



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

**REGULAR MEETING  
HELD  
MONDAY, MAY 12, 2025  
AT 5:00 P.M.**

Submit comments via [ccfire@crescentcity.org](mailto: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, May 12, 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 APRIL 14, 2025 AND THE SPECIAL MEETING OF APRIL 21, 2025

**3.2** APPROVAL OF WARRANT CLAIMS FOR PERIOD COVERING APRIL 2025

TAKE PUBLIC COMMENT ON CONSENT CALENDAR  
CONSIDER AND ADOPT 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

**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

**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

**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

**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

**6.2** COOPER STATION

**6.3** POTENTIAL PURCHASE OF SURPLUS OES FIRE ENGINE

**6.4** UPCOMING DISTRICT BUDGET

**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, JUNE 9, 2025 AT 5:00 PM

**POSTED:**

5/9/2025

/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](http://cfpd.crescentcity.org)*



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

**REGULAR MEETING HELD  
APRIL 14, 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
- Director Jim Erler
- Director Rick Kelley

Board members absent:

- Vice Chair Dave Short

Vacant:

- 1 seat

Staff members present:

- Fire Chief Kevin Carey
- Administrative Specialist Vanessa Duncan
- Fire Captain Beau Smith

**1.3 FLAG SALUTE**

The Pledge of Allegiance was led by Director Kelley

**2. PUBLIC PARTICIPATION**

No public comment at this time.

**3. CONSENT CALENDAR**

**3.1 APPROVE MINUTES OF THE REGULAR MEETING OF MARCH 10, 2025**

**3.2 APPROVAL OF WARRANT CLAIMS FOR PERIOD COVERING MARCH 2025**

The following citizen addressed the Board:

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

On a motion by Director Erler, seconded by Director Kelley, motion carried 3/0/1/1 with Vice Chair Short being absent and one Board seat being vacant; the Board of Directors approved the Consent Calendar.

#### **4. NEW BUSINESS**

*Take action as necessary and appropriate.*

##### **4.1 REVIEW AND INTERVIEW APPLICANTS FOR BOARD VACANCY**

###### **RECOMMENDATION**

1. Receive letters of interest
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Interview candidates

The following citizens addressed the Board:

Bill Steven, Kristen Freiwald, Rick Borges, Bill Paquette, Jason DuBois, Cooper Maxwell: voiced their support and recommendation for of candidate Jon Maxwell.

##### **4.2 APPOINTMENT OF NEW BOARD MEMBER TO FILL VACANCY**

###### **RECOMMENDATION**

1. Discuss and determine the most qualified candidate for appointment
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Appoint and administer oath to the selected candidate

The following citizens addressed the Board:

Roger Gitlin and Sam Straight: both requested to pose a question directly to the candidates. They were advised to refrain, as all questions and comments were to be directed to the Board rather than the candidates being interviewed. Sam Straight then addressed the Board regarding the direction of the fire department, specifically in relation to the types of calls being responded to.

Following Board discussion and deliberation, Item 4.2, Appointment of New Board Member to Fill Vacancy, was tabled as the Board was unable to reach a majority vote in favor of either candidate.

#### **4.3 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

Item 4.3, Election of Board Officers for 2025–2026, was tabled due to the absence of a Board member and the current vacancy on the Board.

#### **4.4 DECLARE SCBA EQUIPMENT AS SURPLUS AND APPROVE SALE AND/OR DONATION**

##### RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Approve the sale and/or donation of surplus SCBA equipment

On a motion by Director Kelley, seconded by Director Erler, motion carried 3/0/1/1 with Vice Chair Short being absent and one Board seat being vacant; the Board of Directors approved the sale and/or donation of surplus SCBA equipment.

#### **4.5 DECLARE ENGINE 5133 AS SURPLUS AND APPROVE SALE**

##### RECOMMENDATION

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

Following discussion, the Board directed staff to research the potential for generating revenue by exploring the option of renting Engine 5133 to CAL FIRE, rather than proceeding with a sale at this time. No formal action was taken.

#### **4.6 APPROVAL OF COPIER LEASE RENEWAL AGREEMENT WITH CANON**

##### RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Approve and authorize signing of lease agreement with Canon

On a motion by Director Erler, seconded by Director Kelley, motion carried 3/0/1/1 with Vice Chair Short being absent and one Board seat being vacant; the Board of Directors approved and authorized staff to sign the lease agreement with Canon.

**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: 03-01-25 to 03-31-25**

Chief Carey provided a report on the calls for service during the month of March, highlighting a significant fire incident that lasted approximately ten hours. He commended the dedication and commitment demonstrated by members of the fire department during the response.

