

District Board Members

Blaine Maynor  
Division 1  
Nicole Johnson  
Division 2  
Randy Mendosa  
Division 3  
Eric Loudenslager - President  
Division 4  
Jason Akana - Vice President  
Division 5



District Staff

Justin McDonald  
Fire Chief  
Chris Emmons  
Assistant Chief  
Becky Schuette  
Clerk of the Board

# Regular Board Meeting

## February 13, 2024

### 5:30 PM

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

## AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ATTENDANCE & DETERMINATION OF QUORUM

APPROVAL OF AGENDA

PUBLIC COMMENT/ASSOCIATION REPORTS

*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.*

CONSENT CALENDAR

Pg. 4

*Consent calendar items are considered routine and are acted upon by the Board with a single action. Members of the audience wishing to provide public input may request that the Board remove the item from the Consent Calendar. Comments may be limited to three (3) minutes.*

- 1. Minutes from January 9, 2024 Regular Meeting Pg. 5
- 2. Minutes from January 19, 2024 Special Meeting Pg. 26

3. January 2024 Financial Report Pg. 28
4. Adopt Resolution 24-299, Authorizing the Update of Signers for the Arcata Fire District's Accounts with Coast Central Credit Union, CalTRUST, and the County of Humboldt Treasury Accounts Pg. 44
  - a. Attachment 1 - Resolution 24-299 Pg. 45
  - b. Attachment 2 - Auditor Controller Authorized Signers Signature Page Pg. 46
5. Adopt Resolution 24-300 Directing Transfer of Cash from the Humboldt County Treasury Account to the CalTRUST Liquidity Fund Pg. 47
  - a. Attachment 1 - Resolution 24-300 Pg. 48
  - b. Attachment 2 - County Fund Ledgers Pg. 49
6. Approve Updates to the Assistant Chief Job Description Pg. 50

### **DISTRICT BUSINESS** Pg. 57

1. Consider Approval of Temporary Reorganization of the Admin Team, and Reclassify Assistant Chief Emmons to Interim Deputy Chief Pg. 58
  - a. Attachment 1 - Revised Temporary Org Chart Pg. 60
  - b. Attachment 2 - Side Letter to Senior Management MOU Pg. 61
2. Consider and Provide Staff Direction as to the Reinstatement of Board Member Compensation Pg. 62
  - a. Attachment 1 - Draft Sampe Ordinance Pg. 64
3. Consider and Approve Proposed Contract with Fire Grants Expert for FEMA SAFER Grant Application Pg. 68
  - a. Attachment 1 - Draft Contract from Fire Grants Expert Pg. 70
4. Review of 2023 Year End Statistics Pg. 72
  - a. Attachment 1 - Presentation of Statistics Pg. 73

### **CORRESPONDENCE & COMMUNICATIONS** Pg. 84

1. Public Correspondence Pg. 85
  - a. AVFA Monthly Activity Report Pg. 85
2. Committee Reports
  - a. Fire Station Committee (*Maynor, Akana*)
  - b. AVFA, L4981, AFD Relations Committee (*Maynor*)
  - c. Budget Committee (*Johnson, Loudenslager*)
3. Fire Chief's Monthly Report Pg. 86
4. Director Matters

### **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.*

1. PUBLIC EMPLOYEE APPOINTMENT (Gov. Code Section 54957(b)(1).)  
Title: *Fire Chief*

## ADJOURNMENT

Next Regular Board Meeting is scheduled for March 12, 2024, **Arcata Downtown Station Classroom, 631 9<sup>th</sup> Street in Arcata at 5:30 pm.**

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

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*The Arcata Fire Protection District ("District"), in compliance with the Americans with Disabilities Act ("ADA"), individuals who require special accommodations to access, attend and/or participate in District board meetings due to a disability, shall make their request by calling (707)825-2000, no later than 48 hours in advance of the scheduled meeting time. In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority of, or all, the Board in advance of a meeting may be viewed at 2149 Central Avenue, McKinleyville, California or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the Board Secretary, at (707) 825-2000. The meeting agenda is posted at least 72 hours in advance of regular scheduled meetings, at the following locations:*

- *District's Headquarters' Building, 2149 Central Avenue, McKinleyville, CA 95519*
- *Arcata Downtown Station, 631 9<sup>th</sup> Street, Arcata, CA 95521*
- *Mad River Station, 3235 Janes Road, Arcata, CA 95521*
- *The Arcata Fire Protection District website: [www.arcatafire.org](http://www.arcatafire.org)*

# Consent Calendar





**MINUTES**

***Regular Board Meeting***

***January 9, 2024***

***5:30 p.m.***

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

*Arcata Fire Station Classroom*

**Board of Directors**

***Eric Loudenslager (Division 4) - President, Jason Akana (Division 5) - Vice President, Nicole Johnson (Division 2) - Director, Blaine Maynor (Division 1) - Director, Randy Mendosa (Division 3) - Director***

**CALL TO ORDER**

The regular session of the Board of Directors for the Arcata Fire District was called to order by President Eric Loudenslager at 5:30 pm.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by President Loudenslager.

**ATTENDANCE AND DETERMINATION OF A QUORUM**

The meeting continued with a quorum and the following were present: President Eric Loudenslager, Vice President Jason Akana, Director Nicole Johnson, and Director Blaine Maynor. Director Randy Mendosa was absent.

Additional District administrative staff included Fire Chief Justin McDonald, Assistant Chief Chris Emmons, Board Secretary Becky Schuette and Public Information Officer Alyssa Alvarez.

**APPROVAL OF AGENDA**

It was moved to approve the agenda.

**Motion:** Johnson; **Second:** Maynor

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

**PUBLIC COMMENT**

Senior Management Group – Chief McDonald introduced the future Business Manager, Katie Hill who was in attendance.

Local 4981 – Captain Marcus Lillard introduced a newly hired Engineer, Neil Butler.

Arcata Volunteer Firefighters Association (AVFA) – No AVFA present.

There were no public comments.

Prior to approval of the consent calendar, Board Secretary Schuette pointed out that the minutes from December 12, 2023, Consent Calendar Item 4 on page 8 of the Board

packet, the Resolution number was missing a 6. The Resolution number should show 23-296.

There was also a spelling error in the title of District Business item 1 on the same page of the packet, Agency is missing the “g.”

Both will be corrected prior to final publication.

### **CONSENT CALENDAR**

1. Minutes from December 12, 2023, Regular Meeting
2. December 2023 Financial Report
3. Adopt Resolution 24-298 Acknowledging Receipt of Annual Fire and Life Safety Inspections Pursuant to Sections 13146.2 through 13146.4 of the California Health and Safety Code
4. Consider Accepting the Fiscal Year 2022-23 Financial Audit Report

It was moved to approve the consent calendar.

**Motion:** Akana; Second: Johnson

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

### **DISTRICT BUSINESS**

#### **1. Consider Appeal for Adjustment of Special Tax and Benefit Assessment:**

District Counsel Ryan Plotz was present with a PowerPoint that will be added as Attachment 1 to the minutes. Prior to calling the petitions, he reviewed the process and documents for the appeals hearing included in the packet.

The PowerPoint presented the two appeals in a different order than was listed on the agenda, which will be reflected in the minutes below.

b. Petitioner Parcel #020-154-019-000: District Counsel reviewed the petition and his PowerPoint covering his discussion points. His final slide for this petition contained the staff recommendation and alternatives, if any.

There were no questions from the Board and no public comment.

The petitioner, Charles Shultz, was present and made his comments.

There were no further deliberations from the Board and a motion was made.

It was moved to deny the petition concerning APN 020-154-019-000.

**Motion:** Johnson; Second: Maynor

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

a. Petitioner Parcel #503-322-058-000: District Counsel reviewed the petition and his PowerPoint, as well as documents submitted by the petitioner. His final slide for this petition contained the staff recommendation and alternatives, if any.

There were no questions from the Board and no public comment.

The petitioner, Raymond Luce, was not present.

There was no discussion by the Board and no public comment.

It was moved to grant the petition concerning APN 503-322-058-000 and assign for purposes of the Special Tax, the vacant/unimproved use category and assign for the purpose of the Benefit Assessment the Unimproved Single Family Residential use code and direct the Fire Chief to take such further action as may be required to implement the Board's decision to grant the petition.

**Motion:** Maynor; Second: Akana

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

**2. Consider and Provide Staff Direction as to the Reinstatement of Board Member Compensation:** Chief McDonald reviewed his staff report briefly.

There was discussion and questions from the Board and no public comment.

Director Mendosa was unable to attend the meeting, however, he had requested Chief McDonald read the email he had sent to the Chief prior to the meeting in regard to this topic. A copy will be attached to these minutes as Attachment 2.

Staff was directed to proceed with communicating with our District Counsel for the adjustments to the Board Policy Manual, as well as with the Accountant as to the best form of payment. The topic will be returned to the Board as a possible action item at a future meeting.

**3. Consider Approval of the Community Risk Assessment and Standards of Cover Expenditure for the Fire District's Portion:** Chief McDonald reviewed the staff report aloud and made the recommendation.

The Board members had input on the topic and discussion.

There were no public comments.

It was moved to approve the expenditure for the Standards of Cover analysis not to exceed \$37,000 for the District's portion of the study.

**Motion:** Akana; Second: Maynor

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

**4. Consider Future Grant Opportunities and Grant Writing Consultants:** Chief McDonald reviewed the topic, as Assistant Chief Emmons had been called away on an emergency.

There was discussion among the Directors and several questions to the Chief.

There were no public comments.

The Directors agreed to the continued research of grant opportunities and a proposal for contract consulting on the topic, which will be presented as an agenda item at a future meeting.

**CORRESPONDENCE & COMMUNICATIONS**

1. Public Correspondence – Prior to the meeting, an important piece of correspondence arrived for the Board. A copy of it was available for public viewing and copy will be

added to the minutes as Attachment 3. The Chief summarized the letter received and explained the potential impacts to the District.

2. Committee Reports:

- a. Fire Station Committee (*Maynor, Akana*) – Nothing to report out.
- b. AVFA, L4981, AFD Relations Committee (*Maynor*) – Nothing to report.
- c. Budget Committee (*Johnson, Loudenslager*) - Nothing to report.

3. Fire Chief's Monthly Report – Chief McDonald reviewed his report aloud. He added that he will be out of the Country January 26th through February 4th and Assistant Chief Emmons will be Acting Chief.

Chief Emmons reported on a National Fire Academy class that he, two Captains and an Engineer had been accepted to attend in February. It is a two-week training for Command and Control of Manmade Disasters.

4. Director Matters – Director Johnson reported that she not be in attendance at the February meeting.

President Loudenslager asked questions and discussed an update to the Benefit Assessment as it relates to the taller buildings being developed in the future.

**ADJOURNMENT**

Following a motion by Director Maynor and a second by Director Akana, President Maynor adjourned the meeting at 7:08 pm.

A Special Meeting is scheduled for January 19, 2024, Arcata Downtown Station Classroom, 631 9th Street in Arcata at 4:00 pm.

The next Regular Meeting is scheduled for **February 13, 2024, at the Arcata Downtown Station Classroom, 631 9th Street in Arcata at 5:30 pm.**

Respectfully submitted,

Becky Schuette,  
Clerk of the Board

# PETITIONS FOR ADJUSTMENT OF BENEFIT ASSESSMENT AND/OR SPECIAL TAX

REGULAR MEETING

JANUARY 9, 2024

1

## OVERVIEW

- **IN 2006**, THE DISTRICT ESTABLISHED A BENEFIT ASSESSMENT. THE BENEFIT ASSESSMENT IS LEVIED AGAINST TAXABLE PARCELS WITHIN THE DISTRICT ON A "UNIT OF BENEFIT" BASIS AT A RATE OF \$22.00 PER UNIT OF BENEFIT. EACH PARCEL IS ASSIGNED A LAND USE DESIGNATION WITH A CORRESPONDING NUMBER OF UNIT(S) OF BENEFIT.
- **IN 2020**, THE VOTERS APPROVED MEASURE F, A SPECIAL TAX MEASURE. THE AMOUNT OF THE SPECIAL TAX LEVIED AGAINST EACH TAXABLE PARCEL IS BASED ON THE PARCEL USE CATEGORY ASSIGNED BY THE DISTRICT.
- **PURPOSE OF HEARING:** CONSIDER AND ADJUDICATE TWO (2) PETITIONS FOR ADJUSTMENT OF BENEFIT ASSESSMENT AND/OR SPECIAL TAX. EACH PETITIONER ASSERTS THE DISTRICT ASSIGNED AN ERRONEOUS LAND USE DESIGNATION TO THE TAXABLE PARCEL, RESULTING IN A HIGHER SPECIAL TAX AND/OR BENEFIT ASSESSMENT.

2

## RESOLUTION 21-233

- RESOLUTION 21-233 GOVERNS PROCESS FOR REVIEW AND ADJUDICATION OF PETITIONS
- APPEAL LIMITED TO CURRENT FISCAL YEAR ONLY.
- PETITIONS MUST HAVE BEEN RECEIVED BY THE DISTRICT ON OR BEFORE DECEMBER 1 TO BE CONSIDERED TIMELY. UNTIMELY PETITIONS ARE SCREENED OUT BY THE CHIEF WITH WRITTEN NOTICE TO THE PROPERTY OWNER.
- COMPLETE AND TIMELY PETITIONS ARE SET FOR A HEARING BEFORE THE BOARD. EACH PETITIONER IS PROVIDED WRITTEN NOTICE OF THE DATE AND TIME OF THE HEARING AT LEAST TEN (10) DAYS PRIOR TO THE HEARING.

3

## RESOLUTION 21-233

- AT THE HEARING ON THE PETITIONS, THE BOARD WILL CONSIDER THE WRITTEN APPEAL SUBMITTED BY THE PROPERTY OWNER, THE FIRE CHIEF'S REPORT AND POSITION, AND ANY ORAL COMMENTS BY THE PROPERTY OWNER OR REPRESENTATIVE.
- THE BOARD SHOULD CONSIDER ALL RELEVANT EVIDENCE AND IS NOT BOUND BY ANY TECHNICAL RULES OF EVIDENCE.
- IN THE EVENT THE PROPERTY OWNER IS NOT PRESENT FOR THE HEARING, THE BOARD SHALL CONSIDER THE APPEAL BASED ON THE PROPERTY OWNER'S WRITTEN SUBMISSION.

4

## RESOLUTION 21-233

- THE PROPERTY OWNER CARRIES THE BURDEN OF PROOF TO DEMONSTRATE THAT THE PARCEL USE CATEGORY ASSIGNED BY THE DISTRICT IS ERRONEOUS AND SHOULD BE CHANGED.
- THE BOARD SHALL, AMONG OTHER THINGS IT DEEMS RELEVANT, CONSIDER EACH OF THE FOLLOWING WHEN CONSIDERING EACH PETITION:
  - THE PARCEL USE CATEGORY PREVIOUSLY ASSIGNED TO THE PROPERTY.
  - THE ZONING USE DESIGNATION ASSIGNED TO THE PROPERTY, GIVING SUBSTANTIAL WEIGHT TO THE ZONING CLASSIFICATION AND MAXIMUM ALLOWABLE USE THEREUNDER.
  - THE ACTUAL USE MADE OF THE PROPERTY.
- TO THE EXTENT THE PROPERTY OWNER CONTENDS THAT THE ACTUAL USE OF THE PROPERTY IS DIFFERENT THAN THE USE ALLOWED UNDER THE APPLICABLE ZONING REGULATIONS, THE PROPERTY OWNER SHALL PRODUCE CLEAR AND CONVINCING EVIDENCE OF THE ACTUAL USE. CLEAR AND CONVINCING EVIDENCE INCLUDES CORROBORATING EVIDENCE BEYOND THE MERE STATEMENT OF THE PROPERTY OWNER.

5

## RESOLUTION 21-233

- THE BOARD SHALL DECIDE EACH PETITION THROUGH NORMAL MOTION PROTOCOL AT THE COMPLETION OF THE HEARING ON EACH PETITION.
- THE BOARD IS NOT REQUIRED TO PREPARE A WRITTEN DECISION ON EACH PETITION; AN ORAL MOTION IS SUFFICIENT.
- IN THE EVENT A PROPERTY OWNER IS NOT PRESENT AT THE HEARING, THE FIRE CHIEF WILL PROVIDE WRITTEN NOTICE OF THE BOARD'S DECISION BY MAIL.
- IN THE EVENT THE APPEAL IS SUCCESSFUL, THE DISTRICT SHALL REFUND ANY OVERAGE PAID AND PROVIDE WRITTEN NOTICE TO THE COUNTY REGARDING THE RECLASSIFICATION.
- A SUCCESSFUL APPEAL SHALL NOT RESTRICT OR OTHERWISE BIND THE DISTRICT TO ANY PARCEL USE CLASSIFICATION FOR ANY SUBSEQUENT FISCAL YEAR.

6

**APPEAL FOR ADJUSTMENT RE: APN 020-154-019-000**

- **PROPERTY ADDRESS: 1825 AND 1827 HAUSER COURT, ARCATA; APN 020-154-019-000**
- **APPEALING SPECIAL TAX AND BENEFIT ASSESSMENT**
  - SPECIAL TAX
    - AS ASSIGNED: MULTI-FAMILY RESIDENTIAL 2-4 UNITS; TAX AMOUNT: \$309
    - OWNER'S REQUEST: SINGLE-FAMILY RESIDENTIAL; \$118
  - BENEFIT ASSESSMENT
    - AS ASSIGNED: MULTI-FAMILY RESIDENTIAL 2-4 UNITS; ASSESSMENT AMOUNT: \$176
    - OWNER'S REQUEST: SINGLE FAMILY RESIDENTIAL IMPROVED; \$88
- **OWNER'S POSITION:**
  - **THE PROPERTY SHOULD BE ASSESSED AS A SINGLE-FAMILY PROPERTY BASED ON THE AGGERATE SIZE OF THE DUPLEX STRUCTURE (I.E., 1,200 SQUARE FEET). OWNER FURTHER STATES THAT HE HAS UPGRADED THE ELECTRICAL PANELS IN BOTH UNITS AND EACH UNIT HAS GFCI IN THE KITCHENS AND BATHROOMS. OWNER FURTHER STATES HE HAS TWO FIRE EXTINGUISHERS IN EACH UNIT, AND THERE IS A FIRE HYDRANT ACROSS THE STREET.**
- **CITY OF ARCATA ZONING:**
  - RESIDENTIAL HIGH DENSITY, WHICH ALLOWS TWO TO 32 DWELLINGS PER FIVE ACRES, PLUS 1 SECONDARY UNIT PER PARCEL.

7

**APPEAL FOR ADJUSTMENT RE: APN 020-154-019-000**



8



**APPEAL FOR ADJUSTMENT RE: APN 020-154-019-000**



9

**APPEAL FOR ADJUSTMENT RE: APN 020-154-019-000**

- STAFF RECOMMENDS THAT THE BOARD DENY THE PETITION.
  - THERE IS NO DISPUTE THAT, DESPITE ITS RELATIVE SIZE, THIS PROPERTY ZONED FOR AND USED AS A MULTI-FAMILY RESIDENTIAL STRUCTURE. IT IS NOT RECOMMENDED THAT THE BOARD APPROVED A LOWER USE CATEGORY BASED ON THE SIZE OF THE STRUCTURE.
  
- STAFF RECOMMENDS THE BOARD **DENY** THE PETITION AS TO BOTH THE SPECIAL TAX AND BENEFIT ASSESSMENT, AS FOLLOWS:
  - "I MOVE TO DENY THE PETITION CONCERNING APN 020-154-019-000."

10

**APPEAL FOR ADJUSTMENT RE: APN 503-322-058-000**

- **PROPERTY ADDRESS: 2490 TERRACE AVENUE, ARCATA, APN 503-322-058-000**
- **APPEALING SPECIAL TAX AND BENEFIT ASSESSMENT**
  - SPECIAL TAX
    - AS ASSIGNED: SINGLE; TAX AMOUNT: \$118
    - OWNER'S REQUEST: VACANT/UNIMPROVED; TAX AMOUNT: \$30
  - BENEFIT ASSESSMENT
    - AS ASSIGNED: SINGLE FAMILY RESIDENTIAL – IMPROVED; ASSESSMENT AMOUNT: \$88
    - OWNER'S REQUEST: SINGLE FAMILY RESIDENTIAL - VACANT; ASSESSMENT AMOUNT: \$22
- **OWNER'S POSITION:**
  - THE PROPERTY IS VACANT AND UNIMPROVED.

11

**APPEAL FOR ADJUSTMENT RE: APN 503-322-058-000**

- STAFF RECOMMENDS THAT THE BOARD GRANT THE PETITION.
  - STAFF CONFIRMED THROUGH VISUAL INSPECTION THAT THE PROPERTY IS VACANT WITHOUT ANY STRUCTURES.
- STAFF RECOMMENDS THE BOARD **GRANT** THE PETITION AS TO BOTH THE SPECIAL TAX AND BENEFIT ASSESSMENT, AS FOLLOWS:
  - "I MOVE TO GRANT THE PETITION CONCERNING APN 503-322-058-000 AND ASSIGN FOR PURPOSES OF THE SPECIAL TAX THE VACANT/UNIMPROVED USE CATEGORY AND ASSIGN FOR PURPOSES OF THE BENEFIT ASSESSMENT THE UNIMPROVED SINGLE FAMILY RESIDENTIAL USE CODE, AND DIRECT THE FIRE CHIEF TO TAKE SUCH FURTHER ACTION AS MAY BE REQUIRED TO IMPLEMENT THE BOARD'S DECISION TO GRANT THE PETITION."

12

## Business Item 2

Randy Mendosa <rmendosa@arcatafire.org>

Sat 1/6/2024 10:32 AM

To:Becky Schuette <bschuette@arcatafire.org>;Justin McDonald <jmcdonald@arcatafire.org>;Chris Emmons <cemmons@arcatafire.org>

Dear staff:

I unfortunately cannot attend the January 2024 regular Board meeting. Since New Business Item 2. (Board member compensation ) is not an action item, I have written a few thoughts I would appreciate being included into the discussion.

Generally I am not in favor of citizen Board members receiving financial compensation. However, I understand times change. Its often difficult for public agencies to fill qualified positions at all levels. There is an argument for helping directors with costs associated with performing duties. So I respect the reasons for bringing up the issue.

At this point in time, it would be difficult for me to vote in favor of board members receiving monetary stipends. If a majority of the Board wants to proceed with the issue, I will not argue the point. However, I would not accept monthly payments for myself.



**RANDY MENDOSA**

Director



(707) 825-2000



rmendosa@arcatafire.org



www.arcatafire.org

*"Every Effort. Every Hour. Every Call."*

RECEIVED

JAN - 8 2024

Arcata Fire District



January 1, 2024

Humboldt County Board of Supervisors  
825 5<sup>th</sup> Street, Room 111  
Eureka CA \*5501  
Attn: Clerk of the Board

Board of Directors  
Arcata Fire Protection District  
2149 Central Avenue  
McKinleyville, CA 95519

City Council  
City of Arcata  
736 F Street  
Arcata, CA 95521

Humboldt County Office of Emergency  
Services  
825 5<sup>th</sup> Street  
Eureka, CA 95501

**Subject: Update on 2030 Seismic Requirements for Mad River Community Hospital**

Dear Local Officials:

I write on behalf of Mad River Community Hospital to provide a status update on our hospital's progress in meeting the 2030 seismic requirements imposed by California law. As you may know, all California hospitals must submit these reports, as required by Section 130066.5 of the Health and Safety Code.

Please find attached the report that the Hospital recently submitted to the Department of Health Care Access and Information. This report provides information on each of our buildings' structural performance ratings, all of which are in compliance with the current requirements.

While our facilities meet current standards and have persevered without any service interruptions through all prior seismic events, state law imposes even more stringent standards that must be met by January 1, 2030. Our buildings do not meet the 2030 standards.

The cost of meeting the 2030 requirements will be significant and potentially cost prohibitive. Unless the law changes or assistance is provided in the form of grants or low-cost loans, the state may close our doors. If that were to occur, access to healthcare in our county would be severely limited. We must work together to avoid this.

We have worked for years to urge our lawmakers in Sacramento to lessen the burden of the 2030 standards or, at minimum, give hospitals more time to comply. Our current priority should be

addressing unmet health care needs of the community and the financial crisis rural hospitals are facing in the aftermath of the pandemic. Our capital reserves have been challenged, so spending limited health care dollars on seismic requirements is not productive. Single story wood framed and similar two-story hospitals do not pose the same seismic risk as multi-story buildings in urban areas.

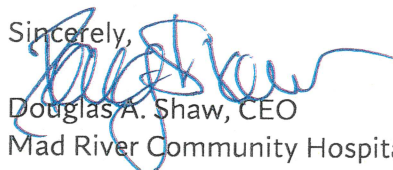
One solution is AB 869, which was proposed by our Assemblymember, Dr. Jim Wood. This bill would provide substantive and achievable relief to small and rural hospitals such as Mad River Community Hospital, Jerold Phelps Community Hospital and Redwood Memorial Hospital. More info on this bill is available at:



We urge you to contact your State Legislators, the California Secretary for Health and Human Services, the California Hospital Association (CHA) and district hospitals to urge support for AB 869 and for other relief to small and rural hospitals from the 2030 seismic retrofitting requirements.

We welcome any questions you may have about the status of our buildings and the upcoming state deadline. Please do not hesitate to reach out to Larry Wood, Emergency Preparedness Coordinator at (707)822-7220 Ext. 3367 or [LWood@madriverhospital.com](mailto:LWood@madriverhospital.com) for further information.

Sincerely,

  
Douglas A. Shaw, CEO  
Mad River Community Hospital

CC: Mad River Hospital Governing Board  
Dept. of Health Care Access and Information (HCAI)



# 2023 Hospital Seismic Performance Report

## AB 1882

### **AB 1882 Purpose – Services and Performance Ratings**

Assembly Bill 1882 requires each general acute care hospital operator to annually report the structural and non-structural performance ratings for each individual hospital building used for providing care, and services housed in each. Hospital operators are responsible to provide their report to specific public entities and hospital stakeholders until seismic compliance is achieved for all buildings.

