

## MINUTES

*Regular Board Meeting*

*March 8, 2022*

*5:30 p.m.*

*Location: Remote Via Zoom*

### **Board of Directors**

*Randy Mendosa (Division 3) - President, Blaine Maynor (Division 1) - Vice-President,*

*Nicole Johnson (Division 2) - Director, Eric Loudenslager (Division 4) - Director*

*David Rosen (Division 5) - Director*

### CALL TO ORDER

The regular session of the Board of Directors for the Arcata Fire District was called to order by President Randy Mendosa at 5:31 pm.

### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance has been suspended during Shelter in Place.

### ATTENDANCE AND DETERMINATION OF A QUORUM

The meeting continued with a quorum and the following were present remotely via zoom: President Randy Mendosa, Vice President Blaine Maynor, Director Eric Loudenslager, and Director David Rosen. Director Nicole Johnson was absent.

Additional District administrative staff included Fire Chief Justin McDonald, Assistant Chief Sean Campbell, and Board Secretary Becky Schuette.

### APPROVAL OF AGENDA

It was moved to approve the agenda.

**Motion:** Maynor; Second: Rosen

**Roll Call: Ayes;** Loudenslager, Maynor, Rosen, and Mendosa. **Absent;** Johnson  
Motion Carries

### PUBLIC COMMENT

President Mendosa called for public comments and there were none.

Senior Management Group – Nothing to report.

Local 4981 – President Marcus Lillard reported that the Local had participated in two community events since the last meeting; The Pacific Union read-a-thon via zoom from the Mad River Station and the Big Brothers Big Sisters Bowl for Kids' Sake with a team of 6, raising \$300.

Arcata Volunteer Firefighters Association (AVFA) – President Roy Willis reviewed his submitted report aloud.

Director Maynor asked about the AVFA digital radio grant and if we are being held up in switching to digital. Chief McDonald advised that the District does have several digital radios, however, there are several outstanding grants with hopes to get more.

Director Loudenslager asked about what the M Street hazmat cleanup was about and Roy Willis explained the status and EPA funded cleanup.

### **CONSENT CALENDAR**

1. Minutes from February 8, 2022, Regular Meeting
2. February 2022 Financial Report
3. Renewal of Adoption of Resolution 21-247 for an Additional 30 Days, Making Findings Pursuant to Government Code Section 54953, As Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings
4. Approve Correction to Previously Adopted Resolution 22-225 with Exhibit A
5. Approval of Resolution 22-256 Adopting an Updated Records Management Policy Manual and Retention Schedule
6. Employment Contract Renewal – Fire Chief
7. Adopt Resolution 22-257 with Exhibit A, Adopting a New Master Salary Schedule Effective February 7, 2022

President Mendosa asked if there were any requests from the Directors or the Public to pull and discuss consent calendar items and there were none.

Prior to approval of the consent calendar, however, Board Secretary Schuette advised that on page 10 of the board packet and the last page of the previous month's minutes, Item 1 of the consent calendar, the date listed for the next regular meeting was incorrect. It should have read March 8, 2022, not April 12, 2022.

It was moved to approve the consent calendar with the noted correction.

**Motion:** Loudenslager; Second: Maynor

**Roll Call: Ayes;** Loudenslager, Maynor, Rosen and Mendosa. **Absent;** Johnson  
Motion Carries

### **CORRESPONDENCE & COMMUNICATIONS**

1. Public Correspondence – There was none.

President Mendosa called the Chief's monthly report at this time.

3. Fire Chief's Monthly Report – Chief McDonald reviewed his monthly report aloud. During the maintenance review, Chief Campbell made an update to E8215 being out of service for an extended period due to a blown head gasket. E8239 is also out of service but should be repaired soon.

Chief McDonald added that the Assistant Chief application review time is being extended and it appears that the interviews will now be in the first week of May.

He also added that the McKinleyville Chamber of Commerce dinner is later this month, and the Fire District has been nominated, once again, for non-profit of the year. He will be attending to represent the District.

Director Maynor asked about the long-term equipment replacement committee and the Chief advised soon. He also added that he has spoken with the local Pierce rep. He also asked about the Safety Committee meeting, and the name change committee. Chief McDonald advised the regularly scheduled Safety Committee meeting is next month and the name change item is under District Business.

## 2. Committee Reports:

a. Arcata Station Rent Committee – President Mendosa advised that the AVFA has their attorney still looking at the offer the District made. He is encouraging the process be expedited due to rising interest rates. Director Rosen queried if there was a timeline or expiration on the offer and he was advised there currently was not.

b. Arcata General Plan & Gateway Area Plan Committee – Director Loudenslager reported that he had participated in the meeting regarding the Environmental Impact report as it relates to the General Plan. He went on to explain that he had come away with several key elements from the meeting that will have direct impact to the Fire District.

