

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

January 10, 2023

5:30 PM

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

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## CORRECTED AGENDA

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CALL TO ORDER

1. Administration of Oath of Office to New and Returning Board Members - Jason Akana, Nicole Johnson, and Eric Loudenslager

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

Pg. 5

**CONSENT CALENDAR**

Pg. 6

*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 December 13, 2022, Regular Meeting Pg. 7
2. December 2022 Financial Report Pg. 22
3. Adopt Resolution 23-279 Acknowledging Receipt of Annual Fire and Life Safety Inspections Pursuant to Sections 13146.2 through 13146.4 of the California Health and Safety Code Pg. 35
4. Adopt Resolution 23-280 Directing Transfer of Cash from the Humboldt County Treasury Accounts to the CalTRUST Liquidity Fund Pg. 37
  - a. Attachment 1 - Resolution 23-280 Pg. 38
  - b. Attachment 2 - County Fund Ledgers Pg. 39

**CORRESPONDENCE & COMMUNICATIONS**

Pg. 42

1. Public Correspondence
  - a. Thank you to Fire Marshal Ed Laidlaw for his fire extinguisher training with St. Albins Church Pg. 43
2. Committee Reports
  - a. Arcata Station Committee (*Mendoza, Maynor*)
  - b. Arcata General Plan & Gateway Area Plan Committee (*Loudenslager, Mendoza*)
3. Fire Chief’s Monthly Report Pg. 45
4. Director Matters

**DISTRICT BUSINESS**

Pg. 50

1. Consider and Discuss Updates to the Station Signage and Vehicle Logos Pg. 51
2. Consideration of a Safety Committee Assignment for a Board Director Pg. 52

**ADJOURNMENT**

Next Regular Board Meeting is scheduled for February 14, 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)*

**CORRECTED AGENDA - page 3**

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# Public Comment & Association Reports



**ARCATA VOLUNTEER FIREFIGHTERS  
ASSOCIATION, INC.**

2149 Central Avenue  
McKinleyville, California 95519  
(707) 825-2000

**Date: 1/10/2023 MONTHLY ACTIVITY REPORT**  
**To: Board of Directors, Arcata Fire District**  
**From Arcata Volunteer Firefighters' Association**

**Mission: We exist to provide support, advocacy, and a social network for those  
Volunteering to contribute to the mission of the Arcata Fire District.**

**Volunteering**

- Volunteer hours of support for December 50 Hours.
  - Volunteers responded to multiple incidents in December
  - Conducted CPR and First Aid Classes

**AVFA Projects Supporting the AFD**

- Address Placard Project
  - There have been 176 address placards requested.
  - Presently 105 Address Placard have been installed across the district.
  - New requests are still coming in every day.

**Grants; Recent Grant Activity**

- Berg Foundation approved the requesting \$35,695 for a vehicle for the Prevention group replacing the Impala.

**AVFA Properties**

- The 9<sup>th</sup> Street Fire Station leases is under review.
- Addressing various 9th Street Station building concerns.

**AVFA Goals (5-year plan)**

1. Increased role in prevention assisting District Prevention Group
  - a. Installation/Inspection of Smoke detectors in homes (Grants and labor)
  - b. Wildfire prevention and Home safety inspections (Labor)
2. Increased presence at community events.
  - a. Booth/Tables (AVFA, Union, District)
3. Increasing the number of in-person activities with District and Union.
  - a. AFD, Union, and AVFA Barbecues, Crabs Ball Games,
  - b. AFD, Union, and AVFA Awards Dinners and holiday celebrations
4. Increased cooperation to build volunteer incident response.
  - a. Acquire grant funding to grow volunteer incident response
  - b. AVFA Aid with recruitment.
  - c. AVFA Aid with training.
  - d. AVFA Aid with **retention of volunteers**

# Consent Calendar



**MINUTES**

*Regular Board Meeting  
December 13, 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 5:30 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 Assistant Chief Chris Emmons, and Board Secretary Becky Schuette. Fire Chief Justin McDonald was absent.

**APPROVAL OF AGENDA**

It was moved to approve the agenda.

**Motion:** Loudenslager; Second: Maynor

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

Motion Carries

**PUBLIC COMMENT**

President Mendosa called for public comments and there were none.

Senior Management Group – Chief McDonald had wanted the Board advised that he was working with SMG on the side letter related to duty coverage.

Local 4981 – Captain Marcus Lillard reported that the Local had another big year with the Toys for Tots collection and that Captain McDonald had done a great job.

Arcata Volunteer Firefighters Association (AVFA) – Roy Willis reviewed the submitted report. In response to a query from a Director, he advised the AVFA had installed 105 address placards thus far and more coming in daily, with another 40-45 being made.

**CONSENT CALENDAR**

1. Minutes from November 8, 2022, Regular Meeting
2. November 2022 Financial Report

3. Renewal of Adoption of Resolution 21-247 for an Additional 30 Days, Making Findings Pursuant to Government Code Section 54953, As Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings
4. Adoption of Resolution 22-277 Approving the Schedule of Dates, Time, and Location for the 2023 Regular Board Meetings.

President Mendosa reviewed the consent calendar items aloud, then queried if any items should be pulled. Neither the Board, nor the public requested any items be pulled for discussion.

It was moved to approve the consent calendar.

**Motion:** Johnson; Second: Loudenslager

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

Motion Carries

### **CORRESPONDENCE & COMMUNICATIONS**

1. Public Correspondence – President Mendosa reviewed the correspondence aloud. There were no additional comments from the Board or the public.

2. Committee Reports:

- a. Arcata Station Committee (*Mendosa, Maynor*) – Nothing to report.
- b. Arcata General Plan & Gateway Area Plan Committee (*Loudenslager, Mendosa*) – President Mendosa reported that the letter in response to the Draft EIR has been sent to Cal Poly. He added that the committee has also met with Senator McGuire and Assembly Member Wood to discuss the concerns with regards to the Cal Poly build out.

Director Loudenslager provided a PowerPoint presentation that has been created for presentation to the Planning Commission. A copy of the PowerPoint will be included as an attachment to these minutes.

Following the presentation, President Mendosa queried if there were any questions from the Board or the public and there were none.

President Mendosa called for a brief 10 minute recess at 6:48 pm.

The meeting resumed at 6:58 pm.

3. Fire Chief's Monthly Report – Assistant Chief Emmons reviewed the Chief's monthly report on the Chief's behalf. President Mendosa suggested that staff bring the topic of the station signs back as an agenda item for a possible subcommittee creation to handle the project.

4. Director Matters – President Mendosa advised the Board of Elena David's funeral service being held on Saturday.

### **DISTRICT BUSINESS**

**1. Presentation and Adoption of Resolution 22-278, Recognizing, Honoring, and Commending David Rosen for his Service as a Director for the Arcata Fire Protection District Board:** President Mendosa reviewed the staff note aloud then offered his thanks to Director Rosen for his service. Several other Directors and staff members also offered their thanks.

With no further comments from the Board or the public, a motion was made

It was moved to approved Resolution 22-278.



**Motion:** Johnson; Second: Maynor

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

## **2. Interview and Consider Appointment of Applicant for Director to Division 5:**

President Mendosa reviewed the staff note and explained the process for the forum.

Each of the candidates was provided the same five questions by the Board Clerk and given time to answer.

Director Loudenslager had a follow up question for Mr. Wonenberg, requesting that he further explain the Board that he has served; Humboldt-Del Norte Dental Society.

Director Maynor requested Mr. Akana to explain the reference to his fire experiences from his application.

President Mendosa then called on members of the audience for questions to the candidates and there were none.

Each candidate was then provided an opportunity for closing comments.

Director Maynor requested clarification regarding the process of appointment if a decision was not made during this meeting.

With no further comments from the Board or public, a motion was made.

It was moved to nominate Jason Akana as Director for Division 5.

**Motion:** Maynor; Second: Johnson

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

The Board and several attendees thanked Mr. Wonenberg for his application and willingness to serve as a Board member.

## **3. Consider Authorization for the Purchase of a Replacement Vehicle for the Fire Prevention Bureau:** Assistant Chief Emmons reviewed the staff report allowed.

President Mendosa called for questions from the Directors. There were a few questions from the Directors and clarification on the use of the vehicle.

There were no public comments.

It was moved to approve a replacement vehicle for the Prevention Bureau with a not to exceed \$25,000 limit.

**Motion:** Loudenslager; Second: Johnson

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

## **4. Election of New Board Officers for 2023:** Board Clerk Schuette reviewed the staff report aloud.

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

It was moved to nominate and approve Directors Maynor and Loudenslager as President and Vice President, respectively, for the 2023 calendar year.

**Motion:** Mendosa; Second: Johnson

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

**5. Consider Authorizing the District to Open a Liquidity Fund Account with**

**CalTRUST:** President Mendosa reviewed the staff report allowed. He added that this was a topic that had been discussed during the special meeting in October.

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

The motion was made, per staff's recommendation, to:

1. Arcata Fire District to become a CalTRUST participant and complete the Program Registration Form and Participation Agreement.
2. Authorize the Fire Chief as the Signatory Authorized to Establish a Liquidity Account in the CalTRUST Program
3. Authorize the Fire Chief as the Primary Authorized Representative for the District
4. Authorize the following to act as Trustee/Fiduciary signatories to the account:
  - a. Chief Justin McDonald, Primary Contact
  - b. Assistant Chief Chris Emmons, Additional Representative
  - c. Business Manager Becky Schuette, Secondary Contact
  - d. Board Director Nicole Johnson, Additional Representative
5. Authorize the Business Manager to complete the required forms, obtain signatures and deliver said documents to CalTRUST as required.

**Motion:** Johnson; Second: Maynor

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

**CLOSED SESSIONS**

There was no closed session scheduled.

**ADJOURNMENT**

President Mendosa adjourned the meeting at 7:47pm.

The next Regular Meeting is scheduled for **January 10, 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



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## Arcata Fire: Your First Responders for All-Risk Emergencies

1



## Arcata General Plan 2045 & Gateway Area Plan

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AFD is supportive of continued growth and development of the communities we serve.

AFD is supportive of the development of Gateway Area.

2



## Arcata General Plan 2045 & Gateway Area Plan

### AFD Concerns

1. Staffing to meet basic residential structure fire response
2. Staffing for increased population
3. Staffing for taller and larger mass buildings
4. Functional equipment for growing communities
5. Sustainable funding

3



## About Arcata Fire District

### Independent Special District

- Governed by 5 Elected Board members
- 3 Staffed Fire Stations
- Jurisdiction 62 sq mi
  - City of Arcata, Bayside, Manila, McKinleyville, Jacoby Creek
- Population 36,000+
- Incidents: 3300+ (8% Fire 50% EMS)

4



## NFPA 1710 Recommended Deployment

First unit arrive in 4 minutes

All units arrive within 8 – 10 minutes...