This document includes a brief explanation of Structural and Non-structural Performance Ratings, along with details about services offered by the hospital. Additionally, it outlines the specific entities and stakeholders to whom the facility is required to submit the report. Furthermore, the document contains the facilities' site plan, building numbers and names, and a comprehensive table detailing the ratings of acute care services housed within each building.

**Structural and Non-structural Performance Ratings:** The Structural Performance Category (SPC) of a hospital building, akin to bones and muscles in the human body, signifies its primary strength and stability, ranging from the strongest SPC-5 to the weakest SPC-1. Non-structural Performance Category (NPC), like organs in the human body, includes systems and equipment vital for daily operations, rated from functional NPC-5 to system risk to life NPC-1. Both SPC and NPC are crucial, collectively defining a hospital's effectiveness and quality of care.

**Acute Care Services:** General acute care services are grouped into four categories:

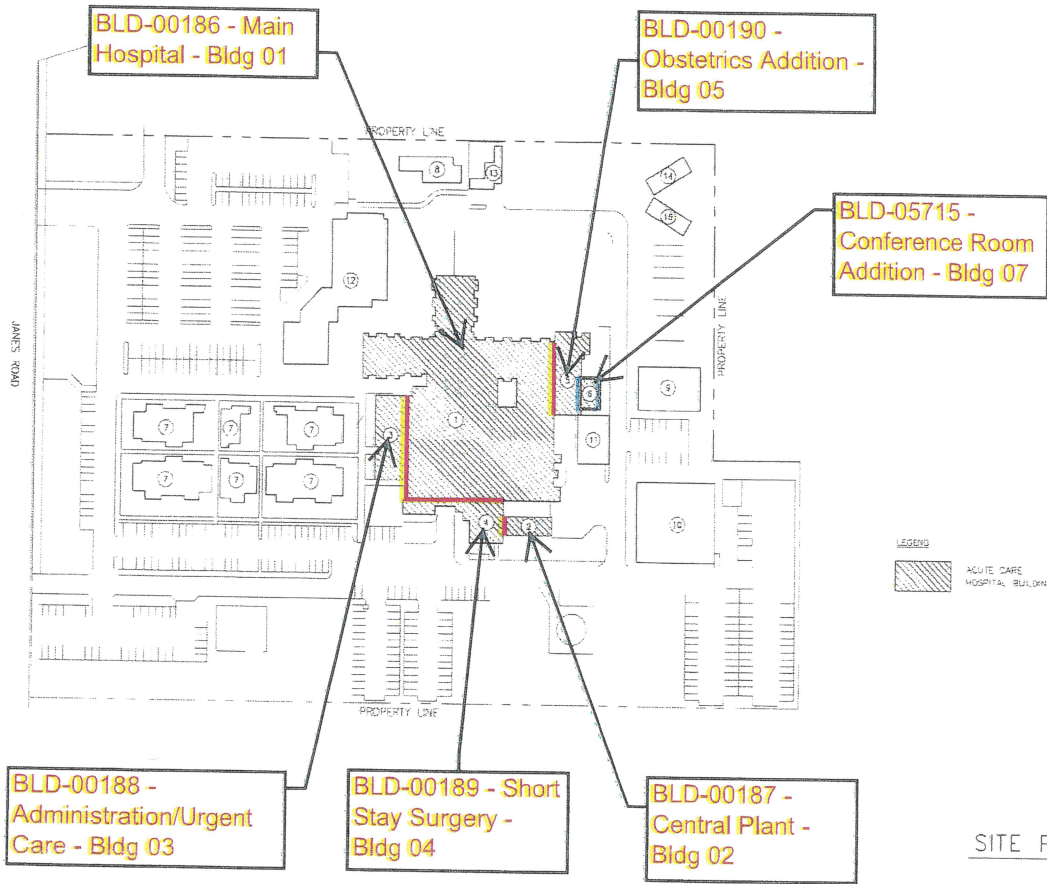
- Required clinical services: Nursing, Surgery, Anesthesia, Imaging, Laboratory, Pharmacy, Dietetic
- Required support services: Administration, Environmental Services, General Stores, Linen, Morgue
- Supplemental services – optional services requiring special licensure: Critical Care, Emergency, Pediatric, Psychiatric, Obstetric, Rehabilitation, Skilled Nursing, others
- Infrastructure – buildings that provide utilities and support circulation: Central Plants, canopies, corridor buildings, tunnels, skybridges

**Report Distribution:** Hospitals are required to issue reports to the following organizations and stakeholders:

- Local county board of supervisors
- Local city council, if applicable
- Any labor union representing employees working in buildings not fully conforming
- Special district or joint power agencies providing fire and emergency medical services district, if applicable
- Department of Health Care Access and Information
- Board of directors of the hospital
- Local office of emergency services or equivalent
- Office of Emergency Services
- Medical health operational area coordinator

13087 Mad River Community Hospital

Bldg Num	Bldg Name	Applicable Year	Nursing Med Surg	Surgical	Anesthesia PACU	Clinical Lab	Imaging Radiological Diagnostic Imaging	Pharmacy	Dietetic	Administrative	Sterile Processing	General Storage	Morgue	Employee Dressing	Housekeeping EVS	Laundry Linen	Special Procedures	ICU CCU PICU	Burn Unit	Neonatal Intensive Care Unit	Pediatric Adolescent Nursing Unit	Psychiatric Nursing	Obstetrics Perinatal Unit	Emergency	Nuclear Medicine	Rehabilitation Therapy	Physical Rehabilitation Nursing Unit	Renal Dialysis	Respiratory	Intermediate Care	Outpatient Services	Skilled Nursing Unit	Central Plant Utility Bldg	Canopies Corridor Buildings Tunnels	Non GAC Uses	
Bldg 0100	Main Hospital	2023	X	X	X	X	X	X	X	X	X	X		X	X	X		X					X	X												SPC 2 NPC 2 This building does not significantly jeopardize life but may not be repaired
Bldg 0200	Central Plant	2023																														X				SPC 2 NPC 2 This building does not significantly jeopardize life but may not be repaired
Bldg 0300	Administration/Urgent Care	2023																																No General Acute Care Services		SPC 4 NPC 3
Bldg 0400	Short Stay Surgery	2023			X																		X													SPC 4 NPC 2
Bldg 0500	Obstetrics Addition	2023																				X														SPC 4 NPC 2
Bldg 0600	Conference Room Addition	2023																																	No General Acute Care Services	SPC 4 NPC 3



**Mad River Community Hospital**  
**Facility No. 13087**  
 08/07/2023



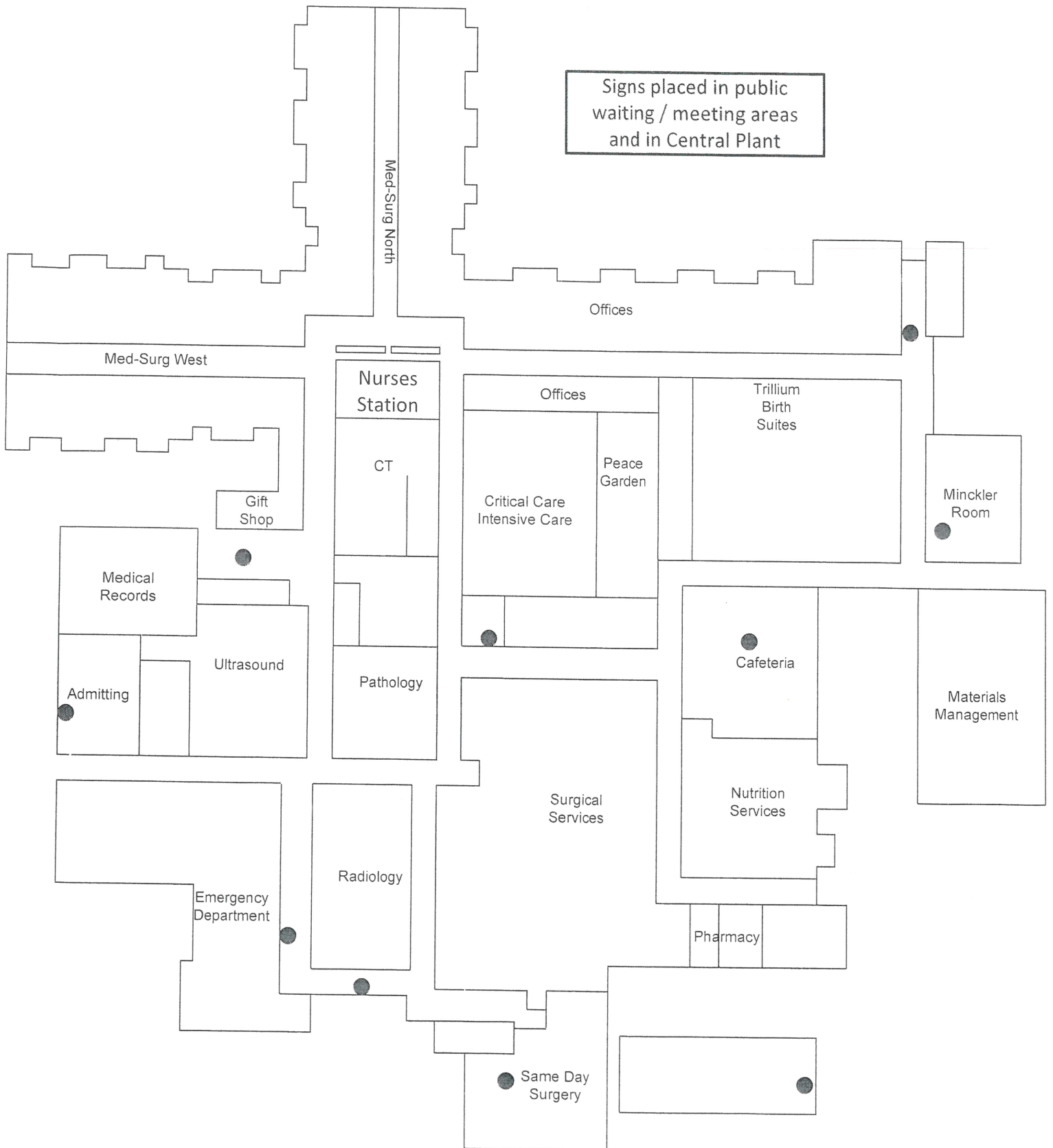
**General Acute Care Hospital Building Services – Glossary**

Service Category	Description
<b><u>Basic Clinical Services</u></b>	<b><u>Required for hospital licensure</u></b>
Nursing - General Medical/Surgical	General inpatient nursing bed units. <ul style="list-style-type: none"> <li>• Includes post-intensive care or transitional care/telemetry units</li> <li>• Excludes specialty nursing units</li> </ul>
Surgical	Surgery Department - <ul style="list-style-type: none"> <li>• Includes patient preparation unit and operating rooms</li> <li>• Hybrid operating rooms (in-room CT, MRI, other intraoperative surgery modalities)</li> </ul>
Anesthesia, Post Anesthesia Care Unit	Post surgery recovery unit
Clinical Laboratory	Laboratory services
Imaging, Radiological/Diagnostic Imaging	X-Ray, Fluoroscopy, CT, MRI, Ultrasound, Mammography
Pharmacy	Main Pharmacy <ul style="list-style-type: none"> <li>• Excludes in-unit medication rooms</li> </ul>
Dietetic	Patient meal preparation kitchen, servery & dining <ul style="list-style-type: none"> <li>• Includes emergency food storage location</li> <li>• Excludes snack bars, unit food storage &amp; break rooms</li> </ul>

<b><u>Basic Support Services</u></b>	<b><u>Required for hospital operations</u></b>
Administration	Main hospital administration location <ul style="list-style-type: none"> <li>• Excludes department administration</li> </ul>
Sterile Processing	Main instrument sterilization, reprocessing and sterile storage
General Storage	Main Materials Management single location <ul style="list-style-type: none"> <li>• Includes loading dock, gas storage and similar general storage locations</li> <li>• Excludes unit and specialty storage uses</li> </ul>
Morgue	Includes morgue, autopsy, pathology and body holding. Not required for all facilities.
Employee Dressing	Locker rooms
Housekeeping/Environmental Services	Main Environmental Services Office location
Laundry/Linen	Laundry, or Main Linen Storage location if using offsite laundry services
<b><u>Supplemental Services</u></b>	<b><u>Optional clinical services</u></b>
Special Procedures	Cardiac Catheterization Labs, Interventional Radiology, Angiography
Intensive Care/Coronary Care/Pediatric ICU	Critical care inpatient nursing units for general, cardiovascular or pediatric patients

Burn Unit	Specialized inpatient critical care unit with specialized capability to treat burns
Neonatal Intensive Care Unit (NICU)	Specialized intensive care unit for newborns
Pediatric/Adolescent Nursing Unit	Principal bed type for Children's Hospital or specialized unit if in a general acute care hospital
Psychiatric Nursing	Specialized inpatient unit for acute psychiatric patients
Obstetrics/Perinatal Unit	Specialized inpatient units for birthing. <ul style="list-style-type: none"> <li>Includes labor rooms, delivery rooms, C-Section rooms, post-partum rooms, Labor, Delivery and Recovery Rooms (LDR's), Labor, Delivery, Recovery &amp; Post-Partum Rooms (LDRP's) and well-baby nurseries</li> </ul>
Emergency	Emergency Departments <ul style="list-style-type: none"> <li>Includes Trauma Rooms</li> </ul>
Nuclear Medicine	Specialized inpatient and outpatient imaging and cardiac testing
Rehabilitation Therapy	Therapy services for inpatients and outpatients <ul style="list-style-type: none"> <li>Includes Physical Therapy (PT), Occupational Therapy (OT) and Speech Therapy</li> </ul>
Physical Rehabilitation Nursing Unit	Specialized inpatient unit for Acute Rehabilitation patients with therapy to support return to normal daily living

Renal Dialysis	<p>Centralized inpatient/outpatient unit for providing dialysis care.</p> <ul style="list-style-type: none"> <li>Excludes bedside dialysis care</li> </ul>
Respiratory Care	Respiratory Care department's main office and specialized storage
Intermediate Care	<p>Specialized long-term inpatient care for developmentally disabled persons or those not requiring skilled nursing. Uncommon in general acute care hospitals</p>
Outpatient Services	Unspecified licensed outpatient services provided in a hospital building
Skilled Nursing Care	Post-acute long term skilled nursing units
<b><u>Infrastructure</u></b>	<b><u>Support for site operations</u></b>
Central Plan/Utility Buildings	<p>Buildings providing principal utility origination</p> <ul style="list-style-type: none"> <li>Includes central plants, boiler, electrical and chiller buildings, utility yards, bulk oxygen vessels, pump houses, etc.</li> <li>Includes main computer server rooms</li> <li>Excludes distributed utility closets</li> </ul>
Canopies/Corridor Buildings/Tunnels	<p>Hospital buildings supporting circulation. Includes</p> <ul style="list-style-type: none"> <li>structurally free-standing canopies</li> <li>buildings that only house connecting corridors</li> <li>underground tunnels</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>Canopies attached to other structures</li> <li>Corridors in buildings with other occupiable uses</li> </ul>







**MINUTES**

***Special Board Meeting***

***January 19, 2024***

***4:00 p.m.***

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

*Arcata Fire Station Classroom*

**Board of Directors**

***Eric Loudenslager (Division 4) - President, Jason Akana (Division 5) - Vice President, Nicole Johnson (Division 2) - Director, Blaine Maynor (Division 1) - Director, Randy Mendosa (Division 3) - Director***

**CALL TO ORDER**

The *special* session of the Board of Directors for the Arcata Fire District was called to order by President Eric Loudenslager at 4:12 pm.

**ATTENDANCE AND DETERMINATION OF A QUORUM**

The meeting continued with a quorum and the following were present: President Eric Loudenslager, Director Nicole Johnson and Director Blaine Maynor. Director Jason Akana was absent, and Director Randy Mendosa had recused himself, therefore was not in attendance.

Additional District administrative staff included Fire Chief Justin McDonald and Assistant Chief Chris Emmons.

**PUBLIC COMMENT**

There were no public comments.

**DISTRICT BUSINESS**

**1. Receive a Presentation from David Loya and Consider Approval of Compensation Agreement Terms:** David Loya, Director of Community Development for the City of Arcata provided his PowerPoint presentation.

There were no public comments.

It was moved to approve the Compensation Agreement Terms as presented by the City of Arcata under attachment 2 and direct staff to work with the City to finalize the agreement.

**Motion:** Maynor; Second: Johnson

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

**ADJOURNMENT**

Following a motion by Director Maynor and a second by Director Johnson, President Loudenslager adjourned the meeting at 5:11 pm.

The next Regular Meeting is scheduled for **February 13, 2024, at the Arcata Downtown Station Classroom, 631 9<sup>th</sup> Street in Arcata at 5:30 pm.**

Respectfully submitted,

Becky Schuette,  
Clerk of the Board  
for  
Justin McDonald  
Fire Chief

1:54 PM  
02/07/24  
Accrual Basis

**Arcata Fire Protection District**  
**Balance Sheet**  
As of January 31, 2024

	Jan 31, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
CalTRUST	1,983,757.56
CCCU Checking	390,164.00
CCCU Liquid Assets	118,456.59
CCCU Savings	66.98
Contingency Fund	268,929.57
County Treasury	4,741,324.33
PERS Contingency Fund	366,349.56
Vehicle Replacement Fund	485,982.20
<b>Total Checking/Savings</b>	8,355,030.79
<b>Accounts Receivable</b>	
1200 · ACCOUNTS RECEIVABLE	12,227.47
<b>Total Accounts Receivable</b>	12,227.47
<b>Other Current Assets</b>	
Acct. Recv. - County Treasury	3,753,471.05
Interest Receivable	15,000.00
Prepaid Expense	21,606.18
<b>Total Other Current Assets</b>	3,790,077.23
<b>Total Current Assets</b>	12,157,335.49
<b>Fixed Assets</b>	
Accumulated Depreciation	-2,505,291.00
Buildings & Improvements	2,395,484.62
Equipment	3,597,743.56
Land	224,630.00
<b>Total Fixed Assets</b>	3,712,567.18
<b>Other Assets</b>	
Deferred Outflows - OPEB	1,178,335.00
Deferred Outflows - PENSION	4,376,216.00
<b>Total Other Assets</b>	5,554,551.00
<b>TOTAL ASSETS</b>	<b>21,424,453.67</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · ACCOUNTS PAYABLE	58,877.37
<b>Total Accounts Payable</b>	58,877.37
<b>Credit Cards</b>	
US BANK	9,954.49
<b>Total Credit Cards</b>	9,954.49



Arcata Fire Protection District  
**Balance Sheet**  
As of January 31, 2024

	<u>Jan 31, 24</u>
<b>Other Current Liabilities</b>	
Suspense	-1,985.38
Accounts Payable 2	21,606.18
Accrued Expenses - OTHER	33,011.08
Accrued Interest Expense	58,542.11
Compensation Time Off (CTO)	32,458.40
WAGES PAYABLE	52,884.91
2100 · Payroll Liabilities	
Survivor Benefit	21.39
2100 · Payroll Liabilities - Other	6,692.01
	<hr/>
Total 2100 · Payroll Liabilities	6,713.40
	<hr/>
Total Other Current Liabilities	203,230.70
	<hr/>
Total Current Liabilities	272,062.56
<b>Long Term Liabilities</b>	
West America Bank - Engine loan	634,618.89
Accrued Employee Benefits	123,790.80
Deferred Inflows - OPEB	3,843,418.00
Deferred Inflows - PENSION	3,947,843.00
Net Pension Liability	2,704,068.00
OPEB Liability	8,414,987.00
Webster Bank	4,493,000.00
	<hr/>
Total Long Term Liabilities	24,161,725.69
	<hr/>
Total Liabilities	24,433,788.25
<b>Equity</b>	
32000 · *Retained Earnings	-41,900.97
Investment in Fixed Assets	3,077,948.29
3900 · RETAINED EARNINGS	-10,533,674.63
Net Income	4,488,292.73
	<hr/>
Total Equity	-3,009,334.58
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>21,424,453.67</b>
	<hr/> <hr/>

Arcata Fire Protection District  
Statement of Cash Flows  
January 2024

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	<u>Jan 24</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	26,750.85
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	-3,954.00
Acct. Recv. - County Treasury	-536,210.15
2000 · ACCOUNTS PAYABLE	-23,718.17
US BANK	-2,853.44
US BANK:Emmons	3,875.71
US BANK:Evenson	246.17
US BANK:Freeman	627.62
US BANK:J. McDonald	1,610.85
US BANK:Johnson	1,127.42
US BANK:Manousos	351.35
US BANK:Rheinschmidt	124.35
US BANK:Schuette	1,106.61
2100 · Payroll Liabilities	-5,255.80
2100 · Payroll Liabilities:457 Deduction	-3,800.00
2100 · Payroll Liabilities:CA Withholding	-4,578.44
2100 · Payroll Liabilities:Federal Withholding	-8,920.46
2100 · Payroll Liabilities:Medicare - Both	-2,541.62
2100 · Payroll Liabilities:Social Security - Both	-382.66
2100 · Payroll Liabilities:Survivor Benefit	-19.53
	<hr/>
Net cash provided by Operating Activities	-556,413.34
Net cash increase for period	-556,413.34
Cash at beginning of period	8,911,444.13
Cash at end of period	<u><u>8,355,030.79</u></u>

**Arcata Fire Protection District**  
**Interest Earned Fiscal Year to Date**  
 July 2023 through January 2024

Type	Date	Memo	Split	Amount
<b>USE OF MONEY &amp; PROPERTY</b>				
<b>800190 · Interest Income</b>				
Deposit	07/01/2023	4Q 22-23 Inte...	County Treasury	19,630.56
Deposit	07/01/2023	4Q 21-22 Int...	County Treasury	13,715.25
Deposit	07/01/2023	1Q 22-23 Inte...	County Treasury	15,576.97
Deposit	07/01/2023	2Q 22-23 Inte...	County Treasury	19,986.63
Deposit	07/01/2023	3Q 22-23 Inte...	County Treasury	24,469.41
Deposit	07/31/2023	Interest	CalTRUST	20,110.82
Deposit	07/31/2023	Interest	Contingency Fund	1,126.87
Deposit	07/31/2023	Interest	Vehicle Replacement Fund	2,036.37
Deposit	07/31/2023	Interest	PERS Contingency Fund	1,535.08
Deposit	07/31/2023	Interest	CCCU Liquid Assets	199.20
Deposit	07/31/2023	Interest	CCCU Checking	109.46
Deposit	08/31/2023	Interest	CalTRUST	18,156.49
Deposit	08/31/2023	Interest	Contingency Fund	1,209.17
Deposit	08/31/2023	Interest	Vehicle Replacement Fund	2,185.10
Deposit	08/31/2023	Interest	PERS Contingency Fund	1,647.20
Deposit	08/31/2023	Interest	CCCU Liquid Assets	199.54
Deposit	08/31/2023	Interest	CCCU Checking	112.97
Deposit	09/30/2023	Interest	CalTRUST	16,717.03
Deposit	09/30/2023	Interest	Contingency Fund	1,182.19
Deposit	09/30/2023	Interest	Vehicle Replacement Fund	2,136.34
Deposit	09/30/2023	Interest	PERS Contingency Fund	1,610.44
Deposit	09/30/2023	Interest	CCCU Savings	0.38
Deposit	09/30/2023	Interest	CCCU Liquid Assets	193.43
Deposit	09/30/2023	Interest	CCCU Checking	79.28
Deposit	10/31/2023	Interest	CalTRUST	15,964.96
Deposit	10/31/2023	Interest	Contingency Fund	1,239.70
Deposit	10/31/2023	Interest	Vehicle Replacement Fund	2,240.26
Deposit	10/31/2023	Interest	PERS Contingency Fund	1,688.78
Deposit	10/31/2023	Interest	CCCU Liquid Assets	200.20
Deposit	10/31/2023	Interest	CCCU Checking	64.00
Deposit	11/30/2023	Interest	CalTRUST	13,408.06
Deposit	11/30/2023	Interest	Contingency Fund	1,206.42
Deposit	11/30/2023	Interest	Vehicle Replacement Fund	2,180.12
Deposit	11/30/2023	Interest	PERS Contingency Fund	1,643.45
Deposit	11/30/2023	Interest	CCCU Liquid Assets	194.07
Deposit	11/30/2023	Interest	CCCU Checking	80.44
Deposit	12/31/2023	Interest	CalTRUST	11,903.80
Deposit	12/31/2023	Interest	Contingency Fund	1,256.06
Deposit	12/31/2023	Interest	Vehicle Replacement Fund	2,269.83
Deposit	12/31/2023	Interest	PERS Contingency Fund	1,711.08
Deposit	12/31/2023	Interest	CCCU Savings	0.38
Deposit	12/31/2023	Interest	CCCU Liquid Assets	200.87
Deposit	12/31/2023	Interest	CCCU Checking	119.81
Deposit	01/31/2024	Interest	CalTRUST	10,607.01
Deposit	01/31/2024	Interest	Contingency Fund	1,228.32
Deposit	01/31/2024	Interest	Vehicle Replacement Fund	2,219.69
Deposit	01/31/2024	Interest	PERS Contingency Fund	1,673.28
Total 800190 · Interest Income				237,226.77
Total USE OF MONEY & PROPERTY				237,226.77
<b>TOTAL</b>				<b>237,226.77</b>

