



**AGENDA OF THE
CRESCENT FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS**

**REGULAR MEETING
HELD
MONDAY, JUNE 9, 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, June 9, 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 MAY 12, 2025
- 3.2** APPROVAL OF WARRANT CLAIMS FOR PERIOD COVERING MAY 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 ADOPT THE PRELIMINARY OPERATING BUDGET FOR FISCAL YEAR 2025–2026

RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Approve and adopt the preliminary budget for fiscal year 2025–2026

4.2 CONSIDER AND ADOPT UPDATED PROCUREMENT POLICY

RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Adopt the updated Crescent Fire Protection District Procurement Policy

4.3 CONSIDER AND ADOPT RESOLUTION NO. 25-001; A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT FIRE PROTECTION DISTRICT AUTHORIZING THE EXECUTION AND DELIVERY OF A MASTER EQUIPMENT LEASE PURCHASE AGREEMENT WITH COMMUNITY FIRST NATIONAL BANK FOR THE FINANCING OF A NEW PIERCE FL 3000 GALLON WATER TENDER

RECOMMENDATION

6. Receive staff report
7. Technical questions from the Board
8. Take public comment
9. Further Board discussion
10. ADOPT RESOLUTION NO. 25-001; A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT FIRE PROTECTION DISTRICT AUTHORIZING THE EXECUTION AND DELIVERY OF A MASTER EQUIPMENT LEASE PURCHASE AGREEMENT WITH COMMUNITY FIRST NATIONAL BANK FOR THE FINANCING OF A NEW PIERCE FL 3000 GALLON WATER TENDER

5. OLD BUSINESS

Take action as necessary and appropriate.

**5.1 APPROVAL OF THE SALE OF SURPLUS FIRE ENGINE 5133
RECOMMENDATION**

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Approve the sale of surplus fire engine 5133

6. CHIEFS REPORT

Take action as necessary and appropriate.

UPDATE ON CURRENT MATTERS AND THOSE IN PROGRESS

6.1 RESPONSES OCCURRED BETWEEN: 5-01-25 to 5-31-25

6.2 COOPER STATION 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, JULY 14, 2025 AT 5:00 PM

POSTED:

6/6/2025

/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
MONDAY, MAY 12, 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 Jon Maxwell

Staff members present:

- Fire Chief Kevin Carey
- Administrative Specialist Vanessa Duncan

1.3 FLAG SALUTE

The Pledge of Allegiance was led by Director Maxwell

2. PUBLIC PARTICIPATION

The following citizens addressed the Board:

Sam Strait: shared his opinion about the fire department and its role in the community.

Roger Gitlin: shared his opinion about public comment process and expressed his frustrations with how governing boards conduct public comment period.

3. CONSENT CALENDAR

- 3.1 APPROVE MINUTES OF THE REGULAR MEETING OF APRIL 14, 2025 AND THE SPECIAL MEETING OF APRIL 21, 2025**

3.2 APPROVAL OF WARRANT CLAIMS FOR PERIOD COVERING APRIL 2025

The following citizen addressed the Board:

Sam Strait: expressed his appreciation for having a sensible consent calendar.

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

4. NEW BUSINESS

Take action as necessary and appropriate.

4.1 ELECTION OF BOARD OFFICERS FOR 2025-2026

RECOMMENDATION

1. Technical questions from the Board
2. Take public comment
3. Further Board discussion
4. Take nominations for Board Chair
5. Elect Board Chair
6. Take nominations for Board Vice Chair
7. Elect Board Vice Chair
8. Confirm results of officer elections

The following citizens addressed the Board:

Roger Gitlin: shared his opinion that each board member should have the opportunity to serve as Chair or Vice Chair.

Vice Chair Short nominated Director Erler for Chair. No further nominations were made. Director Erler was elected Chair by a vote of 4-0.

Vice Chair Short nominated Director Maxwell for Vice Chair. No further nominations were made. Director Maxwell was elected by a vote of 4-0.

The newly elected Chair and Vice Chair will assume their roles at the next regular Board meeting.

4.2 APPOINTMENT OF 2X2 AD-HOC COMMITTEE MEMBERS FOR 2025–2026

Joint Committee of the City of Crescent City and Crescent Fire Protection District

RECOMMENDATION

1. Technical questions from the Board

2. Take public comment
3. Further Board discussion
4. Accept nominations for 2x2 Ad-Hoc Committee members
5. Appoint members to the 2025–2026 2x2 Ad-Hoc Committee

Director Kelley nominated Chair Nelson and Director Maxwell to serve on the 2X2 Ad-Hoc Committee. No further nominations were made. Chair Nelson and Director Maxwell were each appointed by a 4-0 vote.

4.3 APPROVE FINANCING AND BUDGET TRANSFER FOR WATER TENDER DOWNPAYMENT

RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Approve financing for the acquisition of a water tender and authorize a budget transfer to approve a \$250,000 downpayment

The following citizens addressed the Board:

Roger Gitlin: questioned the financial status of the District and the loan terms.

Sam Strait: questioned the need for a water tender.

On a motion by Director Kelley, seconded by Vice Chair Short.

A roll-call vote was conducted:

- Chair Nelson: Aye
- Vice Chair Short: Aye
- Director Kelley: Aye
- Director Erler: No
- Director Maxwell: Aye

With a 4/1 vote, the Board of Directors approved financing for the acquisition of a water tender and authorized a budget transfer to approve a \$250,000 downpayment, and authorized Fire Chief Carey to sign on behalf of the District.

Director Kelley left the meeting at 5:42 p.m. and was not present for the remainder of the meeting.

4.4 REVIEW AND APPROVE BUDGET TRANSFER REQUEST

RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board

3. Take public comment
4. Further Board discussion
5. Review and approve the budget transfer request for personnel costs incurred in fiscal year 2024-2025 during Cal-OES coverage, totaling approximately \$161,691

On a motion by Director Erler, seconded by Vice Chair Short, motion carried 3/1/1 with Director Maxwell recusing himself from the vote due to a conflict of interest, and Director Kelley being absent; the Board of Directors approved the budget transfer request for personnel costs incurred in fiscal year 2024-2025 during Cal-OES coverage, totaling approximately \$161,691.

