CRESCENT FIRE PROTECTION DISTRICT
255 W. Washington Blvd., Crescent City, CA 95531
707.464.2421

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; 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

CRESCENT FIRE PROTECTION DISTRICT
255 W. Washington Blvd., Crescent City, CA 95531
707.464.2421

MINUTES OF THE
CRESCENT FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS

REGULAR MEETING HELD
MONDAY, JULY 13, 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 5:00 P.M.

The Board reconvened in open session at 5:12 P.M.

2. OPEN SESSION

2.1 CALL TO ORDER

The open session began at 5:12 P.M.

2.2 ROLL CALL

Board members present:

- Chair Jim Erler
- Director Rick Kelley
- Director Jim Nelson
- Director Dave Short

Board members absent:

- Vice Chair Jon Maxwell

Staff members present:

- Interim Fire Chief Bill Gillespie
- Administrative Specialist Vanessa Duncan

2.3 FLAG SALUTE

The Pledge of Allegiance was led by Director Short

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 JUNE 8, 2026
4.2 APPROVAL OF WARRANT CLAIMS FOR PERIOD COVERING JUNE 2026

On a motion by Director Kelley, seconded by Director Short, motion carried 4/0/1 with Vice Chair Maxwell being absent; the Board of Directors approved the Consent Calendar.

5. NEW BUSINESS

Take action as necessary and appropriate.

5.1 ADOPT RESOLUTION NO. 26-002 ORDERING THE NOVEMBER 3, 2026 DISTRICT ELECTION, REQUESTING THE DEL NORTE COUNTY ELECTIONS DEPARTMENT TO CONDUCT THE ELECTION, AND REQUESTING CONSOLIDATION WITH THE NOVEMBER 3, 2026 STATEWIDE GENERAL ELECTION

RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Adopt resolution No. 26-002 ordering the November 3, 2026 District election, requesting the Del Norte County Elections Department to conduct the election, and requesting consolidation with the November 3, 2026 Statewide General Election
6. Authorize the Clerk of the Board to submit the adopted and signed Resolution and any required District information to the Del Norte County Registrar of Voters

On a motion by Director Nelson, seconded by Director Short, motion carried 4/0/1 with Vice Chair Maxwell being absent; the Board of Directors adopted RESOLUTION NO. 26-002, ORDERING THE NOVEMBER 3, 2026 DISTRICT ELECTION, REQUESTING THE DEL NORTE COUNTY ELECTIONS DEPARTMENT TO CONDUCT THE ELECTION, AND REQUESTING CONSOLIDATION WITH THE NOVEMBER 3, 2026 STATEWIDE GENERAL ELECTION, and authorized the Clerk of the Board to submit the adopted and signed Resolution, together with any other required District information, to the Del Norte County Registrar of Voters.

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: 06-01-26 to 06-30-26
Interim Chief Gillespie reported on responses for the month of June.

7.2 FIRE CHIEF RECRUITMENT UPDATE
Interim Fire Chief Gillespie provided an update on the Fire Chief recruitment process, reporting that the District had received two applications. He also informed the Board that an individual had visited Washington Station earlier that day to express interest in the position. Chief Gillespie advised that he notified the City of the individual's interest, and the City subsequently extended the recruitment period by one additional week.

Chief Gillespie also reviewed the proposed interview panel members and requested that the Board designate one of its members to participate in the interview process. By consensus, the Board nominated Chair Erler to serve as the Board's representative on the interview panel.

7.3 4TH OF JULY ACTIVITIES
Interim Fire Chief Gillespie briefed the Board on the department's activities during the Fourth of July, including the number and types of incidents responded to. He also reported on a volunteer firefighter who sustained a work-related injury during the holiday.

7.4 RECOGNITION OF VOLUNTEERS COMPLETING PROBATIONARY SERVICE
Interim Fire Chief Gillespie recognized volunteer firefighters Brad Loos, Ronan Northrup, Mike Popovitch, and Ben Weiland for successfully completing their probationary service and thanked them for their commitment to the department.

7.5 DISTRICT VEHICLE STRIPING PROJECT
Interim Fire Chief Gillespie provided an update on the District vehicle striping project, reporting that two vehicles remained to be completed, with Engine 5112 scheduled to be striped last.

Chief Gillespie also informed the Board that District Benefit Assessment Oversight Committee member Dave Saylor had submitted his resignation from the committee.

8. BOARD COMMENTS

No comment at this time.

9. ADJOURNMENT

There being no further business to come before the Board, Chair Erler adjourned the meeting at 5:36 P.M. of the Crescent Fire Protection District Board of Directors to the next regularly scheduled meeting on August 10, 2026 at 5:00PM.

ATTEST:

_____
Vanessa Duncan, Clerk of the Board
Crescent Fire Protection District

CFPD CLAIMS LIST JULY FY26

CLAIM ID	CLAIM DATE	VENDOR	ACCOUNT	AMOUNT	INVOICE#	DESCRIPTION	GRAND TOTAL	
527-3486	7/1/26	CANON FINANCIAL SERVICES	52600	$ 178.74	43355260	LEASE PAYMENT - COPIER	$ 178.74	
						TOTAL	**$ 178.74**	
529-3494	7/14/26	CHARTER COMMUNICATIONS	52800	$ 232.13	177067401070126	CABLE/INTERNET - WASHINGTON STATION	$ 232.13	
529-3495	7/14/26	GSRMA	52700	$ 41,322.45		LIABILITY, PROPERTY, AND AUTO INSURANCE	$ 41,322.45	
529-3495	7/14/26	GSRMA	51405	$ 1,120.28		WORKERS COMP INSURANCE	$ 1,120.28	
529-3496	7/14/26	COMMUNITY FIRST NATIONAL BANK	55450	$ 38,656.32	84490	WATER TENDER LEASE PAYMENT	$ 38,656.32	
						TOTAL	**$ 81,331.18**	PO# 259062
530-3497	7/21/26	CITY OF CRESCENT CITY	52181	$ 195,419.00	7166084	FIRE SERICE PER AGREEMENT 4TH QTR BILL PAID IN FY 26/27	$ 195,419.00	PO# 259063
						TOTAL	**$ 195,419.00**	

CRESCENT FIRE PROTECTION DISTRICT
STAFF REPORT

TO: **BOARD OF DIRECTORS**

FROM: **BILL GILLESPIE, INTERIM FIRE CHIEF**

DATE: **AUGUST 10, 2026**

SUBJECT: **AUTHORIZATION OF CAL-CARD PROGRAM ADMINISTRATORS**

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. 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.

