



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

March 9, 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 February 9, 2021 Regular Meeting

Pg. 3

6.2 February 2021 Financial Report

Pg. 17

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

8.1 Consider Implementation of a Citizen's Advisory Committee as Related to Ordinance 20-20 Special Tax

Pg. 30

Attachment 1 – Draft Implementation of a Citizen's Advisory Committee

Pg. 31

9) NEW BUSINESS

- 9.1 Consider Approval of the Fiscal Year 2020-21 Mid-Year Amended Budget Pg. 35
Attachment 1 – Draft Mid-Year Budget FY2020-21 Pg. 38
9.2 Presentation of the 2020 Annual Awards Pg. 47

10) CORRESPONDENCE

- 10.1 Donation in Memory of Earl Moranda from Michael & Joan Dal Porto Pg. 51
10.2 Donation in Memory of Earl Moranda from April & David Manifold and Julie Dokoupil Pg. 53

11) MONTHLY ACTIVITY REPORTS

- 11.1 Chief's Report Pg. 54
11.2 Committee Reports
• Ad Hoc Committee (Rosen, Maynor) on Citizen Oversight of Measure F
11.3 Director Matters
11.4 Bargaining Group & Association Reports Pg. 59

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*

13) ADJOURNMENT

Next Regular Board Meeting is scheduled for **April 13, 2021 at 5:30 pm.**

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

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

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

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



MINUTES

*Regular Board Meeting
February 9, 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 5:34 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: Mendosa; Second: Rosen

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

Motion Carries

5. PUBLIC COMMENT

There were no public comments.

6. CONSENT CALENDAR

6.1 Approval of Minutes from January 12, 2021 Regular Meeting

6.2 January 2021 Finance Report

6.3 Adoption of the OSHA Mandated Updates to the Previously Adopted Covid 19 Prevention Program

6.4 Authorize Transfer of Funds from County Treasury Fund to Capital Improvement Funds

6.5 Approve Exemption and Outstanding Payment Write-Offs to Specific Parcels for the 1997 Special Tax and 2006 Benefit Assessment

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

It was moved to approve the consent calendar.

Motion: David; Second: Mendosa

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 the Implementation of a Citizen's Advisory Committee as Related to Ordinance 20-20 Special Tax: Chief McDonald read the staff note aloud.

A lengthy discussion followed regarding item number three of the draft, Committee Appointment and Membership. There were considerations for staggering the terms, the number of persons representing each division and the people who will make up the committee. There was a point about allowing business owners or property owners of rentals to be included as members of the committee. There were additional concerns about how one would provide proof or ownership of a business and/or what percentage of ownership, whether or not to specify that the committee needs to elect a chair and vice chair, who would facilitate the committee and when the report from the committee would be due. Further lengthy discussion followed about the "what if's" of not having a representative for each division and how to rectify it.

The following members of the public commented:

Roy Willis

Steve Cole

Based on the public comments, previous discussion and additional considerations, the draft was referred back to the Ad Hoc Committee for language clarification related to the members, their terms and eligibility, committee facilitator, Brown Act applicability and the committee reporting back to the Board. The item will return to the agenda next month, with revisions by the committee.

8.2 Racial Equity Committee Update: Chief McDonald reviewed his staff note and added to the information on the training he and Chief Campbell and attended on the topic.

Director Mendosa advised he had taken the two hour Stepping Stones training through his rotary group, adding that such training should probably be added to the budget to allow District staff to have it as well. He further requested Stepping Stones provide additional guidance as they had made the initial recommendation for training through their study. Director Mendosa went on to suggest that the Equity Committee could arrange to bring in speakers and include them as presenters during the scheduled Board Meetings.

Chief McDonald advised that he will send out an invitation to staff and the volunteers to seek interested participants on the equity committee. He reported that he was still waiting on information from Stepping Stones, but that he was able to use the discussion items from tonight as direction at this point.

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

9. NEW BUSINESS

9.1 Adopt Resolution 21-233, Adopting Policies for the Conduction and Hearing of Challenges to Use Classifications Under Ordinance 20-20 (Measure F) and Ordinance 06-12: Attorney Ryan Plotz was not on the Zoom meeting at the time the item was called. President Johnson temporarily tabled the item, in the event he was able to join the meeting later.

9.2 Approve Utilizing the Services of Streamline to Host the District's Webpage to Meet and Maintain ADA Compliance and Reduce Risk: Chief McDonald reviewed his staff note aloud. There were queries from Directors Mendosa and Maynor about the time staff spends on the website and easing the burden on staff if the switch were to be made. There were no further questions or comments from the Board.

The following member of the public commented:
Steve Cole

It was moved to authorize the Fire Chief to enter into a month to month subscription contract with Streamline for web hosting services.

Motion: Rosen; Second: David

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

9.3 Authorize a Change in IT/Network Service Providers for the District: Chief McDonald reviewed his staff note and the brief discussion that followed was regarding liability and the service agreement lacking an indemnity clause. Having experience with the company under consideration, Director Rosen advised that the District would be appropriately covered for errs and omissions and the usual hold harmless liability coverage. With no further discussion or comments from the Board or the public, Director Mendosa made a motion.

It was moved to authorize the Fire Chief to enter into a service agreement with Infinite Consulting Services for IT/network services providing that Infinite Consulting provides the District with requisite insurance and hold harmless statements normal for the service contract of public agencies.

Motion: Mendosa; Second: Maynor

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

9.4 2020 Year End Statistics PowerPoint Presentation: Consideration of Petition for Adjustment of Fire Assessment Fees: Chief McDonald provided a presentation that will be included as an Attachment as part of these minutes.

The Chief's presentation was followed by several Director comments of appreciation to the Chief for the PowerPoint and the important information that it provided regarding the District's statistics. They suggested the Chief try and get the information published in the media in order to make them more publicly known.

The item was for information only and no action was taken.

9.1 Adopt Resolution 21-233, Adopting Policies for the Conduction and Hearing of Challenges to Use Classifications Under Ordinance 20-20 (Measure F) and Ordinance

06-12: President Johnson recalled the item at this time, however, Attorney Plotz was not in attendance for questions. Chief McDonald reviewed the staff note aloud. There were no questions or comments from the Board or the public.

It was moved to Adopt Resolution 21-233, Adopting Policies for the Conduction and Hearing of Challenges to Use Classifications Under Ordinance 20-20 (Measure F) and Ordinance 06-12.

Motion: Mendosa; Second: Rosen

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

10. CORRESPONDENCE

Correspondence was reviewed aloud by President Johnson.

11. MONTHLY ACTIVITY REPORTS

11.1 Chiefs Report – Chief McDonald reviewed his staff report aloud. Several Directors requested information on the number of staff who have received the Covid vaccine, about the recruitment status and if Humboldt Bay Fire dispatch (Eureka Police) were considered for possible dispatch providers.

11.2 Committee Reports –

- Ad Hoc Committee (Rosen, Maynor) on Citizen Oversight of Measure F – This was reported on in Item 8.1 and will return to the March agenda.

11.3 Director Matters – President Johnson offered best wishes to Captain Walker who is now working for Marin County Fire. There were no other Director comments or matters.

11.4 Bargaining Group & Association Reports

Local 4981 – President Anthony Benelisha reported on losing Captain Walker, Firefighters Gordinier and Sakkis as well as another Captain leaving next month. He pointed out that these losses are impactful to staffing.

Arcata Volunteer Firefighters Association (AVFA) – President Roy Willis was not able to make the report as he responded to the fire in Manila.

12. CLOSED SESSION

There was no closed session.

13. ADJOURNMENT

Following a motion, President Johnson adjourned the meeting at 7:48 pm.

Motion: David; Second: Mendosa

The next Regular Meeting is scheduled for **March 9, 2021 at 5:30 pm.**

Respectfully submitted,

Becky Schuette
Clerk of the Board



2020 Year End Report

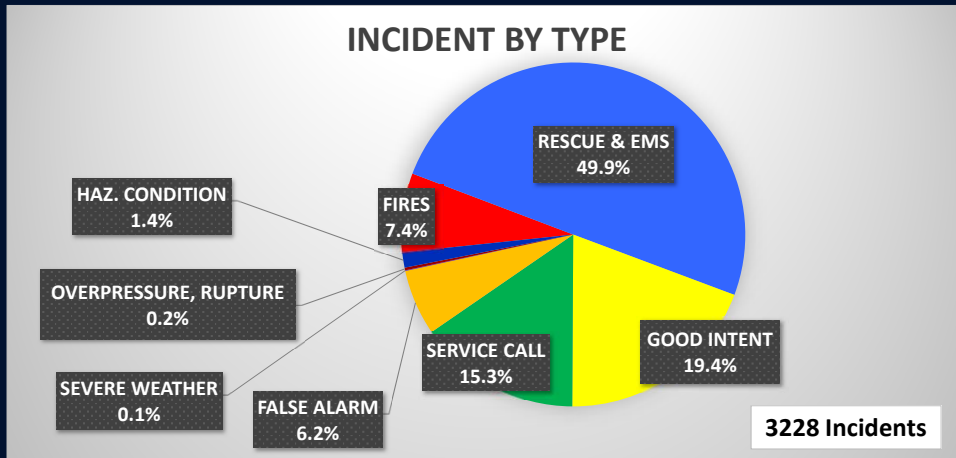
Incident Statistics

5 Communities / 3 Stations / 1 District



2020 Year End Report

INCIDENT BY TYPE



5 Communities / 3 Stations / 1 District



2020 Year End Report

Breakdown of Structure Fires and Other Incidents for 2020

	FIRES IN STRUCTURES BY FIXED PROPERTY USE	NUMBER OF INCIDENTS	DEATHS	INJURIES	EST. PROP. DAMAGE
1	Private Dwellings (1 or 2 family), including mobile homes	27	0	1	\$1,007,452.00
2	Apartments (3 or more families)	6	1	1	\$596,169.00
3	Hotels and Motels	0	0	0	\$0.00
4	All Other Residential (dormitories, boarding houses, tents, etc.)	1	0	1	\$400.00
5	TOTAL RESIDENTIAL FIRES	34	1	3	\$1,604,021.00

5 Communities / 3 Stations / 1 District



2020 Year End Report

Breakdown of Structure Fires and Other Incidents for 2020

	FIRES IN STRUCTURES BY FIXED PROPERTY USE	NUMBER OF INCIDENTS	DEATHS	INJURIES	EST. PROP. DAMAGE
6	Public Assembly (church, restaurant, clubs, etc.)	1	0	0	\$10,518.00
7	Schools and Colleges	2	0	0	\$0.00
8	Health Care and Penal Institutions (hospitals, nursing homes, prisons, etc.)	0	0	0	\$0.00
9	Stores and Offices	4	0	0	\$272.00
10	Industry, Utility, Defense, Laboratories, Manufacturing	1	0	0	\$66,729.00
11	Storage in Structures (barns, vehicle storage garages, general storage, etc.)	6	0	0	\$1,645,340.00
12	Other Structures (outbuildings, bridges, etc.)	6	0	0	\$5,800.00
13	TOTAL FOR STRUCTURE FIRES	54	1	3	\$3,332,680.00

5 Communities / 3 Stations / 1 District



2020 Year End Report

Breakdown of Structure Fires and Other Incidents for 2020

	FIRES IN STRUCTURES BY FIXED PROPERTY USE	NUMBER OF INCIDENTS	DEATHS	INJURIES	EST. PROP. DAMAGE
20	Rescue, Emergency Medical Responses (ambulances, EMS, rescue)	1612	0	0	\$30,000.00
21	False Alarm Responses (malicious or unintentional false calls, malfunctions, bomb scares)	200	0	0	\$0.00
22	Mutual Aid Responses Given	16	0	0	\$0.00
23a.	Hazards Materials Responses (spills, leaks, etc.)	13	0	0	\$0.00
23b	Other Hazardous Responses (arcing wires, bomb removal, power line down, etc.)	33	0	0	\$29.00
24	All Other Responses (smoke scares, lock-outs, animal rescues, etc.)	1130	0	0	\$174.00
25	TOTAL FOR ALL INCIDENTS (Sum of lines 19 through 24)	3242	1	3	\$3,451,578.00

5 Communities / 3 Stations / 1 District



2020 Year End Report

Fire Loss Value

Zone	PRE-INCIDENT VALUES		LOSSES	
	PROPERTY	CONTENTS	PROPERTY	CONTENTS
City of Arcata	\$19,601,320	\$13,279,242	\$707,209	\$428,077
McKinleyville Area	\$1,779,399	\$1,125,056	\$282,975	\$256,041
Manila Area	\$545,983	\$207,362	\$60,121	\$19,106
Humboldt State Univ	\$0	\$0	\$0	\$0
Glendale/West End Area	\$99,599	\$73,949	\$9,937	\$6,703
Arcata Bottoms	\$1,588,189	\$505,966	\$1,248,389	\$496,766
Bayside Area	\$0	\$0	\$0	\$0
Fickle Hill	\$150,000	\$300,000	\$50,000	\$200,000
Out of District	\$400,000	\$0	\$2,500	\$0
TOTALS	\$24,164,490	\$15,491,575	\$2,361,131	\$1,406,693
	Total Combined Pre-Incident Value		Total Combined Losses	
	\$39,656,065		\$3,767,824	

5 Communities / 3 Stations / 1 District



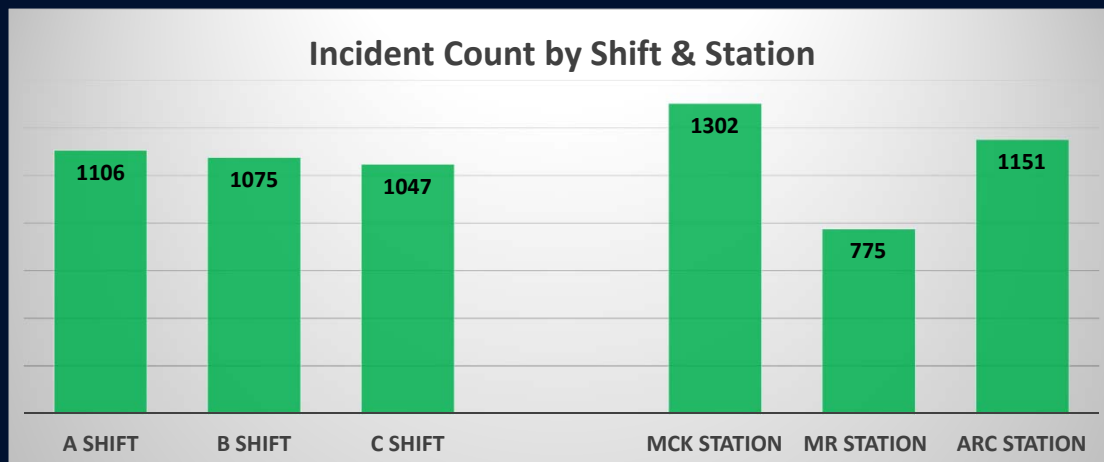
2020 Year End Report

INTENTIONALLY SET FIRES	NUMBER OF FIRES	Number of Civilian Fire Casualties		EST. PROP. DAMAGE FROM FIRE
		DEATHS	INJURIES	
Structure Fires intentionally set	9	0	0	\$7,896.00
Vehicle Fires Intentionally set	1	0	0	\$700.00

