



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

**REGULAR MEETING
HELD
MONDAY, JANUARY 12, 2026
AT 5:00 P.M.**

Submit comments via ccfire@crescentcity.org; or submit a written comment by filing it with the Administrative Specialist at 255 W Washington Blvd, Crescent City, California 95531 prior to 5:00 pm, January 12, 2026. If you require special accommodation, please contact Administrative Specialist, Vanessa Duncan at 464-2421.

1. OPEN SESSION

- 1.1 CALL TO ORDER**
- 1.2 ROLL CALL**
- 1.3 FLAG SALUTE**

2. PUBLIC PARTICIPATION

Any member of the audience is invited to address the Board on any matter that is within the jurisdiction of the Crescent Fire Protection District. Comments of public interest or on matters appearing on the agenda are accepted. Note, however, that the Board is not able to undertake extended discussion or act on non-agendized items. Such items can be referred to staff for appropriate action, which may include placement on a future agenda. All comments shall be directed toward the entire Board. After receiving recognition from the Chairman, please state your name and city or county residency for the record. Public comment is limited to three (3) minutes. The public is additionally allotted five minutes each in which to speak on any item on the agenda prior to any action taken by the Board.

3. CONSENT CALENDAR

- 3.1 APPROVE MINUTES OF THE REGULAR MEETING OF NOVEMBER 10, 2025 AND SPECIAL MEETING OF DECEMBER 11, 2025**

3.2 APPROVAL OF WARRANT CLAIMS FOR PERIOD COVERING NOVEMBER AND DECEMBER 2025

*TAKE PUBLIC COMMENT ON CONSENT CALENDAR
CONSIDER AND ADOPT CONSENT CALENDAR*

4. NEW BUSINESS

Take action as necessary and appropriate.

4.1 WELCOMING NEW INTERIM FIRE CHIEF BILL GILLESPIE

RECOMMENDATION

1. Receive information
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion

4.2 REVIEW AND DISCUSS POTENTIAL DISTRICT EMPLOYMENT STRUCTURES

RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Provide direction to staff regarding whether the Fire Chief position should continue to be structured as a City position or whether alternative District employment structures should be explored for future recruitment.

4.3 APPROVE UPDATED WARRANT CLAIMS SIGNATURE PAGE

RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Approve an updated warrant claims signature page designating Interim Fire Chief Bill Gillespie, Administrative Specialist Vanessa Duncan, and Board Chair Jim Erler as authorized signers

4.4 WASHINGTON STATION KITCHEN REMODEL

RECOMMENDATION

1. Receive verbal report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Provide direction to staff as deemed appropriate

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: 11-01-25 to 12-31-25

7. BOARD COMMENTS

THIS AGENDA ITEM ALLOWS BOARD MEMBERS THE OPPORTUNITY TO DISCUSS ITEMS OF GENERAL INTEREST, PROVIDE A REFERENCE OR OTHER RESOURCE TO STAFF, ASK FOR CLARIFICATION OR REQUEST STAFF TO REPORT TO THE BOARD ON A CERTAIN MATTER

8. ADJOURNMENT

ADJOURN TO THE NEXT REGULARLY SCHEDULED MEETING ON MONDAY, FEBRUARY 9, 2026 AT 5:00 PM

POSTED:

01/09/2026

/s/ Vanessa Duncan

Clerk of the Board/Administrative Specialist

Notice Regarding Americans with Disabilities Act: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact the Administrative Specialist's office at (707)464-2421. Notification 48

hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting [28 CFR 35.102-35.104 ADA Title II]

For TTYDD use for speech and hearing impaired, please dial 711. A full agenda packet may be reviewed at Crescent City Fire & Rescue, 255 W Washington Blvd, during business hours, 8:00 a.m. - 5:00 p.m., or on-line at cfpd.crescentcity.org



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



MINUTES OF THE CRESCENT FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

**SPECIAL MEETING HELD
DECEMBER 11, 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:

- 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 ADOPTION OF RESOLUTION NO. 25-004 – FEDERAL SURPLUS PROPERTY PROGRAM PARTICIPATION

RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board
3. Take public comment

4. Adopt Resolution No. 25-004 approving the District's application to the Federal Surplus Property Program
5. Authorize Board Chair Jim Erler to execute the Federal Surplus Property Program Eligibility Application and all related documents

On a motion by Vice Chair Maxwell, seconded by Director Nelson, motion carried unanimously 5/0; the Board of Directors adopted Resolution No. 25-004 approving participation in the Federal Surplus Property Program and authorized Chair Jim Erler to execute the Federal Surplus Property Program Eligibility Application and all related documents.

4. ADJOURNMENT

There being no further business to come before the Board, Chair Erler adjourned the meeting at 4:11 PM of the Crescent Fire Protection District Board of Directors to the next regularly scheduled meeting on January 12, 2026 at 5:00PM.

ATTEST:

Vanessa Duncan, Clerk of the Board
Crescent Fire Protection District

CFPD CLAIMS LIST NOV-DEC FY26

CLAIM ID	CLAIM DATE	VENDOR	ACCOUNT	AMOUNT	INVOICE#	DESCRIPTION	GRAND TOTAL	
505-3368	11/7/25	ROSS, MATTHEW DBA ROSS JANITORI	20230	\$ 380.00	1044	JANITORIAL SERVICES - WASHINGTON STATION	\$ 380.00	PO# 259027
505-3369	11/7/25	MOR-JON INC.	20173	\$ 54.34	11227	WATERLINE REPAIR #5112	\$ 54.34	
505-3370	11/7/25	RECOLOGY DEL NORTE	20140	\$ 205.11	07351513	TRASH FEE - WASHINGTON STATION OCT '25	\$ 205.11	
505-3371	11/7/25	CRESCENT CITY WATER	20302	\$ 22.49	006251-001	WATER - COOPER	\$ 22.49	
505-3371	11/7/25	CRESCENT CITY WATER	20302	\$ 369.43	006251-000	WATER - WASHINGTON	\$ 369.43	
505-3372	11/7/25	PACIFIC POWER & LIGHT CO.	20300	\$ 1,332.04	62204731-0017	POWER - COOPER & WASHINGTON	\$ 1,332.04	
505-3373	11/7/25	CANON FINANCIAL SERVICES	20260	\$ 241.57	41983853	LEASE PAYMENT - COPIER	\$ 241.57	
TOTAL							\$ 2,604.98	
506-3374	11/21/25	CRESCENT CITY WATER	53220	\$ 526.90	006251-000	WATER - WASHINGTON	\$ 526.90	PO# 259028
506-3374	11/21/25	CRESCENT CITY WATER	53220	\$ 62.11	005222-000	WATER - HUMBOLDT	\$ 62.11	
506-3374	11/21/25	CRESCENT CITY WATER	53220	\$ 22.49	006251-001	WATER - COOPER	\$ 22.49	
506-3375	11/21/25	CHARTER COMMUNICATIONS	52800	\$ 223.12	177067401110125	CABLE/INTERNET WASHINGTON STATION	\$ 223.12	
506-3376	11/21/25	DN SOLID WASTE MANAGEMENT	53305	\$ 16.98	30016186	TRASH FEE - OCTOBER 2025	\$ 16.98	
506-3377	11/21/25	PACIFIC POWER & LIGHT CO.	53200	\$ 1,861.62	62204731-0017	POWER - COOPER & WASHINGTON	\$ 1,861.62	
506-3378	11/21/25	CANON FINANCIAL SERVICES	52600	\$ 226.69	42160501	LEASE PAYMENT - COPIER	\$ 226.69	
506-3379	11/21/25	THE MITCHELL LAW FIRM	52140	\$ 202.50	9381	GENERAL COUNSEL - OCTOBER 2025	\$ 202.50	
506-3380	11/21/25	STATE FIRE TRAINING	52900	\$ 100.00		COMPANY OFFICER CERT APP. FEE - C. BUTZ	\$ 100.00	
506-3381	11/21/25	STATE FIRE TRAINING	52900	\$ 100.00		FIRE APPARATUS DRIVER/OP APP. FEE - E. BUELL	\$ 100.00	
TOTAL							\$ 3,342.41	
507-3382	12/2/25	U.S. BANK	52505	\$ (32.44)	3979	HOME DEPOT - REFUND FOR TRIM FOR WASH. STATION	\$ (32.44)	PO# 259029
507-3382	12/2/25	U.S. BANK	52505	\$ 419.99	3979	HOME DEPOT - BATHROOM LIGHTS & OFFICE RENO WASH. S	\$ 419.99	
507-3382	12/2/25	U.S. BANK	52905	\$ 10.75	3979	FASTRACK - R. ROOK CAL OES GIFFORD ASSIGNMENT	\$ 10.75	
507-3382	12/2/25	U.S. BANK	52505	\$ 52.59	3979	HOME DEPOT - PAINT FOR WASH. STATION	\$ 52.59	
507-3382	12/2/25	U.S. BANK	52505	\$ 113.66	3979	HOME DEPOT - OFFICE RENO. SUPPLIES WASH. STATION	\$ 113.66	
507-3382	12/2/25	U.S. BANK	55450	\$ 2,695.00	3979	ALLIED AUTO TRANSPORT - SHIP 2008 DODGE RAM (5108)	\$ 2,695.00	
507-3382	12/2/25	U.S. BANK	53100	\$ 238.77	3979	WALMART - OFFICE COMPUTER MONITOR	\$ 238.77	
507-3382	12/2/25	U.S. BANK	52505	\$ 43.04	3979	HOME DEPOT - OUTLET COVERS FOR WASH. STATION	\$ 43.04	
507-3382	12/2/25	U.S. BANK	53100	\$ 23.25	3979	WALMART - WIRELESS KEYBOARD AND MOUSE	\$ 23.25	
507-3382	12/2/25	U.S. BANK	53250	\$ 113.27	3979	COSTCO - FUEL FOR 5108 TRAVEL BACK TO C.C.	\$ 113.27	
507-3382	12/2/25	U.S. BANK	52520	\$ 87.75	3979	INDUSTRIAL FINISHES - RAPID TAC REMOVER GEL	\$ 87.75	
507-3382	12/2/25	U.S. BANK	53115	\$ 20.00	3979	CHAT GPT SUBSCRIPTION FOR CFPD	\$ 20.00	
507-3382	12/2/25	U.S. BANK	55450	\$ 70.00	3979	NORCAL SMOG - SMOG 5108	\$ 70.00	
507-3382	12/2/25	U.S. BANK	53600	\$ 41.00	3979	LATE FEE	\$ 41.00	
507-3382	12/2/25	U.S. BANK	53600	\$ 97.33	3979	INTEREST CHARGED	\$ 97.33	
507-3383	12/2/25	U.S. BANK	55450	\$ 25.12	3979	DMV - PROCESSING FEE (5108)	\$ 25.12	
507-3383	12/2/25	U.S. BANK	55450	\$ 1,196.00	3979	DMV - REGISTRATION FEE (5108)	\$ 1,196.00	
507-3383	12/2/25	U.S. BANK	55450	\$ 36.23	3979	HAMBRO - WEIGHT CERT (5108)	\$ 36.23	
507-3383	12/2/25	U.S. BANK	52520	\$ 2,153.16	3979	FLEETPRIDE - BRAKE PARTS 5112	\$ 2,153.16	
507-3383	12/2/25	U.S. BANK	52520	\$ 1,042.95	3979	FLEETPRIDE - BRAKE PARTS 5112	\$ 1,042.95	
507-3383	12/2/25	U.S. BANK	53115	\$ 20.00	3979	CHAT GPT SUBSCRIPTION FOR CFPD	\$ 20.00	
507-3383	12/2/25	U.S. BANK	53600	\$ 186.22	3979	INTEREST CHARGED	\$ 186.22	
507-3384	12/2/25	ROSS, MATTHEW DBA ROSS JANITORI	52345	\$ 380.00	1063	JANITORIAL SERVICES - WASHINGTON STATION	\$ 380.00	PO# 259030
507-3385	12/2/25	DROWN, RIVERS DBA LAWN & ORDER	52340	\$ 200.00	9238	LAWN CARE - COOPER & BERTSCH	\$ 200.00	PO# 259031
507-3386	11/26/25	CITY OF CRESCENT CITY	52181	\$ 126,836.00	7164261	1ST QTR. SERVICES PER AGREEMENT	\$ 126,836.00	
507-3386	11/26/25	CITY OF CRESCENT CITY	52181	\$ 20,431.77	7164258	FIRE SERVICES PERSONNEL - MADRE	\$ 20,431.77	
507-3386	11/26/25	CITY OF CRESCENT CITY	52181	\$ 14,961.62	7164256	FIRE SERVICES PERSONNEL - TSUNAMI PREPO	\$ 14,961.62	
TOTAL							\$ 171,463.03	