- The City of Arcata is planning for 60% growth between 2025 & 2045.
- The City would like all that growth to take place within current city boundaries.
- 3 Housing will increase:
  - Cal Poly Humboldt has obtained the Craftsmen’s mall and plans to develop “The Village” - State owned properties do not have property taxes
  - New ADU’s – Measure F gives a “pass” to those associated with a primary residence
  - Anticipating 6, 7 and 8 story buildings in the Gateway area – Fire District does not have the equipment or personnel to handle high-rises
- The District provided a written response to David Loya, which is included in the Board packet on page 83

Captain Lillard added information relating to larger departments in areas outside of Humboldt that are changing their policies regarding fire responses to high-rise buildings. High rises are necessitating a much higher number of staff members to be present for sufficient suppression.

4. Director Matters – There were none.

## **DISTRICT BUSINESS**

### **1. Receive LAFCo presentation and Consider the Possibility of the Annexation of the Upper Jacoby Creek Community and Fickle Hill Area into the Fire District:**

Chief McDonald briefly presented his staff report before introducing Colette Santsche with LAFCo. Colette described the process, LAFCo’s roll and steps that would occur if the Board wanted to pursue the annexation. The main steps included:

1. The Fire District Board would need to notice a public hearing and pass a resolution initiating annexation with a 21-day notice of intent for annexation.
2. The County Board of Supervisors must also approve the property tax exchange agreement via resolution, which is part of the initial application process.
3. After receipt of the resolution and application, LAFCo mails notices to landowners and registered voters within the annexation area advising them of the consideration for annexation.
4. LAFCo will publish a public notice 21 days in advance of the public hearing and develop and publish the staff report with their review and findings.

5. If the annexation is approved by LAFCo, the secondary protest hearing is triggered, which allows the landowners and voters within the effected territories to protest and potentially reverse the action or eventually trigger an election.
6. Upon annexation, the two Fire District taxes would be extended into the annexed area.

There were several questions by the Directors regarding the process, what the next steps should be and if the District could be given a “punch list.”

There were no public comments.

Additional comments from Chief McDonald included making sure there is outreach to all involved landowners and voters, including Green Diamond. He also reminded the Voard that if Green Diamond ever wanted to subdivide the land or develop it, there is a requirement that the land be annexed into a fire protection district or area that provides those services. He furthered his reminder with adding that these are areas we are going to anyway, outside our jurisdiction, so why not annex them into the District. Although it is also State Response Area (SRA), the District still responds for accidents, fires, or medical calls.

It was moved to proceed with the annexation process.

**Motion:** Maynor; Second: Loudenslager

**Roll Call: Ayes;** Loudenslager, Maynor, Rosen and Mendosa. **Absent;** Johnson  
Motion Carries

**2. Consider and Authorize a Request for Proposal for Audit Services:** Chief McDonald reviewed his staff note aloud. Having received communications from Director Rosen, prior to the meeting, he recommends striking items b, c, f, g, h, i, l, and m from the Scope of Work. It is important that the scope of work be specific to “independent” and that asking for help from the auditor, provide feedback, oversight, or counseling, they cannot also remain “independent.”

There were no comments from the Board or the public.

Director Rosen volunteered to assist staff in reviewing the submitted proposals before they are presented to the Board at a future meeting for a final decision.

It was moved to approve the Request for Proposal for auditing services with the amendments as described, retaining items a, d, e, j, and k in the Scope of Work.

**Motion:** Loudenslager; Second: Maynor

**Roll Call: Ayes;** Loudenslager, Maynor, Rosen and Mendosa. **Absent;** Johnson  
Motion Carries

**3. Consider Approval of the Fiscal Year 2021/22 Mid-Year Amended Budget:** Chief McDonald advised that the staff note in the packet should be disregarded and that the replacement one was emailed out earlier today. It will also be included in the minutes as Attachment 1.

The Chief went on to explain that the Auditor’s Office had provided us with the updated fund registers earlier in the day and the new report reflects the updated figures. He reviewed the updates aloud.

This was followed by a few questions from the Directors and no public comments.

It was moved to accept the Fiscal Year 2021/22 mid-year amended budget.

**Motion:** Maynor; Second: Rosen

**Roll Call: Ayes;** Loudenslager, Maynor, Rosen and Mendosa. **Absent;** Johnson  
Motion Carries

**4. Performance Goals for Fiscal Year 2021/22 for the Fire Chief:** President Mendosa reviewed the performance goals set forth for the Fire Chief during his annual performance evaluation. When reviewing item two (II) President Mendosa emphasized that the name change would be public and would include public input.

