

District Board Members

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



District Staff

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

# Regular Board Meeting

## March 14, 2023

### 5:30 PM

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

## AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ATTENDANCE & DETERMINATION OF QUORUM

APPROVAL OF AGENDA

PUBLIC COMMENT/ASSOCIATION REPORTS

Pg. 4

*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.*

- Senior Management Group
- Local 4981
- Arcata Volunteer Firefighters Association

Pg. 5

CONSENT CALENDAR

Pg. 6

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

1. Minutes from February 14, 2023, Regular Meeting

Pg. 7

- 2. Minutes from February 15, 2023, Special Meeting Pg. 32
- 3. February 2023 Financial Report Pg. 34
- 4. Side Letter Agreement Between Arcata Fire Protection District and Arcata Fire Senior Management Group Pg. 47
- 5. Side Letter Agreement Between Arcata Fire Protection District and Fire Chief Justin McDonald Pg. 49
- 6. Authorize the Transfer of \$900,000 in Retained Revenues to the Reserve Funds Pg. 55
- 7. Adoption of Resolution 23-283 with Exhibit A, Approving Disposal of Surplus Equipment and Supplies Pg. 56

**DISTRICT BUSINESS** Pg. 58

There is no new business.

**CORRESPONDENCE & COMMUNICATIONS** Pg. 59

- 1. Public Correspondence
  - a. Thank you note from Valerie Hanson to those who donated to her GoFundMe drive. Pg. 60
  - b. Ice cream delivery from a McKinleyville family for assistance on a medical call in the Heartwood area - Captain Lillard and Engineer Darnell
- 2. Committee Reports
  - a. Arcata Station Committee (*Mendoza, Maynor*)
  - b. Arcata General Plan & Gateway Area Plan Committee (*Loudenslager, Mendoza*)
  - c. Live Video Broadcast (*Mendoza*)
- 3. Fire Chief's Monthly Report - No report this month
- 4. Director Matters

**CLOSED SESSIONS**

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

There is no closed session scheduled.

**ADJOURNMENT**

Next Regular Board Meeting is scheduled for April 11, 2023, Arcata Downtown Station Classroom, 631 9<sup>th</sup> Street in Arcata at 5:30 pm.

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

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

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

# Public Comment & Association Reports





**ARCATA VOLUNTEER FIREFIGHTERS  
ASSOCIATION, INC.**

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

**Date: 2/14/2023 MONTHLY ACTIVITY REPORT**  
**To: Board of Directors, Arcata Fire District**  
**From Arcata Volunteer Firefighters' Association**

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

**Volunteering**

- Volunteer hours of support for January 55 Hours.
  - Volunteers responded to incidents in January.
  - VLU Training in January consisted of Weather-Related responses.
  - VLU began transitioning Equipment from L8291 into R8274
  - Volunteers install address placards across the District.
  - Conducted CPR and First Aid Classes.

**AVFA Projects Supporting the AFD**

- Address Placard Project
  - There have been 199 address placards requested. 15 from out of District.
  - Presently 132 Address Placard have been installed across the district.
  - Awaiting orders #5 and #6 of 48 additional placard to be installed in February.
  - New requests are still coming in every day.
  - We have expended half of the grant money so far.

**Grant Activity**

- No Recent grant activity.

**AVFA Properties**

- The 9<sup>th</sup> Street Fire Station leases is under review.
- Broken window in engine-bay rollup door at the 9<sup>th</sup> street station. Rock thrown.

# Consent Calendar



**MINUTES**

*Regular Board Meeting  
February 14, 2023  
5:30 p.m.  
Location: 631 9<sup>th</sup> Street, Arcata  
Arcata Fire Station Classroom*

**Board of Directors**

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

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by President Maynor.

**ATTENDANCE AND DETERMINATION OF A QUORUM**

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

Additional District administrative staff included Fire Chief Justin McDonald, and Board Secretary Becky Schuette. Assistant Chief Chris Emmons was present, was called away and returned to the meeting later.

**APPROVAL OF AGENDA**

It was moved to approve the agenda.

**Motion:** Mendosa; Second: Johnson

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

**PUBLIC COMMENT**

President Maynor called for public comments and there were none.

Senior Management Group – Nothing to report.

Local 4981 – Local 4981 President, Marcus Lillard advised the Board of the Local’s appreciation for the clear message being used regarding the Cal Poly build. They stand behind the Board with the need for staffing. He also added that they were putting together “Fire Ops 101,” which is a day in the life of a firefighter. He let the Board know that they would be encouraging the Board members to volunteer and participate. Additionally, the Local will have a team in this year’s Bowl for Kids’ Sake on March 4<sup>th</sup>.

Arcata Volunteer Firefighters Association (AVFA) – President Roy Willis reviewed his submitted staff report.

## **CONSENT CALENDAR**

1. Minutes from January 10, 2023, Regular Meeting
2. January 2023 Financial Report
3. Adoption of Resolution 23-281 with Exhibit A, Approving Disposal of Surplus Equipment and Supplies 23-279

It was moved to approve the consent calendar.

**Motion:** Akana; Second: Johnson

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

Motion Carries

## **DISTRICT BUSINESS**

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

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

a. Petitioner Parcel #507-023-019-000: District Counsel reviewed the petition and his PowerPoint, reviewing the parcel boundaries, maps and photos in the PowerPoint, as well as those submitted by the petitioner. His final slide for this petition contained the staff recommendation and alternatives.

The Petitioner (Principal Party) was not present to comment.

There was one question by a Director and no further discussion by the Board.

It was moved to deny the petition concerning APN 507-023-019-000.

There was no public comment.

**Motion:** Johnson; Second: Loudenslager

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

Motion Carries

b. Petitioner Parcel #503-224-007-000: District Counsel reviewed the petition and his PowerPoint covering his discussion points. His final slide for this petition contained the staff recommendation and alternatives.

The Petitioner (Principal Party), George Green was present and spoke to the Board for his designated time. He did not provide any new materials to the Board. Several of the Directors asked him questions or made comments about the parcel and its use.

One public member, Roy Willis, made a comment.

The Board had no further discussion and President Maynor advised Mr. Green he had the opportunity for a rebuttal; however, Mr. Green did not respond to the offer.

Director Akana spoke that he wished to make the motion for the alternative recommendation by Attorney Plotz. He could not see the PowerPoint, therefore Attorney Plotz read the recommendation aloud. "move to grant the Petition concerning APN 503-224-007-000 and assign for purposes of the Special Tax the Single-Family Residential use category, and assign for purposes of the Benefit Assessment the Improved Single Family Residential use code, and direct the Fire Chief to take such further action as may be required to implement the Board's decision to grant the Petition."

A second to the motion was not offered and a new motion was made.

It was moved to deny the petition.

**Motion:** Mendosa; Second: Johnson

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

**2. Consider Accepting the Fiscal Year 2021-22 Financial Audit Report:** Chief McDonald introduced JJACPA auditors Brett Jones and Fortune Andzouana who were present remotely via Zoom. Mr. Jones spoke to the Board briefly about the audit results and opinion. There were no reportable findings resulting from the audit. He then made himself available for questions by the Board.

There were no questions from the Board.

It was moved to accept the Fiscal Year 2021-22 Financial Audit Report.

**Motion:** Mendosa; Second: Akana

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

**3. Consider Approval of the Fiscal Year 2022-23 Mid-Year Amended Budget:** Chief McDonald explained the reason for the mid-year adjustments and the teeter plan method for receipt of District funds. He went on to briefly review the updates and need for the expenditure or adjustments made in his recommendations.

There were several clarification questions asked by the Board members to the Chief, which were answered.

It was moved to approve the draft Fiscal Year 2022-23 Mid-Year Amended Budget.

**Motion:** Mendosa; Second: Johnson

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

**4. Review of 2022 Year End Statistics:** Chief McDonald reviewed his staff report aloud and went on to explain the graphs and charts also included in his report.

Upon a query by one of the Directors, Captain Lillard provided a verbal breakdown of suppression staff's required training.

Also, responding to a question from a Director, Chief McDonald indicated that training with our mutual aid partners and neighboring agencies is beginning to resume, following its discontinuation during the pandemic.

This item was for information only, no action was taken.

**5. Provide Direction to Staff Relating to Live Video Broadcast of District Board Meetings:** This item was placed on the agenda at the request of Director Mendosa. He spoke about his desire to reach more constituents, that he feels are not being reached now that we have returned to in-person meetings.

There was brief discussion among the Board and staff.

It was moved to direct Director Mendosa to contact his contacts to research and obtain actual numbers and possibilities for live broadcast and return the information obtained as a topic during a future meeting.

**Motion:** Mendosa; Second: Akana

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

Motion Carries

**6. Consider Nomination for the Fire Agencies Insurance Risk Authority (FAIRA)**

**Joint Power Authority (JPA) Governing Board:** There was brief explanation to the Directors for this topic and an explanation of the ‘make-up’ of the Governing Board.

There was no action taken.

**CORRESPONDENCE & COMMUNICATIONS**

1. Public Correspondence – President Maynor reviewed the correspondence.
2. Committee Reports:
  - a. Arcata Station Committee (*Mendosa, Maynor*) – Director Mendosa advised that Dave White contacted him to query a status. There has been no word from the AVFA according to the committee.
  - b. Arcata General Plan & Gateway Area Plan Committee (*Loudenslager, Mendosa*) – Chief McDonald advised that following the meeting with Senator McGuire, there was a newly created committee made up of two representatives each from the District, the City of Arcata, and Cal Poly. Their first committee meeting will be on February 24<sup>th</sup>. Several of the Directors had questions to the Chief about the committee, its members and their involvement in decision making as to the Standards of Coverage. The Chief advised that John Miller from Plan West would be present and involved in the meeting. A lengthy discussion followed.
3. Fire Chief’s Monthly Report – Chief McDonald briefly reviewed his staff report.
4. Director Matters – There were none.

**CLOSED SESSIONS**

There was no closed session scheduled.

**ADJOURNMENT**

Following a motion by Director Johnson and a second by Director Mendosa, President Maynor adjourned the meeting at 8:13 pm.

There is a Special Meeting scheduled for February 15, 2023, in the McKinleyville Station Conference Room, 2149 Central Avenue at 5:00 pm.

The next Regular Meeting is scheduled for **March 14, 2023, Arcata Downtown Station Classroom, 631 9<sup>th</sup> Street in Arcata at 5:30 pm.**

Respectfully submitted,

Becky Schuette,  
Clerk of the Board



PETITIONS FOR ADJUSTMENT  
OF BENEFIT ASSESSMENT  
AND/OR SPECIAL TAX

REGULAR MEETING

FEBRUARY 14, 2023



## OVERVIEW

- **IN 2006, THE DISTRICT ESTABLISHED A BENEFIT ASSESSMENT. THE BENEFIT ASSESSMENT IS LEVIED AGAINST TAXABLE PARCELS WITHIN THE DISTRICT ON A “UNIT OF BENEFIT” BASIS AT A RATE OF \$22.00 PER UNIT OF BENEFIT. EACH PARCEL IS ASSIGNED A LAND USE DESIGNATION WITH A CORRESPONDING NUMBER OF UNIT(S) OF BENEFIT.**
  - **PACKET PAGES 37-40**
- **IN 2020, THE VOTERS APPROVED MEASURE F, A SPECIAL TAX MEASURE. THE AMOUNT OF THE SPECIAL TAX LEVIED AGAINST EACH TAXABLE PARCEL IS BASED ON THE PARCEL USE CATEGORY ASSIGNED BY THE DISTRICT.**
  - **PACKET PAGES 33-36**
- **PURPOSE OF HEARING: CONSIDER AND ADJUDICATE TWO (2) PETITIONS FOR ADJUSTMENT OF BENEFIT ASSESSMENT AND/OR SPECIAL TAX. EACH PETITIONER ASSERTS THE DISTRICT ASSIGNED AN ERRONEOUS LAND USE DESIGNATION TO THE TAXABLE PARCEL, RESULTING IN A HIGHER SPECIAL TAX AND/OR BENEFIT ASSESSMENT.**



## RESOLUTION 21-233 (PACKET PAGES 41-45)

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



## RESOLUTION 21-233

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



## RESOLUTION 21-233

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



## RESOLUTION 21-233

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



### Appeal Meeting Process

1. Staff report presentation and legal counsel review
2. Board questions to Staff regarding the presentation
3. Public comment period is opened
  - a. The Principal Party or designated representative may address the Board
    - *This Principal Party will have 10-minute time limit to speak*
    - *Any new material or documents received during the Public and the public. Said materials will be recorded into the Minutes and included as attachments to the Minutes.*
  - b. General Public comments regarding this item
    - *One person speaking at any given time*
    - *All speakers have a three-minute time limit*
    - *The testimony should be relevant to the topic*
  - c. Questioning speakers
    - *The Board will reserve questioning of individual speakers until after the completion of the speakers' testimony. Questions still need to be factual, and without bias.*
  - d. Principal Party rebuttal
    - *The principal party or representative will be limited to a three-minute rebuttal if requested after all other interested persons have spoken. The Presiding Officer may grant additional time, to the principal party or their representative, at their discretion.*
4. Public comment period is closed
  - *When the Presiding Officer has determined there is no more public testimony, the time for public comment will be ordered closed and the Board will then deliberate on the matter.*
5. Board Deliberations
  - *During deliberations, each Board Member to speak once prior to allowing another Board Member to speak again. Board members should strive to avoid repetition, however, are permitted to ask questions of each other or debate relevant issues as part of their deliberations.*
    - a. *At the discretion of the Presiding Officer, staff and/or Board members may answer questions posed by the speakers during their testimony*
    - b. *Board members may ask staff to address questions raised by testimony or to clarify matters*
    - c. *The Board will debate or make motion on the matter*
6. Board Action
  - a. *Vote on the item;*
  - b. *Offer amendments or substitute motions to decide the matter;*
  - c. *Continue the matter to a later date for a decision.*

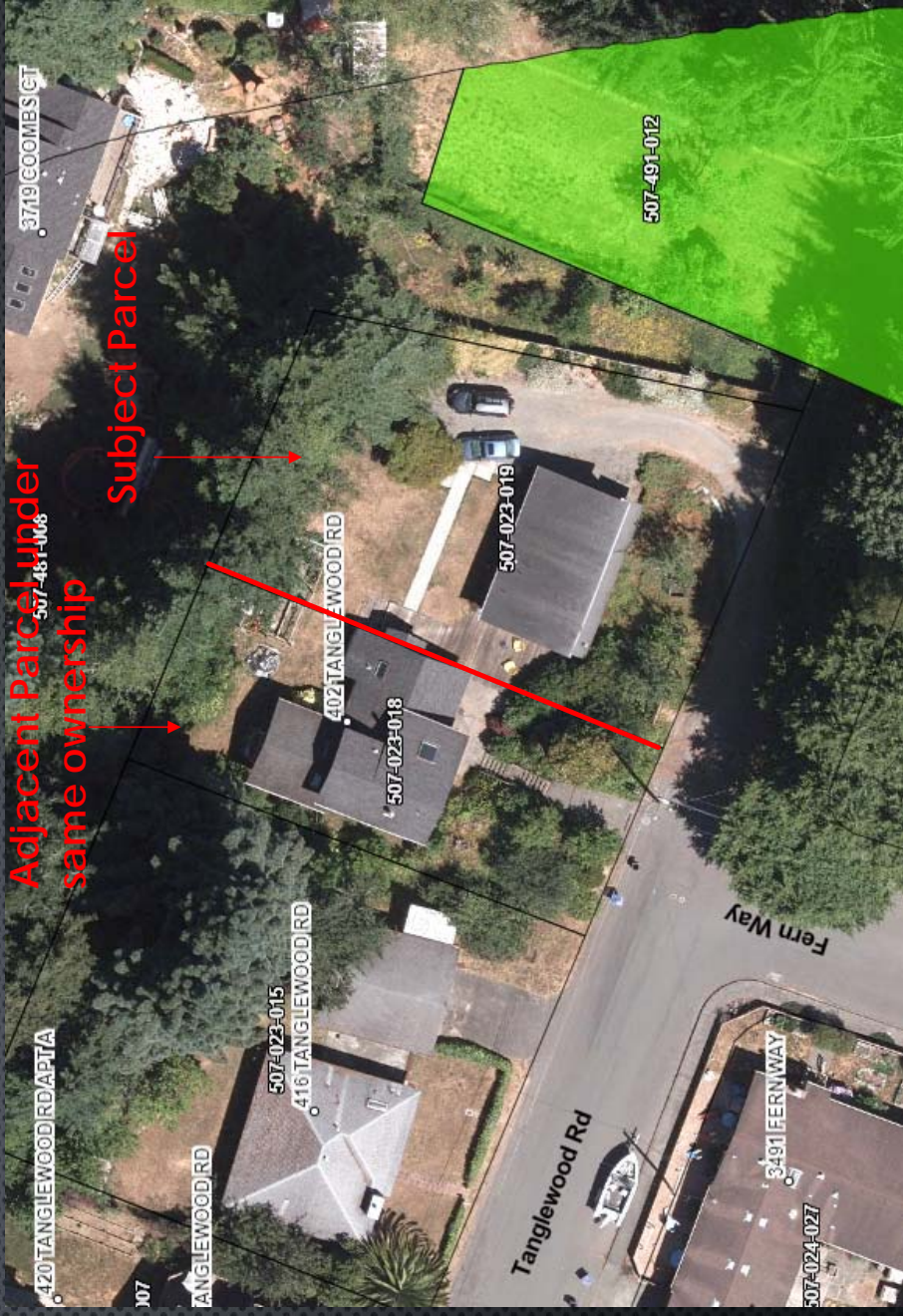
**APPEAL FOR ADJUSTMENT RE: APN 507-023-019-000**

