



MINUTES OF THE CRESCENT FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

**REGULAR MEETING HELD
MONDAY, NOVEMBER 10, 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 (*departed at 5:43PM*)
- Director Jim Nelson
- Director Rick Kelley

Staff members present:

- Fire Chief Kevin Carey (*via telephone*)
- Administrative Specialist Vanessa Duncan
- Fire Captain Beau Smith
- Fire Captain Dana Reno
- Fire Captain Jason Borges

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 OCTOBER 13, 2025 AND SPECIAL MEETING OF OCTOBER 21, 2025

3.2 APPROVAL OF WARRANT CLAIMS FOR PERIOD COVERING OCTOBER 2025

On a motion by Vice Chair Maxwell, seconded by Director Short, motion carried unanimously 5/0; the Board of Directors approved the Consent Calendar.

4. NEW BUSINESS

Take action as necessary and appropriate.

4.1 DECLARE LDH STORZ FITTING HOSE AS SURPLUS AND APPROVE SALE

RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Declare the LDH Storz fitting hose as surplus and approve its sale

On a motion by Vice Chair Maxwell, seconded by Director Short, motion carried unanimously 5/0; the Board of Directors declared the LDH Storz fitting hose as surplus and approved its sale.

4.2 APPROVE INSTALLATION OF NEW STRIPING AND DECALS ON DESIGNATED DISTRICT VEHICLES

RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Approve the installation of new striping and decals on designated District vehicles

Board Members questioned the benefit of having volunteers remove the existing striping prior to installation of the new striping versus having the striping professionally removed.

The following individuals addressed the Board:

Captain Dana Reno: explained that the cost of striping removal could vary depending on the amount of labor required.

Captain Beau Smith: expressed opposition to having volunteers remove the striping, stating that he believes this task is outside the scope of volunteer duties.

On a motion by Vice Chair Maxwell, seconded by Director Short, motion carried unanimously 5/0; the Board of Directors approved the installation of new striping and decals on frontline District vehicles, with total costs not to exceed \$10,000.

4.3 REVIEW AND DISCUSS PROPOSED UPDATES TO AT&T CONTRACT

RECOMMENDATION

1. Receive proposed updated contract
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Direct staff to research and report back on the best options for the District regarding the AT&T tower lease located on CFPD property

On a motion by Vice Chair Maxwell, seconded by Director Short, motion carried unanimously 5/0; the Board of Directors direct staff to research and report back on the best options for the District regarding the AT&T tower lease located on CFPD property.

5. OLD BUSINESS

Take action as necessary and appropriate.

5.1 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. Adopt the CFPD Policy – Reserve Guidelines

On a motion by Director Nelson, seconded by Vice Chair Maxwell, motion carried 4/0/1 with Director Short being absent; the Board of Directors adopted the CFPD Policy – Reserve Guidelines, effective Fiscal Year 2026–2027.

5.2 APPROVE AMENDED PROCUREMENT POLICY

RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Review and approve amended Procurement Policy

On a motion by Vice Chair Maxwell, seconded by Director Nelson, motion carried 4/0/1 with Director Short being absent; the Board of Directors approved the amended Procurement Policy.

5.3 REVIEW OPTIONS FOR WASHINGTON STATION PAVING PROJECT

RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Review options for Washinton Station Paving Project
6. Provide direction to staff as deemed appropriate

On a motion by Director Short, seconded by Director Nelson, motion carried 4/0/1 with Chair Erler being absent; the Board of Directors approved Option 1 – Clarify the Specification and Proceed with Award, awarded the Washington Station Paving Project to Hemmingsen Contracting Co., Inc. in the amount of \$65,790.00, and directed that work begin in Spring 2026.

PASSED AND ADOPTED by the Board Members of the
CRESCENT FIRE PROTECTION DISTRICT

This 10th day of November 2025, by the following polled vote:

YES: 4, Chair Erler, Vice Chair Maxwell, Director Nelson, Director Kelley

NOES: 0

ABSENT: 1, Director Short

6. CHIEFS REPORT

Take action as necessary and appropriate.

UPDATE ON CURRENT MATTERS AND THOSE IN PROGRESS

6.1 RESPONSES OCCURRED BETWEEN: 10-01-25 to 10-31-25

Chief Carey reported on recent department and community activities occurring during this period, including participation in the Fire & Disaster Preparedness Expo, Homecoming, Trunk-or-Treat, Fire Prevention Week, and school tours.

6.2 COOPER STATION REPAIRS

Chief Carey reported that L’N’L Construction Company visited Cooper Station to evaluate potential repair needs. The contractor indicated that elastomeric paint, along with proper caulking and bonding, would likely be the most appropriate repair approach. Chief Carey further reported that the interior of the building must be tested for lead and asbestos prior to any repair work being performed.

The Board discussed appointing members to serve on an ad hoc committee to review the proposed repairs and provide recommendations regarding necessary work at Cooper Station.

On a motion by Vice Chair Maxwell, seconded by Director Kelley, motion carried 4/0/1 with Chair Erler being absent; the Board of Directors appointed Chair Erler and Director Nelson to serve as the two-member ad hoc committee for Cooper Station repairs.

6.3 SALES OF 5115 AND 5173

Captain Jason Borges reported that E-5115 did not meet the original reserve sale price of \$5,000 when listed on GovDeals. The apparatus was relisted with a reduced reserve price of \$3,500 and sold for \$3,650.

Captain Borges also reported on the sale of Utility Vehicle 5173, which had a reserve sale price of \$1,000 and sold for \$3,851 on GovDeals.

7. BOARD COMMENTS

The Board requested that staff present early payoff options for the newly purchased water tender at the next regularly scheduled meeting.

8. ADJOURNMENT

There being no further business to come before the Board, Chair Erler adjourned the meeting at 6:26PM of the Crescent Fire Protection District Board of Directors to the next regularly scheduled meeting on December 8, 2025 at 5:00PM.

ATTEST:

Vanessa Duncan, Clerk of the Board
Crescent Fire Protection District