



## AGENDA

### CRESCENT FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

REGULAR MEETING  
HELD  
MONDAY, JANUARY 13, 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, January 13, 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 NOVEMBER 11, 2024
- 3.2 APPROVAL OF WARRANT CLAIMS FOR PERIOD COVERING NOVEMBER AND DECEMBER 2024

TAKE PUBLIC COMMENT ON CONSENT CALENDAR

*CONSIDER AND ADOPT 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

- 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

- 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

**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
- 6.2** UPDATE ON 5137
- 6.3** PRESENTATION ON BOARD MEMBER ROLES AND RESPONSIBILITIES

**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, FEBRUARY 10, 2025  
AT 5:00 PM

**POSTED:**

1/10/2025

/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  
NOVEMBER 11, 2024  
AT 5:00 P.M.**

**1. OPEN SESSION**

**1.1 CALL TO ORDER**

Director Erler called the meeting to order at 5:02 PM.

**1.2 ROLL CALL**

Board members present:

- Director Jim Erler
- Director Rick Kelley
- Director Joe Gregorio

Board members absent:

- Chair Jim Nelson
- Vice Chair Dave Short

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**

No public comment.

**3. CONSENT CALENDAR**

**3.1 APPROVE MINUTES OF THE REGULAR MEETING OF OCTOBER 14, 2024**

**3.2 APPROVAL OF WARRANT CLAIMS FOR PERIOD COVERED OCTOBER 2024**

On a motion by Director Gregorio, seconded by Director Kelley, motion carried 3/0/2 with Chair Nelson and Vice Chair Short being absent; the Board of Directors approved the Consent Calendar.

**4. NEW BUSINESS**

*Take action as necessary and appropriate.*

No new business at this time.

**5. OLD BUSINESS**

*Take action as necessary and appropriate.*

No old business at this time.

**6. CHIEFS REPORT**

*Take action as necessary and appropriate.*

Update on current matters and those in progress

**6.1 RESPONSES OCCURRED BETWEEN: 10/01/24 –10/31/24**

Chief Carey reported on the responses for October.

**6.2 GOLDEN STATE RISK MANAGEMENT AUTHORITY – BOARD MEMBER COVERAGE**

The Board directed staff to send digital copies of insurance policies with Golden State Risk Management Authority.

**6.3 CRESCENT FIRE PROTECTION DISTRICT BOARD AND BOARD MEMBER REQUIREMENTS**

The Board directed staff to draft a Board Policy Manual for presentation at a future meeting.

**6.4 UPDATE ON 5137 & 5150**

Chief Carey and Captain Borges provided updates on engine 5137 and water tender 5150.

**6.5 RESPONSE STATISTICS**

The Board directed staff to send electronic copies of City policies applicable to Crescent City Fire & Rescue volunteers.

**6.6 CITIZENS OVERSIGHT COMMITTEE UPCOMING MEETING**

On a motion by Director Gregorio, seconded by Director Kelley, motion carried 3/0/2 with Chair Nelson and Vice Chair Short being absent; the Board of Directors appointed Director Erlar to be the representative for the Crescent Fire Benefit Assessment Oversight Committee meetings.

**7. BOARD COMMENTS**

The Board commended staff on the successful Annual Award Banquet.

**8. ADJOURNMENT**

There being no further business to come before the Board, Director Eler adjourned the meeting at 6:06 PM of the Crescent Fire Protection District Board of Directors to the next regularly scheduled meeting on December 9, 2024 at 5:00PM.

ATTEST:

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

## CFPD CLAIMS LIST NOV-DEC FY 2025

CLAIM ID	CLAIM DATE	VENDOR	ACCOUNT	AMOUNT	INVOICE#	DESCRIPTION	GRAND TOTAL	
473-3176	11/1/24	RECOLOGY DEL NORTE	20140	\$ 199.23	07061948	TRASH FEE - OCTOBER 2024	\$ 199.23	PO# 258965
473-3177	11/1/24	CRESCENT ACE HARDWARE	20140	\$ 12.97	19287	SANDBAGS FOR WASHINGTON STATION	\$ 12.97	PO# 258966
473-3178	11/1/24	CRESCENT CITY WATER	20302	\$ 361.10	006251-000	WATER - WASHINGTON STATION	\$ 361.10	PO# 258967
473-3178	11/1/24	CRESCENT CITY WATER	20302	\$ 22.49	006251-001	WATER - COOPER	\$ 22.49	
473-3179	11/1/24	CANON FINANCIAL SERVICES	20260	\$ 208.57	35664519	LEASE PAYMENT - COPIER	\$ 208.57	
473-3180	11/1/24	PACIFIC POWER & LIGHT CO.	20300	\$ 164.03	62204731-0017	POWER - COOPER	\$ 164.03	- CLAIM WITH GSRM
473-3180	11/1/24	PACIFIC POWER & LIGHT CO.	20300	\$ 1,135.99	62204731-0017	POWER - WASHINGTON	\$ 1,135.99	
473-3181	11/1/24	ROSS JANITORIAL	20230	\$ 380.00	834	JANITORIAL SERVICES - WASHINGTON STATION	\$ 380.00	
<b>TOTAL</b>							<b>\$ 2,104.38</b>	
474-3181	11/8/24	CRESCENT CITY WATER	20302	\$ 62.09	005222-000	WATER - HUMBOLDT	\$ 62.09	
474-3182	11/8/24	DROWN, RIVERS DBA LAWN & ORDER	20230	\$ 200.00	8115	LAWN CARE - COOPER & BERTSCH OCT. 2024	\$ 200.00	
474-3183	11/8/24	HI-TECH EMERGENCY VEHICLE SERVIC	20173	\$ 9,291.04	180305	DIAGNOSE AND REPAIR WT-5150	\$ 9,291.04	
474-3184	11/8/24	PETERSON TRUCKS	20173	\$ 5,811.39	235339	DIAGNOSE AND REPAIR E-5137	\$ 5,811.39	
474-3185	11/8/24	THE MITCHELL LAW FIRM, LLP	20233	\$ 112.50	5666	CFPD GENERAL COUNSEL - OCT. 2024	\$ 112.50	
<b>TOTAL</b>							<b>\$ 15,477.02</b>	
475-3186	11/20/24	CRESCENT CITY WATER	20302	\$ 22.49	006251-001	WATER - COOPER	\$ 22.49	
475-3186	11/20/24	CRESCENT CITY WATER	20302	\$ 404.95	006251-000	WATER - WASHINGTON	\$ 404.95	PO# 258968
475-3187	11/20/24	CRESCENT ACE HARDWARE	20140	\$ 5.40	20689	DUCT TAPE FOR WASHINGTON	\$ 5.40	
475-3187	11/20/24	CRESCENT ACE HARDWARE	20297	\$ 212.09	21380	TRUFUEL 4-CYCLE FOR EQUIPMENT	\$ 212.09	
475-3188	11/20/24	RECOLOGY DEL NORTE	20140	\$ 226.71	07072614	TRASH FEE - NOVEMBER 2024	\$ 226.71	
475-3189	11/20/24	US BANK	20140	\$ 45.45	4798531675803970	LIGHT STRIP FOR PHOTO WALL AT WASHINGTON	\$ 45.45	
475-3189	11/20/24	US BANK	20271	\$ 61.69	4798531675803970	PRESSURE WASHER FOR WASHINGTON	\$ 61.69	
475-3189	11/20/24	US BANK	20180	\$ 225.96	4798531675803970	PAINT FOR WASHINGTON STATION	\$ 225.96	
475-3190	11/20/24	CANON FINANCIAL SERVICES	20260	\$ 205.85	36383149	LEASE PAYMENT - COPIER	\$ 205.85	
475-3191	11/20/24	DN SOLID WASTE MANAGEMENT	20140	\$ 9.25	30015107	TRASH FEE - OCTOBER 2024	\$ 9.25	
475-3192	11/20/24	PACIFIC POWER & LIGHT CO.	20300	\$ 107.73	61913251-0014	POWER - HUMBOLDT	\$ 107.73	
475-3193	11/20/24	CHARTER COMMUNICATIONS	20120	\$ 210.82	177067401110124	CABLE/INTERNET WASHINGTON STATION	\$ 210.82	
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	
<b>TOTAL</b>							<b>\$ 57,953.57</b>	
476-3195	12/13/24	ROSS JANITORIAL	20230	\$ 380.00	851	JANITORIAL SERVICES - WASHINGTON STATION	\$ 380.00	
476-3196	12/13/24	BLUE STAR GAS	20301	\$ 1,651.94	1684317	FILL UP - WASHINGTON STATION	\$ 1,651.94	
476-3197	12/13/24	DN SOLID WASTE MANAGEMENT	20140	\$ 47.93	30015191	TRASH FEE - NOVEMBER 2024	\$ 47.93	
476-3198	12/13/24	CHARTER COMMUNICATIONS	20120	\$ 210.82	177067401120124	CABLE/INTERNET - WASHINGTON STATION	\$ 210.82	
476-3199	12/13/24	CRESCENT CITY WATER	20302	\$ 62.10	005222-000	WATER - HUMBOLDT	\$ 62.10	
476-3200	12/13/24	MOR-JON INC.	20173	\$ 36.33	9413	AIR BRAKE ELBOW FOR 5112	\$ 36.33	
476-3201	12/13/24	CRESCENT ACE HARDWARE	20297	\$ 60.60	22625	TRUFUEL 4-CYCLE FOR EQUIPMENT	\$ 60.60	
476-3202	12/13/24	DROWN, RIVERS DBA LAWN & ORDER	20230	\$ 200.00	8179	LAWN CARE - COOPER & BERTSCH	\$ 200.00	
476-3203	12/13/24	CAL FIRE - STATE FIRE TRAINING	20290	\$ 100.00		INSTRUCTOR 1 CERT APPLICATION FEE - B. SMITH	\$ 100.00	
476-3204	12/13/24	CAL FIRE - STATE FIRE TRAINING	20290	\$ 100.00		PLAN EXAMINER CERT APPLICATION FEE - K. CAREY	\$ 100.00	
476-3205	12/13/24	CAL FIRE - STATE FIRE TRAINING	20290	\$ 150.00		CHIEF OFFICER CERT APPLICATION FEE - K. CAREY	\$ 150.00	
<b>TOTAL</b>							<b>\$ 2,999.72</b>	
477-3206	12/17/24	PACIFIC POWER & LIGHT CO.	20300	\$ 933.05	62204731-0017	POWER - COOPER & WASHINGTON	\$ 933.05	
477-3207	12/17/24	THE MITCHELL LAW FIRM, LLP	20233	\$ 834.26	6067, 2461, 4211	GENERAL COUNSEL - NOV '23, MAY '24, NOV '24	\$ 834.26	
477-3208	12/17/24	MOR-JON INC.	20173	\$ 81.58	9485	LAMPS/BACK UP LIGHTING FOR 5112	\$ 81.58	
477-3209	12/17/24	PACIFIC POWER & LIGHT CO.	20300	\$ 123.97	61913251-0014	POWER - HUMBOLDT	\$ 123.97	

