



**MINUTES OF THE
CRESCENT FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS**

**SPECIAL MEETING HELD
OCTOBER 21, 2025
AT 4:00 P.M.**

1. OPEN SESSION

1.1 CALL TO ORDER

Chair Nelson called the meeting to order at 4:00 PM.

1.2 ROLL CALL

Board members present:

- Chair Jim Erler
- Vice Chair Jon Maxwell
- Director Jim Nelson
- Director Dave Short
- Director Rick Kelley

Staff members present:

- Fire Chief Kevin Carey
- Administrative Specialist Vanessa Duncan

1.3 FLAG SALUTE

The Pledge of Allegiance was led by Director Short.

2. PUBLIC PARTICIPATION

No public comment at this time.

3. NEW BUSINESS

Take action as necessary and appropriate.

3.1 BID OPENING – WASHINGTON FIRE STATION ASPHALT REPAVING PROJECT

RECOMMENDATION

1. Receive staff report
2. Take public comment

3. Open sealed bids for the Crescent Fire Protection District Washington Fire Station Asphalt Repaving Project in public session
4. Announce the name of each bidder and the total bid amount for the record
5. Direct staff to review bids for completeness, accuracy, and responsiveness in accordance with California Public Contract Code
6. Provide direction to staff regarding next steps — including preparing a recommendation for award of contract at a subsequent Board meeting

Staff presented background information and summarized the scope of work for the Washington Fire Station Asphalt Repaving Project.

The Clerk of the Board opened the sealed bid for the project in public session and announced the following:

- Hemmingsen Contracting – \$65,790.00

After the bid opening, the Board directed staff to review the submission for completeness, accuracy, and responsiveness in accordance with the California Public Contract Code. Staff will prepare and present a recommendation for award of contract at an upcoming Board meeting.

On a motion by Vice Chair Maxwell, seconded by Director Short, motion carried unanimously 5/0; the Board of Directors directed staff to review the submission for completeness, accuracy, and responsiveness in accordance with the California Public Contract Code.

4. ADJOURNMENT

There being no further business to come before the Board, Chair Erler adjourned the meeting at 4:24 PM 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, flowing style.

Vanessa Duncan, Clerk of the Board
Crescent Fire Protection District