Arcata Fire Protection District  
**Profit & Loss Budget vs. Actual**

July 2023 through January 2024

	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>TAX REVENUE</b>				
101117 · Property Tax - Current Secured	2,790,460.92	1,472,513.00	1,317,947.92	189.5%
102500 · Property Tax-Current Unsecured	149,224.26	56,000.00	93,224.26	266.5%
103500 · Property Tax-Prior Yrs Secured	29,710.67	19,831.00	9,879.67	149.8%
105110 · Property Tax-Prior Yrs Unsecure	19,833.31	581.00	19,252.31	3,413.7%
800040 · Supplemental Taxes-Current	26,706.36			
105900 · Supplemental Taxes-Prior Yrs	3,304.56	16,331.00	-13,026.44	20.2%
113100 · State Timber Tax	864.46	844.00	20.46	102.4%
800050 · Property Assessments	4,515,912.66	2,208,500.00	2,307,412.66	204.5%
<b>Total TAX REVENUE</b>	<b>7,536,017.20</b>	<b>3,774,600.00</b>	<b>3,761,417.20</b>	<b>199.7%</b>
<b>USE OF MONEY &amp; PROPERTY</b>				
800190 · Interest Income	237,226.77	41,419.00	195,807.77	572.7%
<b>Total USE OF MONEY &amp; PROPERTY</b>	<b>237,226.77</b>	<b>41,419.00</b>	<b>195,807.77</b>	<b>572.7%</b>
<b>INTERGOVERNMENTAL</b>				
525110 · Homeowners Property Tax Relief	3,653.14	14,581.00	-10,927.86	25.1%
800600 · Other Government Agencies				
CPH Contract for Services	0.00	37,000.00	-37,000.00	0.0%
NCQUAMD	0.00	700.00	-700.00	0.0%
Proposition 172 Disbursement	0.00	8,700.00	-8,700.00	0.0%
800600 · Other Government Agencies - Other	42,997.31			
<b>Total 800600 · Other Government Agencies</b>	<b>42,997.31</b>	<b>46,400.00</b>	<b>-3,402.69</b>	<b>92.7%</b>
800950 · Firefighting Reimbursements	118,188.49			
<b>Total INTERGOVERNMENTAL</b>	<b>164,838.94</b>	<b>60,981.00</b>	<b>103,857.94</b>	<b>270.3%</b>
<b>CHARGES FOR SERVICES</b>				
800155 · Prevention Fees	13,581.47	7,000.00	6,581.47	194.0%
800156 · R1/R2 Inspection Fees	25,269.45	26,250.00	-980.55	96.3%
800700 · Other Services	30.00			
800946 · Incident Revenue Recovery Fees	14,501.03	5,831.00	8,670.03	248.7%
<b>Total CHARGES FOR SERVICES</b>	<b>53,381.95</b>	<b>39,081.00</b>	<b>14,300.95</b>	<b>136.6%</b>
<b>MISCELLANEOUS REVENUES</b>				
800940 · Other Revenue				
Donations	2,340.91			
800940 · Other Revenue - Other	11,013.80			
<b>Total 800940 · Other Revenue</b>	<b>13,354.71</b>			
800941 · Refunds	-18,093.82	500.00	-18,593.82	-3,618.8%
800942 · Incident Reports	249.00	200.00	49.00	124.5%
<b>Total MISCELLANEOUS REVENUES</b>	<b>-4,490.11</b>	<b>700.00</b>	<b>-5,190.11</b>	<b>-641.4%</b>
<b>Total Income</b>	<b>7,986,974.75</b>	<b>3,916,781.00</b>	<b>4,070,193.75</b>	<b>203.9%</b>
<b>Gross Profit</b>	<b>7,986,974.75</b>	<b>3,916,781.00</b>	<b>4,070,193.75</b>	<b>203.9%</b>

**Arcata Fire Protection District  
Profit & Loss Budget vs. Actual**

July 2023 through January 2024

Expense	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
5010 · Salaries & Wages				
5010.1 · Full-Time	1,155,577.03	1,218,581.00	-63,003.97	94.8%
5010.2 · CTO Payout	207,296.00	243,831.00	-36,535.00	85.0%
5010.3 · Settlement Pay/Vacation	0.00	30,000.00	-30,000.00	0.0%
5010.4 · Holiday Pay	28,078.16	56,000.00	-27,921.84	50.1%
5010.5 · Deferred Compensation	41,500.00	36,400.00	5,100.00	114.0%
5010.6 · Part-Time (Hourly)	41,182.56	41,419.00	-236.44	99.4%
5010.7 · CalFire/OES Pay	38,163.17			
5010 · Salaries & Wages - Other	0.00	0.00	0.00	0.0%
<b>Total 5010 · Salaries &amp; Wages</b>	<b>1,511,796.92</b>	<b>1,626,231.00</b>	<b>-114,434.08</b>	<b>93.0%</b>
5020 · Retirement				
5020.1 · CalPERS Retirement	365,047.04	355,250.00	9,797.04	102.8%
5020.2 · Social Security	2,679.12	2,331.00	348.12	114.9%
5020.3 · Medicare	22,298.52	18,081.00	4,217.52	123.3%
5020.4 · CalPERS UAL Payment	0.00	190,000.00	-190,000.00	0.0%
<b>Total 5020 · Retirement</b>	<b>390,024.68</b>	<b>565,662.00</b>	<b>-175,637.32</b>	<b>69.0%</b>
5030 · Group Insurance				
5030.1 · Health (Current Employees)	322,839.04	364,000.00	-41,160.96	88.7%
5030.2 · Health (Retirees)	184,615.72	180,831.00	3,784.72	102.1%
5030.3 · Retiree Health Admin Fees	23,025.94	2,331.00	20,694.94	987.8%
5030.4 · Dental, Vision & Life	27,176.64	28,581.00	-1,404.36	95.1%
5030.5 · Air Ambulance	71.00	3,000.00	-2,929.00	2.4%
5030.6 · Long Term Disability	5,278.00	4,669.00	609.00	113.0%
<b>Total 5030 · Group Insurance</b>	<b>563,006.34</b>	<b>583,412.00</b>	<b>-20,405.66</b>	<b>96.5%</b>
5033 · Unemployment Insurance	0.00	0.00	0.00	0.0%
5035 · Worker's Compensation				
5035.1 · Primary	0.00	86,000.00	-86,000.00	0.0%
5035.3 · Admin Fee	0.00	22,000.00	-22,000.00	0.0%
<b>Total 5035 · Worker's Compensation</b>	<b>0.00</b>	<b>108,000.00</b>	<b>-108,000.00</b>	<b>0.0%</b>
<b>SALARIES &amp; EMPLOYEE BENEFITS - Other</b>	<b>40,481.40</b>			
<b>Total SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>2,505,309.34</b>	<b>2,883,305.00</b>	<b>-377,995.66</b>	<b>86.9%</b>
<b>SERVICE &amp; SUPPLIES</b>				
5050 · Clothing & Personal Supplies				
5050.1 · Uniforms	10,590.95	20,000.00	-9,409.05	53.0%
5050.2 · Station Boots	399.60	2,000.00	-1,600.40	20.0%
5050.3 · PPE - Structure	310.52	12,000.00	-11,689.48	2.6%
5050.4 · PPE - Wildland	0.00	5,000.00	-5,000.00	0.0%
5050.5 · VLU Team	0.00	1,000.00	-1,000.00	0.0%
5050.6 · Shields & Badges	232.53	1,000.00	-767.47	23.3%
<b>Total 5050 · Clothing &amp; Personal Supplies</b>	<b>11,533.60</b>	<b>41,000.00</b>	<b>-29,466.40</b>	<b>28.1%</b>
5060 · Communications				
5060.1 · Phones - Landline & Cellular	7,356.82	5,831.00	1,525.82	126.2%
5060.2 · Alarm Monitoring				
Arcata Station	550.00			
Mad River Station	420.00			
McKinleyville Station	949.87			
5060.2 · Alarm Monitoring - Other	0.00	2,044.00	-2,044.00	0.0%
<b>Total 5060.2 · Alarm Monitoring</b>	<b>1,919.87</b>	<b>2,044.00</b>	<b>-124.13</b>	<b>93.9%</b>
5060.3 · Communications - Miscellaneous	0.00	500.00	-500.00	0.0%
5060.4 · HCFCA Radio System	0.00	1,600.00	-1,600.00	0.0%
5060.5 · Cable TV & Internet	6,735.52	7,875.00	-1,139.48	85.5%
<b>Total 5060 · Communications</b>	<b>16,012.21</b>	<b>17,850.00</b>	<b>-1,837.79</b>	<b>89.7%</b>
5080 · Food				
5080.1 · Food & Rehab Supplies	862.10	1,000.00	-137.90	86.2%
5080.2 · Drinking Water	0.00	1,000.00	-1,000.00	0.0%
<b>Total 5080 · Food</b>	<b>862.10</b>	<b>2,000.00</b>	<b>-1,137.90</b>	<b>43.1%</b>
5090 · Household Expenses				
5090.1 · Station Supplies				
Arcata Station	513.99			
Mad River Station	1,161.42			

### Arcata Fire Protection District Profit & Loss Budget vs. Actual

July 2023 through January 2024

	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
McKinleyville Station	1,180.41			
5090.1 · Station Supplies - Other	0.00	2,331.00	-2,331.00	0.0%
<b>Total 5090.1 · Station Supplies</b>	<b>2,855.82</b>	<b>2,331.00</b>	<b>524.82</b>	<b>122.5%</b>
5090.2 · Garbage Service				
Arcata Station	431.94			
Mad River Station	681.94			
McKinleyville Station	1,820.60			
5090.2 · Garbage Service - Other	0.00	2,919.00	-2,919.00	0.0%
<b>Total 5090.2 · Garbage Service</b>	<b>2,934.48</b>	<b>2,919.00</b>	<b>15.48</b>	<b>100.5%</b>
5090.3 · Station Furniture				
Mad River Station	237.02			
McKinleyville Station	-10.78			
5090.3 · Station Furniture - Other	1,399.75	5,000.00	-3,600.25	28.0%
<b>Total 5090.3 · Station Furniture</b>	<b>1,625.99</b>	<b>5,000.00</b>	<b>-3,374.01</b>	<b>32.5%</b>
<b>Total 5090 · Household Expenses</b>	<b>7,416.29</b>	<b>10,250.00</b>	<b>-2,833.71</b>	<b>72.4%</b>
5100 · Liability Insurance				
5100.1 · Liability Insurance	51,345.00	52,000.00	-655.00	98.7%
<b>Total 5100 · Liability Insurance</b>	<b>51,345.00</b>	<b>52,000.00</b>	<b>-655.00</b>	<b>98.7%</b>
5120 · Maintenance - Equipment				
5120.1 · Vehicles				
215 · 2016 Chevy 1500	17,910.30			
214 · 2020 Chevy 1500	15,216.09			
210 · 2010 F-150	395.44			
213 · 2019 Ioniq	26.02			
206 · 2006 F-350	1,445.52			
212 · 2015 Spark	422.37			
209 · 2009 F-250	110.42			
108 · 2007 Ferrara	4,136.57			
113 · 2011 Ferrara (1)	917.66			
112 · 2011 Ferrara (2)	10,878.14			
116 · 2022 Pierce	1,260.53			
117 · 2004 WestMark	682.97			
115 · 2018 John Deere	207.14			
106 · 1998 Central States	5,288.22			
114 · 2016 Pierce	384.74			
211 · 2019 F-450	594.93			
5120.1 · Vehicles - Other	69.71	86,000.00	-85,930.29	0.1%
<b>Total 5120.1 · Vehicles</b>	<b>59,946.77</b>	<b>86,000.00</b>	<b>-26,053.23</b>	<b>69.7%</b>
5120.2 · Hose & Ladder Testing	0.00	6,500.00	-6,500.00	0.0%
5120.3 · Hose Repair	0.00	0.00	0.00	0.0%
5120.4 · SCBA	3,894.50	8,000.00	-4,105.50	48.7%
5120.5 · Hydraulic Rescue Tools	0.00	2,500.00	-2,500.00	0.0%
5120.6 · Power Tools	7,661.64	1,000.00	6,661.64	766.2%
5120.7 · AED & LUCAS	6,660.60	8,000.00	-1,339.40	83.3%
5120.8 · Fire Extinguishers	813.47	500.00	313.47	162.7%
5120.9 · Miscellaneous Equipment	69.66	3,000.00	-2,930.34	2.3%
5120.10 · Small Instrument Repair & Test	0.00	1,000.00	-1,000.00	0.0%
5120 · Maintenance - Equipment - Other	207.18			
<b>Total 5120 · Maintenance - Equipment</b>	<b>79,253.82</b>	<b>116,500.00</b>	<b>-37,246.18</b>	<b>68.0%</b>
5121 · Maintenance - Electronics				
5121.1 · Computers	740.68	1,000.00	-259.32	74.1%
5121.2 · Radios, Pagers & FireCom	741.35	1,000.00	-258.65	74.1%
5121.3 · Batteries (non-household)	103.41	1,500.00	-1,396.59	6.9%
<b>Total 5121 · Maintenance - Electronics</b>	<b>1,585.44</b>	<b>3,500.00</b>	<b>-1,914.56</b>	<b>45.3%</b>
5130 · Maintenance-Buildings & Grounds				
5130.1 · General Structure				
Arcata Station	1,545.48			
Mad River Station	644.67			
McKinleyville Station	1,420.58			
5130.1 · General Structure - Other	1,705.48	46,000.00	-44,294.52	3.7%
<b>Total 5130.1 · General Structure</b>	<b>5,316.21</b>	<b>46,000.00</b>	<b>-40,683.79</b>	<b>11.6%</b>
5130.2 · Grounds				
Bayside Property	250.00			
Mad River Station	63.10			

**Arcata Fire Protection District  
Profit & Loss Budget vs. Actual**

July 2023 through January 2024

	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
McKinleyville Station	26.81			
5130.2 · Grounds - Other	0.00	10,000.00	-10,000.00	0.0%
<b>Total 5130.2 · Grounds</b>	<b>339.91</b>	<b>10,000.00</b>	<b>-9,660.09</b>	<b>3.4%</b>
<b>5130.3 · Emergency Power</b>				
Arcata Station	422.59			
Mad River Station	306.58			
McKinleyville Station	422.59			
5130.3 · Emergency Power - Other	0.00	3,000.00	-3,000.00	0.0%
<b>Total 5130.3 · Emergency Power</b>	<b>1,151.76</b>	<b>3,000.00</b>	<b>-1,848.24</b>	<b>38.4%</b>
<b>5130.4 · Pest Control</b>				
Arcata Station	285.00			
Mad River Station	285.00			
McKinleyville Station	170.00			
5130.4 · Pest Control - Other	0.00	1,750.00	-1,750.00	0.0%
<b>Total 5130.4 · Pest Control</b>	<b>740.00</b>	<b>1,750.00</b>	<b>-1,010.00</b>	<b>42.3%</b>
<b>Total 5130 · Maintenance-Buildings &amp; Grounds</b>	<b>7,547.88</b>	<b>60,750.00</b>	<b>-53,202.12</b>	<b>12.4%</b>
<b>5140 · Medical Supplies</b>				
5140.1 · EMS	1,523.88	3,500.00	-1,976.12	43.5%
5140.2 · AED & Lucas	751.02	294.00	457.02	255.4%
<b>Total 5140 · Medical Supplies</b>	<b>2,274.90</b>	<b>3,794.00</b>	<b>-1,519.10</b>	<b>60.0%</b>
<b>5150 · Memberships</b>				
5150.1 · Dues				
CalChiefs	960.00			
5150.1 · Dues - Other	0.00	3,000.00	-3,000.00	0.0%
<b>Total 5150.1 · Dues</b>	<b>960.00</b>	<b>3,000.00</b>	<b>-2,040.00</b>	<b>32.0%</b>
5150 · Memberships - Other	175.00			
<b>Total 5150 · Memberships</b>	<b>1,135.00</b>	<b>3,000.00</b>	<b>-1,865.00</b>	<b>37.8%</b>
<b>5160 · Miscellaneous Expense</b>				
5160.1 · Uncategorized Misc. Expense	1,991.00	1,000.00	991.00	199.1%
<b>Total 5160 · Miscellaneous Expense</b>	<b>1,991.00</b>	<b>1,000.00</b>	<b>991.00</b>	<b>199.1%</b>
<b>5170 · Office Expense</b>				
5170.1 · Office Supplies	1,025.00	2,331.00	-1,306.00	44.0%
5170.2 · Postage	398.06	2,000.00	-1,601.94	19.9%
5170.3 · Software				
CAD Interface	1,200.00	1,750.00	-550.00	68.6%
eDispatches	0.00	2,000.00	-2,000.00	0.0%
Miscellaneous	0.00	500.00	-500.00	0.0%
Parcel Quest	2,399.00	2,000.00	399.00	120.0%
Quickbooks	0.00	2,000.00	-2,000.00	0.0%
Records Management	4,690.70	4,500.00	190.70	104.2%
Scheduling Program	0.00	3,500.00	-3,500.00	0.0%
Survey System	0.00	500.00	-500.00	0.0%
5170.3 · Software - Other	99.95			
<b>Total 5170.3 · Software</b>	<b>8,389.65</b>	<b>16,750.00</b>	<b>-8,360.35</b>	<b>50.1%</b>
5170.4 · Subscription Periodicals	0.00	100.00	-100.00	0.0%
<b>Total 5170 · Office Expense</b>	<b>9,812.71</b>	<b>21,181.00</b>	<b>-11,368.29</b>	<b>46.3%</b>
<b>5180 · Professional &amp; Special Services</b>				
5180.1 · Legal	12,872.00	11,669.00	1,203.00	110.3%
5180.2 · Human Resources	0.00	10,000.00	-10,000.00	0.0%
5180.3 · Medical Exam & Drug Screening	0.00	20,000.00	-20,000.00	0.0%
5180.4 · Background Checks	774.00	5,000.00	-4,226.00	15.5%
5180.5 · Audit (Financial)	8,500.00	11,000.00	-2,500.00	77.3%
5180.6 · Accountant & Bookkeeping	8,131.00	10,000.00	-1,869.00	81.3%
5180.7 · GASB Reporting	3,450.00	7,000.00	-3,550.00	49.3%
5180.8 · IT	21,137.55	20,419.00	718.55	103.5%
5180.9 · Webpage Hosting	5,172.00	3,031.00	2,141.00	170.6%
5180.10 · Subscriptions	0.00	2,700.00	-2,700.00	0.0%
5180.11 · Miscellaneous	0.00	500.00	-500.00	0.0%
5180.12 · Financial Consulting	0.00	5,000.00	-5,000.00	0.0%
<b>Total 5180 · Professional &amp; Special Services</b>	<b>60,036.55</b>	<b>106,319.00</b>	<b>-46,282.45</b>	<b>56.5%</b>

### Arcata Fire Protection District Profit & Loss Budget vs. Actual

July 2023 through January 2024

	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
<b>5190 · Publications &amp; Legal Notices</b>				
5190.1 · Publications & Notices	380.00	1,000.00	-620.00	38.0%
<b>Total 5190 · Publications &amp; Legal Notices</b>	380.00	1,000.00	-620.00	38.0%
<b>5200 · Rent &amp; Leases - Equipment</b>				
5200.1 · Copier	4,420.00	4,844.00	-424.00	91.2%
<b>Total 5200 · Rent &amp; Leases - Equipment</b>	4,420.00	4,844.00	-424.00	91.2%
<b>5210 · Rent &amp; Leases - Structures</b>				
5210.1 · 631 9th Street	80,000.00	70,000.00	10,000.00	114.3%
<b>Total 5210 · Rent &amp; Leases - Structures</b>	80,000.00	70,000.00	10,000.00	114.3%
<b>5230 · Special District Expense</b>				
5230.1 · Property Tax Admin Fee	39,914.00	77,000.00	-37,086.00	51.8%
5230.2 · Tax Roll Direct Charge Fee	0.00	14,000.00	-14,000.00	0.0%
5230.3 · LAFCO Annual Fee	3,275.39	4,000.00	-724.61	81.9%
5230.4 · Assessment Adjustments/Refunds	154.00			
5230.5 · Public Education Supplies	109.32	1,500.00	-1,390.68	7.3%
5230.6 · Certifications	353.00	1,000.00	-647.00	35.3%
5230.7 · Recruitment	405.00	0.00	405.00	100.0%
5230.8 · Bank Fees	240.00	4,200.00	-3,960.00	5.7%
5230.9 · Recognition Awards	0.00	2,000.00	-2,000.00	0.0%
5230.10 · Health & Wellness	32.31	5,300.00	-5,267.69	0.6%
5230.11 · Public Outreach	15.80	1,000.00	-984.20	1.6%
5230.13 · HCFC Air Trailer Annual Fee	0.00	1,000.00	-1,000.00	0.0%
5230.14 · Staff Training	2,447.34	15,000.00	-12,552.66	16.3%
5230.15 · Training Supplies	102.09	1,000.00	-897.91	10.2%
5230.16 · Grant Management	0.00	0.00	0.00	0.0%
<b>Total 5230 · Special District Expense</b>	47,048.25	127,000.00	-79,951.75	37.0%
<b>5250 · Transportation &amp; Travel</b>				
5250.1 · Fuel				
Mad River Station				
Diesel	19,964.17			
Gasoline	4,931.96			
Mad River Station - Other	1,031.81			
<b>Total Mad River Station</b>	25,927.94			
McKinleyville Station	6,959.92			
5250.1 · Fuel - Other	2,942.79	43,169.00	-40,226.21	6.8%
<b>Total 5250.1 · Fuel</b>	35,830.65	43,169.00	-7,338.35	83.0%
5250.2 · Lodging	1,841.69	8,000.00	-6,158.31	23.0%
5250.3 · Per Diem Reimbursement	1,512.33	7,000.00	-5,487.67	21.6%
5250.4 · Conference/Class Tuition	8,033.26	5,000.00	3,033.26	160.7%
5250 · Transportation & Travel - Other	606.95			
<b>Total 5250 · Transportation &amp; Travel</b>	47,824.88	63,169.00	-15,344.12	75.7%
<b>5260 · Utilities</b>				
5260.1 · PG & E				
Arcata Station	6,246.51			
Mad River Station	2,767.13			
McKinleyville Station	8,197.29			
5260.1 · PG & E - Other	0.00	19,026.00	-19,026.00	0.0%
<b>Total 5260.1 · PG &amp; E</b>	17,211.93	19,026.00	-1,815.07	90.5%
5260.2 · Water & Sewer				
Arcata Station	1,286.95			
Mad River Station	1,195.48			
McKinleyville Station	1,250.11			
5260.2 · Water & Sewer - Other	137.73	3,675.00	-3,537.27	3.7%
<b>Total 5260.2 · Water &amp; Sewer</b>	3,870.27	3,675.00	195.27	105.3%
<b>Total 5260 · Utilities</b>	21,081.20	22,701.00	-1,619.80	92.9%
<b>5370 · Minor Equipment Purchases</b>				
5370.1 · Fire Hose	0.00	6,500.00	-6,500.00	0.0%
5370.2 · Fire Equipment & Fabrication	1,279.89	4,000.00	-2,720.11	32.0%
5310.3 · Computers & Electronics	4,548.59	5,000.00	-451.41	91.0%
5370.4 · Small Tools	2,424.90	1,000.00	1,424.90	242.5%
5370.5 · Power Tools	0.00	1,000.00	-1,000.00	0.0%



**Arcata Fire Protection District  
Profit & Loss Budget vs. Actual**

July 2023 through January 2024

	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
Total 5370 - Minor Equipment Purchases	8,253.38	17,500.00	-9,246.62	47.2%
<b>Total SERVICE &amp; SUPPLIES</b>	459,814.21	745,358.00	-285,543.79	61.7%
<b>OTHER BUDGET FUNDING REQUIRED</b>				
Capital Expense				
Equipment/Vehicles	30,418.89			
<b>Total Capital Expense</b>	30,418.89			
Debt Service				
2021 UAL Refinance - Interest	119,436.60	119,437.00	-0.40	100.0%
2021 UAL Refinance - Principal	268,000.00	268,000.00	0.00	100.0%
2022 Engine Purchase- Principal	98,770.75	15,000.00	83,770.75	658.5%
2022 Engine Purchase - Interest	16,748.58	100,183.00	-83,434.42	16.7%
Debt Issue Costs	183.65			
<b>Total Debt Service</b>	503,139.58	502,620.00	519.58	100.1%
Operating Fund Transfers				
Contingency Fund	0.00	200,000.00	-200,000.00	0.0%
PERS Rate Contingency Fund	0.00	261,816.00	-261,816.00	0.0%
Vehicle Replacement Fund	0.00	200,000.00	-200,000.00	0.0%
<b>Total Operating Fund Transfers</b>	0.00	661,816.00	-661,816.00	0.0%
<b>Total OTHER BUDGET FUNDING REQUIRED</b>	533,558.47	1,164,436.00	-630,877.53	45.8%
<b>Total Expense</b>	3,498,682.02	4,793,099.00	-1,294,416.98	73.0%
<b>Net Ordinary Income</b>	4,488,292.73	-876,318.00	5,364,610.73	-512.2%
<b>Net Income</b>	<b>4,488,292.73</b>	<b>-876,318.00</b>	<b>5,364,610.73</b>	<b>-512.2%</b>

