

### 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 October 10, 2023 5:30 PM Location: 631 9<sup>th</sup> Street, Arcata Arcata Station Classroom

---

## AGENDA

---

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### ATTENDANCE & DETERMINATION OF QUORUM

### APPROVAL OF AGENDA

### 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

### 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 9th Street, Arcata  
Agency Negotiators: District Counsel, Ryan Plotz  
Under Negotiation: Price and terms of Payment

## **DISTRICT BUSINESS**

**Pg. 6**

1. Discuss and Consider Approving the Second Amendment to Commercial Lease Agreement for the Downtown Fire Station (631 9<sup>th</sup> Street, Arcata) and Authorize the Board President to Sign **Pg. 7**
  - a. Attachment 1 - Second Amendment to Commercial Lease Agreement for 631 9<sup>th</sup> Street, Arcata, CA, signed by the AVFA Representative **Pg. 8**

## **CONSENT CALENDAR**

**Pg. 20**

*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 September 12, 2023 Regular Meeting **Pg. 21**
2. July 2023 Financial Report **Pg. 25**
3. August 2023 Financial Report **Pg. 37**
4. September 2023 Financial Report **Pg. 50**
5. Draft Purchasing Policy Update **Pg. 63**
6. Draft Vehicle Replacement Policy Update **Pg. 72**

## **DISTRICT BUSINESS - continued**

**Pg. 74**

2. Update of the Cal Poly, City of Arcata, and Fire District Working Group and Approval of the Communication to the Cal Poly Procurement Specialist in Response to the Notice of Cancellation **Pg. 75**
  - a. Attachment 1 - Letter to Cal Poly in Response to the Notice of Cancellation **Pg. 76**
  - b. Attachment 2 - Notice of Agreement Cancellation **Pg. 78**
3. Consider the District Administrative Staff Succession Plan Proposal and Authorize the Chief to Proceed with One of the Presented Options **Pg. 79**
  - a. Attachment 1 - PowerPoint Displaying the Salary Range Adjustment Proposal **Pg. 86**
4. Fiscal Year End 2022-23 Final Report **Pg. 92**
  - a. Attachment 1 - Fiscal Year End 2022-23 Budget Report **Pg. 94**
  - b. Attachment 2 - Accountants Version of Profit & Loss vs. Actual with GAAP (condensed) **Pg. 101**
  - c. Attachment 3 - Fiscal Year End Balance Sheet **Pg. 102**
  - d. Attachment 4 - Fiscal Year End Cash Flows **Pg. 104**

5. Consideration and Adoption of the Amended Board Policy and Procedures Manual Providing Accommodations for Broadcast of Board Meetings **Pg. 105**
6. Consider the Claim for Damages or Money Against the District Filed by Crestview Water Company **Pg. 108**
  - a. Attachment 1 - Claim Form and Documentation Received October 5, 2023 **Pg. 109**

**CORRESPONDENCE & COMMUNICATIONS** **Pg. 113**

1. Public Correspondence
  - a. A general thank you and treats received from a local family in remembrance of September 11<sup>th</sup>. **Pg. 114**
  - b. A thank you note and treats for assistance - Captain Ross McDonald and Engineer Wes Row **Pg. 117**
2. Committee Reports - There are no active committees.
3. Fire Chief's Monthly Report **Pg. 118**
4. Director Matters

**ADJOURNMENT**

Next Regular Board Meeting is scheduled for November 14, 2023, Arcata Downtown Station Classroom, 631 9<sup>th</sup> Street in Arcata at 5:30 pm.

Prepared by: *Becky Schuette, Clerk of the Board*

---

*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)*