



BOARD OF DIRECTORS

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

Regular Board Meeting

July 14, 2020

5:30 p.m.

Location: Remote Via Zoom

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

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

Meeting ID: 551 748 203

AGENDA

1) CALL TO ORDER

2) PLEDGE OF ALLEGIANCE

3) ATTENDANCE AND DETERMINATION OF QUORUM

4) APPROVAL OF AGENDA

5) PUBLIC COMMENT

Any person may address the District Board on any subject pertaining to District business, which is not listed on the agenda. This comment is provided by the Ralph M Brown Open Meeting Act (Government Code § 54950 et seq.) and may be limited to three (3) minutes for any person addressing the Board. Any request that requires Board action may be set by the Board for a future agenda or referred to staff.

6) CONSENT CALENDAR

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

6.1 Approval of Minutes from June 9, 2020 Regular Meeting	Pg. 4
6.2 Approval of Minutes from July 1, 2020 Special Meeting	Pg. 12
6.3 June 2020 Financial Report	Pg. 14
6.4 Adopt Resolution 20-223 with Exhibit A, Acknowledging Receipt of a Report Regarding Annual Fire and Life Safety Inspections	Pg. 26
Attachment 1 – Resolution 20-223	Pg. 27
Attachment 2 – Full Text of Senate Bill No. 1205	Pg. 29

6.5 Adopt Resolution 20-224 with Exhibit A, Approving Revisions to the Master Salary Schedule Adopted on August 16, 2016 **Pg. 31**

Attachment 1 – Resolution 20-224 with Exhibit A Revised Master Salary Schedule **Pg. 32**

6.6 Authorize the Fire Chief to Execute the Attached Memorandum of Understanding with the County of Humboldt to Join on Their Contract with CalFire for Dispatch Services **Pg. 34**

Attachment 1 - Memorandum of Understanding By and Between County of Humboldt and Arcata Fire Protection District for Fiscal Year 2020-2021 **Pg. 35**

7) PUBLIC HEARING

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

There is no public hearing scheduled.

8) OLD BUSINESS

8.1 Discussion And Possible Action Approving Ordinance No. 20-20 and Adopting Resolution No. 20-225 Submitting To The Voters At The Statewide Election On November 3, 2020, A Proposed Ordinance Adjusting The Rate Of A Fire Protection Special Tax; Requesting The Board Of Supervisors Of Humboldt County To Consolidate Said Election With The Statewide Election; And Directing The District Clerk To Take Any And All Actions Necessary Under Law To Prepare For And Conduct The Election **Pg. 43**

Attachment 1 – Resolution 20-225 and Exhibit A **Pg. 46**

9) NEW BUSINESS

9.1 Consider Contracting with Stepping Stone Diversity Consulting and Authorize the Release of Funds from the County Treasury Contingency Fund, Training Reserve **Pg. 54**

Attachment 1 – Stepping Stone Diversity Consulting Proposal **Pg. 55**

9.2 2020 Biennial Notice of Conflict of Interest Code **Pg. 56**

Attachment 1 -“Should You Amend Your Agency’s Conflict of Interest Code?” **Pg. 57**

Attachment 2 – Conflict of Interest Code Adopted February 21, 2017 **Pg. 58**

10) CORRESPONDENCE

10.1 Email from Kathleen A. Marshall **Pg. 70**

10.2 Results from LAFCo. for the Independent Special District Election **Pg. 71**

10.3 Thank you art from Algria **Pg. 72**

10.4 CalPERS notification of compliance and Retroactive Special Compensation Adjustments Review document – *This is primarily the Arcata Fire portion, the complete 193 page report is available for electronic review upon request, however, not included in the packet for paper conservation purposes.* **Pg. 74**

11) MONTHLY ACTIVITY REPORTS

- 11.1 Chief's Report Pg. 87
- 11.2 Committee Reports
- 11.3 Director Matters
- 11.4 Bargaining Group & Association Reports Pg. 91

12) CLOSED SESSIONS

At any time during the regular session, the Board may adjourn to closed session to consider existing or anticipated litigation, liability claims, real property negotiations, license and permit determinations, threats to security, public employee appointments, personnel matters, evaluations and discipline, labor negotiations, or to discuss with legal counsel matters within the attorney-client privilege.

There is no closed session scheduled.

13) ADJOURNMENT

Next Regular Board Meeting is scheduled **for August 11, 2020 at 5:30 pm.**

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

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

The meeting agenda is posted at least 72 hours in advance of regular scheduled meetings, at the following locations:

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



MINUTES

Regular Board Meeting

June 9, 2020

5:30 p.m.

Location: Remote Via Zoom

Board of Directors

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

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

There was no pledge of allegiance.

3. ATTENDANCE AND DETERMINATION OF A QUORUM

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

Additional District administrative staff included Fire Chief Justin McDonald, Battalion Chief Sean Campbell and Board Secretary Becky Schuette.

4. APPROVAL OF AGENDA

Chief McDonald advised the Board that item 12.2 needs to be pulled, as there will be no meeting regarding negotiations tonight.

Director Rosen made a motion to remove item 9.2 from the agenda which was seconded by Director Mendosa.

Director Campbell joined the meeting at 5:34 pm.

The motion was followed by a recommendation from the Chief to hear the item, as well as a comment from Firefighter Luke Walker requesting the board allow the item to remain, in order for the Local to make their presentation.

There were no additional public comments at this time.

Roll was called for the motion by Director Rosen to remove item 9.2 from the agenda.

Motion: Rosen; Second: Mendosa

Roll Call: Ayes; Mendosa and Rosen. Noes; Campbell and Johnson **Absent;** David
Being a tie vote, the motion failed.

Another motion was made at this time.

It was moved to approve the agenda, as is, with item 12.2 removed.

Motion: Campbell; Second: Johnson

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

5. PUBLIC COMMENT

The following member of the public commented:

Phyllis Chinn

6. CONSENT CALENDAR

6.1 Approval of Minutes from May 12, 2020 Regular Meeting

6.2 Approval of Corrected Minutes from April 14, 2020 Regular Meeting

6.3 May 2020 Financial Report

6.4 Adoption of Resolution 20-220 Accepting the Fiscal Year 2020-21 Appropriations Limit for the Arcata Fire District

6.5 Adoption of Resolution 20-221 Setting the Rate Per Unit at \$22.00 for the 2006 Benefit Assessment for Fiscal Year 2020-21

6.6 Adoption of Resolution 20-222 Setting the Rate Per Unit at \$5.00 for the 1997 Special Tax for Fiscal Year 2020-21

6.7 Renewal of the Interagency Agreement with CPS HR for Human Resource Consultation Services

There were no comments from the Board or the public.

It was moved to approve the consent calendar.

Motion: Mendosa; Second: Campbell

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

7. PUBLIC HEARING

There was no public hearing.

8. OLD BUSINESS

8.1 Consider Approval of the Draft Preliminary Budget for Fiscal Year 2020-21: Chief McDonald reviewed his staff note. He pointed out that some items have changed in the budget since it was presented at the last meeting. Tax revenues and sales tax are in decline and still unknown at this time.

President Johnson queried the Board on their thoughts on the rotational station closures.

Director Campbell requested firefighter feelings input as well as the effect the rotations have had on response times. She also wanted public perception on the rotational closures.

Chief responded to the change in response times as well as various public perceptions of the station closures.

Local President Anthony Benelisha commented on behalf of the firefighters staff indicating it being a little more difficult not having a permanent station, but he has not

heard a great deal of complaints. Rotational closures are not a deal breaker for the Local as far as Board decision making.

Director Mendosa commented on a common question about closing Mad River Station.

Chief McDonald offered information on loss values for each stations response areas over the last two years. Although the charts were no visually included in the meeting or provided as part of the packet, a copy of them will be included as an Attachment to these minutes.

President Johnson also commented on being in support of the rotational closures based on comments made by the public.

Director Rosen did not have any comments.

The following members of the public commented on the rotational station closure topic:

Ginger Campbell, Arcata resident
Barbara Georgiana, McKinleyville resident

Both President Johnson and Director Mendosa reiterated that the rotational closures of the stations were not punishment to any one area.

At this time President Johnson circled back to the budget itself and asked for Director comments.

Director Mendosa also pointed out that revenues are so unknown that adopting the preliminary budget is fluid. He requested at least quarterly reviews of the budget moving forward, more if necessary. This sentiment was echoed by both the Chief and President Johnson. The current events with Covid will impact sales tax and the local economy in general.

President Johnson reminded everyone that this was a preliminary budget and that we are still waiting to finalize talks in regards to the staffing situation; the surplus is a moving target, not for sure number and the process is still evolving.

There were no further comments from the Directors at this time.

The following members of the public made comments on the budget:

Ginger Campbell encouraged the finance committee to listen in on the budget hearings for the county for Measure Z.

It was moved to approve the Draft Preliminary Budget for Fiscal Year 2020-21 as presented and set the public hearing for final adoption at the September 8, 2020 Board Meeting and public a notice pursuant to HSC § 13893.

Motion: Campbell; Second: Mendosa

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

8.2 Consideration of a Second Attempt at a Special Tax Initiative for the November General Election: Chief McDonald reviewed his staff note and recommended that the District make another attempt with one change to the ordinance; He requests the new ordinance include a clause for a late fee. He further recommended no changes to the requested amount, because less money would mean we cannot operate three stations.

With no objections from the Directors, President Johnson requested public comment be called ahead of comments from the Directors.

The following members of the public commented:

Barbara Georgianna, McKinleyville
Ginger Campbell, Arcata
Steve Cole, Arcata
Roy Willis, Bayside

This was followed by discussion on various other ways of reaching the public with the continued use of Zoom, Next Door, social media, printed media and KEET. There was also a suggestion about better instructions and possible training for Zoom attendance.

Public member Paul Nicholson commented at this time.

There were no further public comments, however, Chief McDonald advised that he and Battalion Chief Campbell have been working behind the scenes on getting a timeline ready and will be able to move forward quickly with the funding measure.

Director Mendosa made some final comments of concern about the safety of staff and the need to proceed with the funding measure attempt, as did President Johnson.

It was moved to place special tax initiative for the November General election. She then added an amendment to include a late fee in the Ordinance, to reflect 2.2 million dollars annually and sunset after 10 years.

Motion: Campbell; Second: Mendosa

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

At this time, Chief McDonald advised the Board that the actual Resolution with draft Ordinance will be back on the July meeting agenda. This was followed by a discussion regarding a suggestion from Alex Stillman that a diverse group of public members from around the District, be the spokes people who sign for the ballot measure.

9. NEW BUSINESS

9.1 Consider Approval of a Contract for Prevention Services to the Blue Lake

Rancheria: Chief reviewed his staff note explaining this was the same contract being used with other fire service agencies in the area. There had been a few modifications made by the Rancheria, which is presented in the Attachment.

There was a brief discussion regarding the indemnification aspect of the contract, a specific scope of service and if our insurance carrier has seen the language.

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

It was moved to approve the contract for prevention services to the Blue Lake Rancheria.

Motion: Campbell; Second: Mendosa

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

9.2 Consider Request for Proposal, Cal Fire Contract: President Johnson turned the floor over to presenter Fire Captain Luke Walker. He wanted to note the concerns about how this agenda item was placed on the agenda and that the Local was advised this was the only option they were provided in order to make the presentation to the Board.

Captain Walker went on to read his staff report aloud and continued by commenting on several topics of concern for all parties involved.

Chief McDonald advised the Board that his recommendation would be to put the RFP out to Humboldt Bay Fire at the same time. If we are looking for the best cost and best service, we need to do due diligence. He went on to introduce Kurt McCray, Unit Chief of the CalFire Humboldt Del Norte Unit. Chief McCray introduced himself and his Administrative Chief, Assistance Chief Derek Misner who is in charge of finance, personnel and contracts.

Chief McCray provided an overview and explained the four stages to the RFP process; Concept Paper, Approval Stage, Negotiation Stage, Implementation stage. He went on to explain this would be a lengthy, burdensome process and there was an expectation that the RFP be submitted with the "true intent" to solicit CalFire services for any part of the Districts jurisdictional boundaries and/or operations. A complete Scope of Services will also be required.

A lengthy discussion followed with questions by the Director's which included the California budget and the impact on CalFire and future employee costs. Would the services include our dispatch fees? Other topics of discussion included the timing of the submission of the RFP and the process interfering with the election process, as well as already existing misinformation behind station closures and the District relationship with the volunteers and the Volunteer Association. There were additional comments about the RFP process continuing alongside the election process, and the potential formation of a working committee to look at options for due diligence.

The following members of the public commented:

Roy Willis, Bayside
Scott Gordinier, Vice President of the Local

Motion to table this topic until next month to do due diligence on Humboldt Bay and CalFire to prepare for an RFP if that is what we choose to do.

Motion: Campbell; **Second:** Johnson

Roll Call: **Ayes;** Campbell and Johnson. **Noes;** Mendosa and Rosen **Absent;** David
Motion Fails

There was brief discussion about not wanting the motion to fail and what the motion should be so that it did not fail if restated.

Point of order by Director Rosen indicating the item has been dealt with and that the Board should move on.

President Johnson advised that Director Campbell could make another motion if she chose to do so.

There was an attempt at another motion by Director Campbell to do due diligence to see if we have other options available, be it Humboldt Bay or CalFire, and table it until the next meeting.

Second point of order by Director Rosen re-advising the issue has been dealt with and to move on. This was followed by a comment from Director Mendosa advising that the District has spent two years in this process and that we should continue to work on the tax initiative.

Motion withdrawn by Director Campbell.

10. CORRESPONDENCE

President Johnson reviewed the correspondence.

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

11. MONTHLY ACTIVITY REPORTS

11.1 Chiefs Report - Chief McDonald reviewed his staff report.

11.2 Committee Reports - There were no committee reports.

11.3 Director Matters - No reports given by the Directors.

11.4 Bargaining Group & Association Reports

Local 4981 - Anthony Benelisha thanked Luke Walker for the presentation and the Board for hearing them out.

Arcata Volunteer Firefighters Association (AVFA) - Rob Cannon reviewed his report and added that AVFA was seeking funding for volunteer recruitment.

12. CLOSED SESSION

President Johnson adjourned to closed session at 7:57 pm.

The meeting resumed at 8:21 pm.

Report out of closed session by President Johnson; nothing to report.

13. ADJOURNMENT

President Johnson adjourned the meeting at 8:22 pm.

Motion: Campbell; **Second:** Mendosa

The next Regular Meeting is scheduled for **July 9, 2020 at 5:30 pm.**

Respectfully submitted,

Becky Schuette
Clerk of the Board

Year	Location	Preincident Value	Total Loss	Incident Count
2019	Arcata Stn	\$89,430,122	\$2,013,167	50
	Mad River Stn	\$11,576,410	\$394,983	20
	McKinleyville St	\$11,925,901	\$441,836	14
2018	Arcata Stn	\$35,818,854	\$225,246	21
	Mad River Stn	\$1,269,252	\$49,635	8
	McKinleyville St	\$14,248,142	\$50,961	14

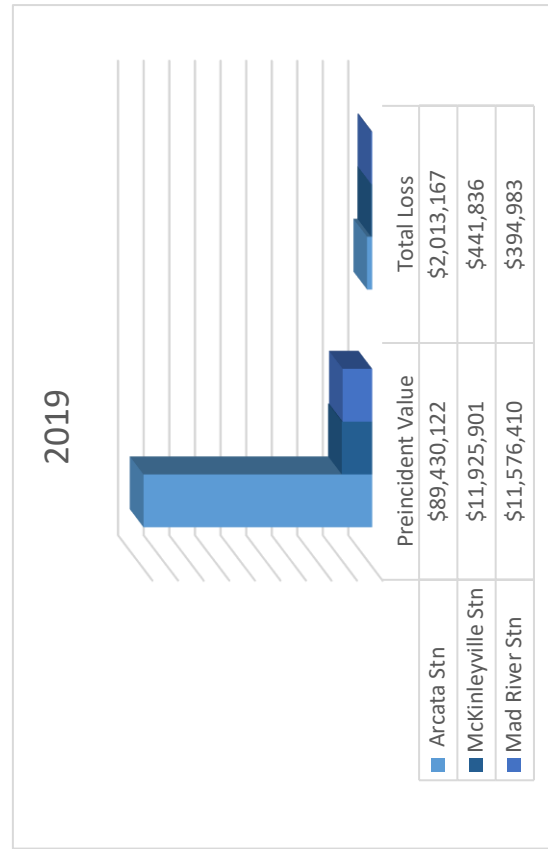
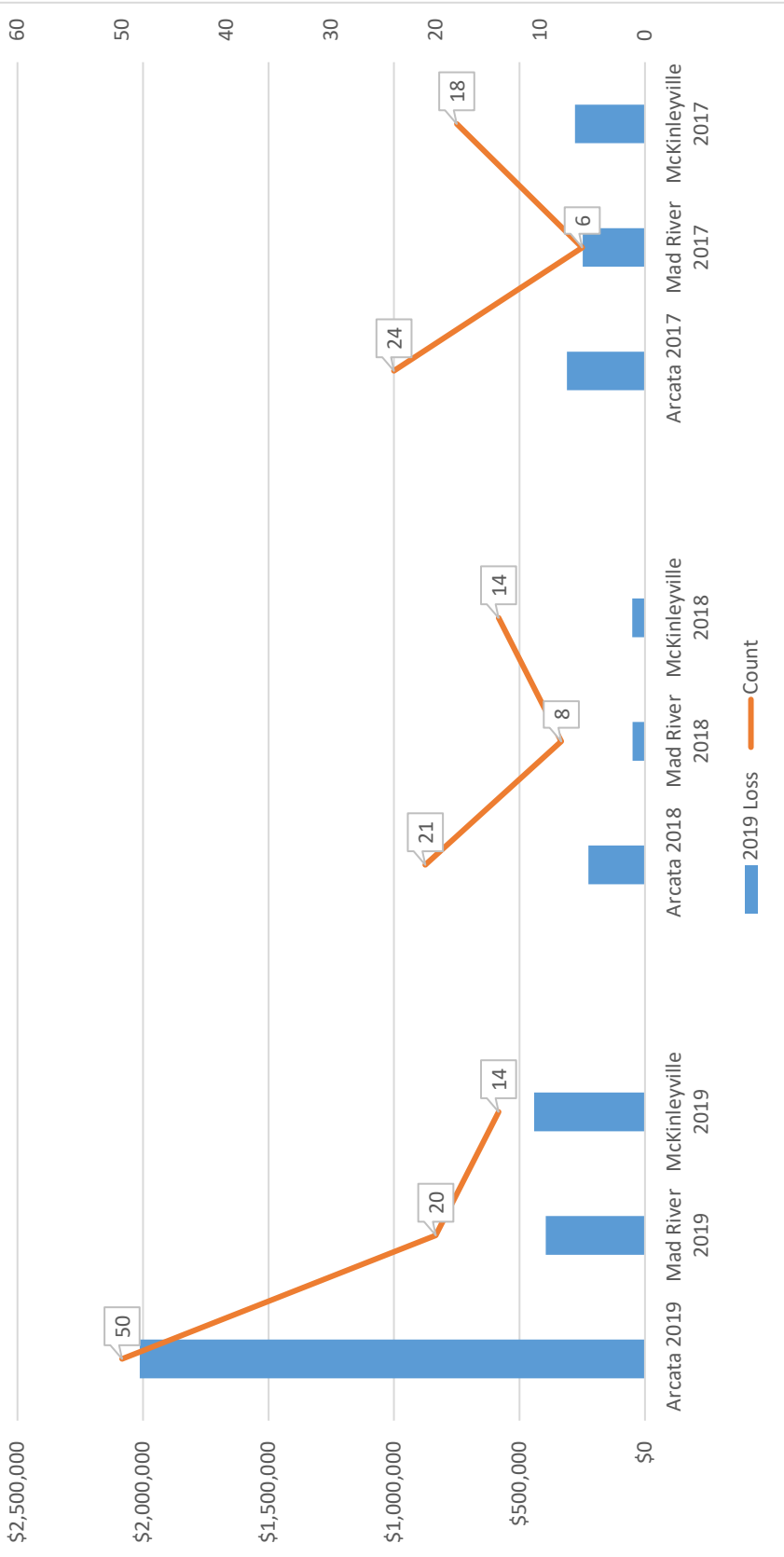


Chart Title





MINUTES

Special Board Meeting

July 1, 2020

5:30 p.m.

