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, AUGUST 10, 2026
AT 5:00 P.M.

1. OPEN SESSION

1.1 CALL TO ORDER
Chair Erler called the meeting to order at 5:00 PM.

1.2 ROLL CALL
Board members present:
- Chair Jim Erler
- Director Rick Kelley
- Director Jim Nelson arrived at 5:03 PM
- Director Dave Short

Board members absent:
- Vice Chair Jon Maxwell

Staff members present:
- Interim Fire Chief Bill Gillespie
- Administrative Specialist Vanessa Duncan
- Captain Dana Reno
- Captain Everett Buell

1.3 FLAG SALUTE
The Pledge of Allegiance was led by Director Short

2. PUBLIC PARTICIPATION

NO PUBLIC COMMENT AT THIS TIME.

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

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

On a motion by Director Kelley, seconded by Director Nelson, motion carried 4/0/1 with Vice Chair Maxwell being absent; the Board of Directors authorized Interim Fire Chief Bill Gillespie and Administrative Specialist Vanessa Duncan to serve as the District’s authorized CAL-Card Program Administrators with authority to establish, administer, manage, and oversee the Crescent Fire Protection District’s 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.

On a motion by Director Short, seconded by Director Nelson, motion carried 4/0/1 with Vice Chair Maxwell being absent; the Board of Directors adopted Resolution No. 26-003 approving the District Emergency Response Staffing Program (DERSP) Administrator Compensation Methodology and authorized 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.

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. 26-004 establishing the District Emergency Response Staffing Program (DERSP) Administrator extra-duty assignment, appointing Vanessa Duncan as DERSP Administrator, and authorizing 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.

On a motion by Director Short, seconded by Director Nelson, motion carried 4/0/1 with Vice Chair Maxwell being absent; the Board of Directors adopted the Crescent Fire Protection District Credit Card and Assignment Expense Policy and authorized

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
Interim Fire Chief Gillespie reported on the responses for the month of July.

6.2 FIRE CHIEF RECRUITMENT UPDATE
Interim Fire Chief Gillespie provided an update on the Fire Chief recruitment process, reporting that a conditional offer had not yet been made and that one of the candidates was being asked to return for an in-person follow-up.

6.3 SPECIAL MEETING FOR BUDGET ADOPTION
Interim Fire Chief Gillespie advised the Board that a special meeting would be held on August 31, 2026 at 5:00 PM for consideration and adoption of the Fiscal Year 2026/2027 Final Budget.

6.4 DISTRICT VEHICLE STRIPING PROJECT
Interim Fire Chieff Gillespie provided an update on the District vehicle striping project, reporting that Engine 5112 would not be striped due to the age and availability of the apparatus, resulting in an estimated savings of approximately $6,000.

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, Chair Erler adjourned the meeting at 6:13PM of the Crescent Fire Protection District Board of Directors to the next regularly scheduled meeting on September 14, 2026 at 5:00PM.

ATTEST:

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Vanessa Duncan, Clerk of the Board
Crescent Fire Protection District