



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*

Special Board Meeting

March 10, 2020

5:00 p.m.

***Location: 631 9th Street, Arcata
Arcata Station Classroom***

AGENDA

1) CALL TO ORDER

2) 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.

3) CLOSED SESSION

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.

3.1 CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code Section 54957.6)
Agency designated representative: *Counsel Jack Hughes*
Employee Organization: *Local 4981*

3.2 CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code Section 54957.6)
Agency designated representative: *Counsel Jack Hughes*
Employee Organization: *Senior Management Group*

4) ADJOURNMENT

Regular Board Meeting

March 10, 2020

5:30 p.m.

***Location: 631 9th Street, Arcata
Arcata Station Classroom***

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 February 11, 2020 Regular Meeting	Pg. 4
6.2 Approval of Minutes from February 6, 2020 Special Town Hall Meeting	Pg. 9
6.3 Approval of Minutes from February 7, 2020 Special Town Hall Meeting	Pg. 10
6.4 Approval of Minutes from February 13, 2020 Special Town Hall Meeting	Pg. 11
6.5 February 2020 Financial Report	Pg. 12

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

There is no old business.

9) NEW BUSINESS

9.1 Provide Staff Direction Regarding Future Dispatch Services Beginning Fiscal Year 2020/21	Pg. 24
9.2 Consider District Priorities and the Manner in Which Operations and Public Services Will Change Following the Failure of Measure R	Pg. 25
9.3 Consider Elimination of District Overtime Coverage and a Firefighter Over Hire Position	Pg. 27

10) CORRESPONDENCE

10.1 Thank you from an Arcata resident

11) MONTHLY ACTIVITY REPORTS

11.1 Chief's Report	Pg. 31
11.2 Committee Reports	
11.3 Director Matters	
11.4 Bargaining Group & Association Reports	
11.4.1 Local 4981	Pg. 35
11.4.2 Arcata Volunteer Firefighter's Association	Pg. 36

12) CLOSED SESSION

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.

Closed Session was conducted earlier. **2**

13) ADJOURNMENT

Next Regular Board Meeting is scheduled for **April 14, 2020 at 5:30 pm. Arcata Station Classroom.**

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

February 11, 2020

5:30 p.m.

Location: 631 9th Street, Arcata

Arcata Fire Station Classroom

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 5:30 pm.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by President Johnson.

3. ATTENDANCE AND DETERMINATION OF A QUORUM

The meeting continued with a quorum and the following were present: President Nicole Johnson, Director Rene Campbell, Director Elena David and Director David Rosen. Vice President Randy Mendosa was absent.

Additional District staff included Fire Chief Justin McDonald and Board Secretary Becky Schuette.

4. APPROVAL OF AGENDA

Prior to approval of the Agenda, Board Secretary Schuette pointed out a correction on the last page where the date for the next meeting was listed incorrectly. It should have read March 10, 2020 instead of February 11, 2020.

It was moved to approve the agenda with the noted correction.

Motion: Campbell; Second: David

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

Motion Carries

5. PUBLIC COMMENT

There were no public comments at this time.

6. CONSENT CALENDAR

6.1 Approval of Minutes from January 14, 2020 Regular Meeting

6.2 January 2020 Financial Report

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

It was moved to approve the consent calendar.

Motion: Campbell; **Second:** David

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

7. PUBLIC HEARING

There was no public hearing.

8. OLD BUSINESS

8.1 Measure R Update: Chief McDonald reported on the Town Hall meetings and public attendance. He had presented earlier today to the Arcata Main Street business owners.

Director David advised that the Chief and Director Mendosa had presented to Soroptimist and did a great job.

There was a short discussion about scheduling a special closed session meeting on March 5th or 6th to confer with legal counsel about side letters related to violations of the MOU's if Measure R were to fail. The Board Secretary will follow up with a Doodle poll to determine dates and times that work best for everyone.

President Johnson directed several questions to the Local/PAC regarding an update on the legal disclaimer language on their flyer, when their canvassing would begin and if they would notify the Board Secretary of the details so that the Directors could be involved as well. The Local/PAC was also reminded that there was an email list of members of the public who were Measure R supporters that also wanted to be involved and they should be contacted. Additionally, President Johnson urged the group that they should reach out to neighboring partners, such as APD, Arcata/Mad River Ambulance and Humboldt Bay Fire, to request their support and assistance.

Fire Captain Lillard and Firefighter/Local President Anthony Benelisha responded to the Board and the questions from President Johnson. Flyers are being printed and canvassing should begin this weekend. Information will be provided to the Board Secretary to disperse to the Directors.

In response to a question from one of the Directors regarding the status of District volunteers, Chief McDonald advised the Board that due to lack of funding, the volunteer program has been suspended.

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

This item was for information only, no action taken.

9. NEW BUSINESS

9.1 Consider Approval of the Fiscal Year 2019/20 Amended Mid-Year Budget: Chief McDonald advised revenues are down. Projections were not as accurate as in the past due to low property tax payments. Additional updates in the budget are related to the soon to

be vacant Battalion Chief (retirement) position and at least one firefighter position. There was also a second part-time inspector hired since the budget was passed.

Director Rosen had questions regarding the tax revenue number that appears to be incorrect; too much having been accrued to date, based on the budget. Chief explained it may be related to having reverted to the old way of entering accruals, rather than using the County Treasury accounts receivable. Those corrections will be made.

There was an additional request in the language being used in the budget summaries, with reference to “net profit” and “excess cash.” The wording is misleading as the District does not make a profit. The language should be “net surplus” instead and in the expenditures chart, the “excess cash (shortfall)” language should be “surplus (deficit)” and no use of the word excess.

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

It was moved to approve the Fiscal Year 2019/20 Amended Mid-Year Budget with the recommended changes.

Motion: David; Second: Rosen

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

9.2 Review of the 2019 Year End Statistics: Chief McDonald reviewed his staff note indicating last year had a 15% increase in calls for service. EMS calls were also up 15%, likely due to the engines getting to calls before the ambulance, 70% of the time. There have been fewer responses cancelled by the ambulance before arrival.

A discussion followed regarding whether or not there really were fewer fires last year and if the stat was skewed based upon fire type and cancellations. A member of the board was concerned that the number is too low and that the public is not seeing the full picture. Hearing that less than one percent of District fire responses are for working structure fires, would have a greater impact if the public is advised that the District averages at least one major structure fire per month.

Captain Lillard spoke to advise that he had been fact checking while the board discussed the topic (from firefiighternation.com). He found that comparing the District fire statistics to that of the Stockton Fire Department, which is one of the busier departments per capita in the state of California, Arcata is within the average. The Stockton Fire total call volume for working structure fires is also less than one percent of their call volume each year.

Brief wrap up of the topic surrounded the best way to deliver a great deal of information and statistics to the public at the Town Hall meetings, in a short period and have it have an effect on an informed vote.

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

9.3 Updates to District Policy 1002 - Performance Evaluations: Chief McDonald reminded the Board that this item had been on the agenda back in September when the Local requested it be pulled for review by their counsel. Their updates are noted in the attachment. Chief offered that discussion would be warranted during this meeting, however, there is a grievance related to this policy with the potential for another still to come. He does not recommend that anything be changed until the grievance process is

completed. He also reminded the Board that Director Mendosa had questions about this policy and that he is not in attendance tonight.

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

It was moved to table this discussion until a future board meeting.

Motion: Rosen; Second: David

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

Motion Carries

9.4 Liability claims processing: Following review of his staff note by the Chief, there was a short discussion regarding the claims procedure and what the Chief explained he had learned from the District FAIRA representative.

There were no comments from the public and not additional discussion or comments from the Board.

It was moved to leave the liability claims processing as is.

