



AGENDA

CRESCENT FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

**REGULAR MEETING
HELD
MONDAY, APRIL 8, 2024
AT 5:00 P.M.**

Submit comments via ccfire@crescentcity.org; or submit a written comment by filing it with the Administrative Specialist at 255 W Washington Blvd, Crescent City, California 95531 prior to 5:00 pm, April 8, 2024. If you require a special accommodation, please contact Administrative Specialist, 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 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 MARCH 2024

3.2 APPROVAL OF WARRANT CLAIMS FOR PERIOD COVERED MARCH 2024

TAKE PUBLIC COMMENT ON CONSENT CALENDAR
CONSIDER AND ADOPT CONSENT CALENDAR

4. NEW BUSINESS

4.1 RECEIVE RECOMMENDATION FROM CRESCENT FIRE PROTECTION DISTRICT BENEFIT ASSESSMENT OVERSIGHT COMMITTEE AD-HOC

RECOMMENDATION:

1. Receive staff report and presentation
2. Take public comment
3. Board Discussion
4. BOARD CHAIR WILL APPOINT A FIVE MEMBER COMMITTEE, WHICH
WILL BE CONFIRMED BY THE DISTRICT BOARD

4.2 ADOPT RESOLUTION NO. 24-001; A RESOLUTION OF THE CRESCENT FIRE PROTECTION DISTRICT, ESTABLISHING AND ADOPTING BYLAWS FOR A CITIZEN OVERSIGHT COMMITTEE

RECOMMENDATION:

1. Receive staff report and presentation
2. Take public comment
3. Board Discussion
4. ADOPT RESOLUTION NO. 24-001; A RESOLUTION OF THE CRESCENT
FIRE PROTECTION DISTRICT, ESTABLISHING AND ADOPTING BYLAWS
FOR A CITIZEN OVERSIGHT COMMITTEE

5. OLD BUSINESS

Take action as necessary and appropriate.

5.1 CONTINUED DISCUSSION TO SELL OR LEASE COOPER STATION

6. CHIEFS REPORT

Take action as necessary and appropriate.

UPDATE ON CURRENT MATTERS AND THOSE IN PROGRESS

6.1 RESPONSES OCCURRED BETWEEN: 03/01/24 – 03/31/24

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 13, 2024 AT 5:00 PM

POSTED:

04/04/2024

/s/ Vanessa Duncan

Administrative Specialist

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 Specialist'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 cfdp.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
MARCH 11, 2024
AT 5:00 P.M.**

DIRECTORS PRESENT:

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

ABSENT:

OTHERS PRESENT:

Kevin Carey, Fire Chief
Vanessa Duncan, Clerk of the Board

ROLL CALL:

Chairman Nelson called the meeting to order at 5:07 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 FEBRUARY 2024 AND THE SPECIAL MEETING OF FEBRUARY 2024.
- 3.2** APPROVAL OF WARRANT CLAIMS FOR PERIOD COVERED FEBRUARY 2024

On a motion by Vice Chair Short, seconded by Director Eler, motion carried unanimously 5/0; the Board of Directors approved the Consent Calendar.

NEW BUSINESS

Take action as necessary and appropriate.

4.1 REVIEW COMPLETED CRESCENT FIRE PROTECTION DISTRICT BENEFIT ASSESSMENT OVERSIGHT COMMITTEE APPLICATIONS AND APPOINT FIVE ELIGIBLE APPLICANTS TO A TWO-YEAR TERM

RECOMMENDATION:

1. Receive staff report and presentation
2. Take public comment
3. Board Discussion
4. REVIEW COMPLETED CRESCENT FIRE PROTECTION DISTRICT BENEFIT ASSESSMENT OVERSIGHT COMMITTEE APPLICATIONS AND APPOINT FIVE ELIGIBLE APPLICANTS TO A TWO-YEAR TERM

Staff requested Chairman Nelson table item 4.1 *review completed Crescent Fire Protection District Benefit Assessment Oversight Committee applications and appoint five eligible applicants to a two-year term*. Chief Carey noted that it is recommended by legal counsel to create an ad-hoc to interview the applicants and then present the Board with the recommended applicants to appoint to the Oversight Committee.

OLD BUSINESS

Take action as necessary and appropriate.