508-3387	12/5/25	DROWN, RIVERS DBA LAWN & ORDER	52340	\$	200.00	6577	LAWN CARE - COOPER & BERTSCH	\$	200.00	PO# 259032
508-3388	12/5/25	CRESCENT CITY WATER	53220	\$	67.62	005222-000	WATER - HUMBOLDT	\$	67.62	
508-3389	12/5/25	MOR-JON INC.	52520	\$	5.81	11368	LUG NUT FOR DISTRICT FIRE TRUCK	\$	5.81	
508-3390	12/5/25	GEORGE'S AUTO & DIESEL	52520	\$	115.72	294629	SHORT WHIP AND MOUNT FOR 5150	\$	115.72	
508-3391	12/5/25	RECOLOGY DEL NORTE	52325	\$	205.11	07362338	TRASH FEE - WASHINGTON STATION NOV. 2025	\$	205.11	
TOTAL								\$	594.26	
509-3392	12/23/25	U.S. BANK	52505	\$	200.13	3979	HOME DEPOT - BUILDING MAINT. SUPPLIES	\$	200.13	
509-3392	12/23/25	U.S. BANK	52505	\$	10.80	3979	HOME DEPOT - LIGHTBULBS	\$	10.80	
509-3392	12/23/25	U.S. BANK	52520	\$	25.34	3979	ADVANCE TRUCK PARTS - 5112 PROBE COOLANT	\$	25.34	
509-3392	12/23/25	U.S. BANK	53115	\$	20.00	3979	CHAT GPT SUBSCRIPTION FOR CFPD	\$	20.00	
509-3392	12/23/25	U.S. BANK	53600	\$	41.00	3979	LATE FEE	\$	41.00	
509-3392	12/23/25	U.S. BANK	53600	\$	233.87	3979	INTEREST CHARGED	\$	233.87	
509-3393	12/23/25	CHARTER COMMUNICATIONS	52800	\$	223.12	177067401120125	CABLE/INTERNET WASHINGTON STATION	\$	223.12	
509-3394	12/23/25	CANON FINANCIAL SERVICES	52600	\$	219.98	42334565	LEASE PAYMENT - COPIER	\$	219.98	
509-3395	12/23/25	BLUE STAR GAS	53210	\$	1,273.42	266249	PROPANE FILL UP - WASHINGTON STATION	\$	1,273.42	
509-3396	12/23/25	PACIFIC POWER & LIGHT CO.	53200	\$	2,165.65	62204731-0017	POWER - COOPER & WASHINGTON	\$	2,165.65	
509-3397	12/23/25	CRESCENT CITY WATER	53220	\$	22.49	006251-001	WATER - COOPER	\$	22.49	
509-3397	12/23/25	CRESCENT CITY WATER	53220	\$	485.13	006251-000	WATER - WASHINGTON	\$	485.13	
								\$	4,920.93	

CRESCENT FIRE PROTECTION DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: ADMIN STAFF

DATE: JANUARY 12, 2026

SUBJECT: WELCOME AND ACKNOWLEDGMENT – INTERIM FIRE CHIEF BILL GILLESPIE

BACKGROUND

At the City Council meeting held December 15, 2025, the City Manager reported that Fire Chief Kevin Carey submitted his resignation and that his last day would be December 26, 2025.

At that same meeting, the City Council considered an item titled “Appointment of Interim Fire Chief.” The City Manager reported that former Fire Chief Bill Gillespie agreed to return to serve as Interim Fire Chief while recruitment is conducted to fill the vacancy.

The City Council then approved Resolution No. 2025-57 (appointing Bill Gillespie to the retired annuitant position of Interim Fire Chief) and approved Resolution No. 2025-58 (amending FY 2025–26 position control).

Given the joint City/District service delivery model of Crescent City Fire & Rescue, it is appropriate for the District Board to formally welcome Chief Gillespie and acknowledge his leadership during the interim period.

RECOMMENDATION

Staff recommends that the Board of Directors:

1. Receive staff report.
2. Formally welcome Bill Gillespie to Crescent City Fire & Rescue as Interim Fire Chief.

FISCAL IMPACT

This welcoming action is ceremonial/administrative and has no direct fiscal impact to the District. Any employment or budget actions related to the interim appointment were taken at the City level via City Council resolutions.

ATTACHMENTS

1. City of Crescent City Resolution No. 2025-57
A Resolution of the City Council of the City of Crescent City appointing Bill Gillespie to the retired annuitant position of Interim Fire Chief.

2. City of Crescent City Resolution No. 2025-58

A Resolution of the City Council of the City of Crescent City amending the FY 2025-26 position control to reflect the Interim Fire Chief appointment.

RESOLUTION NO. 2025-57

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY
APPOINTING WILLIAM GILLESPIE TO THE RETIRED ANNUITANT POSITION OF
INTERIM FIRE CHIEF**

WHEREAS, Government Code Section 7522.56 of the Public Employee's Pension Reform Act and Section 21221(h) of the Public Employees' Retirement Law place limitations upon the hiring and employment of retired annuitants; and

WHEREAS, the City of Crescent City ("City") received a notice of resignation from the current Fire Chief; and

WHEREAS, the recruitment and hiring process for a new Fire Chief will last well beyond the current Fire Chief's last day (December 26, 2025); and

WHEREAS, the City needs to temporarily appoint a qualified individual to fill the role during the recruitment process; and

WHEREAS, William "Bill" Gillespie [CalPERS ID6883242226] formerly served as Fire Chief for the City and has the skills and qualifications necessary to fill this temporary role; and

WHEREAS, William Gillespie retired from public employment more than 180 days ago; and

WHEREAS, the entire temporary employment agreement between William Gillespie and the City of Crescent City has been reviewed by this body and is attached herein; and

WHEREAS, no matters, issues, terms or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

WHEREAS, the employment will be limited to 960 hours per fiscal year for all CalPERS employers; and

WHEREAS, the compensation paid to retired annuitants cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

WHEREAS, the hourly rate paid to William Gillespie under the temporary employment agreement will be Step 5 on the approved pay scale for the Fire Chief classification (currently \$76.00 per hour); and

WHEREAS, William Gillespie has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to his hourly pay rate.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crescent City, California, as follows:

1. The City Council hereby certifies that William Gillespie has the skills needed to perform work of a limited duration, specifically that of Interim Fire Chief during recruitment for a permanent appointment.
2. The City Council hereby appoints William Gillespie as Interim Fire Chief effective December 29, 2025 pursuant to the authority provided under Government Code Sections 21221(h) and 7522.56 to fill the vacancy in the position of Fire Chief. This limited duration appointment is approved through the December 31, 2026 or the appointment of a permanent Fire Chief, whichever occurs first.
3. The City Council approves and authorizes the City Manager to sign the attached Temporary Employment Agreement, with such technical amendments as may be deemed appropriate by the City Manager and City Attorney in accordance with Government Code Sections 21221(h) and 7522.56.

APPROVED and ADOPTED and made effective the same day at a regular meeting of the City Council of the City of Crescent City held on the 15th day of December 2025, by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Isaiah Wright, Mayor

ATTEST:

Robin Altman, City Clerk

TEMPORARY EMPLOYMENT AGREEMENT LIMITED-TERM "INTERIM" APPOINTMENT

This Temporary Employment Agreement ("Agreement") is made by and between the City of Crescent City, a California municipal corporation ("City") and William "Bill" Gillespie, an individual ("Retired Annuitant") as of December 29, 2025 ("Effective Date").

RECITALS

Whereas, the City has an immediate need for a Fire Chief on a temporary, limited duration basis; and

Whereas, the Retired Annuitant possesses the necessary specialized skills, and is competent and qualified to perform the services required by this Agreement; and

Whereas, the City seeks to engage Retired Annuitant on a temporary basis in an interim capacity, and Retired Annuitant desires to accept employment in this capacity, in consideration of the terms, conditions and benefits set forth in this Agreement; and

Whereas, this Agreement is entered into in accordance with California Government Code Sections 7522.56 and 21221(h).