**Arcata Fire Protection District  
Expenses by Vendor Detail**

January 2024

Type	Date	Memo	Account	Amount	Balance
<b>707 PEST SOLUTIONS</b>					
Bill	01/04/2024	December ser...	Arcata Station	95.00	95.00
Bill	01/04/2024	December ser...	Mad River Station	95.00	190.00
Bill	01/04/2024	December ser...	McKinleyville Station	85.00	275.00
Total 707 PEST SOLUTIONS				275.00	275.00
<b>AIG INSURANCE</b>					
Credit Card Charge	01/13/2024	Flight insuran...	5250 · Transportatio...	30.72	30.72
Credit Card Charge	01/13/2024	Flight insuran...	5250 · Transportatio...	40.86	71.58
Total AIG INSURANCE				71.58	71.58
<b>AIRMEDCARE</b>					
Bill	01/18/2024	Addition of VL...	5030.5 · Air Ambula...	15.00	15.00
Total AIRMEDCARE				15.00	15.00
<b>ALYSSA M ALVAREZ</b>					
Bill	01/18/2024	Vision Reimbu...	5030.4 · Dental, Visi...	170.00	170.00
Bill	01/22/2024	Vision reimbur...	5030.4 · Dental, Visi...	110.00	280.00
Total ALYSSA M ALVAREZ				280.00	280.00
<b>AMAZON</b>					
Credit Card Charge	01/04/2024	Double windo...	5170.1 · Office Supp...	26.84	26.84
Credit Card Charge	01/04/2024	Dish soap and...	McKinleyville Station	34.20	61.04
Credit Card Charge	01/05/2024	Bearing for E8...	112 · 2011 Ferrara (2)	22.07	83.11
Credit Card Charge	01/09/2024	Under desk fo...	5170.1 · Office Supp...	24.55	107.66
Credit Card Charge	01/22/2024	Resistance ba...	5230.10 · Health & ...	32.31	139.97
Credit Card Charge	01/23/2024	Bird spikes	Mad River Station	16.37	156.34
Total AMAZON				156.34	156.34
<b>ARCATA VOLUNTEER FIREFIGHTERS ASSOC.</b>					
Bill	01/01/2024	February Rent	5210.1 · 631 9th Str...	10,000.00	10,000.00
Bill	01/26/2024	VLU Donahue...	5230.14 · Staff Traini...	25.00	10,025.00
Total ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				10,025.00	10,025.00
<b>AT&amp;T- CAL NET 3</b>					
Bill	01/19/2024	12-19-23 to 0...	5060.1 · Phones - La...	185.89	185.89
Total AT&T- CAL NET 3				185.89	185.89
<b>AT&amp;T MOBILITY (FIRSTNET)</b>					
Credit Card Charge	01/23/2024	Cellphones, ip...	5060.1 · Phones - La...	327.13	327.13
Total AT&T MOBILITY (FIRSTNET)				327.13	327.13
<b>BECKY SCHUETTE</b>					
Bill	01/08/2024	Vision Reimbu...	5030.4 · Dental, Visi...	195.62	195.62
Total BECKY SCHUETTE				195.62	195.62
<b>CAL PERS</b>					
Liability Check	01/05/2024	Employer Pai...	5020.1 · CalPERS R...	23,788.52	23,788.52
Liability Check	01/19/2024	Employer Con...	5020.1 · CalPERS R...	23,788.52	47,577.04
Liability Check	01/29/2024	Employer Pai...	5020.1 · CalPERS R...	23,788.52	71,365.56
Total CAL PERS				71,365.56	71,365.56

**Arcata Fire Protection District  
Expenses by Vendor Detail**

January 2024

Type	Date	Memo	Account	Amount	Balance
<b>CalPERS 457 PLAN</b>					
Liability Check	01/05/2024	Employer Mat...	5010.5 · Deferred C...	2,700.00	2,700.00
Liability Check	01/19/2024	Employer Mat...	5010.5 · Deferred C...	2,700.00	5,400.00
Liability Check	01/29/2024	Employer Mat...	5010.5 · Deferred C...	2,800.00	8,200.00
Total CalPERS 457 PLAN				8,200.00	8,200.00
<b>CASCADE FIRE EQUIP.</b>					
Bill	01/16/2024	Vulcan Fire L...	5370.2 · Fire Equipm...	496.86	496.86
Total CASCADE FIRE EQUIP.				496.86	496.86
<b>CENTRAL SANDWICH</b>					
Credit Card Charge	01/16/2024	Lunch for AC I...	5080.1 · Food & Reh...	190.72	190.72
Credit Card Charge	01/17/2024	Lunch for Cap...	5080.1 · Food & Reh...	152.38	343.10
Total CENTRAL SANDWICH				343.10	343.10
<b>CITY OF ARCATA</b>					
Bill	01/07/2024	Service period...	Mad River Station	278.48	278.48
Bill	01/28/2024	Service Perio...	Arcata Staton	189.50	467.98
Total CITY OF ARCATA				467.98	467.98
<b>CNK MECHANICS</b>					
Bill	01/22/2024	Repair to cab ...	108 · 2007 Ferrara	825.00	825.00
Total CNK MECHANICS				825.00	825.00
<b>COASTAL BUSINESS SYSTEMS</b>					
Bill	01/25/2024	Troubleshoot ...	5200.1 · Copier	48.75	48.75
Total COASTAL BUSINESS SYSTEMS				48.75	48.75
<b>COASTAL BUSINESS SYSTEMS, INC</b>					
Bill	01/04/2024	Copier, printer...	5200.1 · Copier	608.01	608.01
Total COASTAL BUSINESS SYSTEMS, INC				608.01	608.01
<b>COSTCO</b>					
Credit Card Charge	01/14/2024	Flatware, bath...	Mad River Station	69.89	69.89
Total COSTCO				69.89	69.89
<b>CUMMINS SALES AND SERVICE</b>					
Bill	01/10/2024	Air leak	112 · 2011 Ferrara (2)	820.56	820.56
Bill	01/19/2024	Transmission ...	106 · 1998 Central S...	1,347.32	2,167.88
Total CUMMINS SALES AND SERVICE				2,167.88	2,167.88
<b>DMV RENEWAL</b>					
Bill	01/16/2024	UTV Utility trai...	5120 · Maintenance ...	10.00	10.00
Total DMV RENEWAL				10.00	10.00
<b>DUSTIN DARNELL</b>					
Bill	01/22/2024	EMS recertific...	5230.6 · Certifications	115.00	115.00
Bill	01/22/2024	Livescan for r...	5230.6 · Certifications	84.00	199.00
Total DUSTIN DARNELL				199.00	199.00
<b>EMBLEM ENTERPRISES</b>					
Credit Card Charge	01/31/2024	Chief gold on ...	5050.1 · Uniforms	192.97	192.97
Total EMBLEM ENTERPRISES				192.97	192.97

**Arcata Fire Protection District**  
**Expenses by Vendor Detail**  
January 2024

Type	Date	Memo	Account	Amount	Balance
<b>EMMONS REPAIR SERVICE</b>					
Bill	01/01/2024	Wiring code 3 ...	215 · 2016 Chevy 15...	560.00	560.00
Bill	01/25/2024	Model Q Siren...	108 · 2007 Ferrara	105.00	665.00
Total EMMONS REPAIR SERVICE				665.00	665.00
<b>EXPEDIA</b>					
Credit Card Charge	01/04/2024	Lodging for fli...	5230.14 · Staff Traini...	103.50	103.50
Total EXPEDIA				103.50	103.50
<b>FIRE PROTECTION PUBLICATIONS</b>					
Credit Card Charge	01/10/2024	eBook for Kno...	5230.15 · Training S...	85.85	85.85
Total FIRE PROTECTION PUBLICATIONS				85.85	85.85
<b>FIRE RISK MANAGEMENT SERVICES</b>					
Bill	01/08/2024	February Cov...	5030.4 · Dental, Visi...	3,229.66	3,229.66
Total FIRE RISK MANAGEMENT SERVICES				3,229.66	3,229.66
<b>FIREEND</b>					
Credit Card Charge	01/05/2024	Elkart Nozzles...	5370.4 · Small Tools	2,316.07	2,316.07
Total FIREEND				2,316.07	2,316.07
<b>GALLS</b>					
Credit Card Charge	01/29/2024	Name tags an...	5050.1 · Uniforms	120.59	120.59
Credit Card Charge	01/31/2024	R. McDonald ...	5050.1 · Uniforms	35.05	155.64
Total GALLS				155.64	155.64
<b>HARBOR FREIGHT TOOLS</b>					
Credit Card Charge	01/23/2024	Wireless alerti...	Mad River Station	44.44	44.44
Total HARBOR FREIGHT TOOLS				44.44	44.44
<b>HENSELS</b>					
Bill	01/02/2024	Knox box latc...	5120.9 · Miscellaneo...	69.66	69.66
Bill	01/23/2024	Caulking for ri...	Arcata Station	20.59	90.25
Bill	01/30/2024	Connector ar...	Mad River Station	32.52	122.77
Total HENSELS				122.77	122.77
<b>HOOFAST INC</b>					
Credit Card Charge	01/29/2024	Class A coat c...	5050.1 · Uniforms	125.58	125.58
Total HOOFAST INC				125.58	125.58
<b>IMSA</b>					
Credit Card Charge	01/09/2024	Radio Freque...	5160.1 · Uncategoriz...	1,450.00	1,450.00
Total IMSA				1,450.00	1,450.00
<b>INFINITE CONSULTING SERVICES</b>					
Bill	01/02/2024	Managed IT s...	5180.8 · IT	2,510.00	2,510.00
Total INFINITE CONSULTING SERVICES				2,510.00	2,510.00
<b>JA'SHAWN FIELDS JR</b>					
Bill	01/24/2024	Meal ticket	5250.3 · Per Diem R...	347.84	347.84
Bill	01/24/2024	Fuel	5250.3 · Per Diem R...	48.00	395.84
Total JA'SHAWN FIELDS JR				395.84	395.84

**Arcata Fire Protection District  
Expenses by Vendor Detail**

January 2024

Type	Date	Memo	Account	Amount	Balance
<b>JUSTIN MCDONALD</b>					
Bill	01/09/2024	Vision reimbur...	5030.4 · Dental, Visi...	204.00	204.00
Bill	01/22/2024	Reimburseme...	5030.4 · Dental, Visi...	58.00	262.00
Total JUSTIN MCDONALD				262.00	262.00
<b>LES SCHWAB TIRE</b>					
Bill	01/09/2024	Batteries x 4	108 · 2007 Ferrara	1,333.74	1,333.74
Total LES SCHWAB TIRE				1,333.74	1,333.74
<b>LIEBERT CASSIDY WHITMORE</b>					
Credit Card Charge	01/08/2024	Cannabis Use...	5180.1 · Legal	75.00	75.00
Bill	01/22/2024	General Matters	5180.1 · Legal	304.50	379.50
Total LIEBERT CASSIDY WHITMORE				379.50	379.50
<b>LIGHTHOUSE UNIFORM</b>					
Credit Card Charge	01/05/2024	Class A Jacke...	5050.1 · Uniforms	124.35	124.35
Total LIGHTHOUSE UNIFORM				124.35	124.35
<b>LUBE CENTRAL</b>					
Bill	01/17/2024	Full service oil...	215 · 2016 Chevy 15...	114.00	114.00
Total LUBE CENTRAL				114.00	114.00
<b>LUZMILA'S</b>					
Credit Card Charge	01/24/2024	HCFCA dinner	5080.1 · Food & Reh...	65.61	65.61
Total LUZMILA'S				65.61	65.61
<b>MCK. COMM. SERVICES DISTRICT</b>					
Bill	01/10/2024	DCV Service ...	McKinleyville Station	25.76	25.76
Bill	01/10/2024	Service Perio...	McKinleyville Station	181.19	206.95
Total MCK. COMM. SERVICES DISTRICT				206.95	206.95
<b>MCKINLEYVILLE ACE HARDWARE</b>					
Bill	01/05/2024	Sponge erase...	McKinleyville Station	40.65	40.65
Bill	01/08/2024	Garbage bags...	Mad River Station	27.96	68.61
Bill	01/11/2024	Telescope wa...	McKinleyville Station	202.46	271.07
Bill	01/23/2024	Cleaning supp...	Mad River Station	83.00	354.07
Bill	01/24/2024	Plugs and con...	114 · 2016 Pierce	73.97	428.04
Credit	01/25/2024	Return VLU pl...	800941 · Refunds	-22.07	405.97
Bill	01/31/2024	Dorm upgrade...	Mad River Station	40.05	446.02
Total MCKINLEYVILLE ACE HARDWARE				446.02	446.02
<b>MIDAMERICA HRA</b>					
Bill	01/18/2024	February Retir...	5030.2 · Health (Reti...	23,576.70	23,576.70
Total MIDAMERICA HRA				23,576.70	23,576.70
<b>NAPA AUTO PARTS</b>					
Bill	01/16/2024	HO Clamp	116 · 2022 Pierce	17.32	17.32
Total NAPA AUTO PARTS				17.32	17.32
<b>NORTH COAST APPLIANCE</b>					
Credit Card Charge	01/16/2024	Gas range	Arcata Station	840.54	840.54
Total NORTH COAST APPLIANCE				840.54	840.54

## Arcata Fire Protection District Expenses by Vendor Detail

January 2024

Type	Date	Memo	Account	Amount	Balance
<b>OFFICE DEPOT</b>					
Bill	01/01/2024	Dishwasher s...	Mad River Station	38.70	38.70
Bill	01/02/2024	Pens, paper, s...	5170.1 · Office Supp...	88.97	127.67
Bill	01/02/2024	Paper towels, ...	Mad River Station	109.27	236.94
Bill	01/10/2024	Dishsoap and ...	McKinleyville Station	68.14	305.08
Total OFFICE DEPOT				305.08	305.08
<b>PACIFIC GAS AND ELECTRIC</b>					
Bill	01/03/2024	Service Perio...	McKinleyville Station	1,541.38	1,541.38
Bill	01/09/2024	Service period...	Arcata Station	1,313.40	2,854.78
Bill	01/22/2024	Service Perio...	Mad River Station	587.14	3,441.92
Total PACIFIC GAS AND ELECTRIC				3,441.92	3,441.92
<b>PERS / HEALTH</b>					
Bill	01/18/2024	Active Employ...	5030.1 · Health (Cur...	44,277.26	44,277.26
Bill	01/18/2024	Retiree Premi...	5030.2 · Health (Reti...	3,740.82	48,018.08
Bill	01/18/2024	Admin Fee act...	5030.1 · Health (Cur...	141.69	48,159.77
Bill	01/18/2024	Admin Fee ret...	5030.3 · Retiree Hea...	87.42	48,247.19
Total PERS / HEALTH				48,247.19	48,247.19
<b>RAYMOND LUCE</b>					
Bill	01/18/2024	Assessment R...	5230.4 · Assessmen...	154.00	154.00
Total RAYMOND LUCE				154.00	154.00
<b>RECOLOGY</b>					
Credit Card Charge	01/04/2024	Temporary Du...	Mad River Station	250.00	250.00
Total RECOLOGY				250.00	250.00
<b>REDWOOD COAST FUELS (RELADYNE)</b>					
Bill	01/04/2024	356 gallons	Diesel	1,703.47	1,703.47
Bill	01/04/2024	94 gallons	Gasoline	451.75	2,155.22
Bill	01/04/2024	Taxes and fees	5250.1 · Fuel	282.26	2,437.48
Bill	01/04/2024	109 gallons	McKinleyville Station	616.79	3,054.27
Bill	01/25/2024	301 gallons	Diesel	1,407.17	4,461.44
Bill	01/25/2024	145 gallons	Gasoline	679.46	5,140.90
Bill	01/25/2024	Tax	Mad River Station	250.27	5,391.17
Total REDWOOD COAST FUELS (RELADYNE)				5,391.17	5,391.17
<b>SAFEWAY</b>					
Credit Card Charge	01/11/2024	Creamer for A...	5080.1 · Food & Reh...	8.49	8.49
Credit Card Charge	01/17/2024	Water and cre...	5080.1 · Food & Reh...	15.23	23.72
Total SAFEWAY				23.72	23.72
<b>SANTA ANA COLLEGE</b>					
Credit Card Charge	01/08/2024	Knowles Fire I...	5230.14 · Staff Traini...	418.00	418.00
Credit Card Charge	01/16/2024	FOT 130 C & ...	5230.14 · Staff Traini...	395.00	813.00
Credit Card Credit	01/18/2024	FOT 130 C & ...	800941 · Refunds	-395.00	418.00
Total SANTA ANA COLLEGE				418.00	418.00
<b>TARGET</b>					
Credit Card Charge	01/19/2024	Office chairs x 2	Mad River Station	237.02	237.02
Total TARGET				237.02	237.02

**Arcata Fire Protection District  
Expenses by Vendor Detail**

January 2024

Type	Date	Memo	Account	Amount	Balance
<b>THE DONUT MILL</b>					
Credit Card Charge	01/11/2024	Doughnuts for...	5080.1 · Food & Reh...	28.00	28.00
Credit Card Charge	01/17/2024	Donuts for Ca...	5080.1 · Food & Reh...	28.00	56.00
Total THE DONUT MILL				56.00	56.00
<b>THE STANDARD</b>					
Bill	01/25/2024	February L:TD	5030.6 · Long Term ...	667.00	667.00
Total THE STANDARD				667.00	667.00
<b>TRACTOR SUPPLY</b>					
Credit Card Charge	01/24/2024	Mat	116 · 2022 Pierce	36.88	36.88
Total TRACTOR SUPPLY				36.88	36.88
<b>UNITED AIRLINES</b>					
Credit Card Charge	01/13/2024	R. McDonald ...	5250.4 · Conference...	628.60	628.60
Credit Card Charge	01/13/2024	Freeman Fligh...	5250.4 · Conference...	472.67	1,101.27
Total UNITED AIRLINES				1,101.27	1,101.27
<b>WEBSTER BANK</b>					
Bill	01/01/2024	Interest only U...	2021 UAL Refinance...	57,882.50	57,882.50
Bill	01/01/2024	Account #116...	2021 UAL Refinance...	0.00	57,882.50
Total WEBSTER BANK				57,882.50	57,882.50
<b>WESTAMERICA BANK</b>					
Bill	01/01/2024	Engine Loan ...	2022 Engine Purcha...	49,730.01	49,730.01
Bill	01/01/2024	Engine Loan I...	2022 Engine Purcha...	8,025.08	57,755.09
Total WESTAMERICA BANK				57,755.09	57,755.09
<b>WITMER PUBLIC SAFETY GROUP</b>					
Credit Card Charge	01/30/2024	Barron	5050.2 · Station Boots	399.60	399.60
Total WITMER PUBLIC SAFETY GROUP				399.60	399.60
<b>TOTAL</b>				<b>311,464.08</b>	<b>311,464.08</b>



**Date:** February 13, 2024  
**To:** Board of Directors, Arcata Fire District  
**From:** Becky Schuette, Business Manager  
**Subject:** Adopt Resolution 24-299, Authorizing the Update of Signers for the Arcata Fire District's Accounts with Coast Central Credit Union, CalTRUST and the County of Humboldt Treasury Accounts

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### **Background**

The District maintains checking and savings accounts with Coast Central Credit Union, as well as the Treasury accounts with the County of Humboldt. The Board is required to approve signers to all bank accounts and the treasury accounts with the County. As part of succession planning and hiring, the signers require updating. The attached Resolution identifies the updated signers as well as the removal of a former employee. Attachment 2 is the formal signature page, which will be provided to the Auditor/Controller upon approval by the Board.

### **Recommendation**

Staff recommends the Board adopt Resolution 24-299 and authorize the updated signers for the Districts Coast Central, CalTRUST and County Treasury accounts.

### **District Funds Requested/Required**

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

### **Alternatives**

Board discretion.

### **Attachments**

Attachment 1 - Resolution 24-299

Attachment 2 - Auditor Controller Authorized Signers Signature Page



**Resolution Number: 24-299**

**A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS  
AUTHORIZING UPDATED SIGNERS TO THE COAST CENTRAL CREDIT UNION,  
CALTRUST, AND COUNTY OF HUMBOLDT TREASURER ACCOUNTS**

**WHEREAS**, the Arcata Fire Protection District maintains checking and savings accounts with Coast Central Credit Union; and

**WHEREAS**, the Arcata Fire Protection District maintains liquidity accounts with CalTRUST; and

**WHEREAS**, the Arcata Fire Protection District also maintains four fund accounts with the Humboldt County Treasurer/Tax Collector, identified as fund accounts 2010, 2011, 2012 and 2013 ; and

**WHEREAS**, the Arcata Fire District desires to update the signers to the Coast Central Credit Union accounts, CalTRUST accounts, and the Humboldt County Treasurer/Tax Collector funds.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Arcata Fire District hereby authorize and grant signing authority for the previously identified accounts to the following individuals.

- Justin McDonald
- Chris Emmons
- Ross McDonald
- Becky Schuette
- Katie Hill
- Nicole Johnson

**BE IT FURTHER RESOLVED** that the Board of Directors of the Arcata Fire District hereby removes signing authority from the previously identified accounts for former Assistant Chief Sean Campbell, no longer an active employee with the District.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the Arcata Fire Protection District by the following polled vote:

- Ayes:
- Nays:
- Abstain:
- Absent:

**DATED:** February 13, 2024

Signed:

\_\_\_\_\_  
Eric Loudenslager, President

Attest:

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



Office of the Auditor-Controller  
**COUNTY OF HUMBOLDT**  
825 5th Street, Room 126, Eureka, CA 95501-1153  
Telephone (707) 476-2452 Fax (707) 445-7449

Dear District Board,

As a Special District Board, you are responsible for all funds expended by your Special District. It is your Board's responsibility to determine that all proposed expenditures are for legitimate purposes and that there are sufficient funds available to cover the expenditures. We are here to assist you in your recordkeeping by processing your requests to issue payments, receive deposits, and maintain a record of your financial activity.

In order for us to process your requests in a timely manner, please provide us with a current listing of individuals authorized by your Board to sign claims and/or receive financial information by completing the bottom section of this memo and returning it to us at your earliest convenience. Please note that if someone signs for approval that is not listed below, we will not be able to process the claim.

Also, please confirm the contact information we have on record for you. If a change is necessary for any of the information below, please notify us right away.

**Fund:**

Mailing Address:

Site Address:

Phone: (707)

Fax: (707)

Email:

District Chief:

Email:

Asst. Chief:

As of \_\_\_\_\_ and through the end of the current fiscal year, the following individuals are authorized to sign for (write in district name): Arcata Fire Protection District

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chairperson (Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Date:** February 13, 2024  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Adopt Resolution 24-300 Directing Transfer of Cash from the Humboldt County Treasury Account to the CalTRUST Liquidity Fund

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### **Background**

In December 2022 at a Regular Board meeting the Board approved opening an account with CalTRUST and the District continues to maintain the reserve operating funds in that account.

Having recently received updated fund registers from the Assessor's office, Staff has determined the amount of the first portion of teeter plan deposit (50%) to the Treasury funds. The amount of \$4,000,000 can now be transferred to CalTRUST. Staff is proposing to move all but approximately \$667,000 from County Treasury to the CalTRUST liquidity fund.

### **Recommendation**

Staff recommends the Board adopt Resolution 24-300 authorizing the transfer of \$4,000,000 held in cash with County Treasury to CalTRUST liquidity fund.

### **FINANCIAL IMPACT:**

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

### **Alternatives**

1. Board discretion

### **Attachments**

- Attachment 1** – Resolution 24-300
- Attachment 2** – County Fund Ledger



**Resolution Number: 24-300**

**A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS DIRECTING TRANSFER OF CASH FROM THE HUMBOLDT COUNTY TREASURY ACCOUNT TO THE CALTRUST LIQUIDITY FUND**

**WHEREAS**, the Board of the Arcata Fire Protection District at the December 2022 Regular Board meeting authorized the District to become a participant agency with CalTRUST; and

**WHEREAS**, the Board of the Arcata Fire Protection District hereby finds it appropriate to transfer \$4,000,000 in operating cash held at the County Treasury General Fund account 2010000 the following amounts into CalTRUST’s Liquidity Fund; and

**WHEREAS**, The Board of the Arcata Fire Protection District finds it suitable to keep approximately \$667,000 in the County Treasury General Fund account 2010000; and

**WHEREAS**, the Board of the Arcata Fire Protection District directs the cash be invested in CalTRUST’s Liquidity Fund.

**NOW THEREFORE, BE IT RESOLVED THAT**, the Board of the Arcata Fire Protection District hereby authorizes the transfer of cash from County Treasury, in the amount of \$4,000,000 to the CalTRUST Liquidity Fund.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the Arcata Fire Protection District by the following polled vote:

- Ayes:
- Nays:
- Abstain:
- Absent:

**DATED:** February 13, 2024

Signed:

\_\_\_\_\_  
Eric Loudenslager, President

Attest:

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

Ledger: GL  
 Start Date 07/01/2023  
 Report Date 01/31/2024

**Trust Fund Account Balance**  
 County of Humboldt

Period: 07  
 Fiscal Year: 2024

**2010000 Arcata Fire Protection Dist**

<u>Account</u>	<u>Description</u>	<u>Actual</u>
11	Cash	4,741,324.33
33	Beginning Fund Balance	1,040,425.67
101117	Property Tax Current Secured	1,320,324.42
102500	Prop Tax Current-Unsecured	88,593.20
103500	Property Tax-Prior Secrd & Esc	29,710.67
113100	Timber Yield Tax	864.46
800040	Supplemental Taxes-Current	2,015.05
800050	Property Assessments	2,274,342.35
402205	Interest Revenue	19,630.56
525110	Homeowners Prop Tax Relief	3,653.14
800600	Other Government Agencies	4,954.20
2118	Professional & Special Service	39,914.00
3231	Contribution to LAFCO	3,275.39
	Revenue Total	3,744,088.05
	Less Expenditure Total	43,189.39
	Net Total	<u>3,700,898.66</u>



**ARCATA FIRE DISTRICT**

Job Classification

**ASSISTANT CHIEF**

Division: Administration  
 Supervisor: Fire Chief  
 Effective: February 14, 2024

Bargaining Unit: Senior Management Grp  
 FLSA Status: Exempt  
 PERS Status: Safety

**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Performs complex leadership and managerial work with responsibility for planning, organizing, directing, staffing, and controlling a major operating division and/or programmatic section of the District, such as operations, training, or administration. Assists the Fire Chief in planning and implementing the strategic goals and objectives of the District, maintaining operational readiness, and managing special projects/programs as assigned. Supervises assigned staff, including subordinate supervisors. Serves as duty officer on a rotating basis. Acts in the absence of the Fire Chief as assigned. Performs other related duties as assigned.

Receives administrative direction from the Fire Chief.

