

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  
Katie Hill  
Deputy Clerk

# Regular Board Meeting

## May 14, 2024

### 5:30 PM

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

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## AGENDA

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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.*

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. Conference with Real Property Negotiators (Gov. Code section 54956.8.)  
Property: 631 9<sup>th</sup> Street, Arcata CA 95521  
Agency negotiator: District Counsel, Ryan Plotz  
Negotiating parties: Arcata Volunteer Firefighters Association  
Under negotiation: Lease agreement for 631 9<sup>th</sup> Street, Arcata Station

## 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 April 12, 2024, Regular Meeting Pg. 5
2. April 2024 Financial Report Pg. 9
3. Adopt Resolution 24-304 Declaring Intention to Reimburse Certain Expenditures from the Proceeds of Tax-Exempt Obligations Pg. 27
  - a. Attachment 1 - Resolution 24-304 Pg. 28
4. Adopt Resolution 24-305, Recognizing that Resolution No. 11-131 Supersedes Resolution No. 06-110 Pg. 30
  - a. Attachment 1 - Resolution 24-305 Pg. 31
  - b. Copy of Resolution 06-110 Pg. 32
  - c. Copy of Resolution 11-131 Pg. 33
5. Approve Resolution No. 24-306 with Exhibit A, Adopting a New Master Salary Schedule Pg. 36
  - a. Attachment 1 - Resolution 24-306 with Exhibit A Pg. 38

## DISTRICT BUSINESS

Pg. 40

1. **PUBLIC HEARING** - Adoption of Ordinance 24-22, Reinstatement of Board Member Compensation and Updates to the Board Policy Manual Pg. 41
  - a. Attachment 1 - Ordinance 24-22 Pg. 42
  - b. Attachment 2 - Board Policy Manual Updates to Sections 3.2 and 3.3 Pg. 47
2. Fire Station Ad-Hoc Committee Report Pg. 49
  - a. Attachment 1 - Notice of Rent Increase Pg. 51
  - b. Attachment 2 - Overview 5-minute Response Map (Arcata Station) Pg. 52
  - c. Attachment 3 - Overview 5-minute Response Map (Bayside Property) Pg. 53
  - d. Attachment 4 - Overview of Greenview area Pg. 54
3. Establish an Ad-hoc Committee to Carry Out the Goal Setting Process as Part of the Annual Performance Evaluation of the Incoming Fire Chief Pg. 55
4. Approve the Relocation of Business Banking Accounts to US Bank, Authorize Account Signers via Resolution 24-307, and Authorize the Closure of the Coast Central Accounts Pg. 56
  - a. Attachment 1 - Bank Statement Examples Pg. 57
  - b. Attachment 2 - Resolution 24-307 Pg. 60
5. Consider and Vote for Humboldt Local Agency Formation Commission (LAFCo) Regular Member Pg. 61
  - a. Attachment 1 - Notice of Official Ballot Pg. 63
  - b. Attachment 2 - Regular Member Ballot Pg. 65
  - c. Attachment 3 - Candidate Statement - Heidi Benzonelli Pg. 66

6. Consider Agreement for Consulting Services for the Development of Long-Term Finance Planning with CalMuni Advisors and Authorize the Fire Chief to Sign the Agreement Pg. 67
  - a. Attachment 1 - Agreement for Consulting Services Pg. 69

**CORRESPONDENCE & COMMUNICATIONS** **Pg. 87**

1. Public Correspondence
  - a. AVFA Monthly Report Pg. 88
  - b. Proposed LAFCo Budget for Fiscal Year 2024-25 Pg. 89
  - c. Children’s Center Thank you Pictures for Captain Nate Padula and Engineer Tyler Sung Pg. 92
  - d. Thank you to Engineer Jesus Barron Pg. 102
2. Committee Reports
  - a. Fire Station Ad-Hoc Committee (*Maynor, Akana*)
  - b. AVFA, L4981, AFD Relations Ad-Hoc Committee (*Maynor*)
  - c. FY 2024/25 Budget Committee (*Johnson, Loudenslager*)
3. Fire Chief’s Monthly Report Pg. 103
4. Director Matters

**ADJOURNMENT**

Next Regular Board Meeting is scheduled for June 11, 2024, **Arcata Downtown Station Classroom, 631 9<sup>th</sup> Street in Arcata at 5:30 pm.**

Prepared by: *Katie Hill, Deputy Clerk of the Board*

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

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

# Consent Calendar





**MINUTES**

**Regular Board Meeting**  
**April 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 Randy Mendosa. Director Blaine Maynor was absent.

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

**APPROVAL OF AGENDA**

There were no public comments or comments from the Board.

It was moved to approve the agenda.

**Motion:** Mendosa; **Second:** Akana

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

**PUBLIC COMMENT**

There were no public comments.

Senior Management Group – Nothing to report.

Local 4981 – Captain Marcus Lillard reported on behalf of the Local 4981.

Arcata Volunteer Firefighters Association (AVFA) – AVFA President Roy Willis made his report.

Prior to approval of the Consent Calendar, Board Clerk trainee Katie Hill advised that Director Johnson was missing from the attendance portion of the March minutes in Consent Calendar item 1. Her name will be added prior to approval of the Consent Calendar.

### **CONSENT CALENDAR**

1. Minutes from March 12, 2024, Regular Meeting
2. March 2024 Financial report
3. Adoption of Resolution 24-302 with Exhibit A, Authorizing the Destruction of Certain Fire District Records
4. Approve Employment Agreement Between Arcata Fire Protection District and Fire Chief Christopher Emmons
5. Consider Letter of Support for SAFER Grant Application
  - a. Attachment 1 – Draft Letter of Support
6. Adoption of Resolution 24-303 with Exhibit 1 and Exhibit 2, Authorizing a Secured Property Tax Revenue Exchange between the County of Humboldt and the Arcata Fire Protection District

There were no comments from the public or the Board.

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

**Motion:** Akana; Second: Mendosa

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

### **DISTRICT BUSINESS**

#### **1. First reading of Reinstatement of Board Member Compensation:**

Chief McDonald summarized his staff note.

Director Akana provided two grammatical corrections on page 77.

There were no comments from the public.

It was moved to introduce Ordinance 24-22, 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, and set the matter for public hearing and final adoption at the May 14, 2024, Regular Board Meeting with the two corrections identified by Director Akana.

**Motion:** Johnson; Second: Akana

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

#### **2. Direct the Budget Committee to Work with Staff to Develop the 2024/25 Budget for Presentation to the Board:**

Chief McDonald summarized his staff report aloud.

There were no comments from the public.

Director Mendosa provided comments.

It was moved to direct the committee to work with staff to produce a FY 2024/25 preliminary budget to be presented no later than the June 2024 Board meeting and, direct the committee and staff to have the FY 2024/25 final budget presented no later than the September 2024 Board meeting.

**Motion:** Mendosa; Second: Johnson

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

### **3. Consider Agreement for Consulting Services for the Development of Long-Term Finance Planning with CalMuni Advisors and Authorize the Fire Chief to Sign the Agreement:**

Chief McDonald reviewed his staff note aloud.

Directors asked questions that were answered or clarified by Chief McDonald.

The following member of the public made comments:

Captain Marcus Lillard,

No motion was made, no action was taken pending follow up by Chief McDonald.

### **4. Arcata General Plan and Gateway Area Plan Draft Environmental Impact Report:**

President Loudenslager reviewed the staff note aloud.

Board members provided feedback and support for the letter. It was recommended to direct the letter to the Mayor and provide the Arcata City Council with a copy as well.

There were no comments from the public.

No motion was made.

### **CORRESPONDENCE & COMMUNICATIONS**

1. Public Correspondence - none
2. Committee Reports:
  - a. Fire Station Committee (Maynor, Akana) – Nothing to report.
  - b. AVFA, L4981, AFD Relations Committee (Maynor) – Nothing to report.
  - c. Budget Committee (Johnson, Loudenslager) – Nothing to report.
3. Fire Chief's Monthly Report – Review of the District's stats and administrative report. He added there is a LAFCo protest hearing scheduled for May 2 at the Masonic Lodge at 5:30pm. Recognition of 2023 employee awards. Discussion of gas tank issue at Mad River Station.
4. Director Matters – President Loudenslager requested that two items be placed on the May agenda. The first is to create a subcommittee to develop benchmarks for the new Chief's first-year evaluation. He also requested a presentation from the Fire Station Committee providing the benchmarks for decision-making for lease renewal and a discussion of options.

**ADJOURNMENT**

President Loudenslager adjourned the meeting at 6:55pm.

The next Regular Meeting is scheduled for **May 14, 2024, at the Arcata Downtown Station Classroom, 631 9<sup>th</sup> Street in Arcata at 5:30 pm.**

Respectfully submitted,

Katie Hill,  
Deputy Clerk

DRAFT

8:02 AM

05/09/24

Accrual Basis

**Arcata Fire Protection District  
Interest Earned Fiscal Year to Date**

July 2023 through April 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
Deposit	01/31/2024	Interest	CCCU Liquid Assets	201.21
Deposit	01/31/2024	Interest	CCCU Checking	90.11
Deposit	02/29/2024	Interest	CalTRUST	7,960.17
Deposit	02/29/2024	Interest	Contingency Fund	1,169.99
Deposit	02/29/2024	Interest	Vehicle Replacement Fund	2,114.30
Deposit	02/29/2024	Interest	PERS Contingency Fund	1,593.83

8:02 AM

05/09/24

Accrual Basis

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

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
Deposit	02/29/2024	Interest	CCCU Liquid Assets	188.55
Deposit	02/29/2024	Interest	CCCU Checking	93.61
Deposit	03/31/2024	Interest	CCCU Savings	0.38
Deposit	03/31/2024	Interest	CCCU Liquid Assets	201.88
Deposit	03/31/2024	Interest	CCCU Checking	108.48
Total 800190 · Interest Income				250,949.28
Total USE OF MONEY & PROPERTY				250,949.28
<b>TOTAL</b>				<b>250,949.28</b>

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

July 2023 through April 2024

	Jul '23 - Apr 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>TAX REVENUE</b>				
101117 · Property Tax - Current Secured	2,166,666.68	2,166,666.68	0.00	100.0%
102500 · Property Tax-Current Unsecured	75,000.00	75,000.00	0.00	100.0%
103500 · Property Tax-Prior Yrs Secured	0.00	833.34	-833.34	0.0%
105110 · Property Tax-Prior Yrs Unsecure	48,333.32	48,333.34	-0.02	100.0%
800040 · Supplemental Taxes-Current	10,000.00	10,000.00	0.00	100.0%
105900 · Supplemental Taxes-Prior Yrs	4,166.68	4,166.68	0.00	100.0%
113100 · State Timber Tax	864.46	900.00	-35.54	96.1%
800050 · Property Assessments	3,173,209.32	3,103,333.34	69,875.98	102.3%
<b>Total TAX REVENUE</b>	<b>5,478,240.46</b>	<b>5,409,233.38</b>	<b>69,007.08</b>	<b>101.3%</b>
<b>USE OF MONEY &amp; PROPERTY</b>				
800190 · Interest Income	250,949.28	162,500.00	88,449.28	154.4%
<b>Total USE OF MONEY &amp; PROPERTY</b>	<b>250,949.28</b>	<b>162,500.00</b>	<b>88,449.28</b>	<b>154.4%</b>
<b>INTERGOVERNMENTAL</b>				
525110 · Homeowners Property Tax Relief	3,653.14	20,833.34	-17,180.20	17.5%
800600 · Other Government Agencies				
CPH Contract for Services	0.00	38,000.00	-38,000.00	0.0%
HR Reimbursement	0.00	5,000.00	-5,000.00	0.0%
NCQUAMD	0.00	700.00	-700.00	0.0%
Proposition 172 Disbursement	0.00	8,300.00	-8,300.00	0.0%
800600 · Other Government Agencies - Other	42,997.31			
<b>Total 800600 · Other Government Agencies</b>	<b>42,997.31</b>	<b>52,000.00</b>	<b>-9,002.69</b>	<b>82.7%</b>
800950 · Firefighting Reimbursements	125,661.51	118,000.00	7,661.51	106.5%
<b>Total INTERGOVERNMENTAL</b>	<b>172,311.96</b>	<b>190,833.34</b>	<b>-18,521.38</b>	<b>90.3%</b>
<b>CHARGES FOR SERVICES</b>				
800155 · Prevention Fees	17,792.47	10,000.00	7,792.47	177.9%
800156 · R1/R2 Inspection Fees	42,452.48	37,500.00	4,952.48	113.2%
800700 · Other Services	94.24			
800946 · Incident Revenue Recovery Fees	36,048.68	8,332.00	27,716.68	432.7%
<b>Total CHARGES FOR SERVICES</b>	<b>96,387.87</b>	<b>55,832.00</b>	<b>40,555.87</b>	<b>172.6%</b>
<b>MISCELLANEOUS REVENUES</b>				
800920 · Sale of Fixed Assets	0.00	10,000.00	-10,000.00	0.0%
800940 · Other Revenue				
Donations	132,484.22			
Other Revenue Unclassified	15.00			
800940 · Other Revenue - Other	11,611.20	1,000.00	10,611.20	1,161.1%
<b>Total 800940 · Other Revenue</b>	<b>144,110.42</b>	<b>1,000.00</b>	<b>143,110.42</b>	<b>14,411.0%</b>
800941 · Refunds	-17,405.98	-18,000.00	594.02	96.7%
800942 · Incident Reports	439.20	200.00	239.20	219.6%
<b>Total MISCELLANEOUS REVENUES</b>	<b>127,143.64</b>	<b>-6,800.00</b>	<b>133,943.64</b>	<b>-1,869.8%</b>
<b>OTHER FINANCING SOURCES</b>				
Transfer-In From Reserve Funds	0.00	31,000.00	-31,000.00	0.0%
<b>Total OTHER FINANCING SOURCES</b>	<b>0.00</b>	<b>31,000.00</b>	<b>-31,000.00</b>	<b>0.0%</b>
<b>Total Income</b>	<b>6,125,033.21</b>	<b>5,842,598.72</b>	<b>282,434.49</b>	<b>104.8%</b>
<b>Gross Profit</b>	<b>6,125,033.21</b>	<b>5,842,598.72</b>	<b>282,434.49</b>	<b>104.8%</b>

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

July 2023 through April 2024

Expense	Jul '23 - Apr 24	Budget	\$ Over Budget	% of Budget
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
<b>5010 · Salaries &amp; Wages</b>				
5010.1 · Full-Time	1,626,356.45	1,766,832.68	-140,476.23	92.0%
5010.2 · CTO Payout	299,644.23	353,666.00	-54,021.77	84.7%
5010.3 · Settlement Pay/Vacation	3,844.00	30,000.00	-26,156.00	12.8%
5010.4 · Holiday Pay	28,078.16	55,000.00	-26,921.84	51.1%
5010.5 · Deferred Compensation	59,500.00	52,399.98	7,100.02	113.5%
5010.6 · Part-Time (Hourly)	57,593.91	59,168.00	-1,574.09	97.3%
5010.7 · CalFire/OES Pay	46,259.05	76,500.00	-30,240.95	60.5%
5010 · Salaries & Wages - Other	0.00	0.00	0.00	0.0%
<b>Total 5010 · Salaries &amp; Wages</b>	<b>2,121,275.80</b>	<b>2,393,566.66</b>	<b>-272,290.86</b>	<b>88.6%</b>
<b>5020 · Retirement</b>				
5020.1 · CalPERS Retirement	522,175.80	528,166.68	-5,990.88	98.9%
5020.2 · Social Security	3,696.62	3,332.00	364.62	110.9%
5020.3 · Medicare	31,574.02	26,499.34	5,074.68	119.2%
5020.4 · CalPERS UAL Payment	0.00	190,000.00	-190,000.00	0.0%
<b>Total 5020 · Retirement</b>	<b>557,446.44</b>	<b>747,998.02</b>	<b>-190,551.58</b>	<b>74.5%</b>
<b>5030 · Group Insurance</b>				
5030.1 · Health (Current Employees)	468,026.59	526,666.68	-58,640.09	88.9%
5030.2 · Health (Retirees)	241,021.06	240,999.34	21.72	100.0%
5030.3 · Retiree Health Admin Fees	48,112.12	2,083.34	46,028.78	2,309.4%
5030.4 · Dental, Vision & Life	38,971.10	41,499.34	-2,528.24	93.9%
5030.5 · Air Ambulance	2,880.00	3,000.00	-120.00	96.0%
5030.6 · Long Term Disability	7,424.00	6,668.00	756.00	111.3%
<b>Total 5030 · Group Insurance</b>	<b>806,434.87</b>	<b>820,916.70</b>	<b>-14,481.83</b>	<b>98.2%</b>
5033 · Unemployment Insurance	0.00	0.00	0.00	0.0%
<b>5035 · Worker's Compensation</b>				
5035.1 · Primary	90,058.48	91,000.00	-941.52	99.0%
5035.3 · Admin Fee	16,435.74	23,000.00	-6,564.26	71.5%
<b>Total 5035 · Worker's Compensation</b>	<b>106,494.22</b>	<b>114,000.00</b>	<b>-7,505.78</b>	<b>93.4%</b>
<b>SALARIES &amp; EMPLOYEE BENEFITS - Other</b>	<b>85,005.72</b>			
<b>Total SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>3,676,657.05</b>	<b>4,076,481.38</b>	<b>-399,824.33</b>	<b>90.2%</b>
<b>SERVICE &amp; SUPPLIES</b>				
<b>5050 · Clothing &amp; Personal Supplies</b>				
5050.1 · Uniforms	15,238.75	20,000.00	-4,761.25	76.2%
5050.2 · Station Boots	399.60	2,000.00	-1,600.40	20.0%
5050.3 · PPE - Structure	3,310.52	12,000.00	-8,689.48	27.6%
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	1,573.56	2,000.00	-426.44	78.7%
<b>Total 5050 · Clothing &amp; Personal Supplies</b>	<b>20,522.43</b>	<b>42,000.00</b>	<b>-21,477.57</b>	<b>48.9%</b>
<b>5060 · Communications</b>				
5060.1 · Phones - Landline & Cellular	9,893.56	10,999.34	-1,105.78	89.9%
<b>5060.2 · Alarm Monitoring</b>				
Arcata Station	760.00			
Mad River Station	630.00			
McKinleyville Station	1,167.37			
5060.2 · Alarm Monitoring - Other	0.00	2,918.00	-2,918.00	0.0%
<b>Total 5060.2 · Alarm Monitoring</b>	<b>2,557.37</b>	<b>2,918.00</b>	<b>-360.63</b>	<b>87.6%</b>
5060.3 · Communications - Miscellaneous	0.00	500.00	-500.00	0.0%
5060.4 · HCFA Radio System	0.00	1,500.00	-1,500.00	0.0%
5060.5 · Cable TV & Internet	11,293.18	11,250.00	43.18	100.4%
<b>Total 5060 · Communications</b>	<b>23,744.11</b>	<b>27,167.34</b>	<b>-3,423.23</b>	<b>87.4%</b>
<b>5080 · Food</b>				
5080.1 · Food & Rehab Supplies	1,197.78	1,000.00	197.78	119.8%
5080.2 · Drinking Water	0.00	1,000.00	-1,000.00	0.0%
<b>Total 5080 · Food</b>	<b>1,197.78</b>	<b>2,000.00</b>	<b>-802.22</b>	<b>59.9%</b>
<b>5090 · Household Expenses</b>				
<b>5090.1 · Station Supplies</b>				
Arcata Station	1,534.49			
Mad River Station	2,551.83			



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

July 2023 through April 2024

	Jul '23 - Apr 24	Budget	\$ Over Budget	% of Budget
McKinleyville Station	1,573.97			
5090.1 · Station Supplies - Other	0.00	3,999.34	-3,999.34	0.0%
<b>Total 5090.1 · Station Supplies</b>	<b>5,660.29</b>	<b>3,999.34</b>	<b>1,660.95</b>	<b>141.5%</b>
5090.2 · Garbage Service				
Arcata Station	719.90			
Mad River Station	897.91			
McKinleyville Station	3,021.00			
5090.2 · Garbage Service - Other	0.00	4,168.00	-4,168.00	0.0%
<b>Total 5090.2 · Garbage Service</b>	<b>4,638.81</b>	<b>4,168.00</b>	<b>470.81</b>	<b>111.3%</b>
5090.3 · Station Furniture				
Mad River Station	1,165.88			
McKinleyville Station	400.20			
5090.3 · Station Furniture - Other	1,632.03	5,000.00	-3,367.97	32.6%
<b>Total 5090.3 · Station Furniture</b>	<b>3,198.11</b>	<b>5,000.00</b>	<b>-1,801.89</b>	<b>64.0%</b>
<b>Total 5090 · Household Expenses</b>	<b>13,497.21</b>	<b>13,167.34</b>	<b>329.87</b>	<b>102.5%</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	17,994.79			
214 · 2020 Chevy 1500	16,797.73			
210 · 2010 F-150	2,708.47			
213 · 2019 Ioniq	26.02			
206 · 2006 F-350	5,675.24			
212 · 2015 Spark	939.18			
209 · 2009 F-250	110.42			
108 · 2007 Ferrara	10,796.86			
113 · 2011 Ferrara (1)	10,889.60			
112 · 2011 Ferrara (2)	10,716.59			
116 · 2022 Pierce	2,778.09			
117 · 2004 WestMark	1,756.52			
115 · 2018 John Deere	207.14			
106 · 1998 Central States	8,521.73			
114 · 2016 Pierce	310.77			
211 · 2019 F-450	594.93			
5120.1 · Vehicles - Other	266.89	100,000.00	-99,733.11	0.3%
<b>Total 5120.1 · Vehicles</b>	<b>91,090.97</b>	<b>100,000.00</b>	<b>-8,909.03</b>	<b>91.1%</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	5,704.97	8,000.00	-2,295.03	71.3%
5120.5 · Hydraulic Rescue Tools	5,986.05	6,000.00	-13.95	99.8%
5120.6 · Power Tools	1,737.96	2,000.00	-262.04	86.9%
5120.7 · AED & LUCAS	6,660.60	8,100.00	-1,439.40	82.2%
5120.8 · Fire Extinguishers	1,303.89	1,000.00	303.89	130.4%
5120.9 · Miscellaneous Equipment	94.58	1,000.00	-905.42	9.5%
5120.10 · Small Instrument Repair & Test	751.02	3,000.00	-2,248.98	25.0%
<b>Total 5120 · Maintenance - Equipment</b>	<b>113,330.04</b>	<b>135,600.00</b>	<b>-22,269.96</b>	<b>83.6%</b>
5121 · Maintenance - Electronics				
5121.1 · Computers	832.15	1,000.00	-167.85	83.2%
5121.2 · Radios, Pagers & FireCom	772.94	1,000.00	-227.06	77.3%
5121.3 · Batteries (non-household)	103.41	1,500.00	-1,396.59	6.9%
<b>Total 5121 · Maintenance - Electronics</b>	<b>1,708.50</b>	<b>3,500.00</b>	<b>-1,791.50</b>	<b>48.8%</b>
5130 · Maintenance-Buildings & Grounds				
5130.1 · General Structure				
Arcata Station	2,490.65			
Mad River Station	6,009.97			
McKinleyville Station	3,472.36			
5130.1 · General Structure - Other	0.00	46,000.00	-46,000.00	0.0%
<b>Total 5130.1 · General Structure</b>	<b>11,972.98</b>	<b>46,000.00</b>	<b>-34,027.02</b>	<b>26.0%</b>
5130.2 · Grounds				
Arcata Station	84.73			
Bayside Property	500.00			
Mad River Station	869.94			