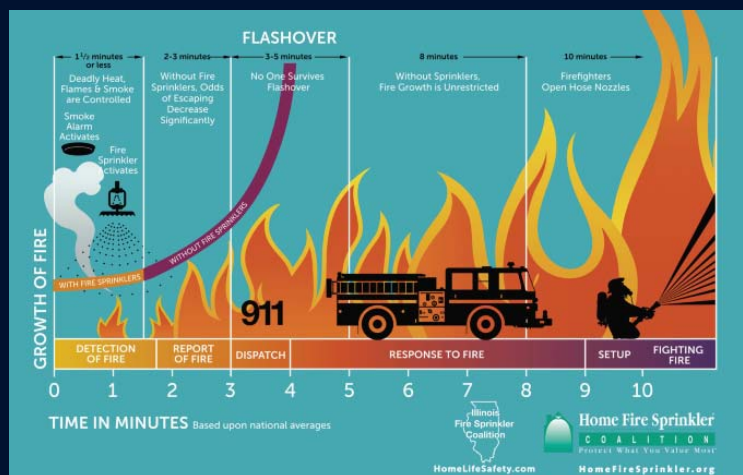
- Firefighters required for a residential structure fire – **14**
- Firefighters required for commercial, multi family, or 3 story – **25**
- Firefighters required for high-rise building – **38**

**AFD cannot meet these fire response deployment even with Mutual-aid**


5



## Response Times and Adequate Staffing




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## Initial Response for a Working Fire Downtown Arcata

Critical Task	Needed Personnel	Responding Units	Staffing	Response Time (minutes)
Command	1	ARF Chief	1	8
Fire Attack	2	Arcata Engine	2	2
Water Supply/Backup	2	Mad River Engine	2	7
Pump Operator	1	McKinleyville Engine	2	11
Search	2	<b>AFD Uses Automatic Mutual Aid to Respond to Structure Fires</b>		
Ventilation	2			
Rapid Intervention Crew	3			
Safety Officer	1			
<b>Total</b>	<b>14</b>			

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## Fire Response Worst Case Scenario

Responding Units	Average Staffing	Response Time (minutes)	Responding Units	Average Staffing	Response Time (minutes)
ARF Chief	1	8	CDF Chief	1	19
Arcata Engine	2	2	CDF Engine	3	19
Mad River Engine	2	7	FRT Truck (Mutual Aid)	1	23*
McKinleyville Engine	2	11	CDF Engine (Mutual Aid)	2	23*
BLU Engine	3	12*	FEN Engine (Mutual Aid)	3	32*
HBF Chief	1	13	RIO Engine (Mutual Aid)	3	39*
HBF Truck	4	13	FBR Engine (Mutual Aid)	3	39
WVF Engine	2	16*		3	42*
SAM Engine	2	17*		3	43*
FBR Engine	2	18*		1	43*
		<b>TOTAL</b>		<b>43</b>	

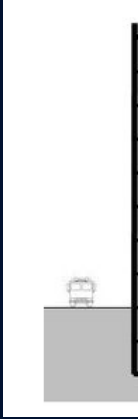
NFPA = 25 Firefighters Commercial, or Multi Family, or 3-Story

NFPA = 38 Firefighters High Rise in 10 minutes

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## What is a High-Rise Building?



ed as a "building  
ed more than 75  
of fire department

9



## Proposed Gateway Building Type

Mid-Rise buildings - 4 to 8 Stories

- Fire fighting in mid-rise buildings present the same operational challenges as high-rise buildings.
- While there are no explicit NFPA response standards for mid-rise buildings, Arcata Fire Protection District will treat the Gateway mid-rise buildings equivalent to high-rise buildings for response staffing.

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## How Many Firefighters Does it Take?

Each Community is different – population size, area served, building height and mass variation, capacity of regional aid.

Formal method to establish staffing would be a Standard of Coverage. An independent assessment.

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## How Many Firefighters?

Humboldt Bay Fire JPA	Staff: 51 suppression – <b>17 On-duty</b>	Budget: \$9.98 mil
Chico Fire Department	Staff: 57 suppression – <b>14 On-duty</b>	Budget: \$17mil
San Luis Obispo FD	Staff: 49 suppression – <b>14 On-duty</b>	Budget: \$13.9 mil
Arcata Fire District	Staff: 18 Suppression– <b>7 On-duty</b>	Budget: \$6.4 mil

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## How Many Firefighters?

At minimum AFD would need an additional **24** suppression staff to have staffing similar to other comparable towns in California to respond to mid-rise building emergencies.

Because of the distribution fire stations and volunteer status of aid partners, more AFD staff might be required to meet response standards.

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## What Would it Cost?

Current Revenue:	\$6,473,000
Increased suppression staff cost:	<b>\$4,868,600</b>
Required Revenue w/ increased staff:	\$11,341,600

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# How many Firefighters?

- Staff: 42 Suppression - **14 On-Duty** Budget: \$ 11.3 Mil
- Three engine stations with a staff of 9: **27** suppression staff.
- One ladder truck with a staff of 4: **12** suppression staff.
- Shift duty officer, typically a Battalion Chief: **3** suppression staff.
- **24** more than AFD's current staffing.

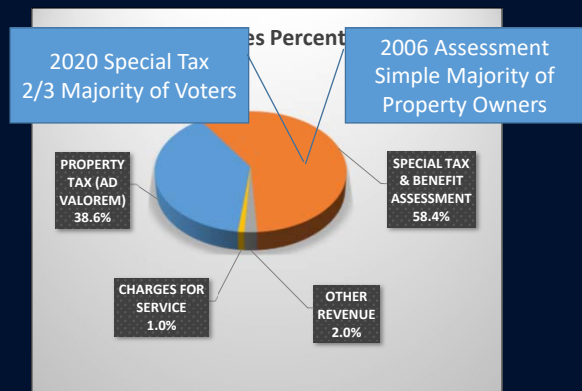
15



# Arcata Fire District Budget

**FISCAL YEAR 2022/23  
Preliminary Budget Projections**

REVENUES	
PROPERTY TAX (AD VALOREM)	\$2,499,000
SPECIAL TAX & BENEFIT ASSESSMENTS	\$3,781,000
OTHER REVENUE	\$131,000
CHARGES FOR SERVICE	\$62,000
<b>Total Revenues</b>	<b>\$6,473,000</b>



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# Budget Modeling

FISCAL YEAR 2022/23 District Population 36022	
<b>REVENUES</b>	
PROPERTY TAX (AD VALOREM)	\$2,499,000
SPECIAL TAX & BENEFIT ASSESSMENTS	\$3,781,000
OTHER REVENUE	\$131,000
CHARGES FOR SERVICE	\$62,000
<b>Total Revenues</b>	<b>\$6,473,000</b>

FISCAL YEAR 2044/45 District Population 48384	
<b>REVENUES</b>	
PROPERTY TAX (AD VALOREM)	\$6,659,207
SPECIAL TAX & BENEFIT ASSESSMENTS	\$4,423,770
OTHER REVENUE	\$175,540
CHARGES FOR SERVICE	\$83,080
<b>Total Revenues</b>	<b>\$11,341,597</b>

48,384 District population estimate 2045, Arcata Growth 38%, Unincorporated Growth 31%, District 34%  
 Revenue Increases: Other Revenue and Services 34%, Assessments 17%, Property Tax, Remainder (166%)

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# Budget Modeling

Fiscal Year 2044/45 36,022 Initial Population Component	
<b>REVENUES</b>	
PROPERTY TAX (AD VALOREM)	\$3,106,257
SPECIAL TAX & BENEFIT ASSESSMENTS	\$3,781,000
OTHER REVENUE	\$131,000
CHARGES FOR SERVICE	\$62,000
<b>Total Revenues</b>	<b>\$7,080,257</b>

Fiscal Year 2044/45 12,362 Additional Population Component	
<b>REVENUES</b>	
PROPERTY TAX (AD VALOREM)	\$3,552,950
SPECIAL TAX & BENEFIT ASSESSMENTS	\$642,770
OTHER REVENUE	\$44,540
CHARGES FOR SERVICE	\$21,080
<b>Total Revenues</b>	<b>\$4,868,597</b>

The assessed value of new construction would need to be \$6,344,553,571 to generate the required Ad Valorem revenue.

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## Budget Modeling

- \$6,344,553,571 Assessed Value (2022 dollars)
- 12,362 Population Increase
- @ 2.3/ Household, 5,374 Units Required
- \$1,180,602 per Unit
- @ 949 sqft Gateway Unit \$1244/sqft
- 1500 sqft home: \$1,866,072

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## AFD's Conclusions

- Aid partner response and enhanced fire code elements are not adequate mitigation for 4 to 8 story residential buildings
- Feasibility of increased revenue for staffing mid-rise residential building response is unrealistic

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## AFD's Recommendations

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- Height and Mass Codes commensurate with Fire District Capacity.
- Limit building to < 40 ft height (Garden Apartments) until funding is established for mid-rise residential response staffing.
- Require enhanced fire code elements in residential buildings over 2 stories.

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## QUESTIONS

22

8:39 AM  
 01/05/23  
 Accrual Basis

ARCATA FIRE DISTRICT  
**Balance Sheet**  
 As of December 31, 2022

	<u>Dec 31, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
C.T. CAPITAL IMPROVEMENTS 2013	188,630.22
C.T. CONTINGENCY DESIGNATN 2011	
TRAINING RESERVE	17,000.00
C.T. CONTINGENCY DESIGNATN 2011 - Other	<u>39,596.13</u>
<b>Total C.T. CONTINGENCY DESIGNATN 2011</b>	56,596.13
CCCU CHECKING	506,690.61
CCCU LIQUID ASSETS	100,425.80
COAST CENTRAL SAVINGS	15,803.10
COUNTY TREASURY	<u>2,721,436.33</u>
<b>Total Checking/Savings</b>	3,589,582.19
<b>Accounts Receivable</b>	
1200 · ACCOUNTS RECEIVABLE	<u>52,018.80</u>
<b>Total Accounts Receivable</b>	52,018.80
<b>Other Current Assets</b>	
ACCT RECV - COUNTY TREASURY	2,696,151.24
INTEREST RECEIVABLE	75,000.00
PREPAID EXPENSE	<u>32,487.31</u>
<b>Total Other Current Assets</b>	<u>2,803,638.55</u>
<b>Total Current Assets</b>	6,445,239.54
<b>Fixed Assets</b>	
ACCUMULATED DEPRECIATION	-2,876,386.00
BUILDINGS AND IMPROVEMENTS	2,395,484.62
EQUIPMENT	3,315,431.56
LAND	<u>224,630.00</u>
<b>Total Fixed Assets</b>	3,059,160.18
<b>Other Assets</b>	
Debt Issue Costs-Sterling Bank	
Accumulated Amortization	-3,428.00
Debt Issue Costs-Sterling Bank - Other	<u>67,797.00</u>
<b>Total Debt Issue Costs-Sterling Bank</b>	64,369.00
DEFERRED OUTFLOWS-OPEB	1,352,988.00
DEFERRED OUTFLOWS-PENSION	<u>6,111,831.00</u>
<b>Total Other Assets</b>	<u>7,529,188.00</u>
<b>TOTAL ASSETS</b>	<u><u>17,033,587.72</u></u>