- **PROPERTY ADDRESS: 402 TANGLEWOOD ROAD, ARCATA; APN 507-023-019-000**
- **APPEALING SPECIAL TAX AND BENEFIT ASSESSMENT**
  - SPECIAL TAX
    - AS ASSIGNED: SINGLE FAMILY RESIDENTIAL; TAX AMOUNT: \$118
    - OWNER'S REQUEST: NO CHARGE
  - BENEFIT ASSESSMENT
    - AS ASSIGNED: SINGLE FAMILY RESIDENTIAL; ASSESSMENT AMOUNT: \$88
    - OWNER'S REQUEST: NO CHARGE
- **OWNER'S POSITION:**
  - THE SUBJECT PARCEL IS UNIMPROVED EXCEPT FOR A GRAVEL DRIVEWAY AND SOME LANDSCAPING.
- **CITY OF ARCATA ZONING:**
  - RESIDENTIAL LOW DENSITY, WHICH ALLOWS TWO TO 7.25 DWELLINGS PER ACRE, PLUS 1 SECONDARY UNIT PER PARCEL.



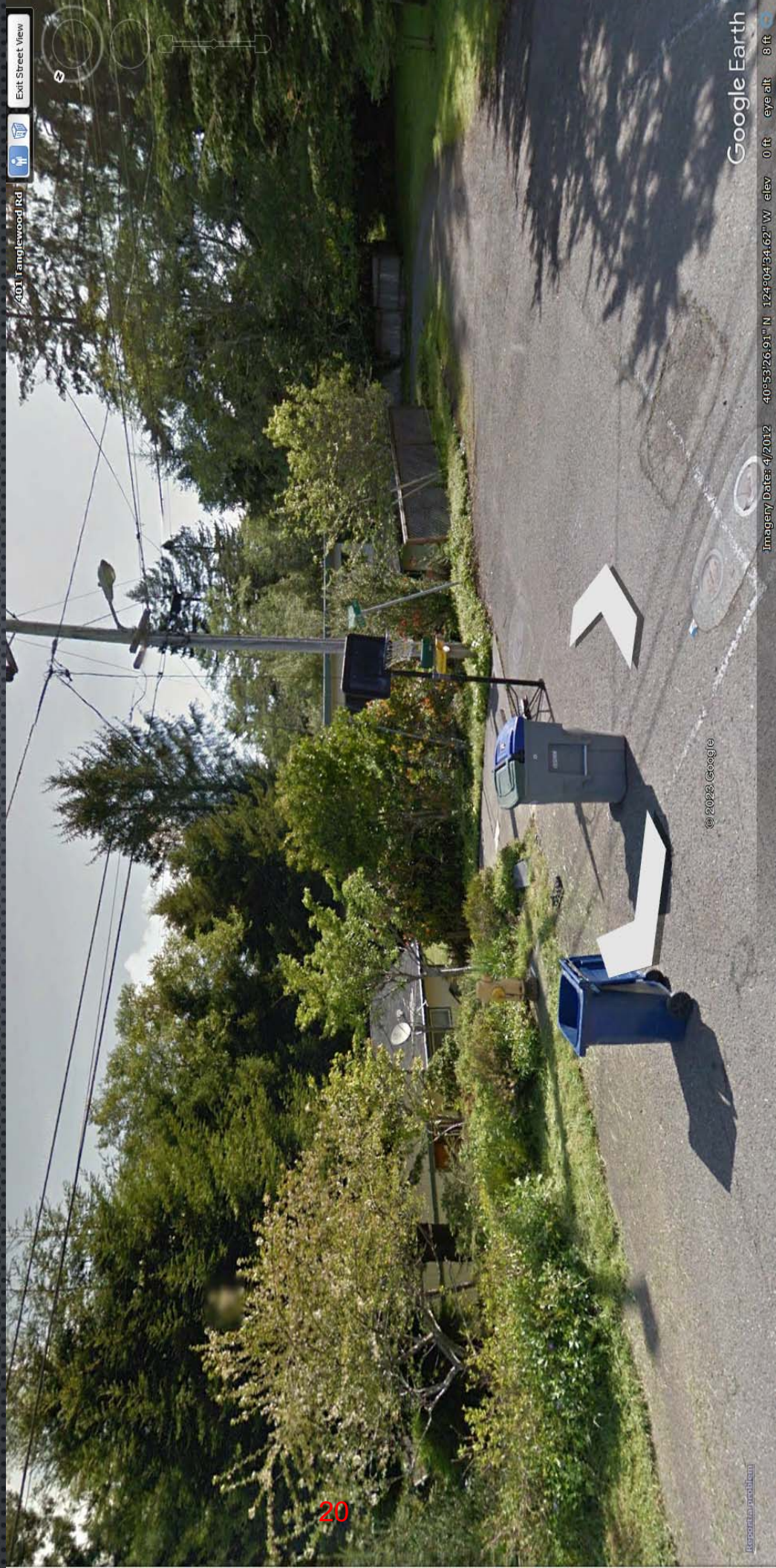
## APPEAL FOR ADJUSTMENT RE: APN 507-023-019-000

- The subject parcel and the adjacent parcel are under same ownership, but assigned two separate APNs
- The two APNs have the same physical address and appear to have a comingled use, including shared driveway and deck
- The District assesses each APN the same, i.e., each APN is assessed \$118 for the special tax and \$88 for the benefit assessment
- The owner does not provide information describing the use made of the structure on the subject parcel





**APPEAL FOR ADJUSTMENT RE: APN 507-023-019-000**





# APPEAL FOR ADJUSTMENT RE: APN 507-023-019-000

**Property Report - Assessor's Parcel Number: 507-023-018**  
 City of Arcata Community Development Department  
 736 F Street, Arcata, Ca. 95521  
 (707) 822-5955

**Humboldt County Assessor Details**  
 Parcel information date: 08/2023  
 Site Address/City/Zip: 407 TANGLEWOOD RD ARCATA, 95521  
 Land Value: \$13,337.00  
 Improvement Value: \$13,337.00  
 Other Value: \$0.00  
 Record Document: 2019R 13950  
 Assessor Parcel Map Link: <https://os.bom.gov.ca.us/assessor/maps/507-023.pdf>

### City of Arcata Property Details

**Property Details**  
 Latitude/Longitude: -40.889975 -124.076193  
 Section/Township/Range: SECTION 21 T6N R1E  
 Parcel Size in Sq Ft (GIS Computed): 57,12.3  
 Parcel Size in Acres (GIS Computed): 0.13  
 Google Map Link: <https://maps.google.com/maps/@40.889975,-124.076193,15z>  
 Census Block: 100 Census Tract: 12  
 Sewer Lateral Certified as of 3/9/2023: No



City Address: 407 Tanglewood Rd  
 Coastal Zone Boundary: None  
 Parcel: 507-023-018  
 Legend: City Address, Coastal Zone Boundary, Parcel, Creek

**Property Report - Assessor's Parcel Number: 507-023-019**  
 City of Arcata Community Development Department  
 736 F Street, Arcata, Ca. 95521  
 (707) 822-5955

**Humboldt County Assessor Details**  
 Parcel information date: 7/18/2023  
 Site Address/City/Zip: ARCATA, 95521  
 Land Value: \$0.00  
 Other Value: \$0.00  
 Record Document: 2019R 13950  
 Assessor Parcel Map Link: <https://os.bom.gov.ca.us/assessor/maps/507-023.pdf>

### City of Arcata Property Details

**Property Details**  
 Latitude/Longitude: -40.890802 -124.079386  
 Section/Township/Range: SECTION 21 T6N R1E  
 Parcel Size in Sq Ft (GIS Computed): 8,950  
 Parcel Size in Acres (GIS Computed): 0.21  
 Google Map Link: <https://maps.google.com/maps/@40.890802,-124.079386,15z>  
 Census Block: 100 Census Tract: 12  
 Sewer Lateral Certified as of 3/9/2023: No



City Address: 736 F Street  
 Coastal Zone Boundary: None  
 Parcel: 507-023-019  
 Legend: City Address, Coastal Zone Boundary, Parcel, Creek

**Zoning**  
 Arcata Land Use Code (LUC): Residential - Low Density  
 Arcata Coastal Land Use & Development Guide (CLUDG): N/A

**General Plan Land Use**  
 General - Arcata General Plan: N/A

**Special Resources/Hazards/Constraints Areas**  
 Creamery District (CD) Combining Zone: Out  
 Historical Landmark (HL) Combining Zone: None  
 Homeless for Housing (HH) Combining Zone: Out  
 Cannella Innovation Zone (CIZ) Combining Zone: Out  
 Neighborhood Conservation Area (NCA): Out  
 Planned Development (PD) Combining Zone: None  
 Plaza Area (PA) Combining Zone: None  
 Special Consideration (SC) Combining Zone: None  
 Wetland/Stream (WP/SP) Combining Zone: None  
 Aquatic/Pond/Fault Zone: Out  
 Coastal Zone Boundary: Out  
 Coastal Zone (Within 25' of coast): No  
 Coastal Jurisdiction: Out  
 FEMA Flood Zone (2017): Out  
 HHSB Development - Hillside development-15 percent slope  
 Liquidation: None  
 Middle River Dam Failure: Out  
 Noise Contour: Yes  
 Redevelopment Area: In  
 Urban Services Boundary: In  
 USFWS Wetlands: No  
 Within 50' of Fault Zone: Out

**Zoning**  
 Arcata Land Use Code (LUC): Residential - Low Density  
 Arcata Coastal Land Use & Development Guide (CLUDG): N/A

**General Plan Land Use**  
 General - Arcata General Plan: N/A

**Special Resources/Hazards/Constraints Areas**  
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# APPEAL FOR ADJUSTMENT RE: APN 507-023-019-000

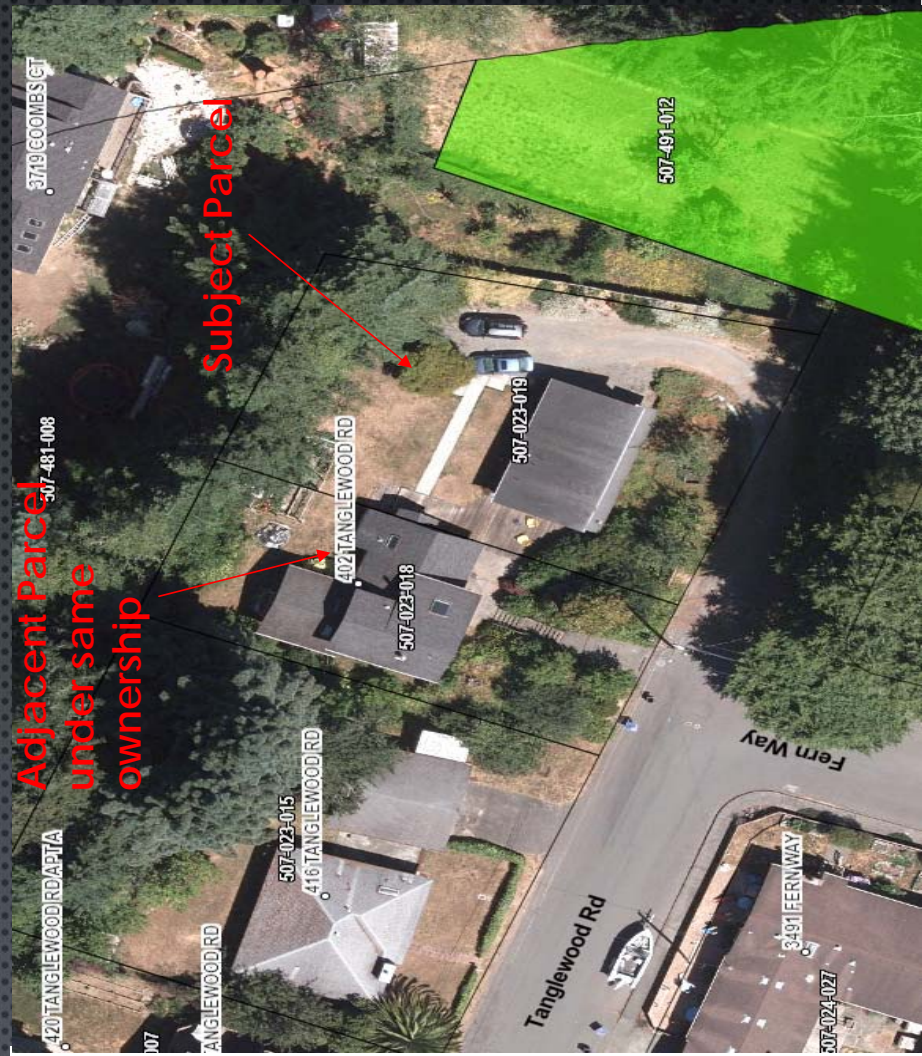
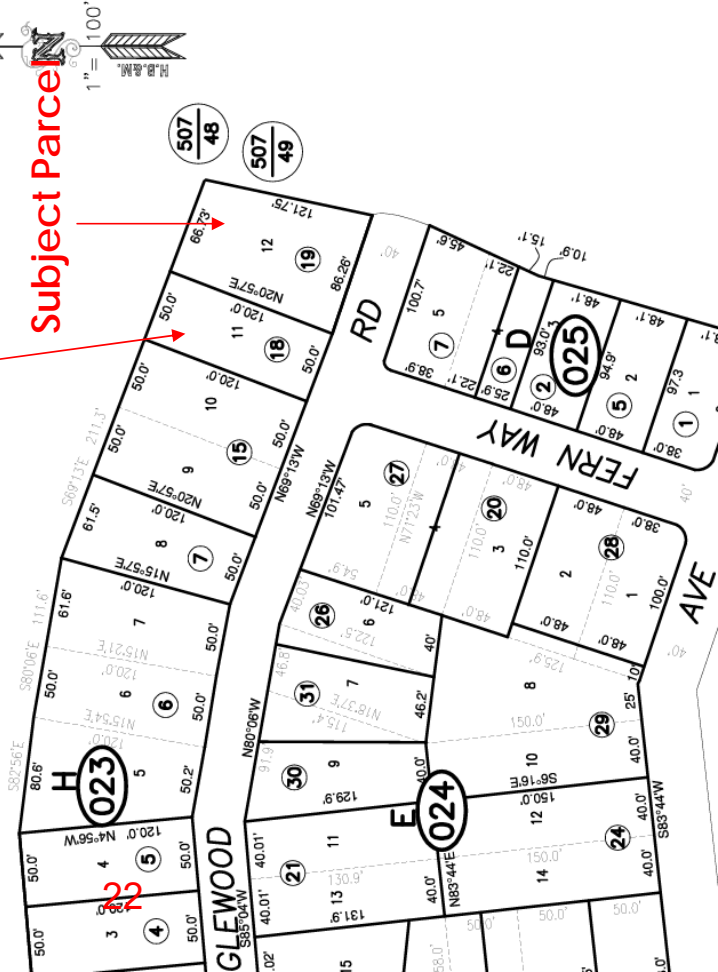
RTE, HB&M

507-02

Block Numbers Shown in Ellipses.  
Parcel Numbers Shown in Small Circles.

