



AGENDA

CRESCENT FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

**REGULAR MEETING
HELD
MONDAY, OCTOBER 12, 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). Submit comments via 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, October 12, 2020. If you require a special accommodation and/or are unable to participate telephonically or virtually, please contact Administrative Assistant, Vanessa Duncan at 464-2421.

Zoom Link

https://us02web.zoom.us/webinar/register/WN_4moHYxB9RTuFbTcuDSv2-Q

To participate via phone, please use the following information:

Call-In Information:

Phone #: (253) 215-8782
Webinar ID: 899 3266 4709

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 five minutes each in which to speak on any item on the agenda prior to any action taken by the Board.

3. CONSENT CALENDAR

3.1 APPROVE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 14, 2020.

3.2 APPROVAL OF WARRANT CLAIMS FOR PERIOD COVERED SEPTEMBER 2020.

Take Public Comment on Consent Calendar
Consider and adopt Consent Calendar

4. NEW BUSINESS

Take action as necessary and appropriate.

NO NEW BUSINESS AT THIS TIME.

5. OLD BUSINESS

Take action as necessary and appropriate.

5.1 RECEIVE AMENDED BENEFIT ASSESSMENT REPORT, CONSIDER AND ADOPT RESOLUTION NO. 20-005; AND WAIVE FULL READING, READ BY TITLE ONLY AND RE-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. 20-005; A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT FIRE PROTECTION DISTRICT AMENDING ENGINEER'S REPORT
5. Review and waive full reading, read by title only, and re-introduce ORDINANCE NO. 20-001, AN ORDINANCE OF THE CRESCENT FIRE PROTECTION DISTRICT LEVYING A FIRE SUPPRESSION ASSESSMENT, BEGINNING IN FISCAL YEAR

2021/2022

6. PUBLIC HEARING

6.1 CONDUCT A PUBLIC HEARING FOR THE PROPOSED FIRE PROTECTION AND EMERGENCY RESPONSE SERVICES BENEFIT ASSESSMENT OF THE CRESCENT FIRE PROTECTION DISTRICT

RECOMMENDATION

1. Open Public Hearing
2. Receive staff report and presentation
3. Take public comment
4. Request final submittal of all ballots and close public hearing*
5. Continue tabulation of ballots**

* **To be counted, mail-in and in-person assessment ballots MUST be received by the close of the public hearing on October 12, 2020 at the Washington Station.** For those wishing to drop off their ballot at the station, a secure drop box was provided during the 45-day balloting period. In addition, the District Clerk and County Registrar will be on-site during the public hearing to accept in-person ballots. If you lose your ballot, require a replacement ballot, or want to change your vote, call the Crescent Fire Protection District at (707) 464-2421.

** **Tabulation of the returned ballots will be conducted by the Del Norte County Election's Office:**

Ballot Tabulation
October 13th, 10:00AM
Board of Supervisors Chamber
981 H Street, Crescent City

Members of the public are welcome to view ballot tabulation live via zoom at the following link:

Zoom link to watch live: <https://media.co.del-norte.ca.us/>

Note: If, according to the final tabulation, ballots submitted against the assessment exceed the ballots submitted in favor of the assessment, weighted according to the proportional financial obligation of the affected property, a "majority protest" exists and the Crescent Fire Protection District shall not impose the assessment.

The Board of Directors will formally accept and certify the balloting results at its regularly scheduled meeting on November 9th at 5:00PM. If approved, the Board will conduct a second reading and adopt Ordinance No. 20-001 on November 9th.

7. CHIEFS REPORT

Take action as necessary and appropriate.

UPDATE ON CURRENT MATTERS AND THOSE IN PROGRESS.

7.1 RESPONSES OCCURRED BETWEEN: 09/01 – 09/30/2020

8. 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.

9. ADJOURNMENT

ADJOURN TO THE NEXT REGULARLY SCHEDULED MEETING ON MONDAY, NOVEMBER 9, 2020 AT 5:00 PM.

POSTED:

10/09/2020

/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



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, SEPTEMBER 14, 2020
AT 5:00 P.M.**

DIRECTORS PRESENT:

Chairman Jim Nelson
Vice Chairman Dave Short
Director Jim Erler
Director Rick Kelley
Director Allen Winogradov

ABSENT:

OTHERS PRESENT:

Vanessa Duncan, Clerk of the Board
Bill Gillespie, Fire Chief

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

Linda Sutter addressed the Board with concerns regarding upset people of the community because they have not received their ballots and there was not a website put in place until just recently. She also expressed her concern that this is a weighted ballot. Ms. Sutter believes that the benefit assessment should have been put on the November election.

APPROVE MINUTES OF THE REGULAR MEETING OF AUGUST 10, 2020.

