

BOARD OF DIRECTORS

*Nicole Johnson (Division 2) – President, Randy Mendosa (Division 3) – Vice-President,
Rene Campbell (Division 1) – Director, Elena David (Division 4) – Director,
David Rosen (Division 5) – Director*

Regular Board Meeting

May 12, 2020

5:30 p.m.

Location: Remote Via Zoom

In order to meet the State required Shelter in Place mandate, this Special Board Meeting of the Board of Directors for the Arcata Fire Protection District will be held via remote access using Zoom.

You may join from a smart device or computer by copy and pasting this link into your web browser: <https://us02web.zoom.us/j/551748203>

Meeting ID: 551 748 203

AGENDA

1) CALL TO ORDER

2) PLEDGE OF ALLEGIANCE

3) ATTENDANCE AND DETERMINATION OF QUORUM

4) APPROVAL OF AGENDA

5) PUBLIC COMMENT

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.

6) CONSENT CALENDAR

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.

- | | |
|--|---------------|
| 6.1 Approval of Minutes from April 14, 2020 Regular Meeting | Pg. 3 |
| 6.2 April 2020 Financial Report | Pg. 7 |
| 6.3 Memorandum of Agreement between United States Coast Guard and Arcata Fire Protection District | Pg. 20 |

7) PUBLIC HEARING

These are items of a Quasi-Judicial or Legislative nature. Public comments relevant to these proceedings are invited.

There is no public hearing scheduled.

8) OLD BUSINESS

- | | |
|--|---------------|
| 8.1 Consider Approval of the District Dispatch Provider | Pg. 24 |
|--|---------------|

8.2 Post Election (Measure R) Discussion	Pg. 27
Attachment 1 – Election Results by Precinct	Pg. 29
Attachment 2 – Precinct Map	Pg. 30
Attachment 3 – Certificates of Results of Canvass for Measure R	Pg. 31

9) NEW BUSINESS

9.1 Consider the Draft Preliminary Budget for Fiscal Year 2020/21	Pg. 34
Attachment 1 – Draft Preliminary Budget for Fiscal Year 2020/21	Pg. 36
9.2 Consider Initiating the Process for the Annual Performance Evaluation of the Fire Chief	Pg. 44
Attachment 1 – Google Forms Printout of the Fire Chief’s Evaluation	Pg. 46
9.3 Update Signers for the Arcata Fire District’s Accounts with Coast Central Credit Union and the County of Humboldt Treasury Accounts	Pg. 56

10) CORRESPONDENCE

10.1 PERS Notification of Audit Findings for Retroactive Special Compensation Adjustments and District Response Letter	Pg. 57
10.2 Email support letter from Mary Burke to President Johnson	Pg. 63
10.3 Letter from WBC Campaigns for Underdogs	Pg. 64
10.4 Thank you from Linda Powell Bridges	Pg. 66

11) MONTHLY ACTIVITY REPORTS

11.1 Chief’s Report	Pg. 67
11.2 Committee Reports	
11.3 Director Matters	
11.4 Bargaining Group & Association Reports	Pg. 71

12) 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.

There is no closed session scheduled.

13) ADJOURNMENT

Next Regular Board Meeting is scheduled for **June 9, 2020 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 or all of 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 9th Street, Arcata, CA 95521*
- *Mad River Station, 3235 Janes Road, Arcata, CA 95521*
- *The Arcata Fire Protection District website: www.arcatafire.org*



MINUTES

Regular Board Meeting

March 10, 2020

5:30 p.m.

Location: Remote Via Zoom

Board of Directors

*Nicole Johnson (Division 2) - President, Randy Mendosa (Division 3) - Vice-President,
Rene Campbell (Division 1) - Director, Elena David (Division 4) - Director
David Rosen (Division 5) - Director*

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

There was no pledge of allegiance.

3. ATTENDANCE AND DETERMINATION OF A QUORUM

The meeting continued with a quorum and the following were present remotely via zoom: President Nicole Johnson, Vice President Randy Mendosa, Director Rene Campbell, and Director David Rosen. Director Elena David was not present.

Additional District staff included Fire Chief Justin McDonald, Battalion Chief's Sean Campbell and Curt Watkins and Board Secretary Becky Schuette.

4. APPROVAL OF AGENDA

Chief McDonald advised that the closed session is scheduled for 6:30 if we come up against a time crunch.

There was no discussion or public comment.

It was moved to approve the agenda.

Motion: Campbell; **Second:** Mendosa

Roll Call: Ayes; Campbell, Mendosa, Rosen and Johnson. **Absent;** David

Motion Carries

5. PUBLIC COMMENT

There were no public comments at this time.

6. CONSENT CALENDAR

6.1 Approval of Minutes from March 10, 2020 Regular & Special Meeting

6.2 Approval of Minutes from March 24, 2020 Special Meeting

6.3 Approval of Minutes from April 2, 2020 Special Meeting

6.4 March 2020 Financial Report

Board Secretary/Clerk Schuette pointed out that there was an error in the March 10, 2020 Regular Meeting Minutes. Consent Calendar Item 6.5 read January 2020 Financial Report, instead of February 2020 Financial Report. Additionally, the letter from Bill Walser referred to as an Attachment in the Minutes, had not been included in the packet. It will be added to the approved minutes.

There were no board or public comments at this time.

It was moved to approve the consent calendar with the noted corrections to item 6.1.

Motion: Campbell; Second: Rosen

Roll Call: Ayes; Campbell, Mendosa, Rosen and Johnson. **Absent;** David

Motion Carries

7. PUBLIC HEARING

There was no public hearing.

8. OLD BUSINESS

8.1 Consider Adoption of Resolution 20-217 to Grant Another Designated Period for Two Year's Additional Service Credit: President Johnson opened the topic for discussion and Director Mendosa requested clarification on the highlighted section on page 29 of the packet.

There were no further comments from the Board.

There were no public comments.

It was moved to adopt Resolution 20-217 to Grant Another Designated Period for Two Year's Additional Service Credit

Motion: Rosen; Second: Campbell

Roll Call: Ayes; Campbell, Mendosa, Rosen and Johnson. **Absent;** David

Motion Carries

8.2 Post Election (Measure R) Discussion: Chief McDonald advised that he had received calls from Mark Rynearson as well as Kent Sawatzky regarding the Districts funding and a future funding measure.

Director Mendosa reported that he had been speaking with public members and receiving helpful information that he is tracking.

There were no further comments from the Board.

The following member of the public commented:

Stan Reynolds

Director Mendosa spoke in response to Mr. Reynolds comments.

This item was for information only and no action was taken. No further action or comments were received.

9. NEW BUSINESS

9.1 Consider Adoption of Resolution 20-218 Declaring a State of Emergency and Temporarily Changing the Location of Public Meetings: Chief advised that based on the current Governor's orders for Shelter in Place, we will continue with the Zoom meetings and this is the manner to make it official.

There were no comments from the Board or the public.

It was moved to adopt Resolution 20-218 Declaring a State of Emergency and Temporarily Changing the Location of the Public Meetings.

Motion: Campbell; Second: Mendosa

Roll Call: Ayes; Campbell, Mendosa, Rosen and Johnson. **Absent;** David

Motion Carries

9.2 Consider and Vote for Humboldt Local Agency Formation Commission (LAFCo)

Candidates: Chief McDonald advised that if the Board chooses to vote, he would recommend Debra Lake. She is a representative of Fruitland Ridge Fire and as a current LAFCo Board member, fire agencies are well represented by her.

There were no comments from the Board or the public.

It was moved to vote for Debra Lake for another term on LAFCo.

Motion: Mendosa; Second: Campbell

Roll Call: Ayes; Campbell, Mendosa, Rosen and Johnson. **Absent;** David

Motion Carries

9.3 Receive an Update from the Budget Committee Regarding the Fiscal Years

2020/21 Budget: Chief McDonald provided an update and explained new information regarding the tax collections by the County. We will continue to get our teeter plan tax deposit at the end of April, regardless of monies collected related to the Covid-19 issue.

Director Mendosa had several questions that were answered by the Chief. He also pointed out that it was important to keep an eye on the Fire Chief and a concern for burn out in regards to all that he does.

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

This item was for information only with no action taken at this time.

9.4 Consider Adoption of Resolution 20-219 Declaring the District Owned Property Located at 1127 Old Arcata Road, Arcata Surplus Property: Chief McDonald advised that to begin the process of sale of the property it needs to be declared surplus property.

Director Rosen's query about it being a good time to sell the property was followed by further discussion of the timing and if sale is related to any funding or tax issue.

There were no comments from the public.

A motion was made by Director Mendosa to declare the property surplus, however the motion did not include adoption of the Resolution. Chief McDonald requested the motion include the resolution and Director Mendosa restated the motion.

It was moved to adopt Resolution 20-219, Declaring the property located at 1127 Old Arcata Road, surplus property and further authorize the Fire Chief to contact and follow up with a real estate agent as to the possibilities et cetera.

Motion: Mendosa; Second: Campbell

Roll Call: Ayes; Campbell, Mendosa and Johnson. **Nays:** Rosen. **Absent;** David
Motion Carries

9.5 Information and Deadlines for the November 3, 2020 Election: Chief reviewed his staff note and reported aloud the dates and deadlines listed in his report.

There were no comments from the Board or the public.

This item was for information only, no action taken.

Chief McDonald added that it will remain a standing item on the agenda at this point.

10. CORRESPONDENCE

President Johnson reviewed the correspondence.

11. MONTHLY ACTIVITY REPORTS

11.1 Chiefs Report - Chief McDonald reviewed his staff report. He provided clarification

11.2 Committee Reports - Finance committee topic was covered earlier.

11.3 Director Matters - There were no reports from the Directors.

11.4 Bargaining Group & Association Reports

Local 4981 - No Local representative present. No report.

Senior Management Group (SMG) - Battalion Chief Campbell advised they had nothing to report.

Arcata Volunteer Firefighters Association (AVFA) - Rob Cannon reviewed his staff note with no new additions.

12. CLOSED SESSION

12.1 CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code Section 54957.6)

Agency designated representative: *Counsel Jack Hughes*

Employee Organization: *Local 4981*

Adjourned to closed session at 6:31pm.

Reconvened at 7:23 pm.

Report out of closed session by President Johnson; negotiators were given direction.

13. ADJOURNMENT

President Johnson adjourned the meeting at 7:23 pm. **Motion:** Campbell; Second: Rosen

The next Regular Meeting is scheduled for **May 12, 2020 at 5:30 pm**

Respectfully submitted,

Becky Schuette
Clerk of the Board

9:00 AM
05/07/20
Accrual Basis

ARCATA FIRE DISTRICT
Balance Sheet
As of April 30, 2020

	<u>Apr 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
CCCU CHECKING	232,820.97
COUNTY TREASURY	1,139,989.67
C.T. CAPITAL IMPROVEMENTS 2013	188,630.22
C.T. CONTINGENCY DESIGNATN 2011	
TRAINING RESERVE	17,000.00
C.T. CONTINGENCY DESIGNATN 2011 - Other	39,596.13
Total C.T. CONTINGENCY DESIGNATN 2011	<u>56,596.13</u>
C.T. PERS DESIGNATION 2012	30,333.00
COAST CENTRAL SAVINGS	
DONATIONS	682.50
COAST CENTRAL SAVINGS - Other	78.78
Total COAST CENTRAL SAVINGS	<u>761.28</u>
Total Checking/Savings	1,649,131.27
Accounts Receivable	
1200 · ACCOUNTS RECEIVABLE	53,885.62
Total Accounts Receivable	53,885.62
Other Current Assets	
ACCT RECV - COUNTY TREASURY	590,963.90
GRANT REIMBURSEMENT RECEIVABLE	9,600.00
INTEREST RECEIVABLE	9,500.00
PREPAID EXPENSE	28,787.89
Total Other Current Assets	<u>638,851.79</u>
Total Current Assets	2,341,868.68
Fixed Assets	
BUILDINGS AND IMPROVEMENTS	2,329,696.91
EQUIPMENT	3,972,934.56
LAND	224,630.00
ACCUMULATED DEPRECIATION	-2,849,439.00
Total Fixed Assets	<u>3,677,822.47</u>
Other Assets	
DEFERRED OUTFLOWS-PENSION	1,666,614.00
DEFERRED OUTFLOWS-OPEB	281,304.00
Total Other Assets	<u>1,947,918.00</u>
TOTAL ASSETS	<u><u>7,967,609.15</u></u>

ARCATA FIRE DISTRICT
Balance Sheet
As of April 30, 2020

	<u>Apr 30, 20</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	56,935.13
Total Accounts Payable	56,935.13
Credit Cards	
US BANK	1,473.15
Total Credit Cards	1,473.15
Other Current Liabilities	
ACCOUNTS PAYABLE 2	28,787.89
ACCRUED EXPENSES - OTHER	52,462.81
ACCRUED INTEREST EXPENSE	7,604.55
COMPENSATION TIME OFF	28,617.03
WAGES PAYABLE	99,330.60
2100 · PAYROLL LIABILITIES	
457 DEDUCTION	8,225.00
CA WITHHOLDING	3,445.33
FEDERAL WITHHOLDING	8,912.46
MEDICARE - BOTH	1,965.30
SOCIAL SECURITY - BOTH	216.82
SURVIVOR BENEFIT	37.20
2100 · PAYROLL LIABILITIES - Other	3,086.05
Total 2100 · PAYROLL LIABILITIES	25,888.16
Current portion of L/T Debt	152,696.22
Total Other Current Liabilities	395,387.26
Total Current Liabilities	453,795.54
Long Term Liabilities	
ACCRUED EMPLOYEE BENEFITS	83,895.58
NET PENSION LIABILITY	5,425,143.00
OTHER POST EMPLOYMENT BEN. LIAB	10,465,268.00
WELLS FARGO EQUIPMENT FINANCE #	304,791.61
Less-Cur Portion of L/T Debt	-152,696.22
DEFERRED INFLOWS-PENSION	108,779.00
DEFERRED INFLOWS-OPEB	374,158.00
Total Long Term Liabilities	16,609,338.97
Total Liabilities	17,063,134.51

Balance Sheet

As of April 30, 2020

	<u>Apr 30, 20</u>
Equity	
INVESTMENT IN FIXED ASSETS	3,373,030.86
3900 · RETAINED EARNINGS	-11,443,868.56
Net Income	-1,024,687.66
	<hr/>
Total Equity	-9,095,525.36
	<hr/>
TOTAL LIABILITIES & EQUITY	<u>7,967,609.15</u>

ARCATA FIRE DISTRICT
Statement of Cash Flows
April 2020

	<u>Apr 20</u>
OPERATING ACTIVITIES	
Net Income	-281,574.62
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	27.00
2000 · ACCOUNTS PAYABLE	-1,890.12
US BANK	-707.19
US BANK:CAMPBELL	119.44
US BANK:J. MCDONALD	125.58
US BANK:SCHUETTE	459.70
US BANK:WATKINS	116.18
2100 · PAYROLL LIABILITIES	-1,543.90
2100 · PAYROLL LIABILITIES:457 DEDUCTION	4,800.00
2100 · PAYROLL LIABILITIES:CA WITHHOLDING	-60.68
2100 · PAYROLL LIABILITIES:FEDERAL WITHHOLDING	731.46
2100 · PAYROLL LIABILITIES:MEDICARE - BOTH	57.84
2100 · PAYROLL LIABILITIES:SOCIAL SECURITY - BOTH	-137.18
2100 · PAYROLL LIABILITIES:SURVIVOR BENEFIT	-3.26
Net cash provided by Operating Activities	<u>-279,479.75</u>
Net cash increase for period	-279,479.75
Cash at beginning of period	<u>1,928,611.02</u>
Cash at end of period	<u><u>1,649,131.27</u></u>