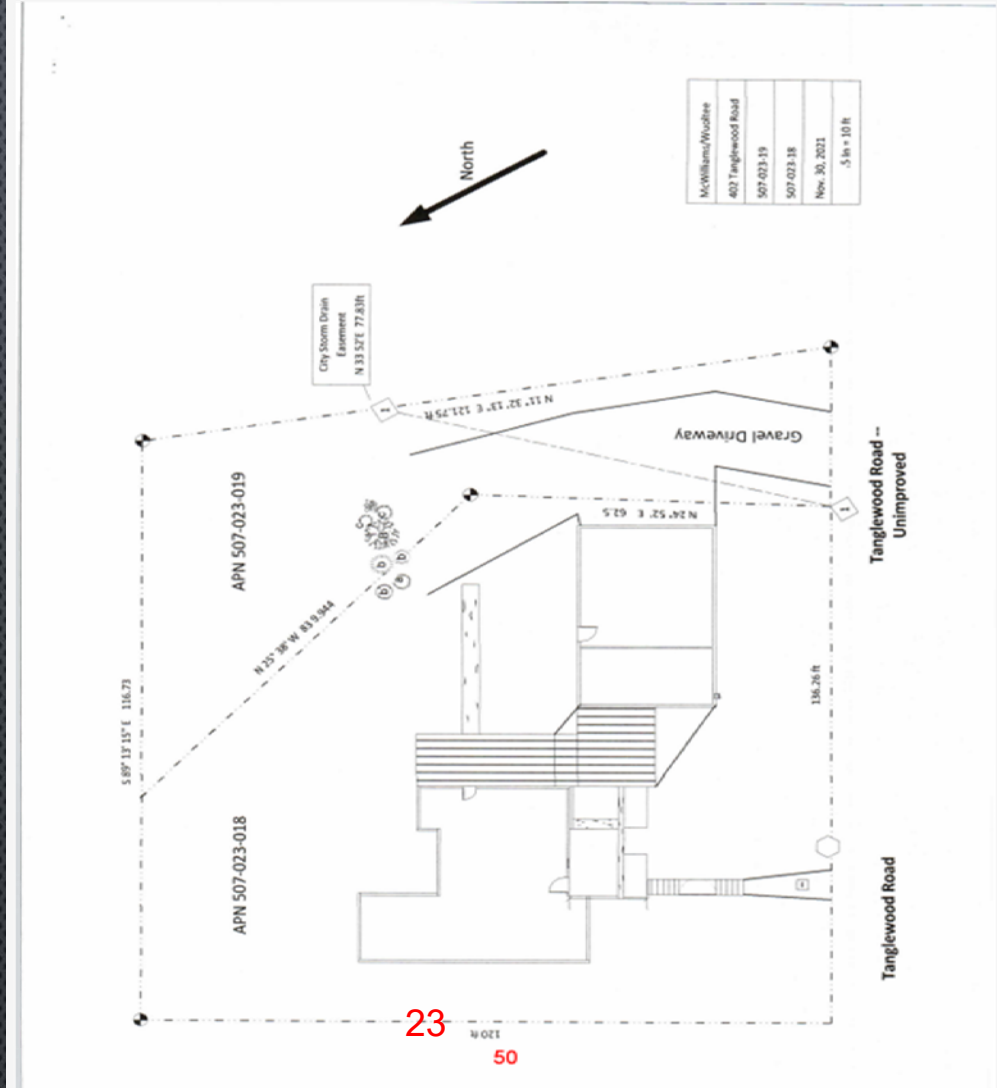
**Adjacent Parcel under same ownership**

**Subject Parcel**



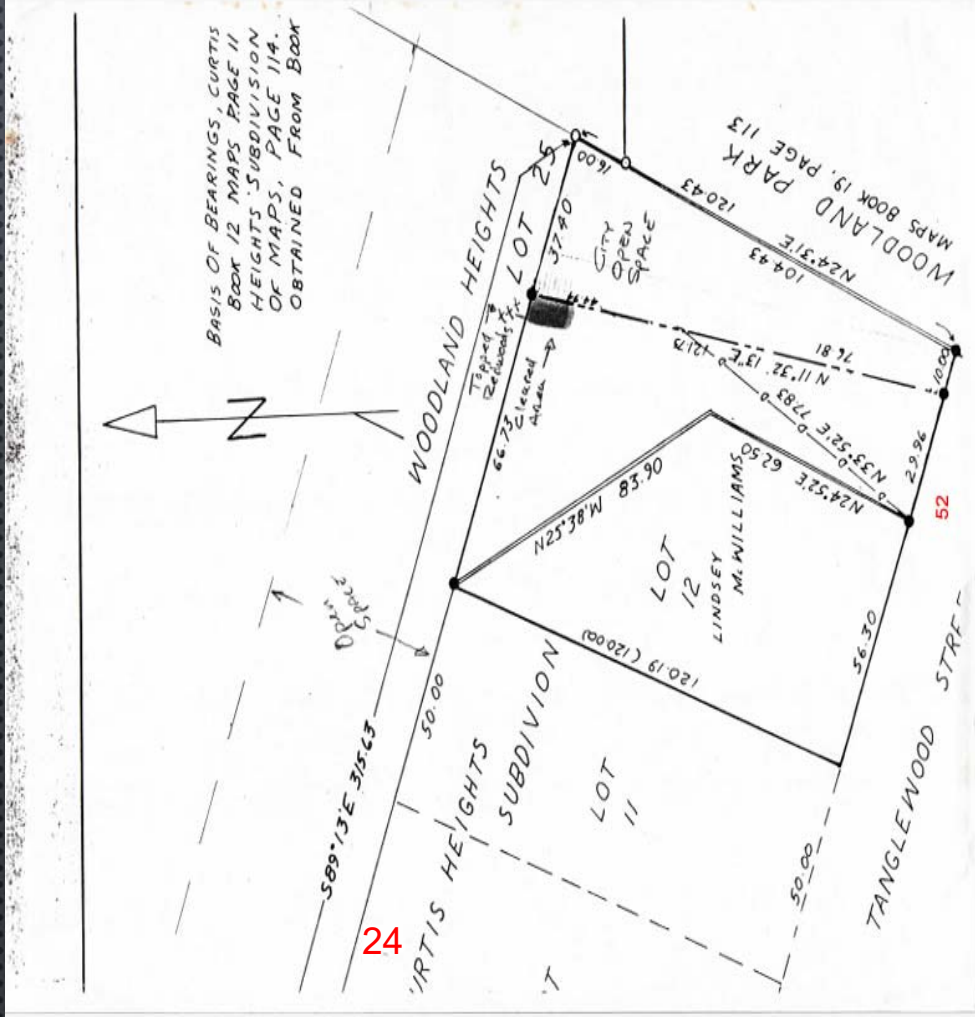


**APPEAL FOR ADJUSTMENT RE: APN 507-023-019-000**





APPEAL FOR ADJUSTMENT RE: APN 507-023-019-000



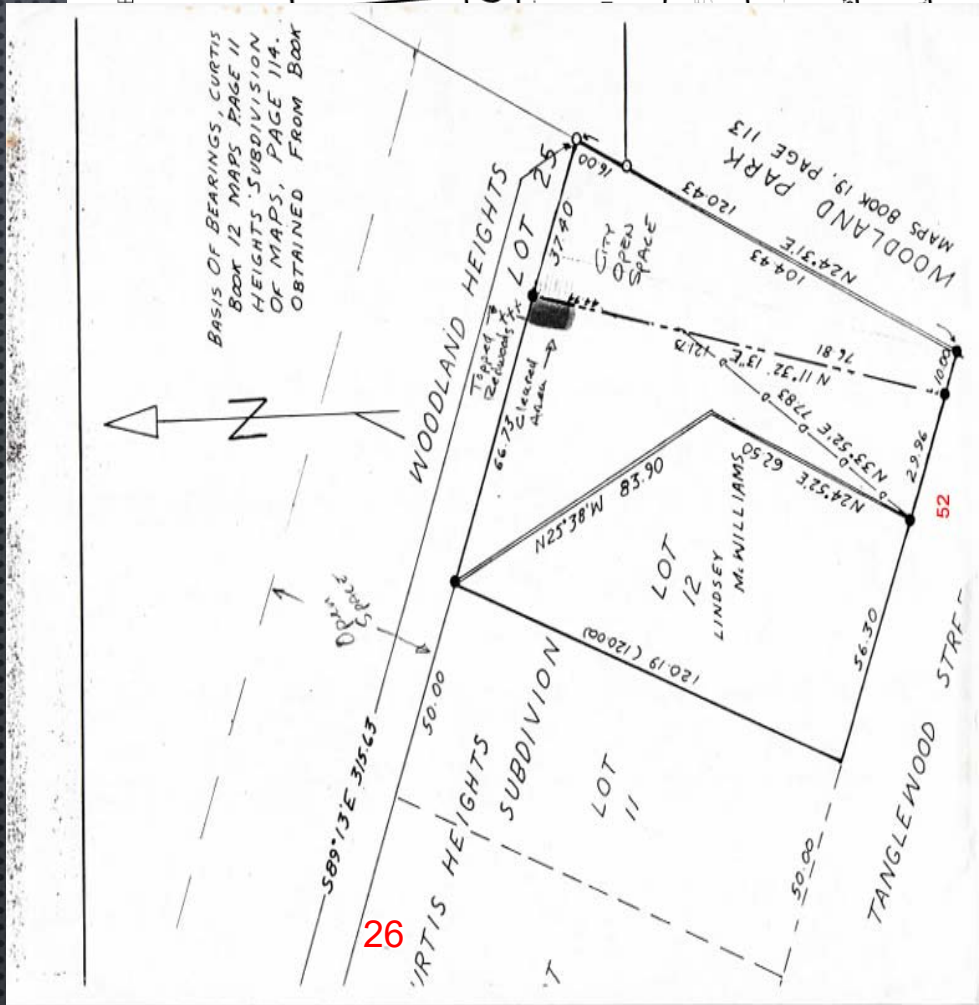


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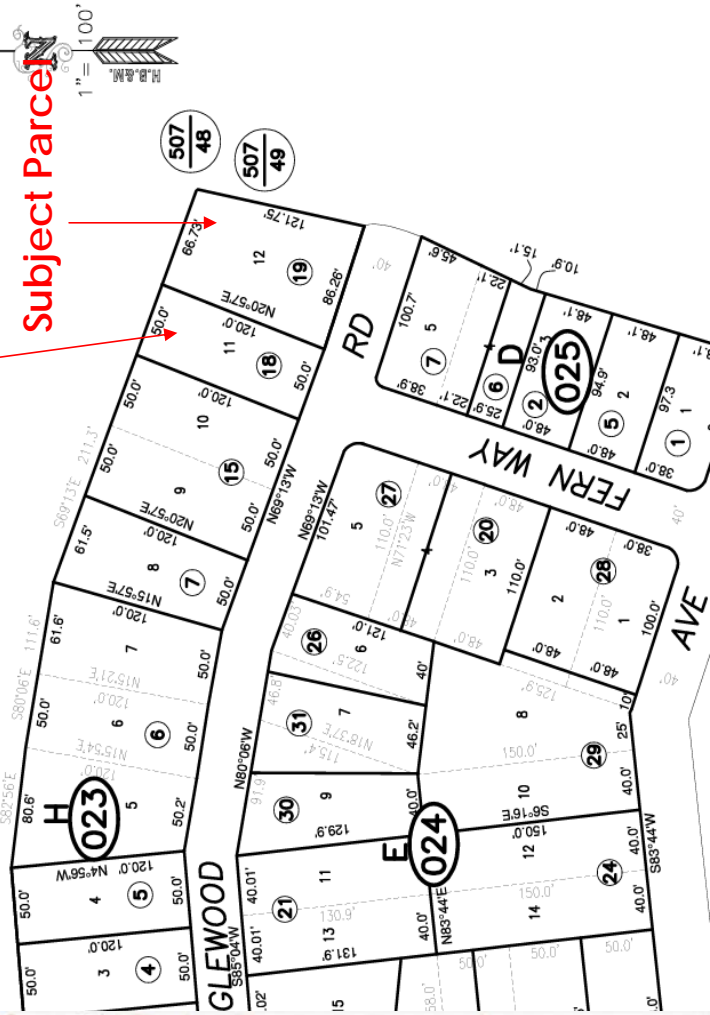
**RTE, HB&M**

Block Numbers Shown in Ellipses.  
 Parcel Numbers Shown in Small Circles.

**507-02**

**Adjacent Parcel under same ownership**

**Subject Parcel**



**APPEAL FOR ADJUSTMENT RE: APN 507-023-019-000**

**ATTACHMENT 1**

The real property located in the city of Arcata, County of Humboldt, State of California, described as follows:

Lots 11 and 12 of Block H of Curtis Heights Subdivision originally recorded in Book 12 of Maps at pages 10 and 11, Humboldt County Records.

Together with the following described property:

Beginning at the Southwest corner of Lot 12 on the North Line of Tanglewood Street and running thence North 19 degrees 47 minutes East on the line between Lots 11 and 12 120.00 feet more or less to the northerly corner common to Lots 11 and 12;

thence running on an extension of the North line of lot 11, South 69 degrees 13 minutes East 66.73 feet;

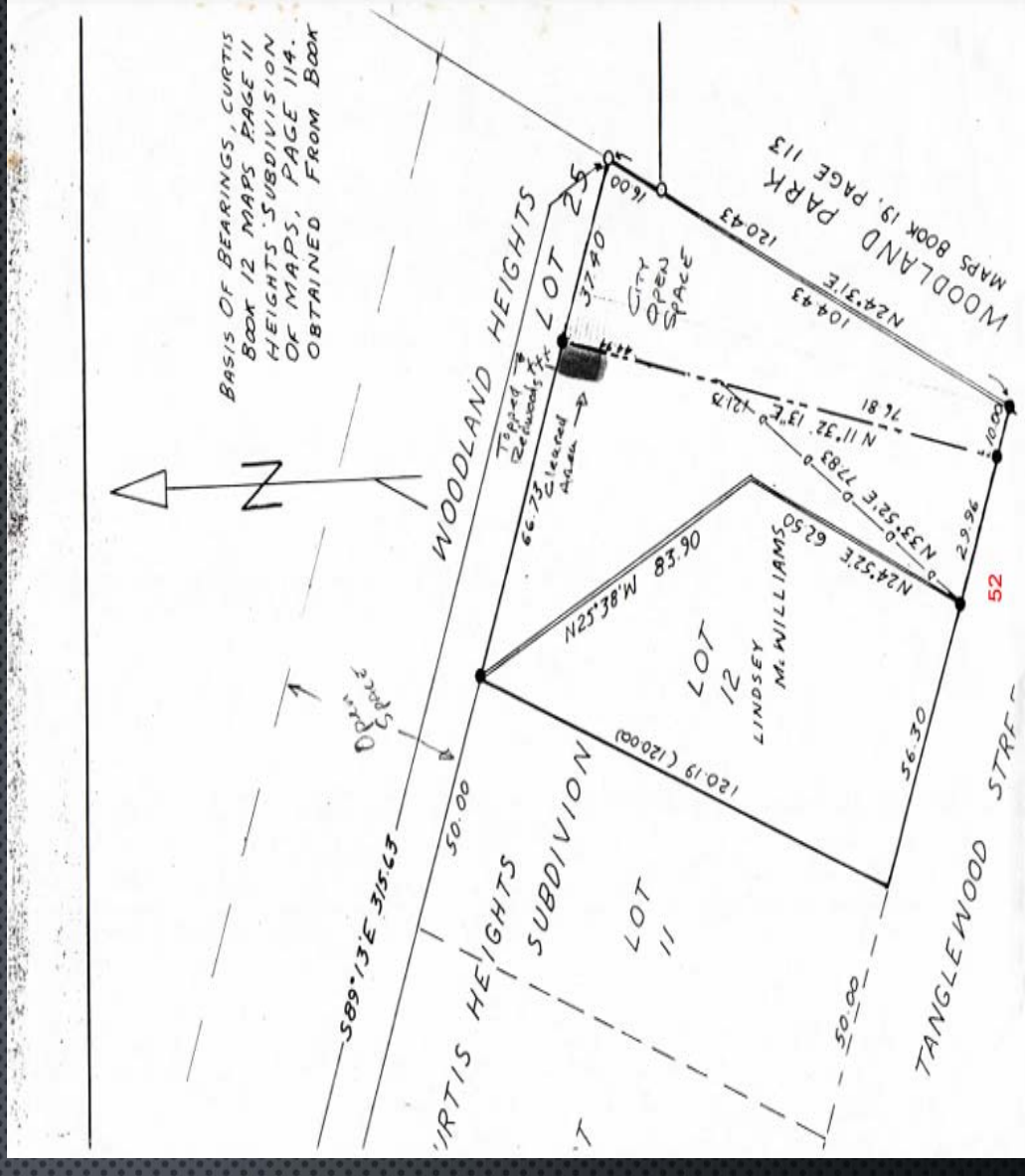
thence running South 11 degrees 32 minutes 13 seconds West 121.75 feet more or less to a point from which the northerly line of Tanglewood Street bears North 69 degrees 13 minutes West 86.26 feet to the point of beginning.