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

July 2023 through April 2024

	Jul '23 - Apr 24	Budget	\$ Over Budget	% of Budget
McKinleyville Station	111.55			
5130.2 · Grounds - Other	0.00	10,000.00	-10,000.00	0.0%
<b>Total 5130.2 · Grounds</b>	<b>1,566.22</b>	<b>10,000.00</b>	<b>-8,433.78</b>	<b>15.7%</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	380.00			
Mad River Station	380.00			
McKinleyville Station	255.00			
5130.4 · Pest Control - Other	0.00	2,500.00	-2,500.00	0.0%
<b>Total 5130.4 · Pest Control</b>	<b>1,015.00</b>	<b>2,500.00</b>	<b>-1,485.00</b>	<b>40.6%</b>
<b>Total 5130 · Maintenance-Buildings &amp; Grounds</b>	<b>15,705.96</b>	<b>61,500.00</b>	<b>-45,794.04</b>	<b>25.5%</b>
<b>5140 · Medical Supplies</b>				
5140.1 · EMS	2,387.56	5,000.00	-2,612.44	47.8%
5140.2 · AED & Lucas	156.24	418.00	-261.76	37.4%
<b>Total 5140 · Medical Supplies</b>	<b>2,543.80</b>	<b>5,418.00</b>	<b>-2,874.20</b>	<b>47.0%</b>
<b>5150 · Memberships</b>				
5150.1 · Dues				
Chamber of Commerce	82.00			
CalChiefs	960.00			
5150.1 · Dues - Other	0.00	3,000.00	-3,000.00	0.0%
<b>Total 5150.1 · Dues</b>	<b>1,042.00</b>	<b>3,000.00</b>	<b>-1,958.00</b>	<b>34.7%</b>
5150 · Memberships - Other	192.87			
<b>Total 5150 · Memberships</b>	<b>1,234.87</b>	<b>3,000.00</b>	<b>-1,765.13</b>	<b>41.2%</b>
<b>5160 · Miscellaneous Expense</b>				
5160.1 · Uncategorized Misc. Expense	2,001.00	2,500.00	-499.00	80.0%
5160 · Miscellaneous Expense - Other	167.82			
<b>Total 5160 · Miscellaneous Expense</b>	<b>2,168.82</b>	<b>2,500.00</b>	<b>-331.18</b>	<b>86.8%</b>
<b>5170 · Office Expense</b>				
5170.1 · Office Supplies	1,717.07	3,332.00	-1,614.93	51.5%
5170.2 · Postage	964.49	2,000.00	-1,035.51	48.2%
5170.3 · Software				
CAD Interface	1,200.00	2,000.00	-800.00	60.0%
eDispatches	1,572.00	2,000.00	-428.00	78.6%
Miscellaneous	0.00	500.00	-500.00	0.0%
Parcel Quest	2,399.00	2,400.00	-1.00	100.0%
Quickbooks	1,430.50	2,000.00	-569.50	71.5%
Records Management	4,690.70	4,700.00	-9.30	99.8%
Scheduling Program	2,908.00	3,500.00	-592.00	83.1%
Survey System	0.00	500.00	-500.00	0.0%
5170.3 · Software - Other	117.95			
<b>Total 5170.3 · Software</b>	<b>14,318.15</b>	<b>17,600.00</b>	<b>-3,281.85</b>	<b>81.4%</b>
5170.4 · Subscription Periodicals	0.64	100.00	-99.36	0.6%
5170 · Office Expense - Other	119.94			
<b>Total 5170 · Office Expense</b>	<b>17,120.29</b>	<b>23,032.00</b>	<b>-5,911.71</b>	<b>74.3%</b>
<b>5180 · Professional &amp; Special Services</b>				
5180.1 · Legal	16,008.00	16,668.00	-660.00	96.0%
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	1,998.00	5,000.00	-3,002.00	40.0%
5180.5 · Audit (Financial)	8,500.00	11,000.00	-2,500.00	77.3%
5180.6 · Accountant & Bookkeeping	8,521.00	10,000.00	-1,479.00	85.2%
5180.7 · GASB Reporting	3,450.00	7,000.00	-3,550.00	49.3%
5180.8 · IT	28,616.57	29,166.00	-549.43	98.1%
5180.9 · Webpage Hosting	5,172.00	4,332.00	840.00	119.4%
5180.10 · Subscriptions				
NFPA	1,727.50			
Poster Guard	307.05			

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

July 2023 through April 2024

	Jul '23 - Apr 24	Budget	\$ Over Budget	% of Budget
5180.10 · Subscriptions - Other	119.99	2,700.00	-2,580.01	4.4%
<b>Total 5180.10 · Subscriptions</b>	<b>2,154.54</b>	<b>2,700.00</b>	<b>-545.46</b>	<b>79.8%</b>
5180.11 · Miscellaneous	58.17	500.00	-441.83	11.6%
5180.12 · Financial Consulting	0.00	5,000.00	-5,000.00	0.0%
5180.13 · Video Production	302.50	1,000.00	-697.50	30.3%
<b>Total 5180 · Professional &amp; Special Services</b>	<b>74,780.78</b>	<b>122,366.00</b>	<b>-47,585.22</b>	<b>61.1%</b>
5190 · Publications & Legal Notices				
5190.1 · Publications & Notices	577.20	1,000.00	-422.80	57.7%
<b>Total 5190 · Publications &amp; Legal Notices</b>	<b>577.20</b>	<b>1,000.00</b>	<b>-422.80</b>	<b>57.7%</b>
5200 · Rent & Leases - Equipment				
5200.1 · Copier	6,244.03	6,918.00	-673.97	90.3%
<b>Total 5200 · Rent &amp; Leases - Equipment</b>	<b>6,244.03</b>	<b>6,918.00</b>	<b>-673.97</b>	<b>90.3%</b>
5210 · Rent & Leases - Structures				
5210.1 · 631 9th Street	110,000.00	100,000.00	10,000.00	110.0%
<b>Total 5210 · Rent &amp; Leases - Structures</b>	<b>110,000.00</b>	<b>100,000.00</b>	<b>10,000.00</b>	<b>110.0%</b>
5230 · Special District Expense				
5230.1 · Property Tax Admin Fee	39,914.00	80,000.00	-40,086.00	49.9%
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	1,101.34	1,500.00	-398.66	73.4%
5230.6 · Certifications	1,198.82	1,000.00	198.82	119.9%
5230.7 · Recruitment	1,005.00	0.00	1,005.00	100.0%
5230.8 · Bank Fees	385.00	4,200.00	-3,815.00	9.2%
5230.9 · Recognition Awards	324.00	2,000.00	-1,676.00	16.2%
5230.10 · Health & Wellness	5,594.96	5,300.00	294.96	105.6%
5230.11 · Public Outreach	4,553.75	1,000.00	3,553.75	455.4%
5230.13 · HCFCA Air Trailer Annual Fee	0.00	1,000.00	-1,000.00	0.0%
5230.14 · Staff Training	5,169.25	15,000.00	-9,830.75	34.5%
5230.15 · Training Supplies	488.15	1,000.00	-511.85	48.8%
5230.16 · Grant Management	0.00	0.00	0.00	0.0%
<b>Total 5230 · Special District Expense</b>	<b>63,163.66</b>	<b>130,000.00</b>	<b>-66,836.34</b>	<b>48.6%</b>
5250 · Transportation & Travel				
5250.1 · Fuel				
Mad River Station				
Diesel	27,691.19			
Gasoline	5,499.69			
Mad River Station - Other	1,872.69			
<b>Total Mad River Station</b>	<b>35,063.57</b>			
McKinleyville Station	8,231.35			
5250.1 · Fuel - Other	5,609.90	61,668.00	-56,058.10	9.1%
<b>Total 5250.1 · Fuel</b>	<b>48,904.82</b>	<b>61,668.00</b>	<b>-12,763.18</b>	<b>79.3%</b>
5250.2 · Lodging	5,050.24	3,000.00	2,050.24	168.3%
5250.3 · Per Diem Reimbursement	5,045.50	7,000.00	-1,954.50	72.1%
5250.4 · Travel Costs	12,748.20	10,000.00	2,748.20	127.5%
5250 · Transportation & Travel - Other	202.46			
<b>Total 5250 · Transportation &amp; Travel</b>	<b>71,951.22</b>	<b>81,668.00</b>	<b>-9,716.78</b>	<b>88.1%</b>
5260 · Utilities				
5260.1 · PG & E				
Arcata Station	10,709.13			
Mad River Station	4,315.66			
McKinleyville Station	13,237.10			
5260.1 · PG & E - Other	0.00	29,750.00	-29,750.00	0.0%
<b>Total 5260.1 · PG &amp; E</b>	<b>28,261.89</b>	<b>29,750.00</b>	<b>-1,488.11</b>	<b>95.0%</b>
5260.2 · Water & Sewer				
Arcata Station	2,134.35			
Mad River Station	1,845.71			
McKinleyville Station	1,891.77			
5260.2 · Water & Sewer - Other	137.73	5,333.34	-5,195.61	2.6%
<b>Total 5260.2 · Water &amp; Sewer</b>	<b>6,009.56</b>	<b>5,333.34</b>	<b>676.22</b>	<b>112.7%</b>

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

July 2023 through April 2024

	Jul '23 - Apr 24	Budget	\$ Over Budget	% of Budget
<b>Total 5260 · Utilities</b>	34,271.45	35,083.34	-811.89	97.7%
<b>5370 · Minor Equipment Purchases</b>				
5370.1 · Fire Hose	2,316.07	6,500.00	-4,183.93	35.6%
5370.2 · Fire Equipment & Fabrication	2,164.98	4,000.00	-1,835.02	54.1%
5310.3 · Computers & Electronics	9,981.42	8,000.00	1,981.42	124.8%
5370.4 · Small Tools	228.71	1,000.00	-771.29	22.9%
5370.5 · Power Tools	190.96	1,000.00	-809.04	19.1%
5370 · Minor Equipment Purchases - Other	64.62			
<b>Total 5370 · Minor Equipment Purchases</b>	14,946.76	20,500.00	-5,553.24	72.9%
<b>Total SERVICE &amp; SUPPLIES</b>	640,053.91	868,420.02	-228,366.11	73.7%
<b>OTHER EXPENDITURES</b>				
<b>Capital Expense</b>				
Equipment/Vehicles	30,418.89	31,000.00	-581.11	98.1%
Capital Expense - Other	906,863.18			
<b>Total Capital Expense</b>	937,282.07	31,000.00	906,282.07	3,023.5%
<b>Debt Service</b>				
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 - Interest	16,748.58	15,000.00	1,748.58	111.7%
2022 Engine Purchase- Principal	98,770.75	100,183.00	-1,412.25	98.6%
Debt Issue Costs	183.65			
Debt Service - Other	2,678.45			
<b>Total Debt Service</b>	505,818.03	502,620.00	3,198.03	100.6%
<b>Reserve Fund Transfers - Out</b>				
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 Reserve Fund Transfers - Out</b>	0.00	661,816.00	-661,816.00	0.0%
<b>Total OTHER EXPENDITURES</b>	1,443,100.10	1,195,436.00	247,664.10	120.7%
<b>Total Expense</b>	5,759,811.06	6,140,337.40	-380,526.34	93.8%
<b>Net Ordinary Income</b>	365,222.15	-297,738.68	662,960.83	-122.7%
<b>Net Income</b>	<b>365,222.15</b>	<b>-297,738.68</b>	<b>662,960.83</b>	<b>-122.7%</b>

Arcata Fire Protection District  
Statement of Cash Flows  
April 2024

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	<u>Apr 24</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	141,374.33
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	677.06
Acct. Recv. - County Treasury	-540,750.00
2000 · ACCOUNTS PAYABLE	-1,019,098.53
US BANK	-15,205.64
US BANK:Hill	1,498.34
US BANK:Emmons	204.76
US BANK:Evenson	660.98
US BANK:J. McDonald	354.73
US BANK:Johnson	94.31
US BANK:R. McDonald	798.16
US BANK:Rheinschmidt	1,155.00
US BANK:Schuette	1,012.99
2100 · Payroll Liabilities	3,404.10
2100 · Payroll Liabilities:Survivor Benefit	23.25
	<hr/>
Net cash provided by Operating Activities	-1,423,796.16
Net cash increase for period	-1,423,796.16
Cash at beginning of period	7,733,788.68
Cash at end of period	<hr/> <b>6,309,992.52</b> <hr/>

Arcata Fire Protection District  
**Balance Sheet**  
As of April 30, 2024

	<u>Apr 30, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
CalTRUST	4,084,854.55
CCCU Checking	238,558.60
CCCU Liquid Assets	119,048.23
CCCU Savings	67.36
Contingency Fund	270,099.56
County Treasury	741,324.33
PERS Contingency Fund	367,943.39
Vehicle Replacement Fund	488,096.50
	<hr/>
<b>Total Checking/Savings</b>	6,309,992.52
<b>Accounts Receivable</b>	
1200 · ACCOUNTS RECEIVABLE	8,945.91
	<hr/>
<b>Total Accounts Receivable</b>	8,945.91
<b>Other Current Assets</b>	
Acct. Recv. - County Treasury	1,695,694.31
Interest Receivable	15,000.00
Prepaid Expense	21,606.18
	<hr/>
<b>Total Other Current Assets</b>	1,732,300.49
<b>Total Current Assets</b>	8,051,238.92
<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
	<hr/>
<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
	<hr/>
<b>Total Other Assets</b>	5,554,551.00
<b>TOTAL ASSETS</b>	<hr/> <b>17,318,357.10</b> <hr/>

Arcata Fire Protection District  
**Balance Sheet**  
As of April 30, 2024

	<u>Apr 30, 24</u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · ACCOUNTS PAYABLE	75,391.01
<b>Total Accounts Payable</b>	75,391.01
<b>Credit Cards</b>	
US BANK	10,325.87
<b>Total Credit Cards</b>	10,325.87
<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	23.25
2100 · Payroll Liabilities - Other	6,779.14
<b>Total 2100 · Payroll Liabilities</b>	6,802.39
<b>Total Other Current Liabilities</b>	203,319.69
<b>Total Current Liabilities</b>	289,036.57
<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
<b>Total Long Term Liabilities</b>	24,161,725.69
<b>Total Liabilities</b>	24,450,762.26
<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	365,222.15
<b>Total Equity</b>	-7,132,405.16
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>17,318,357.10</b>

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

Type	Date	Memo	Account	Amount	Balance
<b>AED SUPERSTORE</b>					
Credit Card Charge	04/26/2024	Replacement ...	5140.2 · AED & Lucas	156.24	156.24
Total AED SUPERSTORE				156.24	156.24
<b>AIR TIGHT HEATING AND SHEET METAL</b>					
Bill	04/29/2024	Labor and mat...	Mad River Station	3,650.00	3,650.00
Total AIR TIGHT HEATING AND SHEET METAL				3,650.00	3,650.00
<b>ALERT-ALL</b>					
Credit Card Charge	04/12/2024	Fire Safety Kit...	5230.5 · Public Educ...	976.22	976.22
Total ALERT-ALL				976.22	976.22
<b>AMAZON</b>					
Credit Card Charge	04/12/2024	(2) WebCams...	5370 · Minor Equipm...	64.62	64.62
Credit Card Charge	04/14/2024	EMS SHEAR...	5140.1 · EMS	126.03	190.65
Credit Card Charge	04/30/2024	SCANNED re...	5170.1 · Office Supp...	10.72	201.37
Total AMAZON				201.37	201.37
<b>ARCATA POLICE</b>					
Bill	04/03/2024	Live scan for ...	5180.4 · Background...	84.00	84.00
Total ARCATA POLICE				84.00	84.00
<b>ARCATA VOLUNTEER FIREFIGHTERS ASSOC.</b>					
Bill	04/01/2024	May Rent	5210.1 · 631 9th Str...	10,000.00	10,000.00
Total ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				10,000.00	10,000.00
<b>AT&amp;T- CAL NET 3</b>					
Bill	04/19/2024	Service Perio...	5060.1 · Phones - La...	188.02	188.02
Total AT&T- CAL NET 3				188.02	188.02
<b>AT&amp;T MOBILITY (FIRSTNET)</b>					
Credit Card Charge	04/23/2024	Wireless servi...	5060.1 · Phones - La...	327.09	327.09
Total AT&T MOBILITY (FIRSTNET)				327.09	327.09
<b>BLINDSGALORE</b>					
Credit Card Charge	04/14/2024	BLINDS FOR ...	Arcata Station	378.71	378.71
Total BLINDSGALORE				378.71	378.71
<b>CAL MUNI PUBLIC FINANCING AUTHORITY</b>					
Bill	04/01/2024	PFA Fee Engi...	Debt Service	2,678.45	2,678.45
Total CAL MUNI PUBLIC FINANCING AUTHORITY				2,678.45	2,678.45
<b>CAL PERS</b>					
Liability Check	04/26/2024	Employer Pai...	5020.1 · CalPERS R...	27,616.92	27,616.92
Total CAL PERS				27,616.92	27,616.92
<b>CalPERS 457 PLAN</b>					
Liability Check	04/12/2024	Employer Mat...	5010.5 · Deferred C...	3,000.00	3,000.00
Liability Check	04/26/2024	Employer Mat...	5010.5 · Deferred C...	3,400.00	6,400.00
Total CalPERS 457 PLAN				6,400.00	6,400.00



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

Type	Date	Memo	Account	Amount	Balance
<b>CENTRAL AVENUE SERVICE CENTER</b>					
Bill	04/01/2024	INSTALLATIO...	210 · 2010 F-150	342.04	342.04
Total CENTRAL AVENUE SERVICE CENTER				342.04	342.04
<b>CHEVRON</b>					
Credit Card Charge	04/05/2024	Fuel for 8201	5250.1 · Fuel	109.81	109.81
Credit Card Charge	04/28/2024	Fuel for 8100	5250.1 · Fuel	96.60	206.41
Total CHEVRON				206.41	206.41
<b>CITY OF ARCATA</b>					
Bill	04/07/2024	MR Station Se...	Mad River Station	137.73	137.73
Bill	04/28/2024	Service Perio...	Arcata Staton	362.32	500.05
Total CITY OF ARCATA				500.05	500.05
<b>COASTAL BUSINESS SYSTEMS</b>					
Bill	04/04/2024	Aquos Board ...	5200.1 · Copier	608.01	608.01
Total COASTAL BUSINESS SYSTEMS				608.01	608.01
<b>ENTERPRISE</b>					
Bill	04/30/2024	Rental Veh for...	5250.4 · Travel Costs	45.67	45.67
Total ENTERPRISE				45.67	45.67
<b>EUREKA BROADCASTING CO., INC.</b>					
Bill	04/30/2024	Radio spots o...	5230.11 · Public Out...	2,000.00	2,000.00
Bill	04/30/2024	Radio spots o...	5230.11 · Public Out...	1,000.00	3,000.00
Bill	04/30/2024	Radio spots o...	5230.11 · Public Out...	1,000.00	4,000.00
Bill	04/30/2024	Radio spots o...	5230.11 · Public Out...	175.00	4,175.00
Bill	04/30/2024	Radio spots o...	5230.11 · Public Out...	175.00	4,350.00
Bill	04/30/2024	Radio spots o...	5230.11 · Public Out...	109.00	4,459.00
Total EUREKA BROADCASTING CO., INC.				4,459.00	4,459.00
<b>FIRE APPARATUS SOLUTIONS</b>					
Bill	04/09/2024	Headlight piec...	113 · 2011 Ferrara (1)	948.46	948.46
Total FIRE APPARATUS SOLUTIONS				948.46	948.46
<b>FIRE RISK MANAGEMENT SERVICES</b>					
Bill	04/08/2024	May Coverage	5030.4 · Dental, Visi...	4,109.36	4,109.36
Total FIRE RISK MANAGEMENT SERVICES				4,109.36	4,109.36
<b>FLEETPRIDE</b>					
Bill	04/10/2024	4" Round SM...	108 · 2007 Ferrara	24.73	24.73
Total FLEETPRIDE				24.73	24.73
<b>HARBOR FREIGHT TOOLS</b>					
Credit Card Charge	04/16/2024	Tools for tool ...	5370.4 · Small Tools	55.28	55.28
Credit Card Charge	04/24/2024	(2) magnetic c...	116 · 2022 Pierce	39.03	94.31
Total HARBOR FREIGHT TOOLS				94.31	94.31

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

Type	Date	Memo	Account	Amount	Balance
<b>HENSELS</b>					
Bill	04/12/2024	Key rack mou...	McKinleyville Station	1.84	1.84
Bill	04/12/2024	Mr. Clean Era...	McKinleyville Station	7.79	9.63
Bill	04/12/2024	Air filters	Arcata Station	111.84	121.47
Bill	04/18/2024	(6) air filters fo...	Arcata Station	65.06	186.53
Bill	04/24/2024	Filter Air Pleat	McKinleyville Station	21.45	207.98
Bill	04/24/2024	Basic split rin...	210 · 2010 F-150	62.42	270.40
Total HENSELS				270.40	270.40
<b>HOLIDAY INN</b>					
Credit Card Charge	04/26/2024	Lodging for F...	5250.2 · Lodging	704.78	704.78
Total HOLIDAY INN				704.78	704.78
<b>HONEYWELL ANALYTICS INC.</b>					
Credit Card Charge	04/15/2024	CALIBRATIO...	5120.4 · SCBA	1,155.00	1,155.00
Total HONEYWELL ANALYTICS INC.				1,155.00	1,155.00
<b>HR DIRECT</b>					
Bill	04/22/2024	Arcata Station	Poster Guard	102.35	102.35
Bill	04/22/2024	MR Station	Poster Guard	102.35	204.70
Bill	04/22/2024	McK Station	Poster Guard	102.35	307.05
Total HR DIRECT				307.05	307.05
<b>HUMBOLDT COUNTY OFFICE OF EDUCATION</b>					
Bill	04/09/2024	District Annex...	5190.1 · Publications...	67.20	67.20
Total HUMBOLDT COUNTY OFFICE OF EDUCATION				67.20	67.20
<b>HUMBOLDT FASTENERS</b>					
Credit Card Charge	04/25/2024	BLOWER FO...	5370.5 · Power Tools	190.96	190.96
Total HUMBOLDT FASTENERS				190.96	190.96
<b>HUMBOLDT SANITATION</b>					
Bill	04/30/2024	Service Perio...	McKinleyville Station	270.70	270.70
Total HUMBOLDT SANITATION				270.70	270.70
<b>INFINITE CONSULTING SERVICES</b>					
Bill	04/01/2024	April Contract ...	5180.8 · IT	3,050.00	3,050.00
Bill	04/17/2024	Domain renewal	5180.8 · IT	68.97	3,118.97
Total INFINITE CONSULTING SERVICES				3,118.97	3,118.97
<b>JOHN EVENSON</b>					
Bill	04/14/2024	CURTAINS F...	Arcata Station	67.23	67.23
Total JOHN EVENSON				67.23	67.23
<b>JUSTIN MCDONALD</b>					
Bill	04/28/2024	Food for Prote...	5080.1 · Food & Reh...	98.92	98.92
Total JUSTIN MCDONALD				98.92	98.92
<b>KATIE HILL</b>					
Bill	04/29/2024	Donuts for mo...	5080.1 · Food & Reh...	44.00	44.00
Total KATIE HILL				44.00	44.00

