



# **AGENDA**

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

**REGULAR MEETING  
HELD  
MONDAY, APRIL 12, 2021  
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 ([cfpd.crescentcity.org](http://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, April 12, 2021. If you require a special accommodation and/or are unable to participate telephonically or virtually, please contact Administrative Assistant, Vanessa Duncan at (707) 464-2421.

### **Zoom Link**

<https://us02web.zoom.us/j/87475382663?pwd=UnFidkNVYWRTeksxd0dMzkVDMm9GZz09>

**To participate via phone, please use the following information:**

### Call-In Information:

Phone #: 1 669 900 6833 US

Meeting ID: 874 7538 2663

Passcode: 163998

## **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 SPECIAL MEETING OF MARCH 3, 2021 AND THE REGULAR MEETING OF MARCH 8, 2021.

**3.2** APPROVAL OF WARRANT CLAIMS FOR PERIOD COVERED MARCH 2021.

*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.  
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** INFORMATIONAL PAMPHLET UPDATE.

**6.2** BALLOT DESIGN UPDATE.

**6.3** PRICING FOR POSTAGE.

## **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, MAY 10, 2021 AT 5:00 PM.

### **POSTED:**

4/8/2021

/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, 8:00 a.m. - 5:00 p.m., or online at [cfpd.crescentcity.org](http://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**

**SPECIAL MEETING HELD  
WEDNESDAY, MARCH 3, 2021  
AT 5:00 P.M.**

**DIRECTORS PRESENT:**

Chairman Jim Nelson  
Vice Chairman Dave Short  
Director Jim Erler  
Director Rick Kelley  
Director Joe Gregorio

**ABSENT:**

**OTHERS PRESENT:**

Bill Gillespie, Fire Chief  
Vanessa Duncan, Clerk of the Board  
Colette Metz, Planwest Partners  
Abigail Seaman, Bartle Wells Associates  
Doug Dove, Bartle Wells Associates  
Eric Wier, City Manager

**ROLL CALL:**

Chairman Nelson called the meeting to order at 5:16 PM. The Pledge of Allegiance was led by Vice Chairman Short.

**PUBLIC PARTICIPATION**

NO PUBLIC COMMENT AT THIS TIME.

**CONSENT CALENDAR**

NO ITEMS AT THIS TIME.

## **NEW BUSINESS**

*Take action as necessary and appropriate.*

### **4.1 REVIEW AND DISCUSS DRAFT ENGINEER'S REPORT PRESENTATION.**

#### RECOMMENDATION

1. Receive staff report and presentation from consultants
2. Take public comment
3. Board Discussion
4. Provide Direction to Staff and Consultants regarding Engineers Report:
  - a. Provide direction on any assessment "Cap" level and type

Chief Gillespie gave a brief staff report and then turned it over to Abigail Seaman with Bartle Wells Associates, which proceeded by presenting the updated fire suppression assessment information.

Abigail noted that Planwest Partners had discovered that several parcels the County listed as vacant were confirmed to be occupied.

Abigail then went over the weighted formula for each parcel benefit. The Board was presented with three different options: Option A would have a cap of \$1,000 for all users, with a revenue loss of \$15,286; Option B would have a cap of \$1,500 for all users, with a revenue loss of \$8,161; Option C would have a cap of \$2,000 for all users, with a revenue loss of \$5,956.

The Board is also presented the option to have a cap for commercial properties only versus an overall cap for all users. Doug Dove, with Bartle Wells Associates, expressed his concern about only capping commercial property and not capping both commercial and residential property.

Director Gregorio would like to see the Board go with Option A with a cap of \$1,000 for all users.

Vice Chair Short questioned if Seawood would be capped at \$1,000 as well. Chief Gillespie noted that with Option A the \$1,000 cap would be applied to commercial and residential alike.

On a motion by Vice Chair Short, seconded by Director Kelley, motion carried unanimously 5/0; the Board of Directors approved the draft engineer's report, including Option A, with a \$1,000 cap for all users.

## **OLD BUSINESS**

NO OLD BUSINESS AT THIS TIME.

**CHIEF'S REPORT**

NO ITEMS AT THIS TIME.

**BOARD COMMENTS**

No comments at this time.

**ADJOURNMENT**

Director Gregorio made a motion to adjourn the meeting at 5:55 pm of the Crescent Fire Protection District Board of Directors to the next regularly scheduled meeting on March 8, 2021 at 5:00PM.

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Vanessa Duncan, Clerk of the Board  
Crescent Fire Protection District



## **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, MARCH 8, 2021  
AT 5:00 P.M.**

**DIRECTORS PRESENT:**

Chairman Jim Nelson  
Vice Chairman Dave Short  
Director Jim Erler  
Director Rick Kelley  
Director Joe Gregorio

**ABSENT:**

**OTHERS PRESENT:**

Bill Gillespie, Fire Chief  
Vanessa Duncan, Clerk of the Board  
Colette Metz, Planwest Partners  
Abigail Seaman, Bartle Wells Associates  
Doug Dove, Bartle Wells Associates

**ROLL CALL:**

Chairman Nelson called the meeting to order at 5:00 PM. The Pledge of Allegiance was led by Vice Chairman Short.