Saving and excepting therefrom a twenty-foot wide nonexclusive easement in gross in favor of the city of Arcata for storm drain purposes, the center line of which is described as follows:

Beginning at the Southwest corner of Lot 12, Curtis Heights Subdivision, book 12 maps, page 11, thence southeasterly along the North line of Tanglewood Street, 56.30 feet to the true point of beginning;

thence North 33 degrees 52 minutes East, 110 feet more or less;

thence North 11 degrees 13 minutes East, 15 feet more or less more or less to the North line of said Lot 12.





## APPEAL FOR ADJUSTMENT RE: APN 507-023-019-000

- STAFF RECOMMENDS THAT THE BOARD DENY THE PETITION.
  - THE DISTRICT ASSESSES EACH ASSESSMENT PARCEL (I.E., EACH APN)
  - THE SUBJECT APN IS ZONED SINGLE FAMILY AND THERE IS A TWO-STORY STRUCTURE ON THE APN THAT IS PRESUMED TO A USE CONSISTENT WITH THE ZONING.
  - THE OWNER DOES NOT PROVIDE ANY INFORMATION AS TO THE USE OF THE STRUCTURE ON THE SUBJECT APN
- STAFF RECOMMENDS THE BOARD **DENY** THE PETITION AS TO BOTH THE SPECIAL TAX AND BENEFIT ASSESSMENT, AS FOLLOWS:
  - "I MOVE TO DENY THE PETITION CONCERNING APN 507-023-019-000."
- ALTERNATIVELY, THE BOARD COULD MOVE TO GRANT THE PETITION AS FOLLOWS:
  - "I MOVE TO GRANT THE PETITION CONCERNING APN 507-023-019-000 AND ASSIGN FOR PURPOSES OF THE SPECIAL TAX THE VACANT/UNIMPROVED CATEGORY, AND ASSIGN FOR PURPOSES OF THE BENEFIT ASSESSMENT THE SINGLE FAMILY RESIDENTIAL - VACANT USE CODE, AND DIRECT THE FIRE CHIEF TO TAKE SUCH FURTHER ACTION AS MAY BE REQUIRED TO IMPLEMENT THE BOARD'S DECISION TO GRANT THE PETITION."



**APPEAL FOR ADJUSTMENT RE: APN 503-224-007-000**

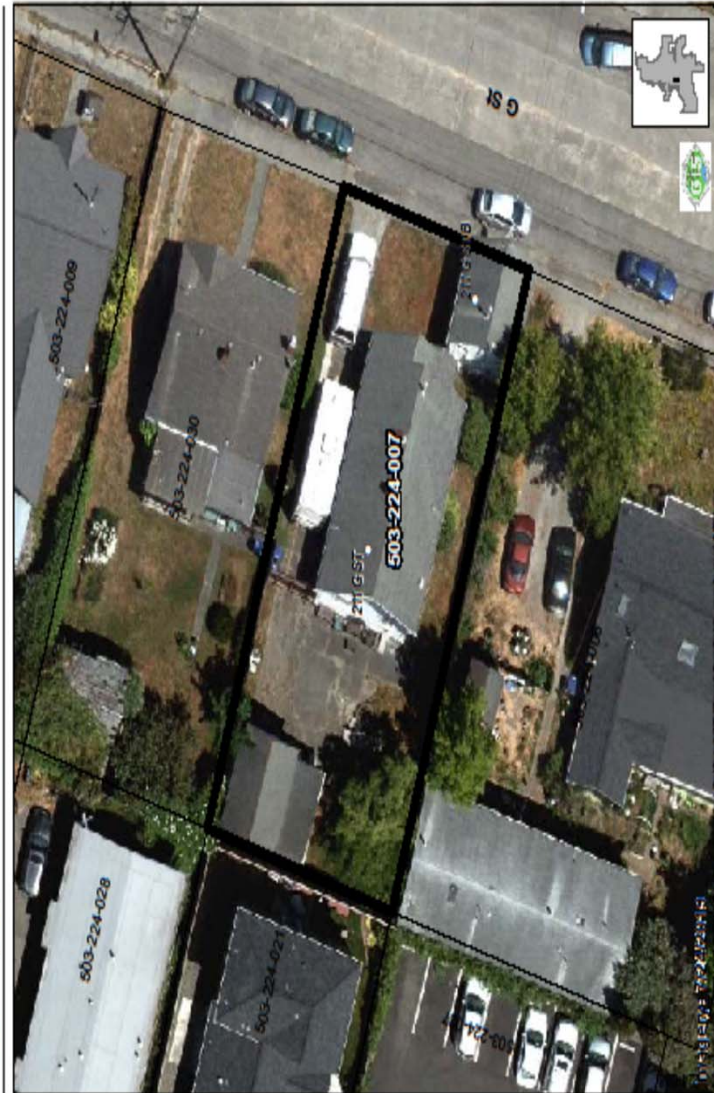
- **PROPERTY ADDRESS: 211 G STREET, ARCATA, APN 503-224-007-000**
- **APPEALING SPECIAL TAX AND BENEFIT ASSESSMENT**
  - SPECIAL TAX
    - AS ASSIGNED: COMMERCIAL; TAX AMOUNT: \$546
    - OWNER'S REQUEST: SINGLE-FAMILY RESIDENTIAL; TAX AMOUNT: \$118
  - BENEFIT ASSESSMENT
    - AS ASSIGNED: COMMERCIAL OFFICE; ASSESSMENT AMOUNT: \$220
    - OWNER'S REQUEST: IMPROVED SINGLE FAMILY RESIDENTIAL; ASSESSMENT AMOUNT: \$88
- **OWNER'S POSITION:** THE PROPERTY IS PRIMARILY USED AS A SINGLE-FAMILY RESIDENCE, EXCEPT THAT OWNER LEASES A 300-SQUARE FOOT ACCESSORY UNIT TO A THIRD PARTY TO OPERATE A SALON. OWNER CLAIMS THE BUSINESS IS CONSIDERED A NON-CONFORMING USE BY THE CITY AND PROVIDED A LETTER TO THAT EFFECT
- **CITY OF ARCATA ZONING:**
  - RESIDENTIAL MEDIUM DENSITY, WHICH ALLOWS 7.26 TO 15 DWELLINGS UNITS PER ACRE, PLUS 1 SECONDARY UNIT PER PARCEL.



# APPEAL FOR ADJUSTMENT RE: APN 503-224-007-000

## Property Report - Assessor's Parcel Number: 503-224-007

City of Arcata Community Development Department  
736 F Street, Arcata, Ca. 95521  
(707) 822-5955



City of Arcata, CA 95521  
 211 G Street, Arcata, CA 95521  
 APN: 503-224-007  
 Parcel  
 Creek

## Humboldt County Assessor Details

Parcel information date: 01/17/2021  
 Site Address/City/Zip: 211 G ST  
 Land Value: \$142,173.00  
 Improvement Value: \$142,173.00  
 Other Value: \$0.00  
 Recorded Document: 2015R 20824  
 Assessor Parcel Map Link: <http://oh.humboldt.ca.us/assessor/parcel/503-224.pdf>

## City of Arcata Property Details

Parcel attribute descriptions:  
[https://s3-us-west-2.amazonaws.com/arcata-property-report/property\\_report\\_metadata-9-7-2017.pdf](https://s3-us-west-2.amazonaws.com/arcata-property-report/property_report_metadata-9-7-2017.pdf)  
**Property Details**  
 Latitude/Longitude: 40.963476 -124.088123  
 Section/Township/Range: SECTION 32 T6N, R1E  
 Parcel Size In Sq Ft (GIS Computed): 6,060.6  
 Parcel Size In Acres (GIS Computed): 0.14  
 Google Map Link: <http://maps.google.com/maps?hl=en&gl=us&mapdata=44.463476,-124.088123&mapdata=44.463476,-124.088123>  
 Census Block: 506 Census Tract: 10  
 Sewer Lateral Certificate(as of 9/1/2021): No

## Zoning

Arcata Land Use Code (LUC):  
 Residential Medium Density  
 Arcata Coastal Land Use & Development Guide (CLUDG):  
 Residential - Medium Density

## General Plan Land Use

Inland - Arcata General Plan: Residential - Medium Density  
 Coastal - Arcata General Plan: Residential - Medium Density

## Special Resources/Hazards/Constraints Areas

Creamery District (:CD) Combining Zone: Out  
 Historical Landmark (:HL) Combining Zone: None  
 Homeless for Housing (:HH) Combining Zone: Out  
 Cannabis Innovation Zone (:CIZ) Combining Zone: Out  
 Neighborhood Conservation Area (:NCA) South of Samoa Specific: Plan District  
 Planned Development (:PD) Combining Zone: No  
 Plaza Area (:PA) Combining Zone: No  
 Special Consideration (:SC) Combining Zone: No  
 Wetland/Stream (:WP)/SP Combining Zone: None  
 Aquifer/Prfho Fault Zone: Out  
 Coastal Zone Boundary: In  
 Categorical Exclusion Area: In  
 Creek Zone (Within 25' of creek): No  
 Coastal Jurisdiction: City Permit Jurisdiction  
 FEMA Flood Zone (2017): Out  
 Hillside Development: None  
 Liquefaction: Moderate Liquefaction  
 Matthews Dam Failure: In  
 Noise Contour: Yes  
 Redevelopment Area: In  
 Urban Services Boundary: In  
 USFWS Wetlands: No  
 Within 50' of Fault Zone: Out



## APPEAL FOR ADJUSTMENT RE: APN 503-224-007-000

- OWNER ACKNOWLEDGES THAT THE PROPERTY IS USED FOR A COMMERCIAL PURPOSE, I.E., A SALON. A COMMERCIAL USE IS CONSIDERED A HIGHER RISK USE AND SHOULD BE ASSESSED ACCORDINGLY.
- THE BOARD DENIED A SIMILAR PETITION FOR THIS PROPERTY LAST YEAR.
- STAFF RECOMMENDS THE BOARD **DENY** THE PETITION AS TO BOTH THE SPECIAL TAX AND BENEFIT ASSESSMENT, AS FOLLOWS:
  - "I MOVE TO DENY THE PETITION CONCERNING APN 503-224-007-000."
- ALTERNATIVELY, THE BOARD COULD MOVE TO GRANT THE PETITION AS FOLLOWS:
  - "I MOVE TO GRANT THE PETITION CONCERNING APN 503-224-007-000 AND ASSIGN FOR PURPOSES OF THE SPECIAL TAX THE SINGLE-FAMILY RESIDENTIAL USE CATEGORY, AND ASSIGN FOR PURPOSES OF THE BENEFIT ASSESSMENT THE IMPROVED SINGLE FAMILY RESIDENTIAL USE CODE, AND DIRECT THE FIRE CHIEF TO TAKE SUCH FURTHER ACTION AS MAY BE REQUIRED TO IMPLEMENT THE BOARD'S DECISION TO GRANT THE PETITION."



**MINUTES**

*Special Board Meeting  
February 15, 2023  
9:30 a.m.*

*Location: McKinleyville Station Conference Room  
2149 Central Avenue, McKinleyville*

**Board of Directors**

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

**CALL TO ORDER**

The *special* session of the Board of Directors for the Arcata Fire District was called to order by Vice President Eric Loudenslager at 5:10 pm.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was waived.

**ATTENDANCE AND DETERMINATION OF A QUORUM**

The meeting continued with a quorum and the following were present: Vice President Loudenslager, Director Akana, Director Johnson, Director Mendosa and President Blaine Maynor arrived while taking roll.

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

**PUBLIC COMMENT**

There were no public comments.

**CLOSED SESSION**

1. Conference with Labor Negotiator (Gov. Code Section 54957.6)  
Employee Organization: *Fire Chief & Senior Management Group*  
Agency designated representative: *District Counsel Jack Hughes*

Attorney Jack Hughes was present via Zoom.

President Maynor adjourned to closed session at 5:11 pm.

The meeting resumed at 5:26 pm.

Report out of closed session by President Maynor; the Board provided direction to District Counsel.

Following the report out, Chief McDonald provided an update to the Board on the status of the new fire engine that he had received earlier in the day. He also reported that Assistant Chief Emmons and Fire Marshal Laidlaw had picked up the new/used officer

truck in Roseville and were looking at a couple of used wildland fire engines. They were then headed to pick up the new/used EV purchased by the AVFA with grant funds.

Several of the Directors had questions for the Chief about the vehicles as well as the used engines.

**ADJOURNMENT**

The meeting adjourned at 5:35 pm.