**7. BOARD COMMENTS**

The Board requested that staff include an item related to Cooper Station on the agenda for the next meeting.

**8. ADJOURNMENT**

There being no further business to come before the Board, Chair Nelson adjourned the meeting at 6:27 PM of the Crescent Fire Protection District Board of Directors to the next regularly scheduled meeting on May 12, 2025 at 5:00PM.

ATTEST:

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Vanessa Duncan, Clerk of the Board  
Crescent Fire Protection District



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

**SPECIAL MEETING HELD  
APRIL 21, 2025  
AT 4:00 P.M.**

**1. OPEN SESSION**

**1.1 CALL TO ORDER**

Chair Nelson called the meeting to order at 4:00 PM.

**1.2 ROLL CALL**

Board members present:

- Chair Jim Nelson
- Vice Chair Dave Short
- Director Rick Kelley
- Director Jim Erler

Vacant:

- 1 seat

Staff members present:

- Fire Chief Kevin Carey
- Administrative Specialist Vanessa Duncan

**1.3 FLAG SALUTE**

The Pledge of Allegiance was led by Director Erler.

**2. PUBLIC PARTICIPATION**

The following citizen addressed the Board:

Rich Wier: addressed the Board and expressed his appreciation for both candidates who had applied for the vacant seat. He specifically recommended Mel Haggard, noting his strong work ethic and genuine compassion for the community.

**3. OLD BUSINESS**

*Take action as necessary and appropriate.*

**3.1 CONDUCT FOLLOW-UP INTERVIEWS FOR VACANT BOARD SEAT**

#### RECOMMENDATION

1. Board discussion
2. Take public comment
3. Conduct follow-up interviews

Director Erler requested that the following question be added to the list of interview questions for the candidates: "*Can you talk about your understanding of the City and District agreement and what it entails?*"

The following citizen addressed the Board:

Roger Gitlin: addressed the Board and recommended adding an additional question to the interview process for board vacancy candidates.

On a motion by Director Kelley, seconded by Vice Chair Short, motion carried 4/0/1 with one Board seat being vacant; the Board of Directors approved the following question be added to the list of interview questions for the candidates: "*Can you talk about your understanding of the City and District agreement and what it entails?*"

### **3.2 APPOINTMENT OF NEW BOARD MEMBER TO FILL VACANCY**

#### RECOMMENDATION

1. Discuss and determine the most qualified candidate for appointment
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Appoint and administer oath to the selected candidate

By majority vote, Jon Maxwell was appointed to the Crescent Fire Protection District Board of Directors.

Polled Vote Results – April 21, 2025:

Chair Nelson – Voted for Jon Maxwell

Vice Chair Short – Voted for Jon Maxwell

Director Kelley – Voted for Mel Haggard

Director Erler – Voted for Jon Maxwell

Following the vote, Jon Maxwell was administered the Oath of Office and officially seated as a Director of the Crescent Fire Protection District Board.

**4. ADJOURNMENT**

There being no further business to come before the Board, Chair Nelson adjourned the meeting at 4:35 PM of the Crescent Fire Protection District Board of Directors to the next regularly scheduled meeting on May 12, 2025 at 5:00PM.

ATTEST:

\_\_\_\_\_  
Vanessa Duncan, Clerk of the Board  
Crescent Fire Protection District