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

Type	Date	Memo	Account	Amount	Balance
<b>KENT HULBERT</b>					
Bill	04/02/2024	2023 Recognit...	5230.9 · Recognition...	130.00	130.00
Total KENT HULBERT				130.00	130.00
<b>L.N. CURTIS AND SONS</b>					
Bill	04/05/2024	Hook mount, ...	5370.2 · Fire Equipm...	552.26	552.26
Bill	04/08/2024	Black Strap H...	5370.2 · Fire Equipm...	274.37	826.63
Total L.N. CURTIS AND SONS				826.63	826.63
<b>LEHR</b>					
Bill	04/01/2024	Microphone cli...	215 · 2016 Chevy 15...	84.49	84.49
Total LEHR				84.49	84.49
<b>MAD RIVER UNION</b>					
Bill	04/30/2024	Legal ad re: H...	5190.1 · Publications...	130.00	130.00
Total MAD RIVER UNION				130.00	130.00
<b>MARRIOTT</b>					
Credit Card Charge	04/12/2024	FIRST NIGHT...	5250.2 · Lodging	197.23	197.23
Total MARRIOTT				197.23	197.23
<b>MCK. COMM. SERVICES DISTRICT</b>					
Bill	04/10/2024	Service Perio...	McKinleyville Station	183.68	183.68
Bill	04/10/2024	McK DCV Ser...	McKinleyville Station	25.76	209.44
Total MCK. COMM. SERVICES DISTRICT				209.44	209.44
<b>MCKINLEYVILLE ACE HARDWARE</b>					
Bill	04/15/2024	Fastners for 8...	113 · 2011 Ferrara (1)	11.26	11.26
Bill	04/16/2024	Filter replace...	McKinleyville Station	37.69	48.95
Bill	04/23/2024	Cabletie, clip ...	116 · 2022 Pierce	43.27	92.22
Bill	04/28/2024	Battery Alk AA...	116 · 2022 Pierce	40.38	132.60
Bill	04/28/2024	Rod Weld E-Z...	5121.2 · Radios, Pa...	26.39	158.99
Total MCKINLEYVILLE ACE HARDWARE				158.99	158.99
<b>MCKINLEYVILLE OFFICE SUPPLY</b>					
Credit Card Charge	04/22/2024	Postage to ma...	5170.2 · Postage	15.20	15.20
Bill	04/25/2024	Shipping for S...	5170.2 · Postage	322.30	337.50
Total MCKINLEYVILLE OFFICE SUPPLY				337.50	337.50
<b>MIDAMERICA HRA</b>					
Bill	04/18/2024	April Retiree ...	5030.3 · Retiree Hea...	23,027.81	23,027.81
Total MIDAMERICA HRA				23,027.81	23,027.81
<b>NAPA AUTO PARTS</b>					
Bill	04/05/2024	32 Premium B...	214 · 2020 Chevy 15...	3.69	3.69
Total NAPA AUTO PARTS				3.69	3.69
<b>O &amp; M INDUSTRIES</b>					
Bill	04/04/2024	Replaced blo...	McKinleyville Station	1,100.30	1,100.30
Total O & M INDUSTRIES				1,100.30	1,100.30

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

Type	Date	Memo	Account	Amount	Balance
<b>OFFICE DEPOT</b>					
Bill	04/03/2024	Towels, tissue...	Arcata Station	163.59	163.59
Bill	04/03/2024	Laundry deter...	Arcata Station	398.22	561.81
Bill	04/03/2024	Trash bags	Arcata Station	51.70	613.51
Bill	04/03/2024	Trashbags, sp...	Mad River Station	167.62	781.13
Bill	04/03/2024	Dishwasher ta...	Mad River Station	296.40	1,077.53
Bill	04/03/2024	Sponges	Mad River Station	12.06	1,089.59
Bill	04/03/2024	Plastic spray	Mad River Station	19.38	1,108.97
Bill	04/04/2024	Dishwasher ta...	Arcata Station	31.02	1,139.99
Bill	04/19/2024	Paper towels	McKinleyville Station	60.65	1,200.64
Total OFFICE DEPOT				1,200.64	1,200.64
<b>OPTIMUM</b>					
Bill	04/01/2024	Service Perio...	5060.5 · Cable TV & ...	1,156.24	1,156.24
Total OPTIMUM				1,156.24	1,156.24
<b>PACIFIC GAS AND ELECTRIC</b>					
Bill	04/02/2024	Service Perio...	McKinleyville Station	1,571.63	1,571.63
Bill	04/08/2024	Service Perio...	Arcata Station	1,325.08	2,896.71
Bill	04/22/2024	Service Perio...	Mad River Station	464.98	3,361.69
Total PACIFIC GAS AND ELECTRIC				3,361.69	3,361.69
<b>PENGUIN MANAGEMENT.</b>					
Bill	04/01/2024	Service Perio...	eDispatches	1,572.00	1,572.00
Total PENGUIN MANAGEMENT.				1,572.00	1,572.00
<b>PERS / HEALTH</b>					
Bill	04/18/2024	Active Employ...	5030.1 · Health (Cur...	49,034.32	49,034.32
Bill	04/18/2024	Retiree Premi...	5030.2 · Health (Reti...	3,740.82	52,775.14
Bill	04/18/2024	Active Employ...	5030.1 · Health (Cur...	156.91	52,932.05
Bill	04/18/2024	Retiree Admin...	5030.3 · Retiree Hea...	85.66	53,017.71
Total PERS / HEALTH				53,017.71	53,017.71
<b>RECOLOGY</b>					
Bill	04/30/2024	Service Perio...	Mad River Station	71.99	71.99
Bill	04/30/2024	Service Perio...	Mad River Station	71.99	143.98
Bill	04/30/2024	Service Perio...	Arcata Station	71.99	215.97
Total RECOLOGY				215.97	215.97
<b>REDWOOD COAST FUELS (RELADYNE)</b>					
Bill	04/10/2024	271 Gallons	Diesel	1,336.03	1,336.03
Bill	04/10/2024	58 Gallons	Gasoline	347.75	1,683.78
Bill	04/10/2024	Taxes	5250.1 · Fuel	225.68	1,909.46
Bill	04/11/2024	108 Gallons	Diesel	644.09	2,553.55
Bill	04/26/2024	288 Gallons	Diesel	1,594.04	4,147.59
Total REDWOOD COAST FUELS (RELADYNE)				4,147.59	4,147.59
<b>RMCDONALD</b>					
Bill	04/15/2024	R. McDonald ...	5230.6 · Certifications	77.00	77.00
Total RMCDONALD				77.00	77.00
<b>SAFEWAY</b>					
Credit Card Charge	04/03/2024	Ice for awards...	5080.1 · Food & Reh...	22.60	22.60
Credit Card Charge	04/03/2024	Cake and refr...	5080.1 · Food & Reh...	121.16	143.76
Total SAFEWAY				143.76	143.76

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

Type	Date	Memo	Account	Amount	Balance
<b>SHARP AUTO GRAPHICS</b>					
Bill	04/04/2024	Remove and r...	206 · 2006 F-350	850.00	850.00
Total SHARP AUTO GRAPHICS				850.00	850.00
<b>SHRED AWARE LLC</b>					
Bill	04/24/2024	64 Gal Bin of ...	5170 · Office Expense	82.43	82.43
Total SHRED AWARE LLC				82.43	82.43
<b>SOUTH BAY REGIONAL PSTC</b>					
Bill	04/09/2024	Registration fe...	5230.14 · Staff Traini...	399.00	399.00
Total SOUTH BAY REGIONAL PSTC				399.00	399.00
<b>STARBUCKS</b>					
Credit Card Charge	04/29/2024	Coffee for Pro...	5080.1 · Food & Reh...	49.00	49.00
Total STARBUCKS				49.00	49.00
<b>TEHAMA TIRE</b>					
Bill	04/12/2024	New tires	113 · 2011 Ferrara (1)	2,686.51	2,686.51
Bill	04/12/2024	New tires	108 · 2007 Ferrara	1,785.10	4,471.61
Total TEHAMA TIRE				4,471.61	4,471.61
<b>THE STANDARD</b>					
Bill	04/22/2024	May LTD	5030.6 · Long Term ...	725.00	725.00
Total THE STANDARD				725.00	725.00
<b>UBER</b>					
Credit Card Charge	04/22/2024	Airport transp...	5250.4 · Travel Costs	20.95	20.95
Total UBER				20.95	20.95
<b>VALLEY PACIFIC (RENNER)</b>					
Credit Card Charge	04/01/2024	Fuel for 8205	5250.1 · Fuel	36.14	36.14
Credit Card Charge	04/05/2024	Fuel for 8100	5250.1 · Fuel	74.00	110.14
Credit Card Charge	04/05/2024	Fuel for 8205	5250.1 · Fuel	19.17	129.31
Credit Card Charge	04/05/2024	Fuel for 8205	5250.1 · Fuel	74.00	203.31
Credit Card Charge	04/11/2024	Fuel for 8205	5250.1 · Fuel	70.10	273.41
Credit Card Charge	04/11/2024	Fuel for 8208	5250.1 · Fuel	45.86	319.27
Credit Card Charge	04/17/2024	Fuel for 8201	5250.1 · Fuel	74.00	393.27
Credit Card Charge	04/18/2024	Fuel for 8205	5250.1 · Fuel	74.00	467.27
Credit Card Charge	04/19/2024	Fuel for 8205	5250.1 · Fuel	24.45	491.72
Credit Card Charge	04/22/2024	Fuel for Sparky	5250.1 · Fuel	42.61	534.33
Credit Card Charge	04/22/2024	Fuel for 8200	5250.1 · Fuel	71.76	606.09
Credit Card Charge	04/24/2024	Fuel for 8205	5250.1 · Fuel	74.00	680.09
Credit Card Charge	04/24/2024	Fuel for 8205	5250.1 · Fuel	17.04	697.13
Credit Card Charge	04/29/2024	Fuel for 8205	5250.1 · Fuel	74.00	771.13
Total VALLEY PACIFIC (RENNER)				771.13	771.13
<b>VISTAPRINT</b>					
Credit Card Charge	04/29/2024	Department b...	5230.11 · Public Out...	94.75	94.75
Total VISTAPRINT				94.75	94.75
<b>WAYFAIR</b>					
Credit Card Charge	04/03/2024	Cabinet for wo...	McKinleyville Station	80.80	80.80
Total WAYFAIR				80.80	80.80

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

Type	Date	Memo	Account	Amount	Balance
<b>ZOOM</b>					
Credit Card Credit	04/02/2024	ZOOM CANC...	5170.4 · Subscriptio...	-79.94	-79.94
Total ZOOM				-79.94	-79.94
<b>Zoro</b>					
Credit Card Charge	04/15/2024	1 SWITCH FO...	112 · 2011 Ferrara (2)	95.30	95.30
Total Zoro				95.30	95.30
<b>TOTAL</b>				<b>168,948.98</b>	<b>168,948.98</b>

**Date:** May 14, 2024  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Adopt Resolution 24-304 Declaring Intention to Reimburse Certain Expenditures from the Proceeds of Tax-Exempt Obligations

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**DISCUSSION:**

The District placed an order to purchase a new Pierce Enforcer Type 1 Engine (the “New Engine”). The cost to acquire the New Engine will come from the issuance of revenue bonds or some other form of long-term tax-exempt indebtedness (the “Debt Obligations”), the form of which were approved by the Board at its March 12th meeting. It should be noted that the payment of 91% the debt will be reimbursed by the Orvamae Emmerson Endowment Fund.

April 3, 2024, the District sent \$906,863.18 to Golden State Fire Apparatus Inc. towards the purchase of the New Engine. By adoption of the attached Resolution, and upon issuance of the Debt Obligations, the District will be legally allowed to reimburse itself for all monies advanced towards the purchase of the New Engine (the “Reimbursable Expenditures”).

The attached Resolution satisfies certain IRS tax code requirements by stating the following:

- The Board’s intention to finance expenditures related to the New Engine;
- A statement that any such expenditures would be financed through the issuance of a tax-exempt Debt Obligations;
- A qualitative description of the proposed New Engine whose expenditures would be reimbursed from the proceeds of Debt Obligations; and
- Identification of the expected source(s) of funds, which would initially pay for such expenditures and ultimately be utilized to repay the Debt Obligations.

Passage of the attached Resolution does not irrevocably bind the District to issue Debt Obligations, rather it merely spells out the District’s intent to do so at some future date and preserves the District’s right to reimburse itself for Reimbursable Expenditures.

**RECOMMENDATION:**

Staff recommends the Board adopt Resolution 24-304 Declaring Intention to Reimburse Certain Expenditures from the Proceeds of Tax-Exempt Expenditures.

**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 24-304



## Resolution Number: 24-304

### A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS DECLARING ITS INTENTION TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF TAX-EXEMPT OBLIGATIONS AND DIRECTING CERTAIN ACTIONS WITH RESPECT THERETO AS REQUIRED BY UNITED STATES DEPARTMENT OF TREASURY REGULATIONS SECTION 1.150-2

**WHEREAS**, the Board of Directors (the “Board”) of the Arcata Fire Protection District (the “District”), after due investigation and deliberation, has undertaken proceedings for the financing (the “Financing”) of a new fire engine, as general described in Exhibit A attached hereto (the “New Engine”); and

**WHEREAS**, the District intends to finance the acquisition of the New Engine with the proceeds of tax-exempt revenue bonds or other forms of tax-exempt debt (the “Debt Obligations”); and

**WHEREAS**, prior to the issuance of any Debt Obligations the District will have spent money to facilitate the acquisition of the New Engine (the “Reimbursable Expenditures”) from available moneys of the District; and

**WHEREAS**, the Board has determined that those moneys which have been or will be advanced on and after the date hereof to pay Reimbursable Expenditures are available only for a temporary period, and it is necessary to reimburse the District for such Reimbursable Expenditures from the proceeds of the Debt Obligations, all as set forth pursuant to Section 1.150-2 of the regulations (the “Treasury Regulations”) promulgated under the Internal Revenue Code of 1986, as amended (the “Tax Code”); and

**WHEREAS**, this Resolution will be reasonably available for public inspection within a reasonable period of time after its date of adoption and in the same manner governing the public availability of records of other official acts of the Board; and

**WHEREAS**, this Resolution is intended to be a “declaration of official intent” in accordance with Section 1.150-2 of the Treasury Regulations; and

**WHEREAS**, this action does not constitute a “Project” under California Environmental Quality Act (CEQA) Guidelines Section 15378.

**NOW, THEREFORE, BE IT RESOLVED** by the Arcata Fire Protection District Board of Directors that:

**Section 1.** The foregoing recitals are adopted as findings of the Board as though set forth fully herein.

**Section 2.** The District reasonably expects to reimburse itself for the Reimbursable Expenditures made by the District in anticipation of the issuance of the Debt Obligations with proceeds of Debt Obligations. The reimbursement of



Reimbursable Expenditures is consistent with the District's budgetary and financial circumstances.

**Section 3.** The Board hereby determines that it is necessary and desirable to proceed with the Financing and procurement of the Debt Obligations, with it being understood that this Resolution does not bind the District to make any expenditure, incur any indebtedness or ultimately provide for the Financing and procurement of the Debt Obligations.

**Section 4.** The maximum principal amount of the Debt Obligations from which Reimbursable Expenditures are to be made is reasonably expected to be approximately \$1,015,000. The obligation to be represented by the Debt Obligations may be incurred by the District by means of the execution and delivery of lease/loan agreement, installment sale agreement, and/or revenue bonds.

**Section 5.** The proceeds from the Debt Obligations are to be used facilitate the acquisition of the New Engine and for paying certain costs of issuance related thereto.

**Section 6.** This Resolution is adopted for purposes of establishing compliance with the requirements of section 1.150-2 of the Treasury Regulations. All of the Reimbursable Expenditures covered by this Resolution were made not earlier than 60 days prior to the date of adoption hereof.

**Section 7.** The President, Vice President and Fire Chief, and any and all other officers of the District are hereby authorized and directed, for and in the name and on behalf of the District, to do any and all things and take any and all actions, including execution and delivery of any and all assignments, certificates, requisitions, agreements, notices, consents, instruments of conveyance, performance bonds, warrants and other documents, which they, or any of them, may deem necessary or advisable in order to consummate any of the transactions contemplated by the documents approved pursuant to this Resolution.

**Section 8.** This Resolution shall take effect from and after the date of its passage and adoption.

**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:**

Signed:

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

Attest:

\_\_\_\_\_  
Katie Hill, Board Clerk/Secretary

**Date:** May 14, 2024  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Adopt Resolution 24-305 Recognizing that Resolution No. 11-131  
Supersedes Resolution No. 06-110

---

**DISCUSSION:**

While reviewing the list of resolutions, staff discovered a resolution that needs to be rescinded. Resolution No. 06-110 established a tiered employee benefit program. It was later determined that CalPERS did not accept the District resolution and that it did not comply with the collective bargaining process with the Employees Association.

July 19, 2011, the Board passed Resolution No. 11-131 adopting health benefit vesting requirements for future retirees. At that time, the adopted resolution should have included language specifying that by adoption of Resolution No. 11-131, Resolution 06-110 would be superseded, however, the language was inadvertently omitted as the resolution language was a copy and paste from the CalPERS provided language and requirements.

**RECOMMENDATION:**

Staff recommends the Board adopt Resolution 24-305 recognizing that Resolution No. 11-131 Supersedes Resolution No. 06-110.

**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 24-305
- Attachment 2 – Copy of Resolution 06-110
- Attachment 3 – Copy of Resolution 11-131



## Resolution Number: 24-305

### A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS RECOGNIZING THAT RESOLUTION NO. 11-131 SUPERSEDES RESOLUTION NO. 06-110

**WHEREAS**, on December 19, 2006, the Arcata Fire District Board of Directors adopted resolution 06-110 establishing a tiered employee benefit program with regards to after retirement health; and

**WHEREAS**, through the collective bargaining process with the Arcata Fire District Employees Association (AFDEA), the District and AFDEA agreed to a new vesting requirement for future retirees; and

**WHEREAS**, on July 19, 2011, in compliance with CalPERS supplied language, the District Board approved Resolution 11-131 that established a health benefit vesting requirement for future retirees under the Public Employees' Medical and Hospital Care Act (PEMHCA); and

**WHEREAS**, when adopted in 2011, Resolution 11-131 lacked the language specifying that it would supersede Resolution 06-110 once adopted.

**NOW, THEREFORE, BE IT RESOLVED** that the Arcata Fire Protection District Board of Directors hereby recognizes that Resolution 06-110 in its entirety was superseded by adoption of Resolution 11-131, as it should have been on July 19, 2011.

**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:**

Signed:

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

Attest:

\_\_\_\_\_  
Katie Hill, Board Clerk/Secretary

**ARCATA FIRE PROTECTION DISTRICT**  
631 NINTH STREET, ARCATA, CA 95521-6204  
707/825-2000 FAX: 707/822-7951

Resolution Number: 06-110

A Resolution Establishing a Tiered Employee Benefit Program

**WHEREAS**, The Arcata Fire Protection District is the Fire Protection District organized and operated under the laws of the State of California: and,

**WHEREAS**, the current employees of the District enjoy an employee benefit package that addresses benefits both during employment and after retirement: and,

**WHEREAS**, employees hired on or after December 1, 2006 shall be subjected to those same benefits with the exception that those benefits shall terminate upon separation from District employment and shall not continue after retirement: and,


**WHEREAS**, the Board of Directors of the Arcata Fire Protection District must submit a new resolution stating the creation of the tiered benefit system with the termination conditions specified.

Now, therefore, be it resolved as follows:


The Board of Directors of the Arcata Fire Protection District do hereby set the Employee Benefit Package to end upon termination of employment or retirement for all employees hired on or after December 1, 2006. The passage of this Resolution will eliminate any further resolutions.

Dated: December 19, 2006

**Approved:**

  
John Davis, Chairman  
Arcata Fire Protection District Board of Directors

**Attest:**

  
Larry Mendez, Secretary  
Arcata Fire Protection District Board of Directors



**ARCATA FIRE PROTECTION DISTRICT  
RESOLUTION NO. 11-131**


**RESOLUTION ELECTING TO ESTABLISH  
A HEALTH BENEFIT VESTING REQUIREMENT FOR FUTURE RETIREES UNDER PUBLIC  
EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**

- WHEREAS, (1) Government Code 22893 provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act may amend its resolution to provide a post retirement vesting requirement to employees who retire for service, and
- WHEREAS, (2) Arcata Fire Protection District is a local agency contracting under the Act, and
- WHEREAS, (3) Arcata Fire Protection District certifies, certain employees are represented by a bargaining unit and subject to a memorandum of understanding, and
- WHEREAS, (4) The credited service for purposes of determining the percentage of employer contributions shall mean service as defined in Section 20069, except that not less than five years of that service shall be performed entirely with the Arcata Fire Protection District and
- WHEREAS, (5) The contribution for active employees cannot be less than what is defined in Section 22892(b); now, therefore be it
- RESOLVED, (a) That the employer's contribution for each retired employee first hired on or after the effective date of this resolution shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan or plans up to a maximum of the **TOTAL PREMIUM** plus Administrative fees and Contingency Reserve Fund, but not more than 100 percent of the premium applicable to him or her, nor less than the 100 percent of the weighted average of the health benefits plan premiums for employees or annuitants enrolled for self alone plus 90 percent of the weighted average of the additional premiums required for enrollment of family members in the four health benefits plans that have the largest number of enrollments; and be it further
- RESOLVED, (b) That the percentage of employer contribution payable for post retirement health benefits for each retired employee shall be based on the employee's completed years of credited service based upon Government Code Section 22893; plus administrative fees and Contingency Reserve Fund assessments; and be it further
- RESOLVED, (c) That Arcata Fire Protection District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

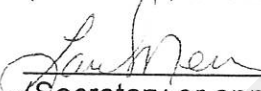
RESOLVED, (d) That coverage under the Act be effective on September 1, 2011

Adopted at a regular meeting of the Arcata Fire Protection District Board  
at Arcata, California this 19 day of July 2011.

Signed:

  
\_\_\_\_\_  
(President, Chairman, etc.)

Attest:

  
\_\_\_\_\_  
(Secretary or appropriate officer)

Office of Employer & Member Health Services  
Public Agency Contracts  
P. O. Box 942714  
Sacramento, CA 94229-2714

Agency Code: 0730

# Health Resolution

Please staple on top of the resolution or cover letter. This will ensure that the CalPERS mailroom expedites delivery to our office.<sup>1</sup>

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<sup>1</sup> Rev / 08/05

**Date:** May 14, 2024  
**To:** Board of Directors, Arcata Fire District  
**From:** Chris Emmons, Assistant Chief  
**Subject:** Approve Resolution 24-306 with Exhibit A, Adopting a New Master Salary Schedule

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**DISCUSSION:**

The Fire District Board holds exclusive authority over adjustments to the salary schedule, which delineates approved job classifications and corresponding hourly pay rates for each step or range. The proposed modification pertains to the inclusion of an additional category, "extra help retired annuitant," mandated by PEPR (Public Employees' Pension Reform Act) compliance. This alteration does not affect other salary structures within the schedule.

Recognizing the necessity to properly categorize retired individuals engaged for specialized, time-limited tasks, staff identified the need for a distinct "retired annuitant" classification. A retired annuitant, as defined by CalPERS, is a retiree who returns to work without reinstatement for designated positions within a CalPERS agency. This employment can be either "extra help" or interim "vacant position" roles.

Criteria for hiring extra help retired annuitants include:

1. There must be a six-month break in service from the date of retirement to the date of hire as a retired annuitant for individuals who retired from miscellaneous classifications; There are exceptions for firefighters.
2. They are limited to no more than 960 working hours per fiscal year.
3. A retiree's compensation cannot be less than the minimum, nor exceed the maximum monthly base salary paid to other employees performing comparable duties, and they are not entitled to any benefit, incentive, or other compensation.
4. These appointments are of a limited duration; and the retirees' skills are reflected in their work history which demonstrates they have the relevant experience and skill set needed to perform the desired work.

Criteria for hiring a retired annuitants into an interim vacant position the District must meet the above listed criteria and the following:

1. Before filling the position there must be an active recruitment for a permanent replacement for the vacant position.
2. The appointment can only be made during the period of recruitment and cannot be permanent or indefinite.
3. The retired annuitant can only be appointed once to a vacant position.

Although the District has employed retirees in compliance with these requirements, they have been mistakenly grouped with regular career staff. The establishment of a separate classification ensures proper classification, facilitates efficient tracking of their temporary status, and ensures full compliance with PEPR regulations. The salary range for this classification is \$17.03 - \$75.96 per hour.



**RECOMMENDATION:**

Staff recommends the Board consider the information provided, take public comment, discuss, and adopt Resolution 24-306 with Exhibit A, approving the new Master Salary Schedule effective May 14, 2024.