Exercises direct and indirect supervision over assigned subordinate staff, including subordinate supervisors.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Plans, organizes, directs, staffs, and controls a major operating division or programmatic section of the District; assists the Fire Chief in determining strategic goals, plans, and objectives in accordance with applicable laws, regulations, rules, and requirements; develops and recommends policies and procedures.
2	L	Develops, directs, and coordinates work plans for assigned operations and/or programs; monitors work flow, quality, and quantity; reviews and evaluates work products, methods and procedures; identifies opportunities for improving service delivery methods and procedures; recommends plans for implementing



# ARCATA FIRE DISTRICT

Job Classification

## ASSISTANT CHIEF



		organizational changes; prepares and reviews recommendations with the Fire Chief; implements improvements and changes as directed.
3	L	Supervises subordinate staff, including subordinate supervisors; manages daily staffing and prepares staffing schedules, including overtime schedules per department policy and in accordance with federal and state labor laws and applicable employee represented group MOUs; authorizes and tracks employee leave banks; assigns and reviews tasks, special projects, and collateral duties; recommends the allocation of human resources; evaluates and develops employees through advising and coaching.
4	S	Assists with the administration of employee and labor relations matters; recommends personnel actions, including employee discipline as required, and coordinates their implementation; assists in the development of management goals for bargaining purposes; may participate in meet and confer activities if assigned.
5	S	Reviews and assesses training needs and available programs; organizes and schedules trainings; oversees and coordinates the attendance of District staff and volunteers at training programs and seminars; researches and recommends policies and procedures related to training activities.
6	S	Assists in the development and administration of the District's annual operating budget; monitors expenditures for areas of assignments and recommends budgetary adjustments as needed; conducts research on a variety of topics, conducts cost/benefit analyses, and recommends future service needs; assists the Fire Chief in the development of capital improvement plans and projects; manages purchasing activities in accordance with District policy.
7	S	Provides complex staff assistance to the Fire Chief; prepares and presents staff reports and assists with the development of Board items; conducts analytical research on a variety of administrative matters; conducts surveys and prepares statistical and narrative reports; prepares complex correspondence; develops and maintains a variety of records; makes presentations as assigned.
8	H	Serves as duty officer on a rotating basis by responding to and managing all-staff fire, rescue, hazardous materials, emergency medical, and other incidents; applies the incident command system as well as accepted emergency management techniques; participates in all aspects of firefighting and medical assistance operations as necessary, including the operation of various fire apparatus, vehicles, and equipment; coordinates with external agencies as needed to request or participate in mutual aid activities; directs and/or conducts origin and cause investigations and prepares investigative reports; testifies in court as required.
9	M	Manages and ensures operational readiness for areas of assignment; conducts periodic safety inspections of assigned vehicles, equipment, and/or facilities and ensures required maintenance and repair; negotiates and schedules maintenance/repair services with external vendors as required; develops specifications for the purchase of firefighting apparatus and equipment, emergency medical services and rescue equipment.

# ARCATA FIRE DISTRICT

Job Classification

## ASSISTANT CHIEF



10	L	Researches, investigates, responds to, and resolves difficult and sensitive citizen inquiries and complaints as well as internal incidents; writes and reviews incident reports, ensuring they contain accurate, complete and legitimate information.
11	L	Attends and participates in external meetings, conferences, workshops, and training sessions; researches and stays current on emerging trends and innovations in the field; schedules, conducts, and/or attends internal staff meetings.
12	M	Manages special projects and performs other assignments as directed by the Fire Chief.
13	L	Represents the District as assigned to regulatory officers, other fire agencies, businesses, community organizations/groups, the media, and the public; responds appropriately to inquiries and concerns; provides required information; may prepare press releases, outreach materials, or other public information.
14	M	May manage fire prevention programs, including fire inspections and plan reviews; may direct and oversee public education activities by speaking to businesses, schools, clubs, and a variety of citizen groups in order to promote public awareness and the interest in fire safety; may serve as the District's designated fire marshal.
15	M	May serve as District safety officer by investigating employee accidents and making recommendations to improve safety procedures; may manage District wellness and/or fitness programs.
16	M	May manage the development and/or implementation of new technologies.
17	M	May act in absence of Fire Chief if assigned.

### **CLASS REQUIREMENTS:**

*Any combination of training and experience that provides the required knowledge and abilities may be qualifying. A typical way to obtain the required qualifications is described below.*

SKILL	REQUIREMENT
Education & Experience	<ul style="list-style-type: none"> <li>• An Associate's Degree from an accredited college or university, and</li> <li>• Ten (10) years full-time continuous paid fire service experience, with</li> <li>• Five (5) or more years of progressive leadership experience</li> </ul>
Certifications and credentials	<ul style="list-style-type: none"> <li>• CSFM Company Officer or equivalent</li> <li>• ICS 400</li> <li>• Valid insurable driver's license with firefighting endorsement</li> <li>• Hazmat First Responder Operations</li> <li>• CSFM Driver/Operator 1A or equivalent</li> <li>• EMT-1 Accredited by NCEMS (within 6 months of appointment)</li> </ul>

# ARCATA FIRE DISTRICT

Job Classification

## ASSISTANT CHIEF



	<ul style="list-style-type: none"> <li>• CSFM Chief Fire Officer 3A, 3B, 3C, 3D classes or equivalent (within 1 year of appointment)</li> </ul>
<p>Desirable Qualifications</p>	<ul style="list-style-type: none"> <li>• Graduation from or current enrollment in the Executive Fire Officer’s Program from the National Fire Academy</li> <li>• Graduation from an accredited four-year college or university with a Bachelor’s Degree</li> <li>• CSFM Fire &amp; Emergency Services Instructor 1 or equivalent</li> <li>• Incident Safety Officer</li> <li>• Experience in the operation of a California Fire District</li> </ul>
<p>Required Knowledge</p>	<p>Principles and practices of fire department administration, including suppression, prevention, inspection, investigation, damage control, and emergency medical services, as well as applicable laws, codes, and ordinances; special district administrative policies and practices, including Board relations, budget development, fiscal administration, labor relations, and personnel administration; organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs; principles and practices of employee supervision, including work planning, assignment, delegation, review, and evaluation; common building construction techniques and practices related to fire safety; fire prevention building regulations related to fire sprinklers, alarm systems, elevators, and other related systems; techniques of driving varied emergency vehicles and operating a wide range of fire equipment and apparatus; fire ground hydraulics; hazardous materials response; confined space awareness; SIDS; blood borne pathogens; elder/child abuse; wildland firefighting; local geography and streets; safety practices related to fire service and emergency medical response work; basic computer operations and standard business applications; English usage, grammar, spelling, vocabulary, punctuation; advanced public relations and customer service techniques.</p>
<p>Specialized Abilities</p>	<p>Plan, organize, direct, staff, and control assigned operational and/or programmatic areas within a fire department; understand and interpret laws, regulations, policies, procedures, and requirements related to areas of assignment; plan and develop work plans; schedule, assign, supervise, review, and evaluate the work of subordinate personnel, including subordinate supervisors; train assigned personnel in work procedures; administer, perform and/or coordinate assigned collateral duties, projects, and programs; administer personnel and labor relations matters; safely direct and participate in fire suppression, rescue, and salvage work; direct and participate in the provision of emergency medical care at a BLS level; safely direct and participate in the management of hazardous materials and other types of emergency incidents in accordance with</p>

# ARCATA FIRE DISTRICT

Job Classification

## ASSISTANT CHIEF



	established procedures; operate vehicles, equipment, and apparatus safely and in conformance with District procedures and traffic laws; learn the geography of the District and the location of fire suppression utilities.
Reading Ability	Read various reports, professional publications, technical references, rules and regulations, codes and ordinances, legal documents, and general correspondence.
Math Ability	Perform general math calculations such as addition, subtraction, multiplication and division; calculate water flow problems.
Communication Ability	Communicate effectively in English, both orally and in writing; write complex letters, reports, memos, research findings, operational procedures, and general correspondence.
Computer Ability	Operate a personal computer and utilize standard business software.
Supervisory / Organizational Control Ability	Provide daily supervision and performance monitoring for subordinate employees, including subordinate supervisors; assign work duties, plan training, realign work as needed, conduct performance evaluations, and provide input to the Fire Chief on hiring/disciplinary actions and work objectives/effectiveness.
Managerial Ability	Perform strategic planning and logistical analyses; organize areas of assignment for maximum effectiveness and efficiency; prioritize and direct assigned functions, services, and activities; determine staffing requirements; allocate and control resources.
Complexity and Decision-Making Ability	Choose actions within broad administrative policies, practices, and procedures; apply substantial independent initiative and professional judgment to determine the proper course of action.
Budgeting Ability	Coordinate the development of major budgetary sections; prepare documents and do research to justify budget allocations; prepare budget narratives; perform ongoing monitoring of budget expenditures for areas of assignment.
Interpersonal / Human Relations Ability	Establish and maintain effective working relationships with those contacted in the course of work; interact frequently with the Fire Chief at a strategic level; work cooperatively and interact supportively with peers; in a leadership capacity, communicate frequently with subordinates within the organization as well as with external regulatory agents, other fire agencies, businesses, community organizations/groups, the media, and the public; work frequently with various state and federal agencies; communicate with vendors and suppliers to obtain information on purchases, supplies or products.

### PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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# ARCATA FIRE DISTRICT

Job Classification

## ASSISTANT CHIEF



PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Ladders, rooftops, truck platforms, painting, repair and maintenance work, public relations, training.
Sitting	F	Computer, desk work, answering telephone, driving
Walking	F	Emergency response, visiting stations, safety and routine inspections
Lifting	O	Medical equipment and supplies, fire equipment and supplies, patients, stretchers, debris.
Carrying	O	Medical equipment and supplies, fire equipment and supplies, patients, stretchers, debris.
Pushing/Pulling	O	Medical equipment and supplies, fire equipment and supplies.
Reaching	O	Medical equipment and supplies, fire equipment and supplies.
Handling	O	Medical equipment and supplies, fire equipment and supplies.
Fine Dexterity	F	Computer keyboard, writing, checking equipment, patient care.
Kneeling	O	Firefighting, patient care, maintenance and cleaning, training.
Crouching	O	Firefighting, patient care, maintenance and cleaning, training.
Crawling	R	Firefighting, patient care, maintenance and cleaning, training.
Bending	O	Firefighting, patient care, maintenance and cleaning, training.
Twisting	O	Firefighting, patient care, maintenance and cleaning, training.
Climbing	O	Ladders, steps, rooftops, truck platforms.
Balancing	O	On ladders, steps, rooftops, truck platforms.
Vision	C	Computer, desk work, observations at fire scenes, driving.
Hearing	C	Firefighters, police, dispatch, general public.
Talking	F	Firefighters, police, dispatch, general public.
Foot Controls	O	Driving, depressing siren switch.

### **MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Emergency medical equipment including airways, oxygen, monitor/defibrillators, stretchers, backboards and stokes baskets, diagnostic equipment and basic first aid supplies; firefighting

**ARCATA FIRE DISTRICT**

Job Classification

**ASSISTANT CHIEF**



equipment including fire hoses and appliances, portable ladders, rope, fans, portable lights; general hand tools; portable electric, mechanical, pneumatic, hydraulic, and gasoline powered tools; emergency vehicles including sedans, heavy fire apparatus, and support/utility vehicles and associated equipment; and communications equipment including radios, computer hardware and software, and cellular phones

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never	
HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	M	Dirt and Dust	M	Office Environment	D
Chemical Hazards	M	Extreme Temperatures	M	Warehouse	--
Electrical Hazards	M	Noise and Vibration	D	Shop	M
Fire Hazards	W	Fumes and Odors	M	Vehicle	D
Explosives	S	Wetness/Humidity	S	Outdoors	D
Communicable Diseases	S	Darkness or Poor Lighting	S	Other (see 1 below)	D
Physical Danger or Abuse	M				

(1) Fire stations and emergency incident scenes

**PROTECTIVE EQUIPMENT REQUIRED:**

Turnout gear, fire gloves, fire resistive hood, helmet, safety glasses, safety shoes, self-contained breathing apparatus (SCBA), Wildland PPE (including helmet, gloves, shroud, goggles, Nomex shirt and pants) traffic safety vest.

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
NON-PHYSICAL DEMANDS				
Time Pressures				F
Emergency Situations				F
Frequent Change of Tasks				F
Irregular Work Schedule/Overtime				F
Performing Multiple Tasks Simultaneously				F
Working Closely with Others as Part of a Team				F
Tedious or Exacting Work				F
Noisy/Distracting Environment				F

# District Business



**Date:** February 13, 2024  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Consider Approval of Temporary Reorganization of the Admin Team, and Reclassify Assistant Chief Emmons to Interim Deputy Chief

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**DISCUSSION:**

The District completed an open recruitment for Assistant Chief. Due to the potential nepotism conflict with the Fire Chief, Assistant Chief Emmons was the recruitment coordinator for the process. One of the candidates offered the position was Captain Ross McDonald. Given that Captain McDonald is slated to start in March, prior to the current Chief's retirement, this promotion creates another nepotism conflict.

It is not advisable to hold off the promotion of Captain McDonald until July, as position overlap training was part of the Fire Chief transition and would not allow Chief Emmons to shadow the Chief for the final three months.

Staff have developed a transitory solution to the direct supervision conflict. A temporary reclassification of the current senior Assistant Chief to the position of Interim Deputy Chief would solve the problem. This would create a layer of supervision between the Fire Chief and Assistant Chief positions. The Deputy Chief position would report to the Fire Chief and would directly supervise the Assistant Chief positions.

At this time there is no need to create a job description as the position of Interim Deputy Chief would be temporary during this transition period of the Admin team. Moreover, staff has developed a side letter that covers the position as it pertains to the SMG MOU. The side letter is to expire on June 26, 2024, the last day of the current Chiefs presence in the office.

Staff also request that if AC Emmons is reclassified, his rate of pay be upgraded to \$62.00 per hour. This rate of pay will carry over to when he is appointed to the Interim Fire Chief in July.

Staff has drafted a side letter that reflects the above referenced temporary changes to the MOU, as well as the change in compensation for AC Emmons.

**RECOMMENDATION:**

Staff recommends the Board, consider the information provided, take public comment, discuss, and approve the temporary reorganization of the Admin team, reclassify Assistant Chief Emmons to Interim Deputy Chief, set his rate of pay to \$62.00, and approve the side letter with the Senior Management Group.

**FINANCIAL IMPACT:**

- No Fiscal Impact/Not Applicable
- Included in Budget: The salary cost have been accounted for with the second AC position not being filled
- Additional Appropriation Requested:
- Unknown/Not Yet Identified

**ALTERNATIVES:**

1. Board discretion

**ATTACHMENTS:**

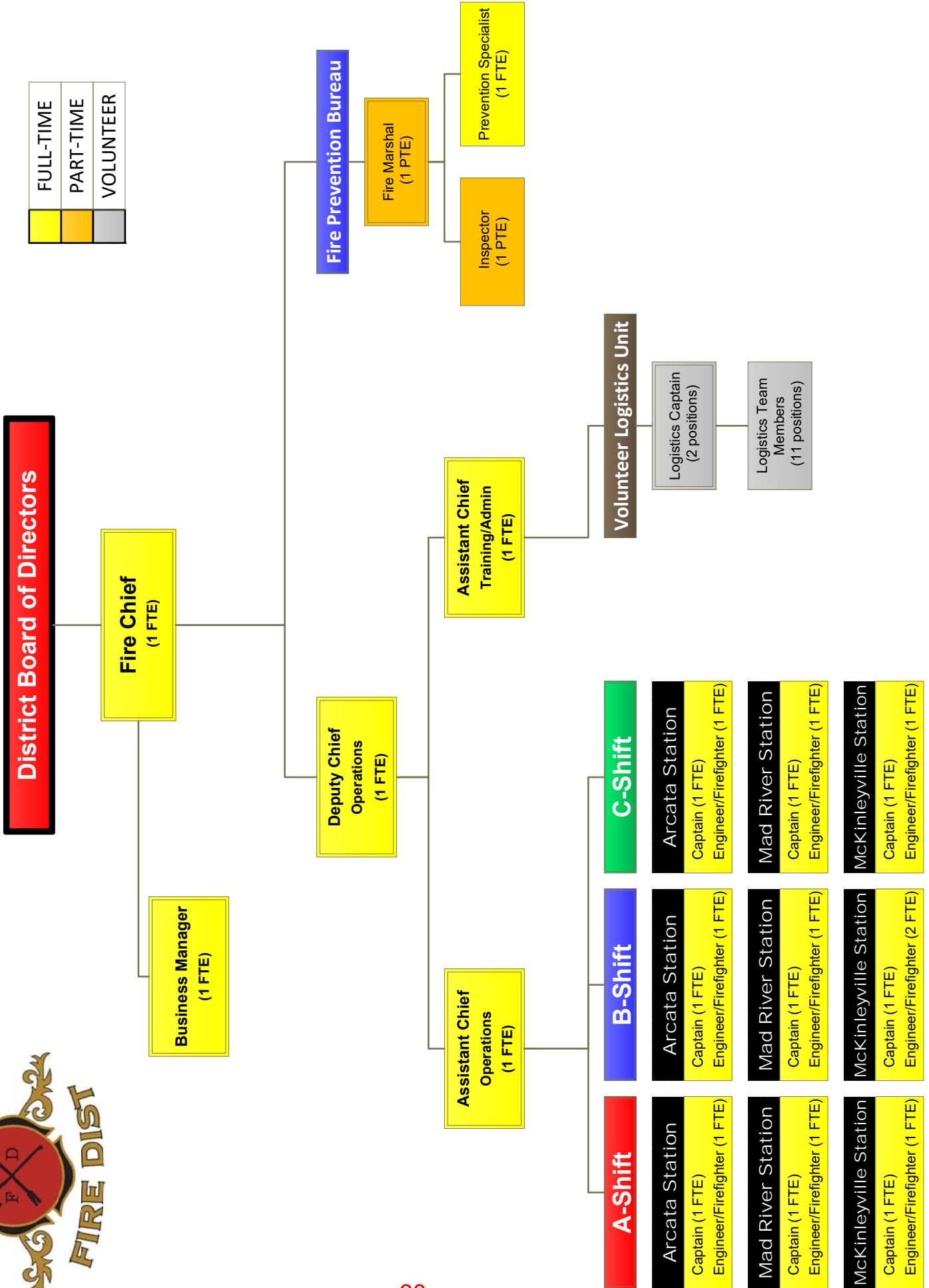
Attachment 1 - Revised Temporary Org Chart

Attachment 2 - Side Letter to Senior Management MOU



# ORGANIZATIONAL CHART

2024



SIDE LETTER AGREEMENT BETWEEN THE ARCATA FIRE PROTECTION DISTRICT  
&  
THE ARCATA FIRE SENIOR MANAGEMENT GROUP

This Side Letter Agreement (“Agreement”) between the Arcata Fire Protection District (“District”) and the Arcata Fire District Senior Management Group (“SMG”) (Collectively “Parties”) have met and conferred in good faith pursuant to the Meyers-Millas Brown Act and is entered into with respect to the following:

WHEREAS, pursuant to Resolution No. 22-254, the Parties entered into a 2022-2024 Memorandum of Understanding (“MOU”) regarding wages, hours, and terms and conditions of employment, and

WHEREAS, the District, in order to remedy a short-term nepotism conflict within the management team, has authorized the reclassification of the senior Assistant Chief, Chris Emmons to Deputy Chief, and

WHEREAS, the District Board has determined the Deputy Chief position will report directly to the Fire Chief and will supervise the Assistant Chief positions, and

WHEREAS, the position of Deputy Chief will be recognized as a represented position within the SMG and any reference in the 2022-2024 SMG MOU that references Assistant Chief will also serve to represent the position of Deputy Chief, and

WHEREAS, the temporary salary for the Deputy Chief will be \$62.00 per hour, and

WHEREAS, this side letter will become **effective on Monday, March 18, 2024 at 8:00 am** and remain in effect until Wednesday, **June 26, 2024 at 5:00 pm.**

NOW THEREFORE, BE IT RESOLVED the Parties by, and through their authorized agents and representatives agree to the terms of this Side Letter Agreement subject to the adoption of this agreement by the Board of Directors, this date February 13, 2024.

FOR THE DISTRICT,

FOR SENIOR MANAGEMENT GROUP

\_\_\_\_\_  
Eric Loudenslager, Board President

\_\_\_\_\_  
Chris Emmons, Assistant Chief

Date \_\_\_\_\_

Date \_\_\_\_\_

**Date:** February 13, 2024  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Consider and Provide Staff Direction as to the Reinstatement of Board Member Compensation

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**DISCUSSION:**

At the January Regular Board meeting, staff was directed to further research the reinstatement of Board compensation for meeting attendance. After further research, staff found that pursuant to section 13857 of the Health and Safety Code (HSC), District Board members can be compensated up to \$100 per meeting. The HSC also limits the maximum number of compensated meetings per month to six(6). The code section also allows the Board, through adoption of an ordinance, to increase the compensation by not more than 5% in a twelve-month period.

Staff has also verified with the District's accountant that the compensation would be reported on a 1099-NEC as Board members are elected officials and not employees of the District.

A draft ordinance, similar to Attachment 1, would need to be adopted via the ordinance process. Additionally, the Board will need to revise their policy manual. The language in Article 3 section 3.3 will need to be deleted and replaced with *"Directors compensation and reimbursement shall be set by District Ordinance."*

If the Board desires to proceed with this action, staff recommends the compensation take effect July 1, 2024, so that funding can be included in the FY 2024/25 budget. To achieve the July 1 start date, the Board will need to follow the procedures for adoption of the ordinance by introducing it and holding the first reading at the March 12, 2024 meeting, then set the matter for public hearing and final adoption at the April 9, 2024 meeting.

There are several questions that need to be answered or decided on before the process can begin.

1. What types of "meetings" are compensable for the Directors?
2. What method will prompt the payment of compensation?
3. When will compensation occur? Monthly, quarterly?
4. If a Board member opts out of compensation, what mechanism will be used documentation?
5. What method of tracking will be used for attendance and dispersal of compensation?

**RECOMMENDATION:**

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

**FINANCIAL IMPACT:**

- No Fiscal Impact/Not Applicable
- Included in Budget: \$4800 would be added as a new line item in the FY 24-25 Budget
- Additional Appropriation Requested:
- Unknown/Not Yet Identified

**ALTERNATIVES:**

1. Board discretion

**ATTACHMENTS:**

- Attachment 1 – Draft Sample Ordinance

**SAMPLE DRAFT Ordinance Number: 24-XX**

**AN ORDINANCE OF THE ARCATA FIRE PROTECTION DISTRICT REINSTATING THE COMPENSATION FOR MEMBERS OF THE ARCATA FIRE PROTECTION DISTRICT GOVERNING BOARD, PURSUANT TO HEALTH AND SAFETY CODE § 13857**

**WHEREAS**, the Arcata Fire District Board of Directors have found it desirable to reinstate compensation of its members attendance of meetings; and

**WHEREAS**, prior to 2001 Board members were compensated \$75 quarterly for attendance at Board meetings. This practice was ceased in fiscal year 2003-04 due to budget constraints; and

**WHEREAS**, in 2013 the Board reinstated the compensation, and again this practice was ceased in January 2016 by Board action.

**NOW THEREFORE**, the Board of Directors of the Arcata Fire Protection District ordains as follows:

**Section 1**, In accordance with Section 13857 of the Health and Safety Code, the Arcata Fire Protection District enacts the compensation of its Board members.

**Section 2, Board of Directors' Compensation.** Upon and after the effective date of this Ordinance, compensation for members of the Board of Directors of the Arcata Fire Protection District shall be \$100.00 per meeting, for attendance in their official capacity as a member of the Board at not more than four (4) meetings during any single calendar month, which may consist of any combination of the following meetings, as determined by the Board Member:

- a) Any regular or special meetings of the Arcata Fire Protection District Board of Directors;
- b) Committee meetings; or
- c) Educational training activities required for the Board Member's participation as a Board Member.

If multiple meetings are held on one day, the Board Members will be compensated \$100.00 for that day.

**Section 3, Policy for Reimbursement of Expenses.** In accordance with the provisions of California Government Code Sections 53232 through 53232.4, it is the policy of the Arcata Fire Protection District to reimburse each member of the Board for actual and necessary expenses ("Authorized Expenses") incurred as a result of the member's performance of official duties and Authorized Activities. Authorized Expenses, as further described in Section 4, are for Board Members



only, and shall not include expenses incurred by any unauthorized individual, such as family members. Authorized Expenses shall not include personal expenses, such as entertainment, alcoholic beverages, or personal care expenses.

**Section 4, Expense Payment and Reimbursement.** In accordance with this Ordinance, and other applicable law, Board Members shall be entitled to have actual and necessary expenses that are incident to the performance of official duties, Authorized Activities or other Board-authorized District business reimbursed by the District as follows:

- A) **Authorized Activities.** Expenses incurred while engaging in the following activities are considered Authorized Expenses if all requirements of this Ordinance are fulfilled:
  - 1) Meetings attended by Board Members in their official capacity as representatives of the District;
  - 2) Educational training activities required for the Board Member's participation as a Board Member; or
  - 3) Attending District scheduled events.
- B) **Transportation.** Generally, Board Members must use the most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements, using the most direct and time-efficient route.
  - 1) **Airfare.** Airfares that are generally the most economical and reasonable for reimbursement under this Ordinance.
  - 2) **Automobile.** Automobile mileage for travel outside the jurisdiction of the District is reimbursed at Internal Revenue Service rates presently in effect. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable.
  - 3) **Car Rental.** Rental rates that are generally the most economical and reasonable for purposes of reimbursement under this Ordinance.
  - 4) **Taxis/Shuttles.** Taxis or shuttles fares may be reimbursed, including a 15% gratuity per fare when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time efficiency.
  - 5) **Parking.** Parking rates that are generally the most economical and reasonable for reimbursement under this Ordinance.
- C) **Lodging.**
  - 1) **General.**
    - i. Lodging expenses will be reimbursed only at the single occupancy rate for rooms.

