



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

**REGULAR MEETING
HELD
MONDAY, JUNE 8, 2026
AT 5:00 P.M.**

Submit comments via ccfire@crescentcity.org; or submit a written comment by filing it with the Administrative Specialist at 255 W Washington Blvd, Crescent City, California 95531 prior to 5:00 pm, June 8, 2026. If you require special accommodation, please contact Administrative Specialist, Vanessa Duncan at 464-2421.

1. CLOSED SESSION

- 1.1** CONFERENCE WITH LABOR NEGOTIATORS
Agency designated representatives: Interim Fire Chief
Unrepresented employee: Administrative Specialist

2. OPEN SESSION

- 2.1** CALL TO ORDER
2.2 ROLL CALL
2.3 FLAG SALUTE
2.4 REPORT OUT OF CLOSED SESSION ACTIONS, IF ANY

3. PUBLIC PARTICIPATION

Any member of the audience is invited to address the Board on any matter that is within the jurisdiction of the Crescent Fire Protection District. Comments of public interest or on matters appearing on the agenda are accepted. Note, however, that the Board is not able to undertake extended discussion or act on non-agendized items. Such items can be referred to staff for appropriate action, which may include placement on a future agenda. All comments shall be directed toward the entire Board. After receiving recognition from the Chairman, please state your name and city or county residency for the record. Public comment is limited to three (3) minutes. The public is additionally allotted five minutes each in which to speak on any item on the agenda prior to any action taken by the Board.

4. CONSENT CALENDAR

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|-----|---|
| 4.1 | APPROVE MINUTES OF THE REGULAR MEETING OF APRIL 13, 2026 AND MINUTES OF THE SPECIAL MEETING OF APRIL 28, 2026 |
| 4.2 | APPROVAL OF WARRANT CLAIMS FOR PERIOD COVERING FEBRUARY – MARCH 2026 |

*TAKE PUBLIC COMMENT ON CONSENT CALENDAR
CONSIDER AND ADOPT CONSENT CALENDAR*

5. NEW BUSINESS

Take action as necessary and appropriate.

- 5.1 ESTABLISHMENT OF THE EMERGENCY RESPONSE STAFFING PROGRAM AND APPROVAL OF RELATED PROGRAM DOCUMENTS

RECOMMENDATION

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| 1. Receive staff report |
| 2. Technical questions from the Board |
| 3. Take public comment |
| 4. Further Board discussion |
| 5. Adopt Resolution No. 26-001 establishing the Crescent Fire Protection District Emergency Response Staffing Program effective July 1, 2026 |
| 6. Approve the Emergency Response Staffing Program Personnel Policy and related program documents, including the Classification Matrix, Compensation Schedule and Methodology, Master Employment Agreement Template, and Assignment Authorization Form |

- 5.2 APPROVAL OF THE FISCAL YEAR 2026-2027 PRELIMINARY BUDGET

RECOMMENDATION

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| 1. Receive staff report |
| 2. Technical questions from the Board |
| 3. Take public comment |
| 4. Further Board discussion |
| 5. Approve the Fiscal Year 2026-2027 Preliminary Budget |
| 6. Authorize staff to submit the Preliminary Budget to the Del Norte County Auditor-Controller |

6. OLD BUSINESS

Take action as necessary and appropriate.

NO OLD BUSINESS AT THIS TIME.

7. CHIEFS REPORT

Take action as necessary and appropriate.

UPDATE ON CURRENT MATTERS AND THOSE IN PROGRESS

7.1 RESPONSES OCCURRED BETWEEN: 04-01-26 to 05-31-26

7.2 FIRE CHIEF RECRUITMENT UPDATE

7.3 WATER-TENDER PAY OFF

8. BOARD COMMENTS

THIS AGENDA ITEM ALLOWS BOARD MEMBERS THE OPPORTUNITY TO DISCUSS ITEMS OF GENERAL INTEREST, PROVIDE A REFERENCE OR OTHER RESOURCE TO STAFF, ASK FOR CLARIFICATION OR REQUEST STAFF TO REPORT TO THE BOARD ON A CERTAIN MATTER

9. ADJOURNMENT

ADJOURN TO THE NEXT REGULARLY SCHEDULED MEETING ON MONDAY, JULY 13, 2026
AT 5:00 PM

POSTED:

06/05/2026

/s/ Vanessa Duncan

Clerk of the Board/Administrative Specialist

Notice Regarding Americans with Disabilities Act: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact the Administrative Specialist's office at (707)464-2421. Notification 48 hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting [28 CFR 35.102-35.104 ADA Title II] For TTYDD use for speech and hearing impaired, please dial 711. A full agenda packet may be reviewed at Crescent City Fire & Rescue, 255 W Washington Blvd, during business hours, 8:00 a.m. - 5:00 p.m., or on-line at cfpd.crescentcity.org



MINUTES OF THE CRESCENT FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

**REGULAR MEETING HELD
MONDAY, APRIL 13, 2026
AT 5:00 P.M.**

1. OPEN SESSION

1.1 CALL TO ORDER

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

1.2 ROLL CALL

Board members present:

- Vice Chair Jon Maxwell
- Director Jim Nelson
- Director Dave Short

Board members absent:

- Chair Jim Erler
- Director Rick Kelley

Staff members present:

- Interim Fire Chief Bill Gillespie
- Administrative Specialist Vanessa Duncan
- Captain Dana Reno
- Captain Beau Smith
- Captain Everett Buell

1.3 FLAG SALUTE

The Pledge of Allegiance was led by Director Nelson

2. PUBLIC PARTICIPATION

No public comment at this time.

3. CONSENT CALENDAR

3.1 APPROVE MINUTES OF THE REGULAR MEETING OF FEBRUARY 9, 2026

3.2 APPROVAL OF WARRANT CLAIMS FOR PERIOD COVERING FEBRUARY – MARCH 2026

On a motion by Director Nelson, seconded by Director Short, motion carried 3/0/2 with Director Kelley and Chair Erler being absent; the Board of Directors approved the Consent Calendar.

4. NEW BUSINESS

Take action as necessary and appropriate.

4.1 AUTHORIZE STAFF TO EXPLORE TYPE III FIRE ENGINE OPPORTUNITIES

RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Authorize staff to explore potential opportunities to obtain a Type III fire engine, including donation or low-cost transfer options in coordination with the Parks Service, and report back to the Board

On a motion by Director Nelson, seconded by Director Short, motion carried 3/0/2 with Director Kelley and Chair Erler being absent; the Board of Directors authorized staff to explore potential opportunities to obtain a Type III fire engine, including donation or low-cost transfer options in coordination with the Parks Service, and report back to the Board.

5. OLD BUSINESS

Take action as necessary and appropriate.

5.1 APPROVE THE REVISED COST ASSOCIATED WITH THE STRIPING PROJECT

RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Approve the revised cost for the striping project

Following presentation of the staff report, Chief Gillespie escorted the Board members to the apparatus bay to view the apparatus proposed for restriping. The Board reconvened in open session at 5:36 p.m.

Captain Reno, Captain Buell, Captain Smith provided comments regarding the striping project.

On a motion by Director Short, seconded by Director Nelson, motion carried 3/0/2 with Director Kelley and Chair Erler being absent; the Board of Directors approved the revised cost for the striping project and directed that any unspent funds be carried forward into the subsequent fiscal year budget.

6. CHIEFS REPORT

Take action as necessary and appropriate.

UPDATE ON CURRENT MATTERS AND THOSE IN PROGRESS

6.1 RESPONSES OCCURRED BETWEEN: 02-01-26 to 03-31-26

Interim Fire Chief Gillespie informed the Board on the calls for February and March.

6.2 UPCOMING 2X2 MEETING

Interim Fire Chief Gillespie reported the upcoming 2X2 meeting will be held on April 21st, 2026 at 5PM.

6.3 FIRE CHIEF RECRUITMENT UPDATE

Interim Fire Chief Gillespie reported that the Fire Chief recruitment flyer and job description had been drafted and would be published soon.

6.4 PAVING PROJECT

Chief Gillespie noted the paving project will start in late April or early May.

Additionally, Interim Fire Chief Gillespie provided an update on the final cost of the admin office renovation project, which totaled approximately \$2,047.

7. BOARD COMMENTS

The Board expressed interest in pursuing research and planning efforts related to potential kitchen and dorm room renovations.

8. ADJOURNMENT

There being no further business to come before the Board, Vice Chair Maxwell adjourned the meeting at 5:50PM of the Crescent Fire Protection District Board of Directors to the next regularly scheduled meeting on May 11, 2026 at 5:00PM.

ATTEST:

Vanessa Duncan, Clerk of the Board
Crescent Fire Protection District



MINUTES OF THE CRESCENT FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

**SPECIAL MEETING HELD
TUESDAY, APRIL 28, 2026
AT 5:00 P.M.**

1. OPEN SESSION

1.1 CALL TO ORDER

Chair Nelson called the meeting to order at 4:00 PM.

1.2 ROLL CALL

Board members present:

- Chair Jim Erler
- Vice Chair Jon Maxwell
- Director Jim Nelson
- Director Rick Kelley

Board members absent:

- Director Dave Short

Staff members present:

- Administrative Specialist Vanessa Duncan
- Interim Fire Chief Bill Gillespie
- Captain Beau Smith

1.3 FLAG SALUTE

The Pledge of Allegiance was led by Director Kelley.