ARCATA FIRE DISTRICT  
**Balance Sheet**  
 As of December 31, 2022

	<u>Dec 31, 22</u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	134,268.76
Total Accounts Payable	134,268.76
<b>Credit Cards</b>	
US BANK	8,655.63
Total Credit Cards	8,655.63
<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	
457 DEDUCTION	18,600.00
CA WITHHOLDING	5,824.07
FEDERAL WITHHOLDING	12,661.46
MEDICARE - BOTH	3,274.56
SOCIAL SECURITY - BOTH	385.80
SURVIVOR BENEFIT	40.92
2100 · PAYROLL LIABILITIES - Other	7,254.25
Total 2100 · PAYROLL LIABILITIES	48,041.06
Total Other Current Liabilities	285,103.79
Total Current Liabilities	428,028.18
<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
Total Long Term Liabilities	23,823,799.66
Total Liabilities	24,251,827.84
<b>Equity</b>	
INVESTMENT IN FIXED ASSETS	3,059,160.18
3900 · RETAINED EARNINGS	-9,995,280.46
Net Income	-282,119.84
Total Equity	-7,218,240.12
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>17,033,587.72</u></b>

ARCATA FIRE DISTRICT  
**Statement of Cash Flows**  
December 2022

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	<u>Dec 22</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	-128,633.77
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	23,465.00
ACCT RECV - COUNTY TREASURY	-449,358.54
2000 · ACCOUNTS PAYABLE	72,745.21
US BANK	-2,517.67
US BANK:EMMONS	124.49
US BANK:EVENSON	479.52
US BANK:J. MCDONALD	15.29
US BANK:JOHNSON	31.45
US BANK:LILLARD	6,428.46
US BANK:RHEINSCHMIDT	19.91
US BANK:SCHUETTE	862.59
2100 · PAYROLL LIABILITIES	4,573.90
2100 · PAYROLL LIABILITIES:457 DEDUCTION	18,600.00
2100 · PAYROLL LIABILITIES:CA WITHHOLDING	5,824.07
2100 · PAYROLL LIABILITIES:FEDERAL WITHHOLDING	12,661.46
2100 · PAYROLL LIABILITIES:MEDICARE - BOTH	3,274.56
2100 · PAYROLL LIABILITIES:SOCIAL SECURITY - BOTH	385.80
2100 · PAYROLL LIABILITIES:SURVIVOR BENEFIT	21.39
	<hr/>
Net cash provided by Operating Activities	-430,996.88
Net cash increase for period	-430,996.88
Cash at beginning of period	4,020,579.07
Cash at end of period	<u><u>3,589,582.19</u></u>



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

December 2022

Type	Date	Memo	Account	Amount
<b>ABBOTT PLUMBING</b>				
Bill	12/09/2022	Washer/dryer plumbing	Mad River	2,300.00
Total ABBOTT PLUMBING				2,300.00
<b>ADVANCED SECURITY</b>				
Bill	12/02/2022	Alarm service & monitoring all stations	5060.2 · Alarm Monitoring	616.50
Bill	12/16/2022	Diagnose, repair and parts for McK Station	5060.2 · Alarm Monitoring	309.22
Total ADVANCED SECURITY				925.72
<b>ADVANTAGE GEAR</b>				
Bill	12/06/2022	Pants x 3	5050.1 · Uniforms	521.07
Total ADVANTAGE GEAR				521.07
<b>AMAZON</b>				
Credit Card Charge	12/12/2022	Stacker kit for MR station laundry	Mad River	26.88
Credit Card Charge	12/13/2022	Reciprocating saw blades - pack of 50	5370.9 · Power Tools	215.77
Total AMAZON				242.65
<b>ARCATA POLICE</b>				
Bill	12/08/2022	Livescan rolling fees x 3	5180.4 · Background Checks	105.00
Total ARCATA POLICE				105.00
<b>ARCATA VOLUNTEER FIREFIGHTERS ASSOC.</b>				
Bill	12/27/2022	January 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	12/19/2022	11-1-22 to 12-18-22	5060.1 · Phones - Landline &...	163.80
Total AT&T- CAL NET 3				163.80
<b>AT&amp;T MOBILITY (FIRSTNET)</b>				
Credit Card Charge	12/12/2022	Cellphones & Ipads	5060.1 · Phones - Landline &...	326.11
Total AT&T MOBILITY (FIRSTNET)				326.11
<b>CAL PERS</b>				
Liability Check	12/09/2022	Employer Paid PP 10-30-22 to 11-12-22	5020.1 · CalPERS Retirement	21,481.57
Liability Check	12/22/2022	Employer Paid Contributions PP 11-13-22 to 11-26-22	5020.1 · CalPERS Retirement	22,617.08
Total CAL PERS				44,098.65
<b>CalPERS 457 PLAN</b>				
Liability Check	12/09/2022	Employer Match PP 11-13-22 to 11-26-22	5010.5 · Deferred Compensa...	2,300.00
Liability Check	12/22/2022	Employer Match PP 11-27-22 to 12-10-22	5010.5 · Deferred Compensa...	2,300.00
Total CalPERS 457 PLAN				4,600.00
<b>CENTRAL AVENUE SERVICE CENTER</b>				
Bill	12/07/2022	Diesel Leak	8291 · L8291	316.76
Total CENTRAL AVENUE SERVICE CENTER				316.76
<b>CITY OF ARCATA</b>				
Bill	12/07/2022	Service period 11/07/22 to 12/06/22	Mad River	128.48
Total CITY OF ARCATA				128.48
<b>CNK MECHANICS</b>				
Bill	12/02/2022	Bolt and pump housing repairs	8216 · E8216	2,730.00
Bill	12/02/2022	Air governor repair	8239 · E8239	339.60
Total CNK MECHANICS				3,069.60
<b>COASTAL BUSINESS SYSTEMS, INC</b>				
Bill	12/05/2022	Copier and printers plus color for quarter	5200.1 · Copier	590.91
Total COASTAL BUSINESS SYSTEMS, INC				590.91
<b>COSTUME BOX</b>				
Credit Card Charge	12/16/2022	Gloves for Class A Uniforms x 4	5050.1 · Uniforms	15.29
Total COSTUME BOX				15.29

ARCATA FIRE DISTRICT  
Expenses by Vendor Detail

December 2022

Type	Date	Memo	Account	Amount
<b>CUMMINS SALES AND SERVICE</b>				
Bill	12/01/2022	Failed drain valve	8215 · E8215	13.66
Bill	12/01/2022	Annual maintenance	8215 · E8215	803.45
Bill	12/01/2022	Annual maintenance	8217 · E8217	1,191.06
Bill	12/01/2022	Annual maintenance	8258 · WT8258	788.24
Bill	12/19/2022	Failed Acutation Switch repairs	8217 · E8217	1,092.56
Total CUMMINS SALES AND SERVICE				3,888.97
<b>DEPARTMENT OF JUSTICE</b>				
Bill	12/05/2022	Fingerprinting x 2	5180.4 · Background Checks	147.00
Total DEPARTMENT OF JUSTICE				147.00
<b>DOLLAR TREE</b>				
Credit Card Charge	12/19/2022	Sympathy cards x 5	5170 · OFFICE SUPPLIES	2.71
Total DOLLAR TREE				2.71
<b>ESO</b>				
Bill	12/02/2022	Invoice ESO-96503	5180.10 · Fire RMS Annual F...	4,195.70
Total ESO				4,195.70
<b>FDAC EBA</b>				
Bill	12/08/2022	January Coverage	5030.4 · Dental & Life Insura...	3,509.43
Total FDAC EBA				3,509.43
<b>FELD FIRE INC</b>				
Credit Card Charge	12/16/2022	Recover Pro X medical bag red	5370.6 · Fire Equipment & Fa...	251.85
Total FELD FIRE INC				251.85
<b>FIRELINE SHIELDS, LLC</b>				
Credit Card Charge	12/30/2022	50 Year Commemorative shield plaque White	5230.14 · Recognition & Aw...	252.50
Total FIRELINE SHIELDS, LLC				252.50
<b>FLEETPRIDE</b>				
Bill	12/22/2022	Headlamps (low & high beam)	8217 · E8217	358.35
Bill	12/27/2022	Headlamp	8217 · E8217	192.64
Bill	12/29/2022	Headlamp	8217 · E8217	196.52
Total FLEETPRIDE				747.51
<b>HENSELS</b>				
Bill	12/06/2022	Rescue tools	8215 · E8215	37.96
Bill	12/06/2022	Tools	8215 · E8215	40.22
Bill	12/06/2022	Tools	8217 · E8217	40.21
Bill	12/06/2022	Dryer Install	Mad River	48.80
Bill	12/09/2022	Rescue tools	8217 · E8217	54.23
Bill	12/11/2022	CLR and Scrub free shower cleaner	Arcata	13.00
Bill	12/11/2022	Washer hookup	Mad River	83.98
Total HENSELS				318.40
<b>INFINITE CONSULTING SERVICES</b>				
Bill	12/02/2022	November Hosted IT services	5180.8 · IT Services	3,054.50
Bill	12/20/2022	Lenova Extended warranty	5180.8 · IT Services	669.00
Total INFINITE CONSULTING SERVICES				3,723.50
<b>KME FIRE APPARATUS</b>				
Bill	12/22/2022	More door latch parts	8217 · E8217	328.59
Total KME FIRE APPARATUS				328.59
<b>LIEBERT CASSIDY WHITMORE</b>				
Bill	12/15/2022	FLSA Compliant payroll	5230.19 · Staff Training	75.00
Total LIEBERT CASSIDY WHITMORE				75.00
<b>LIFE ASSIST</b>				
Credit Card Charge	12/19/2022	Medical Supplies/ Burn Kit	5140 · MEDICAL SUPPLIES	139.05
Total LIFE ASSIST				139.05
<b>LIVE ACTION SAFETY</b>				
Credit Card Charge	12/16/2022	Extra fill Pro X medical bag yellow	5140.1 · Medical Supplies	88.62
Total LIVE ACTION SAFETY				88.62