**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 No. 24-306 with Exhibit A



**Resolution Number: 24-306**

**A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS  
ADOPTING A NEW MASTER SALARY SCHEDULE EFFECTIVE MAY 14, 2024**

**WHEREAS**, the Arcata Fire District has the sole responsibility to maintain the District’s salary schedule for all full-time and part-time positions in accordance with the requirements of CCR 570.5; and

**WHEREAS**, the District has identified the need to create a separate and unique classification for retired annuitants filling extra help positions to comply with the requirements of PEPRA (Public Employees’ Pension Reform Act); and

**WHEREAS**, the retired annuitant extra-help position will have a salary range from \$17.03 to \$75.36 per hour.

**NOW, THEREFORE, BE IT RESOLVED** that the Arcata Fire Protection District Board of Directors hereby adopts the new Master Salary Schedule effective May 14, 2024 with the above referenced changes and attached herein as **Exhibit A**.

**BE IT FURTHER RESOLVED** that any previously enacted resolutions modifying the District Salary schedule shall be superseded by this Resolution.

**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:**

Signed:

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

Attest:

\_\_\_\_\_  
Katie Hill, Board Clerk/Secretary

# ARCATA FIRE DISTRICT

## BASE SALARY SCHEDULE

Effective 05/14/2024

FULL-TIME SALARIED POSITIONS								
Pay Code	Classification		Minimum	Range	Maximum			
CHF	Fire Chief <sup>7,8,10,12</sup>	FLSA Exempt	Annual	\$128,964.00			\$156,757.00	
			Monthly	\$10,747.00			\$13,063.08	
			Bi-weekly	\$4,960.15			\$6,029.12	
			Hourly	\$62.00			\$75.36	
AC	Assistant Chief <sup>2,3,8,10,12</sup>	FLSA Exempt SMG	Annual	\$117,016.00			\$142,234.00	
			Monthly	\$9,751.33			\$11,852.83	
			Bi-weekly	\$4,500.62			\$5,470.54	
			Hourly	\$56.26			\$68.38	
FULL-TIME HOURLY POSITIONS								
Pay Code	Classification		Step 1	Step 2	Step 3	Step 4	Step 5	
CPT	Captain <sup>1,2,3,4,5,10,13</sup>	56 hour/week (2912 Annual Hours) IAFF	Annual	\$67,764.00	\$72,108.00	\$76,500.00	\$80,700.00	\$85,248.00
			Monthly	\$5,647.00	\$6,009.00	\$6,375.00	\$6,725.00	\$7,104.00
			Bi-weekly	\$2,606.31	\$2,773.38	\$2,942.31	\$3,103.85	\$3,278.77
			Hourly	\$23.27	\$24.76	\$26.27	\$27.71	\$29.27
ENG	Engineer <sup>1,2,3,5,9,10,13</sup>	56 hour/week (2912 Annual Hours) IAFF	Annual	\$58,884.00	\$62,724.00	\$66,528.00	\$70,332.00	\$74,136.00
			Monthly	\$4,907.00	\$5,227.00	\$5,544.00	\$5,861.00	\$6,178.00
			Bi-weekly	\$2,264.77	\$2,412.46	\$2,558.77	\$2,705.08	\$2,851.38
			Hourly	\$20.22	\$21.54	\$22.85	\$24.15	\$25.46
FF	Firefighter <sup>1,2,3,5,9,10,13</sup>	56 hour/week (2912 Annual Hours) IAFF	Annual	\$49,596.00	\$52,800.00	\$56,004.00	\$59,196.00	\$62,400.00
			Monthly	\$4,133.00	\$4,400.00	\$4,667.00	\$4,933.00	\$5,200.00
			Bi-weekly	\$1,907.54	\$2,030.77	\$2,154.00	\$2,276.77	\$2,400.00
			Hourly	\$17.03	\$18.13	\$19.23	\$20.33	\$21.43
BM	Business Manager <sup>8,10, 11</sup>	40 hour/week (2080 Annual Hours) SMG	Annual	\$70,140.00	\$73,644.00	\$77,328.00	\$81,192.00	\$85,248.00
			Monthly	\$5,845.00	\$6,137.00	\$6,444.00	\$6,766.00	\$7,104.00
			Bi-weekly	\$2,697.69	\$2,832.46	\$2,974.15	\$3,122.77	\$3,278.77
			Hourly	\$33.72	\$35.41	\$37.18	\$39.03	\$40.98
FPS	Fire Prevention Specialist <sup>8,10, 11</sup>	40 hour/week (2080 Annual Hours) SMG	Annual	\$55,428.00	\$58,200.00	\$61,116.00	\$64,176.00	\$67,380.00
			Monthly	\$4,619.00	\$4,850.00	\$5,093.00	\$5,348.00	\$5,615.00
			Bi-weekly	\$2,131.85	\$2,238.46	\$2,350.62	\$2,468.31	\$2,591.54
			Hourly	\$26.65	\$27.98	\$29.38	\$30.85	\$32.39
PART-TIME HOURLY POSITIONS								
Pay Code	Classification		Step 1	Step 2	Step 3	Step 4	Step 5	
FM	Fire Marshal	(1000 Annual Hours)	Hourly	\$44.45	\$46.67	\$49.00	\$51.46	\$54.03
INSP	Inspector	(1000 Annual Hours)	Hourly	\$26.65	\$27.99	\$29.39	\$30.86	\$32.40
OA	Office Assistant	(1000 Annual Hours)	Hourly	\$30.86	\$32.40	\$24.68	\$25.91	\$27.21
RA	Retired Annuant Extra Help	(960 Annual Hours)	Hourly	\$24.68	<i>Open Range</i>			\$75.36
FOOTNOTES								
1	Position works a 48/96 shift schedule and receives FLSA Pay (6 overtime hours per pay period)							
2	Position receives Uniform Allowance of \$62.50 per month							
3	Position earns and may receive Holiday Pay							
4	Position may receive Temporary Upgrade Pay when acting as a Duty Qualified Captain							
5	Position may receive \$400 Annual Physical Fitness Premium							
6								
7	Position receives Uniform Allowance of \$41.66 per month							
8	Position receives \$65 Cell Phone Stipend per month							
9	Position may receive Temporary Upgrade Pay when acting as a Company Officer							
10	Position may receive Employer Paid Member Contribution (EPMC)							
11	Position receives Uniform Allowance of \$33.33 per month							
12	Position may receive merit pay increases, if granted, shall not exceed 5% in any fiscal year.							
13	Position may receive Longevity Pay (5% for every 6, 8, 10, 12, 14, 16, 18, 20 years of service)							
Pay periods are bi-weekly and there are 26 pay periods in a year								

# District Business

**Date:** May 14, 2024  
**To:** Board of Directors, Arcata Fire District  
**From:** Chris Emmons, Depty Fire Chief  
**Subject:** **PUBLIC HEARING** - Adoption of Ordinance 24-22, Reinstatement of Board Member Compensation and Updates to the Board Policy Manual

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**DISCUSSION:**

At the direction of outgoing President Maynor, staff placed the compensation of Board members on the agenda for discussion and direction.

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 code section also allows the Board, through the adoption of an ordinance, to increase the compensation by not more than 5% in a twelve-month period.

At the March meeting, staff presented a draft ordinance which after discussion needed some revisions. On April 9, 2024, by motion of Director Johnson, the draft Ordinance was introduced and read in title only.

In conjunction with the approval of the Ordinance, the Board Policy Manual requires updates to Sections 3.2 and 3.3. The updated language can be found in Attachment 2 and was presented and reviewed by the Board at the March meeting.

**RECOMMENDATION:**

Staff recommends the Board consider the information provided, take public comment, discuss, and waive the reading of Ordinance 24-22, enacting the reinstatement of board member compensation, and approve the Board Policy Manual updates to Sections 3.2 and 3.3.

**FINANCIAL IMPACT:**

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

**ALTERNATIVES:**

1. Board discretion

**ATTACHMENTS:**

- Attachment 1 – Ordinance 24-22
- Attachment 2 – Board Policy Manual Updates to Sections 3.2 and 3.3



## Ordinance Number: 24-22

### 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 has found it desirous to reinstate compensation for 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 the 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 regular or special meetings of the Arcata Fire Protection District Board of Directors. 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 laws, 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) Regular or Special Meetings attended by Board Members in their official capacity as representatives of the District;
- B) **Registration.** The District will pay registration fees for an approved event. A flyer or announcement with registration information must be submitted with the Request for Travel Authorization Form.
- C) **Transportation.** The approved mode of transportation shall be the most efficient and/or least costly for the situation, based on the needs of the District, unless the traveling member has been authorized otherwise (the member will normally be required to pay the difference). Included approved travel expenses include common carrier cost, parking, airporter, bridge tolls, etc.

Whenever practicable, the District preference is to provide the traveling member with a District vehicle and fuel card (officers should use their district-assigned credit card). However, if no district vehicle is available or the traveler is seeking special permission to use their private vehicle for travel the District reimbursement for the use of personal vehicles shall be in the form of a per-mile payment based on current IRS Standard Mileage Rates (based on government-estimated costs of fuel, depreciation, lease payments, maintenance, repairs, gasoline taxes, oil, insurance, and vehicle registration fees). Mileage must be documented to be reimbursed. The District will not reimburse for fuel, fines/penalties/tickets/court costs, accident-related costs, and repairs to personal vehicles.

- D) **Lodging.** Overnight lodging may be approved for events that are 90 or more miles from the District boundaries. The District will pay GSA lodging rates for the area of travel ([www.gsa.gov/travel/plan-book/per-diem-rates](http://www.gsa.gov/travel/plan-book/per-diem-rates)). However, if the District determines that it is in the best interest for a member to stay at a conference host hotel, the District shall authorize the higher lodging rate. The traveling member shall seek accommodations that are in compliance with the Hotel and Motel Fire Safety Act of 1990 ([www.apps.usfa.fema.gov/hotel/](http://www.apps.usfa.fema.gov/hotel/)).
- E) **Meals and Incidental Expenses.** Meal and incidental costs may be approved for events that are 90 or more miles from the District boundaries. Travelers will use the GSA per-diem rates for the travel area for meal costs. Travelers will be required to specifically account for actual meal expenses and if they exceed the GSA rate travelers will be required to pay the difference. Tips may not exceed 15% of the cost of the meal and must be shown on the receipt. Alcoholic beverages are not reimbursable.

The amount granted to cover meals will be adjusted to take into account any meals included in the meeting/conference registration fee.

Incidental Expenses Costs for incidental food items (e.g., bottled water and snacks not provided during breaks) may be claimed for reimbursement if the combined cost of the meals and incidental food items does not exceed the maximum allowable daily amount for incidentals. Actual receipts must also be attached for incidental food items.

The incidental allowance included in the GSA daily per diem rate covers items such as tips for porters, baggage carriers, bellhops, and maids typically incurred when traveling. Incidental items such as cab fare or tolls are not included in the per diem incidental allowance. These types of expenses are reimbursable expenses that the member should submit separately for reimbursement.

**F) Receipts/Expense Reports.**

Original, itemized receipts should be submitted for all reimbursements, including meals. Credit card receipts with no detail except the amount charged shall not be considered itemized receipts and are not adequate documentation by themselves to justify the expense.

The District acknowledges that receipts may not be made available by all vendors during the Board Member's travel. If a receipt is lost or unavailable, excluding an itemized lodging receipt, the District may reimburse the Board Member for the expense if the member prepares and submits a written justification memo for the expense to the Fire Chief or designee. The written justification for all items, except meals, must include a description of the expense and the reason a receipt is not available. Written justification is to be used for the occasional missing receipt and is not meant for an aggregation of many undocumented expenses. For meals, the name of the restaurant, date, and amount should be included with a statement that the amount listed does not include alcohol. An itemized lodging receipt is required per IRS regulations and District policy; if lost or unavailable, the Board Member must contact the lodging facility for a duplicate, itemized receipt. The inability to provide such documentation in a timely fashion may result in the expense being borne by the Board Member.

**G) Travel Cancellations.** Members shall notify the authorizing supervisor as soon as reasonably practicable after becoming aware that they will not be able to complete the travel for which they have already requested District approval, so that the District may make operational adjustments, cancel travel and/or training reservations, and seek available refunds.

Members who notify the Fire Chief or designee of their intent to cancel less than 10 days before the departure date of travel may be required to reimburse the District for any non-refundable costs of the travel and/or training unless the Fire Chief or designee determines that the cancellation and assumption of related costs by the District are reasonably justifiable.

Cancelling approved travel less than 10 days before departure as a matter of the member's personal preference or for unexplained personal reasons is



not justifiable. Examples of justifiable cancellations may include, but are not limited to:

- Cancellation of the training or other event that was the reason for the travel
- Cancellation or interruption of the approved mode of travel (e.g., unresolvable flight cancellations, highway closures)
- Unexpected serious illness, injury, or death of the traveler or of a family member
- Emergency needs of the District

If the District cancels the member's travel and/or attendance at training, the member shall not be responsible for personally reimbursing the District for any costs. In such situations, if the member has assumed responsibility for any non-refundable costs, the District shall reimburse the member for those costs.

If a member has received a travel advance, they shall be responsible for refunding the District for all advanced funds except any non-refundable costs for which District payment has been specifically authorized.

**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 April 9, 2024, and passed and adopted on May 14, 2024, 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:** May 14, 2024

Signed:

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

Attest:

\_\_\_\_\_  
Katie Hill, Board Clerk/Secretary

DRAFT

## 3.2 Training, Education and Conferences

Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve District operation. Board members may also attend or observe certain District training classes as approved by the Fire Chief. The internal training calendar will be provided to the Board members. Directors are encouraged to minimize expense to the District by using online courses where possible.

### External Training

It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging, and meals because of training, educational courses, participation with professional organizations, and attendance at local, state, and national conferences associated with the interests of the District.

In the event a Board Director desires to attend training for the District, the request should be made to the Board at a public meeting. The request will then be included as part of the annual budget process.

The Board Clerk is responsible for arranging for Directors for conference and registration expenses, and for per diem (at Fire District mandated per diem allowance.) Per Diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for reimbursement shall be submitted to the Board Clerk, together with validated receipts. Expenses to the District for Board of Directors' training, education, and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the Fire Chief and by the adopted budget amounts.

Directors shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that, they will not retain their seat on the Board.

Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the sessions that will be of benefit to the District. Materials from the sessions may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

Travel reimbursement will also be in accordance with Ordinance 24-22. Provided that appropriate documentation is completed and provided to the Board Clerk, reimbursement will occur on the next billing cycle.

### Internal District Training

Board members are encouraged to observe fire ground and disaster training events, to foster a better understanding of the knowledge, skills, and abilities required of Command Staff and Line personnel in performing their duties. Request for attendance shall be submitted to the Fire Chief in advance of the training for approval.

## 3.3 Directors' Compensation

Directors' compensation and reimbursement will be in accordance with Ordinance 24-22. In addition, the Business Manager will reimburse Board Members for meeting attendance on a quarterly basis. Payment for attendance during the previous quarter shall be made via direct deposit on the first pay day of the

month following the quarter's end. Record of attendance will be logged and attested by the Board Clerk having taken roll call attendance during the meeting.

If a Board Member wishes to opt out of the Board Meeting Compensation procedure, an official letter must be submitted to the Board Clerk indicating their desire to opt out of payment. This letter will remain on file with the Board Clerk until rescinded by the Board Member.

**Date:** May 14, 2024  
**To:** Board of Directors, Arcata Fire District  
**From:** Jason Akana and Blaine Maynor, Directors  
**Subject:** Fire Station Ad-Hoc Committee Report

---

**DISCUSSION:**

At the request of President Loudenslager during the April Board Meeting, the Fire Station Ad-Hoc Committee was directed to present recommendations for lease renewal and discussion of options regarding the Arcata Station.

Factors that were considered by the Committee included: response times, changing traffic patterns in Arcata, future District and station needs, and the cost of rent for the Arcata Station.

**Response Times**

Based on preliminary assessments of response times from the Bayside property versus the current downtown Arcata Fire Station, there would be minimal change in response times for the current 5-minute response zone from the Arcata Station. There is a small area in the Greenview area that would fall just outside of the 5-minute response zone of the Bayside area. This increase in response time likely would be seconds, not minutes. Response times to future high-density areas such as the Creamery District and student housing at the former Craftsman Mall site may be quicker from the Bayside property. The Bayside property also enables quicker response times to the south end of the District. This is an important consideration because the Arcata Fire District is currently annexing areas south and east of the current District boundary lines.

In addition, due to the Highway 101 realignment project currently underway, the access to Bayside Cutoff from Southbound US 101 will be shut down. This closure will cause an increased response time to areas in the areas of Bayside and Jacoby Creek.

**Changing Traffic Patterns in Arcata**

Planned closures of the Arcata Plaza for car-free events and large public gatherings in/around downtown Arcata have already impacted the Arcata Station and created congestion problems. Traffic engineering projects (bulbouts, neckdowns, speedhumps, one-way streets) in the downtown area may also hinder the deployment of emergency vehicles by eliminating or congesting main routes used.

**Future District/Station Needs**

Emergency fire apparatus are getting larger. The Arcata Station becomes more cramped and difficult to back into with the larger apparatus. With taller buildings already under construction, the District will need space for additional personnel and a ladder truck in the future. Because the District *does not own the downtown Arcata Fire Station*, it is severely limited in how it can upgrade the station.

### **Operational costs of Arcata Station**

The current rent for the Arcata Station is \$10,000 per month. The landlord for the property is the Arcata Volunteer Firefighters Association (AVFA). The income from the rent pays the loan that partially financed the Arcata and McKinleyville Station remodels. This loan has a variable rate which will be re-calculated in September 2024. The AVFA has advised the Board that it anticipates a rent increase of 25% to cover the adjusted mortgage (Attachment #1). Per the lease agreement, the District is required to make any repairs and maintenance to the building. This is an undetermined amount as we previously have not been responsible for these maintenance issues and costs.

### **RECOMMENDATION:**

The Fire Station Ad-Hoc Committee recommends the Board consider the information provided, take public comment, and explore the option of building a station at the Bayside property.

### **FINANCIAL IMPACT:**

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

### **ALTERNATIVES:**

1. Board discretion

### **ATTACHMENTS:**

- Attachment 1 – Notice of Rent Increase
- Attachment 2 – Overview 5-minute Response Map (Arcata Station)
- Attachment 3 – Overview 5-minute Response Map (Bayside Property)
- Attachment 4 – Overview of Greenview area

RECEIVED

APR 15 2024

Arcata Fire District

## Notice of Rent Increase

---

Date: April 15, 2024

To: Arcata Fire Protection District (District - Tenant)

From: Arcata Volunteer Firefighters' Association (AVFA - Landlord)

Per the terms of the Second Lease Amendment adopted in 2023 by The District and the AVFA, we are notifying you of an impending rent increase. Section 2 of the Amendment ties the monthly rent to the loan payments that AVFA is making. These loan payments are determined by prevailing interest rates. The interest rate on our loan resets on September 1, 2024 and the expectation is for an approximately 2 1/2% increase in the interest rate. At this time, using the criteria set forth in the loan, we estimate a \$2500 per month increase in our interest payments. We are notifying you of the rent increase now to allow for your budget planning for the 2024-25 year. As soon as we receive a definite interest amount from Redwood Capital Bank, we will notify you of the actual amount of the rent increase.

**Effective on September 1, 2024, the monthly rent at the tenant property located at 631 9<sup>th</sup> street in Arcata, California will increase from \$10,000/month to \$12,500/month. The new monthly rent amount will be due on September 1, 2024, and on the first day of each month thereafter. All other provisions of our rental lease agreement will remain unchanged.**

Under the terms of our loan, the interest rate set in September will be for a period of 5 years. The AVFA desires to keep the rent as low as possible, and if we receive a reduction in interest, or refinance at a lower interest rate, we will notify the District immediately to discuss a reduction in rent.

I would like to take this opportunity to remind you that this loan covers a portion of the \$4.3 million cost of remodeling the Arcata Station and the remodeling of, and addition to, the McKinleyville Station. Project decisions were made by a Building Committee made up of District Administration and staff, the Project manager, AVFA members and District Board members. The AVFA assumed the entire cost of these projects.

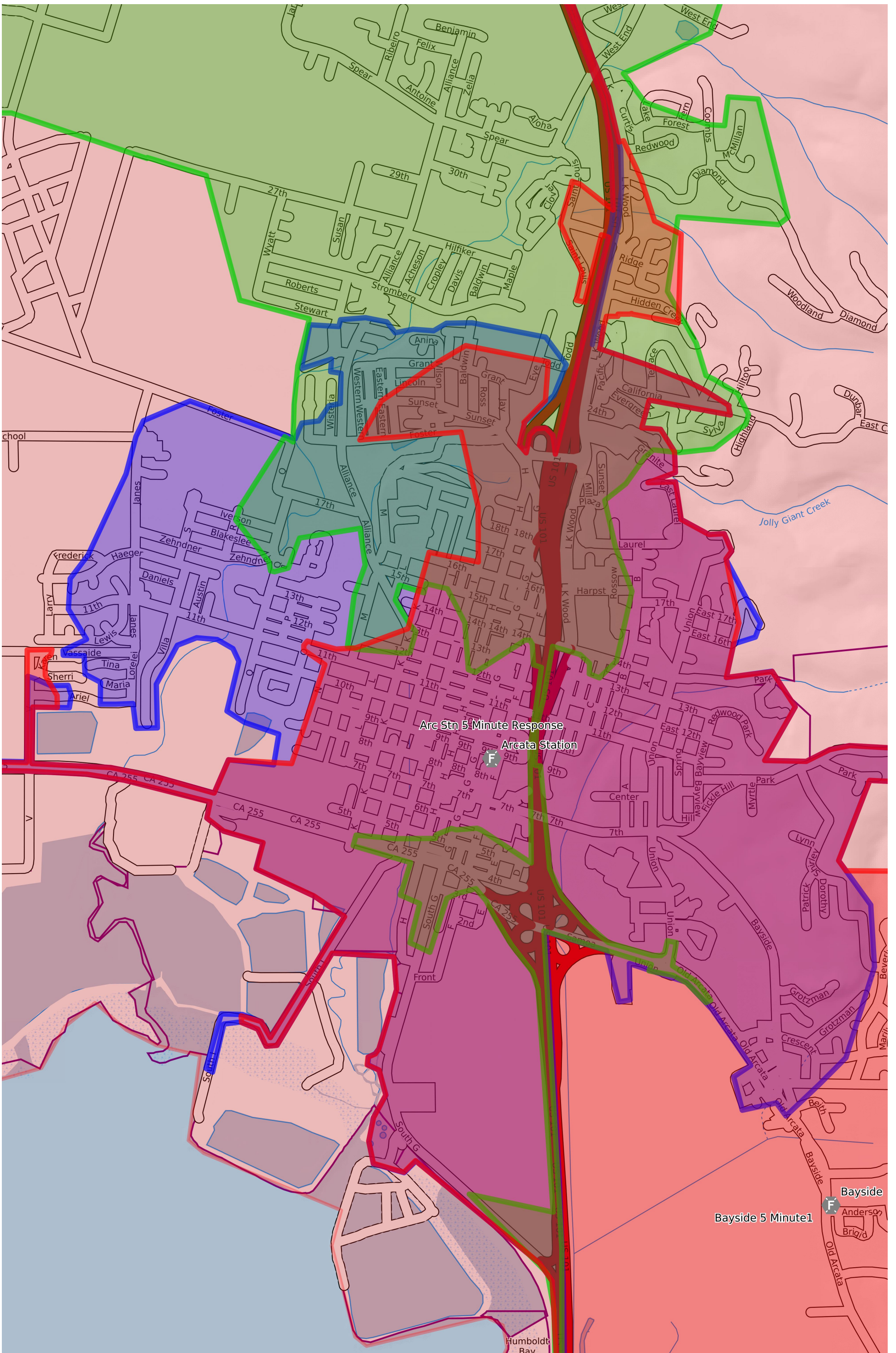
Please let me know if you have any questions or concerns.



