

District Board Members

Blaine Maynor- *President*  
Division 1  
Nicole Johnson  
Division 2  
Randy Mendosa  
Division 3  
Eric Loudenslager - *Vice President*  
Division 4  
Jason Akana  
Division 5



District Staff

Justin McDonald  
*Fire Chief*  
Becky Schuette  
*Clerk of the Board*

# Regular Board Meeting

## May 9, 2023

### 5:30 PM

Location: *631 9<sup>th</sup> Street, Arcata*  
*Arcata Station Classroom*

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## AGENDA

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CALL TO ORDER

PLEDGE OF ALLEGIANCE

ATTENDANCE & DETERMINATION OF QUORUM

APPROVAL OF AGENDA

CLOSED SESSIONS

*At any time during the regular session, the Board may adjourn to closed session to consider existing or anticipated litigation, liability claims, real property negotiations, license and permit determinations, threats to security, public employee appointments, personnel matters, evaluations and discipline, labor negotiations, or to discuss with legal counsel matters within the attorney-client privilege.*

1. 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: District Counsel, Ryan Plotz and Director Randy Mendosa and Director Blaine Maynor  
Under Negotiation: Lease Agreement

PUBLIC COMMENT/ASSOCIATION REPORTS

Pg. 4

*Any person may address the District Board on any subject pertaining to District business, which is not listed on the agenda. This comment is provided by the Ralph M. Brown Open Meeting Act (Government Code § 54950 et seq.) and may be limited*

*to three (3) minutes for any person addressing the Board. Any request that requires Board action may be set by the Board for a future agenda or referred to staff.*

- Senior Management Group
- Local 4981
- Arcata Volunteer Firefighters Association

### **CONSENT CALENDAR**

Pg. 5

*Consent calendar items are considered routine and are acted upon by the Board with a single action. Members of the audience wishing to provide public input may request that the Board remove the item from the Consent Calendar. Comments may be limited to three (3) minutes.*

1. Minutes from April 11, 2023, Regular Meeting Pg. 6
2. April 2023 Financial Report Pg. 10

### **DISTRICT BUSINESS**

Pg. 23

1. **PUBLIC HEARING - Consider Adopting Resolution 23-286 Amending the District's Schedule of Fees & Charges** Pg. 24
  - a. Attachment 1 - Resolution 23-286 Pg. 25
  - b. Attachment 2 - Ordinance No. 19-18 Pg. 32
2. Establish an Ad-hoc Committee for the Annual Performance Evaluation for the Fire Chief Pg. 40

### **CORRESPONDENCE & COMMUNICATIONS**

Pg. 41

1. Public Correspondence
  - a. Cookie Donation from the Girl Scouts Service Unit Redwood 127 Pg. 42
2. Committee Reports
  - a. Arcata Station Committee (*Mendoza, Maynor*)
  - b. Live Video Broadcast (*Mendoza*)
  - c. Budget Development Ad-hoc Committee (*Johnson, Loudenslager*)
3. Fire Chief's Monthly Report Pg. 43
4. Director Matters

### **ADJOURNMENT**

Next Regular Board Meeting is scheduled for June 13, 2023, Arcata Downtown Station Classroom, 631 9<sup>th</sup> Street in Arcata at 5:30 pm.

*The Arcata Fire Protection District ("District"), in compliance with the Americans with Disabilities Act ("ADA"), individuals who require special accommodations to access, attend and/or participate in District board meetings due to a disability, shall make their request by calling (707)825-2000, no later than 48 hours in advance of the scheduled meeting time. In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority of, or all, the Board in advance of a meeting may be viewed at 2149 Central Avenue, McKinleyville, California or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the Board Secretary, at (707) 825-2000. The meeting agenda is posted at least 72 hours in advance of regular scheduled meetings, at the following locations:*

- *District's Headquarters' Building, 2149 Central Avenue, McKinleyville, CA 95519*
- *Arcata Downtown Station, 631 9<sup>th</sup> Street, Arcata, CA 95521*
- *Mad River Station, 3235 Janes Road, Arcata, CA 95521*
- *The Arcata Fire Protection District website: [www.arcatafire.org](http://www.arcatafire.org)*

# Public Comment & Association Reports

There were no Association Reports submitted in advance for this meeting.

# Consent Calendar

**MINUTES**

*Regular Board Meeting  
April 11, 2023  
5:30 p.m.  
Location: 631 9<sup>th</sup> Street, Arcata  
Arcata Fire Station Classroom*

**Board of Directors**

*Blaine Maynor (Division 1) - President, Eric Loudenslager (Division 4) - Vice President, Jason Akana (Division 5) - Director, Nicole Johnson (Division 2) - Director, Randy Mendosa (Division 3) - Director*

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by President Maynor.

**ATTENDANCE AND DETERMINATION OF A QUORUM**

The meeting continued with a quorum and the following were present: President Blaine Maynor, Vice President Eric Loudenslager, Director Jason Akana, Director Nicole Johnson and Director Randy Mendosa.

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

At 5:33 pm the Chief took the Board outside to view the new fire apparatus, E8239 and E8219, and the meeting was paused.

The meeting resumed at 5:46 pm.

**APPROVAL OF AGENDA**

It was moved to approve the agenda.

**Motion:** Akana; Second: Johnson

**Roll Call: Ayes;** Akana, Johnson, Loudenslager, Mendosa and Maynor.

Motion Carries

**PUBLIC COMMENT**

There were no public comments.

Senior Management Group – Nothing to report.

Local 4981 – Local 4981 Vice President, Nate Padula provided the minimum training report and advised that the Fire Ops event is still scheduled for June.

Arcata Volunteer Firefighters Association (AVFA) – President Roy Willis reviewed his staff report. He added that an Arcata Station Tour was being auctioned off as a fundraiser for Jacoby Creek School.

## **CONSENT CALENDAR**

Prior to approval of the consent calendar, Board Secretary Schuette reported that an updated version of item 4, Resolution 23-284 was handed out, with a correction to the second “whereas,” removing three excess words. A copy of the corrected version will be attached to these minutes.

1. Minutes from March 14, 2023, Regular Meeting
2. Minutes from March 9, 2023, Special Meeting
3. March 2023 Financial Report
4. Adoption of Resolution 23-284 Directing Transfer of Cash from the Humboldt County Treasury Account to the CalTRUST Liquidity Fund

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

**Motion:** Mendosa; Second: Johnson

**Roll Call: Ayes;** Akana, Johnson, Loudenslager, Mendosa and Maynor.

Motion Carries

## **DISTRICT BUSINESS**

**1. Consider the Formation of the Budget Development Committee:** Chief McDonald reviewed his staff report and asked for volunteers or nominations. Director Johnson volunteered as did Director Loudenslager. There were no public comments.

**2. Consider Adoption of Resolution 23-285 Approving Amended and Restated Joint Exercise Powers Agreement of the Fire Risk Management Services Joint Powers Authority:** Chief McDonald provided a brief explanation of the involved agencies and the merger.

There were no public comments and no further comments by the Board.

It was moved to approve Resolution 23-285 Approving Amended and Restated Joint Exercise Powers Agreement of the Fire Risk Management Services Joint Powers Authority

**Motion:** Akana; Second: Loudenslager

**Roll Call: Ayes;** Akana, Johnson, Loudenslager, Mendosa and Maynor.

Motion Carries

## **CORRESPONDENCE & COMMUNICATIONS**

1. Public Correspondence – There was no public correspondence to review.
2. Committee Reports:
  - a. Arcata Station Committee (*Mendosa, Maynor*) – Chief McDonald advised that Attorney Plotz is working on getting the agreement together for a possible closed session at the May Regular meeting.
  - b. Arcata General Plan & Gateway Area Plan Committee (*Loudenslager, Mendosa*) – Director Loudenslager deferred to the Chief to make the report on the last meeting. The Chief advised that a Request for Qualifications (RFQ) was presented to the sub-committee which will be decided upon at the next meeting of the group, scheduled for April 25<sup>th</sup>. If the group agrees on the RFQ, it will be brought to the Board at the May meeting for approval.

After a brief discussion, based on the circumstances of the sub-committee, it was decided that the Ad Hoc Arcata General Plan & Gateway Area Plan Committee would be discontinued at this time.

- c. Live Video Broadcast (*Mendoza*) – Director Mendoza will be absent from the May meeting, and he is still waiting for some information. He is hoping to have something ready to be presented at the June meeting.

3. Fire Chief’s Monthly Report – During the Chief’s review of his report, there was a lengthy discussion regarding the District’s options for replacing the broken apparatus and updating the vehicle replacement plan.

4. Director Matters – Director Loudenslager commented.

### **CLOSED SESSIONS**

There was no closed session scheduled.

### **ADJOURNMENT**

Following a motion by Director Johnson and a second by Director Mendoza, President Maynor adjourned the meeting at 6:40 pm.

The next Regular Meeting is scheduled for **May 9, 2023, Arcata Downtown Station Classroom, 631 9<sup>th</sup> Street in Arcata at 5:30 pm.**

Respectfully submitted,

Becky Schuette,  
Clerk of the Board



**Resolution Number: 23-284**

**A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS  
DIRECTING TRANSFER OF CASH FROM THE HUMBOLDT COUNTY TREASURY  
ACCOUNT TO THE CALTRUST LIQUIDITY FUND**

**WHEREAS**, the Board of the Arcata Fire Protection District at the December 2022 Regular Board meeting authorized the District to become a participant agency with CalTRUST; and

**WHEREAS**, the Board of the Arcata Fire Protection District hereby finds it appropriate to transfer \$3,431,304 in operating cash held at the County Treasury General Fund account 2010000 the following amounts into CalTRUST's Liquidity Fund;

**WHEREAS**, The Board of the Arcata Fire Protection District finds it suitable to keep \$500,000.85 in the County Treasury General Fund account 2010000; and

**WHEREAS**, the Board of the Arcata Fire Protection District direct the cash be invested in CalTRUST's Liquidity Fund.

**NOW THEREFORE, BE IT RESOLVED THAT**, the Board of the Arcata Fire Protection District hereby authorizes the transfer of cash from County Treasury, in the amount of \$3,431,304 to the CalTRUST Liquidity Fund.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the Arcata Fire Protection District by the following polled vote:

- Ayes:
- Nays:
- Abstain:
- Absent:

**DATED:** April 11, 2023

Signed:

\_\_\_\_\_  
Blaine Maynor, President

Attest:

\_\_\_\_\_  
Becky Schuette, Board Clerk/Secretary

8:14 AM

ARCATA FIRE DISTRICT

05/04/23

**Balance Sheet**

Accrual Basis

As of April 30, 2023

	Apr 30, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
CaITRUST	3,462,190.25
CONTINGENCY FUND	257,299.22
PERS CONTINGENCY FUND	350,506.08
VEHICLE REPLACEMENT FUND	540,516.02
CCCU CHECKING	290,305.60
CCCU LIQUID ASSETS	116,636.61
COAST CENTRAL SAVINGS	65.85
COUNTY TREASURY	497,300.85
<b>Total Checking/Savings</b>	5,514,820.48
<b>Accounts Receivable</b>	
1200 · ACCOUNTS RECEIVABLE	3,954.00
<b>Total Accounts Receivable</b>	3,954.00
<b>Other Current Assets</b>	
ACCT RECV - COUNTY TREASURY	1,705,226.50
INTEREST RECEIVABLE	75,000.00
PREPAID EXPENSE	32,487.31
<b>Total Other Current Assets</b>	1,812,713.81
<b>Total Current Assets</b>	7,331,488.29
<b>Fixed Assets</b>	
ACCUMULATED DEPRECIATION	-2,876,386.00
BUILDINGS AND IMPROVEMENTS	2,395,484.62
EQUIPMENT	3,315,431.56
LAND	224,630.00
<b>Total Fixed Assets</b>	3,059,160.18
<b>Other Assets</b>	
<b>Debt Issue Costs-Sterling Bank</b>	
Accumulated Amortization	-3,428.00
Debt Issue Costs-Sterling Bank - Other	67,797.00
<b>Total Debt Issue Costs-Sterling Bank</b>	64,369.00
DEFERRED OUTFLOWS-OPEB	1,352,988.00
DEFERRED OUTFLOWS-PENSION	6,111,831.00
<b>Total Other Assets</b>	7,529,188.00
<b>TOTAL ASSETS</b>	<b>17,919,836.47</b>

ARCATA FIRE DISTRICT  
**Balance Sheet**  
 As of April 30, 2023

	<u>Apr 30, 23</u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · ACCOUNTS PAYABLE	53,511.94
<b>Total Accounts Payable</b>	53,511.94
<b>Credit Cards</b>	
US BANK	4,844.75
<b>Total Credit Cards</b>	4,844.75
<b>Other Current Liabilities</b>	
ACCOUNTS PAYABLE 2	32,487.31
ACCRUED EXPENSES - OTHER	33,061.67
ACCRUED INTEREST EXPENSE	54,274.83
COMPENSATION TIME OFF	11,031.49
WAGES PAYABLE	106,207.43
2100 · PAYROLL LIABILITIES	
SURVIVOR BENEFIT	20.46
2100 · PAYROLL LIABILITIES - Other	3,271.98
<b>Total 2100 · PAYROLL LIABILITIES</b>	3,292.44
<b>Total Other Current Liabilities</b>	240,355.17
<b>Total Current Liabilities</b>	298,711.86
<b>Long Term Liabilities</b>	
Sterling National Bank	4,754,000.00
ACCRUED EMPLOYEE BENEFITS	104,550.66
DEFERRED INFLOWS-OPEB	1,734,731.00
DEFERRED INFLOWS-PENSION	2,526,458.00
NET PENSION LIABILITY	3,772,833.00
OTHER POST EMPLOYMENT BEN. LIAB	10,931,227.00
<b>Total Long Term Liabilities</b>	23,823,799.66
<b>Total Liabilities</b>	24,122,511.52
<b>Equity</b>	
INVESTMENT IN FIXED ASSETS	3,059,160.18
3900 · RETAINED EARNINGS	-9,995,220.38
Net Income	733,385.15
<b>Total Equity</b>	-6,202,675.05
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>17,919,836.47</b>