Motion: Campbell; Second: David

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

Motion Carries

9.5 Removal of Rick Gomes as a Coast Central Account Signatory: Chief Gomes is retiring and it is a requirement of Coast Central Credit Union to have approved minutes from the Board that reflect the removal of Battalion Chief Gomes from the account.

It was moved to remove Rick Gomes as a Coast Central Account Signatory effective on his last day of employment with the District.

Motion: Campbell; Second: David

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

Motion Carries

10. CORRESPONDENCE

President Johnson reviewed the correspondence.

11. MONTHLY ACTIVITY REPORTS

11.1 Chiefs Report - Chief McDonald verbally reviewed his staff report. He then showed the board the ballistic vests for MCI and violent incidents to be purchased via grant funding from the Jalmer-Berg Foundation.

11.2 Committee Reports - Finance committee met and discussed the mid-year budget. Plan to meet to determine the pass/no pass Measure R budgets. Following the election they will begin next year's budget.

11.3 Director Matters - Director David apologized for her limitations with her current medical condition and again praised the Chief for speaking at Soropotimist.

President Johnson commended the Chief for all of the hard work and the informative slide show revolving around Measure R. She also advised that a friend encouraged the District to participate in the Bowl for Kids' Sake this year.

Director Campbell agreed with President Johnson and thanked staff for their hard work with the Measure R forums.

11.4 Bargaining Group & Association Reports

Senior Management Group (SMG) - Battalion Chief Rick Gomes did not have a report for the group, however, he did speak about his upcoming retirement. He also commended the current Board for being dynamic and proactive and appreciated the energy and cohesiveness among the board and the association groups at this time.

Local 4981 - President Anthony Benelisha added a few comments that had not been included in his report. He advised that the Local was prepared to work with Administration and the Board regarding scheduling and staffing issues if Measure R does not pass. He provided the board an update on Humboldt Bay Fire's dog Cali who was back following cancer surgery in Oregon. Before reviewing his association staff note, he informed the Board of the Spaghetti Feed fundraiser on Mar 6th at the Wharfinger Building in Eureka to earn funds for the Eureka fallen firefighters Memorial. He also added that Chief Gomes would be missed.

Arcata Volunteer Firefighters Association (AVFA) - President Rob Cannon reviewed his report with a few updates. The purchase of the ballistic vests with the funds from the Berg Foundation will be modified slightly by purchasing fewer vests, but include rifle plats and more helmets instead. He also added that AVFA will be applying for the Simpson Spring 2020 grant with the hopes of purchasing a new utility truck.

12. CLOSED SESSION

12.1 CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code Section 54957.6) Agency designated representative: *Counsel Jack Hughes*
Employee Organization: *Local 4981*

President Johnson adjourned to closed session at 6:41pm.

The meeting reconvened at 6:54 pm.

Report out of closed session by President Johnson; the Board gave direction to negotiators.

13. ADJOURNMENT

The meeting adjourned at 6:55 pm

Motion: Rosen; Second: Campbell

The next Regular Meeting is scheduled for **March 10, 2020 at 5:30 pm at the Arcata Station Classroom.**

Respectfully submitted,

Becky Schuette
Clerk of the Board



MINUTES

*Special Board Meeting - Town Hall Meeting
February 6, 2020
6:00 p.m.*

*Location: Multi-Purpose Room 3001 Janes Road, Arcata
Pacific Union School*

Board of Directors

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

1. CALL TO ORDER

The special session, Town Hall Meeting, of the Board of Directors for the Arcata Fire District was called to order by President Johnson at 6:01 pm.

2. ATTENDANCE AND DETERMINATION OF A QUORUM

President Johnson noted for the record that there was not a quorum of Directors in attendance, as only she and Director Rosen were present.

3. PUBLIC COMMENT

There was no public comment.

4. NEW BUSINESS

4.1 Town Hall Meeting in Regards to Measure R: President Johnson provided a brief introduction and introduced Chief McDonald who presented a PowerPoint to those present. Public questions and answers regarding Measure R followed the Chief's presentation.

5. ADJOURNMENT

The meeting adjourned at 7:15 pm.

The next Special Town Hall Board Meeting is scheduled for **February 7, 2020 at 6:00 pm** at the Dows Prairie Grange.

The next Regular Meeting is scheduled for **February 11, 2020 at 5:30 pm** at the Arcata Station Classroom.

Respectfully submitted,

Becky Schuette
Clerk of the Board



MINUTES

*Special Board Meeting - Town Hall Meeting
February 7, 2020
6:00 p.m.*

*Location: 3995 Dows Prairie Road, McKinleyville
Dows Prairie Grange*

Board of Directors

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

1. CALL TO ORDER

The special session, Town Hall Meeting, of the Board of Directors for the Arcata Fire District was called to order by President Johnson at 6:02 pm.

2. ATTENDANCE AND DETERMINATION OF A QUORUM

President Johnson noted for the record that there was not a quorum of Directors in attendance, as only she and Director Campbell were present.

3. PUBLIC COMMENT

There was no public comment.

4. NEW BUSINESS

4.1 Town Hall Meeting in Regards to Measure R: President Johnson provided a brief introduction and introduced Chief McDonald who presented a PowerPoint to those present. Public questions and answers regarding Measure R followed the Chief's presentation.

5. ADJOURNMENT

The meeting adjourned at 7:33 pm.

The next Regular Meeting is scheduled for February 11, 2020 at 5:30 pm at the Arcata Station Classroom.

The next Special Town Hall Board Meeting is scheduled for February 13, 2020 at 6:00 pm at the Manila Community Center.

Respectfully submitted,

Becky Schuette
Clerk of the Board



MINUTES

*Special Board Meeting - Town Hall Meeting
February 13, 2020
6:00 p.m.*

*Location: 1611 Peninsula Drive, Manila
Manila Community Center*

Board of Directors

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

1. CALL TO ORDER

The special session, Town Hall Meeting, of the Board of Directors for the Arcata Fire District was called to order by President Johnson at 6:03 pm.

2. ATTENDANCE AND DETERMINATION OF A QUORUM

President Johnson requested a roll call for attendance and the following were present for a quorum: President Nicole Johnson, Director Randy Mendosa and Director David Rosen. Directors Campbell and David were absent.

3. PUBLIC COMMENT

There was no public comments at this time.

4. NEW BUSINESS

4.1 Town Hall Meeting in Regards to Measure R: Chief McDonald presented a PowerPoint related to Measure R, which was followed by questions from the public.

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

5. ADJOURNMENT

The meeting adjourned at 6:57 pm.

Motion: Rosen; **Second:** Mendosa

The next Regular Meeting is scheduled for March 10, 2020 at 5:30 pm at the Arcata Station Classroom.