Director Winogradov requests that a change be made to the meeting minutes to reflect that he was present for the vote on the final budget for the District. On a motion by Director Winogradov, seconded by Vice Chair Short, motion carried unanimously 5/0; the Board of Directors adopted the regular meeting minutes of August 10, 2020.

APPROVAL OF WARRANT CLAIMS FOR PERIOD COVERING AUGUST 2020.

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

RESPONSES OCCURRED DURING AUGUST 2020.

Chief Gillespie reported the amount of calls for the City and the District for the month on August; stating this is another record-breaking month. Director Winogradov questioned if Chief Gillespie has reached out to Del Norte Ambulance regarding the amount of medical calls and the amount of lift assists the Department goes to. Director Winogradov requested the Chief Gillespie contact Del Norte Ambulance to inquire about compensation for lift assist.

NEW BUSINESS

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

Chief Gillespie notes that US Cellular has requested to upgrade equipment in the past and recently they proposed placing an emergency back-up generator on site. CFPD will bill US Cellular \$100 for each additional month. Chairman Nelson questioned if there is a yearly inflation on the rent for the radio towers; Vanessa explained the yearly inflation of 3%. On a motion by Director Kelley, seconded by Director Winogradov, motion carried unanimously 5/0; the Board of Directors grant the Fire Chief the ability to move forward with any signatures that may be needed.

NEW BUSINESS

NO OLD BUSINESS AT THIS TIME.

CHIEF'S REPORT

6.1 LETTER OF INTEREST FROM BATTALION CHIEF, JOE GREGORIO.

Chief Gillespie noted that we have received a letter of interest from Battalion Chief, Joe Gregorio, stating that if there are any open positions available for the Board soon, he'd like to be considered.

6.2 POTENTIAL VENDOR CHANGE FOR NATURAL GAS.

Chief Gillespie reported that he has been in contact with Blue Star Gas and he would like to pursue moving forward to change vendors if the cost per gallon is less than our current vendor. Director Kelley questioned if Chief Gillespie has reached out to Ameri Gas company? Chief Gillespie notes he has not but will. Director Erler questioned if we own the tanks or if Suburban owns the tanks; Chief Gillespie states that the tanks belong to Suburban Propane and Blue Star Gas will rent a tank for \$1/month. Chief Gillespie will reach out to Suburban to see if they are willing to lower their prices before making a change. Director Erler questioned if we should have all three companies

submit a proposal. Chairman Nelson stated the companies will want to know what the monthly consumption of the District.

BOARD COMMENTS

Chief Gillespie noted that Engineer, David Soule, passed away Monday morning at his home in Crescent City. He also stated that CCF&R was first on scene and worked very hard to bring Engineer Soule back. He was a month shy of 19 years on the Fire Department, was also a Correctional Officer at Pelican Bay State Prison and drove truck for Hemmingsen. Chief Gillespie would like to take a moment to acknowledge the passing of Engineer Soule.

Director Winogradov spoke about his experience in the EOC (Emergency Operations Center) recently and how he didn't see any of the firefighters using social distancing practices. Chief Gillespie states that he will follow up with the crew and make sure it is addressed.

Director Erler stated that he was contacted by an individual that was complaining about the appearance of the Bertsch Tract Station. Chief Gillespie noted that everything is currently mowed and that there is currently moss on the building and it will be taken care of. Director Winogradov suggests Mold Armor to help with the side of the building – the County has used it for moss and black mold.

ADJOURNMENT

There being no further business, Chairman Nelson adjourned the meeting at 5:34PM to the next regularly scheduled meeting of the Crescent Fire Protection Board of Directors on October 12, at 5:00PM.