								<b>TOTAL</b>	<b>\$</b>	<b>1,972.86</b>
478-3210	12/31/24	PACIFIC POWER & LIGHT CO.	20300	\$	1,840.09	62204731-0017	POWER - COOPER & WASHINGTON	\$		1,840.09
478-3211	12/31/24	RECOLOGY DEL NORTE	20140	\$	199.23	7083090	TRASH FEE - DECEMBER 2024	\$		199.23
478-3212	12/31/24	CANON FINANCIAL SERVICES	20260	\$	263.35	37067021	LEASE PAYMENT - COPIER	\$		263.35
478-3213	12/31/24	ROSS JANITORIAL	20230	\$	380.00	864	JANITORIAL SERVICES - WASHINGTON STATION	\$		380.00
478-3214	12/31/24	CRESCENT CITY WATER	20302	\$	357.63	006251-000	WATER - WASHINGTON	\$		357.63
478-3214	12/31/24	CRESCENT CITY WATER	20302	\$	22.49	006251-001	WATER - COOPER	\$		22.49
478-3214	12/31/24	CRESCENT CITY WATER	20302	\$	73.09	005222-000	WATER - HUMBOLDT	\$		73.09
								<b>TOTAL</b>	<b>\$</b>	<b>3,135.88</b>

# **CRESCENT FIRE PROTECTION DISTRICT STAFF REPORT**

**TO: BOARD OF DIRECTORS**

**FROM: KEVIN CAREY, FIRE CHIEF**

**DATE: JANUARY 13, 2025**

**SUBJECT: RESOLUTION NO. 25-001 – AMENDING THE FISCAL YEAR 2024-2025 BUDGET TO FACILITATE THE PURCHASE OF A NEW WATER TENDER**

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## **RECOMMENDATION**

Staff recommends that the Board of Directors adopt Resolution No. 25-001, amending the Fiscal Year 2024-2025 budget to include funding for the purchase of a new water tender. The exact budget amendment amount will be determined based on the final purchase price. Staff further recommends authorizing the exploration of financing options, if necessary, to secure a water tender that meets the District’s needs, subject to Board approval.

## **BACKGROUND**

The Crescent Fire Protection District operates two water tenders: WT-5159, which is 17 years old, and WT-5150, which is 33 years old. These tenders are essential for firefighting operations in rural and remote areas where hydrants are unavailable, providing a reliable source of water.

The age and condition of these vehicles, particularly WT-5150, have led to increasing maintenance costs, with a combined total of \$37,392 spent on repairs in 2024. This situation poses challenges to the district’s ability to respond effectively to emergencies and underscores the need for a newer, more reliable water tender.

On November 26, 2024, the Crescent Fire Benefit Assessment Oversight Committee passed Resolution No. BA24-001, recommending the purchase of a newer water tender, with \$126,156 allocated from Benefit Assessment funds for equipment replacement. The remaining balance is expected to come from the District’s departmental allotment.

Staff intends to procure a water tender that meets the District’s operational needs while adhering to fiscal constraints. The exact cost of the water tender and the required budget amendment will be determined once staff identifies a suitable vehicle.

If a water tender cannot be secured within the recommended \$250,000 budget, staff proposes exploring financing options to ensure that the District acquires a vehicle that meets its

operational and safety requirements. Any financing plan will be subject to review and approval by the Board of Directors.

**FISCAL ANALYSIS**

The \$126,156 in Benefit Assessment funds will be applied to the purchase. Additional funds required will come from the District's departmental allotment. If necessary, staff will recommend financing options to cover any shortfall, with details to be presented for Board approval.

**ATTACHMENTS**

1. Resolution No. 25-001
2. Crescent Fire Benefit Assessment Oversight Committee Resolution No. BA24-001



## **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 AMENDING THE FISCAL YEAR 2024-2025 BUDGET TO FACILITATE THE PURCHASE OF A NEW WATER TENDER**

**WHEREAS**, the Crescent Fire Protection District operates two water tenders, WT-5159 and WT-5150, which are critical for responding to fires in rural and remote areas without access to hydrants; and

**WHEREAS**, WT-5159 is 17 years old, and WT-5150 is 33 years old, and WT-5150, in particular, has become increasingly costly to maintain, contributing significantly to the \$37,392 spent on repairs and maintenance for both vehicles in 2024; and

**WHEREAS**, the Crescent Fire Benefit Assessment Oversight Committee, on November 26, 2024, passed Resolution No. BA24-001 recommending the purchase of a newer water tender for frontline response, utilizing \$126,156 in Benefit Assessment funds designated for equipment replacement and additional funds from the Crescent Fire Protection District's department allotment; and

**WHEREAS**, the Crescent Fire Protection District recognizes that the exact cost of the water tender and the required budget amendment are yet to be determined, but the district is committed to ensuring fiscal responsibility and flexibility in securing the necessary funding; and

**WHEREAS**, acquiring a newer water tender aligns with the District's mission to enhance firefighting capabilities, maintain reliable emergency response, and uphold its Class 2 ISO rating, benefiting the community with potentially lower insurance premiums.

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

1. The Fiscal Year 2024-2025 budget is hereby amended to include funding for the purchase of a new water tender. The exact amount of the budget amendment will be determined based on the final purchase price.
2. Funding for the purchase shall include:
  - a. \$126,156 from Benefit Assessment funds designated for equipment replacement.
  - b. Additional funds from the Crescent Fire Protection District's department allotment, as needed to cover the remaining cost.

3. If a suitable water tender cannot be identified within the recommended budget of \$250,000, staff is authorized to explore and recommend financing options to acquire a water tender that meets the District's operational and safety requirements. Any financing plan will be subject to Board review and approval prior to execution.
4. The Board of Directors authorizes staff to proceed with the necessary steps to procure the newer water tender, ensuring compliance with all applicable procurement procedures and fiscal policies.
5. The Board of Directors reaffirms its commitment to maintaining reliable emergency response capabilities and upholding the safety and well-being of the community.