The next Regular Meeting is scheduled for **March 14, 2023, Arcata Downtown Station Classroom, 631 9<sup>th</sup> Street in Arcata at 5:30 pm.**

Respectfully submitted,

Becky Schuette,  
Clerk of the Board

DRAFT

8:31 AM  
 03/09/23  
 Accrual Basis

ARCATA FIRE DISTRICT  
**Balance Sheet**  
 As of February 28, 2023

	Feb 28, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
CalTRUST	
VEHICLE REPLACEMENT FUND	189,266.63
CONTINGENCY FUND	56,787.01
CalTRUST - Other	1,919,700.97
<b>Total CalTRUST</b>	2,165,754.61
CCCU CHECKING	207,629.28
CCCU LIQUID ASSETS	116,488.21
COAST CENTRAL SAVINGS	50.00
COUNTY TREASURY	309,525.89
<b>Total Checking/Savings</b>	2,799,447.99
Accounts Receivable	
1200 · ACCOUNTS RECEIVABLE	44,032.89
<b>Total Accounts Receivable</b>	44,032.89
<b>Other Current Assets</b>	
ACCT RECV - COUNTY TREASURY	3,145,509.78
INTEREST RECEIVABLE	75,000.00
PREPAID EXPENSE	32,487.31
<b>Total Other Current Assets</b>	3,252,997.09
<b>Total Current Assets</b>	6,096,477.97
<b>Fixed Assets</b>	
ACCUMULATED DEPRECIATION	-2,876,386.00
BUILDINGS AND IMPROVEMENTS	2,395,484.62
EQUIPMENT	3,315,431.56
LAND	224,630.00
<b>Total Fixed Assets</b>	3,059,160.18
<b>Other Assets</b>	
Debt Issue Costs-Sterling Bank	
Accumulated Amortization	-3,428.00
Debt Issue Costs-Sterling Bank - Other	67,797.00
<b>Total Debt Issue Costs-Sterling Bank</b>	64,369.00
DEFERRED OUTFLOWS-OPEB	1,352,988.00
DEFERRED OUTFLOWS-PENSION	6,111,831.00
<b>Total Other Assets</b>	7,529,188.00
<b>TOTAL ASSETS</b>	<b>16,684,826.15</b>

ARCATA FIRE DISTRICT  
**Balance Sheet**  
 As of February 28, 2023

	<u>Feb 28, 23</u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · ACCOUNTS PAYABLE	191,438.43
<b>Total Accounts Payable</b>	191,438.43
<b>Credit Cards</b>	
US BANK	6,619.57
<b>Total Credit Cards</b>	6,619.57
<b>Other Current Liabilities</b>	
ACCOUNTS PAYABLE 2	32,487.31
ACCRUED EXPENSES - OTHER	33,061.67
ACCRUED INTEREST EXPENSE	54,274.83
COMPENSATION TIME OFF	11,031.49
WAGES PAYABLE	106,207.43
2100 · PAYROLL LIABILITIES	
457 DEDUCTION	3,800.00
CA WITHHOLDING	4,529.15
FEDERAL WITHHOLDING	10,072.46
MEDICARE - BOTH	2,611.40
SOCIAL SECURITY - BOTH	412.88
SURVIVOR BENEFIT	40.92
2100 · PAYROLL LIABILITIES - Other	8,472.99
<b>Total 2100 · PAYROLL LIABILITIES</b>	29,939.80
<b>Total Other Current Liabilities</b>	267,002.53
<b>Total Current Liabilities</b>	465,060.53
<b>Long Term Liabilities</b>	
Sterling National Bank	4,754,000.00
ACCRUED EMPLOYEE BENEFITS	104,550.66
DEFERRED INFLOWS-OPEB	1,734,731.00
DEFERRED INFLOWS-PENSION	2,526,458.00
NET PENSION LIABILITY	3,772,833.00
OTHER POST EMPLOYMENT BEN. LIAB	10,931,227.00
<b>Total Long Term Liabilities</b>	23,823,799.66
<b>Total Liabilities</b>	24,288,860.19
<b>Equity</b>	
INVESTMENT IN FIXED ASSETS	3,059,160.18
3900 · RETAINED EARNINGS	-9,995,220.38
Net Income	-667,973.84
<b>Total Equity</b>	-7,604,034.04
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>16,684,826.15</b>

ARCATA FIRE DISTRICT  
**Statement of Cash Flows**  
 February 2023

	<b>Feb 23</b>
<b>OPERATING ACTIVITIES</b>	
Net Income	-512,916.10
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · ACCOUNTS RECEIVABLE	451.11
2000 · ACCOUNTS PAYABLE	161,232.20
US BANK	-5,220.92
US BANK:EMMONS	1,028.13
US BANK:FREEMAN	90.00
US BANK:J. MCDONALD	1,159.64
US BANK:JOHNSON	19.88
US BANK:RHEINSCHMIDT	912.07
US BANK:SCHUETTE	1,165.74
2100 · PAYROLL LIABILITIES	1,218.74
2100 · PAYROLL LIABILITIES:457 DEDUCTION	200.00
2100 · PAYROLL LIABILITIES:CA WITHHOLDING	752.95
2100 · PAYROLL LIABILITIES:FEDERAL WITHHOLDING	1,823.00
2100 · PAYROLL LIABILITIES:MEDICARE - BOTH	302.44
2100 · PAYROLL LIABILITIES:SOCIAL SECURITY - BOTH	46.48
2100 · PAYROLL LIABILITIES:SURVIVOR BENEFIT	1.86
Net cash provided by Operating Activities	-347,732.78
Net cash increase for period	-347,732.78
Cash at beginning of period	3,147,180.77
Cash at end of period	<b>2,799,447.99</b>



ARCATA FIRE DISTRICT  
**Profit & Loss Budget vs. Actual**  
July 2022 through February 2023

	Jul '22 - Feb 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>TAX REVENUE</b>				
101117 · PROPERTY TAX-CURRENT-SECURED	1,393,000.00	1,592,000.00	-199,000.00	87.5%
102500 · PROPERTY TAX-CURRENT-UNSECURED	48,028.75	56,666.64	-8,637.89	84.8%
103500 · PROPERTY TAX-PRIOR YEARS SECURED	8,613.50	16,666.64	-8,053.14	51.7%
105110 · PROPERTY TAX-PRIOR YEARS UNSECURED	0.00	666.64	-666.64	0.0%
800040 · SUPPLEMENTAL TAXES- CURRENT	12,490.31	8,000.00	4,490.31	156.1%
105900 · SUPPLEMENTAL TAXES-PRIOR YEARS	2,625.00	3,333.36	-708.36	78.7%
113100 · STATE TIMBER TAX	0.00	500.00	-500.00	0.0%
800050 · PROPERTY ASSESSMENTS	1,750,606.22	2,524,000.00	-773,393.78	69.4%
<b>Total TAX REVENUE</b>	<b>3,215,363.78</b>	<b>4,201,833.28</b>	<b>-986,469.50</b>	<b>76.5%</b>
<b>USE OF MONEY &amp; PROPERTY</b>				
800190 · INTEREST INCOME	5,318.77	28,000.00	-22,681.23	19.0%
<b>Total USE OF MONEY &amp; PROPERTY</b>	<b>5,318.77</b>	<b>28,000.00</b>	<b>-22,681.23</b>	<b>19.0%</b>
<b>INTERGOVERNMENTAL</b>				
525110 · HOMEOWNERS PROP. TAX REL	0.00	16,666.64	-16,666.64	0.0%
<b>800600 · OTHER GOVERNMENT AGENCIES</b>				
HSU Contract for Services	37,171.39	37,000.00	171.39	100.5%
NCUAQMD	0.00	700.00	-700.00	0.0%
Prop 172 Disbursement	0.00	8,700.00	-8,700.00	0.0%
<b>Total 800600 · OTHER GOVERNMENT AGENCIES</b>	<b>37,171.39</b>	<b>46,400.00</b>	<b>-9,228.61</b>	<b>80.1%</b>
800950 · FIREFIGHTING REIMBURSEMENTS	4,212.69	0.00	4,212.69	100.0%
<b>Total INTERGOVERNMENTAL</b>	<b>41,384.08</b>	<b>63,066.64</b>	<b>-21,682.56</b>	<b>65.6%</b>
<b>CHARGES FOR SERVICES</b>				
800155 · PREVENTION FEES	8,317.50	8,000.00	317.50	104.0%
800156 · R1/R2 INSPECTION FEES	28,240.34	30,000.00	-1,759.66	94.1%
800700 · OTHER SERVICES	22.50			
800946 · INCIDENT REVENUE RECOVERY FEES	16,051.67	3,333.32	12,718.35	481.6%
<b>Total CHARGES FOR SERVICES</b>	<b>52,632.01</b>	<b>41,333.32</b>	<b>11,298.69</b>	<b>127.3%</b>
<b>MISCELLANEOUS REVENUES</b>				
<b>800940 · OTHER REVENUE</b>				
Donations	1,500.00	0.00	1,500.00	100.0%
800940 · OTHER REVENUE - Other	2,399.29	0.00	2,399.29	100.0%
<b>Total 800940 · OTHER REVENUE</b>	<b>3,899.29</b>	<b>0.00</b>	<b>3,899.29</b>	<b>100.0%</b>
800941 · REFUNDS	232.98	500.00	-267.02	46.6%
800942 · INCIDENT REPORTS	326.30	200.00	126.30	163.2%
<b>Total MISCELLANEOUS REVENUES</b>	<b>4,458.57</b>	<b>700.00</b>	<b>3,758.57</b>	<b>636.9%</b>
<b>OTHER FINANCING SOURCES</b>				
800920 · SALE OF FIXED ASSETS	30,000.00	0.00	30,000.00	100.0%
<b>Total OTHER FINANCING SOURCES</b>	<b>30,000.00</b>	<b>0.00</b>	<b>30,000.00</b>	<b>100.0%</b>
<b>Total Income</b>	<b>3,349,157.21</b>	<b>4,334,933.24</b>	<b>-985,776.03</b>	<b>77.3%</b>
<b>Gross Profit</b>	<b>3,349,157.21</b>	<b>4,334,933.24</b>	<b>-985,776.03</b>	<b>77.3%</b>

ARCATA FIRE DISTRICT  
**Profit & Loss Budget vs. Actual**  
July 2022 through February 2023

Expense	Jul '22 - Feb 23	Budget	\$ Over Budget	% of Budget
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
<b>5010 · SALARIES AND WAGES</b>				
5010.1 · Full-Time	1,141,645.27	1,281,333.36	-139,688.09	89.1%
5010.2 · CTO Payout	194,584.84	256,000.00	-61,415.16	76.0%
5010.3 · Settlement Pay/Vacation	21,498.82	30,000.00	-8,501.18	71.7%
5010.4 · Holiday Pay	41,724.44	25,000.00	16,724.44	166.9%
5010.5 · Deferred Compensation	36,100.00	41,600.00	-5,500.00	86.8%
5010.6 · Part-Time (Hourly)	49,174.54	64,666.64	-15,492.10	76.0%
5010.8 · CalFire/OES Pay	167.45	0.00	167.45	100.0%
<b>Total 5010 · SALARIES AND WAGES</b>	<b>1,484,895.36</b>	<b>1,698,600.00</b>	<b>-213,704.64</b>	<b>87.4%</b>
<b>5020 · RETIREMENT</b>				
5020.1 · CalPERS Retirement	340,081.23	376,666.64	-36,585.41	90.3%
5020.3 · Social Security	3,068.16	4,000.00	-931.84	76.7%
5020.4 · Medicare	22,905.47	19,333.32	3,572.15	118.5%
<b>Total 5020 · RETIREMENT</b>	<b>366,054.86</b>	<b>399,999.96</b>	<b>-33,945.10</b>	<b>91.5%</b>
<b>5030-GROUP INSURANCE</b>				
5030.1 · Health Insurance (Employees)	365,810.78	450,000.00	-84,189.22	81.3%
5030.2 · Health Insurance (Retirees)	225,462.45	212,000.00	13,462.45	106.4%
5030.3 · Retiree Health Admin Fees	1,791.53	2,666.68	-875.15	67.2%
5030.4 · Dental & Life Insurance	27,268.71	28,000.00	-731.29	97.4%
5030.5 · Air Ambulance Insurance	120.00	3,000.00	-2,880.00	4.0%
5030.6 · Vision	267.52	5,000.00	-4,732.48	5.4%
5030.7 · Long Term Disability Insurance	4,843.00	5,333.32	-490.32	90.8%
<b>Total 5030-GROUP INSURANCE</b>	<b>625,563.99</b>	<b>706,000.00</b>	<b>-80,436.01</b>	<b>88.6%</b>
<b>5033 · UNEMPLOYMENT INSURANCE FUND</b>				
5033.1 · Unemployment Insurance	0.00	5,000.00	-5,000.00	0.0%
<b>Total 5033 · UNEMPLOYMENT INSURANCE FUND</b>	<b>0.00</b>	<b>5,000.00</b>	<b>-5,000.00</b>	<b>0.0%</b>
<b>5035 · WORKERS' COMPENSATION INSURANCE</b>				
5035.1 · Primary	44,256.69	78,000.00	-33,743.31	56.7%
5035.3 · Administrative Fee	15,053.74	20,000.00	-4,946.26	75.3%
5035.2 · Excess	31,113.21			
<b>Total 5035 · WORKERS' COMPENSATION INSURAN...</b>	<b>90,423.64</b>	<b>98,000.00</b>	<b>-7,576.36</b>	<b>92.3%</b>
<b>Total SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>2,566,937.85</b>	<b>2,907,599.96</b>	<b>-340,662.11</b>	<b>88.3%</b>
<b>SERVICE &amp; SUPPLIES</b>				
<b>5050 · CLOTHING &amp; PERSONAL SUPPLIES</b>				
5050.1 · Uniforms	14,159.09	20,000.00	-5,840.91	70.8%
5050.2 · Station Boots	0.00	2,000.00	-2,000.00	0.0%
5050.3 · PPE - Structural	7,850.00	12,000.00	-4,150.00	65.4%
5050.4 · PPE - Wildland	0.00	5,000.00	-5,000.00	0.0%
5050.5 · PPE - VLU	0.00	1,000.00	-1,000.00	0.0%
5050.6 · Shields & Badges	1,042.21	1,000.00	42.21	104.2%
<b>Total 5050 · CLOTHING &amp; PERSONAL SUPPLIES</b>	<b>23,051.30</b>	<b>41,000.00</b>	<b>-17,948.70</b>	<b>56.2%</b>
<b>5060 · COMMUNICATIONS</b>				
5060.1 · Phones - Landline & Cellular	8,668.24	6,666.64	2,001.60	130.0%
5060.2 · Alarm Monitoring	1,731.22	4,000.00	-2,268.78	43.3%
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%
5060.5 · Cable TV & Internet	7,799.03	9,000.00	-1,200.97	86.7%
5060 · COMMUNICATIONS - Other	166.73			
<b>Total 5060 · COMMUNICATIONS</b>	<b>18,365.22</b>	<b>21,766.64</b>	<b>-3,401.42</b>	<b>84.4%</b>



ARCATA FIRE DISTRICT  
**Profit & Loss Budget vs. Actual**  
July 2022 through February 2023

	Jul '22 - Feb 23	Budget	\$ Over Budget	% of Budget
<b>5080 · FOOD</b>				
5080.1 · Food/Rehab Supplies	654.38	1,500.00	-845.62	43.6%
5080.2 · Drinking Water	127.40	666.64	-539.24	19.1%
<b>Total 5080 · FOOD</b>	<b>781.78</b>	<b>2,166.64</b>	<b>-1,384.86</b>	<b>36.1%</b>
<b>5090 · HOUSEHOLD EXPENSE</b>				
5090.1 · Station Supplies				
Arcata	789.25			
Mad River	1,028.19			
McK	1,010.61			
5090.1 · Station Supplies - Other	34.44	2,733.36	-2,698.92	1.3%
<b>Total 5090.1 · Station Supplies</b>	<b>2,862.49</b>	<b>2,733.36</b>	<b>129.13</b>	<b>104.7%</b>
5090.2 · Garbage Service				
Arcata	488.22			
Mad River	633.89			
McK	1,634.45			
5090.2 · Garbage Service - Other	236.45	3,600.00	-3,363.55	6.6%
<b>Total 5090.2 · Garbage Service</b>	<b>2,993.01</b>	<b>3,600.00</b>	<b>-606.99</b>	<b>83.1%</b>
5080.3 · Station Furniture	5,000.00	5,000.00	0.00	100.0%
<b>Total 5090 · HOUSEHOLD EXPENSE</b>	<b>10,855.50</b>	<b>11,333.36</b>	<b>-477.86</b>	<b>95.8%</b>
<b>5100 · LIABILITY INSURANCE</b>				
5100.1 · Liability Insurance	43,637.00	35,300.00	8,337.00	123.6%
<b>Total 5100 · LIABILITY INSURANCE</b>	<b>43,637.00</b>	<b>35,300.00</b>	<b>8,337.00</b>	<b>123.6%</b>
<b>5120 · MAINTENANCE-EQUIPMENT</b>				
5120.1 · Fire Apparatus				
8211 · E8211	38,568.62			
8215 · E8215	7,042.08			
8216 · E8216	8,270.70			
8217 · E8217	5,116.72			
8239 · E8239	29,537.10			
8258 · WT8258	1,782.30			
8291 · L8291	756.07			
5120.1 · Fire Apparatus - Other	25.77	60,000.00	-59,974.23	0.0%
<b>Total 5120.1 · Fire Apparatus</b>	<b>91,099.36</b>	<b>60,000.00</b>	<b>31,099.36</b>	<b>151.8%</b>
5120.2 · Small Vehicles				
8205 · U8205	1,148.83			
8206 · U8206	35.78			
8207 · U8207	151.59			
8208 · U8208	880.81			
8209 · U8209	817.57			
8295 · U8295	212.57			
5120.2 · Small Vehicles - Other	580.20	10,000.00	-9,419.80	5.8%
<b>Total 5120.2 · Small Vehicles</b>	<b>3,827.35</b>	<b>10,000.00</b>	<b>-6,172.65</b>	<b>38.3%</b>
5120.3 · Hose & Ladder Testing	0.00	6,500.00	-6,500.00	0.0%
5120.4 · Hose Repair	0.00	500.00	-500.00	0.0%
5120.7 · SCBA	2,122.85	1,000.00	1,122.85	212.3%
5120.8 · Hydraulic Rescue Tool Service	2,431.85	3,500.00	-1,068.15	69.5%
5120.9 · Power Tools Maintenance	104.21	1,000.00	-895.79	10.4%
5120.10 · AED/LUCAS Maintenance	4,712.40	8,100.00	-3,387.60	58.2%
5120.11 · Fire Extinguisher Maintenance	437.32	500.00	-62.68	87.5%
5120.12 · Small Instrument Repair & Test	0.00	500.00	-500.00	0.0%
5120.13 · Equipment Maintenance - Misc	30.34	500.00	-469.66	6.1%
<b>Total 5120 · MAINTENANCE-EQUIPMENT</b>	<b>104,765.68</b>	<b>92,100.00</b>	<b>12,665.68</b>	<b>113.8%</b>