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: 04-01-25 to 04-30-25

Chief Carey reported on the responses for April, noting several significant fire calls.

6.2 COOPER STATION

Chair Nelson has been tasked with selecting a listing agent so the Board can move forward with the sale of Cooper Station.

6.3 POTENTIAL PURCHASE OF SURPLUS OES FIRE ENGINE

Chief Carey reported on the approved application submitted by Captain Borges to obtain a fully stocked surplus fire engine from Cal-OES at a cost of \$40,000.

The following citizens addressed the Board:

Roger Gitlin: asked for the specifications of the fire engine.

On a motion by Director Maxwell, seconded by Vice Chair Short, motion carried 4/1 with Director Kelley being absent; the Board of Directors approved moving forward with the purchase of a surplus OES fire engine.

6.4 UPCOMING DISTRICT BUDGET

Chief Carey briefed the Board on the proposed projects for fiscal year 2025-2026, including paving the back parking lot at Washington Station, purchasing a turnout

extractor for Washington Station, acquiring the previously mentioned fire engine from Cal-OES, and purchasing a second utility rig for the District.

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 6:11 p.m. of the Crescent Fire Protection District Board of Directors to the next regularly scheduled meeting on June 9, 2025 at 5:00PM.

ATTEST:

Vanessa Duncan, Clerk of the Board
Crescent Fire Protection District

CFPD CLAIMS LIST MAY FY 2025

CLAIM ID	CLAIM DATE	VENDOR	ACCOUNT	AMOUNT	INVOICE#	DESCRIPTION	GRAND TOTAL
490-3280	5/2/25	MOR-JON INC.	20173	\$ 7.31	10214	SEALS FOR #5112	\$ 7.31
490-3281	5/2/25	GEORGE'S AUTO & DIESEL	20173	\$ 99.43	290595	ANTENNA & WIRING FOR #5112	\$ 99.43
490-3282	5/2/25	ROSS JANITORIAL	20230	\$ 380.00	0931	JANITORIAL SERVICES - WASHINGTON STATION	\$ 380.00
TOTAL							\$ 486.74
491-3283	5/20/25	DROWN, RIVERS DBA LAWN & ORDER	20230	\$ 200.00	9184	LAWN CARE - COOPER & BERTSCH STATION	\$ 200.00
491-3284	5/20/25	PAMPLONA, GABRIEL	40635	\$ 6,495.00		40' CONEX BOX FOR STORAGE AT WASHINGTON	\$ 6,495.00
491-3285	5/20/25	CITY OF CRESCENT CITY	20173	\$ 412.43	7162709	5159 ANNUAL SERVICE & REPAIRS	\$ 412.43
491-3286	5/20/25	RECOLOGY DEL NORTE	20140	\$ 199.23	07215650	TRASH FEE - MAY 2025	\$ 199.23
491-3287	5/20/25	CANON FINANCIAL SERVICES	20260	\$ 202.60	40704249	LEASE PAYMENT - COPIER	\$ 202.60
491-3288	5/20/25	CRESCENT CITY WATER	20302	\$ 22.49	006251-001	WATER - COOPER	\$ 22.49
491-3288	5/20/25	CRESCENT CITY WATER	20302	\$ 310.65	006251-000	WATER - WASHINGTON	\$ 310.65
491-3288	5/20/25	CRESCENT CITY WATER	20302	\$ 62.21	005222-000	WATER - HUMBOLDT	\$ 62.21
491-3289	5/20/25	CHARTER COMMUNICATIONS	20120	\$ 223.12	177067401050125	CABLE/INTERNET - WASHINGTON STATION	\$ 223.12
491-3290	5/20/25	PACIFIC POWER & LIGHT CO.	20300	\$ 1,798.50	62204731-0017	POWER - COOPER & WASHINGTON	\$ 1,798.50
491-3291	5/20/25	US BANK	20140	\$ 183.90	3979	AMAZON - HDMI EXTENDER SPLITTER FOR BAY COMPUTER	\$ 183.90
491-3291	5/20/25	US BANK	20173	\$ 143.79	3979	LEHR - FACE PLATES FOR RADIOS IN 5174	\$ 143.79
491-3291	5/20/25	US BANK	20140	\$ 10.81	3979	AMAZON - MULTIPLE USB HUB FOR BIG ROOM COMPUTER	\$ 10.81
491-3291	5/20/25	US BANK	20140	\$ 95.21	3979	AMAZON - HDMI SLITTER FOR BAY COMPUTER	\$ 95.21
TOTAL							\$ 10,359.94

PO# 258996

PO# 258997

PO# 258998

PO# 258999

CRESCENT FIRE PROTECTION DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: KEVIN CAREY, FIRE CHIEF

DATE: JUNE 9, 2025

SUBJECT: REVIEW AND APPROVAL OF PRELIMINARY BUDGET FOR FISCAL YEAR 2025–26

BACKGROUND

The Crescent Fire Protection District has prepared the Preliminary Budget for Fiscal Year 2025–26 to guide operational and capital expenditures for the upcoming fiscal year. This budget includes estimated revenues and proposed expenditures across personnel services, operational needs, capital projects, and reserves.

The preliminary budget reflects the District’s ongoing commitment to maintaining essential fire protection and emergency services, while also planning for equipment upgrades, facility maintenance, and operational improvements.

DISCUSSION:

Key highlights of the FY 2025–26 Preliminary Budget include:

- Continued funding for personnel and volunteer support.
- Allocation for replacement of aging equipment.
- Budgeted capital improvements such as turnout extractor installation and Washington Station back lot paving.
- Conservative revenue projections and balanced spending in line with expected property tax and special assessment income.

This preliminary budget serves as a working financial plan and may be updated prior to final adoption.

RECOMMENDATION:

Staff recommends the Board of Directors review and approve the FY 2025–26 Preliminary Budget as presented.

