



MINUTES OF THE CRESCENT FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

**REGULAR MEETING HELD
MONDAY, FEBRUARY 9, 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
- Vice Chair Jon Maxwell
- Director Jim Nelson
- Director Rick Kelley

Board members absent:

- Director Dave Short

Staff members present:

- Interim Fire Chief Bill Gillespie
- Administrative Specialist Vanessa Duncan
- Captain Beau Smith
- City Manager Eric Wier

1.3 FLAG SALUTE

The Pledge of Allegiance was led by Director Kelley

2. PUBLIC PARTICIPATION

No public comment at this time.

3. CONSENT CALENDAR

3.1 APPROVE MINUTES OF THE REGULAR MEETING OF JANUARY 12, 2026

3.2 APPROVAL OF WARRANT CLAIMS FOR PERIOD COVERING JANUARY 2026

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 approved the Consent Calendar.

4. NEW BUSINESS

Take action as necessary and appropriate.

4.1 AUTHORIZE COMPENSATION STUDY AND PROPOSED FIRE DEPARTMENT EMPLOYEE WAGE UPDATES

RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Authorize an internal budget transfer within the Department Allotment from the Department Allotment line to the City Administrative Services line to fund the associated costs

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 approved the compensation study and proposed employee wage updates, and authorized an internal budget transfer within the Department Allotment from the Department Allotment line to the City Administrative Services line to fund the associated costs.

4.2 REQUEST TO REMODEL ADMINISTRATIVE SPECIALIST OFFICE FOR SAFETY AND OPERATIONAL EFFICIENCY

RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Approve the Administrative Specialist office remodel concept and authorize staff to proceed with the project using in-house labor consistent with the preliminary cost estimate, and authorize an internal budget revision within the Department Allotment from the Department Allotment line to the Maintenance – Structure / Improve Grounds line to fund the associated costs

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 Administrative Specialist office remodel concept and authorized staff to proceed with the project using in-house labor, not to exceed \$4,000, and authorized an internal budget revision within the Department Allotment from the Department Allotment line to the Maintenance – Structure / Improve Grounds line to fund the associated costs.

4.3 APPROVE PURCHASE OF TWO CANOPIES FOR BATTALION CHIEF VEHICLES

RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Approve the purchase of two canopies for Battalion Chief vehicles in an amount not to exceed \$9,000, and authorize an internal budget revision within the Department Allotment from the Department Allotment line to the Minor Equipment/Small Tools line to fund the associated costs, with the expenditure offset by revenue from surplus SCBA sales

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 purchase of two canopies for Battalion Chief vehicles in an amount not to exceed \$9,000, and authorized an internal budget revision within the Department Allotment from the Department Allotment line to the Minor Equipment/Small Tools line to fund the associated costs, with the expenditure offset by revenue from surplus SCBA sales.

4.4 ADOPT REVISED FY 2025–26 BUDGET CODING STRUCTURE (NO CHANGE TO TOTAL APPROPRIATIONS)

RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Approve adoption of the revised FY 2025–26 budget coding structure using the same total budget amounts previously approved, consistent with County accounting requirements

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 adoption of the revised FY 2025–26 budget coding structure using the same total budget amounts previously approved, consistent with County accounting requirements.

5. OLD BUSINESS

Take action as necessary and appropriate.

5.1 DISTRICT EMPLOYEE POSITIONS UPDATE

RECOMMENDATION

1. Receive staff report

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

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 directed staff to proceed with establishing District-employed seasonal or part-time positions and implementing a payroll platform to support mutual aid state assignments.

6. CHIEFS REPORT

Take action as necessary and appropriate.

UPDATE ON CURRENT MATTERS AND THOSE IN PROGRESS

6.1 RESPONSES OCCURRED BETWEEN: 01-01-26 to 01-31-26

Interim Fire Chief Gillespie informed the Board on the calls for January.

6.2 DUTY OFFICER STIPEND CAP INCREASE RESEARCH

Interim Fire Chief Gillespie reported that discussions have been initiated with the City regarding a potential increase to the stipend cap. No formal action was taken by the Board.

6.3 FIRE CHIEF RECRUITMENT UPDATE

Interim Fire Chief Gillespie reported that the Fire Chief recruitment update will be included as a standing agenda item each month to keep the Board informed of any new developments. No formal action was taken by the Board.

Additionally, Interim Fire Chief Gillespie provided an update on two Measure S–approved expenses: the command box for 5100 and repairs to ladder truck 5181.

7. BOARD COMMENTS

Director Kelley requested that the repair of the downspouts at Cooper Station be placed on a future meeting agenda for discussion.

8. ADJOURNMENT

There being no further business to come before the Board, Chair Erler adjourned the meeting at 5:59PM of the Crescent Fire Protection District Board of Directors to the next regularly scheduled meeting on March 9, 2025 at 5:00PM.

ATTEST:

Vanessa Duncan, Clerk of the Board
Crescent Fire Protection District