## CFPD CLAIMS LIST APRIL FY 2025

CLAIM ID	CLAIM DATE	VENDOR	ACCOUNT	AMOUNT	INVOICE#	DESCRIPTION	GRAND TOTAL	
486-3262	4/4/25	CRESCENT CITY WATER	20302	\$ 62.12	005222-001	WATER - HUMBOLDT	\$ 62.12	
486-3263	4/4/25	FRANK'S HEATING & REFRIGERATION	20230	\$ 652.53	S-54066	INSTALL THERMOSTAT - WASHINGTON STATION	\$ 652.53	PO# 258990
486-3264	4/4/25	DROWN, RIVERS DBA LAWN & ORDER	20230	\$ 200.00	9142	LAWN CARE - COOPER & BERTSCH STATION	\$ 200.00	PO# 258991
486-3265	4/4/25	GEORGE'S AUTO & DIESEL	20173	\$ 34.48	290391	RADIO ADAPTER & ANTENNA 5172	\$ 34.48	
486-3266	4/4/25	DN COUNTY C.D.D. ENGINEERING	20230	\$ 135.00	2025-13	SEWER USER FEE - 175 HUMBOLDT	\$ 135.00	
<b>TOTAL</b>							<b>\$ 1,084.13</b>	
487-3267	4/11/25	US BANK	20271	\$ 14.06	4798531675803979	AMAZON - RECORDING PUSH BUTTON FOR DISPLAY CASE	\$ 14.06	
487-3267	4/11/25	US BANK	20180	\$ 242.77	4798531675803979	HOME DEPOT - MISC. SUPPLIES FOR BUIL. MAINT.	\$ 242.77	
487-3267	4/11/25	US BANK	20290	\$ 1,680.00	4798531675803979	SFT - CERTS FOR OPERATOR 1A	\$ 1,680.00	
487-3267	4/11/25	US BANK	20290	\$ 50.23	4798531675803979	SFT - PROCESSING FEE	\$ 50.23	
487-3267	4/11/25	US BANK	20180	\$ 45.08	4798531675803979	HOME DEPOT - PARTS/SUPPLIES FOR BUIL. KEYS	\$ 45.08	
487-3267	4/11/25	US BANK	20271	\$ 21.83	4798531675803979	HOME DEPOT - MISC. SMALL TOOLS FOR WASHINGTON	\$ 21.83	
487-3267	4/11/25	US BANK	20180	\$ 54.38	4798531675803979	ACE HARDWARE - PARTS/SUPPLIES FOR BUIL. KEYS	\$ 54.38	
487-3267	4/11/25	US BANK	20271	\$ 151.50	4798531675803979	AMAZON - ASSET TAGS FOR DISTRICT	\$ 151.50	
487-3267	4/11/25	US BANK	20173	\$ 423.31	4798531675803979	FENIEX- BEACONS FOR 5112 & 5159	\$ 423.31	
487-3267	4/11/25	US BANK	20271	\$ 47.08	4798531675803979	AMAZON - GARAGE DOOR OPENER FOR BAY DOOR	\$ 47.08	
487-3268	4/11/25	DN SOLID WASTE MANAGEMENT	20140	\$ 494.00	30015542	TRASH FEE - MARCH	\$ 494.00	
487-3269	4/11/25	PACIFIC POWER & LIGHT CO.	20300	\$ 77.62	61913251-0014	POWER - HUMBOLDT	\$ 77.62	
487-3270	4/11/25	CHARTER COMMUNICATIONS	20120	\$ 223.12	177067401040125	CABLE/INTERNET WASHINGTON STATION	\$ 223.12	
487-3271	4/11/25	CITY OF CRESCENT CITY	20234	\$ 32,965.79	7162428	FIRE MUTUAL AID SERVICES: BRIDGE 9/9-9/24 PERSONNEL	\$ 32,965.79	
487-3271	4/11/25	CITY OF CRESCENT CITY	20234	\$ 149,135.00	7162427	FIRE SERVICES PER AGREEMENT: OCT-DEC 2024	\$ 149,135.00	
487-3271	4/11/25	CITY OF CRESCENT CITY	20173	\$ 331.74	7162430	ANNUAL SERVICE ON 5112	\$ 331.74	PO# 258993
487-3271	4/11/25	CITY OF CRESCENT CITY	20173	\$ 79.83	7162429	LUBE, OIL, FILTER ON 5107	\$ 79.83	PO# 258992
<b>TOTAL</b>							<b>\$ 186,037.34</b>	
488-3272	4/18/25	BLUE STAR GAS	20301	\$ 1,308.02	7162541	FILL UP - WASHINGTON STATION	\$ 1,308.02	
488-3273	4/18/25	CITY OF CRESCENT CITY	20234	\$ 22,799.99	7162543	FIRE MUTUAL AID SERVICES - EATON PERSONNEL	\$ 22,799.99	
488-3273	4/18/25	CITY OF CRESCENT CITY	20234	\$ 5,133.11	7162540	FIRE MUTUAL AID SERVICES - '25 OSC SUPPORT PERSONNEL	\$ 5,133.11	
488-3273	4/18/25	CITY OF CRESCENT CITY	20173	\$ 824.09	7162541	ANNUAL SERVICES - 5115	\$ 824.09	PO# 258994
<b>TOTAL</b>							<b>\$ 30,065.21</b>	
489-3274	4/25/25	HOWARD'S BODY SHOP	20173	\$ 1,871.53	4433	REPAIRS TO #5172 - GSRMA CLAIM	\$ 1,871.53	PO# 258995
489-3275	4/25/25	RECOLOGY DEL NORTE	20140	\$ 199.23	07205271	TRASH FEE - APRIL 2025	\$ 199.23	
489-3276	4/25/25	CRESCENT CITY WATER	20302	\$ 281.27	006251-000	WATER - WASHINGTON	\$ 281.27	
489-3276	4/25/25	CRESCENT CITY WATER	20302	\$ 22.49	006251-001	WATER - COOPER	\$ 22.49	
489-3277	4/25/25	PACIFIC POWER & LIGHT CO.	20300	\$ 1,282.83	62204731-0017	POWER - COOPER & WASHINGTON	\$ 1,282.83	
489-3278	4/25/25	CAL FIRE - STATE FIRE TRAINING	20290	\$ 150.00		CHIEF OFFICER CERT APPLICATION FEE - K. CAREY	\$ 150.00	
489-3279	4/25/25	CANON FINANCIAL SERVICES	20260	\$ 244.77	39999422	LEASE PAYMENT - COPIER	\$ 244.77	
<b>TOTAL</b>							<b>\$ 4,052.12</b>	