Respectfully submitted,

Becky Schuette
Clerk of the Board

ARCATA FIRE DISTRICT
Balance Sheet
As of February 29, 2020

	<u>Feb 29, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
CCCU CHECKING	197,025.94
COUNTY TREASURY	1,739,989.67
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	2,213,336.24
Accounts Receivable	
1200 · ACCOUNTS RECEIVABLE	59,779.38
Total Accounts Receivable	59,779.38
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	2,911,967.41
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>8,537,707.88</u></u>

ARCATA FIRE DISTRICT
Balance Sheet
 As of February 29, 2020

	<u>Feb 29, 20</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	76,466.04
Total Accounts Payable	76,466.04
Credit Cards	496.16
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	3,915.00
CA WITHHOLDING	3,524.91
FEDERAL WITHHOLDING	8,325.00
MEDICARE - BOTH	2,063.02
SOCIAL SECURITY - BOTH	343.52
SURVIVOR BENEFIT	44.64
2100 · PAYROLL LIABILITIES - Other	4,166.54
Total 2100 · PAYROLL LIABILITIES	22,382.63
Current portion of L/T Debt	152,696.22
Total Other Current Liabilities	391,881.73
Total Current Liabilities	468,843.93
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	17,078,182.90
Equity	
INVESTMENT IN FIXED ASSETS	3,373,030.86
3900 · RETAINED EARNINGS	-11,443,868.56
Net Income	-469,637.32
Total Equity	-8,540,475.02
TOTAL LIABILITIES & EQUITY	<u>8,537,707.88</u>

ARCATA FIRE DISTRICT
Statement of Cash Flows
February 2020

	<u>Feb 20</u>
OPERATING ACTIVITIES	
Net Income	64,725.26
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	71.00
ACCT RECV - COUNTY TREASURY	-337,886.33
2000 · ACCOUNTS PAYABLE	15,724.47
US BANK	-478.00
US BANK:CAMPBELL	13.99
US BANK:J. MCDONALD	19.99
US BANK:SCHUETTE	412.28
US BANK:WATKINS	37.90
2100 · PAYROLL LIABILITIES	429.08
2100 · PAYROLL LIABILITIES:457 DEDUCTION	3,915.00
2100 · PAYROLL LIABILITIES:CA WITHHOLDING	3,524.91
2100 · PAYROLL LIABILITIES:FEDERAL WITHHOLDING	8,325.00
2100 · PAYROLL LIABILITIES:MEDICARE - BOTH	2,063.02
2100 · PAYROLL LIABILITIES:SOCIAL SECURITY - BOTH	343.52
Net cash provided by Operating Activities	<u>-238,758.91</u>
Net cash increase for period	-238,758.91
Cash at beginning of period	<u>2,452,095.15</u>
Cash at end of period	<u><u>2,213,336.24</u></u>

8:18 AM

03/05/20

Accrual Basis

**ARCATA FIRE DISTRICT
Expenses by Vendor Detail**

February 2020

Type	Date	Memo	Account	Amount
ADVANCED SECURITY				
Bill	02/04/2020	Service call alarm system malfunction	McK	95.00
Total ADVANCED SECURITY				95.00
ALEX MANOUSOS				
Bill	02/20/2020	Vision Reimbursement Spouse	5030.6 · Vision	37.14
Total ALEX MANOUSOS				37.14
ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				
Bill	02/20/2020	March Rent	5210 · RENT	8,000.00
Total ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				8,000.00
AT&T- CAL NET 3				
Bill	02/19/2020	Service period 01/19/20 to 02/18/20	5060.1 · Phones & Internet	65.30
Total AT&T- CAL NET 3				65.30
CAL PERS				
Liability Check	02/14/2020	Employer Paid PP 01/29/20 to 01/11/20	5020.1 · CalPERS Retirement	16,943.70
Liability Check	02/21/2020	Employer Contributions PP 01/12/20 to 01/25/20	5020.1 · CalPERS Retirement	16,949.67
Total CAL PERS				33,893.37
CalPERS 457 PLAN				
Liability Check	02/21/2020	Employer Match PP 01-26-20 to 02-08-20	5010.5 · Deferred Compensa...	2,500.00
Total CalPERS 457 PLAN				2,500.00
CITY OF ARCATA				
Bill	02/03/2020	Service Period 12/28/19 to 01/27/20	Arcata	160.93
Bill	02/07/2020	Service Period 01/07/20 to 02/06/20	Mad River	137.44
Bill	02/28/2020	Service Peroid 01/28/20 to 02/27/20	Arcata	160.93
Total CITY OF ARCATA				459.30
COASTAL BUSINESS SYSTEMS, INC				
Bill	02/04/2020	Standard payment agreement	5200.1 · Copier	548.41
Total COASTAL BUSINESS SYSTEMS, INC				548.41
CUMMINS PACIFIC LLC				
Bill	02/13/2020	Repairs	8216 · E8216	8,728.17
Total CUMMINS PACIFIC LLC				8,728.17
DEPARTMENT OF FORESTRY & FIRE PROTECTION				
Bill	02/07/2020	Billing and Handling Fee for CFSTES Driver Op 1B Certificates. ...	5234.2 · Training Supplies	1,288.00
Bill	02/26/2020	CFSTES Fire Apparatus Operator and Handling Fee	5234.2 · Training Supplies	1,128.00
Total DEPARTMENT OF FORESTRY & FIRE PROTECTION				2,416.00
EUREKA HUMBOLDT FIRE EXTINGUISHER CO. INC				
Bill	02/05/2020	Extinguisher refill and service	5120.11 · Fire Extinguisher M...	78.12
Total EUREKA HUMBOLDT FIRE EXTINGUISHER CO. INC				78.12
EUREKA OXYGEN				
Bill	02/07/2020	Cylinder Rental	5140 · MEDICAL SUPPLIES	20.19
Total EUREKA OXYGEN				20.19
FDAC EBA				
Bill	02/10/2020	March Billing	5150.6 · Dues	3,161.67
Total FDAC EBA				3,161.67
GAYNOR TELEPHONE SYSTEMS				
Bill	02/19/2020	Programming for law mandated 911 notification setup at front de...	5060.1 · Phones & Internet	124.00
Total GAYNOR TELEPHONE SYSTEMS				124.00
GLASWELDER				
Bill	02/28/2020	Rock chip repairs	8216 · E8216	75.00
Bill	02/28/2020	Rock chip repairs	8217 · E8217	50.00
Bill	02/28/2020	Rock chip repairs	8206 · U8206	50.00
Total GLASWELDER				175.00

8:18 AM

03/05/20

Accrual Basis

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

February 2020

Type	Date	Memo	Account	Amount
GOOGLE INC.				
Credit Card Charge	02/03/2020	G Suite January 2020	5150.8 · Google Services	228.00
Credit Card Charge	02/21/2020	Annual \$19.99 auto renewal - Google Drive storage increase	5150.8 · Google Services	19.99
Total GOOGLE INC.				247.99
HARBOR FREIGHT TOOLS				
Credit Card Charge	02/14/2020	Five US Flags for stations	5090.1 · Station Supplies	37.90
Total HARBOR FREIGHT TOOLS				37.90
HUMBOLDT SANITATION				
Bill	02/05/2020	January service	McK	207.50
Total HUMBOLDT SANITATION				207.50
JACKSON & EKLUND				
Bill	02/10/2020	Year end payroll W-2, W-3's, 1099 and 1096. State Controller ye...	5180.4 · Accountant/Bookkee...	1,710.00
Total JACKSON & EKLUND				1,710.00
JJACPA, INC.				
Bill	02/07/2020	Audit Wrap Up	5180.3 · Audit Services	1,350.00
Total JJACPA, INC.				1,350.00
KME FIRE APPARATUS				
Bill	02/20/2020	Glasses sight	8216 · E8216	81.98
Total KME FIRE APPARATUS				81.98
LES SCHWAB TIRE				
Bill	02/27/2020	Tire replacement	8291 · L8291	488.31
Total LES SCHWAB TIRE				488.31
MACLEOD WATTS, INC				
Bill	02/06/2020	OPEB Acutrial Valuation FYE 06/30/19 and GASB 75 FYE 06-30...	5180.8 · OPEB Report (GASB)	6,150.00
Total MACLEOD WATTS, INC				6,150.00
MCK. COMM. SERVICES DISTRICT				
Bill	02/18/2020	DCV	McK	23.18
Bill	02/18/2020	Service ePeriod 01-06-20 to 02-03-20	McK	236.77
Total MCK. COMM. SERVICES DISTRICT				259.95
MCKINLEYVILLE OFFICE SUPPLY				
Credit Card Charge	02/20/2020	Form 700 mailing to elections office	5171 · POSTAGE & SHIPPING	2.40
Total MCKINLEYVILLE OFFICE SUPPLY				2.40
MIDAMERICA HRA				
Bill	02/10/2020	March HRA	5030.2 · Health Insurance (R...	16,482.58
Total MIDAMERICA HRA				16,482.58
MILLER FARMS NURSERY				
Credit Card Charge	02/06/2020	Chainsaw Parts - Oil Cap	8258 · WT8258	9.69
Bill	02/19/2020	Chain Sharpen	5120.9 · Power Tools Mainte...	40.00
Total MILLER FARMS NURSERY				49.69
NATIONAL EMERGENCY TRAINING CENTER				
Credit Card Charge	02/13/2020	Meal Ticket NFA NFIRS PM Training	5234.1 · Staff Training	181.88
Total NATIONAL EMERGENCY TRAINING CENTER				181.88
NETWORK MANAGEMENT SERVICES				
Bill	02/02/2020	Total Care Agreement	5180.12 · IT Services	3,100.95
Bill	02/02/2020	Computer Disposal Fee - Watkins laptop	5180.12 · IT Services	199.95
Total NETWORK MANAGEMENT SERVICES				3,300.90
O'REILLY AUTO PARTS				
Credit Card Charge	02/06/2020	Scott St. John mobile message board wiring repair	8207 · U8207	4.30
Total O'REILLY AUTO PARTS				4.30
OFFICE DEPOT				
Bill	02/04/2020	Writing pads	5170 · OFFICE SUPPLIES	13.85
Bill	02/21/2020	Envelopes for Direct Bills	5170 · OFFICE SUPPLIES	39.37
Total OFFICE DEPOT				53.22