Location: Remote Via Zoom

Board of Directors

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

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

1. CALL TO ORDER

The special session of the Board of Directors for the Arcata Fire District was called to order by President Nicole Johnson at 5:30 pm.

2. ATTENDANCE AND DETERMINATION OF A QUORUM

President Johnson called for attendance and the following were present via a web hosted meeting: President Nicole Johnson, Vice President Randy Mendosa, Director Rene Campbell, Director Elena David and Director David Rosen. Other staff members included Chief McDonald and Board Secretary Schuette.

The meeting continued with a quorum.

3. PUBLIC COMMENT

President Johnson provided notice and requested public comments, then waited for responses.

The following members of the public commented:

Neal Narayan former employee, property owner in McKinleyville

Scott Gordinier Vice President of the Local

Glen Hays via a chat comment

4. OLD BUSINESS

There was no old business.

5. NEW BUSINESS

5.1 Consider Approval of Limited Term and Interim Assignments: Chief McDonald reviewed the staff note. The Chief pointed out that he is currently on restricted duty, therefore 24 hour duty staffing is falling to BC Campbell.

Director Campbell had clarifying questions about the length of the limited term and interim assignments and the cost associated, as well as clarification of the “demotion” of the Battalion Chief position.

The following members of the public commented:

Marcus Lillard, Fire Captain

Nate Padula, Fire Captain

Neal Narayan former employee, property owner in McKinleyville

Luke Walker, Fire Captain

Glen Hays via chat

There was a lengthy discussion which included comments from both the public, staff and the Directors.

With no further public comments, President Johnson called for a motion.

It was moved to:

1. Promote a Fire Captain to Interim Battalion Chief
2. Authorize the hiring of a limited term firefighter to back fill to maintain minimum staffing requirements.
3. Direct staff to place a review of the Interim positions on the August agenda

Motion: Rosen; Second: Mendosa

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

Motion Carries

6. ADJOURNMENT

President Johnson adjourned the meeting at 6:27 pm.

Motion: Campbell; Second: David

The next Regular Meeting is scheduled for **July 14, 2020 at 5:30 pm.**

Respectfully submitted,

Becky Schuette
Clerk of the Board

9:02 AM
07/09/20
Accrual Basis

ARCATA FIRE DISTRICT
Balance Sheet
As of June 30, 2020

	<u>Jun 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
CCCU CHECKING	317,925.08
COUNTY TREASURY	2,266,791.49
C.T. CAPITAL IMPROVEMENTS 2013	188,630.22
C.T. CONTINGENCY DESIGNATN 2011	
TRAINING RESERVE	17,000.00
C.T. CONTINGENCY DESIGNATN 2011 - Other	39,596.13
Total C.T. CONTINGENCY DESIGNATN 2011	<u>56,596.13</u>
C.T. PERS DESIGNATION 2012	30,333.00
COAST CENTRAL SAVINGS	
DONATIONS	527.50
COAST CENTRAL SAVINGS - Other	79.25
Total COAST CENTRAL SAVINGS	<u>606.75</u>
Total Checking/Savings	<u>2,860,882.67</u>
Accounts Receivable	
1200 · ACCOUNTS RECEIVABLE	59,301.04
Total Accounts Receivable	<u>59,301.04</u>
Other Current Assets	
ACCT RECV - COUNTY TREASURY	-61,622.95
GRANT REIMBURSEMENT RECEIVABLE	9,600.00
INTEREST RECEIVABLE	9,500.00
PREPAID EXPENSE	28,787.89
Total Other Current Assets	<u>-13,735.06</u>
Total Current Assets	<u>2,906,448.65</u>
Fixed Assets	
BUILDINGS AND IMPROVEMENTS	2,329,696.91
EQUIPMENT	3,972,934.56
LAND	224,630.00
ACCUMULATED DEPRECIATION	-2,849,439.00
Total Fixed Assets	<u>3,677,822.47</u>
Other Assets	
DEFERRED OUTFLOWS-PENSION	1,666,614.00
DEFERRED OUTFLOWS-OPEB	281,304.00
Total Other Assets	<u>1,947,918.00</u>
TOTAL ASSETS	<u><u>8,532,189.12</u></u>

ARCATA FIRE DISTRICT
Balance Sheet
 As of June 30, 2020

	<u>Jun 30, 20</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	-26,286.74
Total Accounts Payable	-26,286.74
Credit Cards	
US BANK	215.80
Total Credit Cards	215.80
Other Current Liabilities	
ACCOUNTS PAYABLE 2	28,787.89
ACCRUED EXPENSES - OTHER	52,462.81
ACCRUED INTEREST EXPENSE	7,604.55
COMPENSATION TIME OFF	28,617.03
WAGES PAYABLE	99,330.60
2100 · PAYROLL LIABILITIES	
SURVIVOR BENEFIT	16.74
2100 · PAYROLL LIABILITIES - Other	977.77
Total 2100 · PAYROLL LIABILITIES	994.51
Current portion of L/T Debt	152,696.22
Total Other Current Liabilities	370,493.61
Total Current Liabilities	344,422.67
Long Term Liabilities	
ACCRUED EMPLOYEE BENEFITS	83,895.58
NET PENSION LIABILITY	5,425,143.00
OTHER POST EMPLOYMENT BEN. LIAB	10,465,268.00
WELLS FARGO EQUIPMENT FINANCE #	304,791.61
Less-Cur Portion of L/T Debt	-152,696.22
DEFERRED INFLOWS-PENSION	108,779.00
DEFERRED INFLOWS-OPEB	374,158.00
Total Long Term Liabilities	16,609,338.97
Total Liabilities	16,953,761.64
Equity	
INVESTMENT IN FIXED ASSETS	3,373,030.86
3900 · RETAINED EARNINGS	-11,443,868.56
Net Income	-350,734.82
Total Equity	-8,421,572.52
TOTAL LIABILITIES & EQUITY	8,532,189.12

ARCATA FIRE DISTRICT
Statement of Cash Flows
June 2020

	<u>Jun 20</u>
OPERATING ACTIVITIES	
Net Income	-156,033.51
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	48.00
2000 · ACCOUNTS PAYABLE	-69,137.91
US BANK	-1,774.44
US BANK:CAMPBELL	136.36
US BANK:J. MCDONALD	74.16
US BANK:SCHUETTE	307.35
	<hr/>
Net cash provided by Operating Activities	-226,379.99
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Net cash increase for period	-226,379.99
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Cash at beginning of period	3,087,262.66
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Cash at end of period	<u><u>2,860,882.67</u></u>

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

June 2020

Type	Date	Memo	Account	Amount
ADVANCED SECURITY				
Bill	06/02/2020	McK Station 06-01-20 to 08-31-20	5060.2 · Alarm Monitoring	196.50
Total ADVANCED SECURITY				196.50
AMAZON				
Credit Card Charge	06/01/2020	Limit switch for T8283 cradle - apparatus repair	8283 · T8283	86.84
Credit Card Charge	06/04/2020	Acrylic sign holders and suction cups for board agendas	5170 · OFFICE SUPPLIES	53.86
Total AMAZON				140.70
ARCATA PROF. FIREFIGHTERS, LOCAL 4981				
Credit Card Charge	06/17/2020	Two polo shirts for new Inspector	5050.1 · Uniforms	58.00
Total ARCATA PROF. FIREFIGHTERS, LOCAL 4981				58.00
AT&T- CAL NET 3				
Bill	06/19/2020	Service Period 05/19/20 to 06/18/20	5060.1 · Phones & Internet	146.58
Total AT&T- CAL NET 3				146.58
BAUER COMPRESSORS, INC.				
Bill	06/18/2020	Annual Compressor Maintenance	5120.7 · SCBA	1,550.00
Total BAUER COMPRESSORS, INC.				1,550.00
CAL PERS				
Liability Check	06/12/2020	Employer paid	5020.1 · CalPERS Retirement	13,422.10
Liability Check	06/26/2020	Employer Paid Portion PP 05/17/20 to 05/30/20	5020.1 · CalPERS Retirement	13,421.11
Total CAL PERS				26,843.21
CalPERS 457 PLAN				
Liability Check	06/12/2020	Employer Match PP 05/17/20 to 05/30/20	5010.5 · Deferred Compensa...	1,900.00
Liability Check	06/26/2020	Employer Match PP 05/31/20 to 06/13/20	5010.5 · Deferred Compensa...	1,900.00
Total CalPERS 457 PLAN				3,800.00
CITY OF ARCATA				
Bill	06/07/2020	Service Period 05/07/20 to 06/06/20	Mad River	137.44
Bill	06/28/2020	Service Period 05/28/20 to 06/27/20	Arcata	138.39
Total CITY OF ARCATA				275.83
COASTAL BUSINESS SYSTEMS, INC				
Bill	06/04/2020	Copier and printers all station	5200.1 · Copier	561.26
Total COASTAL BUSINESS SYSTEMS, INC				561.26
EBAY				
Credit Card Charge	06/23/2020	Filemaker Server 16 for Windows	5170 · OFFICE SUPPLIES	37.69
Total EBAY				37.69
EUREKA OXYGEN				
Bill	06/30/2020	Oxygen Cylinder Tank Rental	5140 · MEDICAL SUPPLIES	19.70
Total EUREKA OXYGEN				19.70
FLEETPRIDE				
Bill	06/26/2020	Tools for servicing Officer Vehicles	5120.2 · Officers Vehicles	206.53
Total FLEETPRIDE				206.53
GAYNOR TELEPHONE SYSTEMS				
Bill	06/15/2020	Software Assurance 07/02/19 thru 07/01/20	5060.1 · Phones & Internet	290.00
Total GAYNOR TELEPHONE SYSTEMS				290.00
GOOGLE INC.				
Credit Card Charge	06/30/2020	G Suite June	5150.8 · Google Services	215.80
Total GOOGLE INC.				215.80
HUMBOLDT SANITATION				
Bill	06/08/2020	May Billing Period	McK	207.50
Bill	06/30/2020	Service Period June	McK	207.50
Total HUMBOLDT SANITATION				415.00

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

June 2020

Type	Date	Memo	Account	Amount
JONATHAN FINEN				
Bill	06/23/2020	Vision Reimbursement Self	5030.6 · Vision	280.00
Bill	06/23/2020	Vision reimbursement spouse	5030.6 · Vision	255.00
Total JONATHAN FINEN				535.00
JUSTIN MCDONALD				
Bill	06/18/2020	Vision reimbursement child #2	5030.6 · Vision	39.00
Bill	06/23/2020	EMT recertification fee reimbursement	5230.8 · Certifications	77.00
Total JUSTIN MCDONALD				116.00
KME FIRE APPARATUS				
Bill	06/19/2020	Seat Belt repair parts	8217 · E8217	141.79
Total KME FIRE APPARATUS				141.79
MCK. COMM. SERVICES DISTRICT				
Bill	06/15/2020	DCV McK Station Service Period 05/04/20 to 06/01/20	McK	23.18
Bill	06/15/2020	Service Period 05/04/20 to 06/01/20	McK	172.78
Total MCK. COMM. SERVICES DISTRICT				195.96
MCKINLEYVILLE ACE HARDWARE				
Bill	06/25/2020	Structure painting supplies	5130.1 · General Structure M...	206.92
Total MCKINLEYVILLE ACE HARDWARE				206.92
MITCHELL, BRISSO, DELANEY & VRIEZE, LLP				
Bill	06/30/2020	Funding Measure Review	5180.2 · Legal Services	148.00
Total MITCHELL, BRISSO, DELANEY & VRIEZE, LLP				148.00
NATHANIEL PADULA				
Bill	06/30/2020	Vision Reimbursement Spouse	5030.6 · Vision	150.00
Total NATHANIEL PADULA				150.00
NETWORK MANAGEMENT SERVICES				
Bill	06/01/2020	Total Care Agreement	5180.12 · IT Services	2,794.95
Total NETWORK MANAGEMENT SERVICES				2,794.95
O'REILLY AUTO PARTS				
Credit Card Charge	06/23/2020	Oil, oil filter etc for maintenance	8205 · U8205	49.52
Total O'REILLY AUTO PARTS				49.52
OFFICE DEPOT				
Bill	06/02/2020	Pinesol, dishwasher soap	McK	16.65
Bill	06/10/2020	Paper towels	5090.1 · Station Supplies	21.37
Bill	06/16/2020	Sponges, Paper Towels, Dishwasher soap	Arcata	70.90
Bill	06/24/2020	2 cases of paper	5170 · OFFICE SUPPLIES	75.04
Total OFFICE DEPOT				183.96
PACIFIC GAS AND ELECTRIC				
Bill	06/03/2020	Service Period 04/28/20 to 05/27/20	McK	1,475.64
Bill	06/09/2020	Service Period 05/04/20 to 06/02/20	Arcata	919.60
Bill	06/22/2020	Service Period 05/15/20 to 06/15/20	Mad River	275.73
Total PACIFIC GAS AND ELECTRIC				2,670.97
RECOLOGY ARCATA				
Bill	06/08/2020	May Service Period	Arcata	58.35
Total RECOLOGY ARCATA				58.35
SUDDENLINK				
Bill	06/08/2020	Service Period 06/04/20 to 07/03/20	5060.1 · Phones & Internet	868.20
Total SUDDENLINK				868.20
TRAVELING WRENCH				
Bill	06/04/2020	Brake cores to remain in inventory - not yet assigned to an appar...	5120.1 · Fire Apparatus	800.00
Total TRAVELING WRENCH				800.00

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

June 2020

Type	Date	Memo	Account	Amount
VALLEY PACIFIC				
Bill	06/04/2020	Ethanol Free Fuel for Power Tools	5122 · FUEL	103.12
Bill	06/16/2020	Unleaded Gas	5122 · FUEL	306.12
Bill	06/16/2020	Diesel	5122 · FUEL	761.64
Bill	06/16/2020	Fees and Taxes	5122 · FUEL	147.11
Total VALLEY PACIFIC				1,317.99
VERIZON WIRELESS				
Bill	06/10/2020	Service Period May 2-June 1	5060.1 · Phones & Internet	273.83
Total VERIZON WIRELESS				273.83
VISTAPRINT				
Credit Card Charge	06/17/2020	Business Cards for new Inspector	5170 · OFFICE SUPPLIES	16.16
Total VISTAPRINT				16.16
TOTAL				<u>45,284.40</u>

