



AGENDA

CRESCENT FIRE BENEFIT ASSESSMENT OVERSIGHT COMMITTEE MEETING

REGULAR MEETING
HELD
MONDAY, JANUARY 6, 2025
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, January 6, 2025. If you require a special accommodation, please contact Administrative Specialist, Vanessa Duncan at 464-2421.

1. OPEN SESSION

- 1.1 CALL TO ORDER
- 1.2 ROLL CALL
- 1.3 FLAG SALUTE

2. PUBLIC PARTICIPATION

Any member of the audience is invited to address the Crescent Fire Benefit Assessment Oversight Committee 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 Committee 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 Committee. After receiving recognition from the Chair, 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 Committee.

3. CONSENT CALENDAR

- 3.1 APPROVE MINUTES OF THE SPECIAL MEETINGS OF JULY 29, 2024, AND NOVEMBER 26, 2024

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. COMMITTEE COMMENTS

THIS AGENDA ITEM ALLOWS COMMITTEE 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

7. ADJOURNMENT

ADJOURN TO THE NEXT REGULARLY SCHEDULED MEETING ON TBD

POSTED:

12/31/2024

/s/ Vanessa Duncan

Clerk of the Board/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 cfpd.crescentcity.org



MINUTES OF THE CRESCENT FIRE BENEFIT ASSESSMENT OVERSIGHT COMMITTEE MEETING

SPECIAL MEETING
HELD
MONDAY, JULY 29, 2024
AT 5:00 P.M.

1. OPEN SESSION

1.1 CALL TO ORDER

The meeting was called to order at 5:00PM.

1.2 ROLL CALL

Committee members present:

- Chair Patrick Hawkins
- Vice Chair Richard Hoff
- Committee Member Misty Stutes
- Committee Member Dennis Louy

Committee members absent:

- Committee Member David Saylor

Staff members present:

- Chief Kevin Carey
- Captain Jason Borges
- Administrative Specialist Vanessa Duncan
- CFPD General Counsel Ryan Plotz

1.3 FLAG SALUTE

The Pledge of Allegiance was led by Chief Kevin Carey.

2. PUBLIC PARTICIPATION

No public comment.

3. NEW BUSINESS

Take action as necessary and appropriate.

3.1 BROWN ACT BASICS

RECOMMENDATION:

1. Receive presentation
2. Technical questions from Oversight Committee
3. Take public comment
4. Further Committee discussion

Ryan Plotz, Crescent Fire Protection District's General Counsel, gave a thorough presentation on the Brown Act basics.

3.2 REVIEW OF CRESCENT FIRE BENEFIT ASSESSMENT OVERSIGHT COMMITTEE BYLAWS

RECOMMENDATION:

1. Receive staff report
2. Technical questions from Oversight Committee
3. Take public comment
4. Further Oversight Committee discussion

➤ *No action taken.*

3.3 SELECTION OF CHAIR AND VICE-CHAIR FOR CRESCENT FIRE BENEFIT ASSESSMENT OVERSIGHT COMMITTEE

RECOMMENDATION:

1. Receive staff report
2. Technical questions from Oversight Committee
3. Take public comment
4. Further Oversight Committee discussion
5. Select Chair of the Oversight Committee
6. Select Vice Chair of the Oversight Committee

➤ On a motion by Committee Member Misty Stutes, seconded by Committee Member Dennis Louy, motion carried 4/0/1, with Committee Member David Saylor being absent; the Crescent Fire Benefit Assessment Oversight Committee appointed Patrick Hawkins to Chair and Richard Hoff to Vice Chair.

3.4 OVERVIEW OF CRESCENT FIRE PROTECTION DISTRICT BENEFIT ASSESSMENT REVENUE AND EXPENDITURES FOR FY 2022, 2023, AND 2024

RECOMMENDATION:

1. Receive staff report and presentation
2. Technical questions from Oversight Committee
3. Take public comment
4. Further Committee discussion

➤ *No action taken.*

3.5 OVERVIEW OF CRESCENT FIRE PROTECTION DISTRICT PROPOSED FINAL BUDGET FOR FY 2025

RECOMMENDATION:

1. Receive staff report and presentation
2. Technical questions from Oversight Committee
3. Take public comment
4. Further Committee discussion

➤ *No action taken.*

4. OLD BUSINESS

Take action as necessary and appropriate.