AGREEMENT

NOW, THEREFORE, in consideration of the matter described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Appointment.** The City Council has approved the appointment of Retired Annuitant William Gillespie to perform the duties of Interim Fire Chief in an at-will employment status.
2. **Term.** The term of this Agreement commences December 29, 2025 and terminates upon the appointment of a permanent Fire Chief or December 31, 2026, whichever occurs first.
3. **Scope of Duties.** Retired Annuitant agrees to perform the duties of Interim Fire Chief as set forth in the attached job description. Retired Annuitant will report to the City Manager, and must comply with all City rules, policies, procedures, guidelines, regulations, and laws.
4. **Compensation; Hours.** Retired Annuitant will be compensated at the rate set for Step 5 of the Fire Chief classification (currently \$76.00 per hour) for all services provided under this Agreement. Payments from City to Retired Annuitant shall be made during the normal payroll cycles of other City employees. City has reviewed and compared the hourly rate set forth in this Section with other employees performing comparable duties and hourly rates set forth in this Section does not exceed such other employee's compensation. Retired Annuitant agrees and acknowledges that he may not perform any services under this Agreement exceeding a total of nine hundred sixty (960) hours during any fiscal year (July 1 to June 30) inclusive of any hours worked during the same period for other

CalPERS employers as a retired annuitant. Retired Annuitant must record his hours on a pre-approved timesheet that shall be submitted to the City biweekly at the same time as other City employees. The Parties agree that City has no way of monitoring the hours that Retired Annuitant works for another CalPERS employer. As such, it is Retired Annuitant's responsibility to ensure that the total hours worked for City and any other Cal PERS employer do not exceed 960 hours during the fiscal year.

5. **Part-Time.** This appointment is a temporary assignment. The City will assign Retired Annuitant hours to work approximately 40 hours per week. Retired Annuitant must not work overtime (in excess of 40 hours per week) as payment for overtime is prohibited under Government Code Section 7522.56. Retired Annuitant understands and agrees that there are no other benefits, incentives, compensation in lieu of benefits, or other form of compensation in addition to the hourly rates set forth in this Section. Retired Annuitant is not a member of any bargaining unit nor covered by the terms of any memorandum of understanding between the City and any represented or unrepresented employees.
6. **Notice.** Notices required pursuant to his Agreement must be given by personal service, U.S. Postal Service prepaid first class, or traceable overnight delivery service (FedEx, etc.) addressed as follows:

CITY	RETIRED ANNUITANT
City of Crescent City	William Gillespie
Attn: City Manager	[address on file with HR]
377 J Street	
Crescent City, California	

7. **Termination.** This Agreement may be terminated by either party for convenience by providing written notice to the other party. Retired Annuitant acknowledges that he is an at-will, temporary employee of City who will serve at the pleasure of the City Manager and will be subject to termination from employment by the City Manager at any time, without or without advance notice or cause. The terms of the City's personnel rules, policies, regulations, procedures, ordinances, and resolutions regarding City personnel do not modify this Agreement as to at-will status. Retired Annuitant understands and agrees there is no property right in continued City employment, and there is no right to any pre- or post-deprivation administrative hearing or other due process upon termination of this Agreement.
8. **Compliance with Laws.** This Agreement will be construed in accordance with and governed by the laws of the State of California. In the event, that a lawsuit is brought by either party, the parties agree that venue will be in the Superior Court of the County of Del Norte. Retired Annuitant agrees and acknowledges that the State of California and the governing body of the California Public Employees' Retirement System enact strict laws, regulations and guidelines relating to service provided by "retired annuitants" to public agencies contracting with the California Public Employees' Retirement System. Retired

Annuitant agrees to comply with all applicable laws, regulations and guidelines relating to the services provided under this Agreement.

9. General Provisions.

- a. By signing this Agreement, Retired Annuitant is certifying that Retired Annuitant has not received unemployment insurance payments within the past 12 months arising from work performed as a retiree for any public employer.
- b. Retired Annuitant has read each and every part of this Agreement and Retired Annuitant freely and voluntarily has entered into this Agreement. This Agreement is a negotiated document and shall not be interpreted for or against any party by reason of the fact that such party may have drafted this Agreement or any of its provisions.
- c. If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjusted shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.
- d. This Agreement including the exhibits, represents the entire integrated agreement between City and Retired Annuitant and supersedes all prior negotiations, representations, or agreements, wither written or oral.
- e. This Agreement may be executed in any number of counterparts. Any such counterpart when executed shall constitute an original of the Agreement and all such counterparts together shall constitute one and the same agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed this ____ day of December 2025.

EMPLOYER: CITY OF CRESCENT CITY

RETIRED ANNUITANT

By: Eric Wier, City Manager

William Gillespie

APPROVED AS TO FORM:

Martha D. Rice, City Attorney

**CITY OF CRESCENT CITY
INTERIM FIRE CHIEF
JOB DESCRIPTION**

DEFINITION: Under administrative direction of the City Manager, the Fire Chief plans, organizes, directs and administers all activities and operations of the Crescent City Volunteer Fire Department and other neighboring fire districts or agencies which have contracted for services including Crescent Fire Protection District. Ensures that the department incorporates up-to-date and efficient fire prevention, fire suppression, hazardous incident mitigation, emergency medical technologies and emergency preparedness into its procedures, equipment and methods.

SUPERVISION: This position works under the policy guidance and direction of the City Manager. This position exercises supervision over all department volunteers and personnel, either directly or indirectly through the Fire Department Chain of Command. When providing Fire Chief services by contract to another fire district or agency this position may take general direction from the contracting district or agency.

ESSENTIAL JOB FUNCTIONS (include but are not limited to the following):

- Provides administrative management, leadership, and motivation to all Fire Department personnel to facilitate the provision of efficient and effective public safety measures, the maintenance of a positive quality of life for all City and District residents, and to ensure professional standards are maintained by Department personnel at all times.
- Responds to fire, medical and other emergencies and exercises control for fire suppression and other emergency activities.
- Coordinates fire department activities with the activities of other City departments, Crescent Fire Protection District and other public safety agencies; including developing cooperative working relationships and mutual aid agreements.
- Conducts periodic inspections of commercial and public building for compliance with applicable fire and life safety codes.
- Ensures that safety regulations and procedures are followed and proper safety equipment is worked by fire personnel at the scene of any emergency.
- Manages and participates in the development and administration of the department's budget; staffing levels, equipment, supplies and monitors the expenditures.
- Prepares and updates short and long range strategic plans to ensure the department's contribution to the City and Crescent Fire Protection District's overall plans.
- Prepares and maintains fire and emergency incident reports.
- Reviews construction plans and specifications to determine compliance with fire and life safety codes.
- Prepares comprehensive reports, department materials and correspondence.
- Develops, directs and coordinates the development and implementation of departmental goals, policies, procedures and work standards for the department; establishes within City and Crescent Fire Protection District policy, appropriate service and staffing. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, the distribution of work, support systems and internal reporting relationships.
- Evaluates and reviews work for acceptability and conformance with department standards through regular performance evaluations. Plans and administers a comprehensive program

of staff development and training in accordance with all requirements within limitations of laws and regulations.