8:18 AM

03/05/20

Accrual Basis

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

February 2020

Type	Date	Memo	Account	Amount
PACIFIC GAS AND ELECTRIC				
Bill	02/03/2020	Service Period 12/27/20 to 01/27/20	McK	1,594.19
Bill	02/07/2020	Service Period 01/03/20 to 02/20/20 Arcata station	Arcata	1,176.68
Bill	02/21/2020	Service period 01/15/20 to 02/13/20	Mad River	455.54
Total PACIFIC GAS AND ELECTRIC				3,226.41
PERS / HEALTH				
Bill	02/18/2020	Active Employee Premium	5030.1 · Health Insurance (E...	37,547.47
Bill	02/18/2020	Retiree Premium	5030.2 · Health Insurance (R...	2,946.18
Bill	02/18/2020	Active Admin Fee	5030.1 · Health Insurance (E...	101.38
Bill	02/18/2020	Retiree Admin Fee	5030.3 · Retiree Health Admi...	53.43
Total PERS / HEALTH				40,648.46
RECOLOGY ARCATA				
Bill	02/10/2020	January Service Period	McK	58.35
Bill	02/10/2020	January Service Period	Mad River	58.35
Total RECOLOGY ARCATA				116.70
ROBERT CANNON				
Bill	02/04/2020	Reimbursement for Samoa Fire Incident 2020-000946	5080.1 · Food/Rehab Supplies	27.93
Total ROBERT CANNON				27.93
SUDDENLINK				
Bill	02/10/2020	February Service	5060.1 · Phones & Internet	868.20
Total SUDDENLINK				868.20
THE STANDARD				
Bill	02/10/2020	March Billing - removal of Hurn, Green & Gomes	5030.7 · Long Term Disability...	577.50
Total THE STANDARD				577.50
VALLEY PACIFIC				
Bill	02/10/2020	Cardlock	5122 · FUEL	73.70
Bill	02/13/2020	Gas & Diesel	5122 · FUEL	1,767.56
Total VALLEY PACIFIC				1,841.26
VERIZON WIRELESS				
Bill	02/10/2020	Service Period Jan 02 to Feb 01	5060.1 · Phones & Internet	273.83
Total VERIZON WIRELESS				273.83
TOTAL				138,490.56

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2019 through February 2020

	Jul '19 - Feb 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
TAX REVENUE				
800010 · PROPERTY TAX-CURRENT-SECURED	1,452,212.00	1,417,592.00	34,620.00	102.4%
800020 · PROPERTY TAX-CURRENT-UNSECURED	58,000.00	58,000.00	0.00	100.0%
800030 · PROPERTY TAX-PRIOR YEARS	22,000.00	10,000.00	12,000.00	220.0%
800040 · SUPPLEMENTAL TAXES- CURRENT	17,800.00	18,000.00	-200.00	98.9%
800041 · SUPPLEMENTAL TAXES-PRIOR YEARS	3,000.00	3,000.00	0.00	100.0%
800050 · PROPERTY ASSESSMENTS	1,186,312.64	1,150,079.00	36,233.64	103.2%
Total TAX REVENUE	2,739,324.64	2,656,671.00	82,653.64	103.1%
USE OF MONEY & PROPERTY				
800190 · INTEREST INCOME	81.98	15,668.00	-15,586.02	0.5%
Total USE OF MONEY & PROPERTY	81.98	15,668.00	-15,586.02	0.5%
INTERGOVERNMENTAL				
800451 · HOMEOWNERS PROP. TAX REL	0.00	2,521.32	-2,521.32	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	5,852.00	-5,852.00	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	120,244.00	-74,666.95	37.9%
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	174,183.32	-98,073.77	43.7%
CHARGES FOR SERVICES				
800155 · PREVENTION FEES	9,304.40	12,666.66	-3,362.26	73.5%
800156 · R1/R2 INSPECTION FEES	34,185.00	30,000.00	4,185.00	114.0%
800946 · INCIDENT REVENUE RECOVERY FEES	41,868.42	11,333.34	30,535.08	369.4%
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	90,607.82	54,000.00	36,607.82	167.8%
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	775.99	5,000.00	-4,224.01	15.5%
Total 800940 · OTHER REVENUE	1,271.99	5,000.00	-3,728.01	25.4%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2019 through February 2020

