

**BOARD OF DIRECTORS**

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

***Regular Board Meeting***

***May 11, 2021***

***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** – Suspended during Shelter in Place

**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** Minutes from April 13, 2021 Regular Meeting **Pg. 4**
- 6.2** April 2021 Financial Report **Pg. 10**
- 6.3** Adopt Resolution 21-236 Recognizing the Business Manager Position as Part of the Senior Management Group **Pg. 23**
- 6.4** Adopt Resolution 21-237 Approving an Early Step Increase and Stipend to the Fire Inspector Position Currently Held by Matt Knowles **Pg. 24**

**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.**

**8) OLD BUSINESS**

**There is no old business.**

**9) NEW BUSINESS**

**9.1** Provide Direction to Staff Regarding a Policy for Coordination and Collaboration for Rescues and Training with Local Services Districts **Pg. 25**

**Attachment 1** - Letter from McKinleyville Community Services District and Humboldt Bay Municipal Water District’s General Managers **Pg. 26**

**9.2** Arcata Volunteer Firefighters Association Request for Rent Increase and Renewal of Lease Agreement for the Arcata Fire Station **Pg. 27**

**Attachment 1** – Proposal from Arcata Volunteer Firefighters Association **Pg. 28**

**9.3** Consider Initiating the Process for the Annual Performance Evaluation of the Fire Chief **Pg. 29**

**9.4** Consider and Discuss the Expiring Humboldt State University Agreement for Services **Pg. 30**

**Attachment 1** – Agreement for Services Dated July 1, 2018 **Pg. 31**

**10) CORRESPONDENCE**

**10.1** CERBT Account Update as of March 31, 2021 **Pg. 49**

**10.2** Certificate of Recognition from the Humboldt County Board of Supervisors on Receiving the McKinleyville Chamber of Commerce 2021 Non-Profit of the Year Award **Pg. 57**

**11) MONTHLY ACTIVITY REPORTS**

**11.1** Chief’s Report **Pg. 58**

**11.2** Committee Reports

**11.3** Director Matters

**11.4** Bargaining Group & Association Reports **Pg. 63**

**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.*

**12.1** Conference with Labor Negotiator (Gov. Code Section 54957.6)

Agency designated representative: *Counsel Jack Hughes*

Employee Organization: *Local 4981*

**12.2** Conference with Labor Negotiator (Gov. Code Section 54957.6)

Agency designated representative: *Counsel Jack Hughes*

Employee Organization: *Senior Management Group*

**13) ADJOURNMENT**

Next Regular Board Meeting is scheduled **for June 8, 2021 at 5:30 pm.**

*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 9<sup>th</sup> Street, Arcata, CA 95521*
- *Mad River Station, 3235 Janes Road, Arcata, CA 95521*
- *The Arcata Fire Protection District website: [www.arcatafire.org](http://www.arcatafire.org)*



## MINUTES

*Regular Board Meeting*

*April 13, 2021*

*5:30 p.m.*

*Location: Remote Via Zoom*

### **Board of Directors**

*Nicole Johnson (Division 2) - President, Randy Mendosa (Division 3) - Vice-President,  
Blaine Maynor (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 5:39 pm.

### **2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance has been suspended during Shelter in Place.

### **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 Elena David, Director Blaine Maynor and Director David Rosen.

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

### **4. APPROVAL OF AGENDA**

It was moved to approve the agenda.

**Motion:** Rosen; Second: Maynor

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

Motion Carries

### **5. PUBLIC COMMENT**

There were no public comments.

### **6. CONSENT CALENDAR**

**6.1** Minutes from March 9, 2021 Regular Meeting

**6.2** Minutes from March 25, 2021 Special Meeting

**6.3** March 2021 Financial Report

**6.4** Adoption of Resolution 21-234 with Exhibit A, Authorizing California Public Employees' Retirement System (CalPERS) to Recognize the Arcata Fire Protection District Seventy-Two (72) Hour Workweek Schedule for Safety, Non-Exempt Employees

**6.5** Adoption of Resolution 21-235 with Exhibit A, Adopting a New Master Salary Schedule Effective April 4, 2021

There were no comments from the Board or members of the public.

It was moved to approve the consent calendar.

**Motion:** Rosen; Second: David

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

Motion Carries

## **7. PUBLIC HEARING**

There was no public hearing.

## **8. OLD BUSINESS**

**8.1 Consider Revisions to the Board Policy Manual:** Chief McDonald reviewed his staff note aloud.

There was discussion of tabling the item as several of the Directors indicated they had not had time to fully review the document. However, it was suggested that an attempt be made for Director Mendosa to answer the questions, in the draft version, that were directed at him.

Page 8 of the policy had two questions which were discussed and explained at length, and the third point on the page extended the deliberation further.

Director Rosen requested a point of order from President Johnson. He advised that since the Board would be voting on the recommendation of the committee, which consisted of Director Mendosa and staff, the topic should be returned to the committee for additional review, and tabled until completed. Director Mendosa attempted to bring the topic of item 2.4 of the policy back for discussion. Board Secretary interjected, providing clarification on the point of order by Director Rosen; return the topic back to the committee and table it for another time.

Prior to the motion, there was a query about addressing Zoom meetings in the document, for the time when the District can return to normal, in person, meetings.

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

It was moved to table the item until the next meeting.

**Motion:** David; Second: Mendosa

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

Motion Carries

**8.2 Consider Formation of an Ad Hoc Budget Development Committee:** Chief McDonald reviewed the item aloud and made his recommendation.

Director Rosen asked about the make-up of the committee and the Chief advised that the format and involved parties are the same, it will just no longer be a standing committee.

Director Mendosa commended Directors Rosen and Johnson for their participation and queried if they would be interested in continuing on the committee. Both willingly agreed.

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

It was moved to:

1. Discontinue the Finance committee;
2. Authorize the formation of an ad hoc budget development committee;

3. Appoint Directors Rosen and Johnson to participate on the committee;
4. Direct the committee to work with staff to produce a FY 2021/22 preliminary budget to be presented no later than the June 2021 Board meeting;
5. Direct the committee and staff to have the FY 2021/22 final budget presented no later than the September 2021 Board meeting.

**Motion:** Mendosa; Second: Maynor

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

Motion Carries

## **9. NEW BUSINESS**

**9.1 Consider Approval of an Over Hire Position:** Chief McDonald reviewed his staff note and further explained the financial attachment to the agenda item. There have been salary savings as a result of the loss of operational staff and the District is still under budget. Chief emphasized that the first six candidates are high quality candidates and it would benefit the District to hire the sixth now and not wait and potentially lose them to another agency.

There were no comments from the Board or the public.

It was moved to approve the over hire for a firefighter/engineer position.

**Motion:** Mendosa; Second: Rosen

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

Motion Carries

## **10. CORRESPONDENCE**

Correspondence was reviewed aloud by President Johnson. There were no comments from the Board or the public.

## **11. MONTHLY ACTIVITY REPORTS**

**11.1 Chiefs Report** – Chief McDonald reviewed his staff report aloud. Since pages one and two of his report were the statistics sent out with the original board packet, a copy of the correct Chief's first two pages of the Chief's report will be included in the minutes. It should be noted, however, that the corrected version was emailed out after the original board packet was sent.

Chief McDonald added that one of the inspectors has been hired by CalFire as a seasonal employee, however, the other inspector has enough available hours remaining in the fiscal year, so he will be able to pick up additional hours.

Under the staffing updates, Chief McDonald advised that the group of candidates will be housed at Mad River Station during the academy to begin in mid-May.

Under the Web Page Update, the Board Secretary requested that staff contact her to set up a time to have new Director photos taken to be added to the website.

Following the completion of the report, Director Mendosa wanted to confirm that the issues for radio coverage and silent stations have now been mitigated. Chief McDonald confirmed that the Bella Vista repeater solved the radio coverage issue and the silent stations issue has been mollified by radio reprogramming and response area only station tones.

**11.2 Committee Reports** – There were no committee reports.

**11.3 Director Matters** – Director Mendosa thanked the staff for “hanging in there.” President Johnson commended Firefighter Gibbs and Captain Evenson for coming to her daughter’s daycare. She went on to congratulate Firefighter Kadle on the additions to his family.

**11.4 Bargaining Group & Association Reports**

Local 4981 – Alex Manousos, on behalf of Anthony Benelisha who was sent to a call. Thank you to Rob Cannon for writing the grant for bailout kits, which he hopes they will never have to use. He offered thanks to the Board and Chief for addressing silent stations. He finished reporting that there has been an uptick in Opioid overdoses and that the use of Narcan, provided free of charge to the District, has been having great success. Chief added that APD officers are also utilizing Narcan, in the event they arrive prior to medical.

Arcata Volunteer Firefighters Association (AVFA) – President Roy Willis reviewed the activity report. Director Maynor asked a question about the FEMA grant and Director Mendosa asked about seeking a grant for construction improvements and modifications to the Mad River Station.

**12. CLOSED SESSION**

There was no closed session.

**13. ADJOURNMENT**

Following a motion, President Johnson adjourned the meeting at 6:46 pm.

**Motion:** Mendosa; **Second:** David

The next Regular Meeting is scheduled for **May 11, 2021 at 5:30 pm.**

Respectfully submitted,

Becky Schuette  
Clerk of the Board

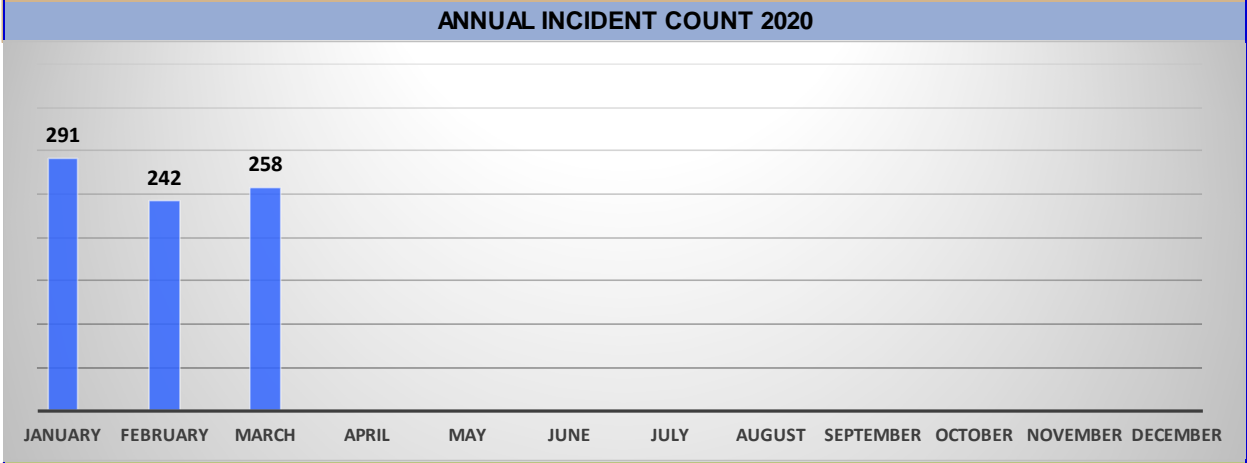
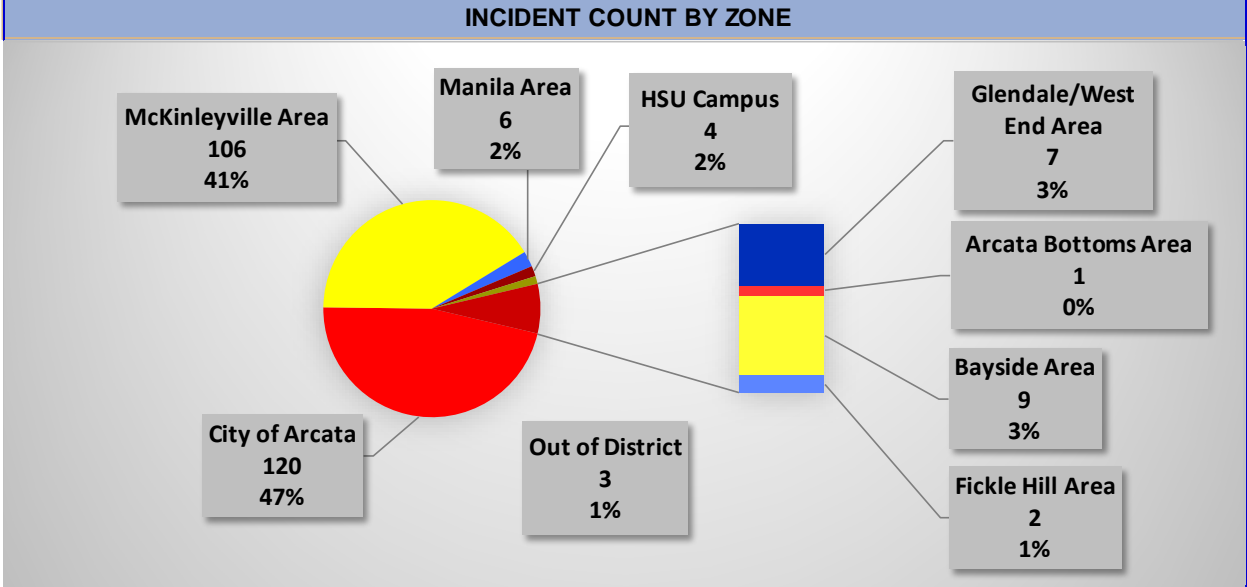


STAFF REPORT Item 11.1

**Date:** April 13, 2021  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Fire Chief's Monthly Report

**March Incident Activity**

INCIDENT COUNT		
Fires	16	6.20%
Overpressure rupture, explosion, overheating - no fire	0	0.00%
Rescue & Emergency Medical Service	146	56.59%
Hazardous Condition (No Fire)	5	1.94%
Service Call	24	9.30%
Good Intent Call	53	20.54%
False Alarm & False Call	14	5.43%
Severe Weather, Natural Disaster, & Other	0	0.00%
<b>TOTAL</b>	<b>258</b>	<b>100.00%</b>





PRE-INCIDENT VALUE		LOSSES	
\$8,515,803.00		\$630,928.00	
MUTUAL AID			
Aid Type		Total	
Aid Given		1	
Aid Received		3	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
55		21.32%	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station Response Area	EMS		FIRE
Arcata	0:04:13		0:06:09
Mad River	0:03:53		0:13:05
McKinleyville	0:05:04		0:12:05
AVERAGE FOR ALL CALLS			0:04:34

## Monthly Operations Report

### Major Incidents

- 3/8/21      Structure Fire – 1700 blk. of Babler Road. The fire involved a residential structure that sustained heavy fire damage. The building and content loss was valued at \$492,403 with a value saved of \$25,917. The cause was determined to be unintentional and likely caused by a failure in electrical equipment. Mutual aid was provided by CalFire Trinidad, and Westhaven & Blue Lake fire departments.
- 3/15/21      Structure Fire – 2890 blk. of McKinleyville Ave, McKinleyville. The fire involved a singlewide mobile home and was a complete loss. The value of loss was estimated at \$105,000. The cause was determined to be unintentional and likely caused by a failure in electrical equipment. Mutual aid was provided by CalFire Trinidad, and Westhaven & Fieldbrook fire departments.

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**March Overtime Hours** - Career staff covered **766 hours** of OT to cover for minimum staffing levels for two stations.

**Training Highlights – 161 hours** of training that included Wildland Firefighting refresher, EMS refresher, Hose deployment, Forcible entry techniques, Firefighter intern skills training.