ARCATA FIRE DISTRICT  
**Statement of Cash Flows**  
April 2023

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	<u>Apr 23</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	179,198.59
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	22,577.00
ACCT RECV - COUNTY TREASURY	-536,330.28
2000 · ACCOUNTS PAYABLE	1,101.05
US BANK	-6,357.42
US BANK:EMMONS	1,071.61
US BANK:J. MCDONALD	262.42
US BANK:JOHNSON	115.05
US BANK:RHEINSCHMIDT	899.83
US BANK:SCHUETTE	1,383.89
2100 · PAYROLL LIABILITIES	20.66
	<hr/>
Net cash provided by Operating Activities	-336,057.60
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Net cash increase for period	-336,057.60
	<hr/>
Cash at beginning of period	5,850,878.08
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Cash at end of period	<u><u>5,514,820.48</u></u>

ARCATA FIRE DISTRICT  
**Profit & Loss Budget vs. Actual**

July 2022 through April 2023

	Jul '22 - Apr 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>TAX REVENUE</b>				
101117 · PROPERTY TAX-CURRENT-SECURED	2,072,469.50	2,056,000.00	16,469.50	100.8%
102500 · PROPERTY TAX-CURRENT-UNSECURED	80,000.00	78,166.66	1,833.34	102.3%
103500 · PROPERTY TAX-PRIOR YEARS SECRD	28,333.30	26,831.98	1,501.32	105.6%
105110 · PROPERTY TAX PRIOR YEARS UNSECU	0.00	833.32	-833.32	0.0%
800040 · SUPPLEMENTAL TAXES- CURRENT	23,333.30	20,666.68	2,666.62	112.9%
105900 · SUPPLEMENTAL TAXES-PRIOR YEARS	4,166.70	4,166.68	0.02	100.0%
113100 · STATE TIMBER TAX	844.45	844.00	0.45	100.1%
800050 · PROPERTY ASSESSMENTS	3,224,854.00	3,155,000.00	69,854.00	102.2%
<b>Total TAX REVENUE</b>	5,434,001.25	5,342,509.32	91,491.93	101.7%
<b>USE OF MONEY &amp; PROPERTY</b>				
800190 · INTEREST INCOME	19,016.87	35,000.00	-15,983.13	54.3%
<b>Total USE OF MONEY &amp; PROPERTY</b>	19,016.87	35,000.00	-15,983.13	54.3%
<b>INTERGOVERNMENTAL</b>				
525110 · HOMEOWNERS PROP. TAX REL	3,696.60	20,833.32	-17,136.72	17.7%
800600 · OTHER GOVERNMENT AGENCIES				
HSU Contract for Services	37,171.39	37,000.00	171.39	100.5%
NCUAQMD	2,511.00	700.00	1,811.00	358.7%
Prop 172 Disbursement	0.00	8,700.00	-8,700.00	0.0%
<b>Total 800600 · OTHER GOVERNMENT AGENCIES</b>	39,682.39	46,400.00	-6,717.61	85.5%
800950 · FIREFIGHTING REIMBURSEMENTS	4,212.69	0.00	4,212.69	100.0%
<b>Total INTERGOVERNMENTAL</b>	47,591.68	67,233.32	-19,641.64	70.8%
<b>CHARGES FOR SERVICES</b>				
800155 · PREVENTION FEES	15,001.50	10,000.00	5,001.50	150.0%
800156 · R1/R2 INSPECTION FEES	36,423.24	37,500.00	-1,076.76	97.1%
800700 · OTHER SERVICES	37.50			
800946 · INCIDENT REVENUE RECOVERY FEES	18,366.22	4,166.66	14,199.56	440.8%
<b>Total CHARGES FOR SERVICES</b>	69,828.46	51,666.66	18,161.80	135.2%
<b>MISCELLANEOUS REVENUES</b>				
800940 · OTHER REVENUE				
Donations	1,500.00	0.00	1,500.00	100.0%
800940 · OTHER REVENUE - Other	3,051.72	4,000.00	-948.28	76.3%
<b>Total 800940 · OTHER REVENUE</b>	4,551.72	4,000.00	551.72	113.8%
800941 · REFUNDS	-212.36	500.00	-712.36	-42.5%
800942 · INCIDENT REPORTS	396.90	200.00	196.90	198.5%
800920 · SALE OF FIXED ASSETS	106,000.00	30,000.00	76,000.00	353.3%
<b>Total MISCELLANEOUS REVENUES</b>	110,736.26	34,700.00	76,036.26	319.1%
<b>Total Income</b>	5,681,174.52	5,531,109.30	150,065.22	102.7%
<b>Gross Profit</b>	5,681,174.52	5,531,109.30	150,065.22	102.7%
<b>Expense</b>				
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
5010 · SALARIES AND WAGES				
5010.1 · Full-Time	1,433,341.34	1,601,666.68	-168,325.34	89.5%
5010.2 · CTO Payout	235,757.39	320,000.00	-84,242.61	73.7%
5010.3 · Settlement Pay/Vacation	31,709.52	30,000.00	1,709.52	105.7%
5010.4 · Holiday Pay	41,724.44	25,000.00	16,724.44	166.9%
5010.5 · Deferred Compensation	50,800.00	52,000.00	-1,200.00	97.7%
5010.6 · Part-Time (Hourly)	63,499.23	80,833.32	-17,334.09	78.6%
5010.8 · CalFire/OES Pay	167.45	0.00	167.45	100.0%
<b>Total 5010 · SALARIES AND WAGES</b>	1,856,999.37	2,109,500.00	-252,500.63	88.0%

ARCATA FIRE DISTRICT  
**Profit & Loss Budget vs. Actual**

July 2022 through April 2023

	Jul '22 - Apr 23	Budget	\$ Over Budget	% of Budget
<b>5020 · RETIREMENT</b>				
5020.1 · CalPERS Retirement	447,629.79	470,833.32	-23,203.53	95.1%
5020.3 · Social Security	3,956.29	5,000.00	-1,043.71	79.1%
5020.4 · Medicare	28,353.52	28,166.66	186.86	100.7%
<b>Total 5020 · RETIREMENT</b>	<b>479,939.60</b>	<b>503,999.98</b>	<b>-24,060.38</b>	<b>95.2%</b>
<b>5030-GROUP INSURANCE</b>				
5030.1 · Health Insurance (Employees)	442,680.34	499,166.68	-56,486.34	88.7%
5030.2 · Health Insurance (Retirees)	275,762.03	289,666.68	-13,904.65	95.2%
5030.3 · Retiree Health Admin Fees	1,957.97	3,333.34	-1,375.37	58.7%
5030.4 · Dental & Life Insurance	33,763.23	35,000.00	-1,236.77	96.5%
5030.5 · Air Ambulance Insurance	2,485.00	3,000.00	-515.00	82.8%
5030.6 · Vision	302.52	5,000.00	-4,697.48	6.1%
5030.7 · Long Term Disability Insurance	6,119.00	6,666.66	-547.66	91.8%
<b>Total 5030-GROUP INSURANCE</b>	<b>763,070.09</b>	<b>841,833.36</b>	<b>-78,763.27</b>	<b>90.6%</b>
<b>5033 · UNEMPLOYMENT INSURANCE FUND</b>				
5033.1 · Unemployment Insurance	0.00	5,000.00	-5,000.00	0.0%
<b>Total 5033 · UNEMPLOYMENT INSURANCE FUND</b>	<b>0.00</b>	<b>5,000.00</b>	<b>-5,000.00</b>	<b>0.0%</b>
<b>5035 · WORKERS' COMPENSATION INSURANCE</b>				
5035.1 · Primary	44,256.69	81,000.00	-36,743.31	54.6%
5035.3 · Administrative Fee	15,053.74	20,000.00	-4,946.26	75.3%
5035.2 · Excess	31,113.21			
<b>Total 5035 · WORKERS' COMPENSATION INSURAN...</b>	<b>90,423.64</b>	<b>101,000.00</b>	<b>-10,576.36</b>	<b>89.5%</b>
<b>Total SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>3,190,432.70</b>	<b>3,561,333.34</b>	<b>-370,900.64</b>	<b>89.6%</b>
<b>SERVICE &amp; SUPPLIES</b>				
<b>5050 · CLOTHING &amp; PERSONAL SUPPLIES</b>				
5050.1 · Uniforms	16,533.26	20,000.00	-3,466.74	82.7%
5050.2 · Station Boots	0.00	2,000.00	-2,000.00	0.0%
5050.3 · PPE - Structural	8,411.21	12,000.00	-3,588.79	70.1%
5050.4 · PPE - Wildland	0.00	5,000.00	-5,000.00	0.0%
5050.5 · PPE - VLU	0.00	1,000.00	-1,000.00	0.0%
5050.6 · Shields & Badges	949.69	1,000.00	-50.31	95.0%
<b>Total 5050 · CLOTHING &amp; PERSONAL SUPPLIES</b>	<b>25,894.16</b>	<b>41,000.00</b>	<b>-15,105.84</b>	<b>63.2%</b>
<b>5060 · COMMUNICATIONS</b>				
5060.1 · Phones - Landline & Cellular	9,653.01	11,666.66	-2,013.65	82.7%
5060.2 · Alarm Monitoring	1,858.50	2,500.00	-641.50	74.3%
5060.3 · Communication - Miscellaneous	0.00	500.00	-500.00	0.0%
5060.4 · HCFA Radio System Annual Fee	0.00	1,600.00	-1,600.00	0.0%
5060.5 · Cable TV & Internet	7,799.03	11,250.00	-3,450.97	69.3%
5060 · COMMUNICATIONS - Other	328.98			
<b>Total 5060 · COMMUNICATIONS</b>	<b>19,639.52</b>	<b>27,516.66</b>	<b>-7,877.14</b>	<b>71.4%</b>
<b>5080 · FOOD</b>				
5080.1 · Food/Rehab Supplies	1,169.62	1,875.00	-705.38	62.4%
5080.2 · Drinking Water	127.40	833.32	-705.92	15.3%
<b>Total 5080 · FOOD</b>	<b>1,297.02</b>	<b>2,708.32</b>	<b>-1,411.30</b>	<b>47.9%</b>
<b>5090 · HOUSEHOLD EXPENSE</b>				
5090.1 · Station Supplies				
Arcata	939.54			
Mad River	1,028.19			
McK	1,289.70			
5090.1 · Station Supplies - Other	34.44	3,416.68	-3,382.24	1.0%
<b>Total 5090.1 · Station Supplies</b>	<b>3,291.87</b>	<b>3,416.68</b>	<b>-124.81</b>	<b>96.3%</b>