BACKGROUND

The Crescent Fire Protection District has enrolled in the State of California CAL-Card Program to provide an efficient and secure purchasing method for authorized District operations, including emergency response activities and other approved District expenditures. The CAL-Card Program is administered through U.S. Bank under the State of California's commercial card program.

Administration of the CAL-Card Program requires designated individuals who are authorized to establish accounts, execute participation documents, communicate with U.S. Bank and the California Department of General Services, issue and manage purchasing cards, establish account controls, monitor card activity, and ensure compliance with applicable program requirements and District policies.

The District's enrollment documents identify Administrative Specialist Vanessa Duncan as the Agency Point of Contact and designate both Interim Fire Chief Bill Gillespie and Administrative Specialist Vanessa Duncan as the officials responsible for administration of the CAL-Card Program and control of public funds associated with the program.

DISCUSSION

Formal Board authorization is recommended to clearly establish the authority of the Interim Fire Chief and Administrative Specialist to administer the District's CAL-Card Program on behalf of the District.

Approval of this item will authorize the Interim Fire Chief and Administrative Specialist to establish and administer CAL-Card accounts, execute required agreements and certifications, issue and manage District CAL-Cards, establish spending limits and account controls, add or remove authorized cardholders, reconcile and monitor account activity, communicate directly with U.S. Bank and the California Department of General Services, and perform all other administrative actions necessary for the effective operation of the District's CAL-Card Program.

Providing this authority ensures efficient administration of the program while maintaining appropriate oversight, internal controls, and compliance with State of California CAL-Card Program requirements and District purchasing policies. The requested authorization is administrative in nature and does not modify existing Board approval requirements for expenditures or purchasing authority established by District policy.

FISCAL ANALYSIS

Approval of this item will not have a direct fiscal impact. The requested authorization establishes administrative authority for management of the District's CAL-Card Program and does not authorize additional expenditures beyond those otherwise approved through the District's budget and purchasing policies.

The CAL-Card Program is expected to improve purchasing efficiency, provide enhanced transaction controls and reporting, and streamline procurement for authorized District operations while maintaining accountability for public funds.

CRESCENT FIRE PROTECTION DISTRICT
STAFF REPORT

TO: **BOARD OF DIRECTORS**

FROM: **BILL GILLESPIE, INTERIM FIRE CHIEF**

DATE: **AUGUST 10, 2026**

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

RECOMMENDATION

Staff recommends that the Board:

1. Receive the staff report.
2. Ask technical questions of staff.
3. Receive public comment.
4. Discuss the item.
5. Adopt Resolution No. 26-003 approving Exhibit A - District Emergency Response Staffing Program (DERSP) Administrator Compensation Methodology, including a fixed monthly stipend established using a three-year historical reimbursable emergency response activity benchmark; a minimum compensation floor of $800.00 per month; annual recalculation during the budget development process; and a retroactive effective date of July 1, 2026, contingent upon approval of the required City-District agreement amendment.
6. Authorize staff to present the approved compensation methodology to the City of Crescent City and work collaboratively with the City to develop an amendment to the Agreement Between the City of Crescent City and the Crescent Fire Protection District implementing the methodology, reimbursement process, and related administrative provisions, and return the proposed amendment to the Board for future consideration.

BACKGROUND

The Crescent Fire Protection District established the District Emergency Response Staffing Program (DERSP) to provide qualified District personnel for local emergency response, mutual aid, prepositioning, state mobilizations, and federal assignments. The program was created to allow volunteer firefighters to participate in state and federal mutual aid assignments while ensuring the District remains compliant with the Fair Labor Standards Act (FLSA) by employing participating personnel through the District during those assignments.

Administration of the program is necessary to ensure the District remains compliant with applicable employment, payroll, reimbursement, and documentation requirements established by Cal OES and other cooperating agencies. The DERSP Administrator is responsible for day-to-

day management and administration of the program, including employee recruitment and onboarding, personnel records, payroll processing, reimbursement documentation, coordination with Cal OES and the County Auditor, salary surveys, policy development, budget tracking, financial reporting, and overall program administration.

Because of the complexity of these requirements, DERSP requires dedicated management to remain operational and compliant. Without dedicated administration, the District would either need to outsource these responsibilities or significantly reduce its ability to administer the program and process reimbursement documentation.

DISCUSSION

Staff recommends establishing a fixed monthly stipend using a three-year historical reimbursable emergency response activity benchmark. Because DERSP is newly established, sufficient historical DERSP operating data does not yet exist for the initial calculation. The District will therefore use historical financial activity associated with reimbursable emergency response assignments of the type now administered through DERSP. This information is used solely as an objective benchmark for the anticipated scope, complexity, and continuing administrative responsibility associated with the assignment. The stipend is not a commission, incentive payment, or percentage entitlement to District revenue, reimbursements, or amounts collected by the District.

The proposed methodology calculates the average historical reimbursable emergency response activity benchmark for the applicable three-year period, applies a five percent (5%) compensation factor to that average, and divides the resulting annual stipend into twelve equal monthly payments.

The proposed methodology also establishes a minimum compensation floor of $800.00 per month. The monthly stipend will be recalculated annually, but will not be reduced below $800.00. This recognizes that the administrative responsibilities necessary to operate and maintain DERSP continue regardless of annual program activity.

For Fiscal Year 2026/27, the initial benchmark uses historical financial activity associated with reimbursable emergency response assignments of the type now administered through DERSP: FY 2022/23 ($55,479.54), FY 2023/24 ($523,549.87), and FY 2024/25 ($261,516.14). The three-year total is $840,545.55; the average is $280,181.85; five percent of the average is $14,009.09; and the resulting fixed monthly stipend is $1,167.42.

Beginning with each subsequent fiscal year, the stipend will be recalculated during annual budget development using three completed fiscal years for which substantially complete financial information regarding reimbursable emergency response activity is available. As DERSP develops sufficient operating history, DERSP-specific financial activity may be used as the historical benchmark. The most recently completed fiscal year may be excluded when its financial information is not sufficiently complete to provide a reliable benchmark.