### Maintenance

- **WT8258**  
Preventative Maintenance- outside vendor, **\$1445.30**
- **U8208**  
Preventative Maintenance- outside vendor, **\$471.77**

1:13 PM  
05/06/21  
Accrual Basis

ARCATA FIRE DISTRICT  
**Balance Sheet**  
As of April 30, 2021

	<u>Apr 30, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
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
<b>Total C.T. CONTINGENCY DESIGNATN 2011</b>	<u>56,596.13</u>
C.T. PERS DESIGNATION 2012	30,333.00
CCCU CHECKING	327,256.44
CCCU LIQUID ASSETS	100,122.66
COAST CENTRAL SAVINGS	15,773.43
COUNTY TREASURY	2,107,084.28
<b>Total Checking/Savings</b>	<u>2,825,796.16</u>
<b>Accounts Receivable</b>	
1200 · ACCOUNTS RECEIVABLE	50,506.12
<b>Total Accounts Receivable</b>	<u>50,506.12</u>
<b>Other Current Assets</b>	
Accounts Receivable 2	-45,847.12
ACCT RECV - COUNTY TREASURY	923,864.19
INTEREST RECEIVABLE	13,500.00
PREPAID EXPENSE	32,193.52
<b>Total Other Current Assets</b>	<u>923,710.59</u>
<b>Total Current Assets</b>	<u>3,800,012.87</u>
<b>Fixed Assets</b>	
ACCUMULATED DEPRECIATION	-3,129,428.00
BUILDINGS AND IMPROVEMENTS	2,329,696.91
EQUIPMENT	4,268,796.56
LAND	224,630.00
<b>Total Fixed Assets</b>	<u>3,693,695.47</u>
<b>Other Assets</b>	
DEFERRED OUTFLOWS-OPEB	640,710.00
DEFERRED OUTFLOWS-PENSION	1,565,869.00
<b>Total Other Assets</b>	<u>2,206,579.00</u>
<b>TOTAL ASSETS</b>	<u><u><b>9,700,287.34</b></u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	34,868.10
<b>Total Accounts Payable</b>	<u>34,868.10</u>

ARCATA FIRE DISTRICT  
**Balance Sheet**  
As of April 30, 2021

	<u>Apr 30, 21</u>
<b>Credit Cards</b>	
<b>US BANK</b>	5,482.88
<b>Total Credit Cards</b>	5,482.88
<b>Other Current Liabilities</b>	
<b>ACCOUNTS PAYABLE 2</b>	32,193.52
<b>ACCRUED EXPENSES - OTHER</b>	30,190.13
<b>ACCRUED INTEREST EXPENSE</b>	3,794.79
<b>COMPENSATION TIME OFF</b>	8,574.12
<b>Current portion of L/T Debt</b>	152,095.39
<b>WAGES PAYABLE</b>	67,526.60
<b>2100 · PAYROLL LIABILITIES</b>	
<b>SURVIVOR BENEFIT</b>	12.09
<b>2100 · PAYROLL LIABILITIES - Other</b>	-3,748.41
<b>Total 2100 · PAYROLL LIABILITIES</b>	-3,736.32
<b>Total Other Current Liabilities</b>	290,638.23
<b>Total Current Liabilities</b>	330,989.21
<b>Long Term Liabilities</b>	
<b>ACCRUED EMPLOYEE BENEFITS</b>	105,291.21
<b>DEFERRED INFLOWS-OPEB</b>	2,314,811.00
<b>DEFERRED INFLOWS-PENSION</b>	162,788.00
<b>Less-Cur Portion of L/T Debt</b>	-152,095.39
<b>NET PENSION LIABILITY</b>	5,734,896.00
<b>OTHER POST EMPLOYMENT BEN. LIAB</b>	9,197,641.00
<b>WELLS FARGO EQUIPMENT FINANCE #</b>	152,095.39
<b>Total Long Term Liabilities</b>	17,515,427.21
<b>Total Liabilities</b>	17,846,416.42
<b>Equity</b>	
<b>INVESTMENT IN FIXED ASSETS</b>	3,541,600.08
<b>3900 · RETAINED EARNINGS</b>	-12,244,944.27
<b>Net Income</b>	557,215.11
<b>Total Equity</b>	-8,146,129.08
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>9,700,287.34</b>

ARCATA FIRE DISTRICT  
**Statement of Cash Flows**  
April 2021

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	<u>Apr 21</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	63,458.72
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	525.00
ACCT RECV - COUNTY TREASURY	-323,336.75
2000 · ACCOUNTS PAYABLE	-26,285.47
US BANK	72.03
US BANK:CAMPBELL	873.98
US BANK:J. MCDONALD	4,004.92
US BANK:SCHUETTE	306.49
2100 · PAYROLL LIABILITIES	-1,205.55
2100 · PAYROLL LIABILITIES:457 DEDUCTION	-2,300.00
2100 · PAYROLL LIABILITIES:CA WITHHOLDING	-2,366.30
2100 · PAYROLL LIABILITIES:FEDERAL WITHHOLDING	-4,942.46
2100 · PAYROLL LIABILITIES:MEDICARE - BOTH	-1,280.84
2100 · PAYROLL LIABILITIES:SOCIAL SECURITY - BOTH	-392.06
2100 · PAYROLL LIABILITIES:SURVIVOR BENEFIT	-13.02
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Net cash provided by Operating Activities	-292,881.31
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Net cash increase for period	-292,881.31
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Cash at beginning of period	3,118,677.47
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Cash at end of period	<u><u>2,825,796.16</u></u>

**ARCATA FIRE DISTRICT**  
**Expenses by Vendor Detail**

April 2021

Type	Date	Memo	Account	Amount
<b>ADVANCED SECURITY</b>				
Bill	04/05/2021	ARC & MR Monitoring	5060.2 · Alarm Monitoring	166.00
Total ADVANCED SECURITY				166.00
<b>AIRGAS</b>				
Bill	04/26/2021	Oxygen	5140.1 · Medical Supplies	362.67
Total AIRGAS				362.67
<b>AIRMEDCARE</b>				
Bill	04/14/2021	Annual renewal - 25 households	5030.5 · Air Ambulance Insur...	1,625.00
Total AIRMEDCARE				1,625.00
<b>ALEX MANOUSOS</b>				
Bill	04/26/2021	Vision Reimbursement self	5030.6 · Vision	149.60
Total ALEX MANOUSOS				149.60
<b>ALL STAR FIRE EQUIPMENT</b>				
Bill	04/05/2021	Filter cartridges for half mask	5140.1 · Medical Supplies	321.10
Total ALL STAR FIRE EQUIPMENT				321.10
<b>AMAZON</b>				
Credit Card Charge	04/05/2021	Sound bar for conference room	McK	58.17
Credit Card Charge	04/05/2021	Push pins for conference room boards	5170 · OFFICE SUPPLIES	5.28
Credit Card Charge	04/08/2021	Replacement caster wheels for office chair	5170.1 · Office Supplies	37.66
Credit Card Charge	04/15/2021	Repairs U8206 heater and seat	8206 · U8206	27.71
Total AMAZON				128.82
<b>ANGELA S. HAWKS</b>				
Bill	04/08/2021	Reimbursement for Staff Photos editor app	5180.15 · Miscellaneous Serv...	9.49
Total ANGELA S. HAWKS				9.49
<b>ARCATA VOLUNTEER FIREFIGHTERS ASSOC.</b>				
Bill	04/14/2021	May Rent	5210.1 · Arcata Station	8,000.00
Bill	04/19/2021	Hanson CPR Instructor Recert Fee	5210.1 · Arcata Station	40.00
Total ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				8,040.00
<b>AT&amp;T- CAL NET 3</b>				
Bill	04/19/2021	Invoice 16344019 (No invoice received for Feb/Mar)	5060.1 · Phones & Internet	309.20
Total AT&T- CAL NET 3				309.20
<b>CAL PERS</b>				
Liability Check	04/02/2021	Employer Paid Portion PP 02-21-21 to 03-06-21	5020.1 · CalPERS Retirement	11,646.29
Liability Check	04/16/2021	Employer Paid PP 03-07-21 to 03-20-21	5020.1 · CalPERS Retirement	10,740.58
Liability Check	04/30/2021	Employer Contributions PP 03-21-21 to 04-03-21	5020.1 · CalPERS Retirement	10,719.56
Total CAL PERS				33,106.43
<b>CALIFORNIA DEPT OF TAX &amp; FEE ADMIN</b>				
Bill	04/12/2021	First Quarter 2021 Diesel Fuel Tax	5122 · FUEL	679.00
Total CALIFORNIA DEPT OF TAX & FEE ADMIN				679.00
<b>CalPERS 457 PLAN</b>				
Liability Check	04/02/2021	Employer Match PP 03-07-21 to 03-20-21	5010.5 · Deferred Compensa...	1,400.00
Liability Check	04/16/2021	Employer Match PP 03-21-21 to 04-03-21	5010.5 · Deferred Compensa...	1,400.00
Liability Check	04/30/2021	Employer Match P 04-04-21 to 04-17-21	5010.5 · Deferred Compensa...	1,400.00
Total CalPERS 457 PLAN				4,200.00
<b>CITY OF ARCATA</b>				
Bill	04/07/2021	Service period 03-07-21 to 04-06-21	Mad River	115.87
Bill	04/28/2021	Service Period 03-28-21 to 04-27-21	Arcata	131.88
Total CITY OF ARCATA				247.75
<b>COASTAL BUSINESS SYSTEMS, INC</b>				
Bill	04/05/2021	Priners and copier	5200.1 · Copier	561.26
Total COASTAL BUSINESS SYSTEMS, INC				561.26
<b>DEPARTMENT OF JUSTICE</b>				
Bill	04/05/2021	FF intern	5180.11 · Background Checks	49.00
Total DEPARTMENT OF JUSTICE				49.00

ARCATA FIRE DISTRICT  
Expenses by Vendor Detail

April 2021

Type	Date	Memo	Account	Amount
<b>EBAY</b>				
Credit Card Charge	04/01/2021	Gym Equipment McK	5230.15 · Health & Wellness	1,286.00
Total EBAY				1,286.00
<b>EUREKA OXYGEN</b>				
Bill	04/06/2021	Oxygen Cylander Rental	5140.1 · Medical Supplies	20.81
Total EUREKA OXYGEN				20.81
<b>FDAC EBA</b>				
Bill	04/12/2021	May Coverage	5030.4 · Dental & Life Insura...	1,694.36
Total FDAC EBA				1,694.36
<b>FEDEX</b>				
Credit Card Charge	04/26/2021	Laminate extra large maps	5170.1 · Office Supplies	104.53
Total FEDEX				104.53
<b>GEORGE GREEN</b>				
Bill	04/12/2021	Reimbursement for Fire Assessment Adjustment by Board	5230.5 · Assessment Adjust...	216.00
Total GEORGE GREEN				216.00
<b>GOOGLE LLC</b>				
Credit Card Charge	04/01/2021	Google Workspace March	5150.8 · Google Services	184.25
Credit Card Charge	04/14/2021	monthly storage increase	5150.8 · Google Services	1.99
Total GOOGLE LLC				186.24
<b>HARPER MOTORS</b>				
Credit Card Charge	04/05/2021	Troubleshoot	8274 · R8274	155.05
Bill	04/21/2021	Resistor Assembly	8206 · U8206	60.27
Total HARPER MOTORS				215.32
<b>HENSELS</b>				
Bill	04/10/2021	Replacement faucet	Mad River	65.09
Bill	04/10/2021	Mopheads and scrubby	Mad River	27.31
Bill	04/10/2021	Faucet repair parts	Mad River	28.19
Bill	04/12/2021	Mophead and dust mop	Arcata	56.40
Total HENSELS				176.99
<b>HR DIRECT</b>				
Bill	04/18/2021	Poster Guard Renewal HQ	5150.7 · Subscriptions	96.96
Bill	04/19/2021	Poster Guard Renewal MR	5150.7 · Subscriptions	96.96
Bill	04/19/2021	Poster Guard Renewal Arcata	5150.7 · Subscriptions	96.96
Total HR DIRECT				290.88
<b>HUMBOLDT SANITATION</b>				
Bill	04/12/2021	March service period	McK	211.35
Total HUMBOLDT SANITATION				211.35
<b>HUMBOLDT WASTE MANAGEMENT AUTHORITY</b>				
Bill	04/01/2021	Foam disposal	5090.2 · Garbage Service	200.00
Total HUMBOLDT WASTE MANAGEMENT AUTHORITY				200.00
<b>INFINITE CONSULTING SERVICES</b>				
Bill	04/01/2021	April Manages Services	5180.12 · IT Services	2,450.00
Total INFINITE CONSULTING SERVICES				2,450.00
<b>JOHN EVENSON</b>				
Bill	04/15/2021	Vision reimbursement child	5030.6 · Vision	144.50
Total JOHN EVENSON				144.50
<b>LIEBERT CASSIDY WHITMORE</b>				
Bill	04/26/2021	Negotiations	5180.2 · Legal Services	1,392.60
Total LIEBERT CASSIDY WHITMORE				1,392.60
<b>MARK A. CLEMENTI, PH.D</b>				
Bill	04/19/2021	Pre-Employment Pysch Eval -Guimond	5180.9 · Medical exam/Drug ...	774.00
Total MARK A. CLEMENTI, PH.D				774.00

**ARCATA FIRE DISTRICT**  
**Expenses by Vendor Detail**

April 2021

Type	Date	Memo	Account	Amount
<b>MCK. COMM. SERVICES DISTRICT</b>				
Bill	04/19/2021	Water & Sewer Mck 03/01/21 to 04/05/21	McK	192.54
Bill	04/19/2021	DCV charges Mck Station 03-01-21 to 04-05-21	McK	23.18
Total MCK. COMM. SERVICES DISTRICT				215.72
<b>MCKINLEYVILLE ACE HARDWARE</b>				
Bill	04/02/2021	Hose and Nozzle	McK	54.93
Bill	04/14/2021	RIC mounting project fasteners	5370.5 · Equipment Fabrication	5.56
Bill	04/14/2021	Spackle	5130.1 · General Structure M...	4.95
Total MCKINLEYVILLE ACE HARDWARE				65.44
<b>MIDAMERICA</b>				
Bill	04/16/2021	May Retiree HRA	5030.2 · Health Insurance (R...	21,016.99
Total MIDAMERICA				21,016.99
<b>NATIONAL HOSE TESTING SPECIALTIES</b>				
Bill	04/14/2021	2021 Fire Hose Testing	5120.3 · Hose & Ladder Testi...	5,733.00
Total NATIONAL HOSE TESTING SPECIALTIES				5,733.00
<b>PACIFIC GAS AND ELECTRIC</b>				
Bill	04/02/2021	Service Period 02-26-21 to 03-28-21	McK	1,194.34
Bill	04/08/2021	Service Period 03-04-21 ro 04-01-21	Arcata	1,168.64
Bill	04/22/2021	Service Period 03-17-21 to 04-15-21	Mad River	290.68
Total PACIFIC GAS AND ELECTRIC				2,653.66
<b>PENGUIN MANAGEMENT, INC.</b>				
Bill	04/01/2021	May 1, 2021 to April 30, 2022	5150.10 · eDispatches Softw...	1,548.00
Total PENGUIN MANAGEMENT, INC.				1,548.00
<b>PERS / HEALTH</b>				
Bill	04/15/2021	Active Employee Premiums	5030.1 · Health Insurance (E...	24,518.98
Bill	04/15/2021	Retiree Premiums	5030.2 · Health Insurance (R...	3,366.84
Bill	04/15/2021	Admin Fee Active employees	5030.1 · Health Insurance (E...	58.85
Bill	04/15/2021	Admin Fee Retirees	5030.3 · Retiree Health Admi...	58.68
Total PERS / HEALTH				28,003.35
<b>PRO PACIFIC AUTO REPAIR, INC.</b>				
Bill	04/02/2021	Repairs	8211 · E8211	9,152.65
Bill	04/02/2021	Repairs	8216 · E8216	3,049.18
Bill	04/02/2021	Repairs	8215 · E8215	2,512.36
Bill	04/02/2021	Repairs	8217 · E8217	1,612.61
Bill	04/02/2021	Repairs	8258 · WT8258	1,445.30
Bill	04/08/2021	Dipstick assembly repairs	8216 · E8216	644.33
Total PRO PACIFIC AUTO REPAIR, INC.				18,416.43
<b>RECOLOGY</b>				
Bill	04/01/2021	March Service Period	Arcata	58.95
Bill	04/01/2021	March Service Period	Mad River	58.95
Total RECOLOGY				117.90
<b>ROGUE FITNESS</b>				
Credit Card Charge	04/01/2021	Gym Equipment Mck	5230.15 · Health & Wellness	2,584.31
Total ROGUE FITNESS				2,584.31
<b>RUFF TUFF</b>				
Credit Card Charge	04/08/2021	Seat Covers U8205	8205 · U8205	349.95
Total RUFF TUFF				349.95
<b>STREAMLINE</b>				
Bill	04/01/2021	April 2021 Web hosting	5180.17 · Web Page Hosting	300.00
Total STREAMLINE				300.00
<b>SUDDENLINK</b>				
Bill	04/07/2021	Service Period 04-04-21 to 05-03-21	5060.1 · Phones & Internet	1,178.68
Total SUDDENLINK				1,178.68