ARCATA FIRE DISTRICT  
**Profit & Loss Budget vs. Actual**

July 2022 through April 2023

	Jul '22 - Apr 23	Budget	\$ Over Budget	% of Budget
<b>5090.2 · Garbage Service</b>				
Arcata	611.88			
Mad River	757.55			
McK	2,343.80			
<b>5090.2 · Garbage Service - Other</b>	<u>0.00</u>	<u>4,500.00</u>	<u>-4,500.00</u>	<u>0.0%</u>
<b>Total 5090.2 · Garbage Service</b>	3,713.23	4,500.00	-786.77	82.5%
<b>5080.3 · Station Furniture</b>	<u>5,000.00</u>	<u>5,000.00</u>	<u>0.00</u>	<u>100.0%</u>
<b>Total 5090 · HOUSEHOLD EXPENSE</b>	12,005.10	12,916.68	-911.58	92.9%
<b>5100 · LIABILITY INSURANCE</b>				
<b>5100.1 · Liability Insurance</b>	<u>43,637.00</u>	<u>35,300.00</u>	<u>8,337.00</u>	<u>123.6%</u>
<b>Total 5100 · LIABILITY INSURANCE</b>	43,637.00	35,300.00	8,337.00	123.6%
<b>5120 · MAINTENANCE-EQUIPMENT</b>				
<b>5120.1 · Fire Apparatus</b>				
8219.116	736.98			
8239.117	1,243.26			
8211.108	40,488.10			
8215.113	9,397.49			
8216.109	8,270.70			
8217.112	5,116.72			
8239.110	31,416.05			
8258.106	2,018.22			
8291 · L8291	825.92			
<b>5120.1 · Fire Apparatus - Other</b>	<u>25.77</u>	<u>100,000.00</u>	<u>-99,974.23</u>	<u>0.0%</u>
<b>Total 5120.1 · Fire Apparatus</b>	99,539.21	100,000.00	-460.79	99.5%
<b>5120.2 · Small Vehicles</b>				
8201 · 8201.214	3,291.03			
8205 · 8205.210	1,229.16			
8206 · 8206.204	35.78			
8207 · 8207.205	708.52			
8208 · 8208.212	880.81			
8209 · 8209.206	920.06			
8295 · 8295.211	212.57			
<b>5120.2 · Small Vehicles - Other</b>	<u>1,113.95</u>	<u>6,000.00</u>	<u>-4,886.05</u>	<u>18.6%</u>
<b>Total 5120.2 · Small Vehicles</b>	8,391.88	6,000.00	2,391.88	139.9%
<b>5120.3 · Hose &amp; Ladder Testing</b>	5,233.85	6,500.00	-1,266.15	80.5%
<b>5120.4 · Hose Repair</b>	0.00	500.00	-500.00	0.0%
<b>5120.7 · SCBA</b>	2,399.95	2,500.00	-100.05	96.0%
<b>5120.8 · Hydraulic Rescue Tool Service</b>	2,431.85	2,500.00	-68.15	97.3%
<b>5120.9 · Power Tools Maintenance</b>	343.12	1,000.00	-656.88	34.3%
<b>5120.10 · AED/LUCAS Maintenance</b>	4,712.40	8,100.00	-3,387.60	58.2%
<b>5120.11 · Fire Extinguisher Maintenance</b>	437.32	500.00	-62.68	87.5%
<b>5120.12 · Small Instrument Repair &amp; Test</b>	27.26	500.00	-472.74	5.5%
<b>5120.13 · Equipment Maintenance - Misc</b>	<u>30.34</u>	<u>500.00</u>	<u>-469.66</u>	<u>6.1%</u>
<b>Total 5120 · MAINTENANCE-EQUIPMENT</b>	123,547.18	128,600.00	-5,052.82	96.1%
<b>5121 · MAINTENANCE-ELECTRONICS</b>				
5121.1 · Computers	0.00	1,000.00	-1,000.00	0.0%
5121.2 · Communication Equipment	2,945.45	3,000.00	-54.55	98.2%
5121.3 · Batteries	1,578.26	1,500.00	78.26	105.2%
<b>Total 5121 · MAINTENANCE-ELECTRONICS</b>	4,523.71	5,500.00	-976.29	82.2%
<b>5130 · MAINTENANCE-STRUCTURE</b>				
<b>5130.1 · Structure Maintenance</b>				
Arcata	3,050.52			
Mad River	36,947.25			
McK	2,248.17			
<b>5130.1 · Structure Maintenance - Other</b>	<u>0.00</u>	<u>46,000.00</u>	<u>-46,000.00</u>	<u>0.0%</u>
<b>Total 5130.1 · Structure Maintenance</b>	42,245.94	46,000.00	-3,754.06	91.8%

ARCATA FIRE DISTRICT  
**Profit & Loss Budget vs. Actual**

July 2022 through April 2023

	Jul '22 - Apr 23	Budget	\$ Over Budget	% of Budget
<b>5130.2 · Grounds Maintenance</b>				
Arcata	56.40			
Bayside	312.42			
Mad River	304.62			
5130.2 · Grounds Maintenance - Other	0.00	2,500.00	-2,500.00	0.0%
<b>Total 5130.2 · Grounds Maintenance</b>	673.44	2,500.00	-1,826.56	26.9%
<b>5130.3 · Emergency Power Maintenance</b>				
Arcata	1,137.85			
Mad River	512.51			
McK	1,137.85			
5130.3 · Emergency Power Maintenance - Other	0.00	3,000.00	-3,000.00	0.0%
<b>Total 5130.3 · Emergency Power Maintenance</b>	2,788.21	3,000.00	-211.79	92.9%
<b>5130.4 · Pest Control</b>	1,375.00	3,000.00	-1,625.00	45.8%
<b>Total 5130 · MAINTENANCE-STRUCTURE</b>	47,082.59	54,500.00	-7,417.41	86.4%
<b>5140 · MEDICAL SUPPLIES</b>				
5140.1 · Medical Supplies	2,485.86	4,333.36	-1,847.50	57.4%
5140.2 · AED / LUCAS Supplies	395.40	416.66	-21.26	94.9%
5140.3 · COVID Supplies	0.00	1,666.66	-1,666.66	0.0%
<b>Total 5140 · MEDICAL SUPPLIES</b>	2,881.26	6,416.68	-3,535.42	44.9%
<b>5150 · MEMBERSHIPS</b>				
5150.6 · Dues	1,598.00	2,000.00	-402.00	79.9%
<b>Total 5150 · MEMBERSHIPS</b>	1,598.00	2,000.00	-402.00	79.9%
<b>5160 · MISCELLANEOUS EXPENSE</b>				
5160.1 · Miscellaneous Expense	108.98	1,000.00	-891.02	10.9%
<b>Total 5160 · MISCELLANEOUS EXPENSE</b>	108.98	1,000.00	-891.02	10.9%
<b>5170 · OFFICE SUPPLIES</b>				
5170.1 · Office Supplies	1,492.74	4,000.00	-2,507.26	37.3%
5170.2 · Postage & Shipping	884.72	2,000.00	-1,115.28	44.2%
5170.3 · Software	477.95	500.00	-22.05	95.6%
5170.4 · Subscription Periodicals	0.00	100.00	-100.00	0.0%
<b>Total 5170 · OFFICE SUPPLIES</b>	2,855.41	6,600.00	-3,744.59	43.3%
<b>5180 · PROFESSIONAL &amp; SPECIAL SERVICES</b>				
5180.1 · Legal Services	5,408.58	15,000.00	-9,591.42	36.1%
5180.2 · Human Resource Services	51,000.00	51,000.00	0.00	100.0%
5180.3 · Medical Screening Services	828.10	20,000.00	-19,171.90	4.1%
5180.4 · Background Checks	13,351.63	12,000.00	1,351.63	111.3%
5180.5 · Annual Audit Services	9,000.00	11,000.00	-2,000.00	81.8%
5180.6 · Accounting Services	6,023.00	10,000.00	-3,977.00	60.2%
5180.7 · GASB 75 Report	6,600.00	7,000.00	-400.00	94.3%
5180.8 · IT Services	28,839.31	28,583.32	255.99	100.9%
5180.9 · Web Page Hosting	3,700.00	3,750.00	-50.00	98.7%
5180.10 · Fire RMS Annual Fee	4,620.41	4,350.00	270.41	106.2%
5180.11 · Scheduling Program Annual Fee	7,630.00	3,500.00	4,130.00	218.0%
5180.12 · Parcel Quest Annual Fees	1,799.00	2,000.00	-201.00	90.0%
5180.13 · CAD Interface Maintenance Fee	0.00	1,750.00	-1,750.00	0.0%
5180.14 · eDispatches Annual Fee	1,851.00	2,000.00	-149.00	92.6%
5180.15 · Survey Program	384.00	500.00	-116.00	76.8%
5180.16 · Subscriptions	2,692.34	1,800.00	892.34	149.6%
5150.17 · Humboldt Co. Fire Chiefs' Assoc	0.00	800.00	-800.00	0.0%
5180.19 · Miscellaneous Services	176.17	500.00	-323.83	35.2%
5180.20 · Finanacial Consulting	0.00	5,000.00	-5,000.00	0.0%
<b>Total 5180 · PROFESSIONAL &amp; SPECIAL SERVICES</b>	143,903.54	180,533.32	-36,629.78	79.7%



ARCATA FIRE DISTRICT  
**Profit & Loss Budget vs. Actual**

July 2022 through April 2023

	Jul '22 - Apr 23	Budget	\$ Over Budget	% of Budget
<b>5190 · PUBLICATIONS &amp; LEGAL NOTICES</b>				
5191.1 · Publications & Notices	821.00	1,000.00	-179.00	82.1%
<b>Total 5190 · PUBLICATIONS &amp; LEGAL NOTICES</b>	821.00	1,000.00	-179.00	82.1%
<b>5200 · RENTS &amp; LEASES - EQUIPMENT</b>				
5200.1 · Copier	6,125.58	6,916.68	-791.10	88.6%
<b>Total 5200 · RENTS &amp; LEASES - EQUIPMENT</b>	6,125.58	6,916.68	-791.10	88.6%
<b>5210 · RENTS &amp; LEASES - STRUCTURES</b>				
5210.1 · Arcata Station	110,000.00	100,000.00	10,000.00	110.0%
<b>Total 5210 · RENTS &amp; LEASES - STRUCTURES</b>	110,000.00	100,000.00	10,000.00	110.0%
<b>5230 · SPECIAL DISTRICT EXPENSE</b>				
5230.1 · Property Tax Admin Fee	31,012.50	73,000.00	-41,987.50	42.5%
5230.2 · Tax Roll Direct Charge Fee	6,250.50	14,000.00	-7,749.50	44.6%
5230.3 · LAFCO Annual Fee	3,275.39	4,000.00	-724.61	81.9%
5230.5 · Assessment Adjustments/Refunds	0.00	5,000.00	-5,000.00	0.0%
5230.6 · Public Education Supplies	1,301.33	1,500.00	-198.67	86.8%
5230.8 · Certifications	306.30	1,000.00	-693.70	30.6%
5230.10 · Recruitment	0.00	1,000.00	-1,000.00	0.0%
5230.11 · Bank Fees	3,307.18	4,200.00	-892.82	78.7%
5230.14 · Recognition & Awards	2,626.77	2,000.00	626.77	131.3%
5230.15 · Health & Wellness	6,721.36	7,000.00	-278.64	96.0%
5230.16 · Public Outreach	0.00	1,000.00	-1,000.00	0.0%
5230.17 · HFB Truck Contract	0.00	10,000.00	-10,000.00	0.0%
5230.18 · HCFCA Air Trailer Annual Fee	0.00	1,000.00	-1,000.00	0.0%
5230.19 · Staff Training	5,700.00	15,000.00	-9,300.00	38.0%
5230.20 · Training Supplies	164.53	10,000.00	-9,835.47	1.6%
5230.21 · Grant Management	0.00	2,000.00	-2,000.00	0.0%
<b>Total 5230 · SPECIAL DISTRICT EXPENSE</b>	60,665.86	151,700.00	-91,034.14	40.0%
<b>5250 · TRANSPORTATION &amp; TRAVEL</b>				
5250.1 · Fuel				
McK	14,133.32			
Mad River	38,083.77			
5250.1 · Fuel - Other	1,639.04	60,166.66	-58,527.62	2.7%
<b>Total 5250.1 · Fuel</b>	53,856.13	60,166.66	-6,310.53	89.5%
5250.2 · Lodging Reimbursement	1,397.28	5,000.00	-3,602.72	27.9%
5250.3 · Per Diem Reimbursement	903.08	5,000.00	-4,096.92	18.1%
5250.4 · Conference Tuition	855.00	5,000.00	-4,145.00	17.1%
5250 · TRANSPORTATION & TRAVEL - Other	1,781.96	0.00	1,781.96	100.0%
<b>Total 5250 · TRANSPORTATION &amp; TRAVEL</b>	58,793.45	75,166.66	-16,373.21	78.2%
<b>5260 · UTILITIES</b>				
5260.1 · P G & E				
Arcata	11,811.79			
Mad River	3,742.40			
McK	9,993.61			
5260.1 · P G & E - Other	3,133.54	26,666.68	-23,533.14	11.8%
<b>Total 5260.1 · P G &amp; E</b>	28,681.34	26,666.68	2,014.66	107.6%
5260.2 · Water & Sewer				
Arcata	1,228.93			
Mad River	1,451.89			
McK	1,943.55			
5260.2 · Water & Sewer - Other	460.50	5,000.00	-4,539.50	9.2%
<b>Total 5260.2 · Water &amp; Sewer</b>	5,084.87	5,000.00	84.87	101.7%
<b>Total 5260 · UTILITIES</b>	33,766.21	31,666.68	2,099.53	106.6%