ARCATA FIRE DISTRICT  
Expenses by Vendor Detail

December 2022

Type	Date	Memo	Account	Amount
<b>LOVE'S</b>				
Credit Card Charge	12/02/2022	Fuel U8207 Instructor 2 class	5250.1 · Fuel	75.51
Total LOVE'S				75.51
<b>MCK. COMM. SERVICES DISTRICT</b>				
Bill	12/19/2022	Service Period 11-07-22 to 12-05-22	McK	163.44
Bill	12/19/2022	DCV Service Period 11-07-22 to 12-05-22	McK	25.76
Total MCK. COMM. SERVICES DISTRICT				189.20
<b>MCKINLEYVILLE ACE HARDWARE</b>				
Bill	12/14/2022	Paint brushes	McK	12.55
Bill	12/21/2022	Vehicle maintenance	8205 · U8205	36.62
Bill	12/21/2022	Broom clip , sillcock key	McK	20.64
Total MCKINLEYVILLE ACE HARDWARE				69.81
<b>MIDAMERICA HRA</b>				
Bill	12/15/2022	January HRA	5030.2 · Health Insurance (R...	18,002.45
Total MIDAMERICA HRA				18,002.45
<b>MILLER FARMS NURSERY</b>				
Bill	12/19/2022	Chainsaw Repairs	5120.9 · Power Tools Mainte...	19.62
Total MILLER FARMS NURSERY				19.62
<b>NAPA AUTO PARTS</b>				
Bill	12/15/2022	Flasher	8217 · E8217	14.34
Credit Card Charge	12/23/2022	Supplies to prep McK Station Diesel tank	McK	31.45
Total NAPA AUTO PARTS				45.79
<b>OPTIMUM (SUDDENLINK)</b>				
Bill	12/19/2022	November & December catch up(autopay does not work on multi...	5060.5 · Cable TV & Internet	2,229.88
Total OPTIMUM (SUDDENLINK)				2,229.88
<b>PACIFIC GAS AND ELECTRIC</b>				
Bill	12/02/2022	10-26-22 to 11-27-22	McK	1,344.45
Bill	12/08/2022	Service Period 11-01-22 to 12-01-22	Arcata	1,344.16
Bill	12/20/2022	Service Period 11-15-22 to 12-13-22	Mad River	522.62
Total PACIFIC GAS AND ELECTRIC				3,211.23
<b>PENGUIN MANAGEMENT, INC.</b>				
Bill	12/06/2022	Additional Detector Activation	5180.14 · eDispatches Annua...	279.00
Total PENGUIN MANAGEMENT, INC.				279.00
<b>PERS / HEALTH</b>				
Bill	12/15/2022	Active Employee Premiums	5030.1 · Health Insurance (E...	42,426.26
Bill	12/15/2022	Retiree Premiums	5030.2 · Health Insurance (R...	3,392.61
Bill	12/15/2022	Active Employee Admin Fee	5030.1 · Health Insurance (E...	140.01
Bill	12/15/2022	Retiree Admin Fee	5030.3 · Retiree Health Admi...	70.70
Total PERS / HEALTH				46,029.58
<b>PROFESSIONAL IMAGE</b>				
Credit Card Charge	12/16/2022	Name Badges x 3	5050.1 · Uniforms	36.70
Total PROFESSIONAL IMAGE				36.70
<b>RECOLOGY</b>				
Bill	12/06/2022	November	Mad River	61.83
Bill	12/06/2022	November	Arcata	61.83
Total RECOLOGY				123.66
<b>REDWOOD COAST FUELS (RELADYNE)</b>				
Bill	12/07/2022	Diesel	McK	922.83
Bill	12/07/2022	Gas & Diesel	Mad River	1,894.81
Bill	12/22/2022	Includes Diesel for generators	Mad River	3,177.67
Bill	12/22/2022	Includes diesel for generator	McK	1,020.97
Total REDWOOD COAST FUELS (RELADYNE)				7,016.28
<b>REDWOOD MARKET</b>				
Credit Card Charge	12/05/2022	Fuel U8207 Instructor 2 class	5250.1 · Fuel	48.98
Total REDWOOD MARKET				48.98

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Accrual Basis

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

December 2022

Type	Date	Memo	Account	Amount
<b>ROY'S AUTO CENTER</b>				
Bill	12/15/2022	2015 Chevy Spark for Prevention	OTHER BUDGET FUNDING ...	12,292.83
Total ROY'S AUTO CENTER				12,292.83
<b>SAFEWAY</b>				
Credit Card Charge	12/02/2022	Batteries for app bay door remote	Arcata	7.53
Total SAFEWAY				7.53
<b>STREAMLINE</b>				
Bill	12/01/2022	December Web and Engage	5180.9 · Web Page Hosting	370.00
Total STREAMLINE				370.00
<b>THE MILL YARD</b>				
Bill	12/08/2022	Washer dryer project	Mad River	9.54
Bill	12/14/2022	Finish nails	Mad River	14.63
Total THE MILL YARD				24.17
<b>THE STANDARD</b>				
Bill	12/21/2022	January 2023	5030.7 · Long Term Disability...	609.00
Total THE STANDARD				609.00
<b>TITAN FITNESS</b>				
Credit Card Charge	12/22/2022	Gym equipment Arcata Station	5230.15 · Health & Wellness	6,428.46
Total TITAN FITNESS				6,428.46
<b>UNITED STATES POSTAL SERVICE</b>				
Credit Card Charge	12/05/2022	Mail letter to Cal Poly for DEIR response - hard copy	5170.2 · Postage & Shipping	1.92
Credit Card Charge	12/28/2022	Postage & tape to mail SCBA compressor sample	5170.2 · Postage & Shipping	12.38
Total UNITED STATES POSTAL SERVICE				14.30
<b>WEBSTER BANK</b>				
Bill	12/18/2022	Interest only	2021 UAL Refinance-Interest	61,554.10
Total WEBSTER BANK				61,554.10
<b>TOTAL</b>				<b>243,750.95</b>

ARCATA FIRE DISTRICT  
Profit & Loss Budget vs. Actual

July through December 2022

	Jul - Dec 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>TAX REVENUE</b>				
101117 · PROPERTY TAX-CURRENT-SECURED	1,194,000.00	1,194,000.00	0.00	100.0%
102500 · PROPERTY TAX-CURRENT-UNSECURED	41,167.50	42,499.98	-1,332.48	96.9%
103500 · PROPERTY TAX-PRIOR YEARS SECURED	7,383.00	12,499.98	-5,116.98	59.1%
105110 · PROPERTY TAX PRIOR YEARS UNSECURED	0.00	499.98	-499.98	0.0%
800040 · SUPPLEMENTAL TAXES- CURRENT	10,705.98	6,000.00	4,705.98	178.4%
105900 · SUPPLEMENTAL TAXES-PRIOR YEARS	2,250.00	2,500.02	-250.02	90.0%
113100 · STATE TIMBER TAX	0.00	500.00	-500.00	0.0%
800050 · PROPERTY ASSESSMENTS	1,510,498.76	1,893,000.00	-382,501.24	79.8%
<b>Total TAX REVENUE</b>	2,766,005.24	3,151,499.96	-385,494.72	87.8%
<b>USE OF MONEY &amp; PROPERTY</b>				
800190 · INTEREST INCOME	236.63	21,000.00	-20,763.37	1.1%
<b>Total USE OF MONEY &amp; PROPERTY</b>	236.63	21,000.00	-20,763.37	1.1%
<b>INTERGOVERNMENTAL</b>				
525110 · HOMEOWNERS PROP. TAX REL	0.00	12,499.98	-12,499.98	0.0%
800600 · OTHER GOVERNMENT AGENCIES				
HSU Contract for Services	37,171.39	37,000.00	171.39	100.5%
NCUAQMD	0.00	700.00	-700.00	0.0%
Prop 172 Disbursement	0.00	8,700.00	-8,700.00	0.0%
<b>Total 800600 · OTHER GOVERNMENT AGENCIES</b>	37,171.39	46,400.00	-9,228.61	80.1%
800950 · FIREFIGHTING REIMBURSEMENTS	3,007.80	0.00	3,007.80	100.0%
<b>Total INTERGOVERNMENTAL</b>	40,179.19	58,899.98	-18,720.79	68.2%
<b>CHARGES FOR SERVICES</b>				
800155 · PREVENTION FEES	5,794.50	6,000.00	-205.50	96.6%
800156 · R1/R2 INSPECTION FEES	20,860.34	22,500.00	-1,639.66	92.7%
800946 · INCIDENT REVENUE RECOVERY FEES	8,445.37	2,499.98	5,945.39	337.8%
<b>Total CHARGES FOR SERVICES</b>	35,100.21	30,999.98	4,100.23	113.2%
<b>MISCELLANEOUS REVENUES</b>				
800940 · OTHER REVENUE				
Donations	1,500.00	0.00	1,500.00	100.0%
800940 · OTHER REVENUE - Other	2,393.29	0.00	2,393.29	100.0%
<b>Total 800940 · OTHER REVENUE</b>	3,893.29	0.00	3,893.29	100.0%
800941 · REFUNDS	231.53	500.00	-268.47	46.3%
800942 · INCIDENT REPORTS	175.90	200.00	-24.10	88.0%
<b>Total MISCELLANEOUS REVENUES</b>	4,300.72	700.00	3,600.72	614.4%
<b>Total Income</b>	2,845,821.99	3,263,099.92	-417,277.93	87.2%
<b>Gross Profit</b>	2,845,821.99	3,263,099.92	-417,277.93	87.2%
<b>Expense</b>				
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
5010 · SALARIES AND WAGES				
5010.1 · Full-Time	858,268.35	961,000.02	-102,731.67	89.3%
5010.2 · CTO Payout	150,926.58	192,000.00	-41,073.42	78.6%
5010.3 · Settlement Pay/Vacation	21,498.82	30,000.00	-8,501.18	71.7%
5010.4 · Holiday Pay	40,582.40	25,000.00	15,582.40	162.3%
5010.5 · Deferred Compensation	27,100.00	31,200.00	-4,100.00	86.9%
5010.6 · Part-Time (Hourly)	37,279.96	48,499.98	-11,220.02	76.9%
<b>Total 5010 · SALARIES AND WAGES</b>	1,135,656.11	1,287,700.00	-152,043.89	88.2%

