CRESCENT FIRE PROTECTION DISTRICT

255 W. WASHINGTON BLVD. CRESCENT CITY, CA 95531
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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: 4, Chair Erler, Director Nelson, Director Short, Director Kelley

NOES: 0

ABSENT: 1, Vice-Chair Maxwell

James Erler, Chair of the Board

ATTEST:

Bill Gillespie, Interim Fire Chief