Approval will provide direction for staff to work with the City of Crescent City on an amendment to the existing City-District agreement. The proposed compensation is intended to be effective retroactive to July 1, 2026, if the required amendment is subsequently approved.

The DERSP Administrator will maintain a monthly record of hours dedicated to DERSP administration. Administrative Specialist time devoted specifically to DERSP will be tracked separately for billing to the District in accordance with the amended agreement. Reimbursement for documented work time is separate from the fixed monthly stipend.

FISCAL ANALYSIS

If the required City-District agreement amendment is approved, the DERSP Administrator stipend for Fiscal Year 2026/27 will be $1,167.42 per month ($14,009.09 annually), effective retroactive to July 1, 2026. Future annual calculations will be made under Exhibit A and will not reduce the monthly stipend below $800.00.

DERSP-specific Administrative Specialist work time will be documented separately and billed to the District in accordance with the amended agreement. Funding is available within the District Emergency Response Staffing Program administrative budget.

ATTACHMENTS

1. Resolution No. 26-003 - DERSP Administrator Compensation Methodology
2. Exhibit A - DERSP Administrator Compensation Methodology

CRESCENT FIRE PROTECTION DISTRICT

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

RESOLUTION NO. 26-003

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT FIRE PROTECTION DISTRICT ADOPTING A COMPENSATION METHODOLOGY FOR THE DISTRICT EMERGENCY RESPONSE STAFFING PROGRAM (DERSP) ADMINISTRATOR EXTRA-DUTY ASSIGNMENT

WHEREAS, the Crescent Fire Protection District has established the District Emergency Response Staffing Program (DERSP) to support District-authorized emergency response assignments and temporary intermittent emergency response staffing positions; and

WHEREAS, administration of DERSP requires continuing responsibility for personnel administration, payroll coordination, qualification tracking, reimbursement documentation, fiscal oversight, compliance activities, records management, and related administrative functions; and

WHEREAS, the Board of Directors desires to establish a transparent, objective, and predictable method for determining compensation for the DERSP Administrator extra-duty assignment; and

WHEREAS, because DERSP is newly established, sufficient historical DERSP operating data does not yet exist for the initial compensation calculation, and the Board finds that historical financial activity associated with reimbursable emergency response assignments of the type now administered through DERSP provides an appropriate benchmark for evaluating the anticipated scope, complexity, and continuing administrative responsibility associated with the assignment; and

WHEREAS, the proposed methodology uses a three-year average of historical financial activity associated with reimbursable emergency response assignments of the type now administered through DERSP as a compensation benchmark and does not create a commission, incentive payment, or percentage entitlement to District revenue, reimbursements, or amounts collected by the District; and

WHEREAS, the proposed methodology establishes a minimum monthly compensation floor of Eight Hundred Dollars ($800.00) in recognition of the continuing administrative responsibilities required to maintain DERSP regardless of annual program activity; and

WHEREAS, for Fiscal Year 2026-27, application of the proposed methodology results in an annual stipend of Fourteen Thousand Nine Dollars and Nine Cents ($14,009.09), payable as a fixed monthly stipend of One Thousand One Hundred Sixty-Seven Dollars and Forty-Two Cents ($1,167.42); and

WHEREAS, implementation of the compensation arrangement is contingent upon approval of an amendment to the Agreement Between the City of Crescent City and the Crescent Fire Protection District addressing the compensation methodology, reimbursement process, and related administrative provisions.

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

1. Adopts the District Emergency Response Staffing Program (DERSP) Administrator Compensation Methodology attached hereto as Exhibit A and incorporated herein by reference.

2. Establishes the Fiscal Year 2026-27 DERSP Administrator stipend at $14,009.09 annually, payable as a fixed monthly stipend of $1,167.42, in accordance with Exhibit A.

3. Establishes a minimum compensation floor of $800.00 per month for future annual stipend calculations under the adopted methodology.

4. Directs that the DERSP Administrator stipend be recalculated annually during the District's budget development process using the methodology established in Exhibit A.

5. Authorizes staff to work collaboratively with the City of Crescent City to develop an amendment to the Agreement Between the City of Crescent City and the Crescent Fire Protection District implementing the approved compensation methodology, reimbursement process, and related administrative provisions, and to return the proposed amendment to the Board for future consideration.

6. Provides that the Fiscal Year 2026-27 stipend shall be effective retroactive to July 1, 2026, only upon approval and effectiveness of the required City-District agreement amendment.

PASSED AND ADOPTED by the Board of Directors of the Crescent Fire Protection District at a regular meeting held on the 10th day of August, 2026, by the following vote:

AYES:

NOES:

ABSENT:

_____

James Erler, Chair of the Board

ATTEST:

_____

Bill Gillespie, Interim Fire Chief

EXHIBIT A

DISTRICT EMERGENCY RESPONSE STAFFING PROGRAM (DERSP) ADMINISTRATOR

COMPENSATION METHODOLOGY

Effective July 1, 2026

Purpose

This Compensation Methodology establishes an objective process for determining the fixed monthly stipend for the District Emergency Response Staffing Program (DERSP) Administrator extra-duty assignment. Because DERSP is newly established, sufficient historical DERSP operating data does not yet exist for the initial calculation. Historical financial activity associated with reimbursable emergency response assignments of the type now administered through DERSP will therefore be used as an objective benchmark for the anticipated scope, complexity, and continuing administrative responsibility associated with the assignment.

Annual Stipend Calculation

For Fiscal Year 2026/27, the District shall establish the compensation benchmark using the three-year average of historical financial activity associated with reimbursable emergency response assignments of the type now administered through DERSP. The three-year average shall be multiplied by five percent (5%) to determine the annual stipend, and the annual stipend shall be divided by twelve (12) to establish the fixed monthly stipend.

The stipend is compensation for accepting and performing the continuing responsibilities of the DERSP Administrator extra-duty assignment. It is not a commission, incentive payment, or percentage entitlement to District revenue, reimbursements, or amounts collected by the District.

Selection of Applicable Fiscal Years

The calculation shall use three completed fiscal years for which substantially complete financial information regarding reimbursable emergency response activity is available. The most recently completed fiscal year may be excluded when its financial information is not sufficiently complete to provide a reliable historical benchmark. As DERSP develops sufficient operating history, DERSP-specific financial activity may be used as the historical benchmark in future annual calculations.

