



AGENDA

CRESCENT FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

**SPECIAL MEETING
HELD
WEDNESDAY, SEPTEMBER 29, 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). 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 4:00 pm, September 29, 2021. If you require a special accommodation, please contact Administrative Assistant, Vanessa Duncan at 464-2421.

Zoom Webinar ID:

Closed Session at 4PM: 833 7294 9005
Open Session at 5PM: 897 3477 4719 **Passcode:** 12345

Call-In Information:

Phone Number: +1 669 900 9128

CLOSED SESSION 4:00 P.M.

PUBLIC COMMENT ON CLOSED SESSION ITEMS ONLY

HOLD A CLOSED SESSION TO CONSIDER AND DISCUSS LITIGATION: CONFERENCE WITH LEGAL COUNSEL PURSUANT TO GOV'T CODE 54956.9(D)(4) - ONE.

REGULAR SESSION 5:00PM

1. ROLL CALL

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

2. REPORT OF ANY ACTIONS FROM CLOSED SESSION BY THE BOARD OF DIRECTORS

3. 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.

4. NEW BUSINESS

Take action as necessary and appropriate.

4.1 REVIEW AND APPROVE BUDGET TRANSFER REQUEST

1. Receive staff report and presentation
2. Take public comment
3. Board Discussion
4. Review and APPROVE BUDGET TRANSFER REQUEST TOTALING \$9,500 FOR PURCHASE OF TWO USED SURPLUS TYPE 3 WILDLAND ENGINES

4.2 REVIEW AND ADOPT RESOLUTION NO. 21-004; A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT FIRE PROTECTION DISTRICT AUTHORIZING PORTAL TO PORTAL COMPENSATION FOR EMPLOYEES WHILE AWAY FROM THEIR OFFICIAL DUTY STATION AND ASSIGNED TO AN EMERGENCY INCIDENT

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. 21-004; A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT FIRE PROTECTION DISTRICT AUTHORIZING PORTAL TO PORTAL COMPENSATION FOR EMPLOYEES WHILE AWAY FROM THEIR OFFICIAL DUTY STATION AND ASSIGNED TO AN EMERGENCY INCIDENT

5. 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

6. ADJOURNMENT

ADJOURN TO THE NEXT REGULARLY SCHEDULED MEETING ON MONDAY, OCTOBER 11, 2021, AT 5:00 PM

POSTED:

09/28/2021

/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 on-line at cfpd.crescentcity.org

STAFF REPORT – BUDGET TRANSFER REQUEST

RECOMMENDATION

1. Receive staff report and presentation
2. Take public comment
3. Board Discussion
4. Review and APPROVE BUDGET TRANSFER REQUEST TOTALING \$9,500 FOR PURCHASE OF TWO USED SURPLUS TYPE 3 WILDLAND ENGINES

BACKGROUND

Recently, Chief Gillespie learned of an auction through GovDeals for two CALFIRE Type 3 model 15 wildland fire engines that were being sold in an auction that ended that evening. The units could only be sold to a fire department. Both units were four door cab, two-wheel drive and fully operational, but had exceeded their planned service life with CALFIRE. One was a 1997 model year, and the other was from 1993. The two units appeared well suited for use by Crescent Fire Protection District for wildland response, beach fires, trash fires, and for responses into tight and rough road areas that are often frequented by transient and homeless camps all within the district. These uses tend to be hard on the larger Type 1 structure engines. Additionally, the former CALFIRE engines would serve well for the District and the fire department as they allow a full crew (the Type 3 4-wheel drive also owned by the District has a two-door cab that is tight for a crew) to deploy on the unit. The units can also be used for CALFIRE station coverage, initial attack on wildland fires outside the district (like last year's Slater Fire in Gasquet) and could be rented back to CALFIRE unstaffed when they are short on engines, all with revenue being generated for the District and the responding firefighters. Both units came with no equipment and will be outfitted to match the CALFIRE inventory for such units. The department will utilize as much equipment as available at the department already, and outfitting cost will be low.

Chief Gillespie set up a GovDeals profile for the District, got certified as a fire department, and was successful in bidding for both units. The 1997 unit was purchased for \$5,500, and the 1993 for \$2,777.50. For both units, we were actively bidding against another fire department. After the purchase, the County Auditor-Controller and the Tax Collector-Treasurer assisted with a wire transfer for the purchase of the units, as GovDeals requires payment within five days. Because the payment is requested to be made from the District Allocation Account (reserve account), formal action by the District Board is required to approve the transfer.

FISCAL IMPACT

We are requesting Board approval to move \$9,500 from the Department Allotment to the current 2021-22 fiscal budget for the cost of the two fire engines.