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
TAX REVENUE				
101117 · PROPERTY TAX-CURRENT-SECURED	1,996,791.50	2,126,388.00	-129,596.50	93.9%
102500 · PROPERTY TAX-CURRENT-UNSECURED	79,750.00	87,000.00	-7,250.00	91.7%
800030 · PROPERTY TAX-PRIOR YEARS	30,250.00	15,000.00	15,250.00	201.7%
800040 · SUPPLEMENTAL TAXES- CURRENT	24,475.00	27,000.00	-2,525.00	90.6%
800041 · SUPPLEMENTAL TAXES-PRIOR YEARS	4,125.00	4,500.00	-375.00	91.7%
800050 · PROPERTY ASSESSMENTS	1,617,592.13	1,725,118.00	-107,525.87	93.8%
Total TAX REVENUE	3,752,983.63	3,985,006.00	-232,022.37	94.2%
USE OF MONEY & PROPERTY				
800190 · INTEREST INCOME	12,950.10	23,500.00	-10,549.90	55.1%
Total USE OF MONEY & PROPERTY	12,950.10	23,500.00	-10,549.90	55.1%
INTERGOVERNMENTAL				
525110 · HOMEOWNERS PROP. TAX REL	8,825.54	3,782.00	5,043.54	233.4%
113100 · STATE TIMBER TAX	312.19	312.00	0.19	100.1%
800580 · FEDERAL AID IN-LIEU TAX	0.00	0.00	0.00	0.0%
800600 · OTHER GOVERNMENT AGENCIES				
Prop 172 Disbursement	0.00	8,778.00	-8,778.00	0.0%
BLFD Contract for Services	0.00	4,500.00	-4,500.00	0.0%
HSU Contract for Services	37,000.00	37,000.00	0.00	100.0%
Measure Z Funds	42,131.00	62,500.00	-20,369.00	67.4%
HR Reimbursement	0.00	9,692.00	-9,692.00	0.0%
NCUAQMD	0.00	700.00	-700.00	0.0%
800600 · OTHER GOVERNMENT AGENCIES - Other	8,577.05			
Total 800600 · OTHER GOVERNMENT AGENCIES	87,708.05	123,170.00	-35,461.95	71.2%
800944 · GRANT REVENUE				
FEMA -SAFER	0.00	0.00	0.00	0.0%
DWR	9,601.00	0.00	9,601.00	100.0%
800944 · GRANT REVENUE - Other	0.00	9,601.00	-9,601.00	0.0%
Total 800944 · GRANT REVENUE	9,601.00	9,601.00	0.00	100.0%
800950 · FIREFIGHTING REIMBURSEMENTS	60,621.05	41,505.00	19,116.05	146.1%
Total INTERGOVERNMENTAL	167,067.83	178,370.00	-11,302.17	93.7%
CHARGES FOR SERVICES				
800155 · PREVENTION FEES	11,604.40	19,000.00	-7,395.60	61.1%
800156 · R1/R2 INSPECTION FEES	44,193.50	45,000.00	-806.50	98.2%
800946 · INCIDENT REVENUE RECOVERY FEES	9,983.17	17,000.00	-7,016.83	58.7%
800700 · OTHER SERVICES				
California Redwood Contract	0.00	0.00	0.00	0.0%
CPR Class Fees	0.00	0.00	0.00	0.0%
800700 · OTHER SERVICES - Other	5,250.00	0.00	5,250.00	100.0%
Total 800700 · OTHER SERVICES	5,250.00	0.00	5,250.00	100.0%
Total CHARGES FOR SERVICES	71,031.07	81,000.00	-9,968.93	87.7%
OTHER REVENUE				
800920 · SALE OF FIXED ASSETS	0.00	0.00	0.00	0.0%
800940 · OTHER REVENUE				
Donations				
Donation - AVFA Mck Station	0.00	0.00	0.00	0.0%
Donations - Other	496.00	0.00	496.00	100.0%
Total Donations	496.00	0.00	496.00	100.0%
800940 · OTHER REVENUE - Other	46,635.11	5,000.00	41,635.11	932.7%
Total 800940 · OTHER REVENUE	47,131.11	5,000.00	42,131.11	942.6%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
800941 · REFUNDS	914.83	100.00	814.83	914.8%
800942 · INCIDENT REPORTS	615.22	200.00	415.22	307.6%
OTHER REVENUE - Other	900.00	0.00	900.00	100.0%
Total OTHER REVENUE	49,561.16	5,300.00	44,261.16	935.1%
Total Income	4,053,593.79	4,273,176.00	-219,582.21	94.9%
Gross Profit	4,053,593.79	4,273,176.00	-219,582.21	94.9%
Expense				
SALARIES & EMPLOYEE BENEFITS				
5010 · SALARIES AND WAGES				
5010.1 · Full-Time	1,455,755.95	1,423,281.00	32,474.95	102.3%
5010.2 · CTO Payout	232,312.84	250,650.00	-18,337.16	92.7%
5010.3 · Settlement Pay/Vacation	25,462.79	30,000.00	-4,537.21	84.9%
5010.4 · Holiday Pay	47,266.56	26,290.00	20,976.56	179.8%
5010.5 · Deferred Compensation	59,600.00	61,932.00	-2,332.00	96.2%
5010.6 · Part-Time (Hourly)	69,312.12	82,280.00	-12,967.88	84.2%
5010.8 · CalFire/OES Pay	20,406.63	19,930.00	476.63	102.4%
5010 · SALARIES AND WAGES - Other	0.00	0.00	0.00	0.0%
Total 5010 · SALARIES AND WAGES	1,910,116.89	1,894,363.00	15,753.89	100.8%
5020 · RETIREMENT				
5020.1 · CalPERS Retirement	441,667.88	399,281.00	42,386.88	110.6%
5020.3 · Social Security	4,196.04	5,101.00	-904.96	82.3%
5020.4 · Medicare	27,117.47	21,831.00	5,286.47	124.2%
5020.5 · CalPERS Section 218 Admin Fee	0.00	650.00	-650.00	0.0%
5020 · RETIREMENT - Other	0.00	0.00	0.00	0.0%
Total 5020 · RETIREMENT	472,981.39	426,863.00	46,118.39	110.8%
5030-GROUP INSURANCE				
5030.1 · Health Insurance (Employees)	432,099.71	476,980.00	-44,880.29	90.6%
5030.2 · Health Insurance (Retirees)	247,694.84	250,700.00	-3,005.16	98.8%
5030.3 · Retiree Health Admin Fees	1,340.12	4,068.00	-2,727.88	32.9%
5030.4 · Dental & Life Insurance	35,782.74	35,897.00	-114.26	99.7%
5030.5 · Air Ambulance Insurance	2,024.00	2,661.00	-637.00	76.1%
5030.6 · Vision	4,354.03	7,000.00	-2,645.97	62.2%
5030.7 · Long Term Disability Insurance	7,260.00	7,590.00	-330.00	95.7%
5030.8 · Medical Reimbursement-Chief	2,985.00	3,000.00	-15.00	99.5%
Total 5030-GROUP INSURANCE	733,540.44	787,896.00	-54,355.56	93.1%
5033 · UNEMPLOYMENT INSURANCE				
5033 · UNEMPLOYMENT INSURANCE	690.00	5,000.00	-4,310.00	13.8%
5035 · WORKER'S COMPENSATION				
5035.1 · PRIMARY	47,579.00	47,579.00	0.00	100.0%
5035.2 · EXCESS	22,606.00	22,606.00	0.00	100.0%
5035.3 · ADMIN FEE	14,037.00	14,037.00	0.00	100.0%
Total 5035 · WORKER'S COMPENSATION	84,222.00	84,222.00	0.00	100.0%
Total SALARIES & EMPLOYEE BENEFITS	3,201,550.72	3,198,344.00	3,206.72	100.1%
SERVICE & SUPPLIES				
5050 · CLOTHING & PERSONAL SUPPLIES				
5050.1 · Uniforms	16,885.35	18,000.00	-1,114.65	93.8%
5050.2 · Station Boots	351.38	2,000.00	-1,648.62	17.6%
Total 5050 · CLOTHING & PERSONAL SUPPLIES	17,236.73	20,000.00	-2,763.27	86.2%
5060 · COMMUNICATIONS				
5060.1 · Phones & Internet	20,269.22	35,000.00	-14,730.78	57.9%
5060.2 · Alarm Monitoring	2,016.83	3,000.00	-983.17	67.2%
5060.3 · Communication - Miscellaneous	0.00	0.00	0.00	0.0%
5060.4 · HCFA Radio System Annual Fee	0.00	1,600.00	-1,600.00	0.0%
Total 5060 · COMMUNICATIONS	22,286.05	39,600.00	-17,313.95	56.3%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
5080 · FOOD				
5080.1 · Food/Rehab Supplies	839.30	1,000.00	-160.70	83.9%
5080.2 · Drinking Water	67.64	400.00	-332.36	16.9%
Total 5080 · FOOD	906.94	1,400.00	-493.06	64.8%
5090 · HOUSEHOLD EXPENSE				
5090.1 · Station Supplies				
Arcata	938.94	825.00	113.94	113.8%
Mad River	525.50	825.00	-299.50	63.7%
McK	1,243.86	1,650.00	-406.14	75.4%
5090.1 · Station Supplies - Other	187.96	0.00	187.96	100.0%
Total 5090.1 · Station Supplies	2,896.26	3,300.00	-403.74	87.8%
5090.2 · Garbage Service				
Mad River	1,538.30	0.00	1,538.30	100.0%
McK	2,490.00	0.00	2,490.00	100.0%
Arcata	525.15	0.00	525.15	100.0%
5090.2 · Garbage Service - Other	58.35	4,590.00	-4,531.65	1.3%
Total 5090.2 · Garbage Service	4,611.80	4,590.00	21.80	100.5%
Total 5090 · HOUSEHOLD EXPENSE	7,508.06	7,890.00	-381.94	95.2%
5100 · INSURANCE				
5100.1 · Liability Insurance	18,018.00	18,018.00	0.00	100.0%
Total 5100 · INSURANCE	18,018.00	18,018.00	0.00	100.0%
5120 · MAINTENANCE-EQUIPMENT				
5120.1 · Fire Apparatus				
8211 · E8211	332.89	0.00	332.89	100.0%
8215 · E8215	523.15	0.00	523.15	100.0%
8216 · E8216	12,366.42	0.00	12,366.42	100.0%
8217 · E8217	3,327.65	0.00	3,327.65	100.0%
8239 · E8239	649.06	0.00	649.06	100.0%
8241 · A8241	108.50			
8258 · WT8258	166.09	0.00	166.09	100.0%
8271 · R8271	0.00	0.00	0.00	0.0%
8274 · R8274	843.52	0.00	843.52	100.0%
8283 · T8283	1,853.08	0.00	1,853.08	100.0%
8291 · L8291	488.31			
5120.1 · Fire Apparatus - Other	999.30	30,000.00	-29,000.70	3.3%
Total 5120.1 · Fire Apparatus	21,657.97	30,000.00	-8,342.03	72.2%
5120.2 · Officers Vehicles				
8209 · U8209	85.26	0.00	85.26	100.0%
8208 · U8208	789.20	0.00	789.20	100.0%
8207 · U8207	2,331.58	0.00	2,331.58	100.0%
8206 · U8206	213.18	0.00	213.18	100.0%
8205 · U8205	1,420.01	0.00	1,420.01	100.0%
5120.2 · Officers Vehicles - Other	249.89	5,000.00	-4,750.11	5.0%
Total 5120.2 · Officers Vehicles	5,089.12	5,000.00	89.12	101.8%
5120.3 · Hose & Ladder Testing	6,209.80	6,210.00	-0.20	100.0%
5120.4 · Hose Repair	0.00	0.00	0.00	0.0%
5120.5 · Truck 8283 Aerial Inspection	0.00	600.00	-600.00	0.0%
5120.6 · Truck 8283 Aerial Service	0.00	0.00	0.00	0.0%
5120.7 · SCBA	1,988.63	439.00	1,549.63	453.0%
5120.8 · Hydraulic Rescue Tool Service	0.00	0.00	0.00	0.0%
5120.9 · Power Tools Maintenance	94.00	350.00	-256.00	26.9%
5120.10 · AED Annual Maintenance	4,242.00	5,200.00	-958.00	81.6%
5120.11 · Fire Extinguisher Maintenance	369.82	1,200.00	-830.18	30.8%
5120.12 · Equipment Maintenance - Misc	251.04	500.00	-248.96	50.2%
Total 5120 · MAINTENANCE-EQUIPMENT	39,902.38	49,499.00	-9,596.62	80.6%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
5121 · MAINTENANCE-ELECTRONICS				
5121.1 · Computers	324.48	500.00	-175.52	64.9%
5121.2 · Radios, Pagers, & FireCom	0.00	0.00	0.00	0.0%
5121.3 · Batteries	96.16	1,500.00	-1,403.84	6.4%
Total 5121 · MAINTENANCE-ELECTRONICS	420.64	2,000.00	-1,579.36	21.0%
5122 · FUEL	32,496.82	35,000.00	-2,503.18	92.8%
5126 · UTILITIES				
5126.1 · P G & E				
Arcata	12,772.73	0.00	12,772.73	100.0%
Mad River	4,359.44	0.00	4,359.44	100.0%
McK	13,982.84	0.00	13,982.84	100.0%
5126.1 · P G & E - Other	1,256.76	30,000.00	-28,743.24	4.2%
Total 5126.1 · P G & E	32,371.77	30,000.00	2,371.77	107.9%
5126.2 · Water & Sewer				
Arcata	1,606.43			
Mad River	1,782.25	0.00	1,782.25	100.0%
McK	2,557.09	0.00	2,557.09	100.0%
5126.2 · Water & Sewer - Other	0.00	6,000.00	-6,000.00	0.0%
Total 5126.2 · Water & Sewer	5,945.77	6,000.00	-54.23	99.1%
Total 5126 · UTILITIES	38,317.54	36,000.00	2,317.54	106.4%
5130 · MAINTENANCE-STRUCTURE				
5130.1 · General Structure Maintenance				
Arcata	26.03	0.00	26.03	100.0%
Mad River	842.21	0.00	842.21	100.0%
McK	482.71	0.00	482.71	100.0%
5130.1 · General Structure Maintenance - Other	258.90	1,030.00	-771.10	25.1%
Total 5130.1 · General Structure Maintenance	1,609.85	1,030.00	579.85	156.3%
5130.2 · Grounds Maintenance				
Arcata	190.86	0.00	190.86	100.0%
Mad River	0.00	0.00	0.00	0.0%
McK	742.42	0.00	742.42	100.0%
5130.2 · Grounds Maintenance - Other	718.75	1,465.00	-746.25	49.1%
Total 5130.2 · Grounds Maintenance	1,652.03	1,465.00	187.03	112.8%
5130.3 · Emergency Power Maintenance				
Arcata	394.95	0.00	394.95	100.0%
Mad River	0.00	0.00	0.00	0.0%
McK	1,313.72	0.00	1,313.72	100.0%
5130.3 · Emergency Power Maintenance - Other	0.00	1,500.00	-1,500.00	0.0%
Total 5130.3 · Emergency Power Maintenance	1,708.67	1,500.00	208.67	113.9%
Total 5130 · MAINTENANCE-STRUCTURE	4,970.55	3,995.00	975.55	124.4%
5140 · MEDICAL SUPPLIES	1,689.79	4,000.00	-2,310.21	42.2%
5150 · DUES & SUBSCRIPTIONS				
5150.1 · I Am Responding Annual Fees	0.00	0.00	0.00	0.0%
5150.2 · Scheduling Program Annual Fee	2,547.00	2,547.00	0.00	100.0%
5150.4 · Parcel Quest Annual Fees	1,799.00	1,800.00	-1.00	99.9%
5150.5 · Firehouse RMS Annual Fees	0.00	0.00	0.00	0.0%
5150.6 · Dues	520.00	520.00	0.00	100.0%
5150.7 · Subscriptions	3,416.80	1,340.00	2,076.80	255.0%
5150.8 · Google Services	2,729.90	2,300.00	429.90	118.7%
5150.9 · Emergency Reporting Software	3,218.00	3,218.00	0.00	100.0%
5150.10 · eDispatches Software	1,548.00	1,750.00	-202.00	88.5%
5150.11 · Humboldt Co. Fire Chiefs' Assoc	800.00	800.00	0.00	100.0%
Total 5150 · DUES & SUBSCRIPTIONS	16,578.70	14,275.00	2,303.70	116.1%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
5160 · MISCELLANEOUS EXPENSE	922.34	1,000.00	-77.66	92.2%
5170 · OFFICE SUPPLIES	1,057.12	4,500.00	-3,442.88	23.5%
5171 · POSTAGE & SHIPPING	509.17	1,000.00	-490.83	50.9%
5180 · PROFESSIONAL & SPECIAL SERVICES				
5180.1 · Dispatch Contract (CalFire)	115,386.57	138,580.00	-23,193.43	83.3%
5180.2 · Legal Services	37,696.52	40,000.00	-2,303.48	94.2%
5180.3 · Audit Services	9,463.70	10,000.00	-536.30	94.6%
5180.4 · Accountant/Bookkeeping	5,957.00	10,000.00	-4,043.00	59.6%
5180.5 · Shredding Services	187.95	400.00	-212.05	47.0%
5180.6 · CAD Interface Maintenance Fee	2,000.00	2,000.00	0.00	100.0%
5180.7 · HBF Fire Prevention Services	0.00	0.00	0.00	0.0%
5180.8 · OPEB Report (GASB)	9,150.00	7,000.00	2,150.00	130.7%
5180.9 · Medical exam/Drug Screening	1,457.00	5,000.00	-3,543.00	29.1%
5180.11 · Background Checks	4,245.70	4,245.00	0.70	100.0%
5180.12 · IT Services	37,615.35	26,000.00	11,615.35	144.7%
5180.15 · Miscellaneous Services	0.00	500.00	-500.00	0.0%
5180.16 · Human Resource Services	6,031.84	13,600.00	-7,568.16	44.4%
Total 5180 · PROFESSIONAL & SPECIAL SERVICES	229,191.63	257,325.00	-28,133.37	89.1%
5190 · PUBLICATIONS & NOTICES	312.00	1,000.00	-688.00	31.2%
5200 · LEASES-EQUIPMENT				
5200.1 · Copier	6,680.55	6,500.00	180.55	102.8%
Total 5200 · LEASES-EQUIPMENT	6,680.55	6,500.00	180.55	102.8%
5210 · RENT	96,000.00	96,000.00	0.00	100.0%
5230 · SPECIAL DISTRICT EXPENSE				
5230.1 · Property Tax Admin Fee	0.00	54,458.00	-54,458.00	0.0%
5230.2 · Tax Roll Direct Charge Fee	6,217.00	6,217.00	0.00	100.0%
5230.3 · LAFCO Annual Fee	3,538.85	4,357.00	-818.15	81.2%
5230.4 · Greenway Partners	393.75	2,000.00	-1,606.25	19.7%
5230.5 · Assessment Adjustments/Refunds	108.00	1,000.00	-892.00	10.8%
5230.6 · Public Education Supplies	470.00	700.00	-230.00	67.1%
5230.7 · Fire Prevention Supplies	253.06	400.00	-146.94	63.3%
5230.8 · Certifications	1,007.00	300.00	707.00	335.7%
5230.9 · Elections	0.00	0.00	0.00	0.0%
5230.10 · Recruitment	0.00	500.00	-500.00	0.0%
5230.11 · Bank Fees	300.00	1,000.00	-700.00	30.0%
5230.12 · DWR Grant Expense	0.00	0.00	0.00	0.0%
5230.14 · Recognition, Shields, Badges	126.94	500.00	-373.06	25.4%
5230.15 · Health & Wellness	76.46	0.00	76.46	100.0%
5230.16 · Public Outreach	7,498.32	20,000.00	-12,501.68	37.5%
Total 5230 · SPECIAL DISTRICT EXPENSE	19,989.38	91,432.00	-71,442.62	21.9%
5234 · TRAINING				
5234.1 · Staff Training	1,656.66	1,500.00	156.66	110.4%
5234.2 · Training Supplies	3,079.12	1,000.00	2,079.12	307.9%
5234.3 · CPR Program	0.00	0.00	0.00	0.0%
Total 5234 · TRAINING	4,735.78	2,500.00	2,235.78	189.4%
5280 · OTHER GOVERNMENT AGENCIES				
5280.2 · HCFA Air Trailer Annual Fee	0.00	1,000.00	-1,000.00	0.0%
Total 5280 · OTHER GOVERNMENT AGENCIES	0.00	1,000.00	-1,000.00	0.0%
5300 · LONG TERM DEBT - INTEREST	15,209.10	15,209.00	0.10	100.0%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
5370 · EQUIPMENT PURCHASES				
5370.1 · PPE - Structural	0.00	0.00	0.00	0.0%
5370.2 · PPE - Wildland	0.00	0.00	0.00	0.0%
5370.3 · PPE - VLU	0.00	0.00	0.00	0.0%
5370.5 · Equipment Fabrication	0.00	0.00	0.00	0.0%
5370.6 · Firefighting Equipment	777.66	800.00	-22.34	97.2%
5370.8 · Computer Systems Upgrade	1,353.74	3,000.00	-1,646.26	45.1%
5370 · EQUIPMENT PURCHASES - Other	0.00	0.00	0.00	0.0%
Total 5370 · EQUIPMENT PURCHASES	<u>2,131.40</u>	<u>3,800.00</u>	<u>-1,668.60</u>	<u>56.1%</u>
Total SERVICE & SUPPLIES	577,070.67	712,943.00	-135,872.33	80.9%
OTHER BUDGET FUNDING REQUIRED				
CAPITAL EXPENSE	0.00	0.00	0.00	0.0%
EQUIPMENT LOAN DEBT SERVICE				
5290 · LONG TERM DEBT - PRINCIPAL	152,696.22	152,696.00	0.22	100.0%
Total EQUIPMENT LOAN DEBT SERVICE	152,696.22	152,696.00	0.22	100.0%
MANDATORY RESERVES				
CalPERS Unfunded Liability	473,011.00	473,011.00	0.00	100.0%
Total MANDATORY RESERVES	<u>473,011.00</u>	<u>473,011.00</u>	<u>0.00</u>	<u>100.0%</u>
Total OTHER BUDGET FUNDING REQUIRED	<u>625,707.22</u>	<u>625,707.00</u>	<u>0.22</u>	<u>100.0%</u>
Total Expense	<u>4,404,328.61</u>	<u>4,536,994.00</u>	<u>-132,665.39</u>	<u>97.1%</u>
Net Ordinary Income	-350,734.82	-263,818.00	-86,916.82	132.9%
Other Income/Expense	0.00	0.00	0.00	0.0%
Net Income	<u><u>-350,734.82</u></u>	<u><u>-263,818.00</u></u>	<u><u>-86,916.82</u></u>	<u><u>132.9%</u></u>

Date: July 14, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Adopt Resolution 20-223 with Exhibit A, Acknowledging Receipt of a Report Regarding Annual Fire and Life Safety Inspections

Discussion

California Senate Bill 1205 (SB 1205) was signed into law in late 2018, effective January 1, 2019, adding additional reporting requirements to existing state law related to mandatory annual fire inspections. The law was enacted following the tragic Oakland Ghost Ship fire in December 2016 and a Mercury News article in June 2018 that underscored the importance of mandatory fire inspections by local agencies.