NO OLD BUSINESS AT THIS TIME.

5. ADJOURNMENT

There being no further business to come before the Committee, Chair Patrick Hawkins adjourned the meeting of the Crescent Fire Benefit Assessment Committee at 7:56 PM. The next meeting will be scheduled at a time and date to be determined.

ATTEST:

Vanessa Duncan, Clerk of the Board
Crescent Fire Protection District



**MINUTES OF THE
CRESCENT FIRE BENEFIT ASSESSMENT
OVERSIGHT COMMITTEE MEETING**

**SPECIAL MEETING
HELD
TUESDAY, NOVEMBER 26, 2024
AT 5:00 P.M.**

1. OPEN SESSION

1.1 CALL TO ORDER

The meeting was called to order at 5:07 PM.

1.2 ROLL CALL

Committee members present:

- Chair Patrick Hawkins
- Vice Chair Richard Hoff
- Committee Member Misty Stutes
- Committee Member Dennis Louy
- Committee Member David Saylor

Staff members present:

- Chief Kevin Carey
- Captain Jason Borges
- Administrative Specialist Vanessa Duncan
- CFPD Director Jim Erler

1.3 FLAG SALUTE

The Pledge of Allegiance was led by Jim Erler.

2. PUBLIC PARTICIPATION

No public comment.

3. NEW BUSINESS

Take action as necessary and appropriate.

**3.1 ESTABLISH MEETING SCHEDULE FOR CRESCENT FIRE BENEFIT ASSESSMENT
OVERSIGHT COMMITTEE**

RECOMMENDATION:

1. Receive staff report
2. Technical questions from Oversight Committee
3. Take public comment
4. Further Oversight Committee discussion
5. Approve recommended quarterly meeting schedule for the Crescent Fire Benefit Assessment Oversight Committee

- On a motion by Vice Chair Richard Hoff, seconded by Committee Member David Saylor, motion carried unanimously 5/0; the Crescent Fire Benefit Assessment Oversight Committee approved the quarterly meeting schedule, with meetings to be held on the first Monday of each quarter at 5:00 PM starting January 6th.

3.2 FY 24/25 AMENDED CRESCENT FIRE BENEFIT ASSESSMENT EXPENDITURE RECOMMENDATION

RECOMMENDATION:

1. Receive staff report
2. Technical questions from Oversight Committee
3. Take public comment
4. Further Oversight Committee discussion
5. Approve and adopt Resolution No. BA2024-01, A RESOLUTION OF THE CRESCENT FIRE BENEFIT ASSESSMENT OVERSIGHT COMMITTEE AMENDING THE RECOMMENDED EXPENDITURES OF THE BENEFIT ASSESSMENT FUNDS FOR FY 24/25

- On a motion by Committee Member Dennis Louy, seconded by Committee Member David Saylor, motion carried unanimously 5/0; the Crescent Fire Benefit Assessment Oversight Committee adopted Resolution No. BA2024-01, A RESOLUTION OF THE CRESCENT FIRE BENEFIT ASSESSMENT OVERSIGHT COMMITTEE AMENDING THE RECOMMENDED EXPENDITURES OF THE BENEFIT ASSESSMENT FUNDS FOR FY 24/25

PASSED AND ADOPTED by the Committee Members of the
CRESCENT FIRE BENEFIT ASSESSMENT OVERSIGHT COMMITTEE

This 26th day of November 2024, by the following polled vote:

YES: 5

NOES: 0

ABSENT:0

4. OLD BUSINESS

Take action as necessary and appropriate.

NO OLD BUSINESS AT THIS TIME.

5. ADJOURNMENT

There being no further business to come before the Committee, Chair Patrick Hawkins adjourned the meeting of the Crescent Fire Benefit Assessment Committee at 5:29 PM, to the next regularly scheduled meeting on January 6, 2024, at 5:00PM.

ATTEST:

Vanessa Duncan, Clerk of the Board
Crescent Fire Protection District