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

April 2020

Type	Date	Memo	Account	Amount
ARCATA PROF. FIREFIGHTERS, LOCAL 4981				
Credit Card Charge	04/17/2020	Uniforms	5050.1 · Uniforms	118.00
Total ARCATA PROF. FIREFIGHTERS, LOCAL 4981				118.00
ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				
Bill	04/22/2020	May Rent	5210 · RENT	8,000.00
Total ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				8,000.00
AT&T- CAL NET 3				
Bill	04/23/2020	Service Period 03-19-20 to 04-18-20	5060.1 · Phones & Internet	147.81
Total AT&T- CAL NET 3				147.81
BECKY SCHUETTE				
Bill	04/21/2020	Vision Reimbursement Self	5030.6 · Vision	129.97
Total BECKY SCHUETTE				129.97
BEND TRAILERS				
Credit Card Charge	04/09/2020	Bed stakes for 8295	5120.1 · Fire Apparatus	97.22
Total BEND TRAILERS				97.22
CAL PERS				
Liability Check	04/03/2020	Holiday RASC Gomes, Hurn, Green	5020.1 · CalPERS Retirement	3,417.81
Liability Check	04/03/2020	Pack RASC Hurn and Green	5020.1 · CalPERS Retirement	132.58
Liability Check	04/03/2020	Kadle Step Increase Prior Period Adjustment	5020.1 · CalPERS Retirement	7.46
Liability Check	04/03/2020	Employer Paid PP 02/23/20 - 03/07/20 and RASC above	5020.1 · CalPERS Retirement	15,182.10
Liability Check	04/17/2020	Employer Contributions PP 03/08/20to 03/21/20	5020.1 · CalPERS Retirement	14,939.81
Total CAL PERS				33,679.76
CALIFORNIA DEPT OF TAX & FEE ADMIN				
Bill	04/01/2020	Diesel Fuel Tax - Quarter One	5122 · FUEL	614.00
Total CALIFORNIA DEPT OF TAX & FEE ADMIN				614.00
CalPERS 457 PLAN				
Liability Check	04/03/2020	Employer Match Deferred Comp PP 03/08/20 to 03/21/20	5010.5 · Deferred Compensa...	2,100.00
Liability Check	04/17/2020	Employer Match PP 03-22-20 to 04-04-20	5010.5 · Deferred Compensa...	2,100.00
Total CalPERS 457 PLAN				4,200.00
CITY OF ARCATA				
Bill	04/07/2020	Service Period 03/07/20 to 04/06/20	Mad River	129.82
Bill	04/28/2020	Service Period 03/28/20 to 04/27/20	Arcata	138.39
Total CITY OF ARCATA				268.21
COASTAL BUSINESS SYSTEMS, INC				
Bill	04/20/2020	Sharp and Lexmark Printers	5200.1 · Copier	548.41
Total COASTAL BUSINESS SYSTEMS, INC				548.41
COSTCO				
Credit Card Charge	04/06/2020	Thermometers for Staff Covid-19 wellness	5230.15 · Health & Wellness	76.46
Total COSTCO				76.46
EMERGENCY MEDICAL PRODUCTS, INC.				
Bill	04/02/2020	Medical Gloves	5140 · MEDICAL SUPPLIES	465.05
Total EMERGENCY MEDICAL PRODUCTS, INC.				465.05
EUREKA OXYGEN				
Bill	04/08/2020	Oxygen Cylinder Rental	5140 · MEDICAL SUPPLIES	20.19
Bill	04/30/2020	Cylinder Rental	5140 · MEDICAL SUPPLIES	19.70
Total EUREKA OXYGEN				39.89
FDAC EBA				
Bill	04/13/2020	May Dental and Group Life	5030.4 · Dental & Life Insura...	2,730.21
Total FDAC EBA				2,730.21
FLEETPRIDE				
Bill	04/14/2020	Light replacement	8211 · E8211	17.84
Bill	04/14/2020	Replacement lights	8216 · E8216	9.15
Total FLEETPRIDE				26.99

9:01 AM

05/07/20

Accrual Basis

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

April 2020

Type	Date	Memo	Account	Amount
GOOGLE INC.				
Credit Card Charge	04/03/2020	G Suite March	5150.8 · Google Services	228.00
Credit Card Charge	04/30/2020	G Suite April	5150.8 · Google Services	228.00
Total GOOGLE INC.				456.00
HARBOR FREIGHT TOOLS				
Credit Card Charge	04/17/2020	Bungies to hang Station Closed sign	5130 · MAINTENANCE-STR...	7.58
Total HARBOR FREIGHT TOOLS				7.58
HR DIRECT				
Bill	04/18/2020	Poster Guard Annual - one station	5150.7 · Subscriptions	96.96
Bill	04/20/2020	Poster Guard Annual - one station	5150.7 · Subscriptions	96.96
Bill	04/20/2020	Poster Guard Annual - one station	5150.7 · Subscriptions	96.96
Total HR DIRECT				290.88
HUMBOLDT SANITATION				
Bill	04/15/2020	March Billing Period	McK	207.50
Total HUMBOLDT SANITATION				207.50
KME FIRE APPARATUS				
Bill	04/20/2020		8216 · E8216	15.98
Bill	04/20/2020		5171 · POSTAGE & SHIPPING	12.09
Total KME FIRE APPARATUS				28.07
LIEBERT CASSIDY WHITMORE				
Bill	04/29/2020	General Legal	5180.2 · Legal Services	1,303.00
Bill	04/29/2020	Labor Negotiations	5180.2 · Legal Services	2,812.00
Bill	04/29/2020	Investigation of Alleged Harassment	5180.2 · Legal Services	261.00
Total LIEBERT CASSIDY WHITMORE				4,376.00
MCK. COMM. SERVICES DISTRICT				
Bill	04/20/2020	McK DCV Service Period 03-02-20 to 04-06-20	McK	23.18
Bill	04/20/2020	McK Station Service Period 03-02-20 to 04-06-20	McK	220.87
Total MCK. COMM. SERVICES DISTRICT				244.05
MCKINLEYVILLE ACE HARDWARE				
Bill	04/01/2020	Foam Paintbrush	McK	3.22
Bill	04/06/2020	Officer Vehicle Keys, hardware etc	5120.2 · Officers Vehicles	35.78
Bill	04/15/2020	8295 Nuts and bolts. Washers returned. See credit memo	5120.1 · Fire Apparatus	49.86
Credit	04/15/2020	Return of washers from Invoice 408050	800941 · REFUNDS	-14.54
Bill	04/28/2020	Caulk and fasteners	Mad River	11.20
Total MCKINLEYVILLE ACE HARDWARE				85.52
MIDAMERICA HRA				
Bill	04/08/2020	May HRA	5030.2 · Health Insurance (R...	18,582.65
Total MIDAMERICA HRA				18,582.65
MILLER FARMS NURSERY				
Bill	04/02/2020	Chain Sharpen	5120.9 · Power Tools Mainte...	25.00
Total MILLER FARMS NURSERY				25.00
MITCHELL, BRISSO, DELANEY & VRIEZE, LLP				
Bill	04/07/2020	Election results, special meeting, changes to Brown Act with Covid	5180.2 · Legal Services	1,034.00
Total MITCHELL, BRISSO, DELANEY & VRIEZE, LLP				1,034.00
MOBILE DIESEL REPAIR				
Bill	04/16/2020	To Be Invoiced	5130.3 · Emergency Power M...	1,153.32
Total MOBILE DIESEL REPAIR				1,153.32
NETWORK MANAGEMENT SERVICES				
Bill	04/01/2020	TotalCare Agreement April	5180.12 · IT Services	3,100.95
Total NETWORK MANAGEMENT SERVICES				3,100.95
PACIFIC GAS AND ELECTRIC				
Bill	04/06/2020	020/27/20 to 03/26/20	McK	1,452.73
Bill	04/08/2020	Service Period 03/04/20 to 04/01/20	Arcata	1,063.66
Bill	04/22/2020	Service Period 03/17/20 to 04/15/20	Mad River	283.01
Total PACIFIC GAS AND ELECTRIC				2,799.40

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

April 2020

Type	Date	Memo	Account	Amount
PENGUIN MANAGEMENT, INC.				
Bill	04/01/2020	May 1, 2020 to April 30, 2021	5150.10 · eDispatches Softw...	1,548.00
Total PENGUIN MANAGEMENT, INC.				1,548.00
PERS / HEALTH				
Bill	04/15/2020	Active Employee Premium	5030.1 · Health Insurance (E...	33,586.04
Bill	04/15/2020	Retiree Premium	5030.2 · Health Insurance (R...	3,085.18
Bill	04/15/2020	Active Admin Fee	5030.1 · Health Insurance (E...	90.68
Bill	04/15/2020	Retiree Admin Fee	5030.3 · Retiree Health Admi...	59.48
Total PERS / HEALTH				36,821.38
RECOLOGY ARCATA				
Bill	04/01/2020	March Service period - cancelled	Mad River	58.35
Bill	04/06/2020	March Service Period	Arcata	58.35
Total RECOLOGY ARCATA				116.70
ROBERT CANNON				
Bill	04/13/2020	Reimbursement for EMT recertification	5230.8 · Certifications	57.00
Total ROBERT CANNON				57.00
SEAN CAMPBELL				
Bill	04/06/2020	Max uniform reimbursement expense	5050.1 · Uniforms	112.77
Total SEAN CAMPBELL				112.77
SHRED AWARE LLC				
Bill	04/09/2020	Mad River Shred Bin	5180.5 · Shredding Services	45.00
Total SHRED AWARE LLC				45.00
SUDDENLINK				
Bill	04/10/2020	Billing period 04-04-20 to 05-03-20 all stations	5060.1 · Phones & Internet	868.20
Total SUDDENLINK				868.20
SWPS.COM				
Credit Card Charge	04/14/2020	E8217 amber rotator replacement bulb	8217 · E8217	42.98
Total SWPS.COM				42.98
THE STANDARD				
Bill	04/20/2020	May Billing Period	5030.7 · Long Term Disability...	522.50
Total THE STANDARD				522.50
TRACTOR SUPPLY				
Credit Card Charge	04/01/2020	Trailer plug for R8274	5120.1 · Fire Apparatus	16.26
Credit Card Charge	04/23/2020	Eye Hooks for station closed sign	5130 · MAINTENANCE-STR...	2.70
Total TRACTOR SUPPLY				18.96
UNITED STATES POSTAL SERVICE				
Credit Card Charge	04/15/2020	Heavy mail postage	5171 · POSTAGE & SHIPPING	2.00
Credit Card Charge	04/24/2020	Postage for thank you notes & challenge coins	5171 · POSTAGE & SHIPPING	1.70
Total UNITED STATES POSTAL SERVICE				3.70
VALLEY PACIFIC				
Bill	04/24/2020	Gas and diesel	5122 · FUEL	931.85
Total VALLEY PACIFIC				931.85
VERIZON WIRELESS				
Bill	04/10/2020	Service Period 03-02-20 to 04-01-20	5060.1 · Phones & Internet	273.83
Total VERIZON WIRELESS				273.83
TOTAL				124,895.77

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2019 through April 2020

	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
TAX REVENUE				
800010 · PROPERTY TAX-CURRENT-SECURED	1,452,212.00	1,771,990.00	-319,778.00	82.0%
800020 · PROPERTY TAX-CURRENT-UNSECURED	58,000.00	72,500.00	-14,500.00	80.0%
800030 · PROPERTY TAX-PRIOR YEARS	22,000.00	12,500.00	9,500.00	176.0%
800040 · SUPPLEMENTAL TAXES- CURRENT	17,800.00	22,500.00	-4,700.00	79.1%
800041 · SUPPLEMENTAL TAXES-PRIOR YEARS	3,000.00	3,750.00	-750.00	80.0%
800050 · PROPERTY ASSESSMENTS	1,186,312.64	1,437,599.00	-251,286.36	82.5%
Total TAX REVENUE	2,739,324.64	3,320,839.00	-581,514.36	82.5%
USE OF MONEY & PROPERTY				
800190 · INTEREST INCOME	104.66	19,584.00	-19,479.34	0.5%
Total USE OF MONEY & PROPERTY	104.66	19,584.00	-19,479.34	0.5%
INTERGOVERNMENTAL				
800451 · HOMEOWNERS PROP. TAX REL	0.00	3,151.66	-3,151.66	0.0%
800460 · STATE TIMBER TAX	0.00	312.00	-312.00	0.0%
800580 · FEDERAL AID IN-LIEU TAX	0.00	0.00	0.00	0.0%
800600 · OTHER GOVERNMENT AGENCIES				
Prop 172 Disbursement	0.00	7,315.00	-7,315.00	0.0%
BLFD Contract for Services	0.00	4,500.00	-4,500.00	0.0%
HSU Contract for Services	37,000.00	37,000.00	0.00	100.0%
Measure Z Funds	0.00	62,500.00	-62,500.00	0.0%
HR Reimbursement	0.00	9,692.00	-9,692.00	0.0%
NCUAQMD	0.00	700.00	-700.00	0.0%
800600 · OTHER GOVERNMENT AGENCIES - Other	8,577.05			
Total 800600 · OTHER GOVERNMENT AGENCIES	45,577.05	121,707.00	-76,129.95	37.4%
800944 · GRANT REVENUE				
FEMA -SAFER	0.00	0.00	0.00	0.0%
DWR	0.00	0.00	0.00	0.0%
800944 · GRANT REVENUE - Other	9,601.00	9,601.00	0.00	100.0%
Total 800944 · GRANT REVENUE	9,601.00	9,601.00	0.00	100.0%
800950 · FIREFIGHTING REIMBURSEMENTS	20,931.50	41,505.00	-20,573.50	50.4%
Total INTERGOVERNMENTAL	76,109.55	176,276.66	-100,167.11	43.2%
CHARGES FOR SERVICES				
800155 · PREVENTION FEES	9,304.40	15,833.32	-6,528.92	58.8%
800156 · R1/R2 INSPECTION FEES	43,593.50	37,500.00	6,093.50	116.2%
800946 · INCIDENT REVENUE RECOVERY FEES	44,040.80	14,166.68	29,874.12	310.9%
800700 · OTHER SERVICES				
California Redwood Contract	0.00	0.00	0.00	0.0%
CPR Class Fees	0.00	0.00	0.00	0.0%
800700 · OTHER SERVICES - Other	5,250.00	0.00	5,250.00	100.0%
Total 800700 · OTHER SERVICES	5,250.00	0.00	5,250.00	100.0%
Total CHARGES FOR SERVICES	102,188.70	67,500.00	34,688.70	151.4%
OTHER REVENUE				
800920 · SALE OF FIXED ASSETS	0.00	0.00	0.00	0.0%
800940 · OTHER REVENUE				
Donations				
Donation - AVFA Mck Station	0.00	0.00	0.00	0.0%
Donations - Other	496.00	0.00	496.00	100.0%
Total Donations	496.00	0.00	496.00	100.0%
800940 · OTHER REVENUE - Other	46,629.11	5,000.00	41,629.11	932.6%
Total 800940 · OTHER REVENUE	47,125.11	5,000.00	42,125.11	942.5%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2019 through April 2020