**PASSED and ADOPTED** this 13th day, of January 2025, by the following votes:

**AYES:**

**NOES:**

**ABSENT:**

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**Jim Nelson, Chairman of the Board**

**ATTEST:**

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**Vanessa Duncan, Clerk of the Board**

## **RESOLUTION NO. BA2024-01**

### **A RESOLUTION OF THE CRESCENT FIRE BENEFIT ASSESSMENT OVERSIGHT COMMITTEE AMENDING THE RECOMMENDED EXPENDITURES OF THE BENEFIT ASSESSMENT FUNDS FOR FY 24/25**

**WHEREAS**, on March 8, 2021, the Crescent Fire Protection District Board of Directors duly adopted Resolution 21-001, A Resolution of the Board of Directors of the Crescent Fire Protection District Initiating Proceedings, Declaring Intention to Levy Assessments, Approve Engineer's Report, and Provide for Notice of Hearing and the Mailing of Assessment Ballots; and

**WHEREAS**, on June 14, 2021, the Board re-introduced Resolution 21-001 and concluded that ballots weighted according to the financial obligation of the affected parcel submitted in favor of the assessment were equal to or exceeded the weighted ballots submitted in opposition to the assessment; and

**WHEREAS**, the assessments will be levied annually for an indefinite term; and

**WHEREAS**, a seven-member oversight committee was created to meet annually to review and publicly report on the expenditure of revenues generated by the tax imposed by this Ordinance; and

**WHEREAS**, any unexpended funds raised by the assessment, remaining at the end of any fiscal year shall be carried over for use by the Crescent Fire Protection District to the next succeeding year to fund fire suppression services within the Benefit Assessment District; and

**WHEREAS**, the Crescent Fire Benefit Assessment Oversight Committee met on July 29, 2024, to review the projected revenue and proposed expenditures for FY 24/25; and

**WHEREAS**, the Crescent Fire Benefit Assessment Oversight Committee found the recommended expenditures to be an appropriate use of the benefit assessment funds, which are intended to support Crescent Fire Protection District fire services and equipment; and

**WHEREAS**, the Crescent Fire Benefit Assessment Oversight Committee found the recommended amended FY 24/25 expenditures presented on November 26, 2024, to remain an appropriate use of benefit assessment funds; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Crescent Fire Benefit Assessment Oversight Committee that the amended FY 24/25 Crescent Fire Benefit Assessment Expenditure Recommendations as set forth on Exhibit A, attached hereto, are hereby adopted.

**PASSED AND ADOPTED** and made effective the same day by the Crescent Fire Benefit Assessment Oversight Committee on this 26<sup>th</sup> day of November 2024, by the following polled vote:

**AYES: 5, Chairperson Patrick Hawkins, Vice Chair Richard Hoff, Committee Member Saylor,  
Committee Member Stutes, Committee Member Louy**

**NOES: 0**


**ABSTAIN: 0**

**ABSENT: 0**



Patrick Hawkins, Chair

**ATTEST:**



Vanessa Duncan, District Clerk



# COUNTY OF DEL NORTE

981 H Street, Suite 140  
CRESCENT CITY, CALIFORNIA 95531

CLINTON SCHAAD  
AUDITOR-CONTROLLER

(707) 464-7202

DATE:

TO: Crescent Fire Protection District

FROM: Auditor-Controller's Office

SUBJECT: Signature Authorizations

We are in the process of updating our signature authorization file. Please list below the names of the employees authorized to sign claims, budget revisions and pickup payroll. Also, provide a sample signature and specify each document the employee is authorized to sign.

Please remember, we need an updated authorization form completed and filed with the Auditor's Office when:

- A change regarding employees authorized to sign documents.
- At the start of a NEW fiscal year.

<u>Employee Name</u>	<u>Employee Signature</u>	<u>Documents Authorized</u>
Kevin Carey		All
Jim Nelson		All

Department Head Signature: \_\_\_\_\_, Dated: \_\_\_\_\_

January 13, 2025

To the Board of Directors  
Crescent Fire Protection District  
Crescent City, California

We are pleased to confirm our understanding of the services we are to provide Crescent Fire Protection District (the District) for the years ended June 30, 2017 through June 30, 2024.

**Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the District as of and for the years ending June 30, 2017 through June 30, 2024. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) Budgetary Comparison Schedule

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

**Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of the district and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit. We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

**Audit Procedures - Internal Control**

We will obtain an understanding of the government and its environment, including the system of internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements.

Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

### **Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

### **Other Services**

We will also assist in preparing the financial statements, proposed adjusting journal entries, and related notes of the District in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

As per Federal and State Laws, we don't require, nor do we request, demand, collect, or desire any Personal Identifying Information ("PII"). PII includes but is not limited to individual's first name (or first initial) and last name combined with other types of personal information, such as Social Security Number; home addresses; online identifiers; passport numbers; bank or credit card numbers; clearances; biometrics; date of birth; birth place; age; mother's maiden name; medical, criminal, and financial records; educational transcripts; email addresses, phone numbers; birth marks, professional designation, employment history, social media account information; driver's license numbers, any other similar and unique personal identifiers, etc. As such, do not provide our firm, staff, employees, consultants, contractors, managers, admin staff, third-party service providers with any of the aforementioned PII as we will not be perusing the records provided to us to identify and purge such records.

By your signature below, you acknowledge and agree that Harshwal & Company LLP is not responsible for "sanitizing" or "scrubbing" its work papers in an attempt to identify and delete PII, and as such is not liable were such information to be retained by us or inadvertently accessed by third parties.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, proposed adjusting journal entries, and related notes and any other non-audit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, proposed adjusting journal entries, and related notes and that you have reviewed and approved the financial statements, proposed adjusting journal entries, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

**Subpoena and Other Release of Documents**

As a result of our services to you, we may be required or requested to provide information or documents to you or a third-party pursuant to a subpoena, court order or other administrative or legal process in connection with governmental regulations or activities, or a legal, arbitration or administrative proceeding, in which we are not a party.

You agree that our efforts in complying with such requests or demands will be deemed a part of this engagement and Harshwal & Company LLP shall be entitled to additional compensation for our time and reimbursement for our out-of-pocket expenditures (including legal fees) in complying with such request or demand.

**Limitation on Liability**

IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER FOR ANY SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES IN CONNECTION WITH OR OTHERWISE ARISING OUT OF THIS AGREEMENT, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR EXEMPLARY OR PUNITIVE DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT.