5.1 DISCUSS OPTIONS TO SELL OR LEASE COOPER STATION

Chairman Nelson reported on the approximate market value of Cooper Station, which would be \$375,000 - \$400,000. He also reported on the approximate monthly leasing amount of \$2,000.

Chief Carey stated he will request a meeting with Sheriff Scott to have an in-depth conversation about the options to buy or lease Cooper Station.

The Board directed staff to reach out to legal counsel regarding the sale process and to reach out to the County to acquire more information on the property.

The following citizen addressed the Board:

Roger Gitlin: stated his opinion on the option to sell or lease Cooper Station and recommended having an appraisal done on Cooper Station.

CHIEFS REPORT

Take action as necessary and appropriate.

UPDATE ON CURRENT MATTERS AND THOSE IN PROGRESS

6.1 RESPONSES OCCURRED BETWEEN: 02/01/24 – 02/29/24

Chief Carey reported on the calls for the month of February.

Chief Carey updated the Board on the current matters; stating that an ad-hoc is needed for the upcoming Crescent Fire Protection District Benefit Assessment Oversight Committee interviews. The Board selected Vice Chair Short and Director Eler for the ad-hoc.

On a motion by Directo Gregorio, seconded by Director Kelley, motion carried unanimously 5/0; the Board of Directors selected and approved the Crescent Fire Protection District Benefit Assessment Oversight Committee Ad-Hoc members.

Chief Carey also reported on the pending Measure S requests; some of which will be a split cost with the District. Chief Carey created a list of high priority needs for Crescent City Fire & Rescue and would like to utilize Measure S funding along with the District's benefit assessment revenue to purchase the high priority items. Chief Carey noted he has assessed the need for the high priority items keeping in mind the risk of repeal of Measure S and the District's benefit assessment. Director Gregorio inquired about the replacement plan for the District's most used capital assets. Staff will present a breakdown of costs at the next Board meeting.

BOARD COMMENTS

No Board comment at this time.

ADJOURNMENT

There being no further business to come before the Board, Chairman Nelson adjourned the meeting at 6:05 PM of the Crescent Fire Protection District Board of Directors to the next regularly scheduled meeting on April 8, 2024 at 5:00PM.