Minimum Compensation Floor

The monthly stipend shall not be less than Eight Hundred Dollars ($800.00) per month. The $800.00 amount is a minimum compensation floor only. If the annual calculation produces a monthly stipend greater than $800.00, the higher calculated amount shall apply.

Annual Recalculation

The stipend shall be recalculated annually during the District's budget development process using this approved methodology. The recalculated amount shall establish the fixed monthly stipend for the upcoming fiscal year, subject to the minimum compensation floor.

Fiscal Year 2026/27 Calculation

Fiscal Year	**Historical Reimbursable Emergency Response Activity**
FY 2022/23	$55,479.54
FY 2023/24	$523,549.87
FY 2024/25	$261,516.14
Three-Year Total	$840,545.55
Three-Year Average	$280,181.85
5% Compensation Benchmark	$14,009.09

FY 2026/27 Fixed Monthly Stipend: $1,167.42

Effective Date and Implementation

The Fiscal Year 2026/27 stipend established under this methodology is intended to be effective retroactive to July 1, 2026, contingent upon approval of an amendment to the Agreement Between the City of Crescent City and the Crescent Fire Protection District implementing the compensation methodology, reimbursement process, and related administrative provisions.

Administrative Time and City Reimbursement

The DERSP Administrator shall maintain a monthly record of time dedicated to DERSP administration. Administrative Specialist work time devoted specifically to DERSP shall be tracked separately and, following approval of the applicable City-District agreement amendment, billed to the District at 100% of the applicable personnel cost.

Reimbursement of documented work time is separate from the fixed monthly stipend established under this Compensation Methodology.

Board Review

This Compensation Methodology may be reviewed and amended by the Board of Directors. Annual application of the approved methodology does not require a year-end true-up or variable incentive payment.

TO: **BOARD OF DIRECTORS**

FROM: **BILL GILLESPIE, INTERIM CHIEF**

DATE: **AUGUST 10, 2026**

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

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. 26-004 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT FIRE PROTECTION DISTRICT ESTABLISHING THE EXTRA-DUTY ASSIGNMENT OF DISTRICT EMERGENCY RESPONSE STAFFING PROGRAM ADMINISTRATOR AND APPOINTING VANESSA DUNCAN AS ADMINISTRATOR
6. Authorize staff to work collaboratively with the City to develop an amendment to the Agreement Between the City of Crescent City and the Crescent Fire Protection District implementing the approved DERSP Administrator compensation methodology, reimbursement process, and related administrative provisions, and return the proposed amendment to the Board for future consideration.

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.

On June 8, 2026, the District established the District Emergency Response Staffing Program (DERSP), which established a 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 DERSP 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 DERSP 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

While the Board has established the DERSP, it has been determined that for the program to be successful, administration of the program requires ongoing coordination of personnel records, payroll documentation, qualification tracking, reimbursement documentation, compliance activities, and other related administrative functions. For this to occur, responsibility for administration of the program needs to be assigned to a designated individual to monitor and promote accountability, continuity, efficiency, and proper fiscal oversight. To accomplish this program management and oversight, establishment of the DERSP Administrator as an extra-duty assignment is the most effective method of administering the Program.

From the inception of the development of the DERSP, Administrative Specialist Vanessa Duncan has been the lead and primary person assigned to research the program; develop payroll procedures; investigate and establish workers' compensation, Medicare, and other required employer coverage and tax processes; coordinate with Del Norte County on assignment payroll requirements; update the personnel salary survey with Cal OES; and compile and/or develop required personnel information, tax forms, and other documents necessary to allow the program to operate efficiently and legally. The workload thus far has been considerable, and Ms. Duncan has developed a thorough working knowledge of the current program.

The purpose of the DERSP Administrator is to coordinate and administer the DERSP and associated temporary intermittent emergency response staffing positions. The DERSP Administrator shall:

- Coordinate onboarding documentation for Program personnel.
- Maintain personnel files and required employment records.
- Track qualifications, certifications, CICCS qualifications, Red Card status, medical clearances, and deployment eligibility.
- Maintain emergency contact forms, driver authorization forms, qualification verification records, and related documentation.
- Coordinate payroll documentation associated with Program assignments.
- Review, organize, and help process timesheets, F-42s, FC-33s, and related payroll documents.

- Coordinate payroll claim documentation for submission through the County Auditor.
- Maintain records supporting reimbursement requests, cost recovery claims, audits, and fiscal reporting requirements.
- Assist with workers' compensation, unemployment insurance, payroll tax, and related personnel administration activities.
- Assist the Fire Chief with Program reporting, budget preparation, policy administration, and compliance matters.
- Perform other Program-related administrative duties assigned by the Fire Chief.

The DERSP Administrator serves under direction of the Fire Chief and at the pleasure of the Board of Directors and may be removed from the assignment at any time. Nothing in this assignment description shall be construed as creating a property interest, employment contract, or guarantee of continued assignment.

Because the DERSP Administrator is an extra-duty assignment, the District has indicated the need to establish a fixed monthly stipend for the assignment. In establishing the fixed monthly stipend amount, the Board has considered the additional duties associated with the Program, the anticipated administrative workload, historical mutual aid activity, and availability of District funding.

Vanessa Duncan currently holds the position of Administrative Specialist with the City of Crescent City and provides administrative services to the Fire Department and District under the existing City-District cost-sharing arrangement. The position is funded through a 50-50 cost share between the Crescent Fire Protection District and the City of Crescent City, with Ms. Duncan employed by the City. Because the DERSP is fully under and within the District, there is a concern for the City and District regarding DERSP work being conducted during normal business hours. While requiring the Administrator to conduct Program work off duty or through the use of vacation leave was explored initially, District legal counsel advised against this because the Administrative Specialist position is non-exempt, and requiring after-hours work could create overtime, regular-rate, and payroll issues. A cleaner method would be for the Program Administrator to track hours spent performing DERSP duties, with Administrative Specialist hours spent performing DERSP duties tracked separately and the City billing the District for 100% of the applicable personnel cost associated with those DERSP-specific hours.

If the Board approves the appointment of Vanessa Duncan as the DERSP Administrator, the Board will need to direct staff to work collaboratively with the City of Crescent City to amend the Agreement Between the City of Crescent City and The Crescent Fire Protection District Regarding Emergency and Fire Response Services. The necessary amendment would contain language to reflect DERSP Administrator duties, compensation methodology, tracking time specific to the Program, and reimbursement to the City for 100% of the applicable personnel cost associated with DERSP-specific

hours. This amendment would be brought back to the District and City for approval.