**Engagement Administration, Fees, and Other**

We have our technical resources and audit software in the cloud. We may from time to time, and depending on the circumstances, use third-party service providers within and outside of the United States in serving your account. As required by Section 54.1 (b) of the California Code of Regulations, Title 16, confidential information provided by you to our firm, may be disclosed to persons, outside of the United States in connection with the services provided. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection. Our report on the financial statements must be associated only with the financial statements that were the subject of our engagement. You may make copies of our report, but only if the entire financial statements (including related footnotes) are reproduced and distributed with our report. You agree not to reproduce or associate our report with any other financial statements, or portions thereof, that are not the subject of this engagement.

The audit documentation for this engagement is the property of Harshwal & Company LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the grantor agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request.

If requested, access to such audit documentation will be provided under the supervision of Harshwal & Company LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

Your records are the primary records for your operations and comprise the backup and support for the results of this engagement. Our records and files, including our engagement documentation whether kept on paper or electronic media, are our property and are not a substitute for your own records. Our firm policy calls for us to destroy our engagement files and all pertinent engagement documentation after a retention period of seven years (or longer, if required by law or regulation), after which time these items will no longer be available. We are under no obligation to notify you regarding the destruction of our records. We reserve the right to modify the retention period without notifying you. Catastrophic events or physical deterioration may result in our firm's records being unavailable before the expiration of the above retention period.

Except as set forth above, you agree that Harshwal & Company LLP may destroy paper originals and copies of any documents, including, without limitation, correspondence, agreements, and representation letters, and retain only digital images thereof.

Mr. Sanwar Harshwal is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Fieldwork for audit will be determined with the District's management based on the availability of accounting records and supporting documentation. Our scheduling depends on your completion of the year-end closing and adjusting process prior to our arrival to begin the fieldwork. We may experience delays in completing our services due to your staff's unavailability or delays in your closing and adjusting process. You understand our fees are subject to adjustment if we experience these delays in completing our services.

Certain engagement personnel who are not licensed as certified public accountants may provide services during this engagement.

Our fee for the services described in this letter will be \$10,500 for each year ended June 30, 2017 through June 30, 2024, plus applicable gross receipts taxes and out-of-pocket costs (such as travel costs). We have estimated our fees assuming that accounting records will be in balance and supported by appropriate documentation. Also, our cost assumes that the District's personnel will provide supporting schedules or material account balances and transactions, and provide general assistance, such as locating documents, typing confirmation requests, and coordinating meetings.

If there were significant changes to the District's operations or the scope of work related to the financial statements, we will discuss with you additional time and fees that may be incurred.

Our ability to provide services in accordance with our estimated fees depends on the quality, timeliness and accuracy of the District's records, and, for example, the number of general ledger adjustments required as a result of our work. To assist you in this process, we will provide you with an Audit Preparation Letter that identifies the key work you will need to perform in preparation for the audit. We will also need your accounting staff to be readily available during the engagement to respond in a timely manner to our requests. Lack of preparation, poor records, general ledger adjustments and/or untimely assistance will result in an increase of our fees.

To keep fees at a minimum and provide the reports to you on a timely basis, we are planning on significant assistance from your personnel. In this regard, we will furnish you with a list of schedules and data to facilitate our work. We understand that all records, documentation, and information we request in connection with our audit will be made available to us. Your preparation of schedules and providing supporting evidence requested timely is imperative for us to perform our audit procedures in the most efficient manner possible. If audit related accounting assistance is required to reconcile accounts, these fees will be billed separately at our standard hourly rates. We will obtain your concurrence before we begin such services significantly beyond the scope of the audit.

In the future, you may decide that you need the services of one or more full-time employee. At that time, we could assist you in identifying individuals, our fees for which would then be agreed upon in a separate engagement letter. However, because of the knowledge that our staff have or will obtain of your organization, you may wish to hire one or more of them. If this should occur, please notify us immediately so that we may avoid any potential independence issues. Also if this should occur, we will charge you a recurring fee of one hundred percent (100%) of the annual gross salary or wages (on an annualized basis) offered to our employee to compensate us for the loss of our valued and extensively trained employee(s). Such amount shall be paid within thirty (30) days following the date of such notification.

The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit.

The District acknowledges that the following unexpected circumstances will result in an increase of our fees:

- Failure to prepare for the audit as evidenced by accounts and records that have not been subject to normal year-end closing and reconciliation procedures;
- Failure to complete the audit preparation work by the applicable due dates; Significant unanticipated transactions, audit issues, or other such circumstances;
- Delays causing scheduling changes or disruption of fieldwork;
- After audit or post fieldwork circumstances requiring revisions to work previously completed or delays in resolution of issues that extend the period of time necessary to complete the audit;
- Issues with the prior audit firm, prior year account balances or report disclosures that impact the current year engagement; and
- An excessive number of audit adjustments.

Unexpected circumstances are also defined as fire, destruction or disappearance of records, discovery of fraud, or similar situations beyond our control or knowledge. Our invoices for these fees will be rendered as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. Any invoices left unpaid beyond 30 days will be charged a 1.5% late fee per month, added to the then outstanding balance.

If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

This engagement letter may be terminated by either party, with or without cause, upon ten (10) days' written notice. In such event, we will stop providing services hereunder except on work, mutually agreed upon in writing, necessary to carry out such termination. In the event of termination, (a) you shall pay us for services provided and expenses incurred through the effective date of termination, (b) we will provide you with all finished reports that we have prepared pursuant to this engagement, and (c) neither party shall be liable to the other for any damages that occur as a result of our ceasing to render services.

In the interest of facilitating our services to you, we may communicate by facsimile transmission or send electronic mail over the Internet. Such communications may include information that is confidential. We employ measures in the use of electronic communications designed to provide reasonable assurance that data security is maintained. While we will use our best efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, you recognize and accept we have no control over the unauthorized interception of these communications once they have been sent. Unless you issue specific instructions to do otherwise, we will assume you consent to our use of electronic communications to your representatives and other use of these electronic devices during the term of this engagement letter as we deem appropriate.