Vanessa Duncan, Clerk of the Board
Crescent Fire Protection District

CFPD CLAIMS LIST MARCH FY 23/24

CLAIM ID	CLAIM DATE	VENDOR NAME	CLAIM AMOUNT	ACCOUNT	DESCRIPTION	GRAND TOTAL
453-3043	3/1/24	CRESCENT ACE HARDWARE	\$ 12.98	20180	WOOD STAKES FOR WASHINGTON	\$ 12.98
453-3044	3/1/24	DN SOLID WASTE MANAGEMENT	\$ 9.25	20140	TRASH FEE - JANUARY	\$ 9.25
453-3045	3/1/24	RECOLOGY DEL NORTE	\$ 72.70	20140	TRASH FEE - FEBRUARY	\$ 72.70
453-3046	3/1/24	GOLDEN STATE EMERGENCY VEH.	\$ 756.71	20173	4 BALL VALVE KITS FOR 5112	\$ 756.71
453-3046	3/1/24	GOLDEN STATE EMERGENCY VEH.	\$ 49.76	20173	LOCKING MECHANISM FOR 5112	\$ 49.76
453-3046	3/1/24	GOLDEN STATE EMERGENCY VEH.	\$ 182.48	20173	PRESSURE SWITCH FOR 5112	\$ 182.48
453-3047	3/1/24	CITY OF CRESCENT CITY	\$ 154,018.00	20234	SRCF - PERSONNEL COST	\$ 154,018.00
453-3047	3/1/24	CITY OF CRESCENT CITY	\$ 147,017.00	20234	2ND QRT SERVICES	\$ 147,017.00
453-3048	3/1/24	CRESCENT CITY WATER	\$ 62.09	20302	WATER - HUMBOLDT	\$ 62.09
453-3048	3/1/24	CRESCENT CITY WATER	\$ 22.49	20302	WATER - COOPER	\$ 22.49
453-3048	3/1/24	CRESCENT CITY WATER	\$ 53.41	20302	WATER - WASHINGTON	\$ 53.41
453-3049	3/1/24	PACIFIC POWER & LIGHT CO.	\$ 1,357.10	20300	POWER - COOPER & WASHINGTON	\$ 1,357.10
453-3050	3/1/24	FRANCIS ENOS FIRE PUMP REPAIR	\$ 4,713.75	20173	TROUBLESHOOT & REPAIR E-5137	\$ 4,713.75
453-3051	3/1/24	CANON FINANCIAL SERVICES	\$ 195.14	20260	LEASE PAYMENT - COPIER	\$ 195.14
TOTAL						\$ 308,522.86
454-3052	3/12/24	US BANK	\$ 570.54	40621	TRANSPORTATION OF FOR F-150 TO WASH. S	\$ 570.54
454-3053	3/12/24	US BANK	\$ 1,510.00	40621	DMV FEE FOR FOR FORD F-150	\$ 1,510.00
454-3053	3/12/24	US BANK	\$ 31.71	40621	DMV FD FEE FOR FORD F-150	\$ 31.71
454-3053	3/12/24	US BANK	\$ 360.14	20271	TOOLS FOR CAL-OES COVERAGE	\$ 360.14
454-3054	3/12/24	PACIFIC POWER & LIGHT CO.	\$ 62.07	20300	POWER - HUMBOLDT	\$ 62.07
454-3055	3/12/24	DN SOLID WASTE MANAGEMENT	\$ 41.36	20140	TRASH FEE - FEBRUARY	\$ 41.36
454-3056	3/12/24	DEL NORTE OFFICE SUPPLY	\$ 153.28	20290	COPIES FOR OPERATOR 1B TRAINING	\$ 153.28
454-3057	3/12/24	CRESCENT CITY WATER	\$ 129.71	20302	WATER - HUMBOLDT	\$ 129.71
454-3058	3/12/24	CRESCENT ACE HARDWARE	\$ 18.39	20180	WOOD STAKES FOR WASHINGTON	\$ 18.39
454-3059	3/12/24	LES SCHWAB TIRES	\$ 1,297.83	20173	CHAINS FOR 5132	\$ 1,297.83
454-3059	3/12/24	LES SCHWAB TIRES	\$ (848.65)	20173	REFUND FOR CHAINS - RETURNED 5132	\$ (848.65)
454-3060	3/12/24	BLUE STAR GAS	\$ 1,138.11	20301	FILL UP - WASHINGTON STATION	\$ 1,138.11
454-3061	3/12/24	CHARTER COMMUNICATIONS	\$ 210.82	20120	CABLE/INTERNET - WASHINGTON STATION	\$ 210.82
TOTAL						\$ 4,675.31
455-3062	3/29/24	RECOLOGY DEL NORTE	\$ 72.70	20140	TRASH FEE - MARCH	\$ 72.70
455-3063	3/29/24	CITY OF CRESCENT CITY	\$ 33,896.06	20234	HAPPY CAMP & SRCF OVERHEAD	\$ 33,896.06
455-3063	3/29/24	CITY OF CRESCENT CITY	\$ 5,695.59	20234	OES PREPO 12/6/23- 12/7/23 PERSONNEL	\$ 5,695.59
455-3063	3/29/24	CITY OF CRESCENT CITY	\$ 405.37	20173	5159 ANNUAL MAINTENANCE	\$ 405.37
455-3064	3/29/24	THE MITCHELL LAW FIRM, LLP	\$ 292.50	20233	GENERAL COUNSEL FOR CFPD - JAN & FEB 20	\$ 292.50
455-3065	3/29/24	BLUE STAR GAS	\$ 1,249.47	20301	FILL UP - WASHINGTON STATION	\$ 1,249.47
455-3066	3/29/24	PACIFIC POWER & LIGHT CO.	\$ 1,438.80	20300	POWER - COOPER & WASHINGTON	\$ 1,438.80
455-3067	3/29/24	CRESCENT CITY WATER	\$ 22.49	20302	WATER - COOPER	\$ 22.49
455-3067	3/29/24	CRESCENT CITY WATER	\$ 223.53	20302	WATER - WASHINGTON	\$ 223.53
455-3068	3/29/24	CRESCENT ACE HARDWARE	\$ 41.11	20140	GARBAGE BAGS FOR WASHINGTON	\$ 41.11
455-3068	3/29/24	CRESCENT ACE HARDWARE	\$ 12.44	20271	WEDGES FOR TRAINING	\$ 12.44
455-3069	3/29/24	CAL FIRE	\$ 1,820.00	20271	CFSTES TRAINING - OPERATOR 1B CERTS	\$ 1,820.00