ARCATA FIRE DISTRICT  
**Profit & Loss Budget vs. Actual**  
July 2022 through February 2023

	Jul '22 - Feb 23	Budget	\$ Over Budget	% of Budget
<b>5121 · MAINTENANCE-ELECTRONICS</b>				
5121.1 · Computers	0.00	1,000.00	-1,000.00	0.0%
5121.2 · Communication Equipment	2,945.45	1,000.00	1,945.45	294.5%
5121.3 · Batteries	1,142.73	1,500.00	-357.27	76.2%
5121 · MAINTENANCE-ELECTRONICS - Other	31.30			
<b>Total 5121 · MAINTENANCE-ELECTRONICS</b>	<b>4,119.48</b>	<b>3,500.00</b>	<b>619.48</b>	<b>117.7%</b>
<b>5130 · MAINTENANCE-STRUCTURE</b>				
<b>5130.1 · Structure Maintenance</b>				
Arcata	2,920.52			
Mad River	36,077.06			
McK	1,733.19			
5130.1 · Structure Maintenance - Other	494.00	46,000.00	-45,506.00	1.1%
<b>Total 5130.1 · Structure Maintenance</b>	<b>41,224.77</b>	<b>46,000.00</b>	<b>-4,775.23</b>	<b>89.6%</b>
<b>5130.2 · Grounds Maintenance</b>				
Arcata	56.40			
Bayside	312.42			
Mad River	119.50			
5130.2 · Grounds Maintenance - Other	0.00	2,500.00	-2,500.00	0.0%
<b>Total 5130.2 · Grounds Maintenance</b>	<b>488.32</b>	<b>2,500.00</b>	<b>-2,011.68</b>	<b>19.5%</b>
<b>5130.3 · Emergency Power Maintenance</b>				
Arcata	1,137.85			
Mad River	512.51			
McK	1,137.85			
5130.3 · Emergency Power Maintenance - Other	0.00	2,000.00	-2,000.00	0.0%
<b>Total 5130.3 · Emergency Power Maintenance</b>	<b>2,788.21</b>	<b>2,000.00</b>	<b>788.21</b>	<b>139.4%</b>
<b>5130.4 · Pest Control</b>	<b>1,100.00</b>	<b>3,000.00</b>	<b>-1,900.00</b>	<b>36.7%</b>
<b>Total 5130 · MAINTENANCE-STRUCTURE</b>	<b>45,601.30</b>	<b>53,500.00</b>	<b>-7,898.70</b>	<b>85.2%</b>
<b>5140 · MEDICAL SUPPLIES</b>				
5140.1 · Medical Supplies	1,760.30	4,000.00	-2,239.70	44.0%
5140.2 · AED / LUCAS Supplies	0.00	333.32	-333.32	0.0%
5140.3 · COVID Supplies	0.00	1,333.32	-1,333.32	0.0%
5140 · MEDICAL SUPPLIES - Other	171.38			
<b>Total 5140 · MEDICAL SUPPLIES</b>	<b>1,931.68</b>	<b>5,666.64</b>	<b>-3,734.96</b>	<b>34.1%</b>
<b>5150 · MEMBERSHIPS</b>				
5150.6 · Dues	1,598.00	2,000.00	-402.00	79.9%
<b>Total 5150 · MEMBERSHIPS</b>	<b>1,598.00</b>	<b>2,000.00</b>	<b>-402.00</b>	<b>79.9%</b>
<b>5160 · MISCELLANEOUS EXPENSE</b>				
5160.1 · Miscellaneous Expense	108.98	1,000.00	-891.02	10.9%
<b>Total 5160 · MISCELLANEOUS EXPENSE</b>	<b>108.98</b>	<b>1,000.00</b>	<b>-891.02</b>	<b>10.9%</b>
<b>5170 · OFFICE SUPPLIES</b>				
5170.1 · Office Supplies	1,040.79	5,000.00	-3,959.21	20.8%
5170.2 · Postage & Shipping	805.14	1,000.00	-194.86	80.5%
5170.3 · Software	310.00	500.00	-190.00	62.0%
5170.4 · Subscription Periodicals	0.00	100.00	-100.00	0.0%
5170 · OFFICE SUPPLIES - Other	308.59			
<b>Total 5170 · OFFICE SUPPLIES</b>	<b>2,464.52</b>	<b>6,600.00</b>	<b>-4,135.48</b>	<b>37.3%</b>



ARCATA FIRE DISTRICT  
**Profit & Loss Budget vs. Actual**  
July 2022 through February 2023

	Jul '22 - Feb 23	Budget	\$ Over Budget	% of Budget
<b>5180 · PROFESSIONAL &amp; SPECIAL SERVICES</b>				
5180.1 · Legal Services	2,795.08	20,000.00	-17,204.92	14.0%
5180.2 · Human Resource Services	51,000.00	10,000.00	41,000.00	510.0%
5180.3 · Medical Screening Services	828.10	20,000.00	-19,171.90	4.1%
5180.4 · Background Checks	13,351.63	5,000.00	8,351.63	267.0%
5180.5 · Annual Audit Services	9,000.00	11,000.00	-2,000.00	81.8%
5180.6 · Accounting Services	6,023.00	10,000.00	-3,977.00	60.2%
5180.7 · GASB 75 Report	6,600.00	7,000.00	-400.00	94.3%
5180.8 · IT Services	23,099.31	21,000.00	2,099.31	110.0%
5180.9 · Web Page Hosting	2,960.00	3,000.00	-40.00	98.7%
5180.10 · Fire RMS Annual Fee	4,620.41	4,350.00	270.41	106.2%
5180.11 · Scheduling Program Annual Fee	7,630.00	3,500.00	4,130.00	218.0%
5180.12 · Parcel Quest Annual Fees	1,799.00	2,000.00	-201.00	90.0%
5180.13 · CAD Interface Maintenance Fee	0.00	1,750.00	-1,750.00	0.0%
5180.14 · eDispatches Annual Fee	279.00	2,000.00	-1,721.00	14.0%
5180.15 · Survey Program	384.00	500.00	-116.00	76.8%
5180.16 · Subscriptions	848.96	1,800.00	-951.04	47.2%
5150.17 · Humboldt Co. Fire Chiefs' Assoc	0.00	800.00	-800.00	0.0%
5180.19 · Miscellaneous Services	176.17	500.00	-323.83	35.2%
5180.20 · Finanacial Consulting	0.00	5,000.00	-5,000.00	0.0%
<b>Total 5180 · PROFESSIONAL &amp; SPECIAL SERVICES</b>	<b>131,394.66</b>	<b>129,200.00</b>	<b>2,194.66</b>	<b>101.7%</b>
<b>5190 · PUBLICATIONS &amp; LEGAL NOTICES</b>				
5191.1 · Publications & Notices	821.00	1,000.00	-179.00	82.1%
<b>Total 5190 · PUBLICATIONS &amp; LEGAL NOTICES</b>	<b>821.00</b>	<b>1,000.00</b>	<b>-179.00</b>	<b>82.1%</b>
<b>5200 · RENTS &amp; LEASES - EQUIPMENT</b>				
5200.1 · Copier	4,943.76	5,533.36	-589.60	89.3%
<b>Total 5200 · RENTS &amp; LEASES - EQUIPMENT</b>	<b>4,943.76</b>	<b>5,533.36</b>	<b>-589.60</b>	<b>89.3%</b>
<b>5210 · RENTS &amp; LEASES - STRUCTURES</b>				
5210.1 · Arcata Station	90,000.00	80,000.00	10,000.00	112.5%
<b>Total 5210 · RENTS &amp; LEASES - STRUCTURES</b>	<b>90,000.00</b>	<b>80,000.00</b>	<b>10,000.00</b>	<b>112.5%</b>
<b>5230 · SPECIAL DISTRICT EXPENSE</b>				
5230.1 · Property Tax Admin Fee	0.00	73,000.00	-73,000.00	0.0%
5230.2 · Tax Roll Direct Charge Fee	0.00	14,000.00	-14,000.00	0.0%
5230.3 · LAFCO Annual Fee	0.00	4,000.00	-4,000.00	0.0%
5230.5 · Assessment Adjustments/Refunds	0.00	5,000.00	-5,000.00	0.0%
5230.6 · Public Education Supplies	1,301.33	1,500.00	-198.67	86.8%
5230.8 · Certifications	119.97	1,000.00	-880.03	12.0%
5230.10 · Recruitment	0.00	1,000.00	-1,000.00	0.0%
5230.11 · Bank Fees	3,227.18	4,200.00	-972.82	76.8%
5230.14 · Recognition & Awards	1,917.18	2,000.00	-82.82	95.9%
5230.15 · Health & Wellness	6,721.36	7,000.00	-278.64	96.0%
5230.16 · Public Outreach	0.00	1,000.00	-1,000.00	0.0%
5230.17 · HFB Truck Contract	0.00	10,000.00	-10,000.00	0.0%
5230.18 · HCFA Air Trailer Annual Fee	0.00	1,000.00	-1,000.00	0.0%
5230.19 · Staff Training	5,440.00	15,000.00	-9,560.00	36.3%
5230.20 · Training Supplies	154.39	10,000.00	-9,845.61	1.5%
5230.21 · Grant Management	0.00	2,000.00	-2,000.00	0.0%
<b>Total 5230 · SPECIAL DISTRICT EXPENSE</b>	<b>18,881.41</b>	<b>151,700.00</b>	<b>-132,818.59</b>	<b>12.4%</b>
<b>5250 · TRANSPORTATION &amp; TRAVEL</b>				
5250.1 · Fuel				
McK	11,841.12			
Mad River	29,242.28			
5250.1 · Fuel - Other	1,606.74	43,333.32	-41,726.58	3.7%
<b>Total 5250.1 · Fuel</b>	<b>42,690.14</b>	<b>43,333.32</b>	<b>-643.18</b>	<b>98.5%</b>

ARCATA FIRE DISTRICT  
Profit & Loss Budget vs. Actual

July 2022 through February 2023

	Jul '22 - Feb 23	Budget	\$ Over Budget	% of Budget
5250.2 · Lodging Reimbursement	215.75	5,000.00	-4,784.25	4.3%
5250.3 · Per Diem Reimbursement	592.88	5,000.00	-4,407.12	11.9%
5250.4 · Conference Tuition	625.00	5,000.00	-4,375.00	12.5%
5250 · TRANSPORTATION & TRAVEL - Other	1,356.37	0.00	1,356.37	100.0%
<b>Total 5250 · TRANSPORTATION &amp; TRAVEL</b>	<b>45,480.14</b>	<b>58,333.32</b>	<b>-12,853.18</b>	<b>78.0%</b>
<b>5260 · UTILITIES</b>				
<b>5260.1 · P G &amp; E</b>				
Arcata	9,079.93			
Mad River	3,320.15			
McK	8,289.61			
5260.1 · P G & E - Other	1,436.21	21,333.36	-19,897.15	6.7%
<b>Total 5260.1 · P G &amp; E</b>	<b>22,125.90</b>	<b>21,333.36</b>	<b>792.54</b>	<b>103.7%</b>
<b>5260.2 · Water &amp; Sewer</b>				
Arcata	1,064.35			
Mad River	1,181.82			
McK	1,545.75			
5260.2 · Water & Sewer - Other	295.92	4,000.00	-3,704.08	7.4%
<b>Total 5260.2 · Water &amp; Sewer</b>	<b>4,087.84</b>	<b>4,000.00</b>	<b>87.84</b>	<b>102.2%</b>
<b>Total 5260 · UTILITIES</b>	<b>26,213.74</b>	<b>25,333.36</b>	<b>880.38</b>	<b>103.5%</b>
<b>5370 · MINOR EQUIPMENT</b>				
5370.4 · Fire Hose	0.00	5,000.00	-5,000.00	0.0%
5370.6 · Fire Equipment & Fabrication	2,798.59	9,000.00	-6,201.41	31.1%
5370.8 · Computer & Electronics	0.00	13,000.00	-13,000.00	0.0%
5370.9 · Power Tools	323.51	0.00	323.51	100.0%
5370.10 · Small Tools	0.00	500.00	-500.00	0.0%
5370 · MINOR EQUIPMENT - Other	129.39			
<b>Total 5370 · MINOR EQUIPMENT</b>	<b>3,251.49</b>	<b>27,500.00</b>	<b>-24,248.51</b>	<b>11.8%</b>
<b>Total SERVICE &amp; SUPPLIES</b>	<b>578,266.64</b>	<b>754,533.32</b>	<b>-176,266.68</b>	<b>76.6%</b>
<b>OTHER BUDGET FUNDING REQUIRED</b>				
<b>CAPITAL EXPENSE</b>				
Equipment	47,916.79	50,000.00	-2,083.21	95.8%
<b>Total CAPITAL EXPENSE</b>	<b>47,916.79</b>	<b>50,000.00</b>	<b>-2,083.21</b>	<b>95.8%</b>
<b>DEBT SERVICE</b>				
2021 UAL Refinance-Interest	61,554.10	126,683.00	-65,128.90	48.6%
2021 UAL Refinance-Principal	0.00	261,000.00	-261,000.00	0.0%
2022 Engine Purchase-Interest	15,000.46	15,000.00	0.46	100.0%
2022 Engine Purchase-Principal	100,182.58	100,183.00	-0.42	100.0%
<b>Total DEBT SERVICE</b>	<b>176,737.14</b>	<b>502,866.00</b>	<b>-326,128.86</b>	<b>35.1%</b>
<b>OPERATING FUND TRANSFERS</b>				
PERS Rate Contingency Fund	0.00	261,816.00	-261,816.00	0.0%
CalPERS Unfunded Liability Pmt	514,973.80	187,094.00	327,879.80	275.2%
<b>Total OPERATING FUND TRANSFERS</b>	<b>514,973.80</b>	<b>448,910.00</b>	<b>66,063.80</b>	<b>114.7%</b>
<b>OTHER BUDGET FUNDING REQUIRED - Other</b>	<b>12,292.83</b>			
<b>Total OTHER BUDGET FUNDING REQUIRED</b>	<b>751,920.56</b>	<b>1,001,776.00</b>	<b>-249,855.44</b>	<b>75.1%</b>
6560 · PAYROLL EXPENSES	119,806.00			
66910 · Bank Service Charges	200.00			
<b>Total Expense</b>	<b>4,017,131.05</b>	<b>4,663,909.28</b>	<b>-646,778.23</b>	<b>86.1%</b>
<b>Net Ordinary Income</b>	<b>-667,973.84</b>	<b>-328,976.04</b>	<b>-338,997.80</b>	<b>203.0%</b>
<b>Net Income</b>	<b>-667,973.84</b>	<b>-328,976.04</b>	<b>-338,997.80</b>	<b>203.0%</b>