ARCATA FIRE DISTRICT  
**Profit & Loss Budget vs. Actual**

July 2022 through April 2023

	Jul '22 - Apr 23	Budget	\$ Over Budget	% of Budget
<b>5370 · MINOR EQUIPMENT</b>				
5370.4 · Fire Hose	0.00	5,000.00	-5,000.00	0.0%
5370.6 · Fire Equipment & Fabrication	6,678.32	9,000.00	-2,321.68	74.2%
5370.8 · Computer & Electronics	0.00	13,000.00	-13,000.00	0.0%
5370.9 · Power Tools	323.51	0.00	323.51	100.0%
5370.10 · Small Tools	769.28	500.00	269.28	153.9%
5370 · MINOR EQUIPMENT - Other	129.39			
<b>Total 5370 · MINOR EQUIPMENT</b>	<u>7,900.50</u>	<u>27,500.00</u>	<u>-19,599.50</u>	<u>28.7%</u>
<b>Total SERVICE &amp; SUPPLIES</b>	707,046.07	898,541.68	-191,495.61	78.7%
<b>OTHER BUDGET FUNDING REQUIRED</b>				
<b>CAPITAL EXPENSE</b>				
Vehicles	210,144.63	32,000.00	178,144.63	656.7%
Equipment	0.00	50,000.00	-50,000.00	0.0%
<b>Total CAPITAL EXPENSE</b>	<u>210,144.63</u>	<u>82,000.00</u>	<u>128,144.63</u>	<u>256.3%</u>
<b>DEBT SERVICE</b>				
2021 UAL Refinance-Interest	61,554.10	126,683.00	-65,128.90	48.6%
2021 UAL Refinance-Principal	0.00	261,000.00	-261,000.00	0.0%
2022 Engine Purchase-Interest	15,000.46	15,000.00	0.46	100.0%
2022 Engine Purchase-Principal	100,182.58	100,183.00	-0.42	100.0%
<b>Total DEBT SERVICE</b>	<u>176,737.14</u>	<u>502,866.00</u>	<u>-326,128.86</u>	<u>35.1%</u>
<b>OPERATING FUND TRANSFERS</b>				
Vehicle Replacement Fund	0.00	200,000.00	-200,000.00	0.0%
Contingency Fund	0.00	200,000.00	-200,000.00	0.0%
PERS Rate Contingency Fund	0.00	261,816.00	-261,816.00	0.0%
CalPERS Unfunded Liability Pmt	514,973.80	187,094.00	327,879.80	275.2%
<b>Total OPERATING FUND TRANSFERS</b>	<u>514,973.80</u>	<u>848,910.00</u>	<u>-333,936.20</u>	<u>60.7%</u>
<b>OTHER BUDGET FUNDING REQUIRED - Other</b>	<u>12,292.83</u>			
<b>Total OTHER BUDGET FUNDING REQUIRED</b>	<u>914,148.40</u>	<u>1,433,776.00</u>	<u>-519,627.60</u>	<u>63.8%</u>
<b>6560 · PAYROLL EXPENSES</b>	135,937.20			
<b>66910 · Bank Service Charges</b>	225.00			
<b>Total Expense</b>	<u>4,947,789.37</u>	<u>5,893,651.02</u>	<u>-945,861.65</u>	<u>84.0%</u>
<b>Net Ordinary Income</b>	<u>733,385.15</u>	<u>-362,541.72</u>	<u>1,095,926.87</u>	<u>-202.3%</u>
<b>Net Income</b>	<u><u>733,385.15</u></u>	<u><u>-362,541.72</u></u>	<u><u>1,095,926.87</u></u>	<u><u>-202.3%</u></u>

**ARCATA FIRE DISTRICT**  
**Expenses by Vendor Detail**

April 2023

Type	Date	Memo	Account	Amount
<b>707 PEST SOLUTIONS</b>				
Credit Card Charge	04/17/2023	Every other month pest service all stations	5130.4 · Pest Control	275.00
Total 707 PEST SOLUTIONS				275.00
<b>ADVANCED SECURITY</b>				
Bill	04/11/2023	Arcata Sprinkler repairs	Arcata	130.00
Total ADVANCED SECURITY				130.00
<b>AIRGAS</b>				
Credit Card Charge	04/27/2023	O2 Sensor replacement	5370.10 · Small Tools	303.27
Credit Card Charge	04/27/2023	Gas Calibration Testing	5370.10 · Small Tools	466.01
Total AIRGAS				769.28
<b>AMAZON</b>				
Credit Card Charge	04/14/2023	Clock for Becky's office	5170.1 · Office Supplies	12.60
Total AMAZON				12.60
<b>ARCATA MUFFLER &amp; BRAKE</b>				
Credit Card Charge	04/03/2023	Adapter to install Plymovent flange on exhaust pipe	8239.117	81.38
Total ARCATA MUFFLER & BRAKE				81.38
<b>ARCATA VOLUNTEER FIREFIGHTERS ASSOC.</b>				
Bill	04/15/2023	May Rent	5210.1 · Arcata Station	10,000.00
Total ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				10,000.00
<b>AT&amp;T- CAL NET 3</b>				
Bill	04/24/2023	03-19-23 to 04-18-23	5060.1 · Phones - Landline &...	162.69
Total AT&T- CAL NET 3				162.69
<b>AT&amp;T MOBILITY (FIRSTNET)</b>				
Credit Card Charge	04/10/2023	Cellular & Ipads	5060.1 · Phones - Landline &...	327.01
Total AT&T MOBILITY (FIRSTNET)				327.01
<b>CAL PERS</b>				
Liability Check	04/14/2023	Employer Paid PP 03-05-23 to 03-18-23	5020.1 · CalPERS Retirement	21,497.43
Liability Check	04/28/2023	Employer Paid PP 03-19-23 to 04-01-23	5020.1 · CalPERS Retirement	21,558.84
Total CAL PERS				43,056.27
<b>CalPERS 457 PLAN</b>				
Liability Check	04/14/2023	Employer Match PP 03-19-23 to 04-01-23	5010.5 · Deferred Compensa...	2,000.00
Liability Check	04/14/2023	Retroactive One time Contributions J. McDonald	5010.5 · Deferred Compensa...	1,600.00
Liability Check	04/14/2023	Retroactive One time Contributions Emmons	5010.5 · Deferred Compensa...	1,500.00
Liability Check	04/28/2023	Employer Match PP 04-02-23 to 04-15-23	5010.5 · Deferred Compensa...	2,700.00
Total CalPERS 457 PLAN				7,800.00
<b>CASCADE FIRE EQUIP.</b>				
Bill	04/17/2023	IMMI Smartdock SCBA Brackets x 2	5370.6 · Fire Equipment & Fa...	1,490.27
Total CASCADE FIRE EQUIP.				1,490.27
<b>CHRIS EMMONS</b>				
Bill	04/10/2023	Vision Reimbursement Self	5030.6 · Vision	35.00
Total CHRIS EMMONS				35.00
<b>CITY OF ARCATA</b>				
Bill	04/03/2023	02-28-23 to 03-27-23	Arcata	164.58
Bill	04/14/2023	Service Period 03-07-2023 to 04-06-2023	Mad River	131.46
Bill	04/28/2023	Service Period 03-28-23 to 04-27-23	5260.2 · Water & Sewer	164.58
Total CITY OF ARCATA				460.62
<b>CNK MECHANICS</b>				
Bill	04/04/2023	Kussmaul Gauge	8258.106	159.42
Total CNK MECHANICS				159.42
<b>COASTAL BUSINESS SYSTEMS, INC</b>				
Bill	04/11/2023	Copier, printers, Aquos board	5200.1 · Copier	590.91
Total COASTAL BUSINESS SYSTEMS, INC				590.91

ARCATA FIRE DISTRICT  
Expenses by Vendor Detail

April 2023

Type	Date	Memo	Account	Amount
<b>COLLEGE OF THE REDWOODS</b>				
Bill	04/12/2023	Tuition for SFT RIO	5250.4 · Conference Tuition	150.00
Bill	04/12/2023	SFT lunch	5080.1 · Food/Rehab Supplies	30.00
Bill	04/12/2023	SFT CEET Tuition	5250.4 · Conference Tuition	80.00
Total COLLEGE OF THE REDWOODS				260.00
<b>CUMMINS SALES AND SERVICE</b>				
Bill	04/10/2023	Failed Air Governor	8211.108	847.87
Bill	04/26/2023	Air Leak Repairs	8215.113	546.71
Total CUMMINS SALES AND SERVICE				1,394.58
<b>ENTERPRISE</b>				
Bill	04/17/2023	Rental Car Texas SCBA Training	5250 · TRANSPORTATION ...	249.27
Credit Card Charge	04/25/2023	Toll fees in Texas	5250.3 · Per Diem Reimburs...	7.70
Total ENTERPRISE				256.97
<b>FDAC EBA</b>				
Bill	04/10/2023	May 2023 Coverage	5030.4 · Dental & Life Insura...	3,247.26
Total FDAC EBA				3,247.26
<b>HENSELS</b>				
Bill	04/02/2023	Tools and hardware for mounting	8219.116	60.37
Bill	04/05/2023	Hardware	8219.116	159.13
Total HENSELS				219.50
<b>HMS HOST</b>				
Credit Card Charge	04/15/2023	Lunch Texas SCBA Training	5250.3 · Per Diem Reimburs...	13.91
Total HMS HOST				13.91
<b>HOTELS.COM</b>				
Credit Card Charge	04/20/2023	Hotel for SCBA Training	5250.2 · Lodging Reimbursm...	564.88
Total HOTELS.COM				564.88
<b>HR DIRECT</b>				
Bill	04/18/2023	Poster Guard Annual State/Federal/Local Renewal	5180.16 · Subscriptions	96.96
Bill	04/18/2023	Poster Guard Annual State/Federal/Local Renewal	5180.16 · Subscriptions	96.96
Bill	04/18/2023	Poster Guard Annual State/Federal/Local Renewal	5180.16 · Subscriptions	96.96
Total HR DIRECT				290.88
<b>INFINITE CONSULTING SERVICES</b>				
Bill	04/01/2023	April IT Services	5180.8 · IT Services	2,870.00
Total INFINITE CONSULTING SERVICES				2,870.00
<b>KEN'S AUTO PARTS</b>				
Bill	04/12/2023	Canopy shell, parts and install	8201 · 8201.214	2,713.93
Bill	04/20/2023	Hitch, connector, freight and install	8201 · 8201.214	402.55
Total KEN'S AUTO PARTS				3,116.48
<b>LUKAS BBQ STEAKHOUSE</b>				
Credit Card Charge	04/14/2023	Lunch Texas SCBA Training	5250.3 · Per Diem Reimburs...	27.08
Total LUKAS BBQ STEAKHOUSE				27.08
<b>MCDONALDS</b>				
Credit Card Charge	04/09/2023	Dinner Texas SCBA Training	5250.3 · Per Diem Reimburs...	8.87
Total MCDONALDS				8.87
<b>MCK. COMM. SERVICES DISTRICT</b>				
Bill	04/17/2023	DCV 03-06-23 to 04-03-23	McK	25.76
Bill	04/17/2023	McK 03-06-23 to 04-03-23	McK	173.14
Total MCK. COMM. SERVICES DISTRICT				198.90
<b>MCKINLEYVILLE ACE HARDWARE</b>				
Bill	04/25/2023	Weed sprayer	Mad River	25.85
Total MCKINLEYVILLE ACE HARDWARE				25.85
<b>MCKINLEYVILLE OFFICE SUPPLY</b>				
Bill	04/25/2023	UPS Shipping Posicheck Machine	5120.7 · SCBA	277.10
Total MCKINLEYVILLE OFFICE SUPPLY				277.10

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05/04/23

Accrual Basis

ARCATA FIRE DISTRICT  
Expenses by Vendor Detail

April 2023

Type	Date	Memo	Account	Amount
<b>MIDAMERICA HRA</b>				
Bill	04/18/2023	May HRA Retirees	5030.2 · Health Insurance (R...	21,606.18
Total MIDAMERICA HRA				21,606.18
<b>MOTU TRUCK STOP</b>				
Credit Card Charge	04/11/2023	Rental Car Fuel Texas SCBA Training	5250.1 · Fuel	32.30
Credit Card Charge	04/11/2023	Texas SCBA Training	5250.3 · Per Diem Reimburs...	3.29
Total MOTU TRUCK STOP				35.59
<b>NAPA AUTO PARTS</b>				
Bill	04/03/2023	Def x 4	8219.116	84.59
Total NAPA AUTO PARTS				84.59
<b>NATIONAL HOSE TESTING SPECIALTIES</b>				
Bill	04/06/2023	Annual Hose Testing	5120.3 · Hose & Ladder Testi...	5,233.85
Total NATIONAL HOSE TESTING SPECIALTIES				5,233.85
<b>NFPA</b>				
Bill	04/04/2023	Annual NFPA National Fire Code Subscriptions	5180.16 · Subscriptions	1,552.50
Total NFPA				1,552.50
<b>PACIFIC GAS AND ELECTRIC</b>				
Bill	04/03/2023	02-27-23 to 03-27-23	5260.1 · P G & E	1,697.33
Bill	04/12/2023	03-03-23 to 04-02-23	Arcata	1,420.38
Bill	04/21/2023	Service Period 03-16-23 to 04-16-23	Mad River	451.80
Total PACIFIC GAS AND ELECTRIC				3,569.51
<b>PAPPAS BBQ</b>				
Credit Card Charge	04/12/2023	Dinner SCBA Training Texas	5250.3 · Per Diem Reimburs...	21.87
Total PAPPAS BBQ				21.87
<b>PEET'S COFFEE</b>				
Credit Card Charge	04/15/2023	Breakfast Texas SCBA Training	5250.3 · Per Diem Reimburs...	11.18
Total PEET'S COFFEE				11.18
<b>PENGUIN MANAGEMENT, INC.</b>				
Bill	04/10/2023	Service Period 02-01-23 to 04-30-24	5180.14 · eDispatches Annu...	1,572.00
Total PENGUIN MANAGEMENT, INC.				1,572.00
<b>PERS / HEALTH</b>				
Bill	04/18/2023	Active employee premiums	5030.1 · Health Insurance (E...	38,308.36
Bill	04/18/2023	Retiree premium	5030.2 · Health Insurance (R...	3,543.61
Bill	04/18/2023	Admin fee active employees	5030.1 · Health Insurance (E...	126.42
Bill	04/18/2023	Admin fee retirees	5030.3 · Retiree Health Admi...	83.22
Total PERS / HEALTH				42,061.61
<b>PLUCKERS PASADENA</b>				
Credit Card Charge	04/11/2023	Lunch SCBA Training Texas	5250.3 · Per Diem Reimburs...	24.00
Total PLUCKERS PASADENA				24.00
<b>RAM MOUNTS</b>				
Credit Card Charge	04/17/2023	Ipad mount E8219	8219.116	115.05
Total RAM MOUNTS				115.05
<b>RECOLOGY</b>				
Bill	04/07/2023	March	Arcata	61.83
Bill	04/07/2023	March	Mad River	61.83
Total RECOLOGY				123.66
<b>REDWOOD COAST FUELS (RELADYNE)</b>				
Bill	04/27/2023	200 gallons diesel	McK	762.65
Bill	04/27/2023	300 GAL disel, 150 GAL unleaded	Mad River	3,932.20
Total REDWOOD COAST FUELS (RELADYNE)				4,694.85
<b>SAFEWAY</b>				
Credit Card Charge	04/25/2023	Salt & vinegar for MR station weeds	Mad River	7.38
Total SAFEWAY				7.38

