



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
MONDAY, MARCH 8, 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 5:00 PM. The Pledge of Allegiance was led by Vice Chairman Short.

PUBLIC PARTICIPATION

No public comment at this time.

CONSENT CALENDAR

- 3.1** APPROVE MINUTES OF THE REGULAR MEETING OF JANUARY 11, 2021.
On a motion by Director Gregorio, seconded by Vice Chair Short, motion carried unanimously 5/0; the Board of Directors adopted the regular meeting minutes of January 11, 2021.

3.2 APPROVAL OF WARRANT CLAIMS FOR PERIOD COVERING JANUARY AND MARCH 2021.

On a motion by Vice Chair Short, seconded by Director Erler, motion carried unanimously 5/0; the Board of Directors approved the warrant claims for period covering January and February 2021.

NEW BUSINESS

4.1 REVIEW ENGINEER'S REPORT FROM BARTLE WELLS ASSOCIATES.

RECOMMENDATION

1. Receive staff report and presentation
2. Take public comment
3. Board Discussion
4. Review and ENGINEER'S REPORT FROM BARTLE WELLS ASSOCIATES

Chief Gillespie noted that Abigail Seaman and Doug Dove, with Bartle Wells, will be presenting the updated Engineer's Report. Abigail Seaman presented the updated report to the Board, noting that for residential, a single family would pay \$74.00, a multi-family/mobile home would pay \$59.20, and commercial/industrial would pay \$81.40 per 2,500 sqft, with a cap of \$1,000 per parcel for all customer classes. The anticipated revenue would be \$421,648.

Director Kelley requested that Bartle Wells Associates fixes the logo on the front of the report, changing it to the CFPD logo instead of the Crescent City Fire & Rescue logo.

Chairman Nelson noted the importance of having an informational piece to handout to the public to educate them of the District's intent and our goals.

4.2 RECEIVE BENEFIT ASSESSMENT REPORT, CONSIDER AND ADOPT RESOLUTION NO. 21-001, AND HEAR FIRST READING OF ORDINANCE 21-001.

RECOMMENDATION

1. Receive staff report and presentation
2. Take public comment
3. Board Discussion
4. Review and Waive full Reading, read by title only and ADOPT RESOLUTION NO. 21-001; A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT FIRE PROTECTION DISTRICT

INITIATING PROCEEDINGS, DECLARING INTENTION TO LEVY ASSESSMENTS, APPROVING ENGINEER'S REPORT, AND PROVIDING FOR NOTICE OF HEARING AND THE MAILING OF ASSESSMENT BALLOTS

5. Review and Waive full reading, read by title only INTRODUCE ORDINANCE NO. 21-001; AN ORDINANCE OF THE CRESCENT FIRE PROTECTION DISTRICT LEVYING A FIRE SUPPRESSION ASSESSMENT, BEGINNING IN FISCAL YEAR 2021/22.

On a motion by Director Gregorio, seconded by Vice Chairman Short, motion carried unanimously 5/0; the Board of Directors ADOPTED RESOLUTION NO. 21-001; A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT FIRE PROTECTION DISTRICT INITIATING PROCEEDINGS, DECLARING INTENTION TO LEVY ASSESSMENTS, APPROVING ENGINEER'S REPORT, PROVIDING FOR NOTICE OF HEARING AND THE MAILING OF ASSESSMENT BALLOTS and INTRODUCED ORDINANCE NO. 21-001; AN ORDINANCE OF THE CRESCENT FIRE PROTECTION DISTRICT LEVYING A FIRE SUPPRESSION ASSESSMENT, BEGINNING IN FISCAL YEAR 2021/22.

PASSED AND ADOPTED by the Board Members of the
CRESCENT FIRE PROTECTION DISTRICT

This 8th day of MARCH 2021, by the following polled vote:

YES: 5

NOES: 0

ABSENT: 0

4.3 CONSIDER AND ADOPT AN AGREEMENT BETWEEN THE CITY OF CRESCENT CITY AND THE CRESCENT FIRE PROTECTION DISTRICT REGARDING EMERGENCY AND FIRE RESPONSE SERVICES (AMENDED 2021).

RECOMMENDATION

1. Hear staff report
2. Take public comment
3. Board Discussion
4. Approve the 2021 Amended Agreement with the City of Crescent City Regarding Emergency and Fire Response Services

Chief Gillespie briefed the Board on the recent change made to the agreement with the City of Crescent City regarding emergency and fire response services.

The change that has been made, is to have both paid positions, the fire chief, and the administrative assistant, billed at a 50/50 cost share for the City and the District. In prior years both positions were billed out by call volume, with the District averaging approximately 70% and the City 30%.

On a motion by Director Gregorio, seconded by Vice Chairman Short, motion carried unanimously 5/0; the Board of Directors ADOPT AN AGREEMENT BETWEEN THE CITY OF CRESCENT CITY AND THE CRESCENT FIRE PROTECTION DISTRICT REGARDING EMERGENCY AND FIRE RESPONSE SERVICES (AMENDED 2021).

OLD BUSINESS

NO OLD BUSINESS AT THIS TIME.

CHIEF'S REPORT

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

6.1 RESPONSES OCCURRED BETWEEN: 01/01 – 02/28/2021

Chief Gillespie noted the call numbers have decreased in the last few months. Vice Chairman Short questioned if the department has seen any volunteer applications since COVID. Chief Gillespie reported that we have recently brought on three new volunteers. Vice Chairman Short also questioned if our call responses to medicals would continue to be decreased if the benefit assessment passed. Chief Gillespie noted that dispatch has been streamlining calls, that way the department goes to appropriate medical calls and that trend should continue even after the benefit assessment.

6.2 CHROMEBOOK FOR DISTRICT USE

Chief Gillespie briefed the Board on the new chromebook purchased for the District with the intent to have access to zoom meetings, agendas, and other meetings as needed. The Board agrees to purchase four additional chromebooks for District use.

6.3 FEMA AFG GRANT

Chief Gillespie reported that he has put in for the FEMA AFG Grant, which if awarded would replace out of service SCBA bottles. If we are successful, the grant match for the two agencies, the City and the District, would be a combined total of \$27,000.

6.4 SAMPLE INFORMATIONAL PAMPHLET AND BALLOT

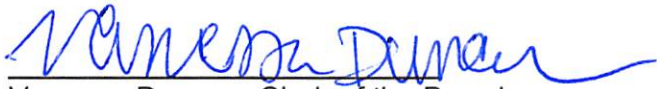
Vanessa Duncan, Clerk of the Board, briefed the Board on the sample pamphlet and ballot. Director Gregorio noted he would like to see the District's logo represented on the pamphlet and ballot. Director Erler questioned if the District would be able to add local department assessment comparisons. Director Kelley referenced a ballot that he had recently seen and that he would like to model the District's ballot with a similar design. Director Gregorio suggested that the District creates a flyer with four or five bullet points addressing the needs of the District. Director Gregorio also suggested running a few ads in the paper featuring letters of support.

BOARD COMMENTS

NO BOARD COMMENT AT THIS TIME.

ADJOURNMENT

Director Gregorio made a motion to adjourn the meeting at 6:28 pm of the Crescent Fire Protection District Board of Directors to the next regularly scheduled meeting on April 12, 2021 at 5:00PM.



Vanessa Duncan, Clerk of the Board
Crescent Fire Protection District