



MINUTES OF THE CRESCENT FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

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

1. CLOSED SESSION

1.1 CONFERENCE WITH LABOR NEGOTIATORS

Chair Erler called the meeting to order at 5:00 P.M. The Board convened into closed session at 5:01 P.M.

The Board reconvened in open session at 5:25 P.M.

2. OPEN SESSION

2.1 CALL TO ORDER

The open session began at 5:25 P.M.

2.2 ROLL CALL

Board members present:

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

Board members absent:

- Director Jim Nelson
- Director Dave Short

Staff members present:

- Interim Fire Chief Bill Gillespie
- Administrative Specialist Vanessa Duncan

2.3 FLAG SALUTE

The Pledge of Allegiance was led by Director Kelley

2.4 REPORT OUT OF CLOSED SESSION ACTIONS, IF ANY

No reportable action was taken in closed session.

3. PUBLIC PARTICIPATION

No public comment at this time.

4. CONSENT CALENDAR

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 APRIL-MAY 2026

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

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

On a motion by Vice Chair Maxwell, seconded by Director Kelley, motion carried 3/0/2 with Director Nelson and Director Short being absent; the Board of Directors adopted Resolution No. 26-001 establishing the Crescent Fire Protection District Emergency Response Staffing Program effective July 1, 2026 and approved 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

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

On a motion by Vice Chair Maxwell, seconded by Director Kelley, motion carried 3/0/2 with Director Nelson and Director Short being absent; the Board of Directors approved the Fiscal Year 2026-2027 Preliminary Budget and authorized 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

Interim Chief Gillespie reported on responses for the months of April and May.

7.2 FIRE CHIEF RECRUITMENT UPDATE

Interim Chief Gillespie stated that only one completed packet was submitted; therefore, the City extended the closing date to July 3, 2026.

7.3 WATER-TENDER PAY OFF

Interim Chief Gillespie briefed the Board on his findings and reported that the contract does not appear to allow for early payoff until August 1, 2031.

8. BOARD COMMENTS

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

9. ADJOURNMENT

There being no further business to come before the Board, Chair Erler adjourned the meeting at 6:25 P.M. of the Crescent Fire Protection District Board of Directors to the next regularly scheduled meeting on July 13, 2026 at 5:00PM.

ATTEST:

Vanessa Duncan, Clerk of the Board
Crescent Fire Protection District