5 Communities / 3 Stations / 1 District



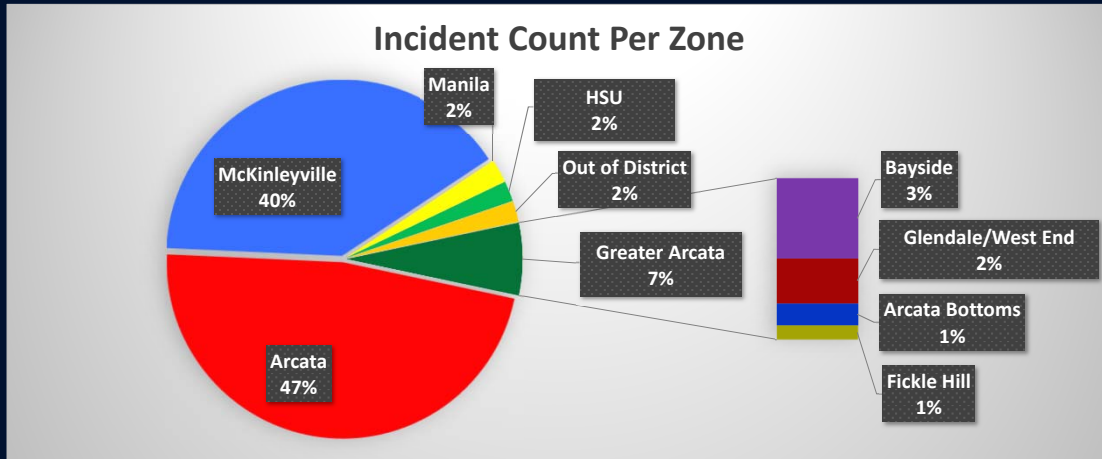
2020 Year End Report



5 Communities / 3 Stations / 1 District



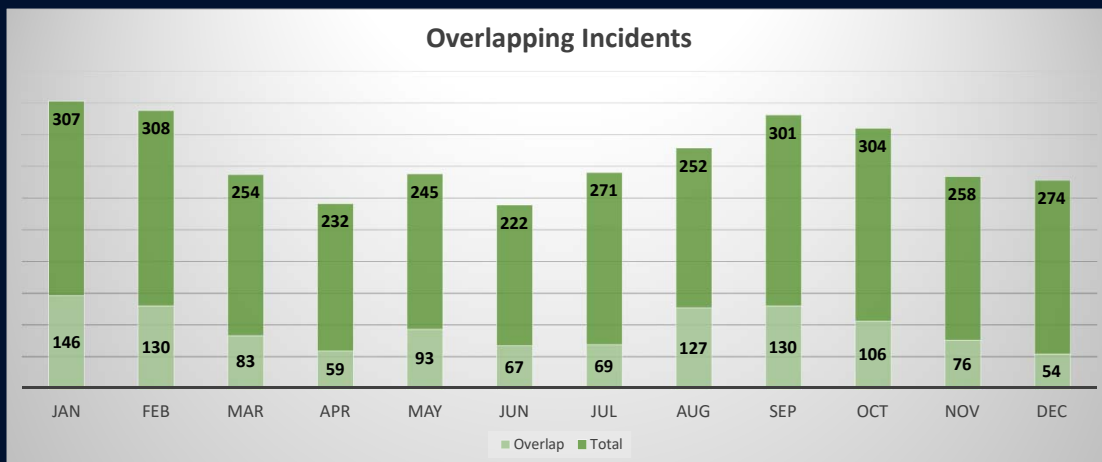
2020 Year End Report



5 Communities / 3 Stations / 1 District



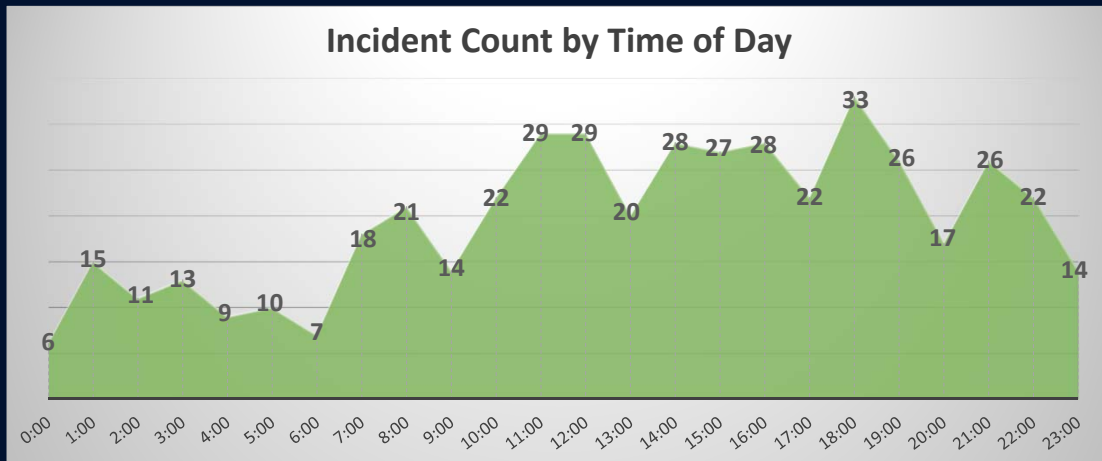
2020 Year End Report



5 Communities / 3 Stations / 1 District



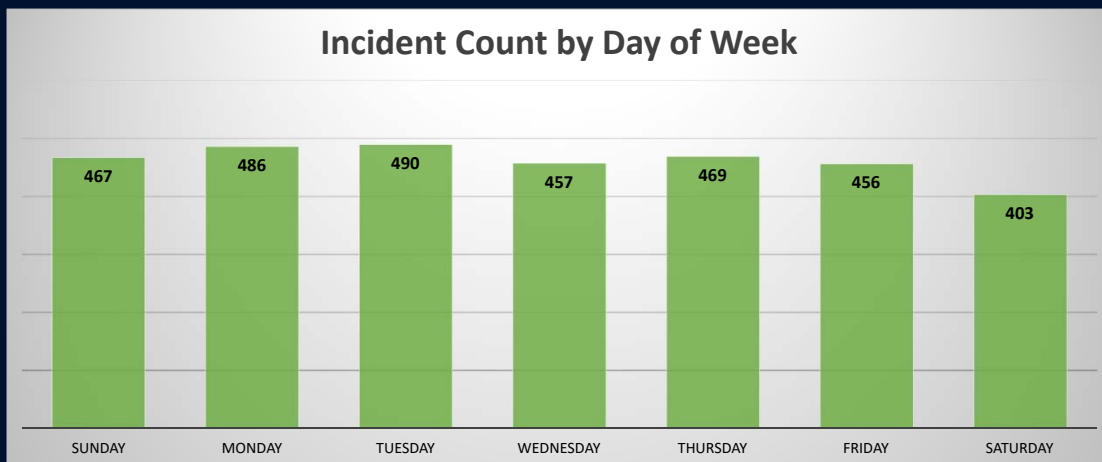
2020 Year End Report



5 Communities / 3 Stations / 1 District



2020 Year End Report



5 Communities / 3 Stations / 1 District



2020 Year End Report

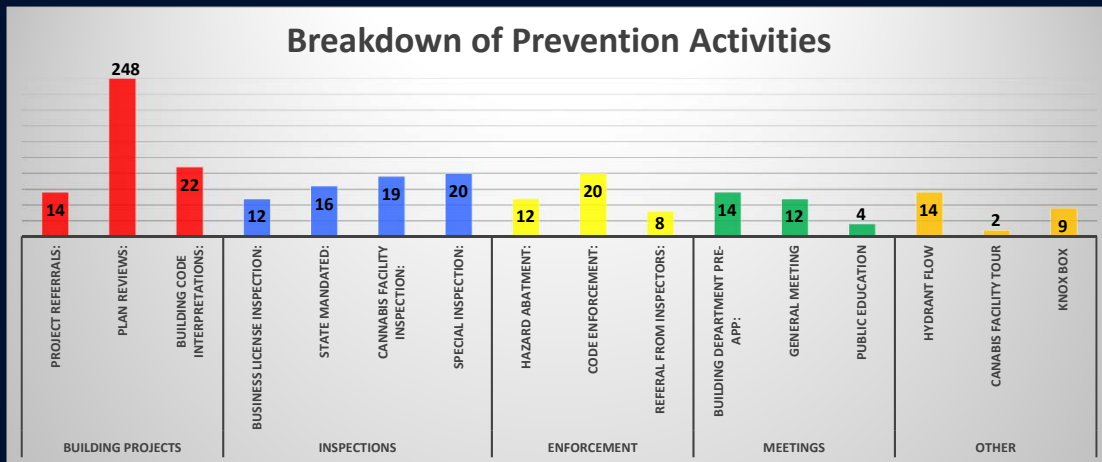
Prevention Bureau Statistics

5 Communities / 3 Stations / 1 District



2020 Year End Report

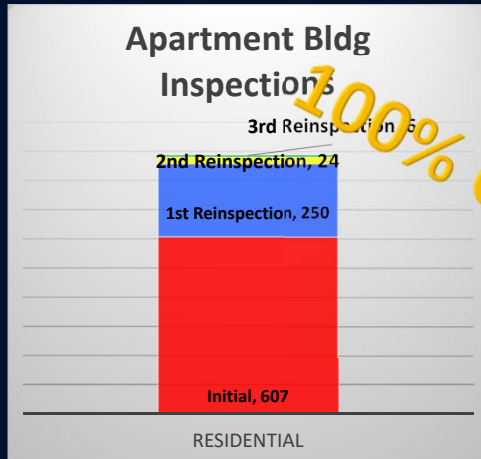
Breakdown of Prevention Activities



5 Communities / 3 Stations / 1 District



2020 Year End Report



5 Communities / 3 Stations / 1 District

100% Complete



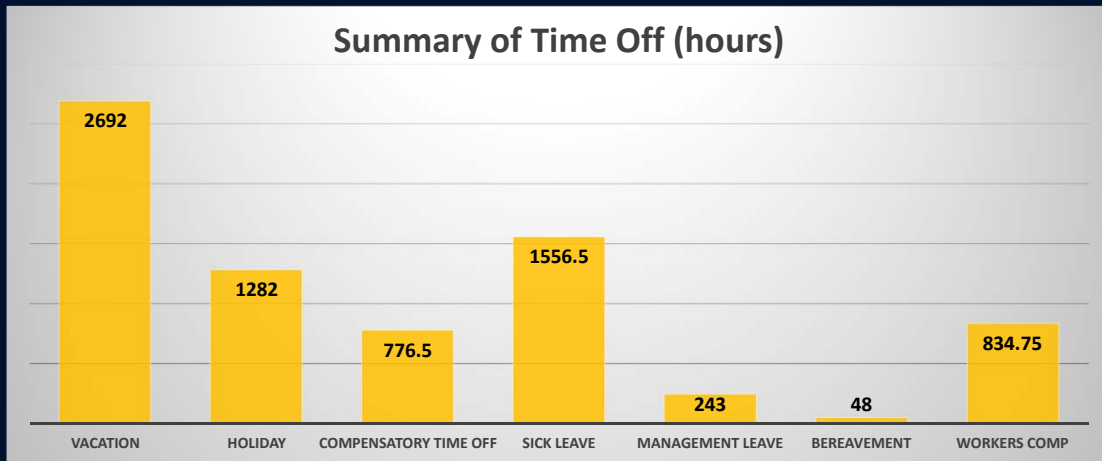
2020 Year End Report

Personnel Statistics

5 Communities / 3 Stations / 1 District



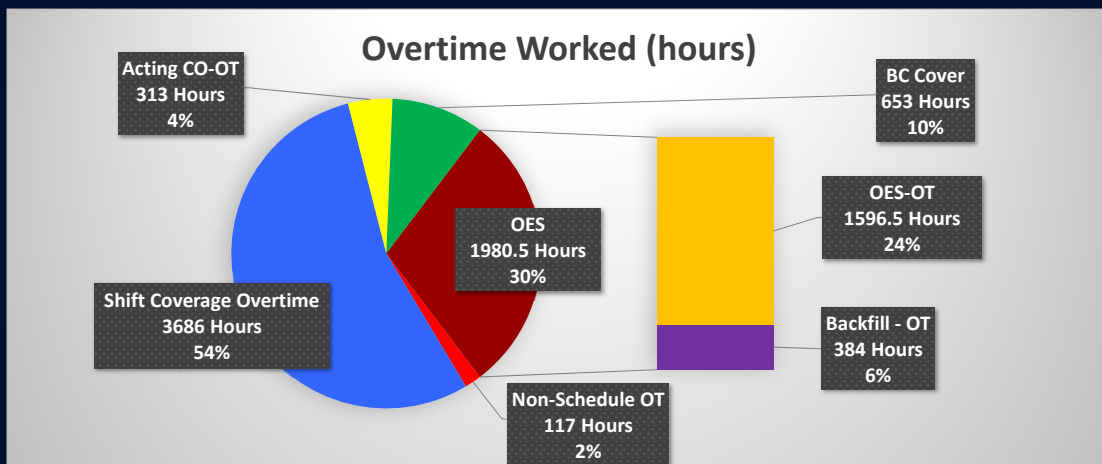
2020 Year End Report



5 Communities / 3 Stations / 1 District



2020 Year End Report



5 Communities / 3 Stations / 1 District



2020 Year End Report

Summary of Staff Hours

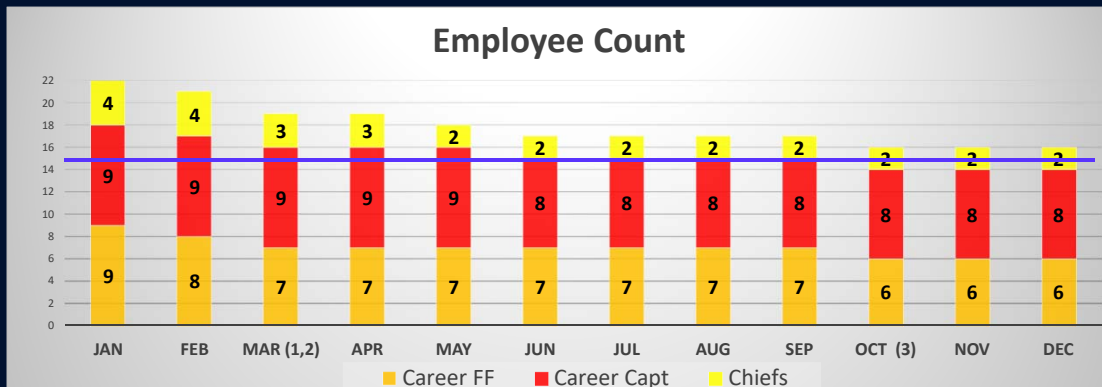


5 Communities / 3 Stations / 1 District



2020 Year End Report

Employee Count



- 1) Below minimum staffing for Chief officers
- 2) L4981 agreement made for new minimum staffing
- 3) Below minimum staffing for suppression staffing