Vanessa Duncan, Clerk of the Board
Crescent Fire Protection District

CFPD CLAIMS LIST SEPTEMBER FY 20/21

CLAIM ID	CLAIM DATE	VENDOR NAME	CLAIM AMOUNT	ACCOUNT	DESCRIPTION	GRAND TOTAL
314-2463	9/11/20	PACIFIC POWER & LIGHT CO.	\$ 29.76	20300	POWER - HUMBOLDT	\$ 29.76
314-2464	9/11/20	PLANWEST PARTNERS, INC.	\$ 30,519.39	20230	PHASE 2 MASTER PLAN JULY - AUG	\$ 30,519.39
314-2465	9/11/20	U.S. BANK	\$ 420.76	20173	STROBES N MORE - LIGHTS FOR 51	\$ 420.76
314-2465	9/11/20	U.S. BANK	\$ 75.24	20220	AMAZON - LOCK BOX FOR BALLOTS	\$ 75.24
314-2465	9/11/20	U.S. BANK	\$ 64.45	20220	AMAZON - LOCK BOX FOR BALLOTS	\$ 64.45
314-2465	9/11/20	U.S. BANK	\$ 4.92	20220	DN OFFICE SUPPLY - BALLOT DROP	\$ 4.92
314-2465	9/11/20	U.S. BANK	\$ 240.00	20220	USPS - SETUP FOR BALLOTS	\$ 240.00
TOTAL						\$ 31,354.52
315-2466	9/11/20	PLANWEST PARTNERS, INC.	\$ 5,364.00	20230	PHASE 2 MASTER PLAN APRIL - JUN	\$ 5,364.00
TOTAL						\$ 5,364.00
316-2467	9/18/20	DN SOLID WASTE MANAGEMEN	\$ 17.14	20140	TRASH FEE - AUGUST	\$ 17.14
316-2468	9/18/20	LAW OFFICES OF NANCY DIAMK	\$ 2,975.00	20233	REVIEW REPORTS/RESO/ORDINANC	\$ 2,975.00
316-2469	9/18/20	CRESCENT CITY WATER	\$ 267.73	20302	WATER - WASHINGTON	\$ 267.73
316-2469	9/18/20	CRESCENT CITY WATER	\$ 22.49	20302	WATER - COOPER	\$ 22.49
TOTAL						\$ 3,282.36
317-2470	9/24/20	JENNIFER WELLMAN	\$ 42.00	20280	REIMBURSEMENT FOR OVERPAYME	\$ 42.00
317-2471	9/24/20	CRESCENT CITY WATER	\$ 62.11	20302	WATER - HUMBOLDT	\$ 62.11
317-2472	9/24/20	PACIFIC POWER & LIGHT CO.	\$ 66.51	20300	POWER - COOPER	\$ 66.51
317-2472	9/24/20	PACIFIC POWER & LIGHT CO.	\$ 783.95	20300	POWER - WASHINGTON	\$ 783.95
317-2473	9/24/20	CHARTER COMMUNICATIONS	\$ 194.12	20120	CABLE/INTERNET WASHINGTON	\$ 194.12
317-2474	9/24/20	RECOLOGY DEL NORTE	\$ 62.74	20140	TRASH FEE - SEPTEMBER	\$ 62.74
317-2475	9/24/20	CANON FINANCIAL SERVICES	\$ 213.24	20260	COPIER PAYMENT	\$ 213.24
TOTAL						\$ 1,424.67

5.1 STAFF REPORT – RECEIVE AMENDED BENEFIT ASSESSMENT REPORT, CONSIDER AND ADOPT RESOLUTION NO. 20-005; AND WAIVE FULL READING, READ BY TITLE ONLY AND RE-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. 20-005; A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT FIRE PROTECTION DISTRICT AMENDING ENGINEER’S REPORT
5. Review and waive full reading, read by title only, and re-introduce ORDINANCE NO. 20-001, AN ORDINANCE OF THE CRESCENT FIRE PROTECTION DISTRICT LEVYING A FIRE SUPPRESSION ASSESSMENT, BEGINNING IN FISCAL YEAR 2021-22

BACKGROUND

At the August 10, 2020 meeting, the Crescent Fire Protection District (CFPD) Board of Directors reviewed the Draft Engineer’s Report prepared by Bartle Wells Associates and adopted Resolution No. 20-004, thereby initiating Prop 218 proceedings, declaring intention to levy assessments, approving the engineers report, and providing for notice of hearing, and mailing of assessment ballots. In addition, the Board introduced Ordinance No. 20-001, which references the Engineer’s Report and establishes the assessment levy provisions.

The Engineer’s Report is the basis of the proposed benefit assessment that would fund the cost of providing continued fire protection services and improvements within the District boundaries. The Engineer’s Report, as adopted on August 10th, provided an estimated fiscal year 2021-22 assessment revenue requirement of \$433,746, resulting in a proposed assessment rate of \$74.00 per single-family equivalent benefit unit (EBU) for fiscal year 2021-22. This new assessment would replace the 2006 assessment and would be in addition to the 1987 assessment for a total single-family equivalent benefit unit of \$98.00 annually.

After the meeting, a combined notice and ballot was mailed to each record owner of developed properties located within the District as identified by the names and addresses appearing on the last equalized secured property tax assessment roll of Del Norte County. The notice and ballot included information about the proposed assessment, a summary of the procedures for completing and returning ballots, information about the public hearing, and the total amount of assessment proposed for the owner’s particular parcel.

After ballots were distributed for the required 45-day period, the Fire Chief and District Clerk fielded many calls and questions. Many questions related to needing a replacement ballot, asking

why they did not receive a ballot (i.e., parcels with vacant land use classifications), confirming no charge or ballot provided to vacant properties, confirming or requesting a change to the land use classifications on subject parcels, confirming building square footage calculations for commercial properties, confirming authority of assessing public owned properties, understanding the weighted ballot and tabulation process, and others.

