
531 Smoke or odor removal	2
553 Public service	3
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651 Smoke scare, odor of smoke	2
735 Alarm system sounded due to malfunction	1
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<b>Total Number of Incidents:</b>	<b>69</b>
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Print Date: 9/11/2020

# CRESCENT FIRE PROTECTION DISTRICT

## Incident Reports By Incident Type, Summary

Page 1 of 1

### DISTRICT CALLS AUGUST 2020

Incident Type	Total Incidents:
111 Building fire	1
131 Passenger vehicle fire	2
141 Forest, woods or wildland fire	4
151 Outside rubbish, trash or waste fire	14
311 Medical assist, assist EMS crew	76
322 Vehicle accident with injuries	5
324 Motor vehicle accident with no injuries	2
444 Power line down	1
531 Smoke or odor removal	3
553 Public service	3
561 Unauthorized burning	11
600 Good intent call, other	1
611 Dispatched & canceled en route	9
651 Smoke scare, odor of smoke	6
661 EMS call, party transported by non-fire agency	1
740 Unintentional transmission of alarm, other	1
<b>Total Number of Incidents:</b>	<b>140</b>
<b>Total Number of Incident Types:</b>	<b>16</b>

Print Date: 9/11/2020

**SECOND AMENDMENT TO OPTION  
AND TOWER AND GROUND SPACE LEASE**

This Second Amendment made this \_\_\_\_ day of \_\_\_\_\_ 2020, modifies that certain Option and Tower and Ground Space Lease dated October 16<sup>th</sup>, 2003, as amended by First Amendment to Option and Tower and Ground Space Lease dated June 3<sup>rd</sup>, 2004 ("Lease"), by and between Crescent Fire Protection District a Special District, organized under the laws of the State of California with an address at 255 West Washington Boulevard, Crescent City, CA 95531, hereinafter referred to as "Landlord", and California Rural Service Area #1, Inc., a California corporation, with an address at Attn.: Real Estate Lease Administration, 8410 West Bryn Mawr Avenue, Chicago, Illinois 60631, hereinafter referred to as "Tenant."

WHEREAS, Landlord owns a communications tower (the Tower") located on a parcel of land (the "Site"), at a Latitude of 41° 46' 20" N. and Longitude 124° 12' 23.8" (NAD 83), with a street address of 255 W. Washington Blvd., in or near the City of Crescent City, in Del Norte County, State of California; and

WHEREAS, the Tenant wishes to lease additional Ground Space for an equipment pad for a generator and rights to install conduit as described in this Amendment.

NOW, THEREFORE, in consideration of the terms of the Lease and this Second Amendment, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Landlord and Tenant agree as follows:

- I. Landlord consents to the Equipment changes provided for in this Second Amendment.
- II. Exhibit B-1 of the Lease is hereby deleted and replaced with Exhibit B-2 which is attached to this Second Amendment.
- III. Modification to Rent. In consideration for Landlord's consent described above, effective upon the first day of the month following the installation of Tenant's additional equipment, the monthly Rent will be increased by One Hundred and 00/100 Dollars (\$100.00).
- IV. In all other respects the Lease is hereby ratified and affirmed without change.

[END OF AMENDMENT - SIGNATURE PAGE FOLLOWS]

**Signature Page**

IN WITNESS WHEREOF, the parties hereto bind themselves to this Second Amendment as of the date of full execution.

LANDLORD: Crescent Fire Protection District

TENANT: California Rural Service Area #1, Inc.

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed: \_\_\_\_\_

Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Title: Vice-President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF CALIFORNIA        )  
  )  
COUNTY OF DEL NORTE        )

I, the undersigned, a notary public in and for the State and County aforesaid, do hereby certify that \_\_\_\_\_, \_\_\_\_\_ known to me to be the same person whose name is subscribed to the foregoing Second Amendment to Option and Tower and Ground Space Lease appeared before me this day in person and acknowledged that he signed the said Second Amendment as his free and voluntary act for the uses and purposes therein stated.

Given under my hand and seal this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_

Notary Public

My commission expires \_\_\_\_\_

STATE OF ILLINOIS            )  
   )  
 COUNTY OF COOK             )

I, the undersigned, a notary public in and for the State and County aforesaid, do hereby certify that \_\_\_\_\_, Vice-President, known to me to be the same person whose name is subscribed to the foregoing Second Amendment to Option and Tower and Ground Space Lease appeared before me this day in person and acknowledged that, pursuant to his authority, he signed the said Second Amendment as his free and voluntary act on behalf of the named Tenant, for the uses and purposes therein stated.