ARCATA FIRE DISTRICT  
Expenses by Vendor Detail

April 2021

Type	Date	Memo	Account	Amount
<b>TASK FORCE TIPS</b>				
Credit Card Charge	04/06/2021	Replacement caster wheels for office chair	8211 · E8211	151.81
Credit Card Charge	04/06/2021	Replacement caster wheels for office chair	8216 · E8216	151.80
Total TASK FORCE TIPS				303.61
<b>THE STANDARD</b>				
Bill	04/19/2021	May Premiums	5030.7 · Long Term Disability...	377.00
Total THE STANDARD				377.00
<b>THOMAS HOME CENTER</b>				
Credit Card Charge	04/09/2021	Power Strip of Mck Station Conference Room	5121 · MAINTENANCE-ELE...	30.08
Total THOMAS HOME CENTER				30.08
<b>UNITED STATES POSTAL SERVICE</b>				
Credit Card Charge	04/21/2021	Large envelope mailing + roll of stamps	5171.1 · Postage & Shipping	56.80
Total UNITED STATES POSTAL SERVICE				56.80
<b>US BANK</b>				
Credit Card Charge	04/06/2021	To correct accidental deletion and reconcile account for 03-25-2...	5160.1 · Miscellaneous Expe...	70.03
Total US BANK				70.03
<b>VERIZON WIRELESS</b>				
Bill	04/13/2021	Service 03-02 to 04-01	5060.1 · Phones & Internet	274.60
Total VERIZON WIRELESS				274.60
<b>TOTAL</b>				<b><u>142,614.45</u></b>



ARCATA FIRE DISTRICT  
Profit & Loss Budget vs. Actual

July 2020 through April 2021

	Jul '20 - Apr 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>TAX REVENUE</b>				
101117 · PROPERTY TAX-CURRENT-SECURED	1,747,497.50	1,912,401.18	-164,903.68	91.4%
102500 · PROPERTY TAX-CURRENT-UNSECURED	68,612.50	70,163.66	-1,551.16	97.8%
800030 · PROPERTY TAX-PRIOR YEARS	12,305.00	20,665.50	-8,360.50	59.5%
800040 · SUPPLEMENTAL TAXES- CURRENT	17,843.30	12,000.00	5,843.30	148.7%
800041 · SUPPLEMENTAL TAXES-PRIOR YEARS	3,750.00	3,750.00	0.00	100.0%
113100 · STATE TIMBER TAX	531.36	530.00	1.36	100.3%
800050 · PROPERTY ASSESSMENTS	1,419,080.20	1,413,456.66	5,623.54	100.4%
TAX REVENUE - Other	-621.00			
<b>Total TAX REVENUE</b>	<b>3,268,998.86</b>	<b>3,432,967.00</b>	<b>-163,968.14</b>	<b>95.2%</b>
<b>USE OF MONEY &amp; PROPERTY</b>				
800190 · INTEREST INCOME	275.21	24,030.84	-23,755.63	1.1%
<b>Total USE OF MONEY &amp; PROPERTY</b>	<b>275.21</b>	<b>24,030.84</b>	<b>-23,755.63</b>	<b>1.1%</b>
<b>INTERGOVERNMENTAL</b>				
525110 · HOMEOWNERS PROP. TAX REL	12,667.32	21,766.66	-9,099.34	58.2%
800580 · FEDERAL AID IN-LIEU TAX	0.00	0.00	0.00	0.0%
800600 · OTHER GOVERNMENT AGENCIES				
BLFD Contract for Services	0.00	0.00	0.00	0.0%
HR Reimbursement	43,469.53	40,000.00	3,469.53	108.7%
HSU Contract for Services	37,000.00	37,000.00	0.00	100.0%
Measure Z Funds	0.00	62,500.00	-62,500.00	0.0%
NCUAQMD	0.00	700.00	-700.00	0.0%
Prop 172 Disbursement	8,778.00	9,783.00	-1,005.00	89.7%
800600 · OTHER GOVERNMENT AGENCIES - Other	0.00	0.00	0.00	0.0%
<b>Total 800600 · OTHER GOVERNMENT AGENCIES</b>	<b>89,247.53</b>	<b>149,983.00</b>	<b>-60,735.47</b>	<b>59.5%</b>
800944 · GRANT REVENUE				
DWR	0.00	0.00	0.00	0.0%
FEMA -SAFER	0.00	0.00	0.00	0.0%
800944 · GRANT REVENUE - Other	2,994.94	2,995.00	-0.06	100.0%
<b>Total 800944 · GRANT REVENUE</b>	<b>2,994.94</b>	<b>2,995.00</b>	<b>-0.06</b>	<b>100.0%</b>
800950 · FIREFIGHTING REIMBURSEMENTS	208,572.38	208,572.00	0.38	100.0%
<b>Total INTERGOVERNMENTAL</b>	<b>313,482.17</b>	<b>383,316.66</b>	<b>-69,834.49</b>	<b>81.8%</b>
<b>CHARGES FOR SERVICES</b>				
800155 · PREVENTION FEES	14,631.00	8,333.34	6,297.66	175.6%
800156 · R1/R2 INSPECTION FEES	42,249.50	26,666.68	15,582.82	158.4%
800700 · OTHER SERVICES	0.00	0.00	0.00	0.0%
800946 · INCIDENT REVENUE RECOVERY FEES	2,868.63	5,000.00	-2,131.37	57.4%
<b>Total CHARGES FOR SERVICES</b>	<b>59,749.13</b>	<b>40,000.02</b>	<b>19,749.11</b>	<b>149.4%</b>
<b>OTHER REVENUE</b>				
800920 · SALE OF FIXED ASSETS	50,000.00	50,000.00	0.00	100.0%
800940 · OTHER REVENUE				
Donations	32,404.00	32,000.00	404.00	101.3%
Other Revenue Unclassified	0.00	0.00	0.00	0.0%
800940 · OTHER REVENUE - Other	871.46	0.00	871.46	100.0%
<b>Total 800940 · OTHER REVENUE</b>	<b>33,275.46</b>	<b>32,000.00</b>	<b>1,275.46</b>	<b>104.0%</b>
800941 · REFUNDS	1,483.07	1,300.00	183.07	114.1%
800942 · INCIDENT REPORTS	253.40	200.00	53.40	126.7%
OTHER REVENUE - Other	0.00	0.00	0.00	0.0%
<b>Total OTHER REVENUE</b>	<b>85,011.93</b>	<b>83,500.00</b>	<b>1,511.93</b>	<b>101.8%</b>
<b>Total Income</b>	<b>3,727,517.30</b>	<b>3,963,814.52</b>	<b>-236,297.22</b>	<b>94.0%</b>
<b>Gross Profit</b>	<b>3,727,517.30</b>	<b>3,963,814.52</b>	<b>-236,297.22</b>	<b>94.0%</b>

ARCATA FIRE DISTRICT  
Profit & Loss Budget vs. Actual  
July 2020 through April 2021

Expense	Jul '20 - Apr 21	Budget	\$ Over Budget	% of Budget
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
<b>5010 · SALARIES AND WAGES *</b>				
5010.1 · Full-Time	838,586.53	1,012,722.84	-174,136.31	82.8%
5010.2 · CTO Payout	128,559.03	189,666.68	-61,107.65	67.8%
5010.3 · Settlement Pay/Vacation	31,055.28	25,000.00	6,055.28	124.2%
5010.4 · Holiday Pay	37,845.11	50,000.00	-12,154.89	75.7%
5010.5 · Deferred Compensation	38,400.00	41,166.66	-2,766.66	93.3%
5010.6 · Part-Time (Hourly)	71,973.57	69,172.50	2,801.07	104.0%
5010.8 · CalFire/OES Pay	53,893.57	53,888.00	5.57	100.0%
5010 · SALARIES AND WAGES * - Other	0.00	0.00	0.00	0.0%
<b>Total 5010 · SALARIES AND WAGES *</b>	<b>1,200,313.09</b>	<b>1,441,616.68</b>	<b>-241,303.59</b>	<b>83.3%</b>
<b>5020 · RETIREMENT</b>				
5020.1 · CalPERS Retirement	254,423.84	286,245.00	-31,821.16	88.9%
5020.3 · Social Security	3,871.94	3,349.00	522.94	115.6%
5020.4 · Medicare	17,711.84	18,085.84	-374.00	97.9%
5020.5 · CalPERS Section 218 Admin Fee	0.00	250.00	-250.00	0.0%
5020 · RETIREMENT - Other	0.00	0.00	0.00	0.0%
<b>Total 5020 · RETIREMENT</b>	<b>276,007.62</b>	<b>307,929.84</b>	<b>-31,922.22</b>	<b>89.6%</b>
<b>5030-GROUP INSURANCE</b>				
5030.1 · Health Insurance (Employees)	307,112.12	397,141.68	-90,029.56	77.3%
5030.2 · Health Insurance (Retirees)	265,797.14	273,055.84	-7,258.70	97.3%
5030.3 · Retiree Health Admin Fees	654.84	3,390.00	-2,735.16	19.3%
5030.4 · Dental & Life Insurance	24,855.62	27,450.00	-2,594.38	90.5%
5030.5 · Air Ambulance Insurance	1,637.00	1,100.00	537.00	148.8%
5030.6 · Vision	1,931.80	3,500.00	-1,568.20	55.2%
5030.7 · Long Term Disability Insurance	4,974.00	5,940.00	-966.00	83.7%
5030.8 · Medical Reimbursement-Chief	1,402.34	3,000.00	-1,597.66	46.7%
<b>Total 5030-GROUP INSURANCE</b>	<b>608,364.86</b>	<b>714,577.52</b>	<b>-106,212.66</b>	<b>85.1%</b>
<b>5033 · UNEMPLOYMENT INSURANCE FUND</b>				
5033.1 · Unemployment Insurance Fund	0.00	5,000.00	-5,000.00	0.0%
5033 · UNEMPLOYMENT INSURANCE FUND - Other	0.00	0.00	0.00	0.0%
<b>Total 5033 · UNEMPLOYMENT INSURANCE FUND</b>	<b>0.00</b>	<b>5,000.00</b>	<b>-5,000.00</b>	<b>0.0%</b>
<b>5035 · WORKERS' COMPENSATION INSURANCE</b>				
5035.1 · Primary	41,533.00	41,533.00	0.00	100.0%
5035.2 · EXCESS	0.00	0.00	0.00	0.0%
5035.3 · Administrative Fee	8,306.60	8,307.00	-0.40	100.0%
<b>Total 5035 · WORKERS' COMPENSATION INSURAN...</b>	<b>49,839.60</b>	<b>49,840.00</b>	<b>-0.40</b>	<b>100.0%</b>
<b>Total SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>2,134,525.17</b>	<b>2,518,964.04</b>	<b>-384,438.87</b>	<b>84.7%</b>
<b>SERVICE &amp; SUPPLIES</b>				
<b>5050 · CLOTHING &amp; PERSONAL SUPPLIES</b>				
5050.1 · Uniforms	12,894.78	18,000.00	-5,105.22	71.6%
5050.2 · Station Boots	0.00	2,000.00	-2,000.00	0.0%
<b>Total 5050 · CLOTHING &amp; PERSONAL SUPPLIES</b>	<b>12,894.78</b>	<b>20,000.00</b>	<b>-7,105.22</b>	<b>64.5%</b>
<b>5060 · COMMUNICATIONS</b>				
5060.1 · Phones & Internet	16,825.98	29,166.68	-12,340.70	57.7%
5060.2 · Alarm Monitoring	1,918.00	2,500.00	-582.00	76.7%
5060.3 · Communication - Miscellaneous	0.00	500.00	-500.00	0.0%
5060.4 · HCFA Radio System Annual Fee	0.00	1,600.00	-1,600.00	0.0%
5060.5 · Cable TV	0.00	2,000.00	-2,000.00	0.0%
<b>Total 5060 · COMMUNICATIONS</b>	<b>18,743.98</b>	<b>35,766.68</b>	<b>-17,022.70</b>	<b>52.4%</b>
<b>5080 · FOOD</b>				
5080.1 · Food/Rehab Supplies	377.54	1,500.00	-1,122.46	25.2%
5080.2 · Drinking Water	203.70	500.00	-296.30	40.7%
<b>Total 5080 · FOOD</b>	<b>581.24</b>	<b>2,000.00</b>	<b>-1,418.76</b>	<b>29.1%</b>

ARCATA FIRE DISTRICT  
**Profit & Loss Budget vs. Actual**  
July 2020 through April 2021

	Jul '20 - Apr 21	Budget	\$ Over Budget	% of Budget
<b>5090 · HOUSEHOLD EXPENSE</b>				
<b>5090.1 · Station Supplies</b>				
Arcata	487.11	0.00	487.11	100.0%
Mad River	241.39	0.00	241.39	100.0%
McK	735.05	0.00	735.05	100.0%
5090.1 · Station Supplies - Other	108.45	2,750.00	-2,641.55	3.9%
<b>Total 5090.1 · Station Supplies</b>	<b>1,572.00</b>	<b>2,750.00</b>	<b>-1,178.00</b>	<b>57.2%</b>
<b>5090.2 · Garbage Service</b>				
Arcata	895.81	0.00	895.81	100.0%
Mad River	415.70	0.00	415.70	100.0%
McK	2,035.70	0.00	2,035.70	100.0%
5090.2 · Garbage Service - Other	910.00	3,333.34	-2,423.34	27.3%
<b>Total 5090.2 · Garbage Service</b>	<b>4,257.21</b>	<b>3,333.34</b>	<b>923.87</b>	<b>127.7%</b>
<b>Total 5090 · HOUSEHOLD EXPENSE</b>	<b>5,829.21</b>	<b>6,083.34</b>	<b>-254.13</b>	<b>95.8%</b>
<b>5100 · INSURANCE</b>				
<b>5100.1 · Liability Insurance</b>	<b>23,335.00</b>	<b>23,335.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Total 5100 · INSURANCE</b>	<b>23,335.00</b>	<b>23,335.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>5120 · MAINTENANCE-EQUIPMENT</b>				
<b>5120.1 · Fire Apparatus</b>				
8211 · E8211	12,658.53	0.00	12,658.53	100.0%
8215 · E8215	11,381.93	0.00	11,381.93	100.0%
8216 · E8216	11,322.22	0.00	11,322.22	100.0%
8217 · E8217	6,683.08	0.00	6,683.08	100.0%
8239 · E8239	4,293.19	0.00	4,293.19	100.0%
8241 · A8241	0.00	0.00	0.00	0.0%
8258 · WT8258	15,063.43	0.00	15,063.43	100.0%
8271 · R8271	0.00	0.00	0.00	0.0%
8274 · R8274	467.15	0.00	467.15	100.0%
8283 · T8283	8,985.25	0.00	8,985.25	100.0%
8291 · L8291	2,035.43	0.00	2,035.43	100.0%
MTT · Mobile Training Tower	45.86			
5120.1 · Fire Apparatus - Other	1,392.69	90,000.00	-88,607.31	1.5%
<b>Total 5120.1 · Fire Apparatus</b>	<b>74,328.76</b>	<b>90,000.00</b>	<b>-15,671.24</b>	<b>82.6%</b>
<b>5120.2 · Officers Vehicles</b>				
8205 · U8205	960.21	0.00	960.21	100.0%
8206 · U8206	7,553.26	0.00	7,553.26	100.0%
8207 · U8207	724.78	0.00	724.78	100.0%
8208 · U8208	865.48	0.00	865.48	100.0%
8209 · U8209	1,412.67	0.00	1,412.67	100.0%
8294 · U8294	1,280.42			
5120.2 · Officers Vehicles - Other	0.00	5,000.00	-5,000.00	0.0%
<b>Total 5120.2 · Officers Vehicles</b>	<b>12,796.82</b>	<b>5,000.00</b>	<b>7,796.82</b>	<b>255.9%</b>
5120.3 · Hose & Ladder Testing	7,126.00	6,800.00	326.00	104.8%
5120.4 · Hose Repair	0.00	500.00	-500.00	0.0%
5120.5 · Truck 8283 Aerial Inspection	0.00	0.00	0.00	0.0%
5120.6 · Truck 8283 Aerial Service	0.00	0.00	0.00	0.0%
5120.7 · SCBA	4,027.45	6,000.00	-1,972.55	67.1%
5120.8 · Hydraulic Rescue Tool Service	2,117.75	3,500.00	-1,382.25	60.5%
5120.9 · Power Tools Maintenance	277.44	350.00	-72.56	79.3%
5120.10 · AED Annual Maintenance	7,239.60	8,100.00	-860.40	89.4%
5120.11 · Fire Extinguisher Maintenance	545.08	1,200.00	-654.92	45.4%
5120.12 · Equipment Maintenance - Misc	237.01	500.00	-262.99	47.4%
<b>Total 5120 · MAINTENANCE-EQUIPMENT</b>	<b>108,695.91</b>	<b>121,950.00</b>	<b>-13,254.09</b>	<b>89.1%</b>