State law already specifies that all fire departments that provide fire prevention services must conduct annual inspections of every building used as a public or private school and every hotel, motel, lodging house, and apartment house. The new law, effective January 1, 2019, provides that fire departments must report to its governing body yearly, demonstrating its compliance with the mandatory annual inspections of all public and private schools, hotels, motels, lodging houses and apartment houses. The new law also provides that the governing body must acknowledge receipt of the information by resolution or other similar formal document.

The District compliance on completing the mandated inspection is not yet 100% for either occupancy group. Engine companies were able to inspect 73% of the Group E occupancies last for the period of July 1, 2019 to June 30, 2020. The prevention staff had completed 72% of the Group R occupancies. On a side note, inspections were on hold during when the shelter-in-place was made by the County.

Recommendation

Staff recommends the Board receive the staff report, discuss, if needed, and adopt Resolution 20-223.

District Funds Requested/Required

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

Alternatives

The Board has the following alternatives:

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

Attachments

- Attachment 1 – Resolution 20-223 with Exhibit A
- Attachment 2 – Full text of Senate Bill No.1205



Resolution Number: 20-223

A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS ACKNOWLEDGING RECEIPT OF ANNUAL FIRE AND LIFE SAFETY INSPECTIONS PURSUANT TO SECTIONS 13146.2 THROUGH 13146.4 OF THE CALIFORNIA HEALTH AND SAFETY CODE

WHEREAS, California Senate Bill 1205 (SB 1205) was signed into law in late 2018, and has been effective since January 1, 2019, and requires additional reporting requirements to existing state law relating to mandatory annual fire inspections, pursuant to California Health & Safety Code Sections 13146.2 through 13146.4; and

WHEREAS, California Health and Safety Code Sections 13146.2 and 13146.3 require all fire departments that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, and apartment house for compliance with building standards; and

WHEREAS, California Health & Safety Code Section 13146.4 requires all fire departments that provide protection services to report annually to administering authority on its compliance with Sections 13146.2 and 13146.3.

NOW THEREFORE, BE IT RESOLVED THAT the Arcata Fire Protection District Board of Directors intend this Resolution with attachment to fulfill the requirements of the California Health & Safety Code regarding acknowledgement of the Fire Districts compliance with California Health & Safety Code Sections 13146.2 and 13146.3.

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: July 14, 2020

Signed:

Nicole Johnson, President

Attest:

Becky Schuette, Board Clerk/Secretary

EXHIBIT A

ARCATA FIRE PROTECTION DISTRICT ANNUAL STATE MANDATED INSPECTION COMPLIANCE REPORT

1. **EDUCATIONAL GROUP E OCCUPANCIES:** Educational Group E occupancies are generally described as public and private schools used by more than six persons at any one time for educational purposes through the 12th grade. Within the Arcata Fire Protection District, there are 45 Group E occupancies, buildings, structures and/or facilities. **From July 1, 2018 to June 30, 2019, the Arcata Fire Protection District completed the annual inspection of 33 Group E facilities. This is a compliance rate of 73% for this reporting period.**

2. **RESIDENTIAL GROUP R OCCUPANCIES:** Residential Group R occupancies, for the purpose of this Resolution, are generally those occupancies containing sleeping units, and include hotels, motels, and apartments (three units or more). Within the Arcata Fire Protection District, there are 631 Group R occupancies, buildings, structures and/or facilities. **From July 1, 2018 to June 30, 2019, the Arcata Fire Protection District completed the annual inspection of 454 Group R occupancies, buildings, structures and/or facilities. This is a compliance rate of 72% for this reporting period.**

Senate Bill No. 1205

CHAPTER 854

An act to add Section 13146.4 to the Health and Safety Code, relating to fire protection.

[Approved by Governor September 27, 2018. Filed with Secretary of State September 27, 2018.]

LEGISLATIVE COUNSEL'S DIGEST

SB 1205, Hill. Fire protection services: inspections: compliance reporting.

Existing law requires the chief of any city or county fire department or district providing fire protection services and his or her authorized representatives to inspect every building used as a public or private school within his or her jurisdiction, for the purpose of enforcing specified building standards, not less than once each year, as provided. Existing law requires every city or county fire department or district providing fire protection services that is required to enforce specified building standards to annually inspect certain structures, including hotels, motels, lodging houses, and apartment houses, for compliance with building standards, as provided.

This bill would require every city or county fire department, city and county fire department, or district required to perform the above-described inspections to report annually to its administering authority, as defined, on the department's or district's compliance with the above-described inspection requirements, as provided. The bill would require the administering authority to acknowledge receipt of the report in a resolution or a similar formal document. To the extent this bill would expand the responsibility of a local agency, the bill would create a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

The people of the State of California do enact as follows:

SECTION 1. Section 13146.4 is added to the Health and Safety Code, to read:

13146.4. (a) Every city or county fire department, city and county fire department, or district required to perform an annual inspection pursuant

to Sections 13146.2 and 13146.3 shall report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3.

(b) The report made pursuant to subdivision (a) shall occur when the administering authority discusses its annual budget, or at another time determined by the administering authority.

(c) The administering authority shall acknowledge receipt of the report made pursuant to subdivision (a) in a resolution or a similar formal document.

(d) For purposes of this section, “administering authority” means a city council, county board of supervisors, or district board, as the case may be.

SEC. 2. If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.

O

Date: July 14, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Adopt Resolution 20-224 with Exhibit A Approving Revisions to the Master Salary Schedule Adopted on August 16, 2016

Discussion

CalPERS requires the Board to maintain and approve any and all modifications to the District Master Salary Schedule. Pursuant to the approved MOU and side letters with the Local 4981, staff has identified the following updates that are to be included the Master Salary Schedule:

- Elimination of Old Footnote #4 to Firefighter, Lieutenant, Captain which stated the covered positions may receive \$500 Annual Investigator Premium, and replace with;
- Addition of Footnote #4 to the Captain’s position to state the covered position may receive Temporary Upgrade Pay when acting as a Duty Qualified Captain;
- Footnote #5 will change from \$250 to \$400 for Annual Physical Fitness Premium,

Other changes that were made include:

- Footnote #6 was removed from the Fire Inspector position as both positions are now fill by non-retired annuitants.
- The Office Assistant I & II pay were combined to reflect the increase in minimum wage. This position will remain frozen and unfilled.

Recommendation

Staff recommends the Board receive the staff report, discuss, if needed, and adopt Resolution 20-224 with Exhibit A.

District Funds Requested/Required

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

Alternatives

The Board has the following alternatives:

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

Attachments

Attachment 1 – Resolution 20-224 with Exhibit A, Revised Master Salary Schedule



Resolution Number: 20-224

A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REVISING THE MASTER SALARY SCHEDULE ADOPTED AUGUST 16, 2016

WHEREAS, the California Public Employment Retirement System (CalPERS) has determined that public agencies must adopt a master pay schedule listing all of the pay rates/ranges for all established employees positions; and

WHEREAS, the Master Salary Schedule was revised on June 13, 2018 via Resolution 18-198; and

WHEREAS, the Memorandum of Understanding for the Local 4981 and additional side letters were approved that necessitates an update to the current salary schedule; and

WHEREAS, these changes eliminated the special compensation for fire investigator and set the annual physical fitness premium at \$400, and allowed for temporary Upgrade pay when covered employees act as a Duty Officer; and

WHEREAS, increase in minimum wage necessitated an adjustment to the Office Assistant position, which due to budget restrictions will remain frozen and unfilled.

NOW THEREFORE, BE IT RESOLVED THAT the Arcata Fire Protection District Board of Directors hereby approves the adoption of the Revised Master Salary Schedule, attached herein as **Exhibit A**.

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: July 14, 2020

Signed:

Nicole Johnson, President

Attest:

Becky Schuette, Board Clerk/Secretary

ARCATA FIRE DISTRICT

MASTER SALARY SCHEDULE

Effective 8/16/16

Classification		Range				
FULL-TIME POSITIONS		Step 1	Step 2	Step 3	Step 4	Step 5
Fire Chief ^{7,8,10} >40 hour/week - FLSA Exempt	Annual	\$120,486.00				
	Monthly	\$10,542.53				
	Hourly	\$57.93				
Assistant Chief ^{2,3,8,10} >40 hour/week - FLSA Exempt POSITION FROZEN & UNFILLED	Annual	\$101,020.29	\$105,173.20	\$109,533.76		
	Monthly	\$8,418.36	\$8,764.43	\$9,127.81		
	Hourly	\$48.57	\$50.56	\$52.66		
Battalion Chief ^{2,3,8,10} FLSA Exempt	Annual	\$86,449.58	\$89,873.95	\$93,469.55		
	Monthly	\$7,204.13	\$7,489.50	\$7,789.13		
	Hourly Shift	\$29.61	\$30.78	\$32.01		
	Hourly Days	\$41.56	\$43.21	\$44.94		
Captain ^{1,2,3,4,5,10} 48 / 96 shift	Annual	\$59,296.51	\$62,261.33	\$65,374.40		
	Monthly	\$4,941.38	\$5,188.44	\$5,447.87		
	Hourly Shift	\$19.77	\$20.76	\$21.80		
	Hourly Days	\$28.51	\$29.93	\$31.43		
Lieutenant ^{1,2,3,5,10} 48 / 96 shift POSITION FROZEN & UNFILLED	Annual	\$51,222.55	\$53,783.68	\$56,472.86		
	Monthly	\$4,268.55	\$4,481.97	\$4,706.07		
	Hourly Shift	\$17.08	\$17.93	\$18.83		
	Hourly Days	\$24.63	\$25.86	\$27.15		
Firefighter ^{1,2,3,5,9,10} 48 / 96 shift	Annual	\$44,247.97	\$46,460.36	\$48,783.38		
	Monthly	\$3,687.33	\$3,871.70	\$4,065.28		
	Hourly Shift	\$14.76	\$15.49	\$16.27		
	Hourly Days	\$21.27	\$22.34	\$23.45		
Business Manager 40 hour/week	Annual	\$42,140.88	\$44,247.92	\$46,460.32	\$48,783.34	\$51,222.50
	Monthly	\$3,511.74	\$3,687.33	\$3,871.69	\$4,065.28	\$4,268.54
	Hourly	\$20.26	\$21.27	\$22.34	\$23.45	\$24.63
Fire Prevention Specialist 40 hour/week POSITION FROZEN & UNFILLED	Annual	\$42,140.88	\$44,247.92	\$46,460.32	\$48,783.34	\$51,222.50
	Monthly	\$3,511.74	\$3,687.33	\$3,871.69	\$4,065.28	\$4,268.54
	Hourly	\$20.26	\$21.27	\$22.34	\$23.45	\$24.63
PART-TIME POSITIONS						
Fire Inspector	Hourly	\$16.50	\$17.33	\$18.19		
Fire Marshal ⁶	Hourly	\$48.57				
Office Assistant POSITION FROZEN & UNFILLED	Hourly	\$12.00	\$12.60	\$13.23	\$13.89	\$14.59

FOOTNOTES

- 1 Position receives FLSA Pay (6.02 overtime hours per pay period)
- 2 Position receive 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 This is a CalPERS retired annuitant filled position
- 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 receives Employer Paid Member Contribution (EPMC)

Board Adopted - August 16, 2016

Revised - November 21, 2017

Revised - ~~30~~ 19,2018

Revised - July 14, 2020

Date: July 14, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Authorize the Fire Chief to Execute the Attached Memorandum of Understanding with the County of Humboldt to Join on Their Contract with CalFire for Dispatch Services

Discussion

Following extensive research and collaboration with the County and multiple other fire agencies, the County of Humboldt negotiated a one-year agreement with CalFire for dispatch services. It was mutually determined that the District would use approximately forty percent of the services and therefore the District would pay approximately forty percent of the cost of the dispatch contract. It was further agreed that \$138,580 would be the amount that the District would pay for its portion.

At the May 12, 2020 Regular meeting, the Board unanimously agreed to choose this option for the dispatch services for one year, with the caveat to continue to research future options. Having agreed to the terms, a verbal commitment was made with the County and the Board of Supervisors approved the CalFire Contract and subsequent MOU on June 23, 2020. As such, the attachment MOU requires the Fire District Board to authorize the Chief to sign and return it to the County Board of Supervisors.

Recommendation

Staff recommends the Board authorize the Chief to execute the MOU with the County for dispatch services.

District Funds Requested/Required

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

Alternatives

The Board has the following alternatives:

1. With direction, refer the topic back to staff for further consideration

Attachments

Attachment 1 – Memorandum of Understanding By and Between County of Humboldt and Arcata Fire Protection District for Fiscal Year 2020-2021

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
COUNTY OF HUMBOLDT
AND
ARCATA FIRE PROTECTION DISTRICT
FOR FISCAL YEAR 2020-2021**

This Memorandum of Understanding (“MOU”), entered into this 23 day of June, 2020, by and between the County of Humboldt, a political subdivision of the State of California, hereinafter referred to as “COUNTY,” and the Arcata Fire Protection District, a political subdivision of the State of California, hereinafter referred to as “AFPD,” is made upon the following considerations:

WHEREAS, COUNTY has entered into Cooperative Fire Programs – Fire Protection Reimbursement Agreement No. 1CA04863 (“Fire Protection Reimbursement Agreement”) with the California Department of Forestry and Fire Protection (“CalFIRE”) regarding the provision of mutually advantageous fire and emergency services within Humboldt County; and

WHEREAS, pursuant to the terms and conditions of the Fire Protection Reimbursement Agreement, CalFIRE is primarily financially responsible for protecting natural resources from fires and COUNTY is primarily financially responsible for protecting life and property from fires and other emergencies; and

WHEREAS, pursuant to the terms and conditions of the Fire Protection Reimbursement Agreement, CalFIRE has agreed to provide fire department 9-1-1 emergency dispatch services (“Dispatch Services”) in support of the local fire protection districts within Humboldt County; and

WHEREAS, pursuant to the terms and conditions of the Fire Protection Reimbursement Agreement, COUNTY has agreed to pay any and all costs associated with the Dispatch Services provided by CalFire; and

WHEREAS, COUNTY and AFPD have mutually determined that approximately forty percent (40%) of the Dispatch Services provided by CalFIRE will directly benefit AFPD; and

WHEREAS, AFPD has agreed to reimburse COUNTY for up to forty percent (40%) of the costs associated with the Dispatch Services provided by CalFIRE; and

WHEREAS, COUNTY and AFPD desire to enter into an agreement which sets forth each party’s rights and responsibilities regarding payment of the costs associated with the Dispatch Services provided by CalFIRE.

NOW THEREFORE, in consideration of the foregoing, and of the mutual promises contained herein, the parties hereto agree as follows:

1. RIGHTS AND RESPONSIBILITIES OF COUNTY:

COUNTY shall directly pay any and all costs associated with the Dispatch Services provided pursuant to the terms and conditions of the Fire Protection Reimbursement Agreement upon receipt of approved invoices from CalFIRE. COUNTY shall submit to AFPD quarterly invoices itemizing any and all costs related to the Dispatch Services provided by CalFIRE.

2. RIGHTS AND RESPONSIBILITIES OF AFPD:

AFPD shall provide COUNTY with an amount not exceed One Hundred Thirty-Eight Thousand Five

Hundred Eighty Dollars (\$138,580.00) for the purpose of paying forty percent (40%) of the costs associated with the Dispatch Services provided by CalFIRE. Payment for the applicable costs associated with the Dispatch Services provided by CalFIRE will be made within thirty (30) days after the receipt of approved invoices from COUNTY.

3. TERM:

This MOU shall begin on July 1, 2020 and shall remain in full force and effect until June 30, 2021, unless sooner terminated as provided herein.

4. TERMINATION:

Either party may, in its sole discretion, terminate this MOU, if the other party fails to comply with the terms or conditions set forth herein, or violates any local, state or federal law, regulation or standard applicable to its performance hereunder, and such default continues unremedied for a period of thirty (30) days following the receipt of written notice thereof.

5. NOTICES:

Any and all notices required to be given pursuant to the terms and conditions of this MOU shall be in writing and either served personally or sent by certified mail, return receipt requested, to the respective addresses set forth below. Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

COUNTY: Humboldt County Administrative Office
Attention: Amy S. Nilsen, County Administrative Officer
825 Fifth Street, Room 112
Eureka, California 95501

AFPD: Arcata Fire Protection District
Attention: Justin McDonald, Fire Chief
2149 Central Avenue
McKinleyville, California 95519

6. REPORTING REQUIREMENTS:

Each party hereto agrees to prepare and submit any and all reports that may be required by any local, state and/or federal agencies for compliance with this MOU. Any and all reports required hereunder shall be prepared in a format that complies with the Americans with Disabilities Act, and any other applicable local, state and federal accessibility laws, regulations and standards, and submitted in accordance with any and all applicable timeframes.