	Jul '19 - Feb 20	Budget	\$ Over Budget	% of Budget
800941 · REFUNDS	844.64	100.00	744.64	844.6%
800942 · INCIDENT REPORTS	394.32	200.00	194.32	197.2%
OTHER REVENUE - Other	900.00	0.00	900.00	100.0%
Total OTHER REVENUE	3,410.95	5,300.00	-1,889.05	64.4%
Total Income	2,909,534.94	2,905,822.32	3,712.62	100.1%
Gross Profit	2,909,534.94	2,905,822.32	3,712.62	100.1%
Expense				
SALARIES & EMPLOYEE BENEFITS				
5010 · SALARIES AND WAGES				
5010.1 · Full-Time	1,067,851.53	948,854.00	118,997.53	112.5%
5010.2 · CTO Payout	182,179.66	167,100.00	15,079.66	109.0%
5010.3 · Settlement Pay/Vacation	5,878.80	30,000.00	-24,121.20	19.6%
5010.4 · Holiday Pay	14,826.96	26,290.00	-11,463.04	56.4%
5010.5 · Deferred Compensation	40,900.00	41,288.00	-388.00	99.1%
5010.6 · Part-Time (Hourly)	54,528.33	54,853.34	-325.01	99.4%
5010.8 · CalFire/OES Pay	19,930.84	0.00	19,930.84	100.0%
5010 · SALARIES AND WAGES - Other	0.00	0.00	0.00	0.0%
Total 5010 · SALARIES AND WAGES	1,386,096.12	1,268,385.34	117,710.78	109.3%
5020 · RETIREMENT				
5020.1 · CalPERS Retirement	306,223.04	266,187.32	40,035.72	115.0%
5020.3 · Social Security	3,275.36	3,400.66	-125.30	96.3%
5020.4 · Medicare	19,696.21	14,554.00	5,142.21	135.3%
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	329,194.61	284,791.98	44,402.63	115.6%
5030-GROUP INSURANCE				
5030.1 · Health Insurance (Employees)	333,314.66	317,986.68	15,327.98	104.8%
5030.2 · Health Insurance (Retirees)	180,591.28	167,133.32	13,457.96	108.1%
5030.3 · Retiree Health Admin Fees	1,161.68	2,712.00	-1,550.32	42.8%
5030.4 · Dental & Life Insurance	27,996.25	23,931.32	4,064.93	117.0%
5030.5 · Air Ambulance Insurance	13.00	2,661.00	-2,648.00	0.5%
5030.6 · Vision	2,128.91	7,000.00	-4,871.09	30.4%
5030.7 · Long Term Disability Insurance	5,665.00	7,590.00	-1,925.00	74.6%
5030.8 · Medical Reimbursement-Chief	2,985.00	1,782.07	1,202.93	167.5%
Total 5030-GROUP INSURANCE	553,855.78	530,796.39	23,059.39	104.3%
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	2,354,058.51	2,173,195.71	180,862.80	108.3%
SERVICE & SUPPLIES				
5050 · CLOTHING & PERSONAL SUPPLIES				
5050.1 · Uniforms	9,379.67	18,000.00	-8,620.33	52.1%
5050.2 · Station Boots	351.38	2,000.00	-1,648.62	17.6%
Total 5050 · CLOTHING & PERSONAL SUPPLIES	9,731.05	20,000.00	-10,268.95	48.7%
5060 · COMMUNICATIONS				
5060.1 · Phones & Internet	14,759.91	23,333.34	-8,573.43	63.3%
5060.2 · Alarm Monitoring	1,347.83	2,000.00	-652.17	67.4%
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	16,107.74	26,933.34	-10,825.60	59.8%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2019 through February 2020

	Jul '19 - Feb 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	580.08	550.00	30.08	105.5%
Mad River	703.65	550.00	153.65	127.9%
McK	878.48	1,100.00	-221.52	79.9%
5090.1 · Station Supplies - Other	37.90	0.00	37.90	100.0%
Total 5090.1 · Station Supplies	2,200.11	2,200.00	0.11	100.0%
5090.2 · Garbage Service				
Mad River	1,010.10	0.00	1,010.10	100.0%
McK	1,510.85	0.00	1,510.85	100.0%
Arcata	291.75	0.00	291.75	100.0%
5090.2 · Garbage Service - Other	0.00	3,060.00	-3,060.00	0.0%
Total 5090.2 · Garbage Service	2,812.70	3,060.00	-247.30	91.9%
Total 5090 · HOUSEHOLD EXPENSE	5,012.81	5,260.00	-247.19	95.3%
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	315.05	0.00	315.05	100.0%
8215 · E8215	294.62	0.00	294.62	100.0%
8216 · E8216	11,965.09	0.00	11,965.09	100.0%
8217 · E8217	348.11	0.00	348.11	100.0%
8239 · E8239	2,325.11	0.00	2,325.11	100.0%
8241 · A8241	108.50			
8258 · WT8258	150.50	0.00	150.50	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	35.96	30,000.00	-29,964.04	0.1%
Total 5120.1 · Fire Apparatus	18,641.01	30,000.00	-11,358.99	62.1%
5120.2 · Officers Vehicles				
8209 · U8209	85.26	0.00	85.26	100.0%
8208 · U8208	740.32	0.00	740.32	100.0%
8207 · U8207	2,296.03	0.00	2,296.03	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	7.58	5,000.00	-4,992.42	0.2%
Total 5120.2 · Officers Vehicles	4,624.83	5,000.00	-375.17	92.5%
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	67.38	350.00	-282.62	19.3%
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	34,726.49	49,499.00	-14,772.51	70.2%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2019 through February 2020

	Jul '19 - Feb 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	25,516.97	23,333.34	2,183.63	109.4%
5126 · UTILITIES				
5126.1 · P G & E				
Arcata	7,126.22	0.00	7,126.22	100.0%
Mad River	3,068.54	0.00	3,068.54	100.0%
McK	9,706.23	0.00	9,706.23	100.0%
5126.1 · P G & E - Other	1,256.76	20,000.00	-18,743.24	6.3%
Total 5126.1 · P G & E	21,157.75	20,000.00	1,157.75	105.8%
5126.2 · Water & Sewer				
Arcata	1,045.25			
Mad River	1,400.41	0.00	1,400.41	100.0%
McK	1,714.30	0.00	1,714.30	100.0%
5126.2 · Water & Sewer - Other	0.00	4,000.00	-4,000.00	0.0%
Total 5126.2 · Water & Sewer	4,159.96	4,000.00	159.96	104.0%
Total 5126 · UTILITIES	25,317.71	24,000.00	1,317.71	105.5%
5130 · MAINTENANCE-STRUCTURE				
5130.1 · General Structure Maintenance				
Arcata	26.03	0.00	26.03	100.0%
Mad River	831.01	0.00	831.01	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	1,381.45	1,030.00	351.45	134.1%
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	0.00	1,500.00	-1,500.00	0.0%
Total 5130.3 · Emergency Power Maintenance	436.09	1,500.00	-1,063.91	29.1%
Total 5130 · MAINTENANCE-STRUCTURE	3,278.71	3,995.00	-716.29	82.1%
5140 · MEDICAL SUPPLIES	1,073.19	2,668.00	-1,594.81	40.2%
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	1,341.47	1,340.00	1.47	100.1%
5150.8 · Google Services	1,576.90	1,533.33	43.57	102.8%
5150.9 · Emergency Reporting Software	3,218.00	3,218.00	0.00	100.0%
5150.10 · eDispatches Software	0.00	1,750.00	-1,750.00	0.0%
5150.11 · Humboldt Co. Fire Chiefs' Assoc	0.00	800.00	-800.00	0.0%
Total 5150 · DUES & SUBSCRIPTIONS	11,002.37	13,508.33	-2,505.96	81.4%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2019 through February 2020

	Jul '19 - Feb 20	Budget	\$ Over Budget	% of Budget
5160 · MISCELLANEOUS EXPENSE	922.34	1,000.00	-77.66	92.2%
5170 · OFFICE SUPPLIES	846.37	3,000.00	-2,153.63	28.2%
5171 · POSTAGE & SHIPPING	351.63	1,000.00	-648.37	35.2%
5180 · PROFESSIONAL & SPECIAL SERVICES				
5180.1 · Dispatch Contract (CalFire)	42,851.05	92,386.64	-49,535.59	46.4%
5180.2 · Legal Services	26,122.52	26,668.00	-545.48	98.0%
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	65.00	400.00	-335.00	16.3%
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	25,517.55	17,336.00	8,181.55	147.2%
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	132,336.36	189,135.64	-56,799.28	70.0%
5190 · PUBLICATIONS & NOTICES	312.00	1,000.00	-688.00	31.2%
5200 · LEASES-EQUIPMENT				
5200.1 · Copier	4,455.95	4,336.00	119.95	102.8%
Total 5200 · LEASES-EQUIPMENT	4,455.95	4,336.00	119.95	102.8%
5210 · RENT	72,000.00	64,000.00	8,000.00	112.5%
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	0.00	2,000.00	-2,000.00	0.0%
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	126.53	400.00	-273.47	31.6%
5230.8 · Certifications	354.00	300.00	54.00	118.0%
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	200.00	668.00	-468.00	29.9%
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	0.00	0.00	0.00	0.0%
5230.16 · Public Outreach	7,498.32	20,000.00	-12,501.68	37.5%
Total 5230 · SPECIAL DISTRICT EXPENSE	15,100.79	91,100.00	-75,999.21	16.6%
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 February 2020