8:32 AM

03/09/23

Accrual Basis

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

February 2023

Type	Date	Memo	Account	Amount
<b>7-11</b>				
Credit Card Charge	02/15/2023	Fuel for new Silverado	5250.1 · Fuel	92.88
Total 7-11				92.88
<b>ALERT-ALL CORP</b>				
Credit Card Charge	02/08/2023	Helmets, tattoos and safety bag kits	5230.6 · Public Education Su...	1,047.33
Total ALERT-ALL CORP				1,047.33
<b>AMAZON</b>				
Credit Card Charge	02/01/2023	Office chair seat - Becky	5170.1 · Office Supplies	31.11
Total AMAZON				31.11
<b>ARCATA POLICE</b>				
Bill	02/02/2023	Livescan fees - Row	5180.4 · Background Checks	35.00
Total ARCATA POLICE				35.00
<b>ARCATA TUXEDO</b>				
Credit Card Charge	02/23/2023	Class A Uniform alterations Freeman and Fields	5050.1 · Uniforms	90.00
Total ARCATA TUXEDO				90.00
<b>ARCATA VOLUNTEER FIREFIGHTERS ASSOC.</b>				
Bill	02/15/2023	March Rent	5210.1 · Arcata Station	10,000.00
Total ARCATA VOLUNTEER FIREFIGHTERS ASSOC.				10,000.00
<b>AT&amp;T- CAL NET 3</b>				
Bill	02/27/2023	01-19-23 to 02-18-23	5060.1 · Phones - Landline & ...	167.23
Total AT&T- CAL NET 3				167.23
<b>AT&amp;T MOBILITY (FIRSTNET)</b>				
Credit Card Charge	02/13/2023	Cellular, phones and ipads	5060.1 · Phones - Landline & ...	326.26
Total AT&T MOBILITY (FIRSTNET)				326.26
<b>BUDDY'S AUTO CENTER, INC.</b>				
Bill	02/24/2023	Spark towing	8208 · U8208	150.00
Total BUDDY'S AUTO CENTER, INC.				150.00
<b>CAL PERS</b>				
Liability Check	02/03/2023	Employer Paid PP 12-25-22 to 01-07-23	5020.1 · CalPERS Retirement	20,928.48
Liability Check	02/17/2023	Employer Paid PP 01-08-23 to 01-21-23	5020.1 · CalPERS Retirement	20,928.48
Total CAL PERS				41,856.96
<b>CalPERS 457 PLAN</b>				
Liability Check	02/03/2023	Employer Match PP 01-08-23 to 01-21-23	5010.5 · Deferred Compensat...	2,200.00
Liability Check	02/17/2023	Employer Match PP 01-22-23 to 02-04-23	5010.5 · Deferred Compensat...	2,300.00
Total CalPERS 457 PLAN				4,500.00
<b>CHEVRON</b>				
Credit Card Charge	02/17/2023	Fuel refill/return Uhaul	5250.1 · Fuel	113.15
Credit Card Charge	02/28/2023	New Silverado return home	5250.1 · Fuel	95.32
Total CHEVRON				208.47
<b>CITY OF ARCATA</b>				
Bill	02/07/2023	07-07-23 to 02-06-23	Mad River	124.31
Bill	02/28/2023	Service Period 01-28-23 to 02-27-23	Arcata	164.58
Total CITY OF ARCATA				288.89
<b>CNK MECHANICS</b>				
Bill	02/06/2023	Maintenance, water gages, starter and plug replacement	8211 · E8211	2,380.83
Bill	02/18/2023	Starter replacement	8211 · E8211	795.12
Bill	02/18/2023	Auto eject plug	8258 · WT8258	795.12
Total CNK MECHANICS				3,971.07
<b>COASTAL BUSINESS SYSTEMS, INC</b>				
Bill	02/13/2023	Copier and printers	5200.1 · Copier	590.91
Total COASTAL BUSINESS SYSTEMS, INC				590.91

ARCATA FIRE DISTRICT  
Expenses by Vendor Detail

February 2023

Type	Date	Memo	Account	Amount
<b>COUNTY OF HUMBOLDT - RISK MGT DIVISION</b>				
Bill	02/03/2023	FY 2022/2023	5035.1 · Primary	44,155.48
Bill	02/03/2023	FY 2022/2023	5035.2 · Excess	31,113.21
Bill	02/03/2023	20% FY 2022/2023	5035.3 · Administrative Fee	15,053.74
Bill	02/03/2023	Amount due for FY 2021/2022	5035.1 · Primary	101.21
Total COUNTY OF HUMBOLDT - RISK MGT DIVISION				90,423.64
<b>COURTYARD BY MARRIOTT</b>				
Credit Card Charge	02/16/2023	Roseville lodging to pick up new vehicles	5250.2 · Lodging Reimbursm...	215.75
Total COURTYARD BY MARRIOTT				215.75
<b>CUMMINS SALES AND SERVICE</b>				
Bill	02/27/2023	Starter	8211 · E8211	1,784.28
Total CUMMINS SALES AND SERVICE				1,784.28
<b>CVS/PHARMACY</b>				
Credit Card Charge	02/09/2023	New hire photo prints	5170.1 · Office Supplies	4.31
Total CVS/PHARMACY				4.31
<b>DEPARTMENT OF JUSTICE</b>				
Bill	02/03/2023	Fingerprinting Row	5180.4 · Background Checks	49.00
Total DEPARTMENT OF JUSTICE				49.00
<b>DR ASSOCIATES INTERNATIONAL</b>				
Bill	02/10/2023	Background investigation Row	5180.4 · Background Checks	1,359.83
Total DR ASSOCIATES INTERNATIONAL				1,359.83
<b>ENTERPRISE VEHICLE EXCHANGE INC</b>				
Bill	02/13/2023	Chevy Silverado Officer Vehicle Purchase	Equipment	34,768.76
Total ENTERPRISE VEHICLE EXCHANGE INC				34,768.76
<b>ESO</b>				
Bill	02/10/2023	ERS Crewsense Scheduling Interface 02-23-23 to 12-31-23	5180.10 · Fire RMS Annual Fee	424.71
Total ESO				424.71
<b>FDAC EBA</b>				
Bill	02/09/2023	March benefits	5030.4 · Dental & Life Insuran...	3,321.67
Total FDAC EBA				3,321.67
<b>FIRST CLASS CONCESSION</b>				
Credit Card Charge	02/07/2023	Per diem meal - missing receipt	5250.3 · Per Diem Reimburse...	18.88
Total FIRST CLASS CONCESSION				18.88
<b>FLYING CROSS</b>				
Credit Card Charge	02/08/2023	Class A	5050.1 · Uniforms	160.50
Credit Card Credit	02/20/2023	Returns	5050.1 · Uniforms	-250.35
Total FLYING CROSS				-89.85
<b>GAYNOR TELEPHONE SYSTEMS</b>				
Bill	02/22/2023	Software Assurance 03-10-23 to 03-09-24	5060.1 · Phones - Landline & ...	310.00
Total GAYNOR TELEPHONE SYSTEMS				310.00
<b>HERTZ</b>				
Credit Card Charge	02/15/2023	Rental Car to pck up 2020 Chevy PU for C8201	5120.2 · Small Vehicles	183.07
Total HERTZ				183.07
<b>ID CREATOR</b>				
Credit Card Charge	02/08/2023	Renewal ID badges all	5050.6 · Shields & Badges	352.00
Total ID CREATOR				352.00
<b>INFINITE CONSULTING SERVICES</b>				
Bill	02/01/2023	Managed IT Services February	5180.8 · IT Services	2,870.00
Total INFINITE CONSULTING SERVICES				2,870.00
<b>JACKSON &amp; EKLUND</b>				
Bill	02/09/2023	Year end payroll rec, W-2's, W-3's, 1099 and 1096	5180.6 · Accounting Services	640.00
Total JACKSON & EKLUND				640.00



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Accrual Basis

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

February 2023

Type	Date	Memo	Account	Amount
<b>JJACPA, INC.</b>				
Bill	02/13/2023	Annual Audit Services	5180.5 · Annual Audit Services	9,000.00
Total JJACPA, INC.				9,000.00
<b>KME FIRE APPARATUS</b>				
Bill	02/07/2023	Door latch	8217 · E8217	853.42
Total KME FIRE APPARATUS				853.42
<b>LIEBERT CASSIDY WHITMORE</b>				
Bill	02/27/2023	General Matters	5180.1 · Legal Services	170.00
Total LIEBERT CASSIDY WHITMORE				170.00
<b>LIGHTHOUSE UNIFORM CO.</b>				
Credit Card Charge	02/10/2023	Gray jacket striping	5050.1 · Uniforms	49.95
Total LIGHTHOUSE UNIFORM CO.				49.95
<b>MCK. COMM. SERVICES DISTRICT</b>				
Bill	02/27/2023	McK DCV 01-03-23 to 02-06-23	McK	25.76
Bill	02/27/2023	McK 01-03-23 to 02-06-23	McK	173.14
Total MCK. COMM. SERVICES DISTRICT				198.90
<b>MCKINLEYVILLE OFFICE SUPPLY</b>				
Bill	02/24/2023	Return postage lighthouse uniforms	5170.2 · Postage & Shipping	17.30
Total MCKINLEYVILLE OFFICE SUPPLY				17.30
<b>MIDAMERICA</b>				
Bill	02/09/2023	Q4 HRA Invoice for processing	5030.3 · Retiree Health Admi...	357.00
Total MIDAMERICA				357.00
<b>MIDAMERICA HRA</b>				
Bill	02/15/2023	Reitree HRA March	5030.2 · Health Insurance (Re...	21,606.18
Total MIDAMERICA HRA				21,606.18
<b>NAPA AUTO PARTS</b>				
Bill	02/04/2023	Engine detail supplies	8239 · E8239	77.81
Credit Card Charge	02/17/2023	Fuel gauge for enigne and wire nuts for station	Mad River	19.88
Total NAPA AUTO PARTS				97.69
<b>OFFICE DEPOT</b>				
Bill	02/01/2023	Large garbage bags	Arcata	44.59
Bill	02/01/2023	TP, AAA, AA batteries, Pinesol	Arcata	131.42
Total OFFICE DEPOT				176.01
<b>PACIFIC GAS AND ELECTRIC</b>				
Bill	02/01/2023	Service period 12-27-22 to 01-25-23	5260.1 · P G & E	1,436.21
Bill	02/07/2023	01-03-23 to 01-31-23	Arcata	1,249.02
Bill	02/21/2023	01-13-23 to 02-13-23	Mad River	584.37
Total PACIFIC GAS AND ELECTRIC				3,269.60
<b>PERS / HEALTH</b>				
Bill	02/15/2023	Active Employee Premiums	5030.1 · Health Insurance (E...	39,133.97
Bill	02/15/2023	Retiree Premiums	5030.2 · Health Insurance (Re...	3,543.61
Bill	02/15/2023	Admin Fee Active Employees	5030.1 · Health Insurance (E...	129.14
Bill	02/15/2023	Admin Fee Retirees	5030.3 · Retiree Health Admi...	83.22
Total PERS / HEALTH				42,889.94
<b>PRO PACIFIC AUTO REPAIR, INC.</b>				
Bill	02/27/2023	Troubleshoot E82397 battery problems	8239 · E8239	88.69
Total PRO PACIFIC AUTO REPAIR, INC.				88.69
<b>RECOLOGY</b>				
Bill	02/06/2023	January Service	Arcata	61.83
Bill	02/06/2023	January service	Mad River	61.83
Total RECOLOGY				123.66
<b>RED ROBIN</b>				
Credit Card Charge	02/15/2023	Dinner Emmons and Laidlaw picking up new vehicles	5080.1 · Food/Rehab Supplies	50.13
Total RED ROBIN				50.13

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Accrual Basis

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

February 2023

Type	Date	Memo	Account	Amount
<b>REDWOOD COAST FUELS (RELADYNE)</b>				
Bill	02/01/2023	233 gallons diesel	Mad River	1,375.68
Bill	02/14/2023	150 Gallons	McK	836.74
Total REDWOOD COAST FUELS (RELADYNE)				2,212.42
<b>ROSE CITY LABEL</b>				
Bill	02/27/2023	Jr. Firefighter badge stickers x 4,000	5230.6 · Public Education Su...	254.00
Total ROSE CITY LABEL				254.00
<b>SHARP AUTO GRAPHICS</b>				
Bill	02/07/2023	Logistic unit graphic removal and replacement	8291 · L8291	400.00
Bill	02/28/2023	Remove and install logo	8208 · U8208	250.00
Total SHARP AUTO GRAPHICS				650.00
<b>STREAMLINE</b>				
Bill	02/01/2023	February Web hosting and Engage	5180.9 · Web Page Hosting	370.00
Total STREAMLINE				370.00
<b>SUPER 8</b>				
Credit Card Charge	02/16/2023	New EV charge in Ukiah	5250 · TRANSPORTATION &...	10.00
Total SUPER 8				10.00
<b>TARGET SOLUTIONS LEARNING LLC</b>				
Bill	02/28/2023	Vector Scheduling, Implementation & Maintenance Fee	5180.11 · Scheduling Progra...	3,614.00
Total TARGET SOLUTIONS LEARNING LLC				3,614.00
<b>THE MITCHELL LAW FIRM, LLP</b>				
Bill	02/02/2023	Lease negotiations	5180.1 · Legal Services	351.50
Total THE MITCHELL LAW FIRM, LLP				351.50
<b>THE STANDARD</b>				
Bill	02/17/2023	March LTD	5030.7 · Long Term Disability ...	638.00
Total THE STANDARD				638.00
<b>THOMAS HOME CENTER</b>				
Bill	02/27/2023	Repairs to App bay doors - torsion springs etc	McK	893.53
Total THOMAS HOME CENTER				893.53
<b>THRIFTBOOKS</b>				
Credit Card Charge	02/15/2023	Wildland Firefighting book Row	5230.20 · Training Supplies	11.39
Total THRIFTBOOKS				11.39
<b>TRAVEL GUARD GROUP, INC.</b>				
Credit Card Charge	02/26/2023	Travel insurance for flight for training in Texas	5250 · TRANSPORTATION &...	52.46
Total TRAVEL GUARD GROUP, INC.				52.46
<b>TRINITY DIESEL</b>				
Bill	02/10/2023	Ongoing trouble shooting and maintenance repairs	8239 · E8239	954.71
Total TRINITY DIESEL				954.71
<b>UNITED AIRLINES</b>				
Credit Card Charge	02/07/2023	Seat changes flight to WI for final engine check - 4 charges (Lillard)	5250.3 · Per Diem Reimburse...	273.00
Credit Card Charge	02/07/2023	Seat changes flight to WI for final engine check - 4 charges (McD...	5250.3 · Per Diem Reimburse...	293.00
Credit Card Charge	02/07/2023	Breakfast on plane	5250.3 · Per Diem Reimburse...	8.00
Credit Card Charge	02/26/2023	Flight to Houston for SCBA Training	5250 · TRANSPORTATION &...	859.61
Total UNITED AIRLINES				1,433.61
<b>WESTAMERICA BANK</b>				
Bill	02/01/2023	Interest	2022 Engine Purchase-Interest	9,388.79
Bill	02/01/2023	Principal	2022 Engine Purchase-Princi...	48,384.47
Total WESTAMERICA BANK				57,773.26
<b>WITMER PUBLIC SAFETY GROUP</b>				
Bill	02/09/2023	VLU badges x 2	5050.1 · Uniforms	207.76
Total WITMER PUBLIC SAFETY GROUP				207.76
<b>TOTAL</b>				<b>348,367.27</b>



Side Letter Between the Arcata Fire Protection District  
&  
the Arcata Fire Senior Management Group

This Side Letter Agreement (“Agreement”) between the Arcata Fire Protection District (“District”) and the Arcata Fire District Senior Management Group (“SMG”) (Collectively “Parties”) is entered into with response to the following;

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

WHEREAS, Article 19 of the 2022-2024 MOU stipulates there will be a three chief duty rotation; and

WHEREAS, the District has been unable to fill the second Assistant Chief position after two recruitments; and

WHEREAS, the SMG agree the position should be left unfilled and support the Board’s decision to hire another Engineer in place of the Assistant Chief; and

WHEREAS, the Parties also agree that the Assistant Chief and Fire Chief can cover the duty between the two, with occasional support from duty qualified captains; and

WHEREAS, the Parties agree that with the salary savings, the DISTRICT would compensate the EMPLOYEE for this extra duty coverage,

NOW THEREFORE, BE IT RESOLVED that the following updated Article 19 subsection 2, set fort the Parties’s Agreement, which will supersede and rund paraellel to the 2022-2024 MOU, with continues in full force in accordance with Artilce 22 of the MOU.