ARCATA FIRE DISTRICT  
Profit & Loss Budget vs. Actual

July through December 2022

	Jul - Dec 22	Budget	\$ Over Budget	% of Budget
<b>5020 · RETIREMENT</b>				
5020.1 · CalPERS Retirement	252,544.41	282,499.98	-29,955.57	89.4%
5020.3 · Social Security	2,317.96	3,000.00	-682.04	77.3%
5020.4 · Medicare	17,707.13	14,499.98	3,207.15	122.1%
<b>Total 5020 · RETIREMENT</b>	272,569.50	299,999.96	-27,430.46	90.9%
<b>5030-GROUP INSURANCE</b>				
5030.1 · Health Insurance (Employees)	288,941.23	337,500.00	-48,558.77	85.6%
5030.2 · Health Insurance (Retirees)	175,203.52	159,000.00	16,203.52	110.2%
5030.3 · Retiree Health Admin Fees	1,268.09	2,000.02	-731.93	63.4%
5030.4 · Dental & Life Insurance	20,929.73	21,000.00	-70.27	99.7%
5030.5 · Air Ambulance Insurance	120.00	3,000.00	-2,880.00	4.0%
5030.6 · Vision	94.12	5,000.00	-4,905.88	1.9%
5030.7 · Long Term Disability Insurance	3,567.00	3,999.98	-432.98	89.2%
<b>Total 5030-GROUP INSURANCE</b>	490,123.69	531,500.00	-41,376.31	92.2%
<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>	0.00	5,000.00	-5,000.00	0.0%
<b>Total SALARIES &amp; EMPLOYEE BENEFITS</b>	1,898,349.30	2,124,199.96	-225,850.66	89.4%
<b>SERVICE &amp; SUPPLIES</b>				
<b>5050 · CLOTHING &amp; PERSONAL SUPPLIES</b>				
5050.1 · Uniforms	9,100.14	20,000.00	-10,899.86	45.5%
5050.2 · Station Boots	0.00	2,000.00	-2,000.00	0.0%
5050.3 · PPE - Structural	7,850.00	12,000.00	-4,150.00	65.4%
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	690.21	1,000.00	-309.79	69.0%
<b>Total 5050 · CLOTHING &amp; PERSONAL SUPPLIES</b>	17,640.35	41,000.00	-23,359.65	43.0%
<b>5060 · COMMUNICATIONS</b>				
5060.1 · Phones - Landline & Cellular	7,771.61	4,999.98	2,771.63	155.4%
5060.2 · Alarm Monitoring	1,536.22	3,000.00	-1,463.78	51.2%
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	6,684.09	6,750.00	-65.91	99.0%
5060 · COMMUNICATIONS - Other	166.73			
<b>Total 5060 · COMMUNICATIONS</b>	16,158.65	16,849.98	-691.33	95.9%
<b>5080 · FOOD</b>				
5080.1 · Food/Rehab Supplies	396.73	1,125.00	-728.27	35.3%
5080.2 · Drinking Water	127.40	499.98	-372.58	25.5%
<b>Total 5080 · FOOD</b>	524.13	1,624.98	-1,100.85	32.3%
<b>5090 · HOUSEHOLD EXPENSE</b>				
<b>5090.1 · Station Supplies</b>				
Arcata	557.93			
Mad River	501.24			
McK	923.68			
5090.1 · Station Supplies - Other	34.44	2,050.02	-2,015.58	1.7%
<b>Total 5090.1 · Station Supplies</b>	2,017.29	2,050.02	-32.73	98.4%
<b>5090.2 · Garbage Service</b>				
Arcata	364.56			
Mad River	510.23			
McK	1,161.55			
5090.2 · Garbage Service - Other	236.45	2,700.00	-2,463.55	8.8%
<b>Total 5090.2 · Garbage Service</b>	2,272.79	2,700.00	-427.21	84.2%

ARCATA FIRE DISTRICT  
Profit & Loss Budget vs. Actual

July through December 2022

	Jul - Dec 22	Budget	\$ Over Budget	% of Budget
5080.3 · Station Furniture	5,000.00	5,000.00	0.00	100.0%
<b>Total 5090 · HOUSEHOLD EXPENSE</b>	<b>9,290.08</b>	<b>9,750.02</b>	<b>-459.94</b>	<b>95.3%</b>
<b>5100 · LIABILITY INSURANCE</b>				
5100.1 · Liability Insurance	43,637.00	35,300.00	8,337.00	123.6%
<b>Total 5100 · LIABILITY INSURANCE</b>	<b>43,637.00</b>	<b>35,300.00</b>	<b>8,337.00</b>	<b>123.6%</b>
<b>5120 · MAINTENANCE-EQUIPMENT</b>				
<b>5120.1 · Fire Apparatus</b>				
8211 · E8211	32,480.07			
8215 · E8215	6,287.40			
8216 · E8216	5,270.70			
8217 · E8217	3,775.80			
8239 · E8239	28,415.89			
8258 · WT8258	915.28			
8291 · L8291	316.76			
5120.1 · Fire Apparatus - Other	25.77	60,000.00	-59,974.23	0.0%
<b>Total 5120.1 · Fire Apparatus</b>	<b>77,487.67</b>	<b>60,000.00</b>	<b>17,487.67</b>	<b>129.1%</b>
<b>5120.2 · Small Vehicles</b>				
8205 · U8205	1,148.83			
8206 · U8206	35.78			
8207 · U8207	151.59			
8208 · U8208	462.50			
8209 · U8209	589.48			
8295 · U8295	212.57			
5120.2 · Small Vehicles - Other	0.00	10,000.00	-10,000.00	0.0%
<b>Total 5120.2 · Small Vehicles</b>	<b>2,600.75</b>	<b>10,000.00</b>	<b>-7,399.25</b>	<b>26.0%</b>
5120.3 · Hose & Ladder Testing	0.00	6,500.00	-6,500.00	0.0%
5120.4 · Hose Repair	0.00	500.00	-500.00	0.0%
5120.7 · SCBA	2,122.85	1,000.00	1,122.85	212.3%
5120.8 · Hydraulic Rescue Tool Service	2,431.85	3,500.00	-1,068.15	69.5%
5120.9 · Power Tools Maintenance	104.21	1,000.00	-895.79	10.4%
5120.10 · AED/LUCAS Maintenance	4,712.40	8,100.00	-3,387.60	58.2%
5120.11 · Fire Extinguisher Maintenance	437.32	500.00	-62.68	87.5%
5120.12 · Small Instrument Repair & Test	0.00	500.00	-500.00	0.0%
5120.13 · Equipment Maintenance - Misc	30.34	500.00	-469.66	6.1%
<b>Total 5120 · MAINTENANCE-EQUIPMENT</b>	<b>89,927.39</b>	<b>92,100.00</b>	<b>-2,172.61</b>	<b>97.6%</b>
<b>5121 · MAINTENANCE-ELECTRONICS</b>				
5121.1 · Computers	0.00	1,000.00	-1,000.00	0.0%
5121.2 · Communication Equipment	2,915.29	1,000.00	1,915.29	291.5%
5121.3 · Batteries	0.00	1,500.00	-1,500.00	0.0%
5121 · MAINTENANCE-ELECTRONICS - Other	31.30			
<b>Total 5121 · MAINTENANCE-ELECTRONICS</b>	<b>2,946.59</b>	<b>3,500.00</b>	<b>-553.41</b>	<b>84.2%</b>
<b>5130 · MAINTENANCE-STRUCTURE</b>				
<b>5130.1 · Structure Maintenance</b>				
Arcata	2,819.31			
Mad River	36,001.51			
McK	766.10			
5130.1 · Structure Maintenance - Other	494.00	46,000.00	-45,506.00	1.1%
<b>Total 5130.1 · Structure Maintenance</b>	<b>40,080.92</b>	<b>46,000.00</b>	<b>-5,919.08</b>	<b>87.1%</b>
<b>5130.2 · Grounds Maintenance</b>				
Arcata	56.40			
Bayside	312.42			
Mad River	86.05			
5130.2 · Grounds Maintenance - Other	0.00	2,500.00	-2,500.00	0.0%
<b>Total 5130.2 · Grounds Maintenance</b>	<b>454.87</b>	<b>2,500.00</b>	<b>-2,045.13</b>	<b>18.2%</b>

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

July through December 2022

	Jul - Dec 22	Budget	\$ Over Budget	% of Budget
<b>5130.3 · Emergency Power Maintenance</b>				
Arcata	1,137.85			
Mad River	512.51			
McK	1,137.85			
<b>5130.3 · Emergency Power Maintenance - Other</b>	<u>0.00</u>	<u>2,000.00</u>	<u>-2,000.00</u>	<u>0.0%</u>
<b>Total 5130.3 · Emergency Power Maintenance</b>	2,788.21	2,000.00	788.21	139.4%
<b>5130.4 · Pest Control</b>	<u>825.00</u>	<u>3,000.00</u>	<u>-2,175.00</u>	<u>27.5%</u>
<b>Total 5130 · MAINTENANCE-STRUCTURE</b>	44,149.00	53,500.00	-9,351.00	82.5%
<b>5140 · MEDICAL SUPPLIES</b>				
5140.1 · Medical Supplies	1,760.30	3,000.00	-1,239.70	58.7%
5140.2 · AED / LUCAS Supplies	0.00	249.98	-249.98	0.0%
5140.3 · COVID Supplies	0.00	999.98	-999.98	0.0%
<b>5140 · MEDICAL SUPPLIES - Other</b>	<u>139.05</u>			
<b>Total 5140 · MEDICAL SUPPLIES</b>	1,899.35	4,249.96	-2,350.61	44.7%
<b>5150 · MEMBERSHIPS</b>				
5150.6 · Dues	<u>1,510.00</u>	<u>2,000.00</u>	<u>-490.00</u>	<u>75.5%</u>
<b>Total 5150 · MEMBERSHIPS</b>	1,510.00	2,000.00	-490.00	75.5%
<b>5160 · MISCELLANEOUS EXPENSE</b>				
5160.1 · Miscellaneous Expense	<u>105.98</u>	<u>1,000.00</u>	<u>-894.02</u>	<u>10.6%</u>
<b>Total 5160 · MISCELLANEOUS EXPENSE</b>	105.98	1,000.00	-894.02	10.6%
<b>5170 · OFFICE SUPPLIES</b>				
5170.1 · Office Supplies	1,005.37	5,000.00	-3,994.63	20.1%
5170.2 · Postage & Shipping	787.84	1,000.00	-212.16	78.8%
5170.3 · Software	310.00	500.00	-190.00	62.0%
5170.4 · Subscription Periodicals	0.00	100.00	-100.00	0.0%
<b>5170 · OFFICE SUPPLIES - Other</b>	<u>165.01</u>			
<b>Total 5170 · OFFICE SUPPLIES</b>	2,268.22	6,600.00	-4,331.78	34.4%
<b>5180 · PROFESSIONAL &amp; SPECIAL SERVICES</b>				
5180.1 · Legal Services	1,961.08	20,000.00	-18,038.92	9.8%
5180.2 · Human Resource Services	51,000.00	10,000.00	41,000.00	510.0%
5180.3 · Medical Screening Services	0.00	20,000.00	-20,000.00	0.0%
5180.4 · Background Checks	11,133.80	5,000.00	6,133.80	222.7%
5180.5 · Annual Audit Services	0.00	11,000.00	-11,000.00	0.0%
5180.6 · Accounting Services	3,763.00	10,000.00	-6,237.00	37.6%
5180.7 · GASB 75 Report	6,600.00	7,000.00	-400.00	94.3%
5180.8 · IT Services	17,359.31	15,750.00	1,609.31	110.2%
5180.9 · Web Page Hosting	2,220.00	2,250.00	-30.00	98.7%
5180.10 · Fire RMS Annual Fee	4,195.70	4,350.00	-154.30	96.5%
5180.11 · Scheduling Program Annual Fee	4,016.00	3,500.00	516.00	114.7%
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	279.00	2,000.00	-1,721.00	14.0%
5180.15 · Survey Program	384.00	500.00	-116.00	76.8%
5180.16 · Subscriptions	848.96	1,800.00	-951.04	47.2%
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	<u>0.00</u>	<u>5,000.00</u>	<u>-5,000.00</u>	<u>0.0%</u>
<b>Total 5180 · PROFESSIONAL &amp; SPECIAL SERVICES</b>	105,736.02	123,200.00	-17,463.98	85.8%
<b>5190 · PUBLICATIONS &amp; LEGAL NOTICES</b>				
5191.1 · Publications & Notices	<u>821.00</u>	<u>1,000.00</u>	<u>-179.00</u>	<u>82.1%</u>
<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	<u>3,761.94</u>	<u>4,150.02</u>	<u>-388.08</u>	<u>90.6%</u>
<b>Total 5200 · RENTS &amp; LEASES - EQUIPMENT</b>	3,761.94	4,150.02	-388.08	90.6%