# Crescent Fire Protection District

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To: Board of Directors

From: Clerk of the Board

Date: May 12, 2025

Subject: Certification of Board Officer Election Results

## **Summary:**

On May 12, 2025 the Crescent Fire Protection District Board of Directors held officer elections in accordance with California Government Code. The following Board Members were duly elected to serve as officers for the 2025-2026.

- Chairperson:

- Vice Chairperson:

These officers will serve in their respective roles until the next scheduled officer elections or until successors are duly elected.

Respectfully submitted,

Vanessa Duncan

Clerk of the Board

Crescent Fire Protection District

## **CRESCENT FIRE PROTECTION DISTRICT STAFF REPORT**

**TO: BOARD OF DIRECTORS**

**FROM: KEVIN CAREY, FIRE CHIEF**

**DATE: MAY 12, 2025**

**SUBJECT: APPROVAL OF FINANCING AND BUDGET TRANSFER FOR WATER TENDER  
DOWNPAYMENT**

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### **BACKGROUND**

The Crescent Fire Protection District has identified the need to replace Water Tender 5150 due to increasing maintenance costs that make continued frontline use inefficient and unsustainable. Staff has identified an opportunity to purchase a Pierce-Freightliner 3000 Gallon Water Tender, available through Golden State Fire Apparatus under the Sourcewell cooperative purchasing program.

The total cost for the vehicle, including tax, tire fees, and a 100% performance bond, is \$536,056.08. Delivery is anticipated within 3–5 months.

### **DISCUSSION:**

To proceed with this purchase, staff recommends that the Board approve both a financing agreement and a budget transfer to fund a \$250,000 downpayment. The remaining balance of \$286,056.08 would be financed through Community Leasing Partners.

After evaluating available terms, staff recommends Option 3, which provides a 10-year fixed loan at a 5.64% interest rate, resulting in an annual payment of \$38,656.32. This option provides stable, long-term financing and preserves the District's cash reserves while meeting critical apparatus needs.

To fund the downpayment, the District will utilize \$40,000 already available in the Truck line (409-065-40621) and transfer an additional:

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

These transfers will bring the Truck line to the full \$250,000 required for the downpayment.

**RECOMMENDATION:**

Staff recommends that the Board of Directors:

Approve financing for the Pierce-Freightliner 3000 Gallon Water Tender through Community Leasing Partners using Option 3 (10-year term).

Authorize the following budget transfers to bring the Truck line (409-065-40621) to a total of \$250,000:

- Transfer \$126,156 from Reserve – Equipment (409-065-81002)
- Transfer \$83,844 from Department Allotment (409-065-30500)

**FISCAL ANALYSIS**

The total purchase cost of the apparatus is \$536,056.08. A \$250,000 downpayment will be created by combining existing funds and transfers into the Truck line. The remaining balance of \$286,056.08 will be financed over 10 years, with fixed annual payments of \$38,656.32. This financing plan ensures continuity of service while preserving operational and capital reserves.

**ATTACHMENTS**

1. GSFA Purchase Proposal – Pierce FL 3000 Gallon Water Tender
2. Apparatus Specification Sheet
3. Financing Proposal from Community Leasing Partners
4. Budget Transfer Form
5. Memo to Del Norte County Auditor's Office

## PRODUCT PROPOSAL FOR:

**Crescent Fire Protection District**  
**255 W. Washington Blvd.**  
**Crescent City, CA 95531**

## Sales Consultant

Jon Bauer  
[jbauer@goldenstatefire.com](mailto:jbauer@goldenstatefire.com)  
 Mobile: 530.351.2151

SUBMITTED DATE	EXPIRATION DATE	GSFA PROPOSAL #	MANUFACTURER BID #	MANUFACTURER	CONSORTIUM
5/12/25	5/19/25 OR UNTIL VEHICLE IS SOLD – WHICHEVER IS FIRST	50512-25	1113	Pierce Mfg.	Sourcewell (Crescent FPD Member ID# 200794)