5 Communities / 3 Stations / 1 District

12:54 PM
03/04/21
Accrual Basis

ARCATA FIRE DISTRICT
Balance Sheet
As of February 28, 2021

	<u>Feb 28, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
CCCU CHECKING	220,203.43
COUNTY TREASURY	2,739,372.34
C.T. CAPITAL IMPROVEMENTS 2013	188,630.22
C.T. CONTINGENCY DESIGNATN 2011	
TRAINING RESERVE	17,000.00
C.T. CONTINGENCY DESIGNATN 2011 - Other	39,596.13
Total C.T. CONTINGENCY DESIGNATN 2011	<u>56,596.13</u>
C.T. PERS DESIGNATION 2012	30,333.00
CCCU LIQUID ASSETS	100,098.39
COAST CENTRAL SAVINGS	15,769.54
Total Checking/Savings	<u>3,351,003.05</u>
Accounts Receivable	
1200 · ACCOUNTS RECEIVABLE	47,575.12
Total Accounts Receivable	<u>47,575.12</u>
Other Current Assets	
Accounts Receivable 2	-45,847.12
ACCT RECV - COUNTY TREASURY	-40,749.07
INTEREST RECEIVABLE	13,500.00
PREPAID EXPENSE	32,193.52
Total Other Current Assets	<u>-40,902.67</u>
Total Current Assets	<u>3,357,675.50</u>
Fixed Assets	
BUILDINGS AND IMPROVEMENTS	2,329,696.91
EQUIPMENT	4,268,796.56
LAND	224,630.00
ACCUMULATED DEPRECIATION	-3,129,428.00
Total Fixed Assets	<u>3,693,695.47</u>
Other Assets	
DEFERRED OUTFLOWS-PENSION	1,565,869.00
DEFERRED OUTFLOWS-OPEB	640,710.00
Total Other Assets	<u>2,206,579.00</u>
TOTAL ASSETS	<u><u>9,257,949.97</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · ACCOUNTS PAYABLE	38,667.48
Total Accounts Payable	<u>38,667.48</u>

ARCATA FIRE DISTRICT
Balance Sheet
As of February 28, 2021

	<u>Feb 28, 21</u>
Credit Cards	
US BANK	
HAWKS	172.31
FINEN	121.40
EVENSON	1,362.90
CAMPBELL	1,968.78
J. MCDONALD	5,184.59
LILLARD	79.29
R. MCDONALD	382.96
SCHUETTE	6,353.68
US BANK - Other	<u>-13,582.83</u>
Total US BANK	<u>2,043.08</u>
Total Credit Cards	2,043.08
Other Current Liabilities	
ACCOUNTS PAYABLE 2	32,193.52
ACCRUED EXPENSES - OTHER	30,190.13
ACCRUED INTEREST EXPENSE	3,794.79
COMPENSATION TIME OFF	8,574.12
WAGES PAYABLE	67,526.60
2100 · PAYROLL LIABILITIES	
457 DEDUCTION	2,500.00
CA WITHHOLDING	1,831.90
FEDERAL WITHHOLDING	4,139.46
MEDICARE - BOTH	1,151.36
SOCIAL SECURITY - BOTH	322.72
SURVIVOR BENEFIT	26.97
2100 · PAYROLL LIABILITIES - Other	<u>-2,252.38</u>
Total 2100 · PAYROLL LIABILITIES	7,720.03
Current portion of L/T Debt	<u>152,095.39</u>
Total Other Current Liabilities	<u>302,094.58</u>
Total Current Liabilities	342,805.14
Long Term Liabilities	
ACCRUED EMPLOYEE BENEFITS	105,291.21
NET PENSION LIABILITY	5,734,896.00
OTHER POST EMPLOYMENT BEN. LIAB	9,197,641.00
WELLS FARGO EQUIPMENT FINANCE #	152,095.39
Less-Cur Portion of L/T Debt	-152,095.39
DEFERRED INFLOWS-PENSION	162,788.00
DEFERRED INFLOWS-OPEB	<u>2,314,811.00</u>
Total Long Term Liabilities	<u>17,515,427.21</u>
Total Liabilities	17,858,232.35

ARCATA FIRE DISTRICT
Balance Sheet
As of February 28, 2021

	<u>Feb 28, 21</u>
Equity	
INVESTMENT IN FIXED ASSETS	3,541,600.08
3900 · RETAINED EARNINGS	-12,244,948.16
Net Income	<u>103,065.70</u>
Total Equity	<u>-8,600,282.38</u>
TOTAL LIABILITIES & EQUITY	<u><u>9,257,949.97</u></u>

ARCATA FIRE DISTRICT
Statement of Cash Flows
February 2021

	<u>Feb 21</u>
OPERATING ACTIVITIES	
Net Income	-204,717.32
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	11,751.00
2000 · ACCOUNTS PAYABLE	-9,069.11
US BANK	-2,553.57
US BANK:EVENSON	236.91
US BANK:CAMPBELL	190.81
US BANK:J. MCDONALD	179.76
US BANK:SCHUETTE	1,214.10
2100 · PAYROLL LIABILITIES	-442.54
2100 · PAYROLL LIABILITIES:457 DEDUCTION	-375.00
2100 · PAYROLL LIABILITIES:CA WITHHOLDING	-1,650.26
2100 · PAYROLL LIABILITIES:FEDERAL WITHHOLDING	-3,993.00
2100 · PAYROLL LIABILITIES:MEDICARE - BOTH	-619.34
2100 · PAYROLL LIABILITIES:SOCIAL SECURITY - BOTH	-46.86
2100 · PAYROLL LIABILITIES:SURVIVOR BENEFIT	-4.65
Net cash provided by Operating Activities	<u>-209,899.07</u>
Net cash increase for period	-209,899.07
Cash at beginning of period	<u>3,560,902.12</u>
Cash at end of period	<u>3,351,003.05</u>

10:32 AM

03/05/21

Accrual Basis

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

February 2021

Type	Date	Memo	Account	Amount
AIRMEDCARE				
Bill	02/23/2021	Prorated cost addition of Director Maynor	5030.5 · Air Ambulance Insur...	12.00
Total AIRMEDCARE				12.00
AMAZON				
Credit Card Charge	02/11/2021	10 boxes of medium nitrile gloves	5140 · MEDICAL SUPPLIES	236.91
Credit Card Charge	02/12/2021	Uniform Shirts Gibbs & Kadle	5050.1 · Uniforms	123.87
Credit Card Charge	02/19/2021	Acoustic Tiles for Conference Room Walls	McK	126.04
Total AMAZON				486.82
ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				
Bill	02/16/2021	March Rent	5210 · RENT	8,000.00
Total ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				8,000.00
AT&T- CAL NET 3				
Bill	02/23/2021	Service Period 01-19-21 to 02-18-21 Invoice 16066734	5060.1 · Phones & Internet	164.28
Total AT&T- CAL NET 3				164.28
BAYSIDE EMBROIDERY				
Credit Card Charge	02/12/2021	Uniform Tops, name embroidery on Jobshirts and beanies	5050.1 · Uniforms	444.00
Total BAYSIDE EMBROIDERY				444.00
BECKY SCHUETTE				
Bill	02/02/2021	Vision Reimbursement Child 1	5030.6 · Vision	72.00
Bill	02/12/2021	Reimbursement for E-waste disposal conference room tv	5030.6 · Vision	5.00
Total BECKY SCHUETTE				77.00
BLANKS/USA				
Credit Card Charge	02/19/2021	Door hangers x 3000	5230.7 · Fire Prevention Sup...	199.46
Total BLANKS/USA				199.46
CAL PERS				
Liability Check	02/05/2021	Employer Contributions PP 12/27/20 to 01/09/21	5020.1 · CalPERS Retirement	13,295.09
Liability Check	02/19/2021	Employer Contributions PP 01-10-21 to 01-23-21	5020.1 · CalPERS Retirement	13,449.66
Total CAL PERS				26,744.75
CalPERS 457 PLAN				
Liability Check	02/05/2021	Employer Match PP 01-10-21 to 01-23-21	5010.5 · Deferred Compensa...	1,800.00
Liability Check	02/19/2021	Employer Match PP 01-24-21 to 02-06-21	5010.5 · Deferred Compensa...	1,600.00
Total CalPERS 457 PLAN				3,400.00
CENTRAL AVENUE SERVICE CENTER				
Bill	02/01/2021	Diagnoses charge	8206 · U8206	105.00
Bill	02/12/2021	Catalytic Converter and Exhaust Manifold repairs	8206 · U8206	5,068.27
Total CENTRAL AVENUE SERVICE CENTER				5,173.27
CHECKSFORLESS.COM				
Credit Card Charge	02/22/2021	1000 CCCU Checks	5230.11 · Bank Fees	100.15
Total CHECKSFORLESS.COM				100.15
CITY OF ARCATA				
Bill	02/11/2021	Service Period 01-07-21 to 02-06-21	Mad River	115.87
Total CITY OF ARCATA				115.87
COASTAL BUSINESS SYSTEMS, INC				
Bill	02/03/2021	Copier and printers	5200.1 · Copier	561.26
Total COASTAL BUSINESS SYSTEMS, INC				561.26
CVS/PHARMACY				
Credit Card Charge	02/02/2021	USB Car adapter	5121 · MAINTENANCE-ELE...	10.76
Total CVS/PHARMACY				10.76
EAGLE ENGRAVING				
Credit Card Charge	02/08/2021	Annual Officer of the Year award	5230.14 · Recognition, Shield...	169.00
Total EAGLE ENGRAVING				169.00

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Accrual Basis

ARCATA FIRE DISTRICT
Expenses by Vendor Detail

February 2021

Type	Date	Memo	Account	Amount
EUREKA OXYGEN				
Bill	02/05/2021	Oxygen Cylinder Rental	5140 · MEDICAL SUPPLIES	20.81
Total EUREKA OXYGEN				20.81
FDAC EBA				
Bill	02/08/2021	March Billing Month	5030.4 · Dental & Life Insura...	1,627.38
Total FDAC EBA				1,627.38
FLEETPRIDE				
Bill	02/22/2021	Pump clamps	8215 · E8215	17.12
Credit	02/22/2021	Pump clamp refund for Invoice 68973214 return	800941 · REFUNDS	-17.12
Bill	02/22/2021	Pump clamp	8215 · E8215	14.17
Total FLEETPRIDE				14.17
GOOGLE INC.				
Credit Card Charge	02/03/2021	G Suite January	5150.8 · Google Services	210.19
Credit Card Charge	02/16/2021	Monthly storage	5150.8 · Google Services	1.99
Total GOOGLE INC.				212.18
HARPER MOTORS				
Credit Card Charge	02/11/2021	Pictail & headlamp for U8207	8207 · U8207	91.43
Total HARPER MOTORS				91.43
HENSELS				
Bill	02/27/2021	UPS Charges for shipping PosiCheck for calibration	5120.7 · SCBA	255.51
Total HENSELS				255.51
HUMBOLDT SANITATION				
Bill	02/04/2021	January Billing Period	McK	211.35
Total HUMBOLDT SANITATION				211.35
HUMBOLDT WASTE MANAGEMENT AUTHORITY				
Bill	02/01/2021	Liquid Waste disposal	5090.2 · Garbage Service	200.00
Total HUMBOLDT WASTE MANAGEMENT AUTHORITY				200.00
ID CREATOR				
Credit Card Charge	02/11/2021	Retiree ID Cards	5160 · MISCELLANEOUS E...	80.00
Total ID CREATOR				80.00
JACKSON & EKLUND				
Bill	02/10/2021	January month end and Year end payroll, W-2's, W-3, 1099's an...	5180.4 · Accountant/Bookkee...	330.00
Total JACKSON & EKLUND				330.00
JOHN EVENSON				
Bill	02/11/2021	Vision Reimbursement Spouse	5030.6 · Vision	164.90
Total JOHN EVENSON				164.90
LES SCHWAB TIRE				
Bill	02/03/2021	Tire Rotation, spin and balance	8274 · R8274	102.96
Total LES SCHWAB TIRE				102.96
MAD RIVER COMMUNITY HOSPITAL				
Bill	02/11/2021	FF Intern Background	5180.9 · Medical exam/Drug ...	586.25
Bill	02/11/2021	VLU Applicant	5180.9 · Medical exam/Drug ...	105.00
Total MAD RIVER COMMUNITY HOSPITAL				691.25
MCK. COMM. SERVICES DISTRICT				
Bill	02/16/2021	January Service Period	McK	181.50
Bill	02/16/2021	DCV January	McK	23.18
Total MCK. COMM. SERVICES DISTRICT				204.68
MCKINLEYVILLE CHEVROLET BUICK				
Bill	02/16/2021	Impala Air Bag service check	8208 · U8208	75.00
Total MCKINLEYVILLE CHEVROLET BUICK				75.00
MIDAMERICA HRA				
Bill	02/17/2021	March 2021 Retiree HRA	5030.2 · Health Insurance (R...	21,473.73
Total MIDAMERICA HRA				21,473.73

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Accrual Basis

ARCATA FIRE DISTRICT
Expenses by Vendor Detail
February 2021

Type	Date	Memo	Account	Amount
MITCHELL, BRISSO, DELANEY & VRIEZE, LLP				
Bill	02/05/2021	Ordinance 20-20 (Measure F) Policy for Use	5180.2 · Legal Services	962.00
Total MITCHELL, BRISSO, DELANEY & VRIEZE, LLP				962.00
O'REILLY AUTO PARTS				
Credit Card Charge	02/01/2021	Headlight bulb U8207	8207 · U8207	19.38
Total O'REILLY AUTO PARTS				19.38
OFFICE DEPOT				
Bill	02/12/2021	2 boxes of paper	5170 · OFFICE SUPPLIES	75.04
Total OFFICE DEPOT				75.04
PACIFIC GAS AND ELECTRIC				
Bill	02/02/2021	Service Period 12-28-20 to 01-26-20	5126.1 · P G & E	1,273.07
Bill	02/08/2021	Service Period 01-04-21 to 02-01-21	Arcata	1,209.71
Bill	02/25/2021	Service Period 01-14-21 to 02-15-21	Mad River	386.70
Total PACIFIC GAS AND ELECTRIC				2,869.48
PERS / HEALTH				
Bill	02/17/2021	Active Employee Premiums	5030.1 · Health Insurance (E...	26,952.16
Bill	02/17/2021	Retiree Premiums	5030.2 · Health Insurance (R...	3,366.84
Bill	02/17/2021	Active Employee Admin Fee	5030.1 · Health Insurance (E...	64.69
Bill	02/17/2021	Retiree Admin Fee	5030.3 · Retiree Health Admi...	59.78
Total PERS / HEALTH				30,443.47
PLYMOVENT				
Bill	02/02/2021	Exhaust Conversion Kits x 2	8291 · L8291	711.96
Bill	02/02/2021	Invoice 91603968	8294 · U8294	711.95
Total PLYMOVENT				1,423.91
SUDDENLINK				
Bill	02/08/2021	Service Period 02-04-21 to 03-03-21	5060.1 · Phones & Internet	1,173.52
Total SUDDENLINK				1,173.52
THE STANDARD				
Bill	02/18/2021	LTD March Billing	5030.7 · Long Term Disability...	377.00
Total THE STANDARD				377.00
UNITED STATES POSTAL SERVICE				
Credit Card Charge	02/02/2021	Large envelope mailing to CAO's Office	5171 · POSTAGE & SHIPPING	1.40
Credit Card Charge	02/19/2021	Certified, return receipt mailing	5171 · POSTAGE & SHIPPING	7.00
Total UNITED STATES POSTAL SERVICE				8.40
VALEO NETWORKS				
Bill	02/01/2021	Former NMS Full Services Agreement	5180.12 · IT Services	2,498.95
Total VALEO NETWORKS				2,498.95
VERIZON WIRELESS				
Bill	02/10/2021	Service Period Jan 2 - February 1, 2021	5060.1 · Phones & Internet	274.60
Total VERIZON WIRELESS				274.60
WITMER PUBLIC SAFETY GROUP				
Bill	02/21/2021	Badges	5230.14 · Recognition, Shield...	308.92
Total WITMER PUBLIC SAFETY GROUP				308.92
TOTAL				111,848.64