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

July through December 2022

	Jul - Dec 22	Budget	\$ Over Budget	% of Budget
<b>5210 · RENTS &amp; LEASES - STRUCTURES</b>				
5210.1 · Arcata Station	70,000.00	60,000.00	10,000.00	116.7%
<b>Total 5210 · RENTS &amp; LEASES - STRUCTURES</b>	70,000.00	60,000.00	10,000.00	116.7%
<b>5230 · SPECIAL DISTRICT EXPENSE</b>				
5230.1 · Property Tax Admin Fee	0.00	73,000.00	-73,000.00	0.0%
5230.2 · Tax Roll Direct Charge Fee	0.00	14,000.00	-14,000.00	0.0%
5230.3 · LAFCO Annual Fee	0.00	4,000.00	-4,000.00	0.0%
5230.5 · Assessment Adjustments/Refunds	0.00	5,000.00	-5,000.00	0.0%
5230.6 · Public Education Supplies	0.00	1,500.00	-1,500.00	0.0%
5230.8 · Certifications	119.97	1,000.00	-880.03	12.0%
5230.10 · Recruitment	0.00	1,000.00	-1,000.00	0.0%
5230.11 · Bank Fees	3,172.18	4,200.00	-1,027.82	75.5%
5230.14 · Recognition & Awards	384.51	2,000.00	-1,615.49	19.2%
5230.15 · Health & Wellness	6,428.46	7,000.00	-571.54	91.8%
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	525.00	15,000.00	-14,475.00	3.5%
5230.20 · Training Supplies	143.00	10,000.00	-9,857.00	1.4%
5230.21 · Grant Management	0.00	2,000.00	-2,000.00	0.0%
<b>Total 5230 · SPECIAL DISTRICT EXPENSE</b>	10,773.12	151,700.00	-140,926.88	7.1%
<b>5250 · TRANSPORTATION &amp; TRAVEL</b>				
5250.1 · Fuel				
McK	10,182.78			
Mad River	25,407.58			
5250.1 · Fuel - Other	1,305.39	32,499.98	-31,194.59	4.0%
<b>Total 5250.1 · Fuel</b>	36,895.75	32,499.98	4,395.77	113.5%
5250.2 · Lodging Reimbursement	0.00	5,000.00	-5,000.00	0.0%
5250.3 · Per Diem Reimbursement	0.00	5,000.00	-5,000.00	0.0%
5250.4 · Conference Tuition	0.00	5,000.00	-5,000.00	0.0%
<b>Total 5250 · TRANSPORTATION &amp; TRAVEL</b>	36,895.75	47,499.98	-10,604.23	77.7%
<b>5260 · UTILITIES</b>				
5260.1 · P G & E				
Arcata	6,459.26			
Mad River	2,154.73			
McK	6,800.23			
5260.1 · P G & E - Other	0.00	16,000.02	-16,000.02	0.0%
<b>Total 5260.1 · P G &amp; E</b>	15,414.22	16,000.02	-585.80	96.3%
5260.2 · Water & Sewer				
Arcata	735.19			
Mad River	918.90			
McK	1,151.89			
5260.2 · Water & Sewer - Other	153.70	3,000.00	-2,846.30	5.1%
<b>Total 5260.2 · Water &amp; Sewer</b>	2,959.68	3,000.00	-40.32	98.7%
<b>Total 5260 · UTILITIES</b>	18,373.90	19,000.02	-626.12	96.7%
<b>5370 · MINOR EQUIPMENT</b>				
5370.4 · Fire Hose	0.00	5,000.00	-5,000.00	0.0%
5370.6 · Fire Equipment & Fabrication	2,798.59	9,000.00	-6,201.41	31.1%
5370.8 · Computer & Electronics	0.00	13,000.00	-13,000.00	0.0%
5370.9 · Power Tools	215.77	0.00	215.77	100.0%
5370.10 · Small Tools	0.00	500.00	-500.00	0.0%
5370 · MINOR EQUIPMENT - Other	129.39			
<b>Total 5370 · MINOR EQUIPMENT</b>	3,143.75	27,500.00	-24,356.25	11.4%
<b>Total SERVICE &amp; SUPPLIES</b>	479,562.22	701,524.96	-221,962.74	68.4%

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

July through December 2022

	Jul - Dec 22	Budget	\$ Over Budget	% of Budget
<b>OTHER BUDGET FUNDING REQUIRED</b>				
<b>CAPITAL EXPENSE</b>				
Equipment	0.00	50,000.00	-50,000.00	0.0%
<b>Total CAPITAL EXPENSE</b>	0.00	50,000.00	-50,000.00	0.0%
<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	5,611.67	15,000.00	-9,388.33	37.4%
2022 Engine Purchase-Principal	51,798.11	100,183.00	-48,384.89	51.7%
<b>Total DEBT SERVICE</b>	118,963.88	502,866.00	-383,902.12	23.7%
<b>OPERATING FUND TRANSFERS</b>				
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>	514,973.80	448,910.00	66,063.80	114.7%
<b>OTHER BUDGET FUNDING REQUIRED - Other</b>	12,292.83			
<b>Total OTHER BUDGET FUNDING REQUIRED</b>	646,230.51	1,001,776.00	-355,545.49	64.5%
<b>6560 · PAYROLL EXPENSES</b>	103,674.80			
<b>66910 · Bank Service Charges</b>	125.00			
<b>Total Expense</b>	3,127,941.83	3,827,500.92	-699,559.09	81.7%
<b>Net Ordinary Income</b>	-282,119.84	-564,401.00	282,281.16	50.0%
<b>Net Income</b>	<b>-282,119.84</b>	<b>-564,401.00</b>	<b>282,281.16</b>	<b>50.0%</b>



## Resolution Number: 23-279

### A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS ACKNOWLEDGING RECEIPT OF ANNUAL FIRE AND LIFE SAFETY INSPECTIONS PURSUANT TO SECTIONS 13146.2 THROUGH 13146.4 OF THE CALIFORNIA HEALTH AND SAFETY CODE

**WHEREAS**, California Senate Bill 1205 (SB 1205) was signed into law in late 2018, and has been effective since January 1, 2019, and requires additional reporting requirements to existing state law relating to mandatory annual fire inspections, pursuant to California Health & Safety Code Sections 13146.2 through 13146.4; and

**WHEREAS**, California Health and Safety Code Sections 13146.2 and 13146.3 require all fire departments and districts that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, and apartment house for compliance with building standards; and

**WHEREAS**, California Health & Safety Code Section 13146.4 requires all fire departments and districts that provide protection services to report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3; and

**WHEREAS**, the Board of the Arcata Fire Protection District intends this Resolution to fulfill the requirements of the California Health & Safety Code regarding acknowledgement of the Arcata Fire Protection District's compliance with California Health and Safety Sections 13146.2 and 13146.3.

**NOW THEREFORE, BE IT RESOLVED THAT** the Board of the Arcata Fire Protection District that expressly acknowledges the measure of compliance of the Arcata Fire Protection District with the California Health & Safety Code Sections 13146.2 and 13146.3 in the area encompassed by the Arcata Fire Protection District, as follows:

**A. Educational Group E Occupancies:**

Educational Group E occupancies are generally described as public and private schools used by more than six persons at any one time for educational purposes through the 12th grade. Within the Arcata Fire Protection District, there are thirty five (35) Group E occupancies, buildings, structures and/or facilities.

During calendar year 2022, the Arcata Fire Protection District completed the annual inspection of twenty nine (29) Group E occupancies. This is a compliance rate of 82% for this reporting period.

**B. RESIDENTIAL GROUP R OCCUPANCIES:**

Residential Group R occupancies, for the purpose of this Resolution, are generally those occupancies containing sleeping units, and include hotels, motels, and apartments (three units or more). Within the Arcata Fire Protection District, there are two hundred eighty (280) Group R occupancies.

During calendar year 2022, the Arcata Fire Protection District completed the annual inspection of two hundred eighty (280) Group R occupancies. This is a compliance rate of 100% for this reporting period.

**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:** January 10, 2023

Signed:  
\_\_\_\_\_  
Blaine Maynor, President

Attest:

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

**Date:** January 10, 2023  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Adopt Resolution 23-280 Directing Transfer of Cash from the Humboldt County Treasury Accounts to the CalTRUST Liquidity Fund

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### **Background**

At the December 2022 Regular Board meeting the Board approved opening an account with CalTRUST. Staff has completed the paperwork to open the account and now CalTRUST is ready to receive District funds. Staff is proposing to move all but \$300,000 from County Treasury to the CalTRUST liquidity fund.

### **Recommendation**

Staff recommends the Board adopt Resolution 23-280 authorizing the transfer \$2,660,316.79 held in cash and reserve accounts with County Treasury to CalTRUST liquidity fund.

### **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 23-280
- Attachment 2** – County Fund Ledgers



## Resolution Number: 23-280

### A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS DIRECTING TRANSFER OF CASH FROM THE HUMBOLDT COUNTY TREASURY ACCOUNTS 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 the following amounts into CalTRUST's Liquidity Fund;

- \$2,415,090.44 in operating cash held at the County Treasury General Fund account 2010000,
- \$56,596.13 in cash from County Treasury General Fund account 2011000,
- \$188,630.22 in cash from County Treasury General Fund account 2013000

**WHEREAS**, The Board of the Arcata Fire Protection District finds it suitable to keep \$300,000 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 \$2,660,316.79 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:** January 10, 2023

Signed:

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

Attest:

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

**County of Humboldt  
Fund Summary  
Special Districts-Local Board  
As of December 31, 2022**

	<u>Cash</u>	<u>Adv. Receivable</u>	<u>Intr. Receivable</u>	<u>Receivable</u>	<u>Fixed Assets</u>	<u>Prepaid Exp.</u>	<u>Adv. Payable</u>	<u>Checks Payable</u>	<u>Deferred Rev.</u>	<u>Total Revenue</u>	<u>Other Sources</u>
	<u>Impress Cash</u>	<u>Accts Receivable</u>	<u>Inventories</u>	<u>Accum. Depr.</u>	<u>Other Assets</u>	<u>Accts Payable</u>	<u>Accrued Payroll</u>	<u>Other Liabilities</u>	<u>Fund Balance</u>	<u>Total Expend</u>	<u>Other Uses</u>
<b>2010 Arcata Fire Protection Dist</b>											
	2,715,090.44								2,715,090.44	2,919,569.69	
<b>Special Districts-Local Board</b>											
	2,715,090.44								2,715,090.44	2,919,569.69	

Ledger: GL  
Start Date 07/01/2022  
Report Date 06/30/2023

**Trust Fund Account Balance**  
County of Humboldt

Period: 12  
Fiscal Year: 2023

2011000 AFPD Contingency Designation

<u>Account</u>	<u>Description</u>	<u>Actual</u>
11	Cash	56,596.13
33	Beginning Fund Balance	56,596.13
	Revenue Total	0.00
	Less Expenditure Total	0.00
	Net Total	0.00



Ledger: GL  
Start Date 07/01/2022  
Report Date 06/30/2023

**Trust Fund Account Balance**  
County of Humboldt

Period: 12  
Fiscal Year: 2023

2013000 AFPD Capital Improvements

<u>Account</u>	<u>Description</u>	<u>Actual</u>
11	Cash	188,630.22
33	Beginning Fund Balance	188,630.22
	Revenue Total	0.00
	Less Expenditure Total	0.00
	Net Total	<hr/> 0.00

# Correspondence & Communications

Thank  
you





Thank you so much Ed!  
I feel ready for a fire emergency  
Cheers! Janet

I was so happy to have a  
chance to use a fire extinguisher  
for real! Thank you! Betty

Super Experience!  
Getting that old extinguisher  
out from under my sink!  
Thank you!  
Betty  
So very much!  
Deacon Dady

ED -  
You talk helped  
First Fire with my kids  
Deployment! Thank  
you too!!  
Adia

Eds Excellent! I did it today!  
I am not afraid of fire!  
a fire extinguisher  
you

YOU REALLY MADE  
A DIFFERENCE.