2. PUBLIC PARTICIPATION

No public comment at this time.

3. NEW BUSINESS

Take action as necessary and appropriate.

3.1 APPROVE UPDATED VOLUNTEER STIPEND PROGRAM

RECOMMENDATION

1. Receive staff report

2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Approve the updated Volunteer Stipend Program, including adjustments to shift stipends, response stipends, and monthly stipend caps
6. Direct staff to implement the approved stipend program effective July 1, 2026, and incorporate associated costs into the FY 2026/2027 budget under Professional Services provided by the City, consistent with the City–District agreement and County budget coding requirements

Vice Chair Maxwell recused himself due to conflict of interest and left the room before discussion.

On a motion by Director Nelson, seconded by Director Kelley, motion carried 3/0/1/1 with Director Short being absent and Vice Chair Maxwell recused; the Board of Directors authorized staff to implement the approved stipend program effective July 1, 2026, and incorporate associated costs into the FY 2026/2027 budget under Professional Services provided by the City, consistent with the City–District agreement and County budget coding requirements.

Vice Chair Maxwell returned to the room following consideration of this item.

3.2 APPROVE UPDATED FIRE CHIEF JOB DESCRIPTION AND RECRUITMENT MATERIALS

RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Approve the updated Fire Chief Job Description
6. Approve the Fire Chief Recruitment Flyer
7. Approve a relocation assistance benefit not to exceed \$10,000 for the Fire Chief position, with costs shared equally between the Crescent Fire Protection District and the City of Crescent City, subject to terms outlined in the employment agreement
8. Authorize staff to proceed with recruitment efforts consistent with the approved job description and recruitment materials

On a motion by Vice Chair Maxwell, seconded by Director Nelson, motion carried 4/0/1 with Director Short being absent; the Board of Directors approved the updated Fire Chief Job Description, approved the Fire Chief Recruitment Flyer, approved a relocation assistance benefit not to exceed \$10,000 for the Fire Chief position with costs shared equally between the Crescent Fire Protection District and the City of Crescent City, and authorized staff to proceed with recruitment efforts consistent with the approved job description and recruitment materials. The Board's approval of the relocation assistance benefit was conditioned upon the employment agreement

requiring submission of documentation supporting relocation expenses prior to reimbursement and including a list of eligible relocation expenses subject to reimbursement.

4. ADJOURNMENT

There being no further business to come before the Board, Chair Erler adjourned the meeting at 5:43 PM of the Crescent Fire Protection District Board of Directors to the next regularly scheduled meeting on May 11, 2026 at 5:00PM.

ATTEST:

Vanessa Duncan, Clerk of the Board
Crescent Fire Protection District

CFPD CLAIMS LIST APRIL -MAY FY26

CLAIM ID	CLAIM DATE	VENDOR	ACCOUNT	AMOUNT	INVOICE#	DESCRIPTION	GRAND TOTAL	
519-3449	4/10/26	CRESCENT CITY WATER	53220	\$ 67.66	005222-000	WATER - HUMBOLDT	\$ 67.66	
519-3450	4/10/26	RECOLOGY DEL NORTE	52325	\$ 205.11	07444649	TRASH FEE - WASHINGTON STATION MARCH 2026	\$ 205.11	
519-3451	4/10/26	CHARTER COMMUNICATIONS	52800	\$ 232.13	177067401040126	CABLE/INTERNET WASHINGTON STATION	\$ 232.13	
519-3452	4/17/26	CRESCENT ACE HARDWARE	53400	\$ 10.81	74263	SCREWDRIVER	\$ 10.81	
519-3452	4/17/26	CRESCENT ACE HARDWARE	52505	\$ 61.15	74263	OFFICE RENOVATION PARTS/SUPPLIES - WASH. STATION	\$ 61.15	
519-3452	4/17/26	CRESCENT ACE HARDWARE	53400	\$ 151.54	74129	BACKPACK SPRAYER FOR WEED KILLER	\$ 151.54	
519-3452	4/17/26	CRESCENT ACE HARDWARE	53350	\$ 34.63	74129	WEED KILLER SPRAY	\$ 34.63	
519-3452	4/17/26	CRESCENT ACE HARDWARE	53350	\$ 49.77	75507	WEED & FEED	\$ 49.77	
519-3452	4/17/26	CRESCENT ACE HARDWARE	53350	\$ 146.25	75374	WAFERBOARD AND WEEDKILLER	\$ 146.25	
519-3452	4/17/26	CRESCENT ACE HARDWARE	53350	\$ (79.15)	75414	WAFERBOARD RETURN (CITY PURCHASE NOT DISTRICT)	\$ (79.15)	
519-3453	4/17/26	PACIFIC POWER & LIGHT CO.	53200	\$ 163.37	61913251-0014	POWER - HUMBOLDT 03/06-04/06/26	\$ 163.37	
TOTAL							\$ 1,043.27	
520-3454	4/21/26	DROWN, RIVERS DBA LAWN & ORDER	52340	\$ 200.00	9392	LAWN CARE - COOPER & BERTSCH	\$ 200.00	PO# 259054
520-3455	4/21/26	CHIMNEY KRAFT	52500	\$ 1,636.12	11699-INV	FIX HEATER -REPLACE MOTOR AND THERMOSTAT AT WASH.	\$ 1,636.12	PO# 259055
520-3456	4/21/26	O'CONNOR & COMPANY	52125	\$ 741.25	0326-32	AUDITING SERVICES FOR PERIOD ENDING MARCH 2026	\$ 741.25	PO# 259056
520-3457	4/21/26	PACIFIC POWER & LIGHT CO.	53200	\$ 1,667.27	62204731-0017	POWER - COOPER & WASHINGTON	\$ 1,667.27	
520-3458	4/21/26	CANON FINANCIAL SERVICES	52600	\$ 204.20	43020226	LEASE PAYMENT - COPIER	\$ 204.20	
520-3459	4/21/26	CRESCENT CITY WATER	53220	\$ 306.72	006251-000	WATER - WASHINGTON 3/10-4/2/26	\$ 306.72	
520-3459	4/21/26	CRESCENT CITY WATER	53220	\$ 22.49	006251-001	WATER - COOPER 3/10-4/2/26	\$ 22.49	
520-3460	4/21/26	U.S. BANK	52505	\$ 500.18	3979	HOME DEPOT - OFFICE RENO. SUPPLIES WASH. STATION	\$ 500.18	
520-3460	4/21/26	U.S. BANK	53305	\$ 1,037.12	3979	AMAZON - DESK FOR OFFICE RENO - REFUNDED	\$ 1,037.12	
520-3460	4/21/26	U.S. BANK	53305	\$ 85.91	3979	AMAZON - FRAMES FOR OFFICE RENO PROJECT	\$ 85.91	
520-3460	4/21/26	U.S. BANK	53305	\$ 38.96	3979	AMAZON - RUG FOR OFFICE RENO PROJECT	\$ 38.96	
520-3460	4/21/26	U.S. BANK	53305	\$ 616.22	3979	AMAZON - FILING CABINET FOR OFFICE RENO PROJECT	\$ 616.22	
520-3460	4/21/26	U.S. BANK	53115	\$ 20.00	3979	OPENAI.COM - CHATGPT SUBSCRIPTION	\$ 20.00	
520-3460	4/21/26	U.S. BANK	53600	\$ 28.81	3979	INTEREST CHARGES	\$ 28.81	
TOTAL							\$ 7,105.25	
521-3461	5/12/26	U.S. BANK	53105	\$ (1,037.12)	3979	AMAZON - REFUND FOR DESK	\$ (1,037.12)	
521-3461	5/12/26	U.S. BANK	52505	\$ 163.76	3979	CAMPTON - OUTSIDE LIGHT FOR WASH. STATION	\$ 163.76	
521-3461	5/12/26	U.S. BANK	52500	\$ 61.65	3979	O'REILLY - OIL FOR GENERATOR	\$ 61.65	
521-3461	5/12/26	U.S. BANK	53115	\$ 20.00	3979	OPENAI.COM - CHATGPT SUBSCRIPTION	\$ 20.00	
521-3461	5/12/26	U.S. BANK	53400	\$ 99.03	3979	AMAZON - CRIMPER TOOL & SECURITY CAMERA	\$ 99.03	
521-3461	5/12/26	U.S. BANK	53600	\$ 41.00	3979	LATE FEE	\$ 41.00	
521-3461	5/12/26	U.S. BANK	53600	\$ 37.73	3979	INTEREST CHARGES	\$ 37.73	
521-3462	5/12/26	ROSS, MATTHEW DBA ROSS JANITORI	52345	\$ 380.00	1154	JANITORIAL SERVICES - WASHINGTON STATION APR '26	\$ 380.00	PO# 259057
521-3463	5/12/26	RECOLOGY DEL NORTE	52325	\$ 205.11	07494941	TRASH FEE - APRIL 2026	\$ 205.11	
521-3464	5/12/26	BLUE STAR GAS	53210	\$ 1,191.85	727247	PROPANE FILL UP - WASHINGTON STATION	\$ 1,191.85	
521-3465	5/12/26	CRESCENT ACE HARDWARE	53350	\$ 69.26	76432	BATTERIES FOR AED	\$ 69.26	
521-3465	5/12/26	CRESCENT ACE HARDWARE	52500	\$ 60.06	77198	PROPANE REGULATOR LIGHTERS	\$ 60.06	
521-3466	5/12/26	CRESCENT CITY WATER	53200	\$ 67.65	005222-000	WATER - HUMBOLDT	\$ 67.65	
521-3467	5/12/26	CHARTER COMMUNICATIONS	52800	\$ 232.13	177067401050126	CABLE/INTERNET WASHINGTON STATION	\$ 232.13	
521-3468	5/12/26	PACIFIC POWER & LIGHT CO.	53200	\$ 47.59	61913251-0014	POWER - HUMBOLDT	\$ 47.59	
TOTAL							\$ 1,639.70	
522-3469	5/19/26	CITY OF CRESCENT CITY	52520	\$ 549.89	7165356	REPLACE BRAKES FOR 5107	\$ 549.89	PO# 259059
522-3469	5/19/26	CITY OF CRESCENT CITY	52520	\$ 574.13	7165357	REPAIR HEATER IN 5108	\$ 574.13	PO# 259058
522-3470	5/21/26	DROWN, RIVERS DBA LAWN & ORDER	52340	\$ 200.00	5266	LAWN CARE - COOPER & BERTSCH	\$ 200.00	PO# 259060
522-3471	5/21/26	CANON FINANCIAL SERVICES	52600	\$ 216.72	43189123	LEASE PAYMENT - COPIER	\$ 216.72	
522-3472	5/21/26	CRESCENT CITY WATER	53220	\$ 22.49	006251-000	WATER - COOPER 04/03/26-05/07/26	\$ 22.49	
522-3472	5/21/26	CRESCENT CITY WATER	53220	\$ 372.67	006251-001	WATER - WASHINGTON 4/3/26-5/7/26	\$ 372.67	
522-3473	5/21/26	DN SOLID WASTE MANAGEMENT	52325	\$ 33.95	30016729	TRASH FEE - APRIL 2026	\$ 33.95	
TOTAL							\$ 1,969.85	
523-3474	5/29/26	ROSS, MATTHEW DBA ROSS JANITORI	52345	\$ 380.00	1170	JANITORIAL SERVICES - WASHINGTON STATION MAY '26	\$ 380.00	PO# 259061
523-3475	5/29/26	PACIFIC POWER & LIGHT CO.	53200	\$ 1,606.61	62204731-0017	POWER - COOPER & WASHINGTON	\$ 1,606.61	
TOTAL							\$ 1,986.61	