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05/04/23

Accrual Basis

ARCATA FIRE DISTRICT  
Expenses by Vendor Detail

April 2023

Type	Date	Memo	Account	Amount
<b>SILKE COMMUNICATIONS</b>				
Bill	04/05/2023	Radio/antenna	8219.116	314.00
Bill	04/19/2023	Radio batteries	5121.3 · Batteries	435.53
Total SILKE COMMUNICATIONS				749.53
<b>STREAMLINE</b>				
Bill	04/03/2023	Web hosting + engage April	5180.9 · Web Page Hosting	370.00
Total STREAMLINE				370.00
<b>T-BONE TOMS</b>				
Credit Card Charge	04/10/2023	Dinner SCBA Training Texas	5250.3 · Per Diem Reimburs...	25.00
Total T-BONE TOMS				25.00
<b>TACO CABANA</b>				
Credit Card Charge	04/13/2023	Lunch Texas SCBA Training	5250.3 · Per Diem Reimburs...	9.73
Total TACO CABANA				9.73
<b>TAQUERIA Y NEVERIA</b>				
Credit Card Charge	04/09/2023	Dinner SCBA Training Texas (corrected from \$24, tip not applied)	5250.3 · Per Diem Reimburs...	20.42
Total TAQUERIA Y NEVERIA				20.42
<b>TECHSOUP</b>				
Credit Card Charge	04/10/2023	Required QB update	5170.3 · Software	75.00
Total TECHSOUP				75.00
<b>TEHAMA TIRE</b>				
Bill	04/05/2023	Med truck wheel switch	8258.106	40.00
Bill	04/17/2023	Tires	8215.113	1,808.70
Total TEHAMA TIRE				1,848.70
<b>THE BRISKET HOUSE</b>				
Credit Card Charge	04/12/2023	Dinner Texas SCBA Training (corrected from \$23, tip not applied)	5250.3 · Per Diem Reimburs...	20.03
Total THE BRISKET HOUSE				20.03
<b>THE MITCHELL LAW FIRM, LLP</b>				
Bill	04/05/2023	AVFA Lease. Fee Schedule	5180.1 · Legal Services	407.00
Total THE MITCHELL LAW FIRM, LLP				407.00
<b>THE STANDARD</b>				
Bill	04/21/2023	May LTD	5030.7 · Long Term Disability...	638.00
Total THE STANDARD				638.00
<b>TRAFFIC SAFETY STORE</b>				
Credit Card Charge	04/17/2023	Safety cones	5370.6 · Fire Equipment & Fa...	187.42
Total TRAFFIC SAFETY STORE				187.42
<b>WHATABURGER</b>				
Credit Card Charge	04/13/2023	Dinner Texas SCBA Training	5250.3 · Per Diem Reimburs...	11.46
Credit Card Charge	04/14/2023	Dinner Texas SCBA Training	5250.3 · Per Diem Reimburs...	9.35
Total WHATABURGER				20.81
<b>XCALLIBER PARTS</b>				
Credit Card Charge	04/26/2023	Ring Gear for E8211 (flywheel)	8211.108	1,071.61
Total XCALLIBER PARTS				1,071.61
<b>TOTAL</b>				<b>164,279.78</b>

# District Business

**Date:** May 9, 2023  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** **PUBLIC HEARING** - Consider the Adoption of Resolution 23-286,  
Amending the District’s Schedule of Fees & Charges

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**DISCUSSION:**

In 2019 the District adopted Ordinance No.19-18 which authorizes the District to collect fees for services allowed by the Health and Safety Code, Government Code, and the California Fire Code. At the April 2022 Board Meeting, the Board approved a proposed increase to the Prevention Bureau fees to \$183.19 per hour. In September of last year an updated fee schedule was adopted via a public hearing, approving the amended schedule of fees and charges.

Unfortunately, following its adoption, a number of errors and typos were located within the fee schedule. Those included incorrect rates for two of the mitigation fees, previously established and rates for mandated inspection flat rates that should have reflected ½, 1 or 2 hour minimums, which essentially doubled their cost. Finally, the false alarm billing was corrected to reflect a waiver for the first response for a false alarm, and the remaining responses decreased by \$100 each.

If adopted, the new Schedule of Fees & Charges shall be effective on July 1, 2023, or 60 days after adoption by the Board, whichever is later (July 8, 2023, if adopted tonight).

**RECOMMENDATION:**

Staff recommends the Board hold the public hearing and adopt Resolution 23-286 amending the District’s Schedule of Fees and Charges.

**FINANCIAL IMPACT:**

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

**ALTERNATIVES:**

1. Board discretion

**ATTACHMENTS:**

- Attachment 1- Resolution 23-286
- Attachment 2 – Ordinance No. 19-18



**Resolution Number: 23-286**

**A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTOR  
REVISING THE SCHEDULE OF FEES AND CHARGES**

**WHEREAS**, pursuant to Ordinance No. 19-18, the Board of Directors established a schedule of fees for the recovery of costs and services in accordance with Health and Safety Code section 13916; and

**WHEREAS**, the Fee Schedule established by Ordinance No. 19-18 is attached to Ordinance No. 19-18 as Attachment "A", which Fee Schedule was subsequently amended by Resolution No. 22-271; and

**WHEREAS**, pursuant to Section 4 of Ordinance No. 19-18, the Board of Directors reserves the right to revise its fees from time-to-time to account for changes in the cost to provide the service; provided that, the fees do not exceed the costs reasonably borne by the District in providing the service or enforcing the regulation for which the fee is charged; and

**WHEREAS**, Fire Prevention Bureau Fees are based upon the actual personnel and overhead administrative costs incurred for serviced provided; and

**WHEREAS**, District Mitigation Fees shall be that which is usual, customary, and reasonable (UCR) and allows the District to recover costs incurred responding to and the delivery of Fire and Rescue Services to emergency incidents occurring within and, in certain circumstances, outside the District; and

**WHEREAS**, by way of this Resolution, the Board of Directors desires to further amend its Fee Schedule as set forth in Attachment "A" hereto and incorporated herein.

**NOW THEREFORE, BE IT RESOLVED THAT** the Arcata Fire Protection District Board of Directors hereby approves the following:

1. The Schedule of Fees Charges set forth in Attachment "A" hereto shall, on the effective date of this Resolution, constitute the District's fee schedule and shall be deemed to supersede and replace Attachment "A" to Ordinance No. 19-18;
2. The Board finds that the fees set forth in Attachment "A" hereto are reasonable and do not exceed the costs reasonably borne by the District in providing the service or enforcing the regulation for which the fee is charged;
3. The Board finds that all notices required by Health and Safety Code section 13916 have been provided as required by law;

4. This Resolution shall be effective on July 1, 2023, or 60 days after adoption by the Board, whichever is later.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the Arcata Fire Protection District by the following polled vote:

Ayes:

Nays:

Abstain:

Absent:

**DATED:**

Signed:

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Blaine Maynor, President

Attest:

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Becky Schuette, Board Clerk/Secretary

**SCHEDULE OF FEES CHARGES**

<b>WATER SUPPLY</b>			
<b>FEE TYPE</b>	<b>Description</b>	<b>Rate/Hours</b>	<b>AMOUNT</b>
Fire Service Mains(Underground)	Thrust block inspection, hydrostatic test, and flush	Flat Rate (3 hr. to complete)	\$550.00
Hydrant Flow	Field Test	Flat Rate (1 hr. to complete)	\$183.00
<b>PLAN CHECKS</b>			
<b>FEE TYPE</b>	<b>Description</b>	<b>Rate/Hours</b>	<b>AMOUNT</b>
Construction or Building Addition Plan Review	New or Tenant Improvements	Time estimated based on project complexity (1 hr. minimum)	\$183.00
<b>FIRE PROTECTION AND ALARM SYSTEMS</b>			
<b>FEE TYPE</b>	<b>Description</b>	<b>Rate/Hours</b>	<b>AMOUNT</b>
Alarm System	New or Improvements	Time estimated based on project complexity (1 hr. minimum)	\$183.00
New Commercial Fire Sprinkler Protection Systems	13 & 13R Systems	Time estimated based on project complexity (3 hr. minimum)	\$550.00
Tenant Improved Fire Sprinkler Protection Systems		Time estimated based on project complexity (2 hr. minimum)	\$366.00
Residential Fire Sprinkler Protection System (single family Home)		Flat Rate (1/2 hr. to complete)	\$92.00
Spray Booth	Includes booth and fire extinguishing system	Flat Rate (2 hr. to complete)	\$366.00
Pre-Action, Fixed Fire, Clean Agent		Flat Rate (2 hr. to complete)	\$366.00
Fire Pump Installation	Does not include review of generator or separate fuel storage tank	Flat Rate (2 hr. to complete)	\$366.00
Commercial Cooking (Hood & Duct)		Flat Rate (2 hr. to complete)	\$366.00
<b>MISCELLANEOUS SUBMITTALS - ALTERNATIVE MEANS AND METHODS</b>			
<b>FEE TYPE</b>	<b>Description</b>	<b>Rate/Hours</b>	<b>AMOUNT</b>
Miscellaneous Submittals or Plan Review	Plans or submittals not described elsewhere	Time estimated based on project complexity (2 hr. minimum)	\$366.00
Expedite Plan Review Request	Reviewed after normal business hours	Time estimated based on project complexity (2 hr. minimum at OT rate)	\$549.00
<b>PERMITS</b>			
<b>FEE TYPE</b>	<b>Description</b>	<b>Rate/Hours</b>	<b>AMOUNT</b>
Fireworks Booth/Storage (includes 1 reinspection)		Per Vendor	\$150.00
Street Booth Vendor		Per Event	\$183.00
Non-Compliant Re-inspections or Missed Appointments		Per Inspection (1/2 hour increments)	\$92.00

STATE MANDATED INSPECTIONS			
FEE TYPE	Description	Rate/Hours	AMOUNT
Public Assemblies		Time estimated based on project complexity (1 hr. minimum)	\$183.00
24-Hours Licensed Care Facilities	Ambulatory or non-ambulatory occupants (pre-inspection only)	Time estimated based on project complexity (1 hr. minimum)	\$183.00
Less Than 24-hour Licensed Care Facilities	Adult or Child Large Family Day Care (pre-inspection)	Time estimated based on project complexity (1 hr. minimum)	\$183.00
Schools	K-12th Educations Facilities	Time estimated based on project complexity (1 hr. minimum)	\$183.00
Mid-Rise/High-Rise		Time estimated based on project complexity (2 hr. minimum)	\$366.00
Hotel/Motel	Per Business <b>(Includes one reinspection)</b>	1 hr. flat rate - <b>Plus \$6.10 per occupancy unit/room</b>	\$183.00
Apartment Buildings	Per Parcel <b>(Includes one reinspection)</b>	1/2 hr. flat rate - <b>Plus \$6.10 per occupancy unit/room</b>	\$92.00
MISCELLANEOUS INSPECTIONS OR PREVENTION BUREAU SERVICES			
FEE TYPE	Description	Rate/Hours	AMOUNT
Fire Prevention Instructional Services		Time estimated based on project complexity (2 hr. minimum)	\$366.00
Inspections not listed above		Time estimated based on project complexity (1 hr. minimum)	\$183.00
All reinspection's		1/4 hr. minimum (includes travel time)	\$45.75
Code Enforcement Actions		(1 hr. minimum)	\$183.00
After Hours Inspections	After Business hours or weekends	(2 hr. minimum at OT rate)	\$549.00
MITIGATION RATES / REVENUE RECOVERY			
FEE TYPE	Description	Rate/Hours	AMOUNT
Motor Vehicle Accidents (LEVEL 1)	Provide hazardous materials assessment and scene stabilization. This will be the most common "billing level." This occurs almost every time the fire department responds to an accident/incident.	Per response	\$435.00
Motor Vehicle Accidents (LEVEL 2)	Includes Level 1 services as well as clean up and material used (sorbents) for hazardous fluid clean up and disposal. Will bill at this level if the fire department has to clean up any gasoline or other automotive fluids that are spilled as a result of the accident/incident.	Per response	\$495.00