**PUBLIC PARTICIPATION**

*No public comment at this time.*

**CONSENT CALENDAR**

- 3.1** APPROVE MINUTES OF THE REGULAR MEETING OF JANUARY 11, 2021.  
On a motion by Director Gregorio, seconded by Vice Chair Short, motion carried unanimously 5/0; the Board of Directors adopted the regular meeting minutes of January 11, 2021.

**3.2 APPROVAL OF WARRANT CLAIMS FOR PERIOD COVERING JANUARY AND MARCH 2021.**

On a motion by Vice Chair Short, seconded by Director Erler, motion carried unanimously 5/0; the Board of Directors approved the warrant claims for period covering January and February 2021.

**NEW BUSINESS**

**4.1 REVIEW ENGINEER'S REPORT FROM BARTLE WELLS ASSOCIATES.**

RECOMMENDATION

1. Receive staff report and presentation
2. Take public comment
3. Board Discussion
4. Review and ENGINEER'S REPORT FROM BARTLE WELLS ASSOCIATES

Chief Gillespie noted that Abigail Seaman and Doug Dove, with Bartle Wells, will be presenting the updated Engineer's Report. Abigail Seaman presented the updated report to the Board, noting that for residential, a single family would pay \$74.00, a multi-family/mobile home would pay \$59.20, and commercial/industrial would pay \$81.40 per 2,500 sqft, with a cap of \$1,000 per parcel for all customer classes. The anticipated revenue would be \$421,648.

Director Kelley requested that Bartle Wells Associates fixes the logo on the front of the report, changing it to the CFPD logo instead of the Crescent City Fire & Rescue logo.

Chairman Nelson noted the importance of having an informational piece to handout to the public to educate them of the District's intent and our goals.

**4.2 RECEIVE BENEFIT ASSESSMENT REPORT, CONSIDER AND ADOPT RESOLUTION NO. 21-001, AND HEAR FIRST READING OF ORDINANCE 21-001.**

RECOMMENDATION

1. Receive staff report and presentation
2. Take public comment
3. Board Discussion
4. Review and Waive full Reading, read by title only and ADOPT RESOLUTION NO. 21-001; A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT FIRE PROTECTION DISTRICT

INITIATING PROCEEDINGS, DECLARING INTENTION TO LEVY ASSESSMENTS, 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. 21-001; AN ORDINANCE OF THE CRESCENT FIRE PROTECTION DISTRICT LEVYING A FIRE SUPPRESSION ASSESSMENT, BEGINNING IN FISCAL YEAR 2021/22.

On a motion by Director Gregorio, seconded by Vice Chairman Short, motion carried unanimously 5/0; the Board of Directors ADOPTED RESOLUTION NO. 21-001; A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT FIRE PROTECTION DISTRICT INITIATING PROCEEDINGS, DECLARING INTENTION TO LEVY ASSESSMENTS, APPROVING ENGINEER'S REPORT, PROVIDING FOR NOTICE OF HEARING AND THE MAILING OF ASSESSMENT BALLOTS and INTRODUCED ORDINANCE NO. 21-001; AN ORDINANCE OF THE CRESCENT FIRE PROTECTION DISTRICT LEVYING A FIRE SUPPRESSION ASSESSMENT, BEGINNING IN FISCAL YEAR 2021/22.

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

This 8th day of MARCH 2021, by the following polled vote:

YES: 5

NOES: 0

ABSENT: 0

**4.3 CONSIDER AND ADOPT AN AGREEMENT BETWEEN THE CITY OF CRESCENT CITY AND THE CRESCENT FIRE PROTECTION DISTRICT REGARDING EMERGENCY AND FIRE RESPONSE SERVICES (AMENDED 2021).**

RECOMMENDATION

1. Hear staff report
2. Take public comment
3. Board Discussion
4. Approve the 2021 Amended Agreement with the City of Crescent City Regarding Emergency and Fire Response Services

Chief Gillespie briefed the Board on the recent change made to the agreement with the City of Crescent City regarding emergency and fire response services.

The change that has been made, is to have both paid positions, the fire chief, and the administrative assistant, billed at a 50/50 cost share for the City and the District. In prior years both positions were billed out by call volume, with the District averaging approximately 70% and the City 30%.

On a motion by Director Gregorio, seconded by Vice Chairman Short, motion carried unanimously 5/0; the Board of Directors ADOPT AN AGREEMENT BETWEEN THE CITY OF CRESCENT CITY AND THE CRESCENT FIRE PROTECTION DISTRICT REGARDING EMERGENCY AND FIRE RESPONSE SERVICES (AMENDED 2021).