Several of the Directors had questions or comments regarding capital improvements, succession planning, and the increase of the Chief's responsibilities and need for assistance with the District's finances which have become much more complicated this past year.

There were no public comments.

This item was for information only.

#### **CLOSED SESSIONS**

**Conference with Labor Negotiator** (Gov. Code Section 54957.6)

Employee Organization: *Local 4981*

Agency designated representative: *District Counsel Jack Hughes*

There was no closed session for this item for this meeting.

**Conference with Real Property Negotiators** (Gov. Code Section 54956.8)

Property: *APN: 021-041-002-000, 631 9<sup>th</sup> Street, Arcata*

Agency Negotiators: *Director Randy Mendosa and Director Blaine Maynor*

Under Negotiation: *Price and Terms of Payment*

President Mendosa adjourned to closed session at 7:32 pm, advising that there will be a brief report on the Real Property Negotiations.

The meeting resumed at 7:55 pm.

Report out of closed session by President Mendosa; there is nothing to report out.

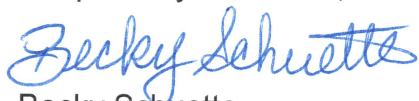
#### **ADJOURNMENT**

Following a motion, President Mendosa adjourned the meeting at 7:56 pm.

**Motion:** Maynor; Second: Loudenslager

The next Regular Meeting is scheduled for **April 12, 2022, at 5:30 pm.**

Respectfully submitted,



Becky Schuette,  
Clerk of the Board



# ARCATA

## FIRE DISTRICT

### DISTRICT BUSINESS Item 3 **UPDATED REPORT**

**Date:** March 8, 2022  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Consider Approval of the Fiscal Year 2021/22 Mid-Year Amended Budget

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#### **DISCUSSION:**

Staff received the general ledger records from the County Auditor's office today. The staff report and the Draft budget documents have been updated to reflect the current projected income based on the information received from the County Auditor's Office.

The mid-year budget update provides an opportunity for staff to evaluate fiscal year-to-date budget vs. actual performance and to update fiscal year projections based on information not previously available. The attached draft of the 2021/22 Mid-Year Amended Budget, if approved, would modify the District's FY2021/22 Budget that was adopted by the Board of Directors in September 2021.

What follows is a summary of the proposed budgetary adjustments at mid-year. The result, after making the adjustments, was a surplus of **\$884,000**. It is recommended that this amount be left unallocated and would be rolled over to the general fund.

#### **REVENUE ADJUSTMENT**

- Tax Revenue (Increase by \$72,000)
  - Current Secured Property Tax is estimated 3% higher than original projections. This is directly linked to the real estate market.
- Intergovernmental (Increase by \$1,000)
  - Funds received for Workers Comp reimbursement
- Miscellaneous Revenues (Increase by \$15,000)

#### **EXPENDITURE ADJUSTMENTS**

- 5010 Salaries and Wages (Increase by \$86,000)
  - 5010.1 Full Time – This account was adjusted to cover wage adjustments from contract negotiations. The account should be increased by \$76,000.
  - 5010.8 CalFire/OES Pay – This account starts the fiscal year with a \$0 budget and will adjust mid-year to account for the actual amount of payroll to cover strike team assignments. This amount is fully funded by the revenue from 800950 Firefighting Reimbursements.
- 5020 Retirement (Increase by \$43,000)
  - This account was adjusted to account for departing employee settlement pay, wage adjustments and to cover the increase in Medicare costs.
- 5030 Group Insurance (Increase by \$26,000)

- Update account to projected based on midyear expenses.
- 5035 Workers Compensation (Reduce by \$28,600)
  - This account was updated based on actuals.
- 5090 Household Expenses (Increase by \$700)
  - This account was updated based on actuals.
- 5100 Liability (Reduce by \$700)
  - This account was updated based on actuals.
- 5120 Equipment Maintenance (Increased by \$19,600)
  - 5120.1 Fire Apparatus - increase to cover the cost of deferred maintenance issues.
  - 5120.7 SCBA – increase to cover the purchase of a 5-year maintenance contract for fit test machine
- 5130 Structure Maintenance (Increased by \$1,300)
  - Unanticipated repairs to the MR Station.
- 5180 Professional Services (Increase by \$25,450)
  - 5180.1 Legal Services - increase to cover on-going contract negotiations.
  - 5180.4 Background Checks - increase for pending hiring process.
  - 5180.5 Audit Services - reduce account based on actuals.
  - 5180.8 IT Services - increase to projected based on midyear expenses.
  - 5180.9 Webpage Hosting - increase to account for the “Engage” feature.
  - 5180.10 RMS Annual Fee - increase account based on actuals.
  - 5180.11 Scheduling Program - increase account based on actuals.
  - 5180.18 Google - increase to cover the final payment made for services.
- 5190 Publications & Legal Notices (Increased by \$1,000)
  - Increase to projected based on midyear expenses.
- 5200 Rents & Leases - Equipment (Increased by \$800)
  - Increase to cover property tax on equipment.
- 5230 Special District Expense (Increase by \$500)
  - Unanticipated training class refund.
- 5250 Transportation & Travel (Increase by \$40,000)
  - Unanticipated increase to fuel costs.