PO# 258937

PO# 258938

PO# 258939

455-3070	3/29/24	DN COUNTY COMMUNITY DEV. DEF \$	108.00	20230	CSA SEWER USER FEE FY 23/24 175 HUMBOLDT \$	108.00
TOTAL \$						45,278.06

STAFF REPORT – RECEIVE RECOMMENDATION FROM CRESCENT FIRE PROTECTION DISTRICT BENEFIT ASSESSMENT OVERSIGHT COMMITTEE AD-HOC

RECOMMENDATION

1. Receive staff report and presentation
2. Take public comment
3. Board Discussion
4. **BOARD CHAIR WILL APPOINT A FIVE MEMBER COMMITTEE, WHICH WILL BE CONFIRMED BY THE DISTRICT BOARD**

In accordance with Ordinance No. 21-001, which mandates the establishment of a Citizen Oversight Committee (the “Committee”) tasked with annually reviewing and publicly reporting on the expenditure of revenues generated from said ordinance, the Crescent Fire Protection District Board of Directors appointed Director Eler and Vice Chair Short to form an ad-hoc committee. This ad-hoc committee was charged with the responsibility of interviewing eligible applicants for membership on the Committee.

Following a thorough interview process, the ad-hoc would like to present their recommendations for membership on the Crescent Fire Protection District Benefit Assessment Oversight Committee to the Crescent Fire Protection District Board of Directors for consideration.

The following individuals have been recommended for appointment:

Misty Stutes
David Saylor
Patrick Hawkins
Dennis Louy
Richard Hoff

Each applicant demonstrated exceptional qualifications, dedication, and expertise during the interview process, all of which align closely with the goals and responsibilities of the Committee. Their diverse backgrounds and experiences are anticipated to greatly enhance the effectiveness of the oversight and management of the benefit assessment.

The Crescent Fire Protection District Benefit Assessment Oversight Committee Ad-Hoc has full confidence in the abilities, dedication, and integrity of these recommended individuals to fulfill their duties effectively as members of the Committee. We therefore urge the Board to approve their appointment, anticipating their valuable contributions to the enhancement of the District’s fire protection initiatives.

FISCAL IMPACT

There will be no fiscal impact to the District.

STAFF REPORT – ADOPT RESOLUTION NO. 24-001; A RESOLUTION OF THE CRESCENT FIRE PROTECTION DISTRICT, ESTABLISHING AND ADOPTING BYLAWS FOR A CITIZEN OVERSIGHT COMMITTEE

RECOMMENDATION

1. Receive staff report and presentation
2. Take public comment
3. Board Discussion
4. ADOPT RESOLUTION NO. 24-001; A RESOLUTION OF THE CRESCENT FIRE PROTECTION DISTRICT, ESTABLISHING AND ADOPTING BYLAWS FOR A CITIZEN OVERSIGHT COMMITTEE

Staff recommends the adoption of bylaws for the establishment of a Citizen Oversight Committee to aid the Crescent Fire Protection District Board of Directors ("Board") in gathering public input regarding the revenues and expenditures derived from the Benefit Assessment levied on properties within the Crescent Fire Protection District. The proposed bylaws outline the structure, functions, and operating procedures of the Committee, enabling it to fulfill its mandate effectively and transparently.

Background:

The Benefit Assessment, approved by the voters on June 15, 2021, provides essential funding for fire protection services within the Crescent Fire Protection District. Recognizing the importance of public input in managing these funds, the Board seeks to establish a Citizen Oversight Committee to serve as a forum for private citizens to review and advise the Board on matters related to the Benefit Assessment revenues and expenditures.

Recommendation:

It is recommended that the Board adopt the attached bylaws for the Citizen Oversight Committee. These bylaws have been carefully crafted to delineate the Committee's purpose, tasks, membership, and operating procedures, ensuring transparency, accountability, and effective governance in its operations.

Discussion:

The proposed bylaws outline the following key components:

1. **Purpose and Objectives:** Clearly define the purpose of the Citizen Oversight Committee as providing a forum for private citizens to review and advise the Board on matters related to Benefit Assessment revenues and expenditures.

