CRESCENT FIRE PROTECTION DISTRICT

255 W. WASHINGTON BLVD. CRESCENT CITY, CA 95531
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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 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