The proposed Resolution and Assignment Description establish the operational and administrative framework for the Emergency Response Staffing Program Administrator extra-duty assignment effective July 1, 2026. Key provisions include:

- Establishes the extra-duty assignment of Emergency Response Staffing Program Administrator.
- Adopts the Assignment Description attached as Exhibit A.
- Recognizes and incorporates the DERSP Administrator Compensation Methodology previously adopted by the Board through Resolution No. 26-003.
- Authorizes funding for the assignment and fixed monthly stipend within the Fiscal Year 2026-27 budget and future budgets as approved by the Board effective July 1, 2026.
- Appoints Vanessa Duncan to the Emergency Response Staffing Program Administrator extra-duty assignment effective July 1, 2026, subject to the terms established by this Resolution.
- The assignment shall continue until modified or terminated by the Board of Directors.

The DERSP Administrator extra-duty assignment is designed to improve administrative consistency, reimbursement compliance, and operational accountability for the DERSP and related emergency response activities while supporting participation in local, State, and National emergency response systems.

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

1. Assignment Description attached as Exhibit A.
2. DERSP Monthly Time Tracking Estimate

FISCAL ANALYSIS

The DERSP Administrator is intended to support and administer the District's Emergency Response Staffing Program. Staff recommends incorporating Program-related expenditures into the Fiscal Year 2026/2027 District budget as part of ongoing emergency response operations and mutual aid participation.

In addition to the DERSP Administrator Compensation Methodology presented separately at the August 10, 2026, meeting, there will be an additional cost associated with Administrative Specialist work time devoted specifically to DERSP. The Administrative Specialist position is ordinarily funded through the existing City-District cost-sharing arrangement. However, because DERSP is a District program, staff proposes that Administrative Specialist hours worked specifically on DERSP be tracked separately and billed to the District at 100% of the applicable personnel cost.

The current Administrative Specialist (AS) wage is $31.64 per hour. Staff estimates that DERSP administration will require an average of approximately 12 hours per month under typical operating conditions. Actual hours will vary based on Program activity,

including periods of increased mutual-aid deployments, payroll processing, reimbursement activity, onboarding, and other administrative requirements.

Based on the current hourly wage and an estimated average of 12 hours per month, the projected cost is:

- AS hourly wage: $31.64
- Estimated 12 hours per month: $379.68
- Estimated annual cost: $4,556.16

Actual costs will be based on DERSP-specific hours worked and billed to the District in accordance with the amendment to the City-District agreement.

ATTACHMENTS

1. Resolution No. 26-004 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT FIRE PROTECTION DISTRICT ESTABLISHING THE EXTRA-DUTY ASSIGNMENT OF DISTRICT EMERGENCY RESPONSE STAFFING PROGRAM ADMINISTRATOR AND APPOINTING VANESSA DUNCAN AS ADMINISTRATOR
2. Assignment Description attached as Exhibit A
3. DERSP Monthly Time Tracking Estimate

CRESCENT FIRE PROTECTION DISTRICT

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

RESOLUTION NO. 26-004

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT FIRE PROTECTION DISTRICT ESTABLISHING THE EXTRA-DUTY ASSIGNMENT OF DISTRICT EMERGENCY RESPONSE STAFFING PROGRAM ADMINISTRATOR AND APPOINTING VANESSA DUNCAN AS ADMINISTRATOR

WHEREAS, the Crescent Fire Protection District has established the Emergency Response Staffing Program to support District-authorized emergency response assignments and temporary intermittent emergency response staffing positions; and

WHEREAS, administration of the Program requires ongoing coordination of personnel records, payroll documentation, qualification tracking, reimbursement documentation, compliance activities, and related administrative functions; and

WHEREAS, the Board of Directors finds that assigning responsibility for administration of the Program to a designated individual will promote accountability, continuity, efficiency, and proper fiscal oversight; and

WHEREAS, the Board of Directors has determined that an extra-duty assignment is the most effective method of administering the Program and has recommended an appointment to fulfill these responsibilities; and

WHEREAS, the Board of Directors has separately approved the DERSP Administrator Compensation Methodology establishing compensation for the District Emergency Response Staffing Program Administrator extra-duty assignment effective July 1, 2026; and

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

1. Recognizes and incorporates the DERSP Administrator Compensation Methodology previously approved by the Board for the District Emergency Response Staffing Program Administrator extra-duty assignment.

2. Establishes the District Emergency Response Staffing Program Administrator as an extra-duty assignment responsible for the administration and coordination of the District Emergency Response Staffing Program, as further described in Exhibit A.

3. Adopts the Assignment Description attached as Exhibit A.

4. Authorizes funding for the assignment and stipend in accordance with the previously approved DERSP Administrator Compensation Methodology within the Fiscal Year 2026-27 budget effective July 1, 2026, and future budgets as approved by the Board.

5. Appoints Vanessa Duncan to the District Emergency Response Staffing Program Administrator extra-duty assignment effective July 1, 2026, subject to the terms established by this Resolution.

6. The assignment shall continue until modified or terminated by the Board of Directors.

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:

_____

Bill Gillespie, Interim Fire Chief

EXHIBIT A

DISTRICT EMERGENCY RESPONSE STAFFING PROGRAM (DERSP)

ADMINISTRATOR ASSIGNMENT DESCRIPTION

Extra-Duty Assignment

Reports To:

Fire Chief

Assignment Purpose

To coordinate and administer the Crescent Fire Protection District Emergency Response Staffing Program and associated temporary intermittent emergency response staffing positions.

Assignment Duties

The Emergency Response Staffing Program Administrator shall:

Coordinate onboarding documentation for Program personnel.

Maintain personnel files and required employment records.

Track qualifications, certifications, CICCS qualifications, Red Card status, medical clearances, and deployment eligibility.

Maintain emergency contact forms, driver authorization forms, qualification verification records, and related documentation.

Coordinate payroll documentation associated with Program assignments.

Review, organize, and help process timesheets, F-42s, FC-33s, and related payroll documents.

Coordinate payroll claim documentation for submission through the County Auditor.

Maintain records supporting reimbursement requests, cost recovery claims, audits, and fiscal reporting requirements.