**OTHER EXPENDITURES**

- Add the Interest Payment to Sterling National for the UAL refinance (\$39,000).
- Reduce the UAL Payment by \$68,000 per the actuals.

**RECOMMENDATION:**

Staff recommends the Board, review the mid-year adjustments, take public comment, discuss, and approve the Draft FY 2021/22 Mid-Year Amended Budget.

**FINANCIAL IMPACT:**

- No Fiscal Impact/Not Applicable
- Included in Budget:
- Additional Appropriation Requested:

**ALTERNATIVES:**

1. Board discretion

**ATTACHMENTS:**

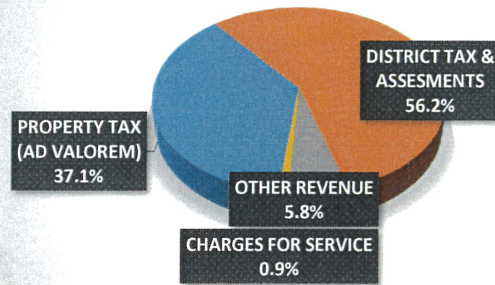
Attachment 1- Draft FY 2021/22 Mid-Year Amended Budget.



### FISCAL YEAR 2021/22 Mid-Year Budget Projections

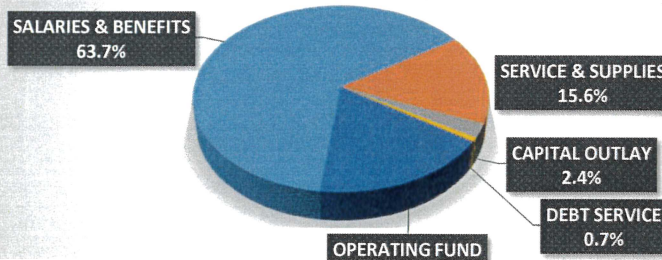
	Current Approved	Draft Mid-Year
<b>REVENUES</b>	<b>\$6,645,000</b>	<b>\$6,733,000</b>
PROPERTY TAX (AD VALOREM)	\$2,427,000	\$2,499,000
DISTRICT TAX & ASSESSMENTS	\$3,781,000	\$3,781,000
OTHER REVENUE	\$375,000	\$391,000
CHARGES FOR SERVICE	\$62,000	\$62,000

#### Projected Revenues



<b>EXPENDITURES</b>	<b>\$5,664,000</b>	<b>\$5,849,000</b>
SALARIES & BENEFITS	\$3,597,000	\$3,723,000
SERVICE & SUPPLIES	\$824,000	\$912,000
CAPITAL OUTLAY	\$143,000	\$143,000
DEBT SERVICE	\$0	\$39,000
OPERATING FUND TRANSFER	\$1,100,000	\$1,032,000
<b>Surplus (Deficit)</b>	<b>\$981,000</b>	<b>\$884,000</b>

