



MINUTES OF THE CRESCENT FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

**REGULAR MEETING HELD
MONDAY, SEPTEMBER 14, 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 Dave Short

Board members absent:

- Vice Chair Jon Maxwell
- Director Jim Nelson

Staff members present:

- Interim Fire Chief Bill Gillespie
- Administrative Specialist Vanessa Duncan
- Captain Beau Smith

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 AUGUST 10, 2026 AND SPECIAL MEETING OF AUGUST 31, 2026

3.2 APPROVAL OF WARRANT CLAIMS FOR PERIOD COVERING AUGUST 2026

On a motion by Director Short, seconded by Director Kelley, motion carried 3/0/2 with Vice Chair Maxwell and Director Nelson being absent; the Board of Directors approved the Consent Calendar.

4. NEW BUSINESS

Take action as necessary and appropriate.

4.1 A REVIEW AND ADOPT REVISED DISTRICT EMERGENCY RESPONSE STAFFING PROGRAM (DERSP) PERSONNEL AND ADMINISTRATION POLICY

RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Review and adopt the revised District Emergency Response Staffing Program (DERSP) Personnel and Administration Policy, replacing the previously adopted DERSP Personnel Policy (Exhibit A to Resolution No. 26-001), with all other DERSP program documents previously adopted by the Board remaining in effect unless otherwise amended by the Board.

On a motion by Director Kelley, seconded by Director Short, motion carried 3/0/2 with Vice Chair Maxwell and Director Nelson being absent; the Board of Directors adopted the revised District Emergency Response Staffing Program (DERSP) Personnel and Administration Policy, replacing the previously adopted DERSP Personnel Policy (Exhibit A to Resolution No. 26-001).

4.2 REVIEW AND APPROVE PAYROLL REVOLVING FUND AGREEMENT WITH CBH CPAS & ADVISORS, PC AND AUTHORIZE DESIGNATED DISTRICT REPRESENTATIVES

RECOMMENDATION

1. Receive staff report.
2. Technical questions from the Board.
3. Take public comment.
4. Further Board discussion.
5. Review and approve the Payroll Revolving Fund Agreement between the Crescent Fire Protection District and CBH CPAs & Advisors, PC.
6. Authorize the Board Chair to execute the Agreement on behalf of the District.
7. Authorize the DERSP Administrator to execute necessary administrative documents related to DERSP payroll and the Payroll Revolving Fund and to administratively adjust the reconciliation and reimbursement frequency between monthly and quarterly, consistent with the Agreement.
8. Authorize the Fire Chief to sign DERSP payroll checks and other necessary payroll-related documents.

On a motion by Director Kelley, seconded by Director Short, motion carried 3/0/2 with Vice Chair Maxwell and Director Nelson being absent; the Board of Directors approved the Payroll Revolving Fund Agreement between the Crescent Fire Protection District and CBH CPAs & Advisors, PC; authorize the Board Chair to execute the Agreement on behalf of the District; authorize the DERSP Administrator to execute necessary administrative documents related to DERSP payroll and the Payroll Revolving Fund and to administratively adjust the reconciliation and reimbursement frequency between monthly and quarterly, consistent with the Agreement; and authorize the Fire Chief to sign DERSP payroll checks and other necessary payroll-related documents.

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: 08-01-26 to 08-31-26

Interim Chief Gillespie reported on the incidents for the month of August.

6.2 FIRE CHIEF RECRUITMENT UPDATE

Interim Fire Chief Gillespie provided an update on the Fire Chief recruitment, stating that a conditional offer had been made to and accepted by Lance Selph. Interim Fire Chief Gillespie stated that he plans to overlap with the new Fire Chief at least two to three days per week for approximately one to two months.

6.3 DISTRICT VEHICLE STRIPING PROJECT

Interim Fire Chief Gillespie updated the Board on the District vehicle striping project, noting that the project is nearly complete.

6.4 ELK VALLEY RANCHERIA – FIRE PROTECTION ASSESSMENT AND SERVICE AGREEMENT REVIEW

Interim Fire Chief Gillespie reported that a representative of Elk Valley Rancheria contacted the District regarding the 2021 benefit assessment charges and a prior agreement dating back to 1990 that provided an exemption up to a predetermined amount. The Board directed staff to continue researching the matter and available options and report back at the next regular meeting.

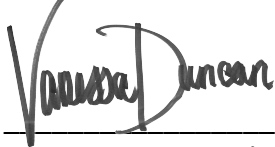
7. BOARD COMMENTS

NO BOARD COMMENT AT THIS TIME

8. ADJOURNMENT

There being no further business to come before the Board, Chair Erler adjourned the meeting at 5:39PM of the Crescent Fire Protection District Board of Directors to the next regularly scheduled meeting on October 12, 2026 at 5:00PM.

ATTEST:

A handwritten signature in black ink that reads "Vanessa Duncan". The signature is written in a cursive style with a large, looped "V" and "D".

Vanessa Duncan, Clerk of the Board
Crescent Fire Protection District