



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 12, 2023 AT 5:00 P.M.

DIRECTORS PRESENT:

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

ABSENT:

Director Joe Gregorio

OTHERS PRESENT:

Kevin Carey, Fire Chief via Zoom
Vanessa Duncan, Clerk of the Board
Linda Leaver, Finance Director for the City of Crescent City
Eric Wier, City Manager

ROLL CALL:

Chairman Nelson called the meeting to order at 5:00 PM. The Pledge of Allegiance was led by Director Erler.

PUBLIC PARTICIPATION

No public comment at this time.

CONSENT CALENDAR

3.1 APPROVE MINUTES OF THE REGULAR MEETING OF APRIL 2023

3.2 APPROVAL OF WARRANT CLAIMS FOR PERIOD COVERED APRIL-MAY 2023

On a motion by Vice Chair Short, seconded by Director Eler, motion carried 4/0/1 with Director Gregorio being absent; the Board of Directors approved the Consent Calendar.

NEW BUSINESS

Take action as necessary and appropriate.

4.1 APPROVE SALARY CHANGES FOR FIRE DEPT. ADMINISTRATIVE ASSISTANT AND CAREER FIRE CAPTAINS

RECOMMENDATION: That the Board of Directors

1. Receive staff report and presentation
2. Take public comment
3. Board Discussion
4. APPROVE A LETTER TO THE CITY COUNCIL APPROVING PROPOSED SALARY CHANGES FOR FIRE DEPT. ADMINISTRATIVE ASSISTANT AND CAREER FIRE CAPTAIN POSITIONS

City Manager Wier noted the terms of the Fire Services Agreement between the City and the District require that the District approve salary changes outside of a cost-of-living adjustment for shared personnel. The City and the District currently share the costs of the following positions: Fire Chief, Fire Dept. Administrative Assistant, and Career Fire Captains. The City has been negotiating with the various employee bargaining units for updated MOUs concerning the conditions and terms of employment. The proposed changes that effect the salary of the Fire Dept. Administrative Assistant position are as follows:

- Reclassification to Fire Dept Administrative Specialist (5% pay scale increase)
- Longevity of 2.5% at 5 years of continuous full-time service with the City
- Education incentive pay of 3.5% for an associate's degree

The Career Fire Captains do not currently have an association as they yet to commence work. However, the City proposes modifying the longevity pay from 5% at 10 and 20 years to 2.5% at 5, 10, 15, and 20 years of full-time continuous service with the City.

On a motion by Director Kelley, seconded by Vice Chair Short, motion carried 4/0/1 with Director Gregorio being absent; the Board of Directors approved A LETTER TO THE CITY COUNCIL APPROVING PROPOSED SALARY CHANGES FOR FIRE DEPT. ADMINISTRATIVE ASSISTANT AND CAREER FIRE CAPTAIN POSITIONS.

4.2 APPOINT AN AD HOC COMMITTEE OF TWO BOARD MEMBERS TO MEET WITH THE CITY MANAGER REGARDING COST-OF-LIVING INCREASES FOR SHARED PERSONNEL

RECOMMENDATION: That the Board of Directors

1. Receive staff report and presentation
2. Take public comment
3. Board Discussion
4. APPOINT [BOARD MEMBER] AND [BOARD MEMBER] TO AN AD HOC COMMITTEE FOR THE PURPOSE OF MEETING WITH THE CITY MANAGER TO DISCUSS COST OF LIVING INCREASES FOR SHARED PERSONNEL

City Manager Wier stated per section 4.04.1 a. under Salary Increases in the amended agreement between the City of Crescent City and the Crescent Fire Protection District regarding emergency and fire response services, it states *"....The City Manager will advise the District Board when a when a COLA is being considered and request that the District Board appoint an ad hoc committee to discuss the matter. Any District comments or concerns will be presented to the Council prior to Council approval."*

Staff recommended appointing an ad hoc committee of two board members to meet with the City Manager regarding cost-of-living increases for shared personnel.

The Board nominated Chairman Nelson and Director Kelley as the two ad hoc members.