2. **Tasks and Responsibilities:** Specify the tasks assigned to the Committee, including reporting to the Board and the public on the prior fiscal year's Benefit Assessment revenues and expenditures, and making recommendations to the Board on the allocation of Benefit Assessment revenues for the upcoming fiscal year.
3. **Membership:** Detail the composition of the Committee, eligibility criteria for membership, terms of office, and procedures for appointment or removal of members.
4. **Meetings and Procedures:** Outline the frequency, location, and conduct of meetings, including quorum requirements, agenda setting, and voting procedures.
5. **Reporting and Accountability:** Establish mechanisms for reporting to the Board and the public, ensuring transparency and accountability in the Committee's activities.

Conclusion:

The adoption of the proposed bylaws will formalize the establishment and operation of the Citizen Oversight Committee, providing a structured framework for citizen engagement and input in the management of Benefit Assessment revenues. Staff recommend that the Board approve the adoption of these bylaws, thereby demonstrating a commitment to transparency, accountability, and community involvement in the governance of the Crescent Fire Protection District.

FISCAL IMPACT

There will be no fiscal impact to the District.

ATTACHMENTS

1. Resolution No. 24-001; a resolution of the Crescent Fire Protection District, establishing and adopting bylaws for a Citizen Oversight Committee
2. Bylaws of the Crescent Fire Benefit Assessment Oversight Committee



CRESCENT FIRE PROTECTION DISTRICT

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

RESOLUTION NO. 24– 001

A RESOLUTION OF THE CRESCENT FIRE PROTECTION DISTRICT, ESTABLISHING AND ADOPTING BYLAWS FOR A CITIZEN OVERSIGHT COMMITTEE

WHEREAS, on June 15, 2021, the voters of the Crescent Fire Protection District approved Ordinance No. 21-001, potentially increasing Districts revenue by \$421,404.00 annually.

WHEREAS, section 7 of Ordinance No. 21-001 calls for the establishment of a Citizen Oversight Committee composed of seven-members who will meet annually to review and publicly report on the expenditure of revenues generated from Ordinance No. 21-001.

WHEREAS, this resolution establishes a Benefit Assessment – Citizen Oversight Committee.

WHEREAS, the Citizen Oversight Committee will be comprised of two non-voting department members and five voting residents of the District.

NOW, THEREFORE, BE IT RESOLVED the Crescent Fire Protection District does hereby establish a Citizen Oversight Committee for the review of District revenues generated from Ordinance No. 21-001. The attached Bylaws of the Crescent Fire Protection District Benefit Assessment Oversight committee are hereby approved and adopted.

APPROVED and ADOPTED and made effective the same day at the meeting of the Crescent Fire Protection District held on the ____day of _____, 2024, by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jim Nelson, Chair

ATTEST:

Vannessa Duncan, District Clerk

BYLAWS
Of the
CRESCENT FIRE BENEFIT ASSESSMENT
OVERSIGHT COMMITTEE

ARTICLE I – THE COMMITTEE

Section 1: Name of Committee

The name of the Committee will be the “Crescent Fire Benefit Assessment Oversight Committee” (hereinafter referred to as the “Committee”).

Section 2: Purpose

The Committee serves at the pleasure of the Crescent Fire Protection District Board of Directors (“Board”) as a means to aid the Board of Directors in gathering public input by providing a forum through which private citizens may review and advise the Board on matters relating to revenues and expenditures derived from the Benefit Assessment levied on properties within the Crescent Fire Protection District, approved by the voters on June 15, 2021 (“Benefit Assessment”). In order to accomplish that purpose, the Committee is given the following tasks: (1) report to the Board and the public on the prior fiscal year's Benefit Assessment revenues received and expenditures made; and (2) make recommendations to the Board on the allocation of Benefit Assessment revenues for the upcoming fiscal year.

Section 3: Membership

- a. Membership Categories and Qualifications. To be eligible for membership on the Committee, a person must be either:
 1. Board Representative (2): the Fire Chief or designee and a representative from the Volunteer Fire Association or designee; or
 2. Board Appointment (5): a resident of the Crescent Fire Protection District and at least 18 years of age.
- b. Open Membership. Criteria and selection for membership will not discriminate based upon sex, race, religion, creed, color, age, marital status, national or ethnic origin, or any other classification protected by law.
- c. Total Membership & Term of Appointment. The total membership of the Committee will be seven, with five voting resident members and two nonvoting Board members. Each voting resident member will serve a two-year term. Terms will run from January 1st to December 31st two years later.
- d. Staggering of Initial Committee. The initial five voting resident members of the Committee will be staggered so that three of the five will serve a two-year term (ending on December 31, 2026) and two of the five will serve a one-year term (ending on December 31, 2025). Thereafter all terms will be for two years. Which Committee members serve which term length will be determined by the Committee at first meeting of the Committee and recorded in its minutes.

