



AGENDA

CRESCENT FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

REGULAR MEETING

HELD

MONDAY, FEBRUARY 10, 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, February 10, 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 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 JANUARY 13, 2025 |
| 3.2 | APPROVAL OF WARRANT CLAIMS FOR PERIOD COVERING JANUARY 2025 |

TAKE PUBLIC COMMENT ON CONSENT CALENDAR
CONSIDER AND ADOPT CONSENT CALENDAR

4. NEW BUSINESS

Take action as necessary and appropriate.

4.1 REVIEW AND APPROVE LETTER OF INTEREST FOR BOARD MEMBER VACANCY

RECOMMENDATION

1. **Receive staff report**
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Make a recommendation to appoint the candidate to fill the Board vacancy and send the recommendation to the Del Norte County Board of Supervisors

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 **RESPONSES OCCURRED BETWEEN: 01-01-25 to 01-31-25**

6.2 AUDIT UPDATE

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, MARCH 10, 2025 AT 5:00 PM

POSTED:

2/7/2025

/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 PROTECTION DISTRICT
BOARD OF DIRECTORS**

**REGULAR MEETING HELD
JANUARY 13, 2025
AT 5:00 P.M.**

1. OPEN SESSION

1.1 CALL TO ORDER

Chair Nelson called the meeting to order at 5:00 PM.

1.2 ROLL CALL

Board members present:

- Chair Jim Nelson
- Vice Chair Dave Short
- Director Jim Eler
- Director Rick Kelley
- Director Joe Gregorio

Staff members present:

- Fire Chief Kevin Carey
- Captain Jason Borges
- Administrative Specialist Vanessa Duncan

1.3 FLAG SALUTE

The Pledge of Allegiance was led by Director Gregorio.

2. PUBLIC PARTICIPATION

The following citizen addressed the Board:

Roger Gitlin: inquired whether the District was adequately prepared for a fire disaster like those occurring in Los Angeles.

3. CONSENT CALENDAR

3.1 APPROVE MINUTES OF THE REGULAR MEETING OF NOVEMBER 11, 2024

3.2 APPROVAL OF WARRANT CLAIMS FOR PERIOD COVERING NOVEMBER AND DECEMBER 2024

On a motion by Director Erler, seconded by Director Gregorio, motion carried unanimously 5/0; the Board of Directors approved the Consent Calendar.

4. NEW BUSINESS

Take action as necessary and appropriate.

4.1 CONSIDER AND ADOPT RESOLUTION NO. 25-001; A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT FIRE PROTECTION DISTRICT AMENDING THE FISCAL YEAR 2024-2025 BUDGET TO FACILITATE THE PURCHASE OF A NEW WATER TENDER

RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Consider and adopt Resolution No. 25-001; A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT FIRE PROTECTION DISTRICT AMENDING THE FISCAL YEAR 2024-2025 BUDGET TO FACILITATE THE PURCHASE OF A NEW WATER TENDER

The Board directed staff to present different down payment options when presenting financing options before the purchase of a newer water tender.

On a motion by Director Erler, seconded by Director Kelley, motion carried unanimously 5/0; the Board of Directors considered and adopted Resolution No. 25-001; A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT FIRE PROTECTION DISTRICT AMENDING THE FISCAL YEAR 2024-2025 BUDGET TO FACILITATE THE PURCHASE OF A NEWER WATER TENDER, following a title change to reflect the purchase of a "newer" rather than "new" water tender.

4.2 APPROVE LIST OF PERSONNEL AUTHORIZED TO SIGN DISTRICT CLAIMS, BUDGET REVISIONS, AND OTHER DOCUMENTATION AS NEEDED

RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Approve list of personnel authorized to sign District claims, budget revisions, and other documentation as needed

On a motion by Director Erler, seconded by Director Gregorio, motion carried unanimously 5/0; the Board of Directors approved Chair Nelson and Chief Carey as the authorized personnel to sign District claims, budget revisions, and other documentations as needed.

4.3 REVIEW AND APPROVE AUDIT CONTRACT FROM HARSHWAL & COMPANY LLP

RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Review and approve audit contract from Harshwal & Company LLP

The Board directed staff to research the audit fees charged by other companies before proceeding with a vote.

No action was taken 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 RESPONSES OCCURRED BETWEEN: 11/01/24 –12/31/24

Chief Carey reported the total number of calls for 2024 was 2067.