ATTACHMENTS

1. Del Norte County Budget Transfer Sheet

2. Memo for Budget Transfer Request

Del Norte County Budget Transfer Request

Department Name	Fund	Dept.	Line Item	Description	Budget Transfer Amount(s)	
					Reduce Expenditures or Increase Revenue	Increase Expenditures or Reduce Revenue
CRESCENT FIRE PROTECTION	409	065	20270	MINOR EQUIPMENT		\$ 4,000
CRESCENT FIRE PROTECTION	409	065	40621	TRUCK		\$ 5,500
CRESCENT FIRE PROTECTION	409	065	30500	DEPARTMENT ALLOTMENT	\$ 9,500	
Total Amounts					\$ 9,500	\$ 9,500

Department complete and send to Aitor's Office for transfer number before sending to CAO. Round amounts up to whole dollars.

Department Justification - Include cover letter that addresses the following: 1) Reason for request; 2) Why sufficient balances exist to finance transfer; 3) Why request can't be delayed to next budget year.

_____ Department Head Signature	_____ Date
Auditor's Office: Sufficient balances exist per above (Under \$100 Auditor's Office approves)	County Administrative Officer: (Under \$1000 - CAO approves)
Deputy Auditor-Controller _____ Date _____	Recommendation: Approve _____ Deny _____ Submit for Board approval _____
TR No. _____ Budget Revision No. _____	_____ County Administrative Officer Date
_____ Includes Revenue Appropriation _____ Requires 4/5ths Vote	

Passed by Board of Directors Crescent Fire Protection District on 9/29/2021

Ayes:
 Noes:
 Absent:

Attest: Clerk of the Board

By: _____

 Chairman
 Crescent Fire Protection Board of Directors



CRESCENT FIRE PROTECTION DISTRICT

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

MEMO

DATE: August 29, 2021

TO: Auditor's Office

FROM: Vanessa Duncan, Crescent Fire Protection District

RE: **Budget Transfer Request**

Recently, Chief Gillespie learned of an auction through GovDeals for two CALFIRE Type 3 model 15 wildland fire engines that were being sold that ended that evening. The units could only be sold to a fire department. Both units were four door cab, two-wheel drive and fully operational, but had exceeded their planned service life with CALFIRE. One was a 1997 model year, and the other was from 1993. The two units appeared well suited for use by Crescent Fire Protection District in district for wildland response, beach fires, trash fires, and for responses into tight and rough road areas that are often frequented by transient and homeless camps. These uses tend to be hard on the larger Type 1 structure engines. Additionally, the former CALFIRE engines would serve well for the District and the fire department as they allow a full crew (the Type 3 4-wheel drive also owned by the District has a two-door cab that is tight for a crew) to deploy on the unit. The units can also be used for CALFIRE station coverage, initial attack on wildland fires outside the district (like last year's Slater Fire in Gasquet), and could be rented back to CALFIRE unstaffed when they are short on engines, all with revenue being generated for the District and the responding firefighters. Both units came with no equipment and will be

outfitted to match the CALFIRE inventory for such units. The department will utilize as much equipment as available at the department already, and outfitting cost will be low.

Chief Gillespie set up a GovDeals profile for the District, got certified as a fire department, and was successful in bidding for both units. The 1997 unit was purchased for \$5,500, and the 1993 for \$2,777.50.

The District is requesting the transfer of funds from the Department Allotment line (409-065-30500) in the amount of \$9,500 to be transferred in the amount of \$4,000 to the Minor Equipment line (409-065-20270) and \$5,500 to the Truck line (409-065-40621).

There are sufficient funds in the District's Department Allotment line that will cover the cost of the two engines.

This was an opportunistic purchase that would not be available if the District waited until next fiscal year.

STAFF REPORT – ADOPT RESOLUTION NO. 21-004 FOR CAL-OES ASSIGNMENTS
AUTHORIZING PORTAL TO PORTAL PAY

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. 21-004; A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT FIRE PROTECTION DISTRICT AUTHORIZING PORTAL TO PORTAL COMPENSATION FOR EMPLOYEES WHILE AWAY FROM THEIR OFFICIAL DUTY STATION AND ASSIGNED TO AN EMERGENCY INCIDENT

BACKGROUND

Employees of the Crescent Fire Protection District, both career and volunteer, have participated in the past in station coverage assignments and on fire assignments in the State Responsibility Areas for CALFIRE. There is also potential to participate in fire assignments as a local government resource through CALOES; this occurred last September on the Slater Fire that burned from Happy Camp to Gasquet overnight, where personnel were deployed for multiple days engaged in structure protection and fire attack. This situation has also occurred this year as a member of the department has been out on incident command team assignments from the District. Because these fire assignments were not CALFIRE incidents, timecards and pay sheets (F-42's) had to be submitted through CALOES, a practice that had not been required for a number of years.