#### Projected Expenditures





## Financial Summary

Draft Mid-year FY 21-22 Budget

Revenue Sources	General Operating Fund	2006 Benefit Assessment <sup>(1)</sup>	2020 Special Tax <sup>(2)</sup>	Inspection Program <sup>(3)</sup>	Grants	Striketeam Reimburse	TOTAL	
County Tax Revenue	\$2,517,000	-	-	-	-	-	\$2,517,000	
District Assessment & Tax	-	\$1,463,000	\$2,318,000	-	-	-	\$3,781,000	
Use of Money	\$42,000	-	-	-	-	-	\$42,000	
Intergovernmental	\$73,000	-	-	-	\$0	\$0	\$73,000	
Charges for Service	\$5,000	-	-	\$57,000	-	-	\$62,000	
Other Revenue	\$258,000	-	-	-	-	-	\$258,000	
<b>Total Revenue</b>	<b>\$2,895,000</b>	<b>\$1,463,000</b>	<b>\$2,318,000</b>	<b>\$57,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,733,000</b>	
<b>Expenditures and Appropriations</b>								
Personnel	\$1,601,000	\$981,000	\$1,095,000	\$46,000	-	\$0	\$3,723,000	
Services & Supplies	\$330,000	\$301,000	\$272,000	\$9,000	-	\$0	\$912,000	
Debt Service	\$13,000	\$13,000	\$13,000	-	-	-	\$39,000	
Capital Expense	\$143,000	-	-	-	-	-	\$143,000	
Operating Fund Transfers Out	\$344,000	\$344,000	\$344,000	-	-	-	\$1,032,000	
<b>Total Expenditures</b>	<b>\$2,431,000</b>	<b>\$1,639,000</b>	<b>\$1,724,000</b>	<b>\$55,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,849,000</b>	
<b>Fund Balance</b>	<b>\$464,000</b>	<b>(\$176,000)</b>	<b>\$594,000</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$884,000</b>	
				<b>Revenue to/from County Treasury Account</b>				
				<b>Operating Fund Balance needed on July 1, 2021</b>	<b>\$2,924,500</b>			
				<b>Fund Balances - Beginning</b>		<b>\$2,941,178</b>		
				<b>Fund Balances - Ending</b>		<b>\$3,825,178</b>		
<p><i>Footnote #1 - The Benefit Assessment funds 3 Fire Captains, 3 Engineers, 1/3 of the operations</i></p> <p><i>Footnote #2 - The 2020 Special Tax funds 1 Chief officer, 3 Fire Captains, 3 Engineers, 1/3 of the operations</i></p> <p><i>Footnote #3 - Revenue generated by the Inspection Program funds the Inspector position, 1/4 of Fire Marshal and 1/4 Office Assistant positions</i></p>								
Budgeted Position Allocation				Admin	Suppression	Prevention	Logistics	<b>TOTAL</b>
Full Time Positions				4	18	-	-	22
Part-time Positions				0.75	-	2.25	-	3
Volunteer Positions				-	2	-	10	10

	Approved FY 21/22	Draft Mid- Year	Difference
<b>REVENUE</b>			
<b>TAX REVENUE</b>	\$ 6,226,000	\$6,298,000	\$72,000
101117 · PROPERTY TAX-CURRENT-SECURED	\$ 2,316,000	\$ 2,388,000	
102500 · PROPERTY TAX-CURRENT-UNSECURED	\$ 85,000	\$ 85,000	
103500 · PROPERTY TAX-PRIOR YEARS-SECURED	\$ 25,000	\$ 25,000	
105110 · PROPERTY TAX-PRIOR YEARS-UNSECURED	\$ 1,000	\$ 1,000	
800040 · SUPPLEMENTAL TAXES- CURRENT	\$ 12,000	\$ 12,000	
105900 · SUPPLEMENTAL TAXES-PRIOR YEAR	\$ 5,000	\$ 5,000	
113100 · STATE TIMBER TAX	\$ 530	\$ 530	
800050 · PROPERTY ASSESSMENTS	\$ 3,781,000	\$ 3,781,000	
2006 Benefit Assessment	\$ 1,463,000	\$ 1,463,000	
2020 Special Tax	\$ 2,318,000	\$ 2,318,000	
<b>USE OF MONEY &amp; PROPERTY</b>	\$ 42,000	\$ 42,000	\$0
800190 · INTEREST INCOME	\$ 42,000	\$ 42,000	
<b>INTERGOVERNMENTAL</b>	\$ 72,000	\$ 73,000	\$1,000
525110 · HOMEOWNERS PROP. TAX RELIEF	\$ 25,000	\$ 25,000	
800580 · FEDERAL AID IN-LIEU TAX	\$ -	\$ -	
800600 · OTHER GOVERNMENT AGENCIES	\$ 47,000	\$ 48,000	
800944 · GRANT REVENUE	\$ -	\$ -	
800950 · FIREFIGHTING REIMBURSEMENTS	\$ -	\$ -	
<b>CHARGES FOR SERVICES</b>	\$ 62,000	\$ 62,000	\$0
800155 · PREVENTION FEES	\$ 12,000	\$ 12,000	
800156 · R1/R2 INSPECTION FEES	\$ 45,000	\$ 45,000	
800946 · INCIDENT REVENUE RECOVERY FEES	\$ 5,000	\$ 5,000	
<b>MISCELLANEOUS REVENUES</b>	\$ 700	\$ 15,700	\$15,000
800920 · SALE OF FIXED ASSETS	\$ -	\$ -	
800940 · OTHER REVENUE	\$ -	\$ 15,000	
800941 · REFUNDS	\$ 500	\$ 500	
800942 · INCIDENT REPORTS	\$ 200	\$ 200	
<b>OTHER FINANCING SOURCES</b>	\$ 242,497	\$ 242,000	-\$497
Transfer-In From Reserve Fund	\$ 242,497	\$ 242,000	
<b>TOTAL OPERATING REVENUE</b>	\$ 6,645,000	\$6,733,000	\$88,000