Thank you! I was glad to  
have the chance!  
-E/na

Thank you for coming to  
work on Saturday!  
It was a Saturday!  
The training was  
with me. The training was  
enjoyable!  
-Janet

Ed, fun to see you,  
and even more fun  
to get to learn to use  
an extinguisher from you!  
-David Nims

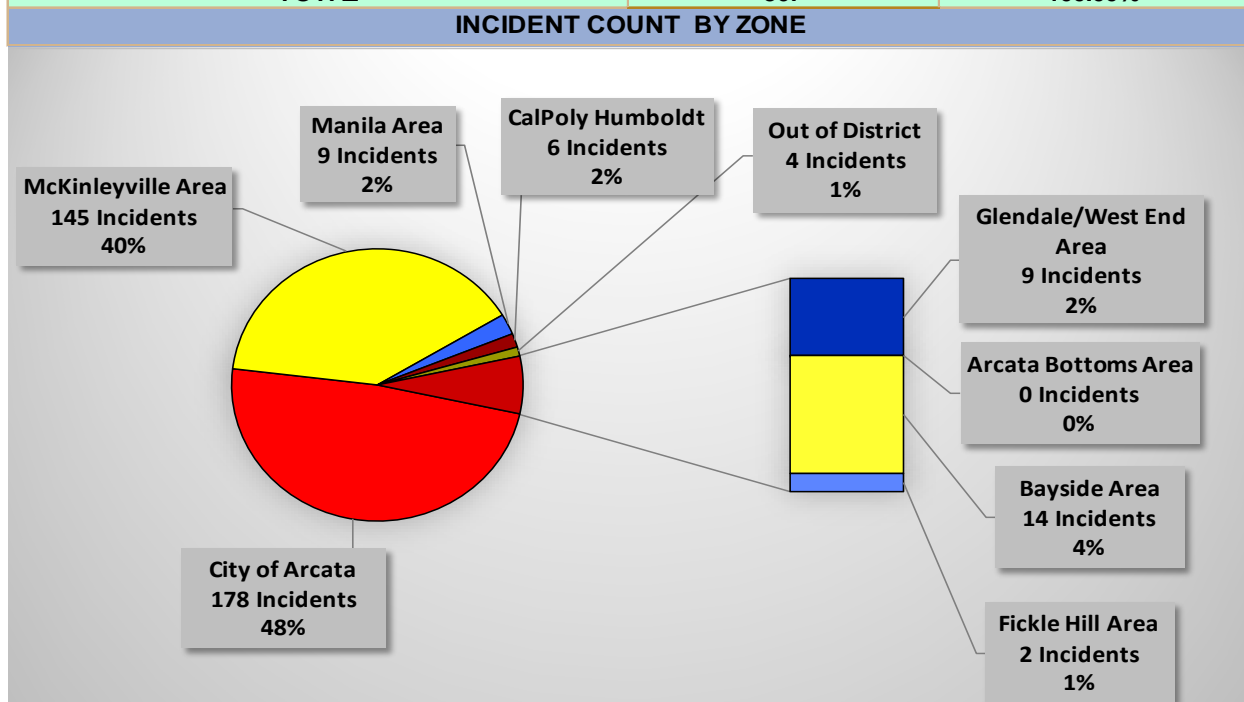
**Date:** January 10, 2023  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Fire Chief's Monthly Report

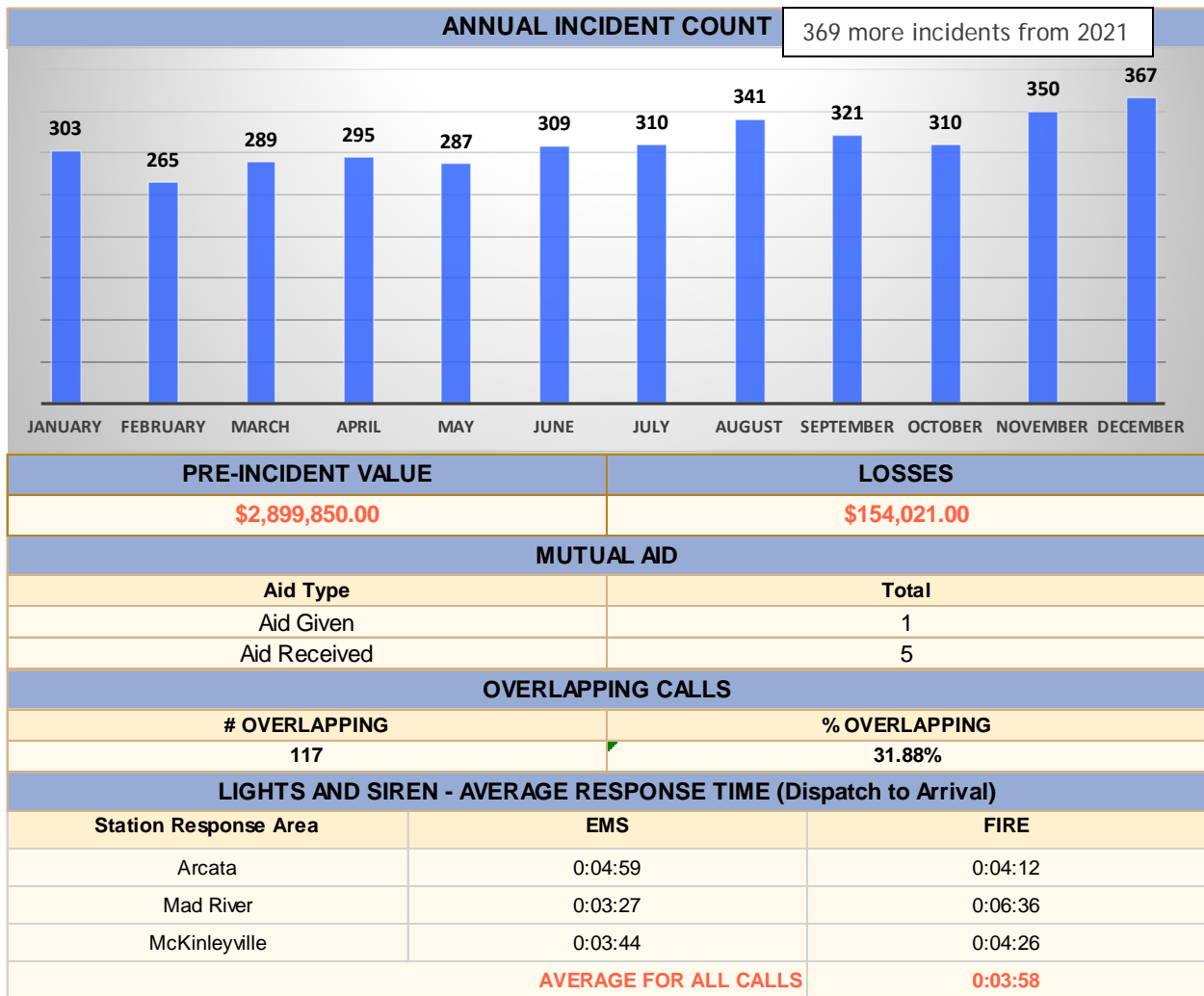
## Monthly Incident Activity

### December Notable Incidents

- 12/11/2022 Structure Fire – McCallum Circle Arcata, Fire was contained to the kitchen of a mobile home, Cause of fire undetermined.
- 12/20/2022 Earthquake – 6 employees and 3 VLU members were recalled to assist. There were 24 calls for service in 24-hours, 21 related to the EQ. E8239 was sent to Rio Dell to assist in that jurisdiction.
- 12/20/2022 Structure Fire – Timmons Lane Arcata. Mutual aid received from BLU, FBR, & CalFire. Mobile home sustained major damage; Cause of fire was unintentional.

MONTHLY INCIDENT COUNT		
Fires	13	3.54%
Overpressure rupture, explosion, overheating - no fire	0	0.00%
Rescue & Emergency Medical Service	189	51.50%
Hazardous Condition (No Fire)	7	1.91%
Service Call	38	10.35%
Good Intent Call	54	14.71%
False Alarm & False Call	40	10.90%
Severe Weather, Natural Disaster, & Other	0	0.00%
Incomplete	26	7.08%
<b>TOTAL</b>	<b>367</b>	<b>100.00%</b>





## Monthly Operations Report

**November Overtime Hours** - Suppression staff covered **387** hours of mandatory OT to maintain minimum staffing levels at all three stations. Suppression staff covered **3.5** hours of Duty Captain time.

**Training Highlights – 87 hours** of training that included, OSHA refresher training, Command & Control tabletop training, VLU training, EMS refresher.

## Apparatus and Station Maintenance and Repair Report

E8211	In Service @ Mad River
E8215	In Service @ Arcata
E8217	In Service @ McK
E8239	In Service @ McKinleyville
R8274	In Service @ McKinleyville
WT8258	In Service @ Arcata
A8241	In Service @ McK
L8291	In Service @ Mad River
L8295	In Service @ Arcata
U8205	In Service as C8200
U8206	In Service as Fire Marshall / McK Station Utility
U8207	In Service as C8202

U8208 In Service as Inspector  
U8209 In Service @ Arcata

McKinleyville Station –  
Mad River Station –  
Arcata Station –  
Bayside Property –

## Monthly Administrative Report

**Engineer/Firefighter Recruitment** – The current candidate is in the process of completing the Medical, and background. Once cleared he will start shift work. Anticipated start date is late January.