Based on these questions, it was determined that EBU adjustments for certain parcels are necessary. For example, 14 parcels are classified as “Residential” or “Commercial” when in fact they are “Vacant” and should not have received a ballot. In addition, it was determined that 15 parcels classified as “Commercial” with building square footage EBUs should be “rounded down” for simplification. **Changes to these 29 parcels has a total revenue impact of \$-1,187. Therefore, the estimated fiscal year 2021-22 assessment revenue requirement would change from \$433,746 to \$432,559.** This would not affect the proposed assessment rate of \$74.00 per single-family equivalent benefit unit (EBU) for fiscal year 2021-2022.

It is important to note that several property owners questioned why they did not receive a ballot. After further investigation, it was determined that many parcels in the District are classified as “Vacant” based on past County records and existing direct charges for the District’s current assessments when in fact they have been developed with residential or commercial uses in recent years. Since these property owners did not receive a ballot during the 45-day noticing period, it was determined that they should not be charged for FY 2021-22. This highlights the need for the CFPD to work with the County Assessor’s Office to update use codes for properties within the District.

In conclusion, staff recommends that the District Board adopt Resolution No. 20-005, thereby amending the Engineer’s Report to incorporate the EBU adjustments to the 29 parcels as described above. In addition, staff further recommends that the District Board re-introduce (by title only) Ordinance No. 20-001, thereby reflecting revisions to the total estimated fiscal year 2021-22 assessment revenue requirement with the EBU adjustments incorporated. If approved, the 29 parcel adjustments would be reflected in the ballot tabulation for the affected parcels.

FISCAL IMPACT

Changes to these 29 parcels has a total revenue impact of \$-1,187. Therefore, the estimated fiscal year 2021-22 assessment revenue requirement would change from \$433,746, to \$432,559. This would not affect the proposed assessment rate of \$74.00 per single-family equivalent benefit unit (EBU) for fiscal year 2021-22. If approved, the parcel adjustments would be reflected in the ballot tabulation for the affected parcels.

ATTACHMENTS

1. Resolution No. 20-005
2. Ordinance No. 20-001



CRESCENT FIRE PROTECTION DISTRICT

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

RESOLUTION NO. 20-005

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT FIRE PROTECTION DISTRICT AMENDING ENGINEER'S REPORT

WHEREAS, by its Resolution No. 20-004, A Resolution Initiating Proceedings, Declaring Intention to Levy Assessments, Approve Engineer's Report, and Provide for Notice of Hearing and the Mailing of Assessment Ballots, as adopted on August 10, 2020, this Board approved an Engineer's Report by reference and ordered to initiate proceedings for the "2021-22 Crescent Fire Protection District Fire Suppression Benefit Assessment"; and

WHEREAS, the Engineer's Report, as adopted on August 10, 2020, provided an estimated fiscal year 2021-22 assessment revenue requirement of \$433,746, resulting in a proposed assessment rate of \$74.00 per single-family equivalent benefit unit (EBU) for fiscal year 2021-22; and

WHEREAS, EBU adjustments have been identified for certain parcels with a total revenue impact of \$-1,187, as identified in Appendix A – CFPD EBU Parcel Adjustments; and

WHEREAS, with these EBU adjustments, the estimated fiscal year 2021-22 assessment revenue requirement would change from \$433,746 to \$432,559. This cost would not affect the proposed assessment rate of \$74.00 per single-family EBU for fiscal year 2021-22.

WHEREAS, all other particulars of Resolution No. 20-004 remain in full force and effect.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Crescent Fire Protection District as follows:

1. The Engineer's Report is hereby amended to incorporate the EBU adjustments as reflected in Appendix A, incorporated herein by reference.

PASSED, APPROVED AND ADOPTED at a regular meeting of the Board of Directors of the Crescent Fire Protection District held on the 12th day of October, 2020 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jim Nelson, Chair

ATTEST:

Vanessa Duncan, Board Clerk

Attachment:

Appendix A – CFPD EBU Parcel Adjustments Table

**APPENDIX A
CRESCENT FIRE PROTECTION DISTRICT EBU PARCEL ADJUSTMENTS TABLE**

APN	LandUse1	sqft	2019TotalFee	2019EBUs	2022CustClassREV	2022 EBU's REV	2022 Assessment REV	OLD 2022 ASSESSMENT	Revision
110-062-002	MI	-	\$42.00	1.0	Vacant	0	\$0.00	\$74.00	\$74.00
110-073-004	MI	-	\$42.00	1.0	Vacant	0	\$0.00	\$74.00	\$74.00
110-410-031	UR	-	\$42.00	1.0	Vacant	0	\$0.00	\$74.00	\$74.00
115-083-005	UR	-	\$42.00	1.0	Vacant	0	\$0.00	\$74.00	\$74.00
115-126-017	UR	-	\$42.00	1.0	Vacant	0	\$0.00	\$74.00	\$74.00
115-151-016	MI	-	\$42.00	1.0	Vacant	0	\$0.00	\$74.00	\$74.00
115-180-009	UC	-	\$42.00	1.0	Vacant	0	\$0.00	\$74.00	\$74.00
116-060-019	C	45,485	\$84.00	2.0	Commercial	20	\$1,480.00	\$1,480.99	\$0.99
116-160-007	C	11,633	\$84.00	2.0	Commercial	5.1	\$377.40	\$378.78	\$1.38
116-160-036	C	6,600	\$84.00	2.0	Commercial	2.9	\$214.60	\$314.05	\$99.45
116-171-036	C	28,071	\$84.00	2.0	Commercial	12.3	\$910.20	\$913.98	\$3.78
116-172-029	C	6,019	\$84.00	2.0	Commercial	2.6	\$192.40	\$195.96	\$3.56
116-202-024	UR	-	\$42.00	1.0	Vacant	0.8	\$59.20	\$74.00	\$14.80
116-261-019	MI	-	\$42.00	1.0	Vacant	0	\$0.00	\$74.00	\$74.00
116-270-081	C	133,726	\$84.00	2.0	Commercial	58.8	\$4,351.20	\$4,354.12	\$2.92
116-270-095	C	151,943	\$84.00	2.0	Commercial	66.8	\$4,943.20	\$4,947.26	\$4.06
117-020-020	UR	-	\$42.00	1.0	Vacant	0	\$0.00	\$74.00	\$74.00
117-041-019	C	11,392	\$84.00	2.0	Commercial	5	\$370.00	\$370.91	\$0.91
117-054-010	C	16,167	\$84.00	2.0	Commercial	7.1	\$525.40	\$526.40	\$1.00
117-081-001	C	7,646	\$84.00	2.0	Commercial	3.3	\$244.20	\$248.97	\$4.77
117-081-002	C	5,333	\$84.00	2.0	Commercial	2.3	\$170.20	\$173.63	\$3.43
117-081-017	C	5,765	\$84.00	2.0	Commercial	2.5	\$185.00	\$187.72	\$2.72
117-081-018	C	10,945	\$84.00	2.0	Commercial	4.8	\$355.20	\$356.36	\$1.16
117-092-010	C	3,667	\$84.00	2.0	Commercial	1.6	\$118.40	\$119.41	\$1.01
117-101-013	C	29,919	\$0.00	0.0	Commercial	13.1	\$969.40	\$974.16	\$4.76
118-464-001	UR	-	\$84.00	2.0	Vacant	0	\$0.00	\$148.00	\$148.00
120-036-008	UR	-	\$42.00	1.0	Vacant	0	\$0.00	\$74.00	\$74.00
120-172-001	UR	-	\$42.00	1.0	Vacant	0	\$0.00	\$74.00	\$74.00
115-195-001	MS	-	\$42.00	1.0	Vacant	0	\$0.00	\$74.00	\$74.00
			\$255,570.00	6085.0		209.0	\$15,466.00	\$16,653	-\$1,186.70



CRESCENT FIRE PROTECTION DISTRICT

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

ORDINANCE NO. 20-001

AN ORDINANCE OF THE CRESCENT FIRE PROTECTION DISTRICT LEVYING A FIRE SUPPRESSION ASSESSMENT, BEGINNING IN FISCAL YEAR 2021-22

The Board of Directors of the Crescent Fire Protection District hereby ordains as follows:

SECTION 1. PURPOSE

Pursuant to direction from the Board, Bartle Wells Associates (the "Engineer of Work") prepared an Assessment Engineer's Report (the "Engineer's Report") pursuant to Title 5, Division 1, Part 1, Chapter 1, Article 3.6 of the California Government Code, "Fire Suppression Assessments", beginning with Section 50078 and Article XIIIID of the California Constitution ("Proposition 218"). The Engineer's Report presents a benefit analysis for the imposition of an assessment to fund fire expenses. The Engineer's Report has been made, filed with the District Clerk, and approved by the Board.