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2020 through February 2021

	Jul '20 - Feb 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
TAX REVENUE				
101117 · PROPERTY TAX-CURRENT-SECURED	1,397,998.00	1,473,604.68	-75,606.68	94.9%
102500 · PROPERTY TAX-CURRENT-UNSECURED	54,890.00	55,054.68	-164.68	99.7%
800030 · PROPERTY TAX-PRIOR YEARS	9,844.00	13,328.68	-3,484.68	73.9%
800040 · SUPPLEMENTAL TAXES- CURRENT	14,274.64	16,285.32	-2,010.68	87.7%
800041 · SUPPLEMENTAL TAXES-PRIOR YEARS	3,000.00	3,000.00	0.00	100.0%
800050 · PROPERTY ASSESSMENTS	1,142,408.36	1,130,765.32	11,643.04	101.0%
TAX REVENUE - Other	-621.00			
Total TAX REVENUE	2,621,794.00	2,692,038.68	-70,244.68	97.4%
USE OF MONEY & PROPERTY				
800190 · INTEREST INCOME	217.48	18,848.68	-18,631.20	1.2%
Total USE OF MONEY & PROPERTY	217.48	18,848.68	-18,631.20	1.2%
INTERGOVERNMENTAL				
525110 · HOMEOWNERS PROP. TAX REL	12,667.32	17,413.32	-4,746.00	72.7%
113100 · STATE TIMBER TAX	531.36	886.00	-354.64	60.0%
800580 · FEDERAL AID IN-LIEU TAX	0.00	0.00	0.00	0.0%
800600 · OTHER GOVERNMENT AGENCIES				
Prop 172 Disbursement	0.00	9,783.00	-9,783.00	0.0%
BLFD Contract for Services	0.00	0.00	0.00	0.0%
HSU Contract for Services	37,000.00	37,000.00	0.00	100.0%
Measure Z Funds	0.00	62,500.00	-62,500.00	0.0%
HR Reimbursement	40,092.98	0.00	40,092.98	100.0%
NCUAQMD	0.00	700.00	-700.00	0.0%
800600 · OTHER GOVERNMENT AGENCIES - Other	0.00	0.00	0.00	0.0%
Total 800600 · OTHER GOVERNMENT AGENCIES	77,092.98	109,983.00	-32,890.02	70.1%
800944 · GRANT REVENUE				
FEMA -SAFER	0.00	0.00	0.00	0.0%
DWR	0.00	0.00	0.00	0.0%
800944 · GRANT REVENUE - Other	0.00	0.00	0.00	0.0%
Total 800944 · GRANT REVENUE	0.00	0.00	0.00	0.0%
800950 · FIREFIGHTING REIMBURSEMENTS	208,572.38	0.00	208,572.38	100.0%
Total INTERGOVERNMENTAL	298,864.04	128,282.32	170,581.72	233.0%
CHARGES FOR SERVICES				
800155 · PREVENTION FEES	11,094.00	6,666.68	4,427.32	166.4%
800156 · R1/R2 INSPECTION FEES	31,932.50	13,333.36	18,599.14	239.5%
800946 · INCIDENT REVENUE RECOVERY FEES	2,960.03	6,666.68	-3,706.65	44.4%
800700 · OTHER SERVICES	0.00	0.00	0.00	0.0%
Total CHARGES FOR SERVICES	45,986.53	26,666.72	19,319.81	172.4%
OTHER REVENUE				
800920 · SALE OF FIXED ASSETS	50,000.00	0.00	50,000.00	100.0%
800940 · OTHER REVENUE				
Other Revenue Unclassified	0.00	5,000.00	-5,000.00	0.0%
Donations	31,243.00	0.00	31,243.00	100.0%
800940 · OTHER REVENUE - Other	665.46	0.00	665.46	100.0%
Total 800940 · OTHER REVENUE	31,908.46	5,000.00	26,908.46	638.2%
800941 · REFUNDS	1,483.07	100.00	1,383.07	1,483.1%
800942 · INCIDENT REPORTS	196.60	200.00	-3.40	98.3%
OTHER REVENUE - Other	0.00	0.00	0.00	0.0%
Total OTHER REVENUE	83,588.13	5,300.00	78,288.13	1,577.1%
Total Income	3,050,450.18	2,871,136.40	179,313.78	106.2%
Gross Profit	3,050,450.18	2,871,136.40	179,313.78	106.2%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2020 through February 2021

Expense	Jul '20 - Feb 21	Budget	\$ Over Budget	% of Budget
SALARIES & EMPLOYEE BENEFITS				
5010 · SALARIES AND WAGES *				
5010.1 · Full-Time	713,680.90	1,011,995.32	-298,314.42	70.5%
5010.2 · CTO Payout	73,909.87	150,666.68	-76,756.81	49.1%
5010.3 · Settlement Pay/Vacation	25,300.08	20,000.00	5,300.08	126.5%
5010.4 · Holiday Pay	34,705.91	0.00	34,705.91	100.0%
5010.5 · Deferred Compensation	31,200.00	32,933.32	-1,733.32	94.7%
5010.6 · Part-Time (Hourly)	49,628.30	55,338.00	-5,709.70	89.7%
5010.8 · CalFire/OES Pay	53,888.32	0.00	53,888.32	100.0%
5010 · SALARIES AND WAGES * - Other	0.00	0.00	0.00	0.0%
Total 5010 · SALARIES AND WAGES *	982,313.38	1,270,933.32	-288,619.94	77.3%
5020 · RETIREMENT				
5020.1 · CalPERS Retirement	197,636.26	222,062.68	-24,426.42	89.0%
5020.3 · Social Security	3,110.10	2,679.00	431.10	116.1%
5020.4 · Medicare	14,484.40	11,722.00	2,762.40	123.6%
5020.5 · CalPERS Section 218 Admin Fee	0.00	200.00	-200.00	0.0%
5020 · RETIREMENT - Other	0.00	0.00	0.00	0.0%
Total 5020 · RETIREMENT	215,230.76	236,663.68	-21,432.92	90.9%
5030-GROUP INSURANCE				
5030.1 · Health Insurance (Employees)	257,956.46	555,880.68	-297,924.22	46.4%
5030.2 · Health Insurance (Retirees)	216,572.74	202,135.32	14,437.42	107.1%
5030.3 · Retiree Health Admin Fees	536.38	2,712.00	-2,175.62	19.8%
5030.4 · Dental & Life Insurance	21,154.82	21,960.00	-805.18	96.3%
5030.5 · Air Ambulance Insurance	12.00	1,100.00	-1,088.00	1.1%
5030.6 · Vision	1,415.30	7,000.00	-5,584.70	20.2%
5030.7 · Long Term Disability Insurance	4,220.00	5,940.00	-1,720.00	71.0%
5030.8 · Medical Reimbursement-Chief	1,402.34	3,000.00	-1,597.66	46.7%
Total 5030-GROUP INSURANCE	503,270.04	799,728.00	-296,457.96	62.9%
5033 · UNEMPLOYMENT INSURANCE				
5033 · UNEMPLOYMENT INSURANCE	0.00	35,000.00	-35,000.00	0.0%
5035 · WORKER'S COMPENSATION				
5035.1 · PRIMARY	0.00	29,628.00	-29,628.00	0.0%
5035.2 · EXCESS	0.00	14,077.00	-14,077.00	0.0%
5035.3 · ADMIN FEE	0.00	8,706.00	-8,706.00	0.0%
Total 5035 · WORKER'S COMPENSATION	0.00	52,411.00	-52,411.00	0.0%
Total SALARIES & EMPLOYEE BENEFITS	1,700,814.18	2,394,736.00	-693,921.82	71.0%
SERVICE & SUPPLIES				
5050 · CLOTHING & PERSONAL SUPPLIES				
5050.1 · Uniforms	7,246.49	18,000.00	-10,753.51	40.3%
5050.2 · Station Boots	0.00	160.00	-160.00	0.0%
Total 5050 · CLOTHING & PERSONAL SUPPLIES	7,246.49	18,160.00	-10,913.51	39.9%
5060 · COMMUNICATIONS				
5060.1 · Phones & Internet	13,610.22	23,333.32	-9,723.10	58.3%
5060.2 · Alarm Monitoring	1,386.00	2,000.00	-614.00	69.3%
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%
Total 5060 · COMMUNICATIONS	14,996.22	27,433.32	-12,437.10	54.7%
5080 · FOOD				
5080.1 · Food/Rehab Supplies	148.38	1,500.00	-1,351.62	9.9%
5080.2 · Drinking Water	203.70	500.00	-296.30	40.7%
Total 5080 · FOOD	352.08	2,000.00	-1,647.92	17.6%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2020 through February 2021

	Jul '20 - Feb 21	Budget	\$ Over Budget	% of Budget
5090 · HOUSEHOLD EXPENSE				
5090.1 · Station Supplies				
Arcata	430.71	0.00	430.71	100.0%
Mad River	214.08	0.00	214.08	100.0%
McK	651.65	0.00	651.65	100.0%
5090.1 · Station Supplies - Other	108.45	2,200.00	-2,091.55	4.9%
Total 5090.1 · Station Supplies	1,404.89	2,200.00	-795.11	63.9%
5090.2 · Garbage Service				
Mad River	297.80	0.00	297.80	100.0%
McK	1,538.40	0.00	1,538.40	100.0%
Arcata	777.91	0.00	777.91	100.0%
5090.2 · Garbage Service - Other	525.00	2,666.68	-2,141.68	19.7%
Total 5090.2 · Garbage Service	3,139.11	2,666.68	472.43	117.7%
Total 5090 · HOUSEHOLD EXPENSE	4,544.00	4,866.68	-322.68	93.4%
5100 · INSURANCE				
5100.1 · Liability Insurance	23,335.00	23,335.00	0.00	100.0%
Total 5100 · INSURANCE	23,335.00	23,335.00	0.00	100.0%
5120 · MAINTENANCE-EQUIPMENT				
5120.1 · Fire Apparatus				
8211 · E8211	2,873.19	0.00	2,873.19	100.0%
8215 · E8215	6,852.06	0.00	6,852.06	100.0%
8216 · E8216	6,996.04	0.00	6,996.04	100.0%
8217 · E8217	4,549.60	0.00	4,549.60	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	13,618.13	0.00	13,618.13	100.0%
8271 · R8271	0.00	0.00	0.00	0.0%
8274 · R8274	312.10	0.00	312.10	100.0%
8283 · T8283	8,985.25	0.00	8,985.25	100.0%
8291 · L8291	1,341.96	0.00	1,341.96	100.0%
MTT · Mobile Training Tower	45.86			
5120.1 · Fire Apparatus - Other	1,392.69	50,000.00	-48,607.31	2.8%
Total 5120.1 · Fire Apparatus	51,260.07	50,000.00	1,260.07	102.5%
5120.2 · Officers Vehicles				
8205 · U8205	610.26	0.00	610.26	100.0%
8206 · U8206	7,465.28	0.00	7,465.28	100.0%
8207 · U8207	724.78	0.00	724.78	100.0%
8208 · U8208	393.71	0.00	393.71	100.0%
8209 · U8209	92.68	0.00	92.68	100.0%
8294 · U8294	711.95			
5120.2 · Officers Vehicles - Other	0.00	5,000.00	-5,000.00	0.0%
Total 5120.2 · Officers Vehicles	9,998.66	5,000.00	4,998.66	200.0%
5120.3 · Hose & Ladder Testing	1,393.00	6,800.00	-5,407.00	20.5%
5120.4 · Hose Repair	0.00	500.00	-500.00	0.0%
5120.5 · Truck 8283 Aerial Inspection	0.00	600.00	-600.00	0.0%
5120.6 · Truck 8283 Aerial Service	0.00	10,000.00	-10,000.00	0.0%
5120.7 · SCBA	2,451.45	6,000.00	-3,548.55	40.9%
5120.8 · Hydraulic Rescue Tool Service	2,117.75	3,500.00	-1,382.25	60.5%
5120.9 · Power Tools Maintenance	228.75	350.00	-121.25	65.4%
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%
Total 5120 · MAINTENANCE-EQUIPMENT	75,471.37	92,550.00	-17,078.63	81.5%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2020 through February 2021

	Jul '20 - Feb 21	Budget	\$ Over Budget	% of Budget
5121 · MAINTENANCE-ELECTRONICS				
5121.1 · Computers	18.80	1,000.00	-981.20	1.9%
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	10.76			
Total 5121 · MAINTENANCE-ELECTRONICS	306.21	2,900.00	-2,593.79	10.6%
5122 · FUEL	17,328.36	23,333.32	-6,004.96	74.3%
5126 · UTILITIES				
5126.1 · P G & E				
Arcata	3,384.19	0.00	3,384.19	100.0%
Mad River	2,309.00	0.00	2,309.00	100.0%
McK	7,323.59	0.00	7,323.59	100.0%
5126.1 · P G & E - Other	1,881.74	20,000.00	-18,118.26	9.4%
Total 5126.1 · P G & E	14,898.52	20,000.00	-5,101.48	74.5%
5126.2 · Water & Sewer				
Arcata	1,183.34	0.00	1,183.34	100.0%
Mad River	829.57	0.00	829.57	100.0%
McK	1,406.65	0.00	1,406.65	100.0%
5126.2 · Water & Sewer - Other	24.44	4,000.00	-3,975.56	0.6%
Total 5126.2 · Water & Sewer	3,444.00	4,000.00	-556.00	86.1%
Total 5126 · UTILITIES	18,342.52	24,000.00	-5,657.48	76.4%
5130 · MAINTENANCE-STRUCTURE				
5130.1 · General Structure Maintenance				
Arcata	304.77	0.00	304.77	100.0%
Mad River	590.15	0.00	590.15	100.0%
McK	974.78	0.00	974.78	100.0%
5130.1 · General Structure Maintenance - Other	560.25	1,000.00	-439.75	56.0%
Total 5130.1 · General Structure Maintenance	2,429.95	1,000.00	1,429.95	243.0%
5130.2 · Grounds Maintenance				
Arcata	11.00	0.00	11.00	100.0%
McK	58.50	0.00	58.50	100.0%
BAYSIDE	393.26			
5130.2 · Grounds Maintenance - Other	0.00	500.00	-500.00	0.0%
Total 5130.2 · Grounds Maintenance	462.76	500.00	-37.24	92.6%
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%
Total 5130.3 · Emergency Power Maintenance	322.89	2,000.00	-1,677.11	16.1%
Total 5130 · MAINTENANCE-STRUCTURE	3,215.60	3,500.00	-284.40	91.9%
5140 · MEDICAL SUPPLIES	3,381.32	2,666.68	714.64	126.8%
5150 · DUES & SUBSCRIPTIONS				
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	629.00	1,900.00	-1,271.00	33.1%
5150.8 · Google Services	1,490.12	1,800.00	-309.88	82.8%
5150.9 · Emergency Reporting Software	3,700.70	3,700.00	0.70	100.0%
5150.10 · eDispatches Software	0.00	1,750.00	-1,750.00	0.0%
5150.11 · Humboldt Co. Fire Chiefs' Assoc	0.00	800.00	-800.00	0.0%
Total 5150 · DUES & SUBSCRIPTIONS	12,000.82	16,424.00	-4,423.18	73.1%
5160 · MISCELLANEOUS EXPENSE	592.60	1,000.00	-407.40	59.3%
5170 · OFFICE SUPPLIES	1,686.69	3,000.00	-1,313.31	56.2%