Motor Vehicle Accidents (LEVEL 3-WITH FIRE)	Provide scene safety, fire suppression, breathing air, rescue tools, hand tools, hose, tip use, foam, structure protection, and clean up gasoline or other automotive fluids that are spilled as a result of the accident/incident.	Per response	\$605.00
Add-on Services - Extrication	Includes heavy rescue tools, ropes, airbags, cribbing etc. This charge will be added if the fire department has to free/remove anyone from the vehicle(s) using any equipment. Will not bill at this level if the patient is simply unconscious and fire department is able to open the door to access the patient. This level is to be billed only if equipment is deployed.	Per response	\$1,305.00
Add-on Services - Creating a Landing Zone	Will bill at this level any time a helicopter landing zone is created and/or is utilized to transport the patient(s).	Per response	\$400.00
Additional Time On Scene - Engine		Per hour	\$400.00
Additional Time On Scene - Miscellaneous Equipment		Per hour	\$300.00
Additional Time On Scene - Chief Officer		Per hour	\$250.00
Hazmat Incidents (LEVEL 1)	Claim will include engine response, first responder assignment, perimeter establishment, evacuations, set-up and command.	Per response	\$700.00
Hazmat Incidents (LEVEL 2)	Claim will include engine response, first responder assignment and equipment, perimeter establishment, evacuations, set-up and command, Level D suit donning, breathing air and detection equipment. Set-up and removal of DECON center.	Per response	\$2,500.00
Hazmat Incidents (LEVEL 3)	Claim will include engine response, first responder assignment and appropriate equipment, perimeter establishment, evacuations, first responder set-up and command, Level C suit donning, breathing air and detection equipment and robot deployment. Set-up and removal of DECON center. Includes above in addition to any disposal rates of material and contaminated equipment and material used at scene. Includes 3 hours of on scene time.	Per response	\$5,900.00

Additional Time On Scene - Engine		Per hour	\$400.00
Additional Time On Scene - Miscellaneous Equipment		Per hour	\$300.00
Additional Time On Scene - Chief Officer		Per hour	\$250.00
Out of District Response - Engine	Any incident response out of the District to any property that is not covered by another recognized Fire District or Department. Billed per hour per response unit.	Per hour	\$400.00
Out of District Response - Miscellaneous Equipment		Per hour	\$300.00
Out of District Response - Chief Officer		Per hour	\$250.00
Illegal Fires	Any fire that is started by any person(s) that requires a District response during a time/season when fires are regulated by local or state rules, provisions or ordinances because of pollution or fire danger concerns, such person or persons will be liable for the fire department response at a cost not to exceed the actual expenses incurred by the fire department to respond and contain the fire.	Per response	\$400.00
Additional Time On Scene - Engine		Per hour	\$400.00
Additional Time On Scene - Miscellaneous Equipment		Per hour	\$300.00
Additional Time On Scene - Chief Officer		Per hour	\$250.00
False Alarm Cost Recovery - 1st Response		The False Alarm cost recovery fee assesses individuals whose alarm systems generate an excessive number of False Alarms responded to by the District. There is a graduating scale for continued False Alarms. In determining the number of false alarms that have occurred, the District shall only consider False Alarms that have occurred within a calendar year.	Per response
False Alarm Cost Recovery - 2nd Response	Per response		\$100.00
False Alarm Cost Recovery - 3rd Response	Per response		\$200.00
False Alarm Cost Recovery - 4th Response	Per response		\$300.00
False Alarm Cost Recovery - 5th and Subsequent Responses	Per response		\$400.00
<b>OTHER FEES AND CHARGES</b>			
<b>FEE TYPE</b>	<b>Description</b>	<b>Rate/Hours</b>	<b>AMOUNT</b>
Incident/Occupancy Report (Current Files)	Per report (up to 10 pages-additional copies at cost per page)	Flat Rate	\$10.00
Subpoenaed Reports	Per report (up to 10 pages-additional copies at cost per page)	Flat Rate	\$24.00
Archive Files Retrieval	Per report up to 10 pages-additional copies at cost per page)	Flat Rate	\$20.00

Additional Pages	Copies at cost	Per Page	\$0.10
Copies of Photos, CDs, or Electronic Data		Flat rate - <b>Plus materials cost</b>	\$20.00
Fit Testing		Per Hour (2 hr. minimum)	\$58.84
Returned Check Fee	Bank Returned Check Fees	Bank Pass Through Cost- <b>Plus \$5.00 Admin Fee</b>	TBD
Postage	Documents, materials mailings	Actual Cost	TBD
<b>Late Fees</b>	<b>If an Invoice is not paid within 90 days, a late charge of 10% of the invoice, as well as 1.5% per month, as well as the actual cost of the collection, will be assessed to the responsible party.</b>		
<b>Authority</b> - Health & Safety Code: §§ 13114, 13131.5, 13143.2 (b,c,d,e), 13145, 13147, 13143.9, 13146(a)(1)(b), (d), (e), 13862, 138697.7, 13875,13916, 179921, 17951, 17962; Government Code: §§ 6103.7, 6253(b); California Fire Code: §§ 101.1, 101.2, 101.10, 103.3.3.2.3, 105.1, 105.4, 901.2.2; Title 19, California Code of Regulations: §§ 1.12, 3.28, 982, 1565.1, 1033, 1034, 1035; Arcata Fire District Ordinance No. 19-18			



**Ordinance Number: 19-18****AN ORDINANCE OF THE ARCATA FIRE PROTECTION DISTRICT ESTABLISHING A SCHEDULE OF FEES FOR RECOVERY OF COSTS FOR SERVICES PROVIDED PURSUANT TO HEALTH AND SAFETY CODE § 13916**

**WHEREAS**, the costs of providing fire protection and life safety services continues to increase;

**WHEREAS**, the Arcata Fire Protection District ("District") is funded by taxes levied on real property located within the geographic boundaries of the District;

**WHEREAS**, numerous services offered by the District directly benefit discreet members of the general public for which fees may properly be imposed and for which existing parcel tax revenue does not proportionally account;

**WHEREAS**, the District has incurred increased costs for development within the District boundaries which has placed an increased demand on existing resources and fire suppression personnel, who are increasingly conducting numerous and complex occupancy and building safety inspections;

**WHEREAS**, emergency services response activity to incidents continues to increase each year, placing further burdens on existing District resources;

**WHEREAS**, pursuant to Health and Safety Code §§ 13917 - 13919, the District may charge a fee to cover the cost of services; and

**WHEREAS**, pursuant to Health and Safety Code § 13916(b), and Government Code § 6066, the District has given notice of its intent to establish and impose such Fees/Charges as may be adopted by ordinance.

**NOW THEREFORE**, the Board of Directors of the Arcata Fire Protection District does ordain as follows:

**Section 1. Authorization and Purpose**

This Ordinance is adopted pursuant to Health and Safety Code §13916 et seq. The purpose of the Ordinance is to recover the costs of providing enforcement of locally adopted life safety regulations and local enforcement of state-regulated occupancy requirements, mandated programs and other fees for services. Except as otherwise provided, the definitions of the Fire Protection District Law of 1987 (Health and Safety Code Sections § 13 800 et seq., the "Act") are incorporated by this reference. This Ordinance shall be interpreted in a manner consistent with the Act. The fees and charges



imposed by this Ordinance are for the purpose of meeting certain operating expenses, including, but not limited to, employee wages and benefits, contracting for services with specialized firms or individuals, use of existing equipment, and the fees are reasonably related to the estimated or actual expenses incurred by the District for the services.

**Section 2. Applicability**

This Ordinance shall indicate each fee and the amount to be charged by the District, as permitted by Health and Safety Code § 13916. As authorized by Health and Safety Code § 13918, public agencies that are not covered by a mutual aid agreement shall be charged accordingly, unless the District waives the involved fees pursuant to Section 3 of this Ordinance.

**Section 3. Authority to Waive Fees; Delegation to Fire Chief**

As permitted by Health and Safety Code § 13919, the District Board may waive charges/fees established by this Ordinance and may delegate its authority to the Fire Chief or his/her designee if it is determined that charges/fees would not be in the public interest, i.e. reciprocal services provided by other public agencies, employee welfare, or personal hardship.

The District Board hereby delegates to the Fire Chief to waive any fee or charge that does not exceed \$1000.00. The waiver of any fee or charge in excess of the authority delegated to the Fire Chief is reserved by the District Board.

**Section 4. Specified Fee or Charge; Authority to Revise Fees or Charges**

Unless waived pursuant to Section 3, every person or entity to which services are provided by the District shall pay the applicable fee or service charge pursuant to this Ordinance. The fees and service charges for services are hereby set by the District Board as stated in the Fee Schedule attached hereto as Exhibit A and incorporated herein by this reference. The fees and charges set forth in the attached Fee Schedule shall not exceed the reasonable amount, or estimated amount, borne by the District in providing the services.

The District Board reserves the right to amend the Fee Schedule from time-to-time in the future to account for increased or decreased costs in providing services in accordance with Health and Safety Code § 13916 et seq.

**Section 5. No Waiver of Other Means of Cost Recovery**

This Ordinance does not preclude the District from pursuing any additional means of cost recovery. Such means include, but are not limited to, actions pursuant to Health and Safety Code § 13009 (for negligent actions which cause the use of services or facilities of the District) and actions against parties whose willful, grossly negligent, or criminal conduct causes the use of District services or facilities.

**Section 6. Severability**

If provisions of this Ordinance are declared invalid or unenforceable by a court of competent jurisdiction, that holding shall not affect the validity or enforceability of the remaining fees, charges or provisions and the Board declares that it would have adopted each article, section and part of this Ordinance, irrespective of the validity of any other article, section or part.

**Section 7. Repeal of Prior Ordinances and Fee Schedules**

It is the intent of the District Board in enacting this Ordinance to repeal all prior Ordinances and Resolution of the District Board setting fees for services under Health and Safety Code § 13916 et seq., including Ordinance No. 09-14.

**Section 8. Payment of Fees and Charges; Late Fees**

To the extent feasible based on the nature of the request for service, all fees and charges for services are due and payable at the time the request for service is made to the District. All fees which are not paid at the time the request for service is made to the District or any additional fees incurred after initial fees are paid are due and payable to the District within 30 days of receipt of an invoice from the District. A late charge equal to 10% of the delinquent amount shall be added to the amount due, plus 1.5% of the amount due per month until paid in full.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the Arcata Fire Protection District by the following polled vote:

Ayes: David, Johnson, Mendosa, Rosen and Campbell  
Nays: None  
Abstain: None  
Absent: None

**DATED:** January 8, 2019

Signed:



\_\_\_\_\_  
Rene Campbell, President

Attest:



\_\_\_\_\_  
Becky Schuette, Board Clerk/Secretary

**SCHEDULE OF FEES CHARGES**

<b>WATER SUPPLY</b>			
<b>FEE TYPE</b>	<b>Description</b>	<b>Rate/Hours</b>	<b>AMOUNT</b>
Fire Service Mains(Underground)	Thrust block inspection, hydrostatic test, and flush	Flat Rate (3 hr. to complete)	\$550.00
Hydrant Flow	Field Test	Flat Rate (1 hr. to complete)	\$183.00
<b>PLAN CHECKS</b>			
<b>FEE TYPE</b>	<b>Description</b>	<b>Rate/Hours</b>	<b>AMOUNT</b>
Construction or Building Addition Plan Review	New or Tenant Improvements	Time estimated based on project complexity (1 hr. minimum)	\$183.00
<b>FIRE PROTECTION AND ALARM SYSTEMS</b>			
<b>FEE TYPE</b>	<b>Description</b>	<b>Rate/Hours</b>	<b>AMOUNT</b>
Alarm System	New or Improvements	Time estimated based on project complexity (1 hr. minimum)	\$183.00
New Commercial Fire Protection Systems	13 & 13R Systems	Time estimated based on project complexity (3 hr. minimum)	\$550.00
Tenant Improved Fire Protection Systems		Time estimated based on project complexity (2 hr. minimum)	\$366.00
Residential Fire Sprinkler System (single family Home)		Flat Rate (1 hr. to complete)	\$183.00
Spray Booth	Includes booth and fire extinguishing system	Flat Rate (2 hr. to complete)	\$366.00
Pre-Action, Fixed Fire, Clean Agent		Flat Rate (2 hr. to complete)	\$366.00
Fire Pump Installation	Does not include review of generator or separate fuel storage tank	Flat Rate (2 hr. to complete)	\$366.00
Commercial Cooking (Hood & Duct)		Flat Rate (2 hr. to complete)	\$366.00
<b>MISCELLANEOUS SUBMITTALS - ALTERNATIVE MEANS AND METHODS</b>			
<b>FEE TYPE</b>	<b>Description</b>	<b>Rate/Hours</b>	<b>AMOUNT</b>
Miscellaneous Submittals or Plan Review	Plans or submittals not described elsewhere	Time estimated based on project complexity (2 hr. minimum)	\$366.00
Expedite Plan Review Request	Reviewed after normal business hours	Time estimated based on project complexity (2 hr. minimum at OT rate)	\$549.00
<b>PERMITS</b>			
<b>FEE TYPE</b>	<b>Description</b>	<b>Rate/Hours</b>	<b>AMOUNT</b>
Fireworks Booth/Storage (includes 1 reinspection)		Per Vendor	\$150.00
Street Booth Vendor		Per Event	\$183.00
Non-Compliant Re-inspections or Missed Appointments		Per Inspection (1/2 hour increments)	\$92.00