Assist with workers' compensation, unemployment insurance, payroll tax, and related personnel administration activities.

Assist the Fire Chief with Program reporting, budget preparation, policy administration, and compliance matters.

Perform other Program-related administrative duties assigned by the Fire Chief.

Assignment Status

This is an extra-duty assignment established by the Board of Directors and is not a separate employment classification.

Appointment

The Emergency Response Staffing Program Administrator serves under the direction of the Fire Chief and at the pleasure of the Board of Directors and may be removed from the extra-duty assignment at any time.

Nothing in this assignment description shall be construed as creating a property interest, employment contract, or guarantee of continued assignment.

DISTRICT EMERGENCY RESPONSE STAFFING PROGRAM (DERSP) ADMINISTRATOR

Activity	Estimated Average Hours/Month
Employee onboarding (as needed)	1
Payroll processing	2
Timesheet review	1
Assignment and reimbursement documentation	2
Personnel file maintenance	1
County Auditor / Finance coordination	0.5
Salary survey & reimbursement updates	0.5
Budget tracking & reporting	0.5
Emails / phone calls / employee support	2
Policy updates / miscellaneous administration	1.5
Estimated Average Monthly Hours	**12.0**

Note: Estimated hours are provided for budgetary and planning purposes only. Actual DERSP administrative hours will vary based on program activity, deployments, employee onboarding, payroll processing, reimbursement activity, and other administrative requirements. Actual DERSP-specific hours will be tracked and billed in accordance with the City-District agreement.

CRESCENT FIRE PROTECTION DISTRICT
STAFF REPORT

TO: **BOARD OF DIRECTORS** **REVISED AUGUST 10, 2026**

FROM: **BILL GILLESPIE, INTERIM FIRE CHIEF**

DATE: **AUGUST 10, 2026**

SUBJECT: **ADOPTION OF DISTRICT CREDIT CARD AND ASSIGNMENT EXPENSE POLICY**

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 the Crescent Fire Protection District Credit Card and Assignment Expense Policy and ratify otherwise allowable District credit card expenditures incurred on or after July 1, 2026, that were made for legitimate District purposes and are consistent with the adopted Policy.
6. Authorize the Fire Chief and DERSP Administrator to administer the District credit card program in accordance with the adopted policy.
7. Authorize the Fire Chief and DERSP Administrator to establish administrative procedures and controls necessary to implement the policy, consistent with Board-approved policy, the District Procurement Policy, and the adopted budget.

BACKGROUND

The Crescent Fire Protection District utilizes District credit cards to support authorized District business and emergency response assignments. With implementation of the District Emergency Response Staffing Program (DERSP), District employees may be assigned to mutual aid, prepositioning, emergency response, training, travel, and other authorized assignments that require payment of lodging, fuel, transportation, operational supplies, and other necessary expenses.

The District needs its own written standards governing credit card use and assignment-related expenses so that District personnel have clear and consistent requirements applicable to District operations. Adoption of a District-specific policy will establish the District's own procedures for covered assignment expenses rather than relying on another agency's general travel policy, except when a particular funding source, reimbursement program, mutual-aid agreement, grant, or assignment requires otherwise.

The proposed policy also establishes clear administrative responsibility for the District credit card program. The Fire Chief and DERSP Administrator will serve as the District's authorized credit card program administrators. The DERSP Administrator will be responsible for day-to-day administration of cards used for DERSP employees and District-authorized assignments, while the Fire Chief retains overall executive and expenditure-approval authority.

District credit card expenditures have been incurred on authorized District assignments since July 1, 2026, before formal adoption of this policy. Staff recommends that the Board expressly ratify those prior expenditures only to the extent they were made for legitimate District purposes and are otherwise consistent with the allowable uses, documentation requirements, purchasing authority, and other applicable provisions of the policy adopted by the Board.

DISCUSSION

The proposed District Credit Card and Assignment Expense Policy establishes requirements for the issuance, custody, use, documentation, reconciliation, and oversight of District credit cards. The policy provides clear internal controls while allowing employees on authorized assignments to obtain necessary lodging, fuel, transportation, operational supplies, and other approved expenses.

Employee meals and food are specifically excluded from authorized District credit card purchases. Employees must pay meal expenses out of pocket and may seek reimbursement in accordance with District procedures. This maintains a clear separation between District card purchases and employee meal reimbursement and helps prevent duplicate payment or reimbursement.

The proposed policy establishes the following key controls:

- Designates the Fire Chief and DERSP Administrator as the District's authorized credit card program administrators.
- Assigns day-to-day administration of DERSP and assignment-related cards to the DERSP Administrator.
- Requires itemized receipts and documentation establishing the public purpose of each transaction.
- Prohibits personal purchases, employee meal purchases, cash advances, alcohol, and other unauthorized expenses.
- Requires card activity to be reviewed and reconciled and provides procedures for disputed, unsupported, lost, stolen, or compromised cards.
- Clarifies that use of a District credit card is a method of payment and does not replace purchasing authority or requirements established by the District Procurement Policy.

The policy recognizes that emergency response assignments may involve circumstances in which normal purchasing procedures or advance approvals are impracticable. Reasonable purchases necessary to protect life, safety, property, continuity of operations, or successful completion of an authorized assignment may be made when necessary, with the business purpose and circumstances documented as soon as practicable.

For District employees and personnel covered by the policy, covered assignment expenses will be governed by Crescent Fire Protection District policy rather than another agency's general travel policy, unless the District expressly agrees otherwise as a condition of a specific funding source, reimbursement program, mutual-aid agreement, grant, or assignment.

The ratification provision does not provide blanket approval of all prior charges. A charge incurred on or after July 1, 2026, is ratified only if it was for a legitimate District purpose and otherwise complies with the standards and requirements of the adopted policy.

FISCAL ANALYSIS

Approval of this item will not, by itself, create a new appropriation or authorize expenditures beyond those otherwise approved through the District's budget and purchasing policies. Actual costs will depend on authorized District assignments and purchases made in accordance with the adopted policy.

Ratification of qualifying credit card expenditures incurred on or after July 1, 2026, confirms the District's approval of those expenditures only when they satisfy the requirements of the adopted policy. Adoption of the policy is expected to improve internal controls, transaction documentation, reconciliation, and accountability for public funds while providing clear procedures for District employees assigned to emergency response and other authorized District activities.