FISCAL ANALYSIS

- Projected Revenue: \$1,369,693
- Projected Expenditures: \$1,457,724
- Projected Deficit (Over/Under): (\$88,031)

ATTACHMENTS

1. Preliminary budget for fiscal year 2025-2026

Line	Proj	Description	24/25 Adopted				%	2 FY Ago Actual	Prev FY Actual	Proposed Budget	Proposed Budget	Notes
			Budget	24/25 Revised Budge	24/ 25 YTD	24/25 Balance				FY 25/26	FY 26/27	
10010		Payroll	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -	
10015		Volunteers	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -	
10017		Unemp - Fica	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -	
10020		Retirement	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -	
10030		Employee Benefits	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -	
10031		Workers Comp Insurance	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -	
20110		Clothing & Pers Supplies	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -	
20120		Communications	\$ 3,150.00	\$ 3,150.00	\$2,910.85	\$239.15	92.4	\$ 2,861.61	\$ 2,938.49	\$ 3,500.00	\$ 3,605.00	
20130		Food - Rehab	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -	
20140		Household Expense	\$ 4,000.00	\$ 5,000.00	\$5,010.98	(\$10.98)	100.2	\$ 1,524.76	\$ 2,502.17	\$ 5,000.00	\$ 4,635.00	
20150		Insurance	\$ 36,239.00	\$ 36,239.00	\$36,239.00	\$0.00	100	\$ 18,573.00	\$ 28,289.00	\$ 37,994.00	\$ 38,445.00	
20155		Insurance-Liability	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -	
20156		Insurance-Property	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -	
20170		Maint-Equipment	\$ 1,000.00	\$ 1,000.00	\$424.34	\$575.66	42.4	\$ 473.16	\$ 553.70	\$ 6,000.00	\$ 6,180.00	
20171		Radio Maintenance	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -	
20172		Maint-Fireboat	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -	
20173		Maint-Vehicles	\$ 19,000.00	\$ 37,500.00	\$33,086.36	\$4,413.64	88.2	\$ 31,498.34	\$ 21,894.11	\$ 22,000.00	\$ 22,000.00	
20180		Maint-Struc Imp Ground	\$ 80,000.00	\$ 70,000.00	\$7,039.25	\$62,960.75	10.1	\$ 15,473.19	\$ 4,006.84	\$ 60,000.00	\$ 10,000.00	\$50k roll over for paving parking lot if not purchased in FY25
20190		Medical Supplies	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -	
20200		Membership	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -	
20205		Licenses & Fees	\$ -	\$ -	\$0.00	\$0.00	0	\$ 23.49	\$ -	\$ -	\$ -	
20220		Office Expense	\$ 100.00	\$ 600.00	\$137.95	\$462.05	23	\$ 147.01	\$ 27.05	\$ 500.00	\$ 500.00	
20227		Dues/Subscriptions	\$ 200.00	\$ 200.00	\$149.90	\$50.10	75	\$ 149.90	\$ 149.90	\$ 200.00	\$ 200.00	
20230		Professional Services	\$ 56,000.00	\$ 48,000.00	\$43,236.00	\$4,764.00	90.1	\$ 70,355.56	\$ 37,111.75	\$ 45,000.00	\$ 46,350.00	
20231		Prof Svcs-FEMA Grant	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -	
20232		Professional Serv-Medical	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -	
20233		Prof Svcs-Legal	\$ 10,000.00	\$ 6,000.00	\$2,323.26	\$3,676.74	38.7	\$ 9,793.00	\$ 1,755.00	\$ 5,000.00	\$ 5,150.00	
20234		Prof Svcs-City	\$ 861,321.00	\$ 861,321.00	\$961,126.65	\$149,521.35	82.6	\$ 362,481.39	\$ 988,004.15	\$ 1,058,978.00	\$ 1,097,928.00	\$278k added for CAL OES coverage and \$55k for new position
20235		Prof Svcs - Dispatch Services	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -	
20236		Prof Svcs - Training Officer	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -	
20240		Publ & Legal Notices	\$ 300.00	\$ 300.00	\$49.37	\$250.63	16.5	\$ 40.05	\$ 60.32	\$ 300.00	\$ 300.00	
20250		Lease - Cell Tower	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -	
20260		Lease-Copier	\$ 2,700.00	\$ 3,200.00	\$2,716.34	\$483.66	84.9	\$ 2,509.54	\$ 2,287.69	\$ 2,500.00	\$ 2,575.00	