On August 10, 2020, the Board duly adopted Resolution No. 20-004, A Resolution of the Board of Directors of the Crescent Fire Protection District Initiating Proceedings, Declaring Intention to Levy Assessments, Approve Engineer's Report, and Provide for Notice of Hearing and the Mailing of Assessment Ballots. On October 12, 2020, the Board subsequently adopted Resolution No. 20-005, A Resolution of the Board of Directors of the Crescent Fire Protection District Amending Engineer's Report to incorporate Equivalent Benefit Unit (EBU) adjustments for certain parcels. After hearing held October 12, 2020, the Board concluded that ballots weighted according to the financial obligation of the affected parcel submitted in favor of the assessment were equal to or exceeded the weighted ballots submitted in opposition to the assessment. It is now the intent of the Board to levy and collect an annual assessment for fire suppression services which shall be called the "2021-22 Crescent Fire Protection District Fire Suppression Benefit Assessment" (hereinafter the "Benefit Assessment") to include all properties within the existing boundaries of the Crescent Fire Protection District (hereinafter the "Benefit Assessment District").

SECTION 2. DESCRIPTION OF THE SERVICES

Within the Benefit Assessment District, the proposed fire services and equipment to be funded by the assessments ("Services") are generally described as including, but not limited to the following: obtaining, furnishing, operating, and maintaining fire suppression, protection and emergency fire-suppression-related services equipment and apparatus; paying salaries, benefits and other compensation for firefighting and fire suppression personnel; training and administration of personnel performing said fire suppression, protection and emergency fire-suppression-related services; community fire prevention education and fire inspection.

SECTION 3. REFERENCE TO ENGINEER'S REPORT

Reference is hereby made to the Engineer's Report for a full and detailed description of the Benefit Assessment, including District parcels, expenses, and individual parcel assessments to be assessed beginning in Fiscal Year 2021-22. Reference is hereby made to the official Parcel Maps of the County of Del Norte for a description of the lines and dimensions of parcels within the Benefit Assessment District. Fire expenses include budget and financial planning documents provided by the District. An assessment benefit was allocated to each parcel according to the Del Norte County Assessor's 2019-20 Assessor Parcel listings and associated land use codes within the Benefit Assessment District.

SECTION 4. REPORT OF THE ASSESSMENT ENGINEER OF WORK

The Engineer's Report is available for public review at the Washington Station, 255 West Washington Boulevard, Crescent City, CA 95531, and is hereby incorporated by reference. The Engineer's Report includes:

- A. A description of each lot or parcel of property proposed to be subject to the assessment;
- B. The amount of the assessment for each lot or parcel for the initial fiscal year;
- C. The maximum amount of the assessment which may be levied for each lot or parcel during any fiscal year;
- D. The duration of the assessment;
- E. The basis of the assessment;
- F. The schedule of the assessment; and,
- G. A description of the protest and hearing requirements applicable to the assessment.

SECTION 5. ASSESSMENT RATE

The Board hereby levies an annual assessment within the Benefit Assessment District. The estimated fiscal year 2021-22 cost of providing the Services is \$432,559. This cost results in an assessment rate of \$74.00 per single-family equivalent benefit unit (EBU) for fiscal year 2021-22. Fire EBUs are assigned to each parcel as follows:

- Single Family – All residential single-family homes are equal to 1.0 EBU
- Multi-Family – All multi-family, mobile home, manufactured homes, duplexes, and condos are allocated 0.8 EBUs per unit.
- Commercial/Industrial – Each building are assigned 1.1 EBUs per equivalent single-family home, approximately 2,500 square foot.
- Government/Institutional - Improved Government land is subject to the assessment levy on the same basis as privately owned parcels with the same land use description.
- Vacant/Undeveloped Land – Vacant and undeveloped land is not subject to the assessment levy and is otherwise exempt from this assessment.
- Bulk/Hazard – Any parcel which presents an extraordinary hazard to the District will be independently evaluated by the District Fire Chief and assigned an EBU that reflects the actual benefit received by the individual parcel.

SECTION 6. ANNUAL ASSESSMENTS

The assessments will be levied annually for an indefinite term. In each subsequent year, the District Board may choose to adopt an inflation adjustment factor by an amount equal to the annual change in the Consumer Price Index for All Urban Consumers in the West Region, not to exceed 2% (two percent) per year without a further vote or balloting process. This factor may be applied annually to account for normal cost of living increases in providing fire services. This factor is the maximum that the assessment could be raised in a fiscal year. The District Board can adopt a lower adjustment factor or forgo the adjustment at the Board's discretion. The records of the County Assessor shall be used to determine the number and type of improved properties for the purpose of the assessment pursuant to this Ordinance.

SECTION 7. OVERSIGHT COMMITTEE

A seven-member oversight committee will be created to meet annually to review and publicly report on the expenditure of revenues generated by the tax imposed by this Ordinance. The committee will include the Fire Chief or designee, a representative from the Volunteer Fire Association or designee, and five residents of the District. Resident members of the committee will be appointed to two-year terms by the Board Chair and

confirmed by the District Board. The Fire Chief and Volunteer Fire Association Representative will serve as non-voting members of the committee.