ARCATA FIRE DISTRICT  
**Profit & Loss Budget vs. Actual**  
July 2020 through April 2021

	Jul '20 - Apr 21	Budget	\$ Over Budget	% of Budget
<b>5121 · MAINTENANCE-ELECTRONICS</b>				
5121.1 · Computers	1,381.84	1,000.00	381.84	138.2%
5121.2 · Radios, Pagers, & FireCom	129.37	400.00	-270.63	32.3%
5121.3 · Batteries	147.28	1,500.00	-1,352.72	9.8%
5121 · MAINTENANCE-ELECTRONICS - Other	40.84			
<b>Total 5121 · MAINTENANCE-ELECTRONICS</b>	<b>1,699.33</b>	<b>2,900.00</b>	<b>-1,200.67</b>	<b>58.6%</b>
<b>5122 · FUEL</b>				
5122.1 · Fuel				
McK	4,109.04			
Mad River	15,270.70			
5122.1 · Fuel - Other	2,173.70	29,166.68	-26,992.98	7.5%
<b>Total 5122.1 · Fuel</b>	<b>21,553.44</b>	<b>29,166.68</b>	<b>-7,613.24</b>	<b>73.9%</b>
5122 · FUEL - Other	679.00	0.00	679.00	100.0%
<b>Total 5122 · FUEL</b>	<b>22,232.44</b>	<b>29,166.68</b>	<b>-6,934.24</b>	<b>76.2%</b>
<b>5126 · UTILITIES</b>				
5126.1 · P G & E				
Arcata	5,739.94	0.00	5,739.94	100.0%
Mad River	3,997.81	0.00	3,997.81	100.0%
McK	9,826.66	0.00	9,826.66	100.0%
5126.1 · P G & E - Other	1,881.74	25,000.00	-23,118.26	7.5%
<b>Total 5126.1 · P G &amp; E</b>	<b>21,446.15</b>	<b>25,000.00</b>	<b>-3,553.85</b>	<b>85.8%</b>
5126.2 · Water & Sewer				
Arcata	1,440.16	0.00	1,440.16	100.0%
Mad River	1,061.31	0.00	1,061.31	100.0%
McK	1,827.05	0.00	1,827.05	100.0%
5126.2 · Water & Sewer - Other	24.44	5,000.00	-4,975.56	0.5%
<b>Total 5126.2 · Water &amp; Sewer</b>	<b>4,352.96</b>	<b>5,000.00</b>	<b>-647.04</b>	<b>87.1%</b>
<b>Total 5126 · UTILITIES</b>	<b>25,799.11</b>	<b>30,000.00</b>	<b>-4,200.89</b>	<b>86.0%</b>
<b>5130 · MAINTENANCE-STRUCTURE</b>				
5130.1 · General Structure Maintenance				
Arcata	90.68	0.00	90.68	100.0%
Mad River	669.03	0.00	669.03	100.0%
McK	971.95	0.00	971.95	100.0%
5130.1 · General Structure Maintenance - Other	512.53	1,000.00	-487.47	51.3%
<b>Total 5130.1 · General Structure Maintenance</b>	<b>2,244.19</b>	<b>1,000.00</b>	<b>1,244.19</b>	<b>224.4%</b>
5130.2 · Grounds Maintenance				
Arcata	11.00	0.00	11.00	100.0%
Bayside	393.26			
McK	113.43	0.00	113.43	100.0%
5130.2 · Grounds Maintenance - Other	0.00	500.00	-500.00	0.0%
<b>Total 5130.2 · Grounds Maintenance</b>	<b>517.69</b>	<b>500.00</b>	<b>17.69</b>	<b>103.5%</b>
5130.3 · Emergency Power Maintenance				
Arcata	0.00	0.00	0.00	0.0%
Mad River	322.89			
McK	0.00	0.00	0.00	0.0%
5130.3 · Emergency Power Maintenance - Other	0.00	2,000.00	-2,000.00	0.0%
<b>Total 5130.3 · Emergency Power Maintenance</b>	<b>322.89</b>	<b>2,000.00</b>	<b>-1,677.11</b>	<b>16.1%</b>
5130.4 · Pest Control	1,078.41	1,450.00	-371.59	74.4%
<b>Total 5130 · MAINTENANCE-STRUCTURE</b>	<b>4,163.18</b>	<b>4,950.00</b>	<b>-786.82</b>	<b>84.1%</b>

ARCATA FIRE DISTRICT  
**Profit & Loss Budget vs. Actual**  
July 2020 through April 2021

	Jul '20 - Apr 21	Budget	\$ Over Budget	% of Budget
<b>5140 · MEDICAL SUPPLIES</b>				
5140.1 · Medical Supplies	4,146.33	4,666.68	-520.35	88.8%
5140 · MEDICAL SUPPLIES - Other	0.00	0.00	0.00	0.0%
<b>Total 5140 · MEDICAL SUPPLIES</b>	<b>4,146.33</b>	<b>4,666.68</b>	<b>-520.35</b>	<b>88.8%</b>
<b>5150 · DUES &amp; SUBSCRIPTIONS</b>				
5150.2 · Scheduling Program Annual Fee	2,674.00	2,674.00	0.00	100.0%
5150.4 · Parcel Quest Annual Fees	1,799.00	1,800.00	-1.00	99.9%
5150.6 · Dues	1,708.00	2,000.00	-292.00	85.4%
5150.7 · Subscriptions	2,397.33	1,900.00	497.33	126.2%
5150.8 · Google Services	1,902.60	1,800.00	102.60	105.7%
5150.9 · Emergency Reporting Software	3,700.70	3,700.00	0.70	100.0%
5150.10 · eDispatches Software	1,548.00	1,750.00	-202.00	88.5%
5150.11 · Humboldt Co. Fire Chiefs' Assoc	0.00	800.00	-800.00	0.0%
<b>Total 5150 · DUES &amp; SUBSCRIPTIONS</b>	<b>15,729.63</b>	<b>16,424.00</b>	<b>-694.37</b>	<b>95.8%</b>
<b>5160 · MISCELLANEOUS EXPENSE</b>				
5160.1 · Miscellaneous Expense	382.03	1,000.00	-617.97	38.2%
5160 · MISCELLANEOUS EXPENSE - Other	10.00	0.00	10.00	100.0%
<b>Total 5160 · MISCELLANEOUS EXPENSE</b>	<b>392.03</b>	<b>1,000.00</b>	<b>-607.97</b>	<b>39.2%</b>
<b>5170 · OFFICE SUPPLIES</b>				
5170.1 · Office Supplies	2,094.19	3,750.00	-1,655.81	55.8%
5170 · OFFICE SUPPLIES - Other	44.24	0.00	44.24	100.0%
<b>Total 5170 · OFFICE SUPPLIES</b>	<b>2,138.43</b>	<b>3,750.00</b>	<b>-1,611.57</b>	<b>57.0%</b>
<b>5171 · POSTAGE &amp; SHIPPING</b>				
5171.1 · Postage & Shipping	555.60	833.34	-277.74	66.7%
5171 · POSTAGE & SHIPPING - Other	55.00	0.00	55.00	100.0%
<b>Total 5171 · POSTAGE &amp; SHIPPING</b>	<b>610.60</b>	<b>833.34</b>	<b>-222.74</b>	<b>73.3%</b>
<b>5180 · PROFESSIONAL &amp; SPECIAL SERVICES</b>				
5180.1 · Dispatch Services	0.00	115,483.34	-115,483.34	0.0%
5180.2 · Legal Services	17,614.60	50,000.00	-32,385.40	35.2%
5180.3 · Audit Services	9,000.00	10,000.00	-1,000.00	90.0%
5180.4 · Accountant/Bookkeeping	5,308.00	10,000.00	-4,692.00	53.1%
5180.5 · Shredding Services	155.00	155.00	0.00	100.0%
5180.6 · CAD Interface Maintenance Fee	1,200.00	1,750.00	-550.00	68.6%
5180.8 · OPEB Report (GASB)	0.00	7,000.00	-7,000.00	0.0%
5180.9 · Medical exam/Drug Screening	3,118.09	10,000.00	-6,881.91	31.2%
5180.11 · Background Checks	1,813.75	8,000.00	-6,186.25	22.7%
5180.12 · IT Services	31,182.52	24,333.34	6,849.18	128.1%
5180.15 · Miscellaneous Services	9.49	500.00	-490.51	1.9%
5180.16 · Human Resource Services	0.00	57,100.00	-57,100.00	0.0%
5180.17 · Web Page Hosting	300.00	1,500.00	-1,200.00	20.0%
<b>Total 5180 · PROFESSIONAL &amp; SPECIAL SERVICES</b>	<b>69,701.45</b>	<b>295,821.68</b>	<b>-226,120.23</b>	<b>23.6%</b>
<b>5190 · PUBLICATIONS &amp; NOTICES</b>				
5191.1 · Publications & Notices	112.00	1,000.00	-888.00	11.2%
5190 · PUBLICATIONS & NOTICES - Other	0.00	0.00	0.00	0.0%
<b>Total 5190 · PUBLICATIONS &amp; NOTICES</b>	<b>112.00</b>	<b>1,000.00</b>	<b>-888.00</b>	<b>11.2%</b>
<b>5200 · LEASES-EQUIPMENT</b>				
5200.1 · Copier	5,284.71	6,083.34	-798.63	86.9%
<b>Total 5200 · LEASES-EQUIPMENT</b>	<b>5,284.71</b>	<b>6,083.34</b>	<b>-798.63</b>	<b>86.9%</b>
<b>5210 · RENT</b>				
5210.1 · Arcata Station	88,040.00	80,000.00	8,040.00	110.1%
5210 · RENT - Other	0.00	0.00	0.00	0.0%
<b>Total 5210 · RENT</b>	<b>88,040.00</b>	<b>80,000.00</b>	<b>8,040.00</b>	<b>110.1%</b>

ARCATA FIRE DISTRICT  
**Profit & Loss Budget vs. Actual**  
July 2020 through April 2021

	Jul '20 - Apr 21	Budget	\$ Over Budget	% of Budget
<b>5230 · SPECIAL DISTRICT EXPENSE</b>				
5230.1 · Property Tax Admin Fee	31,011.00	70,371.00	-39,360.00	44.1%
5230.2 · Tax Roll Direct Charge Fee	6,225.50	6,276.00	-50.50	99.2%
5230.3 · LAFCO Annual Fee	3,088.74	3,883.00	-794.26	79.5%
5230.5 · Assessment Adjustments/Refunds	432.00	1,000.00	-568.00	43.2%
5230.6 · Public Education Supplies	0.00	0.00	0.00	0.0%
5230.7 · Fire Prevention Supplies	538.11	400.00	138.11	134.5%
5230.8 · Certifications	603.11	1,000.00	-396.89	60.3%
5230.10 · Recruitment	0.00	500.00	-500.00	0.0%
5230.11 · Bank Fees	302.15	1,000.00	-697.85	30.2%
5230.12 · DWR Grant Expense	0.00	0.00	0.00	0.0%
5230.14 · Recognition, Shields, Badges	688.28	1,000.00	-311.72	68.8%
5230.15 · Health & Wellness	3,870.31	10,000.00	-6,129.69	38.7%
5230.16 · Public Outreach	0.00	1,000.00	-1,000.00	0.0%
5230.17 · HFB Truck Contract	0.00	10,000.00	-10,000.00	0.0%
5230.4 · Greenway Partners	0.00	0.00	0.00	0.0%
5230 · SPECIAL DISTRICT EXPENSE - Other	23.25			
<b>Total 5230 · SPECIAL DISTRICT EXPENSE</b>	<b>46,782.45</b>	<b>106,430.00</b>	<b>-59,647.55</b>	<b>44.0%</b>
<b>5234 · TRAINING</b>				
5234.1 · Staff Training	940.76	1,500.00	-559.24	62.7%
5234.2 · Training Supplies	0.00	10,000.00	-10,000.00	0.0%
<b>Total 5234 · TRAINING</b>	<b>940.76</b>	<b>11,500.00</b>	<b>-10,559.24</b>	<b>8.2%</b>
<b>5280 · OTHER GOVERNMENT AGENCIES</b>				
5280.2 · HCFA Air Trailer Annual Fee	0.00	1,000.00	-1,000.00	0.0%
<b>Total 5280 · OTHER GOVERNMENT AGENCIES</b>	<b>0.00</b>	<b>1,000.00</b>	<b>-1,000.00</b>	<b>0.0%</b>
<b>5370 · EQUIPMENT PURCHASES</b>				
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	100.00	-100.00	0.0%
5370.4 · Fire Hose	0.00	0.00	0.00	0.0%
5370.5 · Equipment Fabrication	1,060.97	500.00	560.97	212.2%
5370.6 · Firefighting Equipment	1,706.90	1,000.00	706.90	170.7%
5370.8 · Computer Systems Upgrade	76.50	3,000.00	-2,923.50	2.6%
5370 · EQUIPMENT PURCHASES - Other	844.59	0.00	844.59	100.0%
<b>Total 5370 · EQUIPMENT PURCHASES</b>	<b>3,688.96</b>	<b>4,600.00</b>	<b>-911.04</b>	<b>80.2%</b>
<b>Total SERVICE &amp; SUPPLIES</b>	<b>461,541.53</b>	<b>809,260.74</b>	<b>-347,719.21</b>	<b>57.0%</b>
<b>OTHER BUDGET FUNDING REQUIRED</b>				
<b>EQUIPMENT LOAN DEBT SERVICE</b>				
5300 · LONG TERM DEBT - INTEREST	7,589.58	7,590.00	-0.42	100.0%
5290 · LONG TERM DEBT - PRINCIPAL	152,095.39	152,095.00	0.39	100.0%
<b>Total EQUIPMENT LOAN DEBT SERVICE</b>	<b>159,684.97</b>	<b>159,685.00</b>	<b>-0.03</b>	<b>100.0%</b>
<b>OPERATING FUND TRANSFERS</b>				
CalPERS Unfunded Liability	367,591.00	365,841.00	1,750.00	100.5%
Contingency Fund Transfer	0.00	150,000.00	-150,000.00	0.0%
PERS Rate Contingency Fund	0.00	150,000.00	-150,000.00	0.0%
<b>Total OPERATING FUND TRANSFERS</b>	<b>367,591.00</b>	<b>665,841.00</b>	<b>-298,250.00</b>	<b>55.2%</b>
<b>Total OTHER BUDGET FUNDING REQUIRED</b>	<b>527,275.97</b>	<b>825,526.00</b>	<b>-298,250.03</b>	<b>63.9%</b>
<b>6560 · PAYROLL EXPENSES</b>	<b>46,909.52</b>			
66910 · Bank Service Charges	50.00			
<b>Total Expense</b>	<b>3,170,302.19</b>	<b>4,153,750.78</b>	<b>-983,448.59</b>	<b>76.3%</b>
<b>Net Ordinary Income</b>	<b>557,215.11</b>	<b>-189,936.26</b>	<b>747,151.37</b>	<b>-293.4%</b>
<b>Net Income</b>	<b>557,215.11</b>	<b>-189,936.26</b>	<b>747,151.37</b>	<b>-293.4%</b>



**Resolution Number: 21-236**

**A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS RECOGNIZING THE BUSINESS MANAGER POSITION AS PART OF THE SENIOR MANAGEMENT GROUP**

**WHEREAS**, the current Business Manager has requested to be represented by the Senior Management Group; and

**WHEREAS**, the position of Business Manager for the Fire District is currently unrepresented; and

**WHEREAS**, the Senior Management Group is the sole and exclusive bargaining unit for management positions of the District; and

**WHEREAS**, the Senior Management Group has agreed to and will accept this position as a represented classification.

**NOW THEREFORE, BE IT RESOLVED THAT**, the Arcata Fire Protection District Board of Directors hereby accepts the request for the Business Manager position to be part of the Senior Management Group; and

**BE IT FURTHER RESOLVED THAT**, the District officially recognizes the classifications of Assistant Chief, Battalion Chief, and Business Manager to be represented by the Senior Management Group.