- ii. Lodging expenses will be reimbursed when travel is required for authorized activities and is more than 50 miles from the starting point and reasonably requires an overnight stay.
- 2) **Conference /Meetings.** If lodging is associated with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking.
- 3) **Other Lodging.** Lodging rates that are generally the most economical and reasonable for reimbursement under this Ordinance.
- D) **Meals and Incidental Expenses.** For meals associated with District business reimbursement for the actual and reasonable cost shall not exceed:
  - Breakfast: \$20
  - Lunch: \$20
  - Dinner: \$40
  - plus gratuity up to 15%
- E) **Expense Reports.**
  - 1) All reimbursement requests must be submitted on an expense report form provided by District.
  - 2) Expense reports must document that the expense in question met the requirements of this policy.
  - 3) Board Members must submit their expense reports within thirty(30) days after an expense is incurred, accompanied by receipts documenting each expense. Restaurant and lodging receipts, in addition to any credit card receipts, are also part of the necessary documentation.
  - 4) Inability to provide such documentation in a timely fashion may result in the expense being borne by the Board Member.
  - 5) All expenses are subject to verification that they comply with this policy.

**Section 5, Reports to Board.** At the Board meeting following a meeting, conference or seminar for which reimbursement will be requested, Board members must briefly report on the meeting, conference or seminar attended at District expense. If multiple Board Members attended a joint report may be made.

**Section 6, Compliance with Laws.** Some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the California Public Records Act.

**Section 7, Severability.** If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The Board of Directors of the Arcata Fire Protection District hereby declares that it would have adopted this Ordinance irrespective of the fact that any one or more section, subsection,

sentence, clause, phrase or portion be declared invalid or unconstitutional or ineffective.

**Section 8.** Pursuant to Section 20204 of the Water Code of the State of California, this Ordinance shall take effect and be in full force and effect sixty (60) days after its final passage.

**Section 9.** Within fifteen (15) days after the adoption of this Ordinance, the Board Secretary shall have it posted in three (3) public places designated by the Board of Directors.

This Ordinance was introduced and read on \_\_\_\_\_, and pass and adopted on \_\_\_\_\_ at a duly called meeting of the Board of Directors of the Arcata Fire Protection District by the following polled vote:

Ayes:

Nays:

Abstain:

Absent:

**DATED:** (Insert Date)

Signed:

\_\_\_\_\_  
Eric Loudenslager, President

Attest:

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

**Date:** February 13, 2024  
**To:** Board of Directors, Arcata Fire District  
**From:** Chris Emmons, Assistant Chief  
**Subject:** Consider and Approve Proposed Contract with Fire Grants Expert for FEMA SAFER Grant Application

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**DISCUSSION:**

During the recent Fire Chief promotional exam, one of the identified goals for the Five-Year Plan Assistant Chief Emmons presented was to seek funding to increase staffing for the Fire District. Through discussion with Local 4981's leadership, a company who has been highly successful in obtaining FEMA funding for staffing was identified. Staff and Union leadership conducted multiple consultations with members from Fire Grants Experts and found their services could be beneficial toward improving our success in applying for the highly competitive SAFER grants.

Staff is seeking direction from the Board regarding pursuing a SAFER grant through FEMA. The application period for SAFER grants opened January 29, 2024 with the grant application period closing February 26, 2024. Staff have received a contract proposal from Fire Grants Expert to write the FEMA SAFER grant application. The cost of the contract is proposed at \$6,500.00.

If approved, \$3,000.00 from the Financial Consulting line item (5180.12), and \$3,500.00 from the Human Resources line item (5180.2) would be re-purposed to pay for the grant writing service. We are currently mid-way through the fiscal year and have no other pending costs from those line items.

It is unknown at this time how many positions will be sought through the grant until further discussion and research is conducted by the consultant as part of the service. The grant writing consultant advised that grant submissions are more successful with a Standards of Cover. He also indicated that if we are not successful in obtaining the grant this year, having the feedback and the SOC for the following year tends to increase the success rates substantially.

**RECOMMENDATION:**

Staff recommends the Board consider the information provided, discuss, take public comment, consider awarding the contract for grant writing services with Fire Grants Expert for a cost not to exceed \$6,500.00 and authorize the Fire Chief to execute the contract.

**FINANCIAL IMPACT:**

- No Fiscal Impact/Not Applicable
- Included in Budget:
- Additional Appropriation Requested: \$3,000.00 from the Financial Consulting line item (5180.12), and \$3,500.00 from the Human Resources line item (5180.2) would be re-purposed to pay for the grant writing service.
- Unknown/Not Yet Identified

**ALTERNATIVES:**

1. Board discretion

**ATTACHMENTS:**

- Attachment 1- Draft Contract From Fire Grants Expert

Ron Benedict  
 4305 11<sup>th</sup> St. N.  
 Arlington, VA 22201  
 301-646-0789

[Ron@FireGrantsExpert.com](mailto:Ron@FireGrantsExpert.com)



## PROFESSIONAL GRANT DEVELOPMENT SERVICES CONTRACT

This Professional Services Contract (“Contract”), effective as of January 26, 2024 (“Effective Date”), is made by and between the Arcata Fire District (“Client”), and Fire Grants Expert (“FGE”) herein referred to as Contractor, an independent contractor with over 10 years of grant writing experience and \$775 million in awards in the public and private sector, operating at 4305 11<sup>th</sup> St. N., Arlington, VA 22201.

Client desires to engage Contractor to provide research and written work products as more fully described below. Contractor is willing to provide such services upon the terms and conditions herein contained. In consideration herein, Client and Contractor, and, collectively, (“the Parties”), intending to be legally bound, agree as follows:

- 1.) **RESPONSIBILITIES OF CONTRACTOR.** Using FGE staff’s best skills and attention, Contractor will deliver professional services to submit the Assistance to Fire Fighters Grant on behalf of Client. As Grant Development Coordinator, duties include but are not limited to the following:
  - Working with the Client administration staff and any other necessary jurisdictional employees and volunteers to identify potential areas of need and explore grant opportunities to address those areas.
  - Research, draft, and submit grant applications on behalf of the Client.

\*Please note that the filing of progress reports, financial reports, amendments, Environmental and Historic Preservation documentation (EHP review), and other documents, if requested by client, are billed at hourly rate.

- 2.) **COMPENSATION.**
  - a. Contractor shall be paid flat rate of \$6,500 for submission of SAFER application.
- 3.) **PAYMENT SCHEDULE.**
  - a. Full payment is due within 3 weeks of grant submission.
- 4.) **INDEPENDENT CONTRACTOR.** Contractor shall, at all times, remain an independent contractor, and FGE shall be responsible for taxes and social security withholdings, workplace and work equipment, and travel and travel-related costs, even when they pertain to Client work. FGE shall hold the Client harmless for any work-related injury or harm.
- 5.) **SUPERVISORS.** For purposes of this contract, Contractor’s supervisor shall be Client Fire Chief or other appointed Point of Contact. Client and POC shall make best faith efforts to provide all necessary information,

data, contact information, annual reports, surveys, and background information to Contractor so that FGE can fulfill services commensurate with expected standards of excellence.

- 6.) **DURATION.** This contract is in effect from the date of signing until December 31, 2024.
- 7.) **TERMINATION.** Either party may terminate this contract, for any reason, with 30 days written notice provided to Contractor or to Supervisor. In the event of early termination by the Client, Contractor will be paid for any and all work completed prior to the termination. In the event of early termination by the Contractor, Client will be refunded any unused portion of the contract fee.
- 8.) **GOVERNING LAW.** This contract shall be governed by the laws of Virginia applicable to contracts made and to be performed entirely within such jurisdiction and without giving effect to its choice or conflict of law rules or principles.
- 9.) **ENTIRE AGREEMENT AND MODIFICATIONS.** This Contract constitutes the entire agreement between the Parties as to the subject matter hereof and supersedes all prior verbal and written agreements. There will be no amendment, modification, or waiver of any of the terms and conditions hereof unless in writing and executed by both Parties. Any prior verbal and/or written agreements and proposals are not considered a part of this Contract.
- 10.) **CONTACTS AND NOTICES.** Fire Chief or POC is responsible for working with the Contractor, reviewing, approving, and accepting the Contractor’s provision of services, ensuring the Contractor’s invoices for payment, and ensuring the overall execution of the terms of this Contract.
- 11.) **ACCEPTANCE OF AGREEMENT.** The above costs, specifications and conditions are hereby accepted. The Contractor is authorized to execute the services as outlined in this agreement. Payment will be made as detailed above.

The parties, acting through their duly authorized officers, have executed this Contract.

Fire Chief

and/or Financial Officer

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SIGNATURE	DATE	SIGNATURE	DATE
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Ron Benedict, Fire Grants Expert President

*Ron Benedict*      1/27/2024

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SIGNATURE	<u>DATE</u>		
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**Date:** February 13, 2024  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Review of 2023 Year End Statistics

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### **Background**

The District ended CY 2023 with 3540 calls for service. This was a decrease of 207 incidents or 5.5% from the previous year.

- ❖ CY 2023 ended as the third busiest year on record.

Staff will make a quick presentation at the meeting, but these are the highlights ;

- 244 *Fire Incidents* (Down 6.9% from the year prior)
- 6 *Overpressure /Overheat Incidents*
- 2040 *Medical/Rescue Incidents* (Up 1.2%)
- 91 *Hazardous Conditions* (Up 46.8%)
- 303 *Service Calls* (Down 34.6%)
- 551 *Good Intent Calls* (Down 18.7%)
- 304 *False Alarm Calls* (Up 16.9%)
- 1 *Severe Weather* Incident

- ❖ January, October, and September were the busiest months for 2023.

Value loss versus saved. This is considered the District's report card. For CY 2023 the District had a 95% save rate.

### **Recommendation**

This item is for information only. No action is required by the Board.

### **District Funds Requested/Required**

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

### **Alternatives**

The Board has the following alternatives:

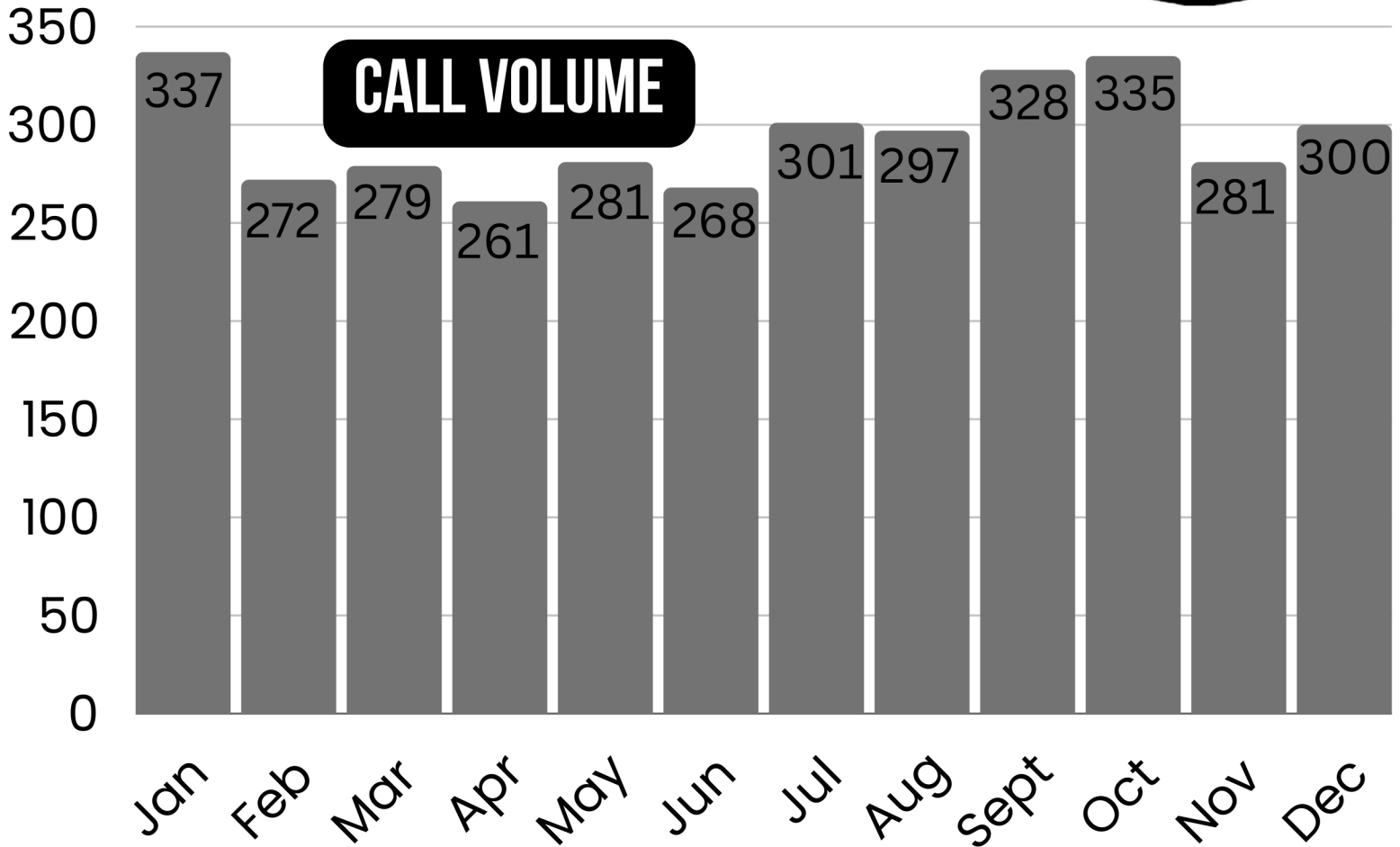
1. Take no action.

### **Attachments**

Attachment 1 – Presentation of Statistics

# ARCATA FIRE DISTRICT

2023 ANNUAL REPORT



**Total call volume = 3540**

**Total residential fires: 36**

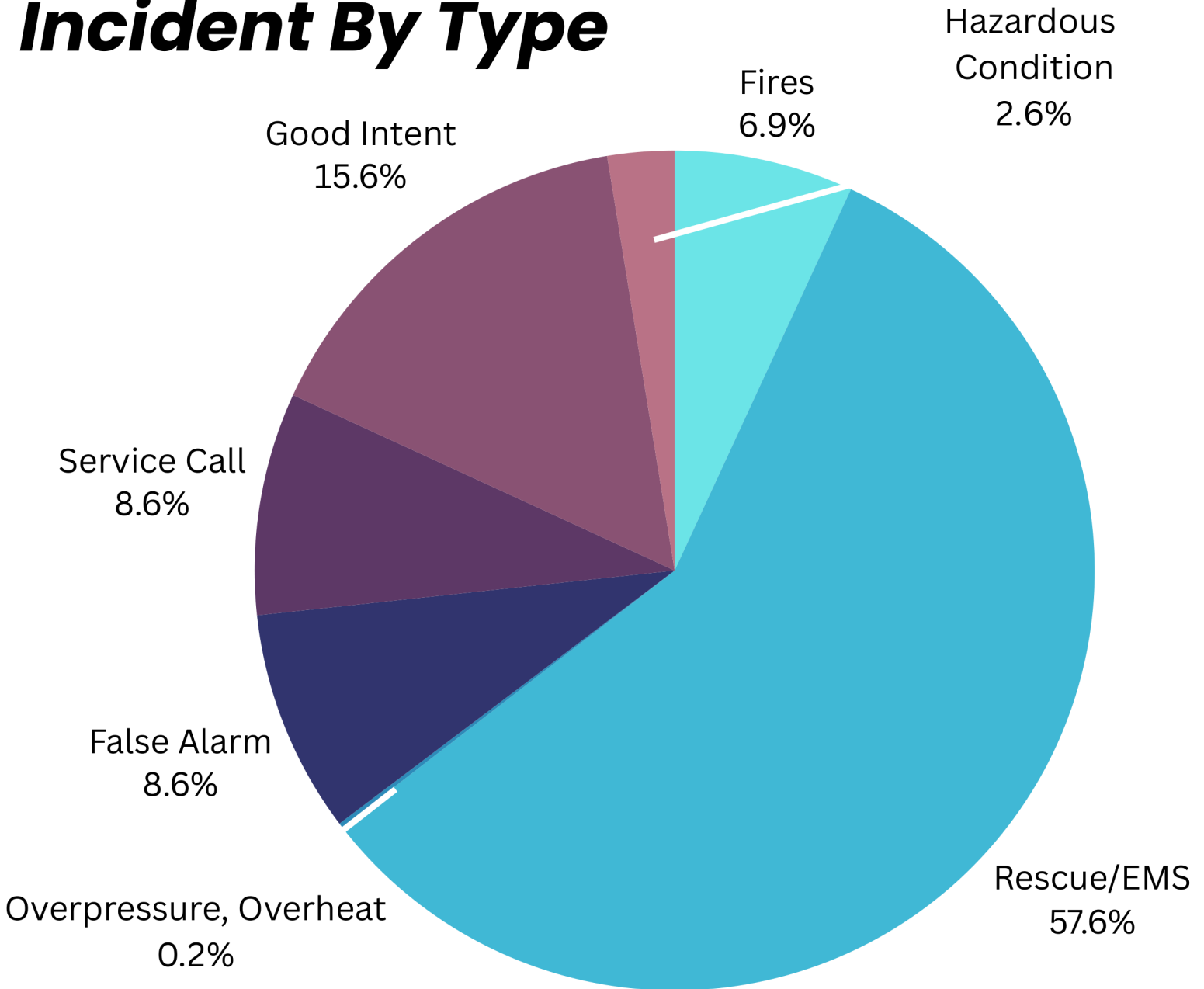
**Total structure fires: 46**

**Total for all fires: 237**

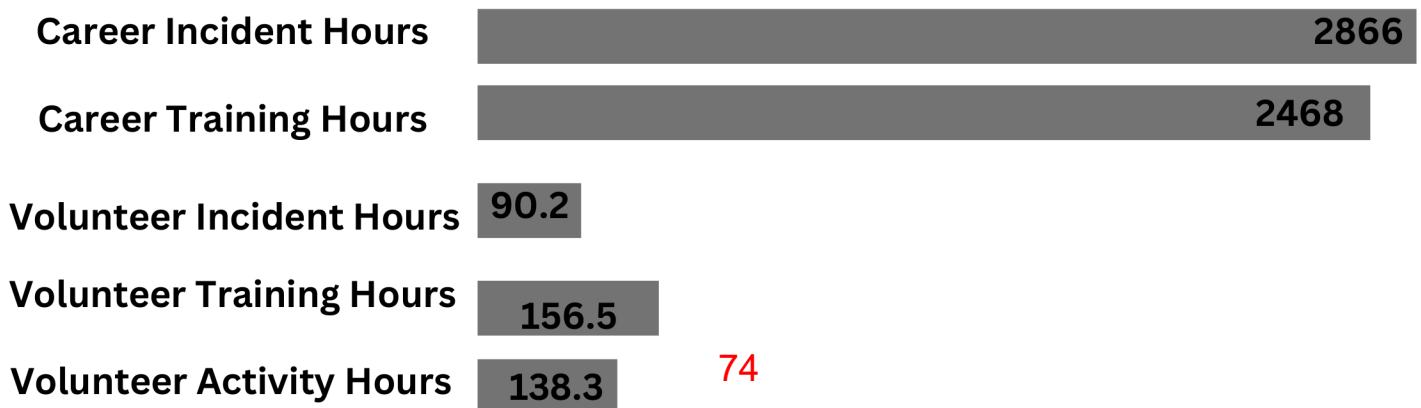
**Total EMS calls: 2040**

**Mutual Aid Responses: 24**  
73

# Incident By Type

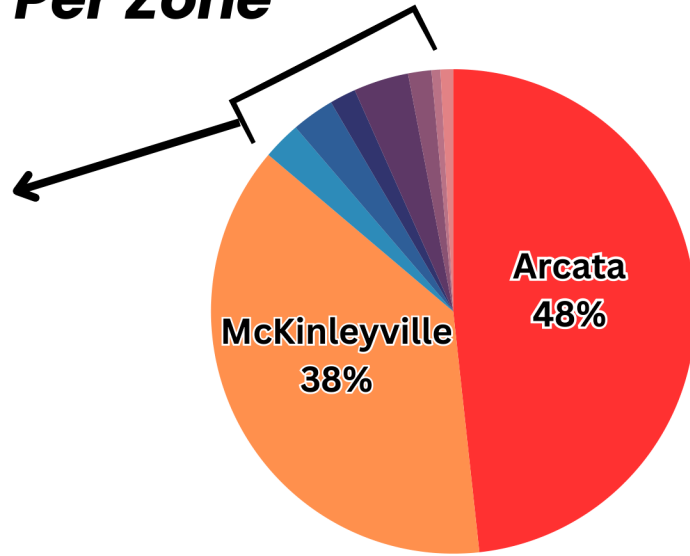


## Summary of Staff Hours

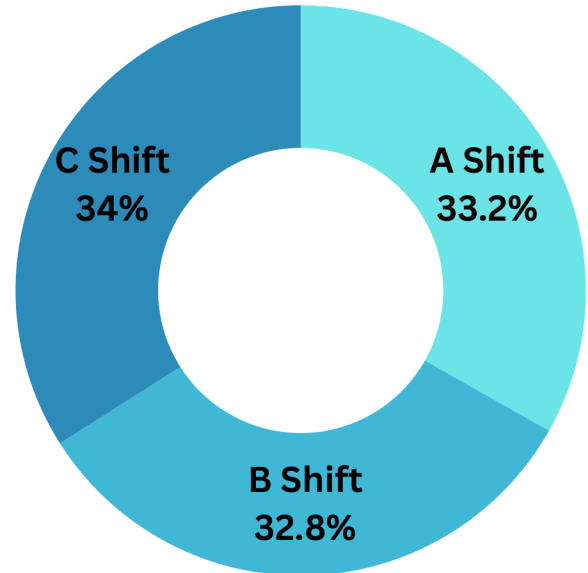


# Incident Percentage Per Zone

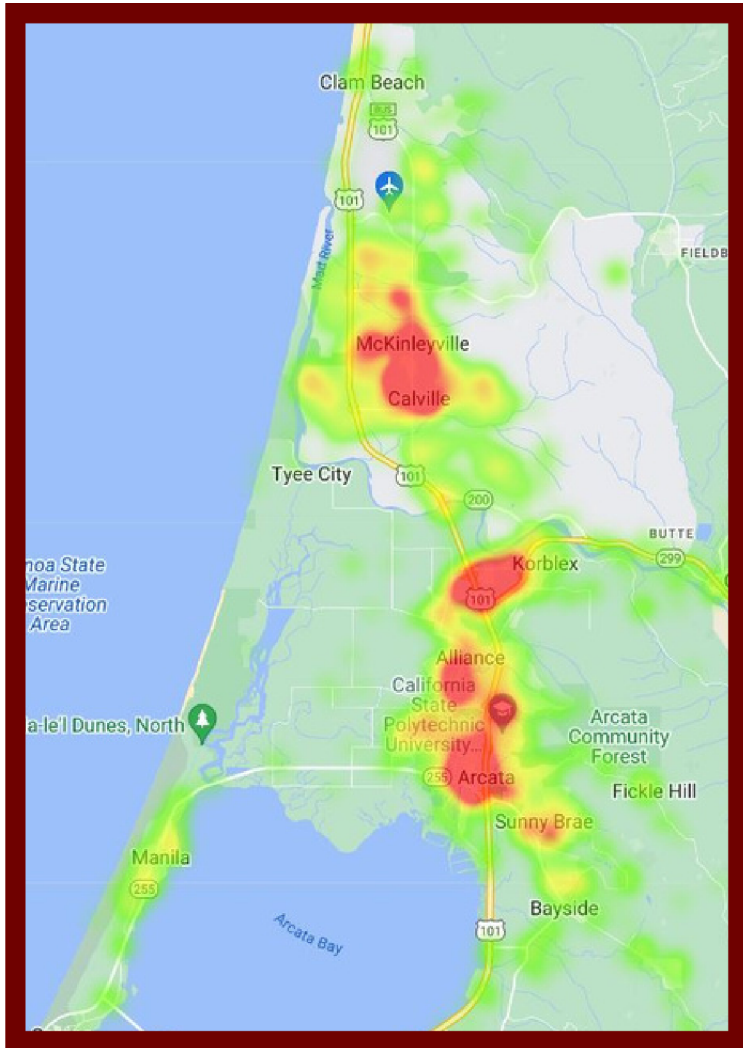
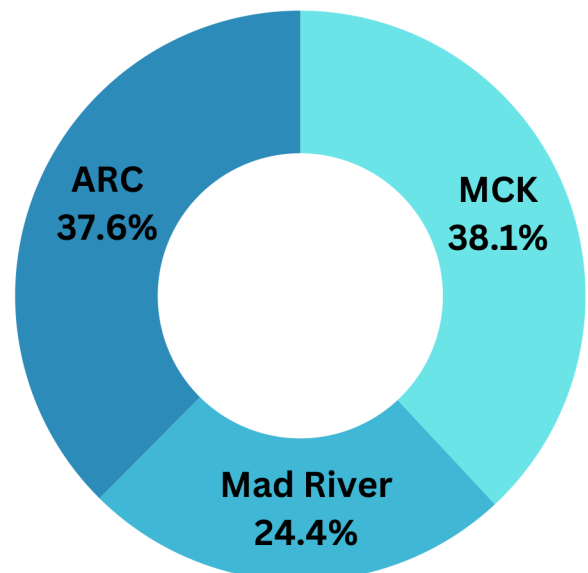
- Greater Arcata Area: 7%
- Bayside: 4%
- Cal Poly: 3%
- Manila: 2%
- Glendale/West End: 1.6%
- Fickle Hill: 0.8%
- Arcata Bottoms: 0.5%