7. RECORD RETENTION AND INSPECTION:

A. Maintenance and Preservation of Records. Each party hereby agrees to timely prepare accurate and complete records, documents and other evidence relating to its performance hereunder, and to maintain and preserve said records for at least three (3) years after the expiration or termination of this MOU, or as otherwise required by any and all applicable local, state and federal laws, regulations and standards, except that if any litigation, claim, negotiation, audit or other action is pending, the records shall be retained until completion and resolution of any and all issues arising therefrom.

////

- B. Inspection of Records. Pursuant to California Government Code Section 8546.7, all records, documents and other evidence relating to each party's performance hereunder, shall be subject to the examination and audit of the California State Auditor and any other duly authorized agents of the State of California for a period of three (3) years after the expiration or termination of this MOU. Each party hereby agrees to make all such records, documents and other evidence available during normal business hours to inspection, audit and reproduction by any duly authorized local, state and/or federal agencies. Each party further agrees to allow interviews of any of its employees who might reasonably have information related to such records, documents or other evidence by any duly authorized local, state and/or federal agencies. All examinations and audits conducted hereunder shall be strictly confined to those matters connected with the performance of this MOU, including, without limitation, the costs of administering this MOU.
- C. Audit Costs. In the event of an audit exception or exceptions related to the performance of this MOU, the party responsible for not meeting the requirements set forth herein shall be responsible for the deficiency and for the cost of such audit.

8. CONFIDENTIAL INFORMATION:

- A. Disclosure of Confidential Information. Each party hereby agrees to protect all confidential information obtained pursuant to the terms and conditions of this MOU in accordance with any and all applicable local, state and federal laws, regulations, policies, procedures and standards.
- B. Continuing Compliance with Confidentiality Requirements. Each party hereby acknowledges that local, state and federal laws, regulations and standards pertaining to confidentiality, electronic data security and privacy are rapidly evolving and that amendment of this MOU may be required to ensure compliance with such developments. Each party agrees to promptly enter into negotiations concerning an amendment to this MOU embodying written assurances consistent with the requirements of any and all applicable local, state and federal confidentiality laws, regulations or standards.

9. NON-DISCRIMINATION COMPLIANCE:

- A. Professional Services and Employment. In connection with the execution of this MOU, neither party shall unlawfully discriminate in the provision of professional services or against any employee or applicant for employment because of: race; religion or religious creed; color; age (over forty (40) years of age); sex, including, without limitation, gender identity and expression, pregnancy, childbirth and related medical conditions; sexual orientation, including, without limitation, heterosexuality, homosexuality and bisexuality; national origin; ancestry; marital status; medical condition, including, without limitation, cancer and genetic characteristics; mental or physical disability, including, without limitation, HIV status and AIDS; political affiliation; military service; denial of family care leave; or any other classifications protected by any and all applicable local, state or federal laws, regulations or standards, all as may be amended from time to time. Nothing herein shall be construed to require employment of unqualified persons.
- B. Compliance with Anti-Discrimination Laws. Each party further assures that it will abide by the applicable provisions of: Title VI and Title VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Food Stamp Act of 1977; Title II of the Americans with Disabilities Act of 1990; the California Fair Employment and Housing Act; California Civil Code Sections 51, *et seq.*; California Government Code Sections 4450, *et seq.*; California Welfare and Institutions Code Section 10000; Division 21 of

the California Department of Social Services Manual of Policies and Procedures; United States Executive Order 11246, as amended and supplemented by United States Executive Order 11375 and Part 60 of Title 41 of the Code of Federal Regulations ("C.F.R."); and any other applicable local, state or federal laws, regulations or standards, all as may be amended from time to time. The applicable regulations of the California Fair Employment and Housing Commission implementing California Government Code Section 12990, set forth in Sections 8101, *et seq.* of Title 2 of the California Code of Regulations, are incorporated herein by reference as if set forth in full.

10. NUCLEAR-FREE HUMBOLDT COUNTY ORDINANCE COMPLIANCE:

By executing this MOU, AFPD certifies that it is not a Nuclear Weapons Contractor, in that AFPD is not knowingly or intentionally engaged in the research, development, production or testing of nuclear warheads, nuclear weapons systems or nuclear weapons components as defined by the Nuclear-Free Humboldt County Ordinance. AFPD agrees to notify COUNTY immediately if it becomes a Nuclear Weapons Contractor. COUNTY may immediately terminate this MOU if it determines that the foregoing certification is false or if AFPD subsequently becomes a Nuclear Weapons Contractor.

11. INDEMNIFICATION:

- A. Mutual Indemnity. Each party shall hold harmless, defend and indemnify the other party and its agents, officers, officials, employees and volunteers from and against any and all claims, demands, losses, damages, liabilities, expenses and costs of any kind or nature, including, without limitation, attorney's fees and other costs of litigation, arising out of, or in connection with, the negligent performance of, or failure to comply with, any of the duties and/or obligations contained herein, except such loss or damage which was caused by the sole negligence or willful misconduct of the other party or its agents, officers, officials, employees or volunteers.
- B. Comparative Liability. Notwithstanding anything to the contrary, in the event that both parties are held to be negligently or willfully responsible, each party will bear their proportionate share of liability as determined in any such proceeding. In such cases, each party will bear their own costs and attorney's fees.
- C. Effect of Insurance. Acceptance of the insurance required by this MOU shall not relieve either party from liability under this provision. This provision shall apply to all claims for damages related to either party's performance hereunder, regardless of whether any insurance is applicable or not.

12. INSURANCE REQUIREMENTS:

- A. General Insurance Requirements. Without limiting either party's indemnification obligations set forth herein, each party shall maintain in full force and effect, at its own expense, any and all appropriate comprehensive general liability, comprehensive automobile, workers' compensation and professional liability insurance policies.
- B. Insurance Notices. Any and all insurance notices required to be given pursuant to the terms and conditions of this MOU shall be sent to the addresses set forth below in accordance with the notice requirements contained herein.

COUNTY: County of Humboldt
Attention: Risk Management
825 Fifth Street, Room 131

Eureka, California 95501
AFPD: Arcata Fire Protection District
Attention: Justin McDonald, Fire Chief
2149 Central Avenue
McKinleyville, California 95519

13. RELATIONSHIP OF PARTIES:

It is understood that this MOU is by and between two (2) independent entities and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture, or any other similar association. Each party shall be solely responsible for the acts and omissions of its agents, officers, employees, assignees and subcontractors.

14. COMPLIANCE WITH APPLICABLE LAWS, REGULATIONS AND STANDARDS:

- A. General Legal Requirements. Each party hereby agrees to comply with any and all local, state and federal laws, regulations, policies, procedures and standards, including, without limitation, any and all local, state and federal licensure, certification and accreditation requirements, applicable to its performance hereunder.
- B. Accessibility Requirements. Each party hereby agrees to comply with any and all applicable accessibility requirements set forth in the Americans with Disabilities Act, Section 508 of the Rehabilitation Act of 1973, as amended, California Government Code Section 1135 and any current and future implementing regulations, policies, procedures and standards promulgated thereunder, including, without limitation, the federal accessibility standards set forth in 36 C.F.R. Section 1194.1, all as may be amended from time to time.
- C. Conflict of Interest Requirements. Each party hereby agrees to comply with any and all applicable conflict of interest requirements set forth in the California Political Reform Act and any current and future implementing regulations, policies, procedures and standards promulgated thereunder, including, without limitation, COUNTY's Conflict of Interest Code, all as may be amended from time to time.

15. PROVISIONS REQUIRED BY LAW:

This MOU is subject to any additional local, state and federal restrictions, limitations or conditions that may affect the terms, conditions or funding of this MOU. This MOU shall be read and enforced as though all legally required provisions are included herein, and if for any reason any such provision is not included, or is not correctly stated, the parties agree to amend the pertinent section to make such insertion or correction.

16. REFERENCE TO LAWS, REGULATIONS AND STANDARDS:

In the event any law, regulation or standard referred to herein is amended during the term of this MOU, the parties agree to comply with the amended provision as of the effective date thereof.

17. SEVERABILITY:

If any provision of this MOU, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this MOU.

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18. ASSIGNMENT:

Neither party shall delegate its duties nor assign its rights hereunder, either in whole or in part, without the other party's prior written consent. Any assignment in violation of this provision shall be void, and shall be cause for immediate termination of this MOU. This provision shall not be applicable to service agreements or other arrangements usually or customarily entered into by either party to obtain supplies, technical support or professional services.

19. AGREEMENT SHALL BIND SUCCESSORS:

All provisions of this MOU shall be fully binding upon, and inure to the benefit of, the parties and to each of their heirs, executors, administrators, successors and permitted assigns.

20. WAIVER OF DEFAULT:

The waiver by either party of any breach of this MOU shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this MOU.

21. NON-LIABILITY OF OFFICIALS AND EMPLOYEES:

No official or employee of either party shall be personally liable for any default or liability under this MOU.

22. AMENDMENT:

This MOU may be amended at any time during the term of this MOU upon the mutual consent of both parties. No addition to, or alteration of, the terms of this MOU shall be valid unless made in writing and signed by the parties hereto.

23. JURISDICTION AND VENUE:

This MOU shall be construed in accordance with the laws of the State of California. Any dispute arising hereunder, or relating hereto, shall be litigated in the State of California and venue shall lie in the County of Humboldt unless transferred by court order pursuant to California Code of Civil Procedure Sections 394 or 395.

24. ADVERTISING AND MEDIA RELEASE:

Each party shall obtain the written approval of the other party before any informational material related to this MOU may be used as advertising or released to the media, including, without limitation, television, radio, newspapers and internet. Each party shall inform the other party of any and all requests for interviews by media related to this MOU before such interviews take place; and the other party shall be entitled to have a representative present at such interviews. Any and all notices required by this provision shall be given to the Humboldt County Administrative Officer in accordance with the notice requirements set forth herein.

25. SURVIVAL OF PROVISIONS:

The duties and obligations of the parties set forth in Section 7 – Record Retention and Inspection, Section 8 – Confidential Information and Section 11 – Indemnification shall survive the expiration or termination of this MOU.

26. CONFLICTING TERMS OR CONDITIONS:

In the event of any conflict in the terms or conditions set forth in any other agreements in place between the parties hereto and the terms and conditions set forth in this MOU, the terms and conditions set forth herein shall have priority.

27. INTERPRETATION:

This MOU, as well as its individual provisions, shall be deemed to have been prepared equally by both of the parties hereto, and shall not be construed or interpreted more favorably for one (1) party on the basis that the other party prepared it.

28. INDEPENDENT CONSTRUCTION:

The titles of the sections and subsections set forth herein are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of the provisions of this MOU.

29. FORCE MAJEURE:

Neither party hereto shall be liable or responsible for delays or failures in performance resulting from events beyond the reasonable control, and without the fault or negligence, of such party. Such events shall include, without limitation, acts of God, strikes, lockouts, riots, acts of war, epidemics, pandemics, acts of government, fire, power failures, nuclear accidents, earthquakes, unusually severe weather, acts of terrorism or other disasters, whether or not similar to the foregoing.

30. ENTIRE AGREEMENT:

This MOU contains all of the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this MOU shall be deemed to exist or to bind either of the parties hereto. In addition, this MOU shall supersede in its entirety any and all prior agreements, promises, representations, understandings and negotiations of the parties, whether oral or written, concerning the same subject matter. Any and all acts which may have already been consummated pursuant to the terms and conditions of this MOU are hereby ratified.

31. COUNTERPART EXECUTION:

This MOU, and any amendments hereto, may be executed in one (1) or more counterparts, each of which shall be deemed to be an original and all of which, when taken together, shall be deemed to be one (1) and the same agreement. This MOU, and any amendments hereto, may be signed by manual or electronic signatures in accordance with any and all applicable local, state and federal laws, regulations and standards, and such signatures shall constitute original signatures for all purposes. A signed copy of this MOU, and any amendments hereto, transmitted by email or by other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this MOU and any amendments hereto.

32. AUTHORITY TO EXECUTE:

Each person executing this MOU represents and warrants that he or she is duly authorized and has legal authority to execute and deliver this MOU. Each party represents and warrants to the other that the execution and delivery of this MOU and the performance of such party's obligations hereunder have been duly authorized.

IN WITNESS WHEREOF, the parties hereto have entered into this MOU as of the first date written above.

ARCATA FIRE PROTECTION DISTRICT:

By: _____

Date: _____

Name: _____

Title: _____

COUNTY OF HUMBOLDT:

By: Estelle Fennel

Date: 6/23/2020

Estelle Fennel, Chair
Humboldt County Board of Supervisors

INSURANCE AND INDEMNIFICATION REQUIREMENTS APPROVED:

By: _____

Date: _____

Risk Management

Date: July 14, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Discussion And Possible Action Approving Ordinance No. 20-20 and Adopting Resolution No. 20-225 Submitting To The Voters At The Statewide Election On November 3, 2020, A Proposed Ordinance Adjusting The Rate Of A Fire Protection Special Tax; Requesting The Board Of Supervisors Of Humboldt County To Consolidate Said Election With The Statewide Election; And Directing The District Clerk To Take Any And All Actions Necessary Under Law To Prepare For And Conduct The Election

Background

In 1997, the voters of the District approved a special tax at the rate of \$5.00 per special unit of benefit. Based on the rates and number of taxable parcels within the District, the special tax generates approximately \$320,000 to \$350,000 in revenue per year.

The revenue generated by the 1997 Special Tax is insufficient to meet current demands. The District Board has reviewed the FY20/21 funding and expenses and has identified that it will have to cut up to \$200,000 in FY 20/21 if the District does not secure additional revenue sources. Fiscal cuts will have to be deeper, as the PERS unfunded liability ramps up to \$500,000 over the next few years. This does not include any increases to insurance, fuel costs, utilities and any other unforeseen catastrophic issues or failures. Additionally, position cuts and/or forced demotions raises contractual concerns and may not be absolute. It should also be highlighted that any further cuts to staffing and/or operating expenses will come at a great cost to the operations of the District and to the community.

Accordingly, the Board appointed an ad hoc committee to review and propose an increased special tax. The tax rates are commensurate with the service level that the District must provide in proportion to the property use, size, and demand.

District staff is proposing to increase the special tax rate based on the use of each taxable parcel at the rates below:

	<u>Parcel use Category</u>	<u>Total Annual Charge</u>
A.	Vacant/unimproved:	\$30 per year
B.	Single-Family Residential:	\$118 per year
C.	Rural Residential/Improved:	\$192 per year
D.	Multi-Family Residential (2-4 units):	\$309 per year

E.	Multi-Family Residential (5-9 units):	\$388 per year
F.	Multi-Family Residential (10+ units):	\$465 per year
G.	Commercial:	\$546 per year
H.	Industrial:	\$910 per year
I.	Retail (10,000 + square feet):	\$910 per year
J.	Mobile Homes:	\$90 per year

If approved, the special tax is estimated to generate approximately \$2,200,000 in revenue on an annual basis based on the number and use types of existing parcels. The revenue generated by the special tax would be earmarked for fire protection services and subject to annual reporting obligations.

If approved, the special tax would sunset after fifteen (15) years, i.e., June 30, 2030. To avoid a complete loss of special tax revenue after the expiration date, the District would need to obtain additional voter approval to (i) increase the period of the tax beyond the expiration date or (ii) adopt a new special tax.

Process for adoption:

In order to increase the current special tax rates, the Board must propose the increased rates to the voters for approval. The tax is approved if two-thirds (2/3) of the voters voting on the measure vote in favor of the measure. The ballot question is proposed to be:

To continue to provide fire protection services to the communities served by the District, including McKinleyville, Manila, Bayside, Jacoby Creek, and Arcata, by restoring vacant firefighter positions, re-staffing all fire stations, and funding equipment maintenance and replacements, shall the Arcata Fire Protection District Ordinance No. 20-20 increasing the existing special tax rates until June 30, 2030, and raising an estimated \$2,200,000 annually with independent citizen oversight, be adopted?	YES	
	NO	

The next statewide election is November 3, 2020. High turnout is expected for this election because the presidential election will be held on this date. As a result of the anticipated turnout rate, staff believes this election gives the measure the best chance of success.

In order to place the special tax measure on the November 3, 2020 ballot, the County Office of Elections requires the District to submit a resolution requesting consolidation with the County election on or before August 7, 2020. If consolidation is not requested by that date, the District would be required to either hold a special election (at a considerable cost) or wait until the March, 2021, statewide election.

The ordinance imposing the tax and the resolution submitting the proposed ordinance to the qualified voters of the District are attached hereto as **Attachment 1**, Resolution 20-225 with the proposed Ordinance, attached as Exhibit A.

The Board should first vote to approve the form of the Ordinance, which is attached as Exhibit A to the Resolution. If approved, the Board would then vote to adopt the Resolution.

Recommendation

Staff recommends the Board consider the information provided, take public comment, discuss and in three separate motions and actions the following:

1. Waive reading of the entire ordinance and read by title and number only.
2. Vote.

3. Approve Ordinance No.20-20, An Ordinance of the Arcata Fire Protection District Adjusting the Rate of a Fire Protection Special Tax in Order to Continue to Provide Quality Local Fire Protection, Rescue and Other Essential Services.
4. Vote.

5. Adopt Resolution No.20-225 Submitting To The Voters At The General Election On November 3, 2020, A Proposed Ordinance Adjusting The Rate Of A Fire Protection Special Tax; Requesting The Board Of Supervisors Of Humboldt County To Consolidate Said Election With The Statewide Election; And Directing The District Clerk To Take Any And All Actions Necessary Under Law To Prepare For And Conduct The Election.
6. Vote.

District Funds Requested/Required

- No Impact/Not Applicable
- Funding Source Confirmed:
- Other: The District will incur yet unascertained costs for the County Elections Office to conduct the election.

Alternatives

The Board has the following alternatives:

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

Attachments

Attachment 1 – Resolution 20-225 and Exhibit A



Resolution Number: 20-225

A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS SUBMITTING TO THE VOTERS AT THE STATEWIDE ELECTION ON NOVEMBER 3, 2020, A PROPOSED ORDINANCE ADJUSTING THE RATE OF A FIRE PROTECTION SPECIAL TAX; REQUESTING THE BOARD OF SUPERVISORS OF HUMBOLDT COUNTY TO CONSOLIDATE SAID ELECTION WITH THE STATEWIDE ELECTION; AND DIRECTING THE DISTRICT CLERK TO TAKE ANY AND ALL ACTIONS NECESSARY UNDER LAW TO PREPARE FOR AND CONDUCT THE ELECTION.