## **OLD BUSINESS**

*NO OLD BUSINESS AT THIS TIME.*

## **CHIEF'S REPORT**

*Update on current matters and those in progress. Take action as necessary and appropriate.*

### **6.1 RESPONSES OCCURRED BETWEEN: 01/01 – 02/28/2021**

Chief Gillespie noted the call numbers have decreased in the last few months. Vice Chairman Short questioned if the department has seen any volunteer applications since COVID. Chief Gillespie reported that we have recently brought on three new volunteers. Vice Chairman Short also questioned if our call responses to medicals would continue to be decreased if the benefit assessment passed. Chief Gillespie noted that dispatch has been streamlining calls, that way the department goes to appropriate medical calls and that trend should continue even after the benefit assessment.

### **6.2 CHROMEBOOK FOR DISTRICT USE**

Chief Gillespie briefed the Board on the new chromebook purchased for the District with the intent to have access to zoom meetings, agendas, and other meetings as needed. The Board agrees to purchase four additional chromebooks for District use.

### **6.3 FEMA AFG GRANT**

Chief Gillespie reported that he has put in for the FEMA AFG Grant, which if awarded would replace out of service SCBA bottles. If we are successful, the grant match for the two agencies, the City and the District, would be a combined total of \$27,000.

### **6.4 SAMPLE INFORMATIONAL PAMPHLET AND BALLOT**

Vanessa Duncan, Clerk of the Board, briefed the Board on the sample pamphlet and ballot. Director Gregorio noted he would like to see the District's logo represented on the pamphlet and ballot. Director Erler questioned if the District would be able to add local department assessment comparisons. Director Kelley referenced a ballot that he had recently seen and that he would like to model the District's ballot with a similar design. Director Gregorio suggested that the District creates a flyer with four or five bullet points addressing the needs of the District. Director Gregorio also suggested running a few ads in the paper featuring letters of support.

**BOARD COMMENTS**

*NO BOARD COMMENT AT THIS TIME.*

**ADJOURNMENT**

Director Gregorio made a motion to adjourn the meeting at 6:28 pm of the Crescent Fire Protection District Board of Directors to the next regularly scheduled meeting on April 12, 2021 at 5:00PM.

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Vanessa Duncan, Clerk of the Board  
Crescent Fire Protection District

## CFPD CLAIMS LIST MARCH FY 20/21

CLAIM ID	CLAIM DATE	VENDOR NAME	CLAIM AMOUNT	ACCOUNT	DESCRIPTION	GRAND TOTAL
338-2544	3/9/21	PACIFIC POWER & LIGHT CO.	\$ 797.71	20300	POWER - WASHINGTON	\$ 797.71
338-2544	3/9/21	PACIFIC POWER & LIGHT CO.	\$ 92.84	20300	POWER - COOPER	\$ 92.84
338-2545	3/9/21	US BANK	\$ 29.01	20180	AMAZON - SECURITY CAMERA CABL	\$ 29.01
338-2545	3/9/21	US BANK	\$ 24.27	20180	HOME DEPOT - NEW COMPUTER WI	\$ 24.27
338-2545	3/9/21	US BANK	\$ 21.00		LATE FEE	\$ 21.00
338-2545	3/9/21	US BANK	\$ (57.00)		REVERSAL OF LATE FEES	\$ (57.00)
338-2545	3/9/21	US BANK	\$ 262.25		AMAZON CHROMEBOOK FOR DISTR	\$ 262.25
338-2545	3/9/21	US BANK	\$ 6.64		HOME DEPOT - CABLE TIES AND ST	\$ 6.64
<b>TOTAL</b>						<b>\$ 1,176.72</b>
339-2546	3/25/21	DN SOLID WASTE MANAGEMEN	\$ 85.69	20140	TRASH FEE - FEBRUARY	\$ 85.69
339-2546	3/25/21	CRESCENT CITY WATER	\$ 109.10	20302	WATER - WASHINGTON	\$ 109.10
339-2547	3/25/21	CRESCENT CITY WATER	\$ 22.49	20302	WATER - COOPER	\$ 22.49
339-2548	3/25/21	PACIFIC POWER & LIGHT CO.	\$ 84.70	20300	POWER - HUMBOLDT	\$ 84.70
339-2549	3/25/21	CANON FINANCIAL SERVICES	\$ 191.71	20260	COPIER PAYMENT	\$ 191.71
<b>TOTAL</b>						<b>\$ 493.69</b>
340-2550	3/25/21	CCF&R VOL. FF ASSOCIATION	\$ 10,000.00	20293	2ND INSTALLMENT	\$ 10,000.00
340-2251	3/25/21	CRESCENT CITY WATER	\$ 62.10	20302	WATER - HUMBOLDT	\$ 62.10
340-2252	3/25/21	PACIFIC POWER & LIGHT CO.	\$ 737.78	20300	POWER - WASHINGTON	\$ 737.78
340-2552	3/25/21	PACIFIC POWER & LIGHT CO.	\$ 92.84	20300	POWER - COOPER	\$ 92.84
340-2553	3/25/21	RECOLOGY DEL NORTE	\$ 62.74	20140	TRASH FEE - MARCH	\$ 62.74
<b>TOTAL</b>						<b>\$ 10,955.46</b>