Golden State Fire Apparatus, Inc. (“GSFA”) is pleased to provide this proposal for the fire apparatus(es) and equipment identified below (the “Product”) to **Crescent Fire Protection District** (“Customer”) for consideration. This proposal (this “Product Proposal”) includes the following exhibits attached hereto: the Standard Terms and Conditions attached as Exhibit A (the “Terms and Conditions”); the Product Specifications attached as Exhibit B (the “Specifications”); the Product Warranties attached as Exhibit C; and the Dealer Supplied Products and/or Services attached as Exhibit D (the “Dealer Supplied Products/Services List”) (all of the foregoing, collectively, the “Agreement”). Through its signature below or other Acceptance (as defined on page 2), Customer acknowledges having received and read, and agrees to be bound by, the Agreement. The Agreement shall be effective as of the latest date appearing in the signature blocks below (the “Executed Date”).

### PAYMENT DUE AT TIME OF ORDER

ITEM	PRODUCT DESCRIPTION	UNIT PRICE
<b>A</b>	One (1) Pierce – Freightliner 3000 Gallon Water Tender – Stock Job #42715	\$498,964.79
<b>B</b>	<i>Discount for Sourcewell Consortium Purchase (Product ID #274)</i>	<i>(\$4,940.24)</i>
<b>C</b>	SUBTOTAL	\$494,024.55
<b>D</b>	8.25% State Sales Tax	\$40,757.03
<b>E</b>	California Tire Fee	\$17.50
<b>F</b>	100% Performance Bond	\$1,257.00
<b>G</b>	<b>GRAND TOTAL PURCHASE PRICE</b>	<b>\$536,056.08</b>

**PAYMENT TERMS** – Customer shall pay the total purchase price set forth directly above (the “Grand Total Purchase Price”) to GSFA within forty-five (45) calendar days of the Executed Date. If payment of the Grand Total Purchase Price is late, a late fee as specified in section 6 of the Terms and Conditions may be applied, and the Prepayment Discount may be adjusted, and the Grand Total Purchase Price increased in accordance with section 2.c of the Terms and Conditions. Customer shall pay any balance due as a result of Change Orders to GSFA at the time of GSFA’s delivery of the applicable Product to Customer’s address listed above (or Customer’s pick up of such Product at GSFA’s facilities, as applicable and if approved by GSFA).





Phone: 888.777.7850  
Fax: 888.777.7875  
Cell: 785.313.3154  
215 S. Seth Child Road  
Manhattan, KS 66502  
www.clpusa.net

May 12, 2025

**Customer Name: Crescent FPD, CA**  
**Kevin Carey, Chief**  
Equipment: One Pierce FL 3000 Gallon Water Tender  
Sales Representative: Jon Bauer @ Golden State Fire Apparatus  
Delivery: Estimated 3-5 months

Community Leasing Partners, a Division of *Community First National Bank*, is pleased to present the following financing options for your review and consideration.

### Option 1

Total Cost:	\$ 536,056.08	Payment Frequency:	Annual	
Down Payment:	\$ 150,000.00	First Payment:	August 1, 2026	
Prepayment Discount:	\$ -			
<b>Amount Financed:</b>	<b>\$ 386,056.08</b>			
Term in Years:	<u>7</u>	<u>10</u>	<u>12</u>	<u>15</u>
Payment:	\$68,138.59	\$52,169.86	\$45,808.23	\$39,414.48
Factor:	0.176499	0.135135	0.118657	0.102095
Interest Rate:	5.28%	5.64%	5.69%	5.69%

### Option 2

Total Cost:	\$ 536,056.08	Payment Frequency:	Annual	
Down Payment:	\$ 200,000.00	First Payment:	August 1, 2026	
Prepayment Discount:	\$ -			
<b>Amount Financed:</b>	<b>\$ 336,056.08</b>			
Term in Years:	<u>7</u>	<u>10</u>	<u>12</u>	<u>15</u>
Payment:	\$59,313.63	\$45,413.09	\$39,875.38	\$34,309.72
Factor:	0.176499	0.135135	0.118657	0.102095
Interest Rate:	5.28%	5.64%	5.69%	5.69%

### Option 3

Total Cost:	\$ 536,056.08	Payment Frequency:	Annual	
Down Payment:	\$ 250,000.00	First Payment:	August 1, 2026	
Prepayment Discount:	\$ -			
<b>Amount Financed:</b>	<b>\$ 286,056.08</b>			
Term in Years:	<u>7</u>	<u>10</u>	<u>12</u>	<u>15</u>
Payment:	\$50,488.67	\$38,656.32	\$33,942.53	\$29,204.96
Factor:	0.176499	0.135135	0.118657	0.102095
Interest Rate:	5.28%	5.64%	5.69%	5.69%