ATTACHMENTS

1. Crescent Fire Protection District Credit Card and Assignment Expense Policy– Revised August 10, 2026

Crescent Fire Protection District Credit Card and Assignment Expense Policy

REVISED – AUGUST 10, 2026

1. Purpose This policy establishes requirements for the issuance, custody, use, documentation, reconciliation, and oversight of Crescent Fire Protection District credit cards and for reasonable expenses incurred by District employees while performing authorized District assignments. The policy is intended to provide the District with its own standards for assignment-related expenses and credit card use.

2. Scope This policy applies to all District employees, officers, and other personnel authorized to possess or use a District credit card or incur expenses on behalf of the District. It includes employees assigned through the District Emergency Response Staffing Program (DERSP) and personnel on other District-authorized emergency, mutual-aid, training, travel, or operational assignments.

3. General Guidelines District credit cards are public resources and shall be used only for legitimate District business. Cardholders and authorized users shall exercise reasonable judgment, obtain the best value reasonably available under the circumstances, and comply with applicable District purchasing requirements. Personal use is prohibited.

4. Card Issuance and Control The Fire Chief and DERSP Administrator are the District's authorized credit card program administrators. The DERSP Administrator shall have day-to-day administrative authority over District credit cards used for DERSP employees and District-authorized assignments, including card issuance and assignment, administration of cardholder controls consistent with District policy, monitoring card activity, collection and review of receipts and supporting documentation, transaction reconciliation, coordination of disputed or unsupported charges, and coordination of lost, stolen, or compromised cards. The Fire Chief retains overall executive and expenditure-approval authority. Administrative authority over the credit card program does not independently authorize an expenditure that otherwise requires approval under District policy. Cards remain the property of the District and may be subject to transaction limits, merchant restrictions, or other controls established by the District.

- Employees shall safeguard cards and account information at all times.
- Cards issued for a specific assignment shall be returned promptly upon completion of the assignment when directed by the Fire Chief or DERSP Administrator.

- Lost, stolen, or compromised cards shall be reported immediately to the card issuer, Fire Chief, and DERSP Administrator.

- No employee may allow an unauthorized person to use a District credit card.

5. Authorized Assignment Expenses District credit cards may be used only by or under the authorization of the Fire Chief or DERSP Administrator for actual and reasonable expenses necessary to perform an authorized District assignment, including:

- Lodging when not furnished by the incident, host agency, or other governmental entity.

- Employee meals and food are not authorized District credit card expenses. Employees shall pay meal expenses out of pocket and seek reimbursement in accordance with Section 6 of this policy.

- Fuel, oil, vehicle fluids, tolls, parking, and other necessary vehicle or transportation expenses.

- Airfare, rental vehicles, ground transportation, or other authorized travel expenses.

- Incident, operational, communications, medical, safety, or administrative supplies reasonably necessary for the assignment.

- Other necessary District business expenses authorized by the Fire Chief or DERSP Administrator, consistent with District policy and applicable purchasing authority.

6. Meals and Lodging Employee meal expenses shall be paid out of pocket by the employee and may not be charged to a District credit card. Employees on authorized assignments may seek reimbursement for actual and reasonable meal expenses in accordance with District-established reimbursement procedures. Itemized receipts are required whenever reasonably obtainable. Lodging and other authorized assignment expenses may be paid directly with a District credit card when appropriate. The Fire Chief may establish administrative reimbursement limits or guidance consistent with this policy without further Board action.

- When meals are furnished at no cost by the incident, host agency, or another governmental entity, employees shall not seek reimbursement for duplicate meal expenses except when a separate meal is reasonably necessary because of operational circumstances, dietary needs, travel timing, or another documented

assignment need. When lodging is furnished at no cost, District funds shall not be used for duplicate lodging except when reasonably necessary and documented.

- Alcoholic beverages are not an allowable District expense.
- Reimbursable meal expenses shall be reasonable, incurred by the employee while performing or traveling for an authorized District assignment, and supported by required documentation. Alcoholic beverages and personal or non-assignment food purchases are not reimbursable.
- Employees shall not receive reimbursement or per diem for an expense already paid directly by the District or another agency. Employee meals shall not be paid directly with a District credit card.

7. Emergency and Unusual Circumstances Emergency response assignments may involve conditions where normal purchasing procedures, advance approvals, or ordinary travel arrangements are impracticable. Employees may make reasonable purchases necessary to protect life, safety, property, continuity of operations, or successful completion of the assignment. The employee shall document the business purpose and circumstances as soon as practicable.

8. Prohibited Uses

- Personal purchases or cash advances.
- Alcohol, tobacco, recreational drugs, gambling, entertainment, or other personal expenses.
- Fines, penalties, traffic citations, or parking citations attributable to the employee.
- Purchases intended to circumvent District procurement or approval requirements.
- Purchases for family members, friends, or other persons without a documented District business purpose.
- Any purchase prohibited by law, card issuer rules, or other District policy.

9. Receipts and Documentation The employee using the card is responsible for providing sufficient documentation to establish the public purpose of each purchase. Itemized receipts shall be submitted whenever reasonably obtainable and should identify the

vendor, date, items purchased, and amount. If a receipt is unavailable, the employee shall provide a written explanation and sufficient documentation of the expense.

- Assignment-related charges shall identify the incident, assignment, resource, or other applicable cost-recovery information when known.
- Receipts and supporting documentation shall be submitted promptly after the transaction or upon return from the assignment, in accordance with administrative procedures established by the Fire Chief or DERSP Administrator.
- Cardholders shall cooperate with requests for additional documentation needed for reconciliation, audit, reimbursement, or cost recovery.

10. Reconciliation and Review The DERSP Administrator is responsible for the day-to-day administration, review, and reconciliation of District credit card transactions used for DERSP employees and District-authorized assignments. The DERSP Administrator shall review receipts and supporting documentation, may request clarification or additional documentation, and shall identify disputed, unsupported, or potentially unauthorized charges for resolution. The Fire Chief retains oversight and approval authority and may review any District credit card transaction or reconciliation.

11. Procurement Policy Use of a District credit card is a method of payment and does not independently authorize a purchase that otherwise requires approval under the District Procurement Policy. Routine assignment expenses and emergency purchases shall be handled in accordance with the applicable provisions of this policy and the District Procurement Policy. Where operational circumstances require immediate action, the emergency provisions of the applicable District policy shall govern.