20260	870	Rent-Mitel Phone System	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -
20270		Minor Equipment	\$ 1,000.00	\$ 1,000.00	\$0.00	\$1,000.00	0	\$ -	\$ 247.89	\$ 1,000.00	\$ 1,000.00
20271		Small Tools	\$ 1,500.00	\$ 1,500.00	\$605.48	\$894.52	40.4	\$ 3,819.83	\$ 469.66	\$ 1,500.00	\$ 1,500.00
20280		Special Departmental Exp	\$ 200.00	\$ 200.00	\$0.00	\$200.00	0	\$ (1,773.20)	\$ 94.07	\$ 200.00	\$ 200.00
20281		Spec Dept Exp-F/F Fringe Benefits (Gas Cards)	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -
20282		Spec Dept Exp - Explorer Program	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -
20285		Spec Dept Exp - Recognition	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -
20290		Travel & Training	\$ 7,500.00	\$ 4,500.00	\$2,617.23	\$1,882.77	58.2	\$ 91.43	\$ 6,470.12	\$ 5,000.00	\$ 5,000.00
20292		Training	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -
20293		FF Incentives/Reimbursements	\$ 20,000.00	\$ 20,000.00	\$0.00	\$20,000.00	0	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
20297		Fuel	\$ 2,000.00	\$ 2,000.00	\$622.69	\$1,377.31	31.1	\$ 496.52	\$ 1,775.25	\$ 2,000.00	\$ 2,000.00
20300		Utilities - Electric	\$ 15,500.00	\$ 19,000.00	\$17,379.99	\$1,620.01	91.5	\$ 10,253.45	\$ 13,379.13	\$ 17,000.00	\$ 17,510.00
20301		Utilities - Gas	\$ 10,000.00	\$ 10,000.00	\$8,550.33	\$1,449.67	85.5	\$ 8,679.51	\$ 6,343.18	\$ 12,000.00	\$ 12,360.00
20302		Utilities - Water	\$ 4,000.00	\$ 5,000.00	\$4,124.45	\$875.55	82.5	\$ 4,358.49	\$ 3,404.08	\$ 5,000.00	\$ 5,150.00
30411		Rtrment Long Term Lease	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -
30412		Retirement Long Term Lease-Copier	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -
30413		Retirement Long Term Lease -Trucks	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -
30441		Interest	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -
30442		Rtrmnt Long Term Lease Trk Int	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -
30460		Settlement - County	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -
30480		Tax & Assessments	\$ -	\$ -	\$0.00	\$0.00	0	\$ 78.00	\$ -	\$ -	\$ -
30500		Department Allotment	\$ 2,003,936.00	\$ 2,003,936.00	\$0.00	\$2,003,936.00	0	\$ (350.00)	\$ -	\$ -	\$ -
30520		Church Tree Hydrant	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -
40610		Structures	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -
40610	200	Building & Improvements	\$ -	\$ -	\$0.00	\$0.00	0	\$ 5,739.00	\$ -	\$ -	\$ -
40611		Cooper Station Renovation	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -
40620		Equipment	\$ 225,000.00	\$ 225,000.00	\$198,273.96	\$26,726.04	88.1	\$ -	\$ -	\$ 25,000.00	\$ -
40620	400	Training Computer	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -
40620	500	Equipment	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -
40620	501	Equipment - FEMA Grant	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -
40620	510	Fire Hydrants	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -
40620	600	Truck	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -
40621		Truck	\$ 40,000.00	\$ 40,000.00	\$250,000.00	\$40,000.00	0	\$ -	\$ 21,271.90	\$ 65,000.00	\$ -
72000		Storage Container	\$ -	\$ -	\$6,495.00	(\$6,495.00)	0	\$ -	\$ -	\$ -	\$ -
72100	870	Internal Financing - Mitel Phone System	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -
81000	870	Internal Financing - Interest	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -
81002		Approp For Contingencies	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -

Final amount not available until August 2025

\$25K rollover for extractor if not purchased in FY25

90010	Reserve - Equipment	\$ 126,156.00	\$ 126,156.00	\$0.00	\$126,156.00	0	\$ -	\$ -	\$ 57,052.00	\$ 57,052.00	Equip./Training/Vehicle
90011	Property Tax - Secured	\$ (400,000.00)	\$ (400,000.00)	(\$397,751.85)	(\$2,248.15)	99.4	\$ (390,341.69)	\$ (425,125.37)	\$ (425,000.00)	\$ (425,000.00)	
90020	Prop Tax - Supplemental	\$ (8,000.00)	\$ (8,000.00)	(\$5,562.64)	(\$2,437.36)	69.5	\$ (19,263.24)	\$ (12,807.22)	\$ (12,000.00)	\$ (12,000.00)	
90091	Property Tax - Unsecured	\$ (8,400.00)	\$ (8,400.00)	(\$9,100.11)	\$700.11	108.3	\$ (9,330.43)	\$ (9,145.60)	\$ (9,000.00)	\$ (9,000.00)	
90140	Yield Tax	\$ -	\$ -	(\$11.15)	\$11.15	0	\$ (12.59)	\$ (16.74)	\$ -	\$ -	
90300	Assessment Fees	\$ (541,000.00)	\$ (541,000.00)	(\$531,295.61)	(\$9,704.39)	98.2	\$ (545,874.34)	\$ (541,850.29)	\$ (541,000.00)	\$ (541,000.00)	
90320	Interest - Crescent Fire	\$ (36,000.00)	\$ (36,000.00)	(\$51,568.11)	\$15,568.11	143.2	\$ (23,060.99)	\$ (54,306.75)	\$ (54,000.00)	\$ (54,000.00)	
90321	Rent - Building (Room)	\$ (6,000.00)	\$ (6,000.00)	(\$14,090.00)	\$8,090.00	234.8	\$ (8,420.00)	\$ (6,699.64)	\$ (6,000.00)	\$ (6,000.00)	
90325	Rent - RadioTower	\$ (39,000.00)	\$ (39,000.00)	(\$40,647.71)	\$1,647.71	104.2	\$ (38,126.32)	\$ (39,270.06)	\$ (39,000.00)	\$ (39,000.00)	
90601	Rent - Tower	\$ (199.00)	\$ (199.00)	\$0.00	(\$199.00)	0	\$ (199.56)	\$ -	\$ (199.00)	\$ (199.00)	
90741	St HOPTR-Secured/Unsec	\$ (5,200.00)	\$ (5,200.00)	(\$2,569.56)	(\$2,630.44)	49.4	\$ (5,294.18)	\$ (5,216.76)	\$ (5,200.00)	\$ (5,200.00)	
90760	RPTTF Pass Thru	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -	
90761	FEMA Grant	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -	
90761	99 Cal-Fire Grant	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -	
90762	Cal-Fire Grant - Prior Year	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -	
91060	EMPG Grant	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -	
91061	Charges for Services Rendered	\$ -	\$ -	(\$261,516.14)	\$261,516.14	0	\$ (55,479.54)	\$ (523,549.87)	\$ (278,294.00)	\$ (278,294.00)	*This expenditure was included in
91120	Fire Protection Contract	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -	City Professional Services line for
91122	Annuity Forfeiture	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -	CAL OES coverage paid by City -
91123	Misc. Contributions	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -	reimbursed by District
91124	Miscellaneous Receipts	\$ (100.00)	\$ (100.00)	(\$697.00)	\$597.00	697	\$ (39,951.90)	\$ (579.00)	\$ -	\$ -	
91125	Training Officer Reimb-City	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -	
91126	Janitorial Reimb-City	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -	
91230	Training Registration Charges	\$ -	\$ -	(\$1,550.00)	\$1,550.00	0	\$ -	\$ (7,425.00)	\$ -	\$ -	
91231	Note proceed-County	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -	
91300	Debt Proceeds	\$ -	\$ -	\$0.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -	
	Sale of Fixed Assets	\$ -	\$ -	\$0.00	\$0.00	0	\$ (37,104.14)	\$ (5,975.00)	\$ -	\$ -	