CRESCENT FIRE PROTECTION DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: BILL GILLESPIE, INTERIM FIRE CHIEF

DATE: JUNE 8, 2026

**SUBJECT: ESTABLISHMENT OF THE EMERGENCY RESPONSE STAFFING PROGRAM AND
APPROVAL OF RELATED PROGRAM DOCUMENTS**

RECOMMENDATION

Staff recommends that the Board of Directors:

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Adopt Resolution No. 26-001 establishing the Crescent Fire Protection District Emergency Response Staffing Program effective July 1, 2026
6. Approve the Emergency Response Staffing Program Personnel Policy and related program documents, including the Classification Matrix, Compensation Schedule and Methodology, Master Employment Agreement Template, and Assignment Authorization Form.

BACKGROUND

The Crescent Fire Protection District ("District") participates in local, regional, State, and National mutual aid systems, including the California Fire and Rescue Mutual Aid System coordinated through the California Governor's Office of Emergency Services ("Cal OES"). The District also participates in emergency response activities eligible for reimbursement under the California Fire Assistance Agreement ("CFAA"), Emergency Management Assistance Compact ("EMAC"), federal emergency response programs, and other authorized emergency response reimbursement systems.

The District currently utilizes a shared volunteer staffing model in coordination with the City of Crescent City for emergency response operations, mutual aid assignments, training, and related activities. As emergency response reimbursement requirements, labor compliance obligations, payroll administration standards, and documentation requirements have increased, staff has identified the need to establish a formal temporary intermittent staffing structure that allows qualified personnel to be appointed and compensated for authorized District emergency response assignments.

The Program does not replace the District's existing volunteer staffing model. Rather, it establishes a separate temporary intermittent employment structure that allows qualified members of the volunteer roster and other eligible personnel to be compensated for authorized District emergency response assignments while maintaining any separate volunteer status that may exist.

The proposed Emergency Response Staffing Program establishes a framework for temporary intermittent District personnel assigned to local emergency incidents within the District's jurisdiction, move-up coverage, prepositioning assignments, strike-team operations, State and National mutual aid assignments, all-hazard incidents, emergency operations support, and related emergency response activities. The Program is intended to support operational readiness, reimbursement compliance, workforce accountability, and deployment flexibility while preserving the separate legal distinction between City employment, District employment, and volunteer service.

DISCUSSION

The proposed Resolution and Personnel Policy establish the operational and administrative framework for the Emergency Response Staffing Program effective July 1, 2026. Key provisions include:

- Establishment of temporary intermittent, assignment-based District employment classifications for emergency response operations.
- Authorization for the Fire Chief or designee to administer staffing, assignments, qualification verification, payroll coordination, deployment approvals, and operational procedures.
- Establishment of a Fair Labor Standards Act ("FLSA") Section 7(k) twenty-eight (28) day work period for qualifying fire protection personnel.
- Creation of standardized personnel and assignment documentation, including employment agreements and assignment authorization forms.
- Establishment of qualification requirements and deployment classifications consistent with NWCG, CICCIS, Cal OES, and District operational standards.
- Clarification that Program employees remain temporary intermittent, at-will, probationary District employees without entitlement to permanent employment, CalPERS participation, or City employment rights.
- Clarification that personnel may not receive overlapping volunteer stipend compensation for the same compensated assignment period under the Program.

The Program is designed to improve administrative consistency, reimbursement compliance, and operational accountability for District emergency response activities while supporting participation in local, State, and National emergency response systems.

The Program also provides a formal staffing structure for local emergency response operations, including move-up coverage, emergency staffing support, all-hazard response activities, and other authorized emergency response assignments as determined by the District.

Compensation under the Program will be administered through a Board-approved compensation methodology rather than fixed salary amounts. Because emergency response assignments may be reimbursed under different programs, agreements, and agencies, compensation rates may vary depending upon assignment type, reimbursement methodology, funding source, and applicable payroll costs.

The proposed compensation methodology provides flexibility for the District to establish and adjust compensation rates based upon assignment-specific reimbursement rates, salary surveys, employer payroll costs, workers' compensation premiums, unemployment insurance rates, Medicare rates, and other legally required employer expenses. This approach is intended to maintain reimbursement compliance, administrative efficiency, and cost recovery while avoiding the need for frequent amendments to Program documents when reimbursement rates or payroll costs change.

In addition to the Resolution, the Board is being asked to approve the following related Program documents:

1. Emergency Response Staffing Program Personnel Policy
2. Classification Matrix
3. Compensation Schedule and Methodology
4. Master Employment Agreement Template
5. Assignment Authorization Form

These documents establish the administrative, operational, compensation, qualification, and assignment procedures necessary for Program implementation.

FISCAL ANALYSIS

The Emergency Response Staffing Program is intended to support reimbursement-eligible emergency response activities under the CFAA, Cal OES mutual aid system, EMAC, federal emergency response agreements, and other authorized emergency response reimbursement programs. Personnel costs associated with authorized assignments are anticipated to be reimbursable, subject to applicable reimbursement rules, assignment eligibility, and funding availability.

Implementation of the Program may require administrative costs associated with payroll processing, workers' compensation coverage, onboarding, unemployment insurance, Medicare contributions, and personnel administration. Staff anticipates incorporating Program-related expenditures into the Fiscal Year 2026/2027 District budget as part of ongoing emergency response operations and mutual aid participation.

Rather than establishing fixed compensation rates within the Program documents, the proposed compensation methodology allows the District to establish and adjust assignment compensation rates based upon applicable reimbursement methodologies, assignment-specific compensation rates, salary surveys, employer payroll costs, workers' compensation premiums, unemployment

insurance rates, Medicare rates, and other legally required employer expenses. This approach is intended to maintain reimbursement compliance and ensure that compensation structures remain aligned with actual program costs and available reimbursement funding.