# Incident Count by Shift

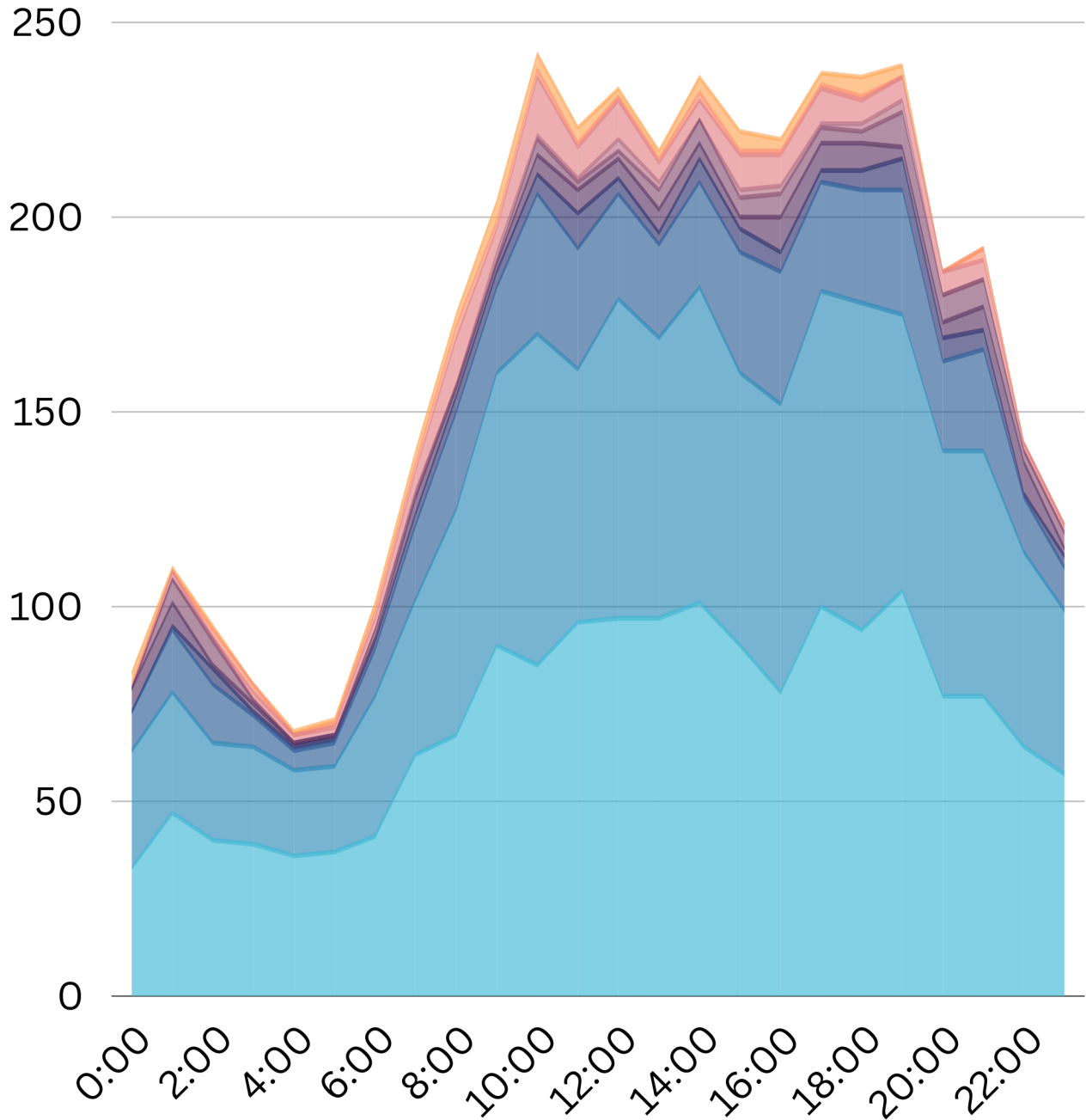


# Incident Count by Station



**Incident Area Map**

# Incident Count Per Hour

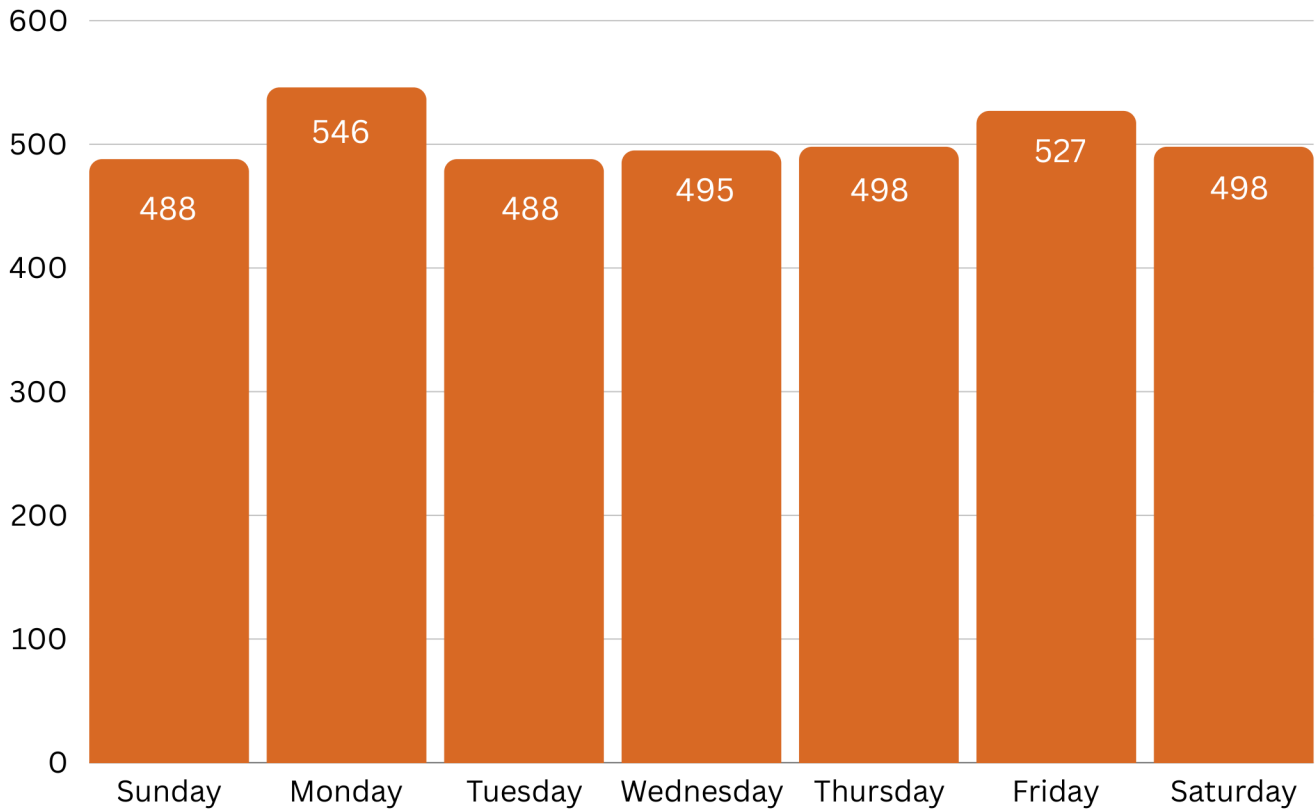


- = Arcata
- = Mck
- = Bayside
- = Fickle Hill
- = Out of District
- = Manila
- = CalPoly
- = Glendale/West End
- = Bottoms
- = Other Areas

# Incident Value & Loss

	Pre-Incident Values	Losses	Percent Saved
Arcata	\$9,889,709	\$911,545	95%
McKinleyville	\$29,225	\$1,002,425	90%
Manila	\$7,955,375	\$18,825	36%
CalPoly	\$350,500	\$104,000	99%
Glendale/ West End	\$15,000,000	\$8,000	98%
Bottoms	\$325,254	\$500	100%
Bayside	\$4,300	\$66,706	79%
Fickle Hill	\$356,484	\$4,300	0%
Out of District	\$53,627,906	\$356,484	0%
	<b>Total Combined Pre-Incident Value \$53,627,906</b>	<b>Total Combined Losses \$2,472,785</b>	95%

# ***Incidents by Day of Week***



## ***Renumbering of Apparatus***

***Reassigned apparatus designations to keep them consistent by station.***

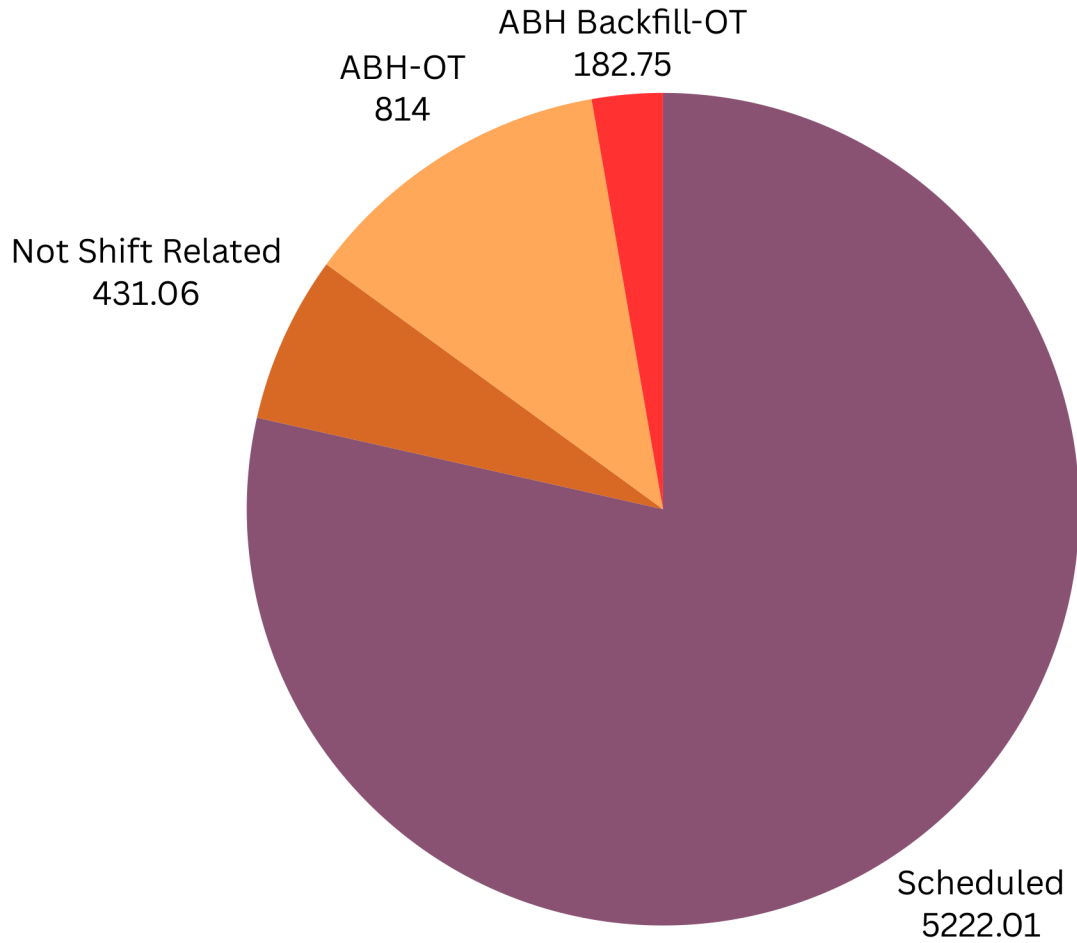
***Arcata Type 1 – Engine 8217***

***Mad River Type 1 – Engine 8218***

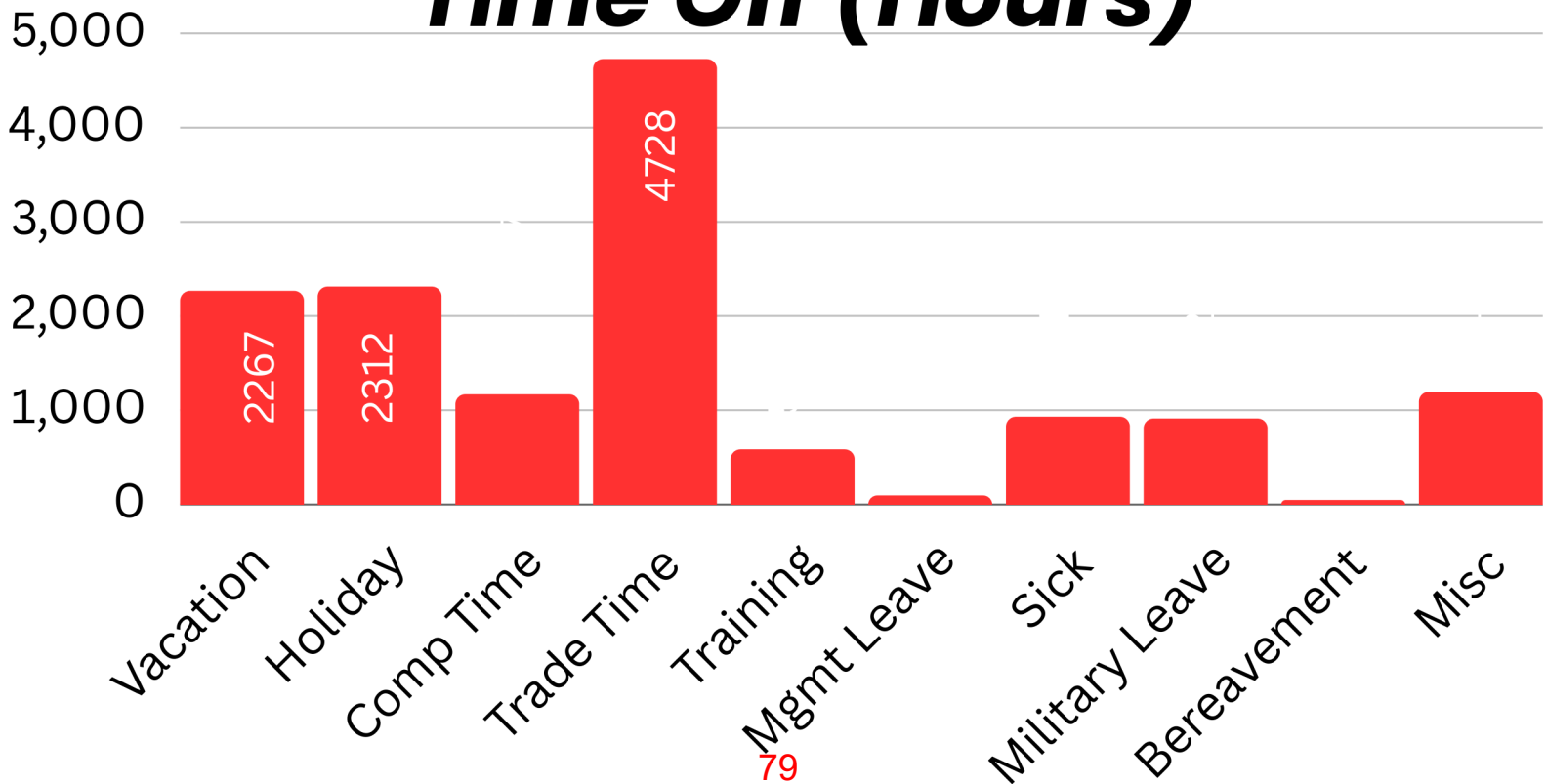
***McKinleyville Type 1 – Engine 8219***



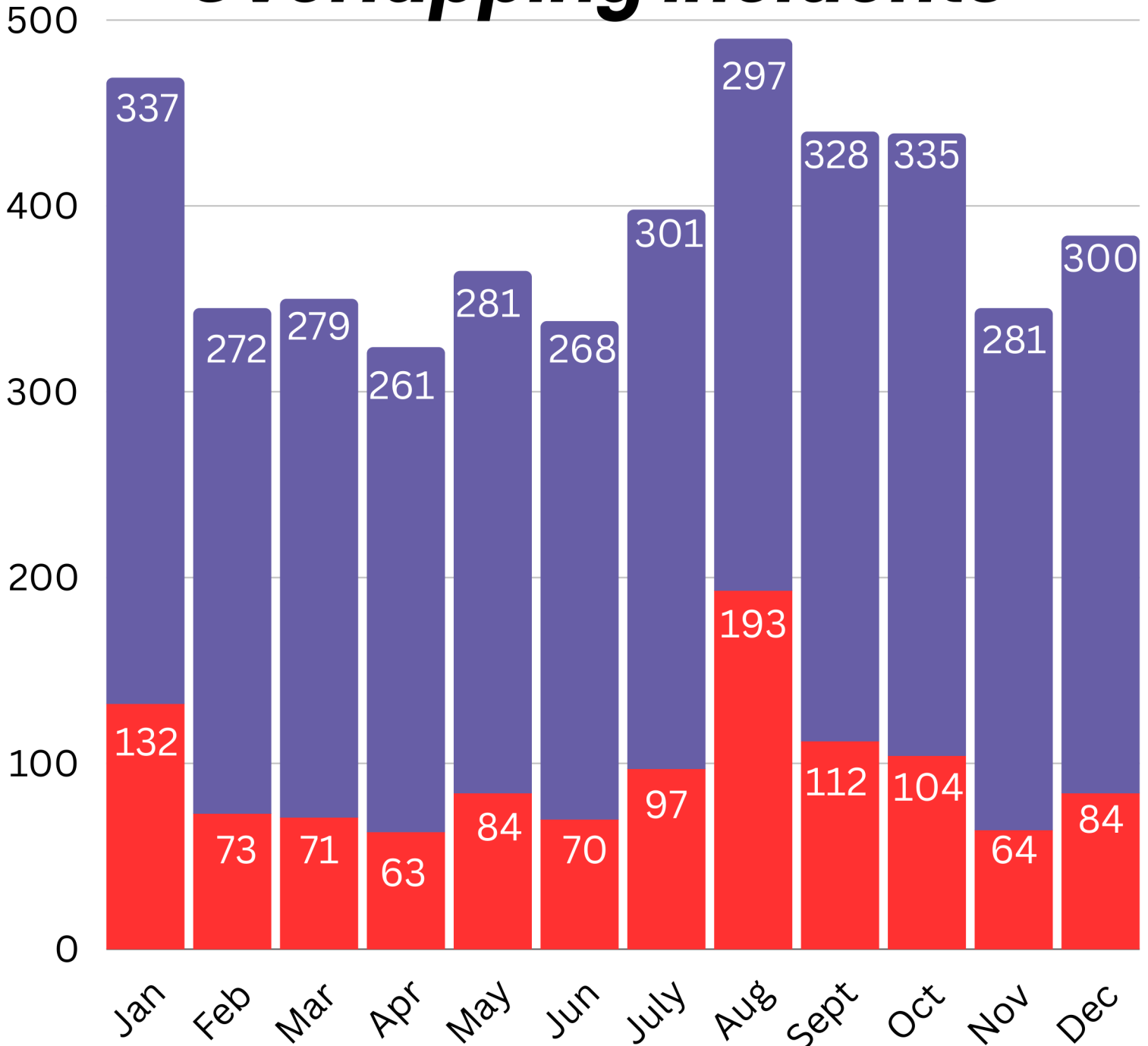
# Overtime Hours



# Time Off (Hours)



# Call Stacking / Overlapping Incidents



**Average**  
**32.4%**

**● = Initial Call**  
**● = Overlap**

# Inspections

Apartment



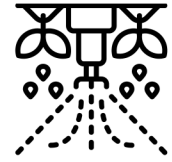
Hotel/Motel



Schools



Sprinkler System



Initial	279	10	38	5
1st reinspection	174	1	14	1
2nd reinspection	18	1	1	1
3rd reinspection	4	3	1	
<b>TOTAL</b>	<b>475</b>	<b>15</b>	<b>54</b>	<b>7</b>

**Total Inspections = 551**

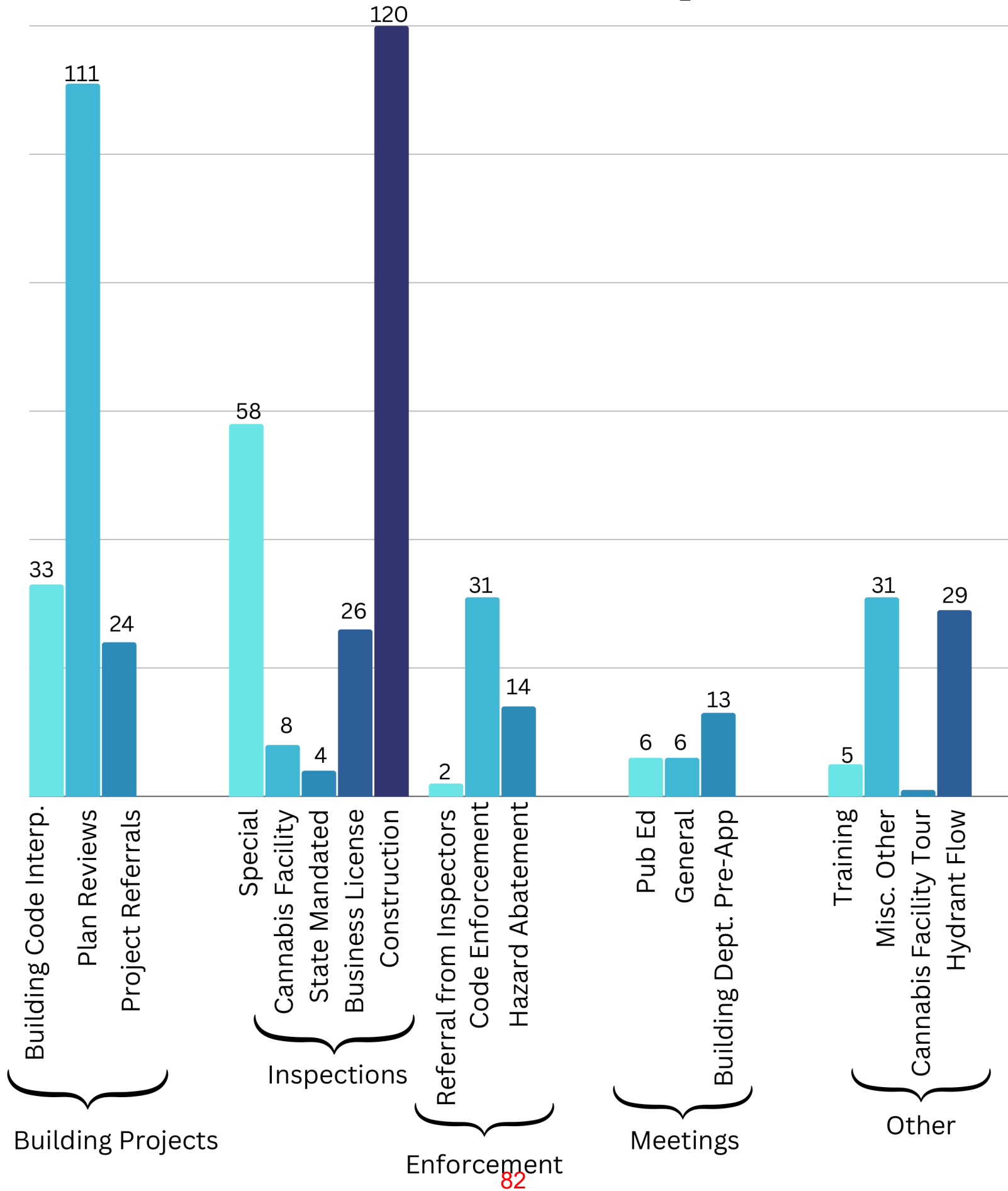
## Inspection Types

**Apartments: 86%**  
**Hotel/Motel: 3%**  
**School: 10%**  
**Sprinkler: 1%**

**Completed annual inspections on 294 out of 295 Group R occupancies. This is a compliance rate of 99% for this reporting period.**

**Completed annual inspections on 22 out of 23 Group E occupancies. This is a compliance rate of 96% for this reporting period.**

# Fire Marshal Activity Count



# ***Public Information Officer Summary***

## **Social Media Management**

**150** social media posts since the start of PIO managing the pages

**33** Educational PSA's posted

**13** Incident reports posted to social media

**10** Press Releases written

**4** On-air media interviews (TV/Radio)

**4.4k** Facebook followers

**112%** Increase in Facebook followers over the year

**1.5k** Instagram followers

**632%** Increase in Instagram followers over the year

# Correspondence & Communications



**ARCATA VOLUNTEER FIREFIGHTERS  
ASSOCIATION, INC.**

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

**Date: 2/13/2024 MONTHLY ACTIVITY REPORT**  
**To: Board of Directors, Arcata Fire District**  
**From Arcata Volunteer Firefighters' Association**

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

**Volunteering**

- Volunteer hours of support for January; 55 Hours.
  - VLU members received Downed Powerline / Gas Emergency training from PG&E.
  - Re-hung Projection Screen in Classroom.
  - Purchased additional AV equipment of the Arcata Classroom.
  - New VLU member is in training as a CPR/First Aid Instructor.
  - Available VLU members pre-identified prior to 1/31 wind event.

**Community Outreach and Support**

- **CPR and First Aid Training**
  - 23 Students
- **Address Placard Projects**
  - Submitted Order #14 to Visual Concept, on receipt will need to be installed.
  - Project will finish with 329 placards installed across the District.
- **Grant Activity**
  - Working on grants for.
    - A new vehicle for future 2nd Assistant Chief.
    - A slide-in pump unit for the Flatbed
  - Mobile Radios \$32,000. (11/23)
  - Wildland Turnouts and Structure Helmets \$37,160. (12/23)
  - Coast Central Application Period opened February 1.