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

Ayes:

Nays:

Abstain:

Absent:

**DATED:** May 11, 2021

Signed:

\_\_\_\_\_  
Nicole Johnson, President

Attest:

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



Resolution Number: 21-237

**A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS APPROVING AN EARLY STEP INCREASE AND STIPEND TO THE FIRE INSPECTOR POSITION CURRENTLY HELD BY MATT KNOWLES**

WHEREAS, the District recognizes that the two part-time Fire Inspector positions are critical to the operations of the Fire Prevention Bureau; and

WHEREAS, the District is required by law to conduct annually inspections of all multi-family, hotel & motels, which is being done by these two positions; and

WHEREAS, one of the part-time position has been vacated, and Matt Knowles is filling the only active position; and

WHEREAS, Matt has agreed to take on the extra duties of the vacant position; and

WHEREAS, Matt is currently at step 2 of the Fire Inspector pay (\$17.33 per hour) and a neighboring agency is recruiting for the same position, advertising an hourly pay of \$21.58 per hour; and

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

1. Approves Matt Knowles an early advanced to step 3 (\$18.19); and
2. Implement a \$3.40 per hour incentive stipend for the Fire Inspector position; and
3. Agree to make a permanent pay adjustment to the unrepresented classification once the Compensation & Classification Study is complete.

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

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

DATED: May 11, 2021

Signed:

\_\_\_\_\_  
Nicole Johnson, President

Attest:

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



**Date:** May 11, 2021  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Provide Direction to Staff Regarding a Policy for Coordination and Collaboration for Rescues and Training with Local Services Districts

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**DISCUSSION:**

Staff received the attached letter from the General Managers of McKinleyville Community Services District and Humboldt Bay Municipal Water District regarding the coordination and collaboration for rescues and training. Staff met with President Johnson to discuss the response to the letter, and then sent an email requesting a meeting with both agencies to discuss the topic further. Staff also advised the General Managers that Arcata Fire would respond to any emergency that their teams might encounter. Additionally, because of our mutual aid agreements, in the event of a confined space or trench rescue, the District can immediately call on Humboldt Bay Fire's Urban Search and Rescue team, and/or Regional Hazmat Response Team, or the Eel River Technical Rescue Team.

Staff will provide the Board with a verbal update on the results of the meeting that occurred on May 5, 2021.

**RECOMMENDATION:**

Staff recommends the Board receive updated information from staff, discuss, take public comment, and provide direction to staff with policy.

**FINANCIAL IMPACT:**

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

**ALTERNATIVES:**

The Board has the following alternatives:

1. Take no action
2. Appoint a negotiator in lieu of the committee to work on the Boards behalf.

**ATTACHMENTS:**

Attachment 1- Letter from McKinleyville Community Services District and Humboldt Bay Municipal Water District's General Managers

**PHYSICAL ADDRESS:**

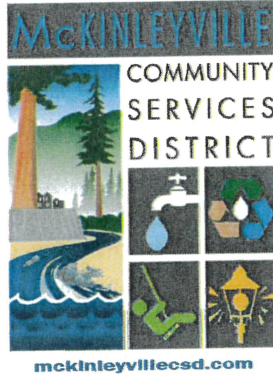
1656 SUTTER ROAD  
McKINLEYVILLE, CA 95519

**MAILING ADDRESS:**

P.O. BOX 2037  
McKINLEYVILLE, CA 95519

April 21, 2021

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

**MAIN OFFICE:**

PHONE: (707) 839-3251  
FAX: (707) 839-8456

**PARKS & RECREATION OFFICE:**

PHONE: (707) 839-9003  
FAX: (707) 839-5964

**RE: Coordination and Collaboration for Rescues and Training**

Dear Chief McDonald;

The undersigned are writing to encourage a dialogue between yourself and the Cities and Special District's that fall within your District/service boundaries. We recently were contacted by your staff asking if we were interested in receiving the chlorine rescue packs that the AFD were no longer using. We greatly appreciate your staff reaching out to put the packs to good use, but we were also discouraged to hear that in the event of a chlorine release at McKinleyville CSD's or City of Arcata's wastewater treatment plants, or Humboldt Bay Municipal Water District's (HBMWD) water operations building, the AFD would be unable to provide critical assistance. It is my understanding that MCSD, HBMWD and the AFD use to conduct joint training exercises for rescues from confined spaces and trench collapses, but these trainings have also been discontinued. It is unclear to us whether we could depend on AFD to assist in such rescues.

We understand that budgets are very tight, and believe me, we also deal with that on a daily basis. We also understand that the passage of Measure F will not really improve your budget situation until 2022. That all being said, your and our staff need to train for these events even in the worst of budget times. We all hope that this training and these skills may never be used, but if they are needed, the training is invaluable and may be the difference between success or tragedy.

All of the surrounding Cities and Special Service Districts need to have the equipment and training to perform these rescues, as we have no other choice. We have the SCBA's, hoists and harnesses, chlorine packs, vac trucks for trench rescues, etc., etc. and are more than willing to invest the time and resources into training. It greatly benefits all agencies if AFD is also willing to collaborate on this training, so that on the day that we need to put the training to the test, we can count on your assistance and hopefully have a favorable outcome.

**Date:** May 11, 2021  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Arcata Volunteer Firefighters Association Request for Rent Increase and Renewal of Lease Agreement for the Arcata Fire Station

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**DISCUSSION:**

The Arcata Volunteer Firefighter Association (AVFA) has filed a request with staff to seek an increase in the rent for the Arcata Fire Station as well as enter into a formalized agreement. The District currently is on a month-to-month agreement and presently paying \$8,000 per month for the use of the 631 Ninth Street facility. AVFA is asking the rent be increased \$2,000 month to \$10,000 and to formalize the lease agreement. Given the adjustments, the Board should appoint an ad-hoc committee or a negotiator to meet with the AVFA to discuss and develop the terms for a new lease of the Arcata Fire Station.

**RECOMMENDATION:**

Staff recommends the Board consider the information provided, take public comment, discuss and appoint an ad-hoc committee to meet with AVFA to formalize terms for a new lease agreement for the Arcata Station.

**FINANCIAL IMPACT:**

- No Impact/Not Applicable
- Funding Source Confirmed: *Funding for the lease increase would come from Measure F revenues.*
- Other:

**ALTERNATIVES:**

The Board has the following alternatives:

1. Take no action
2. Appoint a negotiator in lieu of the committee to work on the Boards behalf.

**ATTACHMENTS:**

Attachment 1- Proposal from Arcata Volunteer Firefighters Association

**Proposal: Arcata Volunteer Firefighters Association (AVFA) to Arcata Fire Protection District (AFPD) for a rent adjustment starting in 2022 on the fire station at 631-9th street Arcata, California**

May 2021

**Background**

In 2013 the rent on the 9<sup>th</sup> Street Arcata Fire station was \$5000 per month, with a planned remodel of the facility in 2015, primarily to address required earthquake modifications. The financing of the remodel was to be through fundraising over many years as well as grants and donations. Donations were received from the Humboldt Area Foundation through the Orvamae Emmerson Endowment, the Sunrise Rotary Club of Arcata and many individuals. Greenway Partners was hired to manage the remodel project. Greenway Partners advised AFPD and AVFA that the available funds could address needed remodeling of both the Arcata 9<sup>th</sup> Street station and the District's McKinleyville stations. The 9<sup>th</sup> Street Fire station remodel was completed with cash on hand but with the start of the McKinleyville station remodeling the AVFA needed to obtain a construction loan. An interest only loan to complete the McKinleyville station remodel was obtained through the Arcata Economic Development Corporation. The rent was raised in 2017 from \$5000 to \$8000 to help cover loan payments. In 2019 the AVFA was able to refinance the construction loan, through Redwood Capital Bank, using the 9<sup>th</sup> street property and our M street properties as collateral. The current rent of \$8000 is not sufficient to cover the monthly loan payment of the new mortgage. The shortfall is being covered by the AVFA.

The District is presently paying \$8000 per month rent to occupy the Arcata 9<sup>th</sup> Street station and the new mortgage is costing the AVFA \$10,000 per month. Also, the new mortgage has an interest rate adjustment in 2024 which potentially will increase the monthly payment.

The existing lease agreement originally established in 2016 is in need of updating.

**Proposal**

- As the Association working closely with the District, took on the total debt for the remodeling of both the 9<sup>th</sup> Street station and the McKinleyville Headquarters station, we are asking the rent paid for use of the 9<sup>th</sup> Street station match the monthly loan payment. We are requesting that this new agreement take effect beginning January of 2022 to meet the loan payments and to ensure the financial stability of the AVFA. This increase should be reviewed / renegotiated after 24 months (2024).
- Update and formalize the lease agreement between the Association and the District.

**Basis**

The 9<sup>th</sup> Street station is just under 9000 square feet, with 2 kitchens, 5 bathrooms, a living quarters, multiple offices and large equipment bay with shop facilities. A review of the Arcata downtown plaza area rental space ranges from \$1 to \$1.50 per sq. ft. per month. With highly specialized occupancy could go for \$2.00 per sq. ft. per month.

The normal rent on a facility like the 9<sup>th</sup> Street station would range from \$9000 to \$13,500. But could be as high as \$18,000 per month. The rent set to match the mortgage payment, presently \$10,000 per month falls well into the normal range of rent in this area.

**Date:** May 11, 2021  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief/Becky Schuette, Board Clerk  
**Subject:** Consider Initiating the Process for the Annual Performance Evaluation of the Fire Chief

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**DISCUSSION:**

The Board will need to establish an ad-hoc committee of two Board members to start the Fire Chief’s annual evaluation. It is customary to appoint the members on the committee at the May meeting so they may meet and review the previous year’s evaluation and process. The committee will finalize the process with the full Board and the Chief during closed session at the June regular Board meeting.

In the Fire Chief’s Employment Agreement, Section 3.02, Goal Setting and Performance Evaluations, states:

- A. *The Employee will schedule annual meetings of the Board pursuant to applicable provision of the Ralph M Brown Act, during which the Board will establish performance goals and objectives that the Board wishes the Employee to address or achieve during each fiscal year. The Board may, in its discretion, establish a committee to meet with the Employee and review the Employee’s performance goals and objectives.*
- B. *By or about June 30 of each year, or at such time as may be mutually agreed by the Parties, the Board will formally review and evaluation the performance of the Employee. The Board will provide the Employee with a written summary statement of the evaluations and provide the employee an adequate opportunity to discuss his evaluation with the Board in Closed Session.*

The Board Policy Manual, Article 6, Delegation of Board Authority, Section 6.3 Fire Chief Evaluation states:

*The Board shall establish a process for evaluating the Fire Chief and establish an ad-hoc committee to carry out the evaluation process. The evaluation process is reviewed at the regular June Board meeting for any modifications prior to beginning the actual review process.*

**RECOMMENDATION:**

Staff recommends the Board appoint two members to participate as the Fire Chief’s Evaluation committee.

**FINANCIAL IMPACT:**

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

**ALTERNATIVES:**

The Board has the following alternatives:

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

**ATTACHMENTS:**

None

**Date:** May 11, 2021  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Consider and Discuss the Expiring Humboldt State University Agreement for Services

---

**DISCUSSION:**

Since July 1, 2015, the District has had an agreement with Humboldt State University to provide non-emergency response services to campus, for an annual fee of \$37,000. These services include Disaster Preparedness, Training with UPD and Housing, Risk Management, Guest lecturing at events, Internships/Service Learning, and other specialized non-emergency services. The agreement was renewed on July 1, 2018 and is set to expire June 30, 2021. The contract stipulates that the parties agree to meet and discuss the renewal of the agreement prior to the expiration date. As of May 1, there has been no word from HSU to renew this contract. It would be in the best interest of the Board to initiate this process before the contract expires.

**RECOMMENDATION:**

Staff recommends the Board consider the information provided, discuss, take public comment, and appoint no more than two Directors to form an ad-hoc committee to meet with HSU to formalize an agreement for the Services with the District.

**FINANCIAL IMPACT:**

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

**ALTERNATIVES:**

The Board has the following alternatives:

1. Take no action
2. Appoint a negotiator in lieu of the committee to work on the Boards behalf.

**ATTACHMENTS:**

Attachment 1- Agreement for Services dated July 1, 2018

AMENDMENT #1

AGREEMENT FOR EMERGENCY SERVICES  
BETWEEN HUMBOLDT STATE UNIVERSITY  
AND THE ARCATA FIRE PROTECTION DISTRICT

This Amendment #1 to the Agreement #1122553MY, which was originally made and entered into on July 1st, 2018, by and between Humboldt State University (hereafter referred to as "University") and the Arcata Fire Protection District (hereafter referred to as "District"), provides for the following changes:

11. Notices.

Any notice required to be given pursuant to the terms and provisions hereof shall be in writing and shall be sent by certified or registered mail to:

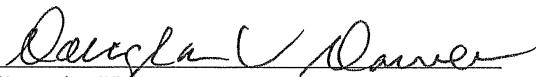
Fire Chief  
Arcata Fire Protection District  
~~905 6th Street~~ 2149 Central Avenue  
~~Arcata, CA 95521~~ McKinleyville, CA 95519

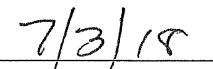
Vice President Administration & Finance  
Humboldt State University  
1 Harpst St.  
Arcata, CA 95521

This Amendment effects no other changes in the terms and conditions of the original MOU and all other provisions shall apply.

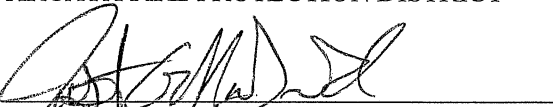
IN WITNESS THEREOF, District and University have executed this Agreement the day and year first above written.

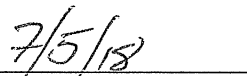
HUMBOLDT STATE UNIVERSITY

  
By: Douglas V. Dawes  
Vice President Administration & Finance

  
Date

ARCATA FIRE PROTECTION DISTRICT

  
By: Justin McDonald  
Fire Chief

  
Date

**AGREEMENT FOR SERVICES  
BETWEEN THE TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY, ON BEHALF OF  
HUMBOLDT STATE UNIVERSITY  
AND THE ARCATA FIRE PROTECTION DISTRICT**

THIS AGREEMENT is entered into on July 1, 2018, by and between The Trustees of the California State University, Humboldt State University, (hereafter referred to as "University") and the Arcata Fire Protection District (hereafter referred to as "District").

WHEREAS, Humboldt State University has historically relied upon the Arcata Fire Protection District for emergency services, and has not operated an institutional fire department.

The University population of approximately 8,000 full-time students and 1,350 faculty and staff have been provided a level of emergency service available from Arcata Fire since the university was founded.

The District has tailored its services to best meet University's unique demands through purchase of specialized equipment, on-campus training and inclusion of University in its overall strategic fire service planning. The necessity and value of this proposal is commensurate with the University's changing student population and facilities.

WHEREAS, the District has authorized staff to negotiate the terms of an agreement to provide services above and beyond their required duties to the University.

WHEREAS, the interests of the District and the University would be served by entering into this Agreement.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

**1. Services Components.**

The District agrees to provide services above and beyond their required responsibilities to the Service Area, which is the main campus of the University. The specific services shall be more thoroughly outlined as follows:

Exhibit A	Services Performed
Exhibit B	Service Area
Exhibit C	District Schedule of Fees and Charges 2018-2019 (to be updated each year, if needed)

Each of these exhibits is attached hereto and incorporated herein by this reference.

All services shall be provided in compliance with applicable federal and state laws and regulations, or in the absence of such laws or regulations, in compliance with recognized performance standards for similar services. Nothing in this Agreement shall be construed to waive, limit, or impair any defenses or immunities available to the parties by statute, at law or in equity, or otherwise in the performance of fire protection and emergency services activities.

**2. Difference in Conditions**

The University and District recognize differences in design, building and fire code application in the District and on the campus. California State Fire Marshal has jurisdiction over State property and is responsible for the compliance of facilities and operations with applicable fire and safety codes as well fire safety design



of facilities and supporting infrastructure. The District fire and emergency response resources have been designed to operate within the service area of the District. Operations on the campus may be at a disadvantage when conditions such as but not limited to accessibility, fire flows, hydrant locations, fixed fire protection systems, and alarms systems are different than conditions in other areas of the District.