ATTACHMENTS

1. Resolution No. 26-001 Establishing the Emergency Response Staffing Program
2. Emergency Response Staffing Program Personnel Policy, including:
 - Exhibit A – Personnel Policy
 - Exhibit B – Classification Matrix
 - Exhibit C – Compensation Schedule and Methodology
 - Exhibit D – Master Employment Agreement Template
 - Exhibit E – Assignment Authorization Form



CRESCENT FIRE PROTECTION DISTRICT

255 W. WASHINGTON BLVD. CRESCENT CITY, CA 95531
office: 707- 464-2421

RESOLUTION NO. 26-001

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT FIRE PROTECTION DISTRICT ESTABLISHING THE EMERGENCY RESPONSE STAFFING PROGRAM AND AUTHORIZING TEMPORARY INTERMITTENT EMPLOYMENT POSITIONS FOR DISTRICT EMERGENCY RESPONSE OPERATIONS, STRIKE-TEAM SERVICES, AND MUTUAL AID ASSIGNMENTS

WHEREAS, the Crescent Fire Protection District ("District") is a fire protection district organized under the Fire Protection District Law and provides fire protection and emergency response services within its jurisdiction, including unincorporated areas of Del Norte County; and

WHEREAS, the District participates in the California Fire and Rescue Mutual Aid System coordinated through the California Governor's Office of Emergency Services ("Cal OES"); and

WHEREAS, the California Fire Assistance Agreement ("CFAA") establishes a reimbursement framework for local government fire resources responding to state and national mutual aid incidents; and

WHEREAS, the District recognizes the importance of maintaining qualified personnel available to support District emergency response operations, including local District incidents, regional incidents, strike-team services, State mutual aid mobilizations, Emergency Management Assistance Compact ("EMAC") assignments, federally coordinated emergency response activities, and other all-hazard emergency incidents; and

WHEREAS, the District and the City of Crescent City ("City") operate under existing agreements for shared fire service administration and volunteer fire service operations, and the District desires to preserve the separate status of City employment, District employment, and volunteer service; and

WHEREAS, the District desires to establish an Emergency Response Staffing Program to provide a flexible staffing structure for temporary intermittent District personnel assigned to District-authorized emergency response operations, strike-team services, mutual aid deployments, prepositioning, move-up coverage, and related assignments; and

WHEREAS, the Board of Directors finds that establishing temporary intermittent emergency response staffing positions will support the District's ability to effectively participate in mutual aid and emergency response systems while maintaining operational readiness and reimbursement compliance under the CFAA and related agreements; and

WHEREAS, the District is not a contracting agency under the California Public Employees' Retirement System ("CalPERS"), and employment under the Program is intended to be District-only, temporary intermittent employment and not City employment, City service, or CalPERS-covered service; and

WHEREAS, the Board of Directors desires to authorize the Fire Chief, or designee, to administer the Emergency Response Staffing Program as the District's authorized agent or designee for District purposes, in accordance with District policies, applicable laws, labor requirements, reimbursement procedures, and any applicable agreement between the District and City.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Crescent Fire Protection District as follows:

1. The Board of Directors hereby establishes the Crescent Fire Protection District Emergency Response Staffing Program ("Program") effective July 1, 2026.
2. The purpose of the Program is to provide temporary intermittent staffing support for District-authorized emergency incidents, strike-team services, State and National mutual aid assignments, Cal OES mobilizations, EMAC deployments, all-hazard incidents, prepositioning assignments, move-up coverage, local District emergency staffing, emergency operations support, and other authorized emergency response activities.
3. The District is authorized to employ temporary intermittent personnel under the Program for assignment-based emergency response activities. Personnel employed under the Program shall serve as at-will, temporary intermittent, probationary employees of the District and shall not be entitled to permanent employment status, guaranteed assignments, guaranteed hours of work, paid leave accruals, retirement benefits, health insurance benefits, or other employee benefits except as otherwise required by applicable law.
4. Positions established under this Program are temporary intermittent District positions. The District is not a CalPERS contracting agency, and employment under this Program is not CalPERS-covered employment. Employment under the Program shall not create City employment, City service, City seniority, City CalPERS service credit, or eligibility for City wages, benefits, leaves, or other employment rights.

5. The Board of Directors hereby approves the Emergency Response Staffing Program Personnel Policy, Classification Matrix, Compensation Schedule and Methodology, Master Employment Agreement Template, and Assignment Authorization Form, substantially in the forms attached as Exhibits A through E, subject to non-substantive corrections. Compensation rates and methodologies may be established and adjusted based upon applicable assignment reimbursement rates, assignment-specific compensation methodologies, employer payroll costs, workers' compensation premiums, unemployment insurance rates, Medicare rates, and other legally required employer expenses.
6. Authorized classifications under the Program may include Emergency Response Firefighter, Emergency Response Apparatus Operator, Emergency Response Company Officer, Emergency Response Battalion Chief, Emergency Response Fireline EMT, Emergency Response Fireline Paramedic, Emergency Response Overhead Personnel, Local Emergency Response Firefighter, Local Emergency Response Apparatus Operator, Local Emergency Response Company Officer, Local Emergency Response Battalion Chief, Local Emergency Response Overhead Personnel, and other temporary intermittent emergency response classifications as approved by the Board or authorized by Board-adopted policy.
7. Personnel assigned to compensated emergency response assignments under this Program shall not receive overlapping volunteer stipend compensation, duty stipend compensation, training stipend compensation, or other volunteer compensation from the City, District, or any City-administered volunteer program for the same hours or assignment period.
8. The Board recognizes that the District and City utilize shared volunteer personnel as part of their joint fire service operations. Volunteer stipend administration, volunteer workers' compensation coverage, and related volunteer administrative functions may be administered through the City pursuant to existing agreements between the District and City. Nothing in this Resolution is intended to modify those existing volunteer service arrangements except to establish that Program assignments must be separately authorized, documented, time kept, and compensated as District employment assignments.
9. Personnel employed under the Program may be compensated in accordance with District-approved compensation schedules, methodologies, personnel policies, operational procedures, and reimbursement provisions authorized under the CFAA, EMAC, federal agreements, State mutual aid systems, or other authorized emergency response reimbursement programs.
10. Personnel assigned to authorized emergency response mobilizations may be compensated on a portal-to-portal basis only when authorized by the District and consistent with

applicable reimbursement agreements, District policies, operational directives, and state and federal labor requirements.

- 11.** The Board hereby establishes a work period pursuant to Section 7(k) of the Fair Labor Standards Act for qualifying employees engaged in fire protection activities under the Program. The declared work period shall be twenty-eight (28) consecutive days beginning on July 1, 2026 at 0000 hours and recurring continuously thereafter unless modified by Board action or written District policy. The Fire Chief, or designee, is authorized to administer overtime and work-period practices consistent with applicable federal and state labor laws and District policies.
- 12.** The Fire Chief, or designee, is authorized to recruit, appoint, supervise, deploy, remove from assignment, and terminate personnel under the Program; establish operational procedures and qualification requirements; verify certifications and incident qualifications; execute assignment-related administrative documents; approve mobilizations and deployments; process or coordinate payroll and reimbursement documentation; establish work assignments and schedules; and administer the Program consistent with applicable District policies and laws.
- 13.** When administering the Program, the Fire Chief and any City-provided administrative personnel act as authorized agents or designees of the District for District purposes only, and not as City employers, City appointing authorities, or agents creating City employment rights.
- 14.** Personnel assigned under the Program shall comply with all applicable District policies and procedures; Cal OES policies; ICS requirements; NIMS standards; safety regulations; reimbursement documentation requirements; qualification standards; injury and exposure reporting requirements; and operational directives applicable to their assigned position.
- 15.** Nothing in this Resolution or the Program is intended to waive, limit, or expand any rights that may be required under the Firefighters Procedural Bill of Rights Act, Government Code section 3250 et seq., or other applicable law. To the extent any such procedural requirement is determined to apply, the District shall administer investigations, interrogations, punitive action, and appeal rights in accordance with applicable law.
- 16.** The Board finds that participation in local, State, and National mutual aid operations serves an important public purpose by supporting emergency preparedness, interagency cooperation, disaster response capabilities, and public safety throughout California and the United States.
- 17.** This Resolution shall take effect on July 1, 2026.

PASSED AND ADOPTED by the Board of Directors of the Crescent Fire Protection District at a regular meeting held on the ____ day of _____, 2026, by the following vote:

AYES:

NOES:

ABSENT:

James Erler, Chair of the Board

ATTEST:

Vanessa Duncan, Clerk of the Board

EXHIBIT A

EMERGENCY RESPONSE STAFFING PROGRAM PERSONNEL POLICY

1. Purpose

The purpose of the Emergency Response Staffing Program (“Program”) is to provide temporary intermittent staffing support for District-authorized emergency response operations, including local emergency incidents within the District’s jurisdiction, move-up coverage, prepositioning assignments, State and National mutual aid assignments, Cal OES mobilizations, EMAC deployments, all-hazard incidents, emergency operations support, and other authorized emergency response activities.

Program assignments are not intended to provide City staffing, unless separately authorized in writing by the District and the City.

2. District-Only Employment Status

Personnel employed under this Program:

- are temporary intermittent at-will employees of the Crescent Fire Protection District (“District”);
- are appointed only for District-authorized assignments or for eligibility to receive such assignments;
- are not entitled to permanent, regular, classified, or career employment status;
- are not guaranteed assignments, deployments, callback rights, or hours of work;
- are not eligible for paid leave accruals, retirement benefits, health insurance benefits, or other employee benefits except as otherwise required by applicable law; and
- are not City of Crescent City employees by virtue of appointment to or service under this Program.

The District is not a contracting agency under the California Public Employees’ Retirement System (“CalPERS”). Employment under this Program is not CalPERS-covered employment and shall not create City employment, City service credit, City seniority, City CalPERS service credit, or eligibility for City wages, benefits, leaves, or other employment rights.

Personnel employed under this Program shall remain in probationary status for the duration of employment under the Program unless the Board of Directors expressly provides otherwise in writing. Employment under this Program may be ended at any time, with or without cause or notice, subject to applicable law. Such employment status does not alter any separate volunteer relationship that may exist with the District and/or the City.