Given under my hand and seal this \_\_\_\_ day of \_\_\_\_\_, 2020.

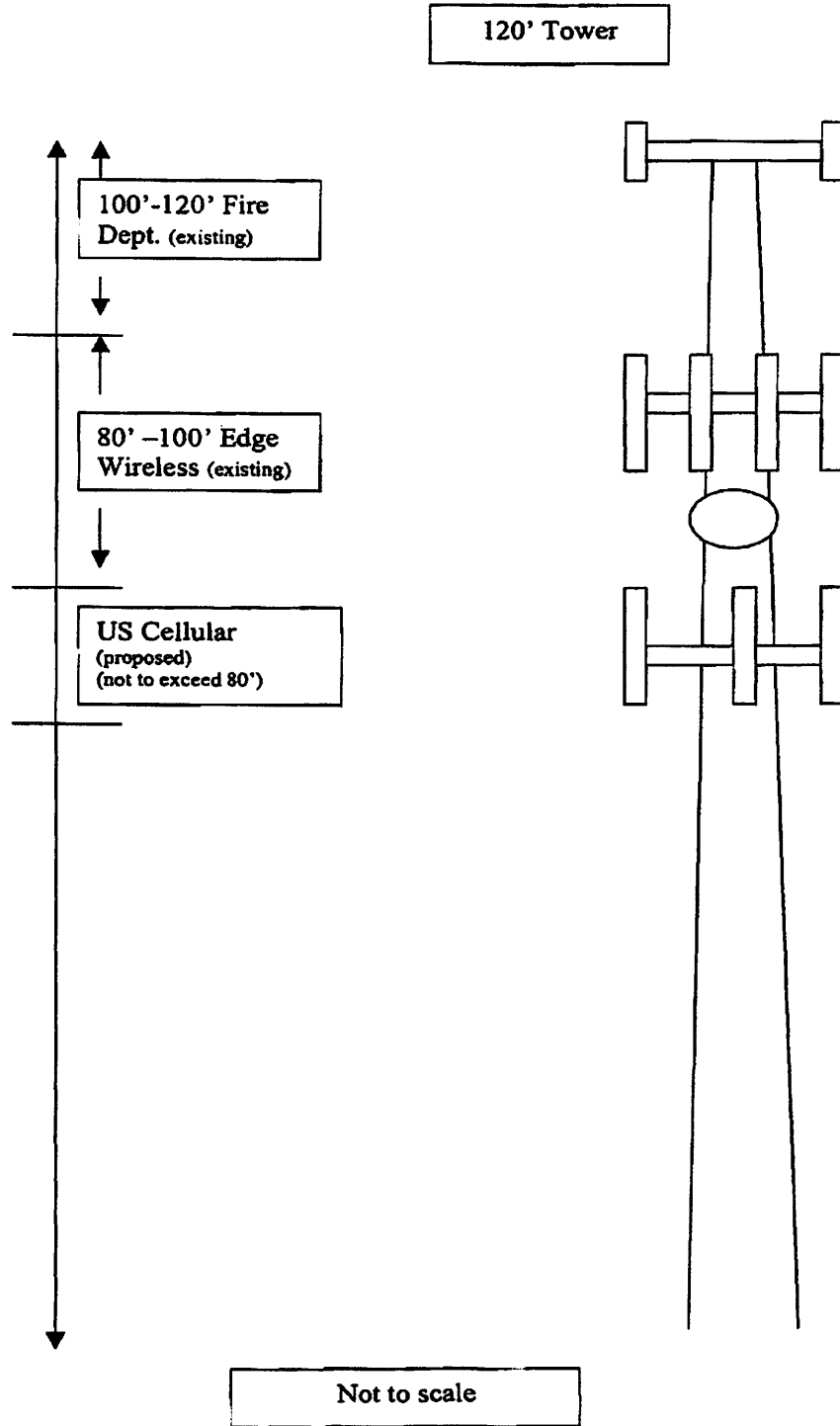
\_\_\_\_\_

Notary Public

My commission expires \_\_\_\_\_

**AMENDMENT EXHIBIT B-2**

**See attached 2 pages**



**AMENDMENT EXHIBIT B-2 (cont'd)**

