



CRESCENT FIRE PROTECTION DISTRICT

255 W. WASHINGTON BLVD. CRESCENT CITY, CA 95531

office: 707- 464-2421

MINUTES OF THE CRESCENT FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

**REGULAR MEETING HELD
JUNE 13, 2022
AT 5:00 P.M.**

DIRECTORS PRESENT:

Chairman Jim Nelson Director
Vice Chairman Dave Short
Director Jim Erler
Director Rick Kelley
Director Joe Gregorio

ABSENT:

OTHERS PRESENT:

Kevin Carey, Fire Chief
Bill Gillespie, Fire Chief
Vanessa Duncan, Clerk of the Board

ROLL CALL:

Chairman Nelson called the meeting to order at 5:13 PM. The Pledge of Allegiance was led by Director Gregorio.

PUBLIC PARTICIPATION

No public comment at this time.

CONSENT CALENDAR

3.1 APPROVE MINUTES OF THE REGULAR MEETING OF MAY 9, 2022

3.2 APPROVAL OF WARRANT CLAIMS FOR PERIOD COVERED MAY 2022

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

NEW BUSINESS

Take action as necessary and appropriate.

4.1 CONSIDER AND ADOPT PRELIMINARY BUDGET FY 22/23

Vanessa Duncan, Clerk of the Board, went over the preliminary budget with the members of the Board.

The Board directed staff to research different option for a dishwasher for Washington Station before a purchase is made. Vice Chair Short suggested reaching out to Auto-Chlor or Ecolab for leasing options.

The Board discussed the possibility of sealing the asphalt at Washington Station. Director Gregorio mentioned approaching the County Roads Department to see if that is something they would be able to do. The Board decided against adding the expense of sealing the asphalt to the preliminary budget.

The Board would like to discontinue the Zoom license and remove that expense from the budget.

Chief Gillespie suggested the Board Members pay for a California Special Districts Association membership for various trainings and online resources.

The Board questioned the increase in the professional services paid to the City; it was explained that staff is budgeting for the hiring of three paid Captains, proposed stipend increase, and station staffing.

The Clerk of the Board explained that the total revenue amount will be adjusted for the final budget adoption.

The Board directed staff to reach out to the cellular companies that are using the towers at Washington Station, and request that they maintain the lawn and fencing around the tower sites.

On a motion by Vice Chair Short, seconded by Director Gregorio, motion carried unanimously 5/0; the Board of Directors APPROVED THE PRELIMINARY BUDGET FY 22/23.

4.2 CONSIDER AND ADOPT RESOLUTION NO. 22-002; ORDERING AN ELECTION, REQUITING COUNTY ELECTIONS TO CONDUCT THE ELECTION, AND REQUESTING CONSOLIDATION OF THE ELECTION

On a motion by Director Erler, seconded by Vice Chair Short, motion carried unanimously 5/0; the Board of Directors ADOPTED RESOLUTION NO. 22-002;

ORDERING AN ELECTION, REQUITING COUNTY ELECTIONS TO CONDUCT THE ELECTION, AND REQUESTING CONSOLIDATION OF THE ELECTION.

PASSED AND ADOPTED by the Board Members of the
CRESCENT FIRE PROTECTION DISTRICT

This 13th day of June 2022, by the following polled vote:

YES: 5

NOES: 0

ABSENT:0

4.3 CONSIDER AND ADOPT RESOLUTION NO. 22-003; A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT FIRE PROTECTION DISTRICT REQUESTING COUNTY ELECTIONS TO CONDUCT CERTAIN ELECTION SERVICES UNDER ELECTIONS CODE 9308

RECOMMENDATION

1. Receive staff report and presentation
2. Take public comment
3. Board Discussion
4. Review and ADOPT RESOLUTION NO. 22-003; A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT FIRE PROTECTION DISTRICT REQUESTING COUNTY ELECTIONS TO CONDUCT CERTAIN ELECTION SERVICES UNDER ELECTIONS CODE 9308

Chief Gillespie briefed the Board stating that on April 22, 2022, pursuant to District Elections law of Elections Code Section 9300 et seq., proponents submitted to the district elections official a Notice Of Intent To Circulate Initiative Petition, a statement of reasons for the proposed petition, the written text of the initiative, and affidavit of publication. The initiative petition contains a proposed ordinance (Measure).