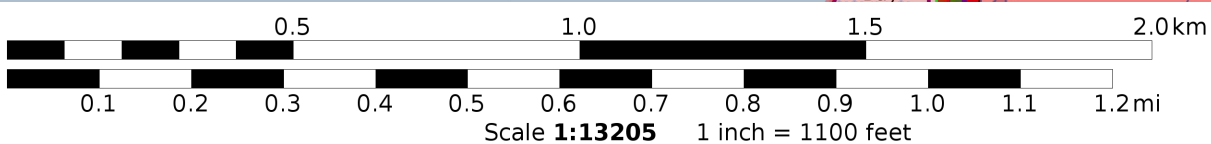
Roy B Willis

AVFA President

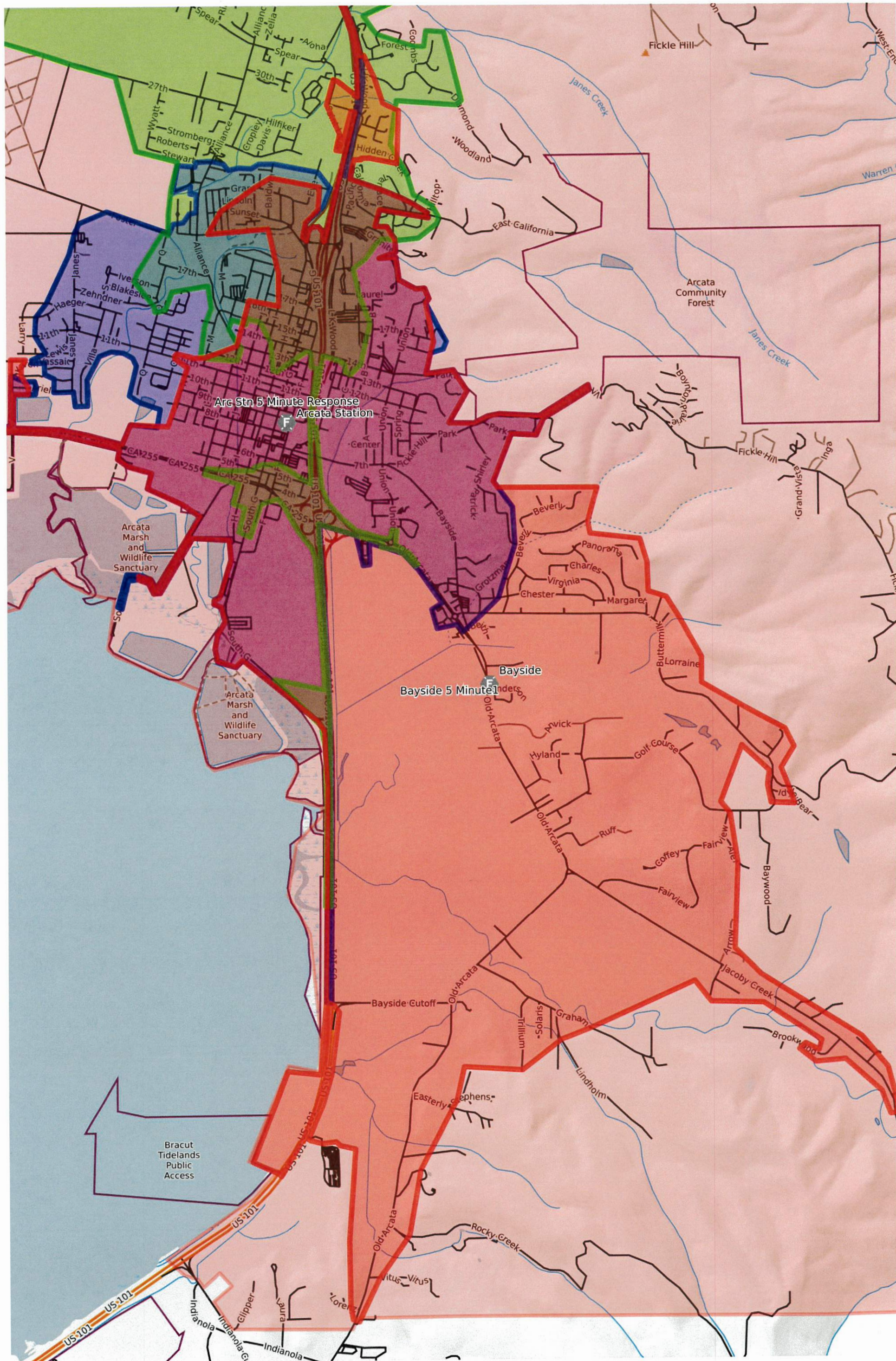




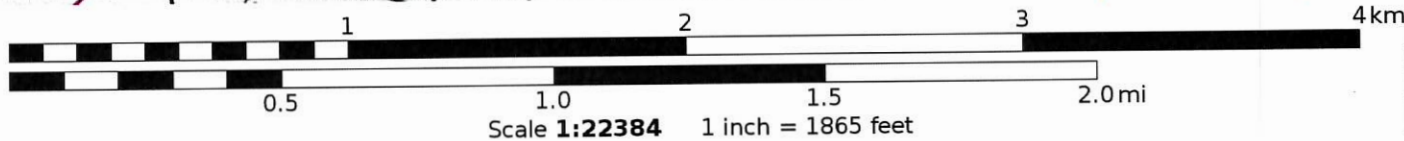
Bayside North  
 WGS84  
 UTM Zone 10T  
 CALTOPO



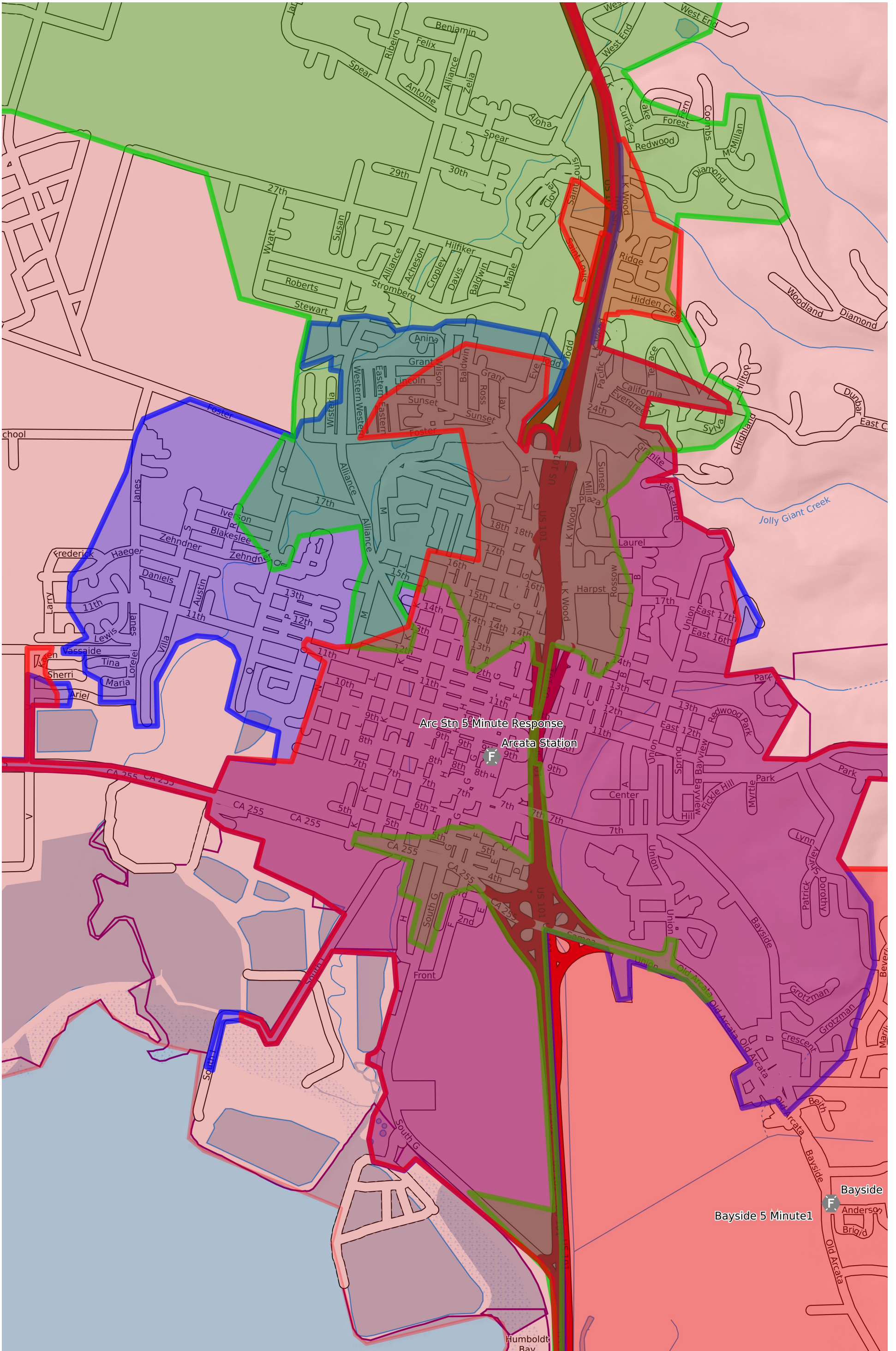




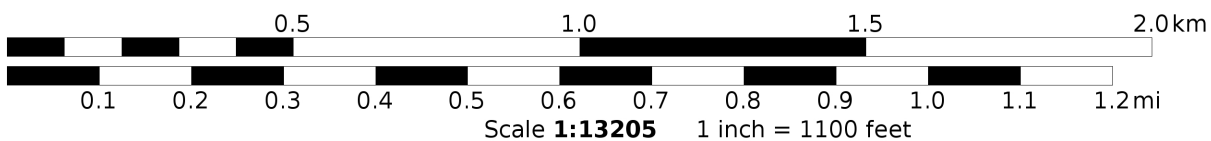
Bayside  
WGS84  
UTM Zone 10T  
CALTPO







Bayside North  
 WGS84  
 UTM Zone 10T  
 CALTOPO



**Date:** May 14, 2024  
**To:** Board of Directors, Arcata Fire District  
**From:** Eric Loudenslager, Board President  
**Subject:** Establish an Ad-hoc Committee to Carry Out the Goal Setting Process as Part of the Annual Performance Evaluation of the Incoming Fire Chief

---

**DISCUSSION:**

The Board will need to establish an ad-hoc committee of two Board members to start the process of setting the goals for FY 2024/25 for the incoming Fire Chief. The ad-hoc committee will review Chief Emmons' 5-year presentation and meet in closed session to develop and finalize the goals which will be presented in an open session.

**RECOMMENDATION:**

Consider the information provided, take public comment, discuss, and appoint two members to serve on an ad-hoc committee to carry out the goal-setting process.

**FINANCIAL IMPACT:**

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

**ALTERNATIVES:**

N/A

**ATTACHMENTS:**

N/A



**Date:** May 14, 2024  
**To:** Board of Directors, Arcata Fire District  
**From:** Chris Emmons, Assistant Chief  
**Subject:** Approve the Relocation of Business Banking Accounts to US Bank, Authorize Account Signers via Resolution 24-307, and Authorize the Closure of the Coast Central Accounts

---

**DISCUSSION:**

On March 19, 2024, Coast Central Credit Union (CCCU) underwent an online and mobile banking upgrade that has caused significant challenges and concerns for the District. Not only can these challenges and concerns potentially have serious implications for the security and functionality of the District's financial operations, but they could also pose significant issues for the annual District audit.

Current issues that the District is facing include a lack of detailed reports, absence of dual verification, ACH payments not processing, unexplained payment cancellations, lack of confirmation for sent payments, and until recently, access to district accounts through personal bank logins. These issues are serious and could compromise security and functionality.

District employees have invested substantial time in addressing issues with CCCU staff. Unfortunately, these issues remain unresolved and as of now, there is no indication of imminent improvement.

District staff has engaged with multiple local banks and determined that US Bank offers the most prompt and suitable services for the District's requirements.

**RECOMMENDATION:**

Staff recommends the Board consider the information provided, take public comments, discuss, and approve staff transferring the District's primary checking account to US Bank, and adopt Resolution 24-307 authorizing the account signers.

**FINANCIAL IMPACT:**

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

**ALTERNATIVES:**

1. Board discretion

**ATTACHMENTS:**

- Attachment 1 – Bank Statement Examples
- Attachment 2 – Resolution 24-307



Good Afternoon, ARCATA FIRE PROTECTION DIST.

Single Transactions    Recurring Transactions    CheckFlash Deposit History

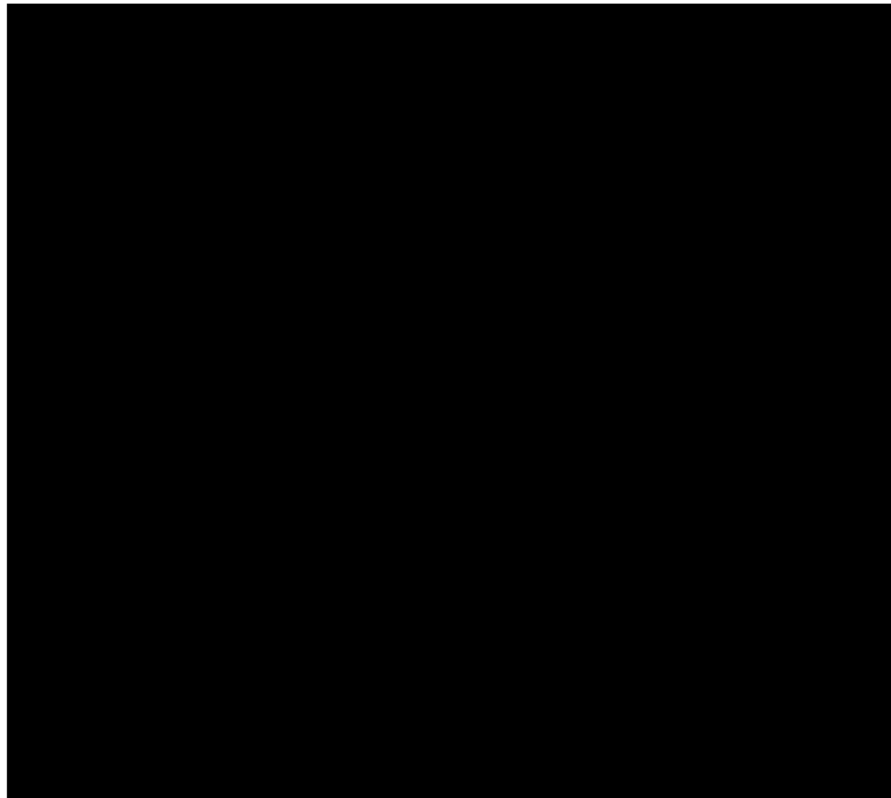
Created date	Status	Transaction Type	Account	Amount
3/5/2024	Drafted	Payroll - Tracking ID: 9388066	Business Advantage Interest Checking 573856200	\$75,152.13

<b>Tracking ID:</b>	9388066	<b>Total Amount:</b>	\$75,152.13
<b>Created:</b>	03/05/2024 12:18 PM	<b>Total Payments:</b>	28
<b>Created By:</b>	ARCATA FIRE PROTECTION DIST.	<b>Company Entry Description:</b>	Payroll
<b>Will process On:</b>	03/07/2024	<b>From Account:</b>	Business Advantage Interest Checking 573856200
<b>Effective:</b>	03/08/2024	<b>SEC Code:</b>	PPD
		<b>ACH Header:</b>	ARCATA FIRE PROT

*AK*  
*3/5/24*

**RECIPIENTS:**

Name	ACH Name	Recipient ACH ID	Amount	Account Number	Account Type	Routing Number	Email Address
Alexander Manousos	Alexander Manousos						
Alexander Sutter	Alexander Sutter						
Alyssa Alvarez	Alyssa Alvarez						
Arly Allen	Arly Allen						
Brandon Johnson	Brandon Johnson						
Chris Emmons	Chris Emmons						
Chris Emmons	Chris Emmons						
Justin Darnell	Dustin Darnell						





Good Afternoon, Katie Hill

Single Transactions    Recurring Transactions    CheckFlash Deposit History

Created date	Status	Transaction Type	Account	Amount
3/5/2024	Authorized	Payroll - Tracking ID: 9388066	Business Advantage Interest Checking 573856200	\$75,152.13

<b>Tracking ID:</b>	9388066	<b>Total Amount:</b>	\$75,152.13
<b>Created:</b>	03/05/2024 12:18 PM	<b>Total Payments:</b>	28
<b>Created By:</b>	ARCATA FIRE PROTECTION DIST.	<b>Company Entry Description:</b>	Payroll
<b>Authorized:</b>	03/05/2024 12:43 PM	<b>From Account:</b>	Business Advantage Interest Checking 573856200
<b>Authorized By:</b>	Justin McDonald	<b>SEC Code:</b>	PPD
<b>Will process On:</b>	03/07/2024	<b>ACH Header:</b>	ARCATA FIRE PROT
<b>Effective:</b>	03/08/2024		

**RECIPIENTS:**

Name	ACH Name	Recipient ACH ID	Amount	Account Number	Account Type	Routing Number	Email Address
Alexander Manousos	Alexander Manousos						
Alexander Sutter	Alexander Sutter						
Alyssa Alvarez	Alyssa Alvarez						
Arly Allen	Arly Allen						
Brandon Johnson	Brandon Johnson						
Chris Emmons	Chris Emmons						
Chris Emmons	Chris Emmons						
Justin Darnell	Dustin Darnell						



-\$77,041.95

 Transfer Activity

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Description

Scheduled transfer to business payroll template Payroll 03-03-24 to 03-16-24

Account

Business Advantage Interest Checking 0000057385 S:6200

Date

Tomorrow

Status

Pending

---

Note



**Resolution Number: 24-307**

**A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS  
AUTHORIZING ACCOUNT SIGNERS TO THE US BANK ACCOUNT**

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

**WHEREAS**, the Board has determined that it is in the best interest of District security, financial operations, and audit compliance to relocate business banking accounts; and

**WHEREAS**, On May 14, 2024, the Arcata Fire District Board authorized staff to relocate business banking accounts to US Bank; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Arcata Fire District hereby authorize and grant US Bank account signing authority 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 approves the closure of the Coast Central Credit Union business banking accounts.

**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:** May 14, 2024

Signed:

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

Attest:

\_\_\_\_\_  
Katie Hill, Board Clerk/Secretary



**Date:** May 14, 2024  
**To:** Board of Directors, Arcata Fire District  
**From:** Chris Emmons, Deputy Chief  
**Subject:** Consider and Vote for Humboldt Local Agency Formation Commission (LAFCo) Regular Member

---

### **Background**

The California State Legislature created Local Agency Formation Commissions, known as LAFCo's, in each county in 1963. LAFCo's have regulatory and planning responsibilities to coordinate the timely development of local governmental agencies and their services while protecting agricultural and open-space resources. Most notably, this includes managing local governmental boundary changes by approving or disapproving proposals involving the formation, expansion, or dissolution of cities and special districts.

Each LAFCo operates independently of the state and local government agencies. However, LAFCos are tasked with administering a section of Government Code (Section 56000, et seq.) known as the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. The CKH Act requires LAFCo to operate within a set of state-mandated parameters encouraging planned, well-ordered, efficient urban development patterns, the preservation of open-space lands, and the discouragement of urban sprawl.

Humboldt LAFCo is an independent local agency created by the State Legislature in 1963 to encourage orderly growth and development of local agencies. LAFCo's mission is to facilitate changes in local governmental structure and boundaries that foster orderly growth and development, promotes the efficient delivery of services, and encourages the preservation of open space and agricultural lands. LAFCo seeks to be proactive in raising awareness and building partnerships to accomplish this through its special studies, programs, and actions.

LAFCo is responsible for approving proposed jurisdictional boundary changes, including annexations and detachments, incorporation of new cities, formation of new special districts, and the consolidation, merger, and dissolution of existing special districts. LAFCo also conducts studies to help perform its regulatory duties. Specifically, municipal service reviews are prepared to evaluate the level and range of services prior to adopting spheres of influence for each city and special district.

Humboldt LAFCo is composed of seven regular commissioners: two county supervisorial members, two city council members, two special district members, and one public member. Commission members serve four-year terms. There is also one alternate member for each of the four classifications. The Commission employs its own staff, an Executive Officer and Administrator.

Following completion of the nomination period, two candidates are listed on the Regular Member Ballot, **Attachment 2**.

The District also received a candidate statement from one of the candidates which is included as **Attachment 3**.

If the Board chooses to participate in the election and vote, the Board Clerk/Secretary will complete the ballot, sign as the District Representative, and return the ballot to LAFCo prior to the deadline of June 7, 2024.

**Recommendation**

Staff recommends the Board consider the information provided, take public comment, and consider casting a vote for one of the LAFCo candidates.

**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 – Notice of Official Ballot
- Attachment 2 – Regular Member Ballot
- Attachment 3 – Candidate Statement – Heidi Benzonelli



RECEIVED  
APR - 3 2024  
Arcata Fire District

Please note that our address has changed:  
\*\*Humboldt LAFCo, 670 9<sup>th</sup> Street, Suite 5, Arcata, CA 95521\*\*

Date: April 5, 2024  
To: Board of Directors of Independent Special Districts  
From: Colette Santsche, Executive Officer  
Subject: **OFFICIAL BALLOT – Independent Special District Election**

The term of office for one (1) regular special district member on LAFCo expires on June 30, 2024. All terms are four years and end on June 30. There are no term limits.

#### Current Special District Terms

Designation	Current Member	Term of Office (ends on June 30)
Regular Member	Debra Lake, Fruitland Ridge Fire Protection District	2020 - 2024
Regular Member	Troy Nicolini, Peninsula Community Services District	2022 - 2026
Alternate Member	Heidi Benzonelli, Humboldt Community Services District	2022 - 2026

The basic process for selecting special district members to LAFCo is set forth in Government Code Section 56332, which provides for a meeting to be convened among representatives from each of the 48 independent special districts in Humboldt County, unless the Executive Officer determines that a meeting is not feasible. Based on Government Code Section 56332, it has been determined that a meeting of this "Independent Special District Selection Committee" for the purpose of selecting special district members is not feasible due to the likelihood that a quorum would not be achieved. As such, both the nominating process and the election itself will be conducted by mail on behalf of the Independent Special District Selection Committee by the LAFCo Executive Officer.

**Previously, a request for nominations was sent on January 26, 2024, which provided for the opportunity for independent special district boards to nominate candidates to fill the special district member vacancies. The nomination period ended on March 29, 2024.**

**Enclosed is an official ballot to elect one candidate to serve as a regular special district member on LAFCo with a term beginning on July 1, 2024 and expiring June 30, 2028.**

Please mark selection directly onto the ballot, voting for no more than one (1) candidate. **Ballots must be returned to LAFCo, 670 9<sup>th</sup> Street, Suite 5, Arcata, CA 95521 on or before 5:00 p.m. on June 7, 2024.**

Your district is encouraged to participate in this election process. For an election to be valid, at least a quorum of the special districts must submit valid ballots. There are 49 independent special districts, therefore a majority vote constitutes 25. The candidate receiving the most votes shall be deemed elected. Any nomination and ballot received by the Executive Officer after the date specified is invalid, provided, however, that if a quorum of ballots is not received by that date, the Executive Officer shall extend the date to submit ballots by 60 days and notify all districts of the extension.

If you have any questions, please contact LAFCo staff at [colettem@humboldtlafo.org](mailto:colettem@humboldtlafo.org) or you can leave a voicemail at (707) 445-7508.