- **THERE ARE NO DOCUMENTATION OR CLOSING FEES ASSOCIATED WITH THIS PROPOSAL.**
- Interest rates are fixed for terms up to 10 years. For terms greater than 10 years, upon receipt of the 7th payment, at sole discretion of the Lessor, the remaining payments can be adjusted based on an index determined at contract issuance and then will remain fixed for the remaining term.
- The quoted interest rate is valid for 10-days from the date of the proposal. To lock in the interest rate, a credit submission would be required, and a credit approval attained within the same 10-day period. This financing is to be executed & funded within 30 days of the date of the proposal or Lessor reserves the right to adjust the interest rate. The proposal is subject to credit review and approval and mutually acceptable documentation.
- This proposal has been prepared assuming the lessee is bank qualified and that the proposed lease qualifies for Federal Income Tax Exempt Status for the Lessor under Section 103 of the IRS Code.

**Thank you for allowing Community Leasing Partners the opportunity to provide this proposal. If you have any questions regarding the options presented, need additional options, or would like to proceed with a financing, please contact me at 888.777.7850.**

Respectively,

Blake J. Kaus  
Vice President & Director of Leasing  
[blakekaus@clpusa.net](mailto:blakekaus@clpusa.net)

## Del Norte County Budget Transfer Request

Department Name	Fund	Dept.	Line Item	Description	Budget Transfer Amount(s)	
					Reduce Expenditures or Increase Revenue	Increase Expenditures or Reduce Revenue
CRESCENT FIRE PROTECTION	409	065	81002	RESERVE EQUIPMENT	\$ 126,156	
CRESCENT FIRE PROTECTION	409	065	30500	DEPARTMENT ALLOTMENT	\$ 83,844	
CRESCENT FIRE PROTECTION	409	065	40621	TRUCK		\$ 210,000
<b>Total Amounts</b>					<b>\$ 210,000</b>	<b>\$ 210,000</b>

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

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

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

Passed by Board of Directors Crescent Fire Protection District on    5/12/2025

Ayes:  
 Noes:0  
 Absent:0

Attest: Clerk of the Board

By: \_\_\_\_\_

\_\_\_\_\_  
 Chairman  
 Crescent Fire Protection Board of Directors



## **CRESCENT FIRE PROTECTION DISTRICT**

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

### **MEMO**

**DATE:** May 12, 2025

**TO:** Auditor's Office

**FROM:** Vanessa Duncan, Crescent Fire Protection District

**RE:** **Budget Transfer Request**

On May 12, 2025, the Board of Directors of the Crescent Fire Protection District approved financing for the acquisition of a new Pierce-Freightliner 3000 Gallon Water Tender and authorized a \$250,000 downpayment toward the total quoted purchase price of \$536,056.08. The remaining balance will be financed over a 10-year term through Community Leasing Partners.

To allocate the downpayment correctly, the District requests a budget transfer of \$210,000 into the Truck line (409-065-40621), which already has \$40,000 available, to bring the total to the required \$250,000. The requested transfer is to be made as follows:

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

This memo serves as justification for the attached budget adjustment form.  
Thank you,

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Vanessa Duncan  
Administrative Specialist

# **CRESCENT FIRE PROTECTION DISTRICT STAFF REPORT**

**TO: BOARD OF DIRECTORS**

**FROM: KEVIN CAREY, FIRE CHIEF**

**DATE: MAY 12, 2025**

**SUBJECT: BUDGET TRANSFER REQUEST – CAL OES PERSONNEL REIMBURSEMENT**

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## **BACKGROUND**

On November 8, 2021, the Board of Directors adopted Resolution No. 21-005, authorizing early payment to Crescent City Fire & Rescue personnel for participation in CAL FIRE and Cal OES assignments. The resolution allows for personnel to be paid upon submittal of the billing invoice packet to the respective agency, in accordance with the City’s standard payroll processes.

## **DISCUSSION**

During fiscal year 2024–2025, both paid and volunteer personnel from the Crescent City Fire & Rescue participated in nine Cal OES assignments. These deployments resulted in \$161,691.04 in personnel expenses.

To date, the District has received approximately \$210,658.48 in revenue from Cal OES reimbursements related to these assignments. In order to appropriately allocate expenses and reflect accurate financial reporting, staff recommends transferring the personnel costs from the Department Allotment line to the Professional Services – City line, which is used for processing payroll and reimbursement payments through the City.