ARCATA FIRE DISTRICT
Profit & Loss Budget vs. Actual

July 2020 through February 2021

	Jul '20 - Feb 21	Budget	\$ Over Budget	% of Budget
5171 · POSTAGE & SHIPPING	498.80	666.68	-167.88	74.8%
5180 · PROFESSIONAL & SPECIAL SERVICES				
5180.1 · Dispatch Services	0.00	92,386.68	-92,386.68	0.0%
5180.2 · Legal Services	15,244.50	40,000.00	-24,755.50	38.1%
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	400.00	-245.00	38.8%
5180.6 · CAD Interface Maintenance Fee	0.00	1,750.00	-1,750.00	0.0%
5180.8 · OPEB Report (GASB)	0.00	7,000.00	-7,000.00	0.0%
5180.9 · Medical exam/Drug Screening	691.25	5,000.00	-4,308.75	13.8%
5180.11 · Background Checks	1,655.75	3,000.00	-1,344.25	55.2%
5180.12 · IT Services	20,331.66	17,333.32	2,998.34	117.3%
5180.15 · Miscellaneous Services	0.00	500.00	-500.00	0.0%
5180.16 · Human Resource Services	0.00	0.00	0.00	0.0%
Total 5180 · PROFESSIONAL & SPECIAL SERVICES	52,386.16	187,370.00	-134,983.84	28.0%
5190 · PUBLICATIONS & NOTICES	112.00	10,000.00	-9,888.00	1.1%
5200 · LEASES-EQUIPMENT				
5200.1 · Copier	4,723.45	4,333.32	390.13	109.0%
Total 5200 · LEASES-EQUIPMENT	4,723.45	4,333.32	390.13	109.0%
5210 · RENT	72,000.00	64,000.00	8,000.00	112.5%
5230 · SPECIAL DISTRICT EXPENSE				
5230.1 · Property Tax Admin Fee	31,011.00	67,076.00	-36,065.00	46.2%
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	3,701.00	-612.26	83.5%
5230.4 · Greenway Partners	0.00	0.00	0.00	0.0%
5230.5 · Assessment Adjustments/Refunds	216.00	1,000.00	-784.00	21.6%
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	275.15	1,000.00	-724.85	27.5%
5230.12 · DWR Grant Expense	0.00	0.00	0.00	0.0%
5230.14 · Recognition, Shields, Badges	477.92	1,000.00	-522.08	47.8%
5230.15 · Health & Wellness	0.00	530.00	-530.00	0.0%
5230.16 · Public Outreach	0.00	1,000.00	-1,000.00	0.0%
Total 5230 · SPECIAL DISTRICT EXPENSE	42,435.53	83,483.00	-41,047.47	50.8%
5234 · TRAINING				
5234.1 · Staff Training	940.76	0.00	940.76	100.0%
5234.2 · Training Supplies	0.00	2,000.00	-2,000.00	0.0%
Total 5234 · TRAINING	940.76	2,000.00	-1,059.24	47.0%
5280 · OTHER GOVERNMENT AGENCIES				
5280.2 · HCFA Air Trailer Annual Fee	0.00	1,000.00	-1,000.00	0.0%
Total 5280 · OTHER GOVERNMENT AGENCIES	0.00	1,000.00	-1,000.00	0.0%
5300 · LONG TERM DEBT - INTEREST	7,589.58	7,590.00	-0.42	100.0%
5370 · EQUIPMENT PURCHASES				
5370.1 · PPE - Structural	0.00	0.00	0.00	0.0%
5370.2 · PPE - Wildland	0.00	0.00	0.00	0.0%
5370.3 · PPE - VLU	0.00	100.00	-100.00	0.0%
5370.4 · Fire Hose	0.00	0.00	0.00	0.0%
5370.5 · Equipment Fabrication	0.00	500.00	-500.00	0.0%
5370.6 · Firefighting Equipment	1,172.52	1,000.00	172.52	117.3%
5370.8 · Computer Systems Upgrade	0.00	3,000.00	-3,000.00	0.0%
5370 · EQUIPMENT PURCHASES - Other	0.00	0.00	0.00	0.0%
Total 5370 · EQUIPMENT PURCHASES	1,172.52	4,600.00	-3,427.48	25.5%
Total SERVICE & SUPPLIES	364,658.08	610,212.00	-245,553.92	59.8%

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

	<u>Jul '20 - Feb 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
OTHER BUDGET FUNDING REQUIRED				
EQUIPMENT LOAN DEBT SERVICE				
5290 · LONG TERM DEBT - PRINCIPAL	152,095.39	152,095.00	0.39	100.0%
Total EQUIPMENT LOAN DEBT SERVICE	152,095.39	152,095.00	0.39	100.0%
OPERATING FUND TRANSFERS				
Contingency Fund Transfer	0.00	150,000.00	-150,000.00	0.0%
CalPERS Unfunded Liability	367,591.00	365,841.00	1,750.00	100.5%
Total OPERATING FUND TRANSFERS	367,591.00	515,841.00	-148,250.00	71.3%
Total OTHER BUDGET FUNDING REQUIRED	519,686.39	667,936.00	-148,249.61	77.8%
6560 · PAYROLL EXPENSES	39,020.96			
Total Expense	2,624,179.61	3,672,884.00	-1,048,704.39	71.4%
Net Ordinary Income	426,270.57	-801,747.60	1,228,018.17	-53.2%
Net Income	426,270.57	-801,747.60	1,228,018.17	-53.2%

Date: March 9, 2021
To: Board of Directors, Arcata Fire District
From: Ad Hoc Committee Directors David Rosen and Blaine Maynor
Subject: Consider the Implementation of a Citizen’s Advisory Committee as Related to Ordinance 20-20 Special Tax

Background

At the December 8, 2020 Regular Board Meeting, the Board approved the formation of an Ad Hoc Committee to determine the rules for and authorities of the Measure F Advisory Committee. Directors Maynor and Rosen agreed to be on the Ad Hoc Committee.

The committee presented Draft Implementation of a Citizen’s Advisory Committee Related to An Ordinance of the Arcata Fire Protection District Adjusting the Rate of a Fire Protection Special Tax in Order to Continue to Provide Quality Local Fire Protection, Rescue, and Other Essential Services. After a great deal of discussion and review of the draft, suggestions were made that the Board believed should be clarified or updated within the document. The suggested edits have been included in the version being presented tonight for discussion and potential finalization for approval by the Board.

Recommendation

It is the recommendation of the Ad Hoc Committee that the Board consider the information provided, take public comment, discuss, finalize the language and approve utilizing the recommended provisions establishing and appointing members to a Citizens Advisory Committee (“Committee”) to monitor and provide oversight of the voter-approved special tax funds.

District Funds Requested/Required

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

Alternatives

The Board has the following alternatives:

1. Take no action.
2. With direction, refer the topic back to staff and/or Ad Hoc Committee for further consideration.

Attachments

Attachment 1 – Updated “Draft Implementation of a Citizen’s Advisory Committee Related to An Ordinance of the Arcata Fire Protection District Adjusting the Rate of a Fire Protection Special Tax in Order to Continue to Provide Quality Local Fire Protection, Rescue, and Other Essential Services”

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IMPLEMENTATION OF A CITIZENS ADVISORY COMMITTEE

Related to

**AN ORDINANCE OF THE ARCATA FIRE PROTECTION DISTRICT ADJUSTING THE RATE OF A FIRE PROTECTION SPECIAL TAX IN ORDER TO CONTINUE TO PROVIDE QUALITY LOCAL FIRE PROTECTION, RESCUE, AND OTHER ESSENTIAL SERVICES
(the “Ordinance 20-20” or “Measure F”)**

1. BACKGROUND

In an effort to increase voter acceptance for Measure “F” the Arcata Fire Protection District (“District”) recommended provisions establishing and appointing members to a Citizens Advisory Committee (“Committee”) to monitor and provide oversight of the voter-approved special tax funds. Upon receipt of the special taxes the District shall cause those funds to be deposited in a special tax account or such other account established by the District which allows the District to properly account for the special taxes in compliance with the provisions of Government Code Section 50075.1. Funds deposited into this account cannot be used for any other purpose than those outlined in Section 2 of Ordinance 20-20 as described below.

2. PURPOSE OF THE COMMITTEE

The purpose of the Committee shall be to inform the public at least annually in a written report concerning the expenditure of the funds received, or expected to be received, by the District. In carrying out this purpose the Committee shall:

- Actively review and report on the proper expenditure of taxpayers’ money related to the purpose and intent of Measure F, which is defined in Section 2 of Ordinance 20-20 as: ***“The proceeds from this special tax shall be used solely for the purpose of providing fire protection, rescue, and emergency medical services within the District. In particular, the special tax will be used to maintain and improve the current level of community-based fire protection services provided by the District. This includes annual budget support to maintain current firefighter positions, and provide for adequate firefighting equipment, apparatus, and necessary capital improvements, consistent with the needs of the residents of the District and the Fire Protection District Law of 1987.”***
- Become familiar with current and projected District revenues and expenditures;
- Participate in a public forum reviewing expenditures of funds derived from the special tax;
- Advise the public as to whether the District is in compliance with the requirements of Ordinance 20-20;
- Make a determination that funds are expended only for the purpose established by Ordinance 20-20;
- Acknowledge that the Committee shall not have the authority to override, or veto, any District determination to expend or commit funds in a particular manner;

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- Ensure that an annual independent financial audit or performance audit is performed that is satisfactory to the Committee.
- Work collaboratively with the District staff and Board and members of the public to address potential public concerns about expenditure of funds derived from the special tax.
- Provide an annual report of findings of the Committee of expenditures and compliance with Ordinance 20-20.

3. COMMITTEE APPOINTMENT AND MEMBERSHIP

The committee shall be established, and the initial members of the committee appointed as follows:

- The governing board of the District shall appoint the members of the Committee after public solicitation of applicants;
- Initial members shall be appointed within one-hundred eighty (180) days after the date that the governing board of the District enters the results of the election on its minutes;
- The District shall adopt a standard and equitable method of adding and/or replacing members as necessary;
- The Committee shall consist of at least three (3) members and no more than five (5) members to serve for a term of two (2) years, without compensation, and for no more than three (3) consecutive terms, of which the initial terms of up to one-half of the members may be extended by up to an additional one year to allow for the staggering of the expiration of member terms;
- ~~Members must be registered voters residing within the District, or the majority or minority owner or duly authorized representative of a legally operating commercial business for which the aforementioned special tax has or will be levied, or the owner of any real property parcel or parcels within the District; Members must be registered voters residing within the District, or the majority or minority owner or duly authorized representative of a legally operating commercial business for which the aforementioned special tax has or will be levied;~~
- The Committee may not include any employee or official of the District or any vendor, contractor, or consultant of the District and no more than one (1) member from each Division of the District. In the event applications are received from more than one (1) eligible applicant from an individual District Division, the successful applicant shall be selected for that Division by random lot.

Minimum eligibility and application requirements for applicants shall include:

- Name and address of the applicant confirming permanent residence within the District and Division, or the name and address of the applicant and the name and address of the legally operating qualifying business;
- A brief statement, not to exceed 250 words, as to the reason for seeking a position on the Committee;
- Applicants signature attesting to a commitment to attend all meetings of the Committee.

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The governing board of the District may also adopt additional policies, guidelines, and procedures to be applicable to the Committee once it is established.

4. ACTIVITIES OF THE COMMITTEE

The Committee may engage in any of the following activities in furtherance of its purpose:

- Receive and review copies of the annual operating budget and financial audit;
- Inspect District facilities and grounds to ensure that funds are expended for the purposes set forth in Ordinance 20-20;
- Receive and review copies of any staffing proposals or plans developed by the District;
- Review efforts by the District to maximize revenues by implementing cost-saving measures, including, but not limited to mechanisms designed to reduce the cost of any budget line item such as professional fees, facility maintenance and the joint use of core facilities;
- Issue regular reports, at least annually, to the public of the results of its activities.

5. MEETING PROCEDURES OF THE COMMITTEE

Regular meeting dates, time, and place shall be established by the Committee and published/posted in accordance with ~~the Ralph M. Brown Act and~~ applicable District procedures. All Committee proceedings shall be open to the public ~~and shall be subject to the provisions of the Ralph M. Brown Act~~. All documents received by the Committee and reports issued by the Committee shall be a matter of public record.

6. DISTRICT SUPPORT OF THE COMMITTEE

The governing board of the District should provide the Committee with:

- Any necessary technical assistance and administrative assistance in furtherance of the Committee's purpose; and
- Sufficient resources to publicize the conclusions of the Committee.

7. OTHER RECOMMENDED GUIDELINES AND PROVISIONS

The governing board of the District should consider the adoption of other guidelines or policies applicable to the Committee and Committee activities. The guidelines or policies should not limit the required authority or required actions of the Committee but can provide for additional help and guidance. The following are types of provisions and requirements that should be considered by the District for inclusion in such guidelines or policies:

- Requiring the Committee provide for minutes of its meetings to be taken. Minutes of such meetings are a matter of public record and should be available for public review;
- Regular attendance by Committee members is essential to effective operation of the Committee and timely implementation of the District's programs. If a Committee member is unable to attend regularly scheduled meetings, the District's governing board may appoint a replacement for that member on recommendation of the District's Board President;

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- Committee actions and decisions should be made and recorded as individual votes, noting the Committee member's name and vote on a particular matter. Committee decisions should be by majority vote of the members of the Committee present, provided that there is a quorum;
- Community members and news media representatives should be encouraged to attend Committee meetings.
- Members of the public attending Committee meetings shall have an opportunity to address the Committee;
- Any reports by the Committee shall be presented to the District governing board at its meetings.
- The guidelines or policy should specify what expenses and costs will be absorbed by the District in its provision of technical and administrative assistance and publicizing Committee reports and conclusions. Matters for consideration should include, but would not necessarily be limited to:
 - Providing the Committee with meeting location(s) and facilities;
 - Providing for Committee meeting agendas, materials, requested information, informational reports, and Committee meeting minutes;
 - Presentation of information on the District website and by other means, such as newsletters, etc.;
 - Maintaining Committee records and files;
 - Completing and transmitting correspondence on behalf of the Committee;
 - Responding to informational requests from the Committee or its individual members;
 - Determining if members of the Committee are subject to the provisions of the Political Reform Act of 1974 and the conflict-of-interest rules relative to public officials promulgated by the Fair Political Practices Commission (FPPC).

Date: March 9, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Consider Approval of the Fiscal Year 2020/21 Mid-Year Amended Budget

Background

Staff presented a draft mid-year budget revision to the Finance Committee, which included the projected revenues and year-to-date expenditures. The committee agreed to have the revised version presented to the full Board for discussion and approval at the March Board Meeting. The attached draft of the 2020/21 Mid-Year Amended Budget, if approved, would modify the District's FY20/21 Budget that was adopted by the Board of Directors in September 2020. The mid-year budget update provides an opportunity to evaluate fiscal year-to-date budget vs. actual performance and to update fiscal year projections based on information not previously available.

What follows is a summary of the proposed budgetary adjustments at mid-year. The result, after making the adjustments, was a surplus of **\$89,314**. It is recommended that this amount be left unallocated and would be rolled over to the general fund.

REVENUE ADJUSTMENT

- 800010 Current Secured Property Tax (Increased by \$105,593)
 - When the initial budget was developed, in an effort for be conservative, there was no projected growth with property tax. Based on what the County has collected it appears that there will likely be a 4% growth in this revenue.
- 800020 Property Tax – Current Unsecured
 - Adjusted based on actual mid-year revenue.
- 800030 Property Tax – Prior Years
 - Adjusted based on actual mid-year revenue.
- 800040 Supplemental Tax – Current
 - Adjusted based on actual mid-year revenue.
- 800600 Other Government Agencies – Workers Compensation Reimbursement
 - Adjusted based on actual mid-year revenue.
- 800950 Firefighting Reimbursement (Increased by \$208,572)
 - This account reflects the gross amount the District has received in reimbursements from CalFIRE and CalOES. These funds off-set the amount of overtime needed to cover the callouts. 5010.8 CalFire/OES Pay reflect the amount spent on summer staffing After deducting out salary and vehicle maintenance costs the District's net surplus of last summer was \$150,398.