Article 19 Duty Chief Assignmentment

- 1) The Fire District requires a Chief Officer to be availavle as Duty Chief to provide specialized supervisor, management, and incident command capabilities.
- 2) Represented Chief Officers, along with the Fire Chief, will arrange a duty week rotation so that one Chief Officer will be assignend as Duty Chief at all times.
  - a. The current practice provides for a Duty Chief rotation that starts at 1700 on Thursday and ends at 1700 on the next Thursday, 7 days later. Chief Officers may use a different rotation with mutual consent of all Officers covering the Duty Chief Assignment.
- 3) Chief Officers holding the duty will reside in a location with in the boundries for the District.

///

BE IT FURTHER RESOLVED that current Assistant Chief, starting the first payperiod of 2023, will receive an additional \$200 per pay period applied to his 457 account for renumeration of extra coverage time.

WHEREFORE, the Parties by and through there authorized agents and represenatatives agree to the terms of this Side Letter Agreement subject to the adoption of this agreement by the District Board of Directors, this date January 10, 2020.

For Fire District

For Senior Management Group

By \_\_\_\_\_

By Chris J. Emmons

Blaine Maynor, President  
Arcata Fire Protection District

Chris Emmons  
SMG Representative

Date \_\_\_\_\_

Date 2/22/2023

1

**AMENDMENT NO. 2 TO EMPLOYMENT AGREEMENT**

**BETWEEN**

**ARCATA FIRE PROTECTION DISTRICT**

**AND FIRE CHIEF JUSTIN MCDONALD**

This AMENDMENT NO. 2 TO EMPLOYMENT AGREEMENT BETWEEN ARCATA FIRE PROTECTION DISTRICT AND FIRE CHIEF JUSTIN MCDONALD (“Amendment”), is made and entered into as of \_\_\_\_\_, 2023, by and between the Arcata Fire Protection District (“DISTRICT”) and Justin G. McDonald (“EMPLOYEE”). The DISTRICT and EMPLOYEE may each sometimes be referred to hereafter as “Party” or jointly as “Parties”.

**RECITALS**

WHEREAS, in April 2020, the EMPLOYEE agreed to participate in a two person duty rotation when remaining Battalion Chief was reclassified as an Assistant Chief for no additional compensation, and

WHEREAS, the District has been unable to fill the second Assistant Chief position after two recruitments, and

WHEREAS, the EMPLOYEE supports and agrees with the Board’s decision to leave the position unfilled indefinitely and hire another Engineer in place of the Assistant Chief, and

WHEREAS, the EMPLOYEE also agrees that the Assistant Chief and Fire Chief can cover the duty rotation between the two them, with occasional support from duty qualified captains, and

WHEREAS, the Parties agree that with the salary savings, the DISTRICT would compensate the EMPLOYEE for this extra duty coverage,

WHEREAS, pursuant to this Amendment, the Parties desire to amend the Contract on the terms and conditions set forth below.

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained, the Parties agree as follows:

**1. Amendment to paragraph in Exhibit B attached to the March 2, 2022 Amendment No. 1 that covers Deferred Compensation.** The Board agrees to increase the amount of the DISTRICT’s contribution to the EMPLOYEE’s Deferred Compensation Plan. Commencing with the first paycheck of January 2023, The District will contribute \$400.00 per pay period to the plan.

**2. Counterparts.** The Amendment may be executed in one or more counterparts for the convenience of the Parties. Each executed counterpart shall for all purposes be deemed an



original, but all of which together shall constitute in the aggregate one and the same instrument. A copy shall have the same effect as an original.

**3. No Further Modification; Conflict.** Except as set forth in this Amendment, all of the terms and provisions of the Contract shall remain unmodified and in full force and effect. In the event of any conflict between the terms, covenants and conditions of the Contract, and the terms, covenants and conditions of this Amendment, the terms, covenants and conditions of this Amendment shall govern and control.

**In Witness Whereof**, the Parties have executed this Amendment as of the date first written above.

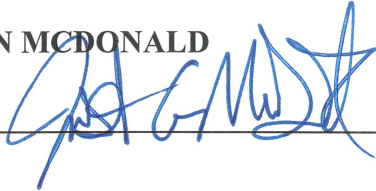
**ARCATA FIRE PROTECTION DISTRICT,  
a California public entity**

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

**Name: Blaine Maynor**

**Title: President of the Board of Directors**

**JUSTIN MCDONALD**

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

## AMENDED AND RESTATED EXHIBIT "B"

### LEAVE

**VACATION** - The EMPLOYEE shall be entitled to regularly scheduled time off each year as a result of vacation. Vacation must be used in 8 hour or greater increments. The EMPLOYEE shall not be considered to be on vacation leave if at the same time that such vacation leave is scheduled; the employee is on sick or injury leave.

The EMPLOYEE is entitled to vacation leave at the time of retirement or separation shall receive straight time for any unused hours of vacation leave. In the event that the employee is entitled to vacation leave at the time of his death, his dependent survivors shall receive vacation pay on the same basis.

Vacation days shall be to be earned based on the following schedule January 1 of each year:

After 15 years:	144 hours
After 20 years:	160 hours
After 25 years:	176 hours

Unused vacation shifts shall be considered a vested benefit and will be accumulated so as not to exceed 400 hours. The EMPLOYEE may exercise the option to be paid cash for unused accumulated vacation days. The EMPLOYEE must request to be paid out for unused hours before March 31 of each calendar year. The maximum number of hours that an employee can request to be paid for each year is 160. Time accrued in excess of the above limits shall be paid out at straight time with the first pay period in January.

**HOLIDAYS** – Paid holidays for the EMPLOYEE are the recognized eleven days the office is closed: New Year’s Day, Martin Luther King, Jr. Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day and the Friday following Thanksgiving Day, Christmas Eve Day, Christmas Day.

Any other day declared a National or State holiday and observed as a legal holiday as directed by the DISTRICT Board of Directors shall be taken as a paid holiday.

If one of the aforementioned holidays falls on a Saturday then the preceding Friday will be observed as the day the office is closed. If one of the aforementioned holidays falls on a Sunday, the following Monday will be observed as the day the office is closed.

**SICK LEAVE** – The EMPLOYEE shall receive sick leave at a rate of eight (8) hours a month. Sick leave accumulation is unlimited. Sick leave must be used in 8 hour or greater increments. Unused sick leave will be converted to years of service upon retirement from the DISTRICT

**FAMILY SICK LEAVE** - An employee may utilize up to half of their annually accrued sick leave to care for a sick family. The family member need not have a “disability” or “serious health condition” for this provision to apply it may include medical, dental and vision care

appointments of a family member. "Family member" includes a spouse, registered domestic partner, child, step-child, parent, step-parent, siblings or step-siblings, grandparent, grandchild, mother-in-law and father-in-law.

In order to receive family sick leave compensation while absent from work, the employee shall make every reasonable effort to notify his supervisor prior to the start of the workday. Family sick leave hours must be used in 8 hour or greater increments and will be deducted from the accumulated sick leave bank.

All conditions and restrictions placed on an employee's use of sick leave also apply to sick leave used for an immediate family member.

**BEREAVEMENT LEAVE** – The EMPLOYEE may be absent from work by reason of the death of a member of the employee's immediate family. The EMPLOYEE shall be allowed a leave of absence with full pay not to exceed five days per occurrence; this leave will not be cumulative.

**MANAGEMENT LEAVE** - In addition to the other leaves granter herein, the EMPLOYEE shall be entitled to 96 hours of management leave per calendar year. Management leave that is not used during a calendar year shall not carry over to the next year and shall be removed without compensation. Management leave must be used in 8 hour or greater increments.

### INSURANCES

**MEDICAL INSURANCE** – The DISTRICT requires all employees to have medical insurance. The DISTRICT shall pay 100% of the CALPERS Gold health insurance plan for the EMPLOYEE and his eligible dependents. The EMPLOYEE shall pay the difference between the Platinum and Gold plans if he elects to participate in the Platinum Plan.

If the EMPLOYEE has alternative medical insurance coverage, he will not be required to participate in the DISTRICT's medical insurance plan. The EMPLOYEE is required to provide verification of such alternative coverage to the DISTRICT during the open enrollment period and all subsequent years the EMPLOYEE chooses to Opt-Out. Eligible items for reimbursement of medical expenses incurred are as follows: Co-payments, deductible related medical expenses, healthcare expenses incurred as a result of not using preferred care providers. The EMPLOYEE shall pay for the services rendered. The DISTRICT shall reimburse the EMPLOYEE up to a total of \$3000 per family per year with receipt.

**DENTAL INSURANCE** – The District shall pay 100% of the premium for dental coverage for the EMPLOYEE and qualified dependents.

When the EMPLOYEE retires, he may purchase dental insurance through the DISTRICT for him and his dependents. The retired EMPLOYEE pays 100% of the premium cost.



**VISION INSURANCE** – The DISTRICT is self-insured for employees and their dependents. The EMPLOYEE shall pay for the services rendered. The DISTRICT shall reimburse the employee up to a total of \$280 per person per year with receipt.

**OTHER INSURANCE** - Other insurance benefits provided by the DISTRICT at no cost to the EMPLOYEE

Life Insurance: Employee coverage: \$50,000 & Spousal coverage: \$20,000  
Disability Insurance: *Employee only*  
Air Ambulance Membership: *Family*  
Employee Assistance Program

### RETIREMENT

The EMPLOYEE shall have retirement benefits derived from the contract between the Arcata Fire Protection District and the Public Employees Retirement System (PERS) as outlined below:

1 Safety personnel hired before August 1, 2011

- |  |                     |
|--|---------------------|
| a) 3% at age 50, full                          | (PERS 21362.2)      |
| b) Credit for unused sick leave                | (PERS 20965)        |
| c) 1959 Survivors Benefit 3 <sup>rd</sup> Tier | (PERS 21573)        |
| d) One year highest compensation               | (PERS 20042)        |
| e) 2% Post retirement adjustment               | (PERS 21329)        |
| f) Post retirement survivor allowance          | (PERS 21624/26/28)  |
| g) Post retirement survivor continuance        | (PERS 21635)        |
| h) Retired death benefit \$500.00              | (PERS 21620)        |
| i) Death benefit continuance                   | (PERS 21551)        |
| j) Prior service credit                        | (PERS 20055)        |
| k) Value of EPMC Reported                      | (Resolution 99-080) |

The EMPLOYEE shall pay his own employee contribution rate of nine percent (9%).

At retirement, the EMPLOYEE shall be paid in full, at the EMPLOYEE's current hourly pay rate, for any unused vacation time.

### OTHER FRINGE BENEFITS

**VEHICLE** – The EMPLOYEE is required to have a vehicle at all times to exercise the powers and to perform the duties of his position. The EMPLOYEE is expected to be on call and available at all times when acting as the Duty Officer; and available at all times for administrative duties, unless out of the area. The use of such vehicle shall be subject to any existing or future DISTRICT policy established with respect to such vehicle.

**DEFERRED COMPENSATION** - The District will provide up to \$200.00 match per pay period for the EMPLOYEE if he is participating in the program.

**CELL PHONE** – The DISTRICT will provide a monthly cell phone allowance to the EMPLOYEE for use his cell phone to perform his official duties. The allowance will not be

considered as part of the EMPLOYEE's salary. The allowance is intended to cover the majority of expected usage for an EMPLOYEE's personal cell phone and calling plan, recognizing that the EMPLOYEE retains the benefit of personal usage and having control over the equipment and plan selected.

The DISTRICT will provide a reimbursement of \$65 per month payable in advance with the first pay period of the fiscal year. There is no requirement for receipts or records to be provided; however, in the event that the employee discontinues use of the cell phone, the DISTRICT will be immediately notified and the reimbursement suspended.

**MEALS** – The EMPLOYEE spends a significant amount of time attending meetings, these meetings may be held during meal times. Examples of these meetings include but are not limited to: Fire Chief's Association, MCSO/USCG/HCSO, Rotary, and Humboldt Bay Fire Chief's. The DISTRICT recognizes the importance of attending these meetings in effort to build relationships and share information with agencies that regularly work with the DISTRICT and rely on. The DISTRICT approves the use of funds to reimburse or pay for the EMPLOYEE's reasonable meal expenses incurred as a result of these meetings.

**TRAINING** – The DISTRICT agrees to budget and pay for professional training as needed or required for the EMPLOYEE in his position as Fire Chief. The training, in addition to personal growth of the EMPLOYEE should be for the good of the DISTRICT. The parties should outline the EMPLOYEE's professional development plan at his annual performance evaluation.

**CLOTHING ALLOWANCE** – The EMPLOYEE as Fire Chief may be required to wear, while on duty, a full and distinctive uniform, including required patches and other attachments to the uniform. The DISTRICT shall supply the employee with all uniform requirements. The EMPLOYEE's clothing allowance shall be \$500 per year, and shall renew on July 1 of each year. Unused uniform allowance shall not carry over from prior years. The clothing allowance shall be used to purchase items as outlined in the District's Uniform Policy.

**PROFESSIONAL DUES** – The DISTRICT agrees to budget and pay for the professional dues and subscriptions of the EMPLOYEE necessary for his contribution and full participation in those national, regional, state, and local associations and organizations. These memberships may be necessary or desirable for the EMPLOYEE's continued professional participation, growth and advancement, and for the good of the DISTRICT, the same as other employees of the DISTRICT.

**Date:** March 14, 2023  
**To:** Board of Directors, Arcata Fire District  
**From:** Justin McDonald, Fire Chief  
**Subject:** Authorize the Transfer of \$900,000 in Retained Revenues to the Reserve Funds

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**DISCUSSION:**

With the passage of Measure F, the Board had intended to move retained revenues from FY 20/21 and FY 21/22 to the reserve funds. At FYE 20/21, \$150,000 should have been allocated to the Vehicle Replacement Fund as well as the PERS Contingency Fund. At FYE 21/22, \$200,000 should have been transferred to the Contingency Fund, Vehicle Replacement Fund, and the PERS Contingency Fund. These transfers were never completed due to the ongoing issues with the County Auditor's office.

**RECOMMENDATION:**

Staff recommends the Board authorize the transfer \$900,000 held in CalTRUST to the following reserve fund and amounts, Contingency Fund - \$350,000, Vehicle Replacement Fund - \$200,000, PERS Contingency - \$350,000.

**FINANCIAL IMPACT:**

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

**ALTERNATIVES:**

1. Board discretion

**ATTACHMENTS:**

N/A





**Resolution Number: 23-283**

**A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS APPROVING DISPOSAL OF SURPLUS EQUIPMENT AND SUPPLIES**

WHEREAS, by adoption of and in compliance with Resolution 17-181, the Board authorizes for the disposal of surplus equipment and supplies; and

WHEREAS, the Arcata Fire District (the "District") owns the items as described in the attached Exhibit A (collectively, the "Equipment"); and

WHEREAS, the Chief of the Arcata Fire Protection District hereby finds that the Equipment has outlived its useful life or is surplus and that it is no longer necessary, useful, or in the best interest of the District to retain ownership of the Equipment; and

WHEREAS, it is in the best interest of the District to dispose of the Equipment listed herein as Exhibit A, in accordance with the Surplus Property Policy and Guidelines adopted in Resolution 17-181.

NOW THEREFORE, BE IT RESOLVED THAT the Arcata Fire Protection District Board of Directors hereby declares the property listed in Exhibit A as excess to District need and directs the Fire Chief, or his designee, sell, trade-in or donate said property in accordance with policy.

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

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

DATED: March 14, 2023

Signed:

\_\_\_\_\_  
Blaine Maynor, President

Attest:

\_\_\_\_\_

Becky Schuette, Board Clerk/Secretary

**Arcata Fire District Surplus Equipment**

<b>Year</b>	<b>Model</b>	<b>Vin</b>	<b>Unit #</b>	<b>License #</b>
2007	Ford F-250	1FTWW31Y98EC07029	U8206	1259371

# District Business



# Correspondence & Communications

**THANK  
YOU**

*Thank you*

*To everyone who made  
a donation & shared the  
GoFund. From the bottom  
of my heart I so appreciate  
each & everyone of you!!*

*Love,  
Sal*