



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

**REGULAR MEETING HELD
MARCH 10, 2025
AT 5:00 P.M.**

1. OPEN SESSION

1.1 CALL TO ORDER

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

1.2 ROLL CALL

Board members present:

- Vice Chair Dave Short
- Director Jim Eler
- Director Rick Kelley

Board members absent:

- Chair Jim Nelson

Vacant:

- 1 seat

Staff members present:

- Fire Chief Kevin Carey
- Administrative Specialist Vanessa Duncan
- Fire Captain Jason Borges

1.3 FLAG SALUTE

The Pledge of Allegiance was led by Director Kelley.

2. PUBLIC PARTICIPATION

No public comment at this time.

3. CONSENT CALENDAR

3.1 APPROVE MINUTES OF THE REGULAR MEETING OF FEBRUARY 10, 2025

3.2 APPROVAL OF WARRANT CLAIMS FOR PERIOD COVERING FEBRUARY 2025

On a motion by Director Erler, seconded by Director Kelley, motion carried 3/0/1/1 with Chair Nelson being absent and one Board seat being vacant; the Board of Directors approved the Consent Calendar.

4. NEW BUSINESS

Take action as necessary and appropriate.

4.1 APPROVAL OF BOARD MEMBER RESIGNATION

RECOMMENDATION

1. Receive letter of resignation
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Accept and vote to approve the resignation of Board Member Joe Gregorio

On a motion by Director Erler, seconded by Director Kelley, motion carried 3/0/1/1 with Chair Nelson being absent and one Board seat being vacant; the Board of Directors accepted and approved the resignation of Board Member Joe Gregorio.

5. OLD BUSINESS

Take action as necessary and appropriate.

5.1 REVIEW AND APPROVE ENGAGEMENT LETTER FOR CRESCENT FIRE PROTECTION AUDIT SERVICES

RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Select the most suitable firm to conduct the audits for Crescent Fire Protection District and authorize signing the engagement letter to initiate the auditing process

On a motion by Director Erler, seconded by Director Kelley, motion carried 3/0/1/1 with Chair Nelson being absent and one Board seat being vacant; the Board of Directors authorized the Fire Chief to sign the engagement letter to initiate the auditing process with O'Connor & Company.

6. CHIEFS REPORT

Take action as necessary and appropriate.

Update on current matters and those in progress

6.1 RESPONSES OCCURRED BETWEEN: 02-01-25 to 02-28-25

Chief Carey provided an overview of emergency responses for the month of February, which included several structure fires. He commended the dedication and service of the department's volunteers and staff.

6.2 WATER TENDER UPDATE

Chief Carey discussed options for acquiring a water tender, including the purchase of a new or used unit. He expressed a preference for purchasing a new water tender, noting it would best meet the department's operational needs and long-term reliability goals.

6.1 SCBA PURCHASE

Chief Carey reported that the new Self-Contained Breathing Apparatus (SCBA) units have arrived. Once inventory is completed, the equipment will be placed into service.

6.2 MEASURE S EQUIPMENT REQUEST FOR FY 25/26

Chief Carey reviewed proposed priority purchases funded by Measure S and the Benefit Assessment for Fiscal Year 2025–26. These include:

- Blue Card Command Training Program
- First Due Incident Reporting Software
- Additional SCBA Equipment

7. BOARD COMMENTS

Director Eler reminded the Board that the upcoming elections for Board Member positions are due and should be scheduled accordingly.

8. ADJOURNMENT

There being no further business to come before the Board, Vice Chair Short adjourned the meeting at 5:37 PM of the Crescent Fire Protection District Board of Directors to the next regularly scheduled meeting on April 14, 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, prominent "V" and "D".

Vanessa Duncan, Clerk of the Board
Crescent Fire Protection District