### **3. Administration.**

a. Contact Personnel. The District designates the Fire Chief or his/her designee as a single point of contact for coordination of service to the University. The University designates the University Police Chief or his/her designee as a single point of contact for the coordination of services from the District.

b. University. Herein "University" shall include the State of California, the Trustees of the California State University, Humboldt State University, Arcata CA, all Auxiliary Organizations, each of their officers, officials, employees, authorized representatives, agents, directors, and volunteers.

c. Unified Command. In general, emergency operations on the University campus shall be conducted through unified command between the District and the University.

d. Cooperation. To facilitate the performance of the services components described above, it is hereby agreed that the District and University shall fully cooperate with each other, including but not limited to the following:

(1) The University will cooperate with the District in assisting with the training of District personnel for familiarization of, and access to, all facilities of the University.

(2) University employees, equipment, and supplies (such as trade persons, police, hazardous materials technicians, heavy equipment, etc.) shall be available for assistance to the District in mitigating emergencies.

(3) District personnel shall, upon identification of a life safety and/or fire hazard within the service area, notify the designated University contact and/or University Police Watch Commander. The District's Duty Officer shall maintain close contact with the University when the District is operating (emergency or non-emergency) on campus.

(4) The University will make every effort to notify the Fire District (825-2000) of changes in the following areas: access points, road conditions and closures (major thoroughfares only), new buildings or changes in building use, major events and significant changes in hazardous materials storage or use as soon as possible and will confirm in writing.

(5) The District will continue to conduct training, provide advice and assistance to the University with issues, such as fire prevention, water system, and hydrant maintenance. The District, when requested by the University, will continue to act in an advisory capacity on Emergency Management and fire prevention concerns.

e. Personnel Status. While involved in the execution of this Agreement, regularly employed personnel of the District and the University shall remain employees of their respective agencies, and shall remain subject to the rules and regulations of their own agency in all matters of employment, including but not limited to benefits, medical and life insurance, and worker's compensation insurance.

### **4. Compensation.**

University will pay District in accordance with the below schedule. These annual sums will be paid in advance each fiscal year (FY) beginning July 1, 2018 for the duration of the Agreement. The University will pay District within 45 days of receiving an invoice from the District for additional services as defined in Exhibit A, Section 7, for services requested and received by the University.

Payment Schedule

1	2	3
2018/19	2019/2020	2020/2021
\$37,000 Baseline	\$37,000 Baseline	\$37,000 Baseline

**5. Term**

The term for this agreement shall be three years, commencing July 1, 2018 and expiring June 30, 2021. Prior to the expiration of this contract, the parties agree to meet and discuss renewal of this Agreement, if not sooner terminated as provided herein.

**6. Reports**

The District will provide a copy of all reports dealing with emergency response to the campus, and will provide quarterly reports of service provided to the University as outlined in Section 11, Notices.

**7. Termination.**

Either party, upon the giving of 90 days advance written notice, may terminate this agreement.

**8. Indemnification.**

District shall defend, indemnify, hold harmless and protect the State of California, the Trustees of the California State University, Humboldt State University, Arcata, all Auxiliary Organizations, and each of their officers, officials, employees, authorized representatives, agents, and volunteers (the "University") from and against any and all cost, damage, expense, liability, loss (including without limitation to costs and fees of litigation) of every nature arising out of or in connection with District's (including any subcontractor, anyone directly or indirectly employed by anyone for whose acts any of them may be liable) performance of work hereunder or failure to comply with any of its obligations contained in the agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of the University.

Nothing in the provisions of this Agreement is intended to create duties or obligations to or rights in third parties not parties to this contract or affect the legal liability of either party by imposing any standard of care respecting emergency services different from the standard of care imposed by law.

It is understood and agreed that neither District, nor any officer or employee thereof is responsible for any damage or liability occurring by reason of anything done or omitted to be done by the University under or in connection with any work, authority or jurisdiction delegated to the University under this Agreement. It is also understood and agreed that University shall defend, indemnify and save harmless the District, all officers and employees from all claims, suits or actions of every name, kind and description brought for or on account of injuries to or death of any person or damage to property resulting from anything done or omitted to be done by the University under or in connection with any work, authority or jurisdiction delegated to the University under this Agreement except as otherwise provided by statute.

University shall defend, indemnify, hold harmless and protect the District, and its officers, employees, representatives, agents and volunteers from and against any and all cost, damage, expense, liability, loss (including without limitation to costs and fees of litigation) of every nature arising out of or in connection with University's performance of work hereunder or failure to comply with any of its obligations contained in the agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of the District.

## **9. Insurance**

The District shall not commence Work until it has obtained all the insurance required in this Contract, and such insurance has been approved by the CSU.

### a. Policies and Coverage.

1. The District shall obtain and maintain the following policies and coverage:
  - (a) Comprehensive or Commercial Form General Liability Insurance, on an occurrence basis, covering Work done or to be done by or on behalf of the District and providing insurance for bodily injury, personal injury, property damage, and contractual liability. The aggregate limit shall apply separately to the Work.
  - (b) Business Automobile Liability Insurance on an occurrence basis, covering owned, hired, and non-owned automobiles used by or on behalf of the District and providing insurance for bodily injury, property damage, and contractual liability. Such insurance shall include coverage for uninsured and underinsured motorists
  - (c) Worker's Compensation including Employers Liability Insurance as required by law.
2. The District also may be required to obtain and maintain the following policies and coverage:
  - (a) Environmental Impairment Liability Insurance should the Work involve hazardous materials, such as asbestos, lead, fuel storage tanks, and PCBs.
  - (b) Other Insurance by agreement between the University and the District.

### b. Verification of Coverage.

The District shall submit original certificates of insurance and endorsements to the policies of insurance required by the Contract to the University as evidence of the insurance coverage. Renewal certifications and endorsements shall be timely filed by the District for all coverage until the Work is accepted as complete. The University reserves the right to require the District to furnish the University complete, certified copies of all required insurance policies.

### c. Insurance Provisions.

Nothing in these insurance provisions shall be deemed to alter the indemnification provisions in this Agreement. The insurance policies shall contain, or be endorsed to contain, the following provisions.

1. For the general and automobile liability policies, the State of California, the Trustees of the California State University, the University, their officers, employees, representatives, volunteers, and agents are to be covered as additional insureds.
2. For any claims related to the Work, the District's insurance coverage shall be primary insurance as respects the State of California, the Trustees of the California State University, the University, their officers, employees, representatives, volunteers, and agents. Any insurance or self-insurance maintained by the State of California, the Trustees of the California State University, the University, their officers, employees, representatives, volunteers, and agents shall be in excess of the District's insurance and shall not contribute with it.

3. Each insurance policy required by this section shall state that coverage shall not be canceled by either the District or the insurance carrier, except after thirty (30) Days prior written notice by certified mail, return receipt requested, has been given to the University.
4. The State of California, the Trustees of the California State University, the University, their officers, employees, representatives, volunteers, and agents shall not by reason of their inclusion as additional insureds incur liability to the insurance carriers for payment of premiums for such insurance.

d. Amount of Insurance.

1. For all projects, the insurance furnished by District under this Agreement shall provide coverage in amounts not less than the following, unless a different amount is stated in the Supplementary General Conditions:
  - (a) Comprehensive or Commercial Form General Liability Insurance--Limits of Liability
    - \$2,000,000 General Aggregate
    - \$1,000,000 Each Occurrence--combined single limit for bodily injury and property damage.
  - (b) Business Automobile Liability Insurance-Limits of Liability
    - \$1,000,000 Each Accident-- combined single limit for bodily injury and property damage to include uninsured and underinsured motorist coverage.
  - (c) Workers' Compensation limits as required by law with Employers Liability limits of \$1,000,000.
2. For projects involving hazardous materials, the District shall provide additional coverage in amounts not less than the following, unless a different amount is stated in the Supplementary General Conditions:
  - (a) Environmental Impairment (pollution) Liability Insurance-Limits of Liability
    - \$10,000,000 General Aggregate
    - \$ 5,000,000 Each Occurrence-- combined single limit for bodily injury and property damage, including cleanup costs.
  - (b) In addition to the coverage for Business Automobile Liability Insurance, the District shall obtain for hazardous material transporter services:
    - (1) MCS-90 endorsement
    - (2) Sudden & Accidental Pollution endorsement--Limits of Liability\*
      - \$2,000,000 Each Occurrence
      - \$2,000,000 General Aggregate

\*A higher limit on the MCS-90 endorsement required by law must be matched by the Sudden & Accidental Pollution Insurance.

With the University's approval, the District may delegate the responsibility to provide this additional coverage to its hazardous materials subcontractor. When the District returns its signed project construction phase agreement to the University, the District shall also provide the University with a letter stating that it is requiring its hazardous materials subcontractor to provide this additional coverage, if applicable. The District shall affirm in this letter that the hazardous materials subcontractor's certificate of insurance shall also adhere to all CSU requirements. Further, this letter will provide that the subcontractor's certificate of insurance will be provided to the University as soon as the District fully executes its subcontract with the hazardous materials subcontractor, or within 30 Days of the Notice to Proceed, whichever is less.

e. Acceptability of Insurers.

Insurers shall be licensed by the State of California to transact insurance and shall hold a current A.M. Best's rating of A:VII, or shall be a carrier otherwise acceptable to the University.

f. Subcontractor's Insurance.

District shall ensure that its subcontractors are covered by insurance of the types required by this Contract, and that the amount of insurance for each subcontractor is appropriate for that subcontractor's Work. District shall not allow any subcontractor to commence Work on its subcontract until the insurance has been obtained, and approved by the CSU. Only the District and its hazardous materials subcontractor(s) shall have the coverage for projects involving hazardous materials.

g. Miscellaneous.

1. Any deductible under any policy of insurance required in this Contract shall be District's liability.
2. Acceptance of certificates of insurance by the University shall not limit the District's liability under the Contract.
3. In the event the District does not comply with these insurance requirements, the University may, at its option, provide insurance coverage to protect the University. The cost of the insurance shall be paid by the District and, if prompt payment is not received, may be deducted from Contract sums otherwise due the District.
4. If the University are damaged by the failure of District to provide or maintain the required insurance, the District shall pay the University for all such damages.
5. The District's obligations to obtain and maintain all required insurance are non-delegable duties under this Contract.
6. The District's liability for damages proximately caused by acts of God (as defined in Public Contract Code section 7105) and not involving District negligence shall be limited to five percent of the Contract.

## 10. Disputes

Any dispute arising under or resulting from this Agreement that is not resolved within 60 days of time by authorized representatives of the District and the University shall be brought to the attention of the District's Fire Chief (or designee) and the University's Chief Business Officer (or designee) for resolution. Either the District or the University may request that the CSU Vice Chancellor, Business and Finance (or designee) participate in the dispute resolution process to provide advice regarding CSU contracting policies and procedures. If this informal dispute resolution process is unsuccessful, the parties may pursue all remedies not inconsistent with this Agreement. Despite an unresolved dispute, District shall continue without delay in performing its responsibilities under this Agreement. District shall accurately and adequately document all service it has performed under this Agreement.

## 11. Notices.

Any notice required to be given pursuant to the terms and provisions hereof shall be in writing and shall be sent by certified or registered mail to:

Fire Chief  
Arcata Fire Protection District

905 6th Street  
Arcata, CA 95521


Vice President Administration & Finance  
Humboldt State University  
1 Harpst St.  
Arcata, CA 95521

**12. Agreement contains all Understandings.**

This document represents the entire and integrated Agreement between the District and the University, and supersedes all prior negotiations, representations, or Agreements, either written or oral. The Agreement may be amended only by written instrument, signed by both District and University. All provisions of this Agreement are expressly made conditions. The laws of the State of California shall govern this Agreement.

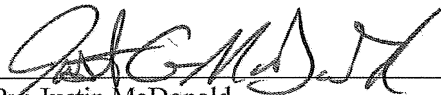
IN WITNESS THEREOF, District and University have executed this Agreement the day and year first above written.

HUMBOLDT STATE UNIVERSITY

  
\_\_\_\_\_  
By: Douglas Dawes  
Vice President Administration & Finance

  
\_\_\_\_\_  
Date

ARCATA FIRE PROTECTION DISTRICT

  
\_\_\_\_\_  
By: Justin McDonald  
Fire Chief

  
\_\_\_\_\_  
Date

905 6th Street  
Arcata, CA 95521

Vice President Administration & Finance  
Humboldt State University  
1 Harpst St.  
Arcata, CA 95521

**12. Agreement contains all Understandings.**

This document represents the entire and integrated Agreement between the District and the University, and supersedes all prior negotiations, representations, or Agreements, either written or oral. The Agreement may be amended only by written instrument, signed by both District and University. All provisions of this Agreement are expressly made conditions. The laws of the State of California shall govern this Agreement.

IN WITNESS THEREOF, District and University have executed this Agreement the day and year first above written.

HUMBOLDT STATE UNIVERSITY

  
\_\_\_\_\_

By: Douglas Dawes  
Vice President Administration & Finance

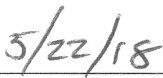
  
\_\_\_\_\_

Date

ARCATA FIRE PROTECTION DISTRICT

  
\_\_\_\_\_

By: Justin McDonald  
Fire Chief

  
\_\_\_\_\_

Date

UNIVERSITY ACCOUNTING INFORMATION

General Fund

Item: 0948-000  
 Chapter: 1362  
 Chartfield: 660090 HM500 U90011

<u>Fiscal Year</u>	<u>Annual Payment</u>
2018-2019	\$ 37,000.00
2019-2020	\$ 37,000.00
2020-2021	\$ 37,000.00
INITIAL TOTAL	\$111,000.00

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.

  
 \_\_\_\_\_  
 Signature of Accounting Officer

5/22/2018  
 Date



## **EXHIBIT A SERVICES PERFORMED**

### **1. Disaster Preparedness**

The University has developed and maintains at a high state of readiness, a multi-hazard disaster response plan. Included in this plan is the establishment and operation of a University Emergency Operations Center as well as annexes addressing the roles of operational units of the University. The District agrees to work cooperatively with the University in following the University's disaster plans as resources allow. The University shall provide to the District electronic and paper copies of the University's disaster response plan and annual updates in a number adequate to the needs of the District. The District agrees to be involved with the University EOC, and will attend EOC simulations. (Approximately 2 per year).

### **2. Trainings**

District agrees to be available to provide training on different topics to various departments on campus. Departments/topics to include:

Housing:

- Move In Awareness – Table Participation (Annually)
- In-service training with RA (Annually)
- Simulation (Annually, 4 hours)
- Campus fire walkthrough (Annually)

UPD:

- Assist with ICS position training
- Provide specialized medical training (ie. CPR, use of tourniquets)

Risk Management:

- Provide fire safety and extinguisher training to faculty and staff

### **3. Guest Lecturing and Events**

District will be available for guest lecturing and event participation with the **College of Natural Resources and Sciences** as follows.

- Focus on wildfires and related impact to urban/suburban populations (approximately 4 per year)
- District will lead discussions related to field observation of fire activities. And how to mitigate/fight fires. (approximately 2 per year)
- Provide opportunities for students to observe controlled burns. (hopefully a minimum of 2 per year)
- Present for faculty, staff, & students regarding District response to fires in the College of Natural Resources and other campus departments-questions raised due to location of chemicals in classrooms and storerooms. (Approximately 2 per year)

### **4. Internship/Service Learning**

District will work with university to develop several internship or service learning opportunities for students in various majors.

### **5. Additional Services**

Special non-emergency situations, not specifically covered in this Agreement, may arise that are determined by the University to require resources beyond their capabilities. When requested by the University, the District may provide resources, if available, at its sole discretion. The University will compensate the District in accordance with Exhibit C, District Schedule of Fees and Charges 2018-2019. The District will provide the University with an incident report for provided services and an invoice within 30 days of the

date of the incident.

The following are examples of District additional services that may be available:

- Flooding/storm response
- Smoke removal
- Electrical hazard
- Bomb threats (not including Bomb Task Force)
- Pipeline ruptures/water control
- Animal rescues
- Special events/crowd control/civil disturbances
- Support of Humboldt State University through advertising methods such as wrapping an engine
- Non-emergency stand-by

## **EXHIBIT B SERVICE AREA**

The area of service of this Agreement is shown on the Arcata Fire District map at the following URL:  
<http://www.arcatafire.org/#!/district-map/cl5g>, as available.