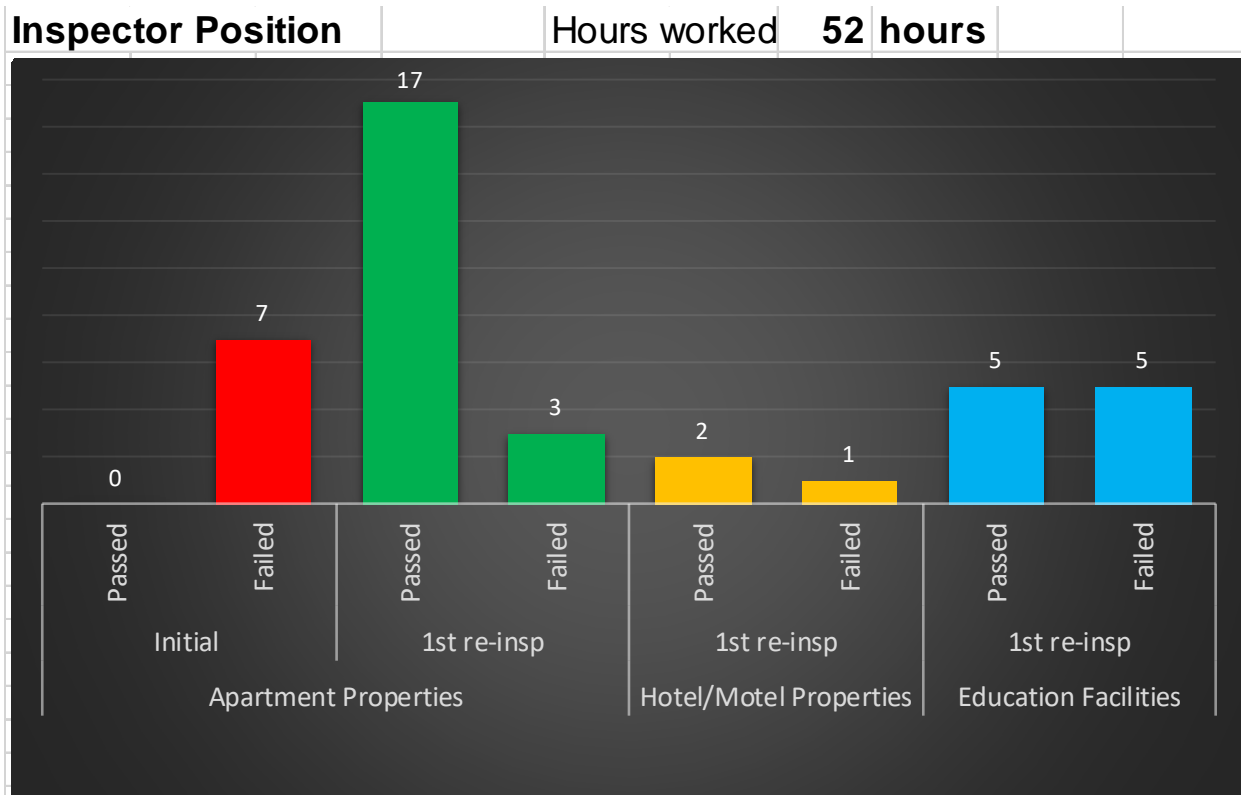
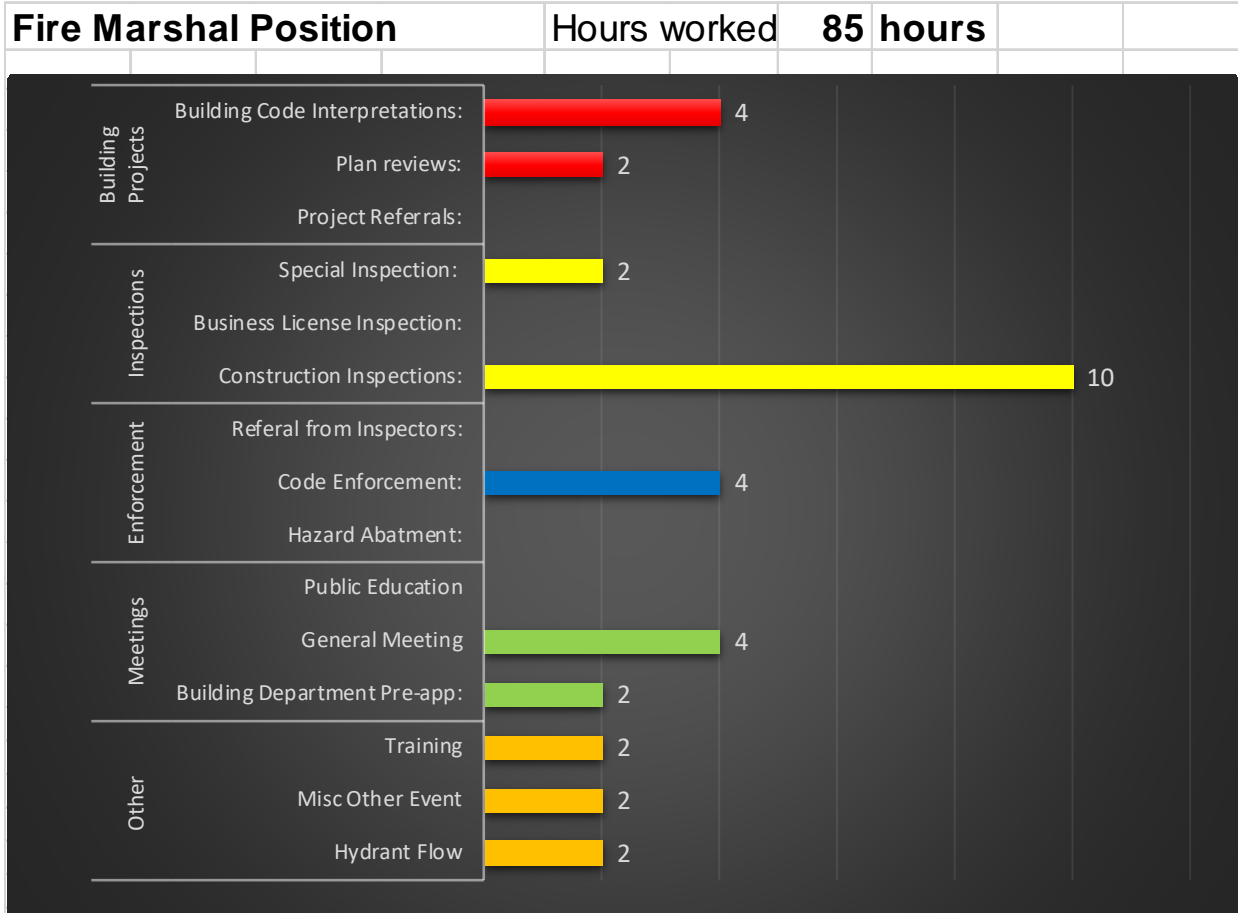
**New Engine** – FC Lillard and I will be traveling on January 18 through the 21 to Appleton WI to complete a pre-delivery inspection. This will be an opportunity to correct any issues before it leaves the factory or make any final changes.

**District Audit** – Staff is finishing up with the independent auditor for the FYE 2022 report. It is anticipated that the report will be presented to the Board at the February 2023 meeting.

**Recognition Event** – We are planning on having an event to catch up on recognizing recent retirees, new hires, and promotions. We will also give out the annual awards for 2022 at the Arcata Station on March 2, 2022. Invitations will be sent out.

**Annexation** – We are now first in the queue at LAFCo. I am hopeful that this process will start over the next few months.

# Fire Prevention Report





# Revenue Recovery

<b>Insurance Claims</b>	<b>Last Month</b>		<b>All Year</b>	
	Claims Submitted	7	\$2484.00	67
Payments Received by FRUSA	2	\$696.00	31	\$16,005.45
Claims Denied	0	\$0.00	3	\$1625.00
NON-BILLABLE - (INADAQUATE INFO PROVIDED BY FD)	0	\$0.00	0	\$0.00
Drafts	0	\$0.00	0	\$0.00
Non-Billable (Other)	0	-	8	-
In Progress	6	-	29	-

## Inspection Fees Paid

Payments last month <b>\$4,515.00</b> (45) Invoices	Payments this year <b>\$44,994.88</b> (289) Invoices
	Payments last year <b>\$41,689.25</b> (261) Invoices

Billing Status	Count	FD Amount
Open -30	4	\$526.00
Open -60	8	\$1112.00
Open -90	5	\$680.00
Open -90+	0	\$0.00
Sent to collections	21	\$3068.63
<i>Accounts Receivable</i>		<b>\$5386.63</b>

# District Business

**Date:** January 10, 2023  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Consider and Discuss Updates to Station Signage and Vehicle Logos

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**DISCUSSION:**

At the December Board meeting, it was requested that the station sign project be brought back to the Board for direction and possible committee assignment. At the August meeting, staff presented a proposal to re-logo the vehicle doors and add consistent signage at all three stations. There was no action from the Board to move forward with the proposed changes and direction was given to research adding the five community names to the vehicles and proposed signs. Staff and the sign makers have determined that there is not enough space on the signs to add the logo, station name, and communities we serve. Adding the communities to the vehicle would likely end up in non-standard locations. Vehicle with compartment bodies may be able to add the names to the rear side compartments. Pickups do not have enough space to add names.

Staff is recommending that the community names not be added to vehicles or signs, as our district is growing, and those additional communities will be added with growth.

President Mendosa, at the December meeting proposed the idea of sending this project to a committee.

**RECOMMENDATION:**

Staff recommends the Board consider the information provided, take public comment, discuss, and direct staff on how to proceed.

**FINANCIAL IMPACT:**

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

**ALTERNATIVES:**

1. Board discretion

**ATTACHMENTS:**

None

**Date:** January 10, 2023  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Consideration of a Safety Committee Assignment for a Board Director

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**Discussion**

The District formed a Labor Management Safety Committee around 2002. The goals of this committee were to organize the various elements of the District into a productive safety effort; implement safety and health via a centralized forum; create and maintain an active interest and awareness in safety and health; to serve as a conduit for safety and health communications. The committee also reviews all accidents and injuries and makes recommendations to the District administration to prevent similar events from reoccurring.

The District has contracted with Interwest Insurance Services to assist with risk management consulting, Cal-OSHA program compliance, new-hire safety orientation, and risk management training. Interwest will work with the safety committee to develop our policies and procedures.

The Board will need to appoint a representative to this committee.

Membership of the committee is for a one-year term and is made up of the following positions;

- Management Representative – Chris Emmons
- District Board Member – New Appointment Needed
- Union Representative – Marcus Lillard
- AVFA Representative – Dave White
- Training Captains – As Assigned

**Recommendation**

Staff recommends the Board consider the information provided, discuss, take public comment, and appoint a board member to the safety committee.

**District Funds Requested/Required**

- No Impact/Not Applicable
- Funding Source Confirmed:
- Other:

**Alternatives**

None

**Attachments**

None