



## **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  
FEBRUARY 12, 2024  
AT 5:30 P.M.**

**DIRECTORS PRESENT:**

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

**ABSENT:**

Director Joe Gregorio

**OTHERS PRESENT:**

Kevin Carey, Fire Chief  
Vanessa Duncan, Clerk of the Board  
Eric Wier, City Manager  
Blake Inscore, Mayor  
Jon Maxwell, DN County Sherrif's Office Liaison

**ROLL CALL:**

Chairman Nelson called the meeting to order at 5:30 PM. The Pledge of Allegiance was led by Vice Chairman Short.

**REPORT OF ANY ACTIONS FROM CLOSED SESSION BY THE BOARD OF DIRECTORS**

Chairman Nelson stated there was no report out of closed session.

**PUBLIC PARTICIPATION**

No public comment at this time.

## **CONSENT CALENDAR**

- 4.1** APPROVE MINUTES OF THE REGULAR MEETING OF NOVEMBER 2023
- 4.2** APPROVAL OF WARRANT CLAIMS FOR PERIOD COVERED NOVEMBER 2023 - JANUARY 2024

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

## **NEW BUSINESS**

*Take action as necessary and appropriate.*

- 5.1** APPROVE SALARY CHANGES FOR FIRE CHIEF

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 THE FIRE CHIEF POSITION

City Manager Wier stated that investing in competitive salaries for key leadership positions such as the Fire Chief, it can yield long-term benefits in terms of operational efficiency, effectiveness, and community safety.

Director Erler questioned the salary comparisons; City Manager Wier explained that staff used the 2021 Arcata Fire salary survey, which provided salary ranges from comparable departments in the area. City Manager Weir also noted that after thorough analysis and consideration, the 2x2 recommended increasing the Fire Chief Salary to be more competitive with the market. They also put into consideration that the position of Fire Chief is required to have the certifications and perform the duties of Fire Marshall and Fire Plans Examiner for the District and the City.

On a motion by Vice Chair Short, seconded by Director Gregorio, motion carried unanimously 5/0; the Board of Directors approved the letter to the City Council approving proposed salary changes for the Fire Chief position.

## **OLD BUSINESS**

*Take action as necessary and appropriate.*

NO OLD BUSINESS AT THIS TIME.

## **CHIEFS REPORT**

*Take action as necessary and appropriate.*

### UPDATE ON CURRENT MATTERS AND THOSE IN PROGRESS

#### **7.1** RESPONSES OCCURRED BETWEEN: 11/01/23 –1/31/24

Chief Carey briefed the Board on the call volume for the months of November, December, and January. He noted that homeowners of a recent fire incident had stopped by the station to thank the volunteers and staff for their diligent efforts in putting out the fire at their residence. He also noted that Chief Weiland and crew did an excellent job and were very professional.

#### **7.2** COOPER STATION

Director Gregorio stated that the Del Norte County Sheriff's Office is possibly interested in leasing or purchasing Cooper Station. Director Gregorio would like the Board to consider selling or leasing Cooper Station and using the profits to build a training facility like the one at Fortuna Volunteer Fire Department.

Jon Maxwell, Del Norte County Sheriff's Office ("SO") Liaison spoke on behalf of the SO, stating that the SO is very interested in leasing and possibly purchasing Cooper Station and would like to move forward with the process upon Board approval.

On a motion by Director Gregorio, seconded by Director Erler, motion carried unanimously 5/0; the Board of Directors approved to move forward with leasing or selling Cooper Station and using the profits to build a new training facility for Crescent City Fire & Rescue.

#### **7.3** CAL OES COVERAGE

Chief Carey reported on the recent Cal-OES prepositions and the revenue the District is anticipated to receive from the prepositions that have taken place thus far.

#### **7.4** BID RESULTS FOR NEW UTILITY

Chief Carey briefed the Board on the recently purchased 2016 Ford F-150 that will be used as a District utility vehicle.

### **BOARD COMMENTS**

Director Gregorio stated his concern with cancelling too many Board Meetings; expressing the importance of keeping members of the Board updated on the happenings of the department.

### **ADJOURNMENT**

There being no further business to come before the Board, Chairman Nelson adjourned the meeting at 6:37 PM of the Crescent Fire Protection District Board of Directors to the next regularly scheduled meeting on March 11, 2024 at 5:00PM.

---

Vanessa Duncan, Clerk of the Board  
Crescent Fire Protection District