Section 4: Conflicts of Interest

As a committee that will be making recommendations to the Board concerning policy and expenditures of funds, each Committee member will be required to adhere to the Board's Conflict of Interest Code and to file Statements of Economic Interest (Form 700) with the Crescent Fire Protection District Clerk in the manner and at the times required of public officials. Committee members must also comply with AB 1234 by taking a two-hour ethics training course upon beginning their term, and every two years after while they remain on the Committee.

Section 5: Termination of Membership

Membership of the voting resident members on the Committee will terminate in the event that:

- a. The member is no longer a resident of the District;
- b. The member has failed to attend three consecutive meetings of the Committee;
- c. The member has failed to comply with the provisions of these Bylaws; or
- d. The member has died or become incapacitated.

Section 6: Removal of Members

A member may be removed by an affirmative vote of a majority of the Board, if, after a hearing, it is found and determined that any one of the grounds for termination specified in Section 5 of this Article exists.

Section 7: Resignation

Any Committee member, other than staff, may resign at any time by giving written notice to the Chairperson, who must forward the resignation to the Committee and the Board. Any such resignation will take effect upon receipt or upon any date specified therein. The acceptance of such resignation is not required to make it effective.

Section 8: Filling of Vacancies

In the event of a vacancy on the Committee, the Board will select an individual to fill such vacancy as soon as reasonably practicable. New members must meet the qualifications set forth in Section 3 of Article I.

ARTICLE II – OFFICERS

Section 1: Officers

The officers of the Committee will consist of a Chairperson and a Vice Chairperson, who will be elected in the manner set forth in this Article II.

Section 2: Chairperson

The Chairperson will preside at all meetings of the Committee, and may submit such agenda, recommendations and information at such meetings as are reasonable and proper for the conduct of the business affairs and policies of the Committee. The Chairperson may sign documents necessary to carry out the business of the Committee.

Section 3: Vice-Chairperson

The Vice Chairperson is to perform the duties of the Chairperson in the absence or incapacity of the Chairperson. In the event of the death, resignation or removal of the Chairperson, the Vice Chairperson will assume the Chairperson's duties until such time as the Committee elects a new Chairperson.

Section 4: Additional Duties

The officers of the Committee will perform such other duties and functions as may from time to time be required by the Committee, these Bylaws, or other rules and regulations, or which duties and functions are incidental to the office held by such officers.

Section 5: Election

The Chairperson and Vice Chairperson will initially be elected from among the members of the Committee at the Committee's first meeting. Thereafter, the Chairperson and Vice Chairperson will be elected from among the members of the Committee annually. The regular term of appointment for both officers will be one (1) year. Officers of the Committee hold office until their successors are selected. Any such officer will not be prohibited from succeeding him or herself.

Section 6: Removal of Officers

Upon an affirmative vote by a majority of the members of the Committee present at a regular or special meeting of the Committee at which a quorum is present, any officer may be removed from office, and a successor elected pursuant to Section 7 of this Article II.

Section 7: Vacancies

Should the offices of the Chairperson or Vice Chairperson become vacant, the Committee must elect a successor from among the Committee members at the next regular or special meeting, and such office will be held for the unexpired term of said office.

ARTICLE III – MEETINGS

Section 1: Regular Meetings

The Committee is required to meet at least once per year but may meet as often as it deems necessary, at a location accessible to the public, in Crescent City, California. A notice, agenda and other necessary documents must be delivered to the members, personally or by mail, at least seventy-two (72) hours prior to the meeting. District staff will provide the Committee members with reports on the tax revenues/expenditures in the prior fiscal year, as well as an estimate of revenues for the coming fiscal year and any other information that staff deem necessary or relevant to aid the Committee in the performance of its assigned tasks.

Section 2: Special Meetings

Special meetings may be held upon call of the Chairperson, or an affirmative vote by a majority of the members of the Committee present at a regular or special meeting of the Committee at which a quorum is present, for the purpose of transacting any business designated in the call, after notification of all members of the Committee by written notice personally delivered or by mail at least twenty-four (24) hours before the time specified notice for a special meeting.