- Performs mandated reporting of fire department activities to state agencies in a timely manner.
- Assigns and directs firefighting, rescue and disaster control activities.
- Conducts and directs training programs and drills for fire personnel.
- Records and maintains attendance and training records of all fire department personnel at emergency responses, training sessions and department meetings.
- Investigates complaints regarding departmental activities; reports to the City Manager on risk management issues and potential liability issues.
- Coordinates activities with the Office Emergency Services functions and other emergency services of the City in communication with the City Manager.
- Confers with City Manager and elected officials on planning and implementation of efficient and effective public safety measures designed to meet community expectations and needs.
- Attends county, area and state fire conferences and meetings; including City Council and District Board meetings.
- Can report to district boards for which the City and Crescent Fire Protection District has contracted said services to. The Fire Chief may report and facilitate meetings and discussions.
- Cultivates good community relations by appearing before civic, fraternal, and other community groups. This may also include participating on a variety of boards, commissions and professional group meetings; attending a variety of community events and other public relations activities.
- Makes regular reports of departmental activities through use of the news media and is a liaison between the general public and the Fire Department to promote goodwill, cooperation and open community between the department and the community.
- Stays abreast of new trends in fire service and be up to date on legal updates, regulatory requirements, court decisions and technological and societal changes that may affect the work of the department.
- Presents staff reports and informational updates from direction of the City Manager.
- Performs other related work as assigned.

RESOLUTION NO. 2025-58

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY
UPDATING THE POSITION CONTROL FOR FISCAL YEAR 2025-26**

WHEREAS, the City Council has adopted the Position Control listing authorized classifications and annual wage ranges for City employees and has the authority to update the Position Control when necessary; and

WHEREAS, the City has an upcoming vacancy in the Fire Chief classification and desires to appoint a Retired Annuitant – Interim while the permanent position is under recruitment.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CRESCENT CITY, CALIFORNIA AS FOLLOWS:

1. That the Position Control attached is hereby approved.

PASSED AND ADOPTED and made effective the same day by the City Council of the City of Crescent City on this 15th day of December 2025, by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Isaiah Wright, Mayor

ATTEST:

Robin Altman, City Clerk

City of Crescent City
Position Control
Authorized Positions & Pay Ranges FY 25-26
Effective 12.15.25

		Pay Range - Current		Pay Range - Update		Current Auth		Proposed	Notes
		Min Annual	Max Annual	Min Annual	Max Annual	FTE	Change	FTE	
Administration		Bargaining Unit							
City Manager	Contract	116,425	148,766	116,425	148,766	1.00		1.00	
City Attorney	Contract	110,604	138,663	110,604	138,663	1.00		1.00	
City Clerk / Administrative Analyst	CCMEA	68,868	83,721	68,868	83,721	1.00		1.00	
Grants and Economic Development						1.00		1.00	
Grants and Economic Development Manager	CCMEA	75,935	92,300	75,935	92,300				
Grants and Economic Development Coordinator	CCMEA	65,600	79,736	65,600	79,736				
Human Resources						1.00		1.00	
Human Resources Manager	Unrepresented	59,483	72,320	75,935	92,300				
Human Resources Analyst	Unrepresented			59,483	72,320				
IT Management						1.50		1.50	
Information Systems Administrator	CCMEA	78,593	95,525	78,593	95,525				
Information Technology Manager	CCMEA	75,935	92,300	75,935	92,300				
IT / GIS Technician	CCMEA	51,396	62,472	51,396	62,472	1.00		1.00	
Finance									
Director of Finance	Contract	102,437	128,424	102,437	128,424	1.00		1.00	
Finance Analyst						1.00		1.00	
Finance Analyst 2	CCMEA	65,600	79,736	65,600	79,736				
Finance Analyst 1	CCMEA	59,483	72,320	59,483	72,320				
Finance Technician						2.00		2.00	
Finance Technician - PR/Benefits	CCMEA	53,968	65,600	53,968	65,600				
Finance Technician - AP	CCMEA	51,396	62,472	51,396	62,472				
Account Clerk						2.50		2.50	
Account Clerk 2	CECC	42,291	51,398	42,291	51,398				
Account Clerk 1	CECC	38,354	46,617	38,354	46,617				
Office Technician (Part-time)	Unrepresented	38,354	46,617	38,354	46,617	0.48		0.48	
File Clerk (Part-time)	Unrepresented	35,693	43,385	35,693	43,385				
Fire									
Fire Chief						1.00	0.46	1.46	Add retired annuitant position
Fire Chief	Contract	126,093	158,080	126,093	158,080				
Fire Chief Interim (Retired Annuitant)	Unrepresented	126,093	158,080	126,093	158,080				
Fire Chief Extra Help (Retired Annuitant)	Unrepresented	126,093	158,080	126,093	158,080				
Career Fire Captain ***	CCFA	70,986	86,284	70,986	86,284	3.00		3.00	
Fire Dept Admin Specialist	CECC	48,932	59,488	48,932	59,488	1.00		1.00	
Police									
Chief of Police	Contract	102,437	128,424	102,437	128,424	1.00		1.00	
Lieutenant	CCPOA	96,026	110,809	96,026	110,809	-		-	
Sergeant	CCPOA	76,794	95,289	76,794	95,289	4.00		4.00	
Police Officer / Recruit						10.00		10.00	
Police Officer	CCPOA	56,676	75,712	56,676	75,712				
Police Officer - Limited Term	CCPOA	56,676	75,712	56,676	75,712				
Police Recruit	CCPOA	41,750	41,750	41,750	41,750				
Exec Assistant, Records Specialist						1.50		1.50	
Executive Assistant to the Chief	CECC	48,932	59,488	48,932	59,488				
Records Specialist	CECC	46,617	56,654	46,617	56,654				
Planning, Building & Code Enforcement									
Planning Technician	CCMEA	51,396	62,472	51,396	62,472	-		-	
Building Inspector & Code Enforcement Officer						1.46		1.46	
Building Inspector & Code Enforcement Officer *	CCMEA	56,656	68,868	56,656	68,868				
Building Inspector & Code Enf Officer Extra Help (Retired Annuitant)	Unrepresented	56,656	68,868	56,656	68,868				
Building Inspector & Code Enf Officer Interim (Retired Annuitant)	Unrepresented	56,656	68,868	56,656	68,868				
Com Dev Spec, Office Tech **						1.00		1.00	
Community Development Specialist	CECC	42,291	51,398	42,291	51,398				
Office Technician	CECC	38,354	46,617	38,354	46,617				
Recreation									
Recreation Director / Events Coordinator	Contract	83,427	101,400	83,427	101,400	1.00		1.00	
Economic Development and Recreation Assistant	Unrepresented	36,875	44,829	36,875	44,829	0.48		0.48	
RV Park Supervisor	CCEA	44,398	53,968	44,398	53,968	1.00		1.00	
Campground Attendant	Unrepresented	33,724	40,993	33,724	40,993	-		-	
Aquatics Supervisor	CCMEA	51,396	62,472	51,396	62,472	1.00		1.00	
Relief Supervisor / Lesson Coordinator	CCEA	44,398	53,968	44,398	53,968	2.00		2.00	
Part-time Lifeguard						7.10		7.10	
Lifeguard - Designated Head Lifeguard	Unrepresented	34,840	39,520	34,840	39,520				
Lifeguard - Part-Time	Unrepresented	33,800	39,520	33,800	39,520				
Aquatic Specialty Program Instructor	Unrepresented	35,880	39,520	35,880	39,520				
Water Safety Aide	Unrepresented	34,320	36,400	34,320	36,400				
Public Works									
Director of Public Works	Contract	102,437	128,424	102,437	128,424	1.00		1.00	
Engineering Project Manager	CCMEA	65,600	79,736	65,600	79,736	2.50		2.50	
Engineering Technician	CCMEA	51,396	62,472	51,396	62,472	-		-	
Public Works Maintenance Manager						1.00		1.00	
Public Works Maintenance Manager	CCMEA	79,736	96,906	79,736	96,906				
Interim Public Works Maintenance Manager (Retired Annuitant)	Unrepresented	79,736	96,906	79,736	96,906				
Public Works Parks / Buildings / Maintenance Worker & Equipment Operator						12.96		12.96	
Senior Public Works Maintenance Worker	CCEA	53,968	65,600	53,968	65,600				
Senior Bldgs & Parks Maintenance Worker	CCEA	44,398	53,968	44,398	53,968				
Maintenance Worker 3	CCEA	44,398	53,968	44,398	53,968				
Maintenance Worker 2	CCEA	40,273	48,940	40,273	48,940				
Maintenance Worker 1	CCEA	38,350	46,622	38,350	46,622				
Maintenance Worker 1 (Seasonal)	Unrepresented	38,350	46,622	38,350	46,622				
Equipment Operator 2	CCEA	48,940	59,483	48,940	59,483				
Equipment Operator 1	CCEA	42,289	51,396	42,289	51,396				
EMOT						4.00		4.00	
Senior Electrical Mechanical Operations Technician	CCEA	72,320	87,892	72,320	87,892				
Electrical Mechanical Operations Technician 2	CCEA	62,472	75,935	62,472	75,935				
Electrical Mechanical Operations Technician 1	CCEA	53,968	65,600	53,968	65,600				
Utility Mechanic	CCEA	44,398	53,968	44,398	53,968				
Laboratory Director	CCMEA	68,868	83,721	68,868	83,721	1.00		1.00	
Laboratory Assistant / Tech						1.00		1.00	
Laboratory Technician 2	CCEA	56,656	68,868	56,656	68,868				
Laboratory Technician 1	CCEA	46,622	56,656	46,622	56,656				
Laboratory Assistant	CCEA	38,350	46,622	38,350	46,622				
Fleet Mechanic						2.00		2.00	
Senior Mechanic	CCEA	62,472	75,935	62,472	75,935				
Mechanic 2	CCEA	48,940	59,483	48,940	59,483				
Mechanic 1	CCEA	40,273	48,940	40,273	48,940				
Office Technician (Part-time)	Unrepresented	38,354	46,617	38,354	46,617	0.48		0.48	
Housing Authority									
Housing Authority Director	Contract	96,322	120,783	96,322	120,783	1.00		1.00	
Housing Authority Inspector	CCEA	44,398	53,968	44,398	53,968	-		-	
Tenant Services Technician	CECC	46,617	56,654	46,617	56,654	2.00		2.00	
Office Technician	CECC	38,354	46,617	38,354	46,617	1.00		1.00	
Totals						80.96	0.46	81.42	