Adopted Budget	Revised Budget	YTD	2 FY Ago Actual	Prev FY Actual	PROPOSED	PROPOSED
REVENUE	REVENUE	REVENUE	REVENUE	REVENUE	REVENUE	REVENUE
\$ (1,043,899.00)	\$ (1,043,899.00)	(\$1,316,359.88)	\$ (1,172,458.92)	\$ (1,631,967.30)	\$ (1,369,693.00)	\$ (1,369,693.00)
EXPENDITURES	EXPENDITURES	EXPENDITURES	EXPENDITURES	EXPENDITURES	EXPENDITURES	EXPENDITURES
\$ 1,526,866.00	\$ 1,526,866.00	\$1,583,119.38	\$ 567,297.03	\$ 1,163,035.45	\$ 1,457,724.00	\$ 1,359,640.00
OVER / (UNDER)	OVER / (UNDER)	OVER / (UNDER)	OVER / (UNDER)	OVER / (UNDER)	OVER / (UNDER)	OVER / (UNDER)
\$ 482,967.00	\$ 482,967.00	\$ 266,759.50	\$ (605,161.89)	\$ (468,931.85)	\$ 88,031.00	\$ (10,053.00)

This is with cutting \$30k out of City turnout line

CRESCENT FIRE PROTECTION DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: KEVIN CAREY, FIRE CHIEF

DATE: JUNE 9, 2025

SUBJECT: CONSIDER AND ADOPT UPDATED PROCUREMENT POLICY

BACKGROUND

The Crescent Fire Protection District currently follows a purchasing policy that was adopted on August 27, 2018. As the District's operations and administrative needs have evolved, there is a need to modernize our procurement procedures to reflect current laws, best practices, and internal control requirements.

Staff has prepared a new Procurement Policy dated June 9, 2025. This updated policy includes clearer guidelines for purchasing thresholds, competitive bidding, cooperative agreements (like Sourcewell), emergency and sole source purchasing, ethics, and authorization levels.

DISCUSSION:

Key updates in the new Procurement Policy include:

- Replaces the 2018 policy in full.
- Sets clear dollar thresholds for quotes and board approval.
- Allows the use of cooperative purchasing (e.g., Sourcewell) instead of getting three quotes.
- Defines how emergency and sole source purchases should be handled and documented.
- Clarifies approval authority levels based on purchase amounts.
- Establishes expectations for ethics, conflict of interest, and fair purchasing.
- Requires documentation, purchase orders, and public works compliance (including prevailing wage rules).

This updated policy ensures that the District operates transparently and in compliance with California law.

RECOMMENDATION:

Staff recommends the Board of Directors take the following actions:

1. Approve the Crescent Fire Protection District Procurement Policy dated June 9, 2025.

2. Rescind the previously adopted Purchasing Policy from August 27, 2018.
3. Direct staff to implement the new policy immediately and provide internal training as needed.

FISCAL ANALYSIS

There is no direct cost associated with approving this policy. However, improved procedures and controls are expected to reduce risk and improve efficiency over time.

ATTACHMENTS

1. Crescent Fire Protection District Procurement Policy (Dated June 9, 2025)
2. Purchasing Policy (Adopted August 27, 2018 – to be rescinded)

Crescent Fire Protection District Procurement Policy Adopted 06/09/2025

1. Purpose This policy establishes procedures for the procurement of goods and services to ensure that taxpayer resources are used effectively, transparently, and in the public's best interest.

2. General Guidelines All purchases must be for legitimate District purposes. Staff shall avoid conflicts of interest, favoritism, or splitting purchases to avoid competitive thresholds.

3. Competitive Procurement Requirements

Purchase Amount Procurement Requirement

\$0 – \$1,500	At least 3 verbal or written quotes recommended.
\$1,501 – \$10,000	Minimum of 3 written quotes required.
Over \$10,000	Minimum of 3 written quotes and Board approval.

4. Use of Cooperative Purchasing The District may purchase goods or services using Sourcewell or other public cooperative purchasing agreements in lieu of obtaining three written quotes, provided:

- The vendor is listed as an awarded contractor under a valid contract.
- The pricing and terms fall within the scope of the cooperative agreement.

Use of Sourcewell satisfies the competitive procurement requirement under California law.

5. Sole Source Purchases If a good or service is only available from one practicable source, a written justification must be prepared describing the unique need and why no other options exist. A quote must be obtained and kept on file.

6. Emergency Purchases Emergency purchases may be made when necessary to protect life, safety, or property and cannot wait for regular procurement procedures. A written justification must be prepared and signed by the Fire Chief or Board Chair.

7. Purchase Orders All services over \$100 require a District purchase order. Each purchase order must:

- Include vendor information, item description, quantity, cost, and purpose.
 - Be signed by the Fire Chief (or Board Chair in their absence).
 - Be processed by the Administrative Assistant, who will place the order.
-

8. Prohibited Practices

- Splitting purchases to avoid competitive thresholds.
 - Awarding contracts based on favoritism or discrimination.
 - Allowing affiliated personnel to participate in procurement decisions involving related vendors.
-

9. Ethics and Standards of Conduct District employees and Board members involved in the procurement process shall:

- Conduct business with integrity and fairness.
 - Avoid personal conflicts of interest.
 - Not accept gifts, favors, or gratuities from vendors.
 - Report suspected fraud or unethical behavior to the Fire Chief or Board Chair.
-

10. Local Vendor Consideration When possible and when all other factors are equal, preference may be given to local vendors to support the local economy.