	Jul '19 - Feb 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	<u>2,131.40</u>	<u>3,800.00</u>	<u>-1,668.60</u>	<u>56.1%</u>
Total SERVICE & SUPPLIES	399,406.45	567,695.65	-168,289.20	70.4%
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	<u>625,707.22</u>	<u>625,707.00</u>	<u>0.22</u>	<u>100.0%</u>
Total Expense	<u>3,379,172.18</u>	<u>3,366,598.36</u>	<u>12,573.82</u>	<u>100.4%</u>
Net Ordinary Income	-469,637.24	-460,776.04	-8,861.20	101.9%
Other Income/Expense				
Other Expense				
ADJUSTMENTS TO CONVERT TO GAAP	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	<u><u>-469,637.24</u></u>	<u><u>-460,776.04</u></u>	<u><u>-8,861.20</u></u>	<u><u>101.9%</u></u>

Date: March 10, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Provide Staff Direction Regarding Future Dispatch Services
Beginning Fiscal Year 2020/21

Background

The District's contract with CalFire for dispatch services was set to expire on June 30 2019. CalFire indicated that the previously contracted amount was not sufficient to cover the costs of dispatching District incidents. CalFire issued a one-year extension with a price increase that is set to expire on June 20, 2020.

Staff is currently working with the Humboldt County Fire Chiefs' Association (HCFCA) on the dispatch provider issue. HCFCA represents the interests of the other fire agencies that are also dispatched by CalFire, and the cost for the HCFCA contract was increased by the same amount, as well. The HCFCA is desirous to keep all fire agencies together in one dispatch center (excluding Fortuna FPD and Humboldt Bay Fire Authority). Currently the HCFCA is working with Senator McGuire and the County Administrator's Office to ask CalFire for another one-year extension of the dispatch contracts.

Staff has met with Arcata Police and discussed the concept of APD taking over fire dispatch for the District. The estimated cost for APD to dispatch fire is approximately \$215,000 per year. Staff is requesting that the Board assign a member to work with the Fire Chief to continue to explore this option. A decision to continue with CalFire, or switch to another vendor, will need to be made soon, and the decision will potentially be heavily influenced by whether or not there is a contract extension from CalFire.

Recommendation

Staff recommends the Board consider all of the information provided, take public comment, discuss and assign a Board member to work with the Chief to explore dispatch options.

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: None

Date: March 10, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consider District Priorities and the Manner in Which Operations and Public Services Will Change Following the Failure of Measure R

Background

On March 3, 2020, the District's funding measure went before the voters and received a 60.08% yes vote. At the time of this report, the Humboldt County Office of Elections had only produced the "Election Night Final Report". The elections office still has to process late absentee, provisional and conditional ballots and it may take several weeks until the results are certified. It is highly unlikely the final tally would shift 6%. In spite of the fact that a majority of the taxpayers agreed with the Measure R increase, the District did not receive the state mandated two-thirds vote, therefore we will be forced to consider and make changes in District operations.

The Board must reevaluate the services we currently provide. These services include emergency response to fire and ems, public assists and other non-emergency responses. Staffing configurations, station closures, employee safety, duty coverage/incident command and employee retention issues all need to be a primary focus. Administration of the District, the Volunteer firefighter program, Firefighter Internship, auto/aid agreements, and prevention/public educations programs, are all effected by any decisions made through this process. This list is not all-inclusive and more importantly, the community needs to take part in determining how we reshape the organization.

It is fact that without funding, the District needs to operate only two stations, staffed with two firefighters. Getting to that point is not simple and every option causes an effect to another. The District must maintain the safety of its firefighters; contract violations to the labor agreements need to be considered. What actions will result in the least impact to the community we serve, which is directly impacted by which station to close since we own we pay rent for one, to help with the remodel of another and own a third. Two stations will mean that our auto and mutual aid agreements will have to be reviewed and potentially impacted. A full size engine will be responding to every call, instead of having the ability to use the smaller pickup trucks; fuel consumption goes up and the maintenance cost increase to our already aging apparatus. The current protocol to move engines (move and cover) to District central location for better response times, will discontinue to reduce fuel consumption; engines and staff will have to remain almost entirely in their stations unless they are on a call for service. Which services do we discontinue or change our response protocol for, when the taxpayers still rely on us? Public education events will be effected; alarm/detector checks and installs become a thing of the past, again having an impact on the community we serve. The elimination of Battalion Chief Positions creates burdens for supervision and incident command and there will no longer be 24 supervision of the staff and volunteers of the organization. Each action or choice/decision has an adverse and direct impact on another and cannot be taken lightly or made quickly. It is important to keep the community involved during

this decision making process, therefore, staff is recommending public inclusion through public hearings and potentially special board meetings. These decisions must be made prior to July 1, 2020, fiscal year 2020/21.

Finally, the Board will also need to determine, very soon, if another funding measure will be pursued. The November 3, 2020 Presidential election is the next opportunity for a special tax ballot measure and notice of election would need to be submitted prior to the July Board meeting.

Recommendation

Staff recommends the Board consider the information provided, take public comment, discuss and schedule a special meeting to:

1. Discuss, consider and ultimately solve or priority issues; employee safety, staffing and retention, station closures, and duty coverage/incident management.
2. Include Counsel Ryan Plotz, the Board, internal stakeholders, staff and concerned community members, to research alternatives to the funding measure and legalities in downsizing services.
3. Determine if another attempt at a funding measure will be pursued in November.

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: None

Date: March 10, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consider Elimination of District Overtime Coverage and a Firefighter Over Hire Position

Background

With the outcome of Measure R, the District must begin making the difficult decisions regarding the topics that loomed prior to the election. As discussed in item 9.2, there are certain items that are now a primary focus as the District completes the fiscal year 2019/20. With the use of overtime and an over hire firefighter position (approved to cover long-term medical leave) the District was able to staff all three stations and keep them fully operational in spite of sickness and vacation vacancies. Unfortunately, it is now necessary to eliminate overtime and the over hire position in an attempt to stretch the fiscal year end budget to its end. Sadly, this also means that the third station can no longer be staffed safely; one person cannot safely staff a station by themselves.

If the Board chooses to eliminate the overtime and over hire position, savings will begin immediately. Based on future scheduling, by wiping out projected overtime with an effective date of March 11, 2020, the District will save approximately \$54,000. Eliminating the over hire position effective March 28, 2020 creates a \$16,000 savings, all resulting in a savings of approximately \$70,000 to end our fiscal year. It should be noted, however, that the District could potentially incur some unemployment costs associated with elimination of the over hire position.

Based on scheduling, predictions can be made related to future staffing of the three stations. Reduction in personnel and elimination of overtime will result in staffing shortages of one employee, per shift, every day for the remainder of the fiscal year. The causal effect is that one of the three stations will drop below the already low, minimum staffing standard. In order to maintain the safety of our firefighters, the District will rotationally "brown out" one of the three stations and move crews to two stations. By using the rotational brown out option, the District should be able to use the next four months to collect data on response times, as well as apparatus needs and fuel use from two stations instead of three. This information may also be useful in determining if there is a clear picture as to which station will be closed permanently if the District is again unable to pass a funding measure in November, should an attempt be made.