## **RECOMMENDATION**

Staff recommends that the Board approve a budget transfer in the amount of \$161,691 from Department Allotment (409-065-30500) to Professional Services – City (409-065-20234) to cover personnel expenses incurred during Cal OES assignments in fiscal year 2024–2025.

## **FISCAL ANALYSIS**

The recommended budget transfer will have no negative fiscal impact to the District, as the personnel costs are fully reimbursed through Cal OES. This transfer will align expenses with their proper reporting category.

## **ATTACHMENTS**

1. Personnel claims from the City of Crescent City
2. Budget Transfer Request
3. Memo to Del Norte County Auditor's Office

## CFPD CLAIMS LIST FY 24/25

CLAIM ID	CLAIM DATE	VENDOR	ACCOUNT	AMOUNT	INVOICE#	DESCRIPTION	GRAND TOTAL
475-3194	11/20/24	CITY OF CRESCENT CITY	20234	\$ 21,915.02	7161503	CAL OES REIMBURSEMENT - VISTA	\$ 21,915.02
475-3194	11/20/24	CITY OF CRESCENT CITY	20234	\$ 3,999.17	7161500	CAL OES REIMBURSEMENT - OSC BDF SUPPORT	\$ 3,999.17
475-3194	11/20/24	CITY OF CRESCENT CITY	20234	\$ 15,292.28	7161501	CAL OES REIMBURSEMENT - PYRAMID	\$ 15,292.28
475-3194	11/20/24	CITY OF CRESCENT CITY	20234	\$ 15,008.71	7161502	CAL OES REIMBURSEMENT - SHELLY	\$ 15,008.71
479-3220	1/24/25	CITY OF CRESCENT CITY	20234	\$ 27,179.73	7162100	COFFEE POT FIRE MUTUAL AID SERVICES - PERSONNEL	\$ 27,179.73
481-3240	2/28/25	CITY OF CRESCENT CITY	20234	\$ 17,397.24	7162284	FIRE MUTUAL AID SERVICES: OES ASSIGNMENT 11-19-24 TO 11/22/24 PERSONNEL REIMBURSEMENT	\$ 17,397.24
487-3271	4/11/25	CITY OF CRESCENT CITY	20234	\$ 32,965.79	7162428	FIRE MUTUAL AID SERVICES: BRIDGE 9/9-9/24 PERSONNEL	\$ 32,965.79
488-3273	4/18/25	CITY OF CRESCENT CITY	20234	\$ 22,799.99	7162543	FIRE MUTUAL AID SERVICES - EATON PERSONNEL	\$ 22,799.99
488-3273	4/18/25	CITY OF CRESCENT CITY	20234	\$ 5,133.11	7162540	FIRE MUTUAL AID SERVICES - '25 OSC SUPPORT PERSONNEL	\$ 5,133.11
<b>TOTAL</b>							<b>\$ 161,691.04</b>

## Del Norte County Budget Transfer Request

Department Name	Fund	Dept.	Line Item	Description	Budget Transfer Amount(s)	
					Reduce Expenditures or Increase Revenue	Increase Expenditures or Reduce Revenue
CRESCENT FIRE PROTECTION	409	065	30500	DEPARTMENT ALLOTMENT	\$ 161,691	
CRESCENT FIRE PROTECTION	409	065	20234	PROF SVCS - CITY		\$ 161,691
<b>Total Amounts</b>					<b>\$ 161,691</b>	<b>\$ 161,691</b>

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

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

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

Passed by Board of Directors Crescent Fire Protection District on    5/12/2025

Ayes:  
 Noes:0  
 Absent:0

Attest: Clerk of the Board

By: \_\_\_\_\_

\_\_\_\_\_  
 Chairman  
 Crescent Fire Protection Board of Directors



## **CRESCENT FIRE PROTECTION DISTRICT**

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

### **MEMO**

**DATE:** May 12, 2025

**TO:** Auditor's Office

**FROM:** Vanessa Duncan, Crescent Fire Protection District

**RE:** **Budget Transfer Request**

On November 8, 2021, the Board of Directors of the Crescent Fire Protection District adopted Resolution No. 21-005, authorizing early payment to firefighters who participate in CAL FIRE and Cal OES assignments. The resolution states:

*“Fire Department response personnel shall be paid following submittal of the billing invoice packet to the paying agency (CAL FIRE or CAL OES) through the normal personnel payment process utilized by the District for personnel costs, and check request for out-of-pocket travel and lodging expenses with receipts.”*

During fiscal year 2024–2025, both volunteer and paid personnel participated in nine Cal OES assignments, resulting in a total of \$161,691.04 in personnel expenses.