The proposed fee estimate is contingent upon the Crescent Fire Protection District having performed the following functions and sending us copies to review at least two weeks prior to us performing the audit fieldwork:

1. Submitting trial balances and general ledger to us in an electronic format.
2. Completing all steps and sending us copies of the requested information on the audit preparation guide, which we will provide.
3. All material balance sheet accounts need to be reconciled and scheduled. Prepare reconciliations of all checking (payroll and accounts payable, etc.) accounts, savings accounts and investment accounts on a monthly basis and send us copies of the year end reconciliations.
4. Providing us electronic copies of your payroll and accounts payable check registers for the fiscal year under audit.

### ***Reporting***

We will issue a written report upon completion of our audit of the District's financial statements. Our reports will be addressed to the Board of Directors of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports or we may withdraw from this engagement.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Harshwal & Company LLP



Sanwar Harshwal  
(Managing Partner)

**RESPONSE:**

This letter correctly sets forth the understanding with the Crescent Fire Protection District.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# Crescent City Fire & Rescue

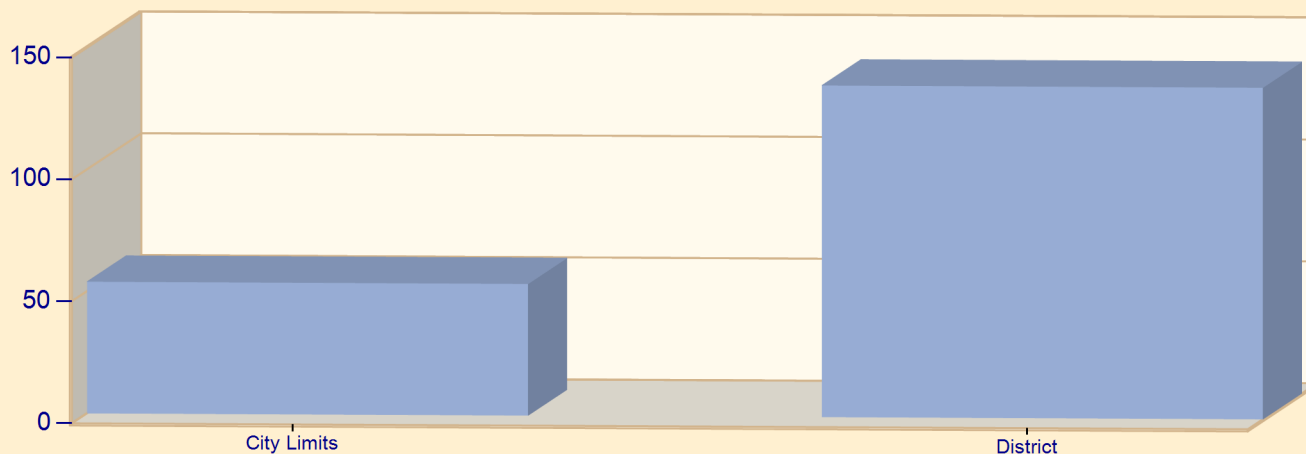
Crescent City, CA

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## Incident Type Count per Zone for Date Range

Start Date: 11/01/2024 | End Date: 11/30/2024



ZONES	INCIDENT TYPE	COUNT
<b>City Limits - City Limits</b>		
	118 - Trash or rubbish fire, contained	1
	131 - Passenger vehicle fire	1
	311 - Medical assist, assist EMS crew	12
	323 - Motor vehicle/pedestrian accident (MV Ped)	1
	324 - Motor vehicle accident with no injuries.	2
	420 - Toxic condition, other	1
	424 - Carbon monoxide incident	1
	444 - Power line down	4
	561 - Unauthorized burning	3
	611 - Dispatched & cancelled en route	10
	622 - No incident found on arrival at dispatch address	5
	651 - Smoke scare, odor of smoke	1
	710 - Malicious, mischievous false call, other	1
	733 - Smoke detector activation due to malfunction	1
	735 - Alarm system sounded due to malfunction	7
	743 - Smoke detector activation, no fire - unintentional	1
	745 - Alarm system activation, no fire - unintentional	1
	800 - Severe weather or natural disaster, other	1
	<i>Total Incidents for City Limits - City Limits:</i>	<b>54</b>
<b>District - District</b>		

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
	111 - Building fire	1
	121 - Fire in mobile home used as fixed residence	1
	131 - Passenger vehicle fire	2
	311 - Medical assist, assist EMS crew	57
	322 - Motor vehicle accident with injuries	3
	324 - Motor vehicle accident with no injuries.	2
	356 - High-angle rescue	2
	411 - Gasoline or other flammable liquid spill	1
	412 - Gas leak (natural gas or LPG)	1
	424 - Carbon monoxide incident	1
	444 - Power line down	9
	553 - Public service	1
	561 - Unauthorized burning	3
	611 - Dispatched & cancelled en route	23
	622 - No incident found on arrival at dispatch address	12
	631 - Authorized controlled burning	4
	671 - HazMat release investigation w/no HazMat	1
	700 - False alarm or false call, other	1
	733 - Smoke detector activation due to malfunction	2
	735 - Alarm system sounded due to malfunction	3
	740 - Unintentional transmission of alarm, other	1
	743 - Smoke detector activation, no fire - unintentional	1
	800 - Severe weather or natural disaster, other	3
	813 - Wind storm, tornado/hurricane assessment	1
	<i>Total Incidents for District - District:</i>	136
<b>Total Count for all Zone:</b>		<b>190</b>