EXPENDITURE ADJUSTMENTS

- 5010 Salaries and Wages (Increased by \$115,888)

- 5010.1 Full Time – This account was adjusted to cover the reclassification of Firefighter to the position of Engineer. The account should be increased by \$10,000.
- 5010.2 CTO Payout – This was adjusted to account for the Engineer reclassification. The account should be increased by \$2,000.
- 5010.4 Holiday Pay - This account was left at \$0 line item when the budget was developed. \$25,071 is the actual amount of holiday hours paid out for the first half of the fiscal cycle. The account should be increased by \$50,000.
- 5010.8 CalFire/OES Pay – This account was not budgeted for and shows the actual amount of expenses to cover strike team assignments. This amount is fully funded by the revenue from 800950 Firefighting Reimbursements.
- 5020 Retirement (Increase by \$18,151)
 - This account was adjusted to cover the reclassification of Firefighter to the position of Engineer and to cover the increase in Medicare costs.
- 5030 Group Insurance (Increase by \$27,080)
 - This account was adjusted to cover the update rates in health insurance.
- 5033 Unemployment Insurance (Reduced by \$30,000)
 - This account was reduced due to no layoffs.
- 5035 Workers Compensation (Reduced by \$2,607)
 - This account was reduced due to no layoffs.
- 5050 Clothing (Increase by \$2,000)
 - Uniform cost for new Engineers
- 5060 Communications (Increase by \$2,000)
 - New cable TV service.
- 5120 Equipment Maintenance (Increased by \$40,000)
 - 5120.1 Fire Apparatus increased to cover the cost of deferred maintenance issues.
 - 5120.5 & 5120.6 Reallocated to the HBF Truck response.
- 5130 Structure Maintenance (Increased by \$1,450)
 - New pest control service.
- 5140 Medical Supplies (Increased by \$2,000)
 - COVID related expenses.
- 5180 Professional Services (Increase by \$57,600)
 - Eliminated shredding services.
 - Increased amounts in 5180.9 & 5180.11 with anticipation on hiring five new employees. \$2,000 per employee.
 - Increase the amounts in 5180.16 Human Resources to offset the cost of the compensation and classification study. With an additional \$20,000 for recruitment of future positions.
 - Increase in the amounts in 5180.12 & 5180.17 to cover the transition of IT services and web page hosting.
- 5200 Leases – Equipment (Increased by \$1,000)
 - Increased to cover the cost of printing door hangers for the R2 inspection program.
- 5230 Special District Expense (Increase by \$22,947)

- Property tax related fees were adjusted to match the projected tax revenue.
- Funds were added to health and wellness to purchase gym equipment for all stations.
- New account established for HBF Truck response fee.
- 5234 Training (Increased by \$9,500)
 - Increase the amounts in the line items to cover recruit academy and new board member training.

OPERATING FUND TRANSFERS

- Transfer \$150,000 to the PERS Rate Contingency Fund.

Recommendation

Staff recommends the Board, review the mid-year adjustments, take public comment, discuss, and approve the Draft FY 2020/21 Mid-Year Amended Budget.

District Funds Requested/Required

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

Alternatives

The Board has the following alternatives:

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

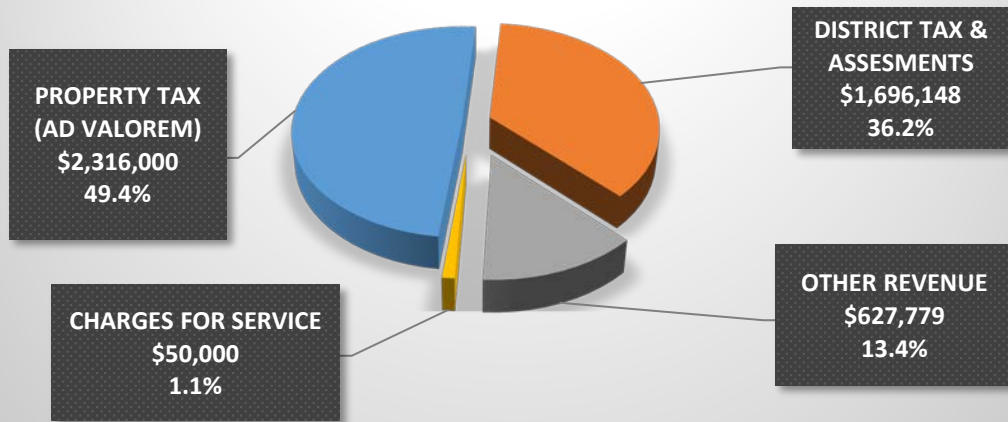
Attachments

Attachment 1- Draft FY 2020/21 Mid-Year Amended Budget.

Mid-Year Revision Budget FISCAL YEAR 2020/21

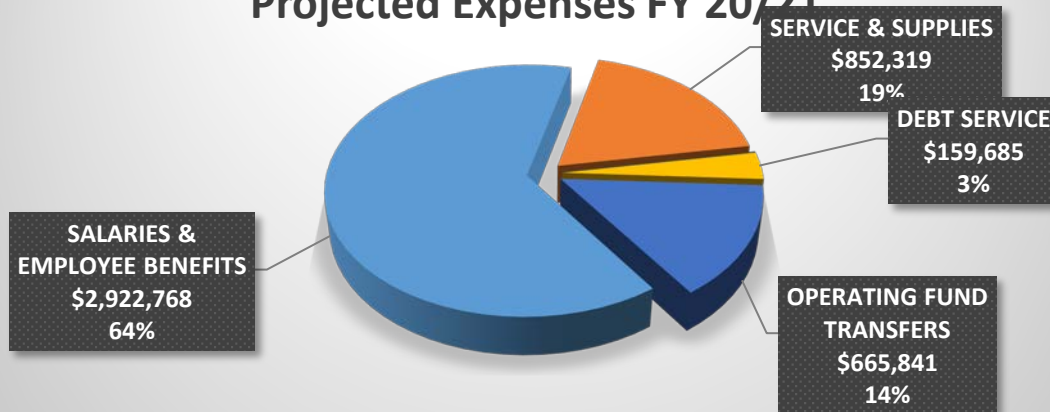
REVENUES	\$4,689,927
PROPERTY TAX (AD VALOREM)	\$2,316,000
DISTRICT TAX & ASSESSMENTS	\$1,696,148
OTHER REVENUE	\$627,779
CHARGES FOR SERVICE	\$50,000

Projected Revenues FY 20/21



EXPENDITURES	\$4,600,612
SALARIES & EMPLOYEE BENEFITS	\$2,922,768
SERVICE & SUPPLIES	\$852,319
CAPITAL OUTLAY	\$0
DEBT SERVICE	\$159,685
OPERATING FUND TRANSFERS	\$665,841
Surplus (Deficit)	\$89,314

Projected Expenses FY 20/21



Revenue Sources	General Operating Fund	1996 Special Tax	2006 Benefit Assessment ⁽¹⁾	Inspection Fees	Apparatus Repair Donations	Measure Z	Grants	Striketeam Reimburse	TOTAL
County Tax Revenue	\$2,443,630	-	-	-	-	-	-	-	\$2,443,630
District Assessment & Tax	-	\$314,101	\$1,382,047	-	-	-	-	-	\$1,696,148
Use of Money	\$28,978	-	-	-	-	-	-	-	\$28,978
Intergovernmental	\$113,603	-	-	-	-	\$62,500	\$2,995	\$208,572	\$387,670
Charges for Service	\$5,000	-	-	\$45,000	-	-	-	-	\$50,000
Other Revenue	\$68,500	-	-	-	\$15,000	-	-	-	\$83,500
Total Revenue	\$2,659,711	\$314,101	\$1,382,047	\$45,000	\$15,000	\$62,500	\$2,995	\$208,572	\$4,689,927
Expenditures and Appropriations									
Personnel	\$1,861,255	\$316,178	\$655,066	\$36,380	-	-	-	\$53,888	\$2,922,768
Services & Supplies	\$479,223	-	\$281,265	\$6,750	\$15,000	\$62,500	\$3,294	\$4,286	\$852,319
Debt Service	-	-	\$159,685	-	-	-	-	-	\$159,685
Capital Expense	-	-	-	-	-	-	-	-	\$0
Other Required Expenditures	\$444,243	-	\$219,728	\$1,870	-	-	-	-	\$665,841
Total Expenditures	\$2,784,722	\$316,178	\$1,315,744	\$45,000	\$15,000	\$62,500	\$3,294	\$58,174	\$4,600,612
Fund Balance	(\$125,010)	(\$2,077)	\$66,303	\$0	\$0	\$0	(\$299)	\$150,398	
Revenue to/from Contingency Funds									\$89,314
Operating Fund Balance needed on July 1, 2020 \$2,300,306								Fund Balances - Beginning	\$2,489,518
								Fund Balances - Ending	\$2,578,833
<i>Footnote #1 - The Benefit Assessment funds 1 Chief officer, 3 Fire Captains, 3 Firefighters, 1/3 of the operations, and the debt service on Apparatus Loan</i>									
Budgeted Position Allocator	Admin	Suppression	Prevention	Logistics	TOTAL				
Full Time Positions	3	15	-	-	18				
Part-time Positions	-	-	3	-	3				
Volunteer Positions	-	2	-	10	10				

	Adopted Budget FY 20/21	DRAFT Mid-year Budget FY 20/21	Notes	Cty Auditor Statement 12/31/2020	Difference between Auditor and Draft Mid-year
REVENUE					
TAX REVENUE	\$ 4,038,944	\$ 4,139,778		\$ 2,353,293	
800010 · PROPERTY TAX-CURRENT-SECURED	\$ 2,210,407	\$ 2,316,000	Projected \$2,316,218	\$ 1,158,109	\$ 1,157,891.22
800020 · PROPERTY TAX-CURRENT-UNSECURED	\$ 82,582	\$ 84,600	<Update>	\$ 84,607	\$ (6.84)
800030 · PROPERTY TAX-PRIOR YEARS	\$ 19,993	\$ 26,000	<Update>	\$ 26,292	\$ (292.27)
800040 · SUPPLEMENTAL TAXES- CURRENT	\$ 24,428	\$ 12,000	<Update>	\$ 11,928	\$ 71.73
800041 · SUPPLEMENTAL TAXES-PRIOR YEAR	\$ 4,500	\$ 4,500		\$ -	\$ 4,500.00
800460 · STATE TIMBER TAX	\$ 886	\$ 530	<Update>	\$ 531	\$ (1.36)
800050 · PROPERTY ASSESSMENTS	\$ 1,696,148	\$ 1,696,148		\$ 1,071,825	\$ 624,322.72
USE OF MONEY & PROPERTY	\$ 28,273	\$ 28,978		\$ 149	
800190 · INTEREST INCOME	\$ 28,273	\$ 28,978		\$ 149	
INTERGOVERNMENTAL	\$ 136,103	\$ 387,670		\$ 89,760	
800451 · HOMEOWNERS PROP. TAX RELIEF	\$ 26,120	\$ 26,120		\$ 12,667	\$ 13,452.68
800600 · OTHER GOVERNMENT AGENCIES	\$ 109,983	\$ 149,983		\$ 77,093	\$ 72,890.02
Prop 172 Funds	\$ 9,783	\$ 9,783		\$ -	
HSU Contract for Services	\$ 37,000	\$ 37,000		\$ 37,000	\$ -
Measure Z Funds	\$ 62,500	\$ 62,500		\$ -	
Workers Compensation Reimbursement	\$ -	\$ 40,000	<Update>	\$ 40,093	\$ (92.98)
Air Quality Management District Fees	\$ 700	\$ 700		\$ -	
800944 · GRANT REVENUE	\$ -	\$ 2,995		\$ -	
800950 · FIREFIGHTING REIMBURSEMENTS	\$ -	\$ 208,572	Actuals	\$ -	
CHARGES FOR SERVICES	\$ 40,000	\$ 50,000		\$ 37,662	
800155 · PREVENTION FEES	\$ 10,000	\$ 10,000		\$ 9,228	\$ 772.00
800156 · R1/R2 INSPECTION FEES	\$ 20,000	\$ 35,000		\$ 26,260	\$ 8,740.00
800946 · INCIDENT REVENUE RECOVERY FEES	\$ 10,000	\$ 5,000	Based on actuals	\$ 2,174	\$ 2,826.00
OTHER REVENUE	\$ 5,300	\$ 83,500		\$ 82,628	
800920 · SALE OF FIXED ASSETS	\$ -	\$ 50,000	Sale of truck	\$ 50,000	\$ -
800940 · OTHER REVENUE	\$ 5,000	\$ 32,000	Donations	\$ 31,240	\$ 760.00
800941 · REFUNDS	\$ 100	\$ 1,300	Actuals	\$ 1,231	\$ 69.00
800942 · INCIDENT REPORTS	\$ 200	\$ 200	Actuals	\$ 157	\$ 43.00
TOTAL OPERATING REVENUE	\$ 4,248,620	\$ 4,689,927		\$ 2,563,492	

	Approved FY 20/21	DRAFT year 20/21	Mid- FY	Notes	QB Actuals 7/1/20 - 12/31/20	Projection based on QB actuals
EXPENSES						
SALARIES & EMPLOYEE BENEFITS						
5010 · SALARIES AND WAGES	\$1,517,993	\$1,633,881				
5010.1 · Full-Time	\$1,129,586	\$1,139,586		<i>FAE for 6 months</i>	\$564,813.84	\$1,129,627.68
5010.2 · CTO Payout	\$226,000	\$228,000		<i>Base on 20% of FT salary</i>	\$49,102.26	\$98,204.52
5010.3 · Settlement Pay/Vacation	\$30,000	\$30,000			\$12,194.52	\$24,389.04
5010.4 · Holiday Pay	\$0	\$50,000		<i>Projected</i>	\$25,071.87	\$50,143.74
5010.5 · Deferred Compensation	\$49,400	\$49,400			\$24,200.00	\$48,400.00
5010.6 · Part-Time (Hourly)	\$83,007	\$83,007			\$39,036.62	\$78,073.24
5010.8 · CalFire/OES Pay		\$53,888		<i>Actual YTD</i>	\$53,888.32	
5020 · RETIREMENT	\$354,996	\$373,146				
5020.1 · CalPERS Retirement	\$333,094	\$346,094		<i>FAE for 6 months & Rate adjustment</i>	\$149,482.10	\$298,964.20
5020.3 · Social Security	\$4,019	\$4,019			\$2,445.03	\$4,890.06
5020.4 · Medicare	\$17,583	\$22,733		<i>Adjusted</i>	\$11,366.83	\$22,733.66
5020.5 · CalPERS Section 218 Admin Fee	\$300	\$300			\$0.00	\$0.00
5030-GROUP INSURANCE	\$833,821	\$860,901				
5030.1 · Health Insurance (Employees)	\$476,570	\$476,570			\$201,108.51	\$402,217.02
5030.2 · Health Insurance (Retirees)	\$303,203	\$333,783		<i>Updated rates</i>	\$166,891.60	\$333,783.20
5030.3 · Retiree Health Admin Fees	\$4,068	\$4,068			\$416.82	\$833.64
5030.4 · Dental & Life Insurance	\$32,940	\$32,940			\$17,141.94	\$34,283.88
5030.5 · Air Ambulance Insurance	\$1,100	\$1,100			\$0.00	\$0.00
5030.6 · Vision	\$7,000	\$3,500		<i><reduced by 3500></i>	\$1,138.40	\$2,276.80
5030.7 · Long Term Disability Insurance	\$5,940	\$5,940			\$3,408.00	\$6,816.00
5030.8 · Medical Reimbursement-Fire Chief	\$3,000	\$3,000			\$1,092.58	\$2,185.16
5033 · UNEMPLOYMENT INSURANCE	\$35,000	\$5,000		<i><reduced 30,000></i>		
5035 · WORKER'S COMPENSATION	\$52,447	\$49,840				
5035.1 · PRIMARY	\$29,628	\$41,533				
5035.2 · EXCESS	\$14,077	\$0		<i>Updated to actual</i>		
5035.3 · ADMIN FEE	\$8,706	\$8,307				
TOTAL SALARIES & EMPLOYEE BENEFITS	\$2,794,256	\$2,922,768				