Section 3: Adjourned Meetings

Any meeting of the Committee may be adjourned to another meeting date, time and place without the need for notice requirements of a special meeting, provided the adjournment indicates the date, time and place of the adjourned meeting. Committee members absent from the meeting at which the adjournment decision is made shall be notified by the Chairperson of the adjourned meeting.

Section 4: All Meetings to be Open and Public

All meetings of the Committee are to be open to the public to the extent required by law. All persons will be permitted to attend except as otherwise provided by law.

Section 5: Posting Agendas/Notices

The District Clerk will post an agenda for each regular Committee meeting or a notice for each special Committee meeting containing a brief description of each item of business to be transacted or discussed at the meeting together with the time and location of the meeting. Agendas/notices must be posted in conformance with the Ralph M. Brown Act (Gov. Code §54950 et seq.). The District Clerk must maintain a record of such posting.

Section 6: Right of Public to Appear and Speak

At every regular meeting, members of the public must have an opportunity to address the Committee on matters within the Committee's subject matter jurisdiction. Public input and comment on matters on the agenda, as well as public input and comment on matters not otherwise on the agenda, must be made during the time set aside for public comment; provided, however, that the Committee may direct that public input and comment on matters on the agenda be heard when the matter regularly comes up on the agenda. The Chairperson may limit the total amount of time allocated for public discussion on particular issues and/or the time allocated for each individual speaker.

Section 7: Non-Agenda Items

Matters brought before the Committee at a regular meeting which were not placed on the agenda of the meeting must not be acted upon by the Committee at that meeting unless action on such matters is permissible pursuant to the Ralph M. Brown Act (Gov. Code §54950 et seq.). Those non-agenda items brought before the Committee that the Committee determines will require Committee consideration and action may be placed on the agenda for a future meeting.

Section 8: Quorum

The powers of the Committee are vested in the voting members thereof in office. Three (3) of the five (5) voting members then in office will constitute a quorum for the purpose of conducting the Committee's business, exercising its powers and for all other purposes, but less than that number may adjourn the meeting until a quorum is obtained. An affirmative vote by a majority of the voting members of the Committee present at a regular or special meeting of the Committee at which a quorum is present will be required for approval of any questions brought before the Committee.

Section 9: Minutes (Action)

Minutes of the Committee will be prepared in writing by the District Clerk or other District staff member assigned such task by the Board. Copies of the minutes of each Committee meeting will be made available to each member of the Committee and the Board. Approved minutes will be filed in the official book of minutes of the Committee and forwarded to the Board for information.

Section 10: Recommendations to the Board

Recommendations of the Committee to the Board will be prepared in writing by the District staff member assigned such task by the Board. Recommendations may be presented to the Board during a public meeting once the assigned staff prepares a staff report summarizing key facts, analysis, cost/benefit consideration, fiscal impact, and policy implications and options, and the report has been reviewed by the District Chairman. The official minutes of the Committee documenting the Committee recommendation(s) will be attached to the staff report.

ARTICLE IV - CONDUCT

While acting in their official capacity, Committee members are required to conduct themselves in a professional, courteous, and cooperative manner while interacting with each other, with District staff, and with

the public. Insults, name-calling and the use of profanity will not be tolerated. While diversity of opinion and robust debate are valuable and encouraged, any Committee member whose actions serve to only disrupt, frustrate, or are otherwise aimed to thwart the work of the Committee, is subject to removal by the Board upon the request of a majority of the remaining voting members on the Committee.

ARTICLE V - REPRESENTATION BEFORE PUBLIC BODIES

The Chairperson, the Vice-Chairperson in the Chairperson's absence, or a member of the Committee may make official representations on behalf of the Committee before the Board only if so specifically designated by the Committee. The Committee may present information to other public bodies with the affirmative vote of a majority of the Board. Nothing in this article limits the ability of members of the Committee to speak before the Board or any other public body as an individual, provided the member states he or she is not representing or speaking on behalf of the Committee.

ARTICLE VI - AMENDMENTS

These Bylaws may be amended upon an affirmative vote by a majority of the Board.