The Humboldt State University campus, located in the east-central portion of the City of Arcata in Humboldt County, occupies approximately 172 acres east of State Route 101.

### **Definitions**

District – Arcata Fire Protection District

Cal-Fire - California Department of Forestry and Fire Protection

ECC – Fortuna Inter-agency Emergency Command Center

### **Frequencies**

The District will use radio frequencies as determined by the Emergency Command Center and that are common to the responding agencies.

4831-9089-0848, v. 1



**SCHEDULE OF FEES & CHARGES**

AFPD ORDINANCE 09-14 Date of Adoption November 17, 2009  
 Attachment A: Revised and Adopted February 20, 2018; Effective April 21, 2018

REPORTS	Fee
Incident Reports/Occupancy files (Current Files) Per report up to 10 pages	\$10.00
Archive Files Search Copies at cost	\$20.00
Copies of Photos, CDs, or Electronic Data	\$20.00 + Material Cost
Subpoenaed Reports (All) Copies at cost	\$24.00
Additional Copies at Cost	\$.10
Envelopes: Letter Size	\$.12
Large Manila	\$.26
<b>STATE MANDATED/LICENSED FACILITY INSPECTION</b>	
Per hour (1-hour minimum)	\$150.00
Pre-Fire Clearance Inspection: 25 or Fewer Occupants	\$25.00
More than 25 Occupants	\$50.00
Final Fire Clearance per hour (1 hour minimum)	\$150.00
<b>NEW &amp; REMODEL PROJECT INSPECTIONS</b>	
Plan review/resubmittals per hour (½ hour minimum)	\$75.00
Final Inspection *3000 Sq.Ft. or less	\$150.00
*3001 to 7000 Sq.Ft.	\$300.00
*Over 7000 Sq.Ft.	\$450.00
* Unique features of buildings or systems may require adjustments of fees as determined by the District	Quote per project
<b>NEW SPRINKLER UNDERGROUND SERVICE</b>	
Inspection, flush & hydro test: Plan Review/re-submittals per hour	\$150.00
Inspection and tests	\$300.00

<b>FIRE HYDRANT FLOW TEST/COMMERCIAL PROJECTS</b>	
Fees assessed with project submittal: 2½ hour minimum 1 hour minimum for each additional hydrant	\$375.00 \$150.00
<b>NEW COMMERCIAL SPRINKLER INSTALLATION</b>	
Plan Review/re-submittals per hour Open trussed/beam construction, no interior walls	\$150.00 \$450.00 + \$1.00 head
Common construction	\$450.00 + \$2.50 head
Concealed spaces	\$450.00 + \$5.00 head
Over 250 heads, add 1 hour Over 400 heads, additional costs per hour Missed appointment (½ hour minimum)	\$150.00 \$150.00 \$75.00
* Unique features of buildings or systems may require adjustment of fees as determined by the District	Quote per project
<b>NEW RESIDENTIAL SPRINKLER INSTALLATION</b>	
Plan Review/re-submittals per hour Installation Inspection < 2000Sq.Ft. Installation Inspection > 2000Sq.Ft. / 2 Stories	\$150.00 \$75.00 \$150.00
* Unique features of buildings or systems may require adjustment of fees as determined by the District	Quote per project
<b>SPRINKLER SYSTEM RE-MODEL/TENANT IMPROVEMENT</b>	
Inspection, alarm tests & final inspection: Plan review/re-submittals, per hour Open trussed/beam construction, no interior walls	\$150.00 \$300.00 + \$1.00 head
Common construction	\$300.00 + \$2.50 head
Concealed spaces	\$300.00 + \$5.00 head

System Hydro Test (as needed) Over 250 heads, additional 1 hour Over 400 heads, additional costs per hour Re-inspection Missed appointment (½ hour minimum)	\$150.00 \$150.00 \$150.00 \$75.00
* Unique features of buildings or systems may require adjustment of fees as determined by the District	Quote per project
<b>NEW/REMODEL FIRE &amp; SPECIAL ALARM SYSTEM INSTALLATION</b>	
Plan Review/re-submittals per hour System Inspection & Acceptance Test Per Device Per Device in concealed spaces Re-inspection	\$150.00 \$150.00 \$1.50 \$4.50 \$150.00
* Unique features of buildings or systems may require adjustment of fees as determined by the District	Quote per project
<b>THIRD PARTY PLAN REVIEW</b>	
Third Party Fees	As Determined by the third party
Follow up Plan Review, per hour Inspections and Tests	\$150.00 Per Project Type
<b>SUPPRESSION &amp; SPECIAL SYSTEM INSTALLATION</b>	
Plan Review/re-submittals per hour System Inspection & Acceptance Test Each additional system Re-inspection Missed appointment (½ hour minimum)	\$150.00 \$150.00 \$75.00 \$150.00 \$75.00
* Unique features of buildings or systems may require adjustment of fees as determined by the District	Quote per project
<b>OTHER FEES</b>	
Re-inspection (1 hour minimum) Missed appointment (½ hour minimum) After-Hours Inspection (3 hour minimum) Each additional hour Extra travel time: Per hour Wait time: Per hour	\$150.00 \$75.00 \$450.00 \$150.00 \$150.00 \$150.00

Outside consultant: actual costs plus hourly personnel time per hour	\$150.00
Expedited Plan Review	
Double Standard Fee (2 hours minimum)	\$300.00
Plan review: work without permit	\$300.00
Over-the-counter Plan Review, (1 hour flat fee)	\$150.00
Architectural, minimal nonbearing wall, minor electrical, ADA, etc.	
Code Enforcement Actions	Actual Costs
<b>CODE CONSULTATION</b>	
Per Hour	\$150.00
Fire Investigations	Actual Costs
<b>PERMITS</b>	
Firework Booth & Storage Inspection & Permit	\$100.00
Re-inspection	\$50.00
Missed appointment	\$50.00
<b>SPECIAL ACTIVITIES PERMITS/INSPECTIONS</b>	
Stand by Fire Watch: (1 hour minimum)	
Per Hour per person	\$150.00
Special Inspections: (1 hour minimum)	
Per hour per inspection	\$150.00
<b>MITIGATION RATES</b>	
Motor Vehicle Accidents	
Level 1	\$435.00
Level 2	\$495.00
Level 3 Car Fire	\$605.00
<u>Add-On Services</u>	
Extrication	\$1,305.00
Creating a landing zone	\$400.00
<u>Additional Time On-Scene</u>	
Engine (per hour)	\$400.00
Truck (per hour)	\$500.00
Miscellaneous equipment (per hour)	\$300.00
Hazmat	
Level - Basic Response	\$700.00
Level 2 - Intermediate Response	\$2,500.00
Level 3 - Advanced Response	\$5,900.00
<u>Additional Time On-Scene</u>	
Engine (per hour)	\$400.00
Truck (per hour)	\$500.00

Miscellaneous equipment (per hour)	\$300.00
Fire Investigation Team (per hour)	\$275.00
Fires - Assignment	
Engine (per hour, per engine)	\$400.00
Truck (per Hour, per truck)	\$500.00
Illegal Fires - Assignment	
Engine (per hour, per engine)	\$400.00
Truck (per hour, per truck)	\$500.00
Water Incidents	
Level 1- Basic Response (plus \$50 per hour, per rescue person)	\$400.00
Level 2 - Intermediate Response (plus \$50 per hour, per rescue person)	\$800.00
Level 3 - Advanced Response (plus \$50 per hour, per rescue person, plus \$100 per hour per HAZMAT team member)	\$2,000.00
Level 4 - Itemized Response	Custom
Back Country or Special Rescue	
Itemized Response (minimum for the first response vehicle plus \$50 per rescue person.)	\$400.00
Additional Rates (per hour per response vehicle and \$50 per hour per rescue person)	\$400.00
Chief Response (per hour)	\$250.00
Miscellaneous/Additional Time On-Scene	
Chief Officer (per hour)	\$250.00
Engine (per hour)	\$400.00
Truck (per hour)	\$500.00
Miscellaneous Equipment (per hour)	\$300.00
Out-of-District Response/Non Mutual-Aid (To all areas not covered by a recognized Fire District)	
Chief Officer (per hour)	\$250.00
Engine (per hour)	\$400.00
Truck (per hour)	\$500.00
Miscellaneous Equipment (per hour)	\$300.00
Late Fees - If an invoice is not paid within 90 days, a Late Charge of 10% of the invoice, as well as 1.5% per month, as well as the actual cost of the collections, will be accessed to the responsible party.	

**Authority** - Health & Safety Code: §§ 13114, 13131.5, 13143.2 (b,c,d,e), 13145, 13147, 13143.9, 13146(a)(1)(b), (d), (e), 13862, 138697.7, 13875,13916, 179921, 17951, 17962; Government Code: §§ 6103.7, 6253(b); California Fire Code: §§ 101.1, 101.2, 101.10, 103.3.3.2.3, 105.1, 105.4, 901.2.2; Title 19, California Code of Regulations: §§ 1.12, 3.28, 982, 1565.1, 1033, 1034, 1035; Arcata Fire District Ordinance No. 09-14



# CERBT Account Update

Arcata Fire Protection District

as of March 31, 2021



# OPEB Valuation Report Summary

OPEB Actuarial Valuation Report by Bartel Associates, LLC	
Valuation Date	6/30/2019
Total OPEB Liability (TOL)	\$9,197,641
Valuation Assets	\$0
Net OPEB Liability (NOL)	\$9,197,641
Funded Status	0%
Actuarially Determined Contribution (ADC)	\$500,248
CERBT Asset Allocation Strategy	Strategy 1
Discount Rate	2.79%

# CERBT Account Summary

As of March 31, 2021	Strategy 1
#N/A	\$0
Additional contributions	\$0
Disbursements	\$0
CERBT expenses	\$0
Investment earnings	\$0
Total assets	\$0
#N/A	#N/A

## Cash Flow Summary by Fiscal Year

Fiscal Year	Contributions	Disbursements	Cumulative Investment Gains (Losses)	Cumulative Fees	Cumulative Ending Assets
2006-07	\$0	\$0	\$0	\$0	\$0
2007-08	\$0	\$0	\$0	\$0	\$0
2008-09	\$0	\$0	\$0	\$0	\$0
2009-10	\$0	\$0	\$0	\$0	\$0
2010-11	\$0	\$0	\$0	\$0	\$0
2011-12	\$0	\$0	\$0	\$0	\$0
2012-13	\$0	\$0	\$0	\$0	\$0
2013-14	\$0	\$0	\$0	\$0	\$0
2014-15	\$0	\$0	\$0	\$0	\$0
2015-16	\$0	\$0	\$0	\$0	\$0
2016-17	\$0	\$0	\$0	\$0	\$0
2017-18	\$0	\$0	\$0	\$0	\$0
2018-19	\$0	\$0	\$0	\$0	\$0
2019-20	\$0	\$0	\$0	\$0	\$0
as of 3/31/2021	\$0	\$0	\$0	\$0	\$0

# CERBT/ CEPPT Investment Returns Outperform Benchmarks

Periods ended February 28, 2021

Fund	Assets	1 Month	3 Months	FYTD	1 Year	3 Years	5 Years	10 Years	ITD
CERBT Strategy 1 (Inception June 1, 2007)	\$11,797,094,997	1.44%	4.61%	18.33%	20.42%	9.40%	11.03%	7.70%	5.87%
Benchmark		1.43%	4.56%	18.19%	20.01%	9.12%	10.60%	7.42%	5.44%
CERBT Strategy 2 (Inception October 1, 2011)	\$1,705,837,808	0.55%	2.58%	12.68%	14.64%	8.72%	9.36%	-	8.06%
Benchmark		0.54%	2.53%	12.55%	14.34%	8.50%	8.95%	-	7.76%
CERBT Strategy 3 (Inception January 1, 2012)	\$797,491,056	-0.17%	1.14%	8.23%	9.75%	7.78%	7.58%	-	6.28%
Benchmark		-0.17%	1.10%	8.14%	9.50%	7.62%	7.22%	-	5.97%
<b>CERBT Total</b>	<b>\$14,300,423,861</b>								
CEPPT Strategy 1 (Inception October 1, 2019)	\$19,364,172	0.47%	2.58%	12.15%	14.29%	-	-	-	10.94%
Benchmark		0.60%	2.64%	12.05%	14.41%	-	-	-	11.05%
CEPPT Strategy 2 (Inception January 1, 2020)	\$10,034,968	-0.52%	0.21%	4.87%	6.62%	-	-	-	6.61%
Benchmark		-0.46%	0.13%	4.69%	6.45%	-	-	-	6.44%
<b>CEPPT Total</b>	<b>\$29,399,140</b>								

## CERBT Expected Rates of Return & Risk

Portfolios	CERBT Strategy 1	CERBT Strategy 2	CERBT Strategy 3
Expected Return	7.59%	7.01%	6.22%
Risk	11.83%	9.24%	7.28%

## CERBT Portfolio Details

Asset Classification	Benchmark	CERBT Strategy 1	CERBT Strategy 2	CERBT Strategy 3
Global Equity	MSCI All Country World Index	59% ±5%	40% ±5%	22% ±5%
Fixed Income	Barclays Capital Long Liability Index (CERBT)	25% ±5%	43% ±5%	49% ±5%
Global Real Estate (REITs)	FTSE EPRA/NAREIT Developed Liquid Index	8% ±5%	8% ±5%	8% ±5%
Treasury Inflation Protected Securities (TIPS)	Barclays Capital Global Real: US TIPS Index	5% ±3%	5% ±3%	16% ±3%
Commodities	S&P GSCI Total Return Index	3% ±3%	4% ±3%	5% ±3%
Cash	3-Month Treasury Bill	0% +2%	0% +2%	0% +2%

## Total Participation Cost Fee Rate

- Total all-inclusive cost of participation
  - Combines administrative, custodial, and investment fees
  - Separate trust funds
  - Self-funded, fee rate may change in the future
  - Fee is applied daily to assets under management
    - 10 basis points - CERBT
    - 25 basis points - CEPPT

## CERBT/CEPPT Consistently Low Fee Rate History

Fiscal Year	CERBT	CEPPT
2007-2008	2.00 basis points	-
2008-2009	6.00 basis points	-
2009-2010	9.00 basis points	-
2010-2011	12.00 basis points	-
2011-2012	12.00 basis points	-
2012-2013	15.00 basis points	-
2013-2014	14.00 basis points	-
2014-2015	10.00 basis points	-
2015-2016	10.00 basis points	-
2016-2017	10.00 basis points	-
2017-2018	10.00 basis points	-
2018-2019	10.00 basis points	-
2019-2020	10.00 basis points	25.00 basis points
2020-2021	10.00 basis points	25.00 basis points

# 586 Prefunding Program Employers

580 CERBT and 30 CEPPT

- State of California
- 151 Cities or Towns
- 12 Counties
- 73 School Employers
- 31 Courts
- 319 Special Districts and other Public Agencies
  - (97 Water, 34 Sanitation, 33 Fire, 24 Transportation)

## Financial Reporting

- CERBT is the Plan
  - Provides audited and compliant GASB 74 report in a Schedule of Changes in Fiduciary Net Position (FNP)
  - Published in February each year

FNP Fiscal Year	Availability
2015-16	Available at <a href="https://www.calpers.ca.gov/cerbt">https://www.calpers.ca.gov/cerbt</a>
2016-17	
2017-18	
2018-19	
2019-20	

## Questions? Where to Get Trust Fund Information?

Name	Title	E-mail	Desk	Mobile
Matt Goss	Outreach & Support Program Manager	<a href="mailto:Matthew.Goss@calpers.ca.gov">Matthew.Goss@calpers.ca.gov</a>	(916) 795-9071	(916) 382-6487
Karen Lookingbill	Outreach & Support Manager	<a href="mailto:Karen.Lookingbill@calpers.ca.gov">Karen.Lookingbill@calpers.ca.gov</a>	(916) 795-1387	(916) 501-2219
Jasper Jacobs	Outreach & Support Analyst	<a href="mailto:Jasper.Jacobs@calpers.ca.gov">Jasper.Jacobs@calpers.ca.gov</a>	(916) 795-0432	(916) 717-3886
Jean MacDonald	Outreach & Support Analyst	<a href="mailto:Jean.MacDonald@calpers.ca.gov">Jean.MacDonald@calpers.ca.gov</a>	(916) 795-0675	(916) 291-1325
Colleen Cain-Herrback	Administration & Reporting Program Manager	<a href="mailto:Colleen.Cain-Herrback@calpers.ca.gov">Colleen.Cain-Herrback@calpers.ca.gov</a>	(916) 795-2474	(916) 505-2506
Robert Sharp	Assistant Division Chief	<a href="mailto:Robert.Sharp@calpers.ca.gov">Robert.Sharp@calpers.ca.gov</a>	(916) 795-3878	(916) 397-0756

