



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

**REGULAR MEETING  
HELD  
MONDAY, AUGUST 10, 2026  
AT 5:00 P.M.**

Submit comments via [ccfire@crescentcity.org](mailto: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, August 10, 2026. If you require special accommodation, please contact Administrative Specialist, Vanessa Duncan at 464-2421.

**1. OPEN SESSION**

- 1.1** CALL TO ORDER
- 1.2** ROLL CALL
- 1.3** FLAG SALUTE

**2. 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.*

**3. CONSENT CALENDAR**

- 3.1** APPROVE MINUTES OF THE REGULAR MEETING OF JULY 13, 2026
- 3.2** APPROVAL OF WARRANT CLAIMS FOR PERIOD COVERING JULY 2026

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

**4. NEW BUSINESS**

*Take action as necessary and appropriate.*

**4.1 AUTHORIZE INTERIM FIRE CHIEF BILL GILLESPIE AND ADMINISTRATIVE SPECIALIST VANESSA DUNCAN TO SERVE AS THE DISTRICT'S CAL-CARD PROGRAM ADMINISTRATORS**

**RECOMMENDATION**

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Authorize Interim Fire Chief Bill Gillespie and Administrative Specialist Vanessa Duncan, in her capacity as Administrator of the District Emergency Response Staffing Program, to serve as the District's authorized CAL-Card Program Administrators with full authority to establish, administer, manage, and oversee the Crescent Fire Protection District's CAL-Card Program, including executing required program documents, administering accounts, issuing and managing CAL-Cards, establishing account controls, and performing all other actions necessary for the administration of the District's participation in the State of California CAL-Card Program.

**4.2 DISTRICT EMERGENCY RESPONSE STAFFING PROGRAM (DERSP) ADMINISTRATOR COMPENSATION METHODOLOGY**

**RECOMMENDATION**

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Adopt Resolution No. 26-003 approving Exhibit A - District Emergency Response Staffing Program (DERSP) Administrator Compensation Methodology, and authorize staff to work collaboratively with the City of Crescent City to develop the required amendment to the City-District agreement and return the proposed amendment to the Board for future consideration.

**4.3 ESTABLISHMENT OF THE DISTRICT EMERGENCY RESPONSE STAFFING PROGRAM (DERSP) ADMINISTRATOR EXTRA-DUTY ASSIGNMENT AND APPOINTMENT OF ADMINISTRATOR**

#### RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Adopt Resolution No. 26-004 establishing the District Emergency Response Staffing Program (DERSP) Administrator extra-duty assignment and appointing Vanessa Duncan as Administrator, and authorize staff to work collaboratively with the City of Crescent City to develop the required amendment to the City-District agreement and return the proposed amendment to the Board for future consideration.

#### **4.4 ADOPTION OF DISTRICT CREDIT CARD AND ASSIGNMENT EXPENSE POLICY**

#### RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Adopt the Crescent Fire Protection District Credit Card and Assignment Expense Policy and authorize the Fire Chief and DERSP Administrator to administer the District credit card program in accordance with the adopted policy.

#### **5. OLD BUSINESS**

*Take action as necessary and appropriate.*

NO OLD BUSINESS AT THIS TIME

#### **6. CHIEFS REPORT**

*Take action as necessary and appropriate.*

UPDATE ON CURRENT MATTERS AND THOSE IN PROGRESS

- 6.1** RESPONSES OCCURRED BETWEEN: 07-01-26 to 07-31-26
- 6.2** FIRE CHIEF RECRUITMENT UPDATE
- 6.3** SPECIAL MEETING FOR BUDGET ADOPTION
- 6.4** DISTRICT VEHICLE STRIPING PROJECT

## 7. 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

## 8. ADJOURNMENT

ADJOURN TO THE NEXT REGULARLY SCHEDULED MEETING ON MONDAY, SEPTEMBER 14, 2026 AT 5:00 PM

### **POSTED:**

08/07/2026

/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](http://cfpd.crescentcity.org)*