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



# Crescent City Fire & Rescue

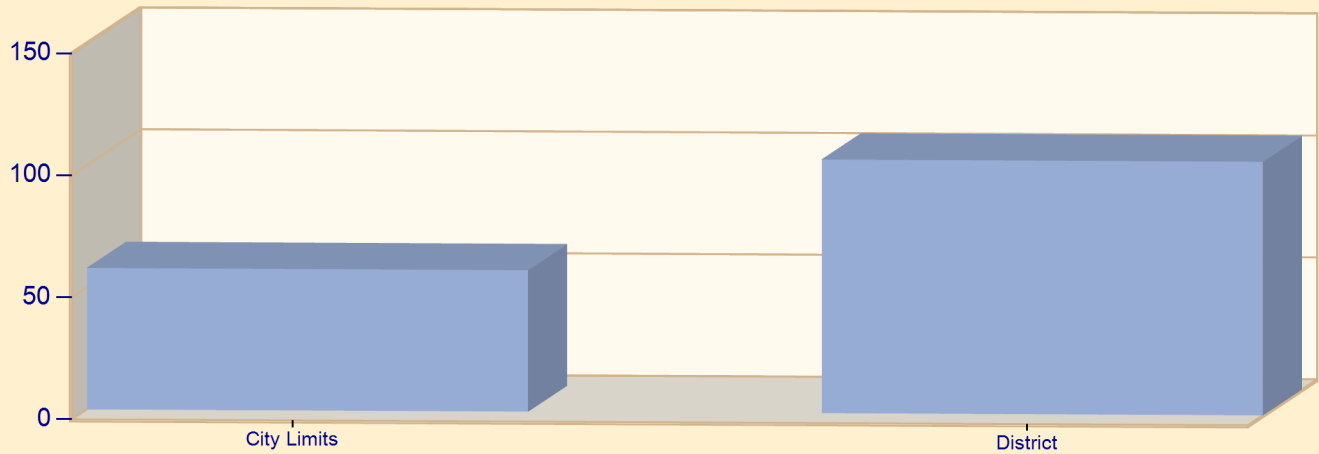
Crescent City, CA

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## Incident Type Count per Zone for Date Range

Start Date: 12/01/2024 | End Date: 12/31/2024



ZONES	INCIDENT TYPE	COUNT
<b>City Limits - City Limits</b>		
	151 - Outside rubbish, trash or waste fire	1
	311 - Medical assist, assist EMS crew	26
	323 - Motor vehicle/pedestrian accident (MV Ped)	1
	381 - Rescue or EMS standby	1
	441 - Heat from short circuit (wiring), defective/worn	1
	444 - Power line down	1
	531 - Smoke or odor removal	1
	553 - Public service	1
	561 - Unauthorized burning	2
	611 - Dispatched & cancelled en route	16
	622 - No incident found on arrival at dispatch address	3
	631 - Authorized controlled burning	1
	733 - Smoke detector activation due to malfunction	1
	744 - Detector activation, no fire - unintentional	1
	745 - Alarm system activation, no fire - unintentional	1
	<i>Total Incidents for City Limits - City Limits:</i>	<b>58</b>
<b>District - District</b>		
	111 - Building fire	1
	118 - Trash or rubbish fire, contained	1
	131 - Passenger vehicle fire	1

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



ZONES	INCIDENT TYPE	COUNT
	311 - Medical assist, assist EMS crew	50
	323 - Motor vehicle/pedestrian accident (MV Ped)	1
	324 - Motor vehicle accident with no injuries.	1
	412 - Gas leak (natural gas or LPG)	1
	424 - Carbon monoxide incident	1
	444 - Power line down	2
	445 - Arcing, shorted electrical equipment	3
	511 - Lock-out	1
	551 - Assist police or other governmental agency	1
	561 - Unauthorized burning	5
	611 - Dispatched & cancelled en route	17
	622 - No incident found on arrival at dispatch address	6
	631 - Authorized controlled burning	3
	735 - Alarm system sounded due to malfunction	2
	743 - Smoke detector activation, no fire - unintentional	1
	744 - Detector activation, no fire - unintentional	1
	745 - Alarm system activation, no fire - unintentional	4
	813 - Wind storm, tornado/hurricane assessment	1
	<i>Total Incidents for District - District:</i>	<i>104</i>
<b>Total Count for all Zone:</b>		<b>162</b>

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



# CRESCENT FIRE PROTECTION DISTRICT

BOARD MEMBER HANDBOOK





# CFPD BOARD OF DIRECTORS

- **INTRODUCTION** 3
- **GOOD GOVERNANCE** 4-6
- **TRAINING & DEVELOPMENT** 7
- **PRIMARY ROLES & RESPONSIBILITIES** 8-10
- **ACCOUNTABILITY & TRANSPARENCY** 11
- **BOARD MEMBER RESOURCES** 12

# INTRODUCTION INTRODUCTION INTRODUCTION

As a board member for a special district, you have committed to represent the best interests of your community, ensure the delivery of essential local services and infrastructure, and faithfully serve the public good while upholding the law. This is a high calling that depends upon mutual trust, support, and collaboration with your fellow board members, your district's professional staff.





# **GOOD GOVERNANCE**

**EVERY ELECTED OR  
APPOINTED PUBLIC  
OFFICIAL NEEDS TO  
CARE ABOUT  
GOVERNANCE—IT IS  
THE ESSENCE OF WHAT  
BOARDS DO**

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# ***EFFECTIVE BOARDS OPERATE IN AN ORGANIZATIONAL ENVIRONMENT OF TRUST, HONESTY, AND OPENNESS***

- Recognize all board members as equally legitimate—no matter how different or difficult an individual may be.
- Strive to maintain a “no secrets, no surprises” operating norm.
- Acknowledge that conflicts and differences are inevitable, not necessarily bad, and must be faced and analyzed.
- Immediately turn to solutions rather than playing the “gotcha” game.
- Treat all staff with dignity and respect.
- Treat all community members with dignity and respect, even in the face of criticism and opposition.
- Exhibit creative thinking, know how to handle failure as well as success, encourage risk taking, and create a climate of support for excellence.
- Accept collective responsibility for the conduct, behavior, and effectiveness of the board.