Nothing in this Program, policy, compensation schedule, classification matrix, employment agreement, assignment authorization, or operational procedure shall be construed to create a property interest, vested right, expectancy of continued employment, guaranteed assignments, guaranteed compensation, or entitlement to future appointment or deployment.

3. Separate Volunteer Status; No Overlapping Compensation

The District and the City utilize shared volunteer personnel as part of their joint fire service operations. A person may separately serve as a volunteer and as a temporary intermittent District employee under this Program; however, each assignment must be separately authorized, documented, and timekept in the capacity in which the person is serving.

Personnel shall not receive City volunteer stipends, duty stipends, training stipends, District volunteer stipends, or other volunteer compensation for the same hours or assignment period compensated under this Program. Acceptance of appointment to the Program or acceptance or refusal of a Program assignment shall not by itself alter the individual's separate volunteer status, except as otherwise required for operational qualification, safety, discipline, or compliance with applicable law.

4. Authorized Assignment Scope

Program assignments may include local emergency incidents, emergency staffing support, move-up coverage, prepositioning, strike-team assignments, mutual aid assignments, Cal OES mobilizations, EMAC deployments, federal assignments, all-hazard incidents, emergency operations support, and related emergency response activities authorized by the District.

All assignments performed under this Program shall be considered District employment assignments and not City employment assignments. Nothing in this Policy is intended to prohibit volunteers, City employees, or other authorized personnel from participating in the same incident, assignment, or emergency response operation under their respective volunteer, employment, or assignment status.

5. Authorized Classifications

Authorized classifications under the Program may include:

Deployable Mutual Aid Classifications

- Emergency Response Firefighter
- Emergency Response Apparatus Operator
- Emergency Response Company Officer
- Emergency Response Battalion Chief
- Emergency Response Fireline EMT
- Emergency Response Fireline Paramedic

- Emergency Response Overhead Personnel

Local Emergency Response Staffing Classifications

- Local Emergency Response Firefighter
- Local Emergency Response Apparatus Operator
- Local Emergency Response Company Officer
- Local Emergency Response Battalion Chief
- Local Emergency Response Overhead Personnel

Additional temporary intermittent emergency response classifications may be established by the Board of Directors or, if authorized by Board-adopted policy or resolution, by the Fire Chief as operational needs require.

6. Hiring and Assignment Authority

The Fire Chief, or designee, is authorized to recruit, appoint, deploy, supervise, discipline, remove from assignment, and terminate Program personnel, subject to applicable law and Board-adopted policies. When administering this Program, the Fire Chief and any City-provided administrative personnel act as authorized agents or designees of the District for District purposes only, and not as City employers or City appointing authorities.

Appointments and assignments under this Program shall be made only after completion of District-required onboarding, payroll documentation, qualification verification, and execution of the District's temporary intermittent employment agreement or other District-approved appointment document.

7. Minimum Qualifications

Personnel assigned under this Program shall maintain all certifications, licenses, driver qualifications, training, medical clearances, fitness standards, Red Card or CICC/NWCG qualifications, and incident qualifications required for their assigned classification, resource typing, and assignment. The minimum qualifications for Program classifications shall be established in the District-approved Classification Matrix and may be supplemented by assignment-specific requirements.

Personnel must immediately notify the District of any lapse, suspension, restriction, expiration, or other change affecting required qualifications, licenses, certifications, medical clearances, or ability to perform assigned duties safely.

8. Compensation; Payroll; Timekeeping

Personnel assigned under this Program:

- shall be compensated in accordance with the District-approved Compensation Schedule;

- may be compensated on a portal-to-portal basis only when specifically authorized by the Fire Chief or designee and permitted by applicable reimbursement rules;
- shall comply with District timekeeping, payroll, wage statement, reimbursement documentation, incident documentation, and certification procedures;
- may receive overtime compensation and/or authorized deployment compensation in accordance with applicable law, District policy, and the approved Compensation Schedule; and
- shall not be paid for unauthorized, undocumented, or overlapping volunteer service time.

Authorized emergency response mobilizations and deployments may be compensated at a District-approved deployment rate as reflected in the approved Compensation Schedule. Compensation under this Program shall be limited to the approved assignment classification, authorized hours worked, applicable overtime, authorized deployment compensation, and applicable reimbursement policies.

Compensation rates established under the District-approved Compensation Schedule may be administratively adjusted from time to time to reflect changes in reimbursement methodologies, assignment-specific compensation rates, employer payroll costs, workers' compensation premiums, unemployment insurance rates, Medicare rates, and other legally required employer expenses. Such adjustments shall be consistent with the compensation methodology approved by the Board of Directors and subject to available budget appropriations.

The District shall be the employer of record for Program employment and shall issue required wage and tax documents through the District's payroll process or authorized payroll processor. The District shall maintain or cause to be maintained payroll, timekeeping, personnel, workers' compensation, and reimbursement records required by applicable law and District policy.

9. FLSA Work Period

Qualifying employees engaged in fire protection activities may be assigned a work period pursuant to Section 7(k) of the Fair Labor Standards Act. The declared work period for qualifying personnel shall be twenty-eight (28) consecutive days, beginning on July 1, 2026 at 0000 hours and recurring continuously thereafter unless modified by Board action or written District policy.

Overtime compensation for qualifying personnel shall be administered in accordance with Section 7(k) of the Fair Labor Standards Act, applicable labor laws, District policy, and the approved Compensation Schedule. Classifications, assignments, or duties not qualifying under Section 7(k) shall be compensated in accordance with standard FLSA overtime requirements and applicable law. The District shall review overhead, administrative, support, and mixed-duty assignments to determine whether Section 7(k) applies.

10. Firefighters Procedural Bill of Rights; Probationary Status

Program employees are temporary intermittent, assignment-based, at-will, probationary District employees. Program employees do not obtain permanent, regular, classified, or career status by virtue of appointment to the Program, repeated assignments, deployments, or reappointments. Unless expressly provided otherwise by Board action, Program employees remain probationary for the duration of Program employment and do not complete a probationary period as a condition of Program employment.

Nothing in this Policy is intended to waive, limit, or expand any rights that may be required under the Firefighters Procedural Bill of Rights Act, Government Code section 3250 et seq., or other applicable law. To the extent the Act or any similar procedural requirement is determined to apply, the District shall administer investigations, interrogations, punitive action, and appeal rights in accordance with applicable law.

11. Conduct, Safety, and Operational Compliance

Personnel assigned under this Program shall comply with:

- District policies and procedures;
- applicable assignment policies and reimbursement program requirements;
- Incident Command System (ICS) requirements;
- National Incident Management System (NIMS) standards;
- applicable safety regulations;
- PPE requirements;
- driver safety, vehicle operation, and equipment-use rules;
- timekeeping and reimbursement documentation requirements;
- injury, exposure, accident, and near-miss reporting requirements; and
- operational directives applicable to their assigned position.

Personnel must return District or City equipment, PPE, records, and property upon request, upon completion of assignment, or upon separation from the Program. Use of City facilities, equipment, apparatus, or PPE in connection with Program assignments must be authorized under applicable agreements between the City and District or by authorized command personnel acting within delegated authority.

12. Workers' Compensation; Injury Reporting

Personnel acting within the course and scope of assigned District duties shall be covered by workers' compensation in accordance with applicable law and District coverage. Program employees shall immediately report all injuries, exposures, vehicle accidents, property damage, near misses, or occupational illnesses in accordance with District policy, applicable incident reporting procedures, and applicable workers' compensation reporting requirements.

Volunteer workers' compensation processes administered by the City or otherwise applicable to volunteer service shall not apply to hours or assignment periods compensated as District employment under this Program, except as otherwise required by law or written agreement.

13. Assignment Authorization

The District reserves the right to determine assignment eligibility, deployment approval, staffing needs, operational assignments, classification, compensation authorization, and assignment duration. Personnel may decline assignments unless already mobilized, deployed, or otherwise directed by the District after accepting an assignment.

Each compensated assignment should be documented by a District assignment authorization, incident order, roster, deployment order, or substantially equivalent record identifying, as applicable, the assignment, classification, pay rate, start and end of compensable time, portal-to-portal authorization, supervisor, incident or order number, and documentation requirements.

14. Separation; Removal from Program

The District may separate an employee from the Program, decline to offer future assignments, remove an employee from an assignment, or terminate Program employment at any time, with or without cause or notice, subject to applicable law. Separation from Program employment does not by itself terminate any separate volunteer relationship, unless the District or City separately determines that volunteer status should be modified or terminated under applicable volunteer policies, operational standards, or law.

15. Administration; Conflicts

The Fire Chief, or designee, may issue operational procedures, forms, assignment authorizations, and administrative guidance consistent with this Policy and Board direction. In the event of conflict between this Policy and applicable law, applicable law shall control. In the event of conflict between this Policy and any assignment form, operational procedure, or employment agreement, this Policy and the Board-adopted resolution shall control unless the Board expressly provides otherwise.