STATE MANDATED INSPECTIONS			
FEE TYPE	Description	Rate/Hours	AMOUNT
Public Assemblies		Time estimated based on project complexity (1 hr. minimum)	\$183.00
24-Hours Licensed Care Facilities	Ambulatory or non-ambulatory occupants (pre-inspection only)	Time estimated based on project complexity (2 hr. minimum)	\$366.00
Less Than 24-hour Licensed Care Facilities	Adult or Child Large Family Day Care (pre-inspection)	Time estimated based on project complexity (2 hr. minimum)	\$366.00
Schools	K-12th Educations Facilities	Time estimated based on project complexity (2 hr. minimum)	\$366.00
Mid-Rise/High-Rise		Time estimated based on project complexity (2 hr. minimum)	\$366.00
Hotel/Motel	Per Business <b>(Includes one reinspection)</b>	1 hr. flat rate - <b>Plus \$6.10 per occupancy unit/room</b>	\$183.00
Apartment Buildings	Per Parcel <b>(Includes one reinspection)</b>	1/2 hr. flat rate - <b>Plus \$6.10 per occupancy unit/room</b>	\$92.00
MISCELLANEOUS INSPECTIONS OR PREVENTION BUREAU SERVICES			
FEE TYPE	Description	Rate/Hours	AMOUNT
Fire Prevention Instructional Services		Time estimated based on project complexity (2 hr. minimum)	\$366.00
Inspections not listed above		Time estimated based on project complexity (1 hr. minimum)	\$183.00
All reinspection's		1/4 hr. minimum (includes travel time)	\$45.75
Code Enforcement Actions		(1 hr. minimum)	\$183.00
After Hours Inspections	After Business hours or weekends	(2 hr. minimum at OT rate)	\$549.00
MITIGATION RATES / REVENUE RECOVERY			
FEE TYPE	Description	Rate/Hours	AMOUNT
Motor Vehicle Accidents (LEVEL 1)	Provide hazardous materials assessment and scene stabilization. This will be the most common "billing level." This occurs almost every time the fire department responds to an accident/incident.	Per response	\$435.00
Motor Vehicle Accidents (LEVEL 2)	Includes Level 1 services as well as clean up and material used (sorbents) for hazardous fluid clean up and disposal. Will bill at this level if the fire department has to clean up any gasoline or other automotive fluids that are spilled as a result of the accident/incident.	Per response	\$495.00



Motor Vehicle Accidents (LEVEL 3-WITH FIRE)	Provide scene safety, fire suppression, breathing air, rescue tools, hand tools, hose, tip use, foam, structure protection, and clean up gasoline or other automotive fluids that are spilled as a result of the accident/incident.	Per response	\$605.00
Add-on Services - Extrication	Includes heavy rescue tools, ropes, airbags, cribbing etc. This charge will be added if the fire department has to free/remove anyone from the vehicle(s) using any equipment. Will not bill at this level if the patient is simply unconscious and fire department is able to open the door to access the patient. This level is to be billed only if equipment is deployed.	Per response	\$1,205.00
Add-on Services - Creating a Landing Zone	Will bill at this level any time a helicopter landing zone is created and/or is utilized to transport the patient(s).	Per response	\$400.00
Additional Time On Scene - Engine		Per hour	\$400.00
Additional Time On Scene - Miscellaneous Equipment		Per hour	\$300.00
Additional Time On Scene - Chief Officer		Per hour	\$250.00
Hazmat Incidents (LEVEL 1)	Claim will include engine response, first responder assignment, perimeter establishment, evacuations, set-up and command.	Per response	\$700.00
Hazmat Incidents (LEVEL 2)	Claim will include engine response, first responder assignment and equipment, perimeter establishment, evacuations, set-up and command, Level D suit donning, breathing air and detection equipment. Set-up and removal of DECON center.	Per response	\$250.00
Hazmat Incidents (LEVEL 3)	Claim will include engine response, first responder assignment and appropriate equipment, perimeter establishment, evacuations, first responder set-up and command, Level C suit donning, breathing air and detection equipment and robot deployment. Set-up and removal of DECON center. Includes above in addition to any disposal rates of material and contaminated equipment and material used at scene. Includes 3 hours of on scene time.	Per response	\$5,900.00
Additional Time On Scene - Engine		Per hour	\$400.00

Additional Time On Scene - Miscellaneous Equipment		Per hour	\$300.00
Additional Time On Scene - Chief Officer		Per hour	\$250.00
Out of District Response - Engine	Any incident response out of the District to any property that is not covered by another recognized Fire District or Department. Billed per hour per response unit.	Per hour	\$400.00
Out of District Response - Miscellaneous Equipment		Per hour	\$300.00
Out of District Response - Chief Officer		Per hour	\$250.00
Illegal Fires	Any fire is started by any person(s) that requires a District response during a time/season when fires are regulated by local or state rules, provisions or ordinances because of pollution or fire danger concerns, such person or persons will be liable for the fire department response at a cost not to exceed the actual expenses incurred by the fire department to respond and contain the fire.	Per response	\$435.00
Additional Time On Scene - Engine		Per hour	\$400.00
Additional Time On Scene - Miscellaneous Equipment		Per hour	\$300.00
Additional Time On Scene - Chief Officer		Per hour	\$250.00
False Alarm Cost Recovery - 1st Response		The False Alarm cost recovery fee assesses individuals whose alarm systems generate an excessive number of False Alarms responded to by the District. There is a graduating scale for continued False Alarms. In determining the number of false alarms that have occurred, the District shall only consider False Alarms that have occurred within on an annual basis, in the previous twelve (12) calendar months.	Per response
False Alarm Cost Recovery - 2nd Response		Per response	\$200.00
False Alarm Cost Recovery - 3rd Response		Per response	\$300.00
False Alarm Cost Recovery - 4th Response		Per response	\$400.00
False Alarm Cost Recovery - 5th Response & Greater		Per response	\$500.00
<b>OTHER FEES AND CHARGES</b>			
<b>FEE TYPE</b>	<b>Description</b>	<b>Rate/Hours</b>	<b>AMOUNT</b>
Incident/Occupancy Report (Current Files)	Per report (up to 10 pages-additional copies at cost per page)	Flat Rate	\$10.00
Subpoenaed Reports	Per report (up to 10 pages-additional copies at cost per page)	Flat Rate	\$24.00
Archive Files Retrieval	Per report up to 10 pages-additional copies at cost per page)	Flat Rate	\$20.00
Additional Pages	Copies at cost	Per Page	\$0.10

Copies of Photos, CDs, or Electronic Data		Flat rate - <b>Plus materials cost</b>	\$20.00
Fit Testing		2 hr. minimum	\$58.84
Returned Check Fee	Bank Returned Check Fees	Bank Pass Through Cost- <b>Plus \$5.00 Admin Fee</b>	TBD
Postage	Documents, materials mailings	Actual Cost	TBD
<b>Late Fees</b>	<b>If an Invoice is not paid within 90 days, a late charge of 10% of the invoice, as well as 1.5% per month, as well as the actual cost of the collection, will be assessed to the responsible party.</b>		
<b>Authority</b> - Health & Safety Code: §§ 13114, 13131.5, 13143.2 (b,c,d,e), 13145, 13147, 13143.9, 13146(a)(1)(b), (d), (e), 13862, 138697.7, 13875,13916, 179921, 17951, 17962; Government Code: §§ 6103.7, 6253(b); California Fire Code: §§ 101.1, 101.2, 101.10, 103.3.3.2.3, 105.1, 105.4, 901.2.2; Title 19, California Code of Regulations: §§ 1.12, 3.28, 982, 1565.1, 1033, 1034, 1035; Arcata Fire District Ordinance No. 09-14			

**Date:** May 9, 2023  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Establish an Ad-hoc Committee for the Annual Performance Evaluation of the Fire Chief

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**DISCUSSION:**

It is time to conduct the Fire Chief’s annual review as per the employment contract.

In the Fire Chief’s Employment Agreement, Section 3.02, Goal Setting and Performance Evaluations, it states:

- A. *The Employee will schedule annual meetings of the Board pursuant to applicable provision of the Ralph M Brown Act, during which the Board will establish performance goals and objectives that the Board wishes the Employee to address or achieve during each fiscal year. The Board may, in its discretion, establish a committee to meet with the Employee and review the Employee’s performance goals and objectives.*
- B. *By or about June 30 of each year, or at such time as may be mutually agreed by the Parties, the Board will formally review and evaluate the performance of the Employee. The Board will provide the Employee with a written summary statement of the evaluations and provide the employee an adequate opportunity to discuss his evaluation with the Board in Closed Session.*

The Board Policy Manual, Article 6, Delegation of Board Authority, Section 6.3 Fire Chief Evaluation states:

*The Board shall establish a process for evaluating the Fire Chief and establish an ad-hoc committee to carry out the evaluation process. The evaluation process is reviewed at the regular June Board meeting for any modifications prior to beginning the actual review process.*

The Board will need to establish an ad-hoc committee of two Board members to start this process. It is customary to appoint the members on the committee at the May meeting so they may meet and review the previous year’s evaluation and process. The committee will finalize the process with the full Board and the Chief during closed session at the June regular Board meeting.

**RECOMMENDATION:**

Consider the information provided, take public comment, discuss, and appoint two members to serve on an ad-hoc committee to carry out the review process.

**FINANCIAL IMPACT:**

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

**ALTERNATIVES:**

N/A

**ATTACHMENTS:**

Attachment 1 – N/A



# Correspondence & Communications



**Girl Scout Service Unit Redwood 127** donated 24 cases (288 packages!) of cookies to disperse to all three stations. Arcata Fire was chosen by their highest seller for this year, whose best friend had recently had her family home destroyed in a residential fire in McKinleyville, therefore the firefighters were on her mind, and she wanted them to feel appreciated.

\*These are excess cookies that did not sell during their annual cookie sale, which are therefore donated to people of their choosing.

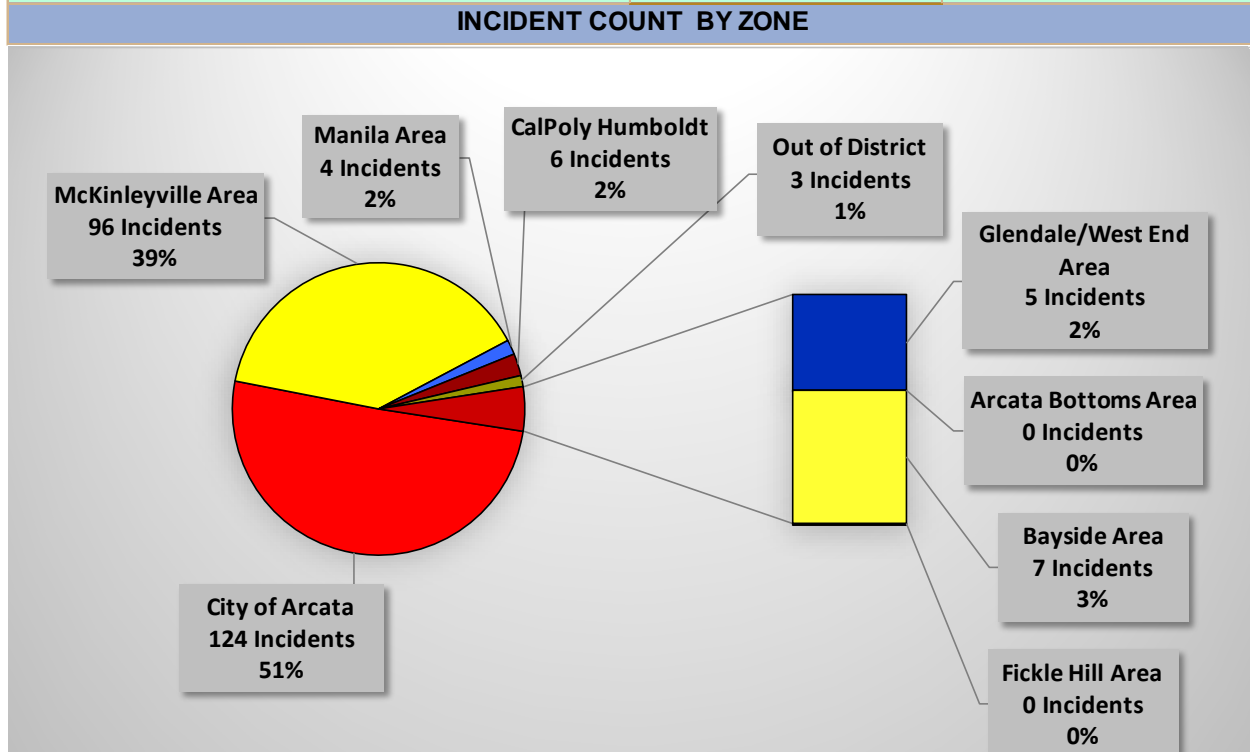
**Date:** May 9, 2023  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Fire Chief's Monthly Report