	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
800941 · REFUNDS	859.18	100.00	759.18	859.2%
800942 · INCIDENT REPORTS	424.32	200.00	224.32	212.2%
OTHER REVENUE - Other	900.00	0.00	900.00	100.0%
Total OTHER REVENUE	49,308.61	5,300.00	44,008.61	930.4%
Total Income	2,967,036.16	3,589,499.66	-622,463.50	82.7%
Gross Profit	2,967,036.16	3,589,499.66	-622,463.50	82.7%
Expense				
SALARIES & EMPLOYEE BENEFITS				
5010 · SALARIES AND WAGES				
5010.1 · Full-Time	1,282,055.23	1,186,067.50	95,987.73	108.1%
5010.2 · CTO Payout	228,025.21	208,875.00	19,150.21	109.2%
5010.3 · Settlement Pay/Vacation	22,301.79	30,000.00	-7,698.21	74.3%
5010.4 · Holiday Pay	32,435.76	26,290.00	6,145.76	123.4%
5010.5 · Deferred Compensation	49,900.00	51,610.00	-1,710.00	96.7%
5010.6 · Part-Time (Hourly)	64,244.50	68,566.68	-4,322.18	93.7%
5010.8 · CalFire/OES Pay	19,930.84	19,930.00	0.84	100.0%
5010 · SALARIES AND WAGES - Other	0.00	0.00	0.00	0.0%
Total 5010 · SALARIES AND WAGES	1,698,893.33	1,591,339.18	107,554.15	106.8%
5020 · RETIREMENT				
5020.1 · CalPERS Retirement	373,641.44	332,734.16	40,907.28	112.3%
5020.3 · Social Security	3,877.76	4,250.82	-373.06	91.2%
5020.4 · Medicare	24,195.37	18,192.50	6,002.87	133.0%
5020.5 · CalPERS Section 218 Admin Fee	0.00	650.00	-650.00	0.0%
5020 · RETIREMENT - Other	0.00	0.00	0.00	0.0%
Total 5020 · RETIREMENT	401,714.57	355,827.48	45,887.09	112.9%
5030-GROUP INSURANCE				
5030.1 · Health Insurance (Employees)	402,395.11	397,483.34	4,911.77	101.2%
5030.2 · Health Insurance (Retirees)	223,926.94	208,916.66	15,010.28	107.2%
5030.3 · Retiree Health Admin Fees	1,280.64	3,390.00	-2,109.36	37.8%
5030.4 · Dental & Life Insurance	33,299.13	29,914.16	3,384.97	111.3%
5030.5 · Air Ambulance Insurance	2,024.00	2,661.00	-637.00	76.1%
5030.6 · Vision	2,667.03	7,000.00	-4,332.97	38.1%
5030.7 · Long Term Disability Insurance	6,737.50	7,590.00	-852.50	88.8%
5030.8 · Medical Reimbursement-Chief	2,985.00	1,782.07	1,202.93	167.5%
Total 5030-GROUP INSURANCE	675,315.35	658,737.23	16,578.12	102.5%
5033 · UNEMPLOYMENT INSURANCE				
5033 · UNEMPLOYMENT INSURANCE	690.00	5,000.00	-4,310.00	13.8%
5035 · WORKER'S COMPENSATION				
5035.1 · PRIMARY	47,579.00	47,579.00	0.00	100.0%
5035.2 · EXCESS	22,606.00	22,606.00	0.00	100.0%
5035.3 · ADMIN FEE	14,037.00	14,037.00	0.00	100.0%
Total 5035 · WORKER'S COMPENSATION	84,222.00	84,222.00	0.00	100.0%
Total SALARIES & EMPLOYEE BENEFITS	2,860,835.25	2,695,125.89	165,709.36	106.1%
SERVICE & SUPPLIES				
5050 · CLOTHING & PERSONAL SUPPLIES				
5050.1 · Uniforms	16,705.30	18,000.00	-1,294.70	92.8%
5050.2 · Station Boots	351.38	2,000.00	-1,648.62	17.6%
Total 5050 · CLOTHING & PERSONAL SUPPLIES	17,056.68	20,000.00	-2,943.32	85.3%
5060 · COMMUNICATIONS				
5060.1 · Phones & Internet	17,398.20	29,166.68	-11,768.48	59.7%
5060.2 · Alarm Monitoring	1,820.33	2,500.00	-679.67	72.8%
5060.3 · Communication - Miscellaneous	0.00	0.00	0.00	0.0%
5060.4 · HCFA Radio System Annual Fee	0.00	1,600.00	-1,600.00	0.0%
Total 5060 · COMMUNICATIONS	19,218.53	33,266.68	-14,048.15	57.8%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2019 through April 2020

	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
5080 · FOOD				
5080.1 · Food/Rehab Supplies	839.30	1,000.00	-160.70	83.9%
5080.2 · Drinking Water	67.64	400.00	-332.36	16.9%
Total 5080 · FOOD	906.94	1,400.00	-493.06	64.8%
5090 · HOUSEHOLD EXPENSE				
5090.1 · Station Supplies				
Arcata	868.04	687.50	180.54	126.3%
Mad River	525.50	687.50	-162.00	76.4%
McK	1,195.22	1,375.00	-179.78	86.9%
5090.1 · Station Supplies - Other	166.59	0.00	166.59	100.0%
Total 5090.1 · Station Supplies	2,755.35	2,750.00	5.35	100.2%
5090.2 · Garbage Service				
Mad River	1,389.19	0.00	1,389.19	100.0%
McK	1,867.50	0.00	1,867.50	100.0%
Arcata	466.80	0.00	466.80	100.0%
5090.2 · Garbage Service - Other	0.00	3,825.00	-3,825.00	0.0%
Total 5090.2 · Garbage Service	3,723.49	3,825.00	-101.51	97.3%
Total 5090 · HOUSEHOLD EXPENSE	6,478.84	6,575.00	-96.16	98.5%
5100 · INSURANCE				
5100.1 · Liability Insurance	18,018.00	18,018.00	0.00	100.0%
Total 5100 · INSURANCE	18,018.00	18,018.00	0.00	100.0%
5120 · MAINTENANCE-EQUIPMENT				
5120.1 · Fire Apparatus				
8211 · E8211	332.89	0.00	332.89	100.0%
8215 · E8215	364.33	0.00	364.33	100.0%
8216 · E8216	12,366.42	0.00	12,366.42	100.0%
8217 · E8217	404.12	0.00	404.12	100.0%
8239 · E8239	649.06	0.00	649.06	100.0%
8241 · A8241	108.50			
8258 · WT8258	166.09	0.00	166.09	100.0%
8271 · R8271	0.00	0.00	0.00	0.0%
8274 · R8274	843.52	0.00	843.52	100.0%
8283 · T8283	1,766.24	0.00	1,766.24	100.0%
8291 · L8291	488.31			
5120.1 · Fire Apparatus - Other	199.30	30,000.00	-29,800.70	0.7%
Total 5120.1 · Fire Apparatus	17,688.78	30,000.00	-12,311.22	59.0%
5120.2 · Officers Vehicles				
8209 · U8209	85.26	0.00	85.26	100.0%
8208 · U8208	789.20	0.00	789.20	100.0%
8207 · U8207	2,331.58	0.00	2,331.58	100.0%
8206 · U8206	125.15	0.00	125.15	100.0%
8205 · U8205	1,370.49	0.00	1,370.49	100.0%
5120.2 · Officers Vehicles - Other	43.36	5,000.00	-4,956.64	0.9%
Total 5120.2 · Officers Vehicles	4,745.04	5,000.00	-254.96	94.9%
5120.3 · Hose & Ladder Testing	6,209.80	6,210.00	-0.20	100.0%
5120.4 · Hose Repair	0.00	0.00	0.00	0.0%
5120.5 · Truck 8283 Aerial Inspection	0.00	600.00	-600.00	0.0%
5120.6 · Truck 8283 Aerial Service	0.00	0.00	0.00	0.0%
5120.7 · SCBA	438.63	439.00	-0.37	99.9%
5120.8 · Hydraulic Rescue Tool Service	0.00	0.00	0.00	0.0%
5120.9 · Power Tools Maintenance	92.38	350.00	-257.62	26.4%
5120.10 · AED Annual Maintenance	4,242.00	5,200.00	-958.00	81.6%
5120.11 · Fire Extinguisher Maintenance	251.80	1,200.00	-948.20	21.0%
5120.12 · Equipment Maintenance - Misc	251.04	500.00	-248.96	50.2%
Total 5120 · MAINTENANCE-EQUIPMENT	33,919.47	49,499.00	-15,579.53	68.5%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2019 through April 2020

	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
5121 · MAINTENANCE-ELECTRONICS				
5121.1 · Computers	216.84	500.00	-283.16	43.4%
5121.2 · Radios, Pagers, & FireCom	0.00	0.00	0.00	0.0%
5121.3 · Batteries	96.16	1,500.00	-1,403.84	6.4%
Total 5121 · MAINTENANCE-ELECTRONICS	313.00	2,000.00	-1,687.00	15.7%
5122 · FUEL	29,567.75	29,166.68	401.07	101.4%
5126 · UTILITIES				
5126.1 · P G & E				
Arcata	9,355.18	0.00	9,355.18	100.0%
Mad River	3,853.31	0.00	3,853.31	100.0%
McK	12,507.20	0.00	12,507.20	100.0%
5126.1 · P G & E - Other	1,256.76	25,000.00	-23,743.24	5.0%
Total 5126.1 · P G & E	26,972.45	25,000.00	1,972.45	107.9%
5126.2 · Water & Sewer				
Arcata	1,322.03			
Mad River	1,660.05	0.00	1,660.05	100.0%
McK	2,165.17	0.00	2,165.17	100.0%
5126.2 · Water & Sewer - Other	0.00	5,000.00	-5,000.00	0.0%
Total 5126.2 · Water & Sewer	5,147.25	5,000.00	147.25	102.9%
Total 5126 · UTILITIES	32,119.70	30,000.00	2,119.70	107.1%
5130 · MAINTENANCE-STRUCTURE				
5130.1 · General Structure Maintenance				
Arcata	26.03	0.00	26.03	100.0%
Mad River	842.21	0.00	842.21	100.0%
McK	482.71	0.00	482.71	100.0%
5130.1 · General Structure Maintenance - Other	41.70	1,030.00	-988.30	4.0%
Total 5130.1 · General Structure Maintenance	1,392.65	1,030.00	362.65	135.2%
5130.2 · Grounds Maintenance				
Arcata	0.00	0.00	0.00	0.0%
Mad River	0.00	0.00	0.00	0.0%
McK	742.42	0.00	742.42	100.0%
5130.2 · Grounds Maintenance - Other	718.75	1,465.00	-746.25	49.1%
Total 5130.2 · Grounds Maintenance	1,461.17	1,465.00	-3.83	99.7%
5130.3 · Emergency Power Maintenance				
Arcata	0.00	0.00	0.00	0.0%
Mad River	0.00	0.00	0.00	0.0%
McK	436.09	0.00	436.09	100.0%
5130.3 · Emergency Power Maintenance - Other	1,153.32	1,500.00	-346.68	76.9%
Total 5130.3 · Emergency Power Maintenance	1,589.41	1,500.00	89.41	106.0%
5130 · MAINTENANCE-STRUCTURE - Other	10.28			
Total 5130 · MAINTENANCE-STRUCTURE	4,453.51	3,995.00	458.51	111.5%
5140 · MEDICAL SUPPLIES	1,597.34	3,334.00	-1,736.66	47.9%
5150 · DUES & SUBSCRIPTIONS				
5150.1 · I Am Responding Annual Fees	0.00	0.00	0.00	0.0%
5150.2 · Scheduling Program Annual Fee	2,547.00	2,547.00	0.00	100.0%
5150.4 · Parcel Quest Annual Fees	1,799.00	1,800.00	-1.00	99.9%
5150.5 · Firehouse RMS Annual Fees	0.00	0.00	0.00	0.0%
5150.6 · Dues	520.00	520.00	0.00	100.0%
5150.7 · Subscriptions	3,117.80	1,340.00	1,777.80	232.7%
5150.8 · Google Services	2,280.89	1,916.66	364.23	119.0%
5150.9 · Emergency Reporting Software	3,218.00	3,218.00	0.00	100.0%
5150.10 · eDispatches Software	1,548.00	1,750.00	-202.00	88.5%
5150.11 · Humboldt Co. Fire Chiefs' Assoc	800.00	800.00	0.00	100.0%
Total 5150 · DUES & SUBSCRIPTIONS	15,830.69	13,891.66	1,939.03	114.0%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2019 through April 2020

	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
5160 · MISCELLANEOUS EXPENSE	922.34	1,000.00	-77.66	92.2%
5170 · OFFICE SUPPLIES	846.37	3,750.00	-2,903.63	22.6%
5171 · POSTAGE & SHIPPING	429.37	1,000.00	-570.63	42.9%
5180 · PROFESSIONAL & SPECIAL SERVICES				
5180.1 · Dispatch Contract (CalFire)	88,698.17	115,483.32	-26,785.15	76.8%
5180.2 · Legal Services	32,912.52	33,334.00	-421.48	98.7%
5180.3 · Audit Services	9,463.70	10,000.00	-536.30	94.6%
5180.4 · Accountant/Bookkeeping	5,432.00	10,000.00	-4,568.00	54.3%
5180.5 · Shredding Services	110.00	400.00	-290.00	27.5%
5180.6 · CAD Interface Maintenance Fee	2,000.00	2,000.00	0.00	100.0%
5180.7 · HBF Fire Prevention Services	0.00	0.00	0.00	0.0%
5180.8 · OPEB Report (GASB)	9,150.00	7,000.00	2,150.00	130.7%
5180.9 · Medical exam/Drug Screening	1,457.00	5,000.00	-3,543.00	29.1%
5180.11 · Background Checks	4,245.70	4,245.00	0.70	100.0%
5180.12 · IT Services	31,719.45	21,668.00	10,051.45	146.4%
5180.15 · Miscellaneous Services	0.00	500.00	-500.00	0.0%
5180.16 · Human Resource Services	6,031.84	13,600.00	-7,568.16	44.4%
Total 5180 · PROFESSIONAL & SPECIAL SERVICES	191,220.38	223,230.32	-32,009.94	85.7%
5190 · PUBLICATIONS & NOTICES	312.00	1,000.00	-688.00	31.2%
5200 · LEASES-EQUIPMENT				
5200.1 · Copier	5,570.88	5,418.00	152.88	102.8%
Total 5200 · LEASES-EQUIPMENT	5,570.88	5,418.00	152.88	102.8%
5210 · RENT	88,000.00	80,000.00	8,000.00	110.0%
5230 · SPECIAL DISTRICT EXPENSE				
5230.1 · Property Tax Admin Fee	0.00	54,458.00	-54,458.00	0.0%
5230.2 · Tax Roll Direct Charge Fee	6,217.00	6,217.00	0.00	100.0%
5230.3 · LAFCO Annual Fee	0.00	4,357.00	-4,357.00	0.0%
5230.4 · Greenway Partners	393.75	2,000.00	-1,606.25	19.7%
5230.5 · Assessment Adjustments/Refunds	108.00	1,000.00	-892.00	10.8%
5230.6 · Public Education Supplies	470.00	700.00	-230.00	67.1%
5230.7 · Fire Prevention Supplies	253.06	400.00	-146.94	63.3%
5230.8 · Certifications	930.00	300.00	630.00	310.0%
5230.9 · Elections	0.00	0.00	0.00	0.0%
5230.10 · Recruitment	0.00	500.00	-500.00	0.0%
5230.11 · Bank Fees	250.00	834.00	-584.00	30.0%
5230.12 · DWR Grant Expense	0.00	0.00	0.00	0.0%
5230.14 · Recognition, Shields, Badges	126.94	500.00	-373.06	25.4%
5230.15 · Health & Wellness	76.46	0.00	76.46	100.0%
5230.16 · Public Outreach	7,498.32	20,000.00	-12,501.68	37.5%
Total 5230 · SPECIAL DISTRICT EXPENSE	16,323.53	91,266.00	-74,942.47	17.9%
5234 · TRAINING				
5234.1 · Staff Training	1,656.66	1,500.00	156.66	110.4%
5234.2 · Training Supplies	3,078.87	1,000.00	2,078.87	307.9%
5234.3 · CPR Program	0.00	0.00	0.00	0.0%
Total 5234 · TRAINING	4,735.53	2,500.00	2,235.53	189.4%
5280 · OTHER GOVERNMENT AGENCIES				
5280.2 · HCFA Air Trailer Annual Fee	0.00	1,000.00	-1,000.00	0.0%
Total 5280 · OTHER GOVERNMENT AGENCIES	0.00	1,000.00	-1,000.00	0.0%
5300 · LONG TERM DEBT - INTEREST	15,209.10	15,209.00	0.10	100.0%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2019 through April 2020

	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
5370 · EQUIPMENT PURCHASES				
5370.1 · PPE - Structural	0.00	0.00	0.00	0.0%
5370.2 · PPE - Wildland	0.00	0.00	0.00	0.0%
5370.3 · PPE - VLU	0.00	0.00	0.00	0.0%
5370.5 · Equipment Fabrication	0.00	0.00	0.00	0.0%
5370.6 · Firefighting Equipment	777.66	800.00	-22.34	97.2%
5370.8 · Computer Systems Upgrade	1,353.74	3,000.00	-1,646.26	45.1%
5370 · EQUIPMENT PURCHASES - Other	0.00	0.00	0.00	0.0%
Total 5370 · EQUIPMENT PURCHASES	2,131.40	3,800.00	-1,668.60	56.1%
Total SERVICE & SUPPLIES	505,181.35	640,319.34	-135,137.99	78.9%
OTHER BUDGET FUNDING REQUIRED				
CAPITAL EXPENSE				
5360 · STRUCTURES & IMPROVEMENTS	0.00	0.00	0.00	0.0%
Total CAPITAL EXPENSE	0.00	0.00	0.00	0.0%
EQUIPMENT LOAN DEBT SERVICE				
5290 · LONG TERM DEBT - PRINCIPAL	152,696.22	152,696.00	0.22	100.0%
Total EQUIPMENT LOAN DEBT SERVICE	152,696.22	152,696.00	0.22	100.0%
MANDATORY RESERVES				
CalPERS Unfunded Liability	473,011.00	473,011.00	0.00	100.0%
Total MANDATORY RESERVES	473,011.00	473,011.00	0.00	100.0%
Total OTHER BUDGET FUNDING REQUIRED	625,707.22	625,707.00	0.22	100.0%
Total Expense	3,991,723.82	3,961,152.23	30,571.59	100.8%
Net Ordinary Income	-1,024,687.66	-371,652.57	-653,035.09	275.7%
Other Income/Expense				
Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	-1,024,687.66	-371,652.57	-653,035.09	275.7%