* Split between Building/Code Enforcement and Housing Authority

** Split between Planning and Public Works

*** Annual wages based on 48/96 schedule including scheduled FLSA overtime

Pay ranges do not include special pay, i.e. certifications, longevity, merit, etc.

Min and max annual pay ranges are equivalent to base hourly rate times 2,080 hours per year (except for Fire Captains). Actual hours for positions may be different.

CRESCENT FIRE PROTECTION DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: ADMIN STAFF

DATE: JANUARY 12, 2026

SUBJECT: REVIEW AND DISCUSS POTENTIAL DISTRICT EMPLOYMENT STRUCTURES

BACKGROUND

Fire protection and emergency response services for the Crescent Fire Protection District (District) are currently provided pursuant to the Emergency and Fire Response Agreement between the City of Crescent City and the Crescent Fire Protection District (Amended 2023). Under this agreement, the Fire Chief position is structured as a City position, with the City providing Fire Chief services to the District and costs shared on an equal basis.

Under the existing framework, the Fire Chief is a City employee for purposes of employment, compensation, benefits, and labor compliance, while the District provides governance through policy direction and an annual performance evaluation process.

Recent leadership transitions and future recruitment considerations have prompted the Board to discuss, at a policy level, whether the Fire Chief position should continue under the City or whether alternative employment structures—specifically a District-employed Fire Chief—should be considered in the future.

This item is intended for discussion and Board direction only. No changes to the current employment structure are proposed or recommended at this time.

DISCUSSION

The purpose of this agenda item is to provide the Board with a clear comparison of the policy, recruitment, and administrative implications of structuring the Fire Chief position under the City versus the District. Direction provided by the Board would inform future analysis and planning prior to any permanent recruitment process.

OPTION 1: Fire Chief as a City Position (Current Structure)

Pros

- Continued participation in PERS, which may be an important recruitment and retention tool for non-retired or mid-career candidates.
- Existing City infrastructure for:
 - Human resources and personnel administration
 - Payroll, benefits, and tax compliance
 - Workers' compensation and liability coverage
- Structure is already defined in the current City–District Agreement, reducing the need for legal or contractual changes.

Cons

- District has less direct employment authority over the Fire Chief position.
- Employment decisions and recruitment processes require coordination between City and District governance structures.
- Compensation and benefit costs are tied to City employment systems.
- Recruitment timelines and conditions may be influenced by City processes.

OPTION 2: Fire Chief as a District Position (Alternative Structure)

Pros

- Because the District does not participate in PERS, a District-employed Fire Chief position may be particularly attractive to retired fire service personnel, as employment would not impact their existing PERS retirement benefits.
- Expands the potential candidate pool to include experienced, retired fire service executives.
- District would have direct employment authority over the Fire Chief position.
- Increased flexibility in defining:
 - Job duties and performance expectations
 - Compensation structure
 - Term-limited, interim, or fixed-term executive appointments

Cons

- Non-PERS status may be less attractive to non-retired or mid-career candidates seeking long-term pension participation.
- District would assume full employer responsibilities, including:
 - Payroll and tax compliance
 - Workers' compensation coverage
 - Employment law compliance (FLSA, wage and hour, etc.)

- The existing City–District Agreement would likely require amendment or renegotiation to implement this structure.

CAL-OES DEPLOYMENT CONSIDERATIONS (CLARIFICATION)

Cal-OES strike team and task force deployments are operational in nature and would typically involve Battalion Chiefs or other qualified operational personnel, rather than the Fire Chief position.

While employment structure considerations for Battalion Chiefs and other deployable personnel may warrant future discussion, Cal-OES deployment eligibility, pay, and employer-of-record considerations are not directly tied to the Fire Chief employment structure and are not the focus of this agenda item.