SECTION 8. INDEPENDENT ANNUAL AUDIT

The proceeds of the assessment imposed by this Ordinance, as well as the expenditures thereof, will be audited annually by an independent accounting firm.

SECTION 9. METHOD OF COLLECTION

The assessment shall be collected in the same manner and subject to the same penalty as, or with, other taxes fixed and collected by Del Norte County on behalf of the Crescent Fire Protection District. The County of Del Norte may deduct reasonable expenses incurred for such service before remitting the balance to the District.

SECTION 10. CARRYOVER OF REMAINING FUNDS

Any unexpended funds raised by the assessment, remaining at the end of any fiscal year shall be carried over for use by the Crescent Fire Protection District to the next succeeding year to fund fire suppression services within the Benefit Assessment District.

SECTION 11. APPEALS PROCESS FOR ASSESSMENT

Any property owner may appeal any determination by the Fire Chief concerning the nature of the use of the property or the calculation of the amount of the assessment by filing a written appeal with the District. Any such appeal shall be filed by December 1st of the calendar year for which the tax is levied. The appeal shall contain a statement by the property owner as to the nature and basis for the appeal in accordance with the District's appeal procedure. The District will provide guidelines for an appeals process for any property owner subject to the assessment. The guidelines for appeal shall be adopted by the Board by resolution and will be filed with the District Board Clerk.

SECTION 12. CORRECTIONS, CANCELLATIONS AND REFUND

The Board of Directors may order the assessment levied herein on any particular improved property to be corrected, cancelled or refunded consistent with and in order to effectuate the provisions of this Ordinance.

SECTION 13. SEVERABILITY

If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid by a court of competent jurisdiction, then the remainder of the Ordinance and the application of such provision to other persons or circumstances will not be affected thereby.

SECTION 14. CERTIFICATION

The District Clerk shall certify to the passage and adoption of this Ordinance and shall cause a copy of the full text of the Ordinance to be posted.

RE-INTRODUCED at a regular meeting of the Board of Directors of the Crescent Fire Protection District held on the 12th day of October, 2020 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jim Nelson, Chair

ATTEST:

Vanessa Duncan, District Clerk

6.1 STAFF REPORT – CONDUCT A PUBLIC HEARING FOR THE PROPOSED FIRE PROTECTION AND EMERGENCY RESPONSE SERVICES BENEFIT ASSESSMENT OF THE CRESCENT FIRE PROTECTION DISTRICT

RECOMMENDATION

1. Open Public Hearing
2. Receive staff report and presentation
3. Take public comment
4. Request final submittal of all ballots and close public hearing
5. Continue tabulation of ballots

BACKGROUND

This public hearing marks the end of the voting period for the Proposed Fire Protection and Emergency Response Services Benefit Assessment which would fund the services and improvements included in Crescent City Fire and Rescue's 10-year Financial Master Plan which was adopted in November 2019. In recent years, funding has been inadequate to maintain volunteer department services with the staffing needed to keep up with the increase in calls and needs of the community. In absence of additional funding, it is estimated that the Crescent Fire Protection District (CFPD) would exhaust its limited reserve funds within a 2-3 year period while trying to maintain the current level of service that residents have come to expect.

The increased funding to CFPD would be used to equip and train volunteers, replace aging fire engines and lifesaving equipment, hire 3 fire captains to sustain 24-hour response coverage, and develop and maintain a 24-hour volunteer staffing program (known as a sleeper program) enabling volunteer personnel to respond quicker to fire and emergency rescue calls.

Based on these needs of the Department the District Board hired Planwest Partners with subconsultant Bartle Wells to complete an Engineer's report. This report (attached to the previous agenda item) is the basis for the proposed assessment rate for a single-family benefit unit is \$74.00 per year, or \$6.17 per month. This new assessment would replace the 2006 assessment and would be in addition to the 1987 assessment for a total single-family equivalent benefit unit of \$98.00 annually. The total estimated amount assessed to the entire area subject to this assessment would be approximately \$432,559 per year beginning in fiscal year 2021-22.

The assessment requires majority approval by property owners, with ballots weighted based on the relative special benefit to a property in relation to a single-family home, the type of property, and its size. Ballots were mailed to owners of properties within the District boundaries that would be subject to this assessment on or before August 26, based on the most recent County records. Owners of properties that would not be assessed were not mailed ballots. Each ballot included the total assessment proposed for the owner's particular parcel and a summary of the procedures applicable to the completion, return and location of the public hearing. Individuals who own more than one property within CFPD that would be assessed were mailed one ballot for each property. Each ballot is weighted by the amount of the assessment it represents.