6.2 UPDATE ON 5137

Chief Carey and Captain Borges gave a brief update on Engine 5137, stating that all repairs have been completed and it is now housed at Washington Station.

6.3 PRESENTATION ON BOARD MEMBER ROLES AND RESPONSIBILITIES

Clerk of the Board, Vanessa, delivered a PowerPoint presentation outlining the roles and responsibilities of the District's Board Members.

7. BOARD COMMENTS

No Board comments at this time.

8. ADJOURNMENT

There being no further business to come before the Board, Chair Nelson adjourned the meeting at 6:20 PM of the Crescent Fire Protection District Board of Directors to the next regularly scheduled meeting on February 10, 2025 at 5:00PM.

ATTEST:

Vanessa Duncan, Clerk of the Board
Crescent Fire Protection District

CFPD CLAIMS LIST JANUARY FY 2025

| CLAIM ID | CLAIM DATE | VENDOR | ACCOUNT | AMOUNT | INVOICE# | DESCRIPTION | GRAND TOTAL | |
|--------------|------------|--------------------------------|---------|---------------|------------------|--|----------------------|------------|
| 479-3215 | 1/24/25 | DROWN, RIVERS DBA LAWN & ORDER | 20230 | \$ 200.00 | 9013 | LAWN CARE - COOPER & BERTSCH | \$ 200.00 | PO# 258980 |
| 479-3216 | 1/24/25 | THE MITCHELL LAW FIRM, LLP | 20233 | \$ 450.00 | 6396 | GENERAL COUNSEL - REMAINING NOV '24 & DEC '24 | \$ 450.00 | PO# 258981 |
| 479-3217 | 1/24/25 | US BANK | 20173 | \$ 1,987.00 | 4798531675803979 | RADIATOR SUPPLY HOUSE - RADIATOR FOR 5132 | \$ 1,987.00 | |
| 479-3217 | 1/24/25 | US BANK | 20173 | \$ 1,375.00 | 4798531675803979 | TALLAN'S TIRES - TIRES FOR 5174 | \$ 1,375.00 | PO# 258982 |
| 479-3218 | 1/24/25 | CITY OF CRESCENT CITY | 20173 | \$ 553.94 | 7162145 | REPAIR BRAKES AND OIL CHANGE FOR 5176 | \$ 553.94 | PO# 258983 |
| 479-3219 | 1/24/25 | CITY OF CRESCENT CITY | 20234 | \$ 27,225.26 | 7162098 | PIONEER FIRE MUTUAL AID SERVICES - PERSONNEL | \$ 27,225.26 | |
| 479-3219 | 1/24/25 | CITY OF CRESCENT CITY | 20234 | \$ 130,027.00 | 7162093 | FIRE SERVICES AGREEMENT 1ST QRT | \$ 130,027.00 | |
| 479-3220 | 1/24/25 | CITY OF CRESCENT CITY | 20234 | \$ 27,179.73 | 7162100 | COFFEE POT FIRE MUTUAL AID SERVICES - PERSONNEL | \$ 27,179.73 | |
| 479-3221 | 1/24/25 | RECOLOGY DEL NORTE | 20140 | \$ 199.23 | 07133788 | TRASH FEE - JANUARY 2025 | \$ 199.23 | |
| 479-3222 | 1/24/25 | CITY OF CRESCENT CITY | 20234 | \$ 13,264.46 | 7162146 | TIGER CREEK FIRE MUTUAL AID SERVICES - PERSONNEL | \$ 13,264.46 | |
| 479-3223 | 1/24/25 | CRESCENT CITY WATER | 20302 | \$ 304.29 | 006251-000 | WATER - WASHINGTON STATION | \$ 304.29 | |
| 479-3223 | 1/24/25 | CRESCENT CITY WATER | 20302 | \$ 22.49 | 006251-001 | WATER - COOPER | \$ 22.49 | |
| 479-3224 | 1/24/25 | CHARTER COMMUNICATIONS | 20120 | \$ 210.82 | 177067401010125 | CABLE/INTERNET - WASHINGTON STATION | \$ 210.82 | |
| 479-3225 | 1/24/25 | DN SOLID WASTE MANAGEMENT | 20140 | \$ 16.59 | 30015276 | TRASH FEE - DECEMBER 2024 | \$ 16.59 | |
| 479-3226 | 1/24/25 | CANON FINANCIAL SERVICES | 20260 | \$ 223.06 | 37769565 | LEASE PAYMENT - COPIER | \$ 223.06 | |
| 479-3227 | 1/24/25 | BLUE STAR GAS | 20301 | \$ 1.00 | 0311863 | TANK RENTAL FEE - WASHINGTON STATION | \$ 1.00 | |
| 479-3227 | 1/24/25 | BLUE STAR GAS | 20301 | \$ 79.00 | 0311864 | TANK RENTAL FEE - COOPER STATION | \$ 79.00 | |
| 479-3227 | 1/24/25 | BLUE STAR GAS | 20301 | \$ 1,552.16 | 1704654 | FILL UP - WASHINGTON STATION | \$ 1,552.16 | |
| 479-3228 | 1/24/25 | PACIFIC POWER & LIGHT CO. | 20300 | \$ 171.49 | 61913251-0014 | POWER - HUMBOLDT | \$ 171.49 | |
| 479-3229 | 1/24/25 | COUNTY OF DEL NORTE | 20230 | \$ 10,686.97 | N/A | 24/25 PROPERTY TAX ASSESSMENT ROLL PREP. | \$ 10,686.97 | |
| TOTAL | | | | | | | \$ 215,729.49 | |