	Approved FY 21/22	Draft Mid-Year	Difference
<b>EXPENSES</b>			
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>			
<b>5010 · SALARIES AND WAGES</b>	<b>\$2,108,000</b>	<b>\$2,194,000</b>	<b>\$86,000</b>
5010.1 · Full-Time	\$1,569,000	\$1,645,000	
5010.2 · CTO Payout	\$314,000	\$314,000	
5010.3 · Settlement Pay/Vacation	\$30,000	\$30,000	
5010.4 · Holiday Pay	\$50,000	\$50,000	
5010.5 · Deferred Compensation	\$57,000	\$57,000	
5010.6 · Part-Time (Hourly)	\$88,000	\$88,000	
5010.8 · CalFire/OES Pay	\$0	\$10,329	
<b>5020 · RETIREMENT</b>	<b>\$393,300</b>	<b>\$436,300</b>	<b>\$43,000</b>
5020.1 · CalPERS Retirement	\$367,000	\$406,000	
5020.3 · Social Security	\$5,000	\$5,000	
5020.4 · Medicare	\$21,000	\$25,000	
5020.5 · CalPERS Section 218 Admin Fee	\$300	\$300	
<b>5030-GROUP INSURANCE</b>	<b>\$984,900</b>	<b>\$1,010,900</b>	<b>\$26,000</b>
5030.1 · Health Insurance (Employees)	\$642,000	\$653,000	
5030.2 · Health Insurance (Retirees)	\$286,000	\$301,000	
5030.3 · Retiree Health Admin Fees	\$4,000	\$4,000	
5030.4 · Dental & Life Insurance	\$38,000	\$38,000	
5030.5 · Air Ambulance Insurance	\$3,000	\$3,000	
5030.6 · Vision	\$4,900	\$4,900	
5030.7 · Long Term Disability Insurance	\$7,000	\$7,000	
<b>5033 · UNEMPLOYMENT INSURANCE</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$0</b>
5033.1 · Unemployment (Self Funded)	\$5,000	\$5,000	
<b>5035 · WORKER'S COMPENSATION</b>	<b>\$105,400</b>	<b>\$76,800</b>	<b>-\$28,600</b>
5035.1 · PRIMARY	\$84,000	\$38,000	
5035.2 · EXCESS		\$26,000	
5035.3 · ADMIN FEE	\$21,000	\$12,800	
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>\$3,597,000</b>	<b>\$3,723,000</b>	<b>\$126,000</b>
<b>SERVICE &amp; SUPPLIES</b>			
<b>5050 · CLOTHING &amp; PERSONAL SUPPLIES</b>	<b>\$41,000</b>	<b>\$41,000</b>	<b>\$0</b>
5050.1 · Uniforms	\$20,000	\$20,000	
5050.2 · Station Boots	\$2,000	\$2,000	
5050.3 · PPE - Structure	\$12,000	\$12,000	
5050.4 · PPE - Wildland	\$5,000	\$5,000	
5050.5 · PPE - VLU Team	\$1,000	\$1,000	
5050.6 · Shields & Badges	\$1,000	\$1,000	