WHEREAS, in 1997, the voters within the Arcata Fire Protection District approved a special tax of \$5.00 per unit of special tax (“Special Tax”);

WHEREAS, since 1997, the Special Tax has not been increased despite a significant increase in District obligations and service areas;

WHEREAS, based on current funding sources, including the Special Tax approved in 1997, the Arcata Fire Protection District is unable to provide adequate Fire Protection within the District with the existing financial resources; and

WHEREAS, additional funds are necessary to provide an adequate level of service within the Arcata Fire Protection District; and

WHEREAS, pursuant to the requirements of Article XIIIID, Section 4 of the California Constitution, the Board of Directors of the Arcata Fire Protection District proposes to amend the existing Special Tax for the purpose of maintaining and improving fire protection and prevention services to properties within the Arcata Fire Protection District, including annual budget support to maintain current firefighter positions, and provide for adequate firefighting equipment, apparatus, and necessary capital improvements, consistent with the needs of the residents of the District; and

WHEREAS, in the judgement of the Board of Directors of the Arcata Fire Protection District, it is advisable to call an election to submit to the electors of the District the question whether the District shall amend the Special Tax for the purpose of providing, maintaining and improving fire protection and prevention services; and

WHEREAS, pursuant to the California Elections Code, it is appropriate for the Board to request consolidation of the election with any and all other elections to be held on Tuesday, November 3, 2020 and to request the County of Humboldt Elections Office to perform certain election services for the District.

NOW THEREFORE, BE IT RESOLVED THAT the Arcata Fire Protection District Board of Directors does hereby:

1. Recitals: The foregoing recitals are true and correct and are hereby incorporated by reference.
2. Call for Election; Placement of Measure on Ballot: Pursuant to California Constitution Article XIII C, Section 2; Government Code Section 53724; and Elections Code Section 10403, the Board of Directors of the Arcata Fire Protection District hereby calls an election at which it shall submit to the qualified voters of the District, a measure that, if approved, would increase the existing Special Tax rate. This measure shall be designated by letter by the Humboldt County Registrar of Voters. Pursuant to Election Code Section 10400 *et seq.*, the election for this measure shall be consolidated with the established election to be conducted on November 3, 2020, and be held and conducted in the manner prescribed by Elections Code Section 10418.
3. Election Date: The date of the election shall be Tuesday, November 3, 2020.
4. Ballot Language: The question to be presented to the voters is as follows:

To continue to provide fire protection services to the communities served by the District, including McKinleyville, Manila, Bayside, Jacoby Creek, and Arcata, by restoring vacant firefighter positions, re-staffing all fire stations, and funding equipment maintenance and replacements, shall the Arcata Fire Protection District Ordinance No. 20-20 increasing the existing special tax rates until June 30, 2030, and raising an estimated \$2,200,000 annually with independent citizen oversight, be adopted?	YES	
	NO	

5. Proposed Ordinance. The ordinance authorizing the special tax to be approved by the voters pursuant to this Resolution is as set forth in Attachment 1 hereto. The Board of Directors hereby approves the ordinance, and form thereof, and its submission to the voters of the District at the November 3, 2020 election, subject to the approval of two-thirds of the voters voting on the measure at the election called by the adoption of this resolution. The entire text of the ordinance, attached hereto as Attachment 1, shall be included in the voters' pamphlet. The ordinance specifies that the rate of the special tax shall be as set forth in the ordinance; it specifies that the tax shall be in effect until June 30, 2030; and that the tax shall be collected in the same manner as, or with, other taxes fixed and collected by Humboldt County.
6. Publication of Measure. The District Clerk is hereby directed to cause notice of the measure to be published once in the official newspaper of the District, in accordance with Section 12111 of the Elections Code and Section 6061 of the Government Code.

7. Request to Consolidate and Conduct Election and Canvass Returns.
 - a. Pursuant to the requirement of Section 10403 of the Elections Code, the Board of Supervisors of the County of Humboldt is hereby requested to consent and agree to the consolidation of a District Election with the Statewide General Election on Tuesday, November 3, 2020, for the purpose of placing the measure set forth in this Resolution on the ballot.
 - b. The County of Humboldt Registrar of Voters is authorized to canvass the returns of the district election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used.
 - c. The Board of Supervisors is requested to issue instructions to the Humboldt County registrar of voters to take any and all steps necessary for the holding of the consolidated election.
 - d. The District recognizes that additional costs will be incurred by the County of Humboldt by reason of this consolidation and agrees to reimburse the County for any costs.
8. Submission of Ballot Argument and Impartial Analysis.
 - a. The submission of ballot arguments for or against the measure shall be conducted pursuant to Election Code sections 9281 through 9287.
 - b. The last day for submission of direct arguments for or against the measure shall be by August 14, 2020.
 - c. Direct arguments shall not exceed three hundred (300) words and shall be signed by not more than five persons.
 - d. The County Counsel shall prepare an impartial analysis of the measure by August 28, 2020.
9. Effective Date. This Resolution shall become effective immediately upon its adoption and the District Clerk is directed to send certified copies of the Resolution to the Humboldt County Board of Supervisors and the Humboldt County Registrar of Voters.

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: July 14, 2020

Signed:

Nicole Johnson, President

Attest:

Becky Schuette, Board Clerk/Secretary



Measure _____

Ordinance Number: 20-20

AN ORDINANCE OF THE ARCATA FIRE PROTECTION DISTRICT ADJUSTING THE RATE OF A FIRE PROTECTION SPECIAL TAX IN ORDER TO CONTINUE TO PROVIDE QUALITY LOCAL FIRE PROTECTION, RESCUE, AND OTHER ESSENTIAL SERVICES

The people of the Arcata Fire Protection District do ordain as follows:

SECTION 1. Authority. Pursuant to the authority of Government Code Section 53978 and Article XIII A of the California Constitution, this Ordinance, if passed by two-thirds voter approval, would increase the Arcata Fire Protection District’s existing voter-approved special tax levied for fire protection, rescue, and emergency medical services and would supersede the existing special tax rate of \$5 per unit of benefit approved by qualified voters of the District in 1997 (Ordinance No. 97-010).

SECTION 2. Purpose and Intent. The proceeds from this special tax shall be used solely for the purpose of providing fire protection, rescue, and emergency medical services within the District. In particular, the special tax will be used to maintain and improve the current level of community-based fire protection services provided by the District. This includes annual budget support to maintain current firefighter positions, and provide for adequate firefighting equipment, apparatus, and necessary capital improvements, consistent with the needs of the residents of the District and the Fire Protection District Law of 1987.

SECTION 3. Special Tax Rate. Beginning with the 2020-21 fiscal year, the special tax shall be levied at flat rates based on the use of each taxable parcel of real property, in accordance with the schedule below:

	Parcel use Category	Total Annual Charge
A.	Vacant/unimproved:	\$30 per year
B.	Single-Family Residential:	\$118 per year
C.	Rural Residential/Improved:	\$192 per year
D.	Multi-Family Residential (2-4 units):	\$309 per year
E.	Multi-Family Residential (5-9 units):	\$388 per year
F.	Multi-Family Residential (10+ units):	\$465 per year
G.	Commercial:	\$546 per year

H.	Industrial:	\$910 per year
I.	Retail (10,000 + square feet):	\$910 per year
J.	Mobile Homes:	\$90 per year

- A. **Vacant/Unimproved:** Any vacant land or unimproved property.
- B. **Single-Family Residential:** A dwelling unit designed for occupancy by one household, located on a single parcel that does not contain any other dwelling unit (except an accessory dwelling unit, where permitted).
- C. **Rural Residential/Improved:** Low density residential or agricultural structures that generally rely upon onsite water systems, requiring the use of trucked-in water for fire suppression.
- D. **Multi-Family Residential (2-4 units):** 2 to 4 dwelling units within a single building, or structures on a parcel. Types of multiple-unit dwellings include, but are not limited to, duplexes, apartments, condominiums, and bed and breakfasts.
- E. **Multi-Family Residential (5-9 units):** 5 to 9 dwelling units within a single building, or structures on a parcel. Types of multiple-unit dwellings include, but are not limited to, apartments, condominiums, and bed and breakfasts.
- F. **Multi-Family Residential (10+ units):** ten or more dwelling units within a single building, or structures on a parcel. Types of multiple-unit dwellings include, but are not limited to, apartments, condominiums, and bed and breakfasts.
- G. **Commercial:** Commercial or institutional uses including but not limited to stores and retail businesses (less than 10,000 square feet), offices, restaurants and bars, service stations, auto repair, hotels, motels, day care facilities, professional business parks, and similar uses.
- H. **Industrial:** Industrial uses including but not limited to manufacturing, packaging, shipping, recycling, industrial parks, wood products, energy production, and similar uses.
- I. **Retail (10,000 + square feet):** a retail business that occupies 10,000 or more square feet.
- J. **Mobile Home Site:** an area of land within a mobile home park that is rented, or held out for rent, to accommodate a mobile home used for human habitation. A mobile home park is an area of land where two or more mobile home sites are rented, or held out for rent, to accommodate mobile homes used for human habitation. A mobile home is a structure designed for human habitation and for being moved on a street or highway, including, but not limited to, manufactured homes, motor homes, and recreational vehicles.

SECTION 4. Appeals. Any property owner may appeal any determination by the District concerning the nature of the use of the property or the calculation of the amount of the tax by filing a written appeal with the District. Any such appeal shall be filed by December 1st of the calendar year for which the tax is levied. The appeal shall contain a statement by the property owner as to the nature and basis for the appeal in accordance with the District's appeal procedure.

SECTION 5. Method of Collection. On or about July 1st of each year, but in any event in sufficient time to include the levy of the special tax on the County's secured tax roll, the District shall determine the use category and related tax amount representing each parcel of real property within the District subject to the special tax. Parcels subject to levy shall be determined based upon the records of the Humboldt County Assessor or, in lieu thereof, upon such other reliable public records available to the District.

The special tax shall be collected in the same manner and subject to the same penalty as, or with, other taxes fixed and collected by Humboldt County on behalf of the Arcata Fire Protection District. The County of Humboldt may deduct reasonable expenses incurred for such service before remitting the balance to the District. Notwithstanding the foregoing, the District may, in its discretion, directly bill and collect the special tax for certain types of parcel use categories or property owners. In the event of a delinquency in the payment of directly billed special taxes, the delinquency shall be subject to a 10% penalty and an administrative cost of \$20.00.

SECTION 6. Special Account. Upon receipt of the special taxes the District shall cause same to be deposited in a special tax account or such other account established by the District which allows the District to properly account for the special taxes in compliance with the provisions of Government Code Section 50075.1. Funds deposited into this account cannot be used for any other purpose than those outlined in Section 2 of this Ordinance.

SECTION 7. Authorization for Appropriations Limit Increase. To the extent that the revenue from the special taxes enacted by this Resolution are in excess of the appropriations limit for the District, as calculated in accordance with the provisions of Article XIII B of the California Constitution and applicable statutory provisions, the approval of this special tax by the voters shall constitute approval to increase the District's spending limit in an amount equal to the revenue derived from the special tax, for the maximum period of time as allowed by law.

SECTION 8. Annual Report. In accordance with Government Code Section 50075.3, the District's Fire Chief, as the chief fiscal officer of the District, shall file a report with the District Board at least once a year. The annual report shall contain the following: (a) the amount of funds collected and expended; and (b) the status of any project required or authorized to be funded with the proceeds of the special tax.

SECTION 9. Severability. If any part of this Ordinance is held to be invalid for any reason, such decision shall not affect the remaining portion of this Ordinance.

SECTION 10. Effective Date and Sunset Date. This Ordinance shall be effective only at such time as the District Board has declared that the Ordinance has been approved
Ordinance No. 20-20

by two-thirds of the voters voting at an election to be held on November 3, 2020. Should this Ordinance not be approved, Ordinance No. 97-010 (approved by voters in 1997) will remain in full force and effect. Notwithstanding the above, if this Ordinance is approved, the special tax shall be collected at the rates established by this Ordinance beginning with the 2020-2021 fiscal year until June 30, 2030, at which time the special tax shall be repealed by operation of law, unless extended in accordance with law.

SECTION 11. Certification. The District Secretary shall certify to the passage and adoption of this Ordinance and shall cause a copy of the full text of the Ordinance to be posted.

Date: July 14, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consider Contracting with Stepping Stone Diversity Consulting and Authorize the Release of Funds from the County Treasury Contingency Fund, Training Reserve

Discussion

On June 1, Battalion Chief Campbell, President Johnson and I were invited to participate with other community members, civic leaders, and our fire and law partners, in a gathering at the Eureka Police Department to stand together against hate. Listening to the speakers at the event caused me to look inward at our organization as to how we can ensure that we do our part by not allowing hate, bias and racism to be part of our organization and communities we serve.

I have been in contact with Aristeia Saulsbury, a local community member who is also the Co-Director of Stepping Stone Diversity Consulting. As part of a long-term commitment to racial equity work, as an organization, she and her team will help us to develop a Racial Equity Action Plan. Once the assessment is underway, they will provide more specific and actionable recommendations to the District.

Aristea and the other Co-Director, Melissa Meiris, are working with a variety of racial equity partners to make sure that as Humboldt County organizations begin their racial equity journeys, there are mechanisms for community feedback, funding, and mutual support. Stepping Stone Diversity Consulting is committed to making sure there is a broader support system in place for vital organizations like the Arcata Fire District.

Recommendation

Staff recommends the Board discuss, take public comment and consider contracting with Stepping Stone Diversity Consulting to develop a Racial Equity Action Plan, and authorize the release of funds from the County Treasury Contingency Fund, Training Reserve.

District Funds Requested/Required

- No Impact/Not Applicable
- Funding Source Confirmed: County Treasury Contingency Fund, Training Reserve
- Other:

Alternatives

The Board has the following alternatives:

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

Attachments

Attachment 1 – Stepping Stone Diversity Consulting Proposal



June 15, 2020

Chief Justin McDonald
Arcata Fire District
Arcata, Ca

Arcata Fire Racial Equity Organizational Assessment – Summer 2020

Desired Outcomes

The desired outcomes of this project are to:

- (1) Assess AFD's readiness to develop strategies for implementing Equity, Diversity & Inclusion initiatives across the organization;
- (2) Identify existing policies and procedures that inform AFD's understanding of racial dynamics in the organization and broader community;
- (3) Identify potential partners to assist AFD in pursuit of Racial Equity goals; and
- (4) Develop a baseline measurement and future racial equity action plan for AFD.

Scope of Services

	Tasks	Estimated Time *
1.	Facilitate one 1 hour meeting with admin team to discuss existing policies, procedures, and community relationships	2 hours**
2.	Develop survey for staff and analyze results	2 hours
3.	Meet with Leadership to discuss findings prior to development of final report	2 hours**
4.	Draft a report of findings, including completing a racial equity analysis protocol and an initial Racial Equity Action Plan (REAP)	2 hours
Total estimated time and cost for work:		8 hours @ \$100/hour = \$800 \$800

*Actual billing will be done on an hourly basis, with invoices submitted monthly; time in excess of stated estimates will require pre-approval from Arcata Fire District; client agrees to pay in full for work cancelled with less than 2-weeks notice.

** In keeping with anti-racism principles, Stepping Stone works/collaborates in cross-racial teams. For meetings that require multiple consultants/perspectives, we reduce our rates to keep costs manageable.

Date: July 14, 2020
To: Board of Directors, Arcata Fire District
From: Becky Schuette, Business Manager/Board Clerk
Subject: 2020 Biennial Notice for Conflict of Interest Code

Discussion

The Political Reform Act requires local government agencies to review their conflict of interest code every two years to determine if revisions to the code are necessary. Any necessary revisions must be reviewed and approved by the Humboldt County Board of Supervisors.

On February 21, 2017, the Board adopted Resolution 17-171 and Exhibit A, which revised the District’s Conflict of Interest Code with extensive formatting changes and a great deal of updating due to legal requirements.

In August 2018, the revised version was presented to the Board and having had no changes, was provided to the Humboldt County Office of Elections. It was presented to and approved by the Humboldt County Board of Supervisors on November 13, 2018.

The item is being presented tonight for review only and no action will be taken. Staff is requesting the Directors consider the document outside this meeting and if edits, changes or corrections are requested, notify the Business Manager in advance of the August meeting. The document will be included on the agenda at the August regular meeting for discussion, noted edits and adoption.

The 2020 Biennial Notice form and approved Conflict of Interest Code must be returned to the Office of Elections no later than September 7, 2018.

Recommendation

Staff recommends the Board consider the attached Conflict of Interest Code adopted by the Board on February 21, 2017, take public comment and discuss the attachments. There will be no action tonight, this item is information only.

District Funds Requested/Required

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

Alternatives

The Board has the following alternatives:

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

Attachments

- Attachment 1 – “Should You Amend Your Agency’s Conflict of Interest Code?”
- Attachment 2 - Conflict of Interest Code adopted February 21, 2017



CALIFORNIA Fair Political Practices Commission

Should you Amend Your Agency's Conflict of Interest Code?

A local agency's conflict of interest code must reflect the current structure of the organization and properly identify officials and employees who should be filing Statements of Economic Interests ([Form 700](#)). A code tells public officials, governmental employees, and consultants what financial interests must disclose on the Form 700. It helps provide transparency in local government as required under the Political Reform Act.

Biennial Review of Conflict of Interest Codes

To ensure conflict of interest codes remain current and accurate, each local agency is required to review its code at least every even-numbered year. The agency should receive a Biennial Notice as a reminder of this obligation from its code reviewing body.

The County Board of Supervisors is the code reviewing body for county agencies and the code reviewing body for city agencies is the City Council.

When determining whether to amend, an agency should carefully review its current conflict of interest code and consider the following:

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the current code was adopted?
- Have any positions been eliminated or renamed since the current code was adopted?
- Have any new positions been added since the current code was adopted?
- Have there been any substantial changes in duties or responsibilities for any positions since the current code was adopted?

The resources on the FPPC website provide guidance to local agencies about amending codes. The information is categorized based on the jurisdiction of the agency. If you answered yes to any of the above questions, your agency's conflict of interest code will likely need to be amended. Each category must complete the enclosed Biennial Notice and return it to their reviewing body. The code reviewing body will provide further instructions on the code amendment and approval process.

Statutory Authority

Government Code Sections 87302, 87302.6, 87303, 87306, 87306.5, 87307, 87309, 87310, 87311, and 87314.



CONFLICT OF INTEREST CODE

Approved by Resolution 17-171
February 21, 2017

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Section 1. Introduction

In compliance with the Political Reform Act of 1974, California Government Code Section 81000, et seq., and specifically with Section 87300, et seq., the Arcata Fire Protection District hereby adopts this Conflict of Interest Code, which shall be applicable to all designated employees of the agency. The requirements of the Code are in addition to other requirements of the Act such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to any other state or local laws pertaining to conflicts of interest.