The Crescent Fire Protection District requires the services of the county elections official to examine the initiative petition, and from the records of registration ascertain whether the petition is signed by the requisite number of voters and provide a certificate showing the results of this examination. Dependent upon the results of the examination of the initiative petition. The Crescent Fire Protection District may require further services of the county elections official that will be set forth in a subsequent resolution.

On a motion by Vice Chair Short, seconded by Director Gregorio, motion carried unanimously 5/0; the Board of Directors ADOPTED RESOLUTION NO. 22-003; A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT FIRE PROTECTION DISTRICT REQUESTING COUNTY ELECTIONS TO CONDUCT CERTAIN ELECTION SERVICES UNDER ELECTIONS CODE 9308.

PASSED AND ADOPTED by the Board Members of the

CRESCENT FIRE PROTECTION DISTRICT

This 13th day of June 2022, by the following polled vote:

YES: 5

NOES: 0

ABSENT:0

4.4 REVIEW AND APPROVE BUDGET TRANSFER REQUEST

RECOMMENDATION

1. Receive staff report and presentation
2. Take public comment
3. Board Discussion
4. Review and APPROVE BUDGET TRANSFER REQUEST TOTALING \$81,364 FOR ROOF REPLACEMENT AND REPAIRS

Chief Carey stated that the County has requested that the District pay for the roof replacement and repairs out of a capital improvement line instead of using funds from the maintenance structure line.

On a motion by Director Erler, seconded by Vice Chair Short, motion carried unanimously 5/0; the Board of Directors APPROVED THE BUDGET TRANSFER REQUEST TOTALING \$81,364 FOR ROOF REPLACEMENT AND REPAIRS.

PASSED AND ADOPTED by the Board Members of the
CRESCENT FIRE PROTECTION DISTRICT

This 13th day of June 2022, by the following polled vote:

YES: 5

NOES: 0

ABSENT:0

OLD BUSINESS

Take action as necessary and appropriate.

NO OLD BUSINESS AT THIS TIME.

CHIEF'S REPORT

Take action as necessary and appropriate.

UPDATE ON CURRENT MATTERS AND THOSE IN PROGRESS.

6.1 RESPONSES OCCURRED BETWEEN: 05/01 – 05/31/2022

Chief Gillespie noted the total calls for the City and the District for the month of May.

6.2 PROPOSED STIPEND INCREASE

Director Gregorio recused himself from the discussion. Chief Gillespie stated that both the City and District attorney have been working towards the proposed increased stipend following the Fair Labor Standards Act.

Following Board discussion Chief Gillespie reported there will be a joint City Council/District Board meeting the week of June 27th.

6.3 ADDRESS THE BOARD – CHIEF GILLESPIE’S LAST MEETING

Chief Gillespie said his goodbyes to the Board and thanked them for their dedication to the department. Director Gregorio thanked Chief Gillespie on behalf of the Board and recognized his accomplishments while serving as Fire Chief.


BOARD COMMENTS

Chairman Nelson questioned the policies and procedures that are currently in place with Crescent City Fire & Rescue, specifically social media policies; Chief Gillespie noted with using Lexipol all volunteers will be issued the departments policies and procedures.

Director Gregorio questioned if Chief Gillespie had any update on the Administrative Assistant job title change; Chief Gillespie stated there hasn't been any updates at this time. Any job title changes are done through the clerical bargaining unit through the City. The Board requested staff to draft a letter to the City Manager and City Council - to review and approve at the next Board meeting - recommending there is an official job title change and wage adjustment.

ADJOURNMENT

There being no further business to come before the Board, Chairman Nelson adjourned the meeting at 6:33 pm of the Crescent Fire Protection District Board of Directors to the next regularly scheduled meeting on July 11, 2022 at 5:00PM.



Vanessa Duncan, Clerk of the Board
Crescent Fire Protection District