CRESCENT FIRE PROTECTION DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: KEVIN CAREY, FIRE CHIEF

DATE: FEBRUARY 10, 2025

SUBJECT: BOARD MEMBER VACANCY AND APPOINTMENT RECOMMENDATION

RECOMMENDATION

Staff recommends that the Board of Directors approve the appointment of Joe Gregorio to fill the vacant Board position and forward this recommendation to the Del Norte County Board of Supervisors for final approval.

BACKGROUND

A vacancy on the Crescent Fire Protection District Board of Directors was announced, and in accordance with standard procedures, the District posted the vacancy for a period exceeding 15 days. The notice was published on the District's website and shared on social media to ensure broad public awareness and encourage qualified candidates to apply.

DISCUSSION

At the close of the application period, the District received only one letter of interest, submitted by Joe Gregorio. Mr. Gregorio is a well-qualified candidate, having previously served on the Board of Directors. Additionally, he is a valued member of the Crescent Fire Protection District, currently serving as a volunteer Battalion Chief. His experience, leadership, and dedication to the department make him a strong candidate for reappointment.

The Board of Directors is requested to review Mr. Gregorio's letter of interest and make a recommendation regarding his appointment to the vacant position.

NEXT STEPS

Following the Board's recommendation, the selected candidate's name will be submitted to the Del Norte County Board of Supervisors for approval at their next scheduled meeting. If approved by the Board of Supervisors, Joe Gregorio will be formally appointed to the Crescent Fire Protection District Board of Directors and will complete the required oath of office.

ATTACHMENT

Letter of recommendation to the Board of Supervisors



CRESCENT FIRE PROTECTION DISTRICT

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

February 10, 2025

Del Norte County Board of Supervisors
981 H Street, Suite 200
Crescent City, CA 95531

Subject: Recommendation for Appointment to Crescent Fire Protection District Board of Directors

Dear Honorable Members of the Del Norte County Board of Supervisors,

The Crescent Fire Protection District Board of Directors respectfully submits this recommendation for your consideration regarding the appointment to the vacant Board position.

At the close of the application period, the District received only one letter of interest for the position, submitted by Joe Gregorio. Mr. Gregorio is a highly qualified candidate, having previously served on the Board of Directors. Additionally, he is an esteemed and dedicated member of the Crescent Fire Protection District, currently serving as a volunteer Battalion Chief. His extensive experience, leadership, and commitment to the department make him an exceptional candidate for reappointment.

Given Mr. Gregorio's qualifications and longstanding service to the District, the Board of Directors strongly recommends his appointment to fill the vacant position.

Thank you for your time and consideration. Should you require any additional information, please do not hesitate to contact us.