### Election Schedule

LAFCo call for nominations letter mailed	Friday, January 26, 2024
Nominations due to LAFCo	By 5:00 p.m., Friday, March 29, 2024
Ballots mailed from LAFCo via certified mail	No later than Friday, April 5, 2024
Election Day – Ballots due to LAFCo	By 5:00 p.m., Friday, June 7, 2024
Election results mailed from LAFCo	No later than Friday, June 14, 2024

### Independent Special Districts

Big Lagoon Community Services District  
 Briceland Community Services District  
 Carlotta Community Services District  
 Fieldbrook-Glendale Community Services District  
 Humboldt Community Services District  
 Loleta Community Services District  
 Manila Community Services District  
 McKinleyville Community Services District  
 Miranda Community Services District  
 Orick Community Services District  
 Orleans Community Services District  
 Palmer Creek Community Services District  
 Patrick Creek Community Services District  
 Peninsula Community Services District  
 Phillipsville Community Services District  
 Redway Community Services District  
 Riverside Community Services District  
 Scotia Community Services District  
 Weott Community Services District  
 Westhaven Community Services District  
 Willow Creek Community Services District

Alderpoint County Water District  
 Hydesville County Water District  
 Jacoby Creek County Water District  
 Humboldt Bay Municipal Water District  
 Garberville Sanitary District  
 Resort Improvement District No. 1

Arcata Fire Protection District  
 Blue Lake Fire Protection District  
 Briceland Fire Protection District  
 Bridgeville Fire Protection District  
 Ferndale Fire Protection District  
 Fruitland Ridge Fire Protection District  
 Garberville Fire Protection District  
 Humboldt No. 1 Fire Protection District  
 Kneeland Fire Protection District  
 Myers Flat Fire Protection District  
 Petrolia Fire Protection District  
 Redway Fire Protection District  
 Rio Dell Fire Protection District  
 Salmon Creek Fire Protection District  
 Telegraph Ridge Fire Protection District  
 Willow Creek Fire Protection District

Humboldt Bay Harbor, Recreation and  
 Conservation District  
 Humboldt County Resource Conservation  
 District  
 North Humboldt Recreation and Park District  
 Southern Humboldt Community Healthcare  
 District  
 Fortuna Cemetery District  
 Petrolia Cemetery District





**OFFICIAL BALLOT  
INDEPENDENT SPECIAL DISTRICT ELECTION  
REGULAR MEMBER**

Mark selection directly onto the ballot, voting for no more than one (1) candidate. Ballots must be returned to the LAFCo office at 670 9<sup>th</sup> Street, Suite 5, Arcata, CA 95521 on or before 5:00 p.m. on June 7, 2024.

Name of District: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Please vote for one of the following candidates for REGULAR special district member:**

**HEIDI BENZONELLI**  
Sponsor: Humboldt Community Services District

**DAVID COUCH**  
Sponsor: McKinleyville Community Services District

The Board hereby selects the above candidate to fill the term beginning on July 1, 2024 and expiring on June 30, 2028, as a regular special district member of the Humboldt Local Agency Formation Commission.

Board action taken on the \_\_\_\_\_ day of \_\_\_\_\_, 2024, by the following vote:

AYES: \_\_\_\_\_

NOSE: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

DISTRICT REPRESENTATIVE:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name / Title

# Humboldt Community Services District

*Dedicated to providing high quality, cost effective water and sewer service for our customers*

April 15, 2024

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

RECEIVED

APR 18 2024

Arcata Fire District

Subject: Upcoming Election for Special District Members to Serve on the Humboldt Local Area Foundation Commission (LAFCo)

Dear Board Members,

My name is Heidi Benzonelli. I have been serving as the LAFCo Alternate Special District Member since January 2022, and am now seeking selection as a Special District Regular Member for the Local Agency Formation Commission.

Elected to the Humboldt Community Services District in December 2020, I am currently serving as the President of the Board of Directors. Humboldt County has been home for more than 41 years after discovering the natural beauty and unique culture of our community while attending Humboldt State University (now Cal Poly). I have worked in: Energy Conservation and Renewable Energy for the Redwood Coast Energy Authority, Water/Wastewater for the Manila Community Services District, and have spent the last 12 years in Community Improvement helping found the Westside Community Improvement Association where we remain the feedback loop focusing on the residents' desires for a healthy, safe and livable community.

I am uniquely qualified because I am "playing the long game". Residents' visions for the future of their community and government requirements such as RHNA must be balanced with environmental stewardship and economic development in order to assure the long-term sustainability of these plans. If we are planning for 5-10 years or the next iteration of a general plan, we are not considering problems we may be creating for the future of our community and the planet. With a background in Environmental Resources Engineering, a Masters of Business Administration, a passion for community organizing, and a commitment to present and future residents, I am an ideal fit for serving with LAFCo.

When you receive your ballot, please consider voting for me as a LAFCo Special District Regular Member.

In Service,

Heidi Benzonelli  
HCSD Board President

**Date:** May 14, 2024  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Consider Agreement for Consulting Services for the Development of Long-Term Finance Planning with CalMuni Advisors and Authorize the Fire Chief to Sign the Agreement

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**DISCUSSION:**

At the April 2024 Board meeting, the Board directed Staff to contact Andrew Flynn at CalMuni and address questions that had been raised by the Directors during the meeting. Staff obtained answers to the questions and provided them to the Directors.

Staff is again bringing forth a proposal to utilize CalMuni services for another project to assess its overall financial position with respect to the future projects, goals, and liabilities. With the District currently involved in conducting a Standards of Cover/Master Plan to study the expected growth of the District, and the need to renew the 2020 special tax, Cal Muni Advisors would assist the District staff and Board with the development of a Long-Term Financing Plan (LTFP).

Long-Term Financial Plan Services include the following:

- A thorough financial analysis of the District's current financial status. This will include an assessment of revenue sources, expenditure patterns, existing capital improvement plans, debt levels, existing financial policies and any financial challenges or opportunities.
- A detailed financial model to project revenues and expenditures and establish a basis for projecting future revenue needs for at least a 10-year period. This model will include a dashboard to visually present key financial metrics that update automatically with changes to model assumptions. It will also be able to run scenarios with varying assumptions, allowing us to determine the sensitivity of the results to changing inputs and assumptions.
- A comprehensive debt management strategy that outlines options for debt issuance, refinancing, and structuring to optimize the District's long-term financial health, and work with bond counsel to integrate into the LTFP.
- Guidance on potential revenue enhancement opportunities, including a review of potential tax adjustments, fee structures, and grants, with a focus on improving the District's financial sustainability.
- Identify and mitigate potential financial risks to the District, including factors such as economic downturns, changes in legislation, or unforeseen events that may impact the District's financial stability.

CalMuni's proposal would be outside the existing contract for general financial advice and a supplemental contract would need to be approved. The LTFP proposal cost is estimated to be \$24,800 and would take approximately 80 hours to complete. If



approved, staff and CalMuni would plan to present the plan to the Board by the end of 2024.

**RECOMMENDATION:**

Staff recommends the Board consider the information provided, take public comment, discuss, and approve the Contract with CalMuni advisors, authorize the Chief to sign the contract and set a budget item in FY 24/25 for Financial Advisory Services for \$25,000.

**FINANCIAL IMPACT:**

- No Fiscal Impact/Not Applicable
- Included in Budget: If approved the FY24/25 budget would include these fees
- Additional Appropriation Requested:
- Unknown/Not Yet Identified

**ALTERNATIVES:**

1. Board discretion

**ATTACHMENTS:**

- Attachment 1- Agreement for Consulting Services



# AGREEMENT FOR CONSULTING SERVICES

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**CALIFORNIA MUNICIPAL ADVISORS LLC**  
**AGREEMENT FOR CONSULTING SERVICES**

**THIS AGREEMENT** (the “Agreement”), made and entered into this \_\_\_th day of \_\_\_\_\_ 2024, by and between the Arcata Fire Protection District, a fire protection district, organized and existing under the Constitution and laws of the State of California, with its principal place of business at 2149 Central Avenue, McKinleyville, CA 95519 (the “District”), and California Municipal Advisors LLC, a California Limited Liability Company, with its principal place of business at 1401 21st Street, Suite 5778, Sacramento, CA 95811 (“CalMuni”), sets forth the terms and conditions under which CalMuni shall provide consulting services to the District.

**WHEREAS**, the District has a series of upcoming projects, goals, and current liabilities of the District and need to assess the overall financial position and future of operations; and

**WHEREAS**, as a financial consultant and municipal advisor to cities, counties, special districts and other local government agencies throughout the State of California, CalMuni regularly works with agencies to prepare long-term financing plans, capital improvement plans, funding plans, debt capacity analysis, financial modeling/quantitative analysis, pension cost mitigation plans and other similar engagements, in each case acting in a fiduciary capacity in support of the long-term fiscal health to bolster operational efficiency and effectiveness of public agencies; and

**WHEREAS**, the District desires to retain the services of CalMuni to assist the District with the development of a Long-Term Financing Plan (“LTFP”) and potential future services described in the list of services attached hereto as Exhibit A (the “Scope of Service”); and

**WHEREAS**, CalMuni is duly licensed and has the necessary qualifications, experience, and personnel necessary to properly provide the Scope of Services; and

**WHEREAS**, the Board of Directors, hereby authorizes the Fire Chief to enter into this Agreement on behalf of the District; and

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions contained herein, and intending to be legally bound hereby, the District and CalMuni agree as follows:

**SECTION I. SCOPE OF SERVICES**

A. CalMuni shall provide the services described in Exhibit A to this Agreement (hereinafter referred to interchangeably as the “Services” or “Scope of Services”). Any material changes or additions to the Scope of Services described in Exhibit A shall be promptly reflected in a written supplement or amendment to this Agreement. Services provided by CalMuni which are not specifically referenced in the Scope of Services shall

be completed as agreed in writing in advance between the District and CalMuni. Upon request of the District, CalMuni may agree to additional services to be provided by CalMuni, only by a separate agreement between the District and CalMuni.

B. The Scope of Services details current, ongoing and additional services of CalMuni. The District shall not be responsible for payment of any Service unless mutually agreed upon and authorized by the District. CalMuni shall not be responsible for any performance of Services until mutually agreed upon and authorized by the District.

C. CalMuni shall perform all such work with skill and diligence and pursuant to generally accepted standards of practice in effect at the time of performance. CalMuni shall provide corrective services without charge to the District for work which fails to meet these standards, and which is reported to CalMuni in writing within sixty (60) days of discovery.

D. The District shall cooperate with CalMuni and will furnish all information, data, records, and reports existing and available to the District to enable CalMuni to carry out work outlined in the Scope of Services. CalMuni shall be entitled to reasonably rely on information, data, records, and reports furnished by the District, however, the District makes no warranty as to the accuracy or completeness of any such information, data, records, or reports available to it and provided to CalMuni which were furnished to the District by a third party. CalMuni shall have a duty to bring to the District's attention any deficiency or error it may discover in any information provided to CalMuni by the District or a third party.

E. CalMuni shall, at its sole cost and expense, furnish all facilities and equipment that may be required for furnishing Services pursuant to this Agreement. The District shall furnish to CalMuni no facilities or equipment, unless the District otherwise agrees in writing to provide the same.

F. CalMuni shall, at CalMuni's sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits or other such approvals which are legally required for performing the Services.

G. Upon the District's request, CalMuni shall provide, in a form acceptable to the District, written progress reports of all oral and written observations, opinions, recommendations, analyses, progress and conclusions related to CalMuni's performance of the Services.

## **SECTION II. WORK SCHEDULE**

The Services described in Section A-I of Exhibit A are to commence as soon as practicable after the execution of this Agreement. The balance of Services described in Exhibit A shall commence only upon the District's written direction.

### SECTION III. REGISTERED MUNICIPAL ADVISOR; REQUIRED DISCLOSURES

A. IRMA Disclosures. CalMuni is a registered municipal advisor with the Securities and Exchange Commission (the “SEC”) and the Municipal Securities Rulemaking Board (the “MSRB”), pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2. This Agreement designates CalMuni as the District’s independent registered municipal advisor (“IRMA”) with regard to the attached Scope of Services for purposes of SEC Rule 15Ba1-1(d)(3)(vi) (the “IRMA Exemption”). CalMuni shall not be responsible for, or have any liability in connection with, verifying that CalMuni is independent from any other party seeking to rely on the IRMA Exemption (as such independent status is required pursuant to the IRMA Exemption, as interpreted from time to time by the SEC). The District acknowledges and agrees that any reference to CalMuni, its personnel, and its role as IRMA, including in the written representation of the District required under SEC Rule 15Ba1-1(d)(3)(vi)(B) shall be subject to prior approval by CalMuni. The District further agrees not to represent that CalMuni is the District’s IRMA with respect to any aspect of a municipal securities issuance or municipal financial product, outside of the attached Scope of Services or without CalMuni’s prior written consent.

B. MSRB Rule G-42 requires that municipal advisors make written disclosures to its client’s of all material conflicts of interest and certain legal or disciplinary events. Such disclosures are provided in CalMuni’s Disclosure Statement delivered to the District together with this Agreement as Exhibit C.

C. Fiduciary Duty of Care. CalMuni has a legal fiduciary Duty of Care to:

1. Exercise due care in performing its municipal advisory activities;
2. Possess the degree of knowledge and expertise needed to provide the District with informed advice;
3. Make a reasonable inquiry as to the facts that are relevant to District’s determination as to whether to proceed with a course of action or that form the basis for any advice provided to District; and
4. Undertake a reasonable investigation to determine that CalMuni is not forming any recommendation on materially inaccurate or incomplete information; CalMuni must have a reasonable basis for:
  - i. any advice provided to or on behalf of District;
  - ii. any representations made in a certificate that it signs that will be reasonably foreseeably relied upon by District, any other party involved in the municipal securities transaction or municipal financial product, or investors in the District securities; and

- iii. any information provided to the District or other parties involved in the municipal securities transaction when participating in the preparation of an official statement.

D. Fiduciary Duty of Loyalty. CalMuni has a legal fiduciary Duty of Loyalty to deal honestly and with the utmost good faith with District and act in District’s best interests without regard to the financial or other interests of CalMuni. CalMuni will eliminate or provide full and fair disclosure (included herein) to District about each material conflict of interest (as applicable). CalMuni will not engage in municipal advisory activities with District as a municipal entity, if it cannot manage or mitigate its conflicts in a manner that will permit it to act in District’s best interests.

**SECTION IV. COMPENSATION**

A. For the Services provided under this Agreement, CalMuni’s professional fees shall be paid as provided in Exhibit B to this Agreement. Any services which are not included in the Scope of Services set forth in Exhibit A of this Agreement will be subject to separate, mutually acceptable fee structures.

B. Invoice(s) in a format and on a schedule acceptable to the District shall be submitted to and be reviewed and verified by the District. The District shall notify CalMuni of exceptions or disputed items and their dollar value within fifteen (15) days of receipt. Payment of the undisputed amount of the invoice will typically be made approximately thirty (30) days after the invoice is received by the District.

C. CalMuni will maintain clearly identifiable, complete and accurate records with respect to all costs incurred under this Agreement on an industry recognized accounting basis. CalMuni shall make available to the representative of the District all such books and records related to this Agreement, and the right to examine, copy and audit the same during regular business hours upon three (3) business days’ notice for a period of two (2) years from the date of final payment under this Agreement.

**SECTION V. TERM AND TERMINATION**

A. Unless otherwise provided, the term of this Agreement shall begin on the date of its full execution and shall expire on the following dates as to the scope of work set forth in the referenced exhibits unless extended by amendment or terminated earlier as provided herein.

<u>Exhibit</u>	<u>Termination Date</u>
A-I – LTFP Services	December 31, 2024
A-II. General Financial Consulting Assistance	As requested



B. The District may suspend this Agreement and CalMuni's performance of the Services, wholly or in part, by written notice to CalMuni, for such period as it deems necessary in the District's sole discretion. CalMuni will be paid for satisfactory services performed through the date of suspension.

C. If CalMuni at any time refuses or neglects to perform its Services in a timely fashion or in accordance with the schedule identified in Exhibit A, or is declared bankrupt, or commits any act of insolvency, or makes an assignment for the benefit of creditors without District's consent, or fails to make prompt payment to persons furnishing labor, equipment, materials or services, or fails in any respect to properly and diligently perform its Services, or otherwise fails to perform fully any and all of the Agreements herein contained, this Agreement shall be terminated.

D. If CalMuni fails to cure the default within seven (7) days after written notice from the District, the District may, at its sole option, demand possession of any documents or other materials (in paper and electronic form) prepared or used by CalMuni in connection with the provision of Services and (1) provide any such work, labor, materials or services as may be necessary to overcome the default and deduct the cost thereof from any money then due or thereafter to become due to CalMuni under this Agreement; or (2) terminate this Agreement.

E. This Agreement and all Services, in whole or part, may be terminated upon ten (10) days written notice from either party, with or without cause. In the event District elects to terminate this Agreement, CalMuni shall be paid for all services rendered, unless the termination is made for cause, in which event compensation, if any, shall be adjusted in the light of the particular facts and circumstances involved in the termination. This continuing right to receive full compensation shall survive the term of this Agreement.

## **SECTION VI. ASSIGNMENT**

CalMuni shall not assign any interest in this Agreement or subcontract any of the work performed under the Agreement without the prior written consent of the District.

## **SECTION VII. RECOMMENDATIONS**

If CalMuni makes a recommendation of a municipal securities transaction or municipal financial product or if the review of a recommendation of another party is requested in writing by the District and is within the scope of the engagement, CalMuni will determine, based on the information obtained through reasonable diligence of CalMuni whether a municipal securities transaction or municipal financial product is suitable for the District. In addition, CalMuni will inform the District of:

- i. the evaluation of the material risks, potential benefits, structure, and other characteristics of the recommendation;

- ii. the basis upon which CalMuni reasonably believes that the recommended municipal securities transaction or municipal financial product is, or is not, suitable for the District; and
- iii. whether CalMuni has investigated or considered other reasonably feasible alternatives to the recommendation that might also or alternatively serve the District's objectives.

If the District elects a course of action that is independent of or contrary to the advice provided by CalMuni, then CalMuni is not required on that basis to disengage from the District

## **SECTION VIII. CONFIDENTIALITY**

A. All information, data, reports, and records ("Data") in the possession of the District or any third-party agent to the District necessary for carrying out any services to be performed under this Agreement shall be furnished to CalMuni, and the District shall cause its agent(s) to cooperate with CalMuni in its conduct of reasonable due diligence in performing the services.

B. Unless otherwise provided for herein, all documents, materials, data, computer data files, basis for calculations, and reports originated and prepared by CalMuni under this agreement shall be and remain the property of the District for its use in any manner it deems appropriate. CalMuni shall deliver the work product to the District in the PDF format electronically. CalMuni shall use all reasonable efforts to ensure that any electronic files provided to the District will be compatible with the District's current computer hardware and software. CalMuni makes no representation as to long-term compatibility, usability or readability of the format resulting from the use of software application packages, operating systems or computer hardware differing from those in use by the District at the commencement of this Agreement. CalMuni shall be permitted to maintain copies of all such data for its files. The District acknowledges that its use of the work product is limited to the purposes contemplated by the Scope of Services and, should the District use these products or data in connection with additions to the work required under this Agreement or for new work without consultation with and without additional compensation to CalMuni, CalMuni makes no representation as to the suitability of the work product for use in or application to circumstances not contemplated by the Scope of Services and shall have no liability or responsibility whatsoever in connection with such use which shall be at the District's sole risk. Any and all liability arising out of changes made by the District to CalMuni's deliverables is waived against CalMuni unless the District has given CalMuni prior written notice of the changes and has received CalMuni's written consent to such changes.

C. To the extent the District requests that CalMuni provide advice with regard to any recommendation made by a third party, the District will provide to CalMuni written direction to do so as well as any Data it has received from such third party relating to its recommendation. The District acknowledges and agrees that while CalMuni is relying on the Data in connection with its provision of the services under this Agreement, CalMuni



makes no representation with respect to and shall not be responsible for the accuracy or completeness of such Data.

D. In the course of performing services under this Agreement CalMuni may obtain, receive, and review confidential or proprietary documents, information or materials that are and shall remain the exclusive property of the District. Should CalMuni undertake the work on behalf of other agencies, entities, firms or persons relating to the matters described in the Scope of Services, it is expressly agreed by CalMuni that any such confidential or proprietary information or materials shall not be provided or disclosed in any manner to any of the District's other clients, or to any other third party, without the District's prior express written consent.

## **SECTION IX. NOTICES**

All notices given under this Agreement shall be in writing, sent by registered United States mail, with return receipt requested, addressed to the party for whom it is intended, at the designated below. The parties designate the following as the respective places for giving notice, to wit:

*Arcata Fire Protection District*  
2149 Central Avenue  
McKinleyville, CA 95519  
Attention: Fire Chief

*California Municipal Advisors LLC*  
20 South Santa Cruz Avenue, Suite 300  
Los Gatos, CA 95030  
Attention: Andrew Flynn

## **SECTION X. LIMITATION OF LIABILITY**

Except to the extent caused by willful misconduct, bad faith, negligence, or reckless disregard of obligations or duties under this Agreement on the part of CalMuni or any of its associated persons, neither CalMuni nor any of its associated persons shall have liability to any person for any act or omission in connection with performance of its services hereunder, or for any error of judgment or mistake of law, or for any loss arising out of any issuance of municipal securities, any municipal financial product or any other financial product or investment, or for any financial or other damages resulting from the District's election to act or not to act, as the case may be, contrary to or, absent negligence on the part of CalMuni or any of its associated persons, upon any advice or recommendation provided by CalMuni to the District.

## **SECTION XII. INDEPENDENT CONTRACTOR; NO THIRD-PARTY BENEFICIARY**

A. CalMuni, its employees, officers and representatives at all times shall be independent contractors and shall not be deemed to be employees, agents, partners,

servants and/or joint venturers of the District by virtue of this Agreement or any actions or services rendered under this Agreement. This Agreement shall not be construed as an agreement for employment. Nothing in this Agreement is intended or shall be construed to give any person, other than the Parties hereto, their successors and permitted assigns, any legal or equitable rights, remedy, or claim under or in respect of this Agreement or any provisions contained herein.

B. CalMuni acknowledges that CalMuni: (1) is free from the control and direction of the District in connection with the performance of the Services; (2) performs Services outside the usual course of the District's business; and (3) is customarily engaged in an independently established trade, occupation, or business of the same nature as CalMuni performs for the District, and has the option to perform such work for other entities. CalMuni shall have no authority to contract for or otherwise bind the District.

### **SECTION XIII. DISPUTE RESOLUTION**

A. If any dispute arises between the parties as to proper interpretation or application of this Agreement, the parties shall first meet and confer in a good faith attempt to resolve the matter between themselves. If the dispute is not resolved by meeting and conferring, the matter shall be submitted for formal mediation to a mediator selected mutually by the parties. The expenses of such mediation shall be shared equally between the parties. If the dispute is not or cannot be resolved by mediation, the parties may mutually agree (but only as to those issues of the matter not resolved by mediation) to submit their dispute to arbitration. Before commencement of the arbitration, the parties may elect to have the arbitration proceed on an informal basis; however, if the parties are unable so to agree, then the arbitration shall be conducted in accordance with the rules of the American Arbitration Association. The decision of the arbitrator shall be binding, unless within thirty (30) days after issuance of the arbitrator's written decision, any party files an action in court. Venue and jurisdiction for any such action between the parties shall lie in the Superior Court for the County of Santa Clara.

B. In the event of any controversy, claim or dispute relating to this Agreement, or the breach thereof, the prevailing party shall be entitled to recover from the losing party reasonable expenses, attorney's fees and costs.

### **SECTION XIV. APPLICABLE LAW**

This Agreement shall be construed, enforced, and administered according to the laws of the State of California. CalMuni and the District agree that, should a disagreement arise as to the terms or enforcement of any provision of this Agreement, each party will in good faith attempt to resolve said disagreement prior to pursuing other action.

### **SECTION XV. TOOL DEVELOPMENT**

Except as otherwise set forth in this Agreement, the District will own all tangible written material originally prepared expressly for the District and delivered to the District

under this Agreement, excluding any intellectual content and materials contained or embodied therein, which includes all: proprietary information, general skills, know-how, expertise, ideas, concepts, methods, techniques, processes, software, materials, or other intellectual property or information which may have been uncovered, generated, developed or derived by CalMuni either prior to or as a result of its provision of services under this Agreement.