Section 2. Definition of Terms

The definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission (2 Cal. Adm. Code Sections 18100 et seq.) and any amendments to the Act or regulations, are incorporated by reference into this Conflict of Interest Code.

Section 3. Designated Employees

The persons holding positions listed in Appendix A are designated employees. It has been determined that these officers and employees make or participate in the making of decisions, which may foreseeably have a material effect on financial interests.

Section 4. Disclosure Statements

A designated employee shall be assigned one or more of the disclosure categories set forth in Appendix B. It has been determined that the financial interests set forth in a designated employees disclosure category are the types of financial interests which he or she foreseeably can affect materially through the conduct of his or her office. Each designated employee shall file statements of economic interests disclosing his or her financial interest as required by the applicable disclosure category.

Section 5. Place of Filing

All designated employees required to submit a statement of economic interests shall file the original with the Secretary of the Board of Directors who shall be the filing officer for all designated employees excluding the Board of Directors.

Within five days of receipt of the statement of economic interests from the Board of Directors, the Board Secretary will make and retain a copy and forward the originals of

these statements to the Humboldt County Office of Elections, whom the FPPC has designated as the filing officer for elected officials. The Office of Elections shall forward the original statements to the California Fair Political Practices Commission.

Section 6. Time of Filing

Initial Statements - All designated employees employed by the agency on the effective date of this Code shall file statements within thirty (30) days after the effective date of this Code.

Assuming Office Statements

1. All persons assuming designated positions after the effective date of this Code, which are designated positions, shall file statements within thirty (30) days after assuming the position.
2. All persons appointed, promoted or transferred to designated positions after the effective date of the Code, shall file statements within ten (10) days after assuming office.

Annual Statements - All designated employees shall file statements no later than January 31st of each year. Original documents forwarded to the County must be submitted to the FPPC no later than April 1st of each year.

Leaving Office Statements - All persons who leave designated positions shall file statements within thirty (30) days after leaving office.

Candidate Statements – All candidates (including incumbents), for offices specified in Government Code Section 87200, must file statements no later than the final filing date for their declaration of candidacy. This statement shall not be required if the candidate has filed any statement (other than a leaving office statement) for the same jurisdiction within sixty (60) days before filing a declaration of candidacy or other nomination documents.

Section 7. Contents of Statements

Contents of Initial Statements - Initial statements shall disclose any reportable investments and interest in real property held on the effective date of the Code.

Assuming Office Statements - Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office. Additionally, income (including loans, gifts, and travel payments) received during the twelve (12) months prior to the date the office is assumed.

Contents of Annual Statements - Annual statements shall disclose any reportable investments, interest in real property, business positions held and income (including loans, gifts, and travel payments) received during the period covered by the statement, provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the Code or the date of assuming office, whichever is later.

Contents of Leaving Office Statements - Leaving office statements shall disclose reportable investments, interests in real property, business positions held and income (including loans, gifts, and travel payments) received during the period between the closing date of the last statement filed and the date of leaving office.

Contents of Candidate Statements - Candidate statements shall disclose reportable investments, interests in real property and business positions held on the date of filing the declaration of candidacy. Additionally, income (including loans, gifts, and travel payments) received during the twelve (12) months prior to the date of filing the declaration of candidacy must also be reported.

Section 8. Manner of Reporting

Disclosure statements shall be made on forms supplied by Arcata Fire Protection District and shall contain the following information:

Contents of Investment and Real Property Reports - When an investment or interest in real property is required to be reported, the statement shall contain the following:

1. A statement of the nature of the investment or interest.
2. The name of the business entity in which each investment is held and a general description of the business activity in which the business entity is engaged.
3. The address or other precise location of the real property.
4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000) or exceeds one million dollars (\$1,000,000).

Contents of Personal Income Reports - When personal income is required to be reported, the statement shall contain:

1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), or

greater than ten thousand dollars (\$10,000) or greater than one hundred thousand dollars (\$100,00);

3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made, a description of the gift, the amount or value of the gift and the date on which the gift was received.
5. In the case of a loan, the annual interest rate and security, if any, given for the loan and the term of the loan.

Contents of Business Entity Income Reports - When income of a business entity, including income of a sole proprietorship, is required to be reported, the statement shall contain:

1. The name, address and a general description of the business activity of the business entity;
2. In the case of a business entity which provides legal or brokerage services, the name of every person who paid fees to the business entity if the filer's pro rata share of fees from such person was equal to or greater than one thousand dollars (\$1,000);
3. In the case of a business entity not covered by paragraph (2), the name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than then thousand dollars (\$10,000).

Contents of Management Position Reports - When management positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

Acquisition of Disposal During Reporting Period - In the case of an annual or Leaving Office Statement, if an investment or interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition of disposal.

Section 9. Prohibition on Receipt of Honoraria

No designated employee shall accept any honorarium from any source, if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests.

Subdivisions (a), (b), and (c) of the Government Code Section 89501 shall apply to the prohibitions in this section. This section shall not limit or prohibit payments, advances,

or reimbursements for travel and related lodging and substance authorized by Government Code Section 89506.

Section 10. Prohibition on Receipt of Gifts in Excess of \$470

No designated employee shall accept gifts with a total value of more than \$470 in a calendar year from any single source, if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests.

Subdivisions (e), (f), and (g) of Government Code Section 89503 shall apply to the prohibitions in this section.

Section 11. Loans to Public Officials

No elected officer of a state or local government agency shall, from the date of his/her election to office through the date that he/she vacates office, receive a personal loan from an officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has

been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.
2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans from a person, which, in the aggregate, do not exceed \$500 at any given time.
4. Loans made, or offered in writing, before January 1, 1998.

Section 12. Loan Terms

Except as set forth in subdivision (b), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of \$500 or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.
2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section. (3) Loans made, or offered in writing, before January 1, 1998.

Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

Section 13. Personal Loans

Except as set forth in the next paragraph, a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
 - a. The date the loan was made.
 - b. The date the last payment of \$100 or more was made on the loan.
 - c. The date upon which the debtor has made payments on the loan aggregating to less than \$250 during the previous 12 months

This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
2. A loan that would otherwise not be a gift as defined in this title.
3. A loan that would otherwise be a gift as set forth under subdivision (a), but on which the creditor has taken reasonable action to collect the balance due.
4. A loan that would otherwise be a gift as set forth under subdivision (a), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.
5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

Section 14. Disqualification

Designated employees must disqualify themselves from making, participating in the making or using their official position to influence the making of any governmental decision, which will foreseeably have a material financial effect, distinguishable from its effect on the public generally, on:

1. Any business entity in which the designated employee has a direct or indirect investment worth more than two thousand dollars (\$2,000);

2. Any real property in which the designated employee has a direct or indirect interest worth more than two thousand dollars (\$2,000);
3. Any source of income, other than loans by a commercial lending institution in the regular course of business, aggregating five hundred dollars (\$500) or more in value received by or promised to the designated employee within twelve months prior to the time when the decision is made; or
4. Any business entity in which the designated employee is a director, officer, partner, trustee, employee or holds any position of management.
5. Any donor of, or intermediary or agent for a donor of, a gift or gifts aggregating \$470 or more provided to, received by, or promised to the designated employee within twelve(12) months prior to the time when the decision is made.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. (The fact that the designated employee's vote is needed to break a tie does not make his or her participation legally required for purposes of this section).

Section 15. Manner of Disqualification

A designated employee required to disqualify himself or herself shall notify his or her supervisor in writing. This notice shall be forwarded to the Chairman of the Board, who shall record the employee's disqualification. Upon receipt of such statement, the supervisor shall reassign the matter to another employee.

Appendix A

Designated Positions

Disclosure Categories

Members of the Board of Directors

All

Fire Chief

All

Battalion Chief(s)

All

Appendix B

General Provisions - When a designated employee is required to disclose investments and sources of income, he/she need only disclose investments in business entities and sources of income from businesses or investments, which do business in the District, plan to do business in the District or have done business in the District within the last two years. In addition to other activities, a business entity is doing business within the District if it owns real property within the jurisdiction. When a designated employee is required to disclose interest in real property, he/she need only disclose those interests, which are located in whole or in part within the District or its "Sphere of Influence" as is established by the Local Agency Formation Commission of Humboldt County. Residence of the designated employee is not required to be reported.

Designated employees shall not be required to disclose interest in business entities when their interest and those of their immediate family do not in total exceed 10% ownership of the business.

Disclosure Categories - These categories are defined to parallel those listed in Form 700 as recommended by the Fair Political Practices Commission and County of Humboldt. (See Form 700 for additional disclosure and non-reportable interest's information).

Schedule A-1 – Investments; Stocks, Bonds & Other Interests

Schedule A-2 – Investments, Income, and Assets of Business Entities/Trusts

Schedule B – Interests in Real Property (Including Rental Income)

Schedule C – Income, Loans, & Business Positions (Income Other Than Gifts and Travel Payments)

Schedule D – Income; Gifts

Schedule E – Travel Payments, Advances, and Reimbursements



Becky Schuette <bschuette@arcatafire.org>

New message via your website, from [REDACTED]

1 message

no-reply@crm.wix.com <no-reply@crm.wix.com>

Fri, Jun 12, 2020 at 5:13 PM

Reply-To: Kathleen A Marshall [REDACTED]

To: info@arcatafire.org

Kathleen A Marshall just submitted your form:<https://www.arcatafire.org/>**Message Details**

Name: Kathleen A Marshall

Email: [REDACTED]

Subject: Funding and name change

Message: Dear Board of Directors,

As a longtime resident of and property owner in Arcata I want you to know that my husband and I supported the last AFD tax proposal, and will again in November 2020.

I recently read comments on NextDoor SunnyBrae about the possibility of teaming the district in order to get more voter buy-in in the next election. I feel that to pursue a name change without community-wide input would serve to alienate a lot of people.

Please put your pre-election energy and time into promoting approval of the next tax measure. When that passes if there are still some of you interested in a district name change you can put in the effort for inclusive community stakeholder input.

Thank you for your service to our community.

Kathleen Marshall, BSRN

To edit your email settings, go to your Inbox on desktop.



1125 16th Street, Suite 202, Arcata, CA 95521
(707) 445-7508 / (707) 825-9181 fax
www.humboldtlafo.org

Date: July 1, 2020
To: Board of Directors of Independent Special Districts
From: Colette Metz Santsche, Executive Officer
Subject: **RESULTS - Independent Special District Election**

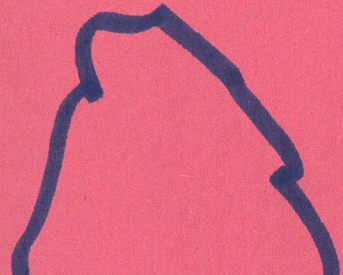
LAFCo recently received notice that Desiree Davenport resigned her seat on the Humboldt Community Services District Board of Directors and is no longer eligible for the Regular Special District seat on the LAFCo Commission. As such, the election is considered closed and incumbent Debra Lake, Fruitland Ridge Fire Protection District, will be seated as the Regular Special District Member for the July 1, 2020 to June 30, 2024 term. Please disregard the previous notice that extended the balloting period due to lack of quorum.

The successful candidate, Debra Lake, will be seated at the July 15, 2020 LAFCo meeting. Thank you to all that participated in this special district election. Please contact LAFCo at 707-445-7508 or colettem@humboldtlafo.org if you have any questions.

Thank You!
Arcata Fire!



Arcata Fire - Thank you so much for being
a part of my birthday Parade! I was so
surprised! Love, #19V19







California Public Employees' Retirement System
Employer Account Management Division
400 Q Street, Sacramento, CA 95811 | Fax: (916) 795-9372
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | www.calpers.ca.gov

Becky Schuette, Business Manager
Arcata Fire Protection District
2149 Central Ave.
McKinleyville, CA 95519

CalPERS ID: 2301813735
Job Number: 2P19-001

July 2, 2020

Subject: Initial Notification of Compliance & Resolution for Employer Compliance Review

Dear Becky Schuette,

The CalPERS' Office of Audit Services (OAS) conducted and provided an Employer Compliance Review (ECR) to the Arcata Fire Protection District (Employer) on June 25, 2020. The ECR should be reviewed in its entirety, as it affects the Employer's ability to contract with CalPERS to provide retirement benefits to employees. As a contracting employer with CalPERS, the Employer agreed to comply with the California Code of Regulations (CCR) and Government (Gov.) Code contained within the Public Employees' Retirement Law (PERL).

The ECR identified areas where the Employer is not in compliance with the PERL and is therefore in violation of their Contract with CalPERS. It is the Employer's responsibility to comply with all terms and conditions set forth therein. The Employer is hereby directed to work with CalPERS' designated program liaisons to obtain full resolution of ECR by **November 30, 2020**.

Unresolved issues pose significant financial, contractual, and operational risks for the Employer and its employees.

Timely resolution of these matters is a priority to CalPERS. To assist the Employer during the compliance and resolution process, the Employer's ECR case has been assigned to the following program liaisons:

Compensation Compliance & Audit Resolution Unit

Primary Contact:
Sam Camacho
samuel.camachojr@calpers.ca.gov
916.795.3026

Secondary Contact:
LeiAnne Covert
leianne.covert@calpers.ca.gov
916.795.1503

Pursuant to Gov. Code sections 20221 and 20465, employers must furnish CalPERS with any member information that is required for the administration of the System; therefore, **within thirty (30) days** of this dated letter, Employer shall schedule a conference call or establish email correspondence to establish a proposed action plan to resolve these deficiencies with the assigned liaisons. Prior to the Employer's scheduled conference call with CalPERS, the following information and/or documentation shall be provided to your assigned liaison:

- Impacted Members List per each Observation, if applicable
- Salary Schedules for review, if applicable
- Labor Policies and/or Agreement for review, if applicable

It is the Employer's responsibility to comply with all terms and conditions of resolution and compliance set forth in the Employer's Contract with CalPERS. Failure to comply and obtain timely resolution and compliance with CalPERS may result in any, or all, of the following actions:

- Enforce an Employer wide administrative hold on member accounts which may result in loss of benefits and/or delay a member's retirement date
- Notify the Employer's impacted members to inform them of the Employer's deficiency and how the deficiency may impact their retirement and/or disability benefits
- Enforce an Employer wide reoccurring monthly administrative fee for delinquent resolution until compliance is obtained
- Escalate the Employer's ER to the CalPERS Board of Administration's Risk & Audit Committee for further action
- Revoke the Employer's Contract and/or pursuing all available remedies to enforce the PERL

If you have questions, contact the Employer's assigned CalPERS' Compensation Compliance & Audit Resolution liaison listed herein within ten (10) calendar days from the date of this notification letter. The Employer may also contact CalPERS at 888.225.7377 or via email at ERReview@calpers.ca.gov.

Sincerely,



Kevin Lau

Compensation Compliance & Audit Resolution Manager
Compensation & Contribution Services
Employer Account Management Division

Retroactive Special Compensation Adjustments Review

CalPERS Office of Audit Services
Employer Compliance Review

Job Number: P19-002

June 2020



California Public Employees' Retirement System
Office of Audit Services
400 Q Street, Sacramento, CA 95811 | Phone: (916) 795-0422
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | www.calpers.ca.gov

Memorandum

June 25, 2020

To: CALPERS PUBLIC AGENCIES AND GOVERNING BODIES PER ATTACHMENT

Original signed by Beliz Chappuie

From: BELIZ CHAPPUIE, Chief
Office of Audit Services

Subject: Retroactive Special Compensation Adjustments Review

Enclosed is our final report on the results of our Retroactive Special Compensation Adjustments review for 58 public agency employers (Employers). The Office of Audit Services (OFAS) prepared one final report that includes the results of the 58 Employers reviewed. The observations identified and the details of the impacted employees have been shared with each Employer through a draft report. Employers' responses have been summarized in their respective final reports included in the appendix to this report. Employers' full responses to the draft reports have been forwarded to the appropriate CalPERS division and are also on file at OFAS and are available upon request.

In accordance with our resolution policy, we have referred the issues identified in the report to the appropriate division at CalPERS. Employers should work with the division to address the recommendations specified in our report. It was our pleasure to work with each Employer, and we appreciate their time and assistance during this review.

Attachment

cc: Risk and Audit Committee Members
Matthew G. Jacobs, General Counsel, CalPERS
Anthony Suine, Deputy Executive Officer, CSS, CalPERS
Renee Ostrander, Chief, EAMD, CalPERS
Kimberlee Pulido, Chief, RBSD, CalPERS
Don Martinez, Chief, MAMD, CalPERS

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Objective

The objective of our review was to determine whether public agency employers (Employers) reported retroactive special compensation adjustments (RSCA) in compliance with the criteria set forth in Government Code section 20636 and California Code of Regulations (CCR) section 571 for classic members who are active or retired. Government Code section 20636 and CCR section 571 specify that special compensation of a member includes a payment for special skills, knowledge, and abilities, and shall be limited to that which is received by a member pursuant to a written labor policy or agreement to similarly situated members of a group or class of employment. Special compensation must be for services rendered during normal working hours and when reported, the employer shall identify the pay period in which the special compensation was earned, identify each item of special compensation and the category under which that item is listed, and report each item of special compensation separately from payrate.

RSCA transactions are used to report positive retroactive special compensation or to correct a posted compensation record. RSCA transaction types capture the new special compensation amount and the difference in contributions. RSCA transactions that are not in compliance with the Public Employees' Retirement Law (PERL) may result in the following: miscalculation of employer contributions, delays in processing member retirement benefits, inaccurate retirement estimates, incorrect payment of benefits, a reduction in benefits, and

increased administrative costs for employers for processing required corrections to all impacted employee accounts for the period the misreporting occurred.

Scope

The Office of Audit Services (OFAS) truly appreciates the employers for working with us during very difficult times due to COVID-19. With their cooperation and assistance, we completed the examination of 58 contracting employers. The review included procedures to determine whether employers reported RSCA transactions accurately: the amount, the special compensation type, the earned period, and that the RSCA transactions met all the criteria listed under CCR sections 570 and 571. Our review covered the period of January 1, 2017 through December 31, 2019.

Unless otherwise specified, OFAS did not review the employers' compliance with the PERL in regard to any other issue, including but not limited to payrates, regular earnings, member contributions, membership enrollment, and employment after retirement.

Results in Brief

OFAS completed the review of 58 employers and included the employer's individual final reports in Appendix A. Results of the review showed that of the 58 employers reviewed, 36 employers (62 percent) reported RSCA transactions that included non-reportable compensation. Examples of the non-reportable RSCA transactions include: the reporting of floating holidays that do not meet the definition of special

compensation, special compensation items that were not calculated or reported in accordance with the written labor policy or agreement, special compensation that is not available to all employees in the closest related group or class because it is only available to employees who are at the top step of pay schedule, Bonus Pay that was not for superior performance, special compensation reported for overtime, and special compensation reported exclusively in the employees' final compensation period.