“WHEN AN ENTIRE BOARD IS  
COMPOSED OF TRULY  
EFFECTIVE BOARD MEMBERS,  
RATHER THAN INDIVIDUALS,  
THE BOARD BECOMES HIGHLY  
EFFECTIVE.”

# BOARD MEMBER TRAINING & DEVELOPMENT



## REQUIRED TRAININGS

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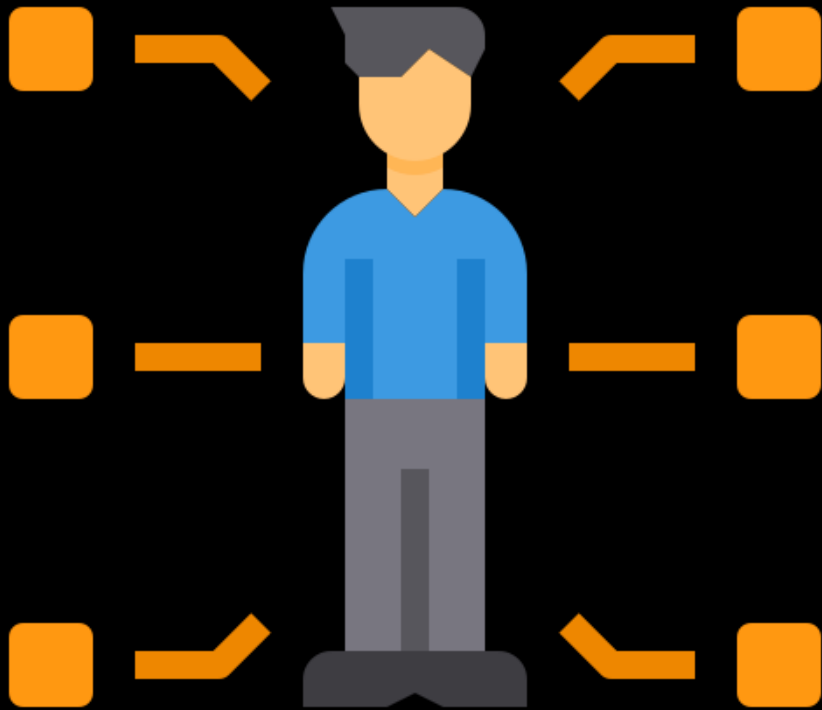
- **Ethics Training**
  - ✓ 2-hour training within one year of their first day of service, and then every two years thereafter
- **Sexual Harassment Prevention Training**
  - ✓ 2-hour training within the first six months of taking office, and then at least once every two years thereafter

## RECOMMENDED TRAININGS

---

- **Recognition in Special District Governance certificate from the Special District Leadership Foundation (SDLF)**
- **Special District Leadership Academy**
  - ✓ Governance Foundations
  - ✓ Setting Direction/Community Leadership
  - ✓ Board's Role in Human Resources
  - ✓ Board's Role in Finance and Fiscal Accountability

# PRIMARY ROLES & RESPONSIBILITIES



“One of the first and most important distinctions to make in your work as a board member is the difference between your responsibilities and those of the general manager and staff. Clearly understanding and respecting these roles, and how they interact, is critical to the long-term success and sustainability of your special district.”

# BOARD MEMBER RESPONSIBILITIES

1

Setting the direction for the district;

2

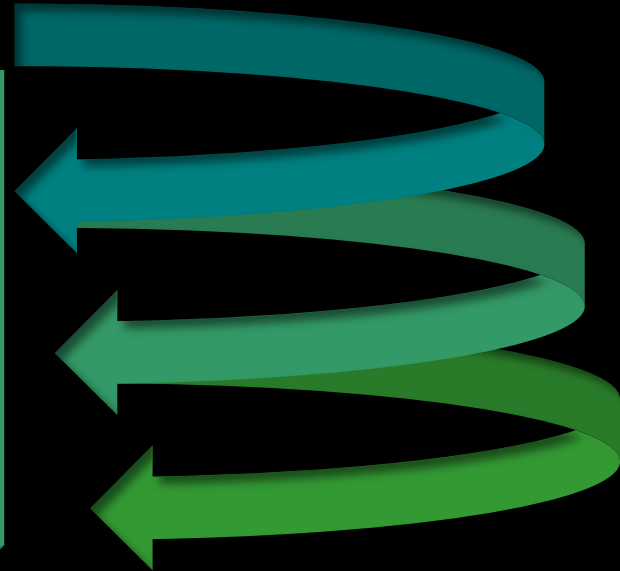
Establishing and supporting the policies and structure of the district;

3

Overseeing the financial resources necessary to fund the district;

4

Serving as community leaders who communicate effectively on behalf of the district.



# GENERAL MANAGER AND STAFF *RESPONSIBILITIES*

Developing and delivering reports to keep the board of directors and public well-informed of district operations and the status of district goals;

Providing recommendations on actions requiring board approval, including policies, resolutions, ordinances, and other matters;

Maintaining and advancing the operations of the district and implementing those policies, strategies, and directives approved by the board; and

Playing an active role in moving the district forward in serving its mission, carrying out its strategic plan, and attaining its vision.

## ***ACCOUNTABILITY & TRANSPARENCY***

# LEGAL REQUIREMENTS

- Website Maintenance
- Open and Public Meetings under the Ralph M. Brown Act
- Public Records under the California Public Records Act
- Regular Financial Audits
- Finances and Compensation Posted Online
- Ethics Training for Board Members
- Conflict of Interest Compliance under the Political Reform Act

# BOARD MEMBER RESOURCES



- BOARD MEMBER RESOURCES
- PARLIAMENTARY PROCEDURES
- CSDA LINKS
- SPECIAL DISTRICT BOARD MEMBER HANDBOOK