#### **SECTION XV. ENTIRE AGREEMENT; SEVERABILITY**

This Agreement represents the entire agreement between the District and CalMuni and may not be amended or modified except in writing signed by both parties. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision.

#### **SECTION XVI. EXECUTION; COUNTERPARTS**

Each party to this Agreement represents and warrants that the person or persons signing this Agreement on behalf of such party is authorized and empowered to sign and deliver this Agreement for such party. This Agreement may be signed in any number of counterparts, each of which shall be an original and all of which when taken together shall constitute one and the same document.

*[Signature Page to Follow on Next Page]*

IN WITNESS THEREOF, the District and CalMuni have executed this Agreement as of the day and year herein above written.

**ARCATA FIRE PROTECTION DISTRICT**

By: \_\_\_\_\_

Name:

Title:

**CALIFORNIA MUNICIPAL ADVISORS LLC**

By: \_\_\_\_\_

Name: Andrew Flynn

Title: Managing Director

## **EXHIBIT A**

### **SCOPE OF SERVICES**

#### **A-I. Long-Term Financial Plan (LTFP) Services**

Long-Term Financial Plan Services include the following:

- Hold a kick-off meeting with District staff and bond counsel to outline roles and responsibilities, define clear processes and workflows, discuss the data transfer, outline goals and objectives, and identify and review any unique circumstances that may have an impact on the LTFP.
- Conduct a thorough financial analysis of the District's current financial status. This will include an assessment of revenue sources, expenditure patterns, existing capital improvement plans, debt levels, existing financial policies and any financial challenges or opportunities.
- Develop a detailed financial model to project revenues and expenditures and establish a basis for projecting future revenue needs for at least a 10-year period. This model will include a dashboard to visually present key financial metrics that update automatically with changes to model assumptions. It will also be able to run scenarios with varying assumptions, allowing us to determine the sensitivity of the results to changing inputs and assumptions.
- CalMuni will facilitate a virtual workshop to demonstrate progress to date on the financial model and solicit feedback from District staff and bond counsel. Following the workshop, CalMuni will incorporate staff feedback into the model to optimize functionality and usefulness.
- Develop a comprehensive debt management strategy that outlines options for debt issuance, refinancing, and structuring to optimize the District's long-term financial health, and work with bond counsel to integrate into the LTFP.
- Provide guidance on potential revenue enhancement opportunities, including a review of potential tax adjustments, fee structures, and grants, with a focus on improving the District's financial sustainability.
- Identify and mitigate potential financial risks to the District, including factors such as economic downturns, changes in legislation, or unforeseen events that may impact the District's financial stability.
- Collaborate with District staff and bond counsel to that all financial policies align with best practices and support the District's long-term financial goals contained within the LTFP, including reserves, fund balance targets, and debt management.

- Provide ongoing support and consultation as needed throughout the LTFP process, including addressing any ad-hoc financial analysis requests, clarification of assumptions, and updates to the financial model as circumstances change.
- Collaborate with the District to prepare presentations and reports for Board of Directors meetings and other relevant public forums to communicate the progress and findings of the LTFP process to key stakeholders.
- Facilitate regular progress review meetings with District staff and bond counsel to ensure that project milestones are met, and objectives remain aligned with the District's evolving financial landscape.
- Conduct a final presentation and review session to present the completed Long-Term Financial Plan, financial model, and associated recommendations to District leadership, highlighting key findings, strategies, and action items for consideration and implementation.

#### **A-II. General Financial Consulting Assistance.**

CalMuni will provide, at the express written request of the District (which can be by simple email direction), assistance to the District with development of strategic financial plans, funding capacity scenarios (evaluating the capital needs of the District and the revenue available to finance those needs), financial modeling/quantitative analysis, public-private partnership evaluations and other similar engagements. This shall include, upon the request of the District, collecting data from District and external sources, developing financial models and presentation materials as required to educate internal and external stakeholders of the District. These services may also include general advisory, financial policy assistance, strategic and analytical services, obtaining and analyzing proposals from third-party financial providers, facilitating strategic meetings with long-term financial implications, and other financial advisory services as may be needed at the direction of the District.

**EXHIBIT B**  
**COMPENSATION FOR SERVICES**

**B-I. Long-Term Financial Plan Services.**

For the Services described in Section A-I (Long-Term Financial Plan Services) of Exhibit A, CalMuni will be compensated on an hourly basis of \$310 with a total not to exceed the total shown below unless expressly agreed by the District, plus reasonably incurred out-of-pocket expenses, including travel, conference calls, printing, data services, and other reimbursable expenses.

<b>Task</b>	<b>Description</b>	<b>Hours [1]</b>	<b>Amount @ \$310/hr [1]</b>
1	LTFP Meetings/Workshops	10	\$3,100
2	LTFP Financial Modeling	50	\$15,500
3	LTFP report preparation and presentations	<u>20</u>	<u>\$6,200</u>
<b>TOTAL</b>		<b>80</b>	<b>\$24,800</b>

[1] Time and cost are estimates and will vary. Billings will be done on a T&M basis for actual amount of time required, not to exceed the total amount shown.

**B-II. General Financial Consulting Assistance.**

For the Services described in Section A-II (General Financial Consulting Assistance) of Exhibit A, CalMuni will be compensated on an hourly basis of \$310, plus reasonably incurred out of pocket expenses, including travel, conference calls, printing, data services, and other reimbursable expenses. The invoice for these services will be submitted no more frequently than monthly. Hourly fees are subject to an annual inflationary adjustment to not exceed 3% in a year with written approval of the District.



## EXHIBIT C

### DISCLOSURE OF CONFLICTS OF INTEREST AND OTHER INFORMATION CALIFORNIA MUNICIPAL ADVISORS LLC

#### I. Introduction

California Municipal Advisors LLC (hereinafter, referred to as “CalMuni”) is a registered municipal advisor with the Securities and Exchange Commission (the “SEC”) and the Municipal Securities Rulemaking Board (the “MSRB”), pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2. In accordance with MSRB rules, this disclosure statement is provided by us to each client prior to the execution of its advisory agreement with written disclosures of all material conflicts of interests and legal or disciplinary events that are required to be disclosed with respect to providing financial advisory services pursuant to MSRB Rule G-42(b) and (c) (ii). CalMuni employs a number of resources to identify and subsequently manage actual or potential conflicts of interest in addition to disclosing actual and potential conflicts of interest provided herein.

#### *How We Identify and Manage Conflicts of Interest*

**Code of Ethics.** CalMuni requires all of its employees to conduct all aspects of our business with the highest standards of integrity, honesty and fair dealing. All employees are required to avoid even the appearance of misconduct or impropriety and avoid actual or apparent conflicts of interest between personal and professional relationships that would or could interfere with an employee’s independent exercise of judgment in performing the obligations and responsibilities owed to a municipal advisor and our clients.

**Policies and Procedures.** CalMuni has adopted policies and procedures that include specific rules and standards for conduct. Some of these policies and procedures provide guidance and reporting requirements about matters that allow us to monitor behavior that might give rise to a conflict of interest. These include policies concerning the making of gifts and charitable contributions, entertaining clients, and engaging in outside activities, all of which may involve relationships with clients and others that are important to our analysis of potential conflicts of interest.

**Supervisory Structure.** CalMuni has both a compliance and supervisory structure in place that enables us to identify and monitor employees’ activities, both on a transaction and firm-wide basis, to ensure compliance with appropriate standards. Prior to undertaking any engagement with a new client or an additional engagement with an existing client, appropriate municipal advisory personnel will review the possible intersection of the client’s interests, the proposed engagement, our engagement personnel, experience and existing obligations to other clients and related parties. This review, together with employing the resources described above, allows us to evaluate any situations that may be an actual or potential conflict of interest.

**Disclosures.** CalMuni will disclose to clients those situations that it believes would create a material conflict of interest, such as:

1. any advice, service or product that any affiliate may provide to a client that is directly related to the municipal advisory work of CalMuni;
2. any payment made to obtain or retain a municipal advisory engagement with a client;
3. any fee-splitting arrangement with any provider of an investment or services to a client;

4. any conflict that may arise from the type of compensation arrangement we may have with a client; and
5. any other actual or potential situation that CalMuni is or becomes aware of that might constitute a material conflict of interest that could reasonably be expected to impair our ability to provide advice to or on behalf of clients consistent with regulatory requirements.

If CalMuni identifies such situations or circumstances, we will prepare meaningful disclosure describing the implications of the situation and how we intend to manage the situation. CalMuni will also disclose any legal or disciplinary events that are material to a client's evaluation or the integrity of our management or advisory personnel. CalMuni will provide this disclosure (or a means to access this information) in writing prior to starting our proposed engagement and will provide such additional information or clarification as the client may request. CalMuni will also advise clients in writing of any subsequent material conflict of interest that may arise, as well as the related implications, its plan to manage that situation, and any additional information such client may require.

## **II. General Conflict of Interest Disclosures**

### *Disclosure of Conflicts Concerning the Firm's Affiliates*

CalMuni's affiliates offer a wide variety of financial and legal services, and our clients may be interested in pursuing an affiliate's services separately. The affiliate's business with the client could create an incentive for CalMuni to recommend a course of action designed to increase the level of the client's business activities with the affiliate or to recommend against a course of action that would reduce the client's business activities with the affiliate. In either instance, CalMuni may be perceived as recommending services for a client that are not in the best interests of our clients, but rather are in our interests or the interests of our affiliates. Accordingly, CalMuni mitigates any perceived conflict of interest that may arise in this situation by disclosing it to the client, and by requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, after reasonable inquiry, including the client's needs, objectives and financial circumstances. Further, CalMuni receives no compensation from its affiliates with respect to a client introduction or referral. If a client chooses to work with an affiliate, we require that the client consult and enter into a separate agreement for services, so that the client can make an independent, informed, evaluation of the services offered.

### *Disclosure of Conflicts Related to the Firm's Compensation*

From time to time, CalMuni may be compensated by a municipal advisory fee that is or will be set forth in an agreement with the client to be, or that has been, negotiated and entered into in connection with a municipal advisory service. Payment of such fee may be contingent on the closing of the transaction and the amount of the fee may be based, in whole or in part, on a percentage of the principal or par amount of municipal securities or municipal financial product. While this form of compensation is customary in the municipal securities market, it may be deemed to present a conflict of interest since we may appear to have an incentive to recommend to the client a transaction that is larger in size than is necessary. Further, CalMuni may also receive compensation in the form of a fixed fee arrangement. While this form of compensation is customary, it may also present a potential conflict of interest if the transaction ultimately requires less work than contemplated and we are perceived as recommending a more economically friendly pay arrangement. Finally, CalMuni may contract with clients on an hourly fee basis. If CalMuni and the client do not agree on a maximum amount of hours at the outset of the engagement, this arrangement may pose a conflict of interest as we would not have a financial

incentive to recommend an alternative that would result in fewer hours. CalMuni manages and mitigates all of these types of conflicts by disclosing the fee structure to the client, and by requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, after reasonable inquiry, including the client's needs, objectives, and financial circumstances.

#### *Disclosure Concerning Provision of Services to State and Local Government, and Non-Profit Clients*

CalMuni regularly provides financial advisory services to state and local governments, their agencies, and instrumentalities, and non-profit clients. While our clients have expressed that this experience in providing services to a wide variety of clients generally provides great benefit for all of our clients, there may be or may have been clients with interests that are different from (and adverse to) other clients. If for some reason any client sees our engagement with any other particular client as a conflict, we will mitigate this conflict by engaging in a broad range of conduct, if and as applicable. Such conduct may include one or any combination of the following: 1) disclosing the conflict to the client; 2) requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, including the client's needs, objectives and financial circumstances; 3) implementing procedures that establishes a "firewall" that creates physical, technological and procedural barriers and/or separations to ensure that non-public information is isolated to particular area such that certain governmental transaction team members and supporting functions operate separately during the course of work performed; and 4) in the rare event that a conflict cannot be resolved, we will withdraw from the engagement.

#### *Disclosure Related to Legal and Disciplinary Events*

CalMuni has never been subject to any legal, disciplinary or regulatory actions. As registered municipal advisors with the SEC and the MSRB, pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2, our legal, disciplinary and judicial events are required to be disclosed on our forms MA and MA-I filed with the SEC, in 'Item 9 Disclosure Information' of form MA, 'Item 6 Disclosure Information' of form MA-I, and if applicable, the corresponding disclosure reporting page(s). To review the foregoing disclosure items and material change(s) or amendment(s), if any, clients may electronically access CalMuni filed forms MA and MA-I on the SEC's Electronic Data Gathering, Analysis, and Retrieval system, listed by date of filing starting with the most recently filed.

### **III. Specific Conflicts of Interest Disclosures – Client**

The principal of Weist Law LLP ("WeistLaw"), Cameron Weist, is also a principal of CalMuni. We do not believe that this dual representation creates a conflict because the California Rules of Professional Conduct governing the ethical standards imposed on lawyers are aligned with and equal or exceed the fiduciary duties imposed on municipal advisors, and also because CalMuni receives no compensation from WeistLaw, or vice versa, and both firms are independently engaged under separate contracts which have been vetted in light of various factors, including the client's needs, objectives and legal and financial circumstances, to ensure that each such client has made an independent, informed, evaluation of the type and quality of services offered by each entity. If you believe this creates a conflict, please do not sign this Agreement.

To our knowledge, following reasonable inquiry, we are not aware of any other actual or potential conflict of interest that could reasonably be anticipated to impair our ability to provide advice to or on behalf of the Client in accordance with applicable standards of conduct of MSRB Rule G-42.

#### **IV. Additional Disclosures – MSRB Rule G-10**

Pursuant to Municipal Securities Rulemaking Board Rule G-10, on Investor and Municipal Advisory Client

Education and Protection, Municipal Advisors are required to provide certain written information to their municipal entity and obligated person clients which include the following:

1. CalMuni is currently registered as a Municipal Advisor with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board.
2. Within the MSRB website at [www.msrb.org](http://www.msrb.org), our clients may obtain the Municipal Advisory Client Brochure (the “Brochure”) that is posted on the MSRB website. The Brochure describes the protections that may be provided by the MSRB Rules along with how to file a complaint with financial regulatory authorities.

# Correspondence & Communications



## ARCATA VOLUNTEER FIREFIGHTERS ASSOCIATION, INC.

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

**Date: 5/14/2024 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 April were about 42 hours.
  - VLU members received training on filling air bottles and operation of the air compressor system.
  - The VLU has received 5 recent resignations, need to discuss recruitment.
  - VLU was dispatched to respond with the Gator (8241) to recent incident.

### Community Outreach and Support

- **CPR and First Aid Training**
  - Taught one public class and the employees of Green Diamond, 19 students.
- **Grant Activity**
  - Coast Central **denied** grant app for \$25K towards Prevention Pickup.
  - Berg grant application for a slide-in pump unit for the Flatbed pending.
    - The Berg group is interested in touring the facilities and seeing their contributions.

The 2023 grant contribution obtained by AVFA for AFD.

• Wildland PPE and Structure Helmets	\$37,160
• Radios	\$32,000
• Classroom update	\$14,140
• Smoke, Fire, and CO Alarms	\$12,700
• Electric Prevention Vehicle	<u>\$35,695</u>
	<b>\$131,695</b>

### Other AVFA Activities

- September rent increase letter for the 9<sup>th</sup> Street Fire Station sent to the District.
- AVFA Board Election to be held in May.





# HUMBOLDT

*Local Agency Formation Commission*

670 9<sup>th</sup> Street, Suite 5, Arcata, CA 95521  
 (707) 445-7508 / (707) 825-9181 fax  
[www.humboldtlaoco.org](http://www.humboldtlaoco.org)

RECEIVED

APR 08 2024

Arcata Fire District

**\*\*Please note, our office location and mailing address has changed\*\***  
**670 9<sup>th</sup> Street, Suite 5, Arcata, CA 95521**

**DATE:** April 5, 2024  
**TO:** Humboldt County Administrative Officer  
 City Managers  
 Independent Special District Managers  
**FROM:** Colette Santsche, Executive Officer  
**SUBJECT:** Proposed LAFCo Budget for Fiscal Year 2024-25

Humboldt LAFCo is responsible under State law to annually adopt a proposed budget by May 1<sup>st</sup> and a final budget by June 15<sup>th</sup>, and to circulate the proposed and final budgets to member agencies. LAFCo is principally funded in equal thirds by the county, cities, and independent special districts, with the County Auditor-Controller allocating the proportionate costs. Government Code Section 56381 describes the LAFCo budget adoption process in more detail.

The proposed budget for fiscal year 2024-25, as adopted by the Commission on March 20, 2024, is enclosed. The full staff report and work plan as presented at the proposed budget hearing in March can be viewed at: <https://humboldtlaoco.org/agendas-minutes-2024/>. The Commission's operating expenses for fiscal year 2024-25 accommodate the following activities:

- Application processing activities for changes of organization and reorganization proposals that come before LAFCo – no change to expense category.
- Continued preparation of municipal service reviews and sphere of influence updates – no change to expense category.
- Basic services for administrative functions provided by executive officer and clerk from \$55,000 to \$60,000 (9% increase) – note this expense category has not increased in 10+ years.
- Changes to several service and supply accounts, including but not limited to an increase in rents and leases and communications that correspond to the change in office location.
- Establishment of web-based mapping of agency-related jurisdictional boundaries and spheres of influence.

The Commission is proposing a 3.11% increase in member contributions for a total of \$134,250 (from \$130,200 the prior fiscal year). This would be apportioned to the seven cities, 49 independent special districts, and the county.

The Commission will consider adopting its final budget at a public hearing on May 23, 2024, at 9:00 a.m. in the Eureka City Hall Council Chambers (2<sup>nd</sup> Floor) located at 531 K Street, Eureka, CA 95501.

LAFCo requests comments on the proposed budget by Friday, May 10, 2024. Comments may be mailed to 670 9<sup>th</sup> Street, Suite 5, Arcata, CA 95521, or e-mailed to [colettem@humboldtlafo.org](mailto:colettem@humboldtlafo.org). Please contact LAFCo staff at (707) 445-7508 if you have any questions.

cc: Humboldt County Auditor-Controller's Office

# Humboldt LAFCo Operating Budget

**Revenues:**

		FY 2023-2024		FY 2024-2025	
Account	Revenue Category	Adopted	8 month Actual	Proposed	
800870	Charges for Services	\$185,200	\$179,486.64	\$189,250	~2.2% increase overall
	County	\$43,400	\$43,400.00	\$44,750	~3.1% increase
	Cities	\$43,400	\$43,400.00	\$44,750	~3.1% increase
	Special Districts	\$43,400	\$42,099.14	\$44,750	~3.1% increase
	Application Fees	\$55,000	\$50,587.50	\$55,000	no change
402205	Interest	\$2,510	\$1,743.82	\$2,990	~19% increase
	<b>REVENUE SUBTOTAL</b>	<b>\$187,710</b>	<b>\$181,230.46</b>	<b>\$192,240</b>	14%

**Operating Expenses:**

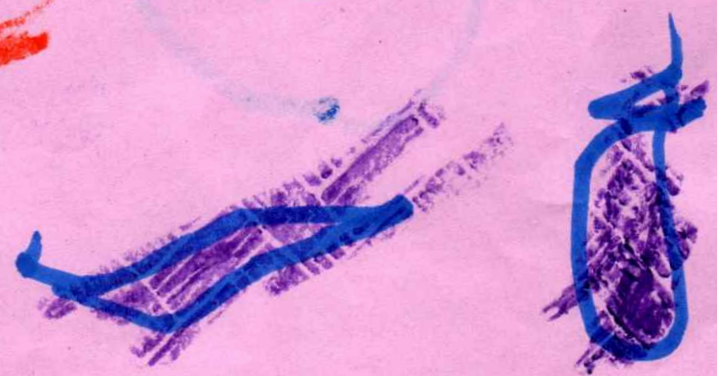
		FY 2023-2024		FY 2024-2025	
Account	Expense Category	Adopted	8 month Actual	Proposed	
2106	Communications	\$160	\$103.60	\$240	\$20/mo (prior \$12.95/mo)
2110	Insurance	\$3,400	\$3,297.35	\$3,400	no change
2115	Memberships	\$4,750	\$4,518.00	\$4,750	no change
2117	Office Supplies	\$500	\$277.37	\$500	no change
2118	Professional & Special Services	\$165,900	\$141,534.70	\$171,550	~3.4% increase overall
	Legal Services	\$5,000	\$1,690.00	\$5,000	no change
	Application Processing	\$55,000	\$62,230.00	\$55,000	no change
	Basic Services-EO/Clerk	\$55,000	\$38,722.50	\$60,000	~9% increase
	MSRs/SOs	\$50,000	\$38,575.00	\$50,000	no change
	Website Services	\$200	\$97.20	\$850	\$650 added for ArcGIS
	Meeting Exp/Stipends	\$700	\$220.00	\$700	no change
2119	Publications & Legal Notices	\$1,500	\$689.27	\$1,000	Reduced by \$500
2121	Rents & Leases - Structures	\$5,400	\$3,600.00	\$6,000	\$500/mo (prior \$450/mo)
2125	Transportation & Travel	\$6,100	\$896.67	\$4,800	~21% reduction overall
	Mileage/Travel (In-County)	\$800	\$171.67	\$600	Reduced by \$200
	Mileage/Travel (Out-of-County)	\$3,300	\$0.00	\$2,800	Travel costs for 2 commissioners
	Conference Registration	\$2,000	\$725.00	\$1,400	Reg. costs for 2 commissioners
<b>Contingency/ Carryover</b>					
2020	Contingency	-	-	-	
	<b>Contingency Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	<b>EXPENSE SUBTOTAL</b>	<b>\$ 187,710</b>	<b>\$ 154,916.96</b>	<b>\$ 192,240</b>	
<b>Operating Difference</b>		\$ -	\$26,313.50	\$0	
<i>(Negative Balance Indicates Use of Reserves)</i>					

**Unreserved/Unrestricted Fund Balance**

Beginning	\$115,705.77
Ending	



"Thank you"





To: Firefighters

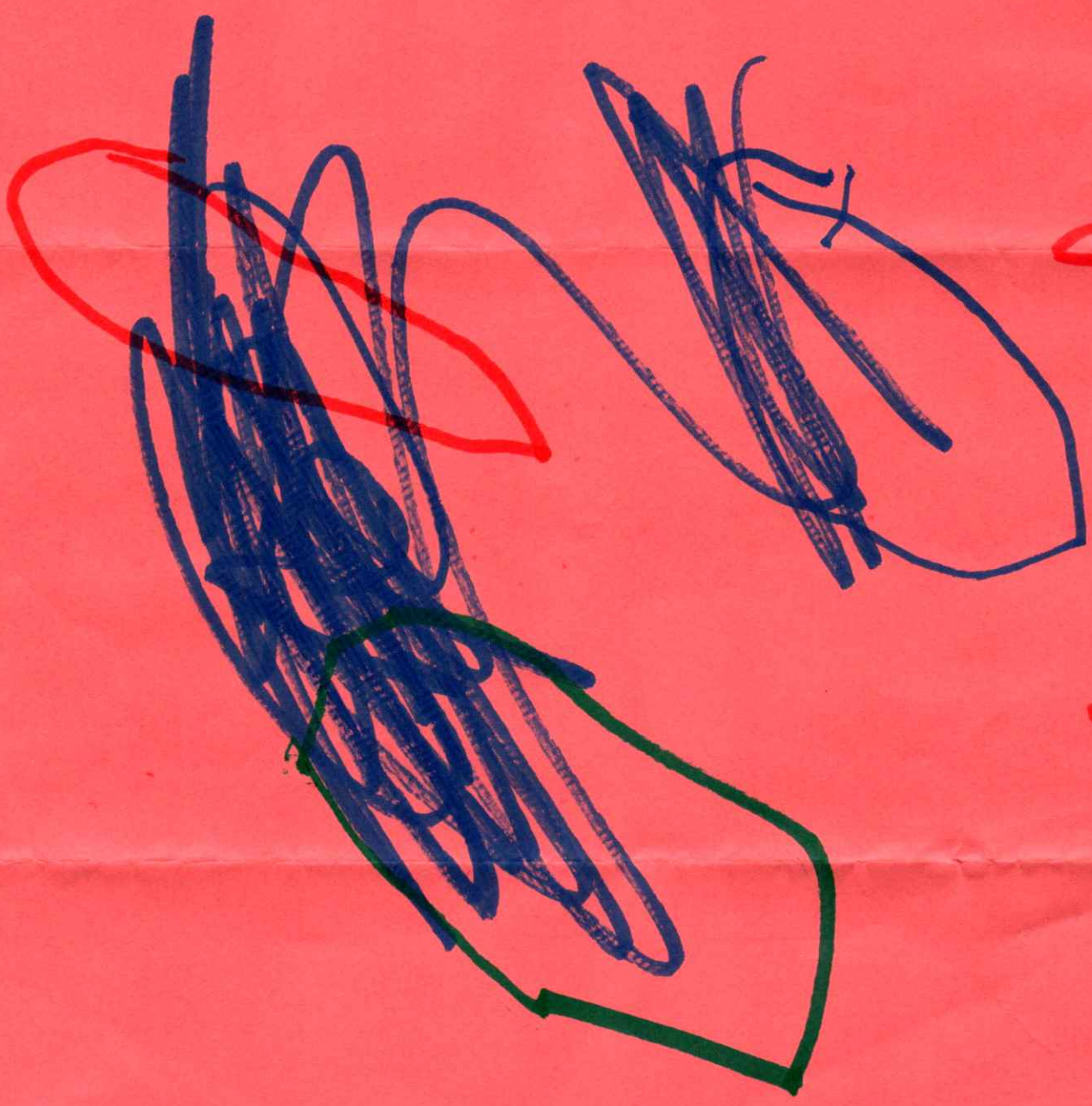


From: Renesmee  
3yr old from  
the  
Children's Center

15. Fire  
Fight



Thank you Firefighters!



