

MINUTES

Regular Board Meeting

January 11, 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 5:32 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 Nicole Johnson, Director Eric Loudenslager, and Director David Rosen.

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

APPROVAL OF AGENDA

It was moved to approve the agenda.

Motion: Johnson; Second: Maynor

Roll Call: Ayes; Johnson, Loudenslager, Maynor, Rosen and Mendosa

Motion Carries

PUBLIC COMMENT

President Mendosa called for public comments and the following public members spoke:

George Green

Senior Management Group – nothing to report.

Local 4981 – Local President Marcus Lillard, reported that the five probationary firefighters were approaching their 6-month reviews in the coming week. Two more recruits begin later this month by starting on-shift with academy training occurring on the job for 72-hour shifts. The Local is going to begin sending out a “significant event” log in

attempts to engage everyone more. It will be a basic run down of the event from Officer in charge of the incident.

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

There were no additional comments from the public or the Board.

CONSENT CALENDAR

1. Minutes from December 14, 2021, Regular Meeting
2. November 2021 Financial Report
3. December 2021 Financial Report
4. 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
5. Adopt Resolution 22-252 Amending the Health Reimbursement Arrangement with Mid-America Administrative & Retirement Solutions, Inc.
6. Approve the Update to the Job Classifications of Fire Chief, Business Manager, Fire Marshal, and Fire Inspector
7. Adopt Resolution 22-253 with Exhibit A Adopting a New Master Salary Schedule Effective December 26, 2021
8. Adopt Resolution 22-254 with Exhibits A & B Approving the Memorandum of Understanding and Side Letter Between the Arcata Fire Protection District and the Arcata Fire District Senior Management Group

Director Rosen requested Item 8 be pulled from the Consent Calendar.

Chief McDonald requested Items 7 & 8 be pulled. He explained that Item 7 had missing lines. There are no changes to the resolution or content of the document, except that on Exhibit A, footnote 11 and the line below that, identifying the length of the pay periods, were cut off when the document was turned into a pdf. The updated resolution had been sent out with the fixes, earlier in the week. It will also be attached to these minutes.

It was moved to approve items 1-7 with the corrections to 7 that were sent out earlier.

Motion: Rosen; Second: Loudenslager

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

Regarding consent item 8, Chief McDonald reported that the MOU was missing Article 24, which had inadvertently been omitted when the packet was put together. The Article had been agreed to previously by Senior Management Group and the Board.

Director Rosen advised that he had requested a separate final vote on consent item 8 and that it not part of the consent calendar. He reported having expressed his opposition in closed sessions.

There were no public comments.

It was moved to approve Resolution 22-254 with Exhibits A & B Approving the Memorandum of Understanding and Side Letter Between the Arcata Fire Protection District and the Arcata Fire District Senior Management Group.

Motion: Maynor; Second: Loudenslager

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

CORRESPONDENCE & COMMUNICATIONS

1. Public Correspondence – President Mendosa reviewed the correspondence aloud.

2. Committee Reports

a. Arcata Station Rent Committee – There was nothing to report and no closed session on the topic for this meeting. Chief McDonald did advise that he was waiting to hear back from Attorney Plotz regarding the outcome of the meeting held with the AVFA.

b. Fire Chief's Evaluation Committee – The Chief will be provided his evaluation during closed session later in the meeting.

3. Fire Chief's Monthly Report – Chief McDonald reviewed his monthly report, adding in a report on the notable incidents for the structure fire in Westhaven on December 23rd. He also added that E8211 has a need for significant pump repairs. He went on to advise the Board that he would be issuing a Metal of Gallantry and Commendations to John Evenson and his engine company for efforts at the structure fire on 4th Street, as well as a childbirth incident on the Mad River.

Director Maynor requested clarification on the 29-minute average response time and the Chief explained that that number includes all responding agencies, which includes mutual aid providers. This results in an "average" response time for all agencies.

4. Director Matters – President Mendosa offered a thank you to Evenson, Burciaga and Sung.

DISTRICT BUSINESS

1. Consider the Possibility of the Annexation of the Upper Jacoby Creek Community and Fickle Hill Area Into the Fire District: Chief McDonald reviewed his staff report.

There was a lengthy discussion which involved a number of questions from the Directors to the Chief, who advised this was the beginning of the process. None of the involved areas had been notified, with the exception of a published Mad River Union article that Director Johnson had pointed out. There would be processes for input with the involved areas and LAFCo as things move toward consideration.

Other discussion topics included the number of responses to those areas currently, how the workload would be affected, the voting process and if would affect a specific Directors Division.

Chief McDonald advised that if the Board is interested in considering the annexation, a member of LAFCo would come to a meeting to brief the Board on the process and answer any questions they may have.

The members of the Board were all in favor of learning more about annexation and requested the Chief to work with the County and LAFCo on a proposal.

There was no public comment.

2. Fiscal Year End 2020-21 Final Report: Chief McDonald reviewed his staff note, which was followed by a brief discussion about the County Auditor's Office and the affects their untimely journal entries have on the District. Funds are not transferred timely and an example of a journal entry taking seven months to be recorded was provided to the Board.

There were no public comments.

This item was for information only and no action was taken.

3. Consider Approval of Over-Hire of Assistant Chief Position: Chief McDonald reviewed his staff note and following a question, went on to explain the meaning of and need for the over-hire. With Chief Campbell's intent to retire later this year, it is a hope to hire two; one to fill the current vacancy and the second to replace Chief Campbell. By having three AC's simultaneously, there will be the opportunity for a longer orientation and shadow time before Campbell leaves.

