



## MINUTES OF THE CRESCENT FIRE BENEFIT ASSESSMENT OVERSIGHT COMMITTEE MEETING

SPECIAL MEETING  
HELD  
MONDAY, JULY 29, 2024  
AT 5:00 P.M.

### 1. OPEN SESSION

#### 1.1 CALL TO ORDER

The meeting was called to order at 5:00PM.

#### 1.2 ROLL CALL

Committee members present:

- Chair Patrick Hawkins
- Vice Chair Richard Hoff
- Committee Member Misty Stutes
- Committee Member Dennis Louy

Committee members absent:

- Committee Member David Saylor

Staff members present:

- Chief Kevin Carey
- Captain Jason Borges
- Administrative Specialist Vanessa Duncan
- CFPD General Counsel Ryan Plotz

#### 1.3 FLAG SALUTE

The Pledge of Allegiance was led by Chief Kevin Carey.

### 2. PUBLIC PARTICIPATION

*No public comment.*

### 3. NEW BUSINESS

*Take action as necessary and appropriate.*

#### 3.1 BROWN ACT BASICS

RECOMMENDATION:

1. Receive presentation
2. Technical questions from Oversight Committee
3. Take public comment
4. Further Committee discussion

Ryan Plotz, Crescent Fire Protection District's General Counsel, gave a thorough presentation on the Brown Act basics.

**3.2 REVIEW OF CRESCENT FIRE BENEFIT ASSESSMENT OVERSIGHT COMMITTEE BYLAWS**

RECOMMENDATION:

1. Receive staff report
2. Technical questions from Oversight Committee
3. Take public comment
4. Further Oversight Committee discussion

➤ *No action taken.*

**3.3 SELECTION OF CHAIR AND VICE-CHAIR FOR CRESCENT FIRE BENEFIT ASSESSMENT OVERSIGHT COMMITTEE**

RECOMMENDATION:

1. Receive staff report
2. Technical questions from Oversight Committee
3. Take public comment
4. Further Oversight Committee discussion
5. Select Chair of the Oversight Committee
6. Select Vice Chair of the Oversight Committee

➤ On a motion by Committee Member Misty Stutes, seconded by Committee Member Dennis Louy, motion carried 4/0/1, with Committee Member David Saylor being absent; the Crescent Fire Benefit Assessment Oversight Committee appointed Patrick Hawkins to Chair and Richard Hoff to Vice Chair.

**3.4 OVERVIEW OF CRESCENT FIRE PROTECTION DISTRICT BENEFIT ASSESSMENT REVENUE AND EXPENDITURES FOR FY 2022, 2023, AND 2024**

RECOMMENDATION:

1. Receive staff report and presentation
2. Technical questions from Oversight Committee
3. Take public comment
4. Further Committee discussion

➤ *No action taken.*

**3.5 OVERVIEW OF CRESCENT FIRE PROTECTION DISTRICT PROPOSED FINAL BUDGET FOR FY 2025**

RECOMMENDATION:

1. Receive staff report and presentation
2. Technical questions from Oversight Committee
3. Take public comment
4. Further Committee discussion

➤ *No action taken.*

**4. OLD BUSINESS**

*Take action as necessary and appropriate.*

*NO OLD BUSINESS AT THIS TIME.*

**5. ADJOURNMENT**

There being no further business to come before the Committee, Chair Patrick Hawkins adjourned the meeting of the Crescent Fire Benefit Assessment Committee at 7:56 PM. The next meeting will be scheduled at a time and date to be determined.

ATTEST:



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Vanessa Duncan, Clerk of the Board  
Crescent Fire Protection District