There is a difference with how hours are assigned between state and federal agencies. The state pays on a "Portal to Portal" basis for personnel and apparatus for assignments lasting longer than 24 hours committed. The federal agencies often pay at a rate of 16-hour days for personnel and apparatus assigned to incidents where commitments are longer than 24 hours, reasoning that the personnel and apparatus will have "down time" within the 24-hour shift, with the personnel and apparatus remaining assigned to the incident, and unavailable to the District. Under the "Agreement for Local Government Fire and Emergency Assistance to the State of California and Federal Fire Agencies California Fire Assistance Agreement (CFAA)" there is a provision to pay local government resources on a 24 hour "Portal to Portal" basis, even when assigned to incidents in excess of 24 hours where an agency would not otherwise pay, so long as the local government agency has a "Portal to Portal" resolution adopted by its governing board and the resolution is filed with CALOES.

At the May meeting of the Crescent Fire Protection District, the Board adopted a resolution for "Portal to Portal" pay for our personnel, based upon a resolution example provided by CALOES. That example resolution included the term "Portal to Portal" in the title but did not include the term within the body. This approved resolution was submitted to CALOES following that meeting. CALOES has since come back to the department and has requested a different resolution format

that also includes the term “Portal to Portal” within the body of the resolution. CALOES has requested that the resolution be updated as soon as possible to allow them to process pending F-42 that we have in the system.

FISCAL IMPACT

There is no negative fiscal impact from adoption of Resolution 21-004 adopting and authorizing “Portal to Portal” payments on fire personnel, apparatus and vehicles. It will require full payment for personnel and resources committed to an incident rather than partial day payment, especially on federal incidents.

ATTACHMENTS

1. Resolution 21-004



CRESCENT FIRE PROTECTION DISTRICT

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

RESOLUTION NO. 21-004

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT FIRE PROTECTION DISTRICT IDENTIFYING THE TERMS AND CONDITIONS FOR THE FIRE DEPARTMENT RESPONSE AWAY FROM THEIR OFFICIAL DUTY STATION AND ASSIGNED TO AN EMERGENCY INCIDENT.

WHEREAS, the Crescent Fire Protection District is a public agency located in the County of Del Norte, State of California, and

WHEREAS, it is the Crescent Fire Protection District Board of Directors desire to provide fair and legal payment to all of its employees for time worked; and

WHEREAS, the Crescent Fire Protection District has in its employ, Fire department response personnel including: Fire Chief, Deputy Chief, Assistant Chief, Division Chief, Battalion Chief, Fire Captain, Company Operator, Lieutenant, Engineer, Apparatus Operator and Firefighter; and

WHEREAS, the Crescent Fire Protection District will compensate its employees portal to portal while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response; and

WHEREAS, the Crescent Fire Protection District will compensate its employees overtime in accordance with their current Memorandum of

Understanding while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response.

NOW THEREFORE BE IT RESOLVED by the Crescent Fire Protection District Board of Directors that:

1. Personnel shall be compensated according to Memorandum of Understanding (MOU), Personnel Rules and Regulations, and /or other directives that identifies personnel compensation in the workplace.
2. In the event a personnel classification does not have an assigned compensation rate, a “Base Rate” as set forth in an organizational policy, administrative directive or similar document will to compensate such personnel.
3. The Crescent Fire Protection District will maintain a current salary survey or acknowledgment of acceptance of the “base rate” on file with the California Governor’s Office of Emergency Services, Fire Rescue Division.
4. Personnel will be compensated (portal to portal) beginning at the time of dispatch to the return to jurisdiction when equipment and personnel are in service and available for agency response.
5. Fire department response personnel include: Fire Chief, Deputy Chief, Assistant Chief, Division Chief, Battalion Chief, Fire Captain/Company Officer, Lieutenant, Engineer/Apparatus Operator, and Firefighter.

PASSED, APPROVED AND ADOPTED this 29th day of September, 2021.

Jim Nelson, Chair

ATTEST:

I, Vanessa Duncan, Board Clerk of Crescent Fire Protection District hereby certify that the foregoing resolution was duly passed at a meeting of the Crescent Fire Protection District Board held on the

29th day of September, 2021 by the following vote on roll call:

AYES:

NOES:

ABSENT:

ABSTAIN:

Vanessa Duncan, Board Clerk