Upon a query, Chief McDonald advised the earliest for bringing two on would hopefully allow for a six month overlap of training. Advertising would begin at the end of January and would run for a full month. Interviews would be in March. There would also be considerations if internal candidates were promoted, which would require backfill and replacement of those positions.

There were no public comments.

It was moved to approve hiring two Assistant Chief candidates in the upcoming recruitment process.

Motion: Johnson; Second: Maynor

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

CLOSED SESSIONS

Conference with Labor Negotiator (Gov. Code Section 54957.6)

Employee Organization: *Local 4981*

Agency designated representative: *District Counsel Jack Hughes*

Public Employee Performance Evaluation (Gov. Code Section 54656.7)

Title: Fire Chief

Before adjourning to closed session, Chief McDonald advised that there would be no closed session for labor negotiations this evening.

President Mendosa adjourned to closed session at 6:38 pm.

The meeting resumed at 7:42 pm.

Report out of closed session by President Mendosa: Chief McDonald had been given his evaluation. He was also thanked aloud for doing a great job.

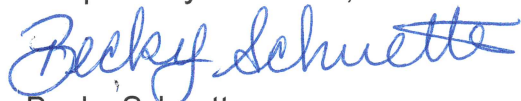
ADJOURNMENT

Following a motion, President Mendosa adjourned the meeting at 7:44 pm.

Motion: Johnson; **Second:** Loudenslager

The next Regular Meeting is scheduled for **March 8, 2022, at 5:30 pm.**

Respectfully submitted,



Becky Schuette,
Clerk of the Board

Resolution Number: 22-253

**A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS
ADOPTING A NEW MASTER SALARY SCHEDULE EFFECTIVE DECEMBER 26, 2021**

WHEREAS, the Arcata Fire District Board on December 14, 2021, tentatively agreed to the proposed Memorandum of Understanding (MOU) between the District and the Senior Management Group (SMG); and

WHEREAS, the Arcata Fire District Board on January 11, 2022, approved the new MOU for the duration of December 26, 2021 through December 21 2024; and

WHEREAS, the Arcata Fire District Board must formally adopt the attached salary schedule as required by the California Public Employee Retirement System (PERS) in accordance with the requirements of CCR 570.5; and

WHEREAS, the effective date of the new master salary will be retroactive to December 26, 2021, which is the first day of the first pay period in Calendar Year 2022.

NOW THEREFORE, BE IT RESOLVED THAT the Arcata Fire Protection District Board of Directors hereby adopts the new Master Salary Schedule with the above referenced changes and attached herein as **Exhibit A**.

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: Johnson, Loudenslager, Maynor, Rosen and Mendosa

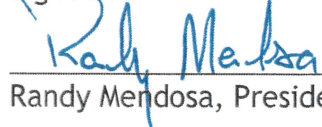
Nays: None

Abstain: None

Absent: None

DATED: January 11, 2022

Signed:



Randy Mendosa, President

Attest:



Becky Schuette, Board Clerk/Secretary

ARCATA FIRE DISTRICT

Exhibit A

BASE SALARY SCHEDULE
Effective 12/26/2021

Range	Classification		Monthly Range				
FULL-TIME POSITIONS			Step 1	Step 2	Step 3	Step 4	Step 5
I	Fire Chief ^{2,7,9}	>40 hour/week - FLSA Exempt	\$10,040.50				
H	Assistant Chief ^{2,6,7,8}	>40 hour/week - FLSA Exempt	\$8,321.00	\$8,737.00	\$9,174.00	\$9,633.00	\$10,115.00
F	Captain ^{1,2,3,4,6,8}	72 / 96 shift (3744 Annual Hours)	\$6,168.24	\$6,477.12	\$6,801.60		
D	Engineer ^{1,2,3,5,6,8}	72 / 96 shift (3744 Annual Hours)	\$5,328.96	\$5,594.16	\$5,874.96		
C	Firefighter ^{1,2,3,5,6,8}	72 / 96 shift (3744 Annual Hours)					
E	Business Manager ^{2,10}	40 hour/week (2080 Annual Hours)	\$5,845.00	\$6,137.00	\$6,444.00	\$6,766.00	\$7,104.00
Range	Classification		Hourly Range				
PART-TIME POSITIONS			Step 1	Step 2	Step 3	Step 4	Step 5
G	Fire Marshal ¹¹		\$44.45	\$46.67	\$49.00	\$51.46	\$54.03
B	Inspector		\$26.65	\$27.99	\$29.39	\$30.86	\$32.40
A	Office Assistant		\$24.68	\$25.91	\$27.21	\$28.57	\$30.00
FOOTNOTES							
1 Position receives FLSA Pay (38 overtime hours per pay period) 2 Position may receive Employer Paid Member Contribution (EPMC) 3 Position may receive \$400 Annual Physical Fitness Premium 4 Position may receive Temporary Upgrade Pay when acting as a Duty Qualified Captain 5 Position may receive Temporary Upgrade Pay when acting as a Company Officer 6 Position earns and may receive Holiday Pay 7 Position receives \$65 Cell Phone Stipend per month 8 Position receives Uniform Allowance of \$62.50 per month 9 Position receives Uniform Allowance of \$41.66 per month 10 Position receives Uniform Allowance of \$33.33 per month 11 Position filled by a Retired Annuitant							
Pay periods are bi-weekly and there are 26 pay periods in a year							

ARTICLE 24: INCORPORATION OF SIDE LETTER

- 1) The side letter executed by the District and the SMG on January 11, 2022, which addresses administrative issues relevant to individual employees in the bargaining unit, is incorporated herein in full.