## FY 2021-22 Expenses

Draft Mid-year FY 21-22 Budget

<b>5060 · COMMUNICATIONS</b>	<b>\$43,200</b>	<b>\$43,000</b>	<b>-\$200</b>
5060.1 · Phones - Landline & Cellular	\$24,600	\$24,600	
5060.2 · Alarm Monitoring	\$3,000	\$3,000	
5060.3 · Communication - Miscellaneous	\$500	\$500	
5060.4 · HCFA Radio System Annual Fee	\$1,600	\$1,600	
5060.5 · Cable TV/Internet	\$13,500	\$13,500	
5060.6 · Fire Dispatch Fees	\$0	\$0	
<b>5080 · FOOD</b>	<b>\$2,750</b>	<b>\$3,000</b>	<b>\$250</b>
5080.1 · Food/Rehab Supplies	\$2,000	\$2,000	
5080.2 · Drinking Water	\$750	\$750	
<b>5090 · HOUSEHOLD EXPENSE</b>	<b>\$13,800</b>	<b>\$14,500</b>	<b>\$700</b>
5090.1 · Station Supplies	\$4,100	\$4,100	
5090.2 · Garbage Service	\$4,700	\$5,400	Dumpster
5090.3 · Station Furniture	\$5,000	\$5,000	
<b>5100 · LIABILITY INSURANCE</b>	<b>\$36,000</b>	<b>\$35,300</b>	<b>-\$700</b>
5100.1 · Liability Insurance	\$36,000	\$35,300	
<b>5120 · MAINTENANCE-EQUIPMENT</b>	<b>\$98,400</b>	<b>\$118,000</b>	<b>\$19,600</b>
5120.1 · Fire Apparatus	\$65,000	\$80,000	Deferred Maint
5120.2 · Officers Vehicles	\$10,000	\$10,000	
5120.3 · Hose & Ladder Testing	\$6,800	\$6,800	
5120.4 · Hose Repair	\$500	\$500	
5120.7 · SCBA	\$1,000	\$6,000	5 year maintenance contract for fit tester
5120.8 · Hydraulic Rescue Tool Service	\$3,800	\$3,800	
5120.9 · Power Tools Maintenance	\$1,000	\$1,000	
5120.10 · AED/LUCAS Annual Maintenance	\$8,100	\$8,100	
5120.11 · Fire Extinguisher Maintenance	\$1,200	\$1,200	
5120.12 · Equipment Maintenance - Misc	\$500	\$500	
5120.13 · Small Instrument Repair & Testing	\$500	\$500	
<b>5121 · MAINTENANCE-ELECTRONICS</b>	<b>\$5,500</b>	<b>\$5,500</b>	<b>\$0</b>
5121.1 · Computers	\$1,000	\$1,000	
5121.2 · Radios, Pagers, & FireCom	\$3,000	\$3,000	
5121.3 · Batteries	\$1,500	\$1,500	
<b>5130 · MAINTENANCE-STRUCTURE</b>	<b>\$13,700</b>	<b>\$15,000</b>	<b>\$1,300</b>
5130.1 · General Structure Maintenance	\$6,700	\$7,900	MR Rear door
5130.2 · Grounds Maintenance	\$2,000	\$2,000	
5130.3 · Emergency Power Maintenance	\$2,000	\$2,000	
5130.4 · Pest	\$3,000	\$3,000	
<b>5140 · MEDICAL SUPPLIES</b>	<b>\$8,500</b>	<b>\$8,500</b>	<b>\$0</b>
5140.1 · EMS Supplies	\$6,000	\$6,000	
5140.2 · AED & LUCAS Supplies	\$500	\$500	
5140.3 · COVID-19 Supplies	\$2,000	\$2,000	
<b>5150 · MEMBERSHIPS</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$0</b>
5150.6 · Dues	\$2,000	\$2,000	

**FY 2021-22 Expenses**

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<b>5160 · MISCELLANEOUS EXPENSE</b>	<b>\$1,000</b>	<b>\$1,000</b>	
5160.1 · Uncategorized Miscellaneous Expense	\$1,000	\$1,000	
<b>5170 · OFFICE EXPENSE</b>	<b>\$6,600</b>	<b>\$6,600</b>	<b>\$0</b>
5170.1 · Office Supplies	\$5,000	\$5,000	
5170.2 · Postage	\$1,000	\$1,000	
5170.3 · Software	\$500	\$500	
5170.4 · Subscriptions Periodicals	\$100	\$100	
<b>5180 · PROFESSIONAL &amp; SPECIAL SERVICES</b>	<b>\$172,550</b>	<b>\$198,000</b>	<b>\$25,450</b>
5180.1 · Legal Services	\$40,000	\$50,000	Contract Negotiations
5180.2 · Human Resource Services	\$27,000	\$27,000	
5180.3 · Medical exam/Drug Screening	\$20,000	\$20,000	
5180.4 · Background Checks	\$8,000	\$21,000	Pending Hiring
5180.5 · Audit Services	\$10,000	\$9,000	
5180.6 · Accountant/Bookkeeping	\$10,000	\$10,000	
5180.7 · GASB 75 Report Fee	\$7,000	\$7,000	
5180.8 · IT Services	\$30,000	\$31,500	
5180.9 · Webpage Hosting Annual Fee	\$3,600	\$4,500	Engage Feature for Web site
5180.10 · Records Management System Annual Fee	\$4,200	\$4,350	
5180.11 · Scheduling Program Annual Fee	\$3,400	\$3,500	
5180.12 · Parcel Quest Annual Fees	\$2,000	\$2,000	
5180.13 · CAD Interface Annual Fee	\$1,750	\$1,750	
5180.14 · eDispatches Annual Fee	\$2,000	\$2,000	
5180.15 · Survey System Annual Fee	\$500	\$500	
5180.16 · Subscriptions	\$1,800	\$1,800	
5180.17 · Humboldt Cnty Fire Chiefs' Assoc Dues	\$800	\$800	
5180.18 · Google Services	\$0	\$1,250	
5180.19 · Miscellaneous Services	\$500	\$500	
<b>5190 · PUBLICATIONS &amp; LEGAL NOTICES</b>	<b>\$1,000</b>	<b>\$2,000</b>	<b>\$1,000</b>
5190.1 · Publications & Notices	\$1,000	\$2,000	
<b>5200 · RENTS &amp; LEASES-EQUIPMENT</b>	<b>\$7,500</b>	<b>\$8,300</b>	<b>\$800</b>
5200.1 · Copier	\$7,500	\$8,300	Includes annual tax on machines
<b>5210 · RENT &amp; LEASES - STRUCTURES</b>	<b>\$108,000</b>	<b>\$108,000</b>	<b>\$0</b>
5210.1 · 631 9th Street	\$108,000	\$108,000	
<b>5230 · SPECIAL DISTRICT EXPENSE</b>	<b>\$146,500</b>	<b>\$147,000</b>	<b>\$500</b>
5230.1 · Property Tax Admin Fee	\$71,000	\$71,000	
5230.2 · Tax Roll Direct Charge Fee	\$14,000	\$14,000	
5230.3 · LAFCO Annual Fee	\$4,000	\$4,000	
5230.5 · Assessment Adjustments/Refunds	\$5,000	\$5,000	
5230.6 · Public Education Supplies	\$1,500	\$1,500	
5230.8 · Certifications	\$1,000	\$1,000	
5230.10 · Recruitment	\$1,000	\$1,000	
5230.11 · Bank Fees	\$1,000	\$1,000	
5230.14 · Recognition Awards	\$2,000	\$2,000	
5230.15 · Health & Wellness	\$7,000	\$7,000	
5230.16 · Public Outreach	\$1,000	\$1,000	
5230.17 · HBF Truck Response	\$10,000	\$10,000	