To be counted, mail-in and in-person assessment ballots MUST be received by the close of the public hearing on October 12, 2020 at the Washington Station. For those wishing to drop off their

ballot at the station, a secure drop box was provided during the 45-day balloting period. In addition, the District Clerk and County Registrar will be on-site during the public hearing to accept in-person ballots. Instructions have been provided to those who lose their ballots, require replacement ballots, or want to change their votes, to call the Crescent Fire Protection District at (707) 464-2421.

VOTING PROCEDURE

Property owners subject to the new assessment have the opportunity to vote for or against the new assessment as part of the mailed ballot proceeding. Only official ballots which are signed and marked with the property owner's support or opposition will be counted to determine if majority protest exists. A majority protest exists if, upon the conclusion of the public hearing, ballots submitted in opposition to the assessment exceed ballots submitted in favor of the assessment. In tabulating the ballots, the ballots will be weighted according to the proportional financial obligation of the affected property. If majority protest exists, the assessment will not be imposed. If there is no majority protest, the assessment may be imposed beginning in Fiscal Year 2021-22.

TABULATION

Tabulation of the returned ballots will commence after the close of the public hearing by the Del Norte County Elections Office. Tabulation will be conducted on October 13th beginning at 10:00AM in the Board of Supervisors Chamber, 981 H Street in Crescent City. The Del Norte County Election's Office (County Registrar) will handle all ballots, conduct tabulation, and retain all ballots in their archives for a minimum of two years.

CERTIFICATION OF RESULTS

The Board of Directors will formally accept and certify the balloting results at its regularly scheduled meeting on November 9th at 5:00PM. If the assessment is approved, the Board will conduct a second reading and adopt Ordinance No. 20-001 at that meeting.

FISCAL IMPACT

If approved, this assessment would provide a higher level of fire protection and emergency response service by increasing the staffing levels to nationally recognized standards and provide for improved apparatus and equipment replacement. The assessment would generate approximately \$432,559 per year beginning in FY 2021-22

Loss of the existing 2006 benefit assessment represents a revenue loss to the District of \$110,000 annually. The loss of revenue without a replacement funding measure will significantly impact the District in its ability to deliver fire and emergency response, with a lowering of response services from current service levels experienced by our community. Further, as the District worked to continue to provide services, District reserves that could offset this revenue loss could be depleted as early as the end of 2023, resulting in a significant loss of service to the community.

ATTACHMENTS

None

CRESCENT FIRE PROTECTION DISTRICT

Incident Reports By Incident Type, Summary

Page 1 of 1

DISTRICT TOTAL SEPTEMBER 2020

Incident Type	Total Incidents:
111 Building fire	2
131 Passenger vehicle fire	2
151 Outside rubbish, trash or waste fire	13
311 Medical assist, assist EMS crew	93
322 Vehicle accident with injuries	2
323 Motor vehicle/pedestrian accident (MV Ped)	1
324 Motor vehicle accident with no injuries	4
381 Rescue or EMS standby	1
444 Power line down	1
445 Arcing, shorted electrical equipment	2
553 Public service	1
561 Unauthorized burning	15
600 Good intent call, other	1
611 Dispatched & canceled en route	12
651 Smoke scare, odor of smoke	9
661 EMS call, party transported by non-fire agency	1
700 False alarm or false call, other	3
735 Alarm system sounded due to malfunction	1
740 Unintentional transmission of alarm, other	2
744 Detector activation, no fire - unintentional	1
745 Alarm system sounded, no fire - unintentional	1
Total Number of Incidents:	168
Total Number of Incident Types:	21

Print Date: 10/6/2020

CRESCENT FIRE PROTECTION DISTRICT

Incident Reports By Incident Type, Summary

Page 1 of 1

CITY TOTAL SEPTEMBER 2020

Incident Type	Total Incidents:
141 Forest, woods or wildland fire	1
151 Outside rubbish, trash or waste fire	9
311 Medical assist, assist EMS crew	29
322 Vehicle accident with injuries	1
323 Motor vehicle/pedestrian accident (MV Ped)	1
324 Motor vehicle accident with no injuries	1
342 Search for person in water	1
531 Smoke or odor removal	1
553 Public service	3
611 Dispatched & canceled en route	5
651 Smoke scare, odor of smoke	3
700 False alarm or false call, other	2
735 Alarm system sounded due to malfunction	1
743 Smoke detector activation, no fire - unintentional	2
744 Detector activation, no fire - unintentional	1
745 Alarm system sounded, no fire - unintentional	4
Total Number of Incidents:	65
Total Number of Incident Types:	16

Print Date: 10/6/2020