EXHIBIT B

CLASSIFICATION MATRIX

Classification	Assignment Type	Minimum Qualifications	FLSA Classification
Emergency Response Firefighter	Deployable Mutual Aid	NWCG Firefighter Type 2 (FFT2); Red Card; applicable NWCG pack test requirements	7(k) Eligible if assigned to qualifying fire protection activities
Emergency Response Apparatus Operator	Deployable Mutual Aid	NWCG Firefighter Type 2 (FFT2); Driver Operator 1A and 1B; appropriate California driver license and endorsements; District apparatus operator approval; Red Card; applicable NWCG pack test requirements	7(k) Eligible if assigned to qualifying fire protection activities
Emergency Response Company Officer	Deployable Mutual Aid	Qualified Company Officer; Engine Boss (ENGB); qualified for assigned position as approved by the Fire Chief; Red Card; applicable NWCG pack test requirements	7(k) Eligible if assigned to qualifying fire protection activities
Emergency Response Battalion Chief	Deployable Mutual Aid	Qualified Chief Officer; qualified for assigned position as approved by the Fire Chief; Red Card; applicable NWCG pack test requirements	7(k) Eligible if assigned to qualifying fire protection activities
Emergency Response Fireline EMT	Deployable Mutual Aid	California EMT; qualified for assigned CICC fireline medical position; Red Card; applicable NWCG pack test requirements	7(k) Eligible if assigned to qualifying fire protection activities
Emergency Response Fireline Paramedic	Deployable Mutual Aid	California Paramedic license; qualified for assigned CICC fireline medical position; Red Card; applicable NWCG pack test requirements	7(k) Eligible if assigned to qualifying fire protection activities
Emergency Response Overhead Personnel	Deployable Mutual Aid	Qualified for assigned overhead position as outlined by CICC or applicable incident qualification standards	Determined by assignment and duties

Classification	Assignment Type	Minimum Qualifications	FLSA Classification
Local Emergency Response Firefighter	Local Staffing	District-approved local response training and qualifications	7(k) Eligible if assigned to qualifying fire protection activities
Local Emergency Response Apparatus Operator	Local Staffing	District-approved apparatus operator training and authorization	7(k) Eligible if assigned to qualifying fire protection activities
Local Emergency Response Company Officer	Local Staffing	District-approved officer qualifications and operational authorization	7(k) Eligible if assigned to qualifying fire protection activities
Local Emergency Response Battalion Chief	Local Staffing	District-approved chief officer qualifications and operational authorization	7(k) Eligible if assigned to qualifying fire protection activities
Local Emergency Response Overhead Personnel	Local Staffing	District-approved local overhead qualifications applicable to assigned duties	Determined by assignment and duties

Additional Qualification Requirement

Deployable Mutual Aid Classifications shall maintain all qualifications, certifications, fitness requirements, and documentation applicable to the assigned resource or incident assignment at the time of mobilization. Local staffing classifications shall maintain District-approved qualifications applicable to the assigned duties and jurisdictional response needs.

EXHIBIT C

EMERGENCY RESPONSE STAFFING PROGRAM COMPENSATION SCHEDULE

Personnel assigned under the Emergency Response Staffing Program shall be compensated according to their assigned classification and the applicable compensation rate authorized by the District for the assignment.

Compensation rates may vary based upon assignment type, reimbursement methodology, incident assignment, funding source, employer payroll costs, workers' compensation premiums, unemployment insurance rates, Medicare rates, and other legally required employer expenses.

Authorized emergency response mobilizations and deployments may be compensated at a deployment rate equivalent to one and one-half (1.5) times the applicable base hourly rate, subject to District authorization, applicable labor laws, and reimbursement eligibility.

Portal-to-portal compensation may apply only when authorized by the District and consistent with applicable reimbursement requirements.

Overtime compensation shall be administered in accordance with applicable law, the District's declared FLSA work period where applicable, and District policy.

Compensation rates may be administratively adjusted from time to time to reflect changes in reimbursement methodologies, assignment-specific compensation rates, employer payroll costs, workers' compensation premiums, unemployment insurance rates, Medicare rates, and other legally required employer expenses, consistent with Board-approved compensation methodologies and available budget appropriations.

EXHIBIT C

ILLUSTRATIVE DISTRICT COMPENSATION CALCULATION

The following example is provided for illustrative purposes only and demonstrates how employer payroll costs are allocated from reimbursement revenue received under the Emergency Response Staffing Program.

STEP 1: ESTABLISH DISTRICT SALARY SURVEY RATE (SUBMITTED TO CAL OES)					
Position	District Base Rate (Employee Wage Only)	Add: Workers' Comp (7.66%)	Add: State UI (3.40%)*	District Salary Survey Rate Submitted to Cal OES	Total Approved Pay (Including Employer Costs)
Battalion Chief	\$38.16	\$2.92	\$1.30	\$42.38	\$42.38
Company Officer	\$29.98	\$2.30	\$1.02	\$33.30	\$33.30
Apparatus Operator	\$29.98	\$2.30	\$1.02	\$33.30	\$33.30
Firefighter / Fireline Medic	\$29.98	\$2.30	\$1.02	\$33.30	\$33.30

* State Unemployment Insurance (UI) rate shown for illustrative purposes only and shall be adjusted to reflect the District's assigned EDD rate.

STEP 2: ALLOCATE EMPLOYER COSTS FROM DISTRICT SALARY SURVEY RATE TO DETERMINE ACTUAL EMPLOYEE WAGE							
Position	District Salary Survey Rate Submitted to Cal OES	Less: Workers' Comp (7.60%)	Less: State UI (3.40%)*	Less: Medicare (1.45%)	Less: Social Security (6.20%)	Total Employer Costs (18.71%)	Actual Employee Wage (District Base Rate) (Paid Rate × 1.5)
Battalion Chief	\$42.38	(\$2.92)	(\$1.30)	(\$0.55)	(\$2.37)	(\$7.14)	\$35.24
Company Officer	\$33.30	(\$2.30)	(\$1.02)	(\$0.43)	(\$1.86)	(\$5.61)	\$27.69
Apparatus Operator	\$33.30	(\$2.30)	(\$1.02)	(\$0.43)	(\$1.86)	(\$5.61)	\$27.69
Firefighter / Fireline Medic	\$33.30	(\$2.30)	(\$1.02)	(\$0.43)	(\$1.86)	(\$5.61)	\$27.69

- District Base Rate (Employee Wage Only) is the amount paid to the employee and is always paid at 1.5 times the employee's regular hourly rate.
- Step 1:** The District adds Workers' Compensation (7.66%) and State Unemployment Insurance (3.40%)* to the District Base Rate to establish the District Salary Survey Rate submitted to Cal OES.
- Step 2:** The District Salary Survey Rate includes amounts to cover all employer costs. The following costs are allocated (backed out) to determine the actual employee wage paid:
 - Workers' Compensation: 7.66% (GSRMA current estimate)
 - State Unemployment Insurance (UI): 3.40%* (This rate is subject to change based on the District's actual UI rate assigned by the EDD.)
 - Medicare: 1.45%
 - Social Security (FICA): 6.20%
- Total Employer Costs = 18.71% of the District Salary Survey Rate.
- Actual Employee Wage (District Base Rate) is calculated as the District Salary Survey Rate less Total Employer Costs.
- This table is for illustrative purposes only. Actual rates and amounts will vary based on current reimbursement rates and actual employer cost rates in effect at the time of deployment.
- Employees hired under the Emergency Response Staffing Program are temporary intermittent at-will employees and are not eligible for CalPERS retirement benefits through the District.

EXHIBIT D

MASTER EMPLOYMENT AGREEMENT TEMPLATE

EMERGENCY RESPONSE STAFFING PROGRAM

TEMPORARY INTERMITTENT EMPLOYMENT AGREEMENT

This Temporary Intermittent Employment Agreement ("Agreement") is entered into between the Crescent Fire Protection District ("District") and:

Employee Name: _____

Classification: _____

Effective Date: _____

Expiration/Review Date, if any: _____

1. Employment Status

Employee is appointed as a temporary intermittent, assignment-based, at-will employee of the District while acting within the course and scope of authorized compensated assignments under the Emergency Response Staffing Program. Employment may be ended at any time, with or without cause or notice, subject to applicable law. Employee shall remain probationary for the duration of Program employment unless the Board expressly provides otherwise in writing.

2. District-Only Employment; No City Employment

Employee acknowledges that employment under this Agreement is solely with the District and not with the City of Crescent City. Program assignments are District employment assignments and are not City employment, City service, or City staffing. The District is not a CalPERS contracting agency, and service under this Agreement is not CalPERS-covered service. Employee does not obtain City seniority, City CalPERS service credit, City benefits, or other City employment rights by accepting appointment or assignments under this Program.

3. No Guaranteed Assignments or Benefits

Employee is not guaranteed assignments, deployments, minimum hours, callback rights, reemployment rights, seniority, paid leave accruals, retirement benefits, health insurance benefits, or other employee benefits except as otherwise required by law.

4. Separate Volunteer Relationship

Employee may separately serve as a volunteer with the District and/or City. This Agreement does not alter any separate volunteer relationship. Employee shall not receive volunteer stipends, duty

stipends, training stipends, or other overlapping volunteer compensation for the same hours or assignment period compensated as District employment under this Program.

5. Assignment Scope

Assignments under this Program may include local emergency incidents, emergency staffing support, move-up coverage, prepositioning, strike-team assignments, mutual aid assignments, Cal OES mobilizations, EMAC deployments, federal assignments, all-hazard incidents, emergency operations support, and related emergency response activities authorized by the District.