Crescent City Fire & Rescue

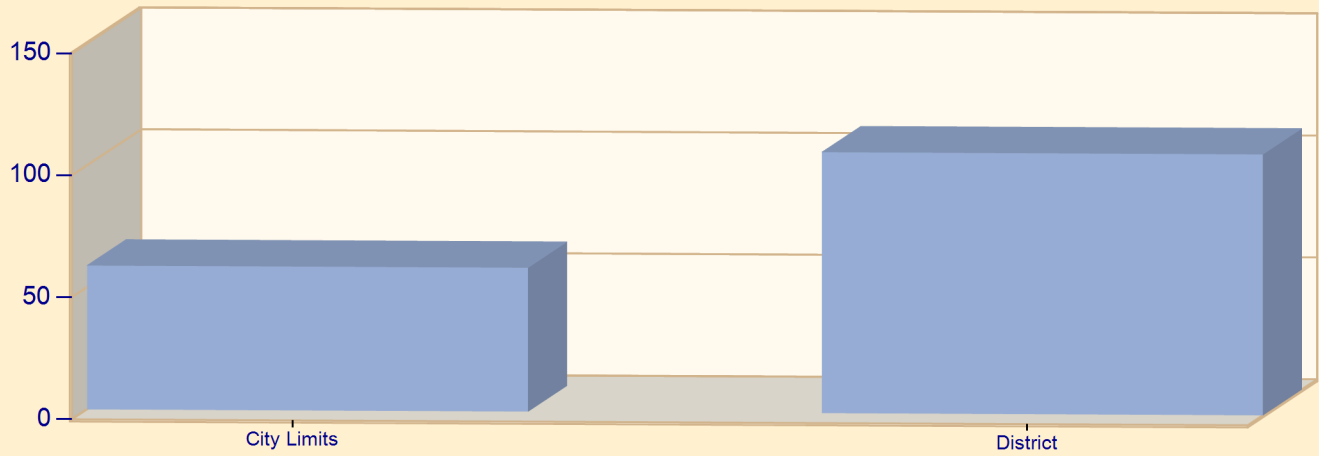
Crescent City, CA

This report was generated on 4/4/2024 2:30:31 PM



Incident Type Count per Zone for Date Range

Start Date: 03/01/2024 | End Date: 03/31/2024



ZONES	INCIDENT TYPE	COUNT
City Limits - City Limits		
	151 - Outside rubbish, trash or waste fire	1
	311 - Medical assist, assist EMS crew	31
	322 - Motor vehicle accident with injuries	1
	323 - Motor vehicle/pedestrian accident (MV Ped)	1
	324 - Motor vehicle accident with no injuries.	1
	441 - Heat from short circuit (wiring), defective/worn	1
	444 - Power line down	2
	561 - Unauthorized burning	2
	611 - Dispatched & cancelled en route	12
	622 - No incident found on arrival at dispatch address	3
	733 - Smoke detector activation due to malfunction	1
	735 - Alarm system sounded due to malfunction	1
	740 - Unintentional transmission of alarm, other	2
	<i>Total Incidents for City Limits - City Limits:</i>	59
District - District		
	111 - Building fire	1
	113 - Cooking fire, confined to container	1
	114 - Chimney or flue fire, confined to chimney or flue	1
	118 - Trash or rubbish fire, contained	2
	122 - Fire in motor home, camper, recreational vehicle	2

Zone information is defined on the Basic Info 3 screen of an incident.
Only REVIEWED incidents included.



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ZONES	INCIDENT TYPE	COUNT
	151 - Outside rubbish, trash or waste fire	4
	311 - Medical assist, assist EMS crew	49
	322 - Motor vehicle accident with injuries	3
	324 - Motor vehicle accident with no injuries.	8
	351 - Extrication of victim(s) from building/structure	1
	444 - Power line down	2
	554 - Assist invalid	1
	561 - Unauthorized burning	2
	611 - Dispatched & cancelled en route	15
	622 - No incident found on arrival at dispatch address	8
	631 - Authorized controlled burning	2
	672 - Biological hazard investigation, none found	1
	733 - Smoke detector activation due to malfunction	2
	740 - Unintentional transmission of alarm, other	1
	745 - Alarm system activation, no fire - unintentional	1
	<i>Total Incidents for District - District:</i>	<i>107</i>
Total Count for all Zone:		166

Zone information is defined on the Basic Info 3 screen of an incident.
Only REVIEWED incidents included.

