



CRESCENT FIRE PROTECTION DISTRICT

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MINUTES OF THE CRESCENT FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

**REGULAR MEETING HELD
MONDAY, JANUARY 11, 2021
AT 5:00 P.M.**

DIRECTORS PRESENT:

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

ABSENT:

OTHERS PRESENT:

Bill Gillespie, Fire Chief
Vanessa Duncan, Clerk of the Board
Colette Metz, Planwest Partners
Abigail Seaman, Bartle Wells Associates
Doug Dove, Bartle Wells Associates

ROLL CALL:

Chairman Nelson called the meeting to order at 5:04 PM. The Pledge of Allegiance was led by Director Kelley. Jim Nelson was sworn in after reading the Oath of Office.

PUBLIC PARTICIPATION

No public comment at this time.

CONSENT CALENDAR

- 3.1** APPROVE MINUTES OF THE REGULAR MEETING OF DECEMBER 14, 2020.
On a motion by Director Kelley, seconded by Vice Chair Short, motion carried unanimously 5/0; the Board of Directors adopted the regular meeting minutes of December 14, 2020.

- 3.2 APPROVAL OF WARRANT CLAIMS FOR PERIOD COVERING DECEMBER 2020.**
On a motion by Vice Chair Short, seconded by Director Gregorio, motion carried unanimously 5/0; the Board of Directors approved the warrant claims for period covering December 2020.

NEW BUSINESS

No new business at this time.

OLD BUSINESS

Take action as necessary and appropriate.

5.1 CONSIDER AND DIRECT STAFF TO PREPARE FOR AN ASSESSMENT PROCESS IN 2021, SECURE A CONTRACT WITH PLANWEST PARTNERS AT TIER LEVEL (1 OR 2) FOR CONSULTANT SERVICES AND SUPPORT IN THE REQUIRED 218 ELECTION PROCESS AND/OR BARTLE WELLS TO COMPLETE ENGINEERS REPORT UPDATE AT TIER LEVEL (1 OR 2).

RECOMMENDATION

1. Receive staff report and presentation
2. Take public comment
3. Board Discussion
4. Consider and DIRECT STAFF TO PREPARE FOR AN ASSESSMENT PROCESS IN 2021, SECURE A CONTRACT WITH PLANWEST PARTNERS AT TIER LEVEL (1 OR 2) FOR CONSULTANT SERVICES AND SUPPORT IN THE REQUIRED 218 ELECTION PROCESS AND/OR BARTLE WELLS TO COMPLETE ENGINEERS REPORT UPDATE AT TIER LEVEL (1 OR 2).

Chief Gillespie noted that this discussion was brought up in the December meeting and the Board had looked at the consultants that worked with the District previously. The Board decided to step away from the marketing firm TBWBH at this time. The Board had then requested that Planwest Partners and Bartle Wells bring back a break down in costs presented in a tier 1 and 2 option. It was also noted in December's meeting that in order to move forward with any changes to the benefit assessment the Board will need to have the engineer's report updated.

Colette Metz, with Planwest Partner, presents the requested proposal. The proposal encompasses election coordination, community outreach, technical assistance, project coordination, assistance with preparing the notice and ballots, and assisting the District with coordinating with the Elections Office. Colette broke down the different tiered options, stating that the only difference is tier 2 does not have community outreach listed. It is noted that the costs shown do not cover the mailing or postage.

Director Gregorio questioned the total hours that are proposed and would like some clarification on the total. Colette stated that with the previous benefit assessment there was a significantly higher number of hours compared to this time. She noted there are numerous meetings between District staff and between the engineering firm and Planwest Partners. Colette stated there is some additional cleanup for the assessment values and this was just an estimate of time. The District is billed at a cost recovery basis.

Chief Gillespie questioned if the District was to create their own notices and ballots if Planwest would still be able to proof and provide language as needed. Colette confirmed that Planwest would absolutely provide feedback and assistance if that is what the District decided to do. She also noted how important it will be to reach out to commercial property owners as soon as possible and reassure them that the District listened and was able to respond by reducing the benefit assessment amount.

Chairman Nelson requested to be able to look at the ballot before it is mailed out, he noted his disappointment with the last notice and ballot.

Chairman Nelson noted that in order to get the word out we will need the support of the volunteers and the Board members.

Doug Dove, with Bartle Wells, stated this is about a six-month process. They will be working with the District staff to refine and adjust the calculations as needed to get them ready for the balloting and the engineer's report.

Director Gregorio questioned the differences between their tier 1 and tier 2 proposal from Bartle Wells. Abigail Seaman, with Bartle Wells, noted that the main project goal is to update all the parcel data and the engineer's report with the latest information. The cost review is going to be the difference between the tier 1 and tier 2 option.

Chief Gillespie questioned how we will move forward with fixing the Assessor's parcel list? Colette Metz, with Planwest Partners, noted that they will be looking at the improvement values in the Assessor's data and use that information to update the residential or commercial value. Director Gregorio questioned how the District is guaranteed to have accurate information. Colette noted that it shouldn't take long to correct the vacant properties to the update the value using aerial imagery and improvement values. Director Gregorio also questioned the time that it will take to update the information at the Assessor's Office to reflect the developed properties. Abigail Seaman, with Bartle Wells, noted that they have this process streamlined and will turn in any changes they find to the County.

Director Erler questioned what the timeline will be for the ballots being mailed out. Colette projected that the notice and ballot will be scheduled to go out before summer of this year.

Chief Gillespie would like staff direction on what options the Board would like to go forward with from Planwest Partners and Bartle Wells.

On a motion by Vice Chair Short, seconded by Director Kelley, motion carried unanimously 5/0; the Board of Directors secured a contract with Planwest Partners

at a tier 2 level, for consultant services and support in the required 218 election process and Bartle Wells to complete Engineers Report update at a tier 1 level.

CHIEF'S REPORT

Update on current matters and those in progress. Take action as necessary and appropriate.

UPDATE ON CURRENT MATTERS AND THOSE IN PROGRESS.

6.1 RESPONSES OCCURRED BETWEEN: 12/01 – 12/31/2020

Chief Gillespie noted the total call in the City and District for the month of December and the overall calls reaching 2,064 in 2020. Chief Gillespie also noted that the department has already seen a reduction this year thanks to dispatch triaging calls that were not fire department related.

6.2 COVID VACCINE

Chief Gillespie stated that Crescent City Fire & Rescue members were given the option to receive a COVID vaccine recently and that approximately 19 volunteers received the vaccination.

6.3 DISTRICT 2X2

Chief Gillespie would like to confirm which two Board members are currently partaking in the District 2x2. It was noted that Director Erler and Director Kelley are the two appointed members to represent the Board. Chief Gillespie explained that the City and the District will be updating the MOU in the coming weeks.

BOARD COMMENTS

No comments at this time.

ADJOURNMENT

Director Gregorio made a motion to adjourn the meeting at 6:37 pm of the Crescent Fire Protection District Board of Directors to the next regularly scheduled meeting on February 8, 2021 at 5:00PM.



Vanessa Duncan, Clerk of the Board
Crescent Fire Protection District