Sincerely,

Jim Nelson
Chair of the Board
Crescent Fire Protection District Board of Directors

Crescent City Fire & Rescue

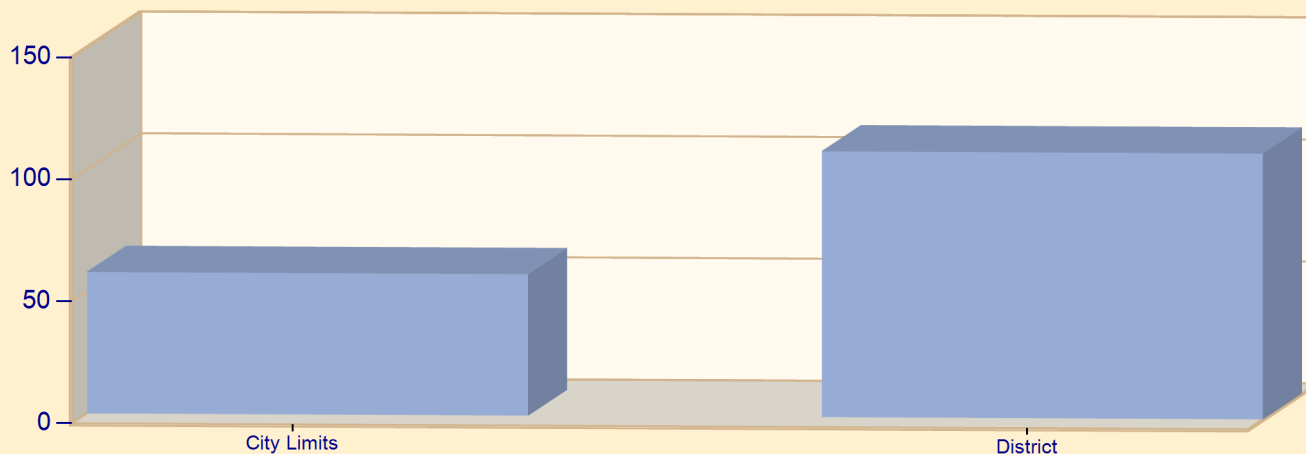
Crescent City, CA

This report was generated on 2/7/2025 2:47:11 PM



Incident Type Count per Zone for Date Range

Start Date: 01/01/2025 | End Date: 01/31/2025



| ZONES | INCIDENT TYPE | COUNT |
|----------------------------------|---|-----------|
| City Limits - City Limits | | |
| | 151 - Outside rubbish, trash or waste fire | 1 |
| | 311 - Medical assist, assist EMS crew | 25 |
| | 323 - Motor vehicle/pedestrian accident (MV Ped) | 2 |
| | 324 - Motor vehicle accident with no injuries. | 3 |
| | 440 - Electrical wiring/equipment problem, other | 1 |
| | 553 - Public service | 1 |
| | 561 - Unauthorized burning | 5 |
| | 611 - Dispatched & cancelled en route | 12 |
| | 622 - No incident found on arrival at dispatch address | 1 |
| | 631 - Authorized controlled burning | 1 |
| | 671 - HazMat release investigation w/no HazMat | 1 |
| | 733 - Smoke detector activation due to malfunction | 2 |
| | 735 - Alarm system sounded due to malfunction | 1 |
| | 745 - Alarm system activation, no fire - unintentional | 2 |
| | <i>Total Incidents for City Limits - City Limits:</i> | 58 |
| District - District | | |
| | 114 - Chimney or flue fire, confined to chimney or flue | 1 |
| | 118 - Trash or rubbish fire, contained | 1 |
| | 131 - Passenger vehicle fire | 2 |
| | 150 - Outside rubbish fire, other | 1 |

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



emergencyreporting.com

Doc Id: 1404

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| ZONES | INCIDENT TYPE | COUNT |
|----------------------------------|--|------------|
| | 151 - Outside rubbish, trash or waste fire | 1 |
| | 162 - Outside equipment fire | 1 |
| | 311 - Medical assist, assist EMS crew | 51 |
| | 322 - Motor vehicle accident with injuries | 5 |
| | 324 - Motor vehicle accident with no injuries. | 5 |
| | 531 - Smoke or odor removal | 1 |
| | 561 - Unauthorized burning | 8 |
| | 611 - Dispatched & cancelled en route | 14 |
| | 622 - No incident found on arrival at dispatch address | 7 |
| | 631 - Authorized controlled burning | 3 |
| | 651 - Smoke scare, odor of smoke | 1 |
| | 700 - False alarm or false call, other | 1 |
| | 730 - System malfunction, other | 1 |
| | 733 - Smoke detector activation due to malfunction | 2 |
| | 743 - Smoke detector activation, no fire - unintentional | 1 |
| | 745 - Alarm system activation, no fire - unintentional | 2 |
| | <i>Total Incidents for District - District:</i> | 109 |
| Total Count for all Zone: | | 167 |

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