11. Documentation and Record Retention All procurement activity shall be documented and retained in accordance with the District's records retention schedule. This includes:

- Quotes and proposals
 - Sourcewell or cooperative contract references
 - Sole source and emergency justifications
 - Purchase orders and invoices
 - Board approvals
-

12. Public Works and Prevailing Wage Compliance For public works projects:

- Comply with the California Public Contract Code and Labor Code.
 - Pay prevailing wages for projects over \$1,000.
 - Use formal bidding procedures for projects over \$25,000 or as required.
 - Require contractor registration with the Department of Industrial Relations (DIR).
-

13. Approval Authority Levels

Amount	Approval Required
Up to \$1,500	Fire Chief or Administrative Specialist
\$1,501–\$10,000	Fire Chief
Over \$10,000	Board of Directors

14. Capital Equipment and Inventory Control All fixed assets or equipment valued over \$5,000 shall:

- Be logged into the District’s inventory system.
 - Be tagged with an asset ID number.
 - Be reviewed annually for location and condition.
-

15. Amendment and Review This policy shall be reviewed at least once every three years or as needed. Amendments require approval by the Board of Directors.

PREFACE

The citizens of the County of Del Norte are protected by a volunteer fire & rescue system. Both the County, and the volunteer company that operate the combined fire and emergency services system within the County, seek to serve the citizens by providing fire and rescue services in the most effective and efficient manner possible. To that end, all parties involved in this endeavor share a common interest in protecting and using the assets allocated toward that purpose to accomplish the mission of providing the best fire and rescue services for our citizens, whether those resources are derived from taxpayer funding or through private donations. Good internal controls and financial practices are vital to ensuring that the interests and resources of the citizens are safeguarded.

RECEIPT OF FUNDS:

All funds, whether cash or check, which the Company receives must be deposited intact into the appropriate bank account, with no monies removed to make payments or for any other purpose(s).

Receipt of Checks – All checks received shall be endorsed immediately upon receipt in a manner that includes the Company’s name, the appropriate bank account number, and the notation “For Deposit Only” – ideally this will be accomplished through the use of an endorsement stamp. An image of the check shall be captured and shall be accompanied by any supporting documentation that was received with the check and filed appropriately.

Receipt of Cash – All cash received shall be counted immediately. The person accepting the cash must provide a written receipt to the payor.

Deposit Slips/Supporting Documents – Deposit slips shall be prepared for each deposit and shall list the total of all checks and currency included in the deposit. A copy of the deposit slip shall be made; copies of checks and supporting documentation shall be attached to the copy of the deposit slip and filed.

Prohibited Practices:

1. No check shall ever be endorsed as payable to any other individual or organization;
2. No cash received shall ever be disbursed for expenses or withheld from a deposit for any reason.

DISBURSEMENT OF FUNDS:

All disbursements of Company funds will be made by check.

Payment for Services – Any payment for services provided by outside vendors, must be monitored for IRS 1099 reporting requirements. The 1099-MISC Form is an Internal Revenue Service (IRS) tax form used to report miscellaneous payments for services (not goods/products) made to non-employee individuals during the calendar year. In general, a 1099-MISC Form should be filed for each outside vendor to whom the Company has paid at least \$600 in rendered services, rents, prizes/awards, and other income payments.

CREDIT CARDS AND OTHER CARDS

The Company may obtain one or more credit cards if needed and will assign cards directly to specific responsible individuals. The authorized cardholder will only use the Company credit card for official business of the Company. The Company will not use debit cards for any reason.

Card Issuance – Company credit cards shall be issued in the name of the Company as well as in the name of the individual to whom the card is issued. The cardholder agrees to become personally liable for any unauthorized purchases on the Company credit card. The issuance of company credit cards shall be evaluated at least annually, or whenever there are changes in personnel.

Credit Card Purchases – The cardholder shall retain the original receipt(s) from each credit card purchase. Upon making a credit card purchase, the cardholder shall notify the administrative assistant of the purchase, and shall include in the notification the following information:

- The date of purchase;
- The vendor with whom the transaction was made;
- For meals, the names of all persons attending the meal and a description of the business purpose in accordance with IRS regulations;
- The amount of each credit card purchase.

Prohibited Purchases:

- Personal purchases;
- Cash advances or loans;
- Payroll advances;
- Purchases for other organizations;
- Purchases which circumvent the Disbursement of Funds Section or the Procurement Section of the Policy.

PROCUREMENT

The Company will follow sound procurement practices that require increased scrutiny for larger purchases, will ensure that legitimate business is conducted with responsible and responsive providers of goods or services, and will seek to utilize allocated resources in the most effective and efficient way possible. The Company will exercise caution when considering the purchase of goods or services from a vendor with whom a member or a member's relative is affiliated and will not give preferential treatment to any vendor on the basis of their affiliation with a member of the Company or for any other reason prohibited by law.

Competitive Bidding – The Company shall engage in a competitive bidding process that is appropriate for the amount of funds to be expended, based upon the following chart:

Purchase Amount	Procurement Method
\$0 - \$1,500	Three (3) verbal or written price quote on main-line purchase.
\$1,501 - \$10,000	Minimum documentation of three (3) written quotes.
\$10,001 or more	Minimum documentation of three (3) written quotes and Board approval.

A prospective vendor who has submitted a quote that conforms to the specifications communicated by the Company in all material respects shall be deemed "responsive". A prospective vendor who possesses the capability and capacity to fully satisfy and perform the requirements set forth by the Company shall be deemed "responsible". The provision of goods or services shall be awarded to the lowest responsive and responsible bidder.

The Company may ride eligible contracts of other jurisdictions which have been competitively bid.

Sole Source Purchases – If the Company believes that a product or service is available from only one practicable source, a quote from that source shall be provided and supplemented with a written justification that provides factual data to justify the purchase. Factual data must include a determination as to why a particular product or service is the only product or service that will meet the Company's needs.

Emergency Purchases – If the Company must make an immediate purchase that is required in order to protect personal safety, life, or property, and which therefore, cannot follow normal purchasing procedures, it may be deemed to be an "emergency purchase", and shall be accompanied by a written justification prepared and signed by an officer of the Company (other than the party making the purchase).

