



MINUTES OF THE CRESCENT FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

**REGULAR MEETING HELD
MONDAY, OCTOBER 13, 2025
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
- Vice Chair Jon Maxwell
- Director Dave Short

Board members absent:

- Director Jim Nelson
- Director Rick Kelley

Staff members present:

- Fire Chief Kevin Carey
- Administrative Specialist Vanessa Duncan
- Fire 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 SEPTEMBER 8, 2025

3.2 APPROVAL OF WARRANT CLAIMS FOR PERIOD COVERING SEPTEMBER 2025

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

4. NEW BUSINESS

Take action as necessary and appropriate.

4.1 APPOINT AN ALTERNATE FIRE DEPARTMENT 2X2 COMMITTEE MEMBER

RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Appoint a Board Member to serve as the alternate representative on the Fire Department 2x2 Committee

On a motion by Vice Chair Maxwell, seconded by Chair Erler, motion carried 3/0/2 with Director Nelson and Director Kelley being absent; the Board of Directors appointed Director Short to serve as the alternate representative on the Fire Department 2x2 Committee.

4.2 APPROVAL OF THE SALE OF SURPLUS UTILITY VEHICLE 5173

RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Approve the sale of surplus utility vehicle 5173

On a motion by Vice Chair Maxwell, seconded by Director Short, motion carried 3/0/2 with Director Nelson and Director Kelley being absent; the Board of Directors declared utility vehicle 5173 surplus and approved its sale.

4.3 ADOPTION OF CRESCENT FIRE PROTECTION DISTRICT BOARD OF DIRECTORS POLICY – RESERVE GUIDELINES

RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Approve the CFPD Policy – Reserve Guidelines

The Board reviewed the proposed Reserve Guidelines policy and decided to table the item for further review. The Board directed staff to email the policy to all members so they can make edits before the next scheduled meeting.

On a motion by Vice Chair Maxwell, seconded by Director Short, motion carried 3/0/2 with Director Nelson and Director Kelley being absent; the Board of Directors tabled item 4.3 until the next regular meeting.

4.4 REVIEW OF CURRENT PROCUREMENT POLICY

RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Provide direction to staff, if any.

The Board reviewed the current Procurement Policy and directed staff to add clarifying language to Section 13, "Approval Authority Levels". Staff will bring the revised policy back to the Board for approval at the next regular meeting. No motion was made.

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: 09-01-25 to 9-30-25

Chief Carey reported on the uptick in training after the Minimum Qualifications Policy was implemented.

6.2 COPER STATION REPAIRS

Chief Carey stated that it would be in the District's best interest to have a contractor assess the work needed at Cooper Station and provide a report to the Board. The Board will review the findings and determine the best approach for completing the repairs.

On a motion by Vice Chair Maxwell, seconded by Director Short, motion carried 3/0/2 with Director Nelson and Director Kelley being absent; the Board of Directors approved staff to have a contractor assess Cooper Station and provide repair recommendations.

7. BOARD COMMENTS

Vice Chair Maxwell asked about the new vehicle wraps being installed and requested that staff provide an approximate total cost to have the District vehicle wraps completed.

8. ADJOURNMENT

There being no further business to come before the Board, Chair Erler adjourned the meeting at 5:54PM of the Crescent Fire Protection District Board of Directors to the next regularly scheduled meeting on November 10, 2025 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, stylized "V" and "D".

Vanessa Duncan, Clerk of the Board
Crescent Fire Protection District