



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

**SPECIAL MEETING HELD
TUESDAY, APRIL 28, 2026
AT 5:00 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 Rick Kelley

Board members absent:

- Director Dave Short

Staff members present:

- Administrative Specialist Vanessa Duncan
- Interim Fire Chief Bill Gillespie
- Captain Beau Smith

1.3 FLAG SALUTE

The Pledge of Allegiance was led by Director Kelley.

2. PUBLIC PARTICIPATION

No public comment at this time.

3. NEW BUSINESS

Take action as necessary and appropriate.

3.1 APPROVE UPDATED VOLUNTEER STIPEND PROGRAM

RECOMMENDATION

1. Receive staff report

2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Approve the updated Volunteer Stipend Program, including adjustments to shift stipends, response stipends, and monthly stipend caps
6. Direct staff to implement the approved stipend program effective July 1, 2026, and incorporate associated costs into the FY 2026/2027 budget under Professional Services provided by the City, consistent with the City–District agreement and County budget coding requirements

Vice Chair Maxwell recused himself due to conflict of interest and left the room before discussion.

On a motion by Director Nelson, seconded by Director Kelley, motion carried 3/0/1/1 with Director Short being absent and Vice Chair Maxwell recused; the Board of Directors authorized staff to implement the approved stipend program effective July 1, 2026, and incorporate associated costs into the FY 2026/2027 budget under Professional Services provided by the City, consistent with the City–District agreement and County budget coding requirements.

Vice Chair Maxwell returned to the room following consideration of this item.

3.2 APPROVE UPDATED FIRE CHIEF JOB DESCRIPTION AND RECRUITMENT MATERIALS

RECOMMENDATION

1. Receive staff report
2. Technical questions from the Board
3. Take public comment
4. Further Board discussion
5. Approve the updated Fire Chief Job Description
6. Approve the Fire Chief Recruitment Flyer
7. Approve a relocation assistance benefit not to exceed \$10,000 for the Fire Chief position, with costs shared equally between the Crescent Fire Protection District and the City of Crescent City, subject to terms outlined in the employment agreement
8. Authorize staff to proceed with recruitment efforts consistent with the approved job description and recruitment materials

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 updated Fire Chief Job Description, approved the Fire Chief Recruitment Flyer, approved a relocation assistance benefit not to exceed \$10,000 for the Fire Chief position with costs shared equally between the Crescent Fire Protection District and the City of Crescent City, and authorized staff to proceed with recruitment efforts consistent with the approved job description and recruitment materials. The Board's approval of the relocation assistance benefit was conditioned upon the employment agreement

requiring submission of documentation supporting relocation expenses prior to reimbursement and including a list of eligible relocation expenses subject to reimbursement.

4. ADJOURNMENT

There being no further business to come before the Board, Chair Erler adjourned the meeting at 5:43 PM of the Crescent Fire Protection District Board of Directors to the next regularly scheduled meeting on May 11, 2026 at 5:00PM.

ATTEST:

Vanessa Duncan, Clerk of the Board
Crescent Fire Protection District