Program E-mail Addresses	Prefunding Programs Webpages
<a href="mailto:CERBT4U@calpers.ca.gov">CERBT4U@calpers.ca.gov</a> – Questions & Document Submittal	<a href="http://www.calpers.ca.gov/CERBT">www.calpers.ca.gov/CERBT</a>
<a href="mailto:CEPPT4U@calpers.ca.gov">CEPPT4U@calpers.ca.gov</a> – Questions & Document Submittal	<a href="http://www.calpers.ca.gov/CEPPT">www.calpers.ca.gov/CEPPT</a>
<a href="mailto:CERBTACCOUNT@calpers.ca.gov">CERBTACCOUNT@calpers.ca.gov</a> – Online Record Keeping System	



Humboldt County Board of Supervisors

**CERTIFICATE OF RECOGNITION**

Presented to

*Arcata Fire District*

on receiving the

**MCKINLEYVILLE CHAMBER OF COMMERCE**

**2021 NON-PROFIT OF THE YEAR AWARD**

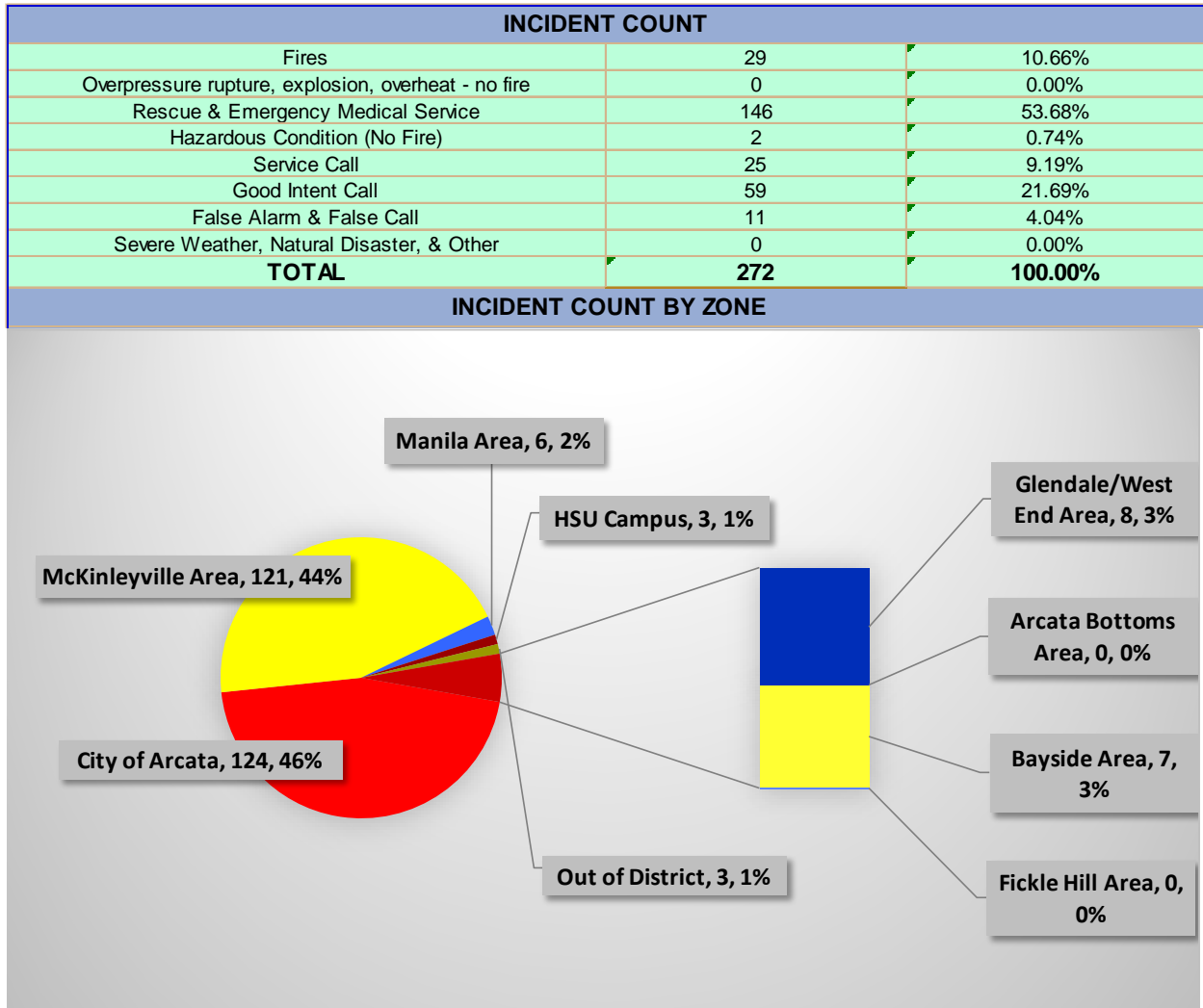


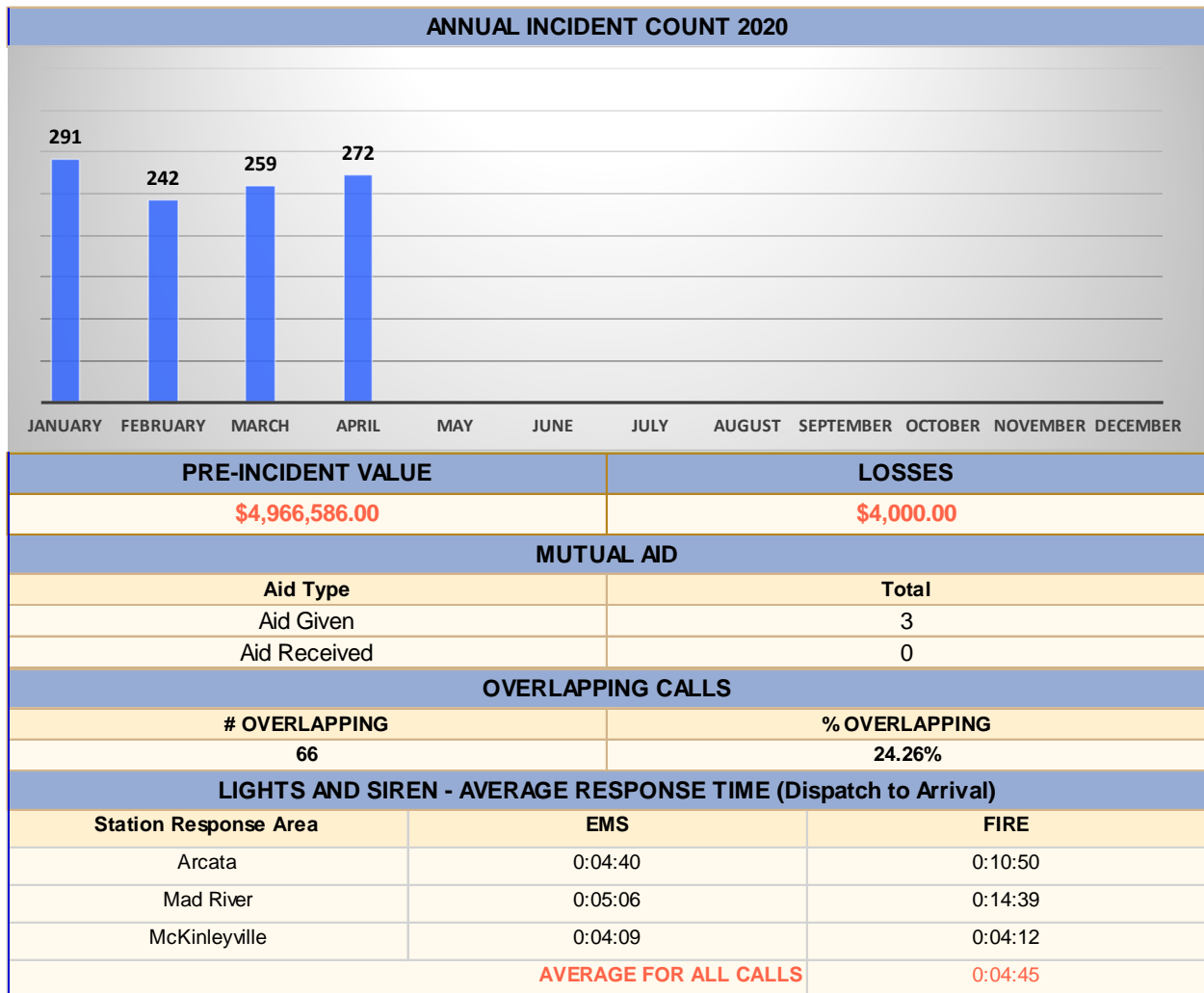
Dated: March 25, 2021

*Virginia Bass*  
Virginia Bass, Chair

**Date:** May 11, 2021  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Fire Chief's Monthly Report

## April Incident Activity





## Monthly Operations Report

### Major Incidents

4/2/21      Structure Fire – 1300 blk of S Street, Arcata. The fire involved the garage of a residential structure. The building and content loss was valued at \$1000 with a value saved of \$311,000. The cause was determined to be unintentional and likely caused by spontaneous combustion. Mutual aid was provided by Samoa & Blue Lake fire departments.

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**March Overtime Hours** - Career staff covered **432 hours** of OT to cover for minimum staffing levels for two stations.

**Training Highlights – 78 hours** of training that included Wildland Firefighting refresher, EMS refresher, Drivers Training refresher, Firefighter intern skills training.

.....

**Maintenance**

- **U8205** - Seat tear repaired in-house (2 hours) **\$64.20**
- **U8206** - Seat tear repaired in-house (2 hours) **\$64.20**
- **E8211** - Ball Intake Valve leak repaired in-house (1 hour) **\$97.00**  
Sacrificial anode installed in main pump intake, in-house repair (2 hours) **\$573.00**
- **E8215** - Troubleshoot side mirror issue (4 hours), Vehicle taken out of service until replacement mirror arrives and is installed. **\$128.40**  
Sacrificial anode installed in main pump intake, in-house repair (2 hours) **\$573.00**
- **E8216** - Oil leak/Dip Stick replaced, outside vendor, **\$644.33**
- **E8217** - Air Leak repaired, invoice pending  
Sacrificial anode installed in main pump intake, in-house repair (2 hours) **\$573.00**
- **WT8258** - Preventative maintenance- oil change, etc., outside vendor, **\$1445.30**
- **R8274** - Troubleshoot diesel particulate filter issue, in-house troubleshooting, (6 hours), **\$184.40**

**Fire Prevention Report**

**Fire Marshal’s Office**

Hours worked – **80 hours**

<u>Activity</u>	<u>Count</u>	
	<i>ARF</i>	<i>BLFD/SPFD</i>
Building Projects		
• Project Referrals	4	
• Plan Reviews	8	
• Building Code Interpretations	2	2
Inspections		
• Construction	18	1
• Business License	1	
• State Mandated	0	
• Cannabis Facilities	0	
• Special	4	
o <i>Sprinkler Flush &amp; Hydro Test</i>		
Enforcement		
• Hazard Abatement	1	
• Code Enforcement	2	
• Referrals from R1 inspector	2	
Meetings		
• Building Department Pre-app	1	
• General Meeting	0	
• Public Education	0	
Other		

- Hydrant Flow 0
- Cannabis Tour 0
- Misc. Other Event 0

## R1/R2 Inspection Program

Total Hours – 156 hours

### Activity

### Count

**11 Sites / 123 Units**

- Initial Inspections
  - Results: **11** compliant / **10** non-compliant
- First re-inspections – **0** locations with **0** compliant and **0** non-compliant
- Second re-inspection (fee charged) – **0** locations with **0** compliant and **0** non-compliant

## Other Inspections

2 daycare inspections, 1 passed, 1 failed.

20 locations were visited to document sprinkler systems.

- 4 had problems that were detailed to either the property owner or business owner.
- 6 had everything pass.
- 10 attempting to obtain information on the property owner in order for them to be contacted; or waiting to get info from the property owner on when the last inspection was performed.

## Monthly Administrative Report

**Staffing Updates** – One candidate dropped out of the process. Of the five who are left, two have completed all pre-employment screening and have accepted the job offer, and the other three are pending the clearance from the pre-employment medical screening. The recruit academy is set to start on May 24. The academy is a five week program with recruits scheduled to work four 10-hour days. Given that all of the recruits are from out of the area, the Mad River station will be converted into recruit housing and the primary training center for the duration of the academy. Arcata and McKinleyville will be the staffed response stations during the 5 weeks the Academy is operating.

**Dispatch** – Silent station is set to go into effect on Monday, May 10th. All reprogramming is complete and the procedures have been updated to allow for this feature to be implemented.

**CPSHR Compensation & Classification Study** – Nothing new to report.

**Board Policy Manual Review** – Due to technical difficulties with the document, updates and changes that occurred during the staff review with Director Mendosa, were lost and irretrievable. Unfortunately the problem was discovered late and there was not enough time to meet again and fix the corrections. The item will return in June.

**Revenue Recovery**

<u>Insurance Claims</u>	Last Month		All Year	
Claims Submitted	4	\$2,484.00	15	\$6,796.00
<b>Payments Received By FRUSA</b>	<b>2</b>	<b>\$533.40</b>	5	\$2,006.50
Claims Denied	0	\$0.00	1	\$348.00
NON-BILLABLE - (INADEQUATE INFO PROVIDED BY FD)	0	≅ \$0.00	0	≅ \$0.00
Drafts	0	≅ \$0.00	2	≅ \$533.40
Non-Billable (Other)	0	-	1	-
In Progress	3	-	11	-

**Inspection Fees Paid**

Payments Last Month <b>\$2,820.00</b> (18 Invoices)	Invoiced Last Month <b>5</b>
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Payments This Year <b>\$17,098.25</b> (111 Invoices)	Payments Last Year <b>\$45,826.25</b> (275 Invoices)
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<u>Billing Status</u>	<u>Count</u>	<u>FD Amount</u>
Open -30	2	\$383.00
Open -60	5	\$687.50
Open -90	0	\$0
Open -90+	0	\$0
Sent to collections	11	\$1682.00
<i>Accounts Receivable</i>		<b>\$2752.50</b>



# ARCATA VOLUNTEER FIREFIGHTERS ASSOCIATION, INC.

Item 11.4

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

**Date:** 5/11/2021 MONTHLY ACTIVITY REPORT  
**To:** Board of Directors, Arcata Fire District  
**From:** Arcata Volunteer Firefighters' Association

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

## Volunteering

- Volunteer hours of support for April were 71.4 hours. Some of the activities were as follows;
  - Submitted new and monitored in process grants.
  - Supported the Arcata Police at 1036 G St. during a CMCI.
  - Assisted with CMCI Training at College of the Redwoods.
  - CPR/First Aid Training has continued through April.
  - Participated Arson Task Force and HCFCA Committee Meetings.
  - Responded to N Highway101 waste fire.
  - Responded to 5009 Spruce Way Medical assists.

## Grants; Recent Grants Activity

- The FEMA SAFER Grant to fund District staffing of 10 positions for 3 years is pending and we should find out by the end of May. This grant will not require any District matching funds.
- The FEMA Assistance to Firefighters Grant (AFG) for 50 portable radios, 20 mobile, and 3 base stations and new extrication equipment is also pending and we should hear back soon. Total request of \$486k.
- We received an award of \$4500 from Coast Central Credit Union for Wildland Web Gear. This should supply about half of the number needed. The initial request was for 30 sets at \$10,376.33. We will continue to find funding for the remaining sets of wildland gear.
- The District has received the RIT Packs and the PPV fans should be received by the end of April. The funding is from a Simpson Foundation grant of \$27,600.
- Submitted a request to "Jenny's Heroes" (Jenny Jones) a grant application for Bail Out kits.

## Membership

- New AVFA Board Nominations will conclude at the May Business meeting on the 19<sup>th</sup> and we will vote for two new Board members.

## AVFA Properties

- The Association will begin discussions on a proposal to increase the rent on the 9<sup>th</sup> street Fire Station with AFD Administration. Any possible rent changes would be planned to start in 2022.