All assignments performed under this Program shall be considered District employment assignments and not City employment assignments. Nothing in this Agreement shall prohibit the City from separately assigning City employees to emergency response assignments under the City's employment authority, policies, compensation structure, and applicable agreements.

6. Compensation

Employee shall be compensated in accordance with the District-approved Compensation Schedule and applicable operational policies. Authorized deployments may be compensated at a District-approved deployment rate. Portal-to-portal compensation may apply only when authorized by the District. Overtime compensation and authorized deployment compensation shall be administered in accordance with applicable law, District policy, and the approved Compensation Schedule.

7. Timekeeping and Documentation

Employee shall accurately record and certify all time worked, comply with District payroll and reimbursement documentation procedures, submit required incident and reimbursement records, and promptly correct any inaccurate or incomplete time or compensation record.

8. Qualifications

Employee shall maintain all certifications, licenses, qualifications, medical clearances, fitness standards, and training required for the assigned classification and assignment. Employee shall immediately notify the District of any lapse, suspension, restriction, expiration, or other change affecting required qualifications or ability to perform duties safely.

9. Compliance

Employee shall comply with District policies and procedures; applicable assignment policies and reimbursement program requirements; ICS/NIMS requirements; reimbursement documentation requirements; safety regulations; PPE requirements; injury and exposure reporting requirements; vehicle and equipment rules; and operational directives applicable to the assigned position.

10. Workers' Compensation

Employee shall be covered by workers' compensation while acting within the course and scope of authorized District employment assignments. Employee shall immediately report injuries, exposures, vehicle accidents, property damage, near misses, or occupational illnesses in accordance with District policy and applicable reporting requirements.

11. Property and Equipment

Employee shall use District or City facilities, apparatus, PPE, equipment, and records only as authorized and shall return all property upon request, completion of assignment, or separation from the Program.

12. No Property Interest; No Waiver of Applicable Law

Employee acknowledges that this Agreement does not create a property interest, vested right, expectancy of continued employment, guaranteed assignments, or guaranteed compensation. Nothing in this Agreement is intended to waive, limit, or expand any rights that may be required under the Firefighters Procedural Bill of Rights Act, Government Code section 3250 et seq., or other applicable law.

13. Employee Acknowledgement

I acknowledge that I have read and understand this Agreement and the Emergency Response Staffing Program requirements.

Employee Signature: _____ Date: _____

Fire Chief/Designee: _____ Date: _____

EXHIBIT E

ASSIGNMENT AUTHORIZATION FORM

[TEMPLATE]

Employee Name: _____

Assignment/Incident Name: _____

Incident/Order Number: _____

Assignment Classification: _____

Authorized Pay Rate: \$_____ per hour

Deployment Rate Authorized? Yes ___ No ___

Portal-to-Portal Authorized? Yes ___ No ___

Assignment Start Date/Time: _____

Assignment End Date/Time or Demobilization Trigger: _____

Supervisor/Approving Officer: _____

Location/Jurisdiction: _____

Required Documentation: time records; incident order/roster; travel records; reimbursement records; injury/exposure reports if applicable; other: _____

Employee Acknowledgement: I accept this assignment in the classification and pay status identified above and agree to comply with Program requirements.

Employee Signature: _____ Date: _____

District Approval: _____ Date: _____

CRESCENT FIRE PROTECTION DISTRICT

STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: BILL GILLESPIE, INTERIM FIRE CHIEF

DATE: JUNE 8, 2026

SUBJECT: REVIEW AND APPROVAL OF PRELIMINARY BUDGET FOR FISCAL YEAR 2026–27

BACKGROUND

The Crescent Fire Protection District has prepared the Preliminary Budget for Fiscal Year 2026–27 to guide operational, administrative, and capital expenditures for the upcoming fiscal year. The budget includes estimated revenues and proposed expenditures necessary to maintain fire protection and emergency response services throughout the District.

The FY 2026–27 Preliminary Budget reflects the District's continued commitment to maintaining fiscal stability while supporting essential emergency services, facility maintenance, apparatus replacement obligations, volunteer support programs, and implementation of the District Emergency Response Staffing Program (DERSP).

DISCUSSION:

Key highlights of the FY 2026–27 Preliminary Budget include:

- Continued funding for the shared costs covered under the City and District Agreement.
- Implementation of the District Emergency Response Staffing Program (DERSP), including funding for temporary intermittent emergency response personnel, workers' compensation coverage, payroll processing, and related administrative costs.
- Funding for ongoing facility and equipment maintenance, including apparatus maintenance, station maintenance, utilities, communications systems, and operational supplies.
- Capital expenditures including funding for station alerting system improvements, turnout extractor installation and associated plumbing work, completion of apparatus striping and graphics improvements, and continued vehicle financing obligations.
- Funding has been included to complete the District's apparatus striping and graphics project. The FY 2026–27 budget includes an additional \$10,000 within the Vehicles budget

category to complete fleet identification and branding improvements approved by the Board of Directors.

- Conservative revenue projections based primarily on property tax revenues, fire assessment revenues, equipment rental income, and fire protection service reimbursements.
- Reduction in several expenditure categories where one-time projects completed during FY 2025–26 are not anticipated to continue into FY 2026–27.

The preliminary budget serves as a working financial plan and may be adjusted as additional revenue and expenditure information becomes available prior to adoption of the final budget.

RECOMMENDATION:

Staff recommends the Board of Directors review and approve the FY 2026–27 Preliminary Budget as presented.

FISCAL ANALYSIS

- Projected Revenue: \$1,346,077
- Projected Expenditures: \$1,391,412
- Projected Deficit (Over/Under): (\$45,335)

ATTACHMENTS

1. Preliminary budget for fiscal year 2026-2027

Org	Object	Project	Description	Type	Status	Budget FY 25/26	7/1/25-5/31/26	Expected FY 25/26	Difference	Budget FY 26/27
4001000	41010		Property Taxes Secured	Revenue	Active	425,000.00	418,478.42	425,000.00	6,521.58	\$425,000.00
4001000	41010	PRIOR	Property Taxes Secured	Revenue	Active	0.00	0.00	0.00	0.00	\$0.00
4001000	41015		Property Taxes Unsecured	Revenue	Active	9,000.00	10,369.60	10,369.60	-1,369.60	\$10,000.00
4001000	41015	PRIOR	Property Taxes Unsecured	Revenue	Active	0.00	224.38	224.38	-224.38	\$0.00
4001000	41030		Property Tax Supplemental	Revenue	Active	12,000.00	4,233.24	12,000.00	7,766.76	\$12,000.00
4001000	41055		Property Assessments	Revenue	Inactive	0.00	0.00	0.00	0.00	\$0.00
4001000	41120		Timber Yield Tax	Revenue	Active	0.00	6.02	6.02	-6.02	\$0.00
4001000	42000		Interest	Revenue	Active	54,000.00	0.00	54,000.00	54,000.00	\$54,000.00
4001000	44253		Rent - Building/Land	Revenue	Active	6,000.00	1,395.00	7,395.00	4,605.00	\$6,000.00
4001000	44255		Rent - Equipment	Revenue	Active	39,199.00	34,855.17	39,199.00	4,343.83	\$42,877.00
4001000	45580		HOPTR-Secured/Unsecured	Revenue	Active	5,200.00	2,604.56	5,200.00	2,595.44	\$5,200.00
4001000	48021		Fire Assessment Fee	Revenue	Active	541,000.00	517,380.81	517,380.81	23,619.19	\$541,000.00
4001000	48021	PRIOR	Fire Assessment Fee	Revenue	Active	0.00	21,280.94	21,280.94	-21,280.94	\$0.00
4001000	48100		Sale of Capital Assets	Revenue	Active	0.00	9,001.00	9,001.00	-9,001.00	\$0.00
4001000	48300		Fire Protection Services	Revenue	Active	278,294.00	164,169.59	164,169.59	114,124.41	\$250,000.00
4001000	49010		Insurance Recovery	Revenue	Active	0.00	5,131.37	5,131.37	-5,131.37	\$0.00
4001000	49049		Misc Sales (Non Services)	Revenue	Active	0.00	5,660.00	5,660.00	-5,660.00	\$0.00
			Total Revenue:			1,369,693.00	1,194,790.10	1,276,017.71	174,902.90	\$1,346,077.00