	Approved FY 20/21	DRAFT year 20/21	Mid- FY	Notes	QB Actuals 7/1/20 - 12/31/20	Projection based on QB actuals
SERVICE & SUPPLIES						
5050 · CLOTHING	\$18,000	\$20,000				
5050.1 · Uniforms	\$16,000	\$18,000		Increase by \$2000 FAE Class A Uniforms	\$6,476.67	\$12,953.34
5050.2 · Station Boots	\$2,000	\$2,000			\$0.00	
5060 · COMMUNICATIONS	\$40,100	\$42,100				
5060.1 · Phones & Internet	\$35,000	\$35,000			\$9,989.75	\$19,979.50
5060.2 · Alarm Monitoring	\$3,000	\$3,000			\$945.00	\$1,890.00
5060.3 · Communication - Miscellaneous	\$500	\$500			\$0.00	\$0.00
5060.4 · HCFA Radio System Annual Fee	\$1,600	\$1,600			\$0.00	\$0.00
5060.5 · Cable TV		\$2,000		New Service		
5080 · FOOD	\$2,000	\$2,000				
5080.1 · Food/Rehab Supplies	\$1,500	\$1,500			\$148.38	\$296.76
5080.2 · Drinking Water	\$500	\$500			\$203.70	\$407.40
5090 · HOUSEHOLD EXPENSE	\$7,300	\$7,300				
5090.1 · Station Supplies	\$3,300	\$3,300			\$1,208.30	\$2,416.60
5090.2 · Garbage Service	\$4,000	\$4,000			\$2,115.98	\$4,231.96
5100 · INSURANCE	\$23,335	\$23,335				
5100.1 · Liability Insurance	\$23,335	\$23,335			\$0.00	
5120 · MAINTENANCE-EQUIPMENT	\$92,550	\$121,950				
5120.1 · Fire Apparatus	\$50,000	\$90,000		Increased by \$40,000 Major repairs pumpers	\$31,556.25	\$63,112.50
5120.2 · Officers Vehicles	\$5,000	\$5,000			\$3,114.77	\$6,229.54
5120.3 · Hose & Ladder Testing	\$6,800	\$6,800			\$1,393.00	\$2,786.00
5120.4 · Hose Repair	\$500	\$500			\$0.00	\$0.00
5120.5 · Truck 8283 Aerial Inspection	\$600	\$0		Remove	\$0.00	\$0.00
5120.6 · Truck 8283 Aerial Service	\$10,000	\$0		Remove	\$0.00	\$0.00
5120.7 · SCBA	\$6,000	\$6,000			\$1,180.64	\$2,361.28
5120.8 · Hydraulic Rescue Tool Service	\$3,500	\$3,500			\$2,117.75	\$4,235.50
5120.9 · Power Tools Maintenance	\$350	\$350			\$228.75	\$457.50
5120.10 · AED/LUCAS Annual Maintenance	\$8,100	\$8,100			\$7,239.60	\$7,239.60
5120.11 · Fire Extinguisher Maintenance	\$1,200	\$1,200			\$545.08	\$1,090.16
5120.12 · Equipment Maintenance - Misc	\$500	\$500			\$237.01	\$474.02
5121 · MAINTENANCE-ELECTRONICS	\$2,900	\$2,900				
5121.1 · Computers	\$1,000	\$1,000			\$18.80	
5121.2 · Radios, Pagers, & FireCom	\$400	\$400			\$129.37	
5121.3 · Batteries	\$1,500	\$1,500			\$147.28	

	Approved FY 20/21	DRAFT year 20/21	Mid- FY	Notes	QB Actuals 7/1/20 - 12/31/20	Projection based on QB actuals
5126 · UTILITIES	\$36,000	\$36,000				
5126.1 · P G & E	\$30,000	\$30,000			\$9,499.59	
5126.2 · Water & Sewer	\$6,000	\$6,000			\$2,532.38	
5130 · MAINTENANCE-STRUCTURE	\$3,500	\$4,950				
5130.1 · General Structure Maintenance	\$1,000	\$1,000			\$986.94	
5130.2 · Grounds Maintenance	\$500	\$500			\$462.76	
5130.3 · Emergency Power Maintenance	\$2,000	\$2,000			\$322.89	
5130.4 · Pest	\$0	\$1,450		<i>New Service</i>		
5140 · MEDICAL SUPPLIES	\$4,000	\$6,000		<i>Increase by \$2000 COVID Supplies</i>	\$3,102.79	\$6,205.58
5150 · DUES & SUBSCRIPTIONS	\$16,424	\$16,424				
5150.1 · I Am Responding Annual Fee	\$0	\$0				
5150.2 · Scheduling Program Annual Fee	\$2,674	\$2,674			\$2,674.00	
5150.4 · Parcel Quest Annual Fees	\$1,800	\$1,800			\$1,799.00	
5150.6 · Dues	\$2,000	\$2,000			\$1,620.00	
5150.7 · Subscriptions	\$1,900	\$1,900			\$629.00	
5150.8 · Google Services	\$1,800	\$1,800			\$1,275.95	\$2,551.90
5150.9 · Emergency Reporting Software	\$3,700	\$3,700			\$3,700.70	
5150.10 · eDispatches Software	\$1,750	\$1,750			\$0.00	
5150.11 · Humboldt Cnty Fire Chiefs' Assoc	\$800	\$800			\$0.00	
5160 · MISCELLANEOUS EXPENSE	\$1,000	\$1,000			\$296.60	\$593.20
5170 · OFFICE SUPPLIES	\$4,500	\$4,500			\$1,035.58	\$2,071.16
5171 · POSTAGE & SHIPPING	\$1,000	\$1,000			\$466.35	\$932.70
5180 · PROFESSIONAL & SPECIAL SERVICES	\$277,230	\$334,830				
5180.1 · Dispatch Services	\$138,580	\$138,580			\$0.00	
5180.2 · Legal Services	\$60,000	\$60,000		<i>??</i>	\$12,610.50	\$25,221.00
5180.3 · Audit Services	\$10,000	\$10,000			\$9,000.00	
5180.4 · Accountant/Bookkeeping	\$10,000	\$10,000			\$3,668.00	\$7,336.00
5180.5 · Shredding Services	\$400	\$400		<i><cancelled service></i>	\$0.00	
5180.6 · CAD Interface Maintenance Fee	\$1,750	\$1,750			\$0.00	
5180.8 · GASB 75 Report	\$7,000	\$7,000			\$0.00	
5180.9 · Medical exam/Drug Screening	\$5,000	\$10,000		<i>Increase by \$5000 New hire and annual</i>	\$0.00	
5180.11 · Background Checks	\$3,000	\$8,000		<i>Increase by \$5000 New hire and annual</i>	\$0.00	
5180.12 · IT Services	\$26,000	\$30,000		<i><Vendor Change></i>	\$15,333.76	\$30,667.52
5180.15 · Miscellaneous Services	\$500	\$500			\$0.00	\$0.00
5180.16 · Human Resource Services	\$15,000	\$57,100		<i>Adjustment to cover the C&C Study and potention rec</i>	\$0.00	\$0.00
5180.17 · Webpage Hosting		\$1,500		<i>New Service</i>	\$0.00	\$0.00

FY 2020-21 Expenses

Draft Mid-year FY 20-21 Budget

	Approved FY 20/21	DRAFT year 20/21	Mid- FY	Notes	QB Actuals 7/1/20 - 12/31/20	Projection based on QB actuals
5190 · PUBLICATIONS & NOTICES	\$1,000	\$1,000			\$112.00	
5200 · LEASES-EQUIPMENT	\$6,500	\$7,500				
5200.1 · Copier	\$6,500	\$7,500		<i>Updated rates</i>	\$3,600.93	\$7,201.86
5210 · RENT	\$96,000	\$96,000				
5230 · SPECIAL DISTRICT EXPENSE	\$83,483	\$106,430				
5230.1 · Property Tax Admin Fee	\$67,076	\$70,371		<i>Percent of tax revenue</i>		
5230.2 · Tax Roll Direct Charge Fee	\$6,276	\$6,276				
5230.3 · LAFCO Annual Fee	\$3,701	\$3,883				
5230.5 · Assessment Adjustments/Refunds	\$1,000	\$1,000			\$216.00	\$432.00
5230.6 · Public Education Supplies	\$0	\$0				
5230.7 · Fire Prevention Supplies	\$400	\$400			\$293.31	\$586.62
5230.8 · Certifications	\$1,000	\$1,000			\$500.61	\$1,001.22
5230.10 · Recruitment	\$500	\$500			\$0.00	\$0.00
5230.11 · Bank Fees	\$1,000	\$1,000			\$150.00	\$300.00
5230.14 · Recognition, Shields, & Badges	\$1,000	\$1,000				
5230.15 · Health & Wellness	\$530	\$10,000		<i>Purchase in-house equipment</i>		
5230.16 · Public Outreach	\$1,000	\$1,000				
5230.17 · HBF Truck Response		\$10,000		<i>Purchase in-house equipment</i>		
5230 · Other						
5234 · TRAINING	\$2,000	\$11,500				
5234.1 · Staff Training	\$0	\$1,500		<i>Cover expenses and add buffer for new employee Training for new employees</i>	\$915.76	\$1,831.52
5234.2 · Training Supplies	\$2,000	\$10,000			\$0.00	
5280 · OTHER GOVERNMENT AGENCIES	\$1,000	\$1,000				
5280.2 · HCFCFA Air Trailer Annual Fee	\$1,000	\$1,000				
5370 · EQUIPMENT PURCHASES	\$4,600	\$4,600				
5370.1 · PPE - Structural	\$0	\$0				
5370.2 · PPE - Wildland	\$0	\$0				
5370.3 · PPE - VLU	\$100	\$100				
5370.4 · Fire Hose	\$0	\$0				
5370.5 · Equipment Fabrication	\$500	\$500				
5370.6 · Firefighting Equipment	\$1,000	\$1,000			\$807.19	\$1,614.38
5370.8 · Computer Systems Upgrade	\$3,000	\$3,000				
TOTAL SERVICE & SUPPLIES	\$724,422	\$852,319				

	Approved FY 20/21	DRAFT year 20/21	Mid- FY
OTHER REQUIRED EXPENDITURES			
CAPITAL EXPENSE	\$0	\$0	
Equipment	\$0	\$0	
Construction Improvements	\$0	\$0	
EQUIPMENT LOAN DEBT SERVICE	\$159,685	\$159,685	
Long Term Debt - Principal	\$152,095	\$152,095	
Long Term Debt - Interest	\$7,590	\$7,590	
OPERATING FUND TRANSFERS	\$515,841	\$665,841	
Contingency Fund Transfer	\$150,000	\$150,000	
PERS Rate Contingency Fund	\$0	\$150,000	
PERS Unfunded Liability Payment	\$365,841	\$365,841	
TOTAL OTHER REQUIRED EXPENDITURES	\$675,526	\$825,526	
TOTAL EXPENDITURES			
	\$4,194,204	\$4,600,612	
BUDGET CONTINGENCY [Funded (underfunded)]	\$54,416	\$89,314	

Notes

QB Actuals
7/1/20 -
12/31/20

Projection
based on QB
actuals

Replenish fund

General Funds					RESERVE ACCOUNTS							
	Coast Central Credit Union		Operating Fund County Treasury		CCCU Savings		Capital Improvement Fund		Contingency Fund		PERS Rate Contingency Fund	
	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21
	Actuals	Budget	Actuals	Budget	Actuals	Budget	Actuals	Budget	Actuals	Budget	Actuals	Budget
Fund Balance - Beginning	\$113,404	\$318,677	\$2,236,013	\$2,489,518	\$0	\$0	\$188,630	\$188,630	\$308,723	\$56,596	\$330,333	\$30,333
Transfers In	\$4,559,635	\$4,600,612	\$4,136,239	\$4,689,927	\$0	\$100,000	\$0	\$0	\$0	\$150,000	\$0	\$150,000
Transfers Out	\$4,354,363	\$4,600,612	\$3,882,734	\$4,600,612	\$0	\$0	\$0	\$0	\$252,127	\$0	\$300,000	\$0
Rev Over (Under) Exp	\$205,273	\$0	\$253,505	\$89,314	\$0	\$100,000	\$0	\$0	(\$252,127)	\$150,000	(\$300,000)	\$150,000
Fund Balance - Ending	\$318,677	\$318,677	\$2,489,518	\$2,578,833	\$0	\$100,000	\$188,630	\$188,630	\$56,596	\$206,596	\$30,333	\$180,333
PROJECTED FUNDS IN RESERVE ACCOUNTS AT COUNTY TREASURY AS OF June 30, 2021											\$675,559	

Date: March 9, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Presentation of the 2020 Annual Awards

Background

We have implemented “Annual Awards” again. The 2019 awards were never issued in part due to COVID restrictions. Staff contacted both the Local and AVFA to develop a plan to make the 2020 awards happen. In years past, the recipients were nominated by their peers and the finalist were chosen by the previous year’s award recipients. For the 2020 awards, the AVFA president nominated a recipient for volunteer of the year, the Local’s president nominated an employee, and the administration team nominated the officer of the year.

The criteria for the awards are as follows;

- **GUIDELINES FOR THE ‘VOLUNTEER OF THE YEAR’**
This award is for a volunteer firefighter or logistics member, who best exemplifies the values of our organization. This person strives to uphold the District’s mission and vision. This individual has supported the ideals set forth by the Arcata Fire District Playbook and has demonstrated a commitment to other members of the Fire District, both volunteer and career. This individual has gone well beyond the basic requirements in their training, ride-alongs, activity, and incident responses in a manner that exemplifies the competency that all volunteers should strive to achieve. This person reflects the highest standards of the Fire District and has regularly demonstrated the ability to lead and to follow, depending upon the circumstances. This individual consistency gives every effort, every hour, every call.
- **GUIDELINES FOR THE ‘EMPLOYEE OF THE YEAR’**
This award is for any employee who best exemplifies the values of our organization. This person strives to uphold the District’s mission and vision. This individual has supported the ideals set forth by the Arcata Fire District Playbook and has demonstrated a commitment to other members of the Fire District, both volunteer and career. The individual has gone well beyond their normal duties in a manner that exemplifies the competency that all employees should strive to achieve and which reflect the highest standards of the Fire District. This person regularly demonstrates the ability to lead and to follow, depending upon the circumstances. This individual consistency gives every effort, every hour, every call.
- **GUIDELINES FOR THE ‘ARCHIE BERNARDI - OFFICER OF THE YEAR’**
This award is for a current Suppression Captain, Volunteer Logistics Captain, or Chief Officer who best exemplifies the values of our organization and who represents the characteristics of an officer and of a leader. This individual continually upholds the standards of their position, and continues to be a student

of the profession to seek new and improved methods of serving the community and members of the Arcata Fire District. This person embraces and promotes the Arcata Fire District Playbook and what it represents, demonstrates resourcefulness and enthusiasm in accomplishing the District's mission, and possesses the high standards and dedication, that the District and community expect. This officer holds themselves and their crew to the "Big 4 - Do your job, Treat people right, Give an all-out effort, Have an all-in attitude."