WHAT WOULD BE REQUIRED TO ESTABLISH A DISTRICT-EMPLOYED FIRE CHIEF

If the Board were to pursue a District-employed Fire Chief structure in the future, the following actions would likely be required prior to recruitment:

Governance & Policy

- Board policy direction authorizing District employment of executive staff
- Adoption of personnel and executive evaluation policies
- Clarification of reporting authority and governance structure

Legal & Contractual

- Legal review of employment classification options and PERS exclusion implications
- Amendment or renegotiation of the City–District Emergency and Fire Response Agreement

Administrative Infrastructure

- Payroll system or contracted payroll services
- Workers' compensation insurance coverage
- Employment practices liability insurance
- Human resources support (in-house or contracted)

Recruitment Implications

- Revised job description and recruitment materials reflecting non-PERS status
- Market analysis to assess competitiveness of compensation and structure

FISCAL IMPACT

There is no fiscal impact associated with discussion or Board direction at this time. Any future proposal to change the Fire Chief employment structure would return to the Board with a detailed fiscal, legal, and operational analysis.

CRESCENT FIRE PROTECTION DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: ADMIN STAFF

DATE: JANUARY 12, 2026

SUBJECT: APPROVE UPDATED WARRANT CLAIMS SIGNATURE PAGE

BACKGROUND

The Crescent Fire Protection District is required to maintain an up-to-date Signature Authorization Form on file with the Del Norte County Auditor-Controller's Office identifying individuals authorized to sign warrant claims, approve documents, and conduct related fiscal transactions on behalf of the District.

The Auditor-Controller's Office requires updated authorization forms when:

- There is a change in personnel authorized to sign documents; and/or
- At the start of a new fiscal year.

Due to recent leadership changes, including the appointment of Bill Gillespie as Interim Fire Chief, staff has prepared an updated warrant claims signature page to reflect current authorized signers for District business.

DISCUSSION

The proposed updated warrant claims signature page designates the following individuals as authorized signers:

- **Bill Gillespie, Interim Fire Chief** – Authorized to sign all documents
- **Vanessa Duncan, Administrative Specialist** – Authorized to sign warrant claims up to **\$1,500**
- **Jim Erler, Board Chair** – Authorized to sign all documents

Approval of this item will ensure continuity of District financial operations, maintain compliance with County requirements, and provide clear authorization for the processing of warrant claims and related documents.

Upon Board approval, the executed signature authorization page will be submitted to the Del Norte County Auditor-Controller's Office for official filing.

FISCAL IMPACT

There is no fiscal impact associated with approval of the updated warrant claims signature page.

ATTACHMENTS

1. Updated Warrant Claims Signature Authorization Page



COUNTY OF DEL NORTE

981 H Street, Suite 140
CRESCENT CITY, CALIFORNIA 95531

CLINTON SCHAAD
AUDITOR-CONTROLLER

(707) 464-7202

DATE:

TO: Crescent Fire Protection District

FROM: Auditor-Controller's Office

SUBJECT: Signature Authorizations

We are in the process of updating our signature authorization file. Please list below the names of the employees authorized to sign claims, budget revisions and pickup payroll. Also, provide a sample signature and specify each document the employee is authorized to sign.

Please remember, we need an updated authorization form completed and filed with the Auditor's Office when:

- A change regarding employees authorized to sign documents.
- At the start of a NEW fiscal year.

<u>Employee Name</u>	<u>Employee Signature</u>	<u>Documents Authorized</u>
<u>Bill Gillespie, Fire Chief</u>	<u></u>	<u>All documents</u>
<u>Vanessa Duncan, Admin. Specialist</u>	<u></u>	<u>Warrant Claims up to \$1,500</u>
<u>Jim Erler, CFPD Chair</u>	<u></u>	<u>All Documents</u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>

Department Head Signature: _____, Dated: 01/12/2026

Crescent City Fire & Rescue

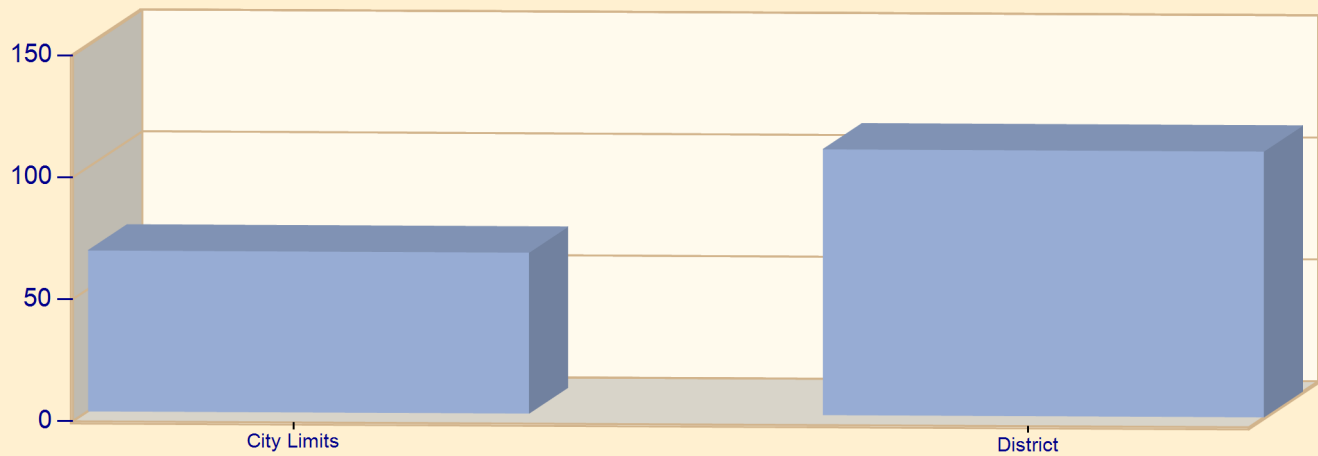
Crescent City, CA

This report was generated on 1/9/2026 1:26:46 PM



Incident Type Count per Zone for Date Range

Start Date: 11/01/2025 | End Date: 11/30/2025



ZONES	INCIDENT TYPE	COUNT
City Limits - City Limits		
	311 - Medical assist, assist EMS crew	23
	321 - EMS call, excluding vehicle accident with injury	1
	324 - Motor vehicle accident with no injuries.	1
	444 - Power line down	1
	445 - Arcing, shorted electrical equipment	1
	550 - Public service assistance, other	1
	551 - Assist police or other governmental agency	1
	553 - Public service	1
	561 - Unauthorized burning	2
	611 - Dispatched & cancelled en route	22
	622 - No incident found on arrival at dispatch address	4
	700 - False alarm or false call, other	1
	733 - Smoke detector activation due to malfunction	4
	735 - Alarm system sounded due to malfunction	1
	743 - Smoke detector activation, no fire - unintentional	1
	744 - Detector activation, no fire - unintentional	1
	Total Incidents for City Limits - City Limits:	66
District - District		
	111 - Building fire	2
	113 - Cooking fire, confined to container	1

Zone information is defined on the Basic Info 3 screen of an incident.
Only REVIEWED incidents included.