**AVFA Properties**

- Installing cameras around the M street property for additional security

**Date:** February 13, 2024  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Fire Chief's Monthly Report

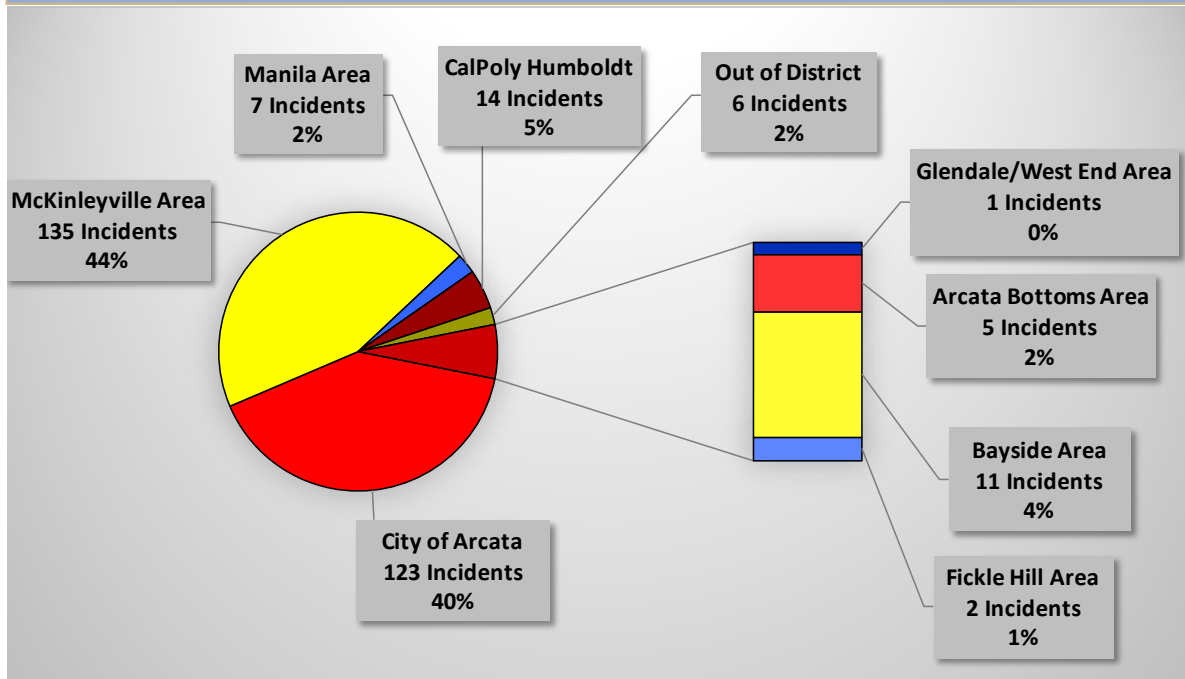
**Monthly Incident Activity**

**January Notable Incidents**

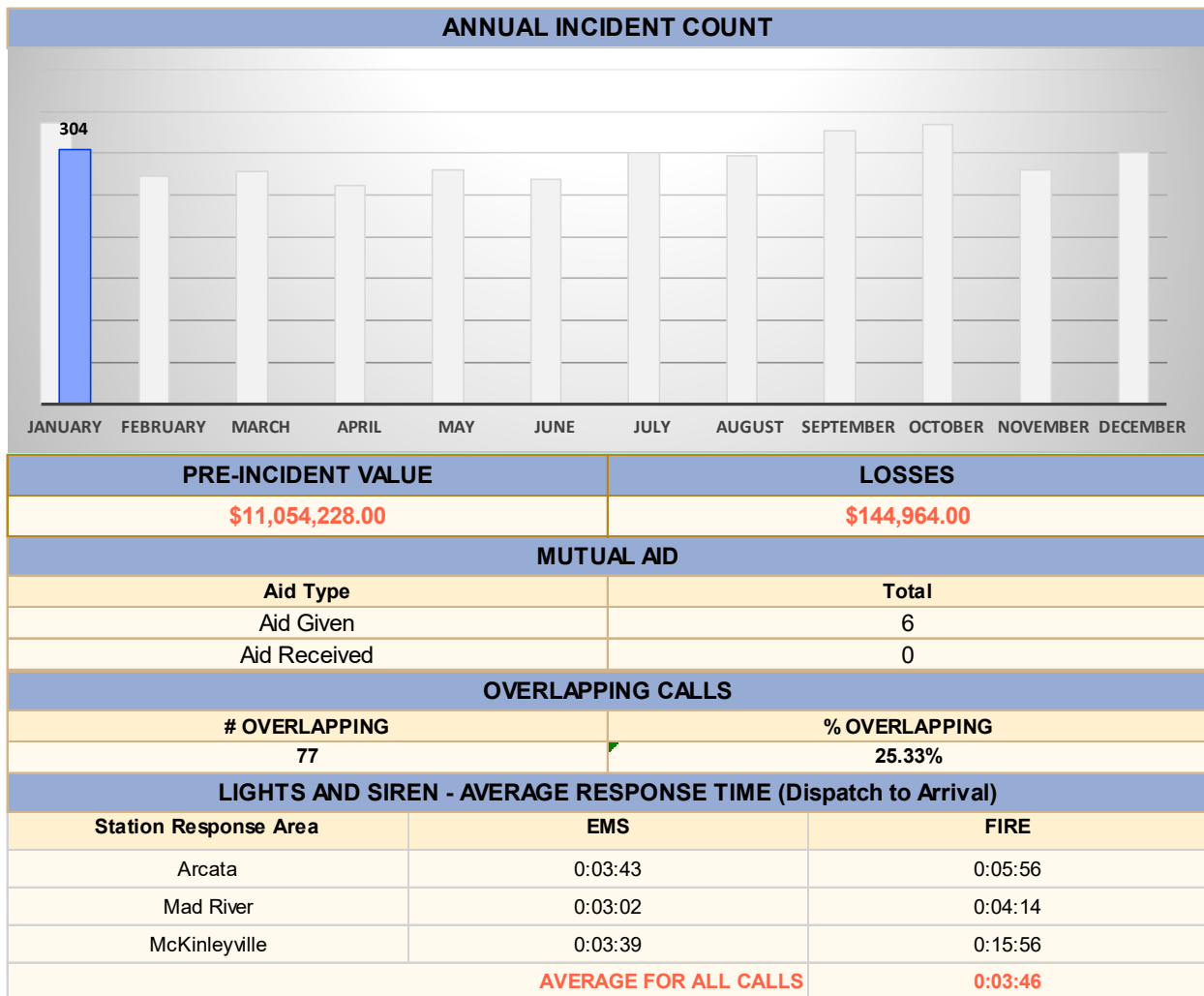
- 01/03/2024 100 Blk Stumptown Rd, Trinidad; Auto Aid provided to CalFire for a RV fire
- 01/06/2024 1400 Blk Dorothy Court, Arcata; Residential Structure Fire, \$23,800 loss, fire was contained to the exterior of the building
- 01/10/2024 200 Burke Lane, Kneeland; Auto Aid provided to Kneeland Fire for a residential structure fire
- 01/31/2024 500 Blk Old Wagon Road, Westhaven; Auto Aid to CalFire for a RV fire

MONTHLY INCIDENT COUNT		
Fires	13	4.28%
Overpressure rupture, explosion, overhear - no fire	0	0.00%
Rescue & Emergency Medical Service	184	60.53%
Hazardous Condition (No Fire)	3	0.99%
Service Call	25	8.22%
Good Intent Call	46	15.13%
False Alarm & False Call	21	6.91%
Severe Weather, Natural Disaster, & Other	2	0.66%
Incomplete	10	3.29%
<b>TOTAL</b>	<b>304</b>	<b>100.00%</b>

**INCIDENT COUNT BY ZONE**







**Monthly Administrative Report**

**Station Signs** – Captain Johnson will be constructing a sign for the Arcata and Mad River Station. He will be working up a cost proposal and installation is coming soon.

**Measure F Committee** – The Committee was unable to fill a quorum and will meet again on March 12<sup>th</sup>.

**Recruitment Process** – Nathan Baxley was offered and has accepted the Fire Captain position. He will be starting on March 7<sup>th</sup>. He will be on a 4-week FTO period and then be assigned to B-Shift at Mad River Station.

**Annexation** – The revised application was signed and sent into LAFCo. LAFCo will begin processing the application starting with a notice to interested/affected agencies. They will also notice the county regarding the property tax exchange so the County can begin that process. LAFCo staff will be sending notices to property owners and registered voters in mid to late-February (in advance of the March 20<sup>th</sup> LAFCo hearing).

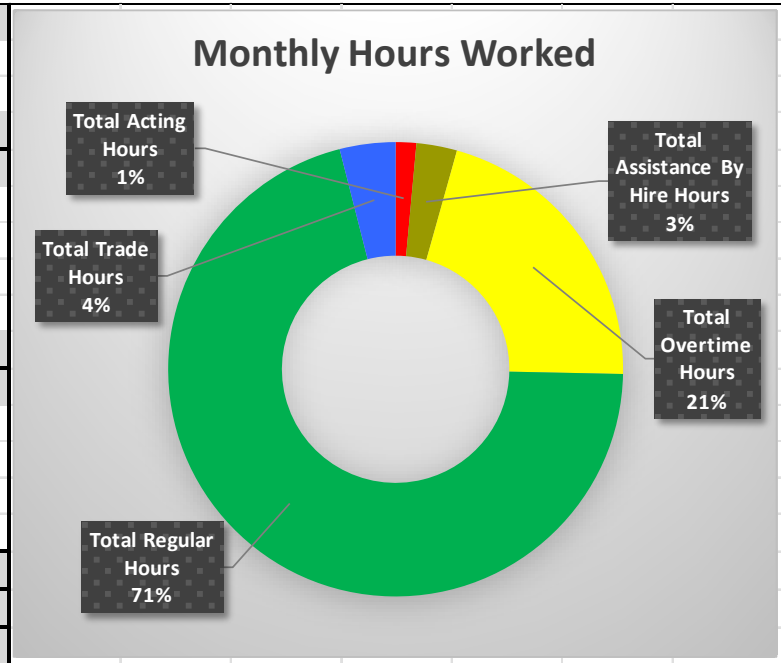
**Mid-Year Budget Review** – Directors Loudenslager and Johnson are assigned to the Budget committee and will work with staff to develop a revised mid-year budget. We

have received the fund registers from the County. The committee will review the budget and it will be presented to the Board next month.

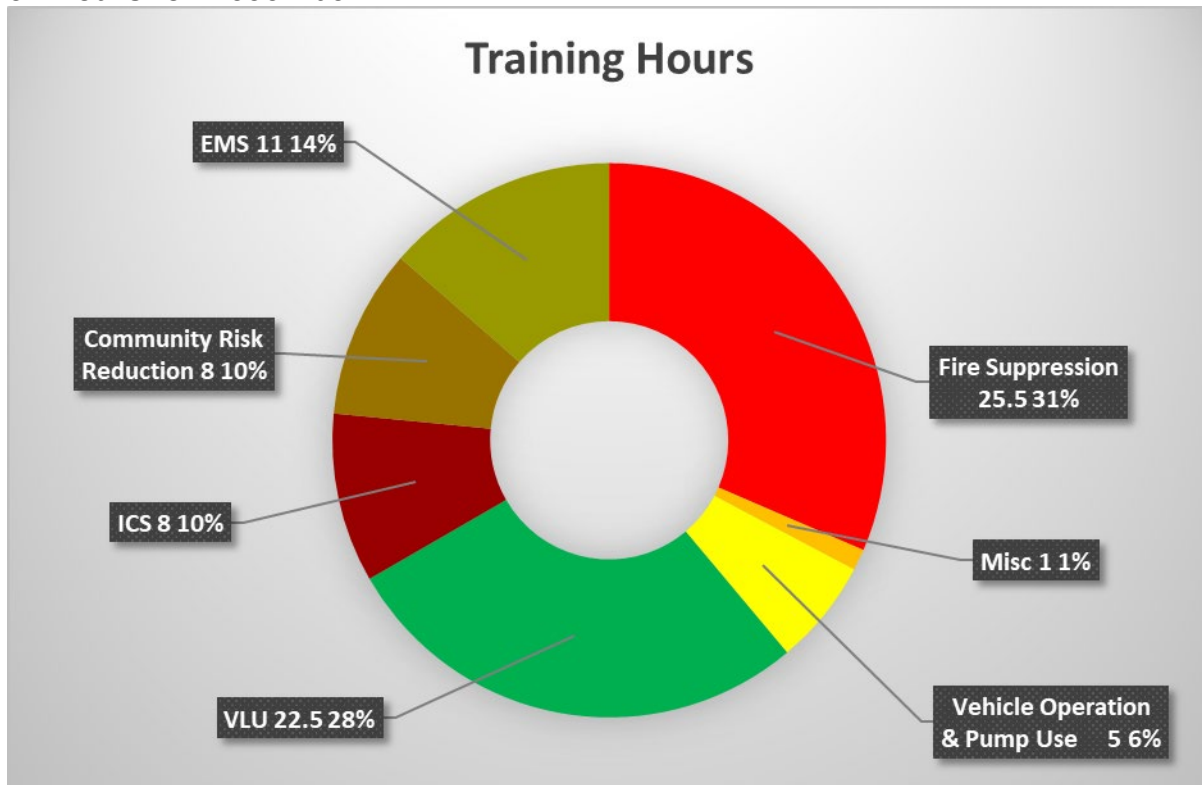
## Monthly Operations Report

### Suppression Staff Hours

Acting	
Company Officer	0
Duty Officer	72
<b>Total Acting Hours</b>	<b>72</b>
Assistance By Hire	
Straight Time	0
Overtime	118
Acting Company Officer	0
Acting Company Officer OT	24
<b>Total Assistance By Hire Hours</b>	<b>142</b>
Overtime	
Scheduled	964
Acting Company Officer	24
Acting Duty Officer	24
Miscellaneous	20.75
<b>Total Overtime Hours</b>	<b>1032.75</b>
<b>Total Regular Hours</b>	<b>3480</b>
<b>Total Trade Hours</b>	<b>195</b>



### Training Highlights 81 Hours for December



## Apparatus and Station Maintenance and Repair Report

<u>Unit</u>	<u>ID#</u>	<u>Status</u>
E8211	113	<b>OUT OF SERVICE</b> – Multiple repairs pending
E8217	112	In Service @ Arcata –
E8218	108	In Service @ Mad River –
E8219	116	In Service @ McKinleyville –
E8239	117	<b>OUT OF SERVICE</b> – Pump repair pending
WT8258	106	<b>OUT OF SERVICE</b> – Repair pending aux braking system
A8241	115	In Service @ McK –
L8291	114	In Service @ Mad River
U8295	211	In Service @ Arcata
U8200	215	In Service as C8200
U8201	214	In Service as C8201
U8205	210	In Service as U8205
U8206	213	In Service as Fire Marshal
U8208	212	In Service as Prevention Specialist/PIO
U8209	206	In Service @ Arcata

McKinleyville Station – Nothing to report

Mad River Station – Nothing to report

Arcata Station – Nothing to report

Bayside Property – Nothing to report

### Revenue Recovery

	Last Month	All Year
<b>Insurance Claims</b>		
Claims Submitted	5    \$1,760.00	
Payments Received by FRUSA	2    \$696.00	
Claims Denied	0    \$0.00	
In Progress	-	-

### Inspection Fees Paid

Payments last month

**\$9,078.90**

(55) Invoices

Payments this year

**\$9,635.54**

(59) Invoices

Payments last year

**\$42,446.68**

(243) Invoices

Billing Status	Count	FD Amount
Open -30	8	\$764.90
Open -60	6	\$1058.93
Open -90	1	\$80.40
Open 90+	1	\$106.63
Sent to collections	29	\$4013.50
		\$6024.36



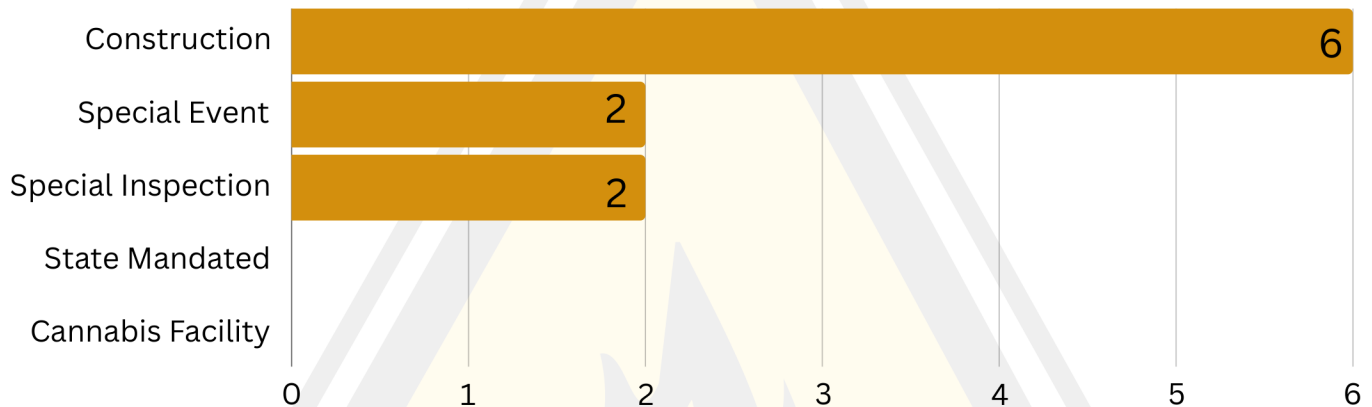
# PREVENTION

January 2024

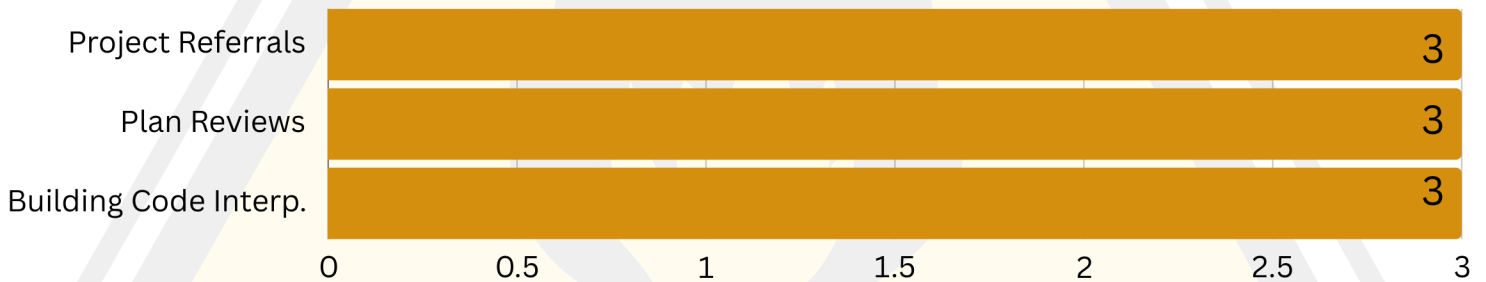
FM = Fire Marshal (80 hours worked)

FI = Fire Inspector (5.5 hours worked)

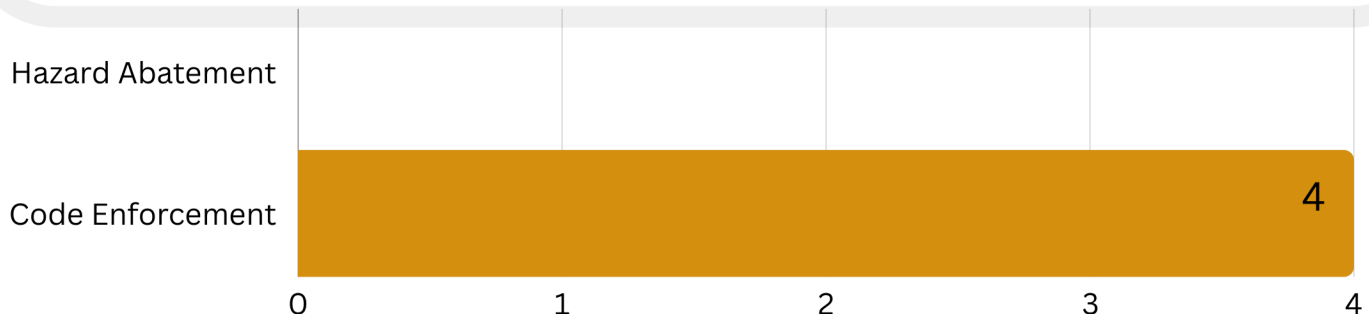
## FM: INSPECTIONS



## FM: BUILDING PROJECTS



## FM: ENFORCEMENT





# PREVENTION

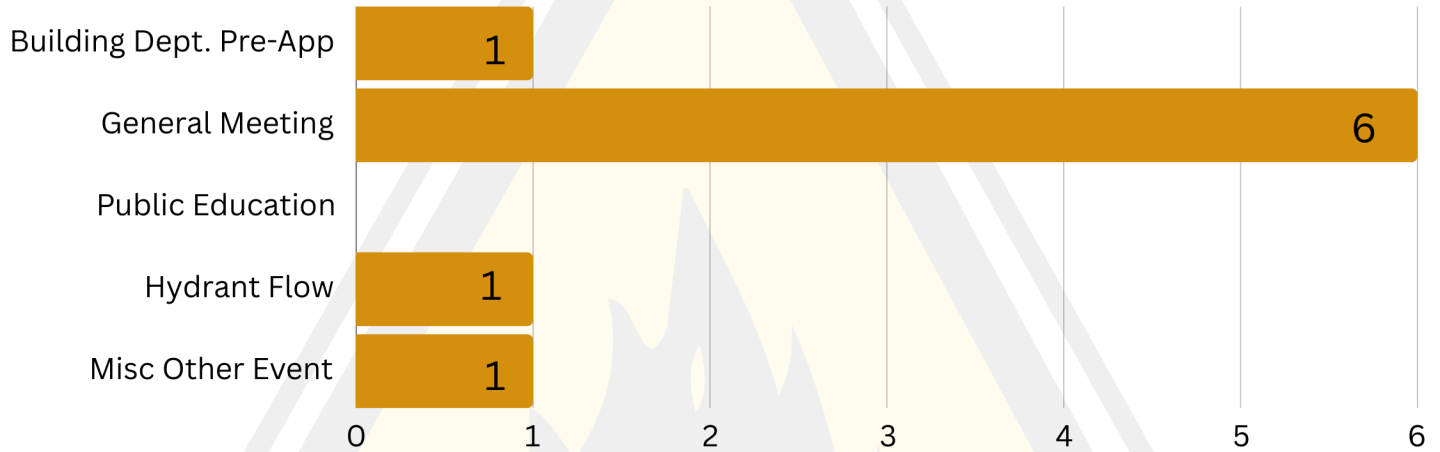
## January 2024

FM = Fire Marshal

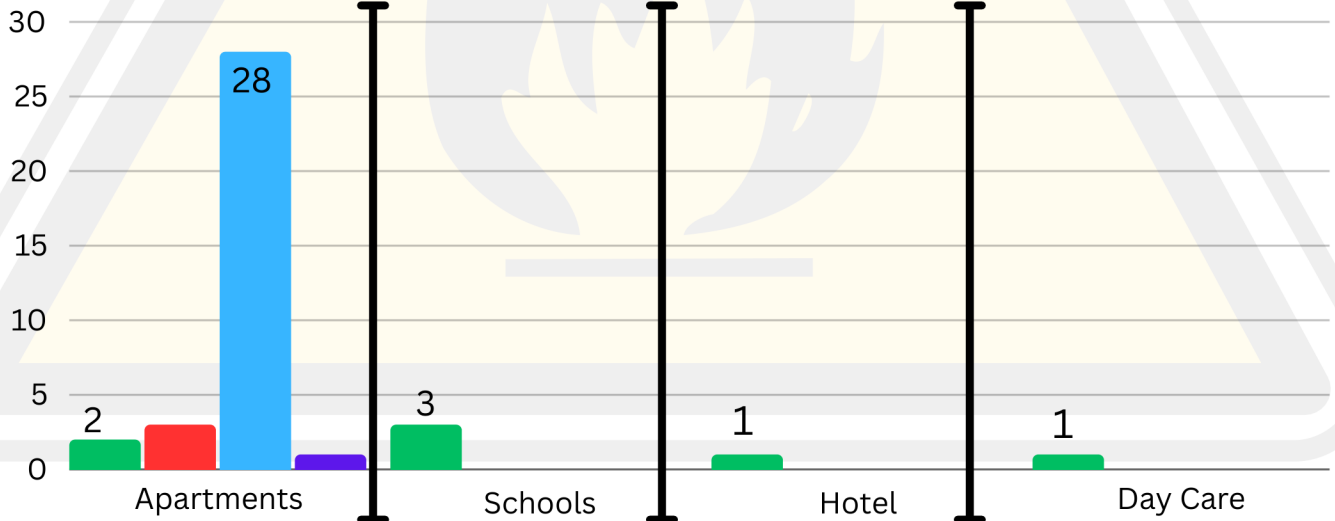
FI = Fire Inspector

FPS = Fire Prevention Specialist

### FM: OTHER



### FI: INSPECTIONS



### Key:

Green: Pass Initial Inspection

Blue: Pass 1st Re-insp.

Red: Fail 1st Insp.

Purple: Fail 1st Re-insp.



# PREVENTION

January 2024

## PUBLIC INFORMATION OFFICER'S REPORT



Facebook followers ⓘ

4,498

Since Dec.  
2023



89

### Social Media Follower Growth



Instagram followers ⓘ

1,579

Since Dec.  
2023



38

### FB Posts in January With the Most Engagement:

- Flooding Briefing with OES (19.6k accounts reached!!)
- Flooding wheelchair rescue incident (11.6k accounts reached)
- Welcoming Engineer Neil Butler (7.6k accounts reached)
- Annual Stats for 2023 (663 accounts reached)

### IG Posts in January With the Most Engagement:

- Weekend weather PSA from Tony Freeman (738 accounts reached)
- Flooding briefing with OES (689 accounts reached)
- Welcoming Engineer Neil Butler (436 accounts reached)
- Annual Stats for 2023 (418 accounts reached)