Recommendation

Staff recommends the Board consider the information provided, take public comment, discuss and direct the Chief on the following:

1. Eliminate District overtime coverage, effective March 11, 2020
2. Eliminate the over hire position effective March 28, 2020

District Funds Requested/Required

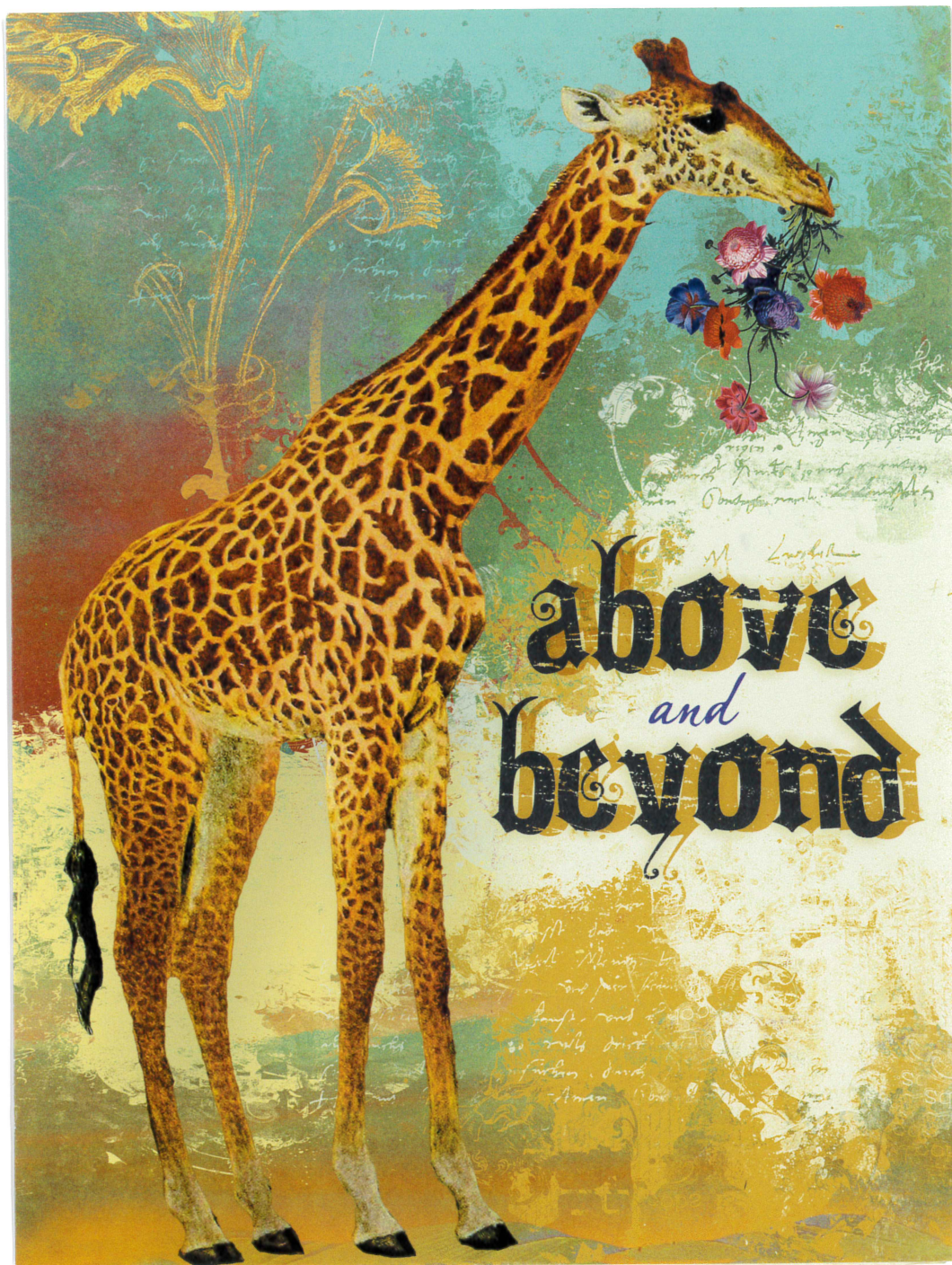
- No Impact/Not Applicable
- Funding Source Confirmed: Line Item 5033 – Unemployment Insurance
- Other:

Alternatives

The Board has the following alternatives:

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

Attachments: None



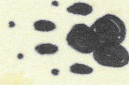
2-13-2020

Thank you for your service,

*

Happy Valentines' Day.

thank you
^{so}
much

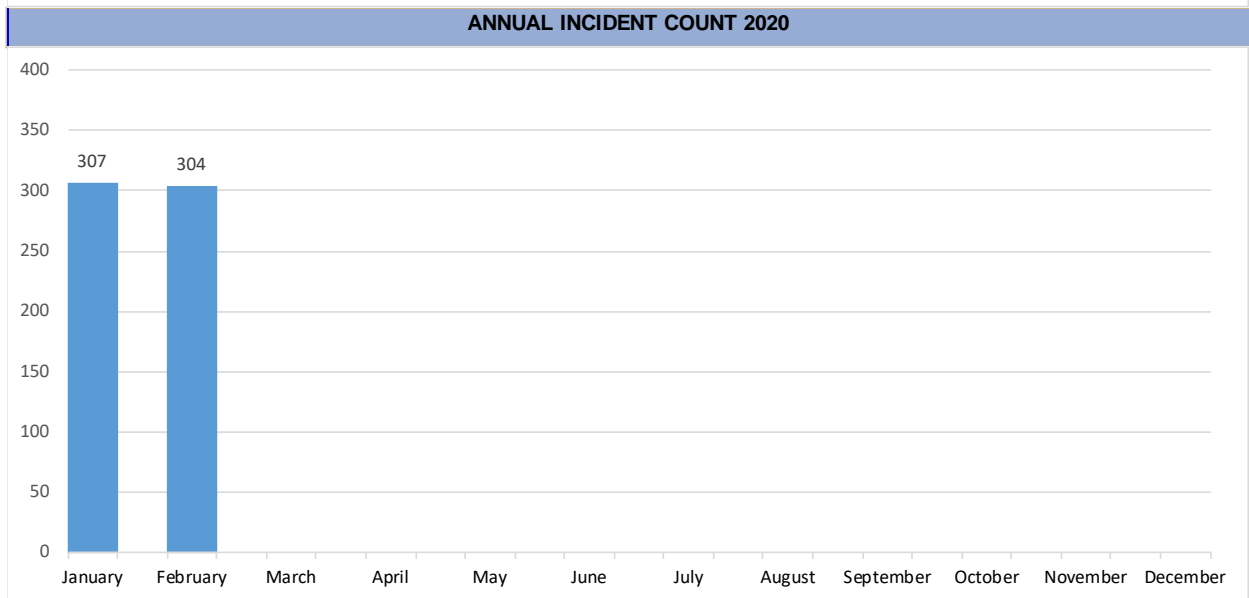
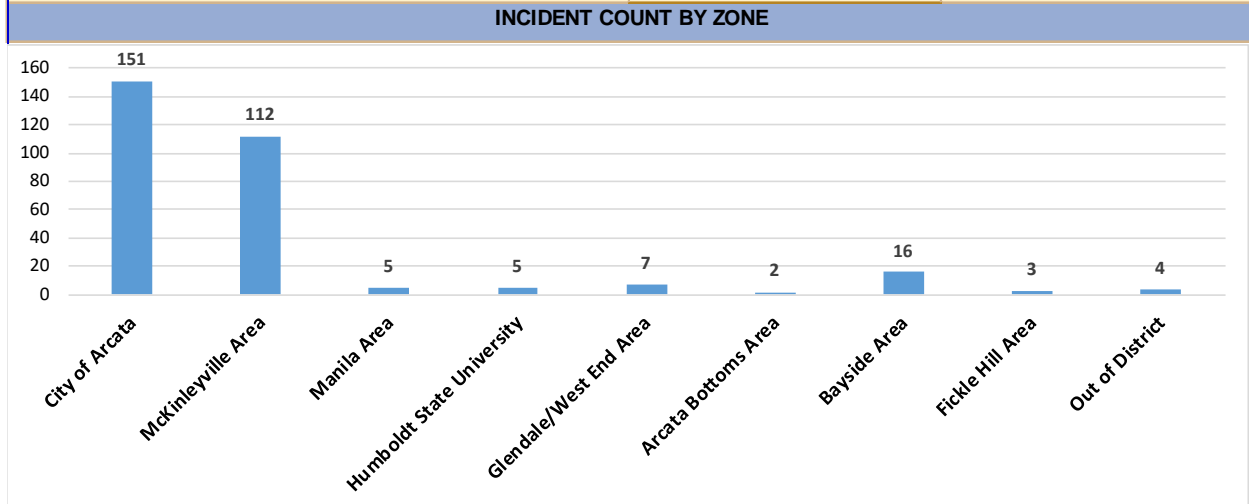