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Doc Id: 1404

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ZONES	INCIDENT TYPE	COUNT
	114 - Chimney or flue fire, confined to chimney or flue	1
	122 - Fire in motor home, camper, recreational vehicle	2
	131 - Passenger vehicle fire	2
	311 - Medical assist, assist EMS crew	45
	322 - Motor vehicle accident with injuries	1
	323 - Motor vehicle/pedestrian accident (MV Ped)	1
	324 - Motor vehicle accident with no injuries.	7
	400 - Hazardous condition, other	1
	444 - Power line down	2
	520 - Water problem, other	1
	551 - Assist police or other governmental agency	1
	561 - Unauthorized burning	1
	611 - Dispatched & cancelled en route	20
	622 - No incident found on arrival at dispatch address	12
	631 - Authorized controlled burning	3
	700 - False alarm or false call, other	1
	733 - Smoke detector activation due to malfunction	1
	736 - CO detector activation due to malfunction	1
	743 - Smoke detector activation, no fire - unintentional	2
	911 - Citizen complaint	1
	<i>Total Incidents for District - District:</i>	<i>109</i>
Total Count for all Zone:		175

Zone information is defined on the Basic Info 3 screen of an incident.
Only REVIEWED incidents included.



Crescent City Fire & Rescue

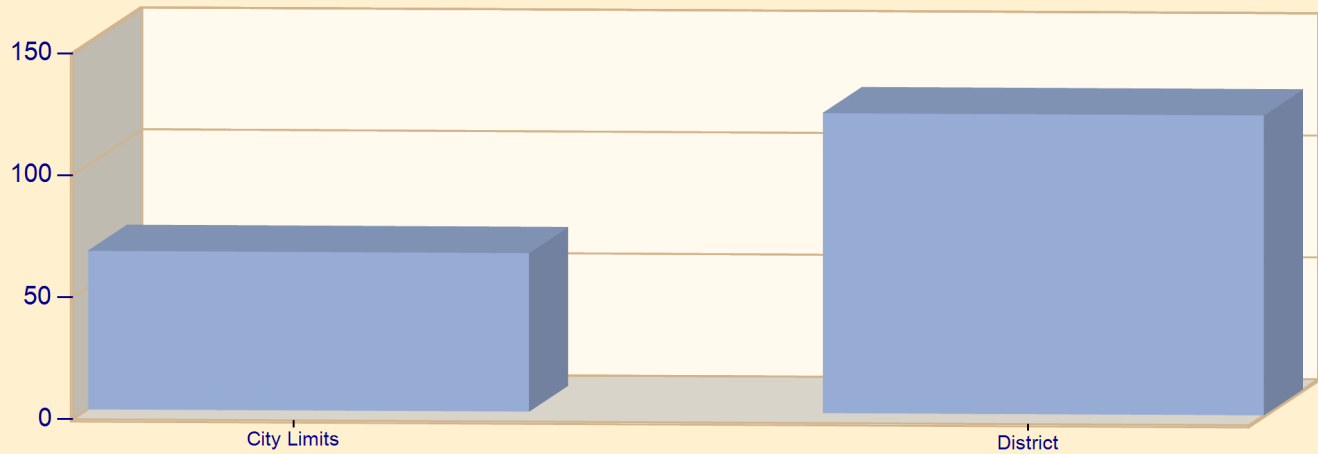
Crescent City, CA

This report was generated on 1/9/2026 1:27:19 PM



Incident Type Count per Zone for Date Range

Start Date: 12/01/2025 | End Date: 12/31/2025



ZONES	INCIDENT TYPE	COUNT
City Limits - City Limits		
	162 - Outside equipment fire	1
	311 - Medical assist, assist EMS crew	30
	322 - Motor vehicle accident with injuries	3
	323 - Motor vehicle/pedestrian accident (MV Ped)	4
	324 - Motor vehicle accident with no injuries.	1
	412 - Gas leak (natural gas or LPG)	1
	440 - Electrical wiring/equipment problem, other	1
	444 - Power line down	2
	561 - Unauthorized burning	3
	611 - Dispatched & cancelled en route	13
	622 - No incident found on arrival at dispatch address	1
	651 - Smoke scare, odor of smoke	1
	671 - HazMat release investigation w/no HazMat	1
	733 - Smoke detector activation due to malfunction	1
	743 - Smoke detector activation, no fire - unintentional	2
	Total Incidents for City Limits - City Limits:	65
District - District		
	118 - Trash or rubbish fire, contained	2
	131 - Passenger vehicle fire	3
	151 - Outside rubbish, trash or waste fire	2

Zone information is defined on the Basic Info 3 screen of an incident.
Only REVIEWED incidents included.



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ZONES	INCIDENT TYPE	COUNT
	311 - Medical assist, assist EMS crew	62
	322 - Motor vehicle accident with injuries	5
	324 - Motor vehicle accident with no injuries.	4
	424 - Carbon monoxide incident	1
	444 - Power line down	3
	445 - Arcing, shorted electrical equipment	2
	561 - Unauthorized burning	4
	611 - Dispatched & cancelled en route	25
	622 - No incident found on arrival at dispatch address	2
	733 - Smoke detector activation due to malfunction	3
	735 - Alarm system sounded due to malfunction	1
	743 - Smoke detector activation, no fire - unintentional	4
	<i>Total Incidents for District - District:</i>	<i>123</i>
<i>Total Count for all Zone:</i>		<i>188</i>

Zone information is defined on the Basic Info 3 screen of an incident.
Only REVIEWED incidents included.



2025 Call Volume

In 2025, Crescent City Fire & Rescue responded to 2,055 incidents across the City and District service areas, with approximately 67% of all calls occurring in the District and 33% within City limits.

While the department continues to serve as an all-hazards response agency, fire suppression and fire-related incidents remained a critical and high-risk component of operations. Firefighters responded to approximately 8% of all calls for fires—about 164 fire incidents over the year—including structure fires, vehicle fires, vegetation and wildland fires, chimney fires, and unauthorized burning. This equates to roughly one fire incident every other day somewhere within the City or District.

Although fire calls represent a smaller share of total responses, they require a disproportionate level of training, staffing, apparatus readiness, and tactical coordination, particularly in the District where vegetation fires and unauthorized burning were more prevalent. In addition to active fires, crews routinely responded to fire-related hazards such as smoke investigations, electrical issues, gas leaks, and power line incidents—calls that often prevent minor problems from becoming major fires.

In addition to firefighting, Crescent City Fire & Rescue plays a vital role in emergency medical response, with medical-related incidents accounting for approximately 45% of total calls in 2025. Firefighters frequently serve as the first arriving emergency responders, providing immediate patient care, scene stabilization, and support to ambulance providers. These medical responses are a critical component of community safety and ensure that residents receive rapid care during medical emergencies, often before transport units arrive.

The 2025 call data reflects a department that must remain constantly prepared for low-frequency, high-consequence fire incidents, while also delivering high-volume, life-saving medical response every day. Together, these responsibilities reinforce that Crescent City Fire & Rescue is an essential, full-spectrum emergency service protecting lives, property, and the community as a whole.