To date, the Crescent Fire Protection District has received approximately \$210,658.48 in revenue from Cal OES assignments involving Crescent City Fire & Rescue personnel and Crescent Fire Protection District equipment.

In order to appropriately account for these personnel costs, we are requesting a budget transfer of \$161,691 from the Department Allotment (line 409-065-30500) to Professional Services – City (line 409-065-20234).

Thank you,

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Vanessa Duncan  
Administrative Specialist

# Crescent City Fire & Rescue

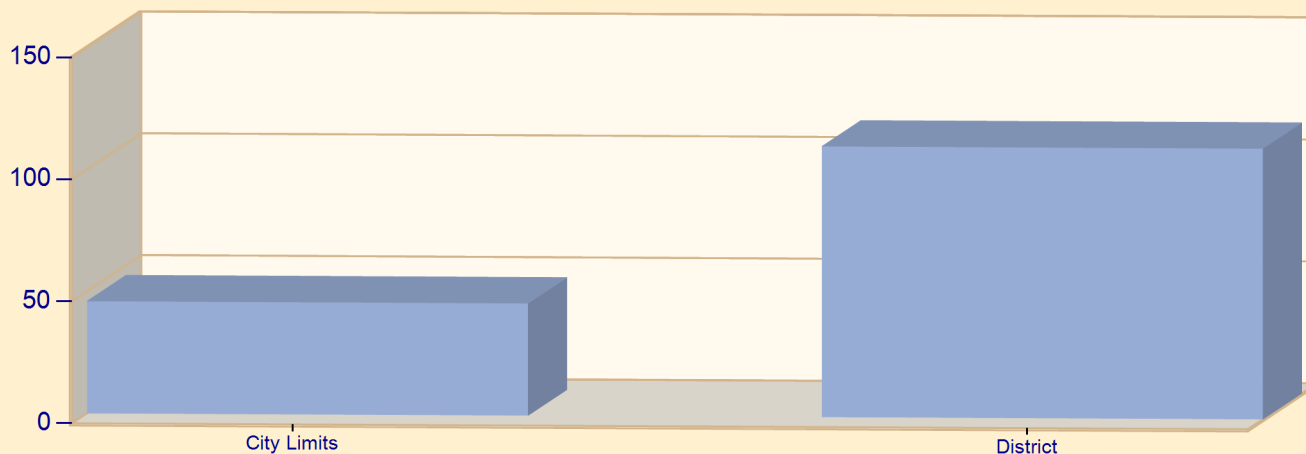
Crescent City, CA

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## Incident Type Count per Zone for Date Range

Start Date: 04/01/2025 | End Date: 04/30/2025



ZONES	INCIDENT TYPE	COUNT
<b>City Limits - City Limits</b>		
	311 - Medical assist, assist EMS crew	28
	324 - Motor vehicle accident with no injuries.	2
	444 - Power line down	1
	561 - Unauthorized burning	3
	611 - Dispatched & cancelled en route	8
	734 - Heat detector activation due to malfunction	1
	743 - Smoke detector activation, no fire - unintentional	3
	<i>Total Incidents for City Limits - City Limits:</i>	<b>46</b>
<b>District - District</b>		
	111 - Building fire	3
	118 - Trash or rubbish fire, contained	1
	121 - Fire in mobile home used as fixed residence	2
	122 - Fire in motor home, camper, recreational vehicle	1
	123 - Fire in portable building, fixed location	1
	130 - Mobile property (vehicle) fire, other	1
	131 - Passenger vehicle fire	1
	140 - Natural vegetation fire, other	3
	142 - Brush or brush-and-grass mixture fire	1
	143 - Grass fire	1
	151 - Outside rubbish, trash or waste fire	2

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



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Page # 1 of 2

ZONES	INCIDENT TYPE	COUNT
	311 - Medical assist, assist EMS crew	57
	322 - Motor vehicle accident with injuries	3
	324 - Motor vehicle accident with no injuries.	1
	350 - Extrication, rescue, other	1
	381 - Rescue or EMS standby	1
	411 - Gasoline or other flammable liquid spill	1
	445 - Arcing, shorted electrical equipment	1
	522 - Water or steam leak	1
	561 - Unauthorized burning	6
	611 - Dispatched & cancelled en route	12
	622 - No incident found on arrival at dispatch address	3
	631 - Authorized controlled burning	1
	733 - Smoke detector activation due to malfunction	1
	743 - Smoke detector activation, no fire - unintentional	2
	744 - Detector activation, no fire - unintentional	1
	746 - Carbon monoxide detector activation, no CO	2
	<i>Total Incidents for District - District:</i>	111
<b>Total Count for all Zone:</b>		<b>157</b>

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