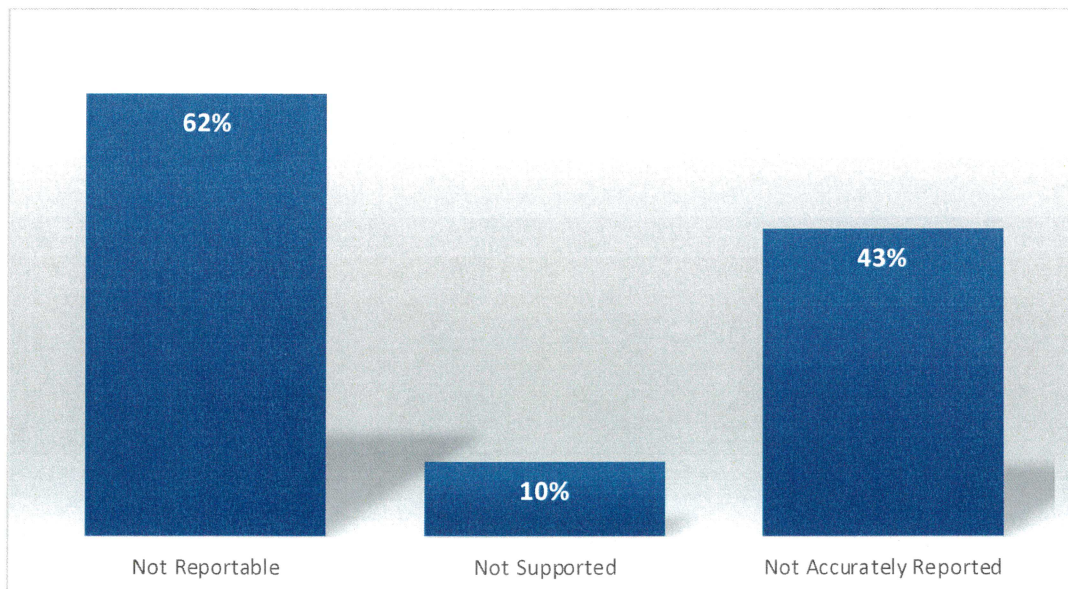
Additionally, six employers (10 percent) were unable to support the transactions that were reported because the written labor policy or agreement did not identify the amount of special compensation for statutory items and

the employers could not provide sufficient records to support the RSCA transaction.

Furthermore, 25 employers (43 percent) reported RSCA transactions that were not accurately reported. Examples include: RSCA transactions that were not reported as earned, retroactive salary adjustments that were reported as RSCA transactions, RSCA transactions that did not agree with the amounts authorized in the employers written labor policy or agreement, and RSCA transactions that were reported using the wrong special compensation type. (See Figure 1)

Table 1 on page 4 lists Exceptions by employer with the appendix page number for each employer's report.

Figure 1
Percentage of Employers with RSCA Transaction Exceptions by Type



Other Matters

OFAS identified other matters for 13 employers that were outside the scope of this review. Examples of these included: pay schedules that did not meet all the requirements of CCR section 570.5, written labor policy or agreements that did not include the conditions for payment of items of special compensation, and payrates that included additional compensation. See Table 1 on page 4. These matters were discussed with the employers and also included in the employers' reports. OFAS encourages the employers to work with CalPERS to ensure the other matters identified above are resolved.

Table 1
Summary of Individual Employer Exceptions and Other Matters

#	Employer	Not Reportable	Not Supported	Not Accurately Reported	No Observations	Other Matters	Appendix Page Number
1	Arcata Fire Protection District	X					A-1
2	Association of California Water Agencies Joint Powers Insurance Authority	X					A-3
3	Aztec Shops, Ltd	X					A-5
4	California School Boards Association	X		X		X	A-9
5	Chino Valley Independent Fire District		X	X			A-13
6	City of Anaheim	X					A-17
7	City of San Ramon	X				X	A-19
8	City of Brea	X		X		X	A-23
9	City of Carson	X					A-27
10	City of Chico	X					A-29
11	City of Citrus Heights			X			A-31
12	City of Coronado	X					A-33
13	City of Culver City			X			A-37
14	City of Signal Hill	X		X			A-41
15	City of Fort Bragg	X					A-45
16	City of Grass Valley				X		A-49
17	City of Gustine			X			A-51
18	City of Healdsburg	X		X			A-55
19	City of Indio			X			A-59
20	City of Inglewood	X		X			A-63
21	City of Lemon Grove				X		A-67
22	City of Los Banos				X		A-69
23	City of Martinez	X		X		X	A-71
24	City of Modesto			X			A-75
25	City of Murrieta	X		X			A-77
26	City of Oakland				X		A-81
27	City of Rancho Cordova			X			A-83
28	City of Redondo Beach	X					A-85
29	City of Richmond	X		X			A-89
30	City of San Pablo	X					A-93
31	City of Santa Ana	X		X			A-95
32	City of Suisun City			X			A-99

#	Employer	Not Reportable	Not Supported	Not Accurately Reported	No Observations	Other Matters	Appendix Page Number
33	City of Tehachapi				X		A-103
34	City of Tracy		X	X			A-105
35	City of Union City				X		A-109
36	City of Ventura	X		X			A-111
37	City of West Covina	X		X		X	A-115
38	County of Napa				X	X	A-119
39	County of Riverside	X					A-121
40	Inland Empire Utilities Agency			X			A-125
41	Long Beach State University, Forty-Niner Shops, Inc.	X				X	A-127
42	Mojave Air and Space Port	X					A-131
43	Murrieta Fire Protection District	X	X	X		X	A-133
44	Napa County Superior Court	X				X	A-137
45	North County Dispatch Joint Powers Authority				X		A-141
46	Oxnard Harbor District	X	X	X			A-143
47	Rainbow Municipal Water District	X	X				A-147
48	Rancho California Water District	X				X	A-151
49	Rancho Cucamonga Fire Protection District	X		X		X	A-155
50	Rosemond Community Services District			X		X	A-159
51	Sacramento Municipal Utility District	X					A-163
52	San Diego Association of Governments	X					A-165
53	San Juan Water District	X	X				A-169
54	Sanitary District No. 5 of Marin County	X				X	A-173
55	Silicon Valley Clean Water				X		A-177
56	Town of Yucca Valley	X					A-179
57	Union Sanitary District				X		A-181
58	United Conservation Water District				X		A-183

Conclusion

Based on the information reviewed, OFAS noted instances of non-compliance with the PERL for RSCA transactions reported for sampled active and retired members. The non-compliance and reporting exceptions included RSCA transactions that were not reportable, were not accurately reported, and employers not providing sufficient records to support the amounts reported.

Sample testing procedures provide reasonable, but not absolute, assurance that the employers complied with the specific provisions of the PERL and their CalPERS contract. The results outlined in this report are based on information made available or otherwise obtained at the time this report was prepared. This report does not constitute a final determination in regard to the results noted within the report. The appropriate CalPERS divisions will notify the employers of the final determinations and provide appeal rights, if applicable, at that time.

Respectfully submitted,

Original signed by Beliz Chappuie

BELIZ CHAPPUIE, CPA, MBA, CISA
Chief, Office of Audit Services

Staff: Alan Feblowitz, CFE, Assistant Division Chief
Chris Wall, Senior Audit Manager
Cheryl Livingston, Staff Management Auditor
Antonio Madrigal, Staff Management Auditor

ARCATA FIRE PROTECTION DISTRICT

Objective and Scope

CaIPERS ID	Job Number	Contract Date
2301813735	2P19-001	July 7, 1968

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

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

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

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

Results in Brief

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

ARCATA FIRE PROTECTION DISTRICT

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

Recommendation and Criteria

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

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

Conclusion

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

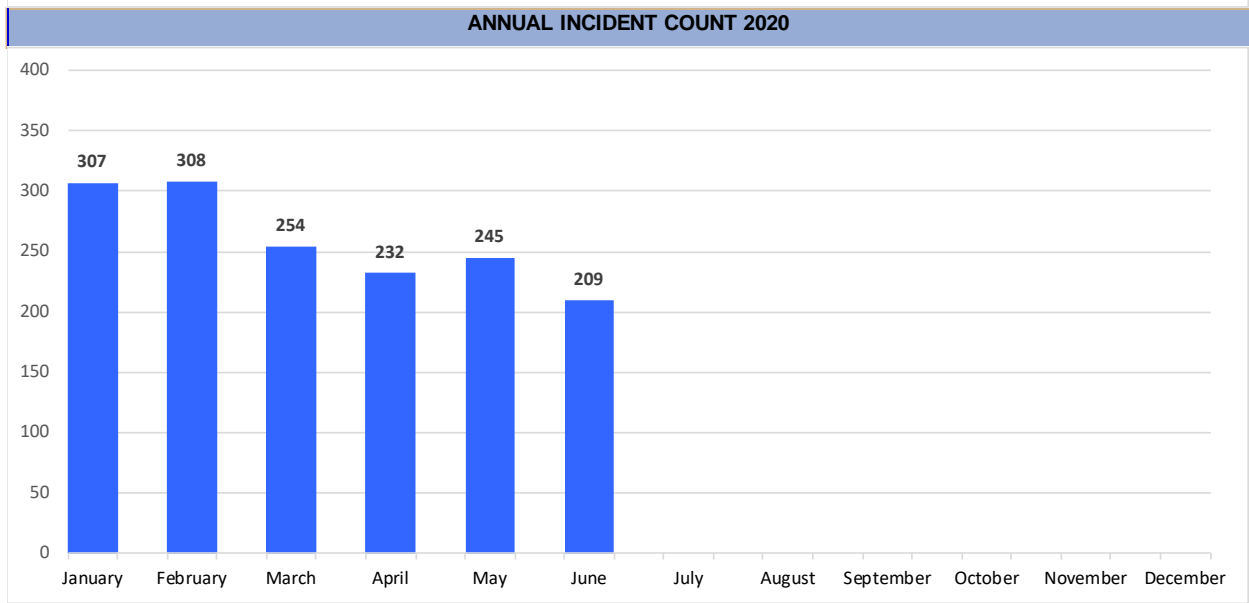
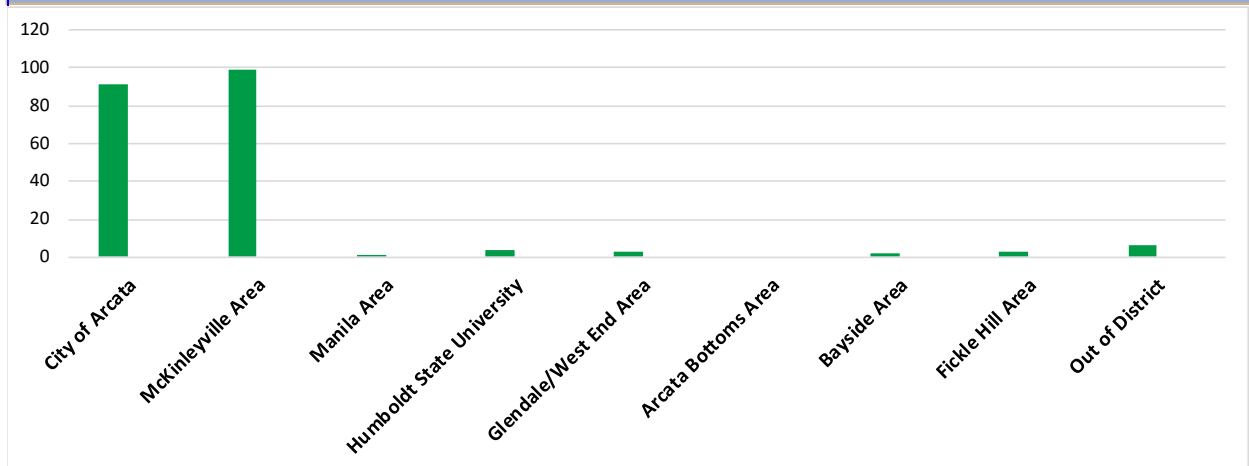
Summarized Response

The Employer agreed with the Observation noted in the report.

Date: July 14, 2020
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Fire Chief's Monthly Report

June Incident Activity

INCIDENT COUNT		
Fires	12	5.74%
Overpressure rupture, explosion, overheating - no fire	0	0.00%
Rescue & Emergency Medical Service	120	57.42%
Hazardous Condition (No Fire)	3	1.44%
Service Call	24	11.48%
Good Intent Call	38	18.18%
False Alarm & False Call	12	5.74%
Severe Weather, Natural Disaster, & Other	0	0.00%
TOTAL	209	100.00%



PRE-INCIDENT VALUE		LOSSES	
\$943,087.00		\$352,175.00	
Aid Type		Total	
Aid Given		3	
Aid Received		6	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
54		25.84%	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Arcata	0:06:40	0:31:21	
Mad River	0:07:10	0:06:08	
McKinleyville	0:07:48	0:11:03	
AVERAGE FOR ALL CALLS		0:07:32	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Arcata	0:01:59	0:01:41	
Mad River	0:02:08	0:02:39	
McKinleyville	0:02:01	0:02:01	
AVERAGE FOR ALL CALLS		0:02:02	

Monthly Operations Report

Major Incidents

6/24/2020 Residential Structure Fire, 2000 blk Thiel Ave, McKinleyville. The structure sustained major damage, with property and content loss at \$354,835 and a value of property and contents saved of \$87,936. The fire was determined to be accidental. Mutual Aid was provided by CalFire, Blue Lake FPD, and Westhaven VFD,

May Overtime Hours - Career staff covered **76 hours** of OT to maintain minimum staffing at the stations.

Training Highlights – 99 hours of training that included Search and Rescue techniques, Rope rescue, Hose evolutions, Firefighter Strategy and Tactics for structure fire, and Strategy and Tactics for EMS/MCI.

Maintenance – 82 hours of station maintenance and upkeep, crews have been focusing on spring-cleaning of the stations and grounds. **51 hours** of vehicle and equipment maintenance. In-house vehicle maintenance has a value of \$9080 saved.

Fire Prevention Report

Fire Marshal's Office

Hours worked – **90 hours**

Activity

Count

No report submitted at time of printing

.....

R1/R2 Inspection Program

Total Hours – **104.5 hours**

Activity

Count

- R-Occupancy Inspections
 - Results: **20** full compliance / **18** non-compliance

38 Sites / 489 Units

Monthly Administrative Report

Duty Coverage – The four qualified Captains were used to cover the duty officer position at the end of June into the beginning of July. The Captains covered 120 hours of during this period.

Interim Battalion Chief – At the last special meeting the Board approved the use of an Interim Battalion Chief and Interim Firefighter. Since that meeting, it was not possible to fill the Interim BC position at the start of the July 13 FLSA work period due to the inability to fill the interim firefighter position. By not having the interim firefighter position filled, we would have been in violation of the labor contract. I will be looking to see if we can fill the interim Firefighter position with one of our volunteer firefighters. Additionally, HBF is still researching if we can hire one of their BCs if we get in a pinch and do not have the option to have a qualified captain cover the Duty.

Budget - As we get closer to the September Board meeting where the final Budget will be adopted, the estimates in the FY 20-21 Budget have tightened up. There are currently no changes to the projected revenues. We will have a better projection on our special tax and assessment at the end of July, when our tax rolls are submitted to the County. Changes are being made to the projected expenses. Rate increase letters for liability insurance, health insurance were received and software license increases will reflect a \$20,000 increase in expenditures. By paying our Unfunded Accrued Liability as a lump sum, we were able to receive a 10% discount. Staff layoffs will not need to be made, given the already vacant/frozen positions due to retirements and staff departures. Moreover, the District will not be proceeding with the July 12th demotions of the two junior captains and the battalion chief position as the cost of losing the positions off sets the minimal savings projected, given our current situation.

District Assessments – We expect this week to receive the parcel list from the Assessor's Office. Staff will have roughly one month to verify any changes to property use and send the updated tax rolls back to the Auditor's Office to be included in the 2021 property tax bills.

Revenue Recovery

Insurance Claims

	Last Month		All Year	
Claims Submitted	2	\$348.00	24	\$11,552.00
Payments Received By FRUSA	0	\$0.00	10	\$4,302.00
Claims Denied	0	\$0.00	3	\$1,302.00
NON-BILLABLE - (INADEQUATE INFO PROVIDED BY FD)	0	≅ \$0.00	0	≅ \$0.00
Drafts	0	≅ \$0.00	0	≅ \$0.00
Non-Billable (Other)	0	-	2	-
In Progress	2	-	14	-

Inspection Fees Paid

Payments This Month \$1,065.00 (7 Invoices) %	Payments Last Month \$2,105.00 (14 Invoices)
Payments This Year \$19,103.75 (114 Invoices)	Payments Last Year \$42,851.95 (231 Invoices)
Payments This Fiscal Year \$19,103.75 (114 Invoices)	Payments Last Fiscal Year \$42,851.95 (231 Invoices)

Billing Status	Count	FD Amount
Open -30	22	\$3120.50
Open -60	3	\$402
Open -90	0	\$0
Open -90+	0	\$0
Sent to collections	5	\$848.00
<i>Accounts Receivable</i>		\$4370.50



**ARCATA VOLUNTEER
FIREFIGHTERS ASSOCIATION, INC.**

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

MONTHLY ACTIVITY REPORT

Date: 07/14/2020
To: Board of Directors, Arcata Fire District
From: Arcata Volunteer Firefighters' Association

- 1) Simpson Family Foundation Grant awarded AVFA \$26,440 for a second Lucas CPR Compression device. Grant was modified to allow the purchase of 2 "Certified Pre-owned" devices for the price of one new one. Devices have been received and are in service. Press release 7/1 got good coverage.
- 2) AVFA participating in Community Committee/Friends of Arcata Fire.
- 3) Wal-Mart Grant application submitted for \$5000 to replace classroom chairs resubmitted, currently pending store review.
- 4) Grant application submitted to California Fire Foundation in the amount of \$14,539 for 34 wildland fire shelters to replace the 15-year old ones we currently have.
- 5) Coast Central Credit Union grant application submitted 2/28 for 3 Rapid Intervention Team packs with air bottles, and 3 Lithium battery powered Positive Pressure Ventilation fans. Total: \$24,770.62. Grant not funded. Will be submitted to Simpson Family Foundation.
- 6) American LaFrance engine moved from Bayside to M St.
- 7) CPR program on hold due to Covid-19.
- 8) Old Timer's Night and Volunteer nominations/elections put on hold due to Covid-19.