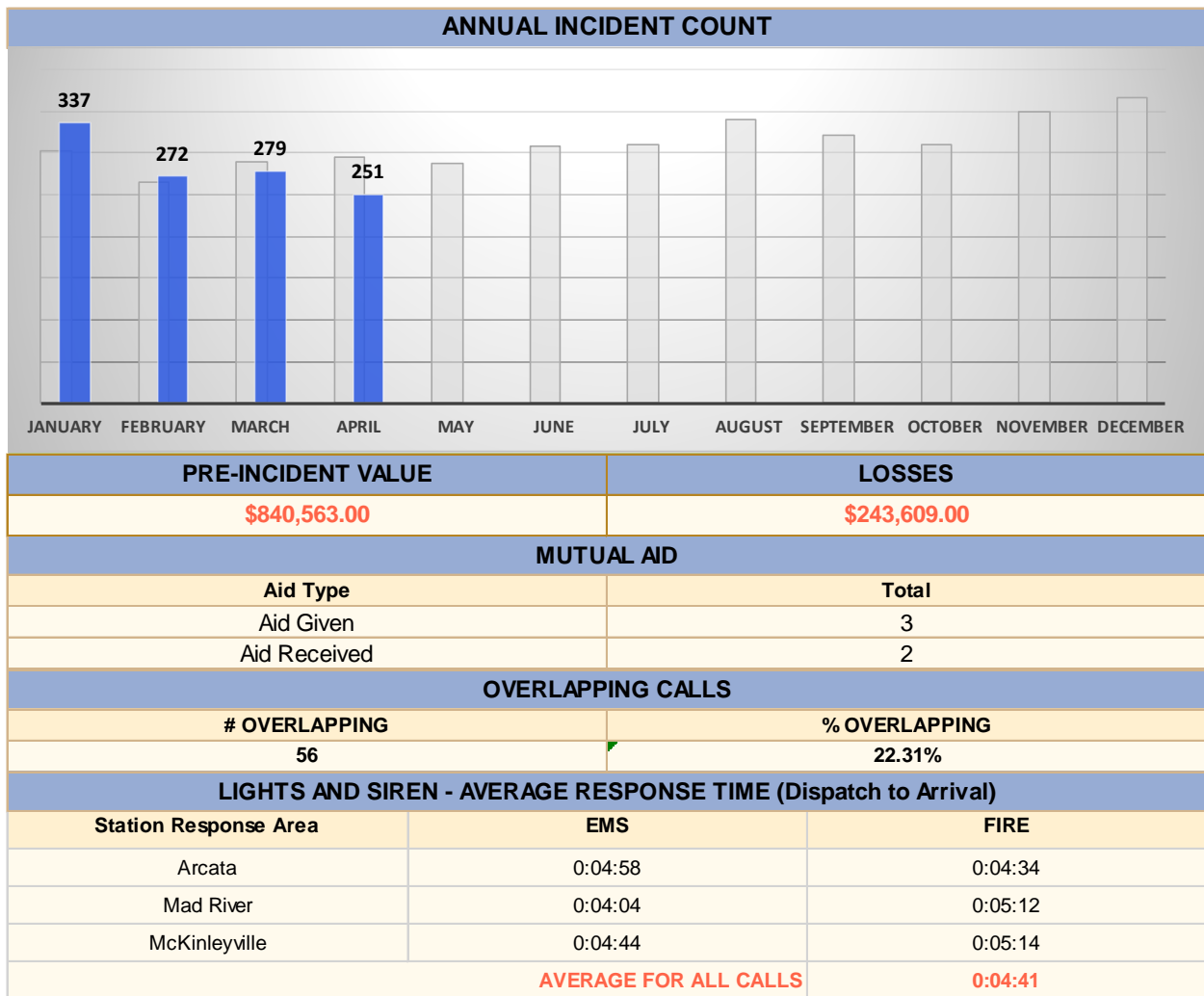
## Monthly Incident Activity

### May Notable Incidents

- 04/16/2023 Structure Fire – 2000 Blk of Baldwin St, Arcata – Fire was contained to a single-story residential structure. Cause undetermined with an estimated loss of \$90,000.
- 04/20/2023 Structure Fire – 1000 Blk of Midfield Ct, McKinleyville – Fire was contained to the room of origin. Cause electrical with an estimated loss of \$137,000.

MONTHLY INCIDENT COUNT		
Fires	15	5.98%
Overpressure rupture, explosion, overheat - no fire	0	0.00%
Rescue & Emergency Medical Service	140	55.78%
Hazardous Condition (No Fire)	6	2.39%
Service Call	33	13.15%
Good Intent Call	35	13.94%
False Alarm & False Call	16	6.37%
Severe Weather, Natural Disaster, & Other	0	0.00%
Incomplete	6	2.39%
<b>TOTAL</b>	<b>251</b>	<b>100.00%</b>





## Monthly Operations Report

**April Overtime Hours** - Suppression staff covered **799** hours of mandatory OT to maintain minimum staffing levels at all three stations. Mad River station was closed for 32 on April 14 to 15.

**Training Highlights – 183.83 hours** of training that included refresher training in forcible entry, EMS, ventilation, ladders, hose evolutions, building construction and familiarization.

## Apparatus and Station Maintenance and Repair Report

There will be a future staff report that will present ongoing the maintenance costs of the fire apparatus.

- E8211      **Out Of Service – Mechanical (parts arrived)**
- E8215      In Service @ Arcata
- E8217      **Out Of Service – Mechanical (Spring repaired and OOS for transmission)**
- E8239      In Service @ MR as First out on 3/22
- E8219      In Service @ McK as First out on 4/2
- WT8258    In Service @ Arcata
- A8241      In Service @ McK
- L8291      In Service @ Mad River

L8295 In Service @ Arcata  
U8205 In Service as C8200  
U8201 **Out Of Service – Waiting on Emergency Vehicle upfitting**  
U8207 In Service as C8201  
U8208 In Service as Inspector  
U8209 In Service @ Arcata

McKinleyville Station –  
Mad River Station –  
Arcata Station –  
Bayside Property – Planning to mow grass once the field dries out.

## Monthly Administrative Report

**Social Media** – I would like to highlight the increased presence of the District on social media. Last January, Alyssa Alvarez was hired as a part-time office assistant. Part of her duties was to keep our web page and social media accounts up to date. She has been doing periodic postings and refreshed our web page. During this period of time, we have seen a 4.5% increase in followers on our social media accounts. This last semester we had Angel Barker, a student from Cal Poly majoring in public relations, assisting us with social media as a class project. She assisted Alyssa with working on press releases and social media posts for the District.

**Sorority Delta Phi Epsilon Team Building Event** – This event was well received by the group. There were nine participants who experienced four team building evolutions. They included CPR, forcible entry, hose advancement in the tower, and wildland fire shelter deployment. All stations were designed to give the women a taste of various firefighter situations that included working as a team.

**FEMA Audit** – The District was notified that we would be receiving a desk audit form FEMA for the grant that was received in 2020. This grant was for \$3000 to purchase Covid related supplies. The District had purchased disposable masks and gloves. All paperwork requested was sent and the review will occur in June.

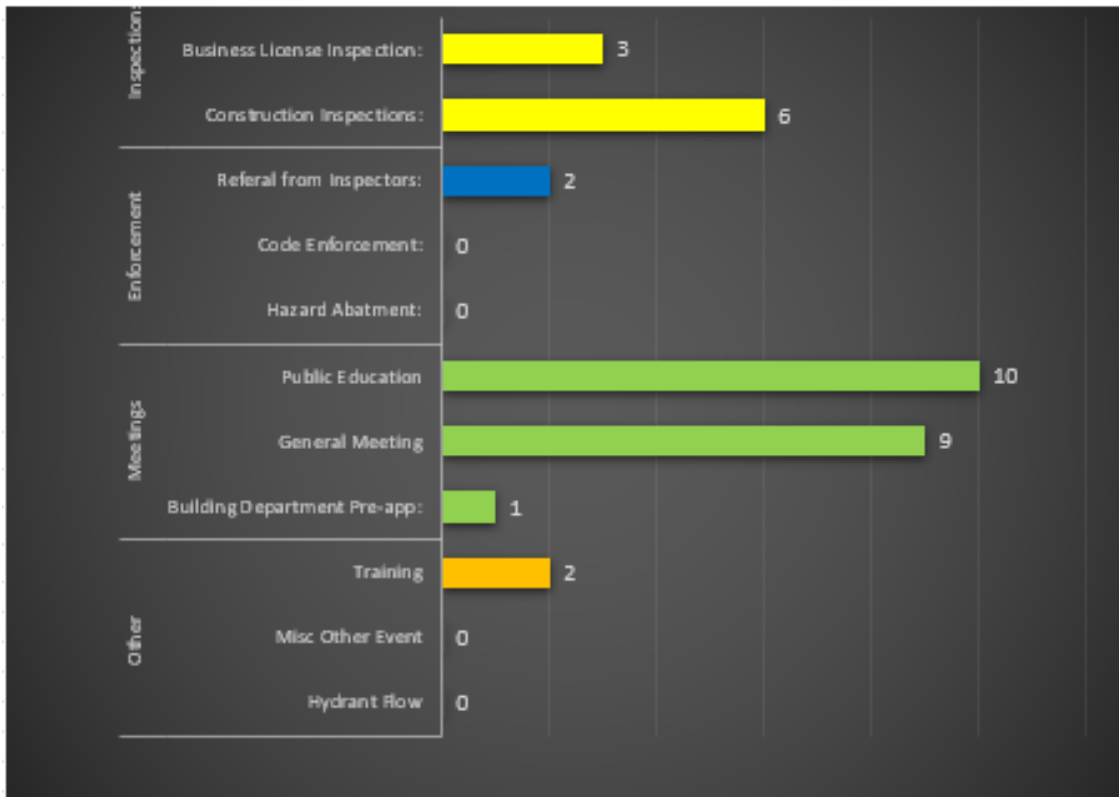
**Out of Town Notification** – I will be out of the state on vacation May 25 through 29, Assistant Chief Emmons will be attending training at the National Fire Academy May 22 through 28. Duty qualified Captains will cover the duty from the 25 to 29. No acting Fire Chief will be appointed, as both AC Emmons and I will be available by phone.

**Annexation** – No new updates

# Fire Prevention Report

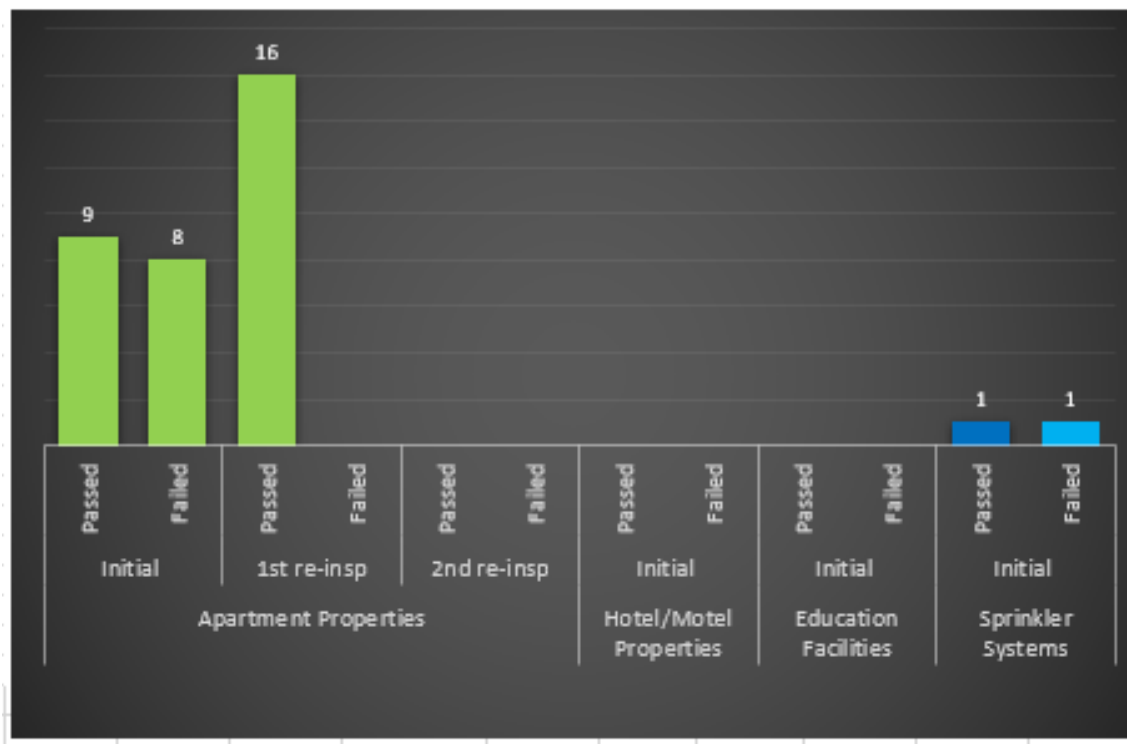
## Fire Marshal Position

Hours worked: **85 hours**



## Inspector Position

Hours worked: **68.00 hours**



# Revenue Recovery

<b>Insurance Claims</b>	<b>Last Month</b>		<b>All Year</b>	
	Claims Submitted	4	\$1576.00	28
Payments Received by FRUSA	7	\$3032.00	23	\$14,578.59
Claims Denied	0	\$0.00	0	\$0.00
NON-BILLABLE - (INADAQUATE INFO PROVIDED BY FD)	0	\$0.00	0	\$0.00
Drafts	0	\$0.00	0	\$0.00
Non-Billable (Other)	0	-	0	-
In Progress	9	-	17	-

## Inspection Fees Paid

Payments last month <b>\$2193.41</b> (15) Invoices	Payments this year <b>\$13,153.71</b> (86) Invoices
	Payments last year <b>\$45,141.14</b> (290) Invoices

Billing Status	Count	FD Amount
Open	21	\$3,631.30
Open -30	19	\$3,208.20
Open -90	2	\$423.10
Sent to collections	26	\$3711.13