**FY 2021-22 Expenses**

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5230.18 · HCFA Air Trailer Annual Fee	\$1,000	\$1,000	
5230.19 · Staff Training	\$15,000	\$15,000	
5230.20 · Training Supplies	\$10,000	\$10,000	
5230.21 · Grant Management	\$2,000	\$2,000	
5230. · Other		\$680	
<b>5250 · TRANSPORTATION &amp; TRAVEL</b>	<b>\$50,000</b>	<b>\$90,000</b>	<b>\$40,000</b>
5250.1 · Fuel	\$35,000	\$75,000	Increaseing fuel prices
5250.2 · Lodging	\$5,000	\$5,000	
5250.3 · Per Diem Reimbursement	\$5,000	\$5,000	
5250.4 · Conference Tuition	\$5,000	\$5,000	
<b>5260 · UTILITIES</b>	<b>\$38,000</b>	<b>\$38,000</b>	<b>\$0</b>
5260.1 · P G & E	\$32,000	\$32,000	
5260.2 · Water & Sewer	\$6,000	\$6,000	
<b>5370 · MINOR EQUIPMENT</b>	<b>\$27,500</b>	<b>\$27,500</b>	<b>\$0</b>
5370.4 · Fire Hose	\$5,000	\$5,000	
5370.6 · Firefighting Equipment & Fabrication	\$9,000	\$9,000	
5370.8 · Computer/Electronics	\$13,000	\$13,000	
5370.10 · Small Tools	\$500	\$500	
5370.9 · Power Tools	\$0	\$0	
<b>TOTAL SERVICE &amp; SUPPLIES</b>	<b>\$824,000</b>	<b>\$912,000</b>	<b>\$88,000</b>
<b>OTHER EXPENDITURES</b>			
<b>CAPITAL EXPENSE</b>	<b>\$143,000</b>	<b>\$143,000</b>	<b>\$0</b>
Equipment	\$50,000	\$50,000	
Construction Improvements	\$93,000	\$93,000	
<b>EQUIPMENT LOAN DEBT SERVICE</b>	<b>\$0</b>	<b>\$39,000</b>	<b>\$39,000</b>
Long Term Debt - Principal	\$0	\$0	
Long Term Dept - Interest	\$0	\$39,078	
<b>OPERATING FUND TRANSFERS</b>	<b>\$1,100,000</b>	<b>\$1,032,000</b>	<b>-\$68,000</b>
Contingency Fund Transfer	\$200,000	\$200,000	
Vehicle Replacement Fund Transfer	\$200,000	\$200,000	
PERS Rate Contingency Fund Transfer	\$200,000	\$200,000	
PERS Unfunded Liability Payment	\$500,000	\$431,548	
<b>TOTAL OTHER EXPENDITURES</b>	<b>\$1,243,000</b>	<b>\$1,214,000</b>	<b>-\$29,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$5,664,000</b>	<b>\$5,849,000</b>	<b>\$185,000</b>
<b>BUDGET CONTINGENCY [Funded (underfunded)]</b>	<b>\$981,000</b>	<b>\$884,000</b>	<b>-\$97,000</b>