4001000	49710	TR IN-Inter Fund Revenue	Revenue	Active	0.00	0.00	0.00	0.00	\$0.00
4001000	51110	Extra Help	Expense	Active	0.00	0.00	0.00	0.00	\$259,600.00
4001000	51405	Workers Compensation	Expense	Active	0.00	0.00	0.00	0.00	\$15,000.00
4001000	52100	Professional Services	Expense	Active	50,040.00	41,863.19	41,863.19	8,176.81	\$10,000.00
4001000	52125	Accounting/Auditing Services	Expense	Active	12,000.00	3,993.75	3,993.75	8,006.25	\$14,000.00
4001000	52140	Legal Services	Expense	Active	5,000.00	1,507.50	5,000.00	3,492.50	\$5,000.00
4001000	52181	City Admin Services	Expense	Active	1,058,978.00	761,100.23	907,000.00	297,877.77	\$843,009.00
4001000	52325	Waste Disposal Services	Expense	Active	3,500.00	2,245.29	3,000.00	1,254.71	\$3,500.00
4001000	52340	Landscaping Services	Expense	Active	2,400.00	1,800.00	2,400.00	600.00	\$2,400.00
4001000	52345	Janitorial Services	Expense	Active	4,560.00	3,800.00	4,560.00	760.00	\$4,560.00
4001000	52500	Maint - Equipment	Expense	Active	6,000.00	3,338.14	3,338.14	2,661.86	\$6,180.00
4001000	52505	Maint - Struct/Imp Ground	Expense	Active	80,000.00	4,498.27	70,288.27	75,501.73	\$10,000.00
4001000	52520	Maint - Vehicles	Expense	Active	22,000.00	11,403.29	15,000.00	10,596.71	\$20,000.00
4001000	52600	Rents/Leases - Equipment	Expense	Active	2,500.00	2,205.44	2,500.00	294.56	\$2,625.00
4001000	52605	Rents/Leases - Buildings/Land	Expense	Active	0.00	0.00	0.00	0.00	\$0.00
4001000	52700	Insurance - Liability	Expense	Active	37,994.00	37,044.15	37,004.15	949.85	\$28,531.00
4001000	52705	Insurance - Property	Expense	Active	0.00	0.00	0.00	0.00	\$0.00
4001000	52800	Communications/Telephone	Expense	Active	3,500.00	3,067.53	3,500.00	432.47	\$3,675.00
4001000	52810	Advertising/Marketing	Expense	Active	0.00	39.46	39.46	-39.46	\$50.00
4001000	52820	Printing and Binding	Expense	Active	0.00	0.00	0.00	0.00	\$0.00
4001000	52830	Publications and Legal Notices	Expense	Active	300.00	110.00	110.00	190.00	\$300.00
4001000	52900	Training/Conference Expenses	Expense	Active	2,500.00	0.00	0.00	2,500.00	\$2,500.00
4001000	52905	Business Travel/Mileage	Expense	Active	2,500.00	91.50	91.50	2,408.50	\$2,500.00
4001000	53100	Office Supplies	Expense	Active	400.00	468.07	468.07	-68.07	\$500.00
4001000	53105	Office Furniture/Fixtures	Expense	Active	0.00	741.09	741.09	-741.09	\$0.00
4001000	53110	Freight/Postage	Expense	Active	100.00	0.00	0.00	100.00	\$100.00
4001000	53115	Books/Media/Subscriptions	Expense	Active	200.00	329.90	329.90	-129.90	\$400.00
4001000	53120	Memberships/Certifications	Expense	Active	0.00	0.00	0.00	0.00	\$0.00
4001000	53200	Utilities	Expense	Active	21,000.00	17,884.71	21,000.00	3,115.29	\$22,050.00
4001000	53210	Utilities - Propane	Expense	Active	12,000.00	6,525.69	8,000.00	5,474.31	\$10,000.00
4001000	53220	Utilities - Water	Expense	Active	5,500.00	4,886.85	5,500.00	613.15	\$5,775.00
4001000	53250	Fuel	Expense	Active	2,000.00	1,654.22	1,654.22	345.78	\$2,000.00
4001000	53305	Household Expense	Expense	Active	1,500.00	220.70	220.70	1,279.30	\$1,500.00
4001000	53350	Maintenance Supplies	Expense	Active	0.00	0.00	0.00	0.00	\$500.00
4001000	53400	Minor Equipment/Small Tools	Expense	Active	2,500.00	1,448.91	1,448.91	1,051.09	\$2,500.00
4001000	53600	Special Department Expense	Expense	Active	200.00	964.43	1,000.00	-764.43	\$1,000.00
4001000	53636	FF Incentives/Reimbursements	Expense	Active	20,000.00	0.00	20,000.00	20,000.00	\$20,000.00
4001000	54000	Department Allotment	Expense	Active	57,052.00	0.00	0.00	57,052.00	\$0.00
4001000	55300	Building and Improvements	Expense	Active	0.00	0.00	0.00	0.00	\$7,500.00
4001000	55400	Equipment	Expense	Active	45,000.00	16,312.50	16,312.50	28,687.50	\$35,000.00
4001000	55450	Vehicles	Expense	Active	85,000.00	57,037.15	57,037.15	27,962.85	\$48,657.00
4001000	59804	TR OUT-Inter Treasurer	Expense	Active	0.00	0.00	0.00	0.00	\$0.00
4001000	59808	TR OUT-Inter Crescent Fire PD	Expense	Active	0.00	35.86	35.86	-35.86	\$500.00
Total Expenses:					1,546,224.00	986,617.82	1,233,436.86	559,606.18	\$1,391,412.00
Difference:					-176,531.00	208,172.28	42,580.85	-384,703.28	-\$45,335.00

Crescent City Fire & Rescue

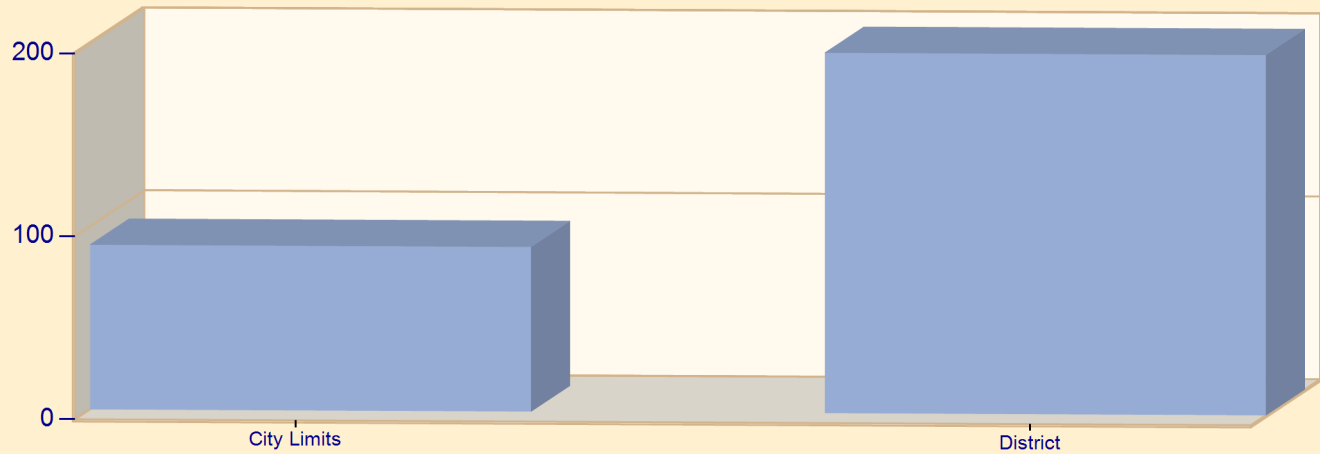
Crescent City, CA

This report was generated on 6/5/2026 12:58:31 PM



Incident Type Count per Zone for Date Range

Start Date: 04/01/2026 | End Date: 05/31/2026



ZONES	INCIDENT TYPE	COUNT
City Limits - City Limits		
	111 - Building fire	1
	131 - Passenger vehicle fire	1
	311 - Medical assist, assist EMS crew	43
	323 - Motor vehicle/pedestrian accident (MV Ped)	3
	324 - Motor vehicle accident with no injuries.	2
	353 - Removal of victim(s) from stalled elevator	1
	412 - Gas leak (natural gas or LPG)	1
	444 - Power line down	1
	445 - Arcing, shorted electrical equipment	1
	553 - Public service	1
	561 - Unauthorized burning	11
	600 - Good intent call, other	1
	611 - Dispatched & cancelled en route	13
	622 - No incident found on arrival at dispatch address	3
	631 - Authorized controlled burning	2
	651 - Smoke scare, odor of smoke	1
	653 - Smoke from barbecue, tar kettle	1
	733 - Smoke detector activation due to malfunction	2
	911 - Citizen complaint	1
	Total Incidents for City Limits - City Limits:	90

Zone information is defined on the Basic Info 3 screen of an incident.
Only REVIEWED incidents included.



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ZONES	INCIDENT TYPE	COUNT
District - District		
	111 - Building fire	3
	118 - Trash or rubbish fire, contained	3
	122 - Fire in motor home, camper, recreational vehicle	2
	131 - Passenger vehicle fire	3
	132 - Road freight or transport vehicle fire	1
	141 - Forest, woods or wildland fire	2
	142 - Brush or brush-and-grass mixture fire	1
	300 - Rescue, EMS incident, other	1
	311 - Medical assist, assist EMS crew	90
	322 - Motor vehicle accident with injuries	7
	323 - Motor vehicle/pedestrian accident (MV Ped)	1
	324 - Motor vehicle accident with no injuries.	7
	381 - Rescue or EMS standby	1
	444 - Power line down	1
	561 - Unauthorized burning	19
	611 - Dispatched & cancelled en route	31
	622 - No incident found on arrival at dispatch address	14
	631 - Authorized controlled burning	4
	651 - Smoke scare, odor of smoke	1
	700 - False alarm or false call, other	1
	733 - Smoke detector activation due to malfunction	2
	743 - Smoke detector activation, no fire - unintentional	1
	745 - Alarm system activation, no fire - unintentional	1
	<i>Total Incidents for District - District:</i>	<i>197</i>
Total Count for all Zone:		287

Zone information is defined on the Basic Info 3 screen of an incident.
Only REVIEWED incidents included.