The 2020 recipients are

- **Rob Cannon – Volunteer of the Year**
 - Rob joined the District as a volunteer firefighter in 2009. In 2019 Rob moved to the logistics unit and assists the team by providing fire ground logistics support. Rob has also served as a board member for the Arcata Volunteer Firefighter's Association and is the past President of the AVFA. Over the last several years, Rob has taken on grant writing for with has resulted in much needed new equipment. Rob is also the CPR training coordinator for the AVFA's public CPR & first-aid classes



- **Alex Sutter – Employee of the Year**

- Alex has been with the District since 2019. During his time with the District he has served in many capacities. As a graduate of the Butte Fire Academy Alex came us to perform a firefighter internship. While interning, Alex was hired as part-time Fire Inspector to conduct apartment/hotel inspections. After he completed his time as an Intern, he was hired to a full-time firefighter position and recently became an Engineer. Alex comes to work with a great can do attitude. He is constantly interested in training, and he is always encouraging his entire shift to train together.



- **Ross McDonald – Officer of the Year**

- Ross is a Fire Captain and has been in that position for almost five years and before that was a Lieutenant. He started with the District in 2003 as a volunteer firefighter and was hired as a full-time firefighter in 2006. Ross has taken a special interest in drivers training and has been one of the District core trainers for several years. He has also been the lead in the SCBA maintenance program. Ross comes to work with the ideology of the “big 4” in mind. He *does his job, Treats people right, Gives an all-out effort, and has an all-in attitude*



Recommendation

Staff recommends the Board, take public comment, discuss, and commend Rob, Alex and Ross for a job well done!

District Funds Requested/Required

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

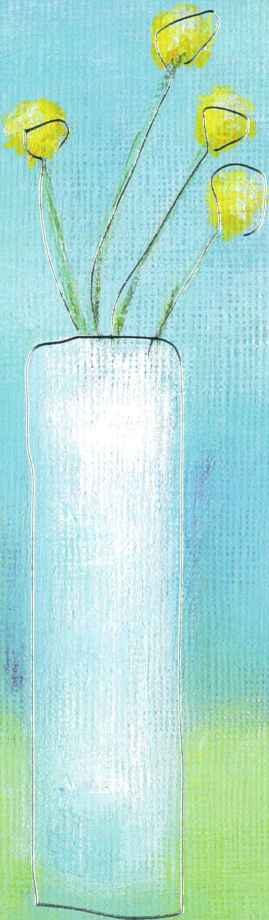
Alternatives

N/A

Attachments

N/A

*During This Time
Of Sorrow*



\$50 donation

A DONATION IN HONOR

EARL MORANDA

R.I.P.

Many thoughts
are with you right now.
May they help you
get through this tough time.

*With Deepest
Sympathy*

February 24, 2021

Arcata Fire District
2149 Central Ave.
McKinleyville, Ca. 95519

Donation of \$50.00 in memory of Earl Moranda.

From: David & April Manifold
3517 Fieldstone Dr
Fort Collins, Co 80525

Please send acknowledgement to:

The Moranda Family
c/o Tina's Photography
533 F St.
Eureka, Ca. 95501

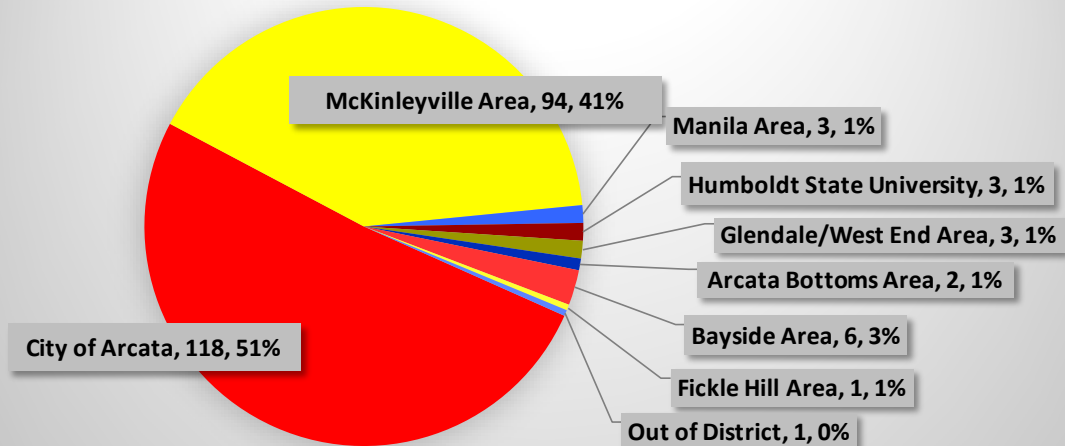
Thank you,
Dave & April Manifold

Date: March 9, 2021
To: Board of Directors, Arcata Fire District
From: Justin McDonald, Fire Chief
Subject: Fire Chief's Monthly Report

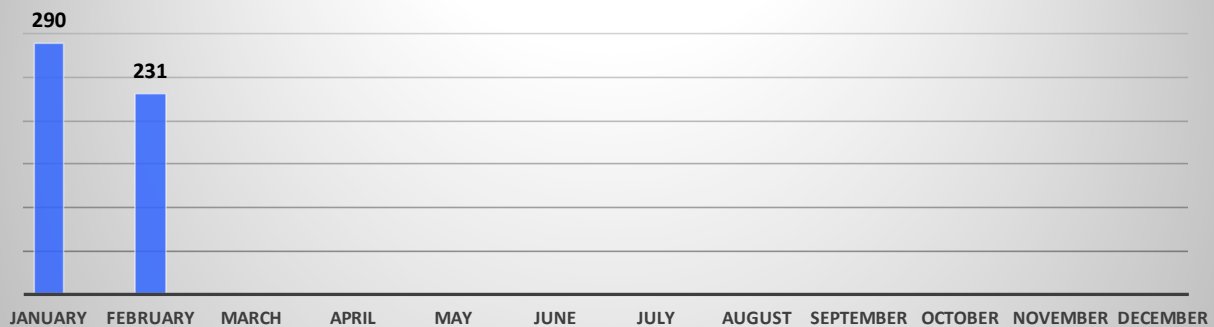
February Incident Activity

INCIDENT COUNT		
Fires	20	8.66%
Overpressure rupture, explosion, overheat - no fire	0	0.00%
Rescue & Emergency Medical Service	120	51.95%
Hazardous Condition (No Fire)	6	2.60%
Service Call	33	14.29%
Good Intent Call	37	16.02%
False Alarm & False Call	15	6.49%
Severe Weather, Natural Disaster, & Other	0	0.00%
TOTAL	231	100.00%

INCIDENT COUNT BY ZONE



ANNUAL INCIDENT COUNT 2020



PRE-INCIDENT VALUE		LOSSES	
\$555,256.00		\$95,340.00	
MUTUAL AID			
Aid Type		Total	
Aid Given		2	
Aid Received		3	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
50		23.04%	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station Response Area	EMS	FIRE	
Arcata	0:04:23	0:06:44	
Mad River	0:03:25	0:03:24	
McKinleyville	0:03:59	0:09:13	
AVERAGE FOR ALL CALLS		0:04:11	

Monthly Operations Report

Major Incidents

- 2/3/21 Structure Fire – 2700blk of Greenbriar Lane, Arcata. The fire involved a residential structure that sustained heavy fire damage. The building and content loss was valued at \$341,000 with a value saved of \$146,000. The cause was determined to be intentional with suspect in custody. Mutual aid was provided by Humboldt Bay, Samoa, and Westhaven fire departments.
- 2/9/21 Structure Fire – 2500 Blk of New Navy Base Road, Manila. The fire involved a large industrial structure. The building and content loss was valued at \$125,000 with a value saved of \$425,000. The cause was determined to be intentional with no known suspects. Mutual aid was provided by Humboldt Bay Fire, CalFire, Blue Lake, Fieldbrook, Samoa, and Westhaven fire departments.
- 2/19/21 Structure Fire – 900 Blk of Bayview Street, Arcata. The residential structure sustained heavy fire damage with the cause of the fire listed as unintentional. The building and contents loss was valued at \$234,000 with a value saved of \$17,500. Mutual aid was provided by Humboldt Bay Fire, Blue Lake, Fieldbrook, Samoa, and Westhaven fire departments.

February Overtime Hours - Career staff covered **744 hours** of OT to cover for minimum staffing levels for two stations.

Training Highlights – 174 hours of training that included Ethics refresher, forcible entry techniques, hose evolutions, EMS Refresher.

Maintenance –

U8206- Catalytic Converter, Exhaust Manifold Leak repaired- \$5068

U8207- Headlight replaced, Coils replaced- \$514

U8208- Air bag code- \$75

U8209- Seat recline repaired in house- \$20

E8215- Leaking pipe due to electrolysis repaired in house- \$20, front tires ordered and scheduled to be replaced this month- \$1500

E8211 still at Pro Pacific for air leaks, exhaust manifold leak, rear brakes

R8274- Check engine light returned after diesel particulate filter replacement. Turned out to be a loose wire- \$0

Fire Prevention Report

Fire Marshal's Office

Hours worked – 70 hours

<u>Activity</u>	<u>Count</u>	
	<i>ARF</i>	<i>BLFD/SPFD</i>
Building Projects		
• Project Referrals	1	
• Plan Reviews	9	
• Building Code Interpretations	2	
Inspections		
• Construction	23	
• Business License	1	
• State Mandated	0	
• Cannabis Facilities	0	
• Special	3	
○ <i>Sprinkler Flush & Hydro Test</i>		
Enforcement		
• Hazard Abatement	2	
• Code Enforcement	4	
• Referrals from R1 inspector	0	
Meetings		
• Building Department Pre-app	2	
• General Meeting	1	
○ <i>Humboldt County Fire Safe Council</i>		
• Public Education	1	
○ <i>Fire Extinguisher Training</i>		
Other		
• Hydrant Flow	3	
• Cannabis Tour	0	
• Misc. Other Event	1	
○ <i>Knox Box Detail</i>		

R1/R2 Inspection Program

Total Hours – 121 hours

Activity

- Initial Inspections
 - Results: **19** compliant / **8** non-compliant
- First re-inspections – **8** locations with **5** compliant and **3** non-compliant
- Second re-inspection (fee charged) – **3** locations with **0** compliant and **3** non-compliant

Count

38 Sites / 476 Units

Monthly Administrative Report

Staffing Updates – Fire Captain Finen has officially accepted a job with CalFire effective March 3rd. His unofficial last shift was February 9th. This bring the full-time position vacancies to five. There is still a possibility of losing three more employees to jobs elsewhere.

The District received 20 applications at the close of the recruitment process for engineer. Director Maynor, Becky, Captain Lillard, Engineers Benelisha and Kadle were on the interview committee and screened 17 candidates. Of those interviewed, 10 will be moving forward to the final interview with the chief officers. The anticipated start of training for the five finalist is May 17th.

Dispatch – CalFire was the only responsive bid. The Fire Chiefs' Association is working on the County to approve the contract. The Contract for dispatch services will be between the County and State. The funding source will likely be Measure Z funds allocated to the HCFCA.

CPSHR Compensation & Classification Study – Information pending

IT Services Update – The new service provider is unable to make contact with the old service provider. Staff has also attempted to make contact to no avail. Staff is working with the new provider to develop a strategy to make the transition without help from the old provider. Staff may recommend to the Board to withhold the final payment if a resolution is not developed with the old vendor.

Web Page Update – Nothing new as of time of report

Revenue Recovery

Insurance Claims

	Last Month		All Year	
Claims Submitted	3	\$1,044.00	3	\$1,044.00
Payments Received By FRUSA	1	\$113.10	2	\$461.10
Claims Denied	1	\$348.00	1	\$348.00
NON-BILLABLE - (INADEQUATE INFO PROVIDED BY FD)	0	≅ \$0.00	0	≅ \$0.00
Drafts	0	≅ \$0.00	0	≅ \$0.00
Non-Billable (Other)	0	-	0	-
In Progress	2	-	2	-

Inspection Fees Paid

Payments Last Month
\$5,415.00 (36 Invoices)

Invoiced Last Month
32

Payments This Year
\$8,858.75 (58 Invoices)

Payments Last Year
\$45,826.25 (275 Invoices)

Billing Status	Count	FD Amount
Open -30	20	\$2634.50
Open -60	5	\$687.50
Open -90	0	\$0
Open -90+	1	\$139.00
Sent to collections	11	\$1682.00
<i>Accounts Receivable</i>		\$5143.00



ARCATA VOLUNTEER FIREFIGHTERS ASSOCIATION, INC.

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

Date: 3/9/2021 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 February was approximately 95 hours. Some of the activities were as follows;
 - Over 36 hours on Grant activities in February.
 - Volunteer responded to multiple fires the month of February.
 - February 6th at a residential fire off California Ave.
 - February 9th at the old Emerson Mill fire
 - February 19th at the Bayview home fire
 - Rob Cannon resupplied Logistic 8291 after the multiple response of the VLU in February with snacks and drinks.
 - CPR class had been canceled the month of February due to Humboldt County COVID-19 Community Risk Level purple guidelines. However, several Infant CPR mannequins were donated from Pacific Union School.
 - **Note** the passing of Earl Moranda, a Senior Exempt Member, a 45-year volunteer with Arcata, starting in 1959. A memorial service will be held later this year.

Grants; Recent Grants Activity

- Working with the Chief on a FEMA SAFER Grant to fund District staffing of 10 positions for 3 years.
- Submitted the FEMA Assistance to Firefighters Grant (AFG) for 50 portable radios, 20 mobile, and 3 base stations, Total \$386K. Also, new extrication equipment for the Rescue truck and 3 engines, total approx. \$100K. Total request \$486k.
- The FEMA COVID-19 PPE grant was reimbursed the District with \$2994.94 for PPE.
- The District has put the order for the RIT Packs and the PPV fans, along with some accessories for the fans like extra batteries, truck mounts and shoulder straps. These changes were approved by the Simpson Foundation for the \$27,600 grant.
- Coast Central Grant app in the amount of \$10,376.33 for 30 new sets of web gear

Membership

- AVFA Business meeting will be held on March 10th for all members. This meeting will have nominations for two board positions.
- New VLU Member Larry Wood has joined the logistic group and responded to his first call, the Bayview home on the 19th. Larry was previously with the District and Cal Fire.

AVFA Properties

- Exterior security lighting has been repaired at the request of the renters and in the back of the building.
- Periodic graffiti removal from the back of the M street property is being discussed and scheduled

New Business

- Rob Cannon will be the primary contact for all information pertaining to volunteer grants. Rob will be maintaining information of past grants, active grants, and grant applications. In addition, contact Rob for any needs which may be fulfilled by grant funding.
- The Association has a supply of Arcata Volunteer Fire Department history books written by Joe Trainer and Sue Simon. The AVFA Board is discussing if the books can be sold to the public.