Receipt of Goods or Services – The Company shall ensure that goods received and/or services provided are in accordance with the specifications and requirements set forth

during the bidding process. Goods must be delivered to a valid address of the Company. Conflict of Interest – The Company is generally discouraged from contracting with related parties (e.g. a Company member or a relative of a Company member). However, whenever purchasing goods or services from a vendor with whom a member, or a member's relative, is affiliated, the Company shall obtain at least two (2) written quotes, one of which shall be from a vendor with whom the Company has no related-party affiliation.

Prohibited Practices:

1. No purchase shall ever be intentionally split into smaller lots in order to circumvent bidding requirements;
2. No provision of goods or services shall ever be awarded to a vendor based upon preferential treatment or unlawful discrimination.
3. No Company member shall be a participant on a selection committee or in any way be responsible for awarding a contract to a vendor with which he/she has a related-party affiliation.

Purchase Orders – All services of \$100 or more made by authorized personnel for administration and fire protection, and including any emergency services for Crescent Fire Protection District must follow the procedure below:

1. All purchases under this policy must be accompanied by a purchase order. The District purchase order must include the vendor name and address, quantity, unit size, name of item and price. Also, who is requesting the purchase and where the item will be used (building, equipment, training, or vehicles)?

Purchase orders are 3-part forms:

- 1st white copy will be included with claim to pay the bill.
 - 2nd yellow copy will be the Districts copy.
 - 3rd pink copy will be vendor's copy (if requested).
2. After all information is complete on the purchase order it must be signed by the Fire Chief. Chairman may sign in Fire Chief's absence. The Fire Chief will then give the approved purchase order to the Administrative Assistant.
 3. The Administrative Assistant receives the approved purchase order and places the order with the vendor. All original invoices must include the purchase number. In the Administrative Assistant's absence the Fire Chief will place the order and the Chairman will approve the purchase order.

CRESCENT FIRE PROTECTION DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: KEVIN CAREY, FIRE CHIEF

DATE: JUNE 9, 2025

**SUBJECT: APPROVAL OF RESOLUTION NO. 25-001 – MASTER EQUIPMENT LEASE
PURCHASE AGREEMENT FOR WATER TENDER**

BACKGROUND

The Crescent Fire Protection District has finalized the acquisition plan for a new Pierce FL 3000 Gallon Water Tender to replace aging apparatus and ensure continued service reliability. This procurement is essential due to rising maintenance costs and declining dependability of the current water tender, which compromises operational efficiency.

On May 12, 2025, the Board approved the purchase of the vehicle through Golden State Fire Apparatus utilizing the Sourcewell cooperative purchasing program. The total acquisition cost is \$536,056.08, inclusive of tax, tire fees, and a 100% performance bond.

To finance the purchase, the District will contribute a \$250,000 down payment from FY 2024–25 budgeted funds and finance the remaining \$286,056.08 through a 10-year Master Equipment Lease Purchase Agreement with Community First National Bank, operating through its division, Community Leasing Partners.

DISCUSSION:

Resolution No. 25-001 authorizes the District to enter into and execute the Master Equipment Lease Purchase Agreement, Schedule of Equipment No. 01 (Lease No. CRECA2025-05PB), and all supporting documentation, including the Lessee Resolution, Acceptance Certificate, Insurance Certification, and Opinion of Counsel.

The lease purchase agreement outlines the following terms:

- Financing amount: \$286,056.08
- Interest rate: Fixed
- Lease term: 10 years
- Annual payments: \$38,656.32
- First payment due: August 1, 2026

The funding sources for the down payment are:

- \$40,000 from Truck Line (409-065-40621)
- \$126,156 from Reserve – Equipment (409-065-81002)
- \$83,844 from Department Allotment (409-065-30500)

All documentation must be signed and returned to the lender by June 12, 2025, to secure the quoted interest rate and payment terms.

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 25-001, authorizing the execution of the Master Equipment Lease Purchase Agreement with Community First National Bank for the financing of the Pierce FL 3000 Gallon Water Tender.
2. Authorize a down payment of \$250,000 to be made in FY 2024–25, using budgeted funds from the accounts listed above.
3. Authorize the Board Chair, Vice Chair, and Administrative Specialist to execute all associated financing and legal documents.

FISCAL ANALYSIS

The lease will fund \$286,056.08 of the equipment cost. Annual payments of \$38,656.32 will begin in FY 2026–27 and continue through FY 2035–36. The \$250,000 down payment will be allocated in FY 2024–25. This financing structure allows the District to preserve reserves while securing essential apparatus for continued fire protection services.

ATTACHMENTS

1. Resolution No. 25-001
2. Master Equipment Lease Purchase Agreement (including Schedule of Equipment, Payment Schedule, and Required Exhibits)



CRESCENT FIRE PROTECTION DISTRICT

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

RESOLUTION NO. 25– 001

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT FIRE PROTECTION DISTRICT AUTHORIZING THE EXECUTION AND DELIVERY OF A MASTER EQUIPMENT LEASE PURCHASE AGREEMENT WITH COMMUNITY FIRST NATIONAL BANK FOR THE FINANCING OF A NEW PIERCE FL 3000 GALLON WATER TENDER

WHEREAS, the Crescent Fire Protection District ("District") is authorized under the laws of the State of California to enter into lease-purchase agreements for the acquisition of equipment necessary to carry out its public safety mission; and

WHEREAS, the District has determined that it is in the best interest of the community to acquire one (1) new Pierce FL 3000 Gallon Water Tender for a total acquisition cost of \$536,056.08; and

WHEREAS, the District intends to finance the remaining cost of \$286,056.08 over a 10-year term through a Master Equipment Lease Purchase Agreement with Community First National Bank, doing business through its division Community Leasing Partners; and

WHEREAS, the District will make a down payment of \$250,000 toward the purchase price from funds appropriated in the current fiscal year 2024–25, with funding to come from line item 409-065-81002 "Reserve – Equipment," line item 409-065-40621 "Truck," and line item 409-065-30500 "Department Allotment," as approved by the Board; and

