



**MINUTES OF THE  
CRESCENT FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS**

**REGULAR MEETING HELD  
MONDAY, MAY 12, 2025  
AT 5:00 P.M.**

**1. OPEN SESSION**

**1.1 CALL TO ORDER**

Chair Nelson called the meeting to order at 5:00 PM.

**1.2 ROLL CALL**

Board members present:

- Chair Jim Nelson
- Vice Chair Dave Short
- Director Jim Eler
- Director Rick Kelley
- Director Jon Maxwell

Staff members present:

- Fire Chief Kevin Carey
- Administrative Specialist Vanessa Duncan

**1.3 FLAG SALUTE**

The Pledge of Allegiance was led by Director Maxwell

**2. PUBLIC PARTICIPATION**

The following citizens addressed the Board:

Sam Strait: shared his opinion about the fire department and its role in the community.

Roger Gitlin: shared his opinion about public comment process and expressed his frustrations with how governing boards conduct public comment period.

**3. CONSENT CALENDAR**

- 3.1 APPROVE MINUTES OF THE REGULAR MEETING OF APRIL 14, 2025 AND THE SPECIAL MEETING OF APRIL 21, 2025**

### **3.2 APPROVAL OF WARRANT CLAIMS FOR PERIOD COVERING APRIL 2025**

The following citizen addressed the Board:

Sam Strait: expressed his appreciation for having a sensible consent calendar.

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

## **4. NEW BUSINESS**

*Take action as necessary and appropriate.*

### **4.1 ELECTION OF BOARD OFFICERS FOR 2025-2026**

#### **RECOMMENDATION**

1. Technical questions from the Board
2. Take public comment
3. Further Board discussion
4. Take nominations for Board Chair
5. Elect Board Chair
6. Take nominations for Board Vice Chair
7. Elect Board Vice Chair
8. Confirm results of officer elections

The following citizens addressed the Board:

Roger Gitlin: shared his opinion that each board member should have the opportunity to serve as Chair or Vice Chair.

Vice Chair Short nominated Director Erler for Chair. No further nominations were made. Director Erler was elected Chair by a vote of 4-0.

Vice Chair Short nominated Director Maxwell for Vice Chair. No further nominations were made. Director Maxwell was elected by a vote of 4-0.

The newly elected Chair and Vice Chair will assume their roles at the next regular Board meeting.

### **4.2 APPOINTMENT OF 2X2 AD-HOC COMMITTEE MEMBERS FOR 2025–2026**

*Joint Committee of the City of Crescent City and Crescent Fire Protection District*

#### **RECOMMENDATION**

1. Technical questions from the Board

2. Take public comment
3. Further Board discussion
4. Accept nominations for 2x2 Ad-Hoc Committee members
5. Appoint members to the 2025–2026 2x2 Ad-Hoc Committee

Director Kelley nominated Chair Nelson and Director Maxwell to serve on the 2X2 Ad-Hoc Committee. No further nominations were made. Chair Nelson and Director Maxwell were each appointed by a 4-0 vote.

#### **4.3 APPROVE FINANCING AND BUDGET TRANSFER FOR WATER TENDER DOWNPAYMENT**

##### RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Approve financing for the acquisition of a water tender and authorize a budget transfer to approve a \$250,000 downpayment

The following citizens addressed the Board:

Roger Gitlin: questioned the financial status of the District and the loan terms.

Sam Strait: questioned the need for a water tender.

On a motion by Director Kelley, seconded by Vice Chair Short.

A roll-call vote was conducted:

- Chair Nelson: Aye
- Vice Chair Short: Aye
- Director Kelley: Aye
- Director Erler: No
- Director Maxwell: Aye

With a 4/1 vote, the Board of Directors approved financing for the acquisition of a water tender and authorized a budget transfer to approve a \$250,000 downpayment, and authorized Fire Chief Carey to sign on behalf of the District.

Director Kelley left the meeting at 5:42 p.m. and was not present for the remainder of the meeting.

#### **4.4 REVIEW AND APPROVE BUDGET TRANSFER REQUEST**

##### RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board

3. Take public comment
4. Further Board discussion
5. Review and approve the budget transfer request for personnel costs incurred in fiscal year 2024-2025 during Cal-OES coverage, totaling approximately \$161,691

On a motion by Director Erler, seconded by Vice Chair Short, motion carried 3/1/1 with Director Maxwell recusing himself from the vote due to a conflict of interest, and Director Kelley being absent; the Board of Directors approved the budget transfer request for personnel costs incurred in fiscal year 2024-2025 during Cal-OES coverage, totaling approximately \$161,691.

**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: 04-01-25 to 04-30-25**

Chief Carey reported on the responses for April, noting several significant fire calls.

**6.2 COOPER STATION**

Chair Nelson has been tasked with selecting a listing agent so the Board can move forward with the sale of Cooper Station.

**6.3 POTENTIAL PURCHASE OF SURPLUS OES FIRE ENGINE**

Chief Carey reported on the approved application submitted by Captain Borges to obtain a fully stocked surplus fire engine from Cal-OES at a cost of \$40,000.

The following citizens addressed the Board:

Roger Gitlin: asked for the specifications of the fire engine.

On a motion by Director Maxwell, seconded by Vice Chair Short, motion carried 4/1 with Director Kelley being absent; the Board of Directors approved moving forward with the purchase of a surplus OES fire engine.

**6.4 UPCOMING DISTRICT BUDGET**

Chief Carey briefed the Board on the proposed projects for fiscal year 2025-2026, including paving the back parking lot at Washington Station, purchasing a turnout

extractor for Washington Station, acquiring the previously mentioned fire engine from Cal-OES, and purchasing a second utility rig for the District.

**7. BOARD COMMENTS**

No Board comments at this time.

**8. ADJOURNMENT**

There being no further business to come before the Board, Chair Nelson adjourned the meeting at 6:11 p.m. of the Crescent Fire Protection District Board of Directors to the next regularly scheduled meeting on June 9, 2025 at 5:00PM.

ATTEST:

A handwritten signature in black ink that reads "Vanessa Duncan". The signature is written in a cursive style with a large, stylized "V" and "D".

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Vanessa Duncan, Clerk of the Board  
Crescent Fire Protection District