**MEMORANDUM OF AGREEMENT
BETWEEN
UNITED STATES COAST GUARD
And
ARCATA FIRE PROTECTION DISTRICT**

1. **PARTIES:** The parties to this memorandum of agreement (MOA) are the United States Coast Guard (USCG) and the Arcata Fire Protection District (collectively, the Parties).
2. **AUTHORITY:** The authority for this agreement is listed in 14 U.S.C. § 141(b) and the Shipboard Fire Prevention and Fire Marshal Instruction, COMDTINST 9091.1.
3. **PURPOSE:** The purpose of this MOA is to set forth the terms and conditions under which the Arcata Fire Protection District shall provide fire protection and emergency medical, hazardous material, and confined space rescue services to USCG Sector Humboldt Bay.
4. **RESPONSIBILITIES:**

Coast Guard

- a. A designated representative of USCG Sector Humboldt Bay shall request fire or emergency medical equipment and personnel by calling 911. If the primary 911 telephone number is inoperative or unavailable for any reason, 707-726-1283 is the alternate number to the CalFire Dispatch Center.
- b. Any request for aid under this agreement shall include a description by the USCG Sector Humboldt Bay representative of the type and nature of the fire or emergency to which response is requested, and shall specify the location to which the equipment and personnel are to be dispatched; however, the amount and type of equipment and number of personnel responding will be determined by Arcata Fire Protection District.
- c. A designated USCG Sector Humboldt Bay shall provide an escort to meet the equipment and personnel and guide Arcata Fire Protection District to the location where the emergency services are to be rendered.
- d. As an aid to implementing this agreement, members of Arcata Fire Protection District will be allowed to tour USCG Sector Humboldt Bay for the purpose of preparing pre-fire plans. Access to facility structures will be granted at least every six months for the purpose of reviewing and updating pre-fire plans. The USCG point of contact listed in paragraph five will coordinate visits to USCG Sector Humboldt Bay every six months. The USCG point of contact will also coordinate additional visits to USCG Sector Humboldt Bay within

thirty days of a change of command and whenever there is a crew turnover greater than fifty percent.

ARCATA FIRE PROTECTION DISTRICT

- a. Upon receiving a call from USCG Sector Humboldt Bay, Arcata Fire Protection District shall dispatch firefighting and emergency medical services equipment and personnel to USCG Sector Humboldt Bay, as determined by Arcata Fire Protection District.
 - b. Arcata Fire Protection District equipment and personnel shall report to the location reported by the representative from USCG Sector Humboldt Bay, and shall be escorted by a representative from USCG Sector Humboldt Bay to the location of the emergency.
 - c. All actions of the Arcata Fire Protection District fire and rescue equipment and personnel in responding to the emergency shall be at the sole discretion of Arcata Fire Protection District.
 - d. Following all emergency responses under this MOA, Arcata Fire Protection District shall forward a copy of the incident report in its customary format to the USCG Sector Humboldt Bay point of contact listed in paragraph five.
5. POINTS OF CONTACT. Points of contact (POCs) for each party to this MOA shall be:

For SECTOR HUMBOLDT BAY
Chief Petty Officer Andrew Dean
Fire Marshal
1001 Lycoming Way
McKinleyville, CA. 95501
707-839-6163 (Phone)
707-839-6108 (Fax)
Andrew.P.Dean@uscg.mil

For ARCATA FIRE PROTECTION DISTRICT
Justin McDonald
Fire Chief
631 9th St Arcata, CA. 95521
707-825-2000 (Phone)
707-822-7951 (Fax)
dcowan@arcatafire.org

6. OTHER PROVISIONS:

- a. Reimbursement to Arcata Fire Protection District for the cost of firefighting on USCG Sector Humboldt Bay is governed by section 2210, title 15, United States Code (U.S.C.), and the implementing regulations set forth in title 44, part 151, of the Code of Federal Regulations (CFR). Any such claim for reimbursement for firefighting costs might also include costs associated with emergency medical services to the extent normally rendered by a fire service in connection with a fire.
- b. The USCG shall defend, indemnify, and hold Arcata Fire Protection District, its officers, employees, and agents harmless from and against any and all liability, loss, expense, or claims for injury or damages arising out of the performance of this agreement but only in proportion to and to the extent such liability, loss,

expense, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the USCG, its officers, employees, or agents, and further, only to the extent provided by the Federal Tort Claims Act (28 U.S.C. § 2671 et seq.) as well as the Anti-Deficiency Act (31 U.S.C. §§ 1341(a)(1)(A), 1341 (a)(1)(B)) and other applicable law. Nothing in the agreement shall constitute an obligation of funds of the United States in advance of an appropriation therefore.

- c. The USCG is an agency of the Federal government, and, as such, is self-insured for tort and contract liability or any other damages caused by the official activities of the U.S. Coast Guard.
 - d. The United States' liability for damage to or loss of property, personal injury, or death resulting from the official activities of the USCG shall be governed by relevant Federal statutes which might authorize a cause of action against the United States including the Federal Tort Claims Act (28 U.S.C. §§ 2671-2680), the Contract Disputes Act of 1978 (41 U.S.C. §§ 601-613), the Military Claims Act (10 U.S.C. § 2733), and the governing Federal Regulations found at 33 CFR part 25.
 - e. No agency relationship is created. Arcata Fire Protection District employees shall not be deemed Federal officers, or employees of the Federal government as defined and provided for in title 5, United States Code for any purposes. No employee of Arcata Fire Protection District shall be deemed to be a Federal employee for the purposes of any law or regulation administered by the office of personnel management, nor shall any such Arcata Fire Protection District employee be entitled to any additional pay, allowance, or inducement from the Federal government. Nothing in this provision creates any employment status or requires the United States to provide any employment or disability benefits payable to any Arcata Fire Protection District employee.
 - f. Nothing in this agreement is intended to conflict with current law or regulation or the directives of the USCG or Department of Homeland Security or Arcata Fire Protection District. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.
6. **EFFECTIVE DATE:** The terms of this agreement become effective upon the signature of the Parties.
 7. **MODIFICATION:** This MOA may be modified by a written agreement signed by both original signatories, or their successors in office.
 8. **TERMINATION:** This MOA can be terminated upon 30 days written notice by either party.

9. APPROVED BY:

UNITED STATES COAST GUARD

ARCATA FIRE PROTECTION DISTRICT

Mark E. Hiigel, CAPT, USCG
Sector Commander
USCG Sector Humboldt Bay

Justin McDonald
Fire Chief of Department
Arcata Fire Protection District

Date: _____

Date: _____

Date: May 12, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consider Approval of the District Dispatch Provider

Background

The District has been operating on a contract extension with CalFire to provide dispatch services, which is set to expire on June 30, 2020. CalFire has informed the District that in order to for them to continue to provide the current level of service, they would have to increase their staffing, thus drive up the price of the new contract. The proposed contract, with the increase, was estimated to be \$1,164,726 over three years. This rate was not affordable and the Board directed staff to seek alternatives.

Staff has identified several options for dispatch services, but only two would be available to the District by July 1, 2020.

Option A – Sub-contract to the County on their agreement with CalFire. The District would pay \$138,580 for one-year worth of service. It should be noted that Measure Z funding has been appropriated to cover up to \$65,000 in dispatch fees.

PROS

- Cost is the same as last fiscal year
- No change in provider
- All fire services is partnered with county for dispatch services

CONS

- Level of service from dispatch is lower
 - The ARF radio channel would no longer be primary and all dispatch done on County Fire Net
 - Limited Auto-aid agreements
 - No individual resource dispatching
 - Time tracking done by crew and not dispatch
- All agencies must adhere to the CalFire dispatch procedures
- The County has indicated that this will be the last year they contract with CalFire

Option B – Contract with City Ambulance of Eureka (CAE) for dispatch services. The District would pay \$150,000 per year for a three-year contract.

PROS

- Continue to use ARF radio channel
- Full service dispatching
 - Individual resources tracked and dispatched
 - Can customize response plans
- All of District EMS incidents are already running through CAE dispatch center
- CAE is working to train employees in fire dispatching in anticipation of a contract

CONS

- CAE is not a public agency
- There could be an issue with SB 438, which modified how public agencies can contract to private companies for dispatch services
- The local 911 centers/PSAPs do not support CAE dispatching fire agencies
- CAE is not a certified secondary public safety answering point

Other potential options that are not yet available:

Option C – Arcata Police Communications Center

- Is not be available until 2021
- Cost is over \$200,000 per year
- Primarily law enforcement dispatching; dispatchers would need fire dispatch training
- Arcata Fire is the only fire agency they would provide services to for dispatching

Option D – Fortuna Police Communications Center

- Is interested in countywide fire dispatch concept
- Is not be available until 2021
- Cost is over \$400,000 for all local fire agencies, which will be apportioned to each individual agency based on call volume

Option E – HCSO County Wide Consolidated Dispatch Center

- Conceptual only at this time
- Unknown when they could begin providing services
- Unknown costs

Option F – University Police Communications Center

- This is another state agency with potential issues with contracts
- Unknown cost for infrastructure
- Estimated cost was less than \$200,000
- Primarily law enforcement dispatching; dispatchers would need fire dispatch training
- Arcata Fire is the only fire agency they would provide services to for dispatching
- Single dispatcher on 24/7

Option G – Arcata Fire Dispatch

- Staffing costs, likely more expensive than outsourcing
- Unknown cost for infrastructure
- Unknown when the District could provide service

The Board will need to make a decision at this meeting. The County is holding off on approval of the contract with CalFire, as our inclusion in their contract will affect the price the County pays. Additionally, if the Board opts to move to another provider, it will likely take several weeks to make that transition work by July 1.

At the time of this report, staff had not received the draft contract from the CAE. The County advised that they would take a verbal agreement and would backdate a sub-contract with the District.

Recommendation

Staff recommends the Board consider all of the information provided, take public comment, discuss and direct staff to join with the other HCFCA agencies and sub contract with the County of Humboldt.

District Funds Requested/Required

- No Impact/Not Applicable
- Funding Source Confirmed: FY 20/21 Budget (item 5180.1 - Dispatch Contract)
- Other:

Alternatives

The Committee has the following alternatives:

1. Take no action
2. Wait to review the CAE contract prior to making a decision

Attachments

None

Date: May 12, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Post Election (Measure R) Discussion

Background

This item is a reoccurring agenda placeholder for discussion on post-election results. The Board can address discussion topics but cannot take action. Action items can be requested for a later meeting.

Staff received the final results of Measure R from the Election's office. Per the County's final report, Measure R garnered 63.7% yes votes, narrowly missing the required two-thirds vote threshold by 3% or 427 votes. Staff has also compiled the results in a precinct breakdown. A quick analysis of the precincts results are shown below (see attachment 1 for results and attachment 2 for the precinct map):

- 71.91% approval for City of Arcata
- 57.8% for West End & Arcata Bottoms area
- 59.43% for Bayside/Jacoby Creek area
- 54.09% for Manila area
- 55.55% for McKinleyville area

As an outcome of the election, the Board approved the plan to close a station on a rotational basis, so as not to affect any one area of the community. The Board should schedule an agenda item on the June meeting to further discuss the merits of rotational closures or a permanent closure of one station before the FY 2020-21 Budget is finalized.

Another outcome of the election has been the reduction in the number of full time staff. The District has seen two retirements and two resignations; these positions are being left vacant in an effort to reduce the number of demotions and layoffs that were advertised in the Measure R campaign. The District has also eliminated the limited term firefighter position in an effort to cut costs.

On a final note, the Board will need to make its first decision regarding another attempt at a special tax. The key dates for the Board to remember are:

- The District will need approve the concept of a November 2020 funding measure at the June meeting.
- The Board must pass the resolution calling for the election at the July Board meeting

Recommendation

Staff recommends the Board consider take public comment, discuss and provide direction to staff.

District Funds Requested/Required

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

Alternatives

The Board has the following alternatives:

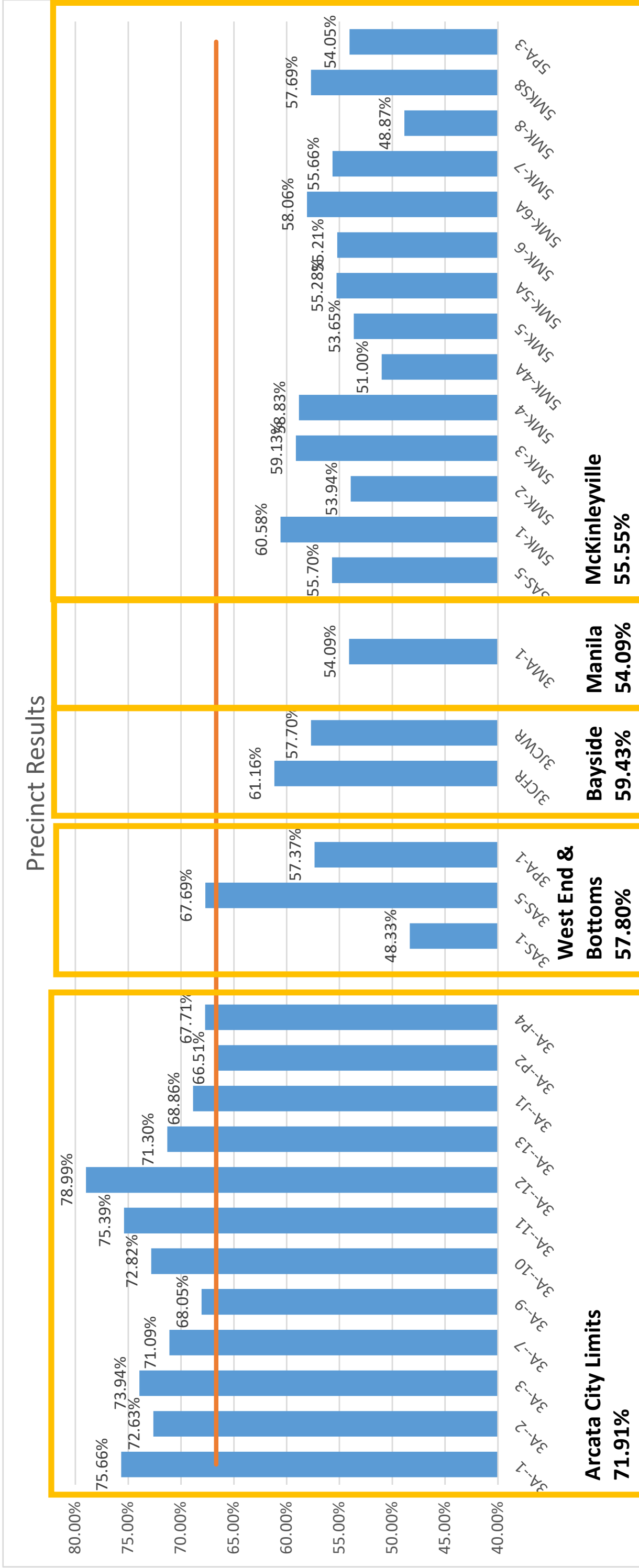
1. Take no action

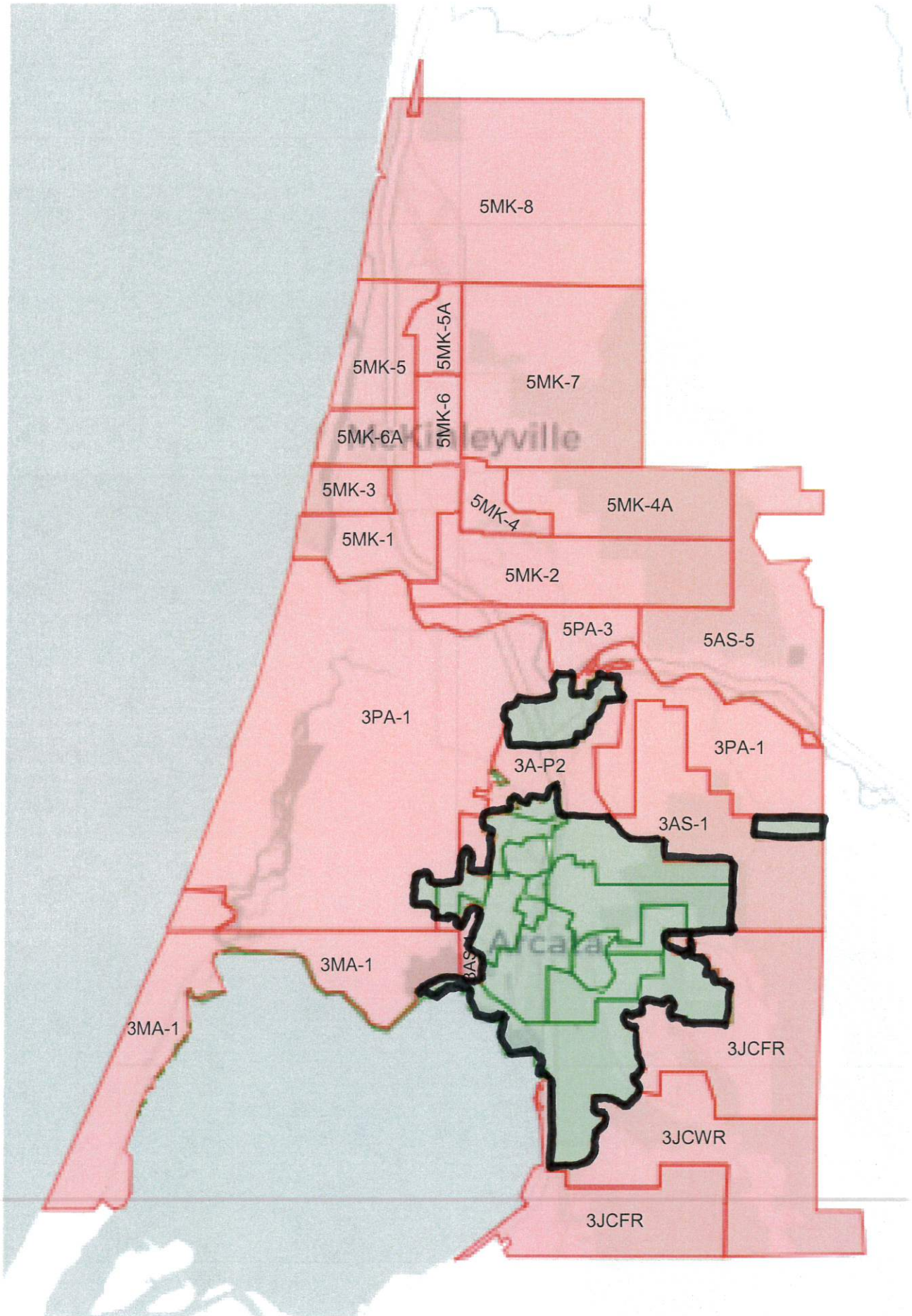
Attachments:

Attachment 1 – Election Results by Precinct

Attachment 2 – Precinct Map

Attachment 3 – Certificates of Results of Canvass for Measure R







COUNTY OF HUMBOLDT
Office of Elections & Voter Registration

2426 6th Street
Eureka, CA 95501-0788
707-445-7481
Fax 707-445-7204

May 4, 2020

Arcata Fire Protection District
Attn: Becky Schuette
2149 Central Avenue
McKinleyville, CA 95519

Dear Becky:

Enclosed please find a Certificates of Results of Canvass for Measure R that went before the voters in the Presidential Primary Election on March 3, 2020.

Sincerely,

Lucinda Jackson
Administrative Analyst
ljackson@co.humboldt.ca.us
707-445-7481

Enclosures

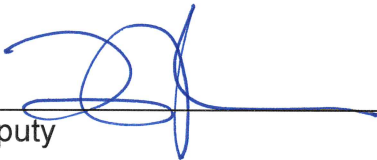
**Certificate of Results of Canvass
March 3, 2020
Presidential Primary Election
Measure R**

STATE OF CALIFORNIA }
 }
COUNTY OF HUMBOLDT } SS

I, Kelly E. Sanders, Registrar of Voters of the County of Humboldt, do hereby certify that pursuant to the provisions of Section 15301 et al., of the California Elections Code, I did canvass the return of votes cast in the March 3, 2020, Presidential Primary Election, and that the Statement of Votes Cast to which this Certification is attached shows the total number of votes cast and the total number of votes cast for each candidate and/or measure in each respective precinct therein and that the totals for each candidate and/or measure are true and correct.

WITNESS MY HAND AND OFFICIAL SEAL this 21st Day of April, 2020.

KELLY E. SANDERS
REGISTRAR OF VOTERS

Signed:  _____
Deputy

Measure R Arcata Fire Protection District - Non-Partisan (System Use Only)

Counted	Precincts		Voters	
	Total	Percent	Ballots	Percent
33	33	100.00%	15,264	23,694 64.42%

Choice	Mail Ballot Precincts	Party	Vote By Mail			Election Day Voting	Early Voting	Total
			Vote By Mail	Percentage	Count			
Yes	171	56.62%	4,966	60.95%	4,108	67.90%	0	9,245 63.76%
No	131	43.38%	3,182	39.05%	1,942	32.10%	0	5,255 36.24%
Cast Votes:			8,148	100.00%	6,050	100.00%	0	14,500 100.00%
Undervotes:			354		395		0	762
Overvotes:			1		1		0	2
Unqualified Write-Ins:			0		0		0	0

Measure U Telegraph Ridge Fire Protection District - Non-Partisan (System Use Only)

Counted	Precincts		Voters	
	Total	Percent	Ballots	Percent
1	1	100.00%	122	178 68.54%

Choice	Mail Ballot Precincts	Party	Vote By Mail			Election Day Voting	Early Voting	Total
			Vote By Mail	Percentage	Count			
Yes	95	81.20%	0	0.00%	0	0.00%	0	95 81.20%
No	22	18.80%	0	0.00%	0	0.00%	0	22 18.80%
Cast Votes:			0	0.00%	0	0.00%	0	117 100.00%
Undervotes:			0		0		0	5
Overvotes:			0		0		0	0
Unqualified Write-Ins:			0		0		0	0

Date: May 12, 2020
To: District Board
From: Justin McDonald, Fire Chief
Subject: Consider the Draft Preliminary Budget for Fiscal Year 2020/21

Background

Pursuant to Health and Safety Code (HSC) § 13890 the District Board shall adopt a preliminary budget, on or before June 30 of each year. If the District Board has not adopted a preliminary budget, the amounts deemed appropriated shall be based on the budget of the preceding year.

Additionally on or before June 30, the District Board shall publish a notice stating all of the following:

1. That it has adopted a preliminary budget which is available for inspection at a time and place within the district specified in the notice.
2. The date, time, and place when the Board will meet to adopt the final budget that any person may appear and be heard regarding any item in the budget or regarding the addition of other items.

The notice shall be published in at least one newspaper of general circulation in the District and shall be published at least two weeks before the date of the meeting.

Staff has developed a draft preliminary budget for FY 20/21 based on roll over amounts from the current fiscal year. This document is still subject to change due ongoing negotiations with the Local 4981, in regards to the “post- Measure R” staffing reductions.

This draft preliminary budget is based on the following assumptions and has been updated since the April Board meeting's handout:

- Property Tax Growth - Static
- District Assessments Collections - Static
- Staffing levels to reflect a two station operation
 - Administration (3 FTE) - 1 Fire Chief, 1 Business Manager, 1 Battalion Chief
 - Suppression (15 FTE) - 9 Captains, 6 Firefighters
 - Prevention (1.5 FTE) – 1 half-time Fire Marshal, & 2 part-time Inspectors
- Health Care Premiums - Projected 5% increase
- PERS Rates – Increase to meet the projected rate for each classification
- PERS UAL payment at \$382,725
- Dispatch Contract – Reduced to cover the CAE cost of \$150,000
- Workers Compensation – Will change based on reduced staffing

The FY 20/21 draft preliminary budget is being shown in two columns. “Option A” would follow the post Measure R proposed reductions and layoffs. This would include the demotion of one Battalion Chief to a Captain and four Captains to Firefighters, with two firefighters being laid off.

“Option B” budget is a roll-over budget. This budget would include no demotions and only one lay off. This option is not sustainable but will allow the District to finalize negotiations with the Local 4981. The Finance Committee also recommended that the FY 20/21 budget should allocate \$250,000 as surplus to the District contingency fund; these contingency funds were borrowed against for the FY 19/20 budget shortfall.

	Draft FY 20/21 Preliminary Budget (Option A)	Draft FY 20/21 Preliminary Budget (Option B)
<i>SALARIES AND WAGES</i>	\$1,363,756	\$1,537,574
<i>RETIREMENT</i>	\$332,913	\$370,342
<i>INSURANCE</i>	\$790,913	\$820,614
Total SALARIES & EMPLOYEE BENEFITS	\$2,613,050	\$2,865,424
Total SERVICE & SUPPLIES	\$816,186	\$717,668
TOTAL OPERATING EXPENSES	\$3,429,236	\$3,582,264
CHANGE IN NET ASSETS FROM OPERATIONS	\$753,532	\$600,504
OTHER BUDGET FUNDING REQUIRED	\$534,820	\$534,820
BUDGET CONTINGENCY [Funded (underfunded)]	\$218,712	\$65,684
<i>Target of \$250,000 Contingency</i>	<i>(\$31,288)</i>	<i>(\$184,316)</i>

Full Time Employees	17	18
Part Time Employees	3	3

On or before October 1 the District Board, after making any changes in the preliminary budget, shall adopt a final budget. The final budget shall include the Boards decision on the level of services the District will continue to offer, including the decision on continued rotational station closures, or a permanent closure on a station.

Recommendation

Staff recommends the Board receive a staff presentation for the FY 2020/21 preliminary budget, make recommendations, and provide staff direction.

District Funds Requested/Required

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

Alternatives

The Committee has the following alternatives:

1. Take no action

Attachments

Attachment 1 – Proposed Preliminary Budget Summary for Fiscal Year 2020/21



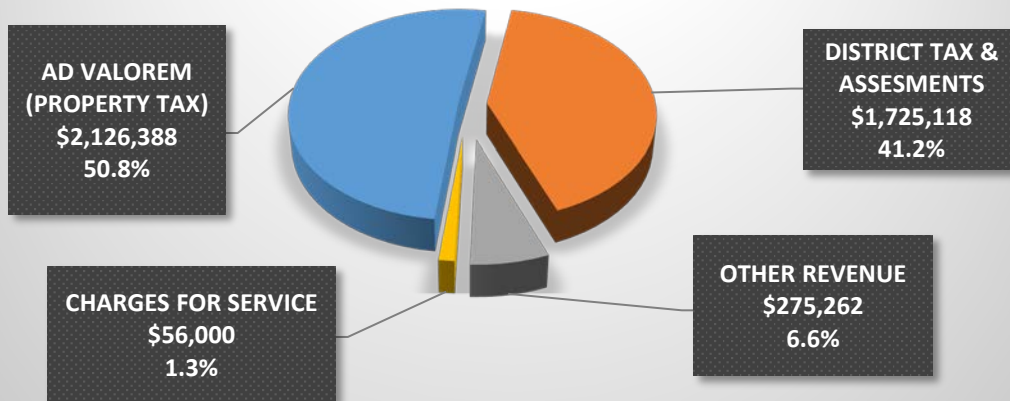
ARCATA FIRE DISTRICT

PROPOSED PRELIMINARY BUDGET SUMMARY FOR FISCAL YEAR 2020/21

REVENUES

AD VALOREM (PROPERTY TAX)	\$2,126,388
DISTRICT TAX & ASSESSMENTS	\$1,725,118
OTHER REVENUE	\$275,262
CHARGES FOR SERVICE	\$56,000

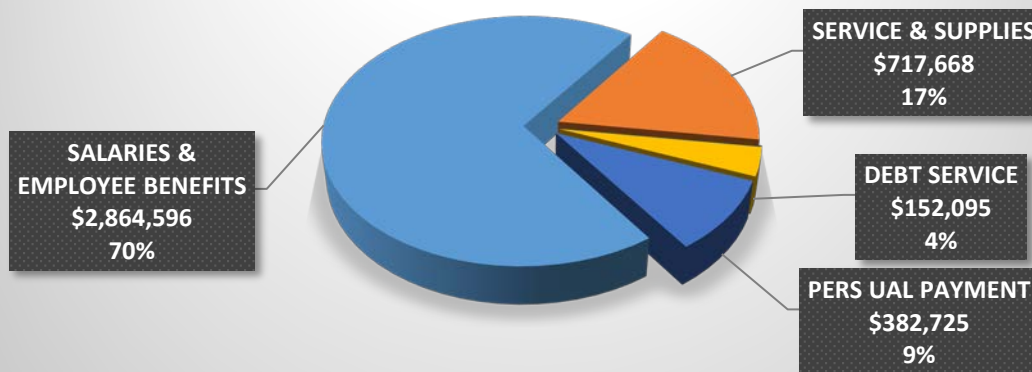
Projected Revenues FY 20/21



EXPENDITURES

SALARIES & EMPLOYEE BENEFITS	\$2,864,596
SERVICE & SUPPLIES	\$717,668
CAPITAL OUTLAY	\$0
DEBT SERVICE	\$152,095
PERS UAL PAYMENT	\$382,725
Surplus (Deficit)	\$65,684

Projected Expenses FY 20/21



Arcata Fire District
 Financial Summary
 Draft Preliminary Budget
 Fiscal Year 2020/21

Revenue Sources	General Operation Fund	1996 Special Tax	2006 Benefit Assessment (1)	Prevention Fees	Measure Z	CalFire/OES	TOTAL Operational Fund
County Tax Revenue	\$2,255,278	-	-	-	-	-	\$2,255,278
District Assessment & Tax	-	\$319,466	\$1,405,652	-	-	-	\$1,725,118
Use of Money	\$23,500	-	-	-	-	-	\$23,500
Intergovernmental	\$55,072	-	-	\$62,500	\$0	-	\$117,572
Charges for Service	\$17,000	-	\$39,000	-	-	-	\$56,000
Other Revenue	\$5,300	-	-	-	-	-	\$5,300
Total Revenue	\$2,356,150	\$319,466	\$1,405,652	\$39,000	\$62,500	\$0	\$4,182,768

Expenditures and Appropriations

Personnel	\$1,652,223	\$265,625	\$793,778	\$152,971	-	\$0	\$2,864,596
Services & Supplies	\$274,362	\$56,475	\$236,830	-	\$150,000	-	\$717,668
Grants and Other Assistance	-	-	-	-	-	-	\$0
Debt Service	-	-	\$152,095	-	-	-	\$152,095
Capital Expense	-	-	-	-	-	-	\$0
Other Required Budget Expei	\$256,426	-	\$126,299	-	-	-	\$382,725
Total Expenditures	\$2,183,011	\$322,100	\$1,309,002	\$152,971	\$150,000	\$0	\$4,117,084
Fund Balance	\$173,139	(\$2,634)	\$96,649	(\$113,971)	(\$87,500)	\$0	\$65,684

Revenue to/from Contingency Funds

\$65,684

Operating Fund Balance needed on July 1, 2019	\$2,058,542	Balances - Beginning	\$2,218,101
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Underfunded

(Overfunded) (\$159,559)

Fund Balances - Ending \$2,218,101

Footnote #1 - The Benefit Assessment funds 1 Battalion Chief, 3 Fire Captains, 3 Firefighters, 1/3 of the operations, and the debt service on Apparatus Loan

	Preliminary Budget (Option A)	Preliminary Budget (Option B)	% Change
Total 5010 - SALARIES AND WAGES	\$1,363,756	\$1,537,574	13%
Total 5020 - RETIREMENT	\$332,913	\$370,342	11%
Total 5030-GROUP INSURANCE	\$790,913	\$820,614	4%
Total SALARIES & EMPLOYEE BENEFITS	\$2,613,050	\$2,864,596	10%
Total SERVICE & SUPPLIES	\$816,668	\$717,668	-12%
TOTAL OPERATING EXPENSES	\$3,429,718	\$3,582,264	4%
CHANGE IN NET ASSETS FROM OPERATIONS	\$753,050	\$600,504	-20%
OTHER BUDGET FUNDING REQUIRED	\$534,820	\$534,820	0%
BUDGET CONTINGENCY [Funded (underfunded)]	\$218,230	\$65,684	-70%
	<i>Target of \$250,000 Contingency</i>		
	(\$31,770)	(\$184,316)	

Percent Reduction to make target	-5.1%
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Full Time Employees	17	18	6%
PartTime	3	3	0%

Hard Closure Of Station	\$ -
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Rent is not factored in the reduction

Updated cost of dispatch	\$ 150,000	-40%
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Quantity Rank PERS

Fulltime Safety (2080)		
1	Fire Chief	3@50 Safety T1
1	Batt Chf/3 Days	3@50 Safety T1

Fulltime Safety (2920)		
5	FC/3 Shift	3@50 Safety T1
2	FC/3 Shift	3@50 Safety T1
1	FC/3 Shift	3@55 Safety T2
1	FC/3 Shift	2.7@57 Safety PEPR
3	FF/3 Shift	3@55 Safety T2
3	FF/3 Shift	2.7@57 Safety PEPR

Fulltime Nonsafety

1	Bus MGR	2.7@55 Misc
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Part Time

1	FM/RA	SSA NonPERS
2	Insp/3	SSA NonPERS

Draft FY20-21 Revenues

	Approved FY 2019/20	Draft Preliminary FY 20/21
REVENUE		
TAX REVENUE		
800010 · PROPERTY TAX-CURRENT-SECURED	\$ 2,126,388	\$ 2,126,388
800020 · PROPERTY TAX-CURRENT-UNSECURED	\$ 87,000	\$ 87,000
800030 · PROPERTY TAX-PRIOR YEARS	\$ 15,000	\$ 10,390
800040 · SUPPLEMENTAL TAXES- CURRENT	\$ 27,000	\$ 27,000
800041 · SUPPLEMENTAL TAXES-PRIOR YEARS	\$ 4,500	\$ 4,500
800050 · PROPERTY ASSESSMENTS	\$ 1,725,118	\$ 1,725,118
Total TAX REVENUE	\$ 3,985,006	\$ 3,980,396
USE OF MONEY & PROPERTY		
800190 · INTEREST INCOME	\$ 23,500.00	\$ 23,500
Total USE OF MONEY & PROPERTY	\$ 23,500	\$ 23,500
INTERGOVERNMENTAL		
800451 · HOMEOWNERS PROP. TAX REL	\$ 3,782	\$ 3,782
800460 · STATE TIMBER TAX	\$ 312	\$ 312
800580 · FEDERAL AID IN-LIEU TAX	\$ -	\$ -
800600 · OTHER GOVERNMENT AGENCIES	\$ 123,170	\$ 113,478
Prop 172 Funds	\$ 8,778	\$ 8,778
BLFD Contract for Services	\$ 4,500	\$ 4,500
HSU Contract for Services	\$ 37,000	\$ 37,000
Measure Z Funds	\$ 62,500	\$ 62,500
Wkrs Comp Reimbursement	\$ 9,692	\$ -
NCUAQMD	\$ 700	\$ 700
800944 · GRANT REVENUE	\$ 9,601	\$ -
800950 · FIREFIGHTING REIMBURSEMENTS	\$ 41,505	\$ -
Total INTERGOVERNMENTAL	\$ 178,370	\$ 117,572
CHARGES FOR SERVICES		
800155 · PREVENTION FEES	\$ 19,000	\$ 19,000
800156 · R1/R2 INSPECTION FEES	\$ 45,000	\$ 20,000
800946 · INCIDENT REVENUE RECOVERY FEES	\$ 17,000	\$ 17,000
800700 · OTHER SERVICES	\$ -	\$ -
Total CHARGES FOR SERVICES	\$ 81,000	\$ 56,000
OTHER REVENUE		
800920 · SALE OF FIXED ASSETS	\$ -	\$ -
800940 · OTHER REVENUE	\$ 5,000	\$ 5,000
Donations	\$ -	\$ -
800940 · OTHER REVENUE - Other	\$ 5,000	\$ 5,000
800941 · REFUNDS	\$ 100	\$ 100
800942 · INCIDENT REPORTS	\$ 200	\$ 200
Total OTHER REVENUE	\$ 5,300	\$ 5,300
TOTAL OPERATING REVENUE	\$ 4,273,176	\$ 4,182,768

	Approved FY 2019/20	Proposed FY 20/21
SALARIES & EMPLOYEE BENEFITS		
5010 · SALARIES AND WAGES		
5010.1 · Full-Time	\$1,407,490	\$1,146,166
5010.2 · CTO Payout	\$250,650	\$229,000
5010.3 · Settlement Pay/Vacation	\$30,000	\$30,000
5010.4 · Holiday Pay	\$26,290	\$0
5010.5 · Deferred Compensation	\$61,048	\$49,400
5010.6 · Part-Time (Hourly)	\$82,280	\$83,007
Total 5010 · SALARIES AND WAGES	\$1,877,688	\$1,537,574
5020 · RETIREMENT		
5020.1 · CalPERS Retirement	\$397,084	\$348,201
5020.3 · Social Security	\$5,101	\$4,019
5020.4 · Medicare	\$21,602	\$17,823
5020.5 · CalPERS Section 218 Admin Fee	\$650	\$300
Total 5020 · RETIREMENT	\$424,437	\$370,342
5030-GROUP INSURANCE		
5030.1 · Health Insurance (Employees)	\$474,396	\$468,189.54
5030.2 · Health Insurance (Retirees)	\$250,700	\$298,376
5030.3 · Retiree Health Admin Fees	\$4,068	\$4,068
5030.4 · Dental & Life Insurance	\$35,726	\$32,940
5030.5 · Air Ambulance Insurance	\$2,661	\$1,100
5030.6 · Vision	\$7,000	\$7,000
5030.7 · Long Term Disability Insurance	\$7,508	\$5,940
5030.8 · Medical Reimbursement-Fire Chief	\$3,000	\$3,000
Total 5030-GROUP INSURANCE	\$785,059	\$820,614
5033 · UNEMPLOYMENT INSURANCE	\$5,000	\$35,000
5035 · WORKER'S COMPENSATION		
5035.1 · PRIMARY	\$47,579	\$57,095
5035.2 · EXCESS	\$22,606	\$27,127
5035.3 · ADMIN FEE	\$14,037	\$16,844
Total 5035 · WORKER'S COMPENSATION	\$84,222	\$101,066
Total SALARIES & EMPLOYEE BENEFITS	\$3,176,405	\$2,864,596
SERVICE & SUPPLIES		
5050 · CLOTHING & PERSONAL SUPPLIES		
5050.1 · Uniforms	\$18,000	\$16,000
5050.2 · Station Boots	\$2,000	\$2,000
Total 5050 · CLOTHING & PERSONAL SUPPLIES	\$20,000	\$18,000
5060 · COMMUNICATIONS		
5060.1 · Phones & Internet	\$35,000	\$35,000
5060.2 · Alarm Monitoring	\$3,000	\$3,000
5060.3 · Communication - Miscellaneous	\$0	\$500

Draft FY 2020-21 Expenses

5060.4 · HCFA Radio System Annual Fee	\$1,600	\$1,600
Total 5060 · COMMUNICATIONS	\$39,600	\$40,100
5080 · FOOD		
5080.1 · Food/Rehab Supplies	\$1,000	\$1,500
5080.2 · Drinking Water	\$400	\$500
Total 5080 · FOOD	\$1,400	\$2,000
5090 · HOUSEHOLD EXPENSE		
5090.1 · Station Supplies	\$3,300	\$3,300
5090.2 · Garbage Service	\$4,590	\$4,590
Total 5090 · HOUSEHOLD EXPENSE	\$7,890	\$7,890
5100 · INSURANCE		
5100.1 · Liability Insurance	\$18,018	\$18,018
Total 5100 · INSURANCE	\$18,018	\$18,018
5120 · MAINTENANCE-EQUIPMENT		
5120.1 · Fire Apparatus	\$30,000	\$30,000
5120.2 · Officers Vehicles	\$5,000	\$5,000
5120.3 · Hose & Ladder Testing	\$6,210	\$6,800
5120.4 · Hose Repair	\$0	\$500
5120.5 · Truck 8283 Aerial Inspection	\$600	\$600
5120.6 · Truck 8283 Aerial Service	\$0	\$10,000
5120.7 · SCBA	\$439	\$6,000
5120.8 · Hydraulic Rescue Tool Service	\$0	\$3,500
5120.9 · Power Tools Maintenance	\$350	\$350
5120.10 · AED Annual Maintenance	\$5,200	\$5,200
5120.11 · Fire Extinguisher Maintenance	\$1,200	\$1,200
5120.12 · Equipment Maintenance - Misc	\$500	\$500
Total 5120 · MAINTENANCE-EQUIPMENT	\$49,499	\$69,650
5121 · MAINTENANCE-ELECTRONICS		
5121.1 · Computers	\$500	\$1,000
5121.2 · Radios, Pagers, & FireCom	\$0	\$400
5121.3 · Batteries	\$1,500	\$1,500
Total 5121 · MAINTENANCE-ELECTRONICS	\$2,000	\$2,900
5122 · FUEL	\$35,000	\$35,000
5126 · UTILITIES		
5126.1 · P G & E	\$30,000	\$30,000
5126.2 · Water & Sewer	\$6,000	\$6,000
Total 5126 · UTILITIES	\$36,000	\$36,000
5130 · MAINTENANCE-STRUCTURE		
5130.1 · General Structure Maintenance	\$1,030	\$1,000
5130.2 · Grounds Maintenance	\$1,465	\$500
5130.3 · Emergency Power Maintenance	\$1,500	\$2,000
Total 5130 · MAINTENANCE-STRUCTURE	\$3,995	\$3,500
5140 · MEDICAL SUPPLIES	\$4,000	\$4,000

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5150 · DUES & SUBSCRIPTIONS		
5150.1 · I Am Responding Annual Fee	\$0	\$0
5150.2 · Scheduling Program Annual Fee	\$2,547	\$2,547
5150.4 · Parcel Quest Annual Fees	\$1,800	\$1,800
5150.6 · Dues	\$520	\$2,000
5150.7 · Subscriptions	\$1,340	\$1,900
5150.8 · Google Services	\$2,300	\$1,800
5150.9 · Emergency Reporting Software	\$3,218	\$3,700
5150.10 · eDispatches Software	\$1,750	\$1,750
5150.11 · Humboldt Cnty Fire Chiefs' Assoc	\$800	\$800
Total 5150 · DUES & SUBSCRIPTIONS	\$14,275	\$16,297
5160 · MISCELLANEOUS EXPENSE	\$1,000	\$1,000
5170 · OFFICE SUPPLIES	\$4,500	\$4,500
5171 · POSTAGE & SHIPPING	\$1,000	\$1,000
5180 · PROFESSIONAL & SPECIAL SERVICES		
5180.1 · Dispatch Contract (CalFire)	\$138,580	\$150,000
5180.2 · Legal Services	\$40,000	\$40,000
5180.3 · Audit Services	\$10,000	\$10,000
5180.4 · Accountant/Bookkeeping	\$10,000	\$10,000
5180.5 · Shredding Services	\$400	\$400
5180.6 · CAD Interface Maintenance Fee	\$2,000	\$1,750
5180.8 · GASB 75 Report	\$7,000	\$7,000
5180.9 · Medical exam/Drug Screening	\$5,000	\$5,000
5180.11 · Background Checks	\$4,245	\$3,000
5180.12 · IT Services	\$26,000	\$26,000
5180.15 · Miscellaneous Services	\$500	\$500
5180.16 · Human Resource Services	\$13,600	\$15,000
Total 5180 · PROFESSIONAL & SPECIAL SERVICES	\$257,325	\$268,650
5190 · PUBLICATIONS & NOTICES	\$1,000	\$1,000
5200 · LEASES-EQUIPMENT		
5200.1 · Copier	\$6,500	\$6,500
Total 5200 · LEASES-EQUIPMENT	\$6,500	\$6,500
5210 · RENT	\$96,000	\$96,000
5230 · SPECIAL DISTRICT EXPENSE		
5230.1 · Property Tax Admin Fee	\$54,458	\$54,458
5230.2 · Tax Roll Direct Charge Fee	\$6,217	\$5,228
5230.3 · LAFCO Annual Fee	\$4,357	\$4,357
5230.5 · Assessment Adjustments/Refunds	\$1,000	\$1,000
5230.6 · Public Education Supplies	\$700	\$0
5230.7 · Fire Prevention Supplies	\$400	\$400
5230.8 · Certifications	\$300	\$1,000
5230.10 · Recruitment	\$500	\$500
5230.11 · Bank Fees	\$1,000	\$1,000

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5230.14 · Recognition, Shields, & Badges	\$500	\$1,000
5230.15 · Health & Wellness	\$0	\$530
5230.16 · Public Outreach	\$20,000	\$1,000
Total 5230 · SPECIAL DISTRICT EXPENSE	\$91,432	\$70,473
5234 · TRAINING		
5234.1 · Staff Training	\$1,500	\$0
5234.2 · Training Supplies	\$1,000	\$2,000
Total 5234 · TRAINING	\$2,500	\$2,000
5280 · OTHER GOVERNMENT AGENCIES		
5280.2 · HCFA Air Trailer Annual Fee	\$1,000	\$1,000
Total 5280 · OTHER GOVERNMENT AGENCIES	\$1,000	\$1,000
5300 · LONG TERM DEBT - INTEREST	\$15,209	\$7,590
5370 · EQUIPMENT PURCHASES	\$0	
5370.1 · PPE - Structural	\$0	\$0
5370.2 · PPE - Wildland	\$0	\$0
5370.3 · PPE - VLU	\$0	\$100
5370.4 · Fire Hose	\$0	\$0
5370.5 · Equipment Fabrication	\$0	\$500
5370.6 · Firefighting Equipment	\$800	\$1,000
5370.8 · Computer Systems Upgrade	\$3,000	\$3,000
Total 5370 · EQUIPMENT PURCHASES	\$3,800	\$4,600
5420 · GRANT MATCHING FUNDS	\$0	\$0
Total SERVICE & SUPPLIES	\$712,943	\$717,668
OTHER BUDGET FUNDING REQUIRED		
CAPITAL EXPENSE		
Equipment	\$0	\$0
Construction Improvements	\$0	\$0
Total CAPITAL EXPENSE	\$0	\$0
EQUIPMENT LOAN DEBT SERVICE		
5290 · LONG TERM DEBT - PRINCIPAL	\$152,696	\$152,095
Total DEBT SERVICE	\$152,696	\$152,095
MANDATORY RESERVES		
Contingency	\$0	\$0
PERS Unfunded Liab	\$473,011	\$382,725
TOTAL OTHER BUDGET FUNDING REQUIRED	\$625,707	\$534,820
BUDGET CONTINGENCY [Funded (underfunded)]	(\$241,879)	\$65,684

Date: May 12, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief/Becky Schuette, Board Clerk
Subject: Consider Initiating the Process for the Annual Performance Evaluation of the Fire Chief

Background

The Fire Chief's Employment Agreement, Section 3.02, Goal Setting and Performance Evaluations, 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 evaluation 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.

Attachment 1 is the printout of the Fire Chief's Annual Evaluation from last year, which was created on Google Forms. If the Board chooses to utilize this method again, the document will be updated and distributed to staff using only District emails. This method allows anonymous, single responses as well as the ability for just one person to receive those responses. This feedback can be collected and summarized by the Director who is identified as the one responsible for said tasks. Following the compilation of the feedback, per policy, the Board will meet in closed session with the Fire Chief, to review and discuss the evaluation.

Recommendation

Staff recommends the Board appoint two members to review the evaluation document and conduct the annual performance evaluation of the Fire Chief.

District Funds Requested/Required

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

Alternatives

The Board has the following alternatives:

1. Take no action
2. With direction, refer the topic back to staff for further consideration

Attachments

Attachment 1 – Google Forms Printout of Fire Chief’s Annual Evaluation

Chief McDonald 360 Feedback Tool

This survey is completely anonymous. All general results of the survey will be presented to the Chief as part of his annual performance evaluation from the District Board. At the end of the survey if you feel comfortable you can choose to leave your name so that the committee may follow up with you, however your name will not be shared.

For this survey, there are 11 areas of focus requiring feedback. Please read each statement and pick whether you agree or disagree that the individual matches the statement. After each section, there will be an area to provide any comments on your rating. Please provide any comments or examples of where the individual is excelling or needs improvement.

Thanks for your time filling out this survey.
District Board President Rene Campbell

* Required

1. Please indicate your work relationship to the individual *

Check all that apply.

- Board Member
- Battalion Chief
- Career Staff
- Volunteer Staff
- Office Staff

Skip to question 2.

LEADERSHIP

2. *

Mark only one oval per row.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Observed
Maintains a professional and quality-driven environment and culture	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Keeps others focused on the vision and strategic goals of the District	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Champions and paves the way for positive change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Challenges conventional practices in search of new/effective solutions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Actively leads by example and using his authority in a positive way	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inspires others' creativity by being open minded to new ideas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fosters public confidence and trust in the District	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fosters cooperations among other agencies/disciplines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Please provide any comments or examples of where the Chief is excelling in or needs improvement with his "leadership"

Skip to question 4.

CUSTOMER FOCUS (INTERNAL AND EXTERNAL)

4. *

Mark only one oval per row.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Observed
Consistently advocates for quality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Anticipates needs and requirements and proactively works to present solutions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensures team members feel supported and valued	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Represents the District well in meetings and communications with residents, businesses, and other agencies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Represents the District as spokesperson and acts as an advocate for issues relevant to the District	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Please provide any comments or examples of where the Chief is excelling in or needs improvement with "customer focus"

Skip to question 6.

RESULTS ORIENTATION

6. *

Mark only one oval per row.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Observed
Consistently delivers results and can be counted on	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Addresses problems head on and works to resolve them in a timely manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Delivers on commitment and follow through with promises	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides guidance and resources to others to enable results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Follows up and monitors situations to proactively develop solutions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. Please provide any comments or examples of where the Chief is excelling in or needs improvement with "results orientation"

Skip to question 8.

INTEGRITY & TRUST

8. *

Mark only one oval per row.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Observed
Sets a good example and models District Values and Playbook	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is direct, straight forward, and honest in dealings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accepts responsibility for problems and does not blame others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensures that credit for a "job well done" is given to appropriate parties	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. Please provide any comments or examples of where the Chief is excelling in or needs improvement with "integrity and trust"

Skip to question 10.

COMMUNICATIONS

10. *

Mark only one oval per row.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Observed
Communicates verbally in an effective, clear, and appropriate manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Written communications are thorough, neat, and accurate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Relays pertinent and accurate information to Board members, career and volunteer staff in a timely manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Actively asks for feedback and advice from others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Makes it safe for others to express concerns /ideas and listens openly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

11. Please provide any comments or examples of where the Chief is excelling in or needs improvement with "communications"

Skip to question 12.

PLANNING & ORGANIZATION

12. *

Mark only one oval per row.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Observed
Keeps people focused on the District's key initiatives and priorities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uses time effectively and accomodates workload as required	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Develops plans that are realistic and effective in meeting District objectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encourages and promotes comprehensive and long-rang planning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Balances development of long-term strategic objectives, annual budgeting and forecasting with day-to-day operational imperatives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

13. Please provide any comments or examples of where the Chief is excelling in or needs improvement with "communications"

Skip to question 14.

DECISION MAKING (Non-incident related)

14. *

Mark only one oval per row.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Observed
Is not afraid to make tough decisions in a timely manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates good judgement and common sense, and gathers appropriate data when making a decision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to efficiently and effectively identify a problem and quickly execute a solution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does not impair the decision-making process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Successfully manages costs and manages resources for effective utilization of money, technology, human resources and time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

15. Please provide any comments or examples of where the Chief is excelling in or needs improvement with "decision making"

Skip to question 16.

TEAMWORK

16. *

Mark only one oval per row.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Observed
Works with others effectively to accomplish goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Facilitates teamwork and communication across all levels of the District	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is available and easy to talk to and maintains an open-door policy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Empowers others with the necessary resources, authority, and responsibility to get the work done	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides leadership that can be counted on	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Makes team members feel valued, cared for, supported, and recognizes their successes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fosters energy, enthusiasm, and commitment in others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

17. Please provide any comments or examples of where the Chief is excelling in or needs improvement with "teamwork"

Skip to question 18.

PASSION & COMMITMENT TO EXCELLENCE

18. *

Mark only one oval per row.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Observed
Demonstrates work habits that exceed expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exhibits values that promote and support a commitment to excellence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Seeks to raise the bar and improve standards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supports others in their quest for continuous improvements in terms of leadership and resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will do what ever it takes to get the job done	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

19. Please provide any comments or examples of where the Chief is excelling in or needs improvement with "passion & commitment to excellence"

Skip to question 20.

FUNCTIONAL EXCELLENCE

20. *

Mark only one oval per row.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Observed
Stays current with the latest advances in the fire service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Takes time to coach and mentor others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Proactively develops the future Company and Chief Officers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides support and guidance in all areas of departmental operations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Respected by others as being knowledgeable in the field of this profession	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

21. Please provide any comments or examples of where the individual is excelling in or needs improvement with "functional excellence"

Skip to question 22.

EMERGENCY OPERATIONS & COMMAND FUNCTIONS

22. *

Mark only one oval per row.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Observed
Demonstrates adequate knowledge of firefighting strategy, tactics, and procedures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Observes safety consideration in placement and assignment of apparatus and personnel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintains an acceptable level of radio discipline on incidents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides appropriate and clear status reports on incident progress	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Promptly returns companies to service when no longer required at emergency scenes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assumes and maintains responsibility and control, and acts decisively in emergency situations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides strong, direct, and visible command presence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Displays sound judgement and flexibility with tactics and strategy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

23. Please provide any comments or examples of where the individual is excelling in or needs improvement with "emergency operations & command functions"

OVERALL IMPRESSION

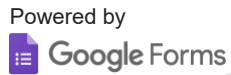
24. *

Mark only one oval per row.

	Poor	Fair	Average	Excellent
Overall I rate Chief McDonald's leadership as...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall I rate Chief McDonald's relationship with others as...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall, I rate Chief McDonald's contributions and achievements as...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall, I rate Chief McDonald's Incident Management abilities as...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall, I respect and trust Chief McDonald "this" much...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

25. GENERAL COMMENTARY *

Please add any additional comments



DRAFT

Date: May 12, 2020
To: Board of Directors, Arcata Fire District
From: Becky Schuette, Business Manager
Subject: Update Signers for the Arcata Fire District's Accounts with Coast Central Credit Union and the County of Humboldt Treasury Accounts

Background

The District maintains checking and savings accounts with Coast Central Credit Union, as well as all of the Treasury Funds with the County of Humboldt. Due to the recent departure of two Battalion Chiefs to retirement, the District is in need of additional backup account authorized signers. In order to provide updates to Coast Central and the County, the District will need to provide approved minutes specifying the removal of the two retired Battalion Chiefs and the names of all new and current signers.

Staff has discussed and considered options for signers that can be added to the remaining three; currently Justin McDonald, Sean Campbell and Becky Schuette. Following in-house discussion, staff is recommending adding Nicole Johnson as our fourth signer. President Johnson is a McKinleyville resident, works from home and has some flexibility in her schedule and ability to come by the District Office more easily than the other Directors can. Additionally, the decrease to and limit of administrative staff and senior management at this point, has its limitations in terms of eligibility.

Recommendation

Staff recommends the Board consider the information provided, take public comment, discuss and authorize the following staff and Board Director to sign on behalf of the District:

Justin McDonald,
Sean Campbell
Becky Schuette
Nicole Johnson

District Funds Requested/Required

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

Alternatives

The Board has the following alternatives:

1. Take no action
2. With direction, refer the topic back to staff for further consideration
3. Consider other or additional account signers.

Attachments

None



California Public Employees' Retirement System

Office of Audit Services

400 Q Street, Sacramento, CA 95811 | Phone: (916) 795-0422

888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | www.calpers.ca.gov

Becky Schutte, Business Manager

Arcata Fire Protection District

2149 Central Avenue

McKinleyville, CA 95519

April 14, 2020

CalPERS ID: 2301813735

Job Number: 2P19-001

Dear Ms. Schutte,

Attached is our draft report on the results of our Review of Retroactive Special Compensation Adjustments of the Arcata Fire Protection District (Employer). Please review the draft report and provide your written response stating whether you agree or disagree with the observations by April 28, 2020. The report should be kept confidential and not be reproduced.

The Office of Audit Services will issue one final report that summarizes the results of 60 employers reviewed. We will include each employer's results and summarized response as an attachment to the final report.

We appreciate the Employer's cooperation during the review. If you have any questions, please contact Noah Schreier at (916) 795-0778.

Sincerely,

Original signed by Beliz Chappuie

Beliz Chappuie, CPA, MBA, CISA

Chief, Office of Audit Services

Enclosure

cc: Anthony Suine, Deputy Executive Officer, CSS, CalPERS

Renee Ostrander, Chief, EAMD, CalPERS

Don Martinez, Chief, MAMD, CalPERS

ARCATA FIRE PROTECTION DISTRICT

Objective and Scope		
CalPERS ID	Job Number	Contract Date
2301813735	2P19-001	July 7, 1968

The objective of the Office of Audit Services (OFAS) review is to determine whether employer reported retroactive special compensation adjustments (RSCA) were in compliance with the criteria set forth in Government Code section 20636 and California Code of Regulations (CCR) section 571 for classic members who are active or retired.

Government Code section 20636 and California Code of Regulations section 571 specify that special compensation of a member includes a payment for special skills, knowledge, and abilities, and shall be limited to that which is received by a member pursuant to a labor policy or agreement to similarly situated members of a group or class of employment. Special compensation must be for services rendered during normal working hours and when reported to the board the employer shall identify the pay period in which the special compensation was earned, identify each item of special compensation and the category under which that item is listed, and report each item of special compensation separately from payrate.

RSCA transactions are used to report positive retroactive special compensation or to reverse/adjust a posted retroactive special compensation record. RSCA transaction types capture the new special compensation and the difference in contributions. RSCAs that are not in compliance with the California Public Employees' Retirement Law (PERL) may result in the following: miscalculation of employer contributions, delays in processing member retirement benefits, inaccurate retirement estimates, incorrect payment of benefits, a reduction in benefits, and increased administrative costs for employers for processing required corrections to all impacted employee accounts for the period the misreporting occurred.

OFAS's review was limited to the examination of a sample of employee records for the period of January 1, 2017 through December 31, 2019. Unless otherwise specified, OFAS did not review areas outside the scope described herein, including, but not limited to, payrates, regular earnings, member contributions and membership enrollment, and employment after retirement.

Results in Brief			
	Exception	Area	Observation
1	Not Reportable	Floating Holidays	The Employer reported non-reportable floating holidays as Holiday Pay for two sampled active employees. Specifically, fire safety employees who work 24-hour shifts earn eight floating holidays per year that are calculated at 24 hours per floating holiday or 192 hours of Holiday Pay per year; however, floating holidays are not reportable. For one employee, the Employer reported Holiday Pay in the

ARCATA FIRE PROTECTION DISTRICT

Exception	Area	Observation
		<p>amount of \$2,092.80 for the period June 18, 2017 through December 30, 2017. For the second employee, the Employer reported Holiday Pay in the amount of \$1,897.92 for the period June 18, 2017 through December 30, 2017, and \$1,992.96 for the period December 31, 2017 through June 30, 2018. Floating holidays do not meet the definition of special compensation pursuant to Government Code section 20636 and California Code of Regulations section 571. Therefore, the Holiday Pay for floating holidays was not reportable as special compensation. The Employer was not aware that floating holidays do not meet the definition of reportable compensation. When items of special compensation are misreported, the employees' member contributions and retirement benefits may be impacted.</p>

Recommendation and Criteria

The Employer should ensure RSCA transactions are reported in compliance with Government Code section 20636 and CCR section 571. The Employer should work with the CalPERS Employer Account Management Division to identify all active and retired members impacted by this incorrect reporting and to determine what adjustments, if any, are needed to correct the improperly reported special compensation amounts. To the extent that any amounts of pay were improperly included in the retirement allowance of retired members, a correction to the retirement allowance should be made pursuant to Government Code section 20160.

Government Code: § 20120, § 20121, § 20122, § 20160, § 20636
 CCR: § 571

Conclusion

OFAS limited this review to the areas specified in the objective and scope section of this report. Sample testing procedures provide reasonable, but not absolute, assurance that the Employer complied with the specified provisions for retroactive salary adjustments. The results outlined in this report are based on information made available or otherwise obtained at the time this report was prepared. This report does not constitute a final determination with regard to the results noted within the report. The appropriate CalPERS divisions will notify the Employer of the final determinations and provide appeal rights, if applicable, at that time.

ARCATA FIRE PROTECTION DISTRICT

Confidential List - Observation

Employee	CalPERS ID	Pay Period	Observation/Description
		6/18/2017 – 12/30/2017	The reported \$2,092.80 Holiday Pay was for floating holidays, which do not meet the definition of Holiday Pay.
		6/18/2017 – 12/30/2017	The reported \$1,897.92 Holiday Pay was for floating holidays, which do not meet the definition of Holiday Pay.
		12/31/2017 – 6/30/2018	The reported \$1,992.96 Holiday Pay was for floating holidays, which do not meet the definition of Holiday Pay.

DRAFT

April 15, 2020

CalPERS Office of Audit Services
Beliz Chappuie, CPA, MBA, CISA
Chief, Office of Audit Service

CalPERS ID: 2301813735
Job Number:2P19-001

Ms. Chappuie,

We have received and reviewed the draft report on the results of our Retroactive Special Compensation Adjustments audit. Having had positive communications with Noah Schreier, we received full explanations and documentation of his observations and have no dispute for his finding. That being said, we do have a few comments that will likely sound as if they are excuses, however, that is not their purpose. Rather, it is an opportunity to air frustrations related to a previous audit and the manner in which training has been passed down to new employees who are responsible for the CalPERS reporting.

In 2016, the District replaced both its Chief and Business Manager (although the title was different at the time) and the District had not yet received response to a complete audit that had been conducted a full year previous. There was a week of training by our predecessors after being hired, but regular reporting continued to be submitted to CalPERS. Following receipt of the audit response in August 2016, our District worked with several CalPERS staff members to clean up the results of the audit findings and began properly reporting. Interestingly enough, there was no mention at that time that our Holiday Retroactive Special Compensation was being reported incorrectly. Again, this will sound like an excuse, but we cannot fix what we do not know. We are a small Special District with no funding to spare and it is difficult to find applicable training on a zero budget. We do not know the entire Government Code or related CalPERS laws and we were not employed in 2014 when the circular letter indicating the commonly misreported items of compensation was sent out.

Finally, another frustrating observation related to the aforementioned 2015-2016 audit was that, to this date, the District has never received a final audit closeout. There have been no less than six attempts at phone calls, messages and emails over the past several years, in attempts to have someone get back to us regarding the previous audit. This simply begs the question as to why we are being audited again, when there was clearly no official close out of our last one.

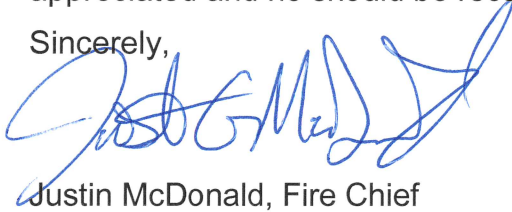
It is not our intent to make this personal and upset anyone specific, rather to convey our frustration with the system and processes. The work that will come out of having done something wrong like this for so many years is truly boggling. Regardless, we do look forward to being contacted by someone from the Employer Account Management Division to help us identify and correct this problem, as soon as possible. Noah advised that we should continue to do what we are doing until we hear from someone,

however, now that we know it is incorrect, time is just compounding the problem and creating more records that will need to be fixed.

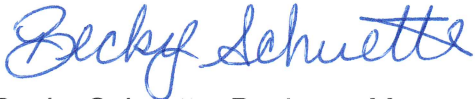
Thank you for allowing us to air our grievance, not only related to this process, but also to our previous audit.

We would also truly like to convey how pleasant Noah has been during this particular audit, in spite of him having to hear all of our previously referenced complaints as well. He was patient, thorough in his explanations and always incredibly polite. It is appreciated and he should be recognized for it.

Sincerely,



Justin McDonald, Fire Chief
jmcDonald@arcatafire.org



Becky Schuette, Business Manager
bschuette@arcatafire.org

Arcata Fire District
Office | (707) 825-2000
www.arcatafire.org





Becky Schuette <bschuette@arcatafire.org>

Fwd: Support for Arcata Fire District

1 message

Nichole Johnson <njohnson@arcatafire.org>
To: Becky Schuette <bschuette@arcatafire.org>

Wed, Apr 29, 2020 at 6:30 PM

For the Board Packet this month

Thank you,

Nicole Johnson
Board President
Arcata Fire Protection District
[REDACTED]

Begin forwarded message:

From: Mary Burke <mburke@mckinleyvillecsd.com>
Date: April 29, 2020 at 6:16:27 PM PDT
To: "njohnson@arcatafire.org" <njohnson@arcatafire.org>
Subject: Support for Arcata Fire District

Hello Nicole,

I am a member of our MMAC and received a report from Sean Campbell (I believe that is his name) this evening. I am reaching out to voice my support for pursuit of a ballot measure this November. Our community needs your District's services and your staff needs to feel secure in their jobs. Thank you for your work and your District's work in our community in these very challenging times.

Best,

Mary

This message is covered by the Electronic Communications Privacy Act, currently 18 USC §§ 2510-2521, and is legally privileged. The information contained in this message is exclusively intended for the individual or entity named above. If the reader of this message is not the intended recipient, or the employee or agent responsible to deliver it to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the sender immediately and destroy the original message with all attachments.

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WBC

Campaigns for Underdogs

April 20, 2020

Chief Justin McDonald
Arcata Fire District
2149 Central Avenue
McKinleyville CA 95519

Dear Chief McDonald:

Each special district that lost their local tax measure campaign this past March 3rd should keep two important phrases in mind:

- Loss Aversion
- The Double Take

Loss Aversion

While running special tax measures in California, I have learned a lot from a Nobel Prize winner in Economic Sciences – Daniel Kahneman.

The author of the terrific book, “Thinking Fast and Slow”, Daniel Kahneman won his Nobel Prize for his theory of Loss Aversion Bias. Essentially, to voters, “...losses loom larger than gains...”

Loss Aversion Bias shows that the pain of losing is psychologically about twice as powerful as the pleasure of gaining. People are more willing to take risks to avoid a loss than to make a gain.

The key idea behind the Loss-Aversion Bias is that people react differently to positive and negative changes of their status-quo.

A local school bond measure I worked with had tried and failed at 4 attempts in passing a local bond measure to build a new high special. For our new campaign, I suggested taking a little different tact. We had our bond measure campaign message stress that “Our Kids Can’t Wait” – that there was a limited time to do the right thing and pass a bond measure – before State match funding ran out. We will lose out if we don’t act now.

For a school district, Loss Aversion may mean some of the courses that your specials have will be cut; students will learn in classrooms that weren’t prepared for 21st Century learning; reduced enrollment; students on unsafe campus’ – I’m sure that you can list dozens of cuts – losses – that will happen if you special district doesn’t pass a local tax measure.

The best approaches in using Loss Aversion in the context of a special tax measure requires a careful blend of frankness and hope.

The frankness involves calling those potential losses out into the open and addressing them head-on. This can lead to enhanced credibility. Hope is provided by how these losses can be prevented with the passage of your tax measure.

Doubletake

When a special district loses a special tax election, they often attempt another measure on a future ballot.

And when they do, they often make mistakes in how they shape the tax measure. They'll make it bigger or smaller or have more projects or less projects or higher tax or lower tax rate – different overall dollar amounts will be discussed and decided.

Most of these decisions are made with no real data, analysis or scientific research to guide them; instead, they rely upon anecdotal comments coming from .001% of registered voters. Special district's make these decisions – often worth millions of dollars – based on a whim.

As districts prepare to propose a 2nd special measure, they should be looking to include a few “Doubletakes”; potentially small, relevant changes to make the new tax measure feel different “new”.

When the District attempts a second tax measure, you should highlight in all communications people who voted AGAINST the previous tax measure but will now vote YES on the current tax. Doing so will highlight that this a new tax, worth a second look by voters – new and approved.

Those new changes don't have to be dollar and cent changes. The tax rate doesn't have to be changed. It can be something as small as project prioritization or added members to the Oversight Committee. But this change will tell the voters who voted AGAINST the last special tax should change their mind. Do a double take.

I run a political campaign firm that specializes in passing special measures for California's special districts. We've won over 85 special and school district bond measure and tax measures in 56 of our 58 counties.

I would appreciate a few moments of your time to discuss how Loss Aversion and Doubletake can be used for as you prepare and decide a second tax measure. If you do have a few moments to speak, please email me at bill@wbcampaigns.net and let me know a convenient time for you. I can be reached by phone at 916-508-8215. I will be respectful of your time.

Sincerely,



Bill Berry

William Berry Campaigns



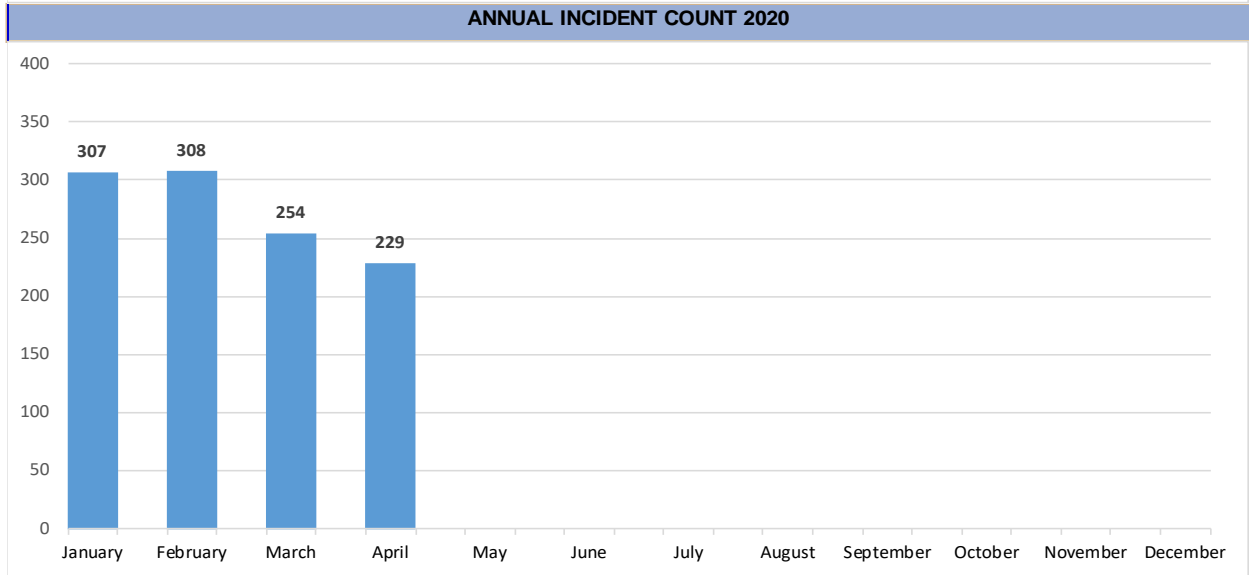
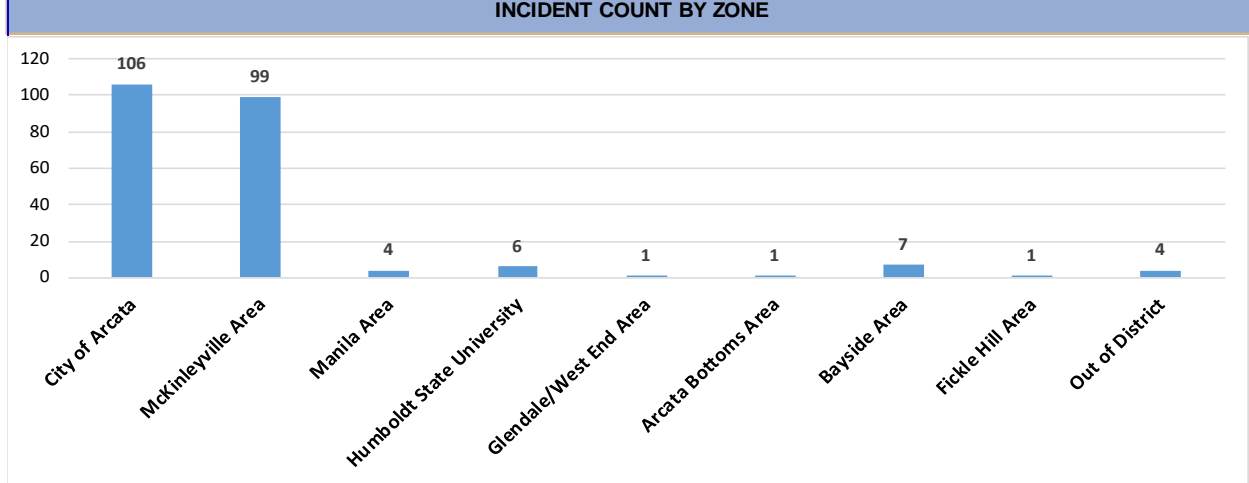
Dear Chief and
Crew -

Thank you so
much for the
condolence card you
sent regarding
Ade's death. He
will be sorely
missed.
Linda Powell
Bridges

Date: May 12, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Fire Chief's Monthly Report

April Incident Activity

INCIDENT COUNT		
Fires	8	3.49%
Overpressure rupture, explosion, overheat - no fire	0	0.00%
Rescue & Emergency Medical Service	131	57.21%
Hazardous Condition (No Fire)	3	1.31%
Service Call	22	9.61%
Good Intent Call	44	19.21%
False Alarm & False Call	21	9.17%
Severe Weather, Natural Disaster, & Other	0	0.00%
TOTAL	229	100.00%



PRE-INCIDENT VALUE		LOSSES	
\$741,481.00		\$5,500.00	
MUTUAL AID			
Aid Type		Total	
Aid Given		3	
Aid Received		2	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
56		24.78%	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Arcata	0:07:14	0:16:25	
Mad River	0:06:30	0:03:21	
McKinleyville	0:06:16	0:09:22	
AVERAGE FOR ALL CALLS		0:07:11	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Arcata	0:02:20	0:02:25	
Mad River	0:02:12	0:01:20	
McKinleyville	0:01:41	0:01:15	
AVERAGE FOR ALL CALLS		0:02:01	

Monthly Operations Report

Major Incidents

- 4/12/2020 Commercial Structure Fire, Jacobs Avenue, Eureka, Mutual aid provided to Humboldt Bay Fire. T8283 and C8200 responded.
- 4/27/2020 Structure Fire, 6000 blk Jacoby Creek Road, Bayside. Incident was out of the District with mutual aid provided from Blue Lake, and CalFire. Property and content Loss - \$2,500. Property and content saved \$397,500. The fire was unintentional.
- 4/28/2020 Structure Fire, Splinter Lane, Bayside, Mutual aid received from Blue Lake Fire, Humboldt Bay Fire, Samoa Peninsula Fire and CalFire. Property and content Loss - \$250,000. Property and content saved \$200,000. The fire was unintentional, however, has been listed as undetermined.

.....

April Overtime Hours - Career staff covered **48 hours** of OT to maintain minimum staffing at the stations. There were also **24 hours** in Duty Officer Coverage.

Training Highlights – 79 hours of training that included mobile training tower orientation, wildland fire refresher, hose evolutions, and pump evolution training.

Maintenance – 132 hours of station maintenance and upkeep, crews have been focusing on spring-cleaning of the stations and grounds. **51 hours** of vehicle and equipment maintenance. In-house vehicle maintenance has a value of \$9180 saved.

Fire Prevention Report

Prevention activities have been suspended at this time due to Covid-19.

Monthly Administrative Report

Employee Evaluation Policy Review – This policy review/adoption is currently on hold. Staff has received two grievances that pertain to this policy. Once the grievances are settled, the policy review/adoption process can continue.

Bayside Property – I have reached out to John Duncan with Re/Max Humboldt realty. He will be researching the zoning to estimate a value of the property and will work with staff to develop a plan to sell the lot.

CalOES & CalFire Rate Letters – I have updated our wage rates with CalOES. This year the base hourly rate is now higher than our fire captain's hourly rate. It is yet to be determined if we will be able to staff an engine but our contracts are in place with CalOES and CalFire.

Potential Staff Departures & Future Vacancies – I have been contacted as part of background checks for three employees who are testing for CalFire's open captain exam. If the District loses more than two employees, we will need to conduct a recruitment. Recruitment and minimum qualifications may need to be addressed as an organization. The last several recruitments have not garnered many applicants. We will likely need to review our minimum qualifications and requirements for entry level firefighters. Humboldt Bay Fire, in their last recruitment, had changed their minimum requirements and was able to acquire a larger applicant pool.

Contract for Prevention Services to the Blue Lake Rancheria – The Rancheria has reached out to the District to provide contracted fire prevention duties to the Rancheria Fire Department. The agreement the District has used for Samoa Peninsula Fire District and the Blue Lake Fire District was given to the Rancheria as a template. They will be sending it to their legal team for review. This item will appear on next month's agenda for board action.

Revenue Recovery

Insurance Claims

	Last Month		All Year	
	Count	Amount	Count	Amount
Claims Submitted	4	\$1,488.00	22	\$11,204.00
Payments Received By FRUSA	1	\$348.00	10	\$4,302.00
Claims Denied	0	\$0.00	1	\$396.00
NON-BILLABLE - (INADEQUATE INFO PROVIDED BY FD)	0	≅ \$0.00	0	≅ \$0.00
Drafts	0	≅ \$0.00	1	≅ \$348.00
Non-Billable (Other)	0	-	2	-
In Progress	4	-	14	-

Inspection Fees Paid

Payments This Month

\$0.00 (0 Invoices)

%

Payments Last Month

\$495.00 (3 Invoices)

Payments This Year

\$15,441.25 (91 Invoices)

Payments Last Year

\$42,851.95 (231 Invoices)

Payments This Fiscal Year

\$15,441.25 (91 Invoices)

Payments Last Fiscal Year

\$42,851.95 (231 Invoices)

Billing Status	Count	Amount
Open -30	2	\$156.13
Open -60	0	\$0
Open -90	2	\$156.13
Open -90+	0	\$0.00
Sent to collections	5	\$848.00
<i>Accounts Receivable</i>		\$1160.26



ARCATA VOLUNTEER Item 11.4
FIREFIGHTERS ASSOCIATION, INC.
2149 Central Avenue
McKinleyville, California 95519
(707) 825-2000

MONTHLY ACTIVITY REPORT

Date: 05/12/2020
To: Board of Directors, Arcata Fire District
From: Arcata Volunteer Firefighter's Association

- 1) Simpson Family Foundation Grant awarded AVFA \$26,440 for a second Lucas CPR Compression device. Grant was modified to allow the purchase of 2 "Certified Pre-owned" devices for the price of one new one. The devices were ordered on 2/6, but are backordered. Trial devices have arrived, and are in service, giving us one at each station. Still waiting for our own devices, should be here soon.
- 2) Wal-Mart Grant application submitted for \$5000 to replace classroom chairs. Not funded, will be resubmitted.
- 3) FEMA SAFER and Covid Grant period open. We are exploring our options.
- 4) Humboldt Area Foundation has a Covid Grant program currently open. We are looking into getting jackets for medical call responses.
- 5) Coast Central Credit Union grant application submitted 2/28 for 3 Rapid Intervention Team packs with air bottles, and 3 Lithium battery powered Positive Pressure Ventilation fans. Total: \$24,770.62. Grant not funded. Waiting to hear from Berg Foundation to see if they will fund it, as they have other recent CCCU turn downs.
- 6) Simpson Family Grant open again, we are exploring our options.
- 7) CPR program on hold due to Covid-19.
- 8) Old Timer's Night and Volunteer nominations/elections put on hold due to Covid-19.