12. Misuse and Repayment Unauthorized, personal, unsupported, or otherwise improper charges may be the responsibility of the employee and may require repayment to the District. Misuse of a District credit card may result in suspension or revocation of card privileges and may result in disciplinary action consistent with applicable law and District policy.

13. Administration The Fire Chief and DERSP Administrator are authorized to administer the District credit card program consistent with this policy. The DERSP Administrator shall have day-to-day administrative authority over District cards used for DERSP employees and District-authorized assignments. The Fire Chief retains overall executive and expenditure-approval authority. The Fire Chief and DERSP Administrator may establish

administrative procedures, card limits, merchant controls, documentation forms, reconciliation deadlines, and reasonable assignment-expense guidance necessary to implement this policy, provided such procedures are consistent with Board-approved policy and the adopted District budget.

14. Relationship to Other Travel Policies For District employees and personnel covered by this policy, assignment expenses authorized and paid under this policy shall be governed by Crescent Fire Protection District policy rather than another agency's general travel policy, unless the District expressly agrees otherwise as a condition of a specific funding source, reimbursement program, mutual-aid agreement, grant, or assignment.

15. Documentation and Record Retention Credit card statements, receipts, reconciliations, approvals, missing-receipt explanations, and related records shall be retained in accordance with the District's records retention requirements and made available for audit or reimbursement review.

16. Amendment and Review This policy shall be reviewed at least once every three years or as needed. Amendments require approval by the Board of Directors.

17. Effective Date and Ratification This Policy shall become effective upon adoption by the Board of Directors on August 10, 2026. The Board hereby ratifies District credit card expenditures incurred on or after July 1, 2026, that were made for legitimate District purposes and that are consistent with the allowable uses, documentation requirements, purchasing authority, and other applicable provisions of this Policy. This ratification does not authorize or approve personal, unsupported, prohibited, or otherwise improper charges.

Adopted August 10, 2026

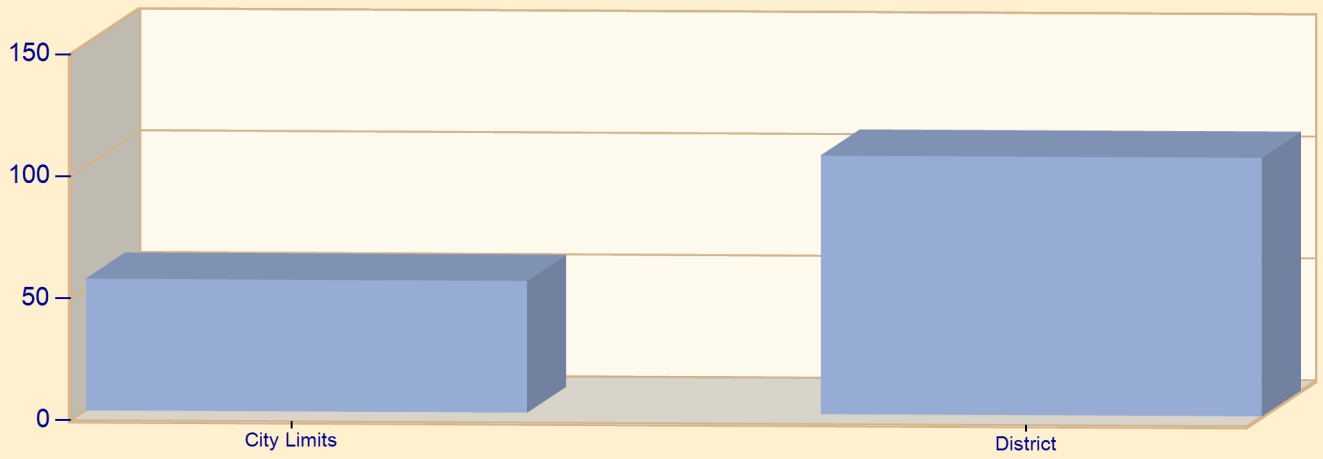
Crescent City Fire & Rescue

Crescent City, CA

This report was generated on 8/6/2026 7:10:18 PM

Incident Type Count per Zone for Date Range

Start Date: 07/01/2026 | End Date: 07/31/2026



ZONES	INCIDENT TYPE	COUNT
City Limits - City Limits		
	111 - Building fire	2
	140 - Natural vegetation fire, other	2
	151 - Outside rubbish, trash or waste fire	1
	154 - Dumpster or other outside trash receptacle fire	2
	311 - Medical assist, assist EMS crew	23
	323 - Motor vehicle/pedestrian accident (MV Ped)	1
	324 - Motor vehicle accident with no injuries.	1
	510 - Person in distress, other	1
	561 - Unauthorized burning	6
	600 - Good intent call, other	1
	611 - Dispatched & cancelled en route	6
	622 - No incident found on arrival at dispatch address	2
	733 - Smoke detector activation due to malfunction	2
	735 - Alarm system sounded due to malfunction	1
	745 - Alarm system activation, no fire - unintentional	3
	Total Incidents for City Limits - City Limits:	*54*
District - District		
	114 - Chimney or flue fire, confined to chimney or flue	1
	118 - Trash or rubbish fire, contained	1
	122 - Fire in motor home, camper, recreational vehicle	3

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

ZONES	INCIDENT TYPE	COUNT
	131 - Passenger vehicle fire	3
	137 - Camper or recreational vehicle (RV) fire	1
	141 - Forest, woods or wildland fire	1
	142 - Brush or brush-and-grass mixture fire	1
	143 - Grass fire	1
	160 - Special outside fire, other	1
	162 - Outside equipment fire	1
	311 - Medical assist, assist EMS crew	35
	322 - Motor vehicle accident with injuries	3
	324 - Motor vehicle accident with no injuries.	4
	400 - Hazardous condition, other	1
	500 - Service Call, other	1
	551 - Assist police or other governmental agency	1
	561 - Unauthorized burning	15
	611 - Dispatched & cancelled en route	13
	622 - No incident found on arrival at dispatch address	10
	631 - Authorized controlled burning	2
	651 - Smoke scare, odor of smoke	2
	743 - Smoke detector activation, no fire - unintentional	4
	745 - Alarm system activation, no fire - unintentional	1
	Total Incidents for District - District:	*106*

	Total Count for all Zone:	***160***

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