WHEREAS, the Board of Directors desires to authorize the execution and delivery of the Lease Purchase Agreement, including Schedule of Equipment No. 01 dated May 20, 2025 (Lease Number CRECA2025-05PB), and all related documents, including but not limited to the Lessee Resolution, Acceptance Certificate, Insurance Certification, and Opinion of Counsel; and

WHEREAS, the District affirms that all required funds for the down payment and first lease payment have been duly budgeted and appropriated;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Crescent Fire Protection District, as follows:

1. The Board hereby approves the financing for the acquisition of one (1) new Pierce FL 3000 Gallon Water Tender through the Master Equipment Lease Purchase Agreement with Community First National Bank as Lessor, in the amount of \$286,056.08, with a repayment schedule of ten annual payments of \$38,656.32 beginning August 1, 2026, and ending August 1, 2035.
2. The Board hereby authorizes a \$250,000 down payment toward the purchase to be made during Fiscal Year 2024–25 from budgeted funds, specifically from line items 409-065-81002 “Reserve – Equipment,” 409-065-40621 “Truck,” and 409-065-30500 “Department Allotment.”
3. The Board hereby authorizes James Erler, Chairman, to execute the Master Equipment Lease Purchase Agreement, Schedule of Equipment No. 01, and all other related documents on behalf of the District.
4. The Board further authorizes Jon Maxwell, Vice Chairman, to attest to the Resolution, and Vanessa Duncan, Administrative Specialist, to certify the Resolution as required by the Lessor.
5. The Board acknowledges and affirms that the Equipment to be financed is essential to the operations of the District and will be used solely for official purposes.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Crescent Fire Protection District held on the 9th day of June, 2025, by the following vote:

AYES:

NOES:

ABSENT:

James Erler, Chair of the Board

ATTEST:

Vanessa Duncan, Clerk of the Board

Crescent City Fire & Rescue

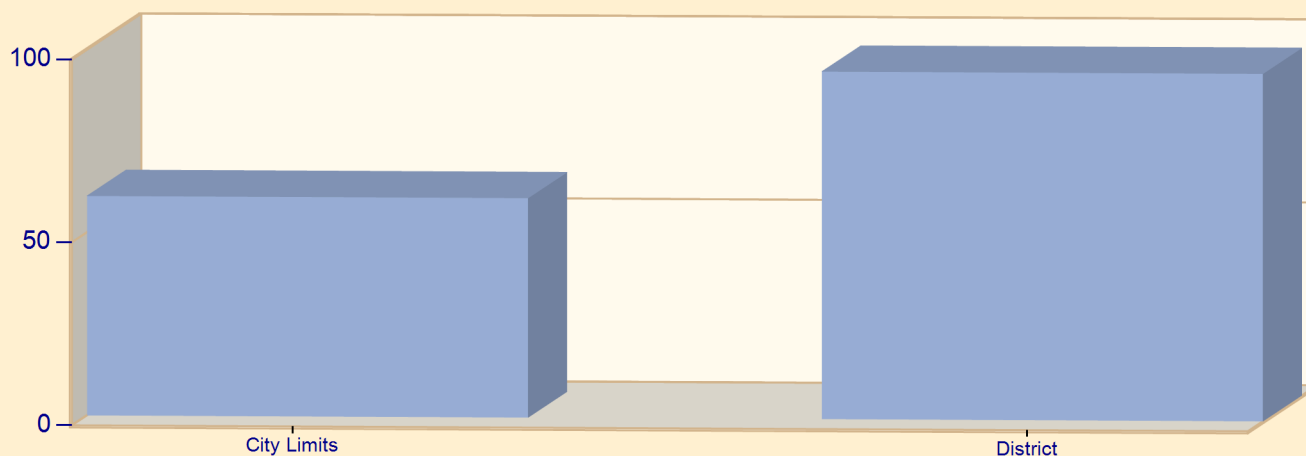
Crescent City, CA

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Incident Type Count per Zone for Date Range

Start Date: 05/01/2025 | End Date: 05/31/2025



ZONES	INCIDENT TYPE	COUNT
City Limits - City Limits		
	131 - Passenger vehicle fire	1
	151 - Outside rubbish, trash or waste fire	1
	311 - Medical assist, assist EMS crew	26
	322 - Motor vehicle accident with injuries	2
	323 - Motor vehicle/pedestrian accident (MV Ped)	1
	324 - Motor vehicle accident with no injuries.	1
	444 - Power line down	1
	445 - Arcing, shorted electrical equipment	1
	561 - Unauthorized burning	7
	611 - Dispatched & cancelled en route	10
	622 - No incident found on arrival at dispatch address	2
	735 - Alarm system sounded due to malfunction	1
	736 - CO detector activation due to malfunction	1
	743 - Smoke detector activation, no fire - unintentional	3
	746 - Carbon monoxide detector activation, no CO	2
	<i>Total Incidents for City Limits - City Limits:</i>	60
District - District		
	113 - Cooking fire, confined to container	1
	118 - Trash or rubbish fire, contained	1
	121 - Fire in mobile home used as fixed residence	1

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



emergencyreporting.com

Doc Id: 1404

Page # 1 of 2

ZONES	INCIDENT TYPE	COUNT
	131 - Passenger vehicle fire	2
	140 - Natural vegetation fire, other	1
	142 - Brush or brush-and-grass mixture fire	1
	143 - Grass fire	1
	151 - Outside rubbish, trash or waste fire	3
	162 - Outside equipment fire	1
	311 - Medical assist, assist EMS crew	35
	322 - Motor vehicle accident with injuries	4
	324 - Motor vehicle accident with no injuries.	5
	351 - Extrication of victim(s) from building/structure	1
	445 - Arcing, shorted electrical equipment	2
	551 - Assist police or other governmental agency	1
	553 - Public service	2
	561 - Unauthorized burning	13
	611 - Dispatched & cancelled en route	12
	622 - No incident found on arrival at dispatch address	4
	631 - Authorized controlled burning	2
	743 - Smoke detector activation, no fire - unintentional	1
	745 - Alarm system activation, no fire - unintentional	1
	<i>Total Incidents for District - District:</i>	95
Total Count for all Zone:		155

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