Orion 4/12/24



From: Ordon, 3yr old from the  
children's center

To: Firefighters





To: the firemen!

"Thank you"

From: Orion

4/12/24



From: Oren, 3yr old from the  
children's center

To: Firefighters

1





off to his me

1949





To: Firefighters



From: Madison (3yr old at the children's center)  
4/12/24







From: Suzzg, 3yr old from the  
children's center

To: Firefighters



May 2, 2024



Huge thank you to AFD. This firefighter made my kids' day when he stopped to say hi and take a pic. They were a little star struck from our hometown hero 🚒👦👧

8:06 AM

Aww that is such a cute photo!! His name is Jesus Baron 😊



Sorry for the auto-reply, we get a lot of spam messages 🙏

Sent by Alyssa Alvarez ?



Oh yay thank you! He was so kind to my kids. Really appreciated it and him taking that moment.



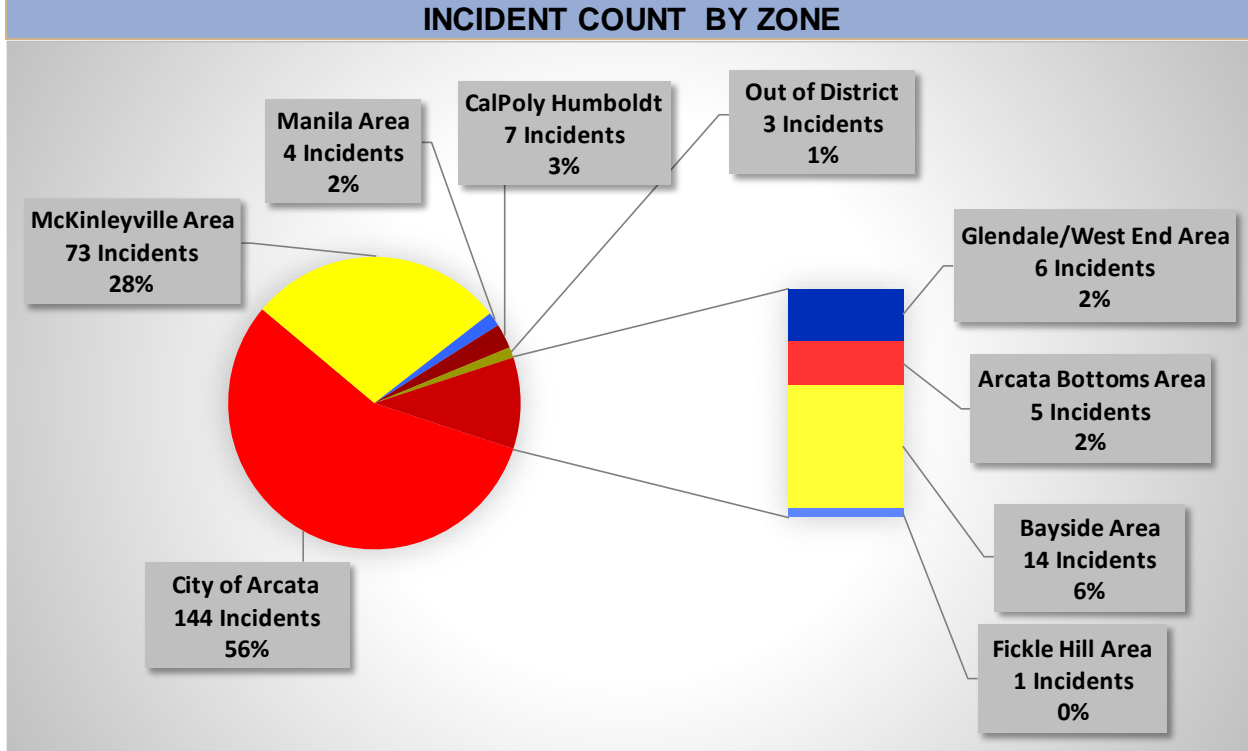
**Date:** May 14, 2024  
**To:** Board of Directors, Arcata Fire District  
**From:** Chris Emmons, Deputy Chief  
**Subject:** Fire Chief's Monthly Report

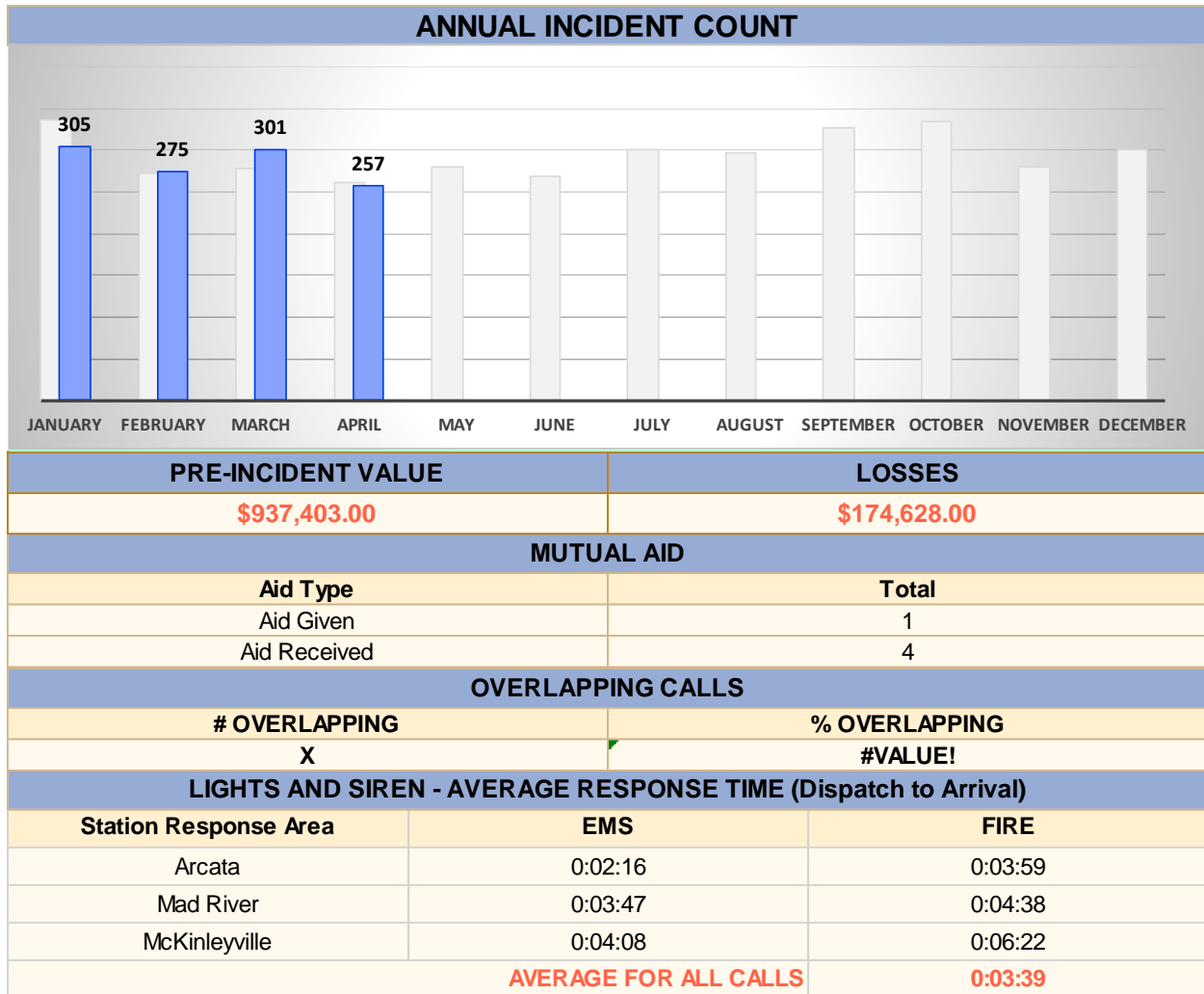
**Monthly Incident Activity**

**April Notable Incidents**

- 04/17/2024 Structure Fire- 2010 Darin Drive, Manila. \$65,000-lost. \$347,100-property saved.
- 04/24/2024 Structure Fire- 4644 Valley East Boulevard-Apartment Complex. No injuries to civilians or fire personnel. \$109,628-loss. \$593,003-property saved.

MONTHLY INCIDENT COUNT		
Fires	11	4.28%
Overpressure rupture, explosion, overhear - no fire	0	0.00%
Rescue & Emergency Medical Service	146	56.81%
Hazardous Condition (No Fire)	2	0.78%
Service Call	33	12.84%
Good Intent Call	34	13.23%
False Alarm & False Call	31	12.06%
Severe Weather, Natural Disaster, & Other	0	0.00%
Incomplete	0	0.00%
<b>TOTAL</b>	<b>257</b>	<b>100.00%</b>





**Monthly Administrative Report**

**Station Signs** – Nothing new to report.

**Annexation** – LAFCo conducted the protest hearing. Due to an incorrect address notification, the hearing was continued to allow for any additional parties who may not have received notice. The continued protest hearing is scheduled for June 12, 2024.

**Engine Purchase Update** – The bid requests for the loan of the new engine were received. The best bid result received was 4.670% through Webster Bank. There is no prepayment option for the first two years. Year two to year five it is 101% payoff, and 100% for years six through ten of the loan. The total financed amount is \$1,015,000

**Pony Express Parade-** We will have equipment and personnel in the parade with their families walking along and/or riding. If Board members are interested, please contact Katie Hill.

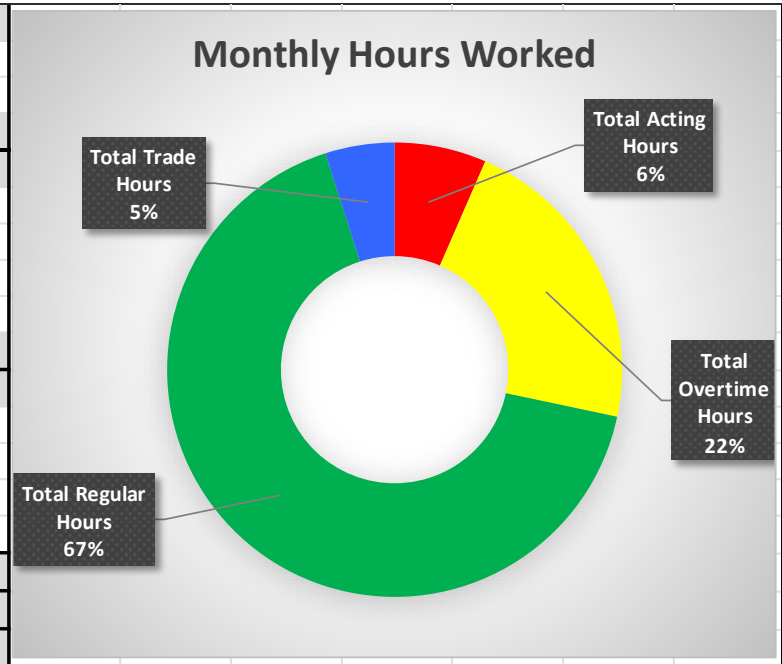
**Administrative Training-** Deputy Chief Emmons will provide verbal updates.



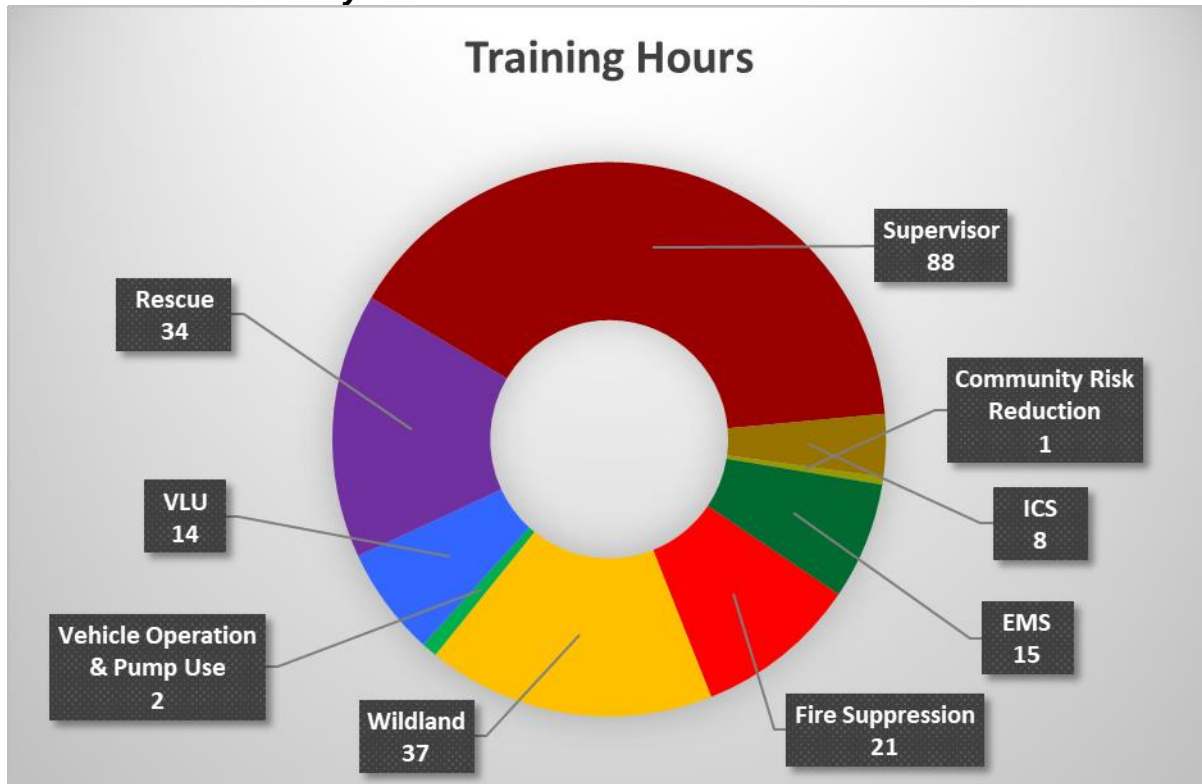
# Monthly Operations Report

## Suppression Staff Hours

<b>Acting</b>	
Company Officer	286.25
Duty Officer	0
<b>Total Acting Hours</b>	<b>286.25</b>
<b>Assistance By Hire</b>	
Straight Time	0
Overtime	0
Acting Company Officer	0
Acting Company Officer OT	0
<b>Total Assistance By Hire Hours</b>	<b>0</b>
<b>Overtime</b>	
Scheduled	892.75
Acting Company Officer	48
Acting Duty Officer	0
Miscellaneous	15.25
<b>Total Overtime Hours</b>	<b>956</b>
<b>Total Regular Hours</b>	<b>2928</b>
<b>Total Trade Hours</b>	<b>216</b>



## Training Highlights 220 Hours for February



## Apparatus and Station Maintenance and Repair Report

<u>Unit</u>	<u>ID#</u>	<u>Status</u>
E8217	113	In Service @ Arcata, Tires Repl., Headlight Repl., Mobile Radio repaired.
E8218	108	In Service @ Mad River, Tires Repl., Thermostat Repl.
E8219	116	In Service @ McKinleyville, Window mechanism repaired.
E8211	112	In Reserve @ McKinleyville, Compartment Latch Repl.
E8239	117	In Service @ Mad River
WT8258	106	In Service @ Arcata
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 C8202, Fuel Pump replaced, fuel tank drained.
U8206	213	In Service as Fire Marshal
U8208	212	In Service as Prevention Specialist/PIO
U8209	206	In Service @ Arcata, Graphics replaced

McKinleyville Station – Nothing to report

Mad River Station – Convault Gasoline Tank Out of Service. Switching to Valley Pacific for gasoline supplier.

Arcata Station – Nothing to report

Bayside Property – Nothing to report

### Revenue Recovery

	Last Month		All Year	
<b>Insurance Claims</b>				
Claims Submitted	2	\$496.00	12	\$3996.00
Payments Received by FRUSA	5	\$1509.43	8	\$2512.63
Claims Denied	0	\$0.00	0	\$0
In Progress	2	-	8	-

### Inspection Fees Paid

Payments last month

**\$5,088.47**

(28) Invoices

Payments this year

**\$24,112.45**

(149) Invoices

Payments last year

**\$42,446.68**

(243) Invoices

Billing Status	Count	FD Amount
Open -30	19	\$3,738.90
Open -60	1	\$106.63
Open -90	2	\$160.80
Open 90+	1	\$80.40
Sent to collections	28	\$3,729.80
		\$7814.53



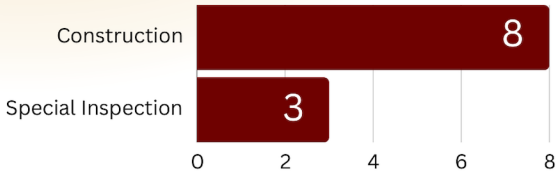
# PREVENTION STATISTICS

## APRIL 2024

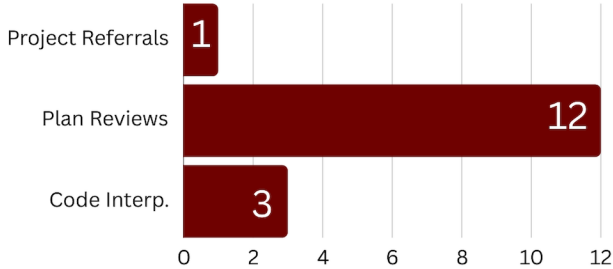
### Fire Marshal's Office

Hours worked: 75

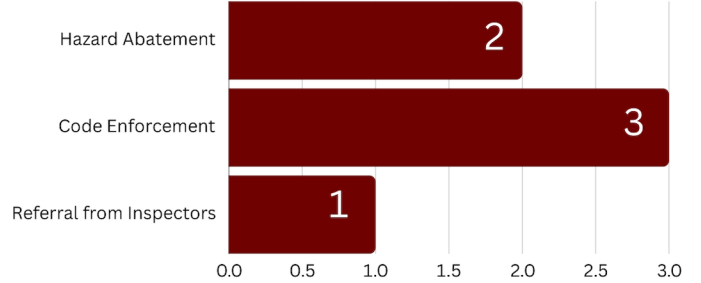
#### INSPECTIONS



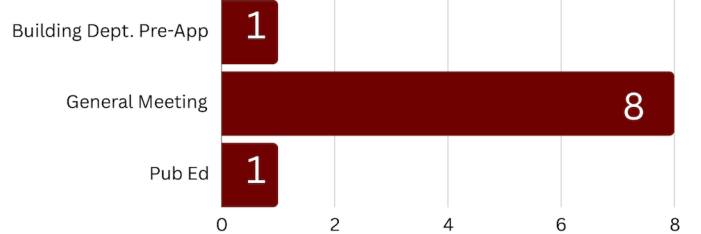
#### BUILDING PROJECTS



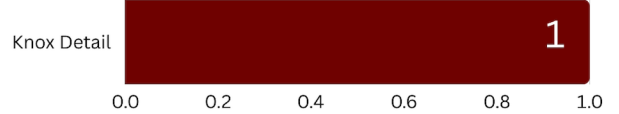
#### ENFORCEMENT



#### MEETINGS

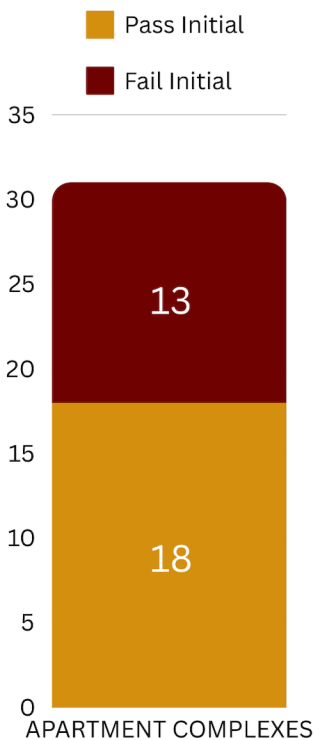


#### OTHER



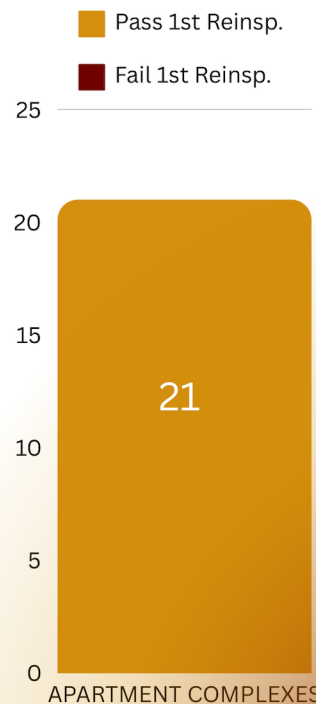
### Fire Inspector's Office

Hours worked: 67



**536**  
Total units inspected

107





# PREVENTION STATISTICS

**APRIL**  
2024

## Fire Prevention Specialist's Office

### Plan Reviews:

- SFR: 1681 Ascent Pl., McKinleyville (Approved w/ comments)
- ADU: 1938 B Ave., McKinleyville (Approved w/ comments)
- SFR: 1330 Washington Ct., McKinleyville (Approved w/ comments)
- Temporary Structure - 1280 Giuntoli Ln., Arcata (Approved w/ comments)

### Inspections:

- Sprinkler Riser Inspection: CVS Arcata
- May 4: Food booth inspection; Indigenous Foods Festival

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## Public Information Officer's Report



**Facebook Followers: 4,624**  
(Up +9 from March 2024)

### FB posts in April with the most engagement:

- 11.4k: WINSTON on the Engine
- 10.9k: Admin. Professionals Day Post
- 8.9k: Awards Ceremony Post



**Instagram Followers: 1,628**  
(Up +13 from March 2024)

### IG posts in April with the most engagement:

- 551: McKinleyville Forest Rescue Press Release
- 542: WINSTON on the Engine Post
- 503: Awards Ceremony Post