On a motion by Vice Chair Short, seconded Director Erler, motion carried 4/0/1 with Director Gregorio being absent; the Board of Directors APPOINTED DIRECTOR KELLY AND CHAIRMAN NELSON TO AN AD HOC COMMITTEE FOR THE PURPOSE OF MEETING WITH THE CITY MANAGER TO DISCUSS COST OF LIVING INCREASES FOR SHARED PERSONNEL.

4.3 CONSIDER AND ADOPT AN AGREEMENT BETWEEN THE CITY OF CRESCENT CITY AND THE CRESCENT FIRE PROTECTION DISTRICT REGARDING EMERGENCY AND FIRE RESPONSE SERVICES (AMENDED 2023)

RECOMMENDATION: That the Board of Directors

1. Receive staff report and presentation
2. Take public comment
3. Board Discussion
4. CONSIDER AND ADOPT AN AGREEMENT BETWEEN THE CITY OF CRESCENT CITY AND THE CRESCENT FIRE PROTECTION

DISTRICT REGARDING EMERGENCY AND FIRE RESPONSE SERVICES (AMENDED 2023).

City Manager Wier reviewed the proposed change in the agreement, stating the only change in the proposed amended Agreement is a new section regarding volunteer stipend overages and associated cost share (Section 6.01 and 10.02(i)). Under the Fair Labor Standards Act (FLSA), volunteer firefighters are allowed to receive a nominal stipend, reimbursement of expenses, and group benefits without losing their status as volunteers. To be considered a "nominal" fee, stipends must be limited to 20% of the cost of a career firefighter. Based upon an analysis done in May of 2022, the District and the City adopted new stipend amounts and a monthly stipend cap.

While discussing various issues of concern with volunteers, an idea was floated to track this stipend overage amount and put it into a volunteer firefighter support fund. This arrangement would keep the "overage" amounts in the Fire Department to be used for expenses directly supporting volunteer service, such as training, uniforms, or equipment. This proposal has received the support of the Fire 2x2 Committee.

The overage amount will be calculated using actual overage amounts in the preceding calendar year. This way, the City and District will know how much to budget for in the upcoming fiscal year. This means that in the first year (FY 23-24) there will only be six months of stipend overages, because the new stipends and cap went into effect July 1, 2022. The stipend overage amount will be shared equally by the City and the District. The proposed amendment will be considered by the City Council on June 20, 2023.

On a motion by Director Kelley, seconded Vice Chair Short, motion carried 4/0/1 with Director Gregorio being absent; the Board of Directors ADOPTED AN AGREEMENT BETWEEN THE CITY OF CRESCENT CITY AND THE CRESCENT FIRE PROTECTION DISTRICT REGARDING EMERGENCY AND FIRE RESPONSE SERVICES (AMENDED 2023).

4.4 CONSIDER AND ADOPT PRELIMINARY BUDGET FY 23/24

RECOMMENDATION: That the Board of Directors

1. Receive presentation
2. Take public comment
3. Board Discussion
4. CONSIDER AND ADOPT THE PRELIMINARY FY 23/24 BUDGET

The Clerk of the Board explained each line in the proposed preliminary budget for fiscal year 2023/2024, noting that the final budget will be adopted in August.

On a motion by Director Erler, seconded by Vice Chair Short, motion carried 4/0/1 with Director Gregorio being absent; the Board of Directors ADOPTED THE PRELIMINARY BUDGET FOR FY 23/24.

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: 04/01/23 – 05/31/23

Chief Carey briefed the Board on the various calls from April and May and the progress being made with dispatch.

BOARD COMMENTS

Director Erler questioned the structure of the Fire Department now that Crescent City Fire & Rescue has three paid Captains; Chief Carey explained that the Career Captains will still follow the chain of command, same as if they were Volunteer Captains.

ADJOURNMENT

There being no further business to come before the Board, Chairman Nelson adjourned the meeting at 5:55 pm of the Crescent Fire Protection District Board of Directors to the next regularly scheduled meeting on July 10, 2023 at 5:00PM.



Vanessa Duncan, Clerk of the Board
Crescent Fire Protection District