Yours Truly
TJ

Date: March 10, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Fire Chief's Monthly Report

February Incident Activity

INCIDENT COUNT		
Fires	8	2.63%
Overpressure rupture, explosion, overheating - no fire	0	0.00%
Rescue & Emergency Medical Service	152	50.00%
Hazardous Condition (No Fire)	7	2.30%
Service Call	69	22.70%
Good Intent Call	50	16.45%
False Alarm & False Call	18	5.92%
Severe Weather, Natural Disaster, & Other	0	0.00%
TOTAL	304	100.00%



PRE-INCIDENT VALUE		LOSSES	
\$1,934,230.00		\$715,000.00	
MUTUAL AID			
Aid Type		Total	
Aid Given		17	
Aid Received		1	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
142		41.78%	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Arcata	0:06:26	0:09:31	
Mad River	0:06:08	0:06:24	
McKinleyville	0:05:13	0:07:30	
AVERAGE FOR ALL CALLS		0:05:51	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Arcata	0:01:20	0:01:53	
Mad River	0:01:28	0:01:36	
McKinleyville	0:01:10	0:03:50	
AVERAGE FOR ALL CALLS		0:01:23	

Monthly Operations Report

Major Incidents

- 2/02/2020 Structure Fire, Arcata. Crews arrived to find 2 units. This incident sustained a fire fatality and injury from occupants. Property and content Loss - \$590,000. Property and content saved \$1,188,000. The fire was unintentional but was listed as undetermined.
- 2/02/2020 Structure Fire, Arcata. Crews arrived to find an old abandoned house. This fire most likely was caused by illegal camping.

.....

Mad River Station Brownouts – There was one shift in February that the Mad River Station was browned out due to a sick employee.

December Overtime Hours - Career staff covered **648 hours** of OT to maintain minimum staffing at the stations. There were also **174 hours** in Duty Officer Coverage.

Training Highlights – **243 hours** of training that included EMS Skills, pumping, hose evolutions, ladder evolutions, drivers training, and VLU monthly training.

Maintenance – 81.5 hours of station maintenance and upkeep, **17.75 hours** of vehicle and equipment maintenance. In-house vehicle maintenance has a value of \$3195 saved.

Community Risk Reduction / Fire Prevention Report

Not submitted at time of report.

Monthly Administrative Report

PERS Audit – The District has been notified that it will be audited again. This audit will consist of a sampling of three employees and will only cover retroactive special compensation. PERS representatives will be on site the week of March 16. The District has yet to receive a final report from the August 2016 audit. The District had made all the required changes and submitted all corresponding documents to PERS. Staff has requested again to have the final report issued as part of this audit.

Budget Fiscal Year 2020/21 – The planning process for the FY 2020/21 budget is on hold until the determination of the District priorities for operations and public services. Staff has developed a generic draft budget that will be presented to the finance committee for discussion.

United States Coast Guard Memorandum Of Agreement – The USCG Sector Humboldt Bay has approached the District to sign an MOA for the purpose of providing fire protection, emergency medical, hazardous material and confined space rescue services to the air station. The District has never signed an agreement with the USCG, as these services are already provided for as being a property inside the District's boundaries. This topic will be placed on April's agenda for Board discussion and action.

Board Policy Review – This topic was postponed for March and will be placed on the April agenda.

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.

Revenue Recovery

Insurance Claims

	Last Month		All Year	
Claims Submitted	7	\$3,136.00	13	\$4,528.00
Payments Received By FRUSA	5	\$2,280.00	7	\$3,112.00
Claims Denied	0	\$0.00	0	\$0.00
NON-BILLABLE - (INADEQUATE INFO PROVIDED BY FD)	0	≅ \$0.00	0	≅ \$0.00
Drafts	0	≅ \$0.00	1	≅ \$348.00
Non-Billable (Other)	0	-	0	-
In Progress	6	-	10	-

Inspection Fees Paid

Payments This Month \$450.00 (3 Invoices) %	Payments Last Month \$4,624.50 (27 Invoices)
Payments This Year \$12,840.25 (76 Invoices)	Payments Last Year \$42,851.95 (231 Invoices)
Payments This Fiscal Year \$12,840.25 (76 Invoices)	Payments Last Fiscal Year \$42,851.95 (231 Invoices)

Billing Status	Count	Amount
Open -30	15	\$2280.00
Open -60	2	\$304.00
Open -90	0	\$0
Open -90+	1	\$146.50
Sent to collections	4	\$701.50
<i>Accounts Receivable</i>		\$3432.00



Date: 10 March 2020

To: Board of Directors, Arcata Fire District

From: Arcata Professional Firefighters Local 4981

Re: March Board Report

MAJOR INCIDENTS:

- Structure Fire 851 Kingdom Rd, Westhaven

TRAINING

- Portland Firemanship Conference

ACTIVITIES

- Thank you to Director Johnson and AVFA for the support walking door to door with us
- Measure R results:
 - Appears as though it did not pass
 - All votes won't be counted until the end of the month
 - We've been told that the 56% yes vote on the early absentee voting is significant
- Measure R outreach:
 - Reached 3,000 voters through walking door to door
 - Advertising on local news outlets
 - Several op-ed's authored by Local members
 - Maintained a presence at local events (chamber of commerce)

STAFF

- Brenden Green, Russell Kadle finished probationary testing



ARCATA VOLUNTEER Item 11.4.2
FIREFIGHTERS ASSOCIATION, INC.
2149 Central Avenue
McKinleyville, California 95519
(707) 825-2000

MONTHLY ACTIVITY REPORT

Date: 03/10/2020
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. This will put one at each station. The devices were ordered on 2/6, but are backordered. Trial devices are being sent to be used while we await delivery in the next month or so.
- 2) Berg Foundation awarded AVFA \$24,600 for 30 Ballistic Vests. Grant modified to allow purchase of 15 vests with rifle plates, helmets and medical pouches. They were ordered on 2/18, expected to arrive by end of March.
- 3) Wal-Mart Grant application submitted for \$5000 to replace classroom chairs. Should know more this month.
- 4) "Jenny's Heroes" (Jenny Jones) Grant application period open, up to \$25000. Closes 4/9.
- 5) FEMA AFG and SAFER Grant periods opening soon. We are exploring our options.
- 6) 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. We should know in 4-6 weeks.
- 7) Grant request has been submitted to the Simpson Family Foundation for \$57,872.66 for a new Ford F150 Battalion Chief truck, fully outfitted like Humboldt Bay Fire's.
- 8) Trim has been repainted on 9th St. Station.
- 9) AVFH supported the Local in their Measure R efforts financially and with personnel going door to door, and with submissions to the media.
- 10) CPR program continues to draw good turnouts. Upcoming classes for Arcata High Leadership class, Humboldt Bay Harbor District, Redwood Teen Challenge and Cal-Trans. AVFA will begin offering Basic Life Support certification beginning this month